



VERSION 14.d

CHECKLIST

To assist you in your participation, we prepared a checklist:

	YES	NO
Have you read:		
All instructions, and have you informed them to the employees and other contractors?		
Have you hired:		
- an Assembler? We suggest that you contract assemblers members of SINDIPROM		
- Catering Services?		
- Cleaning Services?		
- Receptionist and Security?		
Have you provided:		
- Tickets and lodging to your representatives?		
- Direct phone line / Internet?		
- Fire extinguishers?		
- Insurance for your stand and against third parties?		
- Showcases for your products and services?		
- Printouts, samples, giveaways to be distributed?		
- Merchandising?		
Have you requested – Credentials?		
Have you delivered - Term of Responsibility, ART/RRT and stand PROJECT?		
Have you handed out invitations?		
Have you paid the Author Rights Fee – ECAD? In case of surround sound and/or live sound use.		
<p><u>MANDATORY SERVICES:</u></p> <p><i>“If the mandatory services are not listed in the CLIENT'S PLANNING, ORGANIZATION AND MANAGEMENT agreement, the EXHIBITOR must access the EVENT’s website with its LOGIN and PASSWORD and generate the applicable bank slip.”</i></p> <p style="text-align: center;"> -Electricity -Garbage removal service -Online directory - City Hall fees </p>		

**Include this wording in your advertising:
VISIT OUR STAND (Mention the EVENT name, venue, and date).**

WARNING

1. The failure to know the rule herein established shall not exempt the exhibitor and its contractors (assembler, interior design, subcontractors, and other persons involved with the event) from the penalties, fines, sanctions, and liabilities contemplated by this manual, which, should they happen, will be assumed by the exhibitor and its agent, whatever their nature might be, jointly and independently of the order of appointment.

2. When the EVENT be held at the Palácio das Convenções do Parque Anhembi, Centro de Exposições Imigrantes, Expo Center Norte, Transamérica Expo Center, WTC-World Trade Center, Mendes Convention Center (Santos - SP), Expominas (BH), Rio Centro (RJ - RJ), Centro de Exposições Roberto Marinho (Macaé- RJ), Interior Eventos (Mirassol - SP), Centro de Eventos Zanini (Sertãozinho - SP), Centro de Convenções (Goiânia - GO) e Centro de Convenções de Pernambuco (Olinda - PE), the specific rules of each PAVILION must be complied with, complementarily to those contained in this manual.

3. This manual provides the exhibitor, as well as the persons, companies and others hired by the exhibitor, with the **main** information and rules necessary for the good operation of the Reed Exhibitions Alcantara Machado Trade Fairs.

4. As it is generic, this manual does not contain specific rules for each event. Therefore, **the specific rules appertaining the event at which you will participate must also be strictly complied with, inasmuch as they replace, regulate and standardize the event rules.** Such rules will be available at the event's website 90 days before beginning of the event assembly, at the EXHIBITOR's portal.

5. The rules governing the event must read and observed by all your employees, suppliers, and other contractors, in order for us to avoid last-moment inconveniences.

6. Please do not assemble your stand in disagreement with the standards or legal specifications from ABNT, CONTRU, and other bodies, including the rules of this manual and the specific rules.

The responsibility for construction and assembly fully and exclusively appertains the exhibitor or its agent, regardless of the order of appointment.

THE STAND PROJECT MUST MANDATORILY BE DELIVERED FOR ANALYSIS UP TO 45 DAYS BEFORE THE EVENT ASSEMBLY BEGINNING. AFTER THIS DEADLINE, IT WILL BE SUBJECT TO THE RESPONSIBLE TECHNICIAN'S AVAILABILITY.

7. The parties, exhibitors and their service providing contractors, do hereby declare that in case of any doubts that may arising during the event assembly, realization and disassembly, whatever their type and origin might be, such situation will be exclusively settled by Reed Exhibitions Alcantara Machado in order to conduct the best harmony for the event, and the parties undertake to comply with the decision, whatever it might be, always aiming at the event's utmost prestige and success.

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DATES AND STEPS TO REMEMBER

THE FORMS ARE AVAILABLE AT THE EXHIBITOR'S PORTAL, AT THE EVENT'S WEBSITE. THE FORMS MUST BE FULLY COMPLETED AND SENT ELECTRONICALLY, EXCEPT THE "ASSEMBLER/INTERIOR DESIGNER TERM OF RESPONSIBILITY" FORM.

SERVICE REQUESTS SUBMITTED AFTER 15 BUSINESS DAYS BEFORE EACH EVENT ASSEMBLY BEGINNING WILL BE CONDITIONED TO THE TECHNICAL POSSIBILITIES OF COMPLIANCE. SHOULD THERE BE SUCH POSSIBILITY, THE AMOUNTS TO BE PAID WILL NOT CONTEMPLATE THE 10% (TEN PERCENT) DISCOUNT GRANTED TO REQUESTS SUBMITTED BEFORE THE DEADLINE.

Deadline for requests and payments	Activities	Item
	<i>"If the mandatory services (electricity, garbage removal, City Hall fee, Online Directory) are not listed in the CLIENT'S PLANNING, ORGANIZATION AND MANAGEMENT agreement, the EXHIBITOR must access the EVENT's website with its LOGIN and PASSWORD and generate the applicable bank slip."</i>	
45 days before the Assembly beginning	Last day to send the STAND PROJECT for technical analysis.	
20 business days before the Assembly beginning	Last day to fill out the data questionnaire for the catalog.	
15 business days before the Assembly beginning	Last day to electronically send the Compressed Air, Hydraulic, and Electricity requests.	V - 2
15 business days before the Assembly beginning	Last day to electronically send the - Exhibitor Credentials request	V - 1 b
15 business days before the Assembly beginning	Last day to electronically send the - Service Providers (Reception, Catering, Cleaning and Security) Credentials request	V - 1 c
15 business days before the Assembly beginning	Last day for the direct phone line/Internet access request.	V - 3
15 business days before the Assembly beginning	Last day for the São Paulo City Hall Fees payment.	III - 1
05 business days before the Assembly beginning	Last day to deliver the - Term of Responsibility / ART or RRT	V - 1a

NOTE: THE FINAL DATE IS DETERMINED IN RELATION TO THE EVENT ASSEMBLY BEGINNING DATE. THIS WAY, THE CORRECT DATES WILL BE CONTAINED IN THE "SPECIFIC RULES" OF EACH EVENT.

EXHIBITOR SERVICE

SP email: atendimento@reedalcantara.com.br
 RP email: atendimento@reedmultiplus.com.br

Telephones:
 SP: (11) 3060-4717
 RP: (16) 2132-8936

CREDENTIALS MUST BE REQUESTED ONLY THROUGH THE EXHIBITOR'S PORTAL AT THE EVENT'S WEBSITE. IN CASE OF REQUESTS DURING THE EVENT, DELIVERY WILL OCCUR 24 HOURS AFTER THE REQUEST.

IN ORDER TO AVOID INCONVENIENCES, ALWAYS HAVE YOUR LOGIN AND PASSWORD IN YOUR HANDS.

I – GENERAL INFORMATION

1 – PROMOTION AND REALIZATION

REED EXHIBITIONS ALCANTARA MACHADO
Referred to as “PROMOTER” in this manual.

2 – COMMUNICATIONS AND CORRESPONDENCES

Communications and correspondences related to the EVENT must be forwarded to:

**RUA BELA CINTRA, 1.200 – 7º andar.
01415-001 - SÃO PAULO – SP
PHONE: (11) 3060-4717**

WARNING

Communications and correspondents related to the EVENTS that will be held at PAVILIONS Interior Eventos Interior Eventos (Mirassol - SP); Centro de Eventos Zanini (Sertãozinho - SP); Centro de Convenções (Goiânia - GO); and Centro de Convenções de Pernambuco (Olinda - PE), must be forwarded to:

**RUA CONDE AFONSO CELSO, 436 – Jardim Sumaré
14025-040 - RIBEIRÃO PRETO – SP
PHONE: (16) 2132-8936**

ALL CORRESPONDENCES MUST PRINTED ON THE COMPANY'S LETTERHEAD.

3 - AGREEMENTS

Executed agreements related to the EVENT must be forwarded to the following address:

**DEPARTAMENTO DE CONTRATOS
RUA BELA CINTRA, 1.200 – 7º andar.
01415-001 - SÃO PAULO – SP
PHONE: (11) 3060-4857**

4 – VENUE

SEE THE “SPECIFIC RULES” OF EACH EVEN T, AVAILABLE AT THE EVENT’S WEBSITE. (CLICK ON THE “EXPOR” LINK).

In case of the PAVILION impediment due to force majeure reasons, the PROMOTER must determine another venue.

5 – OPERATION PERIODS AND TIMES

SEE THE “SPECIFIC RULES” OF EACH EVEN T, AVAILABLE AT THE EVENT’S WEBSITE. (CLICK ON THE “EXPOR” LINK).

NOTE: During the Assembly and Disassembly periods the entrance of minors under 16 (sixteen) years old will be strictly prohibited, even if accompanied by their guardians.

II – GENERAL RULES

1 – CHARACTERISTICS OF THE EXHIBITOR

The EVENT can only be attended by domestic and international manufacturers or exclusive representative dealers of products and/or services associated with the specific sectors of each EVENT and with other specifications of this MANUAL.

2 – AREA REDISTRIBUTION

Although done in extreme cases only, at any time, for the general good and without prior notice, the PROMOTER may redistribute the sectors or stands, provided that the dimensions and features set out in the agreement are respected, to which the EXHIBITOR agrees.

2 - NONTRANSFERABILITY

The EXHIBITOR cannot transfer, in whole or in part, any rights or responsibilities undertaken with regard to the PROMOTER, nor sublease or assign any portion or all of the area made available to them.

4 – NO THIRD-PARTY PROMOTION

The exhibition, distribution of free gifts and direct or indirect publicity of any products pertaining to companies which do not participate in the EXHIBITOR'S stand is absolutely prohibited.

The EXHIBITOR may, however, request in writing to the PROMOTER which, at its discretion, may authorize or not, not accepting spoken consents. The presentation at their stand of products not manufactured or exclusively represented by them, but absolutely essential to complement its product line.

Such products, however, will have to be manufactured by other companies which PARTICIPATE IN THE EVENT and, at the stand, no promotional reference or thank you is allowed.

IT WILL NOT BE ALLOWED:

- **ADVERTISING, PROMOTION OR COMMERCIALIZATION OF ANY OTHER PROMOTERS AT THE EVENT PREMISES.**
- **PRODUCTS OR EXHIBITION OF BRANDS OF COMPANIES WHICH COMPETE WITH THE OFFICIAL EVENT SPONSORS.**

Failure to observe these provisions will entitle the PROMOTER to retain, for later return, the violating products and materials, and also put a stop to the stand operation, to which the EXHIBITOR expressly agrees.

5 – USED PRODUCTS EXHIBITION

Only new products, made by the EXHIBITOR or exclusively represented by them, with their own brand or expressly authorized by third parties who hold the rights to the respective brands, may be shown at the EVENT.

The exhibition of used products, counterfeit, unauthorized, pirate, smuggled, falsified, or bearing irregularities of any nature whatsoever will not be allowed.

Infringers will have their products removed from the exhibition without entitling to indemnity rights, and they will be subject to the consequent legal costs and penalties.

6 – RESPONSIBILITY

The PROMOTER is not responsible for any damages or losses caused to people or products exhibited before, during or after the EVENT, including theft, robbery, sabotage, civil riot, shortages, or disruption in supply of electricity, water, or accidents of any kind.

7 - INSURANCE

Stands, assets, products, personnel of any nature whatsoever, including agents, transporters, assemblers, towing companies, and others, will not be covered by insurance, either upon assembly during the EVENT or upon disassembly. The EXHIBITORS shall be solely and exclusively responsible for any damages or unforeseen events that may happen. According to the events organization and promotion agreement, the EXHIBITORS must contract their own area and civil liability insurances.

The insurance policies must specify:

1) Civil Liability Insurance (R.C.)

Body or material damages caused to third parties during the EVENT (assembly, realization, and disassembly).

Minimum insured amount: Check options with the insurance brokerage.

Validity term: From assembly beginning until the last day of disassembly.

2) Miscellaneous Risks Insurance (R.D.)

Losses or damages caused to equipment during the EVENT.

Insured amount: Consult with the insurance brokerage regarding coverages, and list all assets and equipment in exhibition.

Validity term: From assembly beginning until the last day of disassembly.

3) Personal Accident Insurance (A.P.)

Personal accident coverage intended to the attending public or to the team employed in the EVENT production.

IMPORTANT: Under no circumstances whatsoever will the PROMOTER accept responsibility for any one of the aforementioned events, or for the referred policy cost.

8 – LATE PAYMENTS

The EXHIBITORS who fall behind with their payments will be forced to immediately pay off their debts to the PROMOTER, in order to obtain the release of the area intended to the assembly of their stands, be those debts related to contractual installments or service installation fees. Without proper proof of those payments your participation in the EVENT will be declined.

9 – REFERENCE FILE UPDATE

The EXHIBITOR must keep the PROMOTER informed of any changes in the company: executive board, address, e-mail, telephone, production line, represented company, by emailing the Commercial Dept. of the EVENT.

10 - MANDATORY DOCUMENTS

To get the release of the area intended to the stand assembly, the companies engaged by the EXHIBITOR must submit the following documents at the entry to the PAVILION, **if the services are not listed in the CLIENT'S PLANNING, ORGANIZATION, AND MANAGEMENT agreement:**

- Credentials payment receipt
- Garbage removal and landfilling fee(s) payment receipt.
- Electricity bill and PMSP (São Paulo City Hall) charge payment receipt.

DELIVERY: UP TO 15 BUSINESS DAYS BEFORE THE EVENT ASSEMBLY.

- **TERM OF RESPONSIBILITY:** Original copy with the EXHIBITOR's and ASSEMBLER's stamps and signatures.
- **A.R.T. (Technical Responsibility Note) or R.R.T. (Technical Responsibility Register)** collected and correctly filled in, describing the professional's responsibility.
- **The ART or RRT must include all the EVENT period, that is, Assembly, Realization and Disassembly. Without those complete data the ART or RRT will not be accepted.**
- Project copy.

The projects must be submitted for analysis up to 45 days before the EVENT assembly beginning, with the following information in the email subject line:

- **EVENT's name;**
- **EXHIBITOR'S TRADE NAME or COMMERCIAL NAME;**
- **LOCATION.**

After this deadline, it shall be subject to the responsible Technician's availability.

A COPY OF THE A.R.T. (TECHNICAL RESPONSIBILITY NOTE) or R.R.T. (TECHNICAL RESPONSIBILITY NOTE), ATTACHED TO THE PROJECT, MUST REMAIN AT THE STAND THROUGHOUT THE ASSEMBLY PERIOD FOR INSPECTION PURPOSES.

11 – RECEIVING GOODS

THE PROMOTER WILL NOT RECEIVE PRODUCTS FROM EXHIBITOR COMPANIES. TO DO SO, THE EXHIBITORS WILL KEEP AT THEIR STAND PERSONNEL IN CHARGE OF RECEIVING ANY GOODS, EQUIPMENT, OR OBJECTS FOR THE EXHIBITION.

12 – GOODS WAREHOUSES

THE PROMOTER HAS NO DEPOSITORY AT THE PAVILION/TENT TO STORE GOODS AND MATERIALS PERTAINING TO THE EXHIBITORS.

Therefore, the EXHIBITOR must provide an appropriate site to store the goods or packaging to be used for return to the company once the EVENT comes to an end.

III – LEGAL RULES

1 – TENTATIVE OPERATION AUTHORIZATION - MANDATORY APPLICATION

SEE THE SPECIFIC RULES OF EACH EVENT.

“If the mandatory service is not listed in the CLIENT'S PLANNING, ORGANIZATION AND MANAGEMENT agreement, the EXHIBITOR must access the EVENT's PORTAL with its LOGIN and PASSWORD and generate the applicable bank slip.”

2 – AUTHOR RIGHTS

All participants who hold a music program (surround music) have to pay the corresponding Author Rights fees which, as per Act no. 9610/98, will be charged by the following Entity:

**ECAD - Escritório Central de Arrecadação e Distribuição
www.ecad.org.br**

The value of such fees will vary according to the price table of this Entity. Therefore we recommend the matter should be discussed with ECAD beforehand, to avert any possible setbacks, since the EXHIBITOR is solely and exclusively responsible for this payment.

3 – DOMESTIC PRODUCTS EXHIBITION

SEE THE SPECIFIC RULES OF EACH EVENT.

PRODUCT SHIPPING

a) THE SALES BILL TO SHIP THE GOODS TO BE EXHIBITED HAS TO BE MADE OUT IN THE EXHIBITORS' OWN NAME, WITH THEIR CNPJ AND STATE TAX ID.

IN CASE OF ELECTRONIC SALES BILL THE DELIVERY ADDRESS AT THE PAVILION AND THE STAND LOCATION SHOULD BE ANNOTATED IN THE BODY OF THE SALES BILL WITH THE DELIVERY ADDRESS.

At the end of this manual please find the address of the PAVILION where your EVENT will take place.

b) The body of the Bill has to bear the following note: "THE GOODS ARE INTENDED FOR EXHIBITION AT THE (EVENT's full name, period, and PAVILION's name).

c) In the due spaces, write down the product quantities and the respective unit and total values.

d) The bills have to be completed according to the State where the sender is, to wit:

PRODUCT RETURN

To return the products to the EXHIBITOR'S company, an Incoming Bill will be made out, which reads:

"RETURN OF GOODS INTENDED FOR THE EXHIBITION AT (EVENT's full name, and PAVILION's name)."

4 – HIRING PERSONNEL

AS REQUESTED BY THE LABOR PUBLIC PROSECUTION SERVICE ON JUNE 29, 2011, PLEASE BE ADVISED THAT:

THE PARTICIPANT COMPANY AND ITS CONTRACTORS, CANNOT ENTER INTO CONTRACT WITH COOPERATIVES, WHENEVER THE ELEMENTS WHICH MAKE UP THE EMPLOYMENT RELATIONSHIP, AS PER ARTICLES 2 AND 3 OF THE BRAZILIAN CONSOLIDATION OF LABOR LAWS "CLT" ARE PRESENT BETWEEN THE HIRER AND THE WORKERS, OR BETWEEN THE COOPERATIVE AND THE WORKERS.

a) Temporary Personnel

For temporary personnel to be directly engaged by the EXHIBITOR, the legal procedures must be observed with special attention.

Upon hiring third-party services (service providers), we draw attention to the convenience of requesting proof of legal existence (bylaws, licenses, etc.) of the contractor and the respective social security payment slips (GRPS), copies of the employee registration sheet, FGTS tax collection.

The documents of others and of their own employees must be available at the stand to be produced as required by the Representatives of the Ministry of Labor.

b) Work by minors

The EXHIBITOR is not allowed to hire minors under 16 years old, except those over 14 years old as apprentices, observing the applicable rules.

5 - VISITATION AND PERMANENCE OF MINORS AT THE PAVILION

The admission of minors under 16 is expressly prohibited, even if accompanied by their guardians, during the EVENT Assembly and Disassembly periods.

During the Realization period, the rules for visitation and permanence of minors at the PAVILION will be determined in the "SPECIFIC RULES" of each EVENT, AVAILABLE AT THE EVENT'S WEBSITE.

IV – PROMOTIONAL MATERIAL

1 - VISITATION

The EXHIBITOR is expressly forbidden to sell or charge admission to visit the EVENT, or for any promotion at the stand, for any purpose whatsoever.

2 – HANDING OUT INVITATIONS

The PROMOTER will automatically provide the EXHIBITOR with free, individual invitations to be handed out to their buying customers, at a proportional quality to the stand area. SEE the "SPECIFIC RULES" of each EVENT, AVAILABLE AT THE EVENT'S WEBSITE.

3 - CATALOG

SEE THE SPECIFIC RULES OF EACH EVENT.

**WARNING
CLARIFICATION NOTE**

Expo Guide and other organizations in this segment search the companies through exhibitor catalogs. Its current activities encompass companies from all over Europe, Americas and Asia. Expo Guide and other organizations offer online advertisement services. They use a form, similar to a form of the promoter's, to insert data in the catalog without cost, inviting exhibitors to fill it out and join an online directory. Exhibitors who sign and return the form are contracting advertising for a period of three years, a non-retractable agreement, which will cost the exhibitor a significant amount of money, without predictable benefits.

Reed Exhibitions Alcantara Machado does not collaborate with Expo Guide and other organizations. The PROMOTER does not authorize these organizations to use our name or the name of any of our trade fairs for their activities.

We advise all exhibitors to be aware of that and other organizations.

Those organizations can cause huge damages to the reputation of all those involved.

4 – VIRTUAL SHOWROOM – MANDATORY PURCHASE

At the PLANNING, ORGANIZATION AND ADMINISTRATION event's contract, the product VIRTUAL SHOWROOM – Basic package is included.

The VIRTUAL SHOWROOM is an online tool used to published your company and products. It can be accessed at the event's official website at the EXHIBITOR'S LIST and PRODUCTS LIST, and also at the MOBILE, if available.

Information available at this tool can be edited by the exhibitor itself at any time, through the Exhibitor's Area at "Publishing data" e "Virtual Showroom Publishing"

For the SHOWROOM VIRTUAL – Basic Package, the following materials and information can be sent: Company's Logo, contact details, booth attractions, represented trade marks, company's profile, launches at the vent, 1 product with 4 pictures and description.

Other SHOWROOM VIRTUAL options are available as merchandising sales (upgrade). More information at the event's website at "Exhibit/Virtual Showroom", or contact show team.

5 – PRESS DISCLOSURE

Through the Communication Department / Outsourced Advisories, the PROMOTER will periodically promote the EVENT advertising in newspapers and magazines of national and international circulation, specialized journals, radio, and TV.

Should it be of interest for the EXHIBITOR, it can send their news/information to the email comunicacao@reedalcantara.com.br providing details regarding its participation at the EVENT.

Such information, sent to the press in general, in the form of "releases" / calendar suggestions, by the Communication Department / Outsourced Advisories, may or may not be used by communication vehicles.

To strengthen the work with the press, we recommend the provision of digitalized pictures with a 300 dpi resolution. The material will not be returned after being used.

The PROMOTER, by mere liberality, together with its Communication Department/Outsourced Advisories, reserves the right, without any liability, of selecting information for journalistic use to be sent to communication vehicles, being such bodies entirely responsible for the truthfulness of the disclosed facts, exempting the EXHIBITOR and the PROMOTER from any liability.

To clarify doubts and know how to disclose your company better, the EXHIBITOR can contact the PROMOTER's Communication Department by the telephone (11) 3060-4717.

6 – MERCHANDISING

Any and all advertising outside the stand limits established by the EXHIBITOR's manual will be deemed as merchandising.

Merchandising products aim at expanding the EXHIBITOR's visibility and advertising inside the EVENT, but they cannot, however, be exhibited aggressively or provocatively regarding the other participants.

Should they intend to perform any merchandising activity, the EXHIBITOR must formalize this intention by entering into the corresponding agreement with the PROMOTER.

The entire aerial space in the pavilions' internal area above the assembly heights, as well as areas of common use, such as floorings, mezzanine frontpieces, walls, columns, metallic support structure, entrance to and exit from the PAVILIONS, restrooms, and even the gardened areas in the Imigrantes Pavilion, can only be subject of visual and/or visual marketing by the PROMOTER.

The promotional tests and/or material must be previously approved by the PROMOTER.

Merchandising spaces will preferentially be rented to the EXHIBITORS participating at the EVENT. Merchandising areas will not be rented to nonparticipants at the EVENT competing in the basic sectors of the EVENT.

The material for merchandising can only be exhibited at the points determined and approved by the PROMOTER, and under the conditions specified in the Advertising Table accompanying the EVENT's Merchandising Project.

The promotional material to be installed must always be delivered on the dates and under the conditions required in the Merchandising Project of each EVENT.

IT WILL NOT BE ALLOWED:

- a) the installation of inflatables of any type, form or size, beyond the stand limits;
- b) the circulation by the EVENT corridors or common areas of persons wearing costumes of any type or species (inflatables, fancy dresses, etc.) representing the exhibiting

company's products – brand, character or topic allusive to the stand;

c) The distribution of printouts outside the stand limits, subject to collection by the PROMOTER's Security Sector.

EACH AND EVERY PROMOTIONAL MATERIAL INFRINGING THESE RULES WILL BE SEIZED AND RETURNED ONLY AFTER THE EVENT END.

Any other advertising action not specified in the EVENT's Advertising Table to be carried out in the common or circulation areas (outside the stand limits) is prohibited.

Merchandising materials will be removed as from one hour after the EVENT end, on the last day. The EXHIBITORS must leave a responsible person at the stand to receive the material on this date. In case the material is not removed in the Disassembly period, it will be destroyed.

V – PREPARATORY STEPS

1 – ELECTRONIC FORMS COMPLETION AND SENDING

The "SPECIFIC RULES AND THE ELECTRONIC FORMS " are available at the EXHIBITOR's PORTAL at the EVENT's website to be completed.

FAILURE OF EXHIBITOR TO COMPLY WITH THE LIMIT DATES OR OTHER INSTRUCTIONS HEREIN CONTAINED WILL AUTOMATICALLY RENDER THE PROMOTER HARMLESS FROM AND AGAINST ANY LIABILITY FOR LOSSES THAT MAY HAPPEN TO THE EXHIBITOR, IN ALL PERIODS OF OPERATION: (ASSEMBLY, REALIZATION, AND DISASSEMBLY) WITHOUT PREJUDICE TO OTHER PROVISIONS.

Accreditation General Rules ASSEMBLER/INTERIOR DESIGNER TERM OF RESPONSIBILITY AND ACCREDITATION AUTHORIZATION

The Term of Responsibility will be available at the EXHIBITOR's PORTAL at the EVENT' website for download and completion. The TERM OF RESPONSIBILITY must be delivered duly signed and stamped by the EXHIBITOR and by the ASSEMBLER, under penalty of works beginning impediment in case the term is not submitted.

As it is a TERM OF RESPONSIBILITY, we will not accept: delivery by FAX, email, or digitalized copy.

Credentials will only be delivered upon the form due completion with the applicable stamps and signatures by the EXHIBITOR and the ASSEMBLER, who pursuant to it take responsibility for complying with the rules established in this MANUAL.

For the TERM OF RESPONSIBILITY AND ART or RRT delivery 15 business days before the EVENT assembly beginning, the EXHIBITOR must go to Rua Bela Cintra, 1.200 – 7º andar – Consolação - 01415-001 - São Paulo SP - Phone: (11) 3060-4717, from 9:00 a.m. to 11:30 a.m. or from 2:00 p.m. to 5:000 p.m.

After the Assembly beginning, the delivery must be made at the PAVILION, at the SECURITY SECTOR.

ATTENTION:

For EVENTS held at: Interior Eventos (Mirassol - SP); Centro de Eventos Zanini (Sertãozinho - SP); Centro de Convenções (Goiânia - GO); and Centro de Convenções de Pernambuco (Olinda - PE), the TERM OF RESPONSIBILITY and ART or RRT must be **delivered up to 15 days before the assembly beginning, at Rua Conde Afonso Celso, 436 – Jardim Sumaré – 14025-040 – Ribeirão Preto – SP, e as from the event assembly beginning only at the PAVILION.**

Credentials will not be sent by mail under any circumstances, and must be obtained at the accreditation sector at the PAVILION where the EVENT will be held, as from the FIRST day of assembly.

For the exhibiting or contracted company's messenger to be able to obtain the credentials, he or she should bear a letter of authorization printed on the company's letterhead.

The cleaning and security personnel credentials will only be delivered to the accredited persons themselves, upon submission of a personal identity document.

The credential wearing on a visible place by exhibitors, assembler and personnel assisting the stand is mandatory.

a) ELECTRONIC FORM – ASSEMBLERS ACCREDITATION

THE ASSEMBLER IS RESPONSIBLE FOR THE ACCREDITATION OF THE EMPLOYEES WHO WILL WORK AT THE EVENT. FOR THIS, IT MUST ACCESS THE EXHIBITOR'S / ASSEMBLER'S PORTAL BY MEANS OF ITS LOGIN AND PASSWORD OBTAINED UPON REGISTRATION, AND OF THE ASSEMBLER'S CODE SUPPLIED BY THE EXHIBITOR.

THE FULL NAME (ACCORDING TO THE ID) AND DOCUMENT NUMBER ARE NECESSARY FOR THE FORM COMPLETION.

ALL REQUESTS MUST BE SUBMITTED ONLY AT THE EXHIBITOR'S / ASSEMBLER'S PORTAL. FAX, PRINTED LISTINGS, AND EMAILS WILL NOT BE ALLOWED.

The assembly credentials may be picked up on presentation of proof of payment charged per unit requested as of the first day of the EVENT assembly.

EMPLOYEES ASSOCIATED WITH THE SINDIEVENTOS, WHO HAVE THEIR MEMBERSHIP CARD ARE EXEMPT FROM THE PAYMENT OF THE REGISTRATION CHARGE IF THEY SUBMIT THE COPY OF THE IDENTIFICATION FOR THE CURRENT YEAR.

Together with the requested credentials, the ASSEMBLER will receive 02 (two) CREDENTIALS - MAINTENANCE, with the name of the company, to be used by those employees who will be on duty throughout the EVENT period.

These credentials however, will only be valid, following the SIMULTANEOUS presentation of the ASSEMBLER CREDENTIAL, which is personal and nontransferable.

The EXHIBITORS who assemble their own stand must provide an EXHIBITOR CREDENTIAL to their staff.

THE PROMOTER IS NOT RESPONSIBLE FOR ANY TYPE OF MAINTENANCE SERVICES TO THE STANDS.

As such, we suggest that the EXHIBITORS request the companies engaged to build up and decorate the stand to keep employees on duty at the PAVILION throughout the EVENT period.

Limit date for accreditation: Up to 15 BUSINESS days before the EVENT assembly beginning.

b) ELECTRONIC FORM – CREDENTIALS

EXHIBITOR

THE FREE QUANTITY OF CREDENTIALS TO WHICH THE EXHIBITOR IS ENTITLED IS AVAILABLE IN THE "SPECIFIC RULES" OF EACH EVENT. THE SUM COMPRISES EXHIBITOR, SECURITY, AND SERVICE PROVIDER CREDENTIALS.

Should an additional quantity be necessary, the PROMOTER will provide the credentials upon payment per requested unit.

THE PROMOTER WILL ISSUE THE CREDENTIALS ACCORDING TO THE SEQUENCE REQUESTED IN THE FORM. IN CASE THE TOTAL QUANTITY SURPASSES THE FREE QUANTITY, THE EXTRA NAMES WILL REMAIN UNACCREDITED UNTIL THE PAYMENT IS MADE, WHEN THEN THE OTHER CREDENTIALS WILL BE ISSUED.

CREDENTIALS MUST BE REQUESTED ONLY THROUGH THE EXHIBITOR'S PORTAL AT THE EVENT'S WEBSITE. IN CASE OF REQUESTS DURING THE EVENT, DELIVERY WILL OCCUR 24 HOURS AFTER THE REQUEST.

This form is intended to accreditation of the exhibiting company employees and service providers who will work and/or remain at the stand during the EVENT realization.

ASSEMBLY companies credentials are not included in the EXHIBITOR's quota, and the ASSEMBLY company must pay for them.

ATTENTION:
Without full user data submission, the credentials will not be provided.

CREDENTIAL 2nd COPY
The 2nd copy will only be issued in case of loss, and will be subject to a 25% surcharge.

- SECURITY

We highly recommend attention to the delivery of the requested documents for picking up the security credentials:

ACCORDING TO THE REQUIREMENT N° 1783/97 DELESP/SP/DPF/SP, issued by the MINISTRY OF JUSTICE MINISTRY - DEPARTMENT OF THE FEDERAL POLICE - REGIONAL SUPERINTENDENCE IN SÃO PAULO - POLICE OFFICE FOR THE CONTROL OF PRIVATE SECURITY, the EXHIBITOR must submit the documents below to register the SECURITY GUARDS.

EXHIBITOR'S employees who perform the duty of security:

The EXHIBITOR must inform DELESP – Police Office for the Control of Private Security, officially of the transfer of a qualified employee from their own security structure within 30 (thirty) days before the beginning of the assembly of the EVENT, presenting the documents to the PROMOTER, for check and filing.

From the company providing Surveillance and Security services

- ❖ *Authorization to work*
- ❖ *Security Certificate (valid for one year)*
- ❖ *Review of the Authorization to Work (valid for one year)*

From the Security(ies)

- ❖ *Certificate of completion of the Security Training Course*
- ❖ *Security refresher course statement (Valid for two years)*
- ❖ *Service contract (to demonstrate employment relationship)*

People engaged to be security must wear a uniform, and cannot carry weapons, except in case of bank branches, even if institutional. On being presented at the entrance of the PAVILION, identification of the carrier will be required, and if the identification is being used by a third party, it will be seized.

The procedures above aim to guarantee the transparency of the registration operations before official bodies, giving helping and alerting the EXHIBITOR about any illegality in the SUPPLIER that is being hired.

The official company in charge of security and surveillance at the EVENT will help the PROMOTER to collect and file the documentation for registration of the EXHIBITOR'S security, to speed their availability in case of inspection by the official bodies.

We would draw your attention to the fact that the security staff of the EVENT are not responsible for taking care of the exposed products on the stands. The EXHIBITOR must make the necessary arrangements in this regard, and, 1 security guard per stand is recommended.

- CLEANING

Requests must be made through the electronic form on the EXHIBITOR'S portal on the EVENT's website.

These credentials are only valid during the hours between 7:00 a.m. and 9:00 a.m., of the days of the EVENT.

DOCUMENTATION NECESSARY FOR THE ISSUE OF CREDENTIALS

- ID card
- Proof of employment (Work and Social Security Booklet).

Upon requesting the credentials, the EXHIBITOR must mention the full name as shown on the ID.

These credentials, besides the name of the registered

person, the COMMERCIAL NAME of the company must appear, as determined by the EXHIBITOR, in the Request for Participation.

Only 01 (one) commercial name can be determined, with up to 10 characters, by CNPJ (Corporate Tax ID Number) as shown by the contracts signed with the PROMOTER.

Limit date for accreditation: Up to 15 BUSINESS days before the EVENT assembly beginning.

c) ELECTRONIC FORM – CREDENTIALS FOR SERVICE PROVIDERS IN GENERAL

FOR CONTRACTED COMPANIES (CATERING, RECEPTIONISTS, SOUND TEAMS, ETC.) THE REQUESTS MUST BE SUBMITTED THROUGH THE EXHIBITOR'S PORTAL AT THE EVENT'S WEBSITE.

These credentials are **only valid for the EVENT period.**

The following will appear on each credential:

- The accredited person's name (full name, as on identity document)
- The name of the exhibiting company for which he works
- The service provision company which engaged him

Credentials will not be sent by mail under any circumstances, and must be obtained at the **accreditation sector at the PAVILION where the EVENT will be held, as from the FIRST day of assembly.**

Limit date for accreditation: Up to 15 BUSINESS days before the EVENT assembly beginning.

2 – INSTALLATIONS AND SERVICES REQUESTS

THE SERVICE ORDERS REQUESTED AFTER 15 BUSINESS DAYS BEFORE BEGINNING OF EACH EVENT'S ASSEMBLY WILL BE CONDITIONED TO TECHNICAL POSSIBILITIES OF FULFILLMENT.

SHOULD THERE BE SUCH POSSIBILITY, THE AMOUNTS TO BE PAID WILL NOT CONTEMPLATE THE 10% (TEN PERCENT) DISCOUNT GRANTED TO REQUESTS SUBMITTED BEFORE THE DEADLINE.

THE INSTRUCTIONS AND ELECTRONIC FORMS ARE AVAILABLE AT THE EXHIBITOR'S PORTAL AT THE EVENT'S WEBSITE. ACCESS SHALL OCCUR BY MEANS OF YOUR LOGIN AND PASSWORD. THE BANK SLIP IS GENERATED 24 HOURS AFTER THE REQUEST AND WILL BE SENT TO THE REGISTERED EMAIL.

THESE REQUESTS WILL ONLY REMAIN AVAILABLE AT THE EVENT'S WEBSITE UP TO 15 BUSINESS DAYS BEFORE THE EVENT'S ASSEMBLY BEGINNING.

a) Form – Compressed Air.

Upon the request filling out and payment, the PROMOTER will install a compressed air supply point at your stand, close to the gutter, with a 3/4-inch, female thread, nozzle exit valve, with a 7 kg/cm² pressure, equivalent to 100 pounds per square inch (PSI). The EXHIBITOR must access the

EXHIBITOR's PORTAL at the EVENT's website and submit, up to 05 business days before the EVENT assembly, a request indicating the flow (consumption) in cubic feet per minute (PCM), of the necessary quantity.

IN CASE OF REQUEST CANCELLATION OR ALTERATION, THE PROMOTER MUST BE INFORMED IN WRITING WITHIN A MAXIMUM TERM OF 24 HOURS AFTER THE SLIP RECEIPT BY THE EXHIBITOR.

For your product testing the Compressed Air conducting line will be started according to the **EVENT specific rules**, and will operate again in the EVENT due period and time.

The EXHIBITOR must complete the Compressed Air installation with a suitable filter with pressure regulator to meet its needs, as the PROMOTER will not accept responsibility for any impurities or moisture contained in the air.

Should the EXHIBITOR opt for bringing its own compressor, it must arrange installations that completely eliminate any risks to persons, goods and stand elements, as well as prevent noise or vibration levels that might disturb operations at contiguous stands.

The PROMOTER reserves the right of interrupting the appliance operation should these requirements not be complied with.

ATTENTION:

WE REMIND THAT THE PAYMENT REFERS TO THE INSTALLATION OF A POINT WITH THE REQUESTED CONSUMPTION. SHOULD EXTRA POINTS BE NECESSARY THERE WILL BE AN EXTRA COST PER REQUESTED POINT.

THE COMPRESSED AIR SUPPLY CAN ONLY BE USED TO FEED MACHINES, AND ITS UTILIZATION IN EQUIPMENT HAVING DECORATIVE PURPOSES WILL NOT BE ALLOWED.

Deadline for sending: Up to 15 BUSINESS days before the EVENT assembly beginning.

b) ELECTRONIC Form – Hydraulic

➤ **POINT FOR BASIN (water / sewerage)**

Upon the form filling out and the request payment, the PROMOTER will install the water supply and draining point at your stand.

The assembler contracted by the EXHIBITOR must contact the CAEX to inform the point location for this installation, **before the stand flooring placement.**

The installation will comprise a 3/4-inch supply point with valve and a 2-inch (50 mm) draining point, and the cost applies per requested supply point.

WE DO NOT INSTALL POINTS ON THE MEZZANINE OR ON THE SECOND FLOOR.

The EXHIBITOR will be responsible for completing the dispensing installation at its stand in compliance with the ABNT and SABESP standards, from the point installed by the PROMOTER.

THE WATER POINT MUST NOT BE INSTALLED CLOSE TO THE ELECTRICITY POINT.

THE PROMOTER WILL NOT SUPPLY BASINS, AND THE EXHIBITOR MUST REQUEST THEIR INSTALLATION DIRECTLY WITH THE ASSEMBLER THAT IT CONTRACTED FOR THE STAND ASSEMBLY.

➤ **DRAIN FOR AIR CONDITIONING**

**ATTENTION:
EXCLUSIVE DRAIN POINT FOR
AIR CONDITIONING APPLIANCES**

IT IS MANDATORY, THROUGH THIS FORM, TO REQUEST A DRAIN POINT EXCLUSIVELY FOR AIR CONDITIONING APPLIANCES, FOR ANY EXHIBITOR WHO INSTALLS ONE OR MORE AIR CONDITIONING APPLIANCES AT THEIR STAND, TO DRAIN THE CONDENSED WATER.

The Assembler contracted by the EXHIBITOR must contact the CAEX to inform the point location for this installation, **before the stand flooring placement.**

It is not necessary to request a point for each appliance, inasmuch as the EXHIBITOR can make the distribution system as from this point, interconnecting the various air conditioning appliances drains to a ½-inch crystal hose by means of a plastic "T".

In case the EXHIBITOR does not want to make the distribution system, they must then request a point for each air conditioning appliance.

➤ **POINT FOR EQUIPMENT**

Upon the form filling out and the request payment, the PROMOTER will install the water supply and draining point at your stand, for the demonstration of machines and/or equipment.

The installation will comprise a ¾-inch supply point with valve and a 2-inch (50 mm) draining point.

Deadline for sending: Up to 15 BUSINESS days before the EVENT Assembly beginning.

**c) ELECTRONIC Form – Electricity
MANDATORY APPLICATION.**

THE SERVICE ORDERS REQUESTED AFTER 15 BUSINESS DAYS BEFORE BEGINNING OF EACH EVENT'S ASSEMBLY WILL BE CONDITIONED TO TECHNICAL POSSIBILITIES OF FULFILLMENT.

SHOULD THERE BE SUCH POSSIBILITY, THE AMOUNTS TO BE PAID WILL NOT CONTEMPLATE THE 10% (TEN PERCENT) DISCOUNT GRANTED TO REQUESTS SUBMITTED BEFORE THE DEADLINE.

Should additional electricity be necessary, that is, which **is not contemplated by the EVENT'S PLANNING, ORGANIZATION AND MANAGEMENT agreement, the EXHIBITOR** must submit a request through the electronic form available at the EXHIBITOR'S PORTAL at the

EVENT'S website.

Bank slips will be issued for payment at any bank.

The referred services will remain available at the EVENT'S website up to 05 BUSINESS days before the assembly beginning.

And the PROMOTER will install a power supply point at the EXHIBITOR's stand, at the most convenient location for the PROMOTER.

The EXHIBITOR will be responsible for providing a network entrance containing a main switch with suitable and complementary circuit breakers to the distribution installation at its stand, from the point installed by the PROMOTER.

Each and every electrical installation must be accompanied by a project with a descriptive memorial of the entire installation and distribution executed by a qualified professional, in compliance with the ABNT and ELETROPAULO standards.

IT IS INDISPENSABLE TO DELIVER THE PROJECT AND ART or RRT (WITH THE AMOUNTS DULY PAID) TO THE PROMOTER, AT RUA BELA CINTRA, 1.200 - 7º ANDAR - CONSOLAÇÃO - 01415-001 - SÃO PAULO/SP.

ATTENTION:

For EVENTS held at: Interior Eventos (Mirassol - SP); Centro de Eventos Zanini (Sertãozinho - SP); Centro de Convenções (Goiânia - GO); and Centro de Convenções de Pernambuco (Olinda - PE), the TERM OF RESPONSIBILITY and ART or RRT must be delivered up to 15 days before the assembly beginning, at Rua Conde Afonso Celso, 436 – Jardim Sumaré – 14025-040 – Ribeirão Preto – SP, e as from the event assembly beginning only at the PAVILION.

Any metallic structure belonging to the stand must be duly grounded, in compliance with the ABNT standards.

The installation of electric artifacts, pendants or external fixation will not be allowed without the PROMOTER's previous authorization.

FOR THE PUBLIC IMPROVED SAFETY, THE STAND INSTALLATIONS (AIR CONDITIONING, ILLUMINATION, EQUIPMENT, WIRES AND CABLES) CANNOT BE VISIBLE TO NEIGHBORING STANDS OR TO VISITORS. WE KINDLY REQUEST THE PRODUCTION OF GUTTERS WITH REMOVABLE LIDS, DEPARTING FROM THE PAVILION GUTTER AS FAR AS THE STAND'S POWER SWITCHBOARD, AS WELL AS THE HYDRAULIC INSTALLATIONS.

The stand main switch must be placed at a freely accessible location for the PROMOTER's security service. In case a power cabinet be installed at the stand, the PROMOTER must receive a copy of the key allowing its access.

At the **ANHEMBI, IMIGRANTES and RIO CENTRO** Pavilions the available current is alternate with a 60 c/s frequency, at the **127V single-phase, 220V two-phase, or three-phase** voltages. The cost is per KW.

Special installations with 380 or 440V voltages can also be provided.

Special points will be charged for these voltages, besides the power consumption.

Information about the PAVILIONS voltages are available in

the SPECIFIC RULES OF EACH EVENT.

The PROMOTER recommends that each stand should have protection equipment (surge protector, automatic switches, no break) against possible power oscillation or lack of phases, and such equipment must be at a freely accessible location. The PROMOTER will not be responsible for any damages caused due to absence of this equipment.

To calculate the number of KW necessary for its stand, the EXHIBITOR must simply sum the W and KW indicated on the equipment plates and on the bulbs to be used in its illumination. It is not necessary to consider the KW/hour, as the kW cost refers to the consumption during the EVENT entire operation period.

Any consumption excess that may be proven during the EVENT realization will be charged by the PROMOTER, according to the specified service, **ADDED OF A 25% FINE.**

In order to facilitate the calculation, we included at the end of this MANUAL a table with the quantity of KW consumed by the most commonly used items at a stand.

ATTENTION:

The hydraulic and electricity installations need a previous dimensioning for an efficient and adequate distribution and utilization of the necessary equipment and components. Therefore, the PROMOTER will not authorize the installation of these services when the request is not submitted within the authorized deadline.

The area intended to the stand assembly will only be released to the EXHIBITOR upon request and payment of Hydraulics and Electricity (the electricity service is mandatory).

THE PAVILION WILL BE ENERGIZED 24 HOURS BEFORE THE EVENT REALIZATION PERIOD BEGINNING.

DURING THE EVENT REALIZATION PERIOD THE ELECTRICITY MUST BE TURNED ON BY THE EXHIBITOR ONE HOUR BEFORE THE EVENT BEGINNING AND TURNED OFF ONE HOUR AFTER THE EVENT END. SHOULD THE EXHIBITOR NEED ELECTRICITY AFTER THIS TIME, IT IS NECESSARY TO SUBMIT A REQUEST VIA EMAIL TO atendimento@reedalcantara.com.br.

PLEASE BE ADVISED THAT THERE WILL BE EXTRA COSTS AND THE REQUEST MUST BE SUBMITTED 24 HOURS BEFORE THE USE.

UPON VERIFICATION OF USE AFTER THESE TIMES WITHOUT THE PREVIOUS REQUEST THE PROMOTER WILL TURN OFF THE STAND MAIN SWITCH, WITHOUT RESPONSIBILITY FOR ANY LOSSES THAT MAY HAPPEN, AND A FINE AMOUNTING TO 100% OF REQUESTED KW WILL BE ENFORCED.

After the EVENT closing, the EXHIBITOR must fully turn off the stand electricity. Therefore, should there be at the stand appliances such as freezer, refrigerator, machines or products needing continuous power supply we request that an advance note be sent to the PROMOTER by email to atendimento@reedalcantara.com.br.

In case the PAVILION does not bear the electricity demand, we will use generating sets to supply the general demand. The distribution will be made with absolutely technical purposes by our Electricity Department. Consequently, your stand may be supplied through generating sets.

3 – DIRECT TELEPHONE LINE AND INTERNET

SEE THE SPECIFIC RULES OF EACH EVENT.

Request: Up to 15 BUSINESS days before the EVENT assembly beginning.

4 - ASSEMBLER CONTRACTING

We recommend EXHIBITORS to anticipate the contracting of an Assembly company, as due to the high number of stands at the EVENT such companies may not accept last-minute requests. There is a high number of assemblers which indication may be obtained at:

SINDIPROM - São Paulo State Trade Fairs, Congresses and Events Promotion, Organization and Assembly Companies Trade Association.
www.sindiprom.org.br

VI – ASSEMBLY

1 – PERIODS AND TIMES

SEE THE “SPECIFIC RULES” OF EACH EVENT, AVAILABLE AT THE EVENT’S WEBSITE.

A FINE OF R\$ 500.00 (FIVE HUNDRED REALS) PER HOUR OF DELAY WILL BE CHARGED FROM EXHIBITORS NOT COMPLYING WITH THE ESTABLISHED TIMES.

The companies contracted for the stands assembly and/or decoration a responsible for removing debris and unused materials, as the stand Cleaning Service contracted by the EXHIBITOR can only be effective as from 7:00 a.m. of the day after the opening date.

2 – STAND LOCATIONS

The PROMOTER will determine the stand locations, subject to the chronological order of requests, the technical assembly needs of he set, and the EVENT’s marketing interest.

THE EVENT’S PLAN WILL ON LY BE PREPARED AFTER THE SPACES COMMERCIALIZATION IS CLOSED.

The EXHIBITOR will receive their stand area demarcated on the PAVILION floor, and at least it will be required to place carpets, install dividing walls, illumination, and identification letterings.

The flooring demarcation must be checked (meterage and location) by the Assembler contracted by the EXHIBITOR before the assembly works begin, in order to avoid subsequent problems.

3 – STAND PROJECT

The stand project must comply with all rules contained in this MANUAL and/or of public order, as ensured by the Term

of Responsibility signed by the EXHIBITOR and by the ASSEMBLER.

THE PROMOTER DOES NOT APPROVE STAND PLANTS OR PROJECTS, BUT IT IS MANDATORY TO SEND THE STAND PROJECT FOR ANALYSIS UP TO 45 DAYS BEFORE THE ASSEMBLY BEGINNING. AFTER THIS DEADLINE, THE ANALYSIS WILL BE SUBJECT TO THE RESPONSIBLE TECHNICIAN'S AVAILABILITY.

In case of doubts as to interpretation of this MANUAL's terms, we suggest that the PROMOTER be consulted with, in order to avoid future inconveniences.

4 – PERSONNEL ACCESS

Bearers of the following credentials will be allowed access to the PAVILION in the Assembly period, with the entrance minors under 16 years old being prohibited:

- ASSEMBLER/INTERIOR DESIGNER credential
- EXHIBITOR credential
- SECURITY credential
- UTILITY credential

5 – VEHICLES ACCESS

THE INFORMATION ABOUT VEHICLE ACCESS TO THE PAVILIONS ARE AVAILABLE IN THE SPECIFIC RULES OF EACH EVENT.

ONLY AT THE ANHEMBI EXHIBITIONS PAVILION:

During the Assembly period, vehicles can only stay inside the PAVILION for a maximum period of:

Leisure Cars	=	30	minutes
Pick-up / Kombi	=	60	minutes
Trucks (small volume)	=	90	minutes
Trucks (big volume)	=	120	minutes

After these periods, the value per hour of permanence will be charged.

However, independently of the maximum term expiration, the vehicles must be taken out of the PAVILION as soon as its cargo be unloaded.

THE ENTRANCE OF ANY TYPE OF AUTOMOTIVE VEHICLES WILL NOT BE ALLOWED ON THE LAST DAY OF ASSEMBLY.

6 – ENTRANCE OF GOODS/TOOL SERVICES

All goods will enjoy free transit at the PAVILION, except the tools of the employees in charge of the stands assembly, which must be registered to allow their subsequent removal.

An **electricity** utilization service will be charged, with one point, per stand to be assembled, for the use of saws and drills. Should simultaneous use be verified, an additional value will be charged per tool, according to the form to be completed at the Services Reception of the PAVILION.

Electricity will only be supplied to the above tools if they display extensions made of PP cables without amendments.

Note: The goods and vehicles must enter into the PAVILION through the GATE INFORMED BY THE PROMOTER.

7 – GARBAGE REMOVAL AND LANDFILLING SERVICE IN THE ASSEMBLY/DISASSEMBLY

PERIODS (MANDATORY REQUEST)

The amount referring to garbage removal and landfilling services from the PAVILION common areas during the EVENT assembly and decoration will be charged.

After the runners placement on the streets, **it will be strictly prohibited to disposed of garbage on them.** All garbage from the stand must be packaged in plastic bags and placed on the corridors to be removed by the PROMOTER's cleaning team.

FAILURE TO COMPLY SHALL GIVE CAUSE TO THE INFRINGERS' FINE AND DISACCREDITATION.

VII – BASIC ASSEMBLY RULES

1 - FLOORING

The area of each stand will be demarcated by the PROMOTER on the PAVILION flooring. For the stand assembly the EXTERNAL ANGLE of the paint mark on the flooring must be considered.

2 – DIVIDING WALLS

Dividing walls must be built between stands having neighbors. Establishing the limit of each area, according to the marking on the PAVILION flooring. The walls minimum height must be 2.20m. Walls surpassing the neighbor's dividing walls must have compatible finishing with the internal finishing.

a) GLASSES IN STAND ASSEMBLIES:

In case glass be used at the stand, and if it be laminated, the use of adhesive films and/or protection signaling stripes will be mandatory (for the public safety in case of breaking). If hardened glass is used, we recommend the utilization of signaling stripes.

3 – HEIGHTS AND LIMIT RECESSIONS

The table below determines the heights and setbacks allowed for any decorative components of the stands. These heights are considered from the floor of the pavilions, with no need for setbacks in relation to the streets in the stands with areas that do not configure Islands, keeping it to the maximum height and setbacks in the table below, **in relation to neighbors.**

Maximum height – (m)	Minimum jib (setback) – (m)
Up to 4,50	0,00
4,51 a 6,00	1,00

Island stands could have the total occupation of the linear footage of perimeter, up to 4.50 m high, no need to setback, and from 4.51 m in height, the build up can not exceed 40% of the perimeter. When this percentage exceeded, the setbacks must be observed from the table below.

Maximum height – (m)	Minimum jib (setback) – (m)
Up to 4,50	0,00
4,51 a 6,00	1,00

In the case of build up of elements like fascia boards, beams, columns and totems, must also abide by the jib (setback) table.

4 – PAVILION UTILIZATION

a) PAVILION FLOORING

The PAVILION flooring cannot in any circumstances be demarcated, painted, perforated, or excavated.

It is prohibited to use the service gutters existing in the flooring for any purpose whatsoever.

b) PAVILION CEILING

The use of the PAVILION ceiling to fixate steel cables for staying of illumination structures with frontpieces coupled (or not) to this structure will depend on previous analysis of the projects.

We request that the PROMOTER be consulted with before submitting formal requests, by phones: (11) 3060-4877 and 3060-4878, with the Operations Technical Department.

The assembler/exhibitor must submit the projects and other documents printed in two copies (two folders) to the PROMOTER within 45 days before the EVENT assembly beginning; after this date the ANALYSIS will be subject to the responsible technician's availability.

Complementary projects after the authorization will not be accepted.

NOTE: IT IS STRICTLY PROHIBITED TO SUPPORT, TIE OR HAND ANY STAND ELEMENT OR EXHIBITED PRODUCTS ON THE PAVILION CEILING STRUCTURE, EXCEPT SUPPORT STRUCTURES FOR ILLUMINATION.

THE DELIVERY OF THE DOCUMENTS LISTED BELOW TO THE PROMOTER'S OPERATIONAL TECHNICAL DEPARTMENT IS MANDATORY, IN TWO COPIES (TWO FOLDERS), WITHIN THE MAXIMUM TERM OF 45 DAYS BEFORE THE EVENT ASSEMBLY BEGINNING. THE PROMOTER WILL AUTHORIZE OR NOT UNTIL THE MAXIMUM TERM OF 15 DAYS BEFORE THE EVENT ASSEMBLY BEGINNING.

- Stand architectonic project with plant, cuts, elevation and perspective, with all quotas.
- Plant and elevation showing the situation of all elements that will be hanged.
- The PAVILION ceiling and the respective steel cables tying the stand parts to the ceiling eyes.
- Descriptive memorial of all stand elements that will be hanged and the way in which these elements will be fixated to the PAVILION ceiling.
- Project and calculation memory of the elements that will be hanged, dimensioning of parts, steel cables, and others.
- Support reactions on the structures that will be hanged and on the PAVILION ceiling structure eyes.
- All documents must specify the stand's (exhibitor's), the EVENT's, and the technical responsible's names. The technical responsible must sign all sheets.
- **A.R.T. (Technical Responsibility Note) or R.R.T. (Technical Responsibility Register) correctly collected and registered, describing the professional's responsibility.**
- **The ART or RRT must contemplate the entire EVENT period, that is, Assembly, Realization, and Disassembly. Without these complete data the ART or RRT will not be accepted.**

The projects must be forwarded for analysis up to 45

days before the EVENT assembly beginning, with the following information in the email subject line:

- **EVENT name;**
- **EXHIBITOR's TRADE NAME or COMMERCIAL NAME;**
- **LOCATION.**

After this deadline, they shall be subject to the responsible Technician's availability.

THE COPY OF THE A.R.T. (TECHNICAL RESPONSIBILITY NOTE) OR OF THE R.R.T. (TECHNICAL RESPONSIBILITY REGISTER) ATTACHED TO THE PROJECT MUST REMAIN AT THE STAND DURING THE ENTIRE ASSEMBLY PERIOD, FOR INSPECTION PURPOSES.

The ART or RRT must clearly contain the identification and signatures of the contractor and of the Civil Engineering or Architecture area professional registered with CREA or CAU, and the specifications of the structure hanging on the PAVILION ceiling.

The ART or RRT must be paid at a banking institution. Without machine authentication it will be disregarded.

The use of ladders through their eyes is limited to the following maximum requests;

ANHEMBI:

North/South Pavilion: 30 kg on the eyes; PAVILION mesh: 3.33m x 3.33m.

West Pavilion: 30 kg on the eyes; PAVILION mesh: 3.00m x 3.00m.

EXPO CENTER NORTE: Not authorized.

IMIGRANTES EXHIBITION CENTER: With use restrictions – consult with the PROMOTER. There ceiling use and installation costs.

TRANSAMÉRICA: Consult with the PROMOTER.

The steel cables supply and their installation will be under the assembler's / exhibitor's responsibility.

Works performed at the PAVILION structure will only be allowed if carried out by companies accredited by the PROMOTER.

ONLY THE FOLLOWING WILL BE ALLOWED: Elastane-type fabric without images, for illumination effects.

THE IGNIFUGATION SURVEY SUBMISSION IS MANDATORY.

The illumination structures hanging on the PAVILION ceiling, in case they have "CEILINGS" and COATINGS they must comply with the recession table.

When the structures be hollow and without ceiling, they can be on the streets and neighbors alignment.

CEILINGS made of wood, canvas, and similar materials will not be allowed.

FRONTPIECES: Only stand identification frontpieces (EXHIBITOR'S NAME/LOGOTYPE) coupled to the elements (illumination supports) will be allowed. The frontpieces must comply with the recession table and their height cannot be over 1m, and their length are not subject to any meterage restrictions.

The installation of banners or any decorative elements will not be allowed (multimedia, as well as: sound boxes, television sets, projectors) on the illumination structures hanging from the PAVILION ceiling.

The illumination structures hanging on the PAVILION ceiling,

in case they have "CEILINGS" and COATINGS they must comply with the recession table.

When the structures be hollow and without ceiling, they can be on the streets and neighbors alignment.

NOTE: STEEL CABLES CAN ONLY BE TIED IN THE EYES (KNOTS) OF THE PAVILION CEILING STRUCTURE.

CONSULT WITH THE PROMOTER AS TO THE RULES REGARDING THE OTHER PAVILIONS.

5 – CONSTRUCTION IN MASONRY

Any constructions (floorings, walls) in masonry or similar are prohibited.

6 – GARDENS AND PLANTS

Ornamental gardens, flowers and plants will be allowed when contained in vases, baskets or other recipients, as long as loose earth, sand or stones are not used directly on the PAVILION flooring for the execution of gardens.

7 – STAND VERTICAL PROJECTION

The vertical projection of any assembly element, including (DISPLAY WINDOWS, DECORATIVE ELEMENTS, AIR CONDITIONING APPLIANCES, OR EXHIBITED PRODUCTS/EQUIPMENT) must mandatorily be within the stand area perimeter limits.

Projections over contiguous stands or over the EVENT circulation ways will not be accepted, except reflectors for the stand façade and logotypes illumination, as long as they be installed at the minimum height of 4.00m.

8 – RAISED FLOORS

• For any and all stands having raised floors, regardless of the material type, **an access ramp for bearers of special needs is mandatory.**

• In order to facilitate circulation at the EVENT, we suggest that sharp edges on the flooring be beveled and used with ramps for bearers of special needs.

Ramp requirements according to NBR9050:

Maximum inclination (see the table).

Antiskid flooring.

Inclinations table:

Unevenness (h) Maximum inclination (i)

1.0m ≤ h 5% (1:20)

0.80 ≤ h < 1.00m 6.25% (1:16)

0.20 ≤ h < 0.80m 8.33% (1:12)

0.075 ≤ h < 0.20m 10% (1:10)

h < 0.075m 12.5% (1:8)

Ramp length calculation: $C = (h \times 100) / i$

Ex.: For an unevenness of 0.5m, $i = 8.33\%$ $C=6.0m$ For an

unevenness of 1.0m, $i = 6.25\%$ $C=16.0m$

For an unevenness of 1.5m, $i = 5.0\%$ $C=30.0m$

Ex.: For a 10 cm flooring a ramp must be no less than 1.00 m deep and 1.00 m high.

9 – MEZZANINE OR SECOND FLOOR

Stands with mezzanine or second floor will only be admitted when he contractually leased area **be equal to or larger than 300 m² and configure an island.** Even so, the **mezzanine or second floor area can have no more than**

25% of the total stand area, and must have a recession of at least 2 meters from perimeter limits.

In case of a mezzanine or second floor construction, the allowed end height, **IN THIS AREA OF THE STAND ONLY – MEZZANINE OR SECOND FLOOR** shall be **7.00m** counted as from the PAVILION flooring, with a **minimum recession of 2m.** The use of up to **20% in the linear metrage on the stand frontal face without recession is allowed.**

NOTE: THE MEZZANINE OR SECOND FLOOR ACCESS STAIRCASE MUST BE CONSIDERED AS AN INTEGRAL PART OF THE MEZZANINE OR SECOND FLOOR, IN COMPLIANCE WITH THE HEIGHTS AND RECESSIONS AND WITH THE STAIRCASE SPECIFIC STRUCTURAL CALCULATION SUBMISSION.

- ❖ Stands with mezzanine must have the ART or RRT exhibited, informing the name and qualification of the responsible technical engineer in charge and his company, with the applicable collection, as well as the company's registration with CREA or CAU.
- ❖ The project of the stand with mezzanine or second floor must contain the second floor structural calculation memory.
- ❖ The structure must be dimensioned according to the capacity calculations per m², complying with the load capacity calculation spreadsheet.
- ❖ The mezzanine or second floor flooring must be compatible with the load established in the load calculation spreadsheet.
- ❖ **The maximum load capacity on the mezzanine or second floor, in kg/m², and the number of persons must be mentioned right at the beginning of the staircase linking this ground floor to the mezzanine or second floor.**
- ❖ The use of glass panels is not allowed on the mezzanine or second floor; panels made of acrylic, polycarbonate or similar materials must be used, which shall have the maximum opening dimensions of 1m x 1.40m .
- ❖ There will be an exception to this rule only for the cases in which an insulfilm-type safety film had been applied on the glass panels, or in case of laminated or hardened glass panels.

THE DELIVERY OF THE DOCUMENTS LISTED BELOW TO THE PROMOTER'S OPERATIONAL TECHNICAL DEPARTMENT IS MANDATORY, IN TWO COPIES (TWO FOLDERS), WITHIN THE MAXIMUM TERM OF 45 DAYS BEFORE THE EVENT ASSEMBLY BEGINNING. THE PROMOTER WILL AUTHORIZE OR NOT UNTIL THE MAXIMUM TERM OF 15 DAYS BEFORE THE EVENT ASSEMBLY BEGINNING.

PROJECT AND STRUCTURAL CALCULATION ARCHITECTONIC PROJECT

- **The ART or RRT must contemplate the entire EVENT period, that is, Assembly, Realization, and Disassembly. Without these complete data the ART or RRT will not be accepted:**

10 – STANDS ON OUTSIDE AREAS

Stands located on the PAVILION outside areas must comply with all standards contained in these regulations and with the ABNT standards, www.abnt.org.br, and submit a technical feasibility study signed by a qualified professional in charge, together with a structural calculation, which must

comply with the project characteristics, with the drag coefficient stipulated for each region of the country at the time of the year and at the location where they are to be assembled.

11 – CATWALKS/STAGES/RAISED FLOORS

The construction of passageways and stages in stands will only be admitted when the contractually rented area be equal to or larger than 150m².

Each and every catwalk or stage cannot be higher than 1.20 m and must have a minimum recession of 2.00 m from the stand perimeter limits, totally facing inside the stand, no matter whether the area configures an island or not.

At the other stands, the raised floor on which there must be any kind of circulation cannot be higher than 1.20 m counted as from the PAVILION floor. It is mandatory to submit an ART or RRT specific for the flooring, stage or catwalk.

12 – WORK RULES

a) Any stand element must have finishing on both sides, either on the division with contiguous stands or on the division with transversal streets. The only exception will be for stands located on the PAVILION's limiting perimeter.

b) The entrance and installation of the following equipment inside the PAVILION will not be allowed:
 - Bench circular saw both for joinery and locksmithery.
 - Cutting disc saw for iron and aluminum.
 - Welding machine for iron and aluminum.

c) It is not allowed to smooth and/or plaster the stand walls inside the PAVILION, or to carry out gas welding, spray gun painting, plastering, and spraying.

d) Stands with metallic structures must enter into the PAVILION semi-finished, with the components fixation by screws; piece construction and component welding inside the PAVILION are not allowed.

e) Stands with wooden structures must enter into the PAVILION semi-finished, lacking only the final finishing details.

f) Pneumatic or spray gun paintings will not be allowed.

g) The circulation ways and contiguous stands cannot be used for storage of materials, tools and products to be installed at the stand. Every operation must be performed exclusively within the EXHIBITOR's stand limits.

NONCOMPLIANCE WITH THE ABOVE CONDITIONS WILL IMPLY ENTRANCE PROHIBITION OF ANY TYPE OF MATERIALS OR VEHICLES OF HE RESPONSIBLE COMPANY, AND OF THE STAND ASSEMBLY WORKS CONTINUITY.

h) Every work with greases, paints, corrosive materials, powders and liquids must be carried in suitable recipients, avoiding damages to persons, to the PAVILION, and to contiguous stands.

i) For the carpet fixation directly on the PAVILION flooring only DOUBLE-SIDED TAPE should be used, and IT IS PROHIBITED TO USE GLUE.

j) AIR CONDITIONING APPLIANCES: The air conditioning appliances hot air exit **MUST NOT** be directed to the streets or to the contiguous neighbors; it should be deviated upwards. The air conditioning appliances must be installed exactly inside the stand area limits, observing the recession table, in such a way as not to impair the streets and neighbors visual esthetics. An exclusive discharging point for the air conditioned appliance to drain the condensed water is mandatory.

13 – SAFETY RULES

a) Special Installations

Any equipment the demonstration of which may cause risks to the public, to contiguous stands or to the PAVILION must be provided with special installations which, at the PROMOTER's discretion, completely eliminate any dangerousness.

The utilization and/or application of an anti-flame product (IGNIFUGATION) for the stands flooring and ceiling coating is mandatory.

b) Extinguishers

Every EXHIBITOR will be obliged to maintain at its stand, since the Assembly beginning, during the entire Realization and until Disassembly end, a fire extinguisher with compatible load with its products in exhibition and with the materials used in the stand assembly, and it must not be installed in staircases, must be unobstructed and **duly signaled according** to the table below:

WHEN THERE ARE NOT DIVISIONS IN THE STAND

AREA / m ²	CO ₂		PQS (DRY CHEMICAL POWDER)
Up to 50	1	or	1
From 51 to 100	2	or	2
From 101 to 150	3	or	3
From 151 to 200	4	or	4
From 201 to 250	5	or	5
From 251 to 300	6	or	6
From 301 to 350	7	or	7

WHEN THERE ARE DIVISIONS IN THE STAND

AREA / m ²	CO ₂		PQS (DRY CHEMICAL POWDER)
Up to 50	2	or	2
From 51 to 100	4	or	4
From 101 to 150	6	or	6
From 151 to 200	8	or	8
From 201 to 250	10	or	10
From 251 to 300	12	or	12
From 301 to 350	14	or	14

In areas larger than 350m² without any divisions in the stand, the EXHIBITOR must consider an extinguisher at every 25 linear meters. The extinguishers must be distributed in such a way that the operator does not cover more than 25 linear meters.

We suggest using the ABC Powder extinguisher, as it can replace any type of extinguisher in specific classes A, B and C.

The PROMOTER reserves the right of requiring a higher number of extinguishers, inspecting them, require reloadings, and determine locations for the fixation.

In case of doubts, refer to the PROMOTER's fire fighters at

the Security Room.

c) Prohibited Equipment

The operation of internal combustion engines is prohibited inside the PAVILION.

It is prohibited to use explosives, non-inert gases, toxic gases, fuels, LPG, and flammable liquids.

ANY ACTIVITIES WITH FIRE ARE PROHIBITED.

d) Equipment Obstruction

In case your stand has a ground or flooring hydrant inside its area, it cannot be obstructed by equipment or walls, and must have an identified and easily removal false flooring.

It is also prohibited to remove the extinguishers from their fixed points to be used in other places as readiness extinguishers without the PROMOTER's previous authorization.

e) PPE – Personal Protection Equipment

The EXHIBITOR and the ASSEMBLER will be responsible for providing its employees and/or contracted parties with adequate PPEs to the risk, in perfect conditions of conservation and operation.

f) Risk substances inventory

The EXHIBITORS cannot in any hypothesis keep in the stand toxic, flammable, explosive or any substances representing risks for the public, for contiguous stands or for the PAVILION, regardless of the stocked quantity.

ATTENTION:

The entrance and PERMANENCE of persons without identification, without wearing shirt, or wearing Bermuda or shorts is prohibited in the Assembly and Disassembly period. It is also prohibited to wear sabots, sandals, or slippers.

The entrance and utilization of animals of any species or sizes are expressly prohibited, including birds, regardless of being integral parts of the stand decoration or of any connections with the demonstration of the products to be exhibited.

14 – EMERGENCY EXITS

In the areas signaled and determined as emergency exits, it is expressly prohibited to store any type of material.

All projects of stands having closed environments must contemplate emergency exits.

In case of auditoriums, the number of emergency exits must be compatible with the contemplated number of seats.

15 – CONSTRUCTION EMBARGO

The PROMOTER is entitled to embargo the stand construction should it not comply with the rules in this MANUAL. In case the EXHIBITOR does not reformulate the project parameters in due time, besides the 25% fine over the area value the stand cannot be used during the Realization period, without prejudice to the area contractual costs with the PROMOTER.

Safeguarding its interests, we advise the EXHIBITOR to inform all the EVENT rules to the company in charge of assembling, conveying to it any liability referring to the subject.

VIII – REALIZATION

1 – PERIODS AND TIMES

SEE THE “SPECIFIC RULES” OF EACH EVENT, AVAILABLE AT THE EVENT’S WEBSITE – CLICK ON “EXPOR”.

2 – PERSONNEL ACCESS

Bearer of the credentials below will have access to the PAVILION in the Realization period, at the times specified below.

- MAINTENANCE credential together with the ASSEMBLER/INTERIOR DESIGNER Credential (During the EVENT's entire Realization period)

- EXHIBITOR credential (During the EVENT's entire Operation period)

- SERVICES Credential (During the EVENT's entire Realization period)

- CLEANING Credential (Daily, during the SUPPLY and MAINTENANCE time).

- SECURITY Credential (During the EVENT's entire Operation period)

- UTILITY Credential (During the EVENT's entire Realization period)

3 – VEHICLES ACCESS

The vehicles access into the PAVILION is prohibited during the EVENT's entire Realization period.

4 – SUPPLY AND MAINTENANCE

We recommend that a suitable schedule be prepared, as there cannot be any exceptions. **Every food product must be packaged in an appropriate recipient for transportation. Ex.: Ice, recipients for liquids.**

SEE THE “SPECIFIC RULES” OF EACH EVENT, AVAILABLE AT THE EVENT’S WEBSITE – CLICK ON “EXPOR”.

5 – EVENT VISITING

SEE THE “SPECIFIC RULES” OF EACH EVENT, AVAILABLE AT THE EVENT’S WEBSITE – CLICK ON “EXPOR”.

6 – ENTRANCE OF MINORS

SEE THE “SPECIFIC RULES” OF EACH EVENT, AVAILABLE AT THE EVENT’S WEBSITE – CLICK ON “EXPOR”.

7 – STAND OPERATION

During the entire Realization period there must be at least one employee of the EXHIBITOR's at the stand, qualified to provide information about the exhibited products.

To better assist the visitors/buyers, the stand must be ready and in operation, **daily, 30 minutes before the official opening**; therefore, we recommend that the service

providers arrival at the stand occur **one hour before the EVENT opening time.**

The PROMOTER reserves the right of anticipating the opening time to better assist visitors/buyers, considering the number of visitors upon the works beginning and/or the current conditions.

It will not be allowed to end the stands activities before the EVENT's realization time end, even on the last day of the EVENT.

The stand illumination must be kept on during the entire Realization time. Upon each day closing, the EXHIBITOR will be responsible for turning off the main switch of its stand.

8 – OPERATION LIMITS

The PAVILION corridors are areas of common use, and it is not allowed to solicit visitors or distributed printouts or any other articles there, except those derived from an agreement entered into by and between the EXHIBITOR and the PROMOTER.

The PROMOTER reserves the right of seizing any material distributed outside the stand's limits during the EVENT REALIZATION period, in case of exhibition or distribution of materials not contemplated by an agreement entered into by and between the EXHIBITOR and the PROMOTER. The collected material return will be made at the Security Room, no later than the first day of disassembly. **After this deadline the collected material will be sent to a warehouse, and the costs derived from this operation will be borne by the EXHIBITOR.**

9 – STAND VISITING

The stands must be fully open to visiting, and the EXHIBITOR cannot sell tickets under any form or pretext, at any title whatsoever.

In EVENTS where artistic activities are allowed, printed invitations for shows, fashion shows or internal promotions at the stands will not entitle their bearers to enter into the EVENT, for which they must have appropriate invitations.

10 – DISTRIBUTION OF GIVEAWAYS

The distribution of giveaways, samples, catalogs and tasting to visitors is permitted, **EXCLUSIVELY INSIDE THE STAND**, and the PROMOTER reserves the right of ceasing the distribution whenever it may cause disturbances or agglomerations, seizing the material until the end of the EVENT for subsequent return.

THE DISTRIBUTION OF NOISY GIVEAWAYS OR GAS BALLOONS OF ANY SHAPE OR SIZE WILL NOT BE ALLOWED.

11 – RETAIL SALES

SEE THE "SPECIFIC RULES" OF EACH EVEN T, AVAILABLE AT THE EVENT'S WEBSITE – CLICK ON "EXPOR".

12 – PRODUCTS EXIT

No product intend to the exhibition can leave the PAVILION during the EVENT Realization.

In special cases, the PROMOTER will authorize the

replacement of goods displaying defects with other goods with equal characteristics.

The PROMOTER will authorize the exit of showcases and small objects as from one hour after the closing time on the last day of the EVENT.

13 – ASSISTANCE AND MAINTENANCE SERVICES

The contracted assembler is responsible for any type of maintenance and/or assistance for its client during the EVENT Realization period, and the PROMOTER and the OFFICIAL ASSEMBLER do not have any responsibility for problems that may happen at the stand.

14 – ARTISTIC ACTIVITIES (Live music, Fashion shows, Shows, Video-Wall, Drawing).

SEE THE "SPECIFIC RULES" OF EACH EVEN T, AVAILABLE AT THE EVENT'S WEBSITE – CLICK ON "EXPOR".

THE FOLLOWING ARE STRICTLY PROHIBITED: PYROTECHNIC SHOWS USING SMOKES OR AIRSHIPS, PRESENTATION OF LIVE MODELS OF ANY SEX, SEMI-NAKED OR WEARING G-STRINGS OFFENDING MORAL OR GOOD USES; ANIMALS OF ANY SPECIES OR SIZES, INCLUDING BIRDS, REGARDLESS OF BEING INTEGRAL PARTS OF THE STAND DECORATION OF ANY CONNECTION WITH THE DEMONSTRATION OF THE PRODUCTS TO BE EXHIBITED.

15 – SOUND VOLUME

For any audio resources utilization, either for the **ISSUANCE OF PROMOTIONAL MESSAGES, VIDEO WALL, ARTISTIC ACTIVITIES PRESENTATIONS, DRAWINGS, FASHION SHOWS, OR MERELY FOR SURROUND SONORIZATION**, the sound levels **cannot exceed 85 +/- 1 dB (A)**, measured at the limiting perimeters of the stand originating the sound, regardless of whether the stand configures **AN ISLAND OR NOT**.

During the EVENT realization we will have appliances to measure the number of decibels.

Each and every EXHIBITOR surpassing the determine volume will receive a verbal warning at the first time from the PROMOTER to reduce the sound volume.

The second infringement will be informed through a written warning to the responsible for the stand, signed by the PROMOTER.

Upon the third infringement a more drastic measure will be taken, by cutting the stand's electricity. In case of reincidence, the stand's electricity will be turned off until the last day of the EVENT.

Therefore, we recommend the construction of rooms with acoustic insulation at stands using sound resources.

The EXHIBITORS intending to use any one of these activities (including surround sonorization) must send the programming descriptive memory to the PROMOTER, up to 45 days before the EVENT Assembly beginning.

IMPORTANT: WE RECOMMEND THE TRAINING OF ALL PERSONNEL INVOLVED WITH THE STAND REGARDING

THE ABOVE RULE AND PENALTIES, IN ORDER TO ASSURE THE GOOD PERFORMANCE OF EACH STAND AND OF THE EVENT AS A WHOLE.

THE EXHIBITORS PERFORMING ANY ONE OF THESE ACTIVITIES (INCLUDING SURROUND SONORIZATION) MUST PAY TO ECAD THE FEES CORRESPONDING TO AUTHOR RIGHTS PURSUANT TO ACT 9610/98, www.ecad.org.br

The PROMOTER reserves the right of ceasing these activities whenever they cause troubles, agglomerations, complaints from contiguous stands, or be in disagreement with what had been previously approved.

16 – EQUIPMENT DEMONSTRATION

The PROMOTER can suspend or determine a period for the demonstration of any equipment which, at its discretion, may cause risks for persons, goods, stand structures and elements, or which produce a high level of noise or vibration that might disturb the operations of contiguous stands.

17 – PHOTOGRAPHIC COVERAGE

To contract photographic coverage during the EVENT, stand pictures, visits of personalities, officers or clients to the stand, THE EXHIBITOR MUST SEND A PREVIOUS NOTICE TO THE PROMOTER, TO THE SECURITY DEPARTMENT, ON ITS COMPANY'S LETTERHEAD, INFORMING DATE AND TIME OF THE PROFESSIONAL'S PRESENCE IN THE EVENT PREMISES. THIS PROCEDURE MUST BE REPEATED SHOULD RETURN BE NECESSARY. THESE PROFESSIONALS SO CONTRACTED CAN ONLY PERFORM THEIR ACTIVITIES INSIDE THE AREA OF THE EXHIBITOR WHICH CONTRACTED THEM. SHOULD THE STAND ASSEMBLER WISH TO PHOTOGRAPH ITS SERVICES, THIS MUST BE PREVIOUSLY AUTHORIZED BY THE EXHIBITOR, AND THE TIME OF THIS WORK MUST BE INFORMED TO THE PROMOTER'S SECURITY DEPARTMENT.

18 – STAND CLEANING

The stand cleaning services must be performed daily, at the SUPPLY AND MAINTENANCE TIME, and the garbage collected at the stand must be removed to the PAVILION's garbage dump by the EXHIBITOR's cleaning team. After this time, all garbage must be packaged in plastic bags and placed on the corridors to be removed by the PROMOTER's cleaning team. It is strictly PROHIBITED to place garbage on the runners. **Failure to comply shall give cause to the infringer's fine and disaccreditation.**

IX – DISASSEMBLY

1 – PERIODS AND TIMES

SEE THE "SPECIFIC RULES" OF EACH EVEN T, AVAILABLE AT THE EVENT'S WEBSITE. CLICK ON "EXPOR".

2 – RESPONSIBILITY

The EXHIBITOR is responsible for disassembling and removing the products and equipment from its stand, within the deadlines and conditions herein stipulated. Therefore, we suggest that your assemblers and interior

designers be duly notified regarding these deadlines. The PROMOTER recommends that, on the last day of the EVENT Realization, after its closing, all showcases and other valuable objects (DVD appliances, sound, TV) be removed, as well as small objects, thus avoiding thefts, larcenies, averages, losses, etc. The PROMOTER further recommends that the EXHIBITORS keep security guards at their stands while their materials are not fully removed, as it will not be responsible for any problems derived from lack of security.

3 – PERSONNEL ACCESS

Bearers of the following credentials will be allowed access to the PAVILION in the Disassembly period, with the entrance minors under 16 years old being prohibited:

- ASSEMBLER/INTERIOR DESIGNER credential
- EXHIBITOR credential
- SECURITY Credential
- UTILITY credential

4 – VEHICLES ACCESS

THE INFORMATION ABOUT VEHICLE ACCESS TO THE PAVILIONS ARE AVAILABLE IN THE SPECIFIC RULES OF EACH EVENT.

ONLY AT THE ANHEMBI EXHIBITIONS PAVILION:

During the Disassembly period, vehicles can only stay inside the PAVILION for a maximum period of:

Leisure Cars	30 minutes
Pick-ups / Kombis	60 minutes
Trucks (small volume)	90 minutes
Trucks (large volume)	120 minutes

After these periods, the value per hour of permanence will be charged.

However, independently of the maximum term expiration, the vehicle must be taken out of the PAVILION as soon as its cargo be unloaded.

During the first six hours of Disassembly, only small size vehicles (Kombis, Pick-ups, etc.) will have access. Trucks will have access after this time, in order to avoid jams on the PAVILION internal ways.

5 – EXIT CONTROL

The exit of materials and equipment from the PAVILION will be subject to strict surveillance by the PROMOTER, and the EXHIBITOR must request at the SECURITY ROOM the specific form to be completed with its items that will be removed. After having been signed by the responsible for the stand, the form will accompany the vehicle and will be delivered at the exit receptions to inspectors who will carry out the inspection.

6 – END OF REMOVAL

The PROMOTER will not be responsible for any materials and equipment possibly remaining inside the PAVILION after the Disassembly period end.

X – GENERAL PROVISIONS

The PROMOTER reserves the right of deciding about cases not contained in this MANUAL, as well as of establishing new rules that may be necessary for the EVENT's good operation aiming at facilitating harmony among EXHIBITORS.

The EXHIBITOR undertakes to comply with and have its employees and/or contractors comply with all clauses and provisions governing the EVENT, as well as with other rules that may be established for the common good.

No alteration carried out by the PROMOTER can constitute cause to cancel the Participation Agreement by the EXHIBITOR.

A FINE AMOUNTING TO 25% OVER THE TOTAL VALUE OF THE EVENT PLANNING, ORGANIZATION AND MANAGEMENT AGREEMENT WILL BE CHARGED FROM ANY EXHIBITOR INFRINGING ANY ONE OF THE ESTABLISHED RULES, THE SANCTION OF WHICH HAD NOT BEEN PREVIOUSLY SPECIFIED.

SPECIAL RULES

EVENT VENUE: EXHIBITIONS PAVILION - PARQUE ANHEMBI

- 220 TWO-PHASE

ADDRESS:

Avenida Olavo Fontoura, 1209 – Santana
02012-021 - São Paulo - SP.
Phone: (11) 2226-0400

ELECTRICITY AVAILABLE

- 127 SINGLE-PHASE
- 220 THREE-PHASE

SUPPLY

It will be carried out through the Services Gate, from 7:00 a.m. to 9:00 a.m.

DIRECT PHONE LINE

INTERNET POINT

Phone: (11) 2089-7500/7505/7507

EVENT VENUE: PALÁCIO DAS CONVENÇÕES DO PARQUE ANHEMBI

ADDRESS:

Avenida Olavo Fontoura, 1209 – Santana
02012-021 - São Paulo - SP. Phone: (11) 2226-0400

DIRECT PHONE LINE

INTERNET POINT

Phone: (11) 2089-7500/7505/7507

ELECTRICITY AVAILABLE

- 127 SINGLE-PHASE
- 220 TWO-PHASE
- 220 THREE-PHASE

WHEN ANOTHER TYPE OF VOLTAGE BE NECESSARY, A TRANSFORMER MUST BE USED.

HYDRAULIC INSTALLATIONS

Water points cannot be installed in the Hall Nobre and Hall B areas in any hypothesis.

Upon the PROMOTER's previous authorization, water points may be installed in the Hall Viveiro and Hall Externo Coberto areas, depending on the stand location.

COMPRESSED AIR SUPPLY

It will not be supplied.

ASSEMBLY STANDARDS

a) A 20 cm high modular raised floor must be used for the stands assembly, with the purpose of facilitating the electricity and hydraulics capturing services and of avoiding damages to the flooring.

b) The maximum overload allowed for the Hall Nobre and Hall B flooring is 1,000 Kg/m². For the other floorings (Hall do Viveiro, Hall Externo Coberto, and Hall Externo Elis) the maximum overload is 3,000 Kg/m².

LIMIT HEIGHT

The maximum height of any stand component cannot surpass 3.00m, counted as from the PAVILION flooring.

VEHICLES ACCESS

The entrance of vehicles inside the PAVILION is not allowed during the EVENT's entire Operation period (Assembly, Realization, and Disassembly).

SUPPLY

It will be carried out through the Services Gate, from 7:00 a.m. to 9:00 a.m.

EVENT VENUE: EXPO CENTER NORTE

Blue, White, Red, and Green Pavilions

Rua José Bernardo Pinto, 333 - Vila Guilherme
02055-000 - São Paulo - SP

Yellow Pavilion

Avenida Otto Baumgart, 1.000 - Vila Guilherme
02049-000 - São Paulo - SP

PHONE LINE AND INTERNET POINT RENTAL (VIVO - 1st FLOOR - WHITE PAVILION)

Phone: (11) 2221-8483 - 0800127368

PARKING TICKETS

PATROPI-Adm. De Estacionamento, Garagens S/C Ltda.
Phone: (11) 2909-4488

ELECTRICITY AVAILABLE

- 220 SINGLE-PHASE
- 380 THREE-PHASE

WHEN ANOTHER TYPE OF VOLTAGE BE NECESSARY, A TRANSFORMER MUST BE USED.

ASSEMBLY STANDARDS

The double-sided tape used for the carpet direct fixation on the PAVILION flooring can only be 3M brand. Re.: 4880, without damaging the flooring.

- **RED PAVILION**
MAXIMUM AREA FOR ASSEMBLY UNDER THE MEZZANINE AREA = 3.50 m WITHOUT RECESSION

- AIR CONDITIONING

The PAVILIONS are climatized, and the installation of air conditioning in the stands is not allowed.

- PAVILION CEILING STRUCTURE

- THE FIXATION OF ANY OBJECTS OR EQUIPMENT ON THE PAVILION CEILING STRUCTURE IS NOT ALLOWED.

VEHICLES ACCESS

The entrance of vehicles inside the PAVILION is not allowed during the EVENT's entire Operation period (Assembly, Realization, and Disassembly).

TRUCK ACCESS GATE: GATE 4

Rua Coronel Marques Ribeiro, 200

SUPPLY

It will be carried out through the Services Gate.

EVENT VENUE: IMIGRANTES EXHIBITION CENTER

Service Entrance:

Avenida Miguel Stefano, altura do nr. 3.000
(across the street from the Botanical Garden's main gate)
04301-903 - São Paulo - SP
Phone: (11) 5067-6767

**Visitor Entrance: Rodovia dos Imigrantes,
km 1,5 - Água Funda - 04329-900 - São Paulo - SP**

MERCHANDISING

The outside areas of the Imigrantes Exhibition Center beyond the stand limits; street floorings; passageways, lighting fixtures, illumination poles, marquees, slabs, and roofs, security grates, and aerial space, including gardened areas, can only be exploited with visual communication and merchandising by the PROMOTER. The aerial space above the maximum height allowed for the stands construction may be used for machines and/or equipment, but the fixation of promotional materials such as banners, stripes, plates, balloons, or inflatables, will not be permitted. In order to do that, the EXHIBITOR must forward a proposal to the Merchandising Department for approval of costs and conditions.

PHONE LINE AND INTERNET POINT RENTAL (HIPERNET)

SEE THE SPECIFIC RULES OF THE EVENT.

SUPPLY

It will be carried out through the Services Gate, from 7:00 a.m. to 9:00 a.m.

ELECTRICITY AVAILABLE

- 127 SINGLE-PHASE
- 220 TWO-PHASE
- 220 THREE-PHASE

Note: Special installations with 380 or 440 V voltages can also be provided, at a limited number. Special points will be charged for these voltages, besides the power consumption.

BASIC ASSEMBLY RULES

It is prohibited to use glue on the floor to fixate carpets or any type of material. For carpets fixation directly on the PAVILION flooring, only double-sided tape, 3M brand, Re. 4880, can be used, without damaging the flooring.

IN THE CONVENTIONS PAVILION AREA

MAXIMUM HEIGHT (m) = 4.00 m, complying with a 1.00 m recession as from 3.51 m.

HYDRAULIC INSTALLATIONS

Water points cannot be installed in the **CONVENTIONS PAVILION** area in any hypothesis.

EVENT VENUE: TRANSAMÉRICA EXPO CENTER

HALLS A, B, C, D, E, F, and G

Avenida Dr. Mário Villas Boas Rodrigues, 387
04757-020 - São Paulo - SP

PHONE LINE AND INTERNET POINT RENTAL (NEC DO BRASIL)

Phone: (11) 5643-3024 / 5643-3013. Transamérica Expo Center Operational Department

PARKING TICKETS

ESTAPAR
Phone: (11) 5643-3012

ELECTRICITY AVAILABLE

- 220 SINGLE-PHASE
- 380 THREE-PHASE

WHEN ANOTHER TYPE OF VOLTAGE BE NECESSARY, A TRANSFORMER MUST BE USED.

COMPRESSED AIR SUPPLY

It will not be supplied.

ASSEMBLY STANDARDS

The double-sided tape used for the carpet direct fixation on the PAVILION flooring can only be 3M brand. Re.: 4880, without damaging the flooring.

AIR CONDITIONING

The TEC is climatized, and the installation of air conditioning in the stands is not allowed.

VEHICLES ACCESS

The entrance of vehicles inside the PAVILION is not allowed during the EVENT's entire Operation period (Assembly, Realization, and Disassembly).

SUPPLY

It will be carried out through the Services Gate.

EVENT VENUE: WORLD TRADE CENTER

CONVENTIONS CENTER

Avenida das Nações Unidas, 12.551 – São Paulo - SP
04578-000 - São Paulo - SP

PHONE LINE AND INTERNET POINT RENTAL (TESA)

Phone: (11) Claudia Raza (11) 4302-0114/ (11)3043-7002/claudia.raza@tesatelecom.com

PARKING TICKETS

ESTAPAR
Phone: (11) 3

ELECTRICITY AVAILABLE

SEE THE SPECIFIC RULES OF THE EVENT.

WHEN ANOTHER TYPE OF VOLTAGE BE NECESSARY, A TRANSFORMER MUST BE USED.

ASSEMBLY STANDARDS

The double-sided tape used for the carpet direct fixation on the PAVILION flooring can only be 3M brand. Re.: 4880, without damaging the flooring.

AIR CONDITIONING

The WTC is climatized, and the installation of air conditioning in the stands is not allowed.

VEHICLES ACCESS

The entrance of vehicles inside the PAVILION is not allowed during the EVENT's entire Operation period (Assembly, Realization, and Disassembly).

SUPPLY

It will be carried out through the Services Gate. Rua Eng. Henrick Hertz – Area das Docas piso C/ elevador monta carga

COMPRESSED AIR SUPPLY

It will not be supplied.

EVENT VENUE: MENDES CONVENTION CENTER - SANTOS / SP

PAVILION

Avenida Gen. Francisco Glicério, 206
11065-400 – **Gonzaga - Santos - SP**

ELECTRICITY AVAILABLE

- 220 SINGLE-PHASE
- 380 THREE-PHASE

WHEN ANOTHER TYPE OF VOLTAGE BE NECESSARY, A TRANSFORMER MUST BE USED.

COMPRESSED AIR SUPPLY

It will not be supplied.

ASSEMBLY STANDARDS

The double-sided tape used for the carpet direct fixation on the PAVILION flooring can only be 3M brand. Re.: 4880, without damaging the flooring.

VEHICLES ACCESS

The entrance of vehicles inside the PAVILION is not allowed during the EVENT's entire Operation period (Assembly, Realization, and Disassembly).

SUPPLY

It will be carried out through the Services Gate.

EXPOMINAS - GAMELEIRA - BELO HORIZONTE

EVENT VENUE: EXPOMINAS

Pavilion

Avenida Amazonas, 6.030 - GAMELEIRA
30180-000 – Belo Horizonte - MG
Phone: (31) 3334-5145

PHONE LINE RENTAL

TELEMAR - 0800310800 (it will leave the pint inside the PAVILION's telephone switchboard)

MONTELEVEM (31) 3447-0181 takes the point to the stand

HBA TECNOLOGIA performs the full service
(31) 3889-9144/8899-2153

INTERNET POINT

HBA TECNOLOGIA
(31) 3889-9144/8899-2153

PARKING TICKETS

MINAS PARK
(31) 3313-6550

ECAD

Rua dos Carijós, 1.101 - CENTRO
(31) 3273-1221

ELECTRICITY AVAILABLE

- 127 SINGLE-PHASE
- 220 TWO-PHASE
- 220 THREE-PHASE

WHEN ANOTHER TYPE OF VOLTAGE BE NECESSARY, A TRANSFORMER MUST BE USED.

ASSEMBLY STANDARDS

The double-sided tape used for the carpet direct fixation on the PAVILION flooring can only be 3M brand. Re.: 4880, without damaging the flooring.

VEHICLES ACCESS

The entrance of vehicles inside the PAVILION is not allowed during the EVENT's entire Operation period (Assembly, Realization, and Disassembly).

THE ACCESS TO THE CARGO AREA IS ON RUA CRAVEIRO LOPES, S/N

SUPPLY

It will be carried out through the Services Gate.

CENTRO DE EXPOSITORES ROBERTO MARINHO

EVENT VENUE: MACAÉ - RJ

Pavilion

CENTRO DE EXPOSITORES ROBERTO MARINHO
Avenida Amaral Peixoto, km 170 - São José do Barreto
27971-220 – Macaé - RJ
Phone: (22) 2763-0411

INTERNET POINT

Jevin Comércio e Serviços
Phone: (22) 2105-7330

ECAD

Rua Almirante Barroso, 22 - RJ/RJ
(21) 2544-3400

ELECTRICITY AVAILABLE

- 220 SINGLE-PHASE
- 380 THREE-PHASE

WHEN ANOTHER TYPE OF VOLTAGE BE NECESSARY, A TRANSFORMER MUST BE USED.

COMPRESSED AIR SUPPLY

It will not be supplied.

ASSEMBLY STANDARDS

The double-sided tape used for the carpet direct fixation on the PAVILION flooring can only be 3M brand. Re.: 4880, without damaging the flooring.

VEHICLES ACCESS

The entrance of vehicles inside the PAVILION is not allowed during the EVENT's entire Operation period (Assembly, Realization, and Disassembly).

SUPPLY

It will be carried out through the Services Gate.

RIO CENTRO S/A - RIO DE JANEIRO/RJ

EVENT VENUE: RIO DE JANEIRO

Pavilion

RIO CENTRO S/A - CENTRO DE FEIRAS, EXPOSIÇÕES E CONGRESSOS DO RJ
Avenida Salvador Allende, 6.555 - BARRA DA TIJUCA
22780-160 – Rio de Janeiro – RJ
Phone: (21) 3431-4000

PHONE LINE/INTERNET POINT RENTAL

Link Solutions
Phone: (21) 2132-7175

PARKING LOT

GL Eventos
Phone: (21) 3035-9100

ECAD

Rua Almirante Barroso, 22 - RJ/RJ
(21) 2544-3400

ELECTRICITY AVAILABLE

- 127 SINGLE-PHASE
- 220 TWO-PHASE
- 220 THREE-PHASE
- 380 THREE-PHASE

WHEN ANOTHER TYPE OF VOLTAGE BE NECESSARY, A TRANSFORMER MUST BE USED.

COMPRESSED AIR SUPPLY

It will not be supplied.

ASSEMBLY STANDARDS

The double-sided tape used for the carpet direct fixation on the PAVILION flooring can only be 3M brand. Re.: 4880, without damaging the flooring.

AIR CONDITIONING

The installation of air conditioning appliances is not allowed. THE PAVILION IS CLIMATIZED.

VEHICLES ACCESS

The entrance of vehicles inside the PAVILION is not allowed during the EVENT's entire Operation period (Assembly, Realization, and Disassembly).

SUPPLY

It will be carried out through the Services Gate.

INTERIOR EVENTOS - MIRASSOL - SP

EVENT VENUE: MIRASSOL - SP

Interior Eventos Exhibitions Pavilion

Rodovia Washington Luís (SP 310), Km 449 -
15130-000 - Mirassol/SP
Phone: (17) 3242-6771 - 3242-6798

PARKING LOT

See the specific rules of each EVENT.

ELECTRICITY AVAILABLE

- 220 SINGLE-PHASE
- 380 THREE-PHASE

WHEN ANOTHER TYPE OF VOLTAGE BE NECESSARY, A TRANSFORMER MUST BE USED.

AIR CONDITIONING

See the specific rules of each EVENT.

LICENSE AND OPERATION FEES

Not charged by City Hall.

ECAD

Accredited Autonomous Branch
R. General Glicério, 3173 - Sala 51 - 5º Andar - Centro –
15015-400 - São José do Rio Preto/SP
Phone: (17) 3234-2004
Email: gga@ggacobrancas.com.br

VEHICLES ACCESS TO THE PAVILION

The vehicles entrance into the PAVILION during the Assembly and Disassembly period is allowed for loading and unloading of heavy materials, with determined time.

CENTRO DE EVENTOS ZANINI - SERTÃOZINHO/SP

EVENT VENUE: SERTÃOZINHO - SP

Centro de Eventos Zanini Exhibitions Pavilion

Avenida Marginal João Olesio Marques, 3563
Distrito Industrial Maria Lúcia Biagi Americano, defronte
a Rod. Armando de Salles Oliveira, altura do km 339
14175-300 - Sertãozinho-SP

PARKING LOT

See the specific rules of each EVENT.

ELECTRICITY AVAILABLE

- 220 SINGLE-PHASE
- 380 THREE-PHASE

WHEN ANOTHER TYPE OF VOLTAGE BE NECESSARY, A TRANSFORMER MUST BE USED.

R. Visconde de Inhaúma, 580 Cj. 307 - Cond..Ed.Center
Plaza - CENTRO
14010-910 - Ribeirão Preto/SP
Phone: (16) 3632-2863/3610-2407 - Fax: (16) 3610-2407
Email: ecadrp@ecad.org.br

VEHICLES ACCESS TO THE PAVILION

The entrance of vehicles inside the PAVILION is not allowed during the EVENT's entire operation period (Assembly, Realization, and Disassembly).

AIR CONDITIONING

Pavilion I: It does not have air conditioning, just climatized corridors.

Pavilion II: It has central air conditioning; the installation of air conditioners at the stands is not allowed.

LICENSE AND OPERATION FEES

The "Location, Installation and Operation, and Advertising Fee" must be paid to the Sertãozinho City Hall. For further information, refer to the Sertãozinho City Hall Fiscal Department – Phone: (16) 2105-1013.

ECAD

ECAD Unit - Ribeirão Preto

CENTRO DE CONVENÇÕES - GOIÂNIA/GO

EVENT VENUE: Goiânia

Centro de Convenções e Cultura de Goiânia

Rua 04, nº 1400 – Centro
74025-020 - Goiânia/GO
Phone: (62) 3219-3300

PARKING LOT

ESTAPAR - (62) 3217-2086 - Contact: Fábio

ELECTRICITY AVAILABLE

- 220 SINGLE-PHASE
- 380 THREE-PHASE

WHEN ANOTHER TYPE OF VOLTAGE BE NECESSARY, A TRANSFORMER MUST BE USED.

AIR CONDITIONING

The Pavilion has central air conditioning; the installation of air conditioners at the stands is not allowed.

LICENSE AND OPERATION FEES

Not charged by City Hall.

ECAD

ECAD Unit - Goiás
R. Nove, 481 Salas 1001 a 1004 - Setor Central
74013-040 - Goiânia/GO
Phone: (62) 3224-3410 / 3224-3285 - Email:
ecadgo@ecad.org.br

VEHICLES ACCESS TO THE PAVILION

The entrance of vehicles inside the PAVILION is not allowed during the EVENT's entire operation period (Assembly, Realization, and Disassembly).

CENTRO DE CONVENÇÕES DE PERNAMBUCO - OLINDA/PE

EVENT VENUE: OLINDA

Centro de Convenções de Pernambuco - Complexo Viário Vice-Governador Barreto Guimarães, s/nº - Salgadinho
53111-970 - Olinda - PE
Phone: (81) 3182-8005

PARKING LOT

See the specific rules of each EVENT.

ELECTRICITY AVAILABLE

- 220 SINGLE-PHASE
- 380 THREE-PHASE

WHEN ANOTHER TYPE OF VOLTAGE BE NECESSARY, A TRANSFORMER MUST BE USED.

AIR CONDITIONING

The Pavilion has central air conditioning; the installation of air conditioners at the stands is not allowed.

LICENSE AND OPERATION FEES

See the specific rules of each EVENT – Include City Hall details.

ECAD

See the specific rules of each EVENT.

VEHICLES ACCESS TO THE PAVILION

The entrance of vehicles inside the PAVILION is not allowed during the EVENT's entire operation period (Assembly, Realization, and Disassembly).

ELECTRICITY CALCULATION TABLE

EQUIPMENT	QUANTITY OF KW PER PIECE OF EQUIPMENT
AIR CONDITIONER 7000 BTU	1.25
AIR CONDITIONER 10000 BTU	1.70
AIR CONDITIONER 12000 BTU	1.90
AIR CONDITIONER 15000 BTU	2.30
AIR CONDITIONER 18000 BTU	2.90
AIR CONDITIONER 30000 BTU	4.00
LARGE COMMERCIAL COFFEE MAKER 4500 W	4.50
SMALL COMMERCIAL COFFEE MAKER 1300 W	1.30
SMALL/HOME COFFEE MAKER	0.80
LARGE PLATE 6000 W	6.00
SMALL PLATE 3000 W	3.00
ONE-BURNER STOVE 2000 W	2.00
TWO-BURNER STOVE 4000 W	4.00
OVEN 2400 W	2.40
FREEZER	0.50
SMALL DEEP FRYER 2500 W	2.50
SMALL DEEP FRYER 5000 W	5.00
REFRIGERATOR/MINIBAR	0.40
PRINTER	0.30
DICHROIC BULB 50 W	0.05
HALOGEN BULB 1000 W	1.00
HALOGEN BULB 150 W	0.15
HALOGEN BULB 300 W	0.30
HALOGEN BULB 500 W	0.50
INCANDESCENT BULB 100 W	0.10
PAR BULB 1000 W	1.00
PERSONAL COMPUTER	0.30
MICROWAVE OVEN	1.20
NOTEBOOK	0.30
HQI REFLECTOR WITH A 150 W BULB + (150 W REACTOR)	0.30
TELEVISION SET	0.25
LARGE FAN	0,30
Note: The above kW quantities refer to consumption during the EVENT's entire realization period.	