



MOVING TOGETHER

See you in Lisbon in 2022!

DEMONSTRATION GUIDELINES

Lisbon Congress Centre



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CONTACT DETAILS

Lisbon Congress Centre (CCL) - CONFERENCE VENUE

Centro de Congressos de Lisboa
(CCL)
Praça das Indústrias
1300-307 Lisboa, Portugal

Mariana Vasconcelos
Sales and Business Development
Manager

mariana.vasconcelos@ccl.fil.pt
+351 21 892 14 31

Maria José Pires
Event Manager

mariajose.pires@ccl.fil.pt
+351 21 892 14 07

Interactive Zone & Demonstrations Office

Centro de Congressos de Lisboa
(CCL)
Praça das Indústrias
1300-307 Lisboa, Portugal

Marta Freire
Sales and Business Development
Junior Manager

marta.freire@ccl.fil.pt
+351 21 892 14 38

Joana Pinto
Shell Schemes
joana.pinto@ccl.fil.pt
+351 21 892 14 11

Accommodation & transfers

Leading
Rua Diogo do Couto, 1B
2799-537 Linda-a-Velha

Célia Araújo
secretariado@leading.pt
+351 215 870 919

LISBON CONGRESS CENTRE - CCL



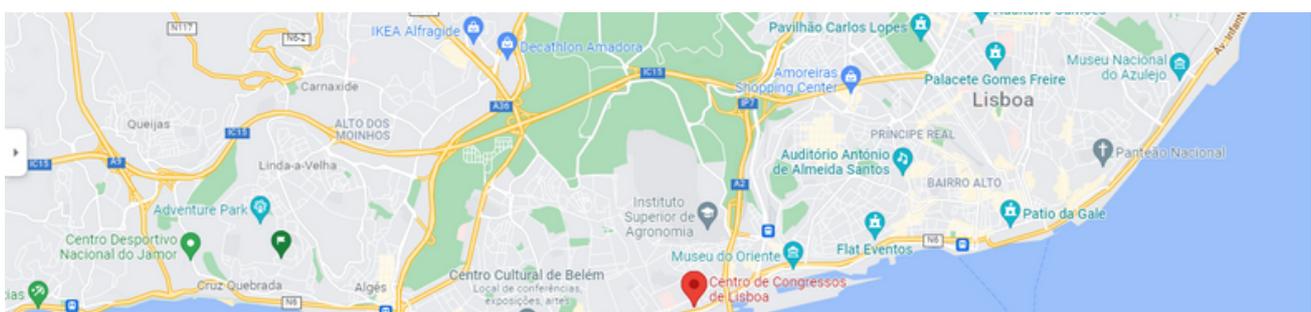
Situated in the historical neighborhood of Belém, the venue has easy access by public transport, various walking distance premium hotels and restaurants, as well as a river-side bicycle track.

The participants can easily get to the city centre via public transport in ten minutes and to the airport in 30 minutes.

Lisbon has been improving access to public transportation in the past few years with mobility and infrastructure projects.

Lisbon transport network includes tram, bus, metro, boat rides, bicycle and scooter rentals that can easily take you from point A to B in 10-30 minutes. To learn how to get to the venue from your accommodation, click the link below and then enter directions » your location » location below

[Praça das Indústrias 1, 1300-307 Lisbon](#)



DEMONSTRATIONS / INTERACTIVE AREA

The Demonstrations / Interactive Area are part of the Transport Research Arena (TRA) LISBON 2022 Conference, that will take place at the Lisbon Congress Centre in Lisbon, from 14th to 17th November 2022.

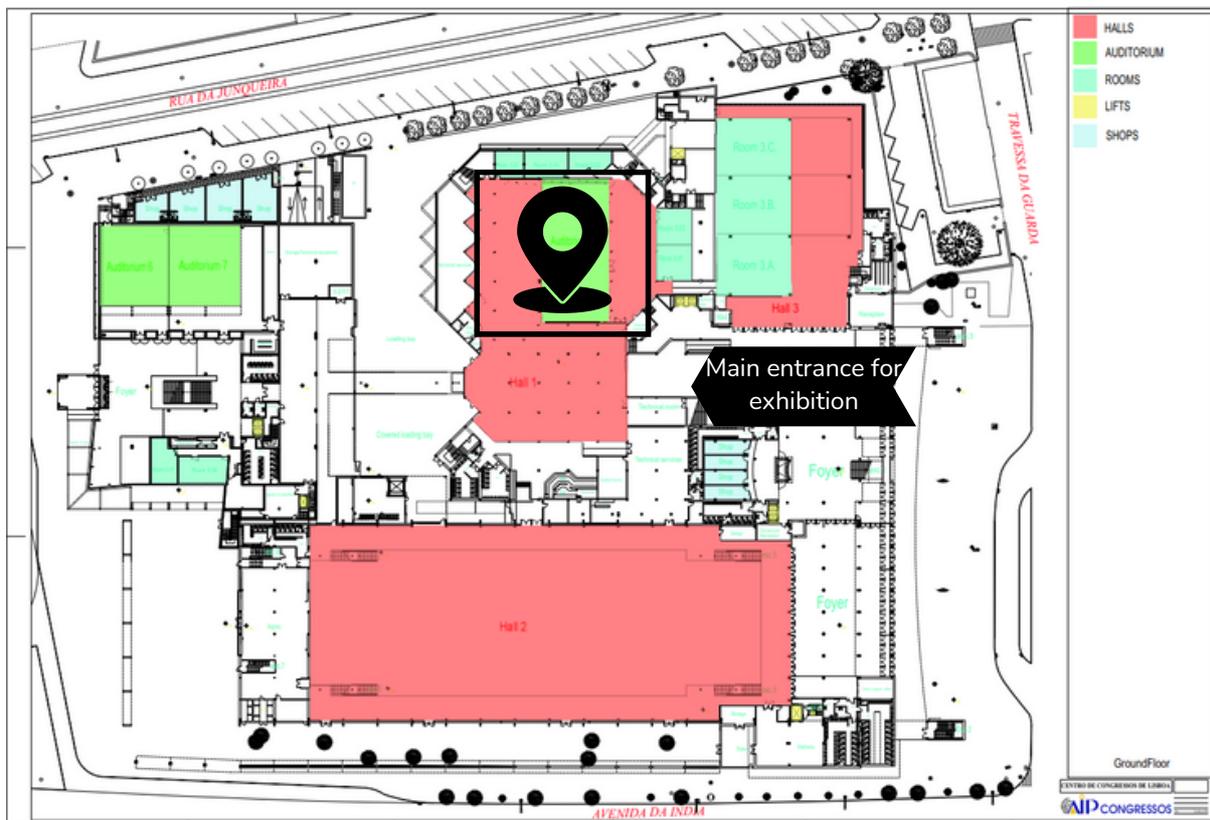
The TRA LISBON 2022 priority themes and subthemes are identified within the moto of Moving Together – Reimagining mobility worldwide, covering major challenges and opportunities handled by the current transport and mobility system.

The demonstration area will be one of the main focus points of TRA LISBON 2022, presenting multifunctional spaces and being prepared to receive a large number of different types of on-site demonstrations (indoor and outdoor).

The dedicated areas will allow for interactive demonstrations of technological innovations to be carried out by and for industry partners, researchers, and other stakeholders. Demonstrations are an excellent opportunity to introduce conference attendees in an engaging way, as well as to promote new contacts and promising business.

The interactive zone will be displayed at Pavilion 1 from CCL – Lisbon Congress Centre and will have a shared meeting space, and live theatre for pitch presentations and videos. It will also allow demonstrations to be displayed indoor and will have the possibility of permanent stands for those who wants to carry out meetings and have a permanent space at TRA 2022.

DEMONSTRATIONS / INTERACTIVE AREA PAVILION 1



Interactive area

STAND INFORMATION

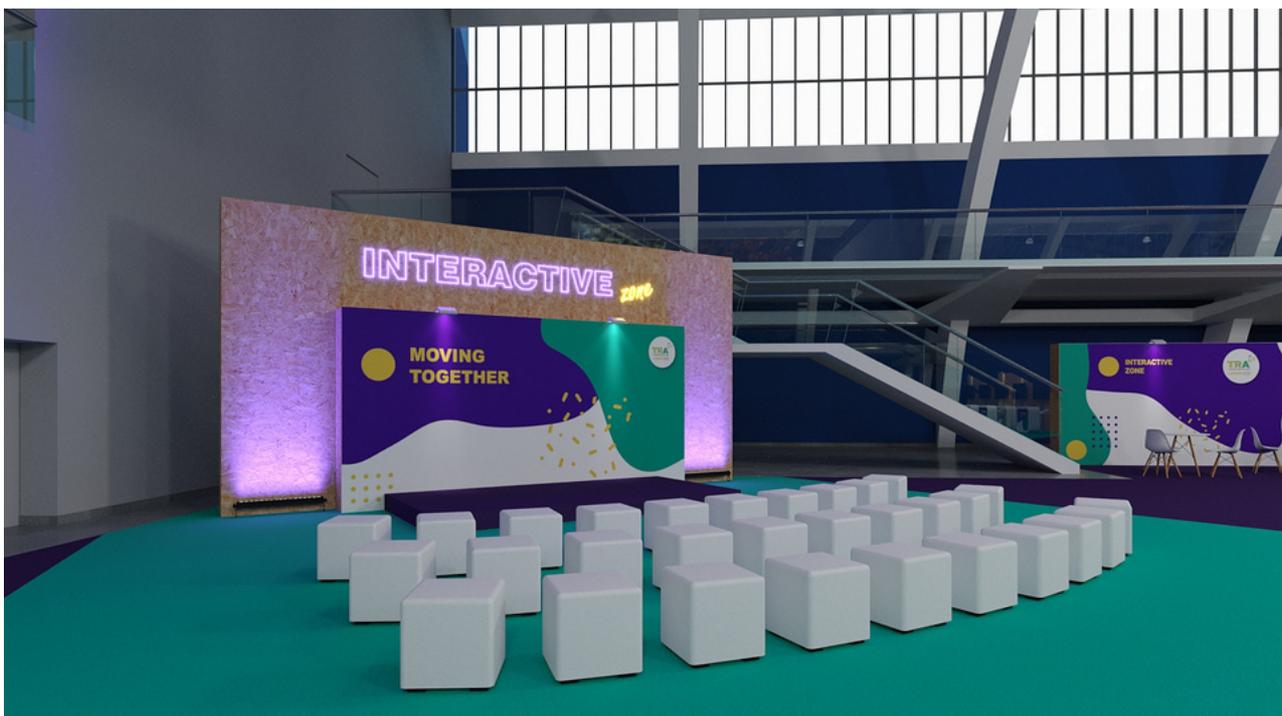
1. Indoor Demonstrations

Demonstration type I (standard) - Indoors

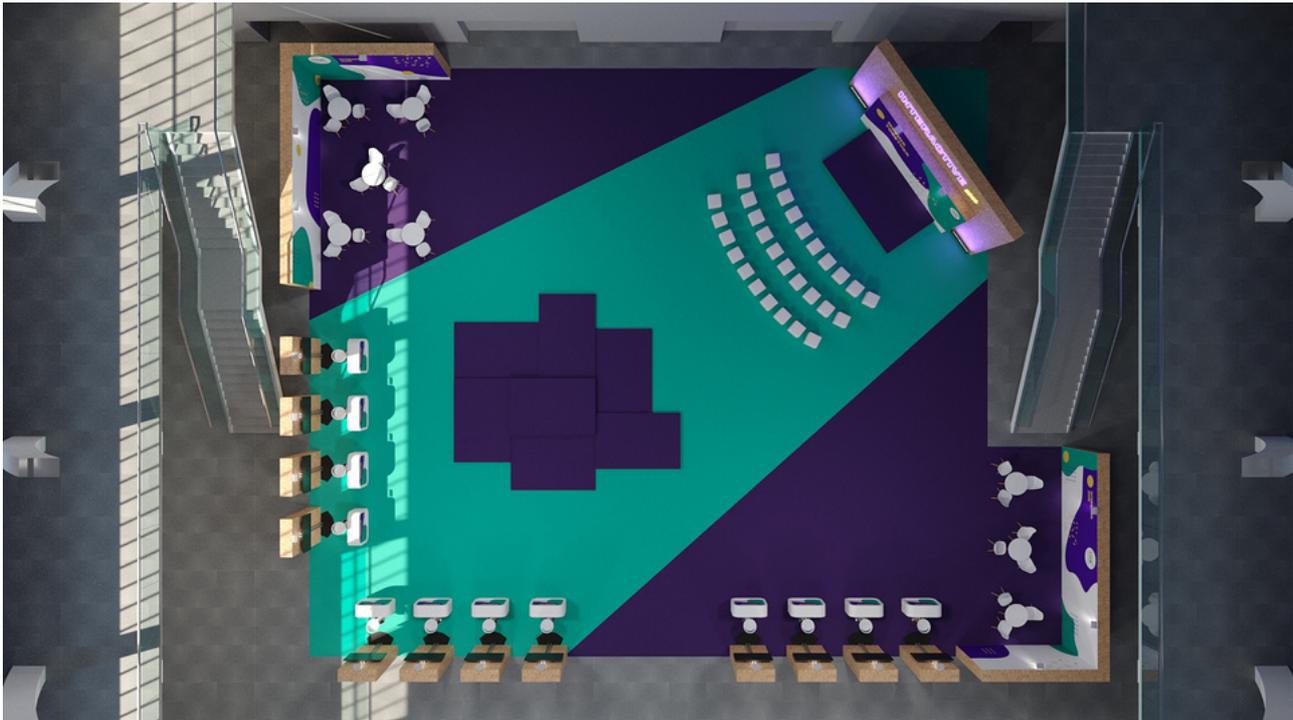
- 2 Pitch presentations at the Live Theatre in two days. A total of 40 minutes time can be used (slots to be booked).
- Access to floating office space (round table and seats) in the interactive area to enable networking and B2B meetings.
- 4 sqm space to enable presenting video demonstration of project outcomes/products/services in all Conference days.
- 1 regular registration to attend TRA conference

Price: 2200,0€

Interactive Areas: example of demonstration of type I with pitch presentation



Interactive Areas concept: flexible and adaptable to needs



Demonstration type II (standard) - Indoors

- 4 Pitch presentations at the Live Theatre in 4 days. A total of 120 minutes time can be used (slots to be booked)
- "round table + chairs"
- 6 sqm space to enable presenting video demonstration of project outcomes/products/services in all Conference days.
- 1 stand with balcony with printed company logo + 1 high stool + 1 Plasma screen with 46"
- Company logo on the suspended banner
- 2 regular registration to attend TRA conference

Price: 4600,0€

Extra Indoor Area - 170 € per sqm (Demo I e Demo II)

Interactive Areas: example of video demonstrations of several project results/products/services



2. Outdoor Demonstrations

CCL has an external area, connected to Pavilion 1 for those who want to present their demos outside. Extra outdoor area can be assigned to the demonstrations if needed. If you have demos to present outdoors let us know if you have specific requests. Please contact Marta Freire: marta.freire@ccl.fil.pt

Demonstration Type III (Standard)

- 10 sqm space outdoor
- 1 regular registration to attend TRA conference

Price: 1500,0€

Extra Outdoor Area - 120 € per sqm

Optional Pitch presentation: 700,00 €

3. Application procedure

Demonstrations have to be submitted as soon as possible (and before 31th of July 2022) through an Expression of Interest in the TRA Lisbon 2022 web page: <https://traconference.eu/demonstrations/>

The space and time for a specific demonstration will be assigned on a “first come first served” basis after approval of the Expression of Interest.

CCL will contact all demonstrators to check their stand needs and specific requirements.

4. Live Theatre

The Interactive area will include a live theatre for presentations. The approved demonstrations will have slots of time available to use this area. A specific timetable will be announced with all presentations running at the Live theater.

Live Theater will be installed with sound and light system, a 86' LCD as well as a lectern for a presenter.

For any queries about this or additional time slots contact Marta Freire: marta.freire@ccl.fil.pt



DEADLINES AND PROVISIONAL SCHEDULE

Regarding deliveries to the venue, please note that Lisbon Congress Centre does not accept any direct deliveries before the first day of the event. Demonstrators having any type of materials delivered by an outside contractor must have a representative on their stand to receive them.

Provisional Schedule

SET-UP	
13th of November Between 08:00am and 08:00pm	
EVENT DAYS	
14th - 17th of November Between 08:30am and 06:30pm	
DISMANTLING	
<u>17th November</u> Between 05:00pm and 08:00pm	<u>18th November</u> Between 08:00am and 08:00pm

Final times will be confirmed by organizers closer to the date of the event. Stands & Demonstrations must be built up and clear of boxes before 07:00pm, when cleaning will start

The times indicated above should be sufficient for build-up and dismantling. However, demonstrators who expect to need more time to build up/dismantle can officially request this after receipt of the last set-up schedule. The extra time is subject to availability and at the costs of the demonstrator.

REGISTRATION AND BADGE CONTROL

Registration process

Registration is mandatory for every demonstrator and participant that will be on site during the event.

Demonstrator can easily register online: traconference.eu

Badge Control

Please wear your badge in a visible way throughout the event so you can easily access all areas at your convenience. Staff and security personal should be able to see your badge clearly.

On Site Registration

After registering on the website, demonstrators receive a code so they can self check-In on the day of the event at the venue and print their own Badge.

Hostesses will be on site if help is needed.

Badge Validity

Demonstrators badge is valid for the whole period of the event, including set-up and dismantling. The badge and/or the registration confirmation should be visible at all times.

SAFETY AND COVID CONTINGENCY PLAN

In response to the Covid-19 pandemic, and in regards to renewal of activity with total confidence, Lisbon Venues aims to ensure that events take place in compliance with all the safety and hygiene norms, as well as to raise awareness of clients, exhibitors, suppliers, employees and visitors concerning the rules and behaviors to follow inside the premises of CCL, FIL and PT Meeting Center through a clear and objective announcement.

Likewise understood is that, despite the population's widespread knowledge and caution regarding Covid-19, as operator of spaces for public use, it is the responsibility of Lisbon Venues to clarify on all occasions and locations, the rules deriving from not only legal obligations but also the recommendations of the Portuguese Directorate-General of Health.

The final purpose is to convey confidence and tranquility among all those who use the premises, with the guarantee that all the regulations as well as the best practices promoted by the sector at global level, are complied with. A Health and Safety Control Unit was created, duly trained, aimed toward planning and management of each event in accordance with the Integrated Prevention Model, complying with the Contingency Plan and conforming with its application, divided into the following phases:

- Risk evaluation and continuous response per event
- Monitoring of symptoms of all staff
- Physical Distancing
- Personal Protection (masks, protective gloves, etc)
- Reinforcement of Hygiene
- Disinfection of all surfaces, including auditoria, speakers desk and all used facilities before, during and after event days

RULES AND REGULATIONS

SCOPE, DATES, DURATION AND OPENING HOURS

1. The present Regulation includes the rules that regulate the organisation of Fairs, Exhibition and Other Events (Catering services, Shows, Commercial presentations, etc.), at Lisboa Congress Centre (CCL).
2. Those Specific Rules are completed, makes part of “General rules” for using the facilities of CCL.
3. The scope, dates, duration and opening hours of fairs, Exhibitions and Other Events are defined in a specific document written by Lisboa Congress Centre.

EXIBITED PRODUCTS

4. Presentation and distribution of the products that can harm other exhibitors or visitors, or that can deteriorate the pavement and/or existing constructions, as well as to alter conditions or environmental rules are not allowed. Products with exhibition conditioned by law are not allowed as well.
5. Products on display are not allowed to have any reference to price, save in exceptional cases, which must always have explicit written authorisation from CCL.
6. Special authorisation from CCL is required for products whose weight exceeds 2.000 Kg/m² (if goods are to displayed on the ground floor of the pavilions), or over 200Kg/m² (should they be intended for Pavilions in first floor).

RULES AND REGULATIONS

SET UP/DISMANTLING OF STANDS

7. Set up and decoration of stands can only begin in the 1st day of set up, after Organizer's approval.

8. Companies involved in assembling and decoration of stands are required to have a previous credential, which implies the presentation of an insurance policy for civil and professional liability, covering damage caused in the premises or to a third party and possible damage due to stoppage of CCL's activities, in the amount of 1.000.000,00 EUR.

9. Should there be a breach of regulation on assembly and decoration of stands and/or a breach of technical nature, CCL considers itself to be authorised to carry out necessary procedures to regularise it, which may involve closing the booth. The costs resulting from this corrective action will be charge to the exhibitor/Organizer.

10. Opening and closing times for assembly and disassembly will be set by CCL together with the Organizer. Work outside the established times requires express written authorisation from CCL, and involves the payment of an overtime fee, according to the price list.

TECHNICAL RULES – Size, Booth Lay out, etc.

11. During set up and decoration of booths, the Organizer and their exhibitors must comply with following rules:

- Stands must respect a general height of 2,5m.
- Stands that exceeds the 2,5m height (only possible in Pavilion 2) must be submitted to the appreciation of the CCL Technical Department at least 20 days before the date set for beginning assembly. This department must be provided with duly marked blueprints, vertical projections and sectional drawings.
- Assembly of stands that include the construction of second storey must have explicit authorisation from CCL.

RULES AND REGULATIONS

The usable area of second storey and decoration elements that measure over 2,5m in height must stand back from the perimeter of the stands at least 1,5m.

·CCL's installations must be scrupulously respected, namely fire hydrants, extinguishers, loudspeakers, general indicators, television circuits, and fire detectors.

12. The on-site building of stands in the whole exhibition area of CCL is strictly forbidden, as well as the use of cutting machines, welding machines, sanders and a spray guns. Stands must be devised and prepared so that their construction can be obtained solely by assembling the elements that constitute them.

13. Available electrical power to be used is 230/400 Volts – 50cycles and is provided according to the conditions predicted by EDP (Electricity of Portugal). In case of fault or cut by EDP, electricity will only be provided for emergency exits (exclusion of exhibition and Events circuits).

14. All electrical set up must be approved by CCL and the links to the general mains can only be made by same services. CCL will not be responsible for connecting to the mains apparatus that do not correspond to the information provide, and the exhibitors must name the person responsible for the stand's electric installation project. Damage caused to the mains or to the specific point by these connections is the sole responsibility of the exhibitors. It is essential that exhibitor give the power needed in the booth.

15. Requests for water and drain connections, as well as electricity and telecommunications must be done by written to CCL. Requests for special lines or circuits must be processed through CCL 20 (calendar) days in advance of the date set for set up the fair. All special circuits or lines are subjects to quotation.

16. Any suspension/rigging from the pavilion structure requires authorisation from CCL and can only be made by CCL exclusive supplier, subject to specific quotation. Requests must be done 20 (calendar) days prior to the date set for the opening of the exhibition, and must enclose the suspension/rigging project and the weight to be suspended, so that its feasibility can be verified by CCL's Technical Department.

17. It is forbidden to use the walls of pavilions and columns to suspend or post exhibited pieces, decoration, construction or informative items.

RULES AND REGULATIONS

18. All Cleaning services must be requested to CCL. General cleaning of the exhibition area and corridors is the responsibility of the Organizer; cleaning of the stands is exhibitors/Organizer responsibility and will be charge accordingly. Is also Organizer responsibility the cost of garbage containers.

19. Disassembly of the stands and removal of material cannot begin before the time officially set for closing the exhibition, except for special authorisation granted by the Organizer.

20. Disassembly of the stands and removal of exhibited material must be concluded within the times set by CCL and already accept by the Organizer. Failure to comply with this deadline authorises CCL to remove the material and implies that all costs resulting from the measures taken to remove these materials will be charged.

21. The premises must be handed over to CCL in the same condition as they were made available to the exhibitors/Organizer, and all costs require making them so, are from their responsibility. Repair of occasional damage caused by carelessness or requirements of stand assembly, as well as cost derived from such assembly, are the sole responsibility of exhibitors/Organizer.

22. Exhibitors/Organizer are responsible for all the damage or harm caused by their structures, equipment, articles to be exhibited, or activities in their stand, as well as action of the subcontracted firms, when these firms harm visitors and other exhibitors.

CUSTOMS, OFFICIAL PRICE LIST

23. As regards matters concerning customs operations, product transportation and their conveyance within the premises, exhibitors must contact CCL's official forwarding agent, the sole entity that has the authority to perform this function in CCL's premises.

ACCESS CARDS

24. The free circulation in CCL's premises is only authorizing by presented an identification card given by CCL when this is agreed prior with the Organizer, or given by the Organizer itself. This card should have the name of the exhibitor, booth number and the name of the person.

RULES AND REGULATIONS

INSURANCE AND RESPONSIBILITY

25. CCL ensures general surveillance services during the assembly and disassembly as well as duration of the exhibitions and other events. Exhibitors must ensure safe keeping of their products in the times stated above, and arrange for celebration of a specific insurance contract for their participation in the exhibition, which should cover situations of robbery and a theft. Exhibitors are forbidden to allow their staff to remain in the stands after the daily closing time, save exceptional cases and subject to presentation of a specific written authorisation from CCL.

26. It is CCL responsibility civil liability insurance derived from material or bodily damage suffered by accredited exhibitors or by visitors;

OBLIGATIONS AND SANCTIONS

27. Stands must be open during the exhibition's opening hours, and the presence of a representative of the exhibitors must be ensured at all times.

28. Advertising in the exhibition's premises must comply with rules of the "Código de Práticas Legais em Matéria de Publicidade" of the Câmara de Comércio Internacional (International Chamber of Commerce's Code of Legal Practice in Advertising Matters).

29. The exhibitors are forbidden to do the following, and contempt of this rule will lead to sanctions which can involve closing the stand:

- Corporate advertising
- Advertising that makes a direct comparison with third party articles and/or products, exhibitors or not;
- Distribution of flyers and/or promotion material outside their stands, save with official written authorisation from CCL;
- All advertising which may in any way harm or bother exhibitors or visitors;
- Distribution of balloons filled with a gas that is lighter than air;
- Promotion of products other than those on display and/or in another industrial and/or business activity other than the exhibitor's.

RULES AND REGULATIONS

30. Must have CCL approval:

- The carrying out of tests or contests
- The set up of resonant equipment in the stands, which cannot exceed 60Db.

31. CCL may have the articles on display in the stands reproduced, photographed, or filmed, and it may use their reproductions for the purposes exclusively connected with its activity, namely the production of promotional material.

32. Photographs or films of the stands outside opening hours require explicit written authorisation from CCL.

33. Exhibitors are unequivocally committed to respecting all rules contained in the present Specific Rules for Fairs, Exhibitions and Other Events as well as the “General rules” for using the facilities of CCL.

34. In case of disagreement as to the interpretation or implementation of the present regulation and other documents that may complement it, as well as facts concerning the participation of exhibitors in exhibitions or events organised by the Lisboa Feiras Congressos e Eventos / Centro de Congressos de Lisboa, all parties determine the Court of the Lisbon Comarca to be competent, hereby explicitly renouncing all others.

35. The present Rules make part of the “General rules” for using the facilities of CCL.

THANK YOU!

Looking forward to welcoming you at
TRA 2022 in Lisbon.

Feel free to contact us for more queries.

