

EMAF 2021

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

1st to 4th december 2021

SCHEDULE

Assembly

25th, 26th and 29th november 20218 a.m. to 8 p.m.
27th and 28th november 20219 a.m. to 6 p.m.
30rd november 20218 a.m. to 12 p.m.

Exhibition

1st to 4th december 2021.....10 a.m. to 7 p.m.

***(THE ENTRANCE OF CHILDREN UNDER 14 IS FORBIDDEN)**

Disassembly

4th december 20217:30 p.m. to 12 p.m.
5th december 20219 a.m. to 6 p.m.
6th, 7th and 8th december 20218 a.m. to 8 p.m.

N.B. The Organization is entitled to change the assembly/exhibition/disassembly schedule free from any compensation charges.

EXHIBITION TERMS AND CONDITIONS

Enrolment

Deadline for enrolment.....30.09.2021

N.B. 1 – The exhibition space or the services requested by exhibitors through the application forms must be paid off.

2 – 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 sqm:

€ 110,00 + VAT

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

2 Open sides	10%
3 Open sides	15%
4 Open sides	20%

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

Terms of payment

Up on enrolment.....30%
By 05.07.2021.....40%
By 05.11.2021.....30%

FEES

A. Enrolment

The amount of € 300 + VAT paid on enrolment includes:

- 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, trademarks and represented.
 - Every product mentioned on the list will have the name of the Company next to it.

B. Electricity

€ 3,00/sqm + VAT to a installed power of 15 Kw

Additional value for installed power exceeding 15 Kw:

Three-phase (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

C. Waste

€ 1,00/sqm + VAT

2. Access Cards as follows:

3.	Nr. of Stand Modules	Nr. Access Cards		
		Assembly/ Disassembly	Exhibition	Parking
	1 to 2	5	5	1
	3 to 6	8	8	2
	7 to 9	12	12	3
	10 to 12	18	18	4
	13 to 16	20	20	5
	17 to 20	20	20	6
	21 to 24	20	20	7
	25 or more	20	20	8

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

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.....€ 3,00 + VAT
Parking tickets.....€12,00 + VAT

The Organisation is entitled to restrict the number of free transit cards per exhibitor

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. Limit of 1 million euros and deductible of 500 euros. Up to this amount, the exhibitor is responsible for damages.

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

D. Additional listing in the Official Catalogue

€ 150,00 + VAT per company to be included

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.

INFORMATION ON LINE

A. Inclusion of information Online of Exhibitors

- Exhibitors who want to be included online must present the Registration Form n° 2. If not, the Organization will include the information contained in Registration Form n° 1, which is the Exhibitors' sole responsibility.
- The Organization shall not be held responsible for not including information Online about companies who fail to complete their registration on time.
- Registration Forms n° 2 must be sent to Exponor.

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ADVERTISING

See all the solutions available on the show website or contact the Organization by email to paulo.silva@exponor.pt.

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 (suzete.dias@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 at Serviços Técnicos (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.

STANDS ASSEMBLY

The Exhibitor must notify the Technical Services Unit (suzete.dias@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 €2.90/sqm + VAT.

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

Design (plan) of the stand to be submitted until 30rd April

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 20 days in advance of stand assembly shall incur a assembly fee surcharge of €2.90/sqm + VAT.

The information should be sent to suzete.dias@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 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.

STANDS AND TECHNICAL SERVICES

Is available a wide range of standard stands, theme and design on the show website.

Delivery deadline for mounting of standard stands: 26.11.2021 at 9 a.m.

Delivery deadline for desmounting of thematic stands: 06.12.2021 at 2 p.m.

TECHNICAL SERVICES AND EXTRA MATERIALS FOR STANDS

Exponor puts at the exhibitors' disposal the provision of technical services before the official assembly period with requests addressed via email, and during, at the SERVIÇOS TÉCNICOS located in Gallery 5.

Requests for services furniture rental, carpet sale and cleaning, must be made by email to suzete.dias@exponor.pt or at the SERVIÇOS TÉCNICOS. Requests for hire crane services (loading/ unloading) and storage of empty boxes (Exponor declines all responsibility for the contents of stored packaging must be made by email to antonio.nunes@exponor.pt or at the SERVIÇOS TÉCNICOS.

COMPLIANCE WITH THE MACHINERY DIRECTIVE

Decree-Law no. 103/2008, of June 24th 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).

NOTE

Any matter not mentioned in this Appendix must be consulted in the General Regulations Governing Fairs and Exhibitions.