

## Terms and conditions for trade show – dealers and private visitors

### Terms and conditions

1. Definitions
  - a) “Organizer” stands for “Recto et verso”, the company responsible for organization of a tradeshow.
  - b) “Exhibitor” stands for any organization or individual taking place at the trade show.
2. Contract
  - 2.1. A completed contract is necessary to be agreed upon and submitted by all participants. By the submission of the contact, parties of the contact accept Terms and Conditions.
  - 2.2. The trade show space booking will be finished only after the submission of the contract and invoice paid.
3. Exhibition plan
  - 3.1. The Organizer allows exhibitors to choose the location within the exhibition space.
  - 3.2. Exhibition displays and furniture must stay within the allocated space during exhibition.
  - 3.3. The allocated exhibition space must not be conveyed by the Exhibitor to the third party without prior approval of the Organizer.
  - 3.4. All the exhibition materials must be immediately removed after the event. Storage facilities are not available.
4. Safety
  - 4.1. The Exhibitor is responsible for the health of his staff and the safety of his equipment.
  - 4.2. The delivery of Exhibitor’s private equipment to the exhibition must be handled by the Exhibitor or his staff.
  - 4.3. The delivery of the equipment rented from the Organizer is handled by the Organizer.
  - 4.4. The Exhibitor is responsible for the security of the equipment rented from the Organizer. In case of damage occurring to the rented equipment, Exhibitor is obligatory to pay an extra fee.
5. Insurance
  - 5.1. The Organizer is not responsible for the lost, demolition or any damage of goods, equipment, stand, packages and packaging materials belonging to the Exhibitor or his co-exhibitors, irrespective of whether this damage appeared before, during or after the fair. The Exhibitor shall take out insurance for this purpose.
  - 5.2. Exhibitors should hold their own public liability insurance and employers’ liability insurance.
6. Staff
  - 6.1. All Exhibitor staff should wear identification marks.
7. Photography
  - 7.1. The Organizer will arrange photo/video footage during the event for promotional purposes.
  - 7.2. Exhibitors, who do not wish for their images to be taken or used must notify Organizer in advance.
8. Payment

- 8.1. Payment is due upon receipt of invoice. Any Exhibitor exceeding the payment time may not be permitted to exhibit.
9. Participation cancellation
  - 9.1. All cancellation must be made 7 weeks in advance.
  - 9.2. In case the cancellation is made within 7 to 2 weeks before the event, the Exhibitor will be charged 50% of all provided services from the Organizer.
  - 9.3. In case the cancellation is made within less than 2 weeks before the event, the exhibitor will be charged 100% of all provided services from Organizer.
  - 9.4. All the payments received by the Organizer, which are above the cancellation charges, will be refunded.
10. Force majeure
  - 10.1. In case the event is canceled for any cause, not within the control of the Organizer, the Organizer is under no liability to the Exhibitor in respect of any actions losses or claims.
  - 10.2. It is strongly recommended for Exhibitors to have the insurance against cancellation.
11. Data
  - 11.1. By submitting registration details, Exhibitor allows Organizer contact him as required for organization of the event.
  - 11.2. The contact information of Exhibitors will be placed on the exhibition list, which will be provided to the participants.
12. Confidentiality
  - 12.1. The Exhibitor shall during and after termination or expiry of the Contract keep confidential all information acquired from the Organizers, which is not in the public domain, which becomes known to the Exhibitor in connection with the Contract.
13. General
  - 13.1. Each Exhibitor shall have the full knowledge of the Terms and Conditions and agree on them in all respects.
  - 13.2. The Exhibitor has right to promote his products only within his own stand or table if he didn't choose additional services from Organizer.
  - 13.3. All manners of exhibiting at his own exhibition site or elsewhere must be approved by the Organizer.
  - 13.4. If not determined otherwise, the organizer has right in case of the violation of any of the above listed stipulations to exclude the Exhibitor from the participation at the fair.