



Exhibitors manual



10th SNSS Annual Meeting with International Participation Pediatric Neurosurgery in the 21st century: Challenges and opportunities

SAVE THE DATE

Joint venture with:



ISPN - International Society for
Pediatric Neurosurgery



Southeast Europe
Neurosurgical Society

**October 31-November 3, 2024
Belgrade, Serbia**

Venue: Crowne Plaza, Belgrade, Serbia

Host: Department of Neurosurgery, Clinical Hospital Center,
Zemun, Belgrade

101st anniversary of neurosurgery in Serbia
86th anniversary of Neurosurgery Clinic, University Clinical Center of Serbia

<https://snsspediatric2024.talkb2b.net/>



10. godisnji sastanak UNHS 2024

-raspored standova-



OFFICIAL STAND CONSTRUCTOR FOR

This form has to be filled out, signed and returned by e-mail to:

Company name:

Invoice Address:

Phone / e-mail:

Contact person:

TOTAL CALCULATION

Exhibition booth	<input type="text"/>	<input type="text"/>
Booth graphic		<input type="text"/>
Additional booth material		<input type="text"/>
Technical connections and supplies		<input type="text"/>
Furniture		<input type="text"/>
Plants and floral decoration		<input type="text"/>
Manpower		<input type="text"/>
Cleaning and waste disposal		<input type="text"/>
TOTAL PRICE		<input type="text"/>

Contact:
MILOŠ MESSE d.o.o.
 Mrs. Olivera Radeta Tršić
 M: +381 (0) 64 29 23 224
 E: olivera.radeta@gmail.com

EXHIBITION BOOTH OCTANORM ORDER FORM

We hereby confirm the following order:

Exhibition booth Octanorm	Width (m)	Depth (m)	Area (m ²)	€/m ²	Total €
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

VAT is not included in the prices.



The image is only an example.

The stand is available as an in-line or corner or peninsula booth! There is no exhibition space included!

For more signage options see the "Additional Booth material" form. No company name restriction. Please write the requested heading for the company name signboard here:

After receiving your request we will contact you to proceed with the project.

BOOTH GRAPHIC ORDER FORM





We hereby confirm the following order:

Description	m ²	€/m ²	Total €
Text cut from PVC foil on cutter machine	<input type="text"/>	<input type="text"/>	<input type="text"/>
Forex foam PVC board 3 mm thick	<input type="text"/>	<input type="text"/>	<input type="text"/>
Print on self adhesive PVC foil	<input type="text"/>	<input type="text"/>	<input type="text"/>
Print on banner or mesh canvas	<input type="text"/>	<input type="text"/>	<input type="text"/>
Print on back light PVC foil	<input type="text"/>	<input type="text"/>	<input type="text"/>
Roll up display incl. print	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL			<input type="text"/>

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ADDITIONAL BOOTH MATERIAL ORDER FORM 1

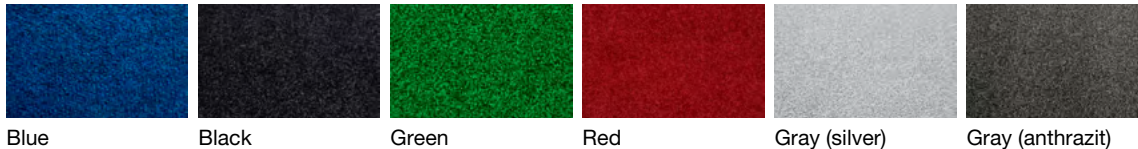
We hereby confirm the following order:

Optional Signage for Exhibition Booth	Number	€/piece	Total €
Additional letter for sign board	<input type="text"/>	<input type="text"/>	<input type="text"/>
Coloured letters – others than black	Colour Code RAL: <input style="width: 80px;" type="text"/>	<input type="text"/>	<input type="text"/>
Company logo – single coloured	<i>Please send EPS file and colours</i>	<input type="text"/>	<input type="text"/>
Company logo – up to three colours	<i>Please send EPS file and colours</i>	<input type="text"/>	<input type="text"/>
Digital print per sqm	<i>Upon request</i>	<input type="text"/>	<input type="text"/>
<hr/>			
Shell Scheme Additions (for rented Schell Scheme only!)	Number	€/piece	Total €
Arm light	50W - Halogen	<input type="text"/>	<input type="text"/>
Spotlight	300W - Halogen	<input type="text"/>	<input type="text"/>
Spotlight	150W - Metalhalogen	<input type="text"/>	<input type="text"/>
Additional wall panel	2,5 m high × 1 m wide	<input type="text"/>	<input type="text"/>
Storage compartment with lockable door	2,5 m high × 1 m × 1 m wide	<input type="text"/>	<input type="text"/>
Storage compartment with lockable door	2,5 m high × 1 m × 2 m wide	<input type="text"/>	<input type="text"/>
Storage compartment with lockable door	2,5 m high × 1 m × 3 m wide	<input type="text"/>	<input type="text"/>
 Flat shelf, for wall element	1 m wide × 0,4 m 1 m wide × 0,3 m	<input type="text"/>	<input type="text"/>
 Broschure Wire Holder, for wall element	1 m wide, for DIN A4	<input type="text"/>	<input type="text"/>
 Plexiglass Broschure Rack	1 m wide x 0,4 m 1 m wide x 0,3 m	<input type="text"/>	<input type="text"/>
 Table for computer (octanorm system)	w 100 cm, d 50 cm, h 110 cm bar stool not included computer not included	<input type="text"/>	<input type="text"/>
TOTAL			<input style="background-color: #f9cb9c;" type="text"/>

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ADDITIONAL BOOTH MATERIAL ORDER FORM 2

We hereby confirm the following order:



Carpet		Number	€/m ²	Total €
Carpet BLACK	on double sided tape	<input type="text"/>	<input type="text"/>	<input type="text"/>
Carpet BLUE	on double sided tape	<input type="text"/>	<input type="text"/>	<input type="text"/>
Carpet GREEN	on double sided tape	<input type="text"/>	<input type="text"/>	<input type="text"/>
Carpet RED	on double sided tape	<input type="text"/>	<input type="text"/>	<input type="text"/>
Carpet GRAY (anthrazit)	on double sided tape	<input type="text"/>	<input type="text"/>	<input type="text"/>
Carpet GRAY (silver)	on double sided tape	<input type="text"/>	<input type="text"/>	<input type="text"/>
Laminate floor	beech / birch / wenge	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other colours and materials upon request

Miscellaneous		Number	€/day	Total €
	Refrigerator 125 L	white	<input type="text"/>	<input type="text"/>
	Poster board (octanorm system) / single wall element	for posters or as privacy screen (w 95 × h 238 cm poster area)	<input type="text"/>	<input type="text"/>
TOTAL				<input style="background-color: #fce4d6;" type="text"/>

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ADDITIONAL BOOTH MATERIAL ORDER FORM 3

We hereby confirm the following order:

Technical Equipment (special set-up not included!)	Number	€/day	Total €
Laptop (4 GB RAM, 2,10 GHz Core 2 Duo, 350 GB HDD)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Notebook (4 GB RAM, 2,10 GHz Core 2 Duo, 350 GB HDD)	<input type="text"/>	<input type="text"/>	<input type="text"/>
TFT Monitor 48,2 cm Screen diag. 19", 16:9	<input type="text"/>	<input type="text"/>	<input type="text"/>
TFT Monitor 55,8 cm Screen diag. 22", 16:10	<input type="text"/>	<input type="text"/>	<input type="text"/>
TFT Monitor 60,9 cm Screen diag. 24", 16:10	<input type="text"/>	<input type="text"/>	<input type="text"/>
LED TV 101,6 cm Screen diag. 40", 16:9	<input type="text"/>	<input type="text"/>	<input type="text"/>
LED TV 139,7 cm Screen diag. 55", 16:9	<input type="text"/>	<input type="text"/>	<input type="text"/>
LED TV 165,1 cm Screen diag. 65", 16:9	<input type="text"/>	<input type="text"/>	<input type="text"/>
Video- / Data projector 2000 ANSI Lumen, 1024 × 768	<input type="text"/>	<input type="text"/>	<input type="text"/>
Video- / Data projector 3000 ANSI Lumen, 1024 × 768	<input type="text"/>	<input type="text"/>	<input type="text"/>
Video- / Data projector 5.200 ANSI Lumen, 1024 × 768	<input type="text"/>	<input type="text"/>	<input type="text"/>
Video- / Data projector 10.000 ANSI Lumen, 1024 × 768	<input type="text"/>	<input type="text"/>	<input type="text"/>
Video- / Data projector 16.000 ANSI Lumen, 1024 × 768	<input type="text"/>	<input type="text"/>	<input type="text"/>
Basic Audio System c/w 2 Bose Speakers & 1 microphone, 1 CD player + technician	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Other colours and materials upon request</i>			<input type="text"/>
TOTAL			<input type="text"/>

VAT is not included in the prices.

TECHNICAL CONNECTIONS AND SUPPLIES ORDER FORM








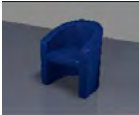
We hereby confirm the following order:

Electrical supply including power consumption, switchboard and power distribution	Number	€/day	Total €
Power supply 2 kW 230V/16A/3kW, domestic supply 2kW, CEE 7/4 German/French earthed)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Power supply 3 kW 230V/16A/3kW, domestic supply 2kW, CEE 7/4 German/French earthed)	<input type="text"/>	<input type="text"/>	<input type="text"/>
CEE 16A industrial, AC 230/400V, 6 kW Incl. night current, power consumption, fuse box and distribution	<input type="text"/>	<input type="text"/>	<input type="text"/>
CEE 16A industrial, AC 230/400V, 10 kW Incl. night current, power consumption, fuse box and distribution	<input type="text"/>	<input type="text"/>	<input type="text"/>
CEE 32A industrial, AC 230/400V, 15 kW Incl. night current, power consumption, fuse box and distribution	<input type="text"/>	<input type="text"/>	<input type="text"/>
CEE 32A industrial, AC 230/400V, 20 kW Incl. night current, power consumption, fuse box and distribution	<input type="text"/>	<input type="text"/>	<input type="text"/>
CEE 63A industrial, AC 230/400V, 40 kW Incl. night current, power consumption, fuse box and distribution	<input type="text"/>	<input type="text"/>	<input type="text"/>
<p>Electrical grounding and all electrical installations at the stand may be made either by the exhibitors' own electricians or by any specialist electrical companies which have been authorized in accordance with VDE and internationally valid regulations. Otherwise please order an electrician with the appropriate order form.</p>			
Triple socket	<input type="text"/>	<input type="text"/>	<input type="text"/>
Telecommunications	Number	€/day	Total €
Internet, Full Flat 2 Mb/s	<input type="text"/>	<input type="text"/>	<input type="text"/>
Internet, Full Flat 4 Mb/s	<input type="text"/>	<input type="text"/>	<input type="text"/>
Router with 4 port switch	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Further equipment offered on request!</i>			<input type="text"/>
TOTAL			<input style="background-color: #f9cb9c;" type="text"/>

VAT is not included in the prices.

FURNITURE ORDER FORM 1

We hereby confirm the following order:

Description – Colour, Size (Width/Depth/Height in cm)	Number	€/piece	Total €
 Chair Chrome - white	<input type="text"/>	<input type="text"/>	<input type="text"/>
 Chair upholstered Black	<input type="text"/>	<input type="text"/>	<input type="text"/>
 Chair Chrome - gray	<input type="text"/>	<input type="text"/>	<input type="text"/>
 Chair Chrome - white	<input type="text"/>	<input type="text"/>	<input type="text"/>
 Bar stool "Z" Chrome - black	<input type="text"/>	<input type="text"/>	<input type="text"/>
 Bar stool Chrome - white	<input type="text"/>	<input type="text"/>	<input type="text"/>
 Leader chair Chrome - white	<input type="text"/>	<input type="text"/>	<input type="text"/>
 Club chair Blue Black Red	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL			<input type="text"/>

VAT is not included in the prices.

FURNITURE ORDER FORM 2

We hereby confirm the following order:

	Description – Colour, Size (Width/Depth/Height in cm)	Number	€/piece	Total €
	Square table Black, w 80 cm × d 80 cm × h 74 cm	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Rectangular bar table White, w 120 cm × d 60 cm × h 110 cm	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Round table Gray, d 80 cm × h 74 cm	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Round bar table Gray, d 60 cm × h 120 cm	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Club table White, d 45 cm × h 45 cm	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL				<input style="background-color: #ffe0b2;" type="text"/>

VAT is not included in the prices.

FURNITURE ORDER FORM 3




We hereby confirm the following order:

Description – Colour, Size (Width/Depth/Height in cm)	Number	€/piece	Total €
 Counter (Octanorm system) w 100 cm × d 50 cm × h 110 cm	<input type="text"/>	<input type="text"/>	<input type="text"/>
 Counter (Octanorm system) w 153 cm × d 50 cm × h 110 cm	<input type="text"/>	<input type="text"/>	<input type="text"/>
 Glass vitrine (Octanorm system) w 100 cm × d 50 cm × h 110 cm	<input type="text"/>	<input type="text"/>	<input type="text"/>
 Glass vitrine (Octanorm system) w 100 cm × d 100 cm × h 110 cm	<input type="text"/>	<input type="text"/>	<input type="text"/>
 Glass vitrine (Octanorm system) w 50 cm × d 50 cm × h 250 cm	<input type="text"/>	<input type="text"/>	<input type="text"/>
 Glass vitrine (Octanorm system) w 100 cm × d 50 cm × h 250 cm	<input type="text"/>	<input type="text"/>	<input type="text"/>
 Glass vitrine (Octanorm system) w 100 cm × d 100 cm × h 250 cm	<input type="text"/>	<input type="text"/>	<input type="text"/>
 Sideboard Beech, w 60 cm × d 40 cm × h 55 cm	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL			<input type="text"/>

VAT is not included in the prices.

ORDER FORM FOR PLANTS AND FLORAL DECORATION

We hereby confirm the following order:

Plant		Number	€/piece	Total €
Ficus Benjamin • size 100 cm - 150 cm		<input type="text"/>	<input type="text"/>	<input type="text"/>
Ficus Benjamin • size 150 cm - 180 cm		<input type="text"/>	<input type="text"/>	<input type="text"/>
Kentia Palm Tree • size 100 cm - 150 cm		<input type="text"/>	<input type="text"/>	<input type="text"/>
Kentia Palm Tree • size 150 cm - 180 cm		<input type="text"/>	<input type="text"/>	<input type="text"/>
Thuja • size 100 cm		<input type="text"/>	<input type="text"/>	<input type="text"/>
Thuja • size 150 cm		<input type="text"/>	<input type="text"/>	<input type="text"/>
Thuja • size 180 cm		<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL				<input type="text"/>

VAT is not included in the prices.

ORDER FORM FOR MANPOWER

We hereby confirm the following order:

Staff	Number	Hour	€/person per hour	Total €
Decorator / Helper (minimum 2 hours)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact person onsite:		<input type="text"/>		
Booth security (minimum 6 hours)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact person onsite:		<input type="text"/>		
Hostesses, English speaking (minimum 5 hours)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact person onsite:		<input type="text"/>		
Electrician	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact person onsite:		<input type="text"/>		
Technician for PC and AV equipment (minimum 2 hours)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact person onsite:		<input type="text"/>		
Photographer (Can only be hired for taking pictures of client's)	<input type="text"/>	<input type="text"/>	<input type="text"/> *	<input type="text"/>
Contact person onsite:		<input type="text"/>		
TOTAL				<input type="text"/>

*According to agreement

VAT is not included in the prices.

ORDER FORM FOR CLEANING, WASTE DISPOSAL

We hereby confirm the following order:

Cleaning and Waste Disposal	Hour	€/m2	Total €
Cleaning before the exhibition starts Cleaning of booth after set up, floor and furniture, no exhibits	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cleaning on exhibition days Cleaning of booth after set up, floor and furniture, no exhibits	<input type="text"/>	<input type="text"/>	<input type="text"/>
125L trash sack	<input type="text"/>	<input type="text"/>	<input type="text"/>

You are requested to place the ordered waste disposal bags in front of your stand at the end of each exhibition day, so they can be collected from the cleaning staff. The waste disposal bags will not be removed when they are within the exhibition stand.

	Piece	€/piece	Total €
1,1 m ³ container during set up	<input type="text"/>	<input type="text"/>	<input type="text"/>
1,1 m ³ container during exhibition	<input type="text"/>	<input type="text"/>	<input type="text"/>
1,1 m ³ container during dismantling	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL			<input type="text"/>

VAT is not included in the prices.