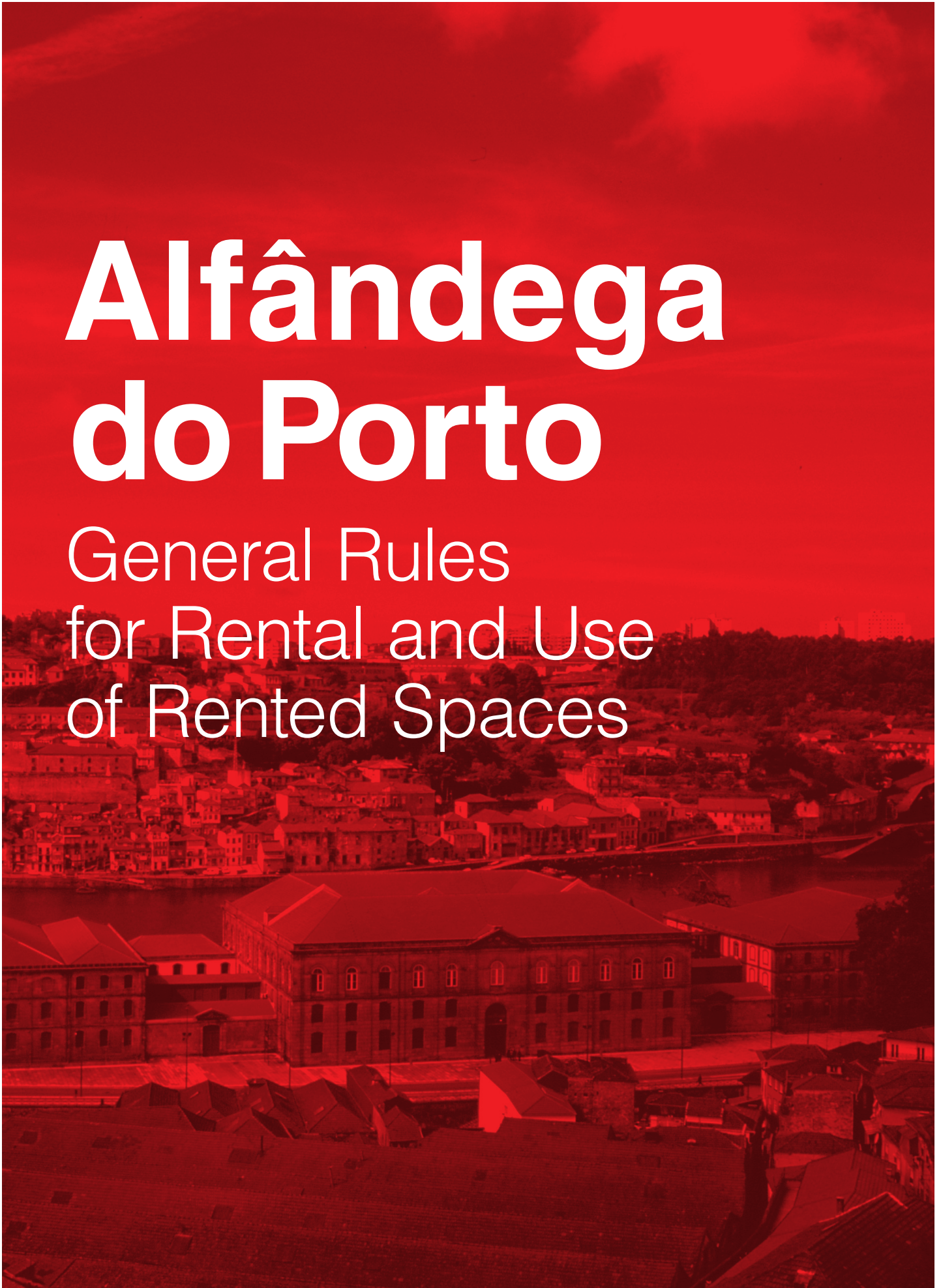




Centro de Congressos
da Alfândega do Porto

Alfândega do Porto

General Rules
for Rental and Use
of Rented Spaces





General Rules

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 building by the accesses identified in the attached plant with the letter B, unless specified otherwise by the CCAP.
3. The CCAP 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 CCAP.

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 8:00 to 19:00, 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 CCAP may demand its removal.

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.



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

Electricity and Electrical Connections

1. Energy points are available according to the identification on the technical information factsheets of each space.
2. 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.
3. 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.

Telephone and internet

Telephone 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.

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.



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.

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 with plastic covering). 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.

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.

Audiovisual

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

Cleaning

1. All cleaning services must be exclusively provided by the entity or entities indicated by the CCAP.

- 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.

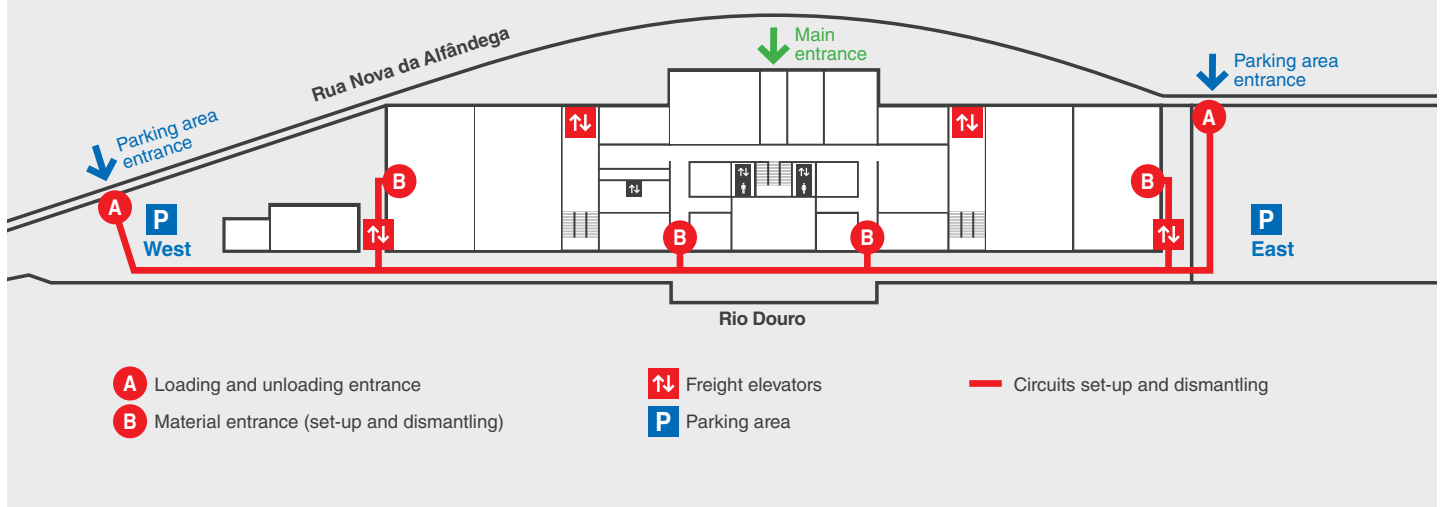
Security

- All security services must be exclusively provided by the entity or entities indicated by the CCAP.
- CCAP is not responsible for any theft or damage in the rented spaces, namely on stands or any material part of these.

Damage

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

Appendix Plan of the Alfândega Building





Operational and Conduct Regulations

In **case of emergency or accident**, the **event promoters/organizers** (temporary tenants) and their **collaborators** should ensure **total and controlled evacuation** of the rented area and **guide all occupants** to the nearest **meeting point** and should use the rented spaces in a way that doesn't increase any risk for occupants and for the Alfândega infrastructures.

Duties:

- + Making sure that the **safety regulations** for rented spaces are delivered by the **intervention coordinator** before the event;
- + Knowing the **location of all safety equipment** in the rented areas, namely fire **extinguishers** and **fire hydrants**;
- + **Ensuring permanent clearance and visibility of intervention instruments** in the rented areas for immediate use, in case of need;
- + Acting in order to prevent the occurrence of personal injuries or material damage, and intervene directly in order to minimize the effects of an accident.

During the event:

- + **Complying** with the **safety regulations** applicable to each area.



Prevention

Viability of Evacuation Routes

1. Always keep **evacuation routes unobstructed**;
2. In **evacuation routes do not place**, even if temporarily, any objects, material, pieces of furniture or decoration that may create the following effects:
 - + **Reduce the width** of evacuation routes;
 - + **Complicate the opening** of exit doors;
 - + **Reduce the visibility** of signage or mislead to the exits;
 - + **Damage the functioning** of security installations, namely **alarms**.
3. **Keep all exit doors** that are part of **evacuation routes unobstructed** and always capable of being **easily opened/unlocked**.
4. Maintain all **exit doors that are part of evacuation routes**, as well as all accessories (anti-panic bars, emergency command buttons etc.) **perfectly operational**, so that they can be opened easily from the inside in an emergency situation.

Accessibility to Safety Resources

1. Permantely **maintain all safety resources**, namely fire extinguishers, **accessible and visible**.
2. Do not obstruct accessibility to resources of protection against fire (extinguishers or fire hydrantes), or obstruct or damage the evacuation of the spaces while installing equipment or decoration.
3. Whenever there is the need to change the location of safety resources, consult the AMTC safety delegate.



Maintenance and Preservation of the spaces

1. **Maintain all spaces in perfect cleaning conditions**, namely the vertical evacuation routes (stairs) and corridors that conduct the occupants to the outside of the building.
2. **Keep all equipment and technical installations in good operating conditions.**
3. **Do not make or use improvised electrical installations** without the knowledge of the AMTC safety delegate.
4. **Do not perform any fire related actions**, or production with naked flames, **without removing any nearby flammable material** and without prior authorization of the intervention coordinator.

Hazardous Material and Substances

1. The **use of flammable or explosive material** or substances requires written **authorization** by the **intervention coordinator**;
2. The use of combustible gases must comply with existing legislation;
3. The production, handling and storage of **hazardous material is not allowed in evacuation routes** or in **public access areas**.



In case of emergency

Alarm

1. If you sense the **smell of burning** or notice any other sign that may suspect of a **fire**, **convey your suspicion** to the **central reception** by phone (+351 913 072 576).
2. If you **detect an emergency**, **contact the central reception**, indicating
 - + **Affected area**;
 - + **Type of emergency**.
3. If convenient, **activate the emergency alarm** and initiate immediately the procedures of space evacuation (see *Evacuation – Procedures*).

Fire

1. Inform the **central reception** by phone (+351 913 072 576).
2. **Turn off** the **electric panel** of the area.
3. **Fight the fire** with **first response resources** (namely extinguishers and fire hydrants) and **remove flammable material** from nearby.
4. If the fire is not banished, **request assistance from external aid and activate an emergency alarm**, in order to initiate immediately the procedures of evacuations (see evacuation – procedures).
5. If you must **abandon the area**, **close all windows and doors**.



Suspicious Package

Do not touch suspicious packages. The characteristics that may indicate if the package is suspicious are:

- + **Smell** that it may include some **type of explosive (scent of bitter almond)**;
- + **Incorrect address** or **absence of sender**;
- + Package **delivered by hand, without prior notice** and with unspecified or **strange content**;
- + **Place of delivery**, stamps or senders that may be suspicious.

Once detected, the suspicious package, the following procedures should be followed:

- + Inform the **central reception** by phone (+351 **913 072 576**);
- + **Do not open, press or pick up** the suspicious package;
- + **Cover the suspicious package** with a cloth, paper, plastic bag, box or bin, etc.;
- + **Inform** only the **security station** about the existence of a suspicious package;
- + **Turn off all electrical equipment** nearby;
- + **Evacuate to an area** far enough;
- + **Wait** for instructions from the responsible or emergency team.

Accidents with victims

- 1. Inform** the central reception.
- 2. If you do not have technical knowledge** for first aid, **stay in the area** and wait for an AMTC employee to arrive.
- 3. If you do have technical knowledge** for first aid, initiate procedures accordingly to the situation and with the **available material**. Always **verify** if the **safety conditions are adequate** for you and **for the victim**.

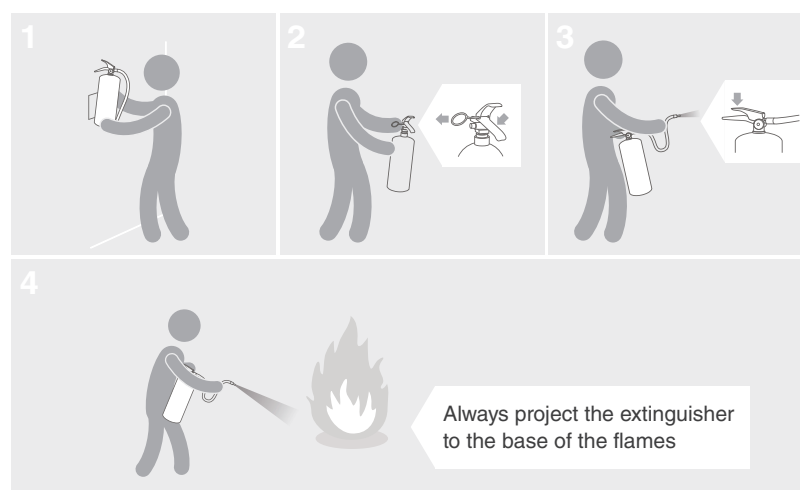


Evacuation – Procedures

As soon as an evacuation process is communicated or the **evacuation alarm sounds** (continuous sound of the automatic fire detection system), **initiate a quick and safe evacuation** of the occupants, while executing the following actions:

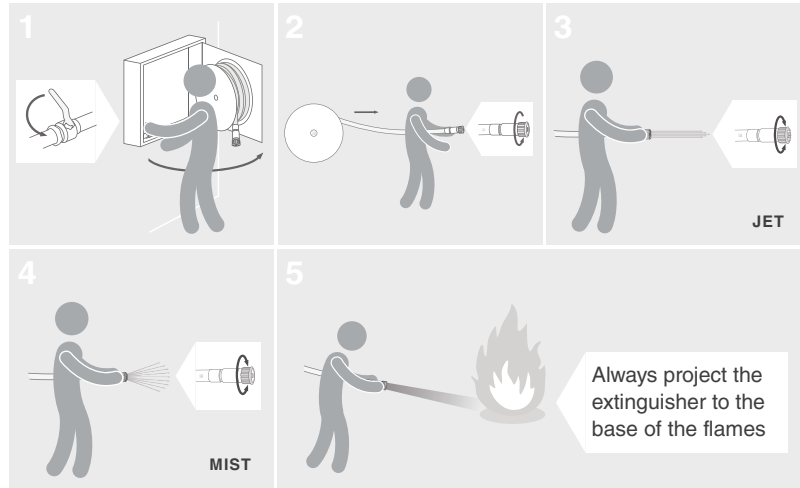
1. **Open the exit doors** to the outside;
2. If near to an exit, **clear the evacuation routes** if there are any obstacles;
3. **Do not allow anyone to access** areas where any type of function will be performed;
4. **Comfort people**, acting firmly to ensure a prompt and orderly evacuation;
5. **Assist occupants** while crossing any possible obstacles;
6. **Do not allow** anyone to **turn back**;
7. **Lead** occupants to the nearest **meeting point** (see figure on pg. 14);
8. Look through all areas of the occupied floor, to **confirm that nobody is left behind**;
9. The **person responsible for the area must inform the event coordinator** once the space is completely evacuated.

How to use an extinguisher





How to use a fire extinguisher reel



Contacts

Central reception:

+351 913 072 576

Safety delegates:

Artur Rodrigues
+351 917 768 828

Flávio Silva
+351 917 768 837

Meeting points

