

FIPAN

2025 | 30 Editions

22 - 25 July



1 p.m. to 9 p.m.
(25th closing at 7 p.m.)

 **EXPO CENTER NORTE**
Centro de exposições e convenções

Sao Paulo - Brazil

EXHIBITOR'S MANUAL

Regulation and General Standards

THIS MANUAL IS AN INTEGRAL PART OF THE CONTRACT

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THE EXHIBITOR'S MANUAL IS AN INTEGRAL PART OF THE FIPAN'2025 PARTICIPATION AGREEMENT

This document contains all the rules that regulate and guide the operation of your booth at FIPAN'2024.

The EXHIBITOR AND ITS SERVICE PROVIDERS shall follow all the Rules described herein.

Completing Operational Forms is part of the process, so that we can adequately meet all the needs of exhibitors and service providers.

As of March 17, 2025, the EXHIBITOR will receive an access password via the email address of the person responsible for the forms. Relevant communications related to the operation of the event will also be sent through this channel.

We advise you to read this document carefully and forward it to your assembler, decorator and other service providers, so that everyone fully complies with all the standards described herein and, in case of any doubt, contact our team. We have an exclusive Exhibitor Service team to answer all questions throughout the period, before the event, assembly, during the Event and dismantling.

Exhibitor Service

Telephone: 55 11 3159-4223

e-mail: expositor@fipan.com.br

We wish you all success and excellent business!

**Best regards,
GENERAL DIRECTION**

IMPORTANT INITIAL INFORMATION

1. Exhibitors, assemblers and service providers shall wear hard hats (protective equipment) inside the facilities during the entire assembly, on the days 17, 18, 19, 20, and dismantling, on the day 25 after 8:00 p.m. until 26 at 4:00 p.m.
2. All mandatory fees, as well as additional services, including credentials, must be paid/requested using the Operational Forms that will be available until July 10.
3. Payment of fees and/or request for services personally at the Organizer's headquarters will not be accepted, and must be made exclusively through the Operational Forms available on the Event website, in the EXHIBITORS' area.
4. Payments by check or bank deposit (either identified or not) will not be accepted, and must be made through a bank slip generated at the end of the requests through the Operational Forms.
5. Payment of mandatory fees and/or contracted services made after July 10, due date to access Operational Forms, may only be made at the Event "CAEX" (EXHIBITOR Service Center), as of July 17 (after 12:00 p.m.) and subject to an increase of 30%.
6. Rules to enter and stay at the facilities extended to everyone: Exhibitors, Assemblers, service providers in general and visiting public (during the event):
 - a) During the assembly period, on the 17th, 18th, 19th, 20st:
The entry and stay of children under 14 years of age, including infants, is not allowed. People wearing shorts, tank-tops and/or slippers.
 - b) During the decoration period, on the 21nd:
The entry and stay of children under 14 years of age, including infants, is not allowed. People wearing shorts, tank-tops and/or slippers.
 - c) During the event, on the 22, 23, 24 and 25:
The entry and stay of children under 14 years of age is not allowed.
**BREASTFEEDING MOTHERS WITH CHILDREN UP TO 12 MONTHS OLD WILL BE GRANTED ACCESS UPON SIGNING A RESPONSIBILITY AGREEMENT AT THE FAIR ADMINISTRATION DURING THE VISIT.
THE ORGANIZATION ALSO SUGGESTS THAT, AS THIS IS A BUSINESS FAIR, VISITORS SHOULD AVOID ATTENDING THE EVENT WEARING SHORTS, TANK TOPS, CAPS, AND/OR FLIP-FLOPS.**
 - d) Disassembly, on the 25th from 8:00 p.m. until the 26th at 4:00 p.m.:
The entry and stay of children under 14 years of age, including infants, is not allowed. People wearing shorts, tank-tops and/or slippers.

EVENT SCHEDULE

July 17 Thursday 1 st Day Assembly	July 18 Friday 2 nd Day Assembly	July 219 Saturday 3 rd Day Assembly	July 20 Sunday 4 th Day Assembly	July 21 Monday (prior day to the Event) Decoration
Assembly Start: 12.00pm Until: 8:00pm	Assembly Start: 8.00pm Until: 8:00pm	Assembly Start: 8.00pm Until: 8:00pm	Assembly Start: 8.00pm Completion: 8:00pm	Decoration Start: 8.00pm Completion: 05.00pm <u>Product entry to the booths:</u> 08.00am-05.00pm

July 22 Tuesday Held by	July 23 Wednesday Realization	July 24 Thursday Realization	July 25 Friday Held by
Held by: 01.00pm-09:00pm Supply/ maintenance of booths: 08.00am-12.00pm only	Held by: 01.00pm-09:00pm Supply/maintenance of booths: 08.00am-12.00pm only	Held by: 01.00pm-09:00pm Supply/maintenance of booths: 08.00am-12.00pm only	Held by: 01.00pm-07.00pm Supply/maintenance of booths: 08.00am-12.00pm only

NOTE: SUPPLY AND MAINTENANCE ONLY THROUGH SERVICE GATES.

July 25 Friday Start of Disassembly	July 26 Saturday Dismantling
Dismantling As of 08.00pm	Dismantling Until 04.00pm

ANY SMALL PRODUCT CAN ONLY BE REMOVED FROM THE FACILITIES THROUGH THE SERVICE GATES, FROM 8:00 PM-09:30 ON JULY 25, AFTER THE DISMANTLING OF BOOTHS FROM 08:30 PM-04:00PM ON JULY 27. PLEASE INFORM THIS STANDARD TO ALL YOUR COMPANY EMPLOYEES RESPONSIBLE FOR THE BOOTH, AS WELL AS TO ALL SERVICE PROVIDERS, BECAUSE, FOR THE SAFETY OF EVERYONE, THERE WILL BE NO EXCEPTIONS.

REQUIRED FORMS

Required forms	Person responsible	Deadline
License from São Paulo city government	EXHIBITOR	July 10
Basic power	EXHIBITOR	July 10
EXHIBITOR credentials	EXHIBITOR	July 10
Assembler credentials	ASSEMBLER	July 10
Cleaning during assembly	ASSEMBLER	July 10

OPTIONAL FORMS

Optional forms	Person responsible	Deadline
Additional power	EXHIBITOR	July 10
Water taps/sewage drains	EXHIBITOR	July 10
Commissioning of official cleaning services	EXHIBITOR	July 10
Commissioning of official security services	EXHIBITOR	July 10
EXHIBITOR additional credentials	EXHIBITOR	July 10
EXHIBITOR service provider credentials (speakers, waiters, receptionists, catering, cleaning, etc.)	EXHIBITOR/PROVIDER	July 10
Attention! Security service provider credentials	EXHIBITOR/ PROVIDER	June 27

DOCUMENTS REQUIRED TO AUTHORIZE ASSEMBLY

Documents	Signed by:	Deadline
Liability Term	EXHIBITOR and ASSEMBLER	July 10
Attention! Design submission for approval	ASSEMBLER	June 27
Final design approved, accompanied by RRT or ART correctly completed with their respective proof of payment of technical responsibility for execution.	ASSEMBLER	July 10

CHECKLIST

Some reminders to help in your participation are provided below.

Did you carefully read all the Rules contained in this Manual and forwarded them on to your employees and other contractors?	
Have you hired an Assembler? We suggest that you hire companies affiliated with SINDIPROM or the Official Assembler of the event.	
Did you request credentials for your employees and service providers?	
Did you hire Optical Readers to capture data from visitors who come to your booth? Only with the official supplier of the event.	
Did you request internet connection and telephony at EXPO TELECOM?	
Did you request parking cards at ESTAPAR?	
Have you defined your participation objective and selected the products to be exhibited?	
Have you selected the team that will work at your booth?	
Have you checked accommodation and transportation for your entire team?	
In the case of foreigners, did you check the need for a visa?	
Did you arrange to hire catering services? (if you need)	
Did you hire cleaning services? We suggest hiring the official supplier of the event.	
Have you arranged to hire a Receptionist? (if you need)	
Did you hire security services? We suggest hiring the official supplier of the event.	
Did you provide fire extinguishers for your booth?	
Did you provide Civil Liability and Third Party Liability insurance for your booth?	
Did you request electric power? Mandatory request and payment through the Operational Forms	
Did you request hydraulic services, if your booth needs it? Mandatory request and payment through the Operational Forms	
Have you made the mandatory payment of fees related to the Municipality of São Paulo?	
Did you pay the Copyright Fee to ECAD? If you use ambient sound	
Have you provided all required mandatory documents?	

GENERAL INFORMATION

1 – HELD BY

SAMPAPÃO – Union and Association of Bakery and Confectionery Companies of São Paulo, herein referred to as the ORGANIZER.

2 – ORGANIZATION

SEVEN, herein referred to as the ORGANIZING COMPANY.

3 – OWNERSHIP

FIPAN'2025 is a trademark owned by Association of Bakery and Confectionery Companies of São Paulo.

4 – REGISTRATION UPDATE

EXHIBITORS shall keep the ORGANIZING COMPANY informed about any registration changes of its company: contact, address, email, telephone, product line, companies represented, etc., via the email expositor@fipan.com.br.

5 – CAEX (EXHIBITOR SERVICE CENTER)

The ORGANIZING COMPANY of the Event shall provide the exhibitor, assembler and other service providers with the Exhibitor Service Center (CAEX), as follows:

Pre-event – As of March 17 to July 16

Telephone: +55 (11) 3159-4223 | 09.00am–05.00pm

e-mail: expositor@fipan.com.br

Assembly/the Event itself – on July 17–25

Place: Expo Center Norte

Service hours: **On July 17**, 12.00pm–09.00pm | **on July 18–24**, 08.00am–09.00pm | and **on July 25**, 08.00am–07.00pm.

6 – EVENT SCHEDULE

ASSEMBLY:

From 12.00pm on July 17 to 8.00pm on July 20

FINISHING AND DECORATION:

July 21 | 08.00am–05.00pm.

ENTRY AND PLACEMENT OF PRODUCTS:

July 21 | 08.00am–05.00pm.

PRODUCT ENTRY DURING THE EVENT:

July 22–25, 08.00am–12.00pm – only through the service gates.

EVENT DURATION:

July 22–25, 01.00pm–09:00pm | July 25 (last day) 01.00pm–07.00pm.

DISMANTLING AND REMOVAL OF PRODUCTS

ANY SMALL PRODUCT CAN ONLY BE REMOVED FROM THE FACILITIES THROUGH THE SERVICE GATES, FROM 8:00 PM–09:30 PM ON JULY 25, AFTER THE DISMANTLING OF BOOTHS FROM 09:30 PM–04:00PM ON JULY 26.

PLEASE INFORM THIS STANDARD TO ALL YOUR COMPANY EMPLOYEES RESPONSIBLE FOR THE BOOTH, AS WELL AS TO ALL SERVICE PROVIDERS, BECAUSE, FOR THE SAFETY OF EVERYONE, THERE WILL BE NO EXCEPTIONS.

DURING THE ASSEMBLY, FINISHING/DECORATION, AND DISMANTLING PERIODS, THE ENTRY OF MINORS UNDER FOURTEEN (14), INCLUDING INFANTS, EVEN IF ACCOMPANIED BY THEIR GUARDIANS OR RELATIVES OF ANY DEGREE, WILL BE STRICTLY PROHIBITED.

LEGAL STANDARDS

1 - MUNICIPAL FEE (SÃO PAULO CITY GOVERNMENT)

All booths should have the following municipal fee paid:

TFE – Related to the Facility inspection. Required for all booths

In accordance with current legislation (Laws 13474 and 13477)

EXHIBITORS shall pay all of them, because only upon proof of payment they will be allowed to access the Facilities in order to assemble their booth.

Those who share their space with more than one CNPJ (EIN), as long as authorized by the ORGANIZER, must collect the TFE for each of the companies.

OPERATIONAL FORM – MANDATORY COMPLETION AND PAYMENT

2 – COPYRIGHT FEE (ECAD)

EXHIBITORS playing music live or through speakers on their booths shall pay the copyright related fees.

Payment shall be made directly to ECAD (Central Collection and Distribution Office).

ECAD – Central Collection and Distribution Office

Av. Paulista, 171 – 3º andar – CEP: 01311-000 – São Paulo – SP

Tel.: +55 (11) 3287-6722 - e-mail: ecadsp@ecad.org.br

Website: www.ecad.org.br

The amount of this fee changes according to the entity price table.

Therefore, we suggest that this matter be addressed in advance to avoid eventual mishaps with the ECAD inspection team that will be present at the Event.

We also recommend that the EXHIBITOR keeps the payment proof of this fee at their booths.

3 – MATERIAL ENTRY AND EXIT

ENTRY PROCEDURES

All materials or products owned by the EXHIBITOR must be accompanied by an INVOICE FOR SIMPLE REMITTANCE OF THE PRODUCTS TO BE EXHIBITED and the ENTRY AND EXIT FORM FOR THE SUPPORT MATERIAL OF THE BOOTH, written on the company's letterhead in two copies, properly filled out and signed by the EXHIBITOR. The information regarding the completion of the invoice is detailed below.

The first copy of the ENTRY AND EXIT FORM FOR THE SUPPORT MATERIAL OF THE BOOTH must be submitted to the Official Security of the event upon the entry of the material into the pavilion. The second copy will remain with the EXHIBITOR. It is necessary for all products to be exhibited at the booth to be listed on the INVOICE, as it is required for inspection purposes, and the form is for control by the Official Security of the Fair.

We remind you that the ENTRY AND EXIT FORM FOR THE SUPPORT MATERIAL OF THE BOOTH must also be used by contracted service providers in the case of delivering support material to the booth.

THE EXHIBITOR IS EXCLUSIVELY RESPONSIBLE FOR COMPLYING WITH ANY LEGAL REQUIREMENTS RELATING TO THE PROCEDURE FOR SHIPMENT OF GOODS, PRODUCTS, EQUIPMENT AND/OR FIXTURES, AS WELL AS FOR TAKING CARE OF THEM.

REMOVAL PROCEDURES

The removal of materials such as products, furniture, utensils, equipment, among others, owned by the EXHIBITOR will only be allowed after the dismantling begins, starting at 8:00 PM on July 25.

Any belongings of the EXHIBITOR may only be removed if accompanied by the ENTRY AND EXIT FORM FOR THE SUPPORT MATERIAL OF THE BOOTH signed by the EXHIBITOR. The first copy of the form must be delivered to the event security at the loading and unloading gate. THE EVENT SECURITY IS AUTHORIZED BY THE ORGANIZATION TO RETAIN GOODS FOR PROPER INSPECTION

SHIPMENT OF PRODUCTS FOR EXHIBITION

Please observe the following procedures below to issue invoices for the shipment of products:

1. The invoice shall be issued on behalf of the EXHIBITOR company, with EIN and state enrollment number with the following address: Rua José Bernardo Pinto, 333 – Vila Guilherme – São Paulo – SP CEP 02055-000.
2. THE FOLLOWING NOTE SHOULD BE INCLUDED IN THE BODY OF THE INVOICE: “AS MERCADORIAS DESTINAM-SE À EXPOSIÇÃO NA FIPAN’2025 – FEIRA INTERNACIONAL DE PANIFICAÇÃO, CONFEITARIA E DO VAREJO INDEPENDENTE DE ALIMENTOS, DE 22/07/2025 A 25/07/2025 – EXPO CENTER NORTE – SP -PAVILHÕES:” BLUE, WHITE, GREEN AND RED.
3. Goods shall return to their origin no later than sixty (60) days from the issue date of the invoice. In the appropriate spaces, please list all goods, products, equipment, etc., with their respective quantities and values (unit and total).

INVOICE TEMPLATE AND DETAILS:

Please refer to the template below to complete the transportation sheet correctly of each state.

SÃO PAULO - INVOICE: TEMPLATE 1 OR 1A

TYPE OF OPERATION:

SHIPMENT OF SAMPLES FOR EXHIBITION – CODE 5.914

RETURNING SAMPLES FOR EXHIBITION – CODE 2.914

ICMS: “EXEMPTION FROM ICMS TAX UNDER THE TERMS OF ARTICLE 33, ANNEX I, OF DECREE 45.490/2000 – RICMS/SP)”

IPI: “SUSPENSION OF IPI TAX UNDER ARTICLE 43, ITEM II OF DECREE 7.212/10

RJ, MG, RS, BA, ES, PR, SC AND OTHER STATES - INVOICE: Template 1 or 1A

TYPE OF OPERATION:

SHIPMENT OF SAMPLES FOR EXHIBITION – CODE 6.914

RETURNING SAMPLES FOR EXHIBITION – CODE 2.914

ICMS: “EXEMPTION FROM ICMS TAX UNDER THE TERMS OF ARTICLE 33, ANNEX I, OF DECREE 45.490/2000 – RICMS/SP)”

IPI: “SUSPENSION OF IPI TAX UNDER ARTICLE 43, ITEM II OF DECREE 7.212/10

FURTHER INFORMATION:

State Revenue Service office: Av. Rangel Pestana,300 – Sé – São Paulo/SP.

Tel.: 55 (11) 3243-3400 and 0800 170110 (extension 4).

RETURN OF PRODUCTS TO ORIGIN:

In order to return products, issue entry invoice - Template 1 or 1A on behalf of the company and the following information:

“RETURN OF GOODS INTENDED FOR EXHIBITION AT FIPAN 2025 – INTERNATIONAL BAKERY, CONFECTIONERY, AND INDEPENDENT FOOD RETAIL FAIR, FROM 07/22/2025 TO 07/25/2025 – EXPO CENTER NORTE – SP – PAVILIONS: BLUE, WHITE, GREEN, AND RED.”

Note: please mention the issue date and transportation sheet number.

ATTENTION:

- The invoice cannot be issued on behalf of representative.
- Please follow the instructions provided to provide legal backing to the operation.
ONCE THOSE REQUIREMENTS ARE COMPLIED, THE SAMPLE ARRIVAL AND PERMANENCE AT THE EXHIBITION IS ENSURED, AS WELL AS THEIR RETURN TO THE COMPANY.

4 - REGIONAL LABOR AUTHORITY

We remind you that the PURCHASING AND CONTRACTED companies (EXHIBITOR AND ASSEMBLER) are responsible for labor obligations and must require service providers to provide proof of regularity to protect them against possible claims. Furthermore, the hiring of employees of the providers must comply with the legislation in force. The DRT – Regional Office of the Ministry of Labor will be present at the event and supporting documents may be required.

5 - WORK OF MINORS

Child labor is regulated. To keep minors working at the booth, EXHIBITORS shall obtain special authorization from the Regional Labor Authority and the Child and Youth Court.

If EXHIBITORS needs the work of children under 14 during the Event period, they shall provide a letter of parental authorization, signed by both, with notarized signatures, ID and SSN copies, minors' Birth Certificate or ID, in addition to the employment agreement executed between EXHIBITORS and the minor. In this case, minors hired may only remain inside the booth belonging to EXHIBITORS who hired them, and they may not, under any circumstances, circulate through the Facility aisles, under penalty of being removed, thus preventing their work during the Event.

The aforesaid documentation should be submitted to CAEX in order to release credentials for minors.

6 – VISITATION AND STAY OF MINORS IN THE FACILITY

- a) During the assembly period, on the 17, 18, 19 and 20:
The entry and stay of children under 14 years of age, including infants, is not allowed.
People wearing shorts, tank-tops and/or slippers.
- b) During the decoration period, on the 21nd:
The entry and stay of children under 14 years of age, including infants, is not allowed.
People wearing shorts, tank-tops and/or slippers.
- c) During the event, on the 22, 23, 24 and 25:
The entry and stay of children under 14 years of age is not allowed.
Breastfeeding mothers with children up to 12 months old will be granted access upon signing a responsibility agreement at the fair administration during the visit.
- d) Disassembly, on the 25th from 8:00 p.m. until the 26th at 4:00 p.m.:
The entry and stay of children under 14 years of age, including infants, is not allowed.
People wearing shorts, tank-tops and/or slippers.

7 - HEALTH SURVEILLANCE INSPECTION

If there is **food** handling/production in your booth, **we request that you read the Standards SET FORTH by the Health Surveillance Department of São Paulo, available at the Event website, in the exclusive EXHIBITORS' area.**

THE HEALTH SURVEILLANCE INSPECTORS HAVE FREE ACCESS TO THE EVENT, SO WE REQUEST THAT EXHIBITORS COMPLY AND ENFORCE ALL THESE STANDARDS, AS THE SITE INSPECTION TEAMS HAVE THE AUTHORITY TO SHUT DOWN BOOTHS AND APPLY PENALTIES TO EXHIBITORS.

WE ALSO INFORM THAT THE ORGANIZER AND THE ORGANIZING COMPANY SHALL NOT BE HELD LIABLE FOR THE SUPERVISION AND FAILURE TO COMPLY WITH THE DETERMINATIONS FROM THIS AGENCY.

More information:

Municipal Health Division

Health Surveillance Coordination/COVISA

Dr. Siqueira Campos Street, 176 - Liberdade - São Paulo/SP

ZIP Code: 01509-20

Telephone: +55 (11) 5461-5600

www.prefeitura.sp.gov.br/covisa

8 - FIRE SAFETY REGULATION

In compliance with State Decree No. 56,819/11 – "Fire safety regulations for buildings and hazardous areas in the state of São Paulo", EXHIBITORS, ASSEMBLERS AND SERVICE PROVIDERS are required to comply with the following fire safety precautions during all the Event stages, including assembly and dismantling:

- To keep the Facility emergency exits unobstructed (gates and doors opening to the outdoor area).
- To provide all required extinguishers for the booth areas, in accordance with the Technical Instruction IT 21 from São Paulo State Fire Department.
- To keep all hydrants in the facilities clear of objects.
- Hydrants, pushbuttons and the new light signage should remain visible and should not be enclosed or obstructed by any type of assembly.
- Keep official Facility escape routes completely clear and free of all types of equipment or material during assembly, the Event itself and dismantling.
- Only during assembly and dismantling will the secondary corridors (except for official escape routes) be allowed to accommodate temporary material, and a free aisle of at least 1.50 meters wide shall be maintained in its entire length.
- In the Event of an emergency that implies the need to escape the building, the "Site Escape Plan" will be triggered, meant for the rapid, orderly and safe removal of all people in the building. In this case, when hearing the alarm or the escape message from Facility sound system, EXHIBITORS AND ASSEMBLERS should direct their customers, visitors and employees to the nearest exit, in a calm and orderly manner, following the procedures below:

GENERAL PROCEDURES

- Get your personal belongings;
 - Turn off all electrical equipment;
 - If you have visitors or customers, take them with you, advising them on the escape procedure (they will be under your responsibility);
 - Make sure no one stayed inside the booth;
 - By using the escape routes, head to the nearest exit (see the attached map);
-
- Keep calm and avoid disorder and panic;
 - Never use the elevators;
 - Do not laugh or smoke;
 - Do not block the exit route for any reason;
 - Never return to the damaged place;

- Comply with the escape brigade member guidelines, they will be identified by a red cap and/or vest;
 - Walk orderly, do not run;
 - Avoid making unnecessary noise;
 - Do not take clothes off your body;
 - When you reach the outdoor yard, go to the pre-determined muster station (see the attached map);
 - Keep silent and wait for the rescuers (quick and visual) verification on site.
- Note:** The person in charge for each booth (manager or foreman) should report to the escape brigade member and report any relevant news immediately.

During the Event visitation period, EXHIBITORS shall have two employees to do the job of **Lead Warden** and **Footpath Warden** who, when hearing the escape alarm, and the specific message from the sound system, shall announce; PLEASE NOTE WE ARE IN AN EMERGENCY SITUATION, TAKE YOUR PERSONAL BELONGINGS AND FOLLOW THE ESCAPE BRIGADE INSTRUCTIONS, GOING CALMLY TO THE NEAREST EXIT, and they shall proceed as follows:

The Lead Warden:

- To lead clients and visitors to take their personal belongings and start leaving in an organized manner;
- To set a safe exit pace, without running;
- To help keep his/her group calm and orderly;
- To give special attention to the removal of elder people, people with disabilities, pregnant women and children;
- To lead his/her clients and visitors to the nearest muster station, as directed by the escape brigade members, by a red cap and/or vest.

The Footpath Warden:

- To help check people, by assisting the **Lead Warden**;
- To assist in ORGANIZATION so as to prevent disorder;
- To check that no person remained in the BOOTH (kitchen, storage, upper deck, etc.);
- To close the doors left behind during escape;
- He/she should not allow jokes, too much talk or delays to the exit procedure;
- To help people in case of accidents or sudden illness;
- When getting to the muster station, he/she should inform the local rescuer how the escape was performed (with or without news).

We inform also that, if you have any questions, during any stage of the Event, you should consult the Expo Center Norte fire department or the firemen/inspector team hired by the ORGANIZER, who may answer questions about the official escape routes, secondary aisles and safety and escape procedures.

GENERAL STANDARDS

1 - EXHIBITORS' CHARACTERIZATION

Only national and international companies that are manufacturers or exclusive representatives/retailers of products and/or services that fit the Event descriptions and other specifications contained herein may engage the Event.

2 – AREA REDISTRIBUTION

Although only in extreme instances, at any time, for the sake of everyone, the ORGANIZING COMPANY may redistribute the sectors or booths, provided that the dimensions and characteristics set forth in contracts are respected, by informing EXHIBITORS in advance.

3 – NON-TRANSFERABILITY

EXHIBITORS may not transfer, in whole or in part, any liabilities assumed or rights acquired, nor sublease, assign or transfer any portion of the area rented.

4 – PROHIBITION OF THIRD PARTY PROMOTION

Marketing, advertising or promotion of any other events in the Facility will not be allowed. Failure to comply with the above will entitle the ORGANIZING COMPANY to collect to its deposit, for later return, the products and materials that caused the non-compliance, as well as to shut down the booth.

5 - COOPERATIVE ASSOCIATION BOOTHS

The cooperation between companies to participate at FIPAN is understood by the ORGANIZING COMPANY, as certain companies rely on companies' cooperation to showcase or exhibit products.

HOWEVER, WE REMIND YOU THAT COMPANIES SUPPORTING EXHIBITORS ARE ALLOWED SOLELY TO HAVE THEIR BRAND NAME ON THE PACKAGING OF PRODUCTS GIVEN TO EXHIBITORS, OR ON TAGS OF EQUIPMENT PROVIDED FOR SUCH PURPOSE, EXACTLY AS THEY NORMALLY LEAVE FACTORIES FOR INSTALLATION AT SALE POINTS OR INDUSTRIAL PLANTS.

EXHIBITORS, responsible for the area leasing, should inform companies that support them in any manner, that it is strictly prohibited:

- To distribute or display brochures, leaflets, stickers, posters or any type of product sales or promotion ware;
- To wear uniforms with brands other than those representing products of the booth owner;
- To showcase, on any media inside the booth or the Facility, brand names other than EXHIBITORS' own products.
- To keep salespersons from partner companies, or other companies other than EXHIBITORS, working in your booth.

THE EVENT ORGANIZATION WILL BE ATTENTIVE AND IF ANY OF THE ACTIONS ABOVE ARE FOUND, THE EXHIBITOR RESPONSIBLE FOR THE AREA WILL BE GIVEN A 2-HOUR WRITTEN NOTICE TO COMPLY WITH THIS STANDARD. IF THE CORRECTIVE ACTIONS REQUIRED ARE NOT TAKEN, EXHIBITORS WILL INCUR A PENALTY OF R\$ 3,500 (THREE THOUSAND FIVE HUNDRED REAIS) AND THEIR BOOTH WILL BE SHUT DOWN.

Therefore, in order to avoid inconveniences such as material seizure and people removal from the Event, or even a booth shutdown, we ask everyone to comply with this standard thoroughly.

6 – EXHIBITION OF USED PRODUCTS

The ORGANIZATION of the event will allow the exhibition/sale of used equipment, as long as it is in perfect condition and with the presentation of a technical report attesting to such conditions, as well as offering the visiting buyer a guarantee of after-sales service.

7 – HOLDING COMPANIES, GROUPS AND ASSOCIATED COMPANIES

When EXHIBITORS are a Holding Company, a member of a business group or when it has associated companies, they may present products from the other companies, provided that they advise the ORGANIZING COMPANY on their relationship, providing proof of the connection between them.

8 – SALES REPRESENTATIVES AND TRADING COMPANIES

When EXHIBITORS are a sales representative or trading company, they may only present products of their exclusive representation, and they will be required to advise the ORGANIZING COMPANY on their relation with these represented companies, providing proof of existing exclusivity agreements.

9 – LATE PAYMENTS

EXHIBITORS, Assemblers and/or other service providers who have payments due shall be obliged to immediately settle their debts towards the ORGANIZING COMPANY, in order to be able to obtain clearance of the area meant for assembly/decoration of their booths, whether these commitments are related to contractual installments or installation and service fees. **Without proof of payment, participation in the Event will be prohibited.**

10 – DEMOS/CLASSES WITH AUDIO AND/OR VIDEO

SOUND DEMONSTRATIONS WITH AUDIO/VIDEO EQUIPMENT INCONSISTENT WITH WORKS PERFORMED AT A TRADE FAIR ARE STRICTLY PROHIBITED. EVEN INSIDE THE BOOTHS, AUDIOS SHALL NOT BE LOUD, SO AS NOT TO DISTURB OTHER EXHIBITORS.

For the use of any audio and/or video resources, whether for demonstrations/classes or just ambient audio, **sound levels may not exceed 80 decibels, measured at the boundary perimeter of the booth where the audio comes from.** During the Event, we will have devices to measure the noise level.

Loudspeakers must be installed within a minimum distance of 1.50 m from booth boundaries, facing inwards. POSITIONING LOUDSPEAKERS TOWARDS VISITOR CIRCULATION AREAS (AISLES) IS STRICTLY PROHIBITED.

EXHIBITORS WHO EXCEED THE DETERMINED VOLUME WILL RECEIVE ONE (1) WRITTEN NOTIFICATION. IF THE EXHIBITOR DOES NOT COMPLY WITH THIS DETERMINATION AFTER NOTIFIED, THE ORGANIZATION WILL APPLY A FINE OF THREE THOUSAND AND FIVE HUNDRED REAIS (R\$ 3,500.00) AND THE OPERATION OF BOOTH WILL BE SUSPENDED THROUGH POWER CUT. THE BOOTH OPERATION WILL BE RELEASED AFTER PAYMENT OF THE REFERENCE FINE ON THE EVENT'S CAEX.

IF THE EXHIBITOR BREACHES THIS RULE AGAIN, THE ORGANIZATION WILL ONLY ALLOW THE BOOTH TO OPERATE PROVIDED THAT ALL SOUND/IMAGE EQUIPMENT IS REMOVED.

FAILURE TO SIGN THE NOTIFICATION DOES NOT IMPLY DISAGREEMENT BY THE EXHIBITOR.

11 – DEMOS/CLASSES/GIVEAWAYS THAT CAUSE A REACTION FROM THE VISITOR/SPECTATOR

It is expressly prohibited for the EXHIBITOR to provoke excessive reactions from the visitor/spectator such as: shouting, repeating slogans, etc.

EXHIBITORS WHO NOTICELY CAUSE EXCESSIVE REACTION FROM VISITORS/SPECTATORS WILL RECEIVE ONE (1) WRITTEN NOTIFICATION. IF THE EXHIBITOR DOES NOT COMPLY WITH THIS DETERMINATION AFTER NOTIFIED, THE ORGANIZATION WILL APPLY A FINE OF THREE THOUSAND AND FIVE HUNDRED REAIS (R\$ 3,500.00) AND THE OPERATION OF BOOTH WILL BE SUSPENDED THROUGH POWER CUT. THE BOOTH OPERATION WILL BE RELEASED AFTER PAYMENT OF THE REFERENCE FINE ON THE EVENT'S CAEX. IF THE EXHIBITOR BREACHES THIS RULE AGAIN, THE ORGANIZATION WILL CUT THE POWER WITHOUT PRIOR NOTICE AND THE BOOTH WILL BE PREVENTED FROM OPERATING.

FAILURE TO SIGN THE NOTIFICATION DOES NOT IMPLY DISAGREEMENT BY THE EXHIBITOR.

12 – EQUIPMENT DEMONSTRATION

The ORGANIZING COMPANY may suspend the equipment demonstration which, in its sole discretion, may pose risk to persons, goods, structures and booth elements, or which produce a high level of noise or vibration, which may disturb the operation of neighboring booths.

13 - ARTISTIC ACTIVITIES (CONCERTS, PARADES, LIVE MUSIC)

The performance of shows, parades, live music, video-wall, etc., will be allowed inside booths solely when the rented area is 250 m² or more and if it complies with standards contained in items 10 and 11 and specific assembly standards and opening hours of the Event, for which the sale of tickets or any type of charge is prohibited.

14 – PRODUCT TASTING / QUEUES

The EXHIBITOR must respect the fluency of visitor traffic in the circulation areas, as well as the visualization and access to the EXHIBITOR booths around it, paying attention to queues/crowding caused by product tasting actions.

THE ORGANIZATION WILL STOP THIS TYPE OF ACTION IF THE ABOVE PROVISIONS ARE NOT FOLLOWED.

WE STRONGLY REQUEST THAT EXHIBITORS' AND ASSEMBLERS' DESIGNS SPECIFY A MARKED AREA FOR POSSIBLE QUEUES.

15 - THROWING GIFTS AND/OR PROMOTIONAL WARE

IT IS STRICTLY PROHIBITED TO THROW GIFTS/PRODUCTS TO VISITORS, WHETHER THEY ARE ON THE EVENT ROADS OR IN THE BOOTH INTERNAL AREA, UNDER PENALTY OF IMMEDIATE ACTIVITY SUSPENSION, UPON ONE (01) NOTIFICATION, SUSPENSION OF ELECTRIC POWER TO THE BOOTH AND PAYMENT OF A PENALTY OF R\$ 3,500 (THREE THOUSAND FIVE HUNDRED REAIS).

Distribution of gifts, samples, brochures, catalogs, etc., outside the booth boundaries, that is, at the event aisles, is strictly prohibited, and the ORGANIZING COMPANY shall be entitled to stop distribution activities at any time. Within the boundaries of the booth, distribution can be done without causing disturbances or crowding and/or excessive reaction from the visitor/spectator

16 – PROMOTERS WEARING COSTUMES

Promoters wearing costumes may stay only within booth internal area.

In case a promoter needs to leave, he/she shall take his/her costume off, being not allowed, under any circumstances, to approach and give away leaflets outside booth boundaries.

Failure to comply with this standard will result in one (01) notification by the ORGANIZING COMPANY and a penalty payment of R\$ 3,500,00 (three thousand five hundred reais).

17 – CELEBRITIES' PARTICIPATION

EXHIBITORS who wish to invite celebrities of great impact/relevance in the media such as actors/actresses, TV hosts, renowned chefs, prominent influencers on social media, etc. to participate in their activities **shall be subject to the approval of the Event Organizing Company, with a written description, 20 days (maximum) prior to starting the assembly (June 27th),** detailing all actions to be taken, date and time of arrival and departure of celebrities. The document should emphasize that it **EXHIBITORS will be in charge for a trained security team in order to protect the integrity of the participant, the Event visitors, their booth and other neighboring booths where the performance will be held, according to the Event ORGANIZING COMPANY guidelines (total manpower).**

18 – EQUIPMENT PRODUCING GASES/SMOKE

The production of any type of smoke will not be allowed inside the facilities, including frying stoves. Thus, any equipment, regardless of size, and consequent actions that may release gases or smoke inside the facilities, will only be allowed when the location of such equipment allows the installation of special exhaustion equipment with the discharge of gases/smoke in an external area.

EXHIBITORS wishing to use equipment that produce gases/smoke must notify the Organization in writing 15 days before the start of assembly (July 2nd) for analysis and possible approval by Expo Center Norte.

We previously emphasize that such approval will initially follow some assumptions:

- The exhaust system must be dimensioned and calculated for a flow of 100% of the gases/smoke produced and directed to the external area.

- The exhaust system must have piping to direct the gases/smoke to the outside area.

The piping cannot cross and/or interrupt the working area of the smoke screens.

- A detailed design - floor plan, section and view - of the exhaust system, respective ART and technical certificates for analysis by Expo Center Norte must be presented.

19 – TASTING OF ALCOHOL

Please be advised that distribution/tasting of alcohol will not be allowed prior to 4:30 pm.

We also remind that distribution of alcohol to minors of 18 is strictly prohibited.

GENERAL ASSEMBLY STANDARDS

The Representatives of Labor Prosecution Office and the Ministry of Labor will be supervising the Event during assembly, the Event itself and dismantling. In order to avoid disturbances and/or interruption of works, we recommend compliance with all labor standards, including the utilization of PPEs.

1 - REGISTRATION OF ASSEMBLER AND OTHER SERVICE PROVIDERS

Assemblers and other service providers from EXHIBITORS shall be registered by means of operational forms meant for this purpose.

The requested credentials will be delivered at the Facility, at the beginning of assembly, on July 17, starting at 12:00 pm, upon submission of a company document and proof of payment of all required fees (city government, power, credentials, cleaning) duly signed copy of an ART or RRT (technical responsibility registration/annotation) by qualified professionals and purchaser, copy of approved design and Liability Term

ATTENTION:

INSTRUCT YOUR ASSEMBLERS TO KEEP AN OFFICIAL PHOTO DOCUMENT ALWAYS IN HAND WHEN ENTERING AND LEAVING THE FACILITY, AS THIS WILL BE REQUIRED.

2 - PREPARATION OF THE BOOTH DESIGN

EXHIBITORS may, at their discretion, commission the official assembler or any other assembler of their choice. However, whether the official assembler or not, such assembler shall send by June 27 to the following e-mail address: projeto@fipan.com.br the design to be executed as follows:

- PDF file;
- Floor plan area sizes;
- Elevation and perspective views;
- Booth assembly type specification: basic, mixed or built;
- Readable name of the qualified professional responsible for the design (architect and/or engineer) and his/her CAU or CREA (Brazilian Architect/Engineer Association) registration number;
- Copy of Construction Design RRT (issued by an architect) or ART (issued by an engineer) with its respective proof of payment of technical responsibility for: design, assembly, maintenance and disassembly;
- Copy of the CREA/CAU of the technical person in charge.

The Organizing Company shall refuse any design that is not compliant with the standards described herein, and if changes are required, they should be made within the requested specifications.

AFTER JUNE 27, DESIGNS FOR APPROVAL WILL NOT BE RECEIVED. DESIGNS WILL NOT BE ACCEPTED FOR APPROVAL AT THE FACILITY. THE ORGANIZING COMPANY RESERVES THE RIGHT TO PREVENT ANY ASSEMBLY WORKS THAT ARE NOT COMPLIANT WITH THE SPECIFIED STANDARDS AND/OR THAT ARE NOT IN ACCORDANCE WITH THE APPROVED DESIGN.

We also inform that the supervisory agencies for this type of activity (CONTRU, CREA and FIRE DEPARTMENT) will be present in the Facilities and they have the authority, at any time, to stop assembly works that are not in accordance with the Event standards.

ART OR RRT OF EXECUTION AND STATEMENT OF RESPONSIBILITY

The stand assembly may only begin after the project has been approved by the Responsible Architect of FIPAN, as well as the presentation of the RRT (Technical Responsibility Record) or ART (Technical Responsibility Note) signed, and the Statement of Responsibility signed by the contractor/assembler and the EXHIBITOR.

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

CORRECT COMPLETION OF ART/RRT

All projects must be accompanied by an ART or RRT for Project and Assembly Execution and an ART or RRT for Electrical Installations, paid by the technical responsible (CREA-SP / CAU).

The ART or RRT must be completed following the guidelines below:

ART – ACTIVITY 3 – Work and Service

Data RRT – ACTIVITY 3.1 – Service 001 – Start date and estimated end date – July 17 to July 27, 2025

RRT – ACTIVITY 3.1.1 – Address of the Work/Service
Rua José Bernardo Pinto, 333 – Vila Guilherme – SP – 02055-000

Additional: indicate the pavilion where your area is located.

ART – ACTIVITY 4 – TECHNICAL ACTIVITY

Execution 1

Execution of assembly of temporary building – number of square meters and the unit being square meters.

Execution of low-voltage electrical installations for commercial purposes – number of kVA and the unit being kilovolt-ampere.

RRT – ACTIVITY 3.1.2 – Technical Activity(s)

GROUP: EXECUTION

Activity 2.1.3 – Execution of ephemeral building or ephemeral installations – number of square meters and the unit being square meters.

GROUP: EXECUTION

Activity 2.5.7 – Execution of low-voltage building electrical installations – number of kVA and the unit being kilovolt-ampere.

ART – ACTIVITY 5 – Observations

RRT – ACTIVITY 3.1.4 – Description of the Work/Service

In this field, in addition to the name of the stand, it should describe:

Design, assembly, maintenance, and disassembly of (brief description with main dimensions or quantities), from July 17 to July 27 for FIPAN to be held in the (mention the color of the pavilion) pavilion of Expo Center Norte.

Printing of RRTs or ARTs is only allowed after the corresponding payment is made, so we emphasize that there will be no time for issuance at the time of assembly.

THE RRT or ART IS ONLY VALID AFTER REGISTRATION WITH CREA OR CAU. THEREFORE, DRAFT RRT OR ART WILL NOT BE CONSIDERED VALID EVEN WITH THE PAYMENT RECEIPT.

Note: The authenticity of the project is the sole responsibility of the exhibitor and the company assembling the stand."

3 – DOCUMENTS FOR ASSEMBLERS TO SUBMIT IN ORDER TO ENTER THE FACILITY

In order to receive the area meant for the booth assembly, assemblers/decorators shall submit the documents below at the Event CAEX.

- Liability Term signed by the assembler/EXHIBITOR;
- Cleaning during assembly fee payment receipt;
- Assembler/decorator credentials and maintenance service credentials (during performance) payment receipt. Filling in the respective forms with the name, SSN and position of the employees who will provide services during the assembly, realization and dismantling of the Event;
- Copy of construction design RRT or ART.
- **Insurance policies on civil liability and various risks for employees, materials and equipment that will be used during the assembly, duration and dismantling of the Event.**

Insurances should be sufficient to cover damage to the Facility or to third parties in the areas rented by EXHIBITORS, where assemblers will be performing the assembly services.

THE LACK OF AN INSURANCE POLICY OR INEFFICIENCY IN COVERING THE AFORESAID RISKS WILL IMPLY FULL RESPONSIBILITY OF EXHIBITORS AND ASSEMBLERS TOWARDS THE ORGANIZING COMPANY, FOR ALL LOSSES THAT OCCURS, AND THEY SHALL COMPENSATE AND REINSTATE ALL DAMAGES.

4 – FACILITY UTILIZATION

Under no circumstances may the Facility floor be marked, painted, drilled or excavated by EXHIBITOR/ASSEMBLER.

It is prohibited to support, tie or hang any booth component or products exposed to the Facility structure, roof, columns, fire piping and walls. It is also prohibited to drill or paint these elements.

5 – ELECTRIC EQUIPMENT

It is strictly prohibited to use chain saws, round saws, painting compressors and electric sanders inside the Facility.

Assemblers with wooden booths or elements should bring pre-cast, plastered, sanded and painted parts to the Facility.

UNDER NO CIRCUMSTANCES WILL THE MANUFACTURING OF PORTIONS OF BOOTHS BE ALLOWED INSIDE THE FACILITY, UNDER PENALTY OF SHUTTING DOWN THE CONSTRUCTION WORKS.

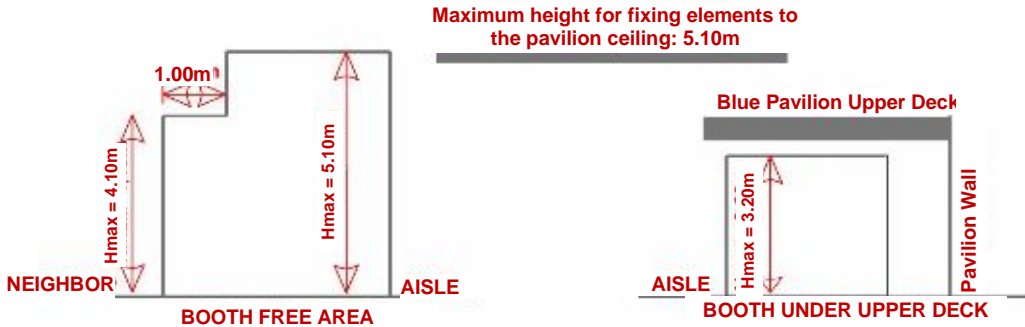
Adjacent aisles and booths may not be used for disposal of materials, tools and products to be installed in a booth.

All operations shall be performed exclusively within the boundaries of EXHIBITORS' booths.

All works with greases, paints, corrosive materials, powders and liquids should be performed by using appropriate containers inside the booth, avoiding damage to people, the Facility and neighboring booths.

6 – HEIGHT THRESHOLDS

SETBACKS AND HEIGHTS



- UP TO 4.10 M – NO SETBACK**
- FROM 4.11 m TO 5.10 m – 1.00 m SETBACK**
- * HEIGHT FROM FACILITY FLOOR**

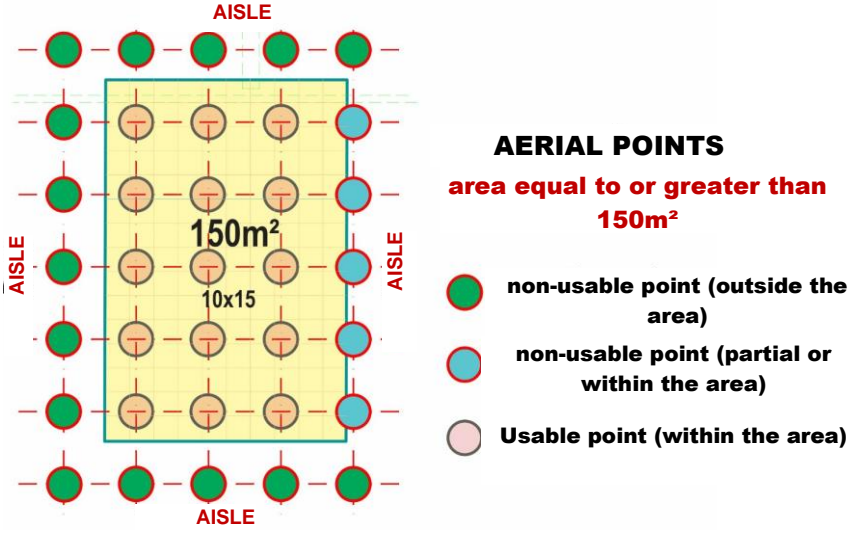
SETBACK IS REQUIRED ONLY FOR THE CONSTRUCTION OF WALLS FACING NEIGHBORING AREAS (IRRESPECTIVE OF BOOTH CONFIGURATION, FOR INSTANCE: INLINE, PENINSULA AND CORNER BOOTHS).

7 - NO UPPER DECK BOOTHS ARE ALLOWED

8 – FIXING OF AERIAL STRUCTURES ANCHORED TO THE CEILING OF THE PAVILIONS COMPLEMENTARY TO THE STAND PROJECT – ONLY ALLOWED FOR STANDS WITH AN AREA OF 150m² OR MORE.

The fixation of aerial structures to the ceiling of the pavilions will only be authorized as follows:

- 1. Stands with an area of 150m² or more.
- 2. Only aerial points that are 100% within the leased area can be used.



3) For stands that use aerial points (area equal to or greater than 150m²), the presentation of the Insurance Policy is mandatory, as outlined below, with coverage for the entire event period, from July 17 to July 27, 2025.

- Civil Liability
- Personal Accidents
- Installation, Assembly, and Disassembly The policy must be sent to projeto@fipan.com.br.

4) The aerial elements present in the project must be included in the description of the RRTs/ARTs for the project and execution of the stand.

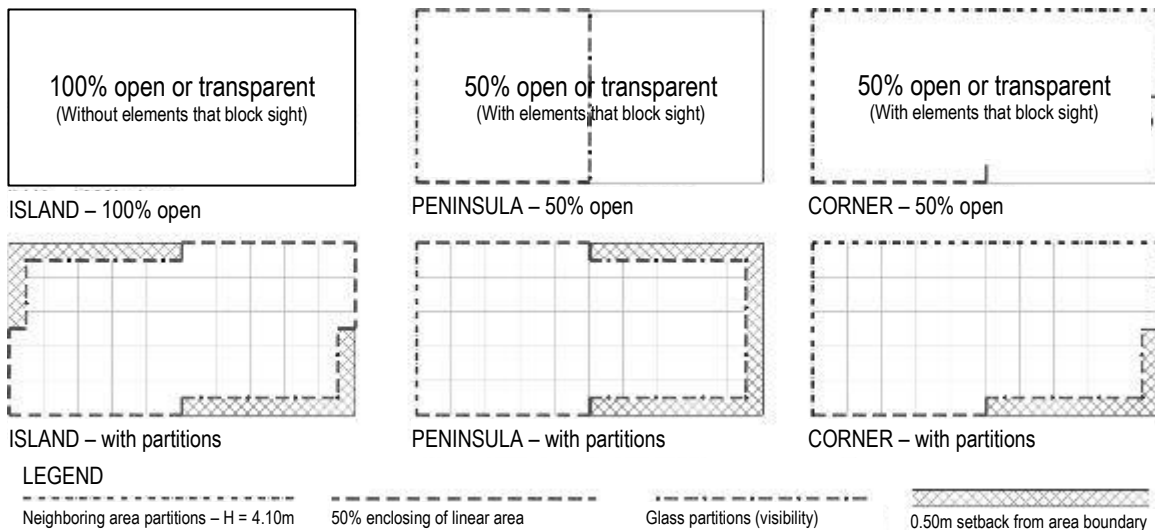
5) For projects that suggest the elevation of aerial structures and comply with the requirements above, it is necessary to contact Expo Center Norte, responsible for the rental of cables, for analysis, information, costs, and required documentation.

Eunice Pinheiro

Email: atendimento@estruturasaereas.com.br

55 (11) – 3865-1197 /55 (11) -96191-2900"

9 - ASSEMBLY OF ISLAND OR PENINSULA BOOTHS LARGER THAN 30 m² SHALL COMPLY WITH THE FOLLOWING RULES:



Visibility

Stands with an area of 30m² or more (ISLANDS, ISLAND ENDS, AND CORNERS) may not, under any circumstances, obstruct the visibility of any side facing circulation areas in its entirety.

It is mandatory to leave 50% of the linear footage of each side facing the circulation areas open.

In the opening area (50% visibility), glass windows or displays will be accepted, facing the circulation areas, and glass walls or similar materials with total transparency, with a safety strip (adhesive, graphics, logos, etc.) up to a maximum height of 10 cm or up to 1.00 m from the pavilion floor.

Within the 50% visibility area, above 1.00 m in height from the pavilion floor, it is prohibited to place strips, translucent images, or frosting.

Any architectural elements in the form of panels, pillars, chains, hoses, horizontal or vertical "brise" type elements must have the total gap area within these 50%.

The Organization may veto the project approval for assembly if the visibility rule is not met.

Partition walls

It is mandatory to build partition walls within the boundaries between your area (but within it) and neighboring areas. The minimum height shall be **2.7 m** from the Facility floor, up to a maximum height of **5.10 m**, in accordance with the respective height setback all around the booth perimeter.

EXHIBITORS should give a quality finish on the face towards its neighbors or circulation areas, from a height of **2.20 m** from the Facility floor. For areas facing towards neighboring booths, finish should be white.

Half-body walls (up to 1.10 m tall), with or without a fascia above 2.20 m, do not require a 0.50 cm setback from the aisle.

Glass walls

Glass walls must be constructed from tempered or laminated glass, following the setback table set by the ORGANIZER.

The panels must be marked with safety tape (adhesive, graphics, logos, etc.) during the assembly and disassembly periods to prevent accidents.

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

Branding, images, interactive panels, LED panels

It is not allowed for stands, island ends, or corners to use branding, images, interactive panels, or LED panels facing neighboring stands.

The maximum height for walls made with single glass panels is 3.00m, and these must have emergency signage. Above this height, only walls made with glass panels that have a security film application, such as Insulfilm, or walls made with panels/sheets of polycarbonate, acrylic, laminated glass, or tempered glass will be allowed.

For glass panels with Insulfilm application, the presentation of a Technical Certificate ensuring that the glass will not shatter in case of breakage is mandatory.

Any and all components from booths, faced towards neighboring areas, as well as towards main or cross aisles, will only be allowed if their finish has the same quality as the booth front.

Any and all openings in the booth for fitting LED, TV panel, Giant screen and others, should be properly caulked.

Note:

For all booth configurations, whether they are: inline, corner or peninsula booths, it is mandatory to build/assemble walls/panels to mark the border of your area. At wall back portions, if the neighboring area is at a standard height of 2.20 m, it is mandatory to paint a neutral finish (white color) at the same quality level as the constructed allowed height (4.10 m).

10 – BOOTHS WITH CLOSED ENVIRONMENTS

ALL BOOTH DESIGNS THAT HAVE CLOSED ENVIRONMENTS SHALL INCLUDE EMERGENCY EXITS. BOOTHS WITH AN AREA LARGER THAN 100 M² SHOULD HAVE ENTRANCE, EXIT AND EMERGENCY DOORS WITH OVERHEAD AND FLOOR SIGNAGE, INDICATING ESCAPE AREAS. AS FOR LECTURE THEATERS, THE NUMBER OF EMERGENCY EXITS SHOULD BE CONSISTENT WITH THE NUMBER OF SEATS PROVIDED.

11 – BOOTHS BELOW UPPER DECK OF PAVILION

BOOTHS LOCATED IN WHOLE OR IN PART BELOW THE UPPER DECK OF THE GREEN AND BLUE FACILITIES SHOULD HAVE A MINIMUM HEIGHT OF 2.70M AND A MAXIMUM HEIGHT OF 3.20M.

FOR EXHIBITORS WHO ARE SETTING UP THEIR BOOTHS IN THIS FACILITY SECTOR, WE RECOMMEND PERFORMING A TECHNICAL VISIT.

12 - BOOTHS WITH COLUMNS

- Booths with plain columns (without water/fire equipment) in their areas may only be sided leaving at least 0.10 m away from each side of columns.
- Booths with columns and Facility equipment (staircases and others) may only be sided with a minimum clearance of 1.00 m from the equipment and leaving an access door.
- Booths with columns and fire hydrant installed inwards the area cannot be sided or obstructed, leaving free and direct access.
- Booths with building extinguishers installed inwards or in columns inside the exhibition area may only change their original position as to the column face after consultation and approval by the Expo Center Norte and the Event ORGANIZING COMPANY.

ATTENTION: DESIGNS THAT ARE NOT APPROVED BY THE ORGANIZING COMPANY WILL NOT BE RELEASED FOR EXECUTION, INCLUDING FIXATION OF AERIAL STRUCTURES WITH THE APPROVAL OF EXPO CENTER NORTE

13 -AREAS WITH DEMO, COURSES AND/OR TASTING SESSIONS AND SHOPS

Booth, island, peninsula, corner or inline designs that include rooms for demonstration, training and/or tasting shall necessarily have a 1.00 m setback from the aisle for these rooms.

The design must delimit the location of this type of action.

THE ORGANIZATION WILL INSPECT THE ASSEMBLING OF THE STAND, AS WELL AS THE ACTIONS PERFORMED DURING THE EVENT AND IF THIS RULE IS NOT FOLLOWED, THE ORGANIZATION RESERVES THE RIGHT TO SUSPEND THE ASSEMBLY OR ACTION DURING THE EVENT UNTIL IT IS COMPLIED WITH.

SHOPS SHOULD PLACE CASHIERS FACING TOWARDS THE BOOTH INSIDE OR BACK.

DESIGNS WITH CASHIERS FACING TOWARDS THE CIRCULATION AISLES, BY THE AISLE, WILL NOT BE APPROVED.

IF THEY ARE BUILT, THEY WILL BE PREVENTED FROM OPERATING UNTIL SUCH ADJUSTMENT IS MADE.

14 – PLUMBING

In order to comply with Exhibitors' requests regarding the availability of water taps and sewage drains, raised floors will be required for all basic, decorated or special assemblies.

15 – ELECTRICAL WIRING

Electrical wiring shall be properly installed, finished, insulated and embedded, and only double-shielded cables may be used. Please note that failure to comply with this standard will cause construction to be suspended until compliance is achieved.

THE USE OF SOCKET STRIPS, TEES AND ANY KIND OF EXTENSION FOR THE CONNECTION OF APPLIANCES IS STRICTLY PROHIBITED. THE ORGANIZING COMPANY RESERVES THE RIGHT TO PREVENT THE OPERATION OF THE BOOTH UNTIL THIS STANDARD IS COMPLIED WITH.

16 - BOOTH GROUNDING

EXHIBITORS and assemblers are required to ground booths made of metallic structure, whether it is made of iron or aluminum, by connecting it to the ground wire near the power inlet, in order to prevent electric shocks.

17 – MASONRY CONSTRUCTION

Any constructions (floors, walls, etc.) in masonry or similar are prohibited.

18 - AERIAL GANTRY BETWEEN BOOTHS

The following will only be authorized after review by the ORGANIZING COMPANY and of the Expo Center Norte, and shall comply with the standards below of Pavilhão Expo Center Norte:

- a) Air communication will only be allowed for booths over 70 m²
- b) The 4 m width of aisles should not be obstructed or reduced.
- c) The free ceiling height under the portal frame should be at least 4 m.

d) After the design approval, a copy of the structural calculation, of the assembly and construction RRT or the design and assembly ART for the upper decks and portal frame and aerial visual communication shall be sent.

19 - HORIZONTAL PROJECTION OF BOOTH

The horizontal projection of any assembly element and decoration of exposed products should be completely contained within the booth area boundaries.

Projections on neighboring booths or on circulation aisles will not be allowed, except for illuminated logo signs, provided they are placed at a minimum height of 2.30m.

20 – RULES FOR FINISHING

Every decorative element or fascia should have finishing works on both sides, either on the border of neighboring booths or on the border of cross aisles. There will be exceptions only for booths located at the Facility outer perimeter.

21 – FLOOR

The Facility has a special floor. Booth assembly should be performed on top of some protection, and the use of glue is not allowed. **When using tapes to attach carpets to the floor, it is mandatory to use the following: 3M TAPE ref..4880 or 4890 or Adere double-sided tape code 462.** All tapes used should be removed after the Event without damaging the floor.

IT IS STRICTLY PROHIBITED TO USE GLUE ON THE FACILITY FLOOR SO AS TO FIX CARPET OR ANY OTHER KIND OF MATERIAL. IN THE EVENT OF DAMAGE TO THE FACILITY FLOOR, THE ORGANIZING COMPANY RESERVES THE RIGHT TO TRANSFER ANY COSTS TO EXHIBITORS/ASSEMBLERS.

ANY HEAVY MACHINERY AND/OR EQUIPMENT SHOULD BE MENTIONED IN THE BOOTH FLOOR PLAN (WITH ITS WEIGHT CLEARLY SPECIFIED) AND BE ASSEMBLED IN THE SPECIFIED LOCATION, ANY WITHOUT LAST-MINUTE CHANGES ALLOWED.

22 – AIR CONDITIONING

All Expo Center Norte facilities have their own air conditioning system.

So as to ensure proper operation of the system, EXHIBITORS shall comply with the following guidelines:

a) Booths may not have their own air conditioning equipment, as the hot air exhaust from them would impair the performance of the Facility air conditioning system.

All booths should be built without ceilings in order to benefit from the Facilities' air conditioning system.

b) In case of lecture theaters that technically require ceilings, the Facility air ducts should be extended so as to throw conditioned air into the lecture theater.

THIS PROCEDURE SHOULD BE PERFORMED SOLELY BY THE COMPANY RESPONSIBLE FOR EXPO CENTER NORTE AIR CONDITIONING SYSTEM, WHO SHOULD SUBMIT A QUOTE FOR EXHIBITORS' APPROVAL.

23 – LIGHT SIGNAGE

Under no circumstances may light signage, ballasts and components be placed against the assembly.

Light signage will be allowed in the inside area, provided that they are fully shielded and do not pose any risk to persons.

24 – LIGHTING

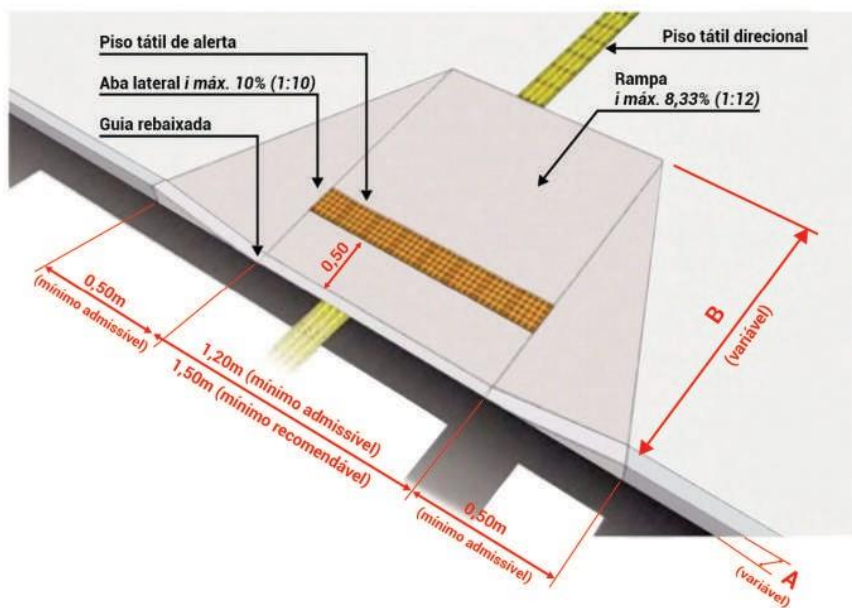
It is mandatory to use lamps with LED technology in the booth, since in addition to avoiding accidents, they generate less impact on energy costs.

NO INCANDESCENT, FLUORESCENT AND/OR HALOGEN LAMPS WILL BE ALLOWED.

25 – ACCESS RAMPS

All booths must have an access ramp for people with special needs (NBR 9050/94, ABNT). It is mandatory to indicate the location in the design, as well as the specifications of the ramp.

- **STANDARD ASSEMBLY BOOTHS** - The ramp must be at least one meter (1m) long by one meter (1m) wide and 10 centimeters high for the passage of a wheelchair, starting from the pavilion level (0.00m). If the ramp floor is finished with a sliding material, it will be mandatory to install an anti-slip strip.
- **FREE AREA BOOTHS** – The ramp must be one meter (1m) long by one meter (1.20m) wide, with side chamfers of 0.5m starting from the pavilion level (0.00m). If the ramp floor has a sliding material finish, it will be mandatory to install an anti-slip strip, as shown in the image below:



26 – GARDENS AND PLANTS

Gardens, flowers and ornamental plants will be allowed when contained in vases, crates or other containers, provided that no soil or stones are used to install gardens on site.

27 – CIRCULATION AISLES

It is absolutely prohibited to store materials, tools, boxes or products on aisles. All operation shall be within booth boundaries.

CORRIDORS WITH A WIDTH OF 2.00 M OR LESS, INTENDED FOR ACCESS TO SERVICE AREAS AND/OR RESTROOMS, ARE NOT REGARDED AS CIRCULATION AISLES, AND THE APPLICATION OF IMAGES IS NOT ALLOWED. LOGOS, OR ANY DISPLAY ELEMENTS (WINDOWS, DISPLAY, PARTIAL OPENINGS), FACING THIS ACCESS.

THE FINISH PAINT OF THESE PANELS SHOULD BE WHITE IN THE SAME TREATMENT GIVEN TO PANELS FACING INWARDS BOOTH AREA. AREAS BORDERING SERVICE CIRCULATION CORRIDORS ARE REGARDED AS CLOSED AREAS.

28 – CONSTRUCTION SHUTDOWN

The ORGANIZING COMPANY has the right to shut down the construction/decoration works of a booth, if they are not compliant with the General Standards described herein, and to request proper adjustment.

TO AVOID SUCH INCONVENIENCE, PLEASE SUBMIT YOUR DESIGN FOR APPROVAL UNTIL JUNE 27 TO: projeto@fipan.com.br

29 – SERVICE SUPPORT AND MAINTENANCE DURING THE EVENT

The commissioned assembler is responsible for any type of maintenance and/or assistance to clients (EXHIBITOR) during assembly, the Event itself and dismantling, and the Official ORGANIZING COMPANY or Assembler shall not be held liable for any problems that may occur in the booths.

30 – ASSEMBLY COMPLETION

Booth assembly works should be completed until July 20 – 10:00 pm.

On July 21 (day before the Event opening), from 8:00 am to 5:00 pm will be the time for finishing/decoration; after 5:00 pm, the Facilities’ doors will be closed for the ORGANIZING COMPANY to start the Event preparation services.

After this time, only internal decoration finishing works will be allowed, provided that they do not produce any dirt.

NO MATERIAL OR SCRAPS MAY BE PLACED IN THE EVENT AISLES.

ATTENTION:

A LATE HANDOVER FINE OF R\$ 5,000.00 (FIVE THOUSAND REAIS) PER HOUR WILL BE CHARGED FROM EXHIBITORS/ASSEMBLERS WHO DO NOT COMPLY WITH THE SPECIFIED HOURS. THE BOOTH WILL BE EMBARGOTED UNTIL THE FINE IS PAID AT CAEX.

COMPANIES COMMISSIONED FOR THE ASSEMBLY AND/OR DECORATION OF BOOTHS WILL BE RESPONSIBLE FOR REMOVAL OF SCRAPS AND NON-USED MATERIAL.

THE ASSEMBLER/DECORATORS/EXHIBITOR WHO DEPOSITS MATERIAL FOR DISPOSAL ON THE STREETS WILL BE NOTIFIED AND, IF THEY DO NOT PROVIDE IMMEDIATE COLLECTION, A FINE OF TWO THOUSAND REAIS (R\$ 2,000.00) WILL BE CHARGED, WHICH MUST BE PAID AT CAEX.

BASIC ASSEMBLY MODELS OFFERED BY THE OFFICIAL ASSEMBLER

1 - BASIC ASSEMBLY BOOTHS

MODEL: BASIC ASSEMBLY 1

MODEL: BASIC ASSEMBLY 2

FIPAN 2025
22 a 25 Jul

MODELOS DE STAND
Modelo Montagem Básica 2 - Box 16m²

Descritivo da Montagem

Carpete formação 3mm gr/brn	16 m ²	Spotlight LED	06 un/
Panel - Nome do Expositor	01 un/	Panel TS - h=2,70 m	01 un/
Tomada Universal	02 un/	Mesa c/ 4 cadeiras fixas	01 un/
		Balcão de Atendimento	01 un/

ITENS ADICIONAIS
(Contratados com a Montadora)

▲ TOMADA 220V

- Balcão Padrão TS (1,0 x 0,5 x 1,0 m)
- Balcão Vitrine 30 (1,0 x 0,5 x 1,0 m)
- Mesa Bistrô Preta
- Prateleira vidro 1,0 x 0,30m
- Prateleira MDF 1,0 x 0,30m
- Panel «Stat Walls» Dim. 0,96 x 2,00m
- Balção Vitrine 100 (1,0 x 0,5 x 1,0 m)
- Mesa Bistrô Cromada
- Imagem impressa em adesivo aplicada sobre panel TS 0,96 m x 2,11 m / panel
- Logotipo aplicado frente do balcão

COMERCIALIZAÇÃO
FIPAN 2025

MODEL: BASIC ASSEMBLY 3

FIPAN 2025
22 a 25 Jul

MODELOS DE STAND
Modelo Montagem Básica 3 - Box 16m²

Descritivo da Montagem

Carpete formação 3mm gr/brn	16 m ²	Spotlight LED	06 un/
Panel - Nome do Expositor	01 un/	Panel TS - h=2,70 m	01 un/
Tomada Universal	02 un/	Mesa c/ 4 cadeiras fixas	01 un/
Deposito 1,0 x 1,0m (porta)	01 un/	Balcão de Atendimento	01 un/

ITENS ADICIONAIS
(Contratados com a Montadora)

▲ TOMADA 220V

- Balcão Padrão TS (1,0 x 0,5 x 1,0 m)
- Balcão Vitrine 30 (1,0 x 0,5 x 1,0 m)
- Mesa Bistrô Preta
- Prateleira vidro 1,0 x 0,30m
- Prateleira MDF 1,0 x 0,30m
- Panel «Stat Walls» Dim. 0,96 x 2,00m
- Balção Vitrine 100 (1,0 x 0,5 x 1,0 m)
- Mesa Bistrô Cromada
- Imagem impressa em adesivo aplicada sobre panel TS 0,96 m x 2,11 m / panel
- Logotipo aplicado frente do balcão

COMERCIALIZAÇÃO
FIPAN 2025

2 - "SHOWCASE" MODEL BOOTHS

Exhibitors who previously opted for the "showcase" type booth, as stated in the event's participation agreement, will receive the booth already assembled, as previously informed by our Commercial area. The "showcase" model is presented below. **THIS MODEL CANNOT BE CHANGED IN ANY WAY THAT DETRACTS FROM THE STANDARD DESIGN FOR EVERYONE WHO OPTED FOR THIS PARTICIPATION FORMAT.**

FIPAN 2025
22 a 25 Jul

MODELOS DE STAND
Modelo Stand Vitrine - 12m²

ITENS ADICIONAIS
(Contratados com a Montadora)

- Balcão Padrão TS (1,0 x 0,5 x 1,0 m)
- Balção Vitrine 30 (1,0 x 0,5 x 1,0 m)
- Mesa Bistrô Preta
- Prateleira vidro 1,0 x 0,30m
- Prateleira MDF 1,0 x 0,30m
- Panel «Stat Walls» Dim. 0,96 x 2,00m
- Balção Vitrine 100 (1,0 x 0,5 x 1,0 m)
- Mesa Bistrô Cromada
- Imagem impressa em adesivo aplicada sobre panel TS 0,96 m x 2,11 m / panel
- Logotipo aplicado frente do balcão
- ▲ TOMADA 220V

COMERCIALIZAÇÃO
FIPAN 2025

3 – OFFICIAL ASSEMBLER'S DETAILS

Phone: +55 11 3389-1800
Cell: +55 11 97155-5946
Contact: Paula Soncin"
e-mail: operacional@projetandoeventos.com.br

EXHIBITORS ARE NOT ALLOWED TO USE SPACES WITHOUT THE PROPER ASSEMBLY OF AT LEAST ONE BASIC BOOTH.

4 – REQUESTS FOR EXTRAS IN ANY OF THE MODELS ABOVE

Orders will only be met, subject to material and labor availability, if requested by June 27.
Any changes requested after this date will be regarded as additional services and will incur extra charges.

5 – ADDITIONAL SERVICES

Additional services of assembly decoration will be performed only by PROJETANDO EVENTOS, official event assembler and owner of the material used for basic assembly booths, according to its availability.
Other companies will not be allowed to do this work.

6 – MATERIAL FIXATION

Promotional material, portraits or decorative objects may only be attached to walls of booths with **nylon cords**.

Nails, thumbtacks, glues or any other material that may damage the panels may not be used.

The costs generated by damage to the material will be charged to the EXHIBITOR by the Official Assembler.

DISMANTLING STANDARDS

1 – DISMANTLING PERIOD

It is EXHIBITORS' responsibility to dismantle their booths and remove products and equipment displayed within the specified timeframe.

BOOTH DISMANTLING WILL BE CARRIED OUT FROM 8:00 PM ON JULY 25 TO 4:00 PM ON JULY 26, 2024.

After this timeframe, the ORGANIZING COMPANY reserves the right to dismantle booths, and shall not be held liable for any loss or damage, or for the storage of third-party materials.

2 – PENALTIES

DELAY IN DISASSEMBLY WILL CAUSE A FINE OF FIVE THOUSAND REAIS (R\$ 5,000.00) PER HOUR.

AS EXHIBITORS ARE RESPONSIBLE FOR THEIR BOOTH DISMANTLING, WE RECOMMEND INFORMING THE ASSEMBLER, DECORATOR AND OTHER COMPANIES INVOLVED OF THIS TIMEFRAME.

3 – MATERIAL REMOVAL

WE POINT OUT TO EXHIBITORS AND THEIR SUPPLIERS THAT THE ORGANIZING COMPANY WILL OPEN SERVICE GATES FOR MATERIAL REMOVAL AS OF 8:00 PM TO 9:30 PM ON JULY 25 ONLY FOR REMOVAL OF SMALL MATERIALS, DUE TO SAFETY REASONS.

WE RECOMMEND THAT ALL SHOWCASES AND VALUABLE OBJECTS (TVs, DVD PLAYERS, SOUND SYSTEMS, COMPUTERS, ETC.) AND SMALL OBJECTS ARE REMOVED FIRST, THEREBY AVOIDING ANY THEFTS, LOSSES, DAMAGES, ETC.

AS OF 9:30 PM, ASSEMBLERS AND OTHER SERVICE PROVIDERS WILL BE AUTHORIZED TO ACCESS THE PAVILIONS TO BEGIN DISASSEMBLY.

A SECURITY EMPLOYEE SHOULD BE MAINTAINED AT BOOTHS DURING THE ENTIRE MATERIAL REMOVAL AND DISMANTLING PERIOD.

THE ORGANIZATION IS NOT RESPONSIBLE FOR THEFT OF MATERIALS OF ANY KIND.

4 – DAMAGES CAUSED TO THE FACILITY

Our agreement with Expo Center Norte provides for the reimbursement of any damage caused to the facilities. **The ORGANIZING COMPANY of the Event reserves the right to transfer any costs to EXHIBITORS who cause any kind of damage, according to the Facilities' use standards.**

5 – INSTANCES NOT FORESEEN IN THIS MANUAL

The ORGANIZING COMPANY reserves the right to decide on instances not foreseen in the General Standards, as well as to set forth new standards that are necessary for the proper operation of the event or to promote harmony between EXHIBITORS.

No changes made by the ORGANIZING COMPANY may be used as a termination cause of the Area Rental Agreement by EXHIBITORS, since all actions taken shall be meant to a proper Event operation.

STANDARDS FOR EXHIBITION OF IMPORTS

1 – PRODUCTS FOR EXHIBITION

Since this is an international Event, duly registered at the MINISTRY OF DEVELOPMENT, INDUSTRY AND TRADE, EXHIBITORS may send their products for demonstration during the event, including under the tax exemption and/or suspension regime.

The ORGANIZING COMPANY accredited the company named FULSTANDIG as the Official Freight Forwarder and Logistics Operator for the Event, who will be responsible to coordinate shipment of goods from their source to their delivery in EXHIBITORS' BOOTH.

2 – INSTRUCTIONS ON THE FREIGHT FORWARDER

The company accredited by ORGANIZING COMPANY to help EXHIBITORS who will exhibit imports is FULSTANDIG.

We kindly ask you to contact them in order to find out all standards and proceedings for the transit of such goods.

FULSTANDIG

Rua Eli, 164 – Vila Maria

CEP: 02114-010 – São Paulo – SP

Telephones: +55 (11) 2207-7650

Fax: +55 (11) 2207-7654

Email: mewbank@fulestandeig.com.br

Contact: Mariane Ewbank

SAFETY STANDARDS

1 – LIABILITY

The ORGANIZING COMPANY shall not be held liable for damages or losses caused to persons or products exposed before, during and dismantling of the Event, including sabotage, civil commotion, power or water shortages or outages, or insurance claims of any kind, and the Organizing Company shall not be held liable for the refund of any of such costs.

DURING THE EVENT, EXHIBITORS SHOULD KEEP THEIR OBJECTS AND EQUIPMENT IN A SAFE AND RESTRICTED PLACE, SO AS TO AVOID POSSIBLE THEFTS.

THE ORGANIZATION IS NOT RESPONSIBLE FOR THEFT OF ANY KIND.

PRODUCTS/EQUIPMENT FROM YOUR COMPANY MAY ONLY BE SENT TO THE FACILITY WHEN THERE IS A PERSON RESPONSIBLE AT YOUR BOOTH TO RECEIVE THEM.

2 – INSURANCE

Booths, goods, products, personnel, whatever their type is, including agents, carriers, assemblers, crane rental companies and others, not be covered by insurance during assembly, the event itself or dismantling, for which EXHIBITOR shall be the sole party fully liable for any damage or issue occurred.

THE ORGANIZING COMPANY STRONGLY RECOMMENDS THAT EXHIBITORS PROVIDE THEIR OWN INSURANCE AGAINST ANY RISKS, AS THEY ARE UNDER THEIR SOLE AND EXCLUSIVE RESPONSIBILITY.

3 – FIRE EXTINGUISHERS

As recommended by the Fire Department, all booths must be assembled with flame-retardant materials and must request fire-retardant certificates from the carpet and fabric suppliers for the material used. According to ABNT Technical Standards (State Decree 38069/93), EVERY EXHIBITOR IS REQUIRED TO INSTALL A PQS (dry chemical powder) or CO₂ (carbon gas) fire extinguishers in its booth, consistent with products and materials used in booth assembly and in a proper amount. PQS extinguishers should have a minimum weight of 4 kilos and CO₂ extinguishers a minimum weight of 6 kilos. The coverage capacity adopted by the event is 1 EXTINGUISHER FOR EVERY 25M². E.g.: 100 m² = 4 fire extinguishers

Such equipment may be requested from the official Event brigade, who will inspect booths, and will be available for any questions.

If the EXHIBITOR has equipment with these characteristics in his/her company, he/she can use it at his/her booth. The event's Official Brigade will inspect ALL booths.

4 – SPECIAL FITTINGS

Any equipment whose demonstration may pose hazards to the public, to neighboring BOOTHS or to the Facilities, should have special fittings that, at the ORGANIZING COMPANY's sole discretion, completely remove any hazard.

5 – PROHIBITED EQUIPMENT

a) It is prohibited to operate internal combustion engines or any other equipment that could exhaust any kind of gases, smoke or grease inside the Facility.

b) The installation and utilization of wood stoves is prohibited.

c) The utilization of explosives, non-inert gases, toxic and combustible materials is prohibited.

d) **LPG (Liquefied Petroleum Gas) will only be allowed in domestic bottles, with a maximum weight of 90 kg, installed in the outdoor area specified by the Facility team and gas piping should be non-flexible and metallic. Mechanical and electrical devices should be used for safety. Piping design should be previously approved by the ORGANIZING COMPANY and inspected by the Facility team. EXHIBITORS who use this type of equipment shall sign a Liability Term.**

All EXHIBITORS who need to use LPG shall comply with installation standards, according to Decrees 24714/87 dated 07/10/87 and 27011/88 dated 09/30/99; if combustible gas systems are installed and used, an ART should be submitted, under the responsibility of a mechanical engineer.

e) **The use of piston compressors inside the facilities is prohibited. If the installation of this type of equipment is extremely necessary, it must be requested in writing to the ORGANIZATION 15 days before the beginning of the assembly (July 5th). We point out in advance that the equipment must be installed in the external area using a high-pressure hose to supply the point of consumption, must be isolated by grids or panels and provided with a protection circuit breaker installed close to it.**

The design must be submitted for prior approval by Expo Center Norte.

Silent mini compressors may be used inside the facilities if the request is forwarded to the ORGANIZATION 15 days before the start of assembly (July 5th). The equipment must comply with the characteristics below:

- Maximum power of 1.5 HP;
- Maximum tank volume of 20 liters;
- Maximum noise level of 65 db.

If any of the above characteristics is not met, the equipment in question will not be considered a mini compressor and will be prevented from being used.

f) **The use of any type of floating gas balloon such as Blimps, Zeppelins, or similar is prohibited in the indoor and outdoor areas of the Pavilions, including the Lobby.**

g) **The use of equipment and/or aircraft and/or unmanned aerial vehicles and/or remotely piloted aerial vehicles and/or similar devices such as RPAs, Drones, Zeppelins, model airplanes, etc. is prohibited in the indoor areas of the pavilions, lobby, external areas such as loading and unloading zones, and parking areas.**

THE EXHIBITOR WHO USES DRONES AND/OR ANY TYPE OF EQUIPMENT DESCRIBED ABOVE WILL BE IMMEDIATELY NOTIFIED, THE EQUIPMENT WILL BE SEIZED AND A FINE OF R\$ 3,500.00 (THREE THOUSAND FIVE HUNDRED REAIS) WILL BE IMPOSED.

6 – OBSTRUCTION OF THE FACILITY SAFETY EQUIPMENT

It is prohibited to place any material or equipment in front of the Facility existing fire extinguishers. It is also prohibited to remove extinguishers from their attachments for use elsewhere, like standby extinguishers, without previous authorization from the ORGANIZING COMPANY.

7 – PPE – PERSONAL PROTECTIVE EQUIPMENT

EXHIBITORS shall provide their employees and/or contractors with proper PPE, under perfect conservation and operation conditions.

ALL THOSE INVOLVED ARE REQUIRED TO WEAR HARD HATS (ASSEMBLERS, SUPPLIERS, SERVICE PROVIDERS, SECURITY GUARDS AND EXHIBITORS) WHEN THEY ENTER THE FACILITY DURING ASSEMBLY AND DISMANTLING PERIODS.

8 – UNIFORMS

People are not allowed to enter and stay inside the Facilities during the assembly and decoration period, wearing no shirts or wearing tank tops, shorts, skirts and dresses. The use of slippers, high-heels or sandals is also prohibited. It is mandatory to wear credentials in a visible manner.

9 – EMERGENCY EXITS, FIRE EXTINGUISHERS, FIRE HYDRANTS AND PUSHBUTTONS

In areas marked and specified for emergency exits, extinguishers, hydrants and pushbuttons, it is strictly prohibited to store any material, and they should be left completely unblocked.

REGISTRATION

1 - EXHIBITOR CREDENTIALS

EXHIBITOR credentials should be requested using the relevant form, and 1 EXHIBITOR credential will be supplied free of cost for every 2 m².

OPERATIONAL FORM – MANDATORY COMPLETION AND PAYMENT

WE RECOMMEND DISCRETION WHEN GIVING THIS TYPE OF CREDENTIAL, AS IT ALLOWS ITS BEARER THE ACCESS TO THE FACILITIES OUTSIDE THE EVENT OPERATING HOURS; THEREFORE THIS IS A MATTER OF SECURITY TO BE OBSERVED BY EXHIBITORS.

EXHIBITOR credentials will be provided by the ORGANIZING COMPANY, upon completion of the specific form with: company name/business name of the EXHIBITOR's full name, CPF (SSN) and position.

2 – ADDITIONAL EXHIBITOR CREDENTIALS

If EXHIBITORS need more credentials than the free-of-cost allowed quantity, they should be requested and paid by completing the relevant form.

OPERATIONAL FORM – MANDATORY COMPLETION AND PAYMENT

3 – CREDENTIALS FOR EXHIBITORS' SPEAKERS/CHEFS

Persons invited or commissioned by EXHIBITORS to hold lectures, demonstrations and/or classes during the Event shall be mandatorily registered as **"EXHIBITORS' SPEAKER" OR "EXHIBITOR"**

UNDER NO CIRCUMSTANCES MAY LECTURES, DEMONSTRATIONS AND/OR CLASSES BE HELD AT EXHIBITORS' BOOTHS BY PERSONS WEARING VISITOR OR OTHER TYPE OF CREDENTIAL. THE ORGANIZATION TEAM WILL PERFORM REGULAR INSPECTIONS AND IF THAT IS FOUND, LECTURERS WILL BE REQUIRED TO REGISTER AT THE EVENT CAEX AND CHANGE THEIR CREDENTIAL WITH THE CORRECT ONE.

4 – EXHIBITOR'S SERVICE PROVIDERS REGISTRATION

All exhibitors' service providers shall be fully registered (complete details). EXHIBITOR SERVICE credentials are intended for registration of employees from companies commissioned by EXHIBITORS to provide support services during the Event, such as receptionists, waiters, stewards, musicians, etc., and such credentials should be requested by completing and submitting the relevant form.

OPERATIONAL FORM – MANDATORY COMPLETION AND PAYMENT

5 – CREDENTIALS FOR ASSEMBLERS

Credentials for assemblers/decorators should be worn during the entire assembly and dismantling period, and they can be received at the Event CAEX as of 12:00 pm on July 17, 2025.

OPERATIONAL FORM – MANDATORY COMPLETION AND PAYMENT

6 – ASSEMBLER/DECORATOR MAINTENANCE CREDENTIAL

During the event, booth maintenance personnel will be allowed to work only by using specific credentials for such purpose.

Assemblers/decorators shall request MAINTENANCE personnel credentials at the Event CAEX by July 21, from 8:00 am to 9:00 pm.

CAEX will be authorized to change 2 credentials per BOOTH.

Any extra credentials should be requested by assemblers in a letterhead paper letter, signed by the company's representative, with the name and SSN of employees.

Such request will be subject to approval by the Event ORGANIZATION.

7 – CREDENTIALS DELIVERY

The ORGANIZING COMPANY shall only deliver credentials after payment confirmation of all fees related to any services requested.

Credentials will be delivered at the Facility entrance as of 12.00pm on July 17

EXHIBITORS, assemblers, security and any booth personnel are required to wear credentials in a visible manner.

IMPORTANT:

- **EXHIBITORS, ASSEMBLERS AND SERVICE PROVIDERS WILL BE REQUIRED TO SHOW A PHOTO ID WHENEVER THEY ENTER THE FACILITY**
- **ANY PERSON WHO IS NOT WEARING CREDENTIALS INSIDE THE FACILITY WILL BE PROMPTLY REMOVED FROM THE PREMISES.**
- **IT IS PROHIBITED TO PASTE ID STICKERS ON TOP OF THE CREDENTIAL TYPE INFORMATION; THE ORGANIZATION RESERVES THE RIGHT TO SEIZE AND CANCEL CREDENTIALS IN SUCH CONDITIONS.**
- **2ND COUNTERPARTIES OF SEIZED CREDENTIALS WILL NOT BE ISSUED.**

Credentials will be valid during the Event operating periods and they may be requested by the day prior to the event opening.

If credentials are stolen, lost or forgotten, EXHIBITORS may request a 2nd copy, provided that they have not been seized.

A 2nd counterpart will be issued upon payment of a fee of R\$ 60.00 (sixty reais).

8 – STAFF ACCESS

During the entire Event operating period, only persons bearing proper credentials shall have access to the Facilities.

EXHIBITORS, assemblers, decorators, security, receptionists, janitors and/or any booth personnel are required to wear credentials in a visible manner.

People will not be allowed to access the Facility outside the Event operating hours, except for those bearing credentials of EXHIBITORS and EXHIBITOR SERVICE PROVIDERS, who show an official photo ID.

9 – SEIZURE OF CREDENTIALS

All credentials provided by the ORGANIZING COMPANY are **PERSONAL AND NON-TRANSFERABLE AND DO NOT ENTITLE TO ANY COMPANION.**

When credentials are shown at the Facility entrance, bearers shall also show their ID or official document with photo. Any utilization of credentials by third parties will be regarded as wrong use, causing them to be seized and canceled. 2nd counterparts of seized credentials will not be issued.

FIREMEN AND FIRST-AID SERVICES

During the period, assembly, the Event itself and dismantling, the ORGANIZATION will keep Emergency Services available, as well as the Fire Department on call, for emergency cases.

SECURITY SERVICE

1 – EVENT SECURITY

The ORGANIZING COMPANY shall maintain security services during the entire assembly, event and dismantling period (24 hours), with the purpose to maintain order and proper operation of the event.

General security will comprise aisles, the Event entries and exits and infrastructure BOOTHS under the ORGANIZING COMPANY's responsibility.

GENERAL SECURITY SHALL NOT BE RESPONSIBLE TO TAKE CARE OF PRODUCTS DISPLAYED AT EACH BOOTH. EXHIBITORS SHALL MAINTAIN AT THEIR BOOTHS, PARTICULARLY AT TIMES WHEN THE EVENT IS NOT OPERATING, A PRIVATE QUALIFIED SECURITY EMPLOYEE.

IMPORTANT: THE EVENT SERVICE PROVIDERS (SECURITY, JANITORS, OFFICIAL ASSEMBLER, ELECTRICIANS AND PLUMBERS) WILL HAVE PROPER CREDENTIALS AND UNIFORMS. DO NOT ALLOW UNAUTHORIZED PEOPLE TO ENTER YOUR BOOTH.

2 - SECURITY SERVICE COMMISSIONING FOR BOOTHS

Security service commissioning for booths will be allowed as follows:

A) OFFICIAL SECURITY

EXHIBITORS who are interested in Event Official Security company services shall request it to the ORGANIZING COMPANY, by completing a specific form and upon payment.

OPERATIONAL FORM – MANDATORY COMPLETION AND PAYMENT IN ORDER TO COMMISSION SERVICES

EXHIBITORS shall inform DELESP – Private Security Control Precinct in writing on the transfer of a qualified employee from its own Corporate Security, in no less than 30 days before the Event assembly. In such case, in order to allow entry and stay of the security employee, the following documentation should be provided:

- **Proof of employment;**
- **Letter from the EXHIBITOR in letterhead paper, authorizing and taking the responsibility for the booth security employee, describing dates and times he/she will enter and leave the Facilities.**
- **ID- or Driver's' License (provider's personal document with photo);**
- **Updated criminal record of the provider;**
- **Provider's Security Training Certificate;**
- **Updated Recycling Certificate from the provider;**
- **Certificate of the provider's Major Events Course;**
- **National Security Guard Card (CNV)**

C) EMPLOYEES FROM SPECIALIZED COMPANIES

EXHIBITORS who commission this service from specialized companies shall request and submit the following documents to "PREVENÇÃO SEGURANÇA":

- **ID or Driver's' License (provider's personal document with photo);**
- **Booth accreditation letter, including all the provider's details**
- **Updated criminal record of the provider**
- **Provider's Security Training Certificate**
- **Updated Recycling Certificate from the provider;**
- **Certificate of the provider's Major Events Course;**
- **National Security Guard Card (CNV)**
- **Updated Security company's license**

OPERATIONAL FORM – MANDATORY COMPLETION AND PAYMENT

We remind you that:

Security personnel shall wear uniform and under no circumstances may they use guns. At the facilities' entrance, their identification (security credential) will be required, and their credential will be seized if used by third parties.

EXHIBITORS WHO USE THEIR OWN SECURITY SHALL OBSERVE THIS STANDARD

THE AFORESAID DOCUMENTATION SHOULD BE DELIVERED TO THE OFFICIAL SECURITY COMPANY BY JUNE 27 (DEADLINE), SO THAT CREDENTIALS ARE ASSESSED AND RELEASED FOR THESE SERVICE PROVIDERS FROM THAT DATE UNTIL THE EVENT DISMANTLING, ONLY OFFICIAL SECURITY GUARDS MAY BE HIRED, BY USING THE SPECIFIC OPERATIONAL FORM

ATTENTION:

a) For security employees hired by a duly qualified company, approved by Official Security Department, as described above, it is compulsory to acquire and use the credential named "EXHIBITOR'S SECURITY" during the entire event period (assembly, the event itself and dismantling).

b) UNDER NO CIRCUMSTANCES MAY SECURITY PERSONNEL WEAR CREDENTIALS NAMED "EXHIBITORS" OR EMPLOYEES OF THE EXHIBITOR'S COMPANY EXERCISING THIS FUNCTION.

The Event ORGANIZING COMPANY, by means of inspections, will remove from the Facility any security employee wearing "EXHIBITOR" credentials, and shall not be held liable for products/materials in the booth, since this would be a breach of the standard described above.

By submitting the required documentation and acquiring the credential named "EXHIBITOR'S SECURITY", such employee may return to his/her activities.

c) We recommend that EXHIBITORS do not commission security services at the Facility during the assembly, Event itself and/or dismantling, offered by persons who are not duly registered to perform such activity in your booth.

IF THE EXHIBITOR INSISTS ON CONTRACTING THIS SERVICE OFFERED BY ANOTHER BOOTH'S SECURITY, WITHOUT INFORMING AND ACCREDITING IT AT CAEX, THE ORGANIZATION HEREBY DECLARES THAT IT WILL NOT BE RESPONSIBLE FOR ANY TYPE OF THEFT/DAMAGE TO PRODUCTS/DECORATION/BOOTH.

CLEANING SERVICE

1 – CLEANING AT THE EVENT

The ORGANIZING COMPANY shall maintain general cleaning services at the Event, from the last assembly day, through the Event itself and during dismantling.

The cleaning services will be performed in the aisles, administration offices and restrooms.

EXHIBITORS shall take care of cleaning at their booths, as well as their kitchen services, and they shall not place their waste in aisle waste bins for the sake of visitors.

DELIVERY OF SUPPLIES AND CLEANING SHOULD TAKE PLACE OUTSIDE EVENT HOURS AND THE WASTE FROM EACH BOOTH SHOULD BE PACKED IN SPECIAL PLASTIC BAGS, AND THEY MAY BE PLACED IN AISLES ONLY AFTER THE DAY ACTIVITIES ARE ENDED.

2 - CLEANING DURING ASSEMBLY (DURING BOOTH CONSTRUCTION)

Assemblers or EXHIBITORS who do their own booth assembly shall pay a cleaning service fee at the Facility common areas for the assembly period.

OPERATIONAL FORM – MANDATORY COMPLETION AND PAYMENT

3 - CLEANING SERVICE COMMISSIONING FOR THE BOOTH DURING THE EVENT

Exhibitors shall be responsible for their booth internal cleaning during the Event. The contractor shall be registered by the deadline.

UNDER NO CIRCUMSTANCES MAY WASTE FROM BOOTHS BE PLACED IN THE FACILITY COMMON AREAS DURING THE EVENT HOURS, AND THE EXHIBITOR WILL BE SUBJECT TO A PENALTY OF R\$ 3,500.00 (THREE THOUSAND FIVE HUNDRED REAIS) THAT CAN BE CHARGED AFTER REGULAR INSPECTIONS.

Wastes from each booth may be placed in aisles only after the day activities are ended, provided that they are packed in special plastic bags.

Booth cleaning services will be allowed as follows:

A) OFFICIAL CLEANING (THROUGH ROTATING SYSTEM)

EXHIBITORS who are interested in the Event Official Cleaning company services shall request it to the ORGANIZING COMPANY, by completing a specific form and upon payment.

OPERATIONAL FORM – MANDATORY COMPLETION AND PAYMENT IN ORDER TO COMMISSION SERVICES

B) CLEANING EMPLOYEES OR SERVICE PROVIDERS HIRED BY EXHIBITORS

Employees from hired company providing services to EXHIBITORS shall be duly registered.

OPERATIONAL FORM – MANDATORY COMPLETION AND PAYMENT

ELECTRIC POWER SERVICE

1 - GENERAL INFORMATION

The electrical power for the pavilions is provided by the utility company, under the responsibility of Expo Center Norte. The electrical installations for the stands must fully comply with the requirements of NBR 5410 – Low Voltage Electrical Installations. It is mandatory to use flame-retardant cables with double mechanical insulation (type PP) and thermal-magnetic circuit breakers.

Each EXHIBITOR / MOUNTING COMPANY will be responsible for completing the electrical installation and distribution within the stand, providing the power input with a general circuit breaker of class “C,” compatible with the electrical request.

The general circuit breaker and other protection devices for the electrical circuits must be housed in a fireproof panel, equipped with a door, and fixed in a location with free access to the promoter's maintenance team, even outside the event's operating hours.


In accordance with NBR-5410, NR 10, and Expo Center Norte requirements, the EXHIBITOR / MOUNTING COMPANY must also ground the stand if constructed with a metallic structure, whether iron or aluminum, connecting it to the grounding wire located at the power entry point to prevent electric shocks.

The electrical power will be supplied in non-fractionated kVA units at a voltage of 380 Volts, three-phase, 60Hz – 3 phases with neutral and ground, and 220 Volts single-phase for the duration of the event.

Lights and other equipment must operate at 220 Volts. **For equipment operating at 127 Volts (110 Volts), the EXHIBITOR must use transformers of the required power.** The power cables used to supply electricity to the stands must have a female plug of the PCE brand at the end, where the load will be connected.

The PCE plugs are compatible with Steck plugs, which are the most well-known in the Brazilian market. This type of connection, also known as a plug-in connection, will minimize the risk of accidents due to short circuits, electric shocks, or phase inversion, which could damage equipment.

Below is the table with the description of the male plugs from the PCE and Steck brands required for connection with the female plug of the power feeder cable that will be provided by Expo Center Norte:

Bitola do cabo fornecido com o plugue fêmea da PCE	Referência do plugue macho da marca PCE necessário para a conexão	Referência do plugue macho da marca Steck compatível com o plug fêmea da PCE	Imagem do plugue macho 5 pinos
6 mm ²	0252-6	s-5276	
10 mm ²	035-6	s-5576	

THE ELECTRICAL VOLTAGE AT EXPO CENTER NORTE IS 380 VOLTS – THREE-PHASE – PHASE NEUTRAL 220 VOLTS. IN THE CASE OF USING ANY 110V EQUIPMENT, THE EXHIBITOR MUST PROVIDE A TRANSFORMER TO PREVENT DAMAGE TO THEIR EQUIPMENT.

The EXHIBITOR is responsible for requesting the energy that will be consumed in their stand. Any excess consumption proven during the event will be charged by the ORGANIZER at the specified rate. Once the installation is completed, an inspection by the ORGANIZER must be requested. Lighting equipment must be turned off daily after the event concludes. The electrical installations in the stands must comply with the **guidelines of NBR 5410/90** – Low Voltage Electrical Installations, particularly regarding the characteristics of electrical cables, protection and switching devices, and grounding. **These should be indicated and presented to the ORGANIZATION in the project's floor plan, which must be submitted by June 27th.**

ATTENTION: Equipment must be connected using plugs suitable for the available sockets and power points as follows:

- a) Brazilian standard general-use 220V socket – 2P+T(10A);**
- b) Industrial socket 5 pins 6h – Power distribution point 380V – 3P + N + T (125A);**
- c) Industrial socket 5 pins 6h – Power distribution point 380V – 3P + N + T (32A);**
- d) Industrial socket 5 pins 6h – Power distribution point 380V – 3P + N + T (63A).**

Stands that require power supply (single-phase or three-phase) for their products must have independent points between the general stand lighting and the operation of the equipment on display.

STANDS WITH AREAS ABOVE 50M², OR THAT HAVE ELECTRONIC EQUIPMENT CONSUMING A CONSIDERABLE AMOUNT OF ENERGY, MUST HAVE A POWER ROOM WITH A EXCLUSIVE DOOR AND FREE ACCESS.

The amount of energy (KVA) required for the stand's operation must be requested through the respective form, within the specified deadline.

2 - PURCHASE OF MINIMUM ELECTRIC POWER

Upon completion of the relevant form for electric power installations and services by the deadline, the ORGANIZING COMPANY shall installation a power supply outlet at EXHIBITORS' booths, in accordance with the request. The EXHIBITOR and/or its assembler shall be responsible for the electricity distribution inside their booth. Electric installations should be made with double-shielded cables.

IT IS STRICTLY PROHIBITED TO USE ANY TYPE OF IMPROVISED ELECTRIC INSTALLATIONS (PARALLEL WIRES, ETC.) OR SOCKET STRIPS, TEES AND ANY KIND OF EXTENSION FOR THE CONNECTION OF APPLIANCES . THE ORGANIZATION SHALL PREVENT THE OPERATION OF THE BOOTH UNTIL THIS STANDARD IS COMPLIED WITH.

The available current is alternate (AC) with a frequency of 60 c/s, one-phase 220 V. There is no need to consider KVA/hours, as the KVA cost will be related to consumption during the entire Event period.

OPERATIONAL FORM – MANDATORY COMPLETION AND PAYMENT

Each EXHIBITOR will have a compulsory supply of 0.075 KVA per square meter of a rented BOOTH

Example: Square meters x KVA fraction = total
 $50m^2 \times 0.075 = 3.75 \text{ KVAs}$

3 – PURCHASE OF ADDITIONAL POWER

If basic electric power is not sufficient, EXHIBITORS shall request additional power. EXHIBITORS who need additional power shall request it to the ORGANIZING COMPANY by July 10, by completing the relevant form.

OPERATIONAL FORM – MANDATORY COMPLETION AND PAYMENT

After the specified date, such requests will be fulfilled on a first come, first serve basis, if there is power available at the Facilities, with a higher cost for the additional. It is important that EXHIBITORS confirm with their assemblers the real consumption at their booths, by using the KVA calculation reference chart.

HERE IS AN ELECTRIC POWER CALCULATION CHART WITH CONSUMPTION OF SOME PIECES OF EQUIPMENT IN KVA.

EQUIPMENT X CONSUMPTION IN KVA

SPECIFICATIONS	KVA
Electric domestic coffeemaker	0.50
Commercial coffeemaker	1.5 per nozzle
Air compressor or fan	0.30 / 0.50 / 1.00
Beer tap (compressor of 760 kcal/hour)	0.60
Commercial electric oven	1.50
Domestic electric oven (Arno, GE, etc.)	1.75 / 2.40
Microwave oven	1.35
Minibar/Refrigerator/Freezer	0.10 / 0.30 / 0.50
Inkjet/dot matrix/laser printer	0.30 / 0.50 / 0.50
Halogen dichroic lamp	0.05
20 W – 40 W fluorescent lamp (with ballast)	0.03 / 0.05
110 W HO fluorescent Lamp (2x110 W)	0.22
300 W/ 500 W halogen lamp	0.30 / 0.50
Incandescent lamp 60 W/100 W/150 W	0.06 / 0.10 / 0.15
160 W/ 250 W/ 500 W combined lamp	0.16 / 0.25 / 0.50

1000 W lamp	1.00
Laptop computer	0.03
PC (CPU with monitor)	0.50
Multimedia projector	0.40
300 W/ 500 W halogen floodlight	0.30 / 0.50
HQI 150 W floodlight (with ballast)	0.30
Overhead projector	0.20
Plasma TV (average consumption)	0.30
DVD player	0.40

PLUMBING SERVICE

1 - GENERAL INFORMATION

The Facility has several water taps and sewage drains along the floor. In order to use each spot, a plumbing combined water/wastewater spot rate will be charged, and the plumbing bore are 3/4 inches or 20 mm for cool water and 50 mm for sewage.

2 – PURCHASE OF WATER TAPS/SEWAGE DRAINS

Upon completion of the relevant form for installation of water taps/sewage drainage or only sewage drainage **by July 10**, the ORGANIZING COMPANY shall provide all required utilities.

ATTENTION: THESE SPOTS MUST BE INSTALLED FROM CHANNELS BEFORE BOOTHS ARE ASSEMBLED, THEREFORE PLUMBING SHOULD BE REQUESTED AND PAID NECESSARILY BEFORE STARTING ASSEMBLY.

OPERATIONAL FORM – MANDATORY COMPLETION AND PAYMENT

TELEPHONE AND INTERNET/PARKING SERVICES

1 – TELEPHONE AND INTERNET

Telephone and Internet services are offered by Expo Telecom, who has an office inside Expo Center Norte facilities.

These services should be purchased directly from that company.

We recommend that services are purchased with at least 30 days in advance before the Event assembly (June 17), as the price table will be escalated as of the 31st day prior to the event.

SERVICES SHOULD BE PURCHASED FROM EXPO TELECOM

TELEPHONE: 55 11 4210-0810 option #1

E-MAIL: expotelecom@mapptv.com.br

2 - PARKING FOR ASSEMBLER/EXHIBITORS/SERVICE PROVIDERS

The rules described here, as well as the values established by ESTAPAR, the parking area administrator, refer to the year 2025.

EXHIBITORS:

Exhibitors may acquire cards for a period equivalent to the days of the Event;

- For the days of the event, the Exhibitor will have a discount of 50% of the current price table, upon presentation of the event credential provided by the promoter;
- Discounted credentials will be limited to 2 per booth of EXHIBITOR companies, regardless of their size (booths);
- For assembly and dismantling periods, EXHIBITORS shall pay: R\$ 15.00 per day for each day at the parking lot;
- Access gates will be at Rua José Bernardo Pinto 300, Gate 13 and Miguel Mentem Street, Gates 16 and 17, and exit will be only through Gates 16 and 17 (R. Miguel Mentem);
- Only passenger and business vehicles with a maximum height of 2.40 m will be allowed;
- No access will be authorized without the proximity card;

The responsible company is ESTAPAR, that can be contacted by telephone 55 (11) 2221-6700, from 8:00 am to 6:00 pm, or e-mail: estacionamentoexpo@estapar.com.br.

ASSEMBLERS AND SERVICE PROVIDERS – ASSEMBLY AND DISMANTLING:

- Assemblers and service providers will be able to acquire cards in the amount of R\$ 15.00 per day for each vehicle, which is limited to the days of assembly and dismantling of the event;
- Acquisition of the card is subject to the presentation of the event credential provided by the Promoter, in addition to the name of the company appearing in the list of service providers and assemblers, delivered by the event promoter;
- Access will be via Rua José Bernardo Pinto 300, Gate 13, and via Rua Miguel Mentem, Gates 16 and 17;
- Only passenger and business vehicles with a maximum height of 2.40 m will be allowed;
- Credentials must be purchased from the responsible Company, ESTAPAR, through telephone +55 (11) 2221-6700, from 8:00 am to 6:00 pm, or e-mail: estacionamentoexpo@estapar.com.br

ACCESS GATES:

Events in the Blue, White, Green Pavilions: Rua José Bernardo Pinto, 300 – Gate 13 and Rua Miguel Mentem Gates 16 and 17.

PROMOTION MATERIAL

1 – DIGITAL INVITATIONS

During the entire FIPAN, visitor credentials will be charged.

The ORGANIZING COMPANY shall automatically provide EXHIBITORS with 02 COURTESY CODES PER square meter, that will exempt invitees (clients/customers) from paying for a visitor's credential. Companies who wish to have extra codes shall request them through e-mail expositor@fipan.com.br.

We remind you that registration is individual and should compulsorily be performed at the Event website.

WE RECOMMEND EXHIBITORS' DISCRETION WHEN GIVING COURTESY ACCESS CODES, SO THAT WE CAN QUALIFY CUSTOMERS/VISITORS AT THE EVENT.

ATTENTION:

THE DISTRIBUTION OR RAFFLE OF COMPLIMENTARY CODES THROUGH THE COMPANY'S SOCIAL MEDIA, LINKED TO THE SALE OF PRODUCTS WITH A VALUE LOWER THAN THE EVENT TICKET, WILL NOT BE ALLOWED.

IF THE EXHIBITOR WISHES TO PROMOTE SUCH ACTIONS ON SOCIAL MEDIA, THEY MUST SEND A DESCRIPTION OF THE ACTION FOR ANALYSIS AND APPROVAL BY THE ORGANIZATION.

2 – EXHIBITOR PROMOTIONAL MATERIAL

On the FIPAN website, in the exclusive exhibitor area, the event's "Media Kit" will be available, with the fair's logo and various arts for publicity.

3 – PRESS ADVERTISEMENT

By means of its press agents, the ORGANIZING COMPANY shall regularly promote the Event advertisement in national newspapers and magazines, by means of press released, without any extra costs to EXHIBITORS.

The earlier this is done, the greater is the possibility of disclosure by the press.

Press releases may have editorial usage or not, at the sole discretion of communication companies.

In order to support this work, we recommend sending high resolution digital pictures, in addition to releases on product ranges to be presented/launched in the Event, to e-mail: doroteia@fragatacomunicacao.com.br Such material will not be returned.

The ORGANIZING COMPANY and its press office reserve the right to select information relevant to the press.

Companies will be fully liable for the accuracy of facts presented.

In order to advert your participation to clients and suppliers, we recommend including the following sayings in all your mails:

"Visit our booth at FIPAN'2025 – Expo Center Norte – São Paulo – SP – from July 22 to 25.

HELD BY

1 – EVENT VISITATION

- ✓ **Visitation is restricted to people connected to the Event industry. Registration may be performed at the Event website www.fipan.com.br or at the Event location/day, and credentials will be issued upon payment or EXHIBITOR'S invitation exempting the visitor from paying for entry to the event.**
- ✓ **The entry and stay of children under 14 years of age is not allowed.**
- ✓ **Breastfeeding mothers with children up to 12 months old will be granted access upon signing a responsibility agreement at the fair administration during the visit.**
- ✓ **The Organization also suggests that, as it is a trade fair, visitors should not go to the event wearing shorts, tank tops, caps and/or flip-flops.**

2 - BOOTH VISITATION

Booths will be completely open to visitation, and EXHIBITORS will not be allowed to sell entrance tickets for any reason whatsoever.

3 - BOOTH OPERATION

During the entire Event period, there should be at least 1 EXHIBITORS' employee qualified to provide information on the displayed products.

Staff should arrive in no less than 45 minutes prior to the Event opening time.

The ORGANIZING COMPANY reserves the right to open the Event earlier in order to serve the public better, and shall not be held liable in the event of material theft or loss if EXHIBITORS do not observe opening hours.

EXHIBITORS WHO MAINTAIN THEIR BOOTHS CLOSED WHEN THE EVENT IS OPEN WILL BE OFFICIALLY NOTIFIED AND SUBJECT TO A PENALTY OF R\$ 3,500 (THREE THOUSAND FIVE HUNDRED REAIS).

In order to prevent visitors to feel harmed and recur to the Brazilian Consumer's Defense Code, activities will not be allowed to be ended at booths before the Event closing time at 9:00 pm (days 22, 23 and 24) and 7:00 pm (day 25).

USEFUL PHONES

ORGANIZING COMPANY

Seven

+55 (11) 3159-4223 - e-mail: Expositor@fipan.com.br

OFFICIAL ASSEMBLER

"Projetando Eventos"

55 (11) 3389-1800 - e-mail: operacional@projetandoeventos.com.br

PRESS AGENTS

Fragata Assessoria

55 (11) 3725-6126 - e-mail: doroteia@fragatacomunicacao.com.br

COPYRIGHTS

ECAD – Central Collection and Distribution Office

55 (11) 3287-6722 - e-mail: ecadsp@ecad.org.br

OFFICIAL FREIGHT FORWARDER

Exhibition of imports

Fulstandig

+55 (11) 2207-7650 - e-mail: mewbank@fulstandig.com.br

TELEPHONE AND INTERNET

Expo Telecom

55 (11) 4210-0810 - e-mail: expotelecom@mapptv.com.br

PARKING LOT

Expo Center Norte

+55 (11) 2221-6700 – estacionamentoexpo@estapar.com.br

ISSUE OF INVOICE FOR SHIPPING OF PRODUCTS

State Revenue Service office

Tel.: +55 (11) 3243-3400 and +55 0800 170 110 (option 4)

FIPAN

REALIZATION



SUPPORT



ORGANIZATION AND SALES

