



28<sup>th</sup> EDITION

# INTERMODAL 2024

SOUTH AMERICA



## 05-07 MARCH

SÃO PAULO EXPO - SP / BRAZIL



# EXHIBITOR'S MANUAL

Promotion and  
Organization

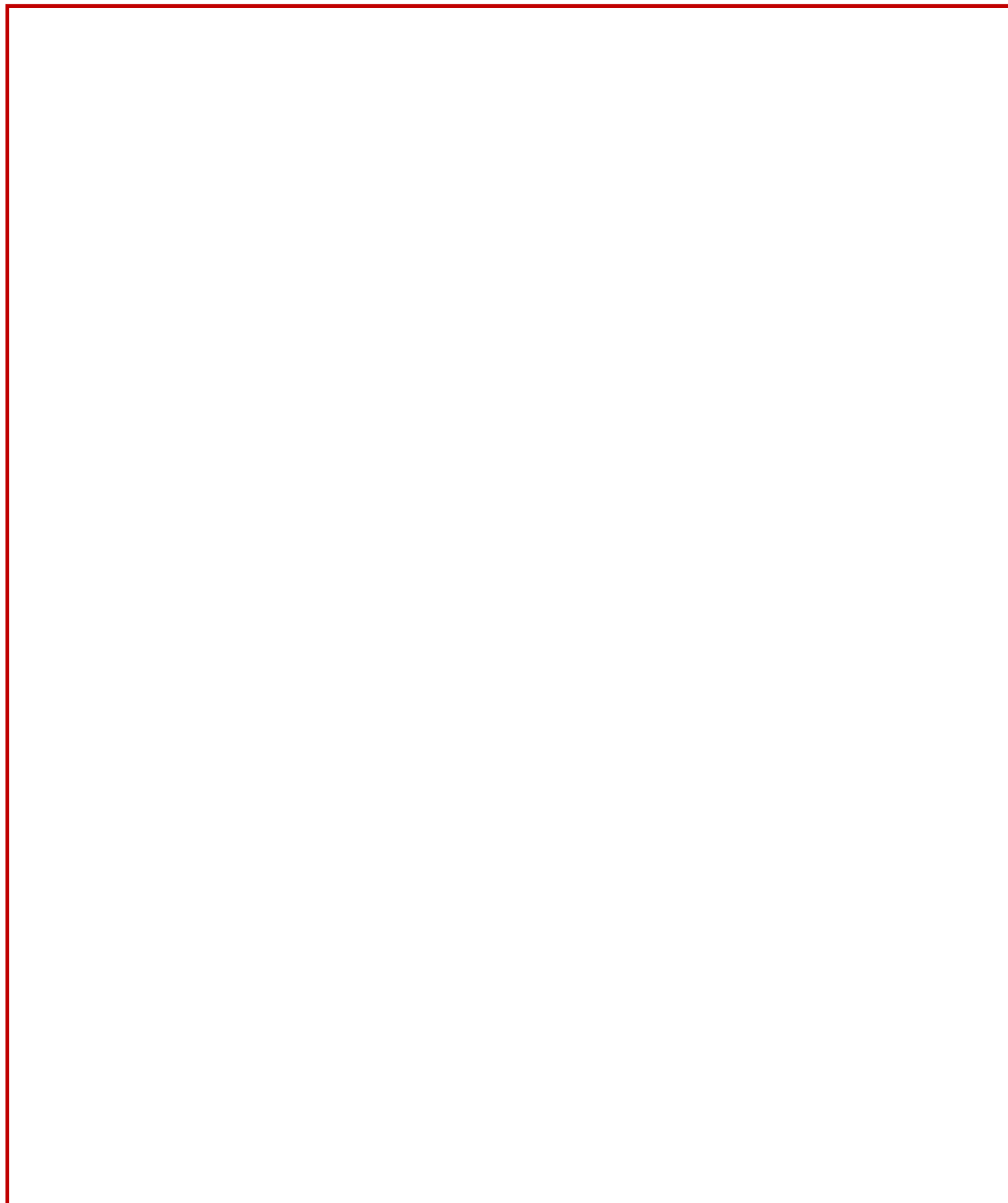


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Updated in September, 2023  
**MANUAL UPDATES**



Dear Exhibitor,

The purpose of this manual is to guide and assist you in your participation at **Intermodal South America 2024**.

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:

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## 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.

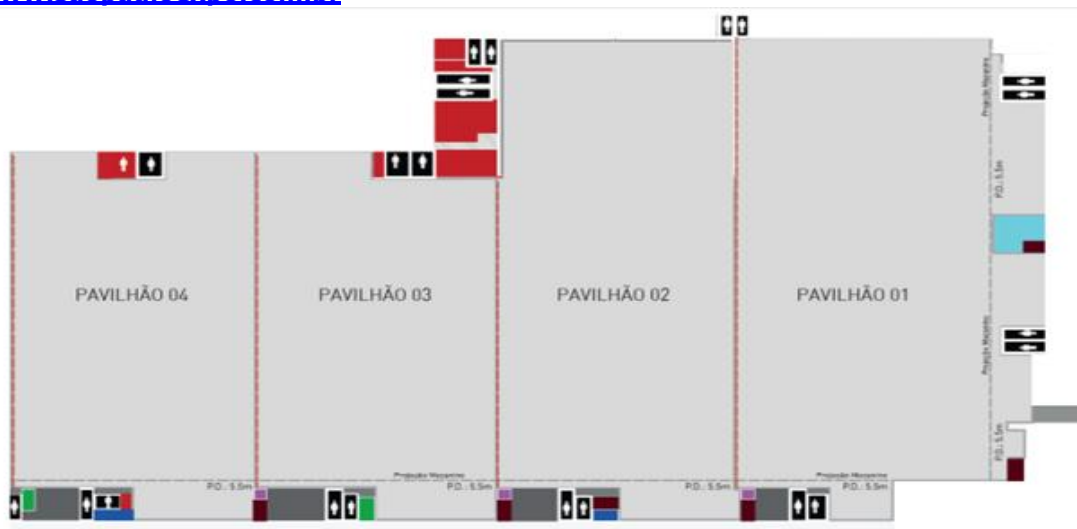
### 1.3 VENUE

#### SÃO PAULO EXPO – EXHIBITION & CONVENTION CENTER

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

Zipcode: 04329-900

Site: [www.saopauloexpo.com.br](http://www.saopauloexpo.com.br)



### 1.4 PARKING

Parking is administered exclusively by INDIGO, which is responsible for access control and charging during the assembly, staging and dismantling periods.

Exhibitors will be able to purchase a parking package (price to be determined) for the period of assembly, staging and dismantling, as long as the purchase is made in advance. With the package, you can leave and return as many times as necessary. Otherwise, you pay for entry to the parking lot. Exclusively for advance purchases, exhibitors can purchase parking for the days of the event, including assembly and disassembly. In addition, this parking pass (valid only in the Garage Building) entitles the holder to enter and exit as many times as necessary, without any additional charge for the entire duration of the fair.

The price of this package is only valid for advance purchases made directly at the cash desk of the Garage Building from the first day of assembly.

In all other cases, you will be charged at each entrance to the parking lot.

Valid only in the Garage Building.

Loading and unloading parking is charged by the hour and according to the type of vehicle.

Access to the loading and unloading parking lot is via Gate 2:

Av. Miguel Stéfano, altura 3.000 - on Rua Etruscos

CEP code: 04301-903 - São Paulo/SP - Brazil

### 1.5 EVENT DAYS AND TIMES

DATA	MONTAGEM
01/03/2024	8:00 às 20:00
01/03/2024	8:00 às 20:00
02/03/2024	8:00 às 20:00
03/03/2024	8:00 às 20:00
04/03/2024	8:00 às 11:59
	<b>DECORAÇÃO</b>
04/03/2024	12:00 às 20:00
	<b>REALIZAÇÃO</b>
05/03/2024	13:00 às 21:00
06/03/2024	13:00 às 21:00
07/03/2024	13:00 às 21:00
	<b>DESMONTAGEM</b>
07/03/2024	21:00 às 23:59
08/03/2024	00:00 às 18:00

Disassembly on March 7 will work as follows:

- From 9 p.m. - Visitors leave and the walkway is removed;
- From 10 p.m. - Exhibitors and rental companies remove their materials and products;
- From 00:00 - Entry of the assemblers and start of dismantling.

For more details on dismantling, see item 4.28.

### 1.6 EXHIBITOR SERVICE CENTER - SERVICE TIMETABLE (CAEX)

	CAEX
01/03/2024	12:00 às 20:00
02/03/2024	8:00 às 20:00
03/03/2024	8:00 às 20:00
04/03/2024	8:00 às 22:00
05/03/2024	8:00 às 21:00
06/03/2024	8:00 às 21:00
07/03/2024	8:00 às 21:00

## 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 antecipation 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 functionality 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 buildup 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.**

#### 2.1.3 MUNICIPALITY FEE (TFE)

In accordance with Laws No. 13.474 and No. 13.477, of DECEMBER 30, 2002, the São Paulo City Hall of São Paulo requires the Promoter to pay three fees for each stand:

1. TFE - Establishment Inspection Fee;

Mandatory only for exhibitors at Fairs and Events in the Municipality of São Paulo, "Taxa de Fiscalização (TFE)". It is due due to the actions of the competent bodies of the Executive that exercise police power, carrying out permanent activities of control, surveillance or inspection of compliance with municipal legislation. The fee is regulated by the following legislation of the municipality of São Paulo of São Paulo: Law No. 13.477/02 (TFE).

The fee due will be collected by the Promoter and passed on to the São Paulo City Hall, except in the following cases occurrence of non-compliance with the rules in this manual.



## 2.2 ADDITIONAL SERVICES

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

### 2.2.1 ADDITIONAL POWER CONSUMPTION

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 sum the total of watts of your light system and electric equipments. Consult the technical references of your equipment and the Reference Table available in the **Anex 1 – (“Table to calculate power consumption”)** 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 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.**

### 2.3.1 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 charged according to 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 foreign 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 losses of badges and costs with charges for copies, it 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.**

### 2.3.2 CONTRACTOR AND SUPPLIER'S BADGES

To request badges of assembler or provider, it is necessary to access the area of the provider, after the exhibitors make the link of the assembler in the Exhibitor Portal they will receive an email with the access information. 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.**

### 2.3.3 EXHIBITOR GUEST AND VIP

Information coming soon.

## 2.4 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.**

## 2.5 SECURITY BADGE

According the official letter of formal notice issued by FEDERAL POLICE in April, 8<sup>th</sup>, 1999, the event organizers companies are forbidden to accreditate people not qualified and regulated to the service 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 the **Official Supplier List**.

Exhibitor's must contract companies legally 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 during 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.

## 2.6 DATA COLLECTOR

The way we collect data has changed, now it's digital too.

The traditional data collector will no longer exist at our events. Our innovation team has improved it and the name Leadster.

You can hire Leadster (Data Collector) via a contract, directly with your sales executive or via the or through the e-commerce additional services. Track the data collected in and share it with your entire team.

Just one purchase and your entire team can access and use it. If you would like more details about the collector, you can contact our exhibitor support team.

After your purchase has been confirmed in e-commerce, our Leadster (Data Collector) support team, will contact you to make sure that your entire team is registered, logged in and able to capture many leads during the event.

leads during the event, the e-mail address to contact the Leadster support team is: [leadster@informa.com](mailto:leadster@informa.com).

## 2.7 PAYMENTS

### PAYMENT CONDITIONS AND TERMS:

#### A) E-COMMERCE (now available through Exhibitor's Portal):

- Credit cards (Visa, Mastercard, Elo)

Purchase available through e-commerce up to **february 23, 2024**, one week before the assembly starts

#### B) CAEX (Exhibitors Service Center during the show, in the Exhibition Halls)

- Cash or Credit cards (Visa, Mastercard, Elo) charged in local currency (Brazilian Real) after the assembly is started.

**ATTENTION:** As of February 23, 2024, no online purchases will be allowed through the Customer Portal from 6 p.m. (Brasília time).

**Orders placed and not paid for by February 23, 2024, will be automatically canceled. And the purchase must be made directly at CAEX at the price of the current table updated. Credentials will only be delivered once all outstanding amounts have been paid.**

If you have any questions, please contact the Finance Department by e-mail at [financeirocr@informa.com](mailto:financeirocr@informa.com)

## **2.8 TAX PROCEDURES**

Do not issue the invoices with the Organizer (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 or e-mail: [fiscalbr@informa.com](mailto:fiscalbr@informa.com) .

## DIGITAL PLATAFORM

### 3.1.1 INTRODUCTION TO THE DIGITAL PLATFORM

INTERMODAL SOUTH AMERICA's exclusive Digital Platform is a revolutionary space for boost your presence at the time of the Event and also expand your connections throughout the year.

This Digital Platform will be your ally in both the virtual and face-to-face environments, taking your participation to a new level. participation to a new level.

From October, get ready to dive in: <https://app.informamarkets.com.br/event/intermodal-2024>

You will soon receive a special welcome e-mail from [noreply@informamarkets.com.br](mailto:noreply@informamarkets.com.br).

If you can't find it in your inbox, look in your SPAM folder - we don't want you to miss any important details miss any important details.

### 3.1.2 WHY MAKE THE MOST OF THE DIGITAL PLATFORM

This is your chance to boost your sales and strengthen your brand. Make the most of all the possibilities offered by the Digital Platform, using it as a partner to achieve recognition and success. During your journey, we'll be here to send you detailed guidance on how to use the platform.

- Networking and Connecting: Prospect for new business opportunities by adding and talking to with your target audience.
- Keep an eye on your inbox on the Digital Platform, a new opportunity could arrive at any time! any moment!
- Find out the latest news in real time via the Event Feed!
- Search for exhibiting companies and products and find out about the latest launches in the sector!
- Watch the best content we have available for you!

### 3.1.3 SUCCESS CHECKLIST:

Your experience with the Digital Platform will be even more fruitful by following this step-by-step guide:

- Bring your Company profile to life. Add logos, videos, attractive catalogs and even links to your social networks. Tip: Be careful, this is your business card, and the first impression is the one that sticks!
- Add all your staff who will be at the event to your Company Profile, so that everyone is connected and able to do good business!
- Use the "Connect" function to locate visitors who share an interest in your segment, expanding your network.
- Don't miss what's important: Favorite the lectures and panels that most caught your attention in the "Schedule Yourself" menu.

### 3.1.4 UNCOMPLICATED ACCESS

In addition to the access you receive via e-mail, you can access the platform directly via the link

<https://app.informamarkets.com.br/event/intermodal-2024> (available for access from October).

Click on the "Login" option in the top right-hand corner of the screen, enter your e-mail address and create a password to start enjoy all the features.

### 3.1.5 SUPPORT ALWAYS THERE

Have any questions? We're at your side, ready to help you every step of the way on your Digital Platform journey. Don't hesitate to contact us at [atendimento.intermodal@informamarkets.com.br](mailto:atendimento.intermodal@informamarkets.com.br) to receive personalized and efficient support.



## 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.

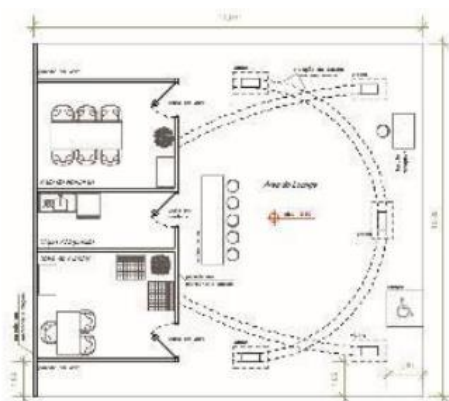
**Projects and documentation must be sent through the J.A Promotions system. After the exhibitors have linked their assembly company to the Exhibitor Portal, they will receive an e-mail with access information.**

Submissions must be made by the deadline specified in this manual. Projects received via e-mail will not be analyzed.

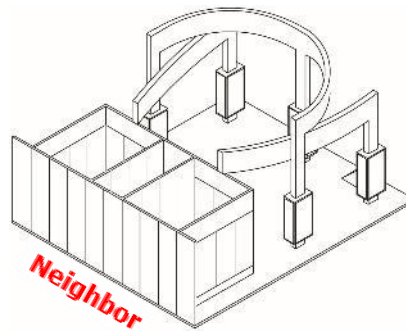
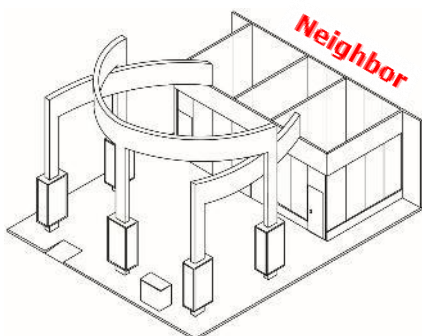
\*A.R.T. (Technical Responsibility Note) or R.R.T. (Registration of Technical Responsibility) must be signed for a Professional registered at CAU/CREA of the State of São Paulo. The payment proof must be sent;

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

E-mail for questions about projects:  
[projetos.intermodal@informa.com](mailto:projetos.intermodal@informa.com)



## Perspectives



**IMPORTANT:**

**DEADLINE TO SUBMIT THE STAND PROJECT: February 01, 2024**

- All designs must have the height and dimension of the areas;
- It is mandatory for Contractor Company to identify the plans with the Exhibitor name, telephonenumber and email;
- 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

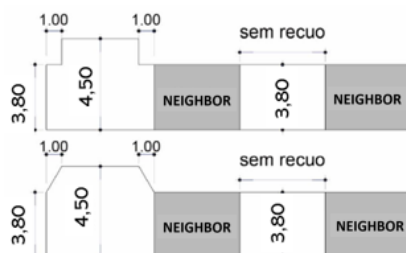
The buildup company will deliver the Responsibility Term, taking responsibility for any damage that may be caused by its equipment and/or personnel to the hall, to third parties, including penalties imposed by not comply with buildup, maintenance and breakdown rules and deadlines established for the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

### 4.4 HEIGHT LIMIT AND BUILDING SETBACKS FOR STANDS

HEIGHT LIMIT (FROM FLOOR TO CEILING)	SETBACK (MINIMUM TO THE NEXT STAND) (only neighbor*)
Up to 3,80 m 3,81m to 4,50m	No Setback 1,00m

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) please refer to the promoter.



#### 4.5 VISIBILITY

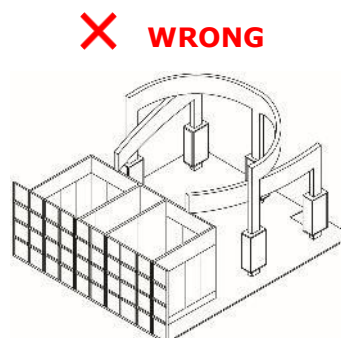
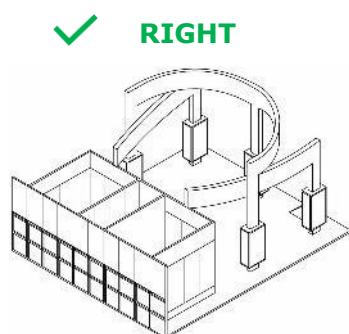
Stands equal to or bigger than 30 sqm, may not, under any circumstances, close in their totality any of the sides that are facing the aisles. The visibility should not exceed 30% of the linear space of each side of the stand, so it should have 30% of each side (the rule is also valid when used glass).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

#### 4.6 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 4,50 m, respecting the height setback of the entire stand.

#### EXAMPLE



**IMPORTANT:**  
 Hydrants/Fire Extinguisher within the stand area should have an easy access and be well signaled.

#### 4.7 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.

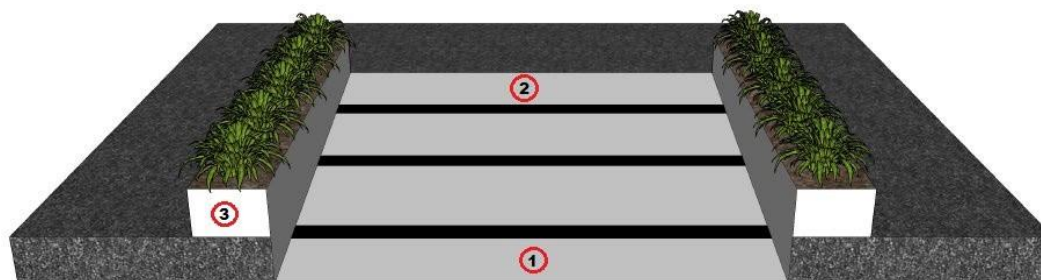
#### 4.8 STAND'S FLOOR

**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.**

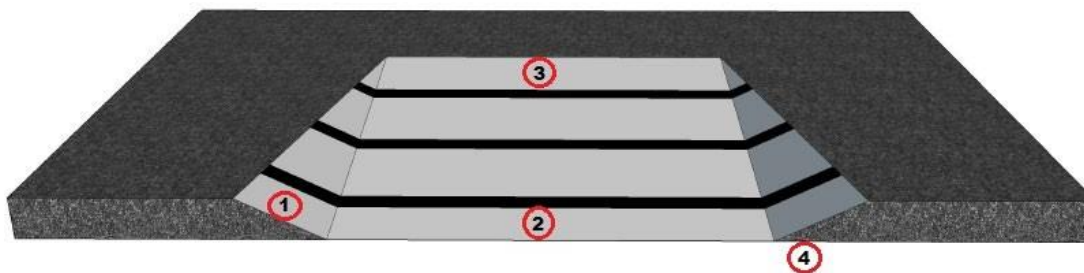
Each stand area will be marked on the hall floor. It is the Exhibitor and/or Contractor responsibility to request assistance from the Operations Team to sort any doubts about the leased area.

**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.

#### **4.8.1 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.

#### **4.8.2 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/m<sup>2</sup>.

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

#### 4.9 DOUBLE DECKER STANDS

**ATTENTION: The construction of mezzanines will not be permitted.**

Following new guidelines related to safety and sustainability, as of 2023, it will adopt to adopt restrictive measures regarding the construction of mezzanines.

The construction of mezzanines will not be allowed. If you have any questions, please contact your sales department. Exceptions following all the conditions below may be evaluated and approved by the Organizer:

- Mezzanines installed on top of containers;
- Those that do not require construction, only installation (without generating waste and guaranteeing workers);
- And that meet the maximum height allowed for the event.

#### 4.10 BODY GUARD

According to CBPMESP Technical Instruction No. 11, any ramp, staircase or floor with a drop of more than 19 cm must be protected by a guardrail to prevent falls.

of 19 cm must be protected by a guardrail to prevent falls.

The height of the guardrail must be at least 1.10 m, and the gaps between the guardrails must not be greater than 20 cm.

#### 4.11 AERIAL STRUCTURE

The exhibitor is not allowed to use the aerial spaces for promotion. This area can only be used by the organizer to signalize 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)**

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+55 (11) 5067-1717  
riggingspexpo@glbr.com.br  
cabos.spexpo@glbr.com.br

#### 4.12 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.

#### 4.13 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.



**4.14 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.

**4.15 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.

**4.16 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.

**4.17 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.

**4.18 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.

**4.19 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 22	32	6 mm	32 A
23 to 42	61	16 mm	63 A
Over 43	The distribution will be studied on time.		Live Probe Cable



**Outlet Provided 32A or 63A:**

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

**VOLTAGE**

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



**Outlet necessary to connect 32A or 63A:**

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

**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.

## 4.20 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:

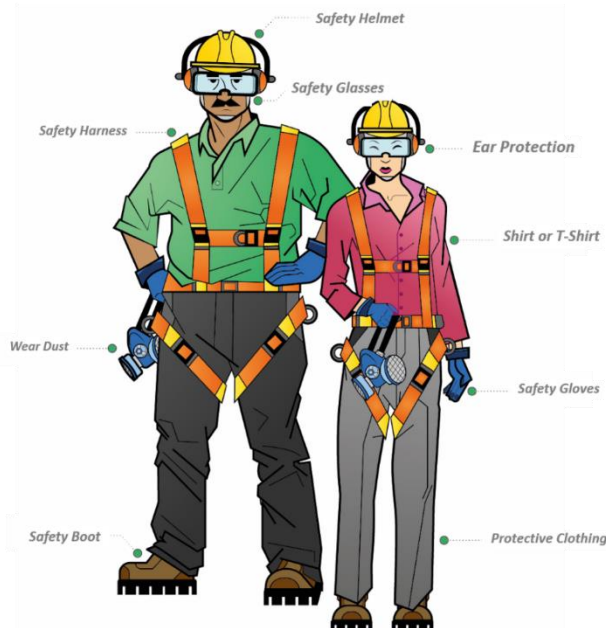
- Check all electrical tools and equipmets before use. Repair or replace damaged or defective parts;
- If the protection device (fuse or circuit breaker) presents any fault, it is necessary to check the problem immediately and correct it before using the equipment/tool again;
- All the plugs ad connections 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.

## 4.21 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.

According to Art. 157 of the CLT, companies are responsible for:

- Comply with and ensure compliance with safety and occupational medicine;
- Instruct employees, by means of orders, as to the precautions to be taken in order to avoid accidents or occupational diseases.



Examples of EPC are

- Safety signs;
- Protection of moving parts of machinery and equipment;
- Stair railings;
- Chemical hoods, etc.

**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 buil up and breakdown days.**

**Children under the age of 18 are prohibited from entering into the pavilion during the assembly and disassembly of stands, even if they are accompanied by a legal guardian.**

When carrying out services in and around electrical installations, the following must be provided and collective protection equipment. Collective Protection Equipment - CPE is any device, system, by fixed or mobile means, whose purpose is to preserving the physical integrity and health of workers users and third parties.

## 4.22 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.

## 4.23 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.

## 4.24 EQUIPMENT AND ENERGY TESTING

From **MARCH 04, 10 a.m. to 8 p.m.** 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.

## 4.25 DECORATION AND STAND CLEANING

The final decoration fo the stads must happen on **MARCH 4th, from 12 noon** 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.**

## 4.26 CARPETING THE COMMON AREAS

The walkways (carpets) will be laid from **4 p.m. on MARCH 4th.** the entry of any and all assembly or exhibition equipment must be carried out in such a way as to not damage the walkways already installed. Any damage caused to the walkways will be the sole responsibility of the exhibitor, who must reimburse the Fair Management for the cost of replacing and reinstalling the damaged treadmill roll damaged.

## 4.27 ENTRY OF GOODS

All goods will be free to enter the pavilion. It is the exhibitor's sole responsibility to comply with any legal requirement regarding the procedure for shipping goods, products, equipment and/or utensils. See item ("Legal Requirements" - Tax Procedures).

**IMPORTANT:** The Promoter is not responsible for the receipt of goods and does not provide any type of storage facility in the pavilion for the exhibitor's products and equipment. exempt from any liability for damage, loss, damage, theft or theft of any kind nature.

It is the exhibitor's responsibility to provide a place to store their materials and belongings and to have an employee responsible for receiving equipment and/or products.

**On March 4, only the decoration of stands and the entry of materials will be allowed will be allowed until 4pm.**

## 4.28 DISASSEMBLY

On March **7th, from 9pm to 10pm**, only the removal of decoration material will be allowed, products, equipment and exhibitors' belongings by hand or by means of trolleys with pneumatic rubber tires.

Exhibitors are asked to keep a responsible employee at their stand during the dismantling period until their equipment has been completely removed until their equipment and/or products have been completely removed, as the fair management is not responsible for responsible for any disappearance, damage and/or theft that may occur.

The Promoter is exempt from any liability for damage, loss, robbery or theft of any kind any nature whatsoever.

**ATTENTION: The Organization does not keep any material after dismantling has finished.**

## 4.29 ENDING OF DISASSEMBLY PERIOD

Disassembly ends at **6pm on March 8th**. The rented area must be returned to the Promoter, clean and clear, without any materials, whether from the exhibiting company or the assembling company.

Any materials, equipment and products remaining in the pavilion after the end of the dismantling period will be removed by the fair management, who will charge the exhibitor for the costs arising from this operation costs arising from this operation and will also execute the Statement of Responsibility.

**IMPORTANT: We ask all exhibitors who handle oil and/or paints during the event to event that, before removing the equipment, they clean and protect it so that it does not cause stains on the pavilion floor cause stains on the pavilion floor. Companies that fail to take this measure may be fined according to the damage found. It is the technician responsible.**

## 4.30 INFORMA MARKETS AND SUSTAINABILITY

Our aim is to be an increasingly sustainable business with a positive impact on our clients and communities near the venues where events are held. Through the FasterForward, program, we are incorporating sustainability into everything we do and seizing opportunities to help our clients and markets to do the same.

The program is structured around 3 pillars - **Faster to Zero, Sustainability Inside and Impact Multiplier** - with ambitious commitments and a wide range of objectives with ambitious commitments and a wide range of activities, encompassing Informa's business operations, our brands and products, and our markets.

Informa's business operations, our brands and products, and our impact on the wider community.



In the **Faster to Zero** pillar, one of our global goals is:

**Halve the waste generated through our products and events by 2025.**

And to achieve this goal, we launched the **Better Stands** program, which in turn has 2 objectives: **to eliminate the**

**use of disposable structures**, replacing them with structures, and **zero waste generation**.



We want to show that reusable stands can be better and create an even more relevant experience at our events experience at our events, and we invite you, exhibitors and organizers, to join us in the future of events in Brazil and around the world, more sustainable for everyone and for the environment.

#### **4.30.1 SOME IMPORTANT EXPLANATIONS**

Why are we asking exhibitors to stop building disposable stands?

Disposable stands create considerable environmental and safety problems on site due to the amount of waste generated, the increased risks due to less safe construction practices and the toxic impact of the raw materials used in the stands. The quality of the finish is also often compromised due to the pressures of working time (assembly and disassembly).

What is a disposable stand?

Generally, its structure is built with materials that cannot be reused or recycled after the event after the event, so it is only used once and then demolished and disposed of, generating a very large amount of waste.

What is a reusable stand?

A reusable (non-disposable) stand is built with materials designed to be used several times over and over again. There are almost infinite variations of multi-use stands to suit all sizes and desired appearance and as the cost of these stands is generally lower than for disposable stands, this helps to reduce expenses and provide a better investment.

What is a prefabricated stand?

A prefabricated stand is one that arrives at the event in pieces ready to be assembled, reducing the need for on-site construction work. At the end of the event, the stand is dismantled into pieces and stored for reuse at other events.

Benefits of reusable and prefabricated stands:

- Reduces material waste and environmental impact;
- Reduces construction, assembly and disassembly time;
- Reduces design and construction costs;
- Increases the safety of assemblers, exhibitors and visitors;
- Allows investment in stands of higher quality and durability.

My stand is made of wood - isn't that recyclable?

The majority of disposable stands built at events are made from MDF, which cannot be recycled and when cut be recycled and when cut releases clouds of carcinogenic dust particles. Once used, MDF can only be disposed of in landfills or incinerated and therefore does not meet.

Better Stands requirements.

However, some prefabricated stands can be made from wood stock panels that are reusable and therefore meet Better Stands requirements reusable and would therefore meet the new regulations. It is important that the contractor send details of the materials being used to clarify this.



## 4.30.2 GOOD PRACTICES IN SUSTAINABILITY AT EVENTS ORGANIZED AND PROMOTED BY INFORMA MARKETS

Here are some recommendations for you, the exhibitors, to ensure that your stand meets the criteria of the Better Stands program.

Recommended:

- All the main elements, i.e. walls, arches, counters, etc., be built with reusable materials, e.g. building system or stock panels;
- The stand structure should be prefabricated and ready for assembly on site;
- Final adjustments to prefabricated parts for fitting purposes are permitted;
- Final coating of TVOC (Volatile Organic Solvent Content) paints acceptable for repair purposes only repair purposes only;
- Flat floors and system floors must be cut to size before entering the site and be recyclable and/or reusable be recyclable and/or reusable;
- The use of LED lighting;
- The use of recycled carpet, vinyl flooring and other floor coverings.

### **Not recommended:**

- The use of single MDF panels or similar raw materials planned to be cut on site;
- The use of 'other' raw materials to build main structural elements, i.e. walls, arches, floor systems, counters, etc., which are not planned to be reused or recycled after use after use;
- Construction of any stand component from single-use materials;
- Building from scratch on site of any central element of the stand; The use of incandescent light bulbs light bulbs;
- The use of non-recycled carpet, vinyl flooring and other floor coverings.

By following these tips, you can be sure that your stand and brand will be an ally in ensuring good sustainability practices, increasing sustainability practices, increasing public engagement and at the same time your product and/or service is much more valued in the market.

## 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 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	<b>CANCELLED</b>
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 – Interlocking 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 n° 243, of September 4, 2009**  
<http://www.inmetro.gov.br/legislacao/rtac/pdf/RTAC001485.pdf>
- **INMETRO Decree n° 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.

### 5.1.1 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.

## 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.

- 6.1.1 Forklift
- 6.1.2 Truck Muncie
- 6.1.3 Pallet truck
- 6.1.4 Guindaste
- 6.1.5 Removal Team
- 6.1.6 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.

## 6.8 DIVERSITY AND HARASSMENT

Informa Markets, as promoter and organizer of the Intermodal event, repudiates any type of discrimination, including employee selection conduct that adopts discriminatory criteria in relation to sex, origin, race, color, marital status, family situation, disability, age, sexual orientation, physical appearance, among others. We strongly encourage our exhibitors to celebrate diversity in diversity in every sense when hiring professionals to work at the Event.

We also recommend that exhibitors and the agencies they hire to select and hire the staff who will be manning the stand on the days of the event, should pay attention to the type of defined for the staff, in order to avoid any kind of embarrassment or harassment which, in most situations, are experienced by women. Remember that the staff will represent the brand and values preached by the company.



## 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](mailto:projetos.intermodal@informa.com),

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:

- I. Pyrotechnic shows with the use of smoke or dirigibles;
- II. Presentation of live models half naked or wearing loinchoths;
- III. 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 11:00 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 2023.

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: [eventosp@ecad.org.br](mailto:eventosp@ecad.org.br)

Web Site: [www.ecad.org.br](http://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) , CO<sub>2</sub> (carbon dioxide) or ABC with 4Kg.

CLASS	MATERIAL
<b>A</b>	Materials that burn on the surface and in depth and leave residues, such as paper, wood, fabrics, fibres, etc. 
<b>B</b>	Flammable products such as gasoline, paint thinner, diesel oil, etc. 
<b>C</b>	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.

## 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.**

### 8.2 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.

- I. 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.
- II. 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);
- III. The CFOP used is: 5.914 (Inside Sao Paulo state) or 6.914 (Outside Sao Paulo state);
- IV. 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;
- Espírito 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;

### 8.3 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

### 8.4 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:



- 7.1..1 Tradeshows, exhibitions, congresses and other events, scientific or technical ones;
- 7.1..2 Tradeshows and exhibitions, commercial or industrial;
- 7.1..3 Shows, exhibitions and other events, artistic or cultural ones.(RICMS-SP/2000, Anexo I, art. 37, VI)

### **8.5 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

### **8.6 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

## 8.7 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/](http://www.prefeitura.sp.gov.br/cidade/secretarias/saude/vigilancia_em_saude/)

## 8.8 LABOUR MINISTRY

**Contact: MINISTRY OF LABOUR AND EMPLOYMENT**

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

## 8.9 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/](http://portal.mte.gov.br/fisca_trab/)

## 8.10 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/>

## 8.11 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](http://www.previdencia.gov.br)

## 8.12 ANATEL

The exhibitor must to complies 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 emmitent or demonstrate new technologies that occupy the spectrum.

Read the guidelines at: [www.anatel.gov.br/setorregulado/uso-soporario-doespectro](http://www.anatel.gov.br/setorregulado/uso-soporario-doespectro).

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

## 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.**

## 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.

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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 Nº:	SQM:
Hired Services:		

The contractor company above discriminated, represented by his legal person, (name) \_\_\_\_\_ (job title) \_\_\_\_\_, under the CPF nº \_\_\_\_\_ and ID Nº \_\_\_\_\_, 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 INFORMA MARKETS LTDA, located at Avenida Doutora Ruth Cardoso, 7221, 22º andar, São Paulo, SP, e subscribed at CNPJ/MF sob o nº 01.914.765/0001-08, 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: \_\_\_\_\_