

Exponor – Feira Internacional do Porto, S.A.

GENERAL REGULATIONS

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GENERAL REGULATIONS GOVERNING FAIRS AND EVENTS EXPONOR - OPORTO INTERNATIONAL FAIR

CHAPTER I – STANDARDS, GENERAL AND GOVERNING PARTICIPATION

Article 1 – Standards and Contract

1. The standards herein are accepted by Exhibitors and/or Sponsors when they register or contract, and are applicable to the relations forged between them and Exponor – Fiporto S.A., also referred to hereafter as **Exponor**.
2. These Regulations are complemented at each Fair/Event by the **Addendum**, which assumes a complementary nature and forms an integral part of the leasing and service agreement between the Exhibitors and/or Sponsors and Exponor.
3. As well as the provisions herein, Exhibitors and/or Sponsors shall meet all legal and regulatory provisions applicable to their business and the products which they market.

Article 2 – Organisation

1. Fairs, Events and other manifestations are organised by **Exponor** or by Sponsors, these understood to be third party sponsoring entities which organise fairs and events on sites managed by Exponor.
2. If any unforeseen circumstances or cases of force majeure prevent the Fair from going ahead, delay its opening, lead to changes in its hours or oblige changes to the Regulations or Addendum, Exhibitors and/or Sponsors may not claim any compensation from Exponor.
3. Exponor will take measures which it deems appropriate to enforce the standards set; accordingly, it may draw up Complementary Regulations which it deems necessary, which shall be known by Exhibitors, Sponsors, Assemblers and the Public and met by them.

Article 3 – Scope and Site

1. The scope and site of Exponor Fairs is defined in the **Addendum**.
2. Also defined in the Addendum are:
 - a. Hours (Setup, Dismantling and Hosting);
 - b. Space Occupancy Prices;
 - c. Fees for Registration, Electricity and Waste;
 - d. Special rules (when applicable);

3. Fairs, Events and other manifestations shall be held on the days and at the times indicated in the Addendum; however, their duration may be changed as Exponor sees fit; no compensation of any kind may be claimed for this.

CHAPTER II – PARTICIPATION AND REGISTRATION – ACTUAL FAIRS

Article 4 – Terms and Conditions of Admission

1. Exhibitors may be companies, national or foreign, as well as their agents or distributors, whose business falls within the scope defined in the Addendum.
2. Also permitted is collective participation and groups of Exhibitors with certain affinities.
3. When it sees fit, Exponor may request documentary evidence which confirms any of the above terms and conditions.
4. Exponor is responsible for agreeing participation, and may of its own free will refuse any registration which, in line with its criteria, is incompatible with the scope or aims of the Fair or which, for any reason, would be harmful or inappropriate.

Article 5 – Registration and Participation

1. Registration requests shall be made by completing Registration Bulletins or completing the online Registration Form (if any).
2. Registration requests may be made up to the day shown in the Addendum, after which Exponor may not accept the Registration request.
3. Registering for the Fair presupposes full acceptance of the clauses herein and in the Complementary Regulations (if any), as well as the Addendum, and does not grant anyone registered **Exhibitors'** rights.
4. Exponor hereby reserves the right to decide the distribution of stands, allocation of space and the site requested by each party registered, inter alia considering the following points:
 - a. Sectorisation;
 - b. Area required, modules and intended number of fronts;
 - c. Order of registration bulletin arrival;
 - d. History/loyalty;
 - e. Harmony between the different spaces;
 - f. Aspects of a technical and/or financial nature.
5. Exponor shall notify those registered of their acceptance as Exhibitors, as well as the space which they are going to occupy and the respective location, once their registration has been assessed.
6. The Exhibitors' request for services requires the respective full payment.

7. The location allocated to an Exhibitor at a given Fair, Event or other type of manifestation does not imply that the same location must be allocated on another occasion.
8. If the Fair's general interests require thus, Exponor may change the location, area or layout of the stand allocated.
9. When, under the provisions of the previous point, the area allocated to an Exhibitor is reduced, it will be entitled to a refund of the share of the occupancy fee for the area denied.
10. When convenient for the Fair's general layout, there is a requirement to increase the space allocated to an Exhibitor, it shall only pay the difference, calculated as agreed.

Article 6 – Stand Opening and Closure

1. The stand must remain open during the event's opening hours as defined in the Addendum; one of the Exhibitor's representatives must always be present there.
2. After closing time, Exhibitors will have a period of 30 minutes to ensure that all personnel allocated to the stand have left, notwithstanding exceptional cases and with Exponor's express permission, granted in writing.

Article 7 – Occupancy Value/Fee, Waivers

1. The occupancy fee is set according to the space and the site to be occupied by the Exhibitor, according to the price table contained in the Addendum for each Fair or Event.
2. Occupancy fees shall be paid by the deadline contained in the Addendum.
3. If invoices issued by Exponor result in a claim, the Exhibitor shall formalise it within five working days of it being received.
4. Once paid, occupancy fees will not be returned to Exhibitors, should it not occupy the respective stand for reasons not attributable to Exponor.
5. Failure to pay for any services due within the period set in the Regulations and/or Addendum will entitle Exponor to exclude the Exhibitor, this not entitling the latter to compensation.
6. If an Exhibitor waives its registration, whether or not the space allocated to its company is occupied, the following are payable:
 - a. Up to 30 days before the beginning of the setup:
 - i. Registration Fee
 - ii. Contract award value
 - b. Less than 30 days before the beginning of the setup:
 - i. The total value calculated for its participation
7. If the space reserved for the Exhibitor is not occupied 24 hours prior to the Fair being inaugurated, the Organisation may make use of it, under terms and conditions which the latter deems appropriate.

CHAPTER III – TECHNICAL SERVICES

Article 8 – General Services

1. General lighting to the building, communal areas and open air spaces is provided by Exponor.
2. At Fairs or Events organised by Exponor, Exponor itself is responsible for security and cleaning.
3. At Fairs or Events organised by Sponsors, the Sponsors are responsible for security and cleaning, in accordance with the price table and current exclusivity regime.

Article 9 – Electricity

1. Electricity requirements shall be met by completing the Registration Bulletin.
2. In line with national and European standards governing environmental efficiency and protection, Exhibitors shall only use high energy efficiency equipment to light stands, especially LED lighting.
3. Electricity is provided as alternating current with a frequency of 50 Hz and voltage of 220/380 volts.
4. At Fairs and Events for whose organisation Exponor is not responsible, it is compulsory for stand electrical installations to meet the General Regulations governing the Safety of Low Voltage Electrical Installations, available at <https://dre.pt/dre/legislacao-consolidada/portaria/2006-70055500-185764603>.
5. They shall also have differential circuit breakers and a protective earth.
6. The work must be done by professionals duly acknowledged by the competent official entity or the Sindicato dos Eletricistas.
7. Stand electrical installations may, at any time, be checked by duly acknowledged and qualified Exponor officials or ones mandated by it, who may switch off stand power supplies if safety conditions are not satisfactory, or undue changes have been made to installations. In this case, the person responsible for the stand's electrical installations may, having appropriately modified its installations, request new connection to its installations, this only taking place following further inspection of the stand's electrical installations.
8. Liability for damage caused to electrical infrastructures which do not belong to Exhibitors shall be assumed by the entity which contracted the electrical installation services; it must pay costs inherent to repairs immediately, having produced the respective receipts.
9. The Organisation cannot accept any liability for accidents, loss or damage caused by:
 - a. Power cuts on the public electricity network.
 - b. Changes in voltage on the public supply, including surges of an atmospheric or other nature.

Article 10 – Water and Drainage, Gas, Compressed Air and Telecommunications

1. At Fairs and Events organised by Exponor, the requirement for connection to water and drainage, supplies of gas, compressed air and telecommunications services must be contained in the Registration Bulletin and the respective Customisation Notes, up to ten days before the start of the Fair setup period, or it will be impossible to meet it.

2. At Fairs and Events organised by Sponsors, requests may be sent to Exponor in writing up to ten before the Fair setup period begins, or it will be impossible to meet them.
3. Supply of water, gas and compressed air will depend on stand location and the intended purpose.
4. The distribution of water, gas and compressed air from a supply point to equipment to be used is the Exhibitor's or Sponsor's responsibility; Exponor may provide this service in accordance with the current price table.
5. The Exhibitor or Sponsor shall ask Exponor Technical Support to inspect its water, electricity, gas and compressed air installations on the stand, once set up, so that it may approve them.
6. Water, electricity, gas and compressed air supplies shall be set up by Exponor, following the approval mentioned in the previous point.

Article 11 – Construction of Customised Stands

An Exhibitor may ask that a customised stand be constructed in the Registration Bulletin. Information on such a stand shall be requested from Exponor's sales team.

Article 12 – Services Exclusive to Exponor

Exponor is exclusively liable for these services and they may not be contracted out to third parties for any fair or event held on the site:

1. Catering and Cafeteria Services provided within set areas on site
2. Movement of loads and materials (forklifts, platforms)
3. Guards and Security (excluding bodyguards)
4. Fire services and official emergency services
5. Cleaning, Health and Safety and Waste Collection
6. Doctors, First Aid and Nurses
7. Electricity and Gas Supplies
8. Pipelines – Water and Drainage
9. Compressed Air Supplies
10. Voice and Data Telecommunications Services
11. Billboards and Advertising Media

Article 13 – Services Offered and Non-Exclusive

Inter alia, Exponor has within its offer the following range of services, although contracting them is not exclusive to the Exponor fair site. These services may be assigned on a case-by-case basis, and especially include:

1. Reception and Passes;
2. Police;
3. Audiovisual Equipment;
4. Others as necessary.

Article 14 – Provision of Spaces and Services at Fairs and Events of Third Parties/Sponsors

The value shown for Transfer of Spaces includes the following organisational services to be provided by Exponor:

1. Use of spaces for normal purposes, carefully,
2. Electricity up to 10,000 KW (Buildings 2/4/5/6) or 50.00 KW (Building 1/3),
3. Inclusion of the event/fair in Exponor's official calendar;
4. Event/fair promotion using Exponor's digital channels (Website, Social Networking), when requested by the client and in accordance with Exponor's standards and the GDPR.
5. The following passes will be allocated:
 - a. 5 Free-Passes to the event or fair organisers, for setup, dismantling and exhibiting in each building or the Auditorium.
 - b. For buildings 2, 4, 5 and 6, 50 passes will be allocated, valid for the days of the event/fair.
 - c. For buildings 1, and 3, 30 passes will be allocated to the park, valid for the days of the event/fair.

Article 15 – Price

1. Reservation of space or services provided by Exponor at fairs organised by Third Parties/Sponsors is only guaranteed on payment of the amount contained in the proposal.
2. Setup may only begin once it has been confirmed that the agreed terms and conditions of payment have been met.

CHAPTER IV – STANDS AND ASSEMBLY

Article 16 – Dimensions

A standard occupancy space measures 9 m² (3 × 3 m). Each stand may occupy further multiples of the standard occupancy; other participation methods will be possible, under special conditions to be agreed.

Article 17 – Construction and Flooring

1. Nothing may be fixed to or painted on the walls or floors of buildings.

2. It is vital for each and every suspension of load or advertising within the site to have been approved and authorised by Exponor previously.
3. Requests for approval and authorisation must be submitted for the appreciation of the Operations Manager of Exponor's Operations team.
4. Use of cutting and welding machines, paint spray guns and sanders is expressly banned.
5. As stand construction is not permitted in exhibition area offices, construction of stands in buildings may only entail assembling prefabricated components.
6. It is compulsory for materials used to cover floors to be fire retardant.
7. The Exhibitor is responsible for covering closures which are not considered at the front. Accordingly, whenever the sides of a stand are alongside passages or other stands, the Exhibitor shall finish them, covering anything visible.

Article 18 – Setup and Dismantling

1. The maximum permitted stand construction height is 6 m.
2. Exhibitors which intend to present stands 2.5 m to 4 m high shall send the Client Manager a brief description of the stand, for approval. This description, which it is compulsory mentions the stand height, shall be sent at least 20 days before setup begins.
3. It is compulsory for Exhibitors which need stands between 4 m and 6 m high or stands with more than 1 floor (whatever its height) to send the Client Manager a draft stand for approval, at least 30 days before it is set up.
4. From a height of 4 m, the front of a stand must regress 0.50 m.
5. All stands which use suspended flooring shall have an access ramp for disabled visitors.

6. Any entities contracted by Exhibitors which, declaring that they accept the rules contained herein, are suitably acknowledged by Exponor or the Sponsor, are permitted to conduct activities to construct, set up, decorate and dismantle stands at Fairs and Exhibitions organised by Exponor.
7. All entities contracted shall ensure that their employees are duly qualified and identified, preferably by means of the appropriate uniforms with reference to the entity contracted.
8. Stand setup and decoration works may only begin on presentation of a legitimacy letter to be issued by Exponor.
9. During stand setup and dismantling periods, the site will be open only during the hours indicated in the Addendum.
10. Special works licences, for operating out of hours, shall be agreed on a case-by-case basis and applied for 48 hours in advance, charged for in line with the current price table.

11. Stands shall be completely set up and provided with the items declared in the Bulletins 12 hours before the Fair is inaugurated. If this cannot be proven, Exponor is entitled to reallocate them.
12. Once the anticipated period for dismantling has passed, Exponor shall mandate the removal and storage of material which remains on stands.
13. Exhibitors, Assemblers or Sponsors shall meet costs incurred through dismantling, transport and storage of the material mentioned in the previous point, acknowledging full liability for chance damage and harm caused as a result of theft or deterioration of the material or products in question.
14. As far as movement of loads is concerned, use of its own forklifts or cranes is not permitted, so if this service is needed, Exhibitors must use a provider exclusive to Exponor.
15. Loading and unloading stand and exhibition setup material is banned:
 - a. Inside buildings,
 - b. On lengthwise and transverse corridors in buildings,
 - c. Lining up at doors to the outside, in order not to obstruct the passage of forklifts, lifting platforms, hand-operated trolleys and other equipment.
16. Access under said terms will only be permitted when it is the only way of accessing the stand.
17. Stand dismantling and material collection may not begin before the time the event officially closes, notwithstanding special permission for the purpose granted by Exponor.
18. For exit of products exhibited outside the set hours, Exhibitors shall ask for an Exit Guide, to be provided by Exponor, which may be requested from Exhibitor Support.

Article 19 – Setup Fees

In the case of Actual Exponor Fairs, all outside stand setup companies must pay the setup fee contained in the Addendum.

Article 20 – Breach of Regulations

If an entity which constructs, sets up, decorates or dismantles a stand breaches any of the rules contained herein, it will be prevented from continuing its work at the Fair or Exhibition site, acknowledgement of what it has done withdrawn.

Article 21 – Stand Approval System – Liability

1. Exponor cannot accept any liability for the construction, setup and installation of stands or structures conducted directly by Exhibitors or third parties appointed by them.
2. Stand structures, as well as any components used in their decoration, of any nature whatsoever, shall be set up fully observing best practices and meeting all necessary requirements to ensure conditions of safety, salubrity and fitness for purpose.

Article 22 – Receipt of Draft Stands

The Client Manager is responsible for viewing drafts to check their respective location in the building.

Article 23 – Approval of Electrical Installations

The party responsible for Electricity shall approve electrical installations. To this end, drafts sent shall contain:

- Detailed description of the number of lighting points fitted on the stand;
- Presentation of the scope of liability of stand electrical installations.
- Presentation of the electrician's licence, valid in Portugal, that of the person responsible for executing the electrical installation project, and those of everyone concerned with the project.

Article 25 – Decoration and Arrangement

1. Exhibitors are responsible for stand decoration and interior lighting and arranging products to be exhibited.
2. Without Exponor's prior permission, stand decoration and structure may not:
 - a. Compromise the view of contiguous stands;
 - b. Exceed stand height.
 - c. Foresee the construction or use of one or more floors: if it does, it is compulsory for the stand draft to be presented at least 30 days before setup;
 - d. Extend beyond the limits of its area;
2. Exponor or the Sponsor may mandate changing the size of signs and labels which do not meet the measurements set in the draft, as well as decoration which has not been done consistently with them.
3. At any time, Exponor or the Sponsor may prevent or mandate the removal of stands produced which it deems deficient, dangerous, unsightly or incompatible with the aims and/or scope of the Fair.
4. Use of smoke or blizzard production machines and laser systems is previously banned by the Organisation.
5. Products exhibited, except for those mentioned in point 3, may not be removed in the course of the event, notwithstanding exceptional situations and always Exit Guide, issued by the Exhibitor's Support desk.

Article 26 – Cleaning

1. Exhibitors are responsible for cleaning and removing waste from their stand, depositing it in the places provided for the purpose by Exponor or the Sponsor.
2. The stand may be cleaned by the Exhibitor's permanent personnel or it may ask Exponor or the Sponsor to do it.
3. After the Fair has closed, the Exhibitor must leave the respective space in the same state of cleanliness as it was when it was transferred to it. If this is not acknowledged, Exponor or the Sponsor will undertake the necessary cleaning, passing respective costs on to the Exhibitor.

Article 27 – Safety and Fire Protection

1. In no way is completely or partially obstructing emergency exits or compromising the view of and access to extinguishers, loud speakers, general signing, CCTV, fire detectors or armed fire hydrants (AFH) permitted.
2. Unless authorised by Exponor previously, Exhibitors are not allowed to:
 - a. conduct demonstrations using any kind of open fire device or equipment;
 - b. present equipment which emits ionising or radioactive waves;
 - c. deposit and use bottles containing liquid gas in the building.
3. If laser lighting is used by an Exhibitor, beam energy may not exceed 2.5 MW/m². For higher powers, the laser beam shall be completely armoured.
4. Inside buildings and stands, motor vehicles may only be exhibited if their fuel tank holds the minimum amount possible for moving them to the nearest filling station.

Article 28 – Materials

- 1 If companies setting up stands use any carpet, it is compulsory for them to use fire retardant carpet which is approved under European Union regulations; copies of compliance certificates must be provided. If this is not acknowledged, Exponor may prevent or suspend setup, regardless of state.
- 2 It is compulsory for stand lighting to use LEDs; using halogen bulbs is not permitted, unless authorised previously, in exceptional cases.
- 3 All materials used to set up stands must meet all safety standards dictated by the European Union.
- 4 Exponor cannot accept any liability for accidents or fines resulting from breach of the provisions of the previous points.

Article 29 – Breach

If regulations governing stand setup and decoration, as well as fire safety and protection, are breached, Exponor may take measures as it sees fit, especially ordering that the stand close.

Article 30 – Site Transfer

1. Exhibitors and participants may not, for any reason, as a whole or in part, transfer the space which belongs to them, without the Organisation's prior, written permission.
2. Exhibiting material from other companies is also banned, unless authorised.
3. If the provisions of the previous points are breached, Exponor will take the appropriate measures, especially mandating that products exhibited unduly be removed from the site.

CHAPTER V – PASSES

Article 31 – Legitimacy Passes

Legitimacy passes grant Exhibitors the right to begin stand setup works. They will only be provided once the amounts payable by Exhibitors have been received in full.

Article 32 – Setup/Dismantling Passes

- 1 Setup/dismantling passes are allocated in a number proportional to the area occupied, in accordance with the provisions of the Addendum, and will only be valid for set periods.
- 2 The personnel responsible for setting up/dismantling stands shall hold the respective passes issued by Exponor to the Exhibitor.
- 3 It is compulsory to visibly use setup/dismantling passes whenever the user is within the site, to ensure site security and access only to authorised personnel.

Article 33 – Exhibitors' Passes

1. Exhibitors' passes will be valid for the term of the Fair, are intended so that personnel may provide service on stands and are allocated in a number proportional to the area occupied, in accordance with the provisions of the Addendum.
2. It is compulsory to visibly use Exhibitors' passes whenever the user is at fairs organised by Exponor.

Article 35 – Exhibitors' Parking Passes

1. Free vehicle transit will be provided by Exponor, to each Fair; it may set the number of passes to be allocated to each Exhibitor.

Article 36 – Breach

All passes are rigorously personal and non-transferable, so breach of this precept will imply removal of said passes, there being no entitlement to compensation for their cancellation or provision of new passes.

CHAPTER VI – ADVERTISING AND CATALOGUE

Article 37 – Advertising

1. Exhibitors must limit their advertising to the space which they contract and occupy, where only they are allowed to advertise their products.
2. Advertising within the Fair site shall observe current regulations.
3. Advertising (static or dynamic) is not permitted away from stands, or in any part of the site, except areas set aside for the purpose by Exponor and at the prices stipulated.
4. Exponor will post general Fair advertising as it sees fit, using social communications media which it deems appropriate.
5. Exponor is exclusively entitled to film, photograph and reproduce, using any means, Fair or Event installations and views, provided that it observes the GDPR.
6. Exponor hereby reserves the right to mandate filming or photography of items exhibited and use the respective reproductions for purposes exclusively related to its activity, especially producing promotional material.
7. Exponor hereby reserves the right to erect general signing or any items which advertise the event in places which it deems appropriate; Exhibitors may not remove them or order them to be covered up.
8. At Events organised by Third Parties, the Organiser itself is fully liable for advertising, content and use of images.

Article 39 – Activities in Parallel

1. Symposia, arenas and other relevant activities may take place.
2. Whenever it intends to, Exponor may promote or authorise collective visits to the event, assuming inherent liability.

3. Exhibitors may use the Auditorium, Halls, Galleries and meetings rooms for the term of the event, whenever they are presented previously and approved by Exponor, subject to availability and paying the price contained in the current table.
4. Attending entities are not authorised to engage in hobbies or competitions.

CHAPTER VII – CIVIL LIABILITY, INSURANCE AND CLAIMS

Article 40 – The Exhibitor's Liability and Obligations

1. Although precautions are taken by Exponor normally necessary for protecting products exhibited, Exhibitors are always considered ultimately liable for them.
2. Exhibitors are exclusively liable for damage or harm caused to Exhibitors, their personnel or products exhibited, of any nature, or events which lead to it, especially fire or theft.
3. Exhibitors and participants on the Fair site are liable for harm and damage which they, directly or indirectly, cause to the site, or other Exhibitors' stands or products.
4. Under the provisions of the previous points, Exhibitors and participants must, after the Fair has closed, return stands and their respective flooring in the same state of repair as they were in when they were transferred to them, notwithstanding normal use thereof. If this is not acknowledged, Exponor will conduct necessary repairs and pass the costs on to the party which occupied the site or stand damaged.
5. In line with the previous points, Exhibitors must declare to Exponor, once they have access to the space which was reserved for them, any existing damage in the space, otherwise they will be liable for it later.
6. Exhibitors shall guard their own stands, assuming full liability for insuring materials and products exhibited.
7. At events organised by Third Parties, the Organiser must define its own rules concerning the liability of their Exhibitors or Visitors, and ensuring that this is covered under their insurance. Exponor cannot accept any liability for occurrences during Third Party events.

Article 41 – Abandonment of Goods by Exhibitors

1. Goods left by Exhibitors within the Fair space after it has ended will be considered abandoned; Exponor cannot accept any liability for them.
2. If an Exhibitor fails to remove them within the period defined in the previous point, this will imply a waiver, irrevocable, of any right over the goods in question, and any claims against the Exponor's liability.

3. Exhibitors shall be liable for costs incurred through dismantling and storage of material left on stands after they have been dismantled.

Article 42 – Insurance

1. Exhibitors shall hold a Civil Liability Insurance covering at least €500,000.00, intended to cover damage to tangible and/or intangible assets, material harm and/or bodily injury, caused accidentally to third parties on sites allocated to Exponor, during the fair.
2. Insurance covering products and materials exhibited are mandatory and Exhibitors are liable for it.
3. The assembler and companies involved in stand setup, dismantling and decoration **are required to prove that they are qualified** before assembly begins.
4. The setup company is responsible for:
 - a. Paying setup fees contained in the price table appended hereto,
 - b. Industrial accident insurance covering all employees present on site for the event.
 - c. Civil liability insurance policy, intended to cover any harm caused by fair, exhibition or event stand setup and dismantling activities caused to third parties, here including Exponor, through negligence, actions or omissions by their representatives or people working for them, for whom they shall be civilly liable with the minimum guarantee/limits of €500,000.00.

Article 43 – Licences and Intellectual Property Rights

1. Exhibitors are solely liable for obtaining licences which are necessary for them to conduct their business, as well as licences relating to copyright, connected rights, imaging rights and other intellectual property rights which are necessary for the exhibition, marketing or use of goods or services presented at the exhibition.
2. If Exhibitors' deeds lead to the application of legal or police action arising from breach of intellectual property rights, Exponor hereby reserves the right to stop the respective participation with immediate effect, whatever the grounds for the action.

Article 44 – Claims

1. Exponor keeps a Claims Book at all of its fairs.
2. For Fairs and Events organised by Third Parties, they shall provide their own Claims Book.
3. Exhibitors are advised to bring their own Claims Book, so that they are more flexible. Otherwise, potential claims must be filed with the Exhibitor, but through the Organiser's Claims Book, which may cause embarrassment, harm to image and potential costs.

CHAPTER VIII – FINAL PROVISIONS

Article 45 – Product Import Facility

Temporary import of products to be exhibited is regulated by current laws; Exponor has nothing to do with this.

Article 46 – Direct Sales

1. Direct item sales are not permitted, except at fairs within the Exhibitor's own field.
2. The Exhibitor is fully liable for sales of items exhibited, when permitted; it must adopt all of the procedures contained in legislation governing billing and returns, as well as provide its own Claims Book.
3. Fair samples shall be delivered during the Fair.

Article 47 – Client Support

1. A Client Support Area, dealing with bureaucratic issues, recommendations and claims pertaining to fair participation, is available to all Exhibitors.
2. This support is available at the times set out in the Addendum.

Article 49 – Advertising and Suspension Spaces

1. Exponor provides advertising spaces, such as Billboards, Columns, Walls and Structures, in line with the current price table.
2. Exponor hereby reserves the right to make advertising permanent.

Article 50 – Unpleasant Noise

1. Sound amplifiers are banned on stands, as is any unpleasant noise, which in any way could compromise the satisfactory running of the Fair.
2. Installing sound equipment on stands is permitted, provided that sound not exceed 80 dB.

Article 51 – Bans

1. Smoking anywhere on the Exponor site is banned, under applicable legislation, even during setup and dismantling.
2. The entry of minors is allowed when accompanied by an adult responsible for the minor, insofar as allowed by the age rating of the fair/event.
3. In the act of entering the fair/event, the responsible adult accompanying the minor hereby assumes full liability for any acts by the minor.
4. The age rating of the fair/event is set by Exponor or by the Sponsor and is available on the relevant website, in the Addendum and at check-in desks.

Article 52 – Breach of Regulations and the Addendum

1. If these Regulations or the provisions of the Addendum are breached, Exponor may take measures as it sees fit, including removing Exhibitors' rights; Exhibitors may not claim any compensation for or refund of amounts paid.
2. If a breach is considered serious, Exponor may order that the stand close and even temporarily, prevent the offender from participating in future Fairs.
3. In the event of serious misconduct, authorities may be called.

Article 53 – Discounts

1. AEP associates will receive a 10% discount on the value of the area (m²) and fronts open at fairs organised by Exponor. This discount does not apply to packs and other services.
2. There are other discounts related to Exponor's partner Associations, in accordance with protocols signed.
3. The discount contained in this Article may not be accumulated alongside other discounts.

Article 54 – Taxes

On all amounts indicated by Exponor, VAT is due at the current legal rate, notwithstanding legal exemptions specified.

Article 56 – Municipal Charter

Any dispute between Exponor, Exhibitors and Third Parties concerning these Regulations and their Schedules shall be referred to the Court in Matosinhos.

CHAPTER IX – GENERAL DATA PROTECTION REGULATION

Article 56 – Presentation of Exhibitor Information

1. Data used by Exponor will be that appearing on the Registration Bulletin, this the exclusive responsibility of the Exhibitors.

2. In the event of late registration, Exponor cannot accept any liability for failure to insert company data in official listings.
3. If an Exhibitor does not want their data to be published, we request that they send an e-mail stating that intention to the Client Manager.

Article 57 – Trade Fairs' Visitors

1. Invitation requests must be made online.
2. If the request is made locally, it may be a payment target and implies data transfer.
3. During trade fairs, Exponor hereby reserves the right not only to admit the visitor, but also ask them to prove their professional connection with the sector.

Article 58 – Visitors

1. The Ticket or Invitation must be visible for the entire visit.
2. Exponor hereby reserves the right to change the opening hours and the programme.
3. Tickets and Invitations are personal and non-transferable.

Exhibitors hereby unequivocally promise to meet all standards herein, as well as the Addendum for each Fair, as expressly declared in Registration Bulletins.