

Maquitex 2025

Addendum to the General Regulations Governing Fairs and Exhibitions (RGFE)

1. Organisers

Exponor Exhibitions, a brand of Exponor-Fiporto, S.A.
OFFE – Organização Funcional de Feiras e Eventos, Lda

2. Scope of the fair/Event

19th International Exhibition Fair of Machines, Technology and Accessories for the textile, Clothing, Apparel and Embroidery Industries

3. Venue

Exponor – Oporto International Fair - Av. Dr. António Macedo 574, 4454-515 Matosinhos – Portugal

4. Key Dates and Times

Registration Deadline	15.12.2024
Exhibition	26 th until 28 th March 2025 -- 10:00 a.m. to 7:00 p.m.
Setup	20 th ; 21 st and 22 nd March 2025 – 9:00 a.m. to 6:00 p.m. 24 th March 2025 ----- 9:00 a.m. to 8:00 p.m. 25 th March 2025 ----- 9:00 a.m. to 12:00 p.m.
Dismantling	28 th March 2025 ----- 7:30 p.m. to 11:00 p.m. 29 th until 31 st March 2025 --- 9:00 a.m. to 6:00 p.m.

5. Standards applicable to participating

- a) Participating in this event implies completing, acknowledging and accepting the following documents:
- Completing the Registration Form
 - Acknowledging and Accepting the General Regulations Governing Fairs and Exhibitions (RGFE), available at https://www.exponor.pt/documentos/gerais/Regulamento_Geral_Feiras.pdf
 - Standards or regulations specific to the event in question, if any.
- b) In case of refusal up to 30 days before setup begins, the exhibitor shall always pay the Registration Fee and the Contract Award Value. Under 30 days before setup begins, it shall pay the total value calculated for its participation (+info – art. 7 RGFE)
- c) Instalments paid will not be refunded.
- d) Insurance covering products and materials exhibited are mandatory and Exhibitors are liable for it. Exponor is not responsible for damage to or theft of any equipment, product or item on display. (+info – art. 7 RGFE)

6. Payment Terms

Contract Award	100% of the Registration Fee + 30% of the Services
Up to 30.11.2024	30% of the Services
Up to 07.03.2025	40% of the Services

7. Key Values and Fees

Values		
	Until 31/07/2024	After 31/07/2024
Occupancy rate 9 sqm to 27 sqm	€80	€93
Occupancy rate 36 sqm to 81 sqm	€79	€90
Occupancy rate 90 sqm to 108 sqm	€75	€85
Occupancy rate plus then 117 sqm	€70	€80
Increase for fronts		
2 fronts		10%
3 fronts		15%
4 fronts		20%
Discount for upper floor		50%
Discount for external area		50%
Associated Discount AEP (M ² and fronts)		10%

Fees			
Registration Fee			€360
Includes:			
<ul style="list-style-type: none"> • Administrative processing of participation • Civil Liability Insurance • Inclusion of the Company on the List of Exhibitors • Space on the E+E digital platform (5 products Completing by the Exhibitor) • Allocation of access passes according to the following table: 			
Modules	Assemblies	Exhibitors	Parking
1-3	6	6	2
4-6	8	8	3
7-13	12	12	4
14-20	18	18	5
+20	20	20	7
Personal, non-transferable access passes			
Electricity Fee/M ²	3 KW Reduction and Consumption		€3.60
Waste Fee/M ²	Collection and treatment		€1.25
Setup Fee/M ²	For non-Exponor assemblers only		€4
Change of Hours Fee			
1 st Stand/Working day			€250
Other Stands			€150
1 st Stand/FDS			€300
Other Stands			€250
Extra Days between 9:00 a.m. – 6:00 p.m.			
Extra Hour/Working day			€50
Extra Hour/FDS			€80
Only on official setup days.			

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Values of optional services	
Power 15 kW	€120
Power 30 kW	€165
Power 60 kW	€220
Parking (per day)	€3.60
Additional Registration on the List of Exhibitors	€360
Empty Tares – Min. 2 M ³	€25
Empty Tares – Additional M ³	€12

8. Setup and Dismantling

a) Stands

- i. Exponor provides its exhibitors with stand setup services. To find out more about the offer, please contact the allocated Customer Manager.

Stand Delivery	2:00 p.m. – 24.03.2025
Stand Collection	2:00 p.m. – 29.03.2025

- ii. Setup may only begin once the “Legitimation Card” has been delivered, this delivered to the exhibitor once all scheduled fees have been paid.
- iii. If the exhibitor opts to outsource setup, the following rules apply:
 - ✓ The exhibitor must tell Exponor’s technical services the name of the setup company. In this case, the “Setup Fee” will be applied to the company contracted specified in the Price List.
 - ✓ The exhibitor must send the draft stand setup with technical data, dimensions, materials and lighting at least 20 days before official setup begins.
 - ✓ All materials used must meet Decree 135/2020 – Amendment to the Regulations Governing Fire Safety in Buildings (SCIE).
 - ✓ Using LED lighting is mandatory, or the Setup Fee will be doubled.

b) Electricity supply

The electricity supply must be requested in the space “Support Services to the Exhibitor”. If the stand is set up by a non-Exponor company, the Statement of Responsibility for the execution of the electrical installation will be requested. All safety rules contained in the General Regulations Governing Fairs and Exhibitions shall be applied.

c) Changes to hours

The exhibitor or setup company may ask to change setup and/or dismantling hours by paying a “Change of Hours Fee” as specified in the Price List.

- i. Request for extra setup and dismantling days
- ii. Request for extra hours during setup and dismantling hours

d) Movement of Loads

Exponor can provide services for moving loads and storing empty containers, which are governed by the following rules:

- i. It is mandatory to contract all load-moving services to Exponor.
- ii. Storage of containers presuppose that they are free of content. Exponor cannot accept any liability for the content of packages stored.

e) Exponor has a range of services, furnishings and equipment.

All information and requests contained in this point, must be sent to service@exponor.pt.

9. Internet

All exhibitors have access to a WiFi network exclusively for Exhibitors. Setting up unique WiFi networks is not permitted. Special requests must be sent to it@exponor.pt.

10. Additional Notes

Any topic not covered by this addendum is governed by the General Regulations Governing Fairs and Exhibitions (RGFE), available on Exponor’s website at:

https://www.exponor.pt/documentos/gerais/Regulamento_Geral_Feiras.pdf

Compliance with the Machinery Directive

Decree-Act 103/2008, dated 24th June 2008, stipulates that all machinery and safety components can only be placed on the market and put into service if they have a declaration of conformity issued by the manufacturer, or its authorised representative, under the terms of the provisions contained on the certificate. For machinery, it is also mandatory to affix the CE marking. In accordance with paragraph 3 of Article 4 of the same document "However, machinery and safety components that do not comply with this document may be presented at fairs, exhibitions and demonstrations, provided that a visible sign clearly indicates their non-conformity and the impossibility of their acquisition before such conformity is achieved, and appropriate safety measures must also be taken during demonstrations to ensure the protection of persons." It is the responsibility of each of the exhibitors to comply with the aforementioned legal provisions. The Organisation will request the co-operation of notified Agencies and the ASAE in order to comply with the law in this specific area, and exhibitors are warned that they may incur administrative offences in the event of non-compliance. All situations reported to the Organisation will be analysed by technicians from the notified Agency for the effect, and the intervention of the competent authorities may then be required, namely the ASAE

Select if applicable to this addendum

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