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ADRIA SECURITY SUMMIT

CONFERENCE & EXHIBITION

SKOPJE, MACEDONIA, 18 - 19. 09. 2019.

ORGANIZER:

Global Security d.o.o.

Address: Safeta Zajke 115c, 71000 Sarajevo, BiH

Telephone: +387 33 788 985; Fax: +387 33 788 986

marketing@asadria.com

summit@asadria.com

www.adriasecuritysummit.com

EXHIBITOR GUIDE

General

- **Exhibition:** Companies which have entered into contract with event organizer have the right to exhibit. Exhibitor may not hand over/cede part or whole of booth to a third party or distribute promotional materials of other companies.
- **Access:** Only registered persons with name tags received from the event organizer have access to the Adria Security Summit. The name tags must be worn throughout the duration of the program. Registration will take place on the first and the second day of the event.
- **VIP Entry:** Sponsors are entitled to a number of gratis registration fees and VIP Entry Cards sent to them by post, several months prior to the event. Sponsors are required to distribute those cards to their partners, so they can fill in the obligatory registration form on the website <http://adriasecuritysummit-registration.com/registration?lang=en> and obtain their free entry.
- **Food and Beverage:** Outside food and beverages are not permitted, unless in agreement with the organizer. Sponsors, exhibitors and guests are going to have a lunch organized for them on each day of the event and they can also buy sandwiches and other refreshments on a stand in the exhibition area. A free coffee break will be organized for exhibitors, sponsors and guests.
- **Hotel and Accommodation:** For information on hotel accommodation visit the official event's website www.adriasecuritysummit.com/prijava/hotel and make a reservation at a special price.
- **Parking:** Parking lot is available at Gospodarsko Razstavišče Ljubljana Exhibition and Convention Center. Sponsors and exhibitors will be given a parking card that allows them a free parking spot in the Convention Center's parking. All summit guests will have a parking lot available at the Convention Center.



- **Freight and Deliveries:** If the Sponsor / Exhibitor wants to deliver some promotional material, they should consult the organizer first.
- **Cash and Carry Policy:** Adria Security Summit strictly prohibits over or under-the-counter sales (i.e. cash, check, or credit card). Only legitimate business orders for future billing, payment and delivery are permitted. If you are found in violation of this policy, Adria Security Summit's Management will take steps to shut down your exhibit immediately.
- **Photography/Video regulations:** Cameras and video equipment are allowed on the show floor. Exhibitors and attendees may take pictures/video during the show for purposes of company media pieces and promo materials. You are not allowed to take pictures/video of an exhibitor's product without permission of the exhibitor. Exhibitors have the right to report to security any instance of inappropriate photographing of company products and displays.
- **Sound Restrictions:** A maximum noise level of 85 dB will be maintained on the exhibit floor, in meeting rooms and suites, as a standard endorsed by the International Association of Expositions and Events (IAEE).
- **Combustible materials:** Oilcloth, tarpaper, sisal paper, nylon, orlon and certain other plastic materials cannot be flame retardant and their use is prohibited. Canvas, cloth, cardboard, leaves or similar combustible materials shall be completely flame retardant.
- **Fire:** No open flames or candles are allowed in Adria Security Summit's venues.
- **Smoking:** Smoking is prohibited in exhibition area. Please smoke outside the exhibition premises.



For further information, contact:

E-mail: summit@asadria.com; events@asadria.com

Phone: +387 33 788 985



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Booth

a) Booth Info

- **Booth size:** each exhibitor's booth is of the same measurements, size and design. Its size is 9 m²: 3 x 3 m (length x width).
- **Booth features:** The organizer will set up all booth elements which consist of branded backdrop stand made of five-layer cardboard of 2.30 x 2.18 m, four chairs, two tables and a TV.
- **Monitor:** Each exhibitor will be provided with a monitor (42" at a minimum) for playing their own promotional materials. Image quality and resolution of the monitor does not allow for the presentation of professional video surveillance systems. In case of specific demands, the exhibitors are required to provide information about their needs and the organizer shall take necessary measures to provide additional equipment. Exhibitors also need to confirm that the monitor is required or that they will use their own monitor which may not be larger than 55". Playback is done via owned laptops or USBs, and the organizer shall provide required additional equipment for establishing connection (cables, adapters etc.).



- Exhibitors may set up no more than one exhibition showcase or panel at their own expense as well as present their products and services in the manner which does not affect the general appearance of the booth and visibility of branded background. Limited presentation of products and services with an additional electrical connection can be arranged with the organizer, while taking into account limited square footage of the booth and the concept of the event.

- The backdrop will become the property of the sponsor. It is allowed to set up freestanding roll-up banners, but due to the limited space and the length of the booth, as well as the function of the backdrop and monitor, it is not recommended to use them, or, exceptionally, they can be used in limited quantities. The booths are separated by low partitions, which the exhibitors may agree to remove.



- **Goods:** The sponsor needs to protect the goods at its own expense because the organizer is not able to bear the cost of damage, theft or loss of the goods.
- Each booth will have access to power supply as well as wireless internet.
- Technical support room and technicians will be available to all exhibitors.
- The organizer will take pictures and make recording of booths, personnel and sponsor's representatives, as well as produce and deliver photos and videos.
- **Booth Activity:** Booth activity of any kind must be confined within the exhibitor's contracted space so as not to interfere with traffic flow in the aisles or encroach into neighboring exhibits.
- **Co-Exhibitor:** Without prior Adria Security Summit's approval, exhibitors shall not be permitted to hand over or otherwise make available their rented stand or part thereof with third parties, whether for payment or free of charge. Companies not mentioned in the admission confirmation shall not be advertised on the stand. Co-exhibitor is allowed, only with the additional permission of the organizer.



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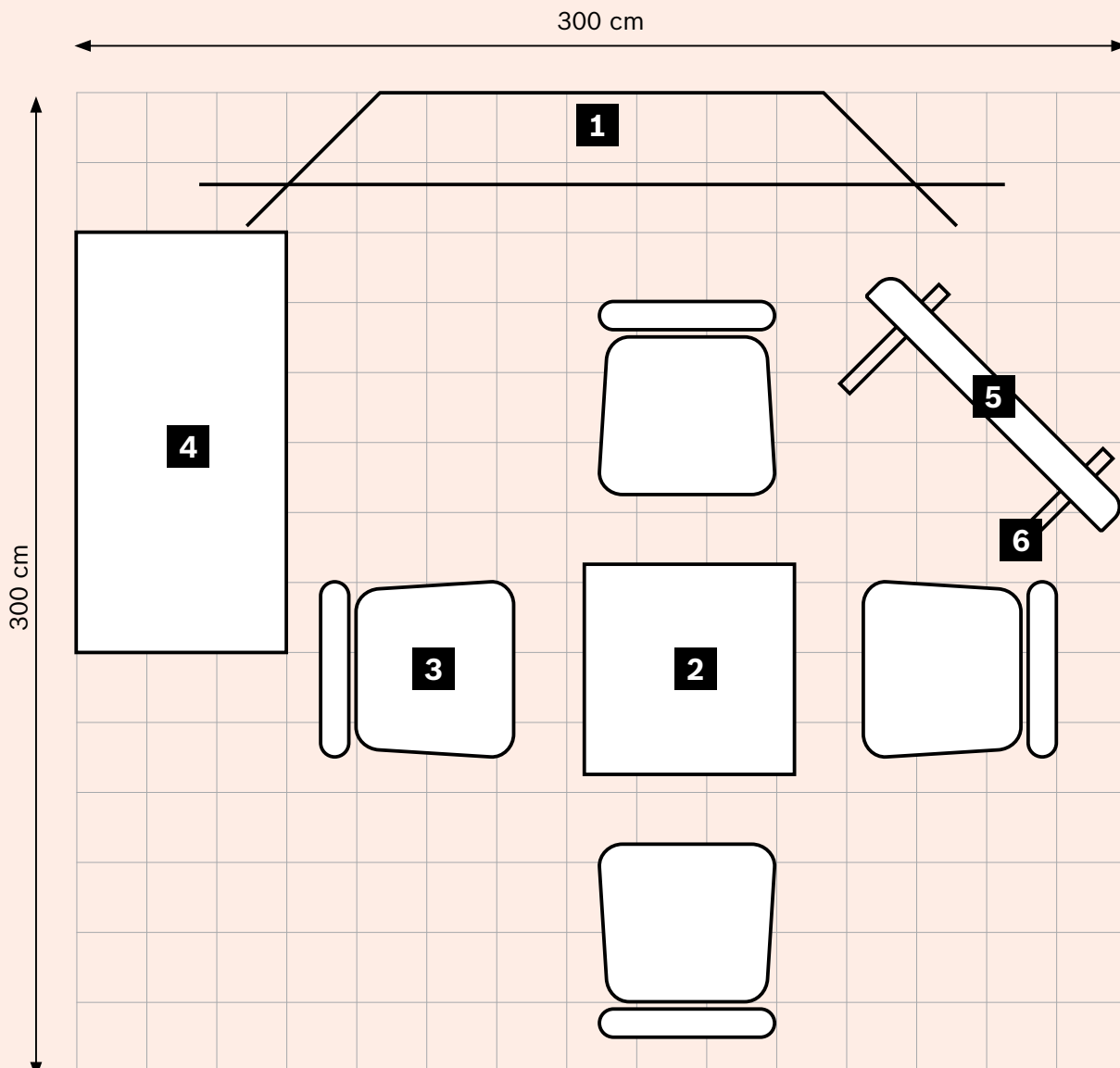
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EXHIBITOR GUIDE

Booth elements

No.	Product name	Quantity	Dimensions in cm W x L x H	Note
1	Back drop	1	230 x 40 x 218	Cardboard, branding
2	Cube-table	1	60 x 60 x 60	Cardboard, branding
3	Chair	4	50 x 50 x 100	Metal
4	Table for promotional materials	1	120 x 60 x 80	Metal
5	42" TV	1	95 x 10 x 60	VGA and USB port
6	TV stand	1	70 x 40 x 120	Metal

BOOTH LAYOUT (1: 200)





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Event, Organizer, Contacts, Opening hours

Name of the event:

Adria Security Summit Powered by Intersec 2019.

Organizer

a&s Adria Magazine

Safeta Zajke 115c

71000, Sarajevo, BiH

Tel: +387 33 788 985 Fax: +387 33 788 986

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Web & Design

Dino Kolubara

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Period:

September 18 – 20, 2019

Opening hours:

September 18: 08:00 – 19:00

September 19: 08:00 – 19:00

September 20: (Skopje City Tour), 09:00 – 15:00

