

**GENERAL INFORMATION****Deadline: 10 April 2018****EXHIBITION INFORMATION****Form - A**

Name of the exhibition	10th MEDIKOS
Profile of the exhibition	MEDICAL, DENTAL AND PHARMACEUTICAL TRADE FAIR
Dates	08 - 10 May 2018
Venue	Prishtina
Frequency	Every two years
Exhibition space	2000 m <sup>2</sup>
Visitor target groups	Professional, trader and public
Direct sales	Yes
Parallel events	Conferences, B2B meetings, seminars and company presentation

**AGENDA**

<b>AGENDA</b>	<b>DATE</b>	<b>TIME</b>
Settlement of Exhibitors	06 - 07 May 2018	08:00-20:00
Official Opening	08 May 2018	10:00
Exhibition Time	08 May 2018	10:00-18:00
Exhibition Time	09 May 2018	10:00-18:00
Exhibition Time	10 May 2018	10:00-16:00
Removal of Exhibitors	10 May 2018	16:00-20:00
Removal of Exhibitors	11 May 2018	08:00-12:00

**DEADLINES:**

<b>DESCRIPTION</b>	<b>DEADLINE</b>
Deadline for confirmation for exhibitors	10 April 2018
Deadline for order a stand construction from the organizer (in case you needed)	10 April 2018
Deadline for sending your data/design for the fair catalogue	28 April 2018
Deadline for order additional equipments and services (in case you needed)	28 April 2018
Deadline for order a sponsorship packages (in case you needed)	28 April 2018
Deadline for order a conference room (in case you needed)	28 April 2018
Deadline for sending pro-invoice of temporary Import/Export (in case you needed)	28 April 2018

<b>Organizer:</b>	CEO-Congress & Event Organization
<b>Address:</b>	Emrush Miftari str.12, 10000 - Prishtina-Kosovo



PRODUCT GROUPS AT THE MEDIKOS FAIR

Company Name: \_\_\_\_\_

Form - B

\*Note: Please mark with X your company profile or write your profile in the line "other" if you can't find it in the list.

• Range of Exhibits:

- Physiotherapy technology,
- Orthopedics,

- Commodities and consumer goods for hospitals,
- Laboratory technology and equipment,

- Electro medical equipment & technology,
- Laser technology,

- Pharmaceuticals and drugs,
- BIO-Medical Products,

- Dental orthodontia and prosthetic,
- Facility management,

- Rehabilitation centers,
- Medical tourism,

- Rescue and emergency equipment,
- Medical furniture,

- Doctors and medical associations,
- Medical educational institutions,

- Medical clothes,
- Mobile equipment for surgeries,

- Ministry,
- Other: \_\_\_\_\_





**RESERVATION FORM**

Please complete and return to CEO

Form- C

Name of the Exhibition Company:

Address:

Tel:

Fax:

e-mail:

web:

Contact Person:

Position:

Your company name to be put on the stand (fascia board) and for Certificate:

**1. Registration fee - obligatory:**

120 €

Included in the price: ID for exhibitors and publication of the exhibitors on the fair organizer website.

**2. Area rent/prices:**

Please underline the option you prefer:

Please underline ✓	Exhibition area (m <sup>2</sup> )	Price per m <sup>2</sup>	Amount
<input type="checkbox"/> Area on the row (one side open)		110 € m <sup>2</sup>	
<input type="checkbox"/> Area on the corner (two sides open)		110 € +10 % m <sup>2</sup>	
<input type="checkbox"/> Area on the front (three sides open)		110 € +15 % m <sup>2</sup>	
<input type="checkbox"/> Island area (all sides open)		110 € +20 % m <sup>2</sup>	

Included in the price: exhibition area and electrical connection of 220V.

**3. Outdoor exhibition area:**

m<sup>2</sup> / Quantity

Price per m<sup>2</sup>/unit

Amount

Free empty area

70 € m<sup>2</sup>

Included in the price: exhibition area.

**4. Stand construction - Standard - A:**

Price of the stand: 30 € per m<sup>2</sup> x \_\_\_\_\_ m<sup>2</sup>

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 220V and waste basket.

For more information please see form - E



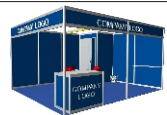
**5. Color stand construction - B:**

Please write the stand color: \_\_\_\_\_

Price of the stand: 55 € per m<sup>2</sup> x \_\_\_\_\_ m<sup>2</sup>

Included in the price: stand color construction - aluminum profile - octanorm system, info desk, 2 shelves, cabin, table, four chairs, carpet, lighting, company logo, electrical connection of 220V and waste basket.

For more, please see form - E



**6. Tents:** For more information please see form - E

m<sup>2</sup> / Quantity

Price per m<sup>2</sup>/unit

Amount

Covered Tent and with side closures, by your wish (5 x 5m)

350 € per unit

Covered Tent without side closures (2.5 x 2.5m)

110 € per unit

**7. Fair Catalogue - obligatory:**

Page	No. of pages	Price per page	Amount
Color page		120 €	
Color inside cover/front and back		700 €	
Color back cover		1500 €	

One color page (format A5) on the Fair Catalogue is obligatory for all exhibitors.

You can send the design of your company at the latest on: 28 April 2018, in CD in GEO offices, or by email: info@ceokos.com.

The design should be prepared in: cdr, TIFF, eps or jpg - format A5/portrait, resolution at least 200 dpi.

**8. Registration for co-exhibitors:**

Name of co-exhibitor: 1. \_\_\_\_\_

2. \_\_\_\_\_

Address:

Tel/Fax:

Contact Person:

email:

Amount

Price per co-exhibitor:

250 €

x \_\_\_\_\_, (no. of co-exhibitors)

Included in the price: ID for exhibitors and publication of the co-exhibitors on the fair organizer website.



**REGISTRATION FORM**

**9. Additional equipments and other services:**

**Form- D**

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 (100 x 50 x 80 cm)		35 €	
Shelves (2 x 1m length)		35 €	
Cabin in the Stand		35€	
Table		10 €	
Chairs		3 €	
Water connection with sink and drainage		250 €	
Electrical connection (extra plug-in 220V)		10 €	
Extension electricity cable		10 €	
Reflectors		20 €	
Electrical connection up to 4 kW		100 €	
Refrigerator		100 €	
LCD TV		250 €	
DVD		20€	
Booklet holder		30 €	
Flowers on pots		25 €	
Printing and putting the logo on the fascia board		35 €	
Printing and putting the logo at the info desk		35 €	
Clothes hanger		25 €	
Carpet		5 €/m <sup>2</sup>	
Conference room		100 €/hour	
Printing and putting of posters/banners on the stand		25 €/m <sup>2</sup>	
Other:			
Unloading / loading of products: 1-500 kg =200 € <input type="checkbox"/> ; 500-1000 kg =370 € <input type="checkbox"/> ; 1000-3000 kg =580 € <input type="checkbox"/>		_____ €	
Transport of your products from the Prishtina Airport – Fair, and vice-versa: 1-500 kg =200 € <input type="checkbox"/> ; 500-1000 kg = 370 € <input type="checkbox"/> ; 1000-3000 kg = 580 € <input type="checkbox"/>		_____ €	
<b>10. Temporary import/export expenses (if needed):</b>			<b>Total 7</b>
<b>Banking Services for Banking Guarantee</b>	<b>Forwarding Company's Services</b>		
100 €	150 €		<b>Total 8</b>

**The total Guarantee Banking Services and the temporary import/export Forwarding Company is = 250 €**

For more information please see form - G

**11. Booking Procedure for Participation:**

Booking can be made through:  
e-mail, fax, or directly at the CEO offices,  
Deadline for Confirmation: 10 April 2018

<b>Total 1+2+3+4+5+6+7+8+9+10</b>	
<b>+18 % VAT</b>	
<b>Grand Total</b>	

**12. Payment:** 50 % advance payment upon signing Participation, Full Payment ( rest of the 50 %) maximum until 5 Days before the fair.

**13. Explanation:** a) 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.

b) Any dispute, controversy or claim arising out of or in relation to this contract, including the validity, invalidity, breach or termination thereof, shall be resolved by arbitration administered by the American Chamber of Commerce in Kosovo in accordance with the Rules of Arbitration of the American Chamber of Commerce in Kosovo.

c) This contract is subject to and shall be governed by the applicable laws of the Republic of Kosovo.

**We agree with General Terms and Conditions of the Exhibition**

Fair Organizer, CEO - Congress & Event Organization

Exhibition Company

Signature / Stamp

Date: \_\_\_\_\_

Signature / Stamp



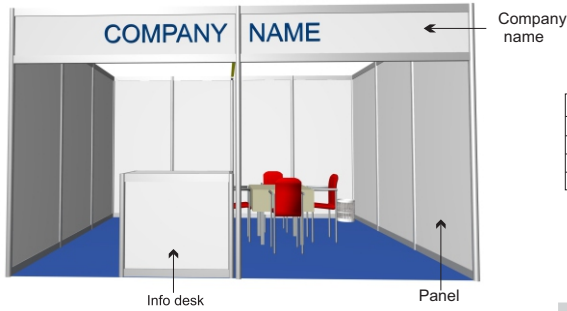
EXAMPLE OF THE STANDS AND OTHER EQUIPMENTS

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

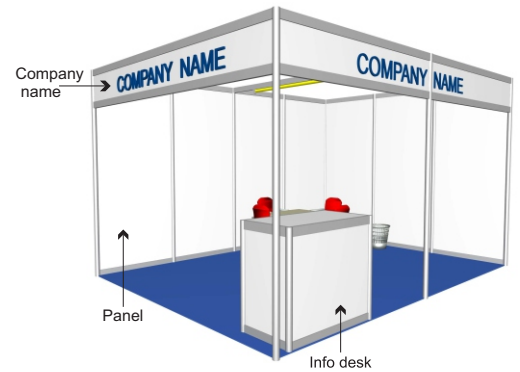
Form- E

4. Stand construction - Standard - A (one open side)

4. Stand construction - Standard - A (two sides open)



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



5. Color stand construction - B



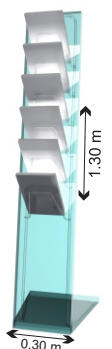
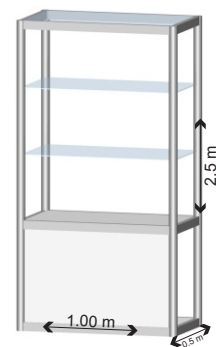
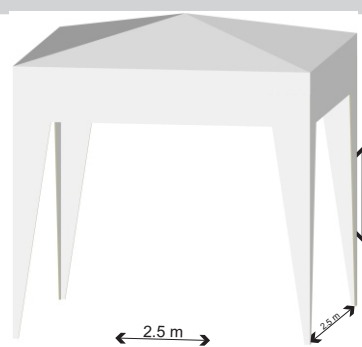
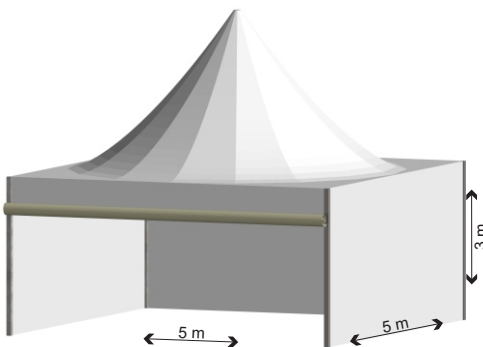
Description	Width	Height	Depth
Panel	0.95 m	2.38 m	
Company name	1.95 m	0.18 m	
Infodesk	0.95 m	0.70 m	0.45 m
Stand	X	2.50 m	X

6. Covered tent and with side closures, by your wish

6. Covered tent without side closures

9. High show case

9. Booklet holder

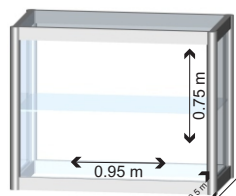
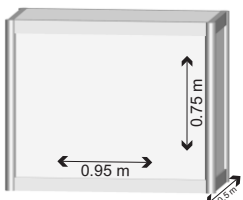


9. Info desk

9. Low show case

9. Table

9. Chairs



**General Terms and Conditions of the Exhibition****Form- F****1. Registration:**

Reservation of participation can be made by filling the Reservation Form and sending it through: e-mail, fax, or directly at the CEO offices. The deadline for reservation is published in the Reservation Form.

The agreement for participation enters into force upon signing by parties.

**2. Agenda of the fair:**

Agenda of the fair which includes: Mounting, exhibition time and dismantling is published on the Reservation Form.

**3. Admission of exhibitors:**

The organizer has the right to reject any applicant for exposure based on a lack of spatial capacities and if it does not fit with the fair program determined by the fair organizer.

Exhibitor will provide the event organizer the information about his company profile and products which are going to be exhibited at the fair. 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.

**4. Charges and other costs for participation:**

Organizer will charge one time for each exhibitor a registration fee, exhibition space, stand construction, publication in the fair catalogue and other services requested by the client.

The participation costs, types of stands and other services are published in the Reservation Form.

**5. 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 without prior approval from the exhibitor.

Joint booths are permitted. For each co-exhibitor within a stand the approval by the organizer should be received.

The organizer reserves the right to apply additional fee for each co-exhibitor.

**6. Stand design and construction:**

Exhibitors have the possibility to order their stand design and build/construct it through the organizer for the costs published on the Reservation Form. Exhibitor may design, build/construct and dismantle his stand at his own cost through other contracted companies.

Each stand in the exhibiting halls shall have its special mark-stand number and company name.

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 stable enough or if the height of the stand is greater than the halls capacity).

**7. Cancellation of the agreement:**

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.

**8. Cleaning services:**

Organizer will take care to clean each stand and exhibition space when the fair is closed. The waste disposal created by the exhibitors during mounting time, exhibition time and after stand dismantling should be removed by the exhibitor itself.

**9. Security:**

The Companies are obliged to remain present at their stands 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 the fair 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 by the organizer for the lost goods and other things lost or damaged. The exhibiting company may insure the exhibition goods to any insurance company.

**10. Electricity and internet:**

Organizer will provide each exhibitor with electricity connection of 220V. The electricity from 220V till 4kw can be provided with extra charges. Wireless Internet connection is offered free of charge for exhibitors.

**11. Advertisement and parallel events for exhibitors:**

Promotional activities can be ordered through the Advertisement Form published on the website of the organizer. Each exhibitor can hold its own parallel event such as: presentation, seminar, catering party, etc., always in agreement with the organizer. For each of these services the organizer applies a fee.



General Terms and Conditions of the Exhibition

Form- G

12. 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.

13. Selling the exhibited goods:

The exhibition goods can be sold, except those entered in Kosovo with temporary import status. For the goods that are allowed to be sold, they cannot be removed from the stand before the fair ends.

14. Parking for exhibitors:

The organizer does not manage and is not responsible for any damage that can eventually happen to vehicles within the Parking around the exhibition ground.

15. 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. The exhibitors will be responsible for any damage caused by them within the exhibition space, equipment and stands. The organizer holds no responsibility for any damage material or human.

16. Accommodation during the exhibition:

Exhibitors may ask to the organizer the list of hotels or travel agencies, or they contact directly with them. Organizer can assist them by providing the information about the hotels and accommodation opportunities.

17. Cancellation of the Event:

In case that organizer cancels the event as a result of any force majeure or other circumstances for which it is not responsible, the organizer shall not be liable for damages and disadvantages to exhibitors arising from the cancellation of the event.

18. The temporary import/export:

Explanation: The procedure of temporary import/export applies only for the exhibiting companies which will bring their products - from outside Kosovo - to be exhibited at the fair.

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 15 days before the opening date of the exhibition, 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: 29.8% 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.

In case of not respecting these procedures, the exhibiting company shall be responsible.

Banking Services for Banking Guarantee	Forwarding Company's Services	Amount
100 €	150 €	
<b>The total Guarantee Banking Services and the temporary import/export Forwarding Company:</b>		<b>250 €</b>

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](http://www.ceokos.com)

19. Legal dispute:

a) Any dispute, controversy or claim arising out of or in relation to this contract, including the validity, invalidity, breach or termination thereof, shall be resolved by arbitration administered by the American Chamber of Commerce in Kosovo in accordance with the Rules of Arbitration of the American Chamber of Commerce in Kosovo.

b) This contract is subject to and shall be governed by the applicable laws of the Republic of Kosovo.