

EXPO PORTUGAL PRINT PACKAGING AND LABELING 2022

LISBON INTERNATIONAL FAIR - PAVILION 3

April 7th to 9th 2022

EXHIBITOR DOSSIER

1. Designation, periodicity, localization, dates and schedule

- 1.1. Event's designation: Portugal Print Packaging & Labeling.
- 1.2. It will take place from 7 to 9 April 2022.
- 1.3. Portugal Print Packaging & Labeling will take place in Lisbon, in pavilion 4 of FIL - International Lisbon Fair.
- 1.4. In the following schedules:
 - i) assembly: April 4th to 6th, from 08h00 to 20h;
 - ii) undertaking: April 7th to 9th, from 10h00 to 18h;
 - iii) disassembly: April 9th, from 18h00 to 24h00 and April 10th from 08h00 to 20h00;
 - iv) In the days of the exhibition, the exhibitors may access the exhibition pavilion one hour before the opening to the public.
 - v) For safety reasons, the exhibitors cannot abandon their stands until the exit of all visitors.

2. Enrollment, admission and localization

- 2.1. The participation requests are formalized through
 - i) the complete filling of the Participation Contract, which shall be sealed and signed by the responsible of the exhibiting company.
 - ii) with the issuing of the respective adjudication invoice.
 - iii) only with its full settlement.Only with the verification of these 3 prerequisites, is the exhibitor's participation considered as confirmed.
- 2.2. From the registration moment, the exhibitor commits to all intended purposes (in his own name and in the name of the company he represents) to comply strictly to the dispositions in this Dossier and in its Participation Contract.
- 2.3. The localization assigned to the exhibitor, in each fair, does not imply the obligation to grant you the same location in the following fair.

3. Participation and Cancellation Costs

- 3.1. The values in force for the participation in Portugal Print Packaging & Labeling are the same present in the Participation Contract.
- 3.2. If the exhibitor cancels their enrollment, regardless if the space is or not occupied later, they will be charged;
 - i) If the cancellation takes place until 60 days from the beginning of the event's assembly - the correspondent value of the payments previewed in article 3.2 - 30% of the total hired amount.
 - ii) If the cancellation takes place less 60 calendar days until the day of the beginning of the event's assembly - the total amount previewed for their participation.

4. Exposed Products

- 4.1. It is not allowed the presentation and distribution of products that are susceptible to cause prejudice to do other exhibitors or visitors, as well as deteriorate the floor and/or existing constructions.
- 4.2. The exposed products cannot have the tag with the respective price.
- 4.3. The exhibited products cannot be removed during the event's opening period, except in exceptional cases, which always lack Profair expressed permission, given in writing;
- 4.4. The exhibitors can accept packages or make contracts related to their activity, but direct sales to the products are forbidden with immediate delivery of the exhibited articles. Only Profair expressed permission, given in writing, can alter the disposed in this article.

5. Stands Assembly and Disassembly

- 5.1. The assembly and decoration work of the stands can only take place after the presentation of all the due documentation from the stand assembly company of exhibitor, namely:
 - i) Presentation of the project of the stand to assemble, which must be previously approved by Profair and by FIL.
 - ii) Indemnity and professional insurance with coverage of €250,000.00 and covering damages caused in the facilities or to third parties and possible prejudices caused by the standstill of FIL's activities.
 - iii) Certification of the used carpet - class M3.
 - iv) Identification of all the members of the assembly team and the person responsible for the stand's assembly.
- 5.2. Profair declines any responsibility in delays verified by the failure of the previously mentioned points.
- 5.3. In case of infraction of the regulatory norms regarding stand assembly and decoration and/or technical character, FIL deems itself authorized to perform the necessary procedures to its regularization, which may go up to the closure of the stand. The respective costs will be debited and charged to the exhibitor.
- 5.4. Profair reserves the right to place general indicator panels or any valuation elements

of the event in the places it sees fit, being the exhibitors forbidden to remove or cover them.

- 5.5. The schedules of the assembly and disassembly periods are present in this dossier and in the Participation Contract. Any work outside the set schedule needs the explicit permission of FIL and Profair, and implies the payment of the respective extension fee. The value of said fee will be object of information in the Services Requisition Form to address to the exhibitors.
- 5.6. FIL and Profair decline responsibility regarding the construction of stands and facilities done directly by the exhibitors.
- 5.7. Inside the pavilions, is it expressly forbidden to load and unload material for stand assembly and for the exhibition in the halls of the pavilions, located in the thread of the outside doors, so not to obstruct the circulation of forklifts, lifting platforms and other equipment;

6. Dimension, Stands Layout and technical norms

- 6.1. Constitutes a basic characteristic of the spaces used in a standard modulation of 9 m² (3.00 x 3.00). Each stand can occupy one or several modules. Other possible participation modalities are possible, according special conditions to be agreed.
- 6.2. The assigned spaces don't have platforms, carpet or dividing walls.
- 6.3. In the assembly and decoration of stands, the exhibitor should respect rigorously the following determinations:
 - i) all stands must be 3m high.
 - ii) all stands that use raised floor - with 7cm or above - must have an access ramp for visitors with reduced mobility.
 - iii) The electrical wiring of the stands is the responsibility of each exhibitor, being that it must comply with the "General Regulation of Low Voltage Electrical Wiring Safety", and shall dispose, namely, of switch cutting general of the differential type and of protection grounding network. The work must be executed by a professional dully licensed by DGE (Directorate General of Energy) or by the Electrician's Union.
 - iv) FIL's facilities must be rigorously respected, namely hydrants, extinguishers, speakers, general warning signs, CCTVs and fire detectors;
5. In FIL's facilities it is only allowed to use fireproof carpet, M3 fire resistance class - it's mandatory to present the certification of all carpets used in the stand's decoration.
6. Officinal constructions of stands are expressly forbidden in all exhibition area of IL and the use of cutting machines, sanders and gun spraying. The stands can be conceived and prepared so that its construction is obtained exclusively through the assembly of the constitutive elements.
7. It is mandatory to require the electrical energy power to install in the stands and according to the set deadline for the request of services general requisition. All previous requests may face the impossibility to be accepted.
8. The exhibitor is responsible for all damages and prejudices caused by their equipments, articles in exhibition as well as the actions of their outsourced personnel, when they cause prejudice to visitors and other exhibitors.
9. Any suspension on the pavilion structure lacks FIL explicit authorization and can only be executed by FIL's concessionaires, being subject to self and individual budget. The requests must be made in good time and will only be accepted up to twenty days

until the beginning of the assembly of the fair and they should be accompanied by a valued lifting project, information of the weights to lift and weight by load point, so their viability can be checked by Technical Services.

10. It is expressly forbidden to use walls or any other structural elements of the pavilions to lift or affixing of exposed articles, decorative or constructive elements of the stands.

7. Projects of the stands

7.1. Contents mandatory for analysis and approval of projects:

- i) Valued plants and elevations.
- ii) At least two tridimensional views.
- iii) Explicit indications of the technician responsible for the constructive solidity of the project.
- iv) In case the stand foresees possible bodies in lifting, their project shall be sent with valued dimensions, total weight and weight per load point.

7.2. Conditions to check.

- i) All stands with raised floor with height bigger than 7cm must have an access ramp at least 90cm wide and a maximum inclination of 8% according to the legislative norms.
- ii) Maximum load allowed on the floor is 2000Kg/ m².
- iii) All projects must be approved by Technical Services until March 21st, 2022.
- iv) Projects entered for analysis ready in this date, will pay an analysis fee of €0.50+VAT per m².

8. Requisition of services and FIL's exclusive services

8.1. The deadline for services requisition is April 21st, 2022.

8.2. We reiterate that any requisition of service made during the assembly, undertake and disassembly period suffers an increase of 30% on its Base value and is subject to the availability of the supplier.

8.3. For safety reasons, the integrity of the structures and of technical conformity of some services are rendered exclusively by FIL's Technical Services. Namely:

- i) Supply of electrical energy.
- ii) Supply of water and sewage points.
- iii) Supply of compressed air and fuel fluids.
- iv) Installation of gas evocation systems.
- v) Lifting of the pavilion's ceiling.
- vi) Safety.
- vii) Cargo moving.
- viii) Cleaning.

8.4. FIL aims to assure that current prices for exclusive services are aligned with the values in the marked, having as weighted reference the current prices in the main Iberian fair parks.

9. Fumes, air compressors and fuels

- 9.1. The exhibition of any equipments that may release fumes or vapors harmful to health, must have previous authorization from FIL Services and install a suitable gas evacuation system.
- 9.2. The use air compressors and fuel fluids reservoirs in the stands is forbidden.

10. Cargo moving

- 10.1. The exhibitors must previously execute the reservation for the cargo moving service needed and accordingly with their transporters.
- 10.2. They should execute the marking according to their real needs and, considering that in the location they cannot occupy the period already booked by other exhibitor and, should it be insufficient the hired period, will have to book a new vacancy so not to harm others and not to create delays in the services already hired by other exhibitors.

11. Assembly, exhibitor credentials and invitations

- 11.1. The entry and circulation on FIL facilities is only allowed against the use of visible form of a card/credential, stating the stand of the exhibitor responsible for its use and the name of the exhibitor.
- 11.2. Assembly and disassembly credentials: the stand assembly companies must require, in a specific form, enough credentials for the personnel in charge with the assembly and disassembly of their stands, being mandatory their use every time they are in FIL's facilities.
- 11.3. Exhibitors' credentials: meant for every collaborator that render service and support in the exhibition stands the exhibitors must right to require several credentials proportional to the area occupied by their participation.
 - i) Up to 3 modules of 9 m² (27 m²): has the right to 6 free credentials;
 - ii) From this number of modules, for each additional module, will correspond the right to another free exhibitor credential;
- 11.4. Any exhibitor credentials additional to those those that by right oversee the exhibitors must be requested in time in proper form and suppose a payment of €5.00 per each issued unit.
- 11.5. The exhibitor's credentials are nominal and not transferable under penalty of apprehension, being mandatory their visible use every time the user is in the Fair's precinct.
- 11.6. The exhibitors that wish to invite their clients and suppliers to visit their stand may use the invitations issued for the purpose and placed at disposal.
- 11.7. It is only allowed access to professional visitors duly credited, against the presentation of professional invitation duly filled or against acquisition of a professional ticket.
- 11.8. It is forbidden to admit children younger than 16.

12. Insurance and Responsibilities

- 12.1. FIL assures general surveillance services during the periods of assembly, undertaking and disassembly of events. The exhibitors should assure the guard of their materials in the above-mentioned periods and, should they find convenient, conclude a specific insurance contract for their participation in the fair, which should cover robbery situations.
- 12.2. The continuity in the precinct after the daily closure of the fair or the access to in before the hour set in the regulation is forbidden.
- 12.3. The presentation of an indemnity insurance from the exhibitor that covers material and corporal damage, eventually, by their assembled structures, both in FIL facilities and precinct visitors is mandatory.
- 12.4. To the companies involved in assembly and stands decoration, the disposed in number 5.1 of this regulation is applicable.
- 12.5. Profair isn't responsible for the goods from exhibitors that are sent in its name. The exhibiting companies are responsible for their own goods, being that the packages should present precise and clear indications on the exhibiting company and its localization in the Fair.

13. General cleaning and disassembly garbage removal

- 13.1. General cleaning of the exhibition area and of the roadways constitutes a charge of Profair.
- 13.2. The cleaning of the stands constitutes an optional charge to the exhibitors - the cleaning service is a service rendered exclusively by FIL.
- 13.3. The disassemble of the stands and collect of materials cannot begin before the official closure hour of the event and, for safety reasons, until there are Visitors inside the exhibition precinct.
- 13.4. The disassembly of stands and the collection and exit of exposed material should be rigorously concluded in the set deadlines. The non-compliance of the set deadlines authorizes the removal of materials from FIL, giving them the destination, they see fit, and being that it cannot be held accountable for possible damages caused and giving charging motives of all responsibilities resulting from measures taken to remove the materials.
- 13.5. The facilities must be delivered to FIL in the same state in which they were made available to the exhibitors. The repair of damages caused for lack of care or stand disassemble demands, as well as inherent expenses, will be in full of the responsibility of the exhibitor.
- 13.6. The removal of disassemble garbage is a responsibility of the exhibitor and their assembly company, which must leave the pavilion in the same condition it was found.
- 13.7. In case the materials are not removed, there will be issued charges for the removal according to the tariffs in force for cleaning services.
- 13.8. The exhibitors that hire the supply and assembly of standard stand, must deliver it, after the event, with walls free of any promotional material and in the same condition it was made delivered.

14. Official Catalog of the Event

- 14.1. Profair is responsible for the edition official Catalog of the Event.
- 14.2. Profair declines any responsibility for disabled or late supply of the necessary information to its editing.
- 14.3. Printed advertising may be added in the Official Catalog according to the conditions expressed in the Participation Contract.

15. Obligations and Sanctions

- 15.1. The stand should remain open during the event's opening hours, being that the presence of the exhibitor representative should be assured together with them.
- 15.2. Advertising inside the Fair's precinct must respect the norms of the "Code of Legal Practices in Advertising Materials" of the International Chamber of Commerce.
- 15.3. Advertising (statics or dynamic) outside of the stands is forbidden, as well as in any part of the precinct.
- 15.4. They are forbidden to the exhibitor and constitute object of sanctions and may go to stand closure:
 - i) Non-commercial advertising;
 - ii) Advertising that establish direct comparison with articles or products of another exhibitor;
 - iii) The distribution of publications and/or propaganda material outside of the respective stands;
 - iv) The placement of signs or objects that exceed the stand limits;
 - v) The balloon distribution filled gas lighter than air;
 - vi) Propaganda of other products other than those presented or of an activity other than their own.
- 15.5. They should constitute object of explicit authorization from Profair and given in writing:
 - i) The performance of tests or contests.
 - ii) The installation of sound devices in the stands, which cannot surpass 60Db.
- 15.6. Every time FIL and Profair see fit, they can organize and authorize collective visits to the event, which will be done under their responsibility;
- 15.7. Profair disposes of an official photographer, whose activity can be required by the exhibitors and against quote to supply by the photographer.
- 15.8. FIL and Profair may order to reproduce, photograph or film the exhibited articles in the stands and use the respective reproductions for only related purposes with their activity.
- 15.9. The exhibitors can use the existing meeting room, with capacity of up to 15 people, during the event and against payment of the value set in the table. The reservation must be made with minimum notice of 15 days.