

# ELETRICA 2022

## APPENDIX TO THE TRADE FAIRS AND EXHIBITIONS GENERAL RULES AND REGULATIONS

### SCOPE OF THE EXHIBITION

Electrical and Electronic Sector

### SCHEDULE

#### Assembly

14<sup>th</sup> to 19<sup>th</sup> April 2022.....9 a.m. to 6 p.m.  
20<sup>th</sup> April 2022.....8 a.m. to 12 p.m.

#### Exhibition

21<sup>st</sup> to 24<sup>th</sup> April 2022.....10 a.m. to 7 p.m.

#### Disassembly

24<sup>th</sup> April 2022.....7:30 p.m. to 11 p.m.  
25<sup>th</sup> and 27<sup>th</sup> April 2022.....9 a.m. to 6 p.m.

N.B. The Organization is entitled to change the assembly/exhibition/disassembly schedule free from any compensation charges.

### Extension of the assembly/disassembly schedule

Requests to anticipate or prolong the assembly/dismantling periods must be made in writing and sent to the Technical Services Unit ([suzete.dias@exponor.pt](mailto:suzete.dias@exponor.pt))

The following surcharges will apply to this service (per stand):

- € 100.00 + VAT for Business days – 9 a.m. to 6 p.m.
- € 150.00 + VAT for Weekends and bank holidays – 9 a.m. to 6 p.m.

### Extension of assembly/dismantling times

Requests to extend the assembly/dismantling times should be submitted in the Loja ServExpo (up to 2 pm on the day itself, if it is a business day, or up to 2 pm on the last business day if it is a weekend or bank holiday). Payment of the appropriate sum is due when the request is submitted.

### Price / hour surcharge for assembly or dismantling:

	Business days	Weekends and bank holidays
Up to midnight	€ 60.00 + VAT	€ 60.00 + VAT
After midnight	€ 60.00 + VAT	€ 60.00 + VAT

\* On the last day of assembly is not allowed to ride after 12 p.m., nor are they allowed work with the fair running.

### EXHIBITION TERMS AND CONDITIONS

#### Enrolment

#### Deadline for enrolment.....15.03.2022

N.B. 1<sup>st</sup> – The exhibition space or the services requested by exhibitors through the application forms must be paid off.

2<sup>nd</sup> – In case of revocation, a written request must be submitted until 30 days prior to the opening of the exhibition. The Organization may free the enrolled companies from paying the installments in debt.

The Organization shall inform the company of the decision taken, within 5 weekdays after the reception of the revocation request. The installments once paid will not be refunded.

#### Occupancy value

#### Cost per m<sup>2</sup>:

Until 31.12.2021	After 31.12.2021
€67,50 + VAT	€75,00 + VAT

Each stand comes with one open side. The attribution of any extra open side imply an increase in the total space cost:

2 open sides.....10%  
3 open sides.....15%  
4 open sides.....20%

Note: The attribution of the requested open sides depends on the Organization, who will try to comply with the exhibitors requests

#### Outdoor Space

Cost per sq..... € 35.00/m<sup>2</sup> + VAT

#### Ground area \*

Cost per sq..... € 50,00/m<sup>2</sup> + VAT

\* As long as requested and approved by the Organization

### Terms of payment

In The contracting..... 100% of the entry fee and 30% of the remaining amounts

By 21.01.2022 .....70%

### STANDS ASSEMBLY

The Exhibitor must notify the Technical Services Unit ([suzete.dias@exponor.pt](mailto:suzete.dias@exponor.pt)) of the identity of the person in charge of the Assembly/Dismantling of its stand, up to 15 days before the start of the stand assembly period.

It will be charged an amount of € 2.90 + VAT / m<sup>2</sup> to the company that will assemble the stand or to the exhibitor.

### STANDS

The materials used in the construction of floors, walls and ceilings must comply with the requirements of Ordinance No. 1532/2008 of 29 December

### TO BE SUBMITTED UP TO 30 DAYS BEFORE START OF STAND ASSEMBLY PERIOD

Design (plan) of the stand.

Lighting plan stating type of light bulbs to be used.

The failure to use energy-efficient light bulbs or to submit the information requested up to 30 days in advance of stand assembly shall incur a assembly fee surcharge of €2.90/m<sup>2</sup> + VAT.

The information should be sent to [suzete.dias@exponor.pt](mailto:suzete.dias@exponor.pt)

### DECLARATION OF RESPONSIBILITY FOR THE IMPLEMENTATION OF THE ELECTRICAL INSTALLATION

In view of the preventive safety measures which have just come into force in our facilities, EXPONOR Fiporto - Porto International Fair informs exhibitors that from the start of 2015, they must submit a **declaration of responsibility for the implementation of the electrical installation**, regarding the supply of electricity to the stands, to the exhibitor support department.

However, please be aware that all other rules, laid out in the Exponor general regulations for fairs and exhibitions, remain valid, namely the provisions of article 10, concerning electricity.

### OCCUPATIONAL HEALTH AND SAFETY MEASURES AT EXPONOR

Exhibitor companies and their subcontractors are required to comply with all standards applicable by law to all the personnel they employ, including both directly employed and subcontracted staff, complying, in particular, with the regulations set out in Law 03/2014.

### FEES

#### A. Enrolment

When contracting the space, an amount of € 300 + VAT will be charged corresponding to the registration fee which includes:

1. Listing in the Exhibition's Official List (available on the Internet), guaranteeing:
  - Listing of the Company's name in the General Exhibitors List.
  - Listing to the Company in the Exhibitors List, by alphabetical order, with the name of the Company, location of the stand.
  - Registration by reference to the name on the Exhibitor List in the Visitor / Plant Guide

#### 2. Access Cards According to the Table:

Nr. of Stand Modules	Nr. Access Cards		
	Assembly/ Disassembly	Exhibition	Parking
1 to 2	5	5	1
3 to 6	8	8	2
7 to 9	12	12	3
10 to 12	18	18	4
13 to 16	20	20	5
17 to 20	20	20	6
21 to 24	20	20	7
25 or more	20	20	8

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N.B. These cards are personal and non-transferable.

### 4. Public liability insurance

Public liability insurance, which covers pecuniary and/or non-pecuniary damages resulting from material and/or bodily injuries caused accidentally to third parties by the Exhibitors, at the Exponor site, during the assembly, exhibition and disassembly periods. The insurance also covers cross liability. Limit of 1 million euros and deductible of 500 euros. Up to this amount, the exhibitor is responsible for damages.

N.B. Exclusions in chapter VII, article 33 of the Trade Fairs and Exhibitions General Rules and Regulations.

### B. Additional listing in the Official List

€ 100,00 + VAT per company to be included

### C. Electricity

3,30/ m<sup>2</sup> + VAT to a installed power of 15 Kw

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

##### Trifasica (380 V)

By 15 Kw to 30 Kw.....€110,00 + VAT  
By 30 Kw to 60 Kw.....€165,00 + VAT  
Over 60 Kw.....€220,00 + VAT

### D. Waste

€ 1,15/m<sup>2</sup> + VAT

### ADMISSION CARDS

#### Credential Letter:

This letter, without which the exhibitor cannot start the Assembly of the stand, will only be delivered after the full payment of all fees and other charges.

#### Parking tickets

During the exhibition, additional exhibitor's cards and parking tickets may be purchased at a unit cost :

Parking tickets/day.....€3,20

The Organization is entitled to restrict the number of invitations per exhibitor as well as to change their price.

### STANDS AND TECHNICAL SERVICES

#### Stands

Is available a wide range of standard stands, theme and design on the show website.

**Delivery deadline for mounting of standard stands:** 20.04.2022 at 9 a.m.

**Delivery deadline for desmounting:** 25.04.2022 at 2 p.m.

#### TECHNICAL SERVICES AND EXTRA MATERIALS FOR STANDS

With the Technical Services store located inside our facilities, Exponor puts at the exhibitors' disposal the provision of technical services before and during the official assembly period.

The services furniture rental, carpet sale and cleaning will have to be made by contacting the Technical Services Unit at

[suzete.dias@exponor.pt](mailto:suzete.dias@exponor.pt)

You can also hire crane services (loading/ unloading) and storage of empty boxes (Exponor declines all responsibility for the contents of stored packaging). ([antonio.nunes@exponor.pt](mailto:antonio.nunes@exponor.pt))

### OFFICIAL LIST

#### Inclusion of Exhibitors data in the On-line official list

It is mandatory to fill in the application form no. 2, if not, the data used by the Organization to be included in the Official list, will be those included in the registration form nº 1, being the exclusive responsibility of the Exhibitors.

In case of late registration, the Organization is not responsible for the non-inclusion of company data in the official exhibitors list.

Registration Forms nº 2 must be signed and sent to Exponor.

### ADVERTISING

See all the solutions available on the show website

**Note:** Any matter not mentioned in this amendment must be consulted in the general Regulation of Fairs