

TRADE FAIR OF SOUVENIRS & GIFT ITEMS

**SOUVENIR
EXPO GREECE**
ΠΑΡΟΥΣΙΕΣ

8-12 JANUARY 2025

**EXHIBITORS
MANUAL**

ORGANISED BY



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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 booth 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 be held from **8th to 12th of January 2025**, at the premises of the Metropolitan Expo Exhibition Centre, in **Halls 2,3,4**. Additionally in **Hall 1** the exhibitions **Laiki Techni** and **Technima** will be held

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.



3. Access

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



3.1 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 8/01/2025 to Sunday 12/01/2025**, from **9:00 to 20:30**, departure from **Lobby 1**.

3.2 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

4. Car Parking

The exhibition centre has two car parks with a total area of 100,000 m² (see car park P1 and car park P2 on the chart).

5. Schedule

BUILD UP		
Date	Stands	Hours
Friday 03/01/2025	Space only	08:00-23:00
Saturday 04/01/2025	Space only	08:00-23:00
Sunday 05/01/2025	Space only	08:00-23:00
Monday 06/01/2025	Basic structure	08:00-23:00
Tuesday 07/01/2025	Basic structure	08:00-20:00
OPERATION		
Wednesday 08/01/2025		10:00-20:00
Thursday 09/01/2025		10:00-20:00
Friday 10/01/2025		10:00-20:00
Saturday 11/01/2025		10:00-20:00
Sunday 12/01/2025		10:00-20:00
DISMANTLING		
Sunday 12/01/2025		20:30-24:00
Monday 13/01/2025		08:00-18:00

CAUTION! Stand construction work, such as painting, cutting, sanding, should be completed by Sunday 05/01.

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

On **Tuesday , 07/01**, the last day of the exhibition's preparation, the exhibition center will strictly close at **20:00**.

6. 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 2.5m. 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 stand 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 Organizer 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 Organizer 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 dyeing 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.

9. 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

7.1 Construction of stands of standardized 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.

7.2 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 license 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 stands.

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 **December 20th 2024**.

7.3 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 posted signs 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 posts or special constructions, you can address the technical company of the exhibition centre, EXPOWORK SA, by **December 20th 2024**.

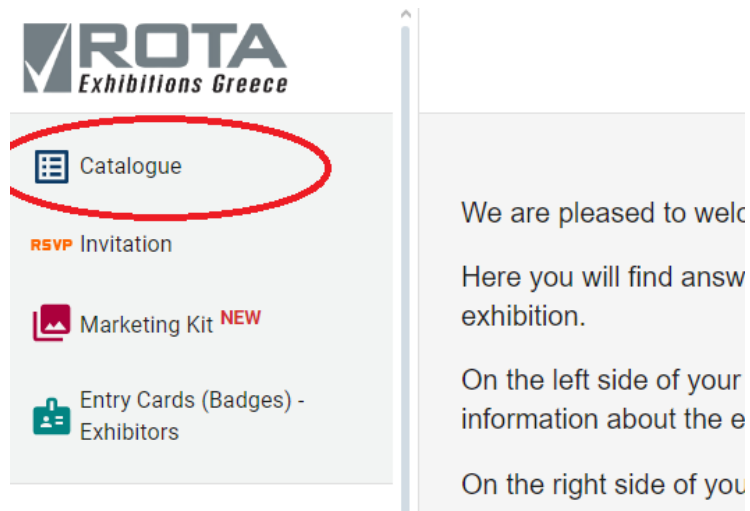
8. Exhibitors Portal

The Exhibitor Portal is an electronic platform designed for exhibitors, providing all the necessary information and useful documents related to your participation in the exhibition.

To access the portal, the login credentials and related instructions have been sent to the email address you provided when signing the private agreement.

If you have not received the credentials, please check your spam folder. Otherwise, please contact ROTA SA at support@rota.gr

8.1 Catalogue



On the Exhibitors Portal, upon logging in, you can carefully review and complete your details for the exhibition catalogue according to the instructions displayed on the right side of your screen.

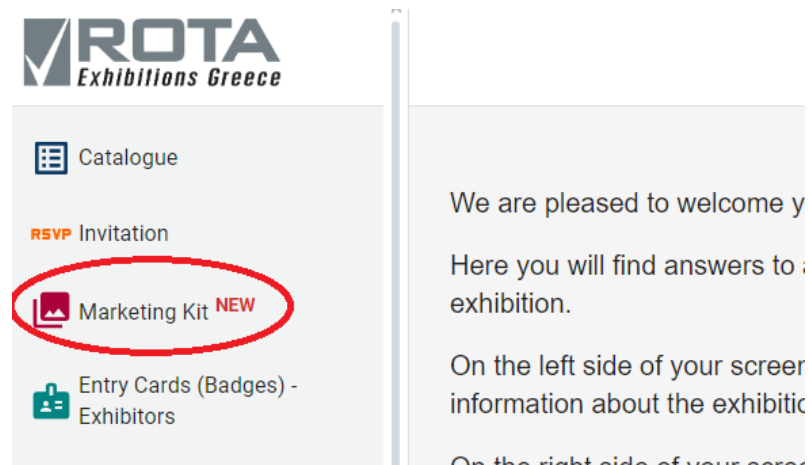
The completion of the exhibition catalogue is done exclusively through the Exhibitor Portal and is recorded in digital form.

The name you enter for the catalog will appear in the exhibition catalog as well as in the exhibitor list

To review your catalog details, please click the "**Edit**" button and then "**Save**".

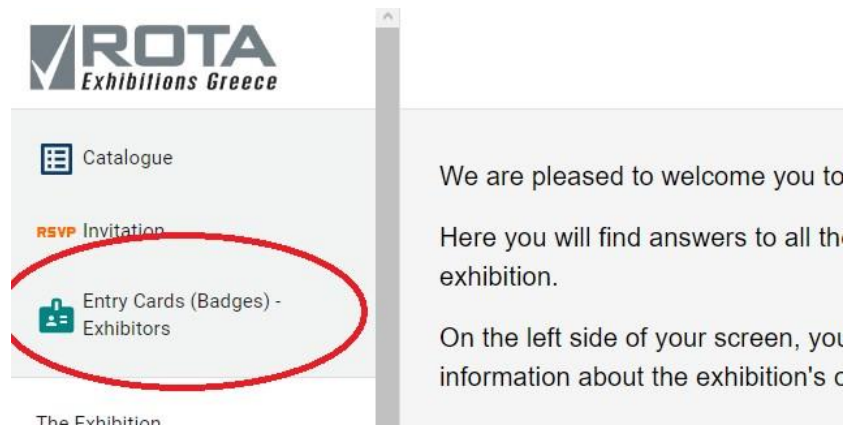
For any information, please contact support@rota.gr

8.2 Marketing Kit



Through the Marketing Kit, you have the opportunity to upload your company **logo** for promotional purposes in JPG or PNG format at the highest possible resolution. Additionally, you will find useful promotional material to better advertise your participation in the exhibition.

8.3 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 Exhibitors portal.

Attention!

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

9. Transport

To facilitate your access to the exhibition centre, the Organizer 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 7/1/2025	08:00-20:00	X	Exit 2 opposite central building of Airport-Arrivals	Lobby 1
Operation				
Wednesday 8/1/2025 Thursday 9/1/2025 Friday 10/1/2025 Saturday 11/2025 Sunday 12/1/2025	09:00-20:30	Exit to the Parking Buses & Taxi	Exit 2 opposite central building of Airport-Arrivals	Lobby 1
Sunday 12/1/2025	20:30-24:00	X	Airport-Arrivals	
Dismantling				
Monday 13/1/2025	08:00-18:00	X	Exit 2 opposite central building of Airport-Arrivals	Lobby 1

10. Exhibition Dismantling

The exhibition dismantling process will start on **Sunday 12th of January 2025**, i.e. the exhibition closing date, from 20:00 to 24:00, solely in the presence of the exhibitor.

The dismantling must have been completed by **Monday 13th of January 2025** by **18:00**.

11. Safety-Security

The Organizing Company, in collaboration with a security company, sees to the general surveillance of the exhibition spaces. For individual booths and exhibits, it bears no liability for any damage or theft during the exhibition preparation, operation and dismantling days. Exhibitors are the sole parties exclusively responsible for the safety and security of the merchandise.

For this reason, Exhibitors should and must take the necessary steps to insure their exhibits and merchandise against all risks.

The exhibitor bears liability for any property damage or physical injury cause by the exhibitor, or the exhibitor's staff, construction, or exhibits.

For security services the exhibitors may address the technical company of the exhibition centre, EXPOWORK SA.

12. 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.

13. 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

14. Useful Contacts

ROTA SA	+30 211 1801 801	support@rota.gr
METROPOLITAN EXPO	+30 210 3542 900	
EXPOWORK SA	+30 210 3542 990	sales@expowork.gr
RECEPTION LOBBY 1	+30 210 3542 960	
RECEPTION LOBBY 2	+30 210 3542 950	
SECURITY	+30 210 3542 945	
FIRST AID	+30 210 3542 738	
TAXI	18300,+30 2104118300, 2104200042	infotaxi@18300.gr

TEMPLATE 1

TO: ROTA SA
e-mail: support@rota.gr
Tel.: (+30)211 1801 801

SOLEMN DECLARATION FOR THE STAND'S STABILITY AND SAFETY

Hall & Stand Number:

Full Name:

Company Name:

VAT Number:

Full Address:

Tel.:

e-mail:

Under my personal responsibility and in awareness of the penalties of the law, I hereby declare that:

1. All the information submitted here are true.
2. I am an exhibitor at the aforementioned exhibition at METROPOLITAN EXPO.
3. I have submitted the drawings of the stand to the company ROTA SA.
4. I have built the aforementioned stand that does not exceed 4m. in height.
5. I have faithfully observed the provisions of the legislation in force and taken all necessary health and safety measures to protect my personnel, in order to avoid accidents incurred by them or third parties, as well as to prevent damages.
6. I hereby guarantee the technical quality, safety and structural adequacy of my stand's construction, and I declare that I bear full responsibility, criminal or civil, for bodily injury that may be caused to any third parties, or any work-related or other accidents that might be caused, and in general any damage, disrepair or failure that may be caused by the above construction.
7. I will keep all fire hose reels and fire extinguishers in the building fully accessible and clearly visible within the stand area.
8. I, the undersigned, hereby provide explicit and unreserved consent, pursuant to the General Data Protection regulation (EU 2016/679-GDPR), to the storage of my personal data, as entered in this form by myself and submitted to serve the purposes of the Organizer.

Date: / /

Signature and Stamp

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 Support/ EXPOWORK SA
e-mail: info@expowork.gr
Tel.: (+30)210 3542 990

ELECTRICIAN'S SWORN DECLARATION

Hall & Stand Number:

Full Name:

License Number:

Full Address:

Tel.:

e-mail:

Under my personal responsibility and in awareness of the penalties of the law, I hereby declare that:

1. All the information included herein is true.
2. I am the holder of the aforementioned license, the validity of which has not been suspended on any grounds.
3. This license covers the following electrical installations performed by me at the METROPOLITAN EXPO exhibition centre, which I have executed and checked in accordance with existing regulations pertaining to interior electrical installations and the applicable legislation, particularly as regards their safe operation and proper selection and installation of suitable materials, electrical fuses and switches in electrical panels and their circuits.
4. The installations in their entirety may be supplied with electricity and I hereby guarantee their safe and uninterrupted operation, and furthermore I assume full responsibility for any repercussions arising from this installation.
5. I, the undersigned, hereby provide explicit and unreserved consent, pursuant to the General Data Protection regulation (EU 2016/679 - GDPR), to the storage of my personal data, as entered in this form by myself and submitted to serve the purposes of the technical company Expowork.

Date: / /

Signature and Stamp

ORGANISED BY



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www.souvenirexpogreece