

# 62<sup>nd</sup> INTERNATIONAL FAIR OF TECHNIC AND TECHNICAL ACHIEVEMENTS

## INFORMATION FOR EXHIBITORS



### CALENDAR OF ACTIVITIES & WORKING TIME

#### Preshow Period

##### 04. 05. 2018 – DEADLINE FOR APPLICATION SUBMITTAL

Deadline for Application Submittal for Technical Services, Stand Construction and Furnishing and  
Deadline for the Stand Design Submittal for Approval

##### 15\* – 20. 05. 2018 – STAND MOUNTING

In the period of stand mounting the hall working time is from **08.00 a.m.** to **08.00 p.m.**  
Deadline for the Work Completion on the Stand Mounting and Furnishing is **May 20, 2018 till 08.00 p.m.**

\*► Stand mounting in halls 2 & 3 start from May 16, 2018

#### Show Period

##### 21 – 25. 05. 2018 – EVENT DURATION

The hall working time is	FOR EXHIBITORS	and	FOR VISITORS
21. 05. 2018	08:00 a.m. - 06:30 p.m.		10:00 a.m. - 06:00 p.m.
22 – 24. 05. 2018	09:30 a.m. - 06:30 p.m.		10:00 a.m. - 06:00 p.m.
25. 05. 2018	09:30 a.m. - 10:00 p.m.		10:00 a.m. - 05:00 p.m.

► Before the hall opening for the visitors, the exhibitors enter the halls at the official entrances.

#### Postshow Period

##### 25. 05. 2018 – EVENT CLOSING

Event Closing at **05.00 p.m.**

Carpet removal from the passages till **06.00 p.m.**, exhibit rem. and stand dismantle till **10.00 p.m.**

##### 26 – 27. 05. 2018 – STAND DISMANTLE

In the period of stand dismantle the hall working time is from **08:00a.m.** to **08:00 p.m.**

Deadline for work completion on the stand dismantle **27. 05. 2018 till 08.00 p.m.**



### PASSES

#### Free Exhibitor's Passes

##### **Pedestrian Passes**

For the rent up to 30 sqm exhibiting space	– 4 passes
For each further 10 sqm exhibiting space	– 1 pass – maximum total 12 passes
For Co-Exhibitors	– 1 pass

##### **Car Parking - Pedestrian Passes**

For the rent up to 20 sqm exhibiting space	– 1 pass
For the rent up to 50 sqm exhibiting space	– 2 passes
For the rent of more than 50 sqm exhibiting space	– 3 passes
For Co-Exhibitors	– 1 pass

► **Free Exhibitor's Passes shall be taken at the Supervisor's Office of the relevant exhibiting hall.**

#### Additional Exhibitor's Passes and Entry Tickets

Individual entry ticket for Exhibitors	– 2.00 €
Pedestrian Pass for all event days	– 10.00 €
Car Parking Pass	– 20.00 €

► **The additional Exhibitor's Passes and entry tickets may be ordered and taken before event in the exhibiting hall Supervisor's Offices and during the event at the cashier's office.**



## IMPORTANT REMARKS

- ▶ Before the stand mounting commencement in the Hall, you have to make payment of the space rent, stand construction and furnishing.
- ▶ Exhibitors furnishing their stands themselves shall obtain the stand design approval at Belgrade Fair Design Office. The design may be also sent by e-mail in the PDF format to e-mail address [overaprojekta@sajam.rs](mailto:overaprojekta@sajam.rs).
- ▶ The Exhibitors shall obey the date and time of the event opening and closing, i.e. the stand with exhibits shall be operational from the opening, on May 21, 2018 at 10.00 a.m. to the event closing, on May 25, 2018 at 05.00 p.m.
- ▶ After the opening hours for visitors, any electric power at the stands shall be turned off, for safety reasons.
- ▶ The truck (lightweight lorries and supply vehicles) entry into the fair halls on the event last day will be allowed after 05.30 p.m.
- ▶ Smoking is not allowed in the Fair Halls.

## SERVICE CENTER



## EXHIBITOR SERVICE

During the event (21 – 25. 05. 2018), the Exhibitors may use, free of charge, the Exhibitor Services (e-mail checking, document scanning, etc.) located in the Hall 1A.  
The Exhibitor Services working time is **10:00 a.m. - 05:00 p.m.**



## INFORMATION AND CONTACTS

The Supervisor's Offices at the Exhibiting Halls

### HALL 1

tel: + 381 11 2655-190, tel/fax: + 381 11 2655-191, [hala1@sajam.rs](mailto:hala1@sajam.rs)

### HALLS 2 and 1A

tel: + 381 11 2655-240, tel/fax: + 381 11 2655-241, [hala2@sajam.rs](mailto:hala2@sajam.rs)

### HALLS 3,3A

tel: + 381 11 2655-340, tel/fax: + 381 11 2655-341, [hala3@sajam.rs](mailto:hala3@sajam.rs)

### HALL 4

tel: + 381 11 2655-014, tel/fax: + 381 11 2655-848, [hala4@sajam.rs](mailto:hala4@sajam.rs)

### OUTDOOR SPACE

tel: + 381 11 2655-260, tel/fax: + 381 11 2655-261, [hala5@sajam.rs](mailto:hala5@sajam.rs)

[inspektori@sajam.rs](mailto:inspektori@sajam.rs)

Design Office

### Exhibiting Space Construction and Furnishing

tel: + 381 11 3615-246, fax: + 381 11 2655-522, [arh@sajam.rs](mailto:arh@sajam.rs)

### Stand Design Approval

tel: + 381 11 2655-151, fax: + 381 11 2655-522, [overaprojekta@sajam.rs](mailto:overaprojekta@sajam.rs)