



COPIIS[®]

01-04.10.2024



**international
exhibition**
for print and
advertising
communications

International exhibition
01-04.10.2024



WORKING HOURS

FOR EXHIBITORS



1 October 08.30 am - 06.30 pm
2 - 3 October 09.00 am - 06.30 pm
4 October 09.00 am - 05.30 pm

FOR VISITORS



1 - 3 October 10.00 am - 06.00 pm
4 October 10.00 am - 05.00 pm

STAND MANTLING AND ARRANGEMENT



**Mantling of stands
by outer construction companies**
27 - 29 September 08.30 am - 06.30 pm
Stand arrangement
30 September 08.30 am - 08.30 pm

VACATION OF STANDS AND DISMANTLING



Vacation of stands
4 October 05.30 pm - 08.30 pm
**Dismantling of stands
by outer construction companies**
5 - 6 October 08.30 am - 05.30 pm



STANDS MANTLING BY THE EXHIBITOR OR ANOTHER CONSTRUCTION COMPANY

The Exhibitor / Construction Company will be allowed to build the stand only after signing a separate contract with the Organiser and after approval of the stand plan. The access to the exhibition halls on 27, 28 September and 29 September will be through the barrier located between Hall 4 and the building of EXPO LOGISTIC (Cargo Entrance (see the map on page 5).

Prolongation of the working hours during the days of stand construction, stand arrangement and stand dismantling should be allowed based on a written request. The Exhibitor / Construction Company should pay a fee for each booth for each started hour:

- 80 EUR per hour excluding VAT if the request is received until 2.00 pm
- 160 EUR per hour excluding VAT if the request is received after 2.00 pm
- 240 EUR per hour excluding VAT if the request is for the days of stand arrangement

Connection to the power supply without agreement with the electrical technicians is not permitted.

The Exhibitor / Construction company should avoid any actions which might result in damages to the walls, the floor surface, the ceiling or other structural elements of the exhibition halls.

The Exhibitor / Construction company is obliged to carry out the required OHS (occupational health and safety) instruction and training for the employees, who are assigned to work at the exhibition area, and to get them with the possible risk for the safe performance of their activities.

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STAND ARRANGMENT

On 30 September every Exhibitor could receive passes for stand arrangement from the security guards at the Cargo Entrance (see the map at page 5).

Services applied for in the days of stand supply should be paid on site in cash. They could be ordered at the information desk in the foyer of halls 5 and 6.

Companies failed to pay for their participation at the exhibition will not be allowed to their stands.

EXHIBITOR'S BADGES AND CAR PASSES

Registration of the exhibitors will take place on 30 September at the information desk in the foyer of halls 5 and 6.

Exhibitor's parking passes allow the exhibitors to use parking lots (only for a car) during the exhibition.

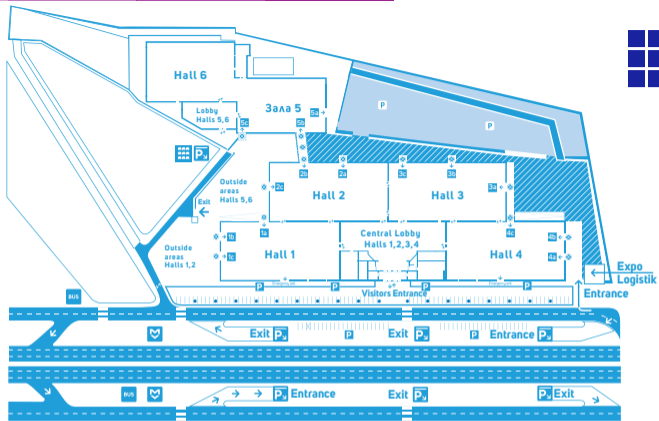
Parking is allowed only within the official working hours.



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HALL 5/6



**INTER
EXPO
CENTER**



**DO NOT STAND
AND PARK**



**FREE PARKING DURING
THE WORKING HOURS
FOR EXHIBITORS ONLY**



Stay allowed up to 1 hour for the purpose of load/unload. In case of violation, a fine of 50 (fifty) BGN shall be imposed for every next hour



PARKING INTER EXPO CENTER

The parking lot has two underground levels and one ground level. Total area is 10 400 sq.m. Total capacity is 300 parking spots. Payment options are for hourly stay and subscription (three, five, seven days or monthly).

One-time entry into the underground parking lot during working hours with a possible stay of up to 10 hours – BGN 5, for each started next hour – BGN 1.

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GENERAL INFORMATION

The electrical power to the stands will be switched off at 7.00 pm on 01 - 04 October.

The cleaning of the stands will be performed every morning between 8.30 and 09.30 am and includes only carpets with vacuum cleaner. The Exhibitors have to take personal care of the cleaning of exhibits, furnishing and displaying modules. Stands that are not built by Inter Expo Center have to be cleaned by the Exhibitor/Construction company.

Staying at the stands after the working hours is not permitted.

Taking exhibits out before 5.30 pm on 4 October is not permitted.
Halls will be subject to a general surveillance service performed by specialised personnel during the exhibition. The Organiser is exempted from any responsibility regarding thefts within stands. Complete security of the halls is provided outside the working hours of the exhibition.

Smoking is not allowed in all enclosed spaces on the territory of Inter Expo Center.

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OTHER SERVICES

Stand design and stand building

We can provide professional assistance for attractive and successful presentation of your company, how to design and build a notable exhibition booth.

Forwarding and logistics

Official forwarding agent of the exhibition is Expo Logistik Ltd. The company offers complete and high quality range of forwarding services - forwarding and customs clearance, forwarding handling loading/unloading operations from means of transportation to/from stand (customs warehouse), transportation and storage of empties.

Seminars, presentation equipment

The Congress Center has 8 conference halls. We can provide you with presentation equipment in case you need it for your booth.

Advertising

Attract attention to your company through the various and flexible advertising solutions we offer - facade billboards, illuminated print-ons in the central foyer of the exhibition complex, distribution of company advertising materials, advertisement on 12 ad monitors in the central foyer and restaurants of the exhibition complex, advertisement on the web page of the exhibition.

Internet

During the exhibition all Exhibitors have free access to Wi-Fi (password:interexpo62). After request we can provide cable Internet with guaranteed speed only for your stand.

Cloakroom service

During the exhibition a cloakroom service is at disposal in the foyer of Inter Expo Center. Opening hours: 10.00 a.m. up to 6.00 p.m., on 4 October up to 5.30 p.m.

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CONTACTS

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WE LOOK FORWARD
TO WELCOMING YOU!



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