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APPENDIX TO THE TRADE FAIRS AND EXHIBITIONS GENERAL RULES AND REGULATIONS

SCOPE OF THE EXHIBITION

Interior Design and Furniture Fair

DURATIONS OF THE EXHIBITION

02nd to 05th march 2023

SCHEDULE

Assembly

24th, 27th and 28th february 2023.....8 a.m. to 8 p.m.

25th and 26th february 20239 a.m. to 6 p.m.

01st march 20238 a.m. to 12 p.m.

Exhibition

02nd to 04th march 2023.....10 a.m. to 7 p.m.

05th february 2023.....10 a.m. to 6 p.m.

Disassembly

5th february 20236:30 p.m. to 12 p.m.

6th and 7th february 20239 a.m. to 6 p.m.

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

EXHIBITION TERMS AND CONDITIONS

Enrolment

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

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. The installment since paid will not be refunded.

Cost of space occupied

Cost per sqm:

sqm	1 open side	2 open sides	3 open sides	4 open sides
until 54 m ²	€ 62,50	€ 65,50	€ 68,50	€ 72,50
from 63 to 144 m ²	€ 58,50	€ 61,50	€ 63,50	€ 67,50
from 153 to 216 m ²	€ 48,00	€ 50,00	€ 53,00	€ 55,00
More than 216 m ²	€ 45,00	€ 47,00	€ 49,00	€ 52,00

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

Discounts (sqm only)

• 10%..... AEP Associates

• 10% + 15% discount* - on participation in the two 2023 IDF editions.

*10% on the IDF Spring 2023 sqm to be credited on the IDF Fall 2023 invoice; 15% on the area of IDF Fall 2023 direct on the invoice.

Both discounts imply enrollment in IDF Fall 2023 until 5th of march 2023, upon award of payment terms.

Terms of payment

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

By 30.12.2022.....30%

By 31.01.2023.....40%

FEES

A. Enrolment

The amount of € 330 + VAT paid on enrolment 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.
- Every product mentioned on the list will have the name of the Company next to it.

B. Electricity

€ 3,50/sqm + VAT to a installed single-phase power of 3 Kw

Additional value for installed power exceeding 15 Kw:

Three-phase (380 V)

By 15 Kw to 30 Kw.....€120,00 + VAT

By 30 Kw to 60 Kw.....€165,00 + VAT

Over 60 Kw.....€220,00 + VAT

C. Waste

€ 1,20/sqm + VAT

2. Access Cards as follows:

3. Nr. of Stand Modules	Nr. 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	20	20	5
21 or more	20	20	7

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

Conditioned parking lot

Parking tickets.....€ 3,50

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, 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.

D. Additional listing in the Official Catalogue

€ 150,00 + VAT per company to be included

ON-LINE OFFICIAL LIST

Inclusion of Exhibitors data in the On-line official list

- Insertion of Exhibitor data in the official On-Line List

It is mandatory to fill in The Company data and respective Products (5 free) on the platform, failing which be exclusive responsibility of the Exhibitors.

- In case the information is not uploaded, the Organization is not responsible for not including the company's data in the list official exhibitors.

Legitimacy Pass

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

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). Any stands **not provided by Exponor** will be subject to a fee of €3,00/sqm + VAT.

This fee will be collected from the company assembling the stand.

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.

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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.

packaging must be made by email to antonio.nunes@exponor.pt or at the SERVIÇOS TÉCNICOS.

NOTE

Any matter not mentioned in this Appendix must be consulted in the General Regulations Governing Fairs and Exhibitions.

STANDS ASSEMBLY

The Exhibitor must notify the Technical Services Unit (suzete.dias@exponor.pt) of the identity of the person in charge of the Assembly/Dismantling of its stand, up to 15 days before the start of the stand assembly period.

Design (plan) of the stand **to be submitted until 30rd April**

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 20 days in advance of stand assembly shall incur a assembly fee surcharge of €2.90/sqm + VAT.

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

DECLARATION OF RESPONSIBILITY FOR THE IMPLEMENTATION OF THE ELECTRICAL INSTALLATION

In view of the preventive safety measures which have just come into force in our facilities, EXPONOR Fiporto - Porto International Fair informs exhibitors that they must submit a **declaration of responsibility for the implementation of the electrical installation**, regarding the supply of electricity to the stands, to the exhibitor support department.

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 10, 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.

ADVERTISING

See all the solutions available on the show website or contact the Organization.

STANDS AND TECHNICAL SERVICES

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

Delivery deadline for mounting of standard stands: 28.02.2023

at 9 a.m.

Delivery deadline for dismantling of thematic stands: 06.03.2023

at 2 p.m.

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