

LISBON, PORTUGAL

# Exhibitor's Manual

LISBON, PORTUGAL

### A) Exhibition Form

Please complete this form in BLOCK LETTERS and return it duly signed to IMEXSA Group by November 9th 2018 at the latest.

Phone: +351 933 413 065

•	Email: eurogin@imexsa.org	
Company:	<b>,</b> , , , , , , , , , , , , , , , , , ,	
Address:		
Phone / Fax:		
Email:		
Contact Person:		

Address for Material Delivery: During the set up Period: Praça das Indústrias PT-1300-301 LISBOA PORTUGAL

Booth number:

For deliveries at the congress venue, please use the delivery labels on pages 32

Delivery of Materials On Site: Saturday, December 1, 2018

ACTIVITY	DATES	HOURS
SET-UP	Saturday, December 1, 2018	07:00 - 22:00
	Sunday, December 2, 2018	09:00 - 17:30
	Monday, December 3, 2018	09:00 - 17:30
EXHIBIT HOURS	Tuesday, December 4, 2018	09:00 - 17:30
	Wednesday, December 5, 2018	09:00 - 13:30
DISMANTLING	Wednesday, December 5, 2018	14:30 - 21:30

#### **General Booth Information**

We will bring our own booth and submit our booth design to IMEXSA Group – Exhibition Services with visible indication of the dimensions (length, width, height) by email to eurogin@imexsa.org - November 1st, 2018 at the latest. Should we be interested in ordering additional items, we will order the desired items from the official suppliers via the corresponding Order Forms.

By signing and submitting this form the exhibitor accepts without restriction and agrees the General Terms and Conditions, the Technical Guidelines and Regulations stipulated in Chapters B as well as the conditions mentioned on this form.

Date / Company Stamp / Signature

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### B) General Terms & Conditions, Technical Guidelines

In the following General Terms & Conditions and Technical Guidelines, the term "Exhibitor" describes any company or organization that has made a successful application for space allocation in the exhibition to be organized in the framework of the **EUROGIN Congress**, or any agent or representative acting on behalf of the Exhibitor. The term "Organizers" relates to **EUROGIN**.

The following General Terms & Conditions and Technical Guidelines are accepted by the Exhibitor at the act of enrolment and applicable to the relations established between the Exhibitor (his staff and subcontracted entities) and the Organizers.

These General Terms & Conditions and Technical Guidelines shall be considered part and parcel of the contract for the booking of exhibition space and services rendered from the Organizers.

In case of breach of any of the General Terms & Conditions and Technical Guidelines the Organizers may order the immediate closure of the booth.

#### 1. General Conditions for the Use of the Exhibition Areas

#### 1.1 Inventory of Fixtures – Damage

The Exhibitor accepts the premises, equipment and materials as provided and notes their condition and functional state. He must return them in the same condition and state at the agreed time, having respected the following provisions:

It is strictly prohibited to fix or hang anything (even a sign) on the ceilings, walls or pillars. If any material or equipment (whether entrusted to the Exhibitor free of charge or subject to payment) disappears or is damaged, it must be repaired or replaced by the Exhibitor.

The Exhibitor will be charged for any damage they may cause to the floors. He must take all necessary precautions to ensure the protection of the floors.

#### 1.2 Signs

The posting of signs within the rented areas is subject to the approval of the Organizers.

#### 1.3 Dismantling

It is strictly prohibited to begin dismantling before 14:00h on December 5, 2018.

The exhibition area must be completely cleared on **December 5**, 2018 by 24:00. If an Exhibitor has not cleared his booth in due time, he will be charged any additional costs charged to the Organizers, without prejudice to the measures taken to vacate the booth.

#### 1.4 Noise

The projection of films and slides, the amplification of spoken words with the aid of loudspeakers, the production of music and/or sounds, as well as the use of television sets is permitted as long as hindrance to other Exhibitor or delegates is not caused. The sound should always be held at a low level. The Organizers reserves the right to determine at what a point sound constitutes interference with others and if the sound needs to be reduced or to be discontinued. If the Organizers judges that a disturbance is being caused, the exhibitor is to halt the activity immediately. If the exhibitor does not comply immediately, the Organizers reserves the right to make the necessary arrangements at the expense of the exhibitor. Every entertainment activity must be individually approved by Organizers. Please contact EUROGIN at peter.mattonet@eurogin.com for further details and to submit for a request for approval.

#### 1.5 Publicity

The Exhibitor shall limit his publicity to the space booked and occupied by him.

#### 2. Booth Specifications

The Exhibitor is entitled to either have his own booth and to handle its set up according to the time schedule or to use a shell scheme.

Hanging from the ceiling must be analysed case by case. Authorization depends on dimensions and weight of each material.

#### 2.1 Ceiling Height

The height of the booth is limited. There are different ceiling heights in the exhibition areas according to location. Please refer to the technical specifications (3.)

#### 2.2 Booth Set-up

Only booths approved and authorized by the Organizers are permitted to be constructed.

The Exhibitor who intends to set up his own booth must present a copy of the booth design, including measurements, to **EUROGIN** at **eurogin@imexsa.org** (MONTH) (DAY), 2018 for written approval and authorization.

#### 3. Technical specifications

Pavilion 4 - 5	Floor material	Max. building height	Max. Floor load	Cargo Lift Measurements:
	Grey Granite	2.5 m general limit,	200 KG/m <sup>2</sup>	Height: 2 m / Width: 2 m / 2,5 length
		3.50 m for some booth		
		positions, following		
		organizer's approval.		
		-		

#### 4. Delivery

#### 4.1 Delivery and Removal of Booth Construction

Unloading of trucks and carrying of packages to (and from) the booth is the responsibility of the Exhibitor.

The local approved freight forwarders can help you with this. If necessary, you can order manpower.

All exhibition materials shall be delivered and unloaded to street level at the delivery gate of Pavilion 3 (see Exhibition Overview in Chapter E). Forklift equipment for the placing and removal of heavy materials can be ordered from the official freight forwarder. Please refer to Order Form Q.

#### 5. Cleaning and Disposal of Waste Materials

#### 5.1 Cleaning

The Lisbon Congress Centre provides a daily cleaning of aisles and common areas in the exhibition areas.

The daily cleaning of the booth is to be ordered and paid for by the Exhibitor (see order form J).

#### 5.2 Disposal of Waste Materials

Waste disposal is not included in the booth rate.

Exhibits or other items brought into the exhibition area must be removed immediately after the end of the event on **Wednesday**, **December 5**, **2018**, **24:00** at the latest. If the Exhibitor fails to do so, the CCL is entitled to remove and store the items at the Exhibitor's expenses. The CCL cannot be liable in case of loss or damage of delivered packages, or for packages not removed by Exhibitor.

#### 6. Ordering of Exhibitor Services

Order Forms for the services offered by the official service contractors are included in this Exhibitor Manual. Order Forms should be sent to the supplier before **November**, **9**, **2018**. Orders received after this date or on-site may cause considerable delay in build-up procedures. All services and supplies are subject to availability. Services ordered after the deadline will imply the following surcharges:

- 30% until the beginning of the set-up
- 50% during the period of the exhibition itself

All services will only be rendered after the supplier has received full payment. For further questions regarding the services, please contact the supplier.

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#### 7. Electricity

- 7.1 The electricity current is 220/380 volts with a 50 period frequency.
- 7.2 Depending on the location of the Exhibition itself, the Exhibitor may usually choose one of the power scales given bellow:

One Phase/ 220 V/ 10A Three Phase/ 380 V/ 10A Three Phase/ 380 V/ 32A Three Phase/ 380 V/ 63A



7.4 The electrical power distribution per phase, within the booth, must be equalised so as not to create any imbalance amongst the phases.

- 7.5 All of an Exhibitor's electrical installations must comply with applicable official rules and regulations, and particular attention must be paid to the Safety Regulations for the Use of Electric Power (RSIUEE).
- 7.6 The Exhibitor must appoint an electrician who is duly accredited with the Power Services of the Ministry of Industry and Energy and who is responsible for setting up the electric installations in each booth.
- 7.7 The charge for connecting the electric power to each booth's meter shall be borne by the Organizers. Each Exhibitor must first submit a blueprint of his electric installation for approval before they may be set up.
- 7.8 Each booth's electric installations must be linked to one or more fuse boxes, according to the required amount of power and that made available by the Organizers. Each Exhibitor shall supply his own fuse boxes. One of the aforementioned fuse boxes shall act as the main fuse box for the booth. Should this not be possible, each fuse box shall serve a clearly defined area. No connections in one area may be made to a fuse box in another separate area.
- 7.9 Each fuse box in a booth must contain:
  - -Cables that are appropriate for the amount of power installed;
  - -Unipolar circuit breakers appropriate for the amount of power installed;
  - Highly sensitive (30mA) differential circuit breakers with an instant cut-off should there be an earthing defect;
  - Note: This circuit breaker could also act as a general unipolar circuit breaker.
  - -Automatic circuit breakers, of the fuse type, to protect all power outlets.
- 7.10 The distribution of electricity from the booth's fuse box to the various machinery that requires it shall be by a doubly insulated, earthed cable. Flexible, single insulation (FV) cables are expressly forbidden. Lightly sheathed (VVD, FVD, etc.) wires or visible type V conductors are also expressly forbidden.
  - In addition to the above restrictions, Exhibitor must also comply with all the terms of R.S.I.U.E.E. paragraph 5.3.1.
- 7.11 After the electric installations of a booth are complete, the Exhibitor shall request that the Organizers proceed with an inspection and, when this approval is obtained, that the electric power be linked to the booth.
- 7.12 Should the amount of power consumed in a booth be greater than that requested, with the resulting triggering of the circuit breakers, the Organizers may restore the supply of power upon payment of an additional connecting fee to be established, according to technical and functional availability.
- 7.13 Exhibitor must take all appropriate measures to guarantee that duly accredited Organizers employees have easy access to the place whether their electric installation is linked to the permanent power outlets.
- 7.14 The Organizers reserve the right to send duly accredited employees to inspect an Exhibition electric installations at all times, and to cut off the power supplied to a booth should the safety conditions be considered unsatisfactory or should there have been any undue changes to the installation itself. In the latter case, the Exhibitor may, after proceeding with the required modifications, reapply for the power to link again to this installation. This shall only be done after a new inspection of the installation and the payment of the respective linking fee.
- 7.15 Exhibitor shall defray the cost of any lighting within their booth.

#### 8. Regulated Activities

It is absolutely prohibited for the Exhibitor to order technical services (audiovisual, electricity and phone connections), the cleaning of areas, security services, catering, etc. from non official **EUROGIN** suppliers, as these services are exclusively provided by the suppliers approved by the Organizers and listed on page 8.

The production and use of audio and film recordings, as well as the use of radio and TV recordings shall require written approval from the Organizers. Commercial photographs can only be taken by the company authorized by the Organizers.

Any selling or other commercial activity shall require the approval of the Organizers.

#### 9. Security – Access Control

An identification badge, provided by the Organizers, is required to enter the Congress facilities.

The Lisbon Congress Centre and the Organizers cannot be held liable for any loss, damage or theft occurring to goods left on the booth.

Individual surveillance of the stand can be requested by the Exhibitor at his own expense (see order form J).

#### 10. Safety and fire protection

- 11.1 Under no circumstances, should one obstruct the emergency exits wholly or partially, or interfere with the visibility and access to extinguishers, fire cocks and water points.
- 11.2 All stands with an area equal or superior to 36 m² must have the following fire Extinguishers:
- 11.2a) One fire extinguisher in stands with an area from  $36m^2$  to  $108 \text{ m}^2$ . 11.2b) Two fire extinguishers in stands with an area superior to  $108 \text{ m}^2$ .
- 11.3 Except in case of previous authorisation of the Organizers, the Exhibitor cannot perform demonstrations using any type of material or equipment at open fire.
- 11.4 Except in case of previous authorisation of the Organizers, the Exhibitor cannot exhibit equipment emitting ionizing or radioactive rays. The Organizers are entitled to determine the conditions under which the said equipment can be exposed.
- 11.5 Except in case of previous authorisation of the Organizers, the deposit and use of bottles containing liquid gas inside the building is not allowed.
- 11.6 Should the Exhibitor wish to use laser light, the energy of the beam cannot be superior to 2,5mW/m². For superior power, the laser beam must be completely shielded.
- 11.7 Inside the buildings and the stands, only motor vehicles with empty fuel tank, locked and disconnected battery can be displayed.

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#### 11. Lisbon Congress Centre (CCL) specific rules

- 1. The present Regulation includes the rules that regulate the organization of Fairs, Exhibition and Other Events (Catering services, Shows, Commercial presentations, etc.), at Lisboa Congress Centre (CCL).
- 2. Those Specific Rules are completed, makes part of the "General Rules" for using the facilities of CCL.
- 3. The scope, dates, duration and opening hours of fairs, Exhibitions and Other Events are defined in a specific document written by Lisboa Congress Centre.

#### **EXHIBITED PRODUCTS**

- 4. Presentation and distribution of the products that can harm other exhibitors or visitors, or that can deteriorate the pavement and/or existing constructions, as well as to alter conditions or environmental rules are not allowed. Products with exhibition conditioned by law are not allowed as well.
- 5. Products on display are not allowed to have any reference to price, save in exceptional cases, which must always have explicit written authorisation from CCL.
- **6.** Special authorisation from CCL is required for products whose weight exceeds 2.000 Kg/m2 (if goods are to displayed on the ground floor of the pavilions), or over 200 Kg/m² (should they be intended for Pavilions in first floor).

#### SET UP/DISMANTLING OF STANDS

- 7. Set up and decoration of stands can only begin in the 1st day of set up, after Organizer's approval.
- 8. Companies involved in assembling and decoration of stands are required to have a previous credential, which implies the presentation of an insurance policy for civil and professional liability, covering damage caused in the premises or to a third party and possible damage due to stoppage of CCL's activities, in the amount of 1.000.000,00 EUR.
- **9.** Should there be a breach of regulation on assembly and decoration of stands and/or a breach of technical nature, CCL considers itself to be authorised to carry out necessary procedures to regularise it, which may involve closing the booth. The costs resulting from this corrective action will be charge to the exhibitor/Organizer.
- 10. Opening and closing times for assembly and disassembly will be set by CCL together with the Organizer. Work outside the established times requires express written authorization from CCL, and involves the payment of an overtime fee, according to the price list.

#### TECHNICAL RULES – Size, Booth Lay out, etc.

- 11. During set up and decoration of booths, the Organizer and their exhibitors must comply with the following rules:
  - Stands must respect a general height of 2,5m.
  - Assembly of stands that include the construction of second store must have explicit authorization from CCL.
  - The usable area of second storey and decoration elements that measure over 2,5m in height must stand back from the perimeter of the stands at least 1.5m.
  - CCL's installations must be scrupulously respected, namely fire hydrants, extinguishers, loudspeakers, general indicators, television circuits, and fire detectors.
- 12. The on-site building of stands in the whole exhibition area of CCL is strictly forbidden, as well as the use of cutting machines, welding machines, sanders and a spray guns. Stands must be devised and prepared so that their construction can be obtained solely by assembling the elements that constitute them.
- 13. Available electrical power to be used is 230/400 Volts 50cycles and is provided according to the conditions predicted by EDP (Electricity of Portugal). In case of fault or cut by EDP, electricity will only be provided for emergency exits (exclusion of exhibition and Events circuits).
- 14. All electrical set up must be approved by CCL and the links to the general mains can only be made by same services. CCL will not be responsible for connecting to the mains apparatus that do not correspond to the information provide, and the exhibitors must name the person responsible for the stand's electric installation project. Damage caused to the mains or to the specific point by these connections is the sole responsibility of the exhibitors. It is essential that exhibitor give the power needed in the booth.
- 15. Requests for water and drain connections, as well as electricity and telecommunications must be done by written to CCL the Organizer. Requests for special lines or circuits must be processed through the Organizer, 20 (calendar) days in advance of the date set for set up the fair. All special circuits or lines are subjects to quotation.
- 16. Any suspension/rigging from the pavilion structure requires authorisation from CCL and can only be made by CCL exclusive supplier, subject to specific quotation. Requests must be done 20 (calendar) days prior to the date set for the opening of the exhibition, and must enclose the suspension/rigging project and the weight to be suspended, so that its feasibility can be verified by CCL's Technical Department.
- 17. It is forbidden to use the walls of pavilions and columns to suspend or post exhibited pieces, decoration, construction or informative items.
- 18. All Cleaning services must be requested to Organizer. General cleaning of the exhibition area and corridors is the responsibility of the Organizer; cleaning of the stands is Exhibitors responsibility and will be charge accordingly. Is also Organizer responsibility the cost of garbage containers.
- 19. Disassembly of the stands and removal of material cannot begin before the time officially set for closing the exhibition, except for special authorisation granted by the Organizer.
- 20. Disassembly of the stands and removal of exhibited material must be concluded within the times set by CCL and already accept by the Organizer. Failure to comply with this deadline authorises CCL to remove the material and implies that all costs resulting from the measures taken to remove these materials will be charged.
- 21. The premises must be handed over to CCL in the same condition as they were made available to the exhibitors/Organizer, and all costs require making them so, are from their responsibility. Repair of occasional damage caused by carelessness or requirements of stand assembly, as well as cost derived from such assembly, are the sole responsibility of exhibitors/Organizer.
- 22. Exhibitors/Organizer are responsible for all the damage or harm caused by their structures, equipment, articles to be exhibited, or activities in their stand, as well as action of the subcontracted firms, when these firms harm visitors and other exhibitors.

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#### CUSTOMS, OFFICIAL PRICE LIST

23. As regards matters concerning customs operations, product transportation and their conveyance within the premises, exhibitors must contact CCL's official forwarding agent Merkur Expo Logistics, the sole entity that has the authority to perform this function in CCL's premises.

#### ACCESS CARDS

**24**. The free circulation in CCL's premises is only authorizing by presented an identification card given by CCL when this is agreed prior with the Organizer, or given by the Organizer himself. This card should have the name of the exhibitor, booth number and the name of the person.

#### INSURANCE AND RESPONSIBILITY

- 25. CCL ensures general surveillance services during the assembly and disassembly as well as duration of the exhibitions and other events. Exhibitors must ensure safe keeping of their products in the times stated above, and arrange for celebration of a specific insurance contract for their participation in the exhibition, which should cover situations of robbery and a theft. Exhibitors are forbidden to allow their staff to remain in the stands after the daily closing time, save exceptional cases and subject to presentation of a specific written authorisation from CCL.
- 26. It is CCL responsibility civil liability insurance derived from material or bodily damage suffered by accredited exhibitors or by visitors;

### **OBLIGATIONS AND SANCTIONS**

- 27. Stands must be open during the exhibition's opening hours, and the presence of a representative of the exhibitors must be ensured at all times.
- 28. Advertising in the exhibition's premises must comply with rules of the "Código de Práticas Legais em Matéria de Publicidade" of the Câmara de Comércio Internacional (International Chamber of Commerce's Code of Legal Practice in Advertising Matters).
- 29. The exhibitors are forbidden to do the following, and contempt of this rule will lead to sanctions which can involve closing the stand:
  - Corporate advertising
  - Advertising that makes a direct comparison with third party articles and/or products, exhibitors or not;
  - Distribution of flyers and/or promotion material outside their stands, save with official written authorisation from CCL;
  - All advertising which may in any way harm or bother exhibitors or visitors;
  - Distribution of balloons filled with a gas that is lighter than air;
  - Promotion of products other than those on display and/or in another industrial and/or business activity other than the exhibitor's.

#### 30. Must have CCL approval:

- The carrying out of tests or contests
- The set up of resonant equipment in the stands, which cannot exceed 60 DB.
- **31.** CCL may have the articles on display in the stands reproduced, photographed, or filmed, and it may use their reproductions for the purposes exclusively connected with is activity, namely the production of promotional material.
- 32. Photographs or films of the stands outside opening hours require explicit written authorisation from CCL.
- 33. Exhibitors are unequivocally committed to respecting all rules contained in the present Specific Rules for Fairs, Exhibitions and Other Events as well as the "General rules" for using the facilities of CCL.
- **34.** In case of disagreement as to the interpretation or implementation of the present regulation and other documents that may complement it, as well as facts concerning the participation of exhibitors in exhibitions or events organised by the AIP Associação Industrial Portuguesa/ Centro de Congressos de Lisboa, all parties determine the Court of the Lisbon Comarca to be competent, hereby explicitly renouncing all others.
- 35. The present Rules make part of the "General rules" for using the facilities of CCL.

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### C) Contact Details & Meeting Administration

Conference Manager EUROGIN

**Mr Peter Mattonet** 

Email: peter.mattonet@eurogin.com

Phone: +33 1 48 88 96 24

Exhibition IMEXSA Group

**Mr Jose Santos** 

Phone: +351 933 413 065 Email: eurogin@imexsa.org

Lisboa Congress Centre

Joana Pinto

Congress Venue joana.pinto@ccl.fil.pt

Praça das Indústrias PT-1300-307 Lisbon Phone: **+351 96 5901411** PT-1300-307 LISBON

Congress website

http://www.eurogin.com

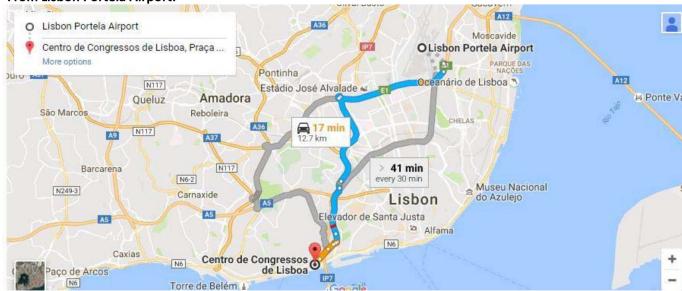
#### **Venue Address**

Lisbon Congress Centre (Centro de Congressos de Lisboa), Praça das Indústrias 1300-307 LISBOA, Portugal

#### How to get there

Visit: http://lisbonvenues.pt/en/lisbon-congress-center/localization/ to zoom into the map:

#### From Lisbon Portela Airport:



LISBON CONGRESS CENTER

LISBON, PORTUGAL

### D) Dates to Remember / Delivery Deadlines

	Deadline	Order Form	Submit to:
Exhibition Form	November 9th, 2018	Α	eurogin@imexsa.org
Booth design (Submission)	November 9th, 2018		eurogin@imexsa.org
Electrical Connections	November 9th, 2018	G	eurogin@imexsa.org
Internet Connections	November 9th, 2018	Н	eurogin@imexsa.org
Cleaning & Staff	November 9th, 2018	I	eurogin@imexsa.org
Shell Scheme Orders	November 9th, 2018	J	eurogin@imexsa.org
Delivery Label "Booth Material"	November 9th, 2018	K	eurogin@imexsa.org

### E) Approved Suppliers

Main Electrical Connection Internet connection

Cleaning, Personnel

Shell Scheme Rental Services Furniture Rental Services Electrical Installations Graphical services IT/AV IMEXSA Group Exhibition Services Mr Jose Santos Phone +351 933 413 065

Email: eurogin@imexsa.org

**Forwarding Agent** 

Merkur Expo Logistics Lda

Phone: +351 919 792 039

Mr Cunha

Email: portugal@merkur-expo.com

Opening hours 9 AM - 6 PM Local Time

Catering:

Silva Carvalho Catering Contact: Sonia Vilarinho Email: scvilarinho@ibersol.pt Phone: +351 219 255 510

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### F) Main Electrical Connection Order Form

Company:......Booth #.....

Please complete this form in BLOCK LETTERS and return it duly signed to IMEXSA Group Mr Jose Santos by November 9th, 2018 at the latest.

Phone: + 351 933 413 065 Email: eurogin@imexsa.org

e-maii.	mail: Contact:					•••••	Si	gnati	ure :				
Phone:		•••••					VAT	- <b>ID</b> num	ber:				
We herek	oy confirm the		ng or				pply is	mando	atory!)			Euro	Total Eu
Power su	pply incl. Co		on.	_	Electrical supply 220V/10A							59.00	TOTAL ED
ower su	pply (24 hou	rs)		220V	′/10A						29	95.00	
hree-ph	ase supply			220V	//380V	/3 x 1 <i>6</i>	SA, CE	E 16A o	utlet		79	95.00	
hree-ph	hree-phase supply			220V	//380V	/3 x 32	2A, CE	E 32A o	utlet		99	95.00	
hree-ph	ree-phase supply		e-phase supply 220V/380V/3 x 63A, CEE 63A outlet			220V/380V/3 x 63A, CEE 63A outlet			utlet		12	95.00	

Payment Conditions: 100% with the application, which is only valid after payment!

Prices excl. 23% VAT

will be subject to an additional fee of 30% and 50% for onsite requests; both plus the net price. The payments are due upon receipt of the invoice. Full Payment must be made to secure order (order will only be processed on receipt of payment!)

Booth #: .....

P/ unit EUR 49.00

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### G) Staff & Cleaning Order Form

Please complete this form in BLOCK LETTERS and return it duly signed to IMEXSA Group Mr Jose Santos by November 9th, 2018 at the latest.

VAT-ID number:

Phone: +351 933 413 065 Email: eurogin@imexsa.org

1 /			
Address:			
e-mail:	Contact:	Signature :.	
Phone:			
Staff	N°	EUR/hour	Total in EUR
Technician for computer Installation		EUR 49.00	
Electrician		EUR 35.00	
Booth Security, GUARD/VIGILANT		EUR 25.00	
Hostesses, Hosts (English speaking)	(minimum 4 hours) TIMES Requested!	EUR 19.00	
WiFi internet access 5MB – 10 users )))	DEDICATED CONNECTION	Unit price	EUR 450.00
LED <b>screen 42"</b> working with USB pen drive	With floor/table support	Unit price	EUR 749.00
LED <b>screen 50"</b> working with USB pen drive	With floor/table support	Unit price	EUR 849.00
Cleaning and Waste Disposal		Price	Total in EUR
Cleaning of Stand Cleaning of floor	On(dates)	m²/day EUR 4.95	
120 L refuse sack for mixed refuse			

You are requested to place the ordered waste disposal bags in front of your stand at the end of the day, so they can be collected from the cleaning staff. The waste disposal bags cannot be removed when they are within the exhibition stand.

Waste disposal bags, or other materials which were not announced to IMEXSA Group – Exhibition Services and are left back in the venue of the exhibition will be charged with an additional cleaning fee of EUR 139.00 per m<sup>3</sup> Waste (plus staff expenses and management charge).

Only on ...... (date)

Daily:....

Order forms must be received by IMEXSA Group - EXHIBITION SERVICES by **November 9th**, **2018**. Orders received after this date will be subject to an additional fee of 30% and 50% for onsite requests; both plus the net price. The payments are due upon receipt of the invoice. Full Payment must be made to secure order (order will only be processed on receipt of payment!)

Payment Conditions: 100% with the application, which is only valid after payment!

Prices excl. 23% VAT



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### H) Fascia Name- for Shell Scheme Booths only

Please complete this form in BLOCK LETTERS
and return it duly signed to

IMEXSA Group

Mr Jose Santos
by November 9th, 2018 at the latest.

Phone: +351 933 413 065
Email: eurogin@imexsa.org

Please enter text for fascia:	
Booth #:	
Company:	

Additional Material for the Booth	EUR	Qty	Total in EUR
Cabin 1m x 1m with lockable door	199.00		
Graphic on booth panels			

Prices excl. 23% VAT



### LISBON, PORTUGAL

### I) Furniture Rental Order Forms

#### **Furniture Order Form**

Please complete this form in BLOCK LETTERS and return it duly signed to IMEXSA Group Mr Jose Santos by November 9th, 2018 at the latest.

VAT-ID #:				
Company:	 •••••	Booth #:.	•••••	•••••
			<u> </u>	

Furniture	Code	Price	Qty	Total in EUR



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	PRI	CE LIST 201	6	RENTAL FU
CODE	DESIGNATION	UNIT€		CODE
08.CP	PVC CHAIR	15,00 €		08.S2
08.CR	DIRECTOR CHAIR	25,00 €		08.SQ
08.CA	ACRILIC CHAIR	29,00 €		08.CL1
08.CCE	PADDED CHAIR	19,00 €		08.CL2
08.CF	BEECH WOOD CHAIR	25,00 €		08.RU1
08.CB	SHELL CHAIR	25,00 €		07.MCHP
08.CC	LEATHER CHAIR	39,00 €	TAXAB P	мснс
08.CT	FABRIC CHAIR	25,00 €	07.MVG2	
08.CAT	TEK WOOD CHAIR	25,00 €	07.MVG3	
08.AL	ALUMINIUM CHAIR	25,00 €	07.MAI	
08.CRD	OFFICE CHAIR W WHEEL:	35,00 €	07.MAT	
08.CPLM	CHAIR W FOLDABLE TABI	39,00 €	07.M4P	
08.CPLM1	FABRIC CHAIR W FOLDAE	39,00 €	07.MVG1	
08.BB	BAR STOOL	25,00 €	07.MF	
08.BB1	ALUMINIUM BAR STOOL	27,00 €	07.MT	
08.BB2	FORMA BAR STOOL	29,00 €	07.MRF	
08.PF1	FABRIC POUF	19,00 €	03.SC2	
08.PF2	EXECUTIVE POUF	29,00 €	07.SB	
08.L1	LED CUBE	49,00 €	07.MVF	
08.L2	LED STOOL	59,00 €	07.MVR	
08.CL	LED CHAIR	89,00 €	07.MVR1	
00.0L	LLD OTIAIN	03,00 €	07.MVR2	
08.MVIP	LEATHER MAPLE	59,00 €	07.M110	
08.M1	MAPLE WITHOUT ARMRE	89,00 €	07.MA1	
08.S1	SOFA SINGLE	149,00 €	07.MA	
07.MAB	WHITE HIGH TABLE	59,00 €	01.GR1	
07.MB1	SUPPORT TABLE 1	35,00 €	06.EV1	
STATES AND ADDRESS OF THE PARTY			11-12-12-12-12	
07.MB2 07.MB3	SUPPORT TABLE 2 SUPPORT TABLE 3	39,00 €	06.E4 06.E16	V
07.MB3				F
	SUPPORT TABLE 4	39,00 €	10.PL 10.EPF	1
07.ML1	LED SUPPORT TABLE	75,00 €	10.EPF	
07.141.3	LED HIGH TARLE	125.00.6	University of	-
07.ML3	LED HIGH TABLE	135,00 €	10.SI1	5
07.MCT	CATERING TABLE	145,00 €	10.SI2	D
07.0040:4	0	10.00.5	10.BG	Н
07.SSA3/4	Signage Support DIN A3	49,00 €	10.EC	F
03.ART	CABINET	119,00 €	10.CAB	(
03.ART1	CABINET W DISPLAY	119,00 €	10.BP	
03.ART4	DISPLAY COUNTER	119,00€	10.CP	
03.ART2	DISPLAY	129,00 €	10.T1	
03.ART3	DISPLAY W CABINET & LI-	189,00 €	10.T2	
05.BB	RECEPTION COUNTER	119,00 €	10.CM	
05.AF1	COUNTER W DOORS 1	125,00€	10.CC	
05.AF2	COUNTER W DOORS 2	125,00 €	10.FRB	

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#### PRICE LIST 2016 RENTAL FURNITURE, PAGE 2

CODE	DESIGNATION	UNIT€
05.AF3	COUNTER W DOORS 3	125,00 €
01.C1	GLASS CUBE	39,00 €
01.CR3	3 CUBE DISPLAY	98,00 €
01.CR9	9 CUBE DISPLAY	195,00 €
05.BL	CUBE DISPLAY COUNTER	135,00 €
05.BAL	CUBE DISPLAY COUNTER	139,00 €
10.KAEX	EXTRA 19L WATER + 100	49,00 €
10.S32	SCREEN 32'	395,00 €
10.S42	SCREEN 42'	545,00 €
10.850	SCREEN 50'	695,00 €
10.DVD	DVD READER	49,00 €
10.LL	SINK	165,00 €
10.LS	FLOOR LAMP	49,00€
10.LT	TABLE LAMP	39,00 €
10.LED1	LED LAMP	49,00€
10.LB	LED BRICK	99,00 €
10.SK32	32' SCREEN + STAND + L	549,00 €
10.SK42	42' SCREEN + STAND + L	749,00 €
10.SK50	50' SCREEN + STAND + La	895,00 €
10.LA	Laptop PC ASUS N SERIES	289,00 €
10.P1	PENGUIN BANNER	169,00 €
10.UNO	UNO PANEL	90,00 €
10.CS	PARASOL	123,00 €
10.FC	FLIP CHART	89,00 €
10.EXT	TRIPLE PLUG	19,00 €
10.CFLED	LED CUBE FLOWER POT	99,00 €
10.FLED1	LED LOW FLOWER POT	99,00 €
10.FLED2	LED HIGH FLOWER POT	99,00 €
11.CJ1	FURNITURE PACK 1	249,00 €
11.CJ2	FURNITURE PACK 2	119,00€

CODE	DESIGNATION	UNIT€
10.FRG	140 L REFRIGERATOR	169,00 €
10.KC	COFFEE KIT	219,00 €
10.KCEX	EXTRA 50 COFFEE PACK	89,00 €
10.MW	MICROWAVES	85,00 €
10.MG	ICE CUBE MACHINE	99,00 €
10.KA	WATER KIT	139,00 €
11.CJ3	FURNITURE PACK 3	175,00 €
11.CJ4	FURNITURE PACK 4	195,00 €
11.CJ5	FURNITURE PACK 5	195,00 €
11.CJ6	FURNITURE PACK 6	195,00 €
11.CJ7	FURNITURE PACK 7	195,00 €
11.CJ8	FURNITURE PACK 8	185,00 €
11.CJ9	FURNITURE PACK 9	149,00 €
11.CJ10	FURNITURE PACK 10	149,00 €
11.CJ11	FURNITURE PACK 11	149,00 €
11.CJ12	FURNITURE PACK 12	325,00 €
11.CJ13	FURNITURE PACK 13	219,00 €
11.CJ14	FURNITURE PACK 14	98,00 €
11.CJ15	FURNITURE PACK 15	195,00 €
11.CJ16	FURNITURE PACK 16	169,00 €
	Net prices, 1	from 1 to 5 days
	A CONTRACTOR OF THE PARTY OF TH	elivery included.
	info	@imexsa.org

Order forms must be received by IMEXSA Group - EXHIBITION SERVICES by **November 9th**, **2018**. Orders received after this date will be subject to an additional fee of 30% and 50% for onsite requests; both plus the net price. The payments are due upon receipt of the invoice. Full Payment must be made to secure order (order will only be processed on receipt of payment!)

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# CADEIRAS / BANCOS CHAIRS / STOOLS







### Cadeira Estofada Padded Chair



Ref. 08.CCE

### Cadeira de Faia **Beech Wood Chair**



460 mm

#### Cadelra de Couro **Leather Chair**



### Cadelra de Realizador **Director Chair**



#### Cadelra de Acrillco Acrilic Chair



Ref. 08.CAT

#### Cadeira Palmatória Tecido Fabric Chair W/ Foldable Table



Ref. 08.CPLM1

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# CADEIRAS / BANCOS CHAIRS / STOOLS

#### Cadeira de Teka **Tek Wood Chair**



Ref. 08.CAT

Cadelra de Alumínio Aluminium Chair

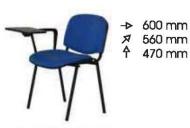


Ref. 08.AL

### Cadeira de Rodízios Office Chair W/ Wheels



Cadelra Palmatória Tecido Fabric Chair W/ Foldable Table



Ref. 08.CPLM1

Banco Bar **Bar Stool** 



#### Banco Bar de Alumínio Aluminium Bar Stool



Banco Bar Forma Forma Bar Stool



380 mm 380 mm 780 mm

Ref. 08.BB2 P

Banco Bar Forma Forma Bar Stool



430 mm 390 mm 780 mm

Ref. 08.BB2 B

Cadelra LED **LED Chair** 



Ref. 08.CL

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### SOFÁS SOFAS

Sofá Individual . Vermelho Sofa Single . Red

Sofá Individual . Preto Sofa Single . Black Sofá Individual . Branco Sofa Single . White







Sofá Duplo. Preto Sofa Double . Black



Ref. 08.S2 P

Sofá Duplo. Branco Sofa Double . White



Ref. 08.S2 B

Sofá Duplo. Vermelho Sofa Double . Red



Maple Vip Leather Maple



Ref. 08.MVIP

Maple sem Braços Maple Without Armrests



Ref. 08.M1

Pouf Executivo Executive Pouf



Ref. 08.PF2 P

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### SOFÁS SOFAS





Ref. 08.SQ B

Sofá Square . Preto Square Sofa . Black



Ref. 08.SQ P

Pouf Tecido Fabric Pouf



Ref. 08.PF1 B

### Cadeirão LED 1 LED Seat 1



Cadelrão LED 2 LED Seat 2



Cubo LED LED Cube



Ref. 08.L1

### Banco LED LED Stool



Ref. 08.L2



### Mesa LED LED Table



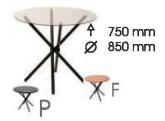
Mesa Alta LED LED High Table



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### MESAS TABLES

#### Mesa Chopstick Preta Black Chopstick Table



Ref. 07.MCHP

Mesa Chopstick Cromada Chrome Chopstick Table



Ref. 07.MCHC

Mesa Chopstick Preta Black Chopstick Table



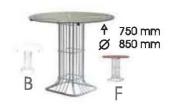
Ref. 07.MCHP

Mesa Elite Preta Elite Black Table



Ref. 07.MVG3

### Mesa Elite Branca Elite White Table



Ref. 07.MVG2

#### Mesa Elite Preta Elite Black Table

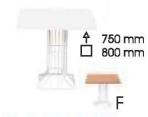


Mesa Chopstick Cromada Chrome Chopstick Table



Ref. 07.MCHC

### Mesa Elite Branca Elite White Table



Ref. 07.MVG2

### Mesa VIP Vip Round Glass Table



Ref. 07.MVG1

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### MESAS TABLES





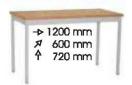


Mesa Cinza Grey Base Table



Ref. 07.M4P

### Mesa de Formação School Table



Ref. 07.MF

### Mesa de Trabalho Work Table

Ref. 07.MAT



Ref. 07.MT

### Mesa de Trabalho Faia Beech Wood Work Table



Ref. 07.MRF

### Secretária Desk



Ref. 03.SC2 P

### Secretária Branca White Desk



Ref. 07.SB

### Mesa Reunião Chopstick Chopstick Meeting Table



Ref. 07.MVR2

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### MESAS TABLES

#### Secretária Vidro Fosco Frost Glass Desk



Ref. 07.MVF

#### Mesa Reunião Elite Elite Meeting Table



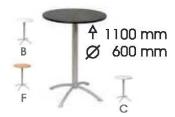
Ref. 07.MVR

### Mesa Reunião VIP VIP Meeting Table



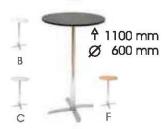
Ref. 07.MVR1

### Mesa Alta Cinza Grey High Table



Ref. 07.M110

### Mesa Alta Inox Inox High Table



Ref. 07.MA1

### Mesa Alta Alumínio Aluminium High Table



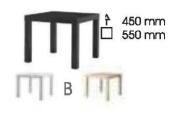
Ref. 07.MA

### Mesa Alta Branca White High Table



Ref. 07.MAB

### Mesa de Apoio 1 Support Table 1



Ref. 07.MB1 P

### Mesa de Apoio 2 Support Table 2



Ref. 07.MB2 P

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# ARMÁRIOS / VITRINES / BALCÕES CABINETS / DISPLAYS / COUNTERS





### Armário Vitrine Cabinet w/ Display



### Balcão Vitrine Display Counter

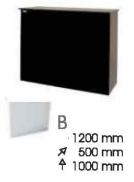


### Vitrine Iluminada Display w/ Cabinet & Light



Ref. 03.ART3

Balcão Recepção Reception Counter



Ref. 05.BB P

### Balcão com Portas 1 Counter w/ Doors 1



Disponível em várias cores Avallable in several colours

→ 1000 mm Ø 500 mm ↑ 1000 mm

Ref. 05.AF1







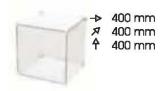
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# ARMÁRIOS / VITRINES / BALCÕES CABINETS / DISPLAYS / COUNTERS

### Balcão com Portas 3 Counter w/ Doors 3



Cubo de Vidro Glass Cube



Expositor 3 Cubos de Vidro 3 Cube Display



Ref. 01.CR3

Ref. 05.AF3

Ref. 01.C1

### Balcão Cubos de Vidro Cube Display Counter



Ref. 05.BL

### Balcão Cubos de Vidro Cube Display Counter



Ref. 05.BAL

### Gôndola Redonda de Vidro Display Gondola



Ref. 01.GR1

### Expositor 9 Cubos de Vidro 9 Cube Display



→ 1200 mm メ 400 mm

↑ 1300 mm

Ref. 01.CR9

### Mesa de Apoio 3 Support Table 3

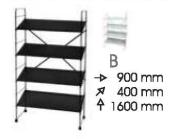


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790 mm 390 mm 790 mm

# **DIVERSOS**

#### **Estante** Steel Bookcase . Straight/Inclined



Ref. 06.EV1 P

Estante. 4 White Bookcase, 4



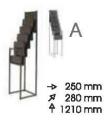
Ref. 06.E4

Estante, 16 White Bookcase . 16



Ref. 06.E16

Porta Folhetos **Brochure Holder** 

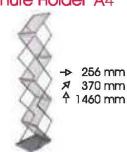


Ref. 10.EPF P

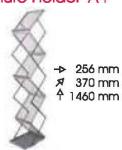


Ref. 10.PL

Porta Folhetos **Brochure Holder A4** 



Ref. 10.PF

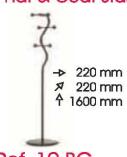


Suporte Info Sign Holder



Ref. 10.SI1

### Bengaleiro Hat & Coat Stand



Ref. 10.BG

### Suporte Info . Duplo Double Sign Holder



420 mm 330 mm † 1200 mm

Ref. 10.SI2

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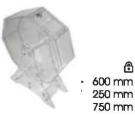
# **DIVERSOS**



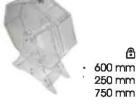


Ref. 10.EC

Tômbola de Chão Floor Tombola



Ref. 10.T2



### Tômbola de Mesa Table Tombola



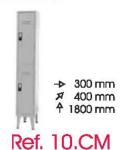
Ref. 10.T1

Baias Retractable Barriers



Ref. 10.BP

Cacifos, 2 Locker



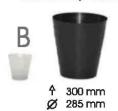
Mesa de Apoio LED **LED Support Table** 



Ref. 07.ML1



#### Cesto de Papels Waste Paper Bln



Ref. 10.CPP

### Cacifos . 4 Locker



### **Alcatifas** Carpets



Disponível em várias cores Available in several colours

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### DIVERSOS MISCELLANEOUS

### Frigorífico 140L 140L Refrigerator



→ 510 mm ≠ 500 mm ↑ 910 mm

Ref. 10.FRG

### Kit Água Water Kit



Inclui 2 g. de 19L e 100 copos Includes 2 c. 19L and 100 p. cups

### Kit Café Coffee Kit

→ 111 mm Ø 235 mm ↑ 326 mm



Ref. 10.KC
Inclui 100 cafés
Includes 100 coffees

### Ecrá Screen



Ref. 10.S

Disponível em várias medidas Available in several measures

### Microondas Microwave



→ 493 mm Ø 347 mm → 282 mm

Ref. 10.MW

### Armário Lava-Loiça **Sink**



→ 1000 mm Ø 566 mm

↑ 850 mm

Ref. 10.LL

### Frigorífico 50L 50L Refrigerator



→ 480 mm

Ref. 10.FRB

### Extensão Triple Plug



Ref. 10.EXT

### Máquina Gelo Ice Cube Machine



↑ 431 mm Ref. 10.MG



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### DIVERSOS MISCELLANEOUS



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### CONJUNTOS PACKS

Conjunto de Mobiliário 2 Furniture Pack 2

Conjunto de Mobiliário 3 Furniture Pack 3

Conjunto de Mobiliário 4

Furniture Pack 4



Ref. 11.CJ2



Ref. 11.CJ3



Ref. 11.CJ4

Conjunto de Mobiliário 6 Furniture Pack 6



Conjunto de Mobiliário 8 Furniture Pack 8



Ref. 11.CJ6



Ref. 11.CJ7



Ref. 11.CJ8

Conjunto de Mobiliário 1 Furniture Pack 1



Conjunto de Mobiliário 5
Furniture Pack 5



Ref. 11.CJ1



Ref. 11.CJ12



Ref. 11.CJ5

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# CONJUNTOS PACKS

### Conjunto de Mobiliário 9 Furniture Pack 9



Conjunto de Mobiliário 13 Furniture Pack 13



Conjunto de Mobiliário 16





### Conjunto de Mobiliário 10 Furniture Pack 10



Ref. 11.CJ10

### Conjunto de Mobiliário 14 Furniture Pack 14



Ref. 11.CJ14

### Flip Chart Flip Chart



Área de Escrita . 700x970 mm Wrtte Area, 700x970 mm

### Conjunto de Mobiliário 11 Furniture Pack 11



Ref. 11.CJ11

### Conjunto de Mobiliário 15 Furniture Pack 15



Ref. 11.CJ15

### **Truss** Truss



Disponível em várias medidas Available in several measures

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### J) Furniture Layout Plan

Please complete this form in BLOCK LETTERS and return it duly signed to IMEXSA Group Mr Jose Santos
By November, 9th, 2018 at the latest.

Company:	Booth #:
Company	•••••
e-mail:	
Phone:	

#### **Furniture layout fittings**

Please indicate the exact positions for the furniture/fittings in the plan below!

						193 111 1				

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K) Delivery Label "Booth Material"

### DELIVERY LABEL

## **Booth Material**

**ONLY ONSITE DELIVERY DATE: December, 1st, 2018** 

Delivery Address: CENTRO DE CONGRESSOS DE LISBOA

c/o Ms Joana Pinto

**EUROGIN 2018 Congress Exhibition** 

Praça das Indústrias PT-1300-307 LISBOA

**PORTUGAL** 

Phone: + 351 965 901 411

Company	
Contact person	
Tel.	
Email	
Booth number	
<b>Event Code</b>	EUROGIN 2018 Congress
Contents	
Total box number	

Please Note: Each box must be marked with this mailing label, fully and clearly completed.

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### L) Flowers Order Form

#### **Furniture Order Form**

Please complete this form in BLOCK LETTERS and return it duly signed to **IMEXSA Group Mr Jose Santos** by November, 9th, 2018 at the latest.

Prices excl. 23% VAT

Phone:	+351 933 413 065
Email:	eurogin@imexsa.org

VAT-ID #:		Booth #:						
Company:								
e-mail:	Con	tact:	S	iignature :				
Floral Decoration	Ref	EUR	Qty	Total in EUR				
					ĺ			

### **DECORATION ARRANGEMENT OF FLOWERS**

