

Assembly Fee – Regulatory Framework

Under the terms of **EXPOSALÃO's General Regulations for Fairs and Events**, an assembly **fee of €2.50 (two euros and fifty cents) per square metre** is charged **to companies assembling stands outside the venue**.

Payment of this fee is mandatory for the issuance of **assembly cards**, which are **personalised and nominative**.

The fee must be **paid in full at least 30 days before the event**.

Payment Details

Entity: ExpoSalão – Centro de Exposições, S.A.

Bank: Caixa Geral de Depósitos – Batalha

NIB: 0035 0144 0000 4385 4311 4

IBAN: PT50 0035 0144 0000 4385 4311 4

SWIFT CODE: CGDIPTPL

After making the payment, the **respective proof of payment should be sent to the following email address:**

 rafaela@exposalao.pt

Reasons for Charging an Assembly Fee

1. Organization and control of the venue

The assembly fee is intended to ensure:

- the management and control of access to the venue;
- the definition and supervision of assembly and disassembly schedules;
- the coordination of vehicle and equipment traffic;
- strict compliance with the deadlines established for the event.

2. Safety

Assembly work involves inherent risks, namely:

- work accidents;
- damage to pavilions, floors, and infrastructure;
- non-compliance with technical and safety standards.

The fee contributes to:

- ongoing technical supervision;
- enforcement of current safety standards;
- control of entities operating on the premises.

3. Liability and insurance

Assembly companies are required to:

- hold valid accreditation with the organization;
- have adequate civil liability insurance;
- comply with all applicable legal and regulatory provisions.

The assembly fee is part of the control and accountability system, safeguarding **Exposalão, exhibitors, and the public**.

4. Use of infrastructure

Regardless of whether the assembly is carried out by an external company, the venue's infrastructure and services are used, namely:

- pavilions and technical areas;
- operational access;
- power supply;
- logistics, surveillance, and operational support.

The fee is intended to offset the costs associated with this use.

5. Compliance with technical standards

Exposalão ensures that all stands:

- comply with applicable construction standards;
- do not compromise safety, evacuation plans or circulation within the venue;
- comply with the limits set for heights, materials and permissible loads.

The assembly fee covers the technical analysis and inspection of compliance with these standards.

Exposalão thanks all parties involved for their cooperation, as this procedure is essential to ensure the safety, organisation and quality of the event.