

NÜRNBERG  MESSE

EXHIBITOR MANUAL

Dear Exhibitor,

We have great pleasure in presenting the trade show's manual.

We aim to give you instructions in order for you to take part in it.

We are sure that your company's participation will further contribute to your success, and we always hope to count on your presence.

Should you have any questions concerning this manual, please contact our Operational Department by telephone. There is a list of telephone numbers below. You will also find departments and staff members willing to help you.

NÜRNBERG MESSE

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Dear Exhibitor,

Not knowing the rules set forth herein does not exempt the exhibitor and their third-parties (booth set-up companies , decorators, fourth-parties and other people involved in the event) from the penalties, fines, sanctions and responsibilities set forth in this manual.

We request and recommend that all rules governing the event be read and informed to all your employees, suppliers and third-parties in order to avoid any last minute inconveniences.

We also would like to remind you that it is extremely important to fill out the forms and pay the **MANDATORY TAXES/FEES**, available on the event's website, through the **ONLINE MANUAL** link. Information on how to access it is available on page 10.

This procedure is designed to make the communication between exhibitor, booth set-up company and promoter easier.

PAYMENTS MUST FOLLOW THE RULES AND DATES SET HEREIN

PLEASE, PAY ATTENTION TO THE DATES SET FOR THE SUBMISSION OF THE FORMS. THE SERVICES REQUESTED BEYOND THESE DATES MAY NOT BE ENTIRELY PROVIDED.

REQUESTS FOR REFUNDS OF SERVICES PROVIDED WILL NOT BE ACCEPTED

Av. das Nações Unidas, 14261 - Vila Gertrudes, São Paulo – SP.
We wish you success in your event arrangements.

Good business at all!



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2. How to take part in a trade show

2.1 TIPS TO IMPROVE YOUR RESULTS FROM TAKING PART IN A TRADE SHOW:

Many opportunities to improve and maximize the results from taking part in trade shows are still unknown and underused by companies.

Attentive to the expectations and needs of its customers, NürnbergMesse once again thinks ahead, and provides an important training on HOW TO GET POSITIVE AND MEASURABLE RESULTS for its trade shows, through practical procedures and goals.

2.2 PRE- TRADE SHOW:

Step 1: Setting goals - Why should I participate?

Before starting any type of strategic planning and a plan of the activities to be performed in your booth, it is very important to SET CLEAR AND MEASURABLE GOALS. A good marketing plan helps you understand what your company wants to achieve by taking part in a trade show. Institutional participation - to improve your company's image.

Brand awareness and promotion.

Product launches.

Finding new customers, distributors or partners;

Being informative - technology, in seminars.

Step 2: Define the target audience: Who do you want to reach?

By taking part in trade shows organized by NürnbergMesse, your company will be in contact with a highly qualified audience, who has high decision-making power. It is very important to choose the message to be passed on to these people, without losing focus.

Step 3: Prepare your advertising material!

Update your printed material: institutional folders or product launches, catalogs, prices, etc.

Press: Prepare a press kit with information about your company and products. With a focus on news and innovations, this kit will be left in the trade show's press room, and then distributed on the first day of the trade show. Evaluate the merchandising opportunities provided by NürnbergMesse on its trade shows' website in order to promote and improve the image of your booth during the trade show.

Step 4 : Promote your participation.

Invite your customers, potential customers, suppliers and partners to visit your booth.

For this, the NürnbergMesse provide:

- **Printed invitations** to be sent to customers;
- **Adhesive labels** for your correspondence;
- **Electronic banners** on your website and emails;
- **Electronic seal** describing the event's main information added to advertisements;
- **Online Invitations**, better known as e-invite and VIP e-invite, customized to your guests;

Step 5: Operational planning of your team :

Involve your employees in the participation of your company at the trade show.

Training is essential! The staff in the booths should know the company and its products in detail.

Define service strategies.

Organize the control of visitors, creating a service staff and a person in charge for storing information from the people who visit your booth, either by a lead retrieval or business cards received.

2.3 DURING THE TRADE SHOW:

Step 6: Staff meeting every day

Check the role of each staff member, confirm goals set, assess the results of the previous day, write reports, and take new actions according to the results. Have a good relationship with the press. To attract more visitors to your booth, keep your staff motivated, active and positive.

Step 7: Collect information from your visitors

You can get registration information from visitors to your booth by means of lead retrieval. It is a 100 % reliable system to store data for new contacts and future customers.

Step 8: Encourage your visitor

Provide important and useful information to your visitors, encourage your customers to visit your booth. Choose functional gifts that will help you establish your brand.

2.4 POST-TRADE SHOW:

Step 9: Follow up with visitors to your booth

Do not wait too long or else the contacts made during the trade show will be forgotten; start the week after with a follow-up to the professionals who visited your booth.

- Provide the information about customers visiting your booth to the commercial department.
- Strengthen business contacts and business opportunities.
- Surprise your potential customers and anticipate their expectations.
- Establish a communication channel with new customers.
- Make the Internet your ally.
- Share with your customers the results from taking part in the trade show.

Step 10: Analysis of results with your team

The seed has been sown and from now on it is time to tend to new businesses and start lasting relationships.

- Raise the standards of goals you set at the beginning of the trade show and compare the results obtained (new contacts, deals made, deals possible to be made).
- Seek information on the impact of your business caused at the trade show.
- Share the results with your team.

Step 11: Reserve your exhibit space for the next trade show!

Do not miss the opportunity to ensure the participation of your company in the next trade show, in a timely fashion, taking advantage of the renewal plan and of the best location on the trade show floor plan.

3. Warning Notice

Dear Customers and partners, we have received numerous calls and emails from our exhibitors and partners warning us about national and international companies that are using the name "NürnbergMesse Brazil" or similar acronyms to NMB (abbreviation used in many of our communications) for selling their services and/or products.

The NürnbergMesse Brazil has the policy not to allow any company to promote their products and/or services using its name or any of its products. Whenever we recommend any service and/or product, we will use an official company statement, sent by NürnbergMesse Brazil.

Please pay attention to disclosure offerings in catalogs, international guides and, above all, to the fact that alumni are also not allowed to broker any deal between the NMB and its customers and partners.

If you have been approached by any company, remember that the NürnbergMesse team is available for questions and will advise you on what is necessary for the success of your business during our events.

The NürnbergMesse Group stands out in the market by the concept of connecting people, create experience and promote knowledge management, so we invest and we believe in the quality of information.

4. How to get to São Paulo Expo



Airport: 10 minutes from the Congonhas Airport

Subway: 850 meters from Jabaquara subway station – Blue Line

Car: Main access by highway Imigrantes Km 15
Loading and unloading: Av Miguel Estefano (Entrusco Street).

TRAVEL PACKAGE

Trade show's official travel agency:

LT Travel Viagens e Turismo

Accommodation, Shuttle Bus Services, Full Packages to the Trade Show

We offer packages at discounted prices to exhibitors and visitors



Informações:

(55) (0XX11) 3125-2911

e-mail: flavio@lttravel.com.br

5. Online Manual

Dear Exhibitor, in order for you to make arrangements and hire the services needed for the trade show, NürnbergMesse Brasil makes access to the ONLINE MANUAL available.

Exhibitors must inform their booth set-up company that the Manual is available for download, as well as for requests and tax/fee payments, which will also be made online through the Forms & Services link. Deadlines must be met.

- 1-) Visit the website: www.fcepharma.com.br/en
- 2-) Click on Exhibitor and then on EXHIBITOR'S MANUAL
- 3-) Enter password: **pharma2018**
- 4-) On the Online Manual Page, click FORMS & SERVICES
- 5-) Identify yourself providing your financial e-mail and booth number which are in the contract.

5.1 FORMS AND SERVICES:

Through forms and services, the exhibitor may request all payments of fees and services, whether optional or mandatory. The items accessed are self-explanatory and they function like the ones on a shopping website. After finishing requests that require payments, chose the payment method credit card or bank transfer. Choosing bank transfer, the exhibitor will receive an invoice thought e-mail. After receive it, you must transfer the total amount as show in the invoice. Further information is available at time of purchase, please read carefully!

THROUGH FORMS AND SERVICES YOU MAY REQUEST:

MANDATORY TAXES/FEES:

- Booth set-up cleaning fee (also available through forms and services - booth set-up company access)
- Basic Power Supply

OPTIONAL TAXES/FEES:

- Water supply
- Additional power supply
- Compressed Air

NMB SERVICE:

- Receptionist
- Security
- Landscaping
- Fire Extinguishers

ID BADGES FOR:

- Exhibitors
- Service providers

- Booth set-up company staff
- Receptionists
- Private Security staff

BOOTH DESIGN – ANALYSIS AND RELEASE:

- Sending of booth design
- Registration and booth set-up permit (access to forms and booth set-up company’s services also allowed)

CATALOGUE:

- Sending of information to the catalog (free of charge)
- Purchase of a catalog advertisement
- VIP E-INVITE

THIRD-PARTY SERVICES:

- Lead Retrivel
- Telephone and Internet
- Customs Shipping
- Moving/handling of cargo
- Furniture (for Shell Scheme and Shell Scheme Plus contracts only)

QUESTIONS ON HOW TO ACCESS THE ONLINE MANUAL, PLEASE CONTACT THE OPERATIONAL TEAM.

FILLING OUT OF MANADATORY FORMS AND THEIR PAYMENTS MUST COMPLY WITH RULES AND DATES IN THIS MANUAL

5.2 PAYMENTS: MADATORY AND OPTIONAL TAXES/ FEES

PAYMENTS

After each request, you must click **Checkout** and then you will choose the payment method:

- Credit Card;
- Bank Transfer.

Be aware that choosing bank transfer, the exhibitor will receive an invoice through e-mail. After receive it, you must transfer the total amount directly to NürnbergMesse, as shown in the invoice.

If you still want to request other services, click **Continue Shopping** and then complete your order in the shopping cart.

THE AMOUNT CHANGES IF THE PAYMENT IS NOT MADE WITHIN THE DUE DATE. IF IT EXCEEDS THE DUE DATE, THE AMOUNTS WILL BE INCREASED ACCORDING TO A PRICE LIST.

6. Forms - Request Dates

	FORMS	Deadline	TYPES OF AREA	MANDATORY/ OPTIONAL
PAYMENT SLIPS	Power Supply	09/04	Free Space/complete package and Basic Plus Booth Set-up	MANDATORY
	Additional Power Supply	09/04	All	OPTIONAL
	Water access	09/04	All	OPTIONAL
	Compressed air	09/04	All	OPTIONAL
	Recepcionista	09/04	All	OPTIONAL
	Municipal Fee of São Paulo	09/04	All	MANDATORY
	Mandatory Booth set-up cleaning fee	09/04	All	MANDATORY
	Cleaning services in the booths during the trade show	09/04	Complete package and Basic Plus Booth Set-up	OPTIONAL
	Official Security Services Request	09/04	All	OPTIONAL
	Floral Decoration	09/04	All	OPTIONAL
	Private Security Staff ID Badge	09/04	All	OPTIONAL
	Service Provider ID Badge	09/04	All	OPTIONAL
	Recepcionista ID Badge	09/04	All	OPTIONAL
	Exhibitor ID Badge	09/04	All	MANDATORY
	Fire Extinguishers Rental	09/04	All	OPTIONAL
	Registration of the Booth Set-up Company	09/04	Space	MANDATORY
	Furniture	09/04	Complete package and Basic Plus Booth Set-up	OPTIONAL
	Booth Overhead signage	09/04	Complete package and Basic Plus Booth Set-up	MANDATORY
	Official Catalog Advertisement	27/03	All	OPTIONAL
	Information insertion into the Catalog	16/03	All	MANDATORY
Submitting the Booth Set-up Design	09/04	All	MANDATORY	
Booth Set-up Graphic Design	09/04	All	MANDATORY	
Freight Forwarding/ Customs Clearing	09/04	All	OPTIONAL	
Telephone and Internet Accessibility	09/04	All	OPTIONAL	
Lead Retrieval	09/04	All	OPTIONAL	

REFUND OF SERVICES REQUESTED WILL NOT BE ACCEPTED

NürnbergMesse contact info:
Telephone: 55.11 3205-5000

7. Dates and Hours

7.1 BOOTH SET-UP:

May 17th 2018	Thursday	08:00 to 22:00
May 18th 2018	Friday	08:00 to 22:00
May 19th 2018	Saturday	08:00 to 22:00
May 20th 2018	Sunday	08:00 to 16:00
May 21st 2018	Monday	08:00 to 16:00

7.2 TRADE SHOW DAYS:

May 22nd 2018	Tuesday	13:00 to 20:00
May 23th 2018	Wednesday	13:00 to 20:00
May 24th 2018	Thursday	13:00 to 20:00

7.3 BOOTH DISMANTLING:

May 24th 2018	Thursday	22:00 to 00:00
May 25th 2018	Friday	00:00 to 21:00

Attention: Maintenance and Cleaning between May, 22th and May, 24th are allowed between 8am to 12am and from 9pm to 10pm.

7.4 OFFICE HOURS FOR EXHIBITORS AND BOOTH SET-UP COMPANY STAFF:

NürnbergMesse's office will be open in the trade show pavilion to exhibitors and booth set-up company staff on the following dates/hours:

BOOTH SET-UP DAYS

May 18 th 2018	Friday	08:00 to 20:00
May 19 th 2018	Saturday	09:00 to 20:00
May 20 th 2018	Sunday	09:00 to 19:00
May 21 st 2018	Monday	09:00 to 19:00

TRADE SHOW DAYS

May 22 nd 2018	Tuesday	09:00 to 19:00
May 23 th 2018	Wednesday	08:30 to 19:00
May 24 th 2018	Thursday	08:30 to 18:00

8 Ways to take part in the trade show

8.1 ONLY EXHIBIT SPACE:

Exhibitors with a free exhibit space will receive their exhibit space marked in the Pavilion, on the 1st booth set-up day at 10 in the morning.

8.2 SHELL SCHEME PLUS SPACE:

A booth set-up space with the following items is described as Shell Scheme:

- Grey Carpeting
- Wall panelling with white TS and MDF applications
- 01 (one) LED reflectors ate each 4sqm
- Glass Identification sign with logo's company
- 01 (one) 220V socket
- 03 (three) Chairs
- 01 (one) Round table
- 01 (one) Counter with 01 (one) shelf and lockable door
- 01 (one) stool
- 02 (four) shelves
- Exemption of Mandatory Cleaning Tax (build up days)



Illustration of a typical Shell Scheme

NOTE: Basic or additional power supply is not part of the Shell Scheme

8.3 COMPLETE PACKAGE:

A booth set-up space with the following items is described as Shell Scheme Plus:

- Grey Carpeting
- Wall panelling with white TS and MDF applications
- 01 (one) LED reflectors ate each 4sqm
- Glass Identification sign with logo's company
- 01 (one) 220V socket
- 04 (four) Chairs
- 01 (one) Round table
- 01 (one) Counter with 01 (one) shelf and lockable door
- 01 (one) stool
- 01 (one) storage with 02 (two) shelves inside
- 01 (one) vase with plants
- 04 (four) shelves
- Exemption of Mandatory Cleaning Tax (build up days)
- Cleaning Service (trade show days)
- Fire extinguisher
- Exemption of Basic Electricity tax



Illustration of a typical Shell Scheme

NOTE: The complete package includes basic power supply. If additional power supply is needed, please request it through the **ONLINE MANUAL**. Information on how to access it is available on page 9. Please pay attention to the **Request Dates** on page 11.

8.4 FURNITURE

If they need extra furniture such as chairs, shelves, tables, etc, exhibitors must contact

Flavio Carrera

Tel .: 55 11 3205.5038

Cel.: 55 11 9 8258-3967

flavio.carrera@nm-brasil.com.br

If you wish to check the price list of and extra furniture, please visit the **ONLINE MANUAL**. Information on how to access it is available on page 9. Please pay attention to the Request Dates on page 11.

8.5 BOOTH DECORATION:

Complete package and Shell Scheme Plus: The booth will be available to the exhibitor for the decoration purposes, from 12 pm on the last day of booth set-up days.

8.6 COMPANY LOGO:

Shell Scheme Plus and Complete Package

Exhibitors based on **Shell Scheme Plus and Complete Package** must send their company logo to be placed on the booth overhead signage.

The company logo must be sent through the ONLINE MANUAL. Information on how to access it is available on page 9. Please pay attention to the Request Dates on page 11.

***Please send an 85 DPI, JPG format, high resolution company logo. Images sent must comply with the brand exposure rule, available on page 35.**

If this form is not submitted before the deadline, the company name will be placed according to the characters displayed on the trade show floor plan.

***** The booth overhead signage rules available on page 35 must be complied with *****

8.7 INFORMATION - Complete Package, Shell Scheme Plus Booth Set-up, Booth construction hired by NMB SERVICE

Exhibitors based on Shell Scheme and Shell Scheme Plus do not need to register the booth set-up authorization; ID badges for booth set-up company staff and booth design for analysis and releases are not necessary either as the set-up of their booth will be performed by our official booth set-up company.

All materials for booth set-up will be lent and used during the period when the trade show takes place and must be returned as they were received. Any damage to the materials will be charged to the Exhibitor.

Neither painting/drawing nor holes, glue, sticky tapes or setting-up fittings are allowed on/in the booth wall panels provided by the booth set-up company

For further information on how to place materials on the panel walls, please contact the official set-up:

9 Inspection by the Ministry of Labor and Federal Police

Due to the frequency of inspection activities by the Ministry of Labour at the trade shows, NÜRNBERGMESSE BRASIL sends this note to answer all questions and provide guidance to exhibitors in order to avoid any problems referring to the documents of the staff providing services in the trade show booths. This note was sent by UBRAFE - União Brasileira dos Promotores de Feiras (Brazilian Association of Trade show Promoters). We hope that everyone will make the necessary arrangements regarding this matter and any questions, please contact NürnbergMesse BRASIL - in Operational Department – michelle.mori@nm-brasil.com.br

In order to standardize and inspect employment contracts and provide guidance, the Ministry of Labor has performed inspections through its assigned inspection staff at the venue where the trade show is held.

We would like to point out that the company that requests services from service providers may share the liability for employment obligations and, therefore, they must require that service providers provide documents that show no employment contract inconsistencies in order to protect themselves from possible future claims.

Thus, the hiring of receptionists, servers, security staff, cleaners, booth set-up companies and other staff members of service providers must comply with the legislation in force.

The following documents must be kept in your booth and available to the Ministry of Labor inspection staff:

1. Staff members of the exhibitor:

Copy of staff member employment record;
Staff member timecard

2. Staff members of service providers:

Service provision contract
Copy of staff member employment record or badge-type ID, containing their full name, position, date of hiring and PIS / PASEP number
Staff member timecard

3. Temporary staff members:

Their employment contract with the company that offers temporary services and its registration at the Ministry of Labor.

List of all the staff members under this type service provision.

Temporary staff member timecard

4. Self-Employed Staff:

Self-employment registration a City Hall and at INSS.

5. Security Staff in the booths:

Service provision contract;
Copy of staff member employment record or their ID badges (Normative Instruction 3, October 1st 1997)
Registration of the Security Staff Members at MTBE;
Security staff member timecard.

Documents referred to in items 2 to 5 must be requested when services are hired, as they allow you have enough evidence to protect yourself in the event of labor-related claims.

10 Mandatory Taxes/Fees

Payment of mandatory taxes/fees must be made by their due dates so that the beginning of booth set-up is authorized and exhibitors are allowed to collect their ID badges.

10.1 MUNICIPAL FEE OF SÃO PAULO

Pay attention now you have to order municipal fee of São Paulo as a mandatory tax to release your participation. This is a municipal Brazilian for:

TFE - Inspection Fee for Establishments

TFA - Ad Inspection Fee, Logos, Brands and Product Name

TFA - Distribution Rate of Gifts and Brochures (by place of Distribution)

(It is considered in this item: magazines, newspapers, leaflets, gifts, etc. delivered to the visitors or exposed in tables or display).

NMB in order to facilitate its participation during FCE Cosmetique collects and transfers the municipal fee to the municipality of São Paulo. Please use the online manual.

10.2 MANDATORY CLEANING SERVICES FEE:

This fee refers to the removal of waste and debris resulting from booth set-up and dismantling. This fee is usually paid by the booth set-up company.

If such a removal is necessary, the incurred costs will be sent to the exhibitor or booth set-up company.

*This does not include cleaning services for the exhibit space hired for the trade show.

Payment of the mandatory fee through the Online Manual may be made by the booth set-up company or exhibitor. Please verify the type of agreement you have with your booth set-up company.

To request mandatory cleaning fee, please visit the **ONLINE MANUAL**. Information on how to access it is available on page 9. Please pay attention to the Request Dates on page 11.

10.3 BASIC POWER SUPPLY:

The basic power supply is the minimum amount of electricity that your booth needs; this amount is calculated according to the size of your booth.

Example: 20 m² booth x 0.10 KVA m² = 2 KVA of basic power supply.

KVA = unit of measurement of real power.

To request basic power supply, please visit the **ONLINE MANUAL**. Information on how to access it is available on page 9. Please pay attention to the Request Dates on page 11.

ATTENTION PLEASE: The only electric currents available in the trade show Pavilion are 220V single phase and 380V three phase. If your equipment needs 110v electric current, an electric current transformer must be provided. We do not have electric current transformers for rental

11 Optional Taxes/ Fees

11.1 WATER SUPPLY

The use of the public water supply is prohibited unless it is found in the exhibit space hired by the exhibitor (please ask the booth set-up company or promoter in advance).

Request of water supply during booth set-up shall be subject to approval.

Your booth set-up company is responsible for the entire installation of a water supply and sewage system in your booth. NürnbergMesse is only responsible for providing the water supply location in the booth.

Water will be provided as follows:

rubber tubing 1/2 "or 3/4";

Registration threaded metal ball 1/2 "or 3/4" with lever



Desagüe:

The runoff will be made by a PVC tube of 40mm located inside the booth.

There is no sewer pipe inside the pavilion.



To request your water supply, please visit the **ONLINE MANUAL**. Information on how to access it is available on page 9. Please pay attention to the Request Dates on page 11.

11.2 COMPRESSED AIR:

The Compressed Air will be provided through ¾ hose "or ½ ". Threaded metal sphere Registration 1/2 "or 3/4" with lever.



**System pressure 8 bar.
Flow System 20 pcm.**

**As the compressed air is not free from water, oil and other impurities, if there are specific requirements for compressed air as its quality, the steps to obtain the necessary parameters such as installation of air filters and dehumidifiers must be taken by the user in the POINT OF-USE.
The exhibitor must complete the corresponding form found in Annex 22.3 of this manual.**

During installation of the rubber, a machine technician must be present to provide equipment information that may be necessary at the installation.

Compressed air will be provided for a minimum of 15 companies, if not reached the minimum number NuernbergMesse has the right to adjust the charge or cancel the service provided.

11.3 ADDITIONAL POWER SUPPLY:

All free space exhibitors and exhibitors based on Shell Scheme booth set-up must request basic power supply; except for those based **on Complete Package**. Any questions as to the space type please check your Contract.

If the basic power supply is not enough for the operation of electrical equipment in their booth, exhibitors should request additional power supply and provide payment.

ATTENTION PLEASE! During trade shows, the company responsible for electrical installations in the pavilion will measure the electric energy consumption in your booth by counting the amount of installed equipment and use the electric energy consumption reference list available below. If the booth consumes more than requested, the additional KVA will be charged after the trade show is finished.

To request additional power supply, please visit the ONLINE MANUAL. Information on how to access it is available on page 9. Please pay attention to the Request Dates on page 11.

ATTENTION PLEASE: The only electric currents available in the trade show Pavilion are 220V single phase and 380V three phase. If your equipment needs 110v electric current, an electric current transformer must be provided. We do not have electric current transformers for rental

11.4 REFERECE LIST FOR THE CALCULATION OF ELECTRIC ENERGY COMSUMPTION

DESCRIPTION	KVA
Reflector Lamp HQI 150W + (REACTOR 150w)	0,3
Incandescent lamp 100w	0,1
Halogen lamp 150w	0,15
Halogen lamp 300w	0,3
Halogen lamp 500w	0,5
Halogen lamp 1000w	1
PAR lamp 1000w	1
PL lamp 40w	0,04
Fluorescent lamp 20w	0,02
Fluorescent lamp 40w	0,04
Fluorescent lamp HO 110w	0,11
Dichroic lamp 50w	0,05
Mixed Ligh lamp 250w	0,25
PROJECTOR 70w	0,07
PROJECTOR 150w	0,15
SPECIAL PROJECTOR 350w	0,35
SPECIAL PROJECTOR 500w	0,5
FAN/Air Circulator fan	0,1
Refrigerator/Minibar/Beertap	0,4
Water drinker	0,5
FREEZER	0,5
MICROWAVES	1,2
OVEN 1000w	1
OVEN 1750w	1,75
OVEN 2400w	2,4
OVEN 5000w	5

OVEN 8000w	8
GRILL PRESS 3000w	3
GRILL PRESS 6000w	6
DOMESTIC COFFEE MACHINE/ SMALL	0,8
COMERCIAL COFFEE MACHINE - SMALL 1300w	1,3
COMERCIAL COFFEE MACHINE - MEDIUM 3000w	3
COMERCIAL COFFEE MACHINE - BIG 4500w	4,5
Portable stove - One burner 2000w	2
Portable stove - Two burner 4000w	4
PLASMA TV /LCD TV	0,25
DVD PLAYER	0,3
MICROCOMPUTER/PRINTER/NOTEBOOK/LAPTOPS	0,3
ELECTRIC GRIDDLE - SMALL 3000w	3
ELECTRIC GRIDDLE - BIG 6000w	6
JUICE MAKER 300w	0,3
WATER BATH MACHINE 1000w	1
Food warmer display 500w	0,5

12 NürnbergMesse Service:

NürnbergMesse Brasil offers one more facility for exhibitors. Do you need help to build the booth? Idea of which toast offer? Which buffet to hire? NMB SERVICE can help you! Our personalized service will promote convenience, facilities and solutions for all the demands of the event. You can find below some of the services that can be hired.

Any doubt please contact:

Flávio Carrera

Tel.: 55 11 3205.5038

Cel .: 55 11 9 8258-3967

flavio.carrera@nm-brasil.com.br

12.1 SAFETY:

NürnbergMesse Brasil will keep a permanent security staff in the trade show halls. **This service aims to maintain order and security of the shared areas ONLY.** Each exhibitor is responsible for security services in their booth.

NürnbergMesse Brasil, offers security services through its official security services provider. If you wish to hire these services to specifically take care of your area, please contact the NMB SERVICE team. Contacts are available on page 2

If desired, the exhibitor can hire their preferred private security services. Therefore, it is necessary to submit identification documents of the security staff hired as well as purchase of their ID badge. Information about such documents are found in the item about private security staff badge, available on page 24.

12.2 CLEANING SERVICES:

Exhibitors are solely responsible for keeping their booth clean throughout the period the trade show is held. The promoter is responsible for keeping shared areas clean during the trade show.

NürnbergMesse Brasil, offers cleaning services through its official cleaning services provider. This includes cleaning services after the set-up of your booth, after trade show hours and throughout the period the trade show is held. If you wish to hire these cleaning services specifically for your booth, please contact the NMB SERVICE team. Contacts are available on page 2

12.3 RECEPTION SERVICES:

NürnbergMesse, offers the reception service. If you want to hire reception services through our official reception services provider, there is no need to request the ID badge for a private receptionist.

To request your receptionist please contact the NMB SERVICE team. Contacts are available on page 2

12.4 LEAD RETRIVEL

Exhibitors who wish to request lead retrieval must contact NMB SERVICE, which is the official company that provides them. Exhibitors must use the services of this official company, as it is the only company whose system is compatible with our database and performs the reading of visitors ID badges.

To request your lead retrieval please contact the NMB SERVICE team. Contacts are available on page 2

12.5 BOOTH DESIGN/ LAYOUT

The NMB Service can assemble the booth according to your needs. Get in touch with our team, send your briefing and let our team take care of the details.

To request your booth construction, please contact the NMB service team. Contacts are available on page 2.

13 Third-party Services

13.1 FREIGHT FORWARDER

FREIGHT FORWARDER / CUSTOMS CLEARANCE Company SCHENKER was nominated as the official freight forwarder in order to provide import services, whether for temporary or permanent shipping of goods or samples.

Shipping and clearance of the goods shall be provided in advance to ensure the arrival and clearance of goods in time for the booth set-up period.

The deadline for receipt by Schenker of the required documents for customs clearance through Brazilian authorities is 3 months before the trade show takes place. It is very important to note that no shipping is made without prior verification and document approval by the freight forwarder.

Marcos Krekovski

Manager

mkrekovski@ttilog.com.br

(+55 11) 3716-3713

(+55 11) 9-8973-5704

Vítor Garcia

Coordinator

vitorgarcia@ttilog.com.br

(+55 11) 3716-3708

(+55 11) 9-8974-7396

Exhibitors, who opt for using the services of a different freight forwarder, may assign their goods to their representative under their own exclusive and sole responsibility.

13.2 TELEPHONE AND INTERNET ACCESSABILITY

The internal network of the São Paulo Expo Pavilion is under the responsibility of Hipernet. Exhibitors who wish have direct telephone lines, and / or internet access in their booths, must contact Hipernet directly and request these services.

NürnbergMesse offers the download of the form to request telephone/internet accessibility to Hipernet. To download it, please visit the ONLINE MANUAL. Information on how to access it is available on page 9. Please pay attention to the Request Dates on page 11.

After download, complete the form and send it directly to Hipernet through the emails below.

Questions on internet facilities and speed of the available networks, please contact directly with Hipernet:

Contact:

Site: <http://www.hipernet.net>

e-mail: feiras@hipernet.net / renato@hipernet.net / arruda@hipernet.net

Telephone: (11) 3077-5500

13.3 LOADING AND UNLOADING CARGO IN THE PAVILION AREA

Please be advised that we will have a transport and cargo handling provider. If you wish to use these services, contact our official provider: Masterlift, send them the form available at ANEXE 22.4

Marcio Antonio Marcolino

Masterlift Transporte e Locação de Equipamentos Ltda

masterlift@masterlift.com.br

marcio@masterlift.com.br

Tel.: 11 5102-2210 // 11 9835-9013

Please visit the ONLINE MANUAL. Information on how to access it is available on page 9. Please pay attention to the Request Dates on page 11.

14 ID Badge Request

14.1 ID BADGES FOR EXHIBITORS

ID badges are for the exhibitor's staff members in order to ensure their access on the days when the booths are being set up and dismantled and during the trade show days. Find below the number of ID badges available, according to the size of the booth:

Size (square meters)	EXHIBITOR ID BADGE
Up to 20	12
From 21 to 50	20
From 51 to 80	40
From 81 to 100	60
From 101 to 120	80
From 121 to 160	100
From 161 to 200	120
Over 200	140

To request the ID Badges, please visit the [ONLINE MANUAL](#). Information on how to access it is available on page 9. Please pay attention to the Request Dates on page 11.

Exhibitor ID badges can only be collected after all mandatory fees, described in this manual, are paid.

14.2 ID BADGES FOR SERVICE PROVIDERS' STAFF MEMBERS

These ID badges are for the staff members working in the booths (servers, kitchen assistants, cleaning staff, caterers, etc) in order to ensure their access on the trade show days.

***These ID badges must be paid for.**

To request these ID badges, please visit the [ONLINE MANUAL](#). Information on how to access it is available on page 9. Please pay attention to the Request Dates on page 11.

ID badges for these staff members must be collected directly from the trade show pavilion from the first day when booths are being set up. Search for ESC - Exhibitor Service Center.

14.3 ID BADGE FOR PRIVATE RECEPTIONISTS

These ID badges are for staff members working in the booth as receptionists, in order to ensure their access on the trade show days.

**ID badges are not free of charge

In order to request these ID badges, please visit the ONLINE MANUAL. Information on how to access it is available on page 9. Please pay attention to the Request Dates on page 11.

ID badges for receptionist must be collected directly from the trade show pavilion as of the first day when booths are being set up. Search for ESC - Exhibitor Service Center.

14.4 ID BADGES FOR BOOTH SET-UP COMPANIES

All staff members working on booth set-up must wear their ID badges visibly and provide an ID document with photo in order to have access to the trade show pavilion.

Check that all booth set-up staff members must follow the procedures to use the trade show pavilion and times mentioned above; if the procedures are not followed, a fine will have to be paid (Check given as security).

To request these ID badges, please visit the ONLINE MANUAL. Information on how to access it is available on page 9. Please pay attention to the Request Dates on page 11.

ATTENTION PLEASE: WE DO NOT EXCHANGE/REPLACE ID BADGES

14.5 ID BADGES FOR PRIVATE SECURITY STAFF MEMBERS

All people working as private security staff members must wear their ID badges visibly and provide an ID document with photo in order to have access to the trade show pavilion, in addition to providing the necessary documents described on the Security Staff on page 30.

Note: Collection of ID badges for private security staff members will be made from the trade show pavilion, as of the first day of booth set-up. The ID badges are available for collection if the documents, provided by the official coordination team of the security services, are approved.

To request the ID badges for security staff members, please visit the ONLINE MANUAL. Information on how to access it is available on page 9. Please pay attention to the Request Dates on page 11.

***If you wish to hire private security services of your choice, please be attentive to the rules below described:**

What are the security staff members who can provide these services at trade shows?

Only security staff members who have been *Academia e Reciclagem* certified and authorized by Federal Police and officially employed by a Surveillance and Security company, also authorized by Federal Police.

Are the Exhibitor's own security staff members allowed to work at the trade show?

In this case, they need to be *Academia e Reciclagem* certified and authorized by Federal Police and provide documents that show they are officially employed by the Exhibitor.

Requirements for private security:

According to the requirements by the Official Letter No. 1607 - DELESP / SR / DPF / SP April 15th, 1997 - Ministry of Justice, see the necessary documents:

- Authorization to operate as a business (only for security companies)

- Security Certificate (valid for one year)
- Revision of Authorization to operate as a business (for security companies)
- Service Provision Contract between the Exhibitor and the Security Company

The exhibitor shall be liable for any damage that the security staff member may cause to materials that belong to other people or to the trade show pavilion facilities. Please be aware that security staff members are not allowed to carry firearms in the trade show pavilion.

The exhibitor will be subject to legal penalties if they do not comply with the above mentioned requirements.

15 Catalog/ Vip Invitations/ Prees Office

15.1 OFFICIAL CATALOG:

An Exhibitor can be featured in the Official catalog, free of charge. Exhibitors just need to submit their information in Portuguese and English, with a maximum of 500 characters.

To submit information to the Official Catalog, free of charge, please visit the ONLINE MANUAL. Information on how to access it is available on page 9. Please pay attention to the Request Dates on page 11.

Any questions or information regarding the Official Catalog, contact the Marketing team. Information on who to contact is available on page 2.

15.2 ADVERTISEMENT IN THE OFFICIAL CATALOG:

Your company will have its participation in the trade show improved through placing an advertisement in its Official Catalog.

Any questions or information regarding the Official Catalog, contact the Marketing team. Information on whom to contact is available on page 2.

15.3 VIP E-INVITE:

NürnbergMesse Brasil offers the E-INVITE tool, which aims to be a convenient way of your guests to register in order to attend the trade show in advance. Send a free electronic and personalized invitation to your contacts inviting them to visit your booth at the trade show.

***Every exhibitor is entitled to 15 VIP INVITATIONS.**

Please follow the steps below for use the VIP E -INVITE

1 - The E-INVITE has to be sent individually.

Note: forwarding the E-INVITE disables the invitation.

2 - After you send the E-INVITE, your guest will receive a marketing email with the invitation; they must click on the link and register online directly on the trade show's website.

3 - Check out all the information entered, edit and design it the way you please. This information needs to be filled out according to the information about your company.

Access the trade show's website, click on the ' Exhibitor ' link and then on VIP E-INVITE

Note: Access to the trade show

This is a professional event; only professionals from the trade show-related segment are allowed to take part in it by presenting the invitation and business card.

- Persons under the age of 16 are not allowed access the trade show, even if accompanied by adults.
- No pets/animals of any kind are allowed in the trade show.
- Persons wearing shorts and / or open-toed shoes are not allowed access to the trade show.

Here is a tip: In order to ensure better results, we suggest that the information you send to you customers about the trade show, through your mailing list, include a personalized letter inviting them to visit your booth.

Any questions or information regarding the VIP e-invite, contact the Registration team. Information on whom to contact is available on page 2.

15.4 ONLINE INVITATION

Located in the online manual, this tool allows you to invite your clients in a personalized manner.

Check the step by step

- 1 -The online invitation has to be sent one by one.
- 2 - After sending the online invitation, the invitee will receive an e-mail with the invitation and must click on the link to register online directly on the show's webpage.
- 3 - Check your information, edit and adjust according to your preferences. This information will have to be filled out according to your company's information.

If you have any doubts related to the online invitation, kindly contact our Marketing team. Contact information available on page 2.

To send the online invitation, kindly access the ONLINE MANNUAL. Information on how to access it is available on page 9. Please check the deadline dates on page 11.

15.5 ELECTRONIC BANNER

For use in the company's website. If you require a specific format, kindly get in touch with our Marketing team (marketing@fcepharma.com.br)

15.6 PRESS OFFICE:

The main focus of NürnbergMesse Brasil is to be a business channel to the exhibitors. One of the tools of this process is to spread the brand of the event in the media. So, we have a communication internal department that will work the event and exhibitors images in different approaches and channels through the year.

NürnbergMesse Brasil

Deborah Carvalhal e Elaine Mandarino

Tel: +55 11 3205-5010/ 3205-5041

Email: deborahcarvalhar@nm-brasil.com.br

elaine.mandarino@nm-brasil.com.br

15.7 MERCHANDISING TOOLS:

As well as free tools, NMB provide different merchandising options that will increase the visibility of your brand before, during and after the event. Get in touch with our Sales team to know about the available options.

If you have any doubts related to the merchandising tools, kindly get in touch with our Sales team. Contact information available on page 2.

Important: The badge cord and the logo on the badge are items that can be sold by the organizer of the show. We ask special attention of the exhibitors regarding this topic. It is prohibited to stick stickers or stamps over the logo sold on the badge.

15.8 EXHIBITORS PAGE AND PRODUCTS ON THE WEBSITE:

NürnbergMesse Brasil offers a free option for the exhibitors to promote information on your company/products. To include this information, it is necessary to access the show's website with your login details (provided by the Sales Dept from NürnbergMesse Brasil).

If you still do not have your login details, kindly get in touch with our Sales Dept. The contact information is on page 2. If you have any doubts when including information on the website, kindly get in touch with our Digital team. The contact information is on page 2.

16 Booth Design – Analysis and Release

For exhibitors based on exhibit space contract only.

16.1 REGISTRATION AND BOOTH SET-UP AUTHORIZATION

In order to inform what booth set-up company has been hired, it is necessary to inform it through the forms and services on the ONLINE MANUAL. Information on how to access it is available on page 9. Please pay attention to the Request Dates on page 11.

Upon registration and authorization to set up their booth, the exhibitor allows the booth set-up company to access the forms and services area with their booth set-up company login; thus, this company makes the payment of the booth set-up fee and sends designs through their access.

16.2 SUBMITTING THE BOOTH DESIGN

Every booth to be set up must be based on a design composed of its floor plan, front elevation, sides and perspectives, containing the name of the person responsible and licensed for the booth design. Their name must be easy to read and their telephone number must be mentioned as well.

Note: All designs submitted must obligatorily describe the booth height and all its measurements. A special access ramp for people with disabilities is a mandatory item to access booths on a higher floor.

ATTENTION PLEASE: The design must be submitted for analysis and release by NürnbergMesse's operational team. To submit the booth design, please visit the ONLINE MANUAL. Information on how to access it is available on page 9. Please pay attention to the Request Dates on page 11.

Note: Booth designs sent by email will not be accepted. Please send it through the ONLINE MANUAL.

All designs must be authorized by NürnbergMesse's team before start the build up days.

16.3 RRT/ ART

All booths are required to provide the ART or RRT (Technical Responsibility Registration) duly signed, along with their payment receipt. The ART / RRT must also cover responsibility for the electrical wiring.

If the ART or RRT is not duly signed and with not payment receipt, it will not be accepted.

According to the legislation governing the Brazilian Regional Engineering and Agronomy Associations, that is the CREA, and the Architecture and Urban Planning Association – that is the CAU, all trade show designs and / or booth set-up need a technical person in charge, duly licensed by the CREA OR the CAU, depending on the type of design/work is performed. In addition to the booth design registration and set-up, the payment of the ART or RRT must be made and a copy of its payment receipt sent to NürnbergMesse Brasil, along with the ART / RRT itself and booth design. In the case of the CREA, booth set-up companies from other states must register at the CREA where the work is performed, nominating the technical person in charge of the services to be performed, and provide the respective Technical Responsibility Registration, that is, the ART. In the case of the CAU, the RRT shall be provided, that is the Technical Responsibility Registration where the architect is licensed, through the CAU's website.

For further information ask your hired booth set-up company or contact:

CAU – Conselho de Arquitetura e Urbanismo (Architecture and Urban Planning Association)

Atendimento ao Profissional

Rua Formosa, 367 – 23º andar – Centro

CEP: 01049-000 – São Paulo/SP

atendimento@causp.gov.br

Da segunda a sexta-feira, das 9h às 19h

Tel: 11 3337-6939

Website: <http://novo.causp.org.br/>

CREA - SP

Av. Brigadeiro Faria Lima, 1059

Pinheiros - São Paulo - SP - CEP 01452-920

Atendimento: 0800-17-18-11

Website: <http://www.creasp.org.br/>

To submit the booth design ART/RRT, please visit the ONLINE MANUAL. Information on how to access it is available on page 9. Please pay attention to the Request Dates on page 11.

17 Infrastructure

17.1 PARKIG LOT:

The parking lot is under the responsibility of the Exhibitor Pavilion in partnership with Indigo. Exhibitors who wish to purchase parking cards with a discount for the period when the trade show takes place, should request them directly from Indigo.

Operation in booth set-up and dismantling

Only during the days of booth set-up and dismantling, vehicles (Cars, Trucks, Vans and Utility Vehicles) entering the parking lot for the first time, pay to park through the pay stations located in the trade show pavilion and they are allowed to leave the parking lot and return as often as necessary, as long as they return on the day on which the receipt was issued and using the same parking card. During the days when the trade show takes place, the parking system described is not applied.

For further information, contact Indigo:

Tel.: (11) 5067-6790

guilherme@rodrigues@parkindigo.com/

robson.silva@parkindigo.com/

Luciana.almeida@parkindigo.com

17.2 VEHICLE ACCESS:

During the booth set-up and dismantling days, no vehicles will be allowed inside the trade show pavilion, including trucks. If the material to be displayed requires a special vehicle for internal transport, we would like to inform that the trade show will offer a cargo transport and handling provider. Companies that need these services: please contact TTILOG and send the form as pointed in the annexes 22.4

André França

andrefranca@ttilog.com.br

+55 11 3716-3706 - Ramal Direto

+55 11 9-8974-0479 - Celular

Av. Alexandre Mackenzie, 137, Jaguaré

São Paulo, SP, Brasil, 05322-000

Direct: (+55 11) 3716 3700

fairs@ttilog.com.br

Material and equipment handling in the loading and unloading areas between 9 pm and 7 am will not be allowed, as the access gates to the trade show halls and emergency doors remain closed.

17.3 USE OF THE TRADE SHOW PAVILION FLOOR:

*****The floor maximum weight is 3.000kg per m²*****

The trade show pavilion floor can not be marked, drilled or painted.

17.4 FIRST AID DEPARTMENT:

Medical services will be available during booth set-up and dismantling dates and times and while the trade show takes place.

17.5 ELECTRICAL WIRING RULES:

The electrical wiring of booths must fully comply with the provisions by NBR5410 - Low voltage electrical wiring. The trade show promoter is responsible for power supply and electrical wiring from the existing electricity distribution boards in the pavilion, to the electrical distribution board of each booth.

It is the exhibitor's responsibility to provide directly or through the company responsible for their booth set-up, the installation of circuit breakers in appropriate boxes fitted with closing doors in order to protect the power loads and circuits, located by the power supply input unit, as well as install and distribute electrical components.

Installation of wires and cables, as well as the installation of switches or breakers, will be allowed only in locations where electricians from the São Expo Center (Expo Center) have access.

Only the use of flame-retardant copper cables for the connection of the power points is allowed, from the circuit breakers to the power load, using appropriate electrical terminals, electrodes and junctions boxes.

All patches must be properly insulated.

Exhibitor or booth set-up company is responsible for completing the electrical wiring and distribution in the booth, providing the power input and protection compatible with the requested power supply. General switches and other protection devices for electrical circuits must be kept within metal sheet frames, fitted with a closing door and placed in free access areas to the trade show promoter's maintenance staff, even when the trade show is not taking place.

Due to voltage variation in the energy supply by Eletropaulo, the use of stabilizers and UPS devices will be required in the equipment installation.

Power supply will be provided in KVA units at 220V Single Phase and 380V Three Phase. A transformer for devices fitted with 110V voltage must be provided by the exhibitor. Upon gauging their power supply consumption, the exhibitor should fill out the Service Request Form and pay the related fee by its due date.

The KVAs used in their booth during the trade show will be monitored and controlled by the company responsible for this area. If the power supply request is not consistent with the actual consumption, a notification will be provided during the trade show itself and the mandatory payment made after the trade show is over.

IMPORTANT NOTE: All booths must submit their ART / RRT containing their responsibility for electrical wiring.

THE ELECTRICAL WIRING OF THE BOOTH TO THE PAVILION’S DISTRIBUTION BOARD WILL BE AVAILABLE AFTER THE PAYMENT OF FEES.

17.6 ELECTRICAL ESTRUCTURE:

Power required (Kva)	Maximum Electric Current (A)	Cable (Type PP)	Socket (industriual type -fêmea -land 6hs)
0 - 21	32	6 mm	32A
21- 40	61	16mm	63 A
40-84	128	35mm	live end
up 84	the electric distribution will be checked on site		live end

32A or 63A socket provided
Industrial socket 3P + N + T
Female
Direction earth 6hs



Necessary socket to 32A or 63A connection:
Industrial socket 3P + N + T
Male
Direction earth 6hs



Living ends of the cables to the loads above 40kVA



Voltage system:

380 V - F F + T

220 V - F + N + T

60 Hz frequency

The grounding of each stand is required as NR 3410 .

17.7 AIR CONDITIONER:

The Exhibitor Pavilion has an air conditioning system that does not require the use of air conditioners in the booths.

17.8 USE OF THE TRADE SHOW PAVILION AIR TRUSS STRUCTURE:

The trade show pavilion allows exhibitors to use its truss structure to tie and hang items the compose the design of their booth as long as a liability agreement for the booth design is provided, duly signed by an architect or engineer in charge, ART/RRT, and that all the area is used is paid to São Paulo Expo.

-São Paulo Expo does not accept a booth design with missing documents and the ART/RRT missing the payment of the area used.

Booths that need any type of structure hanging from the ceiling of the pavilions of the São Paulo Expo must request prior authorization to do so directly from the São Paulo Expo.

São Paulo Expo is solely responsible for authorizing booth designs that need this type of structure. A TECHNICAL INSPECTION at the pavilion is necessary.

Further information and questions on the required documents, please contact?

To check the documentation required for the use of the air structure, please visit ONLINE MANUAL. How to access information are available on page [Erro! Indicador não definido](#). Please pay attention to the Request Dates on page 11.

Doubt:

e-mail: operacoessp@glbr.com.br

Tel.: +55 11 5067-1704/ 5067-1712

17.9 DISPOSAL OF SPECIAL WASTE

WARNING: If there is the need to dispose of special waste, NürnbergMesse Brasil is to be communicated at least 45 (forty five) days before the event takes place, so that the necessary measures are taken.

18. Booth Set-UP Rules

18.1 BOOTH SET-UP AND DECORATION COMPANIES

The exhibitor is allowed to hire a company specialized in booth set-up at their own discretion. We advise that a Service and Maintenance Agreement be established between the parties covering the entire period of the trade show.

Please send the information about the companies that will provide services in your booth. All contractors/third-parties must be registered in advance and have ID badges for trade show access and to walk around the pavilion.

To register the booth set-up company and their staff members, please visit the ONLINE MANUAL. Information on how to access it is available on page 9. Please pay attention to the Request Dates on page 11.

WARNING: Hiring of a specialized company for booth set-up, decoration, maintenance and dismantling does not exempt the exhibitor from complying with all the procedures/rules in this manual.

18.2 HORIZONTAL PROJECTION OF THE BOOTH

The horizontal projection of any booth set-up element or of products on display must be entirely contained within the limits of the exhibit space hired.

No projections are allowed over neighboring booths or aisles.

The use of the space between the booths and the pavilion walls will not be allowed. This is a safety restricted area for our fire brigade **access**.

ANY PROJECTIONS USING WHITE LIGHT, COLORED LIGHT, IMAGES OR LOGOS BEYOND THE HIRED EXHIBIT SPACE, REFLECTED ON NEIGHBORING BOOTHS, AISLES AND TRADE SHOW PAVILION ARE NOT ALLOWED.

Note: For the safety of all, any door that is part of the booth set-up design should open to the inside of the booth.

18.3 BOOTH HEIGHT AND MAXIMUM BACKWALL HEIGHT TABLE

Stands higher than 3.50m must follow these guidelines regarding the distance from their neighboring stands.

Height (from the trade show pavilion floor)

Maximum backwall height

Up to 3,60m	0,00m
from: 3,61m to 5,00	1,00m

Observation: Maximum height allowed - H= 5,00m from the trade show pavilion

These heights are measured from the trade show pavilion floor and the maximum backwall height from neighboring booths.

18.4 DOUBLE DECKER BOOTH:

Only 70 meter-booths or bigger are allowed to an upper floor area. Booths smaller than 70m² who want to build double Decker, please contact the Operational team. Contacts available on pg . 2.

The booth upper floor area must not, by any means, exceed 50% of the total area of the booth main floor. The maximum backwall height from the neighboring booth is 2 meters. The staircase, when in use for people to go up and down, is not part of the related backwall height limit.

Participating in the trade show with this type of booth implies special requirements such as: copy of the booth design, containing the floor plan, front elevation, perspective (architectural), upper floor size design with all technical specifications, which must be duly signed by a person in charge – Engineer or Architect – licensed by CREA-SP/CAU BR, along with 2 (two) ARTs or RRTS (Technical Responsibility Registration of the upper floor and booth) and electrical wiring diagram.

- A clearly visible sign with the upper floor capacity is a mandatory item.
- The setting up of a double decker booth is only allowed after its design is submitted by the trade show promoter.
- The amount to be paid for the booth upper floor is equivalent to 50% of the cost of the square meter of its main floor.
- The use of glass panels on the upper floor is not allowed. Only acrylic, polycarbonate, tempered or laminate glass are allowed.

Booth designs must be submitted to NürnbergMesse Brasil, with all the structural specifications, with the calculation of loads and safety margins.

Reminder: the booth design must be submitted to NürnbergMesse. To submit it, please visit the ONLINE MANUAL. Information on how to access it is available on page 9. Please pay attention to the Request Dates on page 11.

If these procedures are not followed, the booth set up will be interrupted immediately.

O não cumprimento destas normas implicará em imediata interdição da montagem do estande.

18.5 ISLAND AND SPLIT ISLAND BOOTHS

Island or split island booths measuring 45 meters or more must not, under any circumstances, be completely enclosed, blocking the view of its internal space.

Any booth sides exposed to the aisles must have a minimum of 30% see-through area. Thus, the trade show will be more visible, benefiting all exhibitors.

Enclosing of the booth sides must not exceed 70% of the linear meters of each side of the booth. Therefore, each side must have 30% of see-through area even if it consists of glass.

18.6 SPLIT ISLAND, CORNER AND LINEAR BOOTHS

Note: Booths with the following configurations: linear, corners and split islands are required to erect partition walls to separate their exhibit space (the wall of the neighboring booths or of the pavilion can not be used). It is also important to highlight that it is mandatory to provide to the back of the booth wall, if your neighboring booth is the standard height (2.20 m), the same wall finish of their booth, from 2.20 m to 3.50 m. Thus, the remaining 1.30 meters should have a very good wall finish.

Split island, corner and linear booths are not allowed to place their company logo or any image projected on the neighboring booth.

Island booths must comply with the measurements in the booth height and maximum backwall height table. Split island booths must comply with the table above mentioned only in relation to the wall that is next to its neighboring booth and close to the maximum height.

The rules for double decker booths above mentioned must also be followed by island and split island booths.

18.7 BOOTH OVERHEAD SIGNAGE

Please find below the procedures to place the name and/or logos on the booth.

The use a maximum of two (2) names or logos of the exhibitor who signed the Contract for the Planning, Organization and Administration of Trade Shows, Exhibitions, Conferences and Similar Events with the NMB is allowed. Booth identification through overhead signage must consist of a company name or trade name or name of the company of a group or exclusive distributor when the exhibitor is an international one.

Companies of a group, controlling companies, controlled companies or those under shared control are regarded as:

- Controlling company: the company / individual who directly owns the majority of the voting stock of the other company ;
- Controlled company: a company whose majority of voting stock is held directly by another company/ individual;
- Companies under shared control: companies that own the same company / controlling person , as defined here in Approval of the company names/logos will depend on providing documents proving the relationship of control, such as records of the incorporation of the company or of representation.

18.8 APPLICATION OF THE GLASS ACCORDING TO TECHNICAL STANDARDS

In order to guarantee the safety of the visitors, the glass used in the stands must be applied in accordance with the provisions of the *ABNT NBR 7199 standard - Glass in civil construction - Design, execution and applications*.

Safety Glasses

Laminated, tempered and wire glass is safety glass "whose manufacturing process reduces the risk of injury in case of breakage", according to the definition used by the Associação Brasileira de Normas Técnicas (ABNT).

Laminated safety glass

It is composed of two or more glass sheets strongly interconnected by one or more intermediate layers.

Safety: in the case of breakage, your shrapnel is secured to the intermediary layer, avoiding opening of the gap and thus reducing the risk of accidents, in addition to keeping the area closed and safe until glass replacement is carried out.

Tempered safety glass

It's a glass that receives a thermal treatment (it is heated and cooled quickly), which makes it more mechanically resistant (up to five times more than ordinary glass) and thermal shocks. Due to its greater mechanical resistance, it can be used in self-supporting installations (that don't require the use of frames).

Safety: In case of breakage, it shatters into small, less sharp fragments.

Wired safety glass

Translucent printed glass that has a metallic network of checkered netting incorporated into its mass.

Safety: in case of breakage, the metal net secures glass shards, reducing the risk of injury and keeping the area closed and safe until glass replacement is performed.

Application of the glass in accordance with technical standards

General rule

The vertical windows installed below 1.1 m in relation to the floor, be it internal or external, on any flooring, must be safe.

For each application, it is necessary to check which types of safety glass (tempered, laminated or wired) required by ABNT NBR 7199 standard, because in some applications, only laminated and wired are allowed.

Doors, showcases and partitions (vertical glass susceptible to human impact)

Below the height of 1.1 m in relation to the floor, all windows must be safe, regardless of the floor upon which they are installed.

The permitted glasses are:

- ✓ Tempered
- ✓ Laminated
- ✓ Wired
- ✓ Insulated (composed with the glasses above)

Above the height of 1.1 m in relation to the floor, in addition to the safety glasses cited, float or printed can be applied, provided that they fit or are glued over the whole perimeter.

Guard rails

The main function of the guardrail is to provide safety, as much for the people around it (against the risk of accidental fall), as for the person who is on the landing below where it is installed. The glasses allowed for this important application are:

- ✓ Laminated
- ✓ Wired
- ✓ Insulated (composed with the glasses above)

In installations that require greater mechanical strength of the glass, such as a self-supporting application, the laminated must be composed of tempered glass.

In addition to using only the permitted glasses, listed above, the guardrails must comply with ABNT NBR 14718 - Guard rails for edification, which specifies the minimum strength and safety conditions for the system.

Facades (vertical glass)

Below the height of 1.1 m in relation to the floor

From the first floor (inclusive) and on the ground floor sharing rooms with a difference of more than 1.5 m, only the following windows are allowed:

- ✓ Laminated
- ✓ Wired
- ✓ Insulated (composed with the glasses above)

On the ground floor, when there is no unevenness of more than 1.5 m, in addition to laminated and wire safety glass, it is also possible to use tempered.

Above the height of 1.1 m in relation to the floor, in addition to the safety glasses cited, float or printed can be applied, provided that they fit or are glued over the whole perimeter.

Roofs, marqueses, skylights and inclined facades (non-vertical glass)

The permitted glasses are:

- ✓ Laminated
- ✓ Wired
- ✓ Insulated (in its composition, the inner part must be laminated or wired)

Mobile Projector Glazings

In installations with movable frames projecting to the outside, only the following windows are allowed:

- ✓ Laminated
- ✓ Wired
- ✓ Insulated (in its composition, the inner part must be laminated or wired)
- ✓ Tempered - with the following restrictions:

On the ground floor and first floor: self-supporting or fully enclosed;

Above the first floor: fully enclosed and with maximum projection limited to 250 mm from the face of the facade or the protection flap.

Float or printed - with the following restrictions:

On the ground floor and first floor: fully enclosed or glued around the perimeter;

Above the first floor: fully enclosed or glued around the perimeter and with maximum projection limited to 250 mm from the face of the facade or the protection flap.

In all cases: the area of the glass cannot exceed 0.64 m².

Special installations

Special installations are considered: floors, steps, swimming pool and aquarium displays, as well as glass structures.

For these applications, the required glass is:

- ✓ Laminated

Balcony glazing

According to ABNT NBR 16259 - Balcony glazing systems, the permitted windows are:

- ✓ Tempered
- ✓ Laminated

Bathroom Boxes

According to ABNT NBR 14207 - For bathroom boxes manufactured with safety glass, the permitted windows are:

- ✓ Tempered
- ✓ Laminated
- ✓ Tempered with safety film

Important: ABNT NBR 14207 determines that in the event of a break, a glass tempered box with safety film must permit at least one opening and closing movement of the door and the fragments of the glass must remain attached to the frame for, at least, two hours after the break.

Obligation to comply with technical standards

Compliance with technical standards is fundamental to ensure the safety of users and article 39 of the Consumer Protection Defense Code makes it clear that suppliers are prohibited from placing any product or service on the market that is not in compliance with the standards.

Article 39 - "Abusive practices"

It is prohibited for the supplier of products or services, among other abusive practices:

VIII - To place on the consumer market any product or service that does not comply with the norms issued by the competent official bodies or, if specific norms do not exist, by the Associação Brasileira de Normas Técnicas or another entity accredited by the Conselho Nacional de Metrologia, Normalização e Qualidade Industrial — CONMETRO"

Other CDC articles also address the issue of supplier responsibility (merchant).

Article 18. "Suppliers of durable or non-durable consumer products shall be held jointly responsible for defects in quality or quantity which render them unfit or unsuitable for the intended use or which diminish their value as well as those resulting from the disparity, the instructions given from the recipient, with packaging, labeling or advertising message, subject to variations due to their nature, with the consumer being able to require the replacement of the defective parts".

Article 23. "The ignorance of the supplier on the quality defects due to inadequacy of the products and services does not exempt it from responsibility".

And according to Article 13, the merchant is equally responsible when the product does not have identification.

18.9 GENERAL CONDITIONS AND DECLARATION OF OBLIGATIONS

In order to guarantee the full accomplishment of the event, your organization has established certain principles and rules.

It is requested the due observance of what is hereby determined and that it will be valid for the exhibiting companies and their representatives and representatives, including service providers and assemblers, with the proviso that any failure to comply will give rise to a formal warning and, depending on the case, respective penalty as follows:

I - USE OF TOOLS AND / OR EQUIPMENT NOT ALLOWED (therein included its misuse). **Penalty:** a warning and, if there is a repeat offense, a fine of **BRL 1,000.00 (one thousand reais)**, for infraction;

II - DISCHARGE OF MATERIALS IN ORGANIZATION BUCKET TRASH WITHOUT PRIOR AUTHORIZATION. **Penalty:** a warning and, if there is a repeat offense, a fine of **BRL 1,600.00 (one thousand reais)**, for infraction;

III - EXCEED THE SCHEDULE FOR ASSEMBLING AND DISASSEMBLING THE STANDS **Penalty:** a warning and, if there is a repeat offense, a fine of BRL 2,000.00 (one thousand reais), per hour exceeded;

IV - FAILURE TO PRESENT THE DOCUMENTATION CONCERNING PROJECTS OF STANDS, IN ACCORDANCE WITH THE EXHIBITOR'S MANUAL. **Penalty:** a warning and, if there is a repeat offense, a fine of **BRL 1,000.00 (one thousand reais)**.

V - PREVENT CIRCULATION / OBSTRUCTING THE ROUTE OF CIRCULATION WITH MATERIALS FOR ASSEMBLY AND DECORATION AND OTHERS. **Penalty:** a warning and, if there is a repeat offense, a fine of **BRL 2,000.00 (one thousand reais)**.

VI - NO FINISHING OR FINISHING UNSATISFACTORY ON THE BORDER WITH THE NEIGHBOR. **Penalty:** a warning and, if there is a repeat offense, a fine of **BRL 2,000.00 (one thousand reais)**.

VII - DO NOT MEET STRICTLY THE SPECIFICATIONS OF THE MATERIALS AND STRUCTURES USED IN MOUNTING THE STANDS. **Penalty:** a warning and, if there is a repeat offense, a fine of **BRL 2,000.00 (one thousand reais)**.

It should be noted that in case of damage to the used areas of the pavilion, the exhibiting company, including its representatives and representatives, will be fully liable, and it will be up to the organization to meet the costs and present them.

18.10 ACCESSABILITY:

A special access ramp for people with disabilities is a mandatory item to access all booths on a higher floor, according to NBR 9050, with 10 % of inclination angle.

See ramp diagram below:



18.11 OCCUPATION AND USE: BOOTH SET-UP PROCEDURES

- * Fire hydrants within the booth space must be easy to access, visible and properly labeled.
- * All exposed surfaces of the booth, visible from any angle, such as its back, must contain the same finishing pattern.
- * Materials and products to be installed/used in the booths must not be left in circulation areas for the trade show attendees or in the areas designated to other booths. All booth set-up operations must be performed within its space limits.
- * The use of the space between booths and the walls of the pavilion is not allowed. These are safety restricted areas for the access of our fire brigade .

***The trade show pavilion floor can not be marked, drilled or painted.**

- * Booths must be set up onto a protective structure; the use of glue is not allowed.
 - Any components of the booths or products on display must not be tied to and hang on the walls of the trade show pavilion.
 - During the time when the event is taking place, works / repairs in booth are not allowed. If they are really necessary, NürnbergMesse Brasil shall authorize them, determining when they can be performed.
 - Clogs, sandals, open-toed shoes and shorts must not be worn during booth set up and dismantling. Holes, paint, glue and other materials are strictly prohibited in/on the walls, floors, facilities and other structures of the trade show pavilions.
 - Access and installation of circular saw for wood or metal work and welding machine for iron and aluminum are not allowed in the trade show pavilion.
 - Booths with wooden structures are allowed access to the pavilion as long as only their finishing details are missing.
 - The exhibitor is solely responsible for any damage to the floor caused by the spillage of fuel ,paints, oils, and used of double-sided tapes or other substances.
 - Only the use of trolleys and other pneumatically equipped means of transport for light loads will be allowed and the exhibitor/booth set-up company in charge will be responsible for any damage to the floor or wire covers due to the weight excess of the loads.
 - Disposal of waste is not allowed in the aisles. All exhibitors must clean up their booth and use the bins provided in the pavilion for waste disposal.

18.12 COMPLIANCE WITH THE BOOTH SET-UP RULES

In order to ensure the safety of the exhibitors, visitors and service providers, NürnbergMesse reserves the right to interrupt the booth set-up that does not comply with the rules or if the booth set-up is a dangerous one. This decision will be taken only after assessment by NürnbergMesse's technical staff or by public authorities, such as CONTRU, Fire Department or CETESB.

The exhibitor / booth set-up company that does not comply with the rules will be subject to a fine by the trade show promoter. (Please bear in mind the fact we need your cooperation in order to avoid delays to the trade show official beginning).

Exhibitors/booth-set companies will be charged for any damages done to the facilities, even if they are done by accident. The payment for such damages must be made when the final charges are provided.

18.13 END OF BOOTH SET UP

Booth set-up work must be finished until 4 pm, on the last day designated for booth set-up. On the first day of the trade show (morning), no booth-set up work will be allowed.

Material and equipment handling in the loading and unloading areas will not be allowed during the time the access gates to the trade show halls and emergency doors remain closed.

A. As of 4 pm on the last booth set-up day, only the booth finishing work will be allowed. Sawing, painting of any kind, ladders and use of any tools that result in waste will not be allowed as the carpet will be installed all over aisles.

Note: The exhibitor that does not comply with the rules will be subject to a fine by the trade show promoter. Please bear in mind the fact we need your cooperation in order to avoid delays to the trade show official beginning.

19. Safety Rules

19.1 HANDLING OF MATERIALS

Handling of grease, paint, corrosive substances, powder, fluids or chemical products must be performed by means of their own and proper containers, avoiding damage and accidents involving other people, booth set-up and the pavilion itself.

19.2 EXPLOSIVES, FUELS AND LP GAS

The use of any explosives, LP gas, toxic products or gas cylinders is prohibited. *The use of internal combustion engines inside the trade show pavilion is not allowed.

19.3 FIRE EXTINGUISHERS

According to, standards of the Municipality of São Paulo and the Fire Department, a fire extinguisher in must be kept in the booths, for each designate of area of 50m² .

NürnbergMesse Brasil offers the rental of fire extinguishers. To rent it, please visit the [ONLINE MANUAL](#). Information on how to access it is available on page 10. Please pay attention to the Request Dates on page 12.

Attention Please! The rental of fire extinguishers through the [ONLINE MANUAL](#) is not mandatory; exhibitors may choose a fire extinguisher provider of their choice.

***If you wish to hire the services of a company of your choice, please follow the rules below:**

All booths are required to keep a fire extinguisher containing an agent compatible with the materials used, according to the Fire Department technical standards.

***Dry Chemical powder - with a minimum weight of 4 kg, used to fight Class B fire (flammable liquids) and Class C (electrical equipment – also used for solids material)**

***CO₂ (Carbon Gas) - with a minimum weight of 6 kg, used to fight Class C fire (electrical equipment)**

Example: Booth of up to 50m² = 01 fire extinguisher

Booth from 51m² to 100m² = 02 fire extinguishers

Booth from 101m² to 150m² = 03 fire extinguishers

Booth from 151m² to 200m² = 04 fire extinguishers

Booth from 201m² to 250m² = 05 fire extinguishers

Booth from 251m² to 300m² = 06 fire extinguishers

During the **pre** and **realization** of the fair the **exhibitor** shall keep your extinguisher in your booth, according to specifications up to the end of it. Equipment should be positioned in a place clear and easily accessible. **It's not allowed to keep the fire extinguisher inside the storage.**

During the **assembly process and dismantling** of **the booth the assembler company** must keep at least 01 fire extinguisher until the end of each fase, within easy access and viewing.

If the exhibitor or assembler company already have the equipment with the required characteristics and conditions of use, they can use them in your booth. Equipment used and designed specifically for vehicles will not be accepted. Those wishing to lease the equipment will have this condition during the period of assembly and disassembly of the event.

We would like to alert you to the fact that if the Fire Department of the State of São Paulo performs an inspection in the booth, exhibitor/booth set-up company are solely responsible for its needs, and are subject to the penalties of the law.

It is forbidden inside of the fair storage products that can jeopardize the safety and physical integrity of the participants of the event (toxic , flammable liquids and gases , explosives, combustion engines, equipment that may produce any kind gas , smoke or fat).

The prosecutor maintains a brigade staff in preventing accidents and Fire Fighting, trained to inspect the stands and guide, visitors, assembler and service providers as the Technical Instructions of the State of São Paulo Fire Department, Laws and Regulations force.

19.4 FLAME RETARDANT MATERIALS

According to the rules of the São Paulo State Fire Department and Applicable Law, during booth set-up and decoration, products therein used, which are made from materials such as fabric, thatch, natural or synthetic fibers and any other similar materials, must be accompanied by their flame retardant certificate or else they will receive special flame resistance treatment, monitored by the Fire Brigade in charge at the trade show. Also, the flame resistance certificate, issued by the company in charge must be provided, as well as IPT Testing Report, the ART along with its payment receipt and the CREA membership of the architect/engineer in charge.

19.5 GAS CYLINDERS:

The exhibitor must provide the following documents:

-Liability agreement (ANNEX 22.2) - A statement by which the exhibitor assumes full responsibility for the exposure to and any damage the cylinder may cause in the event of an accident. It must specify of the type of gas used, number of cylinders on display and gas risks.

Note: exposure to or use of toxic gases will not be allowed.

- ART for the gas cylinder liability and statement by an engineer in charge (chemist) for gases which are not TOXICO OR ATOXIC.
- Technical sheet identifying the exposed gas. This technical sheet must describe all the information on the gas and safety measures in case it is exposed to excessively.

The gas cylinder will be tied by means of chains in the vertical position, as per ABNT standards.

In case of distribution of helium- filled balloons, is the exhibitor's responsibility to remove them from the pavilion ceiling.

Note: Approval under responsibility of the Exhibition Pavilion

PERSONAL PROTECTIVE EQUIPMENT: According to the provisions of the current legislation and regulatory standards of the Ministry of Labor (NR -6 and NR- 15, NR- 16 and NR- 18 and Decree 3.214 / 78, exhibitor and / or booth set-up company is responsible to provide its staff and / or service contractors the necessary PPEs, according to the risk of booth set-up and dismantling work conditions. These devices must be in perfect use condition and operation, ensuring complete safety of staff and other people in the area where the related work is performed.

It is important to highlight that the basic PPEs must always be used, regardless of the activities for access to the trade show hall(s): hard hat, safety boots, earplugs, gloves, dust mask and safety goggles.

19.6 ELECTRICAL CABLES:

Cable routing or any electrical connecting elements are not allowed if installed through aisles and areas shared with neighboring booths. This type of need if it occurs, should be foreseen and discussed with NürnbergMesse Brasil.

19.7 MANDATORY SAFETY RULES:

Storing products that may endanger the safety and welfare of the trade show participants is now allowed (toxic, flammable, and explosive products among others).

The use of internal combustion engines or other equipment that may release any gas, smoke or grease into the pavilions is prohibited, unless such equipment allows the special installation of an exhaust system; however, this exhaust system is subject to the approval by NürnbergMesse Brasil and of the pavilion in question.

- The use of chainsaws and smoothing of wooden surfaces by paste and sanding are prohibited. Parts must have been previously finished when entering the trade show pavilion.
- Only fine touches and finishes are allowed, not the total assembly/preparation of the parts.
- Clogs, sandals, open-toed shoes, shorts or short pants must not be worn during booth set up and dismantling.
- It is strictly prohibited the admission of people under the age of 18 during booth set-up and dismantling.
- It is strictly prohibited promotional activities involving the use of bubble bath, fireworks, shredded paper rain, helium balloons and others that may endanger the integrity and safety of assets and people.

20. Trade Show Days

20.1 ACCESS OF STAFF MEMBERS:

Only people/staff members with the following **ID badges** will have access to the pavilion during the trade show days/hours. Persons under the age of 16, wearing open-toed shoes and shorts/bermudas are not allowed access.

- a) Exhibitor
- b) Exhibitor's service provider
- c) Security staff member
- d) Receptionist
- e) Visitor
- f) VIP guest
- g) Congress Participant
- h) Maintenance Staff member

20.2 VEHICLE ACCESS:

Vehicles are not allowed inside the pavilion during the trade show days.

In case of replenish of materials in the booths, vehicle access must be done through the loading and unloading area of the pavilion; replenish of materials may be done up to one hour before the trade show begins. Any maintained service must also be done one hour before the trade show begins.

Vans will have access to the pavilion for 10 minutes for passenger drop off.

NOTE: Vans that will remain in the parking lot will not be exempt from payment. ACCESS BY P2 (LOADING AND UNLOADING AREA).

20.3 EXHIBIT SPACE OPERATION LIMITS:

Exhibitors are not allowed to keep staff members beyond their exhibit space, whether performing sales operations or the distribution of leaflets, giveaways, etc.

It is important to highlight the fact that any marketing activities must be informed to and authorized by the trade show promoter or else the promoter reserves the right to suspend such activities.

20.4 SALE OF PRODUCTS PROHIBITED:

Selling products or services during the course of the trade show is prohibited, as per clause 1.2, Contract for the Planning, Organization and Administration of Trade Shows, Exhibitions, Conferences and Similar Events, agreed between the Exhibitor and the Promoter.

The use of common areas to perform any type of promotional activities is prohibited, and the trade show promoter reserves the right to impose a fine after the first warning is given.

20.5 DISTRIBUTION OF ITEMS AND PROMOTIONAL ACTIVITIES:

The distribution of giveaways, samples, leaflets and catalogs exclusively inside the booths is allowed. The trade show promoter reserves the right to suspend this type of activity when it blocks the aisles and causes disturbance around them.

The use of common areas to perform any type of promotional activities is prohibited, and NürnbergMesse Brasil reserves the right to collect all the material used.

20.6 AUTHORIZATION FOR PROMOTIONAL ACTIVITIES:

Exhibitors are not allowed to keep staff members beyond their exhibit space, whether performing sales operations or the distribution of leaflets, giveaways, etc. It is important to highlight the fact that any marketing activities must be informed to and authorized by the trade show promoter or else the promoter reserves the right to suspend such activities.

***Any activities, promotion or presentations must be done within trade show days/hours.**

20.7 GOODS LEAVING AND ENTERING THE TRADE SHOW PAVILION:

No products / equipment on display may leave the pavilion when the trade show is taking place. In special cases, the trade show promoter will authorize the replacement of defective good.

20.8 SOUND SYSTEM AND AMBIENT MUSIC:

The use of any type of sound system by the exhibitor **will be allowed as long as authorized by the trade show promoter**. Sales or promotional messages by means of sound systems are not allowed.

WARNING: Live music will only be allowed two hours before the end of the trade day, up to 80 decibels. If the exhibitor exceeds this limit and the sound/music is not turned down, the promoter reserves the right to cut off the booth's power supply.

*** Musical performances that exceed the limit above motioned, such as "school of samba", are not allowed.**

According to copyright Law 9.610 / 98, exhibitors playing ambient music, even through AM / FM radio stations, must pay a specific fee, provided by ECAD. For further information, contact the ECAD office in the city where the trade show is held. **The fee is to be paid up to 72 hours before the event.**

ECAD – SÃO PAULO

Escritório Central de Arrecadação e Distribuição

Avenida Paulista, 171 – 3º andar.

01311-000 – São Paulo – SP

Tel.: (55.0xx11) 3287-6722 / Fax: (0xx11) 3285-6790

e-mail: ecadsp@ecad.org.br

21. Booth Dismantling

21.1 BOOTH DISMANTLING DAYS/HOUR:

The exhibitor is responsible for dismantling their booth and remove all displayed products and equipment in the according to the established terms and conditions.

After final use, exhibit space must be clean, with not double side tapes, paint or grease.

- The exhibitor must remove all displayed products, equipment and decoration items at the end of the trade show.
- Dismantling of booth will start at 2 hours after the trade show is over and lasts 24 hours.

Materials, equipment and products remaining in the pavilion must be removed by the end of the booth dismantling period or else the event promoter will charge for their removal costs.(a “Delay in the Booth Dismantling” will be considered, subject to a fine, as per clause 4.6 in the Contract for the Planning, Organization and Administration of Trade Shows, Exhibitions, Conferences and Similar Events).

- NürnbergMesse Brasil is exempt from liability for any damages, malfunction, losses, robberies or thefts of any kind.
- We do not store any materials left in the booth, after the dismantling of the booth.

21.2 ACCESS OF STAFF MEMBERS:

During booth dismantling period, only the people/staff member bellow will have access to the trade show pavilion. **Persons under the age of 18, wearing open-toed shoes and shorts/Bermudas/short pants and skirts are not allowed access.**

- a) Exhibitors
- b) Booth set-up staff members
- c) Security staff member
- d) Service providers

21.3 END OF THE BOOTH DISMANTLING PERIOD:

Materials, equipment and products remaining in the pavilion must be removed by the end of the booth dismantling period or else the event promoter will charge for their removal costs.*. Exhibitors must keep a reliable staff member till the end of the booth dismantling process to make sure all the products on display have been removed.

- **We do not store any materials left in the booth, after and during the dismantling of the booth. NürnbergMesse Brasil is exempt from liability for any damages, malfunction, losses, robberies or thefts of any kind.**

22. Anexes

22.1 MACHINES ON DISPLAY

Trade show: _____

Corporate name of the exhibitor: _____ CNPJ (Corporate Tax Payer Number): _____

Number of the booth: _____ Technical Person in Charge: _____

Telephone Nuber: _____

TECHNICAL DATA SHEET

Equipment Description:	Width (in mm)	Height (in mm)	Depth (in mm)	Total Weight (in Kg)	Weight per m2 (in Kg)
_____	_____	_____	_____	_____	_____

Please send a copy of the drawings of the machines and / or equipment. Any heavy machines and / or equipment must be described in the booth design.

******* Weight distribution calculation must be submitted directly for approval *******

Please send it to:

Enviar para:

nmoperacional@nm-brasil.com.br

Important Note:

Due to obstruction of the aisles during booth set-up days, we recommend using the first day for positioning and machine access to the trade show halls or use the days available for such an activity, if applicable

*******The floor maximum weight is 3.000kg per m2*******

22.2 LIABILITY AGREEMENT - EXPOSURE OF GAS CYLINDERS

To

NürnbergMesse Brasil

Av. das Nações Unidas, 14261 - Vila Gertrudes, São Paulo - SP, 04533-085

Ref: GAS CYLINDER USE

A _____ based in _____
(Company Name) (Address)

_____, registered under CNPJ (corporate tax payer number):
_____, states

that _____ cylinder
(specify size, substance, etc.)

will be handled by a member of staff qualified to use it and that such a cylinder presents no risks to the safety of the place where the trade takes place.

(insert date, sign and stamp it)

22.3 COMPRESSED AIR

Dead line: Until, April 05th, 2018

Dear Exhibitor,
Please fill in this form and send it to:
michelle.mori@nm-brasil.com.br

Event: _____
Exhibitor: _____
Booth Number: _____
Responsible Person: _____
Tel. () _____

The Compressed Air will be provides through a rubber of $\frac{3}{4}$ or $\frac{1}{2}$ with register with as bellow:



Pressure of system 8 bar.
Vazão do sistema 20 pcm.

As the compressed air is not free from water, oil and other impurities, if there are specific requirements for compressed air as its quality, the steps to obtain the necessary parameters such as installation of air filters and dehumidifiers must be taken by the user in the POINT OF-USE.

MACHINE INFORMATION:

Point's Number: _____

Pressure: _____/Bar

Flow: _____/PCM

Price per point: USD 567,00 (price until April 18th, 2017)

* NurnbergMesse needs to receive 15 (minimum) requests to arrange the service, otherwise the prices will have a increase.

Responsible Signature: _____

Date: ____/____/____

22.4 LOADING AND UNLOADING CARGO IN THE PAVILIO AREA



Marcio Antonio Marcolino
Masterlift Transporte e Locação de Equipamentos Ltda
masterlift@masterlift.com.br
marcio@masterlift.com.br
tel.: 11 5102-2210 // 11 9835-9013

EVENT:

Send this form to: marcio@masterlift.com.br

Company:

Address:

Contact:

Tel:

E-mail:

Hours:

- 2,5 Ton Forklift
- 4,0 Ton Forklift
- 7,0 Ton Forklift
- Helper
- Tire Kart
-

Shelfs

Others

Date: ____/____/____

ID

Signature

22.5 DECLARATION OF RESPONSIBILITY

Exhibitor information:

Name:

Booth Number:

Assembler Information:

Name:

Corporate Taxpayer ID (CNPJ):

Legal Representative:

III - The responsibility assumed by the exhibitor and the assembler

The Exhibitor above, by his / her legal Representative, _____ (name), and the above Assembler, by its legal representative, _____ (name), declare to be responsible to the **NURNBERGMESSE BRASIL FEIRAS E CONGRESSOS**, with headquarters at Avenida Nações Unidas, 14261 - 11º Andar - Ala B - Condomínio WTORRE MORUMBI, São Paulo - SP, Brazil, enrolled with the CNPJ of MF under No. 00.627.805 / 00001-60, for conservation of the leased area, as described above, from the date of signature of the present.

The Exhibitor and the Assembler are obliged to return the said area in the same state in which it was delivered and free of persons and things at the end of the event, being responsible for the companies contracted during the entire period of execution, such as assembly, decoration and dismantling of the stand.

WARNINGS AND PENALTIES: As described in the Exhibitor's Manual, the violator must pay the fine immediately in the CAEX - Exhibitor Service Center.

In the case of non-payment, the promoter may take administrative measures, including the suspension of the participation of the exhibitor and / or representative in this or the next editions of the event. The

Exhibitor will be responsible for damages that occur in the buildings, facilities, equipment and accessories of the pavilion and the leased area.

The collection will be performed after the dismantling of the event, as defined and prices published by your organization. In case of noncompliance, the organization will maintain the penalty, and the outstanding amount must be paid until the next edition of the event, plus monetary correction by the CPI and linear default interest of 1.0% a.m.

The assembler also declares itself in accordance with the rules of assembly as well as norms and legal and safety requirements stipulated in the exhibitor's manual.

That said, stating that they have understood the contents of this and its annexes, the exhibitor (s) and the assembler shall sign their agreement.

São Paulo, _____, 20__.

Stamp and signature of the Exhibitor

Stamp and signature of Assembler