

EXHIBITOR'S MANUAL

16 - 18
SEPTEMBER 2025



FEED
FORMULATION
LATIN AMERICA 2025

IN CO-LOCATION WITH



INDEX

Inhoud

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Dear Exhibitor,

Welcome to VICTAM Latam 2025!

We are presenting the Exhibitor's Manual, which aims to guide you on your participation in **VICTAM Latam 2025**.

It is important that the Exhibitor, Assembler and Service Providers respect the rules and deadlines established in these documents to ensure that their exhibition takes place smoothly and safely. It is the sole responsibility of the exhibiting company to observe and comply with the rules imposed in this manual.

In addition to this manual, you will also receive by email your login and password to access the Exhibitor's Online Portal, where you must access to make all mandatory and optional requests, in addition to filling in the necessary information and sending documents.

The Promoter reserves the right to establish, at any time, new rules that may be necessary for the smooth running of the event, as well as to change and/or add relevant information to the Exhibitor and Service Providers. We recommend that you centralize the responsibility of managing operational activities in a single professional.

We are here to assist you with any information you may need and wish you a successful event and prosperous business.

VICTAM Latam Team

IMPORTANT

1. This manual provides exhibitors and their hired personnel, companies, and contractors with essential information and guidelines to ensure the smooth and efficient operation of VICTAM LatAm 2025.
2. Exhibitors and their contractors (including suppliers, subcontractors, and other parties involved in the event) are required to comply with all regulations outlined in this manual. Lack of awareness does not exempt them from any penalties, fines, sanctions, or responsibilities specified herein. Any such occurrences will be the sole responsibility of the exhibitor and their representative, regardless of the nature or order of appointment, with joint and several liability.
3. We strongly advise all exhibitors to thoroughly review the event regulations and ensure they are communicated to all employees, suppliers, and contractors to prevent any misunderstandings or issues.
4. The assembly period will commence on September 13, 2025.
5. Please keep your personal belongings (such as backpacks, mobile phones, wallets, and notebooks) secure at all times. Do not leave them unattended on tables, counters, or in the food court, as the event will have a high volume of attendees, requiring heightened awareness to prevent loss or theft.

1 KEY CONTACTS

For more information, the **INTERLINK EXHIBITIONS team and X-Managers** will be available to assist you and provide guidance on this manual.

Office hours: Monday to Friday, from 09:00 to 18:00

1.1 INTERNATIONAL TEAM – THE NETHERLANDS

GENERAL MANAGER

Sebas van den Ende

Email: sebasvandenende@victam.com

COMMERCIAL DEPARTMENT

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Account Manager

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MARKETING

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Marketing Team

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Phone: +31 (0)33 246 4404

OPERATIONS & CONFERENCES

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Event Manager

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Mobile: +31 6 27820546

FINANCE

Karin Martens

karinmartens@victam.com

Phone: +31 (0)33 246 4404

1.2 LOCAL TEAM - BRAZIL

GENERAL MANAGER

Cassiano Facchinetti

Email: c.facchinetti@interlinkexhibitions.com

COMMERCIAL DEPARTMENT

Questions about hiring stands, business contacts and payment methods at the event:

Matheus Araujo

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Email: feed@interlinkexhibitions.com

Rafael Abreu

Phone: (11) 91368-8668

Email: victamlatam@interlinkexhibitions.com

FINANCIAL

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MARKETING

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Email: marketing@interlinkexhibitions.com

MARKETING

Larissa Paiva
Phone: +55 11 93505-5842
Email: comunicacao@interlinkexhibitions.com

OPERATIONS DEPARTMENT

Questions about requests for mandatory and optional services, project delivery, locations, plans, assembly standards, documentation to be completed and delivered, important dates and times, please contact:

X-Managers

Monise Borges
Whatsapp: (11) 98914-8598
Email: contato@x-managers.com.br

Marcia Ferreira
Email: marcia@x-managers.com.br

2 EVENT

2.1 MANUAL PRE-EVENT ATTENDANCE / SERVICE REQUESTS

INTERLINK EXHIBITIONS

Alameda Grajaú, 219
3rd floor – conj. 30A
Alphaville / São Paulo / SP
Zip Code: 06454-050
<https://www.interlinkexhibitions.com>

2.2 PRE-EVENT ATTENDANCE / PROJECTS / DOCUMENTATION

X-MANAGERS EVENTOS LTDA

Rua Prainha – 272
Vila Maria / São Paulo / SP
Zip code. 02130-050
Phone: (11) 2978-2454

2.3 LOCAL SERVICE

CAEX – Service Center for Exhibitors, Assemblers and Service Providers.

- Service Requests
- Credential issuance and delivery
- Delivery of (original) documentation from the Automakers
- Doubts

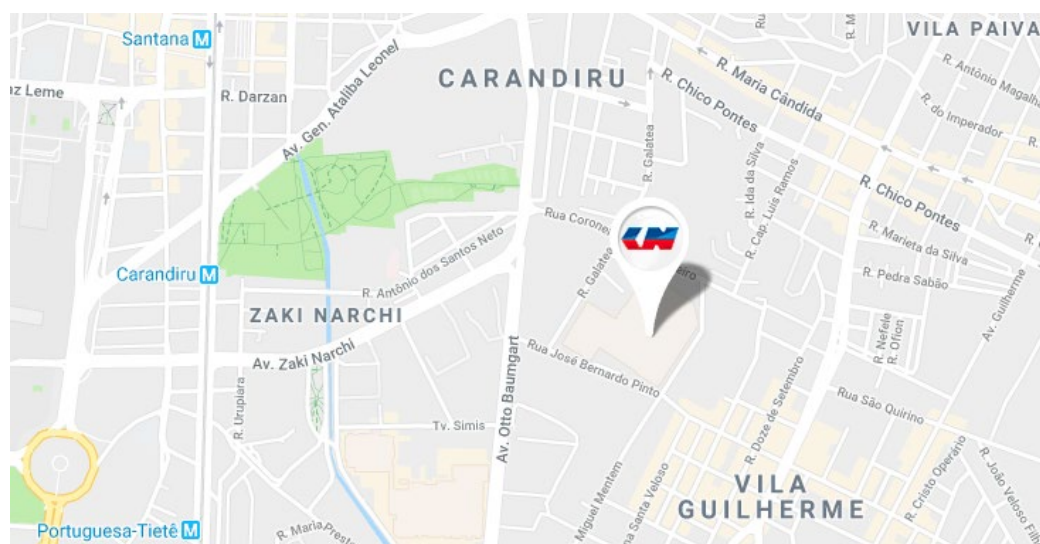
2.4 VENUE

EXPO CENTER NORTE – **WHITE PAVILION**

EXHIBITION & CONVENTION CENTER

Av. José Bernardo Pinto, 333

Vila Guilherme – São Paulo/SP



3 DATES AND TIMES

3.1 DATES AND TIMES OF ASSEMBLY, REALIZATION AND DISASSEMBLY

Exhibitors, Assemblers and Service Providers will have a service and support team available in the pavilion throughout the period of assembly, realization and disassembly of the event.

ASSEMBLY			
DAYS OF THE WEEK	DATES	STARTING TIME	END TIME
Saturday	September 13, 2025	10:00	22:00
Sunday	September 14, 2025	08:00	22:00
Monday	September 15, 2025	08:00	16:00

DECORATION STANDS PATTERN			
DAYS OF THE WEEK	DATES	STARTING TIME	END TIME
Monday	September 15, 2025	14:00	22:00

EXHIBITION REALIZATION			
DAYS OF THE WEEK	DATES	STARTING TIME	END TIME
Tuesday	September 16, 2025	12:00	19:00
Wednesday	September 17, 2025	12:00	19:00
Thursday	September 18, 2025	12:00	19:00

CONGRESS			
DAYS OF THE WEEK	DATES	STARTING TIME	END TIME
Tuesday	September 16, 2025	10:00	17:30
Wednesday	September 17, 2025	10:00	17:30
Thursday	September 18, 2025	10:00	17:30

SUPPLY AND CLEANING SCHEDULES			
DAYS OF THE WEEK	DATES	STARTING TIME	END TIME
Tuesday	September 16, 2025	08:00	11:00
Wednesday	September 17, 2025	08:00	11:00
Thursday	September 18, 2025	08:00	11:00

DISASSEMBLY			
DAYS OF THE WEEK	DATES	STARTING TIME	END TIME
Thursday	September 18, 2025	20:00(*)	22:00
Friday	September 19, 2025	07:00	15:00

(*) Scheduled initial time for removal of exhibitor material, electronics and small materials.

Dismantling of the stands scheduled only on the 19th from **07:00**

If there are changes and clearance for disassembly at night we will notify in advance.

3.2 DATES AND HOURS OF SERVICE TO EXHIBITORS, ASSEMBLERS AND SERVICE PROVIDERS.

CAEX – Exhibitor Service Center.

CAMPS – Service Center for Automakers and Service Providers

MOUNTING			
DAYS OF THE WEEK	DATES	STARTING TIME	END TIME
Saturday	September 13, 2025	08:00	19:00
Sunday	September 14, 2025	08:00	19:00
Monday	September 15, 2025	08:00	19:00

ACCOMPLISHMENT			
DAYS OF THE WEEK	DATES	STARTING TIME	END TIME
Tuesday	September 16, 2025	08:00	19:00
Wednesday	September 17, 2025	08:00	19:00
Thursday	September 18, 2025	08:00	19:00

4 CHECK LIST

Follow below the list of services and forms available and their respective deadlines for contracting or sending. All exhibitors must in a timely manner complete and forward all mandatory and optional forms.

MANDATORY SERVICES	TYPE OF MOUNTS	DEADLINE
Project Submission	Free Area	15/08/2025
Exhibitor Credential	Everyone	29/08/2025
Basic Electrical Power	Everyone	29/08/2025
Fire Extinguisher Rental	Free Area	29/08/2025
Electric Power Assembly	Free Area	29/08/2025
Cleaning Assembly	Free Area	29/08/2025

OPTIONAL SERVICES (*)	TYPE OF MOUNTS	DEADLINE
Customs Broker	Everyone	29/08/2025
Additional Electricity	Everyone	29/08/2025
Hydraulics	Everyone	29/08/2025

Receptionists	Everyone	29/08/2025
Stand Safety	Everyone	29/08/2025
Cleaning – Event Realization	Everyone	29/08/2025
Services Credential	Everyone	29/08/2025
Landscaping	Everyone	29/08/2025
Rental of Furniture/Appliances	Everyone	29/08/2025
Data Collector	Everyone	29/08/2025
Telephony and Internet	Everyone	29/08/2025
TV Rental	Everyone	29/08/2025

Any and all requests made after the DEADLINE disclosed in the table will undergo prior analysis by the ORGANISER for release.

5 GENERAL GUIDELINES

5.1 WEBSHOP

Exhibitors will receive a login and password via the email address registered in the contract, allowing them to access the system and place the necessary orders.

- **Access by entering your login and password;**
- **Place your orders;**
- **Issue payment slips.**

The following services are mandatory for participation:

- Exhibitor Credential
- Basic Electricity (Minimum power consumption 2 KVA per m²)
- Fire Extinguisher Rental
- Electric Power Assembly
- Assembly Cleaning (does not apply to standard stands purchased from the organiser)

After the deadline, any request can only be made in the pavilion, on-site at CAEX in the pavilion, starting from the first day of service day of service.

Failure to comply with the deadlines or any other instructions outlined in this manual will exempt the fair's management from any responsibility for services, losses, or issues that may arise for the exhibitor.

5.2 EXHIBITOR CREDENTIALS

The EXHIBITOR credentials must be requested through the respective form, with one EXHIBITOR credential for every 3m², free of charge. This request is mandatory.

WE REQUEST CAREFUL DISTRIBUTION OF THIS CREDENTIALS, AS THEY ALLOW ACCESS TO THE PAVILIONS OUTSIDE EVENT HOURS, MAKING IT A SECURITY ISSUE THAT MUST BE OBSERVED BY THE EXHIBITOR.

If the EXHIBITOR needs credentials exceeding the authorized quantity at no cost, these must be requested and paid for by filling out the specific form.

Credentials must be picked up at the entrance to the Pavilion, at CAEX.

5.3 ELECTRICITY CONSUMPTION

Power consumption is measured in KVA and will be calculated in two ways:

- a) Minimum energy consumption: mandatory for all exhibitors for the basic operation of the stand is 2 KVA's.
- b) Additional energy consumption: must be requested when the KVA consumption necessary for the operation of the equipment exceeds the mandatory minimum (for stands with specific projects and/or high energy consumption through machines, equipment and other electrical items).

To calculate the number of KVA needed for your stand, the exhibitor must add the watts of their lighting system and electrical equipment. Consult the plate of your equipment and the reference table available in **ITEM 19** ("ENERGY TABLE") of this manual to check the needs of your stand.

The KVA used at the stand during the event will be checked and controlled by the event's Official Infrastructure Company. If the consumption exceeds the contracted quantity, the exhibitor will receive at his stand a notification and collection for immediate payment at CAEX – Exhibitor Service Center.

Electrical installations and maintenance;

Specialized teams will be in operation during the assembly, event, and disassembly phases to maintain of the common areas of the fair and the stands.

5.4 FIRE EXTINGUISHERS

According to Ordinance 2314/78 No. 23 of the Ministry of Labor, the use of a fire extinguisher is mandatory in all stands. For every 25 m² of stand space, one fire extinguisher of at least 4 kg of dry chemical powder (PQS) must be placed.

Stands that do not use fire extinguishers may be subject to inspection embargoes. The Fire Department will inspect the extinguishers on the last day of assembly and on the first day of the fair.

Note: *car extinguishers are not permitted.*

5.4.1 City Hall Fees (TFA/TFE)

Municipal Fees (City Hall of the Municipality of São Paulo) are included in the space lease agreement.

6 CONTRACTING OF ADDITIONAL SERVICES

To contract optional services, the exhibitor must complete the orders in the electronic manual and submit them as needed (e.g., additional energy consumption, hydraulics, among others).

6.1 HYDRAULICS

The Pavilion has water and drainage points distributed in channels along the pavilion floor. This service is optional and must be contracted if water is required at the stand.

Note: To request this service, the stand must have a raised floor.

Technical Information: Water supply: 1/2 inch or 20 mm
 Sewage collection: 1 1/2 inch or 40 mm

The use of a drain point for combined furnaces or similar equipment will be allowed, provided the water output does not exceed the maximum temperature of 60°C to avoid deformation and leakage during operations.

6.2 TELEPHONY AND INTERNET

All telecommunications services at Expo Center Norte are exclusively managed by the Telecom company, which provides the rental of direct telephone lines, internet, and other services. Therefore, it is prohibited to hire, install or modify any telecommunications service independently or through other companies. Telecommunications services include, but are not limited to: provision of extensions, telephone lines, telecommunications equipment, cabling, interconnections, internal distribution of telephones, local data network (cable or wireless), external data access, and internet access.

For information on prices, installation cost, call pricing and deadlines for contracting the service, exhibitors should contact us by phone: **+55 11 4210-0810** or by email at **expotelecom@mapptv.com.br**

Orders placed after the deadline will be subject to a 20% increase on the listed prices and will be subject to availability.

6.3 CLEANING SERVICES DURING THE EVENT

Stand cleaning services must be carried out from 8 am to 11 am.

The exhibitor can hire this service directly through the Cleaning Form. Hiring this service is optional, depending on the needs of the stand.

The Promoter is only responsible for cleaning the common areas of the event (gangways, avenues, and toilets) and removing garbage to a suitable place. Garbage must be packed in appropriate plastic bags and left in the aisles until 10 am. After this time, it is the responsibility of the exhibitor to store the garbage inside the stand.

Stands with standard assembly purchased from the organiser will have cleaning service during the assembly and the event.

6.4 FURNITURE

In the event of additional furniture hire, please submit your request and payments through the online portal.

6.5 LANDSCAPING

Exhibitors who hire directly through the online manual may request gardens, flowers, and ornamental decorations for rental during the assembly period.

6.6 RECEPTIONIST

The services of a Portuguese or bilingual receptionist (English/ Spanish/ Chinese) for your stand during the event can be requested through the online manual.

6.7 SERVICE CREDENTIALS

ALL EXHIBITOR'S SERVICE PROVIDERS MUST BE REGISTERED (COMPLETE DATA).

The EXHIBITOR SERVICE credentials are intended for the accreditation of employees of companies hired by the EXHIBITOR to provide support services during the event, such as receptionists, waiters, maids, musicians, etc. These credentials must be requested by completing and submitting the respective form.

6.8 SAFETY

6.8.1 Security Common Areas

During the event, the promoter, through a specialized company, will maintain a security team on permanent duty in the pavilions. This service aims to preserve order in the common areas.

Each exhibiting company is responsible for the security of its own stand.

6.8.2 Private Security - Official Event Company

Security service for the stand area during the event can be requested directly through the online manual from the official service provider.

6.8.3 Private Security - Company

HIRING OF PRIVATE SECURITY – SPECIALIZED COMPANY OR OWN STAFF

If the exhibitor wishes to hire security services other than the official company of the event, they must, according to Law 8.863/94 and 9.017/95 and Ordinance 992/95 of the Federal Police Station, provide the following documents:

- Authorization to operate;
- Safety certificate (valid for one year);
- Review of authorization to operate (valid for one year);
- Service provision contract;
- Duplicate of the employee registration form or identification card, badge type (I.N. nº 3, of 1º/9/97);
- Registration of Security Guards at the M.T.B.E.;
- Time card.

The exhibitor will be subject to the penalties provided for in the aforementioned laws in case of non-compliance.

Companies using their own staff at the event must have authorization issued by DELESP, under penalty of being subject to the penalties provided by law.

All the documentation described above is required for the issuance of the Private Security Credential.

6.8.4 Private Security - Outsourced Company

Exhibitors who hire outsourced security must present the following documents:

- Service provision contract between the exhibitor and the security company, or a letter on the exhibitor's letterhead, providing the name and details of the contracted company (CNPJ, Corporate Name, full address, telephone number, contact person, and e-mail);
- Safety certificate and authorization to operate, valid for one year (simple copy);
- Cover letter on the contracted company's letterhead, containing the details of the security guard who will provide the service and the name of the exhibitor;
- Copies of the training course certificate, refresher course certificate (if training is more than two years old), ID, CPF, and background check certificate of the hired security guard;
- Letter specifying the company responsible for paying for the credential (exhibitor or contracted company).

These documents are mandatory for the execution of the service. The official security company will review the documents.

This credential incurs a cost and must be submitted with the required data in the descriptive form.

6.9 INSURANCE

We remind exhibitors of the importance of taking out insurance with coverage for fire, theft, electrical damage, and personal injury.

It is the sole responsibility of the exhibitor to provide their own insurance (civil liability, various risks, and personal accidents) during the periods of assembly, the event and disassembly. The promoter will not assume any responsibility for damages or costs arising from incidents involving products, materials, contracted companies, transporters, people, or any other nature within the stands.

It is important to check the insurance coverage and the validity period in the policy, which should extend from the first day of assembly to the last day of disassembly.

6.10 DATA COLLECTOR

It is advisable to have a data collector to obtain quantitative and qualitative control of the people who visit your stand. This will enable a more personalized post-fair follow-up.

The company **SMTZ Eventos** provides data collectors for stands. To rent one, simply get in touch.

These requests and payments are made directly to the service provider.

Interested exhibitors should contact us by phone: **+55 11 98365-8387** or by e-mail: **nonato.tavares@smtzeventos.com.br**.

7 GENERAL ACCREDITATION

The ORGANISER will only deliver the exhibitor credentials after confirmation of all fees paid for the requested services.

The credentials must be picked up at the entrance of the Pavilion, at CAEX, from September 30, starting at 8:00 am.

CREDENTIALS WILL NOT BE SENT BY MAIL.

It is mandatory for EXHIBITORS, Assemblers, Security guards, and staff to wear the credential in a visible place.

IMPORTANT:

- Exhibitors/assemblers/service providers will be required to present an official photo id when entering the pavilion.
- Any person without a credential inside the pavilion will be immediately removed from the

venue.

- It is forbidden to place the identification label above the stripe that defines the type of credential. The event organization reserves the right to seize and cancel it.
- Duplicated copies of seized credentials will not be issued.

Credentials are valid during the event's opening hours and can only be requested until the day before the event's inauguration.

In case of misplacement, loss, or forgetfulness, the EXHIBITOR may request the issuance of a duplicate copy, provided it has not been seized.

The duplicate copy will only be issued upon payment of a fee of R\$ 50.00 (fifty reais) for loss, forgetfulness in the hotel, car, etc.

7.1 VISITOR CREDENTIALS

To access the exhibition area, visitors will have free admission for a period of 3 days and must register through the website.

The visitor credential does not grant access to paid conference and seminar rooms, which can be purchased through the same accreditation system for a fee.

7.2 ASSEMBLER CREDENTIAL

The Assembler/Decorator credential is mandatory throughout the entire assembly and disassembly period, and must only be withdrawn at the event's CAEX.

Credential: MAINTENANCE ASSEMBLER/DECORATOR

The assembler/decorator must request the MAINTENANCE SERVICES credential at CAEX, which will authorise the exchange 2 credentials per STAND.

For requests exceeding this amount, the assembler must submit a letter on company letterhead, signed by the person in charge, containing the names and CPF numbers of the employees. This request must be approved by the event's ORGANIZATION.

7.3 DIGITAL INVITATIONS AND VIP INVITATIONS

Visitor registration for Victam LatAm will be free of charge.

Exhibitors can send digital invitations and VIP invitations to their guests via the online portal.

It is crucial to engage all exhibitors in inviting their customers and partners to ensure the event's success.

7.3.1 Electronic invitations:

We will create personalized electronic invitations with tracking codes for each exhibitor, allowing you to see who has registered through your invitation. Additionally, we can produce an electronic signature for your emails and custom website banners.

7.3.2 VIP Invitations

Each exhibitor has the opportunity to invite 20 of their top customers as VIP guests. VIP visitors will have access to the VIP lounge for coffee or drinks and will receive priority seating at seminars.

8 GENERAL GUIDELINES

8.1 RIGHTS OF THE PROMOTER

The Organiser reserves the right to amend the rules established in the manual or to introduce new rules as necessary for the proper functioning of the event or for security reasons.

To start the assembly of the stand, the Promoter requires exhibitors to settle any outstanding financial obligations related to contract instalments and mandatory or contracted services immediately.

The Promoter may penalise or halt the activities of the stands that do not comply with the rules established in this manual and the general conditions applicable to participation and service contracts.

8.2 EXHIBITOR RESPONSIBILITIES

- Respect all the rules and dates established in this manual and guide their employees and contractors accordingly;
- Control the entry and exit of products and equipment, and be responsible for any loss or theft during the period of assembly, event, and disassembly periods;
- Accredite all employees through the Online Manual;
- Make payments for mandatory services,
- Maintain and conserve the stand area from the date of receipt until the return of the space.

8.3 IMPORTANT INFORMATION

- The EXHIBITORS, Assemblers and/or other service providers who are in arrears with their payments must immediately settle their commitments with the ORGANISER to obtain the release of the area intended for the assembly/decoration of their stands, whether these commitments refer to contractual installments or fees for facilities and services.
- Without proof of payment, participation in the event will be prohibited.
- Exhibitors, assemblers, and service providers must wear a helmet (protective equipment) in the internal area of the pavilions during the entire assembly and disassembly period until 2 pm on 09/19.

- Rules for entry and stay in the pavilions extended to all (Exhibitors, Assemblers, Service Providers in General and visiting public):
- During the period of assembly, decoration, and disassembly:
- The entry and stay of children under 14 years of age, including infants, is prohibited.
- The entry and stay of people wearing shorts, tank tops and/or flip-flops is prohibited.
- During the event:
- Entry and stay of children under 14 years of age is prohibited.
- **Infants up to 01 year of age will be allowed access as long as they are accompanied by their guardians, who must sign a Term of Responsibility.**
- The Organization suggests that, as it is a business fair, visitors do not attend the event wearing shorts, tank top, caps, and/or flip-flops.

8.4 INTERNAL LOGISTICS PAVILION

The contact information will be disclosed in the LIST OF OFFICIAL SUPPLIERS, available up to 30 days before the start of the fair.

Official companies do not have exclusivity in the provision of Logistics Services, exhibitors are free to hire another company of their choice.

8.5 COMMERCIAL REPRESENTATIVES, TRADING COMPANIES, HOLDINGS AND ASSOCIATED COMPANIES.

When the exhibitor is a commercial representation company, trading company, holding company, member of a business group, or has associated companies, the presentation of products from other brands will be allowed, provided the exhibitor submits a list of companies to the Promoter in advance, along with proof of an existing exclusivity relationship.

8.6 PROMOTIONAL DISTRIBUTION AND BRAND PROMOTION

Exhibitors are prohibited from having their staff operate outside the limits of the stand for selling or distributing leaflets, gifts, etc.

IMPORTANT:

Exhibitors may only present products of their own brand at the stand. It is forbidden to distribute or advertise products from other companies not participating in the stand, as well as to exhibit products that are irregular (counterfeit, smuggled, or pirated).

The following are not allowed:

- Advertising, promotion, or marketing of any other event promoters in the pavilion;
- Use of drones for any purpose.

Exhibitors who do not comply with these rules will have their materials collected by the Security Department and may only retrieve them after the event period ends. The Promoter may also prohibit the operation of the stand at any time.

8.7 EQUIPMENT DEMONSTRATION OR STAND EVENTS

Exhibitors bringing machinery and/or equipment must fill out the form in the Electronic Manual.

Please specify the amount of energy required for such demonstration and request in the Electronic Manual under Additional Energy.

Exhibitors may hold events inside their stands, provided they adhere to the rules established in this manual and do not disturb other exhibitors.

The use of fireworks shows with smoke or airships, paper rain, and gas balloons is strictly prohibited.

8.8 PARKING

The Expo Center Norte parking lot is managed by the pavilion itself. For any additional clarification, please contact: (11) **2221-6700**.

Passenger vehicles are prohibited from remaining in the loading and unloading area, as well as inside the pavilions.

Table of values

Assembly and Disassembly (Visitor Parking)
R\$ 15,00 per day Access the parking lot by obtaining a single card and make the payment at the in-person cashiers.

Event Realization

CARS 12 hours	BUS 12 hours
R\$ 75,00 Valid for the Event	R\$ 120,00 Valid for the Event
MOTORCYCLE 12 hours	MINIBUS 12 hours
R\$ 25,00 Valid for the Event	R\$ 120,00 Valid for the Event

Loading and unloading areas

CARS Hourly rate	CARGO VEHICLE Hourly rate (Up to 7 tons)
R\$ 10,00 Valid up to 30 minutes	R\$ 15,00

	Valid Up to 30 minutes, after which R\$ 20.00 per hour is charged
CARGO VEHICLE Hourly rate (Above 7 tons)	GATE 2 Truck Pocket
R\$ 00,00 (until 3h) After 3 hours free R\$ 50.00 per additional hour	Exclusive area for waiting for loading and unloading. No charges are made at this location. *The charge will be made only in the loading and unloading sector.

Event Exhibitors:

Access the parking lot by removing the single card at the entrance. Proceed to the parking lot administration to collect and pay for the access credentials (accepted payment methods: cash, credit/debit card).

Each exhibitor is entitled to two credentials (two access cards) for parking at a 50% discount on the list price. Present the event identification badge issued by the organizer to receive the discount. For any other credentials beyond the two allowed, the full listed price will be charged.

8.9 TAX GUIDANCE AND PRODUCT TRANSPORTATION

If in doubt, we suggest consulting the company's accounting department

8.9.1 Shipment of products to the pavilion

The invoice must be issued in the name of the exhibiting company, with CNPJ and State Registration, to the following address: Rua José Bernardo Pinto, 333 – Vila Guilherme – São Paulo – SP CEP 02055-000.

The following note must be included in the body of the Invoice:

"THE GOODS ARE INTENDED FOR THE EXHIBITION – AT EXPO CENTER NORTE – WHITE PAVILION – SÃO PAULO – SP"

The goods must return to the establishment of origin within a maximum of 60 days from the date of issuance of the invoice.

8.9.2 Invoice model and data:

Refer to the template below for the correct completion of the remittance invoice for each state.

1. São Paulo
2. Invoice Model 1 or 1st
 - a. Nature of the Transaction
 - b. Shipment of Samples for Exhibition – Code 5.914
3. Return of Samples for Exhibition – Code 2.914

4. ICMS with Tax Exemption - ICMS Suspended according to ICMS Convention No. 30, of 09/13/90
5. IPI WITH TAX SUSPENSION: Article 42, item II, of Decree No. 4,544/02

RJ, MG, RS, BA, ES, PR, SC AND OTHER STATES

1. INVOICE: Model 1 or 1A
2. INVOICE: Model 1 or 1A
 - a. NATURE OF THE OPERATION:
Shipment of Samples for Exhibition – Code 6.914
 - b. Return of Samples for Exhibition – Code 2.914
3. ICMS WITH TAX EXEMPTION: ICMS suspended according to ICMS Convention No. 30, of 09/13/90
4. IPI WITH TAX SUSPENSION: Article 42, item II, of Decree No. 4,544/02

8.9.3 Return of products to origin:

For the return of the products, issue an entry invoice model 1 or 1A in the name of the company containing the following words:

"RETURN OF GOODS DESTINED FOR EXHIBITION AT VICTAM Latam 2025 – EXPO CENTER NORTE – WHITE PAVILION – São Paulo – SP

Note: mention the date of issue and number of the invoice that generated the shipment.

ATTENTION:

- The invoice cannot be issued in the name of a representative.
- Comply with the aforementioned instructions to ensure legal support for the operation.

ONCE THESE REQUIREMENTS ARE MET, THE ARRIVAL AND PERMANENCE OF THE SAMPLES AT THE EXHIBITION, AS WELL AS THEIR RETURN TO THE COMPANY, WILL BE ENSURED.

For more information: www.portal@fazenda.sp.gov.br.

8.10 VARIOUS DEMONSTRATIONS, SHOWS AND AMBIENT MUSIC.

Sound demonstrations with audio equipment that are incompatible with the work carried out at the trade fair are strictly prohibited. Even inside the stands, the sound must be ambient, so as not to disturb other exhibitors.

Any EXHIBITORS who exceed the determined volume, or who are cause complaints from adjacent stands, will receive a verbal request from the ORGANISER to reduce the volume of the sound for the first time. For the second infraction, the EXHIBITOR will be notified in writing. For the third infraction, a more stringent measure will be taken, including the disconnection of the stand's light switches

without prior notice, and a fine of R\$ 3,000.00 (three thousand reais). The light switches will be reconnected once the source of the infraction is removed from the stand.

8.10.1 Artistic Activities (concerts, parades, live music, video wall)

Concerts, parades, live music, video walls, etc., will be allowed inside the stands, provided they respect the limits of sound volume, specific assembly rules and the event's opening hours. The sale of tickets or any type of charge is prohibited. Invitations to these activities do not grant entry rights to the event.

8.11 ECAD

Copyright and ECAD are governed by Federal Law 9.610 of 1998, which aims to protect the rights of creation and public performance of the owners of music and other works protected by this institution.

To determine if the performance of videos or music at their stands is subject to ECAD fees, exhibitors must contact the service portal at www.ecad.org.br.

9 LEGAL RULES

9.1 UNDERAGE WORK

The work of minors is regulated. To employ minors at the stand, the EXHIBITOR must obtain special authorisation from the Regional Labor Office and the Child and Youth Court.

If the EXHIBITOR needs to employ minors under 14 years of age during the event, they must provide:

- a letter of authorisation from the parents, signed by both, with notarised signatures;
- a photocopy of the parents' ID and CPF;
- the minor's birth certificate or ID;
- the employment **contract signed between the EXHIBITOR and the minor.**

In this case, the contracted minor may only remain inside the stand of the EXHIBITOR who hired them, and may not, under any circumstances, circulate through the Pavilion's streets. Failure to comply will result in the minor being removed, thus preventing them from continuing their work during the event.

The aforementioned documentation must be delivered to CAEX to release the minor's credential.

9.2 INSPECTION BY THE MINISTRY OF LABOR AND THE FEDERAL POLICE

Due to the frequent inspections by the Ministry of Labor at fairs, we advise exhibitors to ensure there are no issues regarding the documentation of professionals providing services at the stands.

We remind you that the service contracting company may be considered co-responsible for labor obligations, and must therefore require service providers to provide proof of compliance to protect against any claims. Thus, the hiring of receptionists, waiters, stand guards (security guards and watchmen), cleaners, stand assemblers and employees of service companies must comply with the legislation in force.

The documents must remain at their stand for labor inspection.

After the deadline, any request can only be made at the pavilion, at CAEX – Exhibitor Service Center, from the first day of service.

Failure to comply with the deadlines or other instructions contained herein will exempt the fair's management from any responsibility for the service, losses, or problems that may arise for the exhibitor.

10 ASSEMBLY RULES

10.1 GENERAL CONDITIONS

- All materials used in the basic assemblies are the property of the official assembler and will be supplied on a rental basis. They must be removed at the end of the event at no cost to the EXHIBITOR.
- The Official Assembler undertakes to use its own and specialised labor, taking responsibility for all employees and contractors.
- The Official Assembler undertakes to carry out maintenance throughout the entire event.
- It is the sole responsibility of the EXHIBITOR to transport and store all their materials, exempting the Assembler from any liability for damage or loss.
- During the entire event, there must be at least one employee of the EXHIBITOR trained to provide information about the products on display.
- Staff must arrive 45 minutes before the opening of the event.
- **EXHIBITORS who keep their stand closed during the event's openings hours will be formally notified and subject to a fine of R\$ 3,000.00 (three thousand reais).**

10.2 CUSTOM ASSEMBLIES / PROJECTS

EXHIBITORS may, at their discretion, hire the official assembler or any other assembler of their preference. The Assembler must **send the project to be executed by e-mail to: projetos@x-managers.com.br, with a copy to expo@victam.com, as follows:**

- PDF file;
- Floor plan with area size;
- Elevations and perspectives;

- Specification of the type of assembly of the stand: basic, mixed or built;
- Legible name of the qualified professional responsible for the project (Architect and/or Engineer) and their registration number with CAU or CREA;
- Copy of the RRT of the Execution Project (issued by an Architect) or ART (issued by an Engineer) with proof of payment of technical responsibility for design, assembly, maintenance, and disassembly;
- Copy of the CREA/CAU of the technical responsible;
- Copy of the insurance (purchased by the exhibitor or assembler).

The Promoter will veto any project that does not comply with the rules described herein. If changes are needed, they must be made within the requested specifications.

PROJECTS WILL NOT BE ACCEPTED FOR APPROVAL IN THE PAVILION.

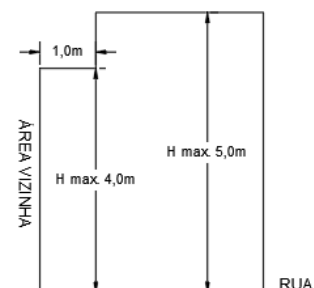
10.3 MANDATORY DOCUMENTS TO BE PRESENTED BY THE ASSEMBLER.

To obtain the release of the area intended for the assembly of the stand, the Assemblers/Decorators must present the following documents at the event's CAEX.:

- Term of Responsibility for Assembly and Disassembly signed by the EXHIBITOR and Assembler;
- Receipt of payment of assembly cleaning fee;
- Receipt of payment for the fitter/decorator credentials and maintenance service credentials (during the event). Fill out the respective forms with the name, CPF, and position of the employees who will provide services during the assembly, event, and disassembly.;
- Copy of the Execution RRT or Assembly ART (certificates referring to the stability of structures of all the stands for which it is responsible, signed by engineers or architects, with a copy of the CREA card - CONTRU decision, of 12.03.96). This is mandatory for release of the assembly;
- Technical Certificate of Stability Conditions of the stand;
- Declaration of Flammability, Incombustibility and Fireproof of Fabrics
- Civil Liability Insurance Policies and various risks to cover employees, materials and equipment used during the assembly, event, and disassembly. The insurance must be sufficient to cover damages caused to the Pavilion or to third parties in the areas rented by the EXHIBITOR, where the assembler is performing the assembly services.
-

THE ABSENCE OF THE POLICY OR ITS INEFFECTIVENESS IN COVERING THE RISKS WILL IMPLY THE TOTAL RESPONSIBILITY OF THE EXHIBITOR AND ITS ASSEMBLER, BEFORE THE ORGANISER, FOR ALL LOSSES THAT MAY OCCUR. THEY MUST INDEMNIFY AND RECOVER ALL DAMAGES.

10.4 HEIGHTS LIMITS



***Up to 4.0 m – NO SETBACK**

****From 4.01 m to 5.0 m**

1.0 m SETBACK

*Height from pavilion floor

**Setback is mandatory only for the construction of walls facing neighboring areas (regardless of the configuration of the stand, e.g., box, island tip and corner).

Stands with mezzanine:

The maximum height of a stand with mezzanine is 6.0m. Construction is allowed only in areas larger than 150.0m², and the upper area (mezzanine) must not exceed 50% of the total area.

A setback of 2.00m is required in the entire perimeter of the area (adjacent areas and streets).

The mezzanine will incur an additional charge of R\$ 1,000.00 per m².

10.5 VISIBILITY

10.5.1 Assembly rules of stands with island, peninsula, and corners areas

Stands must not obstruct the visibility of any side facing the circulation routes.

- It is mandatory to open 50% of the linear footage on each side, with walls of a maximum width of 4m per side.
- At the opening site, glass/showcases, glass walls, or similar materials with a total transparency will be accepted. Glass panels must have safety signage (sticker, graphics, logos, etc.)

10.5.2 Partition Walls

- Partition walls must be built within the boundaries of your area (but within it) with neighboring areas. The minimum height must be 2.20m from the pavilion floor, to a maximum height of 5.0m, respecting the setback of the respective height throughout the perimeter of the stand.
- The EXHIBITOR must give a quality finish to the face facing its neighbors or circulation areas, from the height of 2.20m from the floor of the pavilion. For areas facing neighbors, the finish should be only white.
- Any and all components of the assembly of the stands that offer visibility both to neighboring areas and to the main or cross streets, will only be allowed if the finish of these is in the same quality as the front of the stand. Any and all openings that the stand has for the fitting of video-wall, plasma TV, LCD screen and others, must be properly sealed.
- For all configurations of stand areas, whether in front, corners and at the end of the island, it is mandatory to build/assemble walls/panels to divide your area. On the back of the wall, if the

neighboring area has a standard height of 2.20 m, it is mandatory to make the neutral finish (white color) at the same level of quality up to the built height limit (4.0 m).

10.5.3 Glass Walls

- Must be constructed from tempered or laminated glass.
- Must adhere to the setback table imposed by the ORGANISER.
- Panels must be marked with safety tape (adhesive, graphics, logo, etc.) during the assembly and disassembly periods to avoid accidents.
- Requires the presentation of T.R.A. (Technical Responsibility Annotation) or T.R.R. (Technical Responsibility Registration) and a manufacturing certificate (material certification).

Height Restrictions

- The maximum height simple glass panels is 3.20m (must include emergency signs).
- Above 3.20m: Only panels with insulfilm safety film, polycarbonate, acrylic, laminated, or tempered glass are allowed.

10.5.4 Safety Requirements

- Insulfilm glass must have a Technical Certificate ensuring it does not shatter upon breakage.

PROJECTS THAT ARE NOT APPROVED WILL NOT BE RELEASED FOR EXECUTION.

10.6 STANDS WITH COLUMNS

✓ Stands with simple columns (without water/fire equipment) in their areas can only be covered, leaving at least 0.10m away from each face of the column.

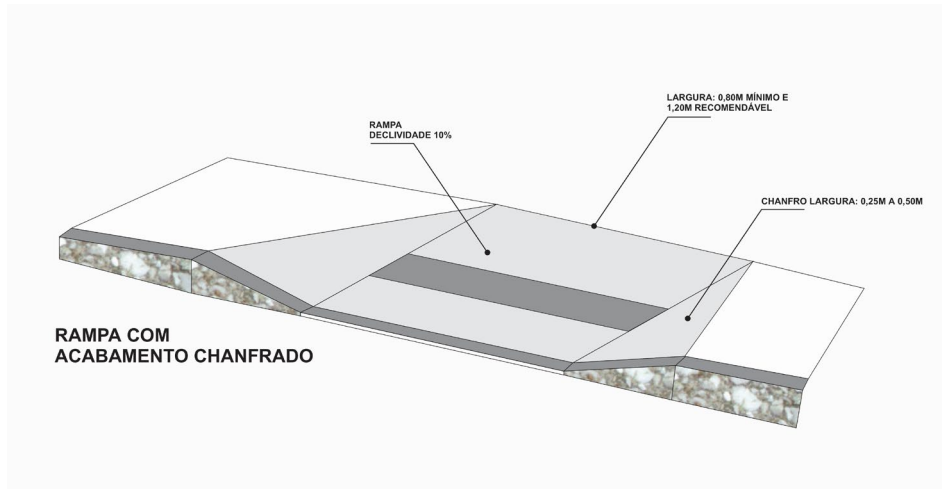
✓ Stands with columns and pavilion equipment (stairs and others) may only be covered with a minimum distance of 1.00 m from the face of the equipment, and must include an access door.

✓ Stands with columns and hydrants facing the internal side of the area cannot be covered or obstructed, leaving free and direct access.

✓ Stands with building fire extinguishers facing the internal face of the area, or on columns internal to the exhibition area, may only change their original position after consultation and approval from Expo Center Norte and the ORGANISER of the event.

10.7 ACCESS RAMPS

In compliance with item 8.2.2 of NBR ISO 9050 and the Single Regulation for the Assembly of Stands of UBRAFE/SINDIPROM/ABEOC/ABRACCEF/AMPRO, it is **mandatory** to use an access ramp for all stands with a floor area equal to or greater than 20.0m². For stands with a floor area of less than 20.0m², it is suggested to use an access ramp only for those that have exhibition elements (showcases, counters, catalog holders, etc.) that encourage visitors to enter the stand area.



10.8 GARDENS AND PLANTS

Gardens, flowers and ornamental plants are permitted when contained in pots, baskets, or other containers, provided that no earth or stones are used to create the gardens on site.

10.9 TRAFFIC ROUTES

It is absolutely forbidden to deposit materials, tools, boxes or products in the circulation lanes. All operation must be within the confines of the stand.

Circulation Roads with a width of 2.00m or less, intended for access to service and/or sanitary areas, are not considered streets. The application of images, logos, or any exhibition elements (shop windows, display, partial openings), facing this road, is not allowed.

The finish of these panels must be in white in the same treatment given to the panel facing inside the stand area.

The areas bordering the circulation routes of services are considered as closed areas.

10.10 ASSISTANCE AND MAINTENANCE SERVICE DURING THE EVENT

The contracted assembler is responsible for any type of maintenance and/or assistance to its customer (EXHIBITOR) during assembly, realization and disassembly, **and the ORGANISER or the Official Assembler is not responsible for problems that may occur at the stand.**

10.11 ASSEMBLY CLOSURE

The assembly work of the stands must be completed by 6:00 pm on September 15, (the eve of the opening of the event). From 6:00 pm to 10:00 pm, the time is allocated for decoration. After this period, the doors of the Pavilions will be closed so that the ORGANISER can start the preparation services of the Event.

After this time, only finishing work on internal decoration will be allowed, provided it does not produce dirt, and **no material or debris can be placed in the corridors of the event.**

A fine of R\$ 3,000.00 (three thousand reais) will be charged per hour of delay for exhibitors/assemblers who do not respect the established schedules.

The companies hired to assemble and/or decorate the stands are responsible for removing debris and unused material.

10.12 OVERHEAD CABLES

For the construction of projects involving the lifting of aerial structures, the installation of the cables that will support the structures, according to pre-approved projects, will be carried out by EA, exclusive of Expo Center Norte.

E-mail: atendimento@estruturasaereas.com.br

Contact: **+55 11-38651197 / +55 1196191-2900**

After registering on the Estruturas Aéreas portal, the applicant will receive a link with login and password to submit the documents.

11 STANDARD ASSEMBLY

11.1 MODELS - BASIC ASSEMBLY 20M



11.2 PREMIUM ASSEMBLY MODELS



11.3 PAVILION

11.3.1 Pavilion Floor

The area of each stand will be demarcated on the floor by the Event Operation, following the layout of the floor plan.

Under no circumstances may the Assembler and/or Exhibitor company mark the space with paint, drawings, holes, glue, or similar materials.

The pavilions have special floors. The assembly of the stands must be done on a protection blanket (carpet or plastic), and the use of glue, including for raised floors with a metal base, is not allowed. If using adhesive tape to fix carpet on the floor, it is mandatory to use the specified double-sided tape: 3M 4880, 3M 4890 or Adere 21 code 462.. It is strictly forbidden to use glue on the floor to fix carpet or any other type of material.

- Strictly respect the load capacity limits in the allocated areas, being fully responsible for all direct and/or indirect damage caused. The limit of static overload on the ground floor of the Pavilions is 3,500 Kgf/m²;
- All machinery or equipment exhibited in the stands must comply with the maximum overload limit of 3,500Kgf/m² on the floor of the Pavilions;
- For cases where the established limit may be exceeded, a request must be submitted with the project details for evaluation;
- The movement of machinery within the Pavilion must also respect the maximum limit of 3,500kg/m², avoiding stopping the transport vehicle on the metal covers of the floor channels or passing with the tyres over the channels longitudinally or without proper protection to avoid warping the covers or causing more serious accidents.

11.3.2 Occupation and Use of the Pavilion

It is forbidden to support, tie or hang any component of the stand or displayed products on the structures (electric gutters, water pipes, hydrants and air conditioning ducts), ceiling, walls, or columns of the pavilion. Painting or drilling these elements is also prohibited.

Fire hydrants and buttonholes within the stand area must have easy access, be visible and well signposted.

11.4 TRAFFIC ROUTES

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

A minimum free area of 3m wide must be left for the circulation of carts and quick passage of emergency equipment, rescue teams, fire brigades, and firefighters.

The operational team will be responsible for cleaning the common areas, including corridors, administration, emergency room, and special services.

It is forbidden to dispose garbage in common areas and on crosswalks. The exhibitor must pack garbage in plastic bags and leave them in the aisles for removal.

The Operational Team may fine or discredit anyone who violates the rules established by the Promoter.

11.5 USE OF THATCH AND DECORATIVE FABRICS

Thatch, lycra, and decorative fabrics must submit a report on the application of an anti-flame product. These materials must be accompanied by an adequate number of fire extinguishers, as determined by the Fair Management and/or Official Fire Brigade. The materials may undergo an anti-flame test and will have a designated entry time into the pavilion.

The report and A.R.T./R.R.T. of the anti-flame product application must be submitted to the event's Fire Brigade during the assembly period.

11.6 AIR CONDITIONING

The pavilions at Expo Center Norte are equipped with high-efficiency air conditioning systems, featuring thermo-accumulation technology. Therefore, exhibitors are not permitted to install individual air conditioning units or extract cooled air from the central duct to their stands.

11.7 ELECTRICAL INSTALLATIONS



The electrical installations of the stands must fully comply with the provisions of NBR 5410 – Low Voltage Electrical Installations. The Promoter is responsible for the supply and connection of electricity from the pavilion's distribution boards to the stand and assembly.

Each exhibitor is responsible for completing the electrical installation and distribution at their stand, ensuring the energy input is equipped with a main switch and protection compatible with the electricity requirements.

The socket terminals must be industrial (Steck).

Cables must have a minimum insulation of 750V, and parallel wires and multi-plug adapters must not be used in any electrical installation, including extensions and lighting.

The main switch and other protective devices of the electrical circuits (circuit breakers, fused switches, RCD's) must be housed in metal enclosures with doors, fixed in locations that are freely accessible to the Promoter's maintenance team, even outside the event's opening hours.

Bitola do cabo fornecido ao estande com o plug fêmea da PCE	Referência do plugue macho da marca PCE necessário para a conexão	Referência do plugue macho da marca Steck compatível com o plug fêmea da PCE	Imagem do plugue macho da Steck
6mm ²	0252-6	S-5276	
10mm ²	035-6	S-5576	

11.7.1 Electrical Cables

The power cables used to supply electricity to the stands and other needs of the events held in the pavilions of Expo Center Norte will have A PCE brand female plug at the end where the stand's power distribution board is connected.

PCE's plugs are compatible with those of the STECK brand, which is more widely known in the market. This type of connection, also known as a plug-in type connection, will minimise the risks of accidents due to short circuits, electric shocks, or phase inversion, which can cause equipment to burn.

Below is the table with the description of the PCE and Steck Male Plugs required for connection to the Female Plug of the power cable delivered at the stand:

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

Interconnection with the power plug supplied to the stand in an irregular or non-standard way will not be allowed.

11.7.2 Electrical Voltage

The electrical voltage of the pavilion is supplied through busbars at 380 Volts - three-phase – with a neutral phase at 220 Volts.

Due to the observed voltage variations in the power supply, we advise the use of stabilised networks for equipment that is more susceptible to power fluctuations.

12 DECORATIONS

12.1 APPLICATIONS OF CROSSWALKS ON THE STREETS

Carpets will be laid from 18:00 pm on September 15, 2025. From this time, the entry of any equipment or decoration for the exhibition must be carried out in such a way as not to damage the already installed aisles.

Any damage caused to the walkways will be the sole responsibility of the exhibitor, who must reimburse the Fair Management for the costs related to the replacement and reinstallation of the damaged walkway.

13 DISASSEMBLY

On 18 September 2025, starting at 20:00, only the removal of decoration material, products, equipment and belongings of the exhibitors by hand will be allowed.

We ask exhibitors to keep an employee responsible at their stand during the dismantling period until the total removal of their equipment and/or products, as the fair's management is not responsible for any disappearances, damages and/or thefts that may occur.

The Promoter is exempt from any liability for damages, breakdowns, losses, theft or any other kind of incident.

IMPORTANT:

The Organization does not retain any material after the disassembly is completed.

We request that all exhibitors who handle oil and/or paints during the event ensure proper cleaning and protection measures are in place to prevent staining the pavilion floor before removing their equipment.

Companies that fail to adopt these measures may be fined based on the extend of the damage observed. It is crucial to instruct the technician in charge accordingly.

Exhibitors will be held responsible for any damage identified during the assembly, event and disassembly periods. Charges for any damages will be issued by the promoter after the disassembly period.

14 ADDITIONAL INFORMATION

The CET – Traffic Engineering Company inspects the circulation of trucks on the Marginal Pinheiros, Tietê, and other roads during restricted hours.

There are several types of restriction for truck traffic in the city of São Paulo, the main ones being the Maximum Circulation Restriction Zone - ZMRC, Special Circulation Restriction Zones - ZERC and the Restricted Structural Roads - VER.

14.1 RESTRICTED STRUCTURAL ROADS – VER.

Marginal Tietê: The restriction for truck traffic is from Monday to Friday, from 5:00 am to 9:00 am (morning period) and from 5:00 pm to 10:00 pm (afternoon/night period) and on Saturdays from 10:00 am to 2:00 pm, except on holidays.

Marginal Pinheiros: The restriction for truck traffic is from Monday to Friday, from 5:00 am to 10:00 pm and on Saturdays from 10:00 am to 2:00 pm, except on holidays.

It is of paramount importance that exhibitors, together with the contracted companies, schedule the arrival of the equipment materials in advance to avoid compromising loading and unloading in the pavilion, according to the deadline determined by the Promoter.

Due to the inspection (CET), any truck, regardless of registration, caught in an unauthorized activity during restricted times and places, will be considered irregular and subject to fines. For more information, visit the CET website: <http://www.cetsp.com.br/consultas/caminhoes.aspx> page.

14.2 OUTPATIENT CLINIC

An Outpatient Clinic will be open throughout the event during the assembly, event, and disassembly periods. Outside of this periods, the Promoter is not responsible for any incidents. The Medical Center will have a defibrillator device available during the event.

14.3 TRAVEL AGENCY

The official travel agency offers exclusive travel packages for exhibitors and professional visitors at affordable prices and special discounts. Visitors can customize their packages by choosing the services that best suit their needs.

For your comfort and economy, the Travel Agency offers:

- Airline tickets
- Accommodation at the hotel of your choice for the desired number of nights.
- Transfer from the airport to the hotel and from the hotel to the event
- Airport pickup
- Permanent support from the team at the hotel and during the event
- Personalised service.
- City tour of São Paulo.
- Shopping tour
- Car rental
- Package options for beaches, historic, and tourist towns.

For more information, contact **VIA HG Turismo** – victamlatam@viahg.com.br

WhatsApp: +55 11 91278 6501

Telephone: +5511 4229 9593

Email: reservas@trusttravel.com.br

14.4 CUSTOMS BROKER

WINDLOG is the official Customs Broker of the event. They offer door-to-door services through their agents worldwide, from the collection of your material at the source, documents instructions, shipment to Brazil, customs clearance (such as definitive shipment or temporary shipment without payment of import duties), transportation to the exhibition site, delivery to your stand with the necessary equipment (forklifts, cranes, labor if necessary), storage of containers, assistance during the exhibition, and reshipment or nationalisation in case of sale.

DEADLINE:

Shipments must arrive at Guarulhos/Viracopos Airport or Port of Santos 20/25 days before the delivery date at the stand. Before shipping, WINDLOG must receive the draft of all documents for verification. Therefore, if you are sending any material to the fair, please contact Windlog in advance, and they will provide all the necessary assistance in collaboration with your worldwide agent.

Contact

Linda Kuriki

Phone: +55 (11) 5033-7700

Phone: +55 (11) 94025-4013

Email: linda@windlog.com.br

Address: : Av. Santa Catarina, 493 - Vila Santa Catarina, São Paulo - SP, 04635-000 - Brazil

Another partner company option for this service:

Fulstandig Shows and Events MC Ltda

Phone: +55 (11) 2207-7650

Mobile: +55 (11) 999-421354

Email: mewbank@fulstandig.com.br

14.4.1 **Transportation and Cargo Handling**

For internal services of forklifts, muncks and transport to the Pavilion.

Trans-Expo Transportes

Phone: (11) 4109-0423

15 GENERAL PROVISIONS

15.1 ACCEPTANCE OF THE GENERAL REGULATIONS

All exhibitors declare that they are aware of the conditions of this General Regulation and undertake to adhere to it in full during the event. This includes being an integral part of the Term of Adhesion to the Regulation of the event signed with the Promoter.

15.2 NON-TRANSFERABILITY

The Exhibitor may not transfer, in whole or in part, any rights or responsibilities assumed in relation to the PROMOTER, nor sublet or assign any portion or all of the area rented to them.

15.3 AREA REDISTRIBUTION

Although it will only do so in extreme cases, the promoter may, at any time and without prior notice, redistribute the sectors and stands for the general good, provided that the dimensions and characteristics established in the Contract are respected.

15.4 RESPONSIBILITIES

The Promoter and the Operational Manager will not be responsible for damages or losses caused to the halls, people, and outsourced products during the event, including theft, sabotage, civil disturbances, power outages, and claims of any kind.

NOTE: This manual may be amended if the organisers deem it necessary to better organise the event or due to mandatory laws enacted between the signing of this document and the event. Always consult the updated version of the exhibitor's manual available on the event's website.

16 ENERGY TABLE

If the minimum mandatory electricity is insufficient as shown in the table below, the exhibitor may request additional electricity.

Below is a table of quantities of KVA's as a reference.

KVAS TABLE			
EQUIPMENT	KVA	EQUIPMENT	KVA
Commercial Coffee Maker	4,5	HO lamp (with ballast) 110 W	0,14
Residential TYPE Electric Coffee Maker with Glass Jar	0,5	Incandescent Bulb 100 W	0,1
Light cannon 1000 watts	1	Incandescent Bulb 150 W	0,15
Light cannon 300 watts	0,3	160W mixed bulb	0,16
Light cannon 500 watts	0,5	250W mixed bulb	0,25
Taproom (760 kcal/hour compressor)	1,5	500W mixed bulb	0,5
Air circulator or fan	0,3	Special lamps 1000 W	1
Layr brand commercial type electric oven, or similar (1.75)	1,75	Laptop	0,3
Layr brand commercial type electric oven, or similar (2.4)	2,4	Laser	11
Residential type electric oven (Arno, GE, etc.)	1	Microcomputer (CPU with monitor)	0,85
Microwave oven	1,2	Neon per meter	0,03
Minibar / Fridge / Freezer (0.3)	0,3	Multimedia projector	0,4
Inkjet Printer	0,2	Reflector with 300 W halogen lamp	0,3
Laser Printer	1,2	Reflector with 500 W halogen lamp	0,5
Dot matrix printer	0,2	Reflector with HQI 150 W lamp (w/ballast)	0,4
Halogen dichroic lamp	0,05	Overhead projector	0,2
110 W HO fluorescent lamp (two) (w/ ballast)	0,25	20 in.	0,1
20 W fluorescent lamp (w/ ballast)	0,3	29" TV	0,15
40 W fluorescent lamp (w/ ballast)	0,05	TV Plasma	0,8
Halogen Bulb 300 W	0,3	Video Wall w/ 29 inch TV.	12,5
Halogen Bulb 500 W	0,5		

During the event, a measurement of the electricity requested and the actual usage will be taken. Any additional KVA consumption must be paid at CAEX before the end of the event.

RECOMMENDATIONS:

- Ensure that the demand for electricity is evaluated by an engineer to avoid error in calculating the required units, thus preventing energisation issues at your stand.
- Collect the ART for the electrical project.
- Use voltage stabilisers/transformers for equipment that requires different energy from what is distributed. The *UPS system* is the responsibility of the user/exhibitor.

17 SPECIAL INFORMATION ABOUT EXPO CENTER NORTE

17.1 The assemblers

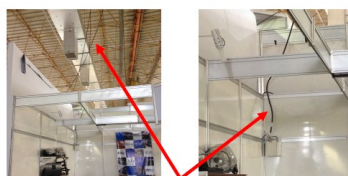
To enhance safety in the execution of electrical installations and maintain compliance with current standards, we inform you that the power cables used to supply electricity to the stands and other needs will have a PCE brand Female Plug at their end.

This type of connection, also known as a plug-in type connection, will minimise the risks of accidents due to short circuits, electric shocks, or phase inversion, which can cause equipment to burn. Below is a table with the description of the PCE and Steck Male Plugs required for the connection to the Female Plug of the power cable delivered at the stand:

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

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

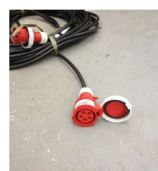
- The cable gauge and the type of plug supplied to the stand will depend on the total electrical load installed in the stand and the technical availability at the time of installation.
- Interconnection with the power plug supplied to the stand in an irregular or non-standard way will not be allowed.



Cabo fornecido pelo EXPO Center Norte.



Ponta do cabo fornecido até 31/12/2013



Ponta do cabo fornecido a partir de 01/01/2014

17.2 FIRE SAFETY REGULATION.

In compliance with *State Decree No. 56.819/11 – "Fire Safety Regulation for Buildings and Risk Areas in the State of São Paulo"*, it is mandatory for exhibitors, assemblers, and service providers to comply with the following Fire Safety Measures during all phases of the event, including assembly and disassembly:

1. Keep the Emergency Exits of the pavilions (gates and doors that give access to the external area) unobstructed.
2. Provide the necessary extinguishers for the areas of the stands in accordance with Technical Instruction IT 21 of the Fire Department of the State of São Paulo.
3. Keep all existing hydrants in the pavilions unobstructed. Hydrants, pushbuttons, and new light signaling must remain visible and cannot be enclosed or obstructed by any type of assembly.
4. Maintain the official escape routes of the pavilions totally unobstructed and free of any type of material or equipment along their entire length during assembly, the event, and disassembly. Only during assembly and disassembly will the use of secondary streets (excluding official

escape routes) be allowed for the temporary accommodation of materials, maintaining a free corridor of at least 1.20m wide along its entire length.

5. In case of an emergency that requires the building to be evacuated, the "Site Abandonment Plan" will be activated, aiming for the quick, orderly, and safe removal of everyone from the building. Upon hearing the alarm or the evacuation message through the pavilion's sound system, the Exhibitors and Assemblers must lead their customers, visitors, and employees to the nearest exit calmly and in an orderly manner.