

The presence at the Fair can represent significant benefits for a Company/Entity, successful participation depends largely on the preparation made and actions that Exhibitors develop before, during and after the fair.

So, we highlight some steps that can make a difference in this event.

- Select the Type of Area/Stand in accordance with the objectives set for participating at the Fair.
- Submit a timely the application form, to ensure the presence in the online Exhibitors Catalogue on-line, Visitor Guide and other means of communication.
- Order Complementary Services, avoiding unpleasant situations such as: Do not dispose of Electricity, Floor cleaning, etc.
- Promote your presence at the Fair.

	<u>DATES</u>	<u>HORÁRIOS</u>
SETTING-UP:	17 to 19 November 2014 The Stand will be delivered on	08H00 / 20H00 18 / 11 / 2014 from 15H00
REALIZATION:	20 to 23 November 2014	15H00 / 23H00 (Exhibitors may have access to 1 hour before Stand)
DISMANTLING:	24 and 25 November 2014	08H00 / 20H00
TYPE OF SHOW:	Public	
ORGANIZATION:	Fundação AIP / AIP - Feiras, Congressos e Eventos	
VENUE:	FIL - Feira Internacional de Lisboa	
CONTACTS:	T: 00-351-21- 892 15 29 F: 00-351-21-892 15 98	portugalagro@aip.pt www.portugalagro.fil.pt

CONDITIONS OF PARTICIPATION

19 / 09 / 2014 Registration Deadline, with delivery of the Request for Participation and payment of 25%.

20 / 10 / 2014 Deadline for Catalogue/Visitor Guide.

After receipt of the Request for Participation will be sent to you by e-mail, a password to access the portal FIL where you must fill the data of the Company and the Represented included in the Catalogue / Guide Visitor, which are the responsibility of the exhibitor. After the deadline, the FIL declines any responsibility for the data are not included.

Any problem / difficulty of access to the platform please contact: myfil@aip.pt

20 / 10 / 2014 Deadline to request other Services.

20 / 10 / 2014 Deadline for all Invoices Payment.

20 / 10 / 2014 Exhibitors who submit their registration after this date must make full payment.
If the exhibitors decline their participation, we will forfeit the right of reimbursement for the amount already paid.

20 / 10 / 2014 If if you cancel after this date, the exhibitor must pay the full space allocated.
Should the exhibitor not comply with the presented payment conditions, management may, without any prior notice, retain the requested area, being that there will be no reimbursement whatsoever of payments already made.

VAT SYSTEM REGARDING FAIRS

We would like to inform you that starting January1, 2011 the provision of services associated with the participation in Fairs, applicable to taxable persons with a head office outside national territory, are not subject to VAT in Portugal. (EXCEPT: INVITATIONS and PARKING). In relation to entities with their head office in the European Union, this status of taxable person is easily verified by confirmation of the Tax Identification Number (VAT number).

Regarding those entities with a head office outside of the European Union, when registering, a document must be submitted proving your status as a taxable person, namely a Company Tax Code identifying you as a business or Tax Identification Number. In the event you are unable to provide this (there are some countries where the Tax Identification Number does not exist), a certificate must be provided, issued by the authorities of respective country of which confirms exercise of an economic activity.

If sufficient evidence of status is not provided, an invoice will be issued with Portuguese VAT.

SETTING-UP AND DISMANTLING - Extensions are not allowed on the last day of setting-up.

Anticipation and extension of schedules beyond the defined work schedule 08H00 / 20H00 needs to have FIL permission. The requisition (using a specific form) should be requested at the Office Customer (GAC) and if authorized, will have costs/hour in accordance with the prevailing tariffs:

Anticipation of Setting-up (per Stand per Hour):	<u>09H00 - 18H00</u>	1 Stand for Hall:	100,00 €
		>1 Stand for Hall:	50,00 €
Extension of Dismantling (per Stand / per Hour):	<u>20H00 - 24H00</u>	<u>24H00 - 08H00</u>	
	Weekdays:	75,00 €	150,00 €
	Weekends and Holidays:	150,00 €	250,00 €

STANDS

- The reduction or the elimination of elements which make up the standard structure of the do not imply a reduction in costs.
- All the material used in the booth, whether it is structural or electric, is rented material and any damage caused will be charged according to the current prices in force.
- In order to proceed to the correct assembly of equipment/services, it is imperative that the TECHNICAL PLAN be sent no later than one month before the Show, indicating the claimed location of the booth.
- Making holes / marking the walls of the booths are not allowed. Should this happen, the exhibitor will have to pay for the value of each damaged panel according to the current prices in force. DAMAGES IN PVC SHEET - 50,10 €/unit.

APPROVAL OF STANDS

- The projects should be sent for FIL Technical Services Approval up to 30 days prior the beginning of the assembly or up to 24 hours after the delivery of the Request of Participation, whatever is shorter.
- Projects entering the services after these deadline will be subject to a analysis fee of 0,50€ /m2 + VAT.
- Stands already under assembly, without a project sent to approval, will paid an evaluation cost of 3,00€/m2 + VAT, and should they not comply with the set rules FIL will not grant authorization for the continuation of the assembly, and there will be no reduction in the payments due for the participation in the exhibition.
- The projects should be sent to:

SERVIFIL: R. do Bojador - 1998-010 Lisboa Fax: 00-351-21 892 17 54

servifil@aip.pt

STANDS RATE MOUNTING

Business Mounting Stands, FIL charges a fee of 2,00€ per m2.

The setting up tax must be paid in full before the start of each setting up period.

All Companies involved in setting-up and decoration of the stands are required to have a previous credential, which implies the presentation of an insurance policy for civil and professional liability, covering damage caused in the premises or to a third party and possible damage due to stoppage of FIL's activities, in the amount of 1 000 000€.

SERVICES PROVIDED EXCLUSIVELY BY FIL

Due to security, integrity of the existing construction and technical compliance reasons, some services are exclusively provided by FIL, specifically: Services, namely the following:

- Supply of electrical power
- Supply of water and drain spots
- Supply of compressed air and fuels
- Installation of gas exhaustion systems
- Suspensions in the pavilion's ceilings
- Security
- Movement of loads
- Cleaning

In exceptional cases, due to the nature and type of the displayed products, exhibitors may be permitted to contract other entities for booth cleaning.

In such cases, the exhibitor must provide FIL with a complete list of all persons belonging to the cleaning crew, specifically, complete name and number of Identification Card. Cleaning may only be done during the period that takes place between the opening of the event opening for the public.

NOISE

The maximum noise level allowed in the exhibition pavilions is 60 Db. The exhibitors that wish to make performances, musical presentations and movie screening must contact FIL to obtain the proper permission. Any technical and/or legal issues related with propriety rights and/or copyrights are of the sole responsibility of the Exhibitors.

Note: Refer to the item of "VAT SYSTEM REGARDING FAIRS".

Warning: This document does not replace consultation with the General Rules of FIL

