

PARTICIPATION CONTRACT - APPLICATION FORM

OCTOBER 12-14

CLOSING DATE FOR APPLICATIONS AUGUST 28, 2023

XXVI Tallinna International Fair for Product Development,
Production Engineering, Tooling, Subcontracting and Maintenance



INSTRUTEC 2023

COMPANY DATA:

Company	VAT ID no
Address (with ZIP code)	
Telephone	Contact person's name
E-mail	Contact person's telephone
Web-site	Contact person's e-mail

WE RESERVE

All prices are subjecte to VAT 20%

<input type="checkbox"/> PARTICIPATION FEE	275 EUR
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	WIDTH (m)	DEPTH (m)	AREA (m ²)		COST
<input type="checkbox"/> INDOOR SPACE, without constructions	<input type="text"/>	x <input type="text"/>	= <input type="text"/>	x 50 eur/m ²	<input type="text"/>
<input type="checkbox"/> INDOOR SPACE, with standard constructions	<input type="text"/>	x <input type="text"/>	= <input type="text"/>	x 85 eur/m ²	<input type="text"/>
STANDARD STAND includes: wall and fascia elements, carpet and spotlights (1pc per 3m ²)			NB! STANDARD STAND does not include space rent!		
<input type="checkbox"/> Outdoor space	<input type="text"/>	x <input type="text"/>	= <input type="text"/>	x 25 eur/m ²	<input type="text"/>
<input type="checkbox"/> Advertising space out of stand	<input type="text"/>	x <input type="text"/>	= <input type="text"/>	x 80 eur/m ²	<input type="text"/>
<input type="checkbox"/> Two-storied stand	<input type="text"/>	x <input type="text"/>	= <input type="text"/>	x 1,4	<input type="text"/>

(The total rent for a two-storied stand is calculated by multiplying the rental fee of the original space configuration with coefficient 1,4)

CO-EXHIBITOR

All prices are subjecte to VAT 20%

Company	Contact person's name
Address	Telephone
	E-mail

<input type="checkbox"/> CO-EXHIBITORS PARTICIPATION FEE	275 EUR
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NOTES AND SPECIAL REQUIREMENTS

<input type="checkbox"/> Heavy weight exhibits	<input type="text"/>	Other
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PARTICIPATION FEE

The present participation contract consisting of application form, terms of participation at INSTRUTEC 2023 and general terms of participation for trade fairs is legally binding and the undersigned undertakes to abode by the terms of the present participation contract.
Hereby certify that we have read the terms and conditions of the participation terms and its annexes and undertake to comply with them.

Date

Name of the undersigned

Signature

TO BE COMPLETED BY ORGANIZER

Participation fee	275 eur
Co-exhibitor's fee (275 EUR)	<input type="text"/>
Rental of space and standard stand	<input type="text"/>
Sum	<input type="text"/>
VAT 20%	<input type="text"/>
Total amount	<input type="text"/>

INSTRUTEC 2023 TERMS OF PARTICIPATION

1. ORGANISER

Eesti Näituste AS, Pirita road 28, EE-12011 Tallinn, Estonia
phone: 613 7337
fax: 613 7447
e-mail: instrutec@fair.ee

2. TIME AND VENUE

Time: **October 12 – 14, 2023**
Venue: Estonian Fairs Centre, Pirita road 28, EE-12011 Tallinn
Opening hours:
October 12, 2023 10.00 – 18.00
October 13, 2023 10.00 – 18.00
October 14, 2023 10.00 – 16.00

3. THE MAIN TOPICS

Products and services related to the following product groups will be exhibited at the fair:

* manufacturing equipment and accessories for metal processing, machine building, sawmilling, woodworking, rubber and plastic processing, electronics and electrical engineering; * automatic and process control, industrial automation; * energy conservation. Energy management of renewable energy sources; * CAD/CAM/CAE, CRM and other software applications; * hand and cutting tools, dies and moulds; * welding machines and accessories; * industrial subcontracting; * measurement and control devices; * surface processing, corrosion protection; * occupational health and safety; * maintenance, waste management; * material handling and store equipment; * standardising; * R&D, technical innovation. Best Available Technique; * professional training and counselling; * professional societies and supportive organisations; * publications

4. RENTAL OF EXHIBITION SPACE

The application for participation must be submitted on the official application form. The form should be filled in and returned to the Organiser **by August 28, 2023 at the latest**. Applications submitted after this deadline will be fulfilled according to the availability of exhibition space. After proper registration to the fair confirmation of participation shall be sent. Orders to the fair will be satisfied until the free space lasts. The allocation of the fair space to the exhibitor will take effect after the participation fee and the payment of the fair space by the exhibitor (point 12). Compliance with the terms and conditions of participation is mandatory for the parties.

5. PARTICIPATION FEE

The non-refundable participation fee is EUR 275. It partially covers project management and marketing costs for the fair. Participation fee for co-exhibitor 275 EUR

Prices are subject to VAT 20% valid in the Republic of Estonia.

6. RENTAL OF EXHIBITION SPACE AND STANDARD STANDS

See prices on the application form/participation contract.

7. FAIR SERVICES

In order to apply for fair services, the Exhibitor must fill in the relevant form which must be submitted to the Organiser **by September 18, 2023 at the latest**. Orders submitted after this deadline will be satisfied according to the possibilities.

The Organiser will charge 50% extra of the price list for orders of constructions and fair services placed by Exhibitor starting from assembly period (October 7-17, 2023). Standard stand constructed by the Estonian Fairs will be delivered to the Exhibitor at 9 a.m. October 11, 2023. If the Exhibitor chooses to construct the stand through individual means and materials, the intended layout of the stand must be submitted to the Organiser by October 18, 2023, at the latest, in accordance with the prescribed fire-precautions and labour protection rules. Exhibitor should mount and dismantle his stand within the time limits prescribed by the Organiser. If the stand will be designed or constructed not by the Exhibitor but some other parties, the Exhibitor is committed to inform the Organiser about the name and contact data of the named party.

The construction work may be started according to the following schedule:

Assembly:	October 7. – 10, 2023	09.00 – 18.00
Exposition layout:	October 11, 2023	09.00 – 20.00
Removal of exhibits and dismantling:	October 14, 2023	17.00 – 20.00
	October 15. – 17, 2023	09.00 – 18.00

Working in the pavilions outside the exhibition timetable extra 100 EUR per hour will be charged.

8. IDENTITY CARDS AND INVITATION CARDS

According to the size of the fair space rented by the Exhibitors they will be entitled to the identity cards on October 11, 2023 as follows:

Less than 20 m² - 5 cards over 21 m² - 10 cards

The Exhibitor will be entitled to invitation cards from September 1st, 2023 as follows:

Less than 35 m² - 75 invitations over 36 m² - 150 invitations

For additionally ordered identity and invitation cards 2,5 EUR per each will be charged extra.

9. PARKING CARDS

The Exhibitor will receive one parking card free of charge for the fair period. Extra parking cards are available in info stand for 15 EUR and single entry for 5 EUR at the entrance to the fair territory on fair days.

10. FAIR CATALOGUE

Data on companies and organisations participating at the Fair, submitted to the Organiser by September 18th, 2023, at the latest, will be published in the Fair Catalogue free of charge. The Organiser will also supply the price list for additional advertising.

11. USE OF THE WATERMARK

The Exhibitor is allowed to use the fair trademark in its own advertising and commercial activity only in accordance with the Organiser.

12. TERMS OF PAYMENT

Confirmation of participation and invoice for participation fee and rental of exhibition space will be sent to the Exhibitor after proper registration to the fair. The exhibitor is obliged to pay this invoice within 10 calendar days after registration. If the Exhibitor has not settled the payments for participation and stand rental by the time indicated on the invoice, the Organiser reserves the right to offer the stand to another participator. Failure to settle the payments by the time indicated on the invoice, shall be equated with termination of the contract and the Organiser has right to use a sanctions written in terms of participation point 13. After the end of the registration period, the exhibitor will be sent an invoice for payment to the exhibition space and standard stand ordered on the basis of the registration form-participation agreement, which the exhibitor is obliged to pay within 10 calendar days. All payments for additional fair services should be remitted immediately after the fair on the basis of an invoice sent by the organizer by the last calendar day of the month of the fair.

13. TERMS OF CONTRACT

The participation fee is non-refundable. The exhibitor is entitled to cancel all reservations prior to August 28, 2023 bearing no sanctions. If the cancellation is made between August 29 and September 11 2023, the Exhibitor is responsible for the settlement of the non-refundable participation fee and 50% of space rental fees. Reservations cancelled after September 11, 2023, are subject to any charges which have already fallen due, including all participation, standard stand or exhibition space rental fees in full. The exhibitor is obliged to notify the organizer in writing of the wish to terminate the contract.

If the Government of the Republic of Estonia imposes restrictions that make it impossible to organize the fair in the usual format and/or significantly restrict people's participation in the fair, the organizer has the right to change the fair to virtual platform. If the fair takes place in a virtual environment, each exhibitor will pay a participation fee and virtual event fee of 175 euros. If the fair is postponed or cancelled, the organizer shall return payments made by that time.

14. LEAVING FAIR BEFORE THE END

Removing exhibits before the end of the fair's working hours is prohibited. The exhibitor undertakes to stay at the stand until the official end of the fair's working hours. Exhibitors who leave the stand earlier will be subject to sanctions of €124 + km 20% for each hour of early departure. Exceptions are permitted by written agreement with the organizer.

15. FAIR ENVIRONMENT

The Exhibitor is obliged to take measures against the spread of noise, vibration and radiation caused by the exhibited device. The Exhibitor should guarantee the accordance of physical and biological safety factor parameters of his stands working environment to the limit values valid in the Republic of Estonia as well as the safety of visitors and stand personnel.

16. FIRE SAFETY AND SECURITY

Organiser is responsible for fire safety and general order in the fair centre. The Exhibitor is obliged to follow the fire and work safety regulations enforced in the fair centre by the Organiser. The exhibitor organizes insurance of his property himself. The organizer does not take responsibility for damage or loss of the Exhibitors exhibits or construction