



TÉCNICO LISBOA



UNIVERSIDADE
BEIRA INTERIOR



iseclisboa
INSTITUTO SUPERIOR
DE EDUCAÇÃO E CIÊNCIAS

EXHIBITOR'S MANUAL

IX RIDITA

CONGRESS OF THE IBEROAMERICAN AIR
TRANSPORT RESEARCH NETWORK

27th ATRS

WORLD CONFERENCE OF THE AIR
TRANSPORT RESEARCH SOCIETY

LISBON

CAMPUS ACADÉMICO DO LUMIAR | ISEC LISBOA

27 | 28 | 29 | JUNE

01 | 02 | 03 | 04 JULY

2024

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REGULATIONS

ESTA2024

AIR TRANSPORT WEEK EXHIBITION

2024

ORGANIZED BY THE CONSORTIUM:

IST | UBI | ISEC LISBOA



TÉCNICO LISBOA



UNIVERSIDADE
BEIRA INTERIOR



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INSTITUTO SUPERIOR
DE EDUCAÇÃO E CIÊNCIAS

INTRODUCTION

This Regulation, hereinafter also referred to as the Exhibitor's Manual, is an integral part of the Lease and Service Agreement between the IST-UBI-ISEC Lisbon consortium, organizers of the Air Transport Week Exhibition, and the Exhibitor.

It is important that the Exhibitor diffuse to its collaborators, employees, or service providers the rules applicable to the event.

The in-person format of the Congresses organized by the Organizing Committee of the IX RIDITA, the 27th ATRS, and the Air Transport Week Exhibition allows the presence of approximately 500 in-person delegates.

These rules may be amended at any time by the Organization whenever the smooth functioning of the events requires or justifies it.

The dynamics of the event may also justify the issuance of Organization resolutions that clarify, define, or adjust specific aspects of the exhibition, which must be complied with once published by notice or by direct notification.

This regulation consists of:

Section 1 – Specifics - Schedule of setup, running, and dismantling hours, Exhibition layout

Section 2 – General Rules

Section 3 – Forms

SECTION 1 – SPECIFICS

SEDULE OF SETUP, RUNNING, AND DISMANTLING HOURS

Location

ISEC Lisboa, Campus do Lumiar, Alameda das Linhas de Torres, 179

1750-142 Lisboa

1.1 Setup

26th and 27th June from 8:00 AM to 8:00 PM

The deadline for the setup of the booth, finished, decorated, and the surrounding area clear and unobstructed is 8:00 PM on June 27th, 2024 and is irrevocable.

1.2 General Cleaning

The organization will carry out the general cleaning of the common areas of the exhibition on 27th of June 2024 - from 8:00 PM to 10:00 PM.

1.3 Event Execution

27th, 28th, 29th, and 30th of June, and 1st, 2nd, 3rd, and 4th of July 2024, from 9:00 AM to 8:00 PM.

The Exhibition will take place on the specified days and hours; however, its duration may be changed as deemed more convenient by the Organization, without any entitlement to compensation. The Exhibitor must keep their booth operational throughout the Exhibition, with qualified staff available to attend to visitors.

1.4 Dismantling

4th of July 2024 (09:00 AM - 12:00 AM) sharp.

It is the exhibitor's responsibility to dismantle their booth, remove the exhibited products and equipment, and leave the occupied area clean within the specified deadlines and conditions.

1.5 Extension of Hours on Setup and and Dismantling Days

Regarding the potential extension of setup and dismantling hours, requests from exhibitors will be analyzed on a case-by-case basis according to the Organization's availability. If approved, this request entails additional costs, which must be settled directly with the Organization.

1.6 Exhibition Layout



IMPORTANT CONTACTS

1.7 Organization

Organizing Committee of the IX RIDITA and ATRS'2024

Attn: **Liliana Magalhães**

ISEC Lisboa – Instituto Superior de Educação e Ciências
Alameda das Linhas de Torres 179 | 1750-142 Lisboa | Portugal
Cell.: +351 21 754 1310 | sponsors.atrs_ridita@iseclisboa.pt

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AUTO-ORGANIZATION

1.8 Check-list

1. Read this exhibitor participation manual and communicate the information to all employees or service providers;
2. Carefully read the Manual of Good Practices for Sustainable Events from SDG;
3. Fill out and submit all forms in this manual by the following deadlines for the year 2024:
 - Form 1 - Application for Registration in ESTA2024 - available from April 15th to May 31st, or until the ESTA2024 capacity is reached;
 - Form 2 - ESTA2024 Guide exclusively online - available on the platforms of IX RIDITA and ATRS'2024;
 - Form 3 - Request for Accreditations for exhibitors - available on the platforms of IX RIDITA and ATRS'2024.
4. The processing of personal data provided by ESTA2024 visitors, as well as data transmitted by exhibitors to the Organization, follows the rules for data processing set out in Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 (General Data Protection Regulation);
5. Send the invitations provided by the Organization to your current clients, potential future clients, suppliers, and service providers;
6. Provide a copy of this regulation to the hired stand assembly company, demanding compliance with the established norms;
7. Hire the necessary services for your stand – power, cleaning, and others, within the deadlines;
8. Define the promotion and advertising actions of your participation and check when you should submit them for approval to the organization;
9. Stand – define the stand size (3x3 or 3x6), lettering (up to 26 letters), furniture, and submit it in full for the organization's approval, strictly adhering to the deadlines;
10. Verify if the submitted proposal meets the conditions for a Standard Stand (3x3) or a Special Stand (3x6), and in the latter case, confirm that you provide the necessary elements for the stand characterization within the deadlines and according to the rules stipulated in this document;
11. Arrange to sign insurance contracts for applicable risks related to the stand, personnel in service, products and equipment.

SECTION 2 - GENERAL

GENERAL Rules

2.1 Rules and Contract

1.The regulations outlined in this Exhibitor Manual are accepted by the Exhibitor upon registration and are applicable to the relationships established between the Exhibitor (its personnel and subcontracted entities) and the Organizing Committee of the IX RIDITA and ATRS'2024.

2.This Regulation is an integral part of the Lease and Service Agreement between the Organizing Committee of the IX RIDITA and ATRS'2024 and the Exhibitor.

2.2 Organization

1.The Exhibition, also referred to as ESTA2024, is organized by the Organizing Committee of the IX RIDITA and ATRS'2024, designated in this Regulation as the Organization.

2.If any unforeseen circumstances or force majeure events prevent the holding of the Exhibition, delay its opening, cause changes in its schedule, or necessitate alterations to the Specific Section, Exhibitors cannot claim any compensation.

3.In the event of non-realization of the Exhibition, regardless of the reason, Exhibitors will only be entitled to a refund of amounts already paid.

2.3 Main Goals

1.The main objective of the Exhibition is the presentation of products and/or services related to the sector of activity subject to the Exhibition.

2.Exhibitors are not prohibited from selling the products and/or services mentioned in the 1st point at the exhibition venue.

3.Each exhibitor and/or participant is solely and personally responsible for complying with the legislation applicable to the presentation and sale of the products and/or services presented, as well as ensuring their compliance with current safety standards.

2.4 Scope

The scope of the Exhibition corresponds to the IX RIDITA and ATRS'2024 Congresses, taking place under the auspices and jurisdiction of the IST-UBI-ISEC Lisbon consortium, represented by the organizing committee of the Congresses.

2.5 Operating Conditions

1.It is the responsibility of the Organization to set the entrance fees to the venue and establish rules to ensure the smooth operation of the Exhibition.

2.The Organization will take the measures it deems appropriate for the implementation of the established rules, and may, for this purpose, issue resolutions or create complementary regulations as it sees fit.

2.6 Admission Conditions

1.Companies, both national and foreign, as well as their agents or distributors in Portugal, whose activities align with the objective of the Exhibition as defined in section 2.3, may be Exhibitors.

2.Collective participations or groupings of Exhibitors with specific affinities are only allowed if the names of the respective manufacturers are mentioned in relation to the presented products.

3.Collective participations must identify the main Exhibitor and each participant in the group in the admission application, is subject to partial approval by the Organization.

4.In case of partial approval, if the Exhibitor chooses to withdraw the application, they must communicate this to the Organization within 3 working days from the date of dispatch of the partial approval of registration, with the deadline set in point 2.10.

5.Exhibitors wishing to list firms they represent in the catalog must provide valid official letters from those firms confirming the representation.

6.The Organization, when deemed necessary, may require the provision of contact information or documentary proof confirming any of the conditions mentioned in the preceding paragraphs.

7.The acceptance of participation lies with the Organization, which may freely refuse any registration that, according to its criteria, does not fit within the scope and objectives of the Exhibition, or which, for any reason, may be detrimental or inconvenient.

8.In case of refusal for the reasons mentioned above, which may be partial in the case of collective applications, the organization will communicate, in writing, the rejection of the registration, refunding the amounts paid by the applicant, with no right to indemnification or compensation.

9.Partial refusal by the Organization that does not lead to the withdrawal of the remaining Exhibitor's application does not entitle any reimbursement of amounts by the Organization.

2.7 Space Allocation

1.Exhibitors and participants may not, under any circumstances, transfer the whole or any part of the space allocated to them without prior written authorization from the Organization.

2.It is also prohibited to exhibit materials from other producers that were not presented by the stand's titular exhibitor at the time of application or subsequently, unless authorized by the Organization.

3.In case of a breach of the above provisions, the Organization may take appropriate measures, including removing or instructing the removal of improperly displayed products from the venue.

2.8 Legality and Transparency

With the acceptance of the general rules outlined in this section, Exhibitors (including their personnel and subcontracted entities) declare to the Organizing Committee that they are not, directly or indirectly, involved in judicial proceedings, criminal investigations, tax or other inquiries related to participation in activities and/or criminal organizations/associations, corruption, fraud, and money laundering.

PARTICIPATION CONDITIONS AND REGISTRATION REQUESTS

2.9 Registration

1.The registration request is submitted to the Organization by delivering Form No. 1, duly filled out and accompanied by the registration fee, corresponding to the first installment of the occupancy fee.

2.Registration requests should be submitted by May 31st, 2024, or until the Exhibition reaches its capacity, after which interested parties may face the impossibility of acceptance, which can be communicated verbally.

3.Registration for the Exhibition implies the full acceptance of the clauses of this Regulation, as well as Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27th, 2016 (General Data Protection Regulation), without conferring the status of Exhibitor on the registrant. The Organization reserves the right to decide on the allocation of space and the requested location for each registrant.

4.The Organization will inform registrants of their acceptance as Exhibitors, as well as the space they will occupy and its location.

5.The request for space and services by Exhibitors, through the completion and submission of the respective Forms, requires simultaneous and full payment.

6.When the Organization rejects the registration of any interested party, the received payments for the occupancy fee will be refunded.

2.10 Occupancy Fees

1.The occupancy fee is determined based on the space and location to be occupied by the Exhibitor according to the pricing table:

| Number of Spaces | Total Area | Special Offers | Total Amount ⁽¹⁾ | Observations |
|------------------|-------------------|------------------------|-----------------------------|--|
| 1 | 9 m ² | Logo on the Floor Plan | 2500€ | Single-color Lettering Up to 26 letters |
| 2 | 18 m ² | Logo on the Floor Plan | 5000€ | Single-color Lettering Up to 26 Letters |

(1) VAT at the applicable rate will be added.

2. Reservations will only be accepted starting from April 15th, 2024.

3. Between April 15th, 2024 and May 31st, 2024, the Organization is only receiving reservation forms. On June 1st, 2024, the allocation of exhibitor spaces begins according to the following point.

4. Allocation Criteria for Spaces:

- 1st priority given to Platinum Sponsors;
- 2nd priority given to Gold Sponsors;
- 3rd priority given to the Exhibitors;
- 4th priority given to Silver Sponsors.

5. The criteria for the allocation of exhibitor spaces is governed by the following rules:

a) Space reservation requests, after acceptance by the organization, are sorted by the quantity of requested spaces and chronologically by the order of entry of requests to the Organization;

b) Allocation of exhibitor spaces begins after the selection of all categories of sponsors;

c) Space allocation will be done by groups of companies in descending order of the number of requested spaces;

d) Companies will choose their spaces on fixed days defined by the organization, through virtual meetings;

e) For exhibitors with 9m² stands, space selection will be done on a first-come, first-served basis.

6. Reservations will only be confirmed in writing after the payment of 50% of the total amount within a maximum period of 10 days.

7. The fee payment can be made in one or two installments, as indicated in Form No. 1.

8. Once paid, fee installments will not be refunded even if the Exhibitor, for reasons not attributable to the Organization, does not occupy the respective stand, except as provided in the following article.

9. Failure to pay any installment of the fee within the specified period in the Specific Regulation gives the Organization the right to exclude the Exhibitor, with no entitlement to any compensation.

10. Companies wishing to participate in ESTA2024 must request their registration, and it is the responsibility of each exhibitor to keep the information provided in the registration form up to date.

11. The order in which spaces are allocated among sponsors is determined by the date of sponsorship acceptance.

12. Allocation of spaces to other exhibitors will be done according to the stipulations in point 5.

13. The Organization notifies the Exhibitor on the designated day for space allocation, providing the ESTA2024 floor plan with the space attributed with the Exhibitor's name.

The Exhibitor's confirmation, after notification, must occur within 48 hours, and the absence of a response implies the exhibitor's agreement with the attributed space.

14. Mutual communications between the Organization and Exhibitors occur exclusively through electronic means, using the addresses provided in Form No. 1.

2.11 Withdrawals

1. In the event of withdrawal, which must be submitted in writing by the Exhibitor to the Organization at least 30 days before the scheduled start date of the Exhibition, the Organization may exempt the Exhibitor from payment of any outstanding installment, if applicable.

2. After receiving the withdrawal request as per the preceding paragraph, the Organization will inform the interested party in writing of the decision taken.

GENERAL SERVICES

2.12 Medical Station

The medical emergency service will be operational on dates and hours compatible with the setup, event, and dismantling periods stipulated in this Regulation.

2.13 General Event Security

1. Security services will be maintained 24 hours by the Organization during the setup, event, and dismantling periods, operating at entrances, circulation areas, and common event areas.

2. Exhibitors and stand assemblers are responsible for the security of their stands, as the Organization does not assume responsibility for the internal areas of the stands or the protection of elements within the stand or the stand itself.

2.14 Cleaning

1. General Cleaning of the Event

The Organization is responsible for the general cleaning of common areas of the Exhibition, namely, common circulation areas and restrooms.

2. Stand Cleaning

During the event, the cleaning of the internal areas of the stands is the responsibility of the Exhibitor and should be carried out by their staff or by the entity contracted by the Organization. Under no circumstances may the waste from stand cleaning be deposited in common or circulation areas. The waste from each stand can only be placed in the circulation paths after the close of daily activities, after 8:00 PM, provided they are properly packaged in suitable collection bags. Alternatively, they can be placed in the containers located outside the exhibition area. To contract this service, please request it through the provided email addresses.

2.15 Lighting

The general lighting of the pavilions, as well as outdoor spaces, is provided by the Organization.

2.16 Electrical Power

1. Electrical power is supplied in alternating current with a frequency of 50 Hz and a voltage of 220/380 volts.

2. Reactive electrical loads (electric motors, discharge lamps, etc.) installed in the Exhibitor's stand must be properly compensated so that the power factor of the stand's electrical installation is equal to or greater than 0.94.

3. The distribution of electrical loads per phase in the stand installation should be equitable to avoid imbalance between phases.

4. All electrical installations of Exhibitors must comply with the current official standards and regulations, with particular emphasis on the Regulation of Safety of Installations for the Use of Electrical Energy (R.S.I.U.E.E.).

5. The costs of connecting electrical power to the Exhibitors' panel are the responsibility of the Organization.

6. The electrical installation of each stand already has an electrical panel according to the required power provided by the Organization.

7. Exhibitors should take appropriate measures to ensure easy access for accredited Organization staff to the connection point of their electrical installation with the fixed energy supply infrastructure.

8. The electrical installations of Exhibitors may be inspected at any time by duly accredited Organization staff, and the supply of electrical power to the stand may be cut off if their safety conditions are not satisfactory or if there have been unauthorized changes to the installation. In the latter case, the Exhibitor may, after making appropriate modifications to their installations, request a new connection, which can only be made after a new inspection of the electrical installations of the stand and payment of the respective new connection fee (€500).

9. Damages inflicted on electrical infrastructure not belonging to the Exhibitor will be their responsibility, and they must immediately pay the costs associated with their repair, upon presentation of the respective evidence.

10. The Organization disclaims all responsibility for accidents, losses, or damages caused by:

- ➔ Power outages that occur in the public electricity distribution network of EDP.
- ➔ Voltage variations originating in the EDP network, including atmospheric or other phenomena of overvoltage.

2.17 Water

The water supply will depend on the stand's location and its intended use, and its cost will be determined by the Organization on a case-by-case basis.

2.18 Parking

1.No type of credential is provided for free parking. Both Exhibitors and participants must pay for all parking entries/exits.

2.Exhibitors can purchase credentials for a period equivalent to the event days, using the form provided by the Organization.

2.19 Communication (Phone, Internet, Fax)

The Exhibitor may request the installation of a telephone or internet, the conditions of which will be defined by the Organization and must be requested 30 days before the event.

2.20 ESTA Online Guide

1.The edition of the ESTA2024 Online Guide is exclusive to the Organization.

2.The Organization publishes the ESTA2024 Online Guide, containing commercial information about all the Exhibitors, including a Product and Services Index and the location of stands.

The correction or notification of the need for correction of the provided information is the responsibility of each Exhibitor.

3.Each Exhibitor can indicate up to a maximum of 5 (five) product classification items by filling them directly in the Exhibitor platform on the Organization's websites.

CIVIL LIABILITY

2.21 Civil Liability and Insurance

1.While the Organization takes the necessary precautions to protect the exhibited products, they are always considered the responsibility and custody of the Exhibitor.

2.Any damages or losses that may occur to the Exhibitors, their staff, or the exhibited products, regardless of their nature or the events that caused them, including fire or theft, are the exclusive responsibility of the Exhibitor.

3.Exhibitors located in the exhibition area are responsible for damages or losses they cause, directly or indirectly, in the exhibition area, stands, or products of other Exhibitors.

4.In accordance with the previous point, Exhibitors and participants must, after the closure of the Exhibition, return the stands and respective floors in the same state of conservation in which they were provided, safeguarding their normal use. If this is not the case, the Organization will carry out the necessary repairs, and the cost will be invoiced to the occupant of the damaged space or stand.

5. The settlement of costs incurred according to the previous point is the responsibility of the Exhibitor.
6. In accordance with the previous points, the Exhibitor must inform the Organization when they have access to the reserved space about any existing damages in that space, in order not to be subsequently held responsible for them. The lack of communication assumes the initial space condition is entirely regular.
7. Exhibitors are responsible for monitoring their own stands, and they are entirely responsible for the security of materials and products exhibited before, during, and after the closure of the Exhibition.
8. Exhibitors must transfer the civil liability for damages caused during the installation/dismantling and operation of the stand during the event to insurance companies.
9. In the absence of an insurance policy or insufficient coverage of the damages indicated in the previous point, it is the responsibility of the Exhibitor, regardless of whether the damages are permanent or temporary, to indemnify them to the Organization and/or third parties.
10. The Organization is not responsible for any damage, breakdown, loss, or theft of products, materials, or equipment exhibited or used by the Exhibitor or third parties hired by them in the area of the respective stand.
11. The Organization is not responsible for the business relations developed between Exhibitors and visitors.
12. Exhibitors are responsible for any situation that occurs in the area corresponding to their stand, even if caused by companies hired by them or by third parties.

INVITATIONS, PARALLEL ACTIVITIES, NOISE AND IDENTIFICATION

2.22 Invitations

1. The Organization provides Exhibitors with event invitations in a quantity proportional to the stand area, which must be exchanged for professional visitor cards during the event.
2. The Organization may reduce the quantity of invitations to be distributed to each Exhibitor if limits on the number of participants are introduced.

| Stand Area | Number of Invitations |
|-------------------|-----------------------|
| 9 m ² | 5 |
| 18 m ² | 10 |

3. Only original invitations properly identified by the exhibiting company will be accepted.
4. No extra or additional invitations will be provided.

2.23 Parallel Activities

1. Colloquiums, lectures, and other parallel activities can be carried out inside the respective stand.
2. For any of the activities mentioned in the previous point, no additional monetary amount can be demanded from the participant, beyond what is required for registration in ESTA2024.
3. The content and profile of the activity must be submitted to the Organization by June 5, 2024, and will be subject to approval by the Organizing Committee.
4. The execution of any activity that includes intervention or demonstration on individuals, whether clinical or of another nature, is expressly prohibited. The emission of ionizing radiation throughout the event venue is also prohibited, subject to civil, criminal, or administrative liability, presumed to be attributable to the stand holder.
5. Without waiving the provisions of the previous paragraph, the Exhibitor, within the scope of the regulated parallel activity, may opt for alternative formats of practical demonstration using non-human support for experimentation or demonstration of techniques or materials.
6. Any unlawful intervention will be solely and exclusively the responsibility of the author of the acts.
7. Technical lectures related to the products of exhibiting companies and theoretical demonstrations may not exceed 45 minutes per presentation and must take place on June 30, 2024, subject to prior knowledge by the Organization.
8. In the case of technical lectures, presentations, or equivalent, the use of a closed environment is mandatory.

2.24 Disturbing Noise

1. Any sound amplification systems in stands, as well as all annoying noises that may disrupt the proper functioning of the Exhibition, are strictly prohibited.
2. The performance of any artistic presentation, show, or equivalent activities in the stands is not allowed.
3. Special situations will be individually reviewed by the Organizing Committee and, when applicable, authorized in writing.

2.25 Ambient Sound and Music

1. All sound produced in the stand by audiovisuals, recorders, radios, or any other equipment should not exceed a volume of 45 decibels. The use of sound amplifiers for sales messages of exhibited products or other promotions is strictly prohibited. The organization may, at any time, request the responsible person at the stand to turn off the equipment.

2.26 Identification Badges

1. Letters of Accreditation

The letters of accreditation grant the Exhibitor the right to start the assembly works of their stand. They will only be provided after the full settlement of the amounts due by the Exhibitor.

2. Exhibitor Badges

The Exhibitor badges, personal and non-transferable, will be valid throughout the exhibition's operating period and intended for personnel providing services at the stands. The quantity of badges will be allocated according to the occupied area, as established on the Exhibitor's platform on the Organization's websites at www.atrs2024lisboa.pt and www.ridita2024.com.

3. Professional visitor badges

They are intended for professional visitors and can be used on all seven days of the Exhibition. They can be purchased at the visitor's counter for the price of 30€.

4. Offenses

All admission cards are strictly personal and non-transferable, so any violation of this provision will result in the confiscation of the said cards, with no right for the Exhibitor to be compensated for the cancellation of their validity or to be provided with new cards.

ADVERTISING MEDIA

2.27 Advertising

1.Exhibitors must confine their activities to the contracted and occupied space, and advertising of their products is only allowed within that space.

2.Graphic advertising outside the stands, as well as sound, film, or television advertising, is exclusive to the Organization or must be previously authorized by it.

3.The Organization will carry out general advertising for the Exhibition as it deems appropriate, using suitable means of communication.

4.The exclusive right to film, televise, photograph, or reproduce the facilities and perspectives of the Exhibition belongs to the Organization.

5.The Organization reserves the right to have objects exhibited photographed, sketched, or filmed for documentation purposes and advertising.

6.If an Exhibitor wishes to use other photographers, they must request this in writing from the Organization at least one week before the ESTA2024 event.

7.Exhibitors are solely responsible for the advertising content used by themselves within the scope of the Exhibition, whether or not authorized by the Organization.

8.Exhibitors wishing to conduct promotional giveaways of goods or services provided must comply with existing legislation.

9.The organization of any giveaways, as well as compliance with sectoral legislation, is the exclusive responsibility of the exhibitor promoting them.

2.28 Giveaways

1.Exhibitors may exclusively distribute giveaways within their stands to all visitors, provided these items are explicitly associated with their name and/or respective products.

2.This promotion should be of a scale compatible with the stand's dimensions to prevent the formation of queues or gatherings.

3.Distributing pamphlets in common areas of the Exhibition and circulating areas without prior authorization and payment of the corresponding fee from the Organization is strictly prohibited. Requests for this authorization should be submitted in writing to the provided emails by June 5, 2024.

4.We recommend a careful reading and adherence to the guidelines outlined in the Organization's Sustainable Events Best Practices Manual, available at:

<https://www.iseclisboa.pt/index.php/pt/dimensoes-da-politica-de-sustentabilidade-iseclisboa-qualidade>

STAND AND CONSTRUCTION RULES

2.29 Location

Stand distribution and location are the responsibility of the Organizer.

2.30 Changes in Location

1. If the overall interests of the Exhibition require it, the Organization can freely change the location, area, or layout of the granted stand, without any mandatory form of compensation, except as provided in the following paragraphs.

2.When, in accordance with the provisions of the previous paragraph, the allocated area to an Exhibitor is reduced, they shall be entitled to the corresponding part of the occupancy fee for the area that has been withdrawn.

3.When, for the convenience of the overall arrangement of the Exhibition, there is a need to increase the space allocated to an Exhibitor, they will only pay the difference if they agree to it.

2.31 Stand Dimensions

1.Spaces located in the exhibition area have dimensions of 9 m² (3x3m). Each stand can additionally occupy multiples of the base module.

2.The area of each stand is clearly marked on the floor.

2.32 Hiring Stand Assembly Company

The hiring of a specialized company for stand assembly is the responsibility of the Organization.

2.33 Construction and Flooring

- 1.Nothing can be affixed or painted on the exhibition floor or its walls. The stands' flooring will consist of wood covered in carpet.
- 2.Suspending objects from the pavilion's structure requires prior authorization from the Organization, and additional costs may apply for the Exhibitor.

2.34 Standard Booths and Custom Booths

These special stands, subject to special rules, are constructions that do not strictly adhere to the standard characteristics outlined here. However, they are still subject to the general mandatory rules applicable to all types of stands, regardless of their nature.

2.35 Mandatory Assembly Items - Type Stand

- 1.The Exhibitor can request the construction of a stand with the characteristics and conditions defined in the Organization's Form until May 31st, 2024.
- 2.Definition of floor area limits through carpeting, landscaping, or wooden flooring;
- 3.Stand lighting;
- 4.Partition walls with a height of 2.50 meters when adjacent neighbors are present;
- 5.Stand identification through a frieze;
- 6.Power outlets in the stand;
- 7.Materials and constructions must have a suitable finish when viewed from any angle.

2.36 Padrão dos Stands

Stands must not have a standard lower than that established in the previous point.

2.37 Maximum height, corresponding mandatory setbacks

1. The maximum height for stand construction without setback is 2.5 meters, with good finishing on the internal and external parts.
- 2.If the stand exceeds this height, the exhibitor must provide finishing on the side(s) and back with the adjacent stand(s), and comply with the minimum setback of 0.50 meters.

2.38 Construction of two-story stands (including ground floor)

- 1.The construction of a two-story stand, including an additional first floor above the ground floor, depends on prior express authorization from the Organization. This authorization requires a formal request from the responsible party, which must be submitted no later than June 5, 2024.
- 2.Without prejudice to the provisions of the previous paragraph, the second floor cannot exceed a maximum of 50% of the total linear length of each face of the stand.
- 3.The acceptance of the conditions outlined in the previous paragraph depends on the interested party presenting proof of a comprehensive insurance contract, especially related to the stand.

4.The authorization granted by the organization implies an additional 50% increase in the total reservation cost for the interested party.

2.39 Mandatory Documents and Procedures

1.All stands must comply with the following rules:

1.1 Presentation of Stand Project.

1.2 Exhibitors must submit the full preliminary project for the construction and decoration of their stands on the Exhibitor's platform by June 5, 2024 (05/06/2024), without which the assembly may not be allowed.

1.3 It is the responsibility of the Exhibitor to ensure that the stand's project has been prepared with the supervision and participation of a qualified technical professional.

1.4 The Exhibitor and the assembly company undertake to submit the stand project with floor plan, front elevation, and side elevation with respective heights for analysis.

1.5 The stand project can be sent via email or submitted in the exhibitor's personal area for analysis and will receive a prompt response. If the exhibitor does not receive a response within the 10th working day after dispatch, they must contact via email to check for any communication problems that may have occurred.

1.6 Even after analysis, the Organization reserves the right, at any time, to demand changes to the ongoing project to adapt the assembly to the standards of this Event Manual/Regulation, as the project cannot be altered after its approval without the Organization being informed and authorizing it.

2. Deadline for stand project submission: June 15, 2024 (15/06/2024).

3. Failure to comply with these determinations within the stipulated period releases the Organization from carrying out the mentioned analysis, preventing access to the rented area.

2.40 Mandatory Additional Procedures for Special Stands

All stands that do not comply with the stipulated in MANDATORY ASSEMBLY ITEMS and STAND ASSEMBLY - TYPE or that exceed 18 m² must proceed in accordance with the regulations set out in 2.38 and also with the following norms:

1. Special Regulations

The special stand project must be accompanied by a compliance statement with detailed specifications of its characteristics.

Without the submission of the compliance statement, the project will not be evaluated, compromising the application and participation in the Exhibition.

2.41 Non-Compliance

The special stands are also subject to point 2.44 of this Manual.

2.42 Dismantling

1. Dismantling must adhere to the following schedule:

July 4th, 2024 (3:00 PM - 12:00 AM) strictly.

It is the exhibitor's responsibility to dismantle their stand and remove the exhibited products and equipment, ensuring the occupied area is left clean within the specified deadlines and conditions.

2. Dismantling, as well as the repair of any damage caused in the exhibition area, must not exceed the period mentioned in the previous point.

3. After this date, the Organization will arrange for the removal and storage of any material still present in the stands.

4. The exhibitor is responsible for the expenses incurred in the dismantling, transportation, and storage of the material mentioned in the previous point. The exhibitor is fully responsible for any damages or losses that may occur due to theft or deterioration of the material or products in question.

5. Exhibitors should use for the assembly and dismantling of heavy material forklifts provided by the Organization upon payment of a fee and using the specific form.

2.43 Various Provisions

1. The decoration and interior lighting of the stands, as well as the arrangement of the products to be exhibited, are the responsibility of the Exhibitor, subject to the supervision of the Organization.

2. The decoration and structure of the stands may not, without prior authorization:

- a) Impair the visibility of adjacent stands;
- b) Exceed a height of 2.50 meters;
- c) Envisage the construction or use of two or more floors;
- d) Extend beyond the limits of its area;
- e) Use illuminated signs with flashing, flash, or animated motion, as well as use sound equipment that may disturb other stands.

3. The Organization may require the alteration of the dimensions of signs and plaques that do not comply with the measures set out in the preliminary design, as well as the decoration that has not been carried out in accordance with it.

4. At any time, the Organization may prevent or request the removal of products from the stands that it deems deficient, dangerous, inconvenient, or incompatible with the objectives and/or scope of the Exhibition.

5. All assembly operations must be carried out exclusively within the limits of the rented area.

6.If the space reserved for the Exhibitor is not occupied 24 hours before the opening of the Exhibition, the Organization has the right to dispose of it.

2.44 Violations

In case of violation of the regulatory rules regarding the construction and decoration of stands, the Organization may take appropriate measures, including ordering the closure of the stand.

FINAL PROVISIONS

2.45 Ease of Product Importation

The temporary importation of products for exhibition is regulated by the current laws and is the sole responsibility of the exhibitor.

2.46 Retention of exhibited materials

1.In the event of non-compliance with the commitments undertaken by the Exhibitor, the Organization shall have the right of retention regarding the materials and products exhibited by the Exhibitor during the Exhibition, which will only be returned upon the complete fulfillment of the assumed obligations.

2.The materials or products mentioned in the preceding paragraph may be stored under the terms and conditions stipulated in this Regulation.

2.47 Regulation Violations

1.In the event of a violation of this regulation, the Organization may take whatever measures it deems appropriate, including the cancellation of the Exhibitor's rights, without the Exhibitor being entitled to any compensation or refund of amounts paid.

2.In the case of a violation considered serious by the Organization and detected during the Exhibition, the Organization may order the closure of the booth and even temporarily prevent the transgressor from participating in future Exhibitions.

2.48 Jurisdiction Allocation

Any and all disputes between the Organization and Exhibitors arising from the application of this Regulation shall fall under the jurisdiction of the Lisbon District.

2.49 Supplementary Rule

In all aspects not specifically provided for in this Regulation, the specific regulations of the venue where the Exhibition is held shall apply and are available for reading on the Organization's website at www.atrs2024lisboa.pt e www.ridita2024.com.

SECTION 3 – FORM

To reserve a booth at ESTA2024, please fill out this form and send a copy, along with the corresponding proof of payment and the entity's logo, to sponsors.atrs_ridita@iseclisboa.pt or by mail to:

Organizing Committee of the IX RIDITA and ATRS'2024
Att: de Liliana Magalhães
ISEC Lisboa - Instituto Superior de Educação e Ciências
Alameda das Linhas de Torres 179 | 1750-142 Lisboa | Portugal



01 | Exhibitor Information

Name/Brand to Appear in the ESTA2024 Guide:

Website:

02 | Information for Billing Matters

Entity Name:

Address:

Postal Code: City and Country:

Tax Identification Number (NIF):

Contact Person for Billing Matters:

Name:

Cellphone: Email:

03 | Reservation of Area for Booth

Stand 9 m² (2500€) Stand 18 m² (5.000€) Stand próprio (2.500€) Other (amount to be discussed)

04 | Circulating Entertainer

You may place a circulating entertainer in the corridors of ESTA2024 to promote your products (without sound equipment; a project must be submitted to the organization for approval).

| 7 | Number of Days | Number of Entertainers (maximum of 2) | Fee per Entertainer (1.500€) | _____ € | Total Cost |
|---|----------------|---------------------------------------|------------------------------|---------|------------|
| | | | | | |

05 | Total Participation Costs

| | | |
|---|----------------------|---|
| 01 Total Value of Reserved Stands | <input type="text"/> | € |
| 02 Circulating Entertainer | <input type="text"/> | € |
| TOTAL (VAT will be added at the current rate) | <input type="text"/> | € |

06 Registration of participants according to exhibitor conditions

1st person:

2nd person:

3rd person (only available for 18 m² Stands):

07 | Billing Information for Bank Transfer

Bank Transfer

Bank Account: ASSOC IASA INSTADVAN STUDIES AWARENESS - Millennium BCP
IBAN: PT50 0033 0000 4554 894 2326 05
SWIFT: BCOMPTPL/BIC

08 | Payment Method

Paid in full at the time of booking.

Paying 50% at the time of booking and the remaining 50% by
May 31, 2024

Special Conditions:
(other counterparts to be
proposed by the exhibitor)

09 | Form Completed by the Company Obligating Party

Name

In the capacity of:

Signature _____ Date / /

10 | Observations

This form is mandatory and an integral part of your space reservation at ESTA2024. Failure to submit it or its respective attachments does not hold the Organization responsible for any required omissions. This form constitutes a request from the interested party and not a decision by the Organization; the rights of admission/refusal are reserved in accordance with the applicable Manual.