

Ref. No.: 90a/2026  
Koprivnica, 26 June 2026

Pursuant to Article 9, paragraph 1, item 1.4 and Article 42 of the Statute of the Koprivnica Tourist Board of 5 October 2020, and the Decision on Determining Exhibitor Fees at the Renaissance Festival 2026 of 26 June 2026, and in connection with the organisation of the Renaissance Festival 2026, the Director of the Koprivnica Tourist Board hereby publishes the following

## **PUBLIC CALL**

**for the participation of exhibitors at the Renaissance Festival 2026 (20–23 August 2026, Koprivnica)**

### **1. SUBJECT OF THE CALL**

The Koprivnica Tourist Board (hereinafter: the Organiser) invites all interested legal and natural persons (sole traders, family farms, associations, institutions and other business entities) to submit an application for participation as exhibitors at the medieval market fair held as part of the Renaissance Festival 2026, which will take place in Koprivnica from 20 to 23 August 2026.

The Renaissance Festival is a cultural and tourism event that recreates the atmosphere of the Middle Ages and the early modern period and, as such, requires participants to maintain a high level of authenticity and historical and aesthetic consistency.

### **2. CONDITIONS OF PARTICIPATION**

All legal and natural persons meeting the following conditions are eligible to participate:

**Turistička zajednica grada Koprivnice, Turistički ured Koprivnica – Town Tourist Office**

Trg bana Josipa Jelačića 7, 48000 Koprivnica, HRVATSKA – CROATIA, **Tel:** 385 (0) 48 621 433,

**E-mail:** info@visitkoprivnica.hr, [www.koprivnicatourism.com](http://www.koprivnicatourism.com)

**OIB 55659359419**

1. they are registered to perform the activity they intend to carry out at the Festival, or they hold a legal basis for performing such activity (decision, consent or similar);
2. they have no outstanding debts due and unpaid towards the Koprivnica Tourist Board or the City of Koprivnica;
3. they fully accept the General Terms and Conditions of Exhibiting, which form an integral part of this Call (Annex 1);
4. they submit a complete and timely application in the manner prescribed by this Call.

### **3. CONTENT OF THE APPLICATION**

The application is submitted on the prescribed Application Form (Annex 2) and must contain:

1. applicant details: name/business name, registered seat/residence, Personal Identification Number (OIB);
2. contact details: telephone/mobile number and e-mail address;
3. a detailed description of the exhibitor's product range (type of products/services, origin, method of production);
4. photographs of the product range (at least 3 photographs of representative products);
5. photographs of the exhibition space or stand in its fully arranged state (at least 2 photographs);
6. a detailed description of the costumes/clothing of all persons who will be present in the exhibition space during the Festival;
7. information on any special technical requirements (need for connection to the electrical grid, water supply, etc.) – the Organiser reserves the right to assess the feasibility of meeting such requirements;



8. a statement accepting the General Terms and Conditions of Exhibiting and consent for the processing of personal data (included in the Application Form);

9. a statement of no outstanding debts towards the Koprivnica Tourist Board and the City of Koprivnica (included in the Application Form).

An application that does not contain all the required attachments shall be considered incomplete. The Organiser may invite the applicant to supplement the application within an additional period of three (3) business days; if the applicant fails to do so, the application shall be rejected.

#### **4. METHOD AND DEADLINE FOR SUBMISSION**

Applications shall be submitted in the Croatian language, by one of the following means:

- by e-mail to: [info@visitkoprivnica.hr](mailto:info@visitkoprivnica.hr), with the subject line: "Application – Renaissance Festival 2026";
- by post to: Koprivnica Tourist Board, Trg bana Josipa Jelačića 7, 48000 Koprivnica, with the marking on the envelope: "Application – Renaissance Festival 2026 – DO NOT OPEN";
- in person at the offices of the Koprivnica Tourist Board, during working hours, Monday to Friday from 8:00 to 16:00.

Application period: from 1 July 2026 to 31 July 2026 inclusive.

The date of submission shall be the date of receipt by the Organiser, or the date of postal dispatch for applications sent by post.

Incomplete applications and applications submitted after the deadline shall not be considered, except in the case set out in Section 3, paragraph 2 of this Call.

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## 5. EXHIBITOR SELECTION CRITERIA

Received applications shall be reviewed by the Organising Committee of the Renaissance Festival 2026 (hereinafter: the Committee), which provides an expert opinion and proposes to the Director of the Tourist Board the list of selected exhibitors.

The following criteria are applied when selecting exhibitors:

**a) Authenticity and historical consistency** – the degree to which the product range, costumes and exhibition space align with the medieval and early modern (Renaissance) period;

**b) Own production and traditional craftsmanship** – preference is given to exhibitors who produce their own goods using traditional or artisanal techniques (blacksmiths, potters, tailors, jewellers, candle-makers, millers, gingerbread makers, weapon and armour makers, bookbinders, etc.);

**c) Quality and aesthetic consistency of the product range** – the visual suitability of the products to the Renaissance atmosphere (muted colours, natural materials, avoidance of plastic and modern accessories);

**d) Completeness of the exhibition presentation** – the quality of the stand layout, the authenticity of the costumes worn by exhibitors and staff, and the use of props and ambient elements;

**e) Past experience and assessments** – for exhibitors who have participated in previous editions of the Festival, the previous assessment of their participation, their compliance with the exhibition terms, the regularity of their payments and their conduct during the event shall be taken into account;

**f) Diversity of offer** – the Organiser ensures the balance of the overall Festival offer and reserves the right to limit the number of exhibitors with identical or similar product ranges in order to avoid market saturation;

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**g) Contribution to the overall Festival atmosphere and programme** – special value is placed on exhibitors who, in addition to sales, offer interactive content (craft demonstrations, workshops, open-fire food preparation, musical or stage performances, etc.).

The Organiser retains full discretionary authority in the selection of exhibitors in order to ensure the highest possible quality, authenticity and diversity of the overall Festival offer. By submitting an application, an exhibitor does not acquire the right to participate, but only the right to have their application considered.

The final decision on the selection of exhibitors is made by the Director of the Tourist Board based on the proposal of the Organising Committee and in accordance with the criteria set out above.

No objection or appeal may be lodged against the decision on the selection of exhibitors, as the procedure constitutes neither an administrative procedure nor a public procurement procedure.

## **6. NOTIFICATION OF SELECTION AND CONCLUSION OF CONTRACT**

All applicants shall be notified of the outcome of their application by e-mail no later than 14 August 2026.

The Organiser shall deliver a Participation Agreement for signature to the selected exhibitors, based on the General Terms and Conditions of Exhibiting, the data from the Application Form and this Call. Signing the Agreement and paying the participation fee and the deposit within the period specified in the Agreement are conditions for participation in the Festival.

If a selected exhibitor fails to sign the Agreement or pay the participation fee and deposit within the prescribed period, they shall be deemed to have withdrawn, and the Organiser may invite the next applicant from the reserve list in their place.

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## 7. PARTICIPATION FEE AND DEPOSIT

Exhibitors apply in one of the following categories, depending on the type of exhibiting activity, the authenticity and origin of the products and the required infrastructure. Participation fees and deposits are set by category as follows:

**A-AUT) Category "Authentic Exhibitors"** – exhibitors offering products of their own production or own cultivation, with a minimum of 70% own production or manufacturing share. Authenticity status is evidenced by an appropriate document (certificate of the Croatian Chamber of Trades and Crafts on traditional/artistic craft, decision on registration in the Register of Family Farms, author's statement on hand-made production describing the process and place of production, or similar). **Price list:**

- A1-AUT – standardised wooden stand provided by the Organiser, dimensions 2 × 1 m (2 m<sup>2</sup>): fee EUR 150.00, deposit EUR 100.00;
- A2-AUT – own stand/installation up to 25 m<sup>2</sup>: fee EUR 250.00, deposit EUR 125.00;
- A3-AUT – own stand/installation from 26 to 80 m<sup>2</sup>: fee EUR 400.00, deposit EUR 200.00.

**A-KOM) Category "Commercial Exhibitors"** – exhibitors offering resale goods or goods in which the share of own production is less than 70%, regardless of the origin of the products. Price list:

- A1-KOM – standardised wooden stand provided by the Organiser, dimensions 2 × 1 m (2 m<sup>2</sup>): fee EUR 300.00, deposit EUR 200.00;
- A2-KOM – own stand/installation up to 25 m<sup>2</sup>: fee EUR 600.00, deposit EUR 300.00;
- A3-KOM – own stand/installation from 26 to 80 m<sup>2</sup>: fee EUR 1,000.00, deposit EUR 500.00.

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**B) Category "Food and Confectionery"** – exhibitors who prepare and sell ready-made food and confectionery for immediate consumption, without seating. Price list (the fee is uniform, irrespective of authenticity):

- B1 – flatbreads, lángos and similar: fee EUR 1,500.00, deposit EUR 700.00;
- B2 – confectionery, cakes, bakery products and similar: fee EUR 300.00, deposit EUR 150.00.

**C) Category "Hospitality Operators"** – exhibitors who prepare and serve food and beverages for on-site consumption (with seated or standing hospitality area). Price list according to the size of the hospitality area:

- C1 – Small hospitality operator (up to 50 m<sup>2</sup>): base fee EUR 800.00, deposit EUR 500.00;
- C2 – Medium hospitality operator (51–150 m<sup>2</sup>): base fee EUR 1,500.00 (covering up to 100 m<sup>2</sup>) + EUR 10.00 per each additional m<sup>2</sup>, deposit 20% of the base fee, minimum EUR 600.00;
- C3 – Large hospitality operator (151–500 m<sup>2</sup>): base fee EUR 2,000.00 (covering up to 200 m<sup>2</sup>) + EUR 8.00 per each additional m<sup>2</sup>, deposit 20% of the base fee, minimum EUR 800.00;
- C4 – Extra-large hospitality operator (over 500 m<sup>2</sup>): base fee EUR 3,000.00 (covering up to 400 m<sup>2</sup>) + EUR 6.00 per each additional m<sup>2</sup>, deposit 25% of the base fee, minimum EUR 1,500.00.

Benefits and protection measures for category A-AUT: exhibitors in category A-AUT are given priority by the Organiser in the selection of their location within the festival grounds. Exhibitors in category A-KOM are not entitled to this benefit and may not use markings reserved for category A-AUT.

Special obligations of hospitality operators (Category C): hospitality operators are required to align their offer with the thematic concept of the Festival (Renaissance and medieval cuisine, authentic dishes and beverages) and, throughout the entire

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duration of the Festival, to ensure costumed staff and a thematically equipped exhibition space (tableware, glassware, furniture and other equipment in the period style), all in accordance with the General Terms and Conditions of Exhibiting set out in Annex 1.

Additional charges: an exhibitor requesting an additional connection to the electrical grid is charged a one-time fee of EUR 70.00 per connection, regardless of the number of additional connections. Hospitality operators in category C are additionally charged a waste disposal fee of EUR 10.00 per each commenced 50 m<sup>2</sup> of hospitality space.

VAT at the applicable rate (25%) shall be added to all stated participation fees. The deposit is not treated as a fee for VAT purposes and is invoiced without VAT. The Organiser does not grant any discounts or reductions of the participation fee on any basis.

The deposit serves as a security instrument to ensure the proper performance of contractual obligations, in particular the obligation of attendance, compliance with the General Terms and Conditions of Exhibiting, and the accuracy of the information stated in the application and in the authenticity declaration. The deposit shall be returned to the exhibitor in full within 15 days of the end of the Festival, provided that the exhibitor has duly fulfilled all contractual obligations.

In the event of improper performance of obligations or a finding that the authenticity declaration is inaccurate, the Organiser is entitled to retain the deposit in part or in full, to reclassify the category (from A-AUT to A-KOM) and impose a contractual penalty, and to terminate the contract, all in accordance with the provisions of the General Terms and Conditions of Exhibiting on sanctions, contractual penalties and contract termination.



## **8. CANCELLATION OF PARTICIPATION**

An exhibitor may cancel participation only in writing (by post or e-mail). The date of cancellation shall be the date on which the written notice is received by the Organiser.

If the exhibitor cancels participation more than 30 days before the start of the Festival, they are entitled to a full refund of the paid participation fee and deposit, less the Organiser's actual administrative costs if any have been incurred (up to a maximum of 10% of the participation fee).

If the exhibitor cancels participation between 15 and 30 days (inclusive) before the start of the Festival, they are entitled to a refund of 50% of the paid participation fee and 100% of the paid deposit, while the remaining 50% of the fee is retained by the Organiser as a contractual penalty and organisational costs.

If the exhibitor cancels participation between 8 and 14 days (inclusive) before the start of the Festival, they forfeit the right to refund of the entire participation fee but retain the right to a refund of 100% of the paid deposit.

If the exhibitor cancels participation 7 days or less before the start of the Festival, or fails to appear at all without prior written notice, they forfeit the right to refund of the entire participation fee and deposit, with the paid amounts retained by the Organiser as a contractual penalty and organisational costs.

Exceptionally, in cases of force majeure (death of the exhibitor, serious illness, natural disaster and similar), for which the exhibitor provides credible evidence, the Organiser may decide on the refund of the paid amounts in whole or in part, at its discretion.

## **9. PERSONAL DATA PROTECTION**

The data controller is the Koprivnica Tourist Board, Trg bana Josipa Jelačića 7, 48000 Koprivnica, Personal Identification Number (OIB): 55659359419.

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Personal data of applicants is processed solely for the purpose of implementing this Call, selecting exhibitors, concluding and performing contracts, financial operations and fulfilling the Organiser's legal obligations (tax, accounting, archival).

The legal basis for processing is the conclusion and performance of a contract (Article 6(1)(b) GDPR), legal obligation (Article 6(1)(c) GDPR) and the Organiser's legitimate interest in promoting the event (Article 6(1)(f) GDPR).

Personal data is retained in accordance with the prescribed document retention periods, in particular in accordance with tax, accounting and archival regulations.

The data subject has the right of access, rectification, erasure, restriction of processing, objection and data portability, as well as the right to lodge a complaint with the Croatian Personal Data Protection Agency ([www.azop.hr](http://www.azop.hr)). Requests and complaints are addressed to the Data Protection Officer at the registered office of the Tourist Board or by e-mail to: [info@visitkoprivnica.hr](mailto:info@visitkoprivnica.hr).

## **10. ADDITIONAL INFORMATION**

The following annexes form an integral part of this Public Call:

- Annex 1: General Terms and Conditions of Exhibiting at the Renaissance Festival 2026;
- Annex 2: Application Form;
- Annex 3: Consent Form for the Processing of Personal Data (GDPR);
- Annex 4: Statement of No Outstanding Debts.

The Public Call with its annexes is published on the website of the Koprivnica Tourist Board ([www.koprivnicatourism.com](http://www.koprivnicatourism.com)) and remains open until the expiry of the deadline specified in Section 4 of this Call.

Additional information may be obtained by e-mail at [info@visitkoprivnica.hr](mailto:info@visitkoprivnica.hr) or by telephone at +385 (0)48 621 433, on business days during the working hours of the Tourist Office.



The Organiser reserves the right to amend or cancel this Public Call at any time, without any obligation to provide reasons and without any right of the applicants to compensation of any kind.

Director  
of the Koprivnica Tourist Board



Lana Miletić, M.A. Pol. Sci.

