

# Exhibitor preparation & installation instructions



HOIREICA



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# Get ready in time to participate in the trade show

First of all, we would like to thank you for your participation and wish you every success! Please read and follow these instructions carefully. Participation in the trade show is subject to the terms and conditions of participation and the trade show rules of operation, which are set out in the signed participation agreement. Furthermore, in accordance with the participation agreement, Exhibitors must comply with all instructions and time limits set in relation to the organizational, functional and timing details of the trade show. These terms are binding on both Exhibitors and third parties, companies contracted for the construction, operation and dismantling of the stand (stand builders, promoters, stand staff). In executing the above, we also inform you of the following:

THE INVITATIONS YOU RECEIVE MUST BE SENT EXCLUSIVELY TO INDUSTRY PROFESSIONALS AND NOT TO FRIENDS OR RELATIVES OF YOUR EMPLOYEES.



## INQUIRIES:

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## STAND FLOOR PLAN

Should you wish to find and print the floor plan and your stand, click on the logo of the trade show you will participate and find the relevant information.



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## General Information

### 01. EXHIBITION CENTER

ATHENS METROPOLITAN EXPO located at the International Airport El. Venizelos. Spata-Attica Postal address: Building 603A / PC: 19019 / PO Box:80072

### 02. TRADE SHOW ENTRANCES. EXHIBITORS' SECRETARIAT

All trade shows will use both entrances (Lobby 1 & Lobby 2) during their operation. The entrances to the trade show are connected to the main aisle where the public will be circulating, allowing access from both entrances where a wide range of services addressed to both Exhibitors and visitors will be provided.

### 03. USEFUL TELEPHONE NUMBERS

During setup of the trade shows the secretariat of the technical department both for construction companies and for Exhibitors, will be located in Lobby 1, whereas the secretariat and accounting office of the Organizer, FORUM SA, will be located at the main entrance of the exhibition center (Lobby 2), T: +30 210 3542950, F: +30 210 3542951. Prior to the setup of the trade show, you can contact the

Organizer's main offices at: T: +30 210 5242100,  
F: +30 210 5246581, email: info@forumsa.gr.

The exhibition center's technical contractor, EXPOWORK (basic structure - furniture rental, power supply, water supply and sewage, installations, etc.) can be contacted at the following telephone numbers: T.: +30 210 3542990, F: +30 210 3542999.

### 04. TRADE SHOW INVITATIONS RECEPTION OF VISITORS AND IDENTITY CHECK

The Organizer will send, via SMS a free entry code as well as barcoded invitations to thousands of industry professionals. Admission of children under 12 years of age is expressly prohibited. **People that have not received an invitation can purchase an individual day ticket (online or at the trade show's counters) in order to have access to HORECA and FOODEXPO. An invitation alone does not guarantee admission.**

**THE INVITATIONS YOU RECEIVE MUST BE SENT EXCLUSIVELY TO INDUSTRY PROFESSIONALS AND NOT TO FRIENDS OR RELATIVES OF YOUR EMPLOYEES.**

### 05. RESTAURANTS AND CAFES

There will be 2 restaurants operating in the trade show and, in each hall, bars-cafeterias, which will serve visitors and Exhibitors during preparation and operation of the show. The bars and restaurants are run by «Air Canteen SA». Contact person Mr. Michalis Rizopoulos - telephone no. +30 6980 663903.





## Stand handover & construction

### 01. YOUR STAND

In the alphabetic list of Exhibitors, you will find your company's name with a reference to the Hall, corridor and number of the stand. Moreover, by taking a look at the floor plan on the website you will be able to easily locate your stand. **Note:** The number on the Exhibitor list will be the number of your stand and this is the one that should appear on the invitations sent to your clients.

### 02. EXHIBITOR BADGES - EXHIBITOR KIT

Exhibitor badges must be obtained from the Organizer's offices (in lobby 2). Badges must be delivered to your staff before the start of the trade show. Before receiving their stand, Exhibitors must pay a visit to the trade show's Accounting Office in order to settle their financial obligations to the Organizer, as specified in the relevant Rental Agreement. Only then will Exhibitors receive their Exhibitor badges from the secretariat. Handover to Exhibitors of the basic structure and business stands will take place two (2) days prior to the trade show's opening.: **PLEASE NOTE: Admission to the trade show will not be permitted without Exhibitor badges.**

### 03. LOADING AND UNLOADING OF EXHIBITS

A dedicated parking staff crew will manage truck traffic. Exhibitors may use the goods entrances located around the perimeter of the hall. Loading and unloading of construction material for the stands and their exhibits will be carried out through the Exhibitors' own means. However, between 08:00 and 16:00, trolleys as well as 2 forklifts (2.5 tons) will be at the disposal of Exhibitors for the use of loading exhibits. On the eve of the trade show, parking in the unloading areas between Halls 1 & 2, 2 & 3, 3 & 4 will be strictly prohibited (regardless of possession of a parking card). Admission will be permitted exclusively and solely for the purpose of unloading. To ensure optimum operation, you must follow the instructions of the parking attendants in each HALL, who will be responsible for managing car traffic and flows. Vehicles wishing to load or unload around the perimeter of the halls will have access only from Lobby 1. **Note: Due to full coverage of the entire trade show area and the lack of storage space, Exhibitors should make sure to store their goods exclusively within the space of their stand.**

### 04. WORKING HOURS DURING THE SETUP OF THE TRADE SHOW

Stand constructors can work from 7:00 to 23:00 beginning on the first day of setup of the trade show. All basic work on the stands must be completed by 17.00 on the day before the opening of the show. Throughout the setup period, all aisles must be free of construction materials and exhibits, especially on the eve of the trade show, so that carpeting can be laid in the aisles. On the first day of operation, from early in the morning and until 10:00, Exhibitors should only deal with making final improvements to their stands. The use of forklifts and pallet trucks is strictly prohibited on this day.

### 05. STOCKING OF STANDS

Throughout the days of the trade show, all Exhibitors and their staff may access their stands up to 2 hours before the official opening times upon verification of their Exhibitor badge. In addition, two hours before opening and two hours after closing of the trade show, the stands may be stocked with all the necessary supplies for their daily operation. **Stocking of stands is prohibited during the trade show's opening hours.**

**Note:** All Exhibitors who use a refrigerated truck to stock their stand must obtain special permission from the Organizer in order to be provided with a specific space to power this truck.



## Stand technical specifications. Extra services

### 01. EXHIBITOR NAME ON THE FASCIA BOARD

Only basic structure and business stands will have a sign bearing the name of the Exhibitor affixed to their fascia board. If you desire a change in the name affixed to the fascia board, please contact the sales department of Forum SA at: +30 210 5242100.

### 02. SIGNS ON THE ROOF

Exhibitors or their constructor should place their order with EXPOWORK for installation of signs at least 20 days before



the opening of the relevant trade show. Signs must have a minimum distance of 3m from the floor, and at any event 1m from any other structural element or column of the building. They must also be at a distance of 1m from each point of their neighboring stands as well as independent of the structure. It is strictly prohibited for stand structures to be supported from any hanging point. Banners cannot be greater than 2m in height. The maximum total permissible height for hanging flags or structures is 6m in Hall 1, 2 & 3 and 7 m in Hall 4. Use of a mounting point outside the boundaries of the stand is only possible with use of special support and a request in this regard needs to be made to the technical contractor of the EXPOWORK building.

**PLEASE NOTE: When it comes to Foodexpo there is a limitation to the height of the signs due to the exhaustion channels and in no case whatsoever the hanging should be considered a given.**

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### 03. COVERED ROOFS ARE PROHIBITED

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Construction of roofs that do not allow for proper sprinkler operation is not permitted. The use of smoke out certified ceiling cloths, as well as certified fire-fighting systems that can replace sprinklers will be considered.

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### 04. BASIC STRUCTURE SPECIFICATIONS

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**BASIC STRUCTURE STANDS INCLUDE THE FOLLOWING:**

- Aluminum structure - white PVC panel 3m high
- Fascia board
- Sign
- One Schuko socket and one 12W/3 m2 spotlight

For more information, please contact EXPOWORK (T.: +30 210 3542990). Exhibitors are not permitted to pierce the walls or aluminum crossbars. It is also prohibited to paint those materials as well as to act in any way that will damage them. The same company rents furniture, showcases, shelves, etc.

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### 05. RESTRICTIONS ON THREE OR FOUR-SIDED STANDS CLOSING OF SIDES OF STANDS

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All Exhibitors of three- or four-sided stands located on the first block (at the first row) of each Hall must keep the structural elements of their stand and its exhibits at 1.20 m height max and must keep a two (2) meter distance from the facade of their stand. Such distance is delineated only by the first horizontal corridor and the two vertical corridors and more specifically by the angles of the facade.

In any case, the Trade Show Rules and Regulations apply and may change from time to time and without prior notice. Where the Organizer decides that the trade show, as well as its stands, must be visible from all sides and upon an understanding

with the Exhibitor, specific technical specifications for the construction of the stand will be listed separately in this Participation Agreement under the Special Terms section.

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### 06. APPROVAL OF PLANS. EXHIBITOR'S OBLIGATIONS FOR THE CONSTRUCTION OF THE STAND

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The Exhibitor is required, no later than forty-five (45) days before the opening of the trade show, to notify the Organizer of the company constructing its stand, as well as to submit to the Organizer the construction plans for the stand. The Exhibitor is solely responsible for observance, on the part of the constructor, of the timetable for construction and dismantling of the stand. In the event of noncompliance with the time schedule, the Organizer has the right to charge the Exhibitor for the individual costs arising from violation of the timetable. The Exhibitor is solely responsible for the actions and omissions of their constructor, and their subcontractors, both during the construction and the dismantling of their stand. Before the opening of the trade show, the Exhibitor is also required to deliver to the Organizer a declaration of stability issued by the constructor of their stand. The Organizer must approve or reject the plans in writing within 10 days of receipt of these plans. The Exhibitor is required to comply with the rules of operation and the Organizer's suggestions and recommendations for changes in order for the plans to be approved. If, during construction of the stand, it is found that the Exhibitor has not complied with the recommendations, then the Organizer has the right to intervene to ensure full compliance.

**Note: The use of drywall, wood and iron cutting, welding, as well as the use of paint sprayers and sanders is prohibited within the Exhibition Center**

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### 07. HEIGHT DIFFERENCES BETWEEN STAND PARTITIONS

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In stands that are adjacent to each other and there is a difference in height, the manufacturer must cover the difference appropriately without branding, creating a white surface with a hard material (no carpet, no cloth). In lower stands, it is permitted to paint over this height difference upon agreement. **ATTENTION: Work on height differences must be completed 2 days before the opening of the trade show.**

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### 08. MAXIMUM PERMISSIBLE HEIGHT OF CONSTRUCTED STANDS

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The maximum height of structures is 4m. For stand structures 3 to 4 meters high, the Exhibitor or their constructor must

submit a Solemn Declaration by a Qualified Engineer with regard to the structural stability of the stand. For structures which are lower in height, only a solemn declaration from the Exhibitor is required.

## 09. WHEELCHAIR RAMPS

All stands with a raised floor over 4 cm must have wheelchair ramps.

## 10. STAND LIGHTING ADDITIONAL LIGHTING INSTALLATIONS

All stands are entitled to a single-phase power supply allowance equivalent to 100W/3 m<sup>2</sup>. The additional supply of single-phase or three-phase power for lighting or for any other use is provided at the expense of Exhibitors. For additional power supply or rental of light fixtures, Exhibitors should contact EXPOWORK directly. Within the stands, only use of LED lighting is allowed, in accordance with Exhibition Centers' Rules and Regulations. **Note:** For permanent electrification of space only stands, presentation of the license of the electrician who is making the installation and a relevant solemn declaration are required. In any other case the use of electricity will be prohibited.

## 11. INTERNET SERVICE

Any Exhibitors who wish to have wireless or wired Internet connection should contact EXPOWORK. More specifically, to be able to install a wired connection, Exhibitors must have completed their order 20 days before the start of the trade show.

## 12. SOUND VOLUME WITHIN THE STANDS

The use of speakers or sound players inside the stands at any volume and the reproduction of any kind of music by the Exhibitor are strictly prohibited. Parties, dance events, and events with music, etc., organized by Exhibitors are expressly prohibited. **Note:** When it comes to the intellectual property rights for music, the organizing company covers solely the stages of its events.

## 13. PLUMBING SERVICES

Water supply and sewage service should **NOT** be considered a given, as it is dependent upon the location of the stand within the hall and the route of the piping to building outlets. Exhibitors wishing to have a water supply and sewage connection must order it from EXPOWORK (20 days before the opening of the trade show). **ATTENTION:** In the event

that the company's activities are directly linked to the use of water supply and sewage services (jacuzzi, swimming pools, etc.) a relevant prior order is required.

Exhibitors who cook in their stand and have water drainage facilities must use grease traps, as required by METROPOLITAN EXPO.

## 14. COOKING OF PRODUCTS INSIDE THE STANDS - HOOD SPECIFICATIONS

All Exhibitors wishing to cook food in their stand should submit to the Organizer, FORUM S.A, their order thirty (30) days before the trade show opens, by signing the relevant private agreement. They are all also required to send a drawing with the exact location of the hood and the precise dimensions of the cooking area, depending on the building's infrastructure capacity. The Organizer reserves the right to approve cooking or not, as well as the procedure for the installation of the cooking area, the hood and the relevant specifications. For proper odor removal, each stand with an installed hood may have 1 SINGLE cooking area with a maximum 3 m long hood and such area should be closed at all three (3) sides, as follows:

a) **Roasting of gyros:** the width of the hood must exceed the diameter of the gyros to be roasted by at least 20cm, while the cooking area must be closed at all three (3) sides.

b) **Griddle & deep fryer:** The hood must exceed by 40 cm the open side of the cooking area. The distance between the cooking area and the hood must not be over 70 cm, and three (3) sides must be closed from the hood to the counter.

c) **Cooking with ovens of various types:** The area where the oven will be installed must be closed at all three (3) sides and the width of the hood must cover not only the oven but also the entire opening span of its door. The distance between the upper part of the oven door and the hood must not exceed 30cm. In all events, ovens must be accompanied with certificates proving that they are appropriate for safe and healthy cooking. Certified ovens with active carbon filters are to be considered. The costs of connecting the hood to the odor extraction system at the Exhibition Center shall be borne by the Exhibitor. Exceptions are allowed only upon permission by the Organizer.

d) **Use of LPG for cooking:** Before the opening of the trade show, Exhibitors making use of liquefied gas in their stand are required to have provided (either Metropolitan or the Organizer) proof of certification of the LPG cylinders to be used and a certificate by a qualified engineer that the burner can be safely connected to the LPG cylinder. Otherwise, the use of liquefied gas will not be allowed. Where there is any suspicion of a leak, the use of liquefied gas shall be immediately stopped.



e) **Automated fire extinction system in all cooking areas:** Exhibitors that are cooking in the stands are required to have an automated fire extinction system.

The Organizer reserves the right to deny product cooking exhibits or appliances, furnaces or the use of liquefied gas if they are not safe to operate and could cause a fire. In any event, the hoods to be used should cover the entire cooking area for proper odor elimination.

The Exhibitors' contractor will have to take into consideration and make space for the hoods that will be used. A drawing with the location of the hood must also have been sent at least 20 days before the opening of the trade show. In case of banners - rigging that are suspended from the building's ceiling, a floor plan including a reflected ceiling plan featuring the suspension must also be sent. During the construction, provision must be made for the exhaustion channel that will span from the ceiling to the cooking area.

Especially for Halls 2 and 1, the maximum distance from the floor to the upper part of the suspension is 5.70m.

## 15. EXHIBITOR PARKING - EXHIBITOR BUSES

In order to better serve Exhibitors, free parking will be provided around the perimeter of the Exhibition Center, where Exhibitors will enter by displaying their parking card which will be issued to them by the Organizer. Staff working at the Exhibitors' stands will be able to park at the visitor parking areas located in front of the METROPOLITAN EXPO entrances. A special crew will supervise parking and at the same time make all the necessary traffic arrangements. Parking of trucks in the Exhibitors' parking area is expressly prohibited. This does not apply to refrigerated trucks which will be used to stock stands during the trade show. These refrigerated trucks will be stationed, with a special permit, in specific locations with the possibility of being electrified. Staff working at the Exhibitors' stands will be able to use the trade show's visitor shuttle buses free of charge, which they will board upon presentation of their Exhibitor badge. During the days of the trade show, these buses will depart from Metro station D. Plakentias at 09:00 a.m. (every twenty minutes) and travel to and from the exhibition center. **On the day before the opening of the trade show, only trucks used for unloading goods, and not cars, will be allowed to park in the parking area around the perimeter of the halls.** In addition, it is strictly prohibited to park trucks around the perimeter of the halls on the days of the trade show so that you can park your cars. The only exception are vans, which can be parked around the perimeter only with an Exhibitor parking card displayed on the windscreen for the duration of your stay.



## Trade show security and cleaning services & security of exhibits

### 01. SECURITY STAFF

During setup, operation, and dismantling, the trade show will be guarded 24 hours a day by EXPOWORK security guards. Nonetheless, especially on setup and dismantling days when hundreds of people are working at the site, Exhibitors need to pay special attention to the security of their exhibits. Exhibitors' staff must remain in the stand area during the days of the trade show until the last visitors have left.

### 02. CLEANING OF TRADE SHOW VENUE AND STANDS

EXPOWORK will be responsible for cleaning all public areas and the floor ONLY of the Exhibitors' basic structure stands and business structures. Thorough cleaning of the stands and exhibits is the responsibility of Exhibitors. PLEASE NOTE: Stands distributing food are responsible for the disposal of their garbage in the containers outside the exhibition center halls as well as for cleaning the aisle in front of their stand.

### 03. COLLECTION AND REMOVAL OF STAND CONSTRUCTION MATERIALS

Exhibitors are solely responsible for the collection and removal of all waste material resulting from the construction and dismantling of their stands. Please note that the Organizer will charge stand constructors for the use of waste collection containers on a volume basis. When the trade show is over, it is a basic obligation of the constructor to remove all construction materials for the stand in a timely manner and to return the space clear, as it was handed over.

### 04. INSURANCE COVERAGE FOR EXHIBITS

The Organizer provides liability insurance covering the entire trade show. However, in accordance with the trade show's rules of operation and the terms of participation, Exhibitors are fully liable for the security of exhibits and their staff during setup and operation of the trade show, and while the exhibits are being removed from the premises (accidents, theft, fire, etc.). For this reason, all Exhibitors must take out an insurance in order to cover the above risks. During the show, each Exhibitor must supervise the exhibits on their stand, as the organizing company is not liable for any damage or loss incurred.

## 05. FIRE SAFETY & EXTINGUISHING MEDIA

Fire extinguishers will be available at central points, in the aisles, and in the public areas of the exhibition center, which is also equipped with a permanent fire extinguishing system. The Organizer reserves the right to refuse exhibits or devices for cooking products whose operation is deemed unsafe and may cause a fire.

**Attention:** Exhibitors that exhibit, among others, fireplaces should exhibit those products without having them operational.

In the case where wood, pellets, briquettes, gas, bioethanol are used, it is compulsory to connect to the dedicated ventilating system of the building, taking under account all the required protection measures.

Fireplaces that are certified to operate indoors, which explicitly state they operated without the need of ventilation or operate with water to make steam or electricity, are excluded.

**Note:** Fire hose stations located on columns within stands must be visible, accessible, functional, and their door must have the ability to open 180°.



### **Closing of trade show. Dismantling of stands & removal of exhibits**

#### 01. CLOSING OF TRADE SHOW REMOVAL OF VALUABLE OBJECTS AND EXHIBITS

After the closing of the trade show, Exhibitors and their staff must ensure their exhibits are secure. For this reason, all Exhibitors must remain at their stands until the venue has been completely cleared of visitors. In the meantime, Exhibitors must pack and assemble their exhibits at a corner of their stand. When leaving that evening, Exhibitors must take all valuable objects with them (laptops, mobile phones, monitors, coffee makers, etc.). Exhibitors who wish to remove all their exhibits on the evening of the same day will be able to do so through their own means until 23:00. The trucks to be used for that purpose will be able to access the halls two (2) hours after the closing of the trade show, if this is possible. Until that time, these trucks will await in a specific parking area (D ROAD), where they will be directed by the parking attendants.

#### 02. DISMANTLING OF STANDS. PERMANENT REMOVAL OF ALL EXHIBITS

On the first day of dismantling, all doors of the halls will open at 7:00 for removal of the exhibits of all stands. As all stands will be dismantled at the same time, it will be practically impossible to guard the space and the exhibits. Therefore, all Exhibitors should have a member of their staff at their stand at all times to guard their exhibits. **Exhibitors and their constructors will have 1 ½ (one and one-half) days to dismantle their stands.** During dismantling, 2 forklifts (2.5 tons) will be at the disposal of Exhibitors from 08:00, to be used exclusively for the removal of exhibits.



# Good luck at the trade show



## **INFORMATION**

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