

1. TIMETABLE

(1). The timetable for the set-up, the event itself and its dismantling are the ones established in the LISBOA FCE proposal. In any other case, the normal timetable are:

Set-up: 08:00 to 20:00

Event: 08:30 to 18:30 (Congresses/Meetings)

Event: 10:00 to 20:00 (Fairs / Exhibitions)

Dismantling: 08:00 to 20:00

(2). Extra hours will be charged according to our Price List.

2. DURATION OF THE LEASE (TERM)

(1). The duration of the lease (Term) includes the setting-up, the event itself and dismantling periods and starts from 00:00 hours of the first day to midnight of the last day.

(2). The extension of the duration of the lease is possible if it does not interfere with other scheduled events and after additional payment according to the price list.

3. EXCLUSIVE SERVICES

(1). LISBOA FCE exclusive supplies by itself or through its suppliers the following services:

- » Catering services (excluding any goods (food and beverages) which makes part of the event or if the client is the producer of those goods);
- » Supply and operation of all Audio/light and Video equipment (excluding if the client is the producer of those equipment).
- » Commercial photographs, require previous LISBOA FCE approval;
- » Hanging/Rigging services, truss structures;
- » Security and cleaning services;
- » Electricity, and water supply;
- » Telecommunications & IT services;
- » Indoor decoration of the existent Auditoriums/ Meeting rooms made by the client needs to have LISBOA FCE approval;
- » Internal handling of materials.

4. COMPULSORY SERVICES

(1). Police, First Aids and Fire Brigade services are additional costs for the Organiser and will be charged according to the prices practised by these entities.

(2). The characteristics and conditions of these services are subject to previous negotiation.

5. TECHNICAL AND DECORATION SERVICES

(1). The LISBOA FCE Technical Department has the capacity and experience necessary to execute all decoration services. The Organiser can use its own suppliers for those services, except for the reserved and compulsory services.

(2). Organisers may construct and decorate their own stands or request another entity to do so except for the reserved and compulsory services as long as:

- No exclusive rights are given to another entity for any services rendered;

- Strictly respect the technical and security rules in force, namely the prohibition to use structures for suspending or fixing materials; obstruct passages and the access to emergency exits; do not use materials and operating techniques which may damage the premises or injure people;

- Previously submit the final layout drawings of the exhibition and the special decoration projects for LISBOA FCE approval;

- Produce evidence of the insurance policy according to clause 9.1

(3). LISBOA FCE reserves the right to prohibit the execution of decoration works whenever it considers that these endanger the security of persons or premises or violates legal regulations.

6. SECURITY

(1). The security guard positioned at the main entrance/reception is included in the space rental fee, as well as 1 security guard located at the loading bay.

(2). The Security Services will only be responsible for the co-ordination and internal control activities follows the setting-up, the event itself and the dismantling.

(3). If extra security services are required, namely, access control and surveillance, these must be previously negotiated and the respective costs will be charged to the Organiser.

7. CLEANING SERVICES

(1). LISBOA FCE is responsible for the general cleaning (main entrance, toilets and existent Auditorium/Meeting rooms); this cleaning is included in the facilities rental fee.

(2). The Organiser will be charge for the cleaning of the exhibition areas, including shell schemes or special booths, as well as the cleaning of Auditoriums/Meeting rooms specially built in the Pavilions for the event.

(3). The Organiser will be charge for the removal of waste, materials or any other products brought into the premises by the Organiser, its agents, suppliers or exhibitors, as well as the costs related to that removal.

(4). LISBOA FCE should remove the waste, materials or any other products (which will be treated as waste) that were not removed by the client by the end of the event. This removal will be charge to the Organiser.

(5). LISBOA FCE will charge a supplementary cost of 1.000,00EUR per Pavilion plus the waste removal costs, if the cleaning procedures are not accomplish by the Organiser.

8. OTHER SERVICES

(1). LISBOA FCE can supply other services to the Organisers, namely: design, creation and execution of special decoration, signage, poster boards, rental of furniture, flowers/plants, hostesses, IT services, Telecommunication,

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Internet, Network installation and support services.

- (2). These services must be requested at least 2 weeks before the event and will be charged to the Organiser according to the price list in force. All services requested after this deadline will be charged with an addition of 30%.

9. LIABILITY/INSURANCE

The consequences for the non-observation of these rules will befall on the Organiser, LISBOA FCE reserves the right to penalise the Organiser for the non-observance of these rules – Compensation Fees.

9.1 Organiser's liability

The Organiser shall bear full responsibility for the execution of the Event, in particular for maintaining good order for which he shall take the necessary steps at his own expense.

The Organiser shall be responsible for the loss or damage, death or personal injury directly arising from any property or equipment or the actions of any subcontractor or participants at the event.

The Organiser must furnish proof of the adequate liability insurance cover exists:

- Covering patrimonial and non-patrimonial damages, no matter its nature, caused to LISBOA FCE as well as to other entities, the capital risk is 1.000.000,00EUR/per sinister.

9.2. LISBOA FCE's liability

LISBOA FCE is only liable for consequences of circumstances due to its wilful misconduct and/or gross negligence. The LISBOA FCE is not liable for goods of the Organiser or third parties. The maximum liability of LISBOA FCE is 1.000.000,00EUR/per sinister.

The Organiser shall be responsible for the loss or damage, death or personal injury directly arising from any property or equipment or the actions of any subcontractor or participants at the event.

9.3. Robbery

LISBOA FCE declines any responsibility in case of robbery and for any damage caused by the Event or resulting from it. The Organiser/Exhibitor is responsible to obtain his own insurance for the exhibiting products.

10. ENTRANCES CONTROL

- (1). The Entrances are restricted to the presentation of Entrance cards or Tickets made by LISBOA FCE or by the Organiser;
- (2). The Organiser will take full responsibility for the Entrance Cards, made and for damages caused to LISBOA FCE and others from entities and persons by him registered;
- (3). The Entrance control is ensured by:

- LISBOA FCE regarding the Organiser, Companies involved and its workers;
- The Organiser regarding the Participants, Visitors, General public and Guests.

- (4). LISBOA FCE reserves the right to limit the number of visitors or participants whenever it considers that these endanger the security of persons or premises.

11. FACILITIES CONTROL

- (1). LISBOA FCE is owner of the facilities and responsible for their control. LISBOA FCE has the right to use part of the facilities in each time or period to make this control. LISBOA FCE can remove any person from the facilities whenever considers that this person is prejudice to obstruct the correct control of the facilities. LISBOA FCE should advise the organiser previously, otherwise as soon as possible.

12. COPYRIGHTS, ADVERTISING AND SALES

- (1). Advertising and sales of services or products will not be allowed without the previous LISBOA FCE permission.
- (2). The Organiser must guarantee that no property protected by copyright or trademark will be performed, produced, exhibited or used during the use of the Premises, unless the Organiser has obtained expressed written permission and license from the copyright or trademark holder.

13. SAFETY PROVISIONS

The Organiser shall observe the regulations of the appropriate authorities. This shall also apply to all kinds of decoration and other items brought in. All related costs incurred should be charged to the Organiser.

14. DAMAGE TO PREMISES

- (1). LISBOA FCE is responsible for the conditions of the Premises during the Term. The Organiser has the right to inspect the Premises prior to the beginning of the Term, and also no later than forty-eight (48) hours after the Term. LISBOA FCE shall inspect the Premises to determine if any damage was sustained as a result of the Event.
- (2). LISBOA FCE shall notify the Organiser of the nature and extent of such damage and may repair the damage at the Organiser's expense.

15. FAIRS/EXHIBITIONS

Those events have to be in agreement with this general rules, as well as with the specific rules for Fairs, Exhibitions and Other Events.

16. DISPUTES

Disputes between the Organiser and LISBOA FCE will be resolved under the legal system applying to the location of the Congress Centre.