



# ZEPS 2026

2 - 5. SEPTEMBER BUSINESS FIRST!

Foreign Exhibitors

REG. NUMBER			
DATE OF RECEIPT			
HALL		STAND	

(The organizer fills this out)



## REGISTRATION

Please fill out the application in clear printed letters for proper processing. The information provided by the exhibitor will be entered into the Fair Catalog.

Company name	
VAT/Tax ID Number	
Street, City, Country	
Telephone	Mobile
e-mail	www
Contact Person	

Company is:  Manufacturer  Representative  Trader

Text input section for the catalog: (maximum 30 words):

### AT THE FAIR, WE REPRESENT COMPANIES:

No.	Full Company Name	Address	Telephone
1.			
2.			

The registration of represented company is free of charge. The exhibitor is responsible for the accuracy of the data regarding represented companies.

For multiple represented firms, please attach a separate list.

### IMPORTANT INFORMATION FOR EXHIBITORS

DEADLINE FOR REGISTRATION	02.08.2026.
FAIR OPENING	02.09. AT 11 AM
FAIR CLOSING	05.09. AT 6 PM
FAIR WORKING HOURS FOR EXHIBITORS	9:30 AM - 6:30 PM
FAIR WORKING HOURS FOR VISITORS	10:00 AM - 6:00 PM
FAIR VENUE	KAMBEROVIĆA POLJE, ZENICA
BOOTH SETUP	29.08.2026.
BOOTH DISMANTLING	UPON COMPLETION
FAIR IDENTITY CARDS	01.09.2026.

### MANDATORY REGISTRATION!

The exhibitor must submit proof of payment for the mandatory amount of 170 EUR (including VAT) along with the signed and certified registration form. This payment covers the registration fee and entry in the fair catalog with the company's black-and-white logo.

### PAYMENT INSTRUCTIONS

Exhibitors from Bosnia and Herzegovina: Transaction accounts at UniCredit Bank d.d.: KM – 3385802253593410 | EUR – IBAN: BA393385804853631365 SWIFT: UNCRBA22  
Transaction account at BBI d.d. Bank: KM – 1413555320022121  
**For international payments, select the option: OUR**

### FAIR ORGANIZER: TAPAS d.o.o. Zenica

Address: Travnička cesta broj 4  
72000 Zenica, Bosna i Hercegovina  
Tel: +387 61 410 105 - Ibrić Sanel (Fair manager)  
Tel: +387 61 103 250 - Aličehajić Mubina (Administration assistant)  
Tel: +387 61 036 906 - Gluhčić Samra (Administration, finance, and sales)  
Tel: +387 61 969 801 - Project bureau  
Tel: +387 32 403 377 - Isaković Sanida (Payment officer)  
Tel: +387 63 991 066 - Ajanović Jelena (Owner / Responsible person)  
E-mail: info@zeps.ba | www.zeps.ba

### FREIGHT FORWARDER



**Interšped**

**Interšped Zenica d.o.o.**

Kranjčevićeva br. 1, 72000 Zenica, Bosna i Hercegovina  
info@interspedzenica.ba

**Tel.:** +387 32 401 405  
+387 32 404 622

**Mob.:** +387 61 138 291

In Bosnia and Herzegovina, since 2011, the ATA Carnet has been accepted and implemented, a customs document recognized in the international ATA guarantee chain.

date and place

seal

Signature of authorized personnel

## OPĆA PRAVILA SUDJELOVANJA

The Terms and Conditions at ZEPS fairs contain binding instructions governing registration, exhibition, and business activities at the fairs, upon which the contractual relationship between TAPAS Ltd. Zenica as the organizer of ZEPS fairs and the participants - exhibitors is based. In cases where exhibition space is leased by other fair organizers for the purpose of conducting collective exhibitions under their arrangement, the organizer reserves the right to amend the stated prices.

### I REGISTRATION

#### Article 1.

The application for exhibition is submitted on a standard application form in printed letters, signed, and certified, and delivered to the fair address. Along with the application, relevant orders for fair services are submitted using the same procedure. The application must be submitted 30 days before the start of the fair. By submitting the application and orders, the exhibitor expresses consent to the provisions of the Terms and Conditions at ZEPS fairs and enters into a contractual relationship with the organizer. Upon receipt of a duly completed application, the organizer will send the exhibitor a draft of the stand for approval. The exhibitor is required to provide a written acknowledgment of receipt and any comments within 3 days. Otherwise, the draft will be considered accepted. All subsequent changes will be charged by the organizer at a price increased by 30%.

#### Article 2.

The exhibition application is valid only for the registered company and implies the obligation of the exhibitor to display the registered exhibits from the opening to the closing of the fair with a responsible person present at the booth throughout. Leaving the fair before closing is strictly prohibited. The registered exhibitor cannot sublet the allocated exhibition space (booth) without the organizer's consent. Otherwise, they will be removed from the fair and charged for all fair orders in full.

### II PAYMENT

#### Article 3.

Along with the exhibition application, the exhibitor submits proof of payment of the mandatory amount of **145,30 EUR**, excluding VAT (registration fee and inclusion with a black and white company logo in the Fair Catalog). The registration of represented companies is free of charge. An application without proof of payment of the mandatory amount does not bind the organizer but does bind the exhibitor.

#### Article 4.

After receiving a complete application, the organizer will issue an invoice that the exhibitor is obligated to pay in full according to the terms specified on the invoice. The exhibitor is responsible for covering any bank commission fees. The exhibitor can contest the invoice in writing to the organizer within 5 days of receipt, but they are obliged to pay the undisputed portion within the specified timeframe. By issuing the invoice, the organizer confirms the fulfillment of all invoiced orders to the exhibitor. Orders placed during the fair must be paid immediately. Exhibitors from Bosnia and Herzegovina pay the invoice amount in BAM, while foreign exhibitors pay in EUR. The organizer reserves the right to adjust prices in case of EUR inflation.

#### Article 5.

Depending on the available space, the organizer may accept applications and payments even after the prescribed deadlines, with the right to increase all fair prices due to increased costs.

#### Article 6.

The organizer reserves the right to retain exhibits, equipment, and other property of the exhibitor until all debts are settled. The organizer also reserves the right to sell retained items if the exhibitor fails to meet their obligations within 30 days.

### III EXEMPTION AND HANDOVER OF EXHIBITION SPACE

#### Article 7.

The exhibition space (booth) is generally allocated on a first-come-first-served basis according to the order of receipt of applications and payments. The assigned booth is exempted by the exhibitor at the Fair Reception Office based on original proof of payment of the mandatory amount and the total fair order, which includes:

- For exhibitors who have rented equipped space, this exemption is granted no later than 24 hours before the start of the fair.
- For exhibitors who have rented unequipped or outdoor space, this exemption is granted no later than three days before the start of the fair.

#### Article 8.

If an exhibitor fails to report to the Fair Reception Office and collect the allocated booth no later than 18 hours before the start of the fair, it will be considered that they have withdrawn from exhibiting. In such case, the organizer may, if necessary, allocate the space to another exhibitor. The booth is handed over and received based on an official report. The missing booth material will be charged to the exhibitor at three times the increased rental price on the spot. The exhibitor must vacate the exhibition space within two days after the official closing of the fair. Otherwise, the organizer will do so at the expense of the exhibitor.

### IV WITHDRAWAL

#### Article 9.

The registered exhibitor may withdraw from exhibiting under certain conditions: 30 days before the start: In this case, the payment will be refunded, excluding the mandatory amount. Withdrawal less than 30 days before the start of the fair is not possible, and the organizer will retain the entire payment or invoice 80% of the order for incurred costs. Withdrawal must be announced in writing, and the deadlines start from the date of receipt of the notice at the organizer's headquarters. Withdrawal announced verbally does not have legal effect.

### V SPECIFIC PROVISIONS

#### Article 10.

In the event that the exhibitor constructs the booth themselves, they are required to adhere to regulations regarding technical safety, instructions from the organizer, and standards customary for international fairs. For the construction of larger and more complex booths under the exhibitor's own management, the organizer's approval of the project is mandatory. When the exhibitor independently furnishes the booth, the fair organizer has the right to charge administrative costs incurred in assembly and disassembly at a rate of 3% per square meter of the fair price of the furnished space.

#### Article 11.

The exhibitor is obligated to insure their own equipment, exhibition items, and merchandise against burglary, damage, destruction, and other risks with the official insurance provider of the fair. The fair organizer bears no responsibility for equipment, exhibition items, and merchandise that the exhibitor does not insure, nor for insurance against theft during the fair's working hours. In the event that the exhibitor causes damage to the fair organizer, another exhibitor, or a third party, they are obliged to compensate for the damage in accordance with general regulations.

#### Article 12.

All other business activities, except for exhibiting exhibits, are regulated by special conditions in a bilateral relationship with the organizer and are conducted based on the organizer's specific written approval. The provision from the previous clause also applies to the exhibitor when conducting these activities outside the rented exhibition space.

#### Article 13.

The exhibitor is entitled to receive complimentary exhibitor passes - official entry tickets, as follows:

- For the basic exhibition module: 3 passes
- For each additional rented module: 1 pass
- For 50m<sup>2</sup> of outdoor space: 3 passes
- For each additional 50m<sup>2</sup>: 1 pass

During the setup and dismantling of the booth, the exhibitor is also entitled to receive work passes based on the same criteria. Work passes are not valid during the fair.

#### Article 14.

The fair's working hours for exhibitors are from 9:30 AM to 6:30 PM, and for visitors from 10:00 AM to 6:00 PM.

#### Article 15.

Cleaning and maintaining hygiene at booths and common fair areas are the responsibility of the organizer. The price for cleaning booths is listed in the price list.

#### Article 16.

In the event of a change in the fair's schedule due to force majeure, the exhibitor does not have the right to compensation for damages from the organizer. The organizer will inform the exhibitor of the new fair date immediately upon the occurrence of the reason for the change.

#### Article 17.

Any disputes will be resolved by the competent court in Zenica.

#### Article 18.

The Terms and Conditions are an integral part of the application-order, regardless of the method of submission and receipt of the application-order.



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## EXHIBITION SPACE ORDER | WE ARE ORDERING THE FOLLOWING EXHIBITION SPACE:

No.	DESCRIPTION		UNIT	QTY	PRICE/EUR
1.	UNFURNISHED INDOOR SPACE (wooden floor and flooring, without partition walls)		m <sup>2</sup>		67
2.	INDOOR SPACE WITH BASIC FURNISHINGS (octanorm booth construction, carpet, signboard with company name and logo)		m <sup>2</sup>		87
3.	INDOOR SPACE WITH STANDARD FURNISHINGS (octanorm booth construction, carpet, signboard with company name and logo, info counter, table and 2 chairs, el. power supply up to 5KW, 2x booth spotlights, 1x1m storage space with partition)		m <sup>2</sup>		106
4.	OUTDOOR SPACE	up to 50 m <sup>2</sup>	m <sup>2</sup>		28
		from 51 to 150 m <sup>2</sup>	m <sup>2</sup>		21
		over 151 m <sup>2</sup>	m <sup>2</sup>		19
5.	SELF-CONTAINED SMALL UNIT 25 m <sup>2</sup> (wooden floor, flooring, space)		piece		1325
6.	ADVENT HOUSE		piece		450

**THE HALLS ARE AIR-CONDITIONED!**

**ALL PRICES ARE EXCLUDING VAT (17%)**

Indoor exhibition space is rented in modules of 14m<sup>2</sup> (4mx3.5m). Two exhibitors can share one module, with the mandatory submission of applications for both. Larger indoor exhibition space is formed by combining modules.

### ORDER FOR A SPECIAL BOOTH POSITION:

Open on two sides - 9 EUR/m<sup>2</sup>

Open on three sides - semi-island position  
(minimum booth size 35 m<sup>2</sup>) - 11 EUR/m<sup>2</sup>

Open on four sides - island position  
(minimum booth size 56 m<sup>2</sup>) - 13 EUR/m<sup>2</sup>

For special requirements in the construction and equipment of booths, please contact: [dizajn@zepe.ba](mailto:dizajn@zepe.ba)

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## EQUIPMENT ORDER

EQUIP THE ORDERED FAIR SPACE (BOOTH) WITH ADDITIONAL EQUIPMENT:

No.	APPEAR.	ITEM NAME	DIMENSIONS CM	QTY	PRICE EUR
1.		Signboard with company name (symbol and logo)	200x30		47
2.		Partition wall (octanorm)	100x250 50x250		28
3.		Door	95x201		47
4.		High showcase (glass)	100x100x250 50x100x250		100
5.		Low showcase (glass)	50x100x100		75
6.		Podium	50x100x50 100x100x75		42
7.		Counter	100x100x100 50x100x100		42/ m
8.		Double-height info-counter	50x100x120		78 / m
9.		Shelf unit (three tiers)	50x100x250		63
10.		Bracket shelf (only with partition walls)	30x100		16
11.		Table	80x80		21
12.		Chair			10
13.		Bar table	Ø80		31
14.		Bar stool			26
15.		Refrigerator			63
16.		LCD television			120
17.		Spotlight			16
18.		Curtain	100x200		31
19.		Service area with mini kitchen (water and electrical supply)	100x200		236
20.		Structure			30 /m <sup>2</sup>
21.		Itison made to order			6 /m <sup>2</sup>
22.		Service of vacuuming exhibition space			3 /m <sup>2</sup>

**ALL PRICES ARE EXCLUDING VAT (17%)**

The prices of equipment ordered at the fair are increased by 30%

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## ORDER FOR INSTALLATION CONNECTIONS

### ELECTRICAL POWER

VOLTAGE	ALLOWABLE POWER AND PRICE		
	up to 5kW	up to 10kW	over 20kW
220V	131 EUR	156 EUR	special technical conditions
380V	173 EUR	231 EUR	

### INTERNET CONNECTION

Wireless Internet Connection.....30EUR

## OTHER FAIR SERVICES

No.	DESCRIPTION	PRICE (EUR)	NUMBER	DAYS
1.	Hostess	70 / per day		
2.	Hostess with knowledge of foreign languages	80 / per day		
3.	Season pass (unlimited entries)	16		All days of the fair
4.	One-time business ticket	5 / per day		/
5.	Ticket price for entrepreneurs <small>The offer is valid until 01.07.2026.</small>	3 / per day		/
6.	Breeding	25 / m <sup>2</sup>		/

### PARKING

VIP parking space within the fairgrounds for all days of the fair.....50EUR

Daily ticket for VIP parking.....15EUR

ALL PRICES ARE EXCLUDING VAT (17%)

## ORDER FOR ADVERTISING SPACE

No.	DESCRIPTION	DELIVER	PRICE (EUR)	QUANTITY
1.	Advertisement page on the cover	11,5 cm x 21 cm	Send the final solution via email	1181
		10,5 cm x 21 cm	Send the final solution via email	689
2.	Advertisement page (11,5 cm x 21 cm)	Send the final solution via email	178	
3.	Radio ZEPS	text up to 50 words	3 / broadcast	
4.	LED display advertisement	video up to 60 seconds	90 / all days of the fair	
5.	Vertical LED display rental	-	260	

ALL PRICES ARE EXCLUDING VAT (17%)

For advertising in the Fair Guide, as well as for booth advertising, it is necessary to submit the materials for creation (final design via email: mubina@zeps.ba, or the original memorandum text) no later than the final registration deadline. Otherwise, the exhibitor's request cannot be fulfilled. The paid amount for these services is non-refundable.

## RENTAL OF MACHINERY FOR LOADING/UNLOADING/LIFTING

RB	SERVICE NAME	PRICE / EUR	QUANTITY
1.	Forklift service - unloading / per truck	100	
2.	Forklift service - loading / per truck	100	

## ORDER FOR INSURANCE

Insurance is valid for the entire duration of the fair and while the exhibits are on the fairgrounds, except for theft and damage during the fair's working hours.

Exhibit insurance against fire, lightning strike, storm, hail, breakage, and burglary: 2.50 EUR / 1,000 EUR of the exhibitor's exhibit value.

## PERSONAL ACCIDENT INSURANCE

The calculation is based on the tariff of the insurance company. Personal accident insurance applies to booth personnel and is valid for the entire duration of the fair.

date and place

seal

Signature of authorized personnel