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 Address: Rrustem Statovci str nr.14,10000
 Prishtina-Kosova

03-05.10.2012

Deadline: 07 September 2012

INFORMATION

REGISTRATION FORM

Title	ITTf
Subtitle	ICT and Graphics Trade Fair
Dates	03-05 October 2012
Venue	Prishtina
Frequency	Every two years
Exhibition Space	4000 m ²

Range of Exhibits	 Personal Computing & Software, Internet Services, IT Services, Security Systems, Telecommunication, SNC Satellite, Networks & Cable, Sound & Car Media, Digital Photography, Photo & Music Trainings, Printing House, Design studio, Film Productions.
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Agenda	Date	Time
Settlement of Exhibitors	01 October	08:00-20:00
	02 October	08:00-20:00
Official Opening	03 October 2012 at 10.00 hrs	10:00
Exhibition Time	03 October	10:00-19:00
	04 October	10:00-19:00
	05 October	10:00-16:00
Removal of Exhibitors	06 October	08:00-20:00
Visitor Target groups	Professional, Trader and Public	
Direct Sales	Yes	

Parallel Events

- Press Conference
- Investment Conference
- Business Meetings - B2B
- Scientific Seminar
- Certificates for Exhibitors and Cocktail

Deadline for Confirmation: 07 September 2012

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



REGISTRATION FORM

Please complete and return to CEO
 Deadline: 07 September 2012

Form- A

Name of the Exhibition Company:

Address:

Tel: _____ Fax: _____

e-mail: _____ web: _____

Contact Person: _____ Position: _____

Your company name to be put on the stand:

1. Registration Fee - obligatory

Total 1 190 €

2.a) Area Rent/ Prices Please underline the option you prefer:

Please underline ✓	Exhibition area (m ²)	Price per m ²	Amount
<input type="checkbox"/> Area on the row (one open site)		88 € m ²	
<input type="checkbox"/> Area on the corner (two sides open)		88 € +10 % m ²	
<input type="checkbox"/> Area on the front (three sides open)		88 € +15 % m ²	
<input type="checkbox"/> Island area (all sides open)		88 € +20 % m ²	

Included in the price: Exhibition area and Electrical connection of 220 V

Total 2.a

2.b) Area Rent Prices with additional services Please underline the option you prefer:

Please underline ✓	Exhibition area (m ²)	Price per m ²	Amount
<input type="checkbox"/> Area on the row (one open site)		98 € m ²	
<input type="checkbox"/> Area on the corner (two sides open)		98 € +10 % m ²	
<input type="checkbox"/> Area on the front (three sides open)		98 € +15 % m ²	
<input type="checkbox"/> Island area (all sides open)		98 € +20 % m ²	

Included in the price: Exhibition area, Carpet, Information Desk, Company name, Table, Two chairs and Electrical connection of 220 V

Total 2.b

3.a) 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 220 V and Waste basket.

Total 3.a

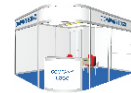


3.b) Stand Construction with additional services - B

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 220 V and Waste basket.

Total 3.b



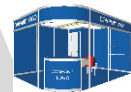
3.c) Color Stand Construction - C

Color of the stand, please write: _____

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 220 V and Waste basket.

Total 3.c



3.d) An Exclusive Stand according to the demand - D

Exclusive Stand Description, please describe:

Stand _____ m ²	Price of the stand per m ² x _____ €	Amount
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The exclusive Stand Project will be prepared in cooperation with the client.

Total 3.d

4. Outdoor exhibition area

	m ² / Quantity	Price per m ² /unit	Amount
Free empty area		50 € m ²	
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	
		Total 4	

5. Fair Catalogue, one color page = 190 € - obligatory - See Form - C

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

If you wish your advertisement to be published in the Catalogue's covers, refer to Form-C".

No. of pages _____ **Amount** _____

Total 5-Form-C



REGISTRATION FORM

Please complete and return to CEO
 Deadline: 07 September 2012

Form- B

6. Additional equipments and other services

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 €	
Info desk round-shape (125 x 50 x 80 cm)		40 €	
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		200 €	
Electrical connection (more pieces 220 V)		10 €	
Extension electricity cable		10 €	
Reflectors		20 €	
Electrical connection up to 4 kW		100 €	
Refrigerated		100 €	
Coffee filter machine		40 €	
LCD TV		250 €	
DVD		20 €	
Booklet holder		50 €	
Flowers on pots		25 €	
Putting the logo on the stand		35 €	
Putting the logo at the info desk		35 €	
Clothes hanger		25 €	
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 € □		_____ €	
Total 6			

7. The cost of temporary Import / Export = 300 € - See Form - C

Total 7- Form-C

8. Booking Procedure for Fair Participation

Booking can be made through:
 e-mail, Fax, or directly at the CEO offices,
 Deadline for Confirmation: 07 September 2012

	Total Amount
Total 1+2a+2b+3a+3b+3c+3d+4+5+6+7	
+16 % VAT	
Grand Total	

9. Payment 50 % advance payment upon signing Participation, Full Payment (rest of the 50 %) maximum until 21 September 2012

10. 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.

11. 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 19:30 hrs.
 The security of stands provided by the organizer of the Fair starts at 19:30 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.

12. Note Companies which tend to settle their stands with delay should be aware of the fact that the CEO staff will be unavailable to assist them prior to the Fair commencement, Therefore please make sure that your products are put on place in time.

We agree the terms, rules and regulations of CEO-Congress & Event Organization

Fair Organizer, CEO - Congress & Event Organization

Exhibition Company

Signature / Stamp

Date:

Signature / Stamp

THE CATALOGUE AND THE TEMPORARY IMPORT FORM

The deadline to deliver the Catalogue's Design and the pro-invoice of temporary Import/Export: 21 September, 2012

Form- C

13. The Fair's Catalogue

Besides Promoting and Marketing your products or services during the Fair, you will be present as well in the Fair's Catalogue, where there will be printed 10000 copies and they will be distributed by CEO to you as exhibitors, Fair's visitors and in other Business meetings in Kosovo and abroad.

The catalogue's Sheet Design should be prepared by the Exhibiting Company.

13.a Prices to be part of the Catalogue

Page	Please underline ✓	Price per page	No.of pages	Amount
Color page		190 €		
Color inside cover/front and back		700 €		
Color back cover		1500 €		

Explanation: Fair's catalogue participation – obligatory!

13.b Explanation

You can send the Design of your Company at the latest on: 21 September, 2012, in CD in CEO offices, or by email: info@ceokos.com

Dimensions: Size A5- 148 mm (width) x 210 mm (length)

The design should be prepared in: cdr, TIFF, eps or jpg - Size, at least 200 dpi.

14. 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: 21 September, 2012, 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	Total
100 €	200 €	
The total Guarantee Banking Services and the temporary import/export Forwarding Company:		300 €

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

15. Total Amount of Form - C

Total 13 - Fair's Catalogue	Total 14 - Temporary import/export	Total 13+14



EXAMPLE OF THE STANDS AND OTHER EQUIPMENTS

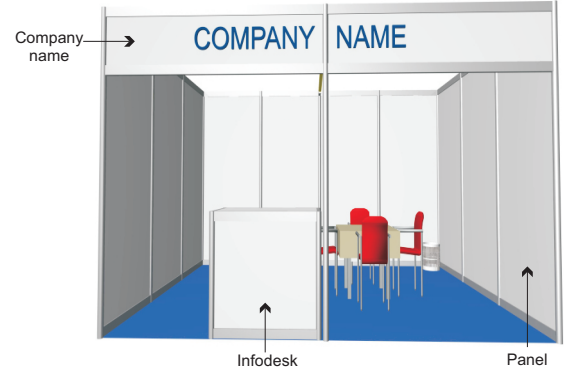
Please write / sent your Company name / logo (as you want to be printed on your stand):

3.a) 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

3.a) Stand Construction - Standard - A (one open site)

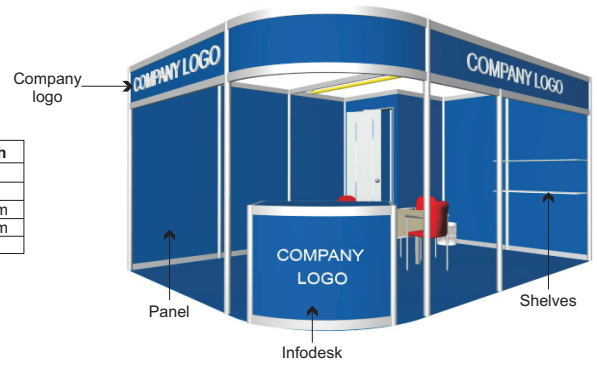


3.b) Stand Construction with additional services - B

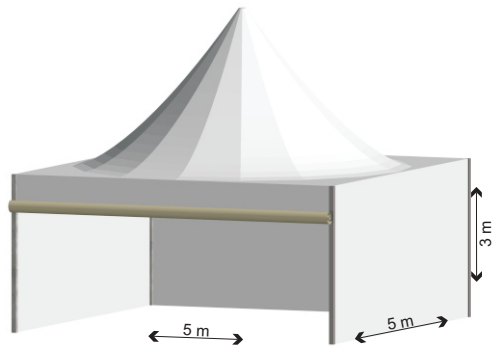


Description	Width	Height	Depth
Panel	0.95 m	2.35 m	
Company logo	1.95 m	0.35 m	
Infodesk	1.10 m	0.75 m	0.50 m
Shelves	1.00 m		0.35 m
Stand	X	2.50 m	X

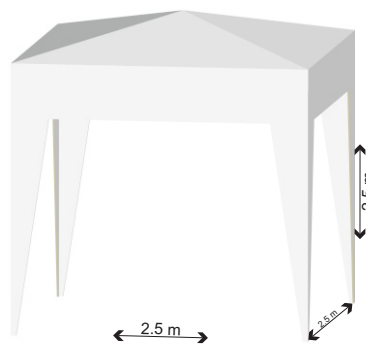
3.c) Color Stand Construction - C



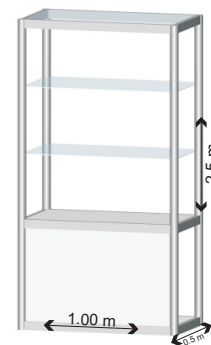
4. Covered Tent and with side closures, as you wish



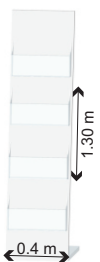
4. Covered Tent without side closures



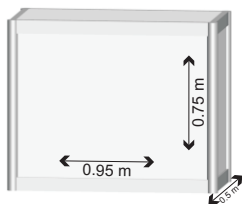
6. High show case



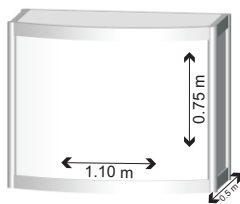
6. Booklet holder



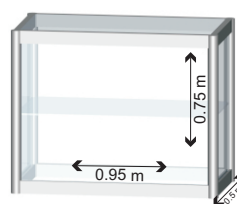
6. Info desk square-shape



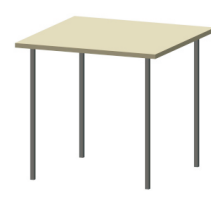
6. Info desk round-shape



6. Low show case



6. Table



6. Chairs

