

20. MAR. 2018 15:34

+421 2 54434064 GREEK EMBASSY

NO. 992 P. 2



U Bratislavského štátneho štadióna  
Bratislava, Slovensko

Bratislava, 15/03/2018

**INVITATION  
TO PRESENT POST-SECONDARY  
EDUCATION OPPORTUNITIES**

We invite universities, faculties and educational institutions to present options for study and further education for secondary school graduates in school year 2018/2019 who plan to continue their studies.

The presentation of institutions offering higher education and recruiting students for further study will take place at our annual study and career fair

**AKADÉMIA & VAPAC<sup>®</sup>, Bratislava  
22nd edition**

on the dates: 09 – 11 OCTOBER 2018 in BRATISLAVA, SLOVAKIA.

The fair is organised under the auspices of the Vice-President of the European Commission, the Minister of Education, Science, Research and Sport of the Slovak Republic and the President of the Slovak Rectors' Conference.

Exhibitors can register for the fair by completing the online binding registration form, which is accessed via the website <http://www.akademiavapac.sk> (a facsimile is attached).

Participants who register before 31/05/2018 will receive a 10% discount.  
Final deadline for registration: 30/06/2018

Statistics from the previous edition of AKADÉMIA & VAPAC<sup>®</sup> in 2017:

- Around 9,000 secondary school students from all regions of Slovakia visited the fair.
- There were presentations by 3489 exhibitors including representatives of universities, faculties and educational institutions from Slovakia, Czechia, Denmark, France, the Netherlands, Canada, Austria, Switzerland, Great Britain and the USA.

If you have any questions, do not hesitate to contact us.

Yours faithfully,

PhDr. Daniela Kráľovičová  
director

Attachment: Facsimile binding registration form

Contact:  
AKA & VAPAC, Srdmokrasková 82/10 Bratislava, Slovak Republic  
tel.: 00421 2 390 992 68 | Mobile: 00421 905 529 135 | 00421 905 328 997 | www.akademiavapac.sk  
E-mail: info@akademiavapac.sk | Skype: akademia\_vapac

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**APPLICATION FOR EXHIBITOR****NAME:** AKADÉMIA & VAPAC, study and career fair®

Exhibition date: DATE: 9 - 11 October 2018  
 Place: AEGON aréna NTC, Príkopová 6, 831 03 Bratislava, Slovak republic, Europe

Application deadline: June 30, 2018  
 (Application forms received until May 31, 2018, will receive a discount of 10%)

**Supplier**

A&V s.r.o.,  
 Adress: Sedmokrásková 6, 821 01 Bratislava, Slovak Republic  
 Business Register of the District Court Bratislava I File No. 71087/B

**Billing information:**  
 VÚB Banka, Bratislava  
 IBAN: SK8602000000001884150358  
 IČO: 3626343,  
 DIČ: 2021872490  
 IČ DPH: SK2021872490

**Contact:**  
 mobil: +421 0905 928 937, +421 0903 229 195  
 e-mail: info@akademiavapac.sk  
 Skype: akademia.vapac  
 web: akademiavapac.sk

**CUSTOMER**

Name of Institution:  
 Address:

Http:  
 Email:  
 Phone:  
 Mobile:

**Invoice data**

Bank:  
 Bank Connection:  
 IBAN:  
 SWIFT:

Company ID Number:  
 Tax IN:  
 VAT Number:  
 Is a VAT payer:

**CONTACT PERSON**

Name and Surname:  
 Phone:  
 Mobile:  
 Email:

**REGISTRATION FEE**

general security service, cleaning of the exhibition stand, first aid service, firefighter service, wifi connection

**Subtotal: 180.00 € + 20% VAT, total: 216.00€**

**CO-EXHIBITOR**

The registration fee for a co-exhibitor is 700 €

yes  no

Name of Institution:  
 Address:  
 website:

**Contact Person**  
 Name and Surname:  
 Email:  
 Phone:  
 Mobile:

**Subtotal: 0.00 € + 20% VAT, total: 0.00 €**

**EXPOSITION ORDERING****Exposition dimensions**

- 6 m<sup>2</sup> - 3x2 m  
 9 m<sup>2</sup> - 3x3 m  
 12 m<sup>2</sup> - 3x4 m  
 15 m<sup>2</sup> - 3x5 m  
 m<sup>2</sup> - other

**Rental of exhibition area**

- 789 €  
 1 080 €  
 1 435 €  
 1 782 €  
 m<sup>2</sup> x 117 €/m<sup>2</sup> =

**Lease area, including complete technical realization of exposure**

- 1 005 €  
 1 350 €  
 1 735 €  
 2 085 €  
 m<sup>2</sup> x 130 €/m<sup>2</sup> = €



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**Type of Exposition**

- row stand (1 side open), no extra charge for the area  
 corner stand (2 sides open), 10% extra charge for the area  
 front stand (3 sides open), 20% extra charge for the area  
 "island" (4 sides open), 40% extra charge for the area  
 non-typical stand individual price  
 Own stand

Description of the stand on fascia board:

The comprehensive technical installation of a standard stand, including area, includes the following: wall panels, point lighting, 1 table, carpet, standard description of stand, 2 chairs, ceiling grid, counter 50x100x100cm, waste bin, electricity supply (max 2 kW), 2 shelves, coat stand, exhibitor passes, cleaning in the course of the event.

**Subtotal: 0.00 € + 20% VAT, total: 0.00 €****STAND BUILDER**

the exhibition stand will be implemented by

- Exhibition organizer  Other institution

Name of institution:  
Address:

Name and Surname of contact person:  
Phone:  
Mobile:  
Email:

**SEMINARS**

The aim of the seminar is to present the institution for visitors to the fair in the reserved space and time. The seminar will take place in the same building as the fair. The visitors will be informed in advance of the seminar program and the schedule of presentations of the individual institutions to allow them to participate according to their interests. Presentations may also be given by representatives of institutions that are not exhibiting in the fair. The standard length of presentations is 25 minutes. Each institution is fully responsible for the content of its presentation and must arrange their own interpreters. The representative of the institution must discuss the content of the presentation with the fair supervisor of the fair.

The presenter will be provided with a table, two chairs, places for seating will be provided for students.

The seminar space will be equipped with standard audiovisual equipment:

- Data projector, projection screen for large screen projection from a computer or video projection
- A computer equipped with a DVD drive for the projection, Windows 8 and MS PowerPoint
- Wi-Fi connection
- Powerful audio system with portable microphone
- Permanent technical staff.

The selected date and time of the presentation at the seminar is automatically transferred to the website of the fair. Check first whether your date and time of the presentation is still free. Enter your selection of the date and time of the presentation in this application form. Check the correctness of the transfer of the entered date and time of the presentation on the website in the part "Program of the fair"

*Presentation Order Form:***Subtotal: 0.00 € + 20% VAT, total: 0.00 €****CATALOGUE**

Most of the catalogue is made up of basic information on exhibitors, contact data and the institution's logo. The catalogue provides information about the Fair, the location of exhibitors' stands, the programme of seminars and accompanying events and advertising. The catalogue is prepared before the Fair opens and is intended for all visitors.

Text for inclusion in the catalogue must be sent to the organiser as follows:

Institution's logo - to be supplied in CDR, TIFF, EPS or AI format.

Text with a length of 200 words (i.e. 1 page in DL format).

The text must be sent by e-mail as a word file, as a separate attachment with the Binding Reservation.

Deadline for submission of logo and catalogue text 30/06/2018

Checking of texts Texts will be sent to the exhibitor for checking: 30/07/2018

The exhibitor must return the corrected text by 10/08/2018

Note: Materials sent after 30/06/2018 cannot be included in the publication.

Texts longer than the limit set above will be classified as advertising and charged to the Exhibitor at the rate set in the price list. See: ADVERTISING

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**ADVERTISING IN THE CATALOGUE**

Publishing of the text and/or photo according to the submitted draft.

Advertisements must conform to the following limits:

Dimensions of a full-page advertisement – 104 x 198 mm + margin 3 mm

Half-page advertisement – 104 x 99 mm + margin 3 mm

Please supply a pdf file with text converted to outlines.

Deadline for submission of advertising materials must be delivered by 30/06/2018.

- 2nd page of the cover -inner side (width 104mm, height 198 mm + 3mm overhang) 350 €
- 3rd page of the cover -inner side (width 104mm, height 198 mm + 3mm overhang) 350 €
- 4th page of the cover -outer side (width 104mm, height 198 mm + 3mm overhang) 400 €
- 1/1 page coloured (width 104mm, height 198 mm + 3mm overhang) 299 €
- 1/2 page coloured (w 104mm, h 99mm + 3mm overhang) 168 €
- 1/1 page black-and-white (w 104mm, h 198mm +3mm overhang) 166 €
- 1/2 page black-and-white (w 104, h 99mm + 3mm overhang) 100 €
- no advertisement in catalogue

**Subtotal: 0.00 € + 20% VAT, total: 0.00 €****ADVERTISING ON BIG SCREEN**

Exhibitors may promote their institution in a video broadcast on 2 large screens situated in the fair hall. These videos will not be accompanied by any commentary. The video will be regularly repeated in the course of the fair on the days selected by the institution. Institutions must provide content appropriate to the theme of the event.

The price for the broadcast of a one minute video is 40 € a day.

We hereby order a big-screen video broadcast on:

 9.10.2018 10.10.2018 11.10.2018

Materials that must be provided:

- Videos must be provided in AVI or MPEG format with a 16:9 ratio; alternatively, pictures may be provided in JPG format.

**Subtotal: 0.00 € + 20% VAT, total: 0.00 €****ADVERTISEMENT ON THE WEBSITE** Price for exhibitor 0 € Price for others 90 €**Subtotal: 0.00 € + 20% VAT, total: 0.00 €****ACCOMMODATION**

The Organiser has prepared an offer of accommodation for Exhibitors at hotels close to the venue of the Fair. Accommodation discounts are available for AKADÉMIA&amp;VAPAC® exhibitors. The Exhibitor should book accommodation in these hotels using a separate order, in which they state that they are an exhibitor at the AKADÉMIA&amp;VAPAC® Fair, so that they can obtain the agreed discount; the order must be sent to the relevant hotel. Note: The Organiser will not book accommodation.

- all of the offered hotels have wifi connections- local fee, person/per day is 1,65 €

**Subtotal: 0.00 € + 20% VAT, total: 0.00 €****LAUNCHES AND REFRESHMENTS****Lunch to order**Lunches for exhibitors are supplied by a catering company and served in a dining room in the arena where the Fair is held. Exhibitors have a choice of lunch menus and can order as many lunches as they need. Lunches are ordered using the corresponding Order form. If you are interested, complete the Order form, scan it and send it directly to the catering company at the address: [auvico@stonline.sk](mailto:auvico@stonline.sk).**ORDER FORM****Refreshments**

Refreshments, coffee, mineral water will be served two times daily (in the morning and in the afternoon). Price per person 27€.

We hereby order refreshments for persons

**Subtotal: 0.00 € + 20% VAT, total: 0.00 €**



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**SOCIAL EVENING**

On October 11, 2018, social program with dinner is organized. Entry for 2 people is free of charge. The price for every additional entry ticket is € 50.

Entry for 2 people is free of charge. The price for every additional entry ticket is € 50.

We are:

 planning to participate undecided not planning to participate

We hereby order admission tickets for persons. Price per ticket: 50 € per person..

Subtotal: 0.00 € + 20% VAT, total: 0.00 €

**THEATRE PERFORMANCE**

We hereby order theatre tickets according to the current programme:  
opera/ballet for persons: , day: theatre for persons: , day:

The admission fee shall be specified later according to the admission fee for the current performance.

**TAXI**

Arranging for taxi services

Pick up at the airport

Schwechat, Austria

Bratislava

Bratislava, Day: number of persons: , at: h

To the airport

Schwechat, Austria

Bratislava

Day: number of persons: , at: h

**ORDER FORM FOR EXTRA WORK AND SERVICES**

TECHNICAL SERVICES	Price/pc (€)	ordered pieces	total price (€)
Glass showcase 100x100x250 cm	47.50 €	0 ks	0.00 €
Glass showcase 50x100x250 cm	39.00 €	0 ks	0.00 €
Counter 100x100x100 cm	26.70 €	0 ks	0.00 €
Counter 50x100x100 cm	20.30 €	0 ks	0.00 €
Glass showcase 50x100x100 cm	29.65 €	0 ks	0.00 €
Separate area for appointments, kitchen, storage area	11.95 €	0 m <sup>2</sup>	0.00 €
Door with a lock	32.20 €	0 ks	0.00 €
Curtains size 100 cm	6.00 €	0 ks	0.00 €
Carpet	10.0 €	0 m <sup>2</sup>	0.00 €
Spotlight	12.00 €	0 ks	0.00 €
Electricity power supply	61.00 € up to 25kW	0	0.00 €
	85.50 € up to 50kW	0	0.00 €
Brochure rack	9.50 €	0 ks	0.00 €
Rotating brochure rack	15.00 €	0 ks	0.00 €
Board for exhibitor's trademark (In case that fascia board is longer than 1m)	12.30 €	0 m	0.00 €
Graphic on the fascia board in case that is longer than 1m	21.00 €	0 0,5 m <sup>2</sup>	0.00 €
Graphic work the price will be set individually			
<b>FURNITURE AND ADDITIONAL SERVICES</b>			
Black round table	19.30 €	0 ks	0.00 €
Black leather chair	10.10 €	0 ks	0.00 €

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Bar stool	14.60 €	0 ks	0.00 €
Cabinet with a lock	56.40 €	0 ks	0.00 €
Shelf	11.95 €	0 ks	0.00 €
	20.50 €	ks	0.00 €
Waste bin	4.50 €	0 ks	0.00 €
Coat stand	2.65 €	0 ks	0.00 €
Videosystém	94.10 €	0 ks	0.00 €
PC	149.40 €	0 ks	0.00 €
Parking Cards	22.00 €	0 ks	0.00 €
DC_SLUZBY_32	5 €		

Receipt of packages sent by the exhibitor, their storage and delivery to the fair's venue € 10 per package (max. weight 10 kg) (packages must arrive no earlier than two weeks before the fair and must be addressed to A&V s.r.o., Sedmokrásková 6, 821 01 Bratislava, Slovak Republic). It is possible to order this service directly via e-mail: info@akademilavapsc.sk

**Subtotal: 0.00 € + 20% VAT, total: 0.00 €**

**Total Subtotal: 0.00 € ( 0.00 € without VAT )**

## Summary

No.	Description	Price without VAT	Price with VAT
1	REGISTRATION FEE	0.00 €	0.00 €
2	EXPOSITION ORDERING ( - 10% )	0.00 €	0.00 €
3	SEMINARS	0.00 €	0.00 €
4	CATALOGUE	0.00 €	0.00 €
5	ADVERTISING ON BIG SCREEN	0.00 €	0.00 €
6	ADVERTISEMENT ON THE WEBSITE	0.00 €	0.00 €
7	ACCOMMODATION	0.00 €	0.00 €
8	LAUNCHS AND REFRESHMENTS	0.00 €	0.00 €
9	SOCIAL EVENING	0.00 €	0.00 €
10	THEATRE PERFORMANCE	0.00 €	0.00 €
11	TAXI	0.00 €	0.00 €
12	ORDER FORM FOR EXTRA WORK AND SERVICES	0.00 €	0.00 €

**Total Subtotal: : 0.00 € ( 0.00 € without VAT )**

01. 01. 1970 Date	..... Name and surname	..... Signature	..... Stamp
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