

To whom it may concern!

Dear Madam or Sir,

Hereby we want to introduce you to initiative for organizing SAHAF - Halal industry fair, in May 15th-17th in Sarajevo. Also, we use this opportunity to invite you to join this initiative in order to present activities and achievements of Halal industry to public.

SAHAF - Sarajevo Halal Fair represents unique event that gathers all representatives of Halal industry from Southeastern Europe and representatives from leading world Halal industries and multinational companies. A number of companies from countries like Germany, Austria, Turkey, Malaysia and Indonesia, have shown interest to take participation at SAHAF.

Knowing that your company has Halal certificate, we believe that you will use this opportunity to present your products or services in order to have direct contact with buyers, distributors and trade companies representatives.

If you decide to exhibit at Fair you will gain extra benefits of publicity through printed Fair materials and special programs in printed and electronic media.

To participate at Fair, you just have to fill the application form, which is available:

- as an attachment with this message,
- downloading from our website <http://www.sahaf.ba>
- completing the application form on-line <http://www.sahaf.ba>

For more information, you can contact our representatives:

KJP Skenderija	Terezija b.b., 71 000 Sarajevo, BiH	
Eldin Husarić	eldin.h@skenderija.ba, fair@sahaf.ba	Tel/fax: +387 33 445-156
Salem Alibegović	salem.a@skenderija.ba, support@sahaf.ba	Tel/fax: +387 33 665-322

GHB Invest d.o.o. Sarajevo	Džemala Bijedića 2, 71 000 Sarajevo, BiH	
Muamer Starhonić	muamer@ghbinvest.com.ba, info@sahaf.ba	Tel: +387 33 524-041

Agency for Halal quality certification Fair:	Turalibegova 39, 75 000 Tuzla, BiH	
Nermin Hadžić	agency@halal.ba	Tel/fax: +387 35 258-427



Time for application: April 15th 2013

Paper: 1

APPLICATION FORM – CONTRACT

FILLED BY EXHIBITOR:

1. Exhibitor / Company name: _____

ID number from UIO: _____ Transaction account No: _____

Certified by Agency: _____ Place: _____ No: _____

Full address: _____

street post code city state

phone fax GSM e-mail web

2. Exhibitors authorized person / Contact person: _____ phone: _____ e-mail: _____

3. I order following services irrevocably:

Code	Service name	Unit	Price KM	Price EUR	We order
Interior unequipped exhibition space "Mirza Delibašić" hall					
0001	Stand in a row (1 side opened) min. 9 m ²	m ²	80,00	,24	_____
0002	Stand (2 sides opened) min. 21 m ² (price increases by 10%)	m ²	,00	,00	_____
0003	Stand (3 sides opened) min. 30 m ² (price increases by 15%)	m ²	,00	,00	_____
0004	Island stand (4 sides opened) min. 56 m ² (price increases by 20%)	m ²	,00	,00	_____
0005	External unequipped exhibition space – "Plato"	m ²	30,00	15,34	_____
0006	Standard arrangement of exhibition space (Octanorm)	m ²	40,00	20,45	_____
0007	Basic arrangement (Peripheral rock, signboard, signboard - exhibitors name and town, floorcloth)	m ²	30,00	15,34	_____
OHTER OBLIGATORY SERVICES					
0008	Flat rate for electricity	m ²	3,00	1,53	_____
0009	Obligatory catalog registration	piece	100,00	51,13	_____
0010	Registration fee	Exhibitor	100,00	51,13	_____
0011	Compensation costs for preparatory / tidy period (only for exhibitors who order space with code 0001-005)	m ²	5,00	1,02	_____

NAPOMENA:

1. Discounts for exhibition space codes 0001 - 0007:

21 – 49 m² 5% discount 100-149m² 15% discount
50 – 99 m² 10% discount 150 m² and more 20 % discount

2. Registration before March 15th 2013

7% of additional discount (0001, 0005 and 0006)

Sarajevo fair has right to change prices in ongoing year, if there would be significant changes of legal regulation, or terms of business, in accordance with increase of prices of products and services. All prices of services that are conditioned by distributors, like electricity, BH Telecom services, water, can be changed due to purchase price.

Prices in this pricelist do not contain VAT (Value added tax). Price in EUR are for foreign exhibitors

By signing and verification Application form - Contract (Paper 1), by signing and verification of General terms of exhibiting contract (Paper 2) and by signing and verification of Order for additional services (Paper 3), we accept all terms of exhibiting at Sarajevo fair.

Place and date

stamp and signature

Fill all application materials completely, signed and stamped, otherwise we will not consider your application.

THE AGREEMENT

about general conditions for participation on Sarajevo Fair Exhibitions

Paper 2

This agreement has been made between agreement's sides; KJP Centar Skenderija d.o.o. that is represented by Prof. dr Hajriz Bećirović, manager and Exhibitor that is represented by authorized person-contact person, which dates has been written in Application of participation (paper 1). Both agreement sides by verification of this agreement accept all of it's regulations.

Article 1

Organizer

All Fair are organized by KJP Centar Skenderija d.o.o. Terezije bb, 71 000 Sarajevo, Bosna and Herzegovina (in the following text and in the text of application for participation Sarajevo Fair)

Article 2

Application and confirmation of participation

For participation on a fair, Exhibitor with Sarajevo Fair concludes written application for participation – agreement about rent of exhibition space (in the following text application).

According to received application Sarajevo Fair will make plan of the exhibition space. Sarajevo Fair has right, if it is required for the plan of exhibition space, to give 10% bigger or lower exhibition space than it is ordered, and it will be not accounted.

If exhibitor , in written form, suggest to Sarajevo Fair withdraw of it's application at least 30 days before the begining of the fair and if Sarajevo Fair it accepts, Exhibitor has not right on returning of security payment determined by payment condition (article 3) and it will be accounted additional 25% from agreed costs for unequipped space. Withdraw given 30 days (or later) before the beginning of the fair will not be accepted by Sarajevo Fair, so besides taking security payment from the Exhibitor will be accounted costs for ordered unequipped exhibition space by Sarajevo Fair and all other, till than, given services that Exhibitor is obliged to pay. In case of unpayment of all agreed obligations till 8 days before the beginning of the fair, Sarajevo Fair will consider that exhibitor withdraws it's application for participation, so besides taking security payment from the Exhibitor will be accounted costs for ordered unequipped exhibition space by Sarajevo Fair and all other, till than, given services that Exhibitor is obliged to pay.

If it is required by special circumstances Sarajevo Fair has right to cancel confirmed exhibition space, and to give new exhibition space on new location and by new conditions.

If there is objective reasons for changing of time and location of the exhibition, the application for participation is valid for new date.

Exhibitor has not right to cancel or to make some other request, and has not right to demand indemnity from Sarajevo Fair because of changing of time and location of the exhibition.

The last date for application for participation is determined on application documents (paper 1). The date for the order of other services is mentioned in order documents. Sarajevo Fair will not accept a cancel of ordered tehnlcal services sent eight dates before the fair.

Article 3

Payment conditions

For the ordered services, Sarajevo Fair will deliver a pro-forma invoice to Exhibitor.

Exhibitor has to pay security payment 20% of the received pro-forma invoice and the rest amount of the pro-form invoice he has to pay in agreed and in mentioned date by pro-forma invoice, if it is agreed payment in several rates.

After the closing of the fair, Sarajevo Fair will deliver a final invoice for all services to the Exhibitor. Sarajevo Fair will account penalty interest / in accordance to the law / to the Exhibitor for every day late of the payment. If Exhibitor has any of complaints on a part of the invoice, an undisputable part of the invoice has to be paid by our rules.

A complaint on a invoice has to be delivered in written form five days after date of receiving of invoice. After that date a complaint will not be considered.

The prices do not contain the VAT.

Article 4

Special conditions

Sarajevo Fair has exclusive right to allow any kind of activities on the fair ground (equipping of stands, catering, sale, forwarding, taking of photographs, etc.)

A person that attends on a stand is considered as authorized person of Exhibitor for receiving of announcement, for taking over of services, namely for approving of orders/ in an order has to be written name, surname, identification number and number of identity papers/.

Advertising activities on fair ground can be organised only in accordance with rules of Bosnia and Herzegovina. Each advertise and also political-advertise that disturb other Exhibitors or visitors is forbidden.

For all advertise activities, outdoor of exhibition space, special approval from Sarajevo Fair is necessary . It is not allowed using of electronic instruments on stand that makes noise over 65 decibels. Music on stand has to be in accordance to the Law about copyright of B&H, and Sarajevo Fair does not take over any material responsibility resulted from this.

Organisation of press conference has to be announced in advance in Sarajevo Fair .

Article 5

Exhibition space – Unequipped

Marked stand space in pavillion or in out door space, without any connections is unequipped space. Sarajevo Fair marks stand space and Exhibitor is obliged to respect marked space.

If there is necessity for giving more space than it was ordered / for example ordered length 12 and width 3 , has to be length 12,30 and width 3 /, all over 1 sqm will be additional accounted as 1 sqm of exhibition space. Exhibitor has no right to give it's exhibition space to the other Exhibitor without agreement from Sarajevo Fair. Exhibitor take over it's exhibition stand after receiving written confirmation by Sarajevo Fair. If Exhibitor doesn't start equipping of it's exhibition space at least 36 hours before the opening of the fair , that exhibition space will be considered that is not take over by Exhibitor , so Sarajevo Fair has right to dispose of exhibition space, namely to equip it on account of Exhibitor.

Montage and demontage of exhibition space can be start in accordance with date mentioned in "Instructions for Exhibitors" that are delivered to Exhibitor together with invoice. By request of Exhibitor , Sarajevo Fair can allow earlier equipping of the space, but in accordance that it will be accounted special costs. Demontage of exhibition space can start after oficial closing of the fair. After exhibition, exhibition space has to be same as before the fair, and Exhibitor is obliged for that and it must be done on determined date. If it is not done by Exhibitor, Sarajevo Fair will do it and storage materials but on account of exhibitor.

Article 6.

Equipped exhibition space and advertising space

Equipped exhibition space is space minimum equipped with carpet and edge walls with allowed high up to 250 cm that divide it from other exhibition space (including firms inscription). Advertising space is any space out of exhibition space, and also space that is over 250 cm allowed, if it does not disturb other Exhibitors and has approval from Sarajevo Fair. Advertising space will be accounted in accordance with valid price list of Sarajevo Fair.

Article 7

Approval for construction of exhibition space

Approval for construction of exhibition space will be given with verifying of project. The scheme or other project documentation with technical dates, verified and in accordance with "Rules for equipping of exhibition space" are considered as a project.

A project has to be given to Sarajevo Fair for approval at least 30 days before the fair. Exhibitor is obliged to send written information about date of coming of it's exhibits and equipment at least 7 days before the fair.

Article 8

Other technical information

- all works for connection of installations will be done only by Sarajevo Fair
- using of electrical power will be accounted as flat rate by sqm of pavillion exhibition space, by number of connection and by measurement instrument for electrical power
- Exhibitor has to allow setting up all instalation needed for technical and decorative arrangement of the stand or exhibition space of other Exhibitors or for necessity of the fair. If Exhibitor, namely authorized constructor start mounting of exhibition and advertising space without approval, Sarajevo Fair will stop further works, namely remove the constructed part of stand on the account of Exhibitor.
- the allowed weight of exhibits and constructions in passage of the hall 1 and on the parking space is unlimited, but in all other halls, passages, on the plato and in other indoor and outdoor space it is limited up to 0,4 tons / 1 sqm. Fixing, hanging and sticking of exhibits and construction on wall, ceiling and grandfloor of the exhibition halls is not allowed.
- works on arranging of exhibition and advertising space has to be finished one day before the opening of the fair at least till 06,00 p.m. If this works wouldn't be done in the due time, Sarajevo Fair is authorized to give the rest works to other constructor but on the account of the Exhibitor.
- a complaint because of eventual default on exhibition space has to be given in written form to Sarajevo Fair, after taking over of the exhibition space, , but at least 12 hours before the latest day of montaging period. A complaints that come to Sarajevo Fair later than it is determined will not be considered.
- during montage period, the fair and demontage period, Exhibitor has to respect rules of Law about protection on work, Law for protection against fire, Law for protection of environment, House-rules of Sarajevo Fair and is responsible for eventual damage resulted from unrespecting this rules by Exhibitor
- Exhibitor has to put harmful, dangerous and all garbage on the determined place for that
- also persons that work by the order and for Exhibitor are considered as "Exhibitor"

Article 9

Other fair's services

- insurance – Exhibitor can order insurance of his exhibition space from Sarajevo Fair. Sarajevo Fair does not take responsibility for exhibits and other Exhibitor's property that is not insured, and than all damages cosed will be on Exhibitor's account. Exhibitor is obliged to inform Sarajevo Fair, as soon as possible about cosed damage .
- Exhibitor's entrance cards – exhibitor's entrance cards are valid from the start of montaging period, during the fair till the end of demontaging period . Exhibitor's entrance cards depends on ordered size of exhibition space . To Exhibitors that ordered pavillion exhibition space up to 20 sqm or outdoor exhibition space up to 40 sqm belong 4 Exhibitor's entrance cards, but for every additional 10 sqm, namely 20 sqm for outdoor space, belongs one Exhibitor's entrance card more.
- sale's regulations – direct sale of exhibits and samples is not allowed, except in space determined for that purpose. Exhibitor is obliged to prepare, in accordance with Law rules, all documentation that is required by authorized inspection service
- obligately catalogue entry – Exhibitor is obliged to deliver the dates about his company for the catalogue entry at least 60 day before the begining of the fair. (paper 3). If it is not delivered by Exhibitor in due time, Sarajevo Fair will enter in catalogue general dates given in application material. Exhibitor is responsible for contents of text catalogue entry and advertismnt in catalogue, and for all failings caused by uncorresponding text. Sarajevo Fair has not responsibilities for any of eventual uncorrectnes and uncompleteness.

Article 10

Final conditions

Sarajevo Fair will give for every fair special "Instructions for exhibitors", that are together, with this "General conditions for participation", agreement's obligations for each Exhibitor and Subexhibitor. Sarajevo is the place of obligation's realisation and payment.

Any eventual disputes between Exhibitor and Sarajevo Fair will be resolved by decision of authorized Court in Sarajevo.

Sarajevo Fair

Stamp and signature of Exhibitor

Prof. dr Hajriz Bećirović, manager

FILLED BY EXHIBITOR:

I order following services irrevocably:

Code	Service name	Unit	Price KM	Price EUR	We order
Electrical services					
0101	Special connection for stronger electricity without distribution box 220/380 V to 5 KW	pieces	110,00	56,24	_____
0102	Special connection for stronger electricity without distribution box 220/380V to 10 KW	pieces	120,00	61,36	_____
0103	Special connection for stronger electricity without distribution box 220/380V to 30 KW	pieces	150,00	76,69	_____
0104	Distribution box	pieces	60,00	30,68	_____
Other technical services					
0105	Direct phone line	pieces	200,00	102,26	_____
0106	Water connection	pieces	150,00	76,69	_____
0107	Fridge	pieces	100,00	51,13	_____
0108	Sink	pieces	50,00	25,56	_____
0109	Internet connection	pieces	50,00	25,56	_____
Catalog advertisement					
0110	1/1 color page	pieces	250,00	127,82	_____
0111	1/2 color page	pieces	200,00	102,26	_____
0112	1/1 not colored page	pieces	100,00	51,13	_____
0113	1/2 not colored page	pieces	50,00	25,56	_____

Prices in this pricelist do not contain VAT (Value added tax). Prices in EUR are for foreign exhibitors

Data for exhibitors catalog entry: (please fill with legibly writing)

Please, with this application form, enclose the original trademark (logo) of your company (format: corel-8 or jpg) and send these by post or e-mail (marketing@skenderija.ba) for catalog registration. **Exhibitor is responsible for data accuracy.**

Company name: _____

Full address: _____
street post code city country

_____ phone fax GSM e-mail web

Brief description of company activities:

Production program:

Advocacy for the company (Company name, country):

1. _____
2. _____
3. _____
4. _____
5. _____

1. _____
2. _____
3. _____
4. _____
5. _____

_____ Place and date

_____ Stamp and signature of exhibitor