



Professional Cleaning Exhibition

10-12 | 02 | 2023

PERISTERI EXHIBITION CENTER
ATHENS/GREECE

EXHIBITORS MANUAL

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Dear Exhibitors,

We welcome you in the CLEAN EXPO 2023 exhibition.

The purpose of this letter is to give you important information regarding the preparation, operation and dismantling procedures of the exhibition.

1. OPERATION DAYS & HOURS

- **Friday** **10/2/2023** **10:00 – 20:00**
- **Saturday** **11/2/2023** **10:00 – 20:00**
- **Sunday** **12/2/2023** **10:00 – 20:00**

The exhibitors are obligated to be present at their stands half hour before and after the start and end of the operation hours.

2. DAYS & HOURS FOR THE PREPARATION OF THE STANDS

A. Preparation of the Stands with Basic Structure

- Thursday 9/2/23 08:00 - 24:00 h

B. Preparation of the Stands without Structure (free space)

- Wednesday 8/2/23 08:00 - 24:00 h
- Thursday 9/2/23 08:00 - 24:00 h

No works is allowed beyond these operation hours at the exhibition hall.

The works at the stands should be completed up to 24:00 at night of 9/2/23.

3. EXTRA EQUIPMENT

For extra equipment order (ex. offices, chairs, refrigerator, electrical supply etc) you may **download** the forms below:



[Furniture-Equipment
Order Form](#)



[Electrical Equipment
Order Form](#)



[Audio-Visuals
Order Form](#)

4. GENERAL CLEANING OF THE EXHIBITION

During operation days cleaning services are available only for the carpeted pavilions and public areas. Detailed cleaning of the stand and exhibits made by the exhibitors responsibility.

The exhibitors wishing comprehensive and thorough cleaning of booths and exhibits, can be directed to the cleaning company, which with a relatively small charge may be undertaken.

Please also note that exhibitors are obliged to remove all waste materials that arise during the construction and dismantling of their stands (plasterboard, wood, iron, plastic, etc.) by their own expense.

5. GENERAL SECURITY OF THE EXHIBITION

The general security of the exhibition will start at Wednesday 8/2/23, and operates 24 hours up to Monday 13/2/23 up to 15:00 (dismantling day).

However, especially during preparation and dismantling where hundreds of people are working, needed attention from exhibitors regarding the safety of exhibits.

The Exhibitor, is totally responsible himself or any other person takes instructions from him, for the safety of exhibits and their staff during the preparation of the exhibition, the operation and removal of exhibits (accidents, theft, fire, etc.). The exhibitor must ensure for insurance coverage of all of the above.

6. DISMANTLING

The exhibition will close on Sunday 12 of February 2023 at 20:00.

All exhibitors should remain at their stands until all guests withdraw. On leaving, exhibitors must take with them the same night all the valuable small items while you have the opportunity to complete the dismantling of the stands. After the withdrawal of the visitors will be allowed to exit the exhibits and bring the truck for decommissioning.

On Monday 13/02/2023 at 8:00 a.m. the doors will open for the withdrawal of exhibits, makes guarding virtually impossible. Exhibitors from that time and then must have their representative at the stand to guard their exhibits until the final leaving.

Exhibitors will have at their disposal one day dismantling (**Monday 13/02/2023 from 08.00 to 23.00**).