

**KLIK
EKSP
GROUP**

INTERNATIONAL
TRADEFAIR

ALBANIA - TIRANA
25 / 30 NOVEMBER 2009

APPLICATION FOR PARTICIPATION

NAME OF COMPANY: _____ **REPRESENTED BY:** _____

Name: _____ Position: _____

Address: _____ City / Country: _____

Tel: _____ Mob: _____ Fax: _____ Email: _____ Web: _____

Fiscal Code: _____

Applies for an exhibition area in the 16th edition of the Annual International Fair to exhibit the following products /services:

1. EXHIBITION AREA OF:

a. COVERED AREA - STANDARD BOX / m2

Covered 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 m2 and plug

Level -1 / underground 120 € x _____ m2 = _____ €

Level 0 / Ground floor 145 € x _____ m2 = _____ €

Level 1 135 € x _____ m2 = _____ €

Level 2 120 € x _____ m2 = _____ €

b. FREE COVERED AREA / m2

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

Level -1 / underground 100 € x _____ m2 = _____ €

Level 0 / Ground floor 120 € x _____ m2 = _____ €

Level 1 100 € x _____ m2 = _____ €

Level 2 100 € x _____ m2 = _____ €

c. PERSONALIZED STAND* / m2

Personalized stand according to a special project, attached to the Application Form.

*N.B. In case the personalized stand is chosen, the cost of the free exhibition area used should be calculated at the general costs field as well.

350 € x _____ m2 = _____ €

d. OUTDOOR EXHIBITION AREA / m2

For building and agricultural machineries, autoshow, advertising booths.

90 € x _____ m2 = _____ €

2. CHARGEABLE COMMUNICATION & PROMOTIONAL SERVICES

a. Photographic service during the exhibition event made by a professional photographer, high-resolution photos, included in slide-shows for interactive presentation of the company

90 € x _____ = _____ €

b. Filmmaking service on the stand, interviews with the representative of the exhibiting company during the exhibition event, and preparation of interactive DVD for the marketing activity of the company. In case the photographic service is chosen as well, the DVD will contain both photos and filmmaking.

150 € x _____ = _____ €

c. Page-making of the electronic brochure, graphic materials of the company, included in a multimedia support for presentations and projections.

350 € x _____ = _____ €

d. Spot on computer art and graphic 15", animated with music and video effects according to the photos and texts made available by the company

250 € x _____ = _____ €

e. Upon purchasing the 4 above-mentioned services:

Personalized CD Card in inkjet which contains all the interactive materials realized into a graphic interface (100 personalized CD Card with the company's logo and the videos of the interviews). DVDs containing the interviews will be made available as well.

*It is important to book the multimedia supports at least 60 days in advance, in order to enable the process of the masterization in due time.

400 € x _____ = _____ €

f) On-line publication of the materials created during the exhibition event on the website: www.panair.tv. The material and the profiles of the company will be published online for one-year-period after the conclusion of the fair event and could be updated twice throughout the publication year, according to the service requirement by e-mail and by informing us about the relevant changes.

100 € x _____ = _____ €

3. OTHER CHARGEABLE SERVICES:

Hostess service	nr. ___ x 7 €/hour = _____ €
Phone installation in the box	nr. ___ x 500 € = _____ €
Internet facility on the exhibiting stand	nr. ___ x 130 € = _____ €
Stand cleaning services	m2 ___ x 1.8 € /day = _____ €

a. EQUIPMENT FOR RENT:

• Safe-case	nr. ___ x 65 € = _____ €
• Armchair	nr. ___ x 25 € = _____ €
• Table with drawers	nr. ___ x 35 € = _____ €
• Plastic chair	nr. ___ x 8 € = _____ €
• Table	nr. ___ x 25 € = _____ €
• Metallic shelves	nr. ___ x 80 € = _____ €
• Showcases (octanorm system)	nr. ___ x 220 € = _____ €

b. TRANSPORT SERVICES:

• Facilities by mechanic equipment	52 €/hour = _____ €
• Loading and unloading operations (workers)	25 €/hour = _____ €
• Storage service	50 € = _____ €

4. ADVERTISEMENT IN THE OFFICIAL CATALOGUE

1 Page cover back	1800 € = _____ €
1 Page cover (interior)	1200 € = _____ €
1/2 of Cover page (exterior)	800 € = _____ €
1/2 of Cover page (interior)	600 € = _____ €
Color page	nr. ___ x 400 € = _____ €
Black and white page	nr. ___ x 220 € = _____ €

GENERAL COSTS:

Admission fee (cost of exhibition area pt.1)	_____ €
Communication & promotion services (pt.2)	_____ €
Other chargeable services (pt.3)	_____ €
Advertisement In the Official Catalogue (pt.4)	_____ €
VAT (20 %)	_____ €
Total amount	_____ €

PAYMENT MODALITY:

50% of the payment shall be paid upon signing of the Application Form, whereas the balance of 50% within 10/11/2009.

In order for the application to be accepted, it is necessary to attach:

- Check no. _____ issued by _____ Bank for Klik Ekspo Group.
- Returnable bank copy to certify the payment made to:
 - No. **CC 8001020182** Raiffeisen Bank, Branch 1 – Tirana, Klik Ekspo Group;
 - No. **201 243 353** American Bank of Albania, Klik Ekspo Group;
 - BIS Banca, No. **2905** – Klik Ekspo Group, (SWIFT: ISVALTR);
- Payment in cash.

- N.B.:**
- The total amount should be transferred in the above-mentioned account no; bank commission should be covered by the exhibitors
 - If not accompanied by the admission fee payment and other fees, the application is invalid for registering the company for participation in the Fair;
 - The deadline for accepting the application forms is 10/11/2009;
 - The deadline for accepting the material (CD) to be used for the Official Catalogue is 10/11/2009.

Date and Place _____

Stamp and signature _____

GENERAL REGULATIONS FOR PARTICIPATION

Exhibition name: Annual International Fair, 16th edition
Organizer: Klik Ekspo Group

Article 1. - Exhibition Date and Location

The Annual International Trade Fair will be held in Tirana, Palace of Congresses from 25 – 30 November 2009.

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 participation prepared in a specific form must reach the Secretariat General, signed by the exhibitor, together 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.

Article 3. - Temporary customs exportation

The goods of foreign exhibitors that enter the fair are submitted to the Temporary Customs Regime. To this end, Klik Ekspo Group authorises a customs 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.

Article 4. - Assignment of the stand 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 "Application for participation" in cases of special technical- administrative needs.

Article 5. - Guarantee of Payment

The parties shall expressly agree to the clause whereby the Organizer is authorized to prevent the departure of the goods 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 6. - Insurance

The exhibitor agrees to take out a policy covering all the liabilities relating to its activity at the exhibition event with an insurance company and to provide a copy of such policy to the organizer.

Article 7. - Entrance Vouchers

The goods to be exhibited and other complementary materials shall be allowed to enter the Fair grounds only after the Exhibitor shows the relevant entrance vouchers, which shall be issued by the Secretariat of the Organizer to all the companies that have settled the payments according to the Application Form.

Article 8. - 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 percent penalty.

Article 9. - Security Service

The Fair 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 10. - Cleaning

The Organizer will arrange for the cleaning of the passage corridors, common areas and environments.

Article 11. - 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 12. - Official Catalogue

The Organizer shall arrange to prepare and print an Official Catalogue. For this purpose, the Organizer shall prepare the relevant form. 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.

Article 13. - Chargeable Services

The Organizer shall supply the following paid services to the exhibitors upon request:

- a) Transportation and customs clearance.
- b) Security
- c) Hostess and interpretation/ translation
- d) Photography and audiovisual services
- e) Advertisement in the Official Catalogue
- f) Promotion and communication services
- g) Storage service etc.

Article 14. - 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 standard height of the "Fair" stands, without the beforehand written approval of the organizing company.
- 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.

The exhibiting company shall not start to build its own exhibiting booth 5 days prior to the opening of the activity. Likewise, the dismantling of the stand shall take place after the closure of the activity and last not more than two days.

Article 15. - Special Norms

Failure to observe the above – listed instructions shall lead to the termination of the contract or immediate closing of the stand without any right to reimbursement of the relevant fees.

Article 16. - Force Majeure

In the event of Force Majeure and in any cases beyond the control of the Fair Organizer, the date of exhibition may be postponed or cancelled. In this case, the exhibitors shall not charge the Organizer for any damages occurred.

Article 17. - Complaints

Any complaints shall be submitted to the Fair Organizer in writing (before the closure of the activity). With the present "Application for participation" the signatory party declares that he/she has accepted on his/her own free will the Provisions of the General Regulations

Date and Place

Stamp and signature