

**AGROKOS****AGRIBUSINESS & FOOD FAIR****16 - 17 OCTOBER 2024****24**
YEARS**GENERAL INFORMATION****Deadline: 24 September 2024****EXHIBITION INFORMATION****Form - A**

Name of the exhibition	24th AGROKOS
Profile of the exhibition	Agribusiness, Food, Drinks and Gastronomy
Dates	16 - 17 October 2024
Venue	Prishtina, Kosova
Frequency	Every year
Exhibition space	20000 m ²
Visitor target groups	Professional, trader and public
Direct sales	Yes
Parallel events	Conferences, B2B meetings, seminars and company presentation

SCHEDULE

AGENDA	DATE	TIME
Settlement of Exhibitors	14 October 2024	15:00-21:00
Settlement of Exhibitors	15 October 2024	08:00-20:00
Official Opening	16 October 2024	11:00
Exhibition Time	16 October 2024	10:00-18:00
Exhibition Time	17 October 2024	10:00-18:00
Removal of Exhibitors	17 October 2024	18:00-21:00

DEADLINES:

DESCRIPTION	DEADLINE
Deadline for confirmation for exhibitors	24 September 2024
Deadline for ordering a stand construction from the organizer (in case you need it)	24 September 2024
Deadline for sending your data for the fair catalogue	30 September 2024
Deadline for ordering additional equipments and services (in case you need it)	30 September 2024
Deadline for ordering a sponsorship package (in case you need it)	30 September 2024
Deadline for ordering a conference room (in case you need it)	30 September 2024
Deadline for sending pro-invoice of temporary Import/Export (in case you need it)	30 September 2024

Organizer: CEO - Congress & Event Organization**Address:** Str. Emrush Miftari - No.14 10000 - Prishtina, Kosova**Tel: +383 44 629 916 e-mail: info@ceokos.com, web: www.ceokos.com**



PRODUCT GROUPS AT THE AGROKOS FAIR

Company/institution/organization name: _____

Form - B

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

• Food products:

- Dairy and milk products;
- Meat;
- Seafood;
- Fruit;
- Vegetables;
- Confectionary;
- Spices;
- Frozen food;
- Canned food;
- Snacks;
- Bakery products;
- Sweets and chocolates;
- Ice cream;
- Other _____

• Drinks:

- Soft drinks;
- Water;
- Coffee;
- Tea;
- Beers;
- Wines;
- Other alcoholic drinks;
- Cocktails;
- Carbonated drinks;
- Energy drinks;
- Hot drinks;
- Liquors;
- Other _____

• Agriculture and farming:

- Agro - inputs;
- Seeds;
- Fertilizers;
- Pesticides;
- Horticulture;
- Viticulture;
- Greenhouse;
- Farms;
- Animals;
- Animal food;
- Animal additive;
- Feed storage;
- Pest control;
- Other _____

• Equipments and technology:

- Drink production;
- Filling;
- Packing;
- Labeling;
- Quality control;
- Monitoring systems;
- Drink conserving;
- Drink transportation;
- Bottle production;
- Bottle cleaning;
- Bottle lid production;
- Laboratories;
- Other _____

• Light and heavy machinery:

- Food processing;
- Land planting and tillage;
- Harvest machinery;
- Quality control and monitoring;
- Cooling and heating systems;
- Conserving and transporting;
- Greenhouse;
- Forest;
- Irrigation and drainage;
- Work tools;
- Equipment for milking and milk cooling;
- Other _____

• Institutions:

- Ministries of Agriculture;
- Institutions of costumer protection;
- Science institutions for agriculture;
- Product certification institutions;
- Universities of agriculture;
- Training institutions for agriculture;
- Other _____



RESERVATION FORM

Please complete and return to CEO

Form- C

Name of the exhibiting company/institution/organization:

Address: city: country:

Tel:

E-mail: web:

Contact Person: Position:

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

- Company/institution/organization Profile - (Required field for every exhibitor)

- What kind of products do you plan to showcase in the fair? Please list the most important ones.

- Do you provide a product/service which is new for Kosovo market, or more specific/special than the actual ones, which you plan to showcase in AGROKOS fair?

- Please list your client groups. Who do you intend to meet at the fair?

- Please list some of your main competitors. (Optional)

The sole purpose of the above questions is to understand more about your company's/institution's/organization's reason/objective to participate in the fair and to inform as many potential clients as possible. All the information will be treated as confidential and will be used for internal purposes only.



RESERVATION FORM

Deadline: 24 September 2024

Please complete and return to CEO

Form - D

1. Registration fee - obligatory:

180 €

2. 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 side open)		120 € m ²	
<input type="checkbox"/> Area on the corner (two sides open)		120 € +10 % m ²	
<input type="checkbox"/> Area on the front (three sides open)		120 € +15 % m ²	
<input type="checkbox"/> Island area (all sides open)		120 € +20 % m ²	

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

3. Stand construction - Standard - A:

Price of the stand: 40 € 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 220V and waste basket.

For more information please see form - E



4. Outdoor exhibition area:

	m ² / Quantity	Price per m ² /unit	Amount
Free empty area		70 € m ²	

Included in the price: exhibition area.

5. Tents: For more information please see form - E

	m ² / Quantity	Price per m ² /unit	Amount
Covered Tent and with side closures, by your wish (5 x 5m)		750 € per unit	
Covered Tent without side closures (2.5 x 2.5m)		400 € per unit	

6. Registration for co-exhibitors:

Name of co-exhibitor: 1. _____

2. _____

Address: _____ Tel/Fax: _____

Contact Person: _____ email: _____

Price per co-exhibitor: 250 € x _____, (no. of co-exhibitors)

Amount

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

7. Printing and placement of posters on the white wall/panels in stand per sqm

Price of printing and placement of posters 25 € per m² x _____ m² One wall/panel of the stand has 2.4m²

Included in the price: placement of posters on the white walls/panels on stand per sqm

To order and use this service, every exhibition company is obliged to send the design ready for print.

The design of the print material should be of precise dimensions based on the dimensions of the stand or spaces you prefer to place the self-adhesive materials. For more, please see form - F. 15

8. Promotion in the fair catalogue, official Facebook, and Instagram accounts and in the official web page of AGROKOS:

	Amount
<input checked="" type="checkbox"/>	40 €

The requested promotional material should be provided within 3-5 days after the signing of contact.

We kindly ask you to provide us with a square design for promotion in social media along with a short description of your company/institution. The description is preferred not to exceed 120-150 words (longer descriptions are not proven to be very effective)

All the exhibitors participating in AGROKOS fair will be published in our social media platforms, on official pages of Facebook and Instagram and catalogue of AGROKOS fair. The promotion in the fair catalogue will include company's core data.

The main objective of this post is to promote your company and, in the meantime, inform visitors about your participation in AGROKOS fair. We would also like to inform you that from the moment of publishing, our company will sponsor (boost) the posts.



RESERVATION FORM

Deadline: 24 September 2024

9. Additional equipments and other services:

Form- E

Equipment - Service	Quantity	Price per unit	Amount
High show case (40 x 40 x 180 cm)		130 €	
Info desk (100 x 50 x 80 cm)		35 €	
Shelves (1 x 1m length)		20 €	
Cabin in the Stand		85 €	
Table		10 €	
Chairs		3 €	
Water connection with sink and drainage		350 €	
Electrical connection (extra plug-in 220V)		10 €	
Extension electricity cable		10 €	
Reflectors		40 €	
Electrical connection up to 4 kW		200 €	
Refrigerator		100 €	
LCD TV		350 €	
Display refrigerator 80cm and 100cm		350€	
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 ²	
Conference room		100 €/hour	
Printing and putting of posters/banners on the stand		25 €/m ²	
Other:			
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 =300 € □ ; 500-1000 kg = 470 € □ ; 1000-3000 kg = 680 € □			_____ €
10. Temporary import/export expenses (if needed):			Total 9
Banking Services for Banking Guarantee		Forwarding Company's Services	
100 €		150 €	Total 10

The total Guarantee Banking Services and the temporary import/export Forwarding Company is = 250 €
For more information please see form - H

11. Booking Procedure for Participation:

Booking can be made through:
e-mail, or directly at the CEO offices,
Deadline for Confirmation: 24 September 2024

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

12. Payment: Full Payment upon receiving an Invoice.

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 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 agree with General Terms and Conditions of the Exhibition

Exhibition Company

Place and Date:

Signature / Stamp

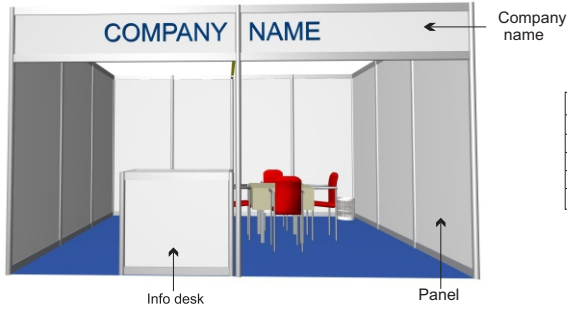


EXAMPLE OF THE STANDS AND OTHER EQUIPMENTS

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

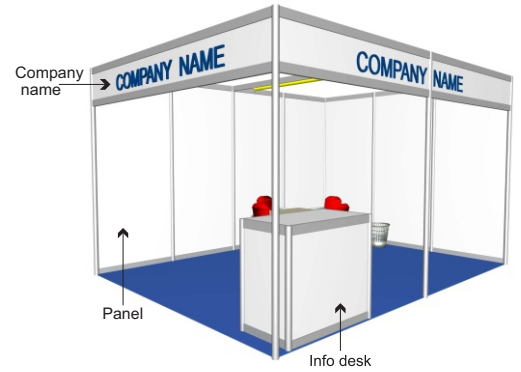
Form- F

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

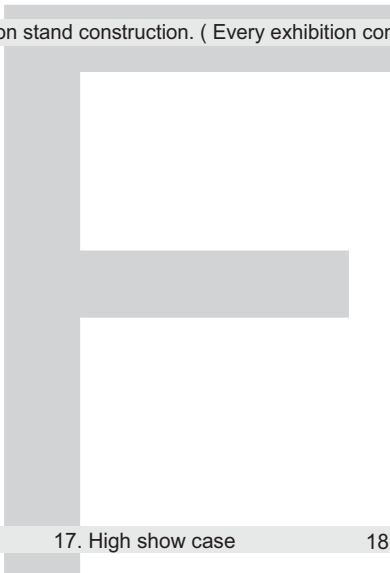
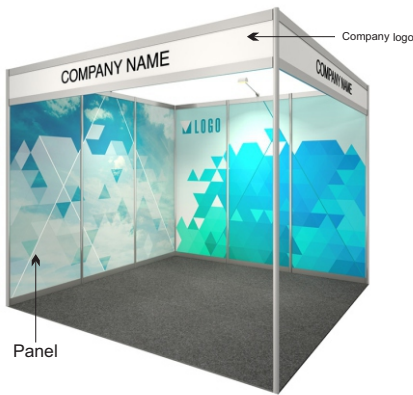


Description	Width	Height	Depth
Panel	0.95 m	2.38 m	
Company name			
Infodesk	0.80 m	0.98 m	0.38 m
Stand	X	2.50 m	X
Shelf on walls	1.00 m		0.30 m

14a. Stand construction - Standard - A (two sides open)



15. Printing and placement of posters on the white wall/panels on stand construction. (Every exhibition company is obliged to send the design of posters ready for print)



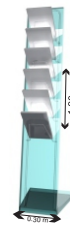
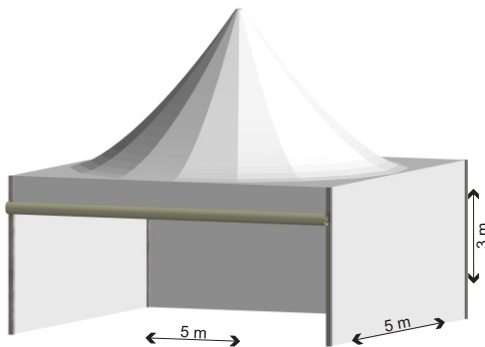
Description	Width	Height	Depth
Panel	0.95 m	2.38 m	
Company name			
Infodesk	0.80 m	0.98 m	0.38 m
Stand	X	2.50 m	X
Shelf on walls	1.00 m		0.30 m

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

17. High show case

18. Booklet holder

19. The shelf on walls of the stand



20. Info desk

21. Table

22. Chairs



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

Reservation of participation can be made by filling the Reservation Form and sending it through: e-mail 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- H

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 €	
The total Guarantee Banking Services and the temporary import/export Forwarding Company:		250 €

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

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 the responsible court in Kosovo or in the country where the Exhibitor company is registered. The organizer will decide to which country will process with the case.
- b) This contract is subject to and shall be governed by the applicable laws of the Republic of Kosovo and/or the country where the Exhibitor company is registered