



ELÉTRICA 2024

Addendum to the General Regulations Governing Fairs and Exhibitions (RGFE)

7. Setup and Dismantling

a) Stands

- i. Exponor provides its exhibitors with stand setup services. To find out more about the offer, please contact the allocated Customer Manager.

Stand Delivery	2:00 p.m. – 18.11.2024
Stand Collection	9:00 a.m. – 25.11.2024

- ii. Setup may only begin once the “Legitimation Card” has been delivered, this delivered to the exhibitor once all scheduled fees have been paid.
- iii. If the exhibitor opts to outsource setup, the following rules apply:
 - ✓ The exhibitor must tell Exponor’s technical services the name of the setup company. In this case, the “Setup Fee” will be applied to the company contracted specified in the Price List.
 - ✓ The exhibitor must send the draft stand setup with technical data, dimensions, materials and lighting at least 20 days before official setup begins.
 - ✓ All materials used must meet Decree 135/2020 – Amendment to the Regulations Governing Fire Safety in Buildings (SCIE).
 - ✓ Using LED lighting is mandatory, or the Setup Fee will be doubled.

b) Electricity supply

The electricity supply must be requested in the space “Support Services to the Exhibitor”. If the stand is set up by a non-Exponor company, the Statement of Responsibility for the execution of the electrical installation will be requested. All safety rules contained in the General Regulations Governing Fairs and Exhibitions shall be applied.

c) Changes to hours

The exhibitor or setup company may ask to change setup and/or dismantling hours by paying a “Change of Hours Fee” as specified in the Price List.

- i. Request for extra setup and dismantling days
- ii. Request for extra hours during setup and dismantling hours

d) Movement of Loads

Exponor can provide services for moving loads and storing empty containers, which are governed by the following rules:

- i. It is mandatory to contract all load-moving services to Exponor.
- ii. Storage of containers presupposes that they are free of content. Exponor cannot accept any liability for the content of packages stored.

e) Exponor has a range of services, furnishings and equipment.

8. Internet

All exhibitors have access to a WiFi network exclusively for Exhibitors. Setting up unique WiFi networks is not permitted. Special requests must be sent to it@exponor.pt.

9. Additional Notes

Any topic not covered by this addendum is governed by the General Regulations Governing Fairs and Exhibitions (RGFE), available on Exponor’s website at:

https://exponor.pt/exhibitions/wp-content/uploads/2019/02/RGF-EN-02_General-Regulations-Governing-Fairs.pdf

All information and requests contained in this addendum, with the exception of point 8, must be sent to service@exponor.pt.