KIKAI CONTACTS

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www.expomecanica.pt

Organization:
kikai EVENTOS

Application Form

COMPANY'S INFORMATION

(Important: all documentation regarding contracting - return receipt, exhibition contract, etc. - will be sent to the email address of the "commercial contact".)

COMPANY NAME / REGISTERED NAME _____ TAX ID NUMBER _____
COMMERCIAL NAME / TRADE NAME _____
ADDRESS _____
COUNTRY _____ TOWN/CITY _____ POSTCODE _____
WEBSITE _____

PERSON IN CHARGE OF THE PARTICIPATION _____ POSITION _____
EMAIL _____ TEL _____ FAX _____
COMMERCIAL CONTACT _____ POSITION _____
EMAIL _____ TEL _____ FAX _____

INVOICING COMPANY DETAILS

☐ TICK THIS BOX IF THE INVOICING DETAILS ARE THE SAME AS THE DETAILS OF THE EXHIBITING COMPANY

REGISTRED NAME _____ TAX ID NUMBER _____
ADDRESS _____
COUNTRY _____ TOWN/CITY _____ ZIP CODE _____
WEBSITE _____
CONTACT PERSON _____ POSITION _____
EMAIL(2) _____ TEL _____ FAX _____

ADDRESS FOR RECEIPT (INDICATE ONLY IF DIFFERENT FROM ABOVE)
ADDRESS _____
COUNTRY _____ TOWN _____ ZIP CODE _____
CONTACT PERSON _____ POSITION _____

In the event that the Applying Company designates another entity to make any of the payments related to its participation, it should provide all the necessary billing information. If the entity designated fails to render payment according to the schedules established, the Applying Company is liable for the payments, to be made upon a simple request by Kikai Eventos.

DURATION OF THE EXHIBITION

March 24 to 26, 2028

SCHEDULE

Construtión: March 20th to 22nd from 8am to 7pm
March 23rd (last day of assembly) from 8am to midnight
Exhibition: March 24th (Friday): 10am-8pm
March 25th (Saturday): 10am-8pm
March 26th (Sunday): 10am-6pm
Dismantling: March 26th from 6pm to 10pm // March 27th and 28th from 8am to 7pm

NOTE The Organization is entitled to change the construtión / dismantling / exhibition schedule free from any compensation charges.

PARTICIPATION CONDITIONS

Registration deadline: February 19, 2028
N.B.
1st The Exhibition space or services requested by exhibitors through the application forms must be fully paid.
2nd In case of cancellation, a written request must be submitted until 30 days prior to the opening of the exhibition. The Organization may free the applicant companie from paying the instalments in debt.
The Organization shall inform the company of the decision taken within 5 weekdays days after the reception of the cancellation request.

EXHIBITION AREA – FORM AND PARTICIPATION RATES

KIKAI EVENTOS (EVENT MANAGEMENT) RESERVES THE FINAL SAY ON THE APPLICANT'S PARTICIPATION, AS ESTABLISHED UNDER THE GENERAL REGULATIONS ON PARTICIPATION, WHICH IT WILL ATTEMPT TO APPLY, AS FAR AS POSSIBLE TO THE APPLICANT'S REQUEST.

• **Intended space** ☐ **m²** **Configuration** ☐ **x** ☐

Only space (value per m2)

Area	Last edition exhibitors	New Exhibitors
9 to 36 m²	76,00 €	97,00 €
37 to 81 m²	74,00 €	95,00 €
82 to 143 m²	72,00 €	93,00 €
> = 144 m²	70,00 €	91,00 €

Open sides requested 2(+10%) 3(+15%) 4(+20%)

Association _____

Turnkey basic stand ☐ m² **Configuration** ☐ **x** ☐

Area	Spotlights	Sockets	Furniture	Price
9m²	5	1	1 round table + 3 chairs	465,00€
18m²	10	2	1 round table + 3 chairs	900,00€
27m²	12	2	1 round table + 3 chairs	1.345,00€
36m²	14	3	1 round table + 3 chairs	1.780,00€

Includes: natural coloured anodized aluminium structure, carpet, white laminated MDF walls, 3kw single-phase electrical switchboard, 1 socket, 100 watts spotlights, exhibitor identification plate up to 30 characters and 7.5cm high, 1 table, 3 chairs and civil liability insurance.

For Portuguese established companies, VAT at the legal rate should be added to the mentioned values.
For the remaining companies, this operation is not subject to the Portuguese VAT tax.
For companies member of the European Union, the exhibitor will be liable for the VAT that, in this specific case, is provided for in the relevant origin country.

PAYMENT CONDITIONS

DEADLINES

30% upon registration

35% after 60 days from registration

35% up to the deadline on February 19th 2028

THROUGH

Registration is only effective when followed by the respective payment

☐ Cheque nº_____ Bank _____

☐ Bank transfer to: Kikai Eventos Lda

Banco Millenium BCP **NIB** 0033 0000 45445844615 05

IBAN PT50 0033 0000 45445844615 05 **SWIFT** BCOMPTPL

Send a copy of the proof of payment to **geral@kikai.pt**

VALUES

Space _____€

Open Sides _____€

Turnkey Basic Stand _____€

Participation Fees _____€

Energy + Waste Rate _____€

Accessories/Extras _____€

Association Discount _____€

Sub Total _____€

Total _____€

FEES

A. Inscrição

At the time of the application the amount of 350€ shall be paid. This amount includes:

1. Registration in the Digital Exhibition Catalog (available on the website), ensuring the following disclosure:
   - Inscription of the logo, company name and link to the exhibitor's website in the general list of exhibitors
   - Registration in alphabetical order, in the list of exhibitors, indicating the name of the company, address, location of the stand, description of the products and brands represented.
2. Smartbadge visitor data reader.
3. Advertising page in the digital catalogue.
4. For each module of 9m² of exhibition area, the exhibitor receives 10 physical and the digital invitation. (Note: only the digital invitation will have the logo and location)
5. Free Transit Cards according to the table:

No of stand modules	Construction / Dismantling	Exhibition	Parking
1 a 2	5	5	2
3 a 6	8	8	3
7 a 12	12	12	5
13 a 20	18	18	7
21 a 30	20	20	10

The Exhibitor must have a Civil Liability Insurance in the minimum amount of €500,000.00, intended to cover material and/or non-pecuniary damages, resulting from material and/or bodily injuries, accidentally caused to third parties, by the Exhibitors, in the Exponor facilities, during the fair.

N.B. this information does not exclude consulting article 40º and 42º of the General Regulations for Fairs and Exhibitions.

THE ORGANIZATION RECALLS THAT EXHIBITORS SHOULD HAVE AN INSURANCE FOR THE PRODUCTS AND MATERIALS ON DISPLAY, AS THESE ARE THE RESPONSIBILITY OF THE EXHIBITORS, AND KIKAI DECLINES ANY RESPONSIBILITY IN THE EVENT OF THEFT OR DISAPPEARANCE OF GOODS DURING THE PERIODS OF CONSTRUTION, EXHIBITION AND DISMANTING.

B. Electricity

6,50€/m²

C. Waste

2,50€/m²

ADMISSION CARDS

Credentials

This letter is mandatory in order to start the assembly of the stand and it is delivered after completing 100% of the total amount paid for space renting and selected services.

Exhibitor's card and parking tickets

Additional exhibitor's passes and parking tickets may be obtained at the following unit prices:
Exhibitor's pass: 4,00€
Parking tickets: 17,00€

STANDS AND TECHNICAL SERVICES

Stand Assembly

The Exhibitors should inform the Organization (**geral@kikai.pt**) about the company that will perform the stand's assembly / disassembly. **A construction fee amounting to 4.50€ / m² will be charge. This fee will be invoiced to the company assembling the stand.**

Technical services and extra material

If necessary, a wide range of technical services and materials for stands, including furniture, will be made available to you.

LEGAL TERMS

When all the definite details of your registration are agreed on, you will receive the invoice and updated plant featuring your location. The payment thereof must be performed within the established deadlines.

With this registration the company acknowledges and accepts the Rules of Participation for Exhibitors of Kikai Eventos, governed by the General Regulation of Fairs and Exhibitions and Technical Regulation of Exponor – Feira Internacional do Porto, intended to manage its relationship with Kikai and its participation in the fair. By providing your data, you expressly consent the use of such data to perform periodical communications, including by electronic means, to inform you about the activity of the fair, such as activities, contents and services. Consequently, you consent that your professional data (trade name of the commercial name, address and e-mail, telephone number and fax, and contact person) may be communicated, having to remain confidential, to companies working with Kikai, providing ancillary and value added services to it, with the purpose of updating you regarding information about its activities and services. The rights of access, rectification, objection and withdrawal regarding these data can be exercised through a letter addresses to Kikai or via email to geral@kikai.pt.

Please help us to keep the data updated by communicating us any changes thereto.

In case of force majeure, the Organiser may suspend fulfilment of his contractual obligations with Exhibitors during the period the cause of force majeure subsists, or terminate completely or partially contracts at any time with immediate effect, meaning that under no circumstances, shall the Organiser be liable for compensating Exhibitors. If the event is cancelled, delayed or interrupted by an unforeseen event or force majeure, the Organiser, shall be held harmless of liability and the amounts paid by Exhibitors may be retained by the Organiser to ensure no claims for damages are made or the credits will be transfered for a future event celebration. In this sense, the Exhibitors accept full, exclusive liability for the event, and cannot claim any compensation for loss and damages or any other reimbursement action.

Reservations may not be unilaterally cancelled or modified by the Exhibitor. Cancellations must be made by verifiable communication to the Organiser. Requests for reduction of space allocated to the Exhibitor in the stands will be considered and treated as cancellations. If the contract is cancelled, for whatever reason, the following rules apply: (i) if the cancellation occurs 30 days or more before the date of the Exhibition, the Exhibitor shall pay as compensation an amount equal to 100% of the agreed price and (ii) If the Exhibitor does not occupy the stand, the Organiser may decide, at his discretion, to offer the stand to another Exhibitor. (iii) If, for any reason beyond the control of the Organiser (including but not limited to, any action of the event owner, strikes or other labour contingency affecting Organiser's staff), the date or location of the event must be changed, the Organiser may elect at his sole discretion to: a) cancel, b) change the location and date of all or part of the event, c) terminate or change the organisation of the event, d) reduce the period for preparing the event, and all this without the right of return of the price paid by the Exhibitor. Under no circumstances shall the amount of the refund to the Exhibitor exceed the price paid by the Exhibitor.

SIGNATURE OF THE LEGAL REPRESENTANT, STAMP AND DATE

After perusal of the Trade Fairs and Exhibitons General Rules and Regulations and Appendix, we declare that we accept all conditions there stated.

Date

_____/_____/_____

Signature and Stamp

_____