

360 Tech Industry 2020

APPENDIX TO THE TRADE FAIRS AND EXHIBITIONS GENERAL RULES AND REGULATIONS

SCOPE OF THE EXHIBITION

International Industry Trade Fair 4.0, Robotics, Automation and Composites

DURATIONS OF THE EXHIBITION

14th and 15th may 2020

SCHEDULE

Assembly

12th may 20209 a.m. to 8 p.m.
13th may 20208 a.m. to 12 p.m.

Exhibition

14th and 15th may 2020*10 a.m. to 6 p.m.

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

Disassembly

15th may 20206:30 p.m. to 10 p.m.
16th may 20209 a.m. to 6 p.m.

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

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).

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.

EXHIBITION TERMS AND CONDITIONS

Enrolment

Deadline for enrolment.....23.04.2020

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.

Package all Included

Enrolment until 23.04.2020	Included
9 sqm package 1.790,00€ + VAT	Booth, Carpet, Lights, single fase electric Swithboard, 1 Table, 3 chairs, enrolment Fee, electricity Fee e Waste Fee, 1 printed Canvas (3m x 2,5m)
18 sqm package 2.975,00€ + VAT	Booth, Carpet, Lights, single fase electric Swithboard, 1 Table, 3 chairs, enrolment Fee, electricity Fee e Waste Fee, 1 printed Canvas (3m x 2,5m)
27 sqm package 3.980,00€ + VAT	Booth, Carpet, Lights, single fase electric Swithboard, 1 Table, 3 chairs, enrolment Fee, electricity Fee e Waste Fee, 1 printed Canvas (3m x 2,5m)
36 sqm package 4.885,00€ + VAT	Booth, Carpet, Lights, single fase electric Swithboard, 1 Table, 3 chairs, enrolment Fee, electricity Fee e Waste Fee, 1 printed Canvas (3m x 2,5m)
54 sqm package 6.975,00€ + VAT	Booth, Carpet, Lights, single fase electric Swithboard, 1 Table, 3 chairs, enrolment Fee, electricity Fee e Waste Fee, 1 printed Canvas (3m x 2,5m)

Terms of payment

Up on enrolment.....30%
By 14.02.2020.....40%
By 23.04.2020.....30%

Package also includes

1. 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.

2. Every product mentioned on the list will have the name of the Company next to it.

Free Transit Cards as follows:

Nr. of Stand Modules	Nr. Of Free Transit Cards		
	Assembly/ Disassembly	Exhibition	Parking
1 to 2	5	5	1
3 to 6	8	8	2

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

5. 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.

N.B. Exclusions in chapter VII, article 42º Nº5 of the Trade Fairs and Exhibitions General Rules and Regulations.

B. Additional listing in the Official Catalogue

€ 150,00 + VAT per company to be included

Additional value for installed power exceeding 15 Kw: three fase (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

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.

Invitations for Trade Visitors:

These invitations are only available to exhibiting companies by e-mail.

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/day.....€ 3,20

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.

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INFORMATION ON LINE

A. Inclusion of information Online of Exhibitors

- Exhibitors who want to be included online must present the Registration, Form nº 2. If not, the Organization will include the information contained in Registration Form nº 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 nº 2 must be sent to Exponor.

ADVERTISING

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

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).