



27TH INTERNATIONAL AGRICULTURAL TECHNOLOGY FAIR IN ACTION



driving ag

EXHIBITOR'S MANUAL

NEW DATE!

**25 TO 29
APRIL 2022**

8 A.M. - 6 P.M. - RIBEIRÃO PRETO - SP - BRAZIL

AGRISHOW.COM.BR



Realization



Promotion and Organization



Dear Exhibitor,

In 2022 we will meet again in person. This return requires attention, care, and clarity in the information so that we can provide a good experience and **ensure the safety of everyone involved**. Therefore, we prepare some **guidelines for our events, from assembly to disassembly**.

We will follow all the requirements of the Ministry of Health, recommendations of the WHO (World Health Organization) and also the **Informa All Secure** protocol, a complete guide developed by Informa Markets with all care, based on four pillars: **physical distance, cleanliness and hygiene, protection and detection and communication**.

This new scenario will require all of us to adapt and cooperate to ensure everyone's safety and success in conducting our business.

INFORMA MARKETS ACTIONS

What are we doing?



Access control will be carried out in accordance with the capacity established by the Municipality.



It is **mandatory** to present the **complete vaccination certificate** before entering the event.



Hand sanitizer dispenser stands will be made available in the common spaces of the event.



Intensified medical care structure. Patients with suspected COVID-19 will be treated in an appropriate and exclusive place for this purpose.



The **cleaning** of common spaces and hallway carpets will be reinforced.



Safety **signs and guidance** regarding COVID-19 will be available throughout the event.



The toilets will be equipped with 70% hand sanitizer, paper towels and detergent, for hand hygiene, and the cleaning team will be reinforced.



Wearing masks during the entire period of the event is **optional**.

EXHIBITORS / BOOTHS

What will it be necessary to do?



We recommend that all **requests and services with the CAEX – Exhibitor Service Center be made in advance**. Examples: requests for credentials, requests for water points, additional electrical power output, etc. Thus, during the assembly of the event and holding the same, CAEX will only be available for emergency assistance. Check the “Exhibitor Guide” for terms and available services.



Encourage early registration of your guests. Thus, we avoid crowding and ensure the distance between visitors and guests.



We recommend designing the **booth as open as possible**. In case of construction of meeting rooms, please note the distance between people and maximum capacity.



Keep **70% hand sanitizer** on your booth for frequent hand hygiene, both for your employees and for your visitors.



Cleaning and sanitizing your booth, products, goods, and surfaces should be intensified.



Avoid hugs and handshakes, try to keep a **minimum distance of one meter**.



To promote your products and services, we suggest that you **use digital means**, so you can avoid contact by distributing gifts and pamphlets/folders.



To serve food and drinks, we suggest **individual packages** and all buffet staff properly **supplied with PPE**. We emphasize that all food and beverages must be consumed on site, in this way the visitor avoids circulating in the booth or aisles consuming these products.

If you want to have happy hours or cocktails, it is important to observe the **distancing rules as well as the Food & Beverage protocols**.



The exhibitor must provide a **basic safety and hygiene kit** for all employees (such as masks and 70% hand sanitizer).

If you have any questions, please contact the Customer Success team.



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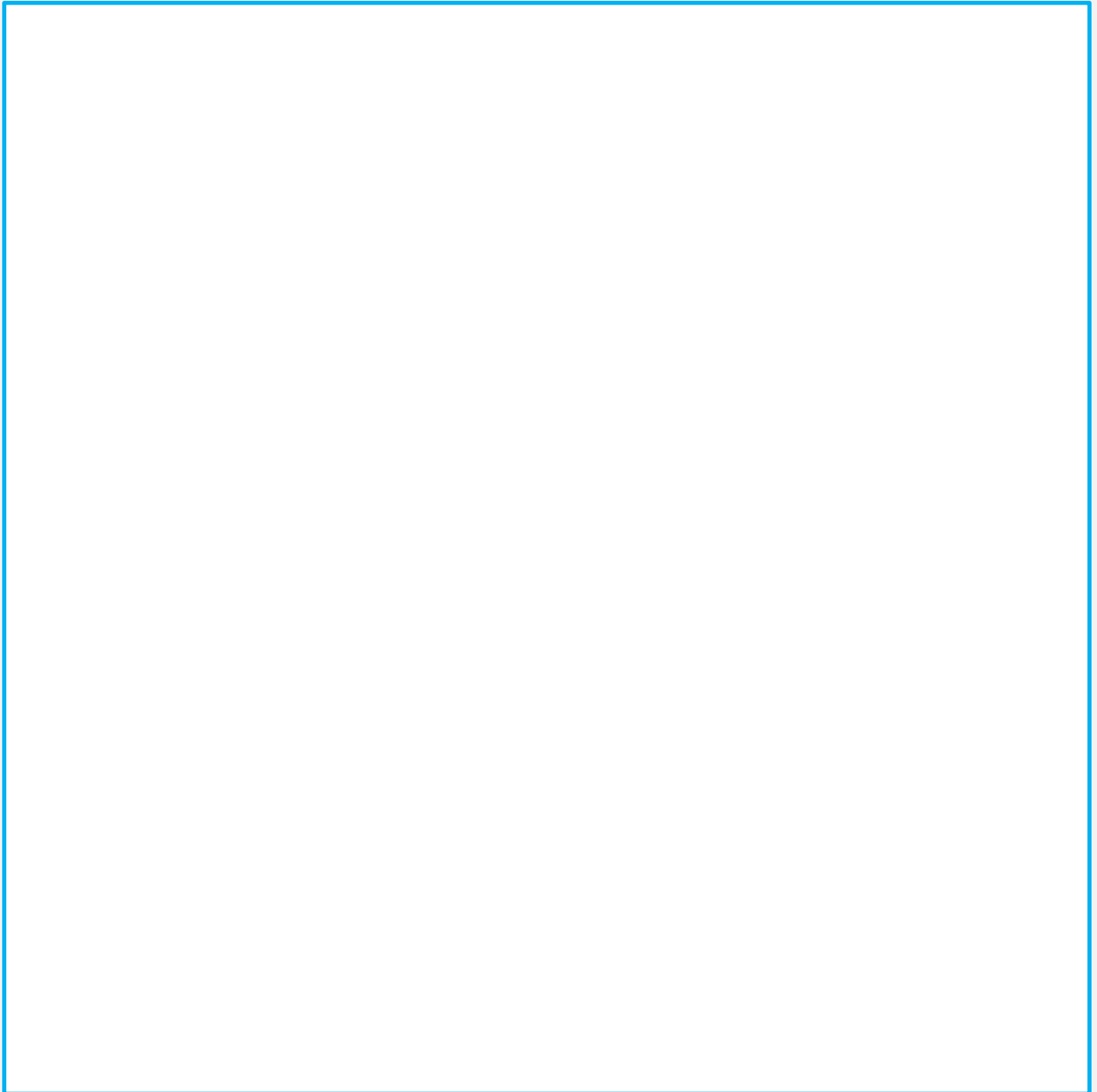
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EXHIBITOR'S MANUAL

01ST Edition

Updated February 01th

MANUAL UPDATES





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Dear Exhibitor

The purpose of this manual is to guide and assist you in your participation at **Agrishow 2022**.

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

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

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

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

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

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EXHIBITOR'S MANUAL

1 GENERAL INFORMATIONS

1.1 ORGANIZER'S RIGHT

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

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

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

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

1.2 EXHIBITOR, CONTRACTOR AND SUPPLIER'S RESPONSABILITIES

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

1.3 VENUE

Centro Avançado da Pesquisa Tecnológica do Agronegócio da Cana

Rodovia Antônio Duarte Nogueira, Km 321 CEP: 14032-800 –Ribeirão Preto – SP

1.4 PARKING

Parking is exclusively managed by VVR, which is responsible for access control and billing during all event.


The exhibitor have a free quantity of tickets proportional to the size of the booth, as shown in the table below. This ticket can be used by the exhibitor during the build up, show days and breakdown periods, regardless of the type of car.


The tickets will be available to pick it up in the VVR from 28 March.

If an extra ticket is required, the purchase must be made directly with the company responsible.

The Official Company responsible for parking administration is **VVR Estacionamentos**.

VVR

 +55 (16) 3610-9281

 agrishow@vvr Estacionamento.com.br



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FREE PARKING TICKETS		
AREA	SQUARE METER	QUANTITY
OUTDOOR	From 1 to 224	2
	From 225 to 299	3
	From 300 to 449	4
	From 450 to 599	6
	From 600 to 899	8
	From 900 to 1199	10
	From 1200 to 1799	12
	From 1800 to 3599	25
	From 3600 to 4200	35
	From 4201 to 8500	50
PLANTING AREA	From 1 to 450	2
	From 451 to 1000	4
AGRO SOLUTIONS ARENA (INDOOR AREA)	From 9 to 11	1
	From 12 to 15	2
	From 16 to 23	3
	From 24 to 35	3
	Above 36 every 12m ²	3 plus 1

BUILD UP AND BREAKDOWN PERIOD

PERIOD	VALUE	TYPE	OBS
From March 28 to April 24	R\$ 300,00	Cars with Assembler Parking Permit	Access to the south parking zone
	R\$ 55,00	Daily Rate for cars	Multiple Exits
	R\$ 330,00	Trucks with assembler Parking Permit	Access for trucks parking zone

TIME PERIODS FOR LOADING AND UNLOADING

- Small trucks (up to 6 meters) = unloading time of 90 minutes
- Trucks bigger than 6 meters up to 14 meters (Heavy Truck) = 150 minutes
- Wagon Trucks in general: 180 minutes

If there is necessity to exceed determined time, the responsible by vehicle has to present yourself in the VVR Parking Administration at South Entrance.

PARKING LOT USE

During the build up period, small vehicles must remain at the parking lot. The responsible for the vehicle must buy an Assembler Parking Permit to be able to use the parking lot during the entire build-up and breakdown period.

ROTARY PARKING

The trucks that are not unloading can only remain parked at the TRUCKS ROTARY PARK. The responsible for the vehicle must buy a parking permit to be able to use the parking lot.

ATTENTION:

- The contractor or exhibitor that parks their truck outside the **Rotary Park** will have your access blocked up;
- Vehicles exceeding the speed limit of 20 km/h, will be removed and will not be permitted back into the exhibition park;



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- The exhibitor will be held responsible for any damage caused by vehicles inside Examples: damaged water pipes, signs, posts, etc.

IMPORTANT:

- The vehicle access to the exhibition park will be restricted from **20 to 24 April**;
- The North parking lot will be open on **23 and 24 April**, to attend the Agro Solutions Arena (indoor area) of the show;
- BREAKDOWN:** The use of the parking permit is mandatory. For vehicles without parking permit, the parking costs will be the same as charged during build-up days.

SHOW DAYS PERIOD

PERIOD	VALUE	TYPE	OBS
From April 25th to 29th	R\$ 280,00	Extra Parking Permit - South and North	
	R\$ 280,00	Parking Permit contractor and catering	
	R\$ 75,00	Dayli Rate - Vip Valet	
	R\$ 55,00	Daily Rate - Regular car parking lot	Cost per entrance
	R\$ 70,00	Daily Rate - Bus and Vans parking lot	Cost per entrance

IMPORTANT:

There is an entrance for SEM PARAR during show days for visitors. Its is an electronic payment system that works through Radio Frequency Identification technology after installed in the vehicle.

The entrance of trucks at the park won't be allowed during show days.

1.5 EXHIBITION SCHEDULE

1.5.1 BUILD UP

	MON	TUE	WED	THU	FRI	SAT	SUN
MARCH / APRIL	28 March	29 March	30 March	31 March	1	2	3
	4 Agro solutions arena	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	

BUILD UP From 7h to 18h
Agro Solutions Arena From 7h to 18h

The build up in the Agro Solutions Arena (indoor area) will begin on 04 April.



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1.5.2 VEHICLES CONTROLLED ENTRY

	MON	TUE	WED	THU	FRI	SAT	SUN
April					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	

VEHICLES CONTROLLED ENTRY
From 7h to 18h

1.5.3 DECORATION

	MON	TUE	WED	THU	FRI	SAT	SUN
April					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	

DECORATION From 07h to 18h

1.5.4 SHOW DAYS

	MON	TUE	WED	THU	FRI	SAT	SUN
April					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	

SHOW DAYS
From 08h to 18h



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1.5.5 BREAKDOWN

	MON	TUE	WED	THU	FRI	SAT	SUN
MAY						30	1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

BREAKDOWN
From 07h to 18h

1.6 EXHIBITOR SERVICE CENTER - CAEX

CAEX will be in open at 07h to 18h from 28 March until 13 May.
The service will start at 12 pm on March 28.

2 EXHIBITOR'S PORTAL

2.1 MANDATORY SERVICES

All the mandatory services is normally **included** in your participation contract.

The amount and type of services may change depending of the contract. The services of each contract are available for consultation in the exhibitor portal.

2.1.1 MINIMUM POWER CONSUMPTION

The power consumption is measured in KVA and will be offered in **220V three-phase and biphasic / 110V mono-phase**.

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

The **Minimum Power Consumption** is free and the quantity is proportional to the size of the booth, as shown in the table below*.

*** The amount of KVA may change according to the contract. You can check the amount you have in your booth by accessing the exhibitor's website.**



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QUANTITY OF MINIMUM POWER CONSUMPTION		
AREA	SQUARE METER	KVA
OUTDOOR	From 1 to 224	3
	From 225 to 299	3
	From 300 to 449	4
	From 450 to 599	6
	From 600 to 899	6
	From 900 to 1199	8
	From 1200 to 1799	10
	From 1800 to 3599	12
	From 3600 to 5399	15
	From 5400 to 8000	15
PLANTING AREA	From 1 to 450	2,5
	From 451 to 1000	4
AGRO SOLUTIONS ARENA (INDOOR AREA)	From 9 to 11	0,5
	From 12 to 15	0,5
	From 16 to 23	1
	From 24 to 35	1,5
	Above 36 every 12m ²	1,5 plus 0,5

Additional energy consumption R\$ 295.00 KVA

2.1.2 CLEANING DURING BUILD UP

Cleaning Service Fee is mandatory for all exhibitors and will be charged per sqm.

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

The assembler is responsible for delivering the stand in good clean condition for the event opening and give it back cleaned in the breakdown. The Contractor Responsibility Term will be executed if this rule is not fulfilled.

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

2.1.3 CATALOG

The catalog is mandatory for all exhibitors and will be charged per booth. The information will be send to the operational contact. The exhibitor is responsible for filling.

2.1.4 MUNICIPALITY FEE

Municipality fee for Ribeirão Preto city:

- Law 2415/70 (CTM) articles 190, 192, 193, 197, 209, 210, 223, 226 and Fee Chart no. 2 of Dec. 333/12. Laws are available on: www.ribeiraopreto.sp.gov.br; under "Legislação".

2.2 ADDITIONAL SERVICES

Additional services have to be ordered according the needs of each exhibitor **until 20 April (check it out all deadlines in the last page – Check List).**



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If you want to do the orders at CAEX you can spend a lot of time waiting. Track activities and deadlines to get to the event with everything ready.

2.2.1 ADDITIONAL POWER CONSUMPTION

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

To calculate the quantity of kVA necessary for your booth, the exhibitor shall sum the total of watts of your light system and electric equipments.

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

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

2.2.2 ACREDITATION

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

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

ATTENTION:

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

2.2.3 EXHIBITOR BADGES

This badges are personal and non-transferable, valid only for employees of the exhibitor company.

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

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

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

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

The badges will be taken only for exhibitor's with no pending payments.

The exhibitor have a free quantity of badges proportional to the size of the booth. The

*** The amount of badges may change according to the contract. You can check the amount you have accessing the exhibitor's website.**

Please be advised that after using the free quantity, each additional badge will have cost, according to the price available on the Exhibitor Portal.

Exhibitor badge cannot be used by third parties. If this occurs the badge will be seized, as well as possible sanctions by the Public Prosecutor of Ribeirão Preto.

EXHIBITOR BADGE		
AREA	SQUARE METER	QUANTITY
OUTDOOR	From 1 to 224	14
	From 225 to 299	20
	From 300 to 449	28
	From 450 to 599	43
	From 600 to 899	58
	From 900 to 1199	75
	From 1200 to 1799	90
	From 1800 to 3599	180
	From 3600 to 4200	250
	From 4201 to 8500	350
PLANTING AREA	From 1 to 450	14
	From 451 to 1000	24
AGRO SOLUTIONS ARENA (INDOOR AREA)	From 9 to 11	5
	From 12 to 15	6
	From 16 to 23	10
	From 24 to 35	12
	Above 36 every 12m ²	12 plus 2
TEST DRIVE	From 1 to 1100	12
	From 1101 to 5000	20

2.2.4 CONTRACTOR AND SUPPLIERS BADGES

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

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

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



It is extremely important to verify the labor documentation required by the Public Labor Ministry of Ribeirão Preto and send it in advance to the company responsible for the analysis (SEESMT). If any documentation is wrong or incomplete and the badge is already paid, there will be no refund. Make sure that all employee documentation is in order so that you do not incur unnecessary expenses.

SINDIPROM MEMBERS:

Members of Sindiprom will not have to pay for their badges, as long as they present a copy of their membership card at CAEX.

2.2.4.1 PHOTOGRAPHY AND FILM

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

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

If an assembler want to photograph the stand, is mandatory present a signed authorization by the exhibitor, valid ID with photo and make the payment of the badge at the CAEX.

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



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2.2.5 SECURITY BADGE

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

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

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

Exhibitors must contract companies legally and specialized and demand the necessary documents, according to the Federal Police notice, like working permit, security certificate and revised working authorization, for the badge to be given. Companies that do not comply with all the requirements will not be allowed to render service at the pavilion.

The badge for **private security service – non official supplier** is given to the Professional only after the delivery of the following documents on the list below at the CAEX.

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

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

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



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

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

2.3 PAYMENTS

E-COMMERCE (through Online Exhibitor Manual):

- Credit card (Visa, Mastercard, Elo)

Purchase available through E-commerce up to **April 20**, one week before the assembly starts.

CAEX (Exhibitors Service Center during the show)

- Cash or Credit card (Visa, Mastercard, Elo) charged in local currency (BRL - R\$) after the assembly started.

The badges and other services can be taken after proof of all payments on any pending items.

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

2.4 TAX PROCEDURES

Do not issue the invoices with the Organiser as the final receiver. On the ICMS regulation, the company cannot appear as a merchandise receiver in trade shows and events.

For more information, contact the Tax Department by phone +55 (11) 4632-0200 or e-mail: fiscalbr@informa.com



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3 BUILD UP AND BREAKDOWN RULES

All contracted areas will be available to build up (**It is mandatory the use of the rented area with assembly and a responsible person**) accordingly to the schedule and rules included in this manual. If the areas are not occupied until 48 hours before 30 March, those areas can be used by Organizer. The exhibitor there is no right to complain and can receive a fine.

Outdoor areas will be available with grass cut on 28 March.

The maintenance of the lawn is no longer the responsibility of the organizer as soon as the exhibitors take over an area with the start of their stand or tent assembly, we will keep a photographic record if necessary.

Build up start on **28 March** for outdoor area and **04 April** for the stands located in the Agro Solutions Arena (indoor area). Build-up must be finished until **22 April at 18h**.

As from **23 and 24 April** only for decoration of the stands will be allowed.

The area of each booth will be demarcated and identified. It's responsibility of each exhibitor / assembler to request assistance from the operational team in order to solve any doubts regarding the leased area.

3.1 OUTDOOR AREAS

The build up of outdoor areas is from 28 March at 07h to 22 April at 18h.

Any digging or component connection for stand support must be informed along with the project for approval.

During the breakdown period, it is mandatory to remove any material fixed in the terrain, and to repair the damaged floor to return the area accordingly.

3.2 TEST DRIVE

All exhibitor who has test drive area.

The build up of this area is from 28 March at 07h to 22 de Abril at 18h.

Any digging or component connection for stand support must be informed along with the project for approval.

During the breakdown period, it is mandatory to remove any material fixed in the terrain, and to repair the damaged floor to return the area accordingly.

The presence of a Civil Firefighter, qualified and properly equipped during test drive and demonstration of machines, is mandatory, a company qualified in our attached list of official suppliers.

Test drive perimeter should have setback at least 2 meters of each side.

3.3 AGRO SOLUTIONS ARENA (INDOOR AREA)

The build up of Agro Solutions arena is from 04 April at 07h to 22 April at 18h.

The exhibitor is not allowed to mark, paint, drill or dig the leased area without prior authorization from the Promoter.

It is prohibited to paint, drill, damage or use any structure or component of the roofing or walls of the exhibition facilities

Any damage caused by stand build-up is the exhibitors entire responsibility.

3.4 SUBMIT OF STANDS PROJECT (SPACE ONLY)

It is mandatory to present the stand design for approval.

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

It is mandatory to send the following documents:

- Floor plan;
- Front and side elevation;
- Perspective (1 per side) with qualified professional and responsible printed name and signature, as well as the telephone;
- Project and Execution A.R.T (Technical Responsibility Note) / R.R.T (Registration of Technical Responsibility) - mandatory;*
- Electrical A.R.T (Technical Responsibility Note) / R.R.T (Registration of Technical Responsibility)
- Copy of CAU / CREA card registration;**
- Responsibility Term dully filled and signed***

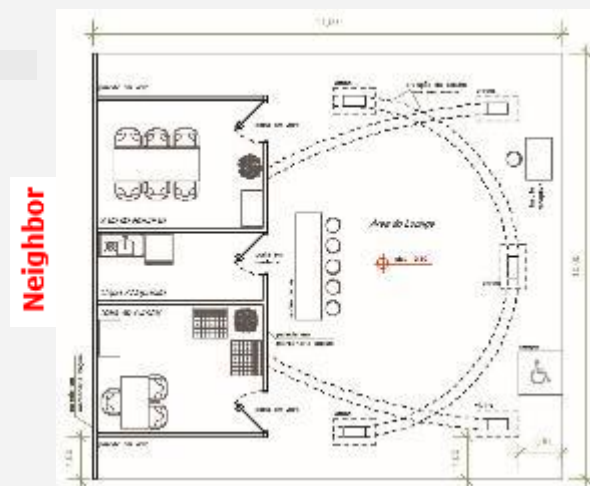
*A.R.T. (Technical Responsibility Note) or R.R.T. (Registration of Technical Responsibility) must be signed for a Professional registered at CAU/CREA of the State of São Paulo. The payment proof must be sent;

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

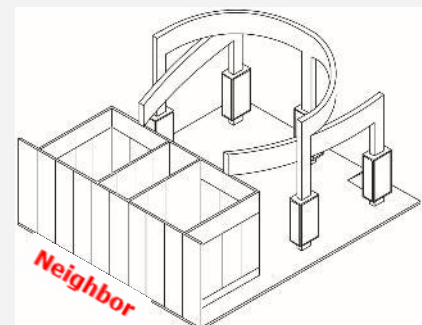
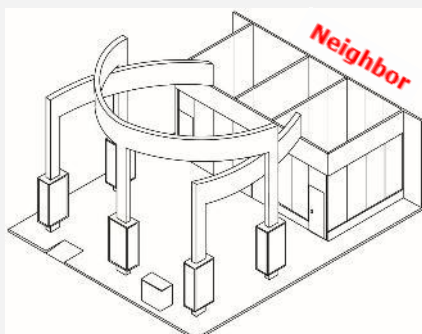
All stands, including the TENTS, should present the A.R.T., or the R.R.T, signed by a professional registered by CAU National / CREA in the State of São Paulo, and with the proper payment regarding the Project for this event, valid for all the period of assembling, exhibition and disassembling of the event.

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

EXAMPLE OF PROECT Floor Plan (Three faces stand)



Perspectives





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DEADLINE TO SUBMIT THE STAND PROJECT TO

projetos.agrishow@informa.com until

25 March

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

ATTENTION:

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

3.5 EXCAVATIONS

Each and every kind of excavation or the need to connect parts to sustain the stand should be informed at the project in order to be approved.

The areas that suffer any excavation or part connection should remove all the fixed material and prepare the immediate repair of the ground in order to return the rented area.

ATTENTION:

It is mandatory to send the A.R.T. / R.R.T. for excavations.

3.6 HEIGHT LIMIT AND BUILDING SETBACKS FOR STANDS

For all areas, except the ones that were contracted with the shell scheme, it is mandatory to follow the rules below for the construction of the stand:

AGRO SOLUTIONS ARENA (INDOOR AREA) PAVILION

HEIGHT LIMIT	SETBACK (MANDATORY FOR ALL THE PERIMETER)
Until 4,00 m	No Setback

The Maximum Height allowed inside the Agro Solutions arena is 4,00m

OUTDOOR AREA

HEIGHT LIMIT	SETBACK (MANDATORY FOR ALL THE PERIMETER)
Until 7,00 m	No Setback

FOR LIGHTING POSTS OR FLAG POSTS, MACHINES AND EQUIPMENT

HEIGHT LIMIT	SETBACK (MANDATORY FOR ALL THE PERIMETER)
Until 7,00 m	No Setback
From 7,01 m to 12,00 m	3,0 m

For all masts with height greater than 4 m, located near the electric power, respecting the 1m-distance is mandatory.

3.7 VISIBILITY

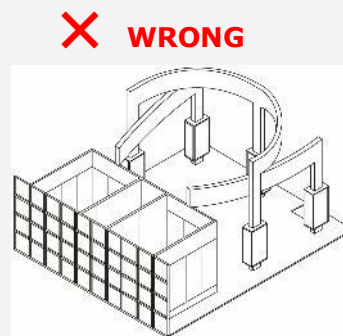
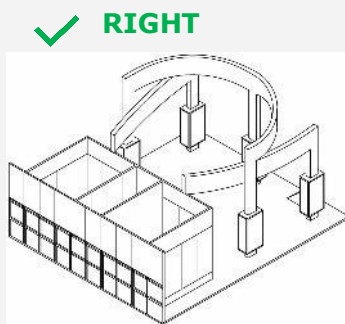
Stands equal to or bigger than 30 sqm, may not, under any circumstances, close in their totality any of the sides that are facing the aisles. The visibility should not exceed 50% of the linear space of each side of the stand, so it should have 50% of each side (the rule is also valid when used glass). Glass walls or similar transparent material should have safety signs.

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

3.8 DIVIDING WALLS

It is mandatory to build dividing walls on the sides facing the neighbours inside the own area. The minimum height must be **2,20 m**, from the hall floor, and the maximum allowed is 4 m, respecting the height setback of the entire stand.

EXAMPLE



IMPORTANT:

Fire Extinguisher within the stand area should have an easy access and be well signaled.

3.9 GLASS WALLS

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

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

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

3.10 BOOTH'S FLOOR

The floor of **AGRO SOLUTIONS ARENA (INDOOR AREA)** can not be demarcated, drilled or painted by the exhibitor/contractor. It is necessary cover the floor with appropriate material proper to protect it.

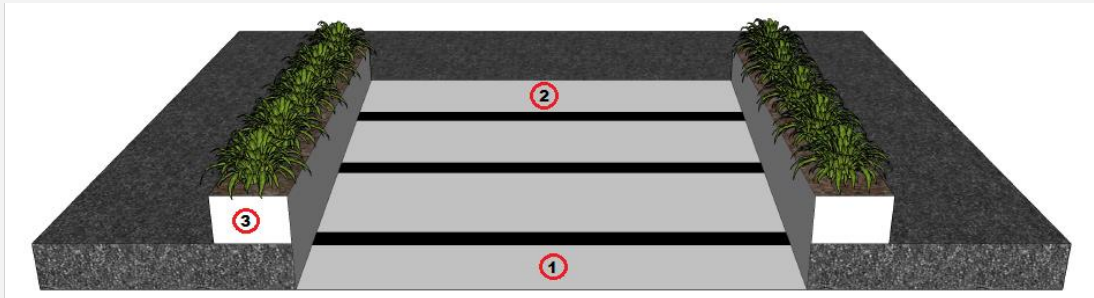
Damage caused in the grass will be charged to the exhibitor, according to the cost of recovery per m². The care of the grass is responsibility of exhibitor.

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

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

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

Example 1:



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

Example 2:



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

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

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

3.11 USED MACHINS

The exhibition/demonstration of any used machinery and/or equipment is prohibited.

All must be new and unused. The organization, at any time, will notify the exhibiting company and demand the removal or coverage of the equipment in question, and will take the appropriate measures at the exhibitor's expense.

3.12 MASONRY

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

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



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3.13 HORIZONTAL PROJECTION BOOTH

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

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

3.14 PROJECTION NAME BOARD

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

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

3.15 USE OF THATCH, LYCRA AND DECORATIVE FABRICS

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

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

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

3.16 AUDITORIUMS OR PROJECTION ROOMS

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

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

3.17 EXTERNAL LIGHTS, WALL BRACKETS, EXTERNAL SPOTLIGHTS, ETC

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

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

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

3.18 BRICKWORK BUILD-UP

Construction with brickwork will only be allowed after the approval of the Organiser. The build-up will start only after this approval has been granted and the floor has appropriate protection.

3.19 CABLES

It is mandatory to ground all the uncovered electrical cables and the metallic structures built or placed for the general safety of the event and use a non-flammable cable and with double mechanic isolation (PP type). In case of any doubt, check the NBR 5.410. All stands electrical installation must be grounded.

The electrical installation of the stands should fully comply with the provisions of **NBR 5410** - Low-Voltage Electrical Installations.

All electrical cables of the stands should be grounded until **22 April**, otherwise the energy will be shut down.

3.20 ELECTRICAL INSTALLATION

The voltage available at the venue is **110 V single-phase and 220 V two-phase**, both with 60 HZ. Power will be provided in units of KVA.



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The electrical installations always need a previous checking in order to have an efficient and adequate distribution for the use of necessary equipment and components. Therefore, the Promoter will not authorize the installation of this service when the request is done after the established deadline.

Only the Official company contracted by the Promoter will have access to the electricity distribution at Agrishow.

It is up to the exhibitor/contractor to check the entrance of the power grid for any protection switches/adequate breakers and effect the installation of the electricity distribution of the stand in accordance to the ABNT and CPF norms. This connection is done from the point supplied by the Promoter, located in the nearest post from the stand.

ATTENTION:

The connection between the energy framework booth and post the venue will be the sole responsibility of the electrical infrastructure Official team contracted by the Organiser.

Due to the voltage variation observed in the energy supply by CPFL, the use of NO BREAK stabilizer is required.

The energy of the stand will not be released while there are imbalances phase, when the required electricity demand is greater than the amount requested by the exhibitor or for non-payment of the additional electrical consumption contracted.

After the closure of the daily activities, all circuit breakers of the stand should be turned off, except for the units that need to stay connected outside of allowed hours, with prior approval of the Organiser.

This equipment shall be installed with independent circuits and have its own identity.

GENERATOR

If using a generator at the stand is required, the exhibitor is to pay a 50% fee of the used generator's total kva. Value of each kva will be available at the exhibitor website. It's mandatory to follow the safety regulations.

3.21 ELECTRICAL APPLIANCES

Electrical appliances are widely used during build-up and breakdown. The direct contact with the electrical material may cause serious or fatal injuries. To avoid any accident, the necessary attention should be given to safety during the use of electrical energy.

The following are some basic safety measures for the electricity use:

- Check all the electrical appliances before using. Fix or change any damaged part;
- If the electrical equipment protection device (fuse or switch) show any defect, it will be necessary to check the problem immediately and correct it before using the equipment once again;
- All the plugs and sockets should be the adequate ones and the electrical cables connections should be correctly protected;
- Avoid over charging the electrical outlets;
- All of the electrical work should be only done by an electrician.

3.22 EQUIPMENT AND ENERGY TESTING

Dates for testing equipment and energy will be informed during the assembly by the Official technical team. After the end of the testing period, the supply will be made available regularly during the event period according the time of opening and closing.

3.23 BUILD UP DRESS CODE (PPE / EPC)

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

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

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

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

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

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

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

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

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



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

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

Example of EPC:

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





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3.24 VEHICLE ACCESS

During the time of assembling and disassembling, the parking lot administrator will control the maximum quantity of vehicles that may move at the same time in the parking area. This procedure has the objective of guaranteeing the continuous flow of entering and exiting trucks, utility vehicles and others

Manual of Labor Requirements

It is of great importance that the assembler, service provider and exhibitor note the requirements indicated in the MET document, created to collaborate to comply and with labor laws and regulatory standards of Ministry of Labor and Employment /State justice Department (MTE), SEESMT BRASIL official company of "Workplace Safety" of AGRISHOW 2022, comes through this manual (MET) to inform the necessary process so that your company can meet all the mandatory requirements under the labor legislation in force, according to the sergment service. The Ministry of Labor and Employment , along with the State Labor Department, classifies the assembly and disassembly of Agrishow as a "construction site" whose it is necessary to meet all the specifications contained in the Regulatory Standard No. .Owing to the constant inspection by the Ministry of Labor during the assembly and realization of the AGRISHOW 2022, it will be necessary to release all workers from Occupational Safety (SEESMT BRASIL), as well as compliance with all occupational safety standards that fits the occupation/activity, in compliance with Ordinance 3.214/78 of the Ministry of Labor and Employment, any questions and/or consultations regarding the requirements, please access the Ministry of Labor website and search for the Regulatory Norms (NR) at the link <http://trabalho.gov.br/seguranca-e-saude-notrabalho/normatizacao/normas-regulamentadoras> ",then proceed with the next items in ascending order.

3.24.1 TRUCK ACCESS DURING BUILD UP

Access for trucks will be allowed until 22 April at 18h. After this date, any exception to discharge of products/equipment will be allowed on payment of fee, calculated as the volume and time spent in the venue, intended for later maintenance of the streets around the park.

The amount charged by vehicle type, time of stay and gate to access will be pronounced in a publication by e-mail to the exhibitor.

3.25 COMMON AREAS

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

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

3.26 AIR-CONDITIONING

The use of air-conditioning in the OUTDOOR area is allowed. It is the responsibility of the Exhibitor to provide leasing and installation of equipment within the limits of the leased area.

Please pay attention to the air-conditioner's drain to be inside the exhibitor's rented area and a safe height to avoid accidents. Otherwise, the Promoter may request for removal of the equipment.

It is not allowed to install air conditioning equipment in Agro Solutions Arena (INDOOR area).

3.27 STAND DRESSING AND STAND CLEANING

The build-up of the stands must be finished on 22 April at 18h.

Stand dressing should take place on 23 to 24 April, with restriction of some procedures due the decoration of the stands.



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The cleaning service includes the general cleaning of the venue: circulation areas, administration, restrooms and common areas and waste removal for appropriate place.

It is responsibility of exhibitor for the internal cleaning of the stand and use of the appropriate plastic sacks for garbage during the show days.

3.28 MERCHANDISE ENTRY

All merchandise will be free to enter the venue from **28 March to 24 April**. It is the exhibitor sole responsibility to comply with all legal requirements, without exception, relating to the procedures for sending merchandising, products, equipment's and/or materials. Check **"Legal Requirements" - "Tax Procedures"**.

The entry of merchandise with motorized vehicle will be allowed until **22 April at 18h**. As from **23 and 24 April** the entry of merchandise will be allowed by handcart or in the supplying periods.

IMPORTANT:

The Organiser is not responsible for exhibitor merchandise receipt and does not have any type of storage area or deposit in the venue to hold the exhibitor's products or equipment. It is the exhibitor's responsibility to make provisions for storage of its materials and belongings.

The Promoter/Organiser disclaim all liability for damages, losses or thefts of any kind.

3.29 MACHINERY AND VEHICLES EXHIBITION

The entrance of machinery and vehicles for exhibition will be allowed until **22 April at 18h**.

It is mandatory for the exhibitor to send the form, along with the demonstration project, covering the issues of security and acoustic if necessary, to approval to projetos.agrishow@informa.com. This information is necessary to control the access to the exhibition park/loading and unloading area and equipments and/or vehicles exposed in the event.

Exposure and/or operation of machinery that don't have exhaust system or produce sound (noise) that disturbs the order and good progress of event, will not be allowed. The noise limit allowed during the event will be **80 DECIBELS**.

VEHICLES

To match the purpose for AGRISHOW, exposure is limited to vehicles that fit one of the following characteristics:

- Vehicles with cargo capacity equal or higher than 1,5 tons
- SUVs with 4x4 traction
- Special agricultural vehicles that fit the criteria defined by the Organiser.

The Organiser can suspend the demonstration for any equipment that may present risk to people, merchandise, structures and stand elements, or that produces high levels of noise or vibration, that may disturb the neighbouring stands.

3.30 LOGISTICS SERVICES

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

The contact information is on the official suppliers list 60 days prior to the show.

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

3.31 ELECTRIC CARS

During the assembly period the electric cars are released and the same automobile traffic rules shall be abided by.



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During the event, the electric cars may be used only by the exhibitors with stands greater than 1.800 square meters, by hiring the merchandising service offered by the Planner.

IMPORTANT:

The cars notified for infringements, such as driving or parking in prohibited places, high speed, without Promoter's ID will be prevented from entrance at the Exhibition Park and immediately seized, being only released after the end of the event.

3.32 MERCHANDISING

It will be considered merchandising and advertising any action done outside of stand. The merchandising goods has the objective to increase sighting and presentation of exhibitor at Agrishow.

To know more about the merchandising tools available, please contact our Sales team. Will not be allowed to install any material without signed merchandising contract and paid by the exhibitor.

3.33 BREAKDOWN

On 29 April from 20:00h. it will only be allowed to remove hand carry items like TVs, DVDs, computers, furniture and exhibitor's belongings that can be carried by hand or with rubber tire trolleys.

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

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

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

3.34 TRUCK ACCESS DURING THE BREAKDOWN

The access of trucks during the breakdown will be allowed as from the **30 April**, and the access will be released by vehicle type:

- Vehicles and small trucks: On **29 April from 20h**
- Trucks (1 or 2 axes): On **30 April from 08h**
- Large Trucks: On **01 May from 08h**

ATTENTION:

During the Breakdown, the time access for vehicles in the venue may be adjusted at any time by the Organiser, if there is any unfavorable condition for access, such as movement of people at work and/or for reasons of internal logistics.

3.35 BREAKDOWN CLOSURE

The breakdown ends, imperatively on **13 May at 18h**. The leased area must be restored to the Organisers, clean and free from any build up materials. All rubbish and debris should be removed by the exhibitor or contractor.

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

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

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



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4 REGULATORY STANDARDS

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

- 1) All activities onsite during assembling and disassembly will be supervised by official health and safety company;
- 2) Everybody needs use a personal badge to access the exhibition area. Besides the badge, it is necessary special tag with the health and safety company after present labor documents. The badge can be requested by the health and safety team, security and organizer if necessary.
- 3) It is mandatory the use of PPE during the assembly and disassembly
- 4) In case of the identification of irregularities or risk situation the healthy and safety team can take photos for registration and apply some notification and tax.
- 5) In case of physical aggression, verbal abuse, speeding, use of alcohol or drugs the entrance will be not allowed.
- 6) It's mandatory to everyone the participation of a 40 minutes integration during the assembly.
- 7) During assembly and disassembly is allowed the entrance only by the vehicle and its driver. The rest of people need get access by feet to verify the use of PPE.

During the build up and disbuild up of the stand must meet the requirements in the NRs:

NR 06 - Personal Protective Equipment

NR 10 - Security in Facilities and Services in Electricity

NR 11 - Transport, Handling , Storage and Material Handling

NR 18 - Conditions and Working Environment in the Construction Industry

NR 35 - Working at Height

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

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

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

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



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4.1 LIFELINE

According to regulatory standard nº 35 of MTE every activity higher than 2 meters should have a system to protect against falling down.

Steel rope or cable, following the NBR standardization) and anchoring points for fixing the workers' equipment, at all times there is height fall risk, in the uplifting, permanence and going down, project and ART are required.

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

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

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

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

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

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

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

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

Decrees that regulates the issue of electrical engines are:

- **INMETRO Decree nº 243, of September 4, 2009**

<http://www.inmetro.gov.br/legislacao/rtac/pdf/RTAC001485.pdf>

- **INMETRO Decree nº 488, of December 8, 2010**

<http://www.inmetro.gov.br/legislacao/rtac/pdf/RTAC001643.pdf>

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

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

4.3 INSTRUCTIONS FOR THE WORK AT HEIGHTS – NR 35 – ABOVE 2 METERS

Every work carried out by workers, whose feet are above two meters of height, the following is required:

- Work at Heights Training, as per NR 35;
- Lifeline*(steel rope or cable, following the NBR standardization) and anchoring points for fixing the workers' equipment, at all times there is height fall risk, in the uplifting, permanence and going down, project and ART are required;
- Helmet with jugular;
- Paratrooper-type Safety Belt with at least 03 anchoring points;
- Doubled "Y" baldric with power absorber, of mandatory use, if the lifeline and/or anchoring point is above 05 meters away from the lower structure (e.g.: floor);
- Doubled "Y" baldric w/o power absorber, with the maximum length of 0,90 centimeters, of mandatory use, if the lifeline and/or anchoring point is below 5 meters away from the lower structure (e.g.: floor);
- Use the Fall-Lock device – Used for employee's protection against falling in services where there is level difference, jointly with paratrooper-type safety belt;
- Every access and/or going down of the heights should occur through systems of: ladder and/or hydraulic platform according to NR 18, access by ropes following Attachment I to NR 35 and/or scaffold. The assembler shall choose one type of system;



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- Workers are not allowed to climb the structures, to go up or down.
- Present to the Official Labor Safety company, at the Service Alley – South Entrance, the following documents:
 - a. Risk Analysis;
 - b. Working Procedure;
 - c. Working Permission and ASO with ABLE for work at heights.
- The worker may carry out the work at heights, only after release by the Official Labor Safety company. The authorized worker shall have an ID.

* The communication of lifeline and anchoring points shall be provided to those in charge of the stand project, because it shall be contained in the ART.

4.4 INSTRUCTIONS FOR WITH ELECTRICITY – NR 10

Every work to be carried out by a worker to have contact with electric points, network, equipment and/or extensions, shall require:

- Electrician qualification course;
- NR 10 Training;
- Specific helmet with jugular for electricians;
- Protection gloves

4.5 USE OF BENCH-MODEL CIRCULAR SAW

Using bench-model circular saw with manual circular saw adaptations in wooden desks is prohibited. Removal of the saw protections is not allowed in accordance with NR 12 and NR 18.

4.6 LADDERS USE

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

- Choose the right type of stairs for the job;
- Only use stairs of good quality and in perfect condition;
- Keep all three balance points before starting use;
- If necessary, receive the assistance of a person to protect and provide the necessary assistance;
- Use the stair for light work and short duration. Do not overload the stair;
- Do not work on the stair step when you are above 2.00 m in height, if necessary, you must use the safety belt;
- Do not place stairs on uneven, sloping or loose surfaces;
- Provide information, appropriate instructions, training and supervision to users;
- The scaffolding work floor must be full-lined, non-slip, level and secured or secured in a secure and sturdy manner;
- Scaffolding must have a guardrail and skirting system, including at headwaters, on all perimeters, except for the working side;
- Access to scaffolding must be done safely by stairway incorporated into its structure;
- It is forbidden to displace scaffold structures with workers on them;
- Scaffold towers must not exceed four times the height of the support base, if not in a fixed position;
- Scaffold castors must be provided with latches to prevent accidental displacement.

4.7 OPERATING MATERIALS

Any work with grease, paint, corrosive material, powder, liquid or chemical products must be performed using appropriate containers, to avoid damage or accidents to other people, to build up components and/or to the venue.

4.8 PROMOTIONAL BLIMPS

Use of blimp balloons at the exhibition is only allowed upon merchandising.

In order to meet the merchandising actions available for the event, consult the exhibition's sales team.

The blimp balloons should be placed inside the exhibitor's rented area. They may not protrude over neighboring stands or circulation areas.

For the use of balloons in the airspace of the stand, it is mandatory the use of stationary tower, fixing minimum of three (3) points and use only industrialized helium.

For security reasons, the blimp balloons can remain airborne only from **06h to 18h**. If the balloons stay in the air during the restricted hours, they shall be removed by the Organiser.



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4.9 BALOONS AND DRONES

Manned balloons are forbidden to overfly the exhibition park due the risk of falling, fire and crash with helicopters during exhibition days. The infractor company will be immediately fined by the promoter.

In order to use drone it is necessary to request authorization from the Organizer that will evaluate the possibility of release, besides following the regulatory norms of the national responsible organs like ANAC, ANATEL and DECEA.

ANAC - <http://www.anac.gov.br/en/drones>

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

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

Read the guidelines at: www.anatel.gov.br/setorregulado/uso-soporario-doespectro. The minimum request period is 15 days before the start of the operation.

Phone: +55 (61) 2312-2000

DECEA - <https://www.decea.gov.br/drone/>.

4.10 FIRE EXTINGUISHER

In compliance to the State legislation of Fire Department, it shall be required for its booth, in every **40 m2 1 (one) extinguisher**, the fire protection, through the equipment: "Fire Extinguisher".

Every booth must have at least 2 (two) units of fire extinguishers per floor, in accordance with the following specifications:

- One Water Unit of 10 liters to Class A - Solid materials (paper, wood, plastics, etc.) and;
- One Dry Chemical Powder Unit (6kg or 12kg) "or" Carbon Dioxide (Co²) of 6kg for Class B and C - Liquid materials and flammable gases and Energized material.

The fire extinguishers should be signalized and in easily accessible location. The exhibitor/assembler may take their own fire extinguishers or lease them directly with a local company.

The fair Administration shall provide a Fire Brigade Staff, trained according to the characteristics of the event, to inspect the booths, guide and determine to exhibitors the need of a greater number of fire extinguishers, in accordance to the Fire Department's technical instructions available in the safety room.

ATTENTION:

It's strictly forbidden any activity with fire throughout all the event period.

4.11 EXPLOSIVES AND FUELS

The use of any explosives, non-liquefied gas, or toxic/flammable materials is prohibited.

4.12 COMBUSTION ENGINES

Combustion engines will not be allowed in the venue.



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5 COMPLEMENTARY INFORMATION

5.1 HYDRAULIC

Individual water outlets will not be available each stand. A convenient water outlet will be available for all the exhibitors of the outdoor areas. This spot is not destined for the kitchen or sinks of the stands. The stands that will offer a Buffet service should use the "dry sink" system.

Whenever necessary, it will be up to the exhibitor to connect a hose from the water outlet to the stand, and then disconnect it after use, trying hard to keep the point free as long as possible.

It is expressly prohibited to discharge water of any kind, as well as opening any sewers in the area of the stand or crossing streets.

5.2 MEDICAL ASSISTANCE

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



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

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

5.3 TELEPHONE AND INTERNET

The contact will be in the official suppliers list 60 days prior to the show.

IMPORTANT: wireless signal (wi-fi) is not available.

5.4 INSURANCE

We remind the exhibitors of the importance to contract insurance to cover fire, theft, electrical damage and personal accidents.

It is the responsibility of the Exhibitor to provide its own insurances (third party liability, general risks and personal accidents) during of build up, show days and breakdown. The Organisers will not accept any responsibility for damages or costs caused by events taking place in the stands, involving products, materials, subcontracted companies, transportation parties, people, or any other case.

When negotiating the policy it is important to check the coverage, and the period, which should start from the first day of build up, until the last day of breakdown.

The contact information is on the official suppliers list .

IMPORTANT: The Organiser is not responsible for any robbery or theft that may occur in the event.

5.5 CUSTOM CLEARANCE AND FREIGHT FORWARDER

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

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

5.6 COEXHIBITOR'S PARTICIPATION

The Coexpositor's Participation Form must be requested to the Commercial Department.

The participation of the coexpositor will only be possible with the express authorization of the Organizer, as long as it is in conformity with the segment to which the exhibition is destined.



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After approval, a Participation Rate of Coexpositors will be generated according sales department price. It is mandatory for the exhibitor to submit the division of their respective area in the project.

Once the participation is released, the main exhibitor will be responsible for the payment of City Hall fees, due to the transfer of the City of São Paulo and Digital Showcase Fee for each new coexhibitor authorized to attend the event.

All material and communications available to the co-exhibitor will always be sent to the main exhibitor, according the Contract of Participation, which is responsible to transfer to each co-exhibitor.



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6 EXHIBITION DAYS

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

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

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

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

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

6.1 PROMOTIONAL DISTRIBUTION AND BRAND PROMOTION

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

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

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

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

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

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

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

6.2 EVENTS HELD INSIDE THE STANDS

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

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

6.3 TICKETS

The Agrishow 2020 have ticket office and the entrance will be charge only Brazilian public. Foreigners are free of charge. During the period of the exhibition, the entrance of children under age will be allowed, when accompanied by a responsible person.

6.4 SUPPLY, MAINTENANCE AND CLEANING OF THE STAND

The stand supply and maintenance must be done from **05h to 06h** and **19:30h to 23h**. Access will be granted by the loading and unloading area.

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

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



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6.5 LOUNGE SOUND AND MUSIC

According to Law 9.610 / 98, which regulates copyright, the exhibiting company that reproduce music in its booth, even through AM / FM, must collect a specific fee through its own guide, provided by ECAD.

All sound produced on the stand by audio-visual devices, recorders, radios or any other equipment **may not exceed 80 decibels.**

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

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

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

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

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

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

ATTENTION:

The exhibitor that intends to make any kind of promotion, such as concerts, live music, presentations, and others, must check with the Show Management for approval.

ECAD – SP

Av. Paulista, 171 - 3º Andar – Edifício Dom Pedro I de Alcântara

CEP: 01311-000 – São Paulo – SP

Contact: Soliane / Phone.: +55 (11) 3287-6722 - Ext 1132

Contact: Bruna / Phone.: +55 (11) 3287-6722 - Ext 1146

Fax: +55 (11) 3285-6790

E-mail: eventosp@ecad.org.br

Web Site: www.ecad.org.br

6.6 PROMOTIONAL DISTRIBUTION OF PRIZES AND RAFFLES

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

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

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

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

6.7 USE OF SUBSTANCES

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

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



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

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

6.8 PROHIBITED ACTIVITIES

The following activities are prohibited:

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



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7 LEGAL REQUIREMENTS

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

- Taxes related to Federal Service, Revenue Service, Municipality, City Hall, Social Security;
- Work and Employment Ministry (MTE – Ministério do Trabalho);
- Central Collection and Distribution Office (ECAD);
- COVISA (HEALTH VIGILANCE COORDINATION);
- National Sanitary Vigilance Agency (ANVISA);
- Serviço de Inspeção Federal (SIF).

7.1 TAX PROCEDURES

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

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

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

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

Some legal references:

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

7.2 IMPORTS

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

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

7.2.1 ICMS

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

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



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

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

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

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

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

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

FEDERAL REVENUE

Federal service:

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

RECEITAFONE: 146

7.2.3 IPI (INDUSTRIALIZED PRODUCTS TAX)

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

Temporary Admission Customs

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

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

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

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

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

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

Remittance Invoice Details

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

Invoice Return Details

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

Source: IOB



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7.3 COVISA, ANVISA and SIF

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

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

COVISA – COORDINATION OF HEALTH SURVEILLANCE

Rua Santa Isabel, 181, Vila Buarque

CEP: 01221-010 – São Paulo – SP

Monday to Friday: 09.00 to 16.00

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

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

ANVISA – AGÊNCIA NACIONAL DE VIGILÂNCIA SANITÁRIA

Trecho 5, Área Especial 57

CEP: 71205-050 – Brasília – DF

Horário de Atendimento: Das 7h30 às 19h30, de segunda a sexta-feira.

Telefones: 0800 642-9782

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

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

SIF – SERVIÇO DE INSPEÇÃO FEDERAL

Ministério da Agricultura, Pecuária e Abastecimento

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

Fone: (61) 3218-2828

Atendimento ao Público: 0800 704 1995

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

7.4 LABOUR MINISTRY

MINISTRY OF LABOUR AND EMPLOYMENT

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

7.4.1 LABOUR MINISTRY AUDIT

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

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

7.5 EMPLOYER OBLIGATION - DOCUMENTS

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

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



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8. Labour contract or Employee Register when hiring temporary labours;

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

7.6 SOCIAL SECURITY

SOCIAL SECURITY SERVICE - OUGPS

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

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

Monday to Friday from 08.00 to 18.00

Site: www.previdencia.gov.br



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RESPONSIBILITY TERMS CONTRACTOR

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

The contractor company above discriminated, represented by his legal person, (name) _____, _____ (job title) _____, under the CPF n° _____ and ID N° _____, declares to be responsible for the stand, the material, the team and any other service provided during build up and breakdown, including any damage that may occur to the Venue or any third parties to BTS INFORMA FEIRAS, EVENTOS E EDITORA LTDA., located at Avenida Doutora Ruth Cardoso, 7221, 22º andar, São Paulo, SP, e subscribed at CNPJ/MF sob o nº 01.914.765/0001-08, Promoter of the event. The contractor is also responsible for the area conservation where will perform stand Exhibitors work, as described above, as of this date. The contractor therefore undertakes to return the said area in the state in which it was delivered and free of any materials to the end of the event.

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

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

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

São Paulo, ____ of _____ of _____.

“Agreed”:

(Stamp and signature of the Contractor)

Promoters Use:

We certify that the area returned at ____ (day)/ ____ (month)/ ____ (year), in the following conditions
(_) In perfect condition (_) Missing parts or accessories (_) with defects ()
Other: _____