

QUALIFICA 2023

APPENDIX TO THE TRADE FAIRS AND EXHIBITIONS GENERAL RULES AND REGULATIONS

SCOPE OF THE EXHIBITION

Education, Training, Youth and Employment

DURATIONS OF THE EXHIBITION

1st to 4th March 2023

SCHEDULE

Assembly

23rd, 24th and 27th February 2023 9 a.m. to 8 p.m.
 25th February 2023 9 a.m. to 6 p.m.
 28th February 2023 9 a.m. to 12 p.m.

Exhibition

1st to 4th March 2023 10 a.m. to 6 p.m.

Disassembly

4th March 2023 6 p.m. to 10 p.m.
 5th and 6th March 2023 9 a.m. to 6 p.m.

The Organisation reserves the right to change the assembly/disassembly/exhibition schedules, without payment of any compensation.

No works are allowed while the fair is in progress.

EXHIBITION TERMS AND CONDITIONS

Enrolment

Deadline for enrolment.....**31.01.2023**

1st - The Exhibitors' request regarding space and services, using the Identity Cards, requires the respective full payment.

2nd - In case of withdrawal, submitted by writing within 30 days minimum previous notice from the date of the beginning of the exhibition, the Organization may exempt the applicants from the payment of the due instalments; The Organization will notify the company of the decision taken within 5 working days from the date when the withdrawal request was received; Instalments once paid will not be refunded; The exhibitor acknowledges the obligation to comply with the General Regulations of Fairs.

Occupancy Value

Price/m² (stand not included):

9 to 81m ²	90 to 243m ²	=>252 m ²
74,00 €/m ²	67,00 €/m ²	56,50 €/m ²

The attribution of more than one front implies an increase in the total cost of the space in:

2 Fronts	5%
3 Fronts	10%
4 Fronts	15%

The allocation of the requested fronts depends on the Organization that will try to satisfy the Exhibitors' requests.

Terms of payment

In The contracting..... 100% of the entry fee and 30% of the remaining amounts

By 16.01.2023..... 30%
 By 16.02.2023 40%

FEES

A. Enrolment

A fee of € 330 + VAT will be paid with the registration, which includes:

- Listing of the Company name in the General Exhibitor's List
- Listing to the Company in the Exhibitors List, by alphabetical order, with the name of the Company, address, and stand location.
- Listing of the company's name on each of the products indicated in the respective list;
- Listing by reference to the name on the List of Exhibitors in the Visitor's Guide/Plant

B. Electricity

3,50/ m² + VAT up to a installed power of 3 Kw

Additional value for installed power exceeding 3 Kw:

Three-phase (380 V)(three-phase switchboard not included)

15 Kw€120,00 + VAT
 30 Kw€165,00 + VAT
 60 Kw€220,00 + VAT

C. Waste

€ 1,20/m² + VAT

Access Cards according to the table:

Nr. of Stand Modules	Nr. of Access Cards		
	Assembly/ Disassembly	Exhibition	Parking
1 to 3	6	6	2
4 to 6	8	8	3
7 to 13	12	12	4
14 to 20	18	18	5
21 or more	20	20	7

These cards are personal and non-transferable.

Park Concessioned

Park tickets..... €2,85 + VAT (ticket/day)

Civil Liability Insurance,

Intended to cover property damage and/or non-property damage, resulting from material injury and/or bodily harm, when it is not possible to ascertain responsibility for the accident, at fairs or events organised by Exponor Fiporto SA. This insurance has a limit of 500 thousand Euro and an excess of 10%, with a minimum of €250.

This insurance does not exempt exhibitors from the obligation to have their own insurance, in accordance with article 42 of the General Regulations of Fairs.

OFFICIAL ON-LINE LIST

Exhibitors' data insertion in the official on-line list

- It is mandatory to fill in the company's data and respective products (5 free of charge) on the platform, failing which the Exhibitors shall be solely responsible;
- If the information is not uploaded, the Organization will not be liable for not inserting the company's data in the Official List of Exhibitors.

Additional registration in the Official List

€150,00 + VAT per company to be included

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ADVERTISING

Consult all the solutions available on the fair's website or contact The Organisation by email to madalena.rodrigues@exponor.pt

Legitimation Letter

Document provided after full settlement of all debts, which will allow the start of the assembly work.

ASSEMBLY OF STANDS

The Exhibitor shall inform the Technical Services Unit by email: suzete.dias@exponor.pt the identity of the company responsible for the assembly/disassembly of your stand.

An assembly fee of €3,00 / m² + VAT will be charged

Extension of the Assembly or Disassembly periods

Address requests to the Technical Services Unit (suzete.dias@exponor.pt)

Price per stand:

- €150,00 + VAT weekdays - from 09h00 to 18h00
- €200,00 + VAT weekends - from 09h00 to 18h00

Extension of Assembly/Disassembly hours

Please go to the TECHNICAL SERVICES area, located at gallery 5 of Exponor until 2p.m. on the day in question.

Price / additional hour of Assembly or Disassembly:

	Working Days	Weekend and Holidays
Until 24h00	€45,00 + VAT	€80,00 + VAT
After 24h00	€80,00 + VAT	€80,00 + VAT

No work is allowed while the fair is in progress.

STANDS

The materials used in the construction of the floor, walls and ceilings shall comply with the Directive No. 135/2020

Stand project (technical scheme)

Mandatory submission up to 30 days before assembly for approval.

It should include: Drawing with dimensions and lighting project indicating the type of lamps to be used.

Failure to use AEE* lamps, or failure to send the requested information up to 20 days before the start of the assemblies, will result in an increase of the assembly fee by an additional €3,00/ m² + VAT.

The information shall be addressed to suzete.dias@exponor.pt

*High energy efficiency

STATEMENT OF RESPONSIBILITY OF STAND ELECTRICAL INSTALLATION

EXPONOR Fiporto - Feira Internacional do Porto, following the preventive safety measures it has been implementing in its facilities, informs that it is necessary to present a **statement of responsibility for the execution of the electrical installation** to the exhibitor support services for the supply of electrical energy to the stands.

However, it is hereby informed that all other rules provided in Exponor's general regulations of fairs and exhibitions remain unchanged, namely those provided in its article 10 regarding electric energy.

STANDS AND TECHNICAL SERVICES

Stands

A wide range of Base stands, Thematic and Design stands are available on the fair's website.

Delivery deadline for assembly of the Base stands:

28.02.2023 at 9 a.m.

Delivery deadline for disassembly of the Base stands:

05.03.2023 at 6 p.m.

TECHNICAL SERVICES AND EXTRA MATERIALS FOR STANDS

Exponor offers technical services to Exhibitors, before the official assembly period, with requests addressed via email and, during, in the TECHNICAL SERVICES area located in Gallery 5.

Requests for furniture rental services, carpet sales, cleaning services should be made to the email suzete.dias@exponor.pt or at the TECHNICAL SERVICES area;

Requests for forklift services (loading / unloading) and empty tare storage, where Exponor declines any responsibility for the content of the stored containers, should be sent to the email antonio.nunes@exponor.pt or in the TECHNICAL SERVICES area.

NOTE

Any matter not mentioned in this Appendix must be consulted in the General Regulation of Fairs.