



16ª Feira Internacional Máquinas,
Equipamentos e Serviços para Indústria
16th International Fair of Machinery,
Equipment and Services for Industry

PORTO 2016 23 > 26 NOV.

NA VANGUARDA DAS
SOLUÇÕES E TECNOLOGIAS DO

LEADING THE WAY IN THE SOLUTIONS AND TECHNOLOGIES OF THE FUTURE

FUTURO



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

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Internet: www.exponor.com

The Organization is open from 9h00 to 18h00. Until the fair is set up, the Organization closes for lunch from 12h30 to 14h00.

- **Chapter I – Aspects to keep in mind the fair**
- **Chapter II – Services available**
- **Chapter III – Documentation and general information**



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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/ m² + 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.....€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 Organization 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 ServExpo shop, which can be found within the exhibition site, next to the east door. This store can also assist with the installation of water, hiring of furniture and requests for changes to the standard stands.



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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 Organization with 12 hours notice. Any Exhibitor requiring electricity for the disassembly of equipment after the last day of the Exhibition must inform the Organization of this fact until 17:00 of the previous day.

2. INSURANCE AND THIRD PARTY 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 Organization 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.

Except when previously authorized by the Organizers, vehicles are not allowed to be left overnight in EXPONOR facilities. Vehicles, trailers, containers or other items left in EXPONOR's facilities apart from the assembly and disassembly times will be charged at the following rates per 24 hour periods:

- TIR truck or item of similar size: 100 €
- Heavy vehicle or item of similar size: 75 €
- Light vehicle or item of similar size: 40 €

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 01 (one) hour before the established schedule for the opening of the event.

4. PARKING

EXPONOR has 2,000 parking places distributed over 5 parking lots, including a car silo. 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.

All vehicles must be removed from the park every day, at the end of the fair's opening or its assembly/disassembly hours.

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 30 minutes. After this time, the rate is 0.20€ for each 15 minute period or fraction thereof, with a maximum daily charge of 3€. Mislaid or lost tickets will cost 4€.



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5. DATES AND SCHEDULES

5.1 ASSEMBLY

15 th to 18 th november 2016	8 a.m. to 8 p.m.
19 th november 2016	9 a.m. to 8 p.m.
20 th november 2016	9 a.m. to 6 p.m.
21 st and 22 nd november 2016	8 a.m. to 12 p.m.

5.2 EXHIBITION

23 rd to 26 th november 2016	10 a.m. to 8 p.m.
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5.3 DISASSEMBLY

26 th november 2016	8 p.m. to 11 p.m.
27 th and 28 th november 2016	8 a.m. to 8 p.m.
29 th november 2016	9 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 **8 p.m.** of the **26th November 2016** 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 Servexpo store, near the East Door.

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 1st day of assembly, will be barred from entering EXPONOR facilities.



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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) For the duration of the Fair the merchandise may not be taken out without the Exhibitor informing CAEX in writing as to what he intends to do and identifying the material, and such merchandise must be shown to the Organization security 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 Organization counter. Requests for any other technical services should be made at the ServExpo shop, which can be found within the exhibition site, next to the east door, from the first day of setting-up.

11. GUARANTEE DEPOSITS

The following securities will have to be rendered for:

- a) Collection of keys to the cabinet of the generic stands – 5,00€ + VAT
- b) Collection of the keys to the office doors of the generic stands – 19,95€ + VAT
- c) Collection of showcase keys – 10,47€ + VAT

12. GENERIC STANDS

Requests for standard stands made up to the beginning of the setting up of the exhibition requires the completion of registration form no. 3, in the Exhibitor Guide. During the setting up requests for these same services should be done at the ServExpo store, which can be found within the exhibition site, next to the east door. 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.

13. 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.



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14. CHILDREN

Unless otherwise stated, In trade fairs, as is declared in the Exhibition's invitations, children under 14 are not allowed entry for the duration of the event (including assembly/disassembly), even if accompanied by their parents. **This rule also applies to the children of Exhibitors.**

During the fair (excluding assembly and disassembly periods), there is a Youth club for children between 1 and 14 years old, which opens at the same time as the fair and closes 30 minutes earlier.

15. 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.**

16. 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 Organization within 48 hours of their occurrence.

Chapter

II

SERVICES AVAILABLE

1. ORGANIZATION DESK/EXHIBITOR SUPPORT CLUB (CAEX)

There are 3 Exhibitor Support Centres where several support services are available, during the assembly/disassembly periods as well as during the exhibition period itself.

Official photographers, interpreters, guides, receptionists and technical support will be available there.

They are located in Gallery 5, next to the Foyer on the 1st floor and the distribution gallery. At this latter, also called "Exhibitor's Club", you will be able to take advantage of an area reserved for small work meetings (reservation necessary) and bar service.

2. SERVEXPO STORE

Located by the east door, the ServExpo store provides furniture, electrical supplies, carpeting, sound and image equipment, and various other products.

3. TELECOMMUNICATIONS DESK

Located in the Gallery 5 (tel.: 229 981 901), it provides photocopying, telephone, facsimile and sound services.

4. CLOAKROOM

There is a cloakroom located in the Gallery 5. Please remember that we will not accept objects of value, such as handbags or shopping bags.



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5. PRESS

The Press Room (tel.: 22 998 10 07; e-mail: press@exponor.pt) is located in the Gallery 5 and includes a work area for journalists with a meeting room, a computer with access to the Internet, photocopy machine, fax and telephones.

6. MEDICAL ROOM

In the Gallery 5 you can find a Medical Room, run by health professionals (tel.: 22 998 19 31) prepared for first aid care.

7. MEALS

There are cafeterias inside the halls and in the various distribution galleries. Restaurant Grill (buffet service) is located on the 1st floor. In the Gallery 5 there is a small food area, as well as a large self-service restaurant. There is also a catering service, which allows meals to be served at the exhibition stand itself. If you are interested in this service, it can be requested through fax Nr.:22 998 14 82.

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 offering special rates on the Internet at www.exponor.pt by accessing the Location Menu and clicking the Hotels Icon at the bottom of the page.

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	14 th november 2016
Picking up the Letter of Credentials	15 th november 2016
Assembly/Disassembly Card	15 th november 2016
Exhibitor Card	15 th november 2016
Parking Cards	15 th november 2016
Services Supplier Cards	15 th november 2016

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



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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 Organizers 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.

Enclosed please find:

Fair Blueprint, with areas attributed to the exhibitor.

Statement of Responsibility.