

## GENERAL REGULATIONS GOVERNING FAIRS AND EXHIBITIONS

### EXPONOR – FEIRA INTERNACIONAL DO PORTO

#### CHAPTER I STANDARDS, GENERAL AND GOVERNING PARTICIPATION

##### Article 1 – Standards and Contract

1. The standards herein are accepted by Exhibitors when they register and are applicable to the relations forged between them (their personnel and entities to which they subcontract) and EXPONOR-FIPORTO SA. For any event, these Regulations are complemented by the respective Standards governing Participation and Appendix governing each Fair, hereafter referred to merely as the Appendix, which assumes a complementary nature and forms an integral part of the leasing and service agreement between the Exhibitors and EXPONOR-FIPORTO SA, hereafter also referred to as EXPONOR or the Organisation.
2. As well as the provisions herein, Exhibitors shall meet all legal and regulatory provisions applicable to their business and the products which they market.

##### Article 2 – Organisation

1. Fairs, Specialist Events and other manifestations presented separately with their own description are organised by Exponor or by sponsoring companies, these understood to be third party sponsoring entities which organise fairs and events on sites managed by Exponor.
2. If any unforeseen circumstances or cases of *force majeure* prevent the Fair from going ahead, delay its opening, lead to changes in its hours or oblige changes to the Regulations or Appendix, Exhibitors may not claim any compensation from Exponor.
3. The Organisation will take measures which it deems appropriate to enforce the standards set; accordingly, it may draw up Complementary Regulations which it deems necessary, which shall be known by Exhibitors, Sponsors, Assemblers and the Public and met by them.

##### Article 3 – Scope and Site

1. The scope of Fairs, Special Events and other manifestations is defined in the Appendix.
2. Fairs, Special Events and other manifestations shall be held on sites managed by EXPONOR or anywhere else expressly described in the Appendix.
3. Also defined in the Appendix are:
  - a. Hours (Setup, Dismantling and Hosting);
  - b. Entry Prices and Rules;
  - c. Enrolment fee, Electricity fee and Waste fee costs;
  - d. Costs of Supplies of Water, Drainage, Gas, Compressed Air and Telecommunications.

4. Fairs, Special Events and other manifestations shall be held on the days and at the times indicated in the Appendix; however, their duration may be changed as the Organisation sees fit; no compensation of any kind may be claimed for this.

#### Article 4 – Terms and Conditions of Admission

1. Exhibitors may be companies, national or foreign, as well as their agents or distributors in Portugal, whose business falls within the scope of the Fair defined in the Appendix.
2. Also permitted is collective participation and groups of Exhibitors with certain affinities, whenever, in relation to the products presented, the respective manufacturers' standards are mentioned.
3. Exhibitors which seek to indicate companies represented by them to be included in the catalogue shall submit a letter from said companies to confirm their representation.
4. When it sees fit, the Organisation may request documentary evidence which confirms any of the above terms and conditions.
5. The Organisation is responsible for agreeing participation and may of its own free will refuse any registration which, in line with its criteria, is incompatible with the scope or aims of the Fair or which, for any reason, would be harmful or inappropriate.

## CHAPTER II

### TERMS AND CONDITIONS OF PARTICIPATION AND REGISTRATION REQUESTS

#### Article 5 – Registration and Participation

1. Registration requests shall be made by sending the Organisation Application Form<sup>1</sup> and 2, duly completed and accompanied by the registration fee, equal to the first instalment of the occupancy fee set in the Appendix.
2. Registration requests may be made up to the day shown in the Appendix, after which interested parties will be told that it is impossible to accept them.
3. Registering for the Fair presupposes full acceptance of the clauses herein and in the Complementary Regulations, as well as the Appendix, and does not grant anyone registered Exhibitors' rights.
4. The Organisation hereby reserves the right to decide the distribution of stands, allocation of space and the site requested by each party registered, *inter alia* considering the following points:
  - a. Sectorisation;
  - b. Area required, modules and intended number of fronts;
  - c. With the arrival order of the Application Form;
  - d. History/loyalty;
  - e. Harmony between the different spaces;
  - f. Aspects of a technical and/or financial nature.

5. The Organisation shall notify those registered of their acceptance as Exhibitors, as well as the space which they are going to occupy and the respective location.
6. The Exhibitors' requirements in terms of space and facilities, by completing and submitting the respective Bulletins, obliges their full payment.
7. When, under the terms of no. 5 of Article 4 hereof, the Organisation refuses to register an interested party, services received will be returned to it.
8. The location allocated to an Exhibitor at a given Fair, Specialist Event or other manifestation does not imply that the same location must be allocated at a subsequent fair or event.
9. If the Fair's general interests require thus, the Organisation may change the location, area or layout of the stand allocated.
10. When, under the provisions of the previous point, the area allocated to an Exhibitor is reduced, it will be entitled to a refund of the share of the occupancy fee for the area denied.
11. When convenient for the Fair's general layout, there is a requirement to increase the space allocated to an Exhibitor, it shall only pay the difference, calculated as agreed.

#### Article 6 – Stand Opening and Closure

1. The stand must remain open during the event's opening hours as defined in the Appendix; one of the Exhibitor's representatives must always be present there.
2. Exhibitors are not authorised to allow their personnel to remain on stands after the event's daily closing time, and have a period of 30 minutes after it has closed to ensure that all personnel have left, notwithstanding exceptional cases and with the Organisation's express permission, granted in writing.

#### Article 7 – Occupancy Value/Fee, Waivers

1. The occupancy fee is set according to the space and the site to be occupied by the Exhibitor, according to the price table contained in the Appendix hereto.
2. Occupancy fees shall be paid by the deadline contained in the Appendix.
3. If an invoice issued by EXPONOR results in a claim, the Exhibitor shall formalise it within five working days of it being received.
4. Once paid, occupancy fees will not be returned to a registered party, should it not occupy the respective stand for reasons not attributable to the Organisation.
5. Failure to pay occupancy fees due within the period set in the Regulations and/or Appendix will entitle the Organisation to exclude the Exhibitor, this not entitling the latter to compensation.
6. If an Exhibitor waives its registration, whether or not the space allocated to its company is occupied, the following are payable:
  - a. The value of the registration fee defined in Article 5, if the waiver is formalised at least thirty days before setup begins.
  - b. The total value calculated for its participation, if the waiver takes place after the date indicated in the previous paragraph.

7. If the space reserved for the Exhibitor is not occupied 24 hours prior to the Fair being inaugurated, the Organisation may make use of it, under terms and conditions which the latter deems appropriate.

### CHAPTER III TECHNICAL SERVICES

#### Article 8 – General Services

General building lighting, plus lighting to open air spaces, is provided by the Organisation. Buildings are guarded by the Organisation, which also ensures the cleanliness of passages within buildings.

#### Article 9 – Electricity

1. Electricity requirements shall be met by completing the Application Form no. 1.
2. In line with national and European standards governing environmental efficiency and protection, Exhibitors shall only use high energy efficiency equipment to light stands at all of their fairs and events.
3. Electricity is provided as alternating current with a frequency of 50 Hz and voltage of 220/380 volts.
4. At Fairs and Events for whose organisation Exponor is not responsible, it is compulsory for stand electrical installations to meet the General Regulations governing the Safety of Low Voltage Electrical Installations (*Regras Técnicas das Instalações Eléctricas de Baixa Tensão – Portaria n.º 949-A/2006*) and they shall have differential circuit breakers and a protective earth. The work must be done by professionals duly acknowledged by the competent official entity or the *Sindicato dos Eletricistas*.
5. Stand electrical installations may, at any time, be accounted by duly acknowledged Organisation officials, who may switch off stand power supplies if safety conditions are not satisfactory or undue changes have been made to installations. In this case, the person responsible for the stand's electrical installations may, having appropriately modified its installations, request new connection to its installations, this only taking place following further inspection of the stand's electrical installations and once the respective cost of the new connection has been paid.
6. Liability for damage caused to electrical infrastructures which do not belong to Exhibitors shall be assumed by the entity which contracted the electrical installation services; it must pay costs inherent to repairs immediately, having produced the respective receipts.
7. The Organisation cannot accept any liability for accidents, loss or damage caused by:
  - a. Power cuts on EDP's public electricity network.
  - b. Changes in voltage on the public supply, including surges of an atmospheric or other nature.

#### Article 10 – Water and Drainage, Gas, Compressed Air and Telecommunications

1. The requirement for connection to water and drainage, supplies of gas, compressed air and telecommunications services must be contained in the Application Form no. 1 and the respective Order Form. If they are not requested thus, requests may be sent to the Organisation in writing up to twenty days before the Fair setup period begins, or it will be impossible to meet them.

2. Supply of water, gas and compressed air will depend on stand location and the intended purpose.
3. The distribution of water, gas and compressed air from a supply point of view to equipment to be used is the Exhibitor's or Sponsor's responsibility.
4. The Exhibitor or Sponsor shall submit the layout of its gas installations for the Organisation's approval before they are set up.
5. The Exhibitor or Sponsor shall ask the Organisation to inspect its water, gas and compressed air installations on the stand, once set up, so that it may approve them.
6. Water, gas and compressed air supplies shall be set up by the Organisation, following the approval mentioned in the previous point.

#### Article 11 – Construction of Customised Stands

An Exhibitor may ask that a customised stand be constructed in Application Form no. 1, with the specifications and under the conditions defined in the Appendix.

#### Article 12 – Services Exclusive to Exponor

Exponor is exclusively liable for these services and they may not be contracted out to third parties for any fair or event held on the site. The costs of these services may be found in the price table provided:

1. Catering and Cafeteria Services provided within set areas on site
2. Catering Services for events and activities
3. Movement of loads and materials (forklifts, platforms)
4. Guards and Security (excluding bodyguards)
5. Fire services and official emergency services
6. Cleaning, Health and Safety and Waste Collection
7. Doctors, First Aid and Nurses
8. Electricity and Gas Supplies
9. Pipelines – Water and Drainage
10. Compressed Air Supplies
11. Voice and Data Telecommunications Services
12. Billboards and Advertising Media
13. Landladies and Staff
14. Audiovisual Devices (in the auditorium)

#### Article 13 – Services Offered and Non-Exclusive

Exponor has within its offer the following range of services, although contracting them is not exclusive to the Exponor fair site. These services may be assigned on a case-by-case basis, and especially include:

1. Reception and Passes;

2. Police;
3. Audiovisual Devices (Buildings);
4. Insurance.

#### Article 14 – Provision of Spaces and Services at Fairs and Events of Third Parties/Sponsors

The value shown for Transfer of Spaces includes the following organisational services to be provided by Exponor:

1. Services to provide Electricity and Air Conditioning up to 10,000 kW. Additional power shall be paid for in line with the appended price table;
2. Power per Exhibitor up to 15 kW. Additional power shall be paid for in line with the appended price table;
3. Client Manager as the preferred contact for the project;
4. Technical team for ensuring that infrastructures work properly, co-ordinating setup and dismantling, and providing technical support;
5. Event disclosure through EXPONOR's communications channels;
6. Insertion of the Fair or Event in Exponor's official calendar;
7. Exponor's static security service at the North Reception and Management Reception (this does not include guards within buildings and stands);
8. Space for Check-In and Reception;
9. Marking the location of stands and streets when setup was undertaken by Exponor;
10. Cleaning before, during and after the fair or event.

#### Article 15 – Price

1. Reservation of space or services provided by Exponor at fairs organised by Third Parties
  - a. is only guaranteed on payment of the amount contained in the proposal.
  - b. setup may only begin once 50% of the total value has been paid.
  - c. the remaining payment shall be made as commercially agreed and acknowledged by the parties.

## CHAPTER IV STANDS

#### Article 16 – Dimensions

The basic stand measures 9 m<sup>2</sup> (3 × 3 m). In addition, each stand may occupy multiples of the basic module. Other participation methods are possible, according to special conditions to be agreed. The spaces to be allocated do not have platforms, walls or partitions.

#### Article 17 – Construction and Flooring

1. Nothing may be fixed to or painted on the concrete floors of buildings, or their walls. Stand floors may be covered by the Exhibitor with any material of its choice, however, it is banned from using any kind of adhesive to lay carpets or other coverings, either applied directly to the floor, or using self-adhesive pads.
2. Any suspension of cargo in the structure of the cover of the pavilions requires the approval and prior authorisation of the Organization, as well as in the distribution networks of water, electricity and heating and it is also prohibited the damage of walls, ceilings and floors.
3. Requests for approval and authorisation must be submitted to the Organisation within the timeframes set in paragraph B) of point 6 of the Technical Regulations.
4. Use of cutting and welding machines, paint spray guns and sanders is expressly banned.
5. As stand construction is not permitted in exhibition area offices, construction of stands in buildings may only entail assembling prefabricated components.
6. It is compulsory for materials used to cover floors to be fire retardant.
7. The Exhibitor is responsible for covering closures which are not considered at the front. Accordingly, whenever the sides of a stand are alongside passages or other stands, the Exhibitor shall finish them, covering anything visible.

#### Article 18 – Setup and Dismantling

1. The maximum permitted stand construction height is 6 m.
2. From a height of 4 m, the front of a stand must regress 0.50 m.
3. All stands which use suspended flooring shall have an access ramp for disabled visitors.
4. Exhibitors which intend to present stands 2.5 m to 4 m high shall submit a brief description of the stand to the Organisation, for approval. This description, which it is compulsory mentions the stand height, shall be sent by the registration deadline defined in the Appendix.
5. It is compulsory for Exhibitors which need stands between 4 m and 6 m high or stands with more than 1 floor (whatever its height) to submit a draft stand to the Organisation for approval, up to 60 days before it is set up.
6. Any entities contracted by Exhibitors which, declaring that they accept the rules contained herein, are suitably acknowledged by Exponor or the Organisation, are permitted to conduct activities to construct, set up, decorate and dismantle stands at Fairs and Exhibitions organised by Exponor.
7. Stand setup and decoration works may only begin on presentation of a legitimacy letter and document approving the draft stand, in applicable cases, to be issued by the Organisation.
8. During stand setup and dismantling periods, the site will be open only during the hours indicated in the Appendix. Special works licences, for operating out of hours, shall be agreed on a case-by-case basis and applied for 48 hours in advance, charged for in line with the current price table.
9. The hours of stand setup and dismantling periods shall be set and made public or communicated to Exhibitors and companies contracted for works in the Appendix or General Regulations governing Fairs and

Exhibitions. If this date has to be changed, the Organisation shall notify Exhibitors and Assemblers.

10. Stands shall be completely set up and provided with the items declared in the Bulletins 12 hours before the Fair is inaugurated. If this cannot be proven, the Organisation is entitled to reallocate them.

11. Once the anticipated period for dismantling has passed, the Organisation shall mandate the removal and storage of material which remains on stands.

12. Exhibitors, Assemblers or Sponsors shall meet costs incurred through dismantling, transport and storage of the material mentioned in the previous point, acknowledging full liability for chance damage and harm caused as a result of theft or deterioration of the material or products in question.

13. As far as movement of loads is concerned, use of its own forklifts or cranes is not permitted, so if this service is needed, Exhibitors must use a provider exclusive to the Organisation.

14. Inside buildings, loading and unloading of material for setting up stands and exhibiting in longitudinal or transverse corridors of buildings located near exterior openings is expressly banned, so as not to obstruct the circulation of forklifts, lifting platforms, hand-operated trolleys and other equipment. Access under said terms will only be permitted when it is the only way of accessing the stand.

15. Stand dismantling and material collection may not begin before the time the event officially closes, notwithstanding special permission for the purpose granted by the Organisation.

16. To remove products exhibited, Exhibitors shall hold the respective Guide, to be provided by the Organisation once payment of the amounts due for the participation has been confirmed.

#### Article 19 – Setup Fees

All external stand assembly companies must pay the assembly fee indicated in the Appendix of the fair.

#### Article 20 – Breach of Regulations

If an entity which constructs, sets up, decorates or dismantles a stand breaches any of the rules contained herein, it will be punished by the Organisation with measures which may range from a mere warning, to application of a fine, and even prevention from continuing its works on the Fair or Exhibition site, its acknowledgement withdrawn.

#### Article 21 – Stand Approval System - Liability

1. Exponor cannot accept any liability for the construction or setup of stands and installations conducted directly by Exhibitors or third parties appointed by them.

2. Stand structures, as well as any components used in its decoration, of any nature whatsoever, shall be set up fully observing best practices and meeting all necessary requirements to ensure conditions of safety, salubrity and fitness for purpose.

#### Article 22 – Receipt of Draft Stands

1. Draft stands shall be received by fair teams to approve the sending of all components requested by Exponor.



2. Even before technical approval, the Customer Manager is responsible for viewing drafts to check their respective location in the building, and especially that they do not interfere with other stands.
3. After this first analysis, the draft is sent for technical approval, in terms of electrical installations and setup.

#### Article 23 – Approval of Electrical Installations

The handling manager is responsible for approving electrical installations. Thus, drafts sent shall contain:

- a. Presentation of the stand's electrical draft, indicating necessary electrical power, locations of sockets and the location of the fuse box;
- b. Detailed description of the type of wiring used to power the stand;
- c. Detailed description of the number of LED lamps and metal iodide lamps fitted on the stand;
- d. Presentation of the scope of liability of stand electrical installations.
- e. Presentation of the electrician's licence, valid in Portugal, that of the person responsible for executing the electrical installation project, and those of everyone concerned with the project.

#### Article 24 – Stand Structural Draft Approval

1. The technical support manager is responsible for approving the stand's structural draft. To this end, drafts sent shall contain:
  - a. Stand elevations which cover the front, sides and rear of the stand, with an indication of the measurements of all the components which constitute it;
  - b. Detailed description of the structure and finishing of all components which constitute the stand, such as for example, the flooring, walls and roof;
  - c. Detailed description of the structure and location of all components which constitute publicity within the stand and their respective measurements;
  - d. Presentation of draft images of the final stand, including the front, sides and rear of the stand.
2. If there are any issues concerning stand safety, the technical support service will send a request for clarification in this respect to the entity responsible, so that it may respond.

#### Article 25 – Decoration and Arrangement

1. Exhibitors are responsible for stand decoration and interior lighting and arranging products to be exhibited, all this impacting the Organisation's costs.
2. Without the Organisation's prior permission, stand decoration and structure may not:
  - a. Compromise the view of contiguous stands;
  - b. Exceed stand height.
  - c. Foresee the construction or use of two or more floors: if it does, it is compulsory for the stand draft to be presented at least 60 days before setup;
  - d. Extend beyond the limits of its area;
  - e. Use posters with intermittent or flashing lights or ones with moving animations which could

compromise other stands.

3. The Organisation may mandate changing the size of signs and labels which do not meet the measurements set in the draft, as well as decoration which has not been done consistently with them.
4. At any time, the Organisation may prevent or mandate the removal of stands produced which it deems deficient, dangerous, unsightly or incompatible with the aims and/or scope of the Fair.
5. Exhibitors are responsible for installing stand lighting.
6. Use of smoke or blizzard production machines and laser systems is previously banned by the Organisation.
7. Products exhibited, except for those mentioned in point 3, may not be removed in the course of the event, notwithstanding exceptional situations and always after the Organisation's formal permission.

#### Article 26 – Cleaning

1. Exhibitors are responsible for cleaning and removing waste from their stand, depositing it in the places provided for the purpose by the Organisation.
2. The stand may be cleaned by the Exhibitor's permanent personnel or it may ask the Organisation to do it.
3. After the Fair has closed, the Exhibitor must leave the respective space in the same state of cleanliness as it was when it was transferred to it. If this is not acknowledged, the Organisation will undertake the necessary cleaning, passing respective costs on to the Exhibitor.

#### Article 27 – Safety and Fire Protection

1. In no way is completely or partially obstructing emergency exits or compromising the view of and access to extinguishers, loudspeakers, general signing, CCTV, fire detectors or armed fire hydrants (AFH) permitted.
2. Unless authorised by the Organisation previously, Exhibitors are not allowed to:
  - a. conduct demonstrations using any kind of open fire device or equipment;
  - b. present equipment which emits ionising or radioactive waves, the Organisation responsible for defining the conditions under which such equipment may be used;
  - c. deposit and use bottles containing liquid gas in the building.
3. If laser lighting is used by an Exhibitor, beam energy may not exceed 2.5 MW/m<sup>2</sup>. For higher powers, the laser beam shall be completely armoured.
4. Inside buildings and stands, motor vehicles may only be exhibited if their fuel tank holds the minimum amount possible for moving them to the nearest filling station.

#### Article 28 – Materials

1. If companies setting up stands use any carpet it is compulsory for them to use fire retardant carpet which is approved under European Union regulations; copies of compliance certificates must be provided. If this is not acknowledged, the Organisation may prevent or suspend setup, regardless of state.

2. It is compulsory for stand lighting to use LEDs; using halogen bulbs is not permitted.
3. All materials used to set up stands must meet all safety standards dictated by the European Union.
4. The Organisation cannot accept any liability for accidents or fines resulting from breach of the provisions of the previous points.

#### Article 29 – Breach

If regulations governing stand setup and decoration, as well as fire safety and protection are breached, the Organisation may take measures as it sees fit, especially ordering that the stand close.

#### Article 30 – Site Transfer

1. Exhibitors and participants may not, for any reason, as a whole or in part, transfer the space which belongs to them, without the Organisation's prior, written permission.
2. Exhibiting materials from other producers which are not represented by the owner of the stand is also banned.
3. If the provisions of the previous points are breached, the Organisation will take the appropriate measures, especially mandating that products exhibited unduly be removed from the site.

## CHAPTER V

### PASSES

#### Article 31 – Legitimacy Passes

Legitimacy passes grant Exhibitors the right to begin stand setup works. They will only be provided once the amounts payable by Exhibitors have been received in full.

#### Article 32 – Setup/Dismantling Passes

1. Setup/dismantling passes are allocated in a number proportional to the area occupied, in accordance with the provisions of the Appendix, and will only be valid for set periods.
2. The personnel responsible for setting up/dismantling stands shall hold the respective passes issued by the Organisation to the Exhibitor.
3. It is compulsory to visibly use setup/dismantling passes whenever the user is at fairs organised by EXPONOR - Feira Internacional do Porto.

#### Article 33 – Exhibitors' Passes

1. Exhibitors' passes will be valid for the term of the Fair, are intended so that personnel may provide service on stands and are allocated in a number proportional to the area occupied, in accordance with the provisions of the Appendix.
2. It is compulsory to visibly use Exhibitors' passes whenever the user is at fairs organised by EXPONOR - Feira Internacional do Porto.

#### Article 34 – Professional Visitors' Passes

1. Professional visitors' passes are intended for professional visitors and may be used on the days and at the times indicated therein, their distribution meeting the criterion set in the Appendix.
2. Any professional visitors' passes in addition to ones to which, by right, Exhibitors are entitled, shall be requested by them in Application Form no. 1 and presuppose payment of the value mentioned in the Appendix.

#### Article 35 – Exhibitors' Parking Passes

1. Free vehicle transit cards for the fair period will be provided by the Organisation, whose quantities are indicated in the addition according to the area occupied by the exhibitor at the fair.
2. These cards are only valid for daytime parking, not conferring right to overnight vehicles.
3. The parking passes QRCODES accesses, for the Assembly and disassembly period, are provided by the park concessionaire.

#### Article 36 – Breach

All passes are rigorously personal and non-transferable, so breach of this precept will imply removal of said passes, there being no entitlement to compensation for their cancellation or provision of new passes.

## CHAPTER VI ADVERTISING AND CATALOGUE

#### Article 37 – Advertising

1. Exhibitors must limit their advertising to the space which they contract and occupy, where only they are allowed to advertise their products.
2. Advertising within the Fair site shall observe the practices contained in the International Chamber of Commerce's Legal Practices Code on Advertising.
3. Advertising (static or dynamic) is not permitted away from stands, or in any part of the site, except areas set aside for the purpose by the Organisation and at the prices stipulated.
4. The Organisation will post general Fair advertising as it sees fit, using social communications media which it deems appropriate.
5. The Organisation is exclusively entitled to film, televise, photograph and reproduce, using any means, Fair installations and views.
6. The Organisation hereby reserves the right to mandate photography, sketching and filming of items exhibited and use the respective reproductions for purposes exclusively related to its activity, especially producing promotional material.
7. The Organisation hereby reserves the right to erect general signing or any items which advertise the event in places which it deems appropriate; Exhibitors may not remove them or order them to be covered

up.

8. Exhibitors are not permitted to take photographs, unless previously authorised by the Organisation; to be granted, this presupposes recourse to the Organisation's photographs. If an Exhibitor wishes to use other photographs, it must request this, in writing, from the Organisation up to one week before the Fair.

#### Article 38 – Official Catalogue

1. The Organisation is exclusively responsible for publishing the Fair Catalogue.
2. Catalogue company registration is regulated in the Appendix.
3. The Organisation cannot accept any liability for late or deficient provision of information necessary for publishing the Catalogue or Visitors' Guide.
4. Exhibitors may place advertisements in the Catalogue and the prices of the advertising, terms and conditions of payment and timeframes for sending texts and advertisements are indicated in the Appendix.

#### Article 39 – Activities in Parallel

1. Symposia, arenas and other relevant activities may take place, as indicated in the respective Appendix.
2. Whenever it intends to, the Organisation may promote or authorise collective visits to the event, assuming inherent liability.
3. Exhibitors may use the Auditorium, Halls, Galleries during the fair date, whenever they are presented previously and approved by the Organisation, paying the price contained in the current table.
4. Under current legislation, tests and competitions are expressly banned by the Organisation.

## CHAPTER VII

### CIVIL LIABILITY, INSURANCE AND CLAIMS

#### Article 40 – The Exhibitor's Liability and Obligations

1. Although precautions are taken by the Organisation normally necessary for protecting products exhibited, Exhibitors are always considered ultimately liable for them.
2. Exhibitors and participants are exclusively liable for damage or harm caused to Exhibitors, their personnel or products exhibited, of any nature, or events which lead to it, especially fire or theft.
3. Exhibitors and participants on the Fair site are liable for harm and damage which they, directly or indirectly, cause to the site, or other Exhibitors' stands or products.
4. Under the provisions of the previous points, Exhibitors and participants must, after the Fair has closed, return stands and their respective flooring in the same state of repair as they were in when they were transferred to them, safeguarding the normal use thereof. If this is not acknowledged, the Organisation will conduct necessary repairs and pass the costs on to the party which occupied the site or stand damaged.
5. In line with the previous points, Exhibitors must declare to the Organisation, once they have access to the space which was reserved for them, any existing damage in the space, otherwise they will be liable for it later.

6. Exhibitors shall guard their own stands, assuming full liability for insuring materials and products exhibited.

#### Article 41 – Abandonment of Goods by Exhibitors

1. Goods abandoned by Exhibitors within the Fair space after it has ended will be kept in EXPONOR's stores for a period of three months.
2. If an Exhibitor fails to remove them within the period defined in the previous point, this will imply a waiver, irrevocable, of any right over the goods in question, and any claims against the Organisation's liability.
3. Exhibitors shall be liable for costs incurred through dismantling and storage of material left on stands after they have been dismantled.

#### Article 42 – Insurance

1. The **Exhibitor** is obliged to do:
  - a. a Civil Liability Insurance covering at least €500,000.00, intended to cover damage to goods and other items, resulting from material and/or bodily harm, caused accidentally to third parties, by Exhibitors, on Exponor's premises during the Fair. The insurance shall also cover cross civil liability;
  - b. an Insurance covering products, materials and equipment exhibited, being that, these products, materials and equipment exposed are the sole responsibility of the exhibitors.
2. **Exponor**, as an organizing entity for fairs and events, is obliged to do:
  - a. a Civil Liability Insurance intended to cover damage to goods and other items, resulting from material and/or bodily harm, caused accidentally to third parties, by Exhibitors, during the assembly, fair and disassembly period, whose cost will be debited to the exhibitors which is included in the Appendix to the Trade Fair of the fair in question;
  - b. the Civil Liability Insurance also covers cross-civil liability, considering all insured persons as third parties.
3. The **Promoter**, third party organiser of fairs and events at the Exponor facilities, is obliged to do:
  - a. a Civil Liability Insurance covering at least €500,000.00, intended to cover damage to goods and other items, resulting from material and/or bodily harm, caused accidentally to third parties, by Exhibitors, on Exponor's premises during the Fair. The insurance shall also cover cross civil liability.
  - b. an Insurance covering products, materials and equipment exhibited.
4. The **Assembler and the companies involved in assembly, disassembly and decoration of the stands**, are obliged to do:
  - a. its accreditation prior to the beginning of the Assembly, with the presentation of the payment of the assembly fees provided for in the document Appendix to the Trade Fairs of the fair in question;

- b. an Occupational Accident Insurance covering all employees present and operating on Exponor's premises, and the Civil and Professional Liability Insurance Policy, intended to cover harm caused by fair, exhibition or event stand setup and dismantling activities caused to third parties, through actions or omissions, by their representatives or people working for them, for whom they shall be civilly liable with the following minimum guarantees/limits:
- civil liability covering exploration and cross civil liability: €500,000.00
  - professional civil liability: €100,000.00

#### Article 43 – Licences and Intellectual Property Rights

1. Exhibitors are solely liable for obtaining licences which are necessary for them to conduct their business, as well as licences relating to copyright, connected rights, imaging rights and other intellectual property rights which are necessary for the exhibition, marketing or use of goods or services presented at the exhibition.

2. If Exhibitors' deeds lead to the application of legal or police action arising from breach of intellectual property rights, the Organisation hereby reserves the right to stop the respective participation with immediate effect, whatever the grounds for the action.

#### Article 44 – Claims

Any claim made by an Exhibitor shall be made in writing and presented to the Organisation within 48 hours of the event which led it to it occurring.

### CHAPTER VIII FINAL PROVISIONS

#### Article 45 – Product Import Facility

Temporary import of products to be exhibited is regulated by current laws.

#### Article 46 – Direct Sales

1. Direct item sales are not permitted, except direct sales of items and technical services available in the Exhibitors' support services that occurs in SERVIÇOS TÉCNICOS and in the cases contained and regulated in the Appendix.

2. The Exhibitor is fully liable for sales of items exhibited, when permitted; it must adopt all of the procedures contained in applicable legislation.

3. Fair samples shall be delivered during the Fair.

#### Article 47 – Permanent Care

An Exhibitor Care Centre, offering permanent support, is available to all Exhibitors, where they can discuss bureaucratic issues, recommendations and claims concerning participation in the fair to be held.

#### Article 48 – Retention of Materials Exhibited

1. If an Exhibitor breaches any promises made with the Organisation, it will be entitled to a retention on materials and products exhibited by the Exhibitor during the Fair, these only returned once obligations assumed have been fully met.
2. The materials or products described in the previous point will be stored under the terms and conditions contained in no. 11 of Article 18 hereof.

#### Article 49 – Advertising and Suspension Spaces

1. All rental of advertising space and suspension services must be approved previously by Exponor and the company responsible for site insurance.
2. Exponor provides advertising spaces, such as Billboards, Columns, Walls and Structures, in line with the price table appended.
3. Exponor hereby reserves the right to make advertising permanent.

#### Article 50 – Unpleasant Noise

1. Sound amplifiers are banned on stands, as is any unpleasant noise, or noise which in any way could compromise the satisfactory running of the Fair.
2. Installing sound equipment, which must not exceed 60 dB, on stands, is expressly banned by the Organisation.

#### Article 51 – Bans

1. Smoking anywhere on the Exponor site is banned, under applicable legislation, even during setup and dismantling.
2. The entry of minors to trade fair sites is banned, notwithstanding exceptions duly made at each fair or event.

#### Article 52 – Breach of Regulations and the Appendix

1. If these Regulations or the provisions of the Appendix are breached, the Organisation may take measures as it sees fit, including removing Exhibitors' rights; Exhibitors may not claim any compensation for, or refund of amounts paid.
2. If a breach considered serious by the Organisation is detected during the Fair, the Organisation may order that the stand close and even temporarily, prevent the offender from participating in future Fairs.
3. If the actions of an Exhibitor trigger legal, administrative or other proceedings, and that party is convicted thus, the Organisation will take any action permitted by the competent authority.



#### Article 53 – Discounts

1. AEP members benefit from a 10% discount on the value of the area (M2) and open sides at the fairs organised by Exponor. This discount does not apply to packages and other services.
2. The discount mentioned in this article is not combinable with other discounts set for the fair.

#### Article 54 – Taxes

On all amounts shown in the appended price table, VAT is due at the current legal rate, notwithstanding legal exemptions.

#### Article 55 – Municipal Charter

Any dispute between the Organisation, Exhibitors and Third Parties concerning these Regulations and their Schedules shall be referred to the Court in Matosinhos.

## CHAPTER IX

### GENERAL DATA PROTECTION REGULATION

#### Article 56 - Exhibitors' data insertion in the official online catalogue

1. The Exhibitors have to present the application form no. 2 for insertion in the Official Catalogue. If the application form no. 2 is not presented, the data used by the Organization for insertion in the Official Catalogue will be the ones appearing on the application form no. 1 being these of the sole responsibility of the Exhibitors.
2. In the event of a late application, the Organization will not be liable for not inserting the company's data in the Official Catalogue.
3. If you don't want your data to be published, we request that you send an email stating that intention.

#### Article 57 - Trade Fairs' Visitors

1. Filling in the professional invitation is mandatory where requested, as well as its signature for safety reasons and space management.
2. During trade fairs, the Organization reserves not only the right of the visitor's admittance, but also the right to request proof of his/hers professional accreditation.

#### Article 58 - Visitors

The ticket is valid for two entries on the same day and should be visible during the entire visit. EXPONOR reserves the right to modify the opening hours and the program.

Article 59 - Entry of minors

The entry of minors is allowed when accompanied by an adult responsible for the minor, insofar as allowed by the age rating of the fair/event.

Upon entering the fair/event, the responsible adult accompanying the minor declares that he/she assumes full responsibility for all acts of the minor as well as for any damages or losses arising from them.

The age rating of the fair/event is set by Exponor or by the Sponsor and is available on the relevant website and at the check-in counters.

**Exhibitors and Visitors hereby unequivocally promise to meet all standards herein, as well as the Appendix for each Fair, as expressly declared in Applications Forms.**