

06-07 May 2015

9<sup>th</sup>
**EDUCATION FAIR**  
 Career with Competence

**RESERVATION FORM**
**Deadline: 05 April 2015**

Title	EDUCATION FAIR PRISHTINA
Subtitle	Education Fair
Dates	06-07 May 2015
Venue	Prishtinë - Kosovë
Frequency	Every Year

**Range of Exhibits**

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Primary and Secondary Schools, Public and Private Universities, Ministries of Education and Science from Kosovo and the region, Culture Department, Embassies and other founds for study abroad, Providers of services such as courses, training, communication and software technology, Libraries, publishing, electronic and written media, NGO-s and other instances, businesses offering practice possibilities and Job full time for young people and graduates, etc.

**Agenda**
**Date**
**Time**

Agenda	Date	Time
Settlement of exhibitors	05 May	08:00-20:00
Official opening	06 May 2015	10:00
Exhibition time	06 May	10:00-18:00
	07 May	10:00-17:00
Removal of exhibitors	08 May from: 17:00 - 20:00	17:00-20:00

**Deadlines**

Deadline for confirmation as exhibitors	<b>05 April 2015</b>
The deadline for sending your design for publication in the catalog of the fair	<b>25 April 2015</b>
Deadline for submission of the additional information about your institution	<b>25 April 2015</b>
Deadline for ordering additional equipment (if is necessary)	<b>15 April 2015</b>

**Organisers**

<b>Company:</b>	CEO Congress & Event Organization
<b>Address:</b>	Str. Rustem Statovci, No.14, 10000 - Prishtina, Kosovo
<b>Company:</b>	Xhafa Exhibition
<b>Address:</b>	Augustaanlage 57, 68165 Mannheim, Germany, Tel: +49(0)621 76225959, <a href="mailto:info@xhafa-expo.eu">info@xhafa-expo.eu</a> , <a href="http://www.xhafa-expo.eu">www.xhafa-expo.eu</a>

 Tel: +381 38 220 003, Fax: +381 38 225 092, e-mail: [education@ceokos.com](mailto:education@ceokos.com), web: [www.ceokos.com](http://www.ceokos.com)

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Member**RESERVATION FORM****Deadline: 05 April 2015**
**Please complete and return to organiser**

University/Company Name:

Address:

Tel:

Fax:

e-mail:

web:

Contact Person:

Position:

**Prices**

	Please underline <input checked="" type="checkbox"/>	Price	Amount
1.	<input type="checkbox"/> 6m <sup>2</sup> Standard Equipped Stand like the picture ( 3m x 2m )	960.00 €	
2.	<input type="checkbox"/> 9m <sup>2</sup> Standard Equipped Stand like the picture ( 3m x 3m )	1,440.00 €	
3.	<input type="checkbox"/> 18m <sup>2</sup> Standard Equipped Stand like the picture ( 6m x 3m )	2,800.00 €	

**Services included in the price:**

Included in the price: Exhibition area, Exhibition Brochure, 1 table, 3 chairs, 1 info-desk, brochure holder, electricity Socket at your stand stand construction - aluminum profile - octanorm system with white walls, Name/Logo of the institution in the info desk, Internet, coffee and tea during the exhibition time and Dinner Party with all exhibitors.

**Other services :**

	Page	sqm	Prices	Amount
4.	Printing and placement of posters on the stand per sqm		30.00 €	
5.	Conference room up to 30 people, include sound equipment per 1hrs		250.00€	

**Total Amount**

<b>Total 1+2+3+4+5</b>	
<b>+16 % VAT</b>	
<b>Grand Total</b>	

**Payment**

Advance payment upon signing Participation form and receiving an Invoice.

**Reservations after the deadline will be charged 15% extra from all prices.**

**Explanation**

a) In case the exhibitor withdraws from the Fair within 10 days from the signing of the agreement, the exhibitor is obliged towards the organizer with the 50% of the total sum 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) Any dispute, controversy or claim arising out of or in relation to this contract, including the validity, invalidity, breach or termination thereof, shall be resolved by arbitration administered by the American Chamber of Commerce in Kosovo in accordance with the Rules of Arbitration of the American Chamber of Commerce in Kosovo.

c) This contract is subject to and shall be governed by the applicable laws of the Republic of Kosovo.

**We have read and agree with General Terms and Conditions of the Exhibition**

Date and Place:

Exhibition Company

Signature / Stamp

Tel: +381 38 220 003, Fax: +381 38 225 092, e-mail: education@ceokos.com, web: www.ceokos.com

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## General Terms and Conditions of the Exhibition

### 1. Registration:

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

### 2. Dates for Set-up and Dismantling:

Dates are always published on the package information with Reservation 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 Reservation Form.

### 4. Booking procedure:

Booking can be made by sending the Reservation Form by 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 Reservation Form. The minimum booth size is 9 sqm.

Entry at the fair catalogue has an obligated fee that is published on the Reservation 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 Reservation 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 stable 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 Reservation 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.

### 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 (except those entered with temporary status), 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.