

# Terms and conditions Victam LatAm 2025

It is the sole responsibility of the exhibiting company to observe and comply with the rules imposed in this manual.

The Organiser reserves the right to establish, at any time, new rules that may be necessary for the successful running of the event, as well as to change and/or add relevant information for the Exhibitors and Service Providers.

## **IMPORTANT**

1. Failure to comply with the rules established herein does not exempt the exhibitor and its contractors (suppliers, subcontractors, and other individuals involved with the event) from the penalties, sanctions, and responsibilities provided for in this manual, which, if applicable, are the responsibility of the exhibitor and its representative.
2. This manual provides the exhibitor, staff, companies, and other contracted parties with the necessary rules for the proper running of VICTAM Latam 2023.
3. We request and recommend that all rules and regulations for this event be read and communicated to all employees, suppliers, and contractors to avoid any inconvenience.
4. Keep your belongings in sight at all times (backpacks, cell phones, wallets, notebooks, etc.). Do not leave them on tables, counters, or in the food court to avoid theft.

# 1 GENERAL RULES

## 1.1 Rights of the Organizer

In order to start assembling of the stand, the Organizer requires that the exhibitor pays any outstanding financial obligations related to the participation and mandatory and/or contracted services.

The Organizer may interrupt or cease the activities of the stands that are in disagreement with the rules established in this manual and in the general conditions.

## 1.2 Responsibilities of Exhibitors

- Respect all rules and dates established in this manual and guide its employees and contractors;
- Control the entry and exit of products, materials and equipment. The organiser can not be held responsible for any disappearance, loss or theft during the build up, event days and dismantling of the event.
- Order badges for all staff and contractors through Form 03 in the Online Manual, until **September 15, 2023**.
- Fulfill payments for mandatory services, such as: minimum consumption of electricity, municipality taxes, among others, before the established deadlines

## 1.3 Important information

- Exhibitors, stand builders, and other service providers who have not fully settled all ordered services and taxes may be required to halt the construction of their stands or their participation in the event until all outstanding invoices are paid.
- In accordance with local safety regulations, exhibitors, stand builders, and service providers must wear helmets (protective equipment) within the hall during the build-up period until September 15, 2025, at 2 pm, and during the dismantling period. Our operations team will provide helmets to exhibitors if necessary, subject to availability.
- Payments for mandatory fees and/or contracted services made after the deadline of August 1, 2025, must be completed on-site at the Exhibitor Service Center.
- Entry Rules to the Hall:
  - During the build-up (September 12 to September 15) and dismantling (September 18 to September 20): The entry of children under 14 years of age, including infants, is prohibited. Individuals wearing shorts, tank tops, and/or flip-flops will not be allowed access to the hall.
  - During the event (September 16 to September 18, 2025, until 6:00 pm): The entry of children under 14 years is prohibited. Infants up to 1 year of age will be allowed access provided they are accompanied by their guardians and a Term of Responsibility is signed.
- Hall Logistics:

The official freight forwarder will take orders for delivering goods to your stand, but you may also use your own service company.

## 2 Promotional activities and brand promotions

Exhibitors are prohibited from distributing leaflets, gifts, or other incentives outside their designated stand space.

The organizer provides various sponsorship opportunities to enhance visibility. For more information on these options, please contact the organizer's commercial representative.

## 3 Demonstrations, Live shows and background music

### 3.1 Equipment Demonstration

Exhibitors intending to bring machinery and/or equipment are required to complete Form 18 in the Online Manual.

Please ensure that any additional power requirements are addressed and requested through the Online Manual.

The Operational Team reserves the right to suspend or limit the demonstration period of any equipment, product, structure, or stand elements if they pose a risk to individuals or generate excessive noise or vibrations that could disrupt neighboring stands.

### 3.2 Audio and video demonstrations

Audio and video demonstrations and sound may never disturb the operations of other stands. The sound levels cannot exceed 80 decibels, measured in the neighboring perimeters of the stand where the sound originates. During the event, we will have devices to measure the number of decibels.

Audio and video demonstrations must not disturb the operations of other stands. Sound levels must not exceed 80 decibels, measured at the perimeters of the neighboring stands. During the event, devices will be available to measure decibel levels.

#### 3.2.1 ECAD (Music Copyright Taxes)

Copyrights and ECAD are governed by Federal Law 9610 of 1998, which protects the rights of creators and public performers of music and other works. Exhibitors playing music at their stands must contact the service portal at [www.ecad.org.br](http://www.ecad.org.br).

The payment of copyright taxes related to the performance of ambient or live music protected by ECAD is the sole responsibility of the exhibitor, even if third parties are contracted.

#### **ECAD Contact Information:**

Address: Av. Paulista, 171, 3rd floor - Bela Vista, CEP 01311-904, São Paulo

Phone: (11) 3287-6722

Fax: (11) 3285-6790

Email: [ecadsp@ecad.org.br](mailto:ecadsp@ecad.org.br)

For further information, please visit the website: [www.ecad.org.br](http://www.ecad.org.br).

## 4 Payments

### 4.1 Municipality Taxes (TFA/ TFE)

Municipal Taxes (São Paulo City Hall) are included in the space price and will be covered by the organiser.

## 5 Work of minors

The work of minors is regulated. To keep minors working at the stand, the EXHIBITOR must obtain special authorization from the Regional Labor Office and the Juvenile Court.

If the EXHIBITOR needs children under 14 years of age to work during the period of the event, they must provide a letter of authorization from their parents, signed by both, with notarized signatures, photocopy of their RG and CPF, Birth Certificate or RG of the minor, in addition to the employment contract signed between the EXHIBITOR and the minor. In this case, the contracted minor can only remain inside the stand of the EXHIBITOR who hired him, and cannot, under any circumstances, circulate through exhibition under penalty of being removed, thus making it impossible to continue his work during the event.

The documentation mentioned above must be delivered to the CAEX so that the badge of the minor in question is released.

## 6 Insurance

We recommend the exhibitor to consider contracting insurance covering fire, theft, electrical damage and personal injury.

It is exclusively up to the exhibitor to provide their own insurance (civil liability, various risks and personal accidents), during the period of build up, event days and disassembly. The organiser will not assume any responsibility for damages or costs generated by occurrences in the stands with products, materials, contracted companies, transporters, people or for any other nature.

It is important to check the insurance coverage and period of validity of the policy, which should start from the 1st day of build up until the last day of dismantling. nsurance

## 7 Stand Regulations Rules

Exhibitors who keep their stands closed during the event's opening hours will receive a formal notification and be subject to a fine of R\$ 3,000.00 (three thousand reais).

Supervisory bodies such as CONTRU, CREA, and the Fire Department will be present in the hall and may interrupt any assembly that does not comply with the event's regulations.

### 7.1 Approval stand design

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

**Deadline submitting design: August 15, 2025.**

The submission must include:

- A PDF file format
- 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.

## 7.2 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 Fitter/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.
- **Term of Commitment and Responsibility for Damage:** Covers damage to the pavilion, debris, parts, and/or materials not collected.
- **Technical Certificate of Stability Conditions of the Stand.**
- **Declaration of Flammability, Incombustibility, and Fireproofing of Fabrics.**
- **Civil Liability Insurance Policies and Various Risks:** These should cover employees, materials, and equipment used during the assembly, execution, and disassembly period of the event. The insurance must be sufficient to cover damages caused to the Pavilion or to third parties in the areas leased by the EXHIBITOR, where the assembler is performing the assembly services.

**Note:** The absence of the policy or its inefficiency in covering the risks, will imply in the exhibitor and its assembler's total liability, before the organizer, for all damages that may occur, and they are responsible for indemnifying and recovering all damages.

### 7.2.1 ART or RRT and disclaimer

The assembly of the stand can only be started after approval of the project by the Responsible Architect, as well as the presentation of the RRT (Record of Technical Responsibility) or ART (Note of Technical Responsibility) duly signed by the contracting party (Assembler) and Contractor (Architect/Engineer ) and Terms of Responsibility duly signed by the person in charge/assembler and by the EXHIBITOR.

Each RRT corresponds to 1 (one) contract, that is, for each assembly contract, the corresponding RRT must be issued, regardless of the area or value of the contract.

Instructions for correctly completing the RRT (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.

## 7.3 Build-Up and Dismantling

### 7.3.1 Build-up

The build-up work must be completed by 6:00 PM on September 15, the day before the event opens. From 6:00 PM to 10:00 PM, final decorations can be made. After this period, the hall doors will be closed. Only internal decoration finishing work that does not produce dirt will be allowed, and **no material or rubble may be placed in the aisles.**

**A fine of r\$ 3,000.00 (three thousand reais) per hour of delay** will be charged to exhibitors who do not respect the established hours. Companies contracted to build and/or decorate the stands are responsible for removing rubble and unused materials.

### 7.3.2 Dismantling

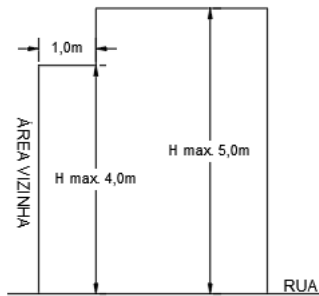
On September 18, 2025, starting at 8:00 PM, only the removal of products by exhibitors will be permitted.

We request that exhibitors ensure a responsible employee remains at their stand during the dismantling period until all equipment and products are fully removed. The organizer is not liable for any losses, damages, or thefts that may occur.

The organizer is exempt from any responsibility for damages, malfunctions, or thefts of any kind.

**Important:** Exhibitors are urged to pay special attention to oil and paint stains on the floor. Any new stains or floor damages will be charged to the exhibitor.

## 7.4 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**

### 7.4.1 Height Requirements:

The minimum height must be 2.20 meters, with a maximum height of 5.0 meters, adhering to the respective height around the perimeter of the stand.

### 7.4.2 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.

### 7.4.3 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.).

### 7.4.4 Partition Walls

Dividing walls must be constructed at the boundaries of your area (but within it) with neighboring areas. The minimum height is 2.20 meters, with a maximum height of 5.0 meters, respecting the respective height around the perimeter of the stand.

Exhibitors must provide a quality finish on the side facing neighbors or circulation areas, starting at a height of 2.20 meters. For areas facing neighbors, the finish should be white.

Glass walls must be made of tempered or laminated glass, adhering to the setbacks table imposed by the organizer.

Panels must be marked with safety tape (adhesive, graphics, logo, etc.) during assembly and disassembly to prevent accidents.

Legal requirements and regulations of the Fire Department and ABNT NBR nº 7,199, 14,697, and 14,698 must be observed. The use of glass panels requires the presentation of an ART (Technical Responsibility Note) or RRT (Technical Responsibility Record) and a manufacturing certificate (material certification).

The maximum height for walls with single glass panels is 3.20 meters, and these must contain emergency signs. Above this height, only walls assembled with glass panels containing an insulfilm-type safety film or walls assembled with polycarbonate, acrylic, laminated, or tempered glass panels will be allowed.

Glasses with insulfilm application must present a Technical Certificate ensuring they will not shatter in case of breakage.

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.

### 7.4.5 Observation

For all booth area configurations (front, corners, and island tip), it is mandatory to build/assemble walls/panels to divide your area. If the neighboring area has a standard height of 2.20 meters, a neutral finish (white color) of the same quality level up to the built-in height limit (4.0 meters) is required.

**Attention:** Projects that are not approved will not be released for execution.

All stand projects with closed environments must provide emergency exits. Stands with more than 100 square meters of built-in area must have entrance, exit, and emergency doors with air and floor signaling, indicating escape areas. For auditoriums, the number of emergency exits must be compatible with the number of seats provided.

Stands located wholly or partly below the mezzanine of the red pavilion must comply with a minimum height of 2.20 meters and a maximum height of 3.20 meters.

Exhibitors setting up their stands in this sector of the pavilion are advised to make a technical visit to the site.

### 7.4.6 Stands with columns

- Stands with simple columns (without water/fire equipment) must maintain a clearance of at least 0.10 meters on each side of the column.
- Stands with columns and equipment (such as stairs) must maintain a minimum distance of 1.00 meter from the equipment, ensuring an access door is left unobstructed.
- Stands with columns and hydrants facing the interior of the area must remain unobstructed, providing free and direct access.
- Stands with hall fire extinguishers facing the interior of the area, or fixed on columns within the exhibition area, may only be repositioned after consultation and approval from Expo Center Norte and the event organizer.



## 7.4.7 Electrical Installations

The electrical installations of the stands must fully comply with the provisions of NBR 5410 – Low Voltage Electrical Installations. The Organiser is responsible for supplying and connecting energy to the venue's electricity distribution boards up to the stand and assembly.

It will be up to each exhibitor to provide for the installation and electrical distribution in the stand, providing the energy input with a general switch and protection compatible with the request for electrical energy. The socket terminals must be industrial (Steck).

The cables must have a minimum insulation of 750V and parallel and adaptor plugs must not be used in any electrical installation, including extensions and lighting.

The main switch and the other electrical circuit protection devices (circuit breakers, fuse switches, DR's ) must be placed in metallic sheet metal frames, with a door, fixed in places with free access to the Promoter's maintenance team, even outside opening hours. of operation of the event.

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 <sup>2</sup>	0252-6	S-5276	
10mm <sup>2</sup>	035-6	S-5576	

### 7.4.7.1 Cables

The power cables used to supply electricity to the stands and other needs for events held in the Expo Center Norte pavilions will have a PCE Female Plug at the end, where the stand's power distribution board is connected.

PCE plugs are compatible with those of the STECK brand, which is better known in the market.

This type of connection, also called a plug-in connection, will minimize the risk 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 necessary for the connection with 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, provided that it complies with NBR IEC 60309-1 .

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

### 7.4.7.2 Electrical Voltage

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

Due to the voltage variation observed in the energy supply, we advise the use of stabilized networks for equipment that is more susceptible to energy fluctuations.

#### 7.4.7.3 *Special information on Expo Center Norte*

With a view to improving safety in the execution of electrical installations and maintaining compliance with current regulations, we inform you that as of January 1, 2014, the power cables used to supply electricity to the stands and other needs for events held in the pavilions at Expo Center Norte will have a PCE Female Plug at its end, where the stand's power distribution board is connected.

PCE plugs are compatible with those of the STECK brand, which is better known in the market.

This type of connection, also called a plug-in connection, will minimize the risk 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 necessary for the connection with the Female Plug of the power cable delivered at the stand:

Wire gauge supplied to booth with PCE female plug Reference PCE brand male plug required for connection Reference Steck brand male plug compatible with PCE female plug Image of Steck male plug 6mm<sup>2</sup> 0252-6 S-5276 10mm<sup>2</sup> 035-6 S-5576

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

Automakers, electrical installation service providers, exhibitors and promoters must provide the appropriate means of connection with the new format for supplying the electricity point provided by Expo Center Norte as of January 1, 2014.

The cable gauge and the type of plug that will be effectively supplied to the stand will depend on the total electrical load installed in it and on technical availability at the time of installation.

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



Cabo fornecido pelo EXPO Center Norte.



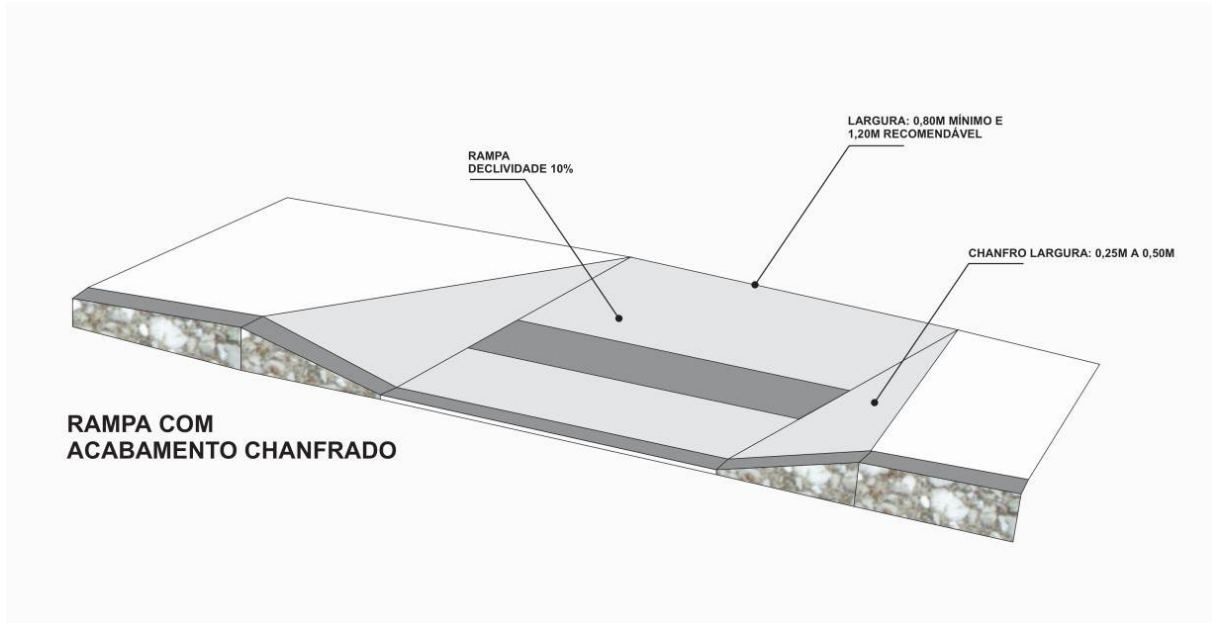
Ponta do cabo fornecido até 31/12/2013



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

## 7.4.8 Access Ramps

In accordance with item 8.2.2 of NBR ISO 9050 and the unified Regulation for Stand Assembly by UBRAFE/SINDIPROM/ABEOC/ABRACCEF/AMPRO, it is mandatory to provide an access ramp for all booths with a floor area equal to or greater than 20.0 m<sup>2</sup>. For stands with a floor area of less than 20.0 m<sup>2</sup>, it is recommended to use an access ramp only if the booth includes display elements (windows, counters, catalog holders, etc.) that encourage visitors to enter the booth area.



## 7.4.9 Rigging

Please contact the venue for rigging services:

- E-mail: [atendimento@estruturasaereas.com.br](mailto:atendimento@estruturasaereas.com.br)

- Contact: 11-38651197 / 1196191-2900

## 7.4.10 Rules and Procedures Rigging

After submitting a rigging order request, the applicant will receive a link with a login and password to upload documents, projects, and hire cables. The progress of the process can be tracked in the same system. The following documentation must be presented to the operational team at ESTRUTURAS AÉREAS at least 48 hours before the start of event assembly. All documents must specify the name of the stand or project (exhibitor) and the Technical Manager. The technician in charge must sign all sheets:

- **General Sketch of Equipment:** Plan and elevation showing the position of all elements to be hung.
- **Structural Stability Certificate:** Completed with the ART number and descriptions of the suspended loads, as per the form below.
- **Exclusive ART/RRT for Suspended Elements:** Detailing the material, weight, and number of points to be used for fixing to the pavilion's metallic structure. This includes

the event period (assembly, realization, and disassembly), event name, and stand name.

- **CREA/CAU Card:** Proof of payment.
- **Term of Responsibility:** Completed and signed.

All metallic aerial structures must be grounded using the ground cable provided by EXPO CENTER NORTE.

The cost per point fixed on the pavilion's metallic structure is defined by its category in the contracting system (directly with the company that will install them).

A manual with more information about aerial installations will be available for download in PDF format for further details.

An air space fee of €395 per banner and €1000 per eyecatcher will be charged. This fee does not include the service fee for hanging the banners.

## 7.5 Hall floor Regulations

### 7.5.1 Stand Area Marking and Floor Protection Guidelines

The Event Operations team will mark the area of each stand on the floor according to the floor plan layout. Under no circumstances are Stand Builders and/or Exhibitor companies permitted to mark the space with paint, drawings, holes, adhesives, or similar materials.

The halls are equipped with special flooring. Stand construction must be carried out on a protective blanket (carpet or plastic), and the use of glue is prohibited, including for raised floors with a metal base. When securing carpet to the floor, only the specified adhesive tapes—double-sided tape 3M 4880, 3M 4890, or Adere 21 code 462—are permitted. The use of glue to fix the carpet or any other material to the floor is strictly forbidden.

### 7.5.2 Load Capacity and Equipment Guidelines

Adhere strictly to the load capacity limits in the assigned areas. You are fully responsible for all direct and/or indirect damages caused. The static overload limit on the ground floor of the Pavilions is 3,500 Kgf/m<sup>2</sup>.

All machines or equipment displayed in the booths must comply with the maximum overload limit of 3,500 Kgf/m<sup>2</sup> on the Pavilion floor.

If the established limit may be exceeded, a request must be submitted with project details for evaluation.

The movement of machinery inside the Pavilion must also respect the maximum limit of 3,500 Kgf/m<sup>2</sup>. Avoid stopping transport vehicles on the metallic covers of floor channels or passing over these channels longitudinally or without proper protection to prevent warping of covers or more serious accidents.

### 7.5.3 Fixing Elements on the Hall Ceiling

Supporting, tying, or hanging any component of the stand or exposed products on the structures (electric gutters, water pipes, fire hydrants, and air conditioning ducts), ceiling, walls, or columns of the pavilion is prohibited. Painting or drilling these elements is also forbidden.

Fire hydrants and pushbuttons within the booth area must be easily accessible, visible, and well signposted.

## 7.6 Aisle Regulations

It is strictly prohibited to display materials, tools, boxes, or products in the aisle areas. All operations must be confined within the limits of the stands.

### 7.6.1 Aisle and Stand Usage Guidelines

Aisles and neighboring stands must not be used for placing materials, tools, garbage bags, or products to be installed in the stand. All operations must be conducted exclusively within the confines of the exhibitor's stand.

A minimum free area of 3 meters in width must be maintained for the circulation of carts and the quick passage of emergency equipment, rescue teams, assistance, fire brigades, and firefighters.

The operational team is responsible for cleaning the common areas along the corridors, administration, first aid, and special services. It is prohibited to dispose of garbage in the common areas and walkways. Exhibitors are required to pack garbage in plastic bags and leave them in the corridors for removal.

The Operational Team reserves the right to fine or disqualify anyone who violates the rules established by the Promoter.

### 7.6.2 Use of Decorative Fabrics

Decorative fabrics must be accompanied by a report on the application of an anti-flame product. These materials must also be accompanied by an adequate number of fire extinguishers, as determined by the Fair Management and/or Official Fire Brigade. The materials may undergo a fireproof test and will be allowed entry into the pavilion upon approval.

The report and ART/RRT of the application of the flame retardant product must be submitted to the event's Fire Brigade during the assembly period.

### 7.6.3 Hiring Service Providers

Exhibitors are free to hire specialized companies for decoration, graphic arts, press relations, filming, photography, reception, insurance, transport, and other services. Contracted companies must be registered with legal bodies, employ specialized technicians, use appropriate equipment, and ensure the proper functioning of the event in accordance with the norms of this manual. Failure to comply may result in the fair management interrupting the assembly or provision of services.

The Organiser is not responsible for any damage caused to the exhibitor by service providers. It is the exhibitor's duty to hire, supervise, and be responsible for any damage caused by their contracted companies.

## 7.7 Air Conditioning

The Expo Center Norte pavilions are equipped with highly efficient air conditioning systems, including thermo storage systems. Therefore, exhibitors are not permitted to install individual air conditioning units or capture refrigerated air from the central duct for their stands.

## 7.8 Assistance and Maintenance Service During the Event

The contracted stand builder is responsible for providing maintenance and/or assistance to its client (EXHIBITOR) during the build-up, event days, and dismantling phases.

## 7.9 DECORATIONS

### 7.9.1 Aisle Carpeting

Aisle carpeting will be installed starting at 18:00 on October 2, 2023, and, from this time onwards, the entry of any and all equipment or decoration of the exhibition must be carried out in such a way as not to damage the carpet already installed .

Any damage caused to the carpet will be the sole responsibility of the exhibitor, who must reimburse the Organiser for the amounts related to the replacement of the damaged carpet.

### 7.9.2 Gardens and Plants

Gardens, flowers, and ornamental plants are permitted when contained in vases, baskets, or other containers, provided that earth or stones are not used for the creation of gardens on-site.

## 8 General provisions

### 8.1 Acceptance of the General Regulations

All exhibitors declare that they are aware of the conditions of this General Regulation and undertake to fully follow it during the event, including being an integral part of the Term of Adhesion to the Regulation of the VICTAM Latam 2023 event signed with the Organiser.

### 8.2 Sub-lease prohibited

The Exhibitor can not transfer, in whole or in part, any rights or responsibilities in relation to the contract signed with the Organiser, nor sublease or assign any part of the contracted stand area.

### 8.3 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 confusion, disability and power outages; and claims of any kind.

### 8.4 Fire safety regulation (disaster plan)

In compliance with the provisions of State Decree No. 56.819 /11 – “Fire safety regulations 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 Fire during all phases of the event including assembly and disassembly :

1. Keep the pavilion's Emergency Exits (gates and doors that give access to the external area) unobstructed.
2. Provide the necessary fire extinguishers for the stand areas in accordance with Technical Instruction IT 21 of the Fire Department of the State of São Paulo.

3. Keep all hydrants in the pavilions unobstructed. The fire hydrants, buttons and the new light signaling must remain visible and cannot be enclosed or obstructed by any type of assembly.
4. Keep the official Escape Routes from the pavilions completely clear and free of any type of material or equipment throughout their length during assembly, event and disassembly.

Only during assembly and disassembly will the use of Secondary Streets be allowed (excluding official Escape Routes) for the accommodation of material on a temporary basis, obligatorily maintaining a free corridor of at least 1.20 meters wide in its entire length.

5. In the event of an emergency that implies the need to abandon the building, the “Site Abandonment Plan” will be activated, which aims to quickly, orderly and safely remove the entire population from the building.

In this case, upon hearing the alarm or abandonment message over the pavilion's sound system, Exhibitors and Assemblers must lead their clients, visitors and employees to the nearest exit calmly and in an orderly manner, following the following procedures:

#### 8.4.1 General Procedures:

- Take your personal belongings;
- Turn off all electrical equipment;
- If you are receiving visitors or clients, take them with you, advising them about abandonment (they will be your responsibility);
- Make sure no one is inside the stand;
- Using the Escape Routes, head to the nearest exit (see attached map);
- Keep calm by avoiding riots and panic;
- Never use the elevators;
- Don't laugh or smoke;
- Do not interrupt the journey to the exit for any reason;
- Never return to the accident site;
- Obey the guidelines of the Abandonment Brigade components identified by a red cap and/or vest;
- Walk in order, don't run;
- Avoid making unnecessary noise;
- Do not remove the clothes from the body;
- Upon reaching the outer courtyard, head to the pre-determined Meeting Point (see attached map);
- Keep silent and wait for the (quick and visual) conference of the Brigadier on site.

Note: The person in charge of each Stand (manager or person in charge) must report to the Abandonment Brigade Component and report any relevant news immediately.

During the visitation period of the Event, Exhibitors must have two employees to

assume the function of the **Pull Fila** and **Close Fila** which, upon hearing the abandonment alarm, and the message specific by the sound system: “ATTENTION, PLEASE, WE ARE IN AN EMERGENCY SITUATION, GET YOUR PERSONAL BELONGINGS AND FOLLOW THE INSTRUCTIONS FROM THE ABANDONMENT BRIGADE BY DRIVING IF YOU ARE QUIET AT THE NEAREST EXIT” proceed as follow:

#### 8.4.2 The Pull Queue:

- Guide customers and visitors to pick up their personal belongings and start the exit in an organized manner;
- Determine a safe exit speed, without rushing;
- Help maintain calm and order in your group;
- Pay special attention to the removal of elderly people, people with special needs, pregnant women and children;
- Take your customers and visitors to the nearest meeting point, as instructed by the Abandonment Brigades identified by a red cap and/or vest.

#### 8.4.3 Close Queue :

- Help with the staff conference, assisting the Puxa Fila ;
- Assist in organizing to avoid riots;
- Check that no one remains in your stand (pantry, warehouse, mezzanine, etc.);
- Close the doors that are left behind during abandonment;
- You should not allow jokes, talk too much or delay the exit;
- Assist people in case of accidents or sudden illness;
- Arriving at the meeting point, you should inform the Brigadier who is at the location about the abandonment (with or without news).

MANDATORY ANNEX: Plan with the layout of the event and the indication of Escape Routes, Emergency Exits and Meeting Points according to the official plan of Expo Center Norte sent in annex.

We also inform you that in case of doubts, during any phase of the event, the Fire Department of Expo Center Norte or the team of Firemen/Inspectors hired by the promoter should be consulted, who will be able to clarify doubts about the official Escape Routes, Secondary Streets and the procedures for Security and Abandonment.