

26th EDITION

INTERMODAL 2020 SOUTH AMERICA



17 - 19 | MARCH | 2020

SÃO PAULO EXPO - SP - BRAZIL



EXHIBITOR'S MANUAL

INTERMODAL.COM.BR

Promotion and
Organization



informa markets

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Edition 01

Updated in September, 25th 2020

MANUAL'S UPDATE

December 9 - Updated Ticket and Box Office.

Dear Exhibitor,

The purpose of this manual is to guide and assist you in your participation at **Intermodal 2020**.

It is important to Exhibitors and Contractors to aware about the rules and deadlines required in this document to assure a smooth and safety exhibition.

The Exhibitor has the entire responsibility to observe and comply all the standarts required in this manual.

The Organiser reserves the right to establish, any time as necessary, new standarts and rules that are necessary to a smooth progress of the event, as well as change and/or add relevants informations to the exhibitor, contractor and suppliers.

We draw your attention about the standarts and deadlines set in this Manual and required by the laws and authorities with the intention of avoiding unnecessary disturbs.

For further information, the Informa Markets team is at your disposal:

CALL CENTER

Phone: +55 (11) 4632-0230

E-mail: atendimento.intermodal@informa.com

OPERATIONAL

Erika Fernandes

Tel.: +55 (11) 4632-0393

E-mail: erika.fernandes@informa.com

Gabriel Eloy

Tel.: +55 (11) 4632-0526

E-mail: gabriel.eloy@informa.com

Adilson Sampaio

Phone.: +55 (11) 3598-7878

Email: adilson.sampaio@informa.com

FINANCIAL DEPARTMENT

Email: financeirocr@informa.com

TAX DEPARTMENT

Email: recebimentofiscal@informa.com

DEPARTAMENTO COMERCIAL

Bruno Nascimento

Tel.: +55 (11) 4632-0494

E-mail: bruno.Nascimento@informa.com

Kelly Lima

Tel.: +55 (11) 4632-0542

E-mail: kelly.Lima@informa.com

DEPARTAMENTO MARKETING

Danilo Zappala

Tel.: +55 (11) 4632-0509

E-mail: danilo.zappala@informa.com

Sheila Santana

Tel.: +55 (11) 4632-0448

E-mail: sheila.santana@informa.com

1 GENERAL INFORMATIONS

1.1 ORGANIZER'S RIGHT

The Organiser reserves the right to change at the procedures and rules set in this manual, or establish new standards, in adequate time to assure quality, security of any situation across the event.

Rearrange or change the exhibition areas up to the event day, and according to the rules established in the contract to accommodate any empty space or to promote a better visitor/exhibitor experience. The Organiser will respect the entire rented area space and will previously inform the exhibitor.

In order to start building the stand, the Organiser demands immediate payment of any financial obligation left by the exhibitor concerning the contracted area and mandatory services or others services contract.

The Organiser can penalise or cease the activities in the stand that is found to be against the rules set by this manual or in the regulations stated in the exhibition contract and services.

1.2 EXHIBITOR, CONTRACTOR AND SUPPLIER'S RESPONSABILITIES

Respect all the rules and deadlines established in this manual and guide your employees and contracted third-parties.

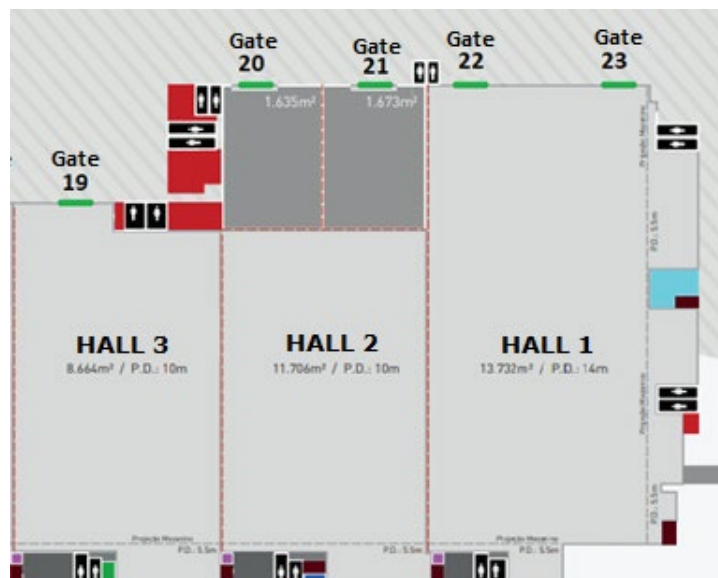
1.3 VENUE

SÃO PAULO EXPO – EXHIBITION & CONVENTION CENTER

Rodovia dos Imigrantes, s/n - Km, 1,5

Zipcode: 04329-900

Site: www.saopauloexpo.com.br



1.4 PARKING

The parking is managed exclusively by **INDIGO**, that is responsible for the control of access and charge during the periods of build up, exhibitions days and breakdown.

Exhibitors can acquire parking packs for R\$250,00 for the period of build up, exhibition days and breakdown, as long as provided previously. The parking packs permit multiple entrances with the same ticket. In case of not buying the parking packs, the parking will be charged in each entrance.

INDIGO – São Paulo Expo

+55 11 5067-6790

saopaulo.spexpo@group-indigo.com

1.5 EXHIBITION'S SCHEDULE

MARCH						
D	S	T	Q	Q	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13 8am - 8pm	14 8am - 8pm
15 8am - 8pm	16 8am - 8pm	17 13pm - 9pm	18 13pm - 9pm	19 13pm - 9pm	20 00am - 8pm	21
22	23	24	25	26	27	28
29	30	31				

EVENT

- Build Up
- Decoration
- Exhibition Days
- Breakdown

1.6 EXHIBITOR SERVICE CENTER – SERVICE TIMETABLE

MARCH						
D	S	T	Q	Q	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13 2pm - 8pm	14 8am - 8pm
15 8am - 8pm	16 8am - 8pm	17 13pm - 9pm	18 13pm - 9pm	19 13pm - 9pm	20	21
22	23	24	25	26	27	28
29	30	31				

CAEX

- Build Up
- Decoration
- Exhibition Days

2 EXHIBITOR'S PORTAL

2.1 MANDATORY SERVICES

All the mandatory services is already **included** in your participation contract of the exhibition.

2.1.1 MINIMUM POWER CONSUPTION

The power consuption is measured in kVA and will be offered in 380V three-phase /220V mono-phase.

The organizer considers the consuption during all the exhibition days and 1 (one) day in additional for tests during the last day of build up. In case the exhibitor needs the anticipation of the power, please get in contact with the organizer to inform them your needs.

The **Minimum Power Consumption (0,1 kVA/sqm)** is mandatory for all exhibitors for the basic funcionality of the booth.

To calculate the quantity of kVA necessary for your booth, the exhibitor shall some the total of whatts of your light system and eletric equipments. Consult the technical references of your equipment and the Reference Table available in the **Appendix 1 – (“Energy consumption reference guide”)** in this manual.

2.1.2 CLEANING DURING BUILD UP

The computation of kVA in the booths during the exhibition days will be verified and controled by the oficial company of infra structure of the pavilion.

In case of the exceed the previous contract amount of kVA, the exhibitor will receive in the booth, during the period of the exhibition, a notification and billing to be payed immediately at Exhibitor Service Center – CAEX.

Waste Removal Fee is mandatory for all exhibitors and will be charged per sqm.

This service includes the general hall cleaning (waste removal, circulation areas, restrooms and common parts) **during build up period.**

The build up company is responsible for delivering the stand in good clean condition for the event opening.

This fee does not include the removal any rubble or material during the breakdown. The Exhibitor/Assembler is responsible for the removal of your waste and deliver the booth area clean.

2.1.2 MUNICIPALITY FEE (TFA / TFE)

According the laws Nº 13.474 and Nº 13.477, from December, 30th, 2012, the Municipal Government of São Paulo appoint to the organizer the mandatory collection of the tax:

1. TFE – Establishment Inspection Tax;
2. TFA – Advertisement Inspection Tax;

Mandatory to all exhibitors in Exhibitions and Events in the city of São Paulo, The **“Advertisement Inspection Tax (TFA)”** is an obligation giving inspection power to the City in order to supervise the ordinance, exploration, and use, by any means or process of any advertisements on streets and public surroundings as well as visible or audible places, and still any located that has public access. The **“Establishment Inspection Tax (TFE)”**, is owned due to the inspecting power given to the public organs of the Executive power, developing permanent activities of control, vigilance and inspection of the compliance with the city’s regulations. Both these taxes are regulated under the following laws of the São Paulo City regulatory board: Law No. **13.477/02** (TFE) and Law No. **13.474/02** (TFA).

The tax statement fees are collected by the organizer and transferred to The Minicipal Government of São Paulo, except in case of non-compliance of the rules of this manual.

2.2 ADDITIONAL SEERVICES

Additional services have to be ordered according the needs of each exhibitor.

2.2.1 ADDITIONAL POWER CONSUPTION

Must be requested when the minimum kVA consumption is not enough for all equipment to work, this (e.g. stands with specific illumination projects and/or high energy consumption by equipments).



Remember that, the power consumption available at the pavilion is offered in 380V three-phase/220V neutral-phase. This can be changed for a qualified professional (electrician or assembler technician) but the charge will be calculate in kVA. Any change of voltage, must be provided by the contractor/exhibitor.

To calculate the quantity of kVA necessary for your booth, the exhibitor shall some the total of whatts of your light system and eletric equipments. Consult the technical references of your equipment and the Reference Table available in the **Anex 1 – (“Table to calculate power consuption”)** in this manual.

2.2.2 WATER & WASTE SUPPLY

The Organisers will provide only the water point. It is the responsibility of the exhibitor/contractor to connect the water point to the equipment or sink, and do the necessary installation and finishing.

We remind you that the water point is provided without **sink and finishing**.

To request this service is mandatory that the stand have raised floor in the installation area.

Water supply feed pipe: ¾ inches

Waste outlet pipe: 2 inches

The use of point to outflow combined oven or similar will be permitted as long as the water exit not exceed the maximum temperature of 70°C to prevent warping and leakage during the event.

ATTENTION:

For equipment that require conduit for water drainage, the exhibitor must require, as a mandatory condition, the installation from waste outlet pipe.

It is mandatory to identify in the stand design/project, the location of the water and/or waste point installation.

2.3 COMPRESSED AIR

Will be provided using a rubbery hose and a register of screwed metal sphere with ½ or ¾ with the effective capacity of 8 bar system flow of 20PCM. It is not a organizer’s responsibility the urity or impurities in the distribution system.

It is the exhibitor’s responsibility to provide the connection and the regulator in the equipments, as well as the filters and pressure regulators that keep the air clean and dry.



The organizer advise to require 1 (one) point for each machinery/equipment. It is not allowed the ramification of the point because it is not garanted that the effective capacity (pressute and flow) can be provided with this.

In case the equipment does not fit the specification mentioned above or any other help is needed, please contact the Exhibitor Service Center at +55 (11) 3598-7810.

Due to technical purposes, any request made after the deadline will have to go through further analysis from the Operational Team for authorization.



All the Additional Services, (if is necessary) must be request in the Exhibitor’s Portal to February, 14th, 2020.

2.4 ACCREDITATION TO THE EXHIBITION

To entry inside the halls will only be allowed to people wearing personal badges. The use of badges is mandatory and must be visible all the times.

In order to allow access into the hall, a valid ID with photo will be requested daily and verified. If any person from the team does not have the identification document, they will not be allowed inside the hall.

ATTENTION:

Copies of issued badges or changes will be charged in accordance with the current price list.

2.4.1 EXHIBITOR BADGES

The exhibitor have a quota free of charge of 0,3 badge/sqm (e.g. 30sqm x 0,3 = 10 badges). This badges are personal and non-transferable, valid only for employees of the exhibitor company.

Remind that, once the quota free is finished, each additional badge will be chaged according the current price list available on the Exhibitor’s Portal.

***To issue the badge, is mandatory fill correctly the blanks with: full name, job title and Id/Passport (for foreing people). It is not allowed to insert any other information in this fields.**

Use of these badges by third parties will be confiscated. It is mandatory to present a valid ID with photo whenever required to access the hall.

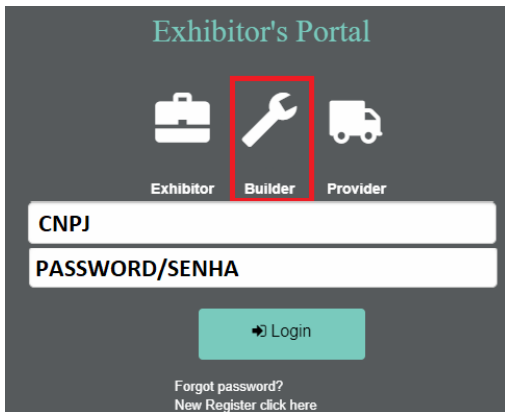
To minimize losts of badges and costs with charges for copies, is recommended that the exhibitor collect the badges directly (or by a bearer identified and authorized) at the Exhibitor Service Center – CAEX, on the first day of build up to make it in advance.

The badges will be handed only for exhibitor’s with no pending payments.

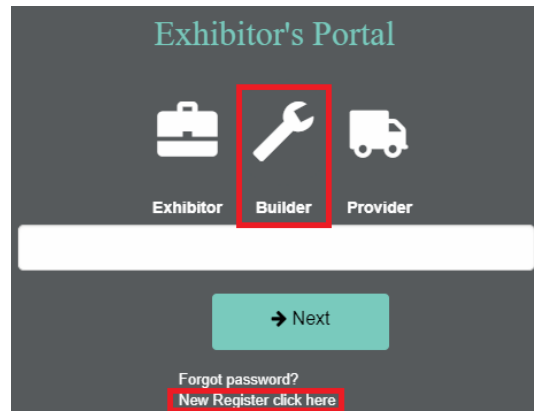
2.4.2 CONTRACTOR AND SUPPLIER’S BADGES

To request the contractor/suppliers badges, is necessary to access the Exhibitor’s Portal with the CNPJ and passowrd. In case of a non-register company, the register can be done online.

✓ Registered



✗ Not Registered



All badges filled previously through the website should be collected at CAMPS – Contractor Service Center, from the first day of build up onwards. The badges will be delivered if there is no outstanding payment.

Each badge will be charged. Orders can be placed on the Exhibitor’s Portal.

SINDIPROM MEMBERS:

Members of Sindiprom will not have to pay for their badges, as long as they present a copy of their membership card at CAMPS – Contractor Service Center.

2.5 PHOTOGRAPHY AND FILM

All photographic or filming jobs during the event should be previously requested and authorized by the Organisers.

To collect the badge, the photographer should present the approval email to the Organisers.

For the build up contractors that wants to photograph the stand, is mandatory presents a signed authorization by the exhibitor, valid ID with photo and make the payment of the badge at the CAMPS - Contractor Service Center.

IMPORTANT: The contractor shall photograph/film only the authorised stand. The Organiser may confiscate any unauthorised material or prevent access to the stand when the limitations imposed by the Promoter were not respected.

2.6 SECURITY BADGE

According the oficial letter of formal notice issued by FEDERAL POLICE in April,8th,1999, the event organizers companies are forbideen to accreditate people not qualified and regulated to the servce of PRIVATE SECURITY and/or GUARD for booth.

Each badge will be charged according the current price list available on the Exhibitor’s Portal even if the private security guard is a exhibitor’s employee.

The Official Supplier is indicated to provide this service. The company’s information is available in te **Official Supplier List**.

Exhibitor’s must contract companies legaly and specialized and demand the necessary documents, according the Federal Police notice, like like working permit, security certificate and revised working authorization, for the badge been given. Companies that not comply all the requirement will not be allowed to render service at the pavilion.

The badge for **private security service – non official supplier** is given to the Professional only after the deliver of the following documents on the list below at the CAMPS - Contractor Service Center.

- ✓ Personal security documents with simple copy (ID Card and Federal documents – CPF, criminal records, graduation certificate and recycling certificate for those graduated more than 2 years ago);
- ✓ Service Contract between the exhibitor and the security company or letter with the exhibitor’s letterhead, informing the name of the company and the security staff that will perform the service;
- ✓ Covering Letter of the contract company in letterhead , informing the name of the company and the security staff that will perform the service and the exhibitor’s name;
- ✓ Certificate and authorisation for company operation valid through 01 year (simple copy).

We request special attention to compliance with these requirements, as we will be inspected by the Federal Police during the event and, if any Law infringements are found, non-compliant companies will be subject to warning, fines and even prohibition from operating.

The Organiser will not be responsible for any theft or robbery that may occur in the event.



Exhibitors, assemblers or service providers will not be allowed to stay inside the pavilion durring the night period. This access is only permitted for security guards, properly identified with the respective badge and personal documents.

Under no circumstances may any security personnel carry any type of weapon or firearm.

2.7 PAYMENTS

The invoice for the exhibiting costs and additional services requested on the Exhibitor’s Portal, must be generated by the exhibitor through the website. In order to generate the invoice, you will need to access “Payments” and complete the order.

The mandatory services must be requested by the website www.portal.informamarkets.com.br . The main contact on your contract for space will receive an email confirmation of the request with the amount and due date of the invoice.

In case of outstanding payment after the deadline, all payments must be done onsite during build up at CAEX - Exhibitor Service Center on **March 13, 2020**. None payment of any service will be allowed by check. The Payments may be done in cash or credit card (Visa, MasterCard, Amex Express and Diners Club).

The badge delivery will only happen after proof of all payments on any pending items.

In case of any doubts, contact the Financial Department by e-mail financeirocr@informa.com

2.8 TAX PROCEDURES

Do not issue the invoices with the Organiser (INFORMA MARKETS) as the final receiver. On the ICMS regulation, the company cannot appear as a merchandise receiver in tradeshows and events.

For more information, contact the Tax Department by phone +55 (11) 4632-0499 or e-mail: recebimentofiscal@informa.com

3 EXHIBITOR CENTER

To fill in the Digital Showcase, guest exhibitor and CLUB VIP guests, please access: www.centraldoexpositor.com.br with the main contract email and password.

3.1 DIGITAL SHOWCASE

Please include contact information, profile, product, and industry information to appear in the Exhibitor List segmented search. The visitor can contact the exhibitor of interest before the fair and schedule their visit in advance.

The active benefits and the amount of information you can add to your rating according to the package purchased. If you would like to enable any tools not available on your control panel, contact our sales team and upgrade.

3.2 EXHIBITOR GUEST

Soon, more information will be shared via email at the "Exhibitor Channel"

This info will also be available at the Marketing Central: <https://centraldoexpositor.com.br/login>

4 BUILD UP AND BREAKDOWN RULES

4.1 OCCUPANCY AND USE OF LEASED AREA CONTRACTED

The contracted areas will be available for taking possession and start the build up process according to schedules and rules stated in this manual. Free areas not leased until **48 hours** prior to the show opens, will be release and relocated by the Organisers. Exhibitors will not be entitled to any reimbursement or claims.

4.2 SUBMIT OF STANDS PROJECT (SPACE ONLY)

It is mandatory to present the stand design for approval.

The stand construction must follow exactly the designs sent to Organiser. Any changes in the stand design should be submitted to the Operations Department prior of construction for new approval.

It is mandatory to send the following documents:

- Floor plan;
- Front and side elevation;
- Perspective (1 per side) with qualified professional and responsible printed name and signature, as well as the telephone;
- Project and Execution A.R.T (Technical Responsibility Note) / R.R.T (Registration of Technical Responsibility) - mandatory;*
- Electrical A.R.T (Technical Responsibility Note) / R.R.T (Registration of Technical Responsibility)
- Copy of CAU / CREA card registration;**
- Responsibility Term dully filled and signed***
- **Hanging structure: send the paperword directly to São Paulo Expo (use the form available to download on the Exhibitor's Portal)**

*A.R.T. (Technical Responsibility Note) or R.R.T. (Registration of Technical Responsibility) must be signed for a Professional registered at CAU/CREA of the State of São Paulo. The payment proof must be sent;

**Copy of membership card from CAU/CREA of the professional that signed the A.R.T./R.R.T.

***The original Responsibility Term should be delivered onsite, at CAMPS - Contractor Service Center, as from the first attendance day of the build up. For International Exhibitors, only the contractor signature is mandatory.

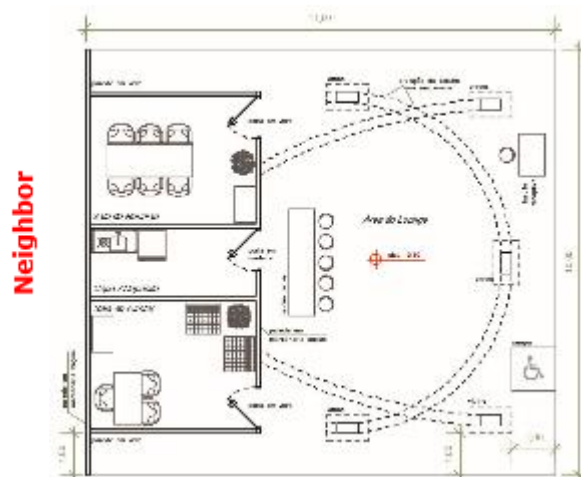
In order to analyse the project, all documents must be submitted within the deadline. It is not allowed to build any stand without the approval from the Operation team.

Email to submit the project

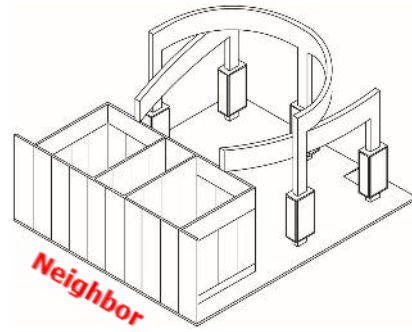
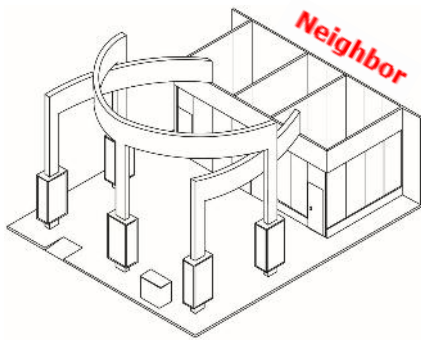
projetos.intermodal@informa.com

EXAMPLE OF PROECT

Floor Plan (Three faces stand)



Perspectives



IMPORTANT:

DEADLINE TO SUBMIT THE STAND PROJECT: FEBRUARY 14, 2020

1. All designs must have the height and dimension of the areas;
2. It is mandatory for Contractor Company to identify the plans with the Exhibitor name, telephone number and email;
3. Non-compliance of the above requirements within the deadline, exempts the Organisers from any liability and/or obligation.

ATTENTION:

The stand construction will be released upon project approval, and no outstanding payment from exhibitor and contractor. It is of highly important, due to inspection, to keep the copy of A.R.T./ R.R.T. at the stand throughout the build up period.

4.3 RESPONSIBILITY TERM AND OCCUPATION OF AREA

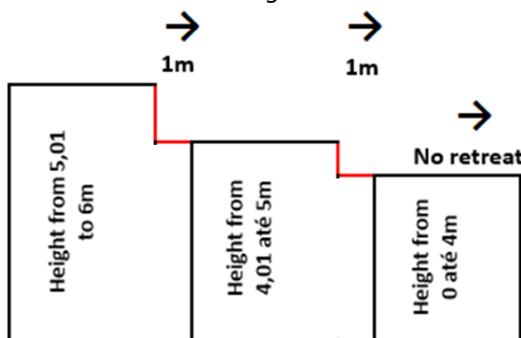
The build up company will deliver the Responsibility Term, taking responsibility for any damage that may be caused by its equipment and/or personnel to the hall, to third parties, including penalties imposed by not comply with build up, maintenance and breakdown rules and deadlines established for the show.

4.4 HEIGHT LIMIT AND BUILDING SETBACKS FOR STANDS

HEIGHT LIMIT: The height limit allowed for booths is 5,00m for booths of one floor and 6,00m for booths of two floors (mezzanine – in contract)

The setback is mandatory only for walls neighboring other stands (valid for all stand types like 1 side open, 2 sides open and 3 sides open).

IMPORTANT: For heights of suspended structures (air) and/or mezzanines please refer to the promoter. The table below determines the heights and retreats allowed for booths.



Height	Minimum Retreat
0,00 to 4m	0m
4,01 to 5m	1m
5,01 to 6m (Com mezanino)	1m

***The setback is mandatory only for walls neighbouring other stands (valid for all stand types like 1 side open, 2 sides open and 3 sides open).**

IMPORTANT: For heights of suspended structures (air) and/or mezzanines please refer to the promoter.

4.4.1 MEZANINE

According to clause 4.10 of the contract, construction with mezzanine implying an additional charge of 50% of the value of the ground floor, which should be verified for the PROMOTORA's commercial area, with a maximum construction limit of 70% of the ground areas.

The upper floor must be mandatorily closed with partition the 2,20h for to neighbors booths and not offer direct vision.

Areas with visibility may only be those facing circulation corridors. The use of glass panels will not be allowed on the mezzanine, should be used acrylic panels, polycarbonate or similar material.

Mezzanines above 5.00m must obtain a retreat of 1.00m from neighbors. For sides facing the areas of circulation in case of utilization of closure above 2.20m the retreat is not required, but remains mandatory for closing with guardrails (h = 1.15m).

The structure and shoes mezzanine should be mounted on iron in accordance with ABNT norms and be supported stand directly on the floor of the pavilion, and this it should be protected by carpet or similar material. The structure and floor must be sized according to the capacity calculations per m².

The maximum capacity of people allowed on the mezzanine should be informed on the panel located at the beginning of the stairs that connect the ground floor to the mezzanine.

4.4.2 VISIBILITY

Stands equal to or bigger than 30 sqm, may not, under any circumstances, close in their totality any of the sides that are facing the aisles. The visibility should not exceed 30% of the linear space of each side of the stand, so it should have 30% of each side (the rule is also valid when used glass). Glass walls or similar transparent material should have safety signs.

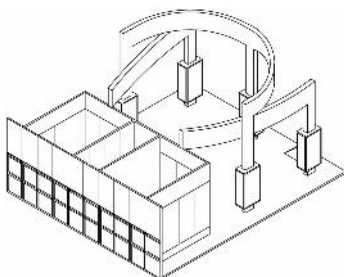
IMPORTANT: For all the stands (1 side open, corners and three sides opened) it is mandatory to build up walls with the neighbouring stand to divide the area. On the neighbouring stand side, it is required to do a quality neutral (white) finishing on walls above 2,20 m. The exhibitor must provide quality finishing on the neighbor sides and/or circulation areas. The finish should only be white colour.

4.5 DIVIDING WALLS

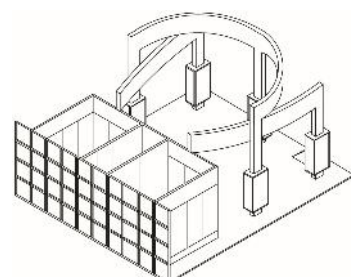
It is mandatory to build dividing walls on the sides facing the neighbours inside the own area. The minimum height must be **2,20 m**, from the hall floor, and the maximum allowed is 5 m, respecting the height setback of the entire stand.

EXAMPLE

✓ **RIGHT**



✗ **WRONG**



IMPORTANT:

Hydrants/Fire Extinguisher within the stand area should have an easy access and be well signalized.

4.6 GLASS WALLS

All glass walls should be built with tempered or laminated glass and respect the setback indicated by the Organiser.

The panels should be clearly identified with safety tape (stickers, graphic designs, logos, etc.) during the entire time of build up, show days and breakdown.

All legal requirements, Fire Service Rules, and Brazilian Standards (NBR 7199, NBR 14697 and NBR 14698) must be obeyed. For glass panels with adhesive film (e.g. dark or protective film such as the Brazilian product *Insulfilm*), it is mandatory to present an A.R.T. (Technical Responsibility Note) or the R.R.T (Technical Responsibility Registration). When tempered or laminated glass is used, a manufacture certificate must be presented.

4.7 STAND'S FLOOR

Platform floor is optional. If there is a platform floor it is mandatory to include access for wheelchairs despite the stand size.

Stands with elevated floors of up to 20cm should have an access ramp with an incline between 8.33% and 10%. Ramps must have levelled sides, and the minimum allowed width is 1,20m, which allows for free passage of a 80cm wide wheelchair.

Each stand area will be marked on the hall floor. It is the Exhibitor and/or Contractor responsibility to request assistance from the Operations Team to sort any doubts about the leased area.

Example 1:



- 1 – Slope between 8,33% and 10%.
- 2 – Free passage minimum 0,80cm.
- 3 – Along the length of the ramp with a minimum of 0,10cm width x 0,15cm height

Example 2:



- 1 and 2 – Slope between 8,33% and 10%.
- 3 – Free passage minimum 0,80cm.
- 4 – Minimum ramp width 1,20m

The Operational team will not be liable for any uneven floor or any related issue which does not use raised floor.

ATTENTION:
Any stands with water supply must have a raised floor

IMPORTANT: For all stands with raised floor up to 0,50 cm high, from the floor, is mandatory present an A.R.T. (Technical Responsibility Note) or the R.R.T (Technical Responsibility Registration) signed for a professional registered at CAU/CREA of the State of São Paulo, proof the payment of the charges and structural calculation of the project in two counterparts.

4.7.1 PAVILION'S FLOOR

The pavilion's floor can not be demarcated, drilled or painted by the exhibitor/contractor. Is necessary cover the pavilion's floor with appropriate material proper to protect it.

4.7.2 ADHESIVE TAPE PERMITTED

In case the exhibitor/contractor use carpet and/or lining on the pavilion's floor **IS MANDATORY USE JUST THE FOLLOWING TYPES OF ADHESIVE TAPE EASILY REMOVAL**

Double face 3M SCOTCH – Ref. 4880.

Adhere Double face of paper CARPEFIX – Ref. 462/ 40g/m².

Is forbidden the use of glue/paste and/or any other derived abrasive adhesive rightly on the floor.

4.8 DOUBLE DECKER STANDS

For this stand type, it is necessary the exhibitor contact Sales Department, which will check if construction is allowed on the stand location and inform cost for hiring the additional area.

The upper floor can have the maximum of 40% of the lower floor area provided that the contracted area has minimum 300sqm and configure the type "island")

It is mandatory to follow these requirements in order to analyze the upper floor design and construction:

- Respect the setback rules imposed by the Promoter;
- Show **A.R.T.** (Technical Responsibility) / **R.R.T.** (Registration of Technical Responsibility);
- **Structural Calculation** present with maximum loading capacity in kg / sqm;
- Specify **number of people capacity** from the beginning of the stairs (ground).

*** Double Deck stands must respect the setback rule of de 1,5m in all the sides/faces.**

ATTENTION:

Is mandatory have a security guard service beside the stair to upper floor to control the amount of people.

4.9 HANGING STRUCTURES

The exhibitor is not allowed to use the aerial spaces for promotion. This area can only be used by the organizer to sinalize and merchandising.

The hanging of any suspended component on the hall ceiling, will only be allowed when it is indispensable to support the stand structure as long the Air Structure SAO PAULO EXPO - EXHIBITION & CONVENTION CENTER is presented to the operational team of SÃO PAULO EXPO - EXHIBITION & CONVENTION CENTER 30 before the event.

- **The cost is calculate for point of wire rope used;**
- **The maximum weight is 50 Kg per attachment point (each node)**

Download the file (Standards Air Structure SAO PAULO EXPO - EXHIBITION & CONVENTION CENTER) on www.manualexpositor.com.br.

São Paulo Expo
☎ (11) 5067-1717
✉ riggingspexpo@glbr.com.br

4.10 HORIZONTAL PROJECTION BOOTH

The horizontal projection of any element or product assembly must necessarily be within the leased area.

No projections on neighboring stands or on the aisles will be permitted.

4.11 PROJECTION NAME BOARD

The name board may not project over the boundaries of your stand, except for spotlights that are located above **2.80** m.

The name board can only be placed facing the aisles. It is not allowed to have name board facing the neighbours.

4.12 USE OF THATCH, LYCRA AND DECORATIVE FABRICS

Thatch, lycra and decorative fabrics must present a certificate of fire retardant products application. These materials must mandatorily be accompanied by the appropriate number of fire extinguishers, as defined by the promoter and/or the official fire brigade.

Anti-flame tests will be carried out on this material and the hall entry time will be specified.

The fire retardant certificate and A.R.T. / R.R.T. should be delivered to the show Fire Brigade during build up.

4.13 AUDITORIUMS OR PROJECTION ROOMS

In enclosed areas such as auditoriums, projection rooms, and other closed or dark environments, emergency lights must be included as well as emergency exits and maximum permitted capacity signs, and any other necessary safety equipment.

The Organiser may require installation of additional safety equipment, and block access to any room that does not comply with any one of these mandatory safety items.

4.14 EXTERNAL LIGHTS, WALL BRACKETS, EXTERNAL SPOTLIGHTS, ETC

All external lights must be protected, preventing peoples' access. External light fittings or spotlights must be above **2.80** meters or must be isolated and protected from visitors' access.

All stand lights must be self-sufficient: no Exhibitor or Contractor should rely on the general hall lighting. The Exhibitor and Contractor must arrange lights in order not to affect neighbouring stands (for example the effects of powerful spotlights, etc.), or visitors.

The Organiser reserves the right to block access to a stand until requests for protection or total equipment removal have been complied with.

4.15 MASONRY BUILD UP

It is not allowed construction of any masonry or similar material like tiles, concret, etc.

In case masonry stand is required, it is mandatory to get Organisers approval prior to start the stand design. When approved, the hall floor must be protected before build up starts.

4.15.1 CABLES

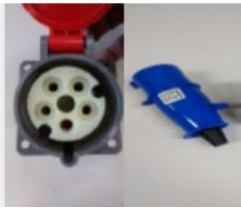
Cables are not allowed to cross common areas, neighbouring stands and aisles. If a cable or different installation is needed, it should be checked in advance with BTS Informa.

It is mandatory to use a non-flammable cable and with double mechanic isolation (PP type). In case of any doubt, check the NBR 5.410. All stands electrical installation must be grounded.

4.16 ELECTRICAL INSTALLATION OF THE PAVILION

The outlets/plugs of the cables and the capacities of them will be provide of the booth will be dimensioned according the following table:

Amount Requested (kVA)	Maximum current electric (A)	Cable (PP Type)	Outlet (Industrial Type - Female - Earth 6hrs)
0 to 21	32	6 mm	32 A
21 to 40	61	16 mm	63 A
40 to 84	128	35 mm	Live Probe Cable
Over 84	The distribution will be studied on time.		Live Probe Cable



Outlet Provided 32A or 63A:

- Industrial type 3P + N +E
- Female
- Earth Sense 6hrs



Outlet necessary to connect 32A or 63A:

- Industrial type 3P + N +R
- Male
- Earth Sense 6 hrs

VOLTAGE

- 380 V – P P P + E
- 220 V – P + N + E
- FREQUENCY 60 HZ

THE GROUNDING OF EACH STAND IS MANDATORY ACCORDING THE NR 3419.

The São Paulo Expo provide only the energy point with the female steck.

The exhibitor is responsible for eletric distribution board and outlets/plugs.

4.17 ELECTRICAL APPLIANCES

Electrical appliances are widely used in the build up and breakdown days. Direct contact with electrical materials can cause serious or fatal injuries. To avoid this such accidents, due attention should be given to safety in the use of electricity.

Basic safety actions for the use of electricity:

- Check all electrical tools and equipmets before use. Repair or replace damaged or defective parts;
- If the protection device (fuse or circuit breaker) presents any fault, it is necessary to check the problem immediatly and correct it before using the equipment/tool again;
- All the plugs ad connections must be adequate and cable conections must be protected.
- Not overload electrical outlets;
- All electrical work must be performed by an electrician, duly identified with a bracelet provided by the organizer.

4.18 USE OF POWER TRANSFORMER

The load and the consumption of the transformer used must be informed (not the load of the equipment). It must to be compatible with the circuit breaker used in the main energy board and its current must not exceed the capacity of the bus breaker (120A).

If the transformer has a current greater than 120A, contact the technical of the Sao Paulo Expo by e-mail operacoessp@glbr.com.br.

4.18.1 BUILD UP DRESS CODE (PPE / EPC)

According to the regulation nº6 of the Ministry of Labor and Employment (MTE), the organizer determines that: it is mandatory to use PPE - Individual Protection Equipment and EPC - Collective Protection Equipment, specific to the development of each function.

The Art. 157 of the CLT, it is up to companies:

- Complying with and enforcing safety and occupational health standards;
- Instruct the employee, through work orders, on the precautions to be taken to avoid accidents at work or occupational diseases.



Contractors, exhibitors and service providers must follow all requirements stated in Labor Health and Safety Regulation, Conventions, Laws, Acts, Regulatory Instructions, etc. All companies must comply with the Labor Health and Safety Regulations.

It is mandatory for companies to follow the laws regarding labor accidents prevention, based also in the Consolidation of Labor Laws – CLT, as well as all requirements and details related to the topic.

In order to guarantee the labor health, Organiser direct exhibitors, contractors and services suppliers to follow all laws imposed by Labour Ministry.

During build up, show days and breakdown, a part of all legal requirements of the Labour Ministry, contractors, exhibitors and services suppliers must also follow the 36 Regulations that can be found directly on MTE website.

It is NOT ALLOWED for exhibitors, contractors or suppliers to use sandals, slippers, clogs or any open shoe within the exhibition park, as well as people wearing shorts, skirts, capri pants, tank tops or shirtless during the build up and breakdown days.

It is prohibited to children under 18 years old to access the halls during build up and breakdown even if accompanied by a legal guardian.

During the execution of services in electrical installations, collective protection equipment must be prevised and adopted.

Collective Protection Equipment - EPC is any device, system, fixed or mobile that has as purpose the preservation of the physical integrity and health of the workers users and third parties.

Example of EPC:

- **Safety signs;**
- **Protection of moving parts of machinery and equipment;**
- **Stair railing;**
- **Chemical chapels, etc.**



4.19 COMMON AREAS

The common areas and neighboring stands may not be used for materials, tools, garbage bags and products to be installed in the stand. All The process should be performed only within the limits of the exhibitor's stand.

In case you need to leave any material, temporarily, in the common area, the contractor company will have to leave a free area of **1 m** width for trolleys maneuver and fast track for emergency equipment, rescue teams, aid and fire brigades.

4.20 AIR-CONDITIONING

The SÃO PAULO EXPO - EXHIBITION & CONVENTION CENTER has air-conditioning system that will be in operation during the show days.

It is not allowed to have air conditioning equipment inside the stands.

4.21 EQUIPMENT AND ENERGY TESTING

From **March 16, 2020**, from **10:00 to 20:00**, the stands will be energise with the minimum consumption of energy (in contract) for equipment testing. After test, the energy will be available regularly during the show days.

IMPORTANT: in case of early activation, we request that you inform the Organization and contract this service with the São Paulo Expo no large that 30 days before the build up first day. The anticipation will be charged per day and per kVA used in U\$10.00 until **February 14, 2020**.

4.22 DECORATION AND STAND CLEANING

The final decoration for the stands must happen on **March 16, 2020 after 8:00**. It is not allowed to sand, paint, weld, saw or any other construction activity that generates dirt. It is the responsibility of the contractor to deliver the stand clean for show opening.

MANDATORY USE OF PPE EQUIPMENT THROUGHOUT the PERIOD OF ASSEMBLY, DISASSEMBLY and DECORATION (16/03) UNTIL 12am.

4.23 AISLE CARPET

Aisle carpeting will be laid on **March 16, 2020 after 14:00**. Any equipment arriving after this time must be brought in such a way to avoid any damage to the aisle carpets already installed. The exhibitor will be entirely responsible for any damage caused to the aisle carpet, and must reimburse the Organiser for any cost related to removal or reinstallation of any carpet that is damaged.

4.3 EXHIBIT MATERIAL ENTRY

All exhibits materials will be free to enter the hall. It is the exhibitor sole responsibility to comply with all legal requirements, without exception, relating to the procedures for sending promotional materials, products, equipment's and/or materials. (See the item "Legal Requirements").

IMPORTANT: The Organiser is not responsible for exhibitor exhibits receipt and does not have any type of storage area or deposit in the hall to hold the exhibitor's products or equipment and also is not responsible for damages, losses or thefts of any nature.

It is the exhibitor's responsibility to make provisions for storage of its materials and belongings and indicate an employee to receive it.

On March 16, 2020 until 20:00, it is only allowed stand decoration, hand carry materials or pneumatic tyre trolleys.

4.4 BREAKDOWN

On **March 19, 2020**, from **21:00 to 23:00**, it will only be allowed to remove hand carry items like TVs, DVDs, computers, furniture and exhibitor's belongings that can be carried by hand or with rubber tyre trolleys.

We request exhibitors to always keep a company representative present at all times during breakdown for equipment/ products removal. The Organiser cannot be responsible for any loss, damages or thefts that may occur during breakdown.

The Organiser is not responsible for damages, losses or thefts of any nature.

IMPORTANT: The Organiser does not store any material that is left behind after the breakdown.

4.5 BREAKDOWN RULES AND DATES

MARÇO						
D	S	T	Q	Q	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19 23h - 23h59	20 00h - 20h	21
22	23	24	25	26	27	28
29	30	31				

BREAKDOWN

From 09pm à 09:30pm:
Exit of the visitor and carpet removal.

From 09:30pm onwards:
Removal of materials and products of the exhibitors and rental companies

From 10pm onwards:
Entry of assemblers to start the breakdown

Breakdown

4.6 BREAKDOWN CLOSURE

The breakdown ends, imperatively on **March 20, 2020** at **08:00**. The leased area must be restored to the Organisers, clean and free from any build up materials. All rubbish and debris should be removed by the exhibitor or contractor.

The materials, equipment and products that eventually remaining in the hall after the breakdown period, will be collected by the Organisers, and the exhibitor will be charged for the removal cost apart from the execution of the Responsibility Terms.

IMPORTANT: We ask all exhibitors that handle oil and/or paints during the event, to provide the proper cleaning and protection prior to equipment removal to prevent any stains on the hall floor.

Companies that do not adopt this measure can be fined according to the damage occurred. It is important to guide the technician responsible.

5 REGULATORY STANDARDS

The Regulatory Standards –(Normas regulamentadoras- NR) is used to regulate/ instruct about the mandatory procedures related to work health and safety in Brazil. The Regulatory Standards from Chapter V, Title II, from the Working Consolidation Laws (CLT), related to the Job’s Health and Safety, were approved by the Ordinance N° 3.214, from 08 June 1978 and are mandatory to be followed by all Brazilian companies following the CLT legislation.

During the assembly and disassembly of the stand must meet the requirements in the NRs:

- NR 06** - Personal Protective Equipment
- NR 10** - Security in Facilities and Services in Electricity
- NR 11** - Transport, Handling , Storage and Material Handling
- NR 18** - Conditions and Working Environment in the Construction Industry
- NR 35** - Working at Height

To carry out the work in time and electricity , the training specified in these NRs will be requirements for release of its work. The organizer will develop assemblers identification system through the bracelet use for each type of work, which should be used in any period of assembly and disassembly.

Training certificates for use of hoisting equipment (NR 11) , aerial work platforms (NR 18) , should be checked by the service provider contracted by the manufacturer and exhibitor , being asked by the organizer.

For more information and to know the complete regulation, please access:

<http://portal.mte.gov.br/legislacao/normas-regulamentadoras-1.htm>

5.1.1 NR-12 – HEALTH AND SAFETY IN MACHINERY AND EQUIPMENTS OPERATION

As stated on Legal Requirements Section on item ‘LABOUR MINISTRY’, exhibitor, promoter, contractors and suppliers must abide with all Legal Rules, Regulations and Laws applied to Labour Health and Safety.

Regarding Machinery and Equipment Health and Safety related to this event, all Legal Rules and Regulations must be abide specially the **NR-12- HEALTH AND SAFETY IN MACHINERY AND EQUIPMENTS OPERATION.**

The full content of all legal regulations related to Labour Ministry can be accessed online on <http://portal.mte.gov.br/legislacao/>.

Apart from the Labour Ministry Legal regulations, the exhibitors must also follow the project general concept and principles related to Machinery Health and Safety, stablish by “ABNT” according to the Brazilian Mechanical Equipments and Machinery Committee and the Mercosul Mechanical Equipments and Machinery Sectorial Committee.

N°	Title	Date
ABNT NBR NM ISO 13853:2003	Safety distances to impede the access to the danger zones by the lower members (prEN 811)	11/30/2003
IEC 60204-1:2009	Machine Safety – Machine Electric Equipment – Part 1 Specifications for General Requirements	02/11/2009
ABNT NBR 13536:2016	Injection molding machines for plastic and elastomers - Technical safety requirements for the project, construction and utilization	06/1/2016
ABNT NBR 13759:1996	Machine Safety – Emergency stop equipment – Functional aspects – Project Principles	12/30/1996
ABNT NBR 14009:1997	Machine Safety – The Principles of Risk Appreciation	CANCELLED

ABNT NBR 14152:1998	Machine Safety – Bimanual comand devices – Functional aspects and project principles	07/30/1998
ABNT NBR 14153:2013	Machine Safety – Command systems parts related to safety – General project principles	05/27/2013
ABNT NBR 14154:1998	Machine Safety – Prevention of machines starting up unexpectedly	07/30/1998
ABNT NBR 14191-1:1998	Machine Safety – Reduction of health risks resulting from dangerous substances emitted by machines	10/30/1998
ABNT NBR ISO 12100:2013	Machine Safety – General project principles – Risk appreciation and reduction	12/17/2013
ABNT NBR NM 272:2002	Machine Safety - Protection – General requirements for project and construction of fixed protection items and furnishings	07/30/2002
ABNT NBR NM 273:2002	Machine Safety – Interlockng devices associated with protection – Selection and project principles	07/30/2002
ABNT NBR NM ISO 13852:2003	Machine Safety - Safety distances to impede the access to the danger zones by the upper members	05/30/2003

Since 11/06/2010 it is forbidden the manufacturing, importation and commercialization of machineries and equipment that have electrical engines of induction of squirrel-cage rotor between 1 cv to 250 cv, which do not meet the requirements of high performance.

The labeling of the engines with the above characteristics is mandatory, compulsory to meet the requirements for conformity assessment of INMETRO (Brazilian Metrology Certifying Organ).

Important to note that the use of machinery ad equipment that do not meet te requirements of INMETRO, is subject to inspection, as well as fine and seizure.

Decrees that regulates the issue of electrical engines are:

- **INMETRO Decree nº 243, of September 4, 2009**
<http://www.inmetro.gov.br/legislacao/rtac/pdf/RTAC001485.pdf>
- **INMETRO Decree nº 488, of December 8, 2010**
<http://www.inmetro.gov.br/legislacao/rtac/pdf/RTAC001643.pdf>

We wish to bring to your attention that the labor inspectors may, during the fair, make inspections at the machineries and equipments exposed.

If there is the need of remove the safety device for better exposition of the products, we recommend that the device be highlighted with warnings to the visitors about the missing of it, even if they are not working.

5.1.2 USE OF STAIRS

The use of stairs inside the pavilion is common during the assembly and breakdown period. Some care is necessary to maintain the safety of the worker using it:

- Choose the right type of stairs for the job;
- Only use stairs of good quality and in perfect condition;
- Keep all three balance points before starting use;
- If necessary, receive the assistance of a person to protect and provide the necessary assistance;
- Use the stair for light work and short duration. Do not overload the stair;
- Do not work on the stair step when you are above 2.00 m in height, if necessary, you must use the safety belt;

- Do not place stairs on uneven, sloping or loose surfaces;
- Provide information, appropriate instructions, training and supervision to users;
- The scaffolding work floor must be full-lined, non-slip, level and secured or secured in a secure and sturdy manner;
- Scaffolding must have a guardrail and skirting system, including at headwaters, on all perimeters, except for the working side;
- Access to scaffolding must be done safely by stairway incorporated into its structure;
- It is forbidden to displace scaffold structures with workers on them;
- Scaffold towers must not exceed four times the height of the support base, if not in a fixed position;
- Scaffold castors must be provided with latches to prevent accidental displacement.

6 COMPLEMENTARY INFORMATION

6.1 HALL SECURITY

Security services in common areas are available during the entire period of the show, including build up, show days and breakdown.



If work is required after the period published in this manual, there will be a charge. The person in charge should attend CAEX to make the immediate payment.

Each exhibitor is responsible for its own stand security, including the objects and equipment's exposed during build up, show days and breakdown.

6.2 MEDICAL ASSISTANCE

The First Aid services will be available during build up, show days and breakdown.

ATTENTION:

Deliveries or staying at the event after show close is only allowed if approved by Operations team, as long as there is Medical Assistance available onsite.

6.3 TELEPHONE AND INTERNET

All internet and telephone services will be provided by HIPERNET. The contact information is on the **Official Suppliers List**.

IMPORTANT: wireless signal (wi-fi) is not available in the São Paulo Expo.

6.4 INSURANCE

It is mandatory to the exhibitors to hire specific insurance of Several Risks - RD and Civil Liability - RC, which offer enough coverage for risks comprised during the build up and dismantling of booths and the event execution period.

The coverage will be hired with amounts of enough safety importance to cover losses from third party, personnel and material damages, or to exhibition hall and from breakdown and qualified theft of respective material exposed.

The absence of the insurance policy, or the ineffectiveness of it to cover the risks above, will imply in full liability of exhibitor and stand builder for all losses that might happen, ensuring them to indemnify the recompose all damages at the Organizer, exhibition hall and third parties.

That the exhibitor is free to hire the insurance with the company of your preference.

6.5 LOGISTICS SERVICES

The following services will be offered by official companies during the assembly and breakdown period.

- ✓ Forklift
- ✓ Truck Munck
- ✓ Pallet truck
- ✓ Guindaste
- ✓ Removal Team
- ✓ Hoist

The official suppliers do not retain the exclusivity of the provision of logistics services. The exhibitor can hire another company of his own preference.

The contact information is on the **Official Suppliers List**.

In order to transport materials and/or equipment, the Official Handling Company requires an insurance contract from the exhibitor.

The exhibitor can hire this insurance with the Official handling company who will inform cost based on the equipment invoice value for both the entry and exit of product.

ATTENTION:

The Official company will waive insurance charges if DDR Charter - Waiver of the Right of Return is delivered on Insurer letterhead. We do not accept letters issued by the Broker.

The letter template is available in **Appendix II** (Waiver of Right of Return) of this manual.

The exhibitor is responsible for any damage caused by outsourced transport company and manover of such equipment inside the hall (example: tire marks, oil stains on the floor, accidents and damage to the hall structure).

6.6 CUSTOM CLEARANCE AND FREIGHT FOWARDER

For customs clearance, when exhibits are temporary imported/exported, the exhibitor can hire our Official customs clearance company. Details of the contact will be available on the Official Suppliers List.

IMPORTANT: The exhibitor can contract any company for customs clearance and exhibits transport.

6.7 COEXHIBITOR'S PARTICIPATION

RELATED COMPANY DEFINITION: a related company is an organization that shares the exhibition space with the exhibitor company, respecting the agreement conditions.

NUMBER OF RELATED COMPANIES: the number of related companies allowed in each stand depends on the dimension of it, with the right of 1 (one) related company per 12 SQM exhibition space.

7 EXHIBITION DAYS

Exhibitors must keep at least one of his employees in the stand, to provide information about the products on display. It is mandatory to have a responsible employee present at least 30 minutes before the show opening.

You will not be allowed to close the stands before the show closure, even on the last day.

Lighting will remain on during the show opening hours and the exhibitor are responsible for turn off the main power switch of your stand, at the end of each day.

Lighting system will be turned off in 30 minutes after the show closure daily.

ATTENTION:

It is forbidden to sell food, ice cream, drinks and cigarettes at the stand.

7.1 PROMOTIONAL DISTRIBUTION AND BRAND PROMOTION

It is forbidden for exhibitors to locate staff outside the stand boundaries for sale or flyers distribution, freebies and so on.

Exhibitors will be allowed to distribute gifts, samples, brochures and catalogues exclusively inside the stand, promoting the exhibiting company only.

If it is essential to the exhibitor to present products, equipment and services, that is not manufactured or exclusively related to their product line, they should send a request to the Organisers for approval.

Any authorization not approved by the Organisers, will not be allowed:

- Advertising, promotion or marketing of any other promoter of events in the hall;
- Goods and / or exposure of brands competing to Official sponsors of the event companies
- Exhibition of brands and soft drinks.

Exhibitors who do not comply with this determination will have their material confiscated by the Security Department and may collect them only after the show closes. The Organisers may also, at any time, prohibit the operation of the stand.

It is forbidden to sell products or services to visitor during the event.

7.2 EXHIBITS OF MACHINES AND VEHICLES ON THE STAND

Equipment and/or large vehicles that will be exposed during the event must be related and informed in advance to the Organizer for approval through the form "**Machinery and Equipment**" available for download in the Exhibitor's Portal. This information is important to control the access of trucks to the loading/unloading area and ensure that equipment is placed in the respective areas in a timely manner.

After completing the form, the exhibitor must send the document to projetos.intermodal@informa.com, until **Februart 14**.

It is mandatory to send the project of this demonstration, contemplating the safety and sound insulation issues when necessary.

For all motor vehicles that will be exposed, fuel tanks are required to be below the reserve line to avoid large quantities of flammable liquid in an enclosed space.

The Operational Team may, at any time, request the inspection of the fuel level of the vehicle.

- It is forbidden to exhibit or demonstrate any used machinery or equipment. All these items must be new and unused. The Promoter will notify the exhibitor at any time, and will require that the equipment is removed or covered, and will take appropriate action, at the exhibitor costs.
- The Operations Team may suspend or terminate the demonstration of any equipment, product, structure or stand elements that might present risk to people, or which produces a high level of noise or vibration that could disturb the activities of neighbouring stands.

The noise limit allowed during the exhibition is 70 decibels.

7.3 EVENTS HELD INSIDE THE STANDS

It is strictly prohibited to conduct some events throughout the event:

- Pyrotechnic shows with the use of smoke or dirigibles;
- Presentation of live models half naked or wearing loincloths;
- Pets of any kind or size, including birds to stand decoration or to complement the demonstration.

7.4 TICKETS

The event is directed to professionals in the area.

Entry will be allowed, free of charge, upon registration in the site system (mandatory use of the code) or at the event, with the presentation of the code.

If you have not registered on the site or do not have a code, accreditation can be registered at the event, and will be charged at the service counter in the amount of R\$ 100.00 (one hundred reais).

* Payment Methods: Cash or Debit Card.

ATTENTION:

It is prohibited to children under 18 years old.

7.5 SUPPLY, MAINTENANCE AND CLEANING OF THE STAND

The stand supply and maintenance must be done from **08:00 am to 10:00 am**. Access will be granted by the loading and unloading area.

The contractors can request the maximum of **2 (two) badges** for maintenance service during the event. The employees that will carry out the maintenance service should present themselves at CAMPS – Contractor Service Center – in the last day of build up in order to exchange their badges.

Em caso da necessidade de uma manutenção emergencial, o expositor deverá comparecer ao CAEX - Central de Atendimento ao Expositor e solicitar a autorização, sendo que o critério de aprovação é de única e exclusiva competência da Direção da feira.

The exhibitor must go to the CAEX - Exhibitor Service Center and request permission for Emergency maintenance for approval. The criterion for approval is the exclusive competence of the Direction of the event.

7.6 MERCHANDISING

Will be considered as merchandising any advertising carried out outside the limits of the booth. The merchandising products offered by the organizer increase your brand visibility in front of the industry's leading buyers of the INTERMODAL 2020.

Contact our sales team and explore the best options for your company by e-mail with Michael Fine.

The installation of any merchandising material will not be allowed without the agreement being signed and payed. By the exhibitor.

7.7 COMMERCIAL REPRESENTATIVES, TRADING, HOLDINGS GROUP AND ASSOCIATES

The participation of a trading company, comercial representation, holding company, member of a business group or company associates will only be allowed with prior authorization from the organizer. The exhibitor must to present formally to the organizer a full list with information and sole exclusivity rights of these product for analysis and along with along with proof of exclusivity.

7.8 LOUNGE SOUND AND MUSIC

All sound produced on the stand by audio-visual devices, recorders, radios or any other equipment **may not exceed 70 decibels**.

The use of any amplifying equipment for sales or promotion messages is prohibited.

In case the exhibitor does not comply with these rules, the following measures will be taken by the Organisers:

- ✓ On the first violation: a verbal request will be made to adjust the volume of the sound system;
- ✓ On the second violation: the same request will be made by letter from the Organisers.

Noncompliance on reducing sound levels requests will result on stand power off without prior notice, and removal of the equipment for undetermined time and subject to a fine and charge as a penalty fee.

For lectures, presentations, etc., it is necessary to use closed environments, such as rooms, auditoriums, etc.

According to Law 9610/98, which rules music royalties, an exhibiting company that uses lounge music on its stand, even playing public radio transmissions, must pay a specific charge, using the specific form, provided by ECAD (the Central Collection and Distribution Office for Artists' Royalties).



ATTENTION: Live music and ambient sound can only be played AFTER 7PM in a way that does not disturb neighbouring booths, with prior formal organizer's approval.

ECAD – SP

Av. Paulista, 171 - 3º Andar – Edifício Dom Pedro I de Alcântara
 CEP: 01311-000 –São Paulo – SP
 Contact: Soliane / Phone.: +55 (11) 3287-6722 - Ext 1132
 Contact: Bruna / Phone.: +55 (11) 3287-6722 - Ext 1146
 Fax: +55 (11) 3285-6790
 E-mail: eventossp@ecad.org.br
 Web Site: www.ecad.org.br

7.9 PROMOTIONAL DISTRIBUTION OF PRIZES AND RAFFLES

According to the Federal Reserve website, the Federal Savings Bank (Caixa Econômica Federal - CEF) is responsible for issuing authorizations, enabling the operation, inspecting and monitoring of all prize and raffle draw except when the CEF itself or any other financial institution is an interested party. In this case applications are considered and authorised by the SEAE (Finance Ministry Economic Monitoring Office).

For more information, please check <http://www.caixa.gov.br/empresa/promocoes-sorteios/distribuicao-gratuita-premios/Paginas/default.aspx> and <http://www.caixa.gov.br/empresa/promocoes-sorteios/distribuicao-gratuita-premios/perguntas-frequentes/Paginas/default.aspx>.

The necessary authorizations and documents are the sole responsibility of the Exhibitor.

IMPORTANT: The Organiser has no relationship with the competent bodies determining standards for the practice of distributing prizes and raffles.

7.10 USE OF SUBSTANCES

The use of alcohol, drugs and other substances are not allowed onsite. Anyone under the influence of any of these substances will be immediately removed by the Organisers and remain at all times away from the location during of build up, show days and breakdown.

Exhibitors who offer alcoholic beverages must comply with Law 14,592/2011 that **prohibits the sale, offer, supply, delivery and allows the consumption of alcoholic beverages, even if free, to minors under 18 (eighteen) years old.**

Therefore, all exhibitors, by themselves or their legal representatives, agents or employees, undertake the duty of care, protection and vigilance and must:

- (I) To affix, in sufficient number to ensure their visibility in the whole of the environment, notice of prohibition of sale, supply, delivery and permission to consume alcohol, even if gratuitously, to

minors under 18 (eighteen) years old, in size and place of wide visibility, with **express reference to this law and article 243 of Federal Law No. 8,069, of July 13, 1990**, with the following warning:

"ALCOHOLIC DRINK CAN CAUSE CHEMICAL DEPENDENCE AND, OVERALL, CAUSES SERIOUS HEALTH TO HEALTH"

- (II) Require an official ID in order to prove the age of the person concerned in the consumption of alcoholic beverage and, in case of refusal, to refrain from provide the product.
- (III) Do not allow the consumption of alcoholic beverages by persons under 18 (eighteen) years old in the premises of your booth.
- (IV) Dispose alcoholic beverages in specific places or stands, apart from the other exposed products, with the signaling indicated in item (i) above in the same space.



In case of any doubt, the full content of the applicable legislation can be found at the link <http://www.alcoolparamenoreseproibido.sp.gov.br/wp-content/uploads/pl698a11-parcial.pdf>

7.11 PROHIBITED ACTIVITIES

The following activities are prohibited:




- Use of flames inside the hall;
- Use of flammable gas or liquids;
- Power Generators and radioactive material;
- Storing gasoline, kerosene, diesel or other flammable liquids in the halls, even if just temporarily;
- Explosives, pyrophoric or fuelling material;
- High speed or the reckless use of vehicles or equipment, including forklifts;
- Presence of under age workers (18 years old) during build up and breakdown;
- Welding service (only with authorization of the organizer);
- Paint spray or air-compressed service (only with permission of the organizer);
- Products classified as dangerous, including toxic, irritating, corrosive, harmful or oxidizing materials (with the exception of domestic cleaning material);
- Equipment that may cause discomfort due to the odour, or unpleasant noise or even strobe lights;
- Animals in the hall.
- Use of trolleys and distribution of popcorn.

7.12 FIRE EXTINGUISHERS

Is mandatory to all maintain the fire extinguishers of your stands in compliance with the following standards: NR 23 (fire protection), NBR 14.276/1999 (fire and panic brigade) and decree 46.072/2001 (fire protection). Non compliance of this rule will result in a penalty that will be charged during the exhibition.

During the build up period, exhibition days and breakdown period, each stand must have at least one extinguisher for each 50 sqm of total area, signaled and compatible with product and/or equipment

exhibited and materials used in the stand construction. We recommend the fire extinguishers of dry chemical powder (DCP) , CO₂ (carbon dioxide) or ABC with 4Kg.

CLASS	MATERIAL
A	Materials that burn on the surface and in depth and leave residues, such as paper, wood, fabrics, fibres, etc. 
B	Flammable products such as gasoline, paint thinner, diesel oil, etc. 
C	Electrical equipment like electric engines, machines, etc. 

7.13 COMBUSTION ENGINES

Combustion engines will not be allowed inside the hall.

The use of any explosives, non-liquefied gas, toxic or flammable materials, fuel, GLP gas or helium is prohibited inside the hall.

8 LEGAL REQUIREMENTS

The exhibitor has sole responsibility in complying with the legal requirements related to following:

1. Taxes related to Federal Service, Revenue Service, Municipality, City Hall, Social Security;
2. Work and Employment Ministry (MTE – Ministério do Trabalho);
3. Central Collection and Distribution Office (ECAD);
4. COVISA (HEALTH VIGILANCE COORDINATION);
5. National Sanitary Vigilance Agency (ANVISA).
6. ANATEL

8.1 TAX PROCEDURES

IMPORTANT: Do not issue the invoices with the Organiser (INFORMA MARKETS) as the final receiver. On the ICMS regulation, the company cannot appear as a merchandise receiver in tradeshows and events.

8.1.1 INVOICE – SHIPPING OF GOODS, MATERIALS, PRODUCTS, MACHINES AND EQUIPMENTS TO THE VENUE

All products, materials, machines and equipments (goods sent to the exhibition) must have a legal transport document, according to legal requirements, that includes ICMS (tax over goods) based on the state the transport begins.

- a) On the "Destination" field, the name and address of the shipping company (exhibitor or other shipper) must be stated. The same applies to shipments made through affiliate companies.
- b) On the field "Operation Nature", the following message should be added: "Shipment of merchandise to be exhibited in tradeshow" (Remessa de mercadoria para exposição em Feira);
- c) The CFOP used is: 5.914 (Inside Sao Paulo state) or 6.914 (Outside Sao Paulo state);
- d) On the Field "Additional Data", the complete address of the exhibition location should be mentioned, as well as the exact name of the tradeshow, the event dates and the legal base for the ICMS which is according to the State's ICMS regulation where the transportation began.

Some legal references:

- São Paulo: RICMS-SP/2000, Anexo I, art. 33, Resposta à Consulta nº 9.422/1976;
- Rio de Janeiro: Resolução Sefaz nº 720/2014, Parte II, Anexo XIII, art. 90;
- Santa Catarina: RICMS-SC/2001, Anexo 5, art. 25, § 2º;
- Pernambuco: RICMS-PE/1991, art. 11, IX, "b", § 1º;
- Minas Gerais: RICMS-MG/2002, Anexo III, item 4 e nota 1;
- Distrito Federal: RICMS-DF/1997, art. 6º, Anexo I, Caderno I, item 22 e subitem 22.1;
- Bahia: RICMS-BA/2012, art. 280,V, art. 284, caput;
- Espirito Santo: RICMS-ES/2002, art. 5º, XXXII, e art. 340;
- Paraná: RICMS-PR/2012, Anexo I, item 78;
- Rio Grande do Sul: RICMS-RS/1997, Livro I, art. 9º, VI e VII;

8.2 IMPORTS

At the end of the show, when the merchandise is returned, the exhibitors should issue the entry invoice in order to ship these products from the show back to their company, following the terms below:

- Issue entry invoice;
- Under the field "Destinatário (addressee)", fill in with exhibitor details;
- Under the field "Dados Adicionais (additional information)"
 1. The number, the series, and invoice issue date should be filled.
 2. Legal requirements according to state regulation where the transportation began

8.2.1 ICMS

Exhibits or goods import under the Temporary Admission Program, can also take the advantage of the ICMS exemption, as well as exemption of federal taxes, if deadlines and federal legal requirements are met and when they intend to:

- Tradeshows, exhibitions, congresses and other events, scientific or technical ones;
- Tradeshows and exhibitions, commercial or industrial;
- Shows, exhibitions and other events, artistic or cultural ones.

(RICMS-SP/2000, Anexo I, art. 37, VI)

8.2.2 TEMPORARY GOODS ADMISSION FOR TRADESHOWS, EXHIBITIONS, CONGRESSES AND OTHER EVENTS (FEDERAL REVENUE SERVICE)

The temporary admission is a customs option that allows foreign exhibitors and Brazilian who want to display foreign products, to bring certain goods/exhibits from other countries with total or partial exemption of import taxes payment.

This benefit is only valid when the these goods importation is for participating in events of the following nature: cultural, artistic, scientific, commercial and sporting, besides the goods transportation for rehearsals and tests, with the commitment to be re-exported and as long as it is regulated by the following rules: IN SRF No. 35/99, IN SRF No. 285/03 and IN SRF No. 611/06.

The procedures to be applied in the customs clearance, as the declaration to be used, depend exclusively on the final use of the goods and can be found online on Federal Revenue Service at:

<http://www.receita.fazenda.gov.br/Aduana/RegAdmExportTemp/RegAdm/FeirasCongCientific.htm>

FEDERAL REVENUE

Federal service:

<http://www.receita.fazenda.gov.br/AtendContrib/Atendimento/UnidAtendimento/CentroAtendimento.htm>

RECEITAFONE: 146

8.2.3 IPI (INDUSTRIALIZED PRODUCTS TAX)

Goods/exhibits sent directly to exhibitions with similar exhibits and products, that are produced by the industry company, can have exemption of IPI tax according to Art.43, II of RIPI/2010 – Parecer Normativo CST nº 242/1972.

Temporary Admission Customs

The temporary admission has a special customs clearance that allows goods import which should stay in the country for a fixed time, to be exempt of any import tax or parcial exemption in case of commercial use according to the conditions stated in law "Instrução Normativa RFB nº 1.361/2013". The tax exemption include IPI along other taxes.

In order to be granted with this benefit, the following conditions must be met:

- a) Temporary import;
- b) Import without Exchange cover;
- c) Goods must be according to purpose it has been imported;
- d) Use of goods according to the time stated on the concession;
- e) Goods identification.

When dealing with goods import subject to the prior approval of other government departments, the concession will be granted according to meet this requirements of obtaining the import license.

May be submitted to this regimen, with total taxes payment exemption on the import goods, including livestock, admitted under the terms of international agreements and events for scientific, technical, political, educational, religious, artistic, cultural, sporting, commercial or industrial.

(RFB Normative Instruction No. 1361/2013, arts. 3, caput, § 1, II, 4, 5, caput, I)

Remittance Invoice Details

- a) Audit Document Model: Invoice, Model 1 or 1a or Electronic Invoice (NF-e) - Adjustment Sinief No. 7/2005;
- b) Field "Supplementary Information" from "Additional Data" should include the word "exit with IPI exemption - Article 43, II, the RIPI / 2010."

Invoice Return Details

- c) Audit Document Model: Invoice, Model 1 or 1-A, or Electronic Invoice (NF-e) - Adjustment Sinief No. 7/2005;
- d) Field "Supplementary Information" from "Additional Data" should include the word "return with IPI exemption IPI - Article 43, II do RIPI / 2010."

Source: IOB

8.3 COVISA AND ANVISA

The National Sanitary Vigilance Agency (ANVISA), and Health Vigilance Coordination (COVISA), has an important role in society promoting people health and safety through sanitary control in production, sales and exhibition of products and services, including the environments, processes, raw materials and the technologies related to these factors.

By Law, the exhibitor must keep its products, goods, services, environments and processes under the sanitary vigilance always in accordance to the COVISA and ANVISA regulations, keeping in mind that the tradeshows stand are only temporary establishments under the exhibitor responsibility.

COVISA – COORDINATION OF HEALTH SURVEILLANCE

Rua Santa Isabel, 181, Vila Buarque

CEP: 01221-010 – São Paulo – SP

Monday to Friday: 09.00 to 16.00

Telephones: (11) 3397-8278/ 3397-8279/ 3397-8280

http://www.prefeitura.sp.gov.br/cidade/secretarias/saude/vigilancia_em_saude/

8.4 LABOUR MINISTRY

Contact: MINISTRY OF LABOUR AND EMPLOYMENT

<http://portal.mte.gov.br>

8.4.1 LABOUR MINISTRY AUDIT

Verify if the company is following the employers rules and regulations, to prevent illegal work and guarantee the work law is applied.

Source: http://portal.mte.gov.br/fisca_trab/

8.4.2 EMPLOYER OBLIGATION - DOCUMENTS

According to Labour Ministry law, all exhibitors, service providers and contractors working on the show must keep the following documents organized and easy to access by the Labour Ministry Audit

1. Timesheet or onsite employees list;
2. Subcontractor or service providers contract, when third party;
3. Employee payroll receipts;
4. FGTS (Social Security) payment receipts;
5. Employee Book or Registry List for those who onsite;
6. Occupational Health & Medical Control Program – PCMSO;
7. Environmental Risk Prevention Program – PPRA;
8. Labour contract or Employee Register when hiring temporary labours;

Source: <http://portal.mte.gov.br/legislacao/>

8.4.3 SOCIAL SECURITY

SOCIAL SECURITY SERVICE - OUGPS

PREVCartas – Correspondência: Caixa Postal 09714 - CEP 70001-970 - Brasília-DF

Esplanada dos Ministérios, Bloco F, Edifício Anexo, Ala "A", 1º andar,

Monday to Friday from 08.00 to 18.00

Site: www.previdencia.gov.br

8.4.4 ANATEL

The exhibitor must comply with the ANATEL Regulation for the use of spectrum and homologation of telecommunication equipment at events.

It is important to observe the regularity of the homologation of the equipment before beginning the use or the commercialization of telecommunications equipment. It is necessary to check about the need to obtain Temporary Use of Spectrum (UTE) authorization before using radio frequency emitting or demonstrate new technologies that occupy the spectrum.

Read the guidelines at: www.anatel.gov.br/setorregulado/uso-soporario-doespectro.

The minimum request period is 15 days before the start of the operation.

9 APPENDIX I – ENERGY CONSUMPTION REFERENCE GUIDE

EQUIPMENT	KVA
Commercial Coffee Machine 1700w/2700w/3000w/5000w	1,70/2,70/3,00/5,00
Home Coffee Machine	0,80
Hot Plate 3000w	3,00
Hot Plate 6000w	6,00
Hot Plate 9500w	9,50
Draft Beer Dispenser	0,50
DVD Player	0,30
Oven 1000w	1,00
Oven 1750w	1,75
Oven 2400w	2,40
Oven 5000w	5,00
Oven 8000w	8,00
Microwave oven	1,20
Horizontal/vertical freezer	0,50
Electrical pan Fryer 2500w	2,50
Electrical pan Fryer 5000w	5,00
Minibar	0,30
Printer	0,25
55W Dichroic Halogen Lamp	0,05
1000 W Special Lamp	1,00
500 W Special Lamp	0,50
20W Fluorescent Lamp	0,03
40W Fluorescent Lamp	0,05
110W HO Lamp	0,14
150W HQI Lamp (with reactor)	0,35
100W Fluorescent Lamp	0,10
250W Mixed Lamp	0,25
40W PL Lamp	0,05
Computer (CPU + Monitor)	0,50
Grill Press 3000W	3,00
Grill Press 6000W	6,00
Projector 150W	0,15
Projector 70W	0,07
Special Projector 350W	0,35
Special Projector 500W	0,50
Rechaud – double boiler 1000W	1,00
Juicer 300W	0,30
Plasma TV	0,30

Note: The above mentioned kVA refers to consumption during show days. The table above only serves as a reference for calculating the consumption of common equipment. Please observe the technical manuals or device plates, with the installation characteristics.

The kVA used in your stand during the event will be checked and controlled by the company responsible for this area. If consumption exceeds the contracted amount, the exhibitor will receive a notification and invoice during the event.

10 APPENDIX II – WAIVER OF RIGHTS RETURN

Letterhead company paper

To

Official Onsite Handling company of event (Name and CNPJ)

Declaration

To all intents and purposes that during the period of Three-month as from _____, the company _____ maintains a nacional insurance policy handling, ensuring the risks of transporting goods within the nacional territory, covering the following risks:

Collision, rollover, carriers overturning, fresh water / rain water, bad cargo stowage, breaking, kneading, scratch, loading and unloading, removal, handling, contamination, contact with other goods, spill out, leak, armed robbery theft, complete disappearance of the transported vehicle, loss of entire volumes and robbery.

The maximum limit of liability for goods by vehicle / trip is \$ _____.

ACTION RETURN AGAINST THE CARRIERS

This insurer waives the right to act regressively against

_____(Name of Official Carrier), exclusively on risks claims described above, covered by the policy IN ISSUE.

Is excluded clause Insurer Subrogation Rights only in respect of loads owned by _____ and if they are not attributed to gross negligence, bad faith of the carrier and / or its agents, nor for infringement of the provisions governing road transport laws and the Brazilian Traffic Code.

Insurer Signatures.

RESPONSIBILITY TERMS CONTRACTOR

The original document need to be delivery at CAMPS – Contractor Service Center, as from the first attendance day (mandatory one form for each booth).

Contractor Company::		
Trading Name:	CNPJ:	
Contractor Contact Person::		
Exhibiting Company Name:	Stand N°:	SQM:
Hired Services:		

The contractor company above discriminated, represented by his legal person, (name) _____, (job title) _____, under the CPF nº _____ and ID N° _____, declares to be responsible for the stand, the material, the team and any other service provided during build up and breakdown, including any damage that may occur to the Venue or any third parties to UBM BRAZIL FEIRAS E EVENTOS LTDA, located at Avenida Doutora Ruth Cardoso, 7221, 22º andar, São Paulo, SP, e subscribed at CNPJ/MF sob o nº 08.139.874/0001-36, Promoter of the event. The contractor is also responsible for the area conservation where will perform stand Exhibitors work, as described above, as of this date. The contractor therefore undertakes to return the said area in the state in which it was delivered and free of any materials to the end of the event.

The Contractor hired for the service, agrees that the Organiser can issue charge in the amount of R\$ 2.000,00 (two Thousand Brazilian Reais), apart from any damage cost to the building structure, equipments and assessories in case the rules and regulations contained in the Exhibitor Manual are not followed and/or in case damage or delays occur during build up and breakdown.

The contractor is also responsible for the stand build, material, equipment and any other supplier hired during build up and breakdown period, as well as any damages to the venue or third parties.

The contractor also agrees with Terms and Conditions for build up/breakdown and the legal/health and safety rules stated in this manual.

São Paulo, ____ of _____ of _____.

“Agreed”:

(Stamp and signature of the Contractor)

Promoters Use:

We certify that the area returned at _____(day)/ _____(month)/ _____(year), in the following conditions

In perfect condition Missing parts or accessories with defects

Other: _____

11 CHECKLIST

Action

Deadline



➤ Exhibitor – Mandatory Items

Access the Exhibitor's Portal	Immediate	
Update the Exhibitor Information	Immediate	
Read the Exhibitor Manual	Immediate	
Fill the Exhibitor Badges	Until February,14	
Contract a assembler and indicate them on the Exhibitor's Portal	Until February,14	
Submit the stand's documents	Until February,14	
Contract and indicate the suppliers on the Exhibitor's Portal	Until February,14	
Order additional services (if is necessary)	Until February,14	
Arrange fire extinguisher	Until February,14	
Arrange PPE for build up and breakdown period.	Until February,14	
Arrange the documents of the exhibits materials	Until February,14	
Check eventual financial pending	Until February,14	
Fill the forms for machinery and equipments	Until February,14	

➤ Exhibitor – Optional items

Contract logistic services	Until February,14	
Register the Coexhibitor (if necessary)	Until February,14	
Request data scanner	Until February,14	
Contract private security and cleaning services	Until February,14	
Contract hostess	Until February,14	
Contract buffet/catering services	Until February,14	
Contract internet and telephone	Until February,14	
Buy the parking tickets with Indigo	Until February,14	
Pay the copyrights fees to ECAD (in case of lounge sound)	Until February,14	
Arrange the promotional material and the business card to commercial team	Until February,14	
Contract insurance (if necessary)	Until February,14	

➤ Contractor – Mandatory Items

Access the Exhibitor's Portal	Immediate	
Confirm the dimensions and located of the stand	Immediate	
Check the rules for construction in the Exhibitor Manual	Immediate	
Submit the documents and Project to projetos.intermodal@informa.com	Until February,14	
Arrange the Structural Calculation for double deck stands	Until February,14	
the specialized team to the build up.	Until February,14	
Order the assembler badges	Until February,14	

Arrange PPE to all members of the build up team	Until February,14	
Contract people accordind the laws of labor ministry	Until February,14	
Check if the team have the NR certificates updated (mandatory)	Until February,14	