



The EVENT
afpop expo
Bringing People Together

The ***afpop expo*** is a place where members of the local and foreign community are able to find information and advice, meet with businesses and learn more about the community in Portugal.

Building on the success of ***afpop expo*** (Better Living in Portugal Expo) in 2025, we are pleased and excited to announce the details for this year's event, which will once again be held in the Portimão Arena on the weekend of 03/04 October.

Each year we are pleased to welcome many new Exhibitors from both the foreign and Portuguese communities. The many thousands of visitors to the ***afpop expo*** enjoy free entry to this annual event, providing an excellent networking opportunity for Exhibitors.

With the energy that is created by this mix of large and small, foreign and Portuguese businesses working together, we expect once again to create a successful exhibition and showcase the business community.

Become an *afpop expo* Exhibitor and your business will see the benefit!

The ORGANISER
afpop

afpop was founded in 1987 and is a non-profit Association of Members, specialising in providing a comprehensive range of information services, advice and support to foreign residents and visitors to Portugal. Over the last 39 years ***afpop*** has evolved into the largest and most important foreign resident Association in Portugal, with the objective of assisting Members of all nationalities to make the most out of living and working here.

The range of services and activities provided through the Association is extensive and grows each year. Membership affords access to the latest information concerning Portuguese laws, offers assistance with issues concerning Members and hundreds of negotiated financial benefits with local businesses.

Whilst remaining a Members' Association, ***afpop*** is proud to work with businesses and the broader community, helping them to promote all that is best about living in Portugal and believes that ***afpop expo*** is a trusted and time served opportunity for businesses to present their services to a growing expatriate market in the Algarve.



EXHIBITOR TERMS AND CONDITIONS – *afpop* expo 2026

These Exhibitor Terms and Conditions & Regulations are part of The Exhibitor's Manual and Proposed Contract Subletting Stand and Services

Place: Portimão Arena
Dates: **3rd and 4th of October 2026**

Abbreviations used in these Exhibitor Terms, Conditions & Regulations:

afpop - Associação de Proprietários Estrangeiros em Portugal
The Exhibition – *afpop* expo 2026

1. GENERAL INFORMATION

afpop is responsible for the management and execution of *afpop* expo, and it is the responsibility of *afpop* to ensure the smooth operation of The Exhibition.

These Exhibitor Terms, Conditions & Regulations form part of the 'Proposed Contract Subletting Stand and Services' issued between The Exhibitor and *afpop*.

The official accepted legal and official Exhibitor Terms, Conditions & Regulations can be found on the expo.afpop.com website in the Portuguese language (Manual). In the case of any legal dispute, the **Portuguese** Exhibitor Terms, Conditions & Regulations will prevail. This English translation is literal and *afpop* does not accept any responsibility for mistakes or inaccuracies resulting from this translation.

Schedules

afpop has the right to change the established schedules (opening and closing), based on security or other relevant reasons, with no obligation of paying any type of compensation to the Exhibitors. Exhibitors can access their stands one hour before the opening and should remain therein until the closing of the exhibition. It is recommended not to leave the premises, for security reasons, until the exit of all visitors.

2. REGISTRATION

Confirmation of the rental of Space in The Exhibition will be made in writing in the form of a contract, signed by *afpop* and subject to a 50 percent deposit of the total Space cost having been made by the **31st of July** (or 15th of August if booking is made after July).

The balance of 50 percent (or the full amount if booking is made after 15th of August) must be paid no later than **31st of August 2026** without exception.

If the stage payments are not made by the dates specified in these Exhibitor Terms & Regulations *afpop* may exercise the right to exclude The Exhibitor from The Exhibition without refund or compensation and may offer The Space for sale to other interested parties.

Acceptance of participation is by permission of *afpop* only. *afpop* may refuse entry to a person or persons that according to its criteria, may be harmful, aggressive or detrimental to The Exhibition

Inscription and participation will only be confirmed after written communication from *afpop* to the Exhibitor.



3. SERVICE REQUEST AND EXCLUSIVE SERVICES

Registration dates and penalties

Request for outside services such as furniture during the period of setting-up have a surcharge of 30% and are subject to availability of the service provider. All furniture requests should be sent to the organisers before the **11th of September 2026** to ensure satisfaction.

The deadlines for the acquisition of services and for the full payment of invoices can be found in Proposed Contract Subletting Stand and Services included in the Exhibitor's Manual.

Due to security, integrity of the existing construction and technical compliance reasons, some services are exclusively provided by the venue:

Namely:

- Supply of electrical power
- Supply of water and drain spots
- Suspensions in the pavilion ceilings (where authorised)

afpop will ensure that the prices charged for the exclusive services are in accordance with the current market prices.

Noise

The maximum noise level allowed in the exhibition pavilion is 60 Db. Exhibitors that wish to hold performances, musical presentations and movie screenings must contact **afpop** to obtain the proper permission.

Any technical and/or legal issues related with propriety rights and/or copyrights are of the sole responsibility of the Exhibitors.

The Exhibitor is prohibited from using sound amplification systems in Exhibition Space that may disrupt the smooth running of The Exhibition or impede other Exhibitors' ability to conduct business.

4. SETTING-UP AND DISMANTLING

The Exhibition will open to the public on **3rd of October 2026** from **10h00 until 18h00** and on **4th of October 2026** from **10h00 to 16h00**. The published opening times and durations may be delayed or altered as **afpop** deems appropriate, but without compensation or reimbursement of sums already paid by The Exhibitor. Advance notice will be given where possible.

Timetable:

SET UP

2nd of October: 08h30 - 21h00!

EXHIBITION

3rd of October: 10h00 – 18h00

4th of October: 10h00 – 16h00

DISMANTLING

4th of October: 16h30 - 22h30

5th of October: 09h00 - 12h00* (to be confirmed, as this is a national holiday)

Exhibitors can enter the Arena on **Saturday** and **Sunday** from 09h00. Earlier access only by prior arrangement with the organiser.

The dismantling of Stands and the removal or collection of materials from exhibition space must not begin until the exhibition has officially closed or unless specific permission has been granted by the organisers prior to commencement.



The setting-up and dismantling of Stands and removal of exposed material must be completed within time limits set by the organisers.

Material not removed within the schedule may result in it being moved and stored by **afpop**. In the event of this clause being implemented, the Exhibitor absolves **afpop** or its officers from any responsibility for damage and The Exhibitor agrees to pay all charges relating to the storage and removal of such materials.

5. CONDITIONS OF ACCEPTANCE OF ADMISSION & PARTICIPATION TO EXHIBIT

As the exhibition is a closed, paid for and contracted Exhibition, **afpop** has the right to refuse entry or refuse to enter into an agreement with any party who it deems is not suitable, or who could mislead visitors to or directly disrupt The Exhibition, its organisation or smooth running.

afpop requires that all Exhibitors are bona-fide and legal to trade in Portugal and carry the necessary licenses issued by official governing bodies to prove the legitimacy of their business and the practices therein. Please note that when booking a stand, Exhibitors are declaring that this is the case.

afpop has a legal and moral obligation to protect members of the public and Members of The Association from misrepresentation, be it deliberate or without prejudice from companies, entities and individuals exhibiting at the exhibition.

It may therefore be necessary for the Exhibitor to prove its legal compliance at any time, whether prior to an Agreement being issued or during The Exhibition to **afpop** or other legal entity.

In all cases, licences, insurances and other necessary guarantees, must be present during The Exhibition and be available should **afpop** or other governing bodies request them. Failure to provide such documentation may result in the closure of the exhibition space.

CANCELLATIONS by the Exhibitor

After the booking form has been received, you will be contacted by e-mail to confirm your booking. The booking will be binding and only be cancelled after receiving a cancellation by e-mail to expo@afpop.com.

For cancellations after 31st of August a refund of only 50% on payment will be made

In case of cancellations after the 30th of September or 'no-shows' at the event, **afpop** reserves the right to retain monies paid without prejudice and no refund will be issued.

For any stand which is cancelled prior to the event without sufficient notice and for which payment has not been received in advance the Exhibitor is required to pay the full price of the stand.

Tombola, lotteries and other games of chance are not permitted unless the Exhibitor holds a licence allowing them to conduct such games of chance. Games that require skill or other effort are permitted but must require the participant to exercise some measure of intelligent participation and not simply enter by purchasing a ticket or leaving their name on a list.

6. SECURITY

The Exhibitor must not in part or whole, either by using for display purposes or for storage, block corridors, fire exits, visibility and access to fire extinguishers, valves and fire hoses or in any way store stock or stock items (including boxes) in any position other than in the allocated Space.

afpop may prevent the display of or can at any time ask to be removed from the spaces, any products that are considered deficient, dangerous, disturbing or that do not conform with the objectives of the Exhibition. In case of this happening, **afpop** reserves the right to remove such objects.

Unless prior written permission by **afpop** has been given, it is prohibited to display or conduct demonstrations using appliances or equipment that have open flames. Such instances will result in the space



being closed by **afpop**.

The use and storage of gas cylinders, without the prior written consent by **afpop** in The Pavilion, is prohibited and may result in the closure of the exhibition space.

Responsibilities & Obligations of The Exhibitor

While every care and attention is taken by The Organiser to ensure the security of all items within The Pavilion, the ultimate responsibility remains with The Exhibitor.

afpop is not responsible individually or as a whole for any damages or losses that may result to The Exhibitor, its staff, third parties or the products exhibited, whatever the nature or the fact including but not limited to fire or theft. No compensation will be made by The Organiser in any instant.

The Exhibitor is responsible for any and all damages or losses caused by their infrastructures, equipment, articles on display or activities on their stand, as well as through the actions of their staff which causes any damage to visitors or other stands.

The Exhibitor is responsible for any and all damages and losses caused both directly and in-directly in The Pavilion, to The Exhibition space, both occupied or otherwise through products or display material in their space or other Exhibition Space.

Exhibition Space must be returned to **afpop** in the state in which it was delivered.

Any and all repairs that may have to be made due to damage, both deliberate and otherwise will be charged to The Exhibitor directly.

Accordingly, it is the responsibility of The Exhibitor to inform the organiser of any and all damage that exists immediately after completion of the construction of the Space, so as to indemnify The Exhibitor from any responsibility.

It is the responsibility of The Exhibitor, to ensure the security of their exhibition space at all times. It is therefore deemed that the risk remains entirely with the exhibitor for all exhibition material and display items.

The exhibitor is not permitted to present or distribute products or material that may cause offence, harm or damage to other exhibitors or visitors or that may deteriorate the flooring or construction of the pavilion, or the individual exhibition space within the pavilion, including exterior buildings.

It is strictly forbidden to deposit or dispose of hazardous, flammable or explosive materials, or malodorous materials, in or around the premises of the pavilion or to harass other exhibitors or the visiting public.

It is not permissible under any circumstances to move the stand.

The Exhibitor and their employees should know the location of fire extinguishers, emergency exits and consult the emergency plan.

The cleanliness and presentation of the stands remains the responsibility of The Exhibitor and must be completed prior to the opening of the exhibition to the public.

Exhibitor vehicles that are not properly parked in areas provided may be removed by the authorities without notice or recourse.

Any and all situations that are deemed to be dangerous or potentially dangerous, or an emergency, must be reported to **afpop** or the Arena staff immediately.

All Exhibition Spaces must remain open and staffed during the public open hours of The Exhibition.



Surveillance

afpop ensures that there will be surveillance services during the period of setting-up, operation and dismantling of the event. As the construction of the stands is of the sole responsibility of the Exhibitor or external companies, the periods of setting-up and dismantling should be supervised by those responsible. During the dismantling, the Exhibitors should be present at the stand until all materials are safely removed. In accordance with the security requirements, Exhibitors must comply with the following rules:

- Be present at the stand during the working period
- Exhibit the individual identification cards in a visible manner.

Exhibitors are responsible for the safekeeping of their material and may make up a specific insurance specifically for their participation in The Exhibition

It is the responsibility of the Exhibitor, to ensure the safety of their exhibition space at all times. It is therefore deemed through this section that the risk remains with the Exhibitor solely for all exhibition material and display items.

7. TECHNICAL REGULATIONS

Each modular space has a floor area of 9m² (3m x 3m) or '**afpop expo** Shopping' 4,5m² (3m x 1,5m). Each stand is constructed from aluminium framework, wooden inserts, carpet in a neutral colour and lighting. Whether they are single or multiple modules will be equipped with one single-phase electrical supply.

Heights of the Stands constructive items:

Projects for the Stands, above the minimum height, must always be submitted to **afpop** Technical Approval.

MINIMUM HEIGHT: The set height for the Exhibition standard decoration: 2,5m

MAXIMUM HEIGHT: 4m

All stands with elevated pavement/flooring whose height is more than 7 cm must possess an access ramp facilitating mobility measuring at least 90 cm in width and 8% inclination according to legal norms.

It is not allowed to secure objects (nail, screw, stake or glue) that may damage the pavement or other existing elements in the pavilion.

All damage in standard shell schemes will be charged to the Exhibitor, unless highlighted to the organiser before the Exhibitor takes possession of the stand.

The maximum admissible load on the floor is 2.000 kg/sqm.

Space reserved for Exhibitors that is not occupied 1 hour before the opening of the exhibition, without prior agreement with the organisers, will be deemed to have been forfeited and **afpop** reserves the right to re-sell or otherwise dispose of or close the Space.

The Exhibitor is solely responsible for all damages or losses caused by its material or structures, equipment, items on display in exhibition space or activity, as well as the actions of its subcontractors, where they cause injury to visitors or other Exhibitors.

If the Exhibitor requires an extension or requires a specific time that is outside of the published build-up and break down times, a special permit will have to be sought. These instances will be dealt with on a case-by-case basis and any additional costs will be passed on to the Exhibitor.

It is also forbidden to display materials from other producers that are not represented by the renter of the space.



Subletting

Space at the exhibition is for the sole use of the contracted Exhibitor. Sub-letting, sharing or the transfer of space is strictly prohibited. If any instance is found, this may result in **afpop** closing the exhibition space, cancelling the agreement with the Exhibitor without recourse or refund of monies paid, or levying a further charge.

The Exhibitor cannot pass on the stand, object of this contract, or part of it to a third party without the knowledge and consent, in writing of **afpop**.

Electricity, Water and Internet

Electricity is supplied in alternating current with a frequency of 50 Hz and a voltage of 230/400 volts.

All electrical installations and equipment must conform to The Exhibitor Terms, Conditions & Regulations, with particular reference to the Rules of Safe Use of Electricity (RSIUUE).

The organiser doesn't accept responsibility for power failures.

It is essential that details of use that fall outside of the normal use of the electricity supply are included in the registration form.

Specific requests for water, internet, telephone, drainage or electricity, must be submitted in writing prior no later than 15 days prior to commencement of build-up.

Water supply will be dependent on the location of the stand.

The costs related to extra required technical services (electricity, telecommunications, water, etc) shall be subject to payment as per the tariff.

Wi-Fi is available within the arena, free of charge. The service is provided by Portimão Arena and its Technical Service department. The Wi-Fi of the arena does not allow VPN access!

8. FOOD & DRINK

The preparation of food and drink in The Exhibition Space, in particular outside of the restaurant area is strictly prohibited.

The only exceptions are samples offered for free as courtesy refreshments on The Exhibition Space and which must be served and consumed within the confines of The Exhibition Space.

The sale of food for consumption outside the area of The Exhibition is permitted, provided that The Exhibitor is a license holder for this purpose and the goods are properly packaged and stored according to the laws of hygiene and food safety.

9. AGREEMENT GENERAL

By entering into this agreement, the Exhibitor and the parties responsible for its presence agree to abide by and follow The Exhibitor Terms & Regulations.

Breaches relating to The Exhibitor Terms, Conditions & Regulations

From the date of acceptance of the contract, the Exhibitor shall for all purposes pertaining to The exhibition either on its own or on behalf of the company or companies it represents, strictly comply with all provisions of these Exhibitor Terms, & Regulations and the contract issued therein



Complaints should be made in writing and be submitted no later than 24 hours in all cases.

In the case of a breach of Exhibitor Terms, Conditions & Regulations, **afpop** reserves the right to take the measures it deems appropriate, including the cancellation of the rights of the Exhibitor, without recourse or the right for compensation or refund of monies paid.

In the cases of severe breaches of the Exhibitor Terms, Conditions & Regulations during the Exhibition, **afpop** can order the closure of the exhibition space without recourse or notice.

10. INSURANCE

The Exhibitor must have sufficient insurance covering the risk of fire, lightning, explosion, flooding, or theft including the products and/or articles exhibited within the contracted space.

The Exhibitor shall be responsible for public/civil liability insurance covering the potential loss or injury sustained by Exhibitors or visitors to the contracted Space.

The Exhibitor shall arrange public/civil liability insurance covering the potential loss of damage to **afpop** or The Site by Exhibitors.

11. CANCELLATION OR DELAY OF THE EXHIBITION BY THE ORGANISER

In extreme cases, Acts of God, Force Majeure or circumstances beyond the control of **afpop** The Site, the owner or the pavilion where the exhibition is held or, it may be necessary to delay or cancel the opening of The Exhibition.

In case of cancellation of the **afpop expo**, all Exhibitors will be entitled to a refund of monies paid, less any and all costs incurred by the Organiser on behalf of the Exhibitor.