



|                 |  |       |  |
|-----------------|--|-------|--|
| 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     | Registration Number   |
| Bank Account Numbers  |                       |
| Street, City, Country |                       |
| Telephone             | Mobile                |
| Fax                   | e-mail                |
| Contact Person        |                       |
| General Manager       |                       |
| Core Business         | Year of Establishment |

Company is:  Manufacturer  Representative  Trader

## AT THE FAIR, WE REPRESENT COMPANIES:

| No. | Full Company Name | Address | Telephone | Fax |
|-----|-------------------|---------|-----------|-----|
| 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.

## EXHIBITS:

Exhibits weighing over 0.5 tons are accepted through a special procedure, with a mandatory description of the exhibit provided in written form by September 1st.

## PLEASE INDICATE THE NUMBER OF THE FAIR BLOCK WHERE YOU WOULD LIKE TO EXHIBIT:

**FB 1 - COLLECTIVE EXHIBITIONS**

- Country
- Region
- Municipality
- Associations and Chambers

**FB 2 - METAL INDUSTRY**

- Welding, cutting, bending, and metal processing technologies and machinery, hydraulics and pneumatics, quality control and measurement, workshop equipment, laser cutting equipment, compressors, various consumables, etc

**FB 3 - WOOD PROCESSING AND FURNITURE**

- Furniture, flooring, wood protection products, wood processing machinery and tools, prefabricated houses, various furniture components, windows and doors

**FB 4 - CONSTRUCTION INDUSTRY**

- Construction machinery
- Equipment and tools
- Building design and construction
- Materials

**FB 5 - BANKING SERVICES, IT, AND CYBER SECURITY**

- Banking products and services in Bosnia and Herzegovina, security measures in banking and online transactions

**FB 6 - COMMUNAL AND URBAN EQUIPMENT**

- Children's playgrounds, cycling infrastructure, public lighting, equipment for maintaining public areas, benches, bins, containers, fountains, municipal machinery

**FB 7 - TOURISM, SPORT, AND RECREATION**

- Tourist agencies
- Hotels, campsites
- Fitness equipment, wellness and spa centers
- Sports clothing
- Footwear and equipment

**FB 8 - AGRICULTURE AND FOOD**

- Agricultural and food processing machinery and tools, food and beverages, organic food, equipment for food and beverage production, packaging equipment, catering equipment

**FB 9 - CONSUMER GOODS**

- Household and commercial appliances and accessories, decorations, ornaments, cleaning and washing products, clothing and footwear for children and adults, cosmetics

**FB 10 - ENERGY, ECOLOGY AND ENVIRONMENT**

- Renewable energy sources, heating, cooling, and air conditioning equipment, measurement and control equipment, laboratory equipment, energy distribution

**FB 11 - PERSON AND PROPERTY PROTECTION**

- PPE (Personal Protective Equipment)
- specialized equipment for firefighters, police
- mechanical, electronic, and fire protection
- security agencies

**FB 12 - INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS**

- IT solutions for SMEs
- Services of telephone and internet TV operators
- System maintenance, data protection
- Computers and computer equipment
- Mobile phones

**FB 13 - HEALTHCARE**

- Medical equipment
- Pharmaceutical industry
- Presentation of clinics
- Rehabilitation and physiotherapy
- Dentistry

**FB 14 - TRANSPORTATION**

- Automobile manufacturers
- Bicycle and motorcycle manufacturers
- Electric vehicle technologies
- Vehicle services and maintenance

## IMPORTANT INFORMATION FOR EXHIBITORS

|  |                        |
|--|------------------------|
| DEADLINE FOR REGISTRATION                        | 1. 9. 2024.            |
| DEADLINE FOR SUBMISSION OF ADVERTISING MATERIALS | 1. 9. 2024.            |
| FAIR OPENING                                     | 1. 10. 2024. u 11 sati |
| FAIR CLOSING                                     | 5. 10. 2024. u 14 sati |

Along with the signed and certified application, the exhibitor provides proof of payment of the mandatory amount of 170 EUR (including VAT) for the registration fee and inclusion in the Fair Catalog with a black-and-white company logo. The proof of payment for the mandatory amount will also be shown on the consolidated invoice that the organizer will subsequently provide.

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

Address: Travnička cesta broj 4, 72000 Zenica, Bosna i Hercegovina  
Tel: 032 / 403 - 377  
Tel: 061 / 036 - 906  
Tel: 061 / 230 - 064  
E-mail: info@zeps.ba  
[www.zeps.ba](http://www.zeps.ba)

## PAYMENT INSTRUCTIONS

Exhibitors from B&H: Bank Account Number - BBI Bank dd Sarajevo:  
KM - 1413555320022121 | Foreign Exhibitors: BBI Bank dd Sarajevo:  
EUR - IBAN : BA391413555310009005

Date and place

Seal

Signature of authorized personnel

## TERMS AND CONDITIONS

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 EUR (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.



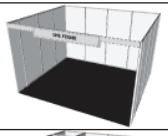


#### Article 18.

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



## EXHIBITION SPACE ORDER

**WE ARE ORDERING THE FOLLOWING EXHIBITION SPACE:**

| NO. | DESCRIPTION   | UNIT  | QTY.                          | PRICE EUR            | AMOUNT |
|-----|---|---|-------------------------------|----------------------|--------|
| 1.  | OUTDOOR SPACE   | up to 50 m <sup>2</sup>   | m <sup>2</sup>                | 27                   |        |
|     |   | from 51 to 150 m <sup>2</sup>   | m <sup>2</sup>                | 20                   |        |
|     |   | from 151 m <sup>2</sup>   | m <sup>2</sup>                | 18                   |        |
| 2.  | SELF-CONTAINED SMALL UNIT 25 m <sup>2</sup><br>(wooden floor, flooring, table and 2 chairs)   |    | m <sup>2</sup>                | 50                   |        |
| 3.  | UNFURNISHED INDOOR SPACE<br>(wooden floor and flooring, without partition walls)  |    | module<br>(14m <sup>2</sup> ) | 885                  |        |
| 4.  | INDOOR SPACE WITH BASIC FURNISHINGS<br>(octanorm booth construction, carpet, signboard with company name and logo)  |    | module<br>(14m <sup>2</sup> ) | 1155                 |        |
| 5.  | INDOOR SPACE WITH STANDARD FURNISHINGS<br>(octanorm booth construction, carpet, signboard with company name and logo, info counter, table and 2 chairs, el. power supply up to 1KW, 2x booth spotlights, 1x1m storage space with partition) |   | module<br>(14m <sup>2</sup> ) | 1410                 |        |
| 6.  | INDOOR SPACE WITH SPECIAL FURNISHINGS<br>(as per exhibitor's request)   |  | module<br>(14m <sup>2</sup> ) | based on calculation |        |

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

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 - 8 EUR/m<sup>2</sup>
- Open on three sides - semi-island position (minimum booth size 28 m<sup>2</sup>) - 10 EUR/m<sup>2</sup>
- Open on four sides - island position (minimum booth size 56 m<sup>2</sup>) - 12 EUR/m<sup>2</sup>























Please send the company logo for the production of the signboard on the booth to email address: [marketing@zeps.ba](mailto:marketing@zeps.ba)

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

**THE HALLS ARE AIR-CONDITIONED!**

## EQUIPMENT ORDER

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

| NO. | APPEAR.   | ITEM NAME  | DIMENSIONS cm             | QTY. | PRICE EUR        | AMOUNT |
|-----|---|--|---------------------------|------|------------------|--------|
| 1.  |  | Signboard with company name (B&W block letters)              | 200x30                    |      | 27               |        |
| 2.  |  | Signboard with company name (symbol and logo)                | 200x30                    |      | 45               |        |
| 3.  |  | Signboard holder (only with partition walls)                 | 200x30                    |      | 27               |        |
| 4.  |  | Partition wall (octanorm)                                    | 100x250<br>50x250         |      | 27               |        |
| 5.  |  | Door   | 95x201                    |      | 45               |        |
| 6.  |  | High showcase (glass)  | 100x100x250<br>50x100x250 |      | 90               |        |
| 7.  |  | Low showcase (glass)   | 100x100x100               |      | 60               |        |
| 8.  |  | Podium   | 50x100x50<br>100x100x75   |      | 40               |        |
| 9.  |  | Cabinet with a key   | 35x70x70<br>100x100x70    |      | 30               |        |
| 10. |  | Counter  | 100x100x100<br>50x100x100 |      | 40/m             |        |
| 11. |  | Double-height info-counter                                   | 50x100x120                |      | 75/m             |        |
| 12. |  | Shelf unit (three tiers)                                     | 50x100x250                |      | 60               |        |
| 13. |  | Bracket shelf (only with partition walls)                    | 30x100                    |      | 15               |        |
| 14. |  | Table  | 80x80                     |      | 20               |        |
| 15. |  | Chair  |                           |      | 10               |        |
| 16. |  | Bar table  | Ø80                       |      | 30               |        |
| 17. |  | Bar stool  |                           |      | 25               |        |
| 18. |  | Refrigerator   |                           |      | 60               |        |
| 19. |  | LCD television   |                           |      | 115              |        |
| 20. |  | Spotlight  |                           |      | 15               |        |
| 21. |  | Curtain  | 100x200                   |      | 30               |        |
| 22. |  | Service area with mini kitchen (water and electrical supply) | 100x200                   |      | 225              |        |
| 23. |   | Service of vacuuming exhibition space                        |                           |      | 3/m <sup>2</sup> |        |

**ALL PRICES ARE EXCLUSIVE OF VAT (17%)**

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

Date and place

Seal

Signature of authorized personnel



## ORDER FOR INSTALLATION CONNECTIONS

### ELECTRICAL POWER

| VOLTAGE | ALLOWABLE POWER AND PRICE        |                                  |                                  |                                  |                              |
|---------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|------------------------------|
|         | up to 1kW                        | up to 5kW                        | up to 10kW                       | up to 20kW                       | over 20kW                    |
| 220V    | <input type="checkbox"/> 110 EUR | <input type="checkbox"/> 125 EUR | <input type="checkbox"/> 150 EUR | <input type="checkbox"/> 260 EUR | Special technical conditions |
| 380V    | -                                | <input type="checkbox"/> 165 EUR | <input type="checkbox"/> 220 EUR | <input type="checkbox"/> 390 EUR |                              |

### INTERNET CONNECTION

Wireless Internet Connection..... **30 EUR**

### WATER SUPPLY

Water inlet and outlet..... **170 EUR**

Water inlet and outlet with sink..... **205 EUR**

## OTHER FAIR SERVICES

| NO. | DESCRIPTION                                 | PRICE (EUR)         | NUMBER | DAYS  | AMOUNT |
|-----|---|---------------------|--------|---|--------|
| 1.  | Hostess                                     | <b>65/per day</b>   |        |   |        |
| 2.  | Hostess with knowledge of foreign languages | <b>75/per day</b>   |        |   |        |
| 3.  | Season pass (unlimited entries)             | <b>15</b>           |        | All days of the fair                          |        |
| 4.  | One-time business ticket                    | <b>5/per day</b>    |        |   |        |
| 5.  | Promotional hall at the fairgrounds         | <b>145/per hour</b> |        | To coordinate the schedule with the organizer |        |

### PARKING

VIP parking space within the fairgrounds for all days of the fair..... **30 EUR**

Daily ticket for VIP parking..... **10EUR**

## ORDER FOR ADVERTISING SPACE

| NO. | DESCRIPTION                          | ADVERTISING SPACE  | DELIVER                                    | PRICE (EUR)                       | QUANTITY    | AMOUNT |
|-----|--------------------------------------|--|--|-----------------------------------|-------------|--------|
| 1.  | Advertisement page on the cover      | 11,5 cm x 21 cm  | Back outer cover of the Fair Guide (color) | Send the final solution via email | <b>1125</b> |        |
|     |                                      | 10,5 cm x 21 cm  | First or last inner cover (color)          | Send the final solution via email | <b>565</b>  |        |
| 2.  | Advertisement page (11.5 cm x 21 cm) | Page in the Fair Guide (color)<br><i>(to be provided in PDF or JPG format)</i> | Send the final solution via email          | <b>170</b>                        |             |        |
| 3.  | Advertising billboard at the booth   | Hard backing, computer printing  | Send the final solution via email          | <b>85/m<sup>2</sup></b>           |             |        |
| 4.  | Radio                                | Fairground   | Text up to 50 words                        | <b>3/broadcast</b>                |             |        |
| 5.  | Flagpole                             | Fairground   | -  | <b>110/piece</b>                  |             |        |
| 6.  | Production of advertising flag       | -  | Send the final solution via email          | <b>upon request</b>               |             |        |

For advertisement in the Fair Guide, as well as advertisement on the booth, it is necessary to submit the design elements by the deadline for application at the latest (via email, or original memorandum and text). Otherwise, it will not be possible to fulfill the exhibitor's request. The paid amount for these services is non-refundable.

## RENTAL OF MACHINERY FOR LOADING/UNLOADING/LIFTING

| NO. | NAME  | PRICE (EUR)        | QUANTITY | AMOUNT |
|-----|---|--------------------|----------|--------|
| 1.  | Forklift service (charged per commenced hour of work) | <b>65</b>          |          |        |
| 2.  | Mobile crane service                                  | <b>70/per hour</b> |          |        |
| 3.  | Work platforms  | <b>70/per hour</b> |          |        |

## ORDER FOR INSURANCE

### A - COMPULSORY INSURANCE

The calculation is based on the tariff of the insurance company.  
Insurance of exhibits against destruction, damage, breakage, fire, and burglary.

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

### B - 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.

## FREIGHT FORWARDER

|   |   |
|---|---|
|  <b>Interšped</b><br>Interšped Zenica d.o.o.<br>Kranjčevićeva br.1, 72000 Zenica, Bosna i Hercegovina<br>info@interspedzenica.ba | Tel.: +387 32 401 405;<br>+387 32 404-622 |
|   | Cell. +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