

EXPOCOSMÉTICA 2024

Addendum to the General Regulations Governing Fairs and Exhibitions (RGFE)

1. Organiser

Exponor Exhibitions, a brand of Exponor-Fiporto, S.A.

2. Field of the Fair/Event

Selective Perfumery, Aesthetics, Hairdressing Sector, Mass Market, Direct Sale of Cosmetic

3. Venue

Exponor – Oporto International Fair Av. Dr. António Macedo 574, 4454-515 Matosinhos – Portugal

4. Key Dates and Times

Registration Deadline	28.02.2024
Exhibition	06 th april 2024 pré opening 10:00 a.m. to 1:00 p.m. 06 th april 2024 --- 1:00 a.m. to 8:00 p.m. 07 th and 08 th april 2024 --- 10:00 a.m. to 7:00 p.m.
Setup	02 nd , 03 rd to 04 th april 2024 -- 8:00 a.m. to 6:00 p.m. 05 th april 2024 - - - - - 9:00 a.m. to 12:00 p.m.
Dismantling	08 th april 2024 - - - - - 7:30 p.m. to 12:00 p.m. 09 th and 10 th april 2024 - - - - - 9:00 a.m. to 6:00 p.m.

5. Standards applicable to participating

- a) Participating in this event implies completing, acknowledging and accepting the following documents:
- Completing the Registration Form
 - Acknowledging and Accepting the General Regulations Governing Fairs and Exhibitions (RGFE), available at https://www.exponor.pt/documentos/gerais/Regulamento_Geral_Feiras.pdf
 - Standards or regulations specific to the event in question, if any.
- b) In case of refusal up to 30 days before setup begins, the exhibitor shall always pay the Registration Fee and the Contract Award Value. Under 30 days before setup begins, it shall pay the total value calculated for its participation (+info – art. 7 RGFE)
- c) Instalments paid will not be refunded.
- d) Exhibitors shall hold a Civil Liability Insurance policy 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. Insurance covering products and materials exhibited are mandatory and Exhibitors are liable for it (+info – art. 7 RGFE)
- e) The Organisation reserves the right to change the setup/dismantling/exhibition opening hours, without payment of any compensation.
- f) No work is allowed while the fair is in progress.

6. Payment Terms

Contract Award	100% of the Registration Fee + 30% of the Services
Up to 05.02.2024	30% of the Services
Up to 05.03.2024	40% of the Services

7. Key Values and Fees

Values		
Space sqm	Until 31.12.2023	After 31.12.2023
Until 54sqm	€92,00	€102,00
More than 54 sqm	€86,00	€94,00
Increase for fronts		
2 fronts	10%	
3 fronts	15%	
4 fronts	20%	
Discount for upper floor	50%	
Discount for external area	50%	
Associated Discount AEP (M ² and fronts)	10%	

Fees			
Registration Fee	€350.00		
Includes:			
<ul style="list-style-type: none"> • Administrative processing of participation • Inclusion of the Company on the List of Exhibitors • Space on the E+E digital platform (5 products Completing by the Exhibitor) • Allocation of access passes according to the following table: 			
Modules	Assemblies	Exhibitors	Parking
1-3	6	6	2
4-6	8	8	3
7-13	12	12	4
14-20	18	18	5
+20	20	20	7
Personal, non-transferable access passes			
Electricity Fee/M ² 3 KW Reduction and Consumption	€3.50		
Waste Fee/M ² Collection and treatment	€1.20		
Setup Fee/M ² For non-Exponor assemblers only	€3.00		
Change of Hours Fee			
1 st Stand/Working day	€250.00		
Other Stands	€150.00		
1 st Stand/FDS	€300.00		
Other Stands	€250.00		
Extra Days between 9:00 a.m. – 6:00 p.m.			
Extra Hour/Working day	€50.00		
Extra Hour/FDS	€80.00		
Only on official setup days.			

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Values of optional services	
Power 15 kW	€120.00
Power 30 kW	€165.00
Power 60 kW	€220.00
Parking (per day)	€3.80
Additional Registration on the List of Exhibitors	€350.00
Empty Tares – Min. 2 M ³	€25.00
Empty Tares – Additional M ³	€12.00

Exponor can provide services for moving loads and storing empty containers, which are governed by the following rules:

- i. It is mandatory to contract all load-moving services to Exponor.
 - ii. Storage of containers presuppose that they are free of content. Exponor cannot accept any liability for the content of packages stored.
- e) Exponor has a range of services, furnishings and equipment.

All information and requests contained in this point, must be sent to service@exponor.pt.

8. Setup and Dismantling

a) Stands

- i. Exponor provides its exhibitors with stand setup services. To find out more about the offer, please contact the allocated Customer Manager.

Stand Delivery	9:00 p.m. – 05.04.2024
Stand Collection	14:00 a.m. – 09.04.2024

- ii. Setup may only begin once the “Legitimation Card” has been delivered, this delivered to the exhibitor once all scheduled fees have been paid.
- iii. If the exhibitor opts to outsource setup, the following rules apply:
 - ✓ The exhibitor must tell Exponor’s technical services the name of the setup company. In this case, the “Setup Fee” will be applied to the company contracted specified in the Price List.
 - ✓ The exhibitor must send the draft stand setup with technical data, dimensions, materials and lighting at least 20 days before official setup begins.
 - ✓ All materials used must meet Decree 135/2020 – Amendment to the Regulations Governing Fire Safety in Buildings (SCIE).
 - ✓ Using LED lighting is mandatory, or the Setup Fee will be doubled.

b) Electricity supply

The electricity supply must be requested in the space “Support Services to the Exhibitor”. If the stand is set up by a non-Exponor company, the Statement of Responsibility for the execution of the electrical installation will be requested. All safety rules contained in the General Regulations Governing Fairs and Exhibitions shall be applied.

c) Changes to hours

The exhibitor or setup company may ask to change setup and/or dismantling hours by paying a “Change of Hours Fee” as specified in the Price List.

- i. Request for extra setup and dismantling days
- ii. Request for extra hours during setup and dismantling hours

d) Movement of Loads

9. Internet

All exhibitors have access to a WiFi network exclusively for Exhibitors. Setting up unique WiFi networks is not permitted. Special requests must be sent to it@exponor.pt.

10. Additional Notes

Any topic not covered by this addendum is governed by the General Regulations Governing Fairs and Exhibitions (RGFE), available on Exponor’s website at:

https://www.exponor.pt/documentos/gerais/Regulamento_Geral_Feiras.pdf