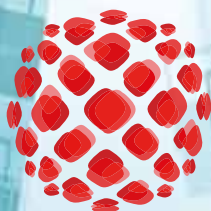


CENTRO DE CONGRESSOS DE LISBOA  
21 | 22 | 23 | NOVEMBER | 2013

# ExpoDentária

## MANUAL DO EXPOSITOR EXHIBITOR'S GUIDEBOOK



XXII CONGRESSO  
ORDEM DOS MÉDICOS DENTISTAS  
PORTUGUESE DENTAL ASSOCIATION ANNUAL MEETING

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2013 EXPO-DENTÁRIA REGULATION



**ExpoD**entária

# 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 CCL - Centro de Congressos Lisboa\*.

### 1.2 SET UP

18<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup> November 2013\* (09h00 - 18h00)

The stand must be finished, decorated and the surrounding area free and cleared strictly by 20h on 20/11/13\*.

### 1.3 CLEANING

The Organizer will carry out a general cleaning of the common areas of the exhibition halls, on 20/11/2013\* - from 20h to 22h.

### 1.4 THE EVENT

21<sup>th</sup>, 22<sup>th</sup>, 23<sup>th</sup> November 2013\* (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

23<sup>th</sup> Novembre, 2013 (20h00 - 22h00)

Exclusively for exhibitors to remove their portable equipments and valuables.

24<sup>th</sup> Novembre, 2013 (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 CCL. This request, if granted, results in additional costs that should be settled directly with CCL.

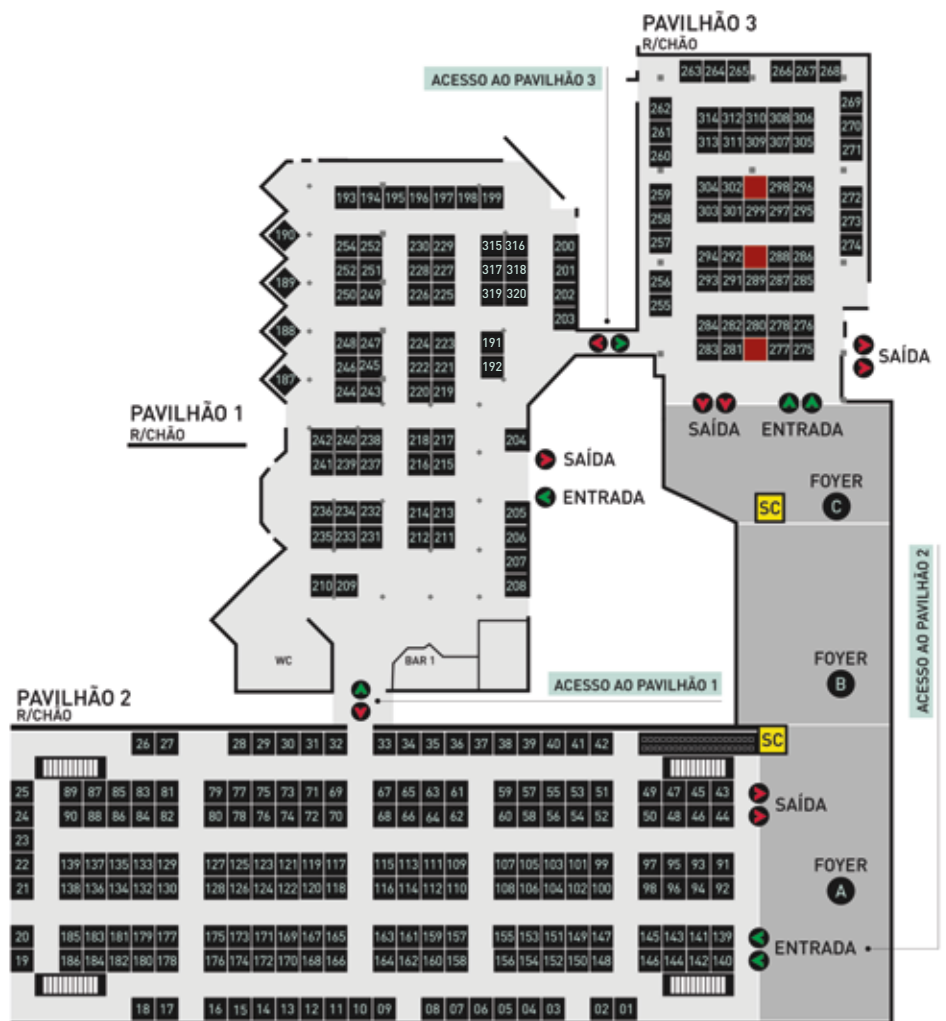
# 2013 EXPO-DENTÁRIA PLANT

## ExpoDentária

\* POR FAVOR, CONSIDERAR A EXISTÊNCIA DE COLUNAS DE 40X40 CENTÍMETROS

**LEGENDA**

-  ENTRADA
-  SAÍDA
-  SECRETARIADO



## 1.8 HOTELS

### **HF Fénix Urban \*\*\*\***

Single Room 45,00 | Double Room 50,00

Breakfast included

Av. António Augusto De Aguiar,14

1050-016 Lisboa

#### **Reservations:**

Tel.: +351 213 885 351

booking.urban@hfhhotels.com

www.hfhhotels.com

### **Sana Lisboa Hotel \*\*\*\***

Single Room 77,00 | Double Room 87,00

Breakfast included

Av. Fontes Pereira de Melo, 8

1069-310 Lisboa

#### **Reservations:**

Tel.: +351 213 827 272

grp1.lisboa@sanahotels.com

www.lisboa.sanahotels.com

### **NH Liberdade \*\*\*\***

Single Room 90,00 | Double Room 103,00

Breakfast included

Av. da Liberdade, 180 B

1250-146 Lisboa

#### **Reservations:**

Tel.: +351 213 514 060

d.gol@nh-hotels.com

www.nh-hotels.pt

### **Jerónimos 8 \*\*\*\***

Single Room 90,00 | Double Room 100,00

Breakfast included

R. dos Jerónimos, n.º 8

1400-211 Lisboa

#### **Reservations:**

Tel.: +351 213 600 900

jeronimos8@themahotels.pt

www.themahotels.pt

**Note:** This year you may benefit from special prices in three hotels - **HF Fénix Urban, Sana Lisboa Hotel, NH Liberdade e Jerónimos 8**. Just make your **reservation directly with the Hotel until September 30th** and mention the participation in the XXII 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 CCL - CENTRO DE CONGRESSOS LISBOA\***

Praça das Indústrias

1300-307 Lisboa – Portugal

Contactos: Joana Silva

Tel.: +351 213 601 411

Fax: +351 213 601 499

Tlm.: 927 984 842

Email: joana.silva@aip.pt

www.lisboacc.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 2013.

Form 1 - Expo-Dentária - **available from 20 May to 04 October**

Form 2 - Expo-Dentária Guide - **available from 20 May to 04 October**

Form 3 - Accreditation for exhibitors - **available from 20 May to 31 October**

Forms CCL

Order Form I – Booths – **available from 21 May to 02 November**

Order Form II – Audio/Visual Equipment – **available from 21 May to 02 November**

Order Form III – Electrical Services – **available from 21 May to 02 November**

Order Form IV – Technical Services – **available from 21 May to 02 November**

Order Form V – Information Technology (3 Days Event) – **available from 21 May to 02 November**

Order Form VI – Cleaning Services – **available from 21 May to 02 November**

Order Form VII – Furniture – **available from 21 May to 02 November**

Order Form IX – Plants and Flowers – **available from 21 May to 02 November**

Order Form X – Hostesses, Security Guards & Staff – **available from 21 May to 02 November**

Order Form XI – Parking – **available from 21 May to 02 November**

Order Form XII – Other Services – **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 04/10/2011\*, 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**
8. For exhibitors covering a column in their stand, there will be a reduction of 10% in the final price

## 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 <sup>2</sup>	--	1.650,00 €
2	18 m <sup>2</sup>	--	3.200,00 €
3	27 m <sup>2</sup>	--	4.700,00 €
4	36 m <sup>2</sup>	L	6.200,00 €
5	45 m <sup>2</sup>	L	7.700,00 €
6	54 m <sup>2</sup>	L	7.700,00 €
7	63 m <sup>2</sup>	L	9.200,00 €
8	72 m <sup>2</sup>	L; PUB	10.700,00 €
9	81 m <sup>2</sup>	L; PUB	12.200,00 €
10	90 m <sup>2</sup>	L; PUB	13.600,00 €
11	99 m <sup>2</sup>	L; PUB	15.000,00 €
12	108 m <sup>2</sup>	L; PUB	15.000,00 €
13	117 m <sup>2</sup>	L; PUB	16.400,00 €
14	126 m <sup>2</sup>	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 **20th May, 2013\***.
4. From 20/05/2013\* to 17/06/2013\* the Organizer is only receiving the application forms. On 18/06/2013\* 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 17th 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 17th June:
    - a) Order of arrival at the OMD (including 50% of reservation cost)
  - Distribution of 9m<sup>2</sup> stands will be done by draw in the Head office of OMD on 26th September 2013\*, 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 CCL\*.

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 CCL\*.

To hire this service please fill in FORM CCL until 04 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 CCL 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 (RSIUÉE) \*.
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 CCL.

## **2.17 PARKING**

1. Parking is the responsibility of the CCL\*. 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. Exhibitors may acquire credentials for a period equivalent to the days of the event, using FORM CCL.

## **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 CCL.

Communication services are the direct responsibility of the CCL\*.

## **2.19 GUIDE TO EXPO-DENTÁRIA**

1. The Organizer has the exclusive right to publish the Guide to Expo-Dentária 2013\*, 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 2013\*. 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 04/10/2013\*, 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 <sup>2</sup>	30
From 37 to 54m <sup>2</sup>	40
From 55 to 108m <sup>2</sup>	50
Over 108m <sup>2</sup>	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 16<sup>th</sup> 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 04/10/2013.

# 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 9m<sup>2</sup> (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 CCL until 10/10/2013.
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. All stands with raised floor height is 7cm must have a ramp facilitating the mobility of disabled people, with at least 90cm wide and 8 degrees inclination. 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 building height (from the ground or suspended walls) that is authorized in the pavilions, is the following:
  - Pavilion 1 - 3.00 m height
  - Pavilion 2 - sides 3m tall and 6m tall central
  - Hall 3 - 2,5 m height

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 (2<sup>nd</sup> 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 1<sup>st</sup> 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 11/10/2013\*, 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: 18/10/2013.
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 m<sup>2</sup>, 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.

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:

23<sup>th</sup> November, 2013 (20h00 - 22h00)\*

Exclusively for exhibitors to remove their portable equipments and valuables.

24<sup>th</sup> November 2013\* (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.



# FORMS



**ExpoDentária**



**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 2013 Expo-Dentária Guide	€
06 - Expo-Dentária 2013 Guide (Form 2)	€ Free
<b>TOTAL</b>	€

**FORMS OF PAYMENT**

Total paid up with reservation

50% at reservation € and 50% by 31/10/2013

50% at reservation € and 50% after 31/10/2013 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 BY**Name Position in the company: Signature: Date I do not wish to be contacted by stand rental firms





## Order Form I – Booths

### Deadlines

All prices indicated are valid until November 11th; from November 12th to November 17th prices will undergo a 30% increment.

From November 18th to the 20th there is a 50% increment in price .

All last minute requests will be determined on a case by case basis according to the availability of our services, nonetheless we will do our utmost to meet all requests.

Please send to:

AIP Feiras, Congressos e Eventos  
 Fax: +(351) 21 360 1499 | E-mail: lisboacc@aip.pt or  
 joana.silva@aip.pt

### Fildesign Bank Information:

IBAN/Identification  
 PT50 0018.0000.39829121001.38

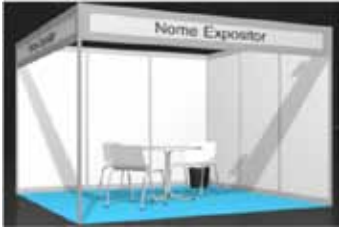

Banco  
 Santander Totta,  
 S.A.  
 TOTAPTPL

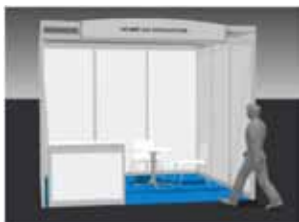
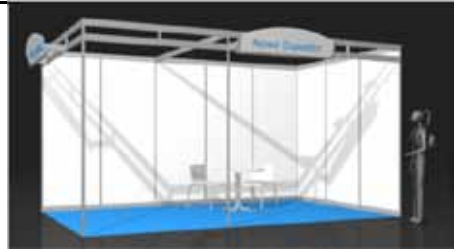
### Exhibitor Invoicing information:

Company Name:

Address:

Fiscal Identification Number :

Service Description	dimensions	Quantity	Unit Price	Sub-total
 <p>Nome Expositor</p> <p>Shell Scheme I Option A</p>	9sqm		135,00 €	
	15€/sqm			
<b>Composition</b>				
White laminated walls;				
Structure in satin finish and aluminum molding, 3 cm square profiles				
Exhibitor identification in self-adhesive vinyl (up to 20 graphic characters);				
Electrical switchboard with electrical outlet;				
Lighting: 3 spotlights (100W ) per 9m2				
Industrial floor carpeting (to choose from available colors in catalogue)				
Round table				
Three chairs				
Service Description	dimensions	Quantity	Unit Price	Sub-total
 <p>Shell Scheme Option B</p>	6sqm		150,00 €	
	25€/sqm			
<b>Composition</b>				
White laminated walls;				
Structure in satin finish and aluminum molding, 3 cm square profiles				
Counter one meter in height and interior shelving unit				
Exhibitor identification in self-adhesive vinyl (up to 20 graphic characters);				
Electrical switchboard with electrical outlet;				

Lighting: 3 spotlights (100W ) per 9m2					
Industrial floor carpeting (to choose from available colors in catalogue)					
Table					
Three chairs					
Service Description		dimensions	Quantity	Unit Price	Sub-total
	Shell Scheme Option C				
		9sqm 25€/sqm		225,00 €	
<b>Composition</b>					
White laminated walls;					
Structure in satin finish and aluminum molding, 3 cm square profiles					
Counter one meter in height and interior shelving unit					
Exhibitor identification in self-adhesive vinyl (up to 20 graphic characters);					
Electrical switchboard with electrical outlet;					
Lighting: 3 spotlights (100W ) per 9m2					
Industrial floor carpeting (to choose from available colors in catalogue)					
Table					
Three chairs					
Service Description		dimensions	Quantity	Unit Price	Sub-total
	Shell Scheme Option D				
		15sqm 25€/sqm		375,00 €	
<b>Composition</b>					
White laminated walls;					
Structure in satin finish and aluminum molding, 3 cm square profiles					
Exhibitor identification in self-adhesive vinyl (up to 20 graphic characters);					
Electrical switchboard with electrical outlet;					
Lighting: 3 spotlights (100W ) per 9m2					
Industrial floor carpeting (to choose from available colors in catalogue)					
Table					
Three chairs					
<b>Additional items</b>					
SHELF				25,00 €	
PRIVATE ROOM 1X1 WITH DOOR				75,00 €	
PRIVATE ROOM 2X1 WITH DOOR				150,00 €	
PRIVATE ROOM 2X2 WITH DOOR				300,00 €	
LAMINATED WOOD PANEL				20,00 €	
PLATFORM WITH CARPET 10CM M2				17,00 €	
COUNTER				45,00 €	
TABLE FILD.				22,00 €	
CHAIR FILD.				7,50 €	
LACQUERED TABLE TOP FILD.				50,00 €	
WASTEBASKET				2,50 €	
PLANTS				45,00 €	

**Carpet selection**

	Navy Blue		4,00€/sqm
	Grey		4,00€/sqm
	Green		4,00€/sqm
	Red		4,00€/sqm
	Beige		4,00€/sqm

## Order Form II – Audio/Visual Equipment

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

<b>Event Name</b>			
<b>Company Name / Booth</b>			
<b>Contact Name</b>			
<b>VAT Number</b>			
<b>Company Address</b>			
<b>Postcode / Town</b>		<b>Country</b>	
<b>Fax</b>		<b>Telephone</b>	
<b>E-mail</b>		<b>Mobile Phone</b>	

Service Description	Quantity	No. Days	Unit Price/Day	Sub-total
PLASMA MONITOR <i>SONY</i> 42" WITH GROUND SUPPORT			100,00 €	
PLASMA MONITOR <i>PIONEER</i> 50" WITH GROUND SUPPORT			180,00 €	
PLASMA MONITOR <i>PIONEER</i> 60" WITH GROUND SUPPORT			540,00 €	
DVD PLAYER <i>SONY</i>			20,00 €	
DVD PLAYER <i>PIONEER</i> 7300			75,00 €	
DVD RECORDER <i>SONY</i>			50,00 €	
VIDEO PROJECTOR <i>SONY</i> VPL EX 1 XGA (1500 LUMENS)			75,00 €	
VIDEO PROJECTOR <i>SONY</i> PX 30/31 (2,800 LUMENS)			150,00 €	
VIDEO PROJECTOR <i>SONY</i> PX 40 (3,500 LUMENS)			250,00 €	
101 LOUDSPEAKERS <i>BOSE</i>			10,00 €	
402 LOUDSPEAKERS <i>BOSE</i>			15,00 €	
802 LOUDSPEAKERS <i>BOSE</i>			20,00 €	
SOUND KIT (MIXING TABLE + AMPLIFIER + 2 SPEAKERS)			175,00€	
WIRED MICROPHONE (*)			20,00€	
WIRELESS MICROPHONE (*)			50,00€	

(\*) Involves requesting a Sound Kit

- a) These costs include set-up and dismantling of the equipment.  
 b) Requests received after the stipulated deadline will be charged with an addition of 50%.  
 c) Loss or damage to equipment will be charged to the applicant.

<b>Sub-total</b>	
<b>VAT (23%)</b>	
<b>TOTAL</b>	

<p><b>I authorize you to charge on my credit card:</b></p> <p><input type="checkbox"/> Visa   <input type="checkbox"/> Euro/Mastercard   <input type="checkbox"/> Other _____</p> <p>Card No. _____</p> <p>Expiration Date: ___ / ___ / ___</p> <p>Security Code: _____</p> <p>Name on Credit Card: _____</p> <p>Signature: _____</p> <p>Total amount to be paid: _____</p>	<p><input type="checkbox"/> <b>Bank Transfer to:</b></p> <p><b>AIP – Feiras, Congressos e Eventos</b></p> <p><b>Bank:</b> Santander Totta, S.A.</p> <p><b>Balcony:</b> Avenida Conde Valbom</p> <p><b>NIB:</b> 0018.0000.39829121001.38</p> <p><b>Swift Code:</b> TOTAPTPL</p> <p><b>Total amount to be paid:</b></p> <p>_____</p>
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**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_ / \_\_\_ / \_\_\_

<p><b>Please send to:</b></p> <p><b>AIP Feiras, Congressos e Eventos</b></p> <p><b>Fax:</b> +(351) 21 360 1499   <b>E-mail:</b> lisboacc@aip.pt</p>	<p style="text-align: center;"><b>To be filled by AIP Feiras, Congressos e Eventos</b></p> <p><b>Received on:</b> ___ / ___ / ___     <b>Invoiced on:</b> ___ / ___ / ___</p> <p><b>Signature:</b> _____     <b>Signature:</b> _____</p>
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## Order Form III – Electrical Services

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

<b>Event Name</b>			
<b>Company Name / Booth</b>			
<b>Contact Name</b>			
<b>VAT Number</b>			
<b>Company Address</b>			
<b>Postcode / Town</b>		<b>Country</b>	
<b>Fax</b>		<b>Telephone</b>	
<b>E-mail</b>		<b>Mobile Phone</b>	

Service Description	Quantity	Unit Price	Sub-total
ELECTRIC CONNECTION UNTIL 10 KW		27,00 €	
ELECTRIC CONNECTION UNTIL 20 KW		43,30 €	
ELECTRIC CONNECTION UNTIL 40 KW		62,50 €	
ELECTRIC CONNECTION UNTIL 65 KW		89,30 €	
CONSUMPTION KW / H		0,36€	
TRIPLE PLUG MONOPHASE 16 <sup>A</sup>		16,40 €	
MONOPHASE ELECTRIC BOARD 10 <sup>A</sup>		33,70€	
ELECTRIC BOARD HAVING THREE PHASES 16 <sup>A</sup>		52,10 €	
ELECTRIC BOARD HAVING THREE PHASES 32 <sup>A</sup>		92,00 €	
ELECTRIC BOARD HAVING THREE PHASES 63 <sup>A</sup>		153,20 €	

- a) These costs include set-up and dismantling of the equipment.  
 b) Requests received after the stipulated deadline will be charged with an addition of 50%.  
 c) Loss or damage to equipment will be charged to the applicant.

<b>Sub-total</b>	
<b>VAT (23%)</b>	
<b>TOTAL</b>	

I authorize you to charge on my credit card:

Visa  Euro/Mastercard  Other \_\_\_\_\_

Card No. \_\_\_\_\_

Expiration Date: \_\_\_ / \_\_\_ / \_\_\_

Security Code: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Signature: \_\_\_\_\_

Total amount to be paid: \_\_\_\_\_

Bank Transfer to:

**AIP – Feiras, Congressos e Eventos**

**Bank:** Santander Totta, S.A.

**Balcony:** Avenida Conde Valbom

**NIB:** 0018.0000.39829121001.38

**Swift Code:** TOTAPTPL

**Total amount to be paid:**

\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_ / \_\_\_ / \_\_\_

Please send to:

AIP Feiras, Congressos e Eventos

Fax: +(351) 21 360 1499 | E-mail: lisboacc@aip.pt

To be filled by AIP Feiras, Congressos e Eventos

Received on: \_\_\_ / \_\_\_ / \_\_\_

Invoiced on: \_\_\_ / \_\_\_ / \_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

## Order Form IV – Technical Services

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

Event Name			
Company Name / Booth			
Contact Name			
VAT Number			
Company Address			
Postcode / Town		Country	
Fax		Telephone	
E-mail		Mobile Phone	

Service Description	Quantity	Unit Price	Sub-total
COLD WATER AND DRAIN INSTALLATION		91,70€	
DRAIN SPOT INSTALLATION		54,60€	
COLD WATER AND DRAIN CONNECTION TO THE EXHIBITOR'S EQUIPMENT		45,40€	
SINK WITH BENCH		106,00€	
PRIVATE ROOM 1X1 WITH DOOR		61,80€	
PRIVATE ROOM 2X1 WITH DOOR		82,40€	
PRIVATE ROOM 2X2 WITH DOOR		101,00€	
LAMINATED WOOD PANEL		20,60€	
ACRYLIC GLASS PANEL		42,20€	
DOOR ASSEMBLY		36,00€	
CARPET FOR BOOTH (SUPPLY AND SET UP) M2		5,15€	
CARPET FOR AISLES (SUPPLY AND SET UP) M2		3,70€	
PLATFORM WITH CARPET 10CM		30,00€	

- a) These costs include set-up and dismantling of the equipment.
- b) Requests received after the stipulated deadline will be charged with an addition of 50%.
- c) Loss or damage to equipment will be charged to the applicant.

<b>Sub-total</b>	
<b>VAT (23%)</b>	
<b>TOTAL</b>	

<p><b>I authorize you to charge on my credit card:</b></p> <p><input type="checkbox"/> Visa   <input type="checkbox"/> Euro/Mastercard   <input type="checkbox"/> Other _____</p> <p>Card No. _____</p> <p>Expiration Date: ___ / ___ / ___</p> <p>Security Code: _____</p> <p>Name on Credit Card: _____</p> <p>Signature: _____</p> <p>Total amount to be paid: _____</p>	<p><input type="checkbox"/> <b>Bank Transfer to:</b></p> <p><b>AIP – Feiras, Congressos e Eventos</b></p> <p><b>Bank:</b> Santander Totta, S.A.</p> <p><b>Balcony:</b> Avenida Conde Valbom</p> <p><b>NIB:</b> 0018.0000.39829121001.38</p> <p><b>Swift Code:</b> TOTAPTPL</p> <p><b>Total amount to be paid:</b></p> <p>_____</p>
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**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_ / \_\_\_ / \_\_\_

<p><b>Please send to:</b></p> <p><b>AIP Feiras, Congressos e Eventos</b></p> <p><b>Fax:</b> +(351) 21 360 1499   <b>E-mail:</b> lisboacc@aip.pt</p>	<p style="text-align: center;"><b>To be filled by AIP Feiras, Congressos e Eventos</b></p> <p><b>Received on:</b> ___ / ___ / ___     <b>Invoiced on:</b> ___ / ___ / ___</p> <p><b>Signature:</b> _____     <b>Signature:</b> _____</p>
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## Order Form V – Information Technology (3 Days Event)

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

Event Name			
Company Name / Booth			
Contact Name			
VAT Number			
Company Address			
Postcode / Town		Country	
Fax		Telephone	
E-mail		Mobile Phone	

Service Description	Quantity	Unit Price / 3 Days	Sub-Total
<b>HUMAN RESOURCES</b>			
IT ASSISTANT		585,00€	
IT TECHNICIAN		839,00€	
<b>PC'S</b>			
NOTEBOOK PC		139,00€	
NOTEBOOK MACBOOKPRO RENTING		337,00€	
DESKTOP PC RENTING WITH 17" MONITOR		137,00€	
DESKTOP PC RENTING (WITHOUT MONITOR)		104,00€	
<b>MONITORS</b>			
17" LCD MONITOR RENTING		33,00€	
17" LCD MONITOR TOUCH SCREEN		168,00€	
19" LCD MONITOR RENTING		56,00€	
22" LCD MONITOR RENTING		99,00€	
32" LCD MONITOR RENTING		170,00€	
<b>PRINTER'S AND COPY MACHINE (*1)</b>			
NETWORK LASER PRINTER A4 / COLOR		521,00€	
NETWORK LASER PRINTER A4 / BLACK AND WHITE		167,00€	
ALL-IN-ONE (PRINTER/SCANNER/FAX)		125,00€	
COLOR COPY MACHINE		PER REQUEST	
<b>NETWORKING</b>			
INTERNET CONNECTION FOR 1 PC		81,00€	
LOCAL NETWORK CONNECTION		52,00€	
WIRELESS NETWORK WITH INTERNET ACCESS		PER REQUEST	
WIRELESS LOCAL NETWORK		PER REQUEST	
ASSIGN PUBLIC IP		27,00€	
ADDITIONAL BANDWIDTH: 1 MBPS		172,00€	
ADDITIONAL BANDWIDTH: 2 MBPS		284,00€	
ADDITIONAL BANDWIDTH: 4 MBPS		509,00€	
ADDITIONAL BANDWIDTH: 8 MBPS		959,00€	
<b>TELECOMMUNICATIONS</b>			
TELEPHONE RENTAL + LINE (WITH €15,00 PULSE COST)		91,00€	
FAX + LINE (WITH €15,00 PULSE COST)		153,00€	
DDI ANALOG LINE (EXTENTION) WITH €15,00 PULSE COST		76,00€	

LRD ANALOG LINE NORMAL (DIRECT LINE) WITH LRD - TRAFFIC INCLUDED		277,00€	
2 WAY BASIC ACCESS: DIGITAL LINE (ISDN) (TRAFFIC INCLUDED) NORMAL		425,00€	
CABLE TELEPHONE GUIDENCE		461,00€	
CABLE TV SETUP		PER REQUEST	

(\*1) The rental price of printers and copy machine include a set of consumables. The paper is not included.

<b>Sub-total</b>	
<b>VAT (23%)</b>	
<b>TOTAL</b>	

- a) These costs include set-up and dismantling of the equipment.
- b) Requests received after the stipulated deadline will be charged with an addition of 50%.
- c) Loss or damage to equipment will be charged to the applicant.
- d) It is not allowed the used of own distribution equipment (*routers, switches, hubs, access points, etc.*).

<p><b>I authorize you to charge on my credit card:</b></p> <p><input type="checkbox"/> Visa   <input type="checkbox"/> Euro/Mastercard   <input type="checkbox"/> Other _____</p> <p>Card No. _____</p> <p>Expiration Date: ___ / ___ / ___</p> <p>Security Code: _____</p> <p>Name on Credit Card: _____</p> <p>Signature: _____</p> <p>Total amount to be paid: _____</p>	<p><input type="checkbox"/> <b>Bank Transfer to:</b></p> <p><b>AIP – Feiras, Congressos e Eventos</b></p> <p><b>Bank:</b> Santander Totta, S.A.</p> <p><b>Balcony:</b> Avenida Conde Valbom</p> <p><b>NIB:</b> 0018.0000.39829121001.38</p> <p><b>Swift Code:</b> TOTAPTPL</p> <p><b>Total amount to be paid:</b></p> <p>_____</p>
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**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_ / \_\_\_ / \_\_\_

<p><b>Please send to:</b></p> <p><b>AIP Feiras, Congressos e Eventos</b></p> <p><b>Fax:</b> +(351) 21 360 1499   <b>E-mail:</b> lisboacc@aip.pt</p>	<p><b>To be filled by AIP Feiras, Congressos e Eventos</b></p> <p><b>Received on:</b> ___ / ___ / ___      <b>Invoiced on:</b> ___ / ___ / ___</p> <p><b>Signature:</b> _____      <b>Signature:</b> _____</p>
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## Order Form VI – Cleaning Services

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

Event Name			
Company Name / Booth			
Contact Name			
VAT Number			
Company Address			
Postcode / Town		Country	
Fax		Telephone	
E-mail		Mobile Phone	

Service Description	Quantity	Unit Price / sq m	Sub-total
1 <sup>st</sup> CLEANING		1,50 €/ sq m	
1 <sup>st</sup> CLEANING AND DAILY CLEANING FOR 2 DAYS		1,85 €/ sq m	
1 <sup>st</sup> CLEANING AND DAILY CLEANING FOR 3 DAYS		2,30 €/ sq m	
1 <sup>st</sup> CLEANING AND DAILY CLEANING FOR 4 DAYS		2,70 €/ sq m	
1 <sup>st</sup> CLEANING AND DAILY CLEANING FOR 5 DAYS		3,00 €/ sq m	
1 <sup>st</sup> CLEANING AND DAILY CLEANING FOR 6 DAYS		3,40 €/ sq m	

a) Requests received after the stipulated deadline will be charged with an addition of 50%.

	Sub-total	
	VAT (23%)	
	<b>TOTAL</b>	

<p><b>I authorize you to charge on my credit card:</b></p> <p><input type="checkbox"/> Visa   <input type="checkbox"/> Euro/Mastercard   <input type="checkbox"/> Other _____</p> <p>Card No. _____</p> <p>Expiration Date: ___ / ___ / ___</p> <p>Security Code: _____</p> <p>Name on Credit Card: _____</p> <p>Signature: _____</p> <p>Total amount to be paid: _____</p>	<p><input type="checkbox"/> <b>Bank Transfer to:</b></p> <p><b>AIP – Feiras, Congressos e Eventos</b></p> <p><b>Bank:</b> Santander Totta, S.A.</p> <p><b>Balcony:</b> Avenida Conde Valbom</p> <p><b>NIB:</b> 0018.0000.39829121001.38</p> <p><b>Swift Code:</b> TOTAPTPL</p> <p><b>Total amount to be paid:</b></p> <p>_____</p>
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**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_ / \_\_\_ / \_\_\_

<p><b>Please send to:</b></p> <p><b>AIP Feiras, Congressos e Eventos</b></p> <p><b>Fax:</b> +(351) 21 360 1499   <b>E-mail:</b> lisboacc@aip.pt</p>	<p style="text-align: center;"><b>To be filled by AIP Feiras, Congressos e Eventos</b></p> <p><b>Received on:</b> ___ / ___ / ___    <b>Invoiced on:</b> ___ / ___ / ___</p> <p><b>Signature:</b> _____    <b>Signature:</b> _____</p>
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## Order Form – Services

### Deadlines

All prices indicated are valid until November 11th; from November 12th to November 17th prices will undergo a 30% increment.

From November 18th to the 20th there is a 50% increment in price .

All last minute requests will be determined on a case by case basis according to the availability of our services, nonetheless we will do our utmost to meet all requests.

Please send to:

AIP Feiras, Congressos e Eventos  
 Fax: +(351) 21 360 1499 | E-mail: lisboacc@aip.pt or  
 joana.silva@aip.pt

### Bank Information:

IBAN/Identification  
 PT50 0018.0000.39829121001.38


Banco Santander Totta,  
 S.A.  
 TOTAPTPL






### Exhibitor Invoicing information:






Company Name:






Address:




Fiscal Identification Number :





	Description	Dimensions	Quantity	Unit Price	Sub-total
	Aluminum Structure Counter	100 x 50 x 100 cm (height)		45,00 €	



	Description	Dimensions	Quantity	Unit Price	Sub-total
	Leroy Stool (black or white)			13,00 €	
	Bombo Stool (black or white)			15,60 €	
	Leslie Stool (black or white)			16,90 €	
	Diamant chair (transparent)			8,45 €	
	Musa chair (black or white)			5,85 €	

	Description	Dimensions	Quantity	Unit Price	Sub-total
	Upholstered grey chair			7,50 €	
	Tulipa chair			12,00 €	
	Leslie chair (black or white)			10,40 €	
	Swan Chair (black or white)			39,00 €	
	BR Chair (Black or white)			22,10 €	

	Description	Dimensions	Quantity	Unit Price	Sub-total
	Cubo sofa (black or white)			52,00 €	
	Solsta sofa (black or white)			45,00 €	
	Pouf cubo (black or white)			20,00 €	
	Pouf (black or white)			20,00 €	
	Glass top round table	80 x 72 cm		16,60 €	

	Description	Dimensions	Quantity	Unit Price	Sub-total
	Tulipa table (white)	80 x 72 cm		31,20 €	
	Mable table (black or white)	70x 92,5 x 60 cm		15,60 €	
	White rectangular table	120 x 60 x 74 cm (height)		45,00 €	
	Low glass top table	78 x 78 x 45 cm (height)		40,00 €	

	Description	Dimensions	Quantity	Unit Price	Sub-total
	Low table (black or white)	60 x 60 x 60 cm (height)		15,45 €	
	Brochure display rack			26,00 €	
	Coat stand			11,10 €	
	Waste basket (black)			2,50 €	

	Description	Dimensions	Quantity	Unit Price	Sub-total
	Snack lit counter (white)	165 x 100 x 60 cm		97,50 €	
	White Break bar counter	172 x 110 x 60 cm		182,00 €	

Fildesign - Inovação, Serviços Técnicos e Decoração SA,  
 Rua do Bojador, edifício FIL, Parque das Nações, 1998 -010 Lisboa, Portugal  
 Fiscal Identification Number. 508 970 270

## Order Form IX – Plants and Flowers

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

Event Name			
Company Name / Booth			
Contact Name			
VAT Number			
Company Address			
Postcode / Town		Country	
Fax		Telephone	
E-mail		Mobile Phone	

Code	Description	Quantity	Unit Price / Event	Sub-Total
<b>NATURAL PLANTS</b>				
307	PLANTS WITH 60CM HEIGHT		28,30 €	
120	PLANTS WITH 120CM HEIGHT		24,70 €	
120A	PLANTS WITH 120CM HEIGHT		24,70 €	
310	PLANTS WITH 150CM HEIGHT		28,30 €	
300	PLANTS WITH 160CM HEIGHT		37,60 €	
301	PLANTS WITH 160CM HEIGHT		37,60 €	
302	PLANTS WITH 160CM HEIGHT		26,70 €	
303	PLANTS WITH 160CM HEIGHT		26,70 €	
304	PLANTS WITH 170CM HEIGHT		24,70 €	
170	PLANTS WITH 170CM HEIGHT		30,90 €	
170A	PLANTS WITH 170CM HEIGHT		30,90 €	
313	PLANTS WITH 190CM HEIGHT		32,90 €	
321	PLANTS WITH 190CM HEIGHT		32,90 €	
200	PLANTS WITH 200CM HEIGHT		43,20 €	
200A	PLANTS WITH 200CM HEIGHT		43,20 €	
110	SMALL PLANTS		8,70 €	
318	PLANTS WITH 0,20CM HEIGHT		14,40 €	
314	PLANTS WITH 0,30CM HEIGHT		15,90 €	
315	PLANTS WITH 0,30CM HEIGHT		15,90 €	
320	PLANTS WITH 0,30CM HEIGHT		14,90 €	
317	PLANTS WITH 0,40CM HEIGHT		32,90 €	
306	PLANTS WITH 0,60CM HEIGHT		21,60 €	
080	RECTANGULAR FLOWER POT 80X20 CM		31,90 €	
080B	RECTANGULAR FLOWER POT 80X20 CM		31,90 €	
082	RECTANGULAR FLOWER POT 82X36 CM		42,70 €	
082B	RECTANGULAR FLOWER POT 75X40X30		42,70 €	
W2000	ORQUIDEA PHALAENOPSIS FLOWER		33,50 €	
W2001	ORQUIDEA PHALAENOPSIS FLOWER		33,50 €	
W2002	ORQUIDEA PHALAENOPSIS FLOWER		33,50 €	
W2003	ANTURIO ENVAZADO		33,50 €	
	TIBETE		54,40 €	
	JARDIM		54,40 €	
<b>ARRANGEMENTS WITH NATURAL FLOWERS</b>				
016	ARRANGEMENT FOR COUNTER		105,50 €	

013	CENTERPIECE OR DESK		50,40 €
015	CENTERPIECE OR DESK		36,50 €
005	OVAL CENTERPIECE		49,90 €
006	OVAL CENTERPIECE		80,80 €
006B	OVAL CENTERPIECE		84,40 €
001	SPEAKER'S TABLE ARRANGEMENT		94,20 €
004	SPEAKER'S TABLE ARRANGEMENT		225,00 €
007	SPEAKER'S TABLE ARRANGEMENT (FLOOR)		119,40 €
009	LECTERN ARRANGEMENT		144,20 €
010	LECTERN ARRANGEMENT		322,30 €
011	LECTERN ARRANGEMENT		117,40 €
018	COLUMN WITH ARRANGEMENT		165,80 €
019	COLUMN WITH ARRANGEMENT		158,60 €
024 A	ACRYLIC CUBE WITH FLOWERS		15,00 €
040 A	ACRYLIC CUBE WITH FLOWERS		15,00 €
047 A	ACRYLIC CUBE WITH FLOWERS		15,00 €
016	ARRANGEMENT FOR COUNTER		105,50 €
013	CENTERPIECE OR DESK		50,40 €
015	CENTERPIECE OR DESK		36,50 €
005	OVAL CENTERPIECE		49,90 €
006	OVAL CENTERPIECE		80,80 €
006B	OVAL CENTERPIECE		84,40 €
001	SPEAKER'S TABLE ARRANGEMENT		94,20 €
004	SPEAKER'S TABLE ARRANGEMENT		225,00 €
007	SPEAKER'S TABLE ARRANGEMENT (FLOOR)		119,40 €
009	LECTERN ARRANGEMENT		144,20 €
010	LECTERN ARRANGEMENT		322,30 €
011	LECTERN ARRANGEMENT		117,40 €
018	COLUMN WITH ARRANGEMENT		165,80 €
019	COLUMN WITH ARRANGEMENT		158,60 €
<b>BIG ARRANGEMENTS</b>			
023	GREEN BALL Ø 120cm		218,30 €
024	GREEN BALL Ø 90cm		158,60 €
025	GREEN BALL Ø 75cm		138,00 €
026	GREEN BALL Ø 60cm		105,50 €
027	GREEN BALL Ø 40cm		52,50 €
033	GREEN BALL WITH FLOWERS Ø 120cm		400,00 €
034	GREEN BALL WITH FLOWERS Ø 90cm		339,30 €
035	GREEN BALL WITH FLOWERS Ø 75cm		226,60 €
036	GREEN BALL WITH FLOWERS Ø 60cm		174,00 €
037	GREEN BALL WITH FLOWERS Ø 40cm		94,20 €
030	SPEAKER'S TABLE ARRANGEMENT		329,50 €
031	SPEAKER'S TABLE ARRANGEMENT		438,20 €
700	STAGE DECORATION - GREEN LEAVES (m2)		27,30 €
021	STAGE DECORATION-EXOTIC LEAVES AND FLOWERS (m2)		41,20 €
022	STAGE DECORATION - EXOTIC LEAVES		38,00 €

a) Requests received after the stipulated deadline will be charged with an addition of 50%.

<b>Sub-total</b>	
<b>VAT (23%)</b>	
<b>TOTAL</b>	

I authorize you to charge on my credit card:

Visa  Euro/Mastercard  Other \_\_\_\_\_

Card No. \_\_\_\_\_

Expiration Date: \_\_\_ / \_\_\_ / \_\_\_

Security Code: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Signature: \_\_\_\_\_

Total amount to be paid: \_\_\_\_\_

Bank Transfer to:

**AIP – Feiras, Congressos e Eventos**

**Bank:** Santander Totta, S.A.

**Balcony:** Avenida Conde Valbom

**NIB:** 0018.0000.39829121001.38

**Swift Code:** TOTAPTPL

**Total amount to be paid:**

\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_ / \_\_\_ / \_\_\_

Please send to:

**AIP Feiras, Congressos e Eventos**

Fax: +(351) 21 360 1499 | E-mail: lisboacc@aip.pt

To be filled by AIP Feiras, Congressos e Eventos

Received on: \_\_\_ / \_\_\_ / \_\_\_

Invoiced on: \_\_\_ / \_\_\_ / \_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

## Order Form X – Hostesses, Security Guards & Staff

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

<b>Event Name</b>			
<b>Company Name / Booth</b>			
<b>Contact Name</b>			
<b>VAT Number</b>			
<b>Company Address</b>			
<b>Postcode / Town</b>		<b>Country</b>	
<b>Fax</b>		<b>Telephone</b>	
<b>E-mail</b>		<b>Mobile Phone</b>	

Service Description	Quantity	No. Hours	Unit Price/Hour	Sub-total
HOSTESS (* <sup>1</sup> )			11,85 €/ HOUR	
MASCOT			14,00€/ HOUR	
PORTER			13,50€/ HOUR	
SECURITY GUARD/VIGILANT			12,20€/ HOUR	
LABOUR CREW REGULAR SCHEDULE (FROM 09h00 TO 18h00)			26,50 €/ HOUR	
LABOUR CREW EXTRA HOUR (FROM 18h00 TO 09h00)			39,75 €/ HOUR	
LABOUR CREW EXTRA HOUR (SATURDAY, SUNDAY AND HOLYDAYS)			53,00 €/ HOUR	

a) All the services require a minimum contracting of 4 hours.

<b>Sub-total</b>	
<b>VAT (23%)</b>	
<b>TOTAL</b>	

(\*<sup>1</sup>) HOSTESSES REQUIREMENTS – LANGUAGES

ENGLISH  SPANISH  FRENCH  OTHER: \_\_\_\_\_

**Observations:** \_\_\_\_\_

## Order Form XI – Parking

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

Event Name			
Company Name / Booth			
Contact Name			
VAT Number			
Company Address			
Postcode / Town		Country	
Fax		Telephone	
E-mail		Mobile Phone	

Service Description	Quantity	No. Days	Unit price/ Day/ Car	Sub-total
EXHIBITORS PARKING / DAY / CAR			10,41 €	

a) Exhibitors special rate per day.

Sub-total	
VAT (23%)	
<b>TOTAL</b>	

<p><b>I authorize you to charge on my credit card:</b></p> <p><input type="checkbox"/> Visa <input type="checkbox"/> Euro/Mastercard <input type="checkbox"/> Other _____</p> <p>Card No. _____</p> <p>Expiration Date: ___ / ___ / ___</p> <p>Security Code: _____</p> <p>Name on Credit Card: _____</p> <p>Signature: _____</p> <p>Total amount to be paid: _____</p>	<p><input type="checkbox"/> <b>Bank Transfer to:</b></p> <p><b>AIP – Feiras, Congressos e Eventos</b></p> <p><b>Bank:</b> Santander Totta, S.A.</p> <p><b>Balcony:</b> Avenida Conde Valbom</p> <p><b>NIB:</b> 0018.0000.39829121001.38</p> <p><b>Swift Code:</b> TOTAPTPL</p> <p><b>Total amount to be paid:</b></p> <p>_____</p>
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**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_ / \_\_\_ / \_\_\_

<p><b>Please send to:</b></p> <p><b>AIP Feiras, Congressos e Eventos</b></p> <p><b>Fax:</b> +(351) 21 360 1499   <b>E-mail:</b> lisboacc@aip.pt</p>	<p><b>To be filled by AIP Feiras, Congressos e Eventos</b></p> <p><b>Received on:</b> ___ / ___ / ___ <b>Invoiced on:</b> ___ / ___ / ___</p> <p><b>Signature:</b> _____ <b>Signature:</b> _____</p>
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4100-080 Porto - Portugal  
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E-mail: [expo-dentaria@ombd.pt](mailto:expo-dentaria@ombd.pt)