

**1. GENERAL INFORMATION****1.1. The Fair's general information:**

- Denomination of the Exhibition;
- Sectors
- Location
- Dates and Schedules: setting-up, realization, dismantling

Can be found in detail in the Technical File included in this Exhibitor's Manual.

1.2. Schedules

FIL has the right to change the established schedules (opening and closing), based on security reasons or other relevant reasons, with no obligation of paying any type of compensation to the Exhibitors. Exhibitors can access their stands one-hour before the opening and should remain therein until half-hour upon the closing of the exhibition. It is recommended not to leave the premises, for security reasons, until the exit of all visitors.

2. REQUISITION OF SERVICES AND EXCLUSIVE FIL SERVICES**2.1. Enrolment dates and penalties**

The deadlines for the acquisition of services and for the full payment of invoices can be found in the Fair's Agenda, included in this Exhibitor's Manual.

Requisitions of services during the period of setting-up and realization have a penalty of 30% and are subject to the Service's capacity of reply.

2.2. Services provided exclusively by FIL

Due to security, integrity of the existing construction and technical compliance reasons, some services are exclusively provided by FIL Services, namely the following:

- oSupply of electrical power;
- oSupply of water and drain spots;
- oSupply of compressed air and fuels;
- oInstallation of gas exhaustion systems;
- oSecurity;
- oSuspensions in the pavilion's ceilings;
- oMovement of loads;
- oCleaning.

FIL will ensure that the prices charged for the exclusive services are in accordance with the current market prices, considering as a reference, the practised prices among the main exhibition centres in Spain.

2.3. Catalogue / Visitor's Guide

Every exhibitor that delivers the Exhibitor forms until the date mentioned in the Bulletin - Information for the Catalogue / Visitor's Guide will be included in the Fair's Catalogue / Visitor's Guide. After this deadline, FIL cannot guarantee the inclusion of the organization in the Catalogue / Visitor's Guide.

2.4. Noise

The maximum noise level allowed in the exhibition pavilions is 60 Db. The exhibitors that wish to make performances, musical presentations and movie screening must contact FIL to obtain the proper permission.

Any technical and/or legal issues related with propriety rights and/or copyrights are of the sole responsibility of the Exhibitors.

2.5. Smoke and gas

Exhibition of equipments that may generate harmful gases or vapours must get a prior authorization from FIL Services and must ensure a proper gas exhaustion system.



2.6. Advertising

Placement of advertising above 6 meters is subject to a specific tariff.

Placement of advertising outside the stands will need a prior formal permission from FIL and will be subject to a specific tariff.

In case of approval, the costs inherent to the placement of these advertising/decorative elements are identified in the Service Requisition Bulletin - Form D8.

3. SETTING-UP AND DISMANTLING

3.1. Setting-up / Dismantling cards

The Setting-up Certificate grants the exhibitor the right to begin the Setting-up work in the Stand.

This document can only be requested at the Cashier Office, upon the due payment of all the exhibitor's expenses.

The Setting-up and Dismantling Cards are only valid during the pre-established periods for the setting-up and dismantling of the Exhibition.

The exhibitor must inform FIL about the name of the setting-up company and the person that will be in charge of the setting-up (up to 15 days before the start of the setting-up).

Up until the first day of the setting-up, the person nominated by the exhibitor as the one in charge, must present the identification (name and ID card) of the entire team that will be performing the services at FIL premises, in order to guarantee the issue of the individual setting-up and dismantling cards.

The Setting-up/Dismantling cards must only be used by the cardholder and must not be used by third parties; infraction to this rule will result in the seizure of the cards.

3.2 Anticipation and extension of schedules

Anticipation and extension of schedules beyond the defined work schedule (8:00 a.m./ 8:00 p.m.) needs to have FIL permission. The requisition (using a specific form) must be delivered at Exhibitors' Assistance until 6:00 p.m. of any weekday, and, should it be authorized, will have costs/hour in accordance with the prevailing tariffs.

3.3 Loading and Unloading

Exhibitor and setting up staff access to the loading and unloading area is through the TIR Entrance, next to Vasco da Gama Tower. Movement of Materials is an exclusive FIL service, thus, it must be requested (in proper form for the effect) through FIL's Services.

The entrance of vehicles in the pavilions is not allowed, except in particular situations and upon permission granted by FIL.

3.4 Reception and Exit of Goods

FIL is not responsible for the reception of the goods sent on its behalf. The participating companies are responsible for their own goods, as well as for their storage.

The packages should present clear and concrete indications about the exhibitor organisation and its location in the Fair. We recommend the consultation of the sending requirements with the transportation company.

Goods originating from outside the community area will enter the Fair through:

- o ATA Carnet
- o Pro-forma invoice.

Only packages completed with ATA Carnet can be directly directed to Feira Internacional de Lisboa (FIL) with clear indication of the exhibitor company that will act as receptor, the remaining will have to go through all the customs formalities in the entry terminals (trucks and plane).

FIL will not be responsible for the above-mentioned goods.



3.5 Removal of wastes

The removal of the wastes resulting from dismantling is of the sole responsibility of the Exhibitor. In case of non-removal of such wastes, removal costs in accordance with the prevailing tariffs will be applicable.

FIL charges for "waste removal service" which entails the overall costs of waste removal during setting up and realization of events, however, it does not cover cleaning of stands nor does it cover costs for removal of waste during dismantling period.

3.6 Parking in the Loading and Unloading Area

- a) The entrance and permanence of vehicles in the Loading and Unloading Parking Lot is limited to what is strictly essential for loading and unloading materials, and is conditioned to the setting up and dismantling credential issued by the Exhibitors Assistance Office.
- b) The permanence beyond the stated time is subject to an extra parking fee, charged in accordance with the tariff in force;

4. SECURITY

4.1 Access

Entry and circulation within FIL premises is allowed in accordance with the use in a visible manner of an individual identification card that will be issued by the Exhibitors' Assistance.

4.2 Surveillance

FIL ensures surveillance services, during the period of setting-up, realization and dismantling of the event. When the construction of the stands is of the sole responsibility of the exhibitor or external companies, the periods of setting-up and dismantling should be supervised by those responsible (except for the stands mounted by FIL, that will also provide the due supervision). During the realization, after the closing, exhibitors should not leave the stand before the security check passes through. During the dismantling, the exhibitors should be present at the stand, from 8:00 a.m. and until all materials are safely removed.

In order to leverage the security measures, the exhibitors must comply with the following rules:

- o **Be present at the stand during the working period**
- o **Wait for the security team before leaving the stand**
- o **Exhibit the individual identification cards in a visible manner**

Exhibitors are responsible for the safekeeping of their material and may make up a specific insurance specifically for their participation in the fair.

Security is a service exclusively rendered by FIL, therefore, if exhibitors wish to reinforce security in the stands this service can only be requested through FIL's services.

5. TECHNICAL REGULATIONS

5.1 Heights of the Stands constructive items:

MINIMUM HEIGHT: The set height for the Exhibition standard decoration : 3,66m

MAXIMUM HEIGHT (of construction height from the ground or suspended walls): 6m

Projects for the Stands, above the minimum height, must always be submitted to FIL Technical Approval.

a) Suspended Items:

The suspension of Luminaries or Decorative Items, between 6m and up to a maximum of 8m of height it is allowed, subject to approval and in accordance with the costs indicated in the table. The suspension must show discontinuity in reference with the Stand walls.



5.2 Requirements for the Approval of Stands:

In order for the Projects, submitted to the Technical Evaluation, to be duly approved, they must comply with the following requirements:

1. Open Sides

- Open sides should present an opening that allows the entrance and exit of visitors without any type of restrictions;
- Above 4m height the exhibitor should recess the open sides, 0.50m, for each additional height meter;

2. Limiting walls with other stands:

Concerning the Stand limiting walls:

- Above the minimum height the Exhibitor must ensure the finishing of the stand outer walls in a similar quality to the inside walls and the aesthetic balance with the walls of the limiting stands.
- The aesthetic balance, concerning the outer walls finishing, should be defined in direct liaison with the surrounding Exhibitors and FIL should be kept informed of those contacts. In case it is not possible to reach an agreement between the Exhibitors, FIL will define the final solution.
- In the event, stands have not been approved prior to the building phase the Exhibitor may be forced to adopt the measures imposed by FIL, namely reducing the stand height and/or ensuring the proper finishing, and any incurring costs will be supported by the Exhibitor including the costs related with the Stand approval.

3. Walls confining with the pavilion walls:

- The maximum allowable height is 6 meters.

5.2.1 Mandatory contents for Analysis and Approval of Projects:

- At least 2 three-dimensional views of the stand;
- Scale maps and elevations to scale indicating the measurements in the draw parts;
- Explicit indication of the technician in-charge (Name, Function and Contact) that is held responsible for constructive robustness of the project;
- For suspensions, it should also be send their location above the stand and the corresponded suspended weight.

5.2.2 Costs:

| Status | Costs |
|---|--|
| Approved Stands, with 1 level and up to 6m height | - No additional Costs |
| Approved Stands, with 2nd level and up to 6m height | -50% of the space cost for 1 Open side x area of the 2nd level |
| Approved luminary Suspensions | - Cost of the Suspension Services |
| Approved Suspensions of Decorative Items - up to 6m | - Cost of the Suspension Services |
| Approved Suspensions of Decorative Items - above 6m | - Cost of the Suspension Services plus 25% of 1 Open Side Space sqm cost x area of the other sides of the items; |

5.2.3 Project Analysis

Approval Process:

- The projects should be send for FIL Technical Services Approval up to 30 days prior the beginning of the assembly or up to 24 hours after the delivery of the ID, whatever is shorter;
- Projects entering the services after these deadline will be subject to a analysis fee of 0,50€ /sqm + VAT;
- Stands already under assembly, without a project sent to approval, will paid an evaluation cost of 3,00€ /sqm + VAT, and should they not comply with the set rules FIL will not grant authorization for the continuation of the assembly, and there will be no reduction in the payments due for the participation in the exhibition;
- Projects can be submitted electronically or in hard copy to:

SERVIFIL:

ATT: Mr. Helder Grilo / Cc. Mr. Engº Barbosa de Barros
 Rua do Bojador, 1998-010 Lisboa, Portugal | Fax. (+351) 21 892 1591
 helder.grilo@aip.pt / mbarros@aip.pt

**Approved Stands:**

The approval of stand, with or without restrictions, is communicated to the exhibitor:

- up to one week after the reception of the project delivered within the normal deadline;
- up to 48 hours after the reception of the project delivered between 30-40 days prior the beginning of the assembly;
- during the assembly stages and as soon as possible for projects delivered during the assembly stage.

Non-approved Stands:

The non approval of stands, with a justification for the non-approval, is communicated to the exhibitor:

- up to one week after the reception of the project delivered within the normal deadline;
- up to 48 hours after the reception of the project delivered between 30-40 days prior the beginning of the assembly;
- during the assembly stages and as soon as possible for projects delivered during the assembly stage.

Assembly Control

At the beginning of the assembly SERVIFIL handles the Operations agency a list of the analyzed projects with the outcome decision, for on-site control purposes.

At the beginning of the assembly, the Security checks the assembly compliance and suspends the assembly of:

- a. Non-approved projects;
- b. Non-analyzed projects that should have been submitted to approval;
- c. Projects that do not comply with the restrictions imposed upon their approval.

The exhibitor / builder will be forwarded to SERVIFIL regarding a decision on the works development / project approval / alteration.

5.3. Setting-up materials

The materials used for building the stands should not present or promote risks for the safety of persons and facilities.

- Carpets or other floor overlays should retard fire, minimum class M3.
- The glass should be laminated or tempered.
- Use only water-based paints.

5.4. Mobility

All stands with elevated pavement/flooring whose height is more than 7 cm must possess an access ramp facilitating mobility measuring at least 90 cm in width and 8% inclination according to legal norms.

5.5. Damages to the existing construction in standard shell schemes

It is not allowed to secure objects (nail, screw, stake or stick) that may damage the pavement or other existing elements in the pavilions.

The costs resulting from the repair of the incurred damages and others related with the improper use of the premises will be charged to the exhibitor.

Damage in standard shell schemes will be charged in accordance with the Exhibitor's Manual

Upon payment the plates will belong to the Exhibitor.

5.6. Maximum load in the premises (Floor and Ceiling of the Pavilion)

The maximum admissible load on the floor is 2.000 kg/ m².

On the pavilions' ceilings the maximum load that can be suspended will be subject to an assessment within the framework of approval of stand projects, or after the requisition of suspensions to FIL Services.

5.7. Air compressors and vessels of other gases

The use of air compressors and vessels of other gases/fluids is not allowed in the stands.

Particular situations will need a prior permission granted by FIL Services.