

GENERAL REGULATION AND PARTICIPATION TERMS IN ALMEX

Name of Exhibition: ALMEX – Albanian Military Exhibition - International Exhibition of Defense and Security

KLIK EKSPLO GROUP - Bulevardi Dëshmorët e Kombit, Rogner Europapark, Tirana 1001, Albania, with VAT No: K31601059H

Registration Certificate No.3, issued by Albanian State Export Control Authority, Ministry of Defense of Albania

Article 1. Exhibition Date and Location

ALMEX - International Exhibition of Defense and Security, will be held in Tirana, Albania, in the Palace of Congresses, at 29-30-31 October 2015. The Exhibition will be opened to the professional public only, except the timetable for the General Public allowed by the present Regulation.

The Exhibiting timetable are:

October 29th: 17.00 - 19.00; Trade Visitors under Invitations only.

October 30th: 10.00 - 18.00 Trade Visitors Only

and 18.00 - 20.00 General Public

October 31st: 10.00 - 16.00 Trade Visitors Only

and 18.00 - 20.00 General Public

The Organizer of the Exhibition shall have the right to alter the date and its duration in accordance with the special technical and organizational needs.

Article 2. Exhibition Contract

Applications for admission are submitted to the Exhibitor by the Organizer. Receipt of the application by the Organizer shall imply that the prospective exhibitor has duly perused the exhibition rules and regulations. All goods, products or services presented by the exhibitor shall be conforming to Albanian Law as in the Nomenclature of Goods approved by the Organizer. Applications will only be considered if they have been duly signed by an authorized officer of the applicant firm. Rejection of an application shall not give rise to the payment of damages. Admission to the exhibition will be confirmed by an official notification on the part of the Organizer to be sent to the exhibitor within a reasonable period. The coordinators of Collective Participation are obliged to inform all exhibiting companies within their State Pavilions of the rules and regulations present in the General Terms and Conditions.

Article 3. Assignment of the Exhibiting Space

Assignment of the exhibiting space shall be made by the Organizer, which shall reserve itself the right to alter the location and the size of the exhibition area, in cases of special technical-administrative needs. However the Organizer will, take into account exhibitors' wishes and the nature of their exhibits. Claims regarding the exhibit space allocated to the exhibitor shall only be taken into account if they are submitted in writing to the Organizer within 8 days following dispatch of the floor plan. Such claims must be supported by documentation showing actual and serious grounds therefor. The Organizer will use its best efforts to meet such justified requests for the modification of exhibit space. Technical expenses (mock up, composition, personalized stand proposition, correction or layout) shall be borne by the Exhibitor.

Article 4. Installation and Dismantling of Stands

Exhibitors may take possession of their stand area according to the following schedule:

a. Space only: October 26-27, 08.00-20.00

b. Shell scheme stand: October 27, 08.00-20.00 and October 28, 08.00-23.00

c. Plus standard stand: October 27, 08.00-20.00 and October 28, 08.00-23.00

d. Executive exhibition stand: October 27, 08.00-20.00 and October 28, 08.00-23.00

e. Outdoor exhibition space: October 27, 08.00-20.00 and October 28, 08.00-23.00

All exhibitors will be required to finish installing their stands by October 28th at 21hrs. All stands, decorations, equipment and merchandise must be removed by November the 1st at 18.00 hrs. latest. After that time, the Organizer shall be entitled to take all steps it considers necessary, at the Exhibitor's risk and expense, to remove the equipment and merchandise that has not yet been removed, and to destroy any elements and decorations of any nature whatsoever that have not been dismantled, without incurring any liability in that regard.

Article 5. Sub-contracting of Exhibit Space

The exhibitor may only exhibit in its exhibit space the equipment, products or services listed in its application for admission and accepted by the Organizer and/or equipment, products or services exhibited by its co-exhibitors who have been declared to and approved by the Organizer. Publicity of non-exhibiting firms, in any form whatsoever, is prohibited. The exhibitor shall not transfer or sub-license its allotted exhibit space, either in whole or in part.

Article 6. General Restrictions

The exhibitor shall be forbidden to:

- 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.
- Dismount the fittings or remove the goods on display before the time and date established by the organizer for breaking down.
- Carry out any work at the stand during the visiting hours.
- Attract the public with sound or vocal equipment.
- Display materials or publicity outside the exhibition area of the stand.
- Publicize or pass critical judgment that may insult the political or social institutions.
- Allow the stay at the stand of employees of the Exhibitor during the closing hours.
- Advertise on behalf of third parties.

Article 7. 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 8. Customs and Shipping Procedures

The goods of foreign exhibitors that enter the fair are submitted to the Temporary Customs Regime. To this end, Klik Ekspo Group authorizes a customs agency to follow the necessary procedures for the opening of the Temporary customs regime. Each exhibitor shall be responsible for carrying out customs formalities in connection with equipment and products originating from abroad. The Organizer shall not be held liable for any problems that may arise in connection with such formalities. Therefore, the exhibitor shall hold the Organizer harmless against any actions and/or claims in this respect and shall indemnify the Organizer for any damages sustained by the latter on account of a breach of the requisite customs formalities.

The organizer declines any responsibility in connection with customs delays or strikes, untimely arrival, transport damages or any their claims arising from the transport of exhibits in and from the exhibition premises as well as any damage and/or loss incurred in storage to Exhibit containers or any other material belonging to the exhibitor.

Article 9. Insurance

The value of the merchandise to be displayed in the Exhibition should be insured again all hazards that might occur during the exhibition duration. The Organizer shall take out insurance on behalf of every exhibitor which has performed a relative payment of 160 Euro. This sum covers the Insurance Prime against third-party civil liability, damage to health and property. For each additional insurance needed to the exhibitor, the latter is obligated to cover the insurance expenses by himself.

Article 10. Sales on the Exhibition Stand

The Organizer reserves the right to prohibit or restrict any sales in the exhibition premises. All sales which involve immediate delivery shall be performed only under the Authorization in written form released by the Organizer.

Article 11. List of products allowed at the event

All the exhibits, products and services displayed in the exhibition shall comply with the legislation in force (reference DCM No.1569, dd. 19.11.2008 "On Adopting the List of Military Goods and the List of Dual-use Goods and Technologies, subject to the State Import-Export Control" and Law No.9707, dd. 05.04.2007 "State Control of Import-Export activity of Military Goods and dual-use goods and technologies" and shall conform to the list of exhibiting goods approved by the Organizer.

For certain category of exhibits, the exhibitors must declare that their exhibits have been inactivated or are made inert during the Exhibition. For their import and re-export, such exhibits must have special permissions provided by the responsible authorities. Explosives or highly inflammable substances are not allowed to be exhibited or brought into the Exhibition premises. Heavy exhibits such as vehicles, helicopters shall have empty tanks while being displayed within the exhibition premises, with the exception of the special cases of live demonstration in the environments designated for this purpose.

Article 12. Entrance and exit of Exhibits and audience in the exhibition halls

Anybody considered as an exhibitor at the ALMEX must wear his/her identity badge. At the Exhibition entrance participants will also be requested to present proof of their personal and professional identity. Admittance of the Visitors is only possible with an official invitation, from an exhibitor or from the Organizer. General Public may visit the Exhibition only on 29th October, from 16.00 - 18.00. The goods to be exhibited and other complementary materials shall be allowed to enter and exit the Fair grounds only after the Exhibitor shows the relevant entrance vouchers, or the relevant certification approved by the Organizer to all the companies that have settled the payments accordingly.

Article 13. 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 Exhibition. The exhibitor is obliged to keep in safe custody the small or valuable articles, materials, equipment that could be damaged or possibly removed from the Exhibition and the Organizer has no responsibility for the loss and/or damage of the abovementioned or of any personal article belonging to the exhibitor or to its staff. Besides the security service provided by a private agency authorized by the Organizer, ALMEX - International Exhibition of Defense and Security shall have the operative Support of the Special Structures of the Ministry of Defense and Ministry of Interior.

Article 14. Applicable Rules

Exhibitors are required to become acquainted with and to abide by all the regulations in force during the event, in particular, with Fire Safety Regulations and Health Safety and Protection Regulations. Every exhibiting stand should be equipped with a fire-extinguisher (up to 6 kg per any 12 q.m).

Article 15. Promotional and Advertising Services

The organizer offers exhibitors/advertisers an opportunity to have advertising space in the following media: catalogue, visitors guide, events almanac, leaflets, banner in the website. Apart from the positions referred to in the Exhibition Contract and Additional Costs Form, no position can be guaranteed, except the case when this is agreed in written form. As the number of advertising positions

is limited, positions shall be allocated on a first come first served basis according to the reception of the advertising order accompanied by the payment due for the requested service.

Article 16. Official Catalogue

The Organizer shall arrange to prepare, print, distribute and sale an Official Catalogue of the Exhibition. 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.

The deadline for providing the materials to be inserted in the Official Catalogue, including possible modifications, will be September 10th. Furthermore, if eventually if any changes should be made in the official data of the company as declared in the Application Form, this has to be made in a written form before September 10th, 2015 in order for the complete list of participants to be sent to the Official Delegations or respective authorities.

Article 17. Sponsorship

The Organizer offers exhibitors the possibility to sponsor events or products under the specials terms. As sponsorship possibilities are limited, the Organizer shall give priority to requests sent in according to their date of receipt and according to whether the 50% first installment payment due for the requested services has actually been paid. The Organizer reserves the right to refuse any sponsorship request according to the products proposed and the number of exhibitors' requests already registered.

Article 18. Image Rights

Films and Photographs that will be taken on the site during the exhibition may be used to promote the event on various media (documents, television, internet, etc.). Any exhibitors that do not wish their stand or part of their stand or any items exhibited thereon to appear on photographs and films used to promote the exhibition should inform the Organizer, in writing before the exhibition opens. In addition, any exhibitors that wish to take photographs of the Event must give the Organizer prior written notice.

Article 19. Terms and method of payment

Participation costs shall be paid in one or two installments:

- First compulsory payment of 50% of the total amount of the contract at the time of signing the participation contract, by bank transfer;
- The Invoice of the second installment should be sent to the Exhibitor and the payment shall be performed by bank transfer within 15 days from the abovementioned invoice issuing.

The Exhibitor should send a copy of the bank transfer within the 01/10/2015, by fax at: +355 42 274212, or by e-mail: info@albanianmilitaryexhibition.com

Article 20. Late payment penalties

In case of late payment, the provision of the services may be suspended. Furthermore, if any sum remains outstanding on the due date specified in the relevant invoices, whether or not that amount is the same as the amount specified in the general terms of sale, penalties of an amount equal to one and a half times the legal interest rate plus two percentage points shall be applied. Those penalties shall begin to be applied the day after the due date stated on the invoice.

Article 21. Participation Cancellation

If the applicant cancels his order to participate in ALMEX – Exhibition of Security and Defense, more than 30 days before the opening of the Exhibition, the amount of the first installment shall be forfeit to the Organizer. If the applicant cancels his order less than 60 days before the opening of the Exhibition, the total amount shall be forfeit to the Organizer.

Article 22. Force Majeure

In case of force majeure, as defined by case law, if the Organizer is unable to obtain the premises required in order to stage the Event, the Organizer reserves the right to cancel the Event at any time, provided it notifies the exhibitors of its decision in writing. The exhibitors shall not be entitled to any compensation or indemnity on grounds in the case of such cancellation. It is hereby expressly agreed that the exhibitors shall have no rights of claim against the Organizer on any grounds or for any reasons whatsoever.

Article 23. Complaints & Disputes

By signing the Exhibition Contract the signatory party declares that he/she has accepted on his/her own free will the Provisions of the General Regulations. Any complaints shall be submitted to the Fair Organizer in writing before the closure of the Contract. In case of disputes the text in English language shall prevail. In case disputes are not settled in an amicable way between the parties, the Albanian Legislation in force shall apply and the parties shall address to the Court of First Instance, Tirana.

Article 24. Appendices and Amendments

Organizer reserves the right to make alterations or amendments in the General Rules and Conditions that might incur during the organization phase or that might be indicated by the respective responsible authorities. Any amendments or appendices that will be made in the General Term and Regulations shall be considered as its integral part and will be conveyed to the Exhibitor in a written form within the shortest time possible.



ALMEX



Albanian Military Exhibition

KLIK EKSPLO GROUP



29-31 October 2015



ALBANIAN MILITARY EXHIBITION
29-30-31 OCTOBER 2015 - PALACE OF CONGRESSES

REGISTRATION FORM

Direct Exhibitor Co-exhibitor / Company name

Company Name: _____
 Address: _____
 Post code: _____ City: _____
 Country: _____ Tel: _____
 Fax: _____ Website: _____
 Company e-mail: _____ Vat n°: _____

RESPONSIBLE FOR THE PARTICIPATION - Contact person in charge for ALMEX correspondence

Name: _____ First name: _____
 Position: _____ E-mail (obligatory): _____
 Tel: _____ Fax: _____

COMPANY EXECUTIVES

Managing Director

Name: _____ First name: _____
 Position: _____ E-mail (obligatory): _____
 Tel: _____ Fax: _____

Sales Director

Name: _____ First name: _____
 Position: _____ E-mail (obligatory): _____
 Tel: _____ Fax: _____

Marketing Director

Name: _____ First name: _____
 Position: _____ E-mail (obligatory): _____
 Tel: _____ Fax: _____

List of products to be displayed:

The above collected information concerning you and your company is compulsory, for commercial, advertising and statistical purposes, and if necessary communicated to third parties. You have a right of access and rectification to this information and a right to refuse its dissemination, by sending a request to Klik Ekspo Group, Blvd. Dëshmorët e Kombit, Rogner Europapark, Tirana/Albania. e-mail: info@albanianmilitaryexhibition.com; Fax: +355 42 274211.

I authorize Klik Ekspo Group to process the information concerning myself in the conditions stated above. I do not authorize.

PLACE & DATE

SIGNATURE & STAMP

EXHIBITION CONTRACT

Registration fee - Direct exhibitor

Registration fee includes: Exhibitor registration; Exhibitor Entrance Badges 6 (minimally); 100 Trade Visitors Invitations Cards (to be handled by the exhibitor); Invitation Cards for the Official Opening Ceremony; Insertion of the Exhibitors Company data in the Official Catalogue; 2 copies of the Catalogue free of charge; Insertion of the Exhibitors Name and Stand location on the exhibiting plan published on the leaflet "Visitors Guide".

420 euro x _____ sq.m = euro

Insurance Service Fees:

160 euro x _____ sq.m = euro

FREE EXHIBITION AREA

Minimum rentable area: 12 sq.m
 Exhibition space only: without any kind of stand construction and equipment; included the stand cleaning, security service, electric supplier.

250 euro/sq.m x _____ sq.m = euro

STANDARD EXHIBITION PLUS

Minimum Modular rentable area: 12 sq.m
 Stand partitioning with panels (octanorm system), wall-to-wall carpet, frontal fascia name, signboard, electrical connection, 1 plug/socket, spotlights (4x100 W), decorative plant, lockable cupboard, waste-basket, desk or round table with 4 chairs.

285 euro/sq.m x _____ sq.m = euro

PLUS STANDARD EXHIBITION STAND

Minimum Modular rentable area: 24 sq.m
 Stand partitioning with panels, wall-to-wall carpet, frontal fascia name, signboard, electrical connection, 1 plug/socket, spotlights (4x100 W), decorative plant, lockable cupboard, waste-basket, desk or round table with 4 chairs, 2 TV sets (screen + reader); 2 showcases (octanorm system).

310 euro/sq.m x _____ sq.m = euro

EXECUTIVE EXHIBITION STAND

Minimum rentable area: 42 sq.m
 Stand partitioning with panels (octanorm system), wall-to-wall carpet, frontal fascia name, signboard, electrical connection, 1 plug/socket, spotlights, decorative plant,

lockable cupboard, waste-basket, desk or round table with chairs; cold and hot water deposit, 1 refrigerator, clothes hangers, plugs; a salon, including an info-desk lockable with keys, 1 bar stool and 1 round table with 4 chairs each;

420 euro/sq.m x _____ sq.m = euro

OUTDOOR EXHIBITION AREA

Minimum rentable area: 30 sq.m
 Including exhibition area (for vehicles, advertising booths, machineries), one "gazebo" (exhibition tent 4x4) with basic equipment: table and 4 chairs, 1 shelves, power supply.

230 euro/sq.m x _____ sq.m = euro

SPECIAL DISCOUNTS

• reduction of 10% for Exhibition Contracts signed before 31st of August, 2015.

GENERAL COSTS DIRECT EXHIBITOR COSTS:

TOTAL (VAT excl.): _____ euro

VAT 20%: _____ euro

TOTAL including VAT: _____ euro

CO-EXHIBITOR COSTS:

Registration Fees*: _____ euro

TOTAL (VAT excl.): _____ euro

VAT 20%: _____ euro

TOTAL including VAT: _____ euro

* Registration fees include the same services and equipment as for the Direct Exhibitor

PAYMENT CONDITIONS:

Obligatory deposit: 50% of the total amount, with the signing of the Exhibition Contract. The notice of bank transfer must be sent with your exhibition contract. Please ensure with your bank that the name of your company appears in full on all documents to avoid any difficulties in recognizing the payment.

All charges for the bank transfer are borne by the exhibitor. Balance to be paid before: 01/10/2015.

Payment Modalities:

Check No. _____

Issued by _____

Bank transfer:

• Intesa San Paolo Bank, No. 20124335301 - Klik Ekspo Group, IBAN: AL17208110080000020124335301 (Swift Code: USALALTR);
 • Raiffeisen Bank, No. 0007020182, Klik Ekspo Group, IBAN: AL2920211257000000007020182 (Swift Code: SGS BALTX)

Payment in cash.

AGREEMENT:

I request my admission as an exhibitor to ALMEX – Albanian Military Exhibition, 29-31 October 2015, organized by Klik Ekspo Group.

I declare that I am acquainted with the "General Regulation and Participation Term", of which I possess a copy and that I accept all clauses thereof without reservation or restriction and that I relinquish any claim against the organizer.

Name of the undersigned (capital letters): _____

Position in the company: _____

Place & Date: _____

Signature preceded by the expression "read and approved": _____

Mandatory company stamp: _____

PROMOTIONAL INSTRUMENTS ADDITIONAL COSTS FORM

Registration fee - Direct exhibitor

Inside front cover: 2.500 euro

Inside back cover: 2.000 euro

Back cover: 3.100 euro

Advertising page: 1.200 euro

Bookmark: 3.500 euro

LANYARDS WITH THE SPONSOR LOGO: 4.000 euro

(5000 lanyards produced by the Exclusive Sponsor to be distributed at the exhibition entrances, info-points, reception desks).

AD IN THE "VISITORS GUIDE" LEAFLET: 800 euro

Important publication including the exhibition plan, useful numbers, logistics, info on hotels, restaurants, etc. (not more than 5 advertisers).

LOGO ON THE OFFICIAL EXHIBITION BAG: 3000 euro

Logo of the Exclusive Sponsor on the official exhibition bag produced by the Exclusive Sponsor and distributed to visitors and official delegations, at all the reception desks and info-points.

LOGO ON THE PENS: 2500 euro

Pens with the logo of the Exclusive Sponsor, produced by Exclusive Sponsor, distributed at all the reception desks, info-points and other auxiliary environments of the exhibition, to fill out visitor registration forms; applications; etc.

USB KEYS OF THE EXHIBITION: 1.500 euro

Logo of the Exclusive Sponsor on this key, with the press kit downloaded onto it. The keys are distributed to all domestic and foreign journalists, event media partners, and to the official delegations attending the exhibition.

BANNER in the Official Page

www.albanianmilitaryexhibition.com: 450 euro /month

Advertising banner (up to 5 advertisers)

GENERAL COSTS

TOTAL (VAT excl.): _____ euro

VAT 20%: _____ euro

TOTAL including VAT: _____ euro

PAYMENT CONDITIONS:

Obligatory deposit: 50% of the total amount, with the signing of the Exhibition Contract. The notice of bank transfer must be sent with your exhibition contract. Please ensure with your bank that the name of your company appears in full on all documents to avoid any difficulties in recognizing the payment. All charges for the bank transfer are borne by the exhibitor. Balance to be paid before: 31/08/2015.

Payment Modalities:

Check No. _____

Issued by _____

Bank transfer:

• Intesa San Paolo Bank, No. 20124335301 - Klik Ekspo Group, IBAN: AL17208110080000020124335301 (Swift Code: USALALTR);
 • Raiffeisen Bank, No. 0007020182, Klik Ekspo Group, IBAN: AL2920211257000000007020182 (Swift Code: SGS BALTX)

Payment in cash.

AGREEMENT:

I request to be furnished with the abovementioned Advertising and Promotional Cost in the framework of ALMEX - Albanian Military Exhibition, 29-31 October 2015 organized by Klik Ekspo Group.

Name of the undersigned (capital letters): _____

Position in the company: _____

Place & Date: _____

Signature preceded by the expression "read and approved": _____

Mandatory company stamp: _____