



General Rules for Rental and Use of Rented Spaces

A. Accesses

1. The loading and unloading of any material must be done, through the accesses identified in the attached plant with the letter A, unless specified otherwise by the Alfândega Porto Congress Centre (CCAP).
2. All necessary goods for an event should enter the Alfândega Porto Congress Centre by the accesses identified in the attached plant with the the letter B, unless specified otherwise by the Alfândega Porto Congress Centre.
3. The Alfândega Porto Congress Centre has three freight elevators, identified in the attached plant with the letter C, that can be used for transportation of material, as indicated in the previous number 2, unless specified otherwise by the Alfândega Porto Congress Centre.

B. Set-up and Dismantling

1. All set-up and dismantling of infra-structures necessary for events must be done during the CCAP business hours, every day from 08h00 to 19h00, unless authorized otherwise by CCAP.
2. Unless authorized otherwise, no stand, any other structure or exhibition material is allowed outside of the rented spaces. If so should happen, the costs of its removal and any damage associated to it will be charged to its owner. If any of the mentioned material is allowed outside of the rented areas, it will only be during set-up and dismantling schedules, and even so, during this period CCA may demand its removal.
3. CCAP has designated storage areas that can be used by event promoters/ organizers for event material, as long required with convenient advance, and authorized by CCAP.

C. Furniture and Equipment

All furniture and equipment owned by CCAP can be used by event promoters/ organizers, as long as previously requested in writing and authorized by CCAP, and, if needed, paid according to the presented prices.

D. Sponsors, Advertising and Promotions

1. The placement of event sponsor material outside of the rented spaces is allowed, as long as it is authorized by CCAP, requested previously and according to the agreed conditions;
2. The placement of event advertisement and promotion outside of the rented spaces is also allowed, as long as it is authorized by CCAP, requested previously and according to the agreed conditions

E. Electricity and Electrical Connections

3. Energy points are available according to the identification on the technical information factsheets of each space.
4. All sockets throughout the building are single-phase and 16 Amp. The electrical connections for stands can only be established with the supervision of a CCAP electrician and must comply with the Low Voltage Directive, being equipped with differential switches and ground protection network.
5. Any particular need (specific power output or number of sockets, for example) should be explained to CCAP at least 15 days prior to the event, in order to be analyzed and to see if possible.



F. Telephone, fax and internet

Telephone, fax and internet installation must be requested by the event promoters/ organizers to specialized entities with prior authorization of CCAP. All costs related to these services will be charged directly to the event promoters/ organizers.

G. Parking Space

Event participants may use, when possible, CCAP's parking space, at the east side of the building, identified on the attached plant with the letter D, or at the west side of the building, identified on the attached plant with the letter A.

H. Custom Operations/ Receiving or sending material

CCAP has no responsibility upon any customs operation, neither with transportation, receiving or sending of any type of material related with events or with the verification of its quantity of content.

I. Stand Installation and other infrastructures

1. The application of glue or any other fixing system is not allowed if it will damage the floor, direct or indirectly.
2. The attachment of any type of material on the walls or ceilings of the rented spaces or its accesses with any type of system that will damage the building is not allowed, namely screws, plugs, glue, duck tape or others. The location and fixing systems must be defined previously with CCAP.
3. Drilling or screwing walls, ceilings or pavement as well as any structure of the building is expressly prohibited, unless previously authorized by CCAP.
4. The use of paint or any similar product on the walls, ceilings, pavements or any structure of the building is expressly prohibited, unless previously authorized by CCAP.
5. The use of flammable and/ or toxic products on stand construction is expressly prohibited.

6. On spaces with wooden floor, all stands or any structure must be placed on carpet thick enough to protect the floor from any damage.
7. The placement of infrastructures, namely "Truss", illumination systems, projection and sound systems and others must be evaluated and approved by CCAP.
8. The placement of coffee, ice-cream, popcorn, drink or any other type of machines, in any part of the building is not allowed, unless authorized otherwise. If allowed, the installation of these machines must always be done in order to prevent the damage of the floor and walls, by using an isolating material (ex. carpet thick enough). The used material must be larger than the referred equipment and must isolate the pavement.
9. All facilities and material must be returned to CCAP in the same conditions that they were made available at first.

J. Catering

1. All Catering services must be provided exclusively by CCAP "business partners", unless accorded previously with the event promoter.
2. Any distribution of food products, not included in catering services, may only be carried out with CCAP's authorization and upon request of the event promoter/ organizer.
3. CCAP has appropriate and designated spaces for catering preparation. For this reason, it is expressly prohibited to treat any type of food product on stands or any other space that is not one of the above referred areas. Food confection is always forbidden, unless specified otherwise by CCAP.
4. The storage or exhibition of food related goods on stands or other structures, namely food products that have strong odors or release smoke, is prohibited, unless specified otherwise by CCAP.



K. Audiovisual

All audiovisual services must be provided exclusively by CCAP “business partners”, unless accorded previously with the event promoter.

L. Cleaning

CCAP has a cleaning team for all common areas of the building, namely the corridors, main entrance and WC’s. For the rented spaces for each event, the cleaning services are responsibility of the event promoter. However, if needed, the promoter may request CCAP for this service, as long as required in advance.

M. Security

CCAP is not responsible for any theft or damage in the rented spaces, namely on stands or any material part of these.

N. Damage

Any damage caused by the non-compliance of the rules hereby established are of the intire responsibility of the event promoter/ organizer.

Appendix 1. Plant Alfândega Building

