

### 1. ORGANIZER

Advertising Estonia OÜ  
 Lai 3, 44308 Rakvere  
 Contact: main organizer: Riina Talen  
 Mobile: +372 511 0472  
 E-mail: [riina@advest.ee](mailto:riina@advest.ee)

### 2. TIME AND PLACE OF THE EVENT

Time of the event: 11-12.09.2014  
 Place of the event: Estonian Exhibition fair centre  
 Opening time: 11.09 from 10.00 – 19.00  
 12.09 from 10.00- 18.00

### 3. SCHEDULE FOR THE PARTICIPANTS

Setting up the stands : 08.-09.09 from 10.00-20.00  
 Exhibition day: 10.09 from 10.00- 20.00  
 Removal of exhibits: 11.09 from 18.00- 20.00  
 -12.09 from 10.00- 18.00

NB! Any works done outside the given timeframes, will be done according to the pricelist of Estonian Exhibition fair centre.

### 4. EXHIBITS AND THEMATICS

The participants of the fair can be legal or neutral persons, who are offering services or products listed in the following categories: business and commercial gifts; inner- and outside advertisement; prints, stickers; design; interior decoration elements and other fields, which are connected to the listed categories. Exhibition is a physical object, displayed by the participant at the fair on the exhibition ground, on it's constructions, decoration elements, inner walls of the stand and above the stand. Placing exhibits outside from the assigned stand or removing stands before the official ending time of the fair is strictly forbidden. The participants agree to proceed with the stand until the official ending time of the fair. The participants who have left earlier than the official ending time, need to cover the sanctions of 64€ + 20%VAT for each hour left until the official ending time. The exceptions are allowed, if there is a previous written agreement with the organizer.

### 5. PARTICIPATING AT THE FAIR

For participating at the fair, the participant has to fill in a correctly formulated and signed participation contract- registration sheet and to forward it to the organizer. The final registration deadline is 31.07.2014 (included) Later orders will only be fulfilled, in case there are any free spaces left.

### 6. PARTICIPATION FEE

The non-returnable participation fee is 316 € per participant, which covers the preparation, organizing and conducting costs, the participant cards and bandings, 1 parking card and advertisement costs of the fair. A 20% VAT will be added to the participation fee.

### 7. RENT RATES OF FAIR SURFACES AND STANDARD STANDS

#### Rent for the fair surfaces (without a stand) from 01.04.2014

Row surface (1 side opened) 50 €/m2  
 Corner surface (2 sides opened) 55 €/ m2

Standard stand (will be added to the fee for the fair surface)  
 6-30 m2 28€/m2  
 31-50 m2 25€/m2

The price is to cover the rental costs for wall elements, desk, carpet, lights (1 for 4 m2) and a socket(1kW) along with the costs for setting up a stand.

KA 20% VAT will be added to all prices.

The participants are not authorized to give or rent the stand or a part of it to a third party without a previous written agreement with the organizer.

### 8. LOCATION OF THE STAND

The orders for the fair surfaces will be processed according to the time of receiving them in a written form. The organizer will

determine the final placement in the pavilions according to thematics, considering the participant's preferences as much as possible.

### 9. SERVICES AT THE FAIR

The order for the fair services will be formulated on the organizer's order sheets. The correctly formulated order sheets need to be returned to the organizer latest by 31.07.2014 (included.) The other orders will be fulfilled, if there are still free spaces left and the participants need to pay 25% fee. The services which will be ordered during exhibition day and preparation time, will be charged for additional 50% fee.

The participant, who will carry out general construction works for the stand itself or asks as a third party to do it, needs to coordinate the schematics, electrical schemes and the consumed electricity with the organizer before 31.07.2014 (included.) It is forbidden to build two or more storey high fair stand or to place the commercials in a way they could cover other participants's fair stands. The stands used for decoration and advertising elements in the messhalls are maximum 2,5 m higher than the ground. Higher constructions and advertising elements are allowed to be used maximum 6 m away from the stands in the pavilion corners. Higher floors are allowed to be built minimum 2 m away from the outside border of the stand.

### 10. PARTICIPANT CARDS AND BANDINGS

Participant cards and bandings will be given to participant by the organizer based on the size of the fair surface the participant is renting accordingly:

Up to 20 m2	5 cards and bandings
21 – 45 m2	8 cards and bandings
over 45 m2	10 cards and bandings

The participant card and banding will give the right to enter the fair pavilions during exhibition-, fair and demontage time. The participant is obliged to wear a participant card and to fix the banding on the wrist, while staying at the fair pavilion. The participants are allowed to enter the fair grounds only when they are wearing both the participant card and banding. A ruined participant card/ banding will be confiscated by the organizer and the participant loses the right to enter the fair pavilions. The participant can order additional participant cards and bandings for 4 € per set. The participant card must have the participant's name clearly stated and is invalid without participant's name. Passing participant card to a third person is forbidden.

### 11. PARKING CARDS

The participant will receive 1 free of charge parking card from the organizer, which is valid during the whole fair time and gives the right to park at participants's parking grounds. The parking card must have the licence plate number if the car stated on it. A parking card without the licence plate number is invalid. Additional parking cards cost 9€.

### 12. PAYMENT TERMS

The participant is obliged to pay the participation fee for the fair and the rent for the fair surface and stand according to the invoice, where the information and payment time will be terminated. The invoice will be provided by the organizer. If the participant has not paid by the determined deadline, he will lose the right or the rented fair grounds and the organizer has the right to give the surface to the company next in line. When the invoice will not be paid by the participant by the deadline, then the sanctions stated in point 13 will apply and the participation contract will be terminated. Paying for the additional services will be done by the provided invoice by the organizer and needs to be paid pay the deadline. 20% VAT will be added to all prices except parking cards and participant cards and bandings.

### 13. CANCELLATION OF THE CONTRACT AND ANNULATING ORDERS

The participant will lose the right for the ordered fair surface and stand and the right for those will go back to the organizer in the following cases:

- ▲ The participant has not provided the organizer with a correctly filled order sheet before 31.08.2014.

- ⤴ Has not paid the participation fee, fair surface or stand fee by determined deadline.
- ⤴ Has not started using the fair surface by 17.00 at the end of the exhibition day (unless in the case there is a previous written agreement with the organizer)
- ⤴ Is not following the participation
- ⤴ The participation fee is non-returnable. The participant has the right to cancel the contract without any sanctions before 31.07.2014. Cancelling the contract between 01.08.-10.08.2014, the participant agrees to pay the participation fee and 50% rent for the fair surface and stand. When cancelling the contracting later than 10.08.2014, the participant must pay the participation fee and 100% rent for the fair surface and stand.

The participant must provide the cancellation request to the organizer in a written form. The cancellation request will be confirmed by the organizer, when the organizer has received the cancellation form.

#### 14. ADVERTISING

The participants are only allowed to use the rented fair surface and inner walls of the stand for advertising their production or services. The advertising is forbidden for other companies and stand alone persons. The advertisement can only be attached to the decoration elements, which belong to the organizer, using scotch tape and/ or hooks. The participants must remove the advertising elements before demontage, otherwise he has to cover the costs of removing his advertising materials. For using other surfaces (floor, walls, passage) and channels at the fair hall, the participant needs to order the surface from the organizer. Retail sales are forbidden during the fair, unless it has been previously confirmed with the organizer in a written form.

#### 15. RESPONSIBILITIES OF THE ORGANIZER

The organizer will be responsible for providing security services on the fair premises and pavilions, using it's own and/ or additionally hired security service during the whole fair period. The organizer is not responsible for exhibitions, safety of the constructions, any harm or loss of the materials or devices during the fair. The organizer is not responsible for any harm caused by force majeure. The organizer is responsible for fire safety in the fair pavilions and fair territory. For using inflammable and explosive matters during the fair exhibition, the participant has to register for a special permission, which is also agreed with the organizer, from Põhja-Eesti Päästkeskus (North-Estonian Rescue Center) Smoking at the fair pavilions is forbidden. Smoking is only allowed at the specially assigned places. The organizer is not responsible for the liability of information provided by the participants.

#### 16. RESPONSIBILITIES OF EXHIBITANTS

The participant is fully responsible for the rented fair surface or fair box, inventory, materials and devices and for any harm or loss from the time they have been handed over by the organizer and until they will be returned to the organizer. The participant has to prove the state of the rented box, inventory, materials and devices at the moment the participant receives them from the organizer. The participant has to check for possible defects and to notify the organizer immediately. Later pretensions will not be satisfied, possible defects and harm will be considered as a result of participant's actions and have to be refunded according to the price list. The participant has to hand over the box, inventory, materials and devices, which have been provided by the organizer. In case the participant leaves with the box, inventory, devices or materials, which belong to the organizers, he still needs to cover the harm caused to the organizer's equipment. The participant is obliged to refund the organizer for all harm or loss for the fair box, inventory, devices and materials, which have been provided to the participant by the organizer.; In case of loss of built constructions or their complete destruction, the participant needs to replace them with exactly the same ones or compensate them to the organizer in full price, according to the

corresponding price list.

The participant is forbidden to pass on the fair surface which is rented to him with the contract. .

It is forbidden to store empty bottles and packages behind the display boxes.

The participant is not allowed to disturb the neighbor boxes with his activities or sounds. If the organizer has received multiple complaints from other participants about disturbing by the participant either with sounds or activities and the participant has not stopped doing it after the organizer has demanded it, the organizer has the rights to use sanctions against the disturbing participant. The organizer might either to stop providing the disturbing participant with electricity or to expel the participant. The expelling costs will not be refunded to the disturbing participant. Participant is forbidden to leave before 19.00 on the fair day at 11.09.2014 and before 18.00 on the fair day at 12.09.2014

#### 17. FORCE MAJEURE

The organizer has the right to cancel or delay the fair in case it is caused by force majeure – actions of war, natural disasters or political reasons.

If due to force majeure it is not possible to hold the fair, the participant's contract will be terminated and the fees which the participant has paid will be returned. The participation fee is not returnable.

#### 18. PRETENSIONS

All pretensions need to be filed in a written form during the fair period. The pretensions will be resolved by negotiations. In case the sides have not reached a solution, the arguments and disagreements will be resolved at Viru Maakohus (Local Court).

#### 19. GENERAL TERMS

By signing the participation contract/ registration sheet of AdvEst Expo 2014, the participant or it's signee will accept the terms and conditions of the fair and the general conditions which apply to participants of any fair, exhibitions etc held at Eesti Näituste messikeskus (Estonian Exposition fair centre) and agrees to instruct the other participating employees of the company. The participants also need to follow additional instructions and orders by the organizer, if these are related to making the fair's work more effective and to ensure the safety of the participants during the fair period (including the preparation and removal period) The Estonian version of Terms and Condition is considered as a prioritized one, in case of misunderstanding and interpreting the terms and conditions.

#### Information of the sides:

Participant	Organizer
..... Name of the company	Advertising Estonia OÜ
..... Address of the company	Lai 3
.....	44308 Rakvere
..... Code from the commercial register	12328102
..... 2014 Date	Riina Talen Main organizer
..... Name of a signature authorized person	
..... Signature	