



**KANTONALNO JAVNO PREDUZEĆE**

**Centar Skenderija d.o.o. Sarajevo; Sarajevski Sajem**

**Terezija bb, 71 000 Sarajevo, BiH**

**Tel./Fax.: +387 33 226-612; 665-293; 219-624; 445-156; 217-327**



**INTESA SANPAOLO: 154-001-11000047-05; RAIFFEISEN BANK BH DD: 1610000050610052**

**ID: 4200736910008; ID PDV: 200736910008; Rg: UF/I-5183/00; RJ: 065-0-Reg-11-002860**

Dear,

We believe that you are interested in business development, exchange of experiences, further education, and we offer you answers to the following questions:

- How through a fair
- Which "INTERIO" - 37th International Fair of Furniture, Interior and Outdoor Design, and supporting Industry
- When 18th -22nd March 2020
- Where Center "Skenderija" Sarajevo, in the center of the capital of BiH, multifunctional building on 70,000 sqm with redesigned fair space and all accompanying amenities (parking, restaurants and cafes, shops ...)
- Why
- the best opportunity for direct presentation and communication at the same place and same time
  - international specialized event with the long tradition since 1978.
  - **Bosnia and Herzegovina wood industry has long-standing successful tradition** and is one of the most perspective industry with remarkable export potential of final wood products (high quality products ... especially furniture), but with high demand for import of raw materials (fabric for furniture, polyurethane foams, all types of fittings for furniture, furniture glass, glue and other raw materials, machines, equipment and spare parts)
  - during **thirty-six years** of maintenance **numerous participants are from:** Bosnia and Herzegovinian companies, from: Austria; Montenegro, Denmark, Croatia, Indonesia, Italy, Macedonia, Hungary, Germany, Poland, Slovenia, Serbia, Sweden, Turkey and from many other countries, and it is **visited by the million visitors of business and general public** (the end users) **from Bosnia and Herzegovina and abroad**
  - **quality traditional program**, with adequate following of current trends, **consists: presentation and exhibition** (furnishings for interior and exterior decoration of housing and business premises; products and equipment for interior and exterior decoration; raw materials; machines and tools for interior and exterior design; professional literature; antiques and artworks, architectural and design projects and consultancy for interior and exterior design; **professional-educational program** with co-organizing and participation of experts from the subject areas (education institutions, commercial and trade chambers, wood clusters, professional associations): from exhibitions of works of educational institutions, exhibitions of professional associations; International Forestry Conference, professional seminars, B2B, International Wood Technology Conference; **competitive-entertaining:** Regional competition in furniture and wood products design "Quercus"; competitions for participants (design, product quality, creative arranging exhibition space; gala evening for exhibitors with a suitable music program; prize game for visitors (exhibitors are sponsors)

Costs on invested funds you will achieve remarkable business values

Organizer **Cantonal Public Enterprise "Skenderija" d.o.o. - Sarajevo Fair, since 1970, organizer of successful international specialized fairs**, in cooperation with many domestic and foreign companies, embassies, ministries, chambers, education institutions, agencies, associations, clusters, media, and under the leadership of Organization board of the "INTERIO" fair, whose members are eminent professionals

We hope that we give you, by this occasion, necessary information and we will have opportunity to cooperate with you and provide the best quality services to support realization of your business intent.

In the attachment you will find the application material and the preliminary layout of the exhibition space for „INTERIO '20“.

With respect,

*Sarajevo Fair*

Contact person: Amela Okan; +387 33 226 612; e-mail: amela.o@skenderija.ba; www.skenderija.ba



**Closing date: 10. 02. 2020.**

Form: 1

**APPLICATION FOR PARTICIPATION**

**FILLED UP BY EXHIBITOR:**

1. Exhibitor / Name of company: \_\_\_\_\_

ID number: \_\_\_\_\_ VAT number: \_\_\_\_\_ Account number: \_\_\_\_\_

Complete address: \_\_\_\_\_  
 Street Zip code City Country

Phone Fax GSM E-mail Web

2. Exhibitor / Person: \_\_\_\_\_

Name Father's name Surname Personal identification number Personal card number

Complete address: \_\_\_\_\_  
 Street Zip code City Country

Phone Fax GSM E-mail Web

3. Authorized person/Contact person: \_\_\_\_\_ phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

**4. We hereby apply following:**

Code	Service	Measurement	Price KM	Price EUR	We order
0001	<b>Hall Mirza Delibašić - unequipped exhibition space*</b> exhibition space to 49 sqm		30,00	15,34	_____
0002	exhibition space 50 - 149 sqm	sqm	28,00	14,32	_____
0003	exhibition space 150 - 299 sqm		26,00	13,30	_____
0004	exhibition space 300 sqm & more		24,00	12,28	_____
0005	<b>Hall D1 i D2 - unequipped exhibition space*</b> exhibition space to 49 sqm		20,00	10,22	_____
0006	exhibition space 50 - 149 sqm	sqm	18,00	9,20	_____
0007	exhibition space 150 - 299 sqm		16,00	8,,18	_____
0008	exhibition space 300 sqm & more		14,00	7,15	_____
0009	<b>Foaje - unequipped exhibition space*</b> exhibition space to 49 sqm		15,00	7,67	_____
0010	exhibition space 50 - 149 sqm	sqm	13,00	6,65	_____
0011	exhibition space 150 - 299 sqm		11,00	5,63	_____
0012	exhibition space 300 sqm & more		9,00	4,61	_____
0013	<b>Out door exhibition space - unequipped*</b> exhibition space to 49 sqm		15,00	7,67	_____
0014	exhibition space 50 - 149 sqm	sqm	13,00	6,65	_____
0015	exhibition space 150 - 299 sqm		11,00	5,63	_____
0016	exhibition space 300 sqm & more		9,00	4,61	_____
0017	<b>STANDARD EQUIPPED PAVILION SPACE (Octanorm)</b>	sqm	20,00	10,23	_____
0018	<b>BASE EQUIPPED EXHIBITION SPACE</b> edge wall, firm's inscription (name of the company and city), carpet	sqm	10,00	5,12	_____

\* Includes unequipped exhibition space (only a marked location) with one connection of electricity up to 3 kW and registration in the fair catalogue  
**Notice**

We give discounts as follows:

- FOR COMPLETED APPLICATION TO

- 25. 10. 2019. - 20%

- FOR EXHIBITORS FROM 2019. - 10%

- FOR EXHIBITORS THAT GIVE GIFT FOR VISITORS IN VALUE FROM 100,00 KM/51,13 EUR TO 1.000,00 KM/511,29 - 1% DISOCUNT on each 100,00 KM/51,13 EUR

Sarajevo Fair has right for change of price list for the year; if there is important change of law's regulations, namely change of business obligations, in accordance with increase of prices for retail sale and services. All prices of services that are determined by suppliers, for example electricity, BH Telecom services, water-supply and other can be changed because of purchase price.

**The prices reported in this prices list do not contain the VAT. The payment should be done only trough the bank accounts specified in the invoice. The prices in EUR are valid for foreign exhibitors.**

"By signing this application exhibitor at the same time accepts AGREEMENT about general conditions for participation in the fair, which is an integral part of the application"

City and date

Stamp and signature of Exhibitor

**All application materials have to be filed up, signed and stamped, otherwise your application will not be accepted.**

## APPLICATION OF ADDITIONAL SERVICES AND CATALOGUE ENTRY

**FILLED UP BY EXHIBITOR:**

We hereby irrevocably order additional services:

Code	Service	Measurement	Price KM	Price EUR	We order
<b>Electrical engineering services</b>					
0101	Main connection without power supplier box 220/380 V up to 5 KW	pcs.	110,00	<b>56,24</b>	_____
0102	Main connection without power supplier box 220/380 V up to 10 KW	pcs.	120,00	<b>61,36</b>	_____
0103	Main connection without power supplier box 220/380 V up to 30 KW	pcs.	150,00	<b>76,69</b>	_____
0104	Power supplier box	pcs.	60,00	<b>30,68</b>	_____
<b>Other technical services</b>					
0105	Direct telephone connection	pcs.	200,00	<b>102,26</b>	_____
0106	Connection of water	pcs.	150,00	<b>76,69</b>	_____
0107	Refrigerator	pcs.	100,00	<b>51,13</b>	_____
0108	Sink	pcs.	50,00	<b>25,56</b>	_____
<b>Advertising in the catalogue</b>					
0109	1/1 page in color	pcs.	250,00	<b>127,82</b>	_____
0110	1/2 page in color	pcs.	200,00	<b>102,26</b>	_____
0111	1/1 page black & white	pcs.	100,00	<b>51,13</b>	_____
0112	1/2 page black & white	pcs.	50,00	<b>25,56</b>	_____

The prices reported in this price list do not contain the VAT. The payment should be done only through the bank accounts specified in the invoice. The prices in EUR are valid for foreign exhibitors.

**DATES OF EXHIBITOR FOR CATALOGUE ENTRY: (please print or type)**

Please enclosed this paper trade's mark and logo of your company (corel-8 or jpg) and send us by post or e-mail ([marketing@skenderija.ba](mailto:marketing@skenderija.ba)), so that we could enter it's in the catalogue. **The Exhibitor is responsible for correctness of the dates about Exhibitor and Sub Exhibitor.**

Exhibitor / Name of company: \_\_\_\_\_

Complete address: \_\_\_\_\_  
Street Zip code City Country

phone fax GSM e-mail web

**Short description of the company's activity:**


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**Production program:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Representative for companies:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

\_\_\_\_\_  
City and date\_\_\_\_\_  
Stamp and signature of Exhibitor

# THE AGREEMENT

## About the general conditions for participation at the fair

This agreement has been made between the parties:

by Centar "Skenderija" d.o.o. Sarajevo - the organizer of the fair, based in Sarajevo, Terezija bb, represented by Amer Kapo and

Exhibitor: \_\_\_\_\_, based in: \_\_\_\_\_, represented by: \_\_\_\_\_,

Tax number: \_\_\_\_\_, VAT: \_\_\_\_\_, transaction account number: \_\_\_\_\_,

or **Natural person**: Name: \_\_\_\_\_, Surname: \_\_\_\_\_, Personal identification number: \_\_\_\_\_,

Father's name: \_\_\_\_\_, Address: \_\_\_\_\_, No. personal card: \_\_\_\_\_

### GENERAL PROVISIONS

#### Article 1

All persons and companies from the territory of Bosnia and Herzegovina and abroad have the right to participate at the fair that duly complete and on time deliver signed and verified Application for participation. The application for participation is considered regular if form 1; form 2 and agreement on general conditions for participation are signed and certified.

### REGISTRATION FORM

#### Article 2

Exhibitor submit signed and certified application for participation to organizer Centar "Skenderija" doo, expressed in sqm (m<sup>2</sup>) and other technical services, as provided in forms 1 and 2 and agreement on general conditions for participation at the fair. The organizer will assign the exhibition space on the basis of received application. All applications for exposure relates only to the registered exhibitors.

### METHOD AND TERMS OF PAYMENT

#### Article 3

After receipt of the application form, the organizer will deliver pro-forma invoice to the exhibitor for ordered services. Exhibitor after receipt of the invoice shall pay the specified amount not later than the beginning of the assembly period (2-5 days before the fair). The organizer will, on second day of the fair, deliver a final invoice for all services. If the exhibitor has any of complaints on the part of the bill, it is obliged to submit it in writing form within 5 days from the date of invoice. The organizer reserves the right to change the offered prices based on the decision of the Supervisory Board and is obliged to promptly inform the exhibitors.

### CANCELLATION OF PARTICIPATION

#### Article 4

The exhibitor may to withdraw, in writing form, the application for participation at the fair at least 15 days until the start of the fair. In the case that the application for participation at the fair is withdrawn after the deadline, the Exhibitor is obliged to pay 50% of the ordered amount for the reservation of bare exhibition space. In the case of cancellation of exhibitors, organizer reserves the right to freely dispose of the allocated exhibition area that was the subject of the lease.

### CHANGE OF TERMS AND VENUE OF THE FAIR

#### Article 5

The deadline for the application for participation is indicated on the application form (form 1). If there is available capacity of the fair, the application may be accepted after the deadline, and not later than 15 days before the fair. The deadline for ordering other services is the deadline given in the order form (Form 2). The organizer cannot accept any cancellation of technical services less than 15 days before the fair. If the time and location of the exhibition is changed because of objective reasons, the application for participation is valid for new term with the prior consent of exhibitors. In case that the term of the fair is changed (shortening, lengthening, temporary closure or delay) due to unforeseen circumstances, it does not entail the right to exhibitor for recovering damages from the organizers. The organizer, in this case, is obliged to timely inform exhibitors of the above changes and the new term of the fair.

### EXHIBITION SPACE UNEQUIPPED

#### Article 6

Bare exhibition space implies the marked space layout in a pavilion or in the outdoors. The area is marked by organizer and exhibitor is obliged to respect marked space. The exhibitor cannot give an exhibition space on the use to another exhibitor without the consent of the Organizer. If this is done under these conditions the exhibitor is obliged to submit written information about the user of the exhibition space and at the same time the Exhibitor is obliged for the execution of all obligations assumed under this Agreement. Exhibitors may begin equipping of exhibition space (stand) after the organizer has issued the confirmation in written form for it. If exhibitor does not start to arrange exhibition space at least 24 hours before the opening of the fair, the spaces will not be considered occupied and the organizer has the right to dispose of exhibition place, or arranged it at the expense of the exhibitor. Preparation and arranging of the exhibition space must be begun in accordance with the time stated in the "Confirmation for participation" that is delivered by the organizer to the exhibitor with a pro forma invoice. At the request of the Exhibitor, Organizer can approve the arranging of the exhibition space before the scheduled preparation period if that time is not in conflict with the term of previously scheduled events in KJP Center "Skenderija" doo. Dismantling of exhibition space can start after the official close of the fair. The exhibitor is obliged to remove all exhibits and stand equipment within the deadline for dismantling period. Organizer after the scheduled deadline for clearing away the exhibition space is not responsible for stand equipment and exhibits, and it will be transported in the warehouse at the expense of the exhibitor.

### EXHIBITION AND ADVERTISING SPACE

#### Article 7

#### Exhibition space and advertising space

Arranged exhibition space implies indoor (hall) space equipped with typical booth equipment that includes:

- Standard arrangement of stand (carpet, furniture, logo with the inscription and partition walls height of 250 cm) or
- Basic arrangement (carpet, label and partition walls height up to 250 cm).

Bare indoor and outdoor exhibition space implies space with connection to electricity from 3 KW (without stand equipment). Advertising space is electronic advertisements - a link to the website, a promotional space within the building and it will be charged in accordance with valid price list of the Organizer for advertising and Internet services by Centar "Skenderija" doo

#### Article 8

#### Approval for the setting of the exhibition space

Approval for the setting of exhibition space in a standard booth construction (partition walls height of 250 cm) will be issued by the organizer. If the Exhibitor plans to arrange its exhibition space by special project and make it by special designed elements, he is obliged –or it's stand constructor to deliver detailed design to Technical Department of Center

"Skenderija at least 15 days before the fair. If it is planned setting of exhibition space under a special project by specially crafted elements, which are not in accordance with standard booth equipment, it is necessary that Exhibitor or its stand constructor submit detailed design of stand, 15 days before the fair, for certification by Technical department of Centar "Skenderija". The plan implies a sketch or some other planning documentation, technically drawn up and authenticated by an authorized person - stand constructor. The Exhibitor is obliged to announce, in writing form at least 7 days before the fair, the date of delivery of exhibits and equipment.

#### Article 9

##### Other technical information

- a) Exclusively Organizer performs all installation connections
- b) The use of electricity up to 3 KW is calculated at a flat rate per sqm (m<sup>2</sup>) of indoor exhibition space or to the application of special electrical services for a stronger energy (5 KW, 10 KW, 30KW)
- c) If the conditions for setting display areas do not allow other conditions exhibitor is obliged to allow the passage of installations necessary for the technical and decorative arrangement of the fair. Exhibitor - stand constructor, cannot start with the reconstruction of the exhibition space without the confirmation of the Organizer
- d) The maximum vertical load in the hall "Mirza Delibasic" and the parking space is unlimited, while in the halls, plateau and other supporting areas the maximum vertical load is 400 kg / m<sup>2</sup> and in Hall D1 and D2 is 100 kg / m<sup>2</sup>. Fixing, drilling floor and hanging on the ceiling is not allowed.
- e) Works on the arranging of exhibition space should be completed no later than 12 hours before the opening of the fair.
- f) A claim for any failing on exhibition space must be reported to the organizer in written form immediately after the taking over the stand, and no later than 12 hours before the opening of the fair. A subsequent complaint cannot be taken into consideration.
- g) The exhibitor is obliged to comply with the Law on Occupational Safety, the Law on Fire Protection, Law on Environmental Protection and the house rules during the preparation period, the fair and dismantling period. The Exhibitor bears full responsibility for any damage resulting from non-compliance with the same.
- h) Harmful and hazardous waste and other waste exhibitor has to put in the specific location for it.

##### SPECIAL PROVISIONS

#### Article 10

- a) The exhibitor is obliged to keep and provide exhibition space and exhibits in the working time of the fair. For the days of the fair exhibitor is bound to come half an hour before the start of the working day and stay longer half hour. In the montage and dismantling period and the Exhibitor is obliged for taking care of its exhibits. Organizer does not take responsibility for exhibitor's failure to insure exhibits and other assets and the amount of possible damage shall be borne by the exhibitor. Keeping and ensuring of exhibits in the montage and dismantling period - exhibitor can order from the Organizer, which is additionally charged by the current price list. The exhibitor is obliged to apply to Organizer requirement in written form, and in due time, for safeguarding of assets. After that Exhibitor and Organizer will make handover protocol for safeguarding with information about the time at which the aforementioned assets entrusted for safekeeping. The organizer is not responsible for any damages in the case if exhibitor's authorized person doesn't come after safekeeping time.
- b) The organizer is obliged to issue exhibitor's passes cards- exhibitor passes are valid from the first day of montage the fair till the last day of dismantling. Number of passes cards depends on the size of the leased space and the specific needs of exhibitors.
- c) Regulation of sales - Direct sales of exhibits and samples is permitted in accordance with applicable legislation. The exhibitor is obliged to comply with the legislation to prepare all documentation that is required by authorized inspection service as well as to harmonize regulations on the sale of the tax administration of Bosnia and Herzegovina.

#### Article 11

The right to approve any kind of activities on the fairground (arranging stands, catering, sales, forwarding, recording, etc.) belongs exclusively to the Organizer. the person who attends on a stand will be considered as authorized person for receiving information, downloading services or for approving the orders in the name of the exhibitor. Economic - Advertising activities on fairground can be organized in accordance with the regulations of Bosnia and Herzegovina. Any advertising that hinders other exhibitors or visitors and also political - propaganda activities is invalid. The special approval of the Organizer is necessary for any advertising campaigns outside the exhibition space. Any use of electronic equipment that produces noise levels greater than 65 decibels is not allowed. Any Music on stand area is subject to copyright law of BiH and organizer does not assume any responsibility for any resulting obligations from this. Organization of press conference shall be announced in advance to the Organizer.

- d) Exhibitor catalog - catalog entry is required. An exhibitor must to deliver to the organizer data for entry into the catalog 20 days before the fair (Form 2). If an exhibitor fails to submit data, the organizer will enter in catalog general dates given in application material (Form 1). The exhibitor is responsible for the accuracy of the data.
- e) Exhibitors who ordered bare indoor exhibition space are obliged to bear the costs of montage - dismantling period, that are calculated per sqm (m<sup>2</sup>) of the leased space.

##### FINAL PROVISIONS

#### Article 12

Agreement shall be terminated upon expiry of the period for which it was concluded. Before the end of the agreed period, the Agreement shall cease in the following cases:

1.) The consent of the contracting parties, 2.) The unilateral declaration of termination. This Agreement will be unilaterally terminated in the following cases:

- a.) **by the Organizer**
  - if exhibitor and after warnings used space against the provisions of the Agreement or he does damage using it without the necessary attention;
  - if exhibitor not report a change of address or head office, within 15 days from the date of change;
  - if the exhibitor and after a warning fails to fulfill obligations due within the time limit;
  - because of non-compliance with the house rules;
  - for non-acceptance of the conditions pursuant to Article 3, paragraph 4 of the Agreement;
  - for non-fulfillment of contractual obligations.
- b.) **by exhibitor:**
  - If rented space collapses entirely or in part by negligence of the organizer
  - If the exhibitor withdraws her application for participation in the fair

#### Article 13

The denunciation shall be communicated to the other contracting party in writing form. The contracting parties have agreed that the notice period for this contract is 15 (fifteen) days.

#### Article 14

Amendments to this Agreement shall be made by the Annex to the Agreement.

#### Article 15

The parties agree that the verification of this agreement accept all of its provisions. This agreement is an integral part of the application material.

#### Article 16

The Court in Sarajevo is competent for disputes of the parties that cannot be resolved amicably through.

#### Article 17

The Agreement is made in 3 (three) identical copies, of which the organizer reserves the 2 (two) copies and exhibitor 1 (one) copy.

Exhibitor

Centar "Skenderija" d.o.o.

Signature and seal

Amer Kapo