

| TO BE COMPLETED<br>BY THE ORGANIZER | REFERENCE NUMBER | DATE |
|-------------------------------------|------------------|------|
|                                     |                  |      |

## Participation Form

PRIORITY PROCESSING OF REQUESTS

### A: EXHIBITOR DATA

Please use block capitals. All fields must be completed.

|                        |                     |             |         |
|------------------------|---------------------|-------------|---------|
| COMPANY NAME           |                     |             |         |
| BUSINESS ACTIVITY      |                     |             |         |
| ADDRESS                | CITY                | POSTAL CODE | COUNTRY |
| TELEPHONE              |                     | FAX         |         |
| E-MAIL                 |                     | WEBSITE     |         |
| COMPANY REPRESENTATIVE | POSITION IN COMPANY | MOBILE      |         |

### BILLING INFORMATION

(If different from Exhibitor Data)

|                   |     |
|-------------------|-----|
| COMPANY NAME      |     |
| ADDRESS           |     |
| COUNTRY           |     |
| VAT NUMBER        |     |
| TELEPHONE         | FAX |
| BUSINESS ACTIVITY |     |

### B: COMPANY NAME ON BOOTH NAME BOARD

Please specify how your company name should appear on your stand name board.

|                                      |
|--------------------------------------|
| COMPANY NAME ON THE STAND NAME BOARD |
|--------------------------------------|

### C: COMPANY NAME IN THE EXHIBITOR CATALOGUE

Please specify how your company name should appear in the exhibitor catalogue

|                    |           |         |
|--------------------|-----------|---------|
| COMPANY NAME       | TELEPHONE | FAX     |
| EXHIBITOR CATEGORY | WEBSITE   | E-MAIL  |
| ADDRESS            | CITY      | COUNTRY |

If you wish your logo to be included in the exhibitor catalogue please send it to [info@chamberofkavala.gr](mailto:info@chamberofkavala.gr)

### D: ADDITIONAL STRUCTURAL ELEMENTS

Please see the additional notes.

**BASIC EQUIPMENT:** Basic Structure, Facade with a signboard including company name, 1 desk and chair per exhibitor, Socket 220V, Table Ashtray, Waste basket.

### E: REQUIRED EXHIBIT SPACE, NUMBER OF SIDES

Please specify the exhibition space and the number of sides of your stand

| SPACE AND STAND                    |                          | Price per m <sup>2</sup> ✓ | Required Space        | TOTAL   |
|------------------------------------|--------------------------|----------------------------|-----------------------|---------|
| ➔ PAYOFF until 1st of October 2025 |                          | <input type="checkbox"/>   |                       |         |
| ONE SIDE Stand Type                | <input type="checkbox"/> | € 40,00                    | x .....m <sup>2</sup> | € ..... |
| TWO SIDES Stand Type               | <input type="checkbox"/> | € 60,00                    |                       |         |
| THREE SIDES Stand Type             | <input type="checkbox"/> | € 65,00                    |                       |         |
| Outdoor Space - Entrance           | <input type="checkbox"/> | € 25,00                    |                       |         |
| Outdoor Space - Cafeteria          | <input type="checkbox"/> | € 20,00                    |                       |         |

Deposit 50 % . The prices above include 24% VAT

By signing this Participation Form, the exhibitor declares the intent to participate in KAVALAEXPO 2025 and accepts the Terms and Conditions of the exhibition (document 03).

(Place / Date) \_\_\_\_\_

The Exhibitor

|             |     |
|-------------|-----|
| TOTAL       | €   |
| VAT 24%     | = € |
| FINAL TOTAL | = € |
| DEPOSIT     | = € |
| BALANCE     | = € |

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## Additional Notes

PRIORITY PROCESSING OF REQUESTS

### A: EXHIBITOR DATA

Please use block capitals. All fields must be completed.

#### DESKS

- Dimensions 0,72x0,80x0,60 ☐ QUANTITY  PRICE € 25,00
- Dimensions 0,72x1,20x0,80 ☐ QUANTITY  PRICE € 25,00
- Dimensions 0,72x1,40x0,80 ☐ QUANTITY  PRICE € 25,00

- Dimensions 0,72x1,60x0,80 ☐ QUANTITY  PRICE € 25,00
- Dimensions 0,75x0,50x0,60 ☐ QUANTITY  PRICE € 25,00

#### SHOWCASE

- Small 1,62x1,00x0,45 ☐ QUANTITY  PRICE € 25,00
- Big 1,80x0,80x0,35 ☐ QUANTITY  PRICE € 25,00

#### CUBE

- Dimensions 0,50x0,50x0,50 ☐ QUANTITY  PRICE € 15,00
- Dimensions 0,70x0,50x0,50 ☐ QUANTITY  PRICE € 15,00
- Dimensions 0,90x0,50x0,50 ☐ QUANTITY  PRICE € 15,00

#### CHAIRS

- With blue cloth ☐ QUANTITY  PRICE € 15,00
- With blue cloth (and wheels) ☐ QUANTITY  PRICE € 20,00
- White polyester ☐ QUANTITY  PRICE € 5,00

- Classic wooden ☐ QUANTITY  PRICE € 5,00
- White with wheels ☐ QUANTITY  PRICE € 5,00

- Classic coffee table ☐ QUANTITY  PRICE € 15,00
- Rectangular glass showcase 100x90x30 ☐ QUANTITY  PRICE € 40,00
- Coffee table 41x50x50 ☐ QUANTITY  PRICE € 15,00
- Isle table 90x40x100 ☐ QUANTITY  PRICE € 20,00
- Isle table ☐ QUANTITY  PRICE € 20,00
- Isle table (cherry color) ☐ QUANTITY  PRICE € 25,00
- Chest of drawers (no locker) ☐ QUANTITY  PRICE € 30,00

### The prices above include VAT 24%

**BASIC EQUIPMENT:** Basic Structure, Facade with a signboard including company name, 1 desk and chair per exhibitor, Socket 220V, Table Ashtray, Waste basket.

By signing this Participation Form, the exhibitor declares the intent to participate in KAVALAEXPO 2025 and accepts the Terms and Conditions of the exhibition (document 03).

(Place / Date) \_\_\_\_\_

The Exhibitor



**CHAMBER OF KAVALA**  
Omonias 50, 653 02 KAVALA  
Tel. +30 2510 222212,  
Fax: +30 2510 835946  
[www.kcci.gr](http://www.kcci.gr)

(Signature and Seal)

# Terms and Conditions of Participation

## GENERAL INFO

The Administration of the Chamber of Kavala annually organizes an exhibition of Industry – SMEs – Handicrafts – Commerce – Services under the registered name "KAVALAEXPO". Our goal is to promote the products produced and services provided in our prefecture at regional level and in the Balkan area, the South East and the Mediterranean countries of the Black Sea.

## ARTICLE 1. EXHIBITION DATES AND OPENING HOURS

- The dates and opening hours of the exhibition are determined each time by the Administrative Committee of the Chamber of Kavala.
- The Chamber of Kavala reserves the right to change the dates of operation and the working hours of the Exhibition, without any demand arising on the part of exhibitors, or other interested parties, for any damages caused. Revocation of an Application for Participation, which has already been submitted, is not allowed.
- The stands of exhibitors have to be open throughout the exhibition, observing the working hours.

## ARTICLE 2. EXHIBITORS

The following parties may participate in the exhibition:

- Greek and foreign manufacturers/producers who wish to exhibit products.
- Greek and foreign sales representatives and commercial intermediaries of domestic and foreign companies, provided they will declare the full data of the represented company. It should be made clear that in case that the declared companies (manufacturers/producers) have more than one representative in Greece or abroad, they may have their products exhibited through all authorized representatives holding an authorization in writing.
- Foreign official or semi-official state participation.
- Organizations, associations, departments of the Civil Service, Public Utility Services and public undertakings.
- Publishing Houses promoting publications associated with the sectors involved in the exhibition.

## ARTICLE 3. HOW TO PARTICIPATE

- Every exhibitor wishing to take part in the exhibition as an exhibitor must submit the Application for Participation Form to the Chamber of Kavala.
- The Chamber of Kavala will confirm in writing that the request for participation has been approved, giving details about the type and total area of the exhibition space allocated.
- By signing the request for participation form, the exhibitor is obliged to participate in the event and the space defined by the Service of the Chamber. The Chamber, at its discretion, and according to the categories of the exhibits, will determine the location and extent of the stand, depending on the disposal of the premises and the required exhibition area and equipment. The Chamber may grant the exhibitor area less than the requested, depending on the needs and circumstances presented each time, and the number of requests for participation.
- Full or in part sub-leasing of the exhibition area, or free cession to any third party by the exhibitor, is not allowed.
- The Applications for Participation Forms are submitted to the Chamber of Kavala not later than the date stipulated on the Application for Participation Form. Order of priority will be applied on the basis of submission time.
- Later than the date stipulated and 3 days prior to the opening of KAVALAEXPO any Applications for Participation Forms submitted are considered delinquent, are accepted with reservation and are allowed only in case there is extra space. The same applies to requests for additional space.
- The exhibitor will advance 50% of its financial obligation upon submitting the Application for Participation Form and will have to settle its financial obligation five (5) days prior to the opening of the Exhibition at the latest.

## ARTICLE 4. EXHIBITION SPACE

- The stands are made available to Exhibitors three days (3 days) prior to the opening of the exhibition.
- All necessary work for decoration, installation, and placing of exhibits must be finished at the latest by midday of the exhibition eve. In case exhibitors fail to appear to take possession of their stand 24 hours prior to the opening of the exhibition, the stand may be allocated to another interested party, after the prior notification of the exhibitor by any possible means.
- The stands must be delivered to the Chamber of Kavala one (1) day after the close of the exhibition, in their original condition. Exhibitors bear their own responsibility for their exhibition equipments, decoration materials removal from the stands. Any damages caused by exhibitors or their visitors, which are found at the delivery of the stand, will be borne by the exhibitors.
- The Chamber of Kavala has the right to modify the location, dimensions and the total area allocated to exhibitors, if necessary without any demand arising on the part of exhibitors for revocation of their Application of Participation.

## ARTICLE 5. CANCELLATION OF PARTICIPATION

- Any cancellation of participation may be declared to the Chamber of Kavala only in writing.
- The balance of the rental fee is retained
  - in case of cancellation on the part of the exhibitor
  - if the written declaration of cancellation is submitted to the Chamber of Kavala 10 (ten) days, prior to opening of the exhibition regardless of fault.
- The above mentioned consequences are irrelevant to the right of the Chamber to allocate or not to other exhibitors the stand that was claimed and then cancelled by the interested exhibitor.

## ARTICLE 6. COMMERCIAL TRANSACTIONS – ADVERTISING

- The premises of KAVALAEXPO, are an international marketplace, where commercial transactions take place, on the basis of the exhibited samples/products, which are listed in the Application of Participation.
- Exhibitors are free to advertise/promote their products only within their stands, provided they do not inconvenience their neighbor exhibitors with noise or any other way and they avoid advertisements contrary to common decency and fair trading.
- Use of any kind of the exhibition logo is only allowed if holding a written permission from the Chamber of Kavala.

## ARTICLE 7. EXHIBITOR CATALOGUE

- The Chamber of Kavala alone has the exclusive right to issue a catalogue of exhibitors. Insertion of the exhibitors' data is obligatory. The particulars of exhibitors received by the Chamber of Kavala after the deadline of participation, are inserted in the catalogue only if possible.
- Advertisements may be included in the catalogue, at special rates and exhibitors are charged accordingly.

## ARTICLE 8. INSURANCE – ACCIDENT PREVENTION

The Chamber of Kavala bears no responsibility whatsoever and is not obliged to reimburse the exhibitors or any other party for any accident or damage caused to human beings, merchandise or exhibits due to natural phenomena or any technical cause. Furthermore, the Chamber of Kavala cannot be held liable for any theft or loss, nor for damages caused by fire or natural phenomena. Therefore exhibitors are highly recommended to insure their exhibits against all risks. During the operation of the exhibition the exhibitors are responsible for the security of their stand, while the Chamber of Kavala is responsible for the security of the common use areas. The responsibility of the Security Company for the general security is limited only to the off hours of the exhibition. The exhibitors are permitted to stay on the fairgrounds one hour before and one hour after the working hours of the exhibition.

## ARTICLE 9. AMENDMENTS

The Chamber of Kavala has the right to amend, complement or abolish any provisions of the Regulations which are considered necessary for the improved operation of the exhibition.

## ARTICLE 10. PROHIBITIONS

Exhibitors are expressly prohibited from engaging in retail sales and using cash registers at their stands in the Exhibition Area.

## ARTICLE 11. ACCEPTANCE OF TERMS

The exhibitor must abide by the terms of participation and any additional instructions, designed to enable better organizational structure and functionality of the exhibition. He must show a spirit of cooperation and good faith to the responsible officials of the Chamber and provide any information requested on issues related to participation in the Exhibition.

Participation in the exhibition is subject to acceptance of the terms hereof.