

## GENERAL REGULATIONS FOR PARTICIPATION

Tirana International Fair, 23<sup>rd</sup> edition  
Klik Ekspo Group & Tirana International Fair, VAT Number: K31601059H

### Article 1. EXHIBITION DATE AND LOCATION

The Annual International Trade Fair will be held in Tirana, Palace of Congresses from 24-28 November 2016. The Organizer of the Fair shall have the right to alter the date and the duration of the fair, in accordance with the special technical and organizational needs.

### Article 2. APPLICATION FOR PARTICIPATION

The application for participation, duly completed and signed by the exhibitor is submitted to the Organizer accompanied with the payment of the amount due provided for by the form. The Organizer shall have the right to not take into consideration the applications stipulating conditions for the participation in the fair. The acceptance of the Application Form from the Organizer assumes that the Exhibitor has been acquainted with the General Exhibition Rules and Regulations. All goods, products or services presented by the exhibitor shall be conform to Albanian Law as in the Nomenclature of Goods approved by the Organizer. The coordinators of Collective Participation are obliged to inform all exhibiting companies within their Sate Pavilions of the rules and regulations present in the General Regulation. The deadline for accepting the Application Forms will be October 18, 2016.

### Article 3. TEMPORARY CUSTOMS EXPORTATION

The goods of foreign exhibitors that enter the fair are submitted to the Temporary Customs Regime. To this end, Klik Ekspo Group authorises a customs agency to follow the necessary procedures for the opening of the temporary customs regime. If an exhibitor will not complete the customs procedures with the customs agency authorised by the Organizer, but will complete them with another customs agency instead, the Organizer in such a case does not undertake to open the temporary customs regime on his behalf. The Organizer declines any responsibility in connection with custom delays or strikes, untimely arrival, transport damages or any their claims arising from the transport of exhibits in and from the exhibition premises as well as any damage and/or loss incurred in storage to exhibit containers or any other material belonging to the Exhibitor.

### Article 4. ASSIGNMENT OF THE STAND SPACE

Assignment of the stand space shall be made by the Organizer, which shall reserve itself the right to alter the location and the size of the exhibition area, as defined by the Exhibitor in the Application for Participation in cases of special technical-administrative needs.

### Article 5. INSTALLATION AND DISMANTLING OF STANDS

Exhibitors may take possession of their stand area according to the following schedule:

- Space only: starting from November 21<sup>st</sup>, at 08.00-20.00
- Shell scheme stand: starting from November 22<sup>nd</sup>, at 08.00-20.00
- Outdoor exhibition space: November 23<sup>rd</sup>, 08.00-20.00

All exhibitors will be required to finish installing their stands by 21.00 hrs. on November the 23<sup>rd</sup>. All stands, decorations, equipment and merchandise must be removed by November 29 at 21.00 hrs. latest. After that time, the Organizer shall be entitled to take all steps it considers necessary, at the Exhibitor's risk and expense, to remove the equipment and merchandise that has not yet been removed, and to destroy any elements and decorations of any nature whatsoever that have not been dismantled, without incurring any liability in that regard.

### Article 6. GUARANTEE OF PAYMENT

The parties shall expressly agree to the clause whereby the Organizer is authorized to prevent the departure of the good on display as a guarantee for the fulfilment of the financial obligations arising from participation in the fair. The Organizer shall assume no responsibility in relation to any eventual damages that goods may undergo, which are also held as guarantee until the credit claimed by the Fair Organizer is settled. The Organizer has the right to not take into consideration the request of the Exhibitor for non-participation in the fair after the latter has signed the application for participation. In such a case, the prepaid amount will not be given back.

### Article 7. INSURANCE

The value of the merchandise to be displayed in the exhibition should be insured again all hazards that might occur during the exhibition duration. The Organizer shall take out insurance on behalf of every exhibitor that has paid a relative payment of 160 Euro. This sum covers the insurance prime against third-party civil liability, damage to health and property. For each additional insurance needed by the Exhibitor, the latter is obliged to cover the insurance expenses by himself.

### Article 8. ENTRANCE AND EXIT OF EXHIBITS AND AUDIENCE IN THE EXHIBITION HALLS

Anybody considered as an Exhibitor at the Klik Ekspo Group International Fair must wear his/her identity badge. At the exhibition entrance participants will also be requested to present proof of their personal and professional identity. The goods to be exhibited and other complementary materials shall comply with the Nomenclature of Goods approved by the Organizer. Goods and exhibits are allowed to enter and exit the fair grounds on the basis of the written permits issued by the Organizer.

### Article 9. DAMAGING OF THE EXHIBITION SPACE

The stand space and other materials used for the display must be returned in the same conditions they were delivered, otherwise the Exhibitor shall be obliged to pay for the damage incurred plus 20% penalty.

### Article 10. SECURITY SERVICE

The Organizer will provide for normal security service without, however, assuming responsibility for any theft or damage of the goods displayed in the stand space or stored on the fairgrounds. The exhibiting goods must be safeguarded by each exhibitor during the opening hours of the fair.

### Article 11. CLEANING SERVICE

The Organizer will arrange for the cleaning of the passage corridors, common areas and environments. The cleaning for each individual stand shall be charged as indicated in the Application for Participation.

### Article 12. ADVERTISING

The Organizer shall undertake the advertising campaign through the mass media, press and electronic media and other publications, posters, signs, placards, etc. prior and during the fair.

### Article 13. OFFICIAL CATALOGUE

The Organizer shall arrange to prepare and print an Official Catalogue. The Exhibitor is obligated to provide the exact company's data that it wishes to insert in the Catalogue. The organizer shall not take any responsibility for any possible errors or omissions that may occur during compiling or typesetting the Official Catalogue, or the failure to include in the Catalogue any materials that may have been sent later than the deadline as stipulated in the Application Form: October 27, 2016. Furthermore, if any changes should be made in the official data of the company as declared in the Application Form, this has to be made in a written form before November 10, 2016.

### Article 14. CHARGEABLE SERVICES

The Organizer shall supply the following paid services to the exhibitors upon request:

- Transportation and customs clearance
- Goods security service
- Hostess and interpretation/translation
- Photography and audiovisual services
- Advertisement in the Official Catalogue
- Promotion and communication services
- Storage service, etc.

### Article 15. APPLICABLE RULES

Exhibitors are required to become acquainted with and to abide by all the regulations in force during the event, in particular, with Fire Safety Regulations and Health Safety and Protection Regulations. Every exhibiting stand should be equipped with a fire-extinguisher.

### Article 16. GENERAL RESTRICTIONS

The Exhibitor shall be forbidden to:

- Put up a stand or other advertising items over 2.5 m high, which is the standard height of the fair stands, without beforehand written approval of the organizing company.
- Dismount the fittings or remove the goods on display before the time and date established by the Organizer for breaking down.
- Carry out any work at the stand during the visiting hours.
- Attract the public with sound or vocal equipment.
- Display materials or publicity outside the exhibition area of the stand.
- Publicize or pass critical judgment that may insult the political or social institutions.
- Allow the stay at the stand of employees of the Exhibitor during the closing hours.
- Advertise on behalf of third parties.

### Article 17. IMAGE RIGHTS

Films and photographs, that will be taken on the site during the exhibition, may be used to promote the event on various media (documents, television, internet, etc.). Any Exhibitors that do not wish their stand or part of their stand or any items exhibited thereon to appear on photographs and films used to promote the exhibition should inform the Organizer in writing before the exhibition opens. In addition, any exhibitors that wish to take photographs of the event must give the Organizer prior written notice.

### Article 18. TERMS AND METHOD OF PAYMENT

Participation, registration and compulsory costs, as well as those of additional services (ancillary or sponsoring) shall be paid in two installments:

- First compulsory payment of 50% of the total amount of the contract at the time of signing the participation contract,  
by bank transfer or in cash, upon receipt of the respective invoice;
- The Invoice of the second installment should be sent to the Exhibitor and the payment shall be performed by bank transfer within 10 days from the issuing of the above mentioned invoice.

The Exhibitor should send a copy of the bank transfer not later than November 12, 2016, by fax at: +355 42 274211, or by e-mail: info@klikekspogroup.com.

### Article 19. LATE PAYMENT PENALTIES

In case of late payment, the provision of the services may be suspended. Furthermore, if any sum remains outstanding on the due date specified in the relevant invoices, whether or not that amount is the same as the amount specified in the general terms of sale, penalties of an amount equal to one and a half times the legal interest rate plus two percentage points shall be applied. Those penalties shall begin to be applied the day after the due date stated on the invoice.

### Article 20. PARTICIPATION CANCELLATION

If the applicant cancels his order to participate in the Klik Ekspo Group International Fair more than 60 days before the opening of the Exhibition, the amount of the first installment shall be forfeit to the Organizer. If the applicant cancels his order less than 30 days before the opening of the Exhibition, the total amount shall be forfeit to the Organizer for the damage incurred. In case the exhibitor withdraws from the participation in the event, it shall notify Klik Ekspo Group by registered post.

### Article 21. FORCE MAJEURE

In the event of Force Majeure, as defined by case law, if the Organizer is unable to obtain the premises required in order to stage the event, the Organizer reserves the right to cancel the event at any time, provided it notifies the exhibitors of its decision in writing. The exhibitors shall not be entitled to any compensation or indemnity on grounds in the case of such cancellation. Any funds remaining after the payment of all costs incurred will be divided between the exhibitors in proportion to the amounts paid by them. It is hereby expressly agreed that the exhibitors shall have no rights of claim against the Organizer on any grounds or for any reasons whatsoever.

### Article 22. CLAIMS AND DISPUTES

By signing the Exhibition Contract the signatory party declares that he/she has accepted on his/her own free will the Provisions of the General Regulations. Any complaints shall be submitted to the fair Organizer in writing before the date of the Contract's termination. In case of discrepancies, the text in the Albanian language shall prevail. In case the disputes are not settled in an amicable way between the parties, the Albanian legislation in force shall apply and the parties shall resort to the Albanian legislation in force.

### Article 23. APPENDICES AND AMENDMENTS

Organizer reserves the right to make alterations or amendments in the General Rules and Conditions that might incur during the organization phase or that might be indicated by the respective responsible authorities. Any amendments or appendices that will be made in the General Term and Regulations shall be considered as its integral part and will be conveyed to the Exhibitor in a written form within the shortest time possible.

### Article 24. BANNING SMOKING IN THE EXHIBITION PREMISES:

In conformity with Law no. 9636, dated 06.11.2006, "On Protection of health from tobacco products", as amended by Law "ON some amendments to the Law on the protection of health from tobacco products", dt. 10.07.2014, smoking in "Indoor exhibition and conference halls", during the time of Tirana International Fair is strictly forbidden. The smoking ban is announced at the exhibition premises by the respective signs through the writing and logo "NO SMOKING". Exhibitors not following the regulation shall be subject to administrative penalties from 25 to 250 Euros for observation. In case of observing such cases during the Health Inspectorate controls or those made by relevant authorities, Klik Ekspo Group is released from any responsibility related to any violations of the Law Banning Smoking. All the responsibilities are fully born by the offender.

# KLK EKSP GROUP



24-28 NOVEMBER  
2016  
TIRANA-ALBANIA

TIRANA INTERNATIONAL  
FAIR



# KLIK EKSPO GROUP

24-28 NOVEMBER 2016

## APPLICATION FOR PARTICIPATION

KLIKEKSPOGROUP - Blvd Dëshmorët e Kombit, Rogner Europapark, Tirana 1001, Albania | tel: +355 4 2274209-10-12 | fax: +355 4 2274211 | e-mail: info@klikekspogroup.com

### NAME OF COMPANY:

REPRESENTED BY:

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/Country: \_\_\_\_\_  
 Tel: \_\_\_\_\_ Mob: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Web: \_\_\_\_\_ Fiscal Code: \_\_\_\_\_

Applies for an exhibition area in the 23<sup>rd</sup> edition of the Annual International Fair to exhibit the following products/services:

\_\_\_\_\_

### 1. COMPULSORY COSTS

° Registration Fee (compulsory for every exhibitor and co-exhibitor): 180 € x exhibitor = €  
 ° Insurance Policy\* 160 € x exhibitor = €

\* covers the liabilities against the third parties, material and health damages

### 2. EXHIBITION COSTS

#### A. COVERED AREA STANDARD BOX / m2

Covered area includes: separation with white laminate panels 250 cm high (modular system octanorm) wall-to-wall carpet, writing out the name of the company in front of the stand, 1 table and 3 chairs for 9 m2, electrical connection to transfer-case, 1 spotlight for 3 m2 and plug

Level -1/Underground	145 € x	m2=	€
Level 0/Ground floor	170 € x	m2=	€
Level 1	155 € x	m2=	€
Level 2	135 € x	m2=	€

#### B. FREE COVERED AREA / m2

Indoor free covered area, without panels, basic furniture, floor covering, etc.

Level -1/Underground	120 € x	m2=	€
Level 0/Ground floor	140 € x	m2=	€
Level 1	130 € x	m2=	€
Level 2	110 € x	m2=	€

#### C. PERSONALIZED STAND\* / m2

Personalized stand according to a special project, attached to the Application Form.

	420 € x	m2=	€
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\*N.B. In case the personalized stand is chosen, the cost of the free exhibition area used should be calculated at the general costs field as well.

#### D. OUTDOOR EXHIBITION AREA / m2

d.1. Outdoor exhibition area	110 € x	m2=	€
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includes: power supply, night security service, cleaning service, outdoor lighting

d.2. Gazebo	1200 € x	gazebo=	€
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(exhibition tent 4m x 4m) equipped with 1 table and 4 chairs, 1 infodesk, power supply, lighting spots and carpet

### 3. PROMOTIONAL SERVICES AND SPONSOR PRODUCTS COSTS

A. PHOTOGRAPHIC SERVICE	90 €/day or event x	=	€
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Photographic service during the exhibition event made by a professional photographer, high-resolution photos, included in slide shows for interactive presentation of the company

B. LOGO OF THE SPONSOR ON THE ENTRANCE BADGES	4.000 € =	€
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(up to 2 sponsors, in the 3 typologies of badges: Ekspozues/Guest/Trade Visitor)

C. AD IN THE VISITORS GUIDE LEAFLET	800 € =	€
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Important publication including the exhibition plan, useful numbers, logistics, info on hotels, restaurants, etc. (not more than 5 advertisers)

D. AD IN THE ALMANAC OF EVENTS LEAFLET	800 € =	€
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Important publication including the exhibition plan, calendar of events, places and venues, useful contact of the Press Office (not more than 5 advertisers)

E. LOGO ON THE OFFICIAL EXHIBITION BAG	3.000 € =	€
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Logo of the Exclusive Sponsor on the official exhibition bag produced by the Exclusive Sponsor and distributed to visitors and official delegations, at all the reception desks and info-point.

G. BANNER ON THE OFFICIAL WEBPAGE: www.klikekspogroup.com	450 €/6 months =	€ / Advertising banner (up to 5 advertisers)
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### 4. ADVERTISEMENT IN THE OFFICIAL CATALOGUE

Back cover	1.800 € =	€
Inside front cover	1.200 € =	€
Inside back cover	800 € =	€
Bookmark	1.500 € =	€
Color advertising page	nr. x 400 € =	€
Black and white advertising page	nr. x 220 € =	€

### 5. OTHER CHARGEABLE SERVICES

Hostess service	nr. x 7 €/hour =	€
Phone installation in the box	nr. x 500 € =	€
Internet facility on the exhibiting stand	nr. x 130 € =	€
Stand cleaning services	m2 x 1.8 €/day =	€

### EQUIPMENT FOR RENT:

• Safe-case	nr. x 75€ =	€
• Buffet lockable	nr. x 20€ =	€
• Plastic chair	nr. x 7€ =	€
• Table	nr. x 25€ =	€
• Metallic shelves	nr. x 38€ =	€
• Showcases (octanorm system)	nr. x 220€ =	€
• Bar Stool	nr. x 20€ =	€
• Infodesk	nr. x 37€ =	€
• Other additional equipment for rent, please ask for the adequate form at: info@klikekspogroup.com		

### TRANSPORT SERVICES:

• Facilities by mechanic equipment	120 €/hour/machine =	€
• Loading and unloading operations (workers)	250 €/hour/truck=	€
• Storage service*	50 €/day=	€

\*price is negotiable and depends on the service duration and quantity of goods

### GENERAL COSTS

Compulsory Costs (1)	€
Exhibition Costs (2)	€
Promotional Services and Sponsor Products Costs (3)	€
Advertisement in the Official Catalogue (4)	€
Other Chargeable Services (5)	€
VAT (20%)	€

### TOTAL AMOUNT

€

### PAYMENT CONDITIONS AND MODALITY

A. BANK TRANSFER IN THE FOLLOWING ACCOUNTS:

- **Intesa San Paolo Bank**, No. 201 243 353 01, Klik Ekspo Group, IBAN: AL17208110080000020124335301 (Swift Code: USALALTR)
- **Raiffeisen Bank**, No. 0007020182, Klik Ekspo Group, IBAN: AL2920211257000000007020182 (Swift Code: SGS BALTX)
- **Tirana Bank**, No. 0110309476101, Klik Ekspo Group, IBAN: AL90206110110000110309476101 (Swift Code: TIRPALTR)

B. PAYMENT IN CASH

### Please note that:

- 50% of the payment shall be paid upon signing of the Application Form, and the balance of 50% by **November 7, 2016**
- The total amount should be transferred in the above-mentioned account no; bank commission should be covered by the ekspozues.
- If not accompanied by the admission fee payment and other fees, the application is invalid for registering the company for participation in the fair.
- The deadline for accepting application forms is **October 12, 2016**
- The deadline for accepting material (CD) to be used for the Official Catalogue is **October 28, 2016**