

ExpoDentária

08 | 09 | 10 | NOV | 2012 | EXPONOR | MATOSINHOS | PORTUGAL



EXHIBITOR'S GUIDEBOOK



XXI CONGRESSO
ORDEM DOS MÉDICOS DENTISTAS
PORTUGUESE DENTAL ASSOCIATION ANNUAL MEETING

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2012 EXPO-DENTÁRIA REGULATION



INTRODUCTION

This Regulation, hereinafter also referred to as the Exhibitor Guidebook, is an integral part of the Lease and Service Delivery Agreement between the Dental Association and the Exhibitor.

It is important that the Exhibitor informs its employees and service providers, of the rules applicable to the event.

The Organizer may change these rules, at any time, whenever the smooth running of the event so requires or justifies.

The dynamics of the event may also warrant the issuing of resolutions by the Organizer, in order to clarify, set or adjust specific aspects of the exhibition, which become mandatory once published through public notice or by direct notification.

This regulation is composed of:

Section 1 - Specific - annual dimension, varying according to each Expo-Dentária:

- Timeline of schedules for set up, event and tear down, Expo-Dentária floor plan and Hotels

Section 2 - General Regulations

Section 3 – Forms

SECTION 1 – SPECIFIC

TIMETABLE FOR SET UP, EVENT AND TEAR DOWN

1.1 VENUE

The Trade Show will take place at Exponor - Matosinhos*.

1.2 SET UP

5th, 6th, 7th November 2012* (09h00 - 18h00)

The stand must be finished, decorated and the surrounding area free and cleared strictly by 20h on 07/11/12*.

1.3 CLEANING

The Organizer will carry out a general cleaning of the common areas of the exhibition halls, on 07/11/2012* - from 20h to 22h.

1.4 THE EVENT

8th, 9th, 10th November 2012* (10h00 - 20h00)

The Trade Show will take place during the hours indicated above, however its opening hours might be modified as the Organizer deems most convenient, without giving way to any kind of compensation.

The Exhibitors shall keep their stands in operation during the entire period of the Trade Show, with properly trained staff to assist visitors.

1.5 TEAR DOWN

10th Novembre, 2012 (20h00 - 22h00)

Exclusively for exhibitors to remove their portable equipments and valuables.

11th Novembre, 2011 (09h00 - 18h00) strictly

It is the exhibitors' responsibility to tear down their stands and remove the products and equipments, and leave their occupied area clean, respecting the timeline and conditions stipulated herein.

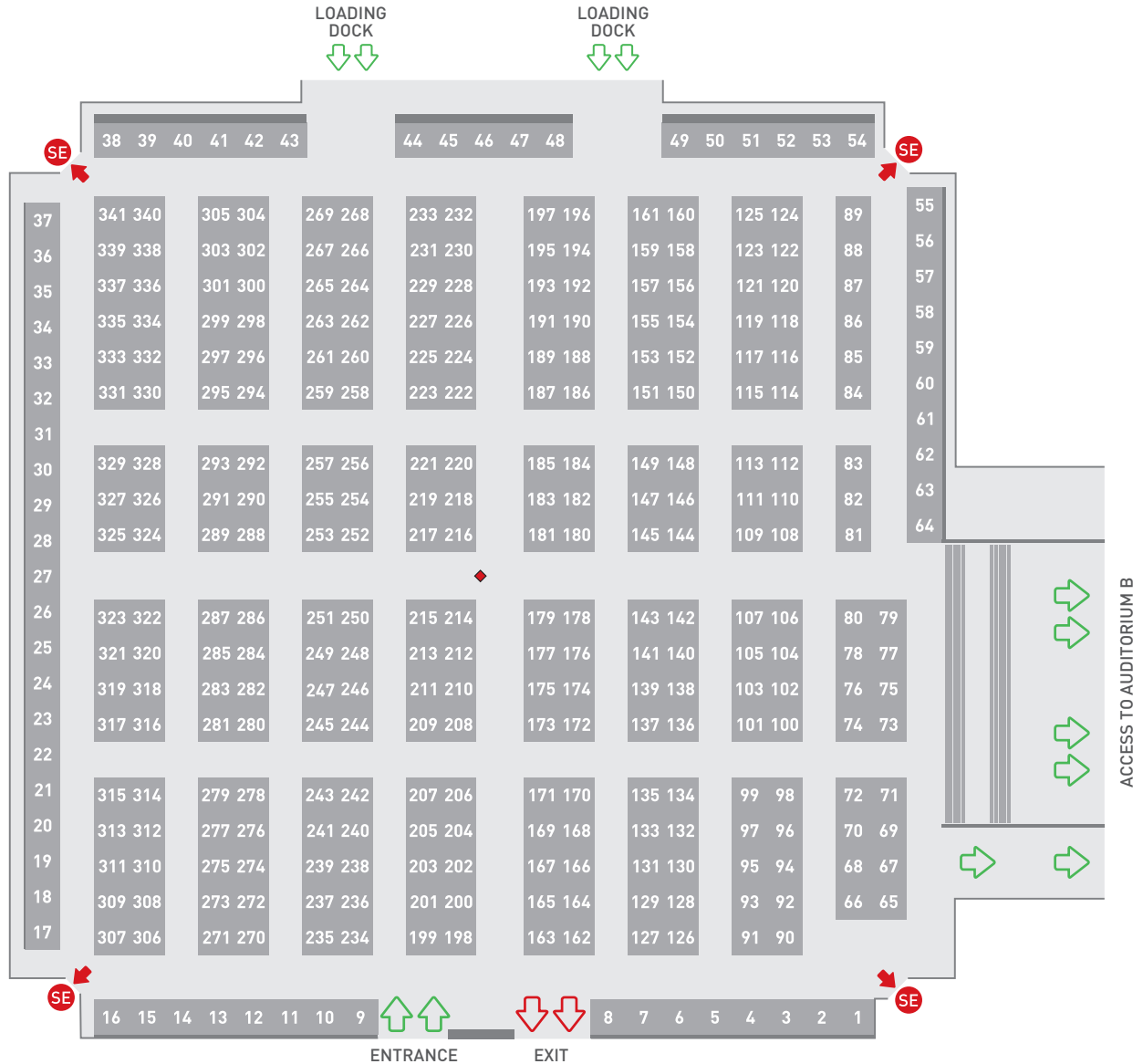
1.6 TIME EXTENSION

Regarding the possible extension of time for set up and tear down, exhibitors' requests will be analyzed individually according to the availability of the venue Exponor. This request, if granted, results in additional costs that should be settled directly with Exponor.

ExpoDentária

PLANT

08 | 09 | 10 | NOV | 2012 | EXPONOR | MATOSINHOS | PORTUGAL



LEGEND OF PLANT

- ◆ COLUMN
- SE EMERGENCY EXIT

ORGANIZATION



PLATINUM SPONSOR



GOLD SPONSORS



SPONSORS



Note: (*) date subject to annual change

1.8 HOTELS

Bessa Hotel ****

Single Room 75,00 | Double Room 85,00

Breakfast included

Rua Dr. Marques de Carvalho, 111

4100-325 Porto - Portugal

Reservations:

Tel.: +351 226 050 000

reservas@bessahotel.com

www.bessahotel.com

Hotel Tryp Porto Expo ***

Single Room 60,00 | Double Room 66,00

Breakfast included

Rotunda da Exponor

4450-801 Leça da Palmeira | Matosinhos

Reservations:

Tel.: +351 229 990 000

tpe@meliaportugal.com

www.trypportoexpo.com/

Holiday Inn Express Porto Exponor ***

Single Room 62,00 | Double Room 62,00

Breakfast included

Av. Dr. Dr. António Macedo, 163

4450-617 Leça da Palmeira | Matosinhos

Reservas:

Tel.: +351 229 995 400

hieportoexponor@palminvest.pt

www.hiexpress.com/porto-exponor

Note: This year you may benefit from special prices in three hotels - **Bessa Hotel, Tryp Porto Expo e Holiday Inn Express Porto – Exponor**. Just make your **reservation directly with the Hotel until September 30th** and mention the participation in the XXI Annual Meeting of the Portuguese Dental Association.

1.9 IMPORTANT CONTACTS

ORGANIZER

Ordem dos Médicos Dentistas

Av. Dr. Antunes Guimarães, 463

4100 - 080 Porto

Coordenador da Expo-Dentária: Pedro Pires

Contacto: Maria do Céu Paz

Tel: +351 226 197 690

FAX: +351 226 197 699

Email: expo-dentaria@omd.pt

www.omd.pt

1.10 EXPONOR - PORTO INTERNACIONAL FAIR*

Av. Dr. António Macedo - Leça da Palmeira

4454-515 Matosinhos - Portugal

Tel: 808 30 1400 | Fax: 229 981 482

E-mail: info@exponor.pt

SELF-ORGANIZATION

CHECKLIST

3.1 Read the entire Exhibitor Guidebook and inform all employees and/or service providers.

3.2 Fill in and submit all the forms in this Guidebook within the following deadlines for the year 2012.

Form 1 - Expo-Dentária - **available from 21 May to 05 October**

Form 2 - Expo-Dentária Guide - **available from 21 May to 05 October**

Form 3 - Accreditation for exhibitors - **available from 21 May to 31 October**

Form A - Catering - **available from 21 May to 02 November**

Electrical services - **available from 21 May to 02 November**

Cleaning services - **available from 21 May to 02 November**

Goods handling - **available from 21 May to 02 November**

Plants and flowers - **available from 21 May to 02 November**

Other services - **available from 21 May to 02 November**

Form B - Normal stand - **available from 21 May to 02 November**

Form C - Hostesses, security guards and staff - **available from 21 May to 02 November**

3.3 Send out the invitations provided by the Organizer to clients, potential clients, suppliers and service providers.

3.4 Provide a copy of this Regulation to the company in charge of setting up the stand, and require compliance with its regulations.

3.5 Hire the services needed for your stand - electricity, cleaning, etc.

3.6 Define promotion and advertising activities and verify when to submit them for approval to the organizer.

3.7 Stand – define the entire project and submit it to the organizer for approval, respecting the deadlines scrupulously.

3.8 Verify if the proposal submitted meets the requirements for a Normal Stand or a Special Stand. When a Special Stand is concerned make sure to send a security deposit cheque along with the reservation request; the security deposit value is the minimum value in force for stand reservation.

3.9 Arrange for insurance covering the risks regarding the stand, the staff in service and products and equipment.

SECTION 2 - GENERAL REGULATIONS

GENERAL RULES

2.1 RULES AND CONTRACT

1. By enrolling, the Exhibitors accept the rules, which are applicable to the relationship between the Exhibitors (their staff and service providers) and the Dental Association.
2. This Regulation is part of the Lease and Service Delivery Agreement between the Dental Association and Exhibitor.

2.2 ORGANIZER

1. The Portuguese Dental Association, also referred to in this Regulation as the Organizer, organizes a Trade Show, also referred to as Expo-Dentária.
2. If any unforeseen event prevents the Trade Show from taking place, delays its opening, causes any changes in its schedule or forces changes to Section Specific, Exhibitors cannot claim any compensation.
3. If, for whatever reason, the Trade Show does not take place, the Exhibitors shall be entitled to reimbursement of the amount already paid, after deducting the expenses incurred by the Organizer.

2.3 OBJECTIVES

1. The main objective of the Trade Show is to present products or services that are related to the sector of activity covered by the Trade Show.
2. The exhibitors are allowed to market the products or services mentioned in number 1 in the Trade Show.
3. Each exhibitor and / or participant is uniquely, personally and exclusively responsible for complying with the law governing the presentation and the marketing of the products or services featured, as well as to their conformity with the safety standards in force.

2.4 CONTEXT

The Trade Show is part of the Annual Congress of the Portuguese Dental Association, occurring within the scope and jurisdiction of the OMD, represented by the organizing committee of the Congress and by the Board of Directors.

2.5 OPERATING CONDITIONS

1. The Organizer has the competence to set the price of tickets to enter the venue and to define the rules that ensure the success of the Trade Show.
2. The Organizer can take the action it deems appropriate to implement the rules, and may for that purpose, issue additional resolutions or regulations as necessary.

2.6 CONDITIONS FOR ADMISSION

1. Exhibitors can be national or foreign companies, as well as its agents or distributors in Portugal, whose activities fall within the objectives of the Trade Show as defined in number 2.3.
2. Collective participants or groups of Exhibitors with certain affinities are only allowed, provided that in the products displayed the manufacturer is identified.
3. In the application form for group participation, each member must be identified and are subject to the partial deferral of the request by the Organizer.
4. In case of partial acceptance, if Exhibitor chooses to cancel the application, it is required to communicate that decision to the Organizer within 3 working days from the date of issuance of the partial deferral of enrolment, according to the deadline in number 2.1.
5. The Exhibitors wishing to market trademarks they represent, in order to appear in the catalogue, must submit an official document from those trademarks confirming the valid representation.
6. The Organizer may, when necessary, require the presentation of contacts or documentary proof to confirm any of the above-mentioned items.

7. The Organizer may freely refuse any entry, which, according to its criteria, does not fit the scope and objectives of the Trade Show or, for whatever reason, may be harmful or inconvenient.

8. In case of refusal, for the reasons indicated above, which may be partial in the case of group applications, the organizer shall inform, in writing, of the refusal and return the amount paid by the applicant, without granting any right to a compensation for this matter.

9. In the case of partial rejection, which does not cause the complete cancellation of the applicant, the Organizer will not reimburse any amount.

2.7 ASSIGNMENT OF SPACES

1. The Exhibitors and participants cannot lend, in any way, all or part of the space that belongs to them, without prior written permission of the Organizer.

2. It is also forbidden to display items from other producers, which are not submitted by the Exhibitor at the time of application, or subsequently authorized by the organizer.

3. In case of violation of the preceding paragraphs, the Organizer may take appropriate action, including removing or having the products unduly exposed removed.

TERMS AND CONDITIONS AND REGISTRATION APPLICATION

2.8 REGISTRATION

1. The application for registration is made by filling in Form nº1 and sending it to the Organizer, together with the enrolment fee, which is the first instalment of the occupancy rate.
2. The application must be submitted by 05/10/2011*, after this date the applicants may be faced with the impossibility of its acceptance, which can be communicated verbally.
3. The registration at the Trade Show implies the full acceptance of the clauses in this Regulation and does not give the applicant the quality of Exhibitor. The Organizer holds the right to decide on the allocation of space and location requested by each of the participants.
4. The Organizer will inform the applicants of their acceptance as exhibitors, as well as the space they will occupy and its location.
5. An Exhibitors request for space and services, by completing and delivering the appropriate forms, requires full payment.
6. When the Organizer refuses entry to any interested party, the occupancy instalments received will be returned.
7. Exhibitors that maintain or increase the stand area they had in the previous edition of Expo-Dentária, there will be a 10% reduction in the final price according to number: **2.9 OCCUPANCY RATES**

2.9 OCCUPANCY RATES

1. The occupancy rate is set in terms of space and location occupied by the Exhibitor, in accordance with the price table:

Nº OF SPACES	TOTAL AREA	OFFERS (*)	TOTAL VALUE (**)
1	9 m ²	--	1.650,00 €
2	18 m ²	--	3.200,00 €
3	27 m ²	--	4.700,00 €
4	36 m ²	L	6.200,00 €
5	45 m ²	L	7.700,00 €
6	54 m ²	L	7.700,00 €
7	63 m ²	L	9.200,00 €
8	72 m ²	L; PUB	10.700,00 €
9	81 m ²	L; PUB	12.200,00 €
10	90 m ²	L; PUB	13.600,00 €
11	99 m ²	L; PUB	15.000,00 €
12	108 m ²	L; PUB	15.000,00 €
13	117 m ²	L; PUB	16.400,00 €
14	126 m ²	L; PUB	17.700,00 €

(*) L = logo in Expo-Dentária floor plan,

Pub = offer of publicity page in Expo-Dentária guide

(**) Rate is subject to VAT

2. Spaces that have a column will get a 10% discount on the price mentioned in the price table above.
3. We will only accept reservations starting from the **21th May, 2012***.
4. From 21/05/2012* to 24/06/2012* the Organizer is only receiving the application forms. On 05/06/2012* starts the allocation of spaces according to the following number.
5. Criteria for Allocation of Spaces:
 - Platinum Sponsor
 - Gold Sponsor
 - Official Sponsors
 - Scientific Sponsors
 - Applications received by 30th June*, will be organized as follows:
 - a) Higher number of spaces reserved;
 - b) Order of arrival at OMD (including 50% of reservation cost)
 - Reservations received after 30th June:
 - a) Order of arrival at the OMD (including 50% of reservation cost)
 - Distribution of 9m2 stands will be done by draw in the Head office of OMD on 27th September 2012*, at 10:30. One representative from each company may attend.
6. The reservation will be confirmed only after the payment of 50% of the total value, within 10 days.
7. The fee must be paid in one or two instalments, according to the stated in Form No. 1.
8. The instalments of the fee, once paid, will not be refunded if the enrolee, for reasons not attributable to the Organizer, does not occupy the stand, except as stated in the following article.
9. The non-payment of an instalment within the timeline set in the Specific Regulation, gives the Organizer the right to exclude the Exhibitor without the right to any compensation.

2.10 CANCELLATION

1. In the event of voluntary cancellation, necessarily communicated in writing by the Exhibitor to the Organizer at least 30 days before the beginning of the Trade Show, the Organizer may chose not to demand the payment of the remaining instalments.
2. The deadline stated on the previous number will also apply to cancellations motivated by the partial deferral of a collective application.
3. After receiving the cancellation request in accordance with the preceding paragraph, the Organizer will inform the applicant, in writing, of its decision.

GENERAL SERVICES

2.11 MEDICAL CENTRE

The emergency medical services will be operating on dates compatible with the set up of the Trade Show, its duration and tear down, as stipulated in this Guidebook / Regulation.

2.12 EVENT SECURITY

1. The Organizer will provide security services 24 hours a day during the set up of Trade Show, its duration and tear down, acting on the entrance, circulation areas and common areas of the event.
2. Contractors and EXHIBITORS must maintain the safety of their own stands, since the Organizer is not responsible for the internal areas of the stands, or the protection of individuals inside the stand or the stand itself.

2.13 CLEANING

1. GENERAL CLEANING OF THE EVENT - The Organizer is responsible for the general cleaning of common areas of the show, i.e., circulation areas and toilets.
 2. CLEANING THE STAND - During the event, cleaning the internal areas of the stands is the Exhibitors' responsibility and must be carried out by their employees or the cleaning company hired by the Exponor*.
- It is strictly forbidden to dump waste in public areas. The waste from each stand can only be placed on circulation areas after closing hours (after 20h), if properly packed in plastic bags. Alternatively, it might be placed on the containers located outside the Exponor*.

To hire this service please fill in FORM EXPONOR until 02 November.

2.14 LIGHTING

1. The Organizer provides general lighting for the pavilions, as well as outdoor spaces.

2.15 ELECTRICITY

1. To contract this service accurately fill in FORM EXPONOR until 02 November.
2. The electric power is alternating current, frequency of 50 Hz and tension of 220/380 volts*.
3. Depending on the place where the Trade Show will take place, Exhibitors may usually choose one of the levels of electric power, as better explained in the specific form.
4. The reactive electric loads (electric engines, gas-discharge lamps, etc.) installed in the Exhibitors' stand must be properly compensated, so that the power factor for the electrical installation of the stand is 0.94 or higher.
5. The electrical power distribution by each phase within the stand must be balanced in order to avoid problems between phases.
6. All the electric installations in the Trade Show must comply with the official rules and regulations in force, with specific reference to the Safety Regulations for Installation and Use of Electricity (RSIUEE) *.
7. The Exhibitors must appoint a qualified technician, certified by the Energy Services of the Ministry of Industry and Energy, who will be responsible for the electric set up of the stand.
8. The Organizer will be responsible for the cost of the electrical connection to the panel board of Exhibitors, and the Exhibitors must submit the electrical project for approval prior to the set up.
9. The electrical installation of each stand must have with one or more electric panel boards, according to the power provided by the Organizer. These panel boards are the Exhibitors' responsibility. One of those panels should serve as a general panel board for the stand. If this does not become possible, each panel should serve only limited areas, and it is not allowed to reach another area other than the stand.
10. The electric panel board of the stand must have: - appropriate wiring according to the installed load; - all pole circuit breaker, according to the required load; - differential protection relay with high sensitivity (30 mA) and instant power cut in case of ground connection problems;

Note: This device could eventually act as differential protection relay – Automatic circuit breaker for the protection of all output circuits.

11. The distribution of electricity from the panel board in the Exhibitors' stand leading to the energy using equipments must make use of double insulated wires and protective ground circuit. It is strictly prohibited to use flexible conductors with single insulation (FV), or light-duty sheathed cables (VVD, FDF, etc.) or type V conductors, installed in sight. In addition to the above-mentioned restrictions, all the provisions in paragraph 5.3.1 of the R.S.I.U.E.E must be observed.

12. After finishing the electrical installation of the stand, the Exhibitor must request the Lisbon Congress Centre* an inspection of the installation for approval and, if granted, will receive power supply.

13. In case the electricity use of the Exhibitors' stand exceeds the amount requested, causing the circuit to break, the Organizer might charge a connection fee to reset the power supply.

14. The Exhibitor must take appropriate measures to ensure easy access of licensed staff from the Lisbon Congress Centre, to the connection point between the stand electrical installation and the permanent energy infrastructures.

15. The Exhibitors' electrical installation may be inspected, at any time, by properly authorized staff of the Lisbon Congress Centre*. If safety conditions are not satisfactory, or if there has been unauthorized changes, electricity supply to the stand might be cut. In this case, the Exhibitors may, after the appropriate modifications to its installation, request a new connection, which can only be authorized after the inspection of the electrical installation in the stand and the payment of a fee for new connection.

16. The damage to the electrical infrastructures not belonging to the Exhibitors will be the Exhibitors' responsibility that must proceed with the immediate payment of the repair costs.

17. It is compulsory to use a flame retardant cable with double insulated mechanics (type PP). The stand is equipped with a ground wire.

18. The Organizer accepts no liability for accidents, loss or damage resulting from: - Electrical power cuts occurred in the public electricity distribution of EDP (Portuguese Energy Company). - Variations in tension originating from EDP, as well as overloads of atmospheric origin or another.

19. The use of parallel wiring in electrical installations is strictly forbidden.

2.16 WATER

The water supply will depend on the location of the stand and its intended purpose. Its cost is defined in a specific form that you can request directly to Exponor.

2.17 PARKING

1. Parking is the responsibility of the Exponor*. We do not provide any kind of credential that allows free parking. Both exhibitors and participants must pay all entry / exit of the parking lot.

2. The cost of parking for exhibitors and visitors € 3.00 / DAY

3. Exhibitors may acquire credentials for a period equivalent to the days of the event, using FORM EXPONOR.

2.18 COMMUNICATIONS (TELEPHONE, INTERNET, FAX)

The Exhibitor may request the installation of an Internet connection, telephone or fax line, with terms and conditions defined in FORM EXPONOR.

Communication services are the direct responsibility of the Exponor*.

2.19 GUIDE TO EXPO-DENTÁRIA

1. The Organizer has the exclusive right to publish the Guide to Expo-Dentária 2012*, and each Exhibitor has the right to receive a copy of the catalogue.

2. The Organizer publishes the Guide to Expo-Dentária, with commercial information of all Exhibitors present, with an Index of Products and Services and the location of the stands. Corrections and comments to the information provided are the responsibility of each exhibitor.

3. Each exhibitor may identify up to a maximum of 5 (five) items for the classification of products by completing Form No. 02.

4. The exhibitors may advertise in the Guide to Expo-Dentária 2012*. The cost of that advertising, payment terms and deadlines for sending texts and pictures are indicated in the Specific Form.

NOTE: Exhibitors that fail to send the Form No 2 until 01/10/2012*, might not appear listed in the catalogue, without the right to receive any compensation for this.

LIABILITY

2.20 LIABILITY AND INSURANCE

1. Even though the Organizer takes all the precautions necessary to protect the items on display, these are considered to be always under the responsibility of the Exhibitor.
2. Any damages that may occur to the Exhibitors, their staff or their products, whatever their nature or the circumstances in which they occur, including fire or theft, are the sole responsibility of the exhibitor or participant.
3. The Exhibitors and participants in the Trade Show are responsible for any damages they cause, directly or indirectly, in the hall, stands or products of other Exhibitors.
4. According to the preceding paragraph, Exhibitors and participants must return, after the end of the Trade Show, the stands and their floors in the same condition as they received them, except for the normal wear and tear. If this does not occur, the Organizer will make the necessary repairs and charge the cost to the occupant of the damaged stand.
5. The settlement costs charged in accordance with the preceding paragraph will be deducted from the security deposit given, where applicable.
6. According to the above-mentioned points, when the Exhibitors receive their spaces, they must report to the Organizer any damages already existing, in order not to be blamed for them later. Not communicating implies a totally regular initial condition of the space.
7. It is the Exhibitors' responsibility the surveillance of their own stands, the safety of materials and products before, during and after the end of the Trade Show.
8. It is advisable for Exhibitors to transfer to insurance companies the liability for damages caused during set up and tear down and the normal functioning of the stand during the event.
9. In the absence of insurance or insufficient coverage for the damage indicated in the preceding paragraph, the Exhibitor will be responsible for the payment of the compensation of such damages, whether permanent or temporary, to the Organizer and / or third parties.
10. The Organizer is not responsible for any harm, damage, loss or theft of products, materials or equipments displayed or used by the Exhibitors, or by companies they hired, in the area of their stand.
11. The Organizer is not responsible for business relations developed between Exhibitors and Attendees.
12. The Exhibitors are responsible for any and every situation that occurs in the area of their stand, even if caused by companies hired by themselves or by third parties.

INVITATIONS, PARALLEL ACTIVITIES, NOISE AND IDENTIFICATION

2.21 INVITATIONS

1. The Organizer offers the Exhibitors invitations for the event, in an amount proportional to the area of their stand, to be replaced by special badges during the event:

STAND AREA	NUMBER OF INVITATIONS
Up to 36m ²	30
From 37 to 54m ²	40
From 55 to 108m ²	50
Over 108m ²	60
Sponsors	100

2. We will only accept original invitations stamped and / or identified by the Exhibitor Company.

Note: Additional invitations will not be available.

2.22 PARALLEL ACTIVITIES

1. Debates, lectures and other parallel activities may be organized.
2. Regarding the above-described activities, no additional monetary amount can be charged to the participants, other than the required amount for registration purposes at the Expo-Dentária.
3. The content and profile of the activity must be submitted to the Organizer by 14th September each year, and will be subject to the approval by the Organizing Committee.
4. It is strictly forbidden to carry out any activity or demonstration involving interventions in people, whether it's a clinical intervention or not. It is also forbidden the emission of ionizing radiation throughout the area of the event, under penalty of civil and criminal liability, which is presumed attributable to the owner of Stand.
5. Failure to comply with the preceding paragraph implies the conversion of the security deposit, where applicable, into the penalty fine by the Organizer, with no right to a refund. Failure will also force the Exhibitor to pay a security deposit in case of application in subsequent years.
6. Any illicit intervention in patients will always be, in any case, the sole and exclusive responsibility of the author of those acts.
7. In case of technical lectures, presentations or equivalent, it is mandatory to use a closed room, such as classrooms, auditoriums, etc.
8. Lectures on-technical products of the exhibiting companies and theoretical demonstrations may not exceed the time limit of 40 minutes per presentation, and the Organizer must be previously informed.

2.23 INCONVENIENT NOISES

1. Any sound amplification systems inside the stands are forbidden, as are all inconvenient noises that might disturb the proper functioning of the Trade Show.
2. It is forbidden to organize any artistic presentation, shows or some equivalent activities inside the stands.
3. Special situations will be reviewed individually by the Organizing Committee and, when appropriate, approved in writing.

2.24 SOUND AND BACKGROUND MUSIC

1. Every sound produced in the stand by audio-visual recorders, radios or other equipment must not exceed a volume of 80 decibels. It is strictly prohibited to use sound amplifiers for advertising messages of products displayed or other promotions.

2.25 IDENTIFICATION BADGES

1. Letters of validation

Validation letters grant an Exhibitor the right to begin to work on the set up of the stand and will only be available after the full payment of all due amounts.

2. Exhibitor cards

The Exhibitor cards, which are personal and non-transferable, will be valid for the duration of the Exhibition and are intended for personnel working in the stands.

The Exhibitor cards are given in proportion to the area occupied, according to FORM N ° 3.

3. Professional attendee card

These cards are intended for professional attendees and may be used during all three days of the Trade Show. They can be purchased at the visitors counter by 15€.

4. Offences

All admission cards are strictly personal and non-transferable and, therefore, the violation of this rule will result in the apprehension of the card, without the right to compensation or to new cards.

ADVERTISING SUPPORT

2.26 ADVERTISING

1. The Exhibitors must limit their activity to their space. Only there, are they allowed to advertise their products.
2. The advertising outside the stands, sound, films and television advertisements, are exclusive to the Organizer, or must be previously authorized.
3. The Organizer will advertise the Trade Show, as it deems convenient, using the appropriate media.
4. It is an exclusive right of the Organizer the right to film, televise, photograph or reproduce by any means the facilities and perspectives of the Trade Show.
5. The Organizer holds the right to take photographs, draw sketches and film the items displayed for documentation purposes of advertising.
6. If an Exhibitor wishes to use other photographers, this request must be submitted in writing to the Organizer at least one week before the Trade Show.
7. Failure to comply with the previous will justify the conversion of the security deposit into penalty fines, where applicable.

2.27 GIVEAWAYS

1. The Exhibitors may, only inside their stand, distribute gifts to all visitors, given that these gifts are expressly linked to their name and / or their products.
2. This promotion should be compatible with the dimensions of the stand, in order to avoid the formation of queues or crowds.
3. It is strictly forbidden to hand out leaflets in public areas of the Trade Show and circulating in the areas of the Exponor*, without prior authorization from the Organizer. The authorization request must be in writing, using Form No. 1 sent before 03/10/2012.

STANDARDS FOR CONSTRUCTION OF STANDS

2.28 LOCATION

The distribution of stands, as well as their location, is the responsibility of the Organizer.

2.29 CHANGING THE LOCATION

1. In the best interest of the Trade Show, the Organizer may freely change the location, size or layout of a stand, without paying a compulsory compensation, except as stated in the following paragraphs.
2. When, in accordance with the preceding paragraph, the Exhibitors' area is reduced, they are entitled to receive the share of the rate corresponding to the unit that has been removed.
3. When, in order to improve the general layout of the Trade Show, there is the need to increase the space allocated to an exhibitor, the Exhibitor will only pay the difference voluntarily.

2.30 STAND SIZE

1. The basic stand will have 9m² (3x3m). Each stand can occupy an area of multiples of the basic stand
2. The area of each stand will be properly marked on the floor of the pavilion.

2.31 HIRING A COMPANY TO SET UP THE STAND

1. It is a free choice of each Exhibitor the hiring of a specialist company to set up the stand.
2. The set up company will only have access to the area of the stand if the specific FORMS, the presentation of the project and payment of all relevant fees have been sent before the deadline.
3. The hiring of a specialized company for the set up, decoration, maintenance and tear down of the stand is an autonomous decision and does not release the Exhibitor from being responsible for the full compliance with the terms and conditions of these Regulation, as well as contractual obligations.

2.32 BUILDING AND PAVING

1. Nothing may be attached or painted on the concrete floor of the pavilions, as well as on its walls. The Exhibitors may cover the floor of the stands with materials of their choice. However, it is forbidden to use any type of glue to fix carpets, or other coatings, whether applied directly on the floor or by strips stickers.
2. It is forbidden to hang anything from the roof structure of the pavilions, as well as from the distribution networks for water, electricity and heating. It is also forbidden to damage walls, ceilings and floors.
3. Since it is not allowed to build the stands inside the Trade Show area, construction of stands should consist only of the assembly of the components previously designed and built.

2.33 NORMAL STAND AND SPECIAL STAND

Special stands are subject to special rule and are the buildings that do not conform strictly to the standard features set herein. Nevertheless, special stands are still subject to the general rules applied to all types of stands, regardless of their nature.

2.34 MANDATORY SET UP ITEMS – NORMAL STAND SET UP

1. The Exhibitor may require the construction of the normal stand, with the characteristics and conditions set out in FORM EXPONOR until 10/10/2012.
2. When limiting the area on the pavilion's floor by using carpet, plants or wooden floor, or any kind of material to cover the floor, they must be placed solely with double-sided tape. It is forbidden to use glue to attach the carpet or any other material.
3. Lighting in the stand.
4. Partition walls 2.50 meters tall when neighbours are adjacent.
5. Identification on the front part of the stand;
6. Points of electricity;
7. The materials and construction should have the proper finish, whichever the angle of vision.

2.35 STAND STANDARDS

The stands cannot have lower standards than the ones set out above.

2.36 MAXIMUM HEIGHT, MANDATORY SETBACKS

1. The maximum height for the stand without setback is 2.5 meters, with a good finish in the internal and external parts.
2. If the stand exceeds the maximum height, the exhibitors must finish the side (s) and bottom (s) with the adjoining stand (s), and follow the following table regarding to the minimum setback.
3. The maximum height permitted is 5.00 meters.

Maximum Height (from the floor of the pavilion)	Minimum Setback (from the hired space to the adjoining neighbour)
Up to 2.5 m	0,00 m
Up to 3,50 m	0,50 m
Up to 5,00 m	1,00 m

2.37 CONSTRUCTION OF TALLER STANDS (2nd FLOOR)

1. To build of a taller stand, including a first floor to complement the ground floor, the Exhibitor must send a request to the Organizer by October 1st each year, in order to obtain permission.
2. Notwithstanding the preceding paragraph, the second floor cannot exceed a maximum of 50% of the total linear length of each side of the stand.
3. In order to obtain acceptance of the conditions stated in the preceding paragraph, the Exhibitor must make proof of the existence of multi-risk insurance, especially referring to the stand,
4. The authorization granted by the Organizer, means an increase of 50% in the total booking cost.
5. If a security deposit is required, its minimum value is calculated based upon the contents of the preceding paragraph.

2.38 REQUIRED DOCUMENTS AND PROCEDURES

1. All stands must proceed according to the following rules:
 - 1.1 Presentation of the Stand's Project.
 - 1.2 Exhibitors must send the Organizer, by 10/10/2012*, the full draft project of construction and decoration of their stands, without which set up will not be allowed.
 - 1.3 It is the responsibility of the exhibitor to make sure that the stand's project was prepared under the supervision and with the participation of a responsible technician.
 - 1.4 The Exhibitor and the set up company must present the project of the stand for analyses, with floor plan, front elevation and side elevation with the respective heights.
 - 1.5 The project must be sent via email to: expo-dentaria@omd.pt, compressed and inserted into a PDF document.
 - 1.6 The project sent for review via email will receive a quick reply. If the exhibitor does not receive a response until the 10th business day after having sent it, must get in touch via the e-mail expo-dentaria@omd.pt, in order to verify the existence of any communication problems that might have occurred.
 - 1.7 Even after review, the Organizer holds the right to, at any time, require changes in the project, in order to conform the set up with the rules in this Guidebook / Regulation of the event, given that the project can not be changed after its approval without informing the Organizer and obtaining consent.
2. Deadline for the submission of the Stand's project: 10/10/2012.
3. Failure to follow these rules within the stipulated timeline, frees the Organizer from its duty to conduct the above-mentioned review and access to the leased area will be forbidden.

2.39 ADDITIONAL PROCEDURES REQUIRED FOR SPECIAL STANDS

All stands that do not fulfil the conditions in MANDATORY SET UP ITEMS – NORMAL STAND SET UP, or exceed 18 m², should proceed in accordance with rules set out in 7.11 and also to the following ones:

1. Sending a security deposit cheque
- Regarding special stand projects, a security deposit cheque must be attached to the approval request.

Note: (*) date subject to annual change

The amount of the security deposit is the same as the minimum value for reservation, per stand, considering the rules that determine the minimum values effective for some specific set up situations.

Without the security deposit the project is not evaluated, compromising the application and participation in the Trade Show.

The OMD is the trustee of the security deposit and will not use it unless for conversion into a penalty fine according to the regulations in force.

2.40 RULES OF THE SECURITY DEPOSIT

1. Delivery of security deposit is necessary in the following cases:

- a) Submission of special stand project for approval under this regulation;
- b) Non-compliance with this regulation in the year preceding each application.

2. The security deposit must be delivered at the time of submission of the stand project, or in the case of b) above, along with registration form.

3. The lack of the security deposit, when applicable, releases the Organizer from having to evaluate the project.

4. The Organizer will communicate to the Exhibitor the conversion of the security deposit into a penalty fine, and the amount can vary according to the Organizer's judgment, given the seriousness of the offense and the Exhibitors' record.

5. In case of conversion, the security deposit will be immediately used by OMD and there will be no refund, except in cases that have various degrees of fines may there be a return of the remainder.

6. The use of the security deposit does not prevent the use of other penalties, including fines that are defined by the Organizer for specific offenses.

2.41 TEAR DOWN

1. The tear down should respect the following schedule:

11th November, 2012 (20h00 - 22h00)*

Exclusively for exhibitors to remove their portable equipments and valuables.

10th November 2012* (09h00 - 18h00) at the latest.

It is the exhibitors' responsibility to tear down their stands and remove the products and equipments, and leave their occupied areas clean, respecting the timeline and conditions stipulated herein.

2. The tear down and the repair of any damages caused in the pavilion may not exceed the period mentioned in the previous paragraph.

3. After this period, the Organizer will remove and store any materials remaining in the stands.

4. The costs of tear down, transporting and storing the above mentioned materials are the Exhibitors' responsibility, as are the damages that may occur due to theft or deterioration of these materials or products.

5. For the set up and tear down of heavy equipment, the Exhibitors must use the forklifts that the Organizer provides and will be charged a fee.

2.42 GENERAL PROVISIONS

1. The decor and lighting inside the stands and the storage of the products are the responsibility of the exhibitor, under the supervision of the Organizer.

2. The decor and structure of the stands may not, without prior authorization:

- a) Impair the visibility of adjoining stands.
- b) Exceed a height of 2.50 m.
- c) Plan to build or use of two or more floors.
- d) Exceed the limits of their area.
- e) Use of flashing or animated motion neon signs and sound equipment that may be inconvenient to other stands.

3. The Organizer may have to change the dimensions of signs and symbols that do not comply with measures set out in the draft project, as well as the decoration that were not made accordingly.

4. The Organizer may, at any time, prohibit or remove the stand products considered deficient, dangerous, detrimental or incompatible with the objectives and / or the scope of the Trade Show.

5. All the set up operation must be carried out exclusively within the confines of the rented area.
6. If the space reserved by the Exhibitor is not occupied 24 hours before the opening of the Trade Show, the Organizer will be entitled to use it.

2.43 INFRINGEMENTS

In case of violation of the rules regarding the construction and decoration of stands, the Organizer may take any action it deems appropriate, including ordering the closure of the stand.

FINAL PROVISIONS

2.44 PRODUCT IMPORT

The laws in force regulate the temporary import of products to be display on the Show and it is the sole responsibility of the exhibitor.

2.45 RETENTION OF DISPLAYED MATERIALS

8.2.1 If the Exhibitors do not fulfil their commitments with the Organizer, the Organizer will have a lien for materials and products displayed by the exhibitor during the Trade Show, which will be returned only after the complete fulfilment of the obligations assumed.

8.2.2 The above-mentioned materials or products may be stored according to the terms and conditions defined in this regulation.

2.46 VIOLATION OF THE REGULATION

1. In the event of violation of this regulation, the Organizer may take whatever action it deems necessary, including cancellation of the rights of the Exhibitor, which may not claim any compensation or reimbursement of amounts paid.

2. If the Organizer considers the violation serious and detects it during the Trade Show, it may order the closure of the stand and even temporarily prevent the offender from participating in future Trade Shows.

2.47 JURISDICTION

Any dispute between the Organizer and the Exhibitors arising from the application of this Regulation shall be the responsibility of the District of Porto.

2.48 SUBSIDIARY RULE

Regarding all other aspects not specifically covered in this regulation, the specific regulations of the Trade Show venue will apply.

2011 EXPO-DENTAL REGULATION



2012 EXPO-DENTÁRIA REGULATION
FORMS



FORMS

ExpoDentária

FORM 1 - EXPO-DENTÁRIA

EXPONOR - 08 TO 10 OF NOVEMBER 2012



XXI CONGRESSO
ORDEM DOS MÉDICOS DENTISTAS
PORTUGUESE DENTAL ASSOCIATION ANNUAL MEETING

To be completed by the Organisation

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Name of the Company	<input type="text"/>																
Name to be included in the Expo-Dentária Guide*	<input type="text"/>																
For easier identification by the participants, please use the same name as in the Stand																	
Tax no.	<input type="text"/>				Person in charge	<input type="text"/>											
Address*	<input type="text"/>														Zip code*	<input type="text"/>	
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Email*	<input type="text"/>																
Website*	<input type="text"/>																

The data marked with an asterik (*) will be included in the Expo-Dentária Guide free of charge

1 STAND RESERVATION

No of units	Total cost	Location 1st choice	Location 2nd choice	Location 3rd choice
<input type="text"/>	€ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: The location must be indicated according to the numbers in the map of Expo-Dentária 2012

2 PROMOS IN THE PARTICIPANTS' FOLDERS

Promotional material may be included in the folders, thus reaching all the participants.

No. of brochures	Cost per brochure	Total cost
<input type="text"/>	€ 2000	€ <input type="text"/>

3 SAMPLES IN THE PARTICIPANTS' FOLDERS

€ 1250

The exhibitors may, for a token price, include free samples of their products in all the participants' folders for them to try.

4 CIRCULATING HOST(ESS)

A host or hostess walking through the aisles of Expo-Dentária will be able to advertise the exhibitors' products (no amplifying devices allowed - project to be submitted to the organisation for approval)

Day	No. of promoters	Cost per promoter	Total cost
3 days	2 (maximum)	€ 1500	€ <input type="text"/>

5 ADVERTISING SPACES - A5 (148X210mm Vertical)

You can advertise one or more pages of the Expo-Dentária Guide, in order to give prominence to your company or to some of your products.

<input type="checkbox"/> A5 colour advertising	Nº <input type="text"/> A5	€ 400
<input type="checkbox"/> Advertising in the back cover		€ 1250
<input type="checkbox"/> Advertising in the inside of the cover		€ 1000
<input type="checkbox"/> Advertising in the inside of the back cover		€ 750

FINAL COST

01 - Total price of stand units reserved	€
02 - Promos in the participants' folders	€
03 - Samples in the participants' folders	€
04 - Circulating host(ess)	€
05 - Page advert in the 2012 Expo-Dentária Guide	€
06 - Expo-Dentária 2012 Guide (Form 2)	€ Free
TOTAL	€

FORMS OF PAYMENT

Total paid up with reservation

50% at reservation € and 50% by 28/10/2012

50% at reservation € and 50% after 28/10/2012 and before set up, plus an extra €100

OMD BANK DATA FOR PAYMENT BY SWIFT

Bank: BARCLAYS BANK

Balcony: Antunes Guimarães

NIB: 0032 0301 0020 0036 84634

IBAN: PT50 0032 0301 0020 0036 8463 4

Swift Code: barcptpl

SEND FORM AND CHEQUE, PAYABLE TO ORDEM DOS MÉDICOS DENTISTAS, TO:

Ordem dos Médicos Dentistas
 c. o. Maria do Céu Paz
 Av. Dr. Antunes Guimarães, 463 - 4100-080 Porto - Portugal
 Phone +351 226 197 690 - Fax +351 226 197 699
 Email: expo-dentaria@omd.pt - Website: http://www.omd.pt

THIS FORM HAS BEEN FILLED IN BYName Position in the company: Signature: Date I do not wish to be contacted by stand rental firms

FORM 3

ACCREDITATION FOR EXHIBITORS

EXPONOR - 08 TO 10 OF NOVEMBER 2012



XXI CONGRESSO
 ORDEM DOS MÉDICOS DENTISTAS
 PORTUGUESE DENTAL ASSOCIATION ANNUAL MEETING

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Name of the Company

Names on the nametags

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For stands up to 36 sq.m., maximum of 8 nametags shall be given.

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Position in the company	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

SEND FORM TO ORDEM DOS MÉDICOS DENTISTAS, TO:

Ordem dos Médicos Dentistas
 Maria do Céu Paz
 Av. Dr. Antunes Guimarães, 463 - 4100-080 Porto - Portugal
 Phone +351 226 197 690 - Fax +351 226 197 699
 Email: expo-dentaria@omd.pt - Website: http://www.omd.pt

FEIRA | TRADE FAIR | CERTAMEN:

Nome da Empresa Company Name Empresa											
Contribuinte n.º VAT Nr. C. I. F.				CAE Business Activity							
Morada Address Domicilio											
Apartado P.O. Box Ap. de Correos			Cód. Postal Zip Code			Localidade Town Población					
Pais / Country				Tel.			Fax				
Pessoa a Contactar Contact Persona de Contacto							Tel.				
E-mail:							Telm.				
Internet											

REQUISIÇÃO DE ENERGIA ELÉCTRICA E ALUGUER DE EQUIPAMENTO ELÉCTRICO | REQUEST OF ELECTRICITY SUPPLY AND RENTAL OF ELECTRIC EQUIPMENT | SOLICITUD DE SUMINISTRO ELÉCTRICO Y ALQUILER DE EQUIPAMIENTO ELÉCTRICO

REF.	DESCRIÇÃO DO ARTIGO ARTICLE DESCRIPTION DESCRIPCIÓN DEL ARTICULO	PR.	UN.	TOTAL
702211	*Requisição energia eléctrica Request of electricity supply Solicitud de suministro eléctrico	2,75€/m²		
ME001	Quadro eléctrico monof. Monophase fuse box Cuadro eléctrico monof.	3kW	30,00 €	
ME002	Quadro eléctrico trifásico Triphase fuse box Cuadro eléctrico trifásico	15kW	64,00 €	
ME003	Q.E. protecção, 3 tripolares e fCEE Fuse box with protection, 3 three-phase and fEEC	15kW	146,00 €	
ME004	C.E. protección, 3 tripolares y fCEE	30kW	182,00 €	
ME007	Poste de iluminação c/ 4 m altura e 2 iodetos no topo Lighting unit w/ 4 m in height and 2 iodides on the top Poste de iluminación c/ 4 m altura y 2 halógenos en la parte superior		90,00 €	
ME019	Régua c/ 4 project. (stand tipo) Beam w/ 4 projectors (standard stand) Regleta c/4 proyect. (stand tipo)	100W	38,00 €	
AME001	Alteração de localização de Quadro Elétrico (stand tipo) Changing Fuse Box location (standard stand) Cambio de ubicación del cuadro eléctrico (stand tipo)		16,53 €	
			Subtotal (1)	

*É obrigatória a requisição de energia eléctrica à EXPONOR. Este pedido deverá ser efectuado com uma antecedência de 8 dias em relação ao primeiro dia de montagem da exposição. Os pedidos que não obedeçam a esta antecedência terão um agravamento de 30%. | Electricity supply must be requested from EXPONOR. The request must be made 8 days prior to the first day of mounting the exhibition. Requests made after this date will be subject to a 30% surcharge. | Es obligatorio solicitar el suministro eléctrico a EXPONOR. Esta solicitud deberá realizarse con una antelación de 8 días con respecto al primero de montaje de la exposición. Las peticiones que no respeten este plazo sufrirán un incremento del 30%.

ALUGUER DE MOBILIÁRIO | RENTAL OF FURNITURE | ALQUILER DE MOBILIARIO

REF.	DESCRIÇÃO DO ARTIGO ARTICLE DESCRIPTION DESCRIPCIÓN DEL ARTICULO	PR.	UN.	TOTAL
M001	Mesa rectangular Rectangular table Mesa rectangular	faia beechwood haya	41,00 €	
M002	Mesa redonda Round table Mesa redonda	faia beechwood haya	25,00 €	
M003	Mesa quadrada Square table Mesa cuadrada	faia beechwood haya	27,50 €	
M004	Mesa redonda alta Tall round table Mesa redonda alta	faia beechwood haya	27,50 €	
M005	Mesa redonda round table Mesa redonda	cinza grey gris	22,00 €	
M006	Mesa centro Square table black Mesa centro		16,50 €	
M007	Cadeira em faia Beechwood chair Silla en haya	faia beechwood haya	15,00 €	
M008		cinza grey gris	10,00 €	
M009	Cadeira PVC PVC chair Silla PVC	preta black negra	12,00 €	
M010		azul blue azul	12,00 €	
M013	Banco alto faia Tall stool beechwood Taburete alto haya		10,00 €	
M014	Sofá preto de 1 lugar em semi-pele 1 seat sofa black semi-leather Sofá negro de una plaza en polipiel		50,00 €	
M015	Conj. faia alto (Mesa+2 Bancos) Tall beechwood set (table+2 stools) Conj. haya alto (Mesa+2 Bancos)		45,00 €	
M016	Conjunto cinza (Mesa+3 Cadeiras) Set grey (table+3 chairs) Conjunto ceniza (Mesa+3 Sillas)		42,00 €	
M017	Conjunto faia (Mesa+3 Cadeiras) Set bechwood (table+3 chairs) Conjunto haya (Mesa+3 Sillas)		65,00 €	
M018	Conjunto preto (Mesa+2 Sofás) Black set (table+2 sofas) Conjunto negro (Mesa+2 Sofás)		100,00 €	
M019	Vitrine Renascença quadrada Square Ren. Display-case Vitrina renacentista cuadrada		125,00 €	
M020	Vitrine Renascença rectangular Rectangular Ren. Display-case Vitrina renacentista rectangular		90,00 €	
M021	Vitrine simples rectangular Rectangular display-case Vitrina sencilla rectangular		90,00 €	
M022	Vitrine simples quadrada Square display-case Vitrina sencilla cuadrada		110,00 €	
M023	Vitrine Display-case Vitrina	1,20mx1,80m	150,00 €	
M024	Expositor c/ vitrine Exhibitor w/ display-case Expositor c/vitrina		70,00 €	
M029	Porta-folhetos 4 prat. c/rodas Filing cabinet 4 shelves Portafolletos 4p c/ruedas		30,00 €	
M032	Armário metálico Metallic locker Armario metálico	0,80m	40,00 €	
M035	Balcão Recepção Reception desk Mostrador recepción	1,25mx0,45mx1,10m	65,00 €	

ALUGUER DE MOBILIÁRIO RENTAL OF FURNITURE ALQUILER DE MOBILIARIO				
REF.	DESCRIÇÃO DO ARTIGO ARTICLE DESCRIPTION DESCRIPCIÓN DEL ARTICULO	PR.	UN.	TOTAL
M036	Cubo expositor Exhibitor cube Cubo expositor	0,35mx0,35mx1,00m	27,00 €	
M037		0,35mx0,35mx0,75m	24,00 €	
M038		0,35mx0,35mx0,50m	19,00 €	
M039	Conjunto de 3 cubos expositores Set of 3 cubes exhibitor Conjunto de 3 cubos expositores		60,00 €	
M040	Frigorífico Refrigerator Frigorífico		75,00 €	
M041	Banca lava-loiça Dishwasher counter Encimera lavavajillas		70,00 €	
M042	Cabide metálico Metallic hanger Perchero metálico		15,00 €	
				Subtotal (2)

ALUGUER DE OUTROS RENTAL OF OTHER PRODUCTS ALQUILER DE OTROS				
REF.	DESCRIÇÃO DO ARTIGO ARTICLE DESCRIPTION DESCRIPCIÓN DEL ARTICULO	PR.	UN.	TOTAL
AL001	Aplicação de alcatifa Carpeting supply and laying Aplicación de moqueta / carpet		3,00 €/m ²	
AL002	Aplicação de alcatifa em estrado Decked carpeting supply and laying Aplicación de moqueta en tarima / alfombra		3,35 €/m ²	
AL003	Fornecimento de alcatifa (sem colocação) carpeting suply (w/o laying) Suministro de moqueta / carpet (sin colocación)		2,85 €/m ²	
MD001	Paredes em placas melamina cor branca Melamine white board wailing Paredes en planchas melamina color blanco		15,50 €/m ²	
MD002	Aluguer de estrado sem alcatifa Hire of decking without carpeting Alquiler de estrado sin moqueta	≤ 36m ²	9,00 €/m ²	
MD004		> 36m ²	7,50 €/m ²	
MD003	Aluguer de estrado com alcatifa Hire of decking with carpeting Alquiler de estrado con moqueta	≤ 36m ²	12,50 €/m ²	
MD005		> 36m ²	11,00 €/m ²	
				Subtotal (3)

ALUGUER DE PLANTAS RENTAL OF PLANTS ALQUILER DE PLANTAS				
REF.	DESCRIÇÃO DO ARTIGO ARTICLE DESCRIPTION DESCRIPCIÓN DEL ARTICULO	PR.	UN.	TOTAL
Vaso-001	Sheflera c/ compl. e floreira Xaflera w/ complements and garden box Schefflera c/ complemento y florero	1,20m	13,75 €	
Vaso-001-B		1,70m	20,62 €	
Vaso-002	Dracaena c/ compl. e floreira Dracaena w/ complements and garden box Schefflera c/ complemento y florero	1,50m	20,62 €	
Vaso-003		1,70m	27,50 €	
Vaso-003-B	Palmeira c/ complemento e floreira Palm w/ complements and garden box Palmera c/ complemento y florero	1,20m	20,62 €	
Vaso-004		1,70m	27,50 €	
Vaso-004-B	Yuca c/ complemento e floreira Yucca w/ complements and garden box Yuca c/ complemento y florero	1,70m	27,50 €	
Vaso-005		1,20m	20,62 €	
Vaso-006	Bambu (canas) c/complemento e floreira Bamboo w/ complements and garden box Bambú (cañas) c/ complemento y florero		13,75 €	
Vaso-006-B				
Vaso-006	Ficus Benjamina c/comp. e floreira Phicus Benjamina w/ complements and garden box Ficus benjamina c/ complemento e florero	2,00m	27,50 €	
Vaso-006-B		1,50m	20,62 €	
FLO007	Floreira-2 Sheffleras e Benjamina Garden box 2 Xaflera and Benjamina Florero - 2 scheffleras y benjamín	1,00mx0,30mx1,20m	41,25 €	
FLO007-B		1,00mx0,30mx0,70m	27,50 €	
TAÇA008	Taça c/plantas Table centerpiece Tarro c/ plantas		17,19 €	
FLO009	Floreira Garden box Florero	0,70mx0,20mx0,50m	13,75 €	
JO10	Jardim Garden Jardín		41,80 €/m ²	
TAP011	Tapete de relva Grass Tapete de césped		13,75 €/m ²	
ARR012	Arranjo floral Table centerpiece Arreglo floral	redondo round redondo	27,50 €	
ARR012-B		Oval	41,25 €	
Vaso-013	Cedro Cedrus Cedro	0,40mx1,50m	20,62 €	
Vaso-013-B		0,40mx1,00m	13,75 €	
FLO014	Floreira Garden box Florero	0,70mx0,25mx0,40m	10,32 €	
FLO017	Floreira c/ complemento e floreira Garden box w/ complements and garden box Florero c/ complemento y florero	0,70mx0,25mx0,50m	10,32 €	
FLO018		0,70mx0,25mx1,20m	13,75 €	
Vaso-015	Vaso c/ complemento e vaso Vase w/ complements and vase Jarrón c/ complemento y jarrón	0,40mx1,20m	13,75 €	
Vaso-019		0,40mx1,20m	20,62 €	
Vaso-020		0,40mx1,50m	20,62 €	
Vaso-021		0,40mx1,00m	13,75 €	
FLO022		Floreira c/ complemento e vaso Garden box w/ complements and vase Florero c/ complemento y jarrón	0,70mx0,25mx0,70m	13,75 €
				Subtotal (4)

LIMPEZA DE STANDS STAND CLEANING LIMPIEZA DE STANDS					
REF.	DESCRIÇÃO DO ARTIGO ARTICLE DESCRIPTION DESCRIPCIÓN DEL ARTICULO	PR.	UN.	TOTAL	
LI IN	Limpeza após montagem Cleaning after assembly Limpieza tras montaje	9 - 36m ²	1,05 €/m ²		
		45 - 72m ²	0,85 €/m ²		
		81 - 108m ²	0,76 €/m ²		
		117 - 180m ²	0,71 €/m ²		
		189 - 243m ²	0,68 €/m ²		
		252 - 360m ²	0,66 €/m ²		
		369 - 460m ²	0,65 €/m ²		
		> 460m ²	(*)		
LI DI 1	Limpeza diária (fora do horário de funcionamento da feira) Daily cleaning (outside exhibition opening hours) Limpieza diaria (fuera del horario de apertura de la feria)	9 - 36m ²	0,60 €/m ²		
		45 - 72m ²	0,55 €/m ²		
		81 - 108m ²	0,48 €/m ²		
		117 - 180m ²	0,44 €/m ²		
		189 - 243m ²	0,36 €/m ²		
		252 - 360m ²	0,30 €/m ²		
		369 - 460m ²	0,28 €/m ²		
		> 460m ²	(*)		
LI DI 2	= LI IN + LI DI 1				
Subtotal (5)					

(*) O custo da limpeza de stands para áreas superiores a 460m² está sujeito a apresentação de orçamento prévio.

The price for cleaning stands over 460m² is subject to the presentation of an estimate.

El coste de la limpieza de stands para áreas superiores a 460m² está sujeto a la presentación de presupuesto previo

MÁQUINAS DE CAFÉ + KITS COFFEE MACHINES + KITS MÁQUINAS DE CAFÉ + KITS				
REF.	DESCRIÇÃO DO ARTIGO ARTICLE DESCRIPTION DESCRIPCIÓN DEL ARTICULO	PR.	UN.	TOTAL
MC001		50 cap.	28,46 €	
MC002	Kit máquina de café + Cápsulas Kit coffee machine + Capsules kit máquina de café + Cápsulas	100 cap.	52,85 €	
MC003		150 cap.	77,24 €	
MC004		200 cap.	97,56 €	
Subtotal (6)				

MOVIMENTAÇÃO DE CARGAS MOVING LOADS DESPLAZAMIENTO DE CARGAS				
REF.	DESCRIÇÃO DO ARTIGO ARTICLE DESCRIPTION DESCRIPCIÓN DEL ARTICULO	PR.	UN.	TOTAL
E000		< 1.000kg	11,50 €	
E001	Empilhadores / Peso Forklift / Weight Carretillas / Peso	1.000 - 3.000kg	8,70 €/ton	
E002		3.001 - 7.000kg	8,20 €/ton	
EH000		Empilhadores / Hora primeiros 30 min. Forklift / Hour first 30 min. Carretilla elevadora / Hora primeros 30 min.	< 3 ton.	35,00 €
EH002		3 - 7 ton.	60,00 €	
EH001	Empilhadores / Hora após primeiros 30 min. Forklift / Hour after first 30 min. Carretilla elevadora / Hora después primeros 30 min.	< 3 ton.	17,50 €/h	
EH003		3 - 7 ton.	45,00 €/h	
G001	Gruas (mínimo 2 horas) Cranes (mínimum 2 hours) Grúas (mínimo 2 horas)	< 20 ton.	103,55 €/hr	
G002		< 30 ton.	138,60 €/hr	
G003		< 40 ton.	173,26 €/hr	
ATV001	Armazenagem de taras vazias Storage of empty containers Almacenamiento de envases vacios	2m ³ - 5m ³	12,00 €/m ³	
ATV002		6m ³ - 15m ³	10,00 €/m ³	
ATV003		16m ³ - 30m ³	9,00 €/m ³	
ATV004		31m ³ - 45m ³	8,00 €/m ³	
ATV005		> 45m ³	7,00 €/m ³	
PLATFORM1	Pontos de fixação Anchorage points Puntos de fijación	1 - 4	150,00 €/un	
PLATFORM2		5 - 8	125,00 €/un	
PLATFORM3		≥ 9	100,00 €/un	
PLATFORM4	Aluguer de plataforma elevatória com manobrador (mín. 1 hora) Rental of lifting platform with shunter (min. 1 hour) Alquiler de plataforma elevadora con manobrador (mín. 1 hora)		75,00 €/hr	
Subtotal (7)				

Total (1)+(2)+(3)+(4)+(5)+(6)+(7)

IVA à taxa legal em vigor | VAT at the going rate | IVA según la tasa vigente

TOTAL

FORMA DE PAGAMENTO | PAYMENT | FORMA DE PAGO

Por transferência bancária | Bank transfer | Por transferencia bancaria Valor € | Charge € | Valor € . .

Mediante cheque | By cheque | Mediante cheque

Valor € / Charge € / Valor € . . N.º

Banco | Bank | Banco

Beneficiário | Beneficiary | beneficiario: AEP - Associação Empresarial de Portugal

Banco | Bank | Banco: Santander Totta

NIB | Account nr | CCC (Portugal): 0018.000005628660001.86

IBAN - PT50.0018.000005628660001.86

SWIFT: TOTTAPTPL

Enviar para | Send to | Enviar a: SERVEXPO

Exponor - Feira Internacional do Porto

Avenida Dr. António Macedo - Leça da Palmeira

4454-515 MATOSINHOS - PORTUGAL

Tel: +351 229 981 087 - Fax: +351 229 981 482

Para encomendar outros serviços ou stands com projecto, consulte por favor a SERVEXPO em www.servexpo.exponor.pt

For ordering other services or stands with project please refer to SERVEXPO in www.servexpo.exponor.pt

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Data / Date / Fecha _____ / _____ / _____

Assinatura e carimbo
Signature and stamp / Firma y sello



“CONGRESSO O.M.D.” REQUISIÇÃO DE STAND TIPO / REQUISITION FOR STANDARD STAND / SOLICITUD DE STAND TIPO

Nome da Empresa / Company Name / Empresa

Contribuinte n.º / VAT Nr. / C. I. F. CAE / Business Activity

Morada / Address / Domicilio

Apartado / P.O. Box / Ap. de Correos Cód. Postal / Zip Code Localidade / Town / Población

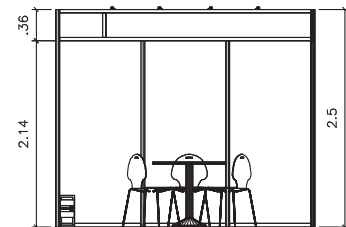
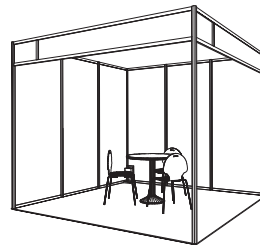
País / Country Tel. Fax

Pessoa a Contactar / Contact / Persona de Contacto Tel.

E-mail: Telm.

Internet

STAND BASE / BASIC STAND / STAND BÁSICO



Placas laminadas a faia ligadas por perfis octogonais anodizados a prata; / Beech laminated boards for silver anodised octagonal profiles; / Placas laminadas en haya unidas mediante perfiles octogonales anodizados en plata.

Alcatifa industrial anti-fogo de cor a vossa escolha, com colocação, fita dupla face e plástico protector; / Fire-resistant industrial carpet in a colour of your choice, with fitting, double-sided tape and plastic protector; / Moqueta industrial ignífuga de color a elegir, con colocación, cinta doble cara y plástico protector.

Instalação eléctrica com quadro diferencial, disjuntor e 4/5 projectores para boa iluminação da área de exposição; / Electrical installation with differential panel, circuit breaker and 4/5 projectors for good illumination of the exhibition area; / Instalación eléctrica con cuadro diferencial, disyuntor y 4/5 proyectores para una buena iluminación del área expositiva.

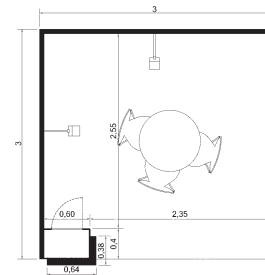
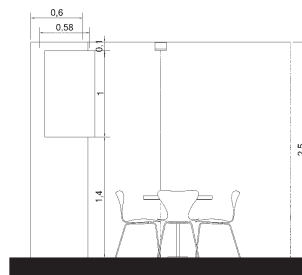
Lettering com a designação social da empresa; / Lettering with the company's name; / Letrero con la denominación social de la empresa.

Mobiliário do stand (1 mesa e 3 cadeiras) / Stand furniture (1 table and 3 chairs) / Mobiliario del stand (1 mesa y 3 sillas).

PREÇOS - STAND BASE / PRICES - BASIC STAND / PRECIOS - STAND BÁSICO

- 9 m² (3mtX3mt) - 300,00 + IVA / 9 sq.m (3m x 3m) - 300.00 + VAT / 9 m² (3 x 3m) - 300,00 + IVA
- 18 m² (6mtX3mt) - 590,00 + IVA / 18 sq.m (6m x 3m) - 590.00 + VAT / 18 m² (6 x 3m) - 590,00 + IVA
- 27 m² (9mtX3mt) - 850,00 + IVA / 27 sq.m (9m x 3m) - 850.00 + VAT / 27 m² (9 x 3m) - 850,00 + IVA

STAND PREMIUM / PREMIUM STAND / STAND PREMIUM



Paredes em carpintaria com acabamento a tinta plástica branca; / Wooden walls with white plastic paint finish; / Paredes en carpintería con acabado en pintura blanca.

Alcatifa industrial anti-fogo de cor a vossa escolha, com colocação, fita dupla face e plástico protector; / Fire-resistant industrial carpet in a colour of your choice, with fitting, double-sided tape and plastic protector; / Moqueta industrial ignífuga de color a elegir, con colocación, cinta doble cara y plástico protector.

Móvel de apoio: 120cm X 50cm X 80cm com fechadura e 1 prateleira, por stand; / Additional furniture: 120 cm x 50 cm x 80 cm with lock and 1 shelf, per stand; / Mueble auxiliar: 120 x 50 x 80 cm con cerradura y 1 estantería, por stand.

Mobiliário do stand (1 mesa e 3 cadeiras) / Stand furniture (1 table and 3 chairs) / Mobiliario del stand (1 mesa y 3 sillas).

Iluminação: 2 projectores de 150W, por cada módulo de 9m²; / Lighting: 2 150W projectors per 9 sq.m module; / Iluminación: 2 proyectores de 150 W, por cada módulo de 9 m².

Instalações eléctricas: 1 tomada por stand; / Electrical fittings: 1 socket per stand; / Instalaciones eléctricas: 1 enchufe por stand.

Quadro eléctrico: disjuntor 16A, de 220V por stand, a colocar no interior do móvel de apoio; / Electrical panel: 16 A circuit breaker, 220V per stand, to be installed inside the additional furniture item; / Cuadro eléctrico: disyuntor 16 A, de 220 V, por stand, situado en el interior del mueble auxiliar.

1 lettering em vinil autocolante de recorte, por stand. / 1 set of self-adhesive vinyl cut-out lettering per stand. / 1 letrero de vinilo autoadhesivo recortable, por stand.

PREÇOS - STAND PREMIUM (carpintaria) / PRICES - PREMIUM STAND (wood) / PRECIOS - STAND PREMIUM (carpintería)

- 9 m² (3mtX3mt) - 600,00 + IVA / 9 sq.m (3m x 3m) - 600.00 + VAT / 9 m² (3 x 3m) - 600,00 + IVA
- 18 m² (6mtX3mt) - 1.100,00 + IVA / 18 sq.m (6m x 3m) - 1.100.00 + VAT / 18 m² (6 x 3m) - 1.100,00 + IVA
- 27 m² (9mt X3mt) - 1.650,00 + IVA / 27 sq.m (9m x 3m) - 1.650.00 + VAT / 27 m² (9 x 3m) - 1.650,00 + IVA

PLACA IDENTIFICATIVA DA EMPRESA PARA STAND TIPO (máx. 30 caract.) / NAME BOARD FOR STAND TYPE (max. 30 charact.) / PLACA IDENTIFICATIVA DE LA EMPRESA PARA STAND TIPO (máx. 30 caract.)

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COR DA ALCATIFA / CARPET COLOUR / COLOR DE LA MOQUETA

Cinza escuro / Dark grey / Gris oscuro Verde / Green / Verde
 Cinza claro / Light grey / Gris claro Vermelho / Red / Rojo
 Azul / Blue / Azul Outra (disponib. a confirmar) / Other (availab. to be confirmed) / Otro (confirmar disponib.) _____

FORMA DE PAGAMENTO / PAYMENT / FORMA DE PAGO

Por transferência bancária / Bank transfer / Por transferencia bancaria Valor € / Charge € / Valor €

Mediante cheque / By cheque / Mediante cheque

Valor € / Charge € / Valor € N.º

Banco / Bank / Banco

Beneficiário / Beneficiary / beneficiario: AEP - Associação Empresarial de Portugal
Banco / Bank / Banco: Santander Totta
NIB / Account nr / CCC (Portugal): 0018.000005628660001.86
IBAN - PT50.0018.000005628660001.86
SWIFT: TOTTAPTPL

Enviar para / Send to / Enviar a: SERVEXPO
Exponor - Feira Internacional do Porto
Avenida Dr. António Macedo - Leça da Palmeira
4454-515 MATOSINHOS - PORTUGAL
Tel: +351 229 981 087 - Fax: +351 229 981 482
E-mail: servexpo@exponor.pt

Para encomendar outros serviços ou stands com projecto, consulte por favor a SERVEXPO em www.servexpo.exponor.pt
For ordering other services or stands with project please refer to SERVEXPO in www.servexpo.exponor.pt
Para encarga otros servicios o stands proyectados, consulte SERVEXPO en www.servexpo.exponor.pt

Para esclarecimentos e/ou consulta directa sobre outros artigos e serviços, por favor contacte servexpo@exponor.pt ou pelo telefone nr. +351 229 981 087

For further information and/or direct access to other items and services please contact servexpo@exponor.pt or phone number +351 229 981 087

Para aclaraciones y/o consulta directa sobre otros artículos y servicios, escriba un correo electrónico a servexpo@exponor.pt o llame al n.º +351 229 981 087

Data / Date / Fecha _____ / _____ / _____

Assinatura e carimbo
Signature and stamp / Firma y sello



CONGRESSO O.M.D. / O.M.D. CONGRESS / CONGRESO O.M.D.

Nome da Empresa / Company Name / Empresa

Contribuinte n.º / VAT Nr. / C. I. F. CAE / Business Activity

Morada / Address / Domicílio

Apartado / P.O. Box / Ap. de Correos Cód. Postal / Zip Code Localidade / Town / Población

País / Country Tel. Fax

Pessoa a Contactar / Contact / Persona de Contacto Tel.

E-mail: Telm.

Internet

RECEPCIONISMO / RECEPTIONIST / RECEPCIONISMO

Recepcionistas / Receptionists / Recepcionistas - € 87,00 / dia + IVA | € 87,00 / day + VAT | € 87,00 / día + IVA

N.º / Nr. / N.º N.º de dias / Nr. of days / N.º de días

Intérpretes / Interpreters / Intérpretes

Línguas / Languages / Lenguas:

Alemão / German / Alemán - € 126,00 / dia + IVA | € 126,00 / day + VAT
€ 126,00 / día + IVA Inglês / English / Inglés - € 100,00 / dia + IVA | € 100,00 / day + VAT
€ 100,00 / día + IVA

Espanhol / Spanish / Español - € 116,00 / dia + IVA | € 116,00 / day + VAT
€ 116,00 / día + IVA Italiano / Italian / Italiano - € 126,00 / dia + IVA | € 126,00 / day + VAT
€ 126,00 / día + IVA

Francês / French / Francés - € 100,00 / dia + IVA | € 100,00 / day + VAT
€ 100,00 / día + IVA N.º de dias / Nr. of days / N.º de días

Barmen - € 17,50 / hora + IVA | € 17,50 / hour + VAT | € 17,50 / hora + IVA

N.º / Nr. / N.º Horas (mínimo 6h) / Hours (6h minimum) / Horas (mínimo 6h)

Vigilantes / Security Guards / Vigilantes

N.º / Nr. / N.º

Horas diurnas (dias úteis)
Day hours (labour days) / Horas diurnas (días laborales)
€ 9,00 / hora + IVA | € 9,00 / hour + VAT | € 9,00 / hora + IVA

Horas nocturnas (dias úteis)
Night hours (labour days) / Horas nocturnas (días laborales)
€ 11,00 / hora + IVA | € 11,00 / hour + VAT | € 11,00 / hora + IVA

Caso necessite de qualquer outro serviço que não faça parte do dossier de expositor, agradecemos o favor de o descrever no espaço abaixo indicado. / If you need any other service that is not included in the exhibitors pack, please give details in the space below. / En caso de que necessite cualquier otro servicio que no forme parte del dossier del expositor, describalo en el espacio abajo indicado.

Data / Date / Fecha _____ / _____ / _____

Assinatura e carimbo
Signature and stamp / Firma y sello



Reservado aos serviços
Services only / Reservado a los servicios