

26 - 28

NOVEMBER

2022

ATHENS • GREECE



# Preparation & installation instructions for exhibitors

FORUM SA • Member of NürnbergMesse Group • 328 Vouliagmenis Ave. • Agios Dimitrios • 173 42

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## Get ready in time to participate in XENIA 2022

First of all we would like to thank you for your participation in XENIA 2022 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's rules of operation, which are set out in the participation agreement signed by exhibitors. 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 GIVEN EXCLUSIVELY TO INDUSTRY PROFESSIONALS AND NOT TO FRIENDS OR RELATIVES OF YOUR EMPLOYEES. Admission to the trade show will be permitted in accordance with the regulations set out by the health protocol in force for organizing trade shows.



### **INQUIRIES:**

**Apostolos Bousgolitis**

*Organizational Technical Consultant, M. +30 6945 857846, T. +30 210 5242100*

**Eleftheria Giariki**

*Operations Assistant, M. +30 6932 912618, T. +30 210 5242100*

### **STAND FLOOR PLAN**

If you wish to print out an enlarged floor plan of your stand, please visit [www.xenia.gr](http://www.xenia.gr), select "Exhibition Floor Plan", download the PDF file and print out the location of your stand.





## General Information

### 01. EXHIBITION CENTER

XENIA 2022 will be held at the METROPOLITAN EXPO exhibition center at "El. Venizelos" airport. The trade show will make use of all 4 halls of the exhibition center.

#### OPENING DATES AND HOURS

<b>26</b>	<b>27</b>	<b>28</b>
<b>NOVEMBER</b>	<b>NOVEMBER</b>	<b>NOVEMBER</b>
<b>SATURDAY</b>	<b>SUNDAY</b>	<b>MONDAY</b>
10.00 - 19.00	10.00 - 19.00	10.00 - 18.30

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

XENIA 2022 will use both entrances (Lobby 1 & Lobby 2) during its 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 preparation of the trade show, the secretariat for construction companies will be located from Monday 21.11.2022 in Lobby 1, where constructors will receive their entry passes. Respectively, for exhibitors, the secretariat and accounting office of the organizer, FORUM SA, will be located from Wednesday 23.11.2022 at the main entrance of the exhibition center (Lobby 2), T: +30 210 3542950, F: +30 210 3542951. Prior to the preparation of the trade show, you can contact the organizer's main offices at +30 210 5242100, F: +30 210 5246581, email: info@forumsa.gr. You can contact the exhibition center's technical contractor, EXPOWORK (basic structure - furniture rental, power supply, water supply and sewage, setup, etc.) at the following telephone numbers: T.: +30 210 3542990, F: +30 210 3542999

### 04. TRADE SHOW INVITATIONS

Each exhibitor will receive 200 electronic visitor invitations. These invitations are for 1 person only and pre-registration must take place in order for a barcoded invitation to be issued. In order to help the organizer preserve the professional nature of the trade show, exhibitors are kindly requested to keep invitations from being given to friends and relatives of staff.

#### Metropolitan Expo / Athens Greece

XENIA 2022 will take place at the METROPOLITAN EXPO exhibition center, a state-of-the-art building located close to the Athens International Airport "Eleftherios Venizelos" in Spata, Attica, 2km from the airport terminals and just a few minutes from the Metro and suburban railway station.



## 05. RECEPTION OF VISITORS AND IDENTITY CHECK

The organizer of XENIA 2022 will send SMS and hardcopy invitations to industry professionals in order to visit the exhibition, which they will have to display at the entrance of the exhibition center. Admission of children under 12 years of age is expressly prohibited.

**Note: The invitation is valid only for 1 person, is personal and can not be transferred to a third party.**

## 06. 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. Nikos Kontogeorgis - T. +30 6937344346.



### *Stand handover and construction*

## 01. EXHIBITOR BADGES - EXHIBITOR'S KIT

Exhibitor badges must be obtained from the organizer's offices (in lobby 2), at a limited number which will depend on the area of the stand in square meters. Prior to the delivery of badges, your employees' details must have been entered into the specialized platform. 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 which will be located in Lobby 2. Handover to exhibitors of the basic structure and business stands will take place two days prior to the trade show's opening. **ATTENTION: Admission to the trade show will not be permitted without exhibitor badges**

## 02. LOADING AND UNLOADING OF EXHIBITS

A dedicated parking staff crew will manage truck traffic. Exhibitors may use the entrances for goods located around

the perimeter of the hall after they have passed the relevant checks and wear the exhibitor badges. Loading and unloading of construction material for the stands and their exhibits will be carried out through the exhibitors' own means. However, there will be trolleys and 2 forklifts (2.5 tons) available to them between 08:00 and 16:00 for unloading 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 with the driver and this after the driver has received his or her exhibitor badge 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.**

## 03. WORKING HOURS DURING THE PREPARATION OF THE TRADE SHOW

During preparation of the trade show, stand constructors can work from Monday 21.11.2022 (7:00 to 23:00). All basic work on the stands must be completed by Friday 25.11.2022 at 17:00, so that on that same evening all aisles may be free of construction materials and exhibits so that carpeting can be laid in the aisles. On the first day of operation, Saturday 26.11.2022 from 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. According to protocol, the working positions (between persons) should be 1.5 m apart. **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.**

## 04. RESTOCKING 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. **Restocking 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.

### **02. CEILING-MOUNTED ADVERTISING BANNERS**

Exhibitors or the company used to construct their stand should place their order with EXPOWORK for installation of signs. 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 7m 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.

### **03. COVERED ROOFS ARE PROHIBITED**

Construction of roofs that do not allow for proper sprinkler operation are not permitted. The use of certified retardant roof coverings is excluded.

### **04. BASIC STRUCTURE STAND SPECIFICATIONS**

#### **BASIC STRUCTURE STANDS INCLUDE THE FOLLOWING:**

- Aluminum structure - white PVC panel 3m in height • Fascia board • Sign • One Schuko socket and one 100W/3 m2 spotlight For more information please contact EXPOWORK (T.: +30 210 3542990). Exhibitors are not permitted to pierce the leatherette 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.

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

Exhibitors with three or four-sided stands located in the first block (in the first row) of each Hall are required, for a distance of two meters from the facade and all around it, to keep the structural elements of their stand and exhibits at a maximum height of 1.20 meters. In any event, they must have 2 unobstructed entrances at least 2m wide. Regardless of their location, all three or four-sided stands are required to keep 2/5 of each side adjacent to the front aisle of their stand (excluding the physical back of the stand) open or with a low structure (1.20m at maximum). In both cases, the corner columns supporting the structure of the stand are excluded, as these must not exceed 40x40 cm.

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

The exhibitor is required, no later than thirty (30) 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 structural stability certificate 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.

### **07. HEIGHT DIFFERENCES BETWEEN STAND PARTITIONS**

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 with a height of 3 to 4 meters, 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.

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## 09. WHEELCHAIR RAMPS

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All stands with a raised floor of more than 3cm must have wheelchair ramps.

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## 10. STAND LIGHTING ADDITIONAL LIGHTING INSTALLATIONS

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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 the regulation of the exhibition center.

**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.**

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## 11. INTERNET SERVICE

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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. The cost of each wired connection is €170 for 3 Mbps, €230 for 6 Mbps and €450 for 10 Mbps, while the cost of each wireless connection is €42 (use of up to 3 devices).

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## 12. PLUMBING SERVICES

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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.**

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## 13. SOUND VOLUME WITHIN THE STANDS

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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. Music for the trade show areas will be provided through a central loudspeaker system of the exhibition center. Parties, dance events, and events with music, etc., organized by exhibitors are expressly prohibited.

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

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Any exhibitors who will be cooking or frying meat products, fish, potatoes - nuggets, etc., which produce strong odors are required to agree to the installation of a hood for the removal of odors and must agree to the installation charge. When liquified natural gas and deep fryers are used, the hood should be equipped with an automatic fire extinguishing system. The hood should be bigger than the burner and the burner should be closed at all three sides. The exhibitors' contractor will have to take into consideration and make space for the hoods that will be used. The ability to extract odors should not be considered a given and the organizer reserves the right to prohibit cooking to exhibitors who do not comply with the specifications. The charge for connection to the hood, ducting to the exhaust fans, and use of exhaust fans is 750€ + VAT.

**Note: Any exhibitor who wishes to cook in their stand should send a drawing with the exact position of the hood and its dimensions 30 days before the opening of the trade show.**

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## 15. EXHIBITOR PARKING - EXHIBITOR BUSES

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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 two visitor parking areas located in front of the METROPOLITAN EXPO entrances (Lobby 1, Lobby 2). A special crew of 35 persons 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's parking card displayed on the windscreen for the duration of your stay.



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

## **01. SECURITY STAFF**

During preparation, operation, and dismantling, the trade show will be guarded 24 hours a day by EXPOWORK security guards. More than 40 people will be employed to guard the trade show venue. Nonetheless, especially over the course of preparation and during dismantling days when hundreds of people are working at the site, exhibitors need to pay special attention to the safety 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 STAND STRUCTURES**

EXPOWORK will be responsible for cleaning all public areas and the floor of the exhibitors' stand 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 and cleaning of 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 20 €/m<sup>3</sup> for the use of waste collection bins 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 safety of exhibits and their staff during preparation and operation of the festival, 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. Additional fire extinguishers will be distributed by the organizer to stands where cooking of products will take place.

**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 the safety of their exhibits. 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. The

trucks to be used for that purpose will be able to access the halls two 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 Tuesday 29.11.2022 from 07:00, all doors of the halls will open 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 the companies constructing their stands will be able to dismantle their stands on Tuesday 29.11.2022 from 07:00 until 23:00 and on Wednesday 30.11.2022 from 07:00 until 15:00.** During dismantling, 2 forklifts (2.5 tons) will be at the disposal of exhibitors, to be used exclusively for the removal of exhibits.





Prepare in time your participation!



OPENING DATES AND HOURS

**26**  
**NOVEMBER**

SATURDAY  
10.00 - 19.00

**27**  
**NOVEMBER**

SUNDAY  
10.00 - 19.00

**28**  
**NOVEMBER**

MONDAY  
10.00 - 18.30

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