

**INTERNATIONAL HALAL INDUSTRY FAIR**  
**SEPTEMBER 27-29, 2018, SARAJEVO, BOSNIA AND HERZEGOVINA**

# APPLICATION FORM



**SARAJEVO  
HALAL FAIR**

# SARAJEVO HALAL FAIR

*Welcome*

to the international halal industry event in the heart of Europe

ORGANIZERS



# APPLICATION FORM

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## EXHIBITOR INFORMATION:

**Company/Institution Name:** .....

**Adress:** ..... **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

	Package name		EUR/m <sup>2</sup>
<b>Premium Zone "A"</b>	<input type="checkbox"/> A	<b>BASIC</b>	<b>80.00</b>
	<input type="checkbox"/> A	<b>STANDARD</b>	<b>90.00</b>
	<input type="checkbox"/> A	<b>PREMIUM</b>	<b>100.00</b>

Available size (m <sup>2</sup> )									
<b>80</b>	<b>64</b>	<b>56</b>	<b>50</b>	<b>40</b>	<b>32</b>	<b>28</b>	<b>25</b>	<b>20</b>	
<b>80</b>	<b>64</b>	<b>56</b>	<b>50</b>	<b>40</b>	<b>32</b>	<b>28</b>	<b>25</b>	<b>20</b>	
<b>80</b>	<b>64</b>	<b>56</b>	<b>50</b>	<b>40</b>	<b>32</b>	<b>28</b>	<b>25</b>	<b>20</b>	

	Package name		EUR/m <sup>2</sup>
<b>Central Zone "B"</b>	<input type="checkbox"/> B	<b>BASIC</b>	<b>70.00</b>
	<input type="checkbox"/> B	<b>STANDARD</b>	<b>85.00</b>
	<input type="checkbox"/> B	<b>PREMIUM</b>	<b>90.00</b>

Available size (m <sup>2</sup> )			
<b>64</b>	<b>56</b>	<b>32</b>	<b>28</b>
<b>64</b>	<b>56</b>	<b>32</b>	<b>28</b>
<b>64</b>	<b>56</b>	<b>32</b>	<b>28</b>

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

Available size (m <sup>2</sup> )
<b>12</b>
<b>12</b>

**NOTES:**

The price for an unequipped booth is reduced by €10 per m<sup>2</sup> in relation to the above prices for options A and B Basic.

All prices shown are in EUR per m<sup>2</sup> and refer to promotional booths and stands at the international Sarajevo Halal Fair (SHF) 2018 held at KJP Centar "Skenderija" in Sarajevo, Bosnia and Herzegovina from September 27-29, 2018.

Quoted prices do not include compulsory 17% VAT paid by the exhibitor.

By signing and verifying this Application, the exhibitor accepts the Terms of Agreement for SHF.

**Import and Logistics Services:** Intereuropa RTC Sarajevo | M: +387 62 458 244, e-mail: [haris.dzino@intereuropa.ba](mailto:haris.dzino@intereuropa.ba) | M: +387 62 780 819, e-mail: [dzhva.lemes@intereuropa.ba](mailto:dzhva.lemes@intereuropa.ba)

**Filled by the Organizer**

Total price (€) VAT excluded .....

Total price to be paid (€) VAT included:

VAT amount (€) 17% .....

Date

Exhibitor stamp and signature

Date

Organizer stamp and signature

# 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
- Power outlet with 1 socket



Illustration for a 12m<sup>2</sup> booth

## STANDARD PACKAGE

Includes the following equipment:

- Exhibition carpet over entire display surface
- Plinth walls 100x250 cm (vertical panels) to the surface and the position of the exhibitor space
- Exhibitor name label in block letters
- Shelving with curtain
- Table
- 4 chairs
- Set of 3 levels of shelves stored in a 100x50 cm patch
- Stand 100x100x50 cm
- Info desk 100x50x90 cm
- Hanger
- Trash bin
- Ashtray
- Reflector
- Power outlet with 1 socket



Illustration for a 12m<sup>2</sup> booth

## PREMIUM PACKAGE

Includes the following equipment:

- Exhibition carpet over entire display surface
- Plinth walls 100x250 cm (vertical panels) to the surface and the position of the exhibitor space
- Exhibitor's name label with a color logo 200x30 cm
- Solid or folding door with lockup
- Table
- 4 chairs
- Set of 3 levels of shelves stored in a 100x50 cm patch
- Stand 100x100x50 cm
- Info desk 100x50x90 cm
- Additional info desk OR set of 3 levels of shelves OR glass showcase (Exhibitor's option)
- Advertising Cube 100x100x90 cm with branded sides
- Hanger
- Trash bin
- Ashtray
- Reflector
- Power outlet with 2 sockets

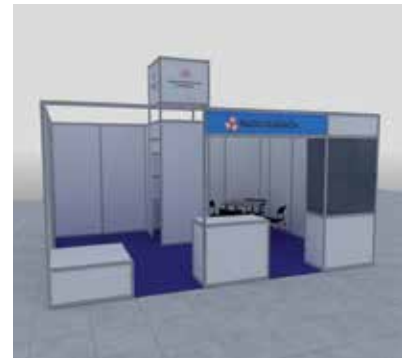


Illustration for a 20m<sup>2</sup> booth

## SPECIAL PROJECTS (TAILORED ARRANGEMENT)

Bespoke exhibition space requests designed in cooperation with the Organizer. Prices vary by project specifications.



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

Date

Exhibitor stamp and signature

Date

Organizer stamp and signature

# ADDITIONAL EXHIBITION EQUIPMENT

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Article	Unit	Amount	Unit Price (VAT excluded)	Total Price (VAT included)
<b>PANELS</b>				
Dividing panels 50 cm	Piece		€ 13.00	
Dividing panels 100 cm	Piece		€ 13.00	
Dividing panels 140 cm	Piece		€ 13.00	
Plywood-covered dividing panel (or in color)	m <sup>2</sup>		€ 33.00	
Frieze	m <sup>2</sup>		€ 12.00	
Advertising cube	m <sup>2</sup>		€ 61.00	
Grid ceiling 100x100 cm	m <sup>2</sup>		€ 23.00	
Grid ceiling 50x50 cm	m <sup>2</sup>		€ 23.00	
3D special grid 100x100cm	Piece		€ 46.00	
<b>DISPLAY</b>				
Vertical display with lighting	Piece		€ 56.00	
Stand 50x50 cm	Piece		€ 20.00	
Stand 100x50 cm	Piece		€ 27.00	
Stand 100x100 cm	Piece		€ 27.00	
Arched stand r=150cm	Piece		€ 33.00	
Three level shelf 100x50x250 cm	Piece		€ 39.00	
Three level shelf 100x100x250 cm	Piece		€ 39.00	
Glass shelf 100x50x250 cm	Piece		€ 58.00	
Glass shelf 100x100x250 cm	Piece		€ 61.00	
<b>EQUIPMENT</b>				
Shelf Desk 100x20 cm	Piece		€ 14.00	
Door	Piece		€ 39.00	
Curtain	Piece		€ 12.00	
Floor cover - carpet	m <sup>2</sup>		€ 6.00	

Article	Unit	Amount	Unit Price (VAT excluded)	Total Price (VAT included)
Floor cover – laminate	m <sup>2</sup>		€ 14.00	
Desk diameter 80 cm	Piece		€ 20.00	
Desk 80x80 cm	Piece		€ 20.00	
Bar table diameter 50 cm	Piece		€ 20.00	
Bar chair	Piece		€ 13.00	
Chair	Piece		€ 7.00	
Info desk with glass cover 100x50cm	Piece		€ 44.00	
Info desk without glass cover 100x50cm	Piece		€ 29.00	
Lighting info desk 100x50cm	Piece		€ 49.00	
Info desk without glass cover 100x100cm	Piece		€ 29.00	
Hanger	Piece		€ 14.00	
Trash bin	Piece		€ 4.00	
<b>GRAPHIC DESIGN</b>				
Logo on the panel 200x30 cm	Piece		€ 26.00	
Inscription – block letters on the panel 200x30 cm	Piece		€ 15.00	
Colour wallpaper	m <sup>2</sup>		€ 15.00	
<b>ELECTRIC EQUIPMENT</b>				
Reflector 150W	Piece		€ 13.00	
Reflector 500W	Piece		€ 13.00	
Reflector porter	Piece		€ 4.00	
Extension cable 3 sockets	Piece		€ 14.00	
TV plasma + DVD	Piece		€ 77.00	
<b>VARIOUS</b>				
Tents 5x5 (optionally closed ones)	Piece		€ 443.00	
Fridge	Piece		€ 46.00	
Sink	Piece		€ 28.00	

Other equipment 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:

.....  
Date

.....  
Exhibitor stamp and signature

.....  
Date

.....  
Organizer stamp and signature

# TERMS OF AGREEMENT

## for the international halal industry fair Sarajevo Halal Fair (SHF) 2018

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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) 2018**, represented by the President of the Management Board of the Bank Amer Bukvić (hereinafter SHF) and
- the **Exhibitor** represented by the authorized/contact person whose contact details are listed in the Application Form (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 providing an advance payment of 20% of the amount stated in the invoice (from the amount indicated in the pre-invoice), concludes the registration and confirmation of the Exhibitor's participation at SHF 2018.

Based on the received, accurate, and completed application from the Exhibitor to SHF and confirmation of the Exhibitor's participation, SHF will allocate and reserve the agreed exhibition space.

### ARTICLE 2.

#### CANCELLATION OF APPLICATION/CONFIRMATION OF PARTICIPATION

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 payment (Article 1) and the amount defined according to the Payment Conditions (Article 3).

Cancellation of participation/confirmation of participation less than 30 days prior to the beginning of SHF 2018 **cannot be accepted by SHF**. In addition to the retention of the advance payment, SHF will provide an invoice for the costs **incurred 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 List 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 (eight) 8 days prior to the start of the Fair.

### ARTICLE 3.

#### PAYMENT CONDITIONS

SHF will issue a pre-invoice to the Exhibitor upon receipt of the application for all services.

The Exhibitor is required to make an advance-payment of 20% of the total price upon receipt of the pre-invoice. The Exhibitor is obliged to pay the remainder in accordance with the deadline specified in the pre-invoice, or in installments if the agreement defines multiple payments.

Upon completion of the fair, SHF will provide the Exhibitor with a final invoice for all services.

If the Exhibitor has a complaint against a part of the receipt, the undisputed part is liable to be paid under SHF conditions. 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. Subsequent objections will not be considered.

### 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 entering the name, surname and ID number or 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, is subject to approval by the SHF. The use of electronic devices that produce noise levels greater than 65 decibels are prohibited at booths. The release 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 incorporated by reference to this document and will be provided to the Exhibitor with the pre-invoice.

### 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. Special projects have to be delivered in advance by the Exhibitor. The project encompasses complete project documentation that has been technically adjusted and verified.

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 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 m<sup>2</sup>.
- 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 20m<sup>2</sup> space. For every additional 10m<sup>2</sup> 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.
- 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 exhibitors and co-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.

Date

Exhibitor stamp and signature

Date

Organizer stamp and signature