



# 25<sup>th</sup> GENERAL B&H FAIR ZEPS 2018

Zenica, 2 - 6 October, 2018

APPLICATION N°	
DATE	
HALL	STAND



(to be filled in by the organizer)

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.

## APPLICATION FORM

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

### AT THE FAIR WE REPRESENT THE FOLLOWING COMPANIES:

The company is:  Manufacturer  Agent  Merchant

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

Data inscription of represented company into catalogue is free.

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

EXHIBITS: \_\_\_\_\_

The exhibits that weight over 0,5 t are accepted under special procedure which includes detailed description in writing, delivered not later than September 1.

### MARK THE FAIR BLOCK:

- FB 1 - COLLECTIVE EXHIBITIONS of**
  - countries, regions, municipalities, associations
- FB 2 - ENERGY INDUSTRY AND ENVIRONMENTAL TECHNOLOGY**
  - producing energy from renewable sources: biomas, wind, sun, water, thermal wells
  - energy managing - efficient energy usage, energy efficient building, energy efficient production processes
  - distribution of energy
  - heating, cooling and air condition equipment
  - environmental protection: waste disposal, waste water treatments, soil and air protection, protection from noise and vibration
  - environmental technology and sanitation
  - measuring, control and laboratory equipment
- FB 3 - AGRICULTURE AND FOOD**
  - agricultural machinery
  - food and beverage
  - natural remedies
  - food and beverage production equipment
  - food and beverage processing equipment
  - food and beverage packaging equipment
  - packaging for food industry
  - catering equipment
- FB 4 - CONSTRUCTION**
  - design
  - construction and maintenance of facilities
  - materials
  - equipping of facilities
  - building machines, equipment and tools
  - renovation, reconstruction and restoration
  - IT in construction
  - interior design
- FB 5 - CONSUMER GOODS**
  - for home and business premises: furniture, appliances and equipment, decoration; cleaning agents
  - business and personal gifts, fancy goods
  - for adults: clothing, footwear, accessories
  - for kids: clothing, footwear; interior design; toys
  - cosmetics - products and equipment for skin and body care, perfumes, accessories and tools
- FB 6 - TOURISM, SPORT AND RECREATION**
  - latest offers promotion
  - travel agencies and associations
  - hotels, guest houses, private accommodation, camps
  - equipment for fitness, wellness and spa centres
  - sports clothing, footwear and accessories
- FB 7 - MEANS OF TRANSPORTATION**
  - cars, spare parts, accessories
  - pneumatics
  - fuel
  - lubricants
- FB 8 - IT AND TELECOMMUNICATIONS**
  - IT solutions for economy and business
  - telephone and Internet TV operators' services, maintenance, implementation and integration of business information systems, hosting, documents and information management, web development, networking
  - data protection
  - PCs, mobile phones, telephones and devices for telecommunications, digital equipment and software, GPS
- FB 9 - SAFETY AND SECURITY**
  - of persons, houses and business premises: physical, mechanical, electronic and fire protection
  - security agencies
  - specialized equipment for police and agencies
- FB 10 - BANKING SERVICES, INVESTMENT AND REAL ESTATE MARKET**
  - banking products and offers in B&H, leasing, insurance
  - potentials and opportunities for investment in B&H in construction (infrastructure, industrial and working zones, technology parks, business incubators, tourism facilities, sports centres and other facilities), as well as reconstruction of the existing
  - stock market in Bosnia and Herzegovina
- FB 11 - WOOD INDUSTRY AND FURNITURE**
  - home furniture and decoration: sleeping systems, sets for living rooms, kitchen, wardrobes, clothing storages, bathroom furniture and accessories
  - office and school furniture
  - exterior furniture and accessories
  - flooring: parquetry, laminates
  - wall panels, acoustic panels
  - outdoor influence wood protective agents: glues, paints, coats
  - doors and windows
  - woodworking machinery and tools; software solutions for woodworking machinery
  - prefabricated houses
  - handicrafts, antiques and traditional items and furniture made of wood
- FB 12 - RETAIL TRADE**

### IMPORTANT INFORMATION FOR EXHIBITORS

Deadline for Application	August 15, 2018
Deadline to submit the Advertising Elements	August 15, 2018
Fair Opening	October 2, 2018 at 11 a.m.
Fair Closing	October 6, 2018 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 154 € (VAT included) for the application tax and black and white company's logo inscription into the fair catalogue. The exhibitor will receive the invoice issued upon previously paid compulsory amount.

### ORGANIZER: DD POSLOVNI SISTEM RMK®- ZEPS

Bulevar Kralja Tvrtka I br. 17 Marketing: +387 32 247 770  
 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  
 www.zeps.com marketing@zeps.com;  
 info@zeps.com; project@zeps.com; kvalitet@zeps.com

### PAYEMENT INSTRUCTION

account of ASA bank d.d. Sarajevo BiH - IBAN CODE: BA391340070100046455  
 - at the Privredna Banka Zagreb d.d. Zagreb/Croatia, SWIFT CODE: PBZGHR2XXXX  
 - at the Abanka d.d. Ljubljana/Slovenia, SWIFT CODE: ABANSI2XXXX  
 - at the Erste Group Bank AG Viena, for Serbia, SWIFT CODE: GIBAATWGXXX  
 - for all other countries: Intesa Sanpaolo SpA Milan, SWIFT CODE: BCITITMMXXX  
 or account of Sparkasse Bank DD BiH, Zmaja od Bosne 7 BiH, 71000 Sarajevo - SWIFT CODE: ABSBBA22  
 - Sparkasse Korresp. Erste Group Bank AG WIEN, SWIFT CODE: GIBAATWG  
 - Satating the reference: DD Poslovni sistem RMK-ZEPS, Bulevar kralja Tvrtka I, No 17  
 - Zenica, BiH, IBAN CODE: BA:391990510007532678

Place and date

Stamp

Signature of the person in charge

## GENERAL RULES OF PARTICIPATION

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. In case when other organizer of fairs rent exhibition area to perform own arrangement of collective exhibition than fair organizer have right to change above price.

### 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 following orders for the fair services.

The application is to be submitted not later than 45 days before the fair opening. The very fact of submitting the application means that the exhibitor agrees with the provisions of the General Rules on Participation at ZEPS fairs, and he enters into the bonded relationship with the organizer.

After receipt of the proper application form, the organizer will submit to the exhibitor a approval for the stand design. The exhibitor will, within 3 days, submit his written confirmation on the receipt and possible remarks. If he fails to do so, it will be considered that the design has been accepted. All subsequent changes will be charged by the organizer in the amount increased for 30%.

#### 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 132 € (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.

In case when the exhibitor set up the stand himself, he is obliged to observe the regulations on technical safety, the instructions given by the organizer and the standards usual for the international fairs.

The exhibitor must seek the Organizer's approval if he wishes to build larger and more complicated stand arrangements.

In the case when the exhibitor construct his stand by himself, he shall pay the compulsory compensation of mutual overhead expenses for the period of stand preparation and clearing away in amount of 3% per square metre (m<sup>2</sup>) of the price of equipped space.

#### Item 11.

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 12.

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 13.

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 m<sup>2</sup> of exterior space 3 pcs
- for every additional 50 m<sup>2</sup> 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 14.

Fair work time for exhibitors from 9,30 a.m. to 6,30 p.m., for visitors from 10 a.m. to 6 p.m.

#### Item 15.

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

#### Item 16.

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 17.

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

#### Item 18.

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



25<sup>th</sup> GENERAL B&H FAIR



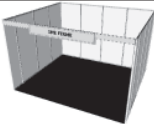
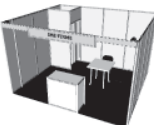

**ZEPS 2018**

Zenica, 2 - 6 October, 2018



## ORDER OF THE EXHIBITION AREA

### WE ORDER FOLLOWING EXHIBITION AREA:

ITEM	DESCRIPTION	MEAS.	QTY.	PRICE (€)	AMOUNT (€)
1.	OPEN AIR SPACE	up to 50 m <sup>2</sup>	m <sup>2</sup>		
		from 51 to 150 m <sup>2</sup>	m <sup>2</sup>		
		of 151 m <sup>2</sup>	m <sup>2</sup>		
2.	SEPARATE SMALL TENT 25 m <sup>2</sup> (wooden floor, floor lining, table and two chairs)		m <sup>2</sup>		
3.	NON-ARRANGED HALL SPACE (wooden floor, floor lining without partition walls)		module (14m <sup>2</sup> )		
4.	INDOOR EXHIBITION SPACE WITH BASIC EQUIPMENT (octanorm stand construction, wall-to-wall carpeting, panel with the company's name and logo inscription)		module (14m <sup>2</sup> )		
5.	STANDARD ARRANGEMENT HALL SPACE (Octanorm stand construction, wall-to-wall carpeting, company panel inscription (name and logo), info-desk, table and two chairs, electricity connection of 1KW, two stand reflectors, closed room 1 x 1m with curtain)		module (14m <sup>2</sup> )		
6.	INDOOR EXHIBITION SPACE WITH SPECIAL EQUIPMENT (according to exhibitor's request)		module (14m <sup>2</sup> )		

Interior exhibition space is rented in modules of 14 m<sup>2</sup> (4 m x 3.5 m).

Two exhibitors can share one module, but they are obliged to apply separately.

Larger indoor exhibition space is formed by connecting modules.

### ORDER OF A SPECIAL STAND POSITION:

- opened from two sides - 6 €/m<sup>2</sup>
- opened from three sides - peninsular position (minimum stand 28 m<sup>2</sup>) - 7.5 €/m<sup>2</sup>
- opened from four sides - insular position (minimum stand 56 m<sup>2</sup>) - 9 €/m<sup>2</sup>























Please send the company's logo for stand panel inscription to [marketing@zeps.com](mailto:marketing@zeps.com), it is obligatory.

For special requests in construction and equipment, please contact Project bureau: [project@zeps.com](mailto:project@zeps.com)

**HALLS ARE AIR CONDITIONED!**

## ORDER OF THE EQUIPMENT

### PLEASE FURNISH THE ORDERED HALL SPACE (STAND) WITH THE FOLLOWING EQUIPMENT:

ITEM	VIEW	DESCRIPTION	DIMENSIONS cm	QTY.	PRICE €	AMOUNT €	ITEM	VIEW	DESCRIPTION	DIMENSIONS cm	QTY.	PRICE €	AMOUNT €
1.		Panel with the company panel inscription (B/W)	200x30				12.		Set of shelves	50x100x250			
2.		Panel with company panel inscription (trade mark and logo)	200x30				13.		Bracket shelf (only with partition walls)	30x100			
3.		Panel inscription support (only with partition walls)	200x30				14.		Table	80x80			
4.		Partition wall (octanorm)	100x250 50x250				15.		Chair				
5.		Door	95x201				16.		Bar table	Ø80			
6.		High glass showcase	100x100x250 50x100x250				17.		Bar table				
7.		Low glass showcase	100x100x100				18.		Refrigerator				
8.		Platform	50x100x50 100x100x75				19.		LCD TV				
9.		Closet with the lock	35x70x70 100x100x70				20.		Reflector				
10.		Desk	100x100x100 50x100x100		/m		21.		Curtain	100x200			
11.		Two-high desk	50x100x120		/m		22.		Closed room with mini kitchen (water and electric power)	100x200			
							23.		Forklift services (calculation per started hour)				

**THE VAT (17%) NOT INCLUDED IN THE PRICE**  
VAT refund is done through the form PDV-SL-1 issued by Indirect Taxation Authority of BiH

The price of the equipment, if order at the fair, is increased by 30%

Place and date

Stamp

Signature of the person in charge



# 25<sup>th</sup> GENERAL B&H FAIR ZEPS 2018

Zenica, 2 - 6 October, 2018



## ORDER FOR OF INSTALATION CONNECTIONS

### ELECTRIC POWER (CONSUMPTION INCLUDED)

VOLTAGE	PERMITTED POWER, PRICE				
	up to 1 kW	up to 5 kW	up to 10 kW	up to 20 kW	over 20 kW
220V	93 €	113 €	130 €	236 €	Special technical conditions
380V	-	149 €	199 €	353 €	

### INTERNET CONNECTION

wireless internet connection ..... 25 €

### WATER SUPPLY

Water supply and drainage ..... 154 €

Water supply and drainage with the sink ..... 185 €

## OTHER FAIR SERVICES

ITEM	DESCRIPTION	PRICE (€)	N°	DAYS	AMOUNT
1.	Hostess	/day			
2.	Hostess speaking foreign language	/day			
3.	Permanent entrance ticket (unlimited number of visits)			during the fair	
4.	One entrance business ticket	/day			
5.	Promotional hall at the fairground	/hour			

the term should be agreed with the organizer

### PARKING LOT

parking space within the fairground during all days of the fair ..... 20 €

daily parking card ..... 5 €

## ORDER OF ADVERTISING SPACE

ITEM	DESCRIPTION	ADVERTISING SPACE	TO SUBMIT	PRICE (€)	QTY.	AMOUNT
1.	Advertisement on the cover page	11,5 cm x 21 cm	Back catalogue cover (in color)	on CD or E-mail		
		10,5 cm x 21 cm	The first or the last inner cover of the Fair Catalogue (color)	on CD or E-mail		
2.	Advertising page (11,5 cm x 21 cm)	Inner page of Catalogue (color) (sent in format: PDF, JPG)	on CD or E-mail			
3.	Advertising panel at the stand	Rigid Computer print	on CD or E-mail	/m <sup>2</sup>		
4.	Radio ZEPS	Fair Area	text up to 50 words	/broadcasting		
5.	Flag mast	Fair Area	-	/piece		
6.	Flag making	-	graphic design of flag on CD	/m <sup>2</sup>		
7.	Application of graphic on the stand		final graphic design on CD or E-mail	/m <sup>2</sup>		
8.	Billboard 4 x 3 m	exclusive fair location - one available space	final graphic design on CD or E-mail			

It is necessary to submit all required elements for advertisement inscription into a fair catalogue and on the stand, prior the application deadline. Final graphic solution or memo must be submitted on a CD or via e-mail: marketing@zeps.com. Otherwise, it will not be possible to meet exhibitor's requirements. Paid amount for these is not refundable.

## ORDER OF INSURANCE

FULL NAME OF THE INSUREE	
ADDRESS	
TELEPHONE	FAX
AUTHORIZED PERSON	



**"TRIGLAV OSIGURANJE" D.D.**  
Ulica Zmaja od Bosne broj 27,  
72000 Zenica, Bosna i Hercegovina  
Tel: +387 32 448-250,  
Fax: +387 32 448-267,  
e-mail: zenica@triglav.ba

### A - COMPULSORY INSURANCE

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

ITEM	INSURANCE AMOUNT (€)	RATE	PREMIUM (€)
1.	5.113,00	0,55%	28,10
2.	10.226,00	0,55%	56,20
3.	15.339,00	0,55%	84,35
4.	20.452,00	0,55%	112,50
5.	25.565,00	0,55%	140,60

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

	<b>Interšped Zenica d.o.o.</b>	Phone: +387 32 401 405; +387 32 404-622
	Kranjčevićeva br.1, 72000 Zenica, Bosnia i Hercegovina	Fax: +387 32 401 405; +387 32 404-622
	interspedzenica@telekabel.ba	Mob. +387 61 138 291

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