



29<sup>th</sup> EDITION



# INTERMODAL

2025 SOUTH AMERICA

22<sup>nd</sup> to 24<sup>th</sup> April, 2025

**NEW** **DISTRITO**  
LOCATION ANHEMBI

SÃO PAULO, BRAZIL



# EXHIBITOR

## MANUAL

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**Manual updates**

**11/22/2024**



Dear Exhibitor,

The objective of this manual is to guide you through your participation in **Intermodal South America 2025**.

It is important that exhibitors and service providers respect the rules and deadlines set out in this document to ensure that your exhibition runs smoothly and safely.

It is the exhibiting company's sole responsibility to observe and comply with the rules set out in this manual.

We ask you to pay attention to the rules and deadlines set out in the manual and required by legislation and the authorities, in order to avoid unnecessary inconvenience.

For further information, the **Informa Markets Latam** team will be pleased to assist you:

#### CALL CENTER

Telephone/WhatsApp: +55 (11) 5043-9680

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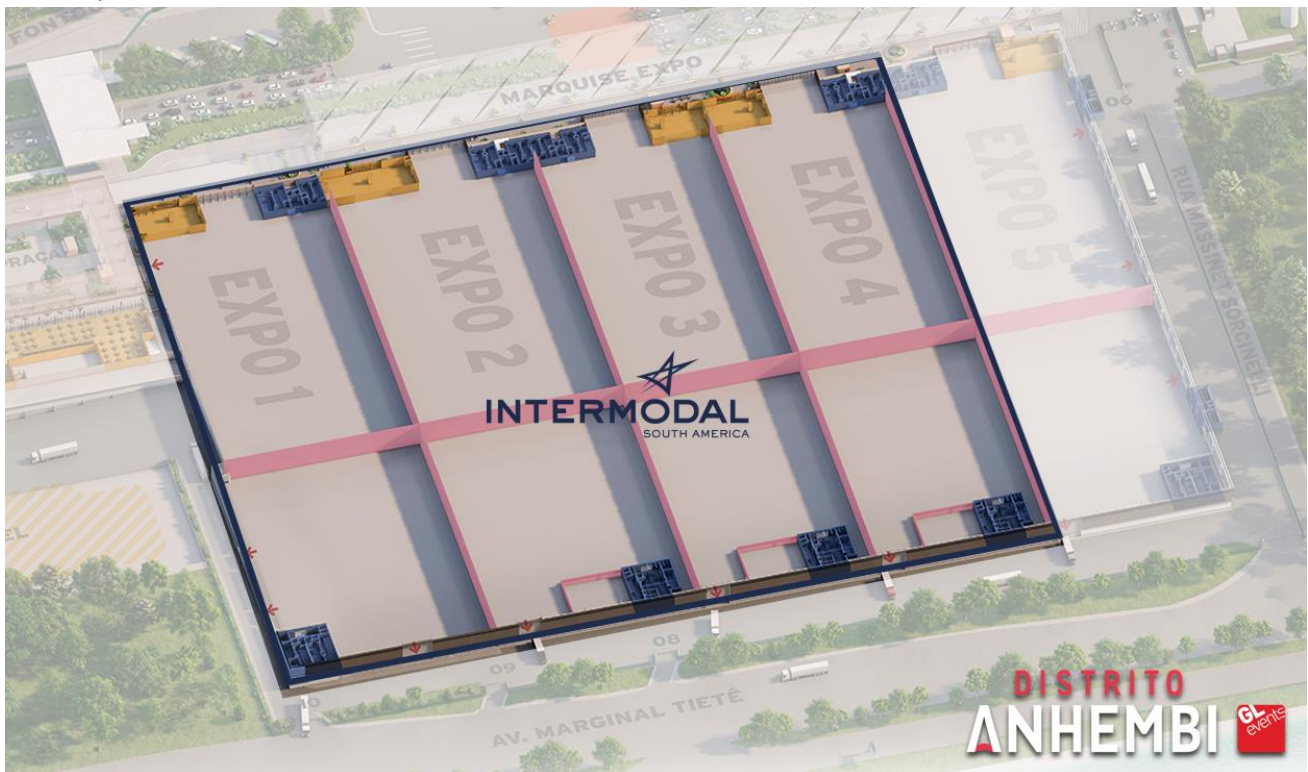
# 1 EXCLUSIVE INFORMATION ABOUT INTERMODAL SOUTH AMERICA 2025

## 1.1 EVENT LOCATION

### DISTRITO ANHEMBI – PAVILLIONS 1, 2, 3 E 4

Avenida Olavo Fontoura, nº 1209, bairro Santana, São Paulo/SP, CEP: 02.001-900.

Site: <https://distritoanhembi.com.br>



## 1.2 PARKING/FEES

○ The price of the parking package for Intermodal South America is available at the link below:

<https://distritoanhembi.com.br/estacionamento>

## 1.3 EXHIBITOR GUEST CREDENTIALS FOR INTERMODAL SOUTH AMERICA

A limited number of guests can be assigned to each exhibitor. The distribution will be based on the size of each stand under contract, according to the table below:

Metrics	Quotas
Up to 30 sqm	15 invitations
31 to 50 sqm	20 invitations
51 to 100 sqm	25 invitations
Over 100 sqm	40 invitations

The system for sending invitations takes place within the Customer Portal <https://portal.informamarkets.com.br/> in the guests tab, the exhibitor will be redirected to a platform where they can send invitations and manage invitations that have already been sent.

For more information, exhibitors can contact the support team directly:

Phone/WhatsApp: +55 (11) 5043-9680

E-mail: [atendimento.intermodal@informamarkets.com.br](mailto:atendimento.intermodal@informamarkets.com.br)

## 1.4 PAYMENTS

### PAYMENT METHODS AND TERMS:

#### 1. E-commerce (via the Customer Portal - <https://portal.informamarkets.com.br/>):

- Credit card (Amex, Visa, Mastercard e Elo).

Possibility of purchase and payment through the website until April 11, 2025.

Note: We do not have the option of paying in installments. Payments cannot be made directly into Informa Markets Latam's bank account, via TED or PIX, as the system will not associate it with your order, so your order will remain in "pending payment" status and your services will not be released.

#### 2. CAEX (Exhibitor Service Center, in the Exhibition Pavilion):

- Cash and Credit and/or debit card (Amex, Visa, Mastercard and Elo).

Note: We do not accept checks

**ATTENTION:** The deadline for e-commerce purchases will be April 11, 2025, business hours, closing punctually at 6pm.

In the event of default after the above deadline, payment must be made at the CAEX (Exhibitor Service Center) pavilion by April 18, 2025, for credentials and access to the area to be released.

**Orders placed and not paid for by February 11, 2025, will be automatically canceled. The purchase must be made directly at the CAEX - Exhibitor Service Center, at the price of the current updated price list.**

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).

The service provider will be displayed based on the contract they are associated with. Therefore, if it is associated with an international contract, the display of the e-commerce portal and other items will reflect the same data and showcase as for the exhibitor.

## 1.5 EXHIBITOR'S CREDENTIAL

The exhibitor will have a free quota of 1 badge for every 3m<sup>2</sup> (e.g. 30m<sup>2</sup> ÷ 3 = 10 badges).

See item '4.2 EXHIBITOR CREDENTIALS' in this manual for additional information on exhibitor badges.

## 1.6 DIGITAL INTERMODAL PLATFORM

Get ready to dive into <https://app.informamarkets.com.br/event/intermodal-ntexpo-2025>.



For more information on the platform, please refer to item “2.4 DIGITAL PLATFORM” in this manual.

## 1.7 TICKETS AND BOX OFFICE

The event is targeted at professionals in the sector.

Entry will be free of charge if you register on the website or at the venue.

If you haven't registered on the website, you can register at the venue, and there will be a charge of R\$100.00 (one hundred reais) at the reception desk.

*\*Payment methods: Cash or debit card*

**ATTENTION:** Children under the age of 18 are not allowed, even if accompanied by their guardians.

## 1.8 EVENT TIMES AND CAEX

ASSEMBLING	
April 18, 2025	8 am – 8 pm
April 19, 2025	8 am – 8 pm
April 20, 2025	8 am – 8 pm
DECORATION	
April 21, 2025	10 am – 8 pm
REALISATION	
April 22, 2025	13 pm – 21pm
April 23, 2025	13 pm – 21pm
April 24, 2025	13 pm – 21pm
DISASSEMBLY	
April 24, 2025	21 pm – 23:59 pm
April 25, 2025	00 am – 16 pm

## 1.9 EQUIPMENT AND ENERGY TESTING AT INTERMODAL SOUTH AMERICA

On **April 21, 2025**, from **10 a.m. to 8 p.m.**, the pavilion's power will be released to test the equipment. After the test, power will be available regularly throughout the event, according to the opening and closing times.

## 1.10 FINAL DECORATIONS AND STAND CLEANING

The final decoration of the stands will be carried out on **April 21, 2025**, starting at **12 PM** noon. Sanding, painting, welding, sawing and/or any other assembly that produces dirt after this time is prohibited.

It is the responsibility of the assembling company to deliver the stand clean for the opening.

## 1.11 SUPPLY, MAINTENANCE AND CLEANING OF THE STAND DURING INTERMODAL SOUTH AMERICA

The supply of products, maintenance and cleaning of the stand must be carried out in accordance with the date and time set for the event.

The authorized hours for refueling will be as shown in the table below:

Maintenance/Supply	April 22th, 2025	8h00am	11h00am
Maintenance/Supply	April 23th, 2025	8h00am	11h00am
Maintenance/Supply	April 24th, 2025	8h00am	11h00am

For information on access and maintenance credentials, see item “9.5 SUPPLY, MAINTENANCE AND STAND CLEANING” in this manual.

For maintenance, the assembly company must request a maximum of 2 (two) credentials for any maintenance services during the event. The employees who will be providing the maintenance service must present themselves at the CAMPS - Service Centre for Assemblers and Service Providers, on the last day of assembly, and exchange their credentials

In the event of the need for emergency maintenance, the exhibitor must go to the CAEX - Exhibitor Service Centre and request authorisation, the approval criteria being the sole and exclusive responsibility of Informa Markets Latam.

**Important:** On **April 21, 2025**, only the decoration of stands and the entry of materials by hand or by means of trolleys with pneumatic rubber tires will be allowed until 4pm. From that time onwards, the carpets will be laid, and any assembly or exhibition equipment that damages the carpets already laid will no longer be allowed.

## 1.12 DISASSEMBLY OF THE INTERMODAL SOUTH AMERICA EVENT

This is the event's dismantling period:

Removal of Goods	April 24th, 2025	9h00pm	11h59pm
Disassembly	April 25th, 2025	00h00am	4h00pm

Dismantling on April 24 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 a.m** - Entry of the assemblers and start of dismantling.

For more information on disassembly, see item “5.27 - DISASSEMBLY” in this manual.

**THE USE OF PPE IS COMPULSORY THROUGHOUT THE ASSEMBLY, DECORATION AND DISASSEMBLY PERIOD.**

## 1.13 COLLECTION OF MATERIALS AT INTERMODAL SOUTH AMERICA

The period for removing materials from the stands will be from **10 p.m. to 11:59 p.m.** on **April 24, 2024**.

For more information on the dismantling period, see item “5.27.1 - END OF DISMANTLING PERIOD” in this manual.

## 2 GENERAL INFORMATION

### 2.1 INFORMA MARKETS LATAM RIGHTS

Informa Markets Latam reserves the right to change the rules set out in the manual, or establish new rules, in good time for the smooth running of the event or for security reasons.

It may relocate or replace the exhibition areas up to the event delivery date, in accordance with the rules established in the contract, in order to accommodate any unoccupied spaces and promote a better general setting for the fair. Informa Markets Latam must respect the useful size of the rented area and will inform the exhibitor in advance.

**In order to start setting up the stand, Informa Markets Latam requires the exhibitor to immediately pay any outstanding financial obligations relating to the installments of the contract and mandatory and/or contracted services.**

Informa Markets Latam may penalize or terminate the activities of stands that do not comply with the rules established in this manual and in the general conditions applicable to participation and service contracts.

### 2.2 RESPONSIBILITY OF EXHIBITORS AND SERVICE PROVIDERS

Respect all the rules and dates set out in this manual and guide its employees and contractors.

### 2.3 DIGITAL DELIVERIES

Digital products are offered by Informa Markets Latam to clients in both online and offline versions, adding value on specific subjects to event visitors and users of the event's digital platforms, content channels and social networks.

To purchase it, you can contact your commercial executive.

If your exhibiting company has already purchased the digital product, once your contract has been signed, our customer success team will contact the marketing person indicated in your contract to give you the necessary specifications and guidelines or schedule a briefing meeting with you and your team (if necessary).

### 2.4 DIGITAL PLATFORM

- **INTRODUCTION TO THE DIGITAL PLATFORM**

The event's exclusive Digital Platform is a revolutionary space to boost your presence at the time of the Event and 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.

Check item "1.8 DIGITAL PLATFORM" to access the event platform link.

You will soon receive a special welcome e-mail from the sender [noreply@informamarkets.com.br](mailto:noreply@informamarkets.com.br). If you can't find the e-mail in your inbox, take a look in your SPAM folder - we don't want you to miss any important details.

- **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 give you detailed guidance on how to use the platform.

Network and Connect: Prospect for new business opportunities by adding and chatting with your target audience. Keep an eye on your inbox on the Digital Platform, a new opportunity could arrive at any time! 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!

- **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 company's sector, expanding your network. Don't miss out on what matters: bookmark the talks and panels that most caught your eye in the "Schedule Yourself" menu.

- **SIMPLE ACCESS**

In addition to the access you receive via e-mail, you can also access the platform directly via the link <https://app.informamarkets.com.br/event/intermodal-ntexpo-2025>. 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 enjoying all the features.

- **EVER-PRESENT SUPPORT**

Questions? We're by your side, ready to help you every step of the way on your Digital Platform journey. Don't hesitate to contact us via the event support email to receive personalized and efficient support.

## **2.5 LEADSTER**

With a view to speeding things up, facilitating access to data and improving the measurement of your results during the fair, the collection of data on the professionals who visit your stand is now done 100% digitally, using Leadster.

Leadster is a tool where your team can, with a simple scan of the visitor's credential code, collect, grade and make notes on each professional who passes by your stand during the event.

You can purchase Leadster when you hire your stand, directly from your sales executive or via the additional services e-commerce.

With just one Leadster license, you'll be able to register your entire team, further increasing your ability to collect contacts during the event.

If you would like more details about Leadster, please contact our exhibitor support team at [leadster@informa.com](mailto:leadster@informa.com).

## 3 OPERATIONAL INFORMATION

### 3.1 MANDATORY ITEMS AND SERVICES

All the mandatory items are already included in the event participation contract. Check your signed contract, or via the Client Portal - <https://portal.informamarkets.com.br/>

### 3.2 ADDITIONAL PRODUCTS AND SERVICES

Additional products and services are items that may or may not be necessary, depending on the type of event, for setting up and organizing your event, and which are not included as mandatory items in your contract. For example: additional electricity. Additional items can be purchased through Informa Markets Latam e-commerce (via the Customer Portal - <https://portal.informamarkets.com.br/> ) or at the CAEX - Exhibitor Service Center, from the first day of assembly.

### 3.3 E-COMMERCE

Within your area on the Customer Portal - <https://portal.informamarkets.com.br/> , you will find the e-commerce icon.

In e-commerce you can buy credentials (exhibitor, assembly, service), operational items (electricity, hydraulic point) and contract services (depending on the availability of your event).

Check which items you already have under contract and which additional items you want to contract via e-commerce.

E-commerce allows payment via boleto and credit card for national clients and only credit card for international clients.

In e-commerce, by clicking on the “my orders” button, you can access detailed information on the additional orders you have placed via e-commerce.

### 3.4 MINIMUM ENERGY CONSUMPTION

Energy consumption is measured in kVA and will be supplied at 380 Volts - three-phase - phase neutral 220 Volts by the pavilion.

Informa Markets Latam considers the use of each kVA during all the days of the event and one (1) additional day for testing during the last day of event assembly. If it is necessary to power up in advance, please contact the organizers to inform them of your need and the operations team will assess it. **Minimum power consumption (0.1 kVA per m<sup>2</sup>):** mandatory for all exhibitors for basic stand operation. To calculate the number of kVA required for your stand, you must add up the watts of your lighting system and electrical equipment. Consult the nameplate of your equipment and the reference table available below:

EQUIPMENT	KVA
Coffee maker 1700w/ 2700w/ 3000w/ 5000w	1,70/ 2,70/ 3/ 5
Coffee maker 600w/ 800w/ 1100w	0,60/ 0,80/ 1,10
Plate 3000w	3,00
Plate 6000w	6,00
Plate 9500w	9,50
Chopper	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
Oven Microwaves	1,20
Freezer	0,50
Fryer 2500w	2,50
Fryer 5000w	5,00
Refrigerator/Freezer	0,30
Printer	0,25
Dichroic lamp (Halogen)	0,05
Dichroic lamp (LED)	0,01
PL fluorescent lamp 20w / 40w (with ballast)	0,03/ 0,05
Halogen lamp 300w / 500w	0,30/ 0,50
HO 110w fluorescent lamp	0,22
HQI 150W bulb + ballast	0,35
Incandescent bulb 100w	0,10
Mixed lamp 250w	0,25
PL lamp 40w	0,05
Microcomputer (CPU with monitor)	0,50
Notebook	0,03
3000w grill press	3,00
Grill press 6000w	6,00
Projector 150w/ 350w/ 500w	0,15/ 0,35/ 0,50
Réchaud - Bain Marie 1000w	1,00
Reflector with 180w/ 300w/ 500w halogen lamp	0,18/ 0,30/ 0,50
Reflector with 150w HQI lamp (with ballast)	0,30
Reflector (LED) 20w/ 30w/ 50w	0,02/ 0,03/ 0,05
Suqueira 300w	0,30
TV (average consumption)	0,30

**Note: The above kVA quantities refer to consumption during the entire period of the event. The table above only serves as a reference for calculating the consumption of common equipment. Please refer to the technical manuals or the nameplate on the body of the equipment for installation characteristics.**

The kVA used on the stand during the event will be checked and controlled by the event's official infrastructure company. If consumption exceeds the contracted amount, the exhibitor will receive a notification and charge for immediate payment at the CAEX - Exhibitor Service Center.

### 3.5 ADDITIONAL ENERGY CONSUMPTION

It should be requested when the kVA consumption required for the operation of equipment and lighting exceeds the mandatory minimum.

To calculate the number of kVA required for your stand, the exhibitor must add up the watts of their lighting system and electrical equipment. Consult the nameplate of your equipment and the reference table available in the section above.

Each kVA will be used for the duration of the event, plus 1 day for testing during assembly.

Exhibitors who request early energization will be inspected on the day before the contract date. The following points will be considered during the inspection:

- The issue of connecting the cables and frames from the assembly plant will be checked;
- If the cables and connections are connected and duly tested, the stand will be allowed to be energized for the following day, as requested, from 08:00 to 11:00;
- If the stand is not ready and complies with the Anhembi District technician's inspection. It will be energised as soon as the stands have been inspected and are in compliance. In this case in the form of a waiting list as requested by the CAEX - Exhibitor Service Centre.

### 3.6 CLEANING DURING ASSEMBLY

The cleaning fee is compulsory for all exhibitors and will be charged per m<sup>2</sup>.

This service refers to the general cleaning of the pavilion (removal of debris, circulation areas, toilets and common areas) during the **assembly period**.

It is the responsibility of the assembly company, or a specific company hired to deliver the stand clean for the opening.

**This fee does not cover the removal of debris and garbage produced during dismantling. It is the exhibitor's/assembly company's responsibility to ensure that the rented area is cleared and cleaned when it is returned.**

### 3.7 MUNICIPAL TAX (TFE - ESTABLISHMENT INSPECTION TAX)

In accordance with Law No. 13.477, of DECEMBER 30, 2002, the São Paulo City Hall requires Informa Markets Latam to pay the following fee for each stand: TFE - Taxa de Fiscalização de Estabelecimento (Establishment Inspection Fee); Mandatory only for exhibitors at Fairs and Events in the Municipality of São Paulo, the "Taxa de Fiscalização de Estabelecimento (TFE)" (Establishment Inspection Fee) 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: Law No. 13.477/02 (TFE). The fee due will be collected by Informa Markets Latam and passed on to the São Paulo City Hall, except in the event of non-compliance with the rules specified in this manual.

### 3.8 HYDRAULICS

Please note that Informa Markets Latam will only provide the hydraulic point. It is the responsibility of the exhibitor/assembler to connect the hydraulic point to the sink or equipment, as well as to carry out all the necessary finishing.



**In order to request this service, the stand must have a raised floor in the area of the hydraulic point, and the location of the water and/or drainage point must be identified in the stand design.**

**Drainage collection:** 40mm PVC pipe located inside the booth:

The use of a pouring point for combi ovens or similar will be permitted, provided that the water outlet does not exceed a maximum temperature of 70°C to avoid deformation and leakage during the event.

**ATTENTION:** For equipment that requires a drainage pipe, the exhibitor must request the installation of a drainage point. It is compulsory to connect the stand drain to the pipe in the channel, and it is forbidden to drain directly into the channel.

The hydraulic channel plan is available on the Customer Portal for download under the 'download documents' tab - <https://portal.informamarkets.com.br/>.

### 3.9 COMPRESSED AIR

Compressed air will be supplied via rubber hoses and a ½ or ¾ threaded metal ball valve to the stand with an effective capacity of up to 8 bar and a system flow rate of 20 PCM.



Informa Markets Latam will not be responsible for any humidity or impurities in the distribution network.

It is the exhibitor's responsibility to provide the registration and connection on their equipment, as well as filters, steam traps and pressure regulators to make the air cleaner and drier.

### 3.10 MERCHANDISING

All advertising outside the confines of the booth will be considered merchandising. Merchandising products are intended to increase the exhibitor's visibility and publicity within the event.

To find out about the merchandising tools available for the event, consult your commercial executive.

No material may be installed unless the merchandising contract has been signed and paid for by the exhibitor. Merchandising actions are opportunities to highlight products, services and actions that will be carried out during the physical event. We offer different options for displaying your brand, which create value and relevance for your image, and amplify your participation in the event that is a benchmark in the sector. Take advantage of the special conditions, guarantee privileged and customized exposure according to your company's profile and optimize your participation as much as possible.

To purchase it, you can contact your commercial executive or our customer service e-mail address.

If your exhibiting company has already purchased the digital product, once your contract has been signed, our customer success team will contact the marketing person indicated in your contract to give you the necessary specifications and guidelines or schedule a briefing meeting with you and your team (if necessary).



## 4 REGISTRATION

### 4.1 REGISTRATION FOR THE EVENT

Only accredited persons will be allowed to enter and circulate in the event areas, and it is compulsory to carry the accreditation in a visible place throughout your stay in the internal areas of the pavilion.

A photo ID will be required when entering the pavilion. People who are not carrying a document will not be allowed to enter or remain in the venue.

**ATTENTION:** Issuance of a 2nd copy of accreditation or exchange of accreditation will be carried out in accordance with the event definitions.

### 4.2 EXHIBITOR CREDENTIALS

The number of exhibitor credentials may vary according to each event. To find out the rules for your event, see item “1.5 - EXHIBITOR CREDENTIALS” in this manual.

These credentials are personal and non-transferable, valid only for employees of the exhibiting company, when duly completed.

Please note that once the free quota has been used up, there may be an additional cost for issuing new credentials. Check the rules defined for this event in item “1.5 - EXHIBITOR'S CREDENTIAL”.

The credential must be filled in with your full name, position, CPF (or passport) and e-mail address.

If these credentials are used by third parties, they will be confiscated. ID must be presented when requested.

In order to minimize loss and consequently additional costs for printing a second copy of the credentials, we recommend that exhibitors send a duly identified bearer to the CAEX - Exhibitor Service Center, from the first day of assembly onwards, to pick them up in advance. However, it should be noted that the credentials will be handed over once the fees have been paid.

### 4.3 ASSEMBLER AND SERVICE PROVIDER CREDENTIALS

To request fitter and service credentials, the service provider in question must access their “provider” area on the Customer Portal - <https://portal.informamarkets.com.br/> .

For the service provider to be granted access to the Customer Portal - <https://portal.informamarkets.com.br/> , the exhibitor must first associate them by following the steps below:

- Access the Customer Portal via the link: <https://portal.informamarkets.com.br/> .
- In the menu on the left-hand side of the screen, access the Service Providers option;
- Click on “Create association”;
- The exhibitor must indicate whether they want their service provider to carry out all their tasks, including purchases of their products and additional services via e-commerce. If so, simply enable the option “Service provider can log in with this account”. If not, proceed with the task without enabling it;
- Include the information requested and at the end “Associate”.

If you have any questions about how to proceed with your first access, or about the steps explained above, please contact our support team for assistance.

Once the exhibitor has followed the steps above, the supplier will be able to use the features on the Customer Portal - <https://portal.informamarkets.com.br/> .

**SINDIPROM ASSOCIATES:** ASSEMBLER'S employees who are Sindiprom members will not pay for the credential, as long as they present a copy of their membership card at CAMPS - Central de Atendimento à Montadora e Prestadora de Serviço". To avoid queues at CAMPS, the assembler can send a copy of the membership card of its employees who are members of Sindiprom to the event's customer service e-mail address before the start of assembly, so that the Customer Success team can anticipate registration on the Customer Portal - <https://portal.informamarkets.com.br/> .

**ABRACE:** also has an exemption on the payment of accreditation. As proof of this, the name of the company must appear on the ABRACE website as a member and must inform and request it directly from CAMPS - the Service Center for Assemblers and Service Providers. In order to avoid queues at CAMPS, ABRACE member automakers can send a list of their employees' names to the event's customer service e-mail address before assembly begins, so that the Customer Success team can register them on the Customer Portal - <https://portal.informamarkets.com.br/> .

#### 4.4 PHOTOGRAPHERS AND VIDEOGRAPHERS

The exhibiting company or service provider must take responsibility for any images or videos taken by them during the set-up and/or running of the event, as well as the dissemination of these media other than the official ones published by Informa Markets Latam.

The professional hired by the company should only photograph/film the authorized stand.

It is not necessary to request prior authorization for photography or filming from Informa Markets Latam, as long as the exhibiting company or service provider follows the above rule and takes responsibility for the media made.

It is important to note that all professionals must purchase a service credential and be registered on the Client Portal - <https://portal.informamarkets.com.br/> .

#### 4.5 SECURITY CREDENTIALS

According to the NOTICE OF NOTICE issued by the FEDERAL POLICE on 8/4/99, event promoters and organizers are strictly forbidden from accrediting people who are not qualified and regulated for stand security and/or security guard services.

For both "exhibitor employee" security and "contracted company" security, the credential will have a cost, according to the price available on e-commerce.

**If the exhibitor needs to hire a security guard, we have a 'Security Officer' item available in our e-commerce.**

The exhibitor must hire employees from legally specialized companies and demand the necessary documents, as directed by the Federal Police, for the release of the credential in the pavilion, such as authorization to operate, security certificate and review of authorization to operate.

**The credential of a security guard hired by an unofficial company will only be issued upon presentation of the following documents at the CAMPS:**

- ✓ Presentation of the security guard's documents, followed by a simple Xerox: training course, refresher course (training for more than two years), ID, CPF and background check.
- ✓ Service contract between the exhibitor and the security company or letter on the exhibitor's letterhead, stating the name of the company and the security guard who will be providing the service.
- ✓ Letter of introduction from the company (letterhead of the contracted company), containing the details of the security guard who will be providing the service and the name of the exhibitor. The letter must be presented by the security company, with their respective registration details, the details of the security guard who will be providing the service, including name, ID, CPF and contact telephone number, and the name of the exhibiting company.
- ✓ Security certificate and the company's operating permit valid for one year (plain Xerox).

We ask for special attention to be paid to compliance with this order, as the Federal Police will be inspecting the event and, if violations of the law are found, irregular companies will be subject to warnings, fines and even interdiction.

**Informa Markets Latam is not responsible for any theft or robbery that may occur in the exhibition hall.**

**Exhibitors, fitters or service providers will not be allowed inside the pavilion at night. Only security guards, upon presentation of documents and duly accredited. Under no circumstances may security guards carry any type of weapon.**

## 5 ASSEMBLY AND DISASSEMBLY RULES

### 5.1 OCCUPATION OF THE LEASED AREA

The areas contractually rented will be released for occupation and start of assembly in accordance with the dates, times and requirements contained in this manual. Areas not occupied within **48 hours** prior to the start of the event period may be relocated at the sole and exclusive discretion of Informa Markets Latam, and the exhibitor will not be entitled to any compensation or claims.

### 5.2 PROJECT PRESENTATION - FREE AREA

It is compulsory to submit the project for the entire stand with its own assembly.

The construction of stands must follow exactly the plans sent to Informa Markets Latam and/or the partner indicated, and any changes to the plan must be sent to the Operations Department in advance.

The following documents must be sent:

- Floor plan;
- Front and side elevations;
- Perspectives (1 per façade), with the legible name and signature of the qualified professional (responsible for the project) and contact telephone number.
- A.R.T. / R.R.T. of the project and execution\*
- A.R.T. / R.R.T. for electricians.
- Copy of CAU/CREA card\*\*
- Term of Responsibility duly completed and signed;
- **Better Stands form** duly completed. The form is available on the Customer Portal for download under the 'download documents' tab or request it by e-mail: [projetos.intermodal@informa.com](mailto:projetos.intermodal@informa.com).
- **Aerial structures: send documents directly to the Anhembi District in accordance with the document: Aerial Structure Guidelines - ANHEMBI DISTRICT, available on the Document Downloads tab of the Customer Portal.**

**Projects and documentation must be sent via the J.A Promotions system. After the exhibitors have linked the assembly company to the Exhibitor Portal, they (the assembly company) will receive an e-mail within 48 hours with the access information.**

For the project to be analyzed, the documents must be sent by the deadline set by Informa Markets Latam. The booth will not be allowed to be built unless the project has been approved by the Informa Markets Latam Operations team.

**IMPORTANT: DEADLINE FOR SUBMITTING PROJECTS**

**20 March 2025**

**E-mail for project queries: [projetos.intermodal@informa.com](mailto:projetos.intermodal@informa.com)**

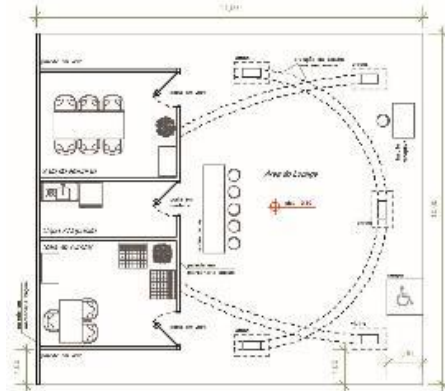
**ATTENTION: Projects received via e-mail will not be analysed.**

\*A.R.T. (Annotation of Technical Responsibility) or R.R.T. (Registration of Technical Responsibility), signed by a professional registered with CAU/CREA in the State of São Paulo, with proof of payment.

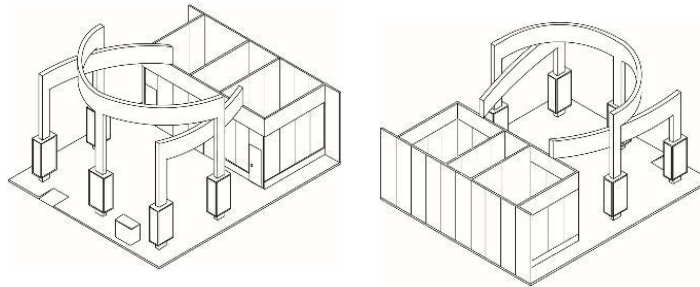
\*\*A copy of the CAU/CREA card of the professional who signed the A.R.T./R.R.T.;

\*\*\*Under no circumstances may the booth be assembled without presenting the documents mentioned above.

## EXAMPLES OF PROJECTS LOWER PLAN:



## PERSPECTIVES



## IMPORTANT OBSERVATIONS:

1. All projects submitted must include height dimensions and area measurements.
2. Installation companies are obliged to identify the project with the name of the exhibitor responsible, telephone number and contact e-mail address.
3. Failure to comply with the above stipulations within the stipulated time limit will exempt Informa Markets Latam from any responsibility and/or obligation.

**ATTENTION:** The booth will be allowed to be assembled once the project has been approved and all debts owed by the exhibitor and the assembler have been settled. It is extremely important, for inspection reasons, to keep a copy of the project and the A.R.T./R.R.T. in the booth throughout the assembly period and the event.

## 5.3 TERM OF RESPONSIBILITY AND OCCUPATION OF THE AREA

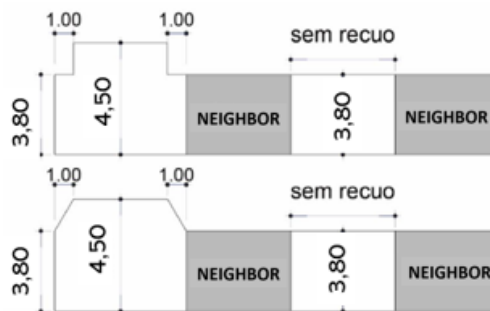
The assembler must submit a Statement of Liability, assuming responsibility for any damage caused by its material and/or personnel to the pavilion, to third parties, including penalties for failure to comply with the assembly, maintenance and disassembly rules, in accordance with the deadlines established in the fair regulations and in this manual.

### 5.4 HEIGHTS AND SETBACKS FOR BOOTH ASSEMBLY

HEIGHT (FROM THE FLOOR OF THE HALL)	MINIMUM SETBACK (NEIGHBORS ONLY)
Up to 3.80m	No setback
From 3.81m to 4.50m	1,00m

The setback is only mandatory for the construction of walls facing the neighbors (regardless of the booth configuration, e.g. box, island end and corner).

**IMPORTANT: Booths with suspended (aerial) structures must respect the maximum height of 4.5m.**



**ATTENTION:** The use of containers as an exhibition booth is authorized, following all the rules required at the event, such as height limit and 50% visibility. The entrance to the stand must take place at the same time as the machine entrance, on the first day and at the same time as assembly, and the positioning of the container must be finalized.

### 5.5 VISIBILITY

Under no circumstances may booths obstruct the visibility of any of the sides facing the traffic lanes. It is compulsory to open up 50% of the linear footage of each side. Glass/vitrines will be accepted in the opening area. Walls made of glass or similar material that are completely transparent must be marked with safety signs.

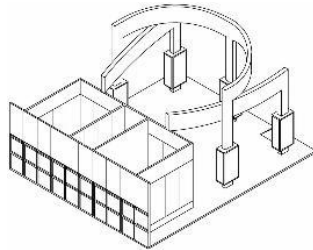
**IMPORTANT:** For all booths in front-only, corner and island-top configurations, the construction of walls to divide their area is mandatory. Also remember that at the back of the wall, if your neighbor has the standard height (2.20m), it is mandatory to make the neutral finish (white color) at the same quality level up to the height limit built.

### 5.6 PARTITION WALLS AND FINISHES

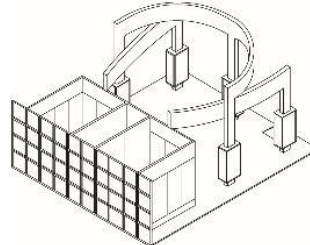
It is compulsory to build dividing walls on the boundaries of your area (but within it) with neighboring areas. The minimum height must be 2.20m from the floor of the pavilion, up to a maximum height of 4.50m, respecting the respective height setback around the entire perimeter of the booth.

**EXAMPLES**

✓ **RIGHT**



✗ **WRONG**



**IMPORTANT:** Hydrants and any other fire-fighting equipment within the booth area must be easily accessible, visible and well-signed.

**5.7 GLASS WALLS**

All glass walls must be made of tempered or laminated glass, respecting the indentation table imposed by Informa Markets Latam.

Panels must be marked with safety tape (stickers, graphics, logos, etc.) during assembly and disassembly to prevent accidents. Legal requirements, Fire Department regulations and ABNT standards NBR 7.199, 14.697 and 14.698 must be observed. The use of glass panels requires the presentation of an A.R.T. (Annotation of Technical Responsibility) or R.R.T. (Registration of Technical Responsibility) and the presentation of a manufacturing certificate (certification of the material).

**5.8 BOOTH FLOOR**

**Raising the booth floor is optional.** When the floor is raised, it is compulsory to build an access ramp for the disabled, regardless of its size.

**Booths with gaps of up to 20 cm must have an access ramp with a slope of between 8.33% and 10%. The ramps must be chamfered on their sides, with a minimum width of 1.20m, with a free space for wheelchair users of 80cm wide.**

The area of each booth will be demarcated and identified on the pavilion floor. It is the exhibitor's/assembler's responsibility to ask the Operational Team for help with any questions regarding the area they have rented.



- 1 - Slope between 8.33% and 10%
- 2 - Minimum clear span of 0.80 m
- 3 - A side barrier along the entire length of the ramp, at least 0.10 meters wide x 0.15 meters high

**The event's Operations team will not be held responsible for any unevenness in the floor or any problems related to the non-use of raised floors.**

**IMPORTANT:** For any booth with a raised floor above 0.50 m in height from the pavilion floor, it is mandatory to present an A.R.T. (Annotation of Technical Responsibility) /R.R.T. (Registration of Technical Responsibility) signed by a professional registered by the CAU / CREA bodies of the State of São Paulo, duly paid, and a structural calculation of said project, in two copies.

### 5.8.1 HALL FLOOR

Under no circumstances may the pavilion floor be marked, drilled or painted by the exhibitor and/or fitter, not even for displaying equipment. The floor of the pavilion must be covered with the appropriate material to protect it. In the event of an infringement, a financial penalty will be imposed, the amount of which will be determined by the Anhembi District.

### 5.8.2 TYPES OF ADHESIVE TAPES PERMITTED

When the exhibitor and/or assembler uses carpeting and/or padding directly on the pavilion floor, IT IS MANDATORY TO USE THE FOLLOWING TYPES OF EASILY REMOVED DOUBLE-SIDED TAPE:

- 3M SCOTCH Double Sided - Ref. 4880.
- CARPEFIX Paper Double Sided Adhesive - Ref. 462/ 40g/m<sup>2</sup>.

It is strictly forbidden to use glue and/or any other abrasive “adhesive” derivative directly on the floor.

**Warning:** Double-sided adhesive tapes have a different degree of adhesion depending on the side applied, check the label on the tape before applying. If applied incorrectly, it can be difficult to remove during dismantling. For example, according to the manufacturer ADERE: “Medium adhesion on the outside and high adhesion on the inside”. It is the assembler's responsibility to remove all tape residue from the assembly area.

All tapes must be removed during disassembly and the area delivered clean.

## 5.9 SETTING UP BOOTHS WITH MEZZANINE

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

Exhibitors who are interested in setting up or having a mezzanine in their area should contact their commercial contact to check the rules and commercial conditions to make this possible.

Following guidelines related to safety and sustainability, Informa Markets adopts restrictive measures regarding the construction of mezzanines.

The following conditions may be evaluated and approved by Informa Markets:

- Meet a height of up to 5m.
- Mezzanines installed on top of containers that do not require construction, only installation (without generating waste and ensuring greater worker safety).
- Mezzanines that meet the requirements of the gold category of the Better Stands Program.

For more information, see CHAPTER 3 - BETTER STANDS PROGRAM of this manual or visit the Better Stands website <https://www.informamarkets.com/pt/sustentabilidade/better-stands.html> .

Contact us at [betterstands\\_br@informa.com](mailto:betterstands_br@informa.com)



## 5.10 GUARDRAIL

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, 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.

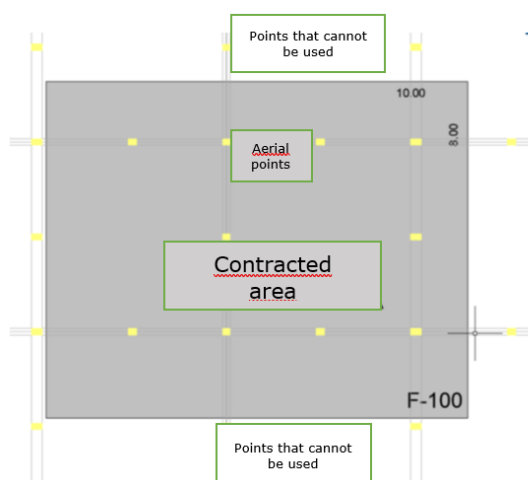
## 5.11 AERIAL STRUCTURE

Use of the pavilion's airspace is permitted for the installation of cables to fix banners, up to a height limit of 5.00m for ground floor stands, as long as the setbacks of neighbours are respected.

Air space above the height limit will be used for merchandising actions purchased from the event organisers. For more information, please contact: [comercial.intermodal@informa.com](mailto:comercial.intermodal@informa.com).

For the use of aerial cables, only the cables that are within the contracted area will be allowed, and it is not possible to use the points that are on the streets. We recommend that, before drawing up the project, you request a technical plan of the aerial network of the contracted area in order to size the cables within the exhibition area.

For example:



The airline network is available on the Customer Portal for download under the 'download documents' tab.- <https://portal.informamarkets.com.br/>

The exhibitor/assembler will be allowed to place suspended structures fixed to the ceiling of the Pavilion when this is indispensable for supporting the stand, provided that the following documentation mentioned in the Anhembi District Aerial Structure Standards file is submitted to the Anhembi District operational team no later than 30 (thirty) days before the event and to the operational department together with the booth project.

- The price charged is per point fixed to the pavilion's metal structure.
- The maximum load capacity is 50 kg per node point.

To contract the RIGGINGS service (aerial cables), the documentation must be sent to the GL Events Live project team by e-mail to [cabos.anhembi@glbr.com.br](mailto:cabos.anhembi@glbr.com.br).

**IMPORTANT:** We currently only have the 2024 Area Structure Guidelines - Anhembi District document available. When the 2025 version is ready, the figures will be corrected. The contracting of air points and payment will be between the organiser/exhibitor and Anhembi.

## 5.12 HORIZONTAL PROJECTION OF THE STAND

The horizontal projection of any assembly element or products on display must be within the limits of the leased area. Projections occupying neighboring stands or circulation areas will not be permitted.

## 5.13 PROJECTION OF THE HEADLANDS

No raised shelves may be installed projecting outside the boundaries of the area, except for lighting spots, provided they are at least 2.80m high. Stands may only be identified from the side facing the street. No marquees facing neighboring stands will be allowed.

## 5.14 USE OF THATCH, LYCRA AND DECORATIVE FABRICS

Toadstools, lycra and decorative fabrics must present a report on the application of flame-retardant products (IGNIFUNCTION). These materials must be accompanied by the appropriate number of fire extinguishers, at the discretion of Informa Markets Latam and/or the official fire brigade. The material may undergo a flame test and will have a set time to enter the hall. The report and A.R.T./R.R.T. for the application of the flame-retardant product must be presented to the event's Fire Brigade during the assembly period.

## 5.15 AUDITORIUMS OR PROJECTION ROOMS

In spaces that are auditoriums or projection rooms, or even enclosed and/or closed environments, provision must be made for the installation of emergency lights, acoustics consistent with the activity, emergency exit signs, maximum capacity signs and other necessary safety equipment. Informa Markets Latam may require the installation of complementary safety equipment and may also ban the environment that is not in compliance with any of these mandatory safety items.

## 5.16 EXTERNAL LIGHTING, SCONCES, EXTERNAL SPOTLIGHTS FOR BOOTHS

All lighting on the outside of the stand must be protected, avoiding access by people. External sconces and spotlights must be above 2.80m or isolated and protected from access by visitors. All stand lighting must be self-sufficient, and the exhibitor/assembler must not "rely" on the general lighting of the pavilion. The exhibitor/assembler must take care that this lighting does not harm neighboring stands (floodlights, etc.) or visitors.

Informa Markets Latam reserves the right to close the stand until the requests for protection or removal of unsuitable equipment have been met.

## 5.17 BRICKWORK CONSTRUCTION

Any construction (floors and walls) in masonry, similar materials, reinforced or unreinforced concrete is prohibited. If masonry construction is essential, prior approval from Informa Markets Latam will be required before the stand project can begin. If approved, the floor of the pavilion must be covered with a suitable material to protect it before construction of the stand begins.

## 5.18 CABLES

It is not permitted to run cables or any connecting elements that cut through streets, common areas or neighboring stands. Should this be necessary, it must be foreseen in advance and dealt with by Informa Markets Latam. It is mandatory to use non-flame propagating cable with double mechanical insulation (type PP). If in doubt, consult NBR 5.410. All stands must be earthed.

## 5.19 PAVILION ELECTRICAL INSTALLATIONS

The cable gauges and socket capacities supplied for the stands will be dimensioned according to the table below:

Potência Solicitada (Kva)	Corrente Elétrica Máxima	Cabo (Tipo PP)	Tomada
0 a 21	32	6 mm	32 A
21 a 40	61	16 mm	63 A
40 a 84	128	35 mm	Ponta Viva
Acima de 84	Estudo posterior		Ponta Viva

In accordance with Regulatory Standard NR-10 (art. 10.5.1, items "a" and "c"), the following is the procedure to be adopted when energizing distribution boards installed in temporary electrical installations. Before energizing the stand, the main circuit breaker must be tripped. After confirming that the circuit breaker has been disarmed, carry out a voltage test on the stand's main switchboard and on the stand's other distribution circuits, regardless of the connection provided by the pavilion to the stand (Steck or Ponta Viva).

This test is usual and normative, as mentioned above in the NR-10 articles. It is carried out so that no problems can occur as soon as the stand is energized, causing equipment to burn out and possible accidents to the people involved in the assembly. It is therefore the assembler's responsibility to carry out a voltage test on the main switchboards before energizing the stand.



- Socket supplied 32A or 63A**
- Industrial socket 3P + N + T
  - Female
  - Earth direction 6 hours



- Socket required for 32A or 63A connection:**
- Industrial socket 3P + N + T
  - Male
  - Earth direction 6 hours

**VOLTAGE SYSTEM**

- 380 V - FFF + T
- 220 V - F + N + T
- 60 HZ frequency

THE GROUNDING OF EACH STAND IS MANDATORY ACCORDING TO NR 3410.

The Anhembi District only supplies the point.

The electrical distribution, power board and sockets are the responsibility of the exhibitor.

## 5.20 ELECTRICAL EQUIPMENT

Electrical appliances are widely used in the assembly and disassembly of stands. Direct contact with electrical materials can cause serious or fatal injuries. To avoid accidents, due attention must be paid to safety when using electricity.

Here are some basic safety measures for using electricity:

- Check all electrical appliances before use. Repair or replace damaged or defective parts;
- If the protection device of the electrical equipment (fuse or circuit breaker) is faulty, the problem must be checked immediately and rectified before using the equipment again;
- All sockets and plugs must be suitable and electrical cable connections must be adequately protected;
- Avoid overloading electrical sockets;
- All electrical work must be carried out by an electrician.

## 5.21 USE OF EPI AND EPC

In accordance with Regulatory Standard No. 6 of the Ministry of Labor and Employment (MTE), Informa Markets Latam determines that: the use of PPE - Personal Protective Equipment and EPC - Collective Protective Equipment, specific to the development of each function, is mandatory.

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

- Comply with and enforce occupational health and safety regulations.
- Instructing employees, by means of work orders, on the precautions to be taken to avoid accidents at work or occupational illnesses.

Examples of EPC are:

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



**Minors under the age of 18 are prohibited from entering the pavilion during the stand assembly and disassembly period, even if accompanied by a legal guardian.**

When carrying out services in and around electrical installations, collective protection equipment must be provided and adopted.

Collective Protective Equipment - CPE is any device, system, fixed or mobile, whose purpose is to preserve the physical integrity and health of workers, users and third parties.

We remind you that the Public Ministry of Labor and Employment is supervising the event, and all those involved must comply with labor legislation and use PPE in accordance with each NR.

Sandals, flip-flops, clogs or any type of open shoe will not be allowed inside the fairground, nor will people wearing shorts, skirts, capri pants, tank tops or no shirts.



## 5.22 VEHICULAR ACCESS

Details of vehicle access to the loading and unloading area will be given to all exhibitors and their contractors in good time. Large vehicles will not be allowed inside the pavilion at the time previously informed by the Informa Markets Latam team.

## 5.23 TRAFFIC ROUTES

Traffic routes and neighboring stands may not be used for placing materials, tools, garbage bags or products to be installed on the stand. All operations must be carried out exclusively within the confines of the exhibitor's stand.

If there is a need to temporarily leave any material on the roads, the assembly company will have to leave a free area 1m wide for the circulation of trolleys and the rapid passage of emergency equipment, rescue teams, fire departments and firefighters.

## 5.24 AIR-CONDITIONING

The ANHEMBI DISTRICT has an air conditioning system.

The use of air-conditioning machines inside the stands will not be permitted.

## 5.25 APPLICATION OF WALKWAYS IN COMMON AREAS

The walkways (carpets) will be laid during the day of the stand decoration (date and time in item "1.15 - FINAL DECORATIONS AND STAND CLEANING"), and from the date and time set, the entry of any and all assembly or exhibition equipment must be carried out in such a way as not to damage the walkways already installed. Any damage to the treadmills will be the sole responsibility of the exhibitor, who must reimburse Informa Markets Latam for the cost of replacing and reinstalling the damaged treadmill roll.

## 5.26 ENTRY OF GADGETS

All goods will be free to enter the pavilion. It is the sole responsibility of the exhibitor to comply with any and all legal requirements regarding the procedure for shipping goods, products, equipment and/or utensils. See chapter "10.1 - TAX PROCEDURES".

**IMPORTANT:** Informa Markets Latam 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, and is exempt from any liability for damage, loss, theft or robbery of any kind.

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 the day of stand decoration (date and time in item "1.12 - FINAL DECORATIONS AND STAND CLEANING"), only stand decoration and entry of materials by hand or by means of trolleys with pneumatic rubber tires will be allowed.

## **5.27 DISASSEMBLY**

The removal of decorative material, products, equipment and exhibitors' belongings by hand or by means of trolleys with pneumatic rubber tires will only be permitted on the day and at the time informed by Informa Markets Latam (date and time in item "1.15 - REMOVAL OF MATERIALS AT THE EVENT").

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

Informa Markets Latam is exempt from any liability for damages, losses, robberies or thefts of any kind.

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

### **5.27.1 END OF DISMANTLING PERIOD**

The rented area must be returned to Informa Markets Latam, clean and clear of any materials, whether from the exhibiting company or the assembly company (see date and time of dismantling in item "1.10 - CAEX DAYS AND TIMES").

Any materials, equipment and products remaining in the hall after the end of the dismantling period will be removed by Informa Markets Latam, which will charge the exhibitor for the 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 clean and protect the equipment before removing it so that it does not stain the pavilion floor. It is also the assembler's responsibility to completely remove the adhesive tapes applied to the assembled area. Companies that fail to take this measure may be fined according to the damage found. It is of the utmost importance to advise the technician responsible.

## 6 BETTER STANDS PROGRAM



Moving away from disposable stands *together*

Better Stands is a global Informa Markets initiative aimed at achieving zero waste from exhibition stands. To this end, we encourage exhibitors and contractors to replace single-use disposable stands with reusable structures, significantly reducing environmental impact.

### Why Better Stands?

In 2019, exhibition stands accounted for over 80% of the waste generated at Informa Markets events, leading to significant environmental concerns. The Better Stands initiative was launched to address this issue and transform our events into models of sustainability and safety.

### Who can participate?

All exhibitors and contractors at Informa Markets events are invited to join the future of the events industry.



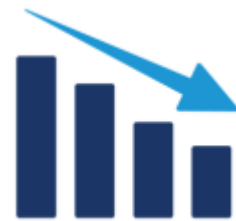
#### Positive environmental impact

Fewer wasted materials



#### Safety of everyone

Safer for contractors, exhibitors, and visitors at the events



#### Reduced costs

Exhibitors and contractors can reduce project and construction costs



#### Optimized time and increased productivity

Save time when constructing, building, and dismantling



#### Promoting your company's brand

Promote your company's brand in a positive way



#### Higher quality and longer durability

Investment in high-quality and durability stands

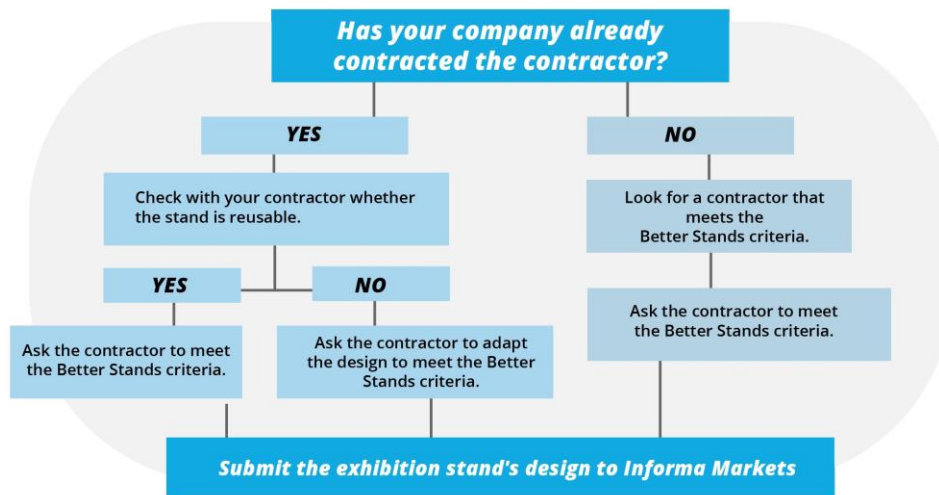
### What makes a stand sustainable?

All stands at Informa Markets Latam events fall into three levels: Better Stands Bronze, Silver, or gold, according to how many reusable elements are used.

	Category	Items	In progress	Better Stands Bronze	Better Stands Silver	Better Stands Gold
Reused	1	Stand structure and walls	Structure or framework of the stand, walls, panels for meeting rooms, backdrop	×	✓	✓
	2	Platform or raised flooring	Structure of flooring (excluding surface covering, e.g. carpet)	×	✓	✓
	3	Furniture and equipment	Showcases, counters, chairs, tables, sofa, coffee table, flyer stand, LED walls, TV, AV equipment etc.	×	✓	✓
	4	Lighting	All kinds of lighting in the stand and within showcases	×	✓	✓
	5	Fascia and overhead signage	Overhead signage or branding, fascia, company logo on top of the stand structure	×	×	✓
	6	Rigged structure	Any rigged structure including lighting gantries or other structural elements	×	×	✓
	7	Ceiling	Any form of ceiling e.g. fabric ceilings, solid ceilings for lighting or stand support	×	×	✓
	8	Display facilities	Built-in or detachable product display cabinets, lightboxes etc.	×	×	✓
Reused or recycled	9	Floor covering	Carpet, floor tiles, HDF coverings, lino etc.	×	×	✓
	10	Graphics and decorative items	Stand graphics that are wall-mounted or floor-standing (not overhead) and any other decorative items such as plants and flowers, models and ornaments	×	×	✓

All elements of a certain level must be re-used (or recycled at Gold level) to achieve this classification. If the stand does not re-use all elements in the Bronze level, it is classified as in progress.

### What exhibitors need to abide by the Better Stands?



### How does the exhibition stand's evaluation occur?

The evaluation is made in three distinct moments:

1. Fill in the Better Stands form;
2. On the days the event is set up;
3. On the days the event is dismantled.

For more information access Better Stands website: [Better Stands \(informamarkets.com\)](https://www.informamarkets.com/betterstands)

Contact us by the e-mails: Contact Brazil: [betterstands\\_br@informa.com](mailto:betterstands_br@informa.com) Contact Mexico: [maria.reyes@informa.com](mailto:maria.reyes@informa.com) and [ximena.gonzalez@informa.com](mailto:ximena.gonzalez@informa.com)



## 7 REGULATORY RULES

The Regulatory Norms (Normas Regulamentadoras - NR) have the principle of regulating and providing guidance on mandatory procedures related to occupational safety and medicine in Brazil. The Regulatory Standards of Chapter V, Title II, of the Consolidation of Labor Laws (CLT), relating to Occupational Safety and Medicine, were approved by Ordinance No. 3,214, June 8, 1978, and are mandatory for all Brazilian companies governed by the CLT.

During the assembly and disassembly of the booth, the requirements set out in NR, among others, must be met:

NR 06 - Personal Protective Equipment

NR 10 - Safety in Electrical Installations and Services

NR 11 - Transportation, Movement, Storage and Handling of Materials

NR 18 - Working Conditions and Environment in the Construction Industry

NR 35 - Working at Height

In order to carry out work at heights and on electricity, the training specified in the aforementioned NRS will be required to clear the respective work. Informa Markets Latam will develop a system for identifying fitters using a wristband for each type of work, which must be worn throughout the assembly and disassembly period.

Training certificates for the use of crane equipment (NR 11) and aerial work platforms (NR 18) must be checked with the service provider contracted by the assembler and exhibitor and requested by Informa Markets Latam.

For more information and to find out more about all the regulations, visit: <https://www.gov.br/trabalho-e-emprego/pt-br/assuntos/inspecao-do-trabalho/seguranca-e-saude-no-trabalho/ctpp-nrs/normas-regulamentadoras-nrs>

### 7.1 NR-12 - SAFETY AT WORK IN MACHINERY AND EQUIPMENT

As stated in the Legal Requirements Chapter of this Manual in item “10.5 - MINISTRY OF LABOR AND EMPLOYMENT SURVEILLANCE”, exhibitors, Informa Markets Latam and service providers must comply with all Regulatory Standards, Conventions, Decrees, Normative Instructions, Laws and Ordinances applied to Occupational Health and Safety.

With regard to Safety at Work in Machinery and Equipment related to this event, we observe attention to all Regulatory Standards and other legislation, especially **NR-12 - SAFETY AT WORK IN MACHINERY AND EQUIPMENT**.

The full content of all legislation related to the Ministry of Labor and Employment can be accessed at the following link:

<https://www.gov.br/trabalho-e-emprego/pt-br/aceso-a-informacao/participacao-social/conselhos-e-orgaos-colegiados/comissao-tripartite-partitaria-permanente/arquivos/normas-regulamentadoras/nr-12-atualizada-2022-1.pdf>

In addition to the Regulatory Standards of the Ministry of Labor and Employment, the exhibitor must observe the fundamental concepts and general design principles related to Machine Safety, established by “ABNT” in accordance with the Brazilian Committee for Machinery and Mechanical Equipment and the MERCOSUR

Sectorial Committee for Machinery and Mechanical Equipment. We also recommend that the machines comply with the following Brazilian Technical Standards, among others:

N°	Title	Data
ABNT NBR 13759:1996	Safety of machinery - Emergency stop equipment - Functional aspects - Design principles	December 30,1996
ABNT NBR 13970:1997	Safety of machinery - Temperature of accessible surfaces - Ergonomic data for establishing temperature limits for heated surfaces	September 30,1997
ABNT NBR 14009:1997	Safety of machinery - Principles for risk assessment	November 30,1997
ABNT NBR 14152:1998	Safety of machinery - Two-hand control devices - Functional aspects and design principles	July 30,1998
ABNT NBR 14153:1998	Safety of machinery - Safety-related parts of control systems - General principles for design / ISO 13849-1:2006.	July 30,1998
ABNT NBR 14154:1998	Safety of machinery - Prevention of unexpected start-up	July 30,1998
ABNT NBR 14191-1:1998	Safety of machinery - Reducing health risks from hazardous substances emitted by machinery	October 30,1998
ABNT NBR NM 213-1:2000	Safety of machinery - Fundamental concepts, general principles for design - Part 1: Basic terminology and methodology	January 30,2000
ABNT NBR NM 213-2:2000	Safety of machinery - Fundamental concepts, general principles for design - Part 2: Technical principles and specialization and specifications	January 30,2000
ABNT NBR NM 272:2002	Safety of machinery - Guards - General requirements for the design and construction of fixed and mobile guards	July 30,2002
ABNT NBR NM 273:2002	Safety of machinery - Interlocking devices associated with guards - Principles for design and selection	July 30,2002
ABNT NBR NM ISO 13852:2003	Safety of machinery - Safety distances to prevent access to danger zones by upper limbs	March 30,2003
ABNT NBR NM ISO 13853:2003	Safety of machinery - Safety distances to prevent access to danger zones by lower limbs	November 30,2003
ABNT NBR NM ISO 13854:2003	Safety of machinery - Minimum clearances to prevent crushing of parts of the human body	March 30,2003
ABNT NBR 13930:2008	Mechanical presses - Safety requirements	August 18,2008

Since June 11, 2010, the manufacture, import and sale of machinery and equipment with squirrel cage induction motors between 1 hp and 250 hp that do not meet the high efficiency requirements has been banned.

The labeling of engines with the above characteristics is mandatory, and they must meet INMETRO's conformity assessment requirements.

It is important to note that the use of machinery and equipment that does not meet INMETRO's requirements will be subject to inspection, fines and/or seizure.

The ordinances that regulate electric motors are:

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

Please note that labor inspectors will be inspecting the machinery and equipment on display during the fair. If safety devices need to be removed in order to better display the products, we suggest that the device is also displayed and that visitors are made aware of the fact that the machine is without them, even if it is not put into operation under these conditions.

## 7.2 USING LADDERS

The use of ladders inside the hall is common during assembly and disassembly. Some precautions must be taken to ensure the safety of the workers using them:

- Choose the right type of ladder for the job.
- Use only good quality ladders in perfect condition.
- Maintain the three points of balance before starting.
- If necessary, enlist the help of a person to protect you and provide the necessary assistance.
- Use the ladder for light, short-term work. Do not overload the ladder.
- Do not work on the rungs of the ladder when it is more than 2.00m high; if necessary, you must wear a safety harness.
- Do not position the ladder on uneven surfaces, slopes or loose materials.
- Provide information, adequate instructions, training and supervision for users.
- Scaffolding work floors must be fully lined, non-slip, level and securely fixed or locked.
- Scaffolding must have a guardrail system and a plinth, including at the head, around the entire perimeter, with the exception of the working face.
- Scaffolding must be accessed safely via a ladder built into the structure.
- It is forbidden to move scaffolding structures with workers on them.
- Scaffold towers may not exceed four times the smallest dimension of the support base when not guyed.
- Scaffolding castors must be fitted with locks to prevent accidental displacement.



**It is forbidden for professionals to move around on ladders, and it is compulsory for the employee to get off the ladder to move it.**

## 8 EVENT SECURITY

The event has a security team in the common areas, and at its access controls, available during the entire set-up, execution and dismantling period.

It is the responsibility of each exhibitor to provide security for their booth, objects and equipment on display during assembly, staging and dismantling.



**ATTENTION:** We recommend that you pay extra attention to all your personal belongings while you are in the pavilion, especially laptops, tablets, digital cameras and cell phones. Keep them under your constant observation or in a safe place. Informa Markets Latam will not be held responsible for the incidence of theft. Be vigilant and avoid inconvenience.

Also avoid hiring clandestine companies, as well as people who are not qualified to work as security guards, or even companies that are authorized but are not in good standing with the Private Security Control Police.

The exhibitor is responsible for the isolation and security of their booth during the assembly, decoration, organization and dismantling of the event. Informa Markets Latam will not be held responsible for any loss, damage, theft, breakdown or loss of any kind during the period of set-up, staging and dismantling of the event, and each exhibitor must ensure the safekeeping and surveillance of their products and equipment. After the end of the activities (check the period in item “1.10 - CAEX DAYS AND HOURS” of this manual), all participants, exhibitors and other service providers must leave the pavilion, leaving only the security guards who provide services to the exhibiting company and the Informa Markets Latam staff.

**The exhibiting company may hire security from a supplier it trusts, provided that the service provider provides** the necessary documentation requested in item “5.5 - SECURITY CREDENTIAL” of this manual.

See item “4.3 E-COMMERCE” in this manual and check the opening and closing dates for sales of additional services, as well as the conditions, for your event.

We recommend contracting the security service through our e-commerce, on the Client Portal - <https://portal.informamarkets.com.br/> . If you have any questions or need support in contracting, please contact the support team via the event service e-mail or telephone +55 (11) 5043-9680.

For information on payments, days and times available, see item “1.5 - PAYMENTS” in this manual. If you have contracted the security service via e-commerce on the Client Portal - <https://portal.informamarkets.com.br/>, **you do not need to purchase a credential for this service.**

### EVENT SAFETY TIPS:

- To request information or assistance, always look for someone with an event organizer's badge or an official supplier's badge;
- Don't be careless with your belongings. Beware of people who approach you suspiciously just to distract you;
- Don't leave your wallet, cell phone or other belongings on the table if you have to leave temporarily;
- Carry camcorders, notebooks, cell phones or other electronic devices in a safe place;
- Keep your personal belongings in a safe place;

- As a suggestion, have a mini storage room in your booth, with a key, for your team's belongings and leave only one person in charge of this key.

## IN THE CASE OF NOTEBOOKS AND CELL PHONES:

- Always back it up;
- Keep the screen out of reach of prying eyes;
- Wow, free Wi-Fi! Be careful with open networks;
- Use secure passwords to lock them;
- Install a VPN, especially if the notebook is used for professional purposes.

If something happens and you need support, please contact the CAEX - Exhibitor Service Center, where you will be assisted by the organizers and the event's security supervisor. The team will help you file a police report, reporting all lost or stolen items, via the link below, or at the police station closest to the event:

<https://www.delegaciaeletronica.policiacivil.sp.gov.br/ssp-de-cidadao/home>

In the case of lost or stolen passports, foreigners should contact their country's consular service to obtain a new passport. If you lose a credit card, contact your bank immediately.

## SECURITY AND EMERGENCY

Always try to have these numbers at your fingertips:

- Traffic - CET - 156
- Fire Department - 193
- Civil Defense - 199
- Specialized Women's Police Stations - 180
- Disque- Denúncia - 181 or 0800-156315
- Information DDI 0800 777 1515
- Ombudsman of the Municipality of São Paulo - 0800 17 5717
- Civil Police - 197
- Military Police - 190
- Federal Highway Police - 191
- SAMU - Mobile Emergency Service - 192
- Sustainable Tourism and Childhood - Dial and report the sexual exploitation of children and adolescents - 100



## 9 COMPLEMENTARY INFORMATION

### 9.1 PROMPT SERVICE

The emergency service will be in operation at times compatible with the assembly, staging and dismantling periods set out in this manual.



**If you need to work after the period specified in this manual, there will be a charge. The person responsible must go to the CAEX - Exhibitor Service Center, to make the payment immediately.**

The delivery of goods or remaining in the pavilion after the time announced by the event organizers will only be possible with the prior authorization of the Operational Team, provided that the medical service is available on site.

### 9.2 INTERNET

For events held in the Anhembi District, Hipernet offers direct line rental services and internet via aerial cable configured to the speed requested. The rental period will run from the date of installation. Internal cabling and router installation are the sole responsibility of the exhibitor.

Contact:

E-mail: [feiras.anhembi@hthnet.net](mailto:feiras.anhembi@hthnet.net)

**IMPORTANT:** Please note that there will be no wireless access (Wi-fi) in the Anhembi District.

### 9.3 INSURANCE

Exhibitors are reminded of the importance of taking out insurance covering fire, theft, electrical damage and personal injury.

It is exclusively up to the exhibitor to arrange their own insurance (civil liability, miscellaneous risks and personal accident) during the assembly, staging and dismantling period. Informa Markets Latam will not assume any responsibility for damages or costs generated by incidents at the booths involving products, materials, contractors, assemblers, carriers, people or anything else.

It is important to check the policy for insurance cover and the period of validity, which should run from the first day of assembly to the last day of dismantling. The contact details of the official company will be published in the List of Official and Recommended Suppliers.

**IMPORTANT:** Informa Markets Latam is not responsible for any theft or robbery that may occur in the pavilion.

### 9.4 INTERNAL LOGISTICS SERVICE

The following services will be offered by official companies for hire during the assembly and disassembly period.

- ✓ Forklift
- ✓ Munck
- ✓ Pallet truck
- ✓ Cranes
- ✓ Removal team

The company's contact details will be published on the List of Official and Recommended Suppliers.

Accredited companies do not have the exclusive right to provide logistics services. Exhibitors have the free choice to hire another company of their choice.

In order to transport materials and/or equipment, the company providing the internal logistics service requires the exhibitor to take out insurance. The exhibitor can take out insurance with the official company, which will calculate the cost based on the value of the equipment described in the invoice, both for the entry of the product and for its removal.

**ATTENTION:** The official company mentioned in the list of official and recommended suppliers will not charge for the insurance when the DDR Letter - Waiver of Right of Return in the name of the company making the move, delivered on the Insurer's letterhead, is presented. Letters issued by brokers will not be accepted.

**The model letter is available in Annex II - Waiver of the Right of Return of this manual.**

The exhibitor is responsible for any damage caused by the outsourced transport company and the movement of this equipment inside the pavilion (e.g. tire marks, oil stains on the floor, accidents and damage to the pavilion structure).

## 9.5 CUSTOMS AND FREIGHT FORWARDING

In order to contract services for the temporary/definitive admission of goods or samples, the exhibitor may contact the accredited companies. The details will be published in the **List of Official and Recommended Suppliers**.

It is the exhibitor's free choice whether to hire a company for customs clearance and/or transit of goods.

## 9.6 PARTICIPATION OF CO-EXHIBITORS

**DEFINITION OF COEXPOSITOR:** A related company is a partner company that shares space with the exhibiting company, respecting the conditions of the contract.

**QUANTITY OF COEXHIBITING COMPANIES:** The number of related companies allowed on each booth depends on its size, with the right to 1 related company for every 12m<sup>2</sup> of exhibition space.

The Co-exhibitor Participation Form must be requested from the fair's Commercial Department. Once completed, the document must be sent to [comercial.intermodal@informa.com](mailto:comercial.intermodal@informa.com) by January 31, 2025 for analysis.

The co-exhibitor's participation will only be possible with the express authorization of Informa Markets Latam, as long as it complies with the segment for which the fair is intended.

After approval, a co-exhibitor participation fee will be generated, in accordance with item "4.6.1 - MUNICIPAL TAX (TFE - TAXA DE FISCALIZAÇÃO DE ESTABELECIMENTO)", of Law No. 13.477/02 (TFE).

It is mandatory for exhibitors to present the division of their respective area in the project.

## 9.7 DIVERSITY AND ABUSE

Informa Markets Latam, as promoter and organizer of the event in question, repudiates discrimination of any kind, 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 every sense when hiring professionals to work at the event.

We also advise exhibitors and the agencies they hire to select and hire the staff who will man the booth on the days of the event, to pay attention to the type of dress defined for the team, in order to avoid any kind of embarrassment or harassment which, in most situations, is experienced by women. Remember that the staff will represent your company's brand and values.

### **9.7.1 PROTOCOL - NO IT'S NOT (NÃO É NÃO - Lei nº 14.786 de 28/12/2023)**

The “No is No” protocol, to prevent embarrassment and violence against women and to protect victims; it establishes the “No is No - Safe Women” seal.

For the purposes of this Law, the following are considered:

I – Embarrassment: any insistence, physical or verbal, suffered by the woman after expressing her disagreement with the interaction;

II – Violence: use of force that results in injury, death or damage, among other things, in accordance with current criminal legislation.

When applying the “No is No” protocol, the following principles must be observed:

I –Respect for the victim's account of the embarrassment or violence suffered;

II –Preservation of the victim's dignity, honor, intimacy and physical and psychological integrity;

III – Speed in complying with the provisions of this Law;

IV –Articulation of public and private efforts to confront embarrassment and violence against women.

We do not condone any kind of embarrassment, whether physical or verbal, suffered by women and we are available at the CAEX - Exhibitor Service Center for support and guidance from event security.

For more information on the law, visit the website:

<https://legis.senado.leg.br/norma/38058211/publicacao/38060948>

### **9.7.2 RACISM**

Informa Markets Latam, as the organizer and promoter of the Intermodal South America event, repudiates any type of discrimination or attitudes that adopt discriminatory criteria in relation to sex, origin, race, color, marital status, family situation, disability, age, sexual orientation, physical appearance, among others. We encourage our employees, exhibitors and suppliers to celebrate diversity in every sense. However, the organization has no direct link with the offender, nor does it have control or responsibility over the individual acts of people and visitors attending the event, and therefore has no legal standing to take action.

### **9.7.3 THEFTS**

Informa Markets Latam, as the organizer and promoter of the Intermodal South America event, works hard to deliver an event of experiences, opportunities and business. We have a security team during the event to guide



and support visitors, exhibitors and suppliers in various situations. However, the organization is not responsible for the personal items and consumer goods of its visitors and exhibitors, nor for thefts that occur on the premises of the event, especially since these objects have not been entrusted to its custody. We recommend that you contact the competent authority so that the appropriate measures can be taken and we hope that your rights will be protected in accordance with the law.

## 10 PERIOD OF REALIZATION

Exhibitors must have at least one member of their staff present at the booth who is able to provide information about the products on display. A responsible person must be at the booth at least 30 minutes before the event opens.

It will not be permitted to close the booths before the end of event hours, even on the last day of the event. The lighting will remain on for the duration of the event, and it is the exhibitor's responsibility to turn off the main power switch to their booth at the end of the day.

The lighting system will be switched off 30 (thirty) minutes after the end of the day.

**IMPORTANT:** The sale of food, ice cream, drinks and cigarettes on the booth is prohibited.

### 10.1 PROMOTIONAL DISTRIBUTION AND BRAND PROMOTION

Exhibitors are forbidden to keep their staff outside the limits of the booth selling or distributing leaflets, gifts, etc.

The distribution of gifts, samples, leaflets and catalogs will be allowed exclusively inside the booth, except from non-participating companies that have no connection to the exhibitor.

If it is essential for the exhibitor to display products, equipment and services that they do not manufacture or exclusively represent on their booth, which complement their product line, they must send a written request to the Informa Markets Latam support team who, together with the commercial executive responsible for the event, may or may not authorize the display of the material. Check the contact e-mail address for your event to send the request.

They will not be allowed:

- Advertising, promotion or marketing by any other event promoter in the pavilion;
- Products and/or brand displays from companies competing with the event's official sponsors;
- Display of beverage and soft drink brands in visible locations

Exhibitors who do not comply with this rule will have their materials collected by the Security Department and will only be able to remove them after the end of the event. Informa Markets Latam may also ban the booth from operating at any time.

It is prohibited to sell products or services to the visiting public during the event.

### 10.2 EXHIBITION OF MACHINERY AND VEHICLES IN THE BOOTH

Large equipment and/or vehicles that will be on display during the event must be listed and informed in advance to the Organizer for approval via the "machinery and equipment" document, available for download from the Client Portal - <https://portal.informamarkets.com.br/>. This information is important for controlling truck access to the pavilion/loading and unloading area and ensuring that the equipment is placed in the respective areas in good time.

After completing the form, the exhibitor must send the document to [projetos.intermodal@informa.com](mailto:projetos.intermodal@informa.com) by **March 21, 2025**.

It is also compulsory to send a project for this demonstration, taking into account safety issues and acoustic insulation where necessary.

For all motorized vehicles that will be on display, it is mandatory that the fuel tanks are below the reserve line to avoid a large quantity of flammable liquid in an enclosed space. For all motorized vehicles that will be exposed, it is mandatory that the fuel tanks are below the reserve line to avoid a large quantity of flammable liquid in a closed area. The Operational Team may, at any time, request that the vehicle's fuel level be checked.

- The exhibition/demonstration of any used machines and/or equipment is prohibited. All equipment must be new and unused. The Organizer will notify the exhibiting company at any time and demand that the equipment in question be removed or covered and will take the appropriate measures at the exhibitor's expense.
- The demonstration of any equipment, product, structure or element that poses a risk to people, or that produces a high level of noise or vibration that could disturb the operations of neighboring booths, will be suspended by the event organizers. The permitted noise limit during the event is 70 decibels.

### 10.3 EVENTS AT THE BOOTHS

It is strictly forbidden to hold any events inside the booths:

- Pyrotechnic shows using smoke or dirigibles;
- Presentation of live models of any sex, half-naked or wearing sex coverings;
- Animals of any species or size, including birds to decorate the booth or to complement the demonstration of the products on display;
- The use of drones inside the pavilion;
- Popcorn distribution is not allowed at the event;
- Samba school performances are forbidden.

### 10.4 AMBIENT SOUND AND MUSIC

All sound produced in the booth by audiovisuals, recorders, radios or any other equipment must **not exceed normal voice volume or 70 decibels.**

The use of any amplification device to broadcast sales or promotional messages is also prohibited.

If the exhibitor does not comply with this rule, the following measures will be taken by Informa Markets Latam:

- ✓ On the first infringement: a verbal request will be made to establish the permitted volume of sound;
- ✓ Second infringement: the exhibitor will be notified by letter from Informa Markets Latam.

Failure to comply with requests to reduce sound levels will result in the power supply being cut off and the equipment in question being removed, without prior warning, for an indefinite period of time and a fine will be charged.

In the case of lectures, presentations, etc., it is recommended to use closed environments, such as halls, auditoriums, etc., or open spaces as long as the acoustics include headphones for the audience.

In accordance with Law No. 9,610/98, which regulates copyright, exhibiting companies that use ambient music in their booths, even via AM/FM, must pay a specific fee using a separate guide provided by ECAD.

**Please note:** Live music and surround sound only after 7pm, so as not to disturb neighboring booths, with the prior formal approval of the promoter.

Exhibiting companies wishing to hold any kind of promotion, such as concerts, live music, presentations, etc., must first consult Informa Markets Latam for authorization.

## **ECAD – SP**

Av. Paulista, 171 - 3º Andar - Edifício Dom Pedro I de Alcântara - CEP: 01311-000 -São Paulo/SP

Opening hours: 09:00 to 18:00

E-mail: [ecadsp@ecad.org.br](mailto:ecadsp@ecad.org.br)

Phone: +55 (11) 3287-6722

WhatsApp: +55 (11) 3795-8031

Shows and Events: +55 (11) 3795-8042 - +55 (11) 3795-8037

Website: <https://www4.ecad.org.br/>

## **10.5 SUPPLY, MAINTENANCE AND CLEANING OF THE BOOTH**

The supply of products, maintenance and cleaning of the booth must be carried out in accordance with the date and time set for the event (see item “1.13 SUPPLY, MAINTENANCE AND CLEANING OF THE STAND” in this manual).

For maintenance, the staging company must request a maximum of 2 (two) credentials for any maintenance services during the event. The employees who will be providing the maintenance service must present themselves at the **CAMPS - Central de Atendimento à Montadora e Prestadora de Serviço**, on the last day of assembly, and exchange their credentials.

If emergency maintenance is required, the exhibitor must go to the CAEX - Exhibitor Service Center and request authorization, and the approval criteria is the sole and exclusive responsibility of Informa Markets Latam.

## **10.6 COMMERCIAL REPRESENTATION**

When the exhibitor is a commercial representation company, trading company, holding company, member of a business group or when it has associated companies, the presentation of products from other brands will be permitted provided that the exhibitor provides Informa Markets Latam with a list of the companies in advance, together with proof of the existing exclusive relationship.

## **10.7 FREE PRIZE DISTRIBUTIONS AND RAFFLES**

The operation, issuing of authorizations and supervision of activities related to the free distribution of prizes by means of raffles, gift vouchers, contests or similar assessments are the responsibility of Caixa Econômica Federal, except when Caixa Econômica itself or any other financial institution is an interested party. In these cases, Seae - the Ministry of Finance's Secretariat for Economic Monitoring - is responsible for analyzing and authorizing requests.

For more information, visit:

<https://www.gov.br/fazenda/pt-br/aceso-a-informacao/perguntas-frequentes/regulacao/promocoes-comerciais1> and <https://www.caixa.gov.br/empresa/promocoes-sorteios/Paginas/default.aspx>

Authorizations and necessary documents are the sole responsibility of the exhibitor.

**IMPORTANT:** Informa Markets Latam has no links with the competent bodies that determine the rules for the distribution of prizes and draws.

## 10.8 ALCOHOL CONSUMPTION AND USE OF NARCOTICS

The use of alcohol, drugs and other substances is not permitted in the pavilion. Anyone under the influence of these substances will be removed immediately by Informa Markets Latam and will be permanently barred from activities for the duration of the event.

**“Exhibitors offering alcoholic beverages must comply with Law 14.592/2011, which prohibits the sale, offer, supply, delivery and allows the consumption of alcoholic beverages, even free of charge, to minors under 18 (eighteen) years of age”.**

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

- (I) Post a notice prohibiting the sale, supply, delivery and consumption of alcoholic beverages, even free of charge, to minors under 18 (eighteen) years of age, in a size and location that is widely visible.

**“ALCOHOLIC BEVERAGES CAN CAUSE CHEMICAL DEPENDENCY AND, IN EXCESS, CAUSE SERIOUS HEALTH PROBLEMS”;**

- (II) Require an official identity document in order to prove the age of majority of those interested in consuming alcoholic beverages and, if they refuse, they must refrain from supplying the product.
- (III) Not allow people under the age of eighteen (18) to consume alcoholic beverages on the premises of their booth.
- (IV) Make alcoholic beverages available in specific places or booths, separate from the other products on display, with the signs referred to in item (i) above posted in the same space.



Bebidas alcoólicas podem causar dependência química e, em excesso, provocar graves danos à saúde. Evite o uso de álcool, drogas e outras substâncias. Não permita a venda ou consumo de bebidas alcoólicas, drogas ou outras substâncias em locais de trabalho ou em locais públicos. Para mais informações consulte o site: [www.al.sp.gov.br](http://www.al.sp.gov.br)

**É proibido fumar neste local.**  
*Smoking prohibited in this area.*



Para informar o descumprimento da lei, ligue 0800 771 3347 ou acesse [www.brasilfuma.gov.br](http://www.brasilfuma.gov.br). Lei Estadual 13.541/2008 de 07 de maio de 2008. To report violation of this law, call 0800 771 3347 or access [www.brasilfuma.gov.br](http://www.brasilfuma.gov.br). State Law 13.541/2008 of May 07, 08.

In case of doubt, the full text of the applicable legislation can be consulted at the following link:

<https://www.al.sp.gov.br/repositorio/legislacao/lei/2011/lei-14592-19.10.2011.html>

## 10.9 PROHIBITED ACTIVITIES




The following activities are prohibited:

- Use of flames inside the hall;
- Generators and radioactive materials;
- Storing gasoline, kerosene, diesel oil or other flammable liquids, even temporarily, inside the pavilion;
- Use of explosives and pyrophorics;
- Speeding or reckless use of vehicles or equipment, including forklifts;
- The presence of workers under the age of 18 during the assembly and disassembly period;
- Welding services;
- Spray painting or painting with compressed air;
- Products classified as hazardous, including toxic, irritating, corrosive, harmful or oxidizing materials (with the exception of household cleaning materials);
- -Equipment that may cause a nuisance due to odor, emission of unpleasant noises or strobe lights;
- Animals on site;
- Use of carts and distribution of popcorn;
- Vetoed performances by samba schools.

### 10.10 FIRE EXTINGUISHER

**Exhibitors are required to keep fire extinguishers in their booths in accordance with the following standards:** NR 23 (fire protection), NBR 14.276/1999 (fire and panic brigade) and decree 46.072/2001 (fire protection). Failure to comply with these regulations will result in a fine, which will be levied for the duration of the event.

During the assembly, realization and disassembly periods, **there must be one fire extinguisher for every 25m<sup>2</sup>** with a charge compatible with the products on display and the materials used to assemble the booth, duly marked. **We recommend 4kg chemical powder, CO<sup>2</sup> or ABC extinguishers.**

CLASS	MATERIAL
A	Materials that burn at the surface and depth and leave residues such as paper, wood, fabrics, fibers, etc. 
B	Flammable products such as gasoline, thinner, diesel oil, etc. 
C	Energized equipment such as electric motors, machinery, etc. 

### 10.11 COMBUSTION ENGINES

Internal combustion engines will not be allowed inside the pavilion.

The use of any explosives, non-liquefied, toxic and combustible gases or LPG and helium gas cylinders inside the pavilion is prohibited.

In order to use non-toxic and non-flammable gases such as Nitrogen and Oxygen, the exhibitor must comply with the following conditions:

- Cylinders must be installed and operated by demonstrably qualified personnel in compliance with the relevant regulations;
- ART is required for the design and installation of the gas system and a certificate of conformity and civil liability signed by the responsible professional;
- Only use the product in well-ventilated areas;
- Do not drag or roll the cylinders on the floor, always use a suitable trolley for handling;
- Do not subject cylinders to mechanical blows or energized equipment;
- Do not use damaged cylinders;
- Use a control valve on the outlet line to prevent gas from flowing back into the cylinder;
- Use mechanical impact protection for the valve;
- Store in a dry, well-ventilated place, away from passageways. Cylinders must not be stored in the streets or escape routes of the building;
- Do not allow the ambient temperature to exceed 50°C;
- Cylinders must be stored upright and protected from falling by means of constructive elements that guarantee their stability;
- Keep at least one CO<sub>2</sub> extinguisher near the cylinders;
- The necessary changes should only be made at the times before or after the event defined by the promoter;
- Keep the MSDS sheet in a visible place;

The exhibitor must provide the signed Term of Responsibility (available to download from the Customer Portal - <https://portal.informamarkets.com.br/> ) for the use/exhibition of the cylinders.

The use/exhibition of toxic gases is not permitted.

## 11 LEGAL REQUIREMENTS

The exhibitor bears sole responsibility for complying with the legal requirements regarding obligations:

1. Tax authorities inherent to the Federal Revenue Service, Finance Department, City Hall, Social Security;
2. Ministry of Labor and Employment;
3. Central Collection and Distribution Office (ECAD);
4. COVISA;
5. National Health Surveillance Agency (ANVISA),
6. SIF
7. ANATEL.

### 11.1 IMPORTATION

#### 11.1.1 ICMS

Imports of goods or merchandise from abroad under the Temporary Admission Regime are exempt from the ICMS, with total suspension of the payment of federal taxes levied on imports, subject to the deadlines and conditions established in federal legislation and when destined for:

- Fairs, exhibitions, congresses and other scientific or technical events;
- Commercial or industrial fairs and exhibitions;
- Shows, exhibitions and other artistic or cultural events.

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

#### 11.1.2 TEMPORARY ADMISSION OF GOODS FOR FAIRS, EXHIBITIONS, CONGRESSES AND OTHER EVENTS (FEDERAL REVENUE)

Temporary admission is a customs regime that allows foreign exhibitors, or Brazilian exhibitors who want to exhibit certain goods from other countries at fairs and events, to enjoy total or partial suspension of the payment of customs duties levied on their import.

This benefit is only valid when the import of these goods is intended for the realization of/participation in cultural, artistic, scientific, commercial and sporting events, the packaging and transportation of other goods for trials and tests, with a commitment to be re-exported, and provided that the following legislation is regulated: **IN SRF nº 35/99, IN SRF nº 285/03 and IN SRF nº 611/06.**

The procedures to be applied in customs clearance, as well as the customs declaration to be used, depend exclusively on the purpose of the goods and can be found on the Receita Federal website:

<https://www.gov.br/receitafederal/pt-br/assuntos/aduana-e-comercio-exterior/manuais/carne-ata/topicos/2-admissao-temporaria/2-1-bens#anexob1>

(DECREE NO. 6.759, OF FEBRUARY 5, 2009. Customs Regulations - Article 136 - O).

**RECEITA FEDERAL - Service Unit - RECEITAFONE: 146**



### 11.1.3 IPI

Products shipped directly for exhibition at sample fairs and similar promotions, carried out by the industrial establishment or industrial equivalent, may leave with the tax suspended, in accordance with Art. 43, II of RIPI/2010 - Normative Opinion CST No. 242/1972.

For more information on RFB Normative Instruction No. 1.361/2013, Arts. 3, caput, § 1, II, 4, 5, caput I, visit: <https://www.gov.br/receitafederal/pt-br/assuntos/orientacao-tributaria/tributos/ipi>

## 11.2 COVISA, ANVISA e SIF

Exhibitors are required by law to keep their products, goods, services, environments and processes subject to health surveillance in compliance with COVISA and ANVISA legislation, remembering that the booth at fairs and events is the exhibitor's temporary establishment.

### COVISA - HEALTH SURVEILLANCE COORDINATION

Rua Santa Isabel, 181, Vila Buarque - CEP: 01221-010 - São Paulo - SP

Opening hours: 9am to 4pm, Monday to Friday.

Phones: +55 (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/)

### ANVISA - NATIONAL HEALTH SURVEILLANCE AGENCY

Trecho 5, Área Especial 57 - CEP: 71205-050 - Brasília - DF

Opening hours: From 7:30 a.m. to 7:30 p.m., Monday to Friday.

Telephone numbers: 0800 642-9782

<https://www.gov.br/anvisa/pt-br>

All products of animal origin under the responsibility of the Ministry of Agriculture, Livestock and Supply are registered and approved by the S.I.F. in order to guarantee products with sanitary and technological certification, in compliance with current national and international legislation.

### SIF - FEDERAL INSPECTION SERVICE

Ministry of Agriculture, Livestock and Supply

Esplanada dos Ministérios - Bloco D - Brasília/DF - CEP: 70.043-900

Telephone: (61) 3218-2828

Customer Service: 0800 704 1995

<http://www.agricultura.gov.br/assuntos/inspecao/produtos-animal/sif>

## 11.3 INSPECTION BY THE MINISTRY OF LABOR AND EMPLOYMENT

### CONTACT: MINISTRY OF LABOR AND EMPLOYMENT

Alô Trabalho Call Center: 158 (national service)

<https://www.gov.br/trabalho-e-emprego/pt-br>

### 11.3.1 AUDITOR OF THE MINISTRY OF LABOR AND EMPLOYMENT

It checks companies' compliance with worker protection legislation, with the aim of combating informality in the labor market and ensuring compliance with labor legislation.

<https://www.gov.br/trabalho-e-emprego/pt-br/assuntos/inspecao-do-trabalho>

## 11.4 SOCIAL SECURITY

### **General Social Security Ombudsman - OUGPS**

Call Center 135 - Via Telephone

PREVCARTAS - Mail: P.O. Box 09714 - CEP 70001-970 - Brasília-DF

In-Person Service: Esplanada dos Ministérios, Bloco F, Edifício Anexo, Ala "A", 1º andar,  
Monday to Friday, from 8 a.m. to 6 p.m.

Site: <https://www.gov.br/previdencia/pt-br>

## 11.5 ANATEL

Exhibitors must comply with **ANATEL's** regulations on the use of the spectrum and the approval and use of any equipment where any type of information transmission is carried out, whether telecommunication or not. Inspection and fines may result in the removal of equipment during the event, as well as other types of penalties applied by the regulatory body.

The regularization and approval of equipment before starting to use or sell telecommunications equipment can be found at: <https://www.gov.br/anatel/pt-br/regulado>

To find out about the need to obtain a UTE (Temporary Use of Spectrum) authorization before using radio frequency emitting equipment or demonstrating new technologies that occupy the spectrum, read the guidelines at: <https://www.gov.br/anatel/pt-br/regulado>

**The minimum deadline for applying is 15 days before the start of operations.**

## TERM OF RESPONSIBILITY FOR EXHIBITORS AND ASSEMBLERS

Exhibitor: _____		
Company name: _____		
Legal representative: _____		
Assembler: _____	Nº Booth: _____	M <sup>2</sup> : _____
Company name _____	CNPJ: _____	
Legal representative: _____		
Services provided: _____		

In concluding this agreement, the parties took into account that:

- (i) The Exhibitor has entered into a Participation and Services Contract with Informa Markets Ltda., the purpose of which is to rent an area for **INTERMODAL SOUTH AMERICA 2025 to be held between April 22 and 24, 2025;**
- (ii) The Exhibitor undertakes to effectively comply with the specific conditions, general conditions and participation manual that make up the Contract entered into with Informa Markets Latam;
- (iii) The Exhibitor expressly declares that it is fully and unrestrictedly aware of the safety standards and measures that must be adopted by itself, its legal representatives or agents, and by the assembly companies, suppliers, providers, third parties and their employees;
- (iv) The Exhibitor is the sole and exclusive contractor for the services of the Assembler, qualified above, and must ensure the conservation of the area and effective compliance with all safety standards and measures by the Assembler, taking full responsibility for the services it has contracted, whether before Informa Markets Latam or any third party;
- (v) The Assembler declares itself responsible for the assembly of the booth, material, team and any other service provider contracted during the entire period from assembly to disassembly of the booth.

Having made the above preliminary considerations, the parties, Exhibitor and Assembler, hereby declare that they are jointly and severally liable to Informa Markets Ltda., located at Avenida Doutora Ruth Cardoso, 7221, 22º andar, São Paulo, SP, and registered with the CNPJ/MF under No. 01.914.765/0001-08:

- (i) For the upkeep of the area where the services will be carried out, undertaking to return it in the same condition in which it was delivered, free and clear of people, things and any materials;
- (ii) Setting up the booth in accordance with the rules, standards and contractual requirements stipulated in the Exhibitor's Manual and all those expressed in current legislation;
- (iii) Effectively complying with occupational health and safety rules and measures in order to protect and prevent risks and damage to the life and health of workers, as well as taking all necessary measures to monitor them;

- (iv) (Compliance with all Regulatory Standards (NRS) applicable to events, which are legal standards incorporated into Brazilian law, ensuring that all its employees and/or contractors are legally qualified in accordance with said standards;
- (v) For any damage they may cause, directly or indirectly, to the Pavilion, service providers, employees or any third parties.

Paragraph One: In the event of non-compliance with item (i) above, the Assembler shall pay Informa Markets Latam a non-compensatory fine of R\$ 2,000.00 (two thousand reais), without prejudice to the determination and compensation of any damage that may occur to the buildings, installations, equipment and accessories.

Paragraph Two: The parties, Exhibitor and Assembler, shall be jointly and severally liable, by themselves, their legal representatives or their agents, for any damage they may cause during the provision of the services, whether material or moral, in the civil or criminal sphere.

São Paulo, \_\_\_ de \_\_\_\_\_ de 2025.

“In agreement”:

\_\_\_\_\_  
**Exhibitor's name**

\_\_\_\_\_  
**Assembler's name**

\_\_\_\_\_  
**Exhibitor's signature**

\_\_\_\_\_  
**Assembler's signature**

**FOR USE BY INFORMA MARKETS LATAM (PARA USO DA INFORMA MARKETS LATAM):**

Atestamos que o bem foi devolvido em \_\_\_\_ / \_\_\_\_ /2025, nas seguintes condições:

- Em perfeito estado
- Faltando peças ou acessórios
- Apresentando o seguinte defeito:
- Outros: \_\_\_\_\_