

EXHIBITORS MANUAL

Dear Exhibitors,

We welcome you in the CONSTRUCTIONS ALBANIA - KLIMATHERMIKA exhibitions.

The purpose of this letter is to give you important information regarding the preparation, operation and dismantling procedures of the exhibition.

→ E-Invitation

You will receive soon the e-invitation which you may complete your contact details and send it to your customers to invite them in the exhibition.

→ PREPARATION

Preparation of the external and internal stands without structure

- Wednesday 5/4 08:00 - 22:00 h
- Thursday 6/4 08:00 - 22:00 h

Preparation of the internal stands with structure

- Thursday 6/4 07:00 - 22:00 h

No works is allowed beyond these operation hours at the exhibition hall.

The works at the stands should be completed up to 22:00 at night of 6/4/2017.

During the last day of the last preparation day you will receive a folder that will contain: Exhibitors lanyards, exhibitor folder, notebook and a pen.

→ EXTRA EQUIPMENT

For extra equipment order (ex. offices, chairs, refrigerator, electrical supply etc) please fill out the extra equipment form that we will send you and please fill out according to your needs by email to info@panairindertime.al.

→ PAYMENT OF YOUR STAND

All payments should be arranged according to your participation contract in order to receive the free pass entrance to your stand.

You will receive the invoice at Thursday 6/4/2017 along with the free entrance pass, which you will give to the security person of the exhibition before the dismantling day.

→ OPERATION DAYS & HOURS

- Friday - Saturday - Sunday (7-8 April 2017) 10:00 - 14:00 and 17:00 - 21:00
- Sunday (9 April 2017) 10:00 - 14:00 and 17:00 - 20:00

The exhibitors are obligated to be present at their stands half hour before and after the start and end of the operation hours.

→ DISMANTLING

The dismantling will start on Monday at 10/4/17, 08:00 - 15:00.

→ GENERAL SECURITY OF THE EXHIBITION

The general security of the exhibition will start at Thursday 6/4, and we operate 24hours up to Monday 10/4/2017 up to 15:00 (dismalting day).

→ GENERAL CLEANING OF THE EXHIBITION

The 24hours cleaning service will start at Thursday 6/4/2017.

→ EXHIBITS TRANSPORTATION

Please make sure for in time transportation of your exhibits.

If you don't have a transportation company, you may choose one of the two transportation companies below:

TNT Albania**Υπεύθυνοι:**

Mr Thanas Hyseni | M : +355 692058800

Email: administrator@tntexpress.al

κος Ledjana Nikaj | M : +355 692058801

Email: ledjana.nikaj@tnt.com

Rr. Mine Peza, Nr2, Tirana , Albania

T : +355 4 234914 | F : +355 4 235489

Unit Hellas S.A.

Responsible Person: Mrs. Apostolou

Address: 112 Dimokratias Ave. & 16, Andioupoleos

P.C. 187 56, Keratsini, Greece

Tel: +30 210 4329303

E-mail: info@unit-hellas.gr

Dimensions Entrance of exhibits: Width 2,10m & Height 2,95m.

The transfer of the exhibits will be completed only with pallet tracks.

Directions for Temporary Custom Clearing Services of the exhibits

The sender should issue a packing list for the participation in the exhibition NDERTIME (CONSTRUCTIONS) - Klimathermika Albania, which will take place 7-9 April in Palace of Congresses in Tirana. A PROFORMA INVOICE should be issued as well with full description of the exhibits; the value should be the 10% of the value of the goods.

Responsible transfer company for the exhibit's temporary custom clearing services and the return, is the TNT Albania. The consignment note should have as a destination, the exhibition "CONSTRUCTIONS NDERTIME KLIMATHERMIKA" in Tirana Albania. You should also mention at the consignment note that the transportation will be received by the TNT ALBANIA company (Address Rr. Mine Peza Nr. 2, Tirane - ALBANIA, NIPT: K61503035R. Mr. Thanas Hyseni Head Office, Tel. ++35542234914, Fax ++35542235489). The description should be «the materials are transferred for exhibition perposes».

The exhibits from the any place of entry in Albania will be transferred transit to the customs office in Tirana. There will be a temporary customs clearance.

The TNT Company has undertaken the process of temporary clearance and after the end of the exhibition TNT will clear again the exhibits to return to sender's headquarters address.

The cost of the Temporary Custom Clearing Services and return is: 100euro

The above procedure of the temporary custom clearing service is necessary either you will use a transport company or your own transport means.

→ ACCOMMODATION

Near hotels

■ Sheraton Tirana Hotel ***** For more information: <http://www.sheratontiranahotel.com>

■ Tirana International Hotel **** For more information: <http://www.tiranainternational.com>

Special Prices only for the exhibition in Tirana International Hotel:

Standard single room **65,00euro** | Double Standard Room **75,00euro** (ask for the special prices)