



28th Tirana International Fair – UFI Approved Event

1-4 December / Palace of Congresses

Donika Kastrioti Str, Nd.14 / 28, Tirana 1001, Albania |Tel: +355 4 2274210-11-12 |

E-mail: info@klikekspogroup.com; www.klikekspogroup.com

APPLICATION FORM

Leave blank for KEG:	Nr. of Registration:	Exhibitor's Code:	Stand:	Pavilion/Floor:
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EXHIBITOR'S NAME:

Stand Holder Name: _____

Legal representative: _____ Position: _____

Address: _____ City/Country: _____

Tel: _____ Mob: _____ E-mail: _____ Web: _____

NUIS/Fiscal Code: _____

CO-EXHIBITOR'S NAME:

Legal representative: _____ Position: _____

Address: _____ City/Country: _____

Tel: _____ Mob: _____ E-mail: _____ Web: _____

NUIS/Fiscal Code: _____

Applies for an Exhibition Area / Stand in the 28th edition of the Tirana International Fair to exhibit the following products/services:

I. COMPULSORY COSTS*

- Registration Fee (compulsory for every exhibitor and co-exhibitor): 185 € x _____ exhibitor = _____ €
- Insurance Policy Fee 190 € x _____ exhibitor = _____ €

II. EXHIBITION COSTS

QA Type. Equipped 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 projector for 3 sq.m and plug.

- Standard Stand 195 € x _____ m2 = _____ €
- Standard Stand two sides open: 200 € x _____ m2 = _____ €

QB Type. Free unequipped exhibition area:

- Free area 160 € x _____ m2 = _____ €
- Free area two sided open: 165 € x _____ m2 = _____ €

QC Type. Personalized stand according to special projects*: 285 € x _____ m2 = _____ €

*N.B the free unequipped area costs must be added to the cost of personalized construction

QD Type. OUTDOOR EXHIBITION AREA / per sq.m

- Free outdoor area 125 € x _____ m2 = _____ €
Includes energy, security service, cleaning, outdoor lightning
- Exhibition Tent 1,350 € x _____ pc. = _____ €
Exhibition tent 4mx4m, equipped with 1 table and 4 chairs, 1 infodesk, power supply, lighting spots and carpet

III. PROMOTIONAL SERVICES AND SPONSORSHIPS

QA. PHOTOGRAPH SERVICE 140 €/day/event x _____ = _____ €

Photographic service during the exhibition event made by a professional photographer, high-resolution photos, included in slide shows for interactive presentation of the company

QB. LOGO OF THE SPONSOR ON THE ENTRANCE BADGES 4.000 € x _____ = _____ €

3 typologies of badges: Exhibitor / Guest / Delegation

QC. AD IN THE VISITORS GUIDE LEAFLET 800 € x _____ = _____ €

(Important publication including the exhibition plan, useful numbers, logistics, info on hotels, restaurants, etc.

QD. LOGO ON THE OFFICIAL EXHIBITION BAG

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. (up to 5 sponsors)

QE. BANNER ON THE OFFICIAL WEBPAGE: www.klikekspogroup.com 450 € x _____ 3 mos. = _____ €

QF. LOGO ON THE MAIN CENTRAL ENTRANCE BILLBOARD OF THE FAIR 3.500 € x _____ logo = _____ €

QG. PRESS OFFICE SERVICES

- GI. Press article / promotional in the daily newspapers 350 € x _____ package = _____ €
- GII. Campaign of 3 days in social media (before the Fair) 350 € x _____ campaign = _____ €
- GIII. TV Chronicle/reportage (or included in the general reportage of the Fair); 650 € x _____ chron. = _____ €
- GIV. Video editing and mastering of the audio-visual materials and footage 500 € x _____ report. = _____ €
- GV. Production of TV Spot/commercial 950 € x _____ spot = _____ €
- GVI. Production of Radio Spot/commercial 450 € x _____ spot = _____ €
- GVII. Moderator/Speaker in conference, product and company presentation (min.2 hours) 700 € x _____ event = _____ €

QH. PUBLICITY IN THE MAIN ENTRANCE LEDWALL / MEGAWALL

HI. Airing of the TV spot in the entrance ledwall at the Palace of Congresses (each 2 to 3 hours); 130 € x _____ day = _____ €

HII. Airing of the Radio spot (each 2 to 3 hours); 35 € x _____ day = _____ €



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IV. ORGANIZATIONAL SERVICES COSTS

QA. B2B MEETINGS ORGANIZING

1.200 € x _____ package = _____ €

Includes prearranged 5 meetings / day (total 15 meetings in three days) according to an individual agenda with the database classified by the organizer in the sector of interest. **QB. E-MAILING & COMMUNICATION CAMPAIGN FOR VISITORS** 350 € x _____ package = _____ €

Distribution of the newsletter stating the participation of the company at the Fair, according to an individual database, aiming to increase the visiting of the exhibition stand (general public, potential buyers, random customers, samples testers);

QC. MULTIMEDIA STAGE USE

80 € x _____ hour = _____ €

Multimedia Stage is a common area supplied with the audiovisual systems, lighting, chairs/seating, internet, that each Exhibitor or Co-Exhibitor can use, or other indirect exhibitors, according to a strict calendar upon the approval of the Organizer.

QD. CONFERENCE ROOM USE

480 € x _____ 1/2 hf. day = _____ €

Conference Room up to 200 seating places, supplied with audiovisual systems, lightings, internet, simultaneous translation, that each Exhibitor or Co-Exhibitor can use, or other indirect exhibitors, according to a strict calendar upon the approval of the Organizer.

V. ADVERTISEMENT IN THE OFFICIAL CATALOGUE (Printed or Electronic Version)

- Back cover 1.800 € x _____ = _____ €
- Inside front cover 1.200 € x _____ = _____ €
- Inside back cover 800 € x _____ = _____ €
- Color Page 400 € x _____ = _____ €
- Black & White Page 220 € x _____ = _____ €

VI. OTHER CHARGEABLE SERVICES

- Hostess service nr. _____ x 9 €/hour = _____ €
- Internet facility on the exhibiting stand nr. _____ x 70 €/post = _____ €
- Stand cleaning services dedicated m2 _____ x 1.8€ x _____ day = _____ €

VII. TRANSPORT AND LOGISTICS SERVICES:

- Facilities by mechanic equipment 120 €/hour/machine x _____ = _____ €
- Loading and unloading operations (workers) 28 €/hour/truck x _____ = _____ €
- Storage service* 100€ to 180€ per day. x _____ = _____ € *price is negotiable and depends on the duration and quantity of goods

VIII. EQUIPMENT FOR RENT:

- Safe-case 78 € / day x _____ = _____ €
- TV screen 42inch 75 € / day x _____ = _____ €
- Buffet lockable 28 € x _____ = _____ €
- Metallic shelves 58€ x _____ = _____ €
- Showcases (octanorm system) 75 € x _____ = _____ €
- Refrigerator MiniBar 162 € x _____ = _____ €
- Water Deposit (cold /hot) 210 € x _____ = _____ €

GENERAL COSTS

- Compulsory Costs (I) _____ €
- Exhibition Costs (II) _____ €
- Promotional Services and Sponsor Products Costs (III) _____ €
- Organizational Services Costs (IV) _____ €
- Advertisement in the Official Catalogue (V) _____ €
- Other Chargeable Services (VI) _____ €
- Transport and Logistics Services (VII) _____ €
- Equipment for Rent (VIII) _____ €
- SUBTOTAL _____ €
- VAT 20% _____ €
- TOTAL AMOUNT _____ €

PAYMENT CONDITIONS AND MODALITY

BANK TRANSFER IN THE FOLLOWING ACCOUNTS:

- INTESA SAN PAOLO BANK**
No. 201 243 353, Klik Ekspo Group,
IBAN: AL17208110080000020124335301
Swift Code: USALALTR
- RAIFFEISEN BANK,**
No. 0007020182, Klik Ekspo Group,
IBAN: AL29202112570000000007020182
Swift Code: SGS BALTX
- CREDINS BANK:**
No 00000336371, Klik Ekspo Group,
IBAN: AL4821210090000000000336371;
Swift Code: CDISALTR

IMPORTANT NOTE:

- 60% of the payment shall be paid upon signing of the Exhibition Agreement, and the balance of 40% not later than 10 days before the official opening of the Tirana International Fair, according to relative Invoices issued by the Organizer.
- The total amount should be transferred in one of the above-mentioned Bank Account numbers; Thank you for informing your bank that the bank charges for the transfer are at your own expense, not shared with the Organizer.
- The Exhibition Agreement is invalid for registering the company for participation in the Fair, if not accompanied by the admission fee payment and other fees.
- The deadline for accepting Exhibition Agreements is: 20 days before the Official Opening of the Fair.
- The deadline for accepting material to be used for the Official Catalogue is: 15 days before the Official Opening of the Fair.

DATE AND PLACE

SIGNATURE AND STAMP



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EXHIBITION CONTRACT & PARTICIPATION CONDITIONS

Article 1. EXHIBITION DATE AND LOCATION

Tirana International Fair will be held from December 1st to 4th, 2022, at Palace of Congresses, Tirana. 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. EXHIBITION AGREEMENT

The Exhibition Agreement, duly completed and signed by the exhibitor is submitted to the Organizer accompanied by 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 Exhibition Agreement from the Organizer assumes that the Exhibitor has been acquainted with the General Exhibition Conditions and Regulations. All goods, products or services presented by the exhibitor shall be conform to Albanian Law and as in the Nomenclature of Goods approved by the Organizer.

The Coordinators of Collective Participations are obliged to inform all exhibiting companies within their State Pavilions of the rules and regulations present in the General Exhibition Conditions and Regulations. The deadline for accepting the Exhibition Agreements will be 10 days before the Official Opening of the Fair.

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 authorizes 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 authorized 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 arrivals, transport damages or any other 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 "Exhibition Agreement" in cases of special technical-administrative needs.

Article 5. SETTING UP AND DISMANTLING OF STANDS

Exhibitors may take possession and set up their stands area according to the following schedule:

- Space only: starting from November 27th, 08.00-22.00 hrs.
- Shell scheme stand: starting from November 29th, 08.00-22.00 hrs.
- Outdoor exhibition space: November 30th at 08.00-22.00 hrs.
- The removal of all stand decorations, equipment and the exhibited merchandise must start by December 5th and must be completed by December the 5th at 20.00 hrs. at the latest.

Article 6. OPENING CEREMONY

Official Opening of the 28th edition of Tirana International Fair will be organized on December the 1st, 2022 at 17.00 hrs., at the Palace of Congresses.

Article 7. EXHIBITION DAYS AND TIMETABLES

During the exhibition days, the Fair will be open to visitors as per the following schedules:

02 December 2022: 10.00 – 20.30
03 December 2022: 10.00 – 20.30
04 December 2022: 10.00 – 20.30

Article 8. 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 60% of the total amount at the time of signing the Exhibition Agreement, by bank transfer or in cash, upon receipt of the respective invoice issued by the Organizer.
- The Invoice of the balance payment should be sent to the Exhibitor and the payment shall be settled by bank transfer not more than ten days from the date of issuing of the above-mentioned invoice, before the beginning of the Fair.

- Exhibitor should send a copy of the bank transfer by e-mail: info@klikekspogroup.com or finance@klikekspogroup.com.
- In case the settlement of the Invoice is deferred, the Exhibitor must pay a penalty equal to the 0.01% of the amount per each delayed day.

Article 9. GUARANTEE OF PAYMENT

The parties shall expressly agree to the clause whereby the Organizer is authorized to prevent the removal of the goods exhibited at the Fair by the Exhibitor as a guarantee for the fulfillment 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 during the time the goods are withheld. In case the claimed payment is not settled, the goods will be confiscated or stored as guarantee until the effective payment is completed. Transport and warehouse costs will be charged to the Exhibitor.

Article 10. PARTICIPATION WITHDRAW

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 Exhibition Agreement. In such a case, the prepaid amount will not be returned to the Exhibitor.

Article 11. PARTICIPATION CANCELLATION BY FORCE MAJEURE

In case the Exhibitor cancels the participation within 10 days before the opening of the Fair, the prepaid amount will not be returned to the Exhibitor. In case the participation is cancelled by Force Majeure, the Exhibitor must inform the Organizer by "Formal Notification" in written form by post or official email, in order to negotiate separately the financial agreements and settlements.

Article 12. SELLING TRANSACTIONS DURING THE EXHIBITION

Exhibitors participating to Tirana International Fair are entitled to carry out selling and buying transactions at the premises of the Fair, provided that in the event that they will sell products displayed visually at their stand and that affect the stand set-up, such products will be removed only the day of the disassembling. Each exhibitor has the responsibility to promptly implement the legislation in force by taking measures to issue their Secondary NUIS and use the Fiscal Device.

Article 13. 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 190 Euro. This sum covers the insurance prime against third-party civil liability. For each additional insurance prime needed by the Exhibitor, the latter is obligated to cover the insurance expenses himself.

Article 14. ENTRANCE AND EXIT OF EXHIBITS AND STAFF IN THE EXHIBITION HALLS

Anybody considered as an Exhibitor at the Tirana International Fair must wear his/her identity badge. At the exhibition entrance participants might 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 Fairgrounds in the dates stated in the Article 5. Exhibitors are strictly prohibited to removing the exhibits from their booths before the end of the Fair. The departure of personnel or removal of exhibits before the settled date will imply the fining the exhibitors with a penalty of 5.000 Euro. In case the exhibited goods are sold during the Fair, the Exhibitor shall take measures not to leave the stands empty during the working / visiting hours of the Fair.

Article 15. 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 16. 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 exhibition space or stored on the Fairgrounds during the working/visiting hours of the Fair. The exhibiting goods must be safeguarded by each exhibitor during the opening hours of the Fair. It is the Organizer's responsibility to provide the security service during the closing hours of the Fair.



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Article 17. CLEANING SERVICE

The Organizer will organize the cleaning of the passage corridors, common areas and environments, hygienic and sanitary services. The cleaning for each individual stand shall be charged as indicated in the Exhibition Agreement.

Article 18. ADVERTISING

The Organizer shall undertake the advertising campaign through the mass media, press and electronic media and other publications, posters/placards, city lights, social media, led-walls, prior and during the Fair.

Article 19. 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 page-making the Official Catalogue, or the failure to include in the Catalogue any materials that may have been sent later than the stipulated deadline. The Exhibition Catalogue shall be in printed or online form (electronic version).

Article 20. CHARGEABLE SERVICES

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

- a) *Transportation and customs clearance*
- b) *Goods security service*
- c) *Hostess and interpretation/translation*
- d) *Photography and audiovisual services*
- e) *Advertisement in the Official Catalogue*
- f) *Promotion and communication services*
- g) *Storage service, etc.*
- h) *organization of Promotional Events;*
- i) *Hotel accommodation with special rates;*
- j) *Security Escort Services;*
- k) *Professional translation and interpretation services;*
- l) *Service of financial and legal advice, market research, potential clients' database;*
- m) *Press Office service;*
- n) *Moderation/Speaker in press conferences, product presentation, company events;*

Article 21. 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 exhibitor should be equipped with a fire-extinguisher at their stand out of their own expenses.

Article 22. GENERAL RESTRICTIONS

The Exhibitor shall be forbidden to:

- a. 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.
- b. Dismount the fittings or remove the goods on display before the time and date established by the Organizer for breaking down.
- c. Carry out any work at the stand during the visiting hours.
- d. Attract the public with sound or vocal equipment.
- e. Display materials or publicity outside the exhibition area of the stand.
- f. Publicize or pass critical judgment that may insult the political or social institutions.
- g. Allow the stay at the stand of employees of the Exhibitor during the closing hours.
- h. Advertise on behalf of third parties without the approval of the Organizer (or in cases the third party has not settled the Registration Fee as Co-Exhibitor as stipulated in the Exhibition Agreement).

- Political propaganda is strictly prohibited during the exhibition, including the display of provocative materials at the Collective and State participation. Institutional booths are not allowed to display and propagate unofficial materials and that are not approved by the relevant International Institutions.
- It is strictly prohibited the religious propaganda without the revision of the Organizer.
- It is strictly prohibited any discriminant propaganda for minorities and special categories.

Article 23. 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 24. 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. 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 25. CLAIMS AND DISPUTES

By signing the Exhibition Agreement the signatory party declares that he/she has accepted on his/her own free will the Provisions of the General Exhibition Conditions and 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 address to the Albanian legislation in force.

Article 26. APPENDICES AND AMENDMENTS

Organizer reserves the right to make alterations or amendments in the General Exhibition Conditions and Regulations 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 conceivable.

Article 27 BANNING SMOKING AT THE EXHIBITION AREAS

In compliance with law no. 9636, dated 05.11.2017 "On Protection of health form tobacco products", as amended by Law "On some amendments to the Law on the protection of health from tobacco products", dd. 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 that do not obey the regulation, shall be subject to administrative penalties from 25 Euro to 250 Euro for observation. In case of observing such cases during the Health Inspectorate controls or those performed by the relevant authorities, Klik Ekspo Group is released from any responsibility related to any violations of the Law Banning Smoking. All the responsibilities are fully borne by the offender.

DATE AND PLACE

SIGNATURE AND STAMP
