

**1**

## Application Form for Participation

Application deadline  
December 15, 2023

To be filled in block letters

Full name of Exhibitor:

Address: country, town

Street and number, P.O.B.

Phone:

E-mail for B2B:

E-mail:

http:

Agent in Serbia  
(name, address & phone):

All contact should be made through:

Payment affected to the bank account number:

VAT number:

**Maximum stand height:**

**4 m**

### We rent

<b>A</b> Arena hall 1	cca	sq.m.	<b>150,- €/sq.m.</b>
<b>B</b> Indoor raw space*	cca	sq.m.	<b>115,- €/sq.m.</b>
<b>C</b> Stand Package* <b>STANDARD Application Form 3</b> (the price includes the space rent and stand construction)	cca	sq.m.	<b>150,- €/sq.m.</b>
<b>D</b> Stand Package* <b>MOLTO Application Form 3a</b> (the price includes the space rent and stand construction)	cca	sq.m.	<b>160,- €/sq.m.</b>

### Compulsory registration fee

(exhibitor / co-exhibitor)

**€ 300,-**

Please, send also the completely filled in Application for Compulsory Registration in the Official Fair Catalogue along with the present Application.

We declare hereby that we are aware of the participation conditions mentioned in the General Rulls for Participation at Belgrade Fair Events and the present Application Form and that we fully accept them.

**Payment upon receipt of the proforma invoice.**  
**The prices are mentioned in NET amounts.**  
**VAT shall be added to them.**

\* halls: 1 (ground floor), 1A, 2A, 4

TO BE FILLED IN BY BELGRADE FAIR

Confirmed acceptance  
of Application form

File No.

Location

Venue and date

Seal

Exhibitors signature

Date-Signature-Seal

#### **EXHIBITORS**

Companies exhibiting their own products and renting a certain exhibiting space for it and the right to registration in the Exhibitor Register, as well as the right to use any other services within the Belgrade Fair's offer. The Exhibitors shall install their company's name on the fascia panel at their stand.

#### **COEXHIBITORS**

Should also exhibits of other companies be displayed at the stand rented by the Exhibitor and the other companies' staff is present at the stand, such companies shall be registered as Co Exhibitors. The Co Exhibitors shall apply by specific application forms for participation and compulsory registration in the Exhibitor Register and pay the relevant registration fee for it. The Co Exhibitors shall install their companies' name equally with the Exhibitors, on the fascia panel. Should the Exhibitor apply for a Co Exhibitor for the participation and compulsory registration in the Exhibitor Register, he shall enclose with his application the Co Exhibitor's approval to do so.

If the Exhibitor does not apply for Co-Exhibitors or submit incomplete data in its Application form, Belgrade Fair has the right to charge the Exhibitor for all the costs related to Registration fees for Co-Exhibitors.

Belgrade Fair shall distribute the exhibiting space and determine the exhibiting location of each Exhibitor. Belgrade Fair reserves its right, if it is in the interest of a fair event, to relocate Exhibitors from already allocated area to another location.

The rental price per 1 sq. m. block, front side or corner exhibiting space allocated to the Exhibitor by Belgrade Fair, in accordance with its possibilities, upon the Exhibitor's explicit requirement, shall be increased, compared with the price of the exhibiting space rental stated on the Application for Participation, as follows:

- A) Block exhibiting place  
(four sides open) for 30%
- B) Front side exhibiting space  
(three sides open) for 20%
- C) Corner exhibiting space  
(two sides open) for 10%

Should the Exhibitor mount a multi-level stand on the exhibiting space allocated to him, he shall additionally pay also his use of the elevated areas. The price per 1 sq. m. elevated area amounts 50% of the rental price for raw exhibiting space stated on the Application for Participation. The elevated area shall be calculated based upon design approved by Belgrade Fair Design Office.

The Exhibitors shall pay the compulsory compensation of mutual costs for the period of hall preparation and clearing away. Belgrade Fair Price List shall determine the compensation amount and the payment liability bearers upon this basis.

The Exhibitor shall obey the time of a fair event opening, closing and working hours, particularly to keep his stand with exhibits fully operating by the fair event closing

In case the Exhibitor does not act in accordance with the previous item, which shall be stated in writing by the Hall Supervisor, the Exhibitor shall pay the Contract penalty of EUR 1500,-

#### **REGISTRATION FEE INCLUDES**

- Publishing of the exhibitor's data (complete business address, telephone, E-mail, http and representative office address) in the exhibitor's register - in the official catalog and / or USB and / or on the B2B portal
- Publishing up to 20 words of text describing Exhibitor's product range or activity in the Exhibitor Register
- Publishing of Exhibitor's registered trade mark
- Posting a booth position in the fair guide
- A Complimentary copy of the Register
- Exhibitor cards - 3
- Co-Exhibitors are entitled to 1 exhibitor card
- Complimentary official passes: 1 pass for the rent of up to 20sq.m, 1 pass / not more than 20 passes / for each additional 10sqm of rented space
- Car parking sticker for one vehicle for the exhibitors renting up to 20 sq.m. or Co-Exhibitors, for 2 vehicles those renting up to 50 sq.m, 3 vehicles for those renting from 51 to 100 sq.m, 5 vehicles for those renting from 101 to 300 sq.m, and 7 for those renting over 301 sq.m.

The official Register is printed in Serbian and English. Exhibitors are responsible for the accuracy of the data given. The Register Editorial Staff reserves the right to adjust the titles of the products stated in in this Application to those contained in the Catalogue nomenclature.

#### **INSURANCE**

Exhibits and other Exhibitor's property shall be covered by insurance policy at all Belgrade Fair exhibitions.

The Exhibitor may insure his goods through an insurance company in this country or abroad.

Any responsibility for a damage to the exhibits and/or any other Exhibitor's property, if such exhibits and/or property are not insured in a way stipulated by the previous item, shall be completely borne by the Exhibitor.

#### **PAYMENT**

1. Exhibitors shall effect the payment through the Bank stipulated in the pro-forma invoice. Each Contract Party shall bear the bank charges in its own country. Exhibitors are requested to fulfill following liabilities:

- for the booked exhibition space, building and equipping of stand not later than 30 days prior to Fair event opening by pro-forma invoice to the Fair foreign currency account at an authorized commercial bank.
- for other requirements not later than 10 days after the closing date of the Fair event by invoice to the Fair foreign currency account at an authorized commercial bank.

In case of a delayed payment or payment after a contract date, the exhibitor shall pay an interest rate according to the rate of the National bank of Serbia at the moment of settlement the due amount.

2. The Exhibitor may withdraw the submitted Application for Participation only within the time period of 15 days, provided that Belgrade Fair has not confirmed the receipt and acceptance of the Application for Participation in the meantime.

3. Should Belgrade Fair fail to inform the Applicant of its decision within the time period, the Application for Participation shall be considered accepted.

4. Should the Exhibitor withdraw the submitted Application for Participation after the above mentioned deadline, or after confirmation of the Application acceptance, the Exhibitor shall pay to Belgrade Fair the rental fee for the applied exhibiting space, registration fee, as well as any other costs occurred due to such Exhibitor's withdrawal accordingly. Exceptionally, in justified cases, Belgrade Fair may release the Exhibitor from such obligation, completely or partially.

## 2 Application Form for Compulsory Registration in Official Fair Catalogue

Present Application form should be filled in and certified in four copies. All copies should be submitted to Belgrade Fair which will confirm the receipt and return a copy to the Exhibitor.

Please state the Alphabet letter, under which to be registered in the Official Fair Catalogue

To be filled in block letters

Full name of Exhibitor:

Address: country, town  
street and number, P.O.B.:

Phone:

Fax:

E-mail:

http:

### Activity wording:

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### Exhibition items:

National Tourist Organizations  
Regional Tourist Organizations  
Tour Operators / Travel Agency  
Health Care Tourism  
Accommodation (hotels, motels, apartments...)  
Transport service (Air Transport, Railway, rent-a-car, cruise)  
Technology in tourism and hospitality  
HORECA equipment

PROGRAM DESTINATIONS (obligatory for tour operators and travel agencies):

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### With copies of the application please enclose:

For publishing in the Fair Catalogue - your registered trade mark  
(.tiff .eps or .jpg format-600 dpi)

Compulsory registration fee as per this application amounts to EUR 300.

Publishing in the Fair Catalogue of data about activities not exceeding 20 words,  
and the registered trade mark are included in the registration fee.

TO BE FILLED IN BY BELGRADE FAIR

Confirmed acceptance  
of Application form

File No.

Location

Venue and date

Seal

Exhibitors signature

Date-Signature-Seal

## 3 Application Form Full Package Stand Type STANDARD

To be filled in block letters

Full name of Exhibitor:

Address: country, town  
Street and number, P.O.B.:

Phone:

Fax:

E-mail:

http:

Agent in Serbia (name, address & phone):

All contacts should be made through:

### Standard aluminium construction

I order herewith the construction and full service arrangement of the exhibition space of:		12-24 sq.m.	25-38 sq.m.	39-60 sq.m.
sq.m.	€ 35 /sq. m			
Services and equipment included in price/sq.m:				
Partition walls		✓	✓	✓
Name panel - logo		✓	✓	✓
Instant use carpet - grey		✓	✓	✓
Info desk/podium		1/0	1/1	2/2
Table/Chairs		1/4	1/6	2/8
Bar stool		/	1	1
Cubicle incl. curtain		/	✓	✓
Spot light 100W		4	6	8
Lockable cupboard		1	1	1
Socket up to 1kW		1	1	1
Decorative arrangement of exhibits		✓	✓	✓
Space fee		✓	✓	✓

Notice: It is necessary to apply your logo by e-mail: arh@sajam.rs (.ai, .pdf, .eps format)

We have booked a full package stand and order the following additional equipment according to the condition overleaf: (please tick)

Pcs.	€/Pcs.	Pcs.	€/Pcs.	Pcs.	€/Pcs.
Door with a lock	25,-	LCD TV 55"/65"	150,-	Company logo 96x62, adv. tower	30,-
Info desk 100/200x50x105	80,-	Glass Showcase 100x100x220	80,-	Company logo 196x62, adv. tower	50,-
Table	10,-	Glass Showcase 100x50x220	60,-	Company logo fascia 186x22	30,-
Chair	10,-	Glass Showcase 50x50x220	40,-	Digital print mesh, vinyl / self-adhesive foil	18-21,- /sq.m.
Bar stool	20,-	Low Glass Showcase 100/50x75	30/40,-	Laminate floor	15-30,- /sq.m.
Podium	30,-	Advertising Tower Structure	50,-		

The prices are mentioned in NET amounts. VAT shall be added to them.

I state herewith that I am cognizant with Belgrade Fair price list,  
Terms for construction and arrangement of exhibition space which I fully accept.  
Stand construction cancellation costs shall be invoiced to the amount of 50% of the stand construction price.

TO BE FILLED IN BY BELGRADE FAIR

Confirmed acceptance of Application form  sq.m.

Date, signature and seal

Venue and date

Seal

Signature



**3a**

**Application Form**  
**Full Package Stand Type MOLTO**

To be filled in block letters

Full name of Exhibitor:

Address: country, town  
Street and number, P.O.B.:

Phone:

Fax:

E-mail:

http:

Agent in Serbia (name, address & phone):

All contacts should be made through:

**Syma Molto aluminium construction (cubical structures)**

I order herewith the construction and full service arrangement of the exhibition space of:

sq.m.

€ 45 /sq. m

Services and equipment included in price/sq.m:

12-24 sq.m.



25-38 sq.m.



39-60 sq.m.



Partition walls

✓

✓

✓

Name panel - logo

✓

✓

✓

Instant use carpet - grey

✓

✓

✓

Info desk/podium

1/0

1/1

2/2

Table/Chairs

1/4

1/6

2/8

Bar stool

/

1

1

Cubicle incl. curtain

/

✓

✓

Spot light 100W

4

6

8

Lockable cupboard

1

1

1

Socket up to 1kW

1

1

1

Decorative arrangement of exhibits

✓

✓

✓

Space fee

✓

✓

✓

Notice: It is necessary to apply your logo by e-mail: arh@sajam.rs (.ai, .pdf, .eps format)

We have booked a full package stand and order the following additional equipment according to the condition overleaf: (please tick)

	Pcs.	€ /Pcs.		Pcs.	€ /Pcs.		Pcs.	€ /Pcs.
Door with a lock		45,-	LCD TV 55"/65"		150,-	Company logo 91x91, adv. tower		30,-
Info desk 100/200x50x110		110,-	Glass Showcase 100x100x220		110,-	Company logo 191x91, adv. tower		50,-
Table		20,-	Glass Showcase 100x50x220		80,-	Company logo fascia 191x41		40,-
Chair		20,-	Glass Showcase 50x50x220		60,-	Digital print mesh, vinyl / self-adhesive foil		18-21,- /sq.m.
Bar stool		30,-	Low Glass Showcase 100/50x100		40/60,-	Laminate floor		15-30,- /sq.m.
Podium		40,-	Advertising Tower Structure		70,-			

The prices are mentioned in NET amounts. VAT shall be added to them.

I state herewith that I am cognizant with Belgrade Fair price list,  
Terms for construction and arrangement of exhibition space which I fully accept.  
Stand construction cancellation costs shall be invoiced to the amount of 50% of the stand construction price.

TO BE FILLED IN BY BELGRADE FAIR

Confirmed acceptance of Application form  sq.m.

Date, signature and seal

Venue and date

Seal

Signature



# 5 Application Form for Advertising Services

The present Application form should be filled in and certified in two copies. All copies should be submitted to Belgrade Fair which will confirm the receipt and return a copy to the Exhibitor.

To be filled in block letters

<b>Full name of Exhibitor:</b>	<b>Contact person:</b>	<b>Mob.phone:</b>
<b>Address: country, town Street and number, P.O.B.:</b>	<b>Mail:</b>	
<b>Tel/Fax:</b>	<b>E-mail:</b>	
<b>Payment affected to:</b>	<b>The Bank Acc. no.:</b>	<b>VAT number:</b>

## Advertising space - printed



Megaboard, Underground Passage,  
995x195 cm, paper, illuminated **490 €/piece** pcs.



Billboard  
300x200 cm, paper **225 €/piece** pcs.



Double sided billboard on the  
pedestrian bridge, 95x195 cm, paper **99 €/piece** pcs.



Colonnade in front of the Hall 2  
vinyl 8x1 m, incl. 4 billboards, 95x195 cm **550 €/piece** pcs.



a) Megaboard on  
Hall 1, 6x6, vinyl **1.500 €/piece** pcs.  
b) Megaboard on  
Hall 1, 4x6, paper **600 €/piece** pcs.



Megaboard at Hall 1, V-banner,  
vinyl, 735x427 cm **960 €/piece** pcs.



a) Billboard  
6x1.5m **160 €/piece** pcs.  
b) Vinyl on railing  
above the stand **30 €/sq.m** sq.m



Advertising surface  
on the vinyl per sq.m. **30 €/sq.m** sq.m



Flag pole (height 11m) at the Boulevard  
for flags up to 150x700 cm **100 €/piece** pcs.

## Advertising document distribution within the fairground\* (price per 1 day)

\*distribution is carried out by the client

Adv. doc. distribution FOR EXHIBITORS **100 €**

Adv. doc. distribution **200 €**

**PLEASE FIND THE COMPLETE ADVERTISING LIST ON OUR WEBSITE**

### Note:

The prices are mentioned in NET amounts. VAT shall be added to them.  
Payment upon receipt of proforma invoice.

TO BE FILLED IN BY BELGRADE FAIR

Confirmed acceptance  
of Application form

Hall No.

Location

Venue and date

Seal

Exhibitors signature

Date, signature and seal

Please send the prepress files, including the filled-in and sealed application, to the e-mail address [in.ad@sajam.rs](mailto:in.ad@sajam.rs), not later than twenty days before the event opening.

Please upload larger files (10 MB and more) to some file sharing service (i.e. WeTransfer) and place the link in the email.

The Advertising Department shall reserve an adequate space for you, as well as a different advertising component, if the requested space has already been rented, in accordance with the available space and the dates of the application, as well as its receipt of documents.

The rent price of all advertising components shall be related to the duration period of each fair event, other than the items otherwise defined (rented on a day or monthly basis).

The Fair shall control the advertising components during the fair events. In case of any damage of such components, the Fair shall replace them as soon as possible, at its own cost.

Any specific orders shall be contracted personally (facade or window graphics, megaboard, rent of the advertising balloons, distribution of advertising materials along with entry tickets, etc).

Any installation of advertising towers, fascias, columns or wall panels exceeding the height of 3 meters shall be subject to the approval of the Advertising Department and the Design Office.

The flag poles and flags shall not be installed independently outside the rented advertising space.

Any advertising components individually installed by an exhibitor on the Fair ground (banners, flags, rigid components, etc.) shall be charged by the valid prices from the present price list. Belgrade Fair reserves its right to remove the afore mentioned components if they esthetically spoil the event general look or another exhibitor's component, as estimated by Belgrade Fair.

## File prepress

The printing files shall be sent in Adobe Photoshop **EPS** or Adobe Illustrator **EPS** or **PDF** format.

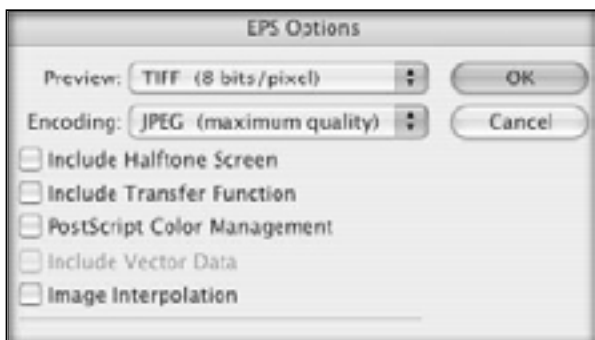
### Adobe Photoshop:

File scale for large print formats (i.e. billboard 4m x 3m) - 1:10.  
Resolution 300-500 dpi.

File scale for small print formats (i.e. B2 poster) - 1:1.  
Resolution 100-150 dpi.

Colour mode: **CMYK**

File recording: Photoshop Encapsulated Postscript (**EPS**), with the following settings:



### Adobe Illustrator:

File scale for large print formats - 1:10.

File scale for small print formats - 1:1.

The file **SHOULD NOT** include any wedges, passers, clips, printing instructions, measures, numbers of copies, etc.

Each file is a print itself (if you have five posters, you should record them in five different files).  
Convert the text into curves.

Colour mode: **CMYK**

File recording : **EPS** or **PDF**.








If the prepress is a combination of vector and raster elements, please merge and export it as a single raster. Make sure that you send a proof with the files. We can not accept CorelDraw files.

**Please make the files in accordance with the above mentioned instructions. Otherwise, BELGRADE FAIR shall not be responsible for the printing quality!**

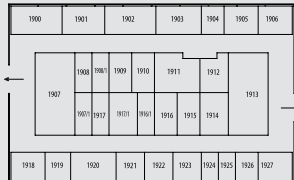
# 5a Application for Advertising Services in the Tourism Fair Guide

To be filled in block letters

<b>Full name of Exhibitor:</b>	
<b>Address: country, town Street and number, P.O.B.:</b>	
<b>Phone:</b>	<b>Fax:</b>
<b>E-mail:</b>	<b>http:</b>
<b>Agent in Serbia (name, address &amp; phone):</b>	
<b>Contact person:</b>	

Advertising services	€	Dimensions	File dimensions
The second cover 	480,-	171 x 225 mm	181 x 235 mm
The third cover 	480,-	171 x 225 mm	181 x 235 mm
The fourth cover 	480,-	171 x 225 mm	181 x 235 mm
The medium / double page 	720,-	342 x 225 mm	352 x 235 mm
Advertising page 	360,-	171 x 225 mm	181 x 235 mm
1/2 of the advertising page 	200,-	86 x 225 mm	96 x 235 mm
1/4 of the advertising page 	150,-	86 x 113 mm	96 x 123 mm



<b>A mark on the hall plan</b>	<b>100,-</b>	 <p>25 mm width. The height according to the width.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p><b>Your logo</b> stand 1926</p> </div>
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All above mentioned prices are net amounts. VAT shall be added to each of the prices accordingly.

All advertisements are in colors. The prepressed files shall be in .eps, .tiff, .ai or .pdf format. The fonts need to be replaced by curves. All photos shall be in CMYK color profile, 300 dpi resolution. The logo shall be submitted in the vector format.

TO BE FILLED IN BY BELGRADE FAIR

Venue and date

Seal

Exhibitors signature

Name of exhibition and hall number





**BELGRADE  
FAIR**

TOURISM FAIR DEPARTMENT  
Bulevar vojvode Misica 14, 11000 Belgrade, Serbia  
Tel: +381 11 2655 305; +381 11 2655 206  
Tel: +381 11 2655 866  
turizam@sajam.rs  
belgradetourismfair.com



**45<sup>th</sup>**  
**International Fair of Tourism**  
February 22-25, 2024

## 6 Application Form for Participation in the Side Event Programs

The present Application form should be filled in and certified in two copies. All copies should be submitted to Belgrade Fair which will confirm the receipt and return a copy to the Exhibitor.

To be filled in block letters

<b>Full name of Exhibitor:</b>	
<b>Address: country, town:</b>	
<b>Street and number, P.O.B.:</b>	
<b>Phone:</b>	<b>Fax:</b>
<b>E-mail:</b>	<b>http:</b>
<b>Agent in Serbia (name, address &amp; phone):</b>	
<b>All contacts should be made through:</b>	

Conference rooms rent	Date	Time of use	€/h	
Large Conference hall in the exhibiting Hall 4, with sound system and equipment, the price per started hour (capacity 300 seats)			250,-	
Small Conference hall in the exhibiting Hall 4, with sound system and equipment, the price per started hour (capacity 50 seats)			150,-	
Festive Hall in the Head office, with sound system and equipment, the price per started hour (capacity 150 seats)			250,-	
<b>For the presentation we need: (please tick)</b>	<b>Screen</b>	<b>LCD Projector for PC Presentations</b>	<b>PC Laptop</b>	<b>Internet</b>

The prices are mentioned in NET amounts. VAT shall be added to them.

TO BE FILLED IN BY BELGRADE FAIR	File no.	
	Reservation confirmation	
	Time	to
Date, signature and seal		

Venue and date

Seal

Exhibitors signature