

# PORTOJÓIA 2023

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

### SCOPE OF THE EXHIBITION

Jewellery, Goldsmithery and Watchmaking

### DURATIONS OF THE EXHIBITION

21<sup>st</sup> to 24<sup>th</sup> September 2023

### SCHEDULE

#### Assembly

17<sup>th</sup> September 2023.....9 a.m. to 6 p.m.  
18<sup>th</sup> and 19<sup>th</sup> September 2023.....8 a.m. to 10 p.m.  
20<sup>th</sup> September 2023 ..... 8 a.m. to 12 p.m.

#### Exhibition

21<sup>st</sup> to 23<sup>rd</sup> September 2023..... 10 a.m. to 8 p.m.  
24<sup>th</sup> September 2023 ..... 10 a.m. to 7 p.m.

#### Disassembly

24<sup>th</sup> September 2023..... 7 p.m. to 10 p.m.  
25<sup>th</sup> and 26<sup>th</sup> September 2023..... 9 a.m. to 6 p.m.

The Organisation reserves the right to change the assembly/disassembly/exhibition schedules, without payment of any compensation.

No works are allowed while the fair is in progress.

### EXHIBITION TERMS AND CONDITIONS

#### Enrolment

Deadline for enrolment.....15.08.2023

**1st** - The Exhibitors' request regarding space and services, using the Identity Cards, requires the respective full payment.

**2nd** - In case of withdrawal, submitted by writing within 30 days minimum previous notice from the date of the beginning of the exhibition, the Organization may exempt the applicants from the payment of the due instalments; The Organization will notify the company of the decision taken within 5 working days from the date when the withdrawal request was received; Instalments once paid will not be refunded; The exhibitor acknowledges the obligation to comply with the General Regulations of Fairs.

#### Occupancy Value

Price/m<sup>2</sup> (stand not included):

Area	Value
To 45m <sup>2</sup>	€ 89,00 + VAT
From 54m <sup>2</sup> to 63m <sup>2</sup>	€ 79,00 + VAT
From 72m <sup>2</sup> to 135m <sup>2</sup>	€ 69,00 + VAT
More than 144m <sup>2</sup>	€ 59,00 + VAT

The attribution of more than one front implies an increase in the total cost of the space in:

2 Fronts	10%
3 Fronts	15%
4 Fronts	20%

The allocation of the requested fronts depends on the Organization that will try to satisfy the Exhibitors' requests.

#### Terms of payment

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

By 30.06.2023..... 40%  
By 05.09.2023..... 30%

### FEES

#### A. Enrolment

A fee of € 330 + VAT will be paid with the registration, which includes:

- Listing of the Company name in the General Exhibitor's List
- Listing to the Company in the Exhibitors List, by alphabetical order, with the name of the Company, address, and stand location.
- Listing of the company's name on each of the products indicated in the respective list;
- Listing by reference to the name on the List of Exhibitors in the Visitor's Guide/Plant

#### B. Electricity

3,50/ m<sup>2</sup> + VAT up to a installed power of 3 Kw

#### Additional value for installed power exceeding 3 Kw:

##### Three-phase (380 V)(three-phase switchboard not included)

15 Kw .....€120,00 + VAT  
30 Kw .....€165,00 + VAT  
60 Kw .....€220,00 + VAT

#### C. Waste

€ 1,20/m<sup>2</sup> + VAT

#### Access Cards according to the table:

Nr. of Stand Modules	Nr. of 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

These cards are personal and non-transferable.

#### Park Concessioned

Park tickets..... €3,10 + VAT (ticket/day)

#### Civil Liability Insurance,

A Civil Liability Insurance covering at least €500,000.00, intended to cover damage to goods and other items, resulting from material and/or bodily harm, caused accidentally to third parties, by Exhibitors, on Exponor's premises during the Fair.

An Insurance for the products and materials on display is mandatory and is the responsibility of the Exhibitors.

N.B. this information does not exclude consultation of Article 42 of the General Regulations for Exhibitions and Fairs.

#### OFFICIAL ON-LINE LIST

##### Exhibitors' data insertion in the official on-line list

- It is mandatory to fill in the company's data and respective products (5 free of charge) on the platform, failing which the Exhibitors shall be solely responsible;
- If the information is not uploaded, the Organization will not be liable for not inserting the company's data in the Official List of Exhibitors.

#### Additional registration in the Official List

€150,00 + VAT per company to be included

#### ADVERTISING

Consult all the solutions available on the fair's website or contact

The Organisation by email to [madalena.rodrigues@exponor.pt](mailto:madalena.rodrigues@exponor.pt)

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

### Legitimation Letter

Document provided after full settlement of all debts, which will allow the start of the assembly work.

### ASSEMBLY OF STANDS

The Exhibitor shall inform the Technical Services Unit by email: [suzete.dias@exponor.pt](mailto:suzete.dias@exponor.pt) the identity of the company responsible for the assembly/disassembly of your stand.

An assembly fee of €3,00m2 + VAT will be charged

### Extension of the Assembly or Disassembly periods

Address requests to the Technical Services Unit

([suzete.dias@exponor.pt](mailto:suzete.dias@exponor.pt))

#### Price per stand:

- €150,00 + VAT weekdays - from 09h00 to 18h00
- €200,00 + VAT weekends - from 09h00 to 18h00

### Extension of Assembly/Disassembly hours

Please go to the TECHNICAL SERVICES area, located at gallery 5 of Exponor until 2p.m. on the day in question.

#### Price / additional hour of Assembly or Disassembly:

	Working Days	Weekend and Holidays
Until 24h00	€45,00 + VAT	€80,00 + VAT
After 24h00	€80,00 + VAT	€80,00 + VAT

No work is allowed while the fair is in progress.

### STANDS

The materials used in the construction of the floor, walls and ceilings shall comply with the Directive No. 135/2020

#### Stand project (technical scheme)

**Mandatory submission up to 30 days before assembly for approval.**

**It should include:** Drawing with dimensions and lighting project indicating the type of lamps to be used.

Failure to use AEE\* lamps, or failure to send the requested information up to 20 days before the start of the assemblies, will result in an increase of the assembly fee by an additional €3,00/ m<sup>2</sup> + VAT.

The information shall be addressed to [suzete.dias@exponor.pt](mailto:suzete.dias@exponor.pt)

\*High energy efficiency

### STATEMENT OF RESPONSIBILITY OF STAND ELECTRICAL INSTALLATION

EXPONOR Fiporto - Feira Internacional do Porto, following the preventive safety measures it has been implementing in its facilities, informs that it is necessary to present a **statement of responsibility for the execution of the electrical installation** to the exhibitor support services for the supply of electrical energy to the stands.

However, it is hereby informed that all other rules provided in Exponor's general regulations of fairs and exhibitions remain unchanged, namely those provided in its article 10 regarding electric energy.

### STANDS AND TECHNICAL SERVICES

#### Stands

A wide range of Base stands, Thematic and Design stands are available on the fair's website.

#### Delivery deadline for assembly of the Base stands:

20.09.2023 at 8 a.m.

#### Delivery deadline for disassembly of the Base stands:

25.09.2023 at 2 p.m.

### TECHNICAL SERVICES AND EXTRA MATERIALS FOR STANDS

Exponor offers technical services to Exhibitors, before the official assembly period, with requests addressed via email and, during, in the TECHNICAL SERVICES area located in Gallery 5.

Requests for furniture rental services, carpet sales, cleaning services should be made to the email [suzete.dias@exponor.pt](mailto:suzete.dias@exponor.pt) or at the TECHNICAL SERVICES area;

Requests for forklift services (loading / unloading) and empty tare storage, where Exponor declines any responsibility for the content of the stored containers, should be sent to the email [antonio.nunes@exponor.pt](mailto:antonio.nunes@exponor.pt) or in the TECHNICAL SERVICES area.

### NOTE

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