



**International Energy Fair**  
energy, industry, mining

Tuzla 9th -12th June 2015



**TUZLA FAIR**

bosnia and herzegovina, 75000 tuzla, titova 36  
phone: +387 35 360 999  
fax: +387 35 360 998  
e-mail: tuzlanski.sajam@bih.net.ba  
www.tuzlanskisajam.ba

## APPLICATION FORM

**deadline**  
**23<sup>th</sup> of May 2015**

The submission of this application is irrevocable. With the clearly filled, signed and sealed application form the exhibitor also delivers the evidence on payment of the compulsory amount of 125,00 € for the Application tax, Fair Catalogue input and exhibitor accreditations (2 pcs/module)

The online filled application is valid after the receipt of the evidence of payment of the upper mentioned compulsory amount.

COMPANY: \_\_\_\_\_  
city, street, number

contact: \_\_\_\_\_  
company manager person in charge of appearance on the Fair

phone fax e-mail web

VAT: \_\_\_\_\_

### EXHIBITION PLACE ORDER The VAT - 17% is not included into prices

DESCRIPTION	MEASURE	QUANTITY	PRICE (€)	TOTAL
EXTERIOR SPACE	up to 50 m <sup>2</sup>	m <sup>2</sup>	25	
	from 51 m <sup>2</sup>	m <sup>2</sup>	20	
	from 150 m <sup>2</sup>	m <sup>2</sup>	15	
SEPARATE EXHIBITION OBJECT PAGODA TENT 5 x 5 m, wooden floor, carpet, info desk 2x1m, table with 4 chairs	PAGODA		1.250	
INTERIOR NON-EQUIPPED SPACE electrical connection up to 1 kW	m <sup>2</sup>		60	
INTERIOR SPACE – BASIC EQUIPMENT octanorm stand construction, carpet, panel with company name or logo, info desk, table with 4 chairs, closed store room with curtain, electrical connection up to 1 kW, 2 stand reflectors	module 14m <sup>2</sup>		1.280	

Interior exhibition space can be rented in modules of 14 m<sup>2</sup> (4 x 3,5m).  
A larger interior exhibition space can be accomplished by renting and linking of more modules.

If there are exhibits of a particular weight over 0,5 t, a description and number of those exhibits must be delivered with the application form.

Forklift services for exhibit movements into and out of the Fair ground is 20 EUR/hour (per commenced hour of work).

#### ORDER OF A SPECIAL STAND POSITION:

- open from two sides: 5 €/m<sup>2</sup>  
 open from three sides (min. stand 28 m<sup>2</sup>): 10 €/m<sup>2</sup>  
 open from four sides (min. stand 56 m<sup>2</sup>): 15 €/m<sup>2</sup>

Special requests of design, construction and equipping of the stand are subject of a special contract between the exhibitor and Tuzlanski Sajam d.o.o., whereby the exhibitor has to deliver the request not later than 30 days before beginning of the Fair.

The organizer will approve 5% discount on the total invoiced amount for those exhibitors who submit the applications until 15<sup>th</sup> May 2015

The organizer will approve 5% discount on the total invoiced amount for those exhibitors who settle payment for the ordered services in the Fair until 30<sup>th</sup> May 2015

#### INSTRUCTION FOR TRANSFER OF FUNDS:

NLB Banka dd Tuzla  
BIC:TBTUBA22XXX  
IBAN: BA391321010298275444  
tuzlanski sajam doo tuzla  
ba, tuzla, titova 36

#### OFFICIAL FORWARDER:



**NOVOSPED**

BA, 75000 Tuzla, M. Trifunovića-Uče 161  
+ 387 35 306 500, 396 820

#### OFFICIAL INSURANCE:



**SARAJEVO OSIGURANJE dd**  
**PODRUŽNICA TUZLA**  
BA, 75000 Tuzla, Slatina 4  
+ 387 35 280 412, 280 492

Place and date

Signature and seal













Application No.:  
Date:  
Stand:  
**do not fill**















### ORDER OF ELECTRICAL CONNECTION (with consumption)

mark desired connection

VOLTAGE	PERMITTED POWER AND PRICE				
	up to 1 kw	up to 5 kw	up to 10 kw	up to 20 kw	over 20 kw
220 V	100 EUR	125 EUR	150 EUR	260 EUR	spec.tech. requirements
380 V		150 EUR	200 EUR	360 EUR	spec.tech. requirements

### EQUIPMENT ORDER

VIEW	NAME	DIMENSIONS (cm)	QTY	PRICE (€)	TOTAL
	panel with company name (in black letters)	200 x 30		15	
	panel with company name (trademark/logo)	200 x 30		40	
	partition wall (octanorm)	100 x 250 50 x 250		10	
	plexiglas wall (milky white)	153 x 240		30	
	plexiglas wall (transparent or color)	100 x 250 50 x 250		30	
	plexiglas wall with blinds	100 x 250 50 x 250		35	
	mesh partition wall	100 x 250 50 x 250		15	
	door	95 x 201		35	
	ceiling structure	100 x 100		20	
	ceiling grating	100 x 100		20	
	high showcase (glass)	100 x 100 x 250 50 x 100 x 250		45	
	short showcase (glass)	100 x 100 x 100		35	

VIEW	NAME	DIMENSIONS (cm)	QTY	PRICE (€)	TOTAL
	platform	50 x 100 x 50 100 x 100 x 75		25	
	counter	100 x 100 x 100 100 x 100 x 80		25	
	double surfaced counter	50 x 100 x 120		35	
	set of shelves	50 x 100 x 250		35	
	table	80 x 80 Ø 80		15	
	chair			5	
	bar chair			20	
	bar table	Ø 80		30	
	refrigerator			35	
	tv 42 inch, dvd player			155	
	tv 50 inch, dvd player			180	
	reflector			10	
	hanger (only with partition walls)			5	
	closed room	100 x 100		35	

The prices of equipment ordered on the Fair will be enlarged for 30%.  
VAT 17% is not included into prices.

Place and date

Signature and seal



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**DESCRIPTION OF THE EXHIBITOR'S BUSINESS ACTIVITY / PRODUCTS FOR THE FAIR CATALOGUE INPUT**

to be delivered with the application form

the company trademark/logo in the formats eps or cdr are to be delivered to the e-mail: tuzlanski.sajam@bih.net.ba

**ORDER OF ADVERTISING SERVICES**

**FAIR CATALOGUE:**

- advertisement on the external rear cover – color (format: 11 x 21 cm) ..... 600 EUR
- advertisement on the inner front cover  inner rear cover - color ..... 350 EUR
- advertisement on page in catalogue – color (format: 11 x 21 cm) ..... 250 EUR
- vignette: logo/trademark on the external front cover (format: 35 x 35 mm)..... 250 EUR

Elements for making: company trademark/logo in the formats eps or cdr, or ready-made graphics are to be delivered to: tuzlanski.sajam@bih.net.ba

**ADVERTISING IN THE FAIR:**

- billboard 5 x 2,4 m in the Fair area ..... 250 EUR
- totem (property of Tuzlanski Sajam) in entrance hall or press saloon: exhibitor's trademark ..... 200 EUR
- advertising balloon (property of Tuzlanski Sajam) one banner 6 x 3 m: ..... 200 EUR
- advertising balloon (property of Tuzlanski Sajam) two banners 6 x 3 m: ..... 360 EUR
- mast in the Fair area..... 80 EUR
- distribution of own promotional material - performed by client (accreditation with permission) ..... 80 EUR
- exhibitor's trademark (dimensions 120 x 120 px) on the website of the Fair (one month) ..... 50 EUR
- presentation of product or service, cocktails, press conferences, press cocktails and likewise: offer on request

Elements for making: company trademark/logo in the formats eps or cdr, or ready-made graphics are to be delivered to: tuzlanski.sajam@bih.net.ba

- hiring of a hostess with knowledge of the English language for  days: ..... 50 EUR/day
- hiring of a hostess on stand/presentation for  days: ..... 25 EUR/day
- cleaning of the exhibition space for  days: ..... 8 EUR/day

VAT 17% is not included into prices. Deadline for orders of advertising services on the Fair is 25<sup>th</sup> May 2015

Place and date

Signature and seal



## GENERAL EXHIBITION RULES

The general rules on participation at the Tuzlanski sajam contain binding instructions, which regulate applying, exhibiting and business activities at fairs, based on which the binding relationship between Tuzlanski Sajam d.o.o., as the organizer, and the exhibitors, is being established.

### I APPLICATION

#### Item 1

Application to exhibit is to be submitted on the standard application form in block letters, signed and duly stamped and to be delivered to the address of the Fair. Following the same procedure, all belonging orders are to be submitted along with the application form.

The application is to be submitted not later than 30 days before the beginning of the Fair.

By submitting the application, the exhibitor agrees with the regulations of the General exhibition rules at the Fair, and he enters a binding relationship with the organizer.

After receipt of the properly filled, signed and stamped application form, the organizer submits to the exhibitor the design of his stand to his approval. The exhibitor is obligated to submit to the organizer within three days a written confirmation of the receipt and possible remarks on the design. In the contrary, the design will be considered as accepted. All subsequent changes will be charged by the organizer for a price increased by 30%.

#### Item 2

The application to exhibit is valid only for the company, which applied, and it is understood that the exhibitor is obliged to exhibit the applied exhibits from the opening until the closing of the Fair with a permanent presence of the person in charge at the stand.

Leaving the Fair before the closing is forbidden.

The applied exhibitor may not transfer or lease the exhibition space (stand) without the organizer's permission. Otherwise, the exhibitor will be excluded from the Fair with the obligation to pay the full amount of the ordered services.

### II PAYMENT

#### Item 3

Along with the filled, signed and stamped application form, the exhibitor has to submit the evidence on payment of the compulsory amount of 125 € (application tax and Fair catalogue input).

The application without submission of the evidence of payment of the compulsory amount is not binding for the organizer.

#### Item 4

After receipt of the duly submitted application, the organizer will issue an invoice, which total amount the applicant is obliged to pay within the term of payment stated on the invoice, and not later than 15 days before the beginning of the Fair.

All costs of bank-commission are to be borne by the exhibitor.

The exhibitor can deny the invoice in a written form within 5 days after the date of issuance, but he is obliged to pay the indisputable amount within the above stated period.

By issuing of the invoice, the organizer confirms the fulfillment of all invoiced orders to the exhibitor.

The invoices towards the exhibitors from Bosnia and Herzegovina are to be paid in BAM and towards the exhibitors from abroad are to be paid in EUR.

In case of EUR inflation, the organizer is allowed to perform price corrections.

#### Item 5

Depending on the available space, the organizer can accept an application and payment after the prescribed deadlines with increased prices on behalf of increased expenses.

#### Item 6

Orders during the Fair are to be paid immediately on the Fair. The organizer reserves the right to keep the exhibits, equipment and other property of the exhibitor at the exhibitor's expense, until the final payment of the debts.

The organizer retains the right for selling the retained stuff if the exhibitor does not fulfill the obligation within 30 days.

### III TAKING OVER THE EXHIBITION SPACE

#### Item 7

Principally, the exhibition space (stand), is assigned in the order of reception of applications and payments.

The exhibitor takes over the assigned stand in the reception office of the Fair after presenting the original evidence on payment of the compulsory amount and the total amount of invoiced ordered services.

#### Item 8

If the exhibitor does not register at the reception office and take over the assigned stand within and not later than 24 hours before the beginning of the Fair, his exhibition will be considered as cancelled, so the organizer can, if necessary, assign the stand to another exhibitor.

The stand is to be taken over based on the official record.

In case of missing overtaken stand material, the exhibitor must pay the renting price enlarged by 300% immediately on the Fair.

The exhibitor is obliged to vacate the exhibition space within 2 days after the official closing of the Fair. Otherwise, it will be done by the organizer at the exhibitor's expense.

### IV EXHIBITION CANCELLATION

#### Item 9

The applicant can cancel his exhibition under the following conditions:

- 30 days before the beginning of the Fair, in which case the payment except the compulsory amount will be refunded

- 15 days before the beginning of the Fair, in which case 50% of the payment will be refunded, that is, a new invoice in the amount of 50% of the price of the ordered services will be issued.

Cancellations less than 10 days before the beginning of the Fair are not possible and the organizer will not refund the paid amount but issue an invoice to the exhibitor for incurred expenses. Cancellations are to be announced in a written form, the deadlines are to be followed from the date of the receipt of the cancellation notice in the headquarters of the Fair.

### V SPECIAL REGULATIONS

#### Item 10

If the exhibitor sets up the stand by himself, he is obliged to comply with rules and regulations for technical safety, the organizer's instructions and international fairs' common standards. The approval of the organizer is needed for setting up larger and more complicated stands by the exhibitor himself.

Arrangement works of exhibition and advertising space must be finished the day before the Fair opening, not later than 18 hours before the Fair opening.

The exhibitor has to dispose of every type of waste on the waste disposal place as defined by the organizer.

#### Item 11

The exhibitor undertakes to insure his own equipment, exhibits and goods against theft, damage, demolishing and other risks with the Official Fair insurer. If the exhibitor causes damage to the organizer, other exhibitor or a third party, he needs to refund the costs in accordance to the general rules.

The exhibitor is obliged to comply with the Law on work safety, Law on fire protection and Law on environment protection and the General exhibition rules of Tuzlanski Sajam d.o.o. during the whole period of preparation, duration and decommissioning of the Fair, and takes full responsibility for eventual damage occurred due to violation of upper mentioned laws and rules.

#### Item 12

All other business activities, except of exhibitions, are regulated by special conditions in bilateral relationship of the organizer and exhibitor and are executed based on a written approval of the organizer.

The previous item's regulation also refers to the exhibitor performing these activities outside the assigned exhibition space.

#### Item 13

The working hours of the Fair for exhibitors are from 09:00 to 19:00h, for visitors from 10:00 to 18:00.

#### Item 14

The organizer is obliged to take care of the cleaning of shared Fair areas.

#### Item 15

In case the date of the Fair is changed due to a force majeure, the exhibitor cannot request refunds from the organizer. The organizer will provide a new date of the Fair to the exhibitor immediately after the reason for the change of the date has occurred.