

ATHENS INTERNATIONAL BOAT SHOW

6-10 DECEMBER 2023

EXHIBITORS MANUAL



The ***Exhibitor Manual*** answers all the basic questions that may arise in view of your participation in the ***ATHENS INTERNATIONAL BOAT SHOW*** 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.

The Exhibition

The exhibition will take place from **6th to 10th of December 2023** at Metropolitan Expo, Athens, in **Halls 1,2 and 3**.

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).

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

Exhibition Preparation

1. Delivery of Stands

To assume your stand and place your exhibit products you will come to Metropolitan Expo at Lobby 1, during the following days.

Date	Stands	Time
Sunday 3 rd of December	Space Only	08:00-23:00
Monday 4 th of December	Space Only	
Tuesday 5 th of December	Shell Scheme	

CAUTION! The construction work at the stands, such as painting, cutting, sanding, should be completed by Monday 4/12.

You will be notified of a priority schedule for the entry of boats and products, which will be strictly adhered to.

Exhibitors and construction crews are prohibited from staying in the exhibition centre beyond the preparation hours.

Please, let us know the contact details of your cooperating construction company.

2. Design and layout of the stand

The Exhibitor is responsible for the decoration and internal layout of the stand.

In stands with a boat in Hall 1&2 the following are valid:

- The exhibitor has the right to decorate his stand with a constructed structure or offices, provided that its length should not exceed 30% of the front of the stand and its height is up to 2.5m.
- The constructions as well as the structure that separates adjacent stands will not exceed 1.2m.
- The space frames, the crosspieces and the lighting of the stand should start 1m. within the boundaries of the stand.
- The exhibitor has the right to build a public access platform to the exhibits, the height of which is determined by the height of the catwalk of the boats.

In Space Only stands in Hall 3 the following are valid:

- In any case, the Space Only stands of 3 or 4 sides should be open and easily accessible. In their design, a 2m. opening should be provided on each side for every 5m. of length.
- The construction of the stands should not exceed 3m. For constructions up to 3m. a Responsible Declaration (Model 1) should be sent to the Technical Company EXPOWORK for the technical perfection, safety and static adequacy of the construction signed by the exhibitor.
- In any case, the side of the construction, which is adjacent to other stands and from the point which exceeds 2.5m, must be flat and painted off-white.
- Space Only stands cannot use structure elements of the Technical Company of the exhibition.
- In case panels of adjacent stands are used, they will be charged per piece by the Technical Company.
- In all the stands where there are meeting tables, the safety measures related to the social distances should be applied.
- The ceilings of the stands should be left completely open to ensure adequate ventilation.
- The construction of the stands must be completed 1 day before the opening of the exhibition.

3. Advertising Signs - Suspensions

The exhibitor has the right to construct and place inside his/her stand advertising signs, which will not obstruct the visual field of the exhibition and whose length will not exceed 30% of the front of the stand, including the space occupied by the office. .

No suspension is allowed without the approval of Expowork SA from fixed points of the Exhibition Area.

Expowork SA is the exclusive provider of suspension services at the Metropolitan Expo.

4. Cleaning of Stands and Boats

The organizing company on the last night of preparation (05/12) takes care of cleaning the booths and common areas of the exhibition. For the rest of the days, the exhibitor is responsible for cleaning the stand.

For the rest of the days, the exhibitor should ensure the cleanliness of their booth.

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

Exhibition Operation

1. Exhibitors Entry

Entering the exhibition is allowed only with the display of special exhibitor registration cards. Each exhibitor receives a pre-agreed number of free admission cards for himself and his staff.

Caution!

During the exhibition, exhibitors and staff will only be able to enter the exhibition centre through Lobby 1&2.

2. Exhibitor Parking Cards

For the arrival of vehicles near the halls for the purpose of transporting products and equipment during the exhibition, you must carry with you the special Parking cards.

You will receive the cards from the Reception of the exhibition centre and they correspond to:

- From 10 to 50m 1 Parking card
- From 51 to 100m 2 Parking cards
- Over 101m 3 Parking cards

The entrance of the vehicles using a parking card is able through the special Entrance for Products and Equipment Transportation of the exhibition centre and only in the presence of the driver.

The rest of the vehicles may park in the central parking lot of Metropolitan Expo.

3. Exhibition Opening Hours

The opening hours of the exhibition are set, on weekdays from 15:00 to 21:00 and on weekends from 10:00 to 21:00.

Exhibitors can proceed to their stands half an hour before the opening of the exhibition.

4. Free Bus Service for Exhibitors and Visitors

Free transportation by bus from the Metro and Suburban Railway station Airport El. Venizelos from Wednesday 6/12 to Sunday 10/12/2023.

On weekdays from 14:00 to 21:30 and on weekends from 9:00 to 21:30.

For the convenience of your staff there will be a free transportation bus from the Metro and Suburban Railway station Airport El. Venizelos on Sunday 10/12 from 20:00 to 24:00.

The buses departure from **Lobby 1**.

Exhibition Dismantling

The dismantling of the exhibition will start on Sunday 10/12 at 21:30 until 24:00 and only in the presence of the exhibitor.

The exhibitor is responsible for the removal of the stand construction after the end of the exhibition.

The dismantling should be completed until Monday 11/12 by 17:00.

Safety-Security

The Organising 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

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.

Useful Exhibition Phone Numbers

-Rota	+30 211 801 801
- Reception Lobby 1	+30 210 35 42 960
- Reception Lobby 2	+30 210 35 42 950
- Expowork (Technical Issues)	+30 210 35 42 990
- Metropolitan Expo	+30 210 35 42 900
-Kosmos Taxi	+30 210 4118300, +30 210 42 00042

Summary Table - Time Schedule

3-5 December 2023	Exhibition Preparation Stands Construction
4 December 2023	Completion of construction works, paintings, sanding, cutting
10 December 2023 (after the end of the exhibition) & 11 December 2023	Dismantling
For mandatory Expowork service orders (sales@expowork.gr)	Until 20 of November 2023

METROPOLITAN EXPO EXHIBITION CENTRE REGULATION

The following are not allowed:

- Drilling, nailing or painting on the floor, walls, pillars, ceiling or any other part of the exhibition venue.
- Leaving construction elements, decorative material and products or performing other works in other stands or at the hallways. Hallways should be kept clear at all times.
- The use of WC or other venue spaces for cleaning brushes or other equipment. Industrial sinks are available at every hall for this purpose.
- Any intervention or attempt to connect to the services network without the written permission of the Technical Company.
- Hanging of any item from the ceiling or structural elements of the Halls or services network grids/cables that run along the ceiling and any item that surpass the perimeter of the stand.
- All packing materials should be removed from the exhibition venue, during the stands' build-up with responsibility of the exhibitor.
- The construction of double decker stands.
- The use of plasterboard.
- Covering firefighting equipment lockers with the Greek characters "Π.Φ." and fire extinguishers, located at the stand.
- Any element like signs, headlights, shelves, goods at the hallways and outside the perimeter of the stand.
- Executing works such as cutting wood, using tools, dye compressors, machines and materials that can cause wear or damages to the venue.
- All open sources of fire, flammable materials or other hazardous, explosive materials as well as internal combustion engines inside the halls of the venue.
- The use of slow burning materials for the constructions is obligatory.
- The use of double sided adhesive tape directly at the partition panels or any other structural element is prohibited and its use is only allowed on top of paper tape.
- The drilling or painting the partitions.
- Any unauthorized construction or any construction that does not meet the standards contained in this regulation will not be accepted by the Organizer, and will be removed by the Technical Company, at the exhibitor's expense.

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 booth to the company ROTA SA.
4. I have carried out the construction of my booth 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 booth, 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 booth 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:

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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