

# ESSENTIAL INFORMATION

**Dear Exhibitor,**

This Handbook compiles the most important information to ensure that attending the Fair is as productive as possible.

However, please note that the rules of the Trade Fairs and Exhibitions General Rules and Regulations and the Appendix to the Trade Fairs and Exhibitions General Rules and Regulations of this Fair are accepted by the Exhibitors when registering. They apply to the all interactions between Exhibitors (their collaborators and subcontracted personnel) and EXPONOR – Porto International Fair and are therefore an integral part of the Contract for lease and supply of services.

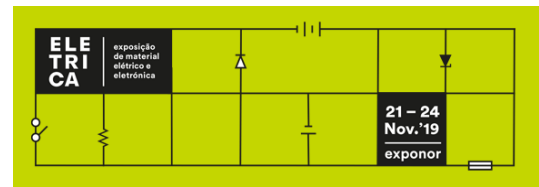
For any clarification or assistance, please contact the Organisation.

**EXPONOR – Feira Internacional do Porto**  
Avenida Dr. António Macedo - Leça da Palmeira  
4454-515 Matosinhos  
Tel.: (+351) 22 998 14 00  
Fax: (+351) 22 998 14 82  
E-mail: [info@exponor.pt](mailto:info@exponor.pt)  
Internet: [www.exponor.com](http://www.exponor.com)

The Organisation is open from 9:00 a.m. to 5:30 p.m..  
Until the fair is set up, the Organisation closes for lunch from 1:00 to 2:00 p.m.. Contact, directly, the Office responsible for the fair: (+351) 229981479

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Chapter  
I

**ASPECTS TO KEEP IN MIND DURING THE FAIR**

**1. ELECTRICAL INSTALLATIONS**

For the correct running of the fair, any electrical services which are needed in the stand should be carried out by a qualified and experienced technician.

**There is a fixed rate for the supply of electricity, which is referred to in the Appendix.**

€ 3,00/sqm + VAT to an installed power of 15 Kw

**Additional value for installed power exceeding 15 Kw:**

**Trifasica (380 V)**

By 15 Kw to 30 Kw..... € 100,00 + VAT

By 30 Kw to 60 Kw..... € 150,00 + VAT

Over 60 Kw..... € 200,00 + VAT

The exhibitors that do not request the Standard Type Stand will have to obtain a circuit-breaker panel, with circuit breakers or transformers with adequate capacity to the power needed.

The electrical switchboard must be equipped with a 1,5 m 3-phase cable with a EU standard plug as described in the table below:

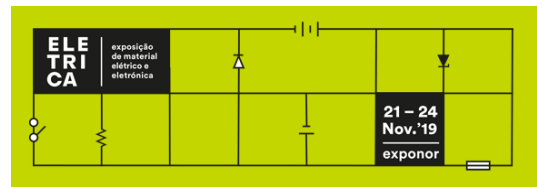
Wattage	PLUG
3 to 15 Kw	EU standard plug 3x32A+N+T
30 Kw	EU standard plug 3x63A+N+T
60 Kw	EU standard plug 3x125A+N+T

The Exhibitors must ensure that all stands and exhibition units comply with the official regulations for electrical installations. The Organisation will hold the Exhibitor fully responsible for any revision of the electrical installations.

In line with the national and european measures to promote efficiency and environmental preservation, EXPONOR requires its exhibitors to use only energy-efficient appliances in the lighting of the stands of its fairs and events.

The request for electricity supply, once the stand has been set up, should be made at the SERVIÇOS TÉCNICOS, located in the Gallery 5. This space can also assist with the installation of water, hiring of furniture and requests for changes to the standard stands.

The electrical power supply will be turned off during the night, 15 minutes after the closure of the Exhibition (5 minutes in the last day). If the Exhibitor requires a permanent power supply (during the night) for maintenance purposes, he should request this from the Organisation with 12 hours notice. Any Exhibitor requiring electricity for the disassembly of equipment after the last day of the Exhibition must inform the Organisation of this fact until 17:00 of the previous day.



## 2. INSURANCE AND THIRD PART RESPONSIBILITY

All Exhibitors should be fully insured. The Exhibitor is responsible for the all-risks insurance, which should include fire, explosion, theft, accident, etc., during the transportation of equipment, assembly, disassembly and the exhibition.

All exhibitors should be insured against various risks, especially against theft or robbery of showcases, goods or merchandise under exhibition at the exhibitor's stand. The Organisation will not be held responsible for all and any occurrence of this kind that may occur.

## 3. GOODS/PRODUCTS TRANSPORT AND DELIVERY

The parking of trucks in the areas adjacent to the main entrances is not allowed. To optimize the loading and unloading operations, each vehicle should be removed after unloading its equipment.

Only materials and equipment of small weight and volume may be taken into the fair since the first day of the Event, and only until 1 hour before the established schedule for the opening of the event.

## 4. PARKING

EXPONOR has two thousand parking places distributed over 5 parking lots, including a car silo.

Exponor has leased the parking to SABA company.

### How does the park work?

#### Assembly / Disassembly

By sending an email to [exp-matosinhos@saba.eu](mailto:exp-matosinhos@saba.eu), you must indicate the number of parking access cards **for the purpose of access to assembly and disassembly** that your collaborators and provider companies to deliver material in your stand, will need.

These QRCODES access will be sent by SABA via email to the contact indicated by the applicant (assembler/exhibitor).

#### Exhibition

The Organisation provides some free **Parking Cards** for Exhibitors, depending on the area occupied at the fair. However, more can be acquired for the price established in the Appendix.

Heavy transport vehicles with advertising are not allowed access to the car parks for the duration of the fair.

Parking **for visitors** is free for the first 15 minutes. After this time, the rate is 0.20€ for each 15 minute period or fraction thereof, with a maximum daily charge of 3€. Misplaced or lost tickets will cost 4€.

## 5. DATES AND SCHEDULES

### 5.1 ASSEMBLY

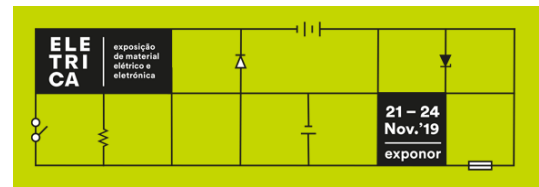
14 <sup>th</sup> to 19 <sup>th</sup> november 2019	9 a.m. to 6 p.m.
20 <sup>th</sup> november 2019	9 a.m. to 12 p.m.

### 5.2 EXHIBITION

21 <sup>st</sup> to 24 <sup>th</sup> november 2019	10 a.m. to 7 p.m.
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### 5.3 DISASSEMBLY

24 <sup>th</sup> november 2019	7 p.m. to 11 p.m.
25 <sup>th</sup> and 26 <sup>th</sup> november 2019	8 a.m. to 8 p.m.



During the event the exhibitor is allowed access 1 hour before the opening of the exhibition. The disassembly of the stands before **7 p.m.** of the **24<sup>th</sup> November 2019** is expressly forbidden.

The requests for extra time for assembly/disassembly purposes require a special work authorization, which will be considered case by case and may imply the payment of a fee, according to that established in the Appendix, as well as the signature of the exhibitors requiring it of a **Statement of Responsibility** regarding any damage or theft that may occur during that period of time.

## 6. MOVEMENT OF CARGO

Exhibitors are not permitted to use their own forklifts or cranes at EXPONOR. If this service is required, Exhibitors should contact the Organisation and fill out the necessary technical form. During assembly and disassembly periods, this service should be solicited at the SERVIÇOS TÉCNICOS located in the Gallery 5.

## 7. EXHIBITOR AND SERVICES SUPPLIER CARDS

EXPONOR will proceed to deliver the **Exhibitor Cards** at the time of the collection of the Letter of Credentials, **only after all the Exhibitor's debts to EXPONOR are settled**. The number of cards is awarded according to the area used and that established in the Appendix. Additional cards can be acquired at the price of 2,75€.

Within the EXPONOR venue, the Exhibitor's collaborators must always have their Exhibitor Cards visible. In case of loss or theft, the Exhibitor or the subcontracted company must acquire new cards.

If an Exhibitor wishes to subcontract any company to build, assemble, decorate and dismantle the stand, **EXPONOR should be informed about the name of that company or those companies in writing**, in order to confirm their reliability.

Service providers that turn up to carry out work and that have not been referred by the Exhibitors, or been accredited by the Organisation at least 15 days before the 1<sup>st</sup> day of assembly, will be barred from entering EXPONOR facilities.

Any companies subcontracted by the Exhibitors and accredited by EXPONOR will be subject to the Rules for Stand Assembly and Dismantling and to the payment of an assembly fee, to be paid directly to EXPONOR. They will be given all the documents that will grant them access to the Exhibition Hall.

Authorisation to begin assembly work – whether performed by the exhibitor or by another service provider(s) – will only be given by our accounting services if the Exhibitor has paid EXPONOR in full.

## 8. SAFETY REGULATIONS

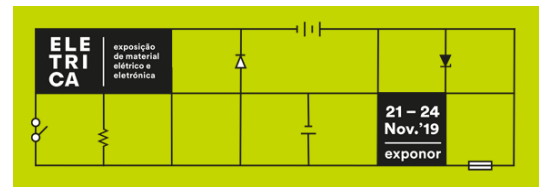
In order to guarantee the safety of everyone, we request your full cooperation in observing the following rules:

a) The collaborators of companies that are proceeding to the Assembly/Disassembly of the FAIR must be duly identified while working. Cards must be personalized and be clearly visible at all times.

b) During the period of the Fair the merchandise may not be taken out.

In order to obtain authorization, given by the document Guia de Saída, the Exhibitor must communicate in writing the Organisation in the APOIO AO CLIENTE counter what the exhibitor intends to do and identify the merchandise.

The display of such merchandise and the document Guia de Saída to the Organisation security is mandatory before it can leave.



## 9. FIRE PROTECTION

All stands with an area equal or superior to 36 m2 must have the following fire extinguishers:

- a) One fire extinguisher in stands with an area from 36 m2 to 108 m2.
- b) Two fire extinguisher in stands with an area superior to 108 m2.

## 10. LAST MINUTE REQUESTS

If, during the course of the exhibition, you need telecommunications services, to hire plants, cleaning service and staff you will need to complete the Last-Minute Technical Services Form, available at the APOIO AO CLIENTE counter located in the Gallery 5, from the first day of setting-up.

Requests for any other technical services should be made at the SERVIÇOS TÉCNICOS counter, located in the Gallery 5, from the first day of setting-up.

## 11. GENERIC STANDS

Requests for standard stands made up to the beginning of the setting up of the exhibition requires the completion of Application Form 1. During the setting up requests for these same services should be done at the SERVIÇOS TÉCNICOS counter, located in the Gallery 5. Last minute requests to assemble standard stands incur an increase in their quoted price and this must be paid for at the time they are requested. The use of the Generic Stands does not include any kind of perforation or damages, the repair of which will be immediately charged to the Exhibitor.

## 12. CARPETING

The use of non-inflammable, M3 class, fireproof carpeting is compulsory in the construction and decoration of all stands at EXPONOR – Porto International Fair. Stand assemblage companies are advised to have a copy of carpet conformity certificates with them at all times when they are working at EXPONOR.

## 13. PHOTOGRAPHY AND DISTRIBUTION OF PUBLICITY MATERIALS AND GIFTS

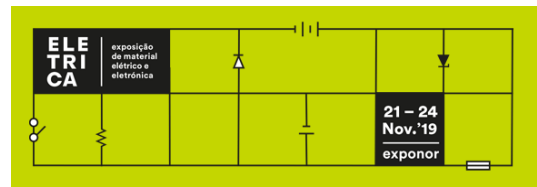
It is not permitted to photograph or film any product exhibited at the Fair, without due permission from the Organisation. Distribution of publicity materials, promotional gifts and merchandising for the exhibiting company is only permitted within the area of its stand. Distributing publicity materials outside the area of the stand is subject to payment of the amounts outlined in the Publicity Price Table and requires permission from the Organisation. **Promotion of products or services of companies that are not exhibiting at the Fair is expressly prohibited.**

## 14. DAMAGED BOARDS AND DISAPPEARANCE OF OBJECTS

Due to EXPONOR's surveillance system, and in order to permit investigation into such matters, any complaint regarding damaged boards or the disappearance of objects should be made to the Organisation within 48 hours of their occurrence.

## 15. CHILDREN

At the trade fairs, and as disclosed in the invitations of the fair, will not be admitted under 14 years, during the entire period of the event (including assembly/disassembly), even if accompanied by the parents. This rule also applies to exhibitors.



## Chapter

## II

### **SERVICES AVAILABLE**

#### **1. APOIO AO CLIENTE**

APOIO AO CLIENTE is located in the Gallery 5. Several support services, like official photographers, interpreters, guides, receptionists, are available there during the assembly/disassembly periods as well as during the exhibition period itself.

#### **2. SERVIÇOS TÉCNICOS**

Located in the Gallery 5 the SERVIÇOS TÉCNICOS counter provides furniture, electrical supplies, carpeting, sound and image equipment, and various other products.

#### **5. PRESS**

The Press Room (tel.: +351 229 981 007; e-mail: [press@exponor.pt](mailto:press@exponor.pt)) is located in the Gallery 5 and includes a work area for journalists with a meeting room.

#### **6. MEDICAL ROOM**

In the Gallery 5 you can find a Medical Room, run by health professionals (tel.: +351 229 981 931) prepared for first aid care.

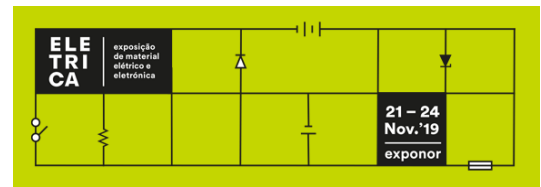
#### **7. MEALS**

There are fixed and mobile food court, suitable according to the fair/event needs.

#### **8. TRAVEL AND STAY**

Visitors and Exhibitors from outside Oporto who wish to remain at the fair for longer than a day can consult a list of Hotels at <https://exponor.pt/recinto/hoteis/>.

Please remember that for the duration of the Exhibition hotel rooms are in great demand, for which reason we recommend that you make your reservations in advance.



Chapter  
III

**DOCUMENTATION AND GENERAL INFORMATION**

**IMPORTANT DATES:**

Description	Deadline
Payment of Debits	until 13 <sup>rd</sup> november 2019
Picking up the Letter of Credentials	since 14 <sup>th</sup> november 2019
Assembly/Disassembly Card	since 14 <sup>th</sup> november 2019
Exhibitor Card	since 14 <sup>th</sup> november 2019
Parking Cards	since 14 <sup>th</sup> november 2019
Services Supplier Cards	since 14 <sup>th</sup> november 2019

**We request that all Exhibitors observe with the schedule. The Organisation will not be held responsible for their non-compliance.**

**Issuance of Accounting Documents:**

The documents issued by Exponor should be paid in full before the start of mounting the Fair. Please be reminded that without all debit notes from the Organisers being settled it will be impossible to issue either the letter of credentials or the mounting/dismantling/exhibitor/park cards together with the provision of the requested service.