



EDUCATION FAIR
SARAJEVO



Hafa
EXHIBITIONS



RESERVATION FORM

22 -23 November 2016

Title	EDUCATION FAIR SARAJEVO
Subtitle	Education Fair
Dates	22 and 23 November 2016
Venue	Hotel Europe Sarajevo Downtown Sarajevo Vladislava Skarića 5, 71000 Sarajevo, BiH

Range of Exhibits

Primary and Secondary Schools, Public and Private Universities,
Ministries of Education and Science ,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.

Agenda	Date	Time
Settlement of exhibitors	21November from	10:00-22:00
Official opening	22 Neovember 2016	10:00
Exhibition time	22 November	10:00-18:00
	23 November	10:00-17:00
Removal of exhibitors	23 November from: 17:00 - 20:00	17:00-20:00

Deadlines

Deadline for confirmation as exhibitors	05 October 2016
The deadline for sending your request to hold any parallel presentation at the conference room	10 October 2016
Deadline for submission of the additional information about your institution	10 October 2016
Deadline for ordering additional equipment (if is necessary)	10 October 2016

Organiser

Company:	
Address:	Augustaanlage 57, 68165 Mannheim, Germany, Tel: +49(0)621 76225959, info@xhafa-expo.eu , www.xhafa-expo.eu



RESERVATION FORM

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Please complete and return to the organiser

Exhibitor Name:

Address:

Tel:

Fax:

e-mail:

web:

Contact Person:

Position:

Prices

Please underline

		Price	Amount
1.	<input type="checkbox"/> Exhibition Space only/Working Space with Table and 4 chairs	1,100.00 €	
2.	<input type="checkbox"/> 6m ² Standard Equipped Stand like the picture (3m long wall, 3m depth)	1,800.00 €	
3.	<input type="checkbox"/> 9m ² Standard Equipped Stand like the picture (3m long wall, 3m depth)	2,500.00 €	
4.	<input type="checkbox"/> 18m ² Standard Equipped Stand like the picture (6m long wall, 3m depth)	4,100.00 €	

Included in the price:

Exhibition area, Exhibition Brochure, 1 table, 3 chairs, 1 info-desk, brochure holder, white wall in the back sites of the stand area, Name/Logo of the institution in the info desk, electricity socket, Internet.



Other services :

	Page	sqm	Prices	Amount
4.	Printing and placement of posters on the stand per sqm		50.00 €	
5.	Conference room up to 30 people, include sound equipment per 1hrs		250.00€	

Description	Width	Height	Depth
Panel	0.95 m	2.38 m	
Company name	1.95 m	0.18 m	
Infodesk	0.95 m	0.70 m	0.45 m
Stand	X	2.50 m	X

Total Amount

Total 1+2+3+4+5	
Grand Total	

Payment

Full payment is paid after receipt an Invoice.

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

Explanation

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.

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

Date and Place:

Exhibition Company

Signature / Stamp



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 Organisers 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 6 sqm.

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 stabile enough or if the height of the stand is greater than 4m).

9. Exhibitor passes and official gift cards for visitors:

The entrance for all visitors is 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.