



FUTURECOM

MANUAL DO **EXPOSITOR**

EXHIBITOR MANUAL

08-10, OUTUBRO, 2024
08-10, OCTOBER, 2024
SÃO PAULO EXPO, SP, BRASIL

PROMOÇÃO E ORGANIZAÇÃO
PROMOTION AND ORGANIZATION

 **informa**markets

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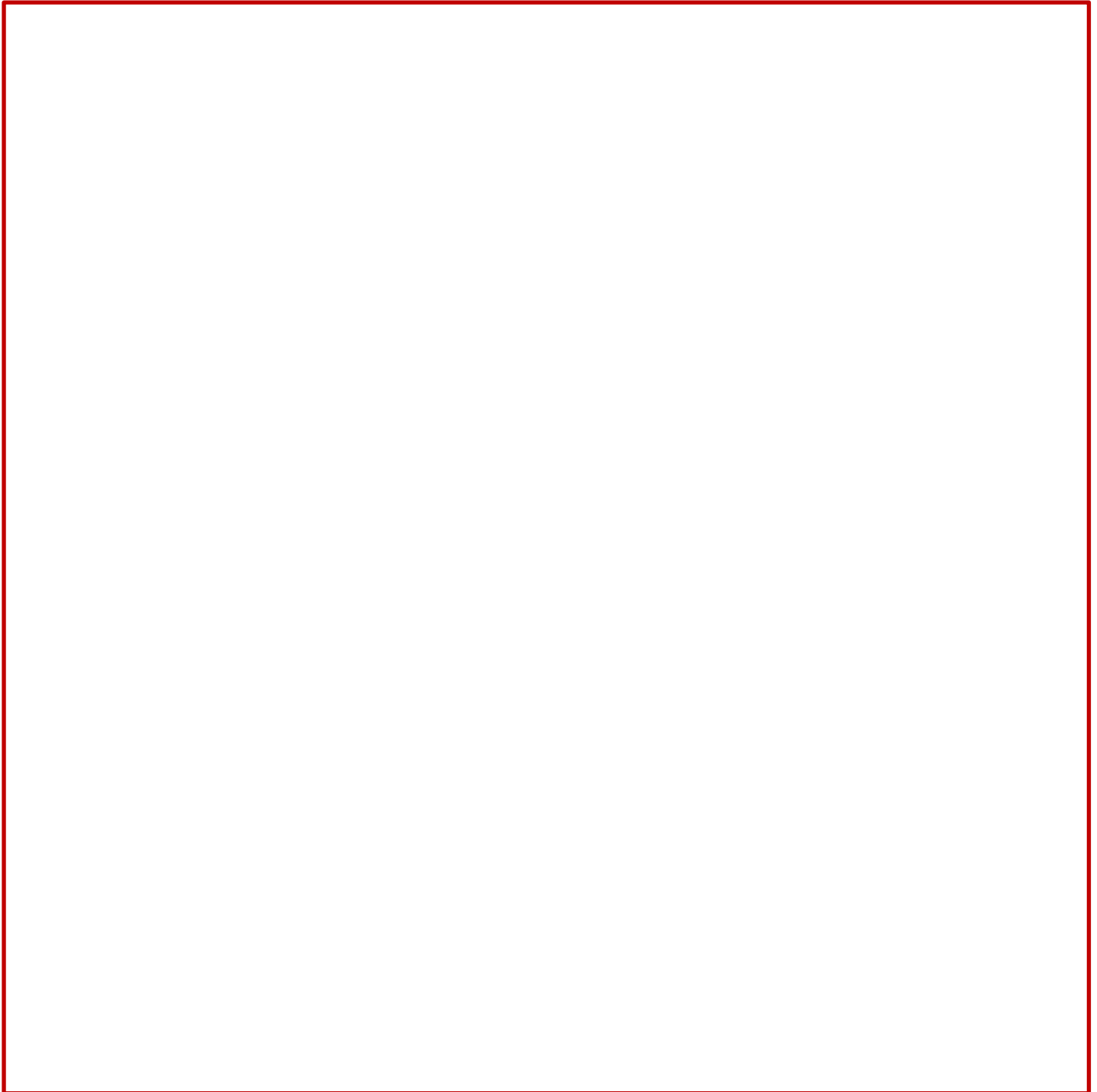
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Edition 01

Updated in Agost 23, 2024

MANUAL'S UPDATES



Dear Exhibitor,

The purpose of this manual is to guide and assist you in your participation at **Futurecom 2023**. It is important to Exhibitors and Contractors to aware about the rules and deadlines required in this document to assure a smooth and safety exhibition.

The Exhibitor has the entire responsibility to observe and comply all the standarts required in this manual.

The Organiser reserves the right to establish, any time as necessary, new standarts and rules that are necessary to a smooth progress of the event, as well as change and/or add relevants informations to the exhibitor, contractor and suppliers.

We draw your attention about the standarts and deadlines set in this Manual and required by the laws and authorities with the intention of avoiding unnecessary disturbs.

For further information, the **Informa Markets** team is at your disposal

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1 GENERAL INFORMATION

1.1 ORGANIZER'S RIGHT

The Organiser reserves the right to change at the procedures and rules set in this manual, or establish new standards, in adequate time to assure quality, security of any situation across the event.

Rearrange or change the exhibition areas up to the event day, and according to the rules established in the contract to accommodate any empty space or to promote a better visitor/exhibitor experience. The Organiser will respect the entire rented area space and will previously inform the exhibitor.

In order to start building the stand, the Organiser demands immediate payment of any financial obligation left by the exhibitor concerning the contracted area and mandatory services or others services contract.

The Organiser can penalise or cease the activities in the stand that is found to be against the rules set by this manual or in the regulations stated in the exhibition contract and services.

1.2 EXHIBITOR, CONTRACTOR AND SUPPLIER'S RESPONSIBILITIES

Respect all the rules and deadlines established in this manual and guide your employees and contracted third parties.

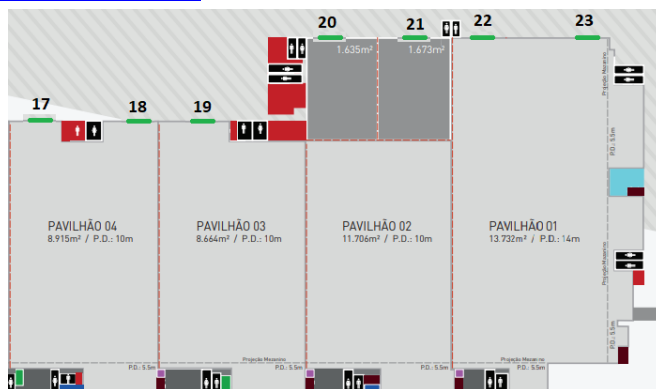
1.3 VENUE

SÃO PAULO EXPO – EXHIBITION & CONVENTION CENTER (Pavilions 1, 2, 3, and 4)

Rodovia dos Imigrantes, s/n - Km, 1,5

Zipcode: 04329-900

Site: www.saopauloexpo.com.br



1.4 PARKING

The parking lot is managed exclusively by INDIGO, which is responsible for access control and charging during the assembly, staging and dismantling periods. Exhibitors may purchase parking packages for the period of assembly, staging and dismantling, provided that they are purchased in advance.

purchase in advance. With the package, you can leave and return as many times as necessary. Otherwise payment is per entry to the parking lot. Exclusively for advance purchases, exhibitors can purchase parking for the days of the event, including the assembly and disassembly period.

In addition, this parking pass* entitles the holder to enter and leave as many times as necessary, with no additional charge for the duration of the event.
as many times as necessary, with no additional charge for the entire duration of the fair. The price of this package is only valid for advance purchases directly at the cash desk in the Garage Building from the first day of assembly. In all other cases, you will be charged at each entrance to the parking lot.

*Valid only in the Garage Building.

**Loading and unloading parking is charged by the hour and according to the type of vehicle.

1.5 EXHIBITION'S SCHEDULE

	Assembly
03/10/2024	8:00 a.m. to 8:00 p.m.
04/10/2024	8:00 a.m. to 8:00 p.m.
05/10/2024	8:00 a.m. to 8:00 p.m.
06/10/2024	8:00 a.m. to 8:00 p.m.
	Decoration
07/10/2024	8:00 a.m. to 8:00 p.m.
	Realization
08/10/2024	10:00 a.m. to 8:00 p.m.
09/08/2024	10:00 a.m. to 8:00 p.m.
10/08/2024	10:00 a.m. to 8:00 p.m.
	Disassembly
11/10/2024	00:01 to 8:00 p.m.

1.6 EXHIBITOR SERVICE CENTER – SERVICE TIMETABLE

	CAEX
03/10/2024	8:00 a.m. to 08:00 p.m.
04/10/2024	8:00 a.m. to 08:00 p.m.
05/10/2024	8:00 a.m. to 08:00 p.m.
06/10/2024	8:00 a.m. to 08:00 p.m.
07/10/2024	8:00 a.m. to 08:00 p.m.
08/10/2024	8:00 a.m. to 08:00 p.m.
09/10/2024	8:00 a.m. to 08:00 p.m.
10/10/2024	8:00 a.m. to 08:00 p.m.

2 EXHIBITOR'S PORTAL

2.1 MANDATORY SERVICES

All the mandatory services are already **included** in your participation contract of the exhibition.

2.1.1 MINIMUM POWER CONSUMPTION

The power consumption is measured in kVA and will be offered in 380V three-phase /220V mono-phase.

The organizer considers the consumption during all the exhibition days and 1 (one) day in additional for tests during the last day of buildup. In case the exhibitor needs the anticipation of the power, please get in contact with the organizer to inform them your needs.

The **Minimum Power Consumption (0,1 kVA/sqm)** is mandatory for all exhibitors for the basic functionality of the booth. For stands larger than 20m², the value will be calculated considering the size of your booth multiplied BY 0,07KVA.

To calculate the quantity of kVA necessary for your booth, the exhibitor shall sum the total of whatts of your light system and electric equipments. Consult the technical references of your equipment and the Reference Table available in the **Appendix 1 – ("Energy consumption reference guide")** in this manual.

The consumption of kVA in the booths during the exhibition days will be verified and controlled by the official company of infra structure of the pavilion.

In case of the exceed the previous contract amount of kVA, the exhibitor will receive in the booth, during the period of the exhibition, a notification and billing to be payed immediately at Exhibitor Service Center – CAEX.

2.1.2 CLEANING DURING BUILD UP

The cleaning fee is mandatory for all exhibitors and will be charged per sqm.

This service includes the general hall cleaning (waste removal, circulation areas, restrooms and common parts) **during build up period.**

The build-up company is responsible for delivering the stand in good clean condition for the event opening.

This fee does not include the removal any rubble or material during the breakdown. The Exhibitor/Assembler is responsible for the removal of your waste and deliver the booth area clean.

2.1.2 MUNICIPALITY FEE (TFE)

According to the Law No. 13.477, of DECEMBER 30, 2002, the City Hall of São Paulo of São Paulo determines to the Promoter the compulsory collection of the following tax for each stand

1. TFE - Establishment Inspection Fee;

Mandatory only to exhibitors of Fairs and Events in the City of São Paulo, the "Taxa de Fiscalização de Estabelecimento (TFE)", is due because of the performance of the competent Executive organs that exercise the police power, developing permanent activities of control, vigilance or inspection of the fulfillment of the municipal legislation. The fee is regulated by the following legislation of the city of São Paulo: Law 13.477/02 (TFE).

The fee due will be collected by the Promoter and passed on to the Municipality of São Paulo, except in the occurrence of non-compliance with the norms in this manual.

2.2 ADDITIONAL SERVICES

Additional services must be ordered according to the needs of each exhibitor.

2.2.1 ADDITIONAL POWER CONSUPTION

Must be requested when the minimum kVA consumption is not enough for all equipment to work (e.g. stands with specific illumination projects and/or high energy consumption by equipments).



Remember that the power consumption available at the pavilion is offered in 380V three-phase/220V neutral-phase. This can be changed for a qualified professional (electrician or assembler technician), but the charge will be calculated in kVA. Any change of voltage must be provided by the contractor/exhibitor.

To calculate the quantity of kVA necessary for your booth, the exhibitor shall sum the total of watts of your light system and electric equipments. Consult the technical references of your equipment and the Reference Table available in the **Annex 1 – (“Table to calculate power consumption”)** in this manual.

2.2.2 WATER & WASTE SUPPLY

The Organisers will provide only the water point. It is the responsibility of the exhibitor/contractor to connect the water point to the equipment or sink and do the necessary installation and finishing.

We remind you that the water point is provided without **sink and finishing**.

To request this service is mandatory that the booth has raised floor in the installation area.

Water supply:

1/2 or 3/4 inch rubber hose

1/2 or 3/4 threaded metal ball register with lever

Waste outlet pipe: 40mm PVC pipe located inside the booth



The use of point to outflow combined oven or similar will be permitted as long as the water exit not exceed the maximum temperature of 70°C to prevent warping and leakage during the event.

ATTENTION:

For equipment that require conduit for water drainage, the exhibitor must require, as a mandatory condition, the installation from waste outlet pipe.

It is mandatory to identify in the stand design/project, the location of the water and/or waste point installation.

2.2.3 COMPRESSED AIR

Compressed air will be supplied through rubber hoses and a ½ or ¾ threaded metal ball register to the booth with an effective capacity of up to 8 bar and a system flow rate of 20 PCM. Moisture or impurity in the distribution network will not be the responsibility of the promoter.

It is the exhibitor's responsibility to provide the registration and connection in their equipment, as well as filters, purgers and pressure regulator to make the air cleaner and drier.



We recommend hiring 1 point per machine/equipment. We do not authorize branching of the point as there is no guarantee of effective capacity (pressure and flow)

If the equipment does not meet the specifications mentioned above or if other measures are necessary, contact the Exhibitor Service at: telephone +55 (11) 5043-9680 or in by e-mail:

Atendimento.futurecom@informamarkets.com.br

For technical reasons, any request made after the deadline will undergo prior analysis by the Operational Team for release.

2.3 ACCREDITATION TO THE EXHIBITION

To entry inside the halls will only be allowed to people wearing personal badges. The use of badges is mandatory and must be visible all the times.

In order to allow access into the hall, a valid ID with photo will be requested daily and verified. If any person from the team does not have the identification document, they will not be allowed inside the hall.

ATTENTION: Issuance of a 2nd copy of credential or exchange of credential will be charged according to the current price list.

2.3.1 EXHIBITOR BADGES

The exhibitor will have a free quota of 0.4 credential per m² (Ex.: 20 m² X 0.4 = 8 credentials). These credentials are personal and non-transferable, valid only for employees of the exhibitor, when duly completed.

We inform you that after using the free quota, each additional credential will have a cost, according to the price list available on the Exhibitor Portal.

***To make the credential, it is mandatory to fill in the full name, position and CPF. Entering the name of the company/institution in this field is not allowed.**

The use of these credentials by third parties implies their seizure. It is mandatory to present an identification document when requested.

In order to minimize losses and consequently additional costs for printing a 2nd copy of the credentials, we advise the exhibitor to forward a properly identified bearer to the CAEX from the first day of assembly for early withdrawal.

However, it is worth mentioning that the credentials will be delivered after the fees are paid.

2.3.2 PHOTOGRAPHY AND FILM

All photographic or filming jobs during the event should be previously requested and authorized by the Organisers.

To collect the badge, the photographer should present the approval email to the Organisers.

For the build-up contractors that want to photograph the stand, is mandatory presents a signed authorization by the exhibitor, valid ID with photo and make the payment of the badge at the CAMPS - Contractor Service Center.

IMPORTANT: The contractor shall photograph/film only the authorised stand. The Organiser may confiscate any unauthorised material or prevent access to the stand when the limitations imposed by the Promoter were not respected.

2.3.3 ASSEMBLER AND SUPPLIER CREDENTIALS

To request fitter and service credentials, the service provider in question must access their "provider" area within the Customer Portal.

For the service provider to be granted access to the Customer Portal, the exhibitor must first associate them by following the steps below:

- Access the Client Portal via the link: <https://portal.informamarkets.com.br/>;
- In the menu on the left-hand side of the screen, access the Events - Associate Service Providers option;
- In the top right-hand corner, click on "Create association";
- The exhibitor must indicate whether they want their service provider to carry out all their tasks, including purchases of their products and additional services via e-commerce. If so, simply enable the option "Service provider can log in with this account". If not, proceed with the task without enabling it;
- Include the information requested and at the end "Associate".
- Remember that the provider's e-commerce is the same as the exhibitor's, following the same products, values and currency.

If you have any questions about how to proceed with your first access, or about the steps explained above, please contact our Support team for assistance.

Once the exhibitor has followed the steps above, they will be able to use the functionalities in the Customer Portal.

SINDIPROM ASSOCIATES: MONTADORA employees who are members of Sindiprom will not pay for their credentials, as long as they present a copy of their membership card at CAMPS - the Service Centre for Assemblers and Service Providers". In order to avoid queues at CAMPS, the automaker can send a copy of the membership card of its employees who are members of Sindiprom to the event's customer service email address before assembly begins, so that the Customer Success team can anticipate registration on the Customer Portal.

Assemblers who are ABRACE: members are also exempt from paying for credentials. As proof of this, their name must appear on the ABRACE website as a member, and they must inform and apply directly to CAEX. To avoid queues at CAMPS, ABRACE member assemblers can send a list of their employees' names to the event's customer service email address before the assembly begins, so that the Customer Success team can register them on the Customer Portal

2.3.4 SECURITY BADGE

According to the official letter of formal notice issued by FEDERAL POLICE in April 8th, 1999, the event organizers companies are forbidden to accreditate people not qualified and regulated to the service of PRIVATE SECURITY and/or GUARD for booth.

Each badge will be charged according to the current price list available on the Customer Portal even if the private security guard is an exhibitor's employee.

The Official Supplier is indicated to provide this service. The company's information is available in the **Official Supplier List**.

Exhibitor's must contract companies legally and specialized and demand the necessary documents, according to the Federal Police notice, like working permit, security certificate and revised working authorization, for the badge been given. Companies that not comply all the requirement will not be allowed to render service at the pavilion.

The badge for **private security service – nonofficial supplier** is given to the Professional only after the delivery of the following documents on the list below at the CAMPS - Contractor Service Center.

- ✓ Personal security documents with simple copy (ID Card and Federal documents – CPF, criminal records, graduation certificate and recycling certificate for those graduated more than 2 years ago);
- ✓ Service Contract between the exhibitor and the security company or letter with the exhibitor's letterhead, informing the name of the company and the security staff that will perform the service;
- ✓ Covering Letter of the contract company in letterhead, informing the name of the company and the security staff that will perform the service and the exhibitor's name;
- ✓ Certificate and authorisation for company operation valid through 01 year (simple copy).

We request special attention to compliance with these requirements, as we will be inspected by the Federal Police during the event and, if any Law infringements are found, non-compliant companies will be subject to warning, fines and even prohibition from operating.

The Organizer will not be responsible for any theft or robbery that may occur in the event.

Under no circumstances may any security personnel carry any type of weapon or firearm.



Exhibitors, assemblers or service providers will not be allowed to stay inside the pavilion during the night period. This access is only permitted for security guards, properly identified with the respective badge and personal documents.

SECURITY COMPANIES MUST BE REGISTERED UNTIL SEPTEMBER 18. AFTER THAT, IT WILL ONLY BE POSSIBLE TO HIRE THE OFFICIAL SERVICE OFFERED BY THE PROMOTER.

2.4 PAYMENTS

PAYMENT CONDITIONS AND TERMS:

A) E-COMMERCE (now available through Customer Portal):

- Bank slip
- Payment within 07 calendar days after purchase (respecting the deadline to buy the item).

- Credit cards (Amex, Visa, Mastercard and Elo)

Purchase available through e-commerce up to **September 26, 2024**.

E-commerce closes at the end of Brazilian business hours.

B) CAEX (Exhibitors Service Center during the show, in the Exhibition Halls)

- Cash or Credit cards (Amex, Visa, Mastercard and Elo) charged in local currency (Brazilian Real).

OBS: WE DO NOT **ACCEPT** CHECKS.

ATENÇÃO:

FROM September 26, at the end of Brazilian business hours, NO ONLINE PURCHASE WILL BE ALLOWED THROUGH THE CUSTOMER PORTAL.

In case of defaults, after the deadline informed above, the adjustment must be made in the stand, at CAEX - Exhibitor Service Center, no later than September 26, for the release of the badges and access to the event.

Orders placed and not paid by September 26 will be automatically canceled. And the purchase must be made directly at CAEX with the value of the current table updated.

IN CAEX, Payments may be done in cash (Brazilian Real) or credit cards (Amex, Visa, MasterCard and Elo).

The badges delivery will only happen after presentation of proof of payment.

In case of any doubts, contact the Financial Department by e-mail financeirocr@informa.com

2.5 TAX PROCEDURES

We inform you that for the 2023 edition, the invoice for the total value of the contract and services will be issued in the month of the Event, and, for each bank slip, a Simple Receipt is issued with the description of the value of each security as well as the description of the withholding of taxes, as provided in the contract. The available receipt has the treatment according to the advance of the payments inherent to the Services Provision of PLANNING, ORGANIZATION AND ADMINISTRATION OF FAIRS, EXHIBITIONS, CONFERENCES AND CONGENERATIONS - CODE OF SERVICES: 07161 - ITEM 17.10 OF COMPLEMENTARY LAW 116/03.

For more information, contact the Tax Department or e-mail: fiscalbr@informa.com or financeirocr@informa.com

3 EVENT SECURITY

The event has a security team in the common areas and at the access controls available during the entire assembly, accomplishment and disassembly period.

The exhibitors are responsible for the security of all goods exhibited in the internal area of their stand.

It is the responsibility of each exhibitor to provide security for their stand, objects and equipment during assembly, implementation and disassembly.



ATTENTION: we recommend that you pay extra attention to all your personal belongings while in the pavilion, especially laptops, tablets, digital cameras and cell phones. Keep them under your constant observation or in a safe place. The organizer is not responsible for theft of this type of equipment at events. Be vigilant and avoid inconvenience.

You should also avoid hiring clandestine companies or people who are unqualified to work as security guards for the security profession, and even authorized companies, but which are not in good standing with the Private Security Control Department.

The exhibitor is responsible for the isolation and security of their stand during assembly, decoration, implementation and dismantling of the event. The event organizer will not be held responsible for losses, damages, thefts, breakdowns or misplacements of any kind during assembly, implementation and disassembly of the event, each exhibitor must provide for the safekeeping of products and equipment. After the close of business (check the period in items "1.5 DAYS AND HOURS OF THE FAIR" and "1.6 CAEX - SERVICE HOURS"), all participants, exhibitors and other service providers must leave the pavilion, only the security guards who work for the exhibiting company and the staff of the organizing company will remain.

The exhibiting company may hire security from a supplier it trusts, as long as the service provider provides the necessary documentation requested in item "2.3 SECURITY CREDENTIAL" of this manual.

We recommend contracting the security service through our e-commerce site, in the Customer Portal. If you have any questions or need support in contracting, please contact customer service at atendimento.fisa@informamarkets.com.br or phone: +55 (11) 5043-9680.

The e-commerce will be open until July 26th, 2024 to contract this service. For information on payments, days and times available, see item 2.4- PAYMENTS of this manual. If you have contracted the security service through e-commerce on the Customer Portal, **you do not need to purchase a credential for this service.**

EVENT SAFETY TIPS:

- To ask for information or help, always look for someone with the event organizer's badge or official supplier badge;
- Don't neglect your belongings. Beware of people who approach you suspiciously just to distract you;
- Do not leave your wallet, cell phone or other belongings on the table if you need to be away temporarily;
- Charge video cameras, laptops, cell phones or other electronic devices in a safe place;
- Keep your personal belongings in a safe place;
- As a suggestion, have a mini storage room at your stand, with a key, for your team's belongings and leave only one person in charge of the key.

IN THE CASE OF LAPTOPS AND CELL PHONES:

- Always keep it safe and back it up;
- Keep the screen out of reach of prying eyes;
- Wow, free Wi-Fi! Be careful with open networks;
- Use secure passwords to lock them;
- Install a VPN, especially if the laptop is used for professional purposes.

If something happens, and you need support, please contact CAEX (EXHIBITORS SERVICE CENTER), you will be attended by the organization, together with the event's supervisor. The team will help you file a police report, reporting all lost or stolen items, via the link below, or at the police station closest to the event:

<https://www.delegaciaeletronica.policiacivil.sp.gov.br/ssp-de-cidadao/home>

Foreigners, in the case of a passport's loss, must go to their country's consular service to obtain a new passport. If you lose your credit cards, immediately notify your bank administrator.

SAFETY AND EMERGENCIES

Always keep these numbers within easy reach:

- Traffic - CET – 156
- Fire Department - 193
- Civil Defense - 199
- Specialized Women's Police Stations - 180
- Hotline - 181 or 0800-156315
- DDI Information 0800 777 1515
- Ombudsman of the Municipality of São Paulo - 0800 17 5717
- Civil Police - 197
- Military Police - 190
- Federal Highway Police - 191
- SAMU - Mobile Emergency Service - 192
- Sustainable Tourism and Childhood - Dial and report sexual exploitation of children and adolescents – 100

4 DIGITAL PLATFORM

4.1 INTRODUCTION TO THE DIGITAL PLATFORM

The exclusive FUTURECOM Platform is a revolutionary space to boost your presence during the event and expand your connections throughout the year. This Digital Platform will be your ally in both the virtual and face-to-face environments, taking your participation to a new level.

<https://app.informamarkets.com.br/event/futurecom-2024>

You will soon receive a special welcome e-mail from the sender noreply@informamarkets.com.br.

If you can't find the email in your inbox, take a look in your SPAM folder - we don't want you miss any important details.

4.2 WHY SEIZE THE MOST IN THE DIGITAL PLATFORM

This is your chance to boost your sales and strengthen your brand. Explore the most of all the possibilities offered by the Digital Platform, using it as a partner to achieve recognition and success.

During your journey, we'll be here to send you detailed guidance on how to use the platform.

- Networking and Connecting: Prospect for new business opportunities by adding and chatting with your target audience.
- Keep an eye on your inbox on the Digital Platform, a new opportunity could arrive at any moment!
- Find out the latest news in real time via the Event Feed!
- Search for companies and products on display and find out about the latest launches in the sector!
- Watch the best content we have available for you!

4.3 SUCCESS CHECKLIST

Your experience with the Digital Platform will be even more beneficial by following these step-by-step instructions: - Bring your Company profile to life. Add logos, videos, attractive catalogs and even links to your social media. Tip: Be careful, this is your business card, and the first impression is the last impression! - Add all of your team that will be present at the event to your Company Profile, so that everyone is connected and able to do good business! - Use the "Connect" function to find visitors who share an interest in your segment, expanding your network. - Don't miss what matters: bookmark the lectures and panels that most caught your attention in the "Schedule yourself" menu.

4.4 UNCOMPLICATED ACCESS

In addition to the access you receive via e-mail, you can also access the platform directly via the link link <https://app.informamarkets.com.br/event/futurecom-2024>. Click on the "Login" option in the top right-hand corner of the screen, enter your e-mail address and create a password to start enjoying all the features.

4.5 SUPPORT ALWAYS AVAILABLE

Questions? We're at your side, ready to help you during every step of the way on your Digital Platform journey. Don't hesitate to contact us at atendimento.futurecom@informamarkets.com.br to receive personalized and efficient support.

5 BUILD UP AND BREAKDOWN RULES

5.1 OCCUPANCY OF LEASED AREA CONTRACTED

The contracted areas will be available for taking possession and start the build-up process according to schedules and rules stated in this manual. Free areas not leased until **48 hours** prior to the show opens, will be release and relocated by the Organisers. Exhibitors will not be entitled to any reimbursement or claims.

5.2 SUBMIT OF STANDS PROJECT (SPACE ONLY)

It is mandatory to present the stand project for approval.

The stand construction must follow exactly the designs sent to Organizer. Any changes in the stand design should be submitted to the Operations Department prior of construction for new approval.

It is mandatory to send the following documents:

- Floor plan;
- Front and side elevation;
- Perspective (1 per side) with qualified professional and responsible printed name and signature, as well as the telephone;
- Project and Execution A.R.T (Technical Responsibility Note) / R.R.T (Registration of Technical Responsibility) - mandatory;*
- Electrical A.R.T (Technical Responsibility Note) / R.R.T (Registration of Technical Responsibility)
- Copy of CAU / CREA card registration;**
- Responsibility Term dully filled and signed***
- **Hanging structure: send the paperwork directly to São Paulo Expo (use the form available to download on the Customer Portal)**

*A.R.T. (Technical Responsibility Note) or R.R.T. (Registration of Technical Responsibility) must be signed for a Professional registered at CAU/CREA of the State of São Paulo. The payment proof must be sent;

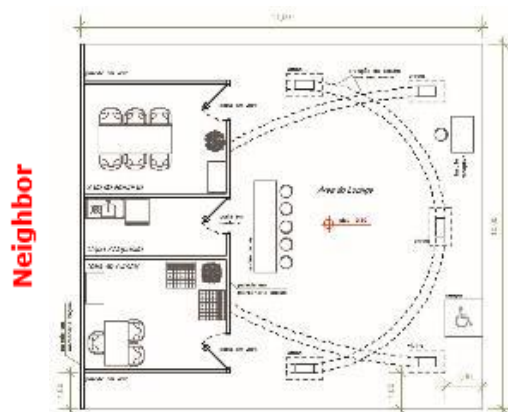
**Copy of membership card from CAU/CREA of the professional that signed the A.R.T./R.R.T.

The submission of projects and documentation must be done via email . The shipment must be made by the deadline disclosed in this manual.

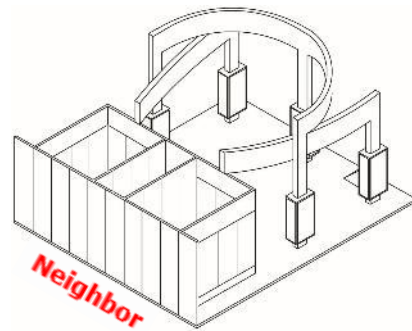
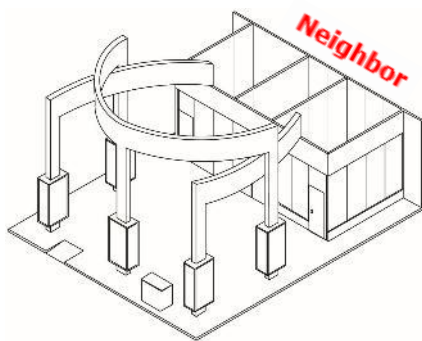
EXAMPLE OF PROECT

E-mail for project questions:
projetos.futurecom@informa.com

Floor Plan (Three faces stand)



Perspectives



IMPORTANT:

DEADLINE TO SUBMIT THE STAND PROJECT: SEPTEMBER 02, 2024

1. All designs must have the height and dimension of the areas;
2. It is mandatory for Contractor Company to identify the plans with the Exhibitor name, telephone number and email;
3. Non-compliance of the above requirements within the deadline, exempts the Organisers from any liability and/or obligation.

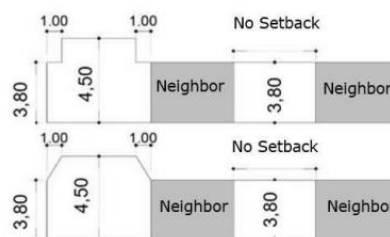
ATTENTION: The stand construction will be released upon project approval, and no outstanding payment from exhibitor and contractor. It is of highly important, due to inspection, to keep the copy of A.R.T./ R.R.T. at the stand throughout the buildup period.

5.3 RESPONSIBILITY TERM AND OCCUPATION OF AREA

The buildup company will deliver the Responsibility Term, taking responsibility for any damage that may be caused by its equipment and/or personnel to the hall, to third parties, including penalties imposed by not comply with buildup, maintenance and breakdown rules and deadlines established for the show and in this manual.

5.4 HEIGHT LIMIT AND BUILDING SETBACKS FOR STANDS

HEIGHT LIMIT (FROM FLOOR TO CEILING)	SETBACK (MINIMUM TO THE NEXT STAND) (Only Neighbor*)
Up to 3,80m	No Setback
from 3,81m to 4,50m	1,00m



***The setback is mandatory only for the construction of walls neighboring other stands (valid for all stand types, eg.: box, island tip and corner)**

5.5 VISIBILITY

Stands may not, under any circumstances, close in their totality any of the sides that are facing the aisles. The visibility should not exceed 50% of the linear space of each side of the stand, so it should have 50% of each side (the rule is also valid when used glass). At the opening location, transparent glass or acrylic (even partial), showcases, visual communication and/or special effects that maintain transparency for the interior of the stand will be accepted. Glass walls or similar transparent material should have safety signs.

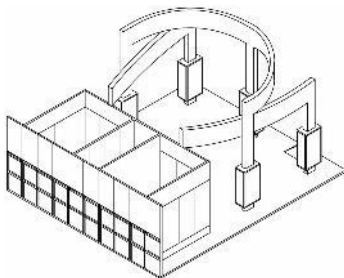
IMPORTANT: For all the stands in front only, corners and island end configurations, it is mandatory to build up walls with the neighbouring stand to divide the area. On the neighbouring stand side, it is required to do a quality neutral (white) finishing on walls above 2,20 m. The exhibitor must provide quality finishing on the neighbor sides and/or circulation areas. The finishes should only be white colour.

5.6 DIVIDING WALLS

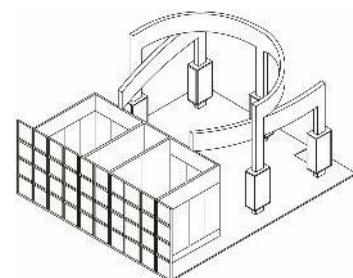
It is mandatory to build dividing walls on the sides facing the neighbours inside the own area. The minimum height must be **2,20m**, from the hall floor, and the maximum allowed is 4,50m, respecting the height setback of the entire stand.

EXAMPLE

✓ **RIGHT**



✗ **WRONG**



IMPORTANT: Hydrants/Fire Extinguisher within the stand area should have an easy access and be well signaled.

5.7 GLASS WALLS

All glass walls should be built with tempered or laminated glass and respect the setback indicated by the Organiser.

The maximum height for walls mounted with single glass panels is 3.50 m with a minimum thickness of 06 mm. The panels should be clearly identified with safety tape (stickers, graphic designs, logos, etc.) during the entire time of build-up, show days and breakdown.

All legal requirements, Fire Service Rules, and Brazilian Standards (NBR 7199, NBR 14697 and NBR 14698) must be obeyed. For glass panels with adhesive film (e.g. dark or protective film such as the Brazilian product *Insulfilm*), it is mandatory to present an A.R.T. (Technical Responsibility Note) or the R.R.T (Technical Responsibility Registration). When tempered or laminated glass is used, a manufacture certificate must be presented.

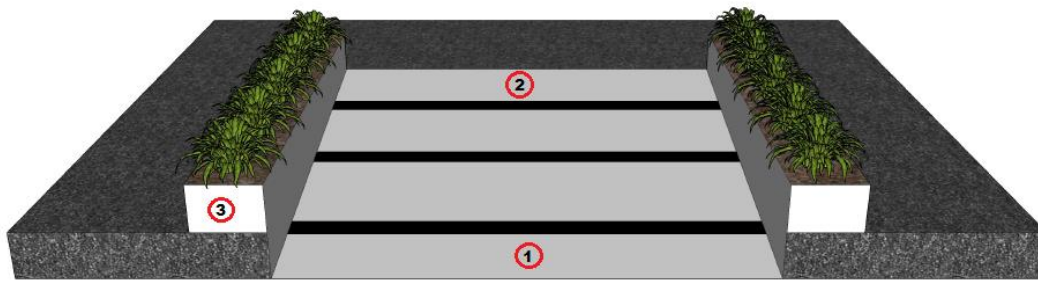
5.8 STAND'S FLOOR

Platform floor is optional. If there is a platform floor it is mandatory to include access for wheelchairs despite the stand size.

Stands with elevated floors of up to 20cm should have an access ramp with an incline between 8.33% and 10%. Ramps must have levelled sides, and the minimum allowed width is 1,20m, which allows for free passage of a 1m wide wheelchair.

Each stand area will be marked on the hall floor. It is the Exhibitor and/or Contractor responsibility to request assistance from the Operations Team to sort any doubts about the leased area.

Example 1:



- 1 – Slope between 8,33% and 10%.
- 2 – Free passage minimum 1m.
- 3 – Along the length of the ramp with a minimum of 0,10cm width x 0,15cm height

Example 2:



- 1 and 2 – Slope between 8,33% and 10%.
- 3 – Free passage minimum 1m.
- 4 – Minimum ramp width 1,20m

The Operational team will not be liable for any uneven floor or any related issue which does not use raised floor.

IMPORTANT: For all stands with raised floor up to 0,50 cm high, from the floor, is mandatory present an an A.R.T. (Technical Responsibility Note) or the R.R.T (Technical Responsibility Registration) signed for a

professional registered at CAU/CREA of the State of São Paulo, proof the payment of the charges and structural calculation of the project in two counterparts.

5.8.1 PAVILION'S FLOOR

The pavilion floor cannot be demarcated, drilled or painted by the exhibitor/assembler. It is necessary to cover the pavilion floor with material suitable for its protection.

Before taking any type of equipment or machinery, it is necessary to check the weight, as the pavilion floor supports a maximum of 3000 kg per m².

5.8.2 ADHESIVE TAPE PERMITTED

In case the exhibitor/contractor use carpet and/or lining on the pavilion's floor **IS MANDATORY USE JUST THE FOLLOWING TYPES OF ADHESIVE TAPE EASILY REMOVAL**

Double face 3M SCOTCH – Ref. 4880.

Adhere Double face of paper CARPEFIX – Ref. 462/ 40g/m².

Is forbidden the use of glue/paste and/or any other derived abrasive adhesive rightly on the floor.

5.9 ASSEMBLY OF STANDS WITH MEZZANINE

Following new guidelines related to safety and sustainability, Futurecom 2023 will adopt restrictive measures in relation to the construction of mezzanines.

The construction of mezzanines will not be allowed, if you have questions, contact your sales representative.

Exceptions following all the conditions below may be evaluated and approved by the Organizer:

- Mezzanines installed on top of containers;
- That do not require construction, only installations (without waste generation and ensuring greater safety of worker);
- That meet the maximum height allowed at the event.

5.10 HANGING STRUCTURES

The use of the Pavilion's airspace by any exhibitor to publicize the stand is prohibited. This area may only be used by the Promoter for signage and merchandising.

The exhibitor/assembler will be allowed to place suspended structures fixed to the Pavilion ceiling when it is essential to support the stand, provided that the following documentation mentioned in the file **Norms Air Structure SÃO PAULO EXPO - EXHIBITION & CONVENTION CENTER**) to the operational team of SÃO PAULO EXPO - EXHIBITION & CONVENTION CENTER up to 30 (thirty) days before the event.

- The amount charged is per point fixed to the pavilion's metallic structure.

- The maximum load capacity is 50kg per knot point.

Download the file (São PAULO EXPO Air Structure Rules - EXHIBITION & CONVENTION CENTER) on the Exhibitor Portal. It describes the procedures and rules for aerial structure in the pavilion.

Phone: +55 11 5067-1717

E-mail: riggingspexpo@glbr.com.br

5.11 HORIZONTAL PROJECTION BOOTH

The horizontal projection of any element or product assembly must necessarily be within the leased area.

No projections on neighboring stands or on the aisles will be permitted.

5.12 PROJECTION NAME BOARD

The name board may not project over the boundaries of your stand, except for spotlights that are located above **2.80 m**. The name board can only be placed facing the aisles. It is not allowed to have name board facing the neighbors.

5.13 USE OF THATCH, LYCRA AND DECORATIVE FABRICS

Thatch, lycra and decorative fabrics must present a certificate of fire retardant products application. These materials must mandatorily be accompanied by the appropriate number of fire extinguishers, as defined by the promoter and/or the official fire brigade.

Anti-flame tests will be carried out on this material and the hall entry time will be specified.

The fire retardant certificate and A.R.T. / R.R.T. should be delivered to the show Fire Brigade during build up.

5.14 AUDITORIUMS OR PROJECTION ROOMS

In enclosed areas such as auditoriums, projection rooms, and other closed or dark environments, emergency lights must be included as well as emergency exits and maximum permitted capacity signs, and any other necessary safety equipment.

The Organiser may require installation of additional safety equipment, and block access to any room that does not comply with any one of these mandatory safety items.

5.15 EXTERNAL LIGHTS, WALL BRACKETS, EXTERNAL SPOTLIGHTS

All external lights must be protected, preventing peoples' access. External light fittings or spotlights must be above **2.80m** meters or must be isolated and protected from visitors' access.

All stand lights must be self-sufficient: no Exhibitor or Contractor should rely on the general hall lighting. The Exhibitor and Contractor must arrange lights in order not to affect neighbouring stands (for example the effects of powerful spotlights, etc.), or visitors.

The Organiser reserves the right to block access to a stand until requests for protection or total equipment removal have been complied with.

5.16 MASONRY BUILD UP

It is not allowed construction of any masonry or similar material like tiles, concret, etc.

In case masonry stand is required, it is mandatory to get Organiser's approval prior to start the stand design. When approved, the hall floor must be protected before building up starts.

5.17 CABLES

Cables are not allowed to cross shared areas, neighbouring stands, and aisles. If a cable or different installation is needed, it should be checked in advance with Organisers.

It is mandatory to use a non-flammable cable and with double mechanic isolation (PP type). In case of any doubt, check the NBR 5.410. All stands electrical installation must be grounded.

5.18 ELECTRICAL INSTALLATION OF THE PAVILION

The outlets/plugs of the cables and the capacities of them will be provide of the booth will be dimensioned according to the following table:

Amount Requested (kVA)	Maximum current electric (A)	Cable (PP Type)	Outlet (Industrial Type - Female - Earth 6hrs)
0 to 21	32	6 mm	32 A
21 to 40	61	16 mm	63 A
40 to 84	128	35 mm	Live Probe Cable
Over 84	The distribution will be studied on time.		Live Probe Cable



Outlet Provided 32A or 63A:

- Industrial type 3P + N + E
- Female
- Earth Sense 6hrs



Outlet necessary to connect 32A or 63A:

- Industrial type 3P + N + R
- Male
- Earth Sense 6 hrs

VOLTAGE

- 380 V – P P P + E
- 220 V – P + N + E
- FREQUENCY 60 HZ

THE GROUNDING OF EACH STAND IS MANDATORY ACCORDING TO THE NR 3419.

The São Paulo Expo provide only the energy point with the female steck.

The exhibitor is responsible for electric distribution board and outlets/plugs.

5.19 ELECTRICAL APPLIANCES

Electrical appliances are widely used in the buildup and breakdown days. Direct contact with electrical materials can cause serious or fatal injuries. To avoid this such accidents, due attention should be given to safety in the use of electricity.

Basic safety actions for the use of electricity:

- Check all electrical tools and equipment before use. Repair or replace damaged or defective parts.
- If the protection device (fuse or circuit breaker) presents any fault, it is necessary to check the problem immediately and correct it before using the equipment/tool again.
- All the plugs and connections must be adequate and cable connections must be protected.
- Not overload electrical outlets;
- All electrical work must be performed by an electrician, duly identified with a bracelet provided by the organizer.

5.20 BUILD UP DRESS CODE (PPE / EPC)

According to the regulation nº6 of the Ministry of Labor and Employment (MTE), the organizer determines that: it is mandatory to use PPE - Individual Protection Equipment and EPC - Collective Protection Equipment, specific to the development of each function.

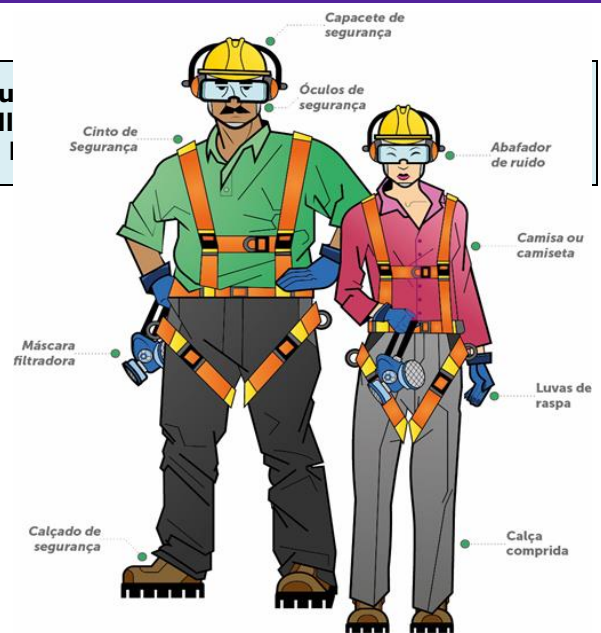
It is NOT ALLOWED for exhibitors, contractors or suppliers to wear any open shoe within the exhibition park, as well as pants, tank tops or shirtless during the event.

The Art. 157 of the CLT, it is up to companies:

- I. Complying with and enforcing safety and occupational health standards.
- II. Instruct the employee, through work orders, on the precautions to be taken to avoid accidents at work or occupational diseases.

Examples of EPC are:

- **Safety Signage.**
- **Protection of moving parts of machines and equipment;**
- **Handrail of stairs;**
- **Chemical hoods, etc.**



It is prohibited to children under 18 years old to access the halls during build up and breakdown even if accompanied by a legal guardian.

During the execution of services in electrical installations, collective protection equipment must be prevised and adopted.

Collective Protection Equipment - EPC is any device, system, fixed or mobile that has as purpose the preservation of the physical integrity and health of the workers users and third parties.



5.21 VEHICLE ACCESS

Details on vehicle access to the area loading and unloading will be informed in a timely manner to all exhibitors and their contractors.

Large vehicles will not be allowed to access the interior of the pavilion from 08pm on the October 06 and during the event.

5.22 COMMON AREAS

The common areas and neighboring stands may not be used for materials, tools, garbage bags and products to be installed in the stand. All The process should be performed only within the limits of the exhibitor's stand.

In case you need to leave any material, temporarily, in the common area, the contractor company will have to leave a free area of **1 m** width for trolleys maneuver and fast track for emergency equipment, rescue teams, aid and fire brigades.

5.23 AIR-CONDITIONING

The SÃO PAULO EXPO - EXHIBITION & CONVENTION CENTER has air-conditioning system that will be in operation during the show days.

It is not allowed to have air conditioning equipment inside the stands.

5.24 EQUIPMENT AND ENERGY TESTING

From **October 02, 2023**, from **10 am**, the stands will be energise with the minimum consumption of energy (in contract) for equipment testing. After test, the energy will be available regularly during the show days.

5.25 DECORATION AND STAND CLEANING

The final decoration fo the stads must happen on **October 07, 2024**, from **8:01 am**, it is not allowed to sand, paint, weld, saw or any other construction activity that generates dirt.

It is the responsibility of the contractor to deliver the stand clean for show opening.

5.26 AISLE CARPET

Aisle carpeting will be laid on from **12:01 pm** on **October 07**. Any equipment arriving after this time must be brought in such a way to avoid any damage to the aisle carpets already installed.

The exhibitor will be entirely responsible for any damage caused to the aisle carpet and must reimburse the Organiser for any cost related to removal or reinstallation of any carpet that is damaged.

5.27 EXHIBIT MATERIAL ENTRY

All exhibits' materials will be free to enter the hall. It is the exhibitor sole responsibility to comply with all legal requirements, without exception, relating to the procedures for sending promotional materials, products, equipment's and/or materials. (See the item "Legal Requiremets").

IMPORTANT: The Organiser is not responsible for exhibitor exhibits receipt and does not have any type of storage area or deposit in the hall to hold the exhibitor's products or equipment and also is no responsible for damages, losts or thefts of any nature.

It is the exhibitor's responsibility to make provisions for storage of its materials and belongings and indicate an employee to receive it.

5.28 BREAKDOWN

On **October 10, 2024**, from **9 pm**, it will only be allowed to remove hand carry decoration items, like TVs, dvds, computers, furniture and exhibitor's belongings that can be carried by hand or with rubber tire trolleys.

We request exhibitors to always keep a company representative present at all times during breakdown for equipment/ products removal. The Organiser cannot be responsible for any loss, damages or thefts that may occur during breakdown.

The Organiser is not responsible for damages, losts or thefts of any nature.

IMPORTANT: The Organiser does not store any material that is left behind after the breakdown.

5.29 BREAKDOWN CLOSURE

leased area must be restored to the Organisers, clean and free from any build up materials. All rubbish and debris should be removed by the exhibitor or contractor.

The materials, equipment and products that eventually remaining in the hall after the breakdown period, will be collected by the Organisers, and the exhibitor will be charged for the removal cost apart from the execution of the Responsibility Terms.

IMPORTANT: We ask all exhibitors that handle oil and/or paints during the event, to provide the proper cleaning and protection prior to equipment removal to prevent any stains on the hall floor.

Companies that do not adopt this measure can be fined according to the damage occurred. It is important to guide the technician responsible.

5.30 INFORMA MARKETS AND SUSTAINABILITY

Our goal is to be an increasingly sustainable business with a positive impact on our customers and communities close to where events are held. Through the FasterForward program, we are embedding sustainability in everything we do and seizing opportunities to help our customers and markets do the same.

The program is built on 3 pillars – Faster to Zero, Sustainability Inside and Impact Multiplier – with ambitious commitments and a wide range of activities, spanning Informa’s business operations, out brands and products, and out impact on the wider community.



In the Faster to Zero pillar, one of our global goals is:
Halve the waste generated through our products and events by 2025.

And to achieve this goal, we launched the Better Stands program, which in turn has 2 objectives:
Eliminate the use of disposable structures, replacing them with reusable structures, and zero waste generation.



We want to show that reusable stands can be better and create an even more relevant experience at our events and we invite you, exhibitors and assemblers, to join us towards the future of events in Brazil and in the world, more sustainable for everyone and for the environment.

5.31 SOME IMPORTANT EXPLANATIONS

Why are we asking exhibitors to stop building disposable stands?

Disposable stands create considerable on-site environmental and safety issues due to the amount of waste generated, heightened risks due to less safe construction practices and the toxic impact of the raw materials used in the stands. Finish quality is also often compromised due to labor time pressures (assembly and disassembly).

What is a disposable stand?

Generally, its structure is built with materials that cannot be reused or recycled after the event, thus being used only once and then demolished and discarded, generating a very large amount of waste.

What is a reusable (not disposable) stand?

A reusable (not disposable) stand is constructed with materials designed to be used over and over again. There are almost endless variations of multi-use brackets to suit every size and desired look and as the cost of these brackets is generally less than for disposable brackets this helps to reduce expenses and provide better investment.

What is a prefab stand?

A prefabricated stand is one that arrives at the event in parts ready to be assembled, reducing the need for work on site. At the event, the stand is disassembled into pieces and stored for reuse in other events.

Benefits of reusable and pre-made stands:
 Reduces material waste and environmental impact;
 Reduces construction, assembly and disassembly time;
 Reduces design and construction cost;
 Increases the safety of assemblers, exhibitors and visitors;
 Allows investments in stands of higher quality and durability.

My stand is made of wood – isn't that already recyclable?

Most disposable stands built at events are constructed from MDF which cannot be recycled and when cut releases clouds of carcinogenic dust particles.

Once used, MDF can only be disposed of in landfills or incinerated and therefore does not meet Better Stands requirements.

However, some pre-made stands can be made from wood stock panels which are reusable and would therefore meet the new regulations. It is important that the contract assembler send details of the materials being used to clarify this.

5.32 GOOD SUSTAINABILITY PRACTICES IN EVENTS ORGANIZED AND PROMOTED BY INFORMA MARKETS.

We bring here recommendations for you, exhibitors, to have your stand adequate to the criteria of the Better Stands program.

Recommended:

All major elements, walls, arches, counters, etc are constructed from reusable materials, system construction or stock panels;
 The structure of the stand must be prefabricated and ready for assembly on site;
 Final adjustments are allowed on prefabricated parts for fitting purposes;
 Final coat of TVOC (Volatile Organic Solvent Content) paints acceptable for repair purposes only;
 Flat floors and susem floors must be cut to size before entering the site and be recyclable and/or reusable;
 The use of LED lighting;
 The use of recycled carpet, vinyl flooring and other floor coverings.

Not recommended:

The use of single MDF panels or similar raw materials designed to be cut on site;
 The use of 'other' raw materials to build major structural elements, walls, arches, flooring systems, counters, etc, which are not intended to be reused or recycled after use;
 Construction of any stand component from single-use materials;
 Build from scratch in place of any core element of the stand;
 The use of incandescent lamps;
 The use of non-recycled carpet, vinyl flooring and other floor coverings.

By following these tips, you can be certain that your stand and brand will be allies in ensuring good sustainability practices, increasing public engagement and at the same time your product and/or service is much more valued in the market.

5.33 SUSTAINABLE STAND AWARD

With the aim of valuing the sustainable practices of exhibiting companies, Informa Markets, organizer and promoter of Futurecom 2023, will hold the Sustainable Stand Award 2023, which will publicize and reward brands with the most sustainable stands.

To participate, the exhibiting company must read and agree with all the information contained on the event page <https://www.futurecom.com.br/pt/Premio-Estande-Sustentavel.html> and, at the end, fill in the registration and questionnaire data. It should be noted that participation is free and voluntary.

Among the possible evaluations that will be made throughout the event, we highlight the ones listed below, as a basis for the exhibiting company to have as a guideline for sending prior information on construction/assembly of the stand:

Quantity/Percentage of material reused from other events for the construction and assembly of the stand;
 Quantity/Percentage of recyclable material used in the construction and assembly of the stand;
 Number of trips that will be made to transport the equipment necessary for the assembly and disassembly of the stand;
 What will be the type and amount of lighting used in the stand and whether there will be a container to collect these;
 If there will be a neutralization of the carbon generated in the event and if some kind of carbon neutralization already occurs by the company in its activities;

If you have environmental projects. If so, what are they?
 If you have any certification or awards related to the ESG theme;

Whether a refrigeration system (air conditioning) will be used in the stand.
For the manufacture of gifts and bags, what material was used;

If the stands has a waste management system and whether there will be waste collectors. If yes, which ones;

What means of transport will be used by the exhibitor's team to go to the event;

Whether there will be accessibility mechanisms ate the stand for different audiences.

5.34 DIVERSITY AND HARASSMENT

Informa Markets, as the Futurecom's 2023 promoter and organizer, totally rejects any kind of discrimination, like every employee selection that adopts discriminatory criteria regarding to gender, origin, race, skin color, marital status, family situation, disability, age, sexual orientation, physical appearance, among others. We strongly encourage our exhibitors to celebrate diversity in every way when hiring professionals to work at the Event.

We also recommend that exhibitors and agencies contracted by them to select and hire the staff that will assist the stand on the exhibition days, pay attention to the clothes the team must wear, in order to avoid any kind of embarrassment or harassment that, in most situations, are experienced by women. Remember that the staff will represent the brand and values expressed by the company.

6 REGULATORY STANDARDS

The Regulatory Standards –(Normas regulamentadoras- NR) is used to regulate/ instruct about the mandatory procedures related to work health and safety in Brazil. The Regulatory Standards from Chapter V, Title II, from the Working Consolidation Laws (CLT), related to the Job’s Health and Safety, were approved by the Ordinance N° 3.214, from 08 June 1978 and are mandatory to be followed by all Brazilian companies following the CLT legislation.

During the assembly and disassembly of the stand must meet the requirements in the NRs:

NR 06 - Personal Protective Equipment

NR 10 - Security in Facilities and Services in Electricity

NR 11 - Transport, Handling, Storage and Material Handling

NR 18 - Conditions and Working Environment in the Construction Industry

NR 35 - Working at Height

To carry out the work in time and electricity, the training specified in these NRs will be requirements for release of its work. The organizer will develop assemblers' identification system through the bracelet use for each type of work, which should be used in any period of assembly and disassembly.

Training certificates for use of hoisting equipment (NR 11), aerial work platforms (NR 18) , should be checked by the service provider contracted by the manufacturer and exhibitor, being asked by the organizer.

For more information and to know the complete regulation, please access:

<http://portal.mte.gov.br/legislacao/normas-regulamentadoras-1.htm>

6.1 NR-12 – HEALTH AND SAFETY IN MACHINERY AND EQUIPMENTS OPERATION

As stated on Legal Requirements Section on item ‘LABOUR MINISTRY’, exhibitor, promoter, contractors and suppliers must abide with all Legal Rules, Regulations and Laws applied to Labour Health and Safety.

Regarding Machinery and Equipment Health and Safety related to this event, all Legal Rules and Regulations must be abiding specially the **NR-12- HEALTH AND SAFETY IN MACHINERY AND EQUIPMENTS OPERATION**.

The full content of all legal regulations related to Labour Ministry can be accessed online on <http://portal.mte.gov.br/legislacao/>.

Apart from the Labour Ministry Legal regulations, the exhibitors must also follow the project general concept and principles related to Machinery Health and Safety, stablish by “ABNT” according to the Brazilian Mechanical Equipments and Machinery Committee and the Mercosul Mechanical Equipments and Machinery Sectorial Committee.

N°	Title	Date
ABNT NBR 13759:1996	Machine Safety – Emergency stop equipment – Functional aspects – Project Principles	12/30/1996
Aabnt nbr 13970:1997	Machine Safety - temperature of accessible surfaces - ergonomic data to establish temperature limit values of heated surfaces	09/30/1997

ABNT NBR 14009:1997	Machine Safety – The Principles of Risk Appreciation	11/30/1997
ABNT NBR 14152:1998	Machine Safety – Bimanual comand devices – Functional aspects and project principles	07/30/1998
ABNT NBR 14153:1998	Machine Safety - Safety-related parts of control systems - General principles for design / ISO 13849-1:2006, Safety of machinery - Safety - related parts of control systems - Part 1: General principles for design	07/30/1998
ABNT NBR 14154:1998	Machine Safety – Prevention of machines starting up unexpectedly	07/30/1998
ABNT NBR 14191-1:1998	Machine Safety – Reduction of health risks resulting from dangerous substances emitted by machines	10/30/1998
ABNT NBR NM 213-1:2000	Machine Safety - Fundamental Concepts, General Design Principles - Part 1: Basic Terminology and Methodology	01/30/2000
ABNT NBR NM 213-2:2000	Machine Safety – Fundamental Concepts, General Design Principles – Part 2: Technical Principles and Expertise and Specifications	01/30/2000
ABNT NBR NM 272:2002	Machine Safety - Protection – General requirements for project and construction of fixed protection items and furnishings	07/30/2002
ABNT NBR NM 273:2002	Machine Safety – Interlockng devices associated with protection – Selection and project principles	07/30/2002
ABNT NBR NM ISO 13852:2003	Machine Safety - Safety distances to impede the access to the danger zones by the upper members	05/30/2003
ABNT NBR NM ISO 13854:2003	Machine Safety - Minimum clearances to avoid crushing human body parts	05/30/2003
ABNT NBR NM ISO 13853:2003	Safety distances to impede the access to the danger zones by the lower members (prEN 811)	11/30/2003
ABNT NBR 13930:2008	Mechanical Presses - Safety requirements	08/18/2008
IEC 60204-1:2009	Machine Safety – Machine Electric Equipment – Part 1 Specifications for General Requirements	02/11/2009
ABNT NBR 14153:2013	Machine Safety – Command systems parts related to safety – General project principles	05/27/2013
ABNT NBR ISO 12100:2013	Machine Safety – General project principles – Risk appreciation and reduction	12/17/2013
ABNT NBR 13536:2016	Injection molding machines for plastic and elastomers - Technical safety requirements for the project, construction and utilization	06/01/2016

Since 11/06/2010 it is forbidden the manufacturing, importation and commercialization of machineries and equipment that have electrical engines of induction of squirrel-cage rotor between 1 cv to 250 cv, which do not meet the requirements of high performance.

The labeling of the engines with the above characteristics is mandatory, compulsory to meet the requirements for conformity assessment of INMETRO (Brazilian Metrology Certifying Organ).

Important to note that the use of machinery and equipment that do not meet te requirements of INMETRO, is subject to inspection, as well as fine and seizure.

Decreases that regulate the issue of electrical engines are:

- **INMETRO Decree nº 243, of September 4, 2009**
<http://www.inmetro.gov.br/legislacao/rtac/pdf/RTAC001485.pdf>
- **INMETRO Decree nº 488, of December 8, 2010**
<http://www.inmetro.gov.br/legislacao/rtac/pdf/RTAC001643.pdf>

We wish to bring to your attention that the labor inspectors may, during the fair, make inspections at the machineries and equipments exposed.

If there is the need of remove the safety device for better exposition of the products, we recommend that the device be highlighted with warnings to the visitors about the missing of it, even if they are not working.

6.2 USE OF STAIRS

The use of stairs inside the pavilion is common during the assembly and breakdown period. Some care is necessary to maintain the safety of the worker using it:

- Choose the right type of stairs for the job.
- Only use stairs of good quality and in perfect condition;
- Keep all three balance points before starting use;
- If necessary, receive the assistance of a person to protect and provide the necessary assistance;
- Use the stair for light work and short duration. Do not overload the stair;
- Do not work on the stair step when you are above 2,00m in height, if necessary, you must use the safety belt;
- Do not place stairs on uneven, sloping or loose surfaces;
- Provide information, appropriate instructions, training and supervision to users;
- The scaffolding work floor must be full-lined, non-slip, level and secured or secured in a secure and sturdy manner;
- Scaffolding must have a guardrail and skirting system, including at headwaters, on all perimeters, except for the working side;
- Access to scaffolding must be done safely by stairway incorporated into its structure;
- It is forbidden to displace scaffold structures with workers on them;
- Scaffold towers must not exceed four times the height of the support base, if not in a fixed position;
- Scaffold castors must be provided with latches to prevent accidental displacement.



It is forbidden to move with professionals on the stairs, and it is mandatory that the employee comes down from the stairs to move it.

7 COMPLEMENTARY INFORMATION

7.1 HALL SECURITY

Security services in common areas are available during the entire period of the show, including build up, show days and breakdown.



If work is required after the period published in this manual, there will be a charge. The person in charge should attend CAEX to make the immediate payment.

Each exhibitor is responsible for its own stand security, including the objects and equipment's exposed during build up, show days and breakdown.

7.2 MEDICAL ASSISTANCE

The First Aid services will be available during build up, show days and breakdown.

ATTENTION:

Deliveries or staying at the event after show close is only allowed if approved by Operations team, as long as there is Medical Assistance available onsite.

7.3 TELEPHONE AND INTERNET

For events held at São Paulo Expo, Hipernet provides direct line rental services and internet via air cable configured with the requested speed. The lease period will be counted from the installation date. Internal cabling and router installation are the sole responsibility of the exhibitor

Phone: +55 11 3077-5500

E-mail: feiras@hipernet.net

IMPORTANT: wireless signal (wi-fi) is not available in the São Paulo Expo.

7.4 INSURANCE

It is mandatory to the exhibitors to hire specific insurance of Several Risks - RD and Civil Liability - RC, which offer enough coverage for risks comprised during the build up and dismantling of booths and the event execution period.

The coverage will be hired with amounts of enough safety importance to cover losses from third party, personnel and material damages, or to exhibition hall and from breakdown and qualified theft of respective material exposed.

The absence of the insurance policy, or the ineffectiveness of it to cover the risks above, will imply in full liability of exhibitor and stand builder for all losses that might happen, ensuring them to indemnify the recompose all damages at the Organizer, exhibition hall and third parties.

That the exhibitor is free to hire the insurance with the company of your preference.

<https://vendas.seguroexpositor.com/plataformas/informa-markets/feiras-e-eventos>

Equipe Portal Seguro Expositor

WhatsApp +55 (11) 97632-1356

E-mail: seguroxpositor@2911.digital

7.5 LOGISTICS SERVICES

The following services will be offered by official companies during the assembly and breakdown period.

- ✓ Forklift
- ✓ Truck Munck
- ✓ Pallet truck
- ✓ Guindaste
- ✓ Removal Team
- ✓ Hoist

The contact information is on the **Official Suppliers List**.

The official suppliers do not retain the exclusivity of the provision of logistics services. The exhibitor can hire another company of his own preference.

In order to transport materials and/or equipment, the Official Handling Company requires an insurance contract from the exhibitor.

The exhibitor can hire this insurance with the Official handling company who will inform cost based on the equipment invoice value for both the entry and exit of product.

ATTENTION:

The Official company will waive insurance charges if DDR Charter - Waiver of the Right of Return is delivered on Insurer letterhead. We do not accept letters issued by the Broker.

The letter template is available in **Appendix II** (Waiver of Right of Return) of this manual.

The exhibitor is responsible for any damage caused by outsourced transport company and manover of such equipment inside the hall (example: tire marks, oil stains on the floor, accidents and damage to the hall structure).

7.6 CUSTOM CLEARANCE AND FREIGHT FOWARDER

For customs clearance, when exhibits are temporary imported/exported, the exhibitor can hire our Official customs clearance company. Details of the contact will be available on the **Official Suppliers List**.

IMPORTANT: The exhibitor can contract any company for customs clearance and exhibits transport.

7.7 COEXHIBITOR'S PARTICIPATION

The Co-Exhibitor's Participation Form should be requested from the Commercial Department of the fair. After filling it out, the document must be sent to felipe.marchioni@informa.com until 30 days before the show, for analysis.

The participation of the co-exhibitor will only be possible with the express authorization of the Promoter, as long as it is in conformity with the segment the fair is aimed at.

After approval a Co-Exhibitor Participation Fee will be generated, as per item 8.5 of the Participation Contract and Municipal Tax of the City of São Paulo as per law N° 13.477/02 (TFE).

It will be mandatory for the exhibitor to present in the project the division of its respective area.

When the participation is released, the main exhibitor will be responsible for the payment of the City Tax of each new co-exhibitor authorized to participate in the event, due to the transfer to the City of São Paulo.

All and any material made available to the co-exhibitor will always be sent to the main exhibitor, according to the participation contract, which will deal directly with each co-exhibitor.

7.8 ANATEL'S REGULATION.

Considering that the use of telecommunications equipment is common in events – in the use of radios to communication or demonstration of equipment using radiofrequencies, for example –, organizers, promoters and exhibitors participating in events must observe Anatel's regulations regarding devices used.

In this sense, we request that, when promoting your event, inform suppliers and exhibitors about the applicable regulations. Guidance on the use of telecommunications at events is available on the Anatel, in <https://www.gov.br/anatel/pt-br>

8 EXHIBITION DAYS

Exhibitors must keep at least one of his employees in the stand, to provide information about the products on display. It is mandatory to have a responsible employee present at least 30 minutes before the show opening.

You will not be allowed to close the stands before the show closure, even on the last day.

Lighting will remain on during the show opening hours and the exhibitor are responsible for turn off the main power switch of your stand, at the end of each day.

Lighting system will be turned off in **30 minutes** after the show closure daily.

ATTENTION: It is forbidden to sell food, ice cream, drinks and cigarettes at the stand.

8.1 PROMOTIONAL DISTRIBUTION AND BRAND PROMOTION

It is forbidden for exhibitors to locate staff outside the stand boundaries for sale or flyers distribution, freebies and so on.

Exhibitors will be allowed to distribute gifts, samples, brochures and catalogues exclusively inside the stand, promoting the exhibiting company only.

If it is essential to the exhibitor to present products, equipment and services, that is not manufactured or exclusively related to their product line, they should send a request to the Organisers for approval.

Any authorization not approved by the Organisers, will not be allowed:

- Advertising, promotion or marketing of any other promoter of events in the hall;
- Goods and / or exposure of brands competing to Official sponsors of the event companies
- Exhibition of brands and soft drinks.

Exhibitors who do not comply with this determination will have their material confiscated by the Security Department and may collect them only after the show closes. The Organisers may also, at any time, prohibit the operation of the stand.

It is forbidden to sell products or services to visitor during the event.

8.2 EXHIBITS OF MACHINES AND VEHICLES ON THE STAND

Equipment and/or large vehicles that will be exposed during the event must be related and informed in advance to the Organizer for approval through the form "**Machinery and Equipment**" available for download in the Customer Portal. This information is important to control the access of trucks to the loading/unloading area and ensure that equipment is placed in the respective areas in a timely manner.

After completing the form, the exhibitor must send the document to projetos.futurecom@informa.com, until **September 15**.

It is mandatory to send the project of this demonstration, contemplating the safety and sound insulation issues when necessary.

For all motor vehicles that will be exposed, fuel tanks are required to be below the reserve line to avoid large quantities of flammable liquid in an enclosed space.

The Operational Team may, at any time, request the inspection of the fuel level of the vehicle.

- It is forbidden to exhibit or demonstrate any used machinery or equipment. All these items must be new and unused. The Promoter will notify the exhibitor at any time, and will require that the equipment is removed or covered, and will take appropriate action, at the exhibitor costs.

- The Operations Team may suspend or terminate the demonstration of any equipment, product, structure or stand elements that might present risk to people, or which produces a high level of noise or vibration that could disturb the activities of neighbouring stands.

The noise limit allowed during the exhibition is 60 decibels.

8.3 EVENTS HELD INSIDE THE STANDS

It is strictly prohibited to conduct some events throughout the event:

- Pyrotechnic shows with the use of smoke or dirigibles;
- Presentation of live models half naked or wearing loinchoths;
- Pets of any kind or size, including birds to stand decoration or to complement the demonstration.
- Use of drones inside the pavilion.

Exhibitors must comply with the All Security protocol, which is at the beginning of this manual. We reinforce the importance of respecting physical distancing, cleaning and hygiene, protection and detection and communication, to maintain the safety of everyone involved

8.4 TICKETS

The event does not have a box office. It is aimed at professionals in the field.

Entry will be allowed upon presentation of the fair invitation (stamped by the exhibitor) and/or business card, accompanied by pre-registration.

ATTENTION: Minors under the age of 18 are not allowed to enter, even if accompanied by a guardian.

8.5 SUPPLY, MAINTENANCE AND CLEANING OF THE STAND

The stand supply and maintenance must be done from **08am to 09am**. Access will be granted by the loading and unloading area.

The contractors can request the maximum of **2 (two) badges** for maintenance service during the event. The employees that will carry out the maintenance service should present themselves at CAMPS – Contractor Service Center – in the last day of build up in order to exchange their badges.

In need for emergency maintenance, the exhibitor must go to the CAEX - Exhibitor Service Center and request permission for Emergency maintenance for approval. The criterion for approval is the exclusive competence of the Direction of the event.

8.6 MERCHANDISING

Any and all advertising outside the booth's boundaries will be considered merchandising. The merchandising products aim to increase the visibility and dissemination of the exhibitor within FUTURECOM 2023.

To learn about the merchandising tools available for the event, contact the commercial team by email: felipe.marchioni@informa.com

The installation of any material will not be allowed without the merchandising contract having been signed and paid off by the exhibitor.

8.7 COMMERCIAL REPRESENTATIVES, TRADING, HOLDINGS GROUP AND ASSOCIATES

The participation of a trading company, commercial representation, holding company, member of a business group or company associates will only be allowed with prior authorization from the organizer. The exhibitor must to present formally to the organizer a full list with information and sole exclusivity rights of these product for analysis and along with along with proof of exclusivity.

8.8 LOUNGE SOUND AND MUSIC

All sound produced on the stand by audio-visual devices, recorders, radios or any other equipment **may not exceed 60 decibels.**

The use of any amplifying equipment for sales or promotion messages is prohibited.

In case the exhibitor does not comply with these rules, the following measures will be taken by the Organisers:

- ✓ On the first violation: a verbal request will be made to adjust the volume of the sound system;
- ✓ On the second violation: the same request will be made by letter from the Organisers.

Noncompliance on reducing sound levels requests will result on stand power off without prior notice, and removal of the equipment for undetermined time and subject to a fine and charge as a penalty fee.

For lectures, presentations, etc., it is necessary to use closed environments, such as rooms, auditoriums, etc.

According to Law 9610/98, which rules music royalties, an exhibiting company that uses lounge music on its stand, even playing public radio transmissions, must pay a specific charge, using the specific form, provided by ECAD (the Central Collection and Distribution Office for Artists' Royalties).



ATTENTION: Live music and ambient sound can only be played AFTER 7PM in a way that does not disturb neighbouring booths, with prior formal organizer's approval.

ECAD – SP

Av. Paulista, 171 - 3º Andar – Edifício Dom Pedro I de Alcântara
 CEP: 01311-000 –São Paulo – SP
 Contact: Soliane / Phone.: +55 (11) 3287-6722 - Ext 1132
 Contact: Bruna / Phone.: +55 (11) 3287-6722 - Ext 1146
 Fax: +55 (11) 3285-6790
 E-mail: eventosp@ecad.org.br
 Web Site: www.ecad.org.br

8.9 PROMOTIONAL DISTRIBUTION OF PRIZES AND RAFFLES

According to the Federal Reserve website, the Federal Savings Bank (Caixa Econômica Federal - CEF) is responsible for issuing authorizations, enabling the operation, inspecting and monitoring of all prize and raffle draw except when the CEF itself or any other financial institution is an interested party. In this case applications are considered and authorised by the SEAE (Finance Ministry Economic Monitoring Office).

For more information, please check <http://www.caixa.gov.br/empresa/promocoes-sorteios/distribuicao-gratuita-premios/Paginas/default.aspx> and <http://www.caixa.gov.br/empresa/promocoes-sorteios/distribuicao-gratuita-premios/perguntas-frequentes/Paginas/default.aspx>.

The necessary authorizations and documents are the sole responsibility of the Exhibitor.

IMPORTANT: The Organiser has no relationship with the competent bodies determining standards for the practice of distributing prizes and raffles.

8.10 USE OF SUBSTANCES

The Exhibitor must observe Law 14.592/2011, which prohibits the sale, offer, supply, delivery and permission to consume alcoholic beverages, even if free of charge, for minors under 18 (eighteen) years of age. Consumption of alcoholic beverages at the Event, where permitted, must be in an appropriate mannervand moderate. Any person under the influence of alcoholic beverages or any illicit substance that causing disruption to the Event will be immediately withdrawn by the Promoter and will remain permanently removed from activities during the entire period of assembly, realization and disassembly of the Event.

In case of any doubt, the full content of the applicable legislation can be found at the link <http://www.alcoolparamenoreseproibido.sp.gov.br/wp-content/uploads/pl698a11-parcial.pdf>

8.11 PROHIBITED ACTIVITIES


The following activities are prohibited:



- Use of flames inside the hall;
- Use of flammable gas or liquids;
- Power Generators and radioactive material;
- Storing gasoline, kerosene, diesel or other flammable liquids in the halls, even if just temporarily;
- Explosives, pyrophoric or fuelling material;
- High speed or the reckless use of vehicles or equipment, including forklifts;
- Presence of under age workers (18 years old) during build up and breakdown;
- Welding service (only with authorization of the organizer);
- Paint spray or air-compressed service (only with permission of the organizer);
- Products classified as dangerous, including toxic, irritating, corrosive, harmful or oxidizing materials (with the exception of domestic cleaning material);
- Equipment that may cause discomfort due to the odour, or unpleasant noise or even strobe lights;
- Animals in the hall.
- Distribute popcorn.

8.12 FIRE EXTINGUISHERS

Is mandatory to all maintain the fire extinguishers of your stands in compliance with the following standards: NR 23 (fire protection), NBR 14.276/1999 (fire and panic brigade) and decree 46.072/2001 (fire protection). Non comliace of this rule will result in a penalty that will be charged during the exhibition.

During the build up period, exhibition days and breakdown period, each stand must have at least one extinguisher for each 50 sqm of total area, signaled and compatible with product and/or equipment exhibited and materials used in the stand construction. We recommend the fire extinguishers of dry chemical powder (DCP) , CO₂ (carbon dioxide) or ABC with 4Kg.

CLASS	MATERIAL
A	Materials that burn on the surface and in depth and leave residues, such as paper, wood, fabrics, fibres, etc. 

B	Flammable products such as gasoline, paint thinner, diesel oil, etc.	
C	Electrical equipment like electric engines, machines, etc.	

8.13 COMBUSTION ENGINES

Combustion engines will not be allowed inside the hall.

The use of any explosives, non-liquefied gas, toxic or flammable materials, fuel, GLP gas or helium is prohibited inside the hall.

9 LEGAL REQUIREMENTS

The exhibitor has sole responsibility in complying with the legal requirements related to following:

1. Taxes related to Federal Service, Revenue Service, Municipality, City Hall, Social Security;
2. Work and Employment Ministry (MTE – Ministério do Trabalho);
3. Central Collection and Distribution Office (ECAD);
4. COVISA (HEALTH VIGILANCE COORDINATION);
5. National Sanitary Vigilance Agency (ANVISA).
6. ANATEL

9.1 TAX PROCEDURES

IMPORTANT: Do not issue the invoices with the Organiser (INFORMA MARKETS) as the final receiver. On the ICMS regulation, the company cannot appear as a merchandise receiver in tradeshows and events.

9.1.1 INVOICE – SHIPPING OF GOODS, MATERIALS, PRODUCTS, MACHINES AND EQUIPMENTS TO THE VENUE

All products, materials, machines and equipments (goods sent to the exhibition) must have a legal transport document, according to legal requirements, that includes ICMS (tax over goods) based on the state the transport begins.

- a) On the "Destination" field, the name and address of the shipping company (exhibitor or other shipper) must be stated. The same applies to shipments made through affiliate companies.
- b) On the field "Operation Nature", the following message should be added: "Shipment of merchandise to be exhibited in tradeshow" (Remessa de mercadoria para exposição em Feira);
- c) The CFOP used is: 5.914 (Inside Sao Paulo state) or 6.914 (Outside Sao Paulo state);
- d) On the Field "Additional Data", the complete address of the exhibition location should be mentioned, as well as the exact name of the tradeshow, the event dates and the legal base for the ICMS which is according to the State's ICMS regulation where the transportation began.

Some legal references:

- São Paulo: RICMS-SP/2000, Anexo I, art. 33, Resposta à Consulta nº 9.422/1976;
- Rio de Janeiro: Resolução Sefaz nº 720/2014, Parte II, Anexo XIII, art. 90;
- Santa Catarina: RICMS-SC/2001, Anexo 5, art. 25 , § 2º;
- Pernambuco: RICMS-PE/1991, art. 11, IX, "b", § 1º;
- Minas Gerais: RICMS-MG/2002, Anexo III, item 4 e nota 1;
- Distrito Federal: RICMS-DF/1997 , art. 6º, Anexo I , Caderno I, item 22 e subitem 22.1;
- Bahia: RICMS-BA/2012, art. 280,V, art. 284 , caput;
- Espírito Santo: RICMS-ES/2002, art. 5º, XXXII, e art. 340;
- Paraná: RICMS-PR/2012, Anexo I, item 78;
- Rio Grande do Sul: RICMS-RS/1997, Livro I, art. 9º, VI e VII;

9.2 IMPORTS

At the end of the show, when the merchandise is returned, the exhibitors should issue the entry invoice in order to ship these products from the show back to their company, following the terms below:

- Issue entry invoice;
- Under the field "Destinatário (addressee)", fill in with exhibitor details;
- Under the field "Dados Adicionais (additional information)"
 1. The number, the series, and invoice issue date should be filled.
 2. Legal requirements according to state regulation where the transportation began

9.2.1 ICMS

Exhibits or goods import under the Temporary Admission Program, can also take the advantage of the ICMS exemption, as well as exemption of federal taxes, if deadlines and federal legal requirements are met and when they intend to:

- Tradeshows, exhibitions, congresses and other events, scientific or technical ones;
- Tradeshows and exhibitions, commercial or industrial;
- Shows, exhibitions and other events, artistic or cultural ones.

(RICMS-SP/2000, Anexo I, art. 37, VI)

9.2.2 TEMPORARY GOODS ADMISSION FOR TRADESHOWS, EXHIBITIONS, CONGRESSES AND OTHER EVENTS (FEDERAL REVENUE SERVICE)

The temporary admission is a customs option that allows foreign exhibitors and Brazilian who want to display foreign products, to bring certain goods/exhibits from other countries with total or partial exemption of import taxes payment.

This benefit is only valid when the these goods importation is for participating in events of the following nature: cultural, artistic, scientific, commercial and sporting, besides the goods transportation for rehearsals and tests, with the commitment to be re-exported and as long as it is regulated by the following rules: IN SRF No. 35/99, IN SRF No. 285/03 and IN SRF No. 611/06.

The procedures to be applied in the customs clearance, as the declaration to be used, depend exclusively on the final use of the goods and can be found online on Federal Revenue Service at:

<http://www.receita.fazenda.gov.br/Aduana/RegAdmExportTemp/RegAdm/FeirasCongCientific.htm>

FEDERAL REVENUE

Federal service:

<http://www.receita.fazenda.gov.br/AtendContrib/Atendimento/UnidAtendimento/CentroAtendimento.htm>

RECEITAFONE: 146

9.2.3 IPI (INDUSTRIALIZED PRODUCTS TAX)

Goods/exhibits sent directly to exhibitions with similar exhibits and products, that are produced by the industry company, can have exemption of IPI tax according to Art.43, II of RIPI/2010 – Parecer Normativo CST nº 242/1972.

Temporary Admission Customs

The temporary admission has a special customs clearance that allows goods import which should stay in the country for a fixed time, to be exempt of any import tax or parcial exemption in case of commercial use according to the conditions stated in law "Instrução Normativa RFB nº 1.361/2013". The tax exemption include IPI along other taxes.

In order to be granted with this benefit, the following conditions must be met:

- a) Temporary import;
- b) Import without Exchange cover;
- c) Goods must be according to purpose it has been imported;
- d) Use of goods according to the time stated on the concession;
- e) Goods identification.

When dealing with goods import subject to the prior approval of other government departments, the concession will be granted according to meet this requirements of obtaining the import license.

May be submitted to this regimen, with total taxes payment exemption on the import goods, including livestock, admitted under the terms of international agreements and events for scientific, technical, political, educational, religious, artistic, cultural, sporting, commercial or industrial.

(RFB Normative Instruction No. 1361/2013, arts. 3, caput, § 1, II, 4, 5, caput, I)

Remittance Invoice Details

- a) Audit Document Model: Invoice, Model 1 or 1a or Electronic Invoice (NF-e) - Adjustment Sinief No. 7/2005;
- b) Field "Supplementary Information" from "Additional Data" should include the word "exit with IPI exemption - Article 43, II, the RIPI / 2010."

Invoice Return Details

- c) Audit Document Model: Invoice, Model 1 or 1-A, or Electronic Invoice (NF-e) - Adjustment Sinief No. 7/2005;
- d) Field "Supplementary Information" from "Additional Data" should include the word "return with IPI exemption IPI - Article 43, II do RIPI / 2010."

Source: IOB

9.3 COVISA AND ANVISA

The National Sanitary Vigilance Agency (ANVISA), and Health Vigilance Coordination (COVISA), has an important role in society promoting people health and safety through sanitary control in production, sales and exhibition of products and services, including the environments, processes, raw materials and the technologies related to these factors.

By Law, the exhibitor must keep its products, goods, services, environments and processes under the sanitary vigilance always in accordance to the COVISA and ANVISA regulations, keeping in mind that the tradeshows stand are only temporary establishments under the exhibitor responsibility.

COVISA – COORDINATION OF HEALTH SURVEILLANCE

Rua Santa Isabel, 181, Vila Buarque

CEP: 01221-010 – São Paulo – SP

Monday to Friday: 09.00 to 16.00

Telephones: (11) 3397-8278/ 3397-8279/ 3397-8280

http://www.prefeitura.sp.gov.br/cidade/secretarias/saude/vigilancia_em_saude/

9.4 LABOUR MINISTRY

Contact: MINISTRY OF LABOUR AND EMPLOYMENT

<http://portal.mte.gov.br>

9.4.1 LABOUR MINISTRY AUDIT

Verify if the company is following the employers rules and regulations, to prevent illegal work and guarantee the work law is applied.

Source: http://portal.mte.gov.br/fisca_trab/

9.4.2 EMPLOYER OBLIGATION - DOCUMENTS

According to Labour Ministry law, all exhibitors, service providers and contractors working on the show must keep the following documents organized and easy to access by the Labour Ministry Audit

1. Timesheet or onsite employees list;
2. Subcontractor or service providers contract, when third party;
3. Employee payroll receipts;
4. FGTS (Social Security) payment receipts;
5. Employee Book or Registry List for those who onsite;
6. Occupational Health & Medical Control Program – PCMSO;

7. Environmental Risk Prevention Program – PPRA;
8. Labour contract or Employee Register when hiring temporary labours;

Source: <http://portal.mte.gov.br/legislacao/>

9.4.3 SOCIAL SECURITY

SOCIAL SECURITY SERVICE - OUGPS

PREVCartas – Correspondência: Caixa Postal 09714 - CEP 70001-970 - Brasília-DF

Esplanada dos Ministérios, Bloco F, Edifício Anexo, Ala "A", 1º andar,

Monday to Friday from 08.00 to 18.00

Site: www.previdencia.gov.br

9.4.4 ANATEL

The exhibitor must to complies with the ANATEL Regulation for the use of spectrum and homologation of telecommunication equipment at events.

It is important to observe the regularity of the homologation of the equipment before beginning the use or the commercialization of telecommunications equipment. It is necessary to check about the need to obtain Temporary Use of Spectrum (UTE) authorization before using radio frequency emmitent or demonstrate new technologies that occupy the spectrum.

Read the guidelines at: www.anatel.gov.br/setorregulado/uso-soporario-doespectro.

The minimum request period is 15 days before the start of the operation.

10 APPENDIX I – ENERGY CONSUMPTION REFERENCE GUIDE

EQUIPMENT	KVA
Commercial Coffee Machine 1700w/2700w/3000w/5000w	1,70/2,70/3,00/5,00
Home Coffee Machine	0,80
Hot Plate 3000w	3,00
Hot Plate 6000w	6,00
Hot Plate 9500w	9,50
Draft Beer Dispenser	0,50
DVD Player	0,30
Oven 1000w	1,00
Oven 1750w	1,75
Oven Remembering: Your assembler must be previously registered in the Customer Portal. If he has not yet registered, you can guide him to follow the steps below:00w	2,40
Oven 5000w	5,00
Oven 8000w	8,00
Microwave oven	1,20
Horizontal/vertical freezer	0,50
Electrical pan Fryer 2500w	2,50
Electrical pan Fryer 5000w	5,00
Minibar	0,30
Printer	0,25
55W Dichroic Halogen Lamp	0,05
1000 W Special Lamp	1,00
500 W Special Lamp	0,50
20W Fluorescent Lamp	0,03
40W Fluorescent Lamp	0,05
110W HO Lamp	0,14
150W HQI Lamp (with reactor)	0,35
100W Fluorescent Lamp	0,10
250W Mixed Lamp	0,25
40W PL Lamp	0,05
Computer (CPU + Monitor)	0,50
Grill Press 3000W	3,00
Grill Press 6000W	6,00
Projector 150W	0,15
Projector 70W	0,07
Special Projector 350W	0,35
Special Projector 500W	0,50
Rechaud – double boiler 1000W	1,00
Juicer 300W	0,30
Plasma TV	0,30

Note: The above mentioned kVA refers to consumption during show days. The table above only serves as a reference for calculating the consumption of common equipment. Please observe the technical manuals or device plates, with the installation characteristics.

The kVA used in your stand during the event will be checked and controlled by the company responsible for this area. If consumption exceeds the contracted amount, the exhibitor will receive a notification and invoice during the event.

9 APPENDIX II – RESPONSIBILITY TERMS CONTRACTO

RESPONSIBILITY TERMS CONTRACTOR

The original document need to be delivery at CAMPS – Contractor Service Center, as from the first attendance day (mandatory one form for each booth).

Contractor Company::		
Trading Name:	CNPJ:	
Contractor Contact Person:		
Exhibiting Company Name:	Stand N°:	SQM:
Trading Name:	CNPJ:	
Contractor Contact Person:		
Hired Services:		

For the execution of this term, the parties took into account that:

- (i) The Exhibitor entered into a Participation and Services agreement with the Promoter – Informa Markets Brazil, whose purpose is to lease an area for the **Futurecom 2024** to be held between **08 to 10 of October, 2024;**
- (ii) The Exhibitor is committed to effectively complying with the specific conditions, general conditions and participation manual that make up the Agreement entered into with INFORM MARKETS;
- (iii) The Exhibitor expressly declares that it is fully and unrestrictedly aware of the rules and security measures that must be adopted by you, your legal representatives or agents, and also by the assembly companies, companies, suppliers, providers, third parties and respective employees;
- (iv) The Exhibitor is the sole and exclusive contractor for the services of the assembler company, above qualified, and must ensure the conservation of the area and the effective fulfilment of all the standards and safety measures by the automaker, being fully responsible for the services contracted, either before INFORMA MARKETS or any third parties;
- (v) The Assembler declares itself responsible for assembling the stand, material, staff and for any other contracted service provider during the entire period of assembly until the disassembly of the stand.

Having made the preliminary considerations above, the parties, Exhibitor and Assembler, declare that they are jointly and severally liable before INFORMA MARKETS, located at Avenida Doutora Ruth Cardoso, 7221, 22nd floor, São Paulo, SP, and registered with the CNPJ/MF no.08.139.874/0001-36:

- (i) For the conservation of the area where the services will be performed, being obliged to return it to the same state in which it was delivered, free and unoccupied of persons, things and any materials;
- (ii) By assembling the stand in accordance with the rules, norms and contractual requirements stipulated in the Exhibitor's Manual and also by all those expressed in the legislation in force;
- (iii) For the effective compliance with the rules and safety and health measures in the work of in order to protect and prevent risks and damages to the life and health of workers, adopting also all the necessary measures for its inspection;
- (iv) By complying with all Regulatory Norms (NRs) applicable to events, the which are legal norms incorporated into Brazilian legislation, guaranteeing that all its employees and/or contractors are legally qualified in accordance with the said standards;
- (v) For any damages that may be caused, directly or indirectly, to the Pavilion, service providers, employees or any third parties.

Paragraph One: In case of non-compliance with item (i) above, the Assembler will pay the Promotes a non-compensatory fine of R\$ 2,000.00 (two thousand reais), without prejudice to the assessment and compensation for any damages that may occur in buildings, facilities, equipment and accessories.

Paragraph Two: The parties, Exhibitor and Assembler, will respond jointly and jointly and severally, by itself, by its legal representatives or by its agents, for any damages that may cause at the time of the provision of services, whether material or minor, in the civil or criminal sphere.

The contractor company above discriminated, represented by his legal person, (name) _____ (job title) _____, under the CPF nº _____ and ID Nº _____, declares to be responsible for the stand, the material, the team and any other service provided during build up and breakdown, including any damage that may occur to the Venue or any third parties to INFORMA MARKETS LTDA, located at Avenida Doutora Ruth Cardoso, 7221, 22º andar, São Paulo, SP, e subscribed at CNPJ/MF sob o nº 01.914.765/0001-08, Promoter of the event. The contractor is also responsible for the area conservation where will perform stand Exhibitors work, as described above, as of this date. The contractor therefore undertakes to return the said area in the state in which it was delivered and free of any materials to the end of the event.

The Contractor hired for the service, agrees that the Organiser can issue charge in the amount of R\$ 2.000,00 (two Thousand Brazilian Reais), apart from any damage cost to the building structure, equipments and assessories in case the rules and regulations contained in the Exhibitor Manual are not followed and/or in case damage or delays occur during build up and breakdown.

The contractor is also responsible for the stand build, material, equipment and any other supplier hired during build up and breakdown period, as well as any damages to the venue or third parties.

The contractor also agrees with Terms and Conditions for build up/breakdown and the legal/health and safety rules stated in this manual.

São Paulo, ____ of _____ of _____.

"Agreed":

(Stamp and signature of the Contractor)

Promoters Use:

We certify that the area returned at _____(day)/_____(month)/_____(year),
in the following conditions

In perfect condition Missing parts or accessories with defects

Other: _____