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| **18th International Fair of Economy “Brčko 2019“**  **7-9 November 2019**  **Tel: 049/216-116**  **E-mail:** [sajam.bd@gmail.com](mailto:sajam.bd@gmail.com)  **Web:** <http://www.brcko-pkomora.com/> |

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| **APPLICATION - PARTICIPATION CONTRACT** |

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| *Application deadline: 25 October 2019* |

*Filled in by presenter:*

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| **Full name of exhibitor’s company**[[1]](#footnote-1)**:** | |
| **Address, city, country:** | |
| **Authorized person, position in the company:** | |
| **Tel.** | **Fax:** |
| **Email:** | **www.** |
| **Tax ID No.** | **Bank account No.** |

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| --- | --- |
| **Contact person:** | |
| **Email:** | **Tel.** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Company organization** (*mark with X*): | | | | | | | | | |
| Private |  | Public |  | State |  | Association |  | Other |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Exhibitor’s activity** (*mark with X*): | | | | | | | |
| Production |  | Trade |  | Services |  | Other |  |
| **Exhibit character** (*mark with X*): | | | | | | | |
| Sale |  | Exhibit |  | Mixed |  | Other |  |

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| --- | --- |
| **Place and date:** | **Signature and seal of authorized person:** |
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*Filled in by the Chamber of Commerce*

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| **File No.** | **Position:** |
| **Place and date:** | **Signature and seal of authorized person:** |
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| **ORDER FORM** |

**Exhibition premises order**

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| --- | --- | --- | --- | --- |
| **DESCRIPTION** | **Exhibition premises content** | **Amount[[2]](#footnote-2)**  **(m2)** | **PRICE[[3]](#footnote-3)**  **(BAM)** | **AMOUNT** |
| Internal premises, equipped | Floor mats, carpeting, partition walls, nameplate with block-letter printing, storage 100x100x250 with partition, inside the storage one sloping shelf, info desk, additional info desk or set of shelves or high glass showcase, according to the exhibitor's choice, table and 4 chairs, stand lighting (2 reflectors), one socket, garbage bin |  | 80.00 |  |
| Internal premises, not fully equipped | Floor mats, carpeting, partition walls, nameplate with block-letter printing, info desk (or without it), table and 4 chairs, stand lighting (2 reflectors), one socket, garbage bin. |  | 60.00 |  |
| Internal premises, non-equipped |  |  | 50.00 |  |
| External premises |  |  | 30.00 |  |

**Additional equipment order**

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| **No.** | **DESCRIPTION** | **dimensions** | **pcs.** | **PRICE**  **(BAM)** | **AMOUNT** |
| 1. | Board with company name - block letters | 200 x 30 cm |  | 20.00 |  |
| 2. | Board with company name – sign and logo | 200 x 30 cm |  | 45.00 |  |
| 3. | Carrier for the board with company name (only with partition walls) |  |  | 15.00 |  |
| 3a. | Branding the stand (painting or color application) | m2 |  | 20.00 |  |
| 3b. | Applying onto the stand’s walls | m2 |  | 5.00 |  |
| 4. | Partition wall | 50/70/100 x 250 cm |  | 19.90 |  |
| 5. | Plexi wall (transparent or colored) | 50/100 x 250 cm |  | 40.00 |  |
| 6. | Plexi wall, transparent with a louver | 50/100 x 250 cm |  | 45.00 |  |
| 7. | Grid-wall | 50/70/100 x 250 cm |  | 25.00 |  |
| 8. | Harmo door or full door that can be locked | 100 x 250 cm |  | 50.00 |  |
| 9. | Ceiling structure | 100 x 100 cm |  | 33.50 |  |
| 10. | High glass showcase | 50 x 50 x 250 cm |  | 60.00 |  |
|  |  | 70 x 70 x 250 cm |  | 60.00 |  |
|  |  | 50 x 100 x 250 cm |  | 60.00 |  |
|  |  | 100 x 100 x 250 cm |  | 90.00 |  |
| 11. | Low glass showcase | 50 x 50 x 100 cm |  | 60.00 |  |
|  |  | 50 x 100 x 100 cm |  | 60.00 |  |
|  |  | 100 x 100 x 100 cm |  | 65.00 |  |
| 12. | Bench | 50 x 50/100 x 20 cm |  | 40.00 |  |
|  |  | 50 x 50/100 x 40 cm |  | 40.00 |  |
|  |  | 50 x 50/100 x 80 cm |  | 40.00 |  |
|  |  | 50 x 50/100 x 100 cm |  | 40.00 |  |
|  |  | 100 x 100 x 20 cm |  | 40.00 |  |
|  |  | 100 x 100 x 40 cm |  | 40.00 |  |
|  |  | 100 x 100 x 80 cm |  | 40.00 |  |
|  |  | 100 x 100 x 100 cm |  | 40.00 |  |
| 13. | Info stand | 50 x 100 x 100 cm |  | 49.90 |  |
| 14. | Two-post stand | 50 x 100 x 120 cm |  | 85.00 |  |
| 15. | Set of chairs (three levels) | 50 x 100 x 250 cm |  | 59.90 |  |
| 16. | Console shelf - bookshelf | 30 x 100 cm |  | 20.00 |  |
| 17. | Table | 70 x 70 cm / fi 70 cm |  | 19.00 |  |
| 18. | Chair |  |  | 7.00 |  |
| 19. | Bar table | fi 60 cm |  | 30.00 |  |
| 20. | Bar chair |  |  | 25.00 |  |
| 21. | Refrigerator |  |  | 60.00 |  |
| 22. | Reflector | 300W |  | 10.00 |  |
| 22a. | LED Reflector | 50W |  | 30.00 |  |
| 23. | Hanger |  |  | 10.00 |  |
| 24. | Partition |  |  | 15.00 |  |
| 25. | Storage with partition | 100 x 100 x 250 cm |  | 80.00 |  |
| 26. | Store-room II (mini kitchen, harmo door, set of chairs) | 200 x 200 x 250 cm |  | 400.00 |  |
| 27. | Roto showcase | 70 x 70 x 250 cm |  | 220.00 |  |
| 28. | Roto cube (illuminated, plexi with print) | 70 x 70 x 70 cm |  | 200.00 |  |
| 29. | Raster above the stand with halogen lights | 100 x 100 cm |  | 50.00 |  |
| 30. | Semicircular stand, 1/4 of circle | h=100cm |  | 85.00 |  |
| 31. | Semicircular stand, 1/2 of circle | h=100cm |  | 110.00 |  |
| 32. | Power connection 220 V/5kw |  |  | 29.90 |  |
| 33. | Power connection 380 V/10kw |  |  | 49.90 |  |
| 34. | Carpeting | m2 |  | 4.70 |  |
| 34a. | Putting colored carpeting | m2 |  | 2.50 |  |
| 35. | Laminate or wooden floor | m2 |  | 35.00 |  |
| 36. | Sink |  |  | 70.00 |  |
| 37. | Plexi pillar, 1/4 of circle | h=250cm |  | 160.00 |  |
| 38. | LCD TV 32/42" | a day |  | 65.00 |  |
| 39. | Locker, with key | 100x50x80 cm |  | 50.00 |  |
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| **TOTAL (exhibit premises + additional equipment):** | | |  | | |

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| **Exhibit program:** |

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| **Place and date:** | **Signature and seal of authorized person:** |
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| **FAIR RULEBOOK** |

Fair Rulebook contains guidelines that regulate the issues of application, exhibition and business activities at the 18th International Fair of Economy “Brčko 2019”. The guidelines are the basis of establishing the contractual relationship between the Chamber of Commerce of Brčko District of Bosnia and Herzegovina, as the organizer, and participants (exhibitors). The guidelines constitute an integral part of the application – contract for participation regardless of the manner how the application is delivered and received.

**Application**

Application to exhibit is made on an application sheet, in block letters, signed and verified by seal, and delivered to the organizer’s address. Following the same principles, together with the application, you should send the accompanying orders of fair services. The application is to be sent not later than 25 October 2019. By sending the application, the exhibitor agrees to comply with the general provisions regarding the participation at the 18th International Fair of Economy “Brčko 2019”, and thus enters the contractual relationship with the organizer. The application to exhibit is only valid for the applied company, association or organization. The applied exhibitor cannot lease the exhibit premises (stand) to another company without the consent of organizer.

**Payment**

Lease of fair premises is formed by the following price list:

1. Equipped internal premises: 80.00 BAM/m2;
2. Not fully-equipped internal premises: 60.00 BAM/m2;
3. Non-equipped internal premises: 50.00 BAM/m2;
4. External premises: 30.00 BAM/m2.

VAT is calculated to the above mentioned prices, in the amount of 17%.

Organizer has the right to give rebate to exhibitors in the maximum amount of 50% under the following conditions:

1. For premises bigger than 20 m2  of the rented area, the rebate is 10%;
2. For premises bigger than 30 m2 of the rented area, the rebate is 20%;
3. For premises bigger than 40 m2 of the rented area, the rebate is 30%;
4. For premises bigger than 50 m2 of the rented area, the rebate is 40%;

*Members of the Chamber of Commerce of Brčko District that pay their membership fee regularly are entitled to additional 10% to the rebate scale.*

The smallest premises that can be rented is 12m2.

The quipped premises means the following: floor mats, carpeting, partition walls, nameplate with block-letter printing, storage 100x100x250 with partition, inside the storage one sloping shelf, info desk, additional info desk or set of shelves or high glass showcase, according to the exhibitor's choice, table and 4 chairs, stand lighting (2 reflectors), one socket, garbage bin. Not fully-equipped premises means the following: Floor mats, carpeting, partition walls, nameplate with block-letter printing, info desk (or without it), table and 4 chairs, stand lighting (2 reflectors), one socket, garbage bin.

The above mentioned expenses include the application expenses as well as expenses for registry in the fair catalogue. The application without proof of payment of the obligatory fee is not binding to the organizer.

Upon the receipt of the application and an order of fair services, the organizer shall send a pro-forma invoice to the exhibitor, which has to be fully paid within the legal deadline, and not later than 25 October 2019. The expenses of payment transactions and VAT shall be borne by the exhibitor.

The application without the proof of payment of obligatory fee is not binding to the organizer, but is binding to the exhibitor.

By issuing a pro-forma invoice, the organizer confirms the premises reservation and thus enters the contractual relationship by which he has to be fulfill all the invoiced orders to the exhibitor. Depending on the available premises, the organizer has the right to accept an application and payment after the set deadlines, but he then has the right to increase all prices due to higher expenses.

The exhibitor shall pay all orders during the fair immediately, following the prices regulated by the application.

**Hand-over of the exhibition premises**

The exhibit premises (stand) are basically awarded to exhibitors as applications and payments are received. The awarded premises are taken by the exhibitor and registered, based on the original evidence on payment of the obligatory fee and total fair order. If the exhibitor does not take the awarded premises not later than 20 hours before the fair starts, this shall be viewed as if the exhibitor withdrew from the fair. Therefore, the organizer has the right to award the premises to some other exhibitor.

Lacking stand-material is charged to the exhibitor by the organizer’s price list. The exhibitor has to empty the awarded premises within 24 hours after the fair ends.

**Withdrawal**

The applied exhibitor has the right to withdraw from participation under the following conditions:

1. 30 days before the fair starts, in which case he is given the refund except the obligatory amount.
2. 15 days before the fair starts, in which case he is given a 50%-refund of fair services, that is, the same amount is invoiced.

Withdrawal less than 15 days before the fair starts is not possible. In this case, the organizer shall keep the entire amount of payment, that is, he will invoice the expenses to the exhibitor.

Withdrawal is made in a written form, and the deadlines start as of the date when the notification is accepted at the organizer’s seat. Withdrawal made in an oral form is not legally binding.

**Special provisions**

In case that an exhibitor sets the stand by himself, he is obliged to adhere to regulations regarding the technical safety, organizer’s guidelines and standards that are typical for international fairs. The exhibitor shall secure his own property and exhibits against any theft, damage, destruction and other risks at his own cost, and the organizer shall not be held responsible in case any damage happens.

All other business activities, exhibition and sale of exhibits are regulated by special requirements made with the organizer, and are executed following a special written approval by the organizer. This provision shall apply to the exhibitor even if he performs these activities outside the rented exhibit premises.

The exhibitor has the right to issue free exhibitor accreditation. He has the right to issue 2 accreditations for the premises of 12 m2. The number of accreditations is increased as the area of rented exhibit premises increases.

The working hours of the fair: 10:00 – 19:00.

Cleaning and maintenance of the stand and other common fair premises is the organizer’s responsibility.

In case the date of fair changes due to force majeure, the exhibitor is not entitled to refund.

The organizer will notify the exhibitor on the new date.

The organizer has the right to extend the duration of the fair, and if this happens, he will timely notify the exhibitors.

Any possible disputes shall be solved in a friendly manner. If the organizer and exhibitor cannot do so, the competent court shall be the Basic Court of Brčko Distric, Bosnia and Herzegovina.

1. *This name will be used on signboard at the presenter's stand.*  [↑](#footnote-ref-1)
2. *The smallest possible premises to rent are 12m2.*  [↑](#footnote-ref-2)
3. *The organizer has the right to give rebate to exhibitors in the maximum amount of 50% under the following conditions: 1) for premises bigger than 20 m2, the rebate is 10%; for premises bigger than 30 m2, the rebate is 20%; 3) for premises bigger than 40 m2, the rebate is 30%; 4) for premises bigger than 50 m2, the rebate is 40%. Members of the Chamber of Commerce of Brcko District that pay their membership fee regularly are entitled to additional 10% to the rebate scale.* [↑](#footnote-ref-3)