

# MAQUITEX 2022

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

### SCOPE OF THE EXHIBITION

Machinery, Technology and Accessories for the Textile and Clothing Industry

### DURATIONS OF THE EXHIBITION

10<sup>th</sup> to 12<sup>th</sup> november 2022

### SCHEDULE

#### Assembly

04<sup>th</sup> to 07<sup>th</sup> november 2022.....9 a.m. to 6 p.m.  
8<sup>th</sup> november 2022.....8 a.m. to 8 p.m.  
9<sup>th</sup> november 2022.....8 a.m. to 12 p.m.

#### Exhibition

10<sup>th</sup> to 12<sup>th</sup> november 2022.....10 a.m. to 7 p.m.

#### Disassembly

12<sup>th</sup> november 2022.....7:30 p.m. to 11 p.m.  
13<sup>th</sup> to 15<sup>th</sup> 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

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

2<sup>nd</sup> – 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	
9 sqm a 27 sqm	80,00€ + VAT
36 sqm a 81 sqm	79,00€ + VAT
90 sqm a 108 sqm	75,00€ + VAT
More than 117 sqm	70,00€ + 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

### 2. Access Cards According to the Table:

Nr. of Stand Modules	Nr. Access Cards		
	Assembly/ Disassembly	Exhibition	Parking
1 to 3	5	5	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.

### 3. 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 a 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/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.

#### Parking tickets

Parking tickets/day.....€3,20

### ON-LINE LIST

#### A. Inclusion of Exhibitors data in the on-line official list

- It is mandatory to fill in the application form n° 2, failing which, the data used by the Organization to be included in the Official On-Line List will be those included in the registration form n° 1, being the exclusive responsibility of the Exhibitors.
- The Organization shall not be held responsible for not including information in the Official List and data about companies who fail to complete their registration on time.
- Registration Forms n° 2 must be sent to Exponor.

### ADVERTISING

See all the solutions available on the show website or contact the Organization by email to [paulo.silva@exponor.pt](mailto:paulo.silva@exponor.pt).

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### STANDS ASSEMBLY

The Exhibitor must notify the Technical Services Unit ([suzete.dias@exponor.pt](mailto: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.

### 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](mailto: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.

### STANDS AND TECHNICAL SERVICES

#### Stands

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

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

**Delivery deadline for dismounting:** 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](mailto: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](mailto:antonio.nunes@exponor.pt))

### COMPLIANCE WITH THE MACHINERY DIRECTIVE

Decree-Law no. 103/2008, of June 24<sup>th</sup> 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