

# ANNEX TO THE REGULATIONS FOR PARTICIPATING IN KOSMIMA 2024

## PREAMBLE

The KOSMIMA event for 2024 is organised by TIF-HELEXPO S.A. at Thessaloniki International Exhibition and Congress Centre from 19/10/2024 to 21/10/2024. This Annex to the Regulations for Participating in the KOSMIMA has been approved by the Board of TIF-HELEXPO S.A.

## ARTICLE 1. PREPARATION-OPERATION-DISMANTLING

**Fair Preparation Stage:** From 17/10/2024 up to and including 18/10/2024 - working hours: 08:00-23:00. Additional preparation days may be allowed, provided this is feasible, following a written request to this effect by the exhibitor, at the following charges: For the first day before the normal opening of the Fair Preparation: 200.00€/8hours (working hours: 08:00-16:00) per exhibition stand area and 20.00€/hour for every additional hour up to 24:00 for all pavilions except for pavilions 13, 15, and 17, for which charges are 35.00€/hour for any exhibition stand area. For the second day before the normal opening of the Fair Preparation: 300€/8hours (08:00-16:00) per exhibition stand area and 30.00€/hour for every additional hour up to 24:00 for all pavilions except for pavilions 13, 15, and 17, for which charges are 65.00€/hour for any exhibition stand area. Such charges are charged regardless of the use of heating or cooling. All preparation works for exhibition stands must have been completed the day before the Fair opens.

**Fair Operation Stage:** from 19/10/2024 to 21/10/2024 and the following working hours: Saturday & Sunday 10:00-20:00, Monday: 11:00-19:00.

**Fair Dismantling Stage:** from 22/10/2024 up to and including 23/10/2024-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

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. 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 KOSMIMA EVENT PREMISES

6.1. Trade Visitor Card: The trade visitor card provides the right of multiple free entrances on condition that on line preregistration is completed through the website of KOSMIMA: <https://kosmima.helexpo.gr/>

6.2. Invitation: The exhibition of the professional card is required at the entrance. The entrance within TIF-HELEXPO's premises during KOSMIMA is free with an invitation given to the exhibitor according to the side of their participation. Particularly, one invitation is provided for every two sq.m of exhibition space.

## 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. 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 Copyright Organization" (O.P.I.) 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.

9.13. Throughout the duration of this fair, retail sales are prohibited.

## ARTICLE 10. OTHER PROVISIONS

The General Rules for Participation in TIF-HELEXPO S.A., which will be available on the website ([www.helexpo.gr](http://www.helexpo.gr)), are also in force and complement the provisions of this Annex to the Regulations of the KOSMIMA.

## IMPORTANT INFORMATION CONCERNING YOUR PERSONAL DATA

TIF HELEXPO receives your data which are kept in an (electronic and/or physical) archive under its responsibility, taking all the appropriate security measures. We would like to inform you that we will use the data we request solely and exclusively in order to manage and discharge our contractual and legal obligations. We are obligated to retain these data for the minimum period required by the legislation in force in order to discharge our obligations to third parties (including tax authorities) for the period laid down in the relevant provisions. Should the above limitations cease to apply, we will permanently delete your data after having previously notified you. You have the right to access, rectification and erasure of your personal data, as well as the right to their portability for transmission to a different Controller or Processor by sending a relevant request to the Technical Studies Project and Monitoring ISO & GDPR Department, or an e-mail message to the address [dpo@helexpo.gr](mailto:dpo@helexpo.gr). You also have the right to withdraw your consent for the processing of your data on our part. In this event, please bear in mind that this withdrawal may automatically entail the cessation of our cooperation, given the necessity of processing your data in order to perform our contractual obligations. In any event, we may request your identity data in order to make sure that we are not communicating your personal data to anyone else. We will take every possible measure to satisfy your requests within thirty days from receiving them, as we are obligated to do, notifying you of the completion of your request or the reasons hindering the exercise of your rights or the satisfaction of one or more of your rights, as well as the reasons any delay on our part beyond thirty days. Additionally, we will notify you of your further rights in the event of undue response on our part to your requests. If you feel that your rights with respect to your personal data are being harmed, you always have the right to lodge a complaint with the competent Supervisory Personal Data Protection Authority: <http://www.dpa.gr>, 1-3, Kifissias Street, GR-11523, Athens, Tel.: 210 6475600, e-mail: [contact@dpa.gr](mailto:contact@dpa.gr). In this event, we would particularly appreciate your prior communication with our Data Protection Officer (DPO) either by sending a physical letter to the company headquarters (ALPHA PLAN CONSULTANTS 25A, I.KOLETI str. KLEOVOULOS ALEXIADIS) or by sending an e-mail message (to the e-mail address: [dpo@helexpo.gr](mailto:dpo@helexpo.gr)), always including your full particulars and the reason for communicating with the company. You can find our Personal Data Protection Policy on our website, [https://www.helexpo.gr/en/GDPR\\_Policy](https://www.helexpo.gr/en/GDPR_Policy).

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