

FIMAP 2022

APPENDIX TO THE TRADE FAIRS AND EXHIBITIONS GENERAL RULES AND REGULATIONS

SCOPE OF THE EXHIBITION

International Machinery, Accessories and Services Fair for the Wood Industry

DURATIONS OF THE EXHIBITION

10th to 12th november 2022

SCHEDULE

Assembly

04th to 07th november 2022.....9 a.m. to 6 p.m.
8th november 2022.....8 a.m. to 8 p.m.
9th november 2022.....8 a.m. to 12 p.m.

Exhibition

10th to 12th november 2022.....10 a.m. to 7 p.m.

Disassembly

12th november 2022.....7:30 p.m. to 11 p.m.
13th to 15th november 2022.....9 a.m. to 6 p.m.

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

EXHIBITION TERMS AND CONDITIONS

Enrolment

Deadline for enrolment.....30.07.2022

N.B. 1st – The exhibition space or the services requested by exhibitors through the application forms must be paid off.

2nd – 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.

Occupancy value

Cost per sqm	Enrolment until 30.06.2022	Enrolment After 30.06.2022
9 sqm to 27 sqm	70,00€ + VAT	80,00€ + VAT
36 sqm to 81 sqm	60,00€ + VAT	70,00€ + VAT
90 sqm to 108 sqm	55,00€ + VAT	65,00€ + VAT
More then 117 sqm	50,00€ + VAT	60,00€ + VAT

Each stand comes with one open side. The attribution of any extra open side imply an increase in the total space cost:

2 open sides.....10%
3 open sides.....15%
4 open sides.....20%

Terms of payment

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

Till 16.05.2022.....30%
Till 16.09.2022.....40%

FEES

A. Enrolment

When contracting the space, an amount of € 300,00 + VAT will be charged corresponding to the registration fee which includes:

- Listing in the Exhibition's Official List (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, location of the stand.
- Registration by reference to the name on the Exhibitor List in the Visitor / Plant Guide

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.

2. Access Cards According to the Table:

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	18	18	5
21 or more	20	20	7

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

B. 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. Up to this amount, the exhibitor is responsible for damages.

N.B. Exclusions in chapter VII, article 33 of the Trade Fairs and Exhibitions General Rules and Regulations.

C. Additional listing in the Official List

€ 150,00 + VAT per company to be included

D. Electricity

€ 3,30/ sqm + VAT to an installed power of 3 Kw single phase.

Additional value for installed power exceeding 3 Kw:

Three-phase (380 V)

15 Kw€110,00 + VAT
30 Kw€165,00 + VAT
60 Kw.....€220,00 + VAT

E. Waste

€ 1,15/m² + VAT

ADMISSION CARDS

Credential Letter:

This letter, without which the exhibitor cannot start the Assembly of the stand, will only be delivered after the full payment of all fees and other charges.

Parking tickets

During the exhibition, additional exhibitor's cards and parking tickets may be purchased at a unit cost :

Parking tickets/day.....€3,50

ADVERTISING

See all the solutions available on the show website or contact the Organization by email to paulo.silva@exponor.pt.

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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/Disassembly of its stand, up to 15 days before the start of the stand assembly period.
It will be charged an amount of € 2.90 + VAT / Sqm to the company that will assemble the stand.

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).

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.

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.

STANDS

The materials used in the construction of floors, walls and ceilings must comply with the requirements of Ordinance No. 1532/2008 of 29 December

TO BE SUBMITTED UP TO 30 DAYS BEFORE START OF STAND ASSEMBLY PERIOD

Design (plan) of the stand.
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 30 days in advance of stand assembly shall incur an 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 from the start of 2015, 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.

STANDS AND TECHNICAL SERVICES

Stands

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

Delivery deadline for mounting of standard stands: 09.11.2022 at 9 a.m.

Delivery deadline for desmounting: 14.11.2022 at 2 p.m.

TECHNICAL SERVICES AND EXTRA MATERIALS FOR STANDS

With the Technical Services store located inside our facilities, Exponor puts at the exhibitors' disposal the provision of technical services before and during the official assembly period.

The services furniture rental, carpet sale and cleaning will have to be made by contacting the Technical Services Unit at suzete.dias@exponor.pt
You can also hire crane services (loading/ unloading) and storage of empty boxes (Exponor declines all responsibility for the contents of stored packaging). (antonio.nunes@exponor.pt)

COMPLIANCE WITH THE MACHINERY DIRECTIVE

Decree-Law no. 103/2008, of June 24th establishes that any machine or safety component can only be put on the market and operated if it has a statement of compliance, issued by the manufacturer or its representative, pursuant to the terms of the provisions in this law. In the case of machines, the EC marking must also be affixed. Article 4 point 3 of this law states that "Machines and safety components which do not comply with this law may be displayed in fairs, exhibitions and demonstrations, provided that there is a visible sign which clearly indicates this non-compliance and stating that the item cannot be purchased until compliance has been achieved. Furthermore, for demonstration purposes, appropriate safety measures must be implemented to ensure that people are duly protected." Each exhibitor is responsible for complying with these legal provisions. The organisation will seek the cooperation of notified Bodies, and of the ASAE (Authority for Economic Activities), in order to comply with the law in this specific area, and exhibitors are hereby warned that they may be committing an administrative offence if they fail to comply. Every case reported to the Organisation will be studied by experts from a Body Notified for the purpose, which may result in the intervention of the competent authorities (the ASAE).

NOTE

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