



formobile



# Manual do Expositor 2026



## SUMMARY

	FOUNDATION OF KNOWLEDGE .....	7
	1 EXCLUSIVE INFORMATION ABOUT FORMOBILE 2026 .....	8
1.1	EVENT LOCATION .....	8
1.2	PARKING/FEES .....	8
1.3	EXHIBITOR CREDENTIAL FOR FORMÓBILE 2026 .....	8
1.4	EXHIBITOR GUEST CREDENTIALS VIP FOR FORMÓBILE 2026 .....	9
1.5	CLUB VIP FORMÓBILE .....	9
1.6	PAYMENTS .....	9
1.7	DIGITAL FORMÓBILE PLATFORM .....	10
1.8	SUBMISSION OF PROJECTS .....	10
1.9	TICKETS AND BOX OFFICE .....	10
1.10	EVENT TIMES AND CAEX .....	11
1.11	DATE OF ENTRY OF VEHICLES IN ASSEMBLY PERIOD .....	11
1.12	VEHICLE ACCESS AT FORMÓBILE 2026 .....	11
1.13	EQUIPMENT AND ENERGY TESTING AT FORMÓBILE 2026 .....	11
1.14	FINAL DECORATIONS AND STAND CLEANING .....	11
1.15	SUPPLY, MAINTENANCE AND CLEANING OF THE STAND DURING FORMÓBILE 2026 .....	12
2	GENERAL INFORMATION .....	13
2.1	INFORMA MARKETS LATAM RIGHTS .....	13
2.2	RESPONSIBILITY OF EXHIBITORS AND SERVICE PROVIDERS .....	13
2.3	DIGITAL DELIVERIES .....	13
2.4	DIGITAL PLATFORM .....	13
2.5	COLLECTOR OF CONTACTS LEADSTER by INFORMA .....	14
3	OPERATIONAL INFORMATION .....	17
3.1	MANDATORY ITEMS AND SERVICES .....	17
3.2	ADDITIONAL PRODUCTS AND SERVICES .....	17
3.3	E-COMMERCE .....	17
3.4	MINIMUM ENERGY CONSUMPTION .....	17
3.5	ADDITIONAL ENERGY CONSUMPTION .....	19
3.6	CLEANING DURING ASSEMBLY .....	19
3.7	MUNICIPAL TAX (TFE - ESTABLISHMENT INSPECTION TAX) .....	19
3.8	HYDRAULICS .....	19
3.9	COMPRESSED AIR .....	20
3.10	MERCHANDISING .....	20
4	REGISTRATION .....	21
4.1	REGISTRATION FOR THE EVENT .....	21
4.2	EXHIBITOR CREDENTIALS .....	21
4.3	ASSEMBLER AND SERVICE PROVIDER CREDENTIALS .....	21
4.4	PHOTOGRAPHERS AND VIDEOGRAPHERS .....	22
4.5	SECURITY CREDENTIALS .....	22
5	ASSEMBLY AND DISASSEMBLY RULES .....	24
5.1	OCCUPATION OF THE LEASED AREA .....	24
5.2	PROJECT PRESENTATION - FREE AREA .....	24



- 5.3 TERM OF RESPONSIBILITY AND OCCUPATION OF THE AREA..... 25
- 5.4 HEIGHTS AND SETBACKS FOR BOOTH ASSEMBLY ..... 26
- 5.5 SUSPENDED STRUCTURE HEIGHT ..... 26
- 5.6 VISIBILITY ..... 27
- 5.7 PARTITION WALLS AND FINISHES ..... 27
- 5.8 GLASS WALLS..... 28
- 5.9 BOOTH FLOOR ..... 28
- 5.9.1 HALL FLOOR ..... 29
- 5.9.2 TYPES OF ADHESIVE TAPES PERMITTED ..... 29
- 5.10 SETTING UP BOOTHS WITH MEZZANINE..... 29
- 5.11 GUARDRAIL..... 29
- 5.12 HORIZONTAL PROJECTION OF THE STAND..... 29
- 5.13 PROJECTION OF THE HEADLANDS ..... 29
- 5.14 USE OF THATCH, LYCRA AND DECORATIVE FABRICS..... 29
- 5.15 AUDITORIUMS OR PROJECTION ROOMS ..... 30
- 5.16 EXTERNAL LIGHTING, SCONCES, EXTERNAL SPOTLIGHTS FOR BOOTHS..... 30
- 5.17 BRICKWORK CONSTRUCTION ..... 30
- 5.18 CABLES ..... 30
- 5.19 PAVILION ELECTRICAL INSTALLATIONS..... 30
- 5.20 ELECTRICAL EQUIPMENT ..... 31
- 5.21 USE OF EPI AND EPC ..... 31
- 5.22 VEHICULAR ACCESS ..... 32
- 5.23 TRAFFIC ROUTES ..... 32
- 5.24 AIR-CONDITIONING ..... 32
- 5.25 APPLICATION OF WALKWAYS IN COMMON AREAS ..... 32
- 5.26 ENTRY OF GADGETS..... 33
- 5.27 DISASSEMBLY ..... 33
- 5.27.1 END OF DISMANTLING PERIOD ..... 33
- 6 BETTER STANDS PROGRAM ..... 34
- 7 REGULATORY RULES..... 36
- 7.1 NR-12 - SAFETY AT WORK IN MACHINERY AND EQUIPMENT ..... 36
- 7.2 USING LADDERS ..... 38
- 8 EVENT SECURITY ..... 39
- 9 COMPLEMENTARY INFORMATION..... 41
- 9.1 PROMPT SERVICE ..... 41
- 9.2 INTERNET ..... 41
- 9.3 INSURANCE..... 41
- 9.4 INTERNAL LOGISTICS SERVICE..... 42
- 9.5 CUSTOMS AND FREIGHT FORWARDING ..... 43
- 9.6 PARTICIPATION OF CO-EXHIBITORS..... 43
- 9.7 INVITATION LETTER PRODUCTION ..... 43
- 9.8 DIVERSITY AND ABUSE..... 43
- 9.8.1 PROTOCOL - NO IT'S NOT (NÃO É NÃO - Lei nº 14.786 de 28/12/2023)..... 44



9.8.2 RACISM..... 44

9.8.3 THEFTS..... 44

10 PERIOD OF REALIZATION..... 45

10.1 PROMOTIONAL DISTRIBUTION AND BRAND PROMOTION..... 45

10.2 EXHIBITION OF MACHINERY AND VEHICLES IN THE BOOTH ..... 45

10.3 EVENTS AT THE BOOTHS ..... 46

10.4 AMBIENT SOUND AND MUSIC ..... 46

10.5 SUPPLY, MAINTENANCE AND CLEANING OF THE BOOTH..... 47

10.6 COMMERCIAL REPRESENTATION ..... 47

10.7 FREE PRIZE DISTRIBUTIONS AND RAFFLES..... 47

10.8 ALCOHOL CONSUMPTION AND USE OF NARCOTICS ..... 48

10.9 PROHIBITED ACTIVITIES ..... 48

10.10 FIRE EXTINGUISHER..... 49

10.11 COMBUSTION ENGINES ..... 49

11 LEGAL REQUIREMENTS..... 51

11.1 IMPORTATION..... 51

11.1.1 ICMS..... 51

11.1.2 TEMPORARY ADMISSION OF GOODS FOR FAIRS, EXHIBITIONS, CONGRESSES AND OTHER  
EVENTS (FEDERAL REVENUE)..... 51

11.1.3 IPI ..... 52

11.2 COVISA, ANVISA e SIF ..... 52

11.3 INSPECTION BY THE MINISTRY OF LABOR AND EMPLOYMENT ..... 52

11.3.1 AUDITOR OF THE MINISTRY OF LABOR AND EMPLOYMENT ..... 52

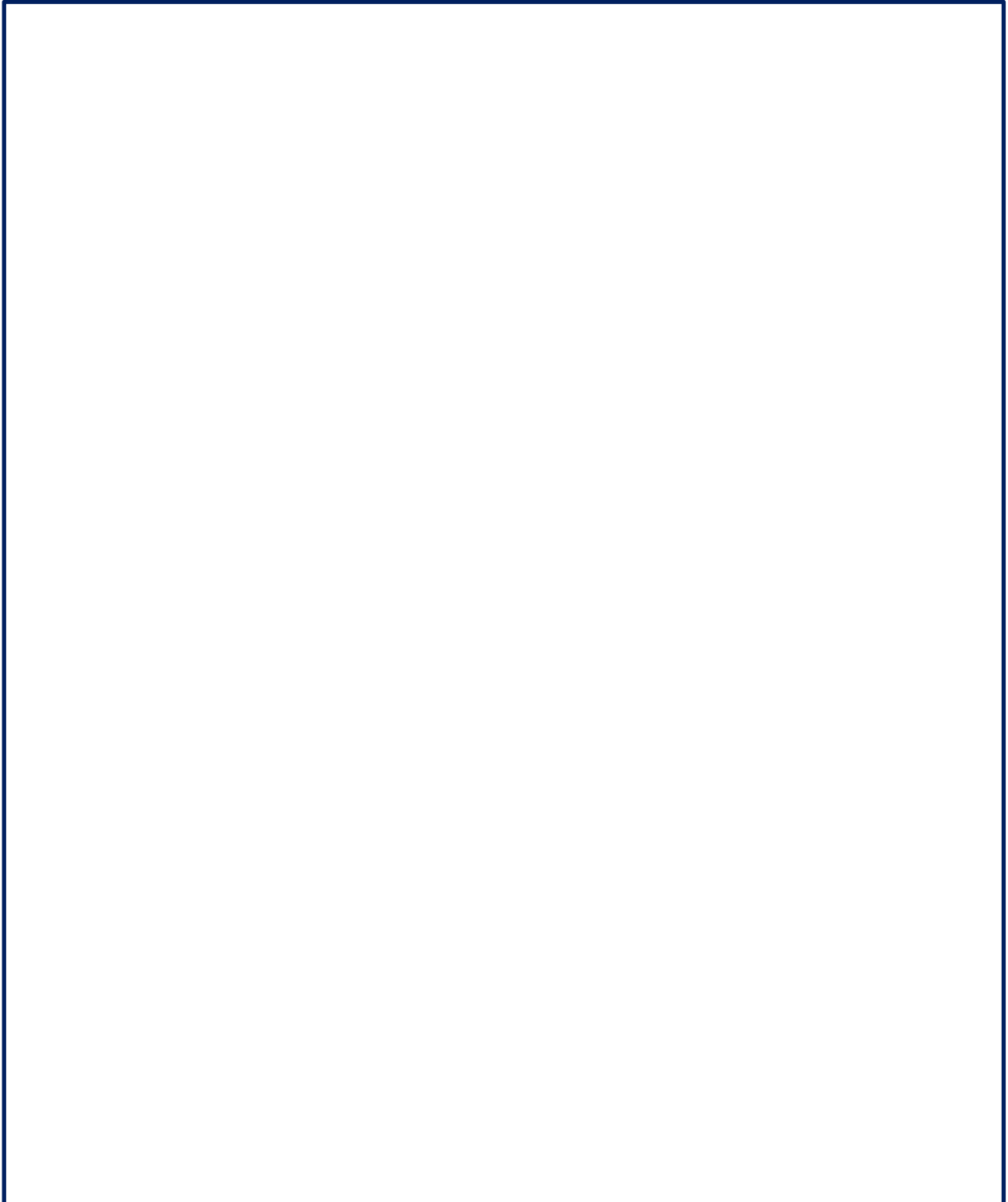
11.4 SOCIAL SECURITY ..... 53

11.5 ANATEL..... 53

TERM OF RESPONSIBILITY FOR EXHIBITORS AND ASSEMBLERS..... 54



Manual 04/02/2026



**Dear Exhibitor,**

The objective of this manual is to guide you through your participation in **ForMóobile 2026**.

It is important that exhibitors and service providers respect the rules and deadlines set out in this document to ensure that your exhibition runs smoothly and safely.

It is the exhibiting company's sole responsibility to observe and comply with the rules set out in this manual.

We ask you to pay attention to the rules and deadlines set out in the manual and required by legislation and the authorities, to avoid unnecessary inconvenience.

For further information, the **Informa Markets Latam** team will be pleased to assist you:

**CALL CENTER**

Telephone/WhatsApp: +55 (11) 5043-9680

E-mail: [atendimento.formobile@informamarkets.com.br](mailto:atendimento.formobile@informamarkets.com.br)

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## FOUNDATION OF KNOWLEDGE

**Informa Markets Foundation of Knowledge** is a tool designed to provide practical and efficient support to exhibitors, gathering essential information on key topics related to event participation — with a focus on activities carried out within the Exhibitor Portal.

With content available in both text and video formats, it was developed to make it easier to access the most frequently asked questions and guidance.

### Available Content

In the Knowledge Base, you will find:

- **Step-by-step guides:** Clear and organized instructions to help you carry out tasks related to the event.
- **Explainer videos:** Visual tutorials that complement the written content and assist in understanding processes.
- **Frequently covered topics:** Information about the portal, accreditation, regulations, and much more.

### How to Access?

To access the Knowledge Base, simply click the link below:

<https://informamarketshd.smartnx.io/kb/article/440594/bem-vindos-a-base-de-conhecimento>

This resource is available **24/7**, allowing you to consult the information whenever needed.

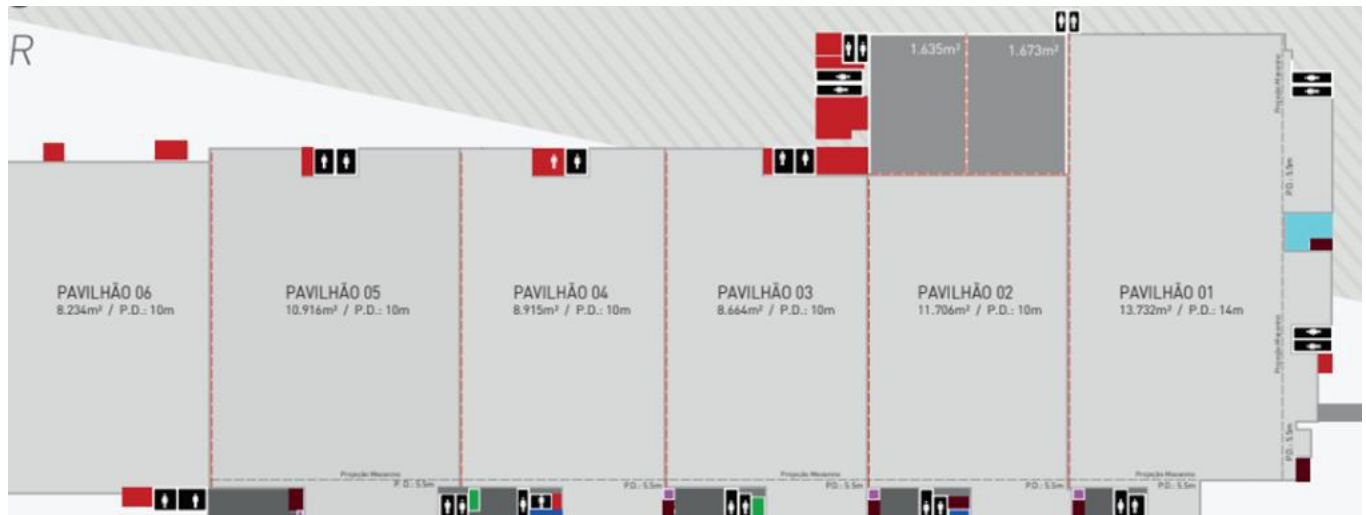
# 1 EXCLUSIVE INFORMATION ABOUT FORMOBILE 2026

## 1.1 EVENT LOCATION

### SÃO PAULO EXPO - EXHIBITION & CONVENTION CENTER - PAVILLIONS 1, 2, 3, 4, 5 and 6

Rodovia dos Imigrantes, s/n - Km, 1,5 - CEP: 04329-900 Site:

[www.saopauloexpo.com.br](http://www.saopauloexpo.com.br)



## 1.2 PARKING/FEES

**Parking is exclusively managed by INDIGO**, which is responsible for access control and charging during the setup, event, and dismantling periods.

**Exhibitors may purchase parking packages for the Garage Building** covering the entire period (**PRICE TO BE CONFIRMED**), which includes payment for the event days and offers complimentary access for setup and dismantling days. With the package, exhibitors can enter and exit as many times as needed; otherwise, payment is required for each entry.

**Purchases must be made in person** at the Garage Building cashier (2nd floor), starting from the first day of setup. **For loading and unloading**, access is through Gate 2:

**Av. Miguel Stéfano, near number 3,000 – via Rua Etruscos – ZIP Code: 04301-903 – São Paulo/SP – Brazil**

## 1.3 EXHIBITOR CREDENTIAL FOR FORMÓBILE 2026

The exhibitor will receive one free badge for every 0.4m<sup>2</sup> (e.g., 20m<sup>2</sup> x 0.4 = 8 badges).

## 1.4 EXHIBITOR GUEST CREDENTIALS VIP FOR FORMÓBILE 2026

Each exhibitor is entitled to send unlimited invitations to their guests through the invitation system available in the Client Portal: <https://portal.informamarkets.com.br/> under the Guests tab. The exhibitor will be redirected to a platform where they can send and manage the invitations already sent.

## 1.5 CLUB VIP FORMÓBILE

Each exhibitor may nominate up to 40 guests for the FORMÓBILE VIP Club.

Invitations can be sent and managed through **Client Portal**, under the **Guests** tab, with access to a dedicated platform.

Your VIP guests will enjoy:

- Exclusive access to the VIP lounge
- Buffet service
- Free Wi-Fi
- Meeting room (subject to scheduling)

For more information, exhibitors can contact the support team directly:

**Phone/WhatsApp:** +55 (11) 5043-9680

**Email:** [atendimento.formobile@informamarkets.com.br](mailto:atendimento.formobile@informamarkets.com.br)

## 1.6 PAYMENTS

### PAYMENT METHODS AND DEADLINES:

#### a. E-commerce (via Client Portal website):

- Credit card (Amex, Visa, Mastercard, and Elo).

Purchases and payments can be made through the website until **June 12, 2026**.

#### Refund Requirements for Purchases Made via E-commerce:

- Requests must be made within 7 days of payment.
- Requests must also be made at least 48 hours before the start of setup.

If the request does not meet the above requirements, the refund will not be processed.

Refunds outside the above deadlines may be requested if:

- Duplicate item purchase (e.g., an item already included in the contract and purchased again)\*.
- Technical infeasibility prevents the installation of the item at the booth\*.
- Failure to deliver the purchased product or service\*.

Condition: In exceptional cases, the client must notify us of the duplicate purchase, installation infeasibility, or non-delivery by the decoration day.

All approved refunds will be processed in full. It is not possible to refund only part of an order containing multiple items. For orders that include other items, it will be necessary to create a new order exclusively with the Items that will actually be used by the exhibitor. This will result in generating a new order and payment. Once the payment for this new order is confirmed, the refund process will be carried out.

For requests, inquiries, or suggestions for improvements, please contact us via email: [e-commerce@informa.com](mailto:e-commerce@informa.com)

#### b. CAEX (Exhibitor Service Center, at the Exhibition Pavilion):

- Cash (local currency: R\$ REAIS), credit card, and/or debit card (Amex, Visa, Mastercard, and Elo).  
*Note: Checks are not accepted.*

**IMPORTANT:**

The deadline for purchases via e-commerce is **June 12, 2026**, during business hours, with a strict closing time at 6:00 PM.

In case of non-payment, after the deadline mentioned above, payment must be made at the pavilion, CAEX – Exhibitor Service Center, on **June 12, 2026**, without exception, to release credentials and access to the area.

Orders placed and not paid by **June 12, 2026** will be automatically canceled. Purchases must then be made directly at CAEX – Exhibitor Service Center, at the updated table rates.

Credential delivery will only occur upon settlement of all outstanding amounts.

For any questions, please contact the Finance Department via email: [financeirocr@informa.com](mailto:financeirocr@informa.com)

## 1.7 DIGITAL FORMÓBILE PLATFORM

Get ready to dive into <https://app.informamarkets.com.br/event/formobile-xperience-2026>

For more information on the platform, please refer to item “2.5 DIGITAL PLATFORM” in this manual.

## 1.8 SUBMISSION OF PROJECTS

Projects and corresponding documents must be sent through the **ASSEMBLER AREA** by **May 22, 2026**, at the link: **COMING SOON**

When you register your assembler on the **Exhibitor Portal**, they will receive login and password access data by email.

If you have any operational questions or require further information, such as technical plans, please contact us by email at: [projetos.formobile@informa.com](mailto:projetos.formobile@informa.com)

For further questions and information on assembly and projects, please refer to chapter “**5 - ASSEMBLY AND DISASSEMBLY RULES**” in this manual.

## 1.9 TICKETS AND BOX OFFICE

**The event does not have a paid box office.**

Admission is free and intended for professionals from all areas of the **Furniture and Wood Industry**.

Access will be granted upon **prior registration** or **on-site registration** at the **São Paulo Expo Pavilion**.

To enter the pavilion, attendees must present a **photo ID and/or business card** to confirm their identity. If the required documentation is not provided, entry to the event will not be allowed.

**IMPORTANT:**

The badge is **personal and non-transferable**. Its use is restricted to authorized times and areas.

**PLEASE NOTE:**

1. Entry is **not permitted for individuals under 16 years of age**, even if accompanied by parents or guardians.
2. The event will be **filmed and photographed** by the organizers, and the images may be used in digital and print media to promote the industry and the event.
3. Entry is **prohibited for individuals wearing**: shorts, caps, flip-flops, or tank tops.

## 1.10 EVENT TIMES AND CAEX

MACHINERY AND EQUIPMENT	
June 24, 2026	Exclusive day for bringing in machinery/equipment from 8:00 a.m. to 10:00 p.m. Assembly companies will not be allowed access to assemble stands.
ASSEMBLIN	
June 25, 2026	8 am – 10 pm
June 26, 2026	8 am – 10 pm
June 27, 2026	8 am – 10 pm
June 28, 2026	8 am – 10 pm
June 29, 2026	8 am – 11h59am
DECORATION	
June 29, 2026	12 am – 8 pm
REALISATION	
June 30, 2026	10 am – 19pm
July 01, 2026	10 am – 19pm
July 02, 2026	10 am – 19pm
July 03, 2026	10 am – 19pm
DISASSEMBLY	
July 03, 2026	From 7 p.m. onwards, removal of materials by hand From 8 p.m. onwards, removal of materials by cart 10 p.m. start of dismantling
July 04, 2026	At 9 p.m., dismantling ends
July 05, 2026	Until 10 a.m. – Removal of machinery and equipment
CAEX – EXHIBITOR SERVICE CENTER	
June 24, 2026 – from 12 p.m. to 8 p.m.	
From June 25, 2026, to July 3, 2026, from 8 a.m. to 8 p.m.	

## 1.11 DATE OF ENTRY OF VEHICLES IN ASSEMBLY PERIOD

We ask exhibitors who need Munck trucks, trailers, and containers to bring their large machinery on June 24, 2026. Starting on June 25, 2026, we will begin setup, making it difficult to access the booth with equipment. Exhibitors and setup crews will be served in order of arrival, depending on gate access availability and the location of their area.

## 1.12 VEHICLE ACCESS AT FORMÓBILE 2026

Large vehicles will not be allowed inside the pavilion after 8 p.m. on June 28, 2026, and during the event.

## 1.13 EQUIPMENT AND ENERGY TESTING AT FORMÓBILE 2026

On **June 28, and June 29, 2026**, from **9 a.m. to 8 p.m.**, the pavilion's power will be released to test the equipment. After the test, power will be available regularly throughout the event, according to the opening and closing times.

## 1.14 FINAL DECORATIONS AND STAND CLEANING

**The final decoration of the booths will take place on June 29, 2026, starting at 12:00 PM.**

After this time, it is strictly prohibited to sand, paint, weld, saw, or perform any other activity that generates dirt or debris.

It is the **responsibility of the booth construction company** to deliver the booth clean and ready for the event's opening.

### **1.15 SUPPLY, MAINTENANCE AND CLEANING OF THE STAND DURING FORMÓBILE 2026**

Product supply, maintenance, and cleaning services for the booth must be performed according to the date and time set for the event.

The authorized supply time is from 8:00 a.m. to 9:00 a.m. Access must be through the loading and unloading area of the pavilion.

For information on access and maintenance credentials, see item "10.5 SUPPLY, MAINTENANCE, AND CLEANING OF THE BOOTH" in this manual.

## 2 GENERAL INFORMATION

### 2.1 INFORMA MARKETS LATAM RIGHTS

Informa Markets Latam reserves the right to change the rules set out in the manual, or establish new rules, in good time for the smooth running of the event or for security reasons.

It may relocate or replace the exhibition areas up to the delivery date, in accordance with the rules established in the contract, to accommodate any unoccupied spaces and promote a better general setting for the fair. Informa Markets Latam must respect the useful size of the rented area and will inform the exhibitor in advance.

**To start setting up the stand, Informa Markets Latam requires the exhibitor to immediately pay any outstanding financial obligations relating to the installments of the contract and mandatory and/or contracted services.**

Informa Markets Latam may penalize or terminate the activities of stands that do not comply with the rules established in this manual and in the general conditions applicable to participation and service contracts.

### 2.2 RESPONSIBILITY OF EXHIBITORS AND SERVICE PROVIDERS

Respect all the rules and dates set out in this manual and guide its employees and contractors.

### 2.3 DIGITAL DELIVERIES

Digital products are offered by Informa Markets Latam to clients in both online and offline versions, adding value on specific subjects to event visitors and users of the event's digital platforms, content channels and social networks.

To purchase it, you can contact your commercial executive.

If your exhibiting company has already purchased the digital product, once your contract has been signed, our customer success team will contact the marketing person indicated in your contract to give you the necessary specifications and guidelines or schedule a briefing meeting with you and your team (if necessary).

### 2.4 DIGITAL PLATFORM

#### • INTRODUCTION TO THE DIGITAL PLATFORM

The event's exclusive Digital Platform is a revolutionary space to boost your presence at the time of the Event and expand your connections throughout the year. This Digital Platform will be your ally in both virtual and face-to-face environments, taking your participation to a new level.

Check item "1.6 DIGITAL PLATFORM" to access the event platform link.

You will soon receive a special welcome e-mail from the sender [oi@informamarkets.com.br](mailto:oi@informamarkets.com.br). If you can't find the e-mail in your inbox, take a look in your SPAM folder - we don't want you to miss any important details.

#### • WHY MAKE THE MOST OF THE DIGITAL PLATFORM

This is your chance to boost your sales and strengthen your brand. Make the most of all the possibilities offered by the Digital Platform, using it as a partner to achieve recognition and success. During your journey, we'll be here to give you detailed guidance on how to use the platform.

Network and Connect: Prospect for new business opportunities by adding and chatting with your target

audience. Keep an eye on your inbox on the Digital Platform, a new opportunity could arrive at any time! Find out the latest news in real time via the Event Feed! Search for exhibiting companies and products and find out about the latest launches in the sector! Watch the best content we have available for you!

#### • SUCCESS CHECKLIST

Your experience with the Digital Platform will be even more fruitful by following this step-by-step guide: Bring your company profile to life. Add logos, videos, attractive catalogs and even links to your social networks. Tip: Be careful, this is your business card, and the first impression is the one that sticks! Add all your staff who will be at the event to your Company Profile, so that everyone is connected and able to do good business! Use the “Connect” function to locate visitors who share an interest in your company's sector, expanding your network. Don't miss out on what matters: bookmark the talks and panels that most caught your eye in the “Schedule Yourself” menu.

#### • SIMPLE ACCESS

In addition to the access you receive via e-mail, you can also access the platform directly via the link:

<https://app.informamarkets.com.br/event/formobile-xperience-2026>

Click on the “Login” option in the top right-hand corner of the screen, enter your e-mail address and create a password to start enjoying all the features.

#### • EVER-PRESENT SUPPORT

Questions? We're by your side, ready to help you every step of the way on your Digital Platform journey. Don't hesitate to contact us via the event support email to receive personalized and efficient support.

## 2.5 COLLECTOR OF CONTACTS LEADSTER by INFORMA

In 2026, the **ForMóBILE contact collector** is fully integrated into our digital platform, providing an even more efficient and strategic experience for your company.

If your contract does not yet include the **Leadster license**, no worries! Acquiring it is simple and quick — just reach out to the Informa team, who are ready to assist you.

#### How does it work?

To use the contact collector, your team needs to install the **Informa Markets Latam app** on their smartphones or tablets. With just **one license per company**, you can start enjoying all the features and benefits that Leadster offers.

#### Why choose Leadster by Informa?

- **Real-time access:** Instantly capture customer data, enabling faster and more effective follow-up.
- **Immediate lead qualification:** Classify and customize lead information at the moment of collection, optimizing your conversion process and post-event follow-up.
- **Detailed reports:** Track the performance of each team member with comprehensive reports, making strategic analysis and management easier.
- **Simplified export:** Export collected data in real time and easily integrate it into your internal systems and processes.

#### Boost your business opportunities and increase your conversions with Leadster by Informa!

If you'd like more details about Leadster, please contact our exhibitor support team at: [leadster@informa.com](mailto:leadster@informa.com)

## **Lead Insights – ForMómobile**

You already use LEADSTER by Informa to collect contacts at your booth and can expand your reach with LEADSTER+. With Lead Insights, your company moves beyond working solely with contact lists and starts leveraging analysis, prioritization, and strategy, connecting more efficiently with manufacturers, carpenters, designers, architects, and decision-makers in the furniture sector.

### **What is Lead Insights?**

Lead Insights consolidates and organizes the data collected from leads at the booth with Leadster and from actions performed with Leadster+, enabling an in-depth understanding of the profile, interests, and behavior of ForMómobile visitors.

### **How does it work, in practice?**

#### **1. Consolidation and organization of data**

All data generated through your digital campaigns (Digital Platform, Leadster, Media and Marketing Campaigns) at ForMómobile are organized in a single environment, making it easier to visualize and analyze information within the furniture sector.

#### **2. Analysis of lead profiles**

Visualize detailed information about the leads generated, gaining a better understanding of who the visitors are, their segments, and the predominant profile of the ForMómobile audience.

#### **3. Engagement analysis**

Identify the level of interest of leads based on interactions made before and during ForMómobile, prioritizing contacts with the highest business potential.

#### **4. Definition of Ideal Customer Profile (ICP)**

Build your ICP definition using the data collected at ForMómobile, identifying which profiles align best with your solutions for the furniture industry.

#### **5. Complete dashboards and detailed data**

Access dashboards with clear and structured information, facilitating data visualization and decision-making.

#### **6. Exporting databases for strategic actions**

Export organized and segmented data to support marketing campaigns, commercial planning, and post-event relationship strategies.

### **Why choose Lead Insights?**

Greater clarity in decision-making, improved post-event efficiency, and better lead utilization.

Lead Insights transforms ForMómobile contacts into real business opportunities.

For more information, contact us via email at [leticia.teixeira@informa.com](mailto:leticia.teixeira@informa.com) or WhatsApp +55 (11) 98295-2793.

## **LEADSTER+ by Informa – Expand your brand and connect with more visitors at ForMómobile**

Have you already heard about the Data Collector – LEADSTER by Informa, the tool that simplifies the exhibitor's daily activities? Your team can register the contacts of those who visited your booth, organize, classify, and start building relationships in real time.

Now, **THE EVOLUTION OF THIS TECHNOLOGY HAS ARRIVED: LEADSTER+ by Informa.**

### What's new with LEADSTER+?

While the Data Collector focuses on your booth's traffic, LEADSTER+ goes further. Using artificial intelligence, the system identifies professionals, executives, and decision-makers from companies in supplies, the furniture industry, machine manufacturers, carpentry businesses, sector buyers, and others with profiles similar to your ideal customer who didn't visit your physical space during the expo.

In other words: **LEADSTER+ ensures your brand reaches those who truly matter but didn't have the chance to connect with it during the event.**

### How does it work in practice?

- **Intelligent mapping:** The AI analyzes your "5-star" leads—those you classified using the Data Collector during booth visits—and, based on this profile, automatically identifies other visitors with similar characteristics within the expo's total audience.
- **Active outreach:** Your brand is introduced to these contacts through targeted campaigns via ForMóBILE's WhatsApp, with a personalized message crafted by your company.
- **Broader audience reach:** We work based on the volume you purchase. For example, if you acquire a package of 50 leads, the AI sends messages to a larger number of contacts until 50 people show genuine interest, "raising their hand" and confirming their desire to learn more about your company.

### Why choose LEADSTER+ by Informa?

- **Expanded reach:** It doesn't rely solely on booth traffic.
- **Qualified connections:** Focuses on those who truly align with your business.
- **More sales opportunities:** Boosts business during and after ForMóBILE.

If you'd like more details about LEADSTER+, please contact our specialist via email at: [leticia.teixeira@informa.com](mailto:leticia.teixeira@informa.com) or WhatsApp: +55 (11) 98295-2793.

## 3 OPERATIONAL INFORMATION

### 3.1 MANDATORY ITEMS AND SERVICES

All the mandatory items are already included in the event participation contract. Check your signed contract, or via the Client Portal - <https://portal.informamarkets.com.br/>

### 3.2 ADDITIONAL PRODUCTS AND SERVICES

Additional products and services are items that may or may not be necessary, depending on the type of event, for setting up and organizing your event, and which are not included as mandatory items in your contract. For example: additional electricity. Additional items can be purchased through Informa Markets Latam e-commerce (via the Customer Portal - <https://portal.informamarkets.com.br/> ) or at the CAEX - Exhibitor Service Center, from the first day of assembly.

### 3.3 E-COMMERCE

Within your Customer Portal, you will find the e-commerce icon, where you can purchase credentials, electrical power, plumbing points, and other additional services.

Before making a purchase, check the items already included in your contract and identify the additional services you wish to acquire.

The platform accepts payment via credit card only for international clients.

To track your orders, click on "My Orders" in the upper right corner of the screen. There, you will find details of all the requests you have made.

**E-commerce closing date: June 12, 2026.**

#### Refunds for purchases made via e-commerce

To request a refund, the following criteria must be met:

- The request must be made within 7 days of payment.
- The request must also be made at least 48 hours before the start of setup.

Requests outside these deadlines will only be accepted in exceptional cases, such as:

- Duplicate purchase (e.g., an item already included in the contract and purchased again).
- Technical impossibility of installing the item at the booth.
- Non-delivery or non-performance of the contracted service.

**⚠ In exceptional cases, the client must report the situation by the Decoration Day.**

All approved refunds will be processed in full. It is not possible to refund only part of an order containing multiple items. For orders that include other items, it will be necessary to create a new order exclusively with the items that will actually be used by the exhibitor. This will result in generating a new order and payment. Once the payment for this new order is confirmed, the refund process will be carried out.

### 3.4 MINIMUM ENERGY CONSUMPTION

Energy consumption is measured in kVA and will be supplied at 380 Volts - three-phase - phase neutral 220 Volts by the pavilion.

Informa Markets Latam considers the use of each kVA during all the days of the event and one (1) additional day for testing during the last day of event assembly. If it is necessary to power up in advance, please contact the organizers to inform them of your need and the operations team will assess it. **Minimum power consumption (0.1 kVA per m<sup>2</sup>):** mandatory for all exhibitors for basic stand operation. To calculate the number

of kVA required for your stand, you must add up the watts of your lighting system and electrical equipment. Consult the nameplate of your equipment and the reference table available below:

EQUIPMENT	KVA
Coffee maker 1700w/ 2700w/ 3000w/ 5000w	1,70/ 2,70/ 3/ 5
Coffee maker 600w/ 800w/ 1100w	0,60/ 0,80/ 1,10
Plate 3000w	3,00
Plate 6000w	6,00
Plate 9500w	9,50
Chopper	0,50
DVD player	0,30
Oven 1000w	1,00
Oven 1750w	1,75
Oven 2400w	2,40
Oven 5000w	5,00
Oven 8000w	8,00
Oven Microwaves	1,20
Freezer	0,50
Fryer 2500w	2,50
Fryer 5000w	5,00
Refrigerator/Freezer	0,30
Printer	0,25
Dichroic lamp (Halogen)	0,05
Dichroic lamp (LED)	0,01
PL fluorescent lamp 20w / 40w (with ballast)	0,03/ 0,05
Halogen lamp 300w / 500w	0,30/ 0,50
HO 110w fluorescent lamp	0,22
HQI 150W bulb + ballast	0,35
Incandescent bulb 100w	0,10
Mixed lamp 250w	0,25
PL lamp 40w	0,05
Microcomputer (CPU with monitor)	0,50
Notebook	0,03
3000w grill press	3,00
Grill press 6000w	6,00
Projector 150w/ 350w/ 500w	0,15/ 0,35/ 0,50
Réchaud - Bain Marie 1000w	1,00
Reflector with 180w/ 300w/ 500w halogen lamp	0,18/ 0,30/ 0,50
Reflector with 150w HQI lamp (with ballast)	0,30
Reflector (LED) 20w/ 30w/ 50w	0,02/ 0,03/ 0,05
Suqueira 300w	0,30
TV (average consumption)	0,30

**Note:** The above kVA quantities refer to consumption during the entire period of the event. The table above only serves as a reference for calculating the consumption of common equipment. Please refer to the technical manuals or the nameplate on the body of the equipment for installation characteristics.

The kVA used on the stand during the event will be checked and controlled by the event's official infrastructure company. If consumption exceeds the contracted amount, the exhibitor will receive a notification and charge for immediate payment at the CAEX - Exhibitor Service Center.

### 3.5 ADDITIONAL ENERGY CONSUMPTION

It should be requested when the kVA consumption required for the operation of equipment and lighting exceeds the mandatory minimum.

To calculate the number of kVA required for your stand, the exhibitor must add up the watts of their lighting system and electrical equipment. Consult the nameplate of your equipment and the reference table available in the section above.

Each kVA will be used for the duration of the event, plus 1 day for testing during assembly.

Exhibitors who request early energization will be inspected on the day before the contract date. The following points will be considered during the inspection:

- The issue of connecting the cables and frames from the assembly plant will be checked;
- If the cables and connections are connected and duly tested, the stand will be allowed to be energized for the following day, as requested, from 08:00 to 11:00;
- If the stand is not ready and complies with the São Paulo Expo technician's inspection. It will be energised as soon as the stands have been inspected and are in compliance. In this case in the form of a waiting list as requested by the CAEX - Exhibitor Service Centre.

**For operational questions and requests for technical drawings (detailed specifications of the gutter), please contact us by email at: [projetos.formobile@informa.com](mailto:projetos.formobile@informa.com)**

### 3.6 CLEANING DURING ASSEMBLY

The cleaning fee is compulsory for all exhibitors and will be charged per m<sup>2</sup>.

This service refers to the general cleaning of the pavilion (removal of debris, circulation areas, toilets and common areas) during the **assembly period**.

It is the responsibility of the assembly company, or a specific company hired to deliver the stand clean for the opening.

**This fee does not cover the removal of debris and garbage produced during dismantling. It is the exhibitor's/assembly company's responsibility to ensure that the rented area is cleared and cleaned when it is returned.**

### 3.7 MUNICIPAL TAX (TFE - ESTABLISHMENT INSPECTION TAX)

In accordance with Law No. 13.477, of DECEMBER 30, 2002, the São Paulo City Hall requires Informa Markets Latam to pay the following fee for each stand: TFE - Taxa de Fiscalização de Estabelecimento (Establishment Inspection Fee); Mandatory only for exhibitors at Fairs and Events in the Municipality of São Paulo, the "Taxa de Fiscalização de Estabelecimento (TFE)" (Establishment Inspection Fee) is due due to the actions of the competent bodies of the Executive that exercise police power, carrying out permanent activities of control, surveillance or inspection of compliance with municipal legislation. The fee is regulated by the following legislation of the municipality of São Paulo: Law No. 13.477/02 (TFE). The fee due will be collected by Informa Markets Latam and passed on to the São Paulo City Hall, except in the event of non-compliance with the rules specified in this manual.

### 3.8 HYDRAULICS

Please note that Informa Markets Latam will only provide the hydraulic point. It is the responsibility of the exhibitor/assembler to connect the hydraulic point to the sink or equipment, as well as to carry out all the necessary finishing.



**In order to request this service, the stand must have a raised floor in the area of the hydraulic point, and the location of the water and/or drainage point must be identified in the stand design.**

**Drainage collection:** 40mm PVC pipe located inside the booth:

The use of a pouring point for combi ovens or similar will be permitted, provided that the water outlet does not exceed a maximum temperature of 70°C to avoid deformation and leakage during the event.

**ATTENTION:** For equipment that requires a drainage pipe, the exhibitor must request the installation of a drainage point. It is compulsory to connect the stand drain to the pipe in the channel, and it is forbidden to drain directly into the channel.

**The hydraulic channel plan is available on the Customer Portal for download under the 'download documents' tab - <https://portal.informamarkets.com.br/>.**

### 3.9 COMPRESSED AIR

Compressed air will be supplied via rubber hoses and a ½ or ¾ threaded metal ball valve to the stand with an effective capacity of up to 8 bar and a system flow rate of 20 PCM.



Informa Markets Latam will not be responsible for any humidity or impurities in the distribution network.

It is the exhibitor's responsibility to provide the registration and connection on their equipment, as well as filters, steam traps and pressure regulators to make the air cleaner and drier.

For technical reasons, any request made after the deadline will be reviewed by the operations team before being approved. If you have any operational questions or would like to request technical drawings or details of the gutter, please contact us by email at: [projetos.formobile@informa.com](mailto:projetos.formobile@informa.com)

### 3.10 MERCHANDISING

All advertising outside the confines of the booth will be considered merchandising. Merchandising products are intended to increase the exhibitor's visibility and publicity within the event.

To find out about the merchandising tools available for the event, consult your commercial executive.

No material may be installed unless the merchandising contract has been signed and paid for by the exhibitor. Merchandising actions are opportunities to highlight products, services and actions that will be carried out during the physical event. We offer different options for displaying your brand, which create value and relevance for your image, and amplify your participation in the event that is a benchmark in the sector. Take advantage of the special conditions, guarantee privileged and customized exposure according to your company's profile and optimize your participation as much as possible.

To purchase it, you can contact your commercial executive or our customer service e-mail address.

If your exhibiting company has already purchased the digital product, once your contract has been signed, our customer success team will contact the marketing person indicated in your contract to give you the necessary specifications and guidelines or schedule a briefing meeting with you and your team (if necessary).

## 4 REGISTRATION

### 4.1 REGISTRATION FOR THE EVENT

Only accredited people will be allowed to enter and circulate in the event areas, and it is compulsory to carry the accreditation in a visible place throughout your stay in the internal areas of the pavilion.

A photo ID will be required when entering the pavilion. People who are not carrying a document will not be allowed to enter or remain in the venue.

**ATTENTION:** Issuance of a 2nd copy of accreditation or exchange of accreditation will be carried out in accordance with the event definitions.

### 4.2 EXHIBITOR CREDENTIALS

The number of exhibitor credentials may vary according to each event. To find out the rules for your event, see item “1.3 - EXHIBITOR CREDENTIALS” in this manual.

These credentials are personal and non-transferable, valid only for employees of the exhibiting company, when duly completed.

Please note that once the free quota has been used up, there may be an additional cost for issuing new credentials. Check the rules defined for this event in item “1.3 - EXHIBITOR'S CREDENTIAL”.

The credential must be filled in with your full name, position, CPF (or passport) and e-mail address.

If these credentials are used by third parties, they will be confiscated. ID must be presented when requested.

In order to minimize loss and consequently additional costs for printing a second copy of the credentials, we recommend that exhibitors send a duly identified bearer to the CAEX - Exhibitor Service Center, from the first day of assembly onwards, to pick them up in advance. However, it should be noted that the credentials will be handed over once the fees have been paid.

***In case of loss or misplacement of the badge, a fee will be charged for issuing duplicate, according to the event's current pricing table.***

### 4.3 ASSEMBLER AND SERVICE PROVIDER CREDENTIALS

To request fitter and service credentials, the service provider in question must access their “provider” area on the Customer Portal - <https://portal.informamarkets.com.br/> .

For the service provider to be granted access to the Customer Portal - <https://portal.informamarkets.com.br/> , the exhibitor must first associate them by following the steps below:

- Access the Customer Portal via the link: <https://portal.informamarkets.com.br/> .
- In the menu on the left-hand side of the screen, access the Service Providers option;
- Click on “Create association”;
- The exhibitor must indicate whether they want their service provider to carry out all their tasks, including purchases of their products and additional services via e-commerce. If so, simply enable the option “Service provider can log in with this account”. If not, proceed with the task without enabling it;
- Include the information requested and at the end “Associate”.

If you have any questions about how to proceed with your first access, or about the steps explained above, please contact our support team for assistance.

Once the exhibitor has followed the steps above, the supplier will be able to use the features on the Customer Portal - <https://portal.informamarkets.com.br/> .

**SINDIPROM ASSOCIATES:** ASSEMBLER'S employees who are Sindiprom members will not pay for the credential, as long as they present a copy of their membership card at CAMPS - Central de Atendimento à Montadora e Prestadora de Serviço". To avoid queues at CAMPS, the assembler can send a copy of the membership card of its employees who are members of Sindiprom to the event's customer service e-mail address before the start of assembly, so that the Customer Success team can anticipate registration on the Customer Portal - <https://portal.informamarkets.com.br/> .

**ABRACE:** also has an exemption on the payment of accreditation. As proof of this, the name of the company must appear on the ABRACE website as a member and must inform and request it directly from CAMPS - the Service Center for Assemblers and Service Providers. In order to avoid queues at CAMPS, ABRACE member automakers can send a list of their employees' names to the event's customer service e-mail address before assembly begins, so that the Customer Success team can register them on the Customer Portal - <https://portal.informamarkets.com.br/> .

#### 4.4 PHOTOGRAPHERS AND VIDEOGRAPHERS

The exhibiting company or service provider must take responsibility for any images or videos taken by them during the set-up and/or running of the event, as well as the dissemination of these media other than the official ones published by Informa Markets Latam.

The professional hired by the company should only photograph/film the authorized stand.

It is not necessary to request prior authorization for photography or filming from Informa Markets Latam, as long as the exhibiting company or service provider follows the above rule and takes responsibility for the media made.

It is important to note that all professionals must purchase a service credential and be registered on the Client Portal - <https://portal.informamarkets.com.br/> .

#### 4.5 SECURITY CREDENTIALS

In accordance with the new Private Security Statute issued by the FEDERAL POLICE (Law 14.967), event promoters and organizers are strictly forbidden from accrediting people who are not qualified and regulated to provide stand security and/or security guard services. For both "exhibitor and/or assembler employee" security and "contracted company" security, the credential will have a cost, according to the price available on E-commerce.

We recommend hiring the official security company, which will be published in the List of Recommended Suppliers. The exhibitor must hire staff from legally specialized companies and demand the necessary documents, as directed by the Federal Police, for the credential to be released in the pavilion, such as authorization to operate, security certificate and review of authorization to operate.

The credential of a security guard hired by an unofficial company will only be issued upon presentation of the following documents at the CAMPS - Central de Atendimento à Montadora e Prestadora de Serviço:

- ✓ Presentation of the security guard's documents, followed by a simple Xerox:
- Training course,
- Refresher course
- Course in major events
- CNV (National Security Guard Card)

- ID CARD
- CPF
- Background check;

✓ Presentation of the private security company's documents, followed by a simple Xerox:

- Contract for the provision of services between the exhibitor and the security company or letter on the exhibitor's letterhead, stating the name of the company and the security guard who will be providing the service;
- Letter of introduction from the company (letterhead of the contracted company), containing the details of the security guard who will be providing the service, together with the name of the exhibitor.
- Federal Police Certificate with Publication in the DOU (Federal Official Gazette)
- Civil Police DRD Certificate
- Event communication protocol | Exhibitor | Security guard's name in the GESP system

We ask you to pay special attention to compliance with this rule, as the Federal Police will be inspecting the event and, if violations of the law are found, irregular companies will be subject to warnings, fines and even interdiction.

**Informa Markets Latam is not responsible for any theft or robbery that may occur in the exhibition hall.**

**Exhibitors, fitters or service providers will not be allowed inside the pavilion at night. Only security guards, upon presentation of documents and duly accredited. Under no circumstances may security guards carry any type of weapon.**

## 5 ASSEMBLY AND DISASSEMBLY RULES

### 5.1 OCCUPATION OF THE LEASED AREA

The areas contractually rented will be released for occupation and start of assembly in accordance with the dates, times and requirements contained in this manual. Areas not occupied within **48 hours** prior to the start of the event period may be relocated at the sole and exclusive discretion of Informa Markets Latam, and the exhibitor will not be entitled to any compensation or claims.

### 5.2 PROJECT PRESENTATION - FREE AREA

It is compulsory to submit the project for the entire stand with its own assembly.

The construction of stands must follow exactly the plans sent to Informa Markets Latam and/or the partner indicated, and any changes to the plan must be sent to the Operations Department in advance.

The following documents must be sent:

- Floor plan;
- Front and side elevations;
- Perspectives (1 per façade), with the legible name and signature of the qualified professional (responsible for the project) and contact telephone number.
- A.R.T. / R.R.T. of the project and execution\*
- A.R.T. / R.R.T. for electricians.
- Copy of CAU/CREA card\*\*
- Term of Responsibility duly completed and signed;
- **Better Stands form:** (COMING SOON).
- Air structures: send documents directly to São Paulo Expo. Form available for download on the Customer Portal (COMING SOON).

\*A.R.T. (Annotation of Technical Responsibility) or R.R.T. (Registration of Technical Responsibility), signed by a professional registered with CAU/CREA in the State of São Paulo, with proof of payment.

\*\*A copy of the CAU/CREA card of the professional who signed the A.R.T./R.R.T.;

\*\*\*Under no circumstances may the booth be assembled without presenting the documents mentioned above.

For project analysis, documents must be submitted by the deadline set by Informa Markets Latam. No booth construction will be permitted unless the project has been approved by the Informa Markets Latam Operations team.

Projects and corresponding documents must be submitted through the project analysis system by the contracted assembly company.

**IMPORTANT:** When you register your stand builder on the Exhibitor Portal, they will receive login details and a password for the platform where the project should be submitted.

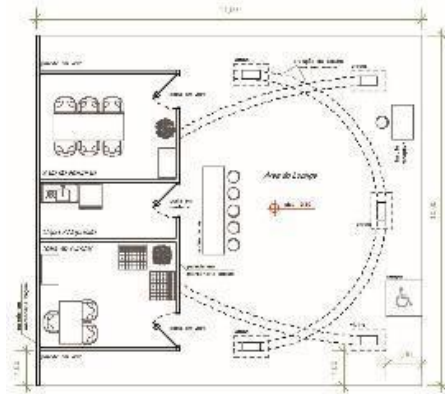
Assemblers must access the ASSEMBLER AREA via the link: **COMING SOON**

**The deadline for submitting the stand design and documentation is May 22, 2026.**

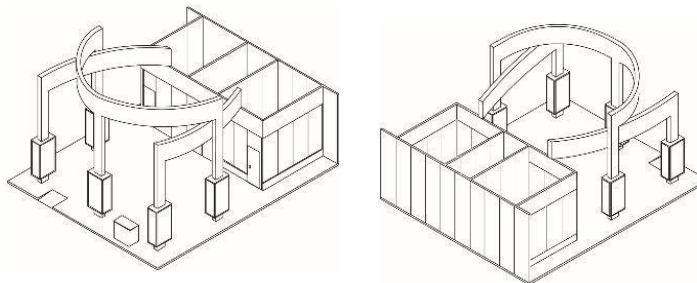
If you have any operational questions or require further information, such as technical plans, please contact us by email at: [projetos.formobile@informa.com](mailto:projetos.formobile@informa.com)



#### EXAMPLES OF PROJECTS LOWER PLAN:



#### PERSPECTIVES



#### IMPORTANT OBSERVATIONS:

1. All projects submitted must include height dimensions and area measurements.
2. Installation companies are obliged to identify the project with the name of the exhibitor responsible, telephone number and contact e-mail address.
3. Failure to comply with the above stipulations within the stipulated time limit will exempt Informa Markets Latam from any responsibility and/or obligation.

**ATTENTION:** The booth will be allowed to be assembled once the project has been approved and all debts owed by the exhibitor and the assembler have been settled. It is extremely important, for inspection reasons, to keep a copy of the project and the A.R.T./R.R.T. in the booth throughout the assembly period and the event.

#### 5.3 TERM OF RESPONSIBILITY AND OCCUPATION OF THE AREA

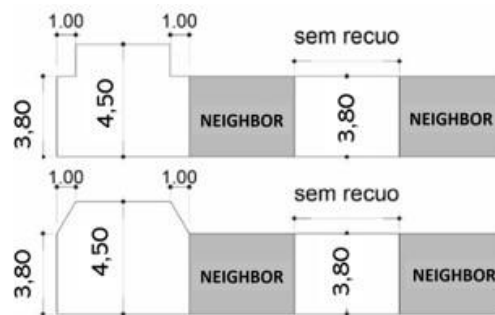
The assembler must submit a Statement of Liability, assuming responsibility for any damage caused by its material and/or personnel to the pavilion, to third parties, including penalties for failure to comply with the assembly, maintenance and disassembly rules, in accordance with the deadlines established in the fair regulations and in this manual.

### 5.4 HEIGHTS AND SETBACKS FOR BOOTH ASSEMBLY

HEIGHT (FROM THE FLOOR OF THE HALL)	MINIMUM SETBACK (NEIGHBORS ONLY)
Up to 3.80m	No setback
From 3.81m to 4.50m	1,00m

The setback is only mandatory for the construction of walls facing the neighbors (regardless of the booth configuration, e.g. box, island end and corner).

**IMPORTANT:** Booths with suspended (aerial) structures must respect the maximum height of 5.00m.

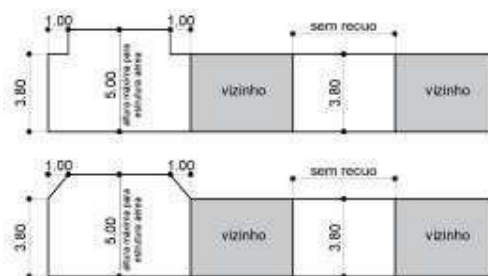


**ATTENTION:** The use of containers as an exhibition booth is authorized, following all the rules required at the event, such as height limit and 50% visibility. The entrance to the stand must take place at the same time as the machine entrance, on the first day and at the same time as assembly, and the positioning of the container must be finalized.

### 5.5 SUSPENDED STRUCTURE HEIGHT

The use of the pavilion's airspace is permitted for the installation of cables to secure the headers, up to a maximum height of 5.00m for ground-level stands, provided that the setbacks of neighboring stands are respected.

ALTURAS (A PARTIR DO PISO DO PAVILHÃO)	RECUO MÍNIMO (SOMENTE VIZINHOS*)
Até 5,00m	1,00m



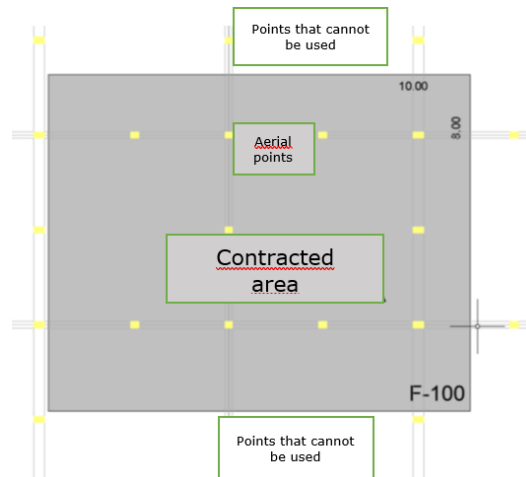
**For booths with suspended (aerial) structures, only this structure may be raised to 5.00 m. All other walls must comply with the height limit of 4.50 m, respecting the appropriate setbacks.**

Download the file (Step by Step São Paulo Expo - 2026) from the Customer Portal by clicking on “document downloads.” It describes the procedures and standards for the pavilion's aerial structure:

- The amount charged is per point fixed to the pavilion's metal structure;

- The maximum load capacity is 50 kg per node point.

For the use of overhead cables, only cables that are within the contracted area limit will be allowed, and it will not be possible to use the points that are on the streets. We recommend that, before preparing the project, you request the technical plan of the overhead network of the contracted area to size the cables within the exhibition area.



The airspace above the installation height limit will be used for merchandising activities purchased from the event organizers.

To hire this service, please contact São Paulo Expo directly using the contact details below:

**São Paulo Expo**  
**+55 (11) 5067-1717**  
**riggingspexpo@glbr.com.br**  
**cabos.spexpo@glbr.com.br**

## 5.6 VISIBILITY

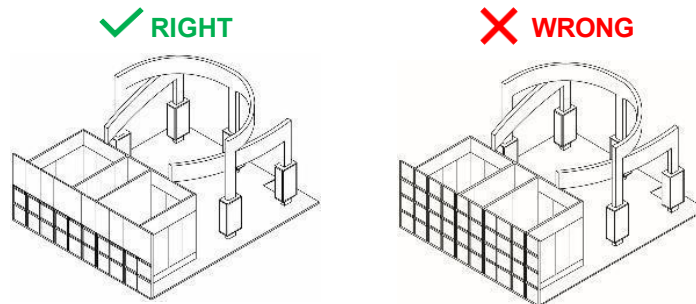
Under no circumstances may booths obstruct the visibility of any of the sides facing the traffic lanes. It is compulsory to open up 50% of the linear footage of each side. Glass/vitrines will be accepted in the opening area. Walls made of glass or similar material that are completely transparent must be marked with safety signs.

**IMPORTANT:** For all booths in front-only, corner and island-top configurations, the construction of walls to divide their area is mandatory. Also remember that at the back of the wall, if your neighbor has the standard height (2.20m), it is mandatory to make the neutral finish (white color) at the same quality level up to the height limit built.

## 5.7 PARTITION WALLS AND FINISHES

It is compulsory to build dividing walls on the boundaries of your area (but within it) with neighboring areas. The minimum height must be 2.20m from the floor of the pavilion, up to a maximum height of 4.50m, respecting the respective height setback around the entire perimeter of the booth.

EXAMPLES



**IMPORTANT:** Hydrants and any other fire-fighting equipment within the booth area must be easily accessible, visible and well-signed.

5.8 GLASS WALLS

All glass walls must be made of tempered or laminated glass, respecting the indentation table imposed by Informa Markets Latam.

Panels must be marked with safety tape (stickers, graphics, logos, etc.) during assembly and disassembly to prevent accidents. Legal requirements, Fire Department regulations and ABNT standards NBR 7.199, 14.697 and 14.698 must be observed. The use of glass panels requires the presentation of an A.R.T. (Annotation of Technical Responsibility) or R.R.T. (Registration of Technical Responsibility) and the presentation of a manufacturing certificate (certification of the material).

5.9 BOOTH FLOOR

**Raising the booth floor is optional.** When the floor is raised, it is compulsory to build an access ramp for the disabled, regardless of its size.

**Booths with gaps of up to 20 cm must have an access ramp with a slope of between 8.33% and 10%. The ramps must be chamfered on their sides, with a minimum width of 1.20m, with a free space for wheelchair users of 80cm wide.**

The area of each booth will be demarcated and identified on the pavilion floor. It is the exhibitor's/assembler's responsibility to ask the Operational Team for help with any questions regarding the area they have rented.



- 1 - Slope between 8.33% and 10%
- 2 - Minimum clear span of 0.80 m
- 3- A side barrier along the entire length of the ramp, at least 0.10 meters wide x 0.15 meters high

**The event's Operations team will not be held responsible for any unevenness on the floor or any problems related to the non-use of raised floors.**

**IMPORTANT:** For any booth with a raised floor above 0.50 m in height from the pavilion floor, it is mandatory to present an A.R.T. (Annotation of Technical Responsibility) /R.R.T. (Registration of Technical Responsibility) signed by a professional registered by the CAU / CREA bodies of the State of São Paulo, duly paid, and a structural calculation of said project, in two copies.

### 5.9.1 HALL FLOOR

Under no circumstances may the pavilion floor be marked, drilled or painted by the exhibitor and/or fitter, not even for displaying equipment. The floor of the pavilion must be covered with the appropriate material to protect it. In the event of an infringement, a financial penalty will be imposed, the amount of which will be determined by the Anhembi District.

### 5.9.2 TYPES OF ADHESIVE TAPES PERMITTED

When the exhibitor and/or assembler uses carpeting and/or padding directly on the pavilion floor, IT IS MANDATORY TO USE THE FOLLOWING TYPES OF EASILY REMOVED DOUBLE-SIDED TAPE:

- 3M SCOTCH Double Sided - Ref. 4880.
- CARPEFIX Paper Double Sided Adhesive - Ref. 462/ 40g/m<sup>2</sup>.

It is strictly forbidden to use glue and/or any other abrasive “adhesive” derivative directly on the floor.

**Warning:** Double-sided adhesive tapes have a different degree of adhesion depending on the side applied, check the label on the tape before applying. If applied incorrectly, it can be difficult to remove during dismantling. For example, according to the manufacturer ADERE: “Medium adhesion on the outside and high adhesion on the inside”. It is the assembler’s responsibility to remove all tape residue from the assembly area.

All tapes must be removed during disassembly and the area delivered clean.

## 5.10 SETTING UP BOOTHS WITH MEZZANINE

**Booth constructions with mezzanines will not be authorized for the 2026 edition.**

### 5.11 GUARDRAIL

According to CBPMESP Technical Instruction No. 11, any ramp, staircase or floor with a drop of more than 19 cm must be protected by a guardrail to prevent falls, the height of the guardrail must be at least 1.10 m, and the gaps between the guardrails must not be greater than 20 cm.

### 5.12 HORIZONTAL PROJECTION OF THE STAND

The horizontal projection of any assembly element or products on display must be within the limits of the leased area. Projections occupying neighboring stands or circulation areas will not be permitted.

### 5.13 PROJECTION OF THE HEADLANDS

No raised shelves may be installed projecting outside the boundaries of the area, except for lighting spots, provided they are at least 2.80m high. Stands may only be identified from the side facing the street. No marquees facing neighboring stands will be allowed.

### 5.14 USE OF THATCH, LYCRA AND DECORATIVE FABRICS

Toadstools, lycra and decorative fabrics must present a report on the application of flame-retardant products (IGNIFUNCTION). These materials must be accompanied by the appropriate number of fire extinguishers, at the discretion of Informa Markets Latam and/or the official fire brigade. The material may undergo a flame test and will have a set time to enter the hall. The report and A.R.T./R.R.T. for the application of the flame-retardant

product must be presented to the event's Fire Brigade during the assembly period.

### 5.15 AUDITORIUMS OR PROJECTION ROOMS

In spaces that are auditoriums or projection rooms, or even enclosed and/or closed environments, provision must be made for the installation of emergency lights, acoustics consistent with the activity, emergency exit signs, maximum capacity signs and other necessary safety equipment. Informa Markets Latam may require the installation of complementary safety equipment and may also ban the environment that is not in compliance with any of these mandatory safety items.

### 5.16 EXTERNAL LIGHTING, SCONCES, EXTERNAL SPOTLIGHTS FOR BOOTHS

All lighting on the outside of the stand must be protected, avoiding access by people. External sconces and spotlights must be above 2.80m or isolated and protected from access by visitors. All stand lighting must be self-sufficient, and the exhibitor/assembler must not “rely” on the general lighting of the pavilion. The exhibitor/assembler must take care that this lighting does not harm neighboring stands (floodlights, etc.) or visitors.

Informa Markets Latam reserves the right to close the stand until the requests for protection or removal of unsuitable equipment have been met.

### 5.17 BRICKWORK CONSTRUCTION

Any construction (floors and walls) in masonry, similar materials, reinforced or unreinforced concrete is prohibited. If masonry construction is essential, prior approval from Informa Markets Latam will be required before the stand project can begin. If approved, the floor of the pavilion must be covered with a suitable material to protect it before construction of the stand begins.

### 5.18 CABLES

It is not permitted to run cables or any connecting elements that cut through streets, common areas or neighboring stands. Should this be necessary, it must be foreseen in advance and dealt with by Informa Markets Latam. It is mandatory to use non-flame propagating cable with double mechanical insulation (type PP). If in doubt, consult NBR 5.410. All stands must be earthed.

### 5.19 PAVILION ELECTRICAL INSTALLATIONS

The cable gauges and socket capacities supplied for the stands will be dimensioned according to the table below:

Potência Solicitada (Kva)	Corrente Elétrica Máxima (A)	Cabo (Tipo PP)	Tomada (Tipo Industrial - Fêmea - Terra 6hs)
0 a 21	32	6 mm	32 A
22 a 44	61	16 mm	63 A
Acima de 44	A distribuição elétrica será estudada pontualmente.		Ponta Viva

In accordance with Regulatory Standard NR-10 (art. 10.5.1, items “a” and “c”), the following is the procedure to be adopted when energizing distribution boards installed in temporary electrical installations. Before energizing the stand, the main circuit breaker must be tripped. After confirming that the circuit breaker has been disarmed, carry out a voltage test on the stand's main switchboard and on the stand's other distribution circuits, regardless of the connection provided by the pavilion to the stand (Steck or Ponta Viva).

This test is usual and normative, as mentioned above in the NR-10 articles. It is carried out so that no problems can occur as soon as the stand is energized, causing equipment to burn out and possible accidents to the people involved in the assembly. It is therefore the assembler's responsibility to carry out a voltage test on the main switchboards before energizing the stand.



**Socket supplied 32A or 63A**

- Industrial socket 3P + N + T
- Female
- Earth direction 6 hours



**Socket required for 32A or 63A connection:**

- Industrial socket 3P + N + T
- Male
- Earth direction 6 hours

**VOLTAGE SYSTEM**

- 380 V - FFF + T
- 220 V - F + N + T
- 60 HZ frequency

THE GROUNDING OF EACH STAND IS MANDATORY ACCORDING TO NR 3410.

The Anhembi District only supplies the point.

The electrical distribution, power board and sockets are the responsibility of the exhibitor.

**5.20 ELECTRICAL EQUIPMENT**

Electrical appliances are widely used in the assembly and disassembly of stands. Direct contact with electrical materials can cause serious or fatal injuries. To avoid accidents, due attention must be paid to safety when using electricity.

Here are some basic safety measures for using electricity:

- Check all electrical appliances before use. Repair or replace damaged or defective parts;
- If the protection device of the electrical equipment (fuse or circuit breaker) is faulty, the problem must be checked immediately and rectified before using the equipment again;
- All sockets and plugs must be suitable and electrical cable connections must be adequately protected;
- Avoid overloading electrical sockets;
- All electrical work must be carried out by an electrician.

**5.21 USE OF EPI AND EPC**

In accordance with Regulatory Standard No. 6 of the Ministry of Labor and Employment (MTE), Informa Markets Latam determines that: the use of PPE - Personal Protective Equipment and EPC - Collective Protective Equipment, specific to the development of each function, is mandatory.

According to Article 157 of the CLT, companies are responsible for:

- I. Comply with and enforce occupational health and safety regulations.
- II. Instructing employees, by means of work orders, on the precautions to be taken to avoid accidents at work or occupational illnesses.



Examples of EPC are:

- Safety signs.
- Protection of moving parts of machinery and equipment.
- Stair railings.
- Chemical hoods, etc.

**Minors under the age of 18 are prohibited from entering the pavilion during the stand assembly and disassembly period, even if accompanied by a legal guardian.**

When carrying out services in and around electrical installations, collective protection equipment must be provided and adopted.

Collective Protective Equipment - CPE is any device, system, fixed or mobile, whose purpose is to preserve the physical integrity and health of workers, users and third parties.

We remind you that the Public Ministry of Labor and Employment is supervising the event, and all those involved must comply with labor legislation and use PPE in accordance with each NR.

Sandals, flip-flops, clogs or any type of open shoe will not be allowed inside the fairground, nor will people wearing shorts, skirts, capri pants, tank tops or no shirts.



### 5.22 VEHICULAR ACCESS

Details of vehicle access to the loading and unloading area will be given to all exhibitors and their contractors in good time. Large vehicles will not be allowed inside the pavilion at the time previously informed by the Informa Markets Latam team.

### 5.23 TRAFFIC ROUTES

Traffic routes and neighboring stands may not be used for placing materials, tools, garbage bags or products to be installed on the stand. All operations must be carried out exclusively within the confines of the exhibitor's stand.

If there is a need to temporarily leave any material on the roads, the assembly company will have to leave a free area 1m wide for the circulation of trolleys and the rapid passage of emergency equipment, rescue teams, fire departments and firefighters.

### 5.24 AIR-CONDITIONING

The ANHEMBI DISTRICT has an air conditioning system.

The use of air-conditioning machines inside the stands will not be permitted.

### 5.25 APPLICATION OF WALKWAYS IN COMMON AREAS

The walkways (carpets) will be laid during the day of the stand decoration (date and time in item "1.15 - FINAL DECORATIONS AND STAND CLEANING"), and from the date and time set, the entry of any and all assembly or exhibition equipment must be carried out in such a way as not to damage the walkways already installed.

Any damage to the treadmills will be the sole responsibility of the exhibitor, who must reimburse Informa Markets Latam for the cost of replacing and reinstalling the damaged treadmill roll.

## 5.26 ENTRY OF GADGETS

All goods will be free to enter the pavilion. It is the sole responsibility of the exhibitor to comply with any and all legal requirements regarding the procedure for shipping goods, products, equipment and/or utensils. See chapter "10.1 - TAX PROCEDURES".

**IMPORTANT:** Informa Markets Latam is not responsible for the receipt of goods and does not provide any type of storage facility in the pavilion for the exhibitor's products and equipment, and is exempt from any liability for damage, loss, theft or robbery of any kind.

It is the exhibitor's responsibility to provide a place to store their materials and belongings and to have an employee responsible for receiving equipment and/or products.

On the day of stand decoration (date and time in item "1.12 - FINAL DECORATIONS AND STAND CLEANING"), only stand decoration and entry of materials by hand or by means of trolleys with pneumatic rubber tires will be allowed.

## 5.27 DISASSEMBLY

The removal of decorative material, products, equipment and exhibitors' belongings by hand or by means of trolleys with pneumatic rubber tires will only be permitted on the day and at the time informed by Informa Markets Latam (date and time in item "1.15 - REMOVAL OF MATERIALS AT THE EVENT").

Exhibitors are requested to keep a responsible employee at their stand during the dismantling period until their equipment and/or products have been completely removed, as Informa Markets Latam is not responsible for any disappearance, damage and/or theft that may occur.

Informa Markets Latam is exempt from any liability for damages, losses, robberies or thefts of any kind.

**ATTENTION:** The Organization does not keep any material after dismantling has finished.

### 5.27.1 END OF DISMANTLING PERIOD

The rented area must be returned to Informa Markets Latam, clean and clear of any materials, whether from the exhibiting company or the assembly company (see date and time of dismantling in item "1.10 - CAEX DAYS AND TIMES").

Any materials, equipment and products remaining in the hall after the end of the dismantling period will be removed by Informa Markets Latam, which will charge the exhibitor for the costs arising from this operation and will also execute the Statement of Responsibility.

**IMPORTANT:** We ask all exhibitors who handle oil and/or paints during the event to clean and protect the equipment before removing it so that it does not stain the pavilion floor. It is also the assembler's responsibility to completely remove the adhesive tapes applied to the assembled area. Companies that fail to take this measure may be fined according to the damage found. It is of the utmost importance to advise the technician responsible.

## 6 BETTER STANDS PROGRAM



Better Stands is a global Informa Markets initiative aimed at achieving zero waste from exhibition stands. To this end, we encourage exhibitors and contractors to replace single-use disposable stands with reusable structures, significantly reducing environmental impact.

### Why Better Stands?

In 2019, exhibition stands accounted for over 80% of the waste generated at Informa Markets events, leading to significant environmental concerns. The Better Stands initiative was launched to address this issue and transform our events into models of sustainability and safety.

### Who can participate?

All exhibitors and contractors at Informa Markets events are invited to join the future of the events industry.



Positive environmental impact

Fewer wasted materials



Safety of everyone

Safer for contractors, exhibitors, and visitors at the events



Reduced costs

Exhibitors and contractors can reduce project and construction costs



Optimized time and increased productivity

Save time when constructing, building, and dismantling



**Promoting your company's brand**

Promote your company's brand in a positive way



Higher quality and longer durability

Investment in high-quality and durability stands

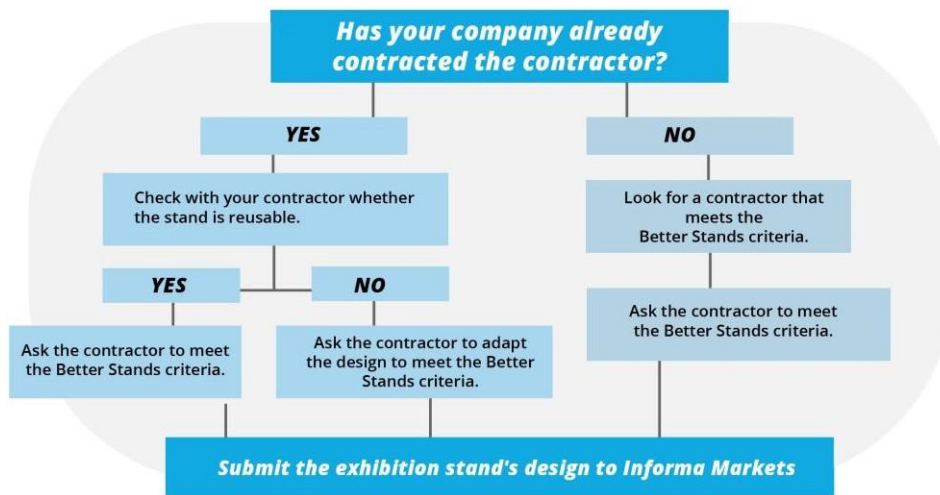
**What makes a stand sustainable?**

All stands at Informa Markets Latam events fall into three levels: Better Stands Bronze, Silver, or gold, according to how many reusable elements are used.

	Category	Items	In progress	 Better Stands Bronze	 Better Stands Silver	 Better Stands Gold
Reused	1	Stand structure and walls	Structure or framework of the stand, walls, panels for meeting rooms, backdrop	✗	✓	✓
	2	Platform or raised flooring	Structure of flooring (excluding surface covering, e.g. carpet)	✗	✓	✓
	3	Furniture and equipment	Showcases, counters, chairs, tables, sofa, coffee table, flyer stand, LED walls, TV, AV equipment etc.	✗	✓	✓
	4	Lighting	All kinds of lighting in the stand and within showcases	✗	✓	✓
	5	Fascia and overhead signage	Overhead signage or branding, fascia, company logo on top of the stand structure	✗	✗	✓
	6	Rigged structure	Any rigged structure including lighting gantries or other structural elements	✗	✗	✓
	7	Ceiling	Any form of ceiling e.g. fabric ceilings, solid ceilings for lighting or stand support	✗	✗	✓
	8	Display facilities	Built-in or detachable product display cabinets, lightboxes etc.	✗	✗	✓
Reused or recycled	9	Floor covering	Carpet, floor tiles, HDF coverings, lino etc.	✗	✗	✓
	10	Graphics and decorative items	Stand graphics that are wall-mounted or floor-standing (not overhead) and any other decorative items such as plants and flowers, models and ornaments	✗	✗	✓

All elements of a certain level must be re-used (or recycled at Gold level) to achieve this classification. If the stand does not re-use all elements in the Bronze level, it is classified as in progress.

**What exhibitors need to abide by the Better Stands?**



**How does the exhibition stand’s evaluation occur?**

The evaluation is made in three distinct moments:

1. Fill in the Better Stands form;
2. On the days the event is set up;
3. On the days the event is dismantled.

For more information access Better Stands website: [Better Stands \(informamarkets.com\)](http://Better Stands (informamarkets.com))

Contact us by the e-mails: Contact Brazil: [betterstands\\_br@informa.com](mailto:betterstands_br@informa.com) Contact Mexico: [maria.reyes@informa.com](mailto:maria.reyes@informa.com) and [ximena.gonzalez@informa.com](mailto:ximena.gonzalez@informa.com)

## 7 REGULATORY RULES

The Regulatory Norms (Normas Regulamentadoras - NR) have the principle of regulating and providing guidance on mandatory procedures related to occupational safety and medicine in Brazil. The Regulatory Standards of Chapter V, Title II, of the Consolidation of Labor Laws (CLT), relating to Occupational Safety and Medicine, were approved by Ordinance No. 3,214, June 8, 1978, and are mandatory for all Brazilian companies governed by the CLT.

During the assembly and disassembly of the booth, the requirements set out in NR, among others, must be met:

NR 06 - Personal Protective Equipment

NR 10 - Safety in Electrical Installations and Services

NR 11 - Transportation, Movement, Storage and Handling of Materials

NR 18 - Working Conditions and Environment in the Construction Industry

NR 35 - Working at Height

In order to carry out work at heights and on electricity, the training specified in the aforementioned NRS will be required to clear the respective work. Informa Markets Latam will develop a system for identifying fitters using a wristband for each type of work, which must be worn throughout the assembly and disassembly period.

Training certificates for the use of crane equipment (NR 11) and aerial work platforms (NR 18) must be checked with the service provider contracted by the assembler and exhibitor and requested by Informa Markets Latam.

For more information and to find out more about all the regulations, visit: <https://www.gov.br/trabalho-e-emprego/pt-br/assuntos/inspecao-do-trabalho/seguranca-e-saude-no-trabalho/ctpp-nrs/normas-regulamentadoras-nrs>

### 7.1 NR-12 - SAFETY AT WORK IN MACHINERY AND EQUIPMENT

As stated in the Legal Requirements Chapter of this Manual in item “10.5 - MINISTRY OF LABOR AND EMPLOYMENT SURVEILLANCE”, exhibitors, Informa Markets Latam and service providers must comply with all Regulatory Standards, Conventions, Decrees, Normative Instructions, Laws and Ordinances applied to Occupational Health and Safety.

With regard to Safety at Work in Machinery and Equipment related to this event, we observe attention to all Regulatory Standards and other legislation, especially **NR-12 - SAFETY AT WORK IN MACHINERY AND EQUIPMENT**.

The full content of all legislation related to the Ministry of Labor and Employment can be accessed at the following link:

<https://www.gov.br/trabalho-e-emprego/pt-br/aceso-a-informacao/participacao-social/conselhos-e-orgaos-colegiados/comissao-tripartite-partitaria-permanente/arquivos/normas-regulamentadoras/nr-12-atualizada-2022-1.pdf>

In addition to the Regulatory Standards of the Ministry of Labor and Employment, the exhibitor must observe the fundamental concepts and general design principles related to Machine Safety, established by “ABNT” in accordance with the Brazilian Committee for Machinery and Mechanical Equipment and the MERCOSUR

Sectorial Committee for Machinery and Mechanical Equipment. We also recommend that the machines comply with the following Brazilian Technical Standards, among others:

N°	Title	Data
ABNT NBR 13759:1996	Safety of machinery - Emergency stop equipment - Functional aspects - Design principles	December 30,1996
ABNT NBR 13970:1997	Safety of machinery - Temperature of accessible surfaces - Ergonomic data for establishing temperature limits for heated surfaces	September 30,1997
ABNT NBR 14009:1997	Safety of machinery - Principles for risk assessment	November 30,1997
ABNT NBR 14152:1998	Safety of machinery - Two-hand control devices - Functional aspects and design principles	July 30,1998
ABNT NBR 14153:1998	Safety of machinery - Safety-related parts of control systems - General principles for design / ISO 13849-1:2006.	July 30,1998
ABNT NBR 14154:1998	Safety of machinery - Prevention of unexpected start-up	July 30,1998
ABNT NBR 14191-1:1998	Safety of machinery - Reducing health risks from hazardous substances emitted by machinery	October 30,1998
ABNT NBR NM 213-1:2000	Safety of machinery - Fundamental concepts, general principles for design - Part 1: Basic terminology and methodology	January 30,2000
ABNT NBR NM 213-2:2000	Safety of machinery - Fundamental concepts, general principles for design - Part 2: Technical principles and specialization and specifications	January 30,2000
ABNT NBR NM 272:2002	Safety of machinery - Guards - General requirements for the design and construction of fixed and mobile guards	July 30,2002
ABNT NBR NM 273:2002	Safety of machinery - Interlocking devices associated with guards - Principles for design and selection	July 30,2002
ABNT NBR NM ISO 13852:2003	Safety of machinery - Safety distances to prevent access to danger zones by upper limbs	March 30,2003
ABNT NBR NM ISO 13853:2003	Safety of machinery - Safety distances to prevent access to danger zones by lower limbs	November 30,2003
ABNT NBR NM ISO 13854:2003	Safety of machinery - Minimum clearances to prevent crushing of parts of the human body	March 30,2003
ABNT NBR 13930:2008	Mechanical presses - Safety requirements	August 18,2008

Since June 11, 2010, the manufacture, import and sale of machinery and equipment with squirrel cage induction motors between 1 hp and 250 hp that do not meet the high efficiency requirements has been banned.

The labeling of engines with the above characteristics is mandatory, and they must meet INMETRO's conformity assessment requirements.

It is important to note that the use of machinery and equipment that does not meet INMETRO's requirements will be subject to inspection, fines and/or seizure.

The ordinances that regulate electric motors are:

- **- INMETRO Ordinance No. 243 of September 4, 2009**  
<http://www.inmetro.gov.br/legislacao/rtac/pdf/RTAC001485.pdf>
- **Ordinance No. 488, of December 8, 2010**  
<http://www.inmetro.gov.br/legislacao/rtac/pdf/RTAC001643.pdf>

Please note that labor inspectors will be inspecting the machinery and equipment on display during the fair. If safety devices need to be removed in order to better display the products, we suggest that the device is also displayed and that visitors are made aware of the fact that the machine is without them, even if it is not put into operation under these conditions.

## 7.2 USING LADDERS

The use of ladders inside the hall is common during assembly and disassembly. Some precautions must be taken to ensure the safety of the workers using them:

- Choose the right type of ladder for the job.
- Use only good quality ladders in perfect condition.
- Maintain the three points of balance before starting.
- If necessary, enlist the help of a person to protect you and provide the necessary assistance.
- Use the ladder for light, short-term work. Do not overload the ladder.
- Do not work on the rungs of the ladder when it is more than 2.00m high; if necessary, you must wear a safety harness.
- Do not position the ladder on uneven surfaces, slopes or loose materials.
- Provide information, adequate instructions, training and supervision for users.
- Scaffolding work floors must be fully lined, non-slip, level and securely fixed or locked.
- Scaffolding must have a guardrail system and a plinth, including at the head, around the entire perimeter, with the exception of the working face.
- Scaffolding must be accessed safely via a ladder built into the structure.
- It is forbidden to move scaffolding structures with workers on them.
- Scaffold towers may not exceed four times the smallest dimension of the support base when not guyed.
- Scaffolding castors must be fitted with locks to prevent accidental displacement.



**It is forbidden for professionals to move around on ladders, and it is compulsory for the employee to get off the ladder to move it.**

## 8 EVENT SECURITY

The event has a security team in the common areas, and at its access controls, available during the entire set-up, execution and dismantling period.

It is the responsibility of each exhibitor to provide security for their booth, objects and equipment on display during assembly, staging and dismantling.



**ATTENTION:** We recommend that you pay extra attention to all your personal belongings while you are in the pavilion, especially laptops, tablets, digital cameras and cell phones. Keep them under your constant observation or in a safe place. Informa Markets Latam will not be held responsible for the incidence of theft. Be vigilant and avoid inconvenience.

Also avoid hiring clandestine companies, as well as people who are not qualified to work as security guards, or even companies that are authorized but are not in good standing with the Private Security Control Police.

The exhibitor is responsible for the isolation and security of their booth during the assembly, decoration, organization and dismantling of the event. Informa Markets Latam will not be held responsible for any loss, damage, theft, breakdown or loss of any kind during the period of set-up, staging and dismantling of the event, and each exhibitor must ensure the safekeeping and surveillance of their products and equipment. After the end of the activities (check the period in item “1.10 - CAEX DAYS AND HOURS” of this manual), all participants, exhibitors and other service providers must leave the pavilion, leaving only the security guards who provide services to the exhibiting company and the Informa Markets Latam staff.

**The exhibiting company may hire security from a supplier it trusts, provided that the service provider provides** the necessary documentation requested in item “5.5 - SECURITY CREDENTIAL” of this manual.

See item “4.3 E-COMMERCE” in this manual and check the opening and closing dates for sales of additional services, as well as the conditions, for your event.

We recommend contracting the security service through our e-commerce, on the Client Portal - <https://portal.informamarkets.com.br/> . If you have any questions or need support in contracting, please contact the support team via the event service e-mail or telephone +55 (11) 5043-9680.

For information on payments, days and times available, see item “1.5 - PAYMENTS” in this manual. If you have contracted the security service via e-commerce on the Client Portal - <https://portal.informamarkets.com.br/>, **you do not need to purchase a credential for this service.**

### EVENT SAFETY TIPS:

- To request information or assistance, always look for someone with an event organizer's badge or an official supplier's badge;
- Don't be careless with your belongings. Beware of people who approach you suspiciously just to distract you;
- Don't leave your wallet, cell phone or other belongings on the table if you have to leave temporarily;
- Carry camcorders, notebooks, cell phones or other electronic devices in a safe place;
- Keep your personal belongings in a safe place;

- As a suggestion, have a mini storage room in your booth, with a key, for your team's belongings and leave only one person in charge of this key.

#### **IN THE CASE OF NOTEBOOKS AND CELL PHONES:**

- Always back it up;
- Keep the screen out of reach of prying eyes;
- Wow, free Wi-Fi! Be careful with open networks;
- Use secure passwords to lock them;
- Install a VPN, especially if the notebook is used for professional purposes.

If something happens and you need support, please contact the CAEX - Exhibitor Service Center, where you will be assisted by the organizers and the event's security supervisor. The team will help you file a police report, reporting all lost or stolen items, via the link below, or at the police station closest to the event:

<https://www.delegaciaeletronica.policiacivil.sp.gov.br/ssp-de-cidadao/home>

In the case of lost or stolen passports, foreigners should contact their country's consular service to obtain a new passport. If you lose a credit card, contact your bank immediately.

#### **SECURITY AND EMERGENCY**

Always try to have these numbers at your fingertips:

- Traffic - CET - 156
- Fire Department - 193
- Civil Defense - 199
- Specialized Women's Police Stations - 180
- Disque- Denúncia - 181 or 0800-156315
- Information DDI 0800 777 1515
- Ombudsman of the Municipality of São Paulo - 0800 17 5717
- Civil Police - 197
- Military Police - 190
- Federal Highway Police - 191
- SAMU - Mobile Emergency Service - 192
- Sustainable Tourism and Childhood - Dial and report the sexual exploitation of children and adolescents - 100



## 9 COMPLEMENTARY INFORMATION

### 9.1 PROMPT SERVICE

The emergency service will be in operation at times compatible with the assembly, staging and dismantling periods set out in this manual.



**If you need to work after the period specified in this manual, there will be a charge. The person responsible must go to the CAEX - Exhibitor Service Center, to make the payment immediately.**

The delivery of goods or remaining in the pavilion after the time announced by the event organizers will only be possible with the prior authorization of the Operational Team, provided that the medical service is available on site.

### 9.2 INTERNET

For events held at São Paulo Expo, Hipernet offers direct line rental services and aerial cable internet configured at the requested speed. The rental period will be counted from the date of installation. Internal cabling and router installation are the sole responsibility of the exhibitor.

Contact

Phone: +55 (11) 3077-5500

Email: [feirasspo@hthnet.net](mailto:feirasspo@hthnet.net)

### 9.3 INSURANCE

#### Why is insurance essential for exhibitors?

Participating in an event is a great opportunity to strengthen your brand, attract new clients, and generate business. However, it's important to remember that during the setup, execution, and dismantling of your booth, there are risks that may affect your company, event visitors, venue staff, and other third parties. An accident, damage, or unforeseen event can compromise not only your investment but also your brand's reputation. Therefore, purchasing insurance is not just a contractual requirement, it's a crucial protection measure for your company, team, and clients.

#### Which insurance policies must be contracted?

According to the agreement with Informa Markets, you, the exhibitor, are required to contract and maintain the following coverage throughout the entire event period (including setup and dismantling):

##### 1. Exhibitor's Civil Liability Insurance

###### a. Minimum coverage:

- Bodily, material, moral, and aesthetic damages caused by the exhibitor to third parties
- Bodily, moral, and aesthetic damages, including death and permanent disability, caused to employees or subcontracted service providers

b. **Validity:** During installation, setup, execution, and dismantling of the event

###### c. Coverage limit:

- Minimum coverage must be **five (5) times the contract value per occurrence or claim**, unless setup and dismantling are contracted with Informa Markets, in which case the minimum coverage must be **three (3) times the contract value per occurrence or claim**

#### How to prove insurance coverage?

- You must submit to Informa Markets, **at least 30 days before the event starts (by June 30, 2026)**, a copy of the contracted insurance policies and proof of premium payment. These documents are part of the checklist for pavilion access at the beginning of setup.
- Subcontracted service providers must also have the same insurance coverage. This can be done by including them as co-insured parties in the exhibitor's policy or by contracting separate insurance. Their service provision will be conditional upon meeting this requirement.

- All communications with Informa Markets regarding insurance must be sent to: [seguro.expositor@informa.com](mailto:seguro.expositor@informa.com)

#### What to do in case of a claim?

- Immediately notify the insurance company and Informa Markets in writing about any incident.
- Allow Informa Markets to follow the entire claim adjustment and settlement process with the insurer, providing information, documents, and access to meetings.

#### Important Notes

- You are responsible for your own assets, equipment, and machinery used at the event and must contract insurance to protect them. This insurance is **not mandatory** for participation in the physical event and should be acquired based on your needs.
- Having insurance does **not limit your liability**. If the insurance does not fully cover the damage caused, you remain responsible for the difference.
- If you share your booth with third parties, the same insurance obligations apply to them.

#### Questions?

If you have any questions about coverage or how to contract insurance, contact Informa Markets or consult a trusted insurance broker.

If you already have insurance that meets these requirements, send your policy for review and validation to our support team: [seguro.expositor@informa.com](mailto:seguro.expositor@informa.com)

If you need a recommendation, Informa Markets has negotiated special conditions to offer competitive policy rates to our exhibitors through our partner broker, **Seguro Expositor.com**:

<https://vendas.seguroexpositor.com/plataformas/informa-markets/feiras-e-eventos>

Please pay attention to our communications and instructions during onboarding and in official emails.

**IMPORTANT:** Informa Markets Latam is **not responsible for theft or robbery** at the pavilion.

## 9.4 INTERNAL LOGISTICS SERVICE

The following services will be offered by official companies for hire during the assembly and disassembly period.

- ✓ Forklift
- ✓ Munck
- ✓ Pallet truck
- ✓ Cranes
- ✓ Removal team

The company's contact details will be published on the List of Official and Recommended Suppliers.

Accredited companies do not have the exclusive right to provide logistics services. Exhibitors have the free choice to hire another company of their choice.

In order to transport materials and/or equipment, the company providing the internal logistics service requires the exhibitor to take out insurance. The exhibitor can take out insurance with the official company, which will calculate the cost based on the value of the equipment described in the invoice, both for the entry of the product and for its removal.

The exhibitor is responsible for any damage caused by the outsourced transport company and the movement of this equipment inside the pavilion (e.g. tire marks, oil stains on the floor, accidents and damage to the pavilion structure).

**ATTENTION:** The official company mentioned in the list of official and recommended suppliers will not charge for the insurance when the DDR Letter - Waiver of Right of Return in the name of the company making the move, delivered on the Insurer's letterhead, is presented. Letters issued by brokers will not be accepted.

The model letter is available in Annex II - Waiver of the Right of Return of this manual.

## 9.5 CUSTOMS AND FREIGHT FORWARDING

In order to contract services for the temporary/definitive admission of goods or samples, the exhibitor may contact the accredited companies. The details will be published in the **List of Official and Recommended Suppliers**.

It is the exhibitor's free choice whether to hire a company for customs clearance and/or transit of goods.

## 9.6 PARTICIPATION OF CO-EXHIBITORS

A partner company that shares both spaces with the exhibiting company is considered a co-exhibitor, provided it complies with the conditions established in the contract.

The Co-Exhibitor Participation Form must be requested from the Commercial Department of the fair. Once completed, the document must be sent to [tatiano.segalin@informa.com](mailto:tatiano.segalin@informa.com).

Co-exhibitor participation will only be allowed upon express authorization from **Informa Markets Latam**, provided the company aligns with the industry segment targeted by the fair.

Once approved, a mandatory **Co-Exhibitor Participation Fee** will be issued, in accordance with item "3.7 - MUNICIPAL FEE (TFE – ESTABLISHMENT INSPECTION FEE)" of Law No. 13.477/02 (TFE).

It will be mandatory for the exhibitor to present in the booth project the division of their respective area.

Once participation is approved, the **main exhibitor** will be responsible for paying the Municipal Fees for each new co-exhibitor authorized to participate in the event, due to the transfer of fees to the **São Paulo City Hall**.

All materials provided to the co-exhibitor will always be sent to the main exhibitor, as per the participation contract, who will handle all communication with each co-exhibitor.

**Important:** Invitation letters may only be issued once the exhibitor and/or co-exhibitor has signed the contract and is properly registered in our system.

## 9.7 INVITATION LETTER PRODUCTION

The invitation letter is a document made available **exclusively to exhibitors and co-exhibitors who have a signed contract and are properly registered in our system**.

The letter is produced upon request, and only members of the company are authorized to make this request. The document is **not released to third parties**.

To begin the process, the requester must send the letter pre-filled with all required information. Once received, our team will begin production.

**The response time is up to 7 business days, based on Brasilia time.**

Requests that do not meet the above criteria will not be processed.

## 9.8 DIVERSITY AND ABUSE

Informa Markets Latam, as promoter and organizer of the event in question, repudiates discrimination of any kind, including employee selection conduct that adopts discriminatory criteria in relation to sex, origin, race, color, marital status, family situation, disability, age, sexual orientation, physical appearance, among others. We strongly encourage our exhibitors to celebrate diversity in every sense when hiring professionals to work at the event.

We also advise exhibitors and the agencies they hire to select and hire the staff who will man the booth on the days of the event, to pay attention to the type of dress defined for the team, in order to avoid any kind of embarrassment or harassment which, in most situations, is experienced by women. Remember that the staff will represent your company's brand and values.

### **9.8.1 PROTOCOL - NO IT'S NOT (NÃO É NÃO - Lei nº 14.786 de 28/12/2023)**

The “No is No” protocol, to prevent embarrassment and violence against women and to protect victims; it establishes the “No is No - Safe Women” seal.

For the purposes of this Law, the following are considered:

I – Embarrassment: any insistence, physical or verbal, suffered by the woman after expressing her disagreement with the interaction.

II – Violence: use of force that results in injury, death or damage, among other things, in accordance with current criminal legislation.

When applying the “No is No” protocol, the following principles must be observed:

I –Respect for the victim's account of the embarrassment or violence suffered.

II –Preservation of the victim's dignity, honor, intimacy and physical and psychological integrity.

III – Speed in complying with the provisions of this Law.

IV –Articulation of public and private efforts to confront embarrassment and violence against women.

We do not condone any kind of embarrassment, whether physical or verbal, suffered by women and we are available at the CAEX - Exhibitor Service Center for support and guidance from event security.

For more information on the law, visit the website:

<https://legis.senado.leg.br/norma/38058211/publicacao/38060948>

### **9.8.2 RACISM**

Informa Markets Latam, as the organizer and promoter of the ForMóBILE event, repudiates any type of discrimination or attitudes that adopt discriminatory criteria in relation to sex, origin, race, color, marital status, family situation, disability, age, sexual orientation, physical appearance, among others. We encourage our employees, exhibitors and suppliers to celebrate diversity in every sense. However, the organization has no direct link with the offender, nor does it have control or responsibility over the individual acts of people and visitors attending the event and therefore has no legal standing to act.

### **9.8.3 THEFTS**

Informa Markets Latam, as the organizer and promoter of the ForMóBILE event, works hard to deliver an event of experiences, opportunities and business. We have a security team during the event to guide and support visitors, exhibitors and suppliers in various situations. However, the organization is not responsible for the personal items and consumer goods of its visitors and exhibitors, nor for thefts that occur on the premises of the event, especially since these objects have not been entrusted to their custody. We recommend that you contact the competent authority so that the appropriate measures can be taken and we hope that your rights will be protected in accordance with the law.

## 10 PERIOD OF REALIZATION

Exhibitors must have at least one member of their staff present at the booth who is able to provide information about the products on display. A responsible person must be at the booth at least 30 minutes before the event opens.

It will not be permitted to close the booths before the end of event hours, even on the last day of the event. The lighting will remain on for the duration of the event, and it is the exhibitor's responsibility to turn off the main power switch to their booth at the end of the day. The lighting system will be switched off 30 (thirty) minutes after the end of the day.

**IMPORTANT:** The sale of food, ice cream, drinks and cigarettes on the booth is prohibited.

### 10.1 PROMOTIONAL DISTRIBUTION AND BRAND PROMOTION

Exhibitors are forbidden to keep their staff outside the limits of the booth selling or distributing leaflets, gifts, etc.

The distribution of gifts, samples, leaflets and catalogs will be allowed exclusively inside the booth, except from non-participating companies that have no connection to the exhibitor.

If it is essential for the exhibitor to display products, equipment and services that they do not manufacture or exclusively represent on their booth, which complement their product line, they must send a written request to the Informa Markets Latam support team who, together with the commercial executive responsible for the event, may or may not authorize the display of the material. Check the contact e-mail address for your event to send the request.

They will not be allowed:

- Advertising, promotion or marketing by any other event promoter in the pavilion;
- Products and/or brand displays from companies competing with the event's official sponsors;
- Display of beverage and soft drink brands in visible locations

Exhibitors who do not comply with this rule will have their materials collected by the Security Department and will only be able to remove them after the end of the event. Informa Markets Latam may also ban the booth from operating at any time.

It is prohibited to sell products or services to the visiting public during the event.

### 10.2 EXHIBITION OF MACHINERY AND VEHICLES IN THE BOOTH

Large equipment and/or vehicles that will be on display during the event must be listed and informed in advance to the Organizer for approval via the "machinery and equipment" document, available for download from the Client Portal - <https://portal.informamarkets.com.br/>. This information is important for controlling truck access to the pavilion/loading and unloading area and ensuring that the equipment is placed in the respective areas in good time.

After completing the form, the exhibitor must send the document to:  
[tatiano.segalin@informa.com](mailto:tatiano.segalin@informa.com).

It is also compulsory to send a project for this demonstration, taking into account safety issues and acoustic insulation where necessary.

For all motorized vehicles that will be on display, it is mandatory that the fuel tanks are below the reserve line to avoid a large quantity of flammable liquid in an enclosed space. For all motorized vehicles that will be exposed, it is mandatory that the fuel tanks are below the reserve line to avoid a large quantity of flammable liquid in a closed area. The Operational Team may, at any time, request that the vehicle's fuel level be checked.

- The exhibition/demonstration of any used machines and/or equipment is prohibited. All equipment must be new and unused. The Organizer will notify the exhibiting company at any time and demand that the equipment in question be removed or covered and will take the appropriate measures at the exhibitor's expense.
- The demonstration of any equipment, product, structure or element that poses a risk to people, or that produces a high level of noise or vibration that could disturb the operations of neighboring booths, will be suspended by the event organizers. The permitted noise limit during the event is 70 decibels.

### 10.3 EVENTS AT THE BOOTHS

It is strictly forbidden to hold any events inside the booths:

- Pyrotechnic shows using smoke or dirigibles;
- Presentation of live models of any sex, half-naked or wearing sex coverings;
- Animals of any species or size, including birds to decorate the booth or to complement the demonstration of the products on display;
- The use of drones inside the pavilion;
- Popcorn distribution is not allowed at the event;
- Samba school performances are forbidden.

### 10.4 AMBIENT SOUND AND MUSIC

All sound produced in the booth by audiovisuals, recorders, radios or any other equipment must **not exceed normal voice volume or 70 decibels.**

The use of any amplification device to broadcast sales or promotional messages is also prohibited.

If the exhibitor does not comply with this rule, the following measures will be taken by Informa Markets Latam:

- ✓ On the first infringement: a verbal request will be made to establish the permitted volume of sound;
- ✓ Second infringement: the exhibitor will be notified by letter from Informa Markets Latam.

Failure to comply with requests to reduce sound levels will result in the power supply being cut off and the equipment in question being removed, without prior warning, for an indefinite period of time and a fine will be charged.

In the case of lectures, presentations, etc., it is recommended to use closed environments, such as halls, auditoriums, etc., or open spaces as long as the acoustics include headphones for the audience.

In accordance with Law No. 9,610/98, which regulates copyright, exhibiting companies that use ambient music in their booths, even via AM/FM, must pay a specific fee using a separate guide provided by ECAD.

**Please note:** Live music and surround sound only after 7pm, so as not to disturb neighboring booths, with the prior formal approval of the promoter.

Exhibiting companies wishing to hold any kind of promotion, such as concerts, live music, presentations, etc., must first consult Informa Markets Latam for authorization.

#### **ECAD – SP**

Av. Paulista, 171 - 3º Andar - Edifício Dom Pedro I de Alcântara - CEP: 01311-000 -São Paulo/SP

Opening hours: 09:00 to 18:00

E-mail: [ecadsp@ecad.org.br](mailto:ecadsp@ecad.org.br)

Phone: +55 (11) 3287-6722

WhatsApp: +55 (11) 3795-8031

Shows and Events: +55 (11) 3795-8042 - +55 (11) 3795-8037

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

### **10.5 SUPPLY, MAINTENANCE AND CLEANING OF THE BOOTH**

The supply of products, maintenance and cleaning of the booth must be carried out in accordance with the date and time set for the event (see item “1.13 SUPPLY, MAINTENANCE AND CLEANING OF THE STAND” in this manual).

For maintenance, the staging company must request a maximum of 2 (two) credentials for any maintenance services during the event. The employees who will be providing the maintenance service must present themselves at the **CAMPS - Central de Atendimento à Montadora e Prestadora de Serviço**, on the last day of assembly, and exchange their credentials.

If emergency maintenance is required, the exhibitor must go to the CAEX - Exhibitor Service Center and request authorization, and the approval criteria is the sole and exclusive responsibility of Informa Markets Latam.

### **10.6 COMMERCIAL REPRESENTATION**

When the exhibitor is a commercial representation company, trading company, holding company, member of a business group or when it has associated companies, the presentation of products from other brands will be permitted provided that the exhibitor provides Informa Markets Latam with a list of the companies in advance, together with proof of the existing exclusive relationship.

### **10.7 FREE PRIZE DISTRIBUTIONS AND RAFFLES**

The operation, issuing of authorizations and supervision of activities related to the free distribution of prizes by means of raffles, gift vouchers, contests or similar assessments are the responsibility of Caixa Econômica Federal, except when Caixa Econômica itself or any other financial institution is an interested party. In these cases, Seae - the Ministry of Finance's Secretariat for Economic Monitoring - is responsible for analyzing and authorizing requests.

For more information, visit:

<https://www.gov.br/fazenda/pt-br/aceso-a-informacao/perguntas-frequentes/regulacao/promocoes-comerciais1> and <https://www.caixa.gov.br/empresa/promocoes-sorteios/Paginas/default.aspx>

Authorizations and necessary documents are the sole responsibility of the exhibitor.

**IMPORTANT:** Informa Markets Latam has no links with the competent bodies that determine the rules for the distribution of prizes and draws.

## 10.8 ALCOHOL CONSUMPTION AND USE OF NARCOTICS

The use of alcohol, drugs and other substances is not permitted in the pavilion. Anyone under the influence of these substances will be removed immediately by Informa Markets Latam and will be permanently barred from activities for the duration of the event.

**“Exhibitors offering alcoholic beverages must comply with Law 14.592/2011, which prohibits the sale, offer, supply, delivery and allows the consumption of alcoholic beverages, even free of charge, to minors under 18 (eighteen) years of age”.**

Therefore, all exhibitors, by themselves or their legal representatives, agents or employees, are bound by the duty of care, protection and vigilance and must:

- (I) Post a notice prohibiting the sale, supply, delivery and consumption of alcoholic beverages, even free of charge, to minors under 18 (eighteen) years of age, in a size and location that is widely visible.

**“ALCOHOLIC BEVERAGES CAN CAUSE CHEMICAL DEPENDENCY AND, IN EXCESS, CAUSE SERIOUS HEALTH PROBLEMS”.**

- (II) Require an official identity document in order to prove the age of majority of those interested in consuming alcoholic beverages and, if they refuse, they must refrain from supplying the product.
- (III) Not allow people under the age of eighteen (18) to consume alcoholic beverages on the premises of their booth.
- (IV) Make alcoholic beverages available in specific places or booths, separate from the other products on display, with the signs referred to in item (i) above posted in the same space.



Bebida alcoólica pode causar dependência química e, em excesso, provoca graves danos à saúde.  
Consumo moderado, responsável, sem condução de veículos e consumo de bebidas alcoólicas por menores de idade.  
Lei Estadual nº 14.592 de 19 de maio de 2011, artigo 3º, inciso I e II e artigo 1º, inciso I e II.  
Para obter o texto completo da lei, ligue 0800 771 3347 ou acesse o site [www.leisnet.br/leis/14592-19.10.2011.html](http://www.leisnet.br/leis/14592-19.10.2011.html).

**É proibido fumar neste local.**  
*Smoking prohibited in this area.*



Para obter o texto completo da lei, ligue 0800 771 3347 ou acesse o site [www.leisnet.br/leis/14592-19.10.2011.html](http://www.leisnet.br/leis/14592-19.10.2011.html).  
To report violation of the law, call 0800 771 3347 or access the website [www.leisnet.br/leis/14592-19.10.2011.html](http://www.leisnet.br/leis/14592-19.10.2011.html).

In case of doubt, the full text of the applicable legislation can be consulted at the following link:  
<https://www.al.sp.gov.br/repositorio/legislacao/lei/2011/lei-14592-19.10.2011.html>

## 10.9 PROHIBITED ACTIVITIES




The following activities are prohibited:

- Use of flames inside the hall;
- Generators and radioactive materials;
- Storing gasoline, kerosene, diesel oil or other flammable liquids, even temporarily, inside the pavilion;
- Use of explosives and pyrophorics;
- Speeding or reckless use of vehicles or equipment, including forklifts;
- The presence of workers under the age of 18 during the assembly and disassembly period;
- Welding services;
- Spray painting or painting with compressed air;
- Products classified as hazardous, including toxic, irritating, corrosive, harmful or oxidizing materials (with the exception of household cleaning materials);
- -Equipment that may cause a nuisance due to odor, emission of unpleasant noises or strobe lights; Animals on site;
- Use of carts and distribution of popcorn;
- Vetoed performances by samba schools.

### 10.10 FIRE EXTINGUISHER

**Exhibitors are required to keep fire extinguishers in their booths in accordance with the following standards:** NR 23 (fire protection), NBR 14.276/1999 (fire and panic brigade) and decree 46.072/2001 (fire protection). Failure to comply with these regulations will result in a fine, which will be levied for the duration of the event.

During the assembly, realization and disassembly periods, **there must be one fire extinguisher for every 50m<sup>2</sup>** with a charge compatible with the products on display and the materials used to assemble the booth, duly marked. **We recommend 4kg chemical powder, CO<sup>2</sup> or ABC extinguishers.**

CLASS	MATERIAL
A	Materials that burn at the surface and depth and leave residues such as paper, wood, fabrics, fibers, etc. 
B	Flammable products such as gasoline, thinner, diesel oil, etc. 
C	Energized equipment such as electric motors, machinery, etc. 

### 10.11 COMBUSTION ENGINES

Internal combustion engines will not be allowed inside the pavilion.

The use of any explosives, non-liquefied, toxic and combustible gases or LPG and helium gas cylinders inside the pavilion is prohibited.

In order to use non-toxic and non-flammable gases such as Nitrogen and Oxygen, the exhibitor must comply with the following conditions:



- Cylinders must be installed and operated by demonstrably qualified personnel in compliance with the relevant regulations;
- ART is required for the design and installation of the gas system and a certificate of conformity and civil liability signed by the responsible professional;
- Only use the product in well-ventilated areas;
- Do not drag or roll the cylinders on the floor, always use a suitable trolley for handling;
- Do not subject cylinders to mechanical blows or energized equipment;
- Do not use damaged cylinders;
- Use a control valve on the outlet line to prevent gas from flowing back into the cylinder;
- Use mechanical impact protection for the valve;
- Store in a dry, well-ventilated place, away from passageways. Cylinders must not be stored in the streets or escape routes of the building;
- Do not allow the ambient temperature to exceed 50°C;
- Cylinders must be stored upright and protected from falling by means of constructive elements that guarantee their stability;
- Keep at least one CO<sub>2</sub> extinguisher near the cylinders;
- The necessary changes should only be made at the times before or after the event defined by the promoter;
- Keep the MSDS sheet in a visible place;

The exhibitor must provide the signed Term of Responsibility (available to download from the Customer Portal - <https://portal.informamarkets.com.br/> ) for the use/exhibition of the cylinders.

The use/exhibition of toxic gases is not permitted.

## 11 LEGAL REQUIREMENTS

The exhibitor bears sole responsibility for complying with the legal requirements regarding obligations:

1. Tax authorities inherent to the Federal Revenue Service, Finance Department, City Hall, Social Security;
2. Ministry of Labor and Employment;
3. Central Collection and Distribution Office (ECAD);
4. COVISA;
5. National Health Surveillance Agency (ANVISA),
6. SIF
7. ANATEL.

### 11.1 IMPORTATION

#### 11.1.1 ICMS

Imports of goods or merchandise from abroad under the Temporary Admission Regime are exempt from the ICMS, with total suspension of the payment of federal taxes levied on imports, subject to the deadlines and conditions established in federal legislation and when destined for:

- Fairs, exhibitions, congresses and other scientific or technical events;
- Commercial or industrial fairs and exhibitions;
- Shows, exhibitions and other artistic or cultural events.

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

#### 11.1.2 TEMPORARY ADMISSION OF GOODS FOR FAIRS, EXHIBITIONS, CONGRESSES AND OTHER EVENTS (FEDERAL REVENUE)

Temporary admission is a customs regime that allows foreign exhibitors, or Brazilian exhibitors who want to exhibit certain goods from other countries at fairs and events, to enjoy total or partial suspension of the payment of customs duties levied on their import.

This benefit is only valid when the import of these goods is intended for the realization of/participation in cultural, artistic, scientific, commercial and sporting events, the packaging and transportation of other goods for trials and tests, with a commitment to be re-exported, and provided that the following legislation is regulated: **IN SRF nº 35/99, IN SRF nº 285/03 and IN SRF nº 611/06.**

The procedures to be applied in customs clearance, as well as the customs declaration to be used, depend exclusively on the purpose of the goods and can be found on the Receita Federal website:

<https://www.gov.br/receitafederal/pt-br/assuntos/aduana-e-comercio-exterior/manuais/carne-ata/topicos/2-admissao-temporaria/2-1-bens#anexob1>

(DECREE NO. 6.759, OF FEBRUARY 5, 2009. Customs Regulations - Article 136 - O).

**RECEITA FEDERAL - Service Unit - RECEITAFONE: 146**

### 11.1.3 IPI

Products shipped directly for exhibition at sample fairs and similar promotions, carried out by the industrial establishment or industrial equivalent, may leave with the tax suspended, in accordance with Art. 43, II of RIPI/2010 - Normative Opinion CST No. 242/1972.

For more information on RFB Normative Instruction No. 1.361/2013, Arts. 3, caput, § 1, II, 4, 5, caput I, visit: <https://www.gov.br/receitafederal/pt-br/assuntos/orientacao-tributaria/tributos/ipi>

## 11.2 COVISA, ANVISA e SIF

Exhibitors are required by law to keep their products, goods, services, environments and processes subject to health surveillance in compliance with COVISA and ANVISA legislation, remembering that the booth at fairs and events is the exhibitor's temporary establishment.

### COVISA - HEALTH SURVEILLANCE COORDINATION

Rua Santa Isabel, 181, Vila Buarque - CEP: 01221-010 - São Paulo - SP

Opening hours: 9am to 4pm, Monday to Friday.

Phones: +55 (11) 3397-8278/ 3397-8279/ 3397-8280

[http://www.prefeitura.sp.gov.br/cidade/secretarias/saude/vigilancia\\_em\\_saude/](http://www.prefeitura.sp.gov.br/cidade/secretarias/saude/vigilancia_em_saude/)

### ANVISA - NATIONAL HEALTH SURVEILLANCE AGENCY

Trecho 5, Área Especial 57 - CEP: 71205-050 - Brasília - DF

Opening hours: From 7:30 a.m. to 7:30 p.m., Monday to Friday.

Telephone numbers: 0800 642-9782

<https://www.gov.br/anvisa/pt-br>

All products of animal origin under the responsibility of the Ministry of Agriculture, Livestock and Supply are registered and approved by the S.I.F. in order to guarantee products with sanitary and technological certification, in compliance with current national and international legislation.

### SIF - FEDERAL INSPECTION SERVICE

Ministry of Agriculture, Livestock and Supply

Esplanada dos Ministérios - Bloco D - Brasília/DF - CEP: 70.043-900

Telephone: (61) 3218-2828

Customer Service: 0800 704 1995

<http://www.agricultura.gov.br/assuntos/inspecao/produtos-animal/sif>

## 11.3 INSPECTION BY THE MINISTRY OF LABOR AND EMPLOYMENT

### CONTACT: MINISTRY OF LABOR AND EMPLOYMENT

Alô Trabalho Call Center: 158 (national service)

<https://www.gov.br/trabalho-e-emprego/pt-br>

### 11.3.1 AUDITOR OF THE MINISTRY OF LABOR AND EMPLOYMENT

It checks companies' compliance with worker protection legislation, with the aim of combating informality in the labor market and ensuring compliance with labor legislation.

<https://www.gov.br/trabalho-e-emprego/pt-br/assuntos/inspecao-do-trabalho>

## 11.4 SOCIAL SECURITY

### **General Social Security Ombudsman - OUGPS**

Call Center 135 - Via Telephone

PREVCARTAS - Mail: P.O. Box 09714 - CEP 70001-970 - Brasília-DF

In-Person Service: Esplanada dos Ministérios, Bloco F, Edifício Anexo, Ala "A", 1º andar,  
Monday to Friday, from 8 a.m. to 6 p.m.

Site: <https://www.gov.br/previdencia/pt-br>

## 11.5 ANATEL

Exhibitors must comply with **ANATEL's** regulations on the use of the spectrum and the approval and use of any equipment where any type of information transmission is carried out, whether telecommunication or not. Inspection and fines may result in the removal of equipment during the event, as well as other types of penalties applied by the regulatory body.

The regularization and approval of equipment before starting to use or sell telecommunications equipment can be found at: <https://www.gov.br/anatel/pt-br/regulado>

To find out about the need to obtain a UTE (Temporary Use of Spectrum) authorization before using radio frequency emitting equipment or demonstrating new technologies that occupy the spectrum, read the guidelines at: <https://www.gov.br/anatel/pt-br/regulado>

**The minimum deadline for applying is 15 days before the start of operations.**

## TERM OF RESPONSIBILITY FOR EXHIBITORS AND ASSEMBLERS

Exhibitor: _____	
Company name: _____	
Legal representative: _____	

Assembler: _____	N° Booth: _____	M²: _____
Company name _____	CNPJ: _____	
Legal representative: _____		
Services provided: _____		

In concluding this agreement, the parties took into account that:

- (i) The Exhibitor has entered into a Participation and Services Contract with Informa Markets Ltda., the purpose of which is to rent an area for **FORMÓBILE 2026 to be held between June 30 to July 03, 2026**;
- (ii) The Exhibitor undertakes to effectively comply with the specific conditions, general conditions and participation manual that make up the Contract entered into with Informa Markets Latam;
- (iii) The Exhibitor expressly declares that it is fully and unrestrictedly aware of the safety standards and measures that must be adopted by itself, its legal representatives or agents, and by the assembly companies, suppliers, providers, third parties and their employees;
- (iv) The Exhibitor is the sole and exclusive contractor for the services of the Assembler, qualified above, and must ensure the conservation of the area and effective compliance with all safety standards and measures by the Assembler, taking full responsibility for the services it has contracted, whether before Informa Markets Latam or any third party;
- (v) The Assembler declares itself responsible for the assembly of the booth, material, team and any other service provider contracted during the entire period from assembly to disassembly of the booth.

Having made the above preliminary considerations, the parties, Exhibitor and Assembler, hereby declare that they are jointly and severally liable to Informa Markets Ltda., located at Avenida Doutora Ruth Cardoso, 7221, 22º andar, São Paulo, SP, and registered with the CNPJ/MF under No. 01.914.765/0001-08:

- (i) For the upkeep of the area where the services will be carried out, undertaking to return it in the same condition in which it was delivered, free and clear of people, things and any materials;
- (ii) Setting up the booth in accordance with the rules, standards and contractual requirements stipulated in the Exhibitor's Manual and all those expressed in current legislation;
- (iii) Effectively complying with occupational health and safety rules and measures in order to protect and prevent risks and damage to the life and health of workers, as well as taking all necessary measures to monitor them;

- (iv) (Compliance with all Regulatory Standards (NRS) applicable to events, which are legal standards incorporated into Brazilian law, ensuring that all its employees and/or contractors are legally qualified in accordance with said standards;
- (v) For any damage they may cause, directly or indirectly, to the Pavilion, service providers, employees or any third parties.

Paragraph One: In the event of non-compliance with item (i) above, the Assembler shall pay Informa Markets Latam a non-compensatory fine of R\$ 2,000.00 (two thousand reais), without prejudice to the determination and compensation of any damage that may occur to the buildings, installations, equipment and accessories.

Paragraph Two: The parties, Exhibitor and Assembler, shall be jointly and severally liable, by themselves, their legal representatives or their agents, for any damage they may cause during the provision of the services, whether material or moral, in the civil or criminal sphere.

São Paulo, \_\_\_ de \_\_\_\_\_ de 2026.

“In agreement”:

\_\_\_\_\_  
**Exhibitor's name**

\_\_\_\_\_  
**Assembler's name**

\_\_\_\_\_  
**Exhibitor's signature**

\_\_\_\_\_  
**Assembler's signature**

**FOR USE BY INFORMA MARKETS LATAM (PARA USO DA INFORMA MARKETS LATAM):**

Atestamos que o bem foi devolvido em \_\_\_\_/\_\_\_\_/2026, nas seguintes condições:

Em perfeito estado

Faltando peças ou acessórios

Apresentando o seguinte defeito:

Outros: \_\_\_\_\_