

## 12<sup>th</sup> International Practice Firm Trade Fair Celje, Slovenia

Wednesday, 14 February 2018 from 10.00 a.m. to 5.00 p.m.

Location: Golovec hall, Dečkova 1, Celje

### INFORMATION FOR PARTICIPANTS

1. Golovec hall is located in the middle of the Celje Fair showground, close to the City Center Celje shopping centre. The parking space inside the showground is able to accommodate the visitor's vehicles. There is a restaurant offering drinks as well as hot and cold meals in the direct vicinity.
2. For exhibitors the fair will be open from 8.00 a.m. to build up stands on time
3. Location: <http://www.ce-sejem.si/en>
4. Standard equipment of the stand:
  - 3 m<sup>2</sup> area (see plan)
  - 1 table
  - 2 chairs
  - Electrical plug

The stands will be equipped with the names of the practice firms by the organizer, the exhibitors need to decorate their stands and provide promotional material. Fee per stand: **50 €**. It is not possible to pay the fee for the stand in cash.

5. For accommodation you will find detailed information on the [accommodation](#).
6. At the fair, the practice firms will be able to trade with private entities (the visitors) as well as other practice firms (exhibitors). For this purpose, we advise the participants to bring invoice, order of payment, order and similar forms along. The CUPS Bank will offer the forms, but only standard ones, unadapted to particular companies. The purpose of CUPS Bank is to enable the practice firms payment transfers on the site of the fair. Please find some details below:
  - a) *All visitors will receive a debit card upon entering the fair:*

	CENTRALA UČNIH PODJETIJ SLOVENIJE SLOVENE CENTRE FOR TRAINING COMPANIES www.cups.si
<b>DEBIT CARD</b>	
0001 0002 0003 0004	
Name:	valid thru 02/18
Signature:	

*The debit card will enable cash payments at the stands. Exhibitors will keep records of private entity purchases, by putting down the number of debit card and the name of the visitor. At the end of the day, the purchases are to be summed and transferred to the training companies' accounts, by filling the order of payment forms (only the recipient, the training company) and issuing them at the your Bank (at home). The total amount will represent your practice firm's daily cash income.*

*b) When dealing with other practice firms most allow delayed payment (for example 15 days after the invoice is issued). In the case of a practice firm demanding on-site payment, you will issue an order of payment (this time entering the recipient as well as the buyer) at the CUPS bank.*

7. Please inform us by **19<sup>th</sup> January 2018** at the latest about the number of students and accompanying teachers that will come to the fair as visitors, so we can provide the adequate number of debit cards.
8. Audio-video advertisement will be displayed (radio spot, video spot, PP presentation ...).According to the new criteria for competition evaluation you are kindly requested to send us your interactive advertisement materials – multimedia presentation until the **30<sup>th</sup> January 2018**. It can be sent either by e-mail or by post (USB key, CD) to our CUPS address. Please fill in the application form for presentation and send it to us until **19<sup>th</sup> January 2018**. Please do not forget to indicate your possible presentation on the stage.
9. In the fair there will be [competition](#) among all participating practice firms.
10. [Business meetings](#) will be held from 11.30 a.m. to 3.30 p.m. Please fulfil the [application form](#) for business meetings. **Deadline: 19<sup>th</sup> January 2018**.
11. For more information do not hesitate to contact us by mail or by phone.

Slovene Centre For Training Companies team