

INTERNATIONAL FAIR PRISHTINA
13th EXPOKOS



Organizer

14-17 May 2014

GENERAL INFORMATION

Deadline: 18 April 2014

EXHIBITION INFORMATION

Name of the Exhibition	13th EXPOKOS
Profile of the Exhibition	Construction, Energetic & Mining, Technical, Furniture and Real estate Fair
Dates	14-17 May 2014
Venue	Prishtina
Frequency	Every Year
Exhibition Space	20000 m ²
Visitor Target groups	Professional, Trader and Public
Direct Sales	Yes
Parallel Event	Conferences, B2B meetings, seminars and company presentation

AGENDA

AGENDA	DATE	TIME
Settlement of Exhibitors	12, 13 May from 08:00-20:00	08:00-20:00
Official Opening	14 May 2014	12:00
Exhibition Time	14 May 2014	12:00-18:00
Exhibition Time	15 May 2014	10:00-18:00
Exhibition Time	14 May 2014	10:00-18:00
Exhibition Time	17 May 2014	10:00-16:00
Removal of Exhibitors	17 May 2014	16:00-20:00
Removal of Exhibitors	18 May 2014	08:00-20:00

DEADLINES:

DESCRIPTION	DEADLINE
Deadline for confirmation for exhibitors	18 April 2014
Deadline for order a stand construction from the organizer (in case you needed)	18 April 2014
Deadline for sending your data/design for the fair catalogue	23 April 2014
Deadline for order additional equipments and services (in case you needed)	23 April 2014
Deadline for order a sponsorship packages (in case you needed)	23 April 2014
Deadline for order a conference room (in case you needed)	23 April 2014
Deadline for sending pro-invoice of temporary Import/Export (in case you needed)	23 April 2014

Organizer:	CEO-Congress & Event Organization
Address:	Rrustem Statovci str.14, 10000 - Prishtina-Kosovo

PRODUCT GROUPS AT THE EXPOKOS FAIR

Company Name: _____

*Note: Please mark with X your company profile or write your profile in the line "other" if you can't find in the list.

Form - A

• Construction:

- Building Materials.
- Building Systems and Equipment,
- Prefabricated Building,
- Chemical Auxiliaries for the Industry,
- Isolation,
- Heating and Sanitary Technology,
- Electrical Installation,
- Ceramics,
- Doors and Windows,
- Metal Processing,
- House Decoration,
- Road Construction ,
- Glass facades,
- Glass building materials,
- Roof Construction,
- Street and park lighting,
- Lifts,
- Interior work,
- Natural stones,
- Stainless steel,
- Other _____

• Energetic & Mining:

- Electric Power Industry,
- Alternative Energy from:
- Wind,
- Water,
- Solar,
- Gas,
- Cool,
- Oil,
- Station of gas,
- Ministry and Institutions of Energetic,
- Mining and minerals,
- Smelting,
- Comminuting,
- Machinery,
- Machinery for opening mining halls,
- Machinery for mineral processing,
- Drilling machinery,
- Methane measurement equipment,
- Mineral transporting machinery,
- Working tools,
- Security equipment for mining,
- Other _____

• Technical:

- Pavilion of Quality Assurance,
- Measuring Instruments,
- Analytical apparatus,
- Automatic and Robotic,
- Industrial machinery & equipment,
- Metallurgy,
- Foundry,
- Metals and non – Metals equipment,
- Chemistry and plastic Industry,
- Manufactures,
- Construction,
- Telecommunication,
- Transport Equipment,
- Other _____

• Furniture:

- Woodworking Machinery,
- Solid wood Processing,
- Home & Office Furniture,
- Kitchen and Home Technology,
- Bathroom Furniture,
- Parquet Wooden floors,
- Houses of Wood,
- Wood Decoration,
- Other _____

• Real estate:

- Architects,
- Banks,
- Homeowner,
- Commercial property companies,
- Home Inspectors,
- Credit Repair Specialists,
- Engineers,
- Environmental Companies,
- Investors,
- Investment & Financial Planners,
- Interior Designers,
- Landscapers,
- Life Insurance Companies,
- Other _____

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REGISTRATION FORM

Deadline: 18 April 2014

Please complete and return to CEO

Form- B

Name of the Exhibition Company:

Address:

Tel: _____ Fax: _____

e-mail: _____ web: _____

Contact Person: _____ Position: _____

Your company name to be put on the stand (fascia board):

1. Registration fee - obligatory:

Included in the price: ID for exhibitors and publication of the exhibitors on the fair organizer website.

1.a) Registration for co-exhibitors:

Name of co-exhibitor: 1. _____ 2. _____

Address: _____ Tel/Fax: _____

Contact Person: _____ email: _____ **Amount**

Price per co-exhibitor: 250€ x _____, (no. of co-exhibitors)

Included in the price: ID for exhibitors and publication of the co-exhibitors on the fair organizer website.

2. Area rent/prices:

Please underline the option you prefer:

Please underline	Exhibition area (m ²)	Price per m ²	Amount
<input checked="" type="checkbox"/> Area on the row (one side open)		78€ m ²	
<input type="checkbox"/> Area on the corner (two sides open)		78€ +10 % m ²	
<input type="checkbox"/> Area on the front (three sides open)		78€ +15 % m ²	
<input type="checkbox"/> Island area (all sides open)		78€ +20 % m ²	

Included in the price: exhibition area and electrical connection of 220V.

3. Outdoor exhibition area:

m² / Quantity Price per m²/unit Amount

Free empty area _____ 50€ m²

Included in the price: exhibition area.

4. Stand construction - Standard - A:

Price of the stand: 35€ per m² x _____ m²

Included in the price: stand construction - aluminum profile - octanorm system with white walls, information desk, table, four chairs, carpet, lighting, company name, electrical connection of 220V and waste basket.



4.a) Stand construction with additional services - B:

Price of the stand: 40€ per m² x _____ m²

Included in the price: stand construction - aluminum profile - octanorm system with white walls, info desk round - shape, 2 shelves, cabin, table, four chairs, carpet, lighting, company logo, electrical connection of 220V and waste basket.



4.b) Color stand construction - C:

Please write the stand color: _____ Price of the stand: 55€ per m² x _____ m²

Included in the price: stand color construction - aluminum profile - octanorm system, info desk round-shape, 2 shelves, cabin, table, four chairs, carpet, lighting, company logo, electrical connection of 220V and waste basket.



4.c) Exclusive stand according to the demand - D:

Stand dimensions: _____ m² Price of the stand per m² x _____ €

The exclusive Stand Project will be prepared in cooperation with the client.

5. Tents:

m² / Quantity Price per m²/unit Amount

Covered Tent and with side closures, as you wish (5 x 5m) 350€ per unit

Covered Tent without side closures (2.5 x 2.5m) 110€ per unit

6. Fair Catalogue - obligatory:

Page	No. of pages	Price per page	Amount
Color page		120€	
Color inside cover/front and back		700€	
Color back cover		1500€	

One color page (format A5) on the Fair Catalogue is obligatory for all Exhibitors.

You can send the design of your company at the latest on: 23 April 2014, in CD in CEO offices, or by email: ideal@ceokos.com. The design should be prepared in: cdr, TIFF, eps or jpg - size, at least 200 dpi.

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Deadline: 18 April 2014

7. Additional equipments and other services:

Form - C

Equipment - Service	Quantity	Price per unit	Amount
High show case (250 x 50 x 100 cm)		50€	
Low show case (100 x 50 x 80 cm)		35€	
Info desk square-shape (100 x 50 x 80 cm)		35€	
Shelves (2 x 1m length)		35€	
Cabin in the Stand		35€	
Table (more than 1)		10€	
Chairs (more than 4)		3€	
Water connection with sink and drainage		250€	
Electrical connection (extra plug-in 220V)		10€	
Extension electricity cable		10€	
Reflectors		20€	
Electrical connection up to 4 kW		100€	
Refrigerator		100€	
LCD TV		250€	
DVD		20€	
Booklet holder		30€	
Flowers on pots		25€	
Printing and putting the logo on the fascia board		35€	
Printing and putting the logo at the info desk		35€	
Clothes hanger		25€	
Carpet		5€/m ²	
Conference room		100€/hour	
Printing and putting of posters/banners on the stand		30€/m ²	
Other:			

Unloading / loading of products: 1-500 kg =200 € □ ; 500-1000 kg =370 € □ ; 1000-3000 kg =580 € □

€

Transport of your products from the Prishtina Airport – Fair, and vice-versa:

1-500 kg =170 € □ ; 500-1000 kg = 370 € □ ; 1000-3000 kg = 580 € □

€

8. Temporary import/export expenses (if needed):

Total 7

Banking Services for Banking Guarantee

100 €

Forwarding Company's Services

150 €

The total Guarantee Banking Services and the temporary import/export Forwarding Company is 250 €

Total 8

For more information please See form - E

9. Booking Procedure for Fair Participation

Total Amount

Booking can be made through:
e-mail, Fax, or directly at the CEO offices,
Deadline for Confirmation: 18 April 2014

Total 1+1a+2+3+4+4a+4b+4c+5+6+7+8

+16 % VAT

Grand Total

10. Payment 50 % advance payment upon signing Participation, Full Payment (rest of the 50 %) maximum until 25 April 2014

11. Explanation

a) In case the exhibitor withdraws from the Fair within 10 days from the signing of the agreement, the sum of 50% of the overall value is given back to him according to the agreement, while in case the withdrawal happens 10 days after the signing of the contract, the exhibitor is obliged towards the organizer with the total sum according to the agreement.

b) In case the exhibitor withdraws from the Fair within 10 days after the signing of the agreement, and in case he didn't pay the 50% of the total sum, is obliged to pay this sum towards the organizer within 10 days after the withdrawing notification, while if the withdrawal happens 10 days after the signing of the agreement, the exhibitor is obliged to do the payment of the total sum according to the agreement towards the organizer within 10 days after the withdrawal notification.

We agree with General Terms and Conditions of the Exhibition

Fair Organizer, CEO - Congress & Event Organization

Exhibition Company

Signature / Stamp

Date:

Signature / Stamp

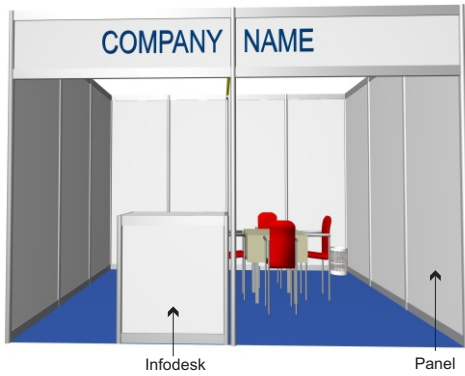
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EXAMPLE OF THE STANDS AND OTHER EQUIPMENTS

Please write / sent your Company name / logo (as you want to be printed on your stand):

4. Stand Construction - Standard - A (one open site)

4. Stand Construction - Standard - A (two sides open)



Description	Width	Height	Depth
Panel	0.95 m	2.35 m	
Company name	1.95 m	0.35 m	
Infodesk	0.95 m	0.75 m	0.50 m
Stand	X	2.50 m	X



4.a) Stand Construction with additional services - B

4.b) Color Stand Construction - C



Description	Width	Height	Depth
Panel	0.95 m	2.35 m	
Company logo	1.95 m	0.35 m	
Infodesk	1.10 m	0.75 m	0.50 m
Shelves	1.00 m		0.35 m
Stand	X	2.50 m	X

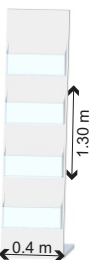
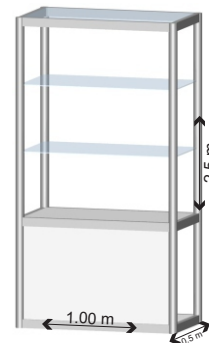
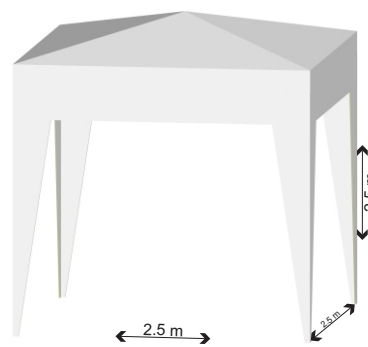
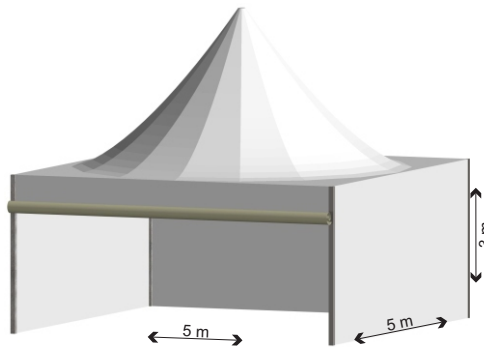


5. Covered Tent and with side closures, as you wish

5. Covered Tent without side closures

7. High show case

7. Booklet holder



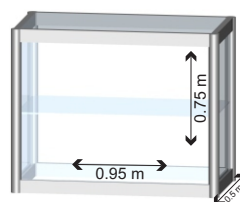
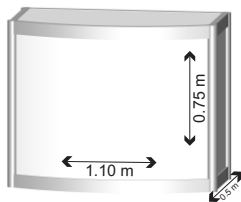
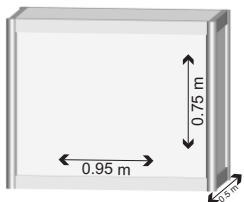
7. Info desk square-shape

7. Info desk round-shape

7. Low show case

7. Table

7. Chairs



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General Terms and Conditions of the Exhibition

Form - D

1. Registration:

A booth is ordered by using the present Registration Form. The closing date for reserving participation at EXPOKOS is published on the Registration Form.

2. Dates for Set-up and Dismantling:

Dates are always published on the package information with Application Form. Using the booth after the official time can be possible only with written request to the organizer. The exhibitor shall be liable for any damage to the booth equipment, the walls and the floor.

3. Opening Times:

Are always published on the package information with Application Form.

4. Booking procedure:

Booking can be made by sending the Application Form per fax, email, mail or directly at CEO offices. The contract between the exhibitor and the event organizers shall come into existence upon confirmation of the admission notice and signed by organizer and exhibitor.

5. Admission, Exhibits:

The organizer has the right to reject any applicant for exposure based on a lack of spatial capacities and if it does not fit the fair program determined by the fair organizer.

Exhibitor will provide the event organizer with the information about his company and products to be exhibited.

If the exhibitor intends to exhibit other products which are not included at the exhibition program or may belong completely to other sectors, than the organizer reserves the right to cancel his participation at the exhibition.

6. Rental Charges and other costs:

Organizer will charge one time for each exhibitor a registration fee.

Exhibition area per sqm for row booth (one open side), two open sides =10% higher price, three open sides 15% higher and four open sides 20%. Regarding Booth construction, there are several samples published on the Registration Form. The minimum booth size is 9 sqm.

Entry at the fair catalogue has an obligated fee that is published on the Registration Form.

7. Booth Allocation:

Fair organizer will distribute the exhibiting space and determine the exhibiting location of each Exhibitor. Exhibitor will confirm one proposal made by organizer, after this confirmation the organizer does not reserves any right, to relocate Exhibitors from already allocated area.

Joint Booths are permitted; exhibitors should be registered that are sharing their booth with others.

8. Stand Design and Build:

Exhibitors have the possibility to order their stand design and build/construct it through the organizer for the costs published on the Registration Form or the Exhibitor may design, mount, fit and dismantle his stand at his own cost through other contracted building stands companies.

Each stand in the exhibiting space shall have its special mark like stand number, entered name and location of the Exhibitor.

Organizer keeps the exclusivity right not to approve the stand construction if it is not based on international standards (if the construction is not licensed, or the construction is not stabile enough or if the height of the stand is greater than 4m).

9. Exhibitor Passes and official gift cards for visitors:

The exhibitors will receive till 20 exhibitor passes free of charge and one gift card per one sqm for inviting their visitors to their booth free of charge.

10. Cancellation of the Agreement:

In case that an exhibitor withdraws from the participation at the exhibition within 10 days from signing of agreement than he is going to pay only 50% of his invoice, while in case the withdrawal happens 10 days after signing of the contract than the exhibitor is obligated to pay to the organizer the total sum according to the agreement. Cancellation terms are included as well in the Registration Form.

11. Cleaning services:

Organizer will take care to clean each stand when the fair is closed on its costs but Waste disposal of packing material and booth construction material or floor covering must be ordered separately at the exhibitor's expense.

12. Security:

The Companies are obliged to remain present at their stalls from 08:00 to 20:00 hrs while removing or placing the stands. Whereas during the exhibition days they are obliged to be present from 09:30 to 18:30 hrs. The security of stands provided by the organizer of the Fair starts at 18:30 when the Fair closes until 09:30 hrs when it reopens. There will be no compensation for the lost goods and other things unless the time of the loss of the goods is verified by police.

13. Electricity and Internet:

Organizer will provide each exhibitor with electricity connection of 220V till 4kw; Electricity over 4kw can be provided with extra charges. Wireless Internet connection is offered free of charge for exhibitors.

14. Advertisement and parallel Events for exhibitors:

Promotional activities can be ordered through the Advertisement Form published on the website. Each exhibitor can hold its own parallel event such as: presentation, seminar, catering party etc. always in agreement with the organizer. There is an applicable fee calculated for seminar room, equipment, catering services etc.

15. Catering, Food deliveries to Booths:

It is possible only through a restaurant or catering company registered and authorized by the organizer.

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General Terms and Conditions of the Exhibition

Form - E

16. Photography, Filming, Video Recording:

Only authorized persons or companies can offer this service, the exhibitors can film and make photo without any authorization only for their booth.

17. Selling the exhibited goods:

The exhibition goods can be sold, but they cannot be removed from the stand before the fair event ends.

18. Car parking for exhibitors:

Use the exhibitor parking indicated to you on the fairground map. The organizer shall not be responsible for any eventually caused damage related to the car.

19. Liability, Insurance:

The exhibition management recommends that exhibition insurance – which can include the delivery and removal of the exhibits – and a third-party liability insurance for personal injury and damage to property must be taken out.

20. Transport Agencies and Custom clearance:

Foreign Exhibitors shall obey strictly all the Customs regulations. The Exhibitors shall finish the forwarding and custom procedures to the Customs Office directly, through their official representative, or an authorized transportation/forwarding agency. The Organizer of the event may be as well a temporary representative only for the period of exhibition in order to help exhibitors out to fix the custom formalities.

21. Accommodation during the exhibition:

Exhibitors may ask for the list of Hotels to the organizer or travel agencies or contact directly with the Hotels. Organizer can assist them by providing the information about the hotels and accommodation opportunities.

22. Force Majeure, Cancellation of the Event:

If the organizer cancels the event because it cannot hold the event as a result of force majeure or other circumstances for which it is not answerable, he shall not be liable for damages and disadvantages to exhibitors arising from the cancellation of the event.

23. The temporary Import/Export:

Explanation: The procedure of temporary import/export is only for the foreign exhibiting companies which will, during the fair, bring other products or equipment to exhibit.

Kosovo Republic Customs Rules for Temporary Import, for the goods being exhibited in the Fair***The companies that bring their products to exhibit them during the fair shall be subject to this procedure:***

You should prepare an Exporting Pro-invoice in Word or Excel format, where the sender-exporter should be your Company, while the receiver-importer can be a Partner of yours here in Kosovo, or if you don't have a Partner in Kosovo to do the import of your products, then the receiver-importer will be the Fair's Organizer: CEO-Congress & Event Organization, and this pro-invoice you have to send it preliminarily at the latest on: 23 April 2014, at CEO's email: info@ceokos.com.

In this case, a Banking/Customs Guarantee for temporary Import should be prepared by the Importer with the amount: 27.5 % of the overall price of the Pro-invoice. These means, according to the rules, are blocked by the Bank for a certain time limit so in case the goods presented during the Fair are not brought back – are not Exported from Kosovo after the Fair – then the Customs, as described in the Banking Guarantee, have the right to withdraw these means from the importer's bank account.

Whereas, if the rules of the temporary Import are respected, meaning that the goods imported are exported from Kosovo within the certain time limit settled in the Banking Guarantee, and that limit is maximum 3 days after the Fair's closure, then the means are unblocked, and is concluded that both sides have respected the rules foreseen by the Law under the Kosovo Customs.

Banking Services for Banking Guarantee	Forwarding Company's Services
100 €	150 €
The total Guarantee Banking Services and the temporary import/export Forwarding Company:	
250 €	

Explanation: The cost of these services should be preliminarily paid by the Exhibiting Company at CEO - Fair's Organizer.

The form's sample about the pro-invoice, the data of the Forwarding Companies authorized by CEO, as well as the border points from where you can enter Kosovo can be found in the attachment or on the website: www.ceokos.com