

# AJUTEC 2024

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

### Organiser

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

### 1. Scope of the Exhibition/Event

Health, Technical Aids and Accessibility

### 2. Venue

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

### 3. Key Dates and Times

Registration Deadline	15.04.2024
Exhibition	23 <sup>rd</sup> to 25 <sup>th</sup> May 2024 ----- 10:00 a.m. to 6:30 p.m.
Setup	20 <sup>th</sup> , 21 <sup>st</sup> May 2024 ----- 9:00 a.m. to 6:00 p.m. 22 <sup>nd</sup> May 2024 ----- 9:00 a.m. to 00:00 p.m.
Dismantling	25 <sup>th</sup> May 2024 ----- 6:30 p.m. to 10:00 p.m. 26 <sup>th</sup> May 2024 ----- Closed 27 <sup>th</sup> , 28 <sup>th</sup> May 2024 ----- 9:00 a.m. to 6:00 p.m.

### 4. 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/GENERAL REGULATIONS.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) Insurance covering products and materials exhibited are mandatory and Exhibitors are liable for it. Exponor is not responsible for damage or theft of any equipment, product or item on display. (+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.

### 5. Payment Terms

Contract Award	100% of the Registration Fee + 30% of the Services
Up to 26.02.2024	30% of the Services
Up 15.04.2024	40% of the Services

### 6. Key Values and Fees

Values	
<b>Area/Sqm</b>	<b>1 front</b>
9 - 36 sqm	75 € + VAT
45 - 81 sqm	70 € + VAT
90 - 126 sqm	65 € + VAT
More than 135 sqm	60 € + VAT
<b>Increase for fronts</b>	
2 fronts	10%
3 fronts	15%
4 fronts	20%
Discount for upper floor	70%
Discount for external area	50%
Associated Discount AEP (Sqm and fronts)	10%

Fees	
Registration Fee	350 € + VAT
Includes:	
<ul style="list-style-type: none"> <li>• Administrative processing of participation</li> <li>• Inclusion of the Company on the List of Exhibitors</li> <li>• Space on the E+E digital platform (5 products   Completing by the Exhibitor)</li> <li>• Allocation of access passes according to the following table:</li> </ul>	
Modules	Assemblies
Exhibitors	Parking
1-3	6
4-6	8
7-13	12
14-20	18
+20	20
Personal, non-transferable access passes	
Electricity Fee/ Sqm	3.50 € + VAT
3 KW Reduction and Consumption	
Waste Fee/Sqm	1.20 € + VAT
Collection and treatment	
Setup Fee/Sqm	4 € + VAT
For non-Exponor assemblers only	
Change of Hours Fee	
1 <sup>st</sup> Stand/Working day	250 € + VAT
Other Stands	150 € + VAT
1 <sup>st</sup> Stand/FDS	300 € + VAT
Other Stands	250 € + VAT
Extra Days between 9:00 a.m. – 6:00 p.m.	
Extra Hour/Working day	50 € + VAT
Extra Hour/FDS	80 € + VAT
Only on official setup days.	

Values of optional services	
Power 15 kW	120 € + VAT
Power 30 kW	165 € + VAT
Power 60 kW	220 € + VAT
Parking (per day)	2,44 € + VAT
Additional Registration on the List of Exhibitors	350 € + VAT
Empty Tares – Min. 2 M <sup>3</sup>	25 € + VAT
Empty Tares – Additional M <sup>3</sup>	12 € + VAT

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### 7. 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 a.m. – 22.05.2024
Stand Collection	2:00 p.m. – 27.05.2024

- 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 inform Exponor's technical services the name of the setup company. In this case, the "Setup Fee" specified in the Fees list will be applied to the contracted company.
  - ✓ 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

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.

### 8. 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](mailto:it@exponor.pt).

### 9. 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/GENERAL\\_REGULATIONS.pdf](https://www.exponor.pt/documentos/gerais/GENERAL_REGULATIONS.pdf)

All information and requests contained in this point, must be sent to [service@exponor.pt](mailto:service@exponor.pt).