

EXHIBITOR'S MANUAL



ENERGY PHOTOVOLTAIC '10

LEADEREXPO
EXHIBITIONS & CONFERENCES

LEADERtech
ΟΡΓΑΝΩΣΗ ΕΚΘΕΣΕΩΝ

43, DIONISSOU STR., 15124 MAROUSI- ATHENS, GREECE
Tel. +30- 210-6141164, 210-6141223, fax 210-8024267, e-mail info@leaderexpo.gr
www.leaderexpo.gr



ENERGY-PHOTOVOLTAIC '10

FOR ALL EXHIBITORS

IS NOT PERMITTED

- Drilling or painting the panels, the aluminium columns and the aluminium facial of the stands.
 - Drilling the floor and the walls of the building.
 - Hanging any kind of object from the roof and the structural parts of the hall rooms or the service network that is developed along the roof.
 - Covering the walls of the building and the walls of the corridors with promotional materials.
 - Any kind of interventions to the electrical material without the prior communication with the staff which is responsible for the electrical equipment.
 - Promotional materials delivery out of the exhibitor stand.
 - Special constructions of stands will not exceed 4,5 m. height.
- For the stands which are on the left of the Aisle n. 3 and for the stands which are on the right of the Aisle n.1 the height must be 4 m. the maximum.
For all other stands the maximum height will be 4,5 m. the maximum.
- The preparation of the stands must be entirely finished on Thursday 21 October at 12.00 am.

NOTE FOR ALL THE EXHIBITORS:

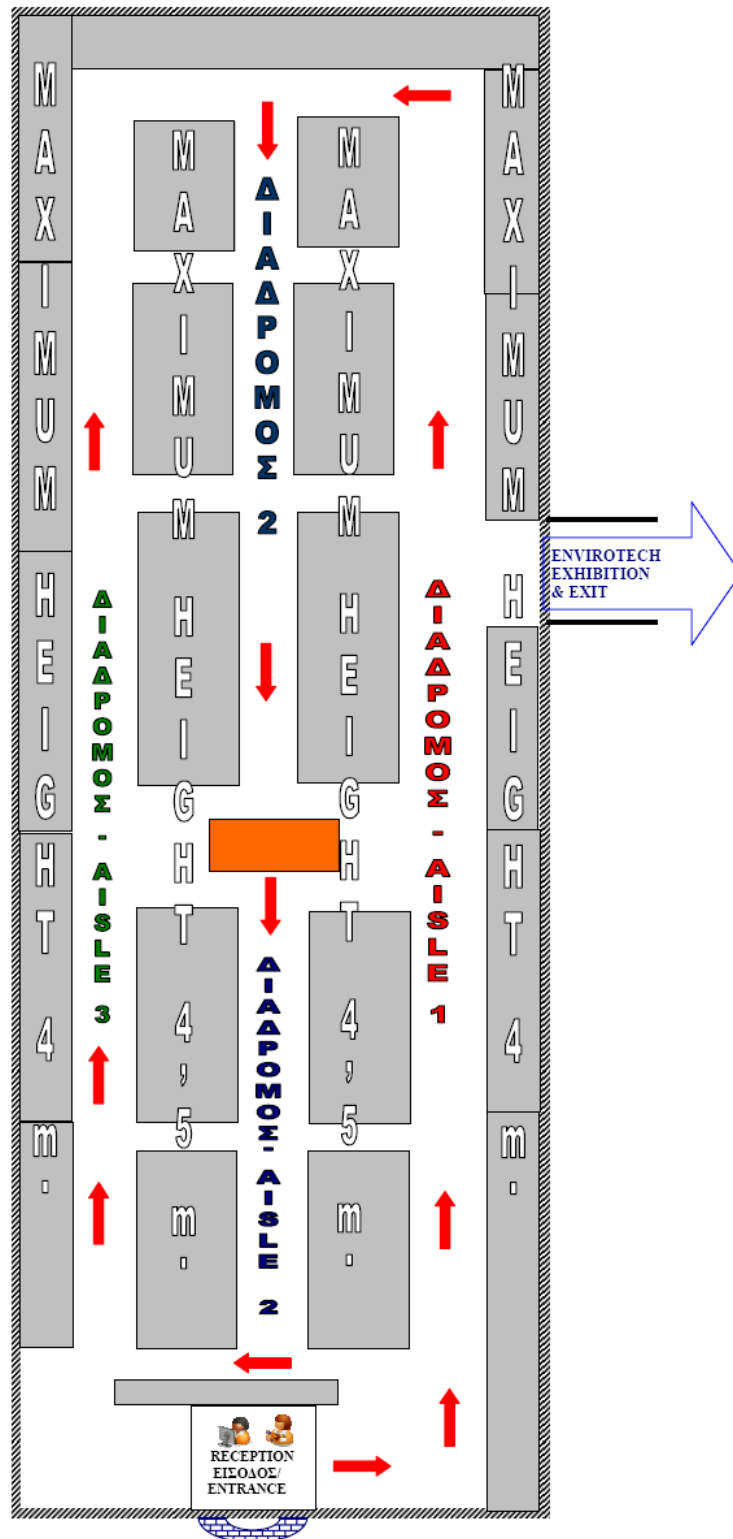
- Only exhibitors and their personnel are permitted to transport exhibits to and from the Exhibition Centre during the preparation and the dismantling days.

All the exhibitors which will have special constructions must send us by e-mail (info@leaderexpo.gr) the final drawings for approval the latest on 15/09/2010.



ENERGY-PHOTOVOLTAIC '10

ATTENTION : HEIGHT OF SPECIAL CONSTRUCTIONS





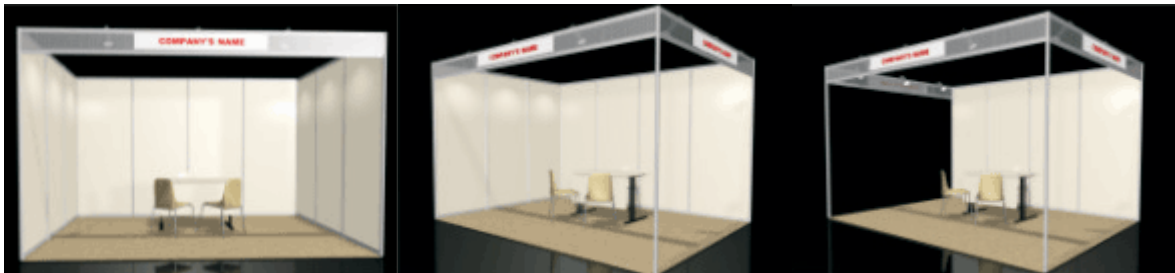
ENERGY-PHOTOVOLTAIC '10

STAND WITH STRUCTURE (SHELL STAND)

The construction of the standardized stand is of 2,50meters height that consists of a support aluminium institution right from Octanorm, Germany. The aluminium colour is from natural silver while the fulfilment panels are from MDF covered with PVC coloured beige. At the entrance, in the headline of the stand is situated the name of the company fulfilled with PVC. Its height is 20c.m while the PVC measures 30c.m.In the headline of the stand is placed a white PVC surface 1,50m X 0,20m printed the exhibitor's brand name and the stands code number. On the top are placed aluminium crossbeams 5,5c.m height. On the floor is placed coloured moquette. **The furniture is not included.** The exhibitor can order the furniture for the stand

Dimensions of the panels for printing banners 2,38 m. height * 0,95 cm.

STANDARD FRAMEWORK STAND



1 OPEN SIDE

2 OPEN SIDES

3 OPEN SIDES

STAND WITHOUT STRUCTURE (SPACE ONLY)

The exhibitors which selected space only must make their own construction in the appropriate space. In this case, the exhibitors must complete the Electrician Sworn Statement; including the Power demand in Kw.

EXHIBITION'S WORKING HOURS

DATES		HOURS
THURSDAY	21 OCTOBER	14.00-20.00
FRIDAY	22 OCTOBER	10.00-20.00
SATURDAY	23 OCTOBER	10.00-20.00
SUNDAY	24 OCTOBER	10.00-20.00



ENERGY-PHOTOVOLTAIC '10

DATES, TIME FOR PREPARING THE STANDS

The dates and the Hours for the preparation of the stands will be announced on August in the Exhibitor Technical Manual. The Exhibitors Manual, the Technical Manual, the Furniture and all the orders forms will be also available in our web site www.leaderexpo.gr (From the Menu select the Tab Exhibitor's Services).

EXHIBITOR 'S ENTRANCE

The exhibitors and their staff can enter to the exhibition area by showing their special Exhibitor's Card. You are kindly requested to acquire the cards from the Organizing Secretariat of LEADEREXPO at the exhibition center from 19 October 2010.

RECEIPT OF THE STANDS

The exhibitors will take first, on their arrival, from the Exhibition Secretariat the certificate for their full payment and then the organizer's staff will deliver them the stands. If any exhibitor will not arrive on 19 October, then he has to inform us, till 30th of September 2010, for the date of his arrival.

LOADING & UNLOADING OF THE GOODS

The loading and unloading of the goods will be done from 4 big gates. The dates and the Hours for the loading and unloading of the goods will be announced on August in the Exhibitor's Technical Manual.

Note: According to the regulations of the Exhibition Centre, the exhibitors are not permitted to have in their stands any kind of flammable machines or cylinder under pressure.

DISMANTLING OF THE STANDS

The exhibitors are not permitted to start dismantling their stands before the closing of the exhibition. The dates and the Hours for the dismantling of the stands will be announced on August in the Exhibitor Technical Manual.



ENERGY-PHOTOVOLTAIC '10

EXTRA EQUIPMENT FOR THE STANDS

For all the extra equipment, Furniture, Electrical Elements, Supply of Internet Connection, Water supply, e.t.c., from 20 July, all the exhibitors will can find, all the information and the order's forms In the Exhibitor's Technical Manual and also in the URL www.leaderexpo.gr (From the Menu the tab Exhibitor's Service)

SECURITY DURING THE EXHIBITION

The organizer has taken precautions for the safety of the exhibition area with the co-operation of a specialized security company. The organizer has no responsibility for the loss or damage that may be caused to the exhibitor's property by any cause. The exhibitors must be in their stands half an hour before daily starting and closing of the exhibition. Also, the exhibitors are responsible for the safe function of their stands and their exhibits and are liable to any eligible for any kind of accidents and damages that may be caused by their own omission, fault or negligence to people or objects. The exhibitors which want to have extra security service for their stand during the night, must complete and send to the organizer the Order Form.

The cost is 10€ +23% VAT for 1 Security Man per hour. All the exhibitors can send to the organizer their requests for extra security service until 30 August.

SALES DURING THE EXHIBITION

According to the Greek law, retail sales are prohibited during the exhibition.

FREE PARKING

Exhibitors and visitors will use the free parking, for over than 3000 cars, at the exhibition centre.

EXHIBITOR'S ENTRY CARDS

The exhibitors have to send us by e-mail the names of their stuff in order to handle the Exhibitor's entry cards from 19 October.



ENERGY-PHOTOVOLTAIC '10

CONFERENCE

The exhibitors has to send us the names of the persons of their staff who can attend free of charge our International Conference ENERTECH 2010.

OFFICIAL OPENING & DINNER

The official opening of the exhibition and conference will be on 21 October at 19.00 - 21.00

ACCESS TO & FROM THE EXHIBITION CENTER

1) **HOLIDAY INN HOTEL** (The hotel is very close to the Exhibition Center and to the Airport and all the exhibitors can make reservation, using the Reservation Form, through our web www.leaderexpo.gr, selecting first the tab *For Exhibitors* and after the tab *Accommodation* .)

The exhibitors can use free the organizer 's buses as following:

From the hotel to the Exhibition Center: Departure time 9:00 in the morning

and from the Exhibition to the Hotel: Departure time 20:30 at night

Access to and from the M.E.C. is direct via the E17 exit of Attica Odos (Avenue) and it is just five minutes drive from the new Athens airport "Eleftherios Venizelos". It is connected with the center of Athens by means of the Attica Metro and the new routes of urban transport:

E95 Syntagma - Spata

E96 Piraeus - Spata

E94 Ethniki Amina - Spata

308 Ethniki Amina - Koropi

Also, on Attica KTEL buses from Pedio Areos every 30 minutes with destination: Porto Rafti, Lavrio, Mesogia, Markopoulo, Kalivia, which stop right in front of the Exhibition Center and make it easily accessible to all visitors and exhibitors.

MINI BUSES

During the Exhibition, Mini Buses will take the visitors from the Metro Station of Ethniki Amina to Exhibition Center and from Exhibition Center to the Metro Station.



RADIO TAXI

ATHENS 1	210-9217.942
ASTERAS	210-6144.000
HELLAS	210-8014 000-4
ERMES	210-6457.000,6433.400
EXPRESS	210-4115.200, 4115.666, 4116.892
ΚΟΣΜΟΣ	210-5132.316, 5132.319,4200.042
KIFISSIA	210-9642.900

EXHIBITOR'S CATALOGUE

This year our exhibitor's catalogue will be a very pleasant and useful surprise. The edition will be in a big size, **A4 page**, like a magazine, with many multicolor pages and will present statements of officials and exhibitors, as well as, interesting business articles and market information very useful for all.

1. Advertisement page

The exhibitors can have their own 4 color advertisement page/s with high promotion and very low cost

Cost:

One advertisement 4 color page, 450€ + 23% VAT

Two pages, 800 € + 23% VAT

The advertisement that you will send us should be as follows:

1. In design with Tiff pictures (300dpi resolution) and outline letters.
2. Jpeg file (300dpi resolution)
3. Illustrator-eps with outline letters
4. Acrobat pdf, high resolution
5. The dimensions of the page should be 21 x 28 +0,5cm space from each side

The "theme" should be at least 1cm inside (all around the page)

We must receive all the above file(s) by e-mail until 30 July 2010

2. Exhibitor's company profile and logo for free

In order to include all the exhibitors, free of charge, in the Exhibitor's Catalogue (black and white pages) we need from each exhibitor the following:

Profile : The Company Profile in English and Greek language in 2 Word (please not that we cannot accept any other file like pdf or jpeg) format files , in maximum 300 words each one.

Attention: The Company Name, Address, Postal Code, City, telephone & fax number, e-mail and web site address, must be included (at the beginning) in the profile.



ENERGY-PHOTOVOLTAIC '10

Logo: dimensions 4*4 cm. approx., in tif format , 300 dpi resolution without white background.

We must receive all the above files by e-mail the latest until 30 July 2010.

PROMOTION IN THE MAIN ENTRANCE OF THE EXHIBITION CENTER

The exhibitors can have extra promotion with their own construction in the external area of the Exhibition Center. The cost is 1000 € + V.A.T. 23% per 15 s.qm.

Participations until **30 July 2010**.

PLANTS FOR RENT

All the exhibitors can make their orders to rent green plants (height 0,60m. up to more than 1,80 m). For the Plant's demands the exhibitors will inform the Exhibition Secretariat on 20 October. Delivery date for the Plants: 20 October.

TELEPHONE & INTERNET CONNECTION

All the stands can have telephone and Internet connection. The cost for Telephone (with all the local calls for the 4 days) is 85 € + 19% V.A.T. The Internet Connection (248 MB) is wireless and for all the exhibitors is free of charge.

STAND'S CONSTRUCTION COMPANIES INTERPRETERS & HOSTESSES

All the exhibitors can send to the organizer all their requests asking for Stands Construction Companies by e-mail. For Interpreter and hosting service the exhibitor can send their requests , completing and sending by fax or e-mail the Order Form until 30 August.

STAND'S CLEANING SERVICE

The cleaning service of the stands at night during the exhibition is free of charge. The exhibitors which want to have extra cleaning service for their stands can send their requests , completing and sending by fax or e-mail the Order Form until 30 August. The cost per day is 120€+23% VAT.



ENERGY-PHOTOVOLTAIC '10

FRESH WATER SUPPLY & DRAINAGE

For fresh water supply and drainage in the stand the cost is as follows:

Fresh Water Supply & Drainage (200€+23% VAT) Fresh Water Supply & Drainage with Sink (280 €+23% VAT) , Sink dimensions 1.10 length*0.60 width*0.92 height.

The exhibitors can send their requests , completing and sending by fax or e-mail the Order Form until 30 August.

OFFICIAL FORWARDER

Our Official forwarder is the company ORFEE BEINOGLOU which is Orphee Beinoglou is the only Greek member of [IELA \(International Exhibition Logistics Associates\)](#) offering the highest standards of Exhibition Logistics and Management for domestic and worldwide events.

Contact details

Head Office

Orphee Beinoglou Building

Syngrou Ave & 2A, Evripidou St., GR-176 74 Kallithea, Athens - Greece

Tel: +30 210 9466100 , Fax: +30 210 9431021, 210 9421618

E-mail: orphee@beinoglou.gr

Contact Person Mr. TSANTES MANOS tel. +30 210 9466290, 291,292,293,294 &295

E- mail fairs@beinoglou.gr

For any information or request, the exhibitors can contact the organizer:

LEADEREXPO

Tel +30-210-6141164, 210-6141223, 210-8069271

Fax +30-210-8024267

e-mail info@leaderexpo.gr (Mrs. Pepi Kokkali)