



THESSALONIKI INTERNATIONAL EXHIBITION & CONGRESS CENTRE

MANUAL

TECHNICAL & SERVICES FACILITIES



2022





Benchmark in Modern Exhibitions



EXPOWORK was founded in August 2003, as the official technical contractor of EXPOATHENS, one of the most modern exhibition centers in Greece.

Due to its successful business model, EXPOWORK started offering exclusive technical support at ATHENS METROPOLITAN EXPO, the largest and newest exhibition and congress center in Athens.

Nowadays, it is also the official House Contractor of Thessaloniki International Exhibition & Congress Center (TIF). Its highly experienced coordination team is responsible for the management of every single exhibition organized (or co-organized) by TIF - HELEXPO S.A. or other organizers of exhibitions/events that take place in venues offered by TIF - HELEXPO S.A.

EXPOWORK's technical support to exhibitions, conferences and events includes a great number of quality services, covers all exhibition needs and secures the smooth running of every event - during its preparation/construction, operation and dismantling.

The growing needs of both organizers and participants in this area have led EXPOWORK's personnel to the implementation of a highly successful, integrated management system, which meets all the needs of their customers and offers high return on their investments and high quality services at the right time.

Advantages

- > Commitment to the exhibition & conference needs
- > Technical expertise
- > Highly specialized and experienced personnel
- > Integrated portfolio of exhibition services
- > Use of modern technical infrastructure and design software programs
- > Excellent knowledge of the exhibition venues due to its exclusive partnership with THESSALONIKI EXHIBITION CENTER and ATHENS METROPOLITAN EXPO

Services

- > Standard and upgraded types of shell scheme stands (OCTANORM system)
- > Furniture and exhibition equipment
- > Floors and carpets
- > Electrical devices and services
- > Digital printings for area branding & signage
- > Audiovisual equipment
- > Rigging services
- > Construction of customized stands
- > IT services - Internet connections
- > Lift services and logistics
- > Security services
- > Cleaning services
- > Water-supply and drainage services
- > Graphic design services
- > Promotional and advertising materials
- > Promotional groups and services
- > Photoshoots - Video Recordings - Live Streaming

EXPOWORK'S customer-oriented philosophy, focus on the exhibitors' needs, expertise and know-how make it a significant contributor to the success of your participation to any exhibition or event.





TIF
HELEXPO

Thessaloniki International Exhibition & Congress Center

In the heart of the city and its entrepreneurial activities

Thessaloniki International Exhibition and Congress Center of TIF - HELEXPO is located in the center of Thessaloniki, which is easily accessible from every part of the city.

Thanks to its fully equipped and state-of-the-art facilities, it exceeds the European standards and remains the leading Greek exhibition organizer from 1926 till now.

As it can be found in the city's historical district, right next to the Byzantine and Archaeological Museum, the International Exhibition Center of TIF - HELEXPO attracts a large number of both exhibitors and visitors interested in a great variety of entrepreneurial activities.



The Exhibition Center covers a total area of 180,000m² and consists of 17 pavilions of 62,000m². The latter fulfill the needs of any event due to their functional design and connectivity.

The Center's venues also include equipped Congress Centers, Parking Places, Sports and Entertainment Facilities, Dining Areas, Citizen-Service Centers,

Museums, Banks and Offices of Development/Aid Agencies.

Thus; Thessaloniki International Exhibition and Congress Center is well-known for its provision of high quality services. Structured around the axis of hospitality, entertainment and exhibitors'/visitors' service, it meets the requirements of all exhibitions, congresses, conferences and cultural events.



Consultancy



You are more than welcome to contact us in order to talk about your requirements!
Our highly specialized and experienced personnel are definitely going to offer unique suggestions and successful solutions within your budgets.

Designing Solutions



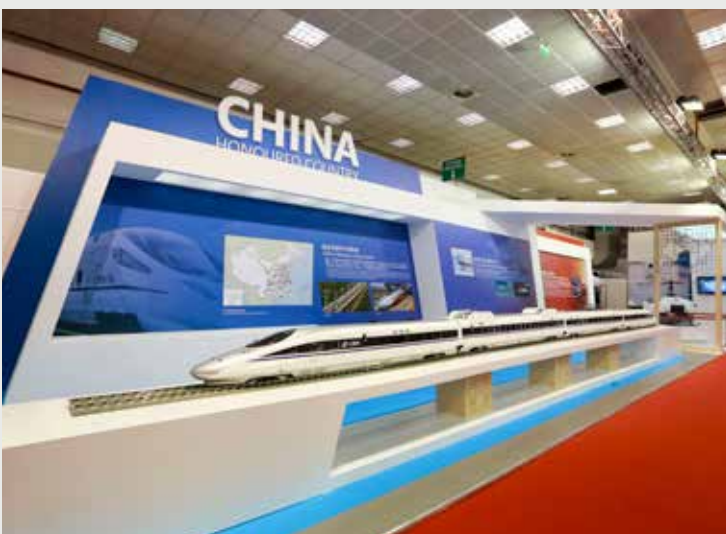
Our designing solutions reflect our belief that aesthetics and functionality are equally important.
Recognizing the uniqueness of every client, we offer solutions that are targeted to your own personal needs and desires.
Therefore; we guarantee your dynamic presence in the highly competitive environment of exhibitions.

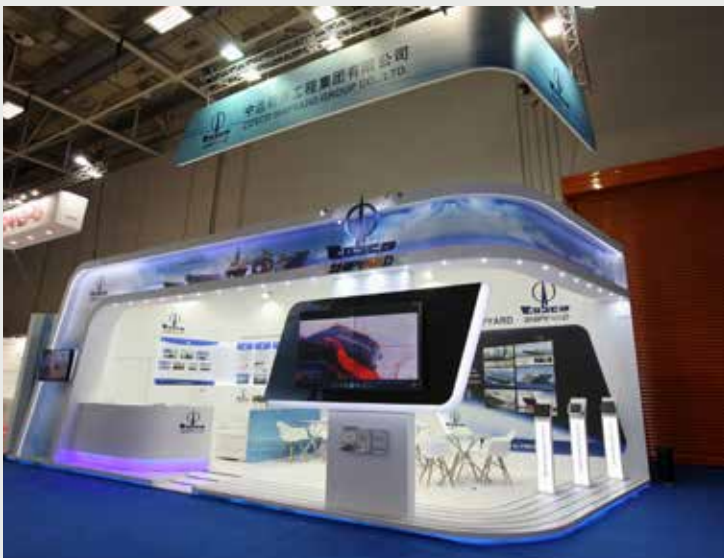
Supervision of your Stand's construction [from the very beginning till the very end]



By constantly monitoring the construction of your Stand, we aim at reducing your stress.
Due to our close supervision, you no longer have to worry about the coordination of the Stand's construction process and its final delivery.

Custom-made Stands



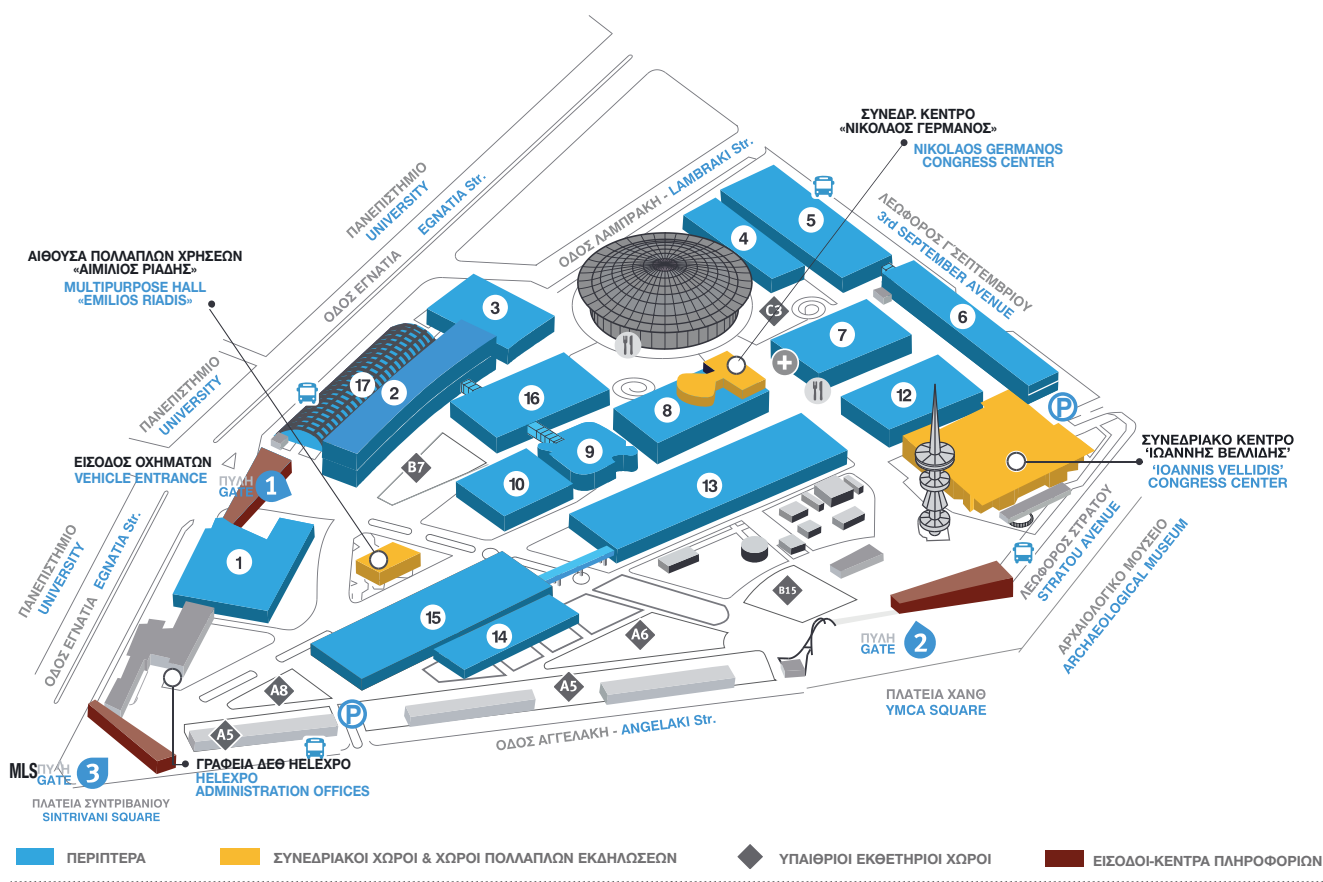


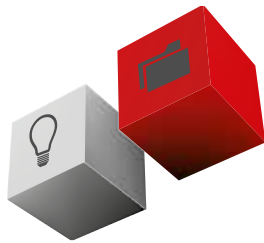
Custom-made Stands



Instructions Installation / Set-up / Departure

General Plan





- > At his arrival at the International Exhibition & Congress Center of Thessaloniki, the exhibitor or his authorized representative receives his respective exhibition space from the Floor Manager of the Hall.
- > The exhibitor holds the full responsibility for his exhibits (including machinery-exhibits) and thus; he must take all the necessary safety measures regarding static and operation.
- > The maximum height of the Stands is determined by the Operation Rules of the exhibition; nevertheless, the minimum distance between the highest point of the construction and the building's false ceiling should not be less than 50 cm.
- > Exhibition area constructions must be aesthetically pleasing on both sides. In cases of constructions that are higher than 2.5 m, their back sides, which are adjacent to other exhibitor's Stands, should be painted white.
- > Fuse boxes, fire hydrants, water supply wells, electricity supply installations, air conditioning controls, etc. must not be covered and must be easily accessible in case of necessity, malfunction or new connections.
- > All decoration and other works should have been completed one day prior to the opening of the exhibition.

Not Permitted

- > Cutting wood or plasterboards as well as using power-tools and equipment, such as spray paint compressors, anywhere inside the Exhibition Center. Such operations are only permitted outdoors.
- > Concrete constructions, excavations and any kind of drilling and nailing (nails, staples, pins, etc.) on the floor, the pillars, the ceiling and also any other structural parts of the building. The drywalls' friction should be completed with the use of a special absorbent machine while painting with sprays and pistols of suitable cross-section in order to avoid leaving unwanted traces.
- > Drilling/nailing and painting of panels and aluminum frames *(for suspending purposes, you may request special hooks from the Exhibitors' Service Desk)*
- > Rigging any item from the ceiling or any other structural part of the halls, without any prior approval, requirement or order *(Rigging Services)*.
- > Covering walls and corridors.
- > Any intervention to the electrical installations without prior approval, requirement or order *(Electrical Equipment Services)*
- > Should you object or disagree to any service provided by EXPOWORK, please inform our Customer Care Department by the end of the exhibition's opening day.
- > Our equipment and services are only provided during the official duration of the exhibition.
- > Power supply to stands whose electrical installations have been completed by the exhibitors' partners and electricians of the exhibitors will only become available after the latter's submission of the necessary documents: the electrical plan and the order form stating the requested power in KW. *(Order Form - p. 23)*
- > The rigging of any equipment or object from the lighting, plumbing, fire protection, ventilation and air-conditioning networks or from any other point of the Exhibition Center's ceiling, pillars, and walls.

Breach of any of the above regulations leading to any damage shall entail its full restoration and compensation -determined by EXPOWORK- will be claimed.

- > After the end of the exhibition, exhibitors first have to settle any financial obligations with EXPOWORK. Secondly, they have to remove all exhibits and decoration materials used during the exhibition within the time limit specified by the Organizers (no longer than 2 days after the exhibition's closing). Should the exhibitors leave any construction materials on site, an additional removal cost will be charged.
- > Furniture provided by EXPOWORK is recollected in the last evening after the exhibition's closing.
- > As far as exhibitions organized by TIF – HELEXPO are concerned, the exhibitor must receive a validated permit to remove their exhibits after the settlement of their financial obligations at TIF - HELEXPO Accounting Office. This permit is subsequently submitted to the Pavilion's Supervisor.
- > EXPOWORK bears no responsibility in case of loss, damage, etc. of exhibits during the preparation, operation and dismantling of the exhibition. Security and guarding services are exclusively related to the Exhibition Center's building installations. Therefore; you are kindly requested to remove all small exhibits or personal belongings (e.g. laptops, computers, TV sets) in the evening of the exhibition's final day.



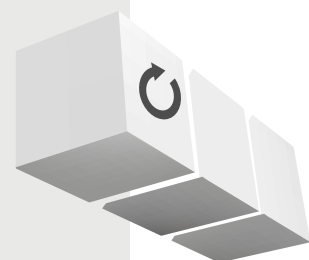
General Information

Medical Aid

In case of an emergency,
first aid can be provided to exhibitors or visitors
at Pavilion 11, throughout the duration of the exhibitions.
T: +30 2310 291 166

Parking

Cars and vehicles are not allowed to enter
the Thessaloniki International Exhibition & Congress Center
during the exhibitions.



Standard Booths

Description

The rental of Type 2 Exhibition Stands (with equipment) from TIF - HELEXPO includes the construction of your Standard Booth in accordance with the following characteristics:

- > Aluminum, silver colored octanorm frame, with columns, horizontal girders and filling material of beige colored melamine - 2.5 m. height
- > 30 cm fascia with exhibitor's logo / company name / stand number (1.52 x 0.20 m) at the Stand's open sides (2.20 m in height), with aluminum girders and filling material of flimsy (perforated) PVC
- > Beige colored carpet
- > 2 x 5 mirrored light spots & 1 power socket 500W - 220Volt / 16 m²
- > 1 desk & 3 chairs & 1 small table (regardless of the total space of your Exhibition Stand)



Not valid for the Book Fair Exhibition

Standard Booths

Photorealistic Virtual Models

2 open-sided Stand



3 open-sided Stand



4 open-sided Stand

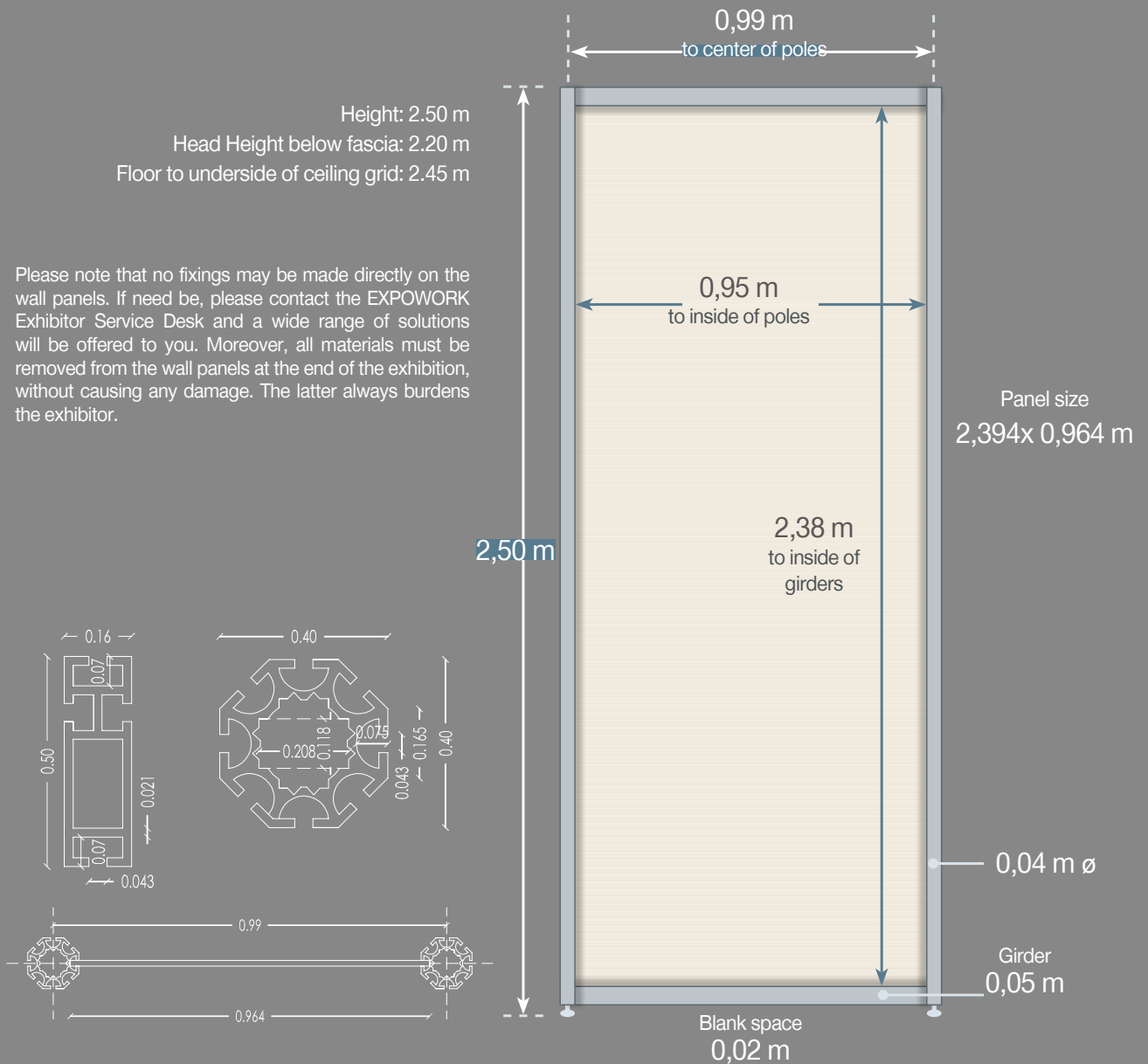


Standard Shell Scheme Stands

Dimensions of a Standard Shell Scheme Stand

Height: 2.50 m
 Head Height below fascia: 2.20 m
 Floor to underside of ceiling grid: 2.45 m

Please note that no fixings may be made directly on the wall panels. If need be, please contact the EXPOWORK Exhibitor Service Desk and a wide range of solutions will be offered to you. Moreover, all materials must be removed from the wall panels at the end of the exhibition, without causing any damage. The latter always burdens the exhibitor.



Standard Shell Scheme Stands

Clarifications

- > No third parties are permitted to make any electrical installations or constructions within the Type 2 exhibition stands. However; the exhibitor can ask for extra lighting (if need be) by completing and filing the relevant Order Form ([Order Form p. 22](#))
- > An electrical switch board, plugs and lightings are necessarily positioned within the stand and cannot be removed or replaced. If you wish their being placed in a particular position, you need to send a plan of your Booth 20 days prior to the exhibition's opening.
- > Orders that concern electrical installation or/and constructions (e.g. *installation or connection of floodlights, storage areas, lighting grid systems*) cannot be executed without a relevant plan ([Electrical Equipment 2 p. 22 & 25](#)). The latter must be submitted at least 20 days prior to the exhibition's opening.
- > Please note that no fixings may be made directly on the wall panels or the exhibits/ furniture. If need be, please contact the EXPOWORK Exhibitor Service Desk and a wide range of solutions will be offered to you. Moreover, all materials must be removed from the wall panels at the end of the exhibition, without causing any damage. The latter always burdens the exhibitor.
- > If a different type of exhibition stand -rather than Type 2- is requested (*such as Type 1 without constructions*) in less than 10 days prior to the exhibition's opening, the exhibitor is additionally charged with the dismantling/decommissioning cost. ([Order Form p. 25](#))
- > The construction materials (*necessary for storage rooms, offices, etc.*) and the exhibits/ furniture can also be placed outdoors, as long as the latter are roofed and protected from extreme weather (e.g. *heavy rain, wind*).
- > Any alteration to the carpet color is subject to our products' availability -provided that your order is completed on time- ([Order Form p. 35](#))



Custom Made Stands - Special Constructions



Clarifications

- > For Custom Made Stands (Type 1), a prerequisite for the delivery of your exhibition stand's space is the submission of the Exhibitor's Solemn Declaration -verifying the safe operation of all construction works- (*Solemn Declaration p. 47*)
The construction of a two-storey Stand requires the submission of a relevant application, which must be approved by TIF - HELEXPO. The latter should have been submitted at least 30 days prior to the exhibition's opening and should be accompanied by a static study, as well as a Formal Engineering Declaration, verifying the display's safety.
- > As far as your power supply is concerned, you will need to send us your orders at least 20 days prior to the exhibition's opening, attaching a drawing indicating the exact position of all kinds of electrical equipment and/or installations.

Another prerequisite for the electrification of your Stand is the former submission of an Electrical Plan, stamped by an electrical engineer or the Association of Electricians.

The above mentioned Electrical Plan should state the requested total volume (KW) and type of electric power (1phase/3phase) and the exact position of the Distribution Board. This information should also be mentioned in the Order Form, claiming the need for power supply and the installation of the Distribution Board.

The Order Form is completed by the Exhibitors themselves and has nothing to do with the documents that need to be submitted by the electrician. (*Order Form p. 23*)

The type of the luminaires must be LED.

-
- > In case the exhibitor places his own Electrical Panel, it must be equipped with escape relay. One-phase Distribution Boards must have the following characteristics: male-ended, blue-type, heavy duty connector 3x32 (if need be, 3x16). Three-phase Distribution Boards must meet the following requirements: male-ended, red-type Legrand connector 5x32 or 5x63 (if need be, 5x16).
 - > If such a Distribution Board is not available to your own electrician, you can place your order at EXPOWORK (*Order Form p. 23*)
 - > In case the exhibitor does not comply with the above mentioned instructions TIF - HELEXPO reserves the right to immediately seize his power supply.

Custom Made Stands - Special Constructions

Types of Distribution Boards available



- > One-phase Distribution Board with 2 breaker positions up to 2.5 KW (220V, female-ended, blue-type, heavy duty connector 3x32)
- > One-phase Distribution Board with 2 breaker positions up to 4.5 KW (220V, female-ended, blue-type, heavy duty connector 3x32)
- > Three-phase Distribution Board with 6 breaker positions up to 15 KW (380V, female-ended, red-type Legrand connector 5x32) -for lighting or for lighting + motors
- > Three-phase Distribution Board with 6 breaker positions up to 30 KW (380V, female-ended, red-type Legrand connector 5x63) -for lighting or for lighting + motors

Characteristics of EXPOWORK's (one-phase or three-phase) Distribution Board

- > The requested power cable and the necessary escape/protection relay
- > The single phase panel includes 3 micro automated 16A fuses
- > The three-phase panel includes 6 micro automated 16A and 20A fuses
- > One 220V plug

The single phase current lighting panel will be provided for up to 4.5 kw (with main fuse 20A) -except for special cases like a single phase current electrical apparatus.

For over 4.5kw lighting, a three-phase current electrical panel will be installed according to the requested power (3x25, 3x40, 3x63).

For special cases, when a large power is required, the exhibitor must contact the Exhibitor Service Desk as soon as possible.

A prerequisite for the electrification of your Stand during the set-up and construction period is the former submission of your Order and Electrical Plan, stamped by an electrical engineer or the Association of Electricians.

- > For outdoor spaces, the exhibitor must place the electrical panel to a waterproof location. In case of partial or complete damage to the electrical panel, the exhibitor will be additionally charged with the costs of the repair. Before his departure from the Exhibition Center, the exhibitor must inform the floor manager for the removal of the electrical panel.
- > In case the exhibitor does not comply with the above mentioned instructions or receives unauthorized electrical power and has not submitted a certified and complete electrical plan on time, EXPOWORK reserves the right to immediately seize his power supply without any notice.
- > In Type 1 exhibition areas, carpeting is laid before the special construction of the exhibition area.

Extra Services



Rigging Services

The orders related to rigging services (*Order Form p. 43*) must be submitted at least 30 days prior to the opening of the exhibition and must be accompanied by a detailed plan and a Declaration Letter. Solely EXPOWORK and its exclusive partners hold the right to examine the submitted documents and the feasibility of your plan and subsequently, approve it or indicate relative changes. By all means, the company retains the right not to fulfill your requirements that fall under constraints regarding static or safety reasons.



Internet Connection

The orders for Wired or Wireless Internet services must be submitted at least 20 days prior to the opening of the exhibition. There is also a trial period available in order to test your Internet access during the last 2 days of the exhibition's construction and preparation works (*Order Form p. 46*)



Water Supply Services

The orders related to water supply and drainage connection must be submitted at least 20 days prior to the opening of the exhibition and must be accompanied by a detailed plan (*Order Form p. 46*) The endpoints of all the devices must have the following characteristics:

- > Water supply: 1/2", 3/4", 3/8"
- > Drainage: 1 1/4" or $\Phi 32$

Such services are available only if there is a well within the boundaries of the Pavilion. In any other case, their provision may not be possible -even if a relevant order has already been placed.

We highly recommend elevated structural floor, which creates a hidden void for the passage of drainage/water suppliers.

The cost of the connection includes all materials like piping, wiring, water consumption and required work time. The appliance connection to coffee machines, dish washers etc. is not included.

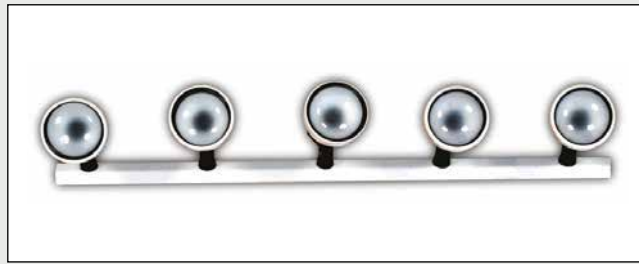
The service is not available on 1st floor and mezzanine booths.



Cargo Services

The orders for Cargo services must be submitted at least 20 days prior to the opening of the exhibition and must be accompanied by the list of machinery, including their exact dimensions and weights. This kind of service is offered upon request and based on scheduled appointments (*Order Form p. 45*).

5 LED light bulbs / 4000k



Installed

CODE N°: 04010400



Floodlight led 100W/ 4000K



Installed

CODE N°: 04012401

Floodlight led 150W/ 4000K



Installed

CODE N°: 04012402

Lighting pilon



Pilon height
3.50μ. - 4.00μ.
Light bulbs not included

CODE N°: 04014400

Προβολέας led 50W



Installed

CODE N°: 04012400

Πρίζα 220V



Installed

CODE N°: 04013100

CODE N°: 04015300

electrical equipment



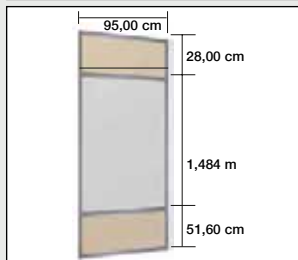
Low Partition



Dimensions 1.00X1.05m

KΩΔ.: 03011503

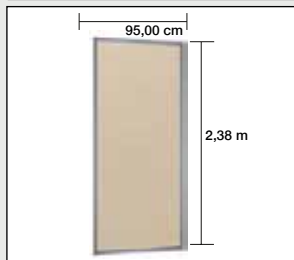
Partition with Plexiglass



Dimensions 1.00X2.50m

KΩΔ.: 03010201

Partition



Dimensions 1.00X2.50m

KΩΔ.: 03010101

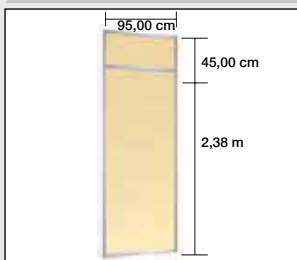
Low Partition



Dimensions 0.50X1.05m

KΩΔ.: 03011501

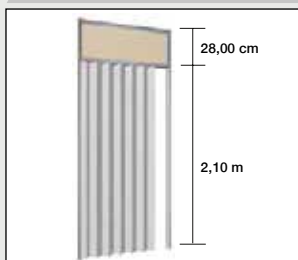
Partition



Dimensions 1.00X3.00m

CODE N°: 03010701

Folding door



Dimensions 1.00X2.50m

CODE N°: 03010401

Partition



Dimensions 0.50X2.50m

CODE N°: 03010901

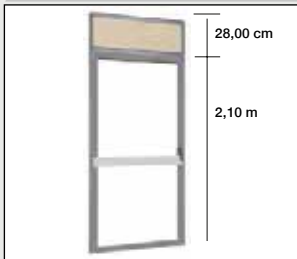
Partition



Dimensions 0.50X3.00m

CODE N°: 03012000

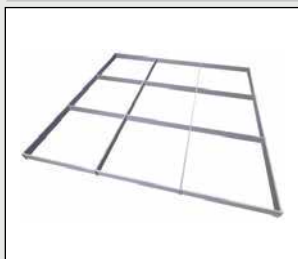
Aluminum Door



Dimensions 1.00X2.50m

CODE N°: 03010301

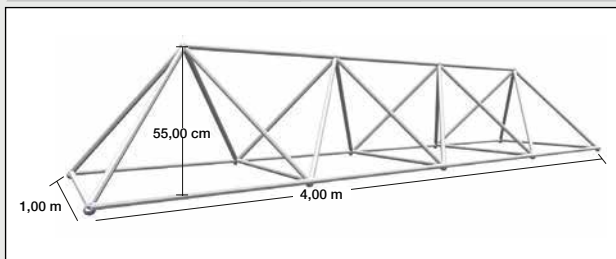
Caret Ceiling matrix



Aluminum caret girders
1.00X1.00m

CODE N°: 03075100

Trellis frame



CODE N°: 02023000

Opaque aluminum door



Dimensions 1.00X2.50m

CODE N°: 03010306

Aluminum girders



CODE N°: 03076000

Fascia 30cm height



CODE N°: 03076001

Desk


Dimensions 1.20X0.70X0.72m

CODE N°: 03030101
Wooden desk


Dimensions 1.40X0.80X0.72m

CODE N°: 03030200
Metal frame desk


Dimensions 1.20X0.70X0.72m

CODE N°: 03040101
**Beize, square
metal frame desk**


Dimensions 0.50X0.50X0.40m

CODE N°: 03040601
**Square metal frame table
with natural wooden top**


Dimensions 0.50X0.50X0.40m

CODE N°: 03040602
**Rectagular metal frame
table**


Dimensions 0.90X0.50X0.40m

CODE N°: 03042600
Wooden round table


Dimensions 0.70X0.75m

CODE N°: 03040800
**Round white lacquer
table**


Dimensions 0.70X0.75m

CODE N°: 03042300
Glass round table


Dimensions 0.90X0.71m

CODE N°: 03040510
**Round white lacquer
tall table**


Dimensions 0.70X1.10m

CODE N°: 03042001
Folding table


Dimensions 1.80X0.70X0.75m

CODE N°: 03040201
Folding table


Dimensions 2.40X0.70X0.76m

CODE N°: 03043500
Glass congress table


Dimensions 1.50X0.80X0.75m

CODE N°: 03040400
Filing cabinet with one shelf and a lock


Dimensions 0.80X0.70X0.38m

CODE N°: 03060501
**Wooden closet with
two shelves and a lock**


Dimensions 0.80X1.25X0.45m

CODE N°: 03060601

Revolving chair



Color burgundy

CODE N°: 03020105

Guest armchair



Color burgundy

CODE N°: 03020205

Revolving chair



Color black

CODE N°: 03022500

Guest chair



Color black

CODE N°: 03022600

Isis metal frame armchair



Color red / blue / beige

CODE N°: 03020402

Grey polyamide metal frame chair



Color grey

CODE N°: 03020400

Folding chair



Color white

CODE N°: 03024000

Portoghese wooden chair



Inox frame with breech top

CODE N°: 03021300

Campus chair



Color black/white

CODE N°: 03022700

Two-seater sofa



Color black/white
Dimensions 1.30X0.73X0.71m

CODE N°: 03021100

Zeta stool



Color black

CODE N°: 03020900

Jodi stool



Color blue/tan

CODE N°: 03022400/401

Bobbo stool



Color white

CODE N°: 03021800

Ufo stool



Color blue

CODE N°: 03022000

Shelf

Wooden shelf

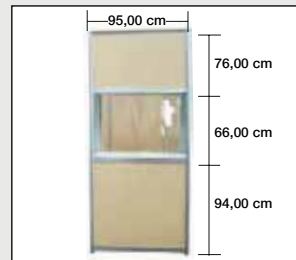
Dimensions 1.10X0.25μ.

CODE N°: 03050601
Canted Shelf


Dimensions 1.10X0.30μ.

CODE N°: 03051100
Bookcase 4 shelves

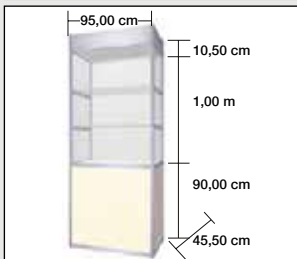

Dimensions 1.03X0.33X2.50μ.

CODE N°: 03050701
Jewellery Show Case


Dimensions 1.00X2.50μ.

CODE N°: 03050401
Glass Shelf

Dimensions 1.10X0.25μ.

CODE N°: 03050500
Display Case


Dimensions 1.00X0.50X2.20μ.

CODE N°: 03050101
Floor Display Case


Dimensions 1.00X0.92μ.

CODE N°: 03050301
Small Cube

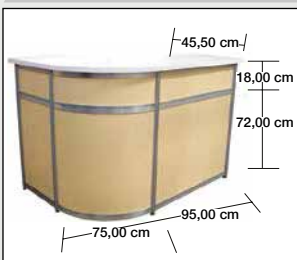

Height 0.60μ.

CODE N°: 03050801
Large Cube


Dimensions ύψους 0.80μ.

CODE N°: 03050901
Wooden Cube


Height 0.45μ.

CODE N°: 03052500
Corner Info-desk


Dimensions 1.00X3.00μ.

CODE N°: 03060301
TV Stand


Dimensions 0.964X0.93μ.

CODE N°: 03060101
Round Info-desk


Dimensions 1.53X0.93μ.

CODE N°: 03060201
White Lacquer Info-desk


Dimensions 0.70X0.50X1.10μ.

CODE N°: 03060210

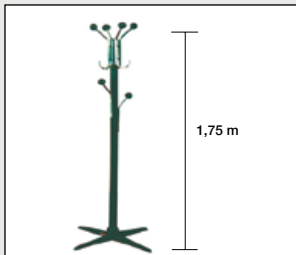
Brochure & Leaflet Holder



Λευκή 3 θέσεων Α4 1

CODE N°: 03061300

Coat Rack



CODE N°: 03060700

Coat Rack placed on a construction



CODE N°: 03060802

Extra rod for Construction-embedded Racks



CODE N°: 03060804

Refrigerator



Dimensions 0.60X0.60X0.85m

CODE N°: 03060400

Kitchen Sink



Dimensions 0.60X0.80X0.75m

CODE N°: 03060900

Fascia Board with Exhibitor's Name



Dimensions 1.52X0.20m

CODE N°: 05030906

Queue Barriers (with straps)



CODE N°: 03061700



Carpet (nylon film cover)



Beige

CODE N°: 03070300

Carpet (nylon film cover)



Red

CODE N°: 03070200

Carpet (nylon film cover)



Blue

CODE N°: 03070500

Carpet (nylon film cover)



White

CODE N°: 03071500

Carpet (nylon film cover)



Black

CODE N°: 03071601

Carpet (nylon film cover)



Light Grey

CODE N°: 03079900

Carpet (nylon film cover)



Dark Grey

CODE N°: 03070800

Carpet (nylon film cover)



Green

CODE N°: 03079306



Adhesive Cut Lettering



CODE N°: 05030929

Vinyl Banner



Vinyl Banner (500 gr) for holding bars

CODE N°: 05031006

Roll up



Dimensions 0.80X2.00m

CODE N°: 05030304

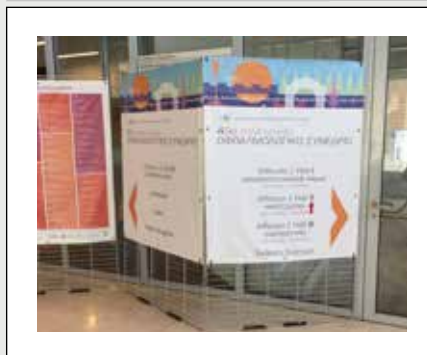
Vinyl Banner



Vinyl Banner (500gr) placed on wooden canvas

CODE N°: 05032200

Vinyl Banner



Vinyl Banner (500gr) embedded with metal rings every 20 cm

CODE N°: 05032201

PVC printing



3mm Adhesive PVC printing

CODE N°: 05031801

Beach flags



Height 4.00m

CODE N°: 05032519

Stand's Adhesive Cut Vinyl



CODE N°: 05030446



Led wall

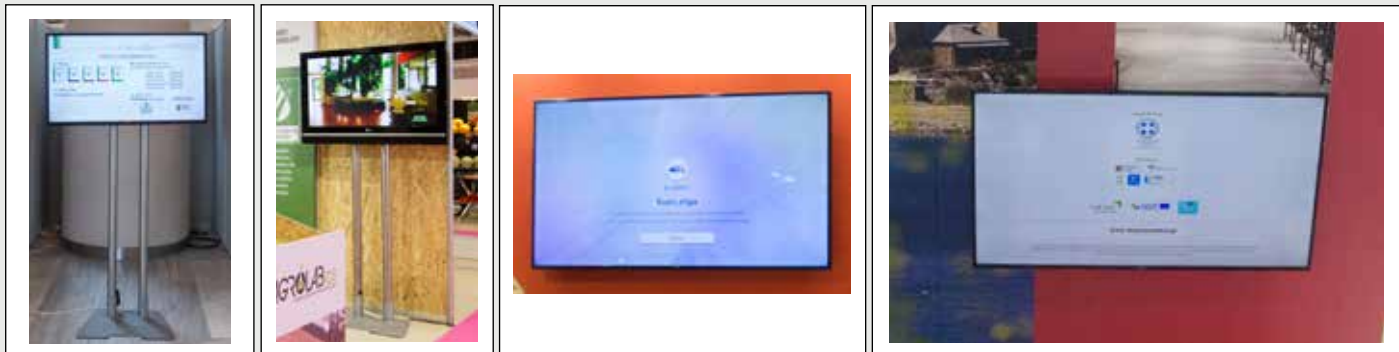


Ledwall P3.9

CODE N°: 05016200



Plasma TV



42''

55''

61''

75''

CODE N°: 05010602

CODE N°.: 05010605

CODE N°: 05010601

CODE N°: 05010603

Projection screen



2x2 Front Projection screen

CODE N°: 05012100

Projector



4.800 ansi lumen

CODE N°: 05011804



Laptop



CODE N°: 05012900

All-in-one Printer



B/W A4 20 pages/min

CODE N°: 05013200



photos
videos





rigging
services



RIGGING SERVICES

TRADE FAIR		PAVILION		STAND	
COMPANY NAME			JOB DESCRIPTION		
ADDRESS		POST CODE	TOWN		
CONTACT PERSON			VAT N°		
e-mail		TELEPHONE			

Rigging services

CODE N°	DESCRIPTION	CHARGE	PRICE/€	QUANTITY	VALUE/€
04041200	Roof Rigging Points up to 80 kg	1 - 4 points	125,00/point		
		5 - 8 points	115,00/point		
		9 - 12 points	105,00/point		
		more than 12 points	100,00/point		
TOTAL					
VAT 24%					
GRAND TOTAL					

Extra relevant equipment

CODE N°	DESCRIPTION	CHARGE	PRICE/€	QUANTITY	VALUE/€
05130200	Prolyte Square Truss 30 x 30cm	per meter	35,00	m	
04041300	Truss installation through the use of Movecat Eco Lift Motor 1tn and roof hanging with stabilizing slings *	per piece	160,00	piece	
TOTAL					
VAT 24%					
GRAND TOTAL					

* *Stabilizing Slings:*
DOUBLE PLY EYE AND EYE WEBBING SLING D50 type 1M&2M - Fabric: 100% Polyester.

CLARIFICATIONS

- ▶ TIF-HELEXPO checks all rigging plans in order to verify their implementation or make necessary amendments.
- ▶ EXPOWORK retains the right not to fulfill exhibitors' requirements due to restrictions caused by the conditions of the roof above their Stand or due to security reasons. The company follows regulations determined by TIF-HELEXPO, which is responsible for approving all requests.
- ▶ Only EXPOWORK and its certified - authorized partners are responsible for installing roof rigging points in all exhibition areas.
- ▶ All relevant services are offered after thorough study of various factors including exact location, weight and height of the rigging equipment.
- ▶ The request form concerning rigging services must be filed at EXPOWORK no later than 30 days prior to the beginning of the exhibition's preparation works.
- ▶ This request form concerning rigging services must be accompanied by the Rigging Plan, which includes all required rigging equipment and details concerning the electrification system and the exact locations, weight, height, dimensions and descriptions of the materials used.
- ▶ The customers are fully responsible for any possible damages that may be caused by their inaccurate information giving or rigging services that have been offered by themselves, their employees or contractors. EXPOWORK does not take any responsibility for roof rigging- or any other constructions made by the customers themselves.
- ▶ All former rigging services will be exclusively offered for the purposes of the exhibition reported in this request form and will be applied to the reported Stand positions and surfaces
- ▶ **In case of hanging luminaires a necessary condition is that their type must be LED and the permissible level of electrical power 20W/sqm exhibition area.**
- ▶ In case the exhibitor does not comply with the above mentioned instructions TIF - HELEXPO reserves the right to immediately seize his power supply and dismantling rigging points.

To confirm your order, you must send this form via e-mail: ordertif@expowork.gr at least **30 days** prior to the opening of the exhibition. You are kindly requested to settle your account no later than 2 days prior to the opening of the exhibition.

BANK DETAILS

PIRAEUS BANK IBAN Number: GR 84-0172-2020-0052-0201-8199-548
Bank Address: 18, AGGELAKI STR. 546 21 THESSALONIKI
Bank Account Number (as listed on the account): 5202-018-199-548
Beneficiary name: Expowork S.A., Integrated Exhibition & Congress System Bank
SWIFT Code: PIRBGRAA

EXHIBITOR'S SIGNATURE AND STAMP

DATE **20**



crane / forklift trucks
cargo services

TRADE FAIR		PAVILION	STAND
COMPANY NAME	JOB DESCRIPTION		
ADDRESS	POST CODE	TOWN	
CONTACT PERSON	VAT N°		
e-mail	TELEPHONE		

CODE N°	CARGO SERVICE	DESCRIPTION	PRICE/€	QUANTITY	VALUE/€
05051200	Loading and Unloading to and from car / container and positioning in the area of the TIF Exhibition Stand	1 pallet (minimum charge)	25,00		
		2-7 pallets	17,00/pallet		
		8-15 pallets	15,00/pallet		
		More than 16 pallets	12,00/pallet		
05051203	Loading and Unloading of Machinery (size 3.00 x 2.40 m)	Up to 700 kg	60,00		
		from 701 kg to 2.5 tons	100,00		
		from 2.6 to 4 tons	150,00		
05050701	Rental of truck mounted crane - up to 16 tons	Up to 1 hour (minimum charge)	100,00		
		Every following hour	50,00		
05051201	Positioning and Mounting Exhibits in the area of the Exhibition Stand	Per hour	40,00		
05051202	Transport of packages (dimensions: 3.00 x 3.00m) in storage and repositioning in the area of the Exhibition Stand*	Per piece	20,00		

TOTAL

VAT 24%

GRAND TOTAL

The dimensions refer to L X W

CLARIFICATIONS

- ▶ *Only if it is allowed and provided by the Exhibition Organizers.
- ▶ Cargo services are offered based on scheduled appointments. Therefore; it is necessary to contact EXPOWORK beforehand and set the exact day and time of your own appointment.
- ▶ The term pallet is used based on the European standards, i.e. its dimensions are 1.20 x 0.80 m. and its weight is 800 kg. The charge for larger pallets will be determined upon discussion.
- ▶ For loading/unloading machinery ranging from 4.1 to 7 tons, you are kindly requested to contact EXPOWORK as soon as possible in order to check the availability of forklift trucks.
- ▶ The above charges apply to the unloading during the arrival at the exhibition center. Additional charges apply to the loading during the departure.

To confirm your order, you must send this form via e-mail: **orderstif@expowork.gr** at least **20 days** prior to the opening of the exhibition. You are kindly requested to settle your account no later than 2 days prior to the opening of the exhibition.

BANK DETAILS

PIRAEUS BANK IBAN Number: GR 84-0172-2020-0052-0201-8199-548

Bank Address: 18, AGGELAKI STR. 546 21 THESSALONIKI

Bank Account Number (as listed on the account) : 5202-018-199-548

Beneficiary name: Expowork S.A., Integrated Exhibition & Congress System Bank

SWIFT Code: PIRBGRAA

EXHIBITOR'S SIGNATURE AND STAMP

DATE

2										0			

SOLEMN DECLARATION OF EXHIBITORS - CONTRACTORS



To: TIF - HELEXPO Exhibition Center

Concerning: Customer technical service

You are kindly requested to forward this document to: orderstif@expowork.gr (email) or 0030 2310297625 (FAX)

Surname:

First Name:

ID Number:

Company Name:

Address:

VAT Number:

Telephone:

E-mail

Exhibition/Event:

No of Pavilion/Stand:

Date:

From (Preparations Day):

Till (Decommissioning Day):

Acknowledging full responsibility and being aware of the legal sanctions, I do solemnly declare that:

1. All the information mentioned above is true.
2. In case of construction of a two-storey stand, I will submit a Static Study Plan.
3. I have completed my Stand's construction by my own means and its height does not exceed 3 meters.
4. I follow strictly all current regulations and legislation. All the necessary health and safety measures have been taken, in order to avoid accidents at my staff's or other third parties' expense and to prevent any damage.
5. I personally guarantee that my Stand's construction meets all the technical, safety and static requirements. Furthermore, I declare that I carry full responsibility -both criminal and civil- for (a) any possible bodily injury, (b) any labor or other accident and (c) any damage that may be caused to third parties or this construction, respectively.
6. I undertake the responsibility to remove all construction materials from the Pavilion, after the exhibition's closing -at the predetermined time specified by the organizers- .

(District), _____, _____ / _____ /20
(Stamp)

Signature _____

*This declaration needs to be filed and submitted to EXPOWORK Technical Company.

TIC
HELEXPO THESSALONIKI INTERNATIONAL EXHIBITION & CONGRESS CENTRE



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PAVILLION 12 (semi-floor)
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e-mail: orderstif@expowork.gr