exposalão
centro de exposições S.A.

Stand Assembly Fee – Regulatory Framework

Under the **EXPOSALÃO General Regulations for Fairs and Events**, an **assembly fee** applies to **external stand contractors**, at a rate of **4,00 €/m² + VAT.**

Payment of this fee is mandatory for the issue of **assembly passes**, which are **personalised and issued in the holder's name**.

The fee must be **paid in full no later than 15 days before assembly begins**.

Payment Details

Beneficiary: 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 payment, the **proof of payment** must be sent to the following email address:
rafaela@exposalao.pt

Reasons for Charging the Stand Assembly Fee

1. Venue organisation and control

The assembly fee is intended to ensure:

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

2. Safety

Assembly work involves inherent risks, including:

- workplace accidents;
- damage to halls, floors and infrastructure;
- failure to comply with technical and safety standards.

The fee contributes to:

- continuous technical supervision;
- enforcement of current safety standards;
- control of the entities operating at the venue.

3. Liability and insurance

Stand contractors are required to:

- hold valid accreditation from the organiser;
- have adequate public liability insurance;
- comply with all applicable legal and regulatory provisions.

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

4. Use of infrastructure

Even when assembly is carried out by an external company, the venue's infrastructure and services are used, including:

- exhibition halls and technical areas;
- operational access routes;
- power supply;
- logistics, security 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 movement within the venue;
- comply with the specified limits on heights, materials and permissible loads.

The assembly fee funds technical assessment and monitoring of compliance with these standards.

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