



ProWine Shanghai 2017

14th to 16th November 2017 – Shanghai, China



Registration Deadline: May 2nd 2017

General Information

In accordance to the 2016 Promotion Plan and with the aim to identify new business opportunities for the Economic Agents in Asia, ViniPortugal will participate at **ProWine, Shanghai**, and taking place from the **14th to the 16th of November 2017**.

Participation Conditions

- Registration open to Portuguese Producers with or without distribution in the market;
- Event requires Economic Agent physical presence. The Economic Agent must ensure his presence in the booth during the entire event.
- The Economic Agents commit to fill the event evaluation form at the end of the event
- Subject to the "Terms of Participation in Viniportugal Events", not relieving the reading of the document;
- Programme financed by CMO.

1. Participation Costs

- **550€ */m2 + VAT** (at the legal rate) for 3m2 booth multiples-

* For **producers with Port, Madeira and Azores wines in their Portfolio, the registration cost increases in 33% (wine not subjected to the promotion tax referred in D.L. nº94/2012 of 20th of April, nº 426/2012 of 28th of December).**

In case of sharing stand an extra fee of €125 per additional Economic Agent will be charged, however the weight restrictions and wine reference limit to be submitted, per booth, is the same. This value corresponds to the administrative costs related to wine transport, inclusion in catalogue, snack and other administrative costs. Stand sharing is subject to the limit of 1 Economic Agent per m2; however, in order to ensure a smooth running of the stand ViniPortugal recommends a minimum of 3m2 per each economic agent.

2. Payment, Financial Conditions and Penalties

- **First Payment of 50%**, with stand area and wines registration, should be done until the limit date of registration **May 2nd 2017** (payment outside closing date will result in an increase of 25% over the participation cost);
- **Second Payment of 50%** should be done until **September 30th 2017** (payment outside closing date will result in an increase of 25% over the participation cost);

The registration is only valid after payment. It is not considered enrolled a producer that has failed the 1st payment. In case of stand sharing, registration is only considered effective upon full payment, regardless of the number of Economic Agents
We do not accept registrations after July 31st 2017, even with penalty.

Payments may be done by bank transfer to IBAN: PT50.0033.0000.45326908938.05 or by check to the order of ViniPortugal

3. Cancellation of Registration

The cancellation of the EA registration, on its own initiative, is possible during the registration period. This cancellation is entitled to refund the registration fee if ViniPortugal is able to cancel all the commitments already made with its suppliers in the context of that registration. Otherwise, the reservation cancellation is made without the right to refund the registration fee.

After the registration period (May 2nd), ViniPortugal reserves the right not to make any return of the registration fee. In cases where an invoice generated has not yet been settled, ViniPortugal reserves the right not to issue a credit note on an invoice generated, maintaining the amount owed.

4. Services included in the ProWine Shanghai 2017

Economic Agents will benefit from:

- Support corresponding to **50% of the total cost** incurred to travel by air Lisboa/ Porto – Shanghai, according to conditions described in the "Travel section" (see below).
- Wines' and promotional material transportation from Portugal to the event venue, according to the limits described in the section "Wine Transportation".
- Economic Agent's Pre event Promotion
- Standard equipment by stand typology and possibility of hiring extra material (see specifications below)
- Security and daily cleaning of the stand
- Glasses, spittoons, ice buckets and ice management
- Light meal and coffee
- Storage area
- Free Internet access at the Welcome Desk and also individual access subject to the Fair's price
- Economic Agents' Brand Visibility in your stand according to specifications below.
- Page in the Wines of Portugal catalogue
- Wines of Portugal merchandising material (e.g. plastic bags and brochures) to distribute to visitors

Equipment included by stand typology

Stand 3m2 (front: 1,5m aprox.)

- 1 counter unit with 750mm, bottle exhibition area and storage area
- 1 tall stool
- 1 Bottle Exhibitor
- Storage closet
- Producer Identification Plate
- Producer Communication Area (*placard* A1 aprox.)
- 1 catalogue page (10 wines)
- 60 Kg wine/material transportation

Stand 6m2 (front: 2m aprox.)

- 1 counter unit with 750mm, bottle exhibition area and storage area
- 1 tall stool
- 1 table and 2 chairs
- 1 Bottle Exhibitor
- Storage closet
- Producer Identification Plate
- Producer Communication Area (*placard* A1 aprox.)
- 1 catalogue page (10 wines)
- 60 Kg wine/material transportation

Stand 9m2 (front: 3m aprox.)

- 1 counter unit with 1100mm, bottle exhibition area and storage area
- 2 tall stools
- 1 table and 4 chairs
- 2 Bottle Exhibitors
- Storage closet
- Producer Identification Plate
- Producer Communication Area (*placard* A1 aprox.)
- 1 catalogue page (10 wines)
- 90 Kg wine/material transportation

Stand 12m2 (front: 4m aprox.)

- 2 counter units with 750mm
- 2 banco alto
- 2 tables and 4 chairs
- 2 Bottle Exhibitors
- Storage closet
- Producer Identification Plate
- Producer Communication Area (*placard* A1 aprox.)
- 2 catalogue pages (10 wines x 2)
- 120 Kg wine/material transportation

Extra Furniture

There is the possibility of acquiring extra furniture, subject to restrictions inherent to each stand's area. The costs for extra furniture do not benefit from financial support from the financial support program

- Counter 750mm / 1100mm
- Tall stool
- Chair
- Meeting table
- Acrylic Folder Screen

5. Wine Transportation

The wine and promotional material transportation from Portugal to the event venue is included, according to the following limits::

- 60Kg of gross cargo for Stands up to 6 m2;
- 10Kg/m2 of gross cargo for stands with more than 6 m2.

The limits for the transportation of wines / promotional materials are defined by the stand area, **this meaning that the sharing of stands will not entitle to increments in the transportation limits.**

The non-compliance with the limits described above, **will imply extra costs** on top of the stipulated limits, **not covered by financial support from the CMO Program;**

In case of sending the wines to the transportation company in the name of different companies, **will be charged an extra cost per each company.**

In case of non-expected surcharge over fortified wines or custom fees, that value **will be debited *a posteriori* by ViniPortugal to each Economic Agent in its due proportion.**

6. Travels

The Producers will benefit of a 50% support of the total flying cost Lisbon – Shanghai or Porto – Shanghai, up to a limit of **1200 Euros per Stand** (50% - maximum support of 600 Euros). In order to benefit of the 50% support of the flight the Economic Agents must:

- **1st Step:** Schedule the flight with the travel agency and proceed to its payment;
- **2nd Step:** Issue an invoice in the name of ViniPortugal, with the maximum value of 1200€ (IVA immune: al. r), n^o1, art. 14^o do CIVA);

Billing data:

ViniPortugal – Associação Interprofissional para a Promoção dos Vinhos Portugueses
Rua Mouzinho da Silveira, 5
1250-165 Lisboa
Contribuinte 503 736 864

NOTES:

The invoice issued by the Producer shall be duty accompanied by copies of the boarding passes and invoice that supports the value to re-invoice to ViniPortugal. Without this information the Producer will not benefit from the travel support.

Travel expenses will only be accepted in case the date of the actual travelling is, at the most, two days before and two days after the event. For other situations please contact Viniportugal.

- **3rd Step:** Send the invoice with boarding passes and a copy of the original Travel Agency's invoice, to ViniPortugal. **Without this information, by imposition of the funding program, the EA will not benefit from the travel support.**

Accommodation: Not included.

7. Participation Steps

Step 1: Online registration on the online platform and send payment proof of first instalment, until **May 2nd 2017**, to saf@viniportugal.pt. In case of payments by bank check, send to Viniportugal to the care of "Serviços Administrativos e Financeiros";

Step 2: ViniPortugal will confirm the first registrations;

Step 3: Send proof of remaining payment (50%) until September **30th 2017** to saf@viniportugal.pt.

Step 4: Send boxes with wines and promotional material, in date, and place to be confirmed.

Step 5: Inform ViniPortugal through e-mail marketing@viniportugal.pt, of actual date of wine delivery at the expediter.

8. Space Allocation Criteria

The registration is not a guarantee of space allocation. In case of over booking, and provided that registrations meet the above requirements, and there are no debts due and not settled, priority will be given to the Economic Agents according to the following order:

1. with more participations in Viniportugal events in this market in 2016;
2. with more participations in Viniportugal events in the world in 2016;

More Information:

Event: Cátia Moura | catia.moura@viniportugal.pt | +351 223 323 072

Registrations: Miguel Vicente | miguel.vicente@viniportugal.pt | +351 21 356 98 98

Billing: Luís Franco | luisfranco@viniportugal.pt | +351 21 356 98 90