



Exhibitor Manual

FEIPLAR COMPOSITES & FEIPUR 2024

August 20th - 22nd, 2024

São Paulo EXPO - Hall 5 (São Paulo – SP - Brazil)

Dear Exhibitor,

Organizing events means getting out of the ordinary and celebrating a moment. It is the beginning of a path and the opportunity to explore new opportunities. There are many objectives that brought you and your team to FEIPLAR COMPOSITES & FEIPUR 2024 and we want to make this time a memorable experience for your brand.

To do this, we have a complete manual with the main information you need to achieve your results. It covers everything from stand assembly standards to tools and channels for designing your brand, in addition to the pavilion. The purpose of this document is to provide detailed guidance to everyone involved and facilitate exposure at the event.

Make sure everyone receives a copy and reads this document carefully. And if you have any questions, contact our team. We have an exclusive Customer [Service team to answer](#) all questions, both before and after the event, and also during the entire period in the pavilion (assembly, event holding and disassembly).

We are available via email channels:

consultoria@aspen-eventos.com.br

Telephone: 55 - 11 - 9 4221-2808



**Count on FEIPLAR COMPOSITES & FEIPUR
to build your connection with customers!**

Simone Martins Souza
Executive diretor

IMPORTANT NOTES

This manual provides the EXHIBITOR, as well as the people, companies and others contracted by him, with the main information and standards necessary for the proper functioning of FEIPLAR COMPOSITES & FEIPUR 2024.

The rules governing the event must be read and observed by all employees, suppliers and other contractors, in order to generate the best experience for your exhibition at the event.

The preparation of the stand project is your company's creation, unless your participation package already includes the assembly of FEIPLAR COMPOSITES & FEIPUR. It is worth noting that all projects must be sent for analysis and approval by the Organization before organizing the event within the deadlines established in this manual. Sending after the date may invalidate the assembly.

Do not set up your stand differently from your project approved by the Organization or outside the standards and legal specifications of ABNT, CONTRU and other bodies, including the specific rules in this manual.

Upon receipt of this manual, EXHIBITORS and their contracted service providers declare that, in case of any doubt that may arise during the assembly, execution and disassembly of the event, be it of any type and origin, it will be resolved exclusively by the Organization in a to lead to the best harmony for the EVENT, obliging the parties to accept the decision, whatever it may be, always with the aim of maintaining the projected organization of the event.

The documents mentioned here and Online Forms will be available on the Exhibitor Portal, to be announced by April 2024.

Ignorance of the rules established here does not exempt the EXHIBITOR and his contractors (ASSEMBLER, decorator, subcontractor and other people involved with the event) from the penalties, fines, sanctions and responsibilities provided for in this manual, which, in the event of an event, are assumed by the exhibitor and his agent, whatever the nature, jointly and independently of the order of appointment. The FEIPLAR COMPOSITES & FEIPUR Organization is not responsible for problems arising from non-compliance with these requirements.

CHECK-LIST

We know there are a lot of details to participate in, so we have prepared a list of reminders:

First steps	Yes	No
Have you read all the instructions in the Exhibitor Manual and Specific Rules and passed them on to your employees and other contractors?	<input type="checkbox"/>	<input type="checkbox"/>
Did you hire an ASSEMBLY COMPANY? We suggest that you hire companies affiliated with SINDIPROM or the Official Assemblers of the Event.	<input type="checkbox"/>	<input type="checkbox"/>
Have you defined your participation objective and selected the product line that should be displayed?	<input type="checkbox"/>	<input type="checkbox"/>
Have you selected the team that will work at the stand and provided necessary training	<input type="checkbox"/>	<input type="checkbox"/>
Have you checked accommodation and transportation for your team?	<input type="checkbox"/>	<input type="checkbox"/>
In the case of foreigners, have you verified the need for a visa?	<input type="checkbox"/>	<input type="checkbox"/>
Some services you must hire directly, according to your needs. It has already arranged the hiring of...	<input type="checkbox"/>	<input type="checkbox"/>
Catering services? We suggest hiring the official Event supplier.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning services?	<input type="checkbox"/>	<input type="checkbox"/>

CHECK-LIST

We know there are a lot of details to participate in, so we have prepared a list of reminders:

First steps	Yes	No
Recepcionista?	<input type="checkbox"/>	<input type="checkbox"/>
Security or security services?	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguishers?	<input type="checkbox"/>	<input type="checkbox"/>
Other services are mandatory and you can hire them directly on the Exhibitor Portal (if not included in your contract). Access with your login and password to obtain	<input type="checkbox"/>	<input type="checkbox"/>
Electricity	<input type="checkbox"/>	<input type="checkbox"/>
Hydraulics	<input type="checkbox"/>	<input type="checkbox"/>
Civil liability and third party insurance for your stand	<input type="checkbox"/>	<input type="checkbox"/>
Mandatory cleaning service	<input type="checkbox"/>	<input type="checkbox"/>
Internet and Telephone	<input type="checkbox"/>	<input type="checkbox"/>
Credentials for your employees	<input type="checkbox"/>	<input type="checkbox"/>
Publicizing your participation is essential to attract buyers of your products even before the event begins. Check with your marketing team if:	<input type="checkbox"/>	<input type="checkbox"/>

CHECK-LIST

We know there are a lot of details to participate in, so we have prepared a list of reminders:

First steps	Yes	No
Prepared a publicity campaign that includes the location of your booth, date and location of the event	<input type="checkbox"/>	<input type="checkbox"/>
They hired merchandising products to enhance their visibility during the fair	<input type="checkbox"/>	<input type="checkbox"/>
Prepared printed materials, gifts, samples to be distributed	<input type="checkbox"/>	<input type="checkbox"/>
They hired the Data Collector to capture data from buyers who come to their stand	<input type="checkbox"/>	<input type="checkbox"/>
Terms of authorization and responsibility are essential documents. Have you already arranged and delivered:	<input type="checkbox"/>	<input type="checkbox"/>
Provisional Operating Authorization? (City Hall Tax)	<input type="checkbox"/>	<input type="checkbox"/>
Term of responsibility, ART/RRT and PROJECT of the stand?	<input type="checkbox"/>	<input type="checkbox"/>
Other mandatory participation documents?	<input type="checkbox"/>	<input type="checkbox"/>
Copyright Fee – ECAD? In the case of using ambient and/or live sound?	<input type="checkbox"/>	<input type="checkbox"/>

Ready! Now we will present this and other information in detail on the following pages

DATES AND DEADLINES

Planning is essential and here you will find the main dates that you should add to your calendar so as not to miss any deadlines, ensuring smooth execution and also a discount on payment for services.

All services must be requested exclusively through the Exhibitor Portal, where you will find the specific forms. The Exhibitor Portal can be accessed via the link that will be made available in April. Always have your login and password at hand, but if you have any problems, contact our customer service team for assistance.

Event	Dates
ASSEMBLY	17th August – 19th August 2024
Assembly times	17th August - 12h - 20h 18th August and 19th August - 8h -22h
Exhibitor assistance	8h - 18h
Event realization	20th August – 22nd August 2024
Event times	Conferences and seminars: 8h -18h Exhibition: 12h - 20h
Exhibitor assistance	8h - 20h
Disassembly	23rd August 2024
Time	22nd August 2024 - from 22th on for the taking off of small items 23rd August – 00h -15h
Exhibitor assistance	No assistance

DATES AND DEADLINES

Activity If the mandatory services are not listed in the contract, the exhibitor must observe the following deadlines	Deadline for payment requests via bank slip
Upload the project and mandatory documentation on the automaker's portal	31st July 2024
Last day to request bank slips on the EXHIBITOR / ASSEMBLER PORTAL (Compressed air, hydraulics, electricity, mandatory cleaning, exhibitor insurance and city hall fees)	31st July 2024
Last day to request credentials	31st July 2024
Last day to request Telephone line/Internet access to São Paulo Expo for your stand in the Pavilion or Conference rooms in the Mezzanine	31st July 2024

Attention:

Service requests requested by July 31, 2024 are guaranteed 100% availability. After this period, it depends on the technical possibilities of service and payment with a different value.

General Information

VENUE

São Paulo Expo Exhibition & Convention Center - Hall 5
Rodovia dos Imigrantes, Km 1,5ª Água Funda CEP: 04301-010
São Paulo - SP - Brazil
<http://saopauloexpo.com.br/>

Services entrance

Av. Miguel Stéfno, altura do nº 3000 (in front of Jardim Botânico)
please enter Rua Etruscos – CEP 04301-903 – São Paulo – SP
<https://goo.gl/maps/m3J7nYXLfnA2>

Organization company

Administrador de Eventos Ltda. – Grupo ASPEN

Communication

R. Itapaiúna, 1165 – cj 34– Jardim Morumbi, São Paulo - SP,
05707-001 – São Paulo / SP

Specific notes:

- Any and all stand assembly services must end on August 19th, since on August 20th, in the morning, due to lectures, no stand assembly activities will be permitted. . From 6pm on August 19th, all event streets must be free of materials and equipment or machines used in assembly to begin laying the carpets. Any material/equipment must remain within the stand area.
- It is mandatory to use PPE equipment throughout the assembly period.
- Medical and energy services at the stands will be available up to one hour after the event closing time. Therefore, staying in the pavilion is not permitted without due authorization from the FEIPLAR COMPOSITES & FEIPUR Organization.
- The removal of equipment and small products must be carried out on the last day of the event, that is, August 22nd from 10pm to midnight. The FEIPLAR COMPOSITES & FEIPUR Organization recommends hiring a security service for the stand throughout the event until the equipment is removed.
- At the beginning of disassembly, EXHIBITORS and ASSEMBLERS will be presented with a “Term of Responsibility for Removal of Assembly Material”. The ASSEMBLER and the exhibitor will be responsible for removing any and all materials used from the pavilion.

General Information

- At the stand, at the time set for disassembly to end. It will only be permitted to leave a small amount of common rubbish on the floor of the pavilion to be removed by the Organization. If the volume of material (garbage) to be removed/left at the pavilion is very large, you can hire garbage removal dumpsters directly from the pavilion, which will cost much more than paying the fine stipulated in the item below.
- At the end of the dismantling time and it is verified that a stand has not yet finished dismantling or that pieces or scraps of wood, boards, glass, lining, lining, plates, flooring, headboards, or any material used in the stand were left, A fine corresponding to 10% of the value of the area occupied by the exhibitor will be applied with a minimum value of R\$5,000.00 (five thousand reais).
- Any damage caused by EXHIBITORS or their hired agents in the pavilion structures, such as: floor, walls, channels, doors, elevators, stairs, asphalt, lawns, etc., whether in the internal or external areas of the pavilion, the EXHIBITOR/ASSEMBLER must reimburse the Organization 10 days after the receipt is issued by the Organization for the amount corresponding to the cost of repairing the damage paid by the Organization of FEIPLAR COMPOSITES & FEIPUR to São Paulo Expo. If there is sufficient time, a damage report will be issued by the Organization's operational representatives and delivered for signature by the ASSEMBLER/EXHIBITOR. If this is not possible, the EXHIBITOR/ASSEMBLER recognizes the damage and will issue a refund as described above.

Insurance

Insurance is a risk management instrument that protects your investment. Therefore, yes, taking out insurance is mandatory. This service can be contracted with the insurance company of your choice or the event's official insurance company via the Exhibitor Portal. Consult the organization for cost figures.

A copy of the insurance policy containing the insured items or the Insurance Certificate issued by an insurance company certifying that the EXHIBITOR is duly insured, covering the period of assembly, construction and disassembly, must be delivered together with the documents required to begin assembly, as determined in the next item of this standard.

If the insurance was contracted through the FEIPLAR COMPOSITES & FEIPUR Organization, it will not be necessary to send a copy of the policy. The insurance policy must include:

General Information

a) Civil Liability Insurance (R.C.)

Bodily or material damage caused to third parties during the EVENT (assembly, execution and disassembly).

Minimum amount insured as per the table above: consult the insurance broker for options.

Validity period: from the beginning of assembly until the last day of disassembly.

b) Miscellaneous Risk Insurance (R.D)

Loss or damage caused to equipment during the EVENT.

Insured amount: consult the insurance broker about coverage, as well as list all goods and equipment on display. Validity period: from the beginning of assembly until the last day of disassembly.

c) Employer RC Insurance

Death or Permanent Disability suffered during the event.

Minimum amount insured: check options with your insurance broker. Validity period: from the beginning of assembly until the last day of disassembly.

d) Employer RC Insurance

Death or Permanent Disability suffered during the event.

Minimum amount insured: check options with your insurance broker. Validity period: from the beginning of assembly until the last day of disassembly.

e) RC Third Party Goods Insurance

Losses or Material Damage resulting from any externally caused events, including explosion, robbery and qualified theft, caused to third party assets that are under the care, custody and control of the insured due to the production and realization of the specific insured event of the policy.

Minimum amount insured: check options with your insurance broker. Validity period: from the beginning of assembly until the last day of disassembly.

f) RC Insurance for the Supply of Drinks and Food

Guarantees compensation for material and bodily damages caused to third parties.

Minimum amount insured: check options with your insurance broker. Validity period: from the beginning of assembly until the last day of disassembly.

g) RC Cruzada Insurance

Covers damages caused by companies providing services and/or participants in the insured event.

General Information

Minimum amount insured: check options with your insurance broker. Validity period: from the beginning of assembly until the last day of disassembly.

h) RC Moral Damage Insurance

It guarantees the insured person expenses arising from moral damages, directly resulting from material and/or bodily damage to people.

Minimum amount insured: check options with your insurance broker. Validity period: from the beginning of assembly until the last day of disassembly.

Attention: Under no circumstances will the FEIPLAR COMPOSITES & FEIPUR Organization assume responsibility for any of the aforementioned occurrences or for the cost of the aforementioned insurance policy.

MANDATORY DOCUMENTS

THE DEADLINE FOR SUBMITTING DOCUMENTATION IS JULY 31st

Mandatory documentation and stand designs will be delivered via email: consultoria@aspen-eventos.com.br.

- PROJECTS – Images in JPEG AND JPG (1 image per item - as below) - Sending of all items at once is MANDATORY, partial sending is not possible:
 - Front view with elevation and dimensions
 - Right side view with elevations and dimensions
 - Left side view with elevations and dimensions
 - Floor plan with dimensions
- DOCUMENTATION – JPEG AND JPG format - sending of all items below at once is MANDATORY, partial sending is not possible:
 - RESPONSIBILITY TERM – signed, stamped and scanned (EXHIBITOR and ASSEMBLER).
 - Project ART/RRT
 - Proof of project ART/RRT payment
 - ART/RRT of assembly execution
 - Proof of ART/RRT payment for assembly execution
 - CREA/CAU identification card
 - Stand assembly description
 - Descriptive memorandum of electrical installation (details of the electrical equipment that will be installed on the stand with the total number of KVAS that will be used – table for completion available on the EXHIBITOR/ASSEMBLER PORTAL).
 - Complete completion of the “Term of Responsibility for Work with Electricity” signed by the person responsible for the ASSEMBLER, according to the document for download on the Exhibitor Portal.

- Complete completion of the “Certificate of Conformity of Electrical Installations”, signed by the Electrical Engineer/Architect, according to the document for download on the Exhibitor Portal.
- Complete completion and payment of the ART/RRT, with the signature of the Electrical Engineer/Architect, for electrical installations in general; describing design, installation and operation of the electrical system involved in the stand and areas.
- Copy of the insurance policy or Certificate as defined in the previous article. If the insurance was contracted through the Organization, it will not be necessary to send a copy of the policy.
- Complete completion of the “Assembler’s Term of Responsibility – Use of PPE” signed by the person responsible for the ASSEMBLER, according to the document.
- Proof of payment for the Power Tool Point for assembly.

All MANDATORY documents must be filled out correctly, signed and stamped before being SCANNING

Important: Exhibitors who have contracted the assembly through the PROMOTER, as stated in their contract, are EXEMPT from presenting the mandatory assembly documentation for the stand listed above, the official assembler chosen by the PROMOTER will be responsible for this delivery.

EXHIBITORS will have their PROJECT and DOCUMENTATION analyzed, in addition to receiving important messages and notices for their participation in the event.

Attention: Project analyzes will begin 90 days before the event begins. Projects sent within this period will receive a return analysis within 15 working days.

The ART or RRT must cover the entire EVENT period, that is, Assembly, Realization and Disassembly, without this complete data the ART or RRT will not be accepted.

Attention: Copy of the A.R.T or R.R.T. attached to the project must remain on the stand throughout the event period, during assembly, execution and disassembly

DEPOT FOR GOODS AND MATERIALS

The Organization does not have any warehouse in the pavilion for storing goods and materials belonging to EXHIBITORS. Therefore, the EXHIBITOR must provide an appropriate place to accommodate the goods or packaging that must be used to return to the company at the end of the EVENT.

LEGAL REQUIREMENTS

Government tax – its payment is mandatory

PROHIBITION ON THIRD PARTY PROMOTIONS

The exhibition, sale, distribution and direct or indirect advertising of any products and/or companies not participating in the EXHIBITOR's stand is absolutely prohibited.

If there is a product not manufactured or represented exclusively by the EXHIBITOR, but which is absolutely necessary to complement its product line or for sale at its stand, the FEIPLAR COMPOSITES & FEIPUR Organization may be requested to authorize the exhibition. The situation will be assessed and the decision formally communicated in writing.

IT WILL NOT BE ALLOWED:

1. Advertising, promotion or marketing by any other promoters on the event grounds
2. The exhibition of brands or products from competing companies to the event's official supporters.
3. Sale of unauthorized, counterfeit, pirated, smuggled, counterfeit products, or products that contain irregularities of any nature
4. The display of brands, names and logos of any government entity, direct or indirect, unless you have express authorization from said government entity to use its brands, names and logos

Hiring labor

As requested by the Public Ministry of Labor on 06/29/2011, we inform that: The company participant, and its contractors, will not be able to sign a contract with cooperatives, when present between the borrower and the workers, or between the cooperative and the workers, the elements that constitute the employment relationship, provided for in articles 2 and 3 of the CLT.

Equipment safety

The machines and equipment on display must be installed in such a way that they do not allow involuntary or accidental activation and do not expose visitors to the risk of accidents.

Below are some instructions on the assembly and installation of special machines, the use of flame-retardant materials, extinguishers, prohibited equipment, blocking hydrants and the use of PPE (Personal Protective Equipment).

A. Special Facilities:

Any equipment whose demonstration may present risks to the public, to adjacent stands or to the PAVILION, must be provided with special installations that, at the discretion of the FEIPLAR COMPOSITES & FEIPUR Organization, completely eliminate any danger.

B. It is mandatory to use and/or apply flame-retardant (IGNIFUGATION) material to cover the floor, partition walls and ceiling of the stands. See more details in the document “Electrical Procedures and Flame-Resistant Materials for Stand Assembly” on the Event’s EXHIBITOR Portal.

B. They must not be installed on stairs, which must be unobstructed and properly marked in accordance with the table below. Fire extinguishers must be distributed in such a way that the operator does not travel more than 25 linear meters. We suggest using the ABC Powder extinguisher, as it can replace any type of extinguisher from specific classes A, B and C.

	Nog divided booth	Divided booth
Area M ²	CO ₂ ou PQS	CO ₂ ou PQS
till 50	1	2
from 51 to 100	2	4
from 101 to 150	3	6
from 151 to 200	4	8
from 201 to 250	5	10
from 251 to 300	6	12
from 300 on	7	14

FEIPLAR COMPOSITES & FEIPUR Organization reserves the right to demand a greater number of extinguishers, inspect them, require refills and determine locations for their fixing. If you have any questions, consult a security technician or, during the EVENT, the Organization's firefighters in the Security Room.

Prohibited equipment

The operation of internal combustion engines inside the PAVILION is prohibited during the event.

The use of explosives, non-inert, toxic gases, fuels, LPG and flammable liquids is prohibited.

Any activity involving fire, or the use of tools that cause flames, sparks, smoke, etc., is prohibited. Such as electric welding, torches, rotary sanders for iron or metals, among others.

Fire Hydrant Obstruction

- If your stand has a ground or floor hydrant inside its area, it cannot be obstructed by equipment or walls, it must have an identified false floor that can be easily removed.
- It is also prohibited to remove extinguishers from their fixed points to be used elsewhere as standby extinguishers, without prior authorization from the Organization.

PPE - Personal Protective Equipment - mandatory

Warnings and fines will be applied to the responsible ASSEMBLY company, offenses are counted in agreement with all employees of the assembly plant.

Entry is prohibited for people to enter and remain during Assembly and Disassembly periods without identification, without a shirt or wearing shorts, skirts/dresses/shorts, or wearing clogs, sandals or flip-flops.

The entry of animals of any species or size is expressly prohibited.

During the entire ASSEMBLY, PERFORMANCE AND DISASSEMBLY period, it is MANDATORY to use individual identification CREDENTIALS. There will be access control during all periods of the event, so it is important to note that the credential is for personal use and non-transferable. You will need to present a photo ID

REQUEST FOR CREDENTIALS/BADGES

The credentials of ASSEMBLY companies are not included in the EXHIBITOR's quota and the ASSEMBLY company must pay for their credentials.

For entry during all periods of the event – Assembly, Implementation and Disassembly. All ASSEMBLER COMPANIES must request the credentials of the stand assembly and disassembly team through the ASSEMBLER PORTAL (same location as the exhibitor, but with the assembler's own login and password).

CONDITIONS FOR ASSEMBLY AND DISASSEMBLY LOADING AND UNLOADING AREA

If the vehicle uses the loading/unloading area, there will be a charge per hour or fraction thereof, according to the table posted at the entrances. The presence of a vehicle in the loading and unloading area is for exclusive use for this purpose (loading and unloading), and the area cannot be used for parking vehicles, accommodating any materials or reserving spaces, both during assembly and disassembly. .

Failure to comply with what has been established will result in an amount being charged to be defined by the pavilion administration.

DISASSEMBLY

In principle, the dismantling of the Fair will begin at 10pm on August 22nd, and access to the loading and unloading area will follow what is defined by the PROMOTER's logistics team to be disclosed to the ASSEMBLER in due course.

At the beginning of dismantling, on the last day of the event, no type of vehicle will be allowed access to the loading and unloading area before the specified times.

Therefore, everyone must pay attention to the pre-established times, avoiding arriving too early to avoid causing complications with traffic in the region. Vehicles will be parked in the truck parking area while waiting for the pavilions to be released.

In the loading and unloading area, the use of spaces for the accommodation of any materials for subsequent loading into vehicles or reservation of spaces will not be permitted, under penalty of a charge to be made by the parking administration, i.e., all material must be taken from the inside the pavilion directly to the vehicle for which it is intended.

ASSEMBLY STANDARDS AND PROCEDURES

A. FLOOR – Demarcation and Assembly

a) The area of each stand will be demarcated by the FEIPLAR COMPOSITES & FEIPUR Organization on the PAVILION floor. To assemble the stand, the INTERNAL ANGLE of the mark on the floor must be considered.

b) DOUBLE SIDED TAPE

The double-sided tape used to fix the carpet directly to the PAVILION floor must be 3M Ref., 4880, or equivalent, without damaging the floor.

c) PARTITION WALLS

Dividing walls must be built between neighboring stands. Establishing the limit of each area, according to the marking on the PAVILION floor. The minimum height of the walls must be 2.20m. The walls that extend beyond the neighbor's dividing walls must have finishes compatible with the internal finishes.

MINIMUM MANDATORY ASSEMBLY

Regardless of the size of the contracted space, it is mandatory to install, at a minimum, carpet, dividing walls (2.20m), basic lighting and company identification.

FIXING ELEMENTS TO THE PAVILION CEILING

a) Only the fixing of lighting structures, logo caps attached to the lighting support and sound boxes will be authorized.

b) Attention: Stands that do not configure ILHA will require a 2.00m setback in relation to their neighbors, and there will be no need for a setback in relation to the streets. Stands that configure ISLAND will not require a setback.

c) In the case of lighting with a self-supporting structure, columns or poles, these may be at the limits of the streets, as long as such structures are completely hollow (box truss type).

d) São Paulo Expo has two types of roof structures where installations of light elements with a maximum weight of 50 kg are permitted - per fixing point:

i. In the coverage area with a black metal structure (Pavilions 1, 2, 3, 4 and 5) each fixing point must be positioned at a minimum distance of 2 meters from each other.

i. In the coverage area with White spatial structure (pavilions 6, 7 and 8), each fixing point must be positioned at a distance of 3 meters from each other.

ii. The steel cable installations are the responsibility of SÃO PAULO EXPO.

iii. Approval of the aerial structure project will be made by the PROMOTER 45 days in advance of the event assembly start date.

iv. SÃO PAULO EXPO charges MANUFACTURERS that use the aerial structure to develop the stand project, a fixed fee in the range of

R\$ 300.00 per steel cable fixing point, as many as necessary. This rate may change without prior notice. In cases of changing the cable fixing after

installation, an extra fee will be charged to be defined by SÃO PAULO EXPO.

v. The fee must be paid after approval of the project directly to SÃO PAULO EXPO.

saw. It is mandatory to fill out the SÃO PAULO EXPO forms and terms of responsibility available on the EXHIBITOR/ASSEMBLER Portal.

viii. Attention: No other company will be able to climb or fix cables on the roof except São Paulo Expo.

VERTICAL PROJECTION OF THE BOOTH

a) The vertical projection of any assembly element including (WINDOWS, DECORATIVE ELEMENTS, AIR CONDITIONING APPLIANCES OR EXHIBITED PRODUCTS/EQUIPMENT) must be within the peripheral limits of the stand area.

b) Projections on adjacent stands or on the EVENT's circulation routes will not be accepted, with the exception of reflectors for illuminating the stand's facades and logos, as long as they are installed at a minimum height of 4.00m.

RAISED FLOORS – ACCESSIBILITY

a) The EXHIBITOR is responsible for preparing his stand and maintaining it in accordance with the terms of the Brazilian Inclusion Law and ABNT technical standards, guaranteeing the right to accessibility for all audiences with disabilities and reduced mobility, in any capacity, in accordance with current legislation. The ART (Technical Responsibility Note) of the EXHIBITOR's stand must contain express mention regarding compliance with Law No. 13,146/15 (Brazilian Inclusion Law) and ABNT Technical Standards, as a condition of release by the organization, as required by the Public Ministry of the State of São Paulo, without prejudice to the other provisions contained in the EXHIBITOR'S Manual.

b) It is MANDATORY that each stand has at least one ramp, in an easily accessible and visible location, following the rules below. Preferably, it is desirable that the entire raised floor with public access was lowered along its entire length. Ramp Requirements according to NBR 9050 (The ramp must be at least 1.00x1.00m with a corner break of 0.50m on each side).

Under no circumstances may the PAVILION floor be demarcated, painted, drilled or excavated. It is prohibited to use, for any purpose, the service channels on the floor.

VISIBILITY

With the aim of providing greater visibility for all stands, as well as a more pleasant circulation space for visitors, FEIPLAR COMPOSITES & FEIPUR adopts the rule of 2/3 (two thirds) of visibility. In other words, no side of the stand can be closed by more than 1/3 of its measurement. This rule is applied to semi-island and island stands.

HEIGHTS AND SETBACKS

The table below determines the heights and setbacks allowed for any decorative components of the stands. These heights are considered from the floor of the pavilion, with no need for setbacks in relation to the streets for stands with areas that do not constitute islands, maintaining the maximum height and setbacks in the table below, in relation to neighbors.

Stands that form an island may occupy the entire linear area of their perimeter, up to 4.50m in height, with no need for setback, and from 4.51m in height, the assembly cannot exceed 40% of the perimeter. When this percentage is exceeded, the reductions in the table below must be observed. In the case of assembling elements such as ceilings, beams, columns and totems, there will be no need for setbacks, as long as they are built in the stand area where there are no walls or panels assembled in the same projection. Elements built on the border with neighbors must comply with the setback table.

MAXIMUM HEIGHT (m)	MINIMUM RECOIL (m)
Till 4,50m	0,00
4,51 - 6,00m	1,00m

ELECTRIC POWER

- a) Aiming to improve safety in the execution of electrical installations and maintain compliance with current standards, the power cables used to supply electrical energy to the stands and other needs of the events held in the São Paulo Expo pavilions will have at their end , where the applicant's load will be connected, a STECK 5-Pole Female Plug of 32 A or 63 A.
- b) This type of connection, also called “plug-in” connection, will minimize the risk of accidents due to short circuit, electric shock or phase reversal, which can cause equipment to burn.

REQUEST FOR FACILITIES AND SERVICES

Instructions and electronic forms will be available on the event website on the EXHIBITOR Portal. Access is through your “login” and password. The invoice is generated 24 hours after the request and will be sent to the registered email. These requests will only be available until July 31, 2024. Pay attention to the deadline to ensure availability and discount.

MANDATORY CLEANING

This is a mandatory service to ensure the well-being of all participants, and includes rubbish removal and landfill services from the common areas of the PAVILION, during the assembly and decoration of the EVENT.

Attention:

We ask that you inform your contractors that after placing the crossings in the streets, it is strictly prohibited to throw garbage and dirt on them. We want your buyers to be well received at the opening of the event and the disposal of rubbish in the streets makes cleaning difficult and leads to delays in the opening.

As a rule, after assembly is completed and the event begins, all rubbish from the stand must be packed in plastic bags and placed in the bins placed in the corridors to be removed by the cleaning team of the FEIPLAR COMPOSITES & FEIPUR Organization, never directly in the carpet as there is a risk of leaks damaging the event.

Non-compliance will result in a fine of R\$3,000.00 (three thousand Reais) and in case of repeat offense of R\$6,000.00 (six thousand Reais) and disqualification of the offenders.

HYDRAULIC

- SINK POINT
 - Upon filling out the form and paying for this request, the Organization will install the water supply and drainage point at your stand.
 - The ASSEMBLER hired by the EXHIBITOR must inform the organization of the location of the point for this installation. This information must be included in the stand design.
 - The installation will consist of a 3/4 inch supply point with registration, and a 1 inch drain point, with the cost per supply point requested.
 - WE DO NOT INSTALL POINTS ON THE MEZZANINE OR 2ND FLOOR.
 - The EXHIBITOR will be responsible for completing the distribution installation at their stand, in compliance with ABNT and SABESP standards, from the point installed by the Organization.
 - The water point must not be installed next to the electricity point. Sinks will not be supplied and installed, and the EXHIBITOR must request their installation directly from the assembler contracted to assemble their stand.
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ELECTRICITY

- THE PAVILION WILL BE ENERGIZED ONE DAY BEFORE THE OPENING OF THE EVENT FROM 10AM.
- It is up to the exhibitor (or its assembler) to fill out the KVA request form. The minimum required must comply with the rule of 1 KVA for every 10m² (there is no drop in KVA).
- Attention: The available current is alternating, with a frequency of 60 c/s, at voltages
- 380 Volts Three-phase – neutral phase 220 Volt. When another type of voltage is required, a transformer must be used.
- SÃO PAULO EXPO has an Emergency Generator, with basic lighting on the escape routes.
- Each and every electrical installation must be accompanied by a project with a descriptive memorial of the entire installation and distribution carried out by a qualified professional, complying with ABNT and ELETROPAULO standards (See mandatory documentation on electrical energy in item 9 of this manual)

- The EXHIBITOR will be responsible for providing the network input containing a general switch with suitable circuit breakers, and complementary to the distribution installation at his stand from the point installed by the FEIPLAR COMPOSITES & FEIPUR Organization and must pay attention to the following rules:
- Be responsible for the distribution of power (extensions) at the stand, from the point provided by the Organization;
- Ground the entire metallic structure of the stand, in order to prevent electric shocks, in accordance with NBR 5410;
- Install, from the power point provided by the PROMOTER, three-phase branches with neutral and earth, in PP copper cables and flame retardant insulation, in accordance with NBR 5410;
- Install, from the supplied power point, circuit breakers, fused switches and DR's, mounted in appropriate boxes, equipped with doors, in order to protect the loads and circuits of the islands and stands, with industrial socket terminals (STECK or similar), PP copper cables and flame retardant insulation, as per NBR 5410;
- Provide and install cables with minimum insulation of 750V, general feeders for the islands and stands, which will be connected by the ASSEMBLER's electricians to the power points indicated in the approved plans;
- Do not use parallel or straight wires in any electrical installation, including extension cords and lighting; Only PP type copper flexible cables with flame retardant insulation may be used, as determined by NR-10, NBR-5410 and SÃO PAULO EXPO Internal Safety Standards;
- If the EXHIBITOR verifies the need to use/exhibit special equipment/Machines inside the Pavilions whose width/length or height dimensions are greater than 7 meters or which have a weight per m² above 2,500 kg, he must request approval from the Organization of FEIPLAR COMPOSITES & FEIPUR through the document "Permission for Exhibition of Special Equipment", which is available to EXHIBITORS on the event portal for download. The Organization will send this document, correctly completed, to the SÃO PAULO EXPO Operations department for analysis and approval. He may prevent entry or order the removal of equipment or the execution of security measures he deems appropriate.
- The installation of electrical devices, pendants, or external fixings will not be permitted without prior authorization from the Organization.
- The stand's general key must be placed in a place that is freely accessible to the Organization's security service. If a power booth is installed at the stand, the Organization must receive a copy of the key that allows access.

Doubts:

- Commercial items: 55 11 994212808 or • consultoria@aspen-eventos.com.br
- If you have any questions about stand assembly, electricity, hydraulics, compressed air, among other technical items at your stand, we ask that you contact support company X-Managers:

1. Questions about manuals, forms and orders, among other related matters:
=> email: **contato@x-managers.com.br or marcia@x-managers.com.br**

2. For project analysis:
=> email: **projects@x-managers.com.br or projects01@x-managers.com.br**

Other forms of contact:

=> whatsapp service to exhibitors and assemblers: **55 (11) 98914-8598**

=> landline telephone service for exhibitors and assemblers: **55 (11) 2978-2454**

For any other matter, we remain at your disposal

(consultoria@aspen-eventos.com.br or whatsapp 55 11 994212808)