AEROSPACE Meetings Lisboa

PLASTICS Meetings - LISBOA

Participants Technical Guide

February 1 – 2, 2017

Lisboa Congress Centre - AIP Congressos
Praça das Indústrias
1300-307 Lisboa – Portugal
www.lisboacc.pt

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EMBRAER OGMA

abe advanced business events abvbe.com in association with pemas Cefamol Portuguese Association for the Mould Industry

CONTACTS

General Organization :

advanced business events
35-37, rue des Abondances
92513 Boulogne cedex - France
Tel : +33 1 41 86 41 35 - Fax : +33 1 46 03 86 26
Website: www.bciaerospace.com/lisboa
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Website : www.pemas.pt
E-mail: pema@pemas.pt

EVENT SCHEDULE & AGENDA

The schedule is given on an indicative basis, the definitive timetable will be given with your BtoB meetings agenda.

Tuesday, February 1 (Lisbon Congress Center*)

08.00am – 08.30am: Welcoming of exhibitors/ congressists
08.45am – 10.30pm: Magistral Aero Topic Conference
10.45pm – 12.45pm: One-to-one meetings & Workshops
12.45pm – 02.00pm: Lunch
02.00pm – 06.0pm: One-to-one meetings & Workshops
06.30pm: Cocktail

Thursday, February 2 (Lisbon Congress Center*)

08.00am – 08.30am: Welcoming of exhibitors/ congressists
08.45am – 10.30pm: Magistral Plastic Topic Conference
10.45pm – 12.45pm: One-to-one meetings & Workshops
12.45pm – 02.00pm: Lunch
02.00pm – 06.0pm: One-to-one meetings & Workshops

	Monday, January 31	Tuesday, February 1	Wednesday, February 2
Set up hour	04.00pm / 08.00pm	07.00am / 09.00am	
Access to Exhibition Hall	04.00pm / 08.00pm	07.00am / 06.00pm	08.00am / 06.00pm
Cocktail Reception		06.30pm / 09.00pm	
Move-out			06.00pm / 06.30pm

*** LISBON CONGRESS CENTER, Praça das Indústrias 1300-307, Lisboa**

RECEPTION DESK

Upon arrival at the Exhibition Center, all participants must go to the reception desk and collect their participant folders. The participant folder contains the following items

- Your Schedule of Meetings
- Your Name Badges
- Your Floor Plan & More

BOOTH SET-UP

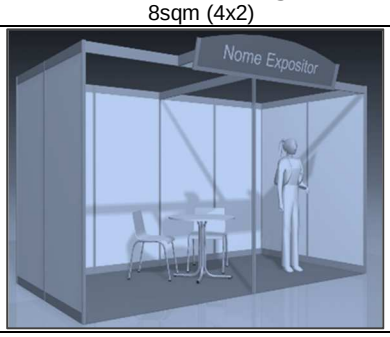
Set up time will be running from **4:00 PM to 8.00 PM on Tuesday, January 31, 2017**. For exhibitors unable to make it on Tuesday, it is recommended to arrive at the Exhibition Center at **7.00 AM on Wednesday, February 1** to complete the set up and personalization of their booths.

Aerospace Meetings / Plastics Meetings Lisboa offers hard walled booths. **We strongly recommend you to bring graphics to customize your space** or order custom-printed wall and fascia panels for a more professional appearance. You must bring necessary materials to hang or paste your graphics (chains, hook, adhesives, clips and so forth). **It is strictly forbidden to drill into the panels.**

Noisy machines or sound systems are not allowed. Also ensure that all equipment and graphics you'll bring can actually fit in your booth.

BOOTH DETAILS

Each wall panel measures 1m (3.3ft) wide and 2.5m (8.2ft) high. Exhibitors are welcome to bring pop-up stands, rollups and other graphics as long as they fit within the dimensions of the selected booth and do not stick out.

Basic Package 4sqm (2x2)	**Premium Package** 8sqm (4x2)
	
✓ 1 table ✓ 3 chairs ✓ 1 fascia board *(1,98m x 0,26m / 0,47m)* ✓ 1 power supply ✓ Lightings & carpet	✓ 2 table ✓ 6 chairs ✓ 1 fascia board (*1,98m x 0,26m / 0,47m)* ✓ 2 power supply ✓ Lightings & carpet

**Pictures are non-contractual*

As mentioned above, your booth is equipped with an electric outlet. **You must bring multiple outlets** if you're planning to use several devices.

ADDITIONAL FURNITURE

• Default furniture:
Our official supplier "FILDesign" offers an entire range of furniture & equipment. You may trade your default furniture or order additional equipment at your own cost.

• How to place an order?
To trade your default furniture or order additional equipment: simply complete the appropriate booking form provided in annexes at the end of this document [click here].

• To customize your booth: if you want a special design for your booth please contact liliana.borges@aip.pt

ALL ORDERS MUST BE SUBMITTED BEFORE JANUARY 20

VIDEO PACKAGE RENTAL

• Available equipment:
Plasma screens rental

• How to place an order?
Simply complete the appropriate booking form provided in annexes [click here].

ALL ORDERS MUST BE SUBMITTED BEFORE JANUARY 20

Contact:

AIP
Liliana BORGES
Tel: +351 21 360 14 29
M: +351 92 798 48 39
liliana.borges@aip.pt

TECHNICAL SERVICES (i.e. power, water, handling, video)

For all technical orders, not included in your package, you must complete the appropriate form provided in the annexes:

Services	Contact
* any requirement related to power supply * water supply * phone supply and IT * rental of forklifts, nacelles or similar equipment * slings	AIP Liliana BORGES Tel: +351 21 360 14 29 M: +351 92 798 48 39 liliana.borges@aip.pt

ALL ORDERS MUST BE SUBMITTED BEFORE JANUARY 20

EATING AREAS

LUNCH

A seated business lunch will be catered on **February 1 & 2, 2017**. It costs 30 € per day and per person. Please feel free to enjoy the lunch to make the meetings more informal, and also to meet the companies with which you do not have an arranged meeting.

COFFEE BREAK

Complementary hot and cold beverages will be offered to all the participants on **February 1 & 2**, in the morning and in the afternoon.

COCKTAIL GALA

A cocktail, offered to all the BtoB Meetings participants, will be held on **February 1**, at 06.30pm, in the exhibition center.

INTERNET

For your convenience, a business center (copies, scanner, internet service) will be available.

If you wish to have a personal Internet connection directly on your booth, you have the possibility to settle a **WIFI network connection for 80€** per computer* during the whole event.

The WiFi connection control and payment will be on site on February 1 & 2.

* Please note that if you want use the connection for computers, tablets, smartphone…, at the same time, you have to book additional logins and passwords.

CONFERENCES & WORKSHOPS

If you are leading a workshop the conference room will be fully equipped: projector, screen, microphone…
If you are not planning to bring your own laptop and have other queries, please let us know.
For all your queries and concerns please contact Lola AGUILAR at:

daguilar@advbe.com or **+33 1 41 86 41 35**

SHIPPING

Be sure to have your materials delivered from 7:00 AM on January 31, 2017. Any earlier deliveries will not be handled. Send them to the address below and **add the name of the event as well as your company name** on the label:

"AEROSPACE MEETINGS LISBOA"
"PLASTICS MEETINGS"
Lisboa Congress Centre - AIP Congressos
Praça das Indústrias
1300-307 Lisboa
Portugal

Materials Delivery date: from **January 31, 2017**
Materials Pick-up: February 2, 2017 (closing)

Please contact the company **MERKUR** to ship your material:

Contact:

Maurício NEVES
Tel : + 351 912 240 666
portugal@merkur-expo.com

MOVE-OUT

Exhibitors must have all their materials and equipment cleared from the booths by **6:00 PM on Wednesday, February 2, 2017**. **Your materials and equipment must be picked up by your outbound carrier by 6:30 PM on February 2** from the Exhibition Center.

NOTE: you are recommended to attend all your belongings at all times. Advanced Business Events shall not be responsible for any damage caused to your equipment or theft. Any materials or equipment left or unattended by **Thursday, February 3 at 09.00am**, could be taken to a place the organizer deems appropriate at the participant cost and risk.

TRANSPORTATION

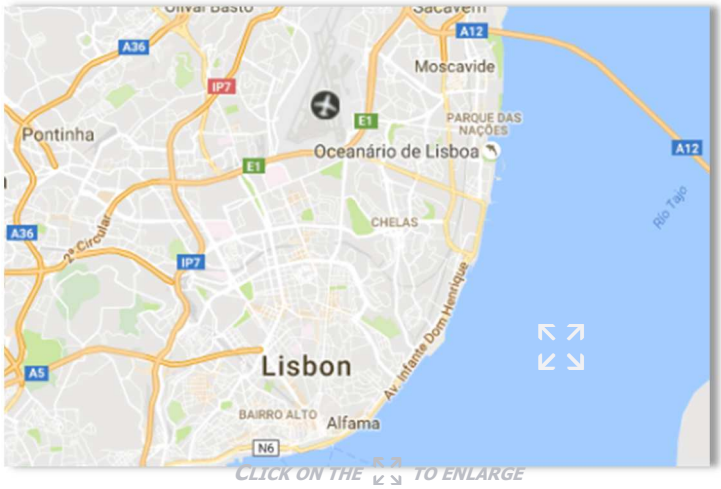
➔ FLIGHTS

Lisbon Humberto Delgado Airport:
- Also known as Portela Airport
- Located at about 7km north from the city
- 2 Terminals (Terminal 2 dedicated to low cost carriers)
- A regular shuttle service operates between the two terminals

How to reach the city center from the Airport?
The city center can be reached in ± 20 to 35 minutes by:
- Public Transportation
- Taxi
- Car

(More information on the sections below)

Lisbon Airport Information:
Tel: +351 218 413 500
Email : lisbon.airport@ana.pt
Website: www.lisbon-airport.com



CLICK ON THE TO ENLARGE

➔ PUBLIC TRANSPORTATION

From the Airport to the City Center

To use the Lisbon public transportation, you must purchase the '7 Colinas' / 'Viva Viagem' electronic travel card. Then you can charge it with the amount of your trips. It can be used both for the subway and bus.

CLICK ON THE TO ENLARGE

By Subway:
There is a metro station in the airport with a direct line to the city center "Aeroporto – Saldanha".
- ± 20 minutes to get to the city center
- ± 10 minutes to get to the central station (Gare Do Oriente – metro station "Oriente")
- Ticket: '7 Colinas' / 'Viva Viagem' electronic travel card
- Fare:
  - electronic card: €0.50
  - single fare price: €1.40
  - 24h network pass: €6.00

By Bus:
There is a bus network from the airport that offers services to passengers who are travelling to various destinations.
- ± 20 to 35 minutes to get to the city center
- Ticket fare: €1.40 or €1.80 (for a bus on-board fare)
- Bus Lines: 208 *(night bus)*, 705, 708, 722, 731, 744, 750, 783
- Timetables: www.carris.transporteslisboa.pt/Aeroporto

By AeroBus Shuttle
Linking the Airport to the main city points and hotels. The 24H AeroBus Pass can be purchased on board, online (www.aerobus.pt) or at the Turismo de Lisboa counters of the Terminal arrivals area.
- Shuttle departures: every 20 minutes from 7AM to 9PM
- Ticket (24h AeroBus Pass): valid for 24h of unlimited trips in the AeroBus Network
- Fare:
  - one-way ticket (x1):
    - €3.50 / person
    - €2.00 / person for a group (4 or more)
  - return ticket (x2): €5.50
- Calculate your own bus itinerary: www.aerobus.pt/Lines-Hotels

Access to the Exhibition Center

The Exhibition Center can be reached by bus and tram from the city center.
By Bus:
- N° 714 – Praça da Figueira / Outurela → *Leave at Rua da Junqueira (Centro de Congressos) stop* [timetable here]
- N° 727 – Roma-Areeiro / Restelo → *Leave at Rua da Junqueira (Centro de Congressos) stop* [timetable here]
- N° 756 – Olaias / Praça das Indústrias → *Leave at Rua da Junqueira (Centro de Congressos) stop* [timetable here]
- N° 28 – Portela / Restelo → *Leave at Hospital Egas Moniz/Av. da Índia stop and walk 100m* [timetable here]

By Tram: N°15 – Praça da Figueira / Algés → *Leave at Rua da Junqueira (Centro de Congressos) stop* [timetable here]

Lisbon Public Transportation General Information:
Ticket fare: €1.40 or €1.80 (for a bus on-board fare)
Bus Network: www.carris.transporteslisboa.pt
Subway Network: www.metro.transporteslisboa.pt

➔ TAXIS*

Taxi services are available outside the Terminal building.
From the Airport to the city center: ± 20 minutes for an approximate cost of €10-15 (indicative)

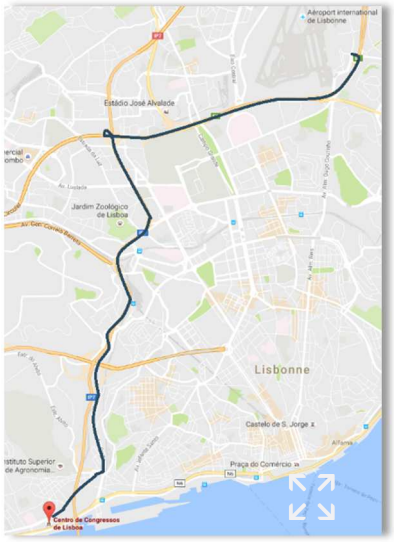
LISBON TAXIS	
Autocoope	+351 217 932 756
Radio Taxis	+351 218 119 000
LisbonTaxis	+351 911 704 708
Teletaxis	+351 218 111 100
Volancoop	+351 218 153 513

** make sure the meter is turned on at the beginning of the trip and always ask for a receipt/invoice*

➔ CAR

From the Airport to the Exhibition Center: ± 13km, ± 15 minutes

- ⇨ Head to west towards Av. Berlim (50m)
- ⇨ At the traffic circle take the 4th exit and carry on Av. Berlim (160m)
- ⇨ Turn on the right towards 2a Circular/E1 (100m)
- ⇨ Take the left lane to reach to 2a Circular with the access road heading to IC19/Sintra/EIXO Norte-Sul (230m)
- ⇨ Carry on 2a Circular/E1 (4,4km)
- ⇨ Follow exit A2 Sul towards Eixo N-S/Sete Rios (210m)
- ⇨ Take IP7 (3,8km)
- ⇨ Follow exit heading to Zona Portuaria Alcântara/P. Espanha (300m)
- ⇨ Turn right on Av. Ceuta (1,9km)
- ⇨ Keep following the left lane to carry on Av. Ceuta (350m)
- ⇨ Turn right on Praça Gen. Domingos de Oliveira (51m)
- ⇨ Carry on R. Alcântara (100m)
- ⇨ Turn left to carry on R. Alcântara (280m)
- ⇨ Carry on R. 1° de Maio (500m)
- ⇨ Carry on Rua Da Junqueira (230m)
- ⇨ Turn left on Tv. Conde Ribeira/Tv. Guarda (22m)
- Destination will be on the right



CLICK ON THE TO ENLARGE

Car Rental:
Car rental companies are located whether at the airport or near the central station.

COMPANY	PHONE N°	WEBSITE
AVIS	Airport +351 218 435 550 Central Station (Gare Do Oriente) +351 218 953 915	www.avis.com.pt
Budget	Airport +351 808 252 627	www.budget.com.pt
ACE RENT A CAR	Airport +351 877 822 3872	www.acerentacar.com
Hertz	Airport +351 219 426 300	www.hertz.pt
Europcar	Airport +351 21 840 1176 Central Station (Gare Do Oriente) +351 218 946 071	www.europcar.pt

HOTELS

Click on the image below to book your hotel with preferential rate

If it doesn't work, copy/paste this link on your browser : http://booking-meetings-lisboa.europa-organisation.com/

advanced business events
35-37, rue des Abondances – 92513 Boulogne Cedex - FRANCE
Tel : +33(0)1 41 86 41 35 Fax : +33 (0)1 46 04 86 26
www.bciaerospace.com/lisboa - www.lisboa.plastics-meetings.com

ACCESS TO THE VENUE

Lisboa Congress Centre - AIP Congressos
Praça das Indústrias
1300-307 Lisboa – Portugal
Tel: +(351) 213601400 | Fax: +(351) 213601499
www.lisboacc.pt

ANNEXES

Mobiliário

FILDESIGN

Sujeito ao stock existente

Imagens exemplificativas

Balcão sem portas

120 x 50 x 100cm (Alt)

35,00 €

Preto ou branco

AUSTIN

Balcão mdf pintado a tinta de água

110 cm (Alt)

42,90 €

Branco

MARROCOS

Balcão / consola

45,00 €

Tampo Bege

BASIC

Balcão /armário em estrutura de alumínio e laminado, com prateleira, portas de correr e fechadura

103 x 50 x 100 cm (Alt)

29,90 €

Branco e cinza

A BL

Armário com portas e fechadura

85 x 45 x 80 cm (Alt)

41,70 €

Preto ou branco

TEXAS

Balcão / armário / vitrine

85 x 45 x 100 cm(Alt)

50,00 €

Preto ou branco

ARIZONA

Mobiliário

Sujeito ao stock existente

Imagens exemplificativas

Balcão vitrina com duas prateleiras

85 x 45 x 100 cm (Alt)

58,35 €

Preto ou branco

TENESSE

Vitrina (poderá ser iluminada)
(peso máximo por prateleira - 6 kg)

43 x 37 x 163 cm (Alt)

27,20 €

35,00 €
Iluminada

Preto

VT

Vitrina com 3 prateleiras

66 X 40 X 150 cm (Alt)

66,70 €

Branco ou preto

KANSAS

Balcão vitrina 4 cubos

80 x 45 X 90 cm (Alt)

33,35 €

Vidro

CRISTAL S

Balcão vitrina 6 cubos

90 x 45 X 130 cm (Alt)

50,00 €

Vidro

CRISTAL L

Vitrina com armário, 3 prateleiras e iluminação

66 x 41 X 180 cm (Alt)

66,70 €

Preto

ALASCA

Sujeito ao stock existente

Imagens exemplificativas

Mesa redonda

75/80 (Alt) x 80 cm (⌀)

22,00 €

Branco

Mesa TIPO

Mesa redonda Branca

75 (Alt) x 80 cm (⌀)

25,00 €

Branco ou preto

Edimburgo low

Mesa redonda com pés em cruz

75 (Alt) x 85 cm (⌀)

25,00 €

Branco ou preto ou vidro

Chopstick redonda

Mesa quadrada com pés em cruz

80 x 80 x 75 cm (Alt)

26,70 €

Branco ou preto

Chopstick quadrada

Mesa alta

110 (Alt) x 60 cm (⌀)

21,00 €

Branco ou preto

Edimburgo

Mesa alta tampo de vidro

102,5 (Alt) x 60 cm (⌀)

21,00 €

Vidro

Bernier

Mobiliário

Sujeito ao stock existente

Imagens exemplificativas

Mesa rectangular

21,50 €

Branco

VIKA

Mesa de Apoio

55 x 55 x 45 cm (Alt)

15,45 €

Branco ou preto

Vaduz

Mesa de Apoio com tampo de vidro

78 x 78 x 45 cm (Alt)

29,90 €

Wengué / branco

MS BX

Mesa de apoio

52 x 51 x 64 cm (Alt)

29,20 €

Vidro

Malaga

Banco Alto forma

38 x 38 x 78 cm (Alt)

15,85 €

Cinza ou preto

Melbourne

Banco Alto com costas

42 x 37 x 111 cm (Alt)

16,50 €

Branco

York

Sujeito ao stock existente

Imagens exemplificativas

Cadeira PVC rebatível

5,00 €

Preto ou branco ou cinza

Mumbai

Cadeira estofada rebatível

6,00 €

Preto

Nova Deli

Cadeira em PVC e pés cinza

8,76 €

Branco

Cadeira tipo

Cadeira PVC

42,5 x 42,5 x 82 cm (Alt)

6,60 €

Branco ou preto

Batik

Cadeira PVC redondo

52 x 31 x 46 cm (Alt)

16,70 €

Branco ou Preto

Madrid

Cadeira Acrílico

9,50 €

Transparente (branco ou vermelho ou cinza)

Parma

Mobiliário

Sujeito ao stock existente

Imagens exemplificativas

Cadeira de braços estofada

17,00 €

Preto

Lisboa

Cadeira / Sofá 1 pax napa

75 x 64 x 86 cm (Alt)

42,90 €

Branco / Preto

Swan

Sofá Tecido 1 pax

63 x 67 x 50 cm (Alt)

33,40 €

Bege / azul / cinza / branco / preto

Malibu 1 p

Sofá Tecido 2 pax

63 x 67 x 50 cm (Alt)

75,00 €

Cinza / Branco

Malibu 2 p

Sofá napa 1 pax

76 x 70 x 68 cm (Alt)

58,40 €

Branco / Preto / vermelho

Bangkok 1 p

Sofá napa 2 pax

180 x 88 x 60 cm (Alt)

116,70 €

Branco / Preto / vermelho

Bangkok 2 p

Sujeito ao stock existente

Imagens exemplificativas

Sofá em napa 1 pax

71 x 65 x 68 cm (Alt)

70,10 €

Branco / Preto / vermelho

Manhattan 1 p

Sofá em napa 2 pax

125 x 65 x 66 cm (Alt)

116,70 €

Branco / Preto / vermelho

Manhattan 2 p

Puff Napa quadrado

40 x 40 x 40 cm (Alt)

17,50 €

Branco

Pouf 1

Puff Napa redondo

39 x 40 cm (Alt)

15,00 €

Preto

Pouf 2

Estante 4 prateleiras

90 x 40 x 160 cm (Alt)

33,33 €

Preto / Branco

DILI

Porta-folhetos 5 bolsas A4

24,20 €

PF

Mobiliário

Sujeito ao stock existente

Imagens exemplificativas

Bengaleiro

22 x 22 x 160 cm (Alt)

12,50 €

HANGER

Charriot

22 x 22 x 160 cm (Alt)

12,00 €

Cabides / un

0,50 €

CHARRIOT

Frigorífico 140 L

51 x 50 x 91 cm (Alt)

83,00 €

FRIG

Caixote de lixo

3,50 €

Preto

BD 1

Mobiliário

Aos valores referidos acresce IVA à taxa em vigor

Order Form – Furniture Services

Payment Conditions: 100% with the application, which is only valid after payment

Event Name			
Company Name / Booth			
Contact Name			
VAT Number			
Company Address			
Postcode / Town		**Country**	
Fax		**Telephone**	
E-mail		**Mobile Phone**	

If you need any furniture service, please describe it in the space below.

I authorize you to charge on my credit card:

□ **AMEX** _____

Card No. _____

Expiration Date: ___ / ___ / ___

Security Code: _____

Name on Credit Card: _____

Signature: _____

Total amount to be paid: _____

□ **Bank Transfer to:**

Lisboa – Feiras, Congressos e Eventos

Bank: Santander Totta, S.A.

Balcony: Avenida Conde Valbom

NIB: 0018.0000.39829121001.38

Swift Code: TOTAPTPL

Total amount to be paid:

_____

SIGNATURE: _____ **DATE:** ____ /____ /____

Please send to:

Lisboa - Feiras, Congressos e Eventos

Fax: +(351) 21 360 1499 **| E-mail:** lisboacc@aip.pt

To be filled by Lisboa - Feiras, Congressos e Eventos

Received on: ___ /___ /____ **Invoiced on:** ___ /___ /____

Signature: _____ **Signature:** _____

LISBOA fce
LISBOA FEIRAS CONGRESSOS E EVENTOS

Order Form – Audio/Visual Equipment

Payment Conditions: 100% with the application, which is only valid after payment

Event Name			
Company Name / Booth			
Contact Name			
VAT Number			
Company Address			
Postcode / Town		**Country**	
Fax		**Telephone**	
E-mail		**Mobile Phone**	

Service Description	Quantity	No. Days	Unit Price	Sub-total
Led Tv monitor 32” (need to be defined the type of support and signal connections)		2	74,25 €	
LED Tv monitor 40” (need to be defined the type of support and signal connections)		2	123,75 €	
Led TV monitor 46” (need to be defined the type of support and signal connections)		2	181,50 €	
Led Tv monitor 55” (need to be defined the type of support and signal connections)		2	280,50 €	
Plasma monitor 63” (need to be defined the type of support and signal connections)		2	561,00 €	
DVD PLAYER		2	33,00 €	
VIDEO PROJECTOR SONY *EW130 or similar* (2800 LUMENS)		2	107,25 €	
VIDEO PROJECTOR *SONY* CW275 *or similar* (4000 LUMENS)		2	247,50 €	
VIDEO PROJECTOR *SONY FH500 or similar* (7000 LUMENS)		2	693,00 €	
SOUND KIT (MIXING TABLE + AMPLIFIER + 2 SPEAKERS)		2	330,00 €	
WIRED MICROPHONE (*)		2	29,70 €	
WIRELESS MICROPHONE (*)		2	77,55 €	
Other type of equipment please contact technical personal				

(*) Involves requesting a Sound Kit

a) These costs include set-up and dismantling of the equipment.

b) Requests received after the stipulated deadline will be charged with an addition of 50%.

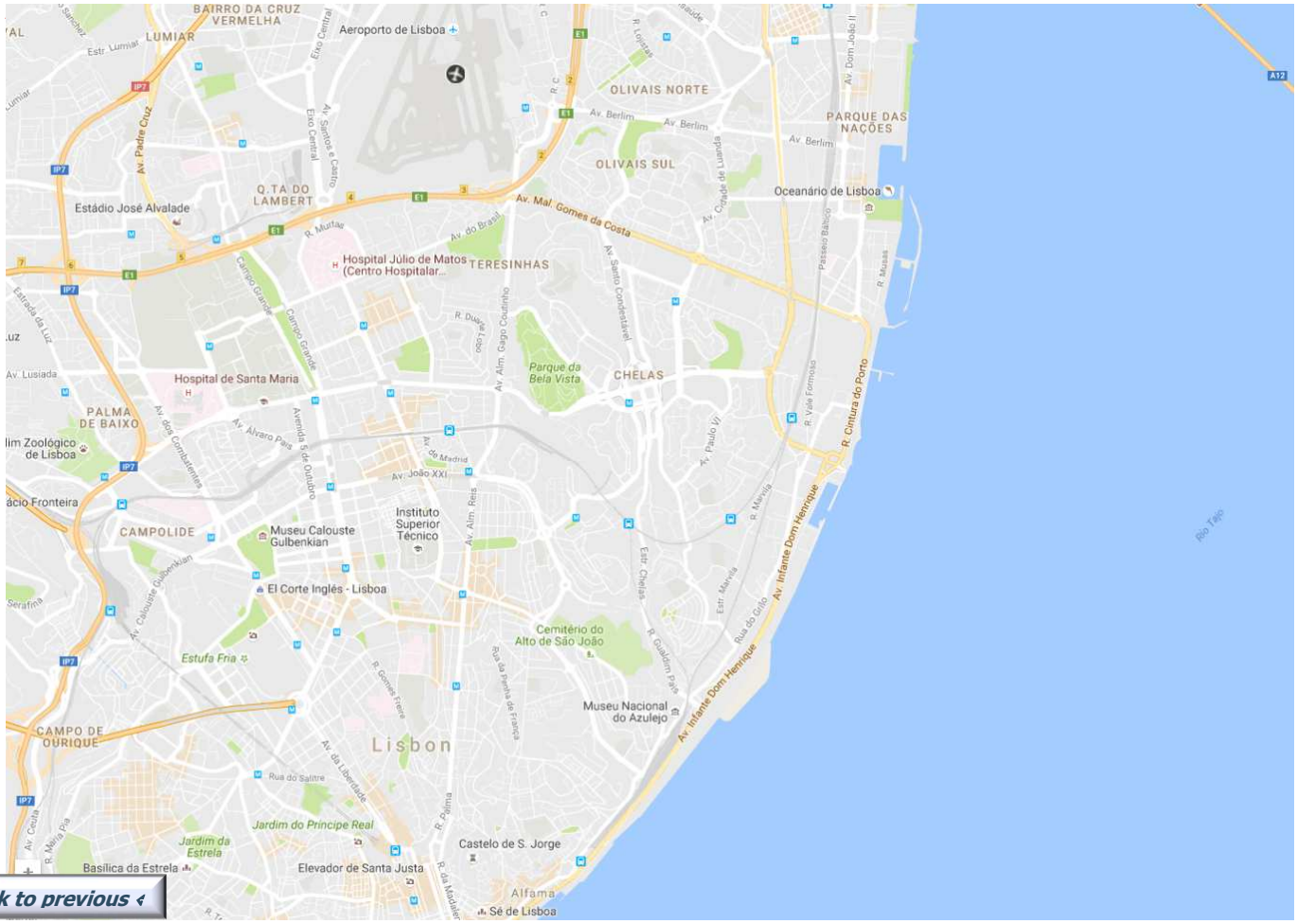
c) Loss or damage to equipment will be charged to the applicant.

Sub-total	
VAT (23%)	
TOTAL	

Praça das Indústrias, 1300-307 Lisboa, Portugal
Tel: +(351) 213 601 400 | Fax: +(351) 213 601 499 | lisboacc@aip.pt | www.lisboacc.pt

FIL Feira Internacional de Lisboa | Centro de Congressos de Lisboa | Pavilhão do Rio | Centro de Reuniões da FIL

› Click on the image to be redirected to the online plan ‹



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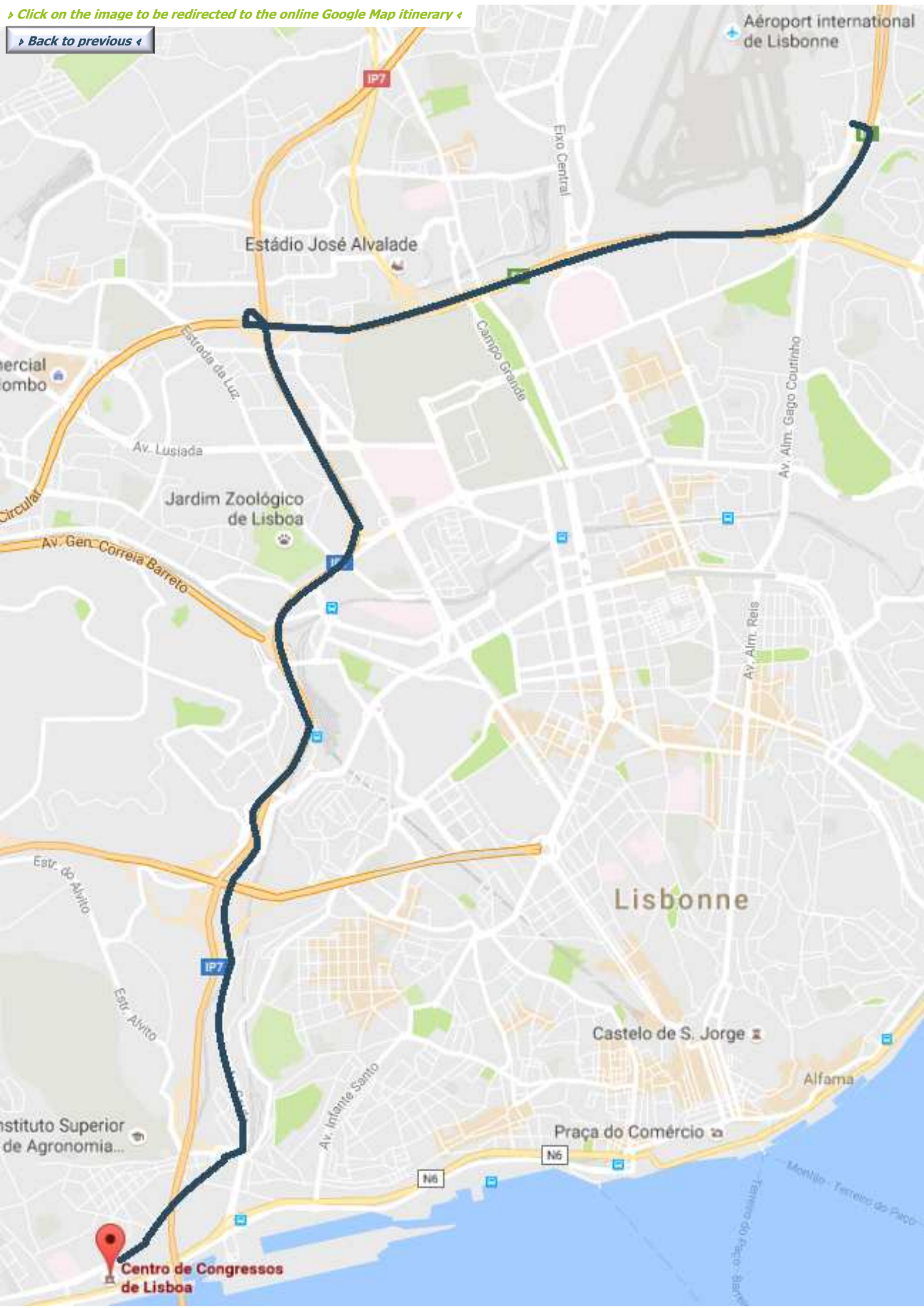
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