

# EMAF 2018

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

### SCOPE OF THE EXHIBITION

Machinery, Equipment and Services for Industry

### DURATIONS OF THE EXHIBITION

21<sup>st</sup> to 24<sup>th</sup> November 2018

### SCHEDULE

#### Assembly

14<sup>th</sup> to 16<sup>th</sup> November 2018 .....8 a.m. to 8 p.m.  
 17<sup>th</sup> November 2018 .....9 a.m. to 8 p.m.  
 18<sup>th</sup> November 2018 .....9 a.m. to 6 p.m.  
 19<sup>th</sup> and 20<sup>nd</sup> November 2018 .....8 a.m. to 12 p.m.

#### Exhibition

21<sup>st</sup> to 24<sup>th</sup> November 2018.....10 a.m. to 7 p.m.

**\*(THE ENTRANCE OF CHILDREN UNDER 16 IS FORBIDDEN)**

#### Disassembly

24<sup>th</sup> November 2018 .....7 p.m. to 12 p.m.  
 25<sup>th</sup> November 2018 .....9 a.m. to 6 p.m.  
 26<sup>th</sup> and 27<sup>nd</sup> November 2018 .....8 a.m. to 8 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 (servexpo@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	€ 30.00 + 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.....30.09.2018**

**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.

#### Cost of space occupied

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

Until 30.06.2018	After 30.06.2018
€ 96,50 + VAT	€ 99,50 + VAT

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

	until 30.06.2018	after 30.06.2018
2 Open sides	10%	15%
3 Open sides	15%	20%
4 Open sides	20%	25%

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

### Terms of payment

Up on enrolment.....20%  
 By 30.06.2018.....40%  
 By 16.10.2018.....40%

### STANDS ASSEMBLY

The Exhibitor must notify the Technical Services Unit ([ServExpo@exponor.pt](mailto:ServExpo@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.

Any stands **not provided by Exponor** will be subject to a fee of €2.70/m<sup>2</sup> + VAT.

This fee will be collected from the company assembling the stand.

### TO BE SUBMITTED UP TO 15 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 15 days in advance of stand assembly shall incur a assembly fee surcharge of €2.50/m<sup>2</sup> + VAT.

The information should be sent to [servexpo@exponor.pt](mailto:servexpo@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

The amount of € 280 + VAT paid on enrolment includes:

1. Listing in the Exhibition's Official Catalogue( 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, address, location of the stand, specification of the products (25 maximum), trademarks (12 maximum) and represented (12 maximum).
  - Every product mentioned on the list will have the name of the Company next to it.
2. Listing in the Exhibition's Official Catalogue, available on the Internet.
3. 10 invitations for each 9 m<sup>2</sup> module.
4. Free Transit Cards as follows:

Nr. of Stand Modules	Nr. Of Free Transit Cards		
	Assembly/ Disassembly	Exhibition	Parking
1 to 2	5	5	2
3 to 6	8	8	3
7 to 12	12	12	6
13 to 20	18	18	8
21 to 30	20	20	10
31 to 50	20	20	14
51 or more	20	20	18

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

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### 5. 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.

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

### B. Additional listing in the Official Catalogue

€ 50,00 + VAT per company to be included

### C. Electricity

3,00/ 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.....	€100,00 + VAT
By 30 Kw to 60 Kw.....	€150,00 + VAT
Over 60 Kw.....	€200,00 + VAT

### D. Waste

€ 1,00/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.

#### Invitations for Trade Visitors:

These invitations are only available to exhibiting companies and may be purchased in groups of 10.

#### Cost per unit Invitations for Trade Visitors:

Until the opening of the exhibition

Up to 500 units.....	€ 1,50/unit/VAT
500 Units.....	€ 600 + VAT
1.000 Units.....	€1.100 + VAT
1.500 Units.....	€ 1.500 + VAT
2.000 Units.....	€1.700 + VAT
Over 2.000 Units.....	€ 0,75/unit + VAT

During the exhibition.....€2,00 + VAT  
The Organization is entitled to restrict the number of invitations per exhibitor as well as to change their price.

#### VIP

Special invitation which provides a personal card giving users the right to visit the exhibition, benefit from discounts in services and have access to the car park on certain days

Minimum 20 units.....	€ 120 + VAT
Over 20 units.....	€ 5.00/unit + VAT

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

#### Exhibitor's cards and parking tickets

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

Exhibitor's cards.....	€2,75 + VAT
Parking tickets.....	€12,00 + VAT

### 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:** 19.11.2018 at 9 a.m.

**Delivery deadline for dismounting of thematic stands:** 26.11.2018 at 2 p.m.

### TECHNICAL SERVICES AND EXTRA MATERIALS FOR STANDS

With the Servexpo 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 in Servexpo store or by contacting the Technical Services Unit at [servexpo@exponor.pt](mailto:servexpo@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).

### INFORMATION ON LINE

#### A. Inclusion of information On Line of Exhibitors

- Exhibitors who want to be included on line must present the Registration Form nº 2. If not, the Organization will include the information contained in Registration Form nº 1, which is the Exhibitors' sole responsibility.
- The Organization shall not be held responsible for not including information On Line about companies who fail to complete their registration on time.
- Registration Forms nº 2 must be sent to Exponor.

### ADVERTISING

See all the solutions available on the show website

### COMPLIANCE WITH THE MACHINERY DIRECTIVE

Decree-Law no. 103/2008, of June 24<sup>th</sup> establishes that any machine or safety component can only be put on the market and operated if it has a statement of compliance, issued by the manufacturer or its representative, pursuant to the terms of the provisions in this law. In the case of machines, the EC marking must also be affixed. Article 4 point 3 of this law states that "Machines and safety components which do not comply with this law may be displayed in fairs, exhibitions and demonstrations, provided that there is a visible sign which clearly indicates this non-compliance and stating that the item cannot be purchased until compliance has been achieved. Furthermore, for demonstration purposes, appropriate safety measures must be implemented to ensure that people are duly protected." Each exhibitor is responsible for complying with these legal provisions. The organisation will seek the cooperation of notified Bodies, and of the ASAE (Authority for Economic Activities), in order to comply with the law in this specific area, and exhibitors are hereby warned that they may be committing an administrative offence if they fail to comply. Every case reported to the Organisation will be studied by experts from a Body Notified for the purpose, which may result in the intervention of the competent authorities (the ASAE).