

## INFORMATION AND CONDITIONS OF UTILIZATION OF THE PORTIMÃO ARENA:

Client:

Responsible Party for the Project on behalf of client:

Responsible Party for the Project on behalf of Expo Arade, E.M:

Name of Event:

Nr of PAX:

Date of booking:

Date of set-up:

Date of dismantling:

Daily rental price of the Portimão Arena, for actual day of the event:

Daily rental price of the Portimão Arena for day of setting-up/dismantling:

### General Conditions of Utilization

\* The cost estimate is valid for a period of 10 days.

\* The booking becomes effective upon payment of 20% of the estimated amount.

\* The remaining payments will be liquidated in the following manner:

— 50% up to 30 days before the start of the setting up of the event;

— 30% up to 5 days before the start of the setting up of the event.

\* The client cannot transfer the contracted dates to third parties, or substitute the programmed event without previous authorization of Expo Arade.

\* If cancellation occurs after the Booking Confirmation, the client remains responsible for any outstanding payments due, as well as the reimbursement of any expenses incurred by Expo Arade.

\* The layout of the event is defined by the client, but subject to approval by Expo Arade.

· The contracting of complementary services are the exclusive responsibility of Expo Arade, as well as the removal of large trash (packaging, refuse material and others) and materials resulting from setting up and dismantling. This is not included in the cost estimate but will be invoiced separately.

· The supply of energy and air conditioning is included in the amount of the rental/day, except for situations duly stipulated and identified by Expo Arade in which the consumption excess will be estimated and converted into a sum to be paid by the client.

\* The utilization, circulation and accesses to the Portimão Arena spaces will abide by the timetable which will be agreed upon with the client, including setting up and dismantling.

\* The control of access by third parties contracted by the client to the conceded areas will be assured by the client, always abiding by the regulations set out by Expo Arade.

\* Control of access to the event is obligatory, either by Expo Arade or by the client, according to the agreement between the parties. If it is agreed that this service is the responsibility of the client, it will be accompanied by collaborators designated by Expo Arade.

\* The set up and dismantling of any event will be carried out by the client but always under supervision by technicians of Expo Arade.

\* All work related to the installation of electricity, water, gas, compressed air, set up of communication networks will be carried out exclusively by Expo Arade, but at the expense of the client.

\* The client must return to Expo Arade the conceded space on the agreed-upon date and in the condition in which it was found.

\* All staff in service to the client and third parties involved in the production of the event must be duly credentialed.

\* Any additional services or use of additional technical equipment supplied by Expo Arade will be calculated and invoiced to the client separately.

\* All laws and regulations applicable to the production of the event within the spaces of the Portimão Arena, or under its management, must be complied with by all involved, including municipal regulations, insurance and these General Conditions on the part of users, third parties participating in the event and staff at their service.

\* The rules of handling and disposal of trash established by Expo Arade must be complied with.

\* The rights of third parties, namely copyrights and industrial property rights must be respected, as well as obtaining all necessary authorizations and licences.

\* It must be guaranteed that all setting-up and dismantling work, if necessary, does not endanger the safety and soundness of the installations nor involve any alteration to the interior or exterior aspect of the building.

\* No storage of, usage of, or permitting by anyone the usage of substances which may be inflammable, explosive, dangerous (including gasses, pesticides or insecticides) or radioactive.

\* Total responsibility must be assumed for damages caused to third parties due to improper or negligent conduct of the client, any participants in the event or staff in service of these, as well as for payment of any indemnities.

\* Aside from the insurance obligatory under the terms of the current legislation, the client is obliged to maintain, during the entire period of the contract, a third party insurance policy in the minimum amount of third party automobile insurance covering damages to the installations or people, caused by the client, his/her collaborators, agents or anyone subcontracted by the client, or any third parties accredited by the client.

\* This insurance must cover material and non-material damages which may occur in any part of the installations, including the interior transport of goods, the amount of capital insured for each event being established by Expo Arade.

\* Depending on the nature of the event, Expo Arade may insist on other insurance to be determined according to the case.

\* Expo Arade declines any responsibility for any robberies or theft of material left by the client in its installations, and for damages caused by the event or resulting from the same.

\* All fixing of publicity material of the event in the installations of the Pavillion and/or under its direction and respective surrounding area must be previously approved by Expo Arade.

\* It is the responsibility of the client to remove all publicity material and sign posting during the dismantling period.

\* The client pledges to correctly designate in all publicity for the event the various spaces to be used, requesting the correct designations from Expo Arade.