



OPERATING REGULATIONS

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TECHNICAL INSTRUCTIONS

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Dear exhibitors,

We would like to thank you for your participation and wish you a great success at the exhibition. The following text contains useful instructions for the preparation and installation of your stand, to optimize the organization of your participation at the “3rd Premium Real Estate Expo”.

The instructions for the preparation, installation, operation and dismantling of the exhibition stands constitute an integral part of the participation agreement.

All instructions and terms included in this leaflet bind the exhibitors, and all their partners that will help with the construction, operation, and dismantling of their stand.

1. EXHIBITION DAYS AND HOURS OF OPERATION

The opening hours of the exhibition are the following:

<i>Days</i>		<i>Hours</i>
<i>Friday</i>	<i>09/06/23</i>	<i>10:00 - 20:00</i>
<i>Saturday</i>	<i>10/06/23</i>	<i>10:00 - 20:00</i>
<i>Sunday</i>	<i>11/06/23</i>	<i>10:00 - 19:00</i>

During the working days of the exhibition, exhibitors may access the venue one (1) hour before opening, to set up their stands. The official opening ceremony of the exhibition will take place on Friday, 09/06/2023, at 19.00.

2. LOADING, UNLOADING, DELIVERY & DISMANTLING OF STANDS

Exhibitors, upon delivery of their stands, must come to the exhibition secretariat to pick up their access cards and settle their financial obligations, if outstanding. In case of amounts due, the Organizer reserves the right to not make the stand available to the exhibitor and not refund the down-payment, which shall be withheld as a no-show compensation.

The Mediterranean Exhibition Center has two entrances; one from Lavriou Avenue and one from Attiki Odos. In order for the exhibitors to enter, they need to show their access card, which will be picked up from the secretariat.

The Exhibition Center shall facilitate the loading and unloading of the stands, merchandise and materials. Depending on the spot of the stand in the venue, exhibitors may use the respective Merchandise Entrance (see below).

Carts, pallet trucks and Clarks will be used for loading and unloading the merchandise and not the materials that will be used for the construction of the stands.

Delivery of stands

A. Stands with standard structure

You may have your stands delivered on Thursday 8/6/2023 from 08:00 to 22:00.

B. Premium construction stands

Premium construction stands shall be delivered from the Organizer on Thursday 8/6/2023 after 12.00pm.

C. Structure free stands

The constructors of these stands may enter the venue as of Wednesday 7/6/2023.

Note: It is not allowed for exhibitors to place any products and set up their stands past Thursday 08/06/23 at 23:00. Moreover, exhibitors are not allowed to remove their exhibits before Sunday 11/06/23 at 19.00.

Instructions for all prefabricated stands regarding organization and equipment

Attention must be paid when constructing and using the counters, info-points and self-supporting partition panels so as not to inflict any damage (no puncturing, gluing, etc.). Everything must be returned in the condition they were delivered. Only double-sided tape must be used on self-adhesive paper tape, to hang posters or light exhibits on various surfaces. In the event of any damage or wear, the exhibitor will be charged the cost of replacing the damaged part and will take possession of the old part.

Working hours during Preparation

Exhibitors and their staff may work on their stands during set-up from 07:00 to 23:00 (with the exception of the first day of set-up, during which the period between 07:00 and 11:00 will be used to delimit the space of the stands by the construction company collaborating with the Mediterranean Exhibition Center).

Stand construction and set-up must be complete by the evening of Thursday 09/06/23. During the same time, the corridors will be carpeted and the venue will be cleaned. For this reason, on this day the corridor must be free of exhibits and other objects.

Exhibition venue details

Entrances for the transport of materials/exhibits:

6 entrance doors for exhibition structures and exhibits

- G 2: 5,62m x 4,64m
- G 4: 5,35m x 4,80m
- G 5: internal door Venue A (access from airbridge) 3,05m x 2,55m

- G 5: external airbridge roll (from outdoors) left 4,34m x 2,18m
- G 5: external airbridge roll (from outdoors) right 4,34m x 2,40m
- G 7: from level (-1) to staircase/elevator 2,80m x 2,29m
- G 9: 5,50m x 2,65m

Elevator

At Gate 7 (B/A MEC). Connects level (-1) with level (0)

- Maximum lifting capacity: 1,50t
- Chamber Door Dimensions (width x height): 2,53m x 2,25m
- Chamber Internal Dimensions (width x depth x height): 2,63m x 2,57m x 2,29m

Minimum distance of structures from perimeter beams and siding: 10cm

Floor coating: Epoxy floor, Technogranite.

Maximum floor load: 200 kg/m²

Level height:

Exhibition Venue:

Height Level 1: Floor – Truss bottom 4,90m

Height Level 2: Floor – Slab ceiling 3,00m

The **dismantling** of the stands will take place from Sunday 11/06/23 to Monday 12/06/23 late at night. **EXHIBITORS ARE NOT ALLOWED TO DISMANTLE THEIR STAND BEFORE SUNDAY 11/06/23 AT 19.00.**

If any customers wish to send their products by courier, delivery must take place one (1) day before the exhibition (on 08/06/23). If the customer himself is not present, the products shall be picked up by the representative designated by the customer. **UNDER NO CIRCUMSTANCES** will the Organizer accept/collect any merchandise on behalf of any exhibitors.

Specifications of structured and structured-free stands

- The maximum construction height of the stands is 3.5m, except in points lower than the maximum height of the building. In this case, the maximum

construction height of the stands must have a minimum distance of 10cm from the ceiling.

- All structures should be self-supporting.
- Fuse boxes, fire hydrants, water supply wells, electricity supply wells, air conditioning remote controls, etc., located in certain areas, should not be covered, so that they can be easily accessed in case of emergency, breakdown or reconnection. They should be visible and accessible.
- The construction company must provide an Engineer's Solemn Declaration for the stand's structural stability. The exhibitor is responsible for providing a solemn declaration for any constructions less than 2.5m high.

Removal of dismantling materials & structural elements of the stands

Exhibitors with structure-free stands are fully responsible for the removal and transportation of all dismantling materials and items. All exhibitors and constructors must promptly remove all stand items and dismantling materials, and return the space clean and free, as it was when delivered. The Organizer reserves the right to remove any waste and remaining items and charge the exhibitor.

Please note that it is STRICTLY PROHIBITED to load and unload any merchandise during the opening hours of the exhibition. Loading of merchandise during the exhibition's working days may take place one (1) hour before opening every day, following the notification to the Organizer.

3. STAND EQUIPMENT PROVIDED

A. Stands with a basic exhibition structure and equipment include:

- White MDF panel 3m high
- White carpet
- Hidden storage area without door, 1m x1m
- Info Counter sign (20x20) with the exhibitor's name/brand
- White MDF Info Counter 70X55X100cm

- Round glass table
- Exhibitor's name/brand on a self-adhesive cut-off vinyl (120X40)

B. Premium stands include:

- **Wooden stand 3m high**
- **White wooden floor 3cm.**
- **LCD MONITOR 42'**
- **Hidden storage area with door, 1m x1m**
- **1 wooden info desk 70x55x100**
- **Info Counter sign (20x20) with the exhibitor's name/brand**
- **1 lightbox 400x300 or 2 lightboxes 150x300**
- **Round metallic glass table**
- **4 metallic grey chairs**
- **Metallic A4 leaflet stand**
- **Exhibitor's name/brand on a self-adhesive cut-off vinyl (120X40)**

C. Structure-free stands only include the area to be used by the exhibitor.

Notes on power supply

At the end of the leaflet you will find the telephone numbers of the technical partner of the Mediterranean Exhibition Center, so that you can order any additional electrical equipment and declare the KW you may need.

Telecommunications - Internet

The venue provides free wireless internet (wi-fi) exclusively for the exhibitors, with a restriction on downloads and media streaming. However, given that this connection will be overloaded during the Exhibition, any exhibitors that wish to have their own connection can apply at any OTE branch for a temporary ISDN line to be cross-connected with the Venue's lines. This application, which will state the billing start and end date, must be submitted at least fifteen (15) days before the exhibition's opening date. **Approximate cost: €100.00 per line**

4. ACCESS CARDS - ELECTRONIC INVITATIONS

To enter the exhibition you will need an access card, which you will collect **from the secretariat at the entrance of the exhibition on the day of your stand's delivery**. All those entering the venue (exhibitors and staff) during the opening hours must carry their access card. This means that you have to inform us about the full names of your staff.

The available access cards depends on the square meter of each stand

Square meters	Number of cards
Up to 20	5
21- 49	15
50+	30

One month before the exhibition you will receive 100 printed invitations. Also, through our online platform you have the opportunity to send 1000 online invitations. For more information, please contact Mrs. Papavasiliou at 210-96.10.135 between 09:00 – 15:00 Monday to Friday.

5. FORUM

As part of the 3rd Premium Real Estate Expo, the 2nd Premium Real Estate Forum will take place. The Forum will present the most current issues that concern the real estate industry. Distinguished speakers from Greece and abroad will present the trends and developments of the Greek real estate market on **Saturday 10th of June**.

On **Friday 9th of June** exhibitors will have the opportunity to present their projects to interested investors from Greece and abroad.

On **Sunday 11th**, Seminars & workshops of other organizations, will also take place in the specially designed hall of the Forum.

6. B2B Meetings

During the 3rd Premium Real Estate Expo, B2B meetings will be held in the specially designed Buyer's Square area, and at the exhibitors' stands. B2B meeting scheduling shall be done exclusively through the specially designed platform <http://www.vrexpogreece.com/> between 29th of May and 2nd of June.

In addition to the physical exhibition, exhibitors also have the opportunity to present their services online at vrexpogreece.com to all interested buyers from Greece and abroad, who will not be able to attend the 3rd Premium Real Estate Expo, by scheduling digital meetings for an entire year.

7. CLEANING

The cleaning of the exhibition venue is the responsibility of the Organizer and shall be carried out by the cleaning contractor.

8. SECURITY SERVICES

The Organizer shall ensure the venue's security. However, exhibitors have the responsibility of protecting their products during the preparation, opening hours and the disassembly of their stand. It is recommended to insure the exhibits throughout the period of the exhibition to avoid tension from any losses. The Organizer is obliged to ensure the conclusion of a civil liability policy only.

9. PICTURES & VIDEO RECORDING

Exhibitors may only take pictures and videos of their own stand. Photography and video recording of the venue and stands is not allowed, unless permission is granted by the Organizer.

USEFUL TELEPHONE NUMBERS - CONTACT PERSONS

POSITION	CONTACT	PERSON
Head of Organization	Kostis Moschonas	km@rmi.gr
Head of Sales	Ioannis Koutsoukos	ikoutsoukos@rmi.gr 6978993726
Sales Manager	Konstantinos Askitopoulos	kaskitopoulos@rmi.gr 6937419008
Accounting Office	Elpida Galazioula	logistirio@rmi.gr 210 96 10 135
Head of Stands	Marina Tziouvara	backoffice@rmi.gr 6988555051
Organization - Secretariat	Giota Papavasiliou	gpap@rmi.gr 6937218004
Head of B2B meetings	Angelos Kagarakis	akagarakis@rmi.gr 6945551516
Head of Forum	Alexandra Manou	amanou@rmi.gr 6944387896
Vrexpogreece site administrator	Giota Papavasiliou	gpap@rmi.gr 6937218004

TECHNICAL SERVICES

SERVICE	COMPANY - CONTACT
Structures - Carpeting - Equipment	EXPOSYSTEM
	Isabella Kuch, Martha Chletsou 2106659741
Electrical installations - Hydraulic installations	EXPOSYSTEM
	Isabella Kuch, Martha Chletsou 2106659741
Cleaning	BRILLIANCE
	Christos Halkias 6977576555
Security	GLOBAL PROSEC
	Bifsa Eleni 6942641215