

## INFORMATION FOR EXHIBITORS



### **KALEN CALENDAR OF ACTIVITIES & WORKING TIME**

#### **Preshow period**

##### **15. 09. 2023 – DEADLINE FOR APPLICATION SUBMITTAL**

Deadline for application submittal for technical services, stand construction and furnishing and deadline for the stand design submittal for approval

##### **01 – 05.10. 2023 – STAND MOUNTING**

In the period of stand mounting the hall working time is from 08.00 a.m. to 10.00 p.m.

Deadline for the work completion on the stand mounting and furnishing is October 05, 2023 till 10.00 p.m.

#### **Show period**

##### **06 – 11.10. 2023 – EVENT DURATION**

The hall working time is	<b>FOR EXHIBITORS</b>	and	<b>FOR VISITORS</b>
<b>06.10. 2023</b>	<b>08:00 a.m. - 08:30 p.m.</b>		<b>10:00 a.m. - 08:00 p.m.</b>
<b>07 – 10.10.2023</b>	<b>09:30 a.m. - 08:30 p.m.</b>		<b>10:00 a.m. - 08:00 p.m.</b>
<b>13.10. 2023</b>	<b>09:30 a.m. - 11:00 p.m.</b>		<b>10:00 a.m. - 08:00 p.m.</b>

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

#### **Postshow period**

##### **11.10. 2023 – EVENT CLOSING**

Event Closing at 08.00 p.m.

Carpet removal from the passages till 09.00 p.m., exhibit removal and stand dismantle till 11.00 p.m.

##### **12.11 – 13.10. 2023 – STAND DISMANTLE**

In the period of stand dismantle the hall working time is from 08:00a.m. to 10:00 p.m.

Deadline for work completion on the stand dismantle **13.10. 2023** till **10.00 p.m.**



### **PASSES**

#### **Free Exhibitor's Passes**

##### **Pedestrian Passes**

For the rent up to 50 sqm exhibiting space

– 4 passes

For each further 50 sqm exhibiting space

– 2 passes – maximum total 10 passes

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

For the rent up to 50 sqm exhibiting space

– 2 passes

For each further 50 sqm exhibiting space

– 1 pass – maximum total 5 passes

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

Individual entry ticket for Exhibitors

– € 4.00

Pedestrian Pass for all event days

– € 20.00

Car Parking Pass

– € 50.00

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



## 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 October 06, 2023 at 10.00 a.m. to the event closing, on October 11, 2023 at 08.00 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 8.30 p.m.
- ▶ Smoking is not allowed in the Fair Halls.



## INFORMATION AND CONTACTS

### The Supervisor's Office at the Exhibiting Hall

#### 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 & ATRIUM

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

### Design office

#### Exhibiting Space Construction and Furnishing

tel: +38111 3615-246, fax: +38111 2655-522, [arh@sajam.rs](mailto:arh@sajam.rs)

#### Stand Design Approval

tel: +38111 2655-630, fax: +38111 2655-522, [overaprojekta@sajam.rs](mailto:overaprojekta@sajam.rs)

### Transport & Shipping

**DB Schenker Transportation and Logistics**, Fairs and exhibitions department

Mr. Aleksa Opacic tel: +381 60 88 26 864 e-mail: [aleksa.opacic@dbschenker.com](mailto:aleksa.opacic@dbschenker.com)