

INFORMATION FOR EXHIBITORS



CALENDAR OF ACTIVITIES & WORKING TIME

Preshow period

26. 05. 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

08 – 15.05. 2023 – STAND MOUNTING

In the period of stand mounting, except May 16, 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 15, 2023 till 08.00 p.m.**

Show period

16 – 19.05. 2023 – EVENT DURATION

The hall working time is	FOR EXHIBITORS	and	FOR VISITORS
16.05. 2023	08:00 a.m. - 06:30 p.m.		10:00 a.m. - 06:00 p.m.
17 - 18.05. 2023	09:30 a.m. - 06:30 p.m.		10:00 a.m. - 06:00 p.m.
19.05. 2023	09:30 a.m. - 10:00 p.m.		10:00 a.m. - 06:00 p.m.

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

Postshow period

19.05. 2023 – EVENT CLOSING

Event Closing at **06.00 p.m.**

Carpet removal from the passages till **07.00 p.m.**, exhibit removal and stand dismantle till **10.00 p.m.**

20.05. – 22.05. 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 **May 22, 2023 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

Additional Exhibitor's Passes and Entry Tickets

Individual entry ticket for Exhibitors	– € 3.00
Pedestrian Pass for all event days	– € 15.00
Car Parking Pass	– € 25.00

► 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.
- ▶ 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 16, 2023 at 10.00 a.m. to the event closing, on May 19, 2023 at 06.00 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 6.30 p.m.
- ▶ Smoking is not allowed in the Fair Halls.
- ▶ The Exhibitors are obliged to implement all protection measures prescribed in order to prevent the spread and control of infectious diseases COVID-19.



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

HALLS 2 and 1A

tel: + 381 11 2655-240, tel/fax: + 381 11 2655-241, hala2@sajam.rs

HALLS 3, 3A & ATRIUM

tel: + 381 11 2655-340, tel/fax: + 381 11 2655-341, hala3@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@dbshenker.com