

Exhibitor Manual

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wtm[®]

LATIN AMERICA

São Paulo, 15 – 17 April 2024

The Future is Open. Be the Change.

Dear exhibitor,

It is a great honor for WTM LATIN AMERICA to have you as an exhibitor at the 2024 edition! We understand that you and your team have various goals for participating in this event, and we are committed to ensuring that this experience is memorable for your brand.

Participating in an event is a unique opportunity to break away from the routine and embark on a journey filled with new possibilities! To kickstart this incredible journey, we present to you our Exhibitor Manual, a comprehensive guide with essential information to help you achieve your objectives. This document covers everything from booth setup guidelines to tools and channels available to boost your brand beyond the exhibition hall. Our goal is to provide detailed guidance for all involved and facilitate the exposure of your brand during the event.

Make sure that all members of your team receive a copy of this manual and read it carefully. If you have any questions, do not hesitate to contact us. We have a dedicated Customer Service team to address all your inquiries before, during, and after the event, including the setup and dismantling period.

We are at your disposal through the following channels:

Email: customerservices@rxglobal.com

Phone: +55 11 3060-4717

You can rely on RX and the WTM LATIN AMERICA team to connect your brand with the customers you are seeking!

Best regards,

WTM LATIN AMERICA TEAM



IMPORTANT NOTE

This manual contains essential information and regulations necessary to ensure the smooth operation of the trade fairs organized by RX.

All rules governing the event must be read and strictly followed by all staff, suppliers, and other contractors to provide the best possible experience during their participation in the event.

The responsibility for the booth design lies with the exhibiting company itself. It is important to emphasize that all designs must be submitted for analysis and approval by RX before assembly, following the deadlines established in this manual. Submission after the deadline may invalidate the booth assembly. If the exhibitor chooses to hire agencies to assist in the preparatory measures for the event, they must notify the RX Customer Success team via email atendimentoexpositor@rxglobal.com. It is important to note that, without express authorization, no information can be shared or disclosed to these agencies.

If the exhibitor has opted for the assembly services of RX Solutions, the submission of the booth design and documentation will not be required.

It is strictly prohibited to assemble the booth differently from the design approved by RX or in violation of the standards and technical specifications established by ABNT, CONTRU, and other regulatory bodies, including the specific standards in this manual.

From the moment you receive this manual, both exhibitors and their contracted service providers agree that any questions arising during the assembly, execution, or dismantling of the event will be resolved exclusively by RX, always aiming for the harmony of the event. The parties commit to accepting RX's decision to maintain the planned organization of the event. All documents mentioned here and online forms are available on the Operational Portal: <https://portal.reedalcantara.com.br>.

It is important to emphasize that ignorance of the rules established in this manual does not exempt exhibitors and their contractors (assemblers, decorators, subcontractors, and others involved in the event) from the penalties, fines, sanctions, and responsibilities outlined in this manual. Any violation will be assumed by the exhibitor and their representatives jointly and independently of the order of appointment. RX is not responsible for problems arising from non-compliance with these requirements.



CHECKLIST FOR YOUR BETTER GUIDANCE

	YES	NO
Did you read all instructions?		
Did you share it with your employees and other subcontracted?		
Have you contracted?		
- Assembler? Inform them about the fee for the PAVILION common areas cleaning services during the EVENT assembly and decoration. This fee must be paid by the EXHIBITOR		
- Buffet Services?		
- Cleaning Services?		
- Receptionist and Security?		
Requested:		
- Air tickets and lodging to your representatives?		
- Direct line / Internet?		
- Parking Tickets (close to the Pavilion)?		
- Fire Extinguishers?		
- Insurances?		
- Showcase?		
- Merchandising?		
Have you paid: - Installation and Services fees?		
- Copyright Fee?		
- São Paulo city hall fees?		
Have you requested the Electric and Hydraulic Installations?		



DATES AND DEADLINES

In the Exhibitor Manual, we emphasize the importance of planning. Here, you will have access to the key dates that should be marked on your calendar, ensuring that you don't miss any deadlines. This not only ensures a smooth execution but also allows for discounts on services.

Remember that all services must be requested through the Operational Portal and the Exhibitor Portal. The Operational Portal is available through this link: <https://portal.reedalcantara.com.br/login/>. There, you will find specific forms to request services for your booth, as well as make payments for the corresponding fees.

For completing your profile and requesting credentials, access the Exhibitor Portal on the WTM Latin America website - <https://www.wtm.com/latin-america/en-gb/exhibit/manage-your-participation.html>. It's important to have your login and password always at hand, but in case of any issues, don't hesitate to contact our customer service. We are here to help!

Event	Schedule
Assembly	From 11/04/2024 to 14/04/2024
Assembly Hours	On 12 and 13/04: from 8:00 AM to 8:00 PM On 14/04: from 8:00 AM to 12:00 PM
Stand decoration hours	On 14/04: from 12h to 20h
CAEX (Exhibitor Assistance Center) Operating Hours:)	On 11/04 – from 12h to 18h From 12/04 a 14/04 - from 08h to 18h
Event Dates	From 15/04/2024 to 17/04/2024
Event Hours	On 15 and 16/04: from 12h to 20h On 17/04: from 12h to 18h
CAEX Operating Hours:)	On 15 and 16/04 - From 10 h to 20h On 17/04 from 10h to 18h
Dismantling	18/04/2024
Dismantling Hours	On 17/04 starting from 9:00 PM until 2:00 AM on 18/04/2024
CAEX Operating Hours during Dismantling:	There will be no CAEX (Exhibitor Assistance Center) assistance during this period.
<i>If the mandatory services are not listed in the PLANNING, ORGANIZATION, AND ADMINISTRATION CONTRACT of the exhibitor, the exhibitor must observe the following deadlines:</i>	<i>Deadline for Requests and Payment via Boleto:</i>
Last day for the booth constructor to access the BOOTH CONSTRUCTOR PORTAL with the code provided by the exhibitor:	09/02/2024
Upload of the project and mandatory documentation on the booth constructor portal:	19/02/2024
Last day for payment of assembly fee with discount (mandatory fee for booth constructors):	19/02/2024
Last day for requests and payment of additional services with discounts on the OPERATIONAL PORTAL (plumbing, electrical power):	20/03/2024
Last day for requesting Internet from EXPO CENTER NORTE for your booth in the Pavilion or Conference rooms on the Mezzanine (Direct contracting with the Supplier – No discount):	20/03/2024

Note: Service requests made by March 20, 2024, ensure 100% availability and also discounts on the payment amount. After this deadline, it is subject to technical possibilities of service and full payment.



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I- GENERAL INFORMATION

1 - EVENT

WTM LATIN AMERICA 2024, referred to as the EVENT in this manual.

2 - OBJECTIVES

WTM Latin America is the business-to-business (B2B) event that brings the world to Latin America and promotes Latin America to the world. It is the event where the travel industry gathers to negotiate and finalize contracts that contribute to positioning the region as one of the most important areas in the global travel and tourism industry.

3 - PROMOTION AND ORGANIZATION

RX GLOBAL

4 - EVENT LOCATION

EXPO CENTER NORTE – Green and White Pavilions

Rua José Bernardo Pinto, 333 – Vila Guilherme

02055-000 – São Paulo / SP

Loading and Unloading Gate:

During the Assembly and Dismantling periods, access for LOADING and UNLOADING is through Gate 4, on Rua Coronel Marques Ribeiro, 200, internal gates Green Pavilion and Bank Pavilion – Gate C3.

5 - COMMUNICATIONS AND CORRESPONDENCE

Communications and correspondence related to the EVENT should be addressed to:

WTM LATIN AMERICA 2024

Attn: Vanessa Ferreira

Tel: +55 11 4659-0012

Email: vanessa.ferreira@rxglobal.com

Rua Bela Cintra, 1,200 – 7th floor – Consolação – CEP 01415-001 – São Paulo / SP

6 - PERIODS AND OPERATING HOURS

a) Assembly Period and Hours

Period: From April 11 to 14, 2024

Hours: On April 11: from 12:00 PM to 8:00 PM

On April 12 and 13: from 8:00 AM to 8:00 PM

On April 14: from 8:00 AM to 12:00 PM

Specific Guidelines:

On April 14, 2024, external booth assembly must end by 12:00 PM. All materials, machines, and equipment must be removed from the streets and walkways and should remain within the booth area. Exhibitors can enter the pavilion from 12:00 PM to 8:00 PM for booth decoration. A fine of R\$ 500.00 (five hundred reais) per hour of delay will be charged to exhibitors or assemblers who do not adhere to the established schedule.

During the entire assembly period and until 12:00 PM on April 14, entry into the pavilion is only allowed with the use of Personal Protective Equipment (PPE).

Entry into the pavilion is strictly prohibited for individuals under 18 years, even if accompanied by their guardians. Individuals under 18 years cannot be accredited as visitors or for any other purpose.



Medical and electricity services in the booths will be available until one hour after the event's closing time. Therefore, staying in the pavilion without RX authorization is not allowed.

If it is necessary to extend the stay, you must submit a request by 4:00 PM each day, indicating the need and the period you want to extend the hours, in one-hour increments, to the email atendimentoexpositor@rxglobal.com or go to CAEX (Exhibitor Assistance Center) to formalize the request. This service incurs extra costs according to the rates in effect on the event day. It is recommended to check the costs before confirming the request.

If the stay occurs without prior hiring, there will be a 10% surcharge on the value of the overtime hours in one-hour increments. This applies to exhibitors, assemblers, or exhibitors' representatives.

IMPORTANT: ALL ASSEMBLY WORK, INCLUDING CLEANING AND HANDOVER OF THE BOOTH TO THE EXHIBITOR, MUST BE COMPLETED BY THE LAST DAY OF ASSEMBLY. MAINTENANCE CREDENTIALS WILL NOT BE PROVIDED FOR THESE PURPOSES. REMEMBER THAT FROM THE FIRST DAY OF THE EVENT, ENTRY WITH ASSEMBLY CREDENTIALS IS NOT ALLOWED.

b) Event Period

From April 15 to 17, 2024, as follows:

On April 15 and 16: from 12:00 PM to 8:00 PM

On April 17: from 12:00 PM to 6:00 PM

c) Dismantling Period

Dismantling begins at 9:00 PM on April 17 and continues until 2:00 PM on April 18.

REMOVAL OF EQUIPMENT AND SMALL PRODUCTS WILL OCCUR FROM 7:00 PM TO 9:00 PM ON APRIL 17, 2024.

Specific Guidelines:

RX recommends hiring security services for the booth during the entire event until the equipment is removed.

During the Assembly, Event, and Dismantling periods, entry for individuals under 18 (eighteen) years old is expressly prohibited, even if accompanied by their guardians.

Entry and STAY of individuals without identification, without a shirt, or wearing shorts, shorts, or tank tops are prohibited during Assembly and Dismantling periods. The use of clogs, sandals, or flip-flops is also prohibited.

At the end of the dismantling time, if any booth has not completed dismantling or if pieces or leftovers of wood, panels, glass, lining, ceiling, sheets, floor, fascias, or any materials used in the booth are left behind, a fine corresponding to 10% of the area occupied by the exhibitor will be applied, with a minimum value of R\$ 5,000.00 (five thousand reais).

Any damage caused by EXHIBITORS or their contracted representatives to the pavilion's structures, such as floor, walls, channels, doors, elevators, stairs, asphalt, lawns, etc., both in the internal and external areas of the pavilion, the EXHIBITOR/ASSEMBLER must reimburse RX within 10 days after the issuance of the receipt by RX for the cost of repairing the damage paid by RX to Expo Center Norte. If there is enough time, a damage report will be issued by RX's operational representatives and delivered for signature by the ASSEMBLER/EXHIBITOR. If this is not possible, the EXHIBITOR/ASSEMBLER acknowledges the damage and will reimburse as described above.



It is mandatory to use Personal Protective Equipment (PPE) throughout the assembly and dismantling period. See details in this standard on how control/inspection and sanctions by RX will be carried out for the offender for not using the required personal protective equipment according to this standard.

Throughout all periods:

ENTRANCE OF ANIMALS OF ANY SPECIES OR SIZE IS EXPRESSLY PROHIBITED, EXCEPT GUIDE DOGS.

II - GENERAL RULES

1 - AREA REDISTRIBUTION

Although only done in extreme cases, at any time, and for the general good without prior notice, the ORGANIZER may redistribute sectors or booths, provided that the square footage and characteristics established in the contract are respected, with which the EXHIBITOR agrees.

2 - NON-TRANSFERABILITY

The EXHIBITOR may not transfer, wholly or partially, any rights or responsibilities assumed with respect to the ORGANIZER, nor subcontract or assign any portion or all of the area rented to them.

3 - DELAYED PAYMENTS

Exhibitors with overdue payments will be required to settle their commitments with the ORGANIZER immediately to obtain clearance for the area designated for the assembly of their booths, whether these commitments relate to contractual installments or installation and service fees. Without proof, their participation in the EVENT will be vetoed.

III – LEGAL REGULATIONS

1 - INTERDIÇÃO À PROMOÇÃO DE TERCEIROS

A promotion of third-party companies' products is strictly prohibited, including the exhibition, distribution of gifts, and direct or indirect advertising of any products from non-participating companies in the EXHIBITOR's booth.

The EXHIBITOR may, however, request in writing from the ORGANIZER, who, at their discretion, may authorize or deny such requests; verbal authorizations are not valid. The presentation of products not commercially sold or exclusively represented by the EXHIBITOR but deemed essential to complement their product line may be allowed. However, these products must be manufactured by other companies PARTICIPATING IN THE EVENT, and no promotional or acknowledgment material shall be displayed in the booth.

It is not allowed to promote, advertise, or sell any products from other promoters within the event venue.

Failure to comply with these provisions gives the ORGANIZER the right to remove the products and materials involved in the violation to their warehouse for later return. Additionally, the ORGANIZER may shut down the booth, and the EXHIBITOR expressly agrees to this.

2 – CITY FEE

In accordance with laws 13,474 and 13,477 of 30/12/2002, RX is responsible for making a single payment to the Municipality of São Paulo (PMSP). If the PMSP fees are not specified in the Planning, Organization, and Administration Contract, EXHIBITORS must follow the procedures for payment on the EVENT website in the EXHIBITOR's reserved area, including the values for three fees (TFE – Establishment Inspection Fee, TFA – Advertisement Inspection Fee, and TFA – Leaflets Fee).



3 – EXHIBITION OF OTHER BRANDS

The exhibition of additional brands not included in the Trade Name stated in the contract will incur a charge of R\$ 515.00 (five hundred and fifteen reais) / US\$ 299 (two hundred and ninety-nine US dollars) for each additional brand. The display is subject to prior approval from RX and applies to destinations and companies holding other brands within the same group.

4 – HIRING OF LABOR

As per the request from the Ministry of Labor on 29/06/2011, it is informed that the participating company and its contractors cannot enter into contracts with cooperatives if the elements constituting an employment relationship, as outlined in articles 2 and 3 of the CLT, are present between the contractor and the workers or between the cooperative and the workers.

A. Occasional Labor: When using occasional labor directly by the EXHIBITOR, legal procedures must be observed carefully.

a. When contracting services from third-party service providers, it is advisable to request proof of legal existence (social contract, permits, etc.) of the contracted company, along with the relevant social security payment receipts (GRPS), employee registration forms, FGTS payments, etc.

b. Companies must provide individual documentation according to each worker's activity (certificates of specific training, occupational health certificates, etc.).

c. The documents of third parties and the employees themselves must be available at the booth for presentation to the Ministry of Labor representatives.

The EXHIBITORS and their contractors are solely responsible for any irregularities or violations of the laws governing the hiring of occasional labor and are liable for any penalties imposed by Ministry of Labor representatives.

B. Child Labor: The EXHIBITOR and/or ASSEMBLER may not employ minors.

C. Diversity

Business trade shows provide an excellent opportunity to showcase EXHIBITOR companies' commitment to DIVERSITY, a topic crucial for both the market and society.

Regardless of the business model, diversity contributes to reshaping services and products. A team comprising individuals with diverse behaviors and technical competencies complements each other and is much richer.

Diversity is closely related to dignity, respect, productivity, comfort, well-being, and quality relationships. Therefore, institutions that take on social responsibility and values related to diversity have a more appealing public image. Investors, young talents, and consumers appreciate these cultural aspects.

The ORGANIZER strongly recommends that DIVERSITY be considered in the hiring of service providers who will be in the EXHIBITOR's booth during the EVENT.

If the EXHIBITOR needs assistance with hiring official service providers, they can consult the exhibitor portal or contact the CUSTOMER SUCCESS team.



5 – NORMAS DE SEGURANÇA E HIGIENE NO TRABALHO

RX, along with other international event organizers, sponsored the creation of a practical guide to assist exhibitors and contractors in implementing actions and attitudes aimed at the safety and hygiene of all those working or visiting an exhibition or conference. This practical guide is called g-Guide (Guide to Global Standards of Health and Safety at Exhibitions and Conferences) and is available for download on the Operational Portal.

The instructions in this g-Guide, "Guide to Global Standards on Health and Safety at Exhibitions and Conferences," along with Brazilian legislation on Technical Standards for Safety and Hygiene at Work, must be observed by all EXHIBITORS and Contractors and by all those involved in the setup, realization, and dismantling of the Event.

Below are some instructions regarding the setup and installation of special machines, the use of flame-retardant materials, fire extinguishers, prohibited equipment, hydrant obstruction, and the use of PPE (Personal Protective Equipment):

5.1 – Safety and Accident Prevention

Aiming to mitigate workplace accidents during booth setup and dismantling, the following rules become an integral part of the Exhibitor's Manual:

- a. To facilitate the inspection of the booth setup and dismantling process, the use of identification vests is mandatory for Occupational Safety Technicians and specific uniforms for Civil Firefighters.
- b. For booths with a size of 900m² or more, the hiring of Civil Firefighters and/or Occupational Safety Technicians is mandatory for the entire setup/dismantling period.
- c. For booths with a size of 1000m² or more, the hiring of 02 (two) Civil Firefighters and/or Occupational Safety Technicians is mandatory throughout the setup/dismantling period.
- d. Documentation proving the qualifications of Occupational Safety Technicians and Civil Firefighters must be presented to the Organizer upon the entry of these professionals into the pavilion.
- e. Regardless of booth size, the Organizer suggests hiring Civil Firefighters and/or Occupational Safety Technicians to oversee and inspect booth setup and dismantling.
- f. The credentials of Civil Firefighters and Occupational Safety Technicians will be part of the package available to the Exhibitor.
- g. All glass materials used to enclose booth areas must be tempered with a protective film, and the use of laminated glass is not allowed.

5.2 - Special Installations:

- a. Any equipment whose demonstration may pose risks to the public, adjacent booths, or the PAVILION must have special installations that, at the discretion of RX BRASIL, completely eliminate any hazardous conditions.
- b. It is mandatory to use and/or apply flame-retardant material (IGNITION) for flooring, partition walls, and booth ceilings. Further details are available in the document "Electrical



Procedures and Flame-Retardant Materials in Booth Setup" on the EVENT EXHIBITOR Portal.

5.3- Fire Extinguishers

Every EXHIBITOR is required to have a fire extinguisher in their booth, from the beginning of setup, throughout the Event, and until the end of dismantling, with a charge compatible with the products exhibited and the materials used in booth setup.

c. Extinguishers should not be installed on stairs, must be unobstructed, and properly marked according to the table below. Extinguishers should be distributed so that the operator does not cover more than 25 linear meters. We recommend the use of ABC Powder extinguishers as they can replace any type of extinguisher for specific classes A, B, and C.

	Estande sem Divisão	Estande com Divisão
Area(m ²)	CO ₂ ou PQS	
Até 50	1	2
51 a 100	2	4
101 a 150	3	6
151 a 200	4	8
201 a 250	5	10
251 a 300	6	12
Acima de 300	7	14

B. Prohibited Equipment:

- a. The operation of internal combustion engines inside the PAVILION is prohibited during all three periods of the event (Assembly, Execution, and Dismantling).
- b. The use of explosives, non-inert gases, toxic substances, fuels, LPG, and flammable liquids is prohibited.
- c. Any activity involving fire, or the use of tools that may produce flames, sparks, smoke, etc., such as electric welding and blowtorches, is strictly prohibited.
- d. The use of electric sanders of any kind is not allowed.
- e. Adaptations to machines and equipment that contradict Safety Standards and/or ABNT regulations will not be accepted.

C. Hydrant and Gangway Obstruction:

- a. If your booth has a ground or floor hydrant within its area, it must not be obstructed by equipment or walls. It should have a clearly identified and easily removable false floor.
- b. The removal of fire extinguishers from their fixed points for use elsewhere as standby extinguishers without prior authorization from RX Brazil is also prohibited.
- c. All equipment must be unobstructed, and any form of closure, even with false doors, is not allowed.
- d) Obstruction of hydrants and gangways: Within a distance of less than 0.65m (sixty-five centimeters) on each side of the hydrants from the axis of their housing, considering that the access corridor to it, with a minimum width of 1.30m (one meter and thirty centimeters) from the nearest perpendicular street to it, must be kept, in any case or circumstance, clear and unobstructed from any assembly, object, material, and/or equipment;



The unobstructed area in front of the stairs must have a minimum dimension of 80cm x 100cm (eighty centimeters wide by one hundred centimeters away from the column).

- It is also prohibited to remove fire extinguishers from their fixed points for use elsewhere as standby extinguishers without prior authorization from RX Global.

D. Personal Protective Equipment (PPE):

- The use of PPE (Personal Protective Equipment) such as helmets, gloves, height belts, boots, and goggles is mandatory throughout the period of stay in the pavilion during the assembly and disassembly of the event.
- The EXHIBITOR and ASSEMBLER are responsible for providing their employees and/or contractors with PPE suitable for the risk, in perfect condition, and functioning, as required by Brazilian legislation for booth assembly at events.
- Helmets used in the pavilion must be Class A or B, Type I, II, or III, with Certification of Approval (CA) for the used PPE.



d. The responsibility for controlling the use of Personal Protective Equipment (PPE) by its employees or contractors lies with the ASSEMBLER/EXHIBITOR, who must appoint an individual responsible for the distribution and control of PPE usage at all times during the assembly and disassembly of the booth. The NON-use of PPE by anyone working at the booth will result in penalties to be applied as per the following item.

e. Warnings and fines will be applied to the offender and the assembly supervisor at the time of the occurrence by operational inspectors or Firefighters contracted by the PROMOTER, as per the order below: i. 1st Offense: Verbal warning to the Worker and reporting of the offense to the supervisor indicated by the ASSEMBLER; ii. 2nd Offense: Fine of R\$ 500.00 (five hundred Brazilian Reais) and reporting of the offense to the supervisor indicated by the ASSEMBLER; iii. 3rd Offense: Fine of R\$ 800.00 (eight hundred Brazilian Reais) and reporting of the offense to the supervisor indicated by the ASSEMBLER; iv. 4th Offense onwards: Fine of R\$ 1500.00 (one thousand and five hundred Brazilian Reais) per offense and reporting of the offense to the supervisor indicated by the ASSEMBLER.

E. Entry and Stay in the Pavilion Entry and stay of individuals during Assembly and Disassembly periods without identification, without shirts, sleeveless shirts, or wearing shorts, skirts/dresses/shorts, or using clogs, sandals, or flip-flops are prohibited. The entry of animals of any species or sizes is expressly prohibited. Throughout the entire period of ASSEMBLY, EVENT, and DISASSEMBLY, the use of individual identification CREDENTIALS is MANDATORY. There will be access control during all event periods, so it is important to note that the credential is for personal and non-transferable use.



3 - HIRING ASSEMBLY COMPANY AND SUBMISSION OF MANDATORY DOCUMENTS

The deadline for document submission is February 19, 2024. Ensure that the entire process, from hiring the assembly company, developing and approving the project with the assembler, sharing the access code to the assembler's portal, is completed before this date so that the stand project and documentation submission deadline is met.

CONTRACTING AND REGISTRATION OF ASSEMBLY COMPANY

The assembly company contracted by the exhibitor has various obligations, including:

- Registering on the assembler's portal.
- Creating the stand project and documentation.
- Requesting the assembly fee.
- Uploading all files to the portal within the specified deadline.

To ensure a smooth process, RX suggests that when hiring an assembly company, you check the CNAE code, which identifies the company's activity, and verify the CNPJ to ensure its integrity. Use the following link for verification: [Receita Federal CNPJ Verification](#). Only companies with the assembler's CNAE code will be approved by the organizer.

On the exhibitor portal, you will find a complete guide for hiring an assembly company and all actions that must be taken. The document is called "5 Steps to Make the Assembly Process a Success."

Exhibitors are advised to hire an Assembly company well in advance, as due to the large number of stands at the event, these companies may not accept last-minute requests due to the numerous arrangements needed for assembly approval by the organizer. Recommendations for assembly companies can be obtained from SINDIPROM and/or ABRACE:

- SINDIPROM - Sindicato de Empresas de Promoção, Organização e Montagem de Feiras, Congressos e Eventos do Estado de São Paulo. Rua Frei Caneca, 91 – 11º andar – Cerqueira César 01307-001 - São Paulo-SP - Phone/Fax: (11) 3120-7099 www.sindiprom.org.br
- ABRACE – Associação Brasileira de Cenografia e Estandes www.abracestands.com.br Phone: (11) 2672-3833 Email: contato@abrace.com.br

Exhibitors are recommended to hire companies associated with ABRACE - Associação Brasileira de Cenografia e Estandes, especially those holding the ABRACE Quality Seal. The prerequisites for the seal include:

- Being an ABRACE member.
- Having a CNPJ proving that it is an assembly company (not an agency, for example).
- Having its own or rented warehouse (structure for assembly on-site, not in the pavilion).
- Company registration with CAU or CREA.
- Signing the ABRACE Code of Ethics.
- Having an updated Social Contract with 5 years of existence.
- 5 recommendation letters from clients and 5 from suppliers in the last 3 years.
- No fiscal debts (state, municipal, and federal).
- Declaration that it does not hire minors.



RX SOLUTIONS

To facilitate your participation and ensure quality delivery, you can hire assembly and services such as security, cleaning, reception, insurance, and extinguisher through RX Solutions. Get more information from the RX commercial department or send an email to rxsolutions_wtm@rxglobal.com.

Note: If the exhibitor hires the official assembler, it will not be allowed to puncture or adhere to the assembler's material without prior authorization. Any damage caused by the improper use of the material may be charged back to the exhibitor.

IMPORTANT: Exhibitors opting to contract assembly services provided by RX Solutions should be aware that if they decide, for any reason, during the pre-event phase, to hire another assembly company, they will not be eligible for a refund of the pre-paid amount.

DOCUMENTATION AND STAND PROJECT

Access for DOCUMENT UPLOAD will only be done on the ASSEMBLY COMPANY'S PORTAL, and access details are sent after the approval of the registration. If the contracted assembler already has a registration with RX, they already have access data. The EXHIBITOR should only inform the ASSEMBLER'S CODE (information available on the Exhibitor Portal homepage in the purple box); only then will access to the portal be possible. The EXHIBITOR SHOULD NOT SHARE LOGIN AND PASSWORD WITH THE ASSEMBLER.

ATTENTION: Any documentation upload made on the Exhibitor Portal will be canceled so that it can be done correctly within the Assembler's Portal.

PROJECTS – Images in JPEG and JPG (1 image per item - as below) - Mandatory UPLOAD of all items at once; partial submission is not possible: a. Front view with elevation and dimensions b. Right-side view with elevations and dimensions c. Left-side view with elevations and dimensions d. Floor plan with dimensions

DOCUMENTATION – JPEG and JPG format - Mandatory UPLOAD of all items below at once; partial submission is not possible:

- a. Signed, stamped, and scanned LIABILITY WAIVER – (EXHIBITOR and ASSEMBLER).
- b. ART/RRT of the project.
- c. Proof of payment for ART/RRT of the project.
- d. ART/RRT for the assembly execution.
- e. Proof of payment for ART/RRT of the assembly execution.
- f. CREA/CAU identification card.
- g. Descriptive memorandum of the stand assembly.
- h. Complete filling of the "Responsibility Term for Work with Electrical Energy" signed by the ASSEMBLER's representative, as per the document for download on the Exhibitor Portal.
- i. Complete filling of the "Compliance Certificate of Electrical Installations," with Electrical Energy" signed by the ASSEMBLER's representative, as per the document for download on the Exhibitor Portal.



j. Complete filling of the "Compliance Certificate of Electrical Installations," with the signature of the Electrical Engineer/Architect, as per the document for download on the Exhibitor Portal.

l. Complete filling and payment of ART/RRT, with the signature of the Electrical Engineer/Architect, for general electrical installations; describing the project, installation, and operation of the electrical system involved in the stand and areas. For more details on all instructions on Electricity, download the document "ELECTRICAL PROCEDURE AND USE OF ANTI-FLAME MATERIALS IN STAND ASSEMBLY" from the Exhibitor Portal.

m. Copy of the insurance policy or Certificate as defined in the previous article. If the insurance was contracted through RX GLOBAL, it is not necessary to send a copy of the policy.

n. Complete filling of the "Assembler's Responsibility Term – Use of PPE" signed by the ASSEMBLER's representative, as per the document for download on the Exhibitor Portal. m. Proof of payment of the assembly fee.

All MANDATORY documents must be filled out correctly, signed, and stamped before being SCANNED. The EXHIBITOR will have access to the same system, where they can track the progress of the delivery and evaluation of their PROJECT and DOCUMENTATION, as well as receive messages and crucial information for their participation in the event.

It is important to note that the analysis of projects will begin 60 days before the start of the event's assembly. Projects submitted within this period will receive feedback on the analysis within 48 hours. The A.R.T. or R.R.T. must cover the entire period of the EVENT, i.e., Assembly, Realization, and Dismantling. Without these complete data, the A.R.T. or R.R.T. will not be accepted.

ATTENTION: The A.R.T. is signed by a professional registered with CREA (competent state body). Therefore, for it to be valid, the professional must be registered with the CREA of the state where the event will take place. Important: Exhibitors who have contracted assembly through the ORGANIZER, as stated in their contract, are exempt from presenting the mandatory stand assembly documentation listed above. The Official Assembler chosen by the ORGANIZER will be responsible for this delivery.

ASSEMBLY FEE

The Assembly Fee includes services used by the assembly team, such as the supply of energy, bathroom replenishment, waste removal, cafeteria services, and others during the assembly and dismantling period. The fee must be requested and paid through the assembler's portal for each stand, and the payment receipt must be sent along with the stand documentation.

In the case of self-assembly, the exhibitor must request the fee directly from the finance department via email at financeiro@rxglobal.com.

It is important to emphasize that the submission of documentation is conditioned to the payment of the fee, which must be requested within the stipulated deadline for documentation submission.

The deadline for payment with a 60% discount is February 19, 2024. After this date, 30% discount on the fee. Payments made at the pavilion will be subject to a fine.

We rely on your collaboration to comply with the above conditions for the best possible experience.



4 - ACCREDITATION

a) ACCREDITATION FOR EXHIBITORS, CO-EXHIBITORS

For exhibitor credentials (exhibitor's own staff), this edition offers a free quota of 1 credential for every 3m² contracted, with a minimum of 4 credentials per booth. If the free quota is exceeded, each additional credential will cost \$30.00 (thirty dollars) and R\$ 90.00 (ninety reais). Credential requests and payment for additional credentials must be made on the exhibitor portal under the "Badges Purchase" tab.

Once requested on the portal, credentials can be downloaded and printed for direct entry into the event. But PLEASE NOTE: CREDENTIAL DATA EDITS CAN ONLY BE MADE BEFORE CREDENTIAL PRINTING. If the credential has already been printed, and data editing is necessary, the exchange must be made from the second day of assembly (April 12, 2024) at the exhibitor accreditation sector in CAEX (Exhibitor Service Center) in the pavilion itself.

ALL CREDENTIAL REQUESTS MUST BE MADE ONLY ON THE EXHIBITOR PORTAL.

b) ACCREDITATION FOR ASSEMBLY COMPANIES

For access during the Assembly and Dismantling periods, it is mandatory for all assembly companies to request and pay for credentials for their teams through the ASSEMBLY COMPANY'S PORTAL. To obtain the exclusive assembler code and ensure access, simply contact our customer service at 11 4659-0012. We are available to assist in the process.

Assemblers affiliated with SINDIEVENTOS and/or ABRACE are exempt from paying the credential fee but need to register in the SINDIEVENTOS/ABRACE ASSEMBLY category on the assembler's portal. Credentials must be picked up at CAEX (Exhibitor Service Center) upon presentation of each assembler's membership card.

Each ASSEMBLY COMPANY is entitled to 02 (two) Maintenance Credentials, which can be requested and printed at CAEX in advance for use by employees who will be on duty during the EVENT. Thus, we suggest that EXHIBITORS request the companies contracted for booth assembly and decoration to keep employees on duty in the PAVILION throughout the entire Event.

IMPORTANT: The use of MAINTENANCE credentials is intended only for technicians or employees of the assembler to be available to the exhibitor in case repairs or support are needed for the structure and equipment of the booth during the event. Maintenance credentials will not be provided for final cleaning or for the commercial area of the assembler who only comes for booth delivery. THE PROMOTER IS NOT RESPONSIBLE FOR ANY TYPE OF BOOTH MAINTENANCE SERVICE. Thus, we recommend that EXHIBITORS request the companies contracted for booth assembly and decoration to keep employees on duty in the PAVILION throughout the entire event.

c) ACCREDITATION FOR SERVICE PROVIDERS

Instructions for Service Providers - To ensure access to the pavilion during the event, it is essential that service companies, such as receptionists, catering, cleaning staff, among others, request their credentials through the following link: Reed Alcântara Accreditation. To obtain the necessary exclusive code and ensure entry, contact our customer service at 11 3060-4717. We are ready to assist in the entire process.



MANDATORY USE OF UNIFORM OR VEST FOR PAVILION ACCESS

In addition to the service provider credential, the use of a uniform or vest with the service provider's information is mandatory:

The obligation to wear a vest will only be necessary for professionals who are not properly uniformed. 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.

For the uniform to exempt the use of the vest, it must have the company name visibly and easily identifiable, preferably on the front and back of the uniform.

In the absence of suitable uniform, the use of a vest is allowed, which must be yellow and with reflective stripes. Vests of another color or without reflective stripes will not be allowed.

These measures do not exempt service providers from using badges or any other identification required by the event promoter.

d) SECURITY GUARD CREDENTIAL

The security guard credential is not included in the EXHIBITOR quota and must be requested for the generation of the BRL 400.00 per credential invoice on the EXHIBITOR portal. If the EXHIBITOR chooses to request the hiring of RX Solutions services, the purchase of the security credential will not be necessary.

Please pay attention to the documentation delivery for the authorization to withdraw the security guard credential:

In accordance with circular letter No. 1783/97 DELESP/SR/DPF/SP, issued by the Ministry of Justice - Federal Police Department - Regional Superintendence in São Paulo - Private Security Control and Security Delegation, it will be required that the HIRING EXHIBITOR presents the following documentation to accredit the SECURITY GUARD.

Employees of the HIRING EXHIBITOR who perform the surveillance function: The EXHIBITOR must notify DELESP - Private Security Control Delegation, through a letter, of the transfer of the qualified employee from their own organic security within 30 (thirty) days before the start of the EVENT assembly, presenting the documentation to the PROMOTER for verification and archiving.

From the company providing Surveillance and Security services: Authorization for operation, Security Certificate (valid for one year), Review of Authorization for Operation (valid for one year).



From the Security Guard(s): Certificate of completion of the security guard training course, Declaration of surveillance guard recycling (valid for two years), Service provision contract (to demonstrate employment relationship).

The hired security professional must wear a uniform and cannot carry weapons, except in the case of bank branches, even if institutionally titled. Upon presentation at the EVENT entrance, the identification of the bearer will be required, leading to the confiscation of the identification if used by third parties.



The above procedures are intended to ensure transparency in the accreditation operation before the competent authorities, assisting and alerting the HIRING EXHIBITOR about any illegality in the CONTRACTED COMPANY. The official company responsible for the security and surveillance of the EVENT will assist the PROMOTER in collecting and archiving the documentation for the accreditation of the EXHIBITOR's Security Guard, to make it available to expedite work in a possible inspection by the competent authority.

Attention: Security/guard credentials will only be delivered to the credentialed person, upon presentation of a personal identification document. We caution that it is not the responsibility of the official security and surveillance company of the EVENT to watch over the products exhibited in the booths. Therefore, it is the responsibility of the EXHIBITOR to take the necessary measures in this regard, and it is recommended to hire 1 security guard for each booth.

Gauge of the cable provided with the female plug from PCE.	Reference of the male plug from the PCE brand required for the connection.	Reference of the male plug from the Steck brand compatible with the female plug from PCE.	Image of the Steck male plug
6mm ²	0252-6	S-5276	
10mm ²	035-6	S-5576	

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

The female plugs installed on the power feeder cables provided by Expo Center Norte will be as follows:

For 6mm² cables, 5-pole female-type connector (extension), PCE brand reference: 2252-6.

For 10mm² cables, 5-pole female-type connector (extension), PCE brand reference: 235-6.

The cable gauge and type of plug provided to the stand and other event needs will depend on the total electrical load to be supplied and technical availability at the time of installation.

Approved installers by Expo Center Norte, contracted by the event promoter for supplying power points to the stands, can be consulted for any necessary technical clarifications.

Connections for loads above 30KVA must be requested from the installer hired by the event promoter well in advance so that they can take the necessary technical measures.



The loads installed in the stand, as well as the loads of other event needs, must be properly balanced between the three phases in the power distribution panel that will be fed.

The amperage of the main circuit breaker of the power distribution panel must be compatible with the total load installed in it, according to NBR 5410.

The interconnection with the power plug provided by Expo CN in an irregular or non-standard manner will not be allowed.

FOR GREATER PUBLIC SAFETY, STAND INSTALLATIONS (LIGHTING, EQUIPMENT, WIRES, AND CABLES) MUST NOT BE VISIBLE TO NEIGHBORING STANDS OR VISITORS.

We request the creation of channels with removable lids starting from the pavilion's channel to the stand's electrical distribution panel as well as hydraulic installations.

The pavilion will be energized two days before the event.

To avoid wasting electrical energy, we request that after the daily closure of the EVENT, the EXHIBITOR must turn off the entire electrical power of the stand. Therefore, if there are appliances in the stand such as freezers, refrigerators, machines, or products that require continuous power supply, we request a specific connection in the power panel with a separate circuit breaker for these items to remain on while the stand is turned off.

If the PAVILION cannot accommodate the demand for electrical energy, we will use generator sets to meet the general demand. The distribution will be done for absolutely technical reasons by our Electrical Department. Consequently, your stand may be powered by generator sets.

ATTENTION:

Hydraulic and electrical installations require prior sizing for efficient and proper distribution and use of the necessary equipment and components. Therefore, the PROMOTER will not authorize the installation of these services when the request is made outside the specified deadline.

6 – MOUNTING STANDARDS

AIR CONDITIONING

All pavilions of Expo Center Norte are equipped with their own air conditioning system; therefore, the installation of air conditioning units is not allowed.

For a perfect use of the pavilion's air conditioning system, it is recommended NOT to cover the stands' ceiling and to use cold lighting systems, such as LED lamps, among others.

Only the use of properly sized Split-type machines will be allowed in cases that require completely enclosed rooms. Under no circumstances will the use of window-type air conditioning be allowed inside the pavilions.

The condensing unit of the Split-type equipment must be installed above the level of the mezzanine ceiling, requiring an adequate support structure for the weight of the equipment.

The discharge of the hot air produced by the condensing unit must be done above the line of the pavilion's air conditioning ducts, which are approximately between 10 and 11 meters from the pavilion floor.



This discharge can be carried out through the installation of a flexible Aludec duct, made of aluminum and polyester laminate with a copper-coated steel wire spiral, anticorrosive, and non-deformable. The installation of any type of duct on the pavilion's roof structure will not be allowed.

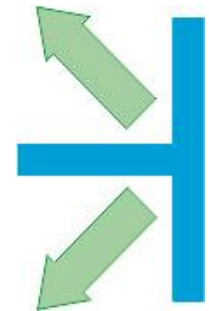
This duct must include the installation of a forced exhaust system to expel the hot air to the required height.

The installation of Split-type equipment in the stands can only be carried out with the approval of the project by the PROMOTER and the presentation of the ART, sent at least 30 days in advance.

FLOOR

a) FLOOR – Marking and Assembly

a) The area of each stand will be marked by the PROMOTER on the pavilion floor. For stand assembly, the INTERNAL ANGLE of the mark on the floor must be considered. As shown in the figure:



b) DIVIDING WALLS

Partition walls must be built between stands that have neighbors, establishing the limit of each area according to the marking on the pavilion floor. The minimum height of the walls should be 2.20m. Walls that exceed the dividing walls of the neighbor must have finishes compatible with the internal finishes.

c) **MANDATORY MINIMUM ASSEMBLY** Regardless of the size of the contracted space, the placement of at least carpet, dividing walls, basic lighting, and company identification is mandatory. Stands that contract plumbing points must have raised floors.

BOOTH LOCATIONS

It is the responsibility of the PROMOTER to determine the location of the stands, considering the chronological order of requests, the technical assembly needs of the set, and the market interest of the EVENT.

The EXHIBITOR will receive the area of their stand marked on the pavilion floor. The floor marking should be verified (size and location) by the Exhibitor's hired Assembler before the assembly work begins to avoid later problems.

PERSONNEL ACCESS

During the assembly period, only individuals with the following credentials will have access to the PAVILION, and the entry of individuals under 18 years of age is prohibited:

- Assembler/Maintenance Credential
- Exhibitor Credential
- Security Credential
- Services Credential

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



- For the uniform to exempt from the use of the vest, it must have the company name clearly visible and easily identifiable, preferably on the front and back of the uniform.
- The uniform must have the company name/logo clearly visible and easily identifiable, stamped obligatorily on the front and back.
- In the absence of suitable uniform, the use of a vest in yellow color with reflective bands is allowed. No other color or vest without reflective bands will be permitted.
- These measures do not exempt service providers from using badges or any other identification required by the event promoter.

GOODS ENTRY

All merchandise will have free movement in the PAVILION, except for the tools of the employees responsible for assembling the stands, which must be registered so they can be later removed.

Note: Goods must enter the PAVILION through the GATE DESIGNATED BY THE PROMOTER.

GARBAGE REMOVAL FEE FOR MOUNTING/ DISMANTLING PERIOD

A fee will be charged for the removal of waste from common areas of the PAVILION during the assembly and decoration of the EVENT. This fee must be paid by the respective Assembler or by the EXHIBITOR if they do their own assembly. The waste removal and landfill fee must be paid in advance at the beginning of the EVENT assembly, following the instructions in the reserved area on the EVENT website. It is important to check if the fee is not included in your Event Participation Contract. No material may enter the PAVILION without presenting a document related to the payment of this fee. After the placement of the carpets on the aisles, it is strictly prohibited to throw garbage on them. All stand waste must be placed in plastic bags and placed in the aisles to be removed by the PROMOTER's cleaning team. FAILURE TO COMPLY WILL RESULT IN FINES AND DISACCREDITATION OF OFFENDERS.

DIVIDING WALLS

Dividing walls must be built between stands that have neighbors, establishing the limit of each area, as marked on the pavilion floor. The minimum height of the walls should be 2.20m. Walls that exceed the dividing walls of the neighbor must have finishes compatible with the internal finishes.

GLASS IN STAND ASSEMBLIES

If glass is used in the stand, and if it is laminated, the use of adhesive films and/or protective signaling bands (for public safety in case of breakage) is mandatory. In the case of the use of tempered glass, we recommend the use of signaling bands.

HEIGHTS AND SETBACK LIMITS

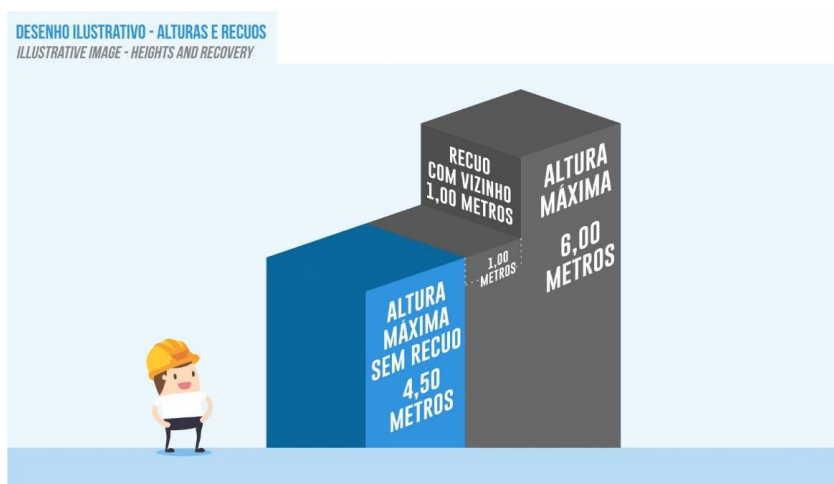
The table below determines the allowed heights and setbacks for any decorative components of the stands. These heights are considered from the pavilion floor, with no need for setbacks from the aisles for stands with areas that do not configure islands, maintaining the maximum height and setbacks from the table below in relation to neighbors.



Stands that configure islands may have the total occupation of the linear meter of their perimeter, up to 4.50m in height, with no need for setbacks. From 4.51m in height, the assembly cannot exceed 40% of the perimeter. When this percentage is exceeded, the setbacks from the table below must be observed.

In the case of the assembly of elements such as fascias, beams, columns, and totems, there will be no need for setbacks, provided they are built in the stand area where there is no assembly of walls or panels in the same projection.

MAXIMUM HEIGHT (m)	RECUO MÍNIMO (m)
Até 4,50m	0,00
4,51 a 6,00m	1,00m



STANDS LOCATED BELOW THE MEZZANINE:

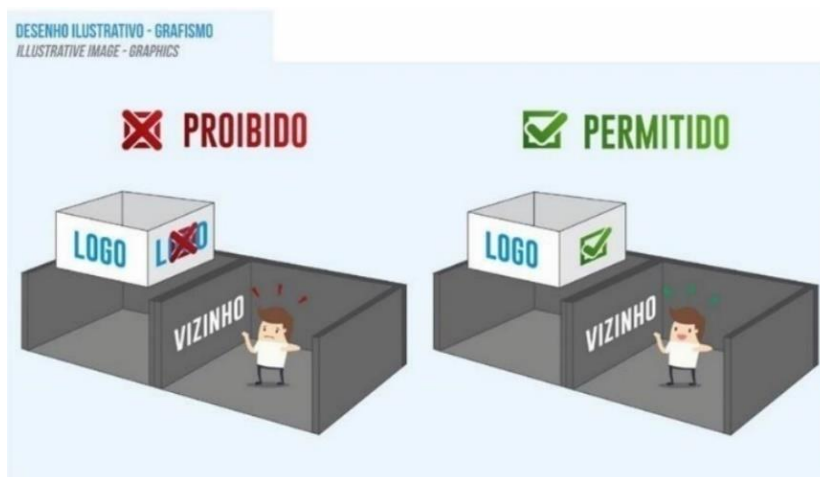
Stands located below the mezzanine of the Pavilion must adhere to a maximum height of 3.20m without setbacks.



GRAPHICS

The application of graphics (logos, visual communication, etc.) facing neighboring stands is not allowed.

The application of graphics on all sides (even towards neighbors) will be authorized only if the frieze is installed with a minimum setback of 3 meters from neighbors.



MEZZANINE OR 2ND FLOOR: Construction of a mezzanine or 2nd floor is not allowed at WTM.

PAVILION USAGE

- PAVILION FLOOR:** The pavilion floor may not, under any circumstances, be marked, painted, drilled, or excavated. The use of existing service channels on the floor for any purpose is prohibited.

MASONRY CONSTRUCTION

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

GARDENS AND PLANTS

Gardens, flowers, and ornamental plants are allowed when contained in pots, baskets, or other containers, provided loose soil, sand, or stones are not used for the execution of gardens directly on the pavilion floor.

VERTICAL PROJECTION OF THE BOOTH

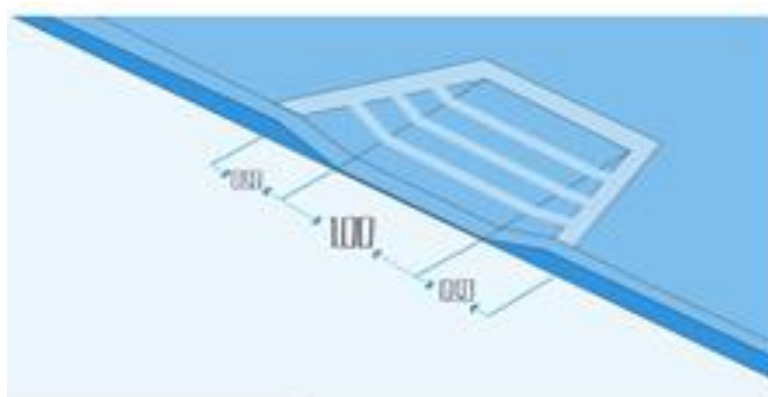
- The vertical projection of any element of the setup including (DISPLAY CASES, DECORATIVE ELEMENTS, AIR CONDITIONERS, OR EXHIBITED PRODUCTS/EQUIPMENT) must be within the peripheral limits of the booth area.
- Projections over adjacent booths or over EVENT circulation routes will not be accepted, except for reflectors for façade lighting and booth logos, provided they are installed at a minimum height of 4.00m.



ELEVATED FLOORS - ACCESSIBILITY

a) The EXHIBITOR is responsible for the design of their booth and keeping it in accordance with the terms of the Brazilian Inclusion Law and ABNT technical standards, ensuring the right to accessibility for all audiences with disabilities and reduced mobility, under current legislation. The ART (Technical Responsibility Note) of the EXHIBITOR's booth must explicitly mention compliance with Law No. 13,146/15 (Brazilian Inclusion Law) and ABNT Technical Standards, as a condition for release by the PROMOTER, as required by the Public Prosecutor's Office of the State of São Paulo, without prejudice to other provisions contained in the Exhibitor's Manual.

b) It is MANDATORY for each booth to have at least one ramp in an easily accessible and visible location, following the rules below. Ideally, the entire elevated floor with public access should be lowered throughout its extension. Ramp Requirements according to NBR9050 (The ramp should be at least 1.00x1.00m with a corner break of 0.50m on each side):



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

Altura do Piso (cm)	Comprimento Mínimo (cm)	Largura Mínima (cm)	Largura Mínima de cada chanfro (cm)
3	Sem rampa	Sem rampa	Sem chanfro
4	100	100	50
5	100	100	50
7	100	100	50
10	100	100	50
15	150	100	75
20	200	100	100

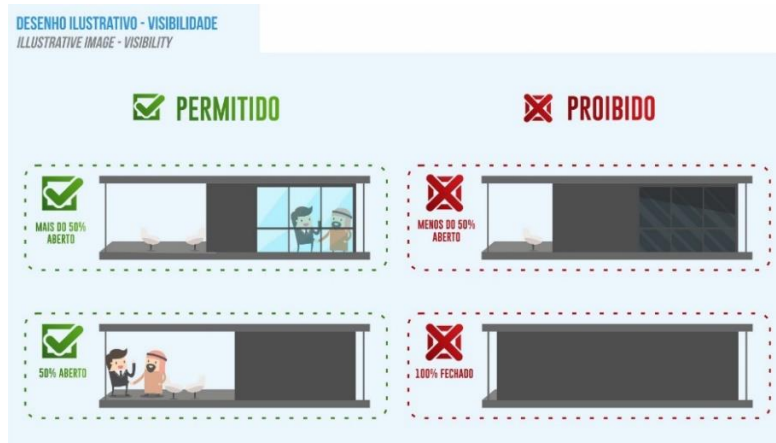


VISIBILITY

EACH FACADE OF THE PROJECT MUST FOLLOW THE RULE OF 50% TRANSPARENCY.

Include in the design that the pantry and storage are located so as not to completely close any side.

With the aim of keeping the fair aesthetically pleasing, this visibility rule has been created. Otherwise, the corridors will become too closed, enclosing visitors in long stretches of walls and hiding smaller stands.



INTERNET AND PHONE LINE REQUEST

DEADLINE FOR REQUESTS - MARCH 20, 2024

The official supplier for EXPO CENTER NORTE will be: EXPO TELECOM Contact: Carla/Alexandre Tel.: 55 11 4210-0810 +55 11 99291-7321 atendimento@mapptv.com.br

CONSTRUCTION EMBARGO

The PROMOTER has the right to embargo the construction of the stand if it is not in accordance with the rules of this MANUAL. If the EXHIBITOR does not revise the project parameters in a timely manner, in addition to a 25% fine on the area value, the stand cannot be used during the event period, without prejudice to contractual costs with the PROMOTER.

To safeguard your interest, we advise the EXHIBITOR to inform the company responsible for the assembly of their stand about all the EVENT rules, passing on any responsibility regarding the matter to them.

VII – EVENT EXECUTION

1 – EVENT PERIOD AND SCHEDULE

Period: April 15 to 17, 2024 Schedule: April 15 and 16: 12:00 pm to 8:00 pm April 17: 12:00 pm to 6:00 pm

2 – SUPPLY AND MAINTENANCE DURING THE EVENT

Supply and maintenance of stands must be carried out strictly from 8:00 am to 10:00 am. NOTE: On the first day of the event, the supply schedule may change due to the opening ceremony. Please check with CAEX (Exhibitor Service Center) during the setup period. We recommend proper planning, as no exceptions will be allowed. All food products must be stored in suitable containers for transport (e.g., ice, containers for liquids, etc.). The exhibitor should have a responsible person in the booth to receive equipment and products. IMPORTANT: ONLY CARTS WITH SOFT, PNEUMATIC WHEELS WILL BE ALLOWED DURING MAINTENANCE AND



SUPPLY. AFTER THE EVENT OPENING, NO TYPE OF CART WILL BE ALLOWED.

The setup credential does not provide access during the event period, so each EXHIBITOR is entitled to 02 (two) Maintenance Credentials, which can be printed at CAEX (Exhibitor Service Center) in advance, for use by employees on duty during the event period. Therefore, we suggest that EXHIBITORS ask the contracted companies for booth setup and decoration to keep employees on duty at the PAVILION throughout the event period. **IMPORTANT: ALL SETUP WORK, INCLUDING CLEANING AND HANDOVER OF THE BOOTH TO THE EXHIBITOR, MUST BE COMPLETED BY THE LAST SETUP DAY. MAINTENANCE CREDENTIALS WILL NOT BE PROVIDED FOR THESE PURPOSES. REMEMBER THAT FROM THE FIRST DAY OF THE EVENT, PEOPLE WITH THE SETUP CREDENTIAL ARE NOT ALLOWED TO ENTER.**

3 - PERSONNEL ACCESS

The following credentials grant access to the PAVILION during the Event period at the specified times. Entry for individuals under 18 years old is not allowed, even if accompanied by their guardians.

- Maintenance/Exhibitor/Security Credential: Throughout the EVENT, including Setup, Execution, and Dismantling.
- Service Credential: Throughout the Event Execution period.

4 - VEHICLE ACCESS

Vehicle access to the PAVILION is prohibited throughout the Event Execution period.

5 – PARKING USAGE NORMS

Parking is the responsibility of the pavilion. Usage norms will be available on the exhibitor's WhatsApp group, so stay tuned.

6 – PRODUCTS SHIPPING

The invoice for shipping the goods to be exhibited must be issued in the name of the exhibitor, with their CNPJ and State Registration. In the case of electronic invoices, the pavilion's addresses and booth location must be specified in the body of the invoice as the delivery address. a) PAVILION Address: EXPO CENTER NORTE Green and White Pavilion Rua José Bernardo Pinto, 333 – Vila Guilherme 02055-000 – São Paulo / SP b) The following observation must be included in the body of the invoice: "GOODS ARE INTENDED FOR EXHIBITION AT 'WTM Latin America 2024' FROM APRIL 15 TO 17, 2024, AT Expo Center Norte – Green and White Pavilions." c) In the appropriate spaces, specify the quantities of products and their respective unit and total values. d) Invoices must be filled out according to the state where the sender is located: **SÃO PAULO:**

- Nature of Operation = exhibition shipment Code 5.914
- ICMS exempt from tax according to Article 33, Annex I, Decree No. 45,490/2000.
- IPI with tax suspension according to Article 40, Item II, of RIPI/98.

OTHER STATES (BA, ES, MG, PR, RJ, RS, SC, etc.):

- Nature of Operation = exhibition shipment Code 6.914
- ICMS with tax exemption - ICMS suspended according to ICMS Agreement No. 30 of 09/13/90.
- IPI with tax suspension according to Article 40, Item II, of RIPI/98.



RETURN OF PRODUCTS

To return products to the exhibitor's company, an Entry Invoice must be issued, stating: "RETURN OF GOODS INTENDED FOR EXHIBITION AT 'WTM Latin America 2024' FROM APRIL 15 TO 17, 2024, AT Expo Center Norte – Green and White Pavilions." Nature of operation: return **SÃO PAULO - code 1.914 OTHER STATES - code 2.914**

7 - ARRIVAL OF EMPLOYEES:

To better serve visitors/buyers, the booth must be ready and operational daily half an hour before the official opening. Therefore, we recommend that service providers arrive at the booth one hour before the EVENT opening time. RX reserves the right to advance the opening time by up to half an hour for better visitor/buyer service, considering the number of visitors at the beginning of the event and/or conditions at the time.

8 - ON-SITE SALES OF PRODUCTS

For the EXHIBITOR, regardless of the home state of their company, to sell national products on-site and, therefore, outside the home establishment, as well as return any remaining products, a series of procedures and legal norms determined by the Treasury Department of the State where the EVENT takes place - Fiscal Department and the exhibitor's home state must be followed. REMINDER: SUPERVISION OF ISSUING RETAIL SALES INVOICES IS VERY STRICT. DUE TO ITS COMPLEXITY, WE ADVISE THAT THIS MATTER BE HANDLED IN ADVANCE TO AVOID POSSIBLE SETBACKS. RX TRANSFERS TO THE EXHIBITOR, AND THE EXHIBITOR ACCEPTS TO BE JOINTLY LIABLE, THROUGH

9 – DISTRIBUTION OF GIFTS

The distribution of gifts, samples, brochures, catalogs, and tastings to visitors is allowed EXCLUSIVELY INSIDE THE BOOTH. The PROMOTER reserves the right to cease distribution if it causes disturbances or crowds, confiscating the material until the end of the EVENT for subsequent return. DISTRIBUTION OF GIFTS THAT MAKE NOISE OR GAS BALLOONS OF ANY SHAPE OR SIZE WILL NOT BE ALLOWED.

10 – PRODUCT EXIT

No product intended for exhibition can leave the PAVILION during the Event. In special cases, the PROMOTER will authorize the replacement of defective goods with others of equal characteristics. The PROMOTER will authorize the exit of samples and small objects starting one hour after the closing time on the last day of the EVENT.

11 - ARTISTIC ACTIVITIES (Live Music, Parades, Shows, Video Wall, Raffles)

EXHIBITORS intending to carry out any artistic activity (including sound in enclosed spaces) must send the program description to RX (atendimentoexpositores@rxglobal.com) at least 15 days before the start of Setup and must pay ECAD fees for copyright in accordance with Law 9.610/98 – www.ecad.org.br. RX reserves the right to cease these activities if they cause disturbances, crowds, complaints from neighboring booths, or if they are not in accordance with the previously approved plan. IMPORTANT: Artistic performances during the event can only be held at the following times:

- April 15 and 16: 7:00 pm to 8:00 pm
- April 17: 5:00 pm to 6:00 pm

TEAM ATTIRE All team members in the booths, whether direct employees of exhibitors or contractors, must dress appropriately for conducting business. Excessively revealing, suggestive, or offensive attire is not allowed. Examples of inappropriate clothing include, but are not limited to: Overly low-cut or short blouses;



- Strapless tops, halter-style blouses, camisole tops, or tubular tops;
- Very short skirts or dresses;
- Swimwear;
- Lycra costumes (or other body-hugging fabrics);
- Objectable or offensive costumes. These guidelines apply to all booth team members, regardless of gender, and will be strictly enforced. The RX Brasil team reserves the right to require individuals/booth team members to change their attire or leave the premises immediately if their appearance is deemed offensive or disruptive to other exhibitors or participants.

IMPORTANT: RX complies with State Law No. 17,621, dated February 3, 2023, by notifying that it has a trained team to assist any woman who feels at risk during its promoted events. A woman in this situation may seek any RX employee identified by the RX badge or go directly to CAEX, where she will be welcomed and offered an escort to her car, another means of transportation, or communication with the police.

Furthermore, RX informs that posters are placed in women's restrooms and other locations at events, indicating the availability of CAEX to assist women in situations of risk."

"Posters will be displayed in women's restrooms and other locations at the event, indicating the establishment's availability to assist women feeling at risk.

12 - EQUIPMENT DEMONSTRATION

The PROMOTER may suspend or determine the period for demonstrating any equipment that, in its judgment, may pose risks to people, goods, structures, and elements of booths or produce a high level of noise or vibration, disrupting neighboring booth operations. Attention: The use of replica firearms or simulators for demonstration or any other activity inside the pavilion is prohibited. The Promoter will seize the object and return it at the end of the event to prevent embarrassment, turmoil, or any situation that may compromise event security.

13 – BOOTH CLEANING

Booth cleaning services must be performed daily from 8 am to 10 am, and the exhibitor's cleaning team must remove the booth's collected trash to the pavilion's dumpster. Outside this time, all trash must be placed in plastic bags in the aisles for removal by the PROMOTER's cleaning team. It is strictly PROHIBITED to throw trash on walkways. Non-compliance will result in fines and the disqualification of offenders.

14 – SOUND VOLUME

For the use of any audio resources, whether for promotional messages, video walls, raffles, or simple ambient sound, sound levels must not exceed 75 Decibels (dB), measured at the booth's boundaries where the sound originates, regardless of it being an island or not, until 7:00 pm on April 15 and 16 and until 5:00 pm on April 17. In the last hour of each event day, when artistic performances are allowed, sound levels are permitted up to 85 Decibels (dB). Sound measuring devices will be available during the event. Any EXHIBITOR exceeding the determined volume will receive, for the first time, a verbal warning from RX to lower the sound volume. The second offense will result in a written warning to the booth's responsible person signed by RX. On the third offense, a more drastic measure will be taken to fine the EXHIBITOR with an immediate issuance of a fine of R\$10,000.00 (ten thousand reais) per offense and cutting off the booth's electricity on that day. Therefore, we recommend constructing rooms with soundproofing in booths requiring sound above 60 dB for presentations with sound resources.

15 – PROHIBITION OF POPCORN, PEANUTS,



OR RESIDUE-CAUSING PRODUCTS DISTRIBUTION

To ensure event cleanliness and a pleasant environment for all participants, the distribution of popcorn, peanuts, or any other product or food causing residues to visitors or anyone in the booths and outside them is prohibited due to the high volume of waste that accumulates in the aisles when such food is distributed. Confetti, streamers, and similar items are expressly prohibited inside all areas, both indoors and outdoors.

16 – BALLOONS

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

17 – DRONES

The use of unmanned aerial vehicles and/or remotely piloted aircraft, such as RPAs, drones, Zeppelins, model aircraft, etc., are not allowed on the EXPO CENTER NORTE premises, including parking lots, outdoor and indoor areas, loading and unloading zones, common areas, and rooms.

VIII – DISMANTLING

1- PERIODS AND HOURS

The pavilions will be available to EXHIBITORS for dismantling their booths from 9:00 pm on April 17 until 2:00 pm on April 18, 2024. The IMMEDIATE REMOVAL OF EQUIPMENT AND SMALL PRODUCTS WILL BE FROM 7:00 pm TO 9:00 pm ON APRIL 17, 2024. 2- PERSONNEL ACCESS

During the Dismantling period, individuals with the following credentials will have access to the pavilion, and entry is prohibited for individuals under 18 years old:

Assembler Credential

Exhibitor Credential

Security/Cleaning/Service Credential

In addition to credentials, all service providers must wear vests or uniforms according to the rules below:

The use of vests is only mandatory for professionals not properly uniformed.

For the uniform to exempt the use of the vest, it must prominently display the company name and be easily identifiable, preferably on the front and back of the uniform.

In the absence of appropriate uniforms, the use of a vest is allowed, mandatory in yellow with reflective stripes. Vests of other colors or without reflective stripes are not allowed.

These measures do not exempt service providers from using badges or any other identification required by the event promoter.

2 – RESPONSIBILITY

It is the EXHIBITOR's responsibility to dismantle and remove products and equipment from their booth within the stipulated deadlines and conditions. Thus, we suggest notifying your assemblers and decorators of these deadlines. The PROMOTER recommends that, on the last day of the EVENT, after its closure, all displays and other valuable items (DVD players, sound and TV equipment) as well as small objects, be removed to prevent theft, damage, loss. The PROMOTER also recommends that EXHIBITORS keep watchmen in their booths while their materials are not entirely removed, as it is not responsible for any problems arising from the lack of surveillance.



3 - END OF REMOVAL

Materials and equipment remaining in the EVENT after the Dismantling period will be removed from the venue by the PROMOTER's team and sent to a warehouse, and the expenses for this operation must be borne by the EXHIBITOR.

IX - GENERAL PROVISIONS

The PROMOTER reserves the right to arbitrate on omissions in this MANUAL and establish new rules necessary for the proper functioning of the EVENT to facilitate harmony among EXHIBITORS. The EXHIBITOR undertakes to respect and ensure that its employees and/or contractors comply with all clauses and provisions regulating the EVENT, as well as other rules that may be established for the general good. No change made by the PROMOTER may be a reason for canceling the Participation Contract by the EXHIBITOR. A FINE OF 25% OF THE TOTAL VALUE OF THE EVENTS ORGANIZATION AND PROMOTION CONTRACT WILL BE APPLIED TO ANY EXHIBITOR WHO VIOLATES ANY OF THE ESTABLISHED RULES, THE PENALTY FOR WHICH IS NOT SPECIFIED ABOVE.

