



24th GENERAL BH FAIR
ZEPS 2017
 RETAIL TRADE September 28 - October 7, 2017

APPLICATION No	
DATE	
STAND	

(to be filled in by the organizer)



APPLICATION FORM

Please complete the application form clearly and legibly, for correct processing of data. Company-exhibitor's data given at the application form will be entered into fair guide.

Full company name	
VAT/ID N°	Registration N°
Transaction a/c at the Banks	
Town, street, number, country	
Telephone	Mobitel
Fax	e-mail
Contact person	Manager
Basic activity	Year of foundation

The company is: Manufacturer Agent Merchant

AT THE FAIR WE REPRESENT THE FOLLOWING COMPANIES:

N°	Full company name	Address	Telephone	Fax
1.				
2.				
3.				

Data inscription of represented company into catalogue is free.

In case of several represented companies, please enclose a separate list.

GOODS: _____

Prices and all other stated exhibiting conditions are valid only in the area of ZEPS Retail trade, and not valid in promotional part of the Fair.

IMPORTANT INFORMATION FOR EXHIBITORS

Fair Opening	September 28, 2017 at 10 a.m.
Fair Closing	October 7, 2017 at 06 p.m.

With signed and sealed application, the exhibitor is also obliged to submit the evidence on payment of the compulsory amount of 120 € (VAT included) for the application tax and black and white company's logo inscription into the fair catalogue. The exhibitor will receive an invoice where will state the previously paid compulsory amount.

PAYMENT INSTRUCTION

account of Investiciono-komercijalne banke DD Zenica, SWIFT Code: IKBZBA2X • IBAN CODE: BA391340070100046455
 - at the Deutsche Bank AG, Frankfurt/M, Germany •Nr. 936 172610 SWIFT code: DEUTDEFF
 IBAN CODE: DE26 5007 0010 0936 1726 10
 - at the Zagrebačka banka DD Zagreb, Croatia Nr. 2690000 114-978 SWIFT code: ZABHR2X
 - at the Nova Ljubljanska banka DD, Ljubljana, Slovenia Nr. 7010-978-04053/37 SWIFT code: LJBSI2X
 - at the Banca Intesa SPA, Milano, Italy Nr. 0925007 05 54 SWIFT code: BCITITMM
 or account of Sparkasse Bank DD BiH, SWIFT CODE: ABSBBA22 • IBAN CODE: BA391990510007532678 at the
 - COMMERZBANK AG, FRANKFURT
 - LHB INTERNATIONALE HANDELSBANK AG FRANKFURT/M
 - STEIERMAERKISCHE UND SPARKASSE AG GRAZ
 - NOVA LJUBLJANSKA BANKA DD LJUBLJANA
 - ZAGREBAČKA BANKA DD ZAGREB
 (stating the reference: DD Poslovni sistem RMK - ZEPS)

ORGANIZER: DD POSLOVNI SISTEM RMK® - ZEPS

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 72000 Zenica, Bosnia and Herzegovina Project bureau: +387 32 440 251
 Phone: +387 32 247 774 Finances: +387 32 244 884
 Fax: +387 32 247 773 Accomodation & Visas: +387 32 247 770
 marketing@zeps.com; project@zeps.com
www.zeps.com

Place and date

Stamp

Signature of the person in charge

GENERAL RULES OF PARTICIPATION - EXCERPT FOR SALES HALLS

The general rules on participation at ZEPS contain the binding instructions stipulating the applying, exhibiting and business activities at the fairs, on the basis of which the bonded relationship between the DD Poslovni sistem RMK as the organizer of the fair ZEPS and the participants - the exhibitors has been established.

I APPLICATION

Item 1.

Application to exhibit is to be submitted on the standard application form in block letters, and then this signed and duly stamped application form is to be sent to the address of the fair. Following the same procedure, the application form is to be submitted along with the belonging orders for the fair services.

Item 2.

The application for exhibiting is valid only for the applied company and it is understood that the exhibitor is obliged to exhibit the applied exhibits from the opening until the closing date with permanent presence of the person in charge at the stand. Leaving the fair before the closing date is strictly forbidden. The applied exhibitor may not transfer or lease the delivered exhibition space (stand) without the approval of the organizer. Otherwise, he will be excluded from the fair with previous paying of all the fair orders in their full amount.

II PAYMENT

Item 3.

With the application for exhibiting, the exhibitor also undertakes to submit the evidence on payment of the compulsory amount of 120 € (application tax and entry of black-white company logo into catalogue of the air). Recording data of represented company into catalogue is free. The application without the evidence on payment of the compulsory amount is not binding for the organizer, but for exhibitor.

Item 4.

After receipt of the duly submitted application, the organizer will submit the invoice which the applicant is obliged to pay in the complete amount within the deadline stated in the invoice. The costs of bank-commission are to be borne by the exhibitor. The exhibitor can deny the invoice in writing and send it to the organizer within 5 days after receipt of the invoice, but it is obliged to pay the indisputable amount within the above stated period. Submitting the invoice the organizer confirms the fulfilling of all the invoiced orders towards the exhibitor. The exhibitor is obliged to pay the orders submitted during the fair, immediately. The exhibitors from Bosnia and Herzegovina should pay the invoice in KM, foreign in EUR. In case of EUR inflation, organizer has right to correct the prices.

Item 5.

Depending on the available space, the organizer can accept the application and payment even after the prescribed deadlines, and he reserves the right to increase the fair prices on behalf of the increased expenses.

Item 6.

The organizer reserves the right to keep the exhibits, equipment and other property of the exhibitor, at the exhibitor's expense until final payment of all the debts. The organizer retains the right for selling the retaining stuff if the exhibitor does not fulfill the obligations within thirty days.

III TAKING OVER OF THE EXHIBITION SPACE

Item 7.

The exhibition space (stand) is, principally, assigned in order of receiving the applications and payments. The assigned stand is taken over by the exhibitor in the Reception Office of the fair on the basis of the original evidence on payment of the compulsory amount and the total amount of the fair order, as follows:

- for the exhibitors who have hired the equipped space, not later than 24 hours before the fair opening;
- for the exhibitors who have hired the non-equipped or exterior space, not later than three days before the fair opening.

Item 8.

In case the exhibitor fails to register at the Reception Office or to take over the assigned stand within, and not later than 18 hours before the opening of the fair, he will be deemed to have desisted from exhibiting, so the organizer, if necessary, can assign the stand to some other exhibitor.

The stand is to be taken over on the basis of the official minutes. The missing, but assigned stand - material is to be paid by the exhibitor in the amount being the three times increased price of the rent, on the spot. The exhibitor is obliged to vacate the exhibition space within two days after the official closing of the fair. Otherwise, this will be done by the organizer at the exhibitor's expense.

IV WITHDRAWAL FROM THE FAIR

Item 9.

The applicant can withdraw from exhibiting under the following conditions:

- 30 days before the fair opening, and in this case he is refunded the paid amount less the non-refundable compulsory application fee.
- Withdrawal from exhibiting made 30 days before the fair opening is not possible and the organizer retains the complete paid amount, i.e. for the incurred expenses request the payment of 80% of ordered.

Withdrawal from exhibiting is to be announced in writing, and the time limits start to run from the date of receipt of this information at the seat of the organizer.

Oral notification of withdrawal has no legal effect.

V SPECIAL PROVISIONS

Item 10.

The exhibitor undertakes to insure his own equipment the exhibits and goods against theft, damage, demolishing and other risks, at his own expense with the official insurer of the fair.

Fair organizer do not bear any responsibility for equipment, displayed exhibits and goods which is not insured, as well as for insured item against theft during the fair's working hour.

In case that the exhibitor causes the damage to the fair organizers, other exhibitors or third persons, he is obliged to pay the damages in accordance with the general rules.

Item 11.

Except for exhibiting of the exhibits, all other business activities are to be stipulated under the special conditions on bilateral relationship with the organizer, and they can be carried out on the basis of special written approval of the organizer.

The provision stated under the above paragraph also refers to the exhibitor who carries out the mentioned activities outside the hired exhibition space.

Item 12.

The exhibitor has the right to distribute the free of charge exhibition cards - official entrance tickets as follows:

- for the basic exhibition module 3 pcs
- for each additional hired module 1 pc
- for 50 m² of exterior space 3 pcs
- for every additional 50 m² 1 pc

Exhibitor has right to take the working cards, during the period of preparation and dissembling of stand, according to above mention criterion. Working cards are not valid during the fair, only before and after fair.

Item 13.

Fair work time for exhibitors from 9,30 a.m. to 7,30 p.m., for visitors from 10 a.m. to 7 p.m.

Item 14.

Cleaning and maintenance of the hygiene of the stand, commonly used fair space is the obligation of the organizer.

Item 15.

In case the term of the fair is changed due to force majeure, the exhibitor has no right to request indemnity from the organizer. The organizer will inform the exhibitor about the new term of the fair immediately after occurrence of the reasons for the mentioned change.

Item 16.

All possible disputes are to be settled by the competent court of law in Zenica.

Item 17.

General rules upon participation shall be a form part of the application for participation regardless of how the application is delivered or received.



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ORDER FORM FOR THE STAND

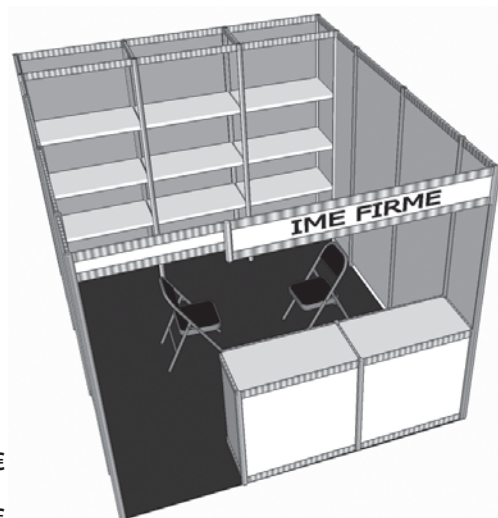
A) Stand

The space is rented in modules. The module is 10,5 m² (3x3,3m). The larger space can be formed by connecting modules. Basic module includes: partition walls, panel for the company's name, info-desk 2 m, shelves 3 m and 2 chairs. Retail trade hall is air conditioned.

Size: **10,5 m² (3x3,5m)**

The price of module: **850 KM**

The number of ordered modules [pcs]



Order for a special stand position:

Opened from 2 sides: additional payment **187,82 €**

Opened from 3 sides (at least 3 moduls space) additional payment **214,74 €**

- Electric power connection is not included in the stand price

B) Pagoda tent

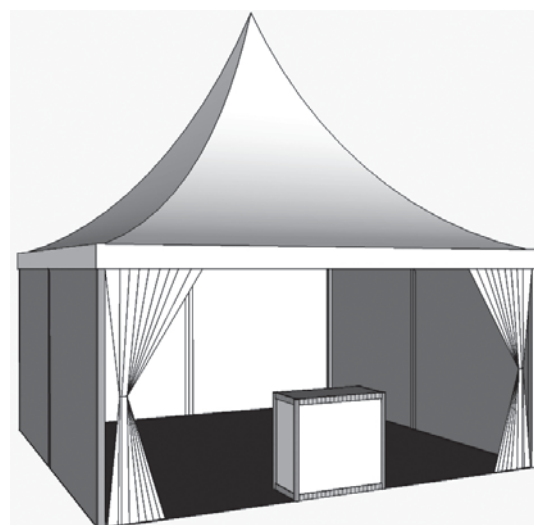
In the pagoda tent there are: wooden floor, wall-towall carpeting, basic lighting, two chairs

Size: **25 m² (5x5m)**

The price of module: **425 €**

The number of ordered modules [pcs]

- Electric power connection is not included in the tent price



* the VAT (17%) not included in the price

Place and date

Stamp

Signature of the person in charge



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ADDITIONAL ORDERS

1. Electric power-connection 220V up to 1 kW	64,46 €
2. Reflector	12,78 €
3. PVC Table	7,66 €
4. PVC Chair	2,55 €

The other additional order of fair's equipment and service are available according to ZEPS price list.

ORDER FOR INSURANCE

Full name of the Insuree	
Address	
Telephone	FAX
Authorized Person	



"SARAJEVO OSIGURANJE" D.D.

Filijala Zenica, 72000 Zenica, Trg BiH 5

Tel: +387 401-553, 408-840

Fax: +387 405-778

e-mail:zenica@sarajevoosiguranje.ba

RE-INSURANCE

A - COMPULSORY INSURANCE

Insurance of the exhibits and goods against demolishing, damage, breakage, fire, burglary according to following scale:

Item	Insurance Amount (€)	Rate	Premium (€)
1.	10.000	0,55%	55
2.	20.000	0,55%	110
3.	30.000	0,55%	165
4.	40.000	0,55%	220
5.	50.000	0,55%	275

The insurance is valid during the entire time of the fair while exhibits are located on the fairground, except larceny and breakage during the working hours of the Fair. The insurance of the higher amounts than the ones proposed can be contracted.

B - INSURANCE OF THE PEOPLE AGAINST THE CONSEQUENCES OF THE ACCIDENT

Premium per one person amounts to 2,55 € for the following amounts of insurance:

- death caused by the accident 1.278,25 €
- permanent disability 2.556,50 €

This insurance refers to the staff at the stand and is valid for all the time during the fair.

OFFICIAL FORWARDER



Interšped

Interšped Zenica d.o.o.

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Bosnia and Herzegovina
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Since 2011, a customs document accepted by the ATA international guarantee chain, ATA carnet, is accepted and implemented in Bosnia and Herzegovina.

Place and date

Stamp

Signature of the person in charge