

INTERNATIONAL EDUCATIONAL FAIR – EDUfair SERBIA – SPRING 2020 ORGANIZED BY INTEGRAL

INDEPENDENT SCHOOLS, LANGUAGE COURSES,
UNDERGRADUATE, POSTGRADUATE AND MBA PROGRAMS

6th & 7th of March 2020 – BELGRADE (SERBIA)

SECTION 1 EDUCATIONAL ORGANIZATION & DELEGATES

1. Institution Details (to be used for listing during the event and in the brochures)

Name of the Organization: _____

Address: _____
STREET, POST CODE, CITY, COUNTRY

Phone: _____ Website: _____

VAT nr.*: _____

Fields, marked with * are mandatory (if you are not VAT registered, please write down your Company Registration Number or Charity Number) – required for the issue of the invoice.

2. Delegate (Name to be used for listing in the program) – Please use the form on the 2nd page for the extra delegate.

Ms Mr Dr Name: _____ Surname: _____

Position: _____ e-mail: _____

Mobile Phone: _____ MAIN CONTACT FOR INTEGRAL: YES NO

Contact person who will arrange details for the fair: /if different/ _____

e-mail: _____ Phone: _____

Vegetarian meals: YES NO If YES, please specify: _____

SECTION 2 FAIR REGISTRATION

Regular Registration

Recommended date for
registrations **6th of Feb. 2020.**
After that - subject to availability

ALL PRICES ARE SUBJECT TO VAT (20%)

BELGRADE, Belexpocentar, **6th & 7th of March 2020** (10h - 18h)

Row stand (9 m², open on 1 side)* € 2300

Corner stand (9 m², open on 2 sides)* € 2700

Stand decoration – highly recommended** € 190
Graphics printing, mounting & removal

Stand sharing - price incl. marketing and advertising, name of the organization on the overhead panel (upon request)*** € 500 /price per organization/

Stand location - you could choose the position of your stand in the venue hall. Deadline for requests: 4 weeks prior to the event. After that: subject to availability. **Price: 30% on the package price of the chosen stand (row or corner).**

Additional renting space: You can expand your stand by renting additional space. For further information and prices, please contact us at events@integral.bg.

* **All stands at the Belgrade fair include:** floor covering, walls, info stand, table, 4 chairs, rubbish bin, 2 racks for books or brochures, AC power outlet, floodlights, overhead panel with the name of the organization.

** Graphic files should be provided **no later than 10th of February 2020.** Dimensions of stand elements and instructions for graphic designers will be provided after receipt of the fair booking.

***Max. 3 organizations can share one unit 9sq², if there are 4 or more organizations that would like to share a stand, at least one more unit 9sq² should be rented.

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PARTICIPATION FEE PER UNIT (9 m²) (FAIR DAYS ONLY) INCLUDES:

- **2 Coffee breaks** per day **for maximum 2 delegates**
- **Lunch** at the fair venue each of the fair days: catering/hot meal **for maximum 2 delegates**
- **Complimentary Dinner** in Belgrade on the 6th of March 2020 **for maximum 2 delegates**
- **Welcome reception** with cocktail dinner in Belgrade on the 5th of March 2020 **for maximum 2 delegates**
- **Opening ceremony** on the first day of the fair in Belgrade

CATERING PACKAGE (2 coffee breaks and 1 lunch per day) € 50
from the 3rd delegate onwards: /fee per person for 2 days/

Fair display

- **One furnished stand** in the venue hall in accordance with the type booked: row or corner stand
- **Assistant-interpreter**, who will be familiar with the programs offered by your organization and could cover your stand during presentations or lunch time
- **Sophisticated system for pre-registration and scanning** of visitors
- **5 accreditations** (delegate badges)* are included in the participation fee per unit (9 m²)

Publicity, information, PR

- **Listing** of your organization **in the Electronic Fair Handbook**, used for digital promotion during the fair marketing and PR campaign.
- **Listing** of the organization with profile **on the Fair's website and the Fair map.**
- **Listing** of the organization's name **in all printed invitations for Direct Marketing.**
- **Extensive media coverage** of the event, including advertisement of the fair in local media (TV, radio, press, internet).

* **Additional accreditations (delegate badges)** could be ordered, but they are subject to a **surcharge of 2 € per piece.**

Extra DELEGATES

2. Delegate (Name to be used for listing in the program)

Ms Mr Dr Name _____ Surname _____
 e-mail: _____ Mobile Phone: _____
 Vegetarian meals: YES NO If YES, please specify: _____

Additional services

Presentation of Institution during the Fair (30 minutes)

The fee includes: Listing of the presentation and the speaker on the Fair's website and in all printed materials and invitations, rent of a presentation room, use of laptop, sound system and multimedia projector. The capacity of the presentation hall is up to 50 people.

BELGRADE	fee for 30 min	possible starting times:
6th of March	€ 250 <input type="checkbox"/>	11:00 <input type="checkbox"/> 11:30 <input type="checkbox"/> 12:00 <input type="checkbox"/> 12:30 <input type="checkbox"/> 13:00 <input type="checkbox"/> 13:30 <input type="checkbox"/> 14:00 <input type="checkbox"/>
		14:30 <input type="checkbox"/> 15:00 <input type="checkbox"/> 15:30 <input type="checkbox"/> 16:00 <input type="checkbox"/> 16:30 <input type="checkbox"/> 17:00 <input type="checkbox"/> 17:30 <input type="checkbox"/>
7th of March	€ 250 <input type="checkbox"/>	11:00 <input type="checkbox"/> 11:30 <input type="checkbox"/> 12:00 <input type="checkbox"/> 12:30 <input type="checkbox"/> 13:00 <input type="checkbox"/> 13:30 <input type="checkbox"/> 14:00 <input type="checkbox"/>
		14:30 <input type="checkbox"/> 15:00 <input type="checkbox"/> 15:30 <input type="checkbox"/> 16:00 <input type="checkbox"/> 16:30 <input type="checkbox"/> 17:00 <input type="checkbox"/> 17:30 <input type="checkbox"/>

Please indicate which timeslot you prefer. Reservation of the final timeslot will be confirmed upon availability. **The attendance of the public on the presentation cannot be guaranteed by Integral, thus the fee is non-refundable.**

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Accommodation - Transport - Arrival / Departure Dates

Accommodation prices & airport transfers: All quoted prices are final and include VAT 10%, local taxes € 1.31 per person and Buffet Breakfast. The prices are valid for the entire visit and cover all extra days before or after the event for which one decides to stay. Reservations can be cancelled free of charge 4 weeks prior to arrival. If we are notified about any changes of accommodation up to 2 weeks prior to arrival we will alter them free of charge, after that a 250 Euro fee applies.

	<u>Fair dates</u>	<u>Check-in</u>	<u>Check-out</u>	<u>Nr nights</u>	<u>Room rate per night</u> <u>SNG Room, B&B</u>	<u>Airport transfer,</u> <u>fee per direction</u>
BELGRADE 2020 - Holiday Inn	6-7 March	05/03	08/03	3	€ 115 <input type="checkbox"/>	€ 17 <input type="checkbox"/> € 17 <input type="checkbox"/>

Additional advertising possibility:

- **Advert page in the SERBIAN Catalogue** (printed and electronic editions)

distributed across multiple events, e.g. School and high school visits, database, etc.

Full A4 advert page € 890

Half A4 advert page € 590

- **Comprehensive profile of your organization** (one A4 page) in the SERBIAN catalogue distributed across multiple events, e.g. School and high school visits, database, etc.

Profile in both printed & electronic editions € 390

Profile in the electronic edition only € 290

- **Web banner** on the Serbian website – please, choose a period:

23 - 29 February 2020 € 190

1 - 7 March 2020 € 190

Both periods € 350

- **Advertorial** in the news section of the website www.edufair.rs for the period of **2 weeks** during the fair campaign.

€ 250

- **SOCIAL MEDIA PACKAGE:** The package includes:

€ 470

- ❖ 1 promoted post (incl. Instagram) + 1 boosted post/video on Facebook

- ❖ Design, concept, 24/7 monitoring and management

- **OUTDOOR:** Book a billboard for the period of two weeks prior to the EDUFair.

€420 for one position

/Number of billboards/

The price includes design, printing and assembling.



By completing this form, I accept the terms and conditions of the booking.

Date _____

Signature _____

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Please, kindly select only ONE of the options below.

- With this I confirm that Integral Edu DOO have the right to use the information filled in this form for marketing purposes for the period of 5 years.
- With this I confirm that Integral Edu DOO have the right to use the information filled in this form only for the period of the events mentioned in it for marketing purposes.
- With this I confirm that the organization does not agree the information filled in this form to be used for marketing purposes by Integral Edu DOO.

TERMS AND CONDITIONS

CONFIRMATION OF APPLICATION:

- The application to participate is valid only if submitted on the official form, with stamp and legally valid signature, legibly and completely filled in.
- There is no claim for admission. Integral Edu DOO reserves the right to reject an application without assigning a reason and applications will only be considered for acceptance from applicants whose products are, in the opinion of Integral Edu DOO, compatible with the theme of the Fair.
- Integral Edu DOO will confirm availability and send invoice via email within 5 days upon receiving the application form. The participation is confirmed only after full payment of fees, within the deadline stated on the invoice, is received.
- By signing the application form, the exhibitor accepts the rules and conditions of the organizer Integral Edu DOO.

STUDENTS RECRUITED DURING THE FAIR – FOR PARTNER INSTITUTIONS ONLY

The Participant schools and universities agree that Integral Edu DOO is their main partner for all enrolments and applications made, as a result of this fair unless otherwise stated upon enrolment. Integral Edu DOO may claim commission for students registered at the event in accordance with the terms of the Agency Agreement held with the partner institution.

If an organization tends to send follow-up e-mails to all clients who visited their stand during the fair, the follow-up e-mails should include Integral Edu DOO as partner who prepares the clients' documents for admission.

The Schools and Universities attending the fair have the obligation to enter in the university's (school's) database, provided by Integral Edu DOO, all leads as a result of the fair.

EXHIBITION STAND

The organizer retains the right to allocate stand location and area to the exhibitor. The organizer informs the exhibitor on the location of the designated exhibition area and provides a floor plan a week prior to the fair. The exhibitor's stand is not supposed to be moved to other than the appointed by the organizer place. The exhibiting organizations are kindly invited to assure the continuous presence of at least one person at the stand.

All complaints regarding the exhibition are and/or location must be made in writing exclusively during the fair.

If the advertising materials (brochures and etc.) are NOT received within the deadline and on the correct address stated on the WE Confirmation Form, the organizer Integral Edu DOO COULD NOT be held responsible.

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STAND SETUP AND DECORATION

Stand setup could be performed between 7 am and 10 am on the first fair day. The exhibited goods must not be taken out nor exchanged before the closing of the fair. Packing and removal can start only after the closing.

The exhibitor shall reimburse the organizer for all damages caused by the exhibitor's staff or third parties that work at the exhibition area under the exhibitor's orders. The damages shall be assessed by the Committee formed by the organizer.

ELECTRONIC FAIR HANDBOOK ENTRY

Electronic fair handbook entry is compulsory for all exhibitors and is included in the participation fee. It is used for digital promotion during the fair marketing and PR campaign. The description is maximum 40 words long. Exhibitor description and logo should be sent to the organizer at events@integral.bg no later than 10th of February 2020. For last minute bookings, description for the fair handbook should be provided upon booking. Otherwise, Integral Edu DOO reserves the right to prepare the description and use the logo for the organization found on the Internet WITHOUT your final approval.

ADVERTISING and BANNERS OUTSIDE THE VENUE HALL

Distribution of illustrative material is allowed only at the organization's stand in the exhibition hall. No banners can be exposed inside and outside the event area without the permission of the hotel and the organizer and the payment of the related fee. Any other kind of advertisement is forbidden outside the exhibition area, including also the lobbies and outside the hotel area. In case of professional misconduct of the above mentioned rule, this will cause a surcharge fee introduced by EDUfairtm.

PAYMENT DEADLINES

After receipt of your application you will be issued an invoice. We accept payments with bank transfer or credit card. We will NOT process payments with checks. Payment terms are 15 days from the date of the invoice.

CANCELLATION POLICY

In case of a cancellation of participation till February 5th 2020, Integral Edu DOO reserves the right to impose the 500 Euro cancellation charges. No refund is due for any cancellation made after February 5th 2020. All cancellations must be notified to Integral Edu DOO in a written form.

CANCELLATION OF HOTEL ACCOMMODATION

The conditions for cancellation of accommodation for the delegate attending the fair are as follows:

- **No cancellation fee for the booked nights is charged 30 days prior to arrival (4th of February 2020)**
- **50% cancellation fee for the booked nights is charged until 14 days prior to arrival (19th of February 2020)**
- **100% cancellation fee for the booked nights is charged until 7 days prior to arrival (27th of February 2020)**

CANCELLATION OF FAIR

Integral Edu DOO reserves the right, at its sole discretion, to cancel the Fair or to change the dates and/or venue of the Workshop. In that case it is expressly agreed that Integral Edu DOO's total liability shall be limited to refunding ONLY the participation and accommodation charge or any part of it that has already been paid to Integral Edu DOO by the applicants. Airplane tickets are not subject to refund. No liability shall attach to Integral Edu DOO in respect of any loss or consequential loss of whatsoever nature arising.

AMENDMENT OF BOOKING

All amendments of the bookings made like – extension of accommodation, additional delegates, change in the transfers and etc. should be done till 5th of February 2020. All amendments done after this period (5th of February 2020) will be subject to 250 EUR additional charge per change.

Date: _____

Signature: _____