

# NORMÉDICA/AJUTEC 2009

## APPENDIX TO THE TRADE FAIRS AND EXHIBITIONS GENERAL RULES AND REGULATIONS

### SCOPE OF THE EXHIBITION

Health Fair

Fair on Technical Assistance and New Technologies for Handicapped People

### DURATION OF THE EXHIBITION

7<sup>th</sup> to 10<sup>th</sup> May 2009

### SCHEDULE

#### Assembly

4 <sup>th</sup> and 5 <sup>th</sup> May 2009	9 a.m. to 6 p.m.
6 <sup>th</sup> May 2009	8 a.m. to 12 p.m.

#### Exhibition

7 <sup>th</sup> to 10 <sup>th</sup> May 2009	10 a.m. to 8 p.m.
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#### Disassembly

10 <sup>th</sup> May 2009	8 p.m. to 12 p.m.
11 <sup>th</sup> and 12 <sup>th</sup> May 2009	9 a.m. to 6 p.m.

The Organisation is entitled to change the Assembly/Disassembly Exhibition schedule free from any compensation charges.

#### Extension of the schedule for Assembly/Disassembly

The requests for extending the schedule for Assembly/Disassembly will be studied according to our availability. Applications shall be made 48 hours in advance.

Note: The approval of such request implies the prior payment of overtime.

#### Cost of overtime

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

### EXHIBITION TERMS AND CONDITIONS

#### Enrolment

Deadline for enrolment: 11.02.2009

**Note:** 1st - The exhibition space or the services requested by the Exhibitors through the Application Forms must be paid off.

2nd - In cases of revocation, a written request must be submitted until 30 days prior to the opening of the Exhibition, and the Organisation may free the enrolled companies from paying the instalments in debt.

The Organisation shall inform the company of the decision taken, within 5 weekdays after the reception of the request to cancel.

#### Cost of Space Occupied

##### Cost per m<sup>2</sup>:

**Enrolment up to 30.11.2008**  
€ 74,50 + IVA

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

- 2 open sides – 10%
- 3 open sides – 15%
- 4 open sides – 20%

**Enrolment over to 30.11.2008**  
€ 85,00 + IVA

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

- 2 open sides – 15%
- 3 open sides – 20%
- 4 open sides – 25%

**Note:** The attribution of the requested open sides depends on the Organisation, who will try to comply with the exhibitors requests

#### Terms of payment:

20% upon enrolment
40% to 200.02.2009
40% to 15.04.2009

### STANDS ASSEMBLY

The Exhibitor must inform the Organization about who will come to do the Assembly/Disassembly of your stand. To the companies building the stands a fee of € 2,50/ m<sup>2</sup> + IVA will be charged.

### ENROLMENT FEES

A. The amount of € 175 will be paid, which includes:

1. Listing in the Official Catalogue, guaranteeing:
  - Listing of the name of the company in the General Exhibitors List;
  - Listing of the Company in the Exhibitors List, by alphabetical order, with the name and address of the Company, 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.
2. Listing in the Electronic Catalogue, available in Internet.
3. 10 free invitations for each 9 sqm module of exhibition area.
4. No. of Free Transit Cards / No. of Stand Modules

Nr. of Modules of Each Stand	Assembly/Disassembly	Exhibition	Free 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

**Note:** These cards are personal and non-transferable.

#### B. Additional listing in the Official Catalogue:

€ 50,00 per company to be included + VAT

#### C. Electricity:

From € 2,75/ m<sup>2</sup> to the maximum limit of € 1.732,50 + VAT

#### D. Waste charge

Waste collection: € 0,90 /m<sup>2</sup> + 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.

#### Invitations for Trade Visitors:

These invitations are only available to exhibiting companies and may be purchased in groups of 10.

#### Cost per unit Invitations for Trade Visitors:

Up to 1,000 Units	€ 0,75
Over 1,100 Units	€ 0,50

(VAT must be added to these prices)

During the exhibition, the invitations may be purchased in groups of 10, at a cost of € 2, 00 per unit (+ VAT).

Additional exhibitor's cards may be purchased according to: € 2,75 +VAT

Additional parking tickets may be purchased according to: € 12,80 + VAT

The Organisation is entitled to restrict the number of invitations per exhibitor as well as to change their price.

### TECHNICAL SERVICES

#### Telephone

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

#### Water and Drainage

Water and Drainage Installation (Consumption)	€ 200 + VAT
Gas (Only Pav. 1N)	

Gas Installation	€ 125+ VAT
Consumption	€ 1,25/Kg+ VAT

03.06.2008

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## APPENDIX TO THE TRADE FAIRS AND EXHIBITIONS GENERAL RULES AND REGULATIONS

### BASE STAND

Structure in anodised steel in natural colour; Non-inflammable M3 Class carpeting – catalogue colour; MDF laminated white walls; Monophase electrical switchboard - 3kw; Lettering: maximum 30 letters and 7,5cm high; 100 Watts spotlights, 1 table, 3 chairs

Area	Spotlights	Plugs	Price
9 m2	5	1	€ 200 + VAT
18 m2	10	2	€ 380 + VAT
27 m2	12	2	€ 560 + VAT
36 m2	14	3	€ 740 + VAT
45 m2	16	3	€ 920 + VAT
54 m2	18	3	€ 1.150 + VAT
63 m2	20	3	€ 1.330 + VAT
72 m2	22	3	€ 1.510 + VAT
81 m2	24	4	€ 1.690 + VAT

Change of wall colours: + 20%

### SPECIAL STAND

Structure in anodised steel in natural colour; Non-inflammable M3 Class carpeting – catalogue colour; MDF laminated white walls; Monophase electrical switchboard - 3kw; Lettering: maximum 30 letters and 7,5cm high; 100 Watts spotlights; transparent polycarbonate roof (only at the front, next to the lettering); Reserved 2x1 m (if stand ≤54m<sup>2</sup>) or 2x3 m (if stand >54m<sup>2</sup>).

Area	Spotlights	Plugs	Price
18 m2	10	2	€ 700 + VAT
27 m2	12	2	€ 1.030 + VAT
36 m2	14	3	€ 1.362 + VAT
45 m2	16	3	€ 1.600 + VAT
54 m2	18	3	€ 1.840 + VAT
63 m2	20	3	€ 2.050 + VAT
72 m2	22	3	€ 2.245 + VAT
81 m2	24	4	€ 2.445 + VAT
> 81 m2	-	-	€ 30/m2 + VAT

Change of wall colours: + 20%

### CATALOGUE COLOURS

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

DELIVERY DEADLINE FOR MOUNTING OF THE STANDARD STANDS: 06.05.2009 at 9 a.m.

DELIVERY DEADLINE AFTER DISMOUNTING OF THE STANDARD STANDS: 12.05.2009 at 9 a.m.

THE REQUESTS DURING THE ASSEMBLY OF THE FAIR OR IN THE 10 DAYS PRECEDING THE EVENT IMPLY AN ADDITIONAL 50% RATE OVER THE COST.

### OFFICIAL CATALOGUE

The publication as well as the sale of advertising has been licensed to the company Mark e Link, Lda – Rua José Brandão de Almeida, 33 Lj., 2725-351 Mem Martins, Telephone: 219 265 140, Fax: 219 221 600.

The delivery of Subscription Form nr. 2 will continue to be sent to Exponor.

### ADVERTISING IN THE OFFICIAL CATALOGUE

#### Special presentations

Single page (A4) 1 file Informative + (1 page + Company logo in the Exhibitors Index)	€ 850,00
Double page (2x4A) 1 file informative + (1 page + Company logo in the Exhibitors Index)	€ 1.100,00
½ Page (A5 landscape) 1 file informative + (½ page+ Company logo in the Exhibitors Index)	€ 700,00
Paperboard Markers (10x20 cm double-sided) 1 file informative + (1/2 page + Company logo in the Exhibitors Index)	€1.100,00
Back cover (A4) 1 file informative + (1 page+ Company logo in the Exhibitors Index)	€ 2.100,00
Inside cover (A4) 1 file informative + (1 page+ Company logo in the Exhibitors Index)	€ 1.900,00
Inside back cover (A4) 1 file informative + (½ page+ Company logo in the Exhibitors Index)	€ 1.900,00

(Prices do not include V.A.T.)

#### Simple presentations

Special informative text (1 page) Company/Brands logos + pictures of product/equipment + Company logo in the Exhibitors Index	€ 575,00
Standard informative text (1/2 page) 1 Company/Brand Logo + pictures of product/equipment + Company logo in the Exhibitors Index	€ 375,00
Simple informative text (1/4 page)) 1 Company/Brand Logo + Company logo in the Exhibitors Index	€ 275,00

(Prices do not include V.A.T.)

**Highlight** .....€125,00 + VAT  
Company logo in the Exhibitors Index

**Deadline for sending Texts and Illustrations: 11.02.2009**

#### FORMAT

A4 (21 CM X 29, 7)

The Organisers are entitled to change these dimensions and shall inform the client about the alterations.

#### INCLUSION OF INFORMATION ABOUT EXHIBITORS IN THE OFFICIAL CATALOGUE

1. Exhibitors who want to be included in the Official Catalogue must present Registration Form No. 2.

If we do not receive Registration Form No. 2, the Official Catalogue will include the information contained in Registration Form No. 1, which is the Exhibitors' sole responsibility.

2. Organisers shall not be held responsible for not including information in the Official Catalogue about companies that fail to complete on time their registration form to participate in exhibitions. Registrations must be submitted 45 days before the exhibition begins.

#### OTHER EVENTS

The Organisation shall inform the exhibitors of any complementary event.