

SARAJEVO HALAL FAIR 2019

INTERNATIONAL HALAL INDUSTRY FAIR

SEPTEMBER 26-28, 2019 SARAJEVO, BOSNIA AND HERZEGOVINA

APPLICATION FORM



SARAJEVO
HALAL FAIR
2019

Welcome to

The Largest Halal Industry Event
in Southeast Europe

ORGANIZERS:



ISLAMSKA ZAJEDNICA
U BOSNI I HERCEGOVINI
RIJASET

www.sarajevohalalfair.com

APPLICATION FORM

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EXHIBITOR INFORMATION:

Company/Institution Name:

Address: **Country:** **City:**

ID number: **VAT number:** **Transaction account:**

E-mail: **Phone:** **Fax:** **Web:**

Contact person: **E-mail:** **Mobile phone:**

Description of activity (text for catalog entry):
.....
.....
.....
.....

Exhibitor will order the following services (filled out by the Exhibitor):

Please mark the desired package with an 'x'

Please circle the desired size

Zone "A"	Package name		EUR/m ²
	<input type="checkbox"/> A	BASIC	85.00
	<input type="checkbox"/> A	STANDARD	95.00
	<input type="checkbox"/> A	PREMIUM	105.00

Available sizes (m ²)									
64	60	56	55	50	40	32	28	25	20
64	60	56	55	50	40	32	28	25	20
64	60	56	55	50	40	32	28	25	20

Zone "B"	Package name		EUR/m ²
	<input type="checkbox"/> B	BASIC	75.00
	<input type="checkbox"/> B	STANDARD	90.00
	<input type="checkbox"/> B	PREMIUM	95.00

Available sizes (m ²)					
64	56	32	28	14	12
64	56	32	28	14	12
64	56	32	28	14	12

Zone "C"	Package name		EUR/m ²
	<input type="checkbox"/> C	BASIC	65.00
	<input type="checkbox"/> C	STANDARD	70.00

Available sizes (m ²)	
25	12
25	12

NOTES:

The price for an unequipped booth is reduced by €10 per m² in relation to the above prices for options A and B Basic.

All prices shown are in EUR per m² and refer to promotional booths at the Sarajevo Halal Fair (SHF) 2019 held at KJP Centar "Skenderija" in Sarajevo, Bosnia and Herzegovina from September 26-28, 2019.

Quoted prices do not include compulsory 17% VAT paid by the Exhibitor. All payments are being made on the account of the Organizer (Bosna Bank International d.d. Sarajevo). The payment instructions for payments in EUR is attached with the Application Form.

Filled by the Organizer

Total price (€) VAT excluded

Total price to be paid (€) VAT included:

VAT amount (€) 17%

EXHIBITION PACKAGES

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BASIC PACKAGE

Includes the following equipment:

- Exhibition carpet over entire display surface
- Plinth walls 100x250 cm (vertical panels) to the surface and position of the exhibition space
- Exhibitor name label in block letters
- Reflector 100 W
- Power connection (220 V) single phase, 1 socket



Illustration for a 12m² booth

STANDARD PACKAGE

Includes the following equipment:

- Exhibition carpet over entire display surface
- Plinth walls 100 x 250 cm (vertical panels) to the surface and the position of the exhibition space
- Exhibitor name label in block letters
- Shelving with curtain
- Table 80cm
- 4 chairs
- Set of 3 levels of shelves in a store 100 x 50 cm
- Platform 100 x 100 x 50 cm
- Info desk 100 x 50 x 90 cm
- Hanger
- Trash bin
- Ashtray
- Reflector 100 W
- Power connection (220 V) single phase, 1 socket

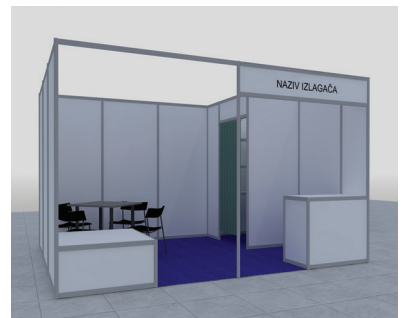


Illustration for a 12m² booth

PREMIUM PACKAGE

Includes the following equipment:

- Exhibition carpet over entire display surface
- Plinth walls 100 x 250 cm (vertical panels) to the surface and the position of the exhibition space
- Exhibitor's name label with a colour logo 200 x 30cm
- Store with solid or folding door with lockup
- Table 100cm
- 4 chairs
- Set of 3 levels of shelves in a store 100 x 50 cm
- Platform 100 x 100 x 50 cm
- Info desk 100 x 50 x 90 cm
- Additional info desk or set of 3 levels of shelves or glass showcase (Exhibitor's option)
- Advertising Cube 100 x 100 x 90cm with branded sides
- Hanger
- Trash bin
- Ashtray
- Reflector 100 W
- Power connection (220 V) single phase, 2 sockets

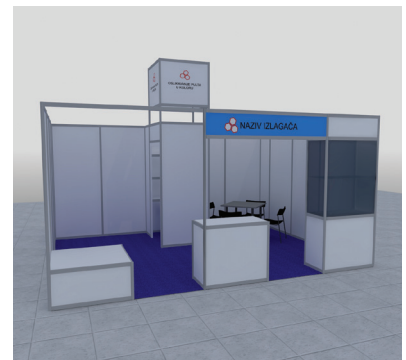


Illustration for a 20m² booth

SPECIAL PROJECTS (TAILORED ARRANGEMENT)

Exhibition space designed in accordance with requested projects will be designed in cooperation with the exhibitor. Prices depend on project specifications.



SPECIAL NOTE: The Exhibitor is obliged to deliver the graphic design for the table or advertising cube.



SARAJEVO
HALAL FAIR
2019

INTERNATIONAL HALAL INDUSTRY FAIR

SEPTEMBER 26-28, 2019. SARAJEVO, BOSNIA AND HERZEGOVINA

ADDITIONAL EXHIBITION EQUIPMENT

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Article	Unit	Amount	Unit Price (VAT excluded)	Total Price (VAT included)
PANELS				
Dividing panels 50 cm	Piece		€ 15.00	
Dividing panels 100 cm	Piece		€ 15.00	
Dividing panels 140 cm	Piece		€ 15.00	
Plywood-covered dividing panel (or in colour)	m ²		€ 36.00	
Frieze	m ²		€ 14.00	
Advertising cube	m ²		€ 68.00	
Grid ceiling 100x100 cm	m ²		€ 25.00	
Grid ceiling 50x50 cm	m ²		€ 25.00	
3D special grid 100x100cm	Piece		€ 49.00	
DISPLAY				
Vertical display with lighting	Piece		€ 63.00	
Platform 50x50 cm	Piece		€ 22.00	
Platform 100x50 cm	Piece		€ 30.00	
Platform 100x100 cm	Piece		€ 30.00	
Arched Platform r=150cm	Piece		€ 36.00	
Three level shelves 100x50x250 cm	Piece		€ 43.00	
Three level shelves 100x100x250 cm	Piece		€ 43.00	
Glass shelf 100x50x250 cm	Piece		€ 64.00	
Glass shelf 100x100x250 cm	Piece		€ 68.00	
EQUIPMENT				
Shelf Desk 100x20 cm	Piece		€ 16.00	
Door	Piece		€ 43.00	
Curtain	Piece		€ 14.00	
Floor cover - carpet	m ²		€ 6.00	
Floor cover - laminat	m ²		€ 16.00	

Article	Unit	Amount	Unit Price (VAT excluded)	Total Price (VAT included)
Desk diameter 120 cm	Piece		€ 22.00	
Desk 80x80 cm	Piece		€ 22.00	
Bar table diameter 50 cm	Piece		€ 22.00	
Bar chair	Piece		€ 15.00	
Chair	Piece		€ 7.00	
Info desk with glass cover 100x50cm	Piece		€ 50.00	
Info desk without glass cover 100x50cm	Piece		€ 33.00	
Info desk with light 100x50cm	Piece		€ 54.00	
Info desk without glass cover 100x100cm	Piece		€ 33.00	
Hanger	Piece		€ 16.00	
Trash bin	Piece		€ 5.00	
GRAPHIC DESIGN				
Logo/printing on the panel 200x30 cm	Piece		€ 29.00	
Inscription - block letters on the panel 200x30 cm	Piece		€ 16.00	
Colour wallpaper	m ²		€ 17.00	
ELECTRIC EQUIPMENT				
Reflector 150W	Piece		€ 15.00	
Reflector 500W	Piece		€ 15.00	
Reflector porter	Piece		€ 4.00	
Extension cable 3 sockets	Piece		€ 16.00	
TV + DVD per day	Piece		€ 85.00	
Power connection three-phase mains with distribution box	Piece		€ 175.00	
Power connection with two or more sockets	Piece		€ 175.00	
VARIOUS				
Tents 5x5 (optionally closed ones)	Piece		€ 443.00	
Fridge	Piece		€ 48.00	
Sink	Piece		€ 40.00	

Other equipment available on request.

Filled by the Organizer

Total price (VAT excluded) to be paid in €

Amount of VAT (€) 17%

Total price to be paid (€) VAT included:

TERMS OF AGREEMENT

for the international halal industry fair Sarajevo Halal Fair (SHF) 2019

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This agreement is made between the following two parties;

- Bosna Bank International d.d. Sarajevo, Trg djece Sarajeva bb**, ID No. 4200375980006, on behalf of and as the organizer of the international halal industry fair **Sarajevo Halal Fair (SHF) 2019**, represented by the President of the Management Board of the Bank Amer Bukvić and Member of the Management Board Emir Čehajić (hereinafter SHF) and
- the **Exhibitor** represented by the authorized/contact person whose contact details are listed in the Application (Form 1).

By verifying this Agreement, the contracting parties accept all of its provisions.

ARTICLE 1.

REGISTRATION/CONFIRMATION OF PARTICIPATION

The Exhibitor, represented and signed by the authorized person, by verifying this Agreement and proof of an advance payment of EUR 750,00 + VAT, concludes the registration and confirmation of the Exhibitor's participation at SHF 2019. The Organizer will provide a unified invoice that will include the advance payment. Based on the completed application form and confirmation of participation from the Exhibitor, SHF will plan the exhibition space and allocate the participants.

ARTICLE 2.

CANCELLATION

- Cancellations should be requested in writing, at least 30 days before the commencement of the Fair. If the Organizer accepts the cancellation, the Exhibitor shall not be entitled to a refund of the advance mentioned in Article 1 and defined according to the Payment Conditions in Article 3.
- Cancellation of participation/confirmation of participation less than 30 days prior to the beginning of SHF 2019 **cannot be accepted by SHF**. In addition to the retention of the advance payment, SHF will provide an invoice for the costs **occurred for the exhibition space and services ordered by the Exhibitor up to the moment of cancellation of the application/confirmation of participation**.
- If special circumstances require, SHF has the right to revoke the confirmed space and to assign a new space to the Exhibitor at a new location and under new conditions.
- If, due to objective reasons, the time and venue of the fair have to be changed, the participation fee is valid for the new term.
- The Exhibitor is not entitled to cancel or demand any additional requirements. Moreover, the Exhibitor is not entitled to claim compensation from SHF for damage that eventually occurs during a change of location or time of exhibition.
- The deadline for application for booths (that are not subject to special projects) is the deadline indicated in the Application Form and is 14 days before the start of the Fair.
- The deadline for applications for booths that are subject to a special project (tailored projects) is 30 days before the beginning of the Fair.
- SHF will not accept the cancellation of orders for technical services any less than 8 (eight) days prior to the start of the Fair.

ARTICLE 3.

PAYMENT CONDITIONS

- The Exhibitor is required to provide proof of an advance payment of EUR 750,00 + VAT (17%) with the Application Form.
- Participation of companies that are represented is free. Applications without proof of the advance payment makes only the Exhibitor obligatory to comply with the Agreement, not the Organizer.
- SHF will issue an invoice that the Exhibitor has to pay in full upon receipt of the correctly completed Application Form. International exhibitors bear any transaction costs that occur.
- The Exhibitor shall submit any complaints in writing within 5 (five) days from the date of receipt at the address of the Organizer of SHF, but is obliged to pay the undisputed part within the deadline defined in the previous point. Subsequent objections will not be considered.
- Any orders occurring during the fair shall be expected paid immediately.
- Depending on the available space, SHF can accept the application and payment even after the prescribed deadlines with the right to increase all fair prices due to increased costs.
- SHF reserves the right to retain the Exhibitor's exhibits, equipment and other property to the equivalent of the Exhibitor's debt until the settlement of all debts. SHF reserves the right to sell retained items if the Exhibitor does not settle their obligations within 30 days specified in the pre-invoice.

ARTICLE 4.

SPECIAL PROVISIONS

- Any kind of activity at the fair (decoration of booths, catering, sales, freight forwarding, recording, etc.) is subject to the explicit approval of SHF. An authorized representative of Exhibitor present at the exhibition place will be treated as an authorized representative for receiving the notice on behalf of the Exhibitor. This is done by taking record of the name, surname and ID /passport number of that person.
- Any forms of economic-propaganda at the exhibition place shall be conducted in accordance with legal frameworks of Bosnia and Herzegovina. Any promotional activities that disturb other exhibitors or guests, as well as all forms of political propaganda are prohibited.
- Any promotional and advertising activities outside of the allocated exhibition area of the Exhibitor, are subject to approval by the SHF. The use of electronic devices that produce noise levels greater than 65 decibels are prohibited at booths. The play of music in the exhibition space is subject to the Copyright Act of BiH and SHF does not assume any material liability for the obligations arising on that basis.
- Press conferences must be pre-announced and organized in agreement with SHF.

ARTICLE 5.

EXHIBITION SPACE

An individual exhibitor is not allowed to transfer the assigned exhibition space to another exhibitor without the written approval of SHF. The Exhibitor occupies the booth after signing the Take-Over Document with SHF. The preparation, arrangement and clearance of the exhibition space may begin according to the terms set forth in the "Guidelines for Exhibitors" which is part of this document.

ARTICLE 6.

PROMOTION SPACE

- The promotion space includes any space outside of the exhibition area, as well as the space exceeding the allowed height of 250cm, under the condition that the height does not disrupt other exhibitors, followed by approval of an assigned SHF expert representative.
- SHF is entitled to compensation for additional promotional spaces that shall be subject to a special agreement.

ARTICLE 7.

PERMISSION TO EXHIBIT ACCORDING TO SPECIAL PROJECT

- SHF issues written permissions to exhibit booths arranged for special (tailored) projects. The project encompasses complete project documentation that has been technically adjusted and verified by SHF.
- The project shall be delivered to SHF for approval at no later than 30 days before the beginning of the Fair.
- The Exhibitor is obliged to announce in writing the time of delivery of equipment and exhibition components to the Organizer at least 7 (seven) days prior to the beginning of the Fair.

ARTICLE 8.

OTHER TECHNICAL INFORMATION

- Installations shall be managed exclusively by SHF, or by an agency engaged by SHF.
- The use of extra electricity power will be charged additionally and will be the subject of special contracting.
- The Exhibitor must allow cables and other installations necessary for technical and decorative arrangement of the booth or exhibition space of another exhibitor or the fair/exhibition in general. If the Exhibitor or the authorized contractor starts with the arrangements of the exhibition and advertising space without permission, the SHF will prohibit further work or remove the manufactured part at the expense of the Exhibitor.
- The heaviest floor load on the ground floor of Hall 1 (Dvorana 1) and in the building's parking lot is unlimited, while in all other halls, passages, plateaus and other areas, weight is limited to 0.4 tons per m².
- Fixing, hanging and gluing on walls, ceilings and floors is not permitted.**
- All decorating/upgrading activities of the exhibition and advertising space must be completed the day before the opening of the fair, no later than 18:00. After this time, SHF is authorized to assign the remaining work to another Contractor at the expense of the Exhibitor.
- Complaints due to possible shortages of the exhibition space or stand must be delivered to SHF in writing after taking the stand, but no later than 12:00h (noon time) on the last day of preparation. Any complaints after that cannot be considered.
- The Exhibitor is obliged to comply with the Occupational Safety and Health Act, the Fire Protection Act, the Environmental Protection Act and the Home Order of the SHF and the KJP Skenderija during the preparatory period, the period during the Fair and the clearance period, and is fully responsible for any damage caused due to non-compliance with the above mentioned Laws / Provisions.
- The Exhibitor is obliged to dispose of any type of hazardous waste and other waste at a designated collection area.
- The term "Exhibitor" also includes agents who act according to the instruction and on behalf of the Exhibitor.

ARTICLE 9.

OTHER EXHIBITION SERVICES

- Maintenance and security – the Exhibitor may request from SHF to provide security services for its exhibition space. This service is charged additionally and will be the subject of special contracting.
- SHF does not take any responsibility for damage occurring to the exhibition that has not been subject to security requested from and provided by SHF, and is therefore subject to the expense of the Exhibitor (theft, damage, etc.). The Exhibitor is obliged to report the damage in the shortest possible period to SHF.
- Exhibitor accreditation/tickets are valid from the first day of exhibition preparations until the last day of clearance.
- The number of tickets depends on the rented space. The Exhibitor has a right to 4 (four) tickets/accreditations for a 12m² space. For every additional 5m² of space 1 (one) extra ticket/accreditation will be provided.
- Sales regulation – selling exhibition samples is not permitted except in specially-designated areas for this purpose.** The Exhibitor is obliged to prepare all documentation as required by the authorized inspection agency.
- The Exhibitor has the right to a 5 (five) minutes presentation of their company, but upon approval by SHF.
- Exhibitor Catalog - Inclusion of basic data in the catalog is mandatory.** The Exhibitor is obliged to submit data for the catalog at least 30 (thirty) days prior to the beginning of the Fair to SHF. If the Exhibitor fails to do so, SHF will enter the basic information from the application in the catalog. The Exhibitor is responsible for the content of the paid advertisement in the catalog as well as for the damage caused by inappropriate text. SHF is therefore not liable for any inaccuracy and incompleteness in the catalog that will be provided for the Fair.

ARTICLE 10.

FINAL PROVISIONS

SHF provides special "Guidelines for Exhibitors", that fall under agreement obligations of all exhibitors, together with this Contract.

The venue for fulfillment of obligations and payments is Sarajevo.

In case of dispute between the Exhibitor and SHF, parties will be subject to the decision of the Court of Justice in Sarajevo.

By signing and stamping this Agreement, the Exhibitor accepts all the terms set forth in the Application Form 1-4, the stated prices of basic packages and accessories, conditions of presentations. They confirm also that they are acquainted with the Exhibitor Guidelines (all integral part of this Agreement) and will respect them.

Date

Protocol number

Exhibitor stamp and signature

Date

Protocol number

Organizer stamp and signature

EXHIBITOR GUIDELINES

1. EQUIPMENT SPECIFICATION

The Exhibitor is required to deliver equipment specifications, advertising materials, and all other items for booth arrangements to the SHF Organisers no later than 7 (seven) days before the official start of SHF.

The Organiser is required to deliver written consent for the entry of the equipment within 3 (three) days from the date of receipt of the specification, advertising and other materials.

2. WORKING HOURS

- a) **During the Fair:** September 26-28, 2019
 - **For Exhibitors:** Thursday, Friday and Saturday: **09:00 - 19:30**
 - **For visitors:** Thursday, Friday and Saturday: **10:00 - 19:00**
- b) **During the preparation period of the Fair:** September 24-25, 2019
 - **Tuesday: 08:00 – 20:00**, if the Exhibitor delivers large equipment (e.g. fridges, shelves etc.), as per the agreement with the Organizer
 - **Wednesday: 12:00 – 20:00**, for Exhibitor promo material setup
- c) **During the clean-up period of the Fair:** September 29, 2019
 - **Sunday: 08:00 – 20:00.**

3. ENTRANCE TO THE EXHIBITION AREA

- a) **The Exhibitor's accreditation and parking passes (electronic passes – 1 (one) for each Exhibitor).**

Representatives of the exhibitors can take over accreditations at SHF 2019 info-desks

- Skenderija (exhibition space – SHF info-desk) Terezija Street, September 25, 2019
10:00 – 16:00.
- Skenderija (exhibition space – SHF info-desk) Terezija Street, September 26, 2019
08:00 – 09:00.

- b) **Personal entry/exit**

Entry is free for representatives of the Exhibitors and their staff during the preparation and closing period. During SHF, entrance is allowed **only for those with accreditation** that shows clearly the name, surname and name of the company/institution.

- c) **For motor vehicles**

- **Personal motor vehicles** of the Exhibitors which are used to deliver exhibits (only during allotted working hours) during the preparation period, before the start of the Fair, will use the economic entry/exit, Tekija Street.
- **Freight vehicles** of the Exhibitors which are used to deliver booth materials (only within the defined working hours) during the preparation period before the start of the Fair, will use the economic entry/exit, Tekija Street.

Other delivery requests (especially outside of the defined working hours) for booth materials must be pre-announced and agreed with SHF.

Supplying goods to exhibit during the Fair is possible every day of the Fair via delivery vehicles at all available entrances from 07:30 to 08:30 and from 20:00 to 20:30.

Any vehicle that remains inside the fair ground, without the Organiser's permission, will be removed at the owner's expense.

PARKING

- Parking spaces for the Exhibitors' vehicles are secured during the Fair in marked parking spaces of the Skenderija Center. A parking pass is required.
- Parking spaces for the Exhibitors (1/one/ parking space per Exhibitor, maximum) can be booked when registering for the Fair.

The number of parking spaces is limited.

SHF is not responsible for any damage to Exhibitor or visitor vehicles during the all stages of the Fair.

4. EXHIBITION SPACE

Unequipped stand - The Exhibitor independently arranges the stand during the period indicated in section 2. b)

Equipped stand - Stand is arranged only by SHF through a hired contractor.

The arrangement of the exhibition space includes the construction of booths, including individual installations, placement of billboards, shelves, tables and other simple elements that serve the purpose of exhibiting at Sarajevo Halal Fair 2019, based on the selected booth/stand package.

Advertising materials such as roll up, backboards etc. are set up by the Exhibitor and the Exhibitor's staff.

5. HANDOVER OF THE EXHIBITION SPACE AND ADDITIONAL INSTALLATION

- The Exhibitor is required to sign a written form with the Organizer of the SHF as confirmation of the stand hand-over, **one day before the official start of the Sarajevo Halal Fair 2019** (a contract that is signed by the Organizer of the SHF, Exhibitor, and the Technical Contractor)
- After the hand-over contract is signed, the Exhibitor may begin equipping the Exhibitor's stand with equipment and materials that are approved by the Organizer in written form.

Equipping the stand should be done by 20:00 a day before the official opening of the SHF.

- All additional technical assistance (in accordance with the SHF price list) is performed exclusively by the technical contractor hired by the SHF Organiser.
- The Exhibitor can contact the SHF Organizer for any additional information at the SHF info-desk at the entrance of the fair.

6. OTHER INFORMATION

- a) Any additional arrangement, which is not part of an SHF booth/stand package, which the Exhibitor additionally requests from the Organizer during the SHF (for example, additional chairs, hangers etc.) can be ordered at the official SHF info-desk.

The Exhibitor will immediately pay for the additional equipment that is ordered and delivered by the SHF Organizers at the official SHF info-desk, at a price 30% higher than the initial price listed in the Application Form.

- b) Exhibitor Staff must observe a business dress code.
- c) Hygiene
 - SHF organizes daily cleaning for publicly-accessible areas of the open and closed venue space (sidewalks, sanitary knots, containers, walkways for visitors at the Fair).
 - The Exhibitor is required to clean the Exhibitor's exhibit space during the Fair.

Special notice:

- Exhibitors are required to dispose communal waste in SHF-provided bins and containers throughout the venue.
- Causing any damage to the pavilion or Fair equipment (ceilings, floors, walls) is strictly prohibited.
- Damage caused by the Exhibitor must be reported to the Organizer. The Exhibitor shall repair damage caused by the Exhibitor at the Exhibitor's own expense or the damage will be repaired by the SHF on the expense of the responsible exhibitor.

7. CLEANING THE EXHIBITION SPACE

The Exhibitor can begin cleaning the exhibition space after the official closing of SHF 2019.

The Exhibitor is required to hand over the exhibit space on or before the defined deadline, no later than 24 hours from the closing of the Fair (Article 2c). If the Exhibitor fails to do so, SHF will clean up and store the material at the expense of the Exhibitor.

These guidelines are subject to change as circumstances require.

Contact information: +387 62 993 468, +387 62 034 032, +387 62 357 697



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