

ESSENTIAL INFORMATION



Dear Exhibitor,

This Handbook compiles the most important information to ensure that attending the Fair is as productive as possible.

However, 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.

For any clarification or assistance, please contact the Organisation.

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The Organisation is open from 9:00 a.m. to 5:30 p.m.
Until the fair is set up, the Organisation closes for lunch from 1:00 to 2:00 p.m. Should you need any further information, please contact the Fair Support Office on: (+351) 961790065

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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.
€ 3,50/sqm + VAT to an installed power of 3 Kw

Additional value for installed power exceeding 3 Kw:

Trifasica (380 V)

15 Kw	€ 120,00 + VAT
30 Kw	€ 165,00 + VAT
60 Kw	€ 220,00 + 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 Kw	EU standard plug 3x32A+N+T
15 Kw	EU standard plug 3x32A+N+T
30 Kw	EU standard plug 3x63A+N+T
60 Kw	EU standard plug 3x125A+N+T

All stands and exhibition units comply with the official regulations for electrical installations. The Organisation 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 SERVIÇOS TÉCNICOS, located in the Gallery 5. This space can also assist with the installation of water, hiring of furniture and requests for changes to the standard stands.

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

2. INSURANCE AND THIRD PART RESPONSIBILITY

Although the Organisation takes the precautions normally necessary to protect the products exhibited, these are always considered the responsibility and custody of the Exhibitor.

All exhibitors must have insurance covering various risks, especially against theft or robbery of displays, goods or merchandise exhibited at the exhibitor's stand. The Organisation being exempt from all liability.

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.

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 1 hour before the established schedule for the opening of the event.

4. PARKING

EXPONOR has two thousand parking places distributed over 5 parking lots, including a car silo.

Exponor has leased the parking to SABA company.

How does the park work?

- **Assembly / Disassembly**

The QR CODE to access the assembly and disassembly period of the event will be sent to the Exhibitors via email. The QR CODE can be printed or used on the mobile phone and the number of times required (usable on multiple vehicles)

- **Trade Fair**

The Organisation provides some free Parking Cards, the quantities of which are indicated in the Exhibition Appendix, according to the area occupied by the Exhibitor. However, more can be acquired for the price established in the Appendix.

During the fair no heavy transport vehicles with advertising will be allowed access to the park.

Visitor parking is free of charge until the first 15 minutes. After this period, the rate is 0.20 € for each fraction of 15 minutes, up to a maximum cost of 3.80 €, with a cost of 4 € for lost tickets.

5. DATES AND SCHEDULES

5.1 ASSEMBLY

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.

5.2 EXHIBITION

06 th , 07 th and 08 th april 2024 –	10:00 a.m. to 7:00 p.m.
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5.3 DISASSEMBLY

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.

During the event the exhibitor is allowed access 1 hour before the opening of the exhibition. The disassembly of the stands before **7 p.m. of the 8th April 2024** 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 SERVIÇOS TÉCNICOS located in the Gallery 5.

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.

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.

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) During the period of the Fair the merchandise may not be taken out.

In order to obtain authorization, given by the document Guia de Saída, the Exhibitor must communicate in writing the Organisation in the APOIO AO CLIENTE counter what the exhibitor intends to do and identify the merchandise.

The display of such merchandise and the document Guia de Saída to the Organisation security is mandatory 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 for each stand with an area between 36 m² and 108 m²
- b) Two fire extinguishers for each stand with an area superior to 108 m²

10. LAST MINUTE REQUESTS

Requests for any other technical services should be made at the SERVIÇOS TÉCNICOS counter, located in the Gallery 5, from the first day of assembly.

11. GENERIC STANDS

Requests for standard stands made up to the beginning of the setting up of the exhibition requires the completion of Application Form 1. During the setting up requests for these same services should be done at the SERVIÇOS TÉCNICOS counter, located in the Gallery 5. 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.

12. 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.**

13. DISAPPEARANCE OF OBJECTS

All complaints concerning the disappearance of articles should be formally complained to the competent authorities and reported to the Organization within 48 hours after the occurrence.

14. CHILDREN

The entry of minors is allowed when accompanied by an adult responsible for them, provided that the age classification of the fair/event allows it. The age classification of the fair/event is defined by Exponor and is available in the respective addendum and website

Chapter

II

SERVICES AVAILABLE

1. APOIO AO CLIENTE

APOIO AO CLIENTE is located in the Gallery 2. Several support services, like official photographers, interpreters, guides, receptionists, are available there during the assembly/disassembly periods as well as during the exhibition period itself.

2. SERVIÇOS TÉCNICOS

Located in the Gallery 5 the SERVIÇOS TÉCNICOS counter provides furniture, electrical supplies, carpeting, sound and image equipment, and various other products.

3. MEALS

There are fixed and mobile food court, suitable according to the fair/event needs.

4. 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 at <https://exponor.pt/recinto/hoteis/>

Chapter



DOCUMENTATION AND GENERAL INFORMATION

IMPORTANT DATES:

Description	Deadline
Payment of Debits	until 1 st april 2024
Picking up the Letter of Credentials	since 2 nd april 2024
Assembly/Disassembly Card	since 2 nd april 2024
Exhibitor Card	since 2 nd april 2024
Parking Cards	since 2 nd april 2024
Services Supplier Cards	since 2 nd april 2024

Issue 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 Organisers being settled it will be impossible to issue either the letter of credentials or the assembly/disassembly/exhibitor/park cards together with the provision of the requested service.