

# COMMON REGULATIONS OF PARTICIPATION

Common regulations on participation at Mostar Fair consist of binding instructions that regulate registration procedure, exhibiting and business activities at fairs, based on which obligatory relations between the Company Mostarski sajam as a fair organizer and its participants-exhibitors are established.

## I REGISTRATION PROCEDURE

### Article 1.

Registration for exhibiting is submitted in a standardized registration form filled in block letters, and signed, verified and sent to the fair address. The same procedure is applied when submitting corresponding orders of the fair services.

Deadline for registration is 30 days prior to the opening of the fair. By sending registration form and orders, exhibitors express their consent to the terms of the common regulations on participation at the fair, and thus agree on an obligatory relation with the organizer. Having received a valid registration form, the organizer will send the exhibitor an exhibition stand plan to be agreed on. The exhibitor is to send a written receipt and possible suggestions within 3 days. If not, the plan of the exhibition stand will be considered as accepted. All additional changes will be charged by the organizer at a price increased by 30%.

### Article 2.

A registration for exhibiting is valid only for registered companies and implies the obligation of exhibitors to exhibit, from the opening to the closing of the fair, with an authorized officer being present at the exhibitor stand in the whole course of the fair. Withdrawal from the fair before its closing is not allowed. Registered exhibitors cannot sublet the assigned exhibitor stands without permission of the organizer. Otherwise, the exhibitor will be removed from the fair, and he shall be charged full price for all fair orders.

## II PAYMENT

### Article 3.

Along with registration form for exhibiting, an exhibitor will submit a proof of a settled payment of the required 75 EUR (costs of making a contract and fair catalogue entry)

Organizer is not bound by a registration that doesn't contain the proof of a settled payment.

### Article 4.

Having received a valid registration form, the organizer will make out an invoice that should be paid by the exhibitor in full amount, in accordance with the deadline indicated in the invoice, not later than 15 days prior to the opening of the fair. The exhibitor is to bear the costs of the money transaction. In case of dispute on the invoice, the exhibitor is to send it in writing within 5 days, but the part that is beyond the dispute should be paid according to the deadlines indicated from the foregoing subsection. By making out of an invoice, the organizer confirms fulfillment of all the invoiced orders of the exhibitor.

Exhibitors from B&H pay the invoice in KM, and foreign ones in EUR. The organizer reserves the right to adjust prices in case of inflation of EUR.

### Article 5.

Depending on available space, the organizer can approve a registration request and payment after the prescribed deadlines, with authority to raise all fair prices, by way of increased costs.

### Article 6.

Orders in the course of the fair are to be paid immediately. The organizer reserves the right to keep all exhibits, equipment and other properties of the exhibitor until the exhibitors have discharged all the debts. The organizer reserves the right to sell the kept things if the exhibitors don't meet their obligations within 30 days.

## III TAKING OVER AND HANDING OVER EXHIBITION STAND

### Article 7.

An exhibition stand is assigned, in principle, according to the order in which registration forms and payments come in. An assigned exhibition stand is taken over by the exhibitor in the Admission Office on the basis of original papers on payments of the required amount and total of the fair orders, namely:

- for exhibitors who rented an equipped space not later than 24 hours prior to the opening of the fair.
- for exhibitors who rented an unequipped or outside space not later than 3 days prior to the opening of the fair.

### Article 8.

If the stand design is not ordered from Mostar Fair, the exhibitor is to ask for permission to build their own exhibition area. This permit is approved and issued by Mostar Fair Project Office, at the rate of 2,5 EUR/m<sup>2</sup>. Formal request for construction of a uniquely designed exhibition area is submitted to Mostar Fair (Head office), Rodoč bb, 88 000 Mostar, B&H or to email: biro@mostarski-sajam.com

### Article 9.

If the exhibitors don't register at Admission Office, that is if they don't take over the assigned stands at the latest 18 hours prior to the opening of the fair, it will be considered that they withdrew from the exhibiting, and the organizer, in accordance with needs, can rent the space to some other exhibitor. The exhibition stand is taken over and handed over on the basis of an official protocol. Missing rented exhibition stand - material shall be charged to the exhibitor, at a three times higher price on the spot. The exhibitors are obliged to empty the exhibitor stands within 2 days after the formal closing of the fair. Otherwise, it will be done by the organizer to the exhibitors cost.

## IV WITHDRAWAL

### Article 10.

A registered exhibitor can withdraw from exhibiting under certain conditions, namely:

- 30 days prior to the fair opening, and then the already paid money will be returned, except for the required amount,
- 15 days prior to the opening of the fair, in which case 50% of the paid money is returned, i.e. the invoice is made out for the same amount.

Withdrawal within 10 days before the opening of the fair is not possible and the organizer will keep complete payment, i.e. make out an invoice for the costs. Withdrawal is to be announced in writing, and the deadlines start to be applicable beginning with the date of their coming into the organizer seat.

## V SPECIFIC REGULATIONS

### Article 11.

In case that the exhibitors arrange the exhibition stands on their own, they are obliged to obey regulations on technical protection, organizer's directions and standard rules of international fairs. When arranging bigger and more complex exhibition stands in person, organizer's consent on the project is required.

### Article 12.

The exhibitor is obliged to secure necessary equipment and exhibits from stealing, damage, destruction and other risks, with the official fair insurer. In case that the exhibitors cause damage to the fair organizer, other exhibitor or to a third person, they shall compensate it in accordance with common regulations.

### Article 13.

All other business activities, except for exhibiting, are regulated under specific conditions, in a bilateral relation with the organizer and are performed on the basis of a special, written organizer's permission. The regulation from the foregoing subsection relates to the exhibitors also when these activities are performed beyond rented space.

### Article 14.

Working time of the fair is from 10:00 to 18:30.

### Article 15.

Cleaning common fair premises is obligation of the organizer.

### Article 16.

In case of change of the arranged fair dates, caused by circumstances beyond the organizer's control, the organizer is not obliged to reimburse the damage caused to the exhibitors. The organizer will inform exhibitors on the new date of the fair, immediately after the reason for change appears.

### Article 17.

All possible litigations are under the jurisdiction of the Mostar Court.

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