Infacoma ATHENS 2018

TO BE COMPLETED BY THE ORGANIZER	INDEX CARD No	PAVILION / STAND	REFERENCE No	DATE

35th INTERNATIONAL EXHIBITION OF CONSTRUCTION, INSULATION, DOOR & WINDOW FRAMES, SANITARY WARE, PRECONSTRUCTION & TECHNOLOGY

FRIDAY 9 - MONDAY 12 FEBRUARY 2018 • MEC PAIANIAS, ATHENS, GREECE

infacoma.helexpo.gr • e-mail: infacoma@helexpo.gr

APPLICATION FOR PARTICIPATION

COMPANY TITLE

ADDRESS POSTAL CODE

CITY COUNTRY

TEL. FAX VAT NUMBER

WEB SITE EMAIL

CONTACT PERSON MOBILE

PLEASE SPECIFY HOW YOUR TITLE SHOULD APPEAR

IN THE EXHIBITORS CATALOGUE

ON YOUR STAND NAME BOARD (Only if you have Type No2)

INDUSTRIALIST ☐ CRAFTSMAN ☐ TRADER ☐ REPRESENTATIVE ☐ EDITIONS ☐ BODY ☐

PLEASE MARK (X) THE CATEGORIES OF YOUR EXHIBITS IN THE LIST OF EXHIBITS

DISCOUNTS

- From 64-80 sq.m. 10% discount
- From 81-100 sq.m. 15% discount
- From 101-150 sq.m. 20% discount
- From 151 sq.m. and over 25% discount

All discounts are calculated on the price of space rent.

TYPES OF STAND

TYPE No1/WITHOUT EQUIPMENT
Stand marked out on the floor, general cleaning charges.

TYPE No2/SHELL SCHEME
Surrounding partitions, facade with a signboard with the company name, stand number, fitted carpet, general cleaning service, 1 desk, 3 chairs and 3 electric spotlights/12 sq.m., one socket/18sq.m, electric power consumption.

THE MINIMUM COVERED STAND SPACE IS 15 sq.m.

PRICE LIST OF RENTED SPACE

	No of SIDES	TYPES	€ / SQ.M.	TOTAL SQ.M.	TOTAL €
COVERED AREA	ONE SIDE	1	100,00		
	TWO SIDES	1	110,00		
	THREE SIDES	1	120,00		
	FOUR SIDES	1	130,00		
OREN AIR SPACE			53,00		
DISCOUNT					
SUB TOTAL AFTER DISCOUNT					
TYPE 2 / SHELL SCHEME			17,00		
REGISTRATION FEE FOR EXHIBITOR (site entry included)					100,00
TOTAL					
V.A.T. 24%					
GRAND TOTAL					

EXHIBITOR'S CONTACT DATA

ADDRESS
TEL./FAX
PCODE/CITY
COUNTRY
E-MAIL

REPRESENTATIVE IN GREECE

NAME
ADDRESS
P.CODE/CITY
COUNTRY
TELEPHONE
FAX
E-MAIL

TERMS OF PAYMENT

APPLICATIONS SHOULD BE ACCOMPANIED BY THE FULL PAYMENT OF THE GRAND TOTAL, SOON AFTER THE RECEIPT OF THE PROFORMA INVOICE. COPY OF THE BANK TRANSFER SHOULD BE FAXED TO THE SECRETARIAT. PAYMENT MAY BE MADE BY BANK TRANSFER TO ONE OF THE FOLLOWING ACCOUNTS OF TIF HELEXPO.

NATIONAL BANK OF GREECE: 223/470300-60
IBAN GR40 0110 2230 0000 2234 7030 060
PIRAEUS BANK: 5202-002162-792
IBAN GR16 0172 2020 0052 0200 2162 792
ALPHA CREDIT BANK: 707/00/2320000394
IBAN GR74 0140 7070 7070 0232 0000 394
EUROBANK: 0026.0030.96.0200688210
IBAN GR57 0260 0300 0009 6020 0688 210

PLEASE WRITE DOWN THE STAND YOU CHOSE

PAVILION STAND

Your signature confirms the acceptance of all terms and condi-tions of the REGULATIONS OF PARTICIPATION in INFACOMA ATHENS 2018 as well as the ANNEX attached to the APPLICATION FORM which have been uploaded in http://infacoma.helexpo.gr/en/documents

(signature/seal)

DATE

HELEXPO
HEAD OFFICE: 154 EGNATIA str., 546 36 THESSALONIKI-GREECE, TEL.: +302310291548, +302310291188, FAX: +302310291553
ATHENS OFFICE: 39 KIFISSIAS AV., 151 23 MAROUSSI, GREECE, TEL.: +302106168888 – FAX: +302106168800
be-Best
34, ATHINAS STR, 131 22 ILION, ATHENS.
TEL.+30 2102626267, FAX: +30 2108250130, E-mail : info@be-best.gr

ANNEX TO THE REGULATIONS FOR PARTICIPATING IN INFACOMA 2018

PREAMBLE
The INFACOMA ATHENS event for 2018 is organised by TIF HELEXPO S.A. at MEC PAIANIAS in Athens, from 09/02/2018 to 12/02/2018. This Annex to the Regulations for Participating in the INFACOMA ATHENS has been approved by the Board of TIF HELEXPO S.A.

ARTICLE 1. PREPARATION-OPERATION-DISMANTLING
Fair Preparation Stage: From Tuesday 06/02/2018 up to and including Friday 08/02/2018 - working hours: Tuesday 14:00-22:00, Wednesday 08:00-22:00, Thursday 08:00-22:00 & Friday 08:00-14:00.
Fair Operation Stage: from 09/02/2018 to 12/02/2018 and the following working hours: Friday: 16.00-21.00, Saturday & Sunday: 10:00-20:00, Monday: 11:00-20:00.
Fair Dismantling Stage: from 13/02/2018 up to and including 14/02/2018-working hours: 08:00-21:00.

ARTICLE 2. CANCELLATION OF PARTICIPATION
2.1. TIF HELEXPO S.A. may, at its discretion, accept a written request by an exhibitor for the partial or full cancellation of their participation in the Fair, following the submittal of their participation application. However, exhibitors remain liable for paying the registration fee and the cancellation fee imposed. Payable amounts are presented in the cancellation fee table below. Charges are calculated on the basis of the following:
- The point in time when TIF HELEXPO S.A. receives the written notification by the exhibitor cancelling their participation in the Fair;
- The participation compensation stipulated, which would have been due for the exhibition area committed or leased, according to the basic leasing rates;
additional charges depend on the exhibition area facades and/or the standardised structure as described in the Participation Application.

TIME OF CANCELLATION OF THE EXHIBITOR'S PARTICIPATION	FEES CHARGED
30-1 calendar day before the Fair opening date	The registration fee and the whole of the participation charge are withheld
60-31 calendar days before the Fair opening date	The registration fee and down payment are withheld
61+ calendar days before the Fair opening date	The registration fee is withheld

These charges are valid regardless of whether the exhibitor's area is allotted to another exhibitor, while the payable amount of fees charged as above is immediately due.

ARTICLE 3. RECEIVING-MEASURING OF EXHIBITION AREA - OPENING
3. If the Exhibitor requests a change of their exhibition area from Type 2 (standardised structure and floor tracing) to Type 1 (floor tracing without structure) within a time period of less than 5 days from the opening of the Fair, they pay the compensation for using the exhibition area and an additional amount quoted in the Form of Services & Equipment Provision as this is in force.
3.2 An Exhibition area not received by the Exhibitor by the eve of the Fair opening is considered vacant and TIF HELEXPO S.A. may allot it to another exhibitor. An Exhibitor's not receiving their exhibition area is considered to be a cancellation and the provisions of the Article of the Cancellation of Participation are implemented.

ARTICLE 4. FAIR PREPARATION - STAND CONSTRUCTION - DECORATIVE SIGNS/ SIGNBOARDS
4.1 The construction of exhibition stand areas is compulsory and fully burdens exhibitors, whether construction is undertaken by TIF HELEXPO S.A. personnel (floor tracing with standardised structure-Type 2) or undertaken by exhibitors themselves (floor tracing-Type 1). For floor tracing exhibition areas (Type 1), a necessary prerequisite condition for receiving the area is to have submitted a solemn declaration as to the sound and safe operation of construction works and electrical installations, accompanied by the Electrical Installation Plan and a Copy of the Electrical Permit issued by the competent Ministry.
4.2 These plans are approved by the competent Agencies of TIF HELEXPO S.A., provided plans are submitted in good time and within a timely fashion before exhibitors establish themselves on their exhibition area. If plans are not approved by the competent Agencies of TIF HELEXPO S.A., exhibitors are obliged to make any adaptations/adjustments or amendments indicated to them by the competent Agencies of TIF HELEXPO S.A.

ARTICLE 5. DELIVERY OF EXHIBITION AREAS
5.1 When the Fair closes, exhibitors shall remove from the premises of TIF HELEXPO S.A. anything they may have placed or constructed on the exhibition area they used (any decorative items in general) and shall deliver the area in the state they received it.

ARTICLE 6. ENTRANCE OF VISITORS WITHIN THE INFACOMA EVENT PREMISES
6.1 Free entrance for trade visitors and public.
6.2 Entrance for children is only allowed under adult supervision.

ARTICLE 7. SECURITY
Security is provided for the general Fair premises and not for specific exhibits. The Security Company authorised by TIF HELEXPO S.A. does provide Special Security for specific exhibits at an additional cost. Members of the Security Company staff are responsible for the smooth operation of the Fair, for maintaining law and order, as well as for imposing relevant safety regulations.

ARTICLE 8. EXHIBITORS' RESPONSIBILITIES
8.1. Exhibitors are responsible for any damage in an event where TIF HELEXPO S.A. would be considered liable to a third party.
8.2. TIF HELEXPO S.A. is not responsible for faults or deficiencies in the properties agreed upon for any venue leased for whatever purpose (including restaurants, kiosks, refreshment stalls, etc). Consequently, TIF HELEXPO S.A. is not responsible for any partial or total damage or deterioration to exhibits caused by such fault or deficiency.
8.3. TIF HELEXPO S.A. is not responsible for any loss of, or damage (partial or total) to or destruction of exhibits, decorative items or anything else brought into the exhibition or storage areas by exhibitors or leaseholders, regardless of whether this happens during, before or after the operation of the Fair.
8.4. All unpaid debts towards TIF HELEXPO S.A. originating from participation (exhibition area, advertising, telephone/water bills) accrue legal interest as of the day on which the Fair ends.
8.5. Exhibitors are solely responsible for any accident which may occur during machinery/tool demonstrations, whilst TIF HELEXPO S.A. bears no responsibility towards the injured party. In an event when TIF- HELEXPO S.A. is considered liable towards a third party, the exhibitor is obliged to make good any damage done to TIF HELEXPO S.A.
8.6. Exhibitors are solely responsible for all wear and tear and any damage done by themselves or their crews at all facilities, buildings, flooring, green areas, roads and other object within TIF HELEXPO S.A. premises. Particularly for outdoor exhibition areas, apart from the above, it is strictly forbidden to nail structures/constructs to the ground pavement. Damage to the above carries financial compensation to be determined by the Technical Director following calculation of the cost of losses and breaches.

ARTICLE 9. GENERAL RESTRICTIONS
9.1. Any conversion in the use of the area provided is forbidden as is unauthorised occupation of areas beyond those granted to exhibitors.
9.2. Sub-letting (partly or wholly) the area provided or allowing its free use by third parties is forbidden.
9.3. Importing and exhibiting flammable or explosive materials on TIF HELEXPO S.A. premises is strictly prohibited, as is the import and demonstration of components of war equipment and weapons.
9.4. Lighting a fire is permitted solely for those exhibits whose function requires it, and only after the Company has been informed in writing and as long as the exhibitors follow fire safety regulations within their exhibition area.
9.5. Causing nuisance with audio, audiovisual or any other means is strictly prohibited (volume must not exceed 95db at source and 80db). TIF HELEXPO S.A. retains the right to immediately terminate the operation of the system responsible, if exhibitors continue to cause nuisance, irrespective of any penalties that may be imposed.
9.6. Smoking is not permitted in any indoor areas.
9.7. Animals are not permitted on Exhibition premises.
9.8. Storing or depositing waste in the corridors or Fair premises is not permitted.
9.9 The use of forklifts or cranes on Fair premises without prior authorisation is prohibited.
9.10. Transmitting or receiving communications (radio, television radio equipment) is strictly prohibited on Fair premises, without explicit written permission by TIF HELEXPO S.A.
9.11. Should any exhibitor wish to make television, video or other productions using new media or to take photographs of exhibition premises, or wish to accompany their exhibit with music or songs, or to present, reproduce, etc a third party's intellectual work, they assume unconditional sole responsibility to acquire the written permissions necessary from The Hellenic Society for the Protection of Intellectual Property (AEPI) and any other relevant Agency for the Collective Management of Intellectual Property in a timely fashion. It is the exhibitor's responsibility to pay all relevant fees to such Agencies and TIF HELEXPO S.A. bears no responsibility for the reproduction of music or songs or the incidental violation of third parties' intellectual property. Exhibitors must inform TIF HELEXPO S.A. for the use of any audio-visual equipment, and receive written approval prior to its use.
9.12. Taking photographs or making television productions (taking videos, etc.) without the consent of the exhibitors shown is not permitted.

ARTICLE 10. ADDITIONAL TECHNICAL SPECIFICATIONS
10.1. During construction or dismantling works, boxes or fixed articles should not be positioned in corridors so as to permit the smooth operation of all works.
10.2. Constructions must be self-standing and at locations where there is a fire hose reel, there must be a 50cm gap around such reels so that they directly accessible. Moreover, electric panels must also be directly accessible.
10.3. Should a free-structure pavilion border a pavilion with a basic structure of 2.5 metres, then the location extending over 2.5 metres must be properly structured and painted, preferably using white dye.
10.4. In cases of adjacent or neighbouring pavilions, the individuals responsible for their construction should make arrangements regarding the intentions of allowable height, so that no backs are left uncovered.
10.5. Artificial floor cannot extend more than 30cm above ground level at any point, and must feature a ramp for disabled persons.
10.6. The lowest point of lighting fixtures cannot extend less than 2.5m from the pavilion floor.

ARTICLE 11. OTHER PROVISIONS
The General & Special Conditions for Participation of Exhibitors in MEC PAIANIAS, which will be available on the website of TIF HELEXPO S.A., (http://infacoma.helexpo.gr/en/documents), are also in force and complement the provisions of this Annex to the Regulations of the INFACOMA ATHENS.

(signature/seal)

DATE