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EXPO** & TRANSPORTS
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EXHIBITOR PREPARATIONS & INSTALLATION INSTRUCTIONS



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PREPARATION AND SETUP INSTRUCTIONS FOR EXHIBITORS AT THE LOGISTICS & TRANSPORTS EXPO 2026

First of all, we would like to thank you for participating in **LOGISTICS EXPO 2026 & TRUCK VAN EXPO 2026** and wish you every success! Please read the instructions carefully and ensure that you follow them in order to effectively support our efforts to organize the exhibition in the best and most efficient way possible.

Exhibitors' participation is governed by the terms of participation and the exhibition operating regulations included in the participation agreement they have signed. Furthermore, in accordance with the participation agreement, exhibitors are required to comply with all communications received and meet the deadlines set for them regarding the organizational, operational, and scheduling details of the exhibition. These terms are binding on both exhibitors and third parties—companies that will collaborate in the construction, operation, and dismantling of the booth (booth builders, promoters, and booth staff).

INFORMATION:

Apostolos Bousgolitis

Technical Organization Consultant, Cell: +30 6945 857846, Office: 210 5242100 - Email: ab@forumsa.gr

FLOOR PLAN OF YOUR BOOTH

If you would like to print an enlarged view of your booth, visit www.logisticsexpo.gr, select "Floor Plan," download the PDF file, and print the section where your booth is located.

General Information

01. VENUE

LOGISTICS EXPO 2026 & TRUCK VAN EXPO 2026 will take place at the Thessaloniki International Exhibition and Convention Center – **TIF-HELEXPO S.A., in Halls 15 and 13, from October 16 to 18, 2026.**

Venue address: 154 Egnatia Street, Thessaloniki.

02. OPENING DAYS AND HOURS

The hours of operation for **LOGISTICS EXPO 2026 & TRUCK VAN EXPO 2026** are: Friday, October 16, Saturday, October 17, and Sunday, October 18, from **10:00 a.m. to 6:00 p.m.**

03. EXHIBITOR SECRETARIAT - USEFUL PHONE NUMBERS

During the setup, operation, and dismantling of the exhibition (October 13, 2026, through October 19, 2026), the event Secretariat will be located at the entrances to Buildings 15 and 13.

For matters related to the organization of the exhibition, please contact the exhibition's Project Managers, Mr. Manos Georgoulakis (+30 6972315132) and Ms. Ioanna Polychronopoulou (+30 6980212937). For technical matters, please contact Mr. Apostolos Bousgolitis (+30 6945 857 846).

04. INVITATIONS

The organizing company will send a free admission code via SMS, as well as barcoded invitations to thousands of industry professionals.

NOTICE: The exhibitor acknowledges and agrees that, in connection with their participation in the Exhibition, they, their family members, executives, employees, and associates may be photographed, videotaped, or recorded for the promotion, advertising, promotion, and presentation of the Exhibition. By signing this agreement and participating in the Exhibition, the Exhibitor consents to the use, publication, and broadcast of his or her image and other personal information by OMIND CREATIVES and its partners for the promotion, publicity, and presentation of the Exhibition.

The Exhibitor expressly declares that they have obtained or undertake to obtain the consent of their relatives, executives, employees, and associates of their

business who will be present at the Exhibition, for the corresponding use of their likeness and other personal information by OMIND CREATIVES and its partners.

05. WHICH BOOTH IS YOURS

In the Alphabetical List of Exhibitors, you will find your company's name, along with the building, aisle, and booth number.

By also referring to the floor plan available on the website, you can easily locate the exact spot where your booth is located.

Note: The number listed in the Exhibitor List is your final booth number and is the one that should be included on the invitations you send to your customers.

TECHNICAL SPECIFICATIONS FOR EXHIBIT BOOTHS & AMENITIES

BOOTH SPECIFICATIONS:

For the **Mini Booth, Basic Plus, and Executive booths**, the total height of the structure will be 2.5 m.

For more information about standard booths, please contact the Exhibitor Services Department of the technical company **EXPOSYSTEM** (Customer Service – Office: +2310 253168 / Ms. Eleni Varypati).

For Ground-Level Booths with a height of more than 3 m and up to 3.5 m, exhibitors must complete the **EXHIBITOR'S AFFIDAVIT – MANUFACTURER**, which they have received from the technical company **EXPOSYSTEM**, and declare that their structure exceeds 3 m in height.

For structures of lesser height, only a sworn statement from the exhibitor is required.

SECURITY PERSONNEL

Security for the venue during the setup, operation, and dismantling of the exhibition is provided by a security company and involves general surveillance of the venue, not the security of individual exhibits or booths. For exclusive security for your booth, please contact the security company.

RULES FOR PARTICIPATION & SAFETY

- Exhibitors are prohibited from making any changes to the intended use of the premises, as well as from arbitrarily occupying space beyond that which has been allocated to them.
 - Exhibitors are prohibited from subletting the space (in whole or in part) or granting space to third parties free of charge.
 - It is prohibited to bring into or display flammable or explosive materials, as well as military equipment, on the premises of TIF-HELEXPO S.A.
 - All open flames, the use of flammable or other materials that may cause an explosion or fire, and the operation of internal combustion engines within the indoor areas of TIF HELEXPO are prohibited. The use of fire-retardant materials for structures is mandatory.
 - Harassment via audio or audiovisual systems, or by any other means, is prohibited. The organizing company reserves the right, in the event that an exhibitor continues to cause noise disturbances, to immediately shut down the system, regardless of any penalties that may be imposed.
 - Smoking is prohibited in all indoor areas.
 - Animals are not permitted on the exhibition grounds.
 - The storage or disposal of waste in the aisles and on the exhibition grounds is not permitted.
 - The operation of motorized forklifts or cranes on the exhibition grounds is not permitted without prior authorization.
 - The operation of transmission or reception systems (radio, television, radio communication equipment) on the exhibition grounds is not permitted.
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DELIVERY & CONSTRUCTION OF EXHIBIT BOOTHS

01. BOOTH PICKUP. ENTRANCE PASSES & EXHIBITOR SETUP

Exhibitor badges will be available at the organizing company's offices. Please distribute them to your staff before the exhibition opens.

Badges will be distributed to exhibitors starting Wednesday, October 14.

PLEASE NOTE: Entry to the exhibition will not be permitted without an Exhibitor Badge.

02. WORKING HOURS DURING STAND SETUP

Exhibitors setting up their own booths may begin their work on Tuesday, October 13, and must have completed it by the evening of Thursday, October 15. The working hours for setting up the booths, from Tuesday, October 13, through Thursday, October 15, are 8:00 a.m. to 10:00 p.m.

03. TECHNICAL SERVICES FOR EXHIBITORS

For your needs regarding forklift rentals, electrical services, rigging, and equipment rentals, please contact the technical company EXPOSYSTEM (Customer Service – Office: +2310 253168 / Ms. Eleni Varypati) to inquire about the fees charged to exhibitors.

NOTE: For the construction booths, it is mandatory to submit a sworn statement certifying the proper and safe operation of the construction work and electrical installations, accompanied by an electrical installation diagram and a copy of your electrician's license.

CLOSING OF THE EXHIBITION & TAKEDOWN

CLOSING OF THE EXHIBITION & REMOVAL OF EXHIBITS

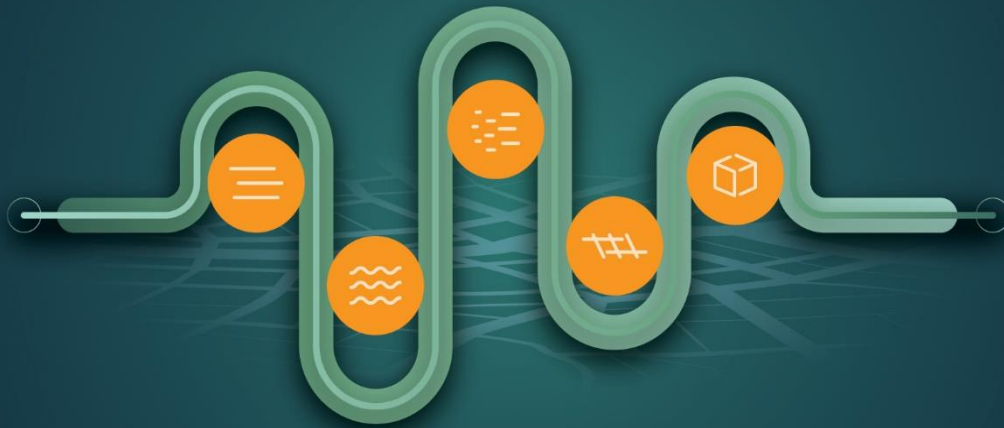
After the exhibition closes, exhibitors and their staff must ensure the security of their exhibits. For this reason, all exhibitors must remain at their booths until the last visitor has left.

In the meantime, exhibitors should pack up and gather their exhibits in a corner of their booth. When they leave that same evening, they must take all valuable small items (laptops, cell phones, monitors, coffee makers, etc.) with them.

REMOVAL OF MATERIALS & DISMANTLING OF STANDS

On the day of dismantling, October 19, 2026, all building doors will remain open from 8:00 a.m. to 6:00 p.m. to allow for the removal of exhibits from all booths.

And for all exhibitors to dismantle their booths at the same time, so it becomes practically impossible to secure the venue and the exhibits. For this reason, all exhibitors must have one member of their staff present at their booth at all times to safeguard their exhibits until they have completely vacated the premises.



EXHIBITOR PREPARATIONS & INSTALLATION INSTRUCTIONS

**OCT
16**

**FRIDAY
10.00-18.00**

**OCT
17**

**SATURDAY
10.00-18.00**

**OCT
18**

**SUNDAY
10.00-18.00**



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