

EXPO PORTUGAL PRINT PACKAGING & LABELING 2025

FIL — PAVILION 4

February 20 to 22, 2025

Regulation

1. Designation, frequency, location, dates and time

- 1.1. Event name: Portugal Print Packaging & Labeling
- 1.2. It will take place from 20 to 22 February 2025.
- 1.3. Portugal Print will take place in Lisbon, in pavilion 4 of FIL - Lisbon International Fair.
- 1.4. At the following times:
 - i) assembly - from February 17th to 19th, from 8 am to 8 pm.
 - ii) - from 20 to 22 February, from 10 am to 6 pm.
 - iii) dismantling - February 22, from 6 pm to 12 pm, and February 23, from 8 am to 8 pm.
 - iv) On the days of the event, exhibitors will be able to access the exhibition pavilion one hour before the opening to the public.
 - v) For safety reasons, exhibitors should not leave their stands until all visitors have left.

2. Registration, Admission & Location

- 2.1. Requests for participation are formalized through
 - i) the full completion of the Participation Agreement, which must be stamped and signed by the person in charge of the exhibiting company.
 - ii) with the issuance of the respective award invoice.
 - iii) with its liquidation in full.

Only with the verification of these 3 assumptions is the participation of the exhibitor considered confirmed.
- 2.2. From the moment of registration, the exhibitor undertakes for all purposes (in his own name and on behalf of the company he represents) to strictly comply with all the provisions contained in this Dossier and in his Participation Agreement.
 - The sale of exhibition space to any entity/company other than the signatory of the participation agreement is expressly prohibited, as well as the exposure of brands not included in the aforementioned contract and not legally and legitimately represented by the exhibiting company. Failure to comply with this clause will lead to the immediate termination of the participation contract entered into and without

the right to any type of compensation to the exhibitor in default.

- 2.3. The location assigned to the exhibitor in a given event does not imply the obligation to grant him the same location in the next event.

3. Participation and cancellation costs

3.1. The values that apply for participation in Portugal Print are those contained in the Participation Agreement.

3.2. With the delivery of their Participation Agreement, the exhibitor will settle 30% of the total value of their participation.

3.3. The payment of the registration fee entitles each exhibitor to a free parking space in the FIL park during the period of assembly, realization and dismantling of the event (does not include night parking).

3.4. If the exhibitor cancels his registration, whether or not the subsequent occupation of that space occurs, he will be charged:

- i) if the cancellation occurs up to 60 days before the start date of the bidding process - the amount corresponding to the initial payments provided for in article 3.2 - 30% of the total contracted amount.
- ii) if the cancellation occurs less than 60 days from the start date of the event - the total amount foreseen for your participation.

4. Exhibited Products

4.1. The presentation and distribution of products that are likely to cause damage to other exhibitors or visitors, as well as deteriorate the existing pavement and/or constructions is not allowed.

4.2. The products on display may not have their price indicated.

4.3. The products exhibited cannot be removed during the period of the event, except in exceptional cases, which always require express written authorization from Profair.

4.4. Exhibitors may accept orders or make contracts regarding their activity, but direct sales to the public with immediate delivery of the exhibited items are prohibited, Only the express authorization of Profair, given in writing, may change the provisions of this article.

5. Assembly/disassembly of stands

5.1. The assembly and decoration of stands can only begin after the presentation of all the required documentation by the stand assembly company or exhibitor, namely:

- i) presentation of the project of the stand to be set up, which must have been previously approved by Profair and FIL.
- ii) civil and professional liability insurance with coverage of €1,000,000.00 and covering damage caused to the premises or to third parties and any losses caused by the stoppage of FIL's activities

- iii) certification of the carpet used - class M3.
- iv) identification of the entire assembly team and the person responsible for setting up the stand.

- 5.2. Profair declines any and all responsibility for delays verified by non-compliance with the points mentioned above.
- 5.3. In case of violation of the regulatory standards on the assembly and decoration of stands and/or of a technical nature, FIL is considered authorized to carry out the necessary procedures for its regularization, which may go up to the closure of the stand. The respective charges will be debited and charged to the exhibitor.
- 5.4. Profair reserves the right to place general indicator panels or any elements of appreciation of the event in the places it deems fit, and exhibitors may not remove them or have them covered.
- 5.5. The schedules of the assembly and disassembly periods are those contained in this dossier and in the Participation Agreement. Any and all work outside the established hours requires express authorization from FIL and Profair, and implies the payment of the respective extension fee. The cost of this fee will be informed in the Service Request Form to be addressed to exhibitors.
- 5.6. FIL and Profair decline their responsibility with regard to the construction of stands and installations that are carried out directly by the exhibitors.
- 5.7. Inside the pavilions, it is expressly forbidden to load and unload stand assembly and exhibition material in the corridors located at the end of external gates, in order not to obstruct the circulation of forklifts, lifting platforms and other equipment.

6. Size, Stand Layout and Technical Standards

- 6.1. A basic characteristic of the spaces used is a type modulation of 9m² (3.00x3.00m). Each stand may occupy one or multiple modules. Other forms of participation are possible, subject to special conditions to be agreed.
- 6.2. The assigned spaces do not have platforms, carpet or partition walls.
- 6.3. In the assembly and decoration of their stands, exhibitors must strictly observe the following determinations:
 - i) All stands must have a height of 3m.
 - ii) All stands that use raised floors - 7cm or above - must have an access ramp for visitors with reduced mobility.
 - iii) The electrical installation of the stands is the responsibility of each exhibitor, and must comply with the "General Safety Regulation of Low Voltage Electrical Installations", and must have, namely, general disconnect switches of the differential type and a protective earth network. The work must be carried out by a professional duly accredited by the DGE (General Directorate of Energy) or by the Electricians' Union.
 - iv) Exponor's facilities must be strictly respected, namely hydrants, fire extinguishers, loudspeakers, general signage, CCTV's and fire detectors.
- 6.5. In FIL's facilities, only fireproof carpet, fire resistance class M3 is allowed - it is mandatory to present the certification of all carpets used in the decoration of stands.

- 6.6. The workshop construction of stands throughout the Exponor exhibition area and the use of cutting machines, sanders and spray painting are expressly prohibited. Stands must be designed and prepared in such a way that their construction is achieved exclusively by the assembly of their construction elements.
- 6.7. It is mandatory to request the power of the electricity to be installed in the stands and in accordance with the deadline stipulated for the general requisition of services. Subsequent applications may be unable to accept them
- 6.8. The exhibitor is responsible for all damages or losses caused by its equipment, items on display, as well as the actions of its subcontractors, when they cause damage to visitors and other exhibitors.
- 6.9. It is expressly forbidden to use the walls and any other structural elements of the pavilions to suspend or display the exhibited items, decorative or constructive elements of the stands.

7. Stand projects

- 7.1. Mandatory content for analysis and approval of projects:
 - i) Plans and elevations quoted.
 - ii) at least two three-dimensional views.
 - iii) express indication of the technical person responsible for the constructive soundness of the project.
 - iv) In case the stand foresees any bodies in suspension, a draft of them must be sent with the dimensions quoted, total weight, and weight per load point.
- 7.2. Conditions to be observed:
 - i) All stands with raised pavement with a height of more than 7cm must have an access ramp at least 90cm wide and a maximum slope of 8%, in accordance with legal regulations.
 - ii) The maximum load allowed on the ground is 2,000Kg/m².
 - iii) All projects must be approved by the Technical Services by January 31, 2025
 - iv) Projects that are eligible for analysis on this date will pay an analysis fee of €0.50 + VAT per m²

8. Request for exclusive services and services Exponor

- 8.1. The deadline for requesting services is January 15, 2025.
- 8.2. We reiterate that any and all service requests made during the period of assembly, realization and disassembly are subject to an increase of 30% over their base value and are subject to the supplier's availability.
- 8.3. For reasons of security, infrastructure integrity and technical compliance, some services are provided exclusively by FIL's Technical Services. Namely:
 - i) Electricity supply.
 - ii) Water supply and sewage points.
 - iii) Supply of compressed air and combustible fluids.
 - iv) Installation of gas evacuation systems.

- v) Suspensions of the ceiling of the pavilions.
- vi) Safety.
- vii) Cargo handling.
- viii) Cleaning.

8.4. FIL will seek to ensure that the prices to be charged for exclusive services are in line with the values practiced by the market, having as a weighted reference the prices practiced in the main Iberian fairgrounds.

9. Fumes, gases, air compressors and fuels

- 9.1. The exposure of any equipment that may emit fumes or vapours harmful to health, must have prior authorisation from the FIL Services and have an adequate gas evacuation system installed.
- 9.2. The use of air compressors and combustible fluid reservoirs is not allowed in the stands.

10. Cargo handling

- 10.1. Exhibitors must book in advance the cargo handling service they will need and in agreement with their carriers.
- 10.2. They must make their appointment according to their real needs and, taking into account that on site, they will not be able to occupy the period already reserved by another exhibitor and, if the contracted period is not sufficient, they will have to wait for a new vacancy so as not to harm the others and not cause delays in the services already contracted by other exhibitors.

11. Mounting, exhibitor and invitation credentials

- 11.1. Entry and circulation in Exponor's facilities is only allowed through the visible use of a credential card, indicating the stand of the exhibitor responsible for its use and the name of its user.
- 11.2. Assembly and disassembly credentials: stand assembly companies must request, in a specific form, credentials in sufficient number for their staff in charge of the assembly and disassembly of their stands, and the use of them is mandatory whenever they are at FIL's facilities.
- 11.3. Exhibitor credentials: these are intended for all employees who provide service and support at the exhibition stands. Exhibitors are entitled to request a number of credentials proportional to the area occupied by their participation:
- 11.4. Any exhibitor credentials additional to those that are rightfully due to exhibitors must be requested in a timely manner on a specific form and presuppose the payment of €5.00 for each unit issued.
- 11.5. Exhibitor credentials are nominal and non-transferable under penalty of their seizure, and their visible use is mandatory whenever the user is at the Fair grounds.
- 11.6. Exhibitors who wish to invite their customers and suppliers to visit their stand may use

the invitations issued for this purpose and made available to them.

11.7. Access is only allowed to duly accredited professional visitors, upon presentation of the duly completed professional invitation or through the purchase of a professional ticket.

11.8. Children under 16 years of age are not allowed to enter.

12. Insurance and liability

12.1. FIL ensures the general surveillance services during the periods of assembly, realization and disassembly of events. Exhibitors must ensure the safekeeping of their materials during the above periods and, if they deem it convenient, enter into a specific insurance contract for their participation in the event, which must cover situations of theft and robbery.

12.2. It is forbidden to remain in the venue after the daily closing of the event or access to it before the time stipulated in the regulation.

12.3. It is mandatory for the exhibitor to present a civil liability insurance that covers material and bodily damage caused, eventually, by its assembled structures, either at FIL's facilities or for visitors to the venue.

12.4. To companies involved in the assembly and decoration of stands, the provisions of number 5.1 of this regulation apply.

12.5. Profair is not responsible for exhibitor merchandise that is shipped on your behalf. Exhibiting companies are responsible for their own goods, and the packaging must present precise and clear indications about the exhibiting company and its location at the Fair.

13. General cleaning and removal of dismantling waste

13.1. The general cleaning of the exhibition area and streets is Profair's responsibility.

13.2. The cleaning of the stands is an optional responsibility of the exhibitors - the cleaning service is a service provided exclusively by FIL.

13.3. The dismantling of the stands and the collection of materials cannot start before the official closing time of the event and, for security reasons, until there are visitors inside the exhibition grounds.

13.4. The dismantling of stands and the collection and output of exposed material must be strictly completed within the stipulated deadlines. Failure to comply with the stipulated deadlines authorizes the removal of the materials by FIL, giving them the destination it deems appropriate, and cannot be held responsible for any damage caused and giving rise to the collection of all charges resulting from the measures taken to remove its materials.

13.5. The facilities must be delivered to FIL in the same state in which they were made available to exhibitors. The repair of damage caused by lack of care or requirements for the assembly of stands, as well as the expenses inherent to it, are the sole responsibility of the exhibitor.

13.6. The removal of dismantling waste is the responsibility of the exhibitor and his assembly company, who must leave the pavilion in the same state in which they found it.

13.7. If these materials are not removed, removal costs will be paid according to the tariffs

in force for cleaning services.

- 13.8. Exhibitors who contract the supply and assembly of a standard stand, must deliver it, after the event, with the walls clean of any promotional material and in the same state in which it was made available.

14. Official event catalog

- 14.1. Profair is responsible for editing the Official Catalogue of the event.
- 14.2. Profair declines any and all responsibility for deficient or late provision of the information necessary for its publication.
- 14.3. Printed advertising may be inserted in the Official Catalog of the event in accordance with the conditions expressed in the Participation Agreement.

15. Obligations and sanctions

- 15.1. The stand must remain open during the opening hours of the event, and the presence of a representative of the exhibitor must be ensured.
- 15.2. Advertising inside the Fair grounds must comply with the rules of the "Code of Legal Practices in Advertising" of the International Chamber of Commerce.
- 15.3. Advertising (static or dynamic) is not allowed outside the stands, or in any part of the venue.
- 15.4. The following are prohibited to the exhibitor and are subject to sanctions that may go up to the closure of the stand:
- i) Non-commercial advertising.
 - ii) **The sale of exhibition space to other companies and/or entities that are not stipulated and detailed in a participation agreement entered into between the parties: Profair and the exhibitor.**
 - iii) Advertising that establishes a direct comparison with items and/or products of another exhibitor.
 - iv) The distribution of publications and/or advertising material outside the respective stands.
 - v) All advertising likely to harm or annoy exhibitors or visitors in any way.
 - vi) The placement of signs or objects that exceed the limits of the stand.
 - vii) The distribution of balloons filled with lighter-than-air gas.
 - viii) Advertising products other than those presented and/or any activity other than your own.
- 15.5. The following shall be the subject of express written permission from Profair:
- i) Conducting tests or competitions.
 - ii) The installation of sound devices in the stands, which should not exceed 60Db.
- 15.6. Whenever it sees fit, Profair may organize or authorize collective visits to the event, which will be carried out under its responsibility.

- 15.7. Profair has an official photographer, whose activity can be requested by exhibitors and upon budget to be provided by the exhibitors.
- 15.8. Profair may have the items exhibited in the stands reproduced, photographed or filmed and may use the respective reproductions for purposes exclusively related to its activity.