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PORTO | EXPONOR  
PORTUGAL



**EXPO**  
DENTÁRIA  
PORTUGAL

# GUIDELINES FOR EXHIBITORS

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# GUIDELINES FOR EXHIBITORS 2023



## INTRODUCTION

These rules, herein Guidelines for Exhibitors, are an integral part of the rental and service agreement established between Ordem dos Médicos Dentistas and the Exhibitor.

The Exhibitor must share the contents of these Guidelines with employees and subcontractors, so as to make them acquainted with the rules to be followed during the event.

These rules may be changed at any time by the Organisation, whenever necessary or convenient for the proper development of the activities related to the event.

The Organisation may redefine, correct or stipulate specific aspects of the event, which shall become mandatory after due publication or direct notification.

These rules are made up of three sections:

**Section 1 – Specific** – annual specifications, which may vary for each Expodentária, such as setup, operation and dismantling schedule, and layout of Expodentária.

**Section 2 – General Rules**

**Section 3 – Application Forms**

## SETUP, OPERATION AND DISMANTLING SCHEDULES

### 1.1 – LOCATION

The trade show will take place at Exponor, in the city of Matosinhos\*.

### 1.2 – SET UP

6, 7 and 8 November 2023, 8 am to 8 pm.

Stand setup, finishing and decoration, as well as clearing of surrounding area must be finished by 8 November 2023\*, at 8 pm, no exceptions allowed.

### 1.3 – GENERAL CLEANING AT EXPODENTÁRIA

The organisation shall arrange the general cleaning of the common exhibition areas, to take place on 8 November 2023\* – from 8 to 10 pm.

### 1.4 – DURATION OF THE EVENT

9, 10 and 11 November 2023, from 9 am to 8 pm.

Expodentária will be held on the indicated days and times, though its opening hours may be modified as deemed most convenient by the Organisation, without any type of compensation being due.

Exhibitors must keep their stands in operation for the entire duration of the event, with qualified staff to assist visitors.

### 1.5 – DISMANTLING

1 November 2023 (8 pm – 12 midnight)

12 and 13 November 2023 (9 am – 6 pm), non-extendable.

Exhibitors must disassemble their own stands and remove all products and material on display, as well as clean their respective areas, within the deadline and under the conditions here established.

### 1.6 – EXTENSION OF SETUP AND DISMANTLING TIMES

Any extensions of the setup and dismantling times requested by exhibitors shall be analysed on a case-by-case basis, in accordance with the availability of Exponor. Those extensions are subject to additional costs, which must be paid up directly to Exponor.

# LAYOUT OF EXPO DENTÁRIA



## **IMPORTANT CONTACT INFO**

### **1.8 – ORGANISATION**

#### **Ordem dos Médicos Dentistas**

Av. Dr. Antunes Guimarães, 463 4100 – 080 Porto

Persons in charge at Expodentária:

Patrícia Almeida Santos e António Cabral

Contact person: Maria do Céu Paz

Phone: +351 226 197 690

Email: [expodentaria@omd.pt](mailto:expodentaria@omd.pt)

[www.omd.pt](http://www.omd.pt)

### **1.9 – EXPONOR – FEIRA INTERNACIONAL DO PORTO**

#### **Exponor – Feira Internacional do Porto**

Av. Dr. António Macedo, 574

Leça da Palmeira

4454 – 515 Matosinhos

Tel: +351 229981087

E-mail: [servexpo@exponor.pt](mailto:servexpo@exponor.pt)



## AUTO ORGANIZAÇÃO

### 1.10 – CHECK-LIST

1. Read the Guidelines for Exhibitors and share their contents with your employees and subcontractors;
2. Carefully read the OMD Handbook of Best Practices for Sustainable Events;
3. Fill in and submit all the forms in these Guidelines, within the following deadlines:

**Form 1** – Registration application for Expodentária – **available from 2 March to 4 October 2023, or until all stands in Expodentária have been allotted;**

**Form 2** – Expodentária Guide, exclusively online – **downloadable from the Expodentária webpage;**

**Form 3** – Application for Exhibitor passes – **downloadable from the Expodentária webpage;**

#### **Forms requested by Exponor**

<https://www.ond.pt/congresso/2023/expodentaria/formularios/>

4. The management of personal data supplied by visitors to Expodentária, as well as those shared with the Organisation by the Exhibitors, is in accordance with the data management rules established by Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (General Data Protection Regulation);
5. Send the complimentary tickets supplied by the Organisation to your regular and potential customers, your suppliers and subcontractors;
6. Send a copy of these Guidelines to the company hired for the stand setup, and demand compliance with their rules;
7. Secure the necessary services and utilities for your stand, such as electricity (mandatory), cleaning and others, within the specified deadlines;
8. Design your promotion and advertising strategies, and check submission deadlines for approval by the Organisation;
9. Define your stand layout and design, and submit your plan for approval by the Organisation, within the specified deadlines;
10. Check whether your design has the characteristics of a modular stand or a custom stand. In the latter case, please make sure that you submit the construction plan within the specified deadline and in accordance with the rules established in this document;
11. Get the necessary risk insurance for your stand, staff and materials.

## SECÇÃO 2 – GERAL

### 2.1 Rules and contract

1. When registering, the Exhibitor accepts to comply with these Guidelines, which apply to the relation between the Exhibitor (including its staff and subcontractors) and Ordem dos Médicos Dentistas.
2. These rules are an integral part of the rental and service agreement established between Ordem dos Médicos Dentistas and the Exhibitor

### 2.2 Organisation

1. Expodentária, herein the Event, is organised by Ordem dos Médicos Dentistas, also referred to as the Organisation.
2. Should any unexpected event or case of force majeure lead to the closure of Expodentária, or to delays in its opening, changes in its opening hours or modifications in the Specific Section, Exhibitors shall not be entitled to any compensation.
3. Should the Event be cancelled for any reason, Exhibitors shall only be refunded for the amounts already paid up.

### 2.3 Purpose

1. The purpose of Expodentária is the exhibition of products and/or services related to the field of activity featured in the Event, which falls within the ambit of dentistry and oral health.
2. Exhibitors shall not be prevented from selling the products and/or services described in the previous paragraph, within the premises of Expodentária.
3. Each exhibitor and/or participant shall have the sole, personal and exclusive responsibility for complying with the legislation in force, pertaining to the exhibition and commercialisation of the products and/or services on display, as well as for their conformity with the safety measures in place.

### 2.4 Ambit

Expodentária is held at the same time as the Annual Conference of Ordem dos Médicos Dentistas, and is placed under the authority and jurisdiction of OMD, as represented by its Board of Directors.

### 2.5 Operating conditions

1. The Organisation shall establish the price of the admission tickets to the premises, as well as define the rules to ensure the normal operation of the Event.
2. The Organisation shall take the necessary steps to enforce the rules established in this document, and may take any decisions or produce any additional rules if necessary.
3. In order to ensure the regular course and operation of Expodentária, the Organisation shall speedily analyse, resolve and settle any unexpected event, problem or difficulty arising during the setup, operation and dismantling of Expodentária.

## 2.6 Admission requirements

1. National and foreign companies may be exhibitors at Expodentária, as well as their agents or distributors in Portugal, whose activities fall within the ambit of the Event, as established in clause 2.3.
2. Without prejudice to the admission of sponsors, specialised health reporters or representatives of guest organisations and institutions, participation in Expodentária shall not be allowed to those persons or organisations whose products and/or services do not correspond to the purpose of the event, as established in clause 2.3, or to the legal scope of OMD.
3. Exhibitors shall be forbidden to conduct any type of direct or indirect advertising, endorsement, reference or allusion to dental clinics.
4. Exhibitors shall be forbidden to endorse, advertise or recruit oral health workers.
5. Collective participation or exhibitor clusters with shared characteristics shall only be allowed if the respective manufacturers are mentioned on the products on display.
6. Applications for collective participations shall identify each exhibitor in the cluster, and may be given partial approval by the Organisation.
7. In case of partial approval, should the Exhibitor withdraw the registration application, the decision must be communicated to the Organisation within three business days following the date of the partial approval, in accordance with the deadlines established in clause 2.10.
8. Exhibitors wishing to include companies represented by them in the catalogue, shall enclose official letters from those companies in order to confirm that business relationship.
9. Whenever necessary, the Organisation may request those companies' contact information or documentary evidence proving any of the situations described in the previous paragraphs.
10. The Organisation shall have the right to accept or reject any application which, according to the criteria defined by the Organisation, does not fall within the ambit and purpose of the Event, or which may for any reason be prejudicial or inconvenient.
11. Should the application be entirely or, in the case of collective applications, partially rejected for the reasons indicated above, the applicants shall be refunded for the amounts already paid up, without any right to compensation or reparation.
12. Applications partially rejected by the Organisation which do not lead to the withdrawal of the entire application by the Exhibitor shall not be eligible for reimbursement.

## 2.7 Stand transfer

1. Exhibitors and participants shall not transfer their stands, or any fraction of them, to third parties, without prior written authorisation by the Organisation.
2. Exhibitors shall refrain from displaying products or materials from other manufacturers that are not listed in the original application, or have been added later when so authorised by the Organisation.
3. Should exhibitors fail to comply with the terms of the previous paragraphs, the Organisation may remove or order the removal of the unauthorised items on display.

## 2.8 Legality and transparency

By acknowledging the general rules contained in this section, Exhibitors (including their staff and subcontractors) declare to the Portuguese Dental Association that they are not, directly or indirectly, involved in legal proceedings, criminal, tax or other investigations related to participation in criminal activities and/or organisations/associations, corruption, fraud and money laundering schemes.

## REQUIREMENTS FOR PARTICIPATION AND REGISTRATION APPLICATIONS

### 2.9 Registration

1. Applicants must register by submitting Form no. 1 correctly filled in, as well as the first instalment of the rental fee as registration fee.
2. Applications for registrations must be submitted until 4 October 2023\*, or until all stands have been allotted, the Organisation having the right to orally reject applications submitted after that date.
3. Applications for Expodentária shall imply full compliance with all the clauses in these Guidelines, and of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (General Data Protection Regulation), but shall not grant exhibitor status to applicants. The Organisation has the right to decide the stand allocation and its location, in accordance with the applicants' requests.
4. The Organisation shall communicate applicants, in written form, whether their applications have been accepted, including the stands that they have been allotted and their respective locations.
5. When booking their stands and associated services, Exhibitors must fill in and submit the respective forms and pay up all due amounts.
6. Should the Organisation reject an application, all amounts paid by the applicant as rental fee shall be reimbursed.
7. Once the allocation of spaces has been initiated, in accordance with the procedure described under title 2.10, numbers 3 and 5, paragraph b) of these Guidelines, applicants shall not be allowed to modify the number of stands and/or area requested, nor be refunded for the (total or partial) amounts already paid for registration.

### 2.10 Rental fees

1. The rental fee is defined according to the area and location of the stand, as shown in the following table:
2. Stands may be booked as from 22 March 2023\*.
3. Between 22 March 2023\* and 22 April 2023\*, the Organisation shall acknowledge the reception of the applications. Stand allotment among exhibitors shall take place as from 28 April 2023\*, according to the criteria defined in the following paragraph.

No. of Stands	Total area	Free offer <sup>(1)</sup>	Total amount <sup>(2)</sup>
1	9 m <sup>2</sup>	-	2.000,00€
2	18 m <sup>2</sup>	-	3.900,00€
3	27 m <sup>2</sup>	-	5.750,00€
4	36 m <sup>2</sup>	-	7.500,00€
5	45 m <sup>2</sup>	-	8.500,00€
6	54 m <sup>2</sup>	-	9.300,00€
7	63 m <sup>2</sup>	-	11.150,00€
8	72 m <sup>2</sup>	L	12.900,00€
9	81 m <sup>2</sup>	L	13.900,00€
10	90 m <sup>2</sup>	L	14.650,00€
11	99 m <sup>2</sup>	L	17.250,00€
12	108 m <sup>2</sup>	L	18.000,00€
13	117 m <sup>2</sup>	L	19.850,00€
14	126 m <sup>2</sup>	L	21.400,00€
15	135 m <sup>2</sup>	L	22.550,00€
16	144 m <sup>2</sup>	L	23.700,00€
17	153 m <sup>2</sup>	L	24.750,00€
18	162 m <sup>2</sup>	L	25.900,00€
19	171 m <sup>2</sup>	L	27.050,00€
20	180 m <sup>2</sup>	L	28.200,00€
Addition of extra 9-sq.m. module			1.150,00€

Code: (1) L = Sponsor's logo on the map of Expodentária; + applicable VAT.

4. Criteria for stand allotment:
  - o 1st choice to Platinum Sponsors
  - o 2nd choice to Gold Sponsors
  - o 3rd choice to Silver Sponsors
  - o 4th choice to Bronze Sponsors
  - o 5th choice to Ordinary Sponsors
  - o 6th choice to exhibitors
5. The criteria for stand allotment among the Exhibitors are based on the following rules:
  - a) After being accepted by the Organisation, applications shall be organised according to the number of stands requested and in chronological order.
  - b) The remaining stands shall be distributed among the exhibitors, after all sponsors have made their choices;
  - c) The remaining stands shall be allotted among exhibitors according to the number of stands requested, in descending order;
  - d) The exhibitors shall select their stands and locations on the dates defined by the organisation, at a meeting held online;
  - e) For exhibitors renting one 9–square–metre stand, the location shall be chosen by lot, at an online meeting scheduled by OMD, on 15 September 2023\*, by 10.30 am.
6. All the stands booked shall be confirmed in written form, after 50% of the total due amount is paid up, within the following 10 days.
7. The rental fee shall be paid in one or two instalments, in accordance with the instructions provided in Form no. 1.
8. Already paid instalments shall not be reimbursed, even if the Exhibitor fails to occupy the stand for any reasons not attributable to the Organisation, save for the terms of the following paragraph.
9. Failure to pay any instalment within the deadline defined in the Specific Regulation gives the Organisation the right to exclude the Exhibitor, which shall not be entitled to any refund or compensation.
10. All companies wishing to participate in Expodentária must apply for registration, taking responsibility for the data provided in the application form.
11. Stand allotment among sponsors shall be made in chronological order, according to the date of confirmation of the sponsorship.
12. Stand allotment among the other exhibitors shall be made in accordance with clause 5.
13. The Organisation shall notify the Exhibitor, on the day established for the stand allotment, and send a copy of the layout of Expodentária, showing the Exhibitor's name on the stand(s) allotted. The Exhibitor's confirmation must be received within the following 48 hours. Failure to send confirmation shall be understood as the Exhibitor's agreement with the allotted stand. The Organisation shall interrupt the period of stand allotment from 145 August 2023 to 1 September 2023.
14. All communication between the Organisation and the Exhibitors shall be exclusively conducted through electronic means, using the address indicated on Form no. 1.

## 2.11 Withdrawal

1. Should the Exhibitor forfeit the allotted stand, the Organisation must be notified in writing by the Exhibitor at least thirty days before the start of Expodentária, in which case the Organisation may exempt the Exhibitor from the payment of the remaining due amounts, if applicable.
2. Upon receiving a withdrawal request in accordance with the previous paragraph, the Organisation shall inform the Exhibitor, in written form, of the decision.

## GENERAL SERVICES

### 2.12 Infirmary

Emergency healthcare will be available on the dates and times established for the setup and dismantling, as indicated in these Guidelines, and during opening hours.

### 2.13 Security at Expodentária

1. Security services shall be kept in place 24 hours, for the duration of the setup, operation and dismantling periods, and shall be located at entrance doors, circulation areas and common areas in the premises.
2. Exhibitors and assemblers shall be responsible for the security of their own stands, as the Organisation shall not be accountable for the private areas within the stands, or for the safety of any materials contained in or making up the stands.

### 2.14 Cleaning

#### 1. GENERAL CLEANING DURING THE EVENT

The organisation shall arrange the general cleaning of the common exhibition areas, such as circulation areas and restrooms.

#### 2. CLEANING OF STANDS

Exhibitors shall be in charge of cleaning the private areas within their stands, which must be conducted by their employees or by the company hired by Exponor\*. Garbage and waste material resulting from the cleaning procedure shall not be disposed of in the common or circulation areas.

Garbage produced by the stands may be placed in the circulation areas only after the end of the opening hours, at 8 pm, provided the appropriate disposal bags are used. Garbage may also be placed in the garbage containers found outside the premises of Exponor\*.

In order to secure cleaning services, please fill in the form provided by Exponor\*, by 20 October 2023.

### 2.15 Lighting

General lighting of the premises, as well as of outdoor spaces, shall be secured by the Organisation.

### 2.16 Electric power

1. In order to secure this service, please fill in the form provided by Exponor\*, by 20 October 2023.
2. Power to be supplied shall be AC power, 50 Hz frequency and 220/380 V\* voltage.
3. Depending on the area covered by their stands, Exhibitors may choose between two levels of delivered output, by ticking the corresponding box in the specific form.
4. Reactive loads (power engines, discharge tubes, etc.) in the Exhibitors' stands must be compensated, so that the power factor of the electrical installation is equal to or higher than 0.94.

5. Electric charge in the stand installation must be evenly distributed, to prevent any phase unbalance.
6. Electrical wirings in the stands must comply with the official regulations in force, particularly the Safety Standards for Electrical Installations (R.S.I.U.E.E.) \*.
7. Exhibitors shall appoint a technician, duly accredited by the Energy Bureau of the Ministry of Industry and Energy, who shall be responsible for the appropriate electrical wiring of the stand.
8. Power to the stands shall be supplied from the Exhibitors' distribution board, and shall be paid by each Exhibitor. Exhibitors must submit their electrical installation plan for approval before the assemblage.
9. The stand electrical installation must be fitted with one, or more, panelboards, according to the power delivered by Exponor, at the Exhibitor's expense. One of the panelboards shall be used as the stand distribution board. Should that not be possible, each panelboard must service well-defined areas within the stand, and no connections shall be made from one panelboard area to another.
10. Panelboards in the stands shall be fitted with: appropriate wiring according to the delivered power; omni-pole breaker, according to the delivered power; high sensitivity (30 mA) differential protection device for automatic disconnection in case of faulty earthed currents (note: this device may be used as omni-pole breaker); circuit breaker to protect output circuits from overcurrent.
11. Electrical power distribution from the Exhibitor's distribution board to the electrical appliances must use double insulated wires with protective earth. The use of single-insulated flexible conductors (PV) is strictly forbidden, as well as light-sheathed cables (VVD, FVD, etc.) and type V conductors laid out above ground. In addition to these restrictions, Exhibitors must comply with the provisions in paragraph 5.3.1. of the R.S.I.U.E.E.
12. Once the electrical installation of the stand is concluded, the Exhibitor shall request Exponor\* to conduct an inspection in order to check the installation and connect the power supply.
13. Should power consumption in the stand go above the delivered output, triggering protection devices, power supply may be restored by Exponor\*, after the payment of a fee to be established.
14. Exhibitors must take the necessary steps to grant access to the accredited staff of Exponor\*, in order to allow them to check the connection of the stand electrical wiring with the main distribution board in the premises.
15. The electrical wiring in the stand may be inspected at any time by accredited staff of Exponor\*, who may cut the power supplied to the stand if safety conditions are not satisfactory or unauthorised modifications are introduced. In the latter case, the Exhibitor may, after the correction of any irregularities in the installation, request power to be re-established after a new inspection of the installation has been carried out and the respective fee has been paid.
16. The Exhibitor shall be liable for any damages caused on electrical infrastructures belonging to third parties, and must support the expenses derived from the repair work after the corresponding invoices have been produced.
17. A mechanical double-insulation flame-resistant cable (type PP) shall be mandatory. The stand must be fitted with earth wire.
18. The Organisation shall not be held accountable for any accident, loss or damage caused by:
  - power failures in the electrical power grid of EDP, the national electric power company,
  - voltage spikes or transient overvoltage events originating in the EDP grid, or having natural phenomena as their sources.
19. Circuits connected in parallel are forbidden.

### **2.17 Water supply**

The water supply shall depend on the location of the stand and on the intended purpose, and shall be priced as defined in the specific form to be requested from Exponor\*.

### **2.18 Parking**

1. No free parking vouchers shall be provided. Both Exhibitors and visitors must pay the parking rates whenever going in/out of the parking lot.
2. Exhibitors may buy a parking pass for the duration of the event, by submitting the specific form provided by Exponor\*.

### **2.19 Communications (phone, Internet, fax)**

Exhibitors may request phone or Internet connection, according to the conditions defined in the specific form provided by Exponor\*.

Communication services shall be the sole responsibility of Exponor\*.

### **2.20 Expodentária Online Guide**

1. The publication of the Expodentária 2023 Online Guide\* is an exclusive of the Organisation.
2. The Organisation publishes the Expodentária Online Guide, which contains commercial information of all the Exhibitors, including an Index of Products and Services and the location of each stand. The accuracy of the information provided in the Guide, as well as any requests to correct or update the information, shall be the Exhibitor's sole responsibility.
3. Each exhibitor may indicate a maximum of 5 (five) classification items of their products, by selecting them on the Exhibitors' section in the OMD official website.

## **CIVIL LIABILITY**

### **2.21 Civil liability and insurance**

1. Although the Organisation takes every necessary precaution to protect the products on display, these are under the Exhibitor's custody and responsibility.
2. Any damages suffered by Exhibitors, their staff or the products on display, for whatever causes or events, such as fire or theft, are the Exhibitors' sole responsibility.
3. Exhibitors shall be held accountable for any damages that they directly or indirectly cause to other Exhibitors' stands or products in the premises.
4. In compliance with the provisions in the previous paragraph, after the closure of the Event, Exhibitors must return their stands and respective floorings in the same conditions as received, except for normal wear and tear. Otherwise, the Organisation shall proceed to the necessary repair work, the cost of which shall be billed to the Exhibitor occupying the damaged stand.
5. All costs billed in accordance with the preceding paragraph shall be settled by the Exhibitor.
6. Further to the provisions in the previous paragraphs, Exhibitors must notify the Organisation of any previous damages found in the stand and its materials at the time of its reception, in order to avoid being held accountable for them. In the absence of notification, the stand shall be understood as complying.



7. During the setup, operation and dismantling periods, Exhibitors shall be responsible for keeping watch on their own stands, as well as for the safety of the materials and products on display.
8. Exhibitors must secure civil liability insurance covering damages during the setup, operation and dismantling periods of the Event. In order to obtain this service, Exhibitors must correctly fill in the corresponding form provided by Exponor\* until 20 October 2023.
9. In the case of no insurance or of insufficient coverage for the damages described in the previous paragraph, Exhibitors shall compensate the Organisation, or appointed third parties, for those damages, regardless of their permanent or temporary nature.
10. The Organisation shall not be held accountable for any damages, malfunction, failure or theft of any products, materials or devices displayed or used in the stand by the Exhibitor or by third parties subcontracted by the Exhibitor.
11. The Organisation shall not be responsible for any business dealings conducted between Exhibitors and visitors.
12. Exhibitors shall be responsible for any situation arising within the area of their stands, even if caused by the Exhibitors' subcontractors or by third parties.

## COMPLIMENTARY TICKETS, PARALLEL ACTIVITIES, NOISES AND IDENTIFICATION

### 2.22 Complimentary tickets

1. The Organisation shall offer a fixed number of digital complimentary tickets to each Exhibitor, proportional to the area occupied by the stand, to be exchanged for professional visitor passes during the Event.
2. The Organisation may reduce the number of complimentary tickets to hand out to each Exhibitor, should a limitation to the number of visitors be introduced, depending on the rules issued by the Government and other guidelines produced by health authorities, which may be updated at any time.
3. Only original complimentary tickets shall be accepted, which must be properly validated by the Exhibitor.

### 2.23 Parallel activities

1. Lectures, talks and other parallel activities may be carried out within the Exhibitor's stand.
2. The activities mentioned in the previous paragraph shall not be subject to the payment of any fee by the participant, in addition to the registration fee for Expodentária.
3. The type and contents of the activity must be submitted to the Organisation by 24 September each year, in order to be analysed and approved by the Organising Committee.
4. Any activities, whether of clinical nature or other, including human intervention or demonstrations are strictly forbidden, as well as the emission of ionising radiation in any part of the premises, lest civil, administrative or criminal charges be brought against the Exhibitor.
5. Notwithstanding the provisions in the previous paragraph, the Exhibitor may resort to alternative methods for practical demonstrations of techniques and materials, through the use of non-human subjects.
6. Any illicit demonstration in patients shall be in every case the sole responsibility of those in charge of the activity.
7. Exhibitors' technical presentations of products and theoretical demonstrations shall not be longer than 45 minutes each, and must take place during the intervals between the scientific lectures featured in the OMD Conference.
8. All technical presentations or lectures must be carried out in an enclosed space.

## 2.24 Disturbing noises

1. Sound amplification of any kind is forbidden in the stands, as well as any other disturbing noises proving to be nuisance for the normal operation of the Event.
2. Concerts, artistic performances or similar presentations in the stands are forbidden.
3. Any special situation shall be analysed on a case by case basis by the Organising Committee, and approval communicated in written form.

## 2.25 Sound and lounge music

All sound produced in the stand through the use of audio-visual aids, radios, recorders or any other sound equipment shall not exceed 45 decibels. The use of loudspeakers to advertise the products on display or announce promotions is forbidden. The Organisation may at any moment request the Exhibitor to turn off the stand sound equipment.

## 2.26 Identification badges

### 1. Validation card

Validation cards allow Exhibitors to set up their stands. They shall be provided by the Organisation once all due amounts have been paid by the Exhibitor.

### 2. Exhibitor pass

Personal non-transferrable Exhibitor passes, valid for the Event's opening hours, shall be issued to the staff attending the stands. The number of passes to be handed out shall be proportional to the area of the stand, in accordance with the information provided in the Exhibitors' section in the OMD website ([www.ond.pt](http://www.ond.pt)).

### 3. Professional visitor passes

These passes are handed out to professionals, who may visit the Event during opening hours. They may be purchased for €15.00 each at the visitors' reception counter.

### 4. Infringement

All passes to Expodentária are personal and non-transferrable. Any infringement of this rule shall lead to the seizure of the pass, Exhibitors not being entitled to compensation for their withdrawal nor to new passes.

## ADVERTISING CHANNELS

### 2.27 Advertising

1. Exhibitors's promotional activities shall be confined to the area of their stands, without exceeding their boundaries.
2. All audio-visual advertising messages, including banners, posters, film and television spots, shall be the exclusive responsibility of, or be authorised by the Organisation.
3. The Organisation shall advertise Expodentária through the means and channels deemed convenient and appropriate.
4. The Organisation shall have the exclusive right to photograph, audio and video record, and to reproduce any images of the Event.
5. The Organisation shall have the right to photograph, sketch and video record any objects on display, in order keep records and promote Expodentária.

6. Should the Exhibitor wish to hire a different photographer, a written request must be sent to the Organisation at least one week prior to the opening of Expodentária.
7. Exhibitors shall have the sole responsibility for any advertising messages conveyed by them within the premises, whether or not previously authorised by the Organisation.
8. Exhibitors intending to hold promotional lotteries of goods and services provided by them must comply with the legislation in force.
9. Both those lotteries and their compliance with the legislation in force shall fall under the respective Exhibitor's responsibility.

### **2.28 Gifts**

1. Within the boundaries of their stands, Exhibitors may hand out gifts to all visitors, provided those items bear the Exhibitor's name and/or those of their products.
2. Such promotional campaigns must be compatible with the size of the Exhibitor's stand, in order to avoid queues and crowds of people.
3. Handing out leaflets in the common areas of the premises or in the surrounding areas of Exponor\* shall be forbidden, unless prior authorisation has been granted by the Organisation after the payment of the corresponding fee. This authorisation shall be requested in written form, using form No. 1, submitted by 10 October 2023.
4. Thorough reading of the OMD Handbook of Best Practices for Sustainable Events is recommended, in order to comply with its provisions, which is available for download at:  
<https://www.ond.pt/congresso/2023/expodentaria/manual-sustentabilidade/>

## **RULES FOR STAND CONSTRUCTION**

### **2.29 Location**

Stand distribution and location shall be the Organisation's responsibility.

### **2.30 Change in the location**

1. Should it be necessary for the regular operation of the Event, the Organisation may freely change the location, layout or size of the allotted stands, without any compensation being due to Exhibitors, except as provided in the following paragraphs.
2. If, in accordance with the provisions in the previous paragraph, the Exhibitor's stand is reduced, the Exhibitor shall be refunded the fraction of the rental fee corresponding to the area removed.
3. If, when convenient for the harmonious layout of Expodentária, the Exhibitor's stand is enlarged, the Exhibitor shall pay for the corresponding added area if in agreement with the intended enlargement.

### **2.31 Size of the stand**

1. Each basic stand covers 9 square metres (3x3 mt). Additional 9-sq-m units may be added to the basic stand.
2. The area covered by each stand is indicated on the floor of the premises.

### **2.32 Hiring the stand assemblers**

1. Exhibitors shall be free to hire the company of their choice to set up the stand.

2. The stand assemblers shall only have access to the premises when all specific forms have been sent within the deadline, the design of the stand has been submitted and all corresponding fees have been paid.
3. Hiring a specialised company for the assembly, decoration, maintenance and dismantling of the stand shall be the Exhibitor's responsibility, who shall not be exempt from compliance with the provisions in these Guidelines, as well as with all contractual obligations.

### **2.33 Construction and flooring**

1. No painting of the concrete floor and walls in the premises shall be allowed, and no objects shall be attached to them. The floor of the stand may be covered with any material of the Exhibitor's choice, provided no adhesives are used to glue carpets or other types of flooring, including self-adhesive carpet tiles and other glues.
2. No objects may be suspended from the ceiling of the premises or from the water, power and air-conditioned structures, and no damages shall be caused to the walls, ceilings and pavements.
3. No woodwork or actual construction of the stands shall be allowed within the exhibition area. Stand setup shall result from the assemblage of ready-made components.

### **2.34 Modular and custom stands**

Custom stands do not fit the specific standard characteristics described in these Guidelines, and shall therefore be subject to specific rules, in addition to the general mandatory rules applicable to all stands, regardless of their nature.

### **2.35 Mandatory components of the stands – setup of modular stands**

1. Exhibitors may request the assemblage of the stand, following the characteristics and conditions as defined in the specific form provided by Exponor, to be submitted by 20 October 2023;
2. The boundaries of the stand may be marked by means of carpeting, vegetation or wooden flooring (whenever carpet or any other flooring is used, this must be kept in place only by means of double-sided adhesive tape);  
Stands with flooring higher than 7 cm must be fitted with an access ramp for people with reduced mobility, at least 90 cm wide and an 8-degree slope;  
The use of cement or glue to fix carpets or any other type of material is strictly forbidden.
3. Lighting fixtures;
4. 2.50-metre-high partitions in the case of adjacent stands;
5. A banner sign identifying the stand;
6. Power sockets;
7. All components and materials must have appropriate finishing from all viewing positions.

### **2.36 Standards for stands**

Stands must comply with the minimum standards as defined in the previous clause.

### **2.37 Maximum height and mandatory setback**

1. The maximum height for a stand without setback shall be 2.5 metres, with proper internal and external finishing.

2. Should the stand be higher, the Exhibitor must provide finishing of the side and back partitions adjacent to the neighbouring stands, as well as comply with minimum setbacks, as shown in the following table:

<b>MAXIMUM HEIGHT (from the pavilion floor)</b>	<b>MINIMUM SETBACK (of the stand area, in relation to the neighbouring stand)</b>
Until 2,5 m	0,00 m
Until 3,5 m	0,50 m
Until 5,0 m	1,00 m

### 2.38 Construction of double-floor stands

1. The construction of a double-floor stand, with a first floor over the ground floor, shall depend on prior authorisation by the Organisation, to be requested by the Exhibitor by 4 October 2023.
2. Notwithstanding the provisions in the previous paragraph, the upper floor may not exceed 50% of the length of each side of the stand.
3. Authorisation for a stand with the characteristics described above shall depend on proof of multi-peril insurance for the stand.
4. Should the Organisation authorise the stand, the Exhibitor must pay an additional 50% of the total rental amount.

### 2.39 Mandatory documents and procedure

1. All applications must comply with the following rules:
  - 1.1. Submission of the stand design.
  - 1.2. Submission of detailed stand design, layout and decoration through the Exhibitors section, by 13 October 2023\*, for the setup to be authorised.
  - 1.3. The Exhibitor must ensure that the stand has been designed under the supervision of an accredited, qualified professional.
  - 1.4. The Exhibitor and the setup company shall submit the stand design for analysis, including the floor plan, front elevation and side elevation with their respective heights.
  - 1.5. The stand design may be sent by email or submitted through the Exhibitors section. Should the Exhibitor fail to receive an answer after ten business days, they must send an email to expodentaria@omd.pt, in order to find out whether any communication failure has occurred.
  - 1.6. Even after granting approval, the Organisation has the right to, at any time, demand modifications in the stand layout, in order to adjust its assemblage to the provisions in these Guidelines, as the design may not be changed after its approval without prior notification to the Organisation, which must grant authorisation for that purpose.
2. Deadline for submitting the stand design: 13 October 2023.
3. Should the Exhibitor fail to comply with these provisions within the specified deadline, the Organisation may decline to analyse the documents and deny access to the premises.

#### 2.40 Additional mandatory procedure for custom stands

Stands that do not comply with the provisions in "Mandatory components of the stands" and "Setup of modular stands", and are larger than 18 square metres, must proceed according to the provisions in clause 2.38 and to the following additional rules:

1. Rules for custom stands

The custom stand design must enclose a declaration of compliance, including the specific features and characteristics.

Should the Exhibitor fail to hand in the declaration of compliance, the Organisation may deny to assess the stand design, which shall compromise the application and the Exhibitor's presence in Expodentária.

#### 2.41 Noncompliance

Clause 2.44 of these Guidelines shall also be applied to custom stands.

#### 2.42 Dismantling

1. Stand dismantling must be conducted in the following periods:  
11 November 2023 (8 pm – 12 midnight).  
12 & 13 November 2023 (9 am – 16 pm), without exception.  
Exhibitors must disassemble their own stands and remove all products and material on display, as well as clean their respective areas, within the deadline and under the conditions here established.
2. Stand dismantling, as well as the repair work of any damages caused in the premises, may not exceed the time periods defined in the previous paragraph.
3. After the dates defined for dismantling, the Organisation shall remove and store any material remaining in the premises.
4. The Exhibitor shall support any expenses incurred due to the dismantling, transportation and storage of the material mentioned in the preceding paragraph, and shall be liable for any losses due to theft or damage to materials or products.
5. For loading, transporting and unloading heavy equipment, Exhibitors must complete a specific request form to use the forklifts made available by the Organisation, through the payment of a fee.

#### 2.43 Miscellaneous dispositions

1. Decoration and lighting within the stands, as well as the arrangement of the products on display, shall be the Exhibitor's responsibility, though under the Organisation's supervision.
  2. Unless previously authorised, stand structure and decoration shall not:
    - a) hinder the view of adjacent stands;
    - b) be higher than 2.50 mt;
    - c) have more than one floor;
    - d) extend beyond the boundaries of its own area;
    - e) display luminous or animated posters with intermittent light or flashes, or use sound equipment that disturbs neighbouring stands.
3. The Organisation may determine the change in size of any signs or boards that do not comply with the measures in the stand design, as well as the removal of any decorative items that was not included in the stand design.

4. The Organisation may, at any time, deny access to or order the removal of products from the stands, if they are considered faulty, hazardous, inconvenient or incompatible with the scope and purpose of Expodentária.
5. All setup operations must be conducted within the boundaries of the area covered by the stand.
6. Should the stand rented by the Exhibitor remain unoccupied within 24 hours before the opening of the Event, the Organisation shall have the right to reclaim it.

#### **2.44 Infringement**

Should any infringement of the rules concerning stand structure and decoration be detected, the Organisation may take the appropriate and necessary steps, including the closure of the stand.

### **FINAL DISPOSITIONS**

#### **2.45 Temporary importation of goods**

The Exhibitor shall have the sole responsibility for following the temporary importation procedure in compliance with the legislation in force.

#### **2.46 Withholding products on display**

1. Should the Exhibitor fail to comply with any contractual obligations, the Organisation shall have the right to withhold any products and equipment displayed by the Exhibitor during the Event, which shall only be returned after full compliance with those obligations.
2. Any products or equipment withheld under the provisions in the previous paragraph, may be stored under the conditions defined elsewhere in these Guidelines.

#### **2.47 Violation of the Guidelines**

1. In the event of violation of these Guidelines, the Organisation may take all the appropriate steps, including the cancellation of the Exhibitor's rights, without any compensation or reimbursement being due.
2. Should the Exhibitor be found in blatant violation of these Guidelines during the Event, the Organisation may order the closure of the stand and temporarily deny the Exhibitor's participation in future events.

#### **2.48 Allocation of jurisdiction**

In case of any disputes between the Organisation and Exhibitors regarding the application of these Guidelines, both parties shall submit to the exclusive jurisdiction of the Court of the district of Porto.

#### **2.49 Omissions clause**

All matters inadvertently omitted in these Guidelines shall be ruled in accordance with the specific regulation defined by the exhibition centre accommodating the Event, available at the OMD website, **[www.ond.pt](http://www.ond.pt)**.

# FORMS FOR EXPODENTÁRIA 2023





# FORM 1 | EXPODENTARIA

EXPONOR | PORTO | 9, 10, 11 | NOVEMBER | 2023



To be completed by the Organization

Stand nº	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Name of the Company

Name to be included in the Expodentaria Guide\*

For easier identification by the participants, please use the same name as in the Stand.

Tax no.  Person in charge

Address\*

City\*  Country\*

Phone\*  Mobil phone  Fax\*

E-mail\*

Website\*

The data marked with an asterik (\*) will be included in the Expodentaria Guide free of charge.

## 01 STAND RESERVATION

No of Units <input type="text"/>	Area <input type="text"/> m <sup>2</sup>	Total cost € <input type="text"/>
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Nota: Ver critérios de atribuição de espaços, ponto 2.10

## 02 TYPE OF SPONSORSHIP (tick the type chosen)

PLATINUM SPONSORS <input type="checkbox"/>	Type 1   Gala dinner <input type="checkbox"/>
	Type 2   Advert on tunnel (right) <input type="checkbox"/>
	Type 3   Advert on tunnel (left) <input type="checkbox"/>
GOLD SPONSORS (Silver Sponsor + Bronze Sponsor)* <input type="checkbox"/>	
SILVER SPONSORS <input type="checkbox"/>	
BRONZE SPONSORS <input type="checkbox"/>	Type 1   Sponsored lecture <input type="checkbox"/>
	Type 2   Sponsored Hands-On <input type="checkbox"/>
	Type 3   Scientific Awards <input type="checkbox"/>
SPONSORS <input type="checkbox"/>	01   25 registrations <input type="checkbox"/>
	02   50 registrations <input type="checkbox"/>
	03   75 registrations <input type="checkbox"/>
	04   100 registrations <input type="checkbox"/>
EXHIBITOR <input type="checkbox"/>	

\* Bronze Sponsorship is mandatory

### 03 TOTAL REGISTRATION AMOUNT

<b>PLATINUM SPONSORS</b>	Type 1   Gala Dinner	20.000€
	Type 2   Advert on tunnel (right)	20.000€
	Type 3   Advert on tunnel (left)	20.000€
<b>GOLD SPONSORS (Silver Sponsor + Bronze Sponsor)*</b>		
<b>SILVER SPONSORS</b>	2 stands at Expodentária	13.000€
	4 stands at Expodentária	14.500€
	6 stands at Expodentária	17.500€
	8 stands at Expodentária	20.000€
	Additional stand at Expodentária	1.150€
<b>BRONZE SPONSORS</b>	Type 1   Sponsored lecture	
	Type 2   Sponsored Hands-On	3.000€
	Type 3   Scientific Awards	7.500€
<b>SPONSORS</b>	01   25 registrations	2.000€
	02   50 registrations	3.750€
	03   75 registrations	5.250€
	04   100 registrations	6.500€
<b>EXHIBITOR</b>	No. of stands booked	
	Fill in the amount indicated in section 01	
<b>TOTAL</b>		

\* Bronze Sponsorship is mandatory

+ applicable VAT

### 04 METHOD OF PAYMENT

Total amount at booking
  50% downpayment at booking
 € 
 50% by 17 Oct. 2023

### 05 BANK DETAILS OF ORDEM DOS MÉDICOS DENTISTAS FOR PAYMENT BY WIRW TRANSFER

Banco: BPI  
 NIB: 0010 0000 50531040001 93  
 IBAN: PT50 0010 0000 5053 1040 0019 3  
 Swift Code: BBPIPTPL

### 06 SEND FORM TO:

Ordem dos Médicos Dentistas  
 Maria do Céu Paz  
 expodentaria@omd.pt

Av. Dr. Antunes Guimarães, 463 | 4100-080 Porto | Portugal  
 Telephone +351 226 197 690 | Fax +351 226 197 699

### 07 FORM FILLED IN BY COMPANY REPRESENTATIVE

Name

Position

Signature

Date

I do not wish to be contacted by exhibition stand companies

### 08 Notes

- This form is mandatory in order to book your stand at Expodentária.
- Failure to submit this form or any of its attachments does not hold the Organisation liable for any omissions.
- This form is an application, not a decision by the Organisation, which holds the right to confirm/deny your participation, in accordance with the applicable Guidelines.

# FORMULÁRIOS DA EXPONOR 2023

