



# SPECIFIC STANDARDS



**wtm**<sup>®</sup>

LATIN AMERICA

**10** YEARS

EXPO CENTER NORTE – PAVILHÃO BRANCO E VERDE



## IMPORTANT NOTE

### - Importance of Reading and having knowledge about the content of this Material

This guide provides the EXHIBITOR, as well as the people, companies and others contracted by it, with the main information and standards necessary for the proper functioning of the RX .

The rules governing the event must be read and complied with by all its employees, suppliers and other contractors, in order to avoid inconvenience.

Except where the participation of the EXHIBITOR includes the provision of the stand set up by the PROMOTER, the responsibility for the construction and assembly is exclusive and integral of the EXHIBITOR or his/her agent, regardless of the order of appointment. It is mandatory to deliver the stand project for analysis and approval by the PROMOTER prior to the start of the assembly of the event on the deadlines established in this guide. After that date, it will be subject to the availability of the responsible technician.

Do not assemble your stand differently from your Reed approved project or outside the standards and legal specifications of ABNT, CONTRU and other agencies, including the specific rules of this guide.

The parties, EXHIBITORS and their contracted service providers, declare that in case of any doubt that may arise during the assembly, accomplishment and disassembly of the event, of any type and origin, it will be exclusively resolved by RX

in order to lead to the best harmony for the EVENT, obliging the parties to accept the decision, whatever it is, always aiming for the greater brilliance and success of the event.

In case of divergence, the Norms herein established replace and complement those of the Exhibitor's Guide. The documents and on-line Forms herein cited are available on the Exhibitor Portal, on [latinamerica.wtm.com](http://latinamerica.wtm.com)

Ignorance of the standards established herein does not exempt the exhibitor and his/her contractors (ASSEMBLER, decorator, subcontractor and other people involved with the event) from the penalties, fines, sanctions and responsibilities set forth in this guide, which are assumed by the exhibitor and his/her agent, whatever the nature, jointly and severally and regardless of the order of appointment. ***The promoter is not responsible for problems arising from non-compliance with these requirement***

## DATES AND TASKS DEADLINES

Planning is the key and here you will find the main dates you should add to your calendar, so you do not miss any deadlines, ensuring an easy execution and discount on the payment of services.

All services must be requested exclusively by the Operations Portal and Exhibitor Portal. The Operations Portal can be accessed through the link <http://portal.reedalcantara.com.br> you will find the specific forms for requesting booth's services and payments of the appropriate fees. The Exhibitor Portal must be accessed by the WTM Latin America website ([latinamerica.wtm.com](http://latinamerica.wtm.com)) to fill out the profile and request for badges.

Always have your login and password in hand, but if you have any issues, please contact our customer service for assistance.

<b>The Event</b>	<b>Dates</b>
<b>Assembly</b>	<b>01/04/2023 to 04/01/2023</b>
Assembly Time	01/04 - from 12 a.m. to 8 p.m. 02/04 and 03/04: from 8 a.m. to 8 p.m. 04/04 - from 8 a.m. to 12 a.m. (See note below)
Booth's decoration time	04/04 - from 12 a.m. to 8 p.m.
CAEX Time	01/04 – from 12 a.m. to 6 p.m. 02/04 a 04/04 - from 8 a.m. to 6 p.m.
<b>Accomplishment</b>	<b>05 a 07/04/2023</b>
Accomplishment Time	05 and 06/04 - from 12 a.m. to 8 p.m. 07/04 - from 12 a.m. to 6 p.m.
CAEX Time	05 and 06/04 - from 10 a.m. to 8 p.m. 07/04 - from 10 a.m. to 6 p.m.
<b>Disassembly</b>	<b>08/04/2023</b>
Disassembly time	07/04 from 9 p.m. to 3 p.m. on 08/04
CAEX Time	Closed

<b>Activity - If the obligatory services are not listed in the PLANNING, ORGANIZATION AND ADMINISTRATION contract of the CONTRACTOR, the exhibitor must comply with the following deadlines</b>	<b>Deadline for requests and payment via billet</b>
<b>UPLOADING THE PROJECT AND REQUIRED DOCUMENTATION AT THE ASSEMBLER'S PORTAL</b>	10/03/2023
Last day for requests for bank tickets at the EXHIBITOR/ASSEMBLER'S PORTAL (compressed air, hydraulics, electricity, garbage removal, exhibitor insurance and city hall fees)	10/03/2023
Last day for requesting extra badges (Exhibitor and Service Provider Credentials, Reception, Buffet, Cleaning and Surveillance). Badges can be requested through the Exhibitor Portal - item "Credentials Request". The Exhibitor Portal can be accessed through the website: <a href="http://latinamerica.wtm.com">latinamerica.wtm.com</a>	31/03/2023
Last day for requesting Telephone line/Internet access to EXPO CENTER NORTE for your stand in the Pavilion or Conference rooms on the Mezzanine	10/03/2023

**Please note:** Requests for Services ordered until March 10th, 2023 guarantee 100% availability as well as discounts on payment. After this period is conditioned to the technical possibilities of service and payment in full value.

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## I - GENERAL INFORMATION

### 1 - EVENT

WTM LATIN AMERICA 2022, in this manual is referred to as the EVENT.

### 2 - PURPOSE

The WTM Latin America is the most international event for the Travel and Tourism sector of Latin America. This is a B2B event, which promotes Latin America to the world and brings the world to Latin America.

### 3 - PROMOTION

RX

### 4 - ORGANIZATION

RX

### 5 – EVENT PLACE

EXPO CENTER NORTE –  
Street José Bernardo Pinto, 333 - Vila Guilherme  
02055-000 – São Paulo / SP

### TRUCKS ENTRANCE

THROUGH GATE 4

GREEN PAVILION and WHITE PAVILION – GATE C3

STREET CORONEL MARQUES RIBEIRO, 200

### 6 - COMMUNICATION AND MAIL

Communications and mail related to the EVENT shall be submitted to the following address:

**WTM LATIN AMERICA 2022**

Attn.: Vanessa Ferreira

Phone: +55 11 30604977

E-mail: [vanessa.ferreira@rxglobal.com](mailto:vanessa.ferreira@rxglobal.com)

Street Bela Cintra, 1200 – 8th floor – Consolação

01415-001 – São Paulo – SP

latinamerica.wtm.com

### 7 – OPERATING DATES AND HOURS

#### **Attention:**

Please be advised that the electricity will be available only at the times below, and if it is necessary to extend the time the ASSEMBLER or SPONSORS must request via e-mail the [atendimentoexpositor@rxglobal.com](mailto:atendimentoexpositor@rxglobal.com) or [atendimentomontador@rxglobal.com](mailto:atendimentomontador@rxglobal.com) informing the need and the period , and there may be extra costs.

#### **a) Assembly Period and Time**

**Period:** 30/03/2023 a 02/04/2023

**Schedule:** 30/03 - from 12 a.m. to 8 p.m.

31/04 and 01/04: from 8 a.m. to 8 p.m.

02/04 - from 8 a.m. to 12 a.m. (See note below)

#### **\* ON APRIL 2TH 2023**

*The external assembly works of the booths should be closed at mid-day. All materials, machinery and equipment should be removed from the streets and alleys.*

*Exhibitors will be able to enter the pavilion from mid-day until 8 p.m., decoration and storage of their stands.*

From 4 p.m. will begin the general cleaning of the pavilion to begin laying the carpets. From this time on, it's mandatory to remove all material or garbage from the streets. Any material/equipment must be inside the booth area. A fine of R\$ 500.00 (five hundred reais) per hour of delay will be charged from exhibitors who do not respect the timetables settled down.

**DURING ALL ASSEMBLY PERIOD AND UNTIL 12 P.M. (NOON) OF APRIL 2TH, 2023 THE ENTRY IN THE PAVILION THE USE OF PPE'S TO ACCESS THE PAVILION IS MANDATORY.**

## b) Event and Event Visiting Periods

April 03 to 05

April 03 and 04: from 12pm to 8pm and April 05 from 12pm to 6pm.

## MAINTENANCE /SUPPLY

During the event period, the booths maintenance and supply services, goods and volumes handling can only be carried out from 8 a.m. to 11 a.m.

## c) Disassembly Period

Disassembly starts at 9 pm on April 5 until 2 pm on April 6, 2023.

(SMALL EQUIPMENT AND PRODUCTS REMOVAL IS ALLOWED FROM 7 P.M. TO 10 P.M. ON APRIL 5, 2023).

## NOTE:

- During the Assembly, Event and Disassembly periods, the entry of minors under 14 (fourteen) years, even if accompanied by their guardians, is expressly prohibited.
- Entry and STAY of people without identification, bare-chested, wearing shorts, sleeveless shirt, skirts during the Assembly and Disassembly period is prohibited. In addition, the use of clogs, sandals, slippers or any kind of open shoes is also prohibited.

**During all periods: THE ENTRY OF ANIMALS OF ANY SPECIES OR SIZES IS EXPRESSLY PROHIBITED.**

## 8 - INSURANCE

Booths, goods, products, persons of any kind, including agents, carriers, assemblers, winches and all, are not covered by insurance, whether in Assembly, Repair or Disassembly, the sole and sole responsibility. For any damage or eventuality that occurs to the EXHIBITORS.

According to the event organization and promotion contract, EXHIBITORS must provide their own insurance, according to the size of the leased area and the products displayed.

Below is the minimum table of insured items according to the size of your leased area.

Contratar plano:	Plano 1 - Estandes até 12m²			Plano 2 - Estandes de 12,1m² até 24m²			Plano 3 - Estandes de 24,1m² até 50m²			Plano 4 - Estandes de 50,1m² até 200m²			Plano 5 - Estandes de 200,1m² até 1.000m²		
	Valores	Franquia	Mínimo de R\$	Valores	Franquia	Mínimo de R\$	Valores	Franquia	Mínimo de R\$	Valores	Franquia	Mínimo de R\$	Valores	Franquia	Mínimo de R\$
Coberturas	R\$ 100,00	R\$ 6.23	Não há	R\$ 100,00	R\$ 6.23	Não há	R\$ 100,00	R\$ 6.23	Não há	R\$ 150,00	R\$ 9.35	Não há	R\$ 150,00	R\$ 9.35	Não há
- Cancelamento	R\$ 300.000,00			R\$ 500.000,00			R\$ 1.000.000,00			R\$ 1.500.000,00			R\$ 2.000.000,00		
- Responsabilidade Civil de Eventos:															
- Instalação e Montagem;		R\$ 260,45	R\$ 1.500,00		R\$ 291,75	R\$ 1.500,00		R\$ 417,67	R\$ 1.500,00		R\$ 498,17	R\$ 1.500,00		R\$ 566,96	R\$ 1.500,00
- Fornecimento de Bebidas e Alimentação;															
- RC. Cruzada;															
- RC. Produto															
Danos Morais (Limitado a 20% da LMI sem franquia)	R\$ 60.000,00			R\$ 100.000,00			R\$ 200.000,00			R\$ 300.000,00			R\$ 400.000,00		
RC. Empregador	R\$ 120.000,00	R\$ 102,66	R\$ 1.500,00	R\$ 200.000,00	R\$ 114,74	R\$ 1.500,00	R\$ 300.000,00	R\$ 164,25	R\$ 1.500,00	R\$ 500.000,00	R\$ 217,41	R\$ 1.500,00	R\$ 500.000,00	R\$ 217,41	R\$ 1.500,00
RC. Bero de Terceiros	R\$ 30.000,00	R\$ 78,52	R\$ 1.500,00	R\$ 50.000,00	R\$ 79,29	R\$ 1.500,00	R\$ 100.000,00	R\$ 122,43	R\$ 1.500,00	R\$ 200.000,00	R\$ 162,04	R\$ 1.500,00	R\$ 200.000,00	R\$ 162,04	R\$ 1.500,00
RD. Equipamentos em exposição	R\$ 10.000,00	R\$ 41,22	R\$ 1.500,00	R\$ 10.000,00	R\$ 46,32	R\$ 1.500,00	R\$ 50.000,00	R\$ 60,08	R\$ 1.500,00	R\$ 100.000,00	R\$ 78,42	R\$ 1.500,00	R\$ 100.000,00	R\$ 78,42	R\$ 1.500,00
<b>PRÊMIO LÍQUIDO</b>		R\$ 487,08			R\$ 538,33			R\$ 770,67			R\$ 965,38			R\$ 1.034,18	
IOF - 7,38%		R\$ 35,95			R\$ 39,73			R\$ 56,88			R\$ 71,25			R\$ 76,32	
<b>VALOR DO PRÊMIO</b>		R\$ 523,03			R\$ 578,06			R\$ 827,54			R\$ 1.036,63			R\$ 1.110,50	

Copy of the insurance policy containing the insured items or of the Insurance Certificate issued by the insurance company certifying that the exhibitor is properly insured, covering the period of assembly, realization and disassembly, must be delivered together with the documents required to start assembly, as determines the next item of this standard.

If the insurance was contracted through the ORGANIZER, it will not be necessary to send a copy of the policy.

It must appear in the insurance policy:

**A) Civil Liability Insurance (R.C.)**

Physical or material damage caused to third parties during the EVENT (assembly, realization and disassembly).  
Minimum amount insured as per table above: consult options with insurance broker.  
Period: From the beginning of the assembly until the last day of disassembly.

**B) Miscellaneous Risk Insurance (R.D.)**

Losses or damages caused to equipment during the EVENT.  
Coverage: check coverage options with insurance brokers, and list all goods and equipment exhibited.  
Validity: from the assembly beginning until the disassembly last day.

**C) Employer RC Insurance**

Death or permanent disability suffered during the event.  
Minimum amount insured: consult options with insurance broker. Period: From the beginning of the assembly until the last day of disassembly.

**D) Insurance RC Third Party Goods**

Losses or Property Damage resulting from any events of external cause, including explosion, theft and qualified theft, caused to the assets of third parties under the care, custody and control of the insured due to the production and realization of the specific insured event of the policy.  
Minimum amount insured: consult options with the insurance broker. Period of validity: from the beginning of the assembly until the last day of disassembly.

**E) RC Food & Beverage Insurance**

Guarantees compensation against material and personal damages caused to third parties.  
Minimum amount insured: consult options with insurance broker. Period: From the beginning of the assembly until the last day of disassembly.  
**IMPORTANT:** Under no circumstances shall the PROMOTER be liable for any of the above-mentioned circumstances or for the cost of such policies.

**F) RC Cross Insurance**

Guarantees damage caused by service providers and / or participants of the insured event.  
Minimum amount insured: consult options with insurance broker. Period: From the beginning of the assembly until the last day of disassembly.

**G) RC Moral Damage Insurance**

Guarantees the insured the expenses arising from moral damages, directly arising from material and / or personal damages to persons.  
Minimum amount insured: consult options with insurance broker. Period: From the beginning of the assembly until the last day of disassembly.

**8.1 - INSURANCE FOR ASSEMBLY CONTRACTED IN SALE AGREEMENT**

Exhibitors who have contracted for assembly directly with RX, and have the ASSEMBLY Product in their contract, for these cases RX already provides the insurance only for the item below:

- 1) Civil Liability Insurance (R.C.)** Bodily or material damage caused to third parties during the Assembly, Event and Disassembly period.  
Insurance coverage strictly for the product assembly carried out by the assembler hired by the event's Promoter. If the EXHIBITOR wants to extend the coverage, he must contact the finance by e-mail [finance@rxglobal.com](mailto:finance@rxglobal.com)

**IMPORTANT:** *Under no circumstances will the PROMOTER assume liability for any of the above occurrences or the cost of such insurance policy.*



## 9 – REGISTER UPDATING

EXHIBITORS must keep the PROMOTER informed about any company changes: board, address, email and telephone by sending an email to the Event Commercial department.

## 10 - GOODS AND MATERIALS RECEPTION

The promoter will not receive products from the exhibiting or sponsoring companies. For that, exhibitors or sponsors must have in their booth a person responsible for receiving any goods, equipment or object for the exhibition.

In this edition of the event, the facilitating company will provide this service:  
Please find all official suppliers contacts on the Operations Portal

## 11- - GOODS AND MATERIALS WAREHOUSE

The promoter has no warehouse facility at the pavilion for storing the exhibitors and sponsors goods and materials.

Therefore, EXHIBITORS or SPONSORS must provide an appropriate location to store the goods or packages that will be used for returning them to the company at the EVENT closure.

## 12 – MANDATORY DOCUMENTS

The submission of mandatory documents and booths projects shall be made through the OPERATIONS PORTAL.

**PROJECTS** – Images in JPG (1 image per item below) - IT IS MANDATORY TO UPLOAD all items below at once, because it is not possible to make partial submissions:

- Front View with elevation and dimensions
- Right Side View with elevations and dimensions
- Left Side View with elevations and dimensions
- Ground plan with dimensions

**DOCUMENTATION** - JPG Format - MUST UPLOAD all items below at once, partial upload is not possible:

- a) DISCLAIMER - signed, stamped and scanned (EXHIBITOR and ASSEMBLER).
- b) Project ART / RRT
- c) Proof of Payment ART / RRT Project
- d) Assembly Execution ART / RRT
- e) Proof of payment ART / RRT of assembly execution
- f) CREA / CAU ID Card
- g) Descriptive memorial of booth assembly.
- h) Descriptive memorial of electrical installation (details of the electrical equipment that will be installed in the booth with total KVAS to be used - table for filling available in the EXHIBITOR / ASSEMBLER PORTAL).
- i) Complete completion of the “Disclaimer for Electric Energy Works” signed by the responsible of the ASSEMBLER, according to document for download in the Exhibitor Portal.
- j) Complete completion of the “Certificate of Compliance of Electrical Installations”, signed by the Electrical Engineer / Architect, as per document for download on the Exhibitor Portal.
- k) Complete and payment of ART / RRT, with signature of Electrical Engineer / Architect, for electrical installations in general; describing design, installation and operation of the electrical system involved in the booth and areas. For further details of all instructions on electricity download the Exhibitor Portal the document: “ELECTRICAL PROCEDURE AND USE OF ANTI-FLAME MATERIALS IN BOOTH ASSEMBLY”
- l) Copy of insurance policy or Certificate as defined in the previous article. If the insurance was contracted through the intermediation of RX, you will not need to send a copy of the policy.
- m) Complete completion of the “Assembler Responsibility Term - Use of PPE” signed by the responsible of the ASSEMBLER, as per document for download in the Exhibitor Portal.



- n) Proof of payment of Power Tool Point for assembly.
- o) Informative of operational and technical contacts.

All MANDATORY documents must be correctly filled out, signed and stamped before being SCANNED. The EXHIBITOR will have access to the same system, where he will be able to view the progress of the delivery and analysis of his PROJECT and DOCUMENTATION, in addition to receiving important messages and notices for his participation in the event.

**DEADLINE FOR SUBMITTING THE DOCUMENTATION IS MARCH 10, 2023.**

**The ART or RRT should cover the entire EVENT period, Assembly, Realization and Disassembly (April 03rd to April 5th), without these complete data the ART or RRT will not be accepted.**

The A.R.T. (technical liability note) or R.R.T (technical liability register) copy, attached to the project, must be available at the booth for the assembly full period for inspection purposes.

**Important:** Exhibitors who have contracted the assembly through the PROMOTER, being included in their contract are EXEMPT from the presentation of the mandatory documentation for the assembly of the stand listed above, the Official Assembler chosen by the PROMOTER will be responsible for presenting the documents and the legal procedures as well as the collection rates for specific entities.

**II – GENERAL REGULATIONS**

**1 – AREA REDISTRIBUTION**

Although it is only done in extreme cases, at any time, for general benefit and without notice, the PROMOTER may redistribute the sectors or booths, once the dimensions and features settled in the contract are maintained, and EXHIBITORS herein agree with it.

**2 – NON-TRANSFERABILITY**

EXHIBITORS may not transfer, totally or partially, any right or liabilities assumed regarding the PROMOTER, nor sublease or assign any portion or the whole leased area.

**3 – DELAYED PAYMENT**

EXHIBITORS with delayed payment will be required to pay immediately their debts with the PROMOTER, in order to have their area released for the booth's assembly. Such debts may be the contractual payments or the installations and services fees. Without the payment receipt, the participation in the EVENT will be vetoed.

**III – LEGAL REQUIREMENTS**

**1 – PROHIBITION OF THIRD PARTIES PROMOTION**

The exhibition, gifts distribution, and direct or indirect publicity of any products of companies not participating in the EXHIBITOR's booth is expressly prohibited.

EXHIBITORS may, however, request this authorization in writing to the PROMOTER that, at its sole discretion, may authorize it or not. Verbal authorizations will not be considered valid. The presentation in the booth of products not manufactured or exclusively represented by them, but which are necessary for their product line complementation may be authorized.

However, such products must not be manufactured by other companies PARTICIPATING IN THE EVENT and, at the booth; there will be no promotional mention or acknowledgements.

**Not allowed: advertising, promotion or sale of any other promoters in the event premises.**

The non-compliance of such provisions shall give the PROMOTER the right to retain in its warehouse, for

subsequent return, the products and materials that infringe these provisions, and interdict the booth operations. EXHIBITORS hereby expressly agree with these penalties.

### **3 - CITY HALL FEE**

It is the responsibility of the main exhibitor (Main Stand Holder) of each contracted stand (that is, the company / association / entity / government agency that signs the contract) to pay the City Hall Fee of São Paulo, for each of the companies that are exhibiting. This amount is normally already included in the contract. If this amount has not been included in the contract, or the number of cooperating exhibiting companies is greater than expected the fees for additional cooperating companies will be charged, and these fees will be paid at the start of the event.

#### **2 – OTHER BRANDS EXHIBITION**

The exhibition of brands additional to the Trading Name informed in the contract, or to the co-operated companies Trading Name will result in the charge of **R\$ 807,00 BRL (eight hundred and seven reais) / US\$ 285 USA (two hundred eighty-five American dollars)** per each additional brand; this exhibition is still subject to the prior approval of RX GLOBAL. This item also applies to commercial representation companies.

#### **3 – LABOR HIRING**

As required by the Ministry of Labor on June 29, 2011, please be advised that:

Participating companies and their subcontracted may not sign contracts with cooperatives when the elements that configure the employment relation, as provided in the 2<sup>nd</sup> and 3<sup>rd</sup> articles of CLT (Consolidated Labor Laws), are present between the contractor and the workers, or between the cooperative and the workers.

##### **a) Temporary Labor**

For the use of direct temporary labor, the legal procedures must be carefully observed by EXHIBITORS.

For hiring third-party services (service providers), it is advisable to request the hired company the evidences of their legal existence (social contract, licenses, etc.), and the relevant receipts of social security (GRPS) payment, copies of their employees' records, FGTS payment, etc.

The employees and outsourced documents must be available at the booth to be presented to the Ministry of Labor representatives.

##### **b) Minors Labor**

EXHIBITORS cannot use labor of minors under 18 years old.

##### **c) Diversity and Inclusion**

Business fairs are a great opportunity to demonstrate to your audience your concern for DIVERSITY AND INCLUSION, a subject so relevant to the market and society. No matter what the business model, diversity helps reshape services and products. A team that contains components with different behaviors and technical skills complements each other and is much richer. Diversity is all about dignity, respect, productivity, comfort, well-being and quality relationships. Therefore, institutions that assume social responsibility and values related to diversity have a more attractive public image. Investors, young talents and consumers value these cultural aspects. The PROMOTER strongly recommends that DIVERSITY is also considered when hiring service providers that will be at the EXHIBITOR's stand on the days of the EVENT. If you need help with hiring companies that provide official services, you can consult the exhibitor portal.

#### **4 – SERVICE PROVIDERS HIRING**

For this edition of the event, we will have a facilitating company that will mediate the hiring of official service providers. Please contact the customers services for further information.

## IV – PUBLICITY MATERIAL

### 1 - VISITING

Entry is restricted exclusively to tourism professionals.

**The entry of minors under 16 years will not be allowed.**

### 2 – PRESS RELEASE

Through the Communication/Outsourced Press Department, the PROMOTER will periodically publicize the EVENT in national and international newspapers and specialized magazines. If EXHIBITORS are interested in it, they may submit their news/information to the email e-mail [marcia@hubcomunicacao.com.br](mailto:marcia@hubcomunicacao.com.br) – Marcia Leite 11.94334-3017, providing details about their participation in the EVENT.

This information, sent to the general media, in the form of “releases”/ topic suggestions, by the Communication/Outsourced Press Department may or may not be used by the communication vehicles.

To strengthen the media work, we recommend sending digital photos with 300 dpi's resolution. The material will not be returned after use.

The PROMOTER, at its discretion, with its Press Office, reserves the right to select without any liability the information with journalistic advantage to be sent to the media, and such agencies shall be fully liable for the disclosed facts veracity, exempting the EXHIBITOR and PROMOTER from any liability.

### 3 – DIGITAL TOOLS

#### 3.1 DIGITAL DIRECTORIES

Ensure your brand, products and services disclosure before, during and after VTM Latin America 2022, accessing the exhibitor portal with the login and password sent to your email, where you can make several actions to highlight your participation in the next edition of WTM Latin America, including among others:

- Provide your company full data.
- Upload the company logo.
- Upload the products photo.
- Add marketing materials, social medias platforms and Press releases.

Travel industry and global trade professionals and consumptions means will visit VTM Latin America website before the event to plan their trip and find new business. A full profile will help these groups to visit your booth during the event.

#### EXPLANATORY NOTE

##### ATTENTION

EXPO GUIDE and other organizations of this segment seek companies through exhibitors' catalogues. Their current activities include companies from across Europe, Americas and Asia. Expo Guide offers online advertising services. They use a form that is similar to the PROMOTER form to insert data in the catalogue free of cost, inviting exhibitors to fill in such form to be included in an online directory. Exhibitors that sign and return the form are contracting publicity services for a period of three years, a non-retractable agreement, which will cost the exhibitors a significant amount of money, without proven benefits.

***RX does not cooperate with Expo Guide and other organizations of this segment. We do not authorize these organizations to use our trademarks or the name of any of our trade fairs for their activities.***

We advise all exhibitors to be attentive with this and other organizations.

These organizations may cause significant damage to the reputation of all the involved.

#### 3.2 DIGITAL LEADS CAPTURE - EMPERIA

Emperia, WTM's digital lead capture tool, is a mobile application that reads QR code of visitor credentials. In it you can take notes, include questions personalized, save documents to share later, and sort leads. All information recorded in the applications of the entire team can be obtained in real time via report of leads in the exhibitor hub. The application works offline, but you must be connected to the internet so that the information is synchronized

and sent to the exhibitor hub.

1. Access the app store on your cell phone, or click on one of the links below, and download the app emperia.

iOS: <https://itunes.apple.com/us/app/emperia/id1441111588?ls=1&mt=8>

Android: <https://play.google.com/store/apps/details?id=com.reedexpo.emperia>

2. Login information will be available on the Digital Activation Hub within the Emperia Zone. Access data will also be sent by email to the company admin.

3. To login, fill in your First and Last Name and Company Access Code.

**Important: The Access Code is the same for all people who will use the app on behalf of your company.**

We suggest the recommendations below as a best practice for using Digital Lead Capture.

#### **MINIMUM MOBILE REQUIREMENTS**

- Android: version 6.0 or higher and available memory over 15 MB
- iOS: version 9.0 or higher and available memory over 90 MB
- Wi-Fi or 3G / 4G internet connection for data synchronization
- 8 MP or higher camera sensor
- We do not recommend using the app on Tablets or iPads

#### **RECOMMENDATIONS OF USE**

- Use the internet-connected app as often as possible so data is always up to date and in sync
- Do not log off and disconnect from application until all data has been synchronized
- Do not uninstall the app until all data has been synced
- At the end of the event, back up your data by clicking the "Upload" button located on your profile screen.
- Always keep the latest version of the app installed on your device

RX guarantees support before, during and after the event for Exhibitors.

RX is not responsible for any loss of Leads due to misuse of the License and the Application as set forth in the recommendations for use.

#### **V – PREPARATORY TASKS**

##### **1 - ASSEMBLER HIRING**

EXHIBITORS are advised to anticipate hiring an Assembly company because, due to the large number of EVENT stands, such companies may not accept last minute requests. There are a large number of assemblers whose indication can be obtained with:

**SINDIPROM** - Trade Union of Companies for the Promotion, Organization and Assembly of Fairs, Congresses and Events of the State of São Paulo.

Rua Frei Caneca, 91 – 11<sup>th</sup> floor – Cerqueira César

01307-001 -São Paulo- SP - Phone/Fax: +55 (11) 3120-7099 [www.sindiprom.org.br](http://www.sindiprom.org.br)

**ABRACE – Associação Brasileira de Cenografia e Estandes**

[www.abracestands.com.br](http://www.abracestands.com.br)

Fone: (11) 2672-3833

Email: contato@abrace.com.br

**WARNING:** For your convenience and reduction of participation cost in the event, the PROMOTER recommends the hiring of the official ASSEMBLY companies presented on the EXHIBITOR PORTAL.

We also recommend that exhibitors hire ABRACE member companies to assemble their stands - Brazilian Association of Scenography and Booths, especially those that hold the ABRACE seal - Seal of association quality.

ABRACE created a quality seal to certify the quality of services provided by automakers. The Pre-requisites to have the seal are:

- Be an ABRACE Associate
- CNPJ proving that you are an automaker (and not an agency, for example)
- Have own or rented shed (structure for assembly on site and not in the pavilion)
- Company registration with CAU or CREA
- Be a signatory to the ABRACE Code of Ethics
- Have updated Articles of Association with 5 years of existence
- 5 letters of recommendation from customers and 5 from suppliers in the last 3 years

### 1.1 RX SOLUTIONS

You will be able to hire the assembly of a built stand or Basic Assembly or Packages of “All Inclusive” participation (if available for this event), which in addition to facilitating your participation will provide you with a lower cost and an increased return on your investment. Get more information from the Commercial sector of RX GLOBAL.

→ Attention: If the exhibitor hires the official assembler, it will not be allowed to pierce or stick the assembler material without prior authorization. Any and all damage caused by use misuse of the material may be passed on to the exhibitor

#### **1- ELECTRONIC FORMS FILLING AND SUBMISSION**

ELECTRONIC FORMS will be available in the EXHIBITOR reserved area to be filled at Operations Portal.

**THE NON-COMPLIANCE, BY THE EXHIBITOR, OF THE DEADLINES OR OTHER INSTRUCTIONS HEREIN CONTAINED SHALL AUTOMATICALLY EXEMPT THE PROMOTER OF ANY LIABILITY FOR LOSSES THAT MAY BE CAUSED TO THE EXHIBITOR, IN ALL OPERATION PERIODS: (ASSEMBLING, EVENT AND DISASSEMBLY) WITHOUT PREJUDICE TO OTHER PROVISIONS.**

#### **Credentialing General Rules**

##### **ASSEMBLER/DECORATOR LIABILITY STATEMENT AND CREDENTIALING AUTHORIZATION**

The LIABILITY STATEMENT will be available in the OPERATIONS PORTAL for download and filling. The LIABILITY STATEMENT must be properly signed and stamped by the EXHIBITOR and ASSEMBLER and SCANNED so that the document is UPLOADED to the EXHIBITOR/ASSEMBLER Portal, under the penalty of preventing the work start if the Statement is not submitted.

**FAILURE TO COMPLY WITH THE STANDARDS ESTABLISHED IN THIS MANUAL WILL CHARGE THE EXHIBITOR A FINE OF 25% ON THE VALUE OF THE CONTRACTED AREA.**

**EXHIBITORS CO-OPERATED EXHIBITOR, ASSEMBLERS AND SERVICE PROVIDERS CREDENTIALING.**

#### **WARNING:**

**DATA EDITIONS OF BADGES MAY ONLY BE CARRIED OUT BEFORE PRINTING THE BADGE**, if the credential has already been printed and data editing is required, the exchange must be made from the second day of assembly in the exhibitor accreditation sector at CAEX at PAVILHÃO itself, **from April 2nd, 2023.**

## AUXILIARY BADGES

The exhibitor will be responsible to registering their third-party services' badges through this link: <https://app.smartsheet.com/b/form/cf1ec2af55d94f85be22ff9fe55110e2>

In the tab REGISTER BADGE NAMES, select the type of Auxiliary badges the company will be providing during the show from the following list:

Valid during build-up/open period/breakdown:

Stand builder  
Security  
Cleaning

Valid ONLY during the open period:

Services

### Instructions:

- Register the company name. This will store the company in the drop-down list for future reference.
- Then complete the fields below for each individual who will be working on your stand, selecting the appropriate company from the list of stored companies.
- The list of ordered badges will then be shown below.
- Your badges will be available for collection at the Registration Desk when build-up begins. Please bring photo ID to collect your badge.

In addition to the service provider credential, the use of a uniform or vest with the information of the service provider company will be mandatory:

- The mandatory use of a vest will only be necessary for professionals who are not properly uniformed. That is, workers wearing the uniform of the company for which they are providing services, regardless of the type of service performed, will not need to wear a vest.
- The uniform must have the name of the company/logo in a visible and easily identifiable form, obligatorily stamped on the front and back.
- In case of lack of adequate uniform, the use of a vest in yellow color and with reflective strips will be allowed. A vest in another color or without the reflective strips will not be allowed.
- These measures do not exempt service providers from using a badge or any other identification required by the event promoter.

The use of the badge, in a visible place, is required by exhibitors, assemblers and people working at the booth.

**Deadline for accreditation:** The exhibitor will be notified by email when accreditation is available on the exhibitor portal. Accreditation through the portal ends at midnight on April, 2nd.

### THE PROMOTER IS NOT RESPONSIBLE FOR ANY KIND OF STAND MAINTENANCE SERVICE.

Thus, we suggest that EXHIBITORS request the companies hired to set up and decorate the booth to keep staff on duty in PAVILHÃO during the entire EVENT Realization period.

### SECURITY CREDENTIAL

We require the proper attention for delivering the documentation for authorizing the security credential withdrawal:

ACCORDING TO THE CIRCULAR NOTICE No. 1783/97 DELESP/SR/DPF/SP, issued by the MINISTRY OF JUSTICE – FEDERAL POLICE DEPARTMENT – REGIONAL SUPERINTENDENCE IN SÃO PAULO – PRIVATE SECURITY CONTROL DEPARTMENT, it is required that the contracting SPONSOR submits the documents below to make the SECURITY credential.



**EXHIBITOR's own officials performing the surveillance function:**

EXHIBITORS must report to DELESP – Private Security Control Department, through the transfer notice of a qualified employee from their own organic security within 30 (thirty) days before the EVENT assembling beginning, showing the documents to the ORGANIZER for verification and archiving.

**From the Surveillance and Security services providing company:**

- Authorization for operation
- Security Certificate (valid for one year)
- Review of Authorization for Operation (valid for one year).

**From the Security Guard**

- Certificate of the surveillance training course completion
- Security recycling course declaration (Valid for two years)
- Provision of services contract (for evidencing the employment relation)

The professional hired for the surveillance must wear uniform and cannot bear arms, except in cases of bank agencies, even for institutional purposes. At the EVENT entrance, the identification will be required to the bearer, resulting in the identification seizure in the case of use by third parties.

The above procedures are intended to ensure the transparency in the credentialing operation before the competent agencies, assisting and advising the contracting EXHIBITOR about any illegality in the CONTRACTED company.

The official company responsible for the EVENT security and surveillance will assist the PROMOTER to collect and file the documents for the EXHIBITOR Security credentialing, in order to make them available easily on a possible inspection of the competent agency.

Be advised that it is not the responsibility of the EVENT security and surveillance official company to watch over the products exhibited in each booth. Therefore, the EXHIBITORS should take the necessary actions in this regard.

**2 – INSTALLATIONS AND SERVICES REQUEST**

**Installations of services requested after March 10th, 2023 will be subject to technical service possibilities.**

**a) ELECTRONIC Form - Hydraulics  
SINK (water and drain)**

Upon request form filling and payment, the PROMOTER will install a water faucet and drain at your booth.

The assembler hired by the EXHIBITOR must contact the CAEX and inform the point for this installation, **prior to the booth floor placement.**

The installation comprises one supply point of ¾ inch with faucet, and one drain point with 2 inches (50mm) and charged per supply point requested.

EXHIBITORS will complete the installation and distribution at their booth from the supply point installed by the PROMOTER, according to ABNT and SABESP standards.

**THE WATER SUPPLY POINT SHOULD NOT BE INSTALLED NEXT TO THE ELECTRIC POWER POINTS.**

THE PROMOTER WILL NOT PROVIDE SINKS, AND THE EXHIBITOR SHOULD REQUEST ITS INSTALLATION DIRECTLY TO THE ASSEMBLER HIRED FOR THE BOOTH ASSEMBLY.

**AIR CONDITIONING DRAIN**

The installation of air conditioning in the booths is not allowed, due to the PAVILION AIR CONDITIONING.

**b) ELECTRONIC Form - Electricity**

**ELECTRIC POWER AVAILABLE (220 single-phase / 380 3-phase)**

**WHEN A DIFFERENT VOLTAGE IS REQUIRED, A TRANSFORMER MUST BE USED.**



THIS PAYMENT IS MANDATORY if the electricity service is not included in the *PLANNING, ORGANIZATION AND MANAGEMENT CONTRACT*.

*EXHIBITORS SHALL INFORM THE ASSEMBLER THE KVA LOAD ALREADY CONTRACTED.*

*IF ADDITIONAL ELECTRIC POWER IS NEEDED FOR THE BOOTH OPERATIONS, THE REQUEST MUST BE MADE THROUGH THE OPERATIONS PORTAL.*

THESE REQUESTS WILL BE AVAILABLE ONLY UNTIL MARCH 10, 2023.

Upon request and payment, the PROMOTER will install a power supply point at the EXHIBITOR's booth, in the most convenient location for the PROMOTER.

All and any electrical installation must have a project with the descriptive memorial of the entire installation and distribution carried out by a qualified professional, in compliance with ABNT and ELETROPAULO standards.

**IT IS MANDATORY TO UPLOAD THE PROJECT AND ART (WITH PAID FEE) ON THE EXHIBITOR/ASSEMBLER PORTAL ACCORDING TO THE INSTRUCTIONS IN THE ITEM 3 OF THIS MANUAL.**

EXHIBITORS shall provide access to the electrical network, with the appropriate switches with circuit breakers, and complement the distribution at their booth, from the supply point installed by the PROMOTER.

**Any metallic structure that is part of the booth project must be properly grounded, according to ABNT standards.**

Electrical artifacts, pendants or external fixtures installation is not allowed without the PROMOTER prior authorization.

The booth master switch should be installed in a place of free access to the PROMOTER security service. If the switchboard cabin is installed in the booth, the PROMOTER should receive a copy of the key allowing access to it.

The current available is alternated, with frequency of 60 c/s, with voltages of **220 V monophasic and 380 V 3-phasic. Charges are per KVA.**

- The amperage of the general circuit breaker of the power distribution board must be compatible with the total load supplied by it and with the limit amperage of the power supply cable, in accordance with NBR 5410, or technical standard that may replace it.

The PROMOTER recommends that each booth has protective equipment (stabilizer; automatic circuit breakers; no breaks) against possible power surges or phases outages, and such equipment should be freely accessible. The PROMOTER is not liable for any damage caused in the absence of such equipment.

To calculate the amount of KVA necessary for the booth, EXHIBITORS should simply sum the W and KVA indicated on the specification plates of the equipment and lamps to be used in their lighting. There is no need to consider the KVA/hour, because the KVA cost refers to the consumption throughout the EVENT operations.

**Any consumption excess identified during the EVENT by the electricity technical team will be considered by the PROMOTER as surplus, and the difference calculated between the EXHIBITOR consumed power and the electricity effectively hired and effectively aid by the EXHIBITOR will be charged by the PROMOTER to the ratio of the specified service, WITH ADDITIONAL CHARGES OF 25% AS A PENALTY.**



In order to make the calculation easier, at the end of this MANUAL a table with the kVA amounts consumed by the items most commonly used in a booth was included.

Aiming to improve safety in electrical installations and complying with current regulations, the power cables used to supply electricity to the booths and for other purposes of the events held at Expo Center Norte pavilions, cables will have on its end, where the requestor load will be connected, a PCE branded Female Plug.

PCE plugs are compatible with those of STECK brand, which is the most well known in the Brazilian market.

This type of connection, also called plug-in connection, minimizes short-circuits, shocks, or phase inversion risks, which could damage equipment.

The table below includes the PCE and Steck Male Plugs necessary for the connection to the Female Plugs of the power cable that will supplied by Expo Center Norte:

Cable gauge supplied with PCE female plug	PCE male plug reference required for connection	Steck Male plug reference compatible with PCE female plug	STECK male plug image
6mm <sup>2</sup>	0252-6	S-5276	
10mm <sup>2</sup>	035-6	S-5576	

Any other male plug or connector compatible with PCE female plug may be used as long as it complies with NBR IEC 60309-1.

Female plugs installed on power cables that will be supplied by Expo Center Norte are the following:

**For 6mm<sup>2</sup> cables,** 5 poles connector female type (extension), PCE brand, reference: 2252-6.

**For 10mm<sup>2</sup> cables,** 5 poles connector female type (extension), PCE brand, reference: 235-6.

The cable gauge and plug type that will be effectively provided to the booth and other needs of the event will depend on the total electric load to be provided and the technical availability at the time of installation.

Assemblers, electric installation service providers, exhibitors and promoters shall provide a means of connection appropriate to the new type of electricity supply point provided by Expo Center Norte.

Installation companies approved by Expo Center Norte, hired by the event promoter to provide electricity points to booths, may be consulted for the necessary technical explanations. Connections for loads over 30 kVa must be requested to the installation company hired by the event promoter, with the appropriate anticipation, so they may take the necessary technical precautions.

Loads installed at the booths, as well as for other event needs, must be duly balanced with the 3-phases switchboard that will power it.

The switchboard general circuit breaker ampere must be compatible with the total installed load on it, according to NBR 5410.

**No irregular or non-compliant connection is allowed with the power plug provided by Expo Center Norte.**

**FOR THE VISITOR'S GREATER SECURITY, THE BOOTH FACILITIES (LIGHTING, EQUIPMENT, WIRES AND CABLES) CANNOT BE VISIBLE TO NEIGHBORING BOOTHS AND VISITORS.**

**GROOVES SHOULD BE BUILT WITH REMOVABLE COVERS FROM THE PAVILION GROOVE TO THE BOOTH SWITCHBOARD AND HYDRAULIC INSTALLATIONS.**

**PAVILION ELECTRICITY WILL BE AVAILABLE ON APRIL 4TH 2023 FROM 10 A.M.**

**DURING THE EVENT PERIOD, EXHIBITORS SHOULD TURN ON ELECTRICITY 1 HOUR BEFORE THE EVENT OPENING AND TURN IT OFF 1 HOUR AFTER THE EVENT CLOSURE. IF THE EXHIBITOR REQUIRES ELECTRICITY FOR ADDITIONAL TIMES, IT MUST BE REQUESTED VIA EMAIL TO [customerservices@rxglobal.com.br](mailto:customerservices@rxglobal.com.br).**

**PLEASE BE ADVISED THAT THERE WILL BE EXTRA CHARGES AND THE REQUEST MUST BE MADE 24 HOURS PRIOR TO USE.**

**IF CONSUMPTION IS REGISTERED OUT OF THIS TIMETABLE WITHOUT PRIOR REQUEST, THE PROMOTER WILL TURN OFF THE BOOTH MASTER SWITCH WITHOUT LIABILITY FOR ANY LOSSES THAT MAY OCCUR, AND FINES WILL BE APPLIED IN THE AMOUNT OF 100% OF THE REQUESTED KW.**

After the EVENT daily closure, EXHIBITORS must turn off the entire booth electricity. Therefore, if the booth has freezer, refrigerator, machinery or products that require continuous electricity supply, please be advised that a specific connection must be made in the switchboard with separate circuit breaker, so that these items remain on and the booth off.

If the PAVILION does not meet the demand for electricity, we will use generator sets to meet the general demand. Distribution will be made for absolutely technical purposes by our Electrical Department. Consequently, your booth can be fed through generator sets.

**ATTENTION:**

Hydraulic and electric power installations require a previous sizing planning for a proper and efficient distribution and use of the necessary equipment and components. Therefore, the PROMOTER will not authorize these services installation when the request is made after the deadline.

The area for the booth assembly will only be released to the EXHIBITOR upon the request and payment of Hydraulic and Electric Power installation (electricity is mandatory).

## VII – ASSEMBLY BASIC RULES

### 1 – ASSEMBLER HIRING

We recommend that EXHIBITORS anticipate the hiring of an Assembling company, since due to the large amount of booths in the EVENT, such companies may not accept last-minute requests. There are several assemblers, which indication may be obtained at:

**SINDIPROM** – Union of Promotion, Organization and Assembly Companies for Fairs, Congresses and Events of the State of São Paulo.

Street Frei Caneca, 91 – 11th floor – Cerqueira César  
01307-001 -São Paulo- SP - Phone/Fax: +55 (11) 3120-7099 [www.sindiprom.org.br](http://www.sindiprom.org.br)

### ABARCE

ABRACE – Associação Brasileira de Cenografia e Estandes

[www.abracestands.com.br](http://www.abracestands.com.br)

Fone: (11) 2672-3833

Email: contato@abrace.com.br

### 2 – OFFICIAL ASSEMBLER

#### 2-1 SMART SPACE

Smart Space is a service that offers to exhibitor a complete participation solution, putting everything together in one package: space, assembly, and services. This package is offered exclusively by RX GLOBAL, to further information, please contact our sales time.

### 3 - ASSEMBLY RULES

- **AIR CONDITIONING**

Air conditioning devices installation is not allowed.

- a) Expo Center Norte Pavilions are equipped with an air conditioning system.
- b) The Air Conditioning System Project was designed to reduce the internal temperature by up to 8°C. As all Air Conditioning devices, there are variables such as relative air humidity, number of people, heat systems that can change the efficiency of the system.
- c) Another important information this temperature will be felt in the and free areas of the pavilion, as inside the stands there are other factors that inhibit the entrance of the air conditioning and

increase the temperature in the stands, such as the closing of the ceiling, excessively low ceiling, use of hot HDI lighting etc.

- d) The recommendation given by the Expo Center Norte for a perfect air conditioning devices in the stand is NOT TO COVER the ceilings and use cold lighting systems, such as led bulbs among others.
- e) In order to minimize this effect in the stands where it is necessary to build closed rooms, the use of Split air conditioners in these closed environments is allowed. These appliances shall be placed on the roofs of stands with vertical piping for hot air discharge to the level above the air conditioning.
- f) The complete installation must be done by the stands themselves. The PROMOTER and Expo Center Norte o will only verify and approve the installation.
- g) In the event of a power failure, the air conditioning system will automatically shut down and restart for up to 20 minutes after power is restored.
- h) The optimum temperature stabilization will depend on the thermal load of the stands and the external temperature at the time of the system shutdown, which can occur in a range of 5 minutes up to 1 hour, depending on the intensity of the factors described above.
- i) Closed rooms that install split air conditioners will not undergo this interruption, as they will re-start immediately after the return of the energy.
- j) For stands using Split air conditioners, a detailed air-conditioning project including the support structure to be analyzed by the Expo Center Norte must be presented at least 30 days before the start of the event, with the following conditions:
  - i. Only properly sized Split machines will be allowed. In no case shall the use of window air conditioners inside the pavilions be permitted.
  - ii. The discharge of the hot air produced by the condensing unit must be done above the line of the air-conditioning ducts of the pavilion, which varies from pavilion to pavilion (approximately 9 to 12 meters). The ducts installed for the exhaustion of the hot air MUST have a black finish, regardless of the material used.
  - iii. The installation of the equipment in the stand can only be performed upon approval of the project by the Expo Center Norte and presentation of the design and installation ART contemplating the structural part and the electrical installation. All installation costs are the responsibility of the EXHIBITOR/ASSEMBLER.

#### **4 – FLOOR**

##### **a) PARTIAL WALLS**

Partition walls should be constructed between booths that have neighbors. Establishing the limit of each area, according to the marking on the floor of the PAVILION. The minimum height of the walls should be 2.20m. Walls that extend beyond the partition walls of the neighbor should have finishes compatible with the interior finishes.

##### **b) MANDATORY MINIMUM ASSEMBLY**

Regardless of the size of the space contracted, it is mandatory to place at least carpeting, partition walls, basic lighting, and company identification. Booths with a hydraulic point must have a raised floor.

#### **5 – BOOTHS LOCATION**

It will be up to the PROMOTER to determine the location of the stands, taking into account the chronological order of requests, the technical assembly needs of the set and the EVENT marketing interest.

The EXHIBITOR will receive the area of his booth demarcated on the PAVILION floor, the demarcation on the floor must be checked (footage and location) by the Assembler hired by the EXHIBITOR before assembly work is started, in order to avoid further problems.

## **6 – BOOTH PROJECT**

The booth project must meet all standards contained in this MANUAL and/or of public order, as provided in the Liability Term signed by the EXHIBITOR and ASSEMBLER.

In case of doubts concerning the interpretation of the provisions in this MANUAL, we suggest to contact the PROMOTER to avoid future inconveniences.

The submission of mandatory documents and booths projects shall be made through the EXHIBITOR PORTAL. Important information:

- Access for UPLOADS is only through the ASSEMBLER PORTAL, so EXHIBITORS must inform the assembler their ASSEMBLER CODE for access.
- **PROJECTS** – Images in JPG (1 image per item below) - IT IS MANDATORY TO UPLOAD all items below at once, because it is not possible to make partial submissions:
  - Front view with elevation and quotas
  - Right side view with elevations and quotas
  - Left side view with elevations and quotas
  - Ground plan with quotas

## **7 – PERSONAL ACCESS**

Access is allowed to the PAVILION, during the Assembly, to the bearers of the following credentials, and the entry of minors under 16 years is prohibited:

- ASSEMBLER Credential
- EXHIBITOR Credential
- SECURITY Credential
- SERVICES Credential
- CLEANING Credential

In addition to the credentials, the provider must be in uniform or wearing the company's vest according to the specifications below:

- The mandatory use of a vest will only be necessary for professionals who are not properly uniformed. That is, workers wearing the uniform of the company for which they are providing services, regardless of the type of service performed, will not need to wear a vest.
- The uniform must have the name of the company/logo in a visible and easily identifiable form, obligatorily stamped on the front and back.
- In case of lack of adequate uniform, the use of a vest in yellow color and with reflective strips will be allowed. A vest in another color or without the reflective strips will not be allowed.
- These measures do not exempt service providers from using a badge or any other identification required by the event promoter.

## **8– TRASH COLLECTION FEE IN THE ASSEMBLY/DISASSEMBLY PERIOD**

A fee will be charged for refuse removal services in the PAVILION's common areas, during the EVENT assembly and decoration.

This fee must be paid by the respective ASSEMBLER or by the EXHIBITOR if it does its own assembly. The removal and landfill fee must be paid in advance at the beginning of the EVENT assembly, as instructed in the reserved area on the EVENT website. It is important to check that the fee is not included in your Event Participation Agreement.

No material may enter the PAVILION without first presenting a document regarding the payment of this fee.

After placing the walkways on the streets, it is strictly forbidden to throw garbage on them. All garbage at the booth must be packed in plastic bags and placed in the aisles to be removed by the PROMOTER's cleaning team.

**NON-COMPLIANCE WILL RESULT IN FINES AND DE-CREDENTIALING OF INFRACTORS.**

**9– PARTITION WALLS**

Partition walls must be built between the booths with neighbors, establishing the limit of each area, according to the PAVILION floor marking.

The walls minimum height shall be 2.20 m.

Walls exceeding those of the neighbor partitions walls must have finishing compatible to the internal finishing.

**a) GLASS IN BOOTHS ASSEMBLY:**

If glasses are used in the booth and, if it is laminated, the use of adhesive films or protective signaling bands is mandatory (for the public safety in case of breakage). In case of tempered glass usage, signaling bands should be placed.

**10 – HEIGHTS AND SETBACK LIMITS**

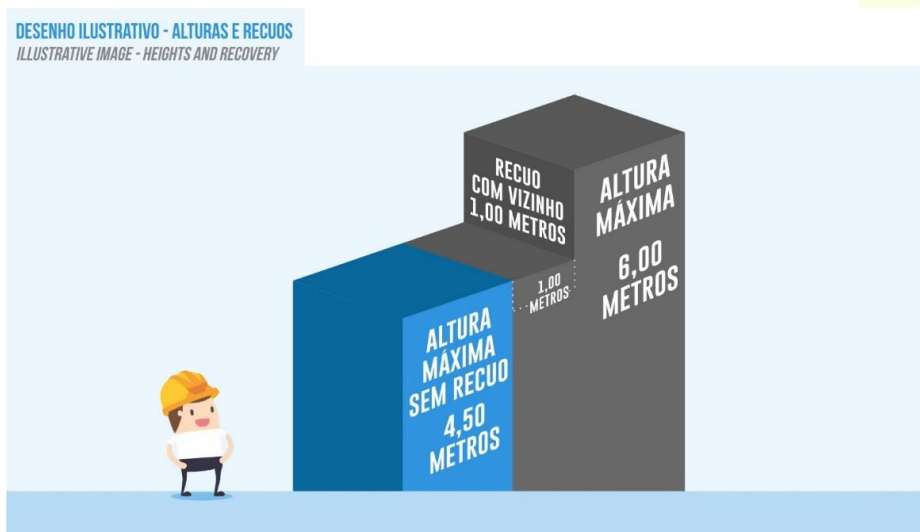
The table below determines the permitted heights and setbacks for any booth decorative components. These heights are considered from the floor of the pavilion, there is no need for street recesses for booths with areas that do not configure islands, maintaining the maximum height and indents of the table below for neighbors.

The stands that configure the island may have the total occupancy of the linear footage of its perimeter, up to 4.50m in height, with no need for retreat, and from 4.51m in height, the assembly may not exceed 40% of the perimeter. When this percentage is exceeded, the indentations in the table below should be observed.

In the case of mounting elements such as foreheads, beams, columns and totems, there is no need for indentations, provided they are built in the area of the booth where there is no wall or panel mounting in the same projection.

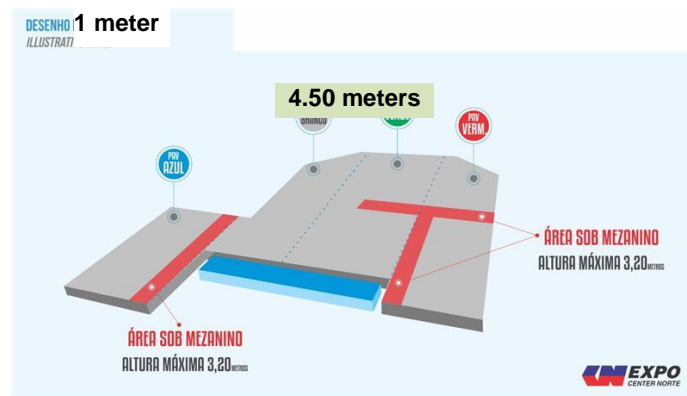
Elements constructed on the neighboring boundary must obey the indentation table.

MAXIMUM HEIGHT (m)	MINIMUM RETREAT (m)
Up to 4,5m	0
4,51 a 6,0 m	1,0m





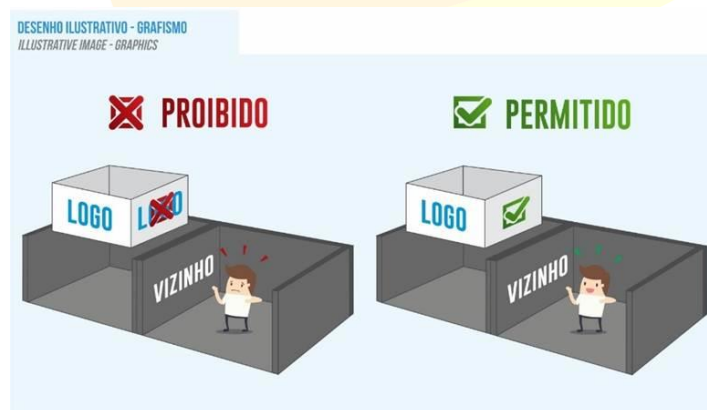
10.1 - STANDS WITH LOCATIONS BELOW THE PAVILION MEZZANINE MUST OBEY THE MAXIMUM HEIGHT OF 3.50 m WITHOUT SETBACK



## 11 – GRAPHICS

It is not allowed to apply graphics (logo, visual communication, etc.) to the neighboring stands.

\* The application of graphics on all sides (even for neighbors) will be authorized only if the front panel is installed at least 3 meters from the neighbors.



## 12- MEZZANINE OR 2ND FLOOR:

**WTM is not allowed to build MEZZANINE, or 2nd FLOOR.**

## 13 – PAVILION USAGE

### a) PAVILION FLOOR

Under no circumstances, the PAVILION floor may be demarcated, painted, drilled, or excavated. It is prohibited to use, for any purpose, the service grooves existing on the floor.

### b) PAVILION ROOF STRUCTURE

**NO OBJECTS OR EQUIPMENT FIXED ON THE PAVILION ROOF STRUCTURE.**

c) The project must be submitted **until March 10, 2023**, for analysis.

The delivery of mandatory documentation and projects of the stands will be through the **OPERATIONAL PORTAL**. Important information:

- Access for UPLOADS is only through the **OPERATIONS PORTAL**, so EXHIBITORS must inform the assembler their **ASSEMBLER CODE** for access.



**PROJECTS** – Images in JPG (1 image per item below) - IT IS MANDATORY TO UPLOAD all items below at once, because it is not possible to make partial submissions:

- Front view with elevation and quotas
- Right side view with elevations and quotas
- Left side view with elevations and quotas
- Ground plan with quotas

#### **14 – MASONRY CONSTRUCTION**

Any masonry or similar constructions (floors, walls) are prohibited. Exception to this rule must be approved by the PROMOTER before sending the documents for approval.

#### **15 – GARDENS AND PLANTS**

Gardens, flowers, and ornamental plants are allowed when contained in pots or other containers, as long as no loose soil, sand or stones are used for the execution of gardens directly on the PAVILION floor.

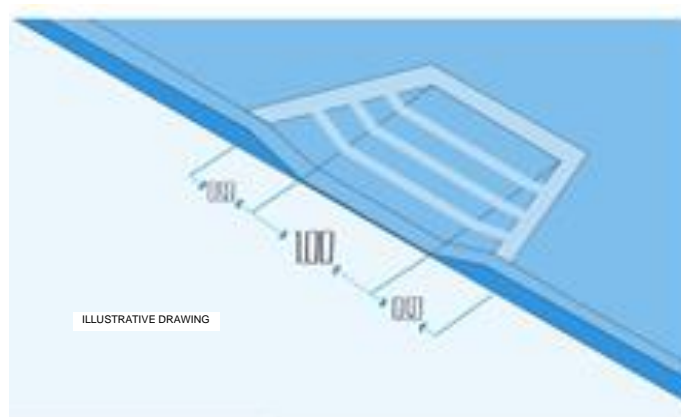
#### **16 – BOOTH VERTICAL PROJECTION**

The vertical projection of any assembly element (**SHOWCASES, DECORATIVE ELEMENTS OR EXHIBITED PRODUCTS/EQUIPMENT**) must be within the booth area peripherals.

Projections will not be accepted on contiguous booths or on the EVENT passageways, except façade illumination and booth logos, provided that they are installed **at a minimum height of 4.00 m**.

#### **17 – HIGH FLOORS - ACCESSIBILITY**

- The EXHIBITOR is responsible for the elaboration of his stand and applies it in accordance with the terms of the Brazilian Inclusion Law and ABNT technical standards, allowing the right of access to all audiences with use and reduced mobility, for any reason, in the form of current legislation. AN ART (Annotation of Technical Responsibility) is part of the EXHIBITOR, after mentioning compliance with Law No. 13,146 / 15 (Brazilian Inclusion Law) and ABNT Technical Norms, as a condition for release by RXAM, according to the Ministry's norm Public in the State of São Paulo, without prejudice to the other damages contained in the EXHIBITOR Manual.
- It is MANDATORY that each booth has at least one ramp, in an easily accessible and visible place, following the rules below. Preferably,** it is desirable that the entire raised floor with access to the public should be lowered in its entire length.  
Ramp requirements according to NBR9050 (The ramp must be at least 1.00x1.00m with a 0.50m corner break on each side):



In addition to the use of non-slip flooring, the minimum length and width must follow the pattern in the table below:

Floor Height (cm)	Minimum Length (cm)	Minimum Width (cm)	Minimum width of each chamfer (cm)
3	Without ramp	Without ramp	Without chamfer
4	100	100	50
5	100	100	50
7	100	100	50
10	100	100	50
15	150	100	75
20	200	100	100

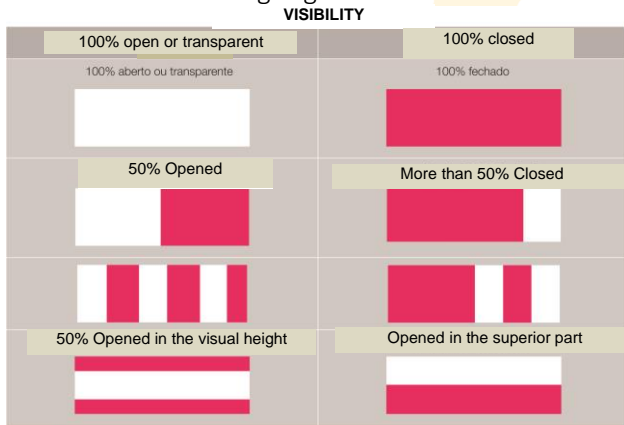
The Pavilion floor may not, under any circumstances, be demarcated, painted, punctured or excavated. It is prohibited to use the service channels on the floor for any purpose.

### 18 - VISIBILITY.

**EACH PROJECT FACE MUST OBEY THE 50% TRANSPARENCY RULE.**

Plan in the project that the small kitchen and storeroom location do not close any side in full.

In order to maintain the Fair nice and pleasant this visibility rule was created. Otherwise, halls are too enclosed and confine visitors in long segments of walls and hide smaller booths.



\*Projects with frosted adhesive application will be evaluated by the projects department.

### 19- BOOTHS IN EXTERNAL AREAS

Booths located in the external areas of PAVILION must obey all the rules contained in this regulation and the ABNT rules, [www.abnt.org.br](http://www.abnt.org.br), as well as present a technical feasibility study, signed by a qualified professional responsible, together with calculation structural, which must obey the characteristics of the project, the drag coefficient stipulated for each region of the country, at the time of year and in the place where it should be assembled.

### 20- HIGH CATWALKS/STAGES/FLOORS

The construction of catwalks and stages in booths will only be allowed when the contractual leased area is equal or greater than 150 m<sup>2</sup>.

All and any catwalk or stage cannot exceed 1.2 m in height and must have a setback of at least 2.00 m from the booth perimeter, and must be fully directed to the booth inside, regardless of the area being an island or not.

In the other booths, the high floor in which there can be any type of circulation may not exceed 1.2 m in height from the PAVILION floor. It is mandatory to deliver an ART specific for the floor, stage or catwalk.

### 21 – WORKS STANDARDS

a) Any booth element must have a finishing on both sides, both dividing with contiguous booths, and with side streets. There will be an exception only for the booths located on the PAVILION limit perimeter.

b) The following equipment entry and installation is not allowed inside the PAVILION:

- circular saw bench both for joinery and sawmill

- saw with cutting disk for metal and aluminum
- welding machine for iron and aluminum

c) Walls sanding and filling on the booths walls is not allowed into the PAVILION, as well as the gas welding, spray painting, filling and spray.

d) Booths with metallic structures must be brought semi-finished to the PAVILION, with only screw fixing, and the parts construction or components welding is not allowed within the PAVILION.

e) Booths with wooden structures must be brought semi-finished to the PAVILION, only needing the final finishing details.

f) Air gun or spray paintings are not allowed.

g) Streets and contiguous booths cannot be used for the materials, tools or products to be installed in the booth. The entire operation must be carried out exclusively within the EXHIBITOR booth limits.

h) Forklifts or any vehicle parked inside the pavilions are prohibited.

**FAILURE TO COMPLY WITH THE ABOVE REQUESTS WILL RESULT IN THE BANNING FOR THE ENTRY OF ANY TYPE OF MATERIAL OR VEHICLES FROM THE RESPONSIBLE COMPANY AND DISCONTINUITY OF THE BOOTH ASSEMBLY WORKS.**

h) All work with greases, paints, corrosive materials, powders, and liquids must be carried out with the proper recipients, avoiding damage to people, the PAVILION and contiguous booths.

## 22 – SECURITY RULES

### a) Special Premises

Any equipment which demonstration may offer any risk to visitors, contiguous booths or the PAVILION must have special premises that, at the PROMOTER discretion, fully eliminate any danger.

**The use and/or application of flameproof (INCOMBUSTIBLE) material for the booths floor and ceiling coating is mandatory.**

### b) Fire extinguishers

EXHIBITORS must keep in their booth, since the Assembly beginning, throughout the Event, and assembly completion, fire extinguishers compatible with the products they exhibit, and the materials used in the booth until the Disa assembly. Fire extinguishers should not be installed in stairs, and must be unobstructed and properly **signaled**, according to the table below:

### UNDIVIDED BOOTH

AREA / m <sup>2</sup>	WHEN THERE IS NOT DIVISION IN THE STAND	WHEN THERE IS DIVISION IN THE STAND
Up to 50	1	2
From 51 to 100	2	4
From 101 to 150	3	6
From 151 to 200	4	8
From 201 to 250	5	10
From 251 to 300	6	12
From 301 to 350	7	14

In undivided booths with areas greater than 350m<sup>2</sup>, EXHIBITORS must consider one fire extinguisher for every 25 linear meters. Fire extinguishers must be distributed in such a way that the operators do not need to go farther

than 25 linear meters to reach them.

We suggest the use of an ABC Power extinguisher, because it can replace any kind of fire extinguishers specific for classes A, B and C.

The PROMOTER reserves the right to require a greater number of fire extinguishers, inspect them, request refills and determine their installation places.

In case of questions, please contact the PROMOTER fire brigade.

### c) Prohibited equipment

- It is forbidden to operate internal combustion engines inside the PAVILION during the event.
- The use of explosives, non-inert gases, poisons, fuels, LPG and flammable liquids is prohibited.
- Any activity with fire, or use of tools that cause flames, sparks, smoke, etc., is prohibited, such as electric welding, blow torches, rotating sanders for iron or metals, among others.
- The use of electric sanders of any kind will not be allowed.
- Adaptations to machines and equipment that contravene the Security and/or ABNT Standards will not be accepted.

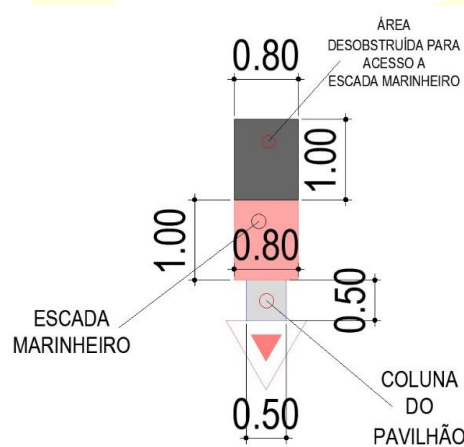
### d) Obstruction of fire hydrants and sailor ladders

- If your stand has a floor/floor hydrant or column with a sailor ladder in the internal area, its access must remain completely unobstructed from the Pavilion's floor to its roof. The unobstructed area, in front of the hydrants and the stairs, must have a minimum dimension of 80cmx100cm (eighty centimeters wide by one hundred centimeters of distance from the column).

The hydrants must remain visible or with indicative signage and free access to firefighters in case of emergency.

- It is also prohibited to remove fire extinguishers from their fixed points to be used in another location as stand-by fire extinguishers, without the prior authorization of RX GLOBAL.

E - PPE – Personal Protective Equipment.



**A.** It is mandatory to use PPE's (personal protective equipment) such as: helmets, gloves, height belt, boots, glasses during the entire period in the pavilion when assembling and disassembling the event.

**B.** The helmets used in the pavilion must be class A or B, type I, II or II, with Certificate of Approval (CA) of the PPE used.



C. The ASSEMBLER will be responsible for providing their employees and / or contractors with PPE's appropriate to the risk, in perfect condition and functioning as determined by the Brazilian legislation for the assembly of stands at events.

D. The responsibility for controlling the use of PPE's by its employees or contractors is the ASSEMBLER /, who must maintain a person responsible for the distribution and use control of PPE's at all times of assembly and disassembly of the stand. Failure to use PPE's by anyone working at the booth will result in penalties to be applied as per the following item.

and. The warnings and fines will be applied to the infringer and to the person responsible for the assembly at the time of the occurrence by the occupational safety inspectors hired by the PROMOTER in the order below:

- i. 1st Offense: Verbal warning to the Worker and reporting the offense to the responsible person indicated by the ASSEMBLER;
- ii. 2nd Offense: Fine of R\$ 200,00 (two hundred reais) and report the offense to the responsible person indicated by the ASSEMBLER;
- iii. 3rd Offense: Fine of R\$ 400,00 (four hundred reais) and report the offense to the responsible person indicated by the ASSEMBLER;
- iv. 4th Offense onwards: Fine of R\$ 800,00 (eight hundred reais) for offense and reporting the offense to the responsible person indicated by the ASSEMBLER.

#### **E. Storage of dangerous substances**

EXHIBITORS may not store, under any circumstances, any toxic, flammable, explosive, or any other substances that may offer risk to visitors, contiguous booths or the PAVILION, regardless of the quantity stored.

#### **ATTENTION:**

The entry and PERMANENCE of persons in the Assembly and Disassembly periods without identification, without shirt or wearing shorts, shorts and tank tops. The use of clogs, sandals or slippers is also prohibited.

Entry and use of animals of any species or size, including birds, is expressly prohibited, regardless of whether they are integral to the decoration of the booth or any connection with the demonstration of the products to be exhibited.

#### **23- EMERGENCY EXITS**

In the signaled and settled areas to emergence exits, it is expressly prohibited to store any type of material.

All booths projects that have closed areas must have emergence exits.

In the case of auditoriums, the number of emergences exits must be compatible with the number of seats provided.

#### **24 – CONSTRUCTION EMBARGO**

*The PROMOTER has the right to suspend the construction of the booth if it is in disagreement with the rules of this MANUAL. If the EXHIBITOR does not reformulate the project parameters in a timely manner, in addition to a 25% fine on the value of the area, the booth may not be used during the Realization period, without prejudice to the area contractual costs with the PROMOTER.*

Safeguarding your interests, we advise that the EXHIBITOR informs the booth assembling company all the EVENT rules, transmitting them any liability on this issue.

### **VIII – EVENT**

#### **1 - EVENT DATES AND TIME**

Period: April 3-5, 2023.

Time: April 3 and 4: from 12 noon. to 8 p.m.

: April 5: from 12 noon. to 6 p.m.

#### **MAINTENANCE /SUPPLY**

- During the event period, the booths maintenance and supply services, goods and volumes handling can only be carried out from 8 a.m. to 11 a.m.

## 2 – PERSONAL ACCESS

The PAVILION access during the EVENT is only allowed to the bearers of the following credentials, according to the timetable below. **And the entry of minors under 18 years is not allowed, even if accompanied by their guardians.**

- **ASSEMBLER/EXHIBITOR/SECURITY** Credential. During the entire EVENT period.  
Assembly – Event and Disassembly
- **SERVICES** Credential – During the entire EVENT period
- **CLEANING** Credential – Daily, only from 8 a.m. to 10 a.m.

## 3 – VEHICLES ACCESS

Vehicles access to the PAVILION is prohibited during the entire EVENT period.

## 4 – INTERNET/ TELEPHONE LINE REQUEST

**Deadline for Requests – March 10<sup>th</sup>, 2023**

The official supplier of EXPO CENTER NORTE will be:

**EXPO TELECOM**

Tel: 11 4210 0810

WhatsApp: 11 9 9291 7321

atendimento@mapptv.com.br

## 5 – PARKING

### a) VISITORS

- Parking fee for motorcycles: unique fee of R\$ 25 (twenty-five reais). Entrance and unique charge using window 1.
- Parking fee for visitors' vehicles and utility vehicles with maximum height of 2.40 meters: unique fee of R\$ 50,00 (fifty reais).
- Parking fee for buses and/or minibuses: unique fee of R\$ 100,00 (one hundred reais), in area reserved for this purpose.
- These values are valid for a period of up to 12 hours. The additional hour fee is R\$ 5.00 (five reais) per hour.

### b) EXHIBITORS PARKING

- EXHIBITORS may acquire parking credentials for a period equivalent to the event days.
- For the event days, the exhibitor will have a discount of 50% (fifty percent) on the current prices, upon the presentation of his event credential provided by the promoter.
- Exhibitor credentials with discount are limited to 2 (two) per EXHIBITING company booth, regardless of the booth area.
- For the assembly and disassembly periods, exhibitors will pay R\$ 10.00 per day for each vehicle in the parking.
- The responsible company is ESTAPAR, phone +55 (11) 2089.0281, from 8:30 a.m. to 6 p.m., email [estacionamento@estapar.com.br](mailto:estacionamento@estapar.com.br)
- Access will be made at Street José Bernardo Pinto, Gate 13, and at Street Miguel Mentem, Gates 16 and 17, and the exit will be exclusively through Gates 16 and 17 (Street Miguel Mentem).
- Only vehicles and utility vehicles with maximum height of 2.40 meters are allowed.

Access will not be allowed without the proximity card.

### c) ASSEMBLERS AND SERVICE PROVIDERS PARKING – ASSEMBLY AND DISSASSEMBLY

- The credential purchasing by assemblers and service providers at the fee of R\$ 10.00 per day for each vehicle will be limited to the event assembly and disassembly periods, and subject to the presentation of the event credential provided by the promoter. In addition, the company name must be included in the service providers or assemblers list provided by the event promoter.
- Accesses will be made at Street José Bernardo Pinto, Gate 13, and at Street Miguel Mentem, Gate 17.



Only vehicles and utility vehicles with maximum height of 2.40 meters are allowed.

- Credentials must be acquired at the responsible company, ESTAPAR, through the phone +55 (11) 2089.0281, from 8:00 am to 6 pm, email [estacionamento@estapar.com.br](mailto:estacionamento@estapar.com.br)

#### **d) LOADING AND UNLOADING PARKING – EXTERNAL GATE 4 – ASSEMBLY AND DISASSEMBLY**

- The parking and permanence of vehicles in the loading and unloading area, as well as inside the pavilions, are not allowed, except for the period strictly necessary for the activity of loading and unloading and will be charged for the entrance and permanence, as informed below and according with the existing table in place.
- Automobiles and utilities with tare up to 7 tons: Up to 30 minutes will be charged R \$ 10.00 (ten reais), up to one hour will be charged R \$ 20.00 (twenty reais), and other hours or fraction, the amount will be R \$ 20.00 (twenty reais) each. NOTE: THERE IS NO PERIOD FOR GIVING UP (TOLERANCE); THE VEHICLE THAT ENTERS PARKING WILL ALREADY BE RATED.
- Cargo vehicles with a tare of more than 7 tons: 03 hours' tolerance. In the 4th hour the charge will be R\$ 50,00 (fifty reais) and in the following hours, R\$ 50,00 (fifty reais) per hour or fraction.
- The three-hour period will not be cumulative; the truck will have three hours throughout the day and not at each entry.
- For vehicles that need to be loaded and unloaded during the event period (Truck deposit), 02 spaces are available per pavilion, with the permission of the promoter, at the cost of: vehicles up to 07 tons of tare R\$ 250,00 (two hundred and fifty reais) per day and vehicles over 07 tons of tare R\$350,00 (three hundred and fifty reais) per day.

#### **CONDITIONS FOR THE ASSEMBLY AND DISASSEMBLY**

#### **e) LOADING AND UNLOADING AREA**

- If the vehicle uses the loading/unloading area, there will be a charge per hour or fraction, according to the price table displayed in the accesses. The vehicle stays in the loading and unloading area is exclusively for this purpose (loading and unloading), and this area cannot be used for the vehicles parking, storage of any materials or parking place reservations, both in the assembly and disassembly. The non-compliance with what has been established will result in the charge of a value to be set by the administration.
- Access: Green Pavilion – Entrance at Street Marques Ribeiro, 200 – Gate 4.

#### **f) DISASSEMBLY**

- At first, the Fair disassembly will start shortly after its closure, and the access to the loading and unloading area will follow what has been agreed at the logistics meeting.
- On the disassembly day, starting on the event last day, the access of any type of vehicle in the loading and unloading area will not be allowed before the established timetable.
- Therefore, everyone must pay attention to the time schedule of each Fair, avoiding too early arrivals for not causing inconveniences to the region traffic, since there is no specific place to leave the vehicle while awaiting the pavilions release.
- Later, the trucks parking lot and timetables for parking there will be informed.
- As explained before, in the loading and unloading area no parking space may be used for the placement of any materials for later loading, and neither the parking spaces reserve, under the penalty of a charge by the administration. Therefore, all materials must be conducted from the pavilion directly to the relevant loading vehicle.

#### **FINAL REMARKS ABOUT THE LOADING, UNLOADING AND PARKING**

Without prejudice to the Traffic Code general rules, the vehicles movement in the parking areas must obey the good conduct rules, especially the following:

- Speed limit to a maximum of 20 km/h.



- No use of beeps or sounds that cause inconvenience to the Fair and neighborhood activities.
- No dangerous maneuvers, reckless driving or entertainment.
- Compliance with the employees and/or parking employees' guidelines, and also with the existing signaling.
- Preserve the parking place cleaning and maintenance.

## **6 – PRODUCTS REMITTANCE**

The invoice for sending the goods to be exhibited must be issued in the name of the exhibitor itself, with their CNPJ (ITIN) and State Registry numbers.

In the case of electronic invoice, the pavilion address and booth locations must be informed in the invoice form as the delivery address.

a) PAVILION address:

### **EXPO CENTER NORTE**

Blue and White Pavilion  
Street José Bernardo Pinto, 333 - Vila Guilherme  
02055-000 – São Paulo / SP

b) In the Invoice body, the following information must be included in Portuguese:

“GOODS ARE FOR THE EXHIBITION AT WTM-LA 2023 FROM April 3th To April 5th, 2023 AT EXPO CENTER NORTE – BLUE AND WHITE PAVILIONS.

c) In the appropriate spaces in the form, describe the products, quantities, corresponding unit, and total values.

c) The invoices must be filled in accordance with the State in which the issuer is located, as follows (in Portuguese):

### **SÃO PAULO**

- Operation Nature = remittance for exhibition - Code 5.914
- ICMS (VAT) with tax exemption according to article 33, Annex I, of Decree No. 45.490/2000.
- IPI (Industrialized Products Tax) with tax suspension according to article 40, Item II, of RIPI/98.

### **OTHER STATES**

**(Bahia, Espírito Santo, Minas Gerais, Paraná, Rio de Janeiro, Rio Grande do Sul, Santa Catarina, etc.).**

- Operation Nature = remittance for exhibition - Code 6.914
- ICMS (VAT) with tax exemption - ICMS suspended according to ICMS agreement No. 30 of 09/13/90.
- IPI (Industrialized Products Tax) with tax suspension according to article 40, Item II, of RIPI/98.

### **PRODUCTS RETURN**

To return the products to the EXHIBITOR's company, an Invoice must be issued, with the following words:

“RETURN OF GOODS FOR THE EXHIBITION AT "WTM-LA 2023 FROM April 3th to April 5th, 2023 AT EXPO CENTER NORTE – BLEU AND WHITE PAVILIONS.

**Operation nature: return**

**SÃO PAULO - code 1.914**

**OTHER STATES - code 2.914**

## **7 – BOOTH OPERATION**

Throughout the Completion period, there must be at least one EXHIBITOR employee at the booth trained to provide information about the exhibited products.

For the best visitor / buyer service, the booth should be up and running **daily 30 minutes prior to the official opening**, so we recommend that the arrival of the service providers at the booth is anticipated **one hour from the EVENT opening time**.

The PROMOTER reserves the right to anticipate opening hours for better visitor / buyer service, considering the number of visitors at the beginning of the work and / or conditions at the moment.

**It will not be allowed to close the activities at the booths before the end of the EVENT time, even on the last day of the EVENT.**

The booth lighting should be kept on throughout the Performing hours. At the end of each journey, it will be up to the EXHIBITOR to turn off the general key of his booth.

## **8– OPERATING LIMITS**

The PAVILION corridors are of common use, not being allowed the approach of visitors or distribution of leaflets or any other articles, except those agreed on the contract signed between the EXHIBITOR and the PROMOTER.

The ORGANIZER reserves the right to confiscate the material distributed outside the booth limits DURING THE EVENT, in case of material exhibition or distribution not agreed on the contract between the EXHIBITOR and PROMOTER.

The material return will be made in the Security Room, on the first disassembly day, without further delay. **After this period, the material collected will be set to a warehouse and the costs arising from this operation shall be borne by the EXHIBITOR.**

## **9– BOOTH VISITING**

Booths must be totally free for visiting, not allowing EXHIBITORS to sell tickets under any form or circumstances.

## **10 - GIFT DISTRIBUTION**

The distribution of gifts, samples, leaflets, catalogues and tasting to visitors is allowed **EXCLUSIVELY INSIDE THE BOOTH**, and the PROMOTER reserves the right to cease the distribution whenever it is causing disturbances or agglomerations, confiscating the material until the EVENT closure, for subsequent return.

**DISTRIBUTION OF GIFTS THAT MAKE NOISE OR GAS BALLOONS IN ANY FORMAT OR SIZE WILL NOT BE ALLOWED.**

## **11 – PRODUCTS EXIT**

**No product for exhibiting can leave the PAVILION during the EVENT operations.**

In special cases, the PROMOTER will authorize the defective goods replacement by others of equal features.

The PROMOTER will authorize the exit of samples and small objects one hour after the EVENT last day closing.

## **12 – SUPPLY AND MAINTENANCE SERVICES**

The hired assembler is responsible for any type of maintenance and/or support to their customer during the EVENT operation, and the PROMOTER or OFFICIAL ASSEMBLER is not liable for any problems that may occur at the booth.

During the period of the event, maintenance services can only be performed between 8 am and 10 am.

Goods destined to the booths supply can only enter the PAVILION during the EVENT Realization period from 8am to 11am through the Loading and Unloading Gate. We recommend that proper programming be done as no exceptions can be made. All food products must be packed in a container suitable for transportation. Examples: ice, liquid containers, etc.

### **13 – ARTISTIC ACTIVITIES (Live music, Parades, Shows, Video-Wall, Raffles)**

Artistic activities at the booths will be released on April 3th and 4th from 7 p.m. to 8 p.m. and on April 5th from 4 p.m. to 6 p.m.

It is strictly forbidden to have:

- Pyrotechnic shows that use smoke or aircrafts.
- Having performers, models or individuals dressed in a provocative way that could be perceived as lewd garments that would suggest full or partial nudity, even if pasties or modesty thongs are to be worn;
- Live animals of any species or size (including birds), regardless of their purpose even if connected to the decoration of the booth or demonstration of exhibits.

The use of replica firearms or simulacrum for demonstration or any other activity inside the pavilion. The Promoter will seize the object and return it at the end of the event, in order to avoid embarrassment, turmoil or any situation that could compromise the safety of the event.

Only background music will be allowed. Background music is understood as any sound performed within the booth-closed area, in order to make the environment pleasant, without attracting people's attention, and **the volume must be substantially less than 75 decibels.**

All participants who perform artistic activity or musical program (background music) must pay the fees corresponding to copyright and which, in accordance with Law No. 9610/98, are charged by the following Entity:

**ECAD - Central Collection and Distribution Office**  
Paulista Avenue, 171 - 3rd floor. - 01311-000 Sao Paulo - SP  
Phone: +55 (11) 3287.6722 - Fax: (11) 3285.6790  
From 9 a.m. to 6 p.m. - [www.ecad.org.br](http://www.ecad.org.br)

### **14 – EQUIPMENT DEMONSTRATION**

The PROMOTER can stop or determine a period for the demonstration of any equipment that, in its discretion, may present a risk to visitors, goods, structures, and booths elements, or which produce high levels of noise or vibration, so that they can disturb the operations of contiguous booths.

### **15 - BOOTH CLEANING**

The booth cleaning services must be performed daily from 8 am to 10 am, and the trash collected from the booth must be put in the PAVILION garbage box by the EXHIBITOR cleaning team.

All trash from the booth must be packed in plastic bags and placed in the halls to be removed by the PROMOTER cleaning staff.

It is strictly PROHIBITED to through garbage on the carpets.

**Failure to comply will result in fines and disqualification of violators.**

### **16 - SOUND VOLUME**

During the EVENT, we will have devices for measuring the number of decibels. Any EXHIBITOR that exceeds the determined volume, will receive, on the 1st time, a verbal warning from RX to decrease the volume of the sound. The second infraction will be informed by written warning to the person responsible for the stand signed by RX GLOBAL. In the third offense, a more drastic measure will be taken to fine the EXHIBITOR with an immediate issuance of a fine in the amount of R \$ 10,000.00 (ten thousand reais) for an infraction and power cut at the stand on that day.

### **17 – DRONES**

Flying drones inside the pavilion at any time for demonstration, filming, links to live broadcast or any other purpose is banned.

Exceptions to this prohibition for filming without the public only with official authorization duly signed by the Event PROMOTER, with all the details of that flight, such as: schedule, route, purpose etc

## **19- PROHIBITION OF DISTRIBUTION OF POPCORN, PEANUTS OR PRODUCTS CAUSING WASTE**

To ensure that the cleaning of the event is maintained and a pleasant environment for all participants, distributing popcorn to visitors or anyone else in and outside the stands is banned, due to the high volume of residues that accumulates in the aisles when there is distribution of this type of food.

### **20 - BALLOONS**

The use and distribution of any type and size of balloons during the EVENT is prohibited.

## **VIII – DISASSEMBLY**

### **1-DATES AND TIMETABLE**

In which the PAVILIONS will be available to the EXHIBITORS for the dismantling of their booths from 7 p.m. on April 5th, 2023, until 2 pm on April 6, 2023

**THE IMMEDIATE WITHDRAWAL OF SMALL EQUIPMENT AND PRODUCTS FROM 7 P.M. TO 10 P.M. ON APRIL 5, 2022.**

### **2-STAFF ACCESS**

Access is allowed to the PAVILION, during the Disassembly, to the bearers of the following credentials, and the entry of minors under 16 years is prohibited:

- ASSEMBLER Credential
- EXHIBITOR Credential
- SECURITY Credential
- CLEANING Credential
- SERVICES Credential

### **3 - LIABILITY**

EXHIBITORS are liable for disassembling and removing the products and equipment from their booth, under the schedule and conditions herein settled.

Therefore, we suggest that your assemblers and decorators are properly notified about these deadlines.

The PROMOTER recommends that on the last day of the EVENT operations, after its closure, all showcases and other valuable objects (DVD, sound and TV devices) are removed, as well as other small objects, thus avoiding robberies, theft, damage and loss.

The PROMOTER also recommends that EXHIBITORS have security staff in their booths while the materials are not totally removed, since they are not liable for any problems arising from the lack of surveillance.

### **4 – EXIT CONTROL**

Exit of material and equipment from the EVENT will be subject to strict inspection by the PROMOTER, and the EXHIBITOR must request in the SECURITY ROOM the specific form to be filled in with the items of their property that will be removed. Once signed by the person in charge of the booth, the form will be with the vehicle and must be delivered at the exit gate to the personnel for the inspection.

### **5 – REMOVAL COMPLETION**

The materials and equipment remaining inside the EVENT, after the Disassembly period end, will be removed from the premises by the PROMOTER team, and sent to a warehouse, and the costs of such operation shall be paid by the EXHIBITOR.

## IX - GENERAL PROVISIONS

The PROMOTER reserves the right to arbitrate about the omissions in this MANUAL, and also to establish new rules that may be necessary for the EVENT smooth operation, aiming to promote the harmony among EXHIBITORS.

EXHIBITORS undertake to respect and ensure respect by their employees and/or contractors to all clauses and provisions governing the EVENT, and also other rules that, for the general benefit, may be established.

No changes made by the PROMOTER may be a cause for the Participation Contract cancellation by the EXHIBITOR.

**FINE IN THE AMOUNT OF 25% WILL BE APPLIED ON THE EVENT ORGANIZATION AND PROMOTION CONTRACT TOTAL VALUE TO ALL EXHIBITOR THAT VIOLATES ANY OF THE RULES HEREIN, WHICH PENALTY IS NOT PREVIOUSLY SPECIFIED.**

ELECTRIC POWER USE	
EVENT	
PLACE	
EXHIBITOR	

ITEM	INSTALLED EQUIPMENT DESCRIPTION	ITEM CONSUMPTION (KVA)	ITEM QUANTITY	TOTAL CONSUMPTION (KVA)
1	HQI LAMP REFLECTOR 150 X + 150w REACTOR)	0.3		
2	INCANDESCENT LAMP 100w	0.1		
3	HALOGEN LAMP 150w	0.15		
4	HALOGEN LAMP 300w	0.3		
5	HALOGEN LAMP 500w	0.5		
6	HALOGEN LAMP 1000w	1		
7	BULB PAIR 1000w	1		
8	DICHROIC LAMP 50w	0.05		
9	AIR CONDITIONING 7,000 BTU	1.25		
10	AIR CONDITIONING 10,000 BTU	1.7		
11	AIR CONDITIONING 12,000 BTU	1.9		
12	AIR CONDITIONING 15,00 BTU	2.3		
13	AIR CONDITIONING 18,000 BTU	2.9		
14	AIR CONDITIONING 30,000 BTU	4.9		
15	SPLIT 60,000 BTU	5.84		
16	SPLIT 80,000 BTU	8.7		
17	REFRIGERATOR, FRIGOBAR, BEER COOLER	0.4		
18	MICROWAVE	1.2		
19	OVEN 2400w	2.4		
20	SMALL/DOMESTIC COFFEE MAKER	0.8		
21	SMALL COMMERCIAL COFFEE MAKER 1300w	1.3		
22	LARGE COMMERCIAL COFFEE MAKER 4500w	4.5		
23	SMALL FRYER 2500w	2.5		
24	SMALL FRYER 5000w	5		
25	STOVE 1 BURNER 2000w	2		
26	STOVE 2 BURNERS 4000w	4		
27	PLASMA/LCD TV	0.25		
28	DESKTOP COMPUTER/PRINTER/NOTEBOOK	0.3		
29	SMALL GRILL 3000w	3		
30	LARGE GRILL 6000w	6		
31	EQUIPMENT 500w	0.5		
<b>TOTAL KVAs TO BE USED</b>				

SIGNATURE: \_\_\_\_\_

Date: \_\_\_\_\_

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_