



EXPONOR – FIPTORTO, S.A.

**GENERAL REGULATION
PORTFOLIO FAIRS 2026**

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GENERAL REGULATION OF PORTFOLIO FAIRS EXPONOR – PORTO INTERNATIONAL FAIR

CHAPTER I – GENERAL RULES AND PARTICIPATION

Article 1. Rules and Contract

1. The rules of these Regulations are accepted by the Exhibitors at the time of their Registration or Contracting and are applicable to the relations established between them and Exponor – Fiporto S.A., hereinafter also referred to as Exponor.
2. This Regulation is complemented at each Fair or Event by the Amendment, which assumes an additional character and is an integral part of the Registration Form and the provision of services between the Exhibitors and Exponor.
3. Exhibitors undertake to comply, in addition to the provisions of this Regulation, with all legal and regulatory provisions applicable to their activity and the products they sell.

Article 2. Organization

1. Fairs, Events and other events are organized by Exponor exclusively or in co-organization, in facilities managed by Exponor or in other locations.
2. Exponor will take the measures it deems appropriate for the execution of the established rules, and may, for this purpose, prepare the Complementary Regulations it deems necessary, which will be known to the Exhibitors.

Article 3. Theft and Force Majeure Cases

1. The occurrence of any unforeseen facts not attributable to the parties and beyond their control, or the occurrence of circumstances that may constitute fortuitous events or force majeure, which prevent compliance with the deadline for the performance of the services, object of the contract concluded, will determine the extension of the deadlines for compliance with the contractual obligations affected for the period proven to correspond to the impediment that results from them.
2. Unforeseen events, fortuitous events or force majeure, as referred to in the previous paragraph include, but will not be limited to, interruptions or failures in the power supply, cases of blockages, war, declared or not, accidents, mechanical or natural, namely, epidemics, sabotage, strikes, embargoes or international blockades, acts of war or terrorism, riots and governmental or administrative injunctive determinations and other unforeseeable and unavoidable obstacles external, unrelated to the behavior and will of the parties, occurring without their interference, as well as harmful actions or delays exclusively attributable to third parties.

Article 4. Amendment

1. The scope and location of the Exponor Fairs is defined in the **Amendment**.
2. The following are also defined in the Amendment:
 - a. Time (Assembly, Disassembly and Execution);
 - b. Space Occupation Prices;
 - c. Registration Fees, Electricity, Waste;
 - d. Particular rules (where applicable)
3. Fairs, Events and other events will take place on the days and at the times indicated in the Amendment, however, their duration may be changed, as Exponor deems most convenient, without any type of compensation.

CHAPTER II – PARTICIPATION AND REGISTRATION

Article 5. Admission conditions

1. Exhibitors may be national or foreign companies, as well as their agents or distributors, whose activity falls within the scope defined in the Amendment.
2. Collective participations or groups of Exhibitors with certain affinities are also allowed.
3. Exponor, when it deems it appropriate, may require documentary evidence that confirms any of the conditions referred to in the previous paragraphs.
4. Acceptance of participation belongs to Exponor, which may freely refuse any registration that, according to its criteria, does not fit the scope or objectives of the Fair or that, for any reason, may be harmful or inconvenient.
5. The various stages of the admission process can be categorized as follows:
 - a. Interested – Customers who showed interest in participating, but did not send the registration form.
 - b. Registrants – Interested Customers who have submitted the application form and are in the process of evaluating their admission.
 - c. Exhibitors – Registered Customers whose admission has been approved and have already paid the Management Fee and respective award.

Article 6. Registration and Participation

1. The application for registration will be made by submitting the Registration Forms or by filling out the registration form online (if any).
2. Registration requests must be made by the day marked in the Amendment, the date from which Exponor may not accept the Registration request.
3. Registration in the Fair presupposes full acceptance of the clauses of this Regulation and the Complementary Regulations (if any), as well as the Amendment, and does not confer on the registered person the quality of **Exhibitor**, only of **Registered**.
4. Exponor reserves the right to decide on the distribution of stands, allocation of space and location requested by each of the registrants, considering, among others, the following points:
 - a. Sectorization;
 - b. Area required, modules and number of fronts intended;
 - c. Order of arrival of the registration forms;
 - d. Seniority/fidelity;
 - e. Harmony between the various spaces;
 - f. Technical and/or economic aspects.
5. Exponor will inform registrants of their acceptance as Exhibitors, as well as the space they will occupy and their location, after evaluation of their registration.

6. The location assigned to the Exhibitor at a particular Fair, Event or other type of event does not imply that the same venue has to be granted on any subsequent occasion.
7. If the general interests of the Fair so require, Exponor may change the location, area or layout of the stand granted.
8. When, in accordance with the provisions of the previous number, the area assigned to an Exhibitor is reduced, the latter will be entitled to a refund of the part of the occupancy value corresponding to the area that has been removed from him.
9. When, for the convenience of the general arrangement of the Fair, there is a need to increase the space allocated to an Exhibitor, the latter will only pay the difference, provided that it is his agreement.

Article 7. Opening and closing of the stand

1. The stand must remain open during the opening hours defined in the Amendment, and the permanent presence of a representative of the Exhibitor must be ensured.
2. After closing, the Exhibitor will have 30 minutes to ensure the departure of all staff assigned to the stand, except in exceptional cases and with express written authorization from Exponor.

Article 8. Occupancy value

1. The occupancy value is fixed according to the space and place to be occupied by the Exhibitor in accordance with the price list described in the Amendment of each Fair or Event.
2. The payment of the occupancy value will be made in the manner established in the Amendment.
3. If the invoices issued by Exponor give rise to a complaint, the Exhibitor must formalize it within five working days after the date of receipt.
4. Failure to pay any of the instalments due, within the deadlines set out in the Regulation and/or Amendment, gives Exponor the right to exclude the Exhibitor, without this giving it the right to any compensation.

Article 9. Withdrawals

1. If the Exhibitor withdraws from his participation, regardless of the space foreseen for his company being occupied or not, the following will be due:
 - a. Up to 120 days from the start of assembly:
 - i. Management Fee
 - ii. Award Value (30% of the Bid)
 - b. Up to 60 days from the start of assembly:
 - i. Management Fee
 - ii. Award Value (30% of the Bid)
 - iii. 2nd Payment Amount (30% of the Proposal)

- c. Less than 60 days from the start of assembly
 - i. The total amount calculated for your participation
- 2. The amounts paid under the premises of the previous number will not be refunded.
- 3. If the space reserved for the Exhibitor is not occupied 24 hours before the opening of the Fair, the Organization may dispose of it, in the ways and terms it deems appropriate.

CHAPTER III – TECHNICAL SERVICES

Article 10. General Services

1. The following general services are provided by Exponor:
 - a. General lighting of pavilions, galleries and other common areas
 - b. Static and mobile surveillance
 - c. Cleaning of bathrooms and common areas
 - d. Check-In and Reception
2. All other services must be requested by the Exhibitors

Article 11. Electrical energy

1. All stands are entitled to a download that allows the installation of panels up to 3KW. Powers above this measure must be requested from the Customer Manager or Customer Support.
2. In line with national and European measures in favor of efficiency and environmental preservation, Exhibitors are required to use only highly energy-efficient appliances in the lighting of the stands, namely LED lighting.
3. Electrical energy is supplied in alternating current with a frequency of 50 Hz and a voltage of 220/380 volts.
4. All electrical installations in the stands must comply with the General Regulation for the Safety of Low Voltage Electrical Installations, available at <https://dre.pt/dre/legislacao-consolidada/portaria/2006-70055500-185764603>.
5. They must also have differential type general cut-off switches and protective earthing networks.
6. The work must be carried out by professionals duly accredited by the competent official entity or by the Electricians' Union.
7. The electrical installations of the Stands may, at any time, be inspected by Exponor employees or mandated by it, duly qualified and accredited, and the electricity supplied to the stand may be cut off if its safety conditions are not satisfactory, or if there have been undue changes in the installation. In the latter case, the person responsible for the electrical installation of the stand, after appropriate modifications to its installations, may request a new connection of the installation, which can only be carried out after a new inspection of the electrical installations of the stand.
8. Damage caused to electrical infrastructures not belonging to the Exhibitors will be the responsibility of the entity that contracted the electrical installation services, which must immediately pay the costs inherent to its repair, after presenting the respective proofs.

9. Exponor declines all responsibility for accidents, losses or damages caused by:
 - a. Power cuts occurred in the public electricity distribution network.
 - b. Voltage variations originating in the public supply network, including overvoltage phenomena of atmospheric or other origin.

Article 12. Water and Sewage

1. Requests for water and sewage connections must be submitted to the Client Manager at least 20 days before the start of the assembly period. Outside this deadline, availability cannot be guaranteed.
2. The supply of water and sewage is subject to the location of the stand and the purpose of its use.
3. The distribution of water and sewage—from the supply point to the equipment—is the responsibility of the Exhibitor. Exponor may provide this service, according to the current price list.
4. After the stand assembly, the Exhibitor must request the Exponor Technical Support to verify and approve the installation.
5. The service activation will only be carried out after installation approval.

Article 13. Compressed Air

1. Requests for Compressed Air must be submitted to the Client Manager at least 20 days before the start of the assembly period. Outside this deadline, availability cannot be guaranteed.
2. The supply of Compressed Air is subject to the location of the stand and the purpose of its use.
3. The distribution of Compressed Air—from the supply point to the equipment—is the responsibility of the Exhibitor. Exponor may provide this service, according to the current price list.
4. After the stand assembly, the Exhibitor must request the Exponor Technical Support to verify and approve the installation.
5. The service activation will only be carried out after installation approval.

Article 14. Internet and Telecommunications

1. Requests for Internet and Telecommunications must be submitted to the Client Manager at least 20 days before the start of the assembly period. Outside this deadline, availability cannot be guaranteed.
2. Exponor provides Wi-Fi network configuration services, as well as the installation of fixed Internet points, with a speed limited to 1GB per pavilion and 2000 simultaneous connections. These connections must be requested and paid for according to the current price list.
3. Exponor may provide other speeds, subject to a quote.

Article 15. Gas

1. Requests for the use of Gas must be submitted to the Client Manager at least 20 days before the start of the assembly period. Outside this deadline, authorization cannot be guaranteed.
2. The use of gas in stands is subject to specific safety rules, which must be strictly complied with by exhibitors.
3. Prior authorization is mandatory. The use of gas is subject to prior authorization from the organization. The exhibitor must submit:
 - o Type of equipment to be used;
 - o Number and capacity of the cylinders (only T3 cylinders, in accordance with EN 15202 Code, containing Butane or Propane, are allowed);
 - o Purpose of use. The organization reserves the right to refuse requests for safety reasons.
4. Cylinder limitations a. Maximum allowed: 1 cylinder in use + 1 reserve cylinder per stand. b. Additional storage of cylinders in the stand is not permitted. c. Empty cylinders count toward the total limit.
5. Location and installation a. Cylinders must be:
 - o Always in an upright position;
 - o In a ventilated area;
 - o Away from heat and ignition sources;
 - o Protected against falls and impacts.
 b. Placement is prohibited:
 - o In basements or lowered areas;
 - o Near emergency exits;
 - o In direct contact with the public.
6. Equipment and connections a. All equipment must be certified (CE marking). The following are mandatory:
 - o Approved regulator;
 - o Certified hose and within the validity period;
 - o Suitable non-metallic connections (appliances must be tuned at the time of connection).
 b. Improvised or adapted connections are not allowed. c. Connections must be fully ready for inspection by 9:00 AM on the day before the start of the fair.
7. Operation and use a. Valves must remain closed whenever the equipment is not in use. b. Replacing cylinders during public opening hours is not permitted. c. Operation must be carried out by properly trained personnel.
8. Safety equipment The following are mandatory in each stand:
 - o 1 portable ABC fire extinguisher (minimum 6 kg);
 - o Visible signage:
 - "No smoking";
 - "Flammable gas".

9. Inspection and supervision
 - a. All stands will be subject to mandatory inspection by an inspection entity designated by Exponor, recognized by DGEG and accredited by IPAC, on the day before the opening of the fair/event.
 - o Inspection payment must be made in advance, by bank transfer or at the Technical Support Services, up to 48 hours before opening.
 - o The organization may carry out inspections at any time.
 - b. Non-compliance implies:
 - o Immediate suspension of gas use;
 - o Possible closure of the stand.
10. Responsibility
 - o The exhibitor is responsible for the correct use of the equipment and for compliance with all applicable legislation in force.
 - o The organization declines any responsibility for improper use.
 - o Omissions will be evaluated by the organization.

Article 16. Exponor's Exclusive Services

These services are provided exclusively by Exponor and cannot be contracted to third parties at any fair or event taking place at the venue:

- a. Power supply and distribution of electricity
- b. Water supply and distribution
- c. Sewer Placement
- d. Telecommunications – Voice and Data
- e. Surveillance Services (Bodyguards excluded)
- f. Fire and emergency services
- g. Nursing, medical and first aid services
- h. Garbage Collection and Recycling
- i. Cargo and Material Handling (Forklifts, Platforms and the like)
- j. Compressed Air Services
- k. Suspension Services

Article 17. Services offered and non-exclusive

Exponor has in its offer, among others, the following range of services, although it is not exclusive to hire them at the Exponor fairgrounds. These services will be budgeted on a case-by-case basis, namely:

1. Police
2. Temporary Staff and Reception
3. Floral and Stand Decoration
4. Design and Graphic Arts
5. Advertising Media
6. Audiovisual
7. Stand Assembly

8. Catering
9. Carpet Placement and Removal

CHAPTER IV – STANDS AND ASSEMBLIES

Article 18. Dimensions

The standard occupancy space will be 9 M2 (3x3m). Each stand must occupy multiples of the standard occupancy, and other types of participation will be possible, according to special conditions to be agreed.

Article 19. Construction and paving

1. Fixings or painting on the floor or walls are not permitted.
2. Any and all suspension of cargo or advertising in the enclosure must require prior approval and authorization from Exponor.
3. Requests for approval and authorization must be submitted to the Operational Manager of Exponor's Operations team.
4. The use of cutting, welding, spray painting and sanding machines is expressly prohibited.
5. The construction of official stands in the exhibition areas is not allowed; The construction of stands in halls must result only from the assembly of the previously designed constituent elements.
6. The materials used for floor covering must be flame retardant.
7. It is the responsibility of the Exhibitor to cover the facades that are not considered fronts. Thus, whenever the back of a stand borders circulation corridors or other stands, it is up to the Exhibitor company to finish it, covering what is in sight.

Article 20. Assembly and disassembly

1. The maximum height allowed for the construction of stands is 6m.
2. Exhibitors who wish to present stands with a height between 2.5m and 4 m must send the Customer Manager a brief description of the stand, for approval. This description, which must refer to the height of the stand, must be sent up to 20 days before the start of assembly.
3. Exhibitors who need stands with a height between 4m and 6m or stands with more than 1 floor (regardless of height), must submit a stand project for approval by the Customer Manager, up to 30 days before assembly.
4. From 4m high, the stand has to move 0.50m back in fronts.
5. All stands that use raised floors must have an access ramp for visitors with reduced mobility.
6. All entities hired by exhibitors who, declaring to accept the rules contained in this Regulation, are accredited by Exponor are admitted to practice the activities of assembly, decoration and dismantling of stands.

7. All contracted entities must ensure that their employees are properly accredited and identified, preferably through appropriate uniforms and with reference to the contracted entity, as well as being equipped with the appropriate Personal Protective Equipment for the work to be carried out.
8. The work of assembling and decorating the stands can only begin upon presentation of the letter of legitimation to be issued by Exponor, after settlement of existing debts.
9. During the periods of assembly and dismantling of the stands, the venue will be open only at the time indicated in the Amendment.
10. Special work permits for overtime will be agreed on a case-by-case basis and requested 48 hours in advance, with fees being charged according to the price list in force and only authorized in case of availability of means.
11. The stands must be completely assembled and provided with the items declared by the Exhibitors, 12 hours before the opening of the Fair. If this is not the case, Exponor will be entitled to dispose of them.
12. After the deadline for disassembly, Exponor will have the material that still remains in the stands removed and stored.
13. The Exhibitor will be responsible for the expenses incurred with the disassembly, transport and storage of the material referred to in the previous number, and they will be entirely responsible for any damages and losses that may occur due to theft or deterioration of the material of the products in question.
14. It is forbidden to load and unload booth assembly and exhibition material in the passage corridors as well as in the alignment of the external gates, so as not to obstruct the circulation of forklifts, lifting platforms, wheelbarrows and other equipment.
15. The dismantling of the stands and the collection of materials cannot start before the official closing time of the event, unless special authorization for this purpose, granted by Exponor.
16. For the departure of the products exhibited outside the established hours, Exhibitors must request an Exit Guide, to be provided by Exponor, which can be requested at the Exhibitor Support.

Article 21. Assembly Fees

All external booth assembly companies must pay an assembly fee provided for in the Addendum.

Article 22. Failure to comply with regulatory standards

In the event that the entity that proceeds with the construction, assembly, decoration and dismantling of the stand does not comply with any of the rules contained in this Regulation, it may be prevented from continuing its work in the Fair or Exhibition grounds, and have the accreditation of which it has been the object withdrawn.

Article 23. Stand approval system - Liability

1. Exponor declines its responsibility with regard to the construction, assembly and installation of Stands or Structures that are carried out directly by the exhibitors or by a third party indicated by them.
2. The structure of the stand, as well as any of the elements used in its decoration, whatever its nature, must be assembled in perfect compliance with the best standards and with all the necessary requirements to ensure the most appropriate safety, health and aesthetic conditions for its use.

Article 24. Reception of stand projects

It is up to the Client Manager to view and approve the projects to verify the respective framework in the pavilion.

Article 25. Validation of the electrical component

It will be up to the person responsible for Electricity at Exponor to validate the electrical component. To this end, the elements sent must contain:

- a. Detailed description of the number of lighting points installed in the stand;
- b. Presentation of the term of responsibility for the electrical installation of the stand.
- c. Presentation of the electrician's card, valid in Portugal, of the person responsible for the execution of the electrical installation project, as well as of all those involved in this project.

Article 26. Decoration and storage

1. The decoration, interior lighting of the stands and the storage of the products to be exhibited are the responsibility of the Exhibitor.
2. The decoration and structure of the stands may not, without prior authorization from Exponor:
 - a. Impair the visibility of adjacent stands;
 - b. Exceed the height of the stand stipulated in this regulation;
 - c. Provide for the construction or use of one or more floors, in which case you must present the stand project within a minimum period of 30 days prior to assembly;
 - d. Be extended beyond the limits of its area.
2. Exponor may order changes to the dimensions of the signs and labels that do not comply with the measurements set in the preliminary project, as well as the decoration that has not been carried out in accordance with it.

3. Exponor may, at any time, prevent or order the removal of products from the stands that it deems deficient, dangerous, uncomfortable or incompatible with the objectives and/or scope of the Fair.
4. The use of smoke or fog production machines and laser systems requires prior authorization from Exponor.
5. The products on display, except for those provided for in point 3, may not be withdrawn during the duration of the event, except in exceptional situations and always after authorization through an Exit Guide, issued by the Exhibitor Support desk.

Article 27. Cleaning

1. It is the responsibility of the Exhibitor to clean and remove the garbage from its stand, depositing it in the places made available for this purpose by Exponor.
2. The cleaning of the stand can be carried out by the Exhibitor or can be requested from Exponor.
3. The Exhibitor must, after the closing of the Fair, leave the respective space in the same cleaning conditions in which it was provided to him. If this is not the case, Exponor will carry out the necessary cleaning, and the respective cost will be borne by the Exhibitor.

Article 28. Safety and fire protection

1. It is not allowed, in any way, to obstruct all or part of the emergency exits or to prevent visibility and access to fire extinguishers, loudspeakers, general signage, CCTV, fire detectors and armed fire hydrants (BIA).
2. Unless previously authorized by Exponor, it is not allowed:
 - a. to carry out demonstrations with the use of any type of open fire appliances or equipment;
 - b. present equipment that emits ionizing or radioactive rays;
 - c. Deposit and use bottles containing liquid gas inside the building.
3. In the case of using laser light, the beam energy cannot exceed 2.5mW/m². For higher powers, the laser beam must be completely shielded.
4. Inside buildings and stands, only motor vehicles are allowed to be exhibited, whose fuel tank must have the minimum amount to allow travel to the nearest filling station.

Article 29. Materials

1. In the case of carpet use, the use of flame retardant carpet and its approval by European Union standards is mandatory, and a copy of the certificates proving its conformity must be provided. If this is not the case, Exponor may prevent or suspend the assembly, regardless of the state in which the assembly is.
2. All materials used in the assembly of the stand must comply with all the safety standards provided by the European Union.
3. Exponor declines any responsibility in the event of accidents or fines resulting from non-compliance with the provisions of the previous numbers.

Article 30. Infractions

In the event of a breach of the regulatory rules on the assembly and decoration of stands, as well as on safety and fire protection, Exponor may take the measures it deems appropriate, namely to order the closure of the stand.

Article 31. Assignment of venue

1. Exhibitors and participants may not cede in any way, in whole or in part, the space that belongs to them, without prior written authorization from the Organization.
2. It is also forbidden to exhibit material from other companies, without authorization to do so.
3. In the event of a breach of the provisions of the previous paragraphs, Exponor may take the appropriate measures, namely by ordering the removal of the improperly exposed products from the site.

CHAPTER V – ACCREDITATIONS

Article 32. Legitimation letters

The legitimation letters give the Exhibitor the right to start the work of assembling his stand. They will only be provided after full settlement of the amounts owed by the Exhibitor.

Article 33. Assembly / Disassembly Cards

1. The assembly/disassembly cards are assigned in proportion to the area occupied, in accordance with the provisions of the Amendment and will only be valid during the established periods.
2. The staff in charge of the assembly/disassembly of the stands must be equipped with the respective cards provided by the Organization to the Exhibitor.
3. It is mandatory to use the mounting/dismounting cards visibly whenever the user is inside the enclosure, in order to facilitate the surveillance of the site and access only to authorized personnel.

Article 34. Display Cards

1. The Exhibitor cards will be valid for the period of operation of the Fair, are intended for the staff to provide service at the stands and are assigned in a number proportional to the area occupied, in accordance with the provisions of the Amendment.
2. The visible use of the Display cards is mandatory.

Article 35. Park Cards

1. Car parking cards will be provided by the Organiser in accordance with the amendment of each fair.
2. The Exhibitor may request the purchase of additional park cards.

Article 36. Infractions

All accreditations are personal and non-transferable, so the violation of this precept will result in their cancellation.

CHAPTER VI – ADVERTISING

Article 37. Advertising

1. Exhibitors must limit their activity to the space they have contracted and occupied, only then are they allowed to promote their products.
2. Advertising inside the Fair grounds must comply with the legal rules in force.
3. Advertising (static or dynamic) is not allowed outside the stands, or in any part of the venue, except in the areas enabled for this purpose by Exponor and in accordance with the stipulated tariffs.
4. Exponor will advertise the Fair it deems appropriate, using the means of communication it deems appropriate.
5. Exponor has the exclusive right to film, photograph or reproduce by any means the facilities and perspectives of the Fair or Event, always in compliance with the rules of the GDPR.
6. Exponor reserves the right to have the objects on display filmed or photographed and to use the respective reproductions for purposes exclusively related to its activity, namely the production of promotional material.
7. Exponor reserves the right to place general indicator panels or any elements of appreciation of the event in the places it deems appropriate, and the Exhibitors may not remove them or have them covered.

Article 38. Parallel activities

1. Colloquia, lectures and other relevant activities may be held.
2. Whenever it sees fit, Exponor may promote or authorize collective visits to the event, which will be carried out under its responsibility.
3. Exhibitors may use the Auditorium, Halls, Galleries and meeting rooms during the period of operation of the event, provided that such events are previously presented and approved by Exponor, subject to availability and payment of the price contained in the list in force.
4. The holding of competitions or competitions requires authorization from the competent authorities.

CHAPTER VII – CIVIL LIABILITY, INSURANCE AND CLAIMS

Article 39. Responsibility and obligations of the Exhibitor

1. Although the precautions normally necessary for the protection of the products on display are taken by Exponor, they are always considered to be under the responsibility and custody of the Exhibitor.
2. Exponor has no responsibility for any damages or losses that may occur to the Exhibitors, their staff or the products on display, whatever their nature or facts that gave rise to them, namely fire, damage or theft.
3. Exhibitors and participants installed in the fairgrounds are responsible for any damage or loss they cause, directly or indirectly, to the venue, stands or products of other Exhibitors.
4. In accordance with the provisions of the previous paragraphs, Exhibitors must, after the closing of the Fair, deliver the respective stand and floor in the same state of conservation in which they were ceded to them, safeguarding their normal use. If this is not the case, Exponor will carry out the necessary repairs, the cost of which will be invoiced to the occupant of the damaged venue or stand.
5. In accordance with the previous points, the Exhibitor must declare to Exponor, at the time he has access to the space reserved for him, the damages already existing in that space, under penalty of being held responsible for them later.
6. It is the responsibility of the Exhibitors to monitor their own stands, and it is their sole responsibility to ensure the safety of the materials and products on display.

Article 40. Abandonment of assets by Exhibitors

1. The goods left by the Exhibitors in the Fair space, after the Fair, are considered abandoned, and Exponor has no responsibility for them.
2. Failure to collect the goods by the Exhibitor within the period referred to in the previous number implies irrevocable waiver of all rights over the goods in question, as well as the claim of any responsibilities of Exponor, in this regard.
3. The Exhibitor will be responsible for the expenses incurred with the disassembly, transportation and storage of the material that still remains in the occupied spaces after the period stipulated for disassembly.

Article 41. Insurance

1. The Exhibitor must have a Civil Liability Insurance in the minimum amount of €500,000.00, intended to cover property and/or non-property damage, resulting from material and/or bodily injuries, accidentally caused to third parties, by the Exhibitors, at Exponor's facilities, during the fair.
2. Insurance of the products and materials on display is mandatory and is the responsibility of the Exhibitors.

Article 42. Licenses and intellectual property rights

1. Exhibitors are solely responsible for obtaining licenses that are necessary for the exercise of the activity, as well as authorizations relating to copyright, related rights, image rights and other intellectual property rights that are necessary for the exhibition, commercialization or use of goods or services presented in the exhibition.
2. If the Exhibitors' actions give rise to the application of judicial or police measures resulting from the infringement of intellectual property rights, Exponor reserves the right to terminate their participation, with immediate effect, regardless of the basis for such measures.

Article 43. Complaints

1. Exponor presents a Complaints Book at all its fairs for potential occurrences related to the organization of the fair.
2. Exhibitors are advised to be accompanied by their own Complaints Book, in order to expedite them. Otherwise, potential complaints will have to be addressed to the Exhibitor's headquarters.

CHAPTER VIII – FINAL PROVISIONS

Article 44. Ease of importing products

The temporary importation of the products to be exhibited is regulated by the laws in force, with no intervention by Exponor.

Article 45. Direct sales

1. Direct sales of items are not permitted, except at trade fairs of their own scope.
2. The sale of exhibited items, when permitted, is the sole responsibility of the Exhibitor, who must adopt all the procedures provided for in the legislation in terms of invoicing and returns, as well as be accompanied by a Complaints Book.
3. The delivery of samples from the Fair will take place during the fair.

Article 46. Customer Support

1. A Customer Support space is available to all Exhibitors, where they can deal with all bureaucratic matters, recommendations and complaints regarding participation in the fair that is taking place.
2. This service is available according to the schedules provided for in the Amendment.

Article 47. Advertising Spaces and Suspensions

1. Exponor provides advertising spaces, such as Mupis, Columns, Walls and Structures, according to the price list in force.
2. Exponor reserves the right to keep all advertising permanent.

Article 48. Noise

1. Any sound amplification systems in the stands are prohibited, as well as all annoying noises, which in any way may disturb the proper functioning of the Fair.
2. The installation of sound devices in the stands is allowed, as long as they do not exceed 80 dB.
3. In the event of persistent non-compliance, Exponor may turn off the electricity supply to the stand and charge the exhibitor with the respective costs of repossession.

Article 49. Bans

1. Smoking is prohibited throughout the Exponor premises, in accordance with the applicable legislation, even in assembly and disassembly.
2. Minors are allowed to enter during the fair, when accompanied by an adult who is responsible for them, as long as the age classification of the fair/event allows it.
3. Upon entry into the fair/event, the responsible adult who accompanies the minor assumes responsibility for all the acts of the minor.
4. The age rating of the fair/event is defined by Exponor or the Promoter and is made available on the respective website, addendum and at the *check-in counters*.
5. Minors are not allowed to enter during assembly and disassembly.

Article 50. Infringements of the Regulation and Amendment

1. The Exhibitor undertakes to fully comply with these General Regulations and amendments, as well as all instructions and communications issued by Exponor – Feira Internacional do Porto within the scope of the organization of the event.
2. In the event of a breach of these regulations and the provisions of the Amendment, Exponor may take the measures it deems appropriate, including:
 - a. cancel the rights of the Exhibitor, without the Exhibitor being able to demand any compensation or refund of the amounts paid;
 - b. Demand reparations from exhibitors that result from damage caused by their fault or negligence;
 - c. Demand the payment of a contractual penalty up to the limit of €5,000.00 for each infraction committed, without prejudice to the payment of compensation for any damage caused.
3. In the event of a serious infraction, Exponor may order the closure of the stand and even temporarily prevent the offender from participating in future fairs.
4. In the event of a serious infraction, the authorities may be called.

Article 51. Discounts

1. AEP Members – Business Association of Portugal benefit from a 10% discount on the value of the area and fronts. This discount does not apply to packs and other services.
2. There are other discounts related to Exponor's partner associations, in accordance with the protocols signed.
3. The discounts provided for in this article cannot be combined with each other or with other potential discounts.

Article 52. Taxes

VAT at the legal rate in force is added to all values presented by Exponor, except for exemptions provided for by law.

Article 53. Conventional Forum

Any and all disputes between Exponor, the Exhibitors and any Third Party, within the scope of these Regulations and its annexes, will be the competence of the Court of Matosinhos.

CHAPTER IX - DATA PROTECTION

Article 54. Presentation of Exhibitor Information

1. The data used by Exponor will be those contained in the registration form, and are the sole responsibility of the Exhibitors.
2. In case of late registration, Exponor is not responsible for the non-insertion of the company's data in the official listings.
3. If the Exhibitor does not want their data to be published, they will have to send an email to the Customer Manager formalizing this intention.

Article 55. Trade Show Visitors

1. The invitation request must be made online.
2. If the request is made locally, it may be subject to payment and implies the provision of data.
3. In professional fairs, Exponor reserves not only the right of admission of the visitor, but may also ask him to prove his professional affiliation to the sector.

Article 56. Visitors

1. The Ticket or Invitation must be visible throughout the visit.
2. Exponor reserves the right to modify the schedules and schedule.
3. The Ticket or invitation is personal and non-transferable.

The Exhibitors unequivocally undertake to respect all the rules contained in this Regulation as well as the Amendment of each Fair, as expressly stated in the Registration Forms.



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