



INTERNATIONAL EXHIBITION FOR CIRCULAR ECONOMY

13-15.3.2025

THESSALONIKI INTERNATIONAL EXHIBITION & CONGRESS CENTER



EXHIBITORMANUAL



ORGANIZED BY
HELEXPO

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



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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 Manager:

CHRISTOS CHRISOVELIDIS
M. +306979331002, e:cc@helexpo.gr

PANAGIOTIS FRAGKISKATOS
M. +30 6940458342, E: pf@helexpo.gr



2

Entry passes Invitations

You can obtain entry passes/invitations either in printed form by contacting the exhibition secretariat at **tif@helexpo.gr** or **tif5@helexpo.gr** or in electronic form via the **«Exhibitors Area»** platform under the **“Invitation”** section.



3

Event organization during the exhibition

Inside HALL 13, there 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 Expo 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 Expo, speakers and guests must have their personal exhibitor badge or pre-register on the exhibition's site or have an invitation.

4

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.

- Find important information about your participation and the exhibition (booth, stand)
- Print your entry badges
- Upload your logo to be added to the exhibitor catalogue/website of Forward Green Expo
- Confirm your company details that will appear in the exhibitor catalogue/website of Forward Green Expo

5

Entry Cards

Print your entry cards via the "Exhibitors Area" platform.

Please note, you will need to visit the "Entry Cards" section to print your cards, which are strictly personal.

Lanyards for your Badges can be collected during the preparation days from the nearest manager's office in pavilions 15 and 13.

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 CRBAGRAAXXX

Piraeus Bank:

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

Eurobank:

0026.0030.96.0200688210
IBAN - GR 5702600300000960200688210

You have to pay directly the full grand total of your participation.

About Bills, invoices, etc., responsible is the Accounting Office:

Ms. Eirini Mandona

T: +30 2310 291 102, Email: em@helexpo.gr

Mr. Alexis Meta,

T: +30 2310 291 134, Email: meta@helexpo.gr



8

Advertising

Exhibitors can promote their presence within the Exhibition Center during the event through various methods, some of which are detailed in the [Sponsorship Opportunity](#).

Konstantinos Stylas

Email: ks@helexpo.gr - T: +30 2310 291213

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

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ASSISTANT PROJECT MANAGER

KATERINA BENAKI

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EXHIBITOR SERVICE DEPT.

Head: CHRISTOS CHRYSOVELIDIS

T. +30 2310291534, e: cc@helexpo.gr

Secretariat

EFSTATHIA SIDERI

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TECHNICAL SERVICES-EXPWORK

T. +30 2310 297564, +30 2310 297572

e: orderstif@expwork.gr

VISITOR SERVICE DEPARTMENT

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Head: MARIA PATLAKA

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Forward Green HELEXPO



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forwardgreen-expo.gr

IN PARALLEL



ΔΙΕΘΝΗΣ ΕΚΘΕΣΗ ΓΙΑ ΤΗΝ ΠΡΑΣΙΝΗ & ΕΞΥΓΙΑΝΗ ΕΝΕΡΓΕΙΑ

ΟΡΓΑΝΩΣΗ
ORGANIZED BY



ΜΕ ΤΗ ΣΥΝΕΡΓΑΣΙΑ
WITH THE COOPERATION



ΕΠΙΣΗΜΟΙ ΣΥΝΕΡΓΑΤΕΣ
OFFICIAL PARTNERS



ΕΠΙΣΗΜΟΙ ΥΠΟΣΤΗΡΙΚΤΕΣ
OFFICIAL SUPPORTERS



ΜΕ ΤΗΝ ΑΙΓΙΔΑ | UNDER THE AUSPICES



ΜΕ ΤΗΝ ΥΠΟΣΤΗΡΙΞΗ | WITH THE SUPPORT OF



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