

Stand Construction Regulations Victam LatAm 2025

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1 Approval stand design

Submit the construction drawings to the organization via projects@x-managers.com.br with a CC to expo@victam.com. Please adhere to the stand construction regulations mentioned above. X-managers will assess the design and subsequently inform you.

Deadline submitting design: August 15, 2025.

The submission in PDF file format must include:

- A floor plan detailing the area dimensions
- Quoted elevations and perspectives
- Specification of the stand assembly type: basic, mixed, or custom-built
- The name and registration number (with CAU or CREA) of the qualified professional responsible for the project (Architect and/or Engineer)
- A copy of the RRT of the Execution Project (issued by an Architect) or ART (issued by an Engineer), along with proof of technical responsibility for design, assembly, maintenance, and disassembly
- A copy of the CREA/CAU of the technical manager
- A copy of the insurance policy (acquired by the exhibitor or assembler)

The Organizer reserves the right to reject any project that does not comply with the specified regulations. Any required design modifications must adhere to the stipulated guidelines.

Note: No project submissions will be accepted after **August 15, 2025**. Projects submitted on-site for approval will not be considered.

2 Required Documentation for Stand Assembly

To obtain the release of the area designated for stand assembly, Assemblers/Decorators must present the following documents at the [CAEX](#) of the event:

- **Term of Commitment and Responsibility for Assembly and Disassembly:** Signed by both the Exhibitor and the Assembler.
- **Assembly Cleaning Fee Payment Receipt.**
- **Payment Receipts for Contractor/Decorator Credentials and Maintenance Service Credentials:** These should include the completion of the respective forms with the names, CPF, and positions of the employees who will provide services during the assembly, execution, and disassembly of the event.
- **Copy of the Design and Execution RRT or Assembly ART:** Certificates referring to the stability of the structures of all stands in charge, signed by engineers or architects, with a copy of the CREA portfolio (CONTRU decision, dated 03.12.96). This is mandatory for the release of assembly.
- **Technical Certificate of Stability Conditions of the Stand.**

- **Declaration of Flammability, Incombustibility, and Fireproofing of Fabrics.**
- **Civil Liability Insurance Policies and Various Risks:** Must cover employees, materials, and equipment used during the assembly, event operation, and disassembly. The insurance must be sufficient to cover damages caused to the Venue or to third parties in the areas leased by the Exhibitor, where the assembler is performing the assembly services.

Note: The absence of adequate insurance coverage or its ineffectiveness in covering specified risks will result in full liability for the Exhibitor and Assembler before the organizer for all damages that may occur. They must indemnify and compensate for all damages.

2.1.1 ART or RRT and Technical Responsibility

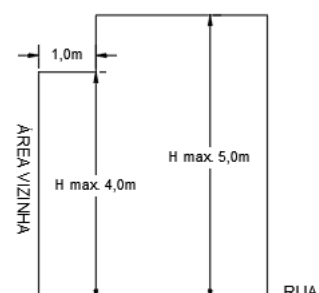
Stand assembly can only commence after project approval by the Responsible Architect, along with presentation of the TRR (Technical Responsibility Record) or TRA (Technical Responsibility Annotation) duly signed by the contracting party (Assembler) and Contractor (Architect/Engineer) and Responsibility Agreements duly signed by the technical manager/Assembler and the Exhibitor.

Each TRA corresponds to one contract. For each assembly contract, the corresponding TRA must be issued, regardless of the area or contract value.

Instructions for correctly completing the TRR (Technical Responsibility Register) for stands:

- **Technical Manager:** Architect Responsible for the project (we recommend that the person in charge be present during the assembly and disassembly stages of the stand).
- **Contract Data:** The contractor must be responsible for assembling the stand, if the company does not have a CAU registration, the responsible architect must register with the CAU with the data of the assembler or agency responsible for the assembly.
- The Exhibitor can not be the responsible party for the stand design and building as this lies with the architect, who in turn is an employee or contracted by the stand builder or agency.

3 Stand Construction Guidelines



height up to 4,0 m – no set back to neighbours

****From 4,01 to 5,0 m**

Set back of 1,0 m

3.1 Height Requirements:

- Minimum height: 2.20 meters from pavilion floor
- Maximum height: 5.0 meters, adhering to the respective height around the perimeter of the stand.

3.2 Mezzanine Stands

- Maximum height: 6.0 meters
- Mezzanine construction is permitted regardless of the total stand area, provided all other conditions are met
- The upper mezzanine level may not exceed 50% of the total booth area
- A 2.00-meter setback is mandatory around the entire mezzanine perimeter (adjacent areas and circulation routes)
- Additional charge: R\$ 1,000.00 per square meter for mezzanine construction

3.2.1 Mezzanine Area Restrictions:

- Stands located wholly or partially beneath the pavilion mezzanine must maintain a minimum height of 2.20 meters and a maximum of 3.20 meters
- Exhibitors in this area are advised to conduct technical site visits

ATTENTION: Projects failing to receive approval will not be authorized for execution.

3.3 Stands with a Second Floor

- The maximum height for a stand with a second floor is 6.0 meters. Construction is permitted only in areas exceeding 150 square meters, with the upper area (mezzanine) limited to 50% of the total area.
- A setback of 2.00 meters around the perimeter (contiguous areas and aisles) is required.
- The additional cost for the second-floor space is R\$ 1,000.00 per square meter.

3.3.1 Visibility requirements (Open Sides)

All stand designs must comply with the following rules for open access to aisles:

- Stands must not obstruct visibility on any side facing aisles.
- At least 50% of the linear footage on the side facing aisles must be open, with closed walls not exceeding 4 meters in width per side.
- Transparent materials such as glass/showcases or glass walls are acceptable, provided they have safety signs (stickers, graphics, logos, etc.).

3.3.2 Partition Walls

- Partition walls must be constructed within the boundaries of allocated area when bordering neighboring spaces
- Minimum height: 2.20 meters from pavilion floor
- Maximum height: 5.0 meters, respecting setback requirements around stand perimeter
- Exhibitors must provide quality finishing on surfaces facing neighbors or circulation areas from 2.20 meters above pavilion floor level.
- Surfaces facing neighboring areas require white finishing.

3.4 Glass Wall Specifications

- Must be constructed from tempered or laminated glass
- Must comply with setback requirements imposed by the organizer
- Panels require safety marking (adhesive tape, graphics, logos, etc.) during assembly and disassembly periods to prevent accidents
- Legal requirements per Fire Department regulations and ABNT NBR 7,199, 14,697, and 14,698 must be observed
- Requires presentation of TRA (Technical Responsibility Annotation) or TRR (Technical Responsibility Record) and manufacturing certificate

3.4.1 Height Restrictions:

- Maximum height for simple glass panels: 3.20 meters (must include emergency signage)
- Above 3.20 meters: Only panels with safety film (Insulfilm), polycarbonate, acrylic, laminated, or tempered glass permitted
- Insulfilm glass must include Technical Certificate ensuring non-shattering properties upon breakage

3.5 Construction Requirements

All stand assembly components visible to neighboring areas and main/cross streets require finishing quality equivalent to the stand's front facade

All openings for video walls, plasma TVs, LCD screens, etc., must be properly sealed

For all stand configurations (front-facing, corner, and island positions), construction of dividing walls/panels is mandatory

Back walls facing neighboring areas with standard 2.20-meter height require neutral white finishing of equivalent quality up to maximum built height limit (4.0 meters)

All components of the stand assembly that offer visibility through neighboring areas or main/cross streets must have a finish of the same quality as the front of the stand. Openings for video walls, plasma TVs, LCD screens, etc., must be properly sealed.

3.5.1 Construction Requirements

- All stand assembly components visible to neighboring areas and main/cross streets require finishing quality equivalent to the stand's front facade
- All openings for video walls, plasma TVs, LCD screens, etc., must be properly sealed
- For all stand configurations (front-facing, corner, and island positions), construction of dividing walls/panels is mandatory
- Back walls facing neighboring areas with standard 2.20-meter height require neutral white finishing of equivalent quality up to maximum built height limit (4.0 meters)

3.5.2 Emergency Requirements

- All stand projects with closed environments must provide emergency exits.
- Stands exceeding 100 square meters of built-in area require entrance, exit, and emergency doors with floor and air signage indicating escape routes.
- For auditoriums, emergency exits must accommodate the number of seats provided.

3.6 Stands with structural columns

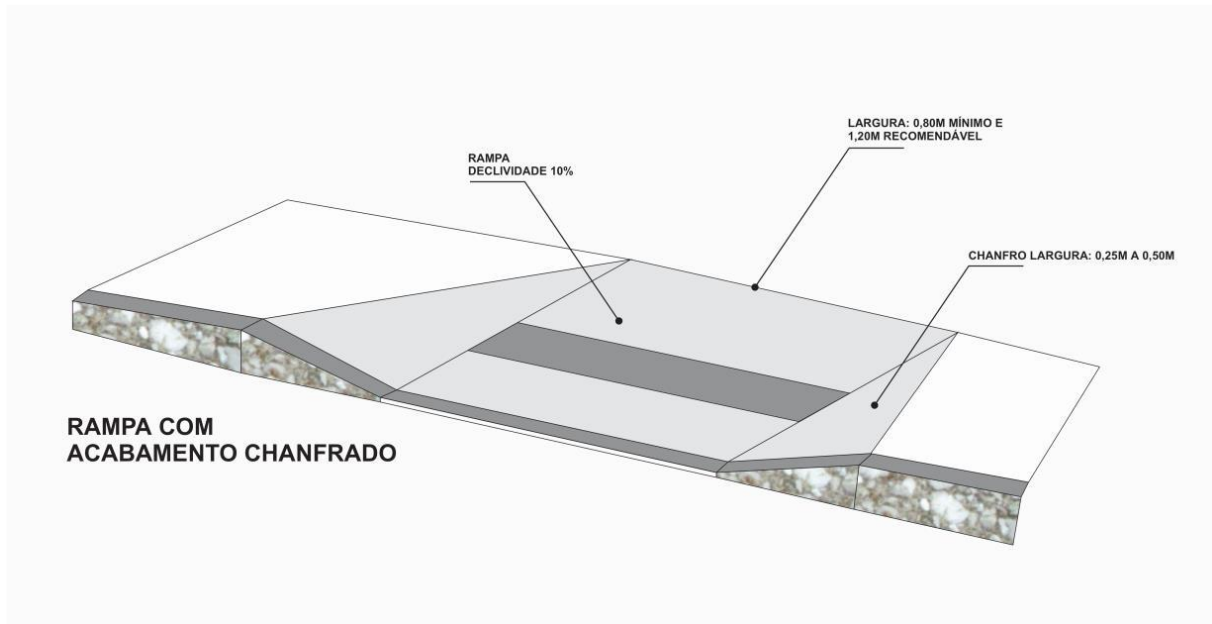
- **Simple columns** (without water/fire equipment): maintain minimum 0.10 meter clearance from each column face.
- **Columns with pavilion equipment** (stairs, etc.): maintain minimum 1.00 meter clearance from equipment face with unobstructed access door.
- **Columns with fire hydrants** facing internal areas: Must remain unobstructed with free and direct access.
- **Building fire extinguishers** on internal columns may be repositioned only after consultation and approval from Expo Center Norte and the event organizer.

3.7 Access Ramps

In compliance with NBR ISO 9050 Section 8.2.2 and

UBRAFE/SINDIPROM/ABEOC/ABRACCEF/AMPRO Unified Stand Assembly Regulations:

- Access ramps are mandatory for all stands with floor areas $\geq 20.0 \text{ m}^2$
- For stands $< 20.0 \text{ m}^2$, access ramps are recommended for stands with exhibition elements (showcases, counters, catalog displays, etc.) encouraging visitor entry



3.8 Overhead Cable Installation (Rigging)

Contact for rigging services:

- E-mail: atendimento@estruturasaereas.com.br
- Contact: 11-38651197 / 1196191-2900

3.8.1 Rules and Procedures Rigging

Submit the following documentation to ESTRUTURAS AÉREAS operational team at least 48 hours before assembly commencement. All documents must specify stand/project name (exhibitor) and Technical Manager, with all sheets signed by the technical manager:

- **General Equipment Sketch:** Plan and elevation showing positions of all suspended elements
- **Structural Stability Certificate:** Completed with ART number and suspended load descriptions
- **Exclusive ART/RRT for Suspended Elements:** Detailing material, weight, and fixing points to pavilion's metallic structure, including event period (assembly, operation, disassembly), event name, and stand name
- **CREA/CAU Registration:** With proof of payment
- **Responsibility Agreement:** Completed and signed

3.8.2 Technical Requirements:

- All metallic aerial structures must be grounded using ground cables provided by Expo Center Norte
- Cost per fixing point determined by category in the contracting system
- **Air space fees: €395 per banner and €1,000 per eyecatcher** (excluding installation service fees)

4 Gardens and Plants

Gardens, flowers, and ornamental plants are permitted when contained in vases, baskets, or similar containers. Direct placement of soil or stones to create on-site gardens is prohibited.

5 Decorative Fabric Requirements

Thatch, lycra, and decorative fabrics must be accompanied by:

- Flame-retardant treatment certification
- Appropriate number of fire extinguishers as determined by Fair Management and/or Official Fire Brigade
- Materials may undergo flame-resistance testing with designated pavilion entry times
- Flame-retardant treatment reports and A.R.T./R.R.T. certification must be submitted to event Fire Brigade during assembly period

6 Air Conditioning Policy

Expo Center Norte pavilions feature high-efficiency air conditioning systems with thermal accumulation technology. Exhibitors are prohibited from installing individual air conditioning units or extracting cooled air from central ducts to their stands.

7 Aisle Regulations

Strictly prohibited: Placement of materials, tools, boxes, or products in circulation areas. All operations must remain within stand boundaries.

8 Maintenance and Support Services

The contracted stand builder maintains responsibility for all maintenance and/or assistance to the exhibitor during assembly, event operation, and disassembly phases.

9 Stand Operations & Staffing

- **Presence at the Stand:** Throughout the entire event, the EXHIBITOR must ensure that at least one staff member is present at the stand and properly trained to provide information about the products on display.
- **Staff Arrival Time:** All staff must arrive at the venue no later than 45 minutes before the official opening time of the event each day.
- **Stand Closure Penalty:** EXHIBITORS who keep their stands closed during official event hours will receive a formal notice and may be subject to a fine of R\$ 3,000.00 (three thousand Brazilian reais).

10 Build-Up and Dismantling

- **Assembly completion deadline:** 6:00 PM on September 15th (day before event opening).
- **Decoration period:** 6:00 PM to 10:00 PM on September 15th for final decorations
- After 10:00 PM: Hall doors close; only internal decoration finishing work permitted (no debris generation)
- **No materials or debris may be placed in circulation routes**

10.1 Penalties:

- **R\$ 3,000.00 (three thousand reais) per hour** for delays beyond established schedules
- Companies contracted for stand construction/decoration are responsible for debris removal and disposal of unused materials