



EXHIBITOR APPLICATION FORM

application deadline
may 15, 2019

by sealing and signing a filled application form, an exhibitor accepts the general exhibition rules which are an integral part of this document

note: filled, signed and sealed application form is considered an official order

name (company organization institution)		address	
responsible person		person in charge of exhibition appearance	
phone	e-mail	web site	
id / vat number			

EXHIBITION AREA ORDER | FILL OUT / MARK THE FIELDS BELOW | PRICES EXCLUDE VAT

MANDATORY APPLICATION FEE (fair catalog entry, exhibitor passes - 2 pcs./module)	125,00 €
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INTERIOR EXHIBITION SPACE	UNIT	QUANTITY	PRICE (€)	AMOUNT (€)	
UNEQUIPPED SPACE (only with previous approval of the event organizer!), with an electrical energy supply of up to 1 kw	m ²		60.00		
STANDARD EQUIPPED SPACE - basic module: octanorm booth construction, carpet, title plate, info counter, table with 4 chairs, storage compartment, electrical energy supply of up to 1 kW, two booth reflectors	module 14 m ²		1,280.00 (91.40 €/m ²)		minimal interior exhibition space is defined by the basic module of 14 m ² (4 m x 3.5 m) PLEASE SELECT SPACE CONFIGURATION (OPTIONAL): <input type="checkbox"/> open from 2 sides: 5.00 €/m ² <input type="checkbox"/> open from 3 sides (min. 28 m ²): 10.00 €/m ² <input type="checkbox"/> open from 4 sides (min. 56 m ²): 15.00 €/m ²
price of a larger interior exhibition space with standard equipment is calculated based on the price of 1 m ² of the basic module	m ²		91.40		

design, building and equipping of exhibition space according to a special request / project, is subject to a special contract between the exhibitor and event organizer whereby the exhibitor must submit their request at least 30 days prior to the beginning of the event

EXHIBITORS SUBMITTING THEIR APPLICATION FORM BY APRIL 30, 2019 ARE GRANTED A 5% DISCOUNT ON THE AMOUNT OF EXHIBITION SPACE ORDER
EXHIBITORS SUBMITTING PAYMENT CONFIRMATION BY MAY 31, 2019 ARE GRANTED A 5% DISCOUNT ON THE AMOUNT OF EXHIBITION SPACE ORDER

PRINTING SERVICES | PRICES EXCLUDE VAT

printing on adhesive pvc foil (matte i glossy) or mesh canvas, form cutting from adhesive pvc foil (matt i gloss), application of the printed materials onto booth walls 10,00 €/m²

printing documents should be delivered in eps, cdr, ai, svg, tiff or psd format, at least in scale of 1:1, with minimal resolution of 100 dpi, to the e-mail address energa@energa.ba by may 15, 2019 at the latest

place and date

application no.:

date:

booth / space:

filled out by organizer

exhibitor signature and seal

DESCRIPTION OF THE EXHIBITOR'S ACTIVITIES FOR ENTRY INTO FAIR CATALOG

mandatory - please submit alongside exhibition application

submit logo in a vector format (eps, cdr, ai, svg) to e-mail address energa@energa.ba

ELECTRICAL ENERGY SUPPLY ORDER | PRICES EXCLUDE VAT

select desired supply | costs for electrical energy consumption during the event are included in given prices

VOLTAGE	ALLOWED INSTALLED POWER AND PRICES									
	up to 1 kw		up to 5 kw		up to 10 kw		up to 20 kw		over 20 kw	
220 V	102.26 €		127.82 €		153.39 €		255.65 €		special conditions	
380 V			153.39 €		204.52 €		357.90 €		special conditions	

INSURANCE ORDER - MANDATORY INSURANCE | PRICES EXCLUDE VAT

exhibit insurance (from destruction, damage, fire, break-in and theft | select desired insurance value:

INSURANCE VALUE (€)	RATE	AMOUNT (€)
5,113.00	0.55%	28.10
10,226.00	0.55%	56.20
15,339.00	0.55%	84.35
20,452.00	0.55%	112.50
25,565.00	0.55%	140.60



Triglav Osiguranje d.d. Sarajevo
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insurance is valid for the event duration - while the exhibits are located in the event area | the insurance does not cover exhibit theft or damage occurring during the event working hours | except for the ones shown above, larger insurance values are also possible

alongside the mandatory insurance, it is possible to arrange accident insurance for staff and exhibition area visitors as follows, amount per person is € 2,60 for the following insurance values:

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

OFFICIAL FORWARDER



tel: +387 33 524 624
fax: +387 33 524 955
mob: +387 61 147 220
+387 61 190 102

e-mail: mensur.sljivo@intersped.ba
adnan.aliefendic@intersped.ba

place and date

exhibitor signature and seal


























ADVERTISING SERVICES ORDER | PRICES EXCLUDE VAT

<input type="checkbox"/>	full page ad on the fair catalog back cover (size: 11 cm x 21 cm)	600,00 €
<input type="checkbox"/>	full page ad inside the fair catalog (size: 11 cm x 21 cm)	350,00 €
<input type="checkbox"/>	logo on the fair catalog back cover (size: 35 mm x 35 mm)	250,00 €
<input type="checkbox"/>	billboard 5 m x 2,4 m in the fair pavillion	230,00 €
<input type="checkbox"/>	totem (100 cm x 100 cm x 240 cm) in the enry hall or the fair pavillion	180,00 €
<input type="checkbox"/>	banner (120 px x 120 px) on the fair web site (monthly fee):	50,00 €
<input type="checkbox"/>	product or service presentation, conference session or panel discussion, press conferences, media reception and other services.....	offer upon request

graphical documents in a vector format (eps, cdr, ai, svg): logos etc. are to be submitted to energa@energa.ba by may 1, 2019 at the latest

ADDITIONAL EQUIPMENT ORDER | FILL IN DESIRED QUANTITIES | PRICES EXCLUDE VAT

PREVIEW	NAME	DIMENSIONS (cm)	QTY.	PRICE (€)	AMOUNT	PREVIEW	NAME	DIMENSIONS (cm)	QTY.	PRICE (€)	IZNOS
	overhead title panel (with logo)	200 x 30		40.00			platform	50 x 100 x 50 100 x 100 x 75		25.00	
	partition wall (octanorm)	100 x 250 50 x 250		10.00			counter	100 x 100 x 100 100 x 100 x 80		25.00	
	plexiglas wall (milky-white)	153 x 240		30.00			double-surfaced counter	50 x 100 x 120		35.00	
	plexiglas wall (transparent or colored)	100 x 250 50 x 250		30.00			shelf set (three shelves)	50 x 100 x 250		35.00	
	plexiglas wall with blinds	100 x 250 50 x 250		35.00			table	80 x 80 Ø 80		15.00	
	grid partition wall	100 x 250 50 x 250		15.00			chair			5.00	
	door	95 x 201		35.00			bar stool			20.00	
	ceiling structure	100 x 100		20.00			bar table	Ø 80		30.00	
	tall showcase (glass walls)	100 x 100 x 250 50 x 100 x 250		45.00			refrigerator			35.00	
	short showcase (glass walls)	100 x 100 x 100		35.00			tv 42"			155.00	
							tv 50"			180.00	
							reflector			10.00	
							storage compartment	100 x 100		35.00	

Prices of additional equipment ordered after takeover of the ordered exhibition space are increased by 30%

payment instructions:	
NLB BANKA D.D. SARAJEVO, FILIJALA TUZLA IBAN: BA391321010298275444 BIC: TBTUBA22XXX	BENEFICIARY: TUZLANSKI SAJAM D.O.O. TITOVA 36, 75000 TUZLA, BOSNA I HERCEGOVINA

place and date

exhibitor signature and seal

GENERAL EXHIBITION RULES

The general rules on participation at the International Fair ENERGA contain binding instructions, which regulate application, exhibiting and business activities at fairs, based on which the binding relationship between Tuzla Fair Ltd. as the organizer and the exhibitors, is being established.

I APPLICATION

Article 1

Application to exhibit is to be submitted on the standard application form, filled with block letters, signed and duly stamped and to be delivered to the address of the organizer.

Following the same procedure, all belonging orders are to be submitted along with the application form.

By submitting of the application, the exhibitor agrees with the regulations of the General exhibition rules at the Fair, and enters a binding relationship with the organizer.

After receipt of the properly filled, signed and stamped application form, the organizer submits to the exhibitor the design of his stand to his approval. The exhibitor is obligated to submit to the organizer within three days a written confirmation of the receipt and possible remarks on the design. In the contrary, the design will be considered as accepted. All subsequent changes will be charged by the organizer for a price increased by 30%.

Article 2

The application to exhibit is valid only for the company, which applied, and it is understood that the exhibitor is obliged to exhibit the applied exhibits from the opening until the closing of the Fair with a permanent presence of the person in charge at the stand.

Leaving the Fair before the closing is forbidden.

The applied exhibitor may not transfer or lease the exhibition space (stand) without the organizer's permission. Otherwise, the exhibitor will be excluded from the Fair with the obligation to pay the full amount of the ordered services.

II PAYMENT

Article 3

Along with the filled, signed and stamped application form, the exhibitor has to submit the evidence on payment of the compulsory amount of 125,00 € (application tax and Fair catalogue entry).

The application without submission of the evidence of payment of the mandatory amount is not binding for the organizer.

Article 4

After receipt of the duly submitted application, the organizer will issue an invoice, which total amount the applicant is obliged to pay within the term of payment stated on the invoice, and not later than 15 days before the beginning of the Fair.

All costs of bank-commission are to be borne by the exhibitor.

The exhibitor can deny the invoice in a written form within 5 days after the date of issuance, but he is obliged to pay the indisputable amount within the above stated period.

By issuing of the invoice, the organizer confirms the fulfillment of all invoiced orders to the exhibitor.

The invoices towards the exhibitors from Bosnia and Herzegovina are to be paid in BAM and towards the exhibitors from abroad are to be paid in EUR. In case of EUR inflation, the organizer is allowed to perform price corrections.

Article 5

Depending on the available space, the organizer can accept an application and payment after the prescribed deadlines with increased prices on behalf of increased expenses.

Article 6

Orders during the Fair are to be paid immediately on the Fair. The organizer reserves the right to keep the exhibits, equipment and other property of the exhibitor at the exhibitor's expense, until the final payment of the debts.

The organizer retains the right for selling the retained stuff if the exhibitor does not fulfill the obligation within 30 days.

III TAKING OVER THE EXHIBITION SPACE

Article 7

Principally, the exhibition space (stand), is assigned in the order of reception of applications and payments.

The exhibitor takes over the assigned stand in the reception office of the Fair after presenting the original evidence on payment of the compulsory amount and the total amount of invoiced ordered services.

Article 8

If the exhibitor does not register at the reception office and take over the ordered exhibition space within and not later than 24 hours before the beginning of the Fair, his exhibition will be considered as cancelled, so the organizer can, if necessary, assign the stand to another exhibitor. The stand is to be taken over based on the official record. In case of missing overtaken stand material, the exhibitor must pay the renting price enlarged by 300% immediately on the Fair. The exhibitor is obliged to vacate the exhibition space within 2 days after the official closing of the Fair. Otherwise, it will be done by the organizer at the exhibitor's expense.

IV EXHIBITION CANCELLATION

Article 9

The applicant can cancel his exhibition under the following conditions:

- 30 days before the beginning of the Fair, in which case the payment except the compulsory amount will be refunded

- 15 days before the beginning of the Fair, in which case 50% of the payment will be refunded, that is, a new invoice in the amount of 50% of the price of the ordered services will be issued.

Cancellations less than 10 days before the beginning of the Fair are not possible and the organizer will not refund the paid amount but issue an invoice to the exhibitor for incurred expenses. Cancellations are to be announced in a written form, the deadlines are to be followed from the date of the receipt of the cancellation notice in the headquarters of the Fair.

V SPECIAL REGULATIONS

Article 10

If the exhibitor sets up the stand by himself, he is obliged to comply with rules and regulations for technical safety, the organizer's instructions and international fairs' common standards. The approval of the organizer is needed for setting up larger and more complicated stands by the exhibitor himself.

Arrangement works of exhibition and advertising space must be finished the day before the Fair opening, not later than 18 hours before the Fair opening.

The exhibitor has to dispose of every type of waste on the waste disposal place as defined by the organizer.

Article 11

The exhibitors are responsible for insuring their own equipment and exhibition assets against theft, damage, destruction and other risks with the official exhibition insurance provider, or with another insurance organization – as well as for submitting proof of insurance to the exhibition organization body. The insurance of the exhibitors' assets must cover the unloading at the exhibition site, the exhibition itself, as well as the loading for transport at the end of the exhibition. Should an exhibitor cause any damage to the expense of the organization body, another exhibitor or a third party, they are obligated to compensate for the caused damage according to the General Exhibition Rules.

The exhibitors must, for the entire time of preparation, duration and dismantling of the exhibition, act according to the local Occupation Health and Safety Act, Fire Safety Act and Environment Protection Act, as well as according to General Exhibition Terms and Conditions defined by Tuzla Fair Ltd. The exhibitors bear full responsibility for any damages resulting from non-compliance with mentioned rules and regulations.

Article 12

All other business activities, except of exhibitions, are regulated by special conditions in bilateral relationship of the organizer and exhibitor and are executed based on a written approval of the organizer.

The previous item's regulation also refers to the exhibitor performing these activities outside the assigned exhibition space.

Article 13

The working hours of the Fair for exhibitors are from 09:00 to 19:00, for visitors from 10:00 to 18:00.

Article 14

The organizer is obliged to take care of the cleaning of shared Fair areas.

Article 15

In case the date of the Fair is changed due to a force majeure, the exhibitor cannot request refunds from the organizer. The organizer will provide a new date of the Fair to the exhibitor immediately after the reason for the change of the date has occurred.