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infocomm**

MANUAL

EXHIBITOR RULES AND REGULATIONS

APRIL 02-03-04,2019 - TRANSAMÉRICA EXPO CENTER

Dear Exhibitor,

Thank you for your decision to participate in TMIB 2019 - Tecnomultimidia Infocomm Brazil

This Exhibitor Manual will provide you with all detailed guidelines to achieve the greatest value for investment and optimize your participation in the trade show.

We take this opportunity to inform you that the decision to hold this independent event, both on the date and at the venue, was made based on the surveys conducted among the exhibitors and is aligned with the industry's international calendar. The 5 editions held as well as the great number of alliances with the audio and video market, enable us to offer today new tools to achieve an even better and more successful 6th edition.

Please read the following pages carefully to know the rules and deadlines as required by legislation and authorities.

We hope you have a great event and do good business

Yours sincerely,



MAX JARAMILLO
CEO Latin Press
TMIB 2019



PRINCIPAL SUPPLIERS

Travel and accommodation agency

Company: Pack Tour

Telephone number: (11)533-6673

www.packtour.com.br

Data collector

Company: Interação

Telephone number: (11) 2678 7050

E-mail: thays.guimaraes@interacao.com.br

Parking

Company: Auto vagas

Telephone number: (11) 5643.3012

Internet

Serviço Exclusivo - Transamérica Expo Center

Fone: (11) 5643-3045

Mounting company (turnkey)

Company: BOX 360°

Telephone number: (11) 98415-3691

E-mail: contato@box360.art.br

Empilhadeira/Muck

Company: Trans-Expo

Fone: (11) 5643-3813

E-mail: transexpo@trans-expo.com.br

National logistics

Company : MTI - Multi Transportes Internacionales

Telephone number: (11) 3716-3708 / (11) 98974-7396

E-mail: victorgarcia@ttilog.com.br

International logistics

Company : MTI - Multi Transportes Internacionales

Telephone number: +52 55 5360-1009 Ext. 417

E-mail: horozco@mtinter.com.mx

CHECKLIST

EXHIBITOR MANUAL

- » Hire mounting company
- » Determine the products to be exhibited
- » Choose and train technical staff
- » Book hotels/Airport transfer/Tickets/Visa (*if required*)

ACCESS TO EXHIBITOR MANUAL

- » Fill required forms
- » Check deadlines
- » Register service providers

HIRE

- » Catering service
- » Cleaning service
- » Booth security
- » Transport of products/ Issue of invoices
- » Temporary Import - Customs clearance
- » Contract insurance
- » Prints
- » Promotions
- » Unload publicity material in the trade show venue

SUBMIT TO BOX 360°

- » Exhibitor project (with exhibitor's name)
- » Name of the mounting company
- » Terms and forms filled in according to instructions
- » Transport of products/ Issue of invoices
- » Temporary import – Customs clearance
- » Contract insurance
- » Printings

SCHEDULE	
MOUNTING	29/03 - 12h to 20h 30,31/03 and 01/4 - 8h to 20h
EXHIBITION DAYS	April, 02 to 04 from 13h to 20h
DISMANTLING	April, 04 and 05 from 21h to 16h

IMPORTANT

This manual contains technical and operational standards and guidelines regarding the booth mounting, show execution and booth dismantling periods, which must be met by the exhibiting company, its staff or contractors, in order to avoid inconveniences.

The exhibiting company is responsible for any damage incurred by its employees or contractors. It is thus extremely important that this manual be transmitted to all those who participate directly in the event.

Read CAREFULLY, mainly the deadlines set to fill in the FORMS and to SUBMIT PROJECTS FOR APPROVAL. It is compulsory to fill in electronic formats.

	FIRTS DEADLINE	SECOND DEADLINE	THIRD DEADLINE
INFOCOMM	15/02/2019	16/02/2019 to 20/03/2019	21/03/2019 to 27/03/2019

Upon registration, the exhibitor, as well as its mounting company, will receive an access code and a password to access the Exhibitor/Service Provider Portal.

If, upon signing the contract, you have not received an email with your access code and password, please contact caex@box360.art.br or call (11) 98415-3691.

The FORMS included in the Exhibitor Portal aim to facilitate the work of YOUR COMPANY. The exhibitor and mounting company shall pay the bank slips for taxes and services.

THE EXHIBITOR OR ITS CONTRACTORS WILL NOT BE GRANTED ACCESS TO THE EXHIBITION VENUE FOR BOOTH INSTALLATION IF FULL PAYMENT HAS NOT BEEN MADE

Failure by the exhibitor and its representatives to meet the deadlines or comply with other instructions contained herein shall automatically exempt the event organizer from any liability for damages caused to the exhibitor during all periods of mounting, dismantling and exhibition.

PARTICIPATION MANUAL

This manual contains STANDARDS, TECHNICAL AND OPERATIONAL GUIDELINES that SHALL be observed by the exhibitors, mounting companies and service providers, as well as by their employees or contractors.

EXHIBITOR ELECTRONIC MANUAL

The Electronic Manual System involves the use of the internet as a tool for replacing printed manuals.

The EXHIBITOR will receive a message by email with their username, password and a link to access the online exhibitor manual.

Box 360° will register only the EXHIBITOR to receive the user name and password to access the electronic manual. The EXHIBITOR is responsible for registering the mounting agency/company so that these can be provided with a username and password as well.

FORMS AND ISSUANCE OF BADGES WILL BE PROCESSED EXCLUSIVELY THROUGH THE ELECTRONIC MANUAL.

SECURITY AND CLEANING OF THE EVENT

The organizer will provide GENERAL SECURITY SERVICES during the entire period of mounting/dismantling and exhibition days.

General Security Services are not responsible for monitoring the goods on display at each booth. The exhibitor must hire security for their booth.

The organizer will arrange for the general cleaning of the exhibition premises during mounting/dismantling and the exhibition days in public circulation areas, administration areas and restrooms. The EXHIBITOR is responsible for cleaning each booth as well as for the catering service. Cleaning during the exhibition days must occur 3 (three) hours before the scheduled opening of the exhibition.

Without exception, on 02-04-2019, all booths must be furnished, finished and cleaned for the opening of the commercial trade show (at 9 o'clock in the morning). Failure to comply with this rule will result in a fine of R \$500.00 per hour of delay.

Only after the closing of the exhibition can the waste be placed in the pathways, provided it is properly disposed of in special plastic bags.

VEHICLE ACCESS

The parking lot will be managed by Auto Vagas under a self-parking scheme, with capacity for up to 2,500 places.

Exhibitors and SPONSORS may request any number of parking tickets for multiple access of their staff. Payments are made with cash, credit or debit card (from any country). The EXHIBITOR is responsible for purchasing the parking tickets for their employees.

For information and questions about parking, please contact Auto Vagas. Telephone number: (11) 5643.3012, Monday through Friday, from 9:00 a.m. to 6:00 p.m.

VISITORS SHALL PAY THE FEE APPLICABLE AT THE TIME OF THE EVENT

LOADING TRUCKS AND VEHICLES

Trucks, vans, lorries, etc., used during mounting and dismantling periods shall pay parking fees when entering the exhibition venue. For returns on the same day with the same vehicle registration, no additional fees will be charged. Vehicles will be allowed into the loading area on a “first come, first serve” basis. The driver must remain in the vehicle.

For more information and to purchase tickets, please contact the administration using the contact information provided above. There will be no multiple access option during the exhibition days.

Pursuant to the rules and regulations of Transamerica Expo Center, motorcycles are **NOT** allowed in the pavilions.

According to the rules of the Transamerica Expo Center, in compliance with the city noise ordinance (PSIU), we request your observance of the following rules and regulations:

Vehicle access will be allowed according to the progress of the mounting process. When vehicles are allowed into the exhibition area, they must be removed from the pavilion as soon as they have been loaded/unloaded. During the first six hours of the dismantling period, only small vehicles (van, pick-up, etc.) will be allowed to enter. Trucks will be allowed in the premises after these hours, in order to avoid congestion in the pavilion internal pathways. Loading/unloading guidelines are properly identified at the event venue.

Allowed loading and unloading times for TEC external areas, during the assembly and dismantling period, go from 07h to 21h.

The access of loading and unloading vehicles to TEC will be allowed for 24 hours. A vehicle entering after 9 p.m. will not be allowed to transit through the loading and unloading areas until 7a.m. of the following day, and no equipment movement will be permitted. The vehicle shall remain in the parking area in front of the TEC, following the instructions given by the operators of the parking lot (Auto Vagas).

SECURITY OF PRODUCTS ON DISPLAY

The exhibitor should take out an insurance policy covering their booth, furniture, accessories and equipment, as well as their exhibits, against risks of any kind during the stages of mounting/dismantling and during the exhibition days.

We strongly advise exhibitors not to leave cellphones, bags and notebooks unattended.

The organizer will not be responsible or liable for the loss of the aforementioned items, caused by any contingency. Throughout the exhibition days, the exhibitors must store their valuable objects and equipment in a safe place with restricted access.

Exhibitors who do not remove their exhibit products and materials from the exhibition premises on the evening of the dismantling period, must hire security staff responsible for the objects left in the exhibition area.

HIRING SECURITY FOR BOOTHS

Pursuant to the **LETTER OF NOTIFICATION** issued by the **BRAZILIAN FEDERAL POLICE** on 8/4/99, event promoters and organizers are strictly forbidden to accredit unregistered or unqualified individuals to render booth **SECURITY** or **SURVEILLANCE** services.

The promoter will not accredit the exhibitors' staff or professionals not linked to a security company legally established before the **FEDERAL** and **STATE** governments, to render surveillance services for the booth.

Federal Police officers will be on duty during the exhibition, performing inspections in the booths. Exhibitors are required to abide by the Federal Police provisions to avoid problems during the event.

EMPLOYEES FROM THE SECURITY COMPANY CONTRACTED BY THE OFFICIAL COMPANY

Exhibitors wishing to contract security services from a company shall fill out the relevant form in the Exhibitor Portal (**REQUESTS - OFFICIAL SECURITY SERVICE**) by the given deadline in our system.

The labor rate per day must be verified in the corresponding form. The payment must be made by means of an invoice issued at the end of the request

EMPLOYEES FROM COMPANIES SPECIALIZING IN SECURITY

The exhibitor who uses services from specialized companies shall complete the relevant form (**AUTHORIZATION - ADDITIONAL SERVICE PROVIDERS**) by the given deadline in our system.

The contracted company shall make the payment of the badge by means of the invoice issued at the end of the request; the credential will only be delivered upon payment of said invoice.

In observance of the provision of Federal Police, the official body responsible for overseeing the surveillance service, only professionals linked to security and surveillance companies that attest to their regular situation may be hired to render this service. In order to get their badges, employees from specialized security companies will be required to provide the following documents:

- Letter with the surveillance company letterhead specifying the professional who will perform the task. Note: The letter must state the event name, the exhibition date(s) and the exhibitor's name (ORIGINAL);
- CFV - Certificate of completion of the security surveillance course with validity of up to two years (COPY);
- Certificate of completion of the recycling course with validity of up to 1 year (COPY);
- Personal identification documents RG (ID) and CPF (corporate taxpayer registration) (COPY);
- Recent criminal record certificate (ORIGINAL).

The professional hired for surveillance must wear uniform and, under no circumstance, will be allowed to carry weapons.

The badge must be carried at all times, it is personal and non-transferable. Identification of the carrier may be required. The identification will be apprehended in case of it is used by third parties.

>> A second credential will not be issued in case of retention. <<

INSURANCE

The organizer will not be liable for damages caused by the exhibitors in the pavilion, the booth or to third parties; that liability is transferred to the respondent exhibitor. Consequently, we recommend contracting an insurance policy for your booth, furniture, accessories, equipment and goods on display covering against risks of any kind during the stages of mounting/dismantling and the exhibition days.

The exhibitors are solely responsible for any injury suffered by their employees or visitors during their stay at the booth as well as for damage to belongings or materials of any kind, caused by theft, fire, lightning, storms, explosions, hail, water leakage, humidity, accidents, civil disorder, sabotage and other causes, whatever the origin. The exhibitors are also responsible for personal injuries occurring inside or outside their booths caused by their employees, or damage to any material object they use or which is under their responsibility, and also in relation to damage caused by their machinery/equipment/outsourced in the exhibition venue.

BOX 360° formally recommends exhibitors to take out their own specific insurance policies against Miscellaneous Risks (RD) and Civil Liability (CR), including coverage for the event venue against damages caused by their employees, machinery and/or equipment used at all stages of mounting/dismantling and exhibition of the event. The insurance policy should offer sufficient coverage for the risks involved in the stages of mounting, exhibition and dismantling of the event.

In the event that an insurance policy is absent or that the insurance policy does not cover the aforesaid, this will entail full responsibility of the exhibiting company and its mounting staff or contractors for all damages that may arise thereof, it being incumbent on them to indemnify and recompose all damages caused to the event, the exhibition venue and third parties, regardless of whether such damages were permanent or temporary.

WORKING APPARELS

Any employee or contracted party working for the exhibiting or mounting companies or from third-party companies shall only have access to the pavilion if they are bearing the identification badge and wearing a uniform or t-shirt, long trousers, sneakers or shoes.

Visitors, exhibitors or service providers wearing shorts, tank tops or slippers will not be allowed to enter the venue.

PPE – PERSONAL PROTECTION EQUIPMENT

According to Regulatory Standard No. 6 of the Ministry of Labor and Employment (MTE), the promoter determines that the use of Personal Protection Equipment (PPE) is mandatory for the performance of every task.

The organizing team of the event will supervise the PPE wearing. The following is the mandatory equipment that all the people involved during the event MOUNTING and DISMANTLING periods are required to wear:

- Helmet with chinstrap;
 - Boot with toecap;
 - Gloves suitable for each task;
 - Rubber boots - cleaners.
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- Helmet with chinstrap;
 - Boot with toecap;
 - Gloves suitable for each task;
 - Rubber boots - cleaners.

NO SMOKING SIGNS

The exhibition organizer, in compliance with State Law 13.541 of May 7, 2009, prohibits smoking in all indoor areas (pavilion, auxiliary rooms, auditoriums, restrooms, coffee shops and other enclosed areas) intended for events. Also, outdoor areas with walls and a ceiling are subject to the restriction of consumption of cigarettes, cigars, pipes or any other smoking product, whether or not derived from tobacco, in the form specified, including electronic cigarettes and vapes. The exhibition organizer requests that the signs regarding this determination distributed across the exhibition venue areas be respected.

FIRE EXTINGUISHERS/FIREFIGHTERS

All exhibitors shall have installed and maintain in their booths at least ONE fire extinguisher during the whole duration of the event. The fire extinguisher shall contain an agent in accordance with both the goods on display and the materials used in the booth mounting. The extinguisher should not be positioned on stairs; it must be unobstructed and properly signaled.

When there is no division in the booth:

BOOTH AREA	AMOUNT OF EXTINGUISHING CHEMICAL POWDER 4KG
Up to 25m ²	1
25-50m ²	2
51-75m ²	3
76-100m ²	4
101-125m ²	5
126-150m ²	6
151-200m ²	7

MOUNTING GUIDELINES

The exhibitor/mounting company will receive their exhibit space marked on the pavilion floor. Floor markings should be checked (footage and location) by the contracted mounting company or by the exhibitor prior to the beginning of the installation work in order to prevent later problems.

Carpeting, partition walls, lighting and the identification sign of the exhibitor/booth are minimum requirements for all booths.

ATTENTION: The application of glue directly to the pavilion floor to install carpets or likewise is strictly prohibited. In order to fix any material, only easy-to-remove doubled faced tape shall be used (3M reference code 4880 or Adere code: 462, reference: 4890).

The pavilion floor shall not be drilled, painted, welded, tied, trimmed or cut. No material shall lean against the existing pavilion walls and pillars. In case of any damage, the organizer will suspend the mounting process of the relevant company until the damage caused –be it paint, spillage of machinery oils or others– has been repaired by the company.

Handling of ink, grease, corrosive substances, powder or fluids must be performed by means of their own and proper containers, and with the appropriate equipment, to avoid damage and accidents involving other people, neighboring booths and the pavilion itself.

The guidelines for loading and unloading are clearly indicated at the exhibition venue.

MOUNTING AND ACCESSORIZING COMPANIES

The exhibitor is allowed to hire a booth mounting company specialized in booth mounting, accessorizing, maintaining and dismantling at their own discretion. However, the official service providers are listed in the specific event manual.

We advise the parties to sign a service and maintenance agreement covering the entire duration of the event.

Hiring of a specialized company for booth mounting, accessorizing and maintenance does not exempt the exhibitor from complying with all the procedures/rules contained in this Participation Manual.

BOOTH MAINTENANCE

Booth maintenance and cleaning must be carried out two hours prior to opening on the days of the event. For booth maintenance, the mounting staff must provide the CAEX with a letter from the mounting company to change the MOUNTING badge for the MAINTENANCE badge.

>> 2 (two) maintenance badges will be provided per booth mounting company <<

BOOTH CLEANING AND SUPPLY

The cleaning of booths must be performed three hours before the event starts. From that moment, it is expressly forbidden to dispose of waste in garbage bags outside the booths in the passing areas. A booth failing to comply with this rule will be penalized with R \$ 500.00 (five hundred reais) for each infraction.

It is incumbent upon the exhibitor to ask the cleaning department to remove debris, garbage, etc., in order to avoid fines and the placement of garbage bags in the passing areas.

The exhibitor shall leave, within the aforementioned times, all discarded material properly packed in appropriate garbage bags to ensure these are collected by our official cleaning team.

FLOOR AND PARTITIONS

The area of each booth will be marked by the organizer on the pavilion floor for mounting and, under no circumstances, the floor shall be painted, drilled or opened.

RAISED FLOORS AND ACCESS RAMPS

The use of wooden planks to raise the booth floor is allowed. Its standard height is 10 cm, but the booth must provide an access ramp for wheelchair users and reduced-mobility individuals, with proper signaling, of at least 1.00 m in length X 1.00 m in width.

In order to facilitate circulation at the event venue, the installation of beveled edges is suggested where sharp corners are present.

PARTITION WALLS

Divisions shall be erected for booths with contiguous booths so as to establish the limit of each booth area, according to the pavilion floor demarcation. The minimum height of the wall shall be 2.20m. Walls exceeding the partitions of the neighboring booth must have external finishes identical to the internal finishes.

GLASS ON BOOTH MOUNTING

If laminated glass is used in the booth, the use of adhesive films or safety strips is mandatory (for public safety in the event of breakage or cutting). In case tempered glass is used, we recommend the use of signaling strips.

HEIGHTS, SETBACKS AND LIMITS

Please refer to the table below for the permitted heights and setbacks for any decorative booth component. These heights are considered from the pavilion floor, with no need for setbacks in relation to the aisles (pavilion streets) for booths with areas that do not constitute an island, for which the maximum height and setbacks listed in the following table shall be maintained in relation to neighboring booths.

MAXIMUM HEIGHT (m)	MINIMUM SETBACK (m)
Up to 3.50m	No setback
3,51 to 5,00m	1,00m
5,01 to 6,50m (com mezanino)	2,00m

Booths that constitute an island can occupy all the linear footage of their perimeter, up to 4.50m in height, with no need for recess. From 3.51m in height, mounting cannot exceed 40% of the perimeter, being that above 3.50m they shall abide by the table of setbacks.

In case of mounting elements such as strips, beams, pillars and totems, they shall comply with the above table of recesses.

MOUNTING OF A MEZZANINE OR SECOND FLOOR

In the event of construction of a mezzanine or second floor, the final admissible height FOR THIS AREA OF THE BOOTH - MEZZANINE OR 2nd FLOOR ALONE, shall be 6.50m, measured from the floor of the pavilion, with a minimum recess of 2m, with up to 20% in the linear footage on the front face of the booth without recess being allowed.

The staircase to access to the mezzanine or second floor will be considered part of the mezzanine or second floor, and, therefore, it shall comply with the respective height and recess limits. A specific structural calculation shall be provided for the staircase.

- Booths with a mezzanine shall keep the ART (Technical Responsibility Note) or RRT (Technical Responsibility Record) in a highly visible place, informing the name and qualification of the responsible engineer and his/her duly licensed company, as well as the registration of this company with CREA (Regional Council of Engineering and Architecture) or CAU (Federal Council of Architecture and Urbanism);
- The project for the booth with a mezzanine or 2nd floor must present the structural calculation of the 2nd floor;

- The structure shall be sized based on the calculations for capacity per m², according to the spreadsheet for calculation of load bearing capacity
- The floor of the mezzanine or 2nd floor shall be compatible with the load established in the ART/RRT calculated by the professional responsible for the project;
- The maximum load bearing capacity of the mezzanine or 2nd floor shall be stated in kg/m², and in the number of people admissible, immediately at the foot of the staircase that leads from the ground floor to the mezzanine or 2nd floor;
- The use of glass panels for the mezzanine or 2nd floor will not be allowed. Instead, panels of acrylic, polycarbonate or other similar material shall be utilized and their maximum aperture measurements will be 1m x 1.40m;
- An exception to this rule will only be made for those cases in which glass panels have received the application of 100% of a safety film of the "Insulfilm" type, or when panels are made of laminated or tempered glass.

The following original documents must be delivered to the CAEX without exception on the 1st day of mounting:

- Original ART/RRT of project and execution
- Payment receipt of ART/RRT
- Original statement of responsibility
- Identification of the person responsible for the project (copy).

CONSTRUCTION IN MASONRY

Construction (floors, walls, etc.) in masonry or similar material is prohibited.

GARDENS AND PLANTS

Gardens, flowers, and ornamental plants are permitted when they are contained in vases, baskets or other containers as long as no loose soil, sand or rocks/pebbles are used in installing gardens directly upon the floor of the pavilion

VERTICAL PROJECTION (OVERHANG) OF THE BOOTH

The vertical projection (overhang) of any mounting element shall mandatorily be within the peripheral limits of the booth area. Projections over adjacent booths or over routes of circulation at the event venue will not be accepted.

BOOTH DESIGN PROJECT AND APPROVAL

IT IS MANDATORY to submit two copies of the documents listed below to the organizer operation department within a maximum period of 30 days before the start of the event. Box360° will authorize, or not, the project within a maximum period of 20 days before the beginning of the event build-up period.

- Booth project and structural calculation
- Architectural project
- ART/RRT of project and execution
- Payment receipt of ART/RRT
- CREA or CAU of the professional responsible for the project

All the exhibitors that leased an exhibition area shall submit the project, ART/RRT of mounting and a descriptive report (for the purpose of checking its compliance with the rules and regulations provided herein) to the Operations and Infrastructure Department via email projetos@box360.art.br

The project shall be sent within a maximum period of 30 days before the exhibition build-up period.

It is incumbent upon the exhibitor to make sure the booth design was prepared under the vigilance and with the participation of a responsible technician, engineer and/or architect.

- Duly signed and fully paid ART (Technical Responsibility Note) or RRT (Technical Responsibility Record), describing the responsibility of the professional in charge of the project;
- The ART or RRT must cover the whole period of the EVENT, that is, mounting, exhibition days and dismantling. Without these complete data, the ART or RRT will not be accepted;
- Projects should be sent by e-mail for analysis within 45 days prior to the assembly beginning. After this period, projects sent for approval will be subject to the availability of the technician responsible;
- In order to expedite the project analysis, the exhibitor must send us an e-mail with the following information in the subject line: Exhibitor's name/commercial name, location (booth number) and mounting company

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A COPY of the ART and/or RRT attached to the booth project shall remain in the booth during the entire mounting period to be presented whenever it is requested by inspection staff.

The start of mounting will only be allowed after provision of the following documents at CAEX:

- Statement of responsibility, in original, duly signed by the responsible team, the exhibitor and the mounting company (available in the Exhibitor/Service Provider Portal).
- Copy of the project;
- ART or RRT;
- Proof of payment of ART and/or RRT;
- Copy of the professional license of the architect and/or engineer responsible for the project.

The ART or RRT shall contain, in a clearly written manner, the identification, signatures of the contracting party and of the professional in the area of civil engineering or architecture registered with CREA or CAU, as well as the specifications for the structure hanging from the ceiling of the pavilion.

Payment of the ART or RRT shall be made at a bank; without a bank's stamp, the ART will be disregarded.

Permission will only be granted for tops/ceiling made of elastane fabric without any prints (images), for the purpose of lighting. THE PRESENTATION OF THE FIREPROOFING REPORT IS MANDATORY.

The lighting structures hung from the ceiling of the pavilion, if they have "ceilings"/tops and covering materials, shall abide by the table of recesses.

When the structures are hollow and have no tops/ceilings, they may be in alignment with the aisles (streets) and neighbors.

FRONTLETS>> only booth identification frontlets will be permitted (NAME/ LOGO OF THE EXHIBITOR) attached to the elements (lighting supports). The frontlets shall observe the table of recesses (setbacks) and cannot exceed 1m in height, without any restriction as regards its length.

Permission will not be given for the installation of banners or any decorative elements on the lighting structures hung from the ceiling of the pavilion. The lighting structures/fixtures hung from the ceiling of the PAVILION, if they possess tops / 'ceilings' and covering materials, shall abide by the table of recesses (setbacks).

O Expositor e a empresa Montadora comprometem-se a enviar, obrigatoriamente, o projeto do estande sendo, planta baixa, elevação frontal com cotas, elevação lateral esquerda com cotas, elevação lateral direita com cotas, fundo do estande com cotas, ART/RRT de montagem e memorial descritivo, além do Termo de Responsabilidade de Montagem e Desmontagem adequada

The projects will be examined within 7 (seven) business days, and it is incumbent upon the exhibitor/mounting company to contact the organizer to find out about the approval of their project.

In the absence of one of the aforementioned documents, access to the leased area will be denied and the exhibition organizer will be exempt from any liability for delays or damages that may occur.

- The projects shall be sent by e-mail to **projetos@box360.art.br**;
- The project shall include the NAME of the exhibitor, data of the mounting company, telephone contact and the number of the booth at the exhibition venue;
- All requests for altering booth mounting made by the event organizer shall be addressed immediately, being subject to the total interruption of the mounting works until such requests are met.

STATEMENT OF RESPONSIBILITY AND CHECK DEPOSIT

It is incumbent upon the exhibitor, as well as to the mounting company contracted, to sign the aforementioned statement of responsibility in order to guarantee full compliance with the obligations, the deadlines and the provisions set forth herein.

All exhibitors shall present each original Statement of Responsibility due signed together with escrow check of R\$ 3,000 (tree thousand reais) to be executed.

If there are no restrictions, the CHECK DEPOSIT will be made available to be RETURNED.

Without this document, access to the pavilion for mounting is prohibited. Please note that signatures by the exhibitor and the mounting company are mandatory

The checks shall be withdrawn, WITHOUT FAIL, on the last day of the dismantling stage at the Operation Team office of the exhibition venue. Those checks that are not picked up will not be sent by mail but will be shredded 30 days after the event.

PAVILION USE

The pavilion floor shall not, under any circumstances, be marked out, painted, nailed, drilled or excavated. It is forbidden to make use, for any purpose, of service ditches existing on the floor.

The installation of aerial structures, fixed through steel cables, is allowed, provided that the limit of 6.50 meters in height, and the setbacks rules for booth with neighbor (s) are observed. Please refer to page 10 and 11. Only project structures will be allowed, no banners or marketing materials will be permitted.

Transamerica Expo Center, in partnership with Exata Cabos, will provide the installation service of steel cables in the entire air structure of **Hall F**.

After the approval of the project by Box360°, matters pertinent to the airframe should be dealt directly with **Exata Cabos**:

Telephone number: (11)4356-4476 - Department of Project Analysis.

E-mail: analise@exatacabos.com.br

Under no circumstance the components of the booth or exhibited products shall be held up, fastened or hung from the pavilion ceiling structure, with the exception of support structures for lighting.

The pavilion will charge directly to the exhibitor or to the mounting company for the fixation point on the ceiling

Providing the documents related to the operations and infrastructure department of Transamerica Expo Center is mandatory before the beginning of the event build-up. The pavilion manager will announce the project's authorization or rejection within a maximum period of 15 days before the event for projects delivered before the deadline

- Architectural project of the booth with floor plan, cross-sections, elevation and perspective with all of the height levels;
- A blueprint and elevation showing the location of all the elements that will be hung;
- The ceiling of the pavilion and the respective steel cables fastening the parts of the booth to the eyelets (lugs) in the ceiling;
- Descriptive report of all the elements of the booth that will be hung and how such elements will be fastened to the pavilion ceiling;
- Project and calculation log for the elements that will be hung, gauging of those parts, steel cables and others;
- Support reactions on the structures that will be hung and on the eyelets (lugs) of the structure of the pavilion ceiling;
- All documents shall specify the NAMES of the booth (exhibitor), the event and the person responsible for technical issues. The responsible technician shall sign all the pages thereof;

ELECTRICAL AND WATER INSTALLATIONS

Water and electrical installations require prior sizing for efficient and proper distribution and use of the necessary equipment and components. Therefore, the exhibition organizer will not authorize the installation of these services when the request is made outside the determined period.

ELECTRICAL INSTALLATIONS

An electric power point will be installed in the leased area, with cables sized according to the requested electrical charge. However, the distribution of the booth electrical grid is incumbent to the exhibiting company, which must comply with ABNT and ENEL standards, including the use of an appropriate circuit breaker.

Circuit breakers shall be installed in an easily accessible location and disconnected at the end of daily activities, except for equipment that needs to be turned on after hours.

They shall be installed with independent circuits and must have their own identification; the operating department must be notified in advance.

The contracted mounting companies shall install and distribute the lighting and internal power extensions to the booth in accordance with the standards established in the pavilion and NBR 5410 of ABNT (Brazilian Association of Technical Standards).

Parallel wires may not be used. Any improvised electrical installations (“hacks”) is also be prohibited.

Failure to comply with this rule will result in the power supply being cut off from the booth and a total ban until its compliance with the standards.

The use of non-flame propagating cable with double mechanical insulation (type PP) is mandatory.

Remember that the available voltage in the pavilion is 380V three-phase, and can be transformed into 220v single-phase by the electrician/technician of the mounting company. The cost is per kW. The mounting company must provide any change in voltage.

The organizer recommends that the technicians/electricians of the mounting company carry out the installation of the equipment, and that each booth must have protection equipment (stabilizer, automatic switches, no-break) against possible power oscillations or lack of phases, and such equipment must be positioned in a clear and easily accessible place. The organizer shall not be liable for any damage caused by the lack of this equipment and by improper installation

ELECTRIC POWER CONSUMPTION

To calculate the number of kWAs required for their booth, the exhibitors should simply add the Ws and kWAs indicated on the tags of their equipment and on the lamps to be used in lighting their booth. There is no need to consider the ratio kWa/hour since the cost of the kWa refers to consumption throughout the entire event execution period.

The exhibitor is required to hire at least 0.1 kW/ m². It is worth noting that no energy fee is included in the contract.

We request you to verify with the contracted mounting company the actual electric power needed, since this additional cost must be requested before the mounting period. In order to facilitate the calculation, an electric energy consumption table is available for download in the Exhibitor/Provider Portal, which is the same one that will be used in the technical survey

kWAs CONSUMPTION TABLE

EQUIPAMENTO UTILIZADO	kVA	EQUIPAMENTO UTILIZADO	kVA
Home coffee maker	0.5	Halogen lamp of 300 w	0.3
Commercial coffee maker	4.5	Halogen lamp of 500 w	0.5
Light beam 300 watts	0.3	HO lamp (with reactor) 110	0.14
Light beam 500 watts	0.5	Incandescent lamp 110 w	0.1
Light beam 1000 watts	1	Incandescent lamp 150 w	0.15
Air circulator	0.3	Mixed lamp of 160w	0.16
CPU	0.5	Mixed lamp of 250w	0.25
Microwave	1.2	Mixed lamp of 500w	0.5
Small domestic electric oven	1.0	1000w special lamp	1
Small commercial electric oven	2.4	Laser	11
Freezer	0.5	Lap Top	0.03
Horizontal/vertical freezer	0.5	Electric typewriter	0.5
Household refrigerator	0.5	Microcomputer (CPU+monitor)	0.35
Inline printer PC	0.2	Monitor	0.25
Halogen dichroic lamp	0.05	Color television	0.3
Fluorescent lamp 20w	0.03	Large fan	0.3
Fluorescent lamp 40w	0.05	Video wall 9TV 20"	12.5

Any excess in consumption that is found during the opening dates of the event by the technical electricity team will be considered by the organizer as surplus. Consequently, the difference found between the amount of energy consumed by the exhibitor and the amount of energy contracted and effectively paid by the exhibitor will be charged by the organizer at a specified rate, with A SURCHARGE OF 25% AS A PENALTY.

The area intended for the booth mounting will only be released to the exhibitor through the request and payment of the services contracted (the electric energy service is mandatory).

THE PAVILION WILL BE ENERGIZED 24 HOURS BEFORE THE BEGINNING OF THE EXHIBITION DAYS PERIOD

During the exhibition days, electricity shall be switched on one hour before the start of the event and switched off half an hour after the end of the event. If the exhibitor needs electricity outside these hours, they must make the request by e-mail caex@box360.art.br

After the closing of the event for the day, the exhibitor shall shut down the electrical power of the booth in its entirety. Therefore, if there are any devices such as freezers, refrigerators, machines or products that require a continuous supply of electricity in the booth, we ask that it be done separately.

WATER INSTALLATIONS

Only booths that include a water outlet within their demarcation will have water supply and water drain connections. Thus, Transamerica Expo Center expressly prohibits the use of gutters in the pavilion

Ask Box 360° about the technical conditions for installing this item. Water service requests must be made through the Electronic Manual until February 28, 2019. **See the payment conditions.**

The measurements of the water outlets will be 1 inch for cold water and 4 inches for the drain connection. The water outlet must not be installed near the electric power outlet.

>>If feasible, the exhibitor must request the installation of wells directly to the mounting company contracted for the booth assembly.<<

>> We do not install water outlets on mezzanines or on the 2nd floor <<

DANGEROUS MATERIALS

EXPLOSIVES AND FUELS

The use of explosives, toxic substances, non-liquefied gases, fuels, gas cylinders (liquefied petroleum gas) or any other elements that may cause fire and/or explosion on the premises is prohibited. It is also forbidden to use electric plates, fryers, any other type of flammable gas, or any utensils that produce smoke inside the pavilion for frying, grilling or cooking food. Only the use of electric and microwave ovens will be allowed.

SPECIAL AND FUEL MATERIALS

Any work involving paint, grease, corrosive materials, powders and liquids should be carried out by means of their own and proper containers, and with adequate equipment, avoiding damage and accidents involving other people, neighboring booths and the pavilion itself.

COMBUSTION ENGINES

The use of combustion engines inside the pavilion is not allowed.

CARPETS

INSTALLATION OF CARPETS ON THE VENUE PATHWAYS

Pathway carpets will be placed starting at 4pm on the last mounting day. From that time on, the entrance of any mounting or exhibition equipment shall be done in a way so as not to damage the already installed carpet, at the sole and exclusive discretion of the exhibition organizer.

Any damage caused to these carpets shall be the sole responsibility of the exhibitor/mounting company, who shall immediately reimburse the exhibition management for the cost of replacing and re-installing the roll of the damaged pathway carpet.

The pathway carpets are installed in rolls of 60.00 linear meters x 2.00 meters wide

After these are installed, it is strictly forbidden to throw trash or leave any kind of material on them.

- Failure to comply with this rule will result in a fine of one thousand reais (R\$ 1,000.00) per square meter;
- During the dismantling period, the relevant official teams will accompany the return of the areas with the mounting companies;
- In case of irregularities when removing the material and returning the area, a fine will be applied, and the check deposit made in advance will be withheld to pay the fees.

LAST DAY OF MOUNTING

BOOTH MOUNTING ENDING

Booth mounting works shall necessarily finish by 4pm on the last day of mounting. The mounting company who does not comply with this provision will pay a fine of R\$ 1,300.00 per hour of delay.

BOOTH ACCESSORIZING AND CLEANING

The last day of mounting is intended for the final decoration and general cleaning of the booths and the pavilion. It is forbidden to sand, paint, weld, saw and/or perform any mounting work that produces dirt.

EXHIBITION DAYS

On the exhibition days, the pavilion lighting system will be turned off 30 minutes after the end of the exhibition hours. This action is exclusively aimed at demonstrating the closing of the daily operation period of the event.

DISTRIBUTION OF PROMOTIONAL MATERIALS, BROCHURES AND GIVEAWAYS

Exhibitors shall not distribute any type of giveaways, samples, brochures, catalogues, advertising or material outside their booth, in the outside pavilion areas and in the parking. The organizer reserves the right to cease distribution whenever it leads to disruption or formation of crowds. Exhibitors who do not comply with this provision will have their materials collected by the Security Department. These materials must be withdrawn from this department by the exhibitor at closing on the last day of the event.

AUDIO AND VIDEO DEMOS

Sound demonstrations with audio equipment are strictly prohibited (after 8 p.m.). This includes playing music, audios, soundtracks or any other sound material, whether live or recorded.

In case the exhibitor violates this provision, the following steps will be taken by the exhibition organizer:

- First warning: The exhibitor will receive a notification of the infraction committed;
- Second warning: The exhibitor will receive a second notification, which will result in the interruption of the supply of power to the booth without prior notice until the equipment causing the infractions is removed.

In case of lectures, presentations and others, the use of headphones is suggested. However, according to Law no. 9610/98, which regulates copyrights, the exhibiting company that uses music, even if AM/ FM broadcasting, shall pay a fee through specific payment slip, provided by ECAD

FURTHER INFORMATION

ECAD - Central Collection and Distribution Office

Av. Paulista, 171 – 3º andar – Ed. Dom Pedro I de Alcântara Bela Vista – CEP: 01311-000 - São Paulo - SP

Telephone number.: 11 3287-6722 / Fax: 11 3285-6790

E-mail: ecadsp@ecad.org.br www.ecad.org.br

The fee must be paid up to 72 hours before the start of the event.

GOODS LEAVING THE EXHIBITION PAVILION

No product may leave the pavilion during the exhibition hours of the event. In special cases, the exhibition organizer will authorize the replacement of defective goods.

EQUIPMENT SALE/DEMONSTRATION

The exhibition management may suspend or determine a period for the demonstration and/or sale of any equipment that, in its discretion, may present risks to people, products, structures, booth components, or that produce a high level of noise or vibration that may disturb the operations of neighboring booths.

LEGAL REQUIREMENTS, TAX PROCEDURES, IPI (INDUSTRIALIZED PRODUCT TAX) AND ICMI

It is the sole responsibility of the exhibitor to comply with legal requirements regarding the procedures for shipment of goods, equipment, products, utensils, etc.

The exhibition organizer exempts itself from any liability arising from non-compliance with IPI (Tax on Industrial Products) and ICMS (Tax on the Circulation of Goods and Services) legal requirements.

The IPI regulation is national in scope, therefore, it is valid for exhibitors from all states of the Union. The ICMS, on the contrary, is statewide, regulated by the state, and the procedures set forth are valid for exhibitors from the State of São Paulo.

PROCEDURES FOR INVOICE ISSUANCE SHIPMENT FOR EXHIBITION

5. Exhibition in a trade show

5.1- Shipment for exhibition

Transaction nature code: Shipment for exhibition

C.F.O.P.: 5914 / 6914

RECIPIENT: Sender/Exhibitor details/ Calculation basis: do not complete this field

ICMS: do not complete this field

Additional information:

ICMS exempt from tax as per: Art.4º, Attachment I, item 61 of RICMS/PR Dic.1980/2007.

- IPI suspended as per: Art. 43, Section II, Decree 7.212/2010.
- Return in 60 days
- Supplementary data: These goods are meant for exhibition at the event *** which will take place from ** to **/2019, in Transamerica Expo Center pavilion

5.2 - Return of goods meant for exhibition at the trade show

Transaction nature code: Return of goods or items sent for exhibition at the trade show

C.F.O.P.: 1914 / 2914

RECIPIENT: Sender/Exhibitor details

Calculation basis: Don't complete this field

ICMS: Don't complete this field

Additional information:

- ICMS exempt from tax as per: Art.4º, Attachment I, item 61 of RICMS/PR Dic.1980/2007.
- IPI suspended as per: Art. 43, Section II, Decree 7.212/2010.
- Return in 60 days
- Return of our NF _____ de ____/____/____

LICENSE FEES FOR OPERATION AND SUPERVISION OF ADVERTISING

The Municipality of São Paulo requires that each booth of sectoral events has one license for establishment (Law 13.456/2002 - code. 34932), a second license for Advertisement Inspection Tax (Law 13.474/2002 - code 90042) and a third license for the Tax on Distribution of Giveaways, Pamphlets, Flyers (Law 13.474/2002 - code. 90042), among others.

In conformity with the applicable law, the exhibition organizer will collect from the exhibitors and pay the applicable municipal fees/taxes (mandatory) to the PMSP (Sao Paulo City Hall) singularly as a lump sum which includes the event as a whole, so the exhibitor shall not collect it on their own:

- TFA - Advertisement Inspection Tax - code. 90042
- TFA - Tax on Distribution of Giveaways, Pamphlets, Flyers- code 97110
- TFE - Premises Establishment Inspection Tax - code. 34932

INSPECTION BY THE MINISTRY OF LABOR / HIRING PERSONNEL

For contracting any and all companies that provide services including booth MOUNTING, CATERING, DECORATION and RECEPTION, among others, the exhibitor shall certify the suitability of the company being hired.

Be aware that the SRTE (REGIONAL LABOR AND EMPLOYMENT OFFICE) performs inspection services at exhibitions during mounting, execution and dismantling periods.

Irregularities are often found in relation to hiring staff, such as hiring minors, excessive long working hours, lack of registration, cooperatives, etc.

THE SRTE - REGIONAL LABOR AND EMPLOYMENT OFFICE / SP will be present at the event and the following documents must be kept available to the labor inspectors:

- EXHIBITING COMPANY STAFF: Social Contract, CNPJ - Corporate Taxpayer Registration (Xerox), list of employees at the exhibition, 2nd copy of employee registration form, FGTS (a legally required additional amount deposited on behalf of employees based on their salaries, a month prior to the fair), tarjetas de punto externo and service provision contracts.
- SERVICE PROVIDER COMPANY STAFF: Social Contract, CNPJ - Corporate Taxpayer Registration (Xerox), list of employees at the exhibition, 2nd copy of the employee registration form, FGTS (a legally required additional amount deposited on behalf of employees based on their salaries, a month prior to the fair), service provision contract.
- TEMPORARY: Contract signed with the contracting company, registration of this company at the Ministry of Labor, list of all staff members who will be working at the exhibition.
- SELF-EMPLOYED STAFF: Copy of self-employed registration document from the City Hall and INSS (National Institute of Social Security, only for vendors and waiters).
- SECURITY COMPANY: Business license, Social contract, CNPJ - Corporate Taxpayer Registration (copy), list of employees at the exhibition, 2nd copy of the employee registration form, FGTS (a legally required additional amount deposited on behalf of employees based on their salaries, a month prior to the exhibition), service provision contract, and compliance with official letter No. 1783/1977 issued by the Federal Police

>>The company shall not have more temporary employees than permanent ones.<<

ONLINE EXHIBITOR/SERVICE PROVIDER PORTAL

DEADLINES AND PRICING RATES

Forms to request badges, services and fees/taxes are available for completion and payment through the Exhibitor/Provider Portal.

Failure to meet the established deadlines or comply with other instructions contained herein, automatically relieves the exhibition organizer from any responsibility for any damages, problems or losses that may result to the exhibitor during any and all the periods of the event, mounting, show days and dismantling.

ATTENTION: If you have not received the access login to the Exhibitor/Provider Portal, please contact: caex@box360.art.br

DATES FOR FORM AMENDMENTS

The amended forms will be available for online filling. All requests for badges must be filled out by the exhibitor or duly contracted service provider. To do so, the exhibitor shall fill out the relevant form in the Exhibitor Portal with the data of its contracted suppliers.

	1 ST DEADLINE	2 ND DEADLINE	3 RD DEADLINE
INFOCOCOMM	15/02/2019	16/02/2019 to 20/03/2019	21/03/2019 to 27/03/2019

A username and password will be generated for each exhibitor/service provider, which will grant them access to the specific system pertinent to their area. Upon completion of this form, a bank slip will be generated containing the due date to be paid accordingly, in order to get the relevant badges.

Slips not paid in advance shall be paid at the cashier of the CAEX (Exhibitor Assistance Center) at the pavilion, without a discount, and depending on the service requested and according to service availability, at the risk of this service not being available at the pavilion itself. Any and all requests will only be addressed after payment of those slips. It is incumbent to the exhibitor/contractor to correctly fill in these forms.

GENERAL ACCREDITATION

Exhibitor, exhibitor's representative, exhibitor's press office, service providers, catering, cleaning and security.

The exhibiting company's employees working at the exhibition are considered exhibitors. No professional will be allowed into the exhibition venue without a proper identification and badge.

All the ID badges supplied by the exhibition organizer are personal and non-transferrable and do not entitle the bearer to escorts/guests.

Therefore, their improper use shall be cause for the seizure and cancellation of the aforementioned badge(s).

EXHIBITOR'S BADGES

The EXHIBITORS'/SERVICE PROVIDERS' BADGES shall display the NAME of the exhibiting company, the name of the professional and his/her position, and are intended specifically for the company's MANAGEMENT and other EMPLOYEES.

Each exhibitor is entitled to 1 (one) badge per 2m² rented free of charge. Should an additional number of badges be necessary, the exhibitor shall request the additional badges upon payment of a fee according to the rate tables.

Exhibitor's budgets will not be sent by mail; they shall be obtained at CAEX (pavilion) from the first mounting day.

In order to minimize losses and consequently additional costs for replacement copies of badges, we advise that the exhibitor send a properly identified representative to CAEX on the very first mounting day for early withdrawal of badges. However, be aware these will be delivered upon payment of mandatory fees.

EXHIBITOR'S PRESS OFFICE

It is important that the exhibitor informs the exhibition organizer about their press office, so that we can contact them and promote collaboration between the exhibitor's press office and the event's official press office.

The contracted professionals to provide this service will receive a PRESS BADGE. If the press related tasks of your company are carried out by an in-house professional, the badge request procedure is the same as for the exhibitor's badges.

DISMANTLING

PERIOD

The dismantling period will start 2 hours (two hours) after the scheduled time for closing the event. The exit of any material and object from the booth outside this period is not permitted without prior authorization from the event organizer.

The area allocated for the booth/the exhibition of promotional goods must be vacated and left clean of any object necessarily by 4:00 pm on 05/04. Failure to comply with this rule will result in an automatic discount of the check deposit amount (R\$3,000.00) delivered at CAEX.

MOUNTING MATERIALS

All WOOD or GLASS waste must be disposed of by the responsible booth mounting company, and its disposal will not be allowed, under any circumstances, in the pavilion waste bins.

CHECK DEPOSIT

The check deposit provided during the mounting period shall be withdrawn by 4pm on 05/04 with the pavilion inspectors, after the exhibition and dismantling of the area.

Those exhibitors who do not withdraw the check deposit in the pavilion, during the period of dismantling, can contact the organizer via phone (11) 9.8383.3242

>>No check deposit will be sent by mail<<

If the period of 30 days has passed after the end of the clearing, the checks that have not been withdrawn will be voided and shredded.

Fees - Infocomm 2019

Description	1 th Deadline 15/02/2019	2 nd Deadline 16/02 to 20/03/2019	3 rd Deadline 21/03 to 27/03/2019
Municipal fees/taxes¹			R\$ 490,00
Kva²	R\$ 399,00	R\$ 482,00	R\$ 520,00
Water and drain connection	R\$ 675,00	R\$ 755,00	R\$ 820,00
Cleaning fee (m²)³	R\$ 23,00	R\$ 25,00	R\$ 27,00
Extinguishers (un.)⁴	R\$ 100,00	R\$ 105,00	R\$ 110,00
Aerial point⁵			R\$ 376,00
Identification			
Mounting employee/service	R\$ 35,00	R\$ 40,00	R\$ 45,00
2ND copy			R\$ 20,00
Security	R\$ 220,00	R\$ 240,00	R\$ 260,00
2ND copy			R\$ 200,00
Exhibitors (1 unit per 2m²)			
Surplus⁶			R\$ 12,00
2ND copy			R\$ 18,00
Leeds collector			R\$ 750,00
Additional services			
Booth security			
12-hour day⁷	R\$ 330,00	R\$ 380,00	R\$ 450,00
4-day package	R\$ 1.200,00	R\$ 1.400,00	R\$ 1.800,00

After the last deadline, the outstanding rates can be only paid directly at the CAEX with a surcharge of 20%.

[1] THE MUNICIPAL FEE/TAX is calculated per booth/brand disclosed

[2] Rate per kW. The contracting of 0.10 kW per square meter is mandatory for booth operation.

[3] THE CLEANING FEE DURING MOUNTING is calculated per square meter. Payment of this fee is mandatory

[4] Every EXHIBITOR shall be required to maintain fire extinguishers at their booth, from the beginning of booth mounting, throughout the event and until the end of booth dismantling. Please refer to the exhibitor manual for relevant guidelines

[5] Request directly to EXTADA CABOS - Analysis and Projects Department at (11) 4356.4476 or analyse@exatacabos.com.br

[6] Surplus of the amount allocated 1un / 2m²

[7] THE SECURITY GUARD remains on the booth during and after the exhibition hours (from 9:00 p.m. to 8:00 p.m.)