

WOMEX 2021 – EXHIBITION



On behalf of WOMEX and AMG Music

Piranha Arts AG
Kreuzbergstraße 30
10965 Berlin
Germany

herein known as the organiser.

Exhibition Manual and signed Letter of Acceptance by the exhibitor

Please note: Your stand booking will not be completed until we have received your signed Letter of Acceptance (point 5, page 12). Thank you!

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1. Exhibition Package

1.1 Standard stand-booking

One standard stand unit is 860€ net. plus VAT, if applicable. For more information see: 1.6

The dimensions for each stand are 6m² (3m wide, 2m deep), height is 2,50 m.

There are no smaller stand units available!

Each standard stand-booking includes:

- Walls towards neighbouring stands (side walls on request only)
- General lighting in exhibition hall
- General aluminium structure in its natural colour
- Walling made of white laminated panels connected with silver profiles
- 1 standard label with text on vinyl on front side of the stand
- Lights: rail Led lights
- 1 electrical board per stand, 16A total capacity. Protection switches, wires and 1 electrical socket
- 1 rectangular table, size: 120 x 60 cm
- 4 chairs
- Grey floor covering

1.2 Customize your stand

Additional Furniture, Equipment & Printing Services

If you would like to remove some / all walls, have special company name wishes for the signboard (no additional fee), please contact SPORMEX at events@spormex.pt
If you want to order additional furniture or equipment, or graphic services please go to

http://www.womex.com/2021/download/womex_21_additional_equipment_and_services.pdf

Deadline for receiving order forms for all stand supplies: 1 October 2021.

Forms received after this deadline will be processed subject to availability of materials and transport. An increasing of 20 % for orders receiving after October 1st. Orders must be send to SPORMEX, contact: events@spormex.pt

Please note that the timezone in Portugal is GMT +1 (WESZ) (daylight saving time until 31 October).

Companies that want to build higher than 2.50 metres or have other special requests must forward their proposed floor plan and booth design to production@womex.com

Hostess/Attendant

In case of hiring a hostess or attendant, the exhibitor has to pay a full registration for all persons hired. Hiring contact:

- B Trust – Sónia Brochado – + 351 934 753 340 – soniabrochado@btrust.pt
- GPL – Patricia Lima – + 351 914 165 842 – patricialima@gpleventos.com

1.3 WiFi

> Please note: WiFi is subject to capacity!

WiFi is available in the trade fair halls, although heavy usage may affect the stability.

The organisers cannot guarantee a stable WiFi and assume no liability for the connection. In case you need a reliable connection for around the clock streaming services and so on, we strongly suggest to book extra cable internet, which is not included in the standard stand package.

If you need any specific Internet services please contact:

arturrodrigues@ccalfandegaporto.com

1.4 Terms of Payment and Business

For all persons attending WOMEX 21 the terms of payment and business apply. Main exhibitors are held responsible for their co-exhibitors and must make sure co-exhibitors adhere to the terms of this exhibition manual and to the WOMEX 21 terms of payment and business.

The terms of payment are:

- Full payment of rental price upon receipt of the invoice. No exhibitor will be allowed access to the exhibition stand if the organiser has not received the full stand rental price before the set-up time of the trade fair.
- You can find all terms of payment and business here:
<https://www.womex.com/terms>

> Please note: *Your stand booking will not be completed until we have received your signed copy of this manual. Signature required at bottom of this document, point 5.*

1.5 Cancellation

> Please note: No refunds will be made after Friday, 27 August 2021

- The organiser must receive notification of cancellation of exhibition stand or space in writing.

- The organiser reserves the right to alter the present regulations with immediate effect in case orders from the authorities or other compelling reason might make it necessary.
- For more details on the refund policy, please read our WOMEX 21 terms of payment and business carefully: <https://www.womex.com/terms>

1.6 VAT Reimbursement on Expo Stand bookings

> **Please note: You are also advised to contact your tax consultant if in doubt**

If you book a **stand** in addition to your registration (exhibition package) at WOMEX you **do not** need to pay VAT, if:

- your company is based in the EU and you have a valid VAT ID number **or**
- your company is based outside the EU and can provide proof of tax residence and entrepreneurship.

However,

- If you are a German company with a valid VAT ID number you have to pay **German VAT** on the exhibition package.
- If you are an EU company without a valid VAT ID number, you have to pay **local (Portuguese) VAT** on the exhibition package.
- If you are a company based outside the EU and cannot provide proof of tax residence and entrepreneurship, you have to pay **local (Portuguese) VAT** on the exhibition package.

For more information please see the [European Commission Taxation and Customs Union website](#).

2. Trade Fair

2.1 Opening Hours

Set-up times (working permit needed)

Monday, 25 October 2021	08:00 – 21:00
Tuesday, 26 October 2021	08:00 – 21:00
Wednesday, 27 October 2021	08:00 – 10:00

No working permit needed for exhibitors*

Wednesday, 27 October 2021	10:00 – 14:00
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* *Main exhibitors and co-exhibitors need to **pick up their badge at the Check-in counter in the main entrance area** first in order to access all trade fair halls.*

General Trade Fair, Registration and Check-in times

27 October 2021 | 14:00 – 18:00

28 October 2021 | 10:00 – 18:00

29 October 2021 | 10:00 – 18:00

30 October 2021 | 10:00 – 18:00

Exhibitors only: Take-down

Saturday, 30 October 2021 | 18:00 – 24:00

Sunday, 31 October 2021 | please contact the organisers (see 4.)

2.2 Working Permits

For stand set-up and take-down periods that exceed general trade fair opening times all exhibitors as well as non-registered staff will need a working permit.

Special requirements apply this year for external companies hired for stand building. It is only possible from Monday 25th of October onwards and special time slots for load-in and load-out are needed for stands in Archive hall.

Please contact production@womex.com for further details.

2.3 Registration Badges

The exhibitor badge and wristband need to be picked up at the registration area at the Check-in counter in the entrance area of the Alfândega Congress Center venue (during official registration and check-in times).

Each badge lists the exhibitor's company name and the given name/ surname of the delegate. The pass is strictly for personal use only and...:

- if lost, it will not be replaced
- if asked, the holder must also present her/his identity card
- if found in the possession of a third party, it will be confiscated

It is NOT allowed to invite non-registered persons to receptions and other events happening within the WOMEX 21 daytime venue (Alfândega Congress Center) during official WOMEX opening hours.

2.4 Transport of Exhibits

In order to bring exhibits onto the WOMEX 21 premises please read the following instructions, and this **shipping manual** by our official freight forwarding partner DB Schenker, carefully:

http://www.womex.com/2021/download/womex_21_shipping_instructions_and_tariff_engl.pdf

We strongly recommend you to send your shipments to the warehouse of our official appointed shipping agent DB Schenker, as indicated in their enclosed shipping manual for WOMEX 21.

Please mark all packages clearly with the following information:

WOMEX 21

Hall no / Stand no

Exhibitor's name

Case No.....of.....

Weight per case:...../ Total weight of all cases.....

Contact person

Your contact phone number during WOMEX

2.5 Rules within Trade Fair Area and Exhibition Space

- There is a strict “**no smoking**” policy throughout all trade fair areas. There will be dedicated smoking areas outside!
- **NO live music in the trade fair area.** Please keep it quiet! Any musical activity perceived by the organiser as a disruption to business within the trade fair will be terminated.
- **Reception at trade fair:** please inform production@womex.com about planned receptions during the trade fair at your stand.
- **Waste:** During set-up/ take-down, the exhibitor must place the waste in the containers and recycle bins in the trade fair area. Each booth will get a basic cleaning every evening after the trade fair closes. There will be **no bin bags** available during trade fair hours.

The exhibitor shall be bound to comply with the regulations issued by the organiser, the exhibition architect, the fire authorities, the health authorities, any other public authority and in other respects to comply with the rules and regulations from the venue. These regulations will be available for consultation on demand from the organiser;

4. Contact Information further information can also be found on the Alfândega Congress Center website: <https://www.ccalfandegaporto.com>

- Special arrangements, if any, agreed between the organiser and the exhibitor, which are not included in this exhibition manual, are only binding when confirmed in writing by the organiser and signed by both parties.
- No exhibitor may obstruct or allow her/his goods, decorative materials, furniture and so on to obstruct or fill open passages and open spaces, just as

there must be no construction above the height of the stand without special permission from the organiser.

- No inflammable decorations or exposed flames may be used at any time. All decoration material of paper and inflammable fabric must be made fireproof.
- The exhibitor shall be obliged to observe all time-limits fixed regarding construction, stand set-up, stand take-down, and so on.
- The exhibitor shall be obliged to keep her/his stand open and suitably staffed during the official opening hours of the trade fair.
- No exhibited article or display equipment may be removed from the stands until the official take-down period of the trade fair. The exhibitor shall restore the stand to its original form/condition.
- Exhibitors are allowed to use non-destructive tape for sticking posters on the shell schemes. For consultation, please contact WOMEX production or ask the stand building company on site!
- **Posters will only be allowed on specifically designated areas!**
- The trade fair area and exhibition space and the material therein must not be damaged (by, for example, nails, screws, wrongly-used sticky tape and so on used on doors, (stand-)walls, pillars and other venue surfaces and units).
- The exhibitor shall be held responsible for any damage done to the premises, fixtures, and for any injury to persons caused by the exhibitor, her/his staff or any exhibited articles or exhibition material. The exhibitor shall not be entitled to repair any such damage herself/himself.
- The exhibitor/s are obliged to comply with the EU labour regulations.

2.6 Use of Stands, Forbiddance of Retail Sale, Piracy and Transfer of Space

- The organiser is entitled to change the allocation of stands and trade fair area, if there is a high demand for extra exhibition space or other event requirements.
- Exhibits may be on display at the rented stand only. They must be exhibited in such a manner so as not to interfere with neighbouring trade fair stands visually or because of noise. Obstruction of trade fair stands or corridors must be avoided. In cases of non-compliance, WOMEX may, at its discretion, ban exhibits that interfere or obstruct. If the exhibitor does not comply, WOMEX has the right to remove said exhibits and evict the exhibitor from the stand without any liability.

- The distancing between the stands have to be respected according to Covid19 regulations!
- The organiser has the right to remove exhibits that do not comply with the main subject and focus of the exhibition or that deviate from the principles of exhibition competitiveness or violate the exhibition schedule or if proven that said exhibits violate third party intellectual rights/copyrights.
- The exhibitor shall indemnify and keep Piranha Arts AG as well as their local partners fully indemnified from and against all actions, claims and demands brought against these resulting (directly or indirectly) from any infringement of intellectual property rights of any third party effected by exhibitor/s.
- If a court finds an exhibitor guilty of third-party intellectual rights/copyright violation, the organiser is entitled to forbid the exhibitor from participating in current or future exhibition events and the exhibitor shall have no right of compensation for any reason whatsoever.
- Exhibitors are not permitted to sub-let their stand/s directly, or to lend their stand/s to, a third-party, either in part or in whole. Shared stands are permitted: if you wish to share a stand with another company please contact registration@womex.com
- For shared and umbrella stands: the main exhibitors will be held responsible for all co-exhibitors.
- No change in stands between exhibitors may take place without the written consent of the organiser.
- Exhibitors holding shared or umbrella stands are not allowed to sell participant shares in the stand/s to any third-party or network member for commercial benefit beyond recouping the original published and paid stand price and any reasonable administration, production and stand decoration costs incurred to enable their participation.

2.7 Advertising and Merchandise

- Advertising may be carried out - free of charge – by means of flyers, samples and promotional material to be handed out to delegates visiting the event.
- The distribution of flyers or any other advertising material is not allowed at any other point apart from an exhibitor's trade fair stand, unless special permission by the organiser has been secured.
- **Exhibitors must not sell any merchandise at their stands.**
- Unsanctioned 'offWOMEX' events and the like, and/or events seen to be competing with WOMEX may not be promoted on any of the WOMEX event

sites, or online. Use of the WOMEX name or brand, or of any 'passing-off' versions of the WOMEX name and brand in connection with any unsanctioned events is not permitted. If the exhibitor does not comply, WOMEX has the right to remove any offending material and evict the exhibitor from the stand without any liability, or provision of refund or compensation

3. Venue

3.1 Address

Alfândega Congress Center

Rua Nova da Alfândega

Edifício da Alfândega

4050-430 Porto

(+351) 223 403 000/24

(+351) 223 403 099

<https://www.ccalfandegaporto.com>

3.2 Catering

The catering service at Alfândega Congress Center – Trade Fair is exclusive to SoCatering company

Exceptions: National drinks are allowed!

Examples: Cuba – Rum, Russia – Vodka, Portugal – Porto's wine ...

Please note: Exhibitors are not permitted to distribute any item of food or drinks not supplied by the caterer, SoCatering, without a prior agreement.

Kindly note that the authorities do inspection calls during WOMEX. The Environmental services of the City of Porto control the safety of food and their good sanitary quality, and compliance with food law. In practice, the food authorities control the activities in the food premises throughout the life cycle. Supervision is targeted on the production, transportation, storage, export, import, sales, serving and other transfers, as well as the marketing of food. The purpose of the food inspection is to ensure proper quality and safety in food for consumers, protect consumers from sanitary nuisances and financial losses caused by food, and ensure that consumers get adequate and truthful information about food of their choices.

You can find the catering and meals services here:

http://www.womex.com/2021/download/catering_and_meals_services.pdf

For further questions please contact:

isabelsantos@socatering.pt

sofiabarroso@socatering.pt

3.3 Insurance and Security

The venue and the organiser cannot guarantee the exhibitor against loss or theft of any kind. It shall be the responsibility of each exhibitor to maintain such insurances against injury to person or theft, fire damage or loss of property in such amounts as the exhibitor shall deem adequate.

3.4 Damage to Facilities

No part of any exhibits, signs, posters or displays may be nailed or attached in a harmful or destructive way to shell schemes, columns, walls or any parts of all WOMEX venue/s. If an exhibitor makes any damage to the venue/s, the main exhibitor will be held financially responsible.

3.5 Claims

Any complaint shall be made forthwith and not later than the closing of the trade fair and shall be sent by registered letter to the organiser.

3.6 German Law

In the event of any dispute arising in connection with or incidental to this agreement, the parties here to shall first make an effort to settle the matter by negotiation, and the parties shall be bound to participate therein. If a settlement by negotiation cannot be achieved, all disputes shall be settled before the Court of Berlin in accordance with and governed by the German law.

3.7 Force Majeure

In case of war, terrorism, mobilisation, strike, lock-out, fire, regulations of the authorities or other circumstances beyond the control of the organiser that might render it impossible or difficult to carry through the arrangement, the organiser shall be entitled to transfer, in whole or in part, the arrangement to other premises, to postpone the implementation of the arrangement to another time or to cancel the arrangement, and the organiser shall not be liable to pay compensation to the exhibitor.

The General Terms and Conditions can be found here:

http://www.womex.com/take_part/register/terms_of_business

3.8 General Information

The agreement of the stand allocation is based on these conditions, rules and regulations. The exhibitor is also bound to comply with the technical rules stated in the information from the venue.

4. Contact Information

Inês Freire

Trade Fair Production – AMG

inesfreire@amgmusic.info

Michael von Petrykowski

Head of Production - WOMEX

production@womex.com

5. Exhibitor's Letter of Acceptance

The exhibitor confirms to have read and understood this exhibition manual.

Please sign and send to production@womex.com

Place and Date

Stand number

Company

Signature