

IDF 2022 – Fall Edition

APPENDIX TO THE TRADE FAIRS AND EXHIBITIONS GENERAL RULES AND REGULATIONS

SCOPE OF THE EXHIBITION

Home, Decoration and Gift Sector

DURATION OF THE EXHIBITION

08th to 11th of september 2022

SCHEDULE

Construction of the stands

02nd, 05th and 06th of september 2022..... 8:00 am to 8:00 pm
03rd and 04th of september 2022..... 9:00 am to 6:00 pm
07th of september 2022..... 8:00 am to 12:00 pm

Exhibition

08th to 10th of september 2022.....10:00 am to 7:00 pm
11th of September 2022.....10:00 am to 6:00 pm

Dismantling of the stands

11th of September 2022..... 6:30pm to 23:30 pm
12th and 13th of September 20229:00 am to 6:00 pm

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

Important: On the last day of assembly is not allowed to ride after 12 p.m., nor are they allowed work with the fair running.

EXHIBITION TERMS AND CONDITIONS

Enrolment

Deadline for enrolment.....**31.07.2022**

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

2nd – 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. The installments, once paid, will not be refunded.

Cost of space occupied

Cost per sqm:

Área/ sqm	1 open side	2 open sides	3 open sides	4 open sides
until 81 sqm	€ 72,00	€ 73,00	€ 74,00	€ 77,00
of 90 a 162 sqm	€ 68,00	€ 69,00	€ 70,00	€ 73,00
of 171 a 243 sqm	€ 63,00	€ 64,00	€ 65,00	€ 68,00
of 252 a 324 sqm	€ 59,00	€ 60,00	€ 61,00	€ 65,00
more than 333 sqm	€ 51,00	€ 52,00	€ 53,00	€ 56,00

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

Discounts

Associates AEP (on the value of the occupancy rate) 10%

Terms of payment

Up on enrolment100% of the Enrolment + 30% of the invoice
By 30.06.202230%
By 30.08.202240%

STANDS ASSEMBLY

The Exhibitor must notify the Organization, by email to suzete.dias@exponor.pt, of the identity of the person in charge for the Assembly/Dismantling of its stand.

It will be charged an amount of € 2,90/m² to the company that will assemble the stand.

Extension of the assembly/disassembly schedule

Requests to anticipate or prolong the assembly/dismantling periods must be made in writing and sent to the Tecnical Services Unit (suzete.dias@exponor.pt).

The following surcharges will apply to this service (per stand):

- € 150.00 + VAT for Business days – 9 a.m. to 6 p.m.
- € 200.00 + 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	€ 45.00 + VAT	€ 80.00 + VAT
After midnight	€ 80.00 + VAT	€ 80.00 + 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

The materials used in the construction of floors, walls and ceilings must comply with the requirements of Ordinance No. 1532/2008 of 29 December.

TO BE SUBMITTED UP TO 15 DAYS BEFORE START OF STAND ASSEMBLY PERIOD

Design (plan) of the stand.

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 15 days in advance of stand assembly shall incur a assembly fee surcharge of €2,50/m².

The information should be sent by email to suzete.dias@exponor.pt.

DECLARATION OF RESPONSIBILITY FOR THE IMPLEMENTATION OF THE ELECTRICAL INSTALLATION

EXPONOR Fiporto - Fair of the International of Porto, following the safety measures that it has been implementing in the installations, announces that it is necessary to present a **term of responsibility for the execution of the electrical installation** to the services of support to the exhibitor for the supply of electric energy to the stands.

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 9, 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.

FEES

A. Enrolment

When contracting the space, an amount of €300 +VAT will be charged corresponding to the registration fee which includes:

- Listing in the Exhibition's Official list (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.
- Listing in the Exhibitor's list, available on the Internet.
- Free Transit Cards as follows:

Nr. of Stand Modules	Nr. Of Free Transit Cards		
	Assembly/ Disassembly	Exhibition	Parking
1 to 2	6	6	1
3 to 6	8	8	2
7 to 12	12	12	4
13 to 20	18	18	5
21 to 30	20	20	7
31 to 50	20	20	8
More than 51	20	20	9

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

4. 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.

B. Additional listing in the Official LIST

€ 100,00 + VAT per company to be included

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C. Electricity

3,30/ m² + VAT to a installed power of 3 Kw

Additional value for installed power exceeding 3 Kw:

Trifasica (380 V)

15 Kw.....	€110,00 + VAT
30 Kw.....	€165,00 + VAT
60 Kw.....	€220,00 + VAT

D. Waste

€ 1,15/m² + VAT

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.

Parking tickets

During the exhibition, additional parking tickets may be purchased at a unit cost:

Parking tickets€ 3,20

STANDS AND TECHNICAL SERVICES

Stands

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

Delivery deadline for mounting of standard stands: 06.09.2022

at 09 p.m.

Delivery deadline for desmounting: 12.09.2022 at 14 p.m.

TECHNICAL SERVICES AND EXTRA MATERIALS FOR STANDS

With the Technical services store located inside our facilities, Exponor puts at the exhibitors' disposal the provision of technical services before and during the official assembly period.

The services furniture rental, carpet sale and cleaning will have to be made by in contacting the Technical Services Unit at suzete.dias@exponor.pt
You can also hire crane services (loading/ unloading) and storage of empty boxes (Exponor declines all responsibility for the contents of stored packaging).(antonio.nunes@exponor.pt)

OFFICIAL LIST

Inclusion of Exhibitors data in the On-line official list

- It is mandatory to fill in the company data and respective products (5 free of charge) on the platform, failing which it will be the sole responsibility of the Exhibitors.
- If the information is not uploaded, the Organization is not responsible for not including the company's data in the official list of exhibitors.

ADVERTISING

See all the solutions available on the show website

Note: Any matter not mentioned in this amendment must be consulted in the general Regulation of Fairs