**2018 BOOTH APPLICATION FORM**

April 30th – May 4th, 2018 | Rod. Prefeito Antônio Duarte Nogueira, Km 321 - Ribeirão Preto - SP| Brazil

**COMPANY INFORMATION:** Exhibitors are responsible for updating their online profiles and product categories.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EXHIBITOR** | | | | | | | | | | | | | | | | |
| Company Name | | |  | | | | | | | | | | | | | |
| Trade Name | | | Clique ou toque aqui para inserir o texto. | | | | | | | | | | | | | |
| Name in Floor Map | | |  | | | | | | | | | | | | | |
| Billing Address | | |  | | | | | | | | | | | | | |
| Accounts Payable Address | | | | | |  | | | | | | | | | | |
| Country |  | | | | State | |  | | | City | |  | | | ZIP |  |
| Phone |  | | | | | Fax |  | | | | Home Page | |  | | | |
| **EXHIBITOR ’S REPRESENTATIVE IN BRAZIL** | | | | | | | | | | | | | | | | |
| Company Name | |  | | | | | | | | | | | | | | |
| Address | |  | | | | | | | | | | | | | | |
| State |  | | | City | | |  | | | | | | | ZIP | |  |
| Phone |  | | | Fax | | |  | | | | Home Page | |  | | | |
| **RESPONSIBLE FOR THE AGREEMENT** | | | | | | | | | | | | | | | | |
| Name of Exhibitor representative | | | | | | | |  | | | | | | | | |
| Exhibitor representative e-mail | | | | | | | |  | | | | | | | | |
| Exhibitor Accounts Payable representative name | | | | | | | | |  | | | | | | | |
| Exhibitor Accounts Payable representative e-mail | | | | | | | | |  | | | | | | | |

**2018’s PRICE LIST:**

In Agrishow, there are two types of participation

**Outdoor:** booths with minimum of 150sqm, outdoor area, unpaved floor – space to place Machines and Equipments.

**Indoor:** booths with minimum if 9sqm, huge tent, pavilion – space for smaller booths.

|  |  |
| --- | --- |
| **PARTICIPATION COST** | |
|  | |
| **AREA** | **PRICE** |
| **A** – OUTDOOR – RAW SPACE (MINIMUM AREA OF 150SQ.M) | **USD 69.00\*\* / SQ.M** |
| **B** – INDOOR – PAVILION – RAW SPACE (MINIMUM AREA OF 9SQ.M) \* | **USD 320.00\*\* / SQ.M** |
| **C** – INDOOR – PAVILION – SPACE + SHELL SCHEME (MINIMUM AREA OF 9SQ.M) | **USD 430.00\*\* / SQ.M** |

**\*BOOTH STRUCTURE IS MANDATORY**

|  |  |
| --- | --- |
| **MANDATORY SERVICES AND FEES** | |
| **ELETRICAL POWER** (110/127V ONE PHASE) | **USD 63.00\*\***  FOR EACH KW |
| **MUNICIPALITY TAX** | **USD 229.00\*\*** PER COMPANY |
| **FIRE EXTINGUISHER** | **USD 65.00\*\*** PER ONE EVERY 25SQ.M |
| **MAP YOUR SHOW** | **USD 160.00\*\*** PER COMPANY |
| **CLEANING DURING ASSEMBLY** (GARBAGE REMOVAL DURING BUILD UP PERIOD) | **USD 8.50\*\*** / SQ.M |

**\*\*NET VALUES – the prices above do not include commission**

**BOOTH OPTIONS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BOOTH TYPE (pick your option)** | | **TOTAL SQM** | **PRICE PER SQM** | **TOTAL AMOUNT OF BOOTH** |
| **OUTDOOR – RAW SPACE \***  **INDOOR – RAW SPACE \***  **INDOOR – SPACE+SHELL SCHEME \*** | | **\_\_\_\_\_\_\_\_SQM** | **USD \_\_\_\_\_\_\_ /SQM** | **\_\_\_\_\_\_\_\_\_\_\_\_\_USD** |
| **PAYMENT CONDITIONS** | **PAYMENT DUE DATE \_\_\_\_\_\_\_/\_\_\_\_\_\_/20\_\_\_\_\_\_\_** | | | |

**\*Corners are available for booths starting with 225sq.m for Outdoor areas and 12sq.m for Indoor areas. There is no extra fee for corner booths.**

List ***specific companies*** *or* ***product lines*** you wish to be next to, limit of four companies: Clique ou toque aqui para inserir o texto.

1

|  |  |  |  |
| --- | --- | --- | --- |
| **REQUIRED** | **SIGNATURE: X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **PRINTED NAME:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| By providing your contact information and signature, you are authorizing BTS Informa Feiras Eventos e Editora Ltda, to issue a contract agreement and issue an invoice to be charged regarding the participation as exhibitor in Agrishow 2018 | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **REQUIRED** | **SIGNATURE: X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **PRINTED NAME:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| By providing your contact information and signature, you are authorizing BTS Informa Feiras Eventos e Editora Ltda, to issue a contract agreement and issue an invoice to be charged regarding the participation as exhibitor in Agrishow 2018 | | | |

**RULES & REGULATIONS TERMS AND CONDITIONS FOR EXHIBITING**

**ALLOCATION OF EXHIBIT SPACE**

The organizer shall allocate the space in accordance with the nature of the exhibit or in the manner the Organizer deems fit. The Organizer shall reserve the right to change the space allocated to the Exhibitor at any time prior to the commencement of the build-up of the exhibition should the circumstances require changes. Such changes shall be at the discretion of the Organizer. The Exhibitor shall not claim for compensation as a result of the changes. Applications will be treated on first-come-first-served basis. Positioning on floor plan will be determined by product similarity, space availability and the event's marketing strategy, for this reason, no floor plan will be provided for choosing location. Request for space reservation must be confirmed by INFORMA EXHIBITIONS. The floor plan will only become ready 30 days before the show opening date.

**APPLICATION AND PAYMENT PROCEDURES**

Applications should be sent to priscila.fasterra@informa.com duly signed and stamped by the exhibitor. Payment should be made to INFORMA EXHIBITIONS by transfer in USD OR EUR only. Total payment must be completed 120 days prior to the event with bank document indicating SWIFT. Copy of contract must be returned, duly signed, with appropriate payment, within 10 days of issue date. Send contract signed and copy of bank document indicating the SWIFT to priscila.fasterra@informa.com Space reservation will be cancelled if dates indicated at the contract for payment are not followed. The reservation of space at the floor plan will be canceled if the contract and payment are not submitted within the prescribed period.

**INSURANCE, SECURITY AND SAFETY**

Exhibitors are required to subscribe to all risks insurance policy on all equipment and products during the Exhibition as well as during set-up and takedown. The Organizer shall not be held responsible for any loss, theft, or damage to any articles belonging to the Exhibitor. Materials used in stand and display construction must be properly fireproof in accordance with the local fire and safety regulations. The Organizer shall reserve the right to limit any constructions or demonstrations that pose as potential safety hazards.

**STAND EQUIPMENT AND DESIGN**

Organizer has laid down, and exhibitor agrees to comply with certain regulations covering stand design, stand dimensions, and stand construction. Any additional structures, furnishings and fittings will be charged to exhibitor. Exhibitor is not allowed to drill holes or hammer nails into walls, ceilings or floors. Pictures may be posted to the stand walls with adhesive tape. Booth structure: items indicated at the bottom of this document. Multiples of 9sqm are required. Booth structure is mandatory.

**EXHIBIT OF USED PRODUCTS**

The display of used, remanufactured or retrofitted machinery or equipment is strictly prohibited as well as signs, posters or literature promoting such products. Offenders will have their products removed by order of show management, even after the show has started.

**SERVICES**

Electrical Power consumption for lightning and computers (about 1KWA each 9sqm), Fire extinguishers, Map your Show, Municipality Fee, Garbage Removal Tax are not included in these prices, and will be included in the contract payment. Costs informed at 4th page of this document. Extra services like extra power, hydraulics, and compressed air must be requested at the Exhibitor.s Zone, using Login and Password. Requests of these services must be made at least 5 days before the installation period and payment done immediately upon request. The Promoter will not allow the installation of booths which any payments of any nature have not been finished. No exceptions will be granted. Other services (security, cleaning, catering, internet, interpreter, freight forwarder, extra furniture, etc.), must be contracted through suppliers we may indicate, or other of your choice, and paid directly to the hired company. Promoter is not responsible for services provided by third suppliers. Municipal Tax and Map Your Show are charged per company. After sending signed contract, exhibitor will receive login/password to access the Online Exhibitor Manual (CIRTEC), ask for Services, Badges, Taxes and update your Company Information. You will access the exhibitors page, where beside the forms you will also find several important information, such as: Exhibitor’s Manual; Event Specific Norms; Operational Forms; Official Catalogue Form; Promotional Material to promote the participation of your company in the event. Exhibitors must pick up the requested badges at the pavilion during the buildup period of the fair. SERVICES REQUESTED AFTER THE DEADLINE SHALL NOT BE PROVIDED.

**CATALOGUE**

The Catalogue will bring complete details on the exhibitors and their products. Data registration is of the Exhibitor´s responsibility and the form is available at the website through a Login and Password – Same access of Online Manual. Information about your company must be inserted at the event’s site. Its contents are the exhibitor’s responsibility. Check deadline in Specific Norms of the fair.

**INVITATION LETTERS**

Please note that Visa is needed for some countries. If you need an invitation letter for visa application, please provide the necessary information as requested. Your request will be processed within 10 working days from receiving. Visa is not a Promoter’s responsibility, we cannot interfere on the Brazilian Consular and /or Embassy official decisions. Contract issuing and payment dates must be followed, independent if exhibitor has got Visa or not. Refuses by the Brazilian Embassy on granting Visas will not be accepted as an excuse for space cancellations. Requests for Invitation letters will be received in period from January 10th, 2018 to March 1st, 2018.

**FREIGHT FORWARDER / BROKER**

Due to the International Character of the EVENT, registered at the DEVELOPMENT, INDUSTRY AND COMMERCE MINISTERY, the EXHIBITORS can send their exhibiting samples at the IMPORTATION TAXES AND DUTIES SUSPENDED REGIME.

OBS.: Please have in mind, that any company in Brazil, to receive imported products or equipment, as Shipments under Temporary Admission Basis, or Shipments under Permanent Admission Basis, must have all the necessary registrations, at the Governmental bodies.

- Shipments via Courier ARE NOT recommended. According to Brazilian laws, courier services are used for the remittance of documents only.

- Sending goods as Hand-Carry or as Accompanied Luggage is either strongly not recommended, as Brazilian regulation understands these are procedures to transport only personal belongings and not commercial goods.

Any company bringing equipment / products to Brazil are subject to the local laws and regulations regarding sample entry. The organizer cannot be held responsible for any action taken by Brazilian Customs or Local Authorities that delay or prevent the entry of goods into the country, as well as we are also not responsible for the costs charged by authorities and/or freight forwarders.

**RETAIL SALES**

Due to the B2B profile of our events, it is extremely forbidden retails sales during show periods. Offenders will have their products confiscated, and returned only at the event’s last day, after its termination. We also inform that we have specific laws regarding Industrial Property which hosts the Intellectual Property, a number of distinct types of creations of the mind. Under intellectual property law, owners are granted certain exclusive rights to a variety of intangible assets, such as musical, literary, and artistic works; discoveries and inventions; and words, phrases, symbols, designs and standards used by the commerce, as per United Nations World Intellectual Property Organization. Beyond brands protection, summarizing, we have 3 basic type of protections:

(i) - creation of a product, generating concession of the patent invention (ii) - creation of a template of use for the product generating patent concession of the template use(iii) - creation of Industrial Design

So, anyone who creates a new product, template use for an adjacent product or new industrial design, possess protection, at first instance. Therefore, anyone who manufacture products that offend the invention patents or use template, will be understanding as if it is producing a "warez".

For this reason, we wish to clarify that products noticed as irregular in face to the Brazilian Regulations will be confiscated and will be subject to the legal penalties.

**PAVILLIONS**

Groups must send a list of co-exhibitors until: January, 30th, 2017.

**THIRD PARTIES**

BTS Informa is not responsible for the services provided by the suppliers contracted by the exhibitor, even the ones recommended by us. If the supplier does not speak the language, the exhibitor needs to hire an interpreter.

**SHARING BOOTHS**

Exhibitors are allowed to share booths only if companies they are members of the same group, holdings or associated companies. The exhibition of products not manufactured by the exhibitor is forbidden (please check the Manual and Specific Procedures).

**STAND BUILDER COMPANY**

Extra requests of furniture and other items must be requested until March, 2nd, 2018.

I HAVE READ AND AGREED TO THE ABOVE TERMS AND CONDITIONS AND HAVE KNOWLEDGE THAT THERE ARE A MANUAL AND SPECIFIC NORMS OF THE FAIR, WHICH MUST BE READ.

|  |  |  |  |
| --- | --- | --- | --- |
| **REQUIRED** | **SIGNATURE: X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **PRINTED NAME:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| By providing your contact information and signature, you are authorizing BTS Informa Feiras Eventos e Editora Ltda, to issue a contract agreement and issue an invoice to be charged regarding the participation as exhibitor in Agrishow 2018  2   |  |  |  |  | | --- | --- | --- | --- | | **REQUIRED** | **SIGNATURE: X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **PRINTED NAME:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | By providing your contact information and signature, you are authorizing BTS Informa Feiras Eventos e Editora Ltda, to issue a contract agreement and issue an invoice to be charged regarding the participation as exhibitor in Agrishow 2018 | | | | | | | |