

CERANOR 2009

APPENDIX TO THE TRADE FAIRS AND EXHIBITIONS GENERAL RULES AND REGULATIONS

SCOPE OF THE EXHIBITION

Home, Hotel, Decoration and Gift Sector

DURATION OF THE EXHIBITION

2nd to 6th September 2009

SCHEDULE

Assembly

27 th and 28 th August 2009	8 a.m. to 8 p.m.
29 th and 30 th August 2009	9 a.m. to 6 p.m.
31 st August and 1 st September 2009	8 a.m. to 12 p.m.

Exhibition

2 nd to 6 th September 2009	10 a.m. to 8 p.m.
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(Children under 14 are not allowed)

Disassembly

6 th September 2009	8 p.m. to 12 p.m.
7 th and 8 th September 2009	9 a.m. to 6 p.m.

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

Extension of the assembly/disassembly schedule

The requests for extending the assembly/disassembly schedule will be studied according to the availability of the Organization. Applications shall be made at least 48 hours in advance.

N.B. The approval of such request implies prior payment of overtime.

Cost of overtime:

	Weekdays	Weekend
Up to 12 p.m.	€ 51,50 + VAT	€ 92,50 + VAT
After 12 p.m.	€ 82,50 + VAT	€ 123,50 + VAT

EXHIBITION TERMS AND CONDITIONS

Enrolment

Deadline for enrolment: 15.05.2009

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 instalments in debt.

The Organization shall inform the company of the decision taken, within 5 weekdays after the reception of the revocation request.

Cost of space occupied

Cost/m²:

Applications until 31.03.2009	Applications after 31.03.2009
€ 89,00 + VAT	€ 94,50 + VAT

The attribution of additional open sides implies an increase in the total space cost as follows:

Applications until 31.03.2009	Applications after 31.03.2009
2 open sides – 10%	2 open sides – 15%
3 open sides – 15%	3 open sides – 20%
4 open sides – 20%	4 open sides – 25%

N.B. The attribution of the requested open sides depends on the Organization who will try to comply with the exhibitors requests.

Terms of payment:

20% upon enrolment
40% by 31.05.2009
40% by 31.07.2009

STANDS ASSEMBLY

The Exhibitor must inform the Organization on who will assemble/disassemble the stand. A fee of € 2,50/m² + VAT will be charged to the companies hired to perform the assembly/disassembly works.

FEES

A. Enrolment

The amount of € 205 + VAT paid on enrolment includes:

- Listing in the Exhibition's Official Catalogue, guaranteeing:
 - Listing of the Company's name in the General Exhibitors List.
 - Listing of the Company in the Exhibitors List, by alphabetical order, with the name of the Company, address, location of the stand, specification of the products (25 maximum), trademarks (12 maximum) and represented (12 maximum).

- Every product mentioned on the list will have the name of the Company next to it.

- Listing in the Exhibition's Electronic Catalogue, available on the Internet.
- Subscription through the reference to the name in the Exhibitors List included in the Visitor's Guide Book/Schematic Drawing.
- 5 free invitations for each 9 m² module.
- Free Transit Cards as follows:

Nr. of Stand Modules	Nr. Of Free Transit Cards		
	Assembly/Disassembly	Exhibition	Parking
1 to 2	5	5	2
3 to 6	8	8	3
7 to 12	12	12	6
13 to 20	18	18	8
21 to 30	20	20	10
31 to 50	20	20	14
51 or more	20	20	18

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

- 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.

N.B. Exclusions in chapter VII, article 41 of the Trade Fairs and Exhibitions General Rules and Regulations.

B. Additional listing in the Official Catalogue

€ 50,00 + VAT per company to be included

C. Electricity

€ 2,75/m² + VAT to a maximum limit of € 1.732,50 + VAT

D. Waste

€ 0,90/m² + VAT

ADMISSION CARDS

Credential Letter

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

Invitations for Trade Visitors

Available to the exhibiting companies only, these invitations may be purchased in groups of 10.

Cost per unit of Invitations for Trade Visitor:

€ 3,75 + VAT

During the exhibition, the invitations may be purchased in groups of 10, at a cost of € 4,50 + VAT.

N.B. The Organization is entitled to restrict the number of invitations per exhibitor, as well as to change their price.

Additional exhibitor's cards may be purchased at a cost of: € 4,50 + VAT

Additional parking tickets may be purchased at a cost of: € 12,00 + VAT

TECHNICAL SERVICES

Telephone

Installation cost	€ 125 + VAT
RDIS line installation	€ 165 + VAT
ADSL line installation	€ 200 + VAT
Deposit on calls	€ 200 + VAT
Cost / Impulse	€ 0,21 + VAT

Water and Drainage

Water and drainage installation (consumption included)	€ 200 + VAT
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Gas (Hall 1 only)

Gas installation	€ 125,00 + VAT
Consumption	€ 1,25/kg + VAT

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APPENDIX TO THE TRADE FAIRS AND EXHIBITIONS GENERAL RULES AND REGULATIONS

STANDS

A. A1 Stand

- Structure in anodised steel in natural colour;
- Non-inflamable M3 class carpeting – catalogue colour;
- MDF laminated white walls;
- Monophase electrical switchboard - 3kw;
- Lettering up to 30 letters and 7,5 cm high;
- 100 Watt spotlights;
- 1 table and 3 chairs.

Area	Spotlights	Plugs	Price
9 m ²	5	1	€ 200 + VAT
18 m ²	10	2	€ 380 + VAT
27 m ²	12	2	€ 560 + VAT
36 m ²	14	3	€ 740 + VAT
45 m ²	16	3	€ 920 + VAT
54 m ²	18	3	€ 1,150 + VAT
63 m ²	20	3	€ 1,330 + VAT
72 m ²	22	3	€ 1,510 + VAT
81 m ²	24	4	€ 1,690 + VAT

Change of wall colours: + 20%

B. B1 Stand

- Structure in anodised steel in natural colour;
- Non-inflamable M3 class carpeting – catalogue colour;
- MDF laminated white walls;
- Monophase electrical switchboard - 3kw;
- Lettering up to 30 letters and 7,5 cm high;
- 100 Watt spotlights;
- Reserved 2x1 m² (for ≤54m² stands) or 2x3 m² (for >54m² stands);
- 1 table and 3 chairs.

Area	Spotlights	Plugs	Price
18 m ²	10	2	€ 700 + VAT
27 m ²	12	2	€ 1,030 + VAT
36 m ²	14	3	€ 1,362 + VAT
45 m ²	16	3	€ 1,600 + VAT
54 m ²	18	3	€ 1,840 + VAT
63 m ²	20	3	€ 2,050 + VAT
72 m ²	22	3	€ 2,245 + VAT
81 m ²	24	4	€ 2,445 + VAT
> 81 m ²	-	-	€ 30/m ² + VAT

Change of wall colours: + 20%

Catalogue Colours

Carpet:	Dark blue	Walls:	Yellow
	Brown		Blue
	Grey		White
	Black		Beech
	Green		Black
	Red		Red

Delivery deadline for mounting of standard stands:
29.08.2009 at 9 a.m.

Delivery deadline after dismantling of standard stands:
08.09.2009 at 9 a.m.

STANDARD-TYPE STANDS EXTRAS

A. Offices / Booths

Dimension	Price
2 m x 1 m	€ 92 + VAT
2 m x 2 m	€ 104 + VAT
3 m x 2 m	€ 132 + VAT
3 m x 3 m	€ 167 + VAT

B. Lettering

Cost/unit above 30 characters: € 0,83 + VAT

C. Furniture

Description	Price
Director's chair black	€ 15 + VAT
Round table beechwood	€ 25 + VAT
Projector for 100 Watt duct	€ 12,5 + VAT
Beam with four 100 Watt projectors	€ 38 + VAT

N.B. The above figures are valid for requests made before the start of the official setting-up period. Any services requested and supplied after this period will be provided and invoiced through the Loja ServExpo, and will attract a surcharge of 25% on the amounts given above.

OFFICIAL CATALOGUE

A. Inclusion of information on Exhibitors in the official catalogue

- Exhibitors who want to be included in the Official Catalogue must present the Registration Form n° 2. If not, the Organization will include the information contained in Registration Form n° 1, which is the Exhibitors' sole responsibility.
- The Organization shall not be held responsible for not including information in the Official Catalogue about companies who fail to complete their registration on time. Registrations must be submitted 45 days before the exhibition begins.
- Registration Forms n° 2 must be sent to Exponor.
- The publication, as well as the sale of advertising has been licensed to the company Mark e Link, Lda., located at Rua José Brandão de Almeida, 33 Lj., 2725-351 Mem Martins, Portugal, Telephone: 351 219 265 140, Fax: 351 219 221 600.

B. Format

A4 (21,0 X 29,7 cm)

The Organization is entitled to change these dimensions and shall inform the client on the changes.

C. Advertising

Special presentations:

Single page (A4) Includes: 1 informative file (1 page + Company logo in the Exhibitors Index)	€ 850 + VAT
Double page (2xA4) Includes: 1 informative file (1 page + Company logo in the Exhibitors Index)	€ 1,100 + VAT
½ Page (A5 landscape) Includes: 1 informative file (½ page + Company logo in the Exhibitors Index)	€ 700+ VAT
Paperboard markers (10x20 cm double-sided) Includes: 1 informative file (½ page + Company logo in the Exhibitors Index)	€ 1,100 + VAT
Back cover (A4) Includes: 1 informative file (1 page + Company logo in the Exhibitors Index)	€ 2,100 + VAT
Inside cover (A4) Includes: 1 informative file (1 page + Company logo in the Exhibitors Index)	€ 1,900 + VAT
Inside back cover (A4) Includes: 1 informative file (1 page + Company logo in the Exhibitors Index)	€ 1,900 + VAT

Simple presentations:

Special informative text (1 page) Includes: Company logo/brands + pictures of the product/equipment + Company logo in the Exhibitors Index	€ 575 + VAT
Standard informative text (½ page) Includes: 1 Company logo/brand + picture of the product/equipment + Company logo in the Exhibitors Index	€ 375 + VAT
Simple informative text (¼ page) Includes: 1 Company logo/brand + Company logo in the Exhibitors Index	€ 275 + VAT
Highlight Company logo in the Exhibitors List	€ 125 + VAT

Deadline for sending texts and illustrations: 15.05.2009

VISITOR GUIDE BOOK/SCHEMATIC DRAWING

In order to satisfy the exhibitors' interests and aimed at investing in a high-profile promotional campaign, EXPONOR will produce the Visitor Guide Book/Schematic Drawing on the event, to be sent to visitors and distributed and posted during the exhibition.

Apartinformation, this guide book/schematic drawing will be an effective promotional means, since the exhibitor will be offered the opportunity to insert the company's logo in a prominent position on the map, with reference to the location of the stand.

Logo in a prominent space, with the location of the stand area	€ 450 + VAT
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Deadline for sending texts and illustrations: 15.05.2009