

## INFORMATION FOR EXHIBITORS



### CALENDAR OF ACTIVITIES & WORKING TIME

#### Preshow period

##### 06. 10. 2023 – DEADLINE FOR APPLICATION SUBMITTAL

Deadline for application submittal for technical services,  
Deadline for submitting your subsequent stand furnishing order (chairs, tables, desks...), and  
Deadline for the stand design submittal for approval.

##### 16 – 20.10. 2023 – STAND MOUNTING

In the period of stand mounting, October 16 – 29, 2023, the hall working time is from 08.00 a.m. to 08.00 p.m. and on October 20, 2023 from 08.00 a.m. to 11.00 p.m.

Deadline for the Work Completion on the Stand Mounting and Furnishing is October 20, 2023 till 10.00 p.m.

#### Show period

##### 21 – 29.10. 2023 – EVENT DURATION

**21.10.2023** – Event opening for Visitors at **10.00 a.m.** and Festive opening of the Fair at **06.00 p.m.**

The hall working time is	FOR EXHIBITORS	and	FOR VISITORS
<b>21.10.2023</b>	<b>08:00 a.m. - 09:30 p.m.</b>		<b>10:00 a.m. - 09:00 p.m.</b>
<b>22.10.2023</b>	<b>09:30 a.m. - 09:30 p.m.</b>		<b>10:00 a.m. - 09:00 p.m.</b>
<b>23 – 26.10.2023</b>	<b>09:30 a.m. - 08:30 p.m.</b>		<b>10:00 a.m. - 08:00 p.m.</b>
<b>27 – 28.10.2023</b>	<b>09:30 a.m. - 09:30 p.m.</b>		<b>10:00 a.m. - 09:00 p.m.</b>
<b>29.10.2023</b>	<b>09:30 a.m. - 11:00 p.m.</b>		<b>10:00 a.m. - 09:00 p.m.</b>

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

#### Postshow period

##### 29.10. 2023 – EVENT CLOSING

Event Closing at **09.00 p.m.**

Carpet removal from the passages till **10.00 p.m.**, exhibit removal and stand dismantle till **11.00 p.m.**

##### 30.10 – 31.10. 2023 – 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 31.10.2023 till 08.00 p.m.



### PASSES

#### Exhibitor's Passes and Entry Tickets

Individual entry ticket for Exhibitors	– 2.50 €
Pedestrian Pass for all event days	– 20.00 €
Car Parking Pass	– 35.00 €

► The 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 truck entry into the fair halls on October 20, 2023 will not be possible after 05.00 p.m., as well as on October 29, 2023.
- ▶ 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 21, 2023 at 10.00 a.m. to the event closing, on October 29, 2023 at 09.00 p.m.
- ▶ After the opening hours for visitors, any electric power at the stands shall be turned off, for safety reasons.
- ▶ Stand closing after the opening hours may be carried out only by PVC foil, which may be taken at the Hall Supervisor Office.
- ▶ 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, <a href="mailto:hala1@sajam.rs">hala1@sajam.rs</a>
HALLS 2 and 1A	tel: + 381 11 2655-240, tel/fax: + 381 11 2655-241, <a href="mailto:hala2@sajam.rs">hala2@sajam.rs</a>
HALL 4	tel: + 381 11 2655-014, tel/fax: + 381 11 2655-848, <a href="mailto:hala4@sajam.rs">hala4@sajam.rs</a>

[inspektori@sajam.rs](mailto:inspektori@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 Opačić tel: +381 60 88 26 864 e-mail: [aleksa.opacic@dbschenker.com](mailto:aleksa.opacic@dbschenker.com)