

## PRE-REGISTRATION FORM

The registration is official only after prices are presented and accepted, as well as only after this document is signed.

### EXHIBITOR IDENTIFICATION

**ENTITY**

Address

Postal Code  City

VAT Number

Phone  Fax  E-mail

Person in charge  Function

Phone  E-mail

#### ADDRESS TO RECEIVE INVITATIONS

Check the box and do not fill in the fields below if the information is the same as the exhibition stand identification

Name

Address

Postal Code

City

#### INVOICE INFO

Check the box and do not fill in the fields below if the information is the same as the exhibition stand identification

Name

Address

Postal Code

City

VAT Number

#### BUSINESS SECTOR

<input type="checkbox"/> Biomass and energy	<input type="checkbox"/> Contractor and forest exploration	<input type="checkbox"/> Industry
<input type="checkbox"/> Machinery and equipment	<input type="checkbox"/> Technical services	<input type="checkbox"/> Nurseries
<input type="checkbox"/> Associations	<input type="checkbox"/> Educational establishments	<input type="checkbox"/> Sweets and drinks
<input type="checkbox"/> Handicraft	<input type="checkbox"/> Other: <input type="text"/>	

**Name to figure in the front panel**  
Fill in each letter in each square, in capital letters



**1. Expoflorestal Stand**

Modular stand for exterior placement with rigid panels on the sides and back, including a wooden platform + carpeting + frontal panel with the exhibitor's name + light spot at 6 single phase amps.

- 3 x 3m
- 6 x 3m
- 9 x 3m
- Other (m)  
indicate the size

To be filled in by the organization

€

€

€

**2.1. Outdoor Exhibition Spaces**

The exterior area includes a light spot at 6 single phase amps.

- 10 x 10 (100m<sup>2</sup>)
- 15 x 10 (150m<sup>2</sup>)
- 20 x 10 (200m<sup>2</sup>)
- Other area  
> 200m<sup>2</sup> (price m<sup>2</sup>)

indicate the size  
eg.:10x10m<sup>2</sup>

€

€

€

€

**2.1.1. For food and drink areas only**

Area for own stand

Electricity for own stand

Other area

- até 10m<sup>2</sup>
- até 10m<sup>2</sup>
- > 10m<sup>2</sup>  
(price m<sup>2</sup>)

indicate the size  
eg.:10x10m<sup>2</sup>

€

€

€

**2.2. Outdoor tent**

Exterior tent including a light spot at 6 single phase amps. Doesn't include carpeting and wooden platform.

- 3 x 3m
- 5 x 5m

€

€

**2.3. Raw materials for demonstrations at Expoflorestal**

The organization of Expoflorestal will do its best to provide the raw materials you might ask for, but such requests are not guaranteed to be completely fulfilled.

Log quantity











Describe what you need  
(kind, diameter, length, etc)

€

Biomass quantity

Describe what you need  
(kind, format)

€

		To be filled in by the organization
<b>Extras</b>		
	Furniture (2 chairs + table)	€
	Carpeting to cover the ground – outdoors	€
	Platform for outdoor tent, per m <sup>2</sup>	€
	Three-phase light spot	€
<b>Recommended extras</b>		
<b>Video</b>		
	Footage recording at the entities' area; 4k video production and post-production, with around 2 minutes.	€
<b>Radio spot for businesses</b>		
	Copy-writing and spot recording of up to 20 seconds	€
<b>Advertisement</b>		
	Ad in the digital catalog + website + newsletter + advertisement at the venue	€
<b>Sponsoring the event</b>		
<b>Platinum</b>		
	Promotion of the company on the poster of the fair, in the Expoflorestal website and in the newsletter as Platinum Sponsor + 200 invitations + 2-minute film on the company's participation in ExpoFlorestal (to be recorded during the event) + Photo reportage of the participation in the fair + Possibility of doing 2 workshops/activities of its own during the fair, which will be included in the official program + up to 200m <sup>2</sup> outdoor space or an Expoflorestal stand up to 9x3m.	€
<b>Gold</b>		
	Promotion of the company on the poster of the fair, in the Expoflorestal website and in the newsletter as Gold Sponsor + 100 invitations + Photo reportage of the participation in the fair + Possibility of doing 1 workshop/activity of its own during the fair, which will be included in the official program + up to 150m <sup>2</sup> outdoor space or an Expoflorestal stand up to 6x3m.	€
<b>Silver</b>		
	Promotion of the company on the poster of the fair, in the Expoflorestal website and in the newsletter as Silver Sponsor + 50 invitations + Possibility of doing 1 workshop/activity of its own during the fair, which will be included in the official program + up to 100m <sup>2</sup> outdoor space or an Expoflorestal stand up to 3x3m.	€
<b>TOTAL</b>		€

The information in this document does not substitute referring to the regulations of the exhibition stands, which are available at [www.expoflorestal.pt](http://www.expoflorestal.pt) and in attachment to this registration form.

**NOTES:**

- VAT at the legal rate (23%) is not included and must be added to all prices.
- Payment conditions: 50% upon registration and the remaining 50% up to 15 days before the exhibition is set up, or 100% upon registration.
- The prices presented include liability insurance for the exhibitor.

Prices are valid up to March 31, 2019.  
After that date, prices presented will inflate around 20%.

**OBSERVATIONS FOR THE ORGANIZATION:**

**EXPOFLORESTAL DATA HANDLING POLICY**

The subscriber authorizes that his/her personal data be processed and stored in a computerized and non-computerized manner, for study and dissemination of the programs and activities or other information of Expoflorestal/Futur Forest ACE and commercial relations, regardless of the means of communication used .

This treatment is intended to send communications relating to programs, activities or other information of Expofloresta /Futur Forest ACE.

Personal data collected will be stored for the duration of the subscriber's relationship with Expoflorestal/Futur Forest ACE and/or for the period necessary to fulfill the purposes of its collection - 5 years - and may be communicated to third parties acting through Expoflorestal/Futur Forest ACE under a subcontracting regime for the provision of services, under absolute confidentiality and in compliance with the legislation in force, when such communication is strictly necessary. In this case, only the minimum personal data necessary for the intended purpose will be transmitted.

The holder of the personal data has the right to access and know the data that is registered about him/her and to complete, rectify and eliminate, freely and without restrictions, the information about him/her in the databases of Expoflorestal/Futur Forest ACE (which will be done within a reasonable period), by means of a written communication addressed to Expoflorestal/Futur Forest ACE, or electronic communication via e-mail.

In the event of a dispute, the consumer may resort to an alternative dispute resolution entity: Centro Nacional de Informação e Arbitragem de Conflitos de Consumo - CNIACC: Rua D. Afonso Henriques, 1, 4700 - 030 Braga · Telefone: 253 619 107 · E-mail: geral@cniacc.pt.

For more information you can consult the consumer portal at [www.consumidor.gov.pt](http://www.consumidor.gov.pt)

**I have read the above, I have taken note of the exhibition stands regulation and the data handling policy, and I authorize the processing of the personal data collected under the data protection policy.**

Date

Signature and Company Stamp

# GENERAL REGULATION

## EXHIBITION STANDS

### ORGANIZATION

1. Expoflorestal is organized by Futur Forest, ACE.
2. Futur Forest ACE is composed of the AFBV - Associação Florestal do Baixo Vouga, the Associação Humanitária dos Bombeiros Voluntários de Albergaria-a-Velha and the ANEFA – Associação Nacional de Empresas Florestais, Agrícolas e do Ambiente.
3. Futur Forest, ACE main office is located in Albergaria-a-Velha, and all correspondence must be sent to Rua dos Arneiros, 72 A Cave A, 1500-060 Lisboa.

### OBJECTIVES AND FRAMEWORK

4. ExpoFlorestal aims to promote and strengthen the interaction between the various agents of the industry and the awareness of society in general for the cause of forests, in hopes of obtaining a strong and cohesive sector towards the desired sustainability of the Portuguese Forest.
5. ExpoFlorestal has the support and collaboration of various entities, public and private, aimed at supporting the objectives that are described above.

### EXHIBITOR'S PROFILE

6. Forestry and/or agricultural machinery manufacturers, wholesalers and product representatives, forestry machinery and services, forestry associations and federations, forest service companies, nurseries, etc.

### PRODUCTS AND SERVICES IN EXHIBITION

7. Large and medium-sized forestry machines, chainsaws and motor brush cutters, forestry services, timber trade, nurseries, small agricultural, forestry and gardening machinery, drones, mapping services, etc.

### PROFILE OF VISITOR OF THE FAIR

8. City Councils, Parish Councils, Wood Merchants, Machinery Traders, Technical Services Providers, Forest Producers, Forest Engineers, Nurserymen, Other Professionals in the Industry and the General Public.

### DURATION AND LOCATION

9. Expoflorestal 2019 will take place on the 17th, 18th and 19th of May 2019.
10. The event will be held at the Wood/Biomass Park of The Navigator Company (40° 42'11.23"N 8° 29'57.80"W), located in Albergaria-a-Velha.

### FAIR'S OPENING HOURS

11. The fair's opening period is between 10am and 8pm, on the 17th and 18th of May; on the 19th of May, between 10am and 6pm.

### ADMISSION TO EXPOFLORESTAL 2019

12. It is the responsibility of the Organization of ExpoFlorestal to decide on the admission of Exhibitors. The Organization reserves the right to freely refuse any registration that, according to its criteria, does not fit within the scope or objectives of the Fair or that, for any reason, may be harmful or inconvenient.

### REGISTRATION

13. The registration process begins with the submission of the form available online at [www.expoflorestal.pt](http://www.expoflorestal.pt), submitting the information about the type of space and extras the registrant wants.
14. After receiving this information, the organization sends by e-mail (preferably) or by other requested means the documentation with the registration form, prices for the desired space, general regulation of the fair and other information considered relevant.

15. Registration forms will be accepted until the 30th of April 2019, after which applicants might not be accepted.

### ASSIGNMENT OF SPACES AND PRICES

16. The spaces available are listed in the pre-registration form.
17. In the allocation of space to exhibitors, the Organization of Expoflorestal decides always according to what it considers most convenient for the exhibition's interest.
18. The location attributed to the exhibitor in previous editions or other expressions of interest do not imply the obligation to grant the exhibitor the same place or other further expression.

### PAYMENT AND CANCELLATION CONDITIONS

19. Upon registration, the exhibitor will have to pay 50% of the price, the remaining 50% up to 15 days before the exhibition is set up or 100% at the time of registration, by bank transfer to the IBAN indicated in the registration form or in another document subsequently sent.
20. Invoices and receipts will be sent upon receiving the registration and payment.
21. Registrations made after the 31st of March 2019 will suffer an increase of between 20% to 25% on the prices presented up to the 31st of March 2019.
22. The exhibitor's cancellation of his presence at Expoflorestal 2019 does not grant the exhibitor the right to reimbursement of the amount paid.

### EXHIBITOR CARDS & INVITATIONS

23. Depending on the reserved space, exhibitors will be entitled to a number of invitations and exhibitor cards, as detailed in the following table:

Expoflorestal Stand	Invitations	Exhibitor card
3x3 (9m <sup>2</sup> )	20	2
6x3 (18m <sup>2</sup> )	30	4
9x3 (27m <sup>2</sup> )	40	6
> 27m <sup>2</sup>	50	6

Outdoor Space	Invitations	Exhibitor card
100m <sup>2</sup>	30	4
150m <sup>2</sup>	40	6
200m <sup>2</sup>	50	6
> 200m <sup>2</sup>	60	8

Tent in outdoor area	Invitations	Exhibitor card
For each tent (independent of the area)	10	1

24. The number of invitations allocated is cumulative between invitations relating to outdoor spaces and the tent in the outdoor area. The same does not apply with the number of exhibitor cards to be allocated.
25. The tent for the outdoor area bestows regardless of its size plus 10 invitations.
26. Exhibitors will be able to purchase more invitations at the price of 1,50€ (VAT included) per unit (pre-purchased tickets)

### EXHIBITORS - GENERAL

27. Exhibitors are obliged to keep their spaces open during the hours defined in paragraph 11 - Fair's Opening Hours.
28. The goods displayed cannot be withdrawn during the period of the fair.

# GENERAL REGULATION

## EXHIBITION STANDS

29. The organization does not provide accommodation and/or meals to exhibitors.
30. The decoration, hygiene, safety and cleaning of the stands and the spaces under the exhibitor's incumbency are his responsibility.
31. Structures set up by the Organization of Expoflorestal cannot be modified or damaged.
32. Exhibitors should limit their activity to the contracted space, and only there will it be permitted for the exhibitor to conduct advertising of his company and products.
33. It is the responsibility of the exhibitors everything that concerns the space occupied by each.
34. The exhibitor is obliged to comply with all the legal and regulatory rules applicable to his activity, namely in labour affairs, occupational health and safety, fiscal obligations, hygiene and food safety, and food transportation, storage and handling.
35. The exhibitor is civilly and criminally responsible for his actions and omissions, and shall be responsible for any ensuing penalties, for the Organization declines any responsibility for any infringements to the laws and regulations the exhibitor must comply with.
36. The Organization declines any type of responsibility related to supervision, which is the responsibility of the exhibitor.
37. The civil liability insurance is mandatory and the prices of the spaces provided by the Organization of Expoflorestal already include that cost. The formalization of the insurance is associated with the act of registering in Expoflorestal, by completing the respective form and perform the payment of registration fees.
38. The Organization of Expoflorestal ensures the permanent surveillance of the premises during the montage, during the fair, and during the dismantling. Exhibitors should ensure the safekeeping of their products and be responsible for their insurance.
39. For exhibitors who so wish, they may ask the fair secretariat to propose an insurance contract for their assets.
40. The general surveillance of the responsibility of the Organization of Expoflorestal will cease at the defined time for the end of the dismantling period. After this period, each exhibitor will be responsible for the safety and conservation of their material, and any problem that may occur cannot be attributed to the Organization of Expoflorestal.
41. The Organization of Expoflorestal is not responsible for possible damages and losses that may be caused by exhibitors or third parties.
42. All Exhibitors must have insurance for the goods on display. The Exhibitor is responsible for insurance against all hazards, including fire, explosion, theft, accident, etc., during transportation of the material, montage, dismantling and exhibition. All Exhibitors must have insurance covering various hazards, especially against theft or robbery of displays, goods or merchandise displayed on the exhibitor's stand, and the Organization is not responsible for any accident that may occur.

### MONTAGE AND DISMANTLING OF STANDS

43. The exhibition spaces will be set up from the 14th to the 16th of May 2019, from 9 am to 8 pm.
44. It is not allowed, under any pretext, to move machines around the venue of Expoflorestal during the opening hours of the fair, except for the demonstration of equipment in places defined for this purpose.
45. It is not allowed to set up or dismantle exhibition spaces during the opening hours.
46. The montage of one's own stand is of the exclusive responsibility of the exhibitor, and the Organization of Expoflorestal declines all responsibility for its construction and robustness. The exhibitor must certify in writing to the Organization of Expoflorestal that the stand meets all safety standards.

47. The dismantling of exhibition spaces may take place from 7 pm on May 19, 2019 and should be completed by 6 pm on May 21, 2019.
48. The montage and dismantling of the exhibition spaces outside the established times require the express authorization of the Organization of Expoflorestal and may imply the payment of an extension fee.

### TECHNICAL NORMS

49. The Exhibitors are not allowed to apply glues directly to the floor, to fix carpets or other coverings; it is also prohibited any damage to walls, ceilings and floors by bushings and plasters, as well as the use of those materials both in the building and in the rented material.
50. In the space of the respective stand, each Exhibitor is responsible for the safety of persons, with regard to direct or indirect electrical contacts.
51. The Organization is in charge of the cleaning of the common areas both inside and outside, being the responsibility of the Exhibitor to clean the respective stand, which must always be done before the opening hours of Expoflorestal.
52. The installations and tents must be handed over to the Organization of ExpoFlorestal in the same state in which they were made available to the Exhibitors. The repair of the damage caused by lack of care or requirements for the montage of the stands is the responsibility of the Exhibitor.

### MISCELLANEOUS PROVISIONS

53. The omissions in this regulation will be analysed and decided by the Organization of ExpoFlorestal 2019 in a timely and quick manner.
54. In the event of a dispute, the consumer may resort to an alternative dispute resolution body for consumer disputes: Centro Nacional de Informação e Arbitragem de Conflitos de Consumo – CNIACC – Rua D. Afonso Henriques, 1, 4700 – 030 Braga – Telephone: 253 619 107 – E-mail – geral@cniacc.pt. For more information, you can consult the consumer portal at [www.consumidor.gov.pt](http://www.consumidor.gov.pt)