

1. Special conditions of the used spaces

1.1. The Hotel Cascais Mirage (HCM), through the Department of Groups and Events Coordination (DGEC) recommends scheduling a visit to the Hotel, in cooperation with the responsible management to know the spaces, electric power points available and to define the various needs for the exhibition/booth spaces.

1.2. The HCM provides a map of the exhibition areas. The Organizer of the event should make an implementation of the stands and remit to the DGEC for consideration and approval taking into consideration the different services involved.

1.3. In the context of events and technical exhibitions it is forbidden to suspend, screw, nail, paste, apply any other item or equipment to the construction elements (walls, floor, ceiling, columns, etc.), or use materials or techniques that may cause damage to the spaces and furniture.

1.4. Except with the prior written agreement of DGEC, no structural modification or decoration may be made to the assigned areas, except in the case of movable structures or stand-ups, subject to prior approval of HCM.

1.5. Exhibitors must comply with the agreed area boundaries, as well as the maximum height of the areas where they are located.

1.6. The Organizer of the event will be liable for any damage caused to the spaces and furniture.

At the end of the event, the HCM reserves the right to make a visit to the spaces, to confirm his condition.

All considered irregular situations will be highlighted and communicated to the Organizer.

In case something is irregular the DGEC will communicate in writing which is the damage detected as well as the respective budget for repair.

1.7. In case the events are held in outdoor spaces of the Hotel, the Organizer is responsible for carrying out all procedures related to obtaining the respective licenses as well as the completion of the respective liability insurance.

1.8. It is strictly FORBIDDEN to access and move objects, without authorization from the DCGE, through public areas and customer entrances.

2. Assembly and disassembly

2.1. Assembly and disassembly are to be held in days defined by the Organizer of the event and the DGEC in operating hours as follows:

- a) Weekdays – from 8 am to 8 pm.
- b) Weekend and holidays - from 10 am to 6 pm.
- c) The schedules can be adapted according to the customer's needs. This may involve an additional payment and will be budgeted in advance.

2.2. The extension of the assembly and disassembly may be required and should be communicated in a timely manner and in writing to the HCM.

This extension may involve an additional payment and will be budgeted, according to the specific needs of each client.

2.3. The loading and unloading area is of a size that does not allow you to have more than two vans at the same time. It is therefore necessary to inform the exhibitors/suppliers that they must unload and not remain with the van until the end of the assembly.

2.4. It is the responsibility of the Organizing Entity to coordinate with the exhibitors/suppliers the movement / "timings" of access to the loading and unloading site so that there are no restrictions in the space.

3. Logistics in HCM

3.1. On the dates agreed for assemblies, exhibitors must go to HCM Security, where they will be redirected to the respective display areas.

It's mandatory for all the exhibitors that must move goods or any items that need to be carried through service areas, to carry an ID card. Registration must be done at the HCM Security zone when presenting a valid citizen card or passport.

3.2. Loading and unloading for the exhibition areas can be made on the loading and unloading dock, located next to the main entrance of the hotel, with access from the Avenida Marginal (No. 8554) or any other place of convenience designated and authorized by DGEC.

3.3. Loading and unloading will be coordinated by DGEC, and the HCM Security Service.

3.4. The assembly and disassembly should be accompanied by a representative of the Organizer of the event, which should be present in the exhibition areas to provide information and support to exhibitors.

3.5. Advance arrival of any items or material:

All the material that is delivered in advance to the hotel, should be properly identified, as follows:

- Company Name that is sending the items;
- Submitted to the attention of the head of the group, agency, or company (never coordinator or commercial event responsible in Hotel);

- Mention the name and date of the Congress;

Address of the Hotel:

Av^o Marginal, No. 8554

2754-536 Cascais

Tel: 210 060 600

3.6 With due anticipation, it is mandatory to inform the DGEC of

the number of packages and their measurements.

3.7 Any vehicle used by suppliers must load/unload and leave immediately afterward, avoiding the car park in the loading area.

4. Equipment and furniture for stands

4.1. The decision to hire companies to stand assembly rests with the organizer of the event and should be communicated to DGEC.

4.2. The Organizer of the event may hire a single company for assembling all stands or choose to each exhibitor directly hire a company to supply the stand.

4.3. The Organizer of the event may request the HCM furniture for the stands, which will be given depending on availability.

4.4. The rest of the furniture will be the sole responsibility of the Organizer of the event or each exhibitor.

4.5 Staff and items are not allowed to enter and leave the hotel through the main door of the hotel, apart from situations duly coordinated in advance.

<p>5. Material Storage</p> <p>5.1. The exhibitor must keep all equipment and support items in the stand. The stand must be projected considering this need. All the equipment, boxes, or any other items that are not being used must stay out of sight of the clients. There should not be any exposed material, such as extension cords or cables.</p> <p>5.2. The material delivered and stored in HCM will be the responsibility of the exhibitor.</p> <p>5.3. During the event, and because the HCM is not responsible for any damage and/or disappearance of material displayed in the exhibition area, we recommend that daily each exhibitor take the necessary measures to prevent such occurrences.</p> <p>5.4. If the Exhibitor considers it necessary, additional security can be hired. This service is provided at an extra cost.</p> <p>5.5 Any items left at the hotel will be stored for a maximum of 1 year following the event (costs may be associated). Prior to this date, the items will either be destroyed or reverted as the hotel's property.</p> <p>5.6 Storage costs may be charged to the customer after 1 month from the end of the event.</p> <p>6. Cleaning</p> <p>6.1. The HCM is only responsible for the general cleaning of the site. The cleaning of the stand is the exhibitor's full responsibility.</p> <p>6.2. The specific cleaning needs for exhibitors present will be budgeted for in accordance with formal requests made by the organizer of the event and addressed to the DGEC.</p> <p>6.3. The HCM provides additional cleaning service if requested, under budget.</p> <p>6.4. The waste resulting from the assembling and disassembling of the stands are the responsibilities of each exhibitor and/or Organizer duly marked as such. The HCM is not responsible for storage or packaging.</p> <p>6.5 Extra costs may be charged to the customer for the waste processing left at the hotel. Costs may vary depending on the volume or type of rubbish.</p> <p>7. Electricity</p> <p>7.1 The specific energy requirements for exhibitors will be budgeted in case of need, according to the requests made to the entity organizing the event and sent to DGEC.</p> <p>7.2 Energy will be provided according to the shipping technical plant with the Implementation of the stand, so It can be planned, approved, and budgeted (if necessary) according to the request.</p> <p>8. Communications</p> <p>Specific communication needs for exhibitors will be budgeted according to the claims formalized by the organizer of the event and sent to DGEC.</p> <p>9. Security</p> <p>9.1. The basic security needs related to the exhibition/event should be studied in advance and coordinated between the Organizer, the DGEC, and HCM Security Service.</p>	<p>9.2. The specific safety requirements for Exhibitors will be budgeted according to the claims formalized by the Organizer of the event and sent to DGEC.</p> <p>9.3. It is necessary that throughout the event, particularly during periods of assembly and disassembly, the following areas or items are left totally clear:</p> <ul style="list-style-type: none"> a) Corridors and circulation spaces; b) Alarm panels; c) Fire-fighting equipment; d) Service doors; e) Emergency exits; f) Signage; g) Air conditioning grilles; h) Temperature sensors; i) All cables should be covered with floor cable glands or tape. <p>10. Additional Rules for exhibitors</p> <p>10.1. It will be the responsibility of the organizing body of the event, the customs clearance of materials related to the exhibition and/or conference.</p> <p>10.2. The HCM is not responsible and cannot bear any costs of the materials customs clearance process. HCM may assist the Issuer Entity of materials, in the customs clearance process, as long as it assumes the inherent costs of such process, by advancing the payment of the taxes until the arrival of the customers responsible, through the addition of a service charge, to be informed.</p> <p>10.3. In the technical exhibition extension, power extensions will be provided to stands upon prior request. These will be accounted for at the end of the event, and in case of loss, the cost will be charged to the Organizer.</p> <p>10.4. It is <u>MANDATORY</u> for all stands (site to be determined by the Hotel together with the congress organizer) to have a clean back and without any metal structures or cables or wires in sight.</p> <p>11. Food and Beverage Service</p> <p>11.1. All and any services related to food or drinks will have to be exclusively provided by the HCM, and the distribution of food products from third parties is not allowed.</p> <p>11.2. Food and beverage services should be required to DGEC by the Organizer of the event.</p> <p>12. Others</p> <p>12.1. Should the DGEC deem it necessary and be communicated to the event organizers, there may be a charge for the management of materials for the stands, for assembly and dismantling.</p> <p>12.2. Depending on the number of items, the DGEC has the right to require a cost for the rental of a room to store them.</p> <p>12.3. It is the responsibility of the client/stands to leave the items properly prepared (sealed, measured, and weighed) with the correct sender and recipient.</p> <p>They should also leave the items in a room intended for this purpose.</p>
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