

EXHIBITION PARTICIPATION & OPERATION REGULATION



Defence Exhibition Athens
INTERNATIONAL DEFENCE & SECURITY EXHIBITION

By and between the company ROTA SA, which organises the DEFEA exhibition,(Organiser) and the interested candidate exhibitor (Exhibitor), or legal representative in the case of a company, a Private Agreement was signed for the participation of the latter in the exhibition. Upon signing of the Private Agreement of Participation in the exhibition, the exhibitor unconditionally accepts the terms of this Regulation of Participation & Operation, which form part of the Private Agreement of Participation and in general the regulations and the applicable laws in Greece, and particularly the laws on commercial exhibitions .

1. The Exhibition

The Exhibition is to take place from the 13th to 15th July 2021 at the facilities of the Metropolitan Expo Exhibition Centre.

The exhibitor is responsible for taking and observing all necessary hygiene and safety measures during preparation, operation and dismantlement of the exhibition to avoid the spread of Covid-19. The exhibitor, as also his/her collaborators, subcontractors and guest visitors, is obliged to comply with the legislation in force, the instructions of the authorities, the instructions and suggestions of the organising company and the security policy of the exhibition centre.

The Exhibition is addressed to official agencies, sector professionals and Ministries of Defence, Maritime Affairs and Citizen Protection. Visitors must be involved in legitimate sectors of the related industry, government, military equipment vendor organisations and military academies.

Entry to visitors is only allowed by invitation and after presenting identification documents. Anyone wishing to visit the exhibition (including persons invited by an Exhibitor) should register their details through the DEFEA website.

Both visitors and Exhibitors should either be in business attire or service uniform.

Entry is not permitted to minors under 18 years of age, including the children of the Exhibitor.

2. Right of Participation in the Exhibition - Exhibit types

Companies that manufacture, import, trade and represent products or services related to the scope and character of the exhibition may participate in the exhibition.

The Exhibitor must have their legal seat in a country recognised by the international community and not subject to a trade ban for the sale of defence and security equipment.

The Organiser reserves the right to accept or refuse participation to any company or organisation that wishes to exhibit, and this company or organisation is excluded from any right to object or to demand any compensation.

The Exhibitor is responsible for acquiring the import/export licences of products.

The Organiser cannot be held liable for any decisions made by the Greek authorities regarding the import/export of equipment from any country.

Display of exhibits not complying with the scope of the exhibition is prohibited. In case exhibits that do not comply with the above rule are detected, the Organiser reserves the right to request immediate removal at the expense and under the responsibility of the Exhibitor.

3. Participation Approval

Participation in the exhibition is considered approved upon the signing of the Private Agreement of Participation by the prospect Exhibitor and the Organiser, and payment of the stand value and any other sum for additional equipment/supplies to the Organiser.

Assignment of space is considered definite and finalised on the date which the total amount for participation is paid by the Exhibitor.

In the event of non-timely payment as per the dates stated in the Private Agreement, the spaces considered available and the amount already paid by the Exhibitor is withheld as compensation.

4. Cancellation of participation

Cancellation of participation may happen only by notifying via written statement the Organiser and in accordance to the following rules.

When the Organiser is notified via a written statement of cancellation:

- A. More than ninety (90) days prior to the exhibition opening date, 50% of the total amount is retained and the remaining amount paid, is returned to the Exhibitor.
- B. Less than ninety (90) days prior to the exhibition opening date, the Exhibitor must pay the entire participation fee as compensation, as stipulated in the Private Agreement.

5. Stands Distribution

The Organiser, based on the exhibition floor plan, presents and suggests available stands to the Exhibitor. The Exhibitor selects one of the available stands.

The allocated space is granted exclusively to the participating exhibitor. Any concession of partial or full use of a stand to a third party, co-location or hosting a third party at a stand, as well as exhibiting third party products or services is strictly prohibited.

The signing of the Private Agreement of Participation is proof of the fact that the Exhibitor has been fully informed of the space allocated, found it acceptable, and accepts whatever it may include.

Following the signing of the agreement, the Organiser reserves the right, for technical or organisational reasons, and in deviation from the agreement, to give the Exhibitor a stand at another location of the exhibition, to change the stand size, and to make any other change to the layout of the exhibition. Any such changes shall take place pursuant to deliberations between the Organiser and the Exhibitor.

Any alteration of up to five (5) centimeters in the dimensions of the stand due to the size of the partitions is to be expected by the Exhibitor. Any claims involving such differences are not considered tenable. Partitions, columns, water supply tubes, fire extinguishers, safety lights, electrical panels, and other equipment constitute an integral part of the stand.

6. Build-up & Dismantling

Build-up - Exhibits placement:

Delivery of stands will be accomplished according to the schedule that the Organiser will communicate to the Exhibitor, while unloading of constructions and merchandise will also follow the schedule.

Operating hours during build-up are:

- 7 & 8/7: 09:00 - 17:00.
- 9-10-11/7: 07:00 - 23:00
- 12/7: 07:00 - 20:00 - Only for merchandise transfer

Exhibitors and contractors are not allowed to remain at the exhibition hall after operating hours.

If a stand remains vacant after 15:00hrs on the day before the opening of the exhibition and the Organiser has not been notified in written, the Organiser has the right to re-allocate the use of the stand and/or allocate another exhibitor in it. In this case, the Exhibitor is not relieved from any financial obligation, including any additional decoration costs as a result of the Organiser re-allocating the stand.

Build-up operating hours are 7:00-23:00. After 23:00 exhibitors and contractors are not allowed to remain in the venue.

Dismantling - Removal of exhibits:

The Exhibitor may begin dismantling the stand after the conclusion of the exhibition and according to the dismantling schedule that has been communicated by the Organiser.

Stands or exhibits cannot be dismantled or transferred prior to the conclusion of the exhibition.

The Exhibitor must package their exhibits on the same day, and should not leave behind valuable items, such as electrical appliances or merchandise, without taking care of their safekeeping and guarding.

Dismantling should be completed by 17.00 on the next day after the conclusion of the exhibition.

The stand area must be restored to its original condition. Any rubbish (carpet, adhesive, etc.) must be removed.

After the conclusion of the exhibition and until all exhibits or other materials are removed, the Exhibitor is solely liable for their safekeeping and guarding.

The Exhibitor is liable for any damage occurs under his/her responsibility in the exhibition venue.

7. Design and Stand Layout

The Exhibitor must visit the stand area prior to the opening of the exhibition in order to resolve any technical issues that might occur and affect operation. The Organiser is excluded from any liability regarding issues of technical nature affecting the operation of the stand.

The Exhibitor is responsible for the decoration and internal layout of the stand.

Applying headlights or other lighting equipment without any consultation and/or elements that surpass the space allocated to the Exhibitor is strictly prohibited.

Space Only Stands

For space only stands, the Exhibitor is obliged to submit to the Technical Company of the exhibition official statement signed by the Exhibitor, with which guarantees the technical integrity and safety of the construction. **(Template 1)**

Stand constructions must not exceed 3 m in height.

In case that the decorating elements or exhibits of the stand exceed 3 m in height, the Exhibitor is obliged to submit to the Organiser the design of the stand in order to be approved.

In case the stand construction exceeds 3 m in height, the Exhibitor is obliged to submit an official statement **(Template 2)** from an architect or civil engineer guaranteeing the safety and integrity of the

Electricity related operations should respect the current applicable regulations and laws and are to be performed under the responsibility of the Exhibitor.

The electrician responsible for the work in the stand is obliged to submit to the Technical Company official statements for the safety and operation of the relevant equipment, including copy of his/her professional license.

Space only stands cannot contain structure/panel elements belonging the Technical Company of the exhibition.

In the case that space only stands are using the back of the partitions of neighboring stands they will be charged per panel from the Technical Company.

Designs of special construction stands that intend to have 3 or 4 closed facades should include an opening of 2 m. at each side and every 10 m. for safety reasons.

With the exception of stands situated at the peripheral corridor, for stands located along the entrance of the exhibition any walls construction should begin 2m. further in from the façade of the stand.

Each element that exceeds the height of 2,5 m and is visible from neighboring or other stands should be smooth and dyed in an off-white color.

The stand construction and all relevant works (painting, smoothing walls, scrubbing etc.) should be finished 2 days prior to the opening of the exhibition.

Should the above mentioned condition is not met the Organiser reserves the right to change the structure of the stand from space only to shell scheme applying all relevant charges.

If the stand's floor is above ground level (more than 4 cm in height) a ramp should be designed to enable

access for wheelchair users.

All hanging banners or constructions should allow at least 2 m. distance from the perimeter of the stand. The height of markings or constructions should not exceed the 6 m. in Hall 3 and the 7 m. in Hall 4 and the minimum distance between the markings or constructions from the floor should be 3 m. in Hall 3 and the 4m. in Hall 4.

All hanging banners or constructions should have at least 1 m. distance (in height) and 2 m. (in width and length) from any structural element of the stand or the building (pillars, grids..).

Hanging from the roof points or parts of constructions that touch the ground is strictly prohibited.

Shell Scheme Stands

Partition panels of the shell scheme stand are made of melamine.

Heavy objects or side pressure of any kind cannot be attached/hanged to the panels.

Use of double sided adhesive tape directly at the partition panels or any other structural element is prohibited and its use is only allowed on top of paper tape.

Screwing, drilling, nailing or painting the partitions is strictly forbidden.

For the smooth function of the exhibition during build-up, operating hours and dismantling all Exhibitors and their contractors should abide to the below described rules. The following are not allowed in the exhibition venue:

- Screwing, drilling, nailing or painting on the floor, walls, pillars, partitions or any part of the exhibition hall
- Leaving construction elements, decorative material and products or performing other works in other stands or at the hallways. Hallways should be kept clear at all times.
- Use of WC or other venue spaces for cleaning brushes or other equipment. Industrial sinks are available at every hall for this purpose.
- Any intervention or attempt to connect to the services network without the written permission of the Technical Company.
- Hanging of any item from the roof or structural elements of the Halls or services network grids/cables that run along the roof and any item that surpass the perimeter of the stand.
- All packing materials should be removed from the exhibition venue, during the build-up with responsibility of the Exhibitor.
- Construction of double decker stands
- Use of plasterboard Any element like signs, headlights, shelves, goods at the hallways and outside the perimeter of the stand
- Hanging banners or special constructions without the written permission and approval of the Technical Company of the venue.
- Executing works such as cutting wood, using tools, dye compressors, machines and materials that can cause wear or damages to the venue.
- Any work in the venue should be concluded by 23:00.
- All open sources of fire, flammable materials or other hazardous, explosive materials as well as internal combustion engines inside the halls of the venue.

- The use of slow burning materials for the constructions is obligatory.
- Any unauthorised construction or any construction that does not meet the standards contained in this regulation will not be accepted by the Organiser, and will be removed by the Technical Company, at the Exhibitor's expense

8. The Technical Company of the Exhibition

The exhibition centre's technical company, EXPOWORK S.A., has been appointed as the official Technical Company for the exhibition.

Obligatory EXPOWORK S.A. Services:

- Provision of kw-power from the building's power supply
- Electrical works at shell scheme stands
- Cleaning of shell scheme stands
- Signage in main locations in the building
- Wired and wireless Internet
- Suspension points from the beams on the hall ceilings
- Building network water supply and drainage
- Ventilation

Optional EXPOWORK S.A. Services:

- Construction of custom exhibition stands
- Electrical works at special construction stands
- Equipment/furniture rental (chairs, desks etc.)
- Carpet-laying
- Cleaning space only stands

The Exhibitor can contact the Technical Company via : a) telephone: **2103542990** or b) e-mail: **defea@expowork.gr**

Electrical operations

Electricity is supplied exclusively via EXPOWORK S.A. Electrical works on Open Space stands, undertaken by third party individuals or legal entities must be performed by a licensed electrician in accordance with current legislation. In such cases, during the preparations for the exhibition, the Exhibitor shall have to submit to EXPOWORK S.A. a copy of the head electrician's licence as well as a Solemn Declaration signed by the latter, guaranteeing the safe construction and operation of the installation. Only then electricity supply will become available at the stand. (Template 3)

For safety reasons, the stand's electrical panels must be located in visible, easily accessible places.

9. Entrance of Exhibitors and personnel

For each person entering the venue during build-up, operating and dismantling a personal admission pass is required.

During the build-up and dismantling of the exhibition, all contractors and technical workers should present their ID card or passport in order to receive their personal admission pass. The entire procedure is in compliance with the General Data Protection Regulation (EU 2016/679 - GDPR).

Attention: Admission passes issued to construction companies and technical workers will not be valid during the operating hours of the exhibition.

For the issuance of Exhibitor and personnel admission passes, interested parties must electronically submit a copy of their ID card, passport, or military ID, having first applied to the Organiser.

Following approval of the Organiser, applicants shall receive their admission passes electronically.

Upon entering the venue there will be an identification process for everyone.

For their unimpeded entry to the exhibition, each Exhibitor receives a specific number of free passes for themselves and for the persons working at their stand. The admission pass is personal and may not be used by anyone else.

No person may remain at the venue beyond its operating hours.

10. Customs Office

Each Exhibitor is responsible for carrying out customs formalities for the temporary import of equipment and products arriving from abroad (Temporary Admission). The Exhibitor, in cooperation with the official DEFEA carrier, must take all necessary steps in regard to the import and re-export of its equipment for all transit countries.

The Organiser is not responsible for any difficulties that may arise in the course of these formalities.

The Organiser shall not be liable against the Exhibitor in the event that a prohibition or denial of authorization by the Greek authorities prevents the latter from participating in the Exhibition or from displaying part of their equipment.

Official DEFEA Carrier

MTS ExpoLogistics

346A Vouliagmenis Ave., Agios Dimitrios 173 42, Athens, Greece Tel +30 210 9902990 - 991 (Extension 110)

+ 30 213 038 1085-86 , Mobile : +30 6936510129, e-mail: fairs@mtsexpolog.com, www.mtsexpolog.com

Contact person: Ms. Jenny Chiou, Operations Manager

11. Sampling

Exhibits may be operated only during brief intervals throughout the exhibition, only for purposes of showcasing and only after the Exhibitor has received the written consent from the Organiser. The showcasing of exhibits must comply with the terms of participation in the exhibition and preventive measures must be taken for the safety of visitors.

Retailing is strictly prohibited.

12. Safety of persons and exhibits

The Organiser, in collaboration with a security company, sees to the general surveillance of the exhibition spaces.

For individual stands and exhibits, no liability can be undertaken for theft, property damages, or for injury of persons on the days of build-up, operation, and dismantling of the exhibition, which fall under the responsibility of the Exhibitor.

The guarding and safekeeping of merchandise fall under the exclusive responsibility of the Exhibitor.

Following arrangements with the Organiser, Exhibitors may set up their own, private security for their stands.

For this reason, Exhibitors should and must take the necessary steps to secure their exhibits and merchandise against all risks.

Exhibitors are liable for any property damage or injury of persons caused by them, their staff, their construction, or their exhibits.

13. Audiovisual devices / Events / Shows

The operation of any sound production device, musical instruments, image or sound effects, causing nuisance and distorting the smooth operation of the commercial exhibition is prohibited in the stand.

Special events may only be held, with the written consent of the Organiser.

Any Exhibitor or third party wishing to use music or songs at their booth or to present, reproduce, etc., any third-party intellectual property, undertakes the responsibility to timely obtain the necessary permission from the competent copyright management companies.

14. Photo-shooting - Videotaping

Photographing or video recording of the overall exhibition, stands or individual exhibits is not permitted.

The Organiser reserves the right to take photographs and shoot videos during the exhibition, for its own use, via the exclusive photographer, in order to advertise and promote the event. Accredited journalists also have the right to take photographs and record videos.

Exhibitors are permitted to take photographs or videos within the limits of their own stands and have the right to preapprove recordings or photos taken by members of the media covering the exhibition.

15. Pets

The entry and presence of pets in all internal spaces off the venue, including stands, is prohibited.

16. Exhibitors' advertising

The allocated to each exhibitor stand is the only place where display and/or promotion of products or services or any other advertising activity is allowed. For any other advertising/promotional activity outside the boundaries of the stand, a written permission should be granted by the Organiser. Advertisements which infringe morality are not permitted in the venue.

17. Show catalogue

The Exhibitor's contact details are presented in the show catalogue, in printed, or digital, or Internet based form.

18. Personal Data

By signing the Private Agreement of Participation and this Regulation, the Exhibitor consents and shall ensure its officers'/natural persons' consent to the processing of their personal data by the Organiser in accordance with the provisions of the General Data Protection Regulation (GDPR) 2016/679 and the current Privacy Policy of the Organising Company.

The Exhibitor hereby gives to the Organiser his unambiguous consent to forward his details to third parties who play an important role in the effective organization and promotion of the Event, such as media partners; official stand contractors; agents; event sponsors, co-Organisers and affiliate companies.

General Terms

The Organiser cannot be held responsible for any:

a) Whole or partial black-out or breakdown of a utility service; b) fire; c) natural disaster; d) act of God; e)

intervention or decision of a Public Authority or another Utility Organisation; f) strike; g) terrorist act or threat of a terrorist act; h) social upheaval; i) Force Majeure incident, and in general, any incident attributed to the foregoing events.

In particular for Force Majeure reasons, at its discretion, the Organising Company has the right to decrease or increase the duration of operation of the exhibition, entirely cancel the exhibition, change the opening and closing dates, and evacuate or keep a part of the exhibition hall temporarily empty.

Claims for damages in such cases, or release from the Private Agreement will not be accepted.

The Exhibitor agrees to compensate the Organising Company, the owners of the exhibition hall, any Public Authority, any other participant, for claims originating from actions or omissions attributed to it, or its representative, or persons it employed.

The Exhibitor and its staff, directly or indirectly employed at the exhibition, recognise and accept the binding nature of the terms of participation and the regulation of the exhibition, and are required to strictly observe its terms, and to comply with the instructions and guidance provided by the Organising Company for the smooth and seamless realisation and operation of the exhibition.

In case of postponement of the exhibition due to Covid-19 the exhibitors will not be financially burdened.

Any advance payments will either be refunded or transferred to the next event.

If the exhibition is interrupted after its commencement for reasons of force majeure, rental fees are not refunded.

In the event of application for bankruptcy, or bankruptcy of the Exhibitor's company, the Private Agreement will be automatically cancelled, and the booth will be free for exploitation by the Organising Company.

Non-compliance with the terms of the exhibition regulation, which are all deemed to be material, grant the Organising Company the right to close down the booth, or to remove the exhibits without further notice.

If any provision of this Regulation shall be found by any court or administrative body of competent jurisdiction to be invalid or unenforceable, such invalidity or unenforceability shall not affect the other provisions of this Regulation which shall remain in full force and effect.

Any issue or dispute that may arise and is not provided for by this regulation will be resolved by the Organising Company.

The validity, construction and performance of this Regulation (and any claim, dispute or matter arising under or in connection with it or its enforce- ability) shall be governed by and construed in accordance with the laws of Greece. The Courts of Athens are exclusively competent for the resolution of any dispute that may arise from this Regulation and its implementation.