

SOUVENIR EXPO GREECE

TRADE FAIR OF SOUVENIRS & GIFT ITEMS

10-14 JANUARY 2024

EXHIBITORS MANUAL

The ***Exhibitor Manual*** answers all the basic questions that may arise in view of your participation in the **Souvenir Expo** exhibition.

The Manual contains useful information about the construction of your stand, the services offered, and other partners, who are at your disposal for any additional services you may need. Please make sure to send the required documents and orders timely and within the designated time limit, to avoid any delays.

We would also like to note that it is necessary that you share with your partners/crews the information contained in the Manual regarding the construction of your stand or other services.

We remain at your disposal for any other information or clarification you may need.

We thank you and we will be happy to welcome you to the exhibition.

1. The Exhibition

The exhibition will take place from **January 10th to January 14th, 2024**, at the facilities of the Metropolitan Expo Exhibition Center. The exhibition will take place in Halls 2,3,4 simultaneously with the following exhibitions

Technima, Laiki Techni

Exhibition opening hours: 10:00 – 20:00

2. The Exhibition Centre

The Metropolitan Expo centre is the largest and, at the same time, the most modern exhibition, conference and event centre in Greece.



Location

The Metropolitan Expo centre <https://www.metropolitanexpo.gr> is located at the "Eleftherios Venizelos" International Airport, in Spata Attica.

Access

The exhibition centre can be quite easily [accessed](#) by car and by all other means of public transport (Metro, suburban railway, city buses).

Car Park

The exhibition centre has two car parks with a total area of 100,000 m² (see car park PA and car park PB on the chart).

Exhibitors and Visitors Free Transport by Coach

Free transport by coach from Eleftherios Venizelos Airport and Doukissis Plakentias metro and suburban railway stations from Wednesday 10/1/2024 to Sunday 14/1/2024, from 9:00 to 21:00, departure from Lobby 1.

Taxi Services

The company KOSMOS TAXI SERVICES offers transport services and is the official partner of the exhibition. You can contact the company at the following details, while during the operating hours of the exhibition, there will be a service point at Lobby 1 and Lobby 2.

KOSMOS TAXI SERVICES Contact Details

Tel.: 18300, 2104118300, 2104200042

e-mail: infotaxi@18300.gr

3. Schedule

BUILD UP			
Date		Stands	Hours
Thursday	4/1	Space only	08:00-23:00
Friday	5/1	Space only	08:00-23:00
Saturday	6/1	CLOSED	CLOSED
Sunday	7/1	Space only	08:00-23:00
Monday	8/1	Basic structure	08:00-23:00
Tuesday	9/1	Basic structure	08:00-21:00
OPERATION			
Wednesday	10/1		10:00-20:00
Thursday	11/1		10:00-20:00
Friday	12/1		10:00-20:00
Saturday	13/1		10:00-20:00
Sunday	14/1		10:00-20:00
DISMANTLING			
Sunday	14/1		20:30-24:00
Monday	15/1		08:00-18:00

CAUTION! Stand construction work, such as painting, cutting, sanding, should be completed by Sunday 7/1

Exhibitors and crews may not remain at the exhibition hall outside of the preparation hours.

4. Stand Construction - Instructions for Exhibitors and Constructors

- Stand construction shall not exceed 4m.
- Their design must provide for a 2 m. opening on each side per 5 m. length.
- In any case, the facade of the construction that neighbours other stands must be flat over 2.5 m. of height and painted in an off-white color. This work must be carried out timely and before painting the rest of the construction, so as not to create any disturbance to the neighbouring stands.
- During the stand design stage, as regards stands located along the entrance to the hall, the walls must begin 2 m. further inwards along the facade of the stand, except for stands located at the peripheral hallway.
- All the stands with a raised floor over 4 cm must provide wheelchair ramps for disabled persons.
- The roofs of the stands must be open or perforated.
- With regard to the power supply of the stand, please see the “Power Supply” section in this manual.

The exhibitor or the construction company must send the Organiser **plans of the facades** of the stand, indicating the dimensions (height), for approval, and a signed solemn declaration (**Template 1**) on the technical capacity, safety, and stability of the construction.

Additionally, for constructions from 3m to 4m, a signed declaration by an Architect or Civil Engineer (**Template 2**) is necessary

According to the regulations of the Organiser and the Exhibition Centre, the following actions are not allowed during the preparation, operation and dismantling of the exhibition:

- Construction of two-story stands.
- Sanding stands without using an effective absorbent vacuum cleaner.
The sanding works will be promptly interrupted if the necessary conditions are not met.
- Using plasterboard in the entire stand or in part thereof.
- Covering fire hose reels and fire extinguishers located in the stand.
- Perforating, nailing down or dying the floor, the columns, the roof, and any other structural element.
- Placing signs, projectors, shelves, merchandise on the common use corridors outside the stand limits.
- Using lavatories or other areas, to clean paintbrushes and other objects. For those works there are special industrial washbasins in every room.
- Executing works such as cutting wood, using dye compressors, machines and materials that can cause wear or damages to the exhibition centre.
- Placing constructions, decorative material, merchandise, and the execution of preparatory works on other stands, on the walls or in the corridors of the exhibition.
- Any intervention or connection to the service networks, without the written consent of the Technical Company.
- Hanging any object from the roof and the structural elements of the rooms, or the service networks developed along the roof.

5. Stand Equipment – Technical Services

The official technical company of the exhibition centre and the exhibition is **EXPOWORK SA**. The exhibitors may directly address the technical company for the following services, and it is recommended that the orders are dispatched timely and within the designated time limit.

Obligatory EXPOWORK SA Services:

- Power Supply
- Rigging Services
- Water and drainage supply
- Telephones
- Internet

Optional EXPOWORK SA Services:

- Construction of any type of Stands
- Rental of furniture
- Carpeting
- Stand cleaning
- Rental of audiovisual means
- Security

EXPOWORK SA Contact Details

Tel.: 210 3542 990

e-mail: sales@expowork.gr

5.1 Construction of stands of standardised structure

The technical company EXPOWORK SA offers the option of constructing stands with a basic structure for those exhibitors who wish so. This service is exclusively provided by EXPOWORK SA. In Exhibition Structure stands, the separating panels are made of melamine. Thus, they are not suitable for supporting heavy items, while they can by no means undergo lateral pressure.

Using double-face adhesive tape directly on the structure materials is prohibited, if no paper tape has been previously placed.

Perforating and painting signs and the aluminium components of the structure is not allowed.

5.2 Power Supply

For the supply of power to ground trace stands, ordering power from the technical company EXPOWORK SA is necessary (obligatory service). No intervention or direct connection to the power supply networks of the exhibition centre is permitted. All the connections and the main electrical panels are exclusively supplied by EXPOWORK SA.

As a next step, distribution from the electrical panels is carried out under the exhibitor's responsibility. Electrical works must be performed by a qualified Electrician, in accordance with the applicable laws.

Before the exhibition starts, the exhibitor must send the technical company EXPOWORK SA a copy of the licence of the Electrician in charge, as well as the Solemn Declaration, signed by the latter, whereby the electrician will guarantee safe construction and operation of the installation (**Template 3** at the end of this manual).

For safety reasons, the stands' electrical panels must at all times be located in visible, easily accessible places.

Pursuant to the regulation of the Exhibition Centre, the use of LED lighting fixtures is mandatory for all the constructions and the structure booths.

ATTENTION! Should the above procedure not be observed, the stand will not be provided with a power supply.

With regard to the order for power supply, you can address the technical company of the exhibition centre **by September 1st 2023**.

5.3 Rigging

The rigging service is exclusively provided by the technical company EXPOWORK SA. Therefore, the exhibitors are not allowed to post any banners and special constructions.

Instructions concerning the rigging or constructions

- The rigging or constructions of the stands must have a distance of at least 2 meters in width and in length from any construction point of the stand, as well as from the elements of the building (columns, grates) and 1m from the highest point of the stand construction. It is also set forth that the maximum permissible height of riggings shall be 6 m.

- It should be clarified that it is prohibited that points or parts of constructions touching the ground be supported on the roof.

For riggings, you can address the technical company of the exhibition centre, EXPOWORK SA, **by September 1st 2023.**

6. Entrance of Exhibitors

To enter the exhibition you must bear the special exhibitor name cards for you and your staff. You can print the cards through the portal.

Attention!

During the exhibition, exhibitors and staff may only enter through the entrance of Lobby 1 and Lobby 2 by presenting their cards.

7. Transport

To facilitate your access to the exhibition centre, the Organiser provides a service of free transport by coach from the Airport and Doukissis Plakentias Metro/Suburban Railway to the exhibition centre and from the exhibition centre to the Metro/Suburban Railway, in accordance with the following schedule:

Date	Time	From Doukissis Plakentias	From the Airport	From Metropolitan Expo
Preparation				
Tuesday 9/1	08:00-21:00	X	Exit 2 opposite central building of Airport-Arrivals	Lobby 1
Operation				
Wednesday 10/1 Thursday 11/1 Friday 12/1 Saturday 13/1	09:00-21:00	Exit to the Parking Buses & Taxi	Exit 2 opposite central building of Airport-Arrivals	Lobby 1
Sunday 14/1	09:00-23:00			
Dismantling				
Monday 15/1	08:00-18:00	X	Exit 2 opposite central building of Airport-Arrivals	Lobby 1

8. Exhibition Dismantling

The exhibition dismantling process will start on **Sunday 14 January 2024**, i.e. the exhibition closing date, from 20:30 to 24:00, solely in the presence of the exhibitor.

The dismantling must have been completed by **Monday 15 January 2024** by 18:00.

9. Waste from Stand Construction

The exhibitor is exclusively responsible for the disposal and removal of the stand construction following the end of the exhibition.

The exhibitor bears the charge and the sanctions arising from non-compliance with the above regulation.

10. Exhibition Catalogue

The exhibitor's details are entered in the exhibition's catalogue in printed and digital format. Please enter and confirm your details for the exhibitions catalogue in the "CATALOGUE" tab in the exhibitor's Portal.

11. Sound - music

In case there is a need for the operation of any sound production devices, musical instruments, visual or audio effects, they will exclusively apply to the area within the booth, with a maximum permissible volume of 80 decibels. In this case, the exhibitor undertakes the responsibility to obtain the necessary license in a timely manner from the intellectual property management companies.

12. Useful telephones

ROTA	211 1801 801
METROPOLITAN EXPO	210 3542 900
EXPOWORK SA	210 3542 990
RECEPTION LOBBY 1	210 3542 960
RECEPTION LOBBY 2	210 3542 950
SECURITY	210 3542 945
SURGERY	210 3542 738
TAXIS	18300, +30 2104118300, 2104200042

13. Templates

TEMPLATE 1

TO: ROTA SA
 e-mail: support@rota.gr
 Tel.: 211 1801 801

SOLEMN DECLARATION ON THE CONSTRUCTION CAPACITY

Hall & Stand Number:

Full name:

Company Name:

Tax Identification Number:

Address of the Registered Office:

Telephone:

e-mail:

For the Engineer:

Number of Registration in the Technical Chamber of Greece:

On my own responsibility and being fully aware of the sanctions stipulated by the law, I declare that:

1. All the data stated herein are true.
2. I participate as an exhibitor in the aforementioned event at the Exhibition Centre METROPOLITAN EXPO.
3. I have submitted plans (facades) of the stand to the company ROTA SA.
4. I have carried out the construction of my stand with my own means.
5. I strictly comply with the provisions of the current laws, and I take all the necessary measures for health and safety of my staff for the prevention of accidents against them or third parties, and for the prevention of damages.
6. I guarantee the technical capacity, safety, and stability of the construction of my stand, and I declare that I bear full responsibility, whether penal or civil, for any physical injuries that may be caused to any third parties, or any labour or other accidents that may be caused, and, in general, for any damage, wear or breakdown caused by the above construction.
7. I will keep all the fire hose reels and the fire extinguishers of the building at the stand premises fully accessible and clearly visible.
8. I, the undersigned, explicitly and unconditionally give my consent, under the General Data Protection Regulation (EU 2016/679-GDPR), to the keeping of my personal data, which I entered in this document and provided to the Organiser.

Date: / /

Signature & Seal

TEMPLATE 2

To: support@rota.gr

Metropolitan Expo: Exhibition Centre

DECLARATION OF RESPONSIBILITY ARCHITECT / CIVIL ENGINEER

FOR CONSTRUCTIONS ABOVE 3M HEIGHT UP TO 4M.

Company name

Stand Number:

Surname:

Name:

ID Number.:

Registration Number of the Technical Chamber of Greece:

Address:

Tel.:

E-mail:

Under my personal responsibility and knowing the legal consequences, I declare that:

1. All the information provided herein is true.
2. I guarantee the technical soundness, safety, and structural adequacy of the construction of the stand and declare that I bear full responsibility , whether criminal or civil, for any bodily harm that may be caused to any third party or for any work-related or other accidents that may occur, as well as for any damage, loss, or injury caused by the aforementioned construction.
3. As the undersigned , I explicitly and unreservedly give my consent , in accordance with the General Data Protection Regulation (EU 2016/679-GDPR), for the protection of my personal data, which I have written myself on this form.

Date: / /

Signature and Stamp

TEMPLATE 3**To:**

Customer technical service / EXPOWORK SA

e-mail: sales@expowork.gr

Tel.: 2103542990

Exhibition / Organiser

ELECTRICIAN'S SOLEMN DECLARATION

Full name: _____

Electrical Installations Licence No: _____

Address of the Registered Office: _____

Telephone: _____

e-mail: _____

On my own responsibility and being fully aware of the sanctions stipulated by the law, I declare that:

1. All the data stated herein are true.
2. I hold the aforementioned licence, whose validity has not been suspended for any reason.
3. The said licence covers the following electrical installations I have carried out at the exhibition centre Metropolitan Expo, which I have executed and inspected in accordance with the applicable regulations on internal electrical installations and the applicable laws, in particular with regard to the safe operation thereof, and the proper selection and placement of suitable materials, electrical fuses and differential switches on the electrical panels and their networks.
4. The overall installation is suitable for power supply, and I guarantee the safe and uninterrupted operation thereof, and I bear full responsibility for any consequences caused by such installation.
5. I, the undersigned, explicitly and unconditionally give my consent, under the General Data Protection Regulation (EU 2016/679-GDPR), to the keeping of my personal data, which I entered in this document and provided to the customer service department of the technical company Expowork.

S/N	COMPANY NAME	BOOTH NUMBER	BOOTH CAPACITY IN KW
1			
2			
3			
4			

For safety reasons, the electrical panels of the booths must be placed at a point that serves direct access of the electricians of the exhibition

Date: / /

Signature & Seal



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www.parousies.gr