

**GENERAL REGULATIONS FOR PARTICIPATION**

KLIK EKSPÓ GROUP & TIRANA INTERNATIONAL FAIR

Donika Kastrioti Str, Nd.14 / 27, |Tel: +355 4 2274209 10-12 | E mail: info@klikekspogroup.com; www.klikekspogroup.com

**Article 1. Exhibition Date and Location**

26<sup>th</sup> Tirana International Fair will be held from November 21<sup>st</sup> to November 24<sup>th</sup> 2019 at Palace of Congresses, Tirana, Albania. 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 the 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 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 Sate Pavilions of the rules and regulations present in the General Regulation. The deadline for accepting the Applications Forms will be October 20 , 2019.

**Article 3. Temporary Customs Exporation**

The goods of the foreign exhibitors that enter the fair are submitted to the Temporary Customs Regime. To this end, Klik Ekspo Group authorises a costumes 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 customs delays or strikes, untimely arrivals, transport damages or any other claims arising from the transport of the 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 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 Applications for Participation in cases of special technical - administrative needs.

**Article 5. Installation and Dismantling of Stands**

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

- a) Space only: starting from November 18<sup>th</sup>, 08:00-22:00
- b) Shell scheme stand: starting from November 19<sup>th</sup>, 08:00-22:00
- c) Outdoor exhibition space: November 20<sup>th</sup>, 08:00-20:00

All exhibitors will be required to finish installing their stands by November 21<sup>st</sup>, on 10:00 a.m. All stands, decorations, equipment and merchandise must be removed by November 25 at 21:00, latest. After that time, the Organizer shall be entitle to take all steps it considers necessary, at the Exhibitors 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. Exhibition Days and Timetables**

Official Opening of 26<sup>th</sup> edition of Tirana International Fair will be organized on November 21<sup>st</sup> at 17:00, at Palace of Congresses.

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

- November 21<sup>st</sup>, 2019: 17:00 to 21:00
- November 22<sup>nd</sup>, 2019: 10:00 to 21:00
- November 23<sup>rd</sup>, 2019: 10:00 to 21:00
- November 24 , 2019: 10:00 to 21:00

**Article 7. 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 8. 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. For each additional insurance needed by the Exhibitor, the latter is obligated to cover the insurance expenses by himself.

**Article 9. 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 complementary 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.

Exhibitors are strictly prohibited to removing the exhibits from their booths before the end of the activity, dd 24/11/2019. The departure of personnel or removal of exhibits before November 24<sup>th</sup>, will cause fining the exhibitors with a penalty of five times higher than the amount paid for the participation.

**Article 10. 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 11. 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 12. 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 13. 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 14. 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: November 1<sup>st</sup>, 2019. 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 7<sup>th</sup>, 2018.

**Article 15. 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, ect.
- h) Organization of Promotional Events
- i) Hotel accommodation with special rates
- j) Security Escort Services
- k) Professional translation and interpretation services.

**Article 16. 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 17. 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 standart height of the fair stands, without beforehand written approval of the organizing compny.
- 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.

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.

**Article 18. Image Rights**

Films and photographs, that will be taken on the site during 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 additions, any exhibitors that wish to take photographs of the event must give the Organizer prior written notice.

**Article 19. Terms and Method of Payment**

Participation, registration and compulsory socts, 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 of the contract at the time of signing the participation contract, by bank or in chash, upon receipt of the respective invoice;
- 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.

Exhibitor should sent a copy of the bank transfer not later than November 7, 2019, by e-mail: info@klikekspogroup.com or finance@klikekspogroup.com

**Article 20. Allowing Selling Transactions During the Exhibition and Legislation in Force**

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 Fair disassembling. Each exhibitor has the responsibility to promptly implement the legislation in force by taking measures to issue the secondary NUIS and use the Fiscal Device, in conformity with Law No. 9920, dated 19.05.2008 " On Tax Procedures in the Republic of Albania", as amended, and Decision 781, dated 14.11.2007 " On the technical and functional characteristics of fiscal devices, the integrated computerized system for periodic automated transfer of financial declarations, communication system, on the documentation procedure for their approval and for the criteria concerning the equipemnt with authorizations of companies authorized to offer fiscal devices", as amended, and Instruction of Minister of Finance No. 16 dated 03.05.2010 " On administration and Documentation of Fiscal Devices Procedures", as amended.

**Article 21. 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 on 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 22. 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 15 days before the opening Exhibition, the total amount shall be forfeit to the Organizer for the damage incurred. In case the exhibitor withdraws from the participation to the Event, it shall notify Klik Ekspo Group by registered mail.

**Article 23. 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 compression 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 24. 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 address to the Albanian legislation in force.

**Article 25. 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 made in the General Terms 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 26. Banning Smoking at the Exhibition Areas**

In compliance with the law No. 9636, dated 05.11.2017 "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", dd. 10.07.2017, smoking in "indoor exhibition and conference", 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 EUR to 250 EUR 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.

**KLIK  
EKSPÓ  
GROUP**

**TIRANA  
INTERNATIONAL  
FAIR**

**21-24 NOVEMBER 2019**

**APPLICATION FOR PARTICIPATION**

Date and Place

Signature and Stamp

**Adress:** Rr. Donika Kastrioti, Nr. 14-18, Tirana 1001, Shqipëri; **Tel:** +355 42274209/10/11/12; **E-mail:** info@klikekspogroup.com; **Web:** www.klikekspogroup.com

APPLICATION FOR PARTICIPATION  
KLIK EKSPLO GROUP & Tirana International Fair  
Donika Kastrioti Str, Nd.14 / 27, |Tel: +355 4 2274209/10/11/12 | e-mail: info@klikekspogroup.com; web: www.klikekspogroup.com

EXHIBITOR'S NAME:			
Stand Holder Name:			
Co-Exhibitor's Name:			
Legal representative:	Position:		
Address:		City/Country:	
Tel:	Mob:	E-mail:	Web:
CO-EXHIBITOR'S NAME:			
Legal representative:	Position:		
Address:		City/Country:	
Tel:	Mob:	E-mail:	Web:

Applies for an exhibition area in the 26th 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 = \_\_\_\_\_ €

### 2. EXHIBITION COSTS

#### A. EQUIPPED AREA STANDARD BOX / per sq.m

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.

Level [-]/Underground:	145 €	x	_____ sq.m = _____ €
Level [0]/Ground floor	170 €	x	_____ sq.m = _____ €
Level [I] / First floor	155 €	x	_____ sq.m = _____ €
Level [II] / Second Floor	135 €	x	_____ sq.m = _____ €

#### B. FREE COVERED AREA / per sq.m

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

Level -1/Underground:	120 €	x	_____ sq.m = _____ €
Level 0/Ground floor	140 €	x	_____ sq.m = _____ €
Level 1	130 €	x	_____ sq.m = _____ €
Level 2	110 €	x	_____ sq.m = _____ €

#### C. PERSONALIZED STAND\* / per sq.m

Personalized stand according to special projects: 250 € x \_\_\_\_\_ x \_\_\_\_\_ sq.m = \_\_\_\_\_ €

#### D. OUTDOOR EXHIBITION AREA / per sq.m

Free unequipped exhibition area: 110 x \_\_\_\_\_ x \_\_\_\_\_ sq.m = \_\_\_\_\_ €  
Exhibition tent equipped with 1 table and 4 chairs, 1 infodesk, power supply, lighting spots and carpet: 1200 €

### 3. PROMOTIONAL SERVICES AND SPONSORSHIP

PHOTOGRAPHIC SERVICE 90 €/day 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

LOGO OF THE SPONSOR ON THE ENTRANCE BADGES 4.000 € x \_\_\_\_\_ = \_\_\_\_\_ €

3 typologies of badges: Exhibitor / Guest / Delegation

AD IN THE VISITORS GUIDE LEAFLET 800 € x \_\_\_\_\_ = \_\_\_\_\_ €

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

AD IN THE ALMANAC OF EVENTS LEAFLET 800 € x \_\_\_\_\_ = \_\_\_\_\_ €

Important publication including the exhibition plan, calendar of events, places and venues, useful contact of the Press Office

LOGO ON THE OFFICIAL EXHIBITION BAG 3.000 € x \_\_\_\_\_ = \_\_\_\_\_ €

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.

BANNER ON THE OFFICIAL WEBPAGE: www.klikekspogroup.com 450 €/6 months = \_\_\_\_\_ €

### 4. ADVERTISEMENT IN THE OFFICIAL CATALOGUE

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

### 5. OTHER CHARGEABLE SERVICES

Hostess service	7 €/hour x _____ = _____ €
Internet facility on the exhibiting stand	70 € x _____ = _____ €
Stand cleaning services	sq.m x 1.8 €/day x _____ = _____ €

#### - TRANSPORT SERVICES:

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

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

#### - EQUIPMENT FOR RENT:

Safe-case	68 € / day x _____ = _____ €
TV screen 42inch	65€ / day x _____ = _____ €
Buffet lockable	20 € _____ = _____ €
Metallic shelves	45 € _____ = _____ €
Showcases (octanorm system)	65 € _____ = _____ €
Refrigerator MiniBar	140 € _____ = _____ €
Water Deposit (cold /hot)	180 € _____ = _____ €

### 6. GENERAL COSTS

Compulsory Costs	_____ €
Exhibition Costs	_____ €
Promotional Services and Sponsor Products Costs	_____ €
Advertisement in the Official Catalogue	_____ €
Other Chargeable Services	_____ €
VAT 20%	_____ €
TOTAL AMOUNT	_____ €

### PAYMENT CONDITIONS AND MODALITY

BANK TRANSFER IN THE FOLLOWING ACCOUNTS:

- o Intesa San Paolo Bank, No. 201 243 353, Klik Ekspo Group, IBAN: AL17208110080000020124335301, Swift Code: USALALTR
- o Raiffeisen Bank, No. 0007020182, Klik Ekspo Group, IBAN: AL29202112570000000007020182, Swift Code: SGS BALTX

### IMPORTANT NOTE:

- 60% of the payment shall be paid upon signing of the Application Form, and the balance of 40% by October 20<sup>th</sup>, 2019 .
- 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**
- The Application Form 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 Application Forms is October 10<sup>th</sup> 2019.
- The deadline for accepting material (CD) to be used for the Official Catalogue is October 30<sup>th</sup>, 2019 .

Date and Place

Signature and Stamp