FIPAN

20 - 23 July | 2027

EXHIBITOR'S MANUAL

Regulation and General Standards

THIS MANUAL IS AN INTEGRAL PART OF THE CONTRACT

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THE EXHIBITOR MANUAL FORMS AN INTEGRAL PART OF THE FIPAN 2027 PARTICIPATION AGREEMENT

This document contains all rules governing and guiding the operation of your booth at FIPAN 2027.

The EXHIBITOR AND ITS SERVICE PROVIDERS must comply with all rules set out herein.

Participation requires completion of the Operational Forms so that we can properly meet the needs of exhibitors and service providers.

From March 15, 2027, the EXHIBITOR will receive an access password at the email address of the person responsible for the forms, as specified in the exhibition space rental agreement. Important notices regarding event operations will also be sent through this channel.

Please read this document carefully and forward it to your booth contractor, decorator and other service providers to ensure full compliance with all rules. Contact our team if you have any questions. Our dedicated Exhibitor Services team is available throughout the pre-event, build-up, show and breakdown periods.

Exhibitor Services
Telephone: +55 11 3159-4223
Email: expositor@fipan.com.br

We wish you every success and excellent business opportunities!

Yours sincerely,
GENERAL MANAGEMENT

IMPORTANT INITIAL INFORMATION

1. **Exhibitors, booth contractors and service providers must wear hard hats and all other PPE required for their work inside the halls throughout build-up on July 15, 16, 17 and 18, and breakdown from 20:00 on July 23 until 16:00 on July 24.**

2. **All mandatory fees and additional services, including badges, must be paid for/requested through the Operational Forms, which will remain available until July 2.**

3. **Fee payments and service requests will not be accepted in person at the ORGANIZER's office. They must be made exclusively through the Operational Forms in the EXHIBITOR area of the event website.**

4. **Payments by bank deposit, whether identified or otherwise, will not be accepted. Payment must be made using the boleto (Brazilian payment slip) generated upon completion of requests in the Operational Forms.**

5. **Payments for mandatory fees and/or ordered services after July 2, the deadline for accessing the Operational Forms, may only be made at the on-site CAEX from July 15 after 12:00, subject to a 30% surcharge.**

6. **Rules for admission to and presence in the halls apply to everyone: Exhibitors, booth contractors, all service providers and visitors during show days:**

a) **During build-up on July 15, 16, 17 and 18:**
   - **Children under 14, including infants, and anyone wearing shorts, sleeveless shirts or flip-flops may not enter or remain in the halls.**

b) **During booth decoration on July 19:**
   - **Children under 14, including infants, and anyone wearing shorts, sleeveless shirts or flip-flops may not enter or remain in the halls.**

c) **During show days on July 20, 21, 22 and 23:**
   - **Children under 14 are not permitted to enter or remain in the halls.**
   - **Minors aged 14 to 17 will only be admitted when accompanied by a parent or legal guardian.**
   - **Breastfeeding mothers with infants up to 11 months and 29 days old will be admitted upon signing a Liability Undertaking at the event management office at the time of their visit.**
   - **As this is a trade show, the ORGANIZER also recommends that visitors avoid wearing shorts, sleeveless shirts, caps and/or flip-flops.**

d) **During breakdown from 20:00 on July 23 until 16:00 on July 24:**
   - **Children under 14, including infants, and anyone wearing shorts, sleeveless shirts or flip-flops may not enter or remain in the halls.**

BUILD-UP AND SHOW SCHEDULE

July 15 Thursday Build-up Day 1	July 16 Friday Build-up Day 2	July 17 Saturday Build-up Day 3	July 18 Sunday Day 4 Build-up	July 19 Monday (Day before the show) Booth decoration
Build-up Starts: 12:00 Until 20:00	Build-up 08:00 to 20:00	Build-up 08:00 to 20:00	Build-up From 08:00 until 20:00	Booth decoration Starts: 08:00 Ends: 17:00 Aisle carpet installation <u>Delivery of products to booths:</u> 08:00 to 17:00

July 20 Tuesday Show day	July 21 Wednesday Show day	July 22 Thursday Show day	July 23 Friday Show day
Show hours: 13:00 to 21:00 **Restocking / booth maintenance: 08:00 to 12:00 only**	Show hours: 13:00 to 21:00 **Restocking / booth maintenance: 08:00 to 12:00 only**	Show hours: 13:00 to 21:00 **Restocking / booth maintenance: 08:00 to 12:00 only**	Show hours: 13:00 to 19:00 **Restocking / booth maintenance: 08:00 to 12:00 only**

NOTE: RESTOCKING AND MAINTENANCE ACCESS THROUGH SERVICE GATES ONLY.

IMPORTANT
BREAKDOWN SCHEDULE

July 23 Friday Booth contents removal	July 24 from 00:00 Saturday Completion of booth contents removal and start of structural dismantling	July 24 Saturday 00:00 to 16:00 Booth structure dismantling
19:00 TO 19:30 – SHOW CLOSING AND VISITOR DEPARTURE All visitors remaining in the halls will be gradually directed to the exits. **19:30 TO 20:00 – REMOVAL OF AISLE CARPETS** Removal of aisle carpets from the halls begins. **20:00 TO 23:59 – ACCESS FOR SMALL VEHICLES** Dock access opens for VUCs, utility vehicles and vans. During this period, handcarts will be permitted inside the halls to remove products and small equipment, including materials belonging to caterers, audiovisual rental companies, furniture suppliers and other service providers.	**FROM 12:00 MIDNIGHT ON JULY 24 – ACCESS FOR LARGE VEHICLES** Loading dock access opens for trucks and other large vehicles. From this time, forklifts and pallet jacks will be permitted inside the halls to remove large equipment and materials, continuing the removal of booth contents. Booth contractors may also enter from this time to begin dismantling booth structures.	**16:00 is the final deadline for all booth structures to be dismantled and the space left clean so that handover of the halls can begin.**

IMPORTANT – VEHICLE MARSHALLING AREA ACCESS

- **All vehicles must report to the freight vehicle marshalling area before proceeding to the loading docks.**
- **Drivers will receive an access ticket at the marshalling area, where vehicles will be organized according to size and tonnage.**
- **This procedure is essential for controlling vehicle flow and ensuring safe loading dock operations.**
- **Marshalling area address**: **Gate 18 – Rua Miguel Mentem**
- **Access to the marshalling area opens**: **15:00 on July 23**
- **Upon entering, drivers must give the attendant the booth name to receive instructions and the corresponding access ticket.**

MANDATORY FORMS

Mandatory Forms	Responsible	Deadline
São Paulo Municipal License	**EXHIBITOR**	July 2
Basic Power Supply	**EXHIBITOR**	July 2
EXHIBITOR Badges	**EXHIBITOR**	July 2
Build-up Cleaning	**EXHIBITOR**	July 2
Booth Contractor Badges	**CONTRACTOR**	July 2

OPTIONAL FORMS

Optional Forms	Responsible	Deadline
Additional Power	**EXHIBITOR**	July 2
Water Supply / Drainage Connection	**EXHIBITOR**	July 2
Hiring Official Cleaning Services	**EXHIBITOR**	July 2
Hiring Official Security Services	**EXHIBITOR**	July 2
Additional EXHIBITOR Badges	**EXHIBITOR**	July 2
EXHIBITOR Service Provider Badges (speakers, waiters, reception staff, catering, cleaning, etc.)	**EXHIBITOR / PROVIDER**	July 2
IMPORTANT: **External Security Staff Badges**	**EXHIBITOR / PROVIDER**	**June 24**

DOCUMENTS REQUIRED FOR BUILD-UP AUTHORIZATION

Documents	Signed by:	Deadline
• Liability Undertaking	**EXHIBITOR and CONTRACTOR**	July 2
• Proof of payment for booth contractor/decorator badges and maintenance service badges (during show days). The relevant forms must include the name, CPF (Brazilian individual taxpayer number) and job title of all personnel working during build-up, show days and breakdown; • Approved final booth design; • Copy of the RRT for the detailed design (issued by an architect) or ART (issued by an engineer), with proof of payment of the applicable technical responsibility registration fee, covering design, build-up, maintenance and breakdown; • Copy of the responsible professional's CREA/CAU registration.	**CONTRACTOR**	July 2
IMPORTANT: **Submission of Booth Design for Approval**	**CONTRACTOR**	**June 28**

CHECKLIST

Below are some reminders to help you prepare for the show.

Have you carefully read all rules in this Manual and shared them with your employees and contractors?	
Have you hired a booth contractor? We recommend a SINDIPROM member company or the event's Official Booth Contractor.	
Have you requested badges for your employees and service providers?	
Have you arranged lead retrieval scanners to capture details of visitors to your booth? These must be hired exclusively from the event's official supplier.	
Have you ordered internet and telephone services from EXPO TELECOM?	
Have you requested parking passes from ESTAPAR?	
Have you defined your participation objectives and selected the products to be displayed?	
Have you selected the team that will staff your booth?	
Have you arranged accommodation and transportation for your entire team?	
For foreign nationals, have you checked visa requirements?	
Have you arranged catering services, if required?	
Have you arranged cleaning services? We recommend hiring the event's official supplier.	
Have you arranged reception staff, if required?	
Have you arranged security services? We recommend hiring the event's official supplier.	
Have you arranged fire extinguishers for your booth? We recommend hiring the event's official supplier.	
Have you arranged booth insurance?	
Have you ordered electrical power? Ordering and payment through the Operational Forms are mandatory.	
Have you ordered plumbing services, if required? Ordering and payment through the Operational Forms are mandatory.	
Have you paid the mandatory São Paulo municipal fees?	
Have you paid the music copyright fee to ECAD, if using background music?	
Have you provided all mandatory documents?	

GENERAL INFORMATION

1 - EVENT OWNER

AIPAN – Associação dos Industriais de Panificação e Confeitaria de São Paulo (São Paulo Association of Bakery and Confectionery Industries), hereinafter referred to as the EVENT OWNER.

2 - ORGANIZER

SEVEN, hereinafter referred to as the ORGANIZER.

3 - OWNERSHIP

The FIPAN 2027 trademark is owned by Associação dos Industriais de Panificação e Confeitaria de São Paulo.

4 - UPDATING COMPANY DETAILS

The EXHIBITOR must notify the ORGANIZER of any changes to company details, including contact person, address, email, telephone, product range and represented companies, by emailing expositor@fipan.com.br.

5 - CAEX – EXHIBITOR SERVICE CENTER

The ORGANIZER will provide an Exhibitor Service Center (CAEX) for EXHIBITORS, booth contractors and other service providers, as follows:

Before the event: March 15 to July 2, closing at 15:00 on July 2.
Telephone: +55 11 3159-4223 – 09:00 to 17:00
Email: expositor@fipan.com.br

Build-up / Show days: July 15 to July 23
Location: Expo Center Norte
Opening hours: July 15, 12:00 to 21:00; July 16 to 22, 08:00 to 21:00; July 23, 08:00 to 19:00.

6 - EVENT SCHEDULE

BUILD-UP:
From 12:00 on July 15 until 20:00 on July 18.

FINISHING AND BOOTH DECORATION:
July 19, 08:00 to 17:00.

PRODUCT DELIVERY AND PLACEMENT:
July 19, 08:00 to 17:00.

PRODUCT DELIVERIES DURING SHOW DAYS:
July 20 to 23, 08:00 to 12:00 – service gates only.

SHOW DAYS:
July 20 to 23, 13:00 to 21:00, except July 23, when the show closes at 19:00.

BREAKDOWN:
From 20:00 on July 23 until 16:00 on July 24 – **see the stages on page 3**

LEGAL REQUIREMENTS

1 - MUNICIPAL FEE (SÃO PAULO CITY GOVERNMENT)

All booths must pay the following municipal fee:
TFE – Business premises inspection fee. Mandatory for all booths.
Under current legislation (Laws 13474 and 13477).
The EXHIBITORS must pay this fee, as proof of payment is required for access to the halls for booth construction.
Exhibitors authorized by the EVENT OWNER to share their space with more than one CNPJ (Brazilian corporate taxpayer registration) must pay the TFE for each company.

OPERATIONAL FORM – COMPLETION AND PAYMENT REQUIRED

2 - MUSIC COPYRIGHT FEE (ECAD)

EXHIBITORS playing live or recorded music at their booths must pay the applicable music copyright fees.
Payment must be made directly to ECAD (Escritório Central de Arrecadação e Distribuição – Brazil's central music rights collection and distribution office).

ECAD – Escritório Central de Arrecadação e Distribuição
Av. Paulista, 171 – 3rd floor – Postal code: 01311-000 – São Paulo – SP
Tel.: +55 11 3287-6722 – Email: ecadsp@ecad.org.br
Website: www.ecad.org.br

The fee varies according to ECAD's rates.
We recommend arranging this in advance to avoid difficulties with ECAD inspectors, who will be present at the event.

EXHIBITORS should also keep proof of payment at their booths.

3 - MOVEMENT OF GOODS AND MATERIALS

IMPORTANT NOTE FOR INTERNATIONAL EXHIBITORS: The tax documentation instructions in this section refer to shipments within Brazil. For goods shipped from abroad, exhibitors should consult their freight forwarder, their customs broker or the event's official customs broker regarding the applicable import, temporary admission and re-export procedures.

DELIVERY PROCEDURES

All materials or products belonging to the EXHIBITOR must be **accompanied by a NOTA FISCAL DE SIMPLES REMESSA (non-sale shipment tax invoice) for the products to be displayed and** a **BOOTH SUPPORT MATERIALS ENTRY AND EXIT FORM, prepared on company letterhead in two copies, duly completed and signed by the EXHIBITOR.** Instructions for completing the tax invoice are provided below.
The first copy of the BOOTH SUPPORT MATERIALS ENTRY AND EXIT FORM must be handed to Official Event Security when the materials enter the hall. The EXHIBITOR must retain the second copy. All products to be displayed must be listed on the tax invoice, which is used for tax inspection purposes; the form is used for control by Official Event Security.

Contracted service providers must also use the BOOTH SUPPORT MATERIALS ENTRY AND EXIT FORM when delivering support materials to the booth.

THE EXHIBITOR IS SOLELY RESPONSIBLE FOR COMPLYING WITH ALL LEGAL REQUIREMENTS FOR SHIPPING GOODS, PRODUCTS, EQUIPMENT AND/OR

UTENSILS AND FOR THEIR SAFEKEEPING.

REMOVAL PROCEDURES

Removal of products, furniture, utensils, equipment and any other materials belonging to the EXHIBITOR must comply with the breakdown schedule (page 3 of this Manual).

Any EXHIBITOR property may only be removed with the BOOTH SUPPORT MATERIALS ENTRY AND EXIT FORM signed by the EXHIBITOR. The first copy must be handed to Event Security at the loading/unloading gate. THE ORGANIZER AUTHORIZES EVENT SECURITY TO HOLD GOODS FOR VERIFICATION.

SHIPMENT OF PRODUCTS FOR DISPLAY

Follow the procedures below when issuing tax invoices for product shipments:

1. The tax invoice must be issued in the EXHIBITOR's company name, with its CNPJ and State Tax Registration number, stating the following address: Rua José Bernardo Pinto, 333 – Vila Guilherme – São Paulo – SP, postal code 02055-000.
2. INCLUDE THE FOLLOWING NOTE IN THE TAX INVOICE: THE GOODS ARE INTENDED FOR DISPLAY AT FIPAN FROM JULY 20, 2027 TO JULY 23, 2027 – EXPO CENTER NORTE – SP – BLUE, WHITE, GREEN AND RED HALLS.
3. The goods must return to their establishment of origin within 60 (sixty) days of the invoice date. List all goods, products and equipment in the appropriate fields, with their quantities and unit and total values.

TAX INVOICE FORMAT AND DETAILS:

Refer to the model below to complete the shipment tax invoice for each state correctly.

SÃO PAULO – TAX INVOICE: MODEL 1 OR 1A

NATURE OF TRANSACTION:
SHIPMENT OF SAMPLES FOR EXHIBITION – CODE 5.914
RETURN OF EXHIBITION SAMPLES – CODE 2.914
ICMS: "ICMS EXEMPTION UNDER ARTICLE 33, ANNEX I, OF DECREE 45.490/2000 – RICMS/SP"

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

RJ, MG, RS, BA, ES, PR, SC AND OTHER STATES – TAX INVOICE: MODEL 1 OR 1A

NATURE OF TRANSACTION:
SHIPMENT OF SAMPLES FOR EXHIBITION – CODE 6.914
RETURN OF EXHIBITION SAMPLES – CODE 2.914
ICMS: "ICMS EXEMPTION UNDER ARTICLE 33, ANNEX I, OF DECREE 45.490/2000 – RICMS/SP"

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

FURTHER INFORMATION:

State Tax Office: Av. Rangel Pestana, 300 – Sé – São Paulo – SP.
0800-0170110 (**landline calls only**)
+55 11 2930-3750 (**mobile/cellphone calls**)

RETURN OF PRODUCTS TO ORIGIN:

For the return of products, issue an incoming tax invoice, Model 1 or 1A, in the company's name, stating: "RETURN OF GOODS INTENDED FOR DISPLAY AT FIPAN 2027 FROM JULY 20, 2027 TO JULY 23, 2027 – EXPO CENTER NORTE – SP – BLUE, WHITE, GREEN AND RED HALLS."

Note: state the issue date and number of the original shipment tax invoice.

IMPORTANT:

- The tax invoice must not be issued in the name of a representative.
- Follow the above instructions to provide the legal documentation for the transaction**.** COMPLIANCE ENSURES THE DELIVERY AND PRESENCE OF THE SAMPLES AT THE EXHIBITION AND THEIR RETURN TO THE COMPANY.
- **DUE TO CHANGES IN TAX LEGISLATION, EXHIBITORS MUST CHECK THE RULES FOR ISSUING TAX INVOICES AT THE TIME OF THE TAXABLE EVENT.**

4 - REGIONAL LABOR OFFICE

Both the HIRING COMPANY AND THE CONTRACTOR (EXHIBITOR, BOOTH CONTRACTOR AND OTHER SERVICE PROVIDERS) are responsible for their labor obligations and must comply with applicable legislation.
The DRT – Regional Office of the Ministry of Labor – will be present at the event and may request supporting documents.
We recommend that Exhibitors request evidence of compliance from their service providers.

5 - EMPLOYMENT OF MINORS

Employment of minors is regulated. To employ minors at the booth, the EXHIBITOR must obtain special authorization from the Regional Labor Office and the Juvenile Court.

If the EXHIBITOR needs to employ persons under 18 during show days, it must present the current employment contract, all personal documents and a statement accepting responsibility for any circumstances involving the minor at the CAEX. The minor may only remain inside the booth of the employing EXHIBITOR and must not circulate in the hall aisles. Noncompliance will result in removal and prevent further work at the event.

The above documents must be submitted to the CAEX before the minor's badge can be issued.

6 - ADMISSION AND PRESENCE OF MINORS IN THE HALLS

During build-up on July 15, 16, 17 and 18:

- Children under 14, including infants, and anyone wearing shorts, sleeveless shirts or flip-flops may not enter or remain in the halls.

During booth decoration on July 19:

- Children under 14, including infants, and anyone wearing shorts, sleeveless shirts or flip-flops may not enter or remain in the halls.

During show days on July 20, 21, 22 and 23:

- Children under 14 are not permitted to enter or remain in the halls.
- Minors aged 14 to 17 will only be admitted when accompanied by a parent or legal guardian.
- Breastfeeding mothers with infants up to 11 months and 29 days old will be admitted upon signing a Liability Undertaking at the event management office at the time of their visit.
- As this is a trade show, the ORGANIZER also recommends that visitors avoid wearing shorts, sleeveless shirts, caps and/or flip-flops.

During breakdown from 20:00 on July 23 until 16:00 on July 24:

- Children under 14, including infants, and anyone wearing shorts, sleeveless shirts or flip-flops may not enter or remain in the halls.

7 - HEALTH AUTHORITY INSPECTIONS

If your booth will involve the handling or preparation of food, please carefully read and comply with the São Paulo Health Authority rules: https://bibliotecadigital.anvisa.gov.br/jspui/handle/anvisa/225

Key Booth Requirements:

- **PPE: All food handlers must wear disposable hairnets and clean, light-colored aprons. Nails must be short and unpolished; jewelry and accessories such as rings, bracelets and watches must not be worn.**
- **Temperature and Storage: Refrigeration and heating equipment must maintain food at safe storage temperatures. All ingredients must be properly labeled with expiry dates.**

- **Hygiene: A handwashing point with running water and antibacterial soap must be maintained for frequent handwashing, or 70% alcohol hand sanitizer provided where applicable for events.**

São Paulo health inspectors have unrestricted access to the event. EXHIBITORS must observe and enforce these rules, as inspectors have authority to close booths and issue violation notices.
The EVENT OWNER and ORGANIZER are not responsible for inspections or for failure to comply with the authority's requirements.
Further Information:
Municipal Health Department – Health Surveillance Coordination / COVISA
Rua Dr. Siqueira Campos, 176 – Liberdade – São Paulo – SP
Telephone: +55 11 5461-5600
www.prefeitura.sp.gov.br/covisa

8 - FIRE SAFETY REGULATIONS

Under State Decree 69.118/2024, "Fire Safety Regulations for Buildings and Risk Areas in the State of São Paulo," EXHIBITORS, BOOTH CONTRACTORS AND SERVICE PROVIDERS must comply with the following fire safety measures throughout all event phases, including build-up and breakdown:

- Keep Emergency Exits unobstructed in the halls (gates and doors leading outdoors).

- Provide the necessary booth fire extinguishers in accordance with Technical Instruction IT 21 of the São Paulo State Fire Department.
- Keep all hall fire hydrants unobstructed.
- Hydrants, alarm call points and the new illuminated signs must remain visible and must not be enclosed or obstructed by any booth construction.
- Keep the official hall escape routes completely clear of all materials and equipment along their entire length during build-up, show days and breakdown.

- During build-up and breakdown only, secondary aisles (excluding official escape routes) may be used temporarily for materials, provided that a clear passage at least 1.50 m wide is maintained along their entire length.

- In an emergency requiring evacuation, the venue's Evacuation Plan will be activated to remove everyone quickly, safely and in an orderly manner. Upon hearing the alarm or evacuation announcement over the hall public address system, EXHIBITORS AND BOOTH CONTRACTORS must calmly lead customers, visitors and employees to the nearest exit, following these procedures:

GENERAL PROCEDURES

- Take your personal belongings;
- Switch off all electrical equipment;
- If you are receiving visitors or customers, take them with you and explain the evacuation procedure (they are your responsibility);
- Check that no one remains inside the booth;
- Use the escape routes to reach the nearest exit (see attached map);
- Remain calm and avoid disorder and panic;
- Never use elevators;
- Do not laugh or smoke;
- Do not stop on your way to the exit for any reason;
- Never return to the affected area;
- Follow the evacuation team's instructions; team members wear a red cap and/or vest;

- Walk in an orderly manner; do not run;
- Avoid unnecessary noise;

- Do not remove your clothing;
- Once outside, proceed to the designated assembly point (see attached map);

- Remain silent and wait for the evacuation team member to carry out a quick visual headcount. **Note:** The person responsible for each booth (manager or supervisor) must report to an evacuation team member and immediately communicate any relevant circumstances.

During show hours, EXHIBITORS must designate two employees as an **Evacuation Leader** and a **Rear Warden**. Upon hearing the evacuation alarm and the announcement "ATTENTION PLEASE, THIS IS AN EMERGENCY. TAKE YOUR PERSONAL BELONGINGS AND FOLLOW THE EVACUATION TEAM'S INSTRUCTIONS, PROCEEDING CALMLY TO THE NEAREST EXIT," they must act as follows:

Evacuation Leader:
- Instruct customers and visitors to take their belongings and begin leaving in an orderly manner;
- Set a safe evacuation pace without running;
- Help keep the group calm and orderly;
- Pay particular attention to evacuating elderly people, people with disabilities or special needs, pregnant women and children;
- Lead customers and visitors to the nearest assembly point as directed by evacuation team members wearing a red cap and/or vest.

Rear Warden:
- Assist with the headcount, helping the **Evacuation Leader**;
- Help organize the evacuation to prevent disorder;
- Check that no one remains anywhere in the BOOTH (pantry, storage room, mezzanine, etc.);
- Close doors behind you during evacuation;
- Do not allow joking, excessive talking or any delay in departure;
- Assist anyone who has an accident or becomes unwell;
- At the assembly point, report to the evacuation team member on how the evacuation went and whether any incidents occurred.

For questions at any stage of the event, consult the Expo Center Norte firefighters or the fire safety/inspection team hired by the EVENT OWNER. They can clarify official escape routes, secondary aisles and safety and evacuation procedures.

GENERAL RULES

1 - INDEMNIFICATION OF THE EVENT OWNER

The EXHIBITOR must indemnify the EVENT OWNER for any judgment imposed on it or Expo Center Norte arising from a compensation claim brought by an employee, visitor or service provider in connection with an incident inside the EXHIBITOR's booth, within 72 (seventy-two) hours of the actual payment or compensation.

2 - EXHIBITOR ELIGIBILITY

Only Brazilian and international manufacturers or exclusive representatives/distributors of products and/or services within the event's sectors and other specifications set out herein may participate.

3 - SPACE REALLOCATION

Although this will only occur in exceptional circumstances, the ORGANIZER may reallocate sectors or booths at any time in the general interest, provided that the dimensions and characteristics agreed in the contract are maintained and the EXHIBITOR is notified in advance.

4 - NON-TRANSFERABILITY

The EXHIBITOR may not transfer any obligations undertaken or rights acquired, in whole or in part, nor sublet, assign or transfer any part or all of its rented space.

5 - PROHIBITION ON PROMOTING THIRD-PARTY EVENTS

Selling, advertising or promoting any other event inside the halls is prohibited. Noncompliance entitles the ORGANIZER to remove the offending products and materials to storage for later return and to suspend booth operations.

6 - PARTNER COMPANIES AT BOOTHS

The ORGANIZER recognizes cooperation between companies participating in FIPAN, as some companies **rely on** partners to demonstrate or display products.

HOWEVER, A COMPANY SUPPORTING AN EXHIBITOR MAY DISPLAY ITS BRAND ONLY ON THE PACKAGING OF PRODUCTS SUPPLIED TO THE EXHIBITOR OR ON THE LABELS OF EQUIPMENT PROVIDED FOR THAT PURPOSE, AS NORMALLY SUPPLIED FROM THE FACTORY FOR INSTALLATION AT POINTS OF SALE OR INDUSTRIAL PREMISES.

EXHIBITORS renting space must inform all supporting companies that the following <u>are expressly prohibited</u>:

- Distributing or displaying brochures, leaflets, stickers, posters or any other sales or product promotional materials;
- Wearing uniforms bearing brands or logos other than those representing the products of the company renting the booth;
- Displaying, through any media within the booth or hall, brand names other than those of the EXHIBITOR's own products;
- Allowing sales staff from partner companies or any company other than the EXHIBITOR to work at the booth.

EVENT MANAGEMENT WILL MONITOR COMPLIANCE. IF ANY OF THE ABOVE ACTIVITIES ARE IDENTIFIED, THE EXHIBITOR RESPONSIBLE FOR THE SPACE WILL RECEIVE ONE WRITTEN NOTICE AND HAVE 2 HOURS TO COMPLY. FAILURE TO TAKE THE REQUIRED ACTION WILL RESULT IN A R$ 3,500.00 (THREE THOUSAND FIVE HUNDRED REAIS) FINE AND CLOSURE OF THE BOOTH.

Please observe this rule carefully to avoid situations such as confiscation of materials, removal of people or materials from the show, or closure of the booth.

7 - DISPLAY OF USED PRODUCTS

The ORGANIZER will allow the display/sale of used equipment provided that it is in perfect condition, a technical report confirming its condition is supplied, and after-sales support is guaranteed to the buyer.

8 - HOLDING COMPANIES, GROUPS AND AFFILIATES

If the EXHIBITOR is a holding company, a member of a business group or has affiliated companies, it may display other group companies' products, provided that it supplies the
ORGANIZER with a list of those companies and evidence of their relationship, in accordance with the agreement between the parties.

9 - SALES REPRESENTATIVES AND TRADING COMPANIES

If the EXHIBITOR is a sales representative or trading company, it may display only products for which it holds exclusive representation and must provide the

ORGANIZER with a list of the companies represented and evidence of the exclusive relationship.

10 - OVERDUE PAYMENTS

EXHIBITORS, BOOTH CONTRACTORS AND/OR OTHER SERVICE PROVIDERS with overdue payments must settle their obligations to the ORGANIZER immediately before the space can be released for booth construction/decoration, whether the amounts relate to contractual installments or installation and service fees. **Participation will not be permitted without proof of payment.**

11 - DEMONSTRATIONS AND CLASSES USING AUDIO AND/OR VIDEO

AUDIO DEMONSTRATIONS USING AUDIO/VIDEO EQUIPMENT INCOMPATIBLE WITH THE BUSINESS ENVIRONMENT OF A TRADE SHOW ARE STRICTLY PROHIBITED. EVEN INSIDE BOOTHS, SOUND MUST REMAIN AT BACKGROUND LEVEL SO AS NOT TO DISTURB OTHER EXHIBITORS.

For any use of audio and/or video equipment, whether for demonstrations, classes or background sound, **noise levels must not exceed 80 decibels measured at the boundaries of the booth where the sound originates.** Sound level meters will be available during the event.

Speakers must be installed at least

1.50 m from the booth boundaries and face inward. SPEAKERS FACING VISITOR AISLES ARE STRICTLY PROHIBITED.

EXHIBITORS EXCEEDING THE PERMITTED VOLUME WILL RECEIVE ONE WRITTEN NOTICE. IF NONCOMPLIANCE CONTINUES AFTER NOTIFICATION, THE ORGANIZER WILL IMPOSE A R$ 3,500.00 (THREE THOUSAND FIVE HUNDRED REAIS) FINE AND SUSPEND BOOTH OPERATIONS BY DISCONNECTING THE POWER. OPERATIONS MAY RESUME ONLY AFTER THE FINE IS PAID AT THE CAEX. IF THE EXHIBITOR VIOLATES THIS RULE AGAIN, OPERATIONS WILL ONLY BE PERMITTED AFTER ALL AUDIO/VIDEO EQUIPMENT IS REMOVED.

***The absence of a signature does not invalidate the notice.**

12 - DEMONSTRATIONS, CLASSES AND PRIZE DRAWS ENCOURAGING AUDIENCE REACTIONS

EXHIBITORS are expressly prohibited from encouraging excessive audience reactions, such as shouting or repeated slogans.

EXHIBITORS CLEARLY ENCOURAGING EXCESSIVE AUDIENCE REACTIONS WILL RECEIVE ONE WRITTEN NOTICE. IF NONCOMPLIANCE CONTINUES AFTER NOTIFICATION, THE ORGANIZER WILL IMPOSE A R$ 3,500.00 (THREE THOUSAND FIVE HUNDRED REAIS) FINE AND SUSPEND BOOTH OPERATIONS BY DISCONNECTING THE POWER. OPERATIONS MAY RESUME ONLY AFTER THE FINE IS PAID AT THE CAEX.

***The absence of a signature does not invalidate the notice.**

IF THE EXHIBITOR VIOLATES THIS RULE AGAIN, THE ORGANIZER WILL DISCONNECT THE POWER WITHOUT FURTHER NOTICE AND THE BOOTH WILL NOT BE ALLOWED TO OPERATE.

13 - EQUIPMENT DEMONSTRATIONS

The ORGANIZER may stop demonstrations of any equipment that, in its opinion, poses a risk to people, goods, booth structures or components, or produces noise or vibration levels that may disturb neighboring booths.

14 - PERFORMANCES (SHOWS, FASHION SHOWS AND LIVE MUSIC)

Shows, fashion shows, live music and similar performances are permitted inside booths only where the contracted area is at least 250 m² and the rules in items 11 and 12, specific construction rules and event opening hours are observed. Admission charges of any kind are prohibited.

A description and schedule of the activity must be emailed to expositor@fipan.com.br for the ORGANIZER's review by June 24.

15 - PRODUCT SAMPLING AND QUEUES

EXHIBITORS must ensure free visitor flow in aisles and visibility of and access to neighboring booths, paying attention to queues or crowds caused by product sampling, classes, demonstrations and promotional activities.

THE ORGANIZER WILL STOP ANY ACTIVITY THAT DOES NOT COMPLY WITH THE ABOVE.
EXHIBITORS AND BOOTH CONTRACTORS ARE STRONGLY REQUESTED TO DESIGNATE SPACE FOR POTENTIAL QUEUES IN THEIR BOOTH PLANS.

16 - THROWING GIVEAWAYS AND/OR PROMOTIONAL MATERIALS

THROWING GIVEAWAYS OR PRODUCTS TO VISITORS IN THE AISLES OR INSIDE THE BOOTH IS STRICTLY PROHIBITED. NONCOMPLIANCE WILL RESULT IN IMMEDIATE SUSPENSION OF THE ACTIVITY FOLLOWING ONE NOTICE, DISCONNECTION OF THE BOOTH'S POWER AND A R$ 3,500.00 FINE.

*****The absence of a signature does not invalidate the notice.***

Distributing giveaways, samples, leaflets, catalogs or other materials outside booth boundaries, including show aisles, the Expo Center Norte entrance hall, areas around the halls and parking areas, is strictly prohibited. The ORGANIZER may stop such activities at any time. Distribution within the booth is permitted provided that it does not cause disruption, crowding or excessive audience reactions.

17 - PROMOTIONAL ACTIVITIES

The ORGANIZER regards any promotional activity outside booth boundaries in the show aisles as a paid promotional placement.
EXHIBITORS wishing to carry out these activities during the event must purchase a promotional package in advance.

EXHIBITORS interested in increasing their brand exposure must contact FIPAN's sales team by June 24 to learn about the available options.

Any promotional communication outside booth boundaries that has not been contracted in advance will be deemed unauthorized and stopped by the ORGANIZER.
Note: No promotional activities in the lobby, covered entrance or stairways.

18 - COSTUMED PROMOTIONAL STAFF

COSTUMED PROMOTIONAL STAFF MAY REMAIN ONLY INSIDE BOOTHS.

Staff who need to leave the booth must remove their costumes. Approaching visitors and handing out leaflets outside booth boundaries are prohibited under all circumstances.

NONCOMPLIANCE WILL RESULT IN ONE NOTICE FROM THE ORGANIZER AND A R$ 3,500.00 (THREE THOUSAND FIVE HUNDRED REAIS) FINE.

***The absence of a signature does not invalidate the notice.*

EXHIBITORS wishing to use costumed staff, distribute flyers or samples, or conduct other promotional activities outside their booth must purchase a promotional package by contacting merchandising@fipan.com.br.

19 - APPEARANCES BY PUBLIC FIGURES

EXHIBITORS wishing to invite high-profile public figures, such as influencers, actors, singers, presenters, renowned chefs or prominent social media personalities, must submit a written description for the ORGANIZER's approval, at least 21 days before build-up (June 24), detailing the activity and the public figure's arrival and departure dates and times. The document must state that the EXHIBITOR will provide a trained security team to protect the participant, visitors, its booth and neighboring booths around the presentation area, as directed by the ORGANIZER.

20 - EQUIPMENT PRODUCING GASES OR SMOKE

The production of any kind of smoke inside the halls is not permitted, **including smoke from frying on cookers.**
Therefore, **equipment of any size and associated activities that may emit gases or smoke inside the halls will only be allowed where the location permits a special exhaust system discharging outdoors. Installation plans must be approved by Expo Center Norte.**

EXHIBITORS wishing to use equipment producing gases or smoke must submit the plans described above to the ORGANIZER 21 days before build-up (June 24), for review and possible approval by Expo Center Norte.

Approval will initially be subject to the following requirements:
- The exhaust system must be designed and sized to extract 100% of the gases/smoke produced and discharge them outdoors.
- The exhaust system must have ducting conveying gases/smoke to the outside.

Ducting must not cross or obstruct the operating area of the smoke curtains.
- Detailed exhaust system drawings (floor plan, section and elevation), the corresponding ART and technical certificates must be submitted for Expo Center Norte's review.

21 - ALCOHOLIC BEVERAGE SAMPLING

Serving alcoholic beverages to anyone under 18 is strictly prohibited.

BOOTH CONSTRUCTION RULES

Labor Prosecution Office representatives will inspect the event during build-up, show days and breakdown. All labor regulations, including PPE requirements, must be followed to avoid disruption or suspension of work.

1 - REGISTRATION OF BOOTH CONTRACTORS AND OTHER SERVICE PROVIDERS

The EXHIBITOR's booth contractor and other service providers must register through the relevant Operational Forms.
Requested badges will be issued at the halls from the start of build-up on July 15 at 12:00, **upon presentation of company identification, proof of payment of mandatory fees (municipal fees, power, badges and build-up cleaning), a copy of the ART or RRT duly signed by the qualified professional and the hiring party, a copy of the approved design and the Liability Undertaking.**

IMPORTANT:

INSTRUCT YOUR BOOTH CONSTRUCTION STAFF TO KEEP AN OFFICIAL PHOTO ID AVAILABLE AT ALL TIMES WHEN ENTERING OR LEAVING THE HALL, AS IT MUST BE PRESENTED.

2 - BOOTH DESIGN REQUIREMENTS

EXHIBITORS may freely choose the Official Booth Contractor or any other contractor. In either case, the contractor must **submit by June 28 to the email address: projeto@fipan.com.br the design to be built, including the following**:

- PDF file;
- Floor plan showing the dimensions of the space;
- Dimensioned elevations and perspective views;
- Specification of the booth construction type: shell scheme, hybrid or custom-built;
- Legible name of the qualified professional responsible for the design (architect and/or engineer) and their CAU or CREA registration number;
- Copy of the RRT for the detailed design (issued by an architect) or ART (issued by an engineer), with proof of payment of the applicable technical responsibility registration fee, covering design, build-up, maintenance and breakdown;
- Copy of the responsible professional's CREA/CAU registration.

The ORGANIZER will reject any design that does not comply with these rules. Any necessary changes must meet the requested specifications.

DESIGNS WILL NOT BE ACCEPTED FOR APPROVAL AFTER JUNE 28. DESIGNS WILL NOT BE ACCEPTED FOR APPROVAL ON SITE.
THE ORGANIZER MAY SUSPEND ANY CONSTRUCTION THAT DOES NOT COMPLY WITH THE RULES AND/OR THE APPROVED DESIGN.

The authorities overseeing this activity (CONTRU, CREA and the FIRE DEPARTMENT) will be present in the halls and may stop construction that does not comply with event rules at any time.

CONSTRUCTION ART OR RRT AND LIABILITY UNDERTAKING

Booth construction may only begin after the FIPAN architect responsible has approved the design and a signed RRT (Registro de Responsabilidade Técnica – Technical Responsibility Registration) or ART (Anotação de Responsabilidade Técnica – Technical Responsibility Record) and Liability Undertaking signed by the responsible party/booth contractor and the EXHIBITOR have been submitted.

Each RRT or ART relates to one contract. A separate RRT or ART is therefore required for each booth construction contract, regardless of the space or contract value.

COMPLETING THE ART/RRT CORRECTLY

All designs require a paid ART or RRT for booth design and construction, and an ART or RRT for electrical installations, issued by the responsible professional (CREA-SP / CAU).
The ART or RRT must be completed as follows:

ART – ACTIVITY 3 – Works and Service Details

RRT – ACTIVITY 3.1 – Service 001 – Start Date and Expected Completion Date – July 15 to 25, 2027

RRT – ACTIVITY 3.1.1 – Works / Service Address

Rua José Bernardo Pinto, 333 – Vila Guilherme – SP – 02055-000

Additional address details: specify the hall where your space is located.

ART – ACTIVITY 4 – TECHNICAL ACTIVITY

Execution 1

Assembly of a temporary building – state the area and use square meters as the unit.

Installation of commercial low-voltage electrical systems – state the capacity in kVA and use kilovolt-ampere as the unit.

RRT – ACTIVITY 3.1.2 – Technical Activity/Activities

GROUP: EXECUTION

Activity 2.1.3 – Construction of temporary buildings or installations – state the area and use square meters as the unit.

GROUP: EXECUTION

Activity 2.5.7 – Installation of low-voltage building electrical systems – state the capacity in kVA and use kilovolt-ampere as the unit.

ART – ACTIVITY 5 – Notes

RRT – ACTIVITY 3.1.4 – Works / Service Description

In addition to the booth name, this field must state:

Design, build-up, maintenance and breakdown of (brief description with main dimensions or quantities), from July 15 to July 25, for FIPAN in the (state hall color) hall at Expo Center Norte.

RRTs and ARTs can only be printed after the corresponding boleto is paid. There will therefore be insufficient time to issue them at build-up.

THE RRT OR ART IS VALID ONLY AFTER REGISTRATION WITH CREA OR CAU. A DRAFT ART OR RRT WILL NOT BE ACCEPTED, EVEN WITH PROOF OF PAYMENT.

<u>Note:</u> The EXHIBITOR and booth contractor are fully responsible for the authenticity of the design.

3 - DOCUMENTS REQUIRED FROM BOOTH CONTRACTORS FOR ADMISSION TO THE HALLS

To obtain authorization to use the booth construction space, booth contractors/decorators must submit the following documents to the on-site CAEX:

- Liability Undertaking signed by the booth contractor/EXHIBITOR;
- Proof of payment for booth contractor/decorator badges and maintenance service badges (during show days). The relevant forms must include the name, CPF and job title of personnel working during build-up, show days and breakdown;

- Approved final booth design;
- Copy of the RRT for the detailed design (issued by an architect) or ART (issued by an engineer), with proof of payment of the applicable technical responsibility registration fee, covering design, build-up, maintenance and breakdown;
- Copy of the responsible professional's CREA/CAU registration;
- **Public liability and miscellaneous risks insurance policies covering employees, materials and equipment used during build-up, show days and breakdown.**

  Insurance must adequately cover damage to the hall or third parties in the EXHIBITOR's rented areas where the contractor is carrying out booth construction work.

IF THE POLICY IS MISSING OR DOES NOT ADEQUATELY COVER THESE RISKS, THE EXHIBITOR AND BOOTH CONTRACTOR WILL BE FULLY LIABLE TO THE ORGANIZER FOR ALL LOSSES AND MUST COMPENSATE FOR AND REPAIR ALL DAMAGE.

4 - USE OF THE HALLS

The EXHIBITOR/BOOTH CONTRACTOR must not mark, paint, drill or excavate the hall floor under any circumstances.
No booth component or displayed product may be supported by, tied to or suspended from the hall structure, roof, columns, fire piping or walls. Drilling or painting these elements is also prohibited.

5 - POWER TOOLS

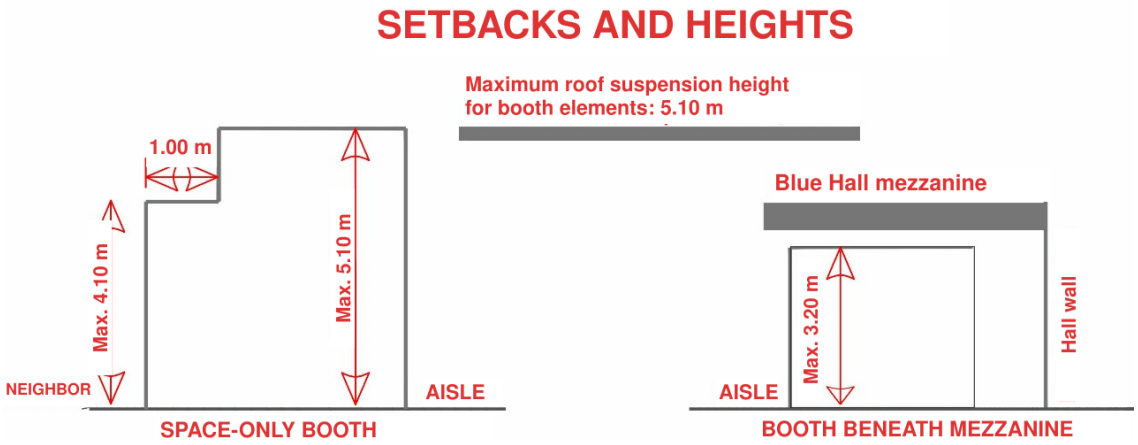
Chainsaws, circular saws, paint compressors and electric sanders are expressly prohibited inside the halls.
Contractors using wooden booths or components must bring prefabricated pieces that have already been filled, sanded and painted.

NO BOOTH COMPONENTS MAY BE MANUFACTURED INSIDE THE HALL, IN WHOLE OR IN PART. NONCOMPLIANCE WILL RESULT IN SUSPENSION OF CONSTRUCTION.

Aisles and neighboring booths must not be used to store materials, tools or products to be installed in the booth.
All work must take place exclusively within the EXHIBITOR's booth boundaries.

All work involving grease, paint, corrosive materials, powders or liquids must use suitable containers inside the booth to prevent harm to people, the hall and neighboring booths.

6 - HEIGHT LIMITS



UP TO 4.10 M – NO SETBACK
4.11 M TO 5.10 M – 1.00 M SETBACK
***Height measured from the hall floor**

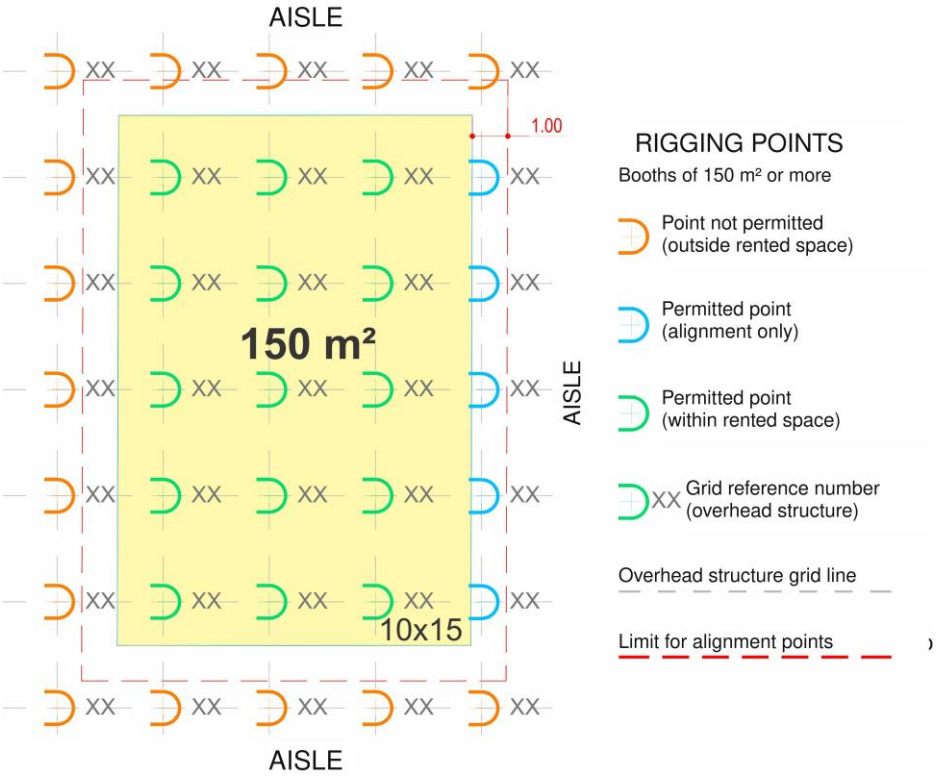
Setbacks are mandatory only for walls facing neighboring spaces, regardless of booth configuration, e.g. inline, peninsula or corner.

7 - DOUBLE-DECK BOOTHS ARE NOT PERMITTED

8 – OVERHEAD STRUCTURES SUSPENDED FROM THE HALL ROOF AS PART OF THE BOOTH DESIGN – ONLY FOR BOOTHS OF 150 m² OR MORE

Suspension of overhead structures from the hall roof will only be authorized under the following rules:

1. **Rented booth space must be at least 150 m².**
2. **Only rigging points entirely within the rented space may be used.**
3. **Exceptionally, rigging points outside the rented space may be authorized up to 1.00 m from its boundary to align the suspended structure.**
4. **Points outside the rented space do not count toward the total load capacity available for suspension.**



5. **Structures supporting LED screens may not be suspended from the hall roof.**
6. **Items suspended from the roof must have steel tube (metalon) frames; cladding materials may be freely selected. Timber-framed items may not be suspended.**

7. **Booths using rigging points (150 m² or more) must submit an insurance policy covering the full event period, July 15 to 25, 2027, including:**
   - Public liability
   - Personal accident
   - Installation, build-up and breakdown
   The policy must be sent to projeto@fipan.com.br.
8. **Overhead elements shown in the design must be included in the description on the booth design and construction RRTs/ARTs.**
9. **For designs involving suspended structures that meet these requirements, contact Expo Center Norte, which is responsible for cable rental, for review, information, costs and required documentation.**

Eunice Pinheiro
Email: atendimento@estruturasaereas.com.br
+55 11 3865-1197 / +55 11 96191-2900

9 - CONSTRUCTION RULES FOR ISLAND AND PENINSULA BOOTHS OVER 30 m²

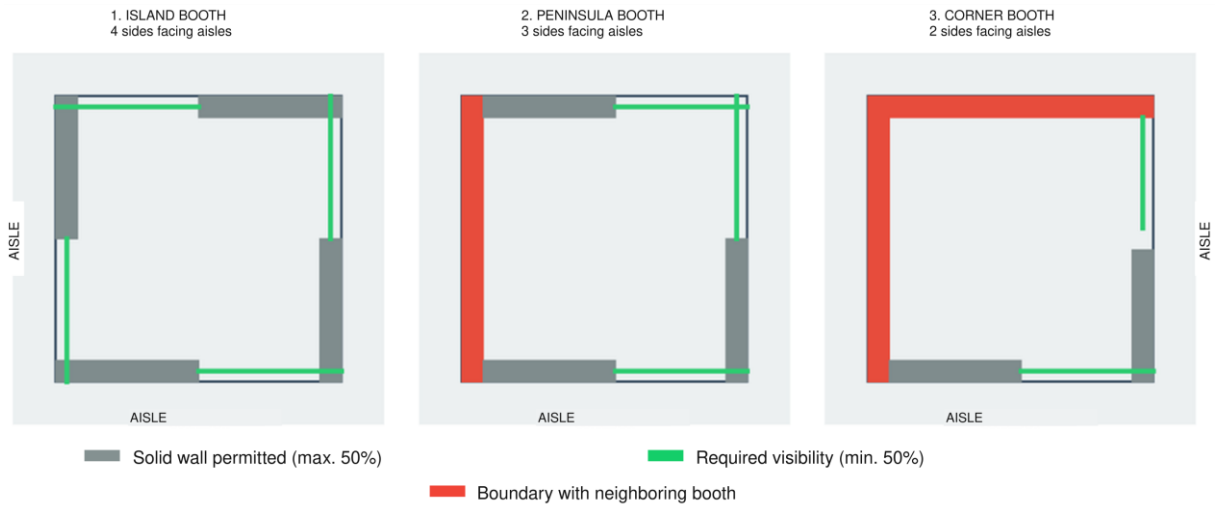
VISIBILITY RULES

These rules apply to all island, peninsula and corner booths of 30 m² or more.

To ensure smooth circulation, visual harmony and prevent booths from blocking their neighbors' frontage, complete visual obstruction of sides facing the aisles is strictly prohibited.

Basic Visibility Guidelines (Booth Frontages)

Refer to the diagrams below to see where walls may be built and where sightlines must remain open:



General Openness Rule (Minimum 50%)

- **Mandatory openness:** At least 50% of the linear length of each aisle-facing side must remain completely open or transparent.
- **Solid wall limit:** Walls, solid LED screens or opaque totems may occupy no more than the remaining 50% of the frontage.

What Is Permitted within the 50% Visibility Area?

If the EXHIBITOR encloses this area for structural reasons, glass or a fully transparent material must be used.

- **Strips and Graphics on Glass:** Safety markings (stickers, graphics, logos or signage) are permitted up to a maximum height of 1.00 m from the hall floor, with a maximum strip width/thickness of 10 cm.

What Is Prohibited within the 50% Visibility Area?

Within the mandatory transparent half, any element causing total or partial visual obstruction above 1.00 m from the floor is expressly prohibited. The following are not allowed:

- **Frosted glass or frosted/opaque films;**
- **Dense decorative adhesive striping on glass;**
- **Translucent graphics, backlit displays or fabrics that block views into the booth.**

Open Architectural Elements (Louvers, Slats and Columns)

If the design uses open architectural features facing an aisle, such as louvers, successive columns, chains or horizontal/vertical decorative tubes:

- **Open-area calculation:** The combined clear gaps between slats or columns must provide at least the required 50% visibility.

PARTITION WALLS

Partition walls must be built along the boundaries with neighboring spaces, entirely within the rented area. Their height must be at least **2.70 m** from the hall floor and no more than **5.10 m**, observing the setback required for the relevant height around the booth perimeter.
The EXHIBITOR must provide a quality finish on surfaces facing neighboring booths or aisles above **2.20 m** from the hall floor. Surfaces facing neighboring booths must be finished in white only.

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

GLASS WALLS

Glass walls must use tempered or laminated glass and comply with the ORGANIZER's setback requirements.
Panels must be marked with safety strips (stickers, graphics, logos, etc.) during build-up and breakdown to prevent accidents.
Legal requirements, Fire Department rules and ABNT standards NBR 7.199, 14.697 and 14.698 must be observed. Use of glass panels requires an ART or RRT and a manufacturing certificate (material certification).

Brands, Images, Interactive Panels and LED Screens
Peninsula and corner booths may not position brands, images, interactive panels or LED screens facing neighboring booths.

Walls made from ordinary glass panels may be no higher than 3.00 m and must have emergency markings. Above this height, only glass panels with safety film (such as Insulfilm), polycarbonate or acrylic panels/sheets, or laminated or tempered glass walls are permitted.

Glass with safety film requires a technical certificate guaranteeing that it will not shatter into fragments if broken.

Any booth component visible from neighboring spaces or main or cross aisles is only permitted if its finish is of the same quality as the front of the booth.

All openings made to accommodate LED screens, televisions, projection screens or similar items must be properly sealed.

Note:
All booth configurations, including inline, corner and peninsula booths, must have walls/panels separating their space. If the neighboring booth has a standard height of 2.20 m, **the back of the higher wall must have a neutral white finish of equal quality up to the full constructed height (5.10 m).**

10 - BOOTHS WITH ENCLOSED ROOMS

All booth designs with enclosed rooms must include emergency exits. Booths with more than 100 m² of built area must have entrance, exit and emergency doors with overhead and floor signage indicating escape routes. For auditoriums, the number of emergency exits must be appropriate to the seating capacity.

11 - BOOTHS BENEATH THE HALL MEZZANINES

Booths located wholly or partly beneath the mezzanines in the Blue, Green and Red Halls must have a minimum height of 2.70 m and a maximum height of 3.20 m.

We recommend a technical site visit for exhibitors building booths in these areas.

12 - BOOTHS WITH COLUMNS

- **Plain columns without water/fire safety equipment within a booth may only be clad if a minimum 0.10 m clearance is maintained from each face.**
- **Columns with hall equipment (stairs and other installations) may only be clad if a minimum 1.00 m clearance from the equipment face and an access door are provided.**
- **Columns with a fire hydrant facing into the booth must not be clad or obstructed; direct, unrestricted access must be maintained.**
- **Building fire extinguishers facing into the booth, or on columns within the exhibition area, may only be moved from their original column face following consultation with and approval from Expo Center Norte and the ORGANIZER.**

IMPORTANT: DESIGNS NOT APPROVED BY THE ORGANIZER WILL NOT BE RELEASED FOR CONSTRUCTION, INCLUDING OVERHEAD RIGGING ALREADY APPROVED BY EXPO CENTER NORTE.

13 - DEMONSTRATION, CLASS AND SAMPLING AREAS AND SHOPS

All booth designs, whether island, peninsula, corner or inline, with demonstration, class and/or sampling areas must set these activities back at least 1.00 m from the booth edge.

The design must identify the location of these activities.

THE ORGANIZER WILL INSPECT BOOTH CONSTRUCTION AND ACTIVITIES DURING THE SHOW. IF THIS RULE IS NOT OBSERVED, IT MAY SUSPEND CONSTRUCTION OR THE ACTIVITY UNTIL COMPLIANCE IS ACHIEVED.

SHOPS MUST POSITION CHECKOUTS FACING INTO THE BOOTH OR AT ITS REAR. DESIGNS WITH CHECKOUTS AT THE BOOTH EDGE FACING THE AISLE WILL NOT BE APPROVED.
IF BUILT, THEY WILL NOT BE ALLOWED TO OPERATE UNTIL CORRECTED.

14 - PLUMBING

Raised floors are mandatory for all shell scheme, decorated and custom-built booths requiring water supply and drainage connections.

15 - ELECTRICAL WIRING

Electrical wiring must be properly installed, finished, insulated and concealed. Only PP-type sheathed cables are permitted. Failure to comply will result in suspension of construction until the requirement is met.

POWER STRIPS, MULTIWAY ADAPTERS AND ANY TYPE OF EXTENSION LEAD FOR CONNECTING APPLIANCES ARE EXPRESSLY PROHIBITED. THE ORGANIZER MAY PREVENT BOOTH OPERATION UNTIL THIS RULE IS MET.

16 - BOOTH GROUNDING

EXHIBITORS and booth contractors must ground booths built with iron or aluminum frames by connecting them to the ground wire at the power supply point, to prevent electric shock.

17 - MASONRY CONSTRUCTION

Masonry or similar construction of floors, walls or other elements is prohibited.

18 - OVERHEAD CONNECTIONS BETWEEN BOOTHS ARE CONSIDERED PAID PROMOTIONAL PLACEMENTS AND MUST BE CONTRACTED THROUGH THE EVENT SALES TEAM.

Once contracted, these will be authorized only after review by the ORGANIZER and Expo Center Norte, subject to the following rules:

a) Overhead connections between booths across designated escape routes will not be authorized under any circumstances.
b) Overhead branding is permitted only for booths over 70 m².
c) The 4 m aisle width must not be obstructed or reduced.
d) Clear height below the connecting structure must be no more than 4 m.
e) After design approval, submit a copy of the structural calculations and the construction RRT or design and construction ART for the connecting structure and overhead signage.

19 - BOOTH FOOTPRINT

The horizontal projection of every construction or decorative element and displayed product must lie entirely within the booth boundaries.
Projections over neighboring booths or public aisles are prohibited, except for logo lighting spotlights installed at a minimum height of 2.30 m.

20 - FINISHING REQUIREMENTS

All decorative elements and fascias must be finished on both sides, whether facing neighboring booths or cross aisles. The only exception is for booths along the hall perimeter.

21 - FLOORING

The hall has special flooring. Booths must be built over a protective layer; glue is not permitted. **If adhesive tape is used to secure carpet to the floor,**

only 3M tape ref. 4880 or 4890 or Adere double-sided tape code 462 may be used. All tape must be removed after the event without damaging the floor.

USING GLUE TO FIX CARPET OR ANY OTHER MATERIAL TO THE HALL FLOOR IS EXPRESSLY PROHIBITED. THE ORGANIZER MAY CHARGE EXHIBITORS/BOOTH CONTRACTORS FOR ANY FLOOR DAMAGE.

ALL MACHINERY AND/OR HEAVY EQUIPMENT MUST BE SHOWN ON THE BOOTH FLOOR PLAN WITH ITS WEIGHT SPECIFIED AND INSTALLED IN THE DESIGNATED POSITION. LAST-MINUTE CHANGES ARE NOT PERMITTED.

22 - AIR CONDITIONING

All Expo Center Norte halls have their own air-conditioning system.
To ensure the system operates properly, EXHIBITORS must comply with the following:

a) Booths may not have their own air-conditioning units, as hot exhaust air would impair the hall system's performance.
All booths must be built without ceilings to benefit from the hall air conditioning.

b) Auditoriums that technically require an enclosed ceiling must have extensions to the hall's air ducts to supply air directly inside.

THIS WORK MAY ONLY BE CARRIED OUT BY THE COMPANY RESPONSIBLE FOR EXPO CENTER NORTE'S AIR-CONDITIONING SYSTEM, WHICH MUST SUBMIT A QUOTATION FOR THE EXHIBITOR'S APPROVAL.

23 - ILLUMINATED SIGNS

Illuminated sign components, ballasts and control panel parts must never be placed against booth construction elements.

Illuminated signs are permitted inside booths provided they are fully protected and pose no risk to people.

24 - LIGHTING

LED lighting is mandatory in booths, helping prevent accidents and reduce power costs.

INCANDESCENT, FLUORESCENT AND/OR HALOGEN LAMPS ARE NOT PERMITTED.

25 - ACCESS RAMPS

All booths with raised floors must provide ramp access for people with disabilities or reduced mobility. The ramp must connect the hall floor to the booth floor without steps or obstacles and remain available throughout the event.

The design must show the ramp location, raised floor height, clear width, length, slope, surface finish and edge treatment. At the transition from the hall floor, any residual level difference must not exceed 5 mm.

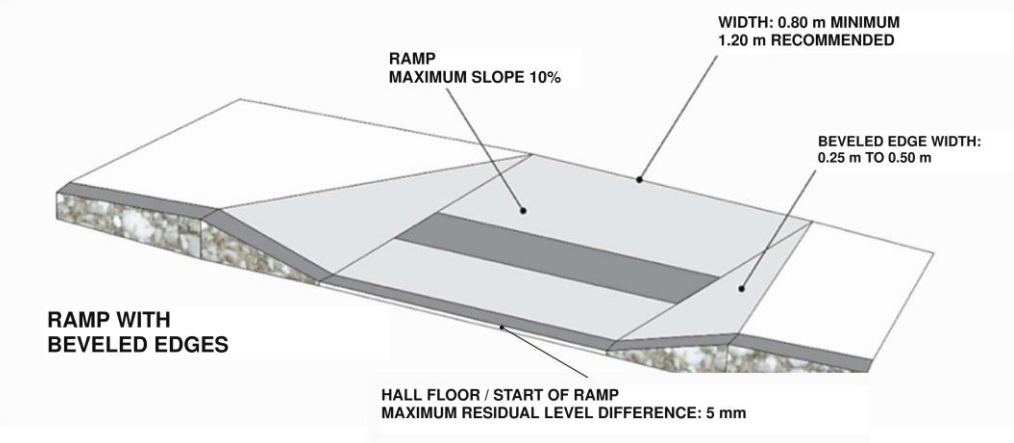
- • **Shell scheme booths:** The ramp must be at least 0.80 m wide; 1.20 m is recommended. The slope must not exceed 10%; 8.33% is recommended.

  For a 10 cm raised floor, the horizontal run is 1.00 m at 10% or 1.20 m at 8.33%

- • **Space-only booths:** The ramp may be integrated into the booth floor with beveled sides, as shown in the image. The same width and slope requirements apply, with no sharp edges or obstacles in the access route.

In all cases, the surface must be level, firm, stable and slip-resistant. A separate strip alone does not replace a safe ramp finish. Dimensions and finishes must be shown in the design for assessment by FIPAN's technical team.

Access ramps are mandatory for all booths,
in accordance with accessibility requirements.



IMPORTANT: IF THE BOOTH FLOOR IS 2.5 cm MDF LAID DIRECTLY ON THE HALL FLOOR, A MAXIMUM 5 mm LEVEL DIFFERENCE AT THE START OF THE RAMP IS RECOMMENDED.

26 - GARDENS AND PLANTS

Gardens, flowers and ornamental plants are permitted in pots, baskets or other containers, provided that loose soil or stones are not used to create gardens on site.

27 - AISLES

Placing materials, tools, boxes or products in the aisles is strictly prohibited. All work must take place within booth boundaries.

Passages 2.00 m wide or less leading to service areas and/or restrooms are not considered exhibition aisles. Images, logos or any display elements (showcases, displays or partial openings) facing these passages are prohibited.
These panels must have a white finish of the same quality as the face inside the booth.
Booth boundaries adjoining service passages are considered closed sides.

28 - SUSPENSION OF CONSTRUCTION WORK

The ORGANIZER may suspend booth construction/decoration that does not comply with these General Rules and require appropriate modifications.

TO AVOID THIS, SUBMIT YOUR DESIGN FOR APPROVAL BY JUNE 28 TO: projeto@fipan.com.br

29 - ASSISTANCE AND MAINTENANCE DURING SHOW DAYS

The appointed booth contractor is responsible for all maintenance and/or assistance to its customer (the EXHIBITOR) during build-up, show days and breakdown**. Neither the ORGANIZER nor the Official Booth Contractor is responsible for problems at the booth.**

30 - END OF BUILD-UP

Booth construction work must be completed by 20:00 on July 18.

July 19, the day before the show opens, is reserved for finishing/decoration from 08:00 to 17:00. After 17:00, the hall doors will close so the ORGANIZER can begin final event preparations. After this time, only final internal decoration work that does not create dirt will be permitted.

NO MATERIALS OR DEBRIS MAY BE PLACED IN THE SHOW AISLES.

IMPORTANT:

EXHIBITORS/BOOTH CONTRACTORS WHO DO NOT COMPLY WITH THE ESTABLISHED TIMES WILL BE FINED R$ 5,000.00 (FIVE THOUSAND REAIS) PER HOUR OF DELAY. THE BOOTH WILL BE CLOSED UNTIL THE FINE IS PAID AT THE CAEX.

COMPANIES HIRED FOR BOOTH CONSTRUCTION AND/OR DECORATION ARE RESPONSIBLE FOR REMOVING DEBRIS AND UNUSED MATERIALS.
ANY BOOTH CONTRACTOR/DECORATOR/EXHIBITOR LEAVING WASTE MATERIAL IN THE AISLES WILL BE NOTIFIED. FAILURE TO REMOVE IT IMMEDIATELY WILL RESULT IN A R$ 2,000.00 (TWO THOUSAND REAIS) FINE, PAYABLE AT THE CAEX.

OFFICIAL BOOTH CONTRACTOR

Shell scheme options offered by the official booth contractor

1 - SHELL SCHEME BOOTHS

OPTION: SHELL SCHEME 1



OPTION: SHELL SCHEME 2



OPTION: SHELL SCHEME 3



2 - OFFICIAL BOOTH CONTRACTOR DETAILS

PROJETANDO EVENTOS
Telephone: +55 11 3389-1800
Mobile: +55 11 94020-7130
Contact: Paula Soncin
Email: operacional@projetandoeventos.com.br

EXHIBITORS MAY NOT USE THEIR SPACE WITHOUT AT LEAST A SHELL SCHEME BOOTH.

3 - REQUESTS FOR EXTRAS FOR ANY OF THE ABOVE OPTIONS

Orders placed by June 24 will be fulfilled subject to material and labor availability.

Any modification requested after this date will be treated as an additional service and charged separately.

4 - ADDITIONAL SERVICES

Additional booth decoration services may only be carried out by PROJETANDO EVENTOS, the event's Official Booth Contractor and owner of the shell scheme materials, subject to availability.

Other companies may not carry out this work.

5 - ATTACHING MATERIALS

Promotional materials, pictures and decorative objects may only be attached to booth walls using **nylon line.**
Nails, drawing pins, glue or any other material that damages the panels must not be used.

The Official Booth Contractor will charge the EXHIBITOR for any damage to materials.

BREAKDOWN RULES

1 - BREAKDOWN DEADLINE

The EXHIBITOR is responsible for dismantling its booth and removing displayed products and equipment within the specified period.

BOOTH BREAKDOWN MUST FOLLOW THE SCHEDULE BELOW:

July 23 Friday Booth contents removal	July 24 from 00:00 Saturday Completion of booth contents removal and start of structural dismantling	July 24 Saturday 00:00 to 16:00 Booth structure dismantling
19:00 TO 19:30 – SHOW CLOSING AND VISITOR DEPARTURE All visitors remaining in the halls will be gradually directed to the exits. **19:30 TO 20:00 – REMOVAL OF AISLE CARPETS** Removal of aisle carpets from the halls begins. **20:00 TO 23:59 – ACCESS FOR SMALL VEHICLES** Dock access opens for VUCs, utility vehicles and vans. During this period, handcarts will be permitted inside the halls to remove products and small equipment, including materials belonging to caterers, audiovisual rental companies, furniture suppliers and other service providers.	**FROM 12:00 MIDNIGHT ON JULY 24 – ACCESS FOR LARGE VEHICLES** Loading dock access opens for trucks and other large vehicles. From this time, forklifts and pallet jacks will be permitted inside the halls to remove large equipment and materials, continuing the removal of booth contents. Booth contractors may also enter from this time to begin dismantling booth structures.	**16:00 is the final deadline for all booth structures to be dismantled and the space left clean so that handover of the halls can begin.**

IMPORTANT – VEHICLE MARSHALLING AREA ACCESS

- **All vehicles must report to the freight vehicle marshalling area before proceeding to the loading docks.**
- **Drivers will receive an access ticket at the marshalling area, where vehicles will be organized according to size and tonnage.**
- **This procedure is essential for controlling vehicle flow and ensuring safe loading dock operations.**
- **Marshalling area address**: **Gate 18 – Rua Miguel Mentem**
- **Access to the marshalling area opens**: **15:00 on July 23**
- **Upon entering, drivers must give the attendant the booth name to receive instructions and the corresponding access ticket.**

2 - FINE

DELAYED BREAKDOWN WILL RESULT IN A R$ 5,000.00 (FIVE THOUSAND REAIS) FINE PER HOUR.
AS THE EXHIBITOR IS RESPONSIBLE FOR ITS BOOTH BREAKDOWN, PLEASE INFORM THE BOOTH CONTRACTOR, DECORATOR AND ALL OTHER COMPANIES INVOLVED OF THIS DEADLINE.

3 - REMOVAL OF MATERIALS

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

4 - DAMAGE TO THE HALLS

Our agreement with Expo Center Norte requires reimbursement for damage to hall facilities. **The ORGANIZER may pass these costs on to EXHIBITORS/BOOTH CONTRACTORS responsible for any damage, in accordance with the hall usage rules.**

5 - MATTERS NOT COVERED BY THIS MANUAL

The ORGANIZER may decide on matters not covered by the General Rules and introduce additional rules necessary for proper event operation or harmonious relations between EXHIBITORS.

Changes made by the ORGANIZER may not be used by the EXHIBITOR as grounds for canceling the Space Rental Agreement, as any measure adopted will be intended to ensure proper event operation.

RULES FOR DISPLAYING IMPORTED PRODUCTS

1 - PRODUCTS FOR DISPLAY

As an international event duly registered with the MINISTRY OF DEVELOPMENT, INDUSTRY AND TRADE, EXHIBITORS may ship products for demonstration during the event, including under tax exemption and/or suspension arrangements.
The ORGANIZER has appointed FULSTANDIG as the event's Official Freight Forwarder and Logistics Operator, responsible for coordinating shipments from origin to delivery at the EXHIBITOR's booth.

2 - FREIGHT FORWARDER INSTRUCTIONS

FULSTANDIG is the company appointed by the ORGANIZER to assist EXHIBITORS displaying imported goods.
Please contact the company for all applicable rules and procedures for moving these goods.

FULSTANDIG
Rua Eli, 164 – Vila Maria
Postal code: 02114-010 – São Paulo – SP
Telephone: +55 11 2207-7650
Fax: +55 11 2207-7654
Email: mewbank@fulestandig.com.br
Contact: Mariane Ewbank

SAFETY RULES

1 - RESPONSIBILITY

The ORGANIZER is not responsible for injury, damage or losses affecting people or displayed products before or during build-up, show days or breakdown, including sabotage, civil unrest, failures or interruptions in power or water supply, or incidents of any kind, and will not reimburse costs arising therefrom.

DURING THE SHOW, EXHIBITORS MUST KEEP VALUABLE ITEMS AND EQUIPMENT IN A SECURE LOCATION WITH RESTRICTED ACCESS TO HELP PREVENT THEFT. THE ORGANIZER IS NOT RESPONSIBLE FOR THEFT OF ANY KIND.

YOUR COMPANY'S PRODUCTS/EQUIPMENT MAY ONLY BE SENT TO THE HALL WHEN A RESPONSIBLE PERSON IS PRESENT AT YOUR BOOTH TO RECEIVE THEM.

2 - INSURANCE

The EXHIBITOR is solely responsible for any damage or incident involving uninsured booths, property, products or personnel of any kind, including representatives, carriers, booth contractors and lifting companies, during build-up, show days or breakdown.

THE ORGANIZER STRONGLY RECOMMENDS THAT EXHIBITORS ARRANGE THEIR OWN INSURANCE AGAINST ALL RISKS, AS THESE ARE THEIR SOLE AND EXCLUSIVE RESPONSIBILITY.

3 - FIRE EXTINGUISHERS

As recommended by the Fire Department, all booths must use FLAME-RETARDANT materials. Flame-retardancy certificates must be requested from carpet and fabric suppliers for the materials installed.

Under ABNT Technical Standards (State Decree 69.118/24), EVERY EXHIBITOR MUST INSTALL appropriate DRY CHEMICAL POWDER (PQS) or CARBON DIOXIDE (CO2) extinguishers at its booth, compatible with the products and construction materials and in sufficient quantity. Dry powder extinguishers must weigh at least 4 kg and carbon dioxide extinguishers at least 6 kg. The event requires 1 EXTINGUISHER PER 25 m², e.g. 100 m² = 4 extinguishers.

Equipment may be requested from the event's Official Fire Safety Team, which will inspect booths and be available for questions.

EXHIBITORS may use their own equipment if it meets these specifications. The Official Fire Safety Team will inspect ALL booths.

4 - SPECIAL INSTALLATIONS

Equipment demonstrations that may pose risks to the public, neighboring booths or the halls must have special installations that, in the ORGANIZER's opinion, eliminate all hazards.

5 - PROHIBITED EQUIPMENT

a) Internal combustion engines and any other equipment emitting gases, smoke or grease inside the halls are prohibited.

b) Installation and operation of wood-fired ovens are prohibited.

c) Use of explosives and non-inert, toxic or flammable gases is prohibited.

d) LPG (Liquefied Petroleum Gas) is permitted only in domestic-use cylinders of no more than 90 kg, installed in the designated outdoor area under the venue's supervision, using rigid metal piping. Mechanical and electrical safety devices must be fitted. Piping plans must be approved in advance by the ORGANIZER and inspected by the venue. EXHIBITORS using this equipment must sign a Liability Undertaking.

EXHIBITORS requiring LPG must comply with the installation rules under Decrees 24714/87 of October 7, 1987 and 27011/88 of September 30, 1988. Installation and handling of fuel gases require an ART under the responsibility of a mechanical engineer.

e) Piston compressors are prohibited inside the halls. If essential, written authorization must be requested from the ORGANIZER 21 days before build-up (June 24). Equipment must be installed outdoors, with high-pressure hose supplying the point of use, fenced off by barriers or mesh panels and fitted with a protective circuit breaker nearby.

The plans must be submitted for Expo Center Norte's prior approval.

Quiet mini compressors may be used inside the halls if requested from the ORGANIZER 21 days before build-up (June 24). Equipment must meet all of the following:

- **Maximum power: 1.5 (one and a half) HP;**
- **Maximum receiver capacity: 20 (twenty) liters;**
- **Maximum noise level: 65 dB.**

Equipment failing to meet any of these specifications will not be regarded as a mini compressor and will not be allowed to operate.

f) Floating gas-filled balloons, such as blimps, zeppelins or similar items, are prohibited inside and outside the halls, including the lobby.

g) Aircraft, unmanned aerial vehicles, remotely piloted aircraft and similar equipment, such as RPAs, drones, zeppelins and model aircraft, are prohibited inside the halls and lobby, in outdoor loading/unloading areas and in parking areas.

EXHIBITORS USING DRONES OR ANY EQUIPMENT DESCRIBED ABOVE WILL BE NOTIFIED IMMEDIATELY, HAVE THE EQUIPMENT IMPOUNDED AND BE FINED R$ 3,500.00 (THREE THOUSAND FIVE HUNDRED REAIS).

****The absence of a signature does not invalidate the notice.***

6 - OBSTRUCTION OF HALL SAFETY EQUIPMENT

Placing materials or equipment in front of hall fire extinguishers is prohibited. Extinguishers must not be removed from their fixed locations for use elsewhere without prior authorization from the ORGANIZER.

7 - PPE – PERSONAL PROTECTIVE EQUIPMENT

EXHIBITORS must provide employees and/or contractors with PPE appropriate to the risks, in perfect condition and working order.

PPE IS MANDATORY FOR EVERYONE ENTERING THE HALLS DURING BUILD-UP AND BREAKDOWN, INCLUDING BOOTH CONTRACTORS, SUPPLIERS, SERVICE PROVIDERS, SECURITY STAFF AND EXHIBITORS.

8 - WORK CLOTHING

During build-up and decoration, people who are shirtless or wearing sleeveless shirts, shorts, skirts or dresses may not enter or remain inside the halls. Flip-flops, clogs and sandals are also prohibited. Badges must be worn visibly.

9 - EMERGENCY EXITS, EXTINGUISHERS, HYDRANTS AND ALARM CALL POINTS

Storing any material in marked areas designated for emergency exits, fire extinguishers, hydrants and alarm call points is expressly prohibited. These must remain completely unobstructed.

REGISTRATION AND BADGES

1 - EXHIBITOR BADGES

EXHIBITOR badges must be requested through the relevant form. One complimentary EXHIBITOR badge is provided for every 2 m².

OPERATIONAL FORM – COMPLETION AND PAYMENT REQUIRED

PLEASE DISTRIBUTE THESE BADGES CAREFULLY, AS THEY ALLOW ACCESS TO THE HALLS OUTSIDE SHOW HOURS. THIS IS A SECURITY MATTER THAT EXHIBITORS MUST TAKE INTO ACCOUNT.

EXHIBITOR badges will be issued by the ORGANIZER upon completion of the specific form with the EXHIBITOR's legal/trading name and the badge holder's full name, CPF and job title.

2 - ADDITIONAL EXHIBITOR BADGES

EXHIBITORS requiring more than the complimentary allocation must request and pay for additional badges using the specific form.

OPERATIONAL FORM – COMPLETION AND PAYMENT REQUIRED

3 - EXHIBITOR SPEAKER / CHEF BADGES

Guests or professionals hired by the EXHIBITOR to give talks, demonstrations and/or classes during show days must register as **an "EXHIBITOR SPEAKER" or "EXHIBITOR."**

PROFESSIONALS GIVING TALKS, DEMONSTRATIONS AND/OR CLASSES AT AN EXHIBITOR'S BOOTH MAY NOT WEAR VISITOR BADGES OR ANY OTHER BADGE TYPE. THE ORGANIZER WILL CARRY OUT REGULAR INSPECTIONS. ANY SPEAKER USING AN INCORRECT BADGE MUST REGISTER AT THE CAEX AND PAY FOR THE CORRECT BADGE.

4 - EXHIBITOR SERVICE PROVIDER BADGES

All exhibitor service providers must register with full details.

EXHIBITOR SERVICE PROVIDER badges are intended for employees of companies hired by the EXHIBITOR to provide support during show days, such as reception staff, waiters, pantry staff and musicians. They must be requested by completing and submitting the relevant form.

OPERATIONAL FORM – COMPLETION AND PAYMENT REQUIRED

5 - BOOTH CONTRACTOR BADGES

Booth Contractor/Decorator badges are mandatory throughout build-up and breakdown and may only be collected at the on-site CAEX from 12:00 on July 15, 2027.

SINDIPROM and ABRACE members must present their membership cards to collect complimentary badges.

OPERATIONAL FORM – COMPLETION AND PAYMENT REQUIRED

6 - BOOTH CONTRACTOR / DECORATOR MAINTENANCE BADGES

During show days, booth maintenance may only be carried out by holders of the specific maintenance badge.
Booth contractors/decorators must request MAINTENANCE SERVICE badges at the on-site CAEX by July 18, between 08:00 and 21:00.

The CAEX is authorized to exchange 2 badges per BOOTH.
Requests above this allocation must be submitted on company letterhead, signed by the company representative and listing employees' names and CPF numbers.
Requests are subject to approval by the ORGANIZER.

7 - BADGE COLLECTION

The ORGANIZER will issue badges only after confirming payment of all fees for the services requested.
Badges may be collected at the hall entrance from 12:00 on July 15.

EXHIBITORS, booth contractors, security staff and all booth service personnel must wear their badges visibly.

IMPORTANT:

- **EXHIBITORS, BOOTH CONTRACTORS AND SERVICE PROVIDERS WILL BE REQUIRED TO PRESENT AN OFFICIAL PHOTO ID EACH TIME THEY ENTER THE HALL.**
- **ANYONE FOUND INSIDE THE HALL WITHOUT A BADGE WILL BE REMOVED IMMEDIATELY.**
- **IDENTIFICATION LABELS MUST NOT COVER THE STRIP INDICATING THE BADGE TYPE. THE ORGANIZER MAY CONFISCATE AND CANCEL ANY SUCH BADGE.**
- **CONFISCATED BADGES WILL NOT BE REPLACED.**

Badges are valid during event operating periods and may only be requested up to the day before the show opens.
If a badge is lost, misplaced or forgotten, the EXHIBITOR may request a replacement provided the original was not confiscated.

Replacement badges will only be issued upon payment of a fee of R$ 60.00 (sixty reais).

8 - PERSONNEL ACCESS

Only properly registered badge holders may enter the halls throughout the event operating period.

EXHIBITORS, booth contractors, decorators, security staff, reception staff, waiters, cleaners and anyone working for a booth must wear their badges visibly.

Access outside show hours is restricted to EXHIBITOR and EXHIBITOR SERVICE PROVIDER badge holders, who must present official photo ID.

9 - CONFISCATION OF BADGES

All badges issued by the ORGANIZER ARE PERSONAL AND NON-TRANSFERABLE AND DO NOT ADMIT ACCOMPANYING PERSONS.

Badge holders must present identification (RG or other official photo ID) at the hall entrance. Use by a third party constitutes misuse and will result in confiscation and cancellation. Confiscated badges will not be replaced.

FIRST AID AND FIRE SAFETY SERVICES

During build-up, show days and breakdown, the ORGANIZER will provide first aid services and an on-duty fire safety team for emergencies.

SECURITY SERVICES

1 - EVENT SECURITY

The ORGANIZER will maintain general event security 24 hours a day throughout build-up, show days and breakdown to maintain order and ensure smooth operations.

General Security covers aisles, event entrances and exits and infrastructure booths under the ORGANIZER's responsibility.

GENERAL EVENT SECURITY IS NOT RESPONSIBLE FOR SAFEGUARDING PRODUCTS DISPLAYED AT INDIVIDUAL BOOTHS. EXHIBITORS SHOULD HAVE A QUALIFIED PRIVATE SECURITY GUARD AT THEIR BOOTHS, PARTICULARLY OUTSIDE SHOW HOURS.

Important: Event service providers (security, cleaning, official booth contractor, electrical and plumbing teams) will be registered and uniformed. Do not allow unauthorized persons inside your booth.

2 - HIRING BOOTH SECURITY SERVICES

Booth security services may be arranged in the following ways:

A) OFFICIAL SECURITY PROVIDER

EXHIBITORS wishing to use the Official Event Security company must request the service from the ORGANIZER by completing the specific form and paying the service fee.

OPERATIONAL FORM – COMPLETION AND PAYMENT REQUIRED FOR ORDERING THIS SERVICE

B) THE EXHIBITOR'S OWN EMPLOYEES

The EXHIBITOR must notify DELESP (Private Security Control Office) by official letter of the transfer of a qualified employee from its in-house security team 30 (thirty) days before build-up begins.

For the security professional to be admitted and remain on site, the following documents are mandatory:

Proof of employment;

- **Letter on the EXHIBITOR's letterhead authorizing the employee to act as booth security and accepting responsibility for this appointment, specifying work dates and entry and exit times;**
- **RG or CNH (the professional's official photo ID or Brazilian driver's license);**
- **Current criminal record certificate;**
- **Security guard training certificate;**
- **Current refresher training certificate;**
- **Large Events Training certificate;**
- **National Security Guard Card (CNV).**

C) EMPLOYEES OF SPECIALIST SECURITY COMPANIES

EXHIBITORS hiring a specialist security company must obtain and submit the following documents to BARVAM SEGURANÇA:

- **RG or CNH (the professional's official photo ID or Brazilian driver's license);**
- **Booth accreditation letter with the professional's full details;**
- **Current criminal record certificate;**
- **Security guard training certificate;**
- **Current refresher training certificate;**
- **Large Events Training certificate;**
- **National Security Guard Card (CNV);**
- **Security company's current operating license.**

OPERATIONAL FORM – COMPLETION AND PAYMENT REQUIRED

Reminder:
Security personnel must wear uniforms and must not carry weapons under any circumstances. Security badges must be presented at hall entrances. Use by a third party will result in confiscation.

THE ABOVE DOCUMENTS MUST BE SUBMITTED TO THE OFFICIAL SECURITY COMPANY BY JUNE 24 AT THE LATEST, FOR ASSESSMENT AND AUTHORIZATION TO ISSUE THE SERVICE PROVIDER'S BADGE.

AFTER THIS DATE AND UNTIL EVENT BREAKDOWN, ONLY THE OFFICIAL SECURITY PROVIDER MAY BE HIRED, THROUGH THE SPECIFIC OPERATIONAL FORM.

IMPORTANT:

a) Security professionals hired through a qualified company and approved by Official Security as described above must purchase and use an "EXHIBITOR SECURITY" badge throughout build-up, show days and breakdown.

b) CONTRACTED SECURITY GUARDS AND EXHIBITOR EMPLOYEES PERFORMING SECURITY DUTIES MUST NOT USE "EXHIBITOR" BADGES UNDER ANY CIRCUMSTANCES.

During inspections, the ORGANIZER will remove security personnel wearing "EXHIBITOR" badges from the halls. It accepts no responsibility for products/materials in the booth where this rule has not been observed.

The professional may resume duties after presenting the required documentation and purchasing an "EXHIBITOR SECURITY" badge.

c) EXHIBITORS should not hire security services offered on site during build-up, show days or breakdown by professionals who are not properly registered to perform this work at their booths.

IF AN EXHIBITOR HIRES SECURITY STAFF FROM ANOTHER BOOTH WITHOUT NOTIFYING AND REGISTERING THEM AT THE CAEX, THE ORGANIZER WILL NOT BE RESPONSIBLE FOR ANY THEFT OR DAMAGE TO PRODUCTS, DECORATION OR THE BOOTH.

CLEANING SERVICES

1 - EVENT CLEANING

The ORGANIZER will provide general event cleaning from the final day of build-up, throughout show days and during breakdown.
The service covers circulation areas, management offices and restrooms.
EXHIBITORS are responsible for cleaning their booths and pantry areas. Booth waste must not be placed in aisle bins, in the interest of visitor comfort.

RESTOCKING AND CLEANING MUST TAKE PLACE OUTSIDE SHOW HOURS. BOOTH WASTE MUST BE PACKED IN SUITABLE PLASTIC BAGS AND MAY ONLY BE PLACED IN THE AISLES AFTER THE DAY'S ACTIVITIES HAVE ENDED.

2 - BUILD-UP CLEANING (DURING BOOTH CONSTRUCTION)

The appointed booth contractor, or EXHIBITOR building its own booth, must pay a fee for cleaning the hall's common areas **during build-up.**

OPERATIONAL FORM – COMPLETION AND PAYMENT REQUIRED

3 - HIRING BOOTH CLEANING SERVICES DURING SHOW DAYS

Internal booth cleaning during the event is the EXHIBITOR's responsibility. The appointed company must be registered by the deadline.

BOOTH CLEANING WASTE MUST NEVER BE LEFT IN THE HALL'S COMMON AREAS DURING SHOW HOURS. NONCOMPLIANCE WILL RESULT IN A R$ 3,500.00 (THREE THOUSAND FIVE HUNDRED REAIS) FINE, APPLIED FOLLOWING REGULAR INSPECTIONS.

Booth waste may only be placed in aisles after the day's activities have ended, properly packed in plastic bags.
Booth cleaning is permitted only under the following arrangements:

A) OFFICIAL CLEANING PROVIDER (ROVING SERVICE)

EXHIBITORS wishing to use the Official Event Cleaning company must request the service from the ORGANIZER by completing the specific form and paying the service fee.

OPERATIONAL FORM – COMPLETION AND PAYMENT REQUIRED FOR ORDERING THIS SERVICE

B) EMPLOYEES OR CLEANING SERVICE PROVIDERS HIRED BY THE EXHIBITOR

Employees of the company providing this service to the EXHIBITOR must be properly registered.

OPERATIONAL FORM – COMPLETION AND PAYMENT REQUIRED

ELECTRICAL SERVICES

1 - GENERAL INFORMATION

Electrical power is supplied by the utility under Expo Center Norte's responsibility. Booth electrical installations must fully comply with NBR 5410 – Low-voltage Electrical Installations. Flame-retardant cable with double mechanical insulation (PP type) and thermal-magnetic circuit breakers are mandatory. Each EXHIBITOR/BOOTH CONTRACTOR is responsible for completing the electrical installation and distribution inside the booth, with a Type C main circuit breaker at the supply point rated to match the power ordered.
The main circuit breaker and all other circuit protection devices must be housed in a non-combustible distribution board with a door, installed where the event maintenance team has unrestricted access, including outside show hours.
Under NBR 5410, NR 10 and Expo Center Norte requirements, EXHIBITORS/BOOTH CONTRACTORS must also ground booths with iron or aluminum frames,
connecting them to the ground wire at the supply point to prevent
electric shock.
Power will be supplied in whole kVA units at 380 V three-phase, 60 Hz,

with three phases, neutral and ground, and at 220 V single-phase during show days.
Lamps and other equipment must operate at 220 V. **For 127 V (110 V), EXHIBITORS must provide suitably rated transformers.** The power cables supplying the booths will terminate in a PCE female connector to which the exhibitor's load must be connected.

PCE connectors are compatible with Steck connectors, widely used in Brazil. This plug-in connection reduces the risk of short circuits, electric shock and phase reversal that could damage equipment.

The table below describes the PCE and Steck male connectors required to connect to the female power supply connector provided by Expo Center Norte:

Supply cable size with female connector PCE	PCE male connector reference required for the connection	Steck male connector reference compatible with PCE female connector	Male connector 5 pins
6 mm²	0252-6	s-5276	
10 mm²	035-6	s-5576	

EXPO CENTER NORTE'S ELECTRICAL SUPPLY IS 380 V THREE-PHASE, WITH 220 V PHASE-TO-NEUTRAL. EXHIBITORS USING 110 V EQUIPMENT MUST PROVIDE A TRANSFORMER TO PREVENT EQUIPMENT DAMAGE.

EXHIBITORS are responsible for ordering the power required for their booths. Any excess consumption verified during the show will be charged by the ORGANIZER at the specified rate.

Once installation is complete, an inspection must be requested from the ORGANIZER.

Lighting must be switched off daily after the show closes.
Booth electrical installations must comply **with NBR 5410/90** – Low-voltage Electrical Installations, particularly requirements for cables, protection, isolation and grounding devices. **These must be shown on the floor plan submitted to the ORGANIZER by June 28.**

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

a) Brazilian standard general-purpose socket, 220 V – 2P+E (10 A);
b) Industrial 5-pin socket, 6h – 380 V distribution point – 3P+N+E (125 A);
c) Industrial 5-pin socket, 6h – 380 V distribution point – 3P+N+E (32 A);
d) Industrial 5-pin socket, 6h – 380 V distribution point – 3P+N+E (63 A).

Booths requiring single-phase or three-phase power for displayed products must have separate circuits for general lighting and equipment operation.

BOOTHS OVER 50 m², OR WITH ELECTRONIC EQUIPMENT REQUIRING A SUBSTANTIAL ELECTRICAL LOAD, MUST HAVE AN ELECTRICAL ROOM WITH A DEDICATED DOOR AND UNRESTRICTED ACCESS.

The power required to operate the booth, in kVA, must be ordered through the relevant form by the deadline.

2 - ORDERING THE MANDATORY MINIMUM POWER SUPPLY

Upon completion of the electrical installation and services form by the deadline, the ORGANIZER will install a power supply point at the EXHIBITOR's booth as requested. The EXHIBITOR and/or its contractor is responsible for distribution inside the booth. Electrical installations must use PP-type cables.

IMPROVISED ELECTRICAL INSTALLATIONS (PARALLEL WIRES, ETC.), POWER STRIPS, MULTIWAY ADAPTERS AND ANY TYPE OF EXTENSION LEAD FOR CONNECTING APPLIANCES ARE STRICTLY PROHIBITED.
THE ORGANIZER WILL PREVENT BOOTH OPERATION UNTIL THIS RULE IS MET.

The available supply is alternating current at 60 Hz, 220 V single-phase. There is no need to calculate kWh, as the kVA charge covers consumption throughout the show period.

OPERATIONAL FORM – COMPLETION AND PAYMENT REQUIRED

Each EXHIBITOR must order a mandatory minimum of 0.075 kVA per square meter of rented BOOTH space.

Example: Square meters × kVA allowance = Total
50 m² × 0.075 = 3.75 kVA

3 - ORDERING ADDITIONAL POWER

If the basic power allocation is insufficient, the EXHIBITOR must order additional power.

EXHIBITORS requiring additional power must request it from the ORGANIZER by July 2 using the relevant form.

OPERATIONAL FORM – COMPLETION AND PAYMENT REQUIRED

After the deadline, requests will be handled in order of receipt and fulfilled only if power capacity is available in the halls, at a higher rate.

EXHIBITORS should confirm their booth's actual power requirements with their contractor using the kVA calculation reference table.

THE FOLLOWING TABLE SHOWS THE POWER REQUIREMENTS IN kVA OF SELECTED EQUIPMENT.

EQUIPMENT × POWER REQUIREMENT IN KVA

DESCRIPTION	kVA
Domestic coffee maker, 800 W	0.8
Commercial coffee maker, 1,700 W	1.7
Air circulator or fan, 100 W	0.1
Draft beer dispenser, 300 W	0.3
Commercial electric oven, 1,750 W	1.8
Domestic electric oven (Arno, GE, etc.)	1.7
Microwave oven	1.2
Minibar / Refrigerator / Freezer	0.3 / 0.5 / 0.5
Inkjet / Dot-matrix / Laser printer	0.3 / 0.5 / 0.5
Laptop / Notebook	0.12
Desktop computer (CPU and monitor)	0.5
Multimedia projector	0.5
LCD/LED TV	0.3
DVD player	0.4

PLUMBING SERVICES

1 - GENERAL INFORMATION

The hall has water supply and drainage points distributed throughout the floor. A fee is charged for each combined water/drainage connection. Cold water connections are ¾ inch or 20 mm nominal diameter; drainage connections are 50 mm.

2 - ORDERING WATER SUPPLY AND DRAINAGE CONNECTIONS

Upon completion of the form for water/drainage or drainage-only services **by July 2,** the ORGANIZER will provide the required connections.

IMPORTANT: CONNECTIONS MUST BE INSTALLED FROM THE SERVICE TRENCHES BEFORE BOOTH CONSTRUCTION. PLUMBING SERVICES MUST THEREFORE BE ORDERED AND PAID FOR BEFORE BUILD-UP BEGINS, WITHOUT EXCEPTION.

OPERATIONAL FORM – COMPLETION AND PAYMENT REQUIRED

TELEPHONE AND INTERNET SERVICES / PARKING

1 - TELEPHONE AND INTERNET

Telephone and internet services are provided by Expo Telecom, which has an office at Expo Center Norte.
Services must be ordered directly from the company.

We recommend ordering at least 30 days before build-up begins (June 15), as rates increase from the 31st day before the show.

SERVICES MUST BE ORDERED FROM EXPO TELECOM
TELEPHONE: +55 11 4210-0810, option 1
EMAIL: expotelecom@mapptv.com.br

2 - PARKING FOR BOOTH CONTRACTORS / EXHIBITORS / SERVICE PROVIDERS

The rules and rates below, set by ESTAPAR, the parking operator, **refer to 2026**. **Updated 2027 rates will be announced by February 2027.**

EXHIBITORS:

EXHIBITORS may purchase parking passes covering the event days:

- During show days, exhibitors receive a 50% (fifty percent) discount on the current rate upon presentation of the event badge issued by the promoter;
- Discounted passes are limited to 2 (two) per EXHIBITOR booth, regardless of its size;
- Show days:
  Cars and vans: R$ 85.00 for 6 hours, then R$ 5.00 per additional hour or part thereof.
  Motorcycles: R$ 35.00 for 6 hours, then R$ 5.00 per additional hour or part thereof.
- Only passenger cars and light commercial vehicles up to 2.40 m high are permitted;
- Access without a proximity card is not permitted.

The operator is ESTAPAR: telephone +55 11 2221-6700, 08:00 to 18:00; email estacionamentoexpo@estapar.com.br.

BOOTH CONTRACTORS AND SERVICE PROVIDERS – BUILD-UP AND BREAKDOWN:

- Booth contractors and service providers may purchase passes for R$ 20.00 (twenty reais) for up to 15 hours. After this period, an additional R$ 5.00 per hour applies. Valid only on build-up and breakdown days;
- Pass purchase requires presentation of the event badge issued by the promoter, and the company must appear on the promoter's list of service providers and booth contractors;
- Access: Rua Otto Baumgart, 300 (Gate 10) and Rua Miguel Mentem (Gates 16 and 17);
- Only passenger cars and light commercial vehicles up to 2.40 m high are permitted;

- Passes must be purchased from ESTAPAR: telephone +55 11 2221-6700, 08:00 to 18:00; email estacionamentoexpo@estapar.com.br.

ACCESS:

Events in the Blue, White, Green and Red Halls: Rua José Bernardo Pinto, 300 (Gate 13), Rua Otto Baumgart (Gate 10) and Rua Miguel Mentem (Gates 16 and 17).

LOADING AND UNLOADING
Halls and Surrounding Areas:

- Parking or waiting in the loading/unloading area is prohibited except for the time strictly required for the operation.
- Cars, trucks and light commercial vehicles are charged as follows:
  Up to 30 minutes: R$ 20.00
  Up to 1 hour: R$ 30.00
  Up to 2 hours: R$ 50.00
  Up to 3 hours: R$ 70.00
- Each additional hour or part thereof: R$ 50.00
  Important: There is no grace period. Charges apply immediately upon entry.

PROMOTIONAL MATERIALS

1 - DIGITAL INVITATIONS

Visitor admission is charged throughout FIPAN.
The ORGANIZER will automatically provide each EXHIBITOR with 02 (two) COMPLIMENTARY CODES PER m², exempting its guests (customers/buyers) from the visitor admission fee.
Companies requiring additional codes must request them by **emailing expositor@fipan.com.br.**

IMPORTANT: JULY 2 AT 17:00 IS THE FINAL DEADLINE FOR REQUESTING COMPLIMENTARY CODES. NO FURTHER CODES CAN BE RELEASED AFTER THIS DATE.

Registration is individual and must be completed through the event website.

EXHIBITORS ARE REQUESTED TO DISTRIBUTE COMPLIMENTARY ACCESS CODES SELECTIVELY TO HELP ENSURE A QUALIFIED BUYER/VISITOR AUDIENCE.

IMPORTANT:
DISTRIBUTING OR RAFFLING COMPLIMENTARY CODES ON COMPANY SOCIAL MEDIA IN CONNECTION WITH PRODUCT SALES BELOW THE EVENT ADMISSION PRICE IS NOT PERMITTED.
EXHIBITORS WISHING TO RUN SUCH SOCIAL MEDIA ACTIVITIES MUST SUBMIT A DESCRIPTION FOR THE ORGANIZER'S REVIEW AND APPROVAL.

2 - EXHIBITOR PROMOTIONAL MATERIALS

The exclusive exhibitor area of the FIPAN website will provide the **EVENT MEDIA KIT.**

3 - PRESS COVERAGE

Through its press office, the ORGANIZER will periodically promote the event in national newspapers and magazines using press releases, at no additional cost to EXHIBITORS.

The earlier material is submitted, the greater the opportunity for media coverage.
Publication of press releases is at the sole editorial discretion of each media outlet.

To support this work, please send high-resolution digital photos and a press release about the product lines and/or launches to be presented at the event to matheus@fragatacomunicacao.com.br. Materials will not be returned.

The ORGANIZER and its press office reserve the right to select information suitable for editorial use.

Companies are fully responsible for the accuracy of the information supplied.
To inform customers and suppliers of your participation, we recommend including the following wording in all correspondence:
"Visit our booth at FIPAN 2027 – Expo Center Norte – São Paulo – SP – July 20 to 23."

SHOW DAYS

1 - EVENT ADMISSION

Admission is restricted to professionals connected with the event's sectors. Registration is available at www.fipan.com.br or on site during show days. Badges will be released after payment or use of a complimentary code (an EXHIBITOR invitation) waiving the visitor admission fee.

2 - BOOTH ACCESS

Booths must be fully accessible to visitors. EXHIBITORS may not charge admission in any form or under any pretext.

3 - BOOTH OPERATION – SHOW OPENING (JULY 20, 21, 22 AND 23 AT 13:00)

At least 1 (one) EXHIBITOR employee able to provide information about displayed products must be present throughout show hours.
Staff must arrive 45 minutes before the show opens.
The ORGANIZER may open earlier to better serve visitors and accepts no responsibility for theft or loss of materials resulting from an EXHIBITOR's failure to observe the opening schedule.

EXHIBITORS WHOSE BOOTHS REMAIN CLOSED AT SHOW OPENING WILL RECEIVE FORMAL NOTICE AND BE SUBJECT TO A R$ 3,500.00 FINE.

****The absence of a signature does not invalidate the notice.***

4 - BOOTH OPERATION – SHOW CLOSING (JULY 20, 21 AND 22 AT 21:00 / JULY 23 AT 19:00)

On July 20, 21 and 22, the show closes to visitors at 21:00. EXHIBITORS, partners, employees and/or suppliers must leave their booths by 22:00, when hall lighting will be dimmed and Official Security will inspect compliance on behalf of the ORGANIZER.

On July 23, the final show day, visitor admission ends at 19:00 and all social gatherings are expressly prohibited.

SOCIAL GATHERINGS OF ANY KIND AFTER CLOSING TIME ARE EXPRESSLY PROHIBITED ON ALL SHOW DAYS.
EXHIBITORS BREACHING THIS RULE WILL RECEIVE FORMAL NOTICE, BE SUBJECT TO A R$ 3,500.00 FINE AND HAVE ALL BOOTH OCCUPANTS REMOVED FROM THE HALL IMMEDIATELY.

****Failure to sign the notice does not constitute disagreement by the exhibitor.***

USEFUL TELEPHONE NUMBERS

ORGANIZER

Seven
+55 11 3159-4223 – Email: Expositor@fipan.com.br

OFFICIAL BOOTH CONTRACTOR

Projetando Eventos
+55 11 3389-1800 – Email: operacional@projetandoeventos.com.br

PRESS OFFICE

Fragata Assessoria
+55 11 3725-6126 – Email: matheus@fragatacomunicacao.com.br

MUSIC COPYRIGHT

ECAD – Escritório Central de Arrecadação e Distribuição
+55 11 3287-6722 – Email: ecadsp@ecad.org.br

OFFICIAL FREIGHT FORWARDER

Display of imported products
Fulstandig
+55 11 2207-7650 – Email: mewbank@fulstandig.com.br

TELEPHONE AND INTERNET

Expo Telecom
+55 11 4210-0810, option 1 – Email: expotelecom@mapptv.com.br

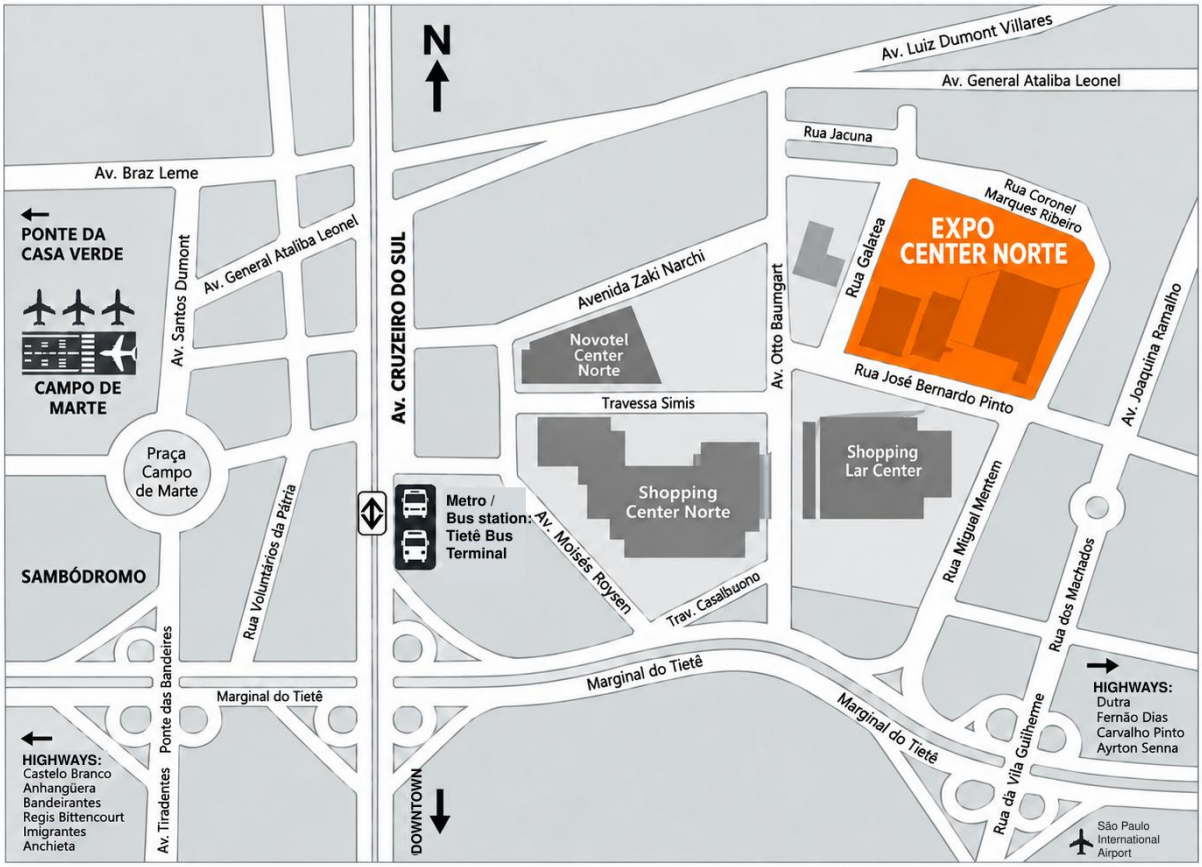
PARKING

Expo Center Norte
+55 11 2221-6700 – estacionamentoexpo@estapar.com.br

ISSUING TAX INVOICES FOR PRODUCT SHIPMENTS

State Tax Office
Telephone: +55 11 3243-3400 and 0800 170 110 (option 4)

GETTING TO EXPO CENTER NORTE



FIPAN

REALIZATION

SUPPORT

ORGANIZATION AND SALES