

GENERAL INFORMATION

EXHIBITION INFORMATION

Form - A

| | |
|---------------------------|--|
| Name of the exhibition | 19th TRAVEL & SPORT FAIR |
| Profile of the exhibition | Tourism, Sport, Hospitality and Gastronomy |
| Dates | 27 - 28 APRIL 2023 |
| Venue | Prishtina |
| Frequency | Annually |
| Exhibition space | 2000 m ² |
| Visitor target groups | Professional, trader, representatives of institutions and public |
| Direct sales | Yes |
| Parallel events | Conferences, B2B meetings, seminars and company presentation |

AGENDA

| AGENDA | DATE | TIME |
|--------------------------|----------------------|--------------------|
| Settlement of Exhibitors | 26 April 2023 | 08:00-20:00 |
| Official Opening | 27 April 2023 | 11:00 |
| Exhibition Time | 27 April 2023 | 10:00-17:00 |
| Exhibition Time | 28 April 2023 | 10:00-17:00 |
| Removal of Exhibitors | 28 April 2023 | 17:00-21:00 |

DEADLINES:

| DESCRIPTION | DEADLINE |
|--|---------------|
| Deadline for confirmation for exhibitors | 02 April 2023 |
| Deadline for order a stand construction from the organizer (in case you needed) | 13 April 2023 |
| Deadline for order additional equipments and services (in case you needed) | 13 April 2023 |
| Deadline for order a conference room (in case you needed) | 02 April 2023 |
| Deadline for sending pro-invoice of temporary Import/Export (in case you needed) | 17 April 2023 |

Organizer:

CEO-Congress & Event Organization

Address:

Emrush Miftari - Str.14, 10000 - Prishtina, Kosovo

PRODUCT GROUPS AT THE 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:

- Tourism information offices
- Tourism agencies

- Medical tourism
- Airline companies

- Tourism associations
- Travel organizers

- Car rentals
- IT and software services for travel arrangements

- Municipalities
- Ministries

- Cultural institutions
- Recreational centers and facilities

- Hotels and Gastronomy
- Tourist resorts
- Mountain and rural tourism

- Fitness
- Travel publishers

- Equipment for hotels and gastronomy
- Manufacturers and skiing equipments

- Crafts
- Jewelry

- Ski lift manufacturers
- Sport equipments and outfits

- Fashion
- Cosmetics
- Sports Media

- Indoor and outdoor sports
- Green and rural tourism

- Optics
- Tjetër: _____

RESERVATION FORM

Deadline: 02 April 2023

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 (m²) | Price per m² | Amount |
|---|--|--------------------------------|---------------|
| <input type="checkbox"/> Area on the row (one side open) | | 125 € m ² | |
| <input type="checkbox"/> Area on the corner (two sides open) | | 125 € +10 % m ² | |
| <input type="checkbox"/> Area on the front (three sides open) | | 125 € +15 % m ² | |
| <input type="checkbox"/> Island area (all sides open) | | 125 € +20 % m ² | |

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

3. Stand construction - Standard - A:

Price of the stand: 30 € 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:

m² / Quantity

Price per m²/unit

Amount

Free empty area

60 € m²

Included in the price: exhibition area.

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

m² / Quantity

Price per m²/unit

Amount

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

550 € per unit

6. 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 - E. 15

7. Promotion in social networks:

For all exhibitors of the Travel & Sport Fair, we will offer the opportunity to publish a banner of your company/institution on our official Facebook and Instagram pages of Travel & Sport Fair.

Exhibitors should prepare the banner's design and send it ready for publication.

The dimensions of the banner should be these: 1:1 or 1080px x 1080px;

According to our standards, a banner should contain at most **20% text**.

However, the rest of the information about your company/institution can be written in the description.

We can publish your banner after you send us the design of it and after signing the contract.

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.

RESERVATION FORM

Deadline: 02 April 2023

9. Additional equipments and other services:

Form- D

| Equipment - Service | Quantity | Price per unit | Amount |
|---|--------------------------------------|---------------------|--------|
| High show case (40 x 40 x 180 cm) | | 50 € | |
| Info desk (100 x 50 x 80 cm) | | 35 € | |
| Shelves (1 x 1m length) | | 20 € | |
| 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 € | |
| Booklet holder | | 20€ | |
| 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 =200 € □ ; 500-1000 kg = 370 € □ ; 1000-3000 kg = 580 € □ | | _____ € | |
| 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 - G

11. Booking Procedure for Participation:

Booking can be made through:
e-mail, or directly at the CEO offices,
Deadline for Confirmation: 02 April 2023

| Total Amount |
|-----------------------------------|
| 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

Fair Organizer, CEO shpk

Exhibition Company

Signature / Stamp

Date: _____

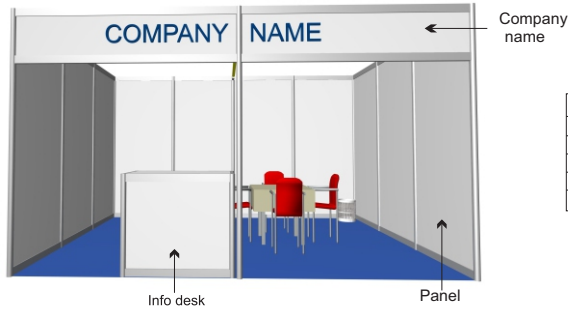
Signature / Stamp

EXAMPLE OF THE STANDS AND OTHER EQUIPMENTS

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

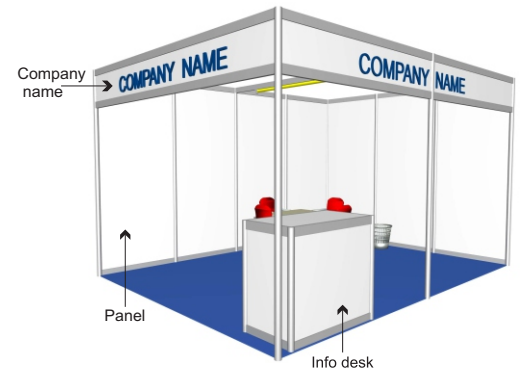
Form- E

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

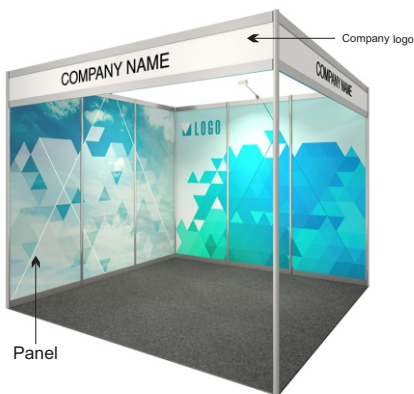


| Description | Width | Height | Depth |
|----------------|--------|--------|--------|
| Panel | 0.95 m | 2.38 m | |
| Company name | 1.95 m | 0.18 m | |
| Infodesk | 0.80 m | 0.98 m | 0.38 m |
| Stand | X | 2.50 m | X |
| Shelf on walls | 1.00 m | | 0.30 m |

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

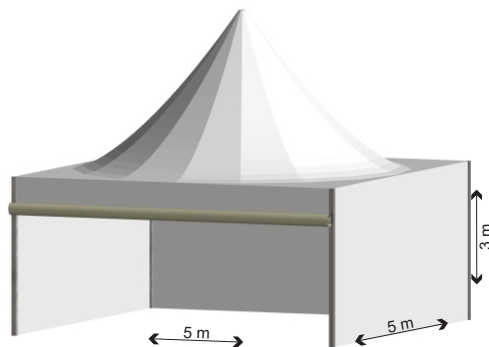


15. Printing and placement of posters on the white wall/panels on stand construction. (Every exhibition company is obliged to send the design of posters ready for print)



| Description | Width | Height | Depth |
|----------------|--------|--------|--------|
| Panel | 0.95 m | 2.38 m | |
| Company name | 1.95 m | 0.18 m | |
| 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

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.

Form- F

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 € | |
| 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