

MARKET SURVEY NOTICE 1/26
(BEST OFFER by 23.59 pm of the 9th March 2026)

ITALIAN TRADE AGENCY IN ATHENS:

**CONTRACT - SELECTION OF ECONOMIC OPERATORS FOR BOOTH
DESIGNS AND CONSTRUCTION OF THE ITALIAN TRADE AGENCY
COLLECTIVE AT POSIDONIA 2026**

CONTRACTING AUTHORITY

The Italian Trade Agency (ITA) is the Governmental Agency that supports the business development of national companies abroad and promotes the attraction of foreign investment in Italy.

With a widespread network of overseas offices, ITA provides information, assistance, consulting, promotion and training to Italian small and medium-sized businesses.

REQUESTED SERVICES

The Agency's Office in Athens is starting a direct assignment procedure to select an economic operator based (or authorized to operate in Greece). The objective is to identify a service provider capable of delivering **professional exhibition fitting, design and construction/dismantling services** for the Italian booth at Posidonia 2026.

The deadline set by the Fair Authority for the submission of projects is 31 March 2026.

Project Description

- **Event:** Posidonia
- **Date:** 1-5 June 2026
- **Location:** Athens Metropolitan Expo
- **Hall:** 1
- **Stand No.:** 1.120
- **Total Surface:** 47.5 sqm
- **Workstations:** 8 + 1 desk ITA + 1 storage

A complete rental-based setup is required, including flooring, structures, walls, graphics, installations, exhibition elements, furnishings, lighting and electrical systems, transport, assembly, on-site maintenance, and dismantling.

A graphic project has been prepared by ITA to support the setup and furnishing activities; together with these technical specifications, it provides all the necessary information for preparing an offer. The main required activities are listed below. The graphic project is attached to this Market Survey Notice.

The divisions are provisional; therefore, the project may undergo modifications. The awarded company is required to implement any necessary changes until the event's opening, as instructed by ITA, without incurring additional costs for the Agency.

The awarded company will be responsible for drafting the executive drawings and submitting them to ITA, and subsequently to the Trade Fair Authority for approval, at its own expense, prior to installation.

The company must also ensure the production, completeness, and timely submission of all certificates, documentation, and forms required by the Trade Fair Authority, including managing the power supply for the ITA booth and covering any related payments, without additional costs for the Agency.

Throughout installation, event days, and dismantling, the awarded company must provide maintenance with specialized personnel.

It is also responsible for ensuring that all materials, systems, and stand components comply with the safety and fire regulations of the host country and the trade fair venue.

Furthermore, the awarded company will be responsible for:

- Structural stability calculations and, where required, related compliance certification;
- Certificates of compliance for electrical equipment, in accordance with local legislation and trade fair regulations;
- Transportation, assembly, dismantling, and disposal of waste materials;
- Technical assistance and installation with English-speaking staff;
- Implementation and submission of the final project.

TECHNICAL SPECIFICATIONS

Raised Floor: Load-bearing platform structure (height: 4 cm), designed to conceal all electrical and water piping etc., finished with parquet boards with an antique bleached oak finish, 8 mm thick. The perimeter must be finished with an L-shaped aluminum edge trim (thickness: 4 cm) for a clean vertical closure.

During installation, the surfaces must be protected with plastic sheeting of appropriate thickness, which should only be removed upon completion of the assembly work.

Electric board: it must be located in an accessible place and not behind fixed panelling. Please be advised that electricity will be supplied from the venue exclusively through the official electrical contractor, Expowork SA. If the electrical installation within the stand is carried out by a third-party contractor, it must be performed by a certified electrician. The contractor is required to submit a formal 'Solemn Declaration' signed by the appointed certified electrician, guaranteeing the safe construction and operation of the installation in compliance with current regulations.

Disability access: The platform must be accessible to people with disabilities without any further assistance. For ITA booths with an elevated floor of 4cm and over, it is obligatory to construct ramps following specification included in Posidonia technical guidelines.

Perimeter Walls: Self supporting MDF walls (thickness: 8-10 cm, height max 3 mt), constructed with an internal frame (uprights and crosspieces). All visible wall surfaces are to be finished with custom graphics printed on vinyl and/or tension fabric. The part of the stand walls that is visible above adjoining stands must be finished flush and painted off-white to hide all wiring and unfinished construction. The 60% aisle openness must be ensured.

Lighting: 100W LED spotlights (natural daylight color temperature), to be installed along the top edges of the perimeter walls

Wall's graphic: during the execution phase, the most updated graphics will be provided (ITA AREA graphics, company logos, posters, etc.). The graphics included in the project table renderings are purely indicative, as they are still being finalized both in terms of content and positioning.

Wi-Fi Router: n.1 Ethernet connection 10 mbps, and n. 1 Wi-Fi Router with at least 10 connections, including an internet line.

Exhibitor Workstations (8), each comprising:

- **1 MDF totem panel** (matte white finish; Thickness: 0.2 m; Height: 2,5 m divided into two sections — the lower section 1 m and the upper section 1.5 m to provide table stability; see below), featuring the company name/logo in the upper part, with full-color print on adhesive vinyl. The graphics and logos will be provided by ITA at a later stage.

- **1 lightbox** positioned between the tabletop and the upper logo with full-color print on adhesive vinyl.
- **1 single white MDF table**, 2.20 m long, for two workstations, which passes through the panel to provide stability.
- **2 High stools** with white seats.
- 1 Matte white customized **storage cabinet**, measuring W 1 m x H 1 m x D 0,30 m, featuring an internal shelf and lockable door.
- 1 Wastepaper basket.
- 1 220V power socket.

Desk ITA:

Info Desk: Custom reception desk, white matte melamine wood structure and front graphic (Dimensions: L 1,5 m x H 1 m x D 0,5 m) accompanied by 2 high stools, 1 Wastepaper basket, and 1 220V power socket. The desk will include internal shelves and lockable doors.

Audio/Video: 1 TV screen (50''-55'') equipped with a USB input, and 1 laptop for presentation, on the Info Desk.

Hospitality: 1 Espresso coffee machine (Lavazza, Nespresso, or equivalent) inclusive of a supply of 500 coffee pods/capsules and all related consumables (disposable cups, stirrers, sugar, etc.).

Storage Room (open ceilings): (Dimensions: W 2,2 m x H 3 m x L 2,9 m) Supply of shelving units and a small storage cabinet to be placed inside the utility/storage room, with 2 multi-outlets 220V power socket, and n.6 wall-mounted coat racks (or 1 coat stand). Storage Room must be provided with a fire extinguisher, according to exhibit guidelines of Fair Authority.

Greenery: n.1 Green plant for the desk top, and n. 4 Ground plants, H 1,20 m approximately. All greenery must strictly comply with the venue's fire safety regulations and must not obstruct firefighting equipment or access routes.

Note for the contractor:

a) Please refer to the attached 3D rendering for visual reference (except for the graphic on the walls) and please refer to 2D project for general layout.

b) Please find attached the mandatory technical guidelines furnished from Posidonia Events.



All the services described above will be ordered with a Contract/Letter of Assignment signed by the Trade Commissioner of the Italian Trade Agency in Athens

PAYMENT AND INVOICING

The Contracting Authority has allocated a maximum total budget of **EUR 20.000,00, net of VAT**.

Please note that the services object of this notice (stand rental, set-up, and dismantling) fall under the **Reverse Charge mechanism** for cross-border B2B services within the EU.

Therefore, the Economic Offer and the subsequent invoices **must be issued without VAT (0%)**, pursuant to **Articles 44 and 196 of the Council Directive 2006/112/EC**.

The Value Added Tax (VAT) will be accounted for and paid by the Italian Trade Agency – Headquarters in Rome, Italy, according to the internal "self-billing" procedure.

PARTIES CONCERNED - REQUIREMENTS

Economic operators admitted in participating in the procedures to bid are those established in accordance with the Greek Legislation in force in Greece.

Once the selection is completed, the selected operator must present the following documentation:

- A copy of an identity document from the signer of the offer (Legal Representative of the Company or his/her authorized delegate);
- Declaration about Rules of Conduct, Antipantouflage, Regulation and Integrity Pact duly signed and stamped;
- Registration under the Greek Law as a juridical subject (GEMI or equivalent);
- Proof of fiscal position;
- Certificate of no-bankruptcy (also self-declaration);
- Certificate of compliance with social and labour national collective agreements. Self-declaration concerning the obligations in the field of labour law;
- Extract of criminal record of the legal representative.

AWARD CRITERION

The offers presented upon this notice will be evaluated by the criterion of **Most Economically Advantageous Tender** of the services offered.

The Italian Trade Agency in Athens reserves the right not to proceed with the assignment of the service object of this notice in case the received offers are not considered suitable.

DURATION

The agreement will cover the period of the exhibition, including the set-up days and dismantling days, as established by the Fair Organizer.

- **Set-up dates:** from Tuesday 26 May 2026 (07:00) to Sunday 31 May 2026 (17:00)
- **Exhibition dates:** from 1 to 5 June 2026
- **Dismantling:** from Saturday 6 June (07:00 - 22:00) to Sunday 7 June 2026 (07:00 - 22:00). Open stands must be vacant by Monday 8 June at 17:00

PARTICIPATION REQUIREMENTS

The economic operator entrusted with the service will have to ensure: a) regularity and efficiency of service; b) punctuality in delivery (handover of the stand must be completed **by 5:00 pm of the 31st May 2026**; c) reliability of personnel responsible for performing the service and entering the premises; d) compliance with all safety and technical regulations of the Athens Metropolitan Expo

PAYMENTS AND PENALTIES

Within the duration of the contract, ITA will provide the payment for the service within 30 days of receipt of the final invoice (or according to specific milestones: e.g., 30% advance, 70% balance) **Italian Trade Agency - Headquarters (Via Liszt 21, 00144 Rome, Italy)** but sent for verification to the Athens Office.

The invoice must clearly state:

1. The wording "**Reverse Charge**";
2. Reference to "**Article 196 of Council Directive 2006/112/EC**";
3. The VAT Number of the Italian Trade Agency Headquarters: **IT12020391004**.

Payment shall be made in Euro, based on the net amount of the invoice.
Please kind note that *proforma invoices* shall be not accepted.

In the event of total or partial failure to perform the service (e.g., delay in handover, missing furniture),-ITA shall apply a **penalty equal to 10%** of the total amount for each violation.

CLAUSES OF EXCLUSION

All economic operators who find themselves in conditions indicated in Art. 57 of the European Directive 2014/24/EU are excluded from the present procedure, and notably: a) participation in a criminal organization, corruption; b) fraud; c) money laundering and criminal activities; d) child labor and other forms of human smuggling; e) non-compliance with obligations related to the payment of taxes or social security contributions.

HOW TO APPLY

This market survey will be published on the website of this contracting Agency and will remain open for a period of 15 days starting from the day of publication.

Under penalty of exclusion, the offers must be sent to the Italian Trade Agency, Athens Office, via email at the following address: **atene@ice.it**.

Deadline: by 23.59 p.m. of the 9th March 2026.

The email must contain:

1. **Economic Offer** form (attached); stamped and signed form in its entirety, specifying the total cost for the realization of the project;
2. **Company Profile** with evidence of previous experience in exhibition fitting;
3. **Technical Project/Render**

CONFIDENTIALITY NOTICE

The company that will sign the contract has the obligation to keep all the data and information in its possession as confidential, and not to disclose them in any way. All confidentiality obligations must be respected even at the end of the contract with the Italian Trade Agency.

TREATMENT OF PERSONAL DATA

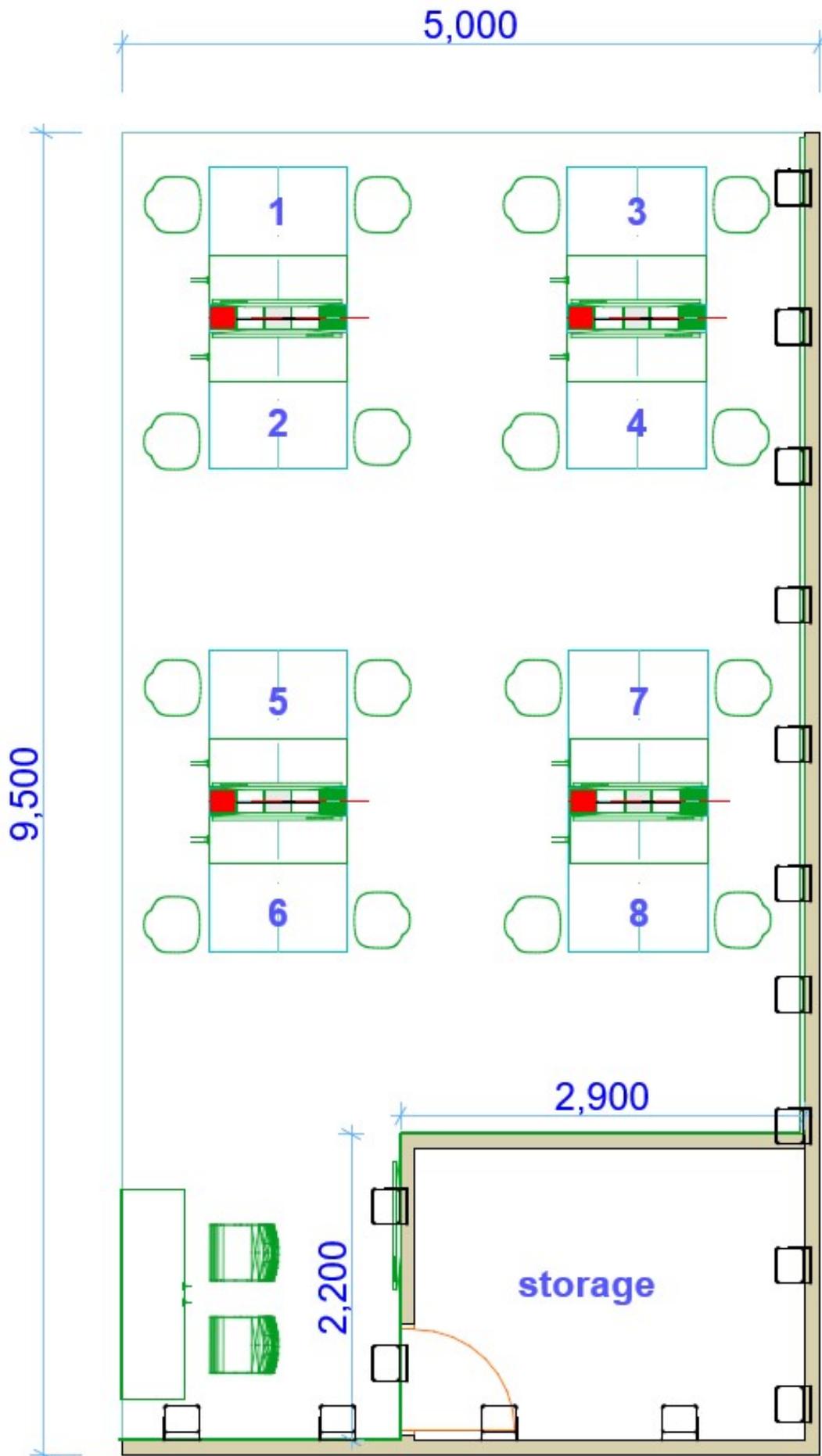
According to the Italian Legislative Decree n. 196/2003 and the European Regulation n. 679/2016, the collected data will be processed exclusively within the procedure described in this notice. This notice is exclusively intended as an invitation to submit a bid for this procedure; therefore it does not imply any obligation of the Italian Trade Agency towards the subjects concerned.

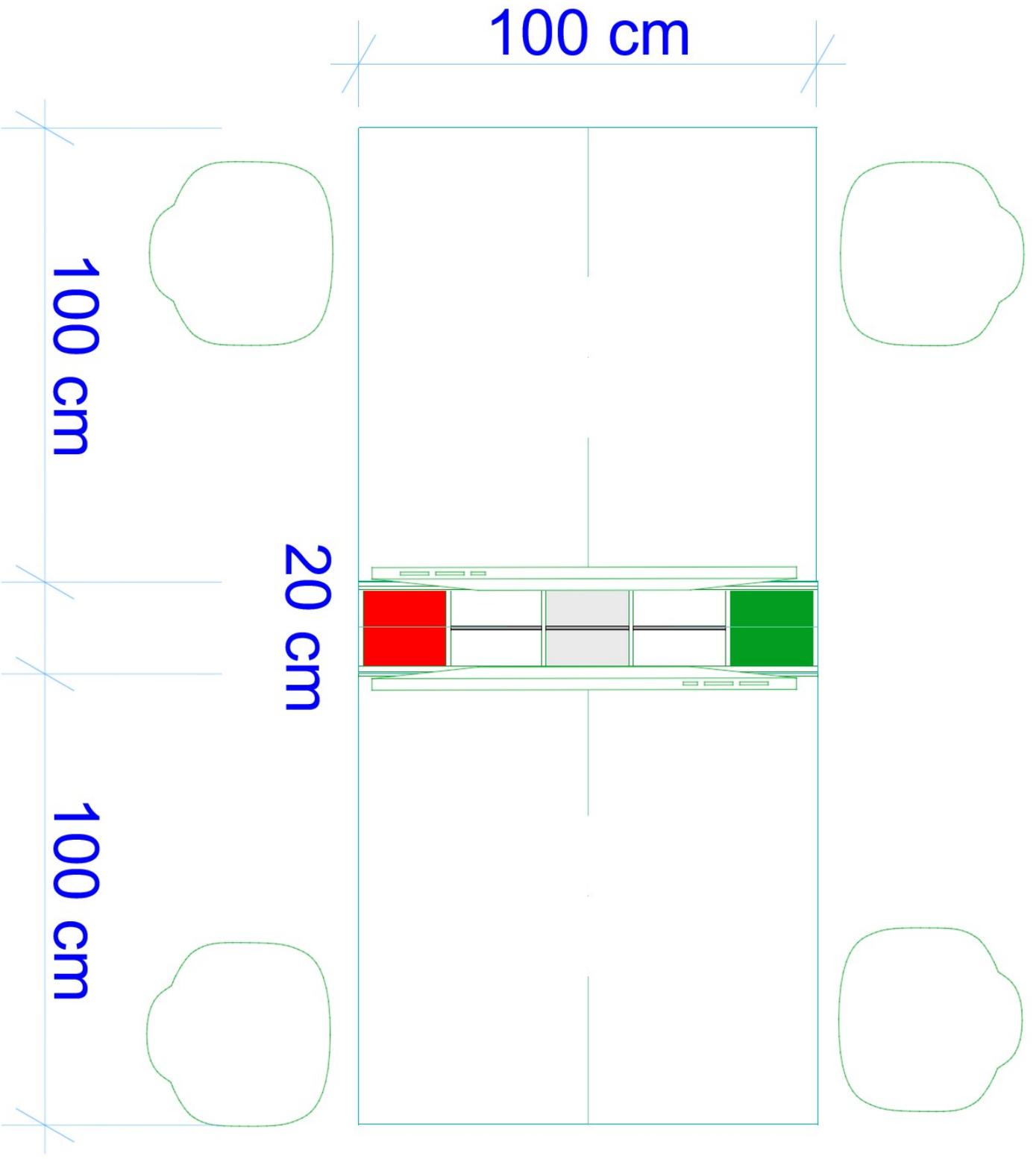
ANNEXES OF THIS MARKET SURVEY NOTICE

Attached to this Market Survey Notice (1/26) are:

- Offer form
- [Technical Guidelines of Fair Trade Authority](#) (only web link)
- Design project for ITA Pavilion

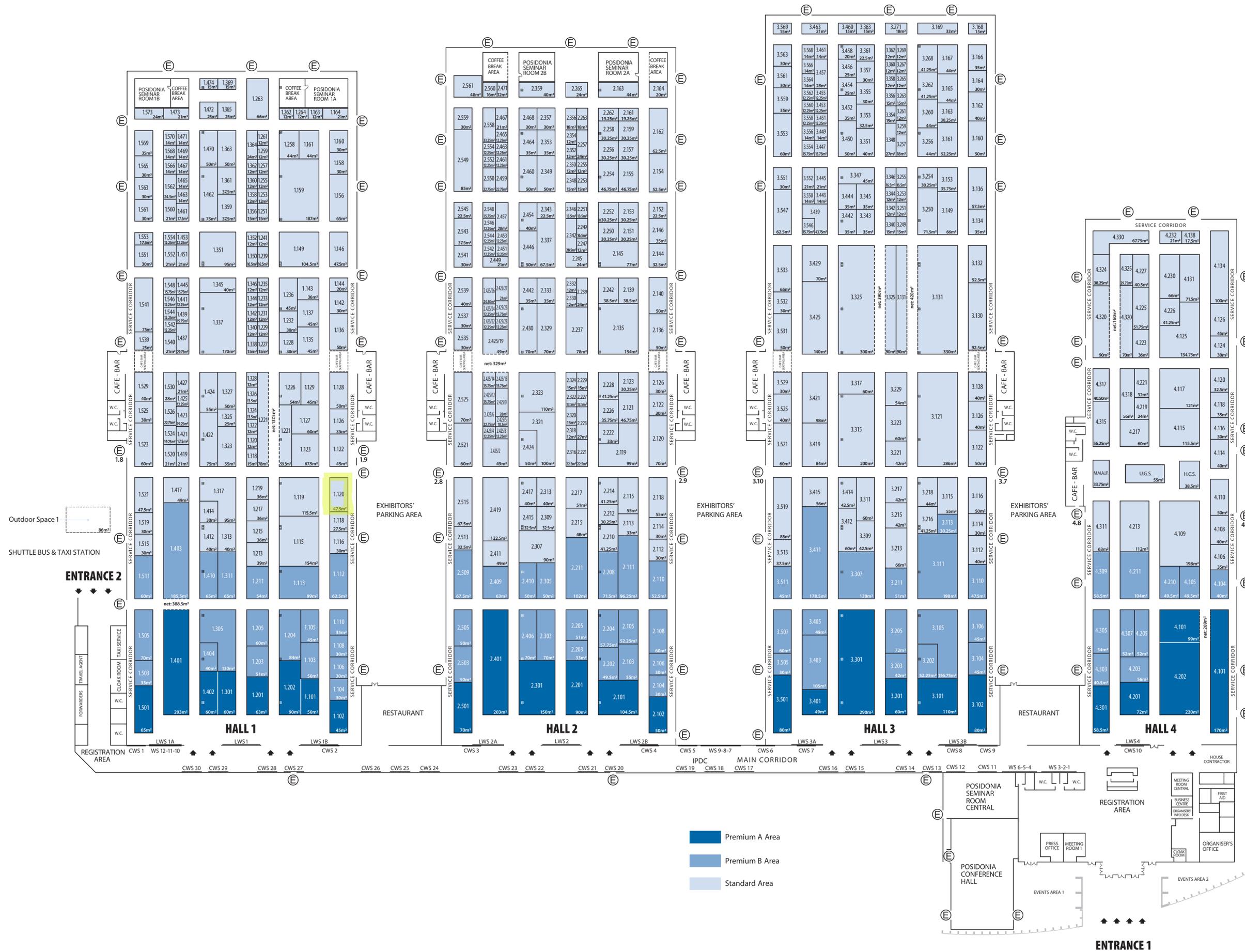
Responsible for the procedure: Mr. Fabrizio Camastra, Trade Commissioner of the Italian Trade Agency in Athens. For enquiries: email atene@ice.it - T (+30) 210 009 0663.











- ⓔ emergency exits
- M.M.A.I.P. Ministry of Maritime Affairs & Insular Policy
- U.G.S. Union of Greek Shipowners
- H.C.S. Hellenic Chamber of Shipping

Premium A Area

 Premium B Area

 Standard Area

ENTRANCE 1