



ARCHITECTURAL BUILDING WEEK  
6-9 MARCH 2019

International  
Exhibition

**INVOICE DATA**

Company name:

Address:

VAT №

**COMPANY CONTACTS**

Address:

Contact person:

Phone:

E-mail:

Company name:

(please specify how your company name should appear in the list of exhibitors)

DEADLINE 15.02.2019

Indoor space only \_\_\_\_\_ m<sup>2</sup> x 79,00 EUR

Includes: indoor space, general lighting and security of the hall beyond working hours

Standard stand building \_\_\_\_\_ m<sup>2</sup> x 25 EUR

Includes: rear & side walls, utility space and shelf (1 m<sup>2</sup>), 1 info corner R100, 1 interview table, 4 upholstered chairs, 1 spotlight per 3 m<sup>2</sup>, electricity (220 V up to 2 kW), internet WiFi, coat rack, company logo, carpeting, stand cleaning, general lighting and security

In case the stand will not be constructed by Inter Expo Center, the construction contractor ought to sign a separate contract with the organizer.

Type of stand: (according to availability)



**Row stand**

(Min. size 12 m<sup>2</sup>)



**Corner stand**

(Min. size 24 m<sup>2</sup>)



**Head stand**

(Min. size 48 m<sup>2</sup>)



**Island stand**

(Min. size 60 m<sup>2</sup>)



**Two-floor stand**

(Min. size 36 m<sup>2</sup>)

+ 50 % on base rate

Registration Fee:

Listing and trademark in the online catalogue, 50 invitation cards, exhibitor passes, 1 parking card



**90 EUR**

**SUM (EUR):** \_\_\_\_\_

**20% VAT (EUR):** \_\_\_\_\_

**TOTAL (EUR):** \_\_\_\_\_

30 % of the rental fees (without deduction) must be transferred to the bank account immediately upon receipt of the invoice, and 70 % 30 days before the start of the exhibition. **Inter Expo Center Ltd.** - VAT № BG121122275.

**Bank account in EUR:** IBAN: BG45UNCR96601426037707; **SWIFT BIC:** UNCRBGSF, UniCredit Bulbank, Sofia, Bulgaria.

If the invoice address is different from above, please provide invoice address.

We confirm our agreement to the conditions of participation above and overleaf.

Place and date:

Organizer: \_\_\_\_\_

Authorised signature / stamp:

Exhibitor: \_\_\_\_\_

Authorised signature / stamp:



# GENERAL CONDITIONS FOR PARTICIPATION IN THE EXHIBITIONS ORGANISED BY INTER EXPO CENTER

## I. Conditions for Participation

### 1. Place of Holding

INTER EXPO AND CONGRESS CENTER (IEC)  
147, Tsarigradsko Shose Blvd., BG-1784 Sofia, Bulgaria

### 2. Organiser

Inter Expo Center Ltd. (in specific cases on contractual grounds - in partnership with other persons).  
Phone: (+359 2) 9655 220; fax: (+359 2) 9655 230  
e-mail: [iec@iec.bg](mailto:iec@iec.bg)

### 3. Right to Participate

Right to participate in the exhibitions have Bulgarian and foreign physical persons and legal entities, state institutions and other persons, offering products and services which fall within the branch list of the respective exhibition. The Exhibitor may only present products and services not prohibited by law. Exhibitors presenting arms, explosives, poisonous, toxic and other substances for the presentation of which licenses/registrations issued by a state authority are needed, shall provide all necessary documents by themselves and shall notify the Organiser.

### 4. Registration

#### 4.1. Contract for Participation

The Contract for participation shall be made by the Exhibitor upon signing and sending the Contract of Participation for the respective exhibition within the specified time limits. The written confirmation of the Contract by the Organizer shall be deemed to be the time of conclusion of the contract between the two parties. The proforma invoice issued by the Organizer shall also be deemed to be a written confirmation. The General Conditions of Use shall also be binding on the Exhibitor.

4.2. Changes to the number of square meters requested by the Exhibitor can be made in writing up to 60 (sixty) days prior to the start date of the relevant exhibition after they have been agreed with the Organizer.

#### 4.3. Registration of Sub-exhibitors

The Exhibitor shall be obliged to register the sub-exhibitors at the rented area by listing them in the Contract for participation for the respective exhibition. The Exhibitor shall not be entitled to concede all or part of the rented area or to advertise third parties and/or their registered marks without the consent of the Organizer. In case of established violation of the present Item, the Organizer reserves the right, due to guilty behavior of the Exhibitor, to terminate the participation of the Exhibitor and/or to impose a 50% (fifty percent) of the price of the ordered exhibition area sanction.

#### 4.4. Refusal to Participate

4.4.1. A refusal to participate is accepted if it has been received in writing not later than 90 (ninety) days prior to the opening of the exhibition and the Organizer has the right to withhold the amount of the registration fee in respect of the organizational costs incurred.

4.4.2. In the event of a refusal to participate within 90 to 45 days before the opening of the exhibition the exhibitor pays a penalty of 30% (thirty percent) of the rental price of the exhibition area he has requested.

4.4.3. Upon refusal to participate within less than 45 days prior to the opening of the exhibition, the Exhibitor shall pay a penalty of 100% of the agreed amount as well as the full value of all the services provided to him in connection with his participation in the exhibition at the moment of refusal.

4.4.4. In the event that the Organizer has suffered greater damage as a result of the refusal, the latter has the right to claim damages for the full amount of the damage.

## II. Services

### 1. Indoor Space Only Rent

The Organizer shall provide the ordered exhibition area taking into consideration Exhibitor's requirements and the concept for the overall exhibition space arrangement of the exhibition. The indoor space only rent includes: cleaning of the aisles between the stand/bungalow and of the other common areas, general electricity, ventilation and heating costs, general security of the hall beyond working hours, general information services. The indoor space only rent does not include: construction, cleaning of the stand/bungalow and other services.

The exhibition area rented shall be given to the Exhibitor for the time stipulated in the Contract for participation and shall be vacated of exhibits and properties according to conditions set out individually for each exhibition.

The rented exhibition space should be released according to the opening hours specified by the Organizer. Release of the rented areas before the announced closing hours of the Exhibition is not allowed. If a breach of this provision is found, the Exhibitor will be charged a penalty fee of € 500. In case of need of further employment out-of-hours, beyond the schedule for dismantling and removal, then the exhibitor shall declare this fact in advance, within a period not later than 7 working days before the respective exhibition, and shall possibly receive permission from the organizer.

Lack of authorization from the Organizer shall result in no remain of exhibits and/or booth equipment in the exhibition halls after the stipulated number of days for assembly and disassembly for the corresponding exhibition.

In case of registered violation of this provision the Organizer shall be entitled to charge the respective exhibitor a penalty fee of € 2,000 for the first day and € 2,500 for each day of delay, until the final release of exhibits and/or booth equipment from the rented areas.

In case exhibits and/or booth equipment prevent the use of exhibition space, the organizer has the right to dismantle, pack and transport the exhibits and/or equipment to the exhibitor who is in delay to release of the used exhibition space, to a warehouse at Inter Expo and Congress Center, and leave them there for storage.

All the risks and costs associated with the above, including accrued penalty fee, shall be charged to the exhibitor who shall, without protest and charges, pay the due sum within three days of receipt of the notice. The exhibitor shall receive the property that has, due to the fault of a contractual obligation, remained in custody in storage at the premises of complex Inter Expo and Congress Center, only upon presentation of a payment document for amounts paid under the notice delivered to him.

### 2. Arrangement of Exhibition Areas

#### 2.1. Standard Stand

The Exhibitor may request in writing, with the Contract, the hire of standard booths. The standard booth price includes building, dismantling and booth equipment, depending on the selected package specified in the contract for the respective exhibition.

#### 2.2. Individual Stands and Bungalows

At the Exhibitor's written request the Organizer shall prepare plans for construction of individual stands and bungalows as per the Exhibitor's requirements.

#### 2.3. Stands and Bungalows Construction by Another Contractor

In cases when the Exhibitor constructs and arranges the stand/bungalow or assigns these activities to another party, the Exhibitor, respectively the other party, shall sign a separate contract with the Organizer. In these cases the Exhibitor, shall be obliged to present two copies of the stand plan for approval by the Organizer, not later than 20 (twenty) working days before the opening day of the exhibition. The stand plans must meet the requirements detailed in the contract.

The exhibitors have the right to exhibit their items only within the exhibition area they have requested and paid in favor of the Organizer. Each additional square meter in excess of the exhibition area allocated to the respective exhibitor shall be paid in triple amount of the prices specified in the application and contract form.

### 3. Congress Center

The organizer can provide against additional payment the use of congress halls, technical equipment, additional and catering services for accompanying events. Requesting can be done via the mentioned contact persons, as well as through the relevant application form – Contract for Presentation, available on the exhibition site

### 4. Forwarding Services, Customs Clearance and Insurance

The exclusive and official forwarding agent on the territory of the IEC is:

Expo Logistik Ltd.  
Phone.: (+359 2) 9655 296, (+359 2) 9655 297; Fax: (+359 2) 9655 258  
e-mail: [expologistik@iec.bg](mailto:expologistik@iec.bg).

### 5. Other Services

The Organizer may render other services at the Exhibitor's written request and payment as per the form of the respective exhibition.

### 6. Security and risk taking

The Organizer shall provide the general security of the exhibition and shall not be liable for damage and lack of property of the Exhibitor by third parties during the opening hours of the exhibition. The organizer shall not be liable for damages and lack of property of the Exhibitor caused by fire, natural disasters and other unforeseen or unavoidable events of an exceptional nature that have occurred during working time or out of the working hours of the exhibition. The Organizer recommends that the Exhibitor, in order to guarantee his/her interests, shall insure his/her property against the relevant risks.

### 7. Working Hours

Working hours in the days of assembly and disassembly of the exhibition constructions shall be set out individually for each exhibition.

## III. Terms and Manner of Payment

The Exhibitor shall pay 30% (thirty percent) of the amount specified in the Contract for participation against proforma-invoice by the time of signing of the Contract for participation. The remaining amount, including the additionally requested services shall be paid under the terms and conditions set out in the Contract for participation of the respective exhibition. Exhibitors which failed to pay the full amount of their obligations shall not be let to participate in the exhibition.

For the services requested by the Exhibitor during the week before the opening of the exhibition as well as during the exhibition, another 20% (twenty percent) over the price shall be calculated for urgency of execution. Services requested during the exhibition shall be provided if possible for the Organizer and after their payment. The Organizer's bank account is as follows:

Inter Expo Center Ltd.  
UniCredit Bulbank, Sofia, Bulgaria  
Account in EUR: IBAN: BG45UNCR96601426037707  
SWIFT Bic code: UNCRBGSF

All commission rewards due for the bank transfers shall be on the Exhibitor's account. The Organizer shall issue tax invoice in the term prescribed by the law.

## IV. Other Conditions

### 1. Fire Precaution Requirements

All construction and advertising materials and exhibits used by the Exhibitor should meet the fire and average precaution legislation requirements. The Exhibitor shall be obliged to provide access to the fire sprinklers and hydrants in the halls and on the open premises. Smoking and storing of explosive materials in the exhibition premises are prohibited.

### 2. Observance of Health and Safety at Work Regulations

The Exhibitor shall be obliged to take all possible action to protect from possible risks all persons working at the exhibition stand during the exhibition, as well as during the assembly and loading of exhibits, disassembly and unloading of exhibits in cases when the Exhibitor's stand shall be constructed by persons hired by the Exhibitor.

### 3. Intellectual Property Rights

The Organizer shall not be responsible in case any of the presented by the Exhibitor exhibits, advertising materials and/or information violate the requirements of the acting legislation for intellectual property protection. All registered marks and names related to the exhibitions remain exclusive property of the Organizer or its co-organisers.

### 4. Personal Data Protection

The Exhibitor is aware that some of the information provided under this Agreement contains personal data that is subject to special protection under current legislation. By signing this agreement The Exhibitor gives its consent to the Organizer to collect, process and provide to institutions and third parties the personal data submitted to him for the purposes of this Agreement and the requirements of the applicable laws for the duration of the Agreement and 5 years beyond its expiry date. The Exhibitor has the right of access to the personal data stored at Organizer, and undertakes to promptly notify the Organizer upon their amendment.

### 5. Force Majeure

The Exhibitor shall not be entitled to redress in cases when the exhibition is postponed, canceled or terminated due to force majeure (act of nature). "Force majeure" is to be construed as: war, natural disaster, strike and other events out of the control of the Exhibitor and the Organizer.

### V. Final Provisions

1. The Organizer shall have the right to make revisions to the General conditions for participation, for which he shall immediately notify the Exhibitor.

2. In cases not governed by the present General conditions, the general provisions of the Bulgarian legislation shall be applicable in the relations between the parties.

3. All disputes arising in connection with the implementation of the Terms and Conditions shall be settled by negotiation. If the dispute cannot be settled, then it shall be referred to the competent court.