

# EXHIBITORS MANUAL



**ATHENS**  
FITNESS FESTIVAL

**25-26**  
**MAY 2024**



**VOULIAGMENI**  
**BEACH**

HELLENIC PUBLIC PROPERTIES Co

## WELCOME TO THE ATHENS FITNESS FESTIVAL

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We're thrilled to have you on board!

This manual has been carefully curated to provide you with all the information you need to make your participation in the festival a success.

Inside, you'll find detailed instructions on booth setup, teardown procedures, rules and regulations, important deadlines, and much more.

We're here to support you every step of the way. If you have any questions or need assistance, please don't hesitate to reach out to our dedicated team at [info@awff.gr](mailto:info@awff.gr)

Thank you for being a part of the ATHENS FITNESS FESTIVAL.

**Let's make it a fantastic experience for exhibitors and attendees alike!**

### OPENING HOURS

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Saturday  
25 May  
9:00 - 23:00

Sunday  
26 May  
7:30 - 23:00

### VENUE

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**VOULIAGMENI  
BEACH**

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2 Poseidonos Ave. & Apollonos str.  
16671, Vouliagmeni

## TIMETABLE

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### Build Up

Thursday, May 23 from 09.00 - Friday, May 24 until 18.00

### Show Open

Saturday, May 25 from 09.00 - 23.00 open to public

Sunday, May 26 from 07.30 - 23.00 open to public

### Break Down

Sunday, May 26 after 22.00 - Monday, May 27 until 21.00

Dismantling your stand before the relevant time is prohibited. It's crucial to adhere to the schedule to ensure a smooth transition and avoid any disruptions.

**Exhibitors will not have access to the Exhibition Area before or after the above timings.**

- ▶ For security reasons, exhibitors who require to start earlier or stay later than the above timings, must obtain prior permission from the Organizers. Kindly note that this is subject to the approval of the Organizers.
- ▶ All exhibitors must ensure they have a representative at their stand during build and breakdown.
- ▶ The organizers hold no responsibility for the care and/or protection of any personal belongings left unattended, under any circumstance including theft, vandalism, or malicious mischief of any such belonging.
- ▶ All exhibitors must be present to receive their respective exhibits.
- ▶ Exhibitors are reminded that small, portable, and attractive items are most at risk after the exhibition closes each day. Therefore, exhibitors are advised to keep these safely stored each day before leaving the Venue.
- ▶ The Organizers will not be held responsible for any loss of items.
- ▶ Exhibits must always be staffed and manned during exhibition hours.

## STAND CONSTRUCTION & SERVICES

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### Shell Stand Specifications & Drawing:

Our 3m x 3m tent is made from a 250D PU silver coated fabric that provides UPF 50+ UV protection and CPAI-84 flame-retardant protection. Made from aluminum metal structure and a roof made of a waterproof material.

Please note the below visual is for reference only.



### Name Board

Your company's name will be featured on the fascia panel.

All tent exhibitors are requested to submit the **Name Board Form\_No.1**.

Once completed, please return this form to the Organizer no later than May 2nd, via email to [mntente@awff.gr](mailto:mntente@awff.gr).

### Power Supply

Exhibitors are responsible for ordering sufficient power for their respective stands **Electrical Order Form\_No.2**.

Once completed, please return this form to the Organizer no later than May 2nd, via email to [mntente@awff.gr](mailto:mntente@awff.gr).

Stands that plan to have perishables / refrigerated items are requested to order power 24hours power supply.

To avoid any power supply tripping/disruption, please order the required power supply for your stand in advance.

The Organizer will not be responsible for insufficient power supply that may cause power tripping.

### Flammable or Hazardous Materials

Exhibitors wishing to incorporate the use of flammable gases, toxic chemicals, or other hazardous materials as part of their exhibits should check with the

Organizers in advance, to establish the health and safety regulations and the restrictions which are placed by the venue regarding such usage.

### Dilapidation

Exhibitors are liable for any damage they may cause to buildings, floors, columns or to any equipment or any other exhibitor's property. Exhibitors are also responsible for any damage caused by their agents or contractors.

No exhibitor may drill holes into the floor.

The Organizer will inspect the exhibition area before build-up and after dismantling of the stands and any damage caused will be charged directly to the exhibitor.

### Removal and Waste / Cleaning

Exhibitors are responsible for their own waste removal during build-up and tear-down.

Exhibitors are responsible for cleaning their own stands during the festival.

### Music on Stands

The use of music inside your booth is allowed but must not interfere with any booths around you.

All music must not have any sexual references and / or profanity. The sound level **should not exceed 70DB**.

You will receive two warnings to lower the music to an acceptable level. The third time your power supply will be turned off by the Organizer.

## GENERAL SERVICES

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### Photography / Videography

There will be an official photographer / videographer for the event.

If you wish to have your own production company for your company's promotion, please inform the organizers with the complete contact details of your supplier at [mntente@awff.gr](mailto:mntente@awff.gr).

### Security

General security arrangements for the festival will be controlled by the Organizers, with a private company and in collaboration with the local authorities.

While the Organizers will make all reasonable arrangements for security, they will not take responsibility for any loss or damage which may occur and the responsibility for the security of a stand, its exhibits, and contents (including personal property).

### Raffle Draw

If part of your stand activities includes conducting a raffle draw, you must fill in the relevant form. **Draw Application Form\_No.3**.

Once completed, please return this form to the Organizer, via email to [mntente@awff.gr](mailto:mntente@awff.gr).

## Visual Requirements

To ensure optimal display quality, please adhere to the following pixel specifications for your visuals:

### **Resolution:**

All images and graphics should be provided in a high-resolution format.

**Minimum Resolution:** 1456 x 832 pixels

### **Pixel Pitch:**

To guarantee sharpness and clarity, aim for a suitable pixel density.

**Recommended Pixel Pitch:** 4.8mm pitch

### **File Formats:**

Accepted file formats include JPG, PNG, TIFF, MP4, MOV, and AVI.

Ensure that graphics are saved in a non-compressed format to maintain quality and videos are encoded using widely supported codecs to ensure compatibility with playback devices.

### **Scaling:**

Graphics may be scaled for display purposes.

Provide visuals with sufficient pixel density to accommodate scaling without loss of quality.

**Compression:** Videos may be compressed for efficient storage and streaming.

**Aspect Ratio:** Maintain the aspect ratio of your visuals / video to prevent distortion during resizing / playback..

*Note:* Failure to adhere to these specifications may result in visual degradation or compatibility issues during display.

### Sponsors Directory

All Sponsors automatically qualify for free editorial entry in the Directory which will be published on the website [athensfitnessfestival.gr](http://athensfitnessfestival.gr).

Brief description of your company in both Greek and English. Not more than 100 words.

Please fill in the relevant form **Sponsors Directory Form\_No.4**.

Once completed, please return this form to the Organizer, via email to [mntente@awff.gr](mailto:mntente@awff.gr).

## ADMISSION TO EXHIBITION

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### Exhibitor Badges

Exhibitor badges will be prepared by the Organizers and issued free to stand representatives of exhibiting companies.

**These passes are not transferable.**

Please fill out the **Exhibitors Form\_No.5**.

Once completed, please return this form to the Organizer, no later than May 2nd, via email to [mntente@awff.gr](mailto:mntente@awff.gr).

The badges should be collected from the Organizers' Office located in the venue entrance upon arrival at the festival.