



**Education
Beyond
Borders
Sofia**

SOFIA

26 – 28 March

2010

REGISTRATION FORM FOR PARTICIPATION



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ORGANIZER: BERY GROUP BULGARIA

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APPLICATION FORM FOR PARTICIPATION

INTERNATIONAL EDUCATION FAIR

„EDUCATION BEYOND BORDERS” SOFIA

26 – 28 March 2010

Organized with Sofia Municipality

Deadline: 28. 02. 2010

GENERAL INFORMATION	Participant:	Applicant:	
		
		
	Town / Country:	Postcode:	
	Str., №	Mailbox:	
	Phone:	Fax:	
	e-mail:	web:	

Invoice information	Invoices will be issued in the name of:	Identifying number:
	<input type="checkbox"/> Applicant	VAT number:
	<input type="checkbox"/> Other organization:	Chief executive:
	

Additional information	Representative 1: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Dr.	Position / Department:
	First name Family	e-mail:
	Phone:	Fax:

Additional information	Representative 2: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Dr.	Position / Department:
	First name Family	e-mail:
	Phone:	Fax:

REGISTRATION FORM

According "General conditions for participation" (described on page 5) - **(Please tick or fill in the necessary)**

GENERAL - FINANCIAL CONDITIONS	I. Registration fee / participation: <input checked="" type="checkbox"/> 100 euro - for 2 representatives of the organization - Exhibitor <input type="checkbox"/> + 25 euro – for additional representative of Exhibitor <input type="checkbox"/> additional representatives x 25 euro/per person = euro	Price includes: 1. 2 copies catalogues of the exposition 2. 2 badges 3. Participation in the parallel program – for two representatives 4. Organizational service 5. Information Services
	II. Exhibition advertising space - stand (with VAT) Discount: if your organization make a registration and pay until 18.01.2010 you will receive 20% discount!!! <input type="checkbox"/> 6 m ² - 675 euro <input type="checkbox"/> 8 m ² - 890 euro <input type="checkbox"/> 10 m ² - 1100 euro <input type="checkbox"/> m ² x 95 euro = euro (more than 10 m ²) Price for advertising space includes: - stand design - fee for design, printing and installation of the advertising vinyl	Price includes: 1. Exhibitor's space - 3 days long 2. Organization days - 2 days for arrange of materials (before and after the exposition days) 3. Construction of the exhibitor's stand 4. ATTENTION!!! Project construction and installation – advertising vinyl 5. Heating and lighting - general and local 6. Electrical connection (one contact) 7. Table or showcase – 100/100/50 8. Two chairs - for Exhibitors 9. If it is necessary - showcase three shelf 10. 24-hour security and cleaning of common areas

STAND TYPE:

<input type="checkbox"/> Normal stand (min. sizes 6 m ²)	<input type="checkbox"/> Corner stand (min. sizes 8m ²)	<input type="checkbox"/> Front stand (min. sizes 8 m ²)	<input type="checkbox"/> Island stand (min.sizes 12 m ²)
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GENERAL - ADVERTISING CONDITIONS << CATALOGUE >>	Request for Advertising in the exhibition catalogue	
	I. Standard advertising fee - per participant: <input checked="" type="checkbox"/> 100 euro – standard fee for all participants (required)	Price includes: 1. General Advertising 2. Project design for a page (A4) - in the catalogue 3. Prepress Project for the page (A4) - in the catalogue 4. Advertising page (A4) in the catalogue of the exhibition
	II. Additional advertising in the exhibition catalogue (options): <input type="checkbox"/> 1/1 Page - (210 euro) <input type="checkbox"/> Second / third catalogue cover - (510 euro) <input type="checkbox"/> Fourth catalogue cover - (610 euro) <input type="checkbox"/> Two pages PR-article - (360 euro)	<p style="text-align: center;">File formats for printing (logo, pictures and other materials of the exhibitor which are necessary for prepress) *.pdf, *.tif, *.cdr, *.eps</p> <p style="text-align: center;">Catalogue Format - A4 colour - (295 / 210mm)</p>
III. Putting up promotional materials in the catalogue <input type="checkbox"/> in all catalogues – format A5 – (0.20 lv./per a brochure) <input type="checkbox"/> in all catalogues – format A4 – (0.30 lv./per a brochure)	<p style="text-align: center;">Advertising at the exhibition:</p> Phone: 00359 (2) 9888 604; Email: education.beyond.borders@gmail.com	

GENERAL - ADVERTISING CONDITIONS << INTERNET ADVERTISING >>	Request for Internet Advertising	
	III. Online advertising: <input checked="" type="checkbox"/> 2 weeks (profile of the exhibitor + Internet banner) - free www.rodina-bg.com , www.world-education.bg , www.education-world.eu <input type="checkbox"/> 24 weeks (profile of the exhibitor + Internet banner) - 310 € www.rodina-bg.com <input type="checkbox"/> 24 weeks (profile of the exhibitor + Internet banner) - 280 € www.world-education.bg <input type="checkbox"/> 24 weeks (Internet banner) - 190 € www.education-world.eu	Price includes: 1. Publication of information 2. Banner - Support 3. Web hosting and support 3. Portfolio websites Sizes and formats of Internet banners : 1. 300 x 250 pixels 2. 160 x 600 pixels 3. 468 x 60 pixels 4. 728 x 90 pixels 5. 230 x 49 pixels 6. 230 x 100 pixels
*** TOP OFFER *** <input type="checkbox"/> 24 weeks - ADVERTISING PACKAGE - over 50 site - 590 €		

By signing this "Registration form" we ACCEPT "General Conditions for Participation" (described on page 4 of application form).

Date:

Stamp:

Signature:

IV. Additional fees and services

If it is necessary an invitation for visa the application for participation in the exhibition has to be made not later than **six weeks** before the date of the exhibition.

If you need an invitation for visa, you have to send us **a clear copy of your valid passport by email or fax.**

For every invitation there are additional fees which include the state administrative fees and the post fees. The fees for the invitation are payable with the fee for the exhibitor's participation.

For exhibitors from:

Zone I – 50 euro	Zone II – 65 euro	Zone III – 75 euro	Zone IV – 85 euro
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VISA INFORMATION	Representative 1: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Dr.	Position / Department:
	First name _____ Family _____	e-mail:
	Phone: _____	Nationality: Date of Birth:

VISA INFORMATION	Representative 2: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Dr.	Position / Department:
	First name _____ Family _____	e-mail:
	Phone: _____	Nationality: Date of Birth:

VISA INFORMATION	Representative 3: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Dr.	Position / Department:
	First name _____ Family _____	e-mail:
	Phone: _____	Nationality: Date of Birth:

VISA INFORMATION	Representative 4: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Dr.	Position / Department:
	First name _____ Family _____	e-mail:
	Phone: _____	Nationality: Date of Birth:

By signing this "Registration form" we ACCEPT "General Conditions for Participation" (described on page 4 of application form).

Date:

Stamp:

Signature:

CONTRACT

General conditions for participation

I. CONDITIONS OF PARTICIPATION

1. Place:

National Palace of Culture (NPC) - Sofia
Address: 1414 Sofia, "Bulgaria" № 1 Square

2. Who can participate

You can participate in the exposition if you are Bulgarian or foreign educational organization or institute, non-profit organizations, government agencies and others offering products and services appropriate to the themes of the exhibition. The participants can offer educational services which are not prohibited by law.

3. Registration

3.1. Request for participation

The Request for participation will be accepted with filling and sending by email or fax the Registration form in the deadline. You have to receive confirmation from the Organizer – Bery Group Bulgaria. Written confirmation of the application-contract by the Organizer will be considered for a moment of signing the agreement between the two organizations.

3.2. Registration of sub-exhibitors

The Exhibitor is obliged to register sub-representatives from the rested it stand.

3.3. Cancellations

Cancellations are accepted if the exhibitor notifies in writing to the Organizer not later than 40 (forty) days before the opening of the exhibition. After this period, the Exhibitor has to pay a default amount: 30% (thirty percent) of the rent value of the exhibition space applied to 30 (thirtieth) day before the opening including. When cancelling the request to participate after the 30th (thirtieth) day before the date fixed for the opening of the exhibition due the default is 100% (a hundred percent) of the amount of exhibition space requested.

The Exhibitor may not sublet all or part of the area leased to third organizations without confirmation of the Organizer.

Participants are not allowed to re-hire or give a remission their exposition place without the written agreement of the organizer.

II. SERVICES

1. Exposition space

Rented exhibition space is available to the Exhibitor for the periods defined in the Registration form and exempt from the exhibits and props from the end of the last working day of the exhibition, not later than the date agreed with the Organizer. After this period, the Exhibitor shall pay as a default twice the amount of the request made by this contract, and paid to the Organizer the exhibition space.

2. CONSTRUCTION – the exhibition area

The electricity, internet and others services are provide from the Organizer with written request (registration form) of Exhibitor.

Not authorize drilling and welding in construction activities in the halls of the NPC.

2.1. Standard stands

The Exhibitor may declare in writing an application, type of employment contract stands with modular construction "Octanorm". The price for the standard stand includes: rent space, construction "Octanorm", standard equipment, general cleaning during the exhibition, security. Maximum height of the stand is 2.50 m. The exhibitor has the right to advertise only in the stand.

2.2. Individual stands

The Organizer offers individual projects for stands which could be made with construction.

2.3. The projects for the stands

The projects for the stands are included in the fees for participation. Every exhibitor has to send materials (logo, some pictures and others) to the Organizer. These materials have to be in a high resolution. When the individual project is ready, the Organizer will send it to the Exhibitor for confirmation or some corrections. When the Exhibitor confirms the project will be printed. If the Exhibitor has own design for the stand, the Organizer will use the ready files for the presentation.

Every exhibitor has to send the materials for the design in format: *.pdf, *.tif, *.cdr, *.eps in a high resolution.

3. Other services

The Organizer offers additional services with written request from the Exhibitor. These additional services have additional fees. The Exhibitor can reserve: additional construction, Internet connection, parking, radio and TV advertising, advertising spaces, design and print promotional materials, support staff, rooms (hall) and equipment for conducting the accompanying events, business meetings, seminars, presentations and other.

4. Security

The Organizer offers the general security of the exposition. The Organizer is not responsible for damages and shortages caused to the Exhibitor in the working time.

5. Work time

The work time for the Exhibitors starts at 10.00h a.m. and finishes at 18.30h p.m. The exact schedules for each statement are announced before each edition of the exhibition by the organizers with an additional document.

6. Additional conditions

Changes in Application form signed by the Exhibitor may be made in writing within 30 (thirty) days before the date of the event.

III. TERMS AND PAYMENT

When the Organizer confirms the Registration of the Exhibitor, the Organizer sends an invoice with the data of the Exhibitor. The total fees have to be paid not later not later than 30 (thirty) days before the scheduled date for the start of the exhibition. All the payments will be made by bank transfers.

IMPORTANT: The Organizer will not allow exhibitors to present their organization before they have made the payments.

The prices of the services requested by the Exhibitor in the week before and during the opening of the exhibition will be charged an additional 10% (ten percent) for the temporary implementation of the application. The services requested during the days of exhibition will be charged additionally according to their value.

IV. OTHER CONDITIONS

1. Fire protection requirements

All construction and promotional materials used by Exhibitor must comply with requirements for fire and emergency safety. The electrical installation of the stands must be consistent with the statutory requirements in the country. The Exhibitor is obliged to provide access to valves and fire hydrants in the halls and free spaces.

V. FINAL CONDITIONS

1. The Organizer has the right to make changes in the general conditions for participation which will promptly notify the Exhibitors.

The Organizer doesn't take any responsibilities if the exhibitor has not arranged the rights which are required by the law of copyright and related rights, and if there is a result of adverse effect.

The Exhibitor is responsible for the exhibits, materials and personal belongings during the work time of the exposition.

The Exhibitor is responsible for the caused damages over the construction, floor and hired facilities.

The Organizer is not responsible for extraordinary circumstances such as: nature disasters, a war, and others.

In case of violation, the contract will be accepted as invalid and the paid fees cannot be refunded.

2. In the relations between the Organizer and the Exhibitor will be applied the general provisions of the Bulgarian legislation.

3. The Organizer is not responsible for damage, loss, theft of materials and other property of the Exhibitor, unless is due to fault of the organizers. The Organizer recommends to the Exhibitors to ensure their interests to insure their property against risks.

4. All arguments between the sides of the contract will be solved by negotiations. In case if any problems are not resolved the dispute will be referred to the tribunal at the BCCI.