



# 360 Tech Industry 2024

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

## 1. Organiser

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

## 2. Scope of the Exhibition/Event

Industry 4.0/5.0 Trade Fair: Robotics, Automation, Composites, Molds, Subcontracting and Industrial Maintenance

## 3. Venue

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

## 4. Key Dates and Times

Registration Deadline	29.02.2024
Exhibition	22 <sup>nd</sup> and 23 <sup>rd</sup> May 2024 ---10:00 a.m. to 6:00 p.m.
Setup	21 <sup>st</sup> May 2024 ----- 9:00 a.m. to 00:00 p.m.
Dismantling	23 <sup>rd</sup> May 2024 ----- 6:30 p.m. to 11:00 p.m. 24 <sup>th</sup> May 2024 ----- 9:00 a.m. to 6:00 p.m.

## 5. 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/Regulamento\\_Geral\\_Feiras.pdf](https://www.exponor.pt/documentos/gerais/Regulamento_Geral_Feiras.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 to or theft of any equipment, product or item on display. (+info – art. 7 RGFE)

## 6. Payment Terms

Contract Award	100% of the Registration Fee + 30% of the Services
Up to 02.12.2023	30% of the Services
Up to 29.03.2024	40% of the Services

## 7. Key Values and Fees

Values	
Price	All Included Pack
9 sqm Pack 2.020 € + VAT	Stand structure in natural colour wood; Grey carpet; Lighting with led projectors, 1 socket; Single-phase electrical panel; 1 table and 3 chairs; 1 counter; Registration fee; Energy fee; Waste collection fee and vinyl placement (3x2.5) on the stand wall and (0.8x0.8) on the counter.
18 sqm Pack 3.250 € + VAT	
27 sqm Pack 4.400 € + VAT	
36 sqm Pack 5.400 € + VAT	
54 sqm Pack 7.550 € + VAT	

Fees	
Registration Fee	350 € + VAT
Includes:	
<ul style="list-style-type: none"> <li>• Administrative processing of participation</li> <li>• Civil Liability Insurance</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
6	6
2	3
Personal, non-transferable access passes	
Electricity Fee/M <sup>2</sup> 3 KW Reduction and Consumption	3.50 €+ VAT
Waste Fee/M <sup>2</sup> Collection and treatment	1.20 € + VAT
Setup Fee/M <sup>2</sup> For non-Exponor assemblers only	4 € + VAT
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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### 8. 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. – 21.05.2024
Stand Collection	2:00 p.m. – 24.05.2024

- 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 tell Exponor’s technical services the name of the setup company. In this case, the “Setup Fee” will be applied to the company contracted specified in the Price List.
  - ✓ 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.

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

### 9. 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).

### 10. 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/Regulamento\\_Geral\\_Feiras.pdf](https://www.exponor.pt/documentos/gerais/Regulamento_Geral_Feiras.pdf)

#### Compliance with the Machinery Directive

Decree-Act 103/2008, dated 24<sup>th</sup> June 2008, stipulates that all machinery and safety components can only be placed on the market and put into service if they have a declaration of conformity issued by the manufacturer, or its authorised representative, under the terms of the provisions contained on the certificate. For machinery, it is also mandatory to affix the CE marking. In accordance with paragraph 3 of Article 4 of the same document "However, machinery and safety components that do not comply with this document may be presented at fairs, exhibitions and demonstrations, provided that a visible sign clearly indicates their non-conformity and the impossibility of their acquisition before such conformity is achieved, and appropriate safety measures must also be taken during demonstrations to ensure the protection of persons." It is the responsibility of each of the exhibitors to comply with the aforementioned legal provisions. The Organisation will request the co-operation of notified Agencies and the ASAE in order to comply with the law in this specific area, and exhibitors are warned that they may incur administrative offences in the event of non-compliance. All situations reported to the Organisation will be analysed by technicians from the notified Agency for the effect, and the intervention of the competent authorities may then be required, namely the ASAE

Select if applicable to this addendum

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