



**Encontro Técnico
AESABESP**
National Congress
of Sanitation and
Environment



FENASAN
National Exhibition
of Sanitation and
Environment

Promotion:



Exhibitor's Manual Fenasan 2026

National
Exhibition of
Sanitation and
Environment



37th Technical Meeting. Fenasan 2026
October 21-23, 2026
Expo Center Norte - São Paulo - Brazil

Organização:



Dear exhibitors,

It is with immense pleasure that we welcome you to **Fenasan 2026**, one of the main sanitation sector events in Latin America. In this edition, we have a clear commitment: to deliver an efficient, safe, and positive experience for you and your team.

NürnbergMesse Brasil brings for this edition all the reliability of more than **20 years of experience in the trade show and event market**. Combining technology, operational intelligence, and a specialized team prepared to offer complete support throughout your journey as an exhibitor.

Our purpose is simple and straightforward: **we will try our best to exceed your expectations**. This means clearer processes, proactive communication, close support, and management guided by transparency and attention to every detail that impacts your participation.

We know that your presence at Fenasan is strategic. Therefore, we developed this **Exhibitor Portal and Manual** as essential tools to ensure smooth, organized participation aligned with industry's best practices.

We like to highlight that it is **essential that the manual be read in its entirety**. All the information, standards and guidelines gathered in this document shall be shared with your team, suppliers, and assemblers. Each guideline was carefully crafted to protect your investment, optimize your operation, and ensure the best possible performance at the event.

Important to highlight: **rules established in this manual prevail over any other instruction or circumstance**. We use this resource to be able to maintain a high standard of safety, quality, and efficiency for all exhibitors.

We are here to be your strategic partner — before, during, and after the event. Count on the experience, structure, and dedication of NürnbergMesse Brasil to transform your participation in Fenasan 2026 into concrete opportunities, business generation, and strengthening of your brand in the sector.

We appreciate your trust and wish you excellent participation.

NürnbergMesse Brazil team

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1. Important contacts

CUSTOMER SERVICE

The following contacts are available to answer any questions regarding fees, team and contractor accreditation, access to the Fenasan Portal (exhibitor/stand constructor), order cancellations, and questions about this manual:

Lucas Aguiar:

+55 11 93049-8340

lucas.aguiar@nmbpartner.com.br

Michelle Mori

atendimento@nmbpartner.com.br

+55 11 93072-7611

International

Ana Julia Garcia

ana.julia@nmbpartner.com.br

+55 11 97539-9670

+55 11 97539-9670

ANALYSIS OF PROJECTS

To answer questions about the rules of assembly, project deliveries, and logistics during the assembly periods, we provide the following contacts:

Renato Jacob

+55 11 98059-4607

projetos@trackeventos.com.br

FINANCE DEPARTMENT

Questions and problems with issuing payment slips and invoices:

Roberta Sousa

Roberta.souza@nm-brasil.com.br

+55 11 3205-5045

2. Checklist and schedule

Deadline for submitting project, credentials and purchases at the exhibitor's store (portalnm.com.br) is

09/24/2026

***After this date, purchases must be made only at the pavilion in the Exhibitor Service Center (CAEX) on the dates and times below:**

Dates and times

ASSEMBLY		
10/16/2026	Friday	08:00 AM – 10:00 PM
10/17/2026	Saturday	08:00 AM – 10:00 PM
10/18/2026	Sunday	08:00 AM – 10:00 PM
10/19/2026	Monday	08:00 AM – 10:00 PM

EXHIBITION DAYS		
10/20/2026	Tuesday	01:00 PM – 08:00 PM
10/21/2026	Wednesday	01:00 PM – 08:00 PM
10/22/2026	Thursday	01:00 PM – 08:00 PM

*** Attention: ASSEMBLY period from October 16-19, only from 8:00 AM to 10:00 PM due to 'PSIU' LAW (PAV. VERMELHO - RED PAVILLION).**

****Attention: Maintenance and cleaning services will be carried out from October 20-22, only from 8:00 AM to 10:00 AM and from 8:00 PM to 9:00 PM.**

***** Conference schedule: 09:00 AM – 06:00 PM.**

DISMANTLING		
10/22/2026	Thursday	10:00 PM – 12:00 AM
10/23/2026	Friday	12:00 AM – 02:00 PM

CAEX Opening Hours – Exhibitor Service Center

The NürnbergMesse office will be located in the pavilion to assist exhibitors and stand constructors:

ASSEMBLY DAYS		
10/17/2026	Saturday	08:00 AM – 08:00 PM
10/18/2026	Sunday	08:00 AM – 08:00 PM
10/19/2026	Monday	08:00 AM – 08:00 PM

EXHIBITION DAYS		
10/20/2026	Tuesday	08:00 AM – 08:00 PM
10/21/2026	Wednesday	08:00 AM – 08:00 PM
10/22/2026	Thursday	08:00 AM – 08:00 PM

3. Expo Center Norte – how to get there

Location:

The Expo Center Norte Pavilion, located at Rua José Bernardo Pinto, 333 - Vila Guilherme, in the north area (*zona norte*) of the city of São Paulo – SP. Located near the Tietê Bus Terminal (*Terminal Rodoviário Tietê*) and the Center Norte and Lar Center shopping malls.

Suggested link for directions: [Expo Center Norte | Location](#)



- How to get to the event



Bus

Two regular bus lines pass by José Bernardo Pinto Street, 333 with a stop in front of Expo Center Norte. From Portuguesa-Tietê metro station, walk to the stop at Av. Cruzeiro do Sul, 1701:

- 2012-10 (Vila Medeiros – Metrô Tietê)
- 2033-10, Shop. D (Vila Sabrina – Shopping D)

You can also use your mobility app to find the best route by entering "Expo Center Norte" as destination.

If in doubt, check SPTrans website or call the City Hall at 156.



Subway

The nearest subway station is Portuguesa-Tietê. When leaving the station, walk to the stop at Av. Cruzeiro do Sul, 1701 and wait for the regular bus lines, both go to José Bernardo Pinto Street, 333, with a stop in front of Expo Center Norte.

- 2012-10 (Vila Medeiros – Metrô Tietê)
- 2033-10, Shop. D (Vila Sabrina – Shopping D)

You can also use your mobility app to find the best route by entering "Expo Center Norte" as destination.

- Parking

Green (*verde*) and red (*vermelho*) pavilions.



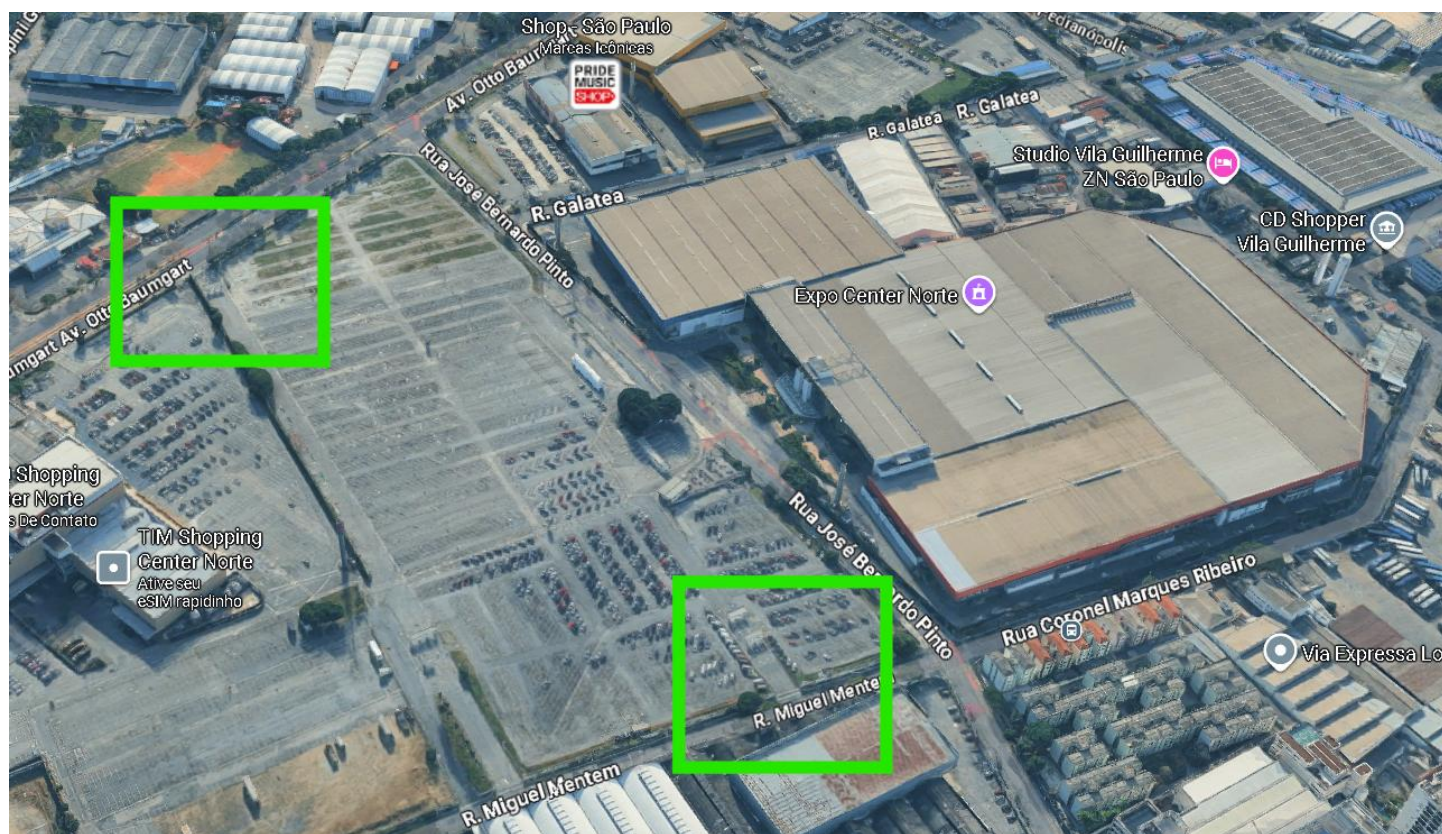
-  VERDE – **ENTRADA PRINCIPAL** – R JOSE BERNARDO PINTO 333
-  ROXO – **CARGA E DESCARGA** – R Cel. Marques Ribeiro, 200 – Portão 4
-  ROXO ESCURO – **BOLSÃO CAMINHÃO** – Rua Miguel Mentem, Portão 18

ESTACIONAMENTOS:

PORTÃO 10: Av. Otto Baumgart, 1.000

PORTÃO 16: Rua Miguel Mentem, s/n

To access these pavilions, please use the parking lots located at **Rua Otto Baumgart (Gate 10)** and **Rua Miguel Mentem (Gate 16)**.



The parking lot is intended for passenger cars and small utility vehicles, the Expo Center Norte in partnership with the ESTAPAR company are jointly responsible for the parking lot.

Exhibitors who wish to purchase discount parking cards for the event must request them directly from the operator ESTAPAR:

ESTAPAR:

+55 (11) 2221-6700 or email estacionamentoexpo@estapar.com.br.

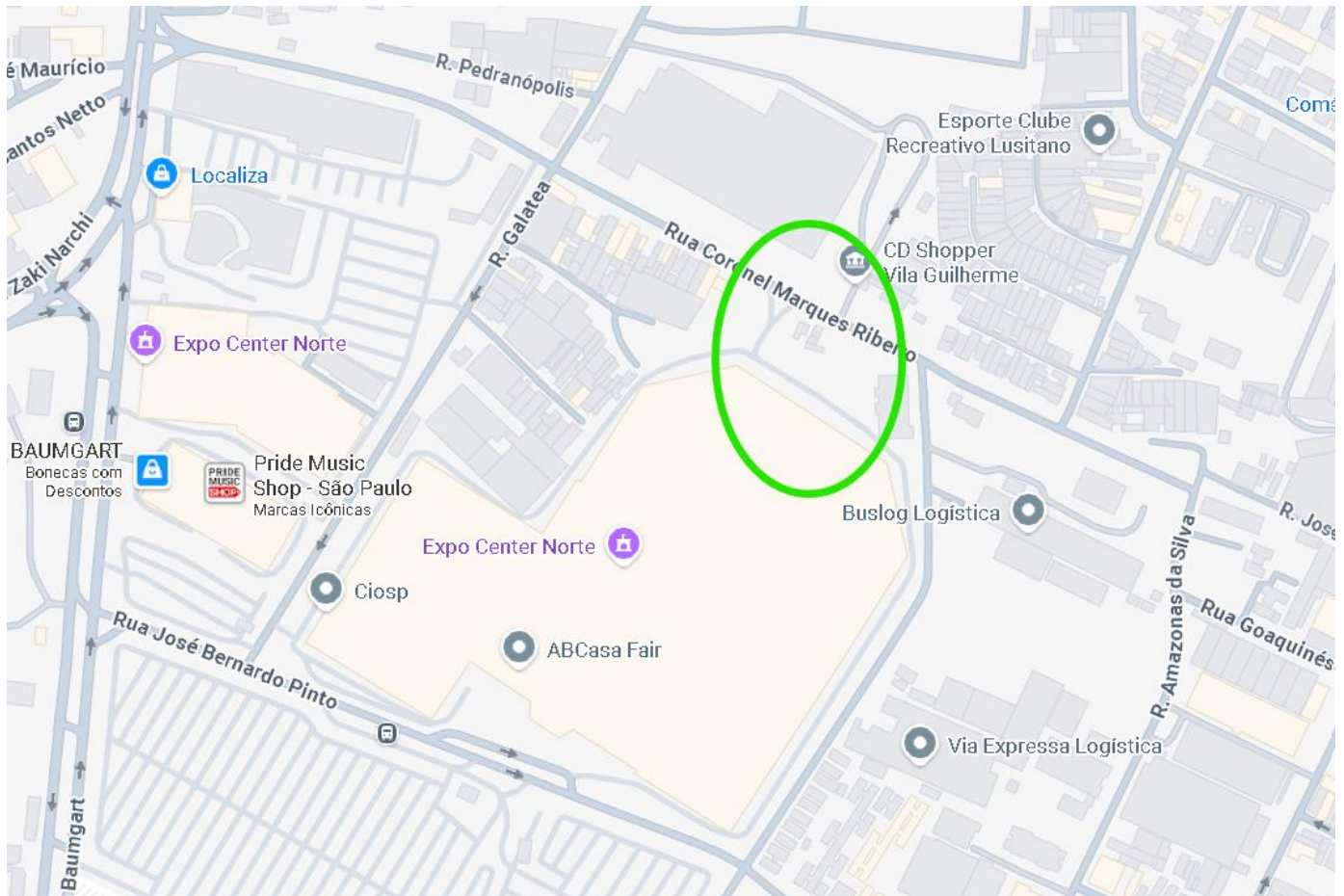
IMPORTANT!

Exhibitors will be able to purchase credentials for a period equivalent to the number of days of the event. **There is no free parking for exhibiting and sponsoring companies. It is important to remember that the organization has no responsibility for parking regulations.**

- For the days of the event execution, the exhibitor will receive a 50% (fifty percent) discount off the current price list, upon presentation of their event credential provided by the organizer.

Loading and unloading:

For loading and unloading services, access must be through the Loading and Unloading area: **Rua Coronel Marques Ribeiro, 35 - Vila Guilherme, São Paulo - SP, 02068-050 - Access via Gate P4.**



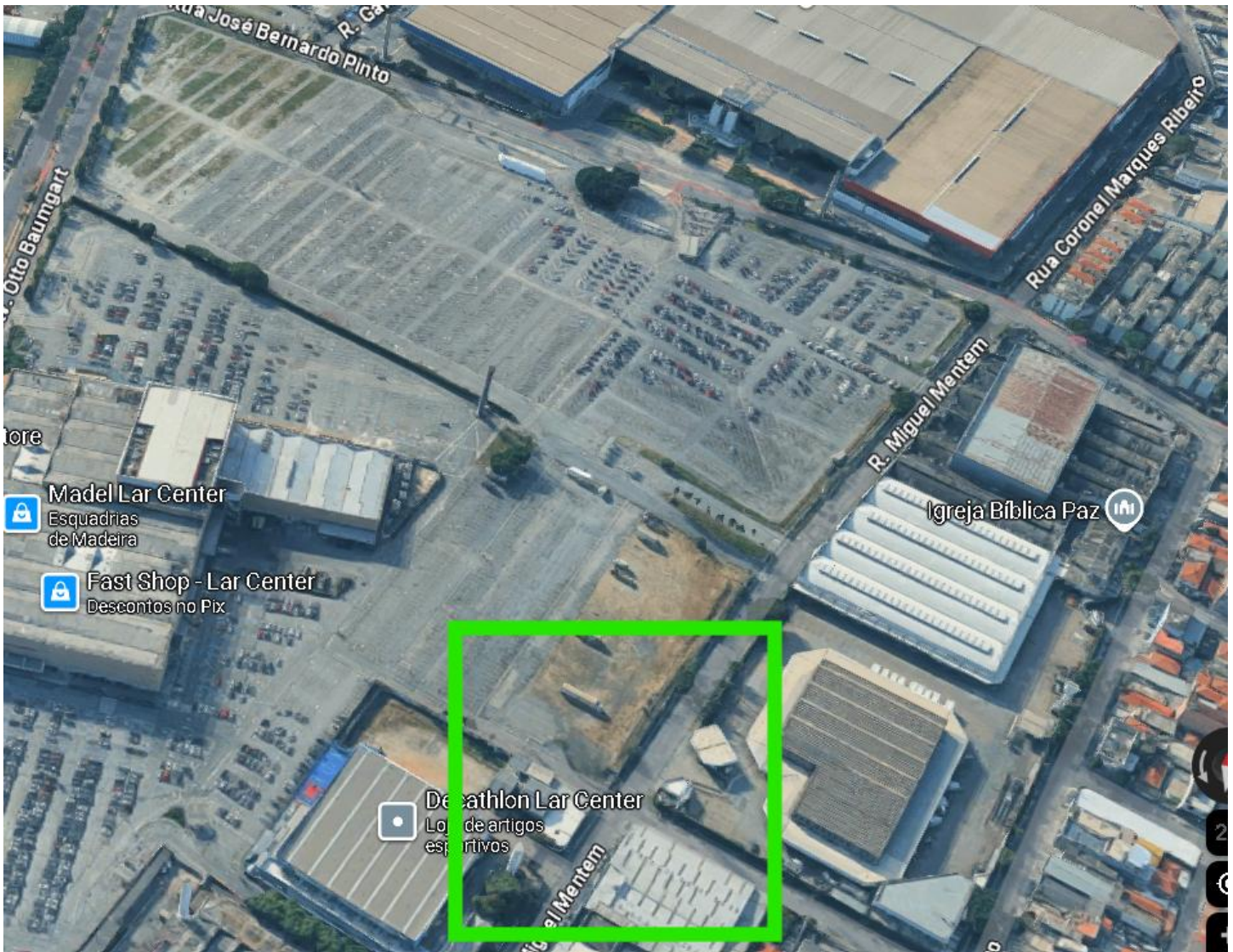
- Parking and leaving vehicles in the loading and unloading area, as well as inside the pavilions is not permitted, except for the period strictly necessary for loading and unloading activities. There will be a charge for entry and stay, as detailed below and according to the price list available on site.

Loading/unloading (*BOLSÃO*):

Expo Center Norte provides a waiting space (*bolsão*) for trucks during assembly and dismantling periods.

Note: There is no grace period for cancellation. The vehicle entering the parking lot will be charged a fee.

Truck access – Rua Miguel Mentem, gate 18



Truck access inside the pavilions will be granted according to a pre-established assembly plan. This plan will be released to all exhibitors in sufficient time for the organization, along with the companies contracted to assemble/construct their stands.

4. Deadlines – Submissions and Requests

Deadline	Activity	Person in charge
09/24/2026	Access the portalnm.com.br → event logo	Exhibitor
09/24/2026	Watch the informative assembly video	Exhibitor
09/24/2026	Accreditation of exhibitor's team	Exhibitor
09/24/2026	Print credentials	Exhibitor
09/24/2026	Contract insurance and obtain a fire extinguisher(s)	Exhibitor
09/24/2026	Check the assembly plan (dates and deadlines)	Exhibitor
09/24/2026	Request payment of fees and services at the Exhibitor's Store	Exhibitor
09/24/2026	Accreditation of stand constructor (CNPJ - Corporate Taxpayers' Registration)	Exhibitor
09/24/2026	Submission of the stand project for approval	Exhibitor / Stand Constructor
09/24/2026	Deadline to send the Responsibility Statement	Exhibitor
09/24/2026	Submission of Machinery Exposure Term (<i>Termo de Exposição de Máquinas</i>) form	Exhibitor
09/24/2026	Submission of ART/RRT (Technical Responsibility Certificate/Technical Responsibility Report), descriptive report, electrical and structural documentation	Stand constructor
09/24/2026	Purchase of exhibitor credentials	Exhibitor
09/24/2026	Purchase of assembly credentials	Stand constructor
09/24/2026	Purchase of services credentials	Exhibitor / Service Provider
09/24/2026	Purchase of cleaning services credentials	Exhibitor
09/24/2026	Request additional electrical supply	Exhibitor / Stand Constructor
09/24/2026	Request plumbing services (after technical analysis)	Exhibitor / Stand Constructor

5. FENASAN Portal (exhibitor/stand constructor)

In order for your company to organize and hire the necessary services for the exhibition, Nürnberg Messe Brasil provides access to the **FENASAN PORTAL 2026 (EXHIBITOR/STAND CONSTRUCTOR)**.

In this portal, you can access the event documents and purchase additional services and products. In addition to accredit stand constructors and service providers, request credentials from all companies involved, submit the stand project for approval (process made entirely on-line), pay mandatory fees, request exhibitor credentials, among other services. Furthermore, you will have access to valuable information such as additional documents (attachments), summary of deadlines, and information about occupational safety course.

In this portal you can also access your shopping cart to complete your orders, check payment slips (*boletos*), follow the approval processes of your project and your history and deadlines.

6. How to access the website and navigate through functions

Visit the website: lojadoexpositor.com.br

Click in the logo of your trade fair and navigate using the buttons:

6.1. MANUALS button

In this area, you will find all the important documents for your participation in the event.

6.2. FORMS button

To use the Forms button, it is necessary to inform your e-mail and your stand number. After registering your stand constructor, such stand constructor will also be able to access the Forms button, they just need to inform the exhibitor's e-mail, stand number, and the stand constructor's CNPJ number.

Actions that can be performed using the Forms button:

- Registration of stand constructor service providers.
- Registration of service providers.
- Request/purchase of stand constructor credentials and registration of professionals.
- Request/purchase of staff credentials and professional registration.
- Submission of project for analysis.
- Request/purchase of mandatory fees.
- Exhibitor Credentials: Team registration.
- Request/purchase of private security credentials and professional registration.

IMPORTANT!

If the exhibitor has more than one stand, it is necessary to define which stand is applicable to the request.

6.3. EXHIBITOR STORE Button

Now, to purchase in the EXHIBITOR STORE, you will need to register yourself in the system or have already been logged in with your e-mail and password. By clicking the button E-COMMERCE, you will be directed to the login or registration screen.

What can you buy using the E-COMMERCE button?

- Additional power supply services.
- Plumbing services.
- Compressed air services.
- Official security service
- Among other services and products.

IMPORTANT!

If the exhibitor has more than one stand, it is necessary to define which stand is applicable to the request.

Questions on how to access the NMB Portal (exhibitor/stand constructor)? Or do you have any other problem?

Contact the CUSTOMER SERVICE team, contacts are at the beginning of this Manual on [IMPORTANT POINTS OF CONTACT](#).

6.4. Payment procedure

6.5. Mandatory fees

Credentials, mandatory cleaning services, municipal tax, and energy supply (KVA - basic and additional), water and compressed air point.

6.6. Issuance of receipts – AESABESP

The values made available relating to forms of the event on the AESABESP Portal (within the **Exhibitor's Store**), correspond to **complementary organizational and operational support services**. These amounts will be paid directly to **AESABESP – Associação dos Engenheiros da Sabesp (Association of Engineers of Sabesp)**, an entity qualified as **OSCIP (Civil Society Organization of Public Interest)**, pursuant to Law No. 9790/1999.

Due to the legal nature of OSCIP, **AESABESP is not a taxpayer of ISS (Municipal Service Tax) and therefore does not issue invoices**. As a replacement, AESABESP will issue **Contribution/Donation Receipt** (*Recibo de Contribuição/Doação*), as provided for in the legislation applicable to third sector entities.

Withholding tax (other products and services of the exhibitor's store) The values present in the NMB Portal (exhibitor/stand constructor), within the EXHIBITOR STORE corresponding to forms are characterized as complementary services of the event organization and will be paid to NürnbergMesse Brasil – Feiras e Congressos Ltda., via payment slip (*boleto*) and/or credit card.

In compliance with legal requirements for withholding federal and municipal taxes, the Exhibitor or Stand Constructor making any payment for these services must observe the rules below and withhold due taxes at the time of payment:

A) Withholding of PIS/COFINS/CSLL (Brazilian taxes) (4.65%)

For businesses established in Brazil, whose tax calculation is equal to or greater than **R\$ 10.00** as established by **Law No. 13137/2015** DARF (federal revenue payment 5952).

Withholding exemption:

Legal entities that opt for **Simples Nacional** (Federal Simplified Tax System for Small Businesses) regardless of the amount paid, **should not carry out the withholding**.

B) Income Tax Withholding (1.5%)

For businesses established in Brazil, whose tax calculation is equal to or greater than **R\$ 10.00** as established by **Income Tax Regulations** DARF (federal revenue payment- 1708).

The withheld amount must be collected by the service recipient (customer) by the **10th day of the following month** to payment.

Information on the payment slip (boleto) and calculation details

The payment slip (*boleto*) generated in the Exhibitor's Store **will already consider, where applicable, the withholdings stipulated in items A and B**.

All deductions will be detailed in the field **INSTRUCTIONS** from the payment slip, with the calculation details of the withheld amounts.

Withholding Tax Report

All withholdings made must be **formally informed to** NürnbergMesse including sending the respective **Income Statements/Payment Receipts**, in accordance with the specific legal requirements of each tax.

Any questions about this topic?

Contact the FINANCE team, contacts are at the beginning of this Manual on

[IMPORTANT POINTS OF CONTACT](#).

7. First Aid Station

The First Aid Station will be in operation on dates and times compatible with assembly, execution and dismantling periods, according to the table located in the [assembly, execution, and dismantling item](#) of this manual.

IMPORTANT!

If you need to assemble outside the schedule already established, it is mandatory to hire the Extra First Aid Station service. This service can be contracted through the Fenasan Portal (exhibitor/stand constructor). Contact the trade show's operational team, contacts details are at the beginning of this Manual, check out the section [IMPORTANT POINTS OF CONTACT](#).

8. Supervision of the Labor Prosecution Office and Federal Police

Due to the frequent inspections by the Labor Prosecution Office at trade fairs, we present below details regarding the documentation of professionals who will be providing services at the stands. Our goal is to clarify all doubts and guide exhibitors, to avoid any kind of inconvenience.

This content was developed by UBRAFE – Brazilian Union of Trade Fair Promoters (União Brasileira dos Promotores de Feiras).

All exhibitors must take the necessary precautions. If you have any questions, please contact the trade show's operational staff.

The Labor Prosecution Office, with the aim of standardizing labor contracting practices, has been conducting inspections with teams of inspectors at the fairgrounds for guidance and oversight purposes.

Please note that the company receiving the services (exhibitor) may be held jointly liable for labor obligations and should therefore require proof of compliance from the service providers to protect itself from potential claims.

Therefore, the hiring of receptionists, waiters, stand guards (security guards and watchmen), cleaners, stand constructor's service providers, and employees of service providers must comply with current legislation.

The documents that must remain at your stand, available for inspection by labor authorities, are as follows:

8.1. Employees of the exhibitor

- Copy of the employee registration form; and
- Timecard.

8.2. Employees of a third-party service company

- Contract for the provision of services.
- Copy of the employee registration form or ID card with full name, position, date of admission and PIS / PASEP (Brazilian Social Integration Program) number; and
- Timecard.

8.3. Temporary workers

- Contract executed with the temporary employment company and the registration of the company with the Labor Prosecution Office.
- Relationship of workers who provide service in this condition; and
- Timecard.

8.4. Self-employed individuals

- Copy of the self-employed individual's registration with the Municipality where such individual carries out their activities, and the registration with the INSS (Brazilian National Institute of Social Security).

8.5. Stand Watchmen / Security Guards

- Contract for the provision of services.
- A copy of employee registration form or badges (Normative Instruction No. 3 of 10/01/97).
- Registration of Security Guards with the Ministry of Labor and Employment; and
- Timecard.

IMPORTANT!

We remind you that the exhibitor is jointly legally liable for the labor obligations of employees hired by its service providers, and must, therefore, require and keep available proof of the labor compliance of the contracted individuals.

Failure to comply with labor regulations established by law, in this Manual, and in the Conduct Adjustment Term (TAC) may result in the motion or prohibition of the assembly or dismantling work, in addition to the prohibition of the operation of the stand during the event.

Any penalty imposed on the organizer NürnbergMesse Brasil, resulting from non-compliance with the rules established by law and the Federal Prosecution Office, will imply the payment of fine by the exhibitor. The fees are stipulated in the pavilion usage agreement (*contrato de cessão de uso do pavilhão*) or in this Manual, in addition to any fees charged by the Public Authorities.

9. Stand project – deadline and details

9.1. Registration of stand constructors and others service providers

Exhibitors have the option of hiring a specialized company to assemble their stand, as well as other service providers directly related to the operation of the venue during the event.

Due to events which are common to setting up a stand on short notice, or even due to unforeseen events during its operation, we strongly advise exhibitors to include in their contracts with stand constructor service providers specific technical assistance and maintenance clauses for the entire period of the event.

It is mandatory for the exhibitor to communicate all the rules described here to the company in charge of assembling their stand, transferring responsibility to that company. These required procedures relate to technical standards. Do not assembly your stand in a way that does not comply with legal standards or specifications (ABNT, Contru and other bodies) or in a manner that does not follow the guidelines in this manual. The exhibitor is solely and entirely responsible for the construction, assembly, and disassembly, and their agents and stand constructors are jointly and severally liable.

The claim of ignorance of the rules established herein does not exempt the exhibitor and their contractors from the penalties, fines, sanctions, and liabilities stipulated in this manual and in the sponsorship agreement to which it is

attached. In the event of non-compliance with the rules established herein by any exhibiting company or assembly company contracted by it, a fine of R\$ 5,000.00 (five thousand reais) will be charged for each rule violated, regardless of other sanctions and the payment of compensation for any material and moral losses and damages, all as stated in the Sponsorship Agreement.

Failure by the exhibitor and their representatives to comply with deadlines or other instructions contained herein will automatically exempt the promoter from any liability for damages caused to the exhibitor during all operating periods: assembly, execution, and disassembly.

The registration of stand constructors and other service providers will be made through the Fenasan Portal 2026 (exhibitor/stand constructor):

- **We will update this content soon and provide links to access the portal, as well as information on payment methods and deadlines.**

By registering, the exhibitor allows the **stand constructor** to access the forms button, using the exhibitor's CNPJ, stand number, and the stand constructor's CNPJ; in this section, you can pay the mandatory fees, purchase and register individuals for STAFF and STAND CONSTRUCTOR and buy credentials. In addition, you can submit the project for review.

9.2. Exhibitors who have an assembly contract

For exhibitors who purchased the assembly package along with their space rental contract, the assembly rules outlined here will be followed by the contracted company.

The contracted assembly includes the following items:

- Walls assembled using a modular profile system, white TS panels 2.20 m high in an aluminum structure and a perforated ceiling, with a clear width in the internal area of the stand of 2.20 m high.
- gray carpet.
- A fascia boards with identification via the application of your logo, fixed onto a white background TS plate installed at the main entrance of the stand, measuring 100 cm wide x 50 cm high.
- 01 (one) storage unit measuring 1.00m x 1.00m x 2.20m high with a lockable door.
- 01 (one) light fixture for every 3 square meters of stand area and 01 (one) 220v outlet.
- 01 (one) table with glass top and 03 (three) fixed chairs with metal frame with seat and backrest in black polyethylene.

9.3. How to submit the project for review

The project submission is done through the NMB Portal (exhibitor/stand constructor):

- Access lojadoexpositor.com.br click on the **FORMS** button and navigate through the left menu.
- To use the Forms button, it is necessary to inform your CNPJ (Brazilian Corporate Taxpayer Number) and stand number. After registering your stand constructor, the stand constructor will also be able to access the Forms button with the exhibitor's CNPJ, stand number, and the Stand Constructor's CNPJ number.
- For more details about the portal, check the section [**NMB Portal \(Exhibitor/Stand Constructor\)**](#) of this manual.

9.4. Submission of project for analysis

The stands project should include the information listed below:

- Floor plan with dimensions.

- Elevation quoted.
- Electrical and plumbing plant.
- Perspective/3D rendering of all facades, views, and internal areas.
- A descriptive report containing materials, finishes, electrical specifications, and structural calculations.
- General assembly schedule, specifying deadlines for: flooring, masonry, overhead structure, electrical and finishing work.

The files must contain the legible name and signature of the qualified professional responsible for the project, as well as the phone number.

REQUIRED DOCUMENTATION:

- A technical responsibility statement signed by the exhibitor and the stand constructor service provider; please bear in mind that only the legal representatives are authorized to sign this document.
- Risk matrix.
- Compulsory insurance policy.
- ART (Brazilian Technical Responsibility Note) or RRT (Brazilian Technical Responsibility Registration), per project (in case of more than one space), including structures and electrical work, duly signed by the technical person in charge and the stand constructor's person in charge, along with proof of payment. The ART or RRT must also include responsibility for the electrical installation.

IMPORTANT!

- Projects submitted via email will not be accepted. The submission must be made only via the Fenasan Portal 2026 (exhibitor/stand constructor).
- All projects must be approved by the trade show's operational team, and delay in the submitting may result in delays for the approval of stands assembly.
- The documents requiring signatures, described in this manual, will be available for download via ATTACHMENTS button on the Fenasan Portal (exhibitor/stand constructor).
- **The deadline for submitting the project for review, without penalty, is up to 30 consecutive days prior to the first day of assembly.**

Questions about how to submit the project or any other problem?

Contact the **CUSTOMER SERVICE** team. Contact details are available at the beginning of this manual, check [IMPORTANT POINTS OF CONTACT](#).

10. Technical Responsibility Statement

The exhibitor and the stand constructor must submit the Technical Responsibility Statement to the organization, you can find this document on ATTACHMENTS on the Fenasan Portal (exhibitor/stand constructor), for which it is responsible for the assembly, execution and dismantling process, as well as all damages that might be related to this process. The technical blueprint for the contracted space, containing information such as the availability of electrical, plumbing, compressed air, and truss grid, will be indicated in this file, as well as specific assembly rules consistent with the projected area.

11. ART/RRT

The Brazilian Technical Responsibility Note (from an engineer registered with CREA - Brazilian Board of Engineering and Agronomy) or the Brazilian Technical Responsibility Registration (from an architect registered with CAU - Brazilian Board of Architecture and Urbanism), as already mentioned, is mandatory for all projects. Below you can find the details of what information should be included in the comments section:

- Structural calculation.
- Energy consumption (in kVA).
- Project dimensions.
- Project location (address and name of the building/pavilion).
- Assembly and dismantling dates (the first day being assembly and the last day dismantling).

IMPORTANT!

- It is mandatory to use the exhibitor's data when filling out the ART/RRT documents.
- According to the legislation governing the Regional Boards of Engineering and Agronomy – CREA and Architecture and Urbanism – CAU, all projects and/or assembly of stands at events must have a technical person in charge, duly registered with CREA or CAU where the work or service is performed, or in accordance with the legislation of each board.
- It is fundamental that the person in charge (engineer or architect) be present during the assembly and dismantling stages of the stand in order to guarantee that the design and execution are followed as determined.
- **Technical Activity: 1)** Construction of temporary buildings or temporary installations (*execução de edifício ou instalações efêmeras*) or similar, in accordance with the applicable guidelines. **2)** Execution of low voltage building electrical installations (*execução de instalações elétricas prediais de baixa tensão*).

CAU – Board of Architecture and Urbanism

<https://causp.gov.br/atendimento/>

CREA – SP

<https://www.creasp.org.br/fale-conosco/>

11.1. Accurate completion of RRT

After consulting with the CAU – Board of Architecture and Urbanism, we request special attention to the completion of RRT for stands:

1. **Technical person in charge:** Architect responsible for the project (we recommend that the person in charge be present during the assembly and dismantling stages of the stand); and

- 2. Contract Details:** The contractor must be the company in charge of assembling the stand. If the company is not registered with the CAU, the responsible architect must register themselves in SICCAU (CAU's Integrated System of Information and Communication) using the data of the stand constructor or agency responsible for the assembly.

IMPORTANT!

- The exhibitor should not be placed in the contractor field, as the responsibility for the assembly lies with the architect, who, in turn, is an employee or contractor of the stand constructor or agency.
- The start date should be the first assembly day, and the end date should be the last day of dismantling for the event.

3. Project Details: Use the pavilion data where the event will be held.

4. Technical Activity: The activity should be '2.1.3 execution of ephemeral building or ephemeral installations' (*execução de edifício efêmero ou instalações efêmeras*).

IMPORTANT!

- RRTs with technical activity codes '2.1.1 Construction' (*execução de obra*) or '2.2.6 Construction of other structures' (*execução de outras estruturas*) will not be accepted, as these models do not apply to the assembly of stands and therefore are invalid.
- All RRTs (Technical Responsibility Notes) must also include responsibility for electrical installations; and
- The technical activity to be indicated in the document is '2.5.7 Execution of low voltage building electrical installations' (*execução de instalações elétricas prediais de baixa tensão*).

Description: Assembly, maintenance and dismantling of the stand for the exhibitor (NAME OF EXHIBITING COMPANY) for the event named (**NAME OF THE EVENT, DATE OF STAND CONSTRUCTION, MAINTENANCE, AND DISMANTLING**).

IMPORTANT!

RRTs will not be accepted without the signature of the technical person in charge and the stand constructor's representative, along with proof of payment.

12. STAND AND CONSTRUCTION OF THE PROJECT – PRINCIPLES, STANDARDS, AND RULES

This manual aims to inform exhibitors of all the principles, standards, and rules for participation of the exhibitor. Unawareness of the information set forth herein does not exempt the exhibitor and their contractors (stand constructor, decorator, subcontractors, and other persons involved in their participation) from the penalties, fines, sanctions, and liabilities stipulated in this document.

12.1. Flooring, carpets, and accessibility in the stands

IMPORTANT: The use of raised flooring with a minimum height of 10 cm is mandatory for all stands with an area greater than 15 square meters.

For stands up to 15 square meters, raised flooring is optional, except in cases of basic assembly contracted directly with the organization, which follow specific rules.

12.2. Protection of the pavilion floor

In areas designated for indoor or annex gardens, the use of plastic sheet is mandatory to protect the flooring.

The application of liquid petroleum-derived products or chemical substances directly onto the pavilion floor is not permitted.

12.3. Carpet and coating installation

Carpets or other materials should only be secured using double-sided tape from the following brands:

3M Scotch 4880

ADERE 462.

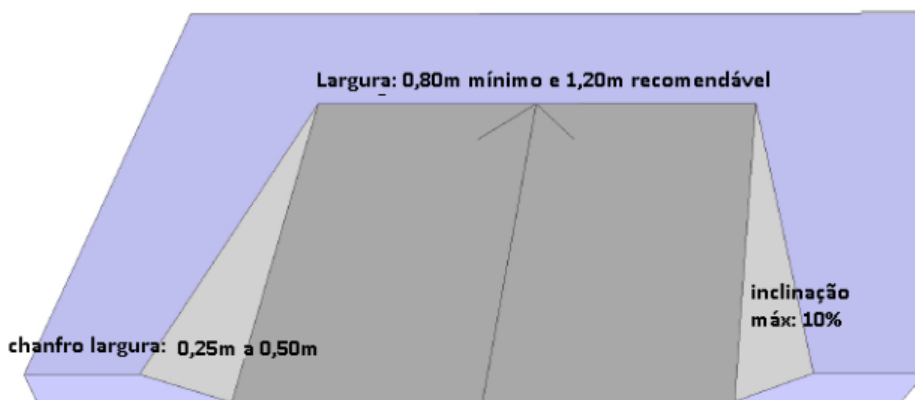
IMPORTANT: It is forbidden to use glue directly on the floor, mortar, cement, lime, sand, or any other material that may cause damage or leave residue.

12.4. Accessibility – NBR (Brazilian Standards) 9050

In all raised floor stands, it is mandatory to install an access ramp for people with disabilities, following NBR 9050 standard, this access ramp shall meet the following criteria:

- Maximum slope of 10%.
- The ramp must be entirely within the boundaries of the area allocated by the exhibitor.

12.5. Approved ramp model



Rampa com acabamento chanfrado

IMPORTANT!

- Walkways and stages

- The construction of **walkways and stages** is only allowed in stands with an area **equal to or greater than 150 square meters**.
- The **maximum height** permitted for walkways and stages is **1.20 m**.
- These elements must have a **minimum setback of 2.00 m** with regard to the perimeter limits of the stand.
- The entire structure must be **facing inwards towards the stand area**, regardless of whether it is an island, peninsula, or other shape.
- In smaller stands, where there is circulation on a raised floor, this floor also cannot exceed **1.20 m (height)** and must fully comply with **NBR 9050**.
- **ART or RRT** submitted should include all of these architectural elements in its scope.

Prohibited interconnections

- In stands separated by **emergency escape routes**, it is **prohibited** any interconnection by means of:
 - Walkways.
 - Ramps.
 - Raised floors.

Types of stands: peninsula, corner, and in-line

Partition walls

- **Partition walls** construction is mandatory on the sides of the stand that face neighboring stands.
- These walls must be **entirely within the contracted area**.
- The **minimum height** is from **2.30 m**, measured from the floor of the pavilion (considering the 10 cm raised floor if present).

12.6. Façades/sides facing streets – visibility rules

All facades/sides of stand facing the street must comply with visibility regulations.

- **VISIBILITY**

Facades facing streets must respect maximum closing of 70%, having 30% of **VISIBILITY** (TRANSPARENT glass and acrylic will be permitted, without the addition of frosted and/or similar adhesives).

IMPORTANT!

The rules described above aim to improve visibility, benefiting all exhibitors, regardless of their location.

Enclosed areas, emergency exits, and glass walls.

1. Enclosed areas larger than 100 square meters

Stands that have **enclosed areas larger than 100 square meters** must include:

- **Emergency exit doors** facing the outside area of the stand.
- **Proper signals** indicating these exits.
- **Clearly identified emergency escape routes** inside the stand.
- **Sign** indicating **maximum capacity** (limited number of people allowed in the area).

These measures aim to ensure safety, rapid evacuation, and compliance with fire prevention and fighting standards.

12.7. Glass walls

Simple glass

- **Simple glass walls** installation is permitted with a maximum height of **220 cm**.
- These walls must have:
 - **Safety signs** (banners, stickers, or visual identifications).
 - **Transparent adhesive security film**.

For heights exceeding 220 cm, only the following materials are permitted:

- **Polycarbonate.**
- **Acrylic.**
- **Laminated glass.**

- **Tempered glass with transparent adhesive safety film.**
- **It is necessary to have a technical certificate.**
- For glass that uses **safety film** the following documents are required:

Technical certificate (responsibility statement) that ensures that the material **does not shatter if broken**, ensuring protection for visitors and employees.

12.8. Minimum and maximum height

12.8.1. Minimum height

Minimum height of walls that border another stand, measured from the pavilion floor, is **2.30 m**.

There will be no need for setbacks facing neighboring stands or streets.

12.8.2. Maximum height

The **maximum height** shall follow guidelines below:

For ground floor stands the height is **4.50 meters**, measuring from the floor of the pavilion.

IMPORTANT!

- Stands numbers **I11** until **I36** + **Q41** (as indicated on the event floor plan): 3.50 meters (maximum height), measured from the floor of the pavilion.
- Stand numbers **W01** until **W16**, **A11**, **A16**, **B10**, **B09**, **C09**, **C12**, **C14**, **D10**, **D09**, **E10**, **E09**, **F10**, **F09**, **G10**, **G15**, **W01**, **H13**, **H16** (as indicated on the event floor plan): 3.30 meters (maximum height). Measured from the floor of the pavilion.
- Other stands: 4.50 meters (maximum height). Measured from the floor of the pavilion.

At the end of this manual, you will find a map of the fair with its boundaries.

If you have any questions, please request detailed technical information about the area via email:

Renato Jacob

+55 11 98059-4607

projetos@trackeventos.com.br

IMPORTANT!

Different structures or layouts should be submitted to the event organizers for analysis.

12.9. Use of truss/overhead structure

Stands that need to hang any type of structure from the ceiling of the pavilions must request prior authorization and contract the necessary aerial cables directly with **EA Estruturas Aéreas**.

The pavilion allows any component of your stands to be tied or hung from its trusses, since the space used is within the contracted place. You should also provide a project responsibility statement and a structural project duly signed by an architect or engineer (ART/RRT). The entire process of request, approval, and payment for use of overhead cables must be carried out directly with **EA Estruturas Aéreas**.

The guide for requesting overhead cables is available via ATTACHMENT button on the Exhibitor Portal.

12.10. Overhead structure for cables

- The passage of cables or any connecting elements that cut across streets, common areas, or neighboring stands is not permitted.
- The use of overhead structures will be permitted only for cables located WITHIN the perimeter of the stand.
- Installation will only be permitted after project approval, payment for the service and submission of the required documentation to **EA Estruturas Aéreas**.
- **EA Estruturas Aéreas** is fully responsible for approving projects that require this type of infrastructure.
- It is particularly important to conduct a preliminary technical visit before proceeding with any assembly or project using the pavilion's aerial structure.

All technical plans with floor channels and overhead grid layout are available from the event's operational team. Please get in touch to request it.

Project analysis departments – EA Estruturas

E-mail: atendimento@estruturasaereas.com.br

Contact: +55 11 38651197 11 961912900

Business hours: Monday to Friday from 9:00 AM to 6:00 PM.

Saturdays, Sundays, and holidays (when there are assembly of stands) 9:00 AM to 6:00 PM

12.11. Stand walls, enclosures, and partition

All components used to assemble stands, visible to neighbors and circulation areas, must have the same quality of finish as the front and interior of the stand, which may be black, white, gray, or beige.

All openings in the stand, such as LED panels, televisions, monitors, and similar items, must be properly sealed.

Electrical wiring must be professionally installed, finished, insulated, and embedded, in accordance with NBR (Brazilian Standards) 5410/90.

It is mandatory to construct partition walls at the boundaries of the sub-leased area and with the neighboring areas. The use of the neighboring stand's wall as a partition is not permitted; independent walls must be constructed according to the configuration of the contracted area.

ISLANDS: no walls.

PENINSULA: 01 (one) wall.

CORNER: 02 (two) walls.

IN-LINE STAND: 03 (three) walls.



IMPORTANT!

- Finishing touches should be completed by the last day of event assembly, before the decoration period.
- Failure to provide quality finishes will result in the application of penalties described in this manual.

The space between stands and the pavilion walls cannot be used, as it is a security area restricted to the circulation of our fire brigade.

IMPORTANT!

Firefighting equipment (hydrants, extinguishers, alarm push buttons, and similar items) located within the stand area may receive finishing, but such equipment must be easily accessible, visible, and well-marked, respecting safety standards. To check if your space has any of this equipment, please see the technical plan of the rented space. If you have any questions, please contact the trade show's operational staff.

12.12. Mezzanine

The construction of stands with mezzanines is prohibited at the Fenasan event.

12.13. Outdoor lighting

- All outdoor lighting must be protected, preventing access by people.
- Wall lamp and outdoor spotlights must be installed at least 2.80 meters from the floor or isolated and protected from visitor access; they must not interfere with neighboring stands or visitors.
- To ensure the proper functioning of the air conditioning, the event organizer suggests using cool lighting that does not produce excessive heat (LED and electronic bulbs are more energy-efficient and low-temperature options).
- The trade show organizer reserves the right to close the stand until requests for protection or removal of equipment are met.
- **IT IS STRICTLY FORBIDDEN TO PROJECT ANY WHITE OR COLORED LIGHT, IMAGES, OR LOGOS OUTSIDE THE CONTRACTED AREA, ONTO NEIGHBORING STANDS, STREETS, AND/OR TOWARDS THE CEILING OF THE PAVILION.**

12.14. Roof closure

The organization emphasizes that partially closing the roof is the best option for all stands, in order to:

- Obtain **greater thermal comfort** since the central air conditioning vents in the pavilion are located directly above the stand structures.
- You can save time in stand installation/assembly, since the number of materials and labor used will be reduced; and
- This measure also promotes sustainability by reducing materials and waste during dismantling.

12.15. Horizontal projection of the stand

The horizontal projection of any assembly element or displayed products must be entirely within the limits of the contracted area.

IMPORTANT!

- Projections onto neighboring stands or circulation areas will not be permitted.
- The use of the space between the stand and the pavilion wall will not be permitted. This is a security area, restricted to the circulation of our fire brigade.
- For everyone's safety, any door on the stand must open inwards.
- The horizontal projection of any assembly element or displayed product must be within the limits of the allocated area, and the same rule applies to decorative and gardening objects, lightning, etc.

12.16. Use of the LED panel

The use of LED panels is permitted, provided they have a brightness adjustment and do not project images that alter the visual identity color of neighboring stands.

IMPORTANT!

In case there is interference with the product displayed and/or discomfort to visitors and exhibitors, the organization reserves the right to turn off the equipment.

12.17. Instagrammable areas

An Instagrammable space is defined as a location that offers favorable lighting for attractive photos within a properly planned environment. The stands are authorized to use this area, provided that it is an accessible area. **This space should have an access ramp for wheelchair users and space for maneuvering or should be at the same level as the ground, (with no raised floor). This allows wheelchair access and enables maneuvering for users.**

The Instagrammable space is not considered an open area of the stand, nor is it considered an open space under the visibility rules. In other words, this area should be treated as a closed area, and the relevant visibility and openness rules should be applied to the other facades. The entire "Instagrammable" space is considered an enclosed area for project analysis purposes, even when that space is set back.

12.18. Setback on customer service

It is hereby stipulated, on a mandatory basis, that counters for customer service and/or distribution of items/gifts must have a setback of 1 (one) meter from the edge of the stand to the street (for stands **larger than 40 square meters**). All customer services mentioned above must have a minimum setback of 1 meter, with queue control inside the stand, allowing visitors to walk smoothly on streets. This rule does not apply to service counters. It is the exhibitor's responsibility to control queues to avoid crowding around their stand, preventing disruption, and facilitating the flow of visitors to other stands. No service will be allowed outside the stand. If this happens, the exhibitor will be subject to a fine.

12.19. Equipment, materials, and finishes

The use of mini compressors is permitted as long as the guidelines are followed. When the use of this equipment is necessary, authorization must be requested for a technical feasibility analysis by the engineering department of Expo Center Norte, due to the noise level and the difficulty in controlling maintenance conditions. The only compressor authorized is the small-sized piston compressors, limited to:

- The compressor must be located in a place previously approved by EXPO CENTER NORTE, isolated by grids and/or screen panels and equipped with a protective circuit breaker, installed near to the compressor.
- The operation of compressors is limited (from 8:00 AM to 9:00 PM), except in the areas outside Red A pavilion (*vermelho A*), from gate C9 to gate 1, where no type of compressor can be installed.
- Identification and hazard signs must be provided next to the equipment in accordance with CBMESP (São Paulo State Fire Department) IT 20.
- Fire extinguishers must be installed in sufficient quantity, location, and with the appropriate characteristics in accordance with IT 21 of the CBMESP.

Inside the Pavilions and Blue B Pavilion (*azul B*), the installation and use of silent mini compressors will be permitted, subject to prior request and authorization from EXPO CENTER NORTE. Mini compressors are defined as those whose characteristics meet the requirements set out below. If any of the characteristics below are not met, the equipment in question cannot be considered a mini compressor:

- a) Maximum power of 2.0 (two) HP.
- b) Maximum reservoir volume of 30 (thirty) liters.
- c) Maximum noise level of 65 decibels.
- d) Belong to category IV or V, as defined by Regulatory Standard (NR) number 13.

- The use and installation of table saws, whether for carpentry or metalwork, and welding machines for iron and aluminum will not be allowed inside the pavilion.
- Only compressors with a maximum compressed air capacity of 30 liters will be permitted, provided that approval of operational team of Expo Center Norte is given.
- It is not permitted to support, tie, or hang any component of the stand or products displayed on the walls of the pavilion.
- Any alteration or application to the physical structures of the pavilion is prohibited, such as marking, drilling, painting, and laying any type of material on the floor. The stands must be assembled on a protective surface; the use of glue is not permitted. If adhesive tape is used to secure carpet to the floor, the use of the following tape is mandatory: ADERE 462. All tapes used must be removed by the exhibitor after the event, without damaging the floor.
- Stands with wooden structures should enter the pavilion semi-finished; the only service authorized will be details of fastening and finishing.
 - To ensure the delivery of the stands on the determined deadline and to avoid disrupting the cleanliness of streets and circulation routes for the event, the organization requests that materials that require long drying/maturation/application/finishing periods be avoided to prevent problems with delivery deadlines; however, they will not be prohibited. If any issues arise related to these finishes, a penalty fee may be applied.

12.20. Paints and sanding

To ensure the stands are delivered on time and to avoid disrupting street cleaning, the organizers will not allow the use of certain materials such as:

- Textured finish/textured wall coating.
- Spray paint or compressed air; and
- Other similar materials to those mentioned above.

12.21. Physical structures of the pavilion and use of common areas

- The exhibitor/stand constructor service providers are fully responsible for any damage caused to the floor due to spills of fuel, paint, oil, or other corrosive substances, and they are also responsible for the damage due to the use of double-sided tape, or substances that alter the condition of the pavilion's materials.
- Only carts and other light load transport vehicles equipped with pneumatic tires will be permitted, and the exhibitor/stand constructor will be responsible for any damage caused to the floor or floor channel due to excess weight.
- The use of circulation areas or areas of neighboring stands for the placement of materials and products to be installed in the stands is not permitted. All assembly operations must be carried out exclusively within the limits of the contracted area.

12.22. Glass application in accordance with technical standards

To ensure the safety of visitors, the glass used in the stands must be applied in accordance with the rules of standard specifications ABNT NBR 7199 — Glass in civil construction — Design, execution, and applications (vidros na construção civil — projeto, execução e aplicações). To view the rule, click on the ATTACHMENTS button on the Exhibitor Portal.

12.23. Stand fascia boards and logos

Any and all logos applied to fascia boards must have prior validation from AESABESP sales department.

No stand may display logos facing neighboring stands. Communication should be entirely focused on streets.

13. SAFETY STANDARDS

Safety during the assembly, operation, and dismantling of stands is fundamental to guaranteeing physical integrity of everyone involved and for the smooth running of the event. This manual establishes safety standards and procedures that must be observed by exhibitors, stand constructors, service providers, and visitors, based on current regulations and guidelines.

Compliance with these standards is not only a legal obligation, but also a commitment to protect life and promote a safe, organized, and responsible work environment. All instructions below detail the general requirements, necessary certificates, access control, and procedures for setup, visits, and training, ensuring that each stage of the event is carried out safely and efficiently.

- All stand constructors and workers must present the **NR18 certificate** to work on setting up the event.

Each exhibitor must ensure:

- 1 professional with the **NR35 certificate** (working at height).
- 1 professional with the **NR10 certificate** (electrical installations).

13.1. Submitting certificates

- Term: 30 consecutive days prior to the first day of assembly. The delivery will be made via the NR registration button on the exhibitor portal: portalnm.com.br -> NR registration button.

13.2. Alternative qualification for NR18 – If the stand constructor failed to submit mandatory certifications

- Educational video available, valid only for this event (certificate will not be provided).
- Location: Expo Center Norte – during assembly period.
- Fee: R\$ 80.00 per professional (ABRACE members receive a 50% discount).
- Observation: Proof of course completion is required for access to the pavilion.

13.3. Access Control

- Stand constructor workers which do not have the NR18 certificate or proof that they saw the video are not allowed to access the pavilion.
- Access will be controlled by colored wristbands, according to the type of proof presented.

13.4. Types of Training Videos

- Informative video (≈1 min): for exhibitors, agencies, and service providers.
- Educational video (≈40 min): for stand constructors and service providers in the assembly field.

IMPORTANT!

Assembly will only be authorized after all safety requirements (NRs and supporting documentation) have been fully met.

14. Visits during the assembly period

Exhibitors and service providers who only visit the assembly area (without performing any services) must:

- Watch the safety guidelines video (approximately 1 min) and submit the safety term/exhibitor term (video), both available via the attachment button on the exhibitor portal: portalnm.com.br. The signed term must be submitted along with the project approval documents via the form button on the same portal.

15. Workplace safety

It is the exhibitor's responsibility to plan and execute their stand activities in order to prevent workplace accidents and protect the environment and health of their team.

Responsibility also means to stop any activity or behavior that represents an immediate risk to safety and health.

In the Fenasan Portal button (exhibitor/stand constructor), there is a Workplace Safety and Health Guide that compiles all standards, best practices to be followed, and more information on prevention and enforcement of regulations relevant to the Labor Prosecution Office. This includes the Risk Matrix Form, which must be submitted along with the documents for approval and clearance of the stand design.

16. PPE - Personal Protective Equipment

According to the provisions of current legislation and the regulatory standards of the Ministry of Labor and Employment (NR-6 and NR-15, NR-16 and NR-18 and Ordinance 3214/78), the exhibitor and/or stand constructor is responsible for providing to their employees and/or contractors with the appropriate PPE related to the risks involved in assembling and disassembling stands.

This equipment must be in perfect condition, ready for use and operation, ensuring the complete safety of workers and other people present at the assembly site.

IMPORTANT!

- The basic PPE (Personal Protective Equipment), which must always be used, regardless of the activity, for access to the pavilion and the event's assembly/dismantling areas are protective helmet (approved and with CA [Certificate of Approval] appropriate to the function), steel-toed footwear, ear protection, gloves, dust mask, and safety glasses.
- Access to the pavilion will not be permitted to individuals who are not wearing basic protective equipment.
- Failure to comply with the rules will result in notification and fines in cases of recurrence, without prejudice to the closure of the stand if the problem persists.

17. Material handling

All work involving grease, paint, corrosive materials, powder, liquids, or chemicals must be carried out in appropriate containers to avoid damage and accidents involving other people, assembly components, and the building itself.

17.1. Explosives, fuels, and LPG gases

- The use of any explosives, LPG gas, toxic substances, fuels, or gas cylinders is prohibited.
- The use of internal combustion engines will not be permitted inside the pavilion.
- It is strictly forbidden, inside the event venue, the storage of products that may jeopardize the safety and physical integrity of event participants (toxic products, flammable liquids and gases, explosives, combustion engines, equipment that may produce any type of gas, smoke, or grease).
- Failure to comply with this rule will result in the immediate prohibition of the stand's assembly, without prejudice to the application of fines and other contractual penalties.

17.2. Fire extinguishers

Every exhibitor is required to keep fire extinguishers with a charge compatible with the products they are exhibiting and the materials used in assembling the stand (CO2 and chemical powder) in their stand during all activities related to the event – from the beginning of assembly period to the end of dismantling period. Fire extinguishers should not be installed on staircases; they should be in an unobstructed, properly marked location. One extinguisher is required for every 25 square meters of stand area.

According to **regulations of the Municipality of São Paulo and the Fire Fighter Department**, all stands must contain fire prevention equipment (fire extinguisher) compatible with materials used for the construction, furniture, and products on display in the stand. Please see the following classifications:

- **Dry chemical fire extinguisher** (Dry Chemical Powder) with a minimum weight of 4 kg, used to combat class B flames (flammable liquids - also used for solid materials); and
- **CO2 fire extinguisher** (Carbon Gas) with a minimum weight of 6 kg, used to combat class C flames (electrical equipment).

During the assembly period and execution of the fair, each stand must contain 01 (one) fire extinguisher for every 25 square meters.

Examples:

- Stand ranging from 0 to 25 square meters, **01** fire extinguisher.
- Stand ranging from 26 square meters to 50 square meters, **02** fire extinguishers.
- Stands ranging from 76 square meters to 100 square meters, **04** fire extinguishers.

IMPORTANT!

- Before and during the fair, exhibitors must keep fire extinguisher(s) in their stand, as specified above, until the end of the event.
- Fire extinguishers should be positioned in unobstructed and easily accessible locations. **It is not permitted to store them in warehouses.**
- If the exhibitor or the stand constructor already possesses the equipment with the required characteristics and in usable condition, they may use it at their stand.
- Equipment specifically designed for vehicles will not be accepted.
- In case of inspection by the competent authorities, failure to comply with this rule will result in a fine and/or closure that may occur for the entire duration of the event; and
- The organization maintains a firefighting team for accident prevention and firefighting, trained to inspect the stands and guide exhibitors, visitors, stand constructors, and service providers regarding the technical instructions of the São Paulo Fire Fighter Department, as well as current Laws and Regulations.

17.3. Flame-retardant materials

According to the regulations of São Paulo State Fire Fighter Department and current legislation, for the construction, decoration, or set design of a stand, it is mandatory to use materials that already have a fire-retardant certification of the manufacturer or, if such certification is not available, the aforementioned products must receive fireproofing treatment on-site, along with the supervision of the event's responsible brigade (example of materials: such as fabric, thatch, natural or synthetic fibers, and any other similar material). In addition, it is necessary to present the fire retardant certificate, issued by the responsible company, in addition to IPT (Technological Research Institute) test report, the ART (Brazilian Technical Responsibility Note) with all correspondent fees paid, and a copy of CREA (Regional Council of Engineering and Agronomy) registration of the professional in charge.

IMPORTANT!

Pavilion inspectors will visit the stands to collect documentation during event assembly period, and failure to comply with the rules regarding fire-retardant materials will result in the stand being closed, as well as the application of fines or penalties stipulated in this document.

17.4. Exposure of cylinders containing gases

If the stand design includes a display of gas cylinders, the exhibitor must provide the following documents:

- A document in which the exhibitor assumes full responsibility for the display and any damage that a cylinder may cause in case of accident, specifying the type of gas used, the number of cylinders displayed, and the risks posed by the gas.
- ART (Brazilian Technical Responsibility Note) for the cylinder and a statement from the chemical engineer in charge for NON-TOXIC or NON-HAZARDOUS gases.
- Gas identification sheet, with gas details and instructions for handling in case of excessive exposure.

IMPORTANT!

- Exposure to or use of toxic gases will not be permitted.
- The gas cylinder must be secured in a vertical position with a chain, in accordance with ABNT standards.
- If helium balloons are distributed, it is the exhibitor's responsibility to remove them from the pavilion ceiling.
- The approval for the use of gases is the responsibility of Expo Center Norte, and exhibitors must request prior authorization for their use.

17.5. General safety rules

- The storage of products that may jeopardize the safety and well-being of participants (toxic, flammable, explosive products, etc.) is not permitted.
- The operation of internal combustion engines or other equipment that may emit any type of gas, smoke, or grease is prohibited inside the pavilions, unless such equipment allows the installation of a special exhaust system, which is also subject to approval by the event organizer and Expo Center Norte.
- The use of electric saws, wood filler, and sanding is prohibited. The pieces should be almost finished when they enter the pavilion.
- Only fine finishing touches will be permitted. The pieces should be almost finished.
- The use of clogs, open-toed shoes, sandals, tank tops, flip-flops, shorts, skirts, and short pants is prohibited during the assembly and dismantling periods.
- Entry is strictly prohibited for minors under 18 years of age during assembly and dismantling periods, even when accompanied by their guardians.
- **The sizing of scaffolding, its support structure and fastening, must be carried out by a legally qualified professional. Following the standard as per: <https://www.gov.br/trabalho-e-emprego/pt-br/assuntos/inspecao-do-trabalho/seguranca-e-saude-no-trabalho/ctpp-nrs/normas-regulamentadoras-nrs>**

17.6. Security during assembly

The organization will maintain a general security service for the event, operating 24 hours a day throughout the entire assembly, execution, and dismantling periods.

We recommend that exhibitors keep promotional items, samples, valuables, and portable electronic equipment (such as cell phones, laptops, cameras, PDAs, and similar devices) stored in a secure location within their stands, especially during the event when there is a high volume of participants.

The organization is not responsible for thefts or robberies that may occur on the premises.

Exhibitors who require special security at their stands should hire **the official security company of the event (no exceptions)**. The participation of professionals from other security companies, or employees of the exhibitors performing security duties will not be permitted.

For stand constructors wishing to keep employees on-site during the assembly period for material storage, an **assembly safety credential** will be issued, which must be purchased directly from the exhibitor's portal. This credential will only be valid during official assembly period hours.

During nighttime hours, security guards from stand constructor will not be allowed to remain in the pavilion.

18. Distribution of alcoholic beverages

The distribution of alcoholic beverages at the stands will only be permitted after 5:00 PM.

The sale and/or distribution of alcoholic beverages to minors under 18 years of age is prohibited. All exhibitors distributing or promoting alcoholic beverages in any way must display the following notice at their stand: "The sale and/or distribution of alcoholic beverages to minors under 18 years of age is expressly prohibited" (*É expressamente proibida a venda e/ou distribuição de bebida alcoólica para menores de 18 anos*) according to the Statute of Children and Adolescents (*Estatuto da Criança e do Adolescente*) (article 81), Decree-Law 2 (article 243), and Municipal Decree 14,068.

19. Drones

The use of equipment, aircraft, unmanned aerial vehicles, remotely piloted aerial vehicles, and/or similar items is not permitted in outdoor areas. The **EXPO CENTER NORTE** is located in an area near Campo de Marte Airport. For this reason, civil aviation authorities prohibit/restrict the flight of unmanned aircraft in order to ensure airspace safety. This restriction applies to the entire exterior area, including: the facade, loading and unloading areas, and parking areas.

The use of drones is restricted in enclosed spaces due to security and privacy concerns at events. However, for control purposes and to enable specific actions, the **EXPO CENTER NORTE** performs analyses for controlled flight requests. This approach aims to make drone activities more flexible in a controlled manner while ensuring the safety of everyone involved.

20. Insurance policy

It is recommend to contract civil liability insurance, with total coverage for the event, for people and property, which also includes the assembly and dismantling of the exhibition stand.

In addition to contract the insurance, the exhibitor is responsible for paying any amounts not covered by the policy or whose payment, in whole or in part, has been denied by the insurance company, especially regarding any reimbursement made by ORGANIZATION to the exhibition pavilion, within 5 (five) days after sending proof of payment.

The same ADHESION AND PARTICIPATION CONTRACT, states that the exhibitor is responsible for any damage caused to third parties within the space allocated to them or in any location of the pavilion where the event will be held, as well as a consequence of the presence or intervention of their employees, contractors, guests or persons to whom the exhibitor themselves facilitates access to the trade show.

The minimum insurance coverage required from the exhibitor can be obtained from the event's official insurance company through the Fenasan Portal (exhibitor/stand constructor).

It is also recommended to observe the minimum coverage requirements determined by the event organizers, as per the table and coverage details described below:

	Plano Prata ideal para estandes até 19m ²	Plano Ouro ideal para estandes entre 20m ² e 99m ²	Plano Premium ideal para estandes acima de 100m ²
Responsabilidade Civil Expositor	R\$ 400.000	R\$ 800.000	R\$ 1.200.000
Acidentes Pessoais Staff e Público	R\$ 50.000 por pessoa	R\$ 100.000 por pessoa	R\$ 150.000 por pessoa
Máquinas, equipamentos e mobiliário	-	R\$ 80.000	R\$ 150.000

Basic coverage also includes:

- Protection of the public against material and bodily damage resulting from fire and/or explosion originating at the event venue.
- Total or partial collapse of bleachers, stages, sets, and any adaptations made and/or authorized by the insured party in those locations.
- Accidents caused by malfunction or human error in the operation or driving of machinery, vehicles, appliances, equipment, and installations used by the insured, even if not owned by them.
- Accidents caused by services related to the conservation and/or maintenance of the property and the machinery, vehicles, appliances, equipment, and facilities used by the insured, even if not belonging to them.
- Legal defense expenses in civil or labor court proceedings, and other expenses related to the process, duly documented.
- Emergency actions.

Exclusions: portable equipment, handheld computers, notebooks, laptops, tablets, cell phones, personal belongings of the public and staff, etc.

Exclusions: simple theft, deprivation without threat of physical violence and without unequivocal material traces of destruction or breaking of obstacles, in addition to the disappearance, vanishing, etc., of goods, equipment and devices used for the event.

Exclusive coverage for the equipment during the exhibition. Excludes coverage related to transport, lifting, lowering, crushing, and scratching. 24-hour security and equipment security/anti-theft systems are required. Any item valued at over R\$ 100,000.00 will only be covered if it has been previously analyzed and mentioned in policy specifications. The exhibitor must inform them by email at seguroexpositor@2911.digital.

Exclusion of civil liability and miscellaneous risks for damages caused by or to aircraft, vehicles, and any type of vessel, their components, parts, accessories, etc.

For more information, please visit our general conditions - RC, general conditions - AP and General conditions - RD.

ATTENTION: Under no circumstances will the ORGANIZATION assume responsibility for any of the aforementioned facts or for the cost of the aforementioned insurance policy. We like to highlight that stands, goods, products, and people of any kind, including agents, transporters, stand constructors, and others involved are not covered by the organizer's insurance, whether during assembly, execution, or dismantling periods. Therefore, any damage or unforeseen event is the sole and total responsibility of the exhibitors.

If the exhibitor requires a customized plan with additional coverage, please contact our partner broker A+Seg using the details below:

E-mail: seguroexpositor@2911.digital

Exclusive WhatsApp: (+55 11) 97632-1356

A copy of the insurance policy, issued by the insurance company, containing the insured items/coverages and certifying that the exhibitor is duly covered, during the assembly, execution, and dismantling periods of the event, must be submitted along with documents when the stand project is delivered.

A copy of the insurance policy will also be required to begin assembly.

If the insurance is purchased through the Fenasan Portal (exhibitor/stand constructor), it is not required to send a copy of the insurance policy.

Otherwise, you will need to upload the insurance policy and settlement agreement when submitting the stand project on Fenasan Portal (exhibitor/stand constructor).

20.1. Mandatory coverages included in the insurance policy

1) Event Civil Liability Insurance

It covers bodily injury or pecuniary damage caused to third parties during the EVENT (assembly, execution, and dismantling).

Minimum insured amount, as per the table above: Consult your insurance broker for options.

Period of validity: From the start of assembly to the last day of dismantling.

2) Assembly and disassembly

It covers damages caused to third parties during the installation, assembly, and dismantling of the event by the exhibitor, their contractors, service providers, and suppliers.

Minimum insured amount, as per the table above: Consult your insurance broker for options.

Period of validity: From the start of assembly to the last day of dismantling.

3) Miscellaneous civil liability risks insurance

Losses or damage caused to equipment during the EVENT.

Insured amount: consult your insurance broker regarding coverage, and how to provide a list of all goods and equipment on display.

Period of validity: From the start of assembly to the last day of dismantling.

4) Employer's Civil Liability Insurance

Death or permanent disability suffered during the event.

Minimum insured amount: consult your insurance broker for options.

Period of validity: From the start of assembly to the last day of dismantling.

5) Third-Party Property Civil Liability Insurance

Losses or pecuniary damages resulting from any external events, including explosion, robbery, and aggravated theft to the property of third parties that are under the care, custody, and control of the insured due to the production and execution of the specific insured event of the policy.

Minimum insured amount: consult your insurance broker for options.

Period of validity: From the start of assembly to the last day of dismantling.

6) Real Estate Insurance

It provides coverage for pecuniary damage unintentionally caused to the building, pavilion, rented space, or rented natural setting occupied for the Insured Event.

Minimum insured amount: consult your insurance broker for options.

Period of validity: From the start of assembly to the last day of dismantling.

7) Civil liability insurance for the supply of beverages and food

It guarantees compensation for bodily injury or pecuniary damage caused to third parties, resulting from food, beverage, or catering services.

Minimum insured amount: consult your insurance broker for options.

Period of validity: From the start of assembly to the last day of dismantling.

8) Cross Civil Liability Insurance

It covers insurance for damages caused by service providers and/or participants in the insured event.

Minimum insured amount: consult your insurance broker for options.

Period of validity: From the start of assembly to the last day of dismantling.

9) Pain and Suffering Insurance

It guarantees to the insured party coverage for expenses arising from pain and suffering. Directly resulting from pain and suffering and/or bodily injury to individuals.

Minimum insured amount: consult your insurance broker for options.

Period of validity: From the start of assembly to the last day of dismantling.

IMPORTANT!

Under no circumstances will the organization assume responsibility for any of the aforementioned facts or for the cost of the aforementioned insurance policy.

21. MANDATORY FEES

IMPORTANT!

Payment of mandatory fees is processed through the Exhibitor Portal according to the rules of Fenasan. The exhibitor should review the participation agreement and ensure their participation in the event. If you have any questions about this collection, please contact our **CUSTOMER SERVICE** team.

Requests, including payments of mandatory fees are made through the Fenasan Portal (exhibitor/stand constructor):

- Access the portalnm.com.br, click **in the logo of your fair**.
- To use the Forms button, it is necessary to inform your CNPJ (Brazilian Corporate Taxpayer Number) and stand number. After registering your stand constructor, such company will also be able to access the Forms button informing the exhibitor's CNPJ, stand number, and the stand constructor's CNPJ number.
- For more details about the portal, visit the **Fenasan Portal (exhibitor/stand constructor)** item from this manual.

IMPORTANT!

- Purchases will be invoiced to the company logged into the system at the time of purchase.

For example, if the stand constructor purchases credentials and requests mandatory fees through the EXHIBITOR access, the billing will be issued to the EXHIBITOR. It is important to pay attention to the access you are logged into before making payments.

- If the exhibitor has more than one stand in the event, it is necessary to define which stand is applicable to your request. Mandatory fees must be paid per stand.

Questions about how to request the payment of mandatory fees or do you need help with any other problem? Contact the CUSTOMER SERVICE team, the details are at the beginning of this Manual.

21.1. Municipal Fees

- **TFE** – Establishment Inspection Fee.

Payment details:

- Stands occupied by 01 (one) or more exhibitors **with closure** shall have municipal fees charged according to the number of exhibitors/enclosures (non-shared stands).
- **No closing** stands occupied by 01 (one) or more exhibitors will be charged with 01 (one) municipal fee (shared stand); and
- For exhibitors with more than 02 (two) stands in different areas, the municipal fees will be charged according to the number of stands.

21.2. Mandatory cleaning

- This fee refers to the removal of waste and debris generated during assembly and dismantling. This item does not include the cleaning of the contracted area during the assembly, execution, and dismantling periods of the event.
- ****The fee is calculated based on measure in meters of the stand.**

21.3. Basic Electrical Supply

- Basic electrical supply corresponds to the minimum energy your stand needs.
- This power output is calculated based on the stand's square footage.
- Example: A stand measuring 20 square meters $\times$ 0.10 kVa = 2 kVA of basic electrical supply.
- KVA is the unit of measurement used to represent contracted electrical power.
- **The only voltages available in the Pavilion are 220V SINGLE-PHASE and 380V THREE-PHASE.** If your equipment requires 110V current, you will need a transformer. The organization does not have transformers for rent.
- Specific needs should be addressed with the trade show's operational department. Contact details are available at the beginning of this manual on **IMPORTANT POINTS OF CONTACT**.

21.4. Additional electrical supply

If the basic electrical supply is insufficient to operate electrical equipment in your stand, the exhibitor must request additional power supply and pay for the service on lojadoexpositor.com.br

Reference table for calculating electricity consumption:

DESCRIPTION	KVA
Light bar 200w	0.20

20w fluorescent/LED lamp	0.03
40w LED Floodlights	0.05
55W LED/PAR dichroic lamp	0.05
100W incandescent light bulb	0.10
110w fluorescent HO lamp	0.14
HQI 150W Lamp + Ballast	0.35
250w Moving head	0.25
150W LED Projector/Strobe	0.15
3500w Projector	3.50
100W LED Panel/Board	0.10
3000w LED display panel	3.00
300w LED Special floodlights	0.30
500w Special projector	0.50
1000w Ellipsoidal	1.00
500w Special lamp	0.50
150w Self-service kiosk	0.15
Microcomputer	0.50
550w Printer/Label Maker	0.55
1300W Multifunction Printer	1.10
200w LED TV	0.20
Laptop 150w	0.15
300w Refrigerator/Mini fridge	0.30
500w Freezer	0.50
3000w Nespresso coffee maker	3.00
1700w Commercial coffee maker	1.70
2100w Commercial coffee maker	2.10
3500w Commercial coffee maker	3.50
5000w Commercial coffee maker	5.00
Microwave	1.20
1000w Oven	1.00
1750w Oven	1.75
2400w Oven	2.40
5000w Oven	5.00
12000w Oven	12.00
3000W Heater	3.00
6000W Griddle	6.00
2000w Simultaneous transmission equipment/cabin.	2.00

21.5. Electrical installation rules

- The electrical installations of stands must fully comply with the provision of item: low-voltage electrical installations.
- The organization is responsible for supplying and connecting power from the existing electrical distribution panels in the pavilion to the electrical distribution panel of each stand.
- It is the exhibitor's responsibility to provide, directly or through the stand constructor of their stand, the installation of circuit breakers, mounted in sheet metal enclosures with doors, fixed in locations with free access for the organization's maintenance team. This action aims to protect the loads and circuits of the lines, next to the power supply network entrance, as well as to install and distribute the electrical branches.

- Each exhibitor or stand constructor will be responsible for complementing the electrical installation and distribution in their stands, providing a power supply with a main switch and protection compatible with the power supply requirements. The main switches and other protective devices for electrical circuits must be housed in a metal sheet panel with a door, fixed in locations easily accessible to the organization's maintenance team, even outside of the event's operating hours.
- The use of wires and cables, as well as the installation of switches or circuit breakers, will only be permitted in locations to which the electricians from **Engeve/ Expo Center Norte** have access.
- Use only flame-retardant insulated copper cables for connecting the electrical point from circuit breakers to the load, using appropriate terminals, electrodes, and junction boxes.
- All amendments must be properly isolated.
- Due to voltage variations observed by ENEL in the power supply, voltage stabilizers and uninterruptible power supplies (UPS) will be mandatory when installing equipment.
- Electrical energy will be supplied in KVA units in **220V Single-phase and 380V Three-phase**.
- For 110V appliances, the exhibitor must provide the appropriate transformer.
- During the trade fair execution period, the company responsible for the electrical installations in the pavilion will measure the electricity consumption of each stand. The installed equipment will be counted, and the consumption reference list, available in the manual, will be used; and
- If a stand consumes more energy than requested, notification will be given during the event, and the mandatory payment shall be made after the trade show.
- The use of any male plug or connector compatible with the PCE brand female plug is permitted, provided it complies with the NBR IEC 60309-1 standard. The female plugs will be supplied by Expo Center Norte according to the cable gauge:
 - 6 square millimeters cables: 5-pole female connector, PCE ref. 2252-6.
 - 10 square millimeters cables: 5-pole female connector, PCE ref. 235-6.
 - The choice of cable gauge and type will depend on the total electrical load and the technical conditions at the time of installation.

To ensure safety in electrical installations and comply with current technical standards, the power cables used to supply electricity to the stands and other structures at events held at Expo Center Norte will be delivered with a PCE brand female plug at the end intended for connection to the exhibitor's load.

These plugs are compatible with Steck brand, widely used in the national market. The type of plug-in connection adopted significantly reduces the risks of accidents, such as short circuits, electric shocks, or phase reversal, which can cause damage to equipment.

Below is a table with the specifications for the male plugs from brands PCE and Steck, necessary for connection to the female plug supplied by Expo Center Norte.

Bitola do cabo fornecido ao estande com o plug fêmea da PCE	Referência do plugue macho da marca PCE necessário para a conexão	Referência do plugue macho da marca Steck compatível com o plug fêmea da PCE	Imagem do plugue macho da Steck
6mm ²	0252-6	S-5276	
10mm ²	035-6	S-5576	

Poderá ser utilizado qualquer outro plugue macho ou conector compatível com o plugue fêmea da PCE, desde que o mesmo esteja em conformidade com a NBR IEC 60309-1.

21.6. Power test

On the last day of assembly, the pavilion's power will be turned on. Please check the power schedule with the event's CAEX (Exhibitor and Stand Constructor Service Center).

After the energy supply period, power supply will be available regularly throughout the execution period, according to the opening and closing times.

During assembly, temporary power outages may occur for testing and technical adjustments. In these cases, exhibitors will be notified in advance of the scheduled times.

IMPORTANT!

- All stand must present an ART/RRT (Brazilian Technical Responsibility Note/Technical Responsibility Registration) outlining responsibility for electrical installations.
- The electrical connection from the stand to the pavilion's distribution panel will only be available after payment of mandatory fees.
- To avoid accidents, the pavilion will only receive energy supply on the last day of assembly.
- Requests for electrical connections exceeding 30 kVA must be made in advance to the official company contracted by the event organizer, in order to guarantee the proper execution of the electrical installations.
- All loads must be properly balanced across the three phases in the distribution panel, and the main circuit breaker must have an amperage rating compatible with the total installed load, in accordance with standard NBR 5410.

22. Plumbing

It is forbidden to use external water connection (street supply). If there is no available water supply point within the exhibitor's contracted area, its use is authorized. (This information can be obtained in advance with the stand constructor and the event organizer.)

Any request for a water supply point during assembly is subject to approval and feasibility.

Water will be supplied as follows:

- Rubber hose ½ inch or ¾
- 1/2" or 3/4" threaded metal ball valve with lever:



Drainage:

- Drainage will be done through a 40mm PVC pipe located inside the stand.



In order to buy the water supply point, the exhibitor must make their purchase through the **Fenasan** portal.

IMPORTANT!

- The exhibitor/stand constructor is responsible for all water and sewage installations within their stand.
- The use of raised flooring in the stands facilitates and ensures more possibility for using the pavilion's hydraulic points.
- The organization is only responsible for providing the water supply point for your stand.
- Water supply and drainage are provided by technical channels that cross the pavilion from end to end. There is no sewage piping inside the pavilion.

22.1. Compressed air point

Compressed air will be supplied as follows:

- 1/2" or 3/4" hose.
- 1/2" or 3/4" threaded metal ball valve with lever:
- System pressure 8 bar.
- System flow rate 20 cfm.



If there are specific requirements regarding compressed air quality, measures must be taken by the user at the point of use, since compressed air is not free of water, oil, and other impurities; those measures can be requested for installation of air filters and dehumidifiers.

In order to buy the compressed air supply point, the exhibitor must make their purchase through the portal lojadoexpositor.com.br

IMPORTANT!

During hose installation, the machine technician must be present to provide any necessary equipment information for the installation process.

23. CREDENTIALS – DEADLINES AND STANDARDS

23.1. Participant registration – credential request

The entire accreditation process for exhibitors, stand constructors, and service providers will be held on-line and must be done through the Fenasan Portal (exhibitor/stand constructor). More details can be found on **Exhibitor, Stand Constructor, Staff, and Private Security Credentials** item below.

23.2. Requests for credentials

The credential request must be made through the Fenasan Portal (exhibitor/stand constructor):

- Access lojadoexpositor.com.br click on the **FORMS** button and navigate through the left menu.
- To use the Forms button, it is necessary to inform your CNPJ (Brazilian Corporate Taxpayer Number) and stand number. After registering your stand constructor, you will also be able to access the Forms button with the exhibitor's CNPJ, stand number and the stand constructor's CNPJ number; and
- For more details about the portal, check the [Fenasan Portal \(exhibitor/stand constructor\) item](#) from this manual.

The deadline for requesting credentials is available in the “Deadlines and Dates” section of the Exhibitor Portal: lojadoexpositor.com.br

IMPORTANT!

- Requests for credentials submitted via email or delivered in paper will not be accepted; please request credentials through the Fenasan Portal (exhibitor/stand constructor).
- After the deadline, credentials must be requested individually at CAEX. Avoid queues and meet the deadline for requesting credentials.

Details about the EXHIBITOR credential:

- The **EXHIBITOR** credentials are for employees of the exhibiting company, that is, those who have employment relationship with the aforementioned company, guaranteeing them access on the days of assembly, execution, and dismantling of the event.
- Exhibitor credentials may NOT be made available to service providers, guests, or any individual who does not have an employment relationship with the company.
- Sales representatives who can prove their affiliation with the exhibiting company may use the **EXHIBITOR** credential, otherwise they must use the **STAFF** credential.
- Exhibitors who fail to comply with this rule will be subject to a fine imposed by the organization; and

- Access to the pavilion on assembly and dismantling days will be according to the schedule located on [assembly, execution, and dismantling](#) item from this manual. Regarding access during the event, it will be available during the same operating hours as CAEX.

Each stand will have a free number of **EXHIBITOR** credentials, according to its dimensions.

AREA (square meters)	CREDENTIAL EXHIBITOR
UP TO 20	12
From 21 – 50	20
From 51 – 80	40
From 81 – 100	60
From 101 – 120	80
From 121 – 160	100
From 161 – 200	120
Above 200	140

IMPORTANT!

If the available number of credentials is exceeded or a reprint request is made, an additional charge will be applied.

Questions about how to register individuals, request credentials, or any other problem?

Contact the CUSTOMER SERVICE team. Contact details are available at the beginning of this manual.

Details about the STAND CONSTRUCTOR credential:

The registration of stand constructor service providers and professionals, in addition to the purchase of **STAND CONSTRUCTOR** credentials must be carried out through the Fenasan Portal (exhibitor/stand constructor):

- **We will update this content soon and provide links to access the portal.**

IMPORTANT!

Purchases will be invoiced to the company logged into the system at the time of purchase. For example, if the stand constructor purchases credentials and requests the payment of mandatory fees through the Exhibitor access, the billing will be on behalf of the Exhibitor.

It is important to pay attention to the access you are logged in before issuing payment slips (*boleto*).

Members of SINDIPROM or SINDIEVENTOS:

Companies affiliated with one of these associations are exempt from paying the fee for the stand constructor credential.

To take advantage of this exemption, it is necessary to send the membership card of each associated employee via the Credentials option in the left-hand menu of the Forms area.

Details about the STAFF credential

- STAFF credentials are for associates who are providing services at the stand (waiters, kitchen helpers, cleaning, catering, etc.) or for those who cannot prove an employment relationship with the exhibiting company (sales representatives, for example).

- Access to the pavilion on assembly and dismantling days will be according to the schedule described on [assembly, execution, and dismantling](#) from this manual. Regarding access during the event execution, it will be available during the same operating hours as CAEX.
- Only accredited individuals will be allowed to access the event areas; it is mandatory to always wear the accreditation badge in a visible location; and
- The stand constructor service provider must carry official identification with photo at all times. When necessary, it can be requested and verified. If the worker/person does not have the ID, they will not be allowed to enter or remain in the pavilion.

Questions about how to register individuals, purchase credentials, or any other problem?

Contact the CUSTOMER SERVICE team. Contact details are available at the beginning of this Manual.

23.3. Private Security for buildup days

The purchase of credentials and the registration of **PRIVATE SECURITY for buildup days** professionals must be carried out through the NMB Portal (exhibitor/stand constructor):

- Access lojadoexpositor.com.br click on the **FORMS** button and navigate through the left menu.
- To use the forms button, it is necessary to inform your CNPJ (Brazilian Corporate Taxpayer Number) and stand number. After registering your stand constructor, you will also be able to access the Forms button with the exhibitor's CNPJ, stand number and the stand constructor's CNPJ number.
- For more details about the portal, check the section [NMB Portal \(exhibitor/stand constructor\)](#) of this manual.

The deadline for requesting credentials is available in the "Deadlines and Dates" section of the Exhibitor Portal, lojadoexpositor.com.br

*****For the event days, the official service must be ordered using the exhibitor store at the portal: portalnm.com.br**

IMPORTANT!

- All exhibitor's service providers working as private security for the buildup days at the stand must carry a **PRIVATE SECURITY** credential in addition to carrying a personal document with a photo for verification at the pavilion entrance, in addition to presenting the necessary documentation listed below.
- If inspectors identify exhibitor's service providers working as PRIVATE SECURITY without the proper credential, said service provider will be asked to leave the pavilion and may only perform their duties after acquiring the correct credential (PRIVATE SECURITY); and
- The credential must be collected at the pavilion starting on the 2nd day of assembly; said credential will only be delivered upon documentation approval by the official security coordination of the event.

23.4. Requirements for PRIVATE SECURITY for build-up days

• Can the exhibitor have private security at their stand during the build-up days?

Yes, only for the build-up days, provided that the exhibitor complies with the requirements set forth in Official Letter No. 1607 – DELESP/SR/DPF/SP of April 15, 1997 - Ministry of Justice. Documents required to provide this service at the trade show are described below:

- Operating permit (for security companies only).
- Security certificate (valid for one year).
- Review of operating permit (in the case of security companies).
- Service agreement entered into between the exhibitor and the security company.

- **Which security guards can provide services at trade shows?**

Only security guards with an Academy and Refresher Certificate (*Certificado de Academia e Reciclagem*), authorized by the Federal Police, and who are duly registered with a surveillance and security company, also authorized by the Federal Police.

- **Can the exhibitor company use its own security staff?**

If the security guard is from the exhibiting company itself, it is necessary to present the Academy and Refresher Course Certificate - *Certificado de Academia e Reciclagem* (authorized by the Brazilian Federal Police) and proof of the employment relationship between the security guard and the exhibiting company.

IMPORTANT!

- The exhibitor will be responsible for any damage that the security guard may cause to third-party property or to the pavilion facilities, being aware that the security guard may not carry a firearm inside the exhibition center.
- The exhibitor will be subject to penalties stipulated by law in case of non-compliance with the aforementioned law.

23.5. Access Credentials for the AESabesp Technical Meeting

Registration credentials for the AESabesp Technical Meeting will be provided to exhibitors who purchase a booth under the Stand-Alone (Avulso) modality, according to the booth area acquired, as shown in the table below.

Booth Area	Registrations
Up to 15 m ²	0
From 16 m ² to 30 m ²	1
From 31 m ² to 45 m ²	2
From 46 m ² to 60 m ²	3
Above 61 m ²	4

For sponsors, credentials will be provided according to the benefits established in the sponsorship package purchased and are not cumulative with the quantities indicated above.

Registrations for the AESabesp Technical Meeting exceeding the quantities established above must be completed through the website: www.fenasan.com.br. Fees vary according to the registration category

24. SHIPMENT OF GOODS

It is the sole responsibility of the exhibitor to comply with any and all legal requirements relating to the shipping of goods, products, equipment, and/or utensils.

Product shipments – state-level:

The following procedures must be observed when issuing invoices for the shipment of goods to the event:

- Issued under the name of the EXHIBITOR to the following address:

Expo Center Norte
R. José Bernardo Pinto, 333.

São Paulo, SP

The invoice must state that the goods are intended for the event located at Expo Center Norte (R. José Bernardo Pinto, 333 - São Paulo, SP), and the **event date**.

Invoice templates and information:

In the designated spaces, specify the quantities of goods and their respective unit and total values.

The invoice templates and the information that should be used, according to the state where the sender is located are below:

SÃO PAULO

Invoice: Model 1 – C series or single series

Nature of operation: Shipment for display - code 5914

ICM (State Goods and Services Tax): Check the local ICM inspection office.

IPI (tax on manufactured products) with tax suspension: Article 40 – Paragraph II of Decree No. 87981/82.

Amended by decree no. 99.061/90 – RIPI./98

RIO DE JANEIRO

Invoice: Model 1 – C series

Nature of operation: Shipment for display - code 6914

ICM (State Goods and Services Tax): Check the local ICM inspection office.

IPI (tax on manufactured products) with tax suspension: Article 46 – Paragraph X of Decree No. 87981/82.

OTHER STATES

Invoice: Model 1 – C series

Nature of operation: Shipment for display - code 6914

ICM: Check the local ICM inspection office.

IPI (tax on manufactured products) with tax suspension: Article 46 – Paragraph X of Decree No. 87981/82.

IMPORTANT!

Issuing an incoming goods invoice (*nota fiscal de entrada*) is a tax requirement and will be important in the event of loss. It is necessary to provide proof to insurance companies.

Any questions about this topic?

Contact the **FINANCE** team. Contact details are available at the beginning of this manual on [IMPORTANT POINTS OF CONTACT](#).

25. ASSEMBLY

25.1. Checklist for receiving the assigned area

Exhibitors, stand constructors, and service providers who will perform construction work on their stands must receive their area previously assigned and inspected.

The procedure to begin the work will be:

- Find the supervisor responsible for the pavilion where the stand is located.
- Identify and inspect all areas previously marked by the event organizers.
- This person must inspect the area and sign the Area Acceptance Term, accompanied by the pavilion supervisor.

- The same person in charge of receiving the area shall sign the Area Acceptance Term and will also be responsible for returning the area and signing the Area Handover Term.

IMPORTANT!

Each exhibitor/stand constructor will be responsible for the maintenance and upkeep of their stand area, from the signing of the acceptance form until the signing of the area handover term.

Any and all damage identified during the assembly, execution, and dismantling periods will be the sole responsibility of the exhibitor/stand constructor, even if the damage was caused by third parties.

25.2. Access of the team to the pavilion

- For security reasons, entry will be prohibited for anyone under 18 years of age.
- The use of clogs, open-toed shoes, sandals, tank tops, flip-flops, shorts, skirts, and short pants is prohibited during the assembly and dismantling periods.
- The use of PPE is mandatory.
- All service providers involved in the assembly, operation, and dismantling of the trade show must wear uniforms identifying the company they are working for. The uniform must have the company name/logo clearly visible and easily identifiable, printed on both the front and back. If there is a lack of suitable uniform, the use of a vest will be permitted, which must be yellow and have reflective stripes.
- There will be inspections to prevent access to anyone who is not properly uniformed or wearing the identification vest. These measures do not exempt service providers from using credentials.
- Only accredited individuals will be allowed entry to the event areas, and it is mandatory to wear the accreditation badge in a visible location at all times; and
- The stand constructor employee must always carry an official identification with photo during the assembly process. When necessary, this ID will be requested and verified. If the worker/person does not have the ID, they will not be allowed to enter or remain in the pavilion.
- The STAND CONSTRUCTOR credential will only be issued upon payment of mandatory construction fees, project approval, submission of ART/RRT, submission of the Responsibility Statement, SST (Safety, Health, and Environment) Declaration duly signed.
- Stand constructor companies responsible for more than one project at the same trade show, and which have pending documentation for one stand but complete documentation for another, will only be authorized to begin assembly after submitting the pending documentation for both spaces to be assembled. Failure to present the required documentation will prevent the assembly of the corresponding stands.
- Delivery services will only be authorized by those with credentials. It is possible to obtain a temporary credential, for quick delivery (up to 15 minutes) at CAEX. Simply present the product invoice or some other documentation that proves your affiliation with the exhibiting company.

Only those holding the following credentials will be allowed to access the pavilion during the assembly period:

- Exhibitor.
- Stand constructor.
- Private Security.
- Staff.

IMPORTANT!

The Stand Constructor credential does not grant access to the pavilion during the event's assembly or dismantling periods. It needs to be exchanged for a Maintenance credential and a wristband for disassembly service.

25.3. Occupation and use of the contractually leased area

Contractually leased areas will be available for use and assembly work on the first day of assembly, in accordance with the dates, times, and requirements described in this manual.

Unoccupied areas, up to 72 hours before the start of the event, may be reassigned at the sole and exclusive discretion of the trade show organizer. The exhibitor will not be entitled to any reimbursements or claims.

IMPORTANT!

- It is necessary to cover the pavilion floor with appropriate material suitable for its protection.
- The pavilion floor cannot be marked, drilled, or painted.
- It is forbidden to support, tie, or hang any component of the stand or products displayed on the walls of the pavilion.
- Any and all damage caused by the construction of stands will be the sole responsibility of the exhibitor/stand constructor.

25.4. Use of the pavilion floor

The pavilion floor can support up to 3,500kg per square meter. All equipment displayed in the stands must comply with the maximum load limit of the pavilion floor.

Heavy equipment is considered to be any and all material and/or equipment that requires a crane truck for its movement. Please be advised that the Expo Center Norte pavilions do not have loading docks or any other type of infrastructure for loading and unloading equipment. The exhibitor needs to hire a specialized team.

If your equipment or setup may come close to this limit, please contact the trade show's operations department (contact details are at the beginning of this manual).

25.5. Floor channel

The entire building has floor channels that may have some unevenness, so we advise the use of appropriate protective mats to avoid damaging installations made directly on the building floor. If needed, check the project analysis team for protective mat references.

25.6. Vehicle access inside the pavilion

Truck access inside the pavilions will be granted according to a pre-established assembly plan. This plan will be released to all exhibitors in sufficient time for the organization along with the companies contracted to assemble/construct their stands.

26. Cargo and equipment

- 1) The entry of heavy equipment, which is moved using a crane truck, will be on October 16, 2026, from 8:00 AM to 12:00 PM. All equipment must be present in the pavilion at that time to facilitate the logistics.
- 2) Forklift access for moving equipment in the pavilion will be allowed on October 19, 2026 (the last day of assembly) until 4:00 PM at the latest. At this time, the streets must be cleared up for carpet installation.

The exhibitor must inform the organization by September 19, 2026, using the machinery entry form, of the equipment that will be displayed in their stand area, including dimensions, weight, characteristics, and photos, as well as the method

of transport and handling that will be used. The organization is not responsible for hiring forklifts or crane trucks. The exhibitor is fully responsible for moving the equipment.

For forklift movement and access on days other than those specified, the event organizers must be contacted. The characteristics of the operation must be reported, and its feasibility will be evaluated.

The organizer may stop or determine a period for the demonstration of any equipment that, in its judgment, may present risks to people, goods, structures and elements of stands, or that produce a high level of noise or vibration or the exhalation of chemicals products, in such a way that they may disrupt the operations of other exhibitors. Any equipment whose demonstration may present risks must be provided with special installations which, at the promoter's discretion, completely eliminate any danger.

27. Construction halt

The trade show organizer, aiming to guarantee the safety of exhibitors, visitors, and service providers, reserve the right to prohibit the assembly of any stand that does not comply with the principles, standards, and rules of assembly of this manual or that may pose any danger.

This decision will only be made after evaluation by the operational technical team or public hierarchy, such as CONTRU, the Fire Department, or CETESB.

IMPORTANT!

- We count on your cooperation to avoid delays in the opening of the trade show!
- Exhibitors/stand constructor who fail to comply with the rules in this manual will be subject to penalties from the organization; and
- Any damage caused, even accidental, will be charged to the exhibitor/stand constructor, who is obligated to settle it upon presentation of the bill.

28. Air conditioning

The Expo Center Norte has air conditioning system; therefore, it is not necessary to use them.

IMPORTANT!

The pavilion is fully air-conditioned; therefore, the use of air conditioning inside the stands is **not allowed**.

29. Assembly – completion and details

- The 'heavy assembly work' on the stands must be completed as per the Assembly Schedule.
- Only interior finishing work on the stands will be permitted as from the decoration period. Saws, paints of any kind, ladders, and the use of any tools that generate waste will not be permitted.
- Contact the fair's operations team if you need to carry out any 'heavy assembly work' during the decoration hours. 'Heavy assembly work' refers to the use of tools that generate waste, paints of any kind, or even, the use of ladders.
- The carpet will be installed on the last day of assembly (in the afternoon). From this moment on, the entry of any and all assembly or exhibition equipment must be carried out in such a way as not to damage the carpet.
- Any damage or breakage caused to the carpet runners will be the sole responsibility of the exhibitor, who must reimburse the trade show organizer for the costs related to the replacement and new installation of the damaged carpet runner roll; and
- Exhibitors who fail to comply with this rule will be subject to a fine imposed by the organization.

29.1. Sweeping

Once the carpet has been installed, sweeping or cleaning from the stand toward the common areas is prohibited during decoration and event days. All swept-up dirt must be collected and placed in trash cans and designated disposal areas, in plastic bags and boxes.

30. General terms and statement of obligations

In order to guarantee the full success of the event, the organization established certain principles, standards, and rules.

Please ensure due compliance with the terms herein, which will apply to exhibiting companies and their corresponding representatives and agents, including service providers and stand constructor companies. It is noted that any non-compliance will result in a formal warning and, depending on the case, will result in a penalty, as detailed below:

- **USE OF UNAUTHORIZED TOOLS AND/OR EQUIPMENT** (including its misuse).

Penalty: a warning and, if there is a recurrence, a fine of R\$ 1,320.00 (one thousand three hundred twenty Brazilian Reais) per infraction.

- **FAILURE TO STRICTLY ADHERE TO THE SPECIFICATIONS OF THE MATERIALS AND STRUCTURES USED IN THE STANDS ASSEMBLY.**

Penalty: a warning and, if there is a recurrence, a fine of R\$ 2,640.00 (two thousand six hundred forty Brazilian Reais).

- **DISPOSING OF MATERIALS IN THE ORGANIZATION'S AND/OR OTHER EXHIBITOR'S SKIP BIN WITHOUT PRIOR AUTHORIZATION.**

Penalty: a warning and, if there is a recurrence, a fine of R\$ 4,400.00 (four thousand and four hundred Brazilian Reais) per infraction.

- **EXCEEDING THE STIPULATED TIME FOR ASSEMBLY AND DISMANTLING THE STANDS.**

Penalty: a warning and, if there is a recurrence, a fine of R\$ 2,640.00 (two thousand six hundred forty Brazilian Reais) per exceeding hour.

- **FAILURE TO SUBMIT THE DOCUMENTATION RELATED TO THE STAND PROJECTS AS SPECIFIED IN THE 'EXHIBITOR'S MANUAL.'**

Penalty: a warning and, if there is a recurrence, a fine of R\$ 2,640.00 (two thousand six hundred forty Brazilian Reais).

- **TO IMPEDE CIRCULATION AND/OR OBSTRUCT THE STREETS WITH EQUIPMENT, ASSEMBLY AND DECORATION MATERIALS, AMONG OTHER THINGS.**

Penalty: a warning and, if there is a recurrence, a fine of R\$ 2,640.00 (two thousand six hundred forty Brazilian Reais).

- **LACK OF FINISHING OR UNSATISFACTORY FINISHING AT THE BOUNDARY WITH THE NEIGHBOR STAND.**

Penalty: a warning and, if there is a recurrence, a fine of R\$ 2,640.00 (two thousand six hundred forty Brazilian Reais).

- **ANY FAILURE TO COMPLY WITH THIS MANUAL OR THE LAW NOT MENTIONED IN THE PREVIOUS ITEMS:**

Penalty: a warning and, if there is a recurrence, a fine of R\$ 2,640.00 (two thousand six hundred forty Brazilian Reais).

IMPORTANT!

The above penalties may be applied as many times as the infraction is repeated. The application of monetary penalties does not preclude the adoption of other measures, such as the closure of the stand. In case of damage to the pavilion areas, the exhibiting company, including its agents and representatives, will be held fully responsible. The organization will be responsible for calculating the respective costs and presenting them.

31. Event execution

31.1. Access of the team to the pavilion

Holders of the STAND CONSTRUCTOR credential will not have access to the pavilion during the event.

After assembly process, it is important to exchange the STAND CONSTRUCTOR credential for a MAINTENANCE credential at CAEX.

Each stand constructor company is entitled to exchange 2 (two) stand constructor credentials free of charge.

Only those holding the following credentials described below, in addition to the visitors, will be allowed to access the pavilion during the event execution period:

- Exhibitor.
- Private Security.
- **Staff/Service (during the maintenance period).**
- **Maintenance (during the maintenance period).**
- Receptionist.
- Press.
- Speaker.
- Panelist.
- Official Supplier.

IMPORTANT!

- Entry will be prohibited for people wearing flip-flops, tank tops, shorts, or people without shirt, or using swim wear.
- Entry will be permitted for people under 18 years of age provided that a waiver is signed by the minor's legal guardian.
- Delivery services will only be authorized by those with credentials. It is possible to obtain a temporary credential, for quick delivery (up to 15 minutes), at CAEX by presenting the product invoice or something that proves the connection with the exhibiting company.

31.2. Dress code

Teams responsible for assembling and disassembling stands

All employees or contractors of assembly and disassembly companies will only have access to perform services during assembly and disassembly if they are wearing the company uniform or a t-shirt, long pants, and appropriate footwear as described in the PPE (Personal Protective Equipment) section. In addition, employees and contractors must carry identification credentials during the event.

The use of clogs, sandals, or flip-flops is strictly prohibited, including for exhibitors visiting during the assembly period.

Exhibitor team

During the assembly period, exhibitors will only be allowed access to the pavilion if they are wearing long pants and appropriate footwear (skirts and shorts are not permitted). The use of clogs, sandals, or flip-flops is strictly prohibited.

Receptionists and technicians assisting visitors at the stand during the event should wear appropriate attire for a business environment. We suggest that footwear be comfortable and appropriate for the workday.

The use of flip-flops is strictly prohibited, and the use of shoes or sandals with extremely high heels is discouraged due to the long periods spent standing.

Informal outfits

Informal and provocative attire, inconsistent with the sober spirit required at a business fair, is strictly prohibited.

The exhibitor has the responsibility and obligation to inform the receptionists and their technicians working at the stands about this dress code.

In all cases of any failure to observe these recommendations, the people who are inappropriately dressed will be asked to leave the event venue until they comply with the mandatory dress code.

31.3. Promotional, marketing or sales activities at the stand

It is prohibited the conducting promotions, performances, shows, and other activities within the stand without the promoter's express authorization.

It is prohibited the conducting promotions, performances, shows, and other activities within the stands that refer to unofficial events, unless previously authorized by the promoter.

Contact the customer service team. Contact details are available at the beginning of this manual.

The distribution of promotional gifts, samples, brochures, and catalogs will be permitted exclusively inside the stand. The trade show organizer reserves the right to stop the distribution or promotional activity if it causes commotion, crowds, or disruptions in traffic flow, or if the material refers to and/or is linked to unofficial events.

IMPORTANT!

- The use of common areas for any type of promotion or advertising is prohibited.
- The use of any amplification device for broadcasting sales or promotional messages is prohibited.
- The sale of products or services to the visiting public is prohibited during the trade show.
- It is forbidden to keep the team outside the stand boundaries while selling or distributing leaflets, giveaways, promoting the stand, etc.; and
- Failure to comply with the above requirements, after notification from the promoter, either verbally or in writing, will result in a fine of R\$ 5,500.00.

31.4. Free prize giveaways and raffles

According to the Ministry of Economy's website, the operation, issuance of authorizations, and oversight of activities related to the free distribution of prizes, carried out through raffles, gift vouchers, contests, or similar methods, fall under the jurisdiction of the Commercial Promotion Control System (SCPC, *Sistema de Controle de Promoção Comercial*).

For more information, visit: [Obtain authorization for activities involving the free distribution of prizes, for advertising purposes, or to raise public funds.](#)

Obtaining the necessary permits and documents is the sole responsibility of the exhibitor.

IMPORTANT!

The promoter and organizer have no affiliation with the competent authorities that determine the rules for the practice of distributing prizes and holding raffles.

Activities such as foam parties, mascots, bands/shows, performances, fireworks, confetti showers, flammable gas balloons, and others that may jeopardize the integrity and safety of property and people are strictly prohibited.

32. Sound and background music

IT IS expressly prohibited the use of sound in open spaces. The use of sound will only be permitted in enclosed spaces. An "enclosed space" is considered to be an area that has side, front, and back walls. The materials used for the enclosure must prevent sound leakage to the outside, and all equipment and speakers must be positioned inside the stand.

Exhibitors who violate this rule will be contacted by the organization to reduce the volume. The promoter reserves the right to interrupt the activity or even suspend the electricity supply to the stand.

Performances by bands, vocalists, instrumentalists, and musical groups, as well as the use of televisions, video walls, artistic or folkloric performances and gymnastics sessions of any kind, will only be permitted from 7 pm onwards, with a maximum limit of 55 decibels. The promoter may interrupt these activities if they cause disturbances, crowds, complaints from neighboring stands, or are inconsistent with the previously approved terms.

The use of any type of sound system by the exhibitor will only be permitted with prior authorization from the organization, with a maximum volume of 80 decibels.

Contact the operational service team. Contact details are available at the beginning of this manual.

For more information, contact the ECAD office in the municipality where the Event is being held.

IMPORTANT!

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

ECAD – SÃO PAULO

<https://www4.ecad.org.br/>

Phone: (+55 11) 3287-6722

WhatsApp: (+55 11) 3795-8030

E-mail: ecadsp@ecad.org.br

33. Vehicle access

- Vehicle access inside the pavilion is prohibited during execution of the event.
- In case of restocking of materials at the stands, access must be made through the loading and unloading area of the pavilion.
- Replenishment of materials at the stands will only be allowed up to one hour before the event opens; and
- The same applies to maintenance services performed by stand constructor within the stands, which can only take place up to one hour before the event starts.

IMPORTANT!

Rua Coronel Marques Ribeiro, 35 - Vila Guilherme, São Paulo - SP, 02068-050 - Access via Gate P4.

As mentioned before, we will have a clearance scheme for loading and unloading, and this will be detailed soon. We will have waiting areas to ensure the plan works smoothly.

Expo Center Norte provides a waiting space (*bolsão*) for trucks during assembly and dismantling periods.

Note: there is no grace period for cancellation; vehicles entering the parking lot will be charged immediately.

Truck access – Rua Miguel Mentem, gate 18

33.1. Entry and exit of goods

No products/equipment on display may leave the pavilion during the event.

In exceptional cases, the trade show organizer will authorize the replacement of defective products with others of the same characteristics.

34. DISMANTLING

34.1. Dismantling period

The dismantling period is described on [assembly, execution, and dismantling](#) item from this manual.

IMPORTANT!

- The exhibitor must remove all their decoration material, products, and equipment on the last day of the event.
- The dismantling of the constructed stands will begin after the removal of portable materials, rental materials, and carpet.
- Any remaining materials, equipment, and products in the pavilion must be removed by the end of the dismantling period.
- The area must be delivered clean, free of double-sided tape, paint, oil, or any other dirt or material residue.
- The organization disclaims all responsibility for damages, defects, losses, theft, or robbery of any kind; and
- We do not retain any materials after the dismantling is complete.

34.2. Access of the team to the pavilion

- The dismantling team will only have access to the pavilion during the dismantling period. Temporary credentials must be obtained at CAEX or from the event security team. Entry into the pavilion will not be permitted without proper temporary identification.
- For security reasons, entry will be prohibited for anyone under 18 years of age, as well as the use of clogs, open shoes, sandals, tank tops, flip-flops, shorts, and skirts is prohibited during the assembly and dismantling periods.
- The use of PPE is mandatory.
- All service providers involved in the assembly, operation, and dismantling of the trade show must wear uniforms identifying the company they are working for. The uniform must have the company name/logo clearly visible and easily identifiable, printed on both the front and back. If there is a lack of suitable uniform, the use of a vest will be permitted, which must be yellow and have reflective stripes.
- There will be inspections to prevent access to anyone who is not properly uniformed or wearing the identification vest. These measures do not exempt service providers from using temporary labels; and
- The employees must carry official identification with photo at all times during the assembly period. When necessary, it will be requested and verified. If the worker/person does not have the ID, they will not be allowed to enter or remain in the pavilion.

Holders of the following credentials will also be able to access the site during the dismantling period:

- Exhibitor.
- Private Security.

- Staff/Service.
- Stand constructor.
- Official Supplier

34.3. Return of the area and damage assessment

It is the exhibitor's responsibility to dismantle their stand and remove their displayed products and equipment within the stipulated time frames and conditions.

After all objects have been removed and the designated area cleaned the exhibitor and/or stand constructor must request a prior inspection of the trade show's operational department.

The return of the area must be carried out by the same person who received the area during assembly process. This person must inspect the area and sign the Area Handover Term, accompanied by the pavilion supervisor. This document can also be found in the manual and in the ATTACHMENTS button of Fenasan Portal (exhibitor/assembly company), accompanied by the pavilion supervisor.

The FINAL INSPECTION of the area, to assess any potential damage, will take place after the general cleaning of the pavilion.

The final assessment of damages is only possible after this step. This procedure is necessary because many defects can only be seen after the final cleaning of the area.

It is up to the exhibitor and/or stand constructor to await the final decision, should they wish to contest any damage that has been reported.

Each exhibitor/stand constructor will be responsible for the maintenance and upkeep of their stand area, from the signing of the Acceptance Term until the signing of the Handover Term.

Any and all damage identified during the assembly, execution, and dismantling periods will be the sole responsibility of the exhibitor, even if the damage was caused by third parties.

The pavilion's operational team will issue a report describing all damages that occurred during the trade show.

Exhibitors will be held responsible for any damages they cause, in accordance with the Area Handover Term, and charges will be applied after the event is dismantled, according to prices set by Expo Center Norte for the organizer, plus an additional 20% of the total value as an administration fee.

34.4. How should the demarcated area be returned?

The demarcated area must be delivered clean, in the same way that it was delivered, free of double-sided tape, paint, oil, or any other material residue.

All debris and waste must be removed by the stand constructor or exhibition company, including leftover wood, pallets, and packaging.

The official cleaning crew will clean the common areas and remove any remaining debris from the dismantling process (small materials, dust, liquids, etc.).

IMPORTANT!

The skip bins provided by the organization will only be used for the removal of these small materials and not for the remaining materials from stands.

34.5. End of the dismantling period

Any remaining materials, equipment, and products in the building must be removed by the end of the dismantling period, with no exception.

It is the responsibility of the exhibiting company to keep a trusted employee at their stand until the final removal of the displayed materials.

The event organizer does not provide safekeeping for any materials after the dismantling of stands and is exempt from any responsibility for damage, defects, losses, theft, or robbery of any kind concerning objects left or forgotten in the pavilion.

35. Waste in the pavilion

35.1. Disposal of special waste

If there is a need to dispose of special waste, the organization must be notified at least 45 (forty-five) days in advance of the start date of the event setup, in order to verify the necessary actions that the case requires. If you have any questions, please contact the trade show's operational staff. Contact details are available at the beginning of this Manual.

35.2. Skip bin/bags - waste removal

Skip bins provided at the docks are for the exclusive use of the official cleaning team for the disposal of waste during the assembly, execution, and dismantling periods of NürnbergMesse Brasil's events.

IMPORTANT!

- All materials related to the assembly of the stand (walls, beams, pillars, ceilings, raised floor, etc.) are stand constructor's responsibility. The stand constructor will have to disassemble and carry all related material.

If you have any disposal needs other than those established above, you can hire exclusive skip bins for disposal of materials of your stand through the Fenasan Portal (exhibitor/stand constructor). Contact the trade show's operational staff. Contact details are available at the beginning of this manual.

36. OUTSOURCED SERVICES – OFFICIAL SUPPLIERS

36.1. Telephony and Internet

Expo Telecom is fully responsible for the internal network of Expo Center Norte pavilion.

For rental of direct telephone lines and hire of Internet services for your stand, or to resolve doubts about installations and speeds of available networks, please contact **Expo Telecom** directly.

Internet / Telephony – Expo Telecom

Customer Service:

Phone: +55 11 4210 0810 / 99291-7321

Email: expotelecom@mapptv.com.br

atendimento@mapptv.com.br

36.2. Loading and unloading materials in the pavilion

The pavilion has two official freight transport and handling providers.

If you require these services (forklifts, pallet jacks, etc.), please contract them directly in advance with the respective companies:

POP CARGO

Fábio Machado

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

SAX LOGÍSTICA

Fernando Nalini

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

New Expo

Patricia Oliveira

E-mail: vendas@newexpo.com.br

Phone: +55 11 96374-7336

36.3. Official freight forwarder customs – clearance

New Expo has been appointed as the official freight forwarder to carry out import services, on a temporary/permanent basis, for goods or samples.

The shipment and release of goods must be arranged in advance, ensuring that the goods arrive and are cleared up through customs in time for the event assembly period.

New Expo

Alexander

E-mail: comercial@newexpo.com.br

Phone: (+55 11) 98546-9154

MASTERLIFT

Márcio

– Tel.: (11) 5002-2210 Cel.: (11) 98350-9013 / (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