

Directorate of Congresses,
Events and Space
Concession



INTERNATIONAL CONGRESS
CENTRES OF HELEXPO

RULES OF OPERATION

PREFACE

TIF-HELEXPO S.A. is the state organisation for international exhibitions, congresses and events. These Rules of Operation for Congress Centres has been approved by the Board of Directors of TIF-HELEXPO S.A.

ARTICLE 1 TO WHOM CONGRESS CENTRES ARE MADE AVAILABLE

Natural Persons or Legal Entities, Public Enterprises, Legal Entities under Public Law and Legal Entities under Private Law, Foundations, Cultural Groups, Scientific Agencies, Organisations, Chambers, Unions, Associations, Exhibitors and Political Parties.

ARTICLE 2 HOW CONGRESS CENTRES ARE MADE AVAILABLE

- 1 By submitting a signed 'application' for the use of congress venues, which must include the date and duration of the event, its type, the number of participants and its subject matter.
- 2 The concession request is either accepted or rejected, according to the terms of these rules.
- 3 A request submitted by a debtor shall be accepted only after the repayment of the debt.
- 4 A request that contains terms or restrictions shall not be accepted.
- 5 Rejection of a request for any reason shall give rise to no claim against TIF-HELEXPO S.A.

ARTICLE 3 AVAILABILITY HINDRANCES

- 1 When TIF-HELEXPO S.A. requires the Conference Centre for its own purposes.
- 2 When it has been made available to an interested party that requested it earlier.
- 3 When the subject of the event is contrary to public feeling and/or could cause commotion.
- 4 When the applicant has infringed the terms of this or of any contract with TIF-HELEXPO S.A. in the past.

ARTICLE 4 ACCEPTANCE-MANNER OF PAYMENT

- 1 Upon approval of the request, the interested party must sign the relevant ACCEPTANCE - CONFIRMATION OF CONGRESS HALL COMMITMENT within a deadline of ten (10) days, paying a 30% advance payment. Should the application have taken place during a period shorter than ten (10) days, then the interested party must pay the advance payment immediately, upon notification of the approval of its request. The remaining amount must be paid one (1) day before the delivery of the venues.
- 2 Should this deadline expire without action, the reservation is cancelled and the revocation of the request is documented.
- 3 TIF-HELEXPO S.A. retains the right to revoke the approval at no cost for reasons of force majeure. In this case, the advance payment amount shall be refunded free of interest.

ARTICLE 5 REVOCATION OF REQUEST - CANCELLATION

- 1 Revocation can only take place following a written statement.
- 2 Should TIF-HELEXPO be notified of the revocation ten (10) days before the event, the entire advance payment amount shall be withheld.
- 3 In any case of cancellation of a congress/event, TIF-HELEXPO S.A. has the right to cede the use of the specific venue on the specific date to other interested third parties without notifying the interested third parties and without affecting its rights.

ARTICLE 6 DELIVERY AND COLLECTION OF VENUES & EQUIPMENT

- 1 Delivery shall take place with the signing of a

protocol, by virtue of which the interested party undertakes full responsibility for safeguarding the assets of TIF-HELEXPO S.A. that it receives and is fully liable for any loss thereof or damage thereto.

- 2 Immediately after the end of the event or congress, the venues and materials shall be returned to TIF-HELEXPO S.A., once more with a protocol listing any losses or damage, as well as the valuation thereof by the appointed individual.
- 3 Articles and all types of materials introduced within TIF-HELEXPO S.A. premises by the organiser of the congress or event can be withheld by TIF-HELEXPO S.A. if the organiser's obligations to TIF-HELEXPO S.A. have not been settled.
- 4 The presence of a guard via the contracting security firm may, at the absolute and sole discretion of TIF-HELEXPO S.A., be deemed mandatory for the entire duration of the event and its cost shall burden the interested party.

ARTICLE 7 GUARANTEE

Following the signature of the ACCEPTANCE - CONFIRMATION OF CONGRESS HALL COMMITMENT, TIF-HELEXPO S.A. shall receive, at its sole discretion, either a Bank letter of guarantee equal to 50% of the total charge for the venues ceded or a monetary guarantee of an equal amount. The letter of guarantee or monetary guarantee shall be returned upon the end of the event of Congress, provided all pending matters concerning the concession of the venues have been settled and shall be withheld, inter alia, in the case of any wear and/or damages to the venues of the Congress Centre.

ARTICLE 8 RESTRICTIONS - PROHIBITIONS - RESPONSIBILITIES

TIF-HELEXPO S.A. has the right to check the compliance with the agreed-upon terms at any time.

- 1 It is forbidden to post stickers or posters or to nail objects to the walls of any venue.
- 2 Users of the Congress Centre are obligated to

pay compensation for any damage caused during the use to TIF-HELEXPO S.A. or to third parties.

- 3 TIF-HELEXPO S.A. shall not be held liable for actual defects or inadequacies of the venues ceded for use, nor for any loss, damage or wear of materials introduced to the premises where the congress or event takes place.
- 4 As compensation for damage or wear caused to its assets, TIF-HELEXPO S.A. shall collect the entire guarantee or part thereof, without waiving the right to seeking further compensation.
- 5 It is forbidden to create other canteens, bars or restaurants within the premises of the Congress Centres.

ARTICLE 9 FINAL PROVISIONS

- 1 TIF-HELEXPO S.A. has the right to amend or supplement these Rules, while also informing interested parties via its official website. Changes are binding, provided they have been notified in a timely manner.
- 2 By signing the 'application', the interested party has unreservedly accepted the Rules and is obligated to faithfully comply with the provisions thereof and to observe the instructions of the services of TIF-HELEXPO S.A.
- 3 Issues not regulated by the Rules and the 'application' shall be resolved by the Board of Directors of TIF-HELEXPO S.A.
- 4 Disputes between TIF-HELEXPO S.A. and any third party shall be resolved exclusively by the courts of Thessaloniki.



**NATIONAL INSTITUTION FOR THE ORGANISATION
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EVENTS AND THE MANAGEMENT OF EXHIBITION
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