



GENERAL INFORMATION MEDWOOD

Dear partners,

MEDEXPO SA wishes you good and profitable business and welcomes you to **MEDWOOD** exhibition, which will be held at the METROPOLITAN EXPO exhibition center at "Eleftherios Venizelos" Airport from **04/04/2024 to 07/04/2024**. With this letter we would like to inform you about certain important issues that will help the exhibition run better and will facilitate your work during these days.

1. Before the exhibition – Preparation

1.1 Delivery of the Stands In order to receive your stand and move your merchandise, you may come to the exhibition area of METROPOLITAN EXPO on Sunday 31 of March 2024.

For your own convenience, make sure that you know the number of the hall and of your stand, so we can inform you on the spot on the appropriate unloading area. We would like to remind you that once you have finished unloading, you will have to move your vehicle to the parking space located right next to the exhibition area. We kindly request that you co-operate with the staff of the exhibition center, the security guards and the valets who will be there to guide you, so that we can better serve your needs. All construction work on the stands, such as cutting, painting, sanding, will need to have been completed two days prior to the opening of the exhibition.

The schedule for the days of preparation for the exhibition will be the following:

- Sunday 31/03/2024 from 8:00 to 23:00
- Monday 01/04/2024 from 8:00 to 23:00
- Tuesday 02/04/2024 from 8:00 to 23:00
- Wednesday 03/04/2024 from 8:00 to 21:00

Exhibitors & associates are not allowed in the exhibition area past 23:00. All work on the stands must strictly be completed by Wednesday 03/04/2024 from 8:00 to 21:00.

1.2 Access for loading and unloading

Via Attiki Odos towards "Eleftherios Venizelos" Airport. Follow the signs to the Airport, then to "Technical Base - Exhibition Center" and then to "Exhibition Center PA Merchandise - Services". The gate for loading and unloading merchandise is « PA Merchandise - Services ».

1.3 Stand Equipment - Technical Services

- To order additional equipment, contact EXPOWORK, the engineering company of the exhibition center on the phone number: 210 3542990 and info@expowork.gr

As the stands are being prepared, you can contact the Exhibitors' Technical Service Office that will be located at the Reception area for any technical consultation. Furthermore, it should be noted that the electrician in charge of your stand must fill a Statutory Declaration form and submit it to EXPOWORK, with a photocopy of her/his license attached, in order for your stand to have power supply. MEDEXPO staff will be available at the Reception Desk in order to assist you. Do not hesitate to approach them if you need any information or clarification.

1.4 Loading and unloading - Carts For your own convenience and due to the high number of crews, we recommend that you also bring your own carts for the loading and unloading of your merchandise.

2. Operation of the Exhibition

2.1 Operating Hours – Exhibitors' Attendance

MEDWOOD exhibition will run from Thursday **04/04/2024 to Sunday 07/04/2024 from 10:00 to 19:00 daily.** During these days, you will have to arrive at your stand at least half an hour before opening.

2.2 Exhibitors' Entrance using the exhibitor's card for your Free entry in the exhibition please always carry and display the special exhibitors' cards, which you can procure at the Reception desk at the entrance of the exhibition.

2.3 Exhibition Telephone numbers If you wish to contact the Exhibition Center METROPOLITAN EXPO, the telephone number is: 210 3542900.

2.4 Exhibition Bus There will be free bus service for visitors & exhibitors from and to subway stations& the suburban railway station "Eleftherios Venizelos" and from and to the exhibition, throughout the run of the exhibition.

3. After the exhibition – Dismantling

3.1 Dismantling of Stands

The dismantling of the stands, packaging and removal of your merchandise will begin on Monday 08/04/2024 from 8:00 and will have to be completed by 23:00.

3.2 Stand Construction Waste Exhibitors are responsible for the collection and disposal of the structure of their stand that they intend to throw away. Any structure remaining in the exhibition area once dismantling has been completed will be thrown to waste and the disposal fee will be charged to the exhibitor.

4. Stand construction guidelines

1. The use of any means that destroy or adversely affect the floors (e.g. tapes), walls, ceilings, windows, etc., drilling, nailing, hanging or the use of walls, ceiling, doors, pillars, floors and any other structural unit, and any intervention in general to the image, endurance and aesthetics of the allotted area or of METROPOLITAN EXPO in general is prohibited.
2. Construction work, as well as the use of tools, machinery and materials, etc. that may cause any damage or harm to METROPOLITAN EXPO, for instance wood cutting, is prohibited. Such works as wood cutting etc. is only allowed at the outdoor areas of the Exhibition Center.
3. It is prohibited to carry out any kind of work to be done in adjacent stands or in the public hallways.
4. Drilling and painting the banners (the banners of the structure are made of melamine) and aluminum of the structure is prohibited. If you need to hang any objects, you will be able to procure specialized hooks from the Exhibitors' Technical Service Office. Covering or placing objects over the panels and the structural elements of the halls is also prohibited.
5. It is strictly prohibited to arbitrarily add spotlights or other lighting fixtures without prior written permission by one of the exhibition's electricians.
6. All operating electricians are kindly requested to fill and submit their Statutory Declaration forms with an attached photocopy of their licenses to the Exhibitors' Technical Service, in order to enable the power supply of the stands.
7. It is prohibited to use the restrooms or other facilities to wash brushes and other objects. There are specially designed areas - industrial washbasins for these activities.
8. At the front stands, wall construction should begin at 2m. along the start of the stand, except for those stands which are located at the peripheral corridor.
9. All operating electricians are kindly requested to fill and submit their Statutory Declaration forms with an attached photocopy of their licenses to the Exhibitors' Technical Service, in order to enable the power supply of the stands.
10. It is prohibited to use the restrooms or other facilities to wash brushes and other objects. There are specially designed areas - industrial washbasins for these activities.
11. At the front stands, wall construction should begin at 2m. along the start of the stand, except for those stands which are located at the peripheral corridor.
12. Special stand structures are not to exceed 3 meters without MEDEXPO's written consent. In any case, the side of any structure that is adjacent to other stands must be flat and painted in an off- white color at 2.5 meters and over.
13. The designs for the 3- or 4-sided special construction stands should include a 2m. Opening per 10m. of length on each side for safety purposes.

14. For the special construction stands that are up to 3 meters high, during the preparation period for the exhibition the exhibitor must submit to the Engineering Company of the exhibition a signed Statutory Declaration form that guarantees the technical integrity and safety of these structures. However, for any construction that is over 3 meters high, the exhibitor must submit to the Engineering Company a Statutory Declaration form signed by an architect or a civil engineer which guarantees the technical integrity and safety of this structure no later than one (1) month before the process of granting the space for use has begun. Construction of two story stands is not permitted.

15. Any unauthorized structure or a structure that does not meet the requirements of the present Regulation shall be removed by the Technical Company at the expense of the Exhibitor.

16. The use of drywall for the special structures of the stands is prohibited.

17. It is prohibited to block the peripheral corridors.

18. Technical supplies (electricity, water, sewerage) in the METROPOLITAN EXPO halls are provided through underfloor channels. For this reason, these particular spots should be accessible at all times. Any form of blockage of these service chambers, such as placing the stand sides over them, is not allowed. The Construction Company will monitor and must approve any construction over these service chambers.

19. Blocking the power panels of the displays, the water and sanitation supplies, the telecommunications distribution boards, the airway vents, the fire hose stations, the fire extinguishers, the emergency exits and all spots with available supplies in general is prohibited.

USEFUL PHONES

Expowork Services: 2103542990 - Standardized shell-scheme stands - Special shell-scheme stands - Bespoke stands solutions - Banners – Inscriptions - Furniture - Carpets - Electric supplies - Audiovisual systems - Cleaning services - Security services -Transport services & personnel, forklifts - Decoration flowers - Photo services

Doctor's Office (Lobby 2): 210 3542948, int.: 4738