

INFORMATION FOR EXHIBITORS



CALENDAR OF ACTIVITIES & WORKING TIME

Preshow period

08. 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

19 – 24.09. 2023 – STAND MOUNTING

The Hall operation time during the stand construction is from **8.00 a. m. to 8.00 p. m.**

Deadline for major exhibit installation in the hall is **September 20, 2023 until 6.00 p. m.**

Deadline for exhibit installation at the outdoor space is **September 23, 2023 until 6. 00 p. m.**

Deadline for stand construction works completion is **September 23, 2023 until 6. 00 p. m.**

Deadline for stand furnishing works completion is **September 24, 2023 until 6. 00 p. m.**

Show period

25 – 28.09. 2023 – EVENT DURATION

	FOR EXHIBITORS	and	FOR VISITORS
25.09. 2023	08:00 a.m. - 05:30 p.m.		10:00 a.m. - 05:00 p.m.*
26 - 27.09. 2023	09:30 a.m. - 05:30 p.m.		10:00 a.m. - 05:00 p.m.*
28.09. 2023	09:30 a.m. - 07:30 p.m.		10:00 a.m. - 07:00 p.m.

► * 25 – 27. 09. 2023 – Business visitors only.

Postshow period

29.09 – 30.09. 2023 – STAND DISMANTLE

29.09.2023 - Carpet removal from the passages till 09.00 a.m.

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 **September 30, 2023 till 08.00 p.m.**



PASSES

Free Exhibitor's Passes

Pedestrian Passes

For the rent up to 50 sqm exhibiting space	– 3 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 100 sqm exhibiting space	– 2 passes
For the rent of more than 100 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.

► The additional exhibitor passes and entry tickets may be ordered and taken over before the event at the Hall Supervisor Offices and during the event at the Cashier Office.



IMPORTANT REMARKS

- ▶ **Load capacity in the Halls is:**
 - Hall 1 – Arena – 1,500 kg/sq. m. (the floor is the concrete one with cement screen);
 - Hall 2 – Floor A – 800 kg/sq. m. and 1,500 kg/sq. m. (the floor is the concrete one with cement screen);
 - Hall 1 – Ground Floor – 1,200 kg/sq. m. (the floor is terrazzo)
 - Hall 4 – Ground Floor – 2,000 kg/sq. m. (the floor is the concrete one with plastic screen).

- ▶ **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 .**
- ▶ **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 September 25, 2023 at 10.00 a.m. to the event closing, on September 28, 2023 at 07.00 p.m.**
- ▶ **After the opening hours for visitors, any electric power at the stands shall be turned off, for safety reasons.**
- ▶ **During the event, please strictly obey the planned security measures stipulated by Special Rules for Participation in the International Fair PARTNER as regarding the exhibiting and visits.**
- ▶ **Smoking is not allowed in the Fair Halls.**



INFORMATION AND CONTACTS

The Supervisor's Office at the Exhibiting Hall

HALL 1 & OUTDOOR SPACE tel: + 381 11 2655-190, tel/fax: + 381 11 2655-191, hala1@sajam.rs
HALL 2 tel: + 381 11 2655-240, tel/fax: + 381 11 2655-241, hala2@sajam.rs
HALL 4 tel: + 381 11 2655-014, tel/fax: + 381 11 2655-848, hala4@sajam.rs

inspektori@sajam.rs

Design office

Exhibiting Space Construction and Furnishing

tel: +381 11 3615-246, fax: +381 11 2655-522, arh@sajam.rs

Stand Design Approval

tel: +381 11 2655-630, fax: +381 11 2655-522, 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