



30 SEP - 2 OCT 2023

METROPOLITAN EXPO EXHIBITION CENTRE
EL VENIZELOS INTERNATIONAL AIRPORT - ATHENS

HALL 2-3-4

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EXHIBITOR PREPARATION & INSTALLATION INSTRUCTIONS

Dear Exhibitors,

Please find below all information that will help you prepare for your participation in the exhibition **SUPPLY CHAIN & LOGISTICS 2023 - CARGO TRUCK & VAN 2023**.

DAYS & HOURS OF THE EXHIBITION

The opening days & hours of the exhibition that will take place at METROPOLITAN EXPO at the El. Venizelos airport in Spata, are:

- Saturday 30/09 from 10:00 to 19:00
- Sunday 01/10 from 10:00 to 19:00
- Monday 02/10 from 10:00 to 19:00

In order to prepare their stands during the fair, exhibitors may enter the fairgrounds one hour before the opening hours.

PICK UP/SET UP OF STANDS

To receive the stand, the exhibitor must have the Installation Note. Installation Notes are available at the exhibition secretariat, located next to the reception of the fair, provided all financial obligations to the organizing company have been settled, as defined in the relevant Agreement.

For the access badges you must enter on time (no later than the 20th of September 2023) in the exhibition's management program and print the badges for your personnel (an email with the relevant instructions will be sent). The badges should be printed in order to be able to enter the exhibition during the setting up, operation and dismantling of the exhibition.

The free entry cards to the exhibitor parking, which you are entitled to, will be collected from the Secretariat of the exhibition located next to the reception of the exhibition center during the three days of setting up of the exhibition: September 27, 28 and 29.

• Exhibitors with stands without structure (ground trace only) can pick up their stands from Wednesday, September 27, 2023 8:00 a.m.

• Exhibitors with stands of basic, business or executive structures can pick up their stands from Thursday, September 28, 2023 8:00 a.m.

DISMANTLING & WITHDRAWAL OF EXHIBITS

The dismantling of the exhibition will begin on **Monday 02/10 at 19:00p.m.** and should be completed on the same day until **23:00p.m. the latest.** It will be continued on **Tuesday 03/10 from 07:00a.m. to 23:00p.m. the latest.**

Special attention should be paid to precious articles-it is advised to mind them during the dismantling of your stand.

Moreover, if your stand is trace of soil then you should inform the constructors that they are responsible for the collection of waste and materials. For large amounts of waste, the constructor should dispose it with its own means, otherwise extra charges would occur.

TECHNICAL GUIDELINES

The stands with basic structure will have **gross height of 2.5m.** For the exact dimensions or any further information, exhibitors should contact **EXPOWORK (the construction company of the exhibition centre), tel.: +30 2103542990.** Furthermore, it is not allowed to paint or cover the melamine panels. Also, the allowed height of every construction must not be more than 4m. However, structures over 3m should be accompanied by engineer's declaration.

EXHIBITOR NAME AT THE STAND Front Fascia

Stands with basic structure will have the inscription of the company name of the exhibitor at the front fascia. **The dimensions are 120cm width x 25cm height.**

For the exact name please email us at info@omind.gr, Attention Mrs Maria Michalochrista no **later than Monday, September 11th.**

SHIPPING & FORKLIFT EQUIPMENT

2.5 tones forklift , trolleys, trolleys to carry pallets will be available to all the exhibitors free of charge. The forklift will be available from 8:00 to 17:00 during the days of the exhibitors' set up from Wednesday, September 27th through Friday, 29th of September.

Also, during the dismantling, the forklift will be available from 8:00 to 18:00 on Tuesday, the 3rd of October.

If you wish the above mentioned service and in order to be served promptly, please contact the exhibition's Secretariat the soonest possible after your arrival at Metropolitan Expo.

WORKING HOURS DURING THE SET UP PERIOD OF THE STAND

Exhibitors and their staff can work at their stands during the set up period.

For stands trace of soil:

Wednesday, September 27th from 8:00 to 23:00

Thursday, September 28th from 08:00 to 23:00 and Friday, 29 September from 08:00 to 23:00.

For stands with basic structure:

Thursday, September 28th from 08:00 to 23:00 and Friday, 29 September from 08:00 to 23:00.

All stands must be completed until **Friday 29 September at 23:00p.m.**

CREATION OF PARTITIONS – STORAGE SPACE IN THE STANDS & FURNITURE RENTALS

The constructor company EXPOWORK has the ability to build additional (with extra charge) partitions in order to create storage space, offices, etc. within the stand.

The same company leases various furniture, showcases, shelves, floor coverage, etc. for the configuration - decoration of the stands.

To arrange orders on extra equipment you may contact directly **EXPOWORK** by calling **+30 210 3542990** or entering the web site www.expowork.gr with code **1237**.

STAND LIGHTING - EXTRA ELECTRICAL INSTALLATIONS - TELEPHONE SERVICES - VENTILATION - WATER SUPPLY & SEWERAGE - ADVERTISING BANNER- TV PLASMA - DVD etc.

The electricity for lighting and operation of machinery of stands with basic structure is covered by the organizing company.

Exhibitors with stands without basic structure are charged for this service and have to contact Expowork, tel.nr: +30 2103542990, in order to make all the arrangements.

The provision of additional power, telephone and internet connection, water connection, ventilation system, banners, tv, projection screens etc. are extra charged by Expowork and exhibitors should contact the company **by calling +30 2103542990** or visiting the web site www.expowork.gr, entering the password **1237**.

EXHIBIT SECURITY

During the preparation, operation and dismantling of the exhibition there will be security personnel 24 hours per day.

However, we advise exhibitors to also mind by their own means the safety of precious articles or the exhibits (i.e. through an insurance company).

CLEANING SERVICES

In the exhibition area there will be waste bins. During set up, operation and dismantling of the exhibition the cleaning crew will clean common areas and the floor of your booths.

For the extra provision of cleaning services you may contact directly **EXPOWORK** by calling **+30 2103542990** or entering the web site www.expowork.gr with code **1237**.

ACCOMMODATION - ACCESS TO EXHIBITION - GENERAL INFORMATION

After June 20, 2023 you can find information about your stay on the websites of the exhibitions, www.sce.gr, www.ctvexpo.gr. Please click in the Exhibitor's category, where the mentioned hotels offer special hosting packages for exhibitors.

Information on access to the exhibition can also be found on the website of the exhibitions www.sce.gr, www.ctvexpo.gr in the Exhibitor's category.

We remain at your disposal for any further information.

Kind regards,

O.MIND
CREATIVES

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