

FOR/MÓBILE

8th INTERNATIONAL TRADE SHOW FOR THE FURNITURE AND WOOD INDUSTRIES

JULY
10 - 13



SÃO PAULO EXPO
2018

EXHIBITOR'S MANUAL

www.manualexpositor.com.br

www.feiraformobile.com.br

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Dear Exhibitor,

The purpose of this manual is to assist you with your participation at **ForMóBILE 2018**.

It is very important to Exhibitors and Contractors to know and comply by all rules, rights, obligations and deadlines of this manual to assure a smooth and safety exhibition.

All rules in this manual are the responsibility of the exhibitor and you have the obligation to assure and comply with all duties and information stated in this document.

The Organiser reserves the right to change at any time as necessary the procedures and rules to assure quality, security of any situation across the event, or add information that is important for exhibitors or contractor companies providing services.

We recommend focusing the operational management to only one collaborator to be responsible of all tasks about this event.

Further information, please contact our Organiser Team:

EXHIBITOR RELATIONS

Gabrielle Siqueira

Phone.: +55 (11) 3598-7810

E-mail: atendimento.formobile@informa.com

OPERATIONS MANAGER

Anabela Gomes

Phone.: +55 (11) 3598-7886

E-mail: anabela.gomes@informa.com

1 EVENT LOCATION

1.1 VENUE

SÃO PAULO EXPO – EXHIBITION & CONVENTION CENTER

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

Água Funda – São Paulo/SP – Brazil

Website: www.saopauloexpo.com.br



1.2 PARKING

The parking area at the venue is managed by **SÃO PAULO EXPO – EXHIBITION & CONVENTION CENTER**. For more information and pricing query, please contact by phone **+55 (11) 5067-1717**.

1.3 EXHIBITION SCHEDULE

BUILD UP		
Wednesday	04 July 2018	From 08:00 to 20:00
Thursday	05 July 2018	From 08:00 to 20:00
Friday	06 July 2018	From 08:00 to 20:00
Saturday	07 July 2018	From 08:00 to 20:00
Sunday	08 July 2018	From 08:00 to 20:00
Monday	09 July 2018	From 08:00 to 12:00
DECORATION		
Monday	09 July 2018	From 12:01 to 20:00
SHOW DAYS		
Tuesday	10 July 2018	From 10:00 to 19:00
Wednesday	11 July 2018	From 10:00 to 19:00
Thursday	12 July 2018	From 10:00 to 19:00
Friday	13 July 2018	From 10:00 to 19:00
BREAKDOWN		
Saturday	14 July 2018	From 00:00 to 23:59
Sunday	15 July 2018	Until 12:00

The Organisers reserve the right to change dates/timing if necessary. This will be communicate in advance to the Exhibitor.

1.4 EXHIBITOR AND CONTRACTORS ASSISTANCE HOURS

- EXHIBITOR SERVICE CENTER (CAEX – CENTRO DE ATENDIMENTO AO EXPOSITOR)
- CONTRACTOR SERVICE CENTER (CAMPS – CENTRO DE ATENDIMENTO À MONTADORA E PRESTADORA DE SERVIÇO)

BUILD UP		
Wednesday	04 July 2018	From 08:00 to 20:00
Thursday	05 July 2018	From 08:00 to 20:00
Friday	06 July 2018	From 08:00 to 20:00
Saturday	07 July 2018	From 08:00 to 20:00
Sunday	08 July 2018	From 08:00 to 20:00
Monday	09 July 2018	From 08:00 to 20:00
SHOW DAYS		
Tuesday	10 July 2018	From 08:00 to 19:00
Wednesday	11 July 2018	From 08:00 to 19:00
Thursday	12 July 2018	From 08:00 to 19:00
Friday	13 July 2018	From 08:00 to 19:00

1.5 CHECK LIST

There is an incentive price for all additional services orders placed until 04 May 2018.

Exhibitor and contractors must place and finalize the orders until **04 May 2018** through our website www.exhibitormanual.com.br.

IMPORTANT:

From 05 May 2018 onwards, additional services prices will be updated with full price. All orders and payment made from this date onwards will have the new price and cannot be cancelled or changed.

Check below the list of services and forms available on website www.exhibitormanual.com.br and their deadlines:

EXHIBITORS		
OPTIONAL SERVICES (*) - EXHIBITOR	STAND TYPE	DEADLINE
Additional Electricity Consumption 380 V three-phase – 60HZ	ALL	05 June 2018
Water and Waste (without sink)	ALL	05 June 2018
Compressed air (check the types available)	ALL	05 June 2018
Exhibition of Machines and Equipment	ALL	05 June 2018
Fire extinguisher	ALL	05 June 2018
Accreditation for Exhibitor's Guests	ALL	27 April 2018
VIP Club	ALL	18 May 2018
CONTRACTORS		
SERVICES AVAILABLE FOR CONTRACTOR (BUILD UP)	STAND TYPE	DEADLINE
Contractor badge details (through the website)	Space Only	05 June 2018
Responsibility Term	Space Only	05 June 2018
Submit stand design and projects documents (Not valid for shell scheme stands)	Space Only	05 June 2018
EXHIBITOR SUPPLIERS		
SERVICES FOR EXHIBITOR SUPPLIERS	STAND TYPE	DEADLINE
Badges for service providers (buffet, reception, cleaning, etc.)	ALL	05 June 2018
Badges for security	ALL	05 June 2018

Any requests placed after the deadline are subject to approval from the Operations team before any authorization.

Any service orders that are not provided by the Organiser, like floral hire, catering, telephones and internet, should be done directly with the third parties or specialised companies. Check the **SUPPLIER LIST** on our website www.exhibitormanual.com.br.

1.6 EXHIBITOR SERVICE CENTER

Pre-event: If you have any question about service requests, filling out forms, important dates and times, contact the Exhibitor Service Center:

International Exhibitor Relations

Direct Phone.: +55 (11) 3598-7810

E-mail: atendimento.formobile@informa.com

From: 09:00 to 18:00

Event: All exhibitors, manufacturers and service providers will have access to the Service Centers available in the venue throughout the period of build up and breakdown of the event.

The dates and hours of operation are available in the "Event Location"- Exhibitor and Contractor Services Timings.

Services available on the following locations:

CAEX – EXHIBITOR SERVICE CENTER

- Payments
- Requests
- Badges production and delivery
- Inquiries

CAMPS – CONTRACTOR SERVICE CENTER

- Payments
- Badges production and delivery
- Documents delivery
- Inquiries

1.7 ORGANISER

BTS FEIRAS, EVENTOS E EDITORA LTDA.
CNPJ: 01.914.765/0001-08

INFORMA EXHIBITIONS

Rua Bela Cintra, 967 – 11º andar – Bela Vista
CEP: 01415-000 – São Paulo – SP
Phone.: +55 (11) 3598-7800 – Fax: +55 (11) 3598-7801

EXHIBITOR SERVICE CENTER:

Phone.: +55 (11) 3598-7810

2 REQUEST SERVICES

2.1 SERVICES

The services need to be ordered by filling in the relevant forms on our website www.exhibitormanual.com.br, until **05 June 2018**.

All exhibitors will receive an email with login details to access the website.

The email will be sent to the main contact according to the exhibitor contract details.

It is extremely important that all exhibitors keep their contacts updated, such as address and phone numbers, so that the Organisers can keep the exhibitor informed at all times about any necessary procedure of the event.

In case of any changes, please contact the Exhibitor Service Center by calling +55 (11) 3598-7810 or by e-mail: atendimento.formobile@informa.com.

To request additional services, the exhibitor needs to access the relevant form and fill it out (e.g.: additional energy consumption).

Before placing the order, make sure you have the quantity and specifications ready to fill the form correctly.

After the order confirmation, it will not be possible to make any changes or cancellations by the website.

After the deadline, any additional requests will only be possible onsite at CAEX – Exhibitor Service Center as from the first attendance day and subject to event's Operations Team approval.

- Noncompliance with any deadline, or with any instructions in this manual, will exempt the Organiser from any liability for any adverse consequences or problems that may arise for the exhibitor.

The invoice will not be automatically generated by the website. In order to generate the invoice, the exhibitor will need to access "Payments" to complete the order.

2.1.1 ENERGY CONSUMPTION

The energy consumption is measured in KVA and will be calculated as below:

1st – Minimum Power Consumption (0,1 KVA per sqm): Mandatory for all exhibitors, for the basic consumption on the stand (spotlights).

2nd – Additional Power Consumption: When the minimum KVA consumption is not enough for all equipment to work, this must be requested (e.g. stands with specific projects and/or high energy consumption).

The confirmation of the request additional electricity must be done on the website until **05 June 2018**.

To calculate the required kVA load for your stand, the exhibitor should include the consumption for both lighting system and electrical equipment. This information is available in both the equipment and the reference table in **Appendix 1** (power consumption) in this manual.

For any queries on electricity charges calculation please contact the Operations Team.

The KVA load used in the stand will be verified and controlled during the event by the official electrical company. In case the consumption exceeds the contracted amount, the exhibitor will be notified and charged during the event.

2.1.2 CLEANING DURING BUILD UP

Waste Removal Fee is mandatory for all exhibitors and will be charged per sqm.

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

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

This fee does not include the removal any rubble or material during the breakdown.

2.1.3 MUNICIPALITY FEE (TFA / TFE)

The "Advertisement Inspection Tax (TFA)" is an obligation giving inspection power to the City in order to supervise the ordinance, exploration, and use, by any means or process of any advertisements on streets and public surroundings as well as visible or audible places, and still any located that has public access. The "Establishment Inspection Tax (TFE)", is owned due to the inspecting power given to the public organs of the Executive power, developing permanent activities of control, vigilance and inspection of the compliance with the city's regulations. Both these taxes are regulated under the following laws of the São Paulo City regulatory board: Law No. **13.477/02** (TFE) and Law No. **13.474/02** (TFA).

2.1.4 WATER & WASTE SUPPLY

The exhibitor who has a water feature or sink in the stand should submit the relevant forms through our website www.exhibitormanual.com.br until **05 June 2018**.

We remind you that the Organisers will deliver the water point without **sink and finishing**. The exhibitor or their contractors are in charge of completing the installation.

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

If this request is made after the deadline, the Organisers will not be responsible for water supply installation.

Obs: The stand must have raised floor to request this service

Water supply feed pipe: ¾ inches

Waste outlet pipe: 2 inches

The use of point to outflow combined oven or similar will be permitted provided that no water exit exceed the maximum temperature of 70°C to prevent warping and leakage during the event.

ATTENTION:

For equipment that require conduit for water drainage, the exhibitor will be required to request the installation from waste outlet pipe.

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

2.1.5 COMPRESSED AIR

The outlet for compressed air should be requested through the website www.exhibitormanual.com.br until **05 June 2018**.

Check online compressed air types and capabilities available.

It is the exhibitor's responsibility to provide the connection and the regulator in the equipments, as well as the filters and pressure regulators that keep the air clean and dry.

In case the equipment does not fit the specification mentioned above or any other help is needed, please contact the Exhibitor Service Center at +55 (11) 3598-7810.

Due to technical purposes, any request made after 05 June 2018 will have to go through further analysis from the Operational Team for authorization.

2.2 PAYMENTS

The invoice for the exhibiting costs must be generated by the exhibitor through the website. In order to generate the invoice, you will need to access "Payments" and complete the order.

The mandatory services must be requested by the website www.exhibitormanual.com.br. The main contact on your contract for space will receive an email confirmation of the request with the amount and due date of the invoice.

The badge delivery will only happen after proof of all payments on any pending items.

ATTENTION:

In case of outstanding payment after the deadline, all payments must be done onsite during build up at CAEX - Exhibitor Service Center on **04 July 2018**. None payment of any service will be allowed by check. The Payments may be done in cash or credit card (Visa, MasterCard, Amex Express and Diners Club).

2.3 OFFICIAL CATALOGUE

Pioneer in the production of catalogs in Brazil, the company has more than 25 years of experience in fairs and events. The Gamathi Publicidade will be responsible for developing the Official Catalog of **ForMóBILE 2018**, printed and online version. The company's executives will contact exhibitors to guide the correct completion of the questionnaire and evaluate the interest in the acquisition of pay advertising space.

Seeking to promote your business during and after the trade show, this material will be distributed for free to all visitors and exhibitors, and will be available for consultation throughout the year on the official event website.

It is possible to include with no costs informations relating to products and services offered by your company. Moreover you will have the opportunity to acquire an advertisement with different values.

The questionnaire must be filled until **27 May 2018**.

The Gamathi executives will contact you soon further information.

2.4 DIGITAL SHOWCASE

The digital showcase is the list of online exhibitors in the show's official site and it must be filled in until **22 June 2018**.

To achieve this, access the online Exhibitor's Manual (www.exhibitormanual.com.br) and in the Digital Showcase menu, include information about contact, profile, products and sectors of your company so that it can appear in a segmented search.

The active benefits and quantity of information you can add to your showcase varies according to the package acquired. If you want to enable a tool that is not available in your control panel, please contact our commercial team to get an upgrade.

2.5 MACHINERY AND VEHICLES EXHIBITS

Large vehicles and Machineries that will be exhibited during the event should be related and informed in advance to INFORMA through a Form – MACHINERY AND VEHICLES DISPLAY, available in Exhibitor manual for download. This information is very important to control access to the hall/cargo loading bay and ensure that all equipment is positioned in your stand in time. All related equipment need to be approved in advance by BTS.

The exhibitor need to send the form dully filled for approval until **05 June 2018** to projetos.formobile@informa.com.

It is mandatory the machine demonstration project, including security and acoustic issues if necessary.

For all motorized vehicles exposed, it is mandatory to have the fuel tank below the reservation line, to avoid large amount flammable liquid indoors.

The Organiser Operational Team may at any time request the vehicle fuel level monitoring.

It is not be allowed exhibit and / or machinery operation that don't have exhaust system or produce loud sound (noise) that disturbs the order and good progress of event. The noise limit allowed during the event will be **80 DECIBELS**.

3 BADGES

3.1 EXHIBITOR BADGES

The exhibitor should access the website www.exhibitormanual.com.br with your login and password to fill in the badges (Name* and job title). The company shall be identified with its pre-registered short name.

***The complete exhibitor name and company name is necessary. It is not allowed to insert other company name/institution in this field.**

Use of these badges by third parties will be confiscated. It is mandatory to present a valid ID with photo whenever required to access the hall.

The badges can be collected onsite, at CAEX – Exhibitor Service Center, from **04 July 2018** onwards.

3.2 CONTRACTORS BADGE – BUILD UP

Build up company, after being selected by an exhibitor, will have access on our website www.exhibitormanual.com.br, to purchase the badge and to fill in the data of each employee that will provide service during the event.

Each badge will be charged. Orders can be placed on website www.exhibitormanual.com.br.

All badges filled previously through the website should be collected at CAMPS – Contractor Service Center, from **04 July 2018** onwards. The badges will be delivered if there is no outstanding payment.

The build up company will only be granted entry if the respective stand doesn't have any outstanding payments or documents.

SINDIPROM MEMBERS:

Members of Sindiprom will not have to pay for their badges, as long as they present a copy of their membership card at CAMPS – Contractor Service Center.

The contractors under these conditions (members of Sindiprom/Sindieventos) **should not be registered on website www.exhibitormanual.com.br** so that there won't be additional bank charge. The person responsible for build up should request the badges for these employees directly at CAMPS – Contractor Service Center, from **04 July 2018** onwards.

IMPORTANT:

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

The contractors should have photo identification cards during all the time of build up and breakdown. These documents will be requested daily and verified in order to allow access into the hall. If any person from the team does not have the identification document, they will not be allowed inside the hall.

3.2.1 MAINTENANCE

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

ATTENTION:

Maintenance and cleaning will only be allowed until 1 hour before opening the show.

3.3 SERVICE SUPPLIERS BADGE

First, the contracted company must register on website www.exhibitormanual.com.br.

The supplier, after being selected by an exhibitor, will have access on our website until **05 June 2018** to purchase badges and fill in the data of each employee that will provide service during the event.

Each badge will be charged. Orders can be placed at website.

All badges filled previously through the website should be collected at CAMPS – Contractor Service Center, from **04 July 2018** onwards. The badges will be delivered if there is no outstanding payment.

3.4 SECURITY BADGE

First, the contracted company must register on website www.exhibitormanual.com.br.

Next, Exhibitor need to select the supplier.

After approval, the contracted company will be able to purchase the badge and fill in the data of each employee that will provide service during the event.

The badge will be delivered to the personnel, at CAMPS – Contractor Service Center as from **04 July 2018**, upon payment and presentation of requested documents to the Official Security team (check [item 11.7](#) – “Employment Security for Stand”).

Each security badge will be charged even for exhibitors as contracted company.

The exhibitor has the option of hire this service with the Official security Company. Check the **SUPPLIER LIST** on our website www.exhibitormanual.com.br, 60 days prior to the show.

Copies of issued badges for exhibitors, contractor or subcontractor, will be charged in accordance with the current price list.

3.5 ACCREDITATION FOR EXHIBITOR'S GUESTS

Networking is great for business and it's even better to strengthen relationships.

Therefore, one of our actions will be to make badges for your guests, so you can present them personally or send them however you choose.

Guest Accreditation

You may complete it manually (individual insertion) or upload an Excel spreadsheet (following the model provided for filling in).

Access: Through exhibitor's manual

Deadline to participate in action: **27 April 2018**

3.6 VIP CLUB

Exhibitors can invite up to 30 contacts to participate in the VIP Club.

VIP Club guests have the benefit of receiving a VIP Guest badge as well as a personalized letter from the show with the name of the exhibitor (or exhibitors) who invited them, unlimited access to the VIP Lounge, with a rest area, WiFi and catering service, meeting rooms, exclusive service and 1 day of free private parking facilities.

To participate in this action insert your main customers' information.

The information must be completed in the Exhibitor's Manual. The deadline is **18 May 2018**.

4 GENERAL RULES

4.1 ORGANISER'S RIGHTS

The Organisers has the rights to:

Change any rules and regulations stated in this document, to ensure a smooth event of due to special security reasons;

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

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

The Organiser can fine or stop the activities in the stand if any situation is found to be against the rules set by this manual or in the regulations stated in the exhibition contract.

4.2 EXHIBITOR'S RESPONSIBILITIES

- ✓ To comply with all the rules and deadlines in this manual, and to orient its employees and subcontractors;
- ✓ To formally present to the Organiser, the company responsible for building the stand;
- ✓ To ensure that the stand design was prepared with supervision and participation of a technical professional, engineer and/or architect;
- ✓ The exhibitor should control hall entry/exit of their products, machines and equipment, as they are responsible for any loss, damage or theft during the period of build up, show days and breakdown;
- ✓ To register in advance all the employees of the Exhibitor and contractors who will work in the build up, exhibition and breakdown on website www.exhibitormanual.com.br;
- ✓ To pay the mandatory services required by the Organiser, which include: Minimum Energy Consumption (0,1 KVA per leased sqm), Waste Removal Fee and Municipality Fee;
- ✓ The Exhibitor must pay for cleaning during build up. The service will be included the mandatory services on the website www.exhibitormanual.com.br;
- ✓ To supply to each employee and contractors with PPE - Personal Protective Equipment. This equipment is used to protect them from risks and threats to health and safety at work (for more information check [item 10.10](#));
- ✓ Stand Maintenance and conservation from beginning until the moment of returning the space;
- ✓ Any damage that can be caused to the Venue or third parties during build up, maintenance and breakdown are responsibility of exhibitor even if the damage was caused by the contractor. The charge will be invoiced after breakdown according to promoters price and execution of Responsibility Terms.

4.3 CONTRACTOR RESPONSIBILITIES

- ✓ To comply with all the rules and deadlines in this manual, and to orient its employees and subcontractors;
- ✓ Fill in the Structural Stability Certificate including A.R.T number and hanging cargo description.
- ✓ To send the stand's Project and mandatory documents Requested by Promoter according to the deadline;
- ✓ To deliver the stand clean for the show opening (to remove all used materials and trash during build up);
- ✓ To register all employees who will work during build up on website www.exhibitormanual.com.br until **05 June 2018** and to make payment for their badge, according to the cost list to be published by the Promoter;
- ✓ To deliver on Day 1 of build up, the Responsibility Term dully filled and sign (valid for all build up period, including the companies affiliated to Sindiprom);

- ✓ To supply each employee and contractors with PPE - Personal Protective Equipment. This equipment is used to protect them from risks and threats to health and safety at work (for more information check [item 10.10](#));
- ✓ Be responsible for any damage that can be caused to the Venue or third parties during build up, maintenance and breakdown. The charge will be invoice after breakdown according to promoters price and execution of Responsibility Terms.

IMPORTANT: All of the exhibitor's mandatory fees should be paid in order to receive the approval for build up.

If the rules imposed on the exhibitor and contractors are not fulfilled, the exhibitor will pay a fine based on 25% of the leased area.

4.4 COMMERCIAL REPRESENTATIVES, TRADING, HOLDINGS GROUP AND ASSOCIATES

The participation of a trading company, commercial representation, holding company, member of a business group or company associates will only be allowed with prior authorization from the Promoters..

IMPORTANT:

It is strickly forbidden sublease or cession of the exhibitor leased area to another company that does not have a signed contract with the event Promoter.

It is not allowed to exhibit products/ brands from companies not exhibiting on the event

The exhibitor who would like to exhibits products not produced by your company, should present formally, to our sales department, a full list with information and sole exclusivity rights of these productst for analisis 30 days prior to the event.

5 GENERAL INFORMATION

5.1 AVAILABLE SERVICES TO EXHIBITORS (FREE OF CHARGE)

- ✓ General lighting Hall
- ✓ Public toilets for exhibitors and visitors (general public)
- ✓ Security service in common areas and Hall entrances during build up and breakdown
- ✓ Hydrants / fire extinguishers located at strategic areas within the Hall
- ✓ Emergency Medical Service
- ✓ Information Totems and Signs with show floor plan
- ✓ Reception, attendance and registration
- ✓ CAEX Service Center (Exhibitor)
- ✓ Show Promotion Advertising (journals, newspapers, invitations, billboards, participation in industry trade shows throughout Brazil and abroad) in order to promote and ensure the event success
- ✓ Information desks (Counter Service)

5.2 AVAILABLE SERVICES TO EXHIBITORS (CHARGED TO THE USER)

- ✓ Leasing of data collectors
- ✓ Fire extinguishers hire
- ✓ Furniture hire
- ✓ Cleaning during the event
- ✓ Security
- ✓ Floral Hire
- ✓ Shell Scheme stand
- ✓ Catering
- ✓ Munck truck and forklift load and unload service machinery and equipment exhibit
- ✓ Hotel/ flights Booking (Travel Agency)
- ✓ Taxi (event exit)
- ✓ Customs clearance
- ✓ Telecommunication Service
- ✓ Parking
- ✓ Lockers
- ✓ Food courts / Restaurants / Cafes

5.3 HALLS SECURITY

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

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

ATTENTION:

The exhibitor has the option to hire this service with the Official security Company. Check the **SUPPLIERS LIST** on our website www.exhibitormanual.com.br, 60 days prior to the show.

5.4 MEDICAL ASSISTANCE

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

ATTENTION:

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

5.5 TELEPHONE AND INTERNET

The contact for this service provider will be available on the **SUPPLIERS LIST** on our website www.exhibitormanual.com.br, 60 days before the show.

5.6 INSURANCE

We remind the exhibitors of the importance to contract insurance to cover fire, theft, electrical damage and personal accidents.

It is the responsibility of the Exhibitor to provide its own insurances (third party liability, general risks and personal accidents) during of build up, show days and breakdown. The Organisers will not accept any responsibility for damages or costs caused by events taking place in the stands, involving products, materials, subcontracted companies, transportation parties, people, or any other case.

When negotiating the policy it is important to check the coverage, and the period, which should start from the first day of build up, until the last day of breakdown.



A+ CORRETORA

Rua Manoel da Nóbrega, 354 - Cj 81, Paraíso
São Paulo - SP
Cel + 55 11 9 7379-3399 Tel + 55 11 3253-3678

Rua Cel. Quirino, 1916, Cambuí
Campinas - SP
Tel + 55 11 3368-6989

IMPORTANT:

The Organiser is not responsible for any robbery or theft that may occur in the event.

5.7 INFRASTRUCTURE SERVICES

Will be in operation during BUILD UP and BREAKDOWN

- Electrical installations and maintenance;
- Water supply installations and maintenance

5.8 HANDLING

Onsite handling contact details will be available on the **SUPPLIER LIST**, available at www.exhibitormanual.com.br, 60 days prior to the show.

5.8.1 INSURANCE REQUIRED BY COMPANIES TO PROVIDE OFFICIAL INTERNAL LOGISTICS

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

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

ATTENTION:

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

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

If the exhibitor engage third parties to perform the internal manover of materials and/or equipment by forklift truck and crane munck, it is required to submit Insurance Policy copy to the Operations team.

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

5.9 CUSTOM CLEARANCE AND FREIGHT FOWARDER

We recommend you hire your freight forward in advance to guarantee the exhibits arrive on time for the exhibition.

For customs clearance, when exhibits are temporary imported/exported, the exhibitor can hire our Official customs clearance company.

Details will be available on the **SUPPLIER LIST**, on website www.exhibitormanual.com.br, 60 days prior to the show.

IMPORTANT:

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

5.10 PRINTED INVITATION

The show will supply invitations to the exhibiting companies, valid for the period and time of the event, to be distributed to customers.

The exhibitors will receive the necessary quantity, according to prior request sent to: formobile@informa.com, until **11 May 2018**. For those who do not answer respecting the deadline, the quantity sent will respect the rule below:

- Stands up to 100 m²: up to 4 invitations per m²
- Stands from 101 to 200 m²: up to 5 invitations per m²
- Stands above 201 m²: up to 6 invitations per m²

QUESTIONS: If you have any questions, contact Laura de Biagio at +55 (11) 3598-7807 or by e-mail: laura.biagio@informa.com

5.11 DIGITAL INVITATION

To advertise your company as an exhibitor at **ForMóbile 2018** we have a personalized electronic invitation available to send to your main customers.

It is a free tool available on line. Open the "I AM AN EXHIBITOR" tab in the main menu of the show site.

After sending the requested information, the exhibitor will receive an email with a personalized invitation to send to his contacts encouraging them to visit his stand at the largest show of the furniture sector in Latin America.

The electronic invitation is an informative email, which is not valid for entry into the event. To gain access to the event you will need to pre-register through the show website and take your proof of registration as well as your business card/ a document that confirms your activity in the sector.

5.12 PROMOTION MATERIAL

To maximize exhibitors' participation at **ForMóbile 2018**, the Promoter provides supporting communication material for your company, on the "I am an exhibitor" tab in the event website on the main menu, such as:

Show logo;

Email signature;

Digital invitation;

Digital Banners

If you need any other material, please contact:

MARKETING DEPARTMENT CONTACT
Tel.: (11) 3598-7807
Email: laura.biagio@informa.com

5.13 PHOTOGRAPHY AND FILM

All photographic or filming jobs during the event should be authorized by the Organisers prior to the show.

All relevant requests should be sent to atendimento.formobile@informa.com including company name, professional name, date and time of the intended job.

After being registered and selected by the exhibitor, the contracted company will have access to the service page on website www.exhibitormanual.com.br to purchase badges and fill out the information of each employee that will work during the exhibition.

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

If the build up contractor wants to photograph the stand, they will need a signed authorization by the exhibitor to present at CAEX - Exhibitor Service Center, which then will inform the Security Department.

IMPORTANT:

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

5.14 MERCHANDISING

We offer several communication tools to ensure your company's brand exposure throughout the exhibition.

They are an outstanding way to highlight your company's products, services and your company's most important news before, during and after the exhibition. You can count on a variety of options, both online and onsite, such as: digital banners, Facebook posts, ceiling banners, double-sided totems, among others.

This is your opportunity to showcase the advantages of your products and increase your brand visibility in front of the industry's leading buyers.

Contact our sales team and explore the best options for your company.

5.15 PRESS RELEASE

To provide greater visibility to the exhibiting company releases free of charge and to guide the press, **ForMóBILE 2018** media relations receives texts and pictures with information about what will be presented at the event.

For information about disclosure, releases or if you have any questions, the exhibitor must contact the official Media Relations or Marketing Department:

Brisa Moura – Media Relations

formobilepress@gmail.com

Isabella Boechat – Marketing

isabella.boechat@informa.com

Laura de Biagio - Marketing

laura.biagio@informa.com

5.16 OFFICIAL TRAVEL AGENCY

Must Tour Agência de Viagem e Turismo is the official travel agency of **ForMóBILE 2018** and it offers exclusive conditions at special prices for the exhibitors:

- Hosting with exclusive fees;
- Service at the airports;
- Vehicle renting;

- Fair logistics;
- Receptive;
- Transfer;
- Hotels;
- Leisure;
- Packages;
- Travel insurance;
- Incentive travels and groups;
- Discounts in restaurants.

Must Tour Agência de Viagem e Turismo

Tel: + 55 (11) 3373-1666

E-mail: musttour@musttour.com.br

Site: www.musttour.com.br

6 SPACE ONLY

6.1 SUBMIT OF STANDS PROJECT (SPACE ONLY)

It is mandatory to present the stand design for approval. The project should contain floorplan, front elevation and side elevation, perspectives with qualified professional (engineering or architect) and responsible printed name and signature, as well as the telephone.

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

We recommend that all stands design contains to No Smoking sign inside the stand.

Equipment and / or large vehicles that will be exhibited during the event should be informed in advance to the Organisers for approval. This will ensure that they can be placed in their respective areas. Please refer to **Form – Machines and Equipments Display**.

6.2 DOCUMENTS REQUESTED FOR STAND DESIGN APPROVAL

It is mandatory to send the following documents:

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

*The original Responsibility Term should be delivered onsite, at CAMPS - Contractor Service Center, as from the first attendance day of the build up.

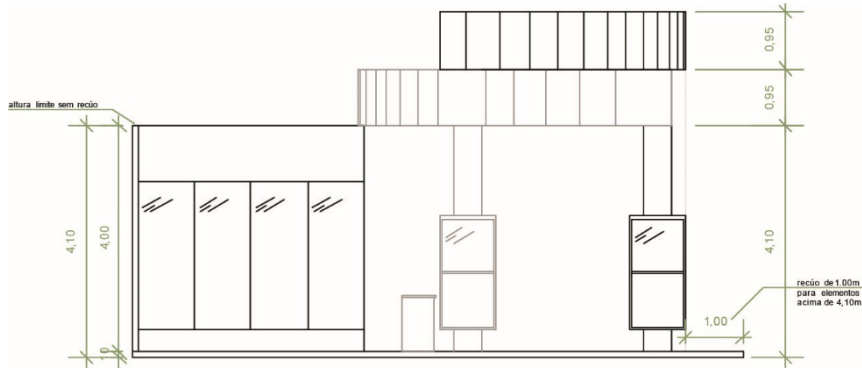
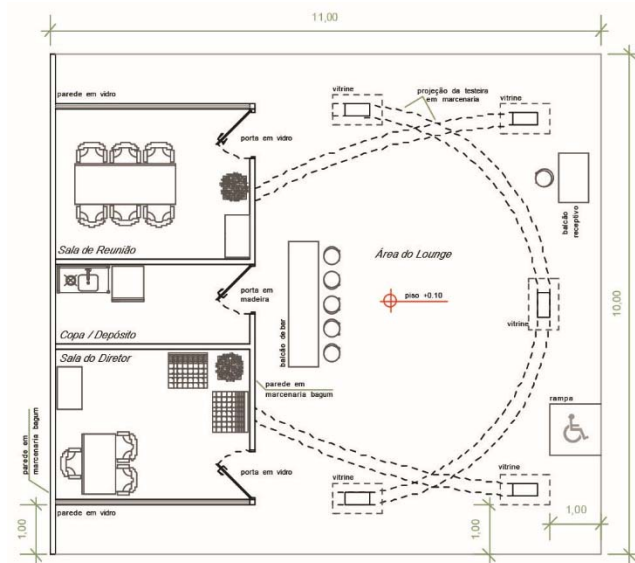
In order to analyse the project, all documents must be submitted within the deadline. It is not allowed to build any stand without the approval from the Operations teams.

IMPORTANT:

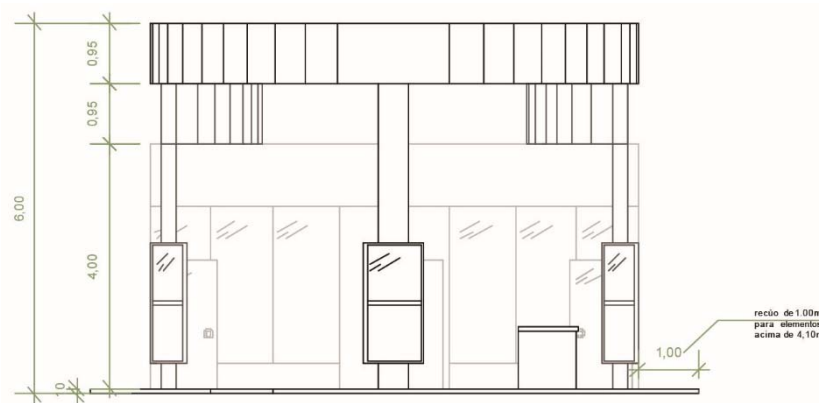
The Organiser accepts no responsibility for any damage, loss or accident caused during build up.

EXAMPLES OF STAND DESIGN DOCUMENTS

Floor Plan

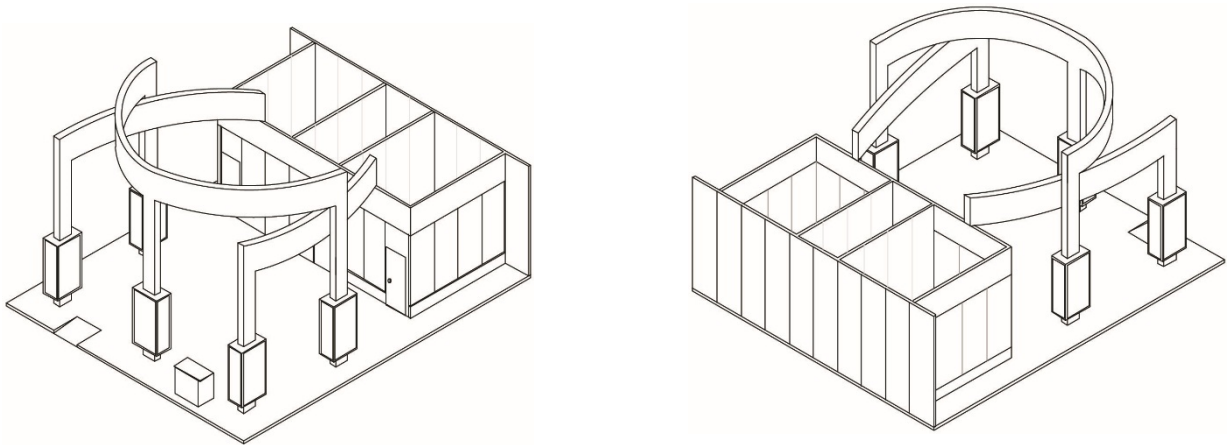


Side Elevation



Front Elevation

Perspectives



DEADLINE FOR STAND PROJECT: 05 June 2018

IMPORTANT:

1. The stand design should be sent to projetos.formobile@informa.com in PDF or JPG format. (Limit of 5 MB per document). The Organiser Operations Department is responsible to evaluate and approve the stand build;
2. All designs must have the height and dimension;
3. It is mandatory for Contractor Company to identify the plans with the Exhibitor name, telephone number and email;
4. Non-compliance of the above requirements within the deadline, exempts the Organisers from any liability and/or obligation.

For questions, please contact the Operations Department by telephone +55 (11) 3598-7810.

ATTENTION:

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

6.3 PRESENTATION OF A.R.T. / R.R.T.

All stands must submit:

- A.R.T. (Technical Responsibility) or R.R.T. (Registration of Technical Responsibility), signed by a professional registered by CAU/CREA of Sao Paulo State, with payment proof;
- Copy of ID card of the CAU/CREA professional who signed the A.R.T./R.R.T.

ATTENTION:

The presentation of A.R.T. / R.R.T. is required both to project design and execution and shall cover the build up and breakdown period.

Copies of the documents requested above should be delivered onsite at CAMPS – Contractor Service Center, as from the first attendance day to grant access to area.

6.4 RESPONSIBILITY TERM AND OCCUPATION OF AREA

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

The ORIGINAL Responsibility Term must be delivered at CAMPS – Contractor Service Center, as from the first attendance day to grant access to area.

6.5 HIRING OF CONTRACTORS AND SERVICE PROVIDER

Exhibitor can hire contractors for stand build, decoration, graphic arts, media, filming, photography, reception, insurance, transport, among others.

Contractors and Suppliers must be legal companies with specialized technicians using appropriate equipment and ensure the smooth running of the event, following the guidelines in this manual, otherwise the Organisers reserves the right to interrupt the services.

We recommend exhibitor to hire Sindiprom associate companies. For more information, go to www.sindiprom.org.br.

All contractors and suppliers hired by the exhibitor must be duly registered on website www.exhibitormanual.com.br and selected by the exhibitor as its official contractor/supplier until the deadline of **05 June 2018**.

ATTENTION:

The Organiser is not liable any injury caused by the exhibitor service companies and/or contractor.

It is the exhibitor duty to hire, supervise and be responsible for any damages caused by their contractors.

Both the exhibitor and contractor must follow the **General Rules (item 4)** and **Safety (item 10)** stated in this manual.

6.6 HEIGHT LIMIT AND BUILDING SETBACKS FOR STANDS

HEIGHT LIMIT (FLOOR TO CEILING)	SETBACKS (MINIMUM SETBACKS TO THE NEXT STAND)
Up to 3,50 m	0,00 m
From 3,51 m to 4,00 m	0,50 m
From 4,01 m to 6,00 m	1,00 m

*The setback is mandatory only for walls neighbouring other stands (valid for all stand types like 1 side open, 2 sides open and 3 sides open).

IMPORTANT: For heights of suspended structures (air) and / or mezzanines please refer to the promoter.

6.6.1 VISIBILITY

Stands equal to or bigger than 20 sqm, may not, under any circumstances, close in their totality any of the sides that are facing the aisles. The visibility should not exceed 30% of the linear space of each side of the stand. Glass walls or similar transparent material should have safety signs.

IMPORTANT:

For all the stands (1 side open, corners and three sides opened) it is mandatory to build up walls with the neighbouring stand to divide the area. On the neighbouring stand side, it is required to do a quality neutral (white) finishing on walls above **2,20 m**.

6.7 DIVIDING WALLS

It is mandatory to build dividing walls on the sides facing the neighbours. The minimum height must be **2,20 m**, from the hall floor, and the maximum allowed is **6 m**, respecting the height setback of the entire stand.

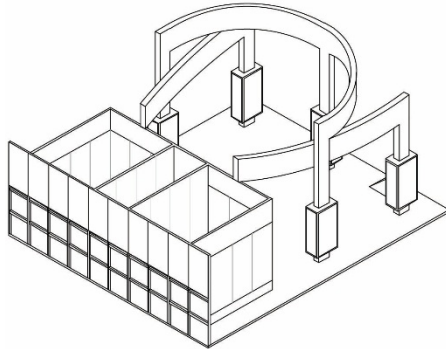
The exhibitor must provide quality finishing on the neighbor sides and/or circulation areas, from any wall going above **2,20 m** from the hall floor. For neighbours side, the finish should only be white colour.

IMPORTANT:

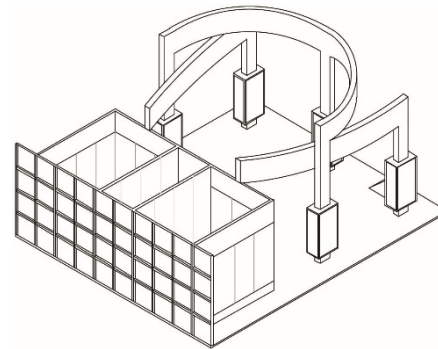
Hydrants/Fire Extinguisher within the stand area should have an easy access and be well signalized.

FINISHING WITH NEIGHBOUR

CORRECT



WRONG



6.8 GLASS WALLS

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

The panels should be clearly identified with safety tape (stickers, graphic designs, logos, etc.) during the entire time of build up, show days and breakdown.

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

6.9 STANDS FLOOR

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

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

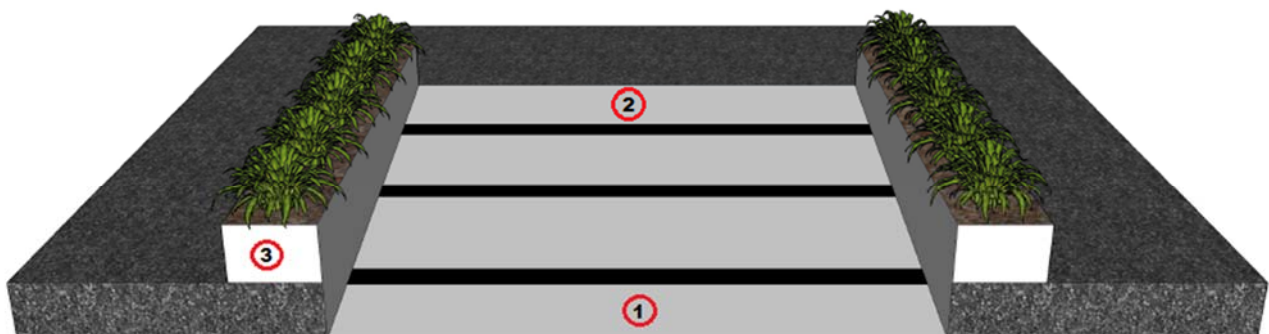
Stands with elevated floors of up to 20cm should have an access ramp with an incline between 8.33% and 10%. Ramps must have levelled sides, and the minimum allowed width is 1,20m, which allows for free passage of a 80cm wide wheelchair.

Example 1:

1 – Slope between 8,33% and 10%.

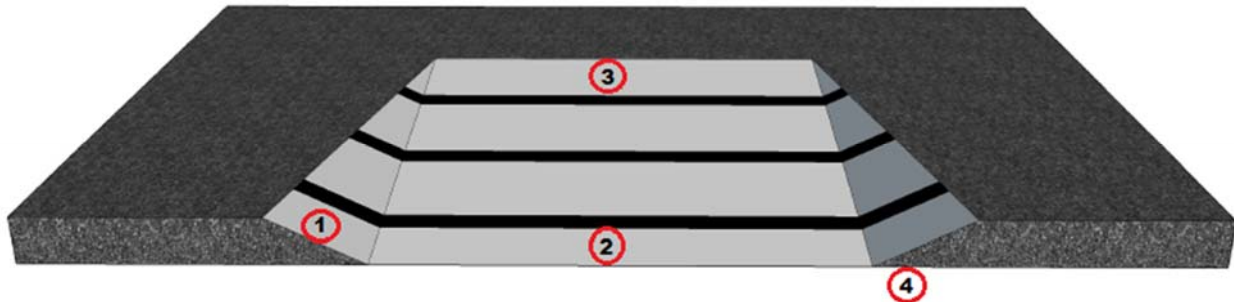
2 – Free passage minimum 0,80cm.

3 – Along the length of the ramp with a minimum of 0,10cm width x 0,15cm height



Example 2:

- 1 and 2 – Slope between 8,33% and 10%.
- 3 – Free passage minimum 0,80cm.
- 4 – Minimum ramp width 1,20m



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

ATTENTION:

Any stands with water supply must have a raised floor

6.10 DOUBLE DECKER STANDS

The double decker stand build will be allowed in accordance with the venue rules and Organisers approval.

Under any circumstance will be allowed stand construction with double decker stand without the the Organiser authorization.

For this stand type, it is necessary the exhibitor contact Sales Department, which will check if constrution is allowed on the stand location and inform cost for hiring the additional area.

The upper floor can have the maximum of **40% of the lower floor area.**

It is mandatory to follow these requirements in order to analyze the upper floor design and construction:

- Respect the setback rules imposed by the Promoter;
- Show **A.R.T.** (Technical Responsibility) / **R.R.T.** (Registration of Technical Responsibility);
- **Structural Calculation** present with maximum loading capacity in kg / sqm;
- Specify **number of people capacity** from the beginning of the stairs (ground).

Before starting the project, check the stand location on the floor plan. Updated floor plan can be requested to the Operations Department at +55 (11) 3598-7810.

ATTENTION:

It is mandatory to have a security guard next to the stairs that access the upper floor, to control the quantity of people.

6.11 HANGING STRUCTURES

The exhibitor may not use the airspace, once the Organiser has the exclusive right to use it for signage and merchandising.

The hanging of any suspended component on the hall ceiling, will only be allowed when it is indispensable to support the stand structure. The contractor must submit the following documents to SÃO PAULO EXPO - EXHIBITION & CONVENTION CENTER, until 15 days before the event.

The exhibitor shall pay directly to the SÃO PAULO EXPO - EXHIBITION & CONVENTION CENTER the value for each mounting point of wire rope used.

The fee must be paid upon approval of the project , through deposit account, until 3 days before the build up.

The maximum weight is 50 Kg per attachment point (each node) and maximum capacity of 30 Kg per attachment point (node) under the roof shingles.

The Exhibitor won't be able to install the hanging structure if the payment is not placed until the deadline.

The structure and installation will be provided by SÃO PAULO EXPO EXHIBITION & CONVENTION CENTER.

The SÃO PAULO EXPO EXHIBITION & CONVENTION CENTER is responsible by installation of the steel cables on the roof.

For information, the exhibitor or contractor should contact:

Contact: Jurandir Silva / Sabrina Grimberg

E-mail: jurandir.silva@glbr.com.br

Phone.: +55 (11) 5067-1704

E-mail: sabrina.grimberg@glbr.com.br

Phone.: +55 (11) 5067-1712

6.12 HORIZONTAL PROJECTION BOOTH

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

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

6.13 PROJECTION NAME BOARD

The name board may not project over the boundaries of your stand, except for spotlights that are located above **2.80** m.

The name board can only be placed facing the aisles. It is not allowed to have name board facing the neighbours.

6.14 USE OF THATCH, LYCRA AND DECORATIVE FABRICS

Thatch, lycra and decorative fabrics must present a certificate of fire retardant products application. These materials must mandatorily be accompanied by the appropriate number of fire extinguishers, as defined by the promoter and/or the official fire brigade. Anti-flame tests will be carried out on this material and the hall entry time will be specified.

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

6.15 AUDITORIUMS OR PROJECTION ROOMS

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

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

6.16 EXTERNAL LIGHTS, WALL BRACKETS, EXTERNAL SPOTLIGHTS, ETC

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

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

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

6.17 MASONRY BUILD UP

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

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

6.18 ELECTRICAL INSTALLATION

Stand electrical installations must comply with the Standards of NBR 5.410 – Low Tension Electrical Installations. The Organiser is responsible for the supply and energy connection from the venue distribution board to the stand. The exhibitor contractor is responsible to connect the venue cable to the stand distribution board

Each exhibitor or contractor is responsible for completing the installations and energy distribution in the stand, taking care also of the compatible protection for the energy capacity. The general key and remaining electrical circuit protection should be covered by metallic plaque with a door and installed in a place with easy access to the Organiser maintenance team, even in times when the event is not opened.

6.18.1 CABLES

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

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

6.18.2 ELECTRICAL ENERGY

The voltage available at the hall is **380 V three-phase – 60 HZ**. Power will be provided in KVA units.

For other voltages, the exhibitor must provide its power transformer.

Because of the voltage variation observed in the energy supply by Eletropaulo, we recommend using stabilized network for equipment sensitive to energy fluctuations.

After the show close daily, all power breakers should be turned off except when necessary to keep some equipment connected outside the hours permitted, provided that it is authorized by the Promoter. For this, the equipment shall be installed with independent circuits and possess own identification.

Failure to observe this rule will result in cutting power supply and even total stand closure to its suitability to the established norms.

For questions, contact the Exhibitor Service Center at +55 (11) 3598-7810.

6.18.3 HYDRAULIC

As mentioned in [section 2.1.4](#) ("Additional Services" – Water Supply) this service is optional. Orders can be placed until **05 June 2018**.

The water point will be supplied without sink and finishing.

The Organiser will supply only the water point but it is the exhibitor/ contractor responsibility to make the connection point of the sink or hydraulic equipment, and perform all required finish.

ATTENTION:

For water connection, the stand must have raised floor.

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

Technical information:

Water supply feed pipe: ¾ inches

Waste outlet pipe: 2 inches

For equipment that require conduit for water drainage, the exhibitor will be required to request the installation from waste outlet pipe.

The use of point to outflow combined oven or similar will be permitted provided that no water exit exceed the maximum temperature of 70°C to prevent warping and leakage during the event.

6.19 TIMES AND DATES TO ASSEMBLY - STAND WITH FREE AREA

Build up will start on **04 July 2018** at **08:00**.

Stand construction must be finished by **12:00** on **09 July 2018**.

From **12:01** onwards on **09 July 2018** will be allowed only the booth decoration and installation the carpet on aisle.

BUILD UP		
Wednesday	04 July 2018	From 08:00 to 20:00
Thursday	05 July 2018	From 08:00 to 20:00
Friday	06 July 2018	From 08:00 to 20:00
Saturday	07 July 2018	From 08:00 to 20:00
Sunday	08 July 2018	From 08:00 to 20:00
Monday	09 July 2018	From 08:00 to 12:00
DECORATION		
Monday	09 July 2018	From 12:01 to 20:00

7 STANDARD BUILD UP

7.1 OCCUPANCY AND USE OF LEASED AREA CONTRACTED

The contracted areas will be available for taking possession at **08:00** on **04 July 2018** for build up according to schedules and rules stated in this manual. Free areas not leased until **48 hours** prior to the show opens, will be release and relocated by the Organisers. Exhibitors will not be entitled to any reimbursement or claims.

IMPORTANT:

The hall floor cannot be marked, drilled or painted. It is necessary to cover the hall floor with proper and adequate protection.

It is prohibited to support, tie or hang any stand component or product on the hall walls.

Any damage that can be caused to the Venue or third parties during build up, maintenance and breakdown are exhibitor responsibility even if the damage was caused by the contractor.

7.1.1 HALL ACCESS

All contractors employees onsite during build up should have its own badges and bring their personal documents for identification at the hall entrance. Badges exchange or replacement is not permitted.

Exhibitor, contractor and security badges will be allowed to entry the hall throughout the period of build up and breakdown of the show.

ATTENTION:

Badges must be requested on website www.exhibitormanual.com.br and will be delivered as from the first attendance day, upon clearance all outstanding payments.

The stand build up will be released upon clearance of all outstanding payments of exhibitor and contractor.

The cleaning during build up will be charged to the exhibitor who can recharge its contractors if applicable.

This fee does not cover debris removal during the show and breakdown period.

All contractor must follow the guidelines and schedules previously described in order to use the hall.

Not comply with this rules will result in a fine, as mentioned in the Responsibility Term.

The original Responsibility Term must be delivered at CAMPS – Contractor Service Center”.

7.1.2 BUILD UP DRESS CODE

All exhibitors employees and/or subcontractors will only be granted hall access, if they have their identification badge and are wearing trousers, uniform or T-shirt, and athletic or closed secure shoes.

It is NOT ALLOWED to use sandals, slippers, clogs or any open shoe within the exhibition park, as well as people wearing shorts, skirts, capri pants, tank tops or shirtless.

This rules also applies to exhibitors and its employees.

It is mandatory exhibitor and / or the contractors employees to provide personal protective equipment (PPE) appropriate to the risks involved during build up and breakdown.

For more information about PPE, refer to [10.10](#) ("Safety Standards" - "Personal Protective Equipment - PPE") and item [11.6](#) ("Legal Requirements" - "Labor Ministry").

It is prohibited to children under 16 years old to access the halls during build up and breakdown even if accompanied by a legal guardian.



7.1.3 VEHICLE ACCESS

None large vehicle can enter inside the hall at 20:00 onwards on 06 July 2018.

The Organiser will contact each exhibitor to send information about machinery delivery policy.

7.1.4 ROAD RESTRICTIONS TO TRUCKS IN SAO PAULO MARGINAL AVENUES

The CET - Traffic Engineering Company monitors the movement of trucks on Marginal Pinheiros and Tietê, and other restricted routes.

There are various types of restrictions for truck traffic in São Paulo city as Zone Maximum Movement Restriction - ZMRC, Special Areas Movement Restriction - ZERC and Structural Restricted Routes - VER.

In Structural Restricted Routes - VER, trucks are restricted to circulate from Monday through Friday, from **05:00 to 21:00** and Saturdays from **10:00 to 14:00**, except holidays.

It is extremely important that the exhibitor, along with contractors, schedule in advance the materials and equipment arrival, in order not to compromise the loading and unloading onsite, as determined by the Promoter term.

Please be advised that was granted by public agencies a special license to Sindiprom (Union of Enterprises Promotion, Organization and Assembly Fairs, Conferences and Events of the State of São Paulo) member to be allowed to manover 200 trucks, Monday to Friday, **05:00 to 17:00** and Saturday from **10:00 to 14:00**.

Contact Sindiprom by phone +55 (11) 3120-7099 for information about the companies associated with its own fleet, registered and authorized to travel on peak times for these routes.

Due to surveillance (CET), any truck, regardless of being registered , spotted in activity not permitted in restricted locations and times will be considered irregular and subject to fine. For more information, go to <http://www.cetsp.com.br/consultas/caminhoes.aspx>.

7.3 EXHIBIT ENTRY

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

See [item 11](#) ("Legal Requiremets").

IMPORTANT:

The Organiser is not responsible for exhibitor exhibits receipt and does not have any type of storage area or deposit in the hall to hold the exhibitor's products or equipment. It is the exhibitor's responsibility to make provisions for storage of its materials and belongings.

The deadline to entry of exhibits, machinery and vehicles is **08 July 2018** until **20:00** (see [item 2.5](#) "Machinery and Vehicles Exhibits").

On **09 July 2018** until **20:00**, it is only allowed stand decoration, hand carry materials or pneumatic tyre trolleys.

7.4 COMMON AREAS

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

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

The Organisers are responsible to clean common areas, hallways, administration, emergency and special services.

Littering in public areas and aisles is prohibited. The exhibitor is obliged to pack the garbage in plastic bags and leave them in the aisles after the show closes for removal.

The Operational Team can fine or disqualify whoever violate the rules provided by the Promoter.

7.5 AIR-CONDITIONING

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

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

7.6 EQUIPMENT AND ENERGY TESTING

On **09 July 2018**, from **08:00** to **20:00**, the hall will be energise for equipment testing. After test completion, the supply will be made available regularly during the show days and time.

7.7 STAND DRESSING AND STAND CLEANING

Stand dressing should take place on **09 July 2018 after 10:01**. Therefore it is not allowed to sand, paint, weld, saw or any other construction activity that generates dirt.

General cleaning will take place on aisles, administrations, toilet, common areas.

The exhibitor can hire the Official Cleaning company or any other cleaning company to clean your stand during show days.

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

7.8 AISLE CARPET

Aisle carpeting will be laid on **09 July 2018 after 13:01**. Any equipment arriving after this time must be brought in such a way to avoid any damage to the aisle carpets already installed.

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

8 EXHIBITION

SHOW DAYS		
Tuesday	10 July 2018	From 10:00 to 19:00
Wednesday	11 July 2018	From 10:00 to 19:00
Thursday	12 July 2018	From 10:00 to 19:00
Friday	13 July 2018	From 10:00 to 19:00

Power will be switched off **30 minutes** after the show to indicate the closure of daily activities.

During the show open hours, it is only allowed entry of people identified with badges.

The use of maintenance badges will only be allowed in authorized hours before the show opening.

8.1 STAND OPERATIONS

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

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

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

ATTENTION:

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

8.2 PROMOTIONAL DISTRIBUTION AND BRAND PROMOTION

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

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

IMPORTANT:

The exhibitor can only display products of your brand at your stand. It is prohibited the distribution or dissemination products of other companies not participating in the stand, as well the exposure of any irregular products (falsification, contraband or piracy).

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

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

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

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

PRODUCTS SELL

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

8.3 TICKET

The fair's entrance is free, but exclusive for professionals operating in the sector.

Manufacturers of serial furniture, joiners, resellers, lumberman, specifiers, designers, architects, providers of all furniture and wood chain segment, among others, can do the advanced accreditation through the site www.feiraformobile.com.br, or directly at the fair, during its realization.

ATTENTION:

It is prohibited to children under 16 years old to access the halls during show days even if accompanied by a legal guardian. It is also prohibited anyone wearing shorts, tank top and flip flops.

8.4 EQUIPMENT DEMONSTRATIONS

- It is forbidden to exhibit or demonstrate any used machinery or equipment. All these items must be new and unused. The Promoter will notify the exhibitor at any time, and will require that the equipment is removed or covered, and will take appropriate action, at the exhibitor costs.
- The Operations Team may suspend or terminate the demonstration of any equipment, product, structure or stand elements that might present risk to people, or which produces a high level of noise or vibration that could disturb the activities of neighbouring stands.

8.5 EVENTS HELD INSIDE THE STANDS

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

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

Artistic activities will be allowed only inside the closed area of the exhibitor's stand, when the contracted area is equal or larger than 75m², as long as the sound volume limit, build-up rules and show schedules are respected. The exhibitor with contracted area equal or larger than 75m² that chooses to promote this sort of activities must request approval to the promoter, and send the full description of the activity, along with the stand project.

8.6 SUPPLY AND MAINTENANCE OF THE STAND

The stand supply and maintenance must be done until 1 hour before opening the show. Access will be granted by the loading and unloading area.

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

The exhibitor must go to the CAEX - Exhibitor Service Center and request permission for Emergency maintenance for approval.

IMPORTANT:

All food needs to be well conditioned in appropriate containers for delivery.

8.7 EXIT OF GOODS DURING EXHIBITION

No goods can be removed during the event.

In exceptional cases, the Organisers may or may not authorize the substitution of products, by filling out the exit goods form at CAEX - Exhibitor Service Center.

The exit goods form will only be available during the period of exhibition and will be effective when properly completed, signed by a responsible and given to the floor manager that will make the inspections at the gate.

8.8 CLEANING SERVICES DURING THE EVENT

All cleaning services must be done until 1 hour before opening the show.

The exhibitor can hire the official cleaning company to clean inside your stand during show days. The Official cleaning company details will be available on the **SUPPLIER LIST** online on website www.exhibitormanual.com.br 60 days prior to the show.

The Organiser is responsible for cleaning common areas, (aisles, toilets, etc) and garbage removal. All garbage must be in plastic bags and left on the aisles until 1 hour before opening the show. After this time, it is the exhibitor responsibility to accommodate the garbage inside the stand.

8.9 LOUNGE SOUND AND MUSIC

All sound produced on the stand by audio-visual devices, recorders, radios or any other equipment may not exceed 80 decibels.

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

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

- ✓ On the first violation: a verbal request will be made to adjust the volume of the sound system;
- ✓ On the second violation: the same request will be made by letter from the Organisers.
- ✓ Noncompliance on reducing sound levels requests will result on stand power off without prior notice, and removal of the equipment for undetermined time and subject to a fine.

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

According to Law 9610/98, which rules music royalties, an exhibiting company that uses lounge music on its stand, even playing public radio transmissions, must pay a specific charge, using the specific form, provided by ECAD (the Central Collection and Distribution Office for Artists' Royalties), as described in the [item 11.4 – "ECAD"](#) of this manual.

The exhibiting company that intends to make any kind of promotion, such as concerts, live music, presentations, and others, must check with the Show Management for approval.

The request must be made by email to atendimento.formobile@informa.com and approval shall be the sole and exclusive responsibility of Show Management.

8.10 PROMOTIONAL DISTRIBUTION AND BRAND PROMOTION

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

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

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

IMPORTANT:

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

9 BREAKDOWN

BREAKDOWN		
Saturday	14 July 2018	From 00:00 to 23:59
Sunday	15 July 2018	Until 12:00

IMPORTANT:

On **13 July 2018**, from **20:00** to **23:59**, it will only be allowed to remove hand carry items like TVs, dvds, computers, furniture and exhibitor's belongings that can be carried by hand or with rubber tire trolleys.

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

IMPORTANT:

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

People under 16 years old are not allowed during build up, breakdown period, even accompanied by a legal guardian.

9.1 BREAKDOWN CLOSURE

The breakdown ends, imperatively on **15 July 2018** at **12:00**. The leased area must be restored to the Organisers, clean and free from any build up materials. All rubbish and debris should be removed by the exhibitor or contractor.

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

IMPORTANT:

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

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

Exhibitors / contractors are liable for any damages identified during build up and breakdown. The charges will be made after the breakdown period by the Organisers, who still execute the Responsibility Term.

9.2 REMOVED AIR BANNER

The aerial banner contracted by the exhibitor can be removed at the disassembly of the event, but with a prior appointment at the CAEX (Exhibitor Service Center). The exhibiting company will have 2 options:

- Schedule with the commercial and service team (CAEX) to withdraw the banner on the 1st day of disassembly;
- Withdraw the banner with the official supplier the following week of the event.

10 SAFETY RULES

The objective in presenting the safety measures is to instruct health and safety in the working place for contractors, suppliers, exhibitors, employees and third parties involved.

It is extremely important for all exhibitors and contractors to acknowledge and to comply with the emergency and safety procedures according to the kind of job that will be performed.

The adverse events are usually predictable and related to risk factors in production systems, and can be avoided once the basic safety measures are taken together with necessary precautions related to the working accidents.

The Organiser prioritise work safety and recommends, in this manual, health and safety basic procedures for all involved, to guarantee proper work conditions during build up, show days and breakdown.

The orientation given in this document is general. All employees should carefully examine the application and adequate the measures, taking into consideration the real working conditions.

10.1 EMPLOYERS AND EMPLOYEES RESPONSIBILITIES

It is the responsibility of each company to follow the safety measures, to adequate themselves and offer safety conditions for their employees during all times.

The employers have the following obligations:

- Give and keep a safe working environment, with safe installations;
- Guarantee employee team safety in the usage, handling, storing and transport of exhibition material;
- Supply the PPEs - Personal Protective Equipment;
- Give information, instructions, training and team supervision.

The employees have the following obligations:

- Take necessary care towards their own and others' health and safety when manouver around the venue. They should follow the instructions they received and the rules in this manual;
- Cooperate with the employer to guarantee that all the health and safety requirements are followed.

Exhibitors and contractors have the following responsibility:

- Plan all the working activities in the exhibition with the necessary care to guarantee people health and safety;
- Adopt safety measures as recommended in this manual together with all the internal regulations for projecting and build up stands;
- Adopt the safety measures as recommended in this manual in order to offer and keep a health and safety environment for their employees and hired workers.

10.2 COMMITMENT

A health and safety working environment can only be efficiency if people involved are committed. Contractors and employees should keep high health and safety measures in all operations, in order to minimize any physical damage to people, reducing any loss to health and controlling any damage to property and equipment.

10.3 USE OF SUBSTANCES

The use of alcohol, drugs and other substances are not allowed onsite. Anyone under the influence of any of these substances will be immediately removed by the Organisers and remain at all times away from the location during of build up, show days and breakdown.

10.4 PROHIBITED ACTIVITIES

The following activities are prohibited:

- Use of flames inside the hall;
- Use of flammable gas or liquids;
- Power Generators and radioactive material;
- Storing gasoline, kerosene, diesel or other flammable liquids in the halls, even if just temporarily;
- Explosives, pyrophoric or fuelling material;
- High speed or the reckless use of vehicles or equipment, including forklifts;
- Presence of under age workers (18 years old) during build up and breakdown;

- Products classified as dangerous, including toxic, irritating, corrosive, harmful or oxidizing materials (with the exception of domestic cleaning material);
- Equipment that may cause discomfort due to the odour, or unpleasant noise or even strobe lights;
- Animals in the hall.

10.5 LADDERS USE

During build up and breakdown it is common to use ladders inside the hall. It is necessary to take some measures in order to guarantee the employee safety using the ladders:

- Choose the correct ladder type for the job;
- Use only good quality ladders and in perfect conditions;
- Keep the three points balance and stable before start using it;
- If necessary, ask for help of another person in order to protect you or give the necessary assistance;
- Use the ladder for small and quick jobs. Do not overload the ladder;
- Do not work on the highest step if you are already above 2 meters high;
- Do not place the ladder in irregular, inclined surfaces or over loose material;
- Give information, adequate instructions, training and also supervise the users.

10.6 ELECTRICAL APPLIANCES

Electrical appliances are widely used during build up and breakdown. The direct contact with the electrical material may cause serious or fatal injuries. To avoid any accident, it is necessary special attention to safety during electrical energy use.

The following are some basic safety measures for the electricity use:

- Check all the electrical appliances before using. Fix or change any damaged part;
- If the electrical equipment protection device (fuse or switch) show any defect, it will be necessary to check the problem immediately and correct it before using the equipment once again;
- All the plugs and sockets should be the adequate ones and the electrical cables connections should be correctly protected;
- Avoid overload the electrical outlets;
- All the electrical work should be only done by an electrician.

10.7 USING COMPRESSORS DURING BUILD UP

The Compressor is commonly used during build up and breakdown. The safe use of compressor depends on the complete understanding of the equipment, the regular inspections, timely maintenance and above all, the understanding of safety of all parties involved.

- The compressor to be used as an air compressor, should be properly projected and have the updated maintenance;
- The equipment's safety valve should be properly installed by an expert in order to avoid the excessive pressure and accumulated air.

10.8 METHODS TO INSURE EMPLOYEES SAFETY

The items below should be followed to guarantee the employees safety:

- Whenever possible use the correct tools or trolleys for transportation;
- Take the necessary care while handling material and always keep them close to your body. Keep always a correct posture to avoid accidents;
- Estimate the weight and stay close to the object, with your feet apart, in order to have balance before lifting it.

10.9 CLEANING THE WORKING AREA

It is important to keep the working place clean and in good shape to prevent accidents like falling or slipping. Some of the following steps are necessary for everyone safety:

- Keep the place illuminated for better visibility;
- Keep all passages clear;
- Install the electrical cables accordingly, not leaving any loose or unprotected cables in the halls or other places where people may circulate;
- Adequately pile objects to guarantee the stability and safety;

- Keep the stand exits stands and all exit routes clear and dully signed.

10.10 PERSONAL PROTECTIVE EQUIPMENT – PPE

PPE - PERSONAL PROTECTIVE EQUIPMENT (“Equipamento de Proteção Individual - EPI”) is all the individual equipment used by employee, in order to protect from risks and threats to health and safety at work.

It is mandatory for the company to provide to its employees, free of charge, the adequate protective equipment in perfect working and state conditions, and under the following circumstances:

- Whenever the general measures do not offer the necessary safety against the risks of accident at work or the work diseases;
- While the collective safety measures are being implemented;
- To attend to the emergency situations.

Regarding the PPE, the employer’s responsibilities are:

- Purchase the adequate PPE according to the risk of activity being performed;
- Require use at all times;
- Give to the employee only PPE’s that are approved by the national organization responsible for the health and safety in the working environment;
- Guide and enable the employee towards the correct use and care of the equipment;
- Immediately replace equipment that is damaged or lost;
- Take responsibility for periodic cleaning and sanitizing;
- To inform the Labor Ministry of any irregularities found in the working place.

Regarding the PPE, the employee’s responsibilities are:

- Use only according to the job performed at that moment;
- Preservation and correct storage of the equipment;
- Inform the employer of any problem that makes the equipment improper for use;
- Follow the employer’s guidance on the correct use of the equipment.

According to Art. 157 of the CLT is it necessary for companies to:

- I. Follow and ensure employees are also following the safety measures and medicine at work;
- II. Instruct the employee through service orders as to the measures to be taken to avoid the work accidents or work diseases.

10.11 BASIC PROTECTION EQUIPMENT

1) PROTECTIVE HELMET WITH FRONT FLAP

Used to protect employee face and head against weather situations (working outside), work in confined locations, impacts from falls or thrown objects, burns, electrical shocks and solar irradiation.

2) HEARING PROTECTION

Used to protect the ears in the activities and locations that present too much noise.

3) BREATHING PROTECTION

Used for breathing protection in activities and locations that present risks, in order to avoid diseases caused by environment and work factors, according to the Normative Instruction N°1 from 11/04/1994 – (Breathing Protection Program - Recommendations/ Selection and Use of Respirators).

4) CLASSIFICATION AND GLOVES TYPES

TYPE	CONTACT	COLOUR
Class 00	500 V	BEIGE
Class 0	1000 V	RED
Class I	7,5 kV	WHITE
Class II	17 kV	YELLOW
Class III	26,5 kV	GREEN
Class IV	36 kV	ORANGE

5) BODY MEMBERS PROTECTION

a) ISOLATION RUBBER GLOVE

Used to protect the hands and arms of the employee against shocks during jobs and activities with electrical circuits.

b) EXCLUSIVE COVERING GLOVE FOR THE ISOLATION RUBBER GLOVE PROTECTION

Used exclusively for the isolation rubber glove protection.

c) PROTECTION LEATHER GLOVES FOR SCRAPES

Used to protect employee hands and arms against abrasive and excoriate agents.

d) CONDUCTIVE TYPE PROTECTION GLOVES

Used to protect employees hands and pulse when performing work with electric energized circuit.

e) PVC PROTECTION GLOVES (HEXANOL)

Used to protect employee's hands and pulse against recipients with oil, askarel oil, grease and solvents.

f) PROTECTING SLEEVE WITH RUBBER ISOLATION

Used to protect employees arms and forearms against electrical shocks during electrical circuits work.

g) PROTECTION FOR LOWER MEMBERS

Used to protect feet against twists, excoriations, slippages and moisture.

h) SAFETY LEG PROTECTION

Used to protect legs against piercing and cutting objects, and the attack of poison animals.

i) SAFETY BELT SKYDIVER TYPE

Used to protect the employee against falls during work in different kinds of surfaces.

j) SAFETY LIFELINE WITH REGULATING DEVICE

Used to protect the employee against falls during work in places with different levels, using also the safety belt, skydiver type, and triple lock trigger hook.

10.12 COLLECTIVE PROTECTION EQUIPMENT

While developing service in electrical installations and surroundings, the collective protection equipment should be used.

Collective Protection Equipment – CPE (“Equipamento de Proteção Coletiva – EPC”) is all devices or systems (fixed or mobile) to safeguarding the physical integrity and health of the contracted employees and third party workers.

10.13 SIGNAGE

a) TRAFFIC CONE

The cone is a kind of signing device used in working areas, like public pathways or highways and for guiding the traffic of vehicles and pedestrians. It is also used with the hazard tape, signing strobe, streamer, etc., with the objective of avoiding accidents.

b) HAZARD TAPE

Used to isolate and limit the working areas.

10.14 REGULATORY STANDARDS

The Regulatory Standards –(Normas regulamentadoras- NR) is used to regulate/ instruct about the mandatory procedures related to work health and safety in Brazil. The Regulatory Standards from Chapter V, Title II, from the Working Consolidation Laws (CLT), related to the Job's Health and Safety, were approved

by the Ordinance N° 3.214, from 08 June 1978 and are mandatory to be followed by all Brazilian companies following the CLT legislation.

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

NR 06 - Personal Protective Equipment

NR 10 - Security in Facilities and Services in Electricity

NR 11 - Transport, Handling , Storage and Material Handling

NR 18 - Conditions and Working Environment in the Construction Industry

NR 35 - Working at Height

To carry out the work in time and electricity , the training specified in these NRs will be requirements for release of its work. The promoter will develop assemblers identification system through the bracelet use for each type of work, which should be used in any period of assembly and disassembly. Training certificates for use of hoisting equipment (NR 11) , aerial work platforms (NR 18) , should be checked by the service provider contracted by the manufacturer and exhibitor , being asked by the promoter.

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

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

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

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

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

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

10.15 OPERATING MATERIALS

Any work with grease, paint, corrosive material, powder, liquid or chemical products must be carried out using appropriate specific-purpose containers, to avoid damage or accidents to other people, to build up components and/or to the venue.

10.16 PROMOTIONAL BALLOONS

It is not allowed to use helium gas balloons inside the hall.

10.17 EXPLOSIVES AND FUELS

The use of any explosives, non-liquefied gas, or toxic/flammable materials, including helium gas and/or air balloons is prohibited.

10.18 FIRE EXTINGUISHERS

As stated in the Technical Standards of the Brazilian Technical Standards Association (ABNT), and Government law 38.069/93, every stand must have a fire extinguisher of dry chemical powder (DCP) or CO₂ (carbon dioxide) type, compatible with product and/or equipment exhibited and materials used in the stand construction. Both extinguisher types must have coverage capacity for up to 50 sqm (one 4kg extinguisher for every 50 sqm) depending on the type of stand, furniture and products exhibited.

Each stand must have at least one extinguisher for each 50 sqm of total area. If the stand area is smaller than 50 sqm it is mandatory to place at least one fire extinguisher, according to the materials being exhibited.

The extinguisher must be placed in an easy access area, properly indicated.

The Organisers will maintain a fire brigade team, trained according to the event type, to orient the exhibitors.

TYPES OF FIRE

CLASS	MATERIAL	AGENT EXTINGUISHER DISPLAYED
A	Materials that burn on the surface and in depth and leave residues, such as paper, wood, fabrics, fibres, etc.	Water or chemical foam.
B	Flammable products such as gasoline, paint thinner, diesel oil, etc.	Chemical foam, carbon dioxide or dry chemical powder.
C	Electrical equipment like electric engines, machines, etc.	Carbon dioxide or dry chemical powder.
D	Pyrophoric materials such as zirconium, titanium and magnesium.	Special chemical powder, iron filings or graphite.

10.19 COMBUSTION ENGINES

Combustion engines will not be allowed inside the hall.

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

10.20 EQUIPMENT AND MACHINE OPERATION

It is not allowed to exhibit or operate machines without exhaustion system and/or that produce loud noise which may disturb the show.

The maximum sound level accepted (live music or any other equipment) is **80 decibels**.

11 LEGAL REQUIREMENTS

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

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

11.1 TAX PROCEDURES

IMPORTANT:

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

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

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

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

Some legal references:

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

11.1.2 ICMS EXEMPTION

The ICMS exemption is conditioned to the requirements to be filled in the tax document, which will not be considered if not completely filled in a proper way.

The exhibitors should also note that the tax benefit is only valid if the merchandise returns to its origin within 60 days. In case this condition is not followed, it does not count for the tax benefit and the exhibitor should comply with the ICMS regulation, considering the valid date as the original shipment date.

11.1.3 GOODS RETURN

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

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

11.2 IMPORTS

11.2.1 ICMS

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

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

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

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

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

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

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

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

FEDERAL REVENUE

Federal service:

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

RECEITAFONE: 146

11.2.3 IPI (INDUSTRIALIZED PRODUCTS TAX)

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

Temporary Admission Customs

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

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

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

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

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

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

Remittance Invoice Details

- a) Audit Document Model: Invoice, Model 1 or 1a or Electronic Invoice (NF-e) - Adjustment Sinief No. 7/2005;

- b) Field "Supplementary Information" from "Additional Data" should include the word "exit with IPI exemption - Article 43, II, the RIPI / 2010."

Invoice Return Details

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

Source: IOB

11.3 MUNICIPALITY FEE – TFA / TFE

These are mandatory only to exhibitors from Tradeshows and Events in the São Paulo Municipality.

The "Advertisement Inspection Tax (TFA)" is mandatory and subject to inspection from the municipality in order to supervise the ordinance, exploration, and use, by any means or process of any advertisements on streets and public surroundings as well as visible or audible places, as well as any location that has public access. The "Establishment Inspection Tax (TFE)", is mandatory and subject to public Executive organs inspection which develop permanent control activities, vigilance and inspection of the compliance with the city's regulations. Both these taxes are regulated under the following laws of the São Paulo City regulatory board: Law No. 13.477/02 (TFE) and Law No. 13.474/02 (TFA).

11.4 ECAD

Music royalties payment and ECAD agency are regulated by the Federal Law 9.610 from 1998, and have the objective of protecting the creation rights and public broadcasting of songs and other works protected by this institution.

The exhibitors that do not pay the amount related to the copyrights protected by ECAD, are not complying to the law and subject to a "Verifying Term" that can lead to the prohibition or public song suspension, as well as the legal rights that can be processed both criminally and civil.

Please contact ECAD in order to know if your videos or songs being played in the stand are subject to the copyrights fees. On the website www.ecad.org.br, the exhibitor can also check the cost of reproducing the protected works with copyrights.

The hiring and mandatory copyright fees for lounge or live music or any work protected by ECAD, is the exhibitor responsibility, even in cases of third party contractors to display or reproduce these works inside the fair.

ECAD – SP

Av. Paulista, 171 - 3º Andar – Edifício Dom Pedro I de Alcântara

CEP: 01311-000 – São Paulo – SP

Contact: Soliane / Phone.: +55 (11) 3287-6722 - Ext 1132

Contact: Bruna / Phone.: +55 (11) 3287-6722 - Ext 1146

Fax: +55 (11) 3285-6790

E-mail: eventosp@ecad.org.br

Web Site: www.ecad.org.br

11.5 COVISA AND ANVISA

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

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

COVISA – COORDINATION OF HEALTH SURVEILLANCE

Rua Santa Isabel, 181, Vila Buarque

CEP: 01221-010 – São Paulo – SP

Monday to Friday: 09.00 to 16.00

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

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

ANVISA – NATIONAL AGENCY FOR HEALTH SURVEILLANCE

Trecho 5, Área Especial 57
CEP: 71205-050 – Brasília – DF
Monday to Friday: Das 7h30 às 19h30
Telefones: 0800 642-9782
<http://portal.anvisa.gov.br>

11.6 LABOUR MINISTRY

Contact: MINISTRY OF LABOUR AND EMPLOYMENT

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

11.6.1 LABOUR MINISTRY AUDIT

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

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

11.6.2 EMPLOYER OBLIGATION - DOCUMENTS

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

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

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

11.6.3 LABOUR HEALTH AND SAFETY – EMPLOYER OBLIGATIONS

The objective of the Labour Health and Safety Program is to protect life and promote employee health and safety.

Source: http://www.mte.gov.br/seg_sau/

11.6.4 CONTRACTORS, EXHIBITORS AND SERVICES PROVIDERS.

Contractors, exhibitors and service providers must follow all requirements stated in Labor Health and Safety Regulation, Conventions, Laws, Acts, Regulatory Instructions, etc. All companies must comply with the Labor Health and Safety Regulations.

It is mandatory for companies to follow the laws regarding labor accidents prevention, based also in the Consolidation of Labor Laws – CLT, as well as all requirements and details related to the topic.

In order to guarantee the labor health, Organiser direct exhibitors, contractors and services suppliers to follow all laws imposed by Labour Ministry.

During build up, show days and breakdown, a part of all legal requirements of the Labour Ministry, contractors, exhibitors and services suppliers must also follow the 36 Regulations that can be found directly on MTE website <http://portal.mte.gov.br/legislacao/normas-regulamentadoras-1.htm>.

Refer to **item 10 (Safety Rules)** of this manual for more information about safety and PPE (Personal Protective Equipment).

11.6.5 SOCIAL SECURITY

SOCIAL SECURITY SERVICE - OUGPS

PREVCartas – Correspondência: Caixa Postal 09714 - CEP 70001-970 - Brasília-DF
Esplanada dos Ministérios, Bloco F, Edifício Anexo, Ala "A", 1º andar,

Monday to Friday from 08.00 to 18.00

Site: www.previdencia.gov.br

11.7 EMPLOYMENT SECURITY FOR STAND

Security service, operating in the common event areas, will be provided by the Organiser during the whole period of build-up, show days and breakdown.

It is the responsibility of each exhibitor to provide security for its own stand, including all objects and equipment exhibited during build-up, show days and breakdown. Security services provided by people and/or companies not legally qualified for the function will not be allowed.

We recommend special attention when contracting security and advise to use the Official Security Company. Contact details can be found on website www.exhibitormanual.com.br.

In case you hire a third party security company, we remind you that the exhibitor is also responsible for the labour law obligations.

The exhibitor must hire legal security companies and check all requested documents according to the Federal Police orientation like working permit, security certificate and revised working authorization.

For non-official Security Company, the badge, will be delivered only after presentation of documents below at CAMPS – Contractor Service Center.

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

IMPORTANT:

THESE ARE MANDATORY DOCUMENTS.

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

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

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

The contractor need to access the website www.exhibitormanual.com.br and register your company, next, the exhibitor must to link the contracted company. The badges and payments can be requested in the website, until 05 June 2018.

It will not be allowed the security supplier entry if exhibitor has not assigned the supplier online and if the employee has not provided all required documentations.

IMPORTANT:

The badges have a cost and will be delivery just to the security person, as from the first attendance day. The payments must be done at CAMPS - Contractor Service Center.

LIABILITY AGREEMENT FOR EXHIBITORS AND ASSEMBLERS

EXHIBITOR: _____		
Assumed Name: _____	National Corporate Taxpayers Register – CNPJ: _____	
Legal Representative: _____		
ASSEMBLER: _____	Booth No.: _____	M ² : _____
Assumed Name: _____	CNPJ: _____	
Legal Representative: _____		
Services provided: _____		

WHEREAS,

- i) The EXHIBITOR entered into a Participation and Services Agreement with BTS INFORMA FEIRAS, EVENTOS E EDITORA LTDA. (PROMOTER), the purpose of which is the lease of an area for the event **ForMóBILE 2018 - International trade show for the furniture and wood industries (EVENT)**, to be held in the period from 2018, July 10-13 at São Paulo EXPO (AGREEMENT);
- ii) The EXHIBITOR undertook to effectively comply with the specific conditions, general conditions and participation manual that form part of the AGREEMENT;
- iii) The EXHIBITOR expressly declares that it is full and unrestrictedly aware of the security rules and measures that shall be adopted by it and by its legal representatives, employees or agents, as well as by the assembling companies, suppliers, providers, third parties and their respective employees that shall take part in the EVENT;
- iv) The EXHIBITOR is the only and exclusive principal of the services of the ASSEMBLER, and shall ensure the area preservation and actual compliance with all security rules and measures required by law or agreement by the ASSEMBLER, undertaking full liability for the services contracted by it in relation to the PROMOTER or any third parties, during the assembly, holding or disassembly of the EVENT;
- i) The ASSEMBLER acknowledges its liability for the assembly and disassembly of the booth, for the material, its team and any other service provider contracted during the entire period of assembly and disassembly of the booth.

The EXHIBITOR and the ASSEMBLER hereby undertake joint and several liability with the PROMOTER, located at Rua Bela Cintra, 967, 11th floor, suite 112-A, in the City of São Paulo, State of São Paulo, enrolled with the National Corporate Taxpayers Register of the Ministry of Finance (CNPJ/MF) under No. 01.914.765/0001-08:

- ii) For preservation of the area where the services will be provided, undertaking to return it in the same conditions of delivery, free and clear of any persons, objects and materials;
- iii) For the assembly and disassembly of the booth in accordance with the rules, standards and requirements established in the AGREEMENT, in the Exhibitor Manual, in circular communications or similar communications issued by the PROMOTER, and for all rules, standards and requirements expressed in the applicable law;
- iv) For actual compliance with the occupational safety and health rules and measures intended to protect and to prevent risks and damages to the life and health of the workers, also adopting all measures required for inspection thereof;
- v) For compliance with all applicable law, including all Regulatory Rules (NR) applicable to the activities performed by the EXHIBITOR and/or the ASSEMBLER, making sure that all its employees and/or contractors shall be legally qualified and skilled, in compliance with said rules, regulations or law;
- vi) For any damages that may be directly or indirectly caused to the Pavilion, the service providers, the employees or any third parties.;
- vii) For all burden arising out of any legal and/or administrative labor or social security questioning arising out of the AGREEMENT performance or the relationship established between the EXHIBITOR and the ASSEMBLER;

- viii) For all civil, labor and social security obligations relating to its agents, employees or contractors of any kind whatsoever, undertaking liability for any losses or damages that the PROMOTER may suffer as a result of any kind of questioning, collection or judicial or extrajudicial execution arising out of actions filed by any such agents, employees or contractors or by any legal or administrative government authorities;
- ix) For requesting the PROMOTER'S exclusion, as defendant, from any questioning, investigations or administrative or legal actions filed against the PROMOTER by any labor, social security or tax inspection, or by any shareholders, agents, employees, service providers or contractors of any kind whatsoever of the EXHIBITOR or the ASSEMBLER employed in the provision of the services under the AGREEMENT and exclusively resulting from the relationships mentioned herein, for carrying out the legal or administrative defense of the PROMOTER, bearing all costs and losses, including attorney's fees, incurred by the PROMOTER as a result of any such questionings, investigations or actions, being established that the provisions of article 125, item II of the Brazilian Code of Civil Procedure apply hereto.
- x) For bearing all costs arising out of the defense of the PROMOTER until the replacement of the previous item has occurred, including any adverse judgments and attorney's fees, making the corresponding reimbursement within forty-eight (48) hours as from submission of the expenses report, with monetary restatement based on the General Market Price Index of Getúlio Vargas Foundation (IGPM/FGV) or, in the absence of this index, then based on any index that may replace it, from the payment date to the date of actual reimbursement, being established that the failure to make any such reimbursement within the terms established herein shall enable the withholding of any amounts due on any account whatsoever by the PROMOTER to the EXHIBITOR or the ASSEMBLER until the reimbursement has been made, without prejudice to the collection of any difference not covered by the compensation;
- xi) For submitting immediately to the PROMOTER, at any time and upon written request, as well as for supporting any legal or administrative proceedings, the documents demonstrating its commercial, civil, criminal, labor, social security and tax good standing.

Paragraph one: In case of breach of item "i)" above, the ASSEMBLER shall pay to the PROMOTER a non-compensatory fine of two thousand *Reals* (R\$2,000.00), without prejudice to the ascertainment and reimbursement of any damages occurred in the buildings, facilities, equipment and accessories.

Paragraph two: The EXHIBITOR and the ASSEMBLER shall be jointly and severally liable, by themselves and their respective legal representatives or agents, for any damages that may be caused during the provision of the services of a property or moral nature, in the civil or criminal jurisdiction.

São Paulo, _____, 2018

Acknowledged and agreed:

EXHIBITOR'S NAME

ASSEMBLER'S NAME

FOR USE BY THE PROMOTER:

We certify that the asset was returned on ____ / ____ /2018, in the following conditions:

- In perfect conditions
- Missing parts or accessories
- Presenting the following defect:
- Other: _____

APPENDIX I – ENERGY CONSUMPTION REFERENCE GUIDE

EQUIPMENT	KVAs
Exhibitor Counter	0,20
Commercial Coffee Machine 1700w	1,70
Commercial Coffee Machine 2700w	2,70
Commercial Coffee Machine 3000w	3,00
Commercial Coffee Machine 5000w	5,00
Home Coffee Machine	0,80
Hot Plate 3000w	3,00
Hot Plate 6000w	6,00
Hot Plate 9500w	9,50
Draft Beer Dispenser	0,50
DVD Player	0,30
Oven 1000w	1,00
Oven 1750w	1,75
Oven 2400w	2,40
Oven 5000w	5,00
Oven 8000w	8,00
Microwave oven	1,20
Horizontal/vertical freezer	0,50
Electrical pan Fryer 2500w	2,50
Electrical pan Fryer 5000w	5,00
Minibar	0,30
Printer	0,25
55W Dichroic Halogen Lamp	0,05
1000 W Special Lamp	1,00
500 W Special Lamp	0,50
20W Fluorescent Lamp	0,03
40W Fluorescent Lamp	0,05
110W HO Lamp	0,14
150W HQI Lamp (with reactor)	0,35
100W Fluorescent Lamp	0,10
250W Mixed Lamp	0,25
40W PL Lamp	0,05
Computer (CPU + Monitor)	0,50
Grill Press 3000W	3,00
Grill Press 6000W	6,00
Projector 150W	0,15
Projector 70W	0,07
Special Projector 350W	0,35
Special Projector 500W	0,50
Rechaud – double boiler 1000W	1,00
Juicer 300W	0,30
Plasma TV	0,30

Note: The above mentioned KVAs refers to consumption during show days.

The table above only serves as a reference for calculating the consumption of common equipment. Please observe the technical manuals or device plates, with the installation characteristics.

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

APPENDIX II – WAIVER OF RIGHTS RETURN

Letterhead company paper

To

Official Onsite Handling company of event (Name and CNPJ)

Declaration

To all intents and purposes that during the period of Three-month as from _____, the company _____ maintains a nacional insurance policy handling, ensuring the risks of transporting goods within the nacional territory, covering the following risks:

Collision, rollover, carriers overturning, fresh water / rain water, bad cargo stowage, breaking, kneading, scratch, loading and unloading, removal, handling, contamination, contact with other goods, spill out, leak, armed robbery theft, complete disappearance of the transported vehicle, loss of entire volumes and robbery.

The maximum limit of liability for goods by vehicle / trip is \$ _____.

ACTION RETURN AGAINST THE CARRIERS

This insurer waives the right to act regressively against _____
_____(Name of Official Carrier), exclusively on risks claims described above, covered by the policy IN ISSUE.

Is excluded clause Insurer Subrogation Rights only in respect of loads owned by _____ and if they are not attributed to gross negligence, bad faith of the carrier and / or its agents, nor for infringement of the provisions governing road transport laws and the Brazilian Traffic Code.

Insurer Signatures.