



EXHIBITORS MANUAL

Dear Exhibitors,
We welcome you our exhibitions.
The purpose of this letter is to give you important information regarding the preparation, operation and dismantling procedures of the exhibition.

→ E-Invitation

You will receive soon the e-invitation which you may complete your contact details and send it to your customers.

→ DAYS AND HOURS FOR THE PREPARATION OF THE STANDS

Preparation of the external and internal stands without structure

- Wednesday 5/4 08:00 - 22:00 h
- Thursday 6/4 08:00 - 22:00 h

Preparation of the internal stands with structure

- Thursday 6/4 07:00 - 22:00 h

No works is allowed beyond these operation hours at the exhibition hall.

The works at the stands should be completed up to 22:00 at night of 6/4/23.

During the last day of the last preparation day you will receive a folder that will contain: Exhibitors lanyards, exhibitor folder, notebook and a pen.

→ EXTRA EQUIPMENT

For extra equipment order (ex. offices, chairs, refrigerator, electrical supply etc) you may contact with C.K. MATRIX EXHIBITIONS PARTNERS LTD, the company responsible for the extra equipment.

Tel. +357 22898999, Email: info@ckmatrix.com.

→ PAYMENT OF YOUR STAND

All payments should be arranged according to your participation contract in order to receive the free pass entrance code to enter at the exhibition area. You will receive the invoice at Thursday 6/4/23.

→ OPERATION DAYS & HOURS

- Friday 7 of April 2023 14:00 - 21:00
- Saturday 8 of April 2023 12:00 - 22:00
- Sunday 9 of April 2023 11:00 - 21:00

The exhibitors are obligated to be present at their stands half hour before and after the start and end of the operation hours.

Entrance to the Conference is free.

→ **DISMANTLING**

The dismantling will start on Monday at 10/4/23, 08:00 - 15:00.

→ **GENERAL SECURITY OF THE EXHIBITION**

The general security of the exhibition will start at Thursday 6/4, and operates 24hours up to Monday 10/4/23 up to 15:00 (dismantling day).

→ **GENERAL CLEANING OF THE EXHIBITION**

The 24hours cleaning service will start at Thursday 6/4/23.

→ **EXHIBITS TRANSPORTATION**

Please make sure for in time transportation of your exhibits.

Useful Instructions for Transportation of Exhibits from Abroad

You should issue a Proforma Invoice, having in the description the exhibits and adding an indicative value of the goods. The Proforma Invoice should be issued by your company to your own company details, with description: «The goods are going to be used as an exhibition material» and use as a delivery address the address of the exhibition center's address: ExpoCyprus, G. Seferis, Makedonitissa Area, Engomi, Nicosia 2415, Cyprus

→ **ACCOMMODATION**

Please follow the below link to see Hotels in Nicosia:

<http://expoconstructions.com/en/hotels.html>