



Metropolitan Expo Centre

Technical Regulations

Posidonia 2020

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EXHIBITION TIMETABLE

TUESDAY 26 MAY

07:00 Site available for Open Stand Exhibitors

FRIDAY 29 MAY

07:00 Site available for Shell Stand Exhibitors

SUNDAY 31 MAY

17:00 All stands must be completed

MONDAY 1 JUNE

18:00 Opening ceremony. Contractors' passes are not valid

TUESDAY 2 JUNE to THURSDAY 4 JUNE

10:30 - 19:00 Exhibition open: Contractors' passes are not valid

FRIDAY 5 JUNE

10:30 - 17:00 Exhibition open: Contractors' passes are not valid

17:00 - 20:00 Exhibitors can remove any items/equipment by hand only
Stand Dismantling is NOT permitted

SATURDAY 6 JUNE

07:00 Stand Dismantling starts

17:00 Shell Stands must be vacant

MONDAY 8 JUNE

17:00 Open Stands must be vacant

Build up and Dismantling hours: 07:00 – 20:00.

The Organisers stress the importance of strictly complying with the above timetable.
Bulletins will be sent to Exhibitors for further information.

Note: Dates and times may be subject to alteration.

IMPORTANT INFORMATION

THE METROPOLITAN EXPO CENTRE

- The Metropolitan Expo Centre is located in the Athens International Airport "Eleftherios Venizelos" complex in Spata, Attica.
- For your info the address of the venue is: ATHENS Metropolitan Expo AE
Athens International Airport "Eleftherios Venizelos"
Postal Address: Building 603A, P.O. Box 80072, 19019 Spata, Attica

ENTRY PASSES

- All contractors entering the Exhibition Centre during the build-up and the dismantling periods will need a contractor's pass. During the Exhibition opening days the contractor's pass is not valid.
- Exhibitors are responsible for ordering contractor's passes.

STAND REGULATIONS

- Plans of all stands must receive the written approval of the Organisers. This is important to avoid on-site problems concerning conformity with stand regulations. Drawings to scale MUST show the dimensions of the ground plan, the elevations and the main fittings. The Organisers reserve the right to require alteration or removal -at the exhibitors' cost- of any stand which differs from the approved specification or which does not conform to exhibition regulations. Stand designs have to be submitted by email: dlymperopoulos@posidonia-events.com. Deadline for submission: 15 April 2020.
- Deviations may occur from the stand drawings we provide to exhibitors. To ensure precise information, exhibitors are required to find out on the spot, details about columns, water & power supply points, fire equipment boxes, etc.

Open Stands (30m² minimum)

- Each stand must be structurally self-supporting with no fixings to any part of the existing building or adjoining stand. The stand number must be displayed prominently on each stand.
- On open stand designs, the perimeter wall must have a height of 3m. In the case of stands that use a raised floor (max. 10cm), the part of the stand walls that is visible above adjoining stands must be finished flush and painted off-white to hide all wiring and unfinished construction.
- At least 60% of each stand side facing onto a visitor aisle must remain open or fitted with transparent material. Adjacent or opposite stands must not be hindered and there must be no impairment of the view into those stands.
- The height limitation for open stands with one floor is 4m (excluding boundary walls which must be 3m). Interior display height permitted up to 4m if clear of stand boundary by no less than 1m and with approval of the Organisers. This height limitation regards the stand only and not the exhibits. The height of exhibits can rise to 5.50m maximum if clear of stand boundary by no less than 1m.
- Open stand exhibitors are responsible for the construction of their own boundary partition/walls. Where stand walls are visible above adjoining stands, or where the roof is visible, the work must be finished flush and painted off-white to hide all wiring and unfinished construction.
- For stands up to 3m, exhibitors must provide a certificate confirming the structural integrity, stability and fire safety of the proposed stand. Exhibitor Solemn Declaration sample form is attached.
- For stands over 3m, stand designs must be accompanied by a certificate confirming the structural integrity, stability and fire safety of the proposed stand by a qualified civil engineer or architect. Engineer Solemn Declaration sample form is attached.

For two-storey stands

- The minimum stand size required for a second floor is 50m².
- For stands over 3m high, stand designs must be accompanied by a certificate confirming the structural integrity, stability and fire safety of the proposed stand by a qualified civil engineer or architect. The Metropolitan Expo also requests additional certification from a civil engineer confirming the second floor's structural integrity.

- The maximum height for a two storey stand is 5.50m including any associated display. Draft proposals should be submitted to the Organisers in advance for comment.
- A non-flammable ceiling should be no less than 2.30m from the hall floor and the stand should be equipped with additional fire extinguishers.
- The self-supporting boundary walls of a two storey stand adjoining any neighbouring stands must prevent visibility to the neighbouring stands and be finished flush and painted off-white for its full height and width against those adjoining stands.
- Any upper storey balustrade and handrail should be no lower than 1.10m. Stair is normally 0.90m between handrails with 2m head clearance, and risers 0.19m (7.5") with treads at 0.26m (10").

Shell Stands (12-29 m²)

- Stands from 12 to 29sq.m. will have a mandatory shell scheme package.
- Shell divisions are restricted to a standard 3m height and ceiling bracing and fascias within this height must remain in position.
- Fascias are of a uniform design and may not be removed or altered by exhibitors.
- Shell stands are provided with their own stand number.
- Any kind of puncturing (nails, staplers, pins etc), as well as painting of the panels and of the aluminum framings is strictly not permitted. Where adhesive tape or self-adhesive vinyl printings are used, the exhibitor must ensure to carefully remove these and restore any possible damage. For suspending items on the panels of the standard shell scheme stands, the exhibitor can order hooks from Expowork.

HANGING BANNERS

- There will be a charge by the Organisers for the promotional space used by banners.
- For rigging services and optional banner production, please contact Expowork SA at posidonia@expowork.gr by 4 May 2020. Expowork SA has exclusivity for rigging services.
- Banners must not extend beyond the boundaries of the stand allocated and must be at least 1m away from boundaries with adjoining stands and clear of stand construction and exhibits by no less than 1m.
- Banners may be single or double sided. If banners are 3-dimensional, irregular in shape or not within the below mentioned size, they will be treated as a structure. In this case, please contact the Organisers for a quotation. No banners are allowed to be hung without the Organiser's prior approval.
- The location depends on proximity to the fixed ceiling beams of the exhibition hall which are affixed to the hall ceiling.
- Rigging services are not available after the stand construction period has commenced.
- Solemn Declaration sample form for rigging services is attached.
- Exhibitors must include banner details on their stand design proposal (dimensions, distance from neighboring stand and height from bottom of banner to ground) as they need approval from the Organisers before proceeding with the banner. If banners are not shown on stand designs, exhibitors may not get approval for rigging inside the venue.

Different specifications apply to Halls 1,2,3 and Hall 4

Size & Locations for Halls 1,2,3

- Inside exhibition hall only, permitted only over stand/pavilion space (30m² minimum).
- Maximum Size: 5mLx1.5mH
- Minimum Size: 2mLx1mH

i.e. regarding the length of the banner, the minimum length is 2m and maximum is 5m, hence exhibitors can choose the size e.g. 3mx 1.5m, 4mx 1.5m, 5mx1.5m. Please contact the Organisers for a quotation.

- Height from Ground: The bottom of the banner must be at least 4m from the ground and clear of stand construction and exhibits by no less than 1m. The maximum height of the banner from the ground can be 5.50m.

Size & Locations for Hall 4

- Inside exhibition hall only, permitted only over stand/pavilion space (30m² minimum).
- Maximum Size: 5mLx3mH
- Minimum Size: 2mLx1mH

i.e. regarding the length of the banner, the minimum length is 2m and maximum is 5m, hence exhibitors can choose the size e.g. 4mx3m, 3mx3m etc. Please contact the Organisers for a quotation.

- Height from Ground: The bottom of the banner must be at least 4m from the ground and clear of stand construction and exhibits by no less than 1m. The maximum height of the banner from the ground can be 7m.

Note: It is prohibited to support elements, parts of structures or exhibits from the ceiling.

GENERAL

- **Contractors are kindly requested to notify the Organiser's office upon their arrival.**
- During build up and dismantling periods, exhibitors and any personnel carrying out construction work on behalf of an exhibitor are required to wear Personal Protective Equipment (PPE), hence safety helmets, gloves, high-visibility vests, safety footwear.
- No fixings are permitted to any part of the existing structure; it is not permitted to hang any object from the ceilings and structural elements of the halls or the service networks that run below the ceilings, unless in cooperation with Expowork. Exhibitors must ensure that arrangements are made in their stand design for all parts of their work to be self supporting.
- Exhibitors with stands divided into two blocks by the corridor running through them, are permitted to join both sections of their stands with a discreet arch (with a maximum height of 4m), which leaves a minimum clearance height of at least 2.5m.
- Exhibitors with stands less than 3m height are responsible to finish and paint off-white the rear side of neighbouring stands.
- Carpet or carpet tiles may only be fixed to the floor with double sided tape. No other form of floor fixing is permitted.
- Roofing may impair the effect of the venue's sprinkler system. In this case, exhibitors are requested to install a sprinkler system on the stand itself.
- We strongly advise exhibitors to consider accessibility for the disabled when constructing their stands. Stands should be accessible to all without any assistance.
- The erection and removal of stands and material must take place within the time limits specified by the Organisers at the cost, care and risk of the exhibitor.
- Construction work on stands will not be permitted after 17:00 on Sunday 31 May.
- Exhibitors can remove by hand only, any items / equipment on Friday 5 June between 17:00-20:00.
- Exhibitors must ensure to have a representative from their company on the stand from the closing on Friday 5 June between 17:00 and 20:00 to supervise the transfer of their items and also on the following day from 07:00 during stand dismantling.
- Exhibitors are permitted to dismantle their stand on Saturday 6 June, Sunday 7 June and Monday 8 June from 07:00 onwards. Shell Stands must be emptied by Saturday 6 June at 17.00.

- Dismantling a stand before the period set for dismantling is a breach of contract. The organisers are entitled to impose a penalty charge of €1.000 plus VAT (where applicable).
- Any property or stand material remaining on the exhibition premises after the dismantling period will be disposed of by the Organisers at the exhibitor's expense. The organisers are entitled to charge a penalty and a storage fee for any items not dismantled and removed in due time. The organisers are also entitled to have such items removed and taken into storage by a suitable company immediately at the expense and risk of the Exhibitor, or to have them disposed of.
- All exhibition stands must be manned by an authorised representative of the exhibitor throughout the opening hours.
- All stand designs, materials and workmanship must comply with European Health and Safety standards.
- The co-ordinator of a national pavilion must notify the organisers of the exhibiting companies within the pavilion, including a detailed stand sketch, displaying each company's location in the pavilion.
- Exhibitors should note that compressed air is not provided.
- Exhibitors must not permit anything which causes a nuisance or, in the opinion of the organisers, does not conform with the general standards of the exhibition.
- Social on-stand events (receptions, parties etc) are allowed only after 18.30 on exhibition opening days and are subject to the approval of the organisers.
- Should the exhibitor receive approval by the organisers to host an on-stand event, the music and/or other sound (ie presentations) must not exceed 70 decibels. The organisers reserve the right to stop an event if allowed noise levels are exceeded. Exhibitors are not allowed to organise events which might affect the participation of neighbouring/ adjoining exhibitors in any negative way. If an exhibitor wishes to organise an event past exhibition opening hours, this must be applied for in writing. The resulting costs for supervision, security staff, parking services, medical support, etc will be charged to the exhibitor and are payable in advance. Event past exhibition hours must end at 21.00.
- Working exhibits are allowed only for demonstration purposes and for small intervals throughout the duration of the exhibition, with prior written approval by the Organisers. Working exhibits must conform to statutory regulations and make due provision for public safety.
- The use of compressors for the painting of stand materials and the use of equipment for the cutting of wood or any other construction work inside the exhibition venue that may cause bodily harm or any damage to the venue is strictly forbidden. It is clarified that stand construction works (painting, decoration etc.) must have been completed one day before exhibition opening.
- The use of plaster boards as exhibition booth building material is not permitted. Venue management will stop stand construction and evict contractor if plaster boards are used.
- It is not permitted to use any means that destroy or alter floors, walls, ceilings, windows, etc. to make holes, hammer, hang or use walls, ceilings, windows, columns, floors and any other structural elements and generally make any interventions on the form, strength and aesthetics of the Metropolitan building spaces.
- The use of WCs or other areas for the washing of paint brushes and other objects is not permitted. Specially designated areas must be used for these activities.
- All exhibits must be confined to the area rented by the exhibitor. Any exhibits, stand material or empty boxes found outside this area (including back and sides) at any time before or during the period of the exhibition will be removed at the expense and risk of the exhibitor.
- The arrangement and payment for conveying goods to and from the exhibition, and for receiving, erecting and removing these goods is the exhibitor's responsibility.
- Stand cleaning must be specially ordered and will be carried out at the expense of the exhibitor. The Organisers are responsible for the maintenance and cleaning of the indoor and outdoor aisles used by the public.
- Smoking is not permitted inside the Metropolitan Expo.
- The exhibitor affirms that, to the best of his knowledge, he has the legal authority for the use of any intellectual property associated with any product or promotional material that he will display, offer, or otherwise use in his participation at the trade show/event and he will not knowingly infringe the intellectual property rights of another party.

- Video recordings and photographs will be taken at Posidonia 2020. By exhibiting at Posidonia 2020, the exhibitor and his/her representatives agree to have their photos and likeness used by Posidonia Exhibitions SA. If you do not agree, please contact the Organisers.
- If the Exhibitor plans to have music or songs for an on-stand event, he undertakes exclusive responsibility for receiving the required written permit, in advance, by the Collecting Society for Music Copyright AUTODIA (Autodiaxeirisi). The aforementioned permit should be available onsite at all times, as it may be requested by AUTODIA representatives. Any music reproduction not registered can lead to claims for damages from AUTODIA.

VERY IMPORTANT: FIRE PRECAUTIONS

Fire fighting equipment may not be moved or hidden within stands by exhibitors/contractors and must be accessible. **Only flameproof and fireproof materials may be used.** Extra fire precautions may be required in some cases by the local authorities.

HOUSE CONTRACTOR - SHELL STAND CONSTRUCTOR

Expowork SA has been appointed as the exhibition's official House Contractor. The company will provide shell scheme packages (basic, business, executive), furniture, carpeting, cleaning, water and waste services, telephones, AV/Computers, internet, rigging services, etc. If you are interested in ordering any of the above, please contact Expowork SA by email: posidonia@expowork.gr or visit their website: www.expowork.gr. Note: Provision of services subject to availability and venue restrictions.

FORWARDING, SITE HANDLING AND CUSTOMS CLEARING AGENT

- MTS ExpoLogistics Ltd is the official onsite Freight Forwarder/Custom Broker of Posidonia 2020. For safety and liability reasons, MTS ExpoLogistics Ltd has the **exclusive** responsibility for the movement of all goods, exhibits and stand material in and out of the exhibition building (except for exhibit material that can be carried by hand). They are responsible for the delivery of the shipment from outside of the exhibition centre to the stand, removing empty cases for storage and returning them at the end of the exhibition and the movement of the shipment from the stand to the exterior of the exhibition centre. The use of fork-lifts, pallet trucks, hand pallet trolleys and cranes is only permitted to the official forwarder of Posidonia 2020 (please contact MTS ExpoLogistics for price lists concerning the necessary equipment).
- Exhibitors are urged to pay very careful attention to all circulars sent out by MTS ExpoLogistics as difficulties and delays may arise if their instructions are not complied with. They must ensure that the circulars provided by MTS ExpoLogistics are brought to the attention of their contractor. In case of late arrival of any exhibits and/or bulky items, the organisers reserve the right to refuse their entry into the exhibition area.
- MTS ExpoLogistics is the official Forwarder but exhibitors may ship their freight by carrier of their choice to the exterior of exhibition venue only. Anyone wishing to use their own forwarding agents for pre-carriage should note that all shipping documents (airway bill, bill of lading, invoice, packing list, etc) must be consigned to MTS ExpoLogistics Ltd.

If you are interested in arranging the transportation and delivery of your exhibits to your stand, please contact Mr. Manos Tsantes by email: posidonia@mtsexpolog.com or visit MTS ExpoLogistics website: www.mtsexpolog.com.

SECURITY

Exhibitors are reminded that although the Organisers provide 24h perimeter security service during installation, dismantling and the exhibition week, each exhibitor is ultimately responsible for the security of his exhibits, materials and personal items. While Organisers will take reasonable care to safeguard each exhibitor's property, neither management, the contractors, nor any of their officers, agents, or employees assume any responsibility for the exhibitor's property. To maximize security in the exhibition, visitors will be required to exit the exhibition centre at the official closing time each day. Exhibitors will be admitted in the exhibition centre one hour before the official opening time and can remain a half hour after the exhibition closes. Exhibitors who require additional time in their stands, must notify the Organisers in writing.

ELECTRICAL CONTRACTOR

Expowork SA is the official Electrical Contractor. In accordance with the Rules and Regulations (par. 9k), electricity will be supplied from the building only through the official electrical contractor, who acts as the agent of the Organisers. Electric current will be supplied thus: Three phase 5 wire AC380V/50Hz.

The electrical installation for open stands carried out by third entity must be conducted by a certified electrician pursuant to the applicable legislation and the regulations on interior electrical installation. In this case the exhibitor, during the buildup period, must submit a design of the said installation to the Electrical Contractor for approval, accompanied by a photocopy of the appointed electrician's license, as well as a Solemn Declaration signed by him, by which he shall guarantee the safe construction and operation of the said installation. Standard Solemn Declaration form is attached.

The electrical boards of the stands must be placed on visible locations, with easy access for safety reasons.

To order electricity, lighting and relevant services please contact Expowork SA by email: posidonia@expowork.gr or visit their website: www.expowork.gr.

Please direct questions to:

Posidonia Exhibitions SA

4-6, Efplias Street, 185 37 Piraeus, Greece

Tel: +30 210 4283608, Fax: +30 210 4283610

posidonia@posidonia-events.com - www.posidonia-events.com

SOLEMN DECLARATION FORMS

ELECTRICIAN

ENGINEER

EXHIBITOR

RIGGING SERVICES

To: **METROPOLITAN EXPO** exhibition and conference centre
Attention: **Expowork Customer technical service**
Tel. no.: +30 2103542990, Fax: +30 2103542999
Email: posidonia@expowork.gr

SOLEMN DECLARATION OF ELECTRICIAN

Last Name

Name

Official license no. or official accreditation

Company name

Address

Tel.

Mob.

Email

Exhibition/Event: **Posidonia 2020**

Date: 1-5/6/2020

With personal liability and in knowledge of all the penalties of the law, I declare that:

1. All the information included herein is true.
2. I am the holder of the aforementioned license from the Ministry of Development, a copy of which is attached herein, and its validity has not been suspended for any reason.
3. This license covers the following electrical installations I have carried out at the METROPOLITAN EXPO exhibition centre, which I have performed and checked in accordance with the regulations in effect on interior electrical installations and the applicable legislation, especially as regards the safe operation and the correct selection and installation of suitable materials, electrical fuses and switches on the electrical grids and their circuits.
4. All installations can be supplied with power and I guarantee for their safe and unhindered operation.

S/N	Company Name	Stand No	Power Kw
1			
2			
3			
4			
5			

For safety reasons the electricity grids of the stands must be installed at a point that allows venue electricians direct access to them.

(Stamp Area)

(Location).....,/..... /20....

Declared by

To: **METROPOLITAN EXPO** exhibition and conference centre
Attention: **Expowork Customer technical service**
Tel. no.: +30 2103542990, Fax: +30 2103542999
Email: posidonia@expowork.gr



SOLEMN DECLARATION OF ENGINEER

Last Name

Name

Official license no. or official accreditation

Company name

Address

Tel.

Mob.

Email

Exhibition/Event: **Posidonia 2020**

Stand No:

Company Name:

Date: 1-5/6/2020

With personal liability and in knowledge of all the penalties of the law, I declare that:

1. All the information included herein is true.
2. I have concluded the construction of the stand mentioned above at the EXPO METROPOLITAN exhibition centre, which does not exceed four (4) meters in height.
3. I faithfully observe the provisions of the legislation in force and I have taken all the necessary health and safety measures for my staff, in order to avoid accidents happening to them or to third parties, as well as to prevent damages.
4. I guarantee the technical integrity, safety and static adequacy of the construction of the stand, and I declare that I bear full liability, criminal or civil, for bodily injury that might occur to any third parties, or any labour or other accidents which might be caused, and generally for any damages or failure that can be caused by the above construction.

(Location).....,/..... /20....

(Stamp Area)

Declared by

To: **METROPOLITAN EXPO** exhibition and conference centre
Attention: **Expowork Customer technical service**
Tel. no.: +30 2103542990, Fax: +30 2103542999
Email: posidonia@expowork.gr



SOLEMN DECLARATION OF EXHIBITOR

Last Name

Name

ID or passport No.

Company name

Address

Tel.

Mob.

Email

Exhibition/Event: **Posidonia 2020**

Stand No:

Company Name:

Date: 1-5/6/2020

With personal liability and in knowledge of all the penalties of the law, I declare that:

1. All the information included herein is true.
2. I am participating as an exhibitor at Posidonia 2020 at the METROPOLITAN EXPO exhibition centre
3. I have concluded the construction of the stand, and it does not exceed three (3) meters in height.
4. All materials used in the stand conform to the currently in force fire resistance standards.
5. I faithfully observe the provisions of the legislation in force and I take all the necessary health and safety measures for my staff, in order to avoid accidents happening to them or to third parties, as well as to prevent damages.
6. I guarantee the technical integrity, safety and static adequacy of the construction of my stand, and I declare that I bear full liability, criminal or civil, for bodily injury that might occur to any third parties, or any labour or other accidents which might be caused, and generally for any damages or failure that can be caused by the above construction.

(Location).....,/..... /20....

(Stamp Area)

Declared by

To: **METROPOLITAN EXPO** exhibition and conference centre
Attention: **Expowork Customer technical service**
Tel. no.: +30 2103542990, Fax: +30 2103542999
Email: posidonia@expowork.gr



SOLEMN DECLARATION FOR RIGGING SERVICES

Last Name

Name

ID or passport No.

Company name

Address

Tel.

Mob.

Email

Exhibition/Event **Posidonia 2020**

Stand No:

Company Name:

Date:

1-5/6/2020

With personal liability and in knowledge of all the penalties of the law, I declare that:

1. All the information included herein is true.
2. I am participating as an exhibitor / as a constructor at Posidonia 2020 at the METROPOLITAN EXPO exhibition centre.
3. I have fully understood the rigging rules of the exhibition center.
4. I faithfully observe the provisions of the legislation in force and I take all the necessary health and safety measures for my staff, in order to avoid accidents happening to them or to third parties, as well as to prevent damages.
5. I guarantee the technical integrity, safety and static adequacy of the construction of my stand, and I declare that I bear full liability, criminal or civil, for bodily injury that might occur to any third parties, or any labor or other accidents which might be caused, and generally for any damages or failure that can be caused by the above construction.

(Location).....,/..... /20....

(Stamp Area)

Declared by

