

**BOOK FAIR 2025**  
**08-14.05.2025**

Arena Boris Trajkovski, Skopje

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Application deadline: March 31, 2025

## APPLICATION FORM / CONTRACT FOR PARTICIPATION IN THE FAIR

No.

Full name of the participating company as written on its stamp:	
Address / Place:	
Phone / Fax:	
E-mail / WEB:	
Bank:	Authorized contact person:
Bank account:	Phone of authorized contact person:
VAT no. (only for Macedonian companies):	E-mail of authorized contact person:

### WE ORDER

Exhibition area with construction of standard stand with min. 3 open sides (min. 100 m <sup>2</sup> )	_____ m <sup>2</sup> 35 €/m <sup>2</sup>
Exhibition area with construction of standard stand with min. 2 open sides (min. 45 m <sup>2</sup> )	_____ m <sup>2</sup> 35 €/m <sup>2</sup>
Exhibition area with construction of standard stand with 1 open side (min. 9 m <sup>2</sup> )	_____ m <sup>2</sup> 35 €/m <sup>2</sup>
Exhibition area with construction of standard stand in lobby in front of the Hall	_____ m <sup>2</sup> 29 €/m <sup>2</sup>
Flat rate for electricity	* 40 € one-time payment ** 70 € one-time payment
* For rented exhibition space up to 40 m <sup>2</sup>	
** For rented exhibition space over 40 m <sup>2</sup>	
Additional extension of 90 cm for branding	150 € one-time payment
Renting an additional info-desk (1 m x 1 m x 0,90 m)	25 € / info-desk
Renting of a stage up to 9 m <sup>2</sup> (height 30 cm)	100 € one-time payment

18% VAT is not included in the prices.

### SERVICES INCLUDED IN MAKING OF A STANDARD STAND

- |   |  |
|---|--|
| 1. Wall-to-wall carpeting                               | 4. Info-desks according to the length of open sides (1 info-desk = 1 m length) |
| 2. Setting walls with white duplex panels               | 5. Cleaning of stand   |
| 3. Writing of one signboard with logo, size 200 x 30 cm | 6. Security of exhibits against theft after the working time of the fair       |

Furniture	16-40 m <sup>2</sup>	40-100 m <sup>2</sup>	Over 100 m <sup>2</sup>
Table	1	2	3
Chairs	3	6	9

By signing this Contract, we accept the general conditions and prices for participation, which are an integral part of the Application-Form/Contract.

Organizer

Participating company

\_\_\_\_\_  
Signature and stamp

Skopje, \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature and stamp

### CONFIRMATION FOR THE ALLOTTED SPACE

m <sup>2</sup>	Hall No.	Stand No.
Date:	for Organizer	

## GENERAL TERMS-INTEGRAL PART OF THE APPLICATION FORM-CONTRACT

Global Media Group Ltd has signed a Contract for the rental of exhibition area for organizing exhibitions. The exhibition area will be provided to the exhibitors in sub-rental during the exhibition.

By signing this Application Form – Contract the parties accept the following terms:

### ALLOCATION, ARRANGEMENT AND DECORATION OF THE EXHIBITION AREA

- The organizer of the Trade Fair shall determine the allocation of the exhibition area, after the signing of the Application Form – Contract for participation at the Trade Fair, by the exhibitor.
- After the allocation of the area, the organizer informs the exhibitor on the allocated location.
- The stand can be technically performed by the organizer, the exhibitor by himself or a third party on behalf of the exhibitor.
- For exhibition stands performed by the exhibitor or a third party on his behalf it is forbidden to do drilling and forging in the carpet floor and the surrounding wall panels. Any damage caused by the mentioned activities will be fully covered by the exhibitor.
- The flat rate for electricity is defined within the Application form – Contract. It includes electric wiring, electricity socket and flat rate for electricity, obtained during the Trade Fair's working hours.
- The appearance of the stand shall be defined by the architect engaged by the organizer, in cooperation with the representative of the exhibitor.
- The additional changes and adjustments made within the last three days before the start of the Trade Fair will be charged at prices 30% higher than the regular price.
- The maximum height of the stands is 250 cm, except in the parts where it does not disturb the concept of the hall and following a project, previously approved by the organizer.
- The arrangement of the area is defined in the organizer's manual for exhibitors, in the regular working hours from 8 a.m. to 8 p.m.
- The dismantling of the stand, removal of the exhibits and inventory should be completed no later than one day after the event.
- During the arrangement of the exhibition area, the exhibitor i.e. the contractor is obligated to comply with the regulations for fire safety and protection at work provided in the regulations.
- Demonstration of machines and equipment, tasting of food products and sale of the exhibited products on the stand is permitted only with the prior consent of the organizer, provided that all necessary permits from the competent authorities are issued.
- The exhibitor shall be obliged to hand over the exhibition area, stand and inventory, which he has been granted, after the completion of the Trade Fair, in the same condition it was received and shall be liable to reimburse the caused damage.
- The exhibitor is obliged to follow the instructions of the organizer's manual for exhibitors.

### LIABILITIES AND RIGHTS OF THE EXHIBITORS AND THE ORGANIZER

- Within the period of installation and dismantling, as well as during the working hours of the event, the exhibitor is obliged to provide a permanent presence of a responsible person at the stand.
- In the event of damage, theft or similar cases to the exhibits during the working hours of the Trade Fair, during the period of installation or dismantling, the liability for the damage incurred shall be borne by the exhibitor.
- The organizer undertakes responsibility for security of the exhibits outside the working hours of the Trade Fair, i.e. from the time of closing to the opening time the next day, and during the building and dismantling period.
- The exhibitor is obliged to make an insurance policy of the exhibited items with an insurance company by himself, for which the organizer does not bear any liability.
- Exhibitors have the right to use advertising tools during the Trade Fair working hours. Sound advertising and music may be used within the leased stand only if does not interfere with the work of other exhibitors, and the term and length of this type of advertising must be announced in advance to the Organizer.
- The organizer reserves the right to record the exhibits and stands free of charge and to publish them in the form of photographs or recordings, as well as to publicly display them and use them for other purposes.
- Global Media Group is not responsible as an organizer if an injury to people occurs, which may occur to exhibitors or people engaged to work at the exhibitor's stand during the period of the fair, or during the building and dismantling period of the Fair.
- The organizer reserves the right to cancel or postpone the Trade Fair for objective or vis major reasons.
- The organizer is not responsible for the postponement or cancelling for the reasons mentioned above, or if it is a result of restrictions issued by a competent authority.

### TERMS OF PAYMENT

- After the exhibitor's Application Form - Contract is accepted and the exhibition area is allocated, the organizer shall submit an invoice for all services the exhibitor indicated in the Application Form – Contract for participation at the Trade Fair, according to the official pricelist of the services stated therein. The exhibitor is obliged to complete the payment of the amount stated in the invoice within the terms set in the invoice.
- If the exhibitor fails to make the payment set in the invoice, the organizer shall not guarantee the location of the stand.
- By signing this Application Form – Contract for participation at the Trade Fair, the exhibitor agrees with the terms and conditions that are an integral part thereof, as well as the manner of payment specified in the Application Form – Contract.

### FINAL PROVISIONS

- By signing the Application Form – Contract for participation at the Trade Fair, the exhibitor expressly confirms that is aware that the exhibition area on which the Trade Fair is held is taken on lease by the organizer.
- Signing the Application Form - Contract for participation at the Trade Fair is considered irrevocable and binding for the exhibitor, unless the Application Form – Contract for participation at the Trade Fair is not canceled in writing at least 30 days before the start of the Trade Fair.
- The organizer reserves the right to cancel the Trade Fair 30 days before the term, without any legal consequences for the two contracting parties, for which the organizer is obliged to inform the exhibitor in writing.
- Both contracting parties agree that in case of dispute it shall be competent the Primary Court Skopje 2 in Skopje (Osnoven sud Skopje 2 - Skopje).

### LIABILITIES OF THE ORGANIZER

- Global Media Group Ltd. fully respects and applies the appropriate Government Protocols for organizing public events and all terms for organizing the event will be accordingly adjusted.
- Global Media Group Ltd. undertakes the responsibility to inform the exhibitors and visitors for all health protection measures that must be undertaken to safely organize the event, as well as to inform the exhibitors for all eventual changes as soon as possible.