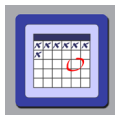


## INFORMATION FOR EXHIBITORS



### KALEN CALENDAR OF ACTIVITIES & WORKING TIME

#### Preshow period

##### 16. 11. 2022 – 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 – 23. 11. 2022 – 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 November 23, 2022 till 8.00 p.m.

#### Show period

##### 24 – 27. 11. 2022 – EVENT DURATION

The hall working time is	FOR EXHIBITORS	and	FOR VISITORS
24. 11. 2022	08:00 a.m. - 07:30 p.m.		10:00 a.m. - 07:00 p.m.
25 - 26. 11. 2022	09:30 a.m. - 07:30 p.m.		10:00 a.m. - 07:00 p.m.
27. 11. 2022	09:30 a.m. - 10:00 p.m.		10:00 a.m. - 07:00 p.m.

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

#### Postshow period

##### 27. 11. 2022 – EVENT CLOSING

Event Closing at 07.00 p.m.

Carpet removal from the passages till 08.00 p.m., exhibit removal and stand dismantle till 10.00 p.m.

##### 28.09 – 29. 11. 2022 – 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 29. 11. 2022 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	– 5 passes
For the rent of more than 100 sqm exhibiting space	– 10 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.

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

Individual entry ticket for Exhibitors	– € 2.50
Pedestrian Pass for all event days	– € 7.70
Car Parking Pass	– € 10.00

► 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 November 24, 2022 at 10.00 a.m. to the event closing, on November 27, 2022 at 07.00 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 7.00 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 3      tel: +38111 2655-340      tel/fax: +38111 2655-341

[hala3@sajam.rs](mailto:hala3@sajam.rs)

[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)