**CO-EXHIBITOR APPLICATION FORM (CONTRACT) 2026**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FAIR NAME / CITY** | **FAIR DATE** | **CO-EXHIBITOR TYPE BOOTH (A or B)** | **CO-EXHIBITION COSTS ASSOCIATED WITH LEASE** | **CO-EXHIBITION COSTS ASSOCIATED WITH SETUP** |
|  |  |  |  |  |

**The co-exhibitor booth:**

1. **at a tourism fair for the general public\* includes:**

* information counter and 1 bar stool
* company logo
* photo and QR code
* table and two (2) chairs
* 1 exhibitor pass or more if provided by the fair organizer
* 1 listing in the catalogue
* no more than **2 persons** continuously present at the booth, unless otherwise stipulated by the fair organizer

1. **at a tourism fair for corporate attendees\*\* includes:**

* information counter and 1 bar stool
* company logo
* photo and QR code
* table with three to four (3 to 4) chairs depending on the booth size
* 1 exhibitor pass or more if provided by the fair organizer
* 1 listing in the catalogue
* no more than **3 persons** continuously present at the booth, unless otherwise stipulated by the fair organizer

**\*Tourism fairs for the general public:** Vakantiebeurs Utrecht, CMT Stuttgart, BOOT Düsseldorf, FITUR Madrid, f.re.e München, Ferien-Messe Wien

**\*\*Tourism fairs for trade visitors B2B:** ITB Berlin, Travel Experience Rimini, ATM Dubai, IFTM TOP RESA Paris, WTM London

For exhibiting at the CNTB booth, the co-exhibitor shall cover the lease fee, as specified by the fair organizer, along with 50% of the setup expenses, outlined by the technical contractor appointed through a public bidding process, while the remaining setup cost shall be borne by the CNTB\*.

\* Considering the budgetary constraints on setup expenses for co-exhibitor booths within CNTB, such resources will be available to eligible entities that submit contracts/application forms until the allocated funds for the specified activity have been exhausted.

In cases when the lease price and/or setup cost of the booth are not known at the time of application and thus not published on the Croatian National Tourist Board’s website, the price will be determined after the Croatian National Tourist Board receives the lease price from the organizer and/or conducts the procurement process for booth setup, and signs a booth setup contract with the successful bidder. In cases of fairs where the lease rates are still undisclosed, Co-exhibitors may tentatively refer to prices from the preceding year; however, these prices do not extend to co-exhibition in 2025 and shall not be binding in any way.

**By signing this application form (contract), the Co-exhibitor undertakes to pay the co-exhibition costs related to the lease and setup of the co-exhibitor booth to the Croatian National Tourist Board upon receipt of the co-exhibition cost statement (invoice). This encompasses both the lease and setup costs which were not disclosed at the time of application.**

The Co-exhibitor may withdraw from co-exhibiting according to the rules defined in the General Terms and Conditions of Lease and Co-exhibition.

**Co-exhibitor Details:**

Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised representative name □ Mr. □ Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OIB/VAT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\* For additional information on data processing, please refer to the General Terms and Conditions of Co-exhibition*

For the purpose of effectively showcasing your company, when applying electronically via email to [sajmovi@htz.hr](mailto:sajmovi@htz.hr) please kindly provide the following:

1. **company logo** - exclusively in **vector format** (ai, eps, pdf). All fonts should be converted to curves.
2. **URL link(s) to online brochures or website to be embedded in the QR code** - one (or multiple) URL links with all brochures (if exhibiting at multiple fairs in different language regions)

Guidelines for the link that must be adhered to for appropriate integration into the QR code:

* the content can be changed, but it is imperative to keep the URL link (where the content is hosted) unchanged,
* the content can be hosted on a website, cloud storage, and similar platforms,
* cloud storage services include Dropbox, Google Drive, and similar platforms,
* the content at the specified link can be modified as long as the link itself remains unchanged. This will ensure that the pre-generated QR code will display the updated content at the link. In the event of a URL link change, the QR code will not reflect the updated link as it is associated with the original one,
* furthermore, it’s essential that the link remains operational until the conclusion of the fair (for example, using a WeTransfer link that expires in 7 days is incorrect), and it must remain active until the end of the fair (it must not be removed from the link or placed in a subfolder or similar).

1. **photo for the co-exhibitor booth** with the following specifications:

File type: JPG and TIFF

Resolution: 300 dpi, min. 10 MB

Please note that the photo will be adjusted to a specific format, so it is preferable for the photo to be a wide shot.

The photograph should be in landscape format. When selecting the photograph, please be aware that it will be adjusted to fit a specific format. Therefore, it's advisable to provide a wider frame for the image. The photo itself must be horizontal. Additionally, please consider that a logo might be positioned in the top right corner and a QR code in the bottom left, or alternatively, a QR code in the top left and the logo in the bottom right. The exact placement will depend on the configuration of the partition on the stand. With this in mind, make sure that no critical parts of the visual are positioned in the photo's corners that could be obscured. The alternative is to provide two separate photos: one for the top-right logo/bottom-left QR code layout, and another for the top-left QR code/bottom-right logo layout.

The photograph must be accompanied by a completed and authenticated document *CNTB - Consent for the Transfer of Copyrighted Work.docx*.

Should the co-exhibitor not possess a suitable photograph, they may authorize CNTB to use a photograph from its own archive on their behalf, ensuring that it pertains to the respective co-exhibitor.

**The company’s desired inscription on the CNTB booth (list of co-exhibitors) in the language of the country hosting the fair:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Details for catalogue listing (in English or the language of the country hosting the fair):**

Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Activity \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Postal Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Country\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person for contact\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(personal email): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Invoice/cost breakdown for co-exhibition should be sent to the following address (if different):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* for additional information on data processing, please refer to the General Terms and Conditions of Co-exhibition

**Terms of payment:**

CNTB will issue an invoice for the calculation of co-exhibition expenses related to stand lease and setup after the conclusion of the fair. Co-exhibition costs must be settled within 30 days from the issuance of the invoice for co-exhibition costs. CNTB will reject future co-exhibition applications from companies that have not cleared their outstanding balances within the stated deadline.

Co-exhibitors are required to pay co-exhibition costs in the official currency of Croatia, with currency conversion from other currencies based on the Croatian National Bank’s middle exchange rate on the invoice date for co-exhibition costs.

In the event of any disputes, the parties will seek an amicable resolution, and if such resolution is not achievable, the competent court in Zagreb shall have jurisdiction.

**By agreeing to this form (contract), the co-exhibitor acknowledges that they have read, understood, and agreed to the General Terms and Conditions of Lease and Co-exhibition published on the website of the Croatian National Tourist Board, which are appended to this contract and constitute an essential component thereof.**

Date …………………………………………………… signature and stamp …………………………………………………………………….

**IMPORTANT:**

**Please complete the application form (contract) electronically rather than manually, scan the signed and certified document and send it to** [**dive.kovacevic@htz.hr**](mailto:dive.kovacevic@htz.hr) **and/or** [**zeljka.jaksic@htz.hr**](mailto:zeljka.jaksic@htz.hr) **sending the original document to the following address: Hrvatska turistička zajednica, Odjel za podršku prodaji i distribiciji, Iblerov trg 10/ IV, 10000 Zagreb, Croatia.**

**Along with the application form (contract), applicants need to submit a signed copy of the General Terms and Conditions of Co-exhibition. Applications are considered invalid without a properly completed application form and signed General Terms and Conditions of Co-exhibition. If the co-exhibitor is registering for more than one fair, it is sufficient to send only one copy of the signed General Terms and Conditions.**