



# MOVING TOGETHER

*See you in Lisbon in 2022!*

**EXHIBITION GUIDELINES**

Lisbon Congress Centre



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# CONTACT DETAILS

## Lisbon Congress Centre (CCL) - CONFERENCE VENUE

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## Exhibition Office

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## VENUE AND EXHIBITION AREA

For the Transport Research Arena Conference, the venue CCL - Lisbon Congress Centre has a designated exhibition area in pavilion 1 - with 1800 sqm, pavilion 2/Rio Pavilion - with 3800sqm, and an outdoors area of 1000sqm, offering various possibilities for the industrial exhibition and demonstration area.

The venue has a total area of 29.000 sqm, providing meeting and networking areas, rooms and auditoria for conferences or sessions.

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.

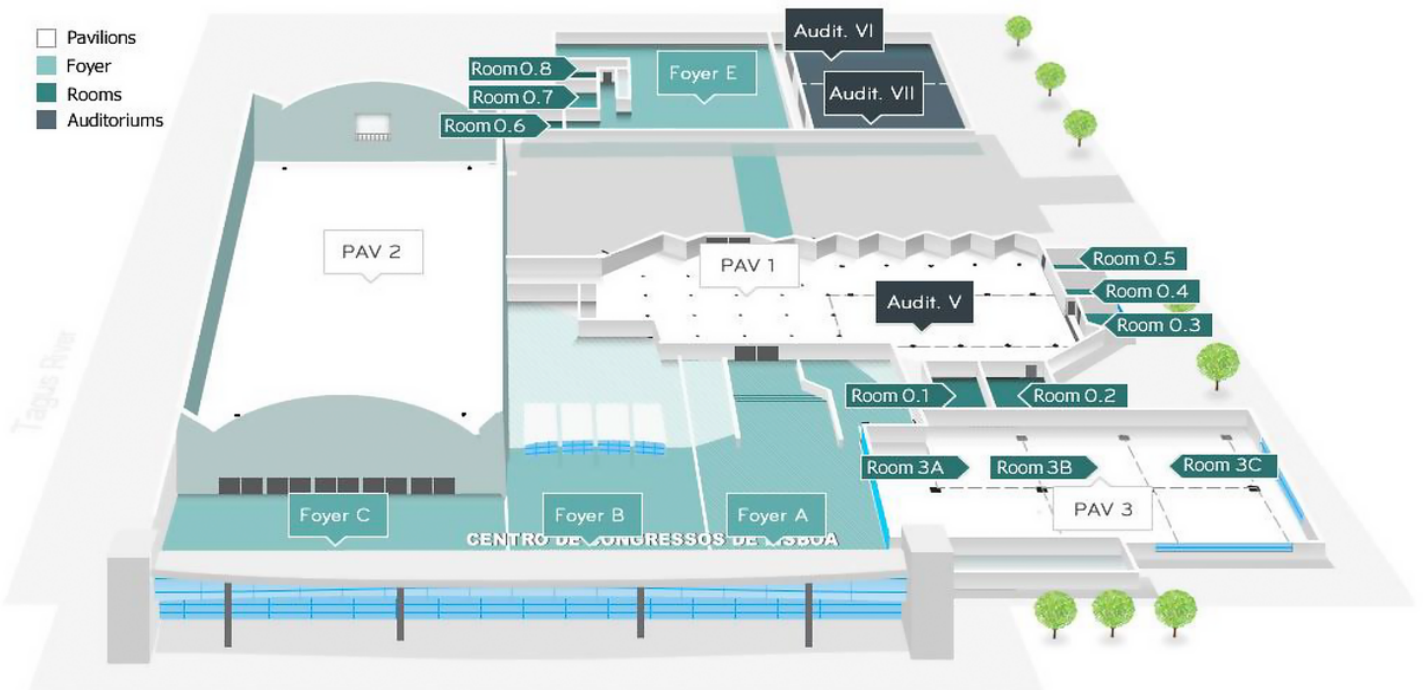
The participants can easily get to the city centre via public transport in ten minutes and to the airport in 30 minutes.

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.

## LISBON CONGRESS CENTRE - CCL





## Lisbon Congress Centre (CCL) Floorplan - Ground floor

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](#)

For accommodation queries and requirements, please contact directly with the accommodation organizer (see contact sheet, page 3).



# REGISTRATION AND BADGE CONTROL

## Registration process

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

Exhibitors can easily register online. **All order forms are available online** and should be filled in with all the required needs.

Exhibitors can register in the following link: <https://traconference.eu/>.

## Badge Control

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

## Badge Pick-up

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

Hostesses and staff will be on site to guide all arrivals.

## Badge Validity

Exhibitors 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.

# STAND INFORMATION

## 1. Application procedure

Exhibitor registrations submitted by the **20th of July 2022** (date of receipt) qualify for the "**early bird**" price on the participation fee. All registrations submitted after this deadline will be considered as "**regular fee**". The order form and provisional exhibition floor plan will be published by **20th of October 2022**.

If a bigger/smaller stand is required or stands need to be merged, the safety regulations need to be respected when filling in your space preferences. After CCL has received the exhibition application form, the company will be issued an invoice in which must be paid according to the payment terms specified.

After the initial stand space assignment has been finalized, the remaining space (if available) will be allocated to later applications. No applications will be accepted after **20th of September**.

## 2. Stand space assignement

CCL will make initial stand space assignments for applications received before 20th of July, taking into account the restrictions of the congress venue and, as much as possible, the applicant's preferences.

The stand assignment to applicants that have met the initial deadline will be sent before 31st July. Please note that Lisbon Congress Centre's decision in this regard is final. Companies are not allowed to sublet their assigned stand space.

## 3. Exhibition floorplan

The provisional exhibition floorplan will be released by the 20th of September. Final floorplan will be released on 20th of October 2022.

## 4. Stand activities

Exhibitors are permitted to demonstrate the company's services and equipment and to make informational presentations regarding product lines or services within the stand.

The exhibitors may not place any material outside the booth space causing obstruction of the aisles and will be responsible for any reasonable costs of repairing the booth or premises should you damage any fixtures or facilities area.

## 5. Stand information

A choice of banner, shell scheme or free-build (space only) stands is offered to exhibitors.

Allocated space for free-build stands is hired based on stand space only. Stand space is defined as square meters (m<sup>2</sup>) up to the maximum height as indicated under height restriction.

Stand constructions should adhere to the following criteria:

- Stands must not be obstructive in any way (openness of individual stands and the exhibition in general is aimed for all times);
- Shell scheme stands are **available as packages of 9, 18, 27 or 36 square meters** and the type of stand will depend on the final location of the stand. The type of stand requires will be mentioned in the final allocation letter;
- Exhibitors that order a shell scheme package must know that all stands will have a side panel of 2.50 meters high and back panels are 2.50 meters high as well;
- Shell scheme packages include the panels as described above, electrical usage and electrical switchboard, carpeting, 1 small table + 2 chairs and fascia paneling with standard lettering. Additional furniture and other services can be ordered using the order forms in appendix;
- Exhibitors who wish space only must provide description and design of stand until the 20th of July. Extra material for space-only stands can also be requested (see contact page).



Exhibition space will have three different areas:

- Portugal Corner
- Demonstration Area
- General Exhibition

TRA2022 attendees and exhibitors will also get to know about Portugal's vast transport network and how Lisbon is becoming an European pioneer of sustainable mobility and urban life. There will be a specific area, Portugal Corner, at Pavilion 2. The shell scheme proposed for exhibitors of the Portugal Corner is as follows:



All exhibitors who want to be placed specifically in one of the areas above should mention it in the order form. All order forms are available online.

## 6.Free-built stands

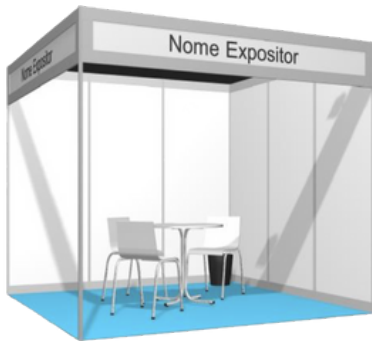
Exhibitor's who choose to build their own stand, stand construction and stand services are at the exhibitor's expense.

If exhibitor's require special measures, different materials or any other stand related querie that is not stipulated in this Guideline, please refer directly to Lisbon Congress Centre contact (see page 3), and request brochure for stand-build services.

Stands may not be constructed without previous written approval. Details about the required documents and drawings needed for approval will be available on the 20th of July.

## 7.Shell scheme stand overview

### Shell Scheme type I - Exhibitor Area



- White laminated walls
- Structure in satin finish and aluminium molding, 3 cm square profiles
- Exhibitor identification in self-adhesive vinyl (up to 20 graphic characters)
- Electrical switchboard with electrical outlet
- Lighting: 2 spotlights (100w) per 9m2
- Industrial floor carpeting
- 1 Round table + 2 chairs

\*please note that composition may change according to dimension

### Shell Scheme type II - Portugal Corner



- Carpentry tower structure
- Exhibitor identification\* in self-adhesive vinyl (up to 20 graphic characters)
- Electrical switchboard with 2 electrical outlets
- Lighting: 4 spotlights (100w)
- Industrial floor carpeting
- 1 Round table + 2 chairs
- 1 Balcony and 1 high stool

\*please note that composition may change according to dimension

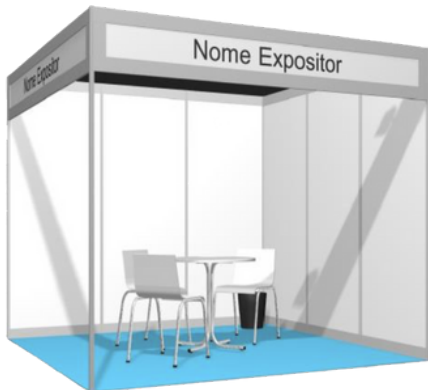
### Shell Scheme type III - Startup stand



- Industrial floor carpeting
- 1 Balcony and 1 high stool
- Exhibitor identification cardboard 0,70x0,50
- OSB block

## PRICE OVERVIEW

### Shell Scheme type I - Exhibitor Area



**EARLY BIRD**  
Until 20th July

per/sqm.	280,00€
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**REGULAR FEE**  
After 20th July

per/sqm.	290,00€
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### Shell Scheme type II - Portugal Corner



**EARLY BIRD**  
Until 20th July

per/sqm.	340,00€
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**REGULAR FEE**  
After 20th July

per/sqm.	350,00€
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### Shell Scheme type III - Startup stand



**EARLY BIRD**  
Until 20th July

per/sqm.	180,00€
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**REGULAR FEE**  
After 20th July

per/sqm.	190,00€
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### Free-built stand - Space only

**EARLY BIRD - 20th July**  
250,00€/sqm / m2

**REGULAR FEE - 20th July**  
260,00€/sqm / m2

## GENERAL INFORMATION

All order forms for services are available online in the exhibitors registration area, at <https://traconference.eu/>.

### F & B Services

Silva Carvalho is the exclusive catering provider at Lisbon Congress Centre. All food and beverages and any associated catering services must be ordered through them. To place your order, please refer it in the order form for catering upon registration.

### Audiovisuals

AVK is the exclusive audiovisual provider at Lisbon Congress Centre. All audiovisual equipment and any associated services must be ordered through them. To place your order, please refer it in the order form for AV's upon registration.

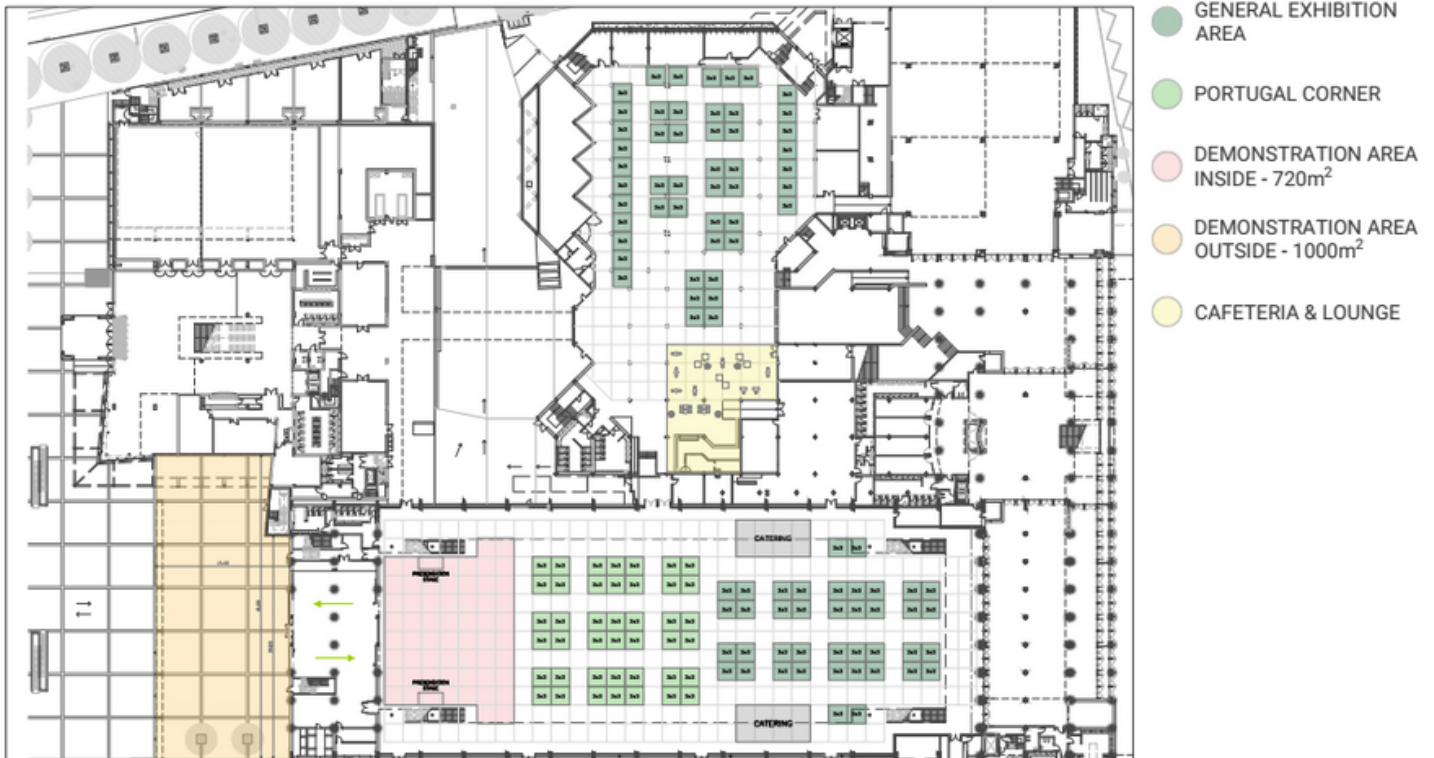
### IT

This is an exclusive service provided by Lisbon Congress Centre. TRA Conference will provide general wi-fi with a dedicated bandwidth of 200Mbps. In case of need for extra IT equipment, please fill in the designated order form upon registration.

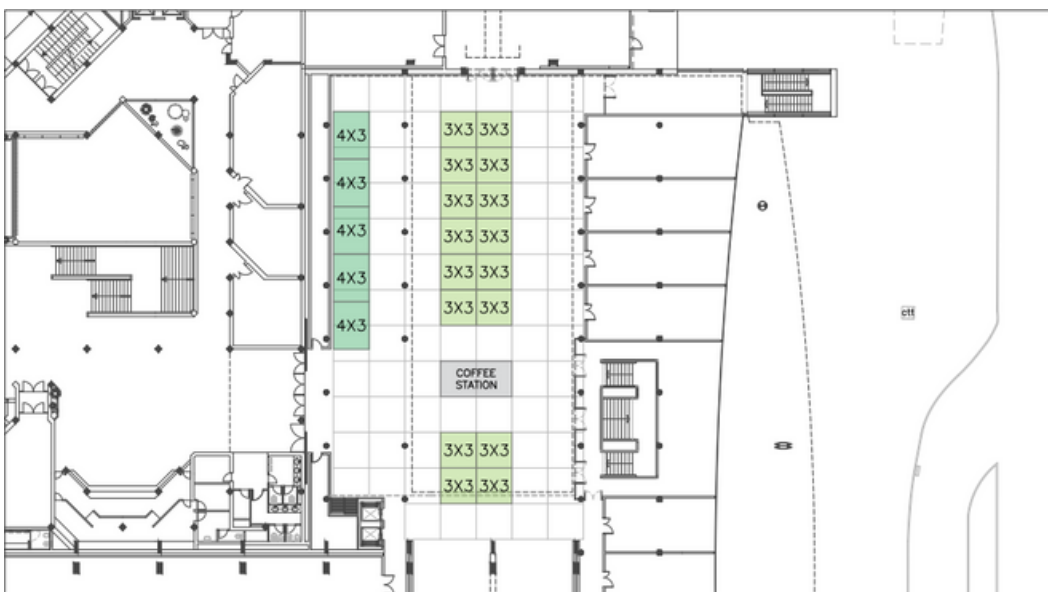
### Security services

Security services will be provided throughout the event days, build-up days and dismantling days. However, the organisers cannot hold themselves responsible for any loss or damage to exhibitor's property. In the event of loss or damage, the organisers should be informed immediately.

# FLOORPLAN



1. Provisional Event Floorplan - CCL Ground floor  
-Exhibition Area, Interactive Zone, Portugal Corner and Catering Area



2. Provisional Event Floorplan  
-Exhibition Area at Pavilion 4

## DEADLINES AND PROVISIONAL SCHEDULE

All order forms should be submitted until the 20th of October 2022.

Please note that after this deadline, requests will be taken upon consideration of the timing of the event and subjected to availability.

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

### Provisional Schedule

SET-UP	
<u>Schell schemes</u> 13th of November Between 08:00am and 08:00pm	<u>Space only</u> 12th-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

The provisional schedule is as follows.

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

The times indicated above should be sufficient for build-up and dismantling. However, exhibitors 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 exhibitor.

## 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)
- Hygienization Reinforcement
- Desinfection 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/m<sup>2</sup> (if goods are to displayed on the ground floor of the pavilions), or over 200Kg/m<sup>2</sup> (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.





# MOVING TOGETHER

*See you in Lisbon in 2022!*

**ALL ORDER FORMS ARE  
AVAILABLE ONLINE**

