



**Encontro Técnico
AESABESP**

Congresso Nacional
de Saneamento e
Meio Ambiente



FENASAN

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DATA

**22 a 24
out/2024**

LOCAL

**Pavilhão Verde e Vermelho
Expo Center Norte
São Paulo - SP**

www.fenasan.com.br

**FENASAN 2024
EXPO CENTER NORTE
GREEN AND RED HALLS**

OCTOBER 22 TO 24, 2024

EXHIBITOR MANUAL



INTRODUCTION

Dear exhibitor,

We are pleased to present you the Exhibitors' Manual of the Fenasan 2024 to take place from October 22 to 24, 2024, at Green and Red Halls of the Expo Center Norte, in São Paulo.

This manual has been designed to provide a comprehensive step-by-step guide for your company's participation in the event, with detailed information on the necessary procedures.

Please find the Service Request Forms on the following link: <https://fenasan.com.br/area-do-expositor/> We request special attention to the deadline to return the forms herein.

We would also like to take this opportunity to reiterate that the Exhibitors' Call Center is available to answer any further questions on e-mail at monique.funke@aesabesp.org.br

CHECK-LIST

Below follow the dates to send Service Request Forms to the organizers of the Fenasan 2024. Returning the filled in forms by the dates specified will ensure the provision of essential services to adequately showcase your products and services during the event.

Form	Reference	Deadline
01	Official directory – free entry	September 20, 2024
02	Power supply	September 20, 2024
03	Exhibitor's badges	September 27, 2024
04	Service providers' badges	September 27, 2024
05	Assembler registration – project of the booths	September 20, 2024
06	Assembler accreditation and badges	September 27, 2024
07	Assembly and disassembly period cleaning	September 20, 2024

TIMETABLE

The deadlines provided in the timetable have been set forth based on the needs of promoters and exhibitors. Failure to comply with the deadlines shall compromise the services provided, thus exempting promoters from any liabilities.

Assembly of booths

Booths – special projects:

- October, 18 – from 14h00 to 20h00
- October, 19 to 20 – from 08h00 to 20h00
- October, 21 - from 08h00 to 18h00
- Decoration of basic assembly booths (exhibitor's complements) – October, 21 - from 12h00 to 18h00

Attendance of CAEX (Exhibitor's Assistance Center)

- October, 18 – from 12h00 to 20h00
- October, 19 to 21 – from 08h00 to 20h00

Event Period

- Exhibition opening: October 22, 13h00
- Opening dates: October 22 to 24, from 13h00 to 20h00

Registration desk

- October 22 to 24, 13h00 to 19h30

Attendance of CAEX (Exhibitor's Assistance Center)

- October 22 to 24, 13h00 to 20h00

Disassembly period

- October, 24 – from 20h00 to 24h00 – removal of audio and visual equipment, as well as electronic and IT devices, furniture and decorations
- From October, 24, 24h00 to October, 25, 16h00 - access granted to stand constructors to disassemble booths

GENERAL INFORMATION

Promotion

AESABESP – Associação dos Engenheiros da Sabesp (Sabesp Engineers Association)

Tel: +55 (11) 3263-0484 – e-mail: aesabesp@aesabesp.org.br – www.fenasan.com.br

Event venue

Expo Center Norte – Green and Red Halls



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Visitors – registration

- Pré-registration by internet

Access through event website: www.fenasan.com.br

- Registration on site

Invitation should be filled in or present the business card during the event period, from October, 22 to 24. The registration is the guarantee for free circulation at the event but it does not allow the attendance at the Technical Meeting AESABESP. If you are interested in, please do your registration on the website: www.fenasan.com.br or at Congress Registration Desk, October, 22 to 24.

Ticket policy

Selling or charging for tickets for the event or to any promotions offered at booths is expressly forbidden to exhibitors.

Advertisement

- Official directory - free participation

The official directory of the Fenasan 2024 shall be available on line in the website of Fenasan. Form number 01 must be fully completed, with all product lines and/or services information, and sent by the deadline set to secure exhibitors' inclusion in the directory. Exhibitors who do not meet the deadline and the requirements set on the form shall have only their registration data from the rental and participation agreement included in the catalog.

Services payment

Upon request of complementary services to be provided at the booths during the event, through electronic forms under the option "Manual - forms" of the website Fenasan 2024 (www.fenasan.com.br). The payment of these services should be made by the credit card option in the on line system, or by the time the exhibitor representative get to the exhibition hall. Services requiring additional payments, after inspection of the hall, shall be charged after the event.

Services available during the event

- CAEX – Exhibitors Support Center

Support for exhibitors, assemblers and other service providers from assembly to disassembly.

- Emergency medical facility

Emergency medical services available from when assembly begins, throughout the event and until complete disassembly.

- Registration

Support to visitors during the event.

- Food court

Functional restaurant and cafeteria during the event for visitors and exhibitors.

- Press room

Support to exhibitors and their respective press agencies, as well as visiting journalists.

OFFICIAL SERVICES PROVIDERS

Below there is a list of companies registered by the organizers as service providers to the Fenasan 2014.

Booth assemblers

Assembly and decoration of basic assembly booths and special booth project design.

Hotma Arquitetura de Eventos

Renata Pita - renata-pita@uol.com.br – +55 11 98121-8250

Getulio Tamada – getulio@hotma.com.br – +55 11 94746-6933

Special booth project design

Arte e Conceito

Marcelo Teci - +55 11 99688 8187 - marcelo.arteconceito@gmail.com

Lilian Camargo - lilian@liliancamargoeventos.com

Booths safety

Important note: Prevenção Vigilância e Segurança is the only company authorized to provide security services at the event. Hired from other security than the official or acting as lookouts exhibitor booths are not permitted.

Prevenção Vigilância e Segurança

Sebastião Messias da Silva - sebastiao@prevencaoseguranca.com.br – +55 11 94716-2297 / +55 11 3853-1451

Cleaning services

Hiring of special cleaning services for the booths during the event

Limpadora Victor - Vitor Ansaaz – contato@limpadoravictor.com.br e atendimento@limpadoravictor.com.br – Tel. +55 11 95206-8704

Internet

Expotelecom – Karla Meira - atendimento@mapptv.com.br

Data collectors

Leasing of data collectors to obtain information from visitors to the booth.

Furquim Delgado - Isabel Comandini - isabel@fdeventos.com.br – 11 94076-0496



RULES AND REGULATIONS

It is mandatory that the exhibitor communicate to the company in charge of the assembly of the booth all the rules provided herein, passing on the responsibility on the subject that concerns it. These required procedures relate to technical standards. Do not assembly your booth in disagreement with the standards or legal specifications (ABNT, Contru and other agencies) or with the guidelines in this manual. The exhibitor, or their agent or assembler, is solely responsible for the construction and assembly, regardless the order or appointment.

Claiming ignorance of the rules established herein does not exempt the exhibitor and their contractors from the penalties, fines, sanctions, and responsibilities set forth in this manual. In case of non-compliance with the established standards by the exhibitor or an assembly company contracted by it, a fine in the amount of R\$ 5,000.00 (five thousand reais) will be charged for each non-conforming standard.

Failure by the exhibitor and their representatives to comply with the deadlines or other instructions set forth herein shall automatically exempt the promoter from any liability for damages caused to the exhibitor in all periods of operation: assembly, event, and disassembly.

Maximum weight allowed:

- 3.500 Kg/m²

Maximum height allowed:

- Booths number **I11** to **I35**, booth **Q41** (as shown in the floor plan): will have a height of 3,50m as its maximum, counting from the pavilion floor
- Other boots: will have a height of 4.50m as its maximum, counting from the pavilion floor

Recess conditions

It is mandatory to construct partition walls within the boundaries of the booth area on those sides facing contiguous booths. The minimum height of the walls shall be 2.30m from the floor of the pavilion. The table below determines the indentation of the partition walls between booths or any other elements or structures in relation to the heights of the component elements. There is no need of recess along the access roads.

Height (m)	Minimal (m)
Up to 3.60 m	0
from 3.61 m to 4.50 m	0.50

Floor

The use of a 10-cm raised floor is mandatory to all booths, except for the shell scheme ones. When assembling internal gardens or annexes to the booths, the areas should be protected with plastic material, aiming at the conservation of the floor. The use of liquid petroleum products or chemicals on the floor of the pavilion is not permitted. Whenever a carpet or other material is used on the floor, it must be secured with double-sided tape exclusively from 3M SCOTH 4880 or ADERE 462. It is forbidden to use glue on the floor to attach carpeting or any other type of material, as well as cement, lime, and sand.

For any booth with raised floor, regardless the type of material, an access ramp is mandatory for the disabled and those in wheelchair in compliance with NBR 9050. This structure must be found in the inner limit of the area assigned to the exhibitor. In order to enable circulation at the event, we suggest that the sharp corners on the booth floor be beveled and used for the location of the ramp.

Island and semi-island booths

Booths in the ISLAND and SEMI-ISLAND format shall obey the recess table regarding the construction of their walls in the limits of the streets, plus the obligation to limit the blind walls in up to 1/3 of each edge facing the access roads to the booth. The closing of the remaining space will only be authorized if it is done in crystal clear glass, and may contain only security or logo marks, with or without images, as long as the internal visibility defined by the event promoter is maintained so as not to cause prejudice to neighboring booths and / or those located on the opposite side of the corridor.

Walkways, stages, and raised floors

The construction of walkways and stages in booths will only be allowed when the contracted area is equal to or greater than 150 m². Each walkway or stage shall not exceed 1.20 m in height and shall have a minimum recess of 2.00 m from the perimeter of the booth, and shall be fully turned into the insides of the booth, regardless of whether the area is set on an island or not. In other booths where there may be any type of circulation, the raised floor must not exceed 1.20 m high from the floor of the pavilion and must comply with the technical standard NBR 9050. The RRT or ART should include these architectural elements in their scope.

Emergency exits – see NBR 9077

Booths with closed areas greater than 100 m² should contain emergency exit doors to the outside area of the booths, properly signed, and escape routes indicated inside the booth, as well as an information plate on the maximum number of people allowed in that area (physical capacity).

Glass walls

Simple glass wall mounting up to a height of 220cm is allowed, provided that a safety marking is applied in addition to the transparent adhesive safety film. Above this, only walls mounted with polycarbonate, acrylic, laminated or tempered glass with transparent



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adhesive safety film are allowed. Glasses with application of the safety film require the presentation of the technical certificate or responsibility form guaranteeing non-shattering in case of breakage.

Horizontal projection

The horizontal projection of any element of the assembly or of exposed products shall be contained within the boundaries of the booth area, as well as comply with the established recess. Advances will not be allowed on the roads or on the neighboring booths, except for the staging of the shell scheme booths under the responsibility of the organization of the event.

Construction embargo – IMPORTANT

In order to maintain the safety of all the public of the event (service providers, exhibitors, and visitors), the promoter, after obtaining the opinion of the technical team, has the right to embargo the construction and / or assembly of any booth in disagreement with the regulations set forth herein, as well as the construction of a booth in disagreement or divergent from the approved project until the problems verified and noted in this manual are solved. The non-release of the leased spaces does not diminish the contractual obligations of the area leased by the promoter of the event, which will not revert in reducing the contractual costs of the area before the promoter.

Construction materials and / or elements of booths in circulation areas

Circulation areas and contiguous booths should not be used for the storage of assembly material, tools, and products to be installed in the booths. All assembly operations must be carried out within the limits of the booths being assembled. If there is a need to **temporarily** leave any material in the circulation areas, a free area 1.30m wide should be left in the central extension of the aisles for the circulation of trolleys and the rapid passage of emergency equipment, rescue teams, fire brigades, and firefighters.

After placing the carpet, it is strictly forbidden to throw garbage on the streets, as well as the traffic of hard-wheel carts to transport goods of any nature.

Booths

Product exhibit

The display or demonstration of any used product or equipment is prohibited. Exhibited products must be new (not used).

Equipment in the booths

Equipment in exhibit in the booths must comply with the maximum floor overhead limit (3,500 Kg / m²). **The entrance of heavy equipment, whose movement is done with munck, will be on October 18, 2024, from 8 a.m. to 12 p.m. The equipment should be in the pavilion at that time for transportation logistics.**

Heavy equipment is considered any material and / or equipment that needs munck for its handling. Please note that the Expo Center Norte Pavilion has no docks or any other type of structure for loading and unloading equipment, requiring the exhibitor to hire a specialized team.

The access of forklifts to move equipment in the pavilion will be on October 21, 2024, the last day of assembly until 4 p.m., when the streets must be emptied for installation of the carpet. For moving and forklift access on a different day, the organization of the event should be contacted, informing the characteristics of the operation, and the feasibility of the operation will be evaluated.

The exhibitor must notify the organizing committee, by September 20, 2024, by e-mail to monique.funke@aesabesp.org.br, the equipment that will be exhibited in the area of their booth, with dimensions, weight, characteristics and photos, as well as the form of transportation and handling that will be used. The organization is not responsible for the contracting of forklift or munck truck, being the handling of the equipment under the responsibility of the exhibitor.

Booth design

For each booth to be assembled, there should be a project consisting of the floor plan of the booth, quoted elevation and perspective, general floor plan with the location of the booth in relation to the neighbors, with the legible name and the signature of the professional authorized and responsible for the project and for its execution.

The booth design must comply with all rules provided in this manual and public order and be sent to the organizer by September 20, 2024 by email to monique.funke@aesabesp.org.br. Upon receipt, notice will be sent with the request for changes when needed or with release for assembly.

The analysis and subsequent release of the booth design by the promoters of Fenasan 2024 is limited exclusively to the analysis in relation to the rules of assembly and occupation of the leased area. Projects that do not comply with the rules, regulations, and provisions of this manual will not be released for assembly at the event.

Shell scheme booths

Shell scheme booths consist of walls mounted in the modular profile system, white TS panels with 2.20m in height in aluminum frame; ceiling with free space in the internal area of the booth of 2.20m high, gray lining carpet, fascia board with identification of the exhibitor in standard black letters (without logo), 01 (one) lamp every 3 m² of booth area and 01 (one) 220v outlet, 01 (one) table with glass top, and 03 (three) chairs.

All elements will be provided as rental during the event. The use of double-sided acrylic foam tapes and VHB tapes (bonding tape) on the panels and other components of the assembly is not allowed as they damage the material. After the delivery of the booth by the



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organization, the exhibitor will be responsible for the conservation and cleaning during the period of the event. Painting of panels is expressly prohibited.

Items prohibited for construction, use, and decoration of booths

- Easily-combustible materials or substances. When combustible material is used, it must have fire retardant treatment with a certificate from the IPT (Instituto de Pesquisa Tecnológica) or equivalent institute and, if such materials are reused, they must have fire retardant treatment by a qualified technician.
- It is not allowed to use corrosive products of any kind or group.
- Explosives of all kinds, as well as confetti and / or streamer cannons, and similar products are not allowed in the premises.
- Products emitting toxic and liquefied gases, inert, non-inert, combustible, and flammable gases.
- It is also forbidden to use LPG-type gas cylinders in the premises of the event. All food preparation equipment must be electrical.
- The operation of internal combustion engines or any other equipment that exhales any gas, smoke or grease inside the pavilion is prohibited.
- The use of any heating source (such as alcohol gel or liquid burner, etc.) is prohibited. For safety reasons, we recommend the use of acrylic or plastic cups and we do not recommend the use of glass containers or vials.

Assembly

It is not allowed to unload the trolleys by throwing the materials on the floor of the pavilion during the assembly period of the booths. We ask the exhibitors to instruct the assembly companies contracted to set up the booth to contact the organization of the event to get details on the characteristics of the pavilion.

It is necessary to issue and submit an RRT (Technical Responsibility Record) or ART (Technical Responsibility Note), with a formal link between the contracted professional and the company responsible for the execution of the booth, fully paid for all booths to be submitted to the organization together with the project for approval (see "Booth Design").

There should be, in the internal area of all booths, signals according to the Anti-Smoke Act during the whole period of assembly, event, and disassembly of the booths.

The booths should have a self-supporting structure, not being possible to fix it, support it, lean it or hang it anywhere in the pavilion. It is forbidden to drill holes in floors and internal and external elements during assembly, disassembly, and event stages. The outer faces of booth partitions in non-modulated areas that are not used to display promotional material should be finely finished. Any building element should be well-finished so as not to compromise the presentation of the neighboring booth. Any assembly component that can be seen by neighbors or bystanders is only allowed if it is finished in the same quality as the front of the booth. It is not allowed to paint on the sides, floors, or ceilings of the internal and external areas of the pavilion.

Within the pavilion, the manufacture of any wooden elements is prohibited; these must be pre-assembled and prepared in the workshops of the assemblers and arrive at the place of the event semi-prepared, sanded, and painted, only for finishing touches. The use of a bench-mounted circular saw for the construction of any elements or components of booths is not allowed. Work with electric welding and the use of extensions are also not permitted where fixing services of floor covers, and other flammable materials are being used. Inside the pavilion, it is forbidden to manufacture iron structures, which must be pre-assembled and prepared in the workshops of the assemblers and arrive at the place of the event with the semi-finished painting, only for finishing. Inside the pavilion, it is only permitted to fasten the metal frame elements with screws.

All the structural elements of the modular assemblies shall offer full security to the constructive assembly. The use of pins or other pieces of wood is not permitted for joining or locking uprights and / or crosspieces made of aluminum or similar, or any other type of mounting elements.

Cleaning – assembly and disassembly

It is the responsibility of the organization of Fenasan 2024 to maintain the common areas and corridors during the assembly and disassembly of the event. Cleaning within the booth area after assembly is the responsibility of the contractor.

There is a fee for cleaning services in the common areas of the pavilion during the assembly and decoration of the event. This fee must be paid by the assembler or the exhibitor, whoever is in charge of carrying out the assembly.

The assemblers, or the exhibitor when he or she performs their own assembly, shall pay the cleaning fee in the amount of R\$ 50.00 (fifty reais) per square meter of booth to assemble, referring to the removal of garbage during assembly and disassembly. Otherwise, they will not be allowed to start the assembly.

Power supply

The voltage of the pavilion is 220V, being available in 220V single-phase and 380V three-phase. All exhibitors using different voltage devices should use transformers. Exhibitors who have not cleared their debts regarding electricity rates until the beginning of the event will not have the booth lights on. After installation of the point of electrical power at the booth, any change of location will entail payment of an extra fee.

The request for energy must be made through a specific request. The electric power will be supplied in non-fractional kVA unit. In case of fractionation, the amount will be rounded up to the unit immediately above. The installation value is **R\$ 480.00 (four hundred and eighty reais) per kVA**. The request of the correct load will guarantee a perfect balance of the phases of the distribution lines of



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the Expo Center Norte, with safety for all exhibitors. For calculation of the electricity to be requested, refer to the table for calculation of electric power at the end of the manual.

Exhibitors who do not apply for electricity until the deadline, September 20, 2024, will have their energy demand calculated at the rate of 0.08 kVA / m². After inspection in the pavilion, the charge will be made for any additions installed, if any.

All metal frame booths should be grounded in order to prevent electric shocks. Circuit breakers shall be provided from the supplied power point, mounted in appropriate enclosures equipped with doors. Only copper cables with flame retardant insulation can be used to interconnect the power point from circuit breakers to the load using suitable terminals, conduits, and junction boxes. It is mandatory to use PP cables, double insulation, in all electrical installations, even when it is a shell scheme or temporary use during the assembly period. All amendments should be properly insulated. Special loads that may not be switched off must be connected to independent (emergency) circuits. The connection of electronic equipment should be done in individual circuits. After the daily activity closes, all power circuits must be turned off.

At the end of the manual you will find information from Expo Center Norte regarding power plugs.

Any and all electrical installations must comply with standards 5410 and NR 10. Warning: "no break" voltage stabilizers must be used to protect delicate equipment.

Hydraulic installation

Exhibitors interested in hydraulic installation (water point and drain point) should make the request to the promoters until September 20, 2024. It is necessary to place protective drains to prevent clogging of the sink pipes. It is important to note that it is the responsibility of the assembler contracted by the exhibitor to supply and install the sink and the necessary material to the hydraulic and secondary sewer networks of the booths, from the point provided by the pavilion.

The installation value of the hydraulic point (water and drain) is **R\$ 695.00 (six hundred and ninety five reais)**. For such a water pipe, weldable not-very-resistant PVC pipes and hoses should not be used, but only flexible, tubes (preferably Akos or Tigre) with screw connections and / or quick coupling and a general register of easy access for use in case of emergency. The water point should not be installed next to the electric power.

Aerial points

They must be hired directly from EA Estruturas Aéreas. The use of aerial points is permitted for the installation of elements that make up the stand design. The installation of banners, promotional and publicity items or others that are not part of the stand assembly project is not permitted.

EA Estruturas Aéreas – Eunice - +55 11-38651197 / 1196191-2900 - atendimento@estruturasaereas.com.br

Use of sound

It is expressly forbidden to use sound in the open. Sound will only be allowed in closed environment. "Closed environment" means an area with walls on the sides, front and back. It is necessary that the materials used to close the areas do not allow the sound to leak out of the environment and that the equipment and speakers are positioned inside the booth. Any exhibitor who fails to comply with this rule will be contacted by the organizer to low the volume, and the promoter reserves the right to stop the activity or even the electricity supply of the booth.

The presentation of bands, vocals, musical instruments and sets, television sets, video walls, artistic and folklore performances or gym sessions of any nature will only be authorized from 7 p.m. at no more than 50 dB. The promoter reserves the right to terminate these activities if they are causing disturbances, agglomerations, and complaints of contiguous booths or if they are in disagreement with the terms previously approved.

Radio frequency equipment

Any and all piece of equipment with radio frequency emission such as: wireless microphones, wi-fi routers, HT radios, etc. must be approved in advance by the organization of the event.

Air conditioning

All the pavilions of the Expo Center Norte are equipped with a central air conditioning system. In order to ensure the correct operation of this system, the booths cannot have their own air conditioning equipment.

Expo Center Norte reserves the right to prevent any type of installation that is in disagreement with the internal regulations of Expo Center Norte, ABNT rules, the Fire Brigade Technical Instructions, or with the current Legislation.

Video walls and screens

The structures for video walls, screens, and LED panels can be mounted in iron or wood and should have the capacity to support twice the weight of the equipment installed in this structure, whose finish should have the same quality as the rest of the booth. The operating booth of these equipment should not be used for any other function, such as storage or kitchen.

Special lighting

The installation of any kind of special lighting, such as spotlights, light cannons, laser cannons, halogen lighting, chandeliers and so on, should be in structures compatible with the weight of this equipment and offer total security to the exhibitors, the visitors, and the



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event. All lighting shall be contained within the boundaries of the booth, and may not be in the circulation area and common areas of the event.

Personal Protective Equipment (PPE)

The use of PPE is mandatory! The use of helmet is mandatory for all those at assembly sites.

The exhibitor is responsible for providing their employees and / or contractors with Personal Protective Equipment (PPE) appropriate to the risks of the work environment of assembly and disassembly of booths. This equipment must be in perfect state of conservation, use and operation, guaranteeing the total safety of the workers and other people who are at the site of assembly.

- Glaziers: non-slip rubber gloves, goggles, and leather shoes with reinforced toecap (closed shoe).
- Tapestry: protection masks when using glue and leather shoes with reinforced toecap (closed shoe).
- Welders and locksmiths: leather gloves, leather aprons, goggles, welding masks, and leather shoes with reinforced toecap (closed shoe).
- Painters: rubber gloves, protective masks and leather shoes with reinforced toecap (closed shoe).
- Electricians: elbow-insulated rubber gloves and footwear with insulation soles.
- Cleaning staff: rubber or leather gloves and closed shoes (PVC boots, short barrel).

Inspection of the use of PPE is the responsibility of the fire brigade team and will be carried out during the event, which includes the assembly, the event itself, and the disassembly of the event. Failure to comply may result in a fine of R\$ 5,000.00 (five thousand reais) and an embargo on the assembly of the booth until the regulation is complied with.

The assembly of aerial elements, both in the external and in the internal area of the booths, should be carried out in accordance with the safety regulations at work, established in Ordinance No. 3.214 / 78 of the Ministry of Labor, in Regulated Standards (NR) 06 and 18 and will be supervised by the fire brigade team, and may be subject to a fine or embargo on exhibitors who are jointly and severally liable with contractors and / or subcontractors, if this ordinance and standards are not met. It will not be the responsibility of the Promoter or the Organizer to comply with this procedure carried out by the company hired by the exhibitors.

Obstruction of equipment of the pavilion

If your booth has a soil extinguisher in the vicinity of your area, it cannot be obstructed by equipment or walls, and there should be free and unimpeded space of at least 1.50 m from the fire extinguisher. It is also prohibited to remove fire extinguishers from their assigned places to be used elsewhere as stand-alone fire extinguishers.

Fire extinguishers in booths

Every exhibitor is obliged to keep all the activities related to the event, from the beginning of the assembly to the end of the disassembly, in their booth, as well as fire extinguishers with the load compatible with the products exhibited and with the materials used in the booth assembly (CO2 and chemical dust) and should not be installed on stairs; it must be unobstructed, properly signaled, requiring one (1) fire extinguisher every 25 m² of booth area.

We suggest the use of the ABC fire extinguisher, as it can replace any type of extinguisher of specific classes A, B, and C. The promoter and the company hired for the official security of the event reserve the right to demand a greater number of fire extinguishers, monitors, request recharges, and determine locations for fixation.

At the end of the manual, you will find the Fire Safety Regulations of Expo Center Norte.

Insurance

Booths, goods, products, and personnel of any nature, including representatives, carriers, assemblers, hoisting and moving companies, and everything else is not covered by insurance, either during assembly, during the event, or at disassembly. The exhibitors are solely and fully responsible for any damage or incident that may occur. In accordance with the agreement between the developer and the exhibitors, exhibitors must provide their own area and civil liability insurance. The absence of a policy or its ineffectiveness in covering the above risks will imply the total responsibility of the exhibitor and their assembler, before the promoter, for any damages that may occur, and shall be entitled to indemnify all damages to the promoter, the event, and third parties. Under no circumstances will the promoter assume responsibility for any incidents or for the cost of said policy.

The organization shall not be liable for damages, thefts, or injuries caused to persons, equipment, or products during assembly, the event itself, and disassembly, including riots, theft, sabotage, shortages or interruptions in the supply of electric power, water, and telephone or claims of any kind.

Dress code

Booth assembly and disassembly teams

Every employee or contractor of assembly and disassembly companies will have access to the event to perform services during assembly and disassembly only if they are wearing a company uniform or T-shirt, long trousers, and suitable footwear as described in item PPE and they must also carry a credential of identification of the event.

The use of clogs, sandals, or slippers is strictly forbidden, including by visiting exhibitors during the assembly of their booth.

Exhibitor teams

Receptionists and technicians who are serving the visitors at the booths should wear appropriate clothing to the business environment. We suggest that the shoes are comfortable and suitable for the working day period.



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Feira Nacional
de Saneamento e
Meio Ambiente

**22 a 24
out/2024**

DATA

LOCAL

**Pavilhão Verde e Vermelho
Expo Center Norte
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The use of slippers is strictly prohibited and the use of shoes or sandals with very high heels is inadvisable, due to the long period in which one will remain standing.

Short dresses

Short and appealing costumes, not in line with the spirit of sobriety demanded at a business fair, are strictly forbidden.

The exhibitor has the responsibility and obligation to inform this dress code to the receptionists and their technicians to work in the booths.

In the event of possible non-observance of these recommendations, the person(s) who are inadequately dressed will be invited to withdraw from the venue of the event until he / she meets the recommended dress code.

Casual Labor

For the use of casual labor directly by the exhibitor, legal procedures should be observed with special attention. In contracting third-party services (service providers), we advise the convenience of requesting proof of legal existence (articles of incorporation, operation licenses, etc.) from the contracted company and the respective federal tax collection forms (GRPS, FGTS, etc.). The documents of third parties and employees themselves must be available at the booth to be presented to the inspectors of the Ministry of Labor.

Child labor

The work of minors is regulated for establishments considered "of public entertainment". If the exhibitor needs to hire, even if temporary, children under 16 years of age during the period of the event, he / she must provide a signed parental authorization letter (with acknowledged signatures and copies of the Identity Card (RG) and Individual Taxpayers' Roll (CPF)), as well as birth certificate or Identity Card (RG) of the minor, in addition to the work contract signed with the exhibitor.

For further information, please contact the Juvenile Court – Av. Eng. Caetano Álvares, 594 – 1º andar – sala 145 – São Paulo – SP – Phone: +55 (11) 3951-2525 or the Office of Childhood and Youth – Rua Aurélio, 650 – Vila Romana – São Paulo – SP – Phone: +55 (11) 3673-1577

Ministry of Labor

The Regional Office of the Ministry of Labor, in inspections carried out at events, has asked the assemblers, service providers, and exhibitors the following documents:

- Employees of exhibiting companies - second counterpart of the employee registration card and timecard;
- Employees of companies providing services - service contract; second counterpart of the employee registration card or identity card with full name (badge), function, date of admission, and PIS / PASEP number, and timecard;
- Temporary - contract signed with the temporary work company, registration of this company with the Ministry of Labor, list of temporary employees in service, and timecard;
- Autonomous - copy of the registration with the city hall and INSS (Social Security Office).

Copyrights

The exhibitor who intends to perform any musical presentation at their booth, whether live or through playback, must collect the applicable copyright fees to the Central Office of Collection and Distribution (ECAD), according to Law # 9.610/98. The value of these fees varies according to the table set forth by this entity. Therefore, we advise referring to ECAD beforehand, to avoid potential setbacks, once the payment of this fees is under the sole responsibility of the exhibitor.

- ECAD – Av. Paulista, 171 – 3º andar – CEP 01311-000 – São Paulo – SP – Phone: +55 (11) 3287-6722. The proof of payment of the copyrights to Ecad must be visibly attached to the booth for inspection purposes.

Registration of personnel

All persons who will work at the booth during the event, as well as contracted service providers, should make use of the identification badge provided by the promoters and requested through their respective forms.

- Exhibitor credentials

Employees of the exhibiting companies will have access to the pavilion in the assembly, the event itself, and disassembly. Credentials can be withdrawn at Caex at the Expo Center Norte, from 2 p.m. on October 19, 2024, during the entire assembly and during the event.

IMPORTANT - The exhibitor's credential does not allowed free access to the Expo Center Norte parking lot.

- Assemblers credentials

Employees of the booth assembler companies will have access during the assembly and disassembly of the event. They must be withdrawn, upon a payment of **R\$ 50.00 (fifty reais)** each, in the Caex at Expo Center Norte, and may be requested in advance through the electronic manual request form, or at the collection site. Two maintenance credentials will be authorized for access during the event, from 8 a.m. to 11 a.m. Employees of Sindiprom affiliated companies are exempt from paying the credential.

- Credentials of service providers to the exhibitor

Employees of catering companies, receptionists, waiters, waitresses, and other service providers who will work at the booth during the event. They should be withdrawn in Caex at Expo Center Norte from 2 p.m. on October 19, 2024, during the assembly of the event, and may be requested in advance through the electronic manual request form or at the collection site.



**Encontro Técnico
AESABESP**
Congresso Nacional
de Saneamento e
Meio Ambiente



FENASAN
Feira Nacional
de Saneamento e
Meio Ambiente

**22 a 24
out/2024**

DATA

LOCAL

**Pavilhão Verde e Vermelho
Expo Center Norte
São Paulo - SP**

www.fenasan.com.br

Responsibility

The exhibitor may not transfer, in whole or in part, any rights or responsibility undertaken before the organizer, nor sublet or assign any portion of or the entire area that is leased to them.

The exhibitor is responsible for, when sending equipment or any other materials to their booth, ensuring that the receipt is made by an employee of the exhibiting company or accredited / contracted representative. The organization will not be responsible for receiving any material from exhibitors of the event and has no warehouse at the venue for the storage of goods, packaging, or any materials belonging to the exhibitors.

It is understood that the exhibitors or their representatives are responsible for all labor and legal obligations, as well as any and all accidents caused by their presence, their employees', or any other person's who is developing any service at the booth, including during the assembly and disassembly periods.

The promoter is not responsible for any type of service of maintenance of the booths. Therefore, we suggest that the exhibitors request the companies contracted for the assembly and decoration of the booth to keep employees on site during the entire period of the event.

It is under the sole responsibility of the exhibitor to fully pay taxes, fees, and any other rates, as well as the costs that are due to any person or agency due to the event, as well as comply with applicable legal requirements. It is also the responsibility of the exhibitor to comply with all labor obligations provided for in the Brazilian Labor Law (CLT) and in the legislation in force, as well as the specific collective bargaining agreements of the categories (without exception), of their employees, representatives, or accredited individuals (especially, but not limited to).

It is also under the exhibitor's responsibility to comply with the requirements regarding remuneration, registration, and recording of the employment contract, collection of contributions to Social Security and FGTS, in addition to the provision of food and transportation vouchers, etc. The exhibitor also undertakes to comply with the Rules of Safety and Occupational Medicine, in accordance with Law 6.514, of September 22, 1977, and Administrative Rule No. 3.214, of June 8, 1978, assuming responsibility for all and any work accident or incident, including notification to the INSS and consequences, such as fines, indemnities, allowances, and other expenses, in order to exempt the event organization from any obligations, including actions in the Specialized Justice and in the Common Court.

Sales responsibility

The promoters of the event are not responsible for conducting business between exhibitors and visitors and / or buyers. The responsibility of the promoter is limited to the organization, promotion, and dissemination of the event in the market.

Late payments

In order to the contracted assemblers to obtain the release of the areas intended to the assembly of their customers' booths, it is necessary the prompt payment of amounts in arrears, whether these obligations refer to contractual installments or rates of facilities and services.

Area redistribution

Although it does so only in extreme cases, at any time, to the general good and without prior notice, the organizer may reorganize the booths, provided that the dimensions and characteristics established in the contract are observed, with which the exhibitor agrees. If any change to the square footage originally assigned is required, financial reimbursement will be provided later.

Miscellaneous

The promoter reserves the right to arbitrate on events not found in this manual, as well as to establish new rules that are necessary for the proper functioning of the event, in order to enable harmonious coexistence between exhibitors.

No alteration caused by the promoter may be grounds for cancellation of the participation agreement by the exhibitor. Due to the need of completion, the definitive plan of the event is developed only after the closing of the commercialization of the spaces. Therefore, the final location of the booths will be announced only approximately 30 days prior to the opening of the event, without prejudice to the leased areas.

National merchandise on display

- Shipping procedures

The invoice for submission of the goods to be exhibited must be issued in the name of the exhibitor, with their CNPJ (Corporate Taxpayer Number) and State Registration, addressed to the pavilion (Rua José Bernardo Pinto, 333 - Vila Guilherme - CEP 02055-000 - São Paulo - SP).

The body of the invoice shall provide the following remark: "The goods are destined to exhibition at FENASAN - National Fair of Sanitation and Environment, from September 17 to 19, at the White Pavilion of Expo Center Norte."

In the respective fields, list the quantities of products and the respective values, unitary and total.

The invoices must be filled according to the State where the sender is located.



**Encontro Técnico
AESABESP**
Congresso Nacional
de Saneamento e
Meio Ambiente



FENASAN
Feira Nacional
de Saneamento e
Meio Ambiente

**22 a 24
out/2024**

DATA

LOCAL

**Pavilhão Verde e Vermelho
Expo Center Norte
São Paulo - SP**

www.fenasan.com.br

SÃO PAULO

Nature of operation: consignment for exhibition - code 5.914.

ICMS with tax exemption in accordance with Article 33, Annex I, of Decree No. 45.490 / 2000.

IPI with tax suspension according to article 40, item II, of RIPI / 98.

OTHER STATES

Nature of the transaction: consignment for exhibition - code 6.914

ICMS with tax exemption - ICMS suspended according to ICMS agreement no. 30 of 09/13/90. IPI with tax suspension in accordance with article 40, item II, of RIPI / 98.

- Return procedures

In order to return the products to the exhibitor's company, an invoice of entry must be issued with the following sayings: "return of goods destined to exhibition in FENASAN - National Fair of Sanitation and Environment, in the White Pavilion of Expo Center Norte."

Nature of operation: return

São Paulo: code 1.914

Other states: code 2.914

For more information, contact the Tax Office of the Treasure Department - Phone: +55 (11) 3243-3400

Municipal taxes

It is a requirement of the São Paulo City Hall that each booth be licensed for installation, operation, and advertisement within fairs and exhibitions. In accordance to Laws 13.474 and 13.477 of December 30, 2002, the promoter was in charge of making a single payment for the São Paulo City Hall.

In order to comply with this determination, it will be issued together with the collection fee of the electric power service for the booth requested to the organization, a bank bill with the value of said rates. These rates are of fixed value, mandatory, and applicable to each exhibiting company. These values are subject to change according to the prevailing legislation of the City.

The charge of this fee will be made in the same bank bill as the electric power of the booth, issued by the exhibitor when requesting electric power in the electronic manual system.

Inspection fee of establishments - TFE 34932 – R\$ 66.41 x 3 dias = R\$ 199.23

DURING THE EVENT

Parking – amounts effective as of January 2024.

The company in charge is ESTAPAR, contact through +55 (11) 2221-6700, from 8 a.m. to 6 p.m., e-mail:

estacionamentoexpo@estapar.com.br

Information and condition must be confirmed before ESTAPAR, the promoter of the event is not responsible for potential changes.

VISITORS:

- Motorcycles - single price of R\$ 25.00 (twenty-five reais). Single price and entry through booth 1.
 - Touring vehicles and utility vehicles with maximum height of up to 2.40 m - single price of R\$ 75.00 (seventy five reais).
 - Bus and / or Micro-bus - single price of R\$ 120.00 (one hundred and twenty reais), in an area reserved for this purpose.
- These values are for the period of up to 12 hours, with additional charge of R\$ 5.00 (five reais) per extra hour.

EXHIBITORS:

- Exhibitors may acquire credentials for a period equivalent to the days of the Event
 - For the days of the event, the exhibitor will have a discount of 50% (fifty percent) on the current table, upon presentation of their event credential provided by the promoter
 - Credentials with discount will be limited to 2 (two) per booth of EXHIBITING companies, regardless the size of the booths
 - For assembly and disassembly periods, exhibitors will pay R\$ 15.00 per day for each vehicle in the parking lot
- Accesses will be through Rua José Bernardo Pinto, Gate 13, and Rua Miguel Mentem, Gate 16, and the exit will be exclusively through Gate 17 (Rua Miguem Mentem). Only utility and common vehicles with a maximum height of 2.40 meters will be allowed.
- The company responsible is ESTAPAR, please contact it at +55 (11) 2221-6700
From 8 a.m. to 6 p.m., e-mail: estacionamentoexpo@estapar.com.br

LOADING AND UNLOADING:

- Credentials must be acquired with the company in charge, ESTAPAR, at +55 (11) 2221-6700, from 8 a.m. to 6 p.m., e-mail: estacionamentoexpo@estapar.com.br
- The parking and the permanence of vehicles in the loading and unloading area, as well as inside the pavilions, are not allowed, except for the period strictly necessary for the activity of loading and unloading and they will be charged for the entrance and permanence, as informed below and of according to the table existing at the site.
- Cars and utilities with tare up to 7 tons: the amount of R\$ 15.00 (fifteen reais) will be charged up to half an hour; the amount of R\$ 25.00 (twenty five reais) will be charged up to one hour; for other hours or fraction, the amount will be of R\$ 20.00 (twenty reais) each.

Note: there is no tolerance period, the vehicle that enters the parking lot will already be charged.

- Cargo vehicles with a tare above 7 tons: tolerance of three hours, in the fourth hour the value of fifty reais (R\$ 50.00) will be charged, and for more hours or fraction, R\$ 50.00 (fifty reais) will be charged each. The three-hour period will not be cumulative, the truck will have three hours in the course of the day and not at each entrance.



**Encontro Técnico
AESABESP**
Congresso Nacional
de Saneamento e
Meio Ambiente



FENASAN
Feira Nacional
de Saneamento e
Meio Ambiente

**22 a 24
out/2024**

DATA

LOCAL

**Pavilhão Verde e Vermelho
Expo Center Norte
São Paulo - SP**

www.fenasan.com.br

Maintenance and supply of booths

During the period of the fair, the goods destined to supply the booths may only enter the pavilion during the period before the event, from 8 a.m. to 11 a.m. All food products must be packed in a proper transportation container (ice, liquid, etc.).

Any maintenance service by the assemblers must also be done at this time, with the exception of emergency services that may interfere with the good progress of the fair. In this case, the services must be authorized by the organization of the event.

Cleaning - event

It is the responsibility of the organization of the fair to maintain the common and circulation areas of the event clean and organized during the period of the event.

The cleaning services of the booths should be carried out from 8 a.m. to 10 a.m., daily, and the collected garbage should be removed to the bin of the pavilion by the exhibitor's cleaning team. Outside these hours, all garbage should be packed in plastic bags to be collected by the organizer's cleaning staff.

It is strictly forbidden to throw garbage on the carpet.

Security at the event

The organization will maintain a general event security service 24 hours a day throughout the assembly, event, and disassembly period. **We alert exhibitors to keep gifts, samples, valuables, electronics, and portable equipment, etc. (cell phones, notebooks, cameras, palmtops and the like) in a safe place within their booths, especially during the period of the event, when there is a large number of participants. The organization is not responsible for thefts and robberies that may occur on the premises.**

The promoter may remove any person whose attitude or attire is deemed to be incompatible with the image of the event or establishment or refuses to obey the local safety regulations. For exhibitors who wish to have special security at their booth, we reiterate that the official security company is the only company authorized to provide security services at the event. Contractors of other security companies other than the official company or even employees of the exhibiting company acting as watchmen will not be allowed.

For assemblers wishing to keep employees during the assembly period as keeper of materials, an Assembler's badge will be issued, which must be purchased directly at CAEx, at the venue of the event, and will be valid only during the time assembly services are being held. During the night period, watchmen will not be allowed to remain in the pavilion.

Access to the venue

For loading and unloading of goods and equipment, the cargo access established by Expo Center Norte at Rua Cel. Marques Ribeiro, 200, gate 04, must be used.

Only "common and utility" vehicles with a maximum height of 2.40 meters will be allowed.

Operation

During the entire period of the event, at least one employee of the exhibitor must be able to provide information about the products and services on display. It will not be allowed to close the activities in the booths before the end of the time of the event, even if on the last day.

It is strictly forbidden to circulate hard-wheel carts inside the pavilion after placing the carpets on the streets, only trolleys with tires will be allowed.

During the assembly and disassembly of the event, children under 16 (sixteen) years are expressly prohibited, even if accompanied by their parents.

Drones

The use of unmanned and/or remotely piloted equipment and/or aircraft and/or aerial vehicles, such as RPA's, drones, zeppelins, model aircraft, etc., is not permitted on the premises of Expo Center Norte, such as parking lots, external and internal areas, loading and unloading, common areas and rooms.

Promotions

It is expressly forbidden to sell promotional goods during the event. Outside the boundaries of the exhibitor's area, no type of promotions and / or activities will be allowed, such as: distribution of gifts or promotional pieces; placement of signs and / or posters, etc.; employment of dolls, robots, performing artists (shadows, living dolls, and the like); performing of parades, tasting of products and others; installation of inflatables of any kind, shape, or size; circulation for promotional purposes at the event's corridors or common areas of people characterized by costumes of any type or kind that represent the products of the exhibiting company (brand, character or theme alluding to the booth).

The distribution of promotional products and leaflets, the release or distribution of gas balloons, or freebies that make noises (either in the area of the booth or pavilion), the placement of logos or the promotion, of any kind, of institutions, companies, or persons without a current contract duly documented with the organization of the event is prohibited.

The exhibition, distribution of gifts, and direct or indirect publicity of any products of companies not participating in the booth of the exhibitor is absolutely forbidden. The exhibitor may, however, request in writing to the organization the authorization to present, in its



**Encontro Técnico
AESABESP**
Congresso Nacional
de Saneamento e
Meio Ambiente



FENASAN
Feira Nacional
de Saneamento e
Meio Ambiente

**22 a 24
out/2024**

DATA

LOCAL

**Pavilhão Verde e Vermelho
Expo Center Norte
São Paulo - SP**

www.fenasan.com.br

booth, products not manufactured by it or represented exclusively, but that are absolutely necessary to the complementation of its line of products.

Failure to comply with these provisions will give the organizer the right to collect the products of the infraction, as well as to prohibit the operation of the booth. Exceptions should be duly authorized by the organization, which will analyze the requests at its discretion.

Equipment demonstration

The organizer may suspend or determine a period of time for demonstration of any piece of equipment which, at its sole discretion, may present risks to persons, goods, structures and booths, or which produce a high level of noise or vibration or exhalation of chemicals, disrupting contiguous booth operations. Any piece of equipment whose demonstration may present risks should be provided with special facilities, which, at the promoter's discretion, completely eliminate any hazard.

Distribution of alcoholic beverage

Distribution of alcoholic beverages in booths will only be allowed after 5 p.m.

The sale and / or distribution of alcoholic beverages to persons under 18 years of age is prohibited. All exhibitors who are distributing or doing any type of promotion with alcoholic beverages must have affixed to the booth the following warning: "The sale and / or distribution of alcoholic beverages for children under 18 is expressly prohibited", according to the Statute of the Child and Adolescent (Article 81), Decree-Law 2 (Article 243) and Municipal Decree 14.068.

AFTER THE EVENT

Product output

No product intended for exhibition may leave the pavilion during the event. In special cases, the organization may authorize the replacement of goods that present defects with others of equal characteristics.

The promoter will authorize the removal of showcases and small objects from the closing time on the last day of the event, October 24, 2024, as provided in the schedule of disassembly.

Disassembly

It is the responsibility of the exhibitor to disassemble and remove products and equipment from their booth within the terms and conditions set forth herein. Therefore, we suggest that your assemblers and decorators be duly notified of these deadlines. The organization recommends that, on the last day of the event, all exhibits and other valuables (electronic devices, sound and image equipment, computer equipment) and small objects should be removed, thus avoiding robberies, thefts, breakdowns, losses, etc.

Hard-wheel carts will only be allowed after the carpet has been removed.

The organization also recommends that exhibitors keep watchmen or staff in their booths while their materials are not removed in their entirety, as it is not responsible for any incidents arising from the lack of vigilance.

After the end of the disassembly period, any remaining materials and equipment inside the pavilion will be removed from the premises by the organization's staff, who will charge the respective exhibitors the costs involved in this operation and will not be liable for losses, damages, or loss of any kind resulting therefrom.

USEFUL PHONE NUMBERS

• International Freight Forwarder

To avoid inconvenience, we advise all exhibitors to consult a freight forwarder to solve any doubts regarding shipment and dispatch of goods or equipment that will be on display during the event. Services provided: collection of cargo and local assistance in the country of origin; instruction for the correct issuance of documentation; removal of cargo; storage in warehouses; classification process, inspection by customs inspectors; national transport; cargo handling; unpacking; storage of empty packaging; support during the event; removal of cargo; re-export and nationalization. Arrival times of cargoes: maritime shipments - the cargo must be unloaded from the ship in the port of Santos up to 30 (thirty) days before the start of the event; air cargo - the cargo should arrive at Guarulhos Airport (GRU) or Viracopos (VCP) until 20 (twenty) days before the start of the event.

POP CARGO

Fábio Machado – Tel.: +55 (11) 3042-0932 – Cel.: +55 (11) 99198-7262 - E-mail: fabio@popcargo.com

SAX LOGÍSTICA

Fernando Nalini – Tel.: +55 (11) 2361-2141 Cel.: +55 (11) 99653-7226 - E-mail: fnalini@saxlogistica.com.br

• Forklifts rental

MASTERLIFT

Márcio – Tel.: +55 (11) 5002-2210 – Cel.: +55 (11) 98350-9013 / +55 (19) 97170-0088 - E-mail: masterliftexpo@masterlift.com.br

TRANS EXPO

Tel.: (11) 4109-9011 – E-mail: vendas@trans-expo.com.br e vendas@liftrun.com.br
Nagel Rui Pereira - (11) 99949-4783 ou Glaucia Sousa - (11) 99964-0860



- ECAD – Escritório Central de Arrecadação e Distribuição - Phone: +55 (11) 3287-6722 – e-mail: ecadsp@ecad.org.br
- Sindiprom – Sind. de Emp. de Promoção, Org. e Montagem de Feiras, Congressos e Eventos do SP (Union of Companies of Promotion, Organization and Assembly of Fairs, Congresses, and Events in the City of SP)- Phone: (11) 3120-7099 – e-mail: sindiprom@sindiprom.org.br
- ABNT – Brazilian Association of Technical Standards– São Paulo –Phone: (11) 3017-3600 – e-mail: atendimento.sp@abnt.org.br

TABLE FOR CALCULATION OF ELECTRIC POWER

DESCRIÇÃO	KVA
HQI LAMP 150w	0,3
HALOGEN LAMP 150w	0,15
HALOGEN LAMP 300w	0,3
HALOGEN LAMP 500w	0,5
HALOGEN LAMP 1000w	1,0
PAR LAMP 1000w	1,0
PL LAMP 40w	0,04
FLUORESCENT LAMP 20w	0,02
FLUORESCENT LAMP 40w	0,04
FLUORESCENT LAMP HO 110w	0,11
DICHROIC LAMP 50w	0,05
PROJECTOR 70w	0,07
PROJECTOR 150w	0,15
SPECIAL PROJECTOR 350w	0,35
SPECIAL PROJECTOR 500w	0,5
FAN OR AIR CIRCULATOR	0,1
REFRIGERATOR/CHOPP MACHINE	0,4
DRINKING FOUNTAIN	0,5
FREEZER	0,5
MICROWAVE OVEN	1,2
ELECTRIC OVEN 1000w	1,0
ELECTRIC OVEN 1750w	1,75
ELECTRIC OVEN 2400w	2,4
ELECTRIC GRILL 3000w	3,0
ELECTRIC GRILL 6000w	6,0
SMALL COFFEE MACHINE (DOMESTIC)	0,8
COFFEE MACHINE 1300w	1,3
COFFEE MACHINE 3000w	3,0
COFFEE MACHINE 4500w	4,5
ELECTRIC STOVE 2000w	2,0
ELECTRIC STOVE 4000w	4,0
TV PLASMA/LCD	0,25
MICRO COMPUTER/PRINTER/NOTEBOOK	0,3
JUICE MACHINE 300w	0,3

Note: it must be multiplied by the amount of similar equipment or add the result of all items. Consumptions for the period of the event, per unit. This is a table of reference; each piece of equipment has technical characteristics usually described in the body of the equipment or the user's manual.



**Encontro Técnico
AESABESP**
Congresso Nacional
de Saneamento e
Meio Ambiente



FENASAN
Feira Nacional
de Saneamento e
Meio Ambiente

DATA

**22 a 24
out/2024**

LOCAL

**Pavilhão Verde e Vermelho
Expo Center Norte
São Paulo - SP**

www.fenasan.com.br

EXPO CENTER NORTE – ENERGY PLUGS INFORMATION



Cable provided by EXPO Center Norte



Cable tip provided until 31/Dec/2013





Cable tip provided from 01/Jan/2014



In order to improve the safety in the execution of electrical installations and keep compliance with the current legislation, be notified that **from January 1, 2014**, the power cords used for the supply of electric power to the booths and other needs of the events held at Expo Center Norte pavilions will have on its tip a **Female Plug** of the PCE brand where the switchboard of the booth is connected.

PCE plugs are compatible with those of the STECK brand, which is a very well known brand in the market. This kind of connection, also known as plug-in connection, will minimize the risks of accidents due to short circuits, electric shock, or phase reversal, which may cause the equipment to burn.

Find below a table with the **Male Plugs** description of the PCE and Steck brands required for connection with the **Female Plug** of the power cord found in the booth:

Cable gauge provided while in PCE female plug	PCE brand plug required for connection	Reference number of the Steck brand male plug compatible with PCE female plug	Image of the Steck plug
6mm ²	0252-6	S-5276	
10mm ²	035-6	S-5576	

Any other male plug or connector compatible with the PCE female plug can be used, as long as it complies with requirement NBR IEC 60309-1.

The assemblers, electric power service providers, exhibitors, and promoters will have to provide the appropriate means of connection with the new format of power supply provided by Expo Center Norte since January 1, 2014.

- The cable gauge and the type of plug that will be actually provided to the booth will depend on the total electric power installed in it and the technical available at the moment of installation.
- Inappropriate or non-compliant interconnection with the power plug provided to the booth will not be allowed.

EXPO CENTER NORTE –Fire Safety Regulation

In compliance with State Decree No. 56.819 / 11 - "Fire Safety Regulations for Buildings and Risk Areas of the State of São Paulo", it is mandatory for exhibitors, assemblers, and service providers to comply with the following Fire Safety Measures during all phases of the event including assembly and disassembly:

1. Keep the emergency exits of the pavilions (gates and doors giving access to external area) unobstructed.
2. Provide the necessary extinguishers for the areas of the booths according to Technical Instruction IT 21 of the Fire Department of the State of São Paulo.
3. Keep all Hydrants in the pavilions unobstructed.
Hydrants, emergency buttons, and new light signals shall remain visible and shall not be enclosed or obstructed by any type of assembly.
4. Keep the Official Escape Routes of the pavilions completely clear and free of any type of material or equipment in its entire length during assembly, event, and disassembly.
Only during the assembly and dismantling will the use of Secondary Streets (excluding the official Escape Routes) be allowed for the accommodation of material on a temporary basis, maintaining a free corridor of at least 1.20 meters wide in its full extent.
5. In case of an emergency that implies the need to abandon the building, the "Site Abandonment Plan" will be activated, which aims at the rapid, orderly and safe removal of the entire population of the building.



**Encontro Técnico
AESABESP**
Congresso Nacional
de Saneamento e
Meio Ambiente



FENASAN
Feira Nacional
de Saneamento e
Meio Ambiente

DATA

**22 a 24
out/2024**

LOCAL

**Pavilhão Verde e Vermelho
Expo Center Norte
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In this case, upon hearing the alarm or the message of abandonment by the sound system of the pavilions, the Exhibitors and Assemblers must lead their customers, visitors, and employees to the nearest exit in a calm and orderly way, observing the following procedures:

General Procedures:

1. Take your personal belongings;
2. Disconnect all electrical equipment;
3. If you are receiving visitors or clients, take them with you, guiding them about abandonment (they will be your responsibility);
4. Make sure no one is inside the booth;
5. Using the Escape Routes, go to the nearest exit (see map attached);
6. Stay calm, avoiding riots and panic;
7. Never use the elevators;
8. Do not laugh or smoke;
9. Do not interrupt the way to the exit for any reason;
10. Never return to the affected area;
11. Obey the guidelines of the Abandon Brigade members identified by a red cap and / or vest;
12. Walk in order, do not run;
13. Avoid making unnecessary noise;
14. Do not remove clothing from body;
15. On reaching the outer court, proceed to the pre-determined Meeting Point (see attached map);
16. Keep quiet and wait for the (quick and visual) conference of the on-site Brigade member.

Note: The person in charge of each booth (manager or person-in-charge) must present himself / herself to the Abandon Brigade member and report any relevant news immediately.

During the visitation period of the Event, the Exhibitors must have two employees to take over the role of **First-in-Queue** and **Last-in-Queue** that upon hearing the abandonment alarm, and the specific message by the sound system; PLEASE NOTE, WE ARE IN AN EMERGENCY SITUATION. TAKE YOUR PERSONAL BELONGINGS AND FOLLOW THE INSTRUCTIONS OF THE ABANDON BRIGADE, MOVING CALMLY TO THE NEAREST EXIT must proceed as follows:

The First-in-Queue:

- ✓ Direct clients and visitors to pick up their personal belongings and start moving in an organized way;
- ✓ Determine a safe exitpace, without rushing;
- ✓ Help keep your group calm and in order;
- ✓ Give special attention to the removal of the elderly, people with special needs, pregnant women and children;
- ✓ Guideclients and visitors to the nearest meeting point, as directed by the Abandon Brigade membersidentified by a red cap and / or vest.

The Last-in-Queue:

- ✓ Assist in checking everyone in, by helping the **First-in-Queue**;
- ✓ Assist in organizing to avoid rioting;
- ✓ Check that no person has been left in the booth (kitchen, warehouse, mezzanine, etc.);
- ✓ Close the doors behind during abandonment;
- ✓ Do not allow jokes, excessive conversations or delay in exit;
- ✓ Assist people in case of accidents or sudden illness;
- ✓ When arriving at the meeting point, inform the on-site Brigade memberhow was the abandonment (with or without news).

MANDATORY ANNEX: Blueprint with the layout of the event and indication of Routes, Emergency Exits, and Meeting Points according to the official Expo Center North plan attached.

We also inform that when in doubt, during any phase of the event, the Firefighters of the Expo Center Norte or the Firefighters / Inspectors team hired by the promoter should be consulted, who may answer questions about the Official Escape Routes, Secondary Streets, and the procedures of Security and Abandonment.

Sincerely,

Department of Engineering and Operations.
Expo Center Norte.