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2023

TECHNOPOLIS CITY OF ATHENS



**ATHENS
COFFEE
FESTIVAL**

THE BIGGEST COFFEE PARTY IN TOWN!

**Exhibitor preparation
& installation instructions**



FORUMSA Member of NürnbergMesse Group

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NÜRNBERG MESSE



Get ready in time to participate in the 7th Athens Coffee Festival!

First of all, we would like to thank you for your participation in the Athens Coffee Festival and wish you every success! Please read and follow these instructions carefully and help us organize this festival in the best and most efficient way possible. Participation in the festival is subject to the terms and conditions of participation and the festival's rules of operation, which are set out in the participation agreement signed by exhibitors. Furthermore, in accordance with the participation agreement, exhibitors must comply with all instructions and time limits set in relation to the organizational, functional and timing details of the festival. These terms are binding on both exhibitors and third parties, companies contracted for the construction, operation and dismantling of the stand (standbuilders, promoters, stand staff).

ENQUIRIES

Apostolos Bousgolitis

Operations Director, M. +30 6945 857846, T. +30 210 5242100

Eleftheria Giariki

Operations assistant, M. +30 6932 912618, T. +30 210 5242100

STAND FLOOR PLAN

If you wish to print out an enlarged floor plan of your stand, please visit www.athenscoffeefestival.gr, select "Floor Plan", download the PDF file and print out the location of your stand.



General information

01. TRADE SHOW SPACE. STAND LAYOUT

Athens Coffee Festival will be held at Technopolis City of Athens (in the centrally located area of Gazi), a meeting point for cultural events and one of the best Industrial museums in the country. Exhibitors' stands will be located both inside the halls (D7, D12) and in the venue's outdoors space.

02. OPENING DAYS & TIMES

The Athens Coffee Festival will run between Saturday 23 September and Monday 25 September 2023. The festival will be open from 10:00 to 21:00 on the weekend and 11:00 to 20:00 on Monday.

03. ACCESS TO THE FESTIVAL VENUE EXHIBITORS' SECRETARIAT

Athens Coffee Festival will be held at Technopolis City of Athens, the historic Athens Industrial Gas Museum situated in the central neighbourhood of Gazi, which the Athenian public associates with the organization of outstanding events. Visitors will enter exclusively from the Technopolis entrance on Iakchou Street (just 50 metres from Kerameikos metro station). Visitors who do not have an invitation will be requested to purchase a ticket. Ticket holders will be able to access both the halls and the outdoor spaces of the festival. Exhibitors may contact the festival's central secretariat, which will be located in hall D12. Visitors will be directed to Persephone Street to exit the Festival.

04. USEFUL TELEPHONE NUMBERS

During preparation, operation and dismantling of the festival (19/09/2023 to 27/09/2023), please contact Mr. George Theodoropoulos on +30 6936 021080 for any matters relating to the organization of the festival. For technical matters, please contact Mr. Apostolos Bousgolitis (+30 6945 857846) or Ms. Eleftheria Giariki (+30 6932 912618).

05. INVITATIONS - VISITOR TICKETS

Non invitation holders can purchase an individual day ticket at the cost of 5 euros to attend the Athens Coffee Festival. Tickets can be purchased online via www.athenscoffeefestival.gr. The organizer will provide each exhibitor with free electronic invitations. If you wish to secure more invitations, please



contact Mrs Morfoula Spihopoulou at the secretariat of the sales department on +30 6973 777184. The organizer will send to industry professionals, 25,000 free invitations via SMS. These invitations are strictly limited to one person. Admission is free for children under 12.

06. DIRECT SALES OF PRODUCTS ARE PERMITTED

Aside from industry professionals, the Athens Coffee Festival is also addressed to consumers. For that reason, exhibitors are permitted to sell products (packaged coffee and extras, coffee machines, accessories and gadgets) directly to consumers. Participants wishing to sell products at their stands must obtain information by their local tax authorities and complete all required procedures before selling products during the festival.

Stand handover and construction

01. STAND HANDOVER. ENTRY PASSES & STAND INSTALLATION

Free space stands will be handed over to exhibitors who have reserved floor space (whether indoors or outdoors) on Tuesday 19/09, from 08:00 onwards. Outdoor shell scheme stands will be handed over to exhibitors who have booked this option on Friday, 22/09. Before receiving their stand, each exhibitor must pay a visit to the festival's secretariat in order to settle his or her financial obligations to the organizer. Free entry passes can be collected starting on Thursday 21/09. Exhibitors are required to enter the names of all pass holders to the festival's specialized platform.

02. WORKING HOURS DURING THE PREPARATION OF THE FESTIVAL

All work must be concluded by the evening of Friday 22 September. The working hours during the stand construction period are Monday to Friday between 08:00 and 22:00.

03. LOADING AND UNLOADING OF EXHIBITS & STOCKING OF STANDS

During the preparation of the festival, exhibitors can transport goods to their stand only with own means. Exhibitors may use the entrance on Persephone street for the transport and delivery of their goods. Throughout the days of the festival, exhibitors and their staff may access their stands up to two hours before official opening times, upon presentation of their entry pass. During the same hours, stands are stocked with all supplies required for their operation on that day. Stocking of stands is prohibited during the festival's opening hours.



Stand technical specifications. Extra services

01. OUTDOORSHELL SCHEME STANDS

The company responsible for installing outdoor shell scheme stands, 3x3m, 4x2m, 4x2.5m and 4x4m is INTERFORM (Contact person: Maria Stamou, phone number +30 6946 505593). INTERFORM will get in touch with exhibitors for any extra services required, printouts, furniture, shelves, etc. If you wish to change the name displayed on the fascia, please contact the sales department of Forum SA.

- Stand 3x3m



- Stand 4x2m



Stands measuring 3x3m, 4x2m and 4x2.5m are delivered with raised flooring, masonry, a fascia displaying the exhibitor's brand name, basic double-tube lighting (fluorescent lights) and a 500 Watt socket. For 4x4 pavilions, exhibitors receive a supplementary double fluorescent tube and a carpet.



03. INDOORS AND OUTDOORS FLOOR SPACE RESERVATIONS

Stands constructed following floor space reservations can, wherever possible, have a maximum height of 3.5m. The following restrictions/indications apply to all stands constructed by the exhibitors:

- It is not allowed to seal off the sides of the stands, which must remain open as depicted in the floor plan provided by the organizers. Exceptions are only permitted upon written request sent by the exhibitor and following the approval of the organizer.
- The use of gypsum plaster board is prohibited.
- The use of all mediums/materials that can destroy or cause damage to the floors, pillars and other structural elements of the venue is explicitly prohibited.
- All constructions must be self-standing.
- Exhibitors are not allowed to pierce into walls or into the ground. No buildings or any type of construction elements of the Technopolis City of Athens venue may be used to buttress stall construction.
- All constructions must remain within the limits of the stand.
- In the event that the venue is damaged or otherwise impaired, the exhibitor is obliged to pay financial compensation to the organizer equal to an amount that will be determined by the Technopolis City of Athens Technical Department.
- Any type of promotion activity, operation, or distribution of advertising material undertaken by the exhibitor must be carried out strictly within the space allocated by the organizer. Exceptions are only permitted after securing the permission of the organizer.
- Cutting material of any type as well as the use of cutting/grinding wheels and electric welding is not allowed indoors.
- Exhibitors whose stand exceeds the height of an adjacent stand separated by a partition wall must duly cover the height difference using a white melamine finish and no branding.
- It is strictly prohibited to apply double-sided adhesive tape directly on the floor across the halls of the venue. Double-sided adhesive tape may be used only if it is applied on top of paper tape or if the exhibitor selects the type of double-sided tape which does not leave any traces.
- Printouts and banners placed on designated walls (hall D12) must be affixed using a stapler or low-tack adhesive tape.
- Banners may be placed only following consultation with the organizer and after safety considerations have been taken into account. Exhibitors are only allowed to use lightweight banners.
- Exhibitors are not allowed to place any constructions or barriers within the 2.5 aisle designated as free circulation area for the public.
- All air conditioning vents must be in good working order and remain uncovered.
All electrical panels must be accessible and operational.



03. STAND ELECTRICITY SUPPLY. ADDITIONAL LIGHTING INSTALLATIONS

Myridis company, is the festival's contractor for electrical installations, and will get in touch with exhibitors in order for them to complete an electrical supply order form, where you will also be able to order any extra electrical work you might require. For electrical work not carried out by the event's electricity contractor, a licensed electrician must submit in advance a solemn declaration to Myridis company (contact person: Elias Myridis +30 210 5754691) for the specific amount of KW required. The price of a single-phase or three-phase power unit is set at 25 euros/KW.

04. WATER SERVICES & ICE

The venue does not have any water or sewage infrastructure. Water can also be ordered by a contracting company selected by the organizer which, in consultation with the exhibitors, will provide water bottles to operate the coffee machines on demand, as these bottles can also be used for drainage purposes. Exhibitors shared washing sinks will be placed at three different locations across the venue.

The festival's contractor WATER FRESH that exhibitors can order water can provide water coolers and water pumps for the exhibitors coffee machines upon request. Contact person: Manolis Tsaldaris, phone number +30 210 4913132. In addition, the companies EXPRESS COOLING SERVICE with Mr. Kostas Hamzai in charge, contact phone number 6980574693 & LAMBROS DIMITRIS - ICE BOX with Mr. Lambros Dimitris in charge, contact phone number 6937480545 will be able to supply ice to the exhibitors who wish during its operation. festival.

04. AUDIO COVERAGE

The organizer will operate a central loudspeaker system designed to cover all exhibitors' audio needs and host a live DJ sets. The use of loudspeakers for the purpose of producing or reproducing any type of music inside the stands is expressly prohibited, as the organizer is hosting live music events.

Festival security and cleaning services & safety of exhibits

01. SECURITY STAFF

During preparation, operation, and dismantling, the festival venue will be guarded by GLOBAL PROTECTION SECURITY personnel, (contact telephone number: +30 210 5440777). Please contact GLOBAL PROTECTION SECURITY to discuss an exclusive security service plan for your stand. Nonetheless, especially during preparation and dismantling of the festival when many contractors are working at the site, exhibitors need to pay special attention to the safety of their exhibits. Exhibitors' staff must remain in the stand area until the last visitors have left the venue at the end of each day.



02. CLEANING OF FESTIVAL VENUE AND STAND STRUCTURES

ONE SERVICES (Contact person: Christina Balasou, telephone number: +30 6985113103) will be responsible for cleaning all communal areas. The cleaning of stand structures and exhibits is the responsibility of exhibitors. Exhibitors are also solely responsible for the collection and removal of all waste material resulting from the construction and dismantling of their stands.

03. INSURANCE COVERAGE FOR EXHIBITS

The organizer provides liability insurance covering the entire festival. However, in accordance with the festival's rules of operation and the terms of participation, exhibitors are fully liable for the safety of exhibits and their staff during preparation and operation of the festival, and while the exhibits are being removed from the premises (accidents, theft, fire, etc.). For this reason, all exhibitors must take out an insurance in order to cover the above risks. During the festival, each exhibitor must supervise the exhibits on their stand, as the organizing company is not liable for any damage or loss incurred.

04. FIRE SAFETY & EXTINGUISHING MEDIA

All fire extinguishing infrastructure, hose reels, alarm buttons must be visible or clearly signposted, fully accessible and functional.

Festival closing. Removal of exhibits. Dismantling.

01. FESTIVAL CLOSING. REMOVAL OF VALUABLES & EXHIBITS

The festival will close its doors to the public at 20:00, Monday 25 September. After this time, exhibitors and their staff must ensure the safety of their exhibits. For this reason, all exhibitors must remain at their stands until the venue has been completely cleared of visitors (at 21:00). In the meantime, exhibitors must pack and assemble their exhibits at a corner of their stand. Before leaving, exhibitors must take with them all valuable objects (laptops, mobile phones, monitors, coffee machines, etc.). Exhibitors who wish to conclude the dismantling of their stand on the same day are permitted to do so. Following the departure of the visitors, exhibits may be removed and dismantling trucks will be able to access the festival venue.

02. COLLECTION AND REMOVAL OF BUILDING MATERIALS & DISMANTLING OF EXHIBITORS' STAND

Exhibitors are solely responsible for the collection and removal of all waste material resulting from the construction and dismantling of their stands. Upon dismantling, the exhibitor and the constructor of each stand are required to hand over the space in the same condition they



received it, and remove building waste of any type and size from the festival's premises. The dismantling of stands must have been concluded by Wednesday 27 September 2023 at 13:00.

THE GREAT
CELEBRATION
OF COFFEE
TECHNOPOLIS CITY OF ATHENS

ATHENS COFFEE FESTIVAL



23

SEPTEMBER

SATURDAY

10.00 - 21.00

24

SEPTEMBER

SUNDAY

10.00 - 21.00

25

SEPTEMBER

MONDAY

11.00 - 20.00

Prepare your participation
on time



www.athenscoffeesfestival.gr