



# EDUCATION FAIR

## INTERNATIONAL FAIR

### 16 - 17 April 2024

Prishtina - Kosova

**16**  
YEARS



#### GENERAL INFORMATION

Deadline for confirmation: 25 March 2024

Title	Education Fair
Dates	16 - 17 April 2024
Venue	Prishtina - Kosova
Frequency	Every Year

#### Exhibition Program



## EDUCATIONFAIR

- Primary and Secondary Schools
- Public and Private Universities
- Ministries of Education and Science from Kosovo and the region
- Culture Departments
- Embassies and other funds for studying abroad
- Providers of services such as courses, training, communication, and software technology; libraries; publishing; electronic and written media
- NGOs and other organizations
- Businesses offering internship opportunities and full-time jobs for young people and graduates, etc.

Agenda	Date	Time
Settlement of exhibitors	15 April 2024	08:00-20:00
Official opening	16 April 2024	11:00
Exhibition time	<b>16 April 2024</b> <b>17 April 2024</b>	<b>10:00-17:00</b> <b>10:00-17:00</b>
Removal of exhibitors	17 April from 18:00 - 21:00	18:00 - 21:00
Visitor target groups	Pupils, students, parents, teachers etc. Institutions like ministries, embassies, foundations, organizations, etc.	
Direct sales	Yes	

#### Deadlines

Deadline for confirmation as exhibitor	25 March 2024
Deadline for sending your data/design for the fair catalogue	25 March 2024
Deadline for order additional equipments and services (in case you needed)	02 April 2024

Deadline for confirmation: 25 March 2024

Organizer:	CEO Congress & Event Organization
Address:	Str. Emrush Miftari, No.14, 10000 - Prishtina, Kosova

Tel: +383 38 516 013, [education@ceokos.com](mailto:education@ceokos.com), [www.ceokos.com](http://www.ceokos.com)



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Please complete and return to CEO

Name of Institution/Company :

Address:

Tel:

e-mail:

web:

Contact Person:

Position:

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

#### Prices for the exhibition space with stand construction

Please underline the option which you prefer✓

Price

Amount

1.	<input type="checkbox"/>	9m <sup>2</sup> Exhibition space with stand construction like the picture ( 3m long wall, 3m depth)	1,357.00 €	
2.	<input type="checkbox"/>	12m <sup>2</sup> Exhibition space with stand construction like the picture ( 4m long wall, 3m depth)	1,800.00 €	
3.	<input type="checkbox"/>	15m <sup>2</sup> Exhibition space with stand construction like the picture ( 5m long wall, 3m depth)	2,250.00 €	
4.	<input type="checkbox"/>	20m <sup>2</sup> Exhibition space with stand construction like the picture ( 5m long wall, 4m depth)	3,000.00 €	

#### Services included in the price with exhibition space and stand construction:

- Exhibition area, Stand construction with white wall,
- Promotion in social networks FB and Instagram,
- 1 table with 2 chairs,
- 1 info-desk,
- Carpet,
- Brochure holder,
- Name of the institution on the stand (fascia board) and internet connection.



#### Other services :

Quantity

Price

Amount

5.	Printing logo of the institution on the stand (fascia board)		30.00 €	
6.	Printing logo of the institution on the info desk		30.00€	
7.	Printing and placement of posters on the white wall in stand per sqm One wall/panel of the stand has 2.4m <sup>2</sup>	m <sup>2</sup>	30.00€	
8.	Connection to an electrical plug.		20.00€	

#### Total Amount

Totali 1+2+3+4+5+6+7+8	
+18 % VAT	
Grand Total	

Description	Width	Height	Depth
Panel	0.95 m	2.39 m	
Name of company	1.95 m	0.18 m	
Info desk	0.80 m	0.98 m	0.38 m
Stand	x	2.50 m	x



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### General Terms and Conditions of the Exhibition

#### 1. Registration:

A booth is ordered by the present Reservation Form. The closing date for reserving participation at the Fair is published on the Reservation Form.

#### 2. Dates for Set-up and Dismantling:

Dates are always published on the package information with Reservation Form. Using the booth after the official time can be possible only with written request to the organizer. The exhibitor shall be liable for any damage to the booth equipment, the walls and the floor.

#### 3. Opening Times:

Are always published on the package information with Reservation Form.

#### 4. Booking procedure:

Booking can be made by sending the Reservation Form by fax, e-mail, mail or directly at CEO offices. The contract between the exhibitor and the event organizers shall come into existence upon confirmation of the admission notice and signed by organizer and exhibitor.

#### 5. Admission, Exhibits:

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

Exhibitor will provide the event organizer with the information about his company and products to be exhibited.

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.

#### 6. Rental charges and other costs:

Organizer will charge one time for each exhibitor a registration fee.

Exhibition area per sqm for row booth (one open side), two open sides =10% higher price, three open sides 15% higher and four open sides 20%. Regarding Booth construction, there are several samples published on the Reservation Form. The minimum booth size is 9 sqm.

Entry at the fair catalogue has an obligated fee that is published on the Reservation Form.

#### 7. 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.

Joint Booths are permitted; exhibitors should be registered that are sharing their booth with others.

#### 8. Stand design and build:

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

Each stand in the exhibiting space shall have its special mark like stand number, entered name and location of the Exhibitor.

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 stabile enough or if the height of the stand is greater than 4m).

#### 9. Cancellation of the agreement:

In case that an exhibitor withdraws from the participation at the exhibition within 10 days from signing of agreement than he is going to pay only 50% of his invoice, while in case the withdrawal happens 10 days after signing of the contract than the exhibitor is obligated to pay to the organizer the total sum according to the agreement. Cancellation terms are included as well in the Reservation Form.

#### 10. Cleaning services:

Organizer will take care to clean each stand when the fair is closed on its costs but Waste disposal of packing material and booth construction material or floor covering must be ordered separately at the exhibitor's expense.

#### 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 18:30 hrs. The security of stands 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 for the lost goods and other things unless the time of the loss of the goods is verified by police.

#### 12. Electricity and internet:

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

#### 13. Advertisement and parallel events for exhibitors:

Promotional activities can be ordered through the Advertisement Form published on the website. Each exhibitor can hold its own parallel event such as: presentation, seminar, catering party etc. always in agreement with the organizer. There is an applicable fee calculated for seminar room, equipment, catering services etc.

#### 14. Catering, food deliveries to booths:

It is possible only through a restaurant or catering company registered and authorized by the organizer.

#### 15. 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.

#### 16. Selling the exhibited goods:

The exhibition goods can be sold (except those entered with temporary status), but they cannot be removed from the stand before the fair event ends.

#### 17. Car parking for exhibitors:

Use the exhibitor parking indicated to you on the fairground map. The organizer shall not be responsible for any eventually caused damage related to the car.

#### 18. 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.

#### 19. Transport Agencies and Custom clearance:

Foreign exhibitors shall obey strictly all the Customs regulations. The exhibitors shall finish the forwarding and custom procedures to the Customs Office directly, through their official representative, or an authorized transportation/forwarding agency. The Organizer of the event may be as well a temporary representative only for the period of exhibition in order to help exhibitors out to fix the custom formalities.

#### 20. Accommodation during the exhibition:

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

#### 21. Force Majeure, Cancellation of the Event:

If the organizer cancels the event because it cannot hold the event as a result of force majeure or other circumstances for which it is not answerable, he shall not be liable for damages and disadvantages to exhibitors arising from the cancellation of the event.



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RESERVATION FORM

Deadline for confirmation: 25 March 2024

#### Promotion in social networks Facebook and Instagram:

The organizing company of the Education fair offers two promotional opportunities to all exhibitors of the fair on the official Facebook and Instagram accounts of the event. These are:

1. The fair's organizers will **share your informative** posts dedicated to participation in the Education fair (informative text accompanied by a banner) **on the fair's official Facebook and Instagram pages.**
2. The fair's organizers will **directly publish your informative** posts dedicated to participating in the fair (informative text accompanied by a banner) **on the fair's official Facebook and Instagram pages.**

The design of the banner, along with the description or text, must be prepared by the exhibitor/participant.

The dimensions of the banner design for publishing on social networks should be 1080px x 1080px, or 1:1. A banner intended for publication on the Facebook/Instagram page should contain no more than **20% text**, the remaining information can be included in the description.

The design of your institution can be published immediately after signing the contract and submitting the design by the client.

#### Payment

Full Payment upon receiving an Invoice.

Reservations made after the confirmation deadline will incur an additional charge of 15% on top of the regular prices.

#### 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 the the authorised court in Kosova or in the Country where the Exhibitor is located. The organizer will decide to which country will process with the case.

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

We have read and agree with General Terms and Conditions of the Exhibition

Date and Place:

Exhibiting Company

Signature / Stamp