

KJP Centar "Skenderija" Sarajevo  
 BH - Terezije b.b. 71 000 Sarajevo  
 Tel/fax: +387 33 201-183; 226-612; 445-156  
 E-mail: marketing@skenderija.ba  
 ID br: 200736910008 www.skenderija.ba



**Sarajevo Travel Fest**  
 12 - 14 October 2023.

**Closing date: 15. 09. 2023.**

Form: 1

**APPLICATION FOR PARTICIPATION - AGREEMENT**

**FILLED UP BY EXHIBITOR:**

1. Exhibitor / Name of company: \_\_\_\_\_

ID number: \_\_\_\_\_ VAT number: \_\_\_\_\_ Account number: \_\_\_\_\_

Complete address: \_\_\_\_\_  
 Street Zip code City Country

phone fax GSM e-mail web

2. Authorized person/Contact person: \_\_\_\_\_ phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

3. We hereby apply following:

Code	Service	Measurement	Price KM	Price EUR	We order
0001	PAVILION EXHIBITION SPACE – UNEQUIPPED	sqm	60,00	<b>30,68</b>	
0002	OUT DOOR EXHIBITION SPACE – UNEQUIPPED	sqm	20,00	<b>10,23</b>	
0003	STANDARD EQUIPPED PAVILION SPACE (Octanorm)	sqm	25,00	<b>12,78</b>	
0004	BASE EQUIPPED EXHIBITION SPACE edge wall, firm's inscription (name of the company and city), carpet	sqm	17,00	<b>8,69</b>	
<b>OTHER OBLIGATORY SERVICES</b>					
0005	Flat rate for electricity	sqm	3,00	<b>1,53</b>	
0006	Obligatory catalogue entry	pcs	100,00	<b>51,13</b>	
0007	Costs for montage-demontage period (only pay exhibitors that ordered unequipped exhibition space)	sqm	2,00	<b>1,02</b>	

**NOTICE:**

**1. For items with code 0001 & 0003 we allow discount on price:**

20 - 49 sqm	<b>6% discount</b>	150 – 199 sqm	<b>9% discount</b>	500 sqm & more	<b>12% discount</b>
50 – 99 sqm	<b>7% discount</b>	200 – 299 sqm	<b>10% discount</b>		
100 – 149 sqm	<b>8% discount</b>	300 – 499 sqm	<b>11% discount</b>		

Sarajevo Fair has right for change of price list for the year; if there is important change of law's regulations, namely change of business obligations, in accordance with increase of prices for retail sale and services. All prices of services that are determined by suppliers, for example electricity, BH Telecom services, water-supply and other can be changed because of purchasement price.

**The prices reported in this prices list do not contain the VAT. The payment should be done only through the bank accounts specified in the invoice. The prices in EUR are valid for foreign exhibitors.**

By signing and stamping of Application material (paper 1), of Agreement about general condition for participation (paper 2) and Application of additional services and catalogue entry (paper 3) are accepted all conditions for participation on Sarajevo Fair.

\_\_\_\_\_  
 City and date

\_\_\_\_\_  
 Stamp and signature of Exhibitor

**All application materials have to be filed up, signed and stamped, otherwise your application will not be accepted..**

## APPLICATION OF ADDITIONAL SERVICES AND CATALOGUE ENTRY

**FILLED UP BY EXHIBITOR:**

We hereby irrevocably order additional services:

Code	Service	Measurement	Price KM	Price EUR	We order
<b>Electrical engineering services</b>					
0101	Main connection without power supplier box 220/380 V up to 5 KW	pcs.	120,00	<b>61,36</b>	_____
0102	Main connection without power supplier box 220/380 V up to 10 KW	pcs.	180,00	<b>92,03</b>	_____
0103	Main connection without power supplier box 220/380 V up to 30 KW	pcs.	220,00	<b>112,48</b>	_____
<b>Other technical services</b>					
0104	Direct telephone connection	pcs.	200,00	<b>102,26</b>	_____
0105	Connection of water	pcs.	150,00	<b>76,69</b>	_____
0106	Refrigerator	pcs.	100,00	<b>51,13</b>	_____
0107	Sink	pcs.	50,00	<b>25,56</b>	_____
<b>Advertising in the catalogue</b>					
0108	1/1 page in color	pcs.	250,00	<b>127,82</b>	_____
0109	1/2 page in color	pcs.	200,00	<b>102,26</b>	_____
0110	1/1 page black & white	pcs.	100,00	<b>51,13</b>	_____
0111	1/2 page black & white	pcs.	50,00	<b>25,56</b>	_____

The prices reported in this price list do not contain the VAT. The payment should be done only through the bank accounts specified in the invoice. The prices in EUR are valid for foreign exhibitors.

**DATES OF EXHIBITOR FOR CATALOGUE ENTRY: (please print or type)**

Please enclosed this paper trade's mark and logo of your company (corel-8 or jpg) and send us by post or e-mail ([marketing@skenderija.ba](mailto:marketing@skenderija.ba)), so that we could enter it's in the catalogue. **The Exhibitor is responsible for correctness of the dates about Exhibitor and Sub Exhibitor.**

Exhibitor / Name of company: \_\_\_\_\_

Complete address: \_\_\_\_\_  
Street Zip code City Country

phone fax GSM e-mail web

**Short description of the company's activity:**


---



---



---



---

**Production program:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

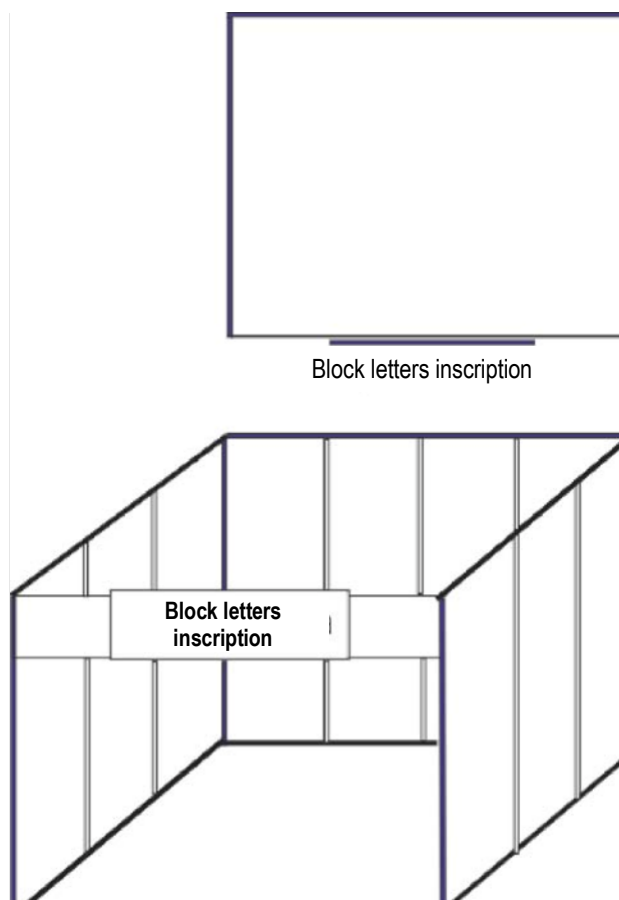
**Representative for companies:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

\_\_\_\_\_  
City and date\_\_\_\_\_  
Stamp and signature of Exhibitor

**BASIC EQUIPMENT includes:**

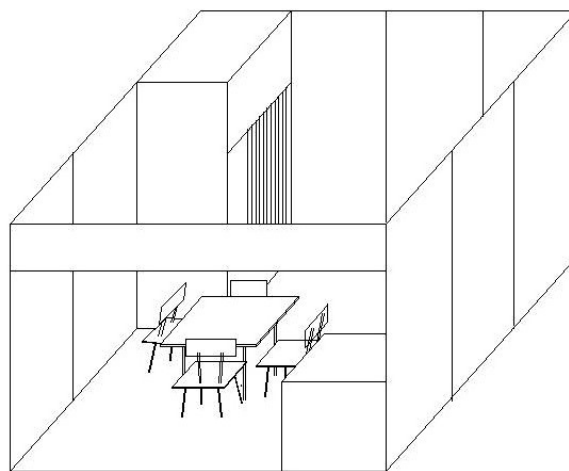
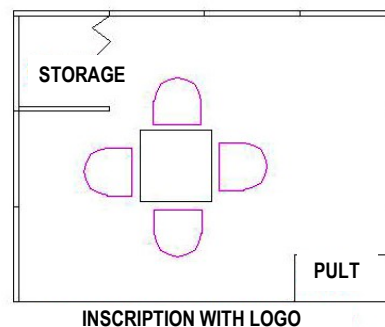
- Basic construction (octanorm walls - partition walls (100 x 240 cm)
- Carpet
- Block letters inscription
- Spot light 100 W
- Electric connection 220 V with single-phase socket



ELEMENTS	9-11 m <sup>2</sup>	12-20 m <sup>2</sup>	21-40 m <sup>2</sup>	41-60 m <sup>2</sup>	61-80 m <sup>2</sup>	81 m <sup>2</sup> and more
Octanorm walls – partition walls 100 x 240 cm	according the surface of a stand					
Carpet	full surface of an exhibition space (stand)					
Block letters inscription on the panel 196 x 22 cm	in front side of a stand					
Spot light 100 W	1 pcs	2 pcs	3 pcs	4 pcs	5 pcs	6 pcs
Single-phase socket	1 pcs	1 pcs	2 pcs	3 pcs	4 pcs	5 pcs

**STANDARD EQUIPMENT include:**

- Basic construction (octanorm walls – partition walls 100 x 240 cm)
- Storage
- Carpet
- Table (diameter 75 cm)
- Chairs
- Desk (100 x 100 x 90 cm)
- Info desk (100 x 50 x 90 cm)
- Spot light 100 W
- Name panel - logo (196,5 x 22 cm)
- Electric connection 220 V with single-phase socket



Exhibition space (stand) equipment is proportionally increased depending on the size of the exhibition space (stand), according to the following table::

ELEMENTS	9-11m <sup>2</sup>	12-20 m <sup>2</sup>	21-40 m <sup>2</sup>	41-60 m <sup>2</sup>	61-80 m <sup>2</sup>	81 m <sup>2</sup> & more
Octanorm walls - partition walls 100 x 240 cm	according the surface of the stand					
Storage		2 m <sup>2</sup>	4 m <sup>2</sup>	6 m <sup>2</sup>	8 m <sup>2</sup>	9 m <sup>2</sup>
Carpet	full surface of the exhibition space (stand)					
Table (diameter of 75 cm)	1	2	3	4	5	6
Chair	4	6	9	12	16	18
Desk 100 x 100 x 90 cm		1	2	4	6	8
Info desk 100 x 50 x 90 cm	1	1	2	3	4	4
Name panel - logo 196,5 x 22 cm	every open side of the stand					
Spot light 100 W	1	2	3	4	5	6
Single-phase socket	1	1	2	3	4	5

# THE AGREEMENT

## About the general conditions for participation at the fair

This agreement has been made between the parties:

by Centar "Skenderija" d.o.o. Sarajevo - the organizer of the fair, based in Sarajevo, Terezija bb, represented by Damir Petrinic and

Exhibitor: \_\_\_\_\_, based in: \_\_\_\_\_, represented by: \_\_\_\_\_,

Tax number: \_\_\_\_\_, VAT: \_\_\_\_\_, transaction account number: \_\_\_\_\_,

or Natural person: Name: \_\_\_\_\_, Surname: \_\_\_\_\_, Personal identification number: \_\_\_\_\_,

Father's name: \_\_\_\_\_, Address: \_\_\_\_\_, No.personal card: \_\_\_\_\_

### GENERAL PROVISIONS

#### Article 1

All persons and companies from the territory of Bosnia and Herzegovina and abroad have the right to participate at the fair that duly complete and on time deliver signed and verified Application for participation. The application for participation is considered regular if form 1; form 2 and agreement on general conditions for participation are signed and certified.

### REGISTRATION FORM

#### Article 2

Exhibitor submit signed and certified application for participation to organizer Centar "Skenderija" doo, expressed in sqm (m<sup>2</sup>) and other technical services, as provided in forms 1 and 2 and agreement on general conditions for participation at the fair. The organizer will assign the exhibition space on the basis of received application. All applications for exposure relates only to the registered exhibitors.

### METHOD AND TERMS OF PAYMENT

#### Article 3

After receipt of the application form, the organizer will deliver pro-forma invoice to the exhibitor for ordered services. Exhibitor after receipt of the invoice shall pay the specified amount not later than the beginning of the assembly period (2-5 days before the fair). The organizer will, on second day of the fair, deliver a final invoice for all services. If the exhibitor has any of complaints on the part of the bill, it is obliged to submit it in writing form within 5 days from the date of invoice. The organizer reserves the right to change the offered prices based on the decision of the Supervisory Board and is obliged to promptly inform the exhibitors.

### CANCELLATION OF PARTICIPATION

#### Article 4

The exhibitor may to withdraw, in writing form, the application for participation at the fair at least 15 days until the start of the fair. In the case that the application for participation at the fair is withdrawn after the deadline, the Exhibitor is obliged to pay 50% of the ordered amount for the reservation of bare exhibition space. In the case of cancellation of exhibitors, organizer reserves the right to freely dispose of the allocated exhibition area that was the subject of the lease.

### CHANGE OF TERMS AND VENUE OF THE FAIR

#### Article 5

The deadline for the application for participation is indicated on the application form (form 1). If there is available capacity of the fair, the application may be accepted after the deadline, and not later than 15 days before the fair. The deadline for ordering other services is the deadline given in the order form (Form 2). The organizer cannot accept any cancellation of technical services less than 15 days before the fair. If the time and location of the exhibition is changed because of objective reasons, the application for participation is valid for new term with the prior consent of exhibitors. In case that the term of the fair is changed (shortening, lengthening, temporary closure or delay) due to unforeseen circumstances, it does not entail the right to exhibitor for recovering damages from the organizers. The organizer, in this case, is obliged to timely inform exhibitors of the above changes and the new term of the fair.

### EXHIBITION SPACE UNEQUIPPED

#### Article 6

Bare exhibition space implies the marked space layout in a pavilion or in the outdoors. The area is marked by organizer and exhibitor is obliged to respect marked space. The exhibitor cannot give an exhibition space on the use to another exhibitor without the consent of the Organizer. If this is done under these conditions the exhibitor is obliged to submit written information about the user of the exhibition space and at the same time the Exhibitor is obliged for the execution of all obligations assumed under this Agreement. Exhibitors may begin equipping of exhibition space (stand) after the organizer has issued the confirmation in written form for it. If exhibitor does not start to arrange exhibition space at least 24 hours before the opening of the fair, the spaces will not be considered occupied and the organizer has the right to dispose of exhibition place, or arranged it at the expense of the exhibitor. Preparation and arranging of the exhibition space must be begun in accordance with the time stated in the "Confirmation for participation" that is delivered by the organizer to the exhibitor with a pro forma invoice. At the request of the Exhibitor, Organizer can approve the arranging of the exhibition space before the scheduled preparation period if that time is not in conflict with the term of previously scheduled events in KJP Center "Skenderija" doo. Dismantling of exhibition space can start after the official close of the fair. The exhibitor is obliged to remove all exhibits and stand equipment within the deadline for dismantling period. Organizer after the scheduled deadline for clearing away the exhibition space is not responsible for stand equipment and exhibits, and it will be transported in the warehouse at the expense of the exhibitor.

### EXHIBITION AND ADVERTISING SPACE

#### Article 7

#### Exhibition space and advertising space

Arranged exhibition space implies indoor (hall) space equipped with typical booth equipment that includes:

- Standard arrangement of stand (carpet, furniture, logo with the inscription and partition walls height of 250 cm) or
- Basic arrangement (carpet, label and partition walls height up to 250 cm).

Bare indoor and outdoor exhibition space implies space with connection to electricity from 3 KW (without stand equipment). Advertising space is electronic advertisements - a link to the website, a promotional space within the building and it will be charged in accordance with valid price list of the Organizer for advertising and Internet services by Centar "Skenderija" doo

#### Article 8

#### Approval for the setting of the exhibition space

Approval for the setting of exhibition space in a standard booth construction (partition walls height of 250 cm) will be issued by the organizer. If the Exhibitor plans to arrange its exhibition space by special project and make it by special designed elements, he is obliged –or it's stand constructor to deliver detailed design to Technical Department of Center "Skenderija at least 15 days before the fair. If it is planned setting of exhibition space under a special project by specially crafted elements, which are not in accordance with

standard booth equipment, it is necessary that Exhibitor or it's stand constructor submit detailed design of stand, 15 days before the fair, for certification by Technical department of Centar "Skenderija". The plan implies a sketch or some other planning documentation, technically drawn up and authenticated by an authorized person - stand constructor. The Exhibitor is obliged to announce, in writing form at least 7 days before the fair, the date of delivery of exhibits and equipment.

#### Article 9

##### Other technical information

- a) Exclusively Organizer performs all installation connections
- b) The use of electricity up to 3 KW is calculated at a flat rate per sqm (m<sup>2</sup>) of indoor exhibition space or to the application of special electrical services for a stronger energy (5 KW, 10 KW, 30KW)
- c) If the conditions for setting display areas do not allow other conditions exhibitor is obliged to allow the passage of installations necessary for the technical and decorative arrangement of the fair. Exhibitor - stand constructor, cannot start with the reconstruction of the exhibition space without the confirmation of the Organizer
- d) The maximum vertical load in the hall "Mirza Delibasic" and the parking space is unlimited, while in the halls, plateau and other supporting areas the maximum vertical load is 400 kg / m<sup>2</sup> and in Hall D1 and D2 is 100 kg / m<sup>2</sup>. Fixing, drilling floor and hanging on the ceiling is not allowed.
- e) Works on the arranging of exhibition space should be completed no later than 12 hours before the opening of the fair.
- f) A claim for any failing on exhibition space must be reported to the organizer in written form immediately after the taking over the stand, and no later than 12 hours before the opening of the fair. A subsequent complaint cannot be taken into consideration.
- g) The exhibitor is obliged to comply with the Law on Occupational Safety, the Law on Fire Protection, Law on Environmental Protection and the house rules during the preparation period, the fair and dismantling period. The Exhibitor bears full responsibility for any damage resulting from non-compliance with the same.
- h) Harmful and hazardous waste and other waste exhibitor has to put in the specific location for it.

##### SPECIAL PROVISIONS

#### Article 10

- a) The exhibitor is obliged to keep and provide exhibition space and exhibits in the working time of the fair. For the days of the fair exhibitor is bound to come half an hour before the start of the working day and stay longer half hour. In the montage and dismantling period and the Exhibitor is obliged for taking care of its exhibits. Organizer does not take responsibility for exhibitor's failure to insure exhibits and other assets and the amount of possible damage shall be borne by the exhibitor. Keeping and ensuring of exhibits in the montage and dismantling period - exhibitor can order from the Organizer, which is additionally charged by the current price list. The exhibitor is obliged to apply to Organizer requirement in written form, and in due time, for safeguarding of assets. After that Exhibitor and Organizer will make handover protocol for safeguarding with information about the time at which the aforementioned assets entrusted for safekeeping. The organizer is not responsible for any damages in the case if exhibitor's authorized person doesn't come after safekeeping time.
- b) The organizer is obliged to issue exhibitor's passes cards- exhibitor passes are valid from the first day of montage the fair till the last day of dismantling. Number of passes cards depends on the size of the leased space and the specific needs of exhibitors.
- c) Regulation of sales - Direct sales of exhibits and samples is permitted in accordance with applicable legislation. The exhibitor is obliged to comply with the legislation to prepare all documentation that is required by authorized inspection service as well as to harmonize regulations on the sale of the tax administration of Bosnia and Herzegovina.

#### Article 11

- The right to approve any kind of activities on the fairground (arranging stands, catering, sales, forwarding, recording, etc.) belongs exclusively to the Organizer. the person who attends on a stand will be considered as authorized person for receiving information, downloading services or for approving the orders in the name of the exhibitor. Economic - Advertising activities on fairground can be organized in accordance with the regulations of Bosnia and Herzegovina. Any advertising that hinders other exhibitors or visitors and also political - propaganda activities is invalid. The special approval of the Organizer is necessary for any advertising campaigns outside the exhibition space. Any use of electronic equipment that produces noise levels greater than 65 decibels is not allowed. Any Music on stand area is subject to copyright law of BiH and organizer does not assume any responsibility for any resulting obligations from this. Organization of press conference shall be announced in advance to the Organizer.
- d) Exhibitor catalog - catalog entry is required. An exhibitor must to deliver to the organizer data for entry into the catalog 20 days before the fair (Form 2). If an exhibitor fails to submit data, the organizer will enter in catalog general dates given in application material (Form 1). The exhibitor is responsible for the accuracy of the data.
  - e) Exhibitors who ordered bare indoor exhibition space are obliged to bear the costs of montage - dismantling period, that are calculated per sqm (m<sup>2</sup>) of the leased space.

##### FINAL PROVISIONS

#### Article 12

Agreement shall be terminated upon expiry of the period for which it was concluded. Before the end of the agreed period, the Agreement shall cease in the following cases:

1.) The consent of the contracting parties, 2.) The unilateral declaration of termination. This Agreement will be unilaterally terminated in the following cases:

- a.) **by the Organizer**
  - if exhibitor and after warnings used space against the provisions of the Agreement or he does damage using it without the necessary attention;
  - if exhibitor not report a change of address or head office, within 15 days from the date of change;
  - if the exhibitor and after a warning fails to fulfill obligations due within the time limit;
  - because of non-compliance with the house rules;
  - for non-acceptance of the conditions pursuant to Article 3, paragraph 4 of the Agreement;
  - for non-fulfillment of contractual obligations.
- b.) **by exhibitor:**
  - If rented space collapses entirely or in part by negligence of the organizer
  - If the exhibitor withdraws her application for participation in the fair

#### Article 13

The denunciation shall be communicated to the other contracting party in writing form. The contracting parties have agreed that the notice period for this contract is 15 (fifteen) days.

#### Article 14

Amendments to this Agreement shall be made by the Annex to the Agreement.

#### Article 15

The parties agree that the verification of this agreement accept all of its provisions. This agreement is an integral part of the application material.

#### Article 16

The Court in Sarajevo is competent for disputes of the parties that cannot be resolved amicably through.

#### Article 17

The Agreement is made in 3 (three) identical copies, of which the organizer reserves the 2 (two) copies and exhibitor 1 (one) copy.

Exhibitor

Centar "Skenderija" d.o.o.

Signature and seal

Damir Petrinic