



Information for exhibitors

EAA 2012, Ljubljana, Faculty of Economics, 9–11 May 2012

1. Place and date

The 2012 annual EAA conference will be held at Faculty of Economics University of Ljubljana from 9 to 11 May 2012.

2. Terms and conditions for participating

Participation is restricted to Publishing Companies and Professional Bodies. Registration must be made using this application form and received no later than **Monday, 26 March 2012**. Stands will be granted on the basis of available space. Your registration as exhibitor will be valid upon receipt of your application form and acceptance of your application by the Organising Committee.

Completed, signed application forms must be sent in advance scanned via email barbara.leskovec@ef.uni-lj.si or by fax (to +386 1 5892 698, for the attention of Barbara Leskovec) or sent by post to:

Barbara Leskovec
Faculty of Economics
University of Ljubljana
Kardeljeva ploscad 17
1000 Ljubljana
Slovenia

3. Publishers fee

- Per delegate: 400,00 EUR
- Per booth: 1.000,00 EUR
- One-page advertisement in the conference programme: 600,00 EUR
- Inserts in delegates' bags (one insert per bag): 800,00 EUR
- Advertisement on the conference programme big screen (4 days): 300,00 EUR

- Company logo listed in the conference programme: free of charge
- **Please note: prices do not include VAT.¹**

The delegate's fee covers:

- admission to all academic sessions,
- handout materials and information package,
- tea / coffee breaks throughout the conference,
- conference lunches.

One table-top stand at the conference will include two tables (measures of one table: width – 70cm, length – 160cm, height – 72cm) and two chairs (or more if there are more exhibitors). Free wireless internet is available on the whole venue area.

4. Opening hours

Tuesday, 8 May 2012	13:30 – 18:30 hrs (Setting up)
Wednesday, 9 May 2012	8:00 – 19:00 hrs
Thursday, 10 May 2012	9:00 – 17:30 hrs
Friday, 11 May 2012	8:30 – 17:00 hrs (Breakdown)

5. Shipment and storage

(1) Materials for the stand and (2) promotional material in the conference bags may be delivered to the organizer, indicating the following address:

Barbara Leskovec
 Faculty of Economics
 University of Ljubljana
 Kardeljeva ploscad 17
 1000 Ljubljana
 Slovenia

(1) Please note that materials for the stand can only be received and stored 2 weeks ahead of the conference (**Thursday, 24 April – Tuesday, 8 May**) so be sure to send the materials on time.

¹ Since the tax regulations changed in January 2011, please note that there is 20% VAT for the services such as booth usage but 0% VAT for the advertising (VAT reverse charge under Art.44 of VAT Directive).

(2) The deadline for the receipt of promotional material in the conference bags is **Monday, 23 April 2012**. We expect up to 1200 attendees.

All delivered material must clearly indicate:

EAA 2012, name of exhibitor and the full number of pieces from your company.

Any materials not collected by exhibitors after the conference will be disposed of. Costs of delivery, transport, insurance and compensation of any kind whatsoever shall be borne fully and by the exhibitor only.

All material has to be sent back from the venue till **15 May 2012**. After the deadline material will be removed.

6. Terms of payment

Payment of the amount shall be made after the invoice is issued (after the conference, in May 2012).

Payments:

Bank: BANKA SLOVENIJE, Slovenska c. 35, 1000 Ljubljana

Account: 01100-6030708574

IBAN: SI56011006030708574

SWIFT CODE: BSLJSI2X

The organizer will issue an invoice in May 2012.

7. Waivers and Cancellations

If the exhibitor decides to cancel his/her participation, he/she will have to notify Faculty of Economics by email or fax, no later than **2 April 2012**.

8. Annulments

The organizers reserve the right to change the dates of the event, or cancel it completely at any time in exceptional circumstances (force major). In such circumstances the participant will not have the right to any claim for damages.

9. Liability and Safety

The risk relating to property present in the exhibition building or on the adjoining grounds, including theft or fire, shall be borne completely by the participant. Organizers will not insure the said goods. Except for fraud or serious negligence by the organizers, they shall not be considered liable for damages to property or persons deriving directly or indirectly from participation in the event, whatever the cause of the damage. Organizers shall not be liable for damage caused to third parties through use of the stand by participants or their employees. The participant exempts the organizers from any liability whatsoever for compensation claims made by third parties regarding this. The participant is liable for all damages to property and / or persons working for the organizers or appointed by the organizers, caused, in any way at all, by the fault or negligence of the participant or his/her staff. The participant exempts the organizers from any liability whatsoever for claims made by third parties regarding this. The exhibitors are responsible for complying with safety regulations within their stand.