



Organizer: Multi Solution Consult doo
Aleksandra Stamboliskog 3a, 11040 Belgrade, Republic of Serbia
Date: September 22 – 23, 2020
Time: 10.00–18.00
Venue: Belgrade Fair – Hall 5
Bulevar vojvode Mišića 14, 11 000 Belgrade, Republic of Serbia



INFORMATION FOR EXHIBITORS

Working hours of the Hall 5 for stand construction is from 8.00 to 20.00, in the period from September 18 to September 21, and on September 22st Hall 5 working hours will be from 8.00 to 9.30for stand construction.

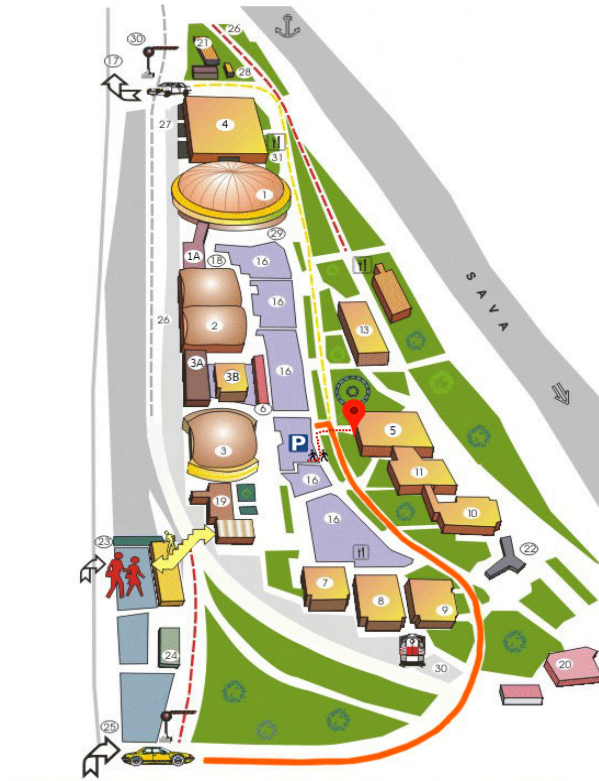
Stand dismantle starts on September 23 at 18.30 h, and should be finished until September 25 at 20.00.

Exhibitor's ribbons, holders and car parking cards you may take them at the Hall 5 supervisor's office from 10.00 to 15.00 daily, starting from Friday, September 18, 2020 up to September 21, 2020.

Entrance for exhibitors

Entry for exhibitors will be on September 22 and 23 from 08.00.

HALL 5 - ENTER FOR EXHIBITORS



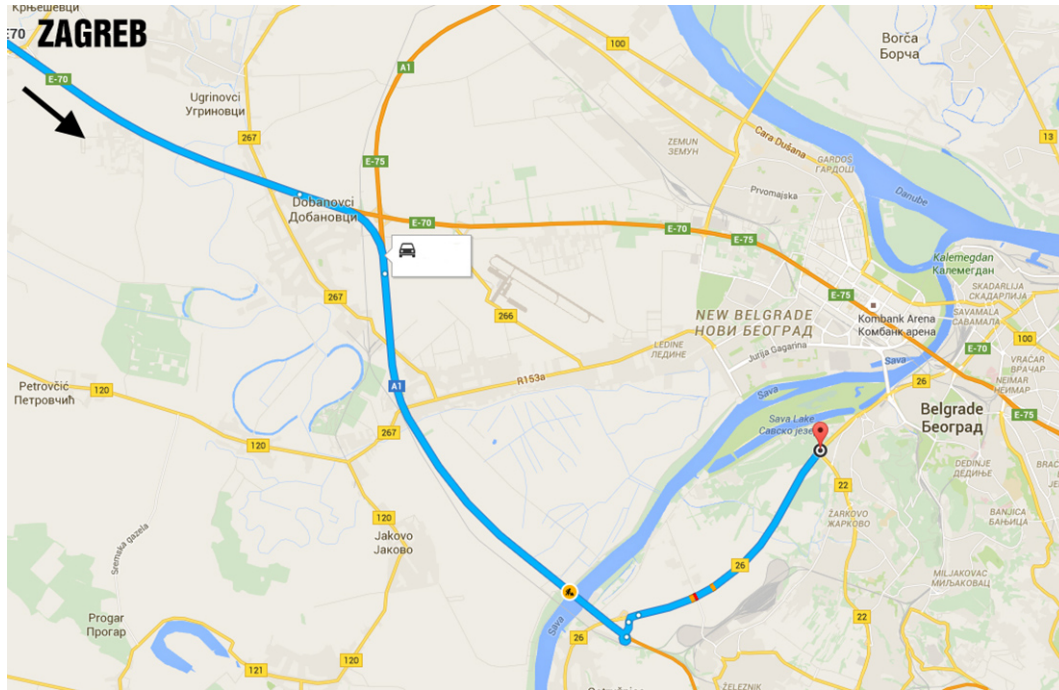
Note

For any information related to the stand construction at the Hall 5 (construction out of the working time, etc.) please contact the Hall Supervisor.

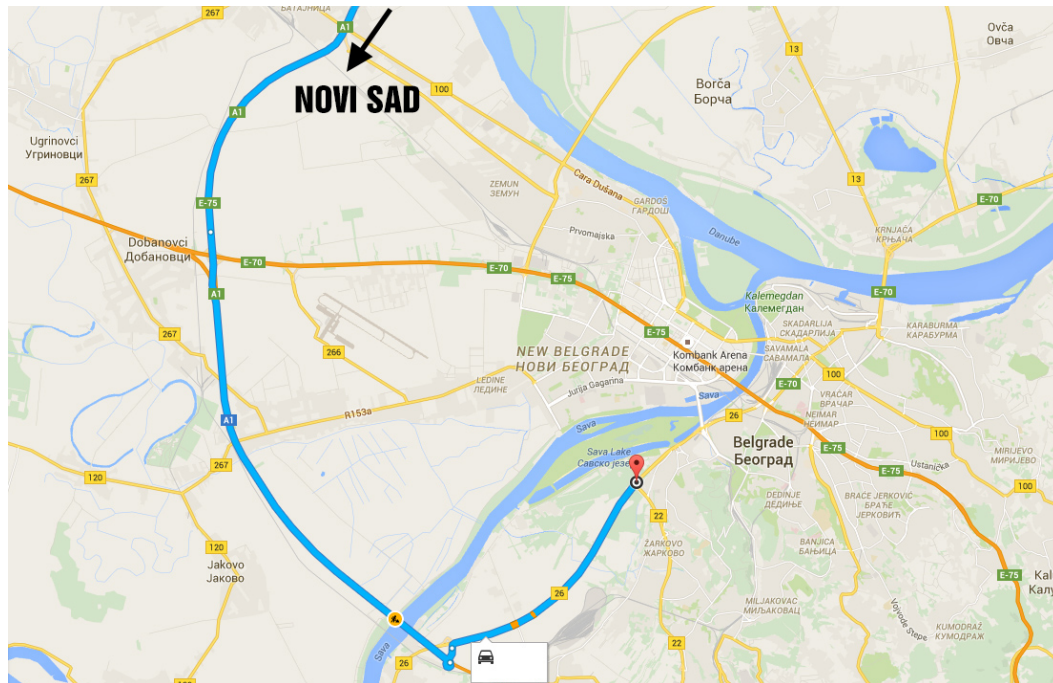
ACCESS TO BELGRADE FAIR FOR HARD TRUCKS

ACCESS to Belgrade Fair from the direction Zagreb and Novi Sad Since the traffic on the Gazela bridge is forbidden for any trucks with the total weight of 3.5 tons capacity, the only access to Belgrade Fair from the direction of Zagreb and Novi Sad is:

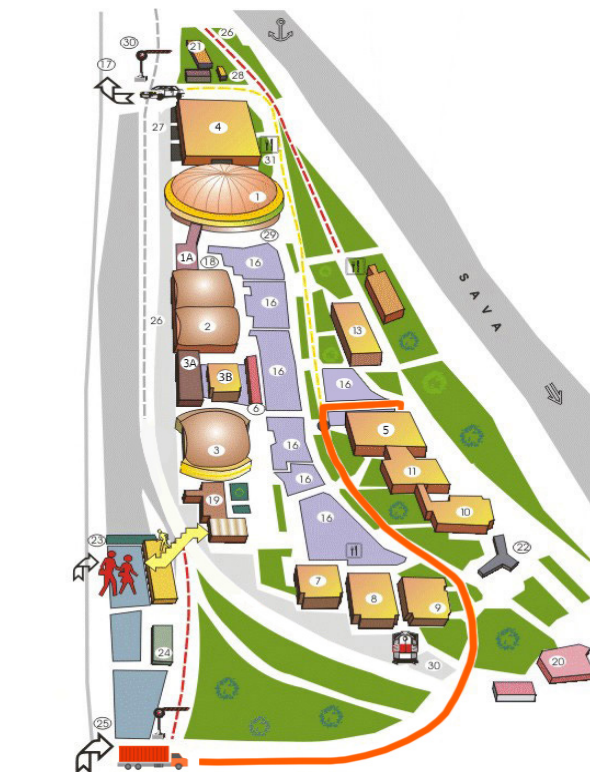
FROM THE DIRECTION OF ZAGREB



FROM THE DIRECTION OF NOVI SAD



ACCESS TO THE HALL 5 FOR THE EXHIBITS UNLOADING AND LOADING



STANDS

Typical stands

Typical stands construction types: Sima molto and Maxima



Independent construction

Obligations of exhibitors who independently build a booth

- Full name and address of the company that constructs the stand shall be sent (the list of workers on the stand construction is not necessary).
- After arrival at the Belgrade Fair space, i.e. before taking the structure in the Hall 5, you have to contact the Hall Supervisor in the Hall 5, who will direct the exhibitor to the location marked for his stand construction and provide other ordered technical services.
- Minimal height of the custom stand shall be 2.5 m, and the maximal one 3.00 m.
- The allowed height of the partition wall structure is 3 m.
- If the advertising towers, columns, wall panels or others exceed the height of 3 m, the organizer's approval is necessary. Each exhibitor shall make his wall in spite of the existing one of the adjacent stand. If an exhibitor wants to use the adjacent wall as his own, he shall receive written approval of such exhibitor. The approval shall be sent with the design.
- The exhibitors shall obey the rules regarding maintenance (they must not damage any walls or floor of the Hall or any other part of it). The rules shall be obeyed during mounting and dismantle of the stands, as well as during the event. Any tackling, screwing, sticking, welding, drilling etc. of any part of the Hall shall not be allowed.
- During the light installation or any other light sources, their distance from flammable surfaces shall be not less than 40 cm.
- The stand floor may be elevated, if necessary, not more than 20 cm. The floor structure shall be processed at the edges and installed as not to damage the Hall floor.

- The exhibitor may not install exhibits outside the exhibiting space rented by him.
- Special care shall be applied as not at all to endanger the space of the adjacent or any stand, whether by the stand shelter, his posters of free access to it. The way to the fire extinguishing hydrant and the switchboard for power supply shall be free and passable any time.

Note (ONLY FOR INDEPENDENT CONSTRUCTION)

The stand design shall be sent to the event organizer for approval in 3D format to the e-mail: 3d@belgradegaming.com Confirmation that the stand meets technical conditions for construction shall be obtained.

Important: Without the design approval the stand may not be constructed!

TECHNICAL SERVICES (power, the internet and water connection)

Electric power connection

The Fair has got the voltage of 220 V single-phase and 3 x 380 V three-phase alternating current of 50 Hz. The exhibitors shall take care that all installation and devices shall be adapted to such voltage. If there is necessary power stringer than 15KW, the exhibitor shall mention it the application, in order to get the relevant connection.

Stand may have switchboard provided by the Fair (not included in the connection price) or the exhibitor may have his own which will be connected to the network. The installation connection shall be approved by the Hall 5 Supervisor.

All installations shall be in accordance with the technical rules or will not be allowed to be connected before the technical conditions are met. After providing the relevant connection with the marked technical capacity, consumption shall be as approved, whether the electric power is used for the stand lighting or the exhibit demonstration. The exhibitor may not make any changes or additions to the installation, or to exceed the allowed consumption capacity.

The electricity for the purpose of constructing a stand or testing the exhibits will be switched on at the stand from 18/09 until 21/09/2020 between 8 am and 8 pm, and in line with the technical service provider Belgrade Fair's regulations (no deviations are possible).

During the manifestation itself, the electricity will be switched on at the stand from 8 am to 6:30 pm i.e. it is recommended that all devices on the stand be switched off before 6:30 pm.

The organizer is under no circumstances responsible for any damage which may arise out of failure to switch the devices off.

Please contact the Hall 5 inspector: goran.susanj@sajam.rs for any further information.

The Internet connection

The ordered Internet services will be available to you: Wi-Fi from the moment of arrival at Hall 5, and cable internet from 10 am on 21/09.

The types and prices of internet services are specified in the Pricelist for technical and other services.

Please contact the Belgrade Fair IT department: It@sajam.rs for any further information.

Water connection

If the exhibitors need plumbing installation this should be mentioned in the application form.

The connection to the Fair's plumbing installation is possible. The relevant connection may be carried out only by the professional person of the Fair. All types and prices of water connections are specified in the Pricelist for technical and other services.

Note

The organizer is obligated to make all types of technical services available at a stand which is planned for a specific service, and that is the only location where the quality of service is guaranteed. The exhibitors need to have the number of users using a specific connection in mind and order the technical services accordingly.

Should the quality of service decrease due to a disproportion between the number of users and the capacity of specific service, the organizer shall not be held responsible.

OTHER SERVICES

Advertising services

For the advertising services in the Hall, the organizer shall be contacted at team@belgradegaming.com

For the advertising services outside the Hall the Fair Marketing Department shall be contacted at snezana.raznatovic@sajam.rs

Advertising materials

In case you are sending advertising materials by special delivery you need to be aware of the following:

Advertising material (free shipment) needs to be accompanied by a PROFORMA INVOICE addressed (exclusively) to:

RIGHT THING d.o.o.
Vojvode Bojovića 12
11000 Belgrade

Place of delivery:
RIGHT THING d.o.o.
Bulevar vojvode Mišića 14, Belgrade Fair
11000 Belgrade

With mandatory designation: FREE, value only for customs

The price of advertising materials for customs formalities must not exceed 1,000 Euros and is subject to a 20% tax (there is no customs duty charge) and the customs clearance services is 100 Euros.

If the parcel containing advertising material is being transported by air there will be additional costs: Belgrade airport warehouse, AWB repurchase and transportation from the airport to the fair.

The information on the dimensions and weight of the parcel is required for the exact amount of additional cost.

We advise that the parcel does not contain: food and drinks (chocolates, sweets, juices, etc.) or glasses, plates and cutlery, i.e. anything that comes into direct contact with food and drinks since this is subject to testing and approvals from the sanitary inspector which requires additional time and costs.

Car parking cards and for the vehicles of the exhibitors

For the trucks by which you bring the construction materials or exhibits, the Hall Supervisor will certify your parking card (you may take it at the car entrance in the Belgrade Fairground). With this card you may leave the Belgrade Fairground free of charge.

Parking cards for the vehicles used by the exhibitors may be taken in office of the Hall 5

Supervisor, from 10.00 to 15.00 daily, starting from September 18 to September 21, 2020.

Car parking cards are valid from September 18 to September 25, 2020.

Car parking certification is in the competence of Belgrade Fair Hall 5, supervisor only.

Forwarding services

Load /Unload of exhibits with forklift

Load /Unload of exhibits, that is, bringing in and taking out from the exhibition hall with the forklift can be executed exclusively by the company RightThing :rightthingaero@gmail.com

Please book your term for unload on time.

Belgrade Fair territory is the customs area for the goods to be exhibited at the exhibitions.

The exhibitors shall obey the customs rules in the goods handling. The exhibitors regulate their relations with the customs officers directly through the official agent or the authorized forwarding agency. The official Fair forwarding agency is Right thing company. Any information of their forwarding services may be obtained by inquiry at the e-mail: rightthing@gmail.com.

The exhibitors shall have the right to use services of any other authorized forwarding agency.

The organizer shall certify the application form of the exhibitor, by which it confirms his participation in the event by which the exhibitor may achieve the import rights according to the customs regulations of the Republic of Serbia.

Insurance

Exhibits and other property of the exhibitor must be insured from theft, damage etc. Insurance is at the expense of the exhibitor and is not included in the exhibition costs. The insurance must cover the period from the unloading of goods at the Fair to its loading into the means of transport for transportation from the Fair, as well as the insurance of goods and persons at the stand itself. The exhibitor is solely responsible for damages endured by uninsured exhibits or persons at the stand.

Flower decorations

For the flower decoration service we recommend you Beocvet, e-mail: beocvet@eunet.rs

Hostesses

For the service of hostesses engagement we would recommend you NEST,
e-mail: ivan@nest.rs

Accommodation

For the accommodation services we would recommend you Champion Travel,
e-mail: bojana@championtravel.rs, boban@championtravel.rs

Note

For any further questions to the fair event organizer, please send e-mail message to team@belgradegaming.com, and you will get the reply as soon as possible.