

## APPLICATION FOR EXHIBITORS

Dear Exhibitors,

We invite you to apply for participation in the **Twentieth Anniversary International Podgorica Book Fair**, which will be held from **May 11 to May 17, 2025**, at the already well-known venue – the garage of BIG Fashion Shopping Center, located in the wider city center of Podgorica.

The International Podgorica Book Fair has been held since 2005, under the patronage of the Ministry of Culture of Montenegro and the Capital City of Podgorica, and gathers a large number of influential publishers from Montenegro and the countries of the region.

According to general opinion, the International Podgorica Book Fair, as the first major book fair in Montenegro, has taken a significant place on the cultural scene of Montenegro and the region, traditionally serving as a meeting point for publishers, authors, and readers.

Considering the results of the previous nineteen editions and the level of interest shown by publishers so far, we expect an even greater number of exhibitors from more countries at the twentieth anniversary fair, the presence of prominent names from regional and international literature, a richer accompanying program, and naturally, a larger number of visitors.

Domestic and international exhibitors will have the opportunity to present their publishing production, as well as to promote individual titles from various fields.

In addition to awards for complete publishing production (Best Publisher), publishing achievement, best edition/series, and advancement of children's publishing, awards will also be presented for best-designed art edition, best-designed series, best-designed book, and best-designed stand.

Together with the informational material, we are enclosing:

- *Application Form for Participation*
- *General Terms and Conditions of Participation*
- *Special Terms and Conditions of Participation*
- *Application for Mandatory Registration in the Fair Catalogue*
- *Press Service Application Form*
- *Exhibitor's Published Titles 2025/2026*
- *Technical Description of Standard Booth and Additional Equipment*

The deadline for submitting applications is **April 10, 2026**.

For any additional information, please contact the Book Fair Administration in Podgorica:

Ivana Ivanović  
Mobile: +382 68 230 155  
E-mail: pgsajamknjiga@gmail.com  
Web: [www.pgsajamknjiga.org](http://www.pgsajamknjiga.org)

For the Organizer:

**APPLICATION – CONTRACT FOR PARTICIPATION**  
*(For Domestic Exhibitors)*

Please complete the application form in clear block letters.

Name of Exhibitor:	
Postal code, city, street and number, P.O. Box / Fax:	
Tel:	Fax:
E-mail:	Website, Facebook, Twitter:
Bank account number:	
Company registration number:	Tax ID:
Contact person:	Tel:

Type of Exhibition Space and Services	Price	We reserve (m <sup>2</sup> )
Indoor exhibition space + Standard equipment (Octanorm construction)	59 € / m <sup>2</sup>	
Indoor exhibition space – empty, without standard equipment elements	52 € / m <sup>2</sup>	
Mandatory flat rate for electricity (per 1 m <sup>2</sup> )	6 € / m <sup>2</sup>	
Mandatory catalogue registration fee	75 €	

We hereby declare that we are familiar with the general exhibition conditions contained in the General and Special Terms and Conditions, as well as in this application form, and that we fully accept them.

The stated prices are exclusive of VAT. VAT will be calculated in accordance with the applicable law.

The submitted application is irrevocable and binding for the exhibitor unless cancelled 30 days prior to the opening of the Fair.

<b>TO BE COMPLETED BY THE ORGANIZER</b>	
We confirm the reservation of	<input type="text"/>
m <sup>2</sup>	File No.:
Date – Signature – Stamp	<input type="text"/>

Place and date:

M.P.

Signature

## **GENERAL RULES FOR PARTICIPATION AT THE 20th INTERNATIONAL PODGORICA'S BOOK FAIR**

### Article 1.

The goal of the Fair is to enable exhibition of books and publications from the country and abroad designed for the market, to present accomplishments in publishing industry, to make and maintain business relations and to conclude business agreements amongst exhibitors and buyers, to promote domestic and international trade and collaboration.

### Article 2.

The book Fair will be held in open and closed exhibition space, organizer determines it's duration and working hours.

### Article 3.

At the Fair, retail trade is allowed, participants can exhibit in own name or represent some other name or organization. Exhibitors don't have the right to sublet the leased space. Every exhibitor is obliged to register in the brochure and to pay subscription. Co exhibitors apply with special applications for participation and compulsory registration in the official fair's brochure and pay matching subscription.

### Article 4.

Application for exhibition must be submitted using the Application form in legible printed letters, scan of signed and certified application it should be sent on mail pgsajamknjiga@gmail.com and hardcopy should be sent to the address of the Fair. After receiving the application, organizers will send to exhibitor's attention scheme of the exhibiting stand. Deadline for the exhibitor to inform about confirming received and to submit possible remarks. Otherwise, it will be regarded as the scheme of the exhibiting stand is accepted. To enter the fair special applications for compulsory registration in the official fair's brochure, issued by the organizer are submitted Deadline for applying is stated in the fair's materials. Applications for participation and compulsory registration in the official fair's brochure are considered as contracts made between applicants and fair's organizers. Leaving the fair before closing is not allowed.

### Article 5.

The organizer has the right to accept or discard the application, and as for the size of the exhibitional space they can increase or diminish it. The exhibitor can withdraw the application within 30 days before the start of the Fair. In case that the application is withdrawn after the stated deadline, or confirmation of the acceptance of the application, the exhibitor is bound to pay the leasing fee, for the exhibition space, exhibition subscription, as well as for the rest of expenses created by the withdrawal of the exhibitor.

### Article 6.

The organizer allocates the exhibition space and sets the place of exhibition for the exhibitors.

### Article 7.

The organizer sets the price of lease of exhibition space, exhibition subscription and individual price of services. By signing the applications for participation and compulsory registration in the fair's brochure, the exhibitor accepts the prices. The leasing price is calculated according to the gross size of the given exhibiting space. Upon the registration the organizers will present the publisher with the estimate of everything that is indicated in the application. The exhibitor must pay the entire sum from the estimate, latest 5 days before the start of the Fair, according to the given prices for the specified services. After the payment the exhibitor receives receipts which will be obligatory during the entering and exiting of exhibits. After the payment of debt from the estimate, and after the end of the Fair, all additional services as well as the difference between reported and given space, will be paid by the exhibitor according to the invoice in the period of time stated by the invoice. The exhibitor should also pay interests according to officially declared interest rate if from some reason he doesn't pay by the time indicated in the invoice. The possibility of compensation as a way of payment is excluded.

### Article 8.

The rented elements can not be taken out of the stand or the hall, as well as the proper elements can not be taken in, unless there is a special grant issued by the organizer. Any arrangement on your own (shelves, desks...) that is not provided with stand and additional manufacture specified in the Application is not allowed, unless there is a special grant issued by the organizer. Otherwise, organizer will exclude the exhibitor from the Fair, and the exhibitor must pay the entire sum from the invoice. In case of damage the exhibitor will pay equal to the value of a new element for all damages. All damages will be stated in commission's minutes.

### Article 9.

Deadline for stand's disassembling and removal of exhibits and material is 3 days, after the Fair has ended.

Article 10.

The insurance of exhibits and other property of the exhibitor must comprise the period of time from the discharge of goods, montage, duration of the performance, disassemblage, to the time of loading of goods onto a transportation means when leaving the Fair. Exhibitor's can insure their goods through insurance agency in the country or abroad. The responsibility for the damage that might happen to the exhibits or other goods that belong to the exhibitors unless they are insured entirely lies on exhibitors. The organizers will take no responsibility for any accident or injury that might occur to exhibitors or their staff during the time of the performance.

Article 11.

When manipulation the goods at the Fair, the foreign exhibitors must respect the positive custom laws. Their relations with custom's offices, the exhibitors regulate directly through formal representative or through authorized shipping agent.

Article 12.

The exhibition identity card serves as accreditation, which means that the person using it is legally representing exhibitor at the Fair regarding all rights and obligations. The exhibitors get two identity cards for the leased space and for every additional 10 m<sup>2</sup> they receive one card for free. Price for the pass during the whole fair is 5 €, and daily pass costs 1 €.

Article 13.

The exhibitors may use Delta city center's parking spaces (object where Fair is held) for their needs under the rules which are set by the organizers of the Fair. Price of the parking pass does not include guarding of the parked car.

Article 14.

The exhibitors have the right to use commercials at the Fair's grounds: advertising in the official brochure, setup of commercials on the marked places, other types of video advertising ( displays, films, etc) flyers and advertising samples. Audio advertising and music can be used within the stand of the exhibitor, under the condition that they do not interfere with other exhibitors, as for the term and the duration of special promotions, programmes for the visitors, revues and similar activities at the stand, exhibitors must report them to the hall inspectors and fair organizers in advance.

Article 15.

The organizer has the right to film and screen exhibits and stands without compensation, also without compensation has the right to publish those pictures, to air them in public or use them for other purposes.

Article 16.

The organizer of the Fair has the right to cancel or change the time or place of scheduled fair performance, of which he has to notify already signed in exhibitors, at least 30 days before the scheduled fair performance.

Article 17.

The relations between Fair organizers and exhibitors will be regulated by positive law regulative of Montenegro. All disputes that might arise between organizers and exhibitors are under the jurisdiction of the court in Podgorica.

Article 18.

General regulations about participation at the Fair are main part of the participation application and compulsory registration in the official fair's brochure.

## SPECIAL RULES FOR PARTICIPATION AT THE 20th INTERNATIONAL PODGORICA'S BOOK FAIR

### Article 1.

International Podgorica's book fair is held each year in May.

### Article 2.

The executive organizer of the International Podgorica's book fair is the publishing company *Nova knjiga*.

### Article 3.

All legal persons registered for publishing/printing and marketing of publications have the right to participate, as well as the authors from both the country and abroad.

### Article 4.

Exhibitors apply for a lease of raw display space + lease of standardly prepared display space (using the octanorm construction).

### Article 5.

Exhibitor applies for the participation by signing the forms/ applications. The application represents a contract by which the exhibitor states that he leases the display space defined by the application, General rules of participation and Special rules of participation at the Book Fair, the list of published editions in the years 2016 and 2017, Application for the Fair Brochure, technical description of a standardized stand when leasing prepared space.

### Article 6.

The exhibitors can present their own or other publisher's editions at their stand. The usage of audio devices which produce noise is not allowed at the stand. The distribution of the exhibiting space is made by the organizer according to the following criteria: number and quality of publications in years 2016 and 2017, the importance if the author, the size of leased space and wishes of the exhibitors.

The minimal space for exhibition at the Podgorica's book fair is 12 m<sup>2</sup>. The distribution of space will be made by the organizer by the 15th of April 2017. Deadline for the delivery of the stand's scheme for exhibitors with positions in the hall is the 20th of April 2017.

### Article 7.

At the 12th international Podgorica's book fair, retail trade is allowed.

### Article 8.

At the International Podgorica's book fair proclamations and awards will be given to: best publisher, best publishing enterprise, best edition, best illustrated book, best children book... Propositions for the prize awards are specially defined. The application for the awards, together with the Rule book of awarding and the composition of the jury will be conveyed only to the signed up exhibitors and the filled forms will be returned to the fair's organizer till the day of the opening.

### Article 9.

The exhibitors are liable for the accuracy of information given in the brochure.

### Article 10.

At the International Podgorica Book Fair exhibitors can arrange press conference Press service application is used for logging the press service. To organize a press conference is required to pay the amount stated in the press service reported.

### Article 11.

The exhibitor is bound to execute payments for the leased exhibition space, manufacture and decoration of the stand upon the reception of the bill, and for the other services (electrification, phones etc) 10 days after the Fair is over. In a case of belated payment, the exhibitor will pay interests according to officially declared interest rate.

## APPLICATION FOR COMPULSORY REGISTRATION IN THE OFFICAL BROCHURE

Exbitors and co exhibitors please fill in separate applications

Please indicate under which letter you wish to be registered in the official fair's brochure (Please fill in printed letters)

Full name of the exhibitor (co exhibitors):	
Zip code, place, street and number, P.O.box	
Tel:	Fax:
E-mail:	Internet adress, facebook, twitter:
Manager:	Main editor:

Text about activity:

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WE ENCLOSE LOGOTYPE IN ELETRONIC FORM FOR THE FAIR'S BROCHURE

WE ORDER:	Number of copies
Exhibitor's brochure	<input type="text"/>

Place and date

Seal

Authorized person's signature

## PRESS SERVICE APPLICATION

Full name of the exhibitor:

Zip code and town:

Street and number:

Tel:

Fax:

E-mail:

Internet adress:

### AT THE 20th INTERNATIONAL BOOK FAIR IN PODGORICA 2026 WE PLAN A PRESS CONFERENCE:

Place:

Date:

Time from - to:

Price at the press conference is € 120.

The stated price is without VAT. VAT calculation will be done according to the law.

The organizers provide a microphone, table and 20 chairs.

It is important to apply on time for holding press conferences and programs so that the organizer could meet the request of all participants. Due to the great interest of exhibitors, we can not guaranteed to deliver all desired dates.

### WE WILL ORGANIZE THE FOLLOWING PROGRAMMES:

Topic:	Participants:	Time:

Relative to our presentation we wish to emphasize following (jubilee, promotions...)

Place and date

Seal

Authorized person's  
signature

**PUBLISHED EDITIONS IN THE YEAR 2025 AND 2026**

General information about the publisher (name, address, tel/fax, e-mail, internet address)

Please fill in the information in the given order:

The name of the library, number of the publication, name and last name of the author, name of the book, the year of publishing, translator, genre, form (F), size (number of pages), covers type, type font and ISBN

Periodicals-genre, form (F) and type font.

In preparation...

## TECHNICAL DESCRIPTION OF STANDARD EXHIBITING STAND AND ADDITIONAL EQUIPMENT

For exhibitors who applied for lease of space with stand manufacture

Full name of the exhibitor:	
Inscription on the stand:	
Zip code and town, Street and number:	
Telephone:	Fax:
E-mail:	http:
Adress correspondence to:	
Contact person:	Tel/fax:

### STANDARD EXHIBITING SPACE - OCTANORM CONSTRUCTION 12 m<sup>2</sup>



- Construction - dividing walls
- Carpet, table and 4 chairs
- Info-desk 100x100x80
- Lighting: one reflector at each 12 m<sup>2</sup>
- Garbage basket
- Keeping room with curtain 100x100 (if needed)  
yes      no (mark)
- Name of the exhibitor in block letters  
chirilic    latini (sign)

### ADDITIONAL EQUIPMENT:

<input type="checkbox"/> dividing wall	15 €	<input type="checkbox"/> folding doors	40 €	<input type="checkbox"/> table	20 €
<input type="checkbox"/> triple shelf	50 €	<input type="checkbox"/> bar chair	20 €	<input type="checkbox"/> coloring the walls by m <sup>2</sup>	10 €
<input type="checkbox"/> console	10 €	<input type="checkbox"/> hanger	10 €	<input type="checkbox"/> special carpet by m <sup>2</sup>	4 €
<input type="checkbox"/> angle shelf	15 €	<input type="checkbox"/> ceiling hologen lighting	60 €	<input type="checkbox"/> cleaning services	7 €
<input type="checkbox"/> platform 50x50/100x20	30 €	<input type="checkbox"/> door	49 €	<input type="checkbox"/> Lap top computer	150 €
<input type="checkbox"/> desk 100x100x80	35 €	<input type="checkbox"/> ceiling structure by m <sup>2</sup>	25 €	<input type="checkbox"/> Television	200 €
<input type="checkbox"/> double higher desk	50 €	<input type="checkbox"/> laminate floor by m <sup>2</sup>	28 €	<input type="checkbox"/> Television with holder	220 €
<input type="checkbox"/> rounded info desk ¼ circle	45 €	<input type="checkbox"/> advertisement cube	77 €	<input type="checkbox"/> low glass case	40 €
<input type="checkbox"/> rounded info desk ½ circle	75 €	<input type="checkbox"/> roto plexi cube 70x70x70	120 €	<input type="checkbox"/> black&white – block letters 200x30	22 €
<input type="checkbox"/> high glass case	60 €	<input type="checkbox"/> additional table with exhibitor's name,		<input type="checkbox"/> table with exhibitor's name, sign & logo	42 €
<input type="checkbox"/> low glass case	40 €	<input type="checkbox"/> black&white – block letters 200x30	22 €	<input type="checkbox"/> refrigerator	40 €
<input type="checkbox"/> locker with a key	40 €	<input type="checkbox"/> table with exhibitor's name, sign & logo	42 €	<input type="checkbox"/> chair	10 €
<input type="checkbox"/> angle locker	40 €				
<input type="checkbox"/> keeping room with a curtain	50 €				

### NOTE FOR EXHIBITORS:

LOGO of your firm necessary submit in electronic form via e-mail: pgsajamknjiga@gmail.com or deliver at Fair's project bureau.

20th international Podgorica book fair gurantees placement of signs before Fair's opening, if those are recieved untill April 2nd 2026.

Place and date

Seal

Authorized person's  
signature



*Manifestacija od značaja za kulturu Crne Gore*

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