Expo Catadores 2026

ExpoCatadores 2026 · 13th edition

Exhibitor Manual 2026

Essential guidance to prepare, set up and manage your participation in the event.

December 16, 17 and 18
Expo Center Norte · Yellow Pavilion

ancat · UNICATADORES · Movimento Nacional dos Catadores de Materiais Recicláveis – MNCR

Presentation

The present **REGULATION** is bound and part of the ORGANIZATION, PROMOTION AND ADMINISTRATION CONTRACT AT THE EVENT **ExpoCatadores 2026**, simplified in this regulation as **EVENT** - signed between the exhibiting company (named, in the contract and in this MANUAL, of **EXPOSOR**).

This **REGULATION** provides **EXPOSOR**, persons, undertakings and others contracted by the **EXPOSOR** the main information and standards necessary for the proper functioning of the **EVENT**.

The allegation that the rules set out here do not preclude the **EXPOSOR** and its contractors (mounters, decorators, subcontractors and others involved) of the penalties, fines, penalties and responsibilities provided for in this REGULATION, which must be assumed by the **EXPOSOR** and its intended, of any kind, solidarity and regardless of the order of appointment.

It is requested and recommended that all the rules governing the **EVENT** through this **REGULATION** are read and passed on to all their employees, suppliers and contractors, so that disorders are avoided. Therefore, it is strongly recommended that the **EXPOSOR** refer to the relevant standards of **EVENT**.

A **PROMOTOR** informs that the booth of **EXPOSOR** cannot be mounted outside the legal standards and specifications: ABNT, SEGUR and other bodies (including the rules of this regulation).

The responsibility of construction and assembly is exclusive to the **EXPOSOR** or its pre-set or assembler, fully and independently of the appointment order.

A **PROMOTOR** reserves the right to arbitrate on the missing cases in this Manual, as well as to amend or lay down new rules that are necessary for the good progress of the event as a whole.

THE EXPOSOR **stay** already aware that its image can be captured and recorded during the assembly and realization of the **EVENT**, so that all the rights you have over your captured image are already considered given to the **PROMOTOR**free and definitive.

General information

ANCAT, in partnership with UNICATADORES and MNCR, is responsible for the general coordination, strategic planning and institutional implementation of ExpoCatadores, ensuring the organization, articulation of partnerships, fundraising and the role of waste pickers in the event.

ANCAT
President – Roberto Laureano
Director Financial – Lilian Sousa

UNICATADORES

President – Luiz Henrique

MNCR – National Movement of Waste Pickers
National Representative – Aline Souza.

Executive team

The Executive Team of ExpoCatadores is responsible for the integrated management of the operational, commercial and communication actions of the event, ensuring its execution with excellence and alignment to the institutional objectives of PROMOTORA.

Any need to interact with the PROMOTOR of the event, whether for alignments, doubts, requests or specific referrals, should be centralized in this executive team, according to the nature of the demand.

When the exhibitor does not know which department to turn to, the Operational Manager should be the main point of contact, responsible for guiding and directing care to the appropriate sector.

EXECUTIVE TEAM		
Name	***Organisation***	***Email***
Maicon Lopes	Operational Manager	gerencia@expocatadores.com.br
Daniel Lucas	Communication Manager	comunicacao@expocatadores.com.br
Communication ANCAT	Press Advisory	imprensa@expocatadores.com.br
Daniele Tadeu	Commercial Representative/ Sponsor Service	coordenacao@expocatadores.com.br
Alexandre Ferreira	Accreditation Coordinator	credenciamento@expocatadores.com.br
Nathalia Zampol	Display Service	caex@expocatadores.com.br

Period and operation times

THE EVENT will be held as follows:

Dates: 16, 17 and 18 december 2026

Timetable: 16 from 08:00 to 18:30; 17 from 08:00 to 22:00, and 18 from 08:00 to 22:00.

Location: North Expo Center – Yellow Pavilion

Address: Av. Otto Baumgart, 1000 – Vila Guilherme - 02049-009 – São Paulo – SP

The schedule below contains days and times to assemble, perform and disassemble the EVENT:

AMOUNT		
13/12/2026	08:00 to 23:59	Assembly
14/12/2026	00:00 at 23:59	Assembly
15/12/2026	00:00 at 22:00	Assembly
15/12/2026	10:00 p.m. at 11:59 p.m	Decoration, entry of display material
16/12/2026	00:00 at 04:00	Decoration, entry of display material
REASON		
16/12/2026	8:00 to 6:30	Event Realization
17/12/2026	8:00 to 10:00	Event Realization
18/12/2026	08:00 to 16:00	Event Realization
MAINTENANCE/ *APPROACH*/ CLEANING		
17/12/2026	07:00 to 08:00	General cleaning, refueling and maintenance
18/12/2026	07:00 to 08:00	General cleaning, refueling and maintenance
DEMONTAGE		
18/12/2026	From 6 pm	Dismount from the event.
19/12/2026	00:00 at 6:00	

Note: Disassembly will only be allowed after the PROMOTOR's authorization, due to possible delays in programming.

Check list – provisions in relation to the manual

Here you will find all items that are required or not, it will serve you not to miss any important date for the good development of your participation in the event.

Any doubts about the deadlines and how to fill out these forms, both from exhibitors and from assemblers, please contact the media in this manual.

The space for mounting the exhibitors that have all documents related to the booth issued and approved for assembly shall be released.

Limit Date	Provisions	Status
12/12	Accreditation of the Mounter by the Expositor (outsourced assembly) – Free Area	Mandatory
27/11	Filling out the Form "Term of Assembling Responsibility" (outsourced assembly) – Free Area	Mandatory
27/11	Presentation of the Project of the Stand (Free Mounting), with all documentation, according to standards – Free Area	Mandatory
12/12	Accreditation and termination of responsibility of service providers	Mandatory
27/11	Sending identification of the basic assembly stand – Basic Assembly	Mandatory
27/11	Form: Electrical and Hydraulic Extra Power Request	Mandatory

Prazes may change.

EXPOSITOR is responsible for sending the forms and making the necessary payments.

It is important to remember that the correct completion and sending of the forms, through the links described in this Manual, within the deadlines indicated, are fundamental to the success of the organization of the **EVENT**.

In no case **PROMOTOR** take responsibility for the execution of services requested after the dates set for the delivery of the forms.

Disclosure of the event

Merchandising

It will be considered **merchandising** any propaganda outside the limits of the booth, established in this **REGULATION**.

The airspace above the height limits of the assemblies (in the internal area of the pavilion) and the areas of common use (street floors, walls, columns, metal structure of support, entrance and exit of the pavilions and sanitary) are the object of visual communication and/or merchandising of the **PROMOTOR.**

However, the **EXPOSOR** may request (not using verbal permission) the use of such rentals in writing to **PROMOTOR**, which at your discretion may or may not. Merchandising spaces will be leased, request value table.

No material will be installed without **Merchandising contract** has been signed and paid off.

It shall be prohibited:

(a) the installation of inflatables outside the limits of the stand;

(b) the movement through the corridors of **EVENT** or common areas of persons characterized with costumes of any kind or species (inflatable, costumes etc.) representing the products of the exhibiting company – brand, character or theme allusive to the booth without communication provided the PROMOTOR;

(c) the distribution of leaflets outside the domain of the booth, under penalty of being collected by the Security Sector of the **PROMOTOR**.

(d) the use of balloons or bladders with any type of gas;

(e) the use of explosive, liquefied gases, toxic and fuel, including LPG and flammable liquefied fuels, and the operation of any type of internal combustion engine;

(f) adhesive bonding or similar in the identification credentials of **EVENT**, both front and back, or any piece/material distributed by **PROMOTOR**.

(g) the use of fire as an attraction, demonstration or any other constitutive of events, smoke machines, sky paper, as well as any non-electric machinery or equipment is not permitted, and the use of gas (bots and similar) or any other effect that may generate panic situations is expressly prohibited;

Disclosure material

People will not be allowed to enter or stay carrying material for disclosure of non-EXPOSITORS companies, such as folders, cards, leaflets, magazines, gifts etc.

The distribution of any type of disclosure material from non-EXPOSITORS companies will not be permitted,

General standards

Accreditations

All professionals participating in the event must be duly accredited through the website: **https://ExpoCatadores.com.br**

The accreditation is customized with the name of the company and professional, position and QR Code personal and non-transferable and does not entitle companions. Misuse implies seizure and cancellation of the credentials.

Structure will be available on site for accreditation during the days of the event, but we recommend that it be done in advance to avoid queues on site.

Accreditation of EXPOSITORS

It is strictly forbidden to request display badges for visitors to the event.

The credentials are personal, nominal and non-transferable, being delivered only to persons registered in the system itself, by presenting an identification document.

The EXPOSITOR and its teams must correctly complete the form with all the information requested for the issue of credentials by 12/12/2026. Entry to the event is conditional on verification of the carrier identification document.

In the event of misuse, transfer or transfer of credentials, these may be immediately collected by the PROMOTOR.

The request must be made through the website: **https://ExpoCatadores.com.br/**

The exhibitors are entitled to Exhibitor credentials per m2 of contracted area, as shown below. It is important to highlight that only professionals from the exhibiting company should be registered as an exhibitor, since this badge gives access to the event before the opening time of the event. There is a need for a greater amount than that reported in the table below, contact the PROMOTOR.

Your badges should be removed in CAEX, from 12/13/2026.

Check amount of credentials per display.

CREDENTIAL EXPOSOR		
M2 EXPOSOR	***QUANTITY***	
4m2	*1*	*CREDENTIAL*
9m2 to 16m2	*3*	*CREDENTIAL*
20m2 at 30m2	*5*	*CREDENTIAL*
40m2 or greater	*8*	*CREDENTIAL*

Credential Support to the Expositor (services)

It is recommended that before hiring any service provider, the Expositor ensure that the company complies with all legal requirements.

All companies or persons hired to provide services to the display, must be accredited exclusively by the Display by 12/12/2026.

Accreditation of the Mounter

The Display is free to hire **MONTADOR** of his preference for mounting his booth, it is his responsibility to guide the **MONTADOR** contracted on the rules, procedures and dates of this Manual.

The Mounter must comply with the assembly rules, sending the project for analysis and requesting the accreditation of its employees, on the dates stipulated in this Manual.

Registration update

O **EXPOSOR** should keep the **PROMOTOR** informed about any changes in the company's data: board, address, e-mail, telephone, production line, represented companies etc., through correspondence on the company's letterhead.

Responsibility for exposed persons and products

A **PROMOTOR** is not liable for damage or damage to persons or products exposed before, during or after the performance of the **EVENT**, whose causes include: theft, sabotage, civil seizure, deficiencies or interruptions in the supply of electricity, water, among other claims of any species.

It is recommended to **EXPOSOR** send your products/equipments only when there is a responsible person in your booth for proper receipt.

Insurance

It is the responsibility of the **EXPOSOR** the contracting of an insurance policy **CIVIL EXPOSITIONS AND FAIR RESPONSIBILITY**, for your own safety and your visiting audience. The respective policy should ensure any material and/or personal damage to third parties during assembly, execution and disassembly.

OBS: A **PROMOTOR** you will not be liable for the cost of these policies **EXPOSOR.**

A **PROMOTOR** it will contract its own liability and miscellaneous risk insurance policy, which does not guarantee cover for any claims related to the **EXPOSOR**, as well as any theft or theft occurring within the booths.

It is the responsibility of the **EXPOSOR** keep objects, equipment and values (own or not) in a safe and restricted location.

The exhibitors are solely responsible for the physical integrity of their employees or visitors during their stay at their booth, as well as for damages to personal or material goods of any kind, caused by theft, fire, lightning, storm, explosion, hail, water infiltrations, humidity, accidents, civil disorder, sabotage and other causes, whatever their source and source. The exhibitors are also responsible for personal injuries occurring inside or outside their booths caused by their employees and/or damage to any material goods they use or under their responsibility.

Delayed payments

O **EXPOSOR** if you have your contract pending and/or late payments you will be obliged to settle your commitments immediately with the **PROMOTOR** to obtain the release of the area intended for mounting your booth, be these commitments related to contractual parcels or service installation fees. Without proof, his participation in **EVENT** it gets vetoed.

Legal rules

Promotion of Third parties, Holding, Groups, Commercial Representatives and Trading.

The direct or indirect exposure and advertising of any products, equipment and services of non-participating companies or outsiders at the EXPOSITOR booth during the event is absolutely prohibited.

Displays cannot place ads that go beyond the area of their booth. It is also not allowed to print materials, labels, labels or any other type of material, including ads from partner companies that do not have a legal link with EXPOSITOR.

The EXPOSITOR shall be permitted to include advertisements or logos of trading companies, holding companies, members represented within the booth or in the tester's office, upon presentation of a document proving this link.

Note: The exhibitor that will fail to comply with the above rules, the same that will be notified and, if it insists on printing material, material distribution or related, after receiving the second notification, will be fined, more information is in the Item **MULTS** this Manual.

Copyright

All participants performing music or ambient music should pay fees corresponding to Copyright, which, according to Law 9610/98, are charged by the following Entity:

ECAD – Central Office of Collection and Distribution

Avenida Paulista, 171 - 3o and. – CEP: 01311-000 São Paulo – SP. Tel: (11) 3287.6722 - Fax: (11) 3285.6790. 9:00 to 6:00.

The value of these rates varies according to an Entity table. It is therefore recommended that the subject be dealt with in advance with ECAD, to avoid possible setbacks. This payment is the sole and sole responsibility of the **EXPOSOR.**

Health control

The **EXPOSITORS** who wish to manipulate food in their booth should proceed in accordance with sanitary requirements.

For further clarification, please contact COVISA – Coordination of Health Surveillance by telephone (11) 3350-6619, or through the website: www.p**meal. sp.gov.br/covisa**.

STANDARDS AND REGULATION OF AMOUNT AND DEMONTAGE

Norms and Rules of the North Expo Center

The exhibitor and assembler must follow the norm of the North Expo Center, informed below, if the rules are not complied with, may be fined:

- All work with greases, paints, plaster, powders and liquids shall be carried out in appropriate containers avoiding damage to people, the North Center and the adjacent booths;
- For safety reasons, the use of corrosive materials, gases, acids or any other material endangering persons and the place shall be prohibited;
- CIRCULAR SERRA - The use and size of circular saw inside space are strictly prohibited
- Exhibitors or assemblers carrying or using this equipment inside the Halls will have the equipment collected and will even be returned only on the last day of the event;
- The use of any explosive, GLP gas, toxic and fuel or gas bottling shall be prohibited. Only stoves, heaters, toasters or ovens with electric power shall be permitted;
- It is strictly prohibited to paint or pierce the elements that make up the structure and/or cover, such as walls, ceiling, doors or columns of the North Expo Center;
- The floor shall under no circumstances be painted, pierced or excavated;
- Carpet, treadmill or similar facilities may be made using double-sided tape ADERE 462 or on removable tabs, simply supported on the floor. The removal of the tape in its entirety shall be mandatory before returning the space without causing damage to the floor;
- In areas marked and determined for emergency exits, it is expressly prohibited to store any type of material;
- It is forbidden to obstruct hydrants and fire extinguishers and boats which are scattered throughout the Halls, and any material or equipment on the Hydrants is also prohibited.
- The manufacture of iron elements within the exhibition hall shall be prohibited. These elements, in addition to pre-assembled and prepared in the workshops of the automakers, must reach the site of the event with semi-ready painting. Only machinery and equipment for finishing such structures is permitted.
- For the washing of paint material and other materials used in the assembly, only tanks from the service yard shall be used. The use of toilets for this purpose shall be prohibited.
- Within the pavilion, it is only possible to fix the metal structure elements by means of screws and, eventually, pass on some welding points.
- The floor of the pavilion cannot, under any circumstances, be marked, painted, pierced or excavated by the EXPOSITOR or the MONTADOR. Special attention: the use of petroleum products or chemical derivatives on the floor of the Pavilion is prohibited, subject to fine.

Assembly

Assembly: Day 13/12 from 08:00 to 22:00 on 15/12/2026.

Decoration and cleaning: 15/12 from 22h00 to 04h00 on the day 16/12.

IMPORTANT: Displays with machines will have PRIORITY at the entrance to the pavilion.

The stand assembly work shall be closed, as specified in the assembly schedules described above. After this time, internal decorating works will only be allowed, provided that no material or debris is placed in the corridors of PAVILLAN.

A fine will be charged per hour late **EXPOSITORS** that do not respect the assembly and disassembly times established in this Manual, more information check item MULTAS.

Companies hired for assembly and/or decoration of booths are responsible for the removal of waste and unused material.

In the periods of assembly, product entry and disassembly, minors shall not be allowed in.

In the same periods, under no circumstances will the work of the assemblers in the pavilion without helmet and without appropriate footwear be allowed, being vetoed, including for exhibitors, the use of sandals, slippers, shorts or skirts.

Unmounting of booths

The structures and installations of the PROMOTOR should be dismantled exclusively by the responsible PRODUCTOR.

The EXPOSITOR shall remove all its belongings, products and materials from the booth from 5 p.m. on 18/12/2026, not being the PROMOTOR responsible for the items left after that deadline.

Disassembly shall comply with the safety, conservation and cleaning standards of the flag, including the use of PPEs and the preservation of emergency equipment. It is recommended that the EXPOSITOR maintain an identified representative at the stand during the removal of its materials.

It is prohibited to dispose of materials or waste in the common areas of the pavilion, and it is the responsibility of EXPOSITOR to arrange its removal and transport. Failure to comply with the rules may result in a warning or fine.

The EXPOSITOR will be responsible for dismantling its booth, so it is suggested to bring to the attention of MONTADORA this deadline and the other companies involved.

It is recommended that **EXPOSOR** which, shortly after the closure of the **EVENT**, all displays, valuables (TV, DVD, fax machines, sound devices, microcomputer etc.) and small objects are removed, thus avoiding thefts, thefts, breakdowns, misdemeanors etc. Case **EXPOSOR** do not remove your material after closure, it is suggested that a security guard be kept at the stand until withdrawal.

On 10 July 2005 MUNICIPAL DECRET No 45821, regulated by SMT/SMCS INTERSECERTARIAL PORTARIA No 002/2005 establishing loading and unloading times of trucks.

- From Monday to Friday from 10:00 to 6:00;

- Saturdays from 2pm to 24pm;

Sunday and holidays from 7:00 to 10:00.

Note: The above times are valid for trucks measuring above 7,20m (from bumper to bumper).

The VUC type trucks – Cargo Urban Vehicle – 2.20m wide, 5.50m long and capacity up to 1.5 ton are out of regulation.

And the types VLC – Light Load Vehicle – 2.20m wide, 7.20m long and capacity up to 4.5 ton, in addition to trucks, utilities, cars and motorcycles, that is, they can continue to carry out loading and unloading operations throughout the day.

We warn you that we are not responsible for the permanence of trucks in the vicinity of the project, since the release for loading and unloading in the docks will only be allowed according to the times above. For more information, please consult the Municipal Decree - **https://leismunicipais.com.br/a1/sp/s/sao-paulo/decreto/2005/4582/45821/decreto-n-45821-2005-fixa-horarios-para-a-realizacao-de-operacoes-de-carga-e-descarga-em-estabelecimentos-comerciais-e-de-servicos-localizados-no-municipio-de-sao-paulo**

Preparation of projects/stands

The construction and/or assembly and its decoration can only be started after formal analysis of the respective project by **PROMOTOR.**

For the analysis of the project, PROMOTOR should receive it by the day 27/11/2026, through the email **caex@expocatadores.com.br** , the files should be in PDFe/or JPEG, with layout, low plant, cuts, descriptive, frontal and lateral elevations, duly quoted, so that it is possible to verify that all the heights and visibility of the project comply with the requirements of this **REGULATION**.

IMPORTANT:

All stands must have at least basic mounting, including side and background walls, tester with EXPOSITOR logo, lighting, carpet.

According to the rules below:

Heights allowed:

- All individual assembly stands shall be 4,00m high;
- The walls of the booths which exceed the height of the neighbouring booths shall have, throughout their apparent rear face, white-coloured finish, without display of structures, wiring, logos or advertising elements.

- No booths with mezzanine will be allowed. The exception applies only to the PROMOTOR stand, where the construction of mezzanine or second floor will be authorised.

The design shall comply with the height limits and visibility rule.

The stand design that does not meet the REGULATION will fail, and assembly will not be released.

The stand which has a column of the Pavilion, which gives access to the frames of force or hydrant, or a button or other safety element, shall be mounted in such a way that it does not prevent such access.

- **Glass walls:**

Maximum height is 3.50m and should contain safety signs.

Above this height, only walls mounted with glass panels containing the application of the "insulfilm" type safety film, or walls mounted with polycarbonate, acrylic, laminated or tempered panels, will be allowed.

- **High floors / ramps:**

Any booth with a high floor, regardless of the type of the material, is required access ramp for the disabled. In order to facilitate circulation at the EVENT, we suggest that the living corners of the booth be chamfered and used with ramps.

Access is required for carriers of special needs. Any booth with lift floor, however small, must have access to special needs carriers, by means of ramps

The minimum width of the ramp is 1,20m, it is recommended that the ramp be 1,5m wide;

Places with heavy equipment should be lined with appropriate material so that the flag floor is not damaged and glue or any other double-sided tape other than the 3M mark code 4880 is not allowed.

For installations of metal pins or pedestals, which will support the construction of the wooden floor, they should have rubber protection or any other material that avoids oxidation of the floor.

The display or assembler applying the double-sided tape to the pavilion floor is required to withdraw it fully before returning the leased space.

Note: It is indispensable to protective lining in its entirety with carpet or similar.

Note: IT IS NOT A 10 cm ELEVATED PIPE OBLIGATOR, unless the stand has installed hydraulic point, hydraulic passage to another display or other technical need of the PROMOTOR.

- **Visibility of the Stand**

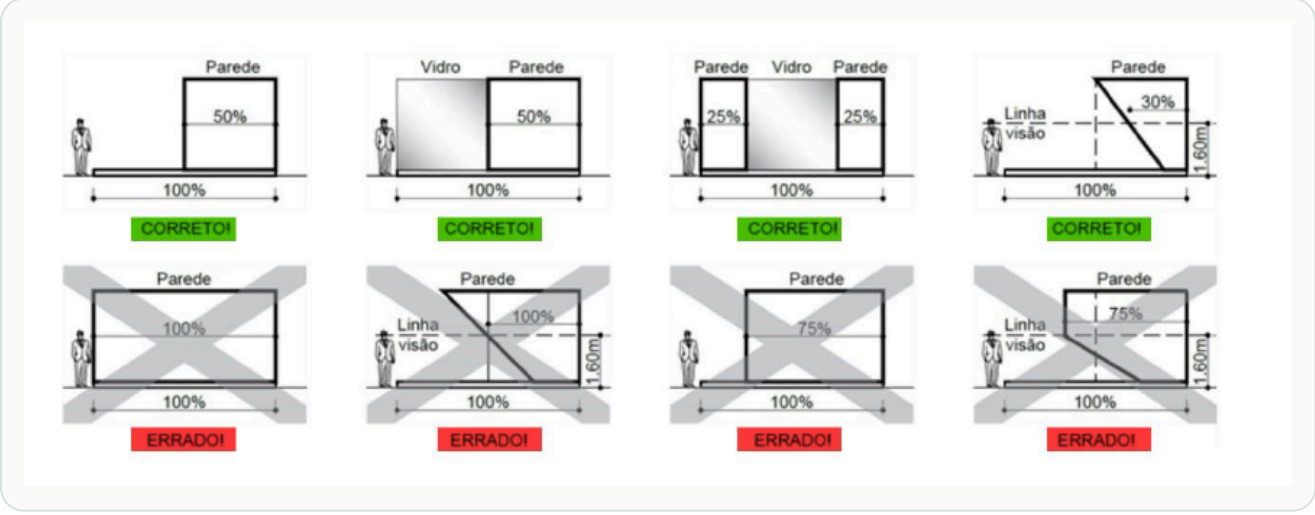
In no case can the booths prevent the internal visualization (in its entirety) of the sides aimed at the circulation pathways of the event. So none **wall facing street may have closure exceeding 50% (percentage applied for each side)**. Above that, only transparent glass crystal walls are allowed, which should only maintain safety

No “walls”, with more than 50% on each side, are allowed to close the visibility of the **EVENT**, mainly **in the case of islands.**

Note: in cases of tilted walls, will be considered the axis of vision at 1.60 m from the pavilion floor to determine the proportions of open and closed area.

Striped or bladed walls: The sum of the thickness of the blades shall not exceed 50% of the closing footage of the facades. The minimum spacing between the blades should be 10 cm.





- **Muretas and half-height closures**

The maximum height allowed for this type of closure is 1.60m from the street level.



- **Blind Testers (air visual block)**

All blind auditions and pawns (i.e. closed and untransparent) along the facades cannot exceed 1/3 of the height of each category.

- **Elements built in the case of islands**

The elements built on the edge of the street of stands as islands, should also respect the height limits and may have one side with a maximum of 50% visibility, the other sides will apply the rules of visibility of 50% transparency.

- **Construction in masonry, wood and iron**

All types of masonry construction are prohibited. The manufacture of wooden elements within the pavilion is also prohibited. These elements, in addition to pre-assembled and prepared in the workshops of the automakers, must reach the site of the event with massage, sanding and semi-ready painting. Only finishing touches are allowed.

It is prohibited to make use (any purpose) of the floor service channels. It is also forbidden to pierce or paint walls, floors and pavilion structures.

- **Gardens and plants**

Gardens, flowers and ornamental plants are allowed when contained in pots, baskets or other containers, provided that no loose land, sand, stones and gravel are used for the execution of the gardens on site. When watered, these elements cannot cause leaks that may damage the assembly material, harm the stand **EXPOSITORS** neighbors or spot the treadmill of the circulation area of the event. The maintenance, cleaning and removal of all material from the gardens, plants are the responsibility of the **EXPOSOR**.

- **Vertical projection of the booth**

The vertical projection of any assembly element including (VITRINES, DECORATIVE ELEMENTS, OR PRODUCTS/ EXPOSED EQUIPMENT) must be within the peripheral limits of the booth area. No projections on adjacent stands or on the FACT circulation routes shall be accepted, with the exception of reflectors for lighting the facades and logos of the stand, provided that they are installed at a minimum height of 3,0m.

- **Antichama Materials**

According to the rules of the Fire Department of the State of São Paulo that of the Vigente Legislation, which in the construction, decoration or scenography of the booth, is mandatory in the use of materials such as fabric, sapé, natural or synthetic fibers and any other similar material, that these materials already come with the product and certification of factory flame or otherwise they should receive treatment with ignifugante product on site along with the monitoring of the Brigade responsible for the event and presentation of the Ignifugation Certificate of the company responsible, test report of the IPT, ART with the bank fee collected and copy of the CREA of the professional responsible.

- **Use of Air Structures/Suspended**

When available in the areas provided by the Dispensation of Use contract, air points may be contracted, upon prior consultation, with the company approved by EXPO CENTER NORTE on an exclusivity basis, at least 15 (fifteen) days before the start of the assembly of the event. The use of air points, when available, is conditioned to the service of the Promoter and/or the assemblers, all technical requirements, documentation and deadlines, necessary to ensure the safety of the process, in addition to the payment of the values established for the use of the service.

1. Under no circumstances may the procedures and rules defined for the release of the use of air points be disregarded or disregarded, due to the high degree of risk inherent in this type of operation.

Contact Center North: (11) 96191 2900

atendimento@estruturasaereas.com.br

atendimento2@estruturasaereas.com.br

It shall be prohibited to support, tie or hang any component of the booth or products exposed to aera structures, columns or walls of the flag.

- **PISO**

The area of each booth will be marked on the floor of the pavilion by PROMOTOR.

É **mandatory** the use of protection, such as carpet or rubber blanket, between the pavilion floor and the counterweight of stands.

EXPOSITORS using carpet, lining or similar material applied directly on the floor must also remove the double-sided tape used in the fixation.

It shall be permitted to place treadmills or carpets directly on the flag floor, provided that specific adhesive tapes are used, of the following references: 3M 4880 or 4890, ADERE 462 or CREMMER 606-x.

WARNING: All installations of the event will be carried out through the channels located on the pavilion floor. It is recommended that the EXPOSITOR check first the need for high flooring and plan the intended applications and installations for the booth.

For the use of metal floors, special protection on the floor on the pavilion, such as high-grow plastic, is mandatory.

- O **EXPOSOR** the maximum load capacity limits of 3500 kg/m2 must be strictly respected, avoiding damage to the floor. Remembering that the floor plating with iron plate should be done for weight distribution if necessary.
- **If this weight exceeds, contact the PROMOTOR for consultation with the Pavilion;**

It will be the responsibility of each exhibitor and/or carrier to provide the basis for the distribution of cargoes.

- **Forklifts or equipment for the transport and handling of equipment and cargo.**

Companies can hire their own forklift;

Companies responsible for handling machinery should ensure that the equipment used does not damage the floor and pavilions structures.

Equipment, machinery, forklifts and vehicles should be reviewed to avoid spilling oil, fluids, chemical residues etc.

In the event of damage to the floor of the flag, the value of the repair to the damage caused to the flag shall be charged by the displayer.

During assembly/disassembly and during recess for maintenance, cleaning and replacement, only trolleys with pneumatic wheels for handling loads will be allowed in the Pavilion.

Yellow Pavilion – Entrance will be by Galatea Street – Gate 9.

Any further clarification can be obtained through STAPAR via tel. (11) 2221-6700, at the time of 08:00 to 18:00, e-mail: estacionamentoexpo@estapar.com.br

No cargo and equipment handling is allowed during the event.

Any chemical harmful to health (paints, greases, powders, liquids, etc.) must be properly packed in specific containers, which provide safety to the workers of the booth, persons passing through the pavilion and adjacent stands.

The use of corrosive products of any kind or group shall be prohibited. The use of easily combustion materials or substances is prohibited for any purpose. The operation of internal combustion engines or other equipment exhaling gases, smoke or fat shall be prohibited.

The entry of toxic and liquefied gases and explosives of any kind shall not be permitted.

- **Waste Disposal**

All waste generated in the assembly and disassembly should be disposed of by the assembler responsible for the booth in a correct manner, i.e., it should be taken out of the pavilion, since the dumpers are exclusively used by PROMOTOR.

- **Air conditioning**

The Space Pavilions Expo Center North have high efficiency air conditioning, with thermoaccumulation systems. This system is controlled by the North Expo Center Operations Centre, whose *setpoint* operations is adjusted to the comfort temperature of **24o C**, with percentage variation of **3°C** (for more or less).

We warn you that the use of air conditioning devices in any area within the flag is prohibited

- **IT IS NOT PERMITED IN THE AMOUNT:**
- The obstruction of the hydrants, extinguishers and compartmentalization curtain cuts fire. Systems should be kept free of materials that prevent or hinder the operation of any fire protection and firefighting equipment;
- Obstruction of access to technical stairs;
- Obstruction of escape routes or preventing or hindering access to emergency exits;
- Escape routes with a width of less than 4,0m (four metres), and secondary streets with a width of less than 3,0m (three metres);
- The use of fuel and/or easy-to-burn materials, flame spreaders and/or smoke generators, explosive materials, pyrotechnic materials, toxic and liquefied gases;
- The use of combustion engines or any other equipment that can launch gas or smoke inside the Pavilions, except where the location of the equipment allows the installation of exhaust to the external area, and provided that it is previously and expressly authorised by the Expo Center Norte;
- The removal of the extinguishers from the installed site. When necessary, they can only be remanaged by the Fire Department of the Expo Center Norte, for a distance of not more than 2.0m (two meters), ensuring visibility, easy access and signalling;
- Structures less than 30 cm (thirty centimeters) of any physical element or structure existing in the location

- Non-self-porting structures: Every mounted structure shall maintain stability considering only floor support and no type of fixation, minting or support of another flag structure shall be allowed.
- The use of circulation areas or neighbouring booth areas is not permitted for the placement of materials and products to be installed in the booths, subject to fine.
- All assembly operation shall be carried out only within the limits

from the location.

- The use of glue directly on the floor of the flag shall be strictly prohibited.

Boarding at stand assembly or operation

A **PROMOTOR**, aiming to maintain the safety of the entire public of the event, services, exhibitors and visitors, after the technical opinion to PROMOTOR or public hierarchy body, such as: CONTRU, Fire Department, CETESB; has the right to embark the assembly or operation of any booth that is not complying with the standards described in this assembly regulation.

PROMOTOR has the right to embark on the construction of the booth if it disagrees with the standards of this MANUAL. If the EXPOSITOR does not reformulate the parameters of the project in a timely manner, in addition to the fine, the booth cannot be used in the period of Realization, without prejudice to the contractual costs of the area with PROMOTOR. Safeguarding your interest, we advise EXPOSITOR to communicate to the company in charge of setting up your booth, all the rules of the EVENT, giving it any responsibility on the subject.

EPI (individual protection equipment)

It is up to the **EXPOSOR** and/or **AMOUNTOR** free supply to workers**,** ePIs (Individual Protection Equipment), certified by the Ministry of Labor (Certificate of Approval), suitable for risk and in perfect condition of conservation and operation. We warn everyone that during assembly, it is mandatory to wear helmets, in the pavilion for anyone who will access the internal assembly area in the pavilion.

It is prohibited the entry and stay of people without shirts or wearing shorts, shorts, shorts during the periods of assembly, realization and disassembly, as well as the use of clogs, sandals, heels or slippers, and it is mandatory to use closed footwear (tenis/ shoe/ boots) during the periods of assembly and disassembly, this rule being applied to exhibitors and their contractors.

Food or similar consumption within the event space during assembly and disassembly is prohibited.



As a security measure, the use of a uniform or a T-shirt is recommended, identifying the manufacturer to whom the employee belongs, and no person is allowed access without using any of these options (including the identification badge). The use of E.P.I is the obligation and responsibility of the manufacturers/exhibitors companies, and it is important to follow the determinations of the NRS of the Ministry of Labour and to follow the following standards:

1. Use the identification credential/crach;
2. Do not use toilet sinks as tanks;
3. Use tanks suitable for cleaning, located in the outside areas of the Halls;
4. Use individual safety equipment during assembly and disassembly:

- Safety Helmet;
- Safety glasses;
- Noise damper;
- Shirt and Safety Belt;
- Protection gloves;
- Filter Mask;
- Long pants;

In compliance with the legal provisions, all employees/employees employed must be duly legalized.

"**The professional who is not complying with all Labor Safety Standards will be warned and if he does not meet the requirements, will be prevented from continuing the provision of services, as well as the work will be paralyzed until due regularization for safe assembly and disassembly".**

Presentation of projects

Deadline for Project presentation: until day 27/11/2026

The project must be sent to the exhibition center (CAEX) until the date stated above:

Nathália Zampol – **caex@expocatadores.com.br** / (11) 98603-2047

Below is what will be needed for project presentation:

- The term of responsibility, signed by the exhibitor and assembler;
- Descriptive Memorial (specificating thickness of glass, materials used and finishing for the neighbor, information whether there will be air point or not, subtitles symbolizing the installations and their quantities) within ABNT standards and standards, with complete identification and signature of the qualified professional (engineer or architect registered in CREA or CAU), responsible for it;
- The structural ART or RRT of the booth: with the proof of payment of the corresponding fee and copy of the portfolios, CREA or CAU, the architect or civil engineer responsible;
- The power station's ART or RRT: with the proof of payment of the corresponding fee and copy of the portfolios, CREA or CAU, the architect or civil engineer responsible;
- Low plant;
- Lateral plant containing the appropriate measures, elevations;
- Perspectives, measures and elevations, cuts, etc.;
- Location of electrical, hydraulic (pi) and data points and/or voice (Telecom) points;
- Attestation of ignition in the case of fire-producing materials;
- No booth with mezzanine will be accepted;

The use of air conditioning devices in any internal area of the Pavilions is prohibited. Any exceptions shall be analyzed and authorised by the Operation Department of the North Expo Center.

Note: All images that will be used in the assembly of the booth should be included in the project presented, projects with words "logotypy" will not be accepted.

WARNING: The City accepts only A.R.T. signed by Civil Engineer or RRT signed by architect for assembly/ structures. According to Decree 49969, Article 24: "2. Compliance with the technical requirements of this article must be verified by technical attestations or terms of technical commitment, signed by duly qualified

companies or professionals, accompanied by their respective ARTs and copies of CREA/SP portfolios". In case of architect copy of CAU / SP wallets.

PROMOTOR will signal the delivery status of the project by e-mail to the exhibitor and the assembler by notifying them about the release and/or changes required in the project.

If the project is in disagreement with the pre-established rules, the adjustment indicated by the organization should be corrected and the projects re-presented in the period of 05 days running.

Other State booth manufacturers should register in the **CREA - SP** or request the visa in the registration of another Region, indicating professional to assume the technical responsibility for the services to be performed, also providing the respective Technical Responsibility Note - ART.

Below are some information on the completion of the ART:

- Field 21: the address of Espaço Expo Center Norte – Pavilion Yellow, Av. Otto Baumgart, 1000 – Vila Guilherme - 02049-009 – São Paulo – SP

- Field 26: in this field, must include the technical activity corresponding to the execution and the project. The ART will not be accepted if it has the activity corresponding only to the project. In order to be valid, the ART shall be duly signed by the professional and the contractor, as well as accompanied by the proof of bank withdrawal and a copy of the CREA of the professional.

The fulfillment of all the procedures of the Analysis of the Project and the Accreditation of the assembler, in addition to the sending of the other mandatory forms, are indispensable conditions for allowing MONTADORA to enter the pavilion for assembly work.

The Structural Stability Certificate is mandatory.

Operational standards

It is the sole responsibility of the **EXPOSOR** meet the legal and fiscal requirements relating to the procedures for the shipment of goods, equipment etc. A **PROMOTOR** exempts itself from any responsibilities arising from failure to meet the necessary requirements, of a fiscal, civil and commercial nature, labor, social security etc.

It is for the **EXPOSOR** comply with current legislation and all the rules of this regulation, assemble and dismantle your booth, keep it clean and secure your own products against risks and damage.

Dates and times of operation

CAEX - Exposer Service Center – service hours

Assembly / Decoration	august 13-15	from 8:00 to 8:00
Event	august 16-18	from 8:00 to 8:00

Staff access

They shall have access to the flag, holders of the following credentials, in the following periods:

- **EXPOSOR:** Periods of assembly, decoration, maintenance and event;
- **MONTADOR:** Periods of assembly and disassembly;
- **SERVICE:** Periods of decoration, maintenance and event;
- **SECURITY AND CLEANING:** All periods. Only credential that allows you to remain in the pavilion at night, after assembly or event.

Access of vehicles

Vehicle access to the pavilion is prohibited, the exhibitor is released for loading and unloading at the gates of the Docks, being the entrance by Galatea Street – Gate 9

Supply

Goods intended for the supply of booths may enter the flag only during the period of operation **Event during maintenance period** from 07:00 to 08:00 on 17 and 18 december.

It is recommended that adequate programming be done, as there will be no exceptions.

Stand operation

There must be at least one official at the booth during the entire period of performance **EXPOSOR** able to inform about the products exposed. The staff arrival time is one hour before the opening of the **EVENT**.

The closure of booth activities is not allowed before the end of the schedule of the **EVENT**even on the last day.

In the event of non-compliance with this standard, the exhibitor will be subject to a fine per hour, configured the non-stay of persons or responsible persons in the booth.

The lighting of the stand shall be switched on throughout the time of completion. At the end of each journey, the **EXPOSOR** turn off the general key to your booth.

Operating limits

The runners are of common use. In them, it is not allowed to enlist visitors or to distribute printing and similar articles.

A **PROMOTOR** reserves the right to seize the material distributed outside the limits of the booth for the period of realization of the **EVENT**.

Distribution of gifts and promotional materials

The distribution of gifts, samples, leaflets and catalogues to visitors is permitted, exclusively inside the booth, with the right to stop distribution whenever it is causing disturbances, agglomerations or, by scheduling the event.

Reported to exhibitors

December 18th will be dedicated to the traditional Christmas fraternization of Waste Pickers and Waste Pickers, with the holding of the supper and a ceremony that always has the presence of authorities, including the President of the Republic, Luiz Inacio Lula da Silva.

The activity brings together a larger number of waste pickers, with the arrival of several caravans from different regions to participate in the celebration. Because of this great concentration of people and security protocols related to the presence of the authorities, the fair will remain closed to the public and to the exhibitors during that day, being guided the permanence of only 1(one) promoter per booth, and may undergo changes to GSI requests. The measure also seeks to avoid disturbances and ensure the safety and organization of the event.

With confirmation of the agenda of the President of the Republic at the event, access will follow the guidelines of the Federal Government, under the responsibility of the Institutional Security Office of the Presidency of the Republic (GSI). If there are updates in the guidelines or programming, ANCAT will report the exhibitors.

We ask you all to follow the organization's communications and follow the safety guidelines

Miscellaneous demonstration and/or show

Artistic activities will not be allowed.

Sound volume

For the use of any audio features, either for the EMISSION OF PROMOTIONAL MESSAGES or for SIMPLE ENVIRONMENTAL SONORIZATION, sound levels shall not exceed 85 +/-1 dB (A), measured on the border perimeters of the booth where the sound originates, regardless of the same configuration ISLAND OR NOT.

During the event, we will have devices for measuring the number of decibels. Any and all EXPOSOR that exceeds the determined volume, will receive, the first time, a verbal request from PROMOTOR to decrease the volume of sound.

The second infraction will be informed through E-mail/Whats /document printed to the person responsible for the booth signed by PROMOTOR, in which it may lead to a fine.

The amount will be charged during the event and non-payment will imply closing the booth. Light keys will only be reconnected when the infraction generator object is deleted from the stand. In this way, we recommend the construction of soundproof rooms in stands that use sound resources.

EXPOSITORS intending to use any of these activities (including ambient sounding) should send the descriptive programming memorial to PROMOTOR, next to the booth project before the start of the Event Assembly, for proper guidance and approval.

THE PROMOTOR reserve the right to ZELAR FOR THE GOOD ANDANCE OF THE EVENT any and all action that will cause disturbances, agglomerations, complaints of contiguous booths or when they are in disagreement with the current moment.

Station standards

Parking rules are determined by the North Expo Center Space.

Visitors

Parking available for visitors is located on Rua Jose Bernardo Pinto, no 300 Gate 10 Entrance and Exit on Miguel Street Mentem at Gates 11, 16 and 17:

Ride vehicle: R$ 95.00* (for 06hs, after this period there will be an increase of R$ 5.00 per hour)

Moto: R$ 40.00 reais* (for 06hs, after this period there will be an increase of R$ 5.00 per hour)

** Values subject to change without notice.*

Input of Mounters and Service Providers:

- Galatea Street – **Gate 9** (Cars, trucks and the like for loading and unloading with charge per hour as shown on the date of the event).

R$ 20.00 daily for utility vehicles with a maximum height of 2.40 meters.

** Values subject to change without notice.*

Displays – Period of the event

For the duration of the event, Expositors may purchase access cards, with a 50% discount (fifty percent) of the current table, within the limit of 2(two) credentials per booth, and the respective credentials provided by the promoter are required.

Credentials should be purchased from STAPAR via tel. (11) 2221-6700, at the time of 08:00 to 18:00, or via email: estacionamentoexpo@estapar.com.br

All responsibility for the PARKING area and its control is the North Expo Center, and the EVENT is exempt from any liability over the parked vehicles.

Loading and unloading

CARRY AND DISCHARGE - PAVILLIONS AND AREA IN THE ENTURN

The parking and residence of vehicles in the loading and unloading area, as well as inside the pavilions, is not allowed, except for the period strictly necessary for the loading and unloading activity and there will be charge for the entry and stay, as informed below and according to the table existing on the site.

Accesses to parking:

OBS: THERE WILL BE NO PERIOD FOR DESISTANCE (TOLERANCE), THE VEHICLE THAT ADENTS TO THE PARKING WILL BE TARIFFED.

Services

Electrical energy

Standards for Facilities

It is essential that the EXPOSOR accurately evaluate the electrical load of the stand (the number of KVAs you will use). This information will allow PROMOTOR to scale the power grid and thus guarantee security.

Inadequate information on the number of KVAs may cause the burning of equipment and machines or even the total power loss of the stand.

PROMOTOR is not responsible for the power drop of the booth in the case of wrong information/sizing.

The electric energy will be supplied in 380V/three-phase/phase or 220V/monophasic/neutral phase, for the period of realization of the Event, will be measured in unfractionated KVA unit. All equipment must have a single phase 220V operating voltage.

The use of transformers is discouraged; however, if one is strictly necessary to convert 220 V in 127 V, this should be evaluated by the electric engineer responsible for the fair before assembly. The organization of the fair reserves the right to inspect the transformer during the event.

For exhibitors who hired free area, hire with their assembler all and any internal installation and distribution work on the stand, being mandatory the use of suitable material such as: input board with circuit breakers, independent lighting circuits, special equipment, outlets and others.

Note: The Event organization does not have transformers for leasing.

The distribution of KVAS offered by the event is:

Stands up to 20m2 = 2 KVAs

Over 20m2 = 3 KVAs

Additional procurement shall be required through the form: Electrical and Hydraulic Request, when exceeded the limit provided.

The value of the extra KVA is R$ 350.00, subject to change.

The electricity charges will be charged at the end of the event by sending invoices. The value will be calculated on the basis of the information provided by EXPOSITOR in the form mentioned in the previous topic. For this type of collection, due to its nature of expense compensation, no Fiscal Note will be issued.

Consult your assembler to check the lighting load and other equipment in operation.

Calculate the total load (in kilowatts) by adding the power of the equipment and the lighting system of your stand; and indicate your need in the form.

The KVA values in the Table are mean consumption references and there may be variations depending on the type of equipment to be used.

The Expositor company is responsible for thoroughly analyzing all the components that will generate the demand for electricity for the operation of the stand, such as: quantity and type of lamp, refrigerator, electric oven or microwave, TV, DVD, coffee maker, computer, and other electrical consumption equipment.

The Exhibitor must be aware that all electrical consumption components of the booth must be related on the form.

KVA CALCULUM REFERENCE TABLE:

TABELA DE KVAS			
EQUIPAMENTOS	**KVA**	**EQUIPAMENTOS**	**KVA**
Cafeteira Comercial	4,5	Lâmpada HO (com reator) 110 W	0,14
Cafeteira Elétrica TIPO residencialc/ jarra de vidro	0,5	Lâmpada Incandescente 100 W	0,1
Canhão de luz 1000 watts	1	Lâmpada Incandescente 150 W	0,15
Canhão de luz 300 watts	0,3	Lâmpada mista de 160 W	0,16
Canhão de luz 500 watts	0,5	Lâmpada mista de 250 W	0,25
Choperia (compressor de 760 kcal/hora)	1,5	Lâmpada mista de 500 W	0,5
Circulador de ar ou ventilador	0,3	Lâmpadas especiais 1000 W	1
Forno elétrico tipo comercial marca Layr, ou similar (1,75)	1,75	Laptop	0,3
Forno elétrico tipo comercial marca Layr, ou similar (2,4)	2,4	Laser	11
Forno elétrico tipo residencial (Arno, GE etc.)	1	Microcomputador (CPU com monitor)	0,85
Forno Microondas	1,2	Neon por metro	0,03
Frigobar / Geladeira / Freezer (0,3)	0,3	Projetor multimídia	0,4
Impressora jato de tinta	0,2	Refletor com lâmpada halógena de 300 W	0,3
Impressora laser	1,2	Refletor com lâmpada halógena de 500 W	0,5
Impressora matricial	0,2	Refletor com lâmpada HQI 150 W (c/reator)	0,4
Lâmpada dicróicahalógena	0,05	Retroprojetor	0,2
Lâmpada fluorescente (duas) HO de 110 W (c/ reator)	0,25	Televisor 20 pol.	0,1
Lâmpada fluorescente de 20 W (c/ reator)	0,3	Televisor 29 pol.	0,15
Lâmpada fluorescente de 40 W (c/ reator)	0,05	TV Plasma	0,8
Lâmpada Halógena 300 W	0,3	Vídeo Wall c/ TV de 29 pol.	12,5
Lâmpada Halógena 500 W	0,5		

IMPORTANT

Before requesting additional electric power for the booth, make sure that the minimum electricity supplied meets the consumption needs.

It is up to the EXPOSITOR - and its MONTADOR - to execute the distribution installation at the stand following the guidelines of NBR 5410/90 – Electrical Installations in Low Voltage, including with special observance of the stands that will have wet areas, as well as the correct installation of the appropriate protective devices.

If a standard is not followed PROMOTOR reserves the right/responsibility not to energise the stand until the problems are resolved.

It is also the responsibility of the EXPOSITOR to provide network input with circuit breakers, in separate circuits for sockets and lighting, placing general key, with capacity to withstand the required load of force in appropriate frame with door.

In view of the demand of the Expo Center North Space, the Expotors and Mounters are also required to land all booths connected to the ground wire that is next to the point of input of energy, in order to prevent electrical shocks.

At the end of daily activities, the Displays must shut down all electrical power circuits, except for equipment that needs to be connected full-time, such as refrigerators and aquarium support equipment. In this case, these equipment should be installed with independent circuits and with their own identification.

WARNING: The general key of the booth shall be placed in a place of free access for the PROMOTOR security service and shall be switched off after 7 p.m. without delay.

The assemblers shall make the electrical installations with pp cable, double insulation, in all electrical installations. The use of parallel wire is prohibited. FOR GREATER PUBLIC SAFETY THE INSTALLATIONS OF THE STATUS (ILLUMINATION, EQUIPMENT, FIES AND HAIRS) WILL NOT BE ABLE TO BE VISIBLE TO VISITIVES AND NOT TO VISITORS.

Fire extinguisher

According to Ordinance 2314/78 No. 23 of the Ministry of Labor, the use of fire extinguisher in all stands is mandatory. Each 25 m2 shall be placed at least 01 (one) fire extinguisher of 4 kg dry chemical powder (PQS). Each stand must have its own fire extinguisher properly loaded and signaled at each stand, with the acquisition, installation and maintenance of the EXPOSITOR's sole responsibility.

An inspection will be carried out by a fireman who can request additional fire extinguishers at the stand.

The removal of extinguishers from their fixed points is prohibited for use elsewhere. The fire extinguishers cannot be obstructed.

EXPOSITORS may bring their own fire extinguishers. Those who want to rent the equipment can do so through the contact below:

LLJ SERVICES AND EVENTS – (11) 9 5499-7063/ (11) 9 6735-4651

RA Extintors - (11) 9 8062-9725/ (11) 9 8062-9725

M2 booth	Number of Extinguishers
Up to 25m2	01
From 26m2 to 50m2	02
From 51m2 to 75m2	03
112.5m2	05

IMPORTANT: Stands that do not use fire extinguishers may be boarded by inspection.

Car extinguishers cannot be used.

Guard Volume

At the event will have available Volume Guard for use of the visiting public during the period of the event, on days: 16/12 from 08:00 to 18:30; day 17/12 from 08:00 to 20:00 and day 18/12 from 08:00 to 15:00.

Service exclusively for accommodation of MALAS and MOCHILAS, will be located in the ENTRY OF THE EVENT,

Suitcases or backpacks not removed on the same day, will be discarded after the day 18/12/2026.

PROMOTOR is exempt from any responsibilities over the items stored in the bulkhead.

WARNING: The Volume Guard may not be used to accommodate products or materials from the exhibitors.

Hydraulic

For the use of the facilities of each point, a rate shall be charged per hydraulic point conjugated of water/deage, with the measurements of the 1 inch points for cold water and 4 inches for deage (water served).

This fee does not include the installation of any apparatus (pee, tap, etc.). Any installation and connection from the water points and fixed discharge(s) of the Hall(s) shall be carried out by an accredited undertaking.

The hiring must be carried out through the Electrical and Hydraulic Request form.

The fees for hydraulics will be charged at the end of the event, by sending invoice. The value will be calculated on the basis of the information provided by EXPOSITOR in the form mentioned in the previous topic. For this type of collection, due to its nature of expense compensation, no Fiscal Note will be issued.

Cleaning

Stand cleaning

The general cleaning of the event will be carried out by the organization, exclusively in common and sanitary areas.

There will be mandatory selective collection throughout the event, with separation of recyclable and non-recyclable waste, according to sustainability standards and environmental responsibility.

The exhibitors should properly separate the waste generated in their booths, keeping them clean and preserved, in appropriate conditions for visitation throughout the event.

The exhibitor may hire his own cleaning service, provided that the professionals are previously accredited to the organization and act exclusively in the internal area of the booth. It is prohibited to stay in deposits, support areas or common circulation.

It is prohibited to deposit garbage bags, waste or materials on the circulation routes during assembly, execution and disassembly of the event.

The gross cleaning of the pavilion will be administered by the PROMOTOR of the event and every assembler hired by the Expositor, will be responsible for cleaning the stand itself for the period of assembly, decoration and disassembly.

Common areas

The promoter maintains the General Cleaning Service of the fair during the full period of assembly, operation and disassembly. The company contracted for this purpose is responsible for cleaning up the common areas of circulation, administration and sanitation.

It is the Expositor's responsibility to provide the cleaning of his booth.

When the circulation routes are cleaned for opening the fair, the deposit of assembly materials or packaging of products in them shall be strictly prohibited.

Under no circumstances can garbage bags or any kind of packaging be placed on the streets of the fair during the running period, as well as sweeping the dirt from the booth to the streets.

Stands

Maintenance and cleaning of the booth area during the event are the responsibility of the exhibitor. The delivery of the clean booth before the start of the event is the responsibility of the hired automaker.

IMPORTANT: It is the exhibitor's total responsibility to keep his booth clean for the entire period of performance, but heavy cleaning is not allowed during the event, being the daily time from 07:00 to 08:00.

During the hours of performance of the exhibition will be allowed only the cleaning of the canopy, not being allowed the general cleaning of the stand (scanning, ironing cloth, cleaning of windows and etc.).

The outsourced supplier is the sole responsibility of the contracting exhibitor.

Security

Common Areas

The event will maintain a security service for the common area of the event during the period of assembly, realization and disassembly. It is not the responsibility of the safety of the event, to ensure the products, equipment and any materials exposed within the booths

Therefore, it is recommended that all exhibitors maintain during the period of the event, as well as those accredited for that purpose.

Each exhibiting company is responsible for security at its stand, including goods and belongings left in the same during the entire period of the event.

PROMOTOR will not allow the exhibitor's employees or autonomous vigilantes to the stand surveillance service.

The following are documents to be submitted for withdrawal from the security clearance:

COMPANY

- Certificate of Safety and Authorisation for duly updated operation with a maximum of 1 (one) year of its issue official daily sheet;
- DIRD issued by a one-year-old civilian police.
- GESP Certificate

VIGILANT:

- Copy of RG and CPF;
- Watchful training course;
- Last recycling;
- Official registration sheet;
- Prior attestation.
- Training course at major events.

EXPOSITORS who are interested may hire the security service through the contact below:

- LLJ SERVICES AND EVENTS – (11) 9 5499-7063/ (11) 9 6735-4651

Note: Under no circumstances can the security guard carry any kind of weapon.

Internet point

Expo Telecom features ultra-fast fiber optic Internet solutions at speeds from 4MB to 1GB, stable and secure VPNs for remote access to systems and servers, secure WI-FI networks, CAT5e and CAT6e wired networks with certification and assurance of operation, smart security camera systems with programmable alerts, people flow, heat map and more.

Official and Exclusive Company of the North Expo Center responsible for the service:

EXPO TELECOM

Contact: Tel.: (11) 4210 - 0810 / (11) 99291 – 7321

E-mail: **atendimento@expotelecom.com.br**

Mults

IMPORTANT: Any event with a large number of exhibitors and visitors needs organization and discipline to ensure security and functionality.

Problems caused by noncompliance with this regulation will be penalized with fine.

Among the items of this regulation, without excluding any, are described below for further clarification of the EXPOSITOR:

- Compliance with the deadline for sending project from the booth for analysis;
- Compliance with assembly deadlines;
- Non-compliance with assembly rules;
- Delay in the arrival of machines and products, failing the schedule;
- Disclosure of companies, products and services of undertakings that are not exposed;
- Disassembly of the booth outside the established period;
- Non-compliance with the rules for disassembly and removal of materials and belongings of exhibitors;
- Damage to the Pavilion;
- Use of glue on the floor of the pavilion, the value of the fine is R $ 10,000.00 for infringement (pass of fine of the flag itself);
- Use of sound in volume greater than the limit set in this Manual, would result in fine;
- Absence of promoters/explosors in the booth, without justification.

The fines will be imposed as follows:

The irregularity will be found by a **TAXAL** ed **PROMOTOR** which shall notify in writing the **EXPOSOR**. After notification, if the irregularity is not corrected, the **TAXAL** ed **PROMOTOR** you will issue the fine by way of a form in the presence of witnesses.

Fines may be imposed on **EXPOSOR** or **MONTADOR**.

Failure to comply with the provisions of the Manual or of the Agreement shall subject the **EXPOSOR** the application of a fine by PROMOTORA, with a base value of R $ 1,300.00 per infringement, can be adjusted according to the severity of the conduct, the damage caused and the readiness to regularize.

In continued infringements, each hour of noncompliance may be considered a new infringement. The individual fine will be limited to R $ 2,000.00, and the total fines applied to the same infringement may not exceed 10% of the contract value or R $ 5,000.00, with the highest limit prevailing.

Infringement identified **EXPOSOR** shall be notified and shall have a period of 1 (one) hour for regularisation, except in situations of imminent risk, which may require a shorter period. Without remedying the irregularity, PROMOTORA may apply the applicable penalties, guaranteed the right of defence within 24 (twenty-four) hours, without automatic suspension of the collection of the fine.

The application of the fine does not preclude **EXPOSOR** of its responsibilities to the event and third parties, nor of the obligation to repay any damage, costs and losses caused to the PROMOTOR.

Syringe and return of exposure products

All entry and exit of EXPOSITOR products shall be accompanied by a corresponding invoice. The entry or exit of goods shall not be permitted without the presence of a person responsible for the **EXPOSOR.** It is the exclusive responsibility of the Expositor to comply with the legal requirements regarding the procedures for the shipment of goods, equipment, products, utensils etc.

OBS.: These notes should be in the hands of the exhibitor during the entire period of the event for any checks.

PROMOTOR and Expo Center Norte are not responsible for receiving and/or delivering any display material. Materials sent before the assembly period will not be received.

WARNING: The invoice may NOT be issued on behalf of REPRESENTATIVE. In addition, the above instructions should be complied with in order to provide legal support for the operation. FOLLOWING THESE REQUIREMENTS, FINE GUARANTEED THE ARRANGEMENT AND PERMANENCE OF THE SAMPLES TO THE EVENT, AS WELL AS THE RETURN OF THE SAME TO THE EXPOSOR.

Surveillance of work ministry and federal police

For any hiring of service providers in general such as MONTAGE, BUFFET, DECORATION, ETC RECEPTION, the display must make sure the company that is hiring is correct.

We warn that the TENS (REGIONAL SECRETARY OF WORK AND EMPLOYMENT) performs inspection services at fairs in the periods of assembly, realization and disassembly; irregularities are often found in hiring workers in general, such as hiring minors, excessive work hours, lack of registration, cooperatives etc.

The documents that must remain in your booth the provision of labor inspection are as follows:

Automated

- Copy of the registration of the autonomous by the City Hall and the INSS.

Employees of service providers and third parties

- Service contract;
- Second route of employee registration form or badge type ID card, containing full name, function, date of admission and PIS/PASEP number;
- Time card.

Any service contracted by the display must comply with current legislation. In the case of autonomous use, they must be registered in the City Hall, INSS and provide service delivery invoice.

Health, safety and well-being at work – NR-1

The ExpoCatadores, aligned with its principles of social inclusion, valorization of work and respect for human dignity, values continuous care with its employees and the promotion of a safe, healthy, inclusive and respectful work environment.

In line with the guidelines of Regulation No. 1 (NR-1), which establishes the general provisions and guidelines for Occupational Risk Management (GRO), including psychosocial risk factors related to work, the organization of the event adopts measures aimed at risk prevention and health promotion, safety and well-being of its teams.

Considering the simultaneous performance of different companies, organizations and service providers during the stages of assembly, realization and disassembly of the event, it is essential that all collaborate in an integrated way in the identification and prevention of risks, in the guidance of their teams and in the adoption of

We ask that exhibitors extend this same commitment to their employees, contractors and third party service providers, adopting good practices related to:

- The identification and prevention of occupational risks associated with activities developed;
- Team guidance regarding health and safety procedures;
- The organisation of working hours and respect for rest periods;
- The provision of adequate feeding and hydration conditions;
- Prevention of physical and emotional overload;
- The prevention of harassment, discrimination and embarrassment;
- The promotion of healthy, respectful and collaborative working relationships.

It is up to each employer, within the framework of their activities and responsibilities, to ensure compliance with the applicable labor legislation and regulatory standards, collaborating with the collective prevention and security measures adopted at the event.

We count on the collaboration of all to strengthen a culture of care, prevention, collective responsibility and appreciation of people.

Inclusion, accessibility, diversity and respect

The ExpoCatadores is a space for social inclusion, representativeness, equity, valuing diversity and defending human rights. Its realization is based on respect for differences and the construction of a more just, accessible and egalitarian society.

In this sense, the organization of the event reaffirms its commitment to:

- Social inclusion: valorization of people, regardless of their social, economic, cultural or professional condition;
- Accessibility: promoting the autonomy, participation and safe movement of persons with disabilities or reduced mobility, contributing to the elimination of physical, communicational and attitudinal barriers;
- Antiracism: adoption of an active attitude to confront racism, racial discrimination, prejudice and ethnic intolerance;
- Facing misogyny and sexism: promoting gender equality, respect for women, and combating macho, discriminatory behaviors or reproducing situations of violence and inequality;
- Respect for diversity: recognition and respect for different gender identities, sexual orientations, religious beliefs, cultures, origins and age groups;
- Combating capacitism: prevention of discriminatory attitudes, behaviors and practices against people with disabilities.

We ask exhibitors to share these principles, guiding their teams, contracted and outsourced and promoting inclusive, accessible and respectful practices in their spaces of exposure, attendance and coexistence.

No manifestations of racism, misogyny, machismo, capacitism, LGBTphobia, religious intolerance, harassment, violence or any other forms of discrimination will be tolerated.

Official reporting and reception channel

As part of the commitment to the security, integrity and well-being of people, the ExpoCatadores will provide an Official Complaint Channel, with the possibility of anonymous registration, intended to receive reports of situations occurring during the stages of assembly, realization and disassembly of the event.

The channel can be used to communicate situations such as:

- Moral or sexual harassment;
- Abuse of authority or power;
- Racism and other forms of discrimination;
- Misogyny, sexism and gender violence;
- Training and LGBTphobia;
- Intimidation, threats and embarrassment;
- Inadequate or unsafe working conditions;
- Other conducts that violate the dignity, integrity or rights of persons.

Access to the channel will be provided through QR Codes strategically distributed in the areas intended for staff and other support points of the event.

The reports will be treated with seriousness, respect, confidentiality and responsibility, preserving anonymity when this type of registration is chosen. ExpoCatadores will not tolerate any form of retaliation against people who report good faith.

We ask exhibitors to disclose this channel among their employees, contractors and third party service providers, contributing to all knowledge and access to this tool.

The channel does not replace emergency services, which should be activated immediately in situations of risk to physical integrity or life.

Respect, inclusion, security and care for people are collective commitments and non-negotiable values of the ExpoCatadores.

Child labour

The Federal Constitution, in its article 7, item XXXIII, considers the worker from 16 (sixteen) to 18 (eight)

According to Brazilian labor legislation, the work of children under 18 is prohibited. Technical or administrative work shall be permitted provided that it is carried out outside the risk areas **health and safety**.

Temporary work

Temporary service providers should comply with existing legislation, safeguarding the rights and duties of both parties.

It is recommended to hire specialized services mainly for receptionists and security guards.

It is important to keep in the stand a copy of the signed contract, given the possibility of inspection.

- The contract concluded with the temporary employment undertaking and its registration with the Ministry of Labour;
- The relationship of workers providing services in that condition;
- Timecard

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General provisions

A – The use of combustion engines within the flag shall be prohibited.

B – The circulation routes and adjacent stands cannot be used for the placement of materials, tools, among others. All works must be done at the edge of the booth, and materials such as paints or corrosives must be handled and stored properly.

C – A **PROMOTOR** it shall be exempt from any liability for damage to persons or products exposed before, during and after the event, including theft, sabotage, civil seizure, deficiencies or interruptions in the supply of electricity and water and claims of any kind.

D – A **PROMOTOR** is not responsible for the services provided by hotels and automakers, or for other services contracted by **EXPOSOR**. The provision of a relationship of service providers is intended only to facilitate the work of the **EXPOSOR**.

E – In the interior of the Pavilion, smoking is prohibited, according to municipal law and state law, which prohibit smoking in closed public establishments, where the transit or residence of people in places such as: auditoriums, conference rooms or conventions and exhibition rooms of any kind is mandatory.

F - What? In areas marked and determined for emergency exits, it is expressly prohibited to store any type of material.

Responsibility for notebooks and other personal items

As is known from **EXPOSOR** and **VISITOR**, all events held in large centers, such as the City of São Paulo, are subject to theft of notebooks and other personal items. For **PROMOTOR**, as with any other event promoter, it is impossible to identify the people who perform these actions or close the flags to search visitors.

A **PROMOTOR** it is not responsible for the theft of personal items, which are full and complete responsibility of its user.

In the case of notebooks **PROMOTOR** advises the use of special steel cable, the so-called “Safety Lock for Notebook”, which holds the notebook to a table, equipment or mobile, by means of this steel cable.

Important information

As indicated in this Manual, the individual safety of booths is the responsibility of the display, but below we list some recommendations that may prevent possible incidents.

- Keep your credentials at chest height to facilitate identification by official security and likewise direct your guest;
- Maintain constant supervision of items on display at the booth;
- Never leave the stand alone;
- Attention redoubled with electronic equipment, such as, but not limited to laptops, mobile phones, smartphones and tablets;
- During product demonstrations try not to be totally careless of the other areas of your booth;
- Do not accept assistance from outsiders if necessary request support from the official security or organisation of the event;
- If possible, try to store easily moving products in resistant casings using seals or locks;
- Seal your booth after assembly and during the periods when the fair is closed. The exhibitors can provide zebra tape (yellow and black), as the organization will not make this material available;
- Immediately inform official security of any suspicious movements or security incidents;
- Access to the flag for armed persons is not permitted;

ZERO WASTE EVENT

RECICLABLE AND COMPOSITIVE WASTE MANAGEMENT PLAN FOR 13th ExpoCatadores

Objective: Efficiently manage recyclable and compostable waste generated during the 13th ExpoCatadores, ensuring the correct separation, weighing and proper disposal of materials, focusing on sustainability and reducing environmental impacts.

Collection Structure:

Public: pairs of collectors (one for recyclables and one for rejects) distributed in strategic points of the event, such as circulation areas, food court and booths:

● Recyclables: Plastics, papers, metals and glass.

● Rejects: Materials that cannot be recycled or composted.

Waste Classification:

● Recyclables: Materials such as plastics (PET bottles, cups), metals (cans), paper (leaf, packaging) and glass (if used).

● Organics (Composable): Fruit, vegetable, leftovers and other biodegradable materials collected in the kitchen and buffet dishes.

● Rejects: other materials without possibility of recycling and composting.

Responsibilities of the Parties

➔ Responsabilidades da PROMOTORA:

● To provide and manage the general structure of collection and disposal of event waste (public and operational);

● to hire and supervise the company responsible for the collection and final disposal of recyclable and compostable waste;

● Ensure proper installation of collectors and continuous operation of the collection system during the event;

● Ensure the environmentally appropriate disposal of all waste generated, with due documentary evidence of the final destination process.

Responsibilities of the EXPOSitors:

● carry out the correct separation of the waste generated within their booths, classifying them between recyclable, compostable and waste;

● provide the waste duly separated from the contracted company for collection and disposal, as instructed by PROMOTOR;

● maintain identified internal containers for waste separation and promote awareness of employees and visitors regarding adequate disposal, especially in cases of food and beverage consumption within the booth;

● To ensure that no waste is deposited in common areas, corridors or outside designated collectors;

● Allow the environmental inspection team access to the event to verify the waste management practices.

➔ **IMPORTANT:** We reinforce that, in case of doubts, additional guidance or need for technical and operational support, EXPOSITOR should contact the PROMOTOR service team directly through the email **caex@expocatadores.com.br**, having Nathalia Zampol as the collaborator in charge.