



INTERNATIONAL EXHIBITION FOR CIRCULAR ECONOMY

**13-15.3.2025**

THESSALONIKI INTERNATIONAL EXHIBITION & CONGRESS CENTER



**EXHIBITORMANUAL**

ORGANIZED BY

**HELEXPO**

WITH THE COOPERATION

 **energy press**

Δημοσιογραφικό επιχειρηματικό portal για την Ελλάδα

In preparation for the **Forward Green**, we would like to highlight some important information necessary for your participation



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**13-15.3.2025**

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**WORKING HOURS**  
THURSDAY - FRIDAY - SATURDAY:  
10:00-19:00

# 1

## Preparation stage

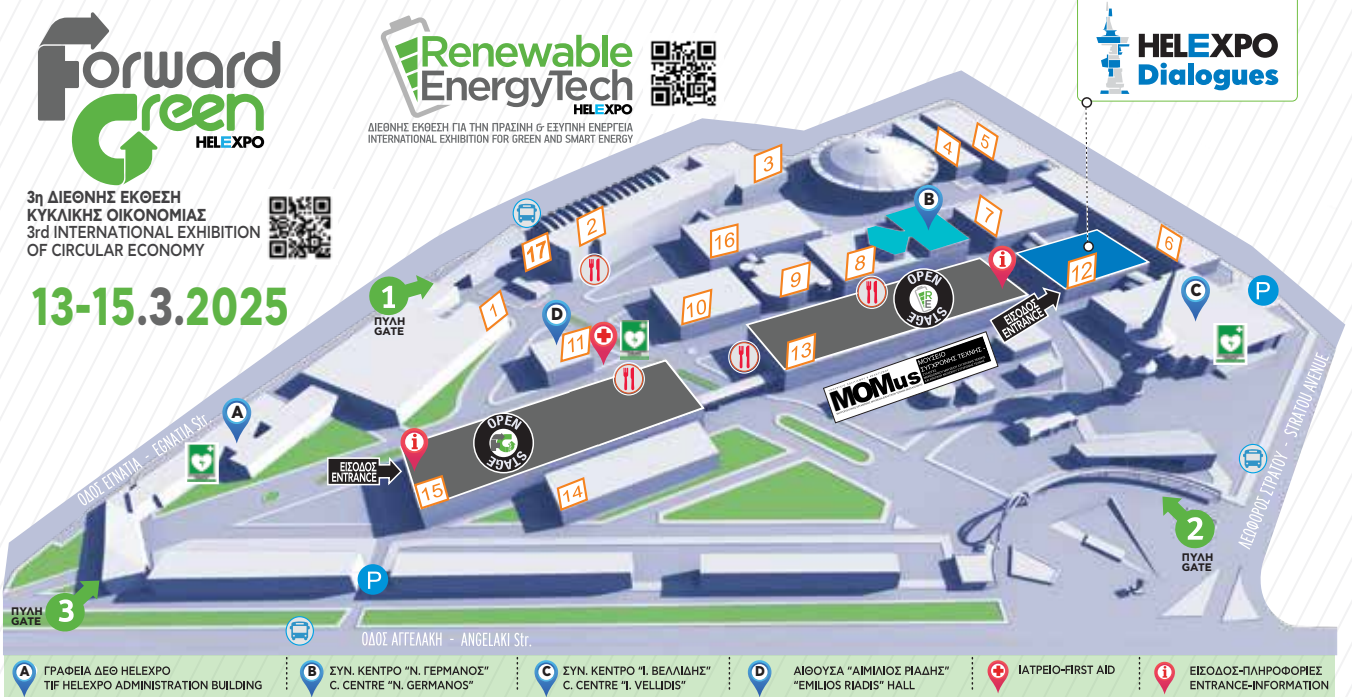
You can take over your space from the pavilion manager and carry out construction work from **08.03.2025** to **11.03.2025** and working hours 08:00-23:00 and on **12.03.2025** between 08:00-16:00. After 16:00 only work within the exhibitor's stand is allowed.

In case you exhibit a very large product, please inform the technical support department before transferring it to the exhibition area.

### Technical Support Department/ Pavilion Managers:

CHRISTOS CHRYSOVELIDIS  
e: cc@helexpo.gr, T +30 2310 291534

• **Supervisor Office Pavilion 13**  
T. +30 6946980879 - e: kchr@helexpo.gr



# 2

## Access to the exhibition area platform

Log into the platform using the username and password sent to you via a personalized email by January 20.

In the Exhibitors Area platform, you can:

- Access important information about your participation and the exhibition (pavilion, stand)
- Print your entry badges
- Upload your logo for inclusion Renewable EnergyTech exhibitors catalog/site
- Confirm your company details for the Forward Green exhibitors catalog/site

# 3

## Badges

Print your entry cards (Badges) through the **"Exhibitors Area"** online platform.

A personalized email will be sent upon the completion and the signature of the participation form until the 20th of January. Please note that you will need to go to the **"Badges"** field to print your strictly personal cards.

Plastic holders for your Badges can be collected during the preparation days from the nearest manager's office in pavilion 13.

# 4

## Event organization during the exhibition

Inside the exhibition spaces of pavilion 13, it will be special presentation space (open stage), with all the necessary audiovisual equipment, open to the visitors, which the exhibitors participating can utilize to present their company profiles or showcase their innovations. Through the online platform **"Exhibitors Area"** you can reserve your own 20 minute presentation in the available slots.

The presentations will be published in the website of Forward Green and will be shared to the internet through the social media account of HELEXPO.

We would like to inform you that for all types of events (pavilion openings, conferences, presentations, etc.) you may organize during the Forward Green , speakers and guests must have their personal exhibitor badge or pre-register on the exhibition's site or have an invitation.



# 5

## Invitation tickets

You can access an online invitation through **"Exhibitors Area"** online platform in the **"Invitation"** field.

# 6

## Technical issues equipment rental

For technical issues, equipment rental, ventilation, power, water supply, or anything related to the construction or setup of your stand, contact the contractor company:

### EXPOWORK S.A

Exhibitions Service Department  
T: (+30) 2310297572, 2310297564  
orderstif@expowork.gr

### Technical Services Form

**NOTE.** If you have chosen an exhibition space without equipment (Type 1), or an outdoor area, you can start construction after submitting your construction plan to HELEXPO's technical service.

- Contact: **Christina Papakosta**  
chp@helexpo.gr, tel. (+30) 2310 291268)
- **Send the electrical installation plan to EXPOWORK(orderstif@helexpo.gr).**

A charge for electrical power provision and connection is **€35.00/KW**, as stated in the participation declaration.

# 7

## Financial settlement

Please note that you have to pay directly the full of grand total of your participation after the signature of the participation form.

**NOTE.** In the payment details please write some of the following details (Company Name, VAT No. or the pavilion & your stand)

### Bank Account Numbers:

#### National Bank of Greece:

223/470300-60,  
IBAN – GR 40 0110 2230 0000 2234 7030 060  
SWIFT ETHN GR AA

#### Alpha Bank:

707/00/2320000394  
IBAN – GR 74 0140 7070 7070 0232 0000 394  
SWIFT CRBAGRAAXX

#### Piraeus Bank:

5202-002162-792  
IBAN: GR16 0172 2020 0052 0200 2162 792  
SWIFT PIRBGRAA

Send a copy of the deposit slip to HELEXPO's accounting department  
e: aky@helexpo.gr, tel. +30 2310291134.

# 8

## Advertising

Exhibitors' advertising within the Exhibition Center during the exhibition can be done in various ways, some of which are detailed in the **Sponsorship Opportunity.**

**Contact: Konstantinos Stilas**  
ks@helexpo.gr, T. +30 2310291213

Brand Development Manager: **Yannis Angelou,**  
ya@helexpo.gr, T. +30 2310291199



# 9

## Parking

The entrance for the cars inside the Exhibition Centre is through the Gate 1 (Exhibits' Gate) that is on the Egnatia Str.

There will be free parking spaces for the exhibitors and visitors inside the available pavilions, after the guidance of the person in charge of the gate.

# 10

## Contacts

- **PROJECT MANAGER**  
PANAGIOTIS CHATZIOANNOU  
T. +30 2310 291548, e: tif3@helexpo.gr
- **SECRETARIAT**  
KATERINA BENAKI  
T. +30 2310 291232, 2310 291257, 2310 291549  
e: tif@helexpo.gr
- **EXHIBITOR SERVICE DEPT.**  
Head: CHRISTOS CHRYSOVELIDIS  
T. +30 2310291534, e:cc@helexpo.gr  
**Secretariat**  
EFSTATHIA SIDERI  
T. +30 2310 291572, e: es@helexpo.gr
- **TECHNICAL SERVICES-EXPWORK**  
T. +30 2310 297564, +30 2310 297572  
e: orderstif@expwork.gr
- **VISITOR SERVICE DEPARTMENT**  
Head: ANGELIKI LAMPRIDOU  
T. +30 2310 291264, e: al@helexpo.gr
- **CONFERENCES & EVENTS DIRECTORATE**  
Director: VICKY DALKRANI  
T. +30 2310 291500 e: dv@helexpo.gr  
**Secretariat**  
ELEANA KOSTOPOULOU  
T. +30 2310 291517, e: ek@helexpo.gr  
ASPASIA SKOULIKARAKI  
T. +30 2310 291235, e: as@helexpo.gr
- **MARKETING & COMMUNICATIONS DIRECTORATE**  
Director: ELENI YPSILANTOU  
T. +30 2310 291612, e: press@helexpo.gr
- **PUBLIC RELATIONS DEPARTMENT**  
Head: MARIA PATLAKA  
T. +30 2310 291133, e: mpa@helexpo.gr

# Forward Green HELEXPO



INTERNATIONAL EXHIBITION FOR CIRCULAR ECONOMY



[forwardgreen-expo.gr](http://forwardgreen-expo.gr)

IN PARALLEL



INTERNATIONAL EXHIBITION FOR GREEN AND SMART ENERGY

UNDER THE AUSPICES



WITH THE SUPPORT OF



WITH THE COOPERATION



ORGANIZED BY

**HELEXPO**

THE BANK OF TIF-HELEXPO



OFFICIAL ENERGY PROVIDER



OFFICIAL AIR CARRIER SPONSOR



TELECOMMUNICATION PROVIDER



OFFICIAL DATA CENTER INTERNET PROVIDER



OFFICIAL CAR PROVIDER

