



ACCESS AND USE REGULATIONS

1. General Conditions

This regulation defines the rules for accessing the physical spaces and services provided at the Núcleo Empresarial de Almada Velha, managed by Novalmadavelha - Agência de Desenvolvimento Local.

The incubator is focused on promoting the professionalization and sustainability of businesses with the potential to create local employment, prioritizing projects with innovative, disruptive and scalable business models in the fields of Tourism and Leisure, Culture and Heritage, Urban Entertainment and Traditional Crafts, Communication and Marketing, Design, IT, R&D, Consulting, and Training, as well as business services that can complement and create synergies with other established activities.

The following activity sectors are excluded from the incubator: real estate services, civil construction, legal services, healthcare services, and financial services.

Access to the incubator is granted under favorable conditions compared to market prices and includes access to business networks, financing and mentoring opportunities, capacity-building and information initiatives, and promotional activities, to boost emerging projects in the prioritized sectors.

As initial and explicit support for the establishment of new business initiatives (to be founded or founded within one year), a rent discount is granted for the first six (6) months, according to the current pricing table.

Companies coming from the Madan Parque and the Quarteirão das Artes incubators may transfer their activities to Núcleo Empresarial de Almada Velha due to the need for increased workspace to create additional jobs and will benefit from the discount outlined in the pricing table.

Other projects may also be admitted under special circumstances, subject to an evaluation of the relevance of the activity and the availability of space. However, they will not benefit from the initial discount and will be subject to the standard reference price for companies that have been in operation for more than one year.

2. Available Spaces and Provided Services

a) Common Use Spaces: The building has shared-use spaces available to all users, including a reception for customer service and common administrative tasks, a waiting area, a meeting room, a training room, circulation areas, a kitchenette, wc's, and a patio.

b) Individual Offices: Seven individual workspaces of 30 m² are available, equipped with electricity, internet, and communication infrastructure.

c) Atelier Spaces: Three autonomous-access spaces are available, measuring 70 m², 74 m², and 115 m². They are equipped with independent electricity and water meters.

d) Virtual Incubation: Virtual incubation services are also available, offering users fiscal domiciliation, mail reception services in a designated mailbox, and access to the meeting room by prior booking during business hours.



3. Application Conditions and Procedures

Candidates individually or as a group who wish to start and develop business activities within this incubator must formalize their application by filling out the Application Form available online at www.novalmadavelha.pt/neav for a maximum stay of 3 years, potentially extendable to 5 years, subject to evaluation. Any changes to this regulation will only be accepted by decision of the managing entity, upon a duly justified request from the interested parties.

Applications are evaluated based on the academic and professional background of the promoter, the economic and financial viability of the project, the distinguishing and innovative characteristics of the service and/or product and/or business model, the potential for local job creation, its alignment with the incubator's objectives, and its suitability for the space. Approval of applications is subject to a decision by the Board of Directors of the managing entity.

Application submission will be completed by filling out and submitting the mentioned form, which must include the following elements necessary for project assessment:

- a) Identification of the applicant/promoter (name, age, address, phone number);
- b) Brief academic and professional curriculum;
- c) Description of the project, including a detailed memorandum;
- d) Legal nature of the company to be established;
- e) Other elements that applicants consider relevant for the evaluation of their project's merits.

If the company is already established, it must indicate the corporate name, registered address, legal form (with candidates required to attach a copy of the articles of association), as well as the date of establishment and start of activity.

4. Access Conditions

4.1. Companies may remain in the incubator for a maximum period of 3 years, extendable to 5 years, subject to evaluation and availability of space.

4.2. The installation of companies in the Business Incubator will be formalized through a Space Grant Agreement within thirty (30) days after the application approval date.

4.3. Admitted companies will pay a monthly rent according to the established price list, along with a security deposit equivalent to one month's rent.

4.4. The fixed monthly fee for offices includes reception services, electricity consumption, internet access, cleaning of common areas, access to the kitchenette, and access to the meeting and training rooms, subject to availability and prior booking, as well as mentorship and business networks, capacity-building initiatives, promotion, and networking opportunities.

4.5. For autonomous spaces (Ateliers), electricity, water, and internet costs are not included and must be contracted by the respective users.



4.6. . Access to the incubator is granted upon submission of proof of payment for the first monthly fee and the corresponding deposit.

4.7. Additional support services, photocopying, printing, and rental of IT/multimedia equipment, will be charged based on the existing pricing table.

4.8. Promoters and employees have unrestricted access to the building at all times during their stay, as long as they comply with the internal usage regulations. This does not apply to the Virtual Incubation service, which has specific limitations.

5. Obligations and Responsibilities

5.1. Promoters must ensure the proper maintenance and cleanliness of shared equipment and spaces, and are also responsible for repairing or replacing the share equipment in case of damage caused by themselves or third parties under their responsibility.

5.2. Smoking is prohibited inside the building.

5.3. The provided spaces are exclusively for business activities related to the companies' approved social purpose, and their right of use is non-transferable.

5.4. Modifications to the facilities are strictly prohibited, including painting or the installation of fixed elements, without formal authorization from the managing entity.

5.5. Access to facilities outside reception service hours must comply with security regulations and is the responsibility of the promoters, ensuring that unauthorized individuals do not enter the incubator space.

5.6. Companies are advised to obtain insurance for their equipment and furniture. Novalmadavelha assumes no responsibility for potential theft or damage.

5.7. Promoters are encouraged to participate, whenever possible, in entrepreneurship ecosystem events organized by Agência Novalmadavelha.

6. General Provisions

- Submitting an application implies acceptance of the terms outlined in this regulation.
- Omitted cases in the regulation will be reviewed and decided upon by the managing entity.
- Non-personal data provided by applicants may be used for statistical analysis or other studies by the managing entity.
- The pricing table is subject to annual updates by the managing entity and may undergo revisions or adjustments.



PRICING TABLE (companies with less than 1 year of activity)

Space Type (Unfurnished)	Area (m²)	Price per m²	Monthly Fee a) YEAR 1		Monthly Fee a) YEAR 2 & Beyond
			1st Semester 15% DISCOUNT	2nd Semester	
Office 1	30	10,10 €	258 €	303 €	303 €
Office 2	30	10,10 €	258 €	303 €	303 €
Office 3	30	10,10 €	258 €	303 €	303 €
Office 4	31	10,10 €	266 €	313 €	313 €
Office 7	30	10,10 €	258 €	303 €	303 €
Office 8	30	10,10 €	258 €	303 €	303 €
Office 9	30	10,10 €	258 €	303 €	303 €
Office 10	32	10,10 €	275 €	323 €	323 €
Autonomous Spaces					
Atelier 1	74	7,30 €	459 €	540 €	540 €
Atelier 2	70	7,30 €	434 €	511 €	511 €
Atelier 3	115	7,30 €	714 €	840 €	840 €

Note: Prices are subject to VAT at 23%.

Virtual Office	Services: Address domiciliation, mail reception, access to meeting room and events	Activation Fee a) 40 €	Quarterly Fee a) 125 €
-----------------------	--	---------------------------	---------------------------

Note: Prices are subject to VAT at 23%.

PRICING TABLE (companies with more than 1 year of activity)

Companies with more than 1 year are not eligible for the discount period.

Offices a)	Autonomous Spaces a)	Virtual Office a)
13,00€ /m2	10,35€ / m2	150 € / per quarter (Activation Fee 40,00€)

Note: Prices are subject to VAT at 23%.

a) Prices are subject to annual updates at the beginning of each calendar year.

b) Meeting/Training Room Rental: €35/hour (VAT included) for entities outside the incubator.