

Manual for corporate technical presentations

Instructions and regulations

1. Special conditions of the space to be used

- 1.1. The Centro Cultural de Belém (CCB), through its Communication and Marketing Department (DCM), recommends scheduling a visit to the Centro Cultural de Belém, arranged in conjunction with the event manager, in order to become familiar with the spaces and the electrical power points available, as well as to define the various requirements for the exhibition space/stand.
- 1.2. The CCB provides clients with a plan of the exhibition areas to be used. The event organiser must then prepare a scheme for the implantation of the stands and send this to the DCM, so that it can be studied by the different services involved in the process and subsequently approved.
- 1.3. Under the scope of events and such technical exhibitions as are inherent in these, it is strictly forbidden to hang, nail, screw, staple or use any other means for fixing materials to the building elements (walls, floor, ceiling, columns, etc.) or to use materials or techniques that may cause damage to the spaces and their furniture.
- 1.4. Unless prior written agreement has been obtained from the DCM, no alteration may be made to the structure or decoration of the spaces leased for use, except in the case of detachable structures of the "stand-up" type.
- 1.5. Exhibitors must respect the agreed limits of the area leased, as well as the maximum heights of the spaces allotted to them.
- 1.6. The event organiser will be responsible for any damage caused to the spaces and their furniture. Should any damage occur, the DCM will communicate the nature of the damage caused in writing, as well as the respective budget for the necessary repair.
- 1.7. When events are held in spaces that are designated as improvised and/or itinerant areas for temporary use (e.g. an events marquee or areas outside the CCB), the event organiser will be responsible for undertaking all procedures necessary for obtaining the respective licences, as well as for taking out the respective Civil Liability Insurance.

2. Assembly and dismantling

- 2.1. Operations for the assembly and dismantling of stands and other facilities will take place on days established by the event organiser and the CCB, during the working hours of the Meeting Centre, namely:
 - a) Weekdays – 08:00 to 20:00
 - b) Weekends and public holidays – 10:00 to 18:00
 - c) Timetables may be adapted according to the needs of the client and with the prior presentation of the respective budget for these operations.
- 2.1. Extensions may be requested to the period allotted for

assembly and dismantling operations. Such requests must be submitted in advance and in writing to the event manager. Extensions of this nature may involve the payment of an additional charge and will be budgeted for on a case-by-case basis, in accordance with the specific needs of each client.

3. Logistics at the CCB

- 3.1. On the dates agreed for assembly operations, exhibitors must go to the Reception Desk of the CCB's Meeting Centre, from where they will be guided to the respective exhibition areas.
- 3.2. Loading and unloading operations for the exhibition areas may be conducted via the North Loading Bay Rua 1/2 (CCB), with access from Rua Bartolomeu Dias, via Rua 2/3 (CCB) through the Foyer of the Main Auditorium Level I (depending on the location of the exhibition space), or through any other place that is convenient and has been designated and authorised as such by the CCB.
- 3.3. Loading and unloading operations will be coordinated by the Reception Desk of the CCB's Meeting Centre, the DCM and the CCB's Security Services.
- 3.4. Assembly and dismantling operations will be monitored by a representative of the event organiser, who will be present in the exhibition areas in order to provide information and support to exhibitors.

4. Equipment and furniture for the stands

- 4.1. Any decision relating to the hiring of companies for the assembly of stands is the responsibility of the event organiser and must be communicated to the CCB.
- 4.2. The event organiser may hire one single company to assemble all the stands or allow each exhibitor to directly hire a company to supply them with a stand.
- 4.3. The event organiser may request furniture for the stands from the CCB, the provision of which will depend upon its availability.
- 4.4. Any remaining furniture will be the sole responsibility of the event organiser or of each exhibitor.

5. Storage of material

- 5.1. Each exhibitor is advised to store their material within the area of their stand, so that it is convenient for the design of the stand to take this factor into account.
- 5.2. Material stored at the CCB will be the sole responsibility of the exhibitor.
- 5.3. While the event is taking place, and because the CCB does not accept responsibility for any type of damage

and/or the disappearance of material exhibited within the exhibition area, we recommend that each exhibitor takes measures to prevent such occurrences, on a daily basis.

- 5.4. Should the exhibitor deem it necessary, additional security may be hired. This service is provided subject to the presentation of the exhibitor's own budget.

6. Cleaning

- 6.1. The CCB will be responsible for the cleaning of the exhibition area as a whole, with exhibitors being responsible for the cleaning of their own stands.
- 6.2. The specific cleaning needs of exhibitors taking part in the event will be budgeted for in accordance with the formal requests presented by the event organiser and addressed to the DCM.
- 6.3. The CCB provides additional cleaning services if so requested, subject to the presentation of the respective budget.
- 6.4. Rubbish and other litter resulting from the assembly and dismantling of stands are the responsibility of each exhibitor and event organiser.

7. Electrical power

- 7.2 The specific electricity requirements of the exhibitors taking part in the event will be budgeted for in accordance with the formal requests presented to the event organiser and sent to the DCM.
- 7.2 Electrical power will be supplied in accordance with the technical plan provided, showing the implantation of the stand, so that these requirements may be planned for, approved and budgeted in keeping with what has been requested.

8. Communications

Specific communications requirements for exhibitors will be budgeted for in accordance with the formal requests presented by the event organiser and sent to the DCM.

9. Security

- 9.1. The basic security requirements relating to the holding of the exhibition/event shall be studied in advance and decided upon between the event organiser, the DCM and the CCB's Security Services.
- 9.2. Specific security requirements for exhibitors will be budgeted for in accordance with the formal requests presented by the event organiser and sent to the DCM.
- 9.3. Each exhibitor's material will be their own sole responsibility, and they may even take out their own insurance for this material by sending a written document to the event organiser. They may also request further insurance for their respective stand, through the same channels.
- 9.4. We recommend that all exhibitors wear their identity badges at all times.

- 9.5. During the event, namely when stands are being assembled and dismantled, the following spaces must be left completely unobstructed:

- a) Corridors and areas used for circulation;
- b) Alarm push buttons;
- c) Fire fighting equipment;
- d) Service doors;
- e) Emergency exits;
- f) Signposts;
- g) Air conditioning vents;
- h) Temperature sensors.

10. Additional rules for exhibitors

- 10.1. The event organiser is solely responsible for obtaining customs clearance for materials relating to the exhibition and/or congress.
- 10.2. The CCB is not liable for, nor is it in a position to bear, any costs inherent in the process of obtaining customs clearance for materials.
- 10.3. If necessary, the CCB may issue a document confirming the holding of the event in the reserved spaces.
- 10.4. Under the scope of technical exhibitions, electrical extension leads will be provided to stands upon prior request. These will be invoiced after the end of the event and, in case of their disappearance, their cost will be imputed to the client.
- 10.5. At the end of the event, the CCB reserves the right to undertake a visit to the leased area in order to check on its state of conservation.
- 10.6. All situations that are considered irregular will be noted, and the event organiser and/or exhibitors will be informed thereof.
- 10.7. As previously mentioned, budgets will be provided for the costs of repairing the damage that has been noted.

11. Catering

- 11.1. All services relating to catering will be provided exclusively by the CCB, so that the distribution of food products originating from third parties will not be permitted.
- 11.2. Catering services must be requested from the event manager, through the event organiser.
- 11.3. This rule does not apply to products offered as gifts (e.g. chocolates, sweets).