

# EXHIBITOR'S TECHNICAL MANUAL



Please **read carefully** the following very important information concerning the procedures of your participation in the exhibition

It is very important for every exhibitor **to keep** the following programme in order to avoid problems and misunderstandings.

In our web <http://www.leaderexpo.gr/node/524> the exhibitors can find all the information concerning the preparation of the Exhibition.

## Exhibitor's Technical Manual :

1. Entry cards
2. Exhibition's working days & hours
3. Stand's preparation
4. Storage of empty boxes
5. Working hours for preparation space only stands
6. Working hours for preparation of shell stands
7. Dates and hours of dismantling the stands
8. Exhibitor's accommodation & Free Transportation

## GENERAL INFORMATION

### EXHIBITION'S CENTER ADDRESS

M.E.C.- (Mediterranean Exhibition Center), 301, Lavriou Avenue, 19002 Peania, Attiki -Greece.

a) During the preparation of the stands , the organizer's Secretariat will work at the Entrance of the Exhibition Center MEC (Mediterranean Exhibition Center, Phone Center: 210.6041410 (40 lines). Responsible person: Mrs. Helen Bifsa, tel. +30-210-6041410, Mob. +30-6942641215

b) We ask you kindly, your staff and the stand constructors, **to keep** the following working program.

c) The staff of the exhibitors, during

1. The exhibition's working days and hours
2. The preparing of the stands and the dismantling days and hours  
**is the only responsible** for keeping, in safe, the exhibits and valuable items. When they will not be at their stands, then can deliver the valuable items to the Secretariat of the exhibition for keeping in the storage room.

d) The exhibitor's trucks must arrive at the exhibition centre, to unload, on 18<sup>th</sup> October not before 14:00 hours.

e) **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.

### 1) ENTRY CARDS

The exhibitors will take the entry cards from the Secretariat of the exhibition upon their arrival, **giving** a company's letter written the names of their staff, and also the company names of their transporter and stand constructors.

### 2) EXHIBITION'S WORKING DAYS & 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

### 3.) STAND'S PREPARATION

Loading and unloading will be done from the main gates of the exhibition center. All the truck's drivers have **to address** to the secretariat, upon their arrival, in order to arrange their works.

If your exhibits **are larger** than 1,80m in width or heavier than 2,5t each packet, then the exhibitors must inform the organizer the latest till 14th October, in order to make the arrangements for loading and unloading.

On Thursday 21 October the working hours **are only 08:00 - 10:00** for finishing the preparation of the stands. This date **is not permitted** entry of exhibits by forklifts, but only small packages by hands.

**The Forklifts** will be available to carry the exhibits:

On 18 <sup>th</sup> October	14.00 - 20.00
On 19 <sup>th</sup> October	08.00 - 20.00
On 20 <sup>th</sup> October	08.00 - 20.00
On 25 <sup>th</sup> October	08.00 - 20.00

#### 4.) STORAGE OF EMPTY BOXES

The exhibitors must make in one pallet all their empty boxes and other materials. The pallet must be covered by plastic material and to be marked with exhibitor's name. All the pallets will be keeping in the storage room

#### 5.) WORKING HOURS FOR PREPARATION SPACE ONLY STANDS

MONDAY	18 OCTOBER	14.00 -24.00
TUESDAY	19 OCTOBER	08.00-24.00
WEDNESDAY	20 OCTOBER	08.00-24.00
THURSDAY	21 OCTOBER	08.00-10.00

Note : On Monday 18<sup>th</sup> October the exhibitors which have space only stands, can only unload their materials for the stand's construction. The construction works must start on Tuesday 19<sup>th</sup> October.

#### 6.) WORKING HOURS FOR PREPARATION SHELL STANDS

TUESDAY	19 <sup>th</sup> OCTOBER	14.00-24.00
WEDNESDAY	20 <sup>th</sup> OCTOBER	08.00-24.00
THURSDAY	21 <sup>st</sup> OCTOBER	08.00-10.00

#### 7.) DATES & HOURS OF DISMANTLING THE STANDS

The exhibitors are not permitted to start dismantling their stands before the closing time of the exhibition. They can work for dismantling the stands only in the following dates and hours:

SUNDAY	24 <sup>th</sup> OCTOBER	20.30-23.00
MONDAY	25 <sup>th</sup> OCTOBER	08.00-24.00

- On Sunday 24<sup>th</sup> October the exhibitors can only collect their exhibits into their stands and **is not permitted** the transportation by forklifts and trucks, because the loading-unloading gates will be closed.

All the stands must **be delivered** to the organizers clean and in perfect condition. The exhibitors will **be charged** in case of any damages or left goods and garbage in their stands.

**Note:** If goods will be left in the Exhibition Centre after the 25th October, the organizers are not responsible for any damage or losses unless of a written prior agreement with the organizers for the storage cost.

#### 8.) EXHIBITOR 'S ACCOMMODATION & TRANSPORTATION

We recommend the exhibitors to make their reservation, in lower prices, at the Hotel Holiday Inn, ATTICA AVENUE, 40<sup>th</sup> Km. ATTIKI ODOS, PEANIA, TEL.: +30-210-6689000, e-

mail: [atticainfo@hiathens.com](mailto:atticainfo@hiathens.com), [www.hiathens.com](http://www.hiathens.com) ) using the [Reservation Form](#) which is available in our web site <http://www.leaderexpo.gr/node/523>

The exhibitors can use every day, only from this Hotel, the free organizer's buses to go and return from the Exhibition. This hotel belongs to the luxury category and is just 8 minutes away from the exhibition and by car 20 min. from the Center of Athens.

#### **EXHIBITOR'S BUSES WORKING DATES AND HOURS**

<b>18<sup>th</sup> October</b>	23:30 FROM THE EXHIBITION TO THE HOTEL
<b>19<sup>th</sup> &amp; 20<sup>th</sup> October</b>	07:30 FROM THE HOTEL TO THE EXHIBITION 23:30 FROM THE EXHIBITION TO THE HOTEL
<b>21<sup>st</sup> October</b>	13:00 FROM THE HOTEL TO THE EXHIBITION 20:30 FROM THE EXHIBITION TO THE HOTEL
<b>22, 23 &amp; 24<sup>th</sup> October</b>	09:00 FROM THE HOTEL TO THE EXHIBITION 20:30 FROM THE EXHIBITION TO THE HOTEL & 24:00 FROM THE EXHIBITION TO THE HOTEL
<b>25<sup>th</sup> October</b>	07:00 FROM THE HOTEL TO THE EXHIBITION 23:30 FROM THE EXHIBITION TO THE HOTEL