

ABAV EXPO 2018 CONECTA



EXHIBITOR'S MANUAL

SEPTEMBER
26 to 28
ANHEMBI


46ª ABAV
Expo Internacional de Turismo

50º encontro
comercial
Braztoa
SÃO PAULO

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STAY TUNED

- √ Read the Exhibitor's Manual
- √ Review information contained in the manual and make sure it is passed on to employees and other contractors
- √ Hire builder
- √ Provide the builder with the Exhibitor's Manual
- √ Define the products and / or services to be exhibited
- √ Hire insurance for the stand (including specific insurance for assembly), products and equipment exposed
- √ Schedule and train technical personnel
- √ Book the hotel / transfers
- √ Copyright payments - Ecad, if you use music at the stand

TO HIRE:

- √ Stand builder
- √ Catering service
- √ Cleaning service
- √ Receptionist (check uniforms)
- √ Safety of the stand
- √ Transport of products and equipment / Issue invoices
- √ Temporary Import - Customs Clearance

ARRANGE FOR:

- √ Linha telefônica (diretamente com a Anhembi Telecom)
- √ Internet
- √ Coletor de dados
- √ Impressos a serem distribuídos
- √ Merchandising/Mídias complementares

REQUEST TO PROMOVIÇÃO, VIA CAEX:

- √ Passes for the team

SEND TO PROMOVIÇÃO, VIA CAEX:

- √ Stand project with documentation and liability waiver
- √ Indication of builder
- √ Security and cleaning company
- √ Forms filled in according to the instructions
- √ Material input and output forms
- √ Information for the Press Office

PRESENTATION

Dear Exhibitor,

This manual contains technical and operational standards and guidelines regarding the periods of assembly, realization and disassembly that must be respected by the exhibiting company / entity, its employees and /or contractors. The exhibiting company /entity is responsible for any damages incurred by its employees and /or contractors.

It is extremely important that the information herein be transmitted to all those who participate directly in the assembly, disassembly, execution and operation of the stand, thus preventing eventual doubts and/or inconveniences.

Read CAREFULLY, especially about the DEADLINE stipulated for the submission of ELECTRONIC FORMS and PROJECTS. Completion and submission of electronic forms is mandatory. The exhibitor, as well as the builder indicated by him/her, will receive a login and password with access to the electronic manual.

Failure by the exhibitor and his or her representatives to comply with the deadlines or other instructions contained herein shall automatically exempt the organization of the fair from any liability for damages caused to the exhibitor during all periods of operation, assembly, realization and disassembly.

Compliance with the rules established herein will contribute to the success of your company / entity and the **46th ABAV EXPO International Tourism**.

To clarify any doubts about this manual, contact the Operations Department at +55 (11) 3087-5050, from 9am to 6pm, or email caex@abavexpo.com.br.

We ask for your attention as to the standards and deadlines set forth in the manual and required by the legislation and the authorities. Compliance with these avoid unnecessary inconvenience.

We wish you a lot of success and good deals.

Yours,
ABAV Expo team

ORGANIZATION OF THE EXHIBITION

PROMOVIÇÃO PROMOÇÕES E MERCHANDISING

Rua Amaro Carvalheiro, 347, 17º andar, Cj. 1.710, CEP: 05424-150, São Paulo - SP
Tel.: +55 (11) 3087-5050

EXHIBITOR SERVICE

Phone: +55 (11) 3087-5050
Exhibitor service center (as of July 20, 2018)
Email: caex@abavexpo.com.br

COMMERCIAL CONTACT

Amanda Souza – Account executive at Abav Expo

Jerusa Hara – Event supervisor at Abav Nacional

Phone: +55 (11) 3155-3077
Email: vendas@abavexpo.com.br

FINANCIAL CONTACT

Willian Siqueira

Phone: +55 (11) 3905-6300
Email: willian.siqueira@abav.com.br

VENUE

ANHEMBI EXHIBITION HALLS

Av. Olavo Fontoura, 1.209, Parque Anhembi, CEP: 02012-021, São Paulo - SP
Telephone: + 55 (11) 2226-0400
Website: www.anhembi.com.br

IMPORTANT DATES AND TIMES

ASSEMBLY, REALIZATION AND DISASSEMBLY

Assembly: September 22-24, from 8 a.m. to 10 p.m.

Decoration: September 25, from 8 a.m. to 6 p.m.

Realization: September 26-28, from 12 a.m. to 8 p.m.

Disassembly: September 29th and 30th, from 8 a.m. to 6 p.m.

CAEX AND CAM SERVICE

Assembly: September 23rd to 25th, from 8:30 a.m. to 7:00 p.m.

Realization: September 26, 27 and 28, from 8:30 a.m. to 7:00 p.m.

ASSEMBLY PERIOD

Entrance will not be allowed without passes.

ATTENTION: the deadline for stand assembly, meaning that stands should be finished, decorated, and the peripheral area of the streets surrounding the stands should be fully clear and unobstructed is 6 pm as of 9/25/2018, irrevocably.

EVENT REALIZATION

One employee of the EXHIBITOR must be present at least 30 minutes before the opening of the fair and 30 minutes after closing time, able to provide information about the products on display. The EXHIBITOR must keep the lights on at the stand during the period of realization and turn off the general power switch at the end of each daily period.

PARTICIPATION AND ACCESS

Accredited personnel access - Period of realization

Exhibitor pass: 8 am to 8 pm

Visitor pass: 12 to 8 pm

Maintenance pass: 7 am to 11 am

Service pass: 8 am to 8 pm

Builder pass: no access

DISASSEMBLY

In principle, the disassembly of the Fair will commence soon after its completion, and access to the loading and unloading area shall be according to what has been agreed at the organizer's meeting with the exhibitors. On the day of the disassembly, starting on the last day of the event, no vehicle will be allowed in the loading and unloading area before the scheduled times. Therefore, everyone should pay attention to the pre-established times of the Fair, avoiding arriving too far in advance, so as not to cause complications in the traffic of the area, since there is no specific place to leave the vehicle while awaiting the release of the pavilions. As explained above, it is forbidden to use vacancies in the loading and unloading area in order to accommodate any materials for later loading in vehicles or to reserve vacancies, under penalty of charge to be placed by the Administration, that is, all materials must be taken from inside the pavilion directly to the vehicle for which they are intended.

ACCREDITATION

RULES FOR ACCREDITATION

IMPORTANT: As in the previous edition, the credentials are printed by the exhibitor through the website. To avoid queues, anticipate your requests and printings. Passes can only be printed after all fees have been paid.

EXHIBITOR'S PASS

This accreditation will be made through a form that will be available on the website **abavexpo.com.br** and will enable the exhibitor to issue credentials to the fair, serving the board, management and employees in service at the stand.

These passes are personal and non-transferable, valid only when duly filled in. The pass will be confiscated if used by third parties. **It is mandatory to show an ID when requested. Each exhibitor will have the free quota of 1 (one) pass every 3 m², i.e., if the booth is 25 m², your free quota will be 9 (nine) passes. Additional passes must be requested and paid using the form on the website.**

SERVICE PROVIDERS' PASS (BUILDER/CATERING/CLEANING/ETC)

It is the responsibility of the exhibitor to provide the assembling company with the website and password for the issuance of builder/service passes.

IMPORTANT: The exhibitor must fill out the specific form available on the abavexpo.com.br website until September 1, 2018, indicating the builder company contracted to assemble his/her stand.

We reiterate that any accreditation must be carried out online in advance, and that during the assembly and realization period, the passes will be available at the Exhibitor Service Center (Caex) and/or CAM - Builder Service Center.

It is the sole and exclusive responsibility of the exhibiting company /entity to assemble and run the stand, regardless of hiring the assembling company.

The assembling company will only be released for the assembly of the respective stand if it is properly accredited, the project and documentation approved and the fees paid.

RULES OF PARTICIPATION

PARTICIPATION OF COOPERATES

The participation of cooperative or co-exhibitors will be allowed if the cooperative company complies with the rules of the **46th ABAV EXPO Internacional de Turismo**. In this way, the exhibitor must, mandatorily, indicate the division of his/her respective area in the project, as well as the registration through his/her cooperative companies system.

The company can take one cooperators to every 5 m² acquired. If extra cooperators are participating in the stand, the contractor will pay a fine equivalent to the number of extras multiplied by the value of 5 m² of the current tariff. To make valid the participation of the members of the cooperative, each cooperative company must pay the municipal fees of the city hall that has compulsory collection. Check the value in the price list available in the exhibitor's restricted area.

Failure to complete the participation form and non-payment of the city hall fees will imply the non-inclusion of the cooperative company in the virtual catalog of the event and the prohibition of identification of the brand in the stand.

Each cooperative company will have the right to two passes. Additional passes must be purchased on the website. Each member will receive a login and password, after filling in the information contained in the registration form. Therefore, it is very important that the main exhibitor send us all the information by **September 6, 2018**.

TABLE OF FEES AND SERVICE PRICES

CONTRACT MANDATORY FEES		
Description	BRL	USD
Power Point Installation (unit)	R\$ 385	\$ 128,33
Minimum of energy - value of kVA - 1 KWA every 10 meters	R\$ 385	\$ 128,33
Cleaning of assembly debris (m2)	R\$ 22	\$ 7,33
Fire extinguisher (unit)	R\$ 100	\$ 33,33
TFA /TFE (unit)	R\$ 385,70	\$ 128,57

EXTRA FEES - UP TO JULY 31		
Description	BRL	USD
Power consumption – value of kVA	R\$ 385	\$ 128,33
Hydraulic point	R\$ 350	\$ 116,67
Draining point	R\$ 205	\$ 68,33
Service passes	R\$ 30	\$ 10
Additional passes – Exhibitor	R\$ 65	\$ 21,67

EXTRA FEES - AFTER AUGUST 1 ST		
Description	BRL	USD
Power consumption – value of kVA	R\$ 462	\$ 154
Hydraulic point	R\$ 420	\$ 140
Draining point	R\$ 225,50	\$ 75,17
Service passes	R\$ 35	\$ 11,67
Additional passes – Exhibitor	R\$ 75	\$ 25

INFRASTRUCTURE

SECURITY OF THE EVENT

The organization of the fair will maintain a GENERAL SECURITY SERVICE during the whole period of assembly, realization and disassembly. It shall not be the responsibility of the general security to provide for the safety of the objects, products and furniture displayed on each stand. It will be up to the exhibitor to hire security for his stand. To ensure the security of the event is not compromised, the organization of the fair makes it mandatory the hiring by certified company: **we will inform as soon as it is contracted.**

CLEANING OF THE EVENT

The organization of the fair will maintain a general cleaning service during the whole period of assembly, realization and disassembly. The certified cleaning service will operate in the areas of circulation, administration and toilets. Exhibitors should provide for the cleaning of their stands, as well as for their bar services. The exhibitor may hire this cleaning service for his stand through the website, in the restricted area of the exhibitor.

Refueling and cleaning during the event should occur outside the event time **(from 8 am to 11 am)** and the debris from each stand must be disposed of in special plastic bags, in an appropriate place inside the exhibitor stand and can only be placed on the running paths after the day's activities are closed.

MEDICAL STATION

The prompt medical assistance service will be in operation at dates and times compatible with the assembly, realization and disassembly periods.

ACCESS OF VEHICLES

Vehicles shall not be allowed to remain inside the pavilion. In case of extreme necessity, the driver and /or exhibitor must request authorization from the organization of the fair.

INSURANCE OF EXPOSED PRODUCTS

All exhibitors must provide insurance for their stands against fire, theft, electric damage and personal injury (civil liability, miscellaneous risks and personal accidents) during the assembly, realization and disassembly period. The organization of the fair will not be responsible for the reimbursement of amounts to cover costs with the above-mentioned items, in any eventuality.

The insurance term must be from the first day of assembly until the last day of disassembly. And, during the whole period of the event, we advise exhibitors to keep their objects and equipment of value in a safe place and with restricted access.

INSURANCE

ABAV, PROMOVIÇÃO and the coordination of the event will not be responsible for losses or damages caused to people and/or products during the event, including theft, sabotage, civil trouble, electric brown/blackout and claims of any kind. It is understood that it is the responsibility of the EXHIBITOR /BUILDER or its agents the occurrence of any accidents caused by their presence, their employees or any other person whose access has been facilitated or allowed by him/her. **The coordination of the event recommends that each EXHIBITOR, according to his own judgment and in accordance with the current legislation, hire insurance coverage for stands, products, goods and service staff.**

The organization of the fair shall be exempt from any liability for damages caused by the exhibitors in the pavilion, in the stand or to third parties, transferring all responsibility to the exhibitor who is found guilty, which is why the exhibitor must take out the insurance. Exhibitors are solely responsible for any injury suffered by their employees or visitors during their stay at the stand, as well as for damages to personal property or materials of any nature caused by theft, fire, lightning, storm, explosion, hail, infiltrations of water, humidity, accidents, civil trouble, sabotage and other causes, whatever their origin and source. Exhibitors are also responsible for personal injury occurring inside or outside their stands caused by their employees and/or damage to any material assets they use or under their responsibility and also for damage caused by their machinery/equipment /subcontractors to site of the event.

The **46th ABAV EXPO Internacional de Turismo** strongly recommends that exhibitors provide their own specific Risks and Civil Responsibility (CR) insurance, also covering the venue against damages caused by their employees, their machinery and /or equipment exhibited in all periods, whether they occurred during assembly, realization and/or disassembly of the event, and the insurance must offer sufficient coverage to the risks involved during the assembly, realization and disassembly of the event. The absence of policies or their inefficiency in the coverage of the above risks will imply the total responsibility of the exhibiting company / entity and its builder and /or subcontractors for all the damages that may occur, being incumbent upon them to indemnify and recover all damages before the **46th ABAV EXPO Internacional de Turismo**, in the ANHEMBI EXHIBITION HALLS and third parties, regardless of whether such damages are permanent or temporary.

FIRE EXTINGUISHERS / FIRE FIGHTERS

All exhibitors must maintain a PQS (dry chemical powder) or CO₂ (carbon dioxide) fire extinguisher compatible with the exposed products /equipment and materials used in their stand. Both have the capacity of covering up to 25 square meters (a fire extinguisher of 4 kilos every 25 square meters), depending on the type of the assembly of the stand, the furniture and the exposed products. The fire extinguisher must be in an easily accessible location, properly signaled.

The organization of the fair will place a fire brigade team, trained according to the characteristics of the event, to inspect the stands, advise and determine to the exhibitors the need for more fire extinguishers,

according to the technical instructions of the fire brigade. The purchase of extinguishers will be carried out at the signing of the contract.

NOTE: The absence of the fire extinguisher will result in the prohibition of the assembly of the stand until the requirements of the fire brigade /organization of the fair are met.

CONTRACTING TELECOMMUNICATIONS SERVICES TELEPHONE AND INTERNET (GROUND LINE, CELL PHONE, FAX AND LP)

Telephone, internet and equipment rental services should be requested directly from ANHEMBI TELECOM, the certified company of the Anhembi Exhibition Halls. The **46th ABAV EXPO Internacional de Turismo** has no interference with telecommunications services. For information on prices, installation costs, connection charges and deadline for the contracting of services, the exhibitor should contact ANHEMBI TELECOM, by clicking on the link below to consult the price list and formalize the request:

<http://www.anhembi.com.br/servicos/tabelas-telecom/>

Contact: William Nascimento

Phone: +55 (11) 2089-7502

Email: william@spturis.com

IMPORTANT: Please note that there will be no free wireless access at ANHEMBI EXHIBITION HALLS.

RULES FOR ASSEMBLY

Spot without assembly: The exhibitor/builder contracted will receive the demarcated stand area on the floor of the PAVILION. The demarcation on the floor should be checked (footage and location) **by the contractor or the exhibitor before the assembly work begins, in order to avoid later problems.**

Spot with assembly: The exhibitor hiring spots with basic assembly will receive his stand area demarcated and assembled according to his contracting. The stand with basic assembly can be decorated internally, as long as the structure, panels, walls, aluminum structure etc. are not damaged or used for structuring any other elements.

CERTIFIED STAND BUILDERS AND DECORATORS

It is the exhibitor's free choice to hire a specialized company for the assembly, decoration, maintenance and disassembly of their stand. However, we inform you that there is a certified builder of the

46th ABAV EXPO Internacional de Turismo. We advise that a technical / maintenance term be established between the parties for the entire period of the event. For the greater security of your company, we recommend hiring a company affiliated to the Union of Companies of Promotion, Organization and Events of the State of São Paulo (**SINDIPROM**), thus avoiding risks in the provision of services and the respective deadlines.

SINDIPROM

Rua Frei Caneca, 91,11º andar, Cerqueira César, CEP: 01307-001, São Paulo - SP

Phone: +55 (11) 3120-7099

www.sindiprom.org.br

ATTENTION: Hiring a specialized company for the assembly, decoration, maintenance and disassembly of the stand does not exempt the exhibitor from responsibility for the full compliance with this exhibitor's manual.

CHECKING THE STAND DESIGN

All exhibitors who have acquired a free area must indicate their builder, which will receive LOGIN and PASSWORD to submit the digitalized project and documentation for the purpose of analysis by the technical department of the company contracted by the organization..

ATTENTION: Under no circumstances will be accepted projects and documents submitted by e-mail or delivered personally.

IMPORTANT: Submission of the stand design starts on July 20, 2018.

It is the responsibility of the exhibitor to make sure that the stand design is elaborated with the supervision and participation of the responsible technician, engineer and/or architect.

The exhibitor and the assembling company undertake to submit **the design of the stand containing ground plan, front elevation, left and right lateral elevation, duly listed in their heights, lengths and retreats, accompanied by the appropriate technical responsibility documents - ART or RRT, in addition to the Statement of Responsibility for Assembly and Disassembly.**

Design projects submitted without the information requested above will not be analyzed. The projects will be analyzed within 5 (five) business days from the date of receipt.

ATTENTION: In the absence of one of the aforementioned documents, access to the rented area will be denied, and exhibition organization will be exempt from any liability for delays or damages that may occur.

Important notes:

- The exhibitor's name, builder's information, contact and telephone numbers must be indicated;
- All requests for the adequacy of the stand design made by the organization of the fair must be immediately complied with, being subject to a total interruption on assembly until such requests are met.

LIABILITY TERM AND GUARANTEE CHECK

It is the responsibility of the exhibitor, as well as the company contracted to assemble the stand, to sign the liability terms in order to guarantee the complete and accurate compliance with the obligations, the deadlines and the determinations set forth herein.

The liability term should be printed through the system; inform link in the area of the service provider (builder).

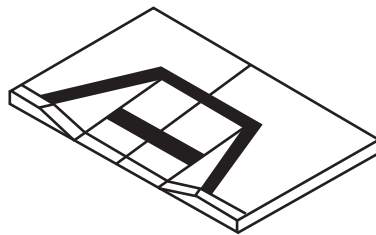
Companies affiliated to SINDIPROM must present their original signed liability term.

The companies not affiliated to SINDIPROM, in addition to the respective signed liability term, must leave a guarantee check payable to ASSOCIAÇÃO BRASILEIRA DE AGÊNCIAS DE VIAGENS (BRAZILIAN ASSOCIATION OF TRAVEL AGENCIES (ABAV)), in the amount of R\$ 5 thousand per stand, to be sent in advance to the organizer, in order to advance the processes of clearance of the stand.

If there are no restrictions, the GUARANTEE CHECK will be VOIDED and made available to be returned to you at CAEX, 10 days after the event in PROMOVISÃO. If you do not pick up the check, it will be incinerated 60 days after the event.

RAISED FLOORS

The area of each stand will be demarcated and identified on the floor of the pavilion. It is the responsibility of the exhibitor/builder to request assistance from the operational team to resolve any doubts regarding the rented area. It is mandatory to use floor raised to 0.10 meters. It is mandatory to build a disabled access ramp, according to Law, ABNT NBR 9050, regardless of its footage, as shown below.



The operational team of the event will not be responsible for any unevenness on the floor.

IMPORTANT: Every stand that has a raised floor above 0.50 meters high, from the floor of the pavilion, must present an ART (Technical Responsibility Note)/RRT (Technical Responsibility Record) signed by a professional registered by the organs CAU/Crea of São Paulo, properly settled, and structural calculation of the project.

A.R.T AND R.R.T.

The stands must, mandatorily, submit the design and execution ART (Technical Responsibility Note) or RRT (Technical Responsibility Record), properly settled and registered at Crea/ CAU.

For BOX TRUSS (interlaced aluminum tubes) structure assembly, we require the presentation of specific A.R.T /R.R.T., whether the structure is an integral or complementary part of the stand. We recommend that the original copy of the A.R.T./R.R.T. remain in the stand during the whole period of the event.

The ART (Technical Responsibility Note) or the RRT (Technical Responsibility Record) of projects may be registered in the Crea/CAU of the professional. The ART (Technical Responsibility Note) or RRT (Technical Responsibility Record) must be registered at Crea /CAU in the state of São Paulo.

HEIGHTS AND SETBACKS

The minimum height must be 2.20 meters, the table below determines the heights and setbacks allowed for any decorative components of the stands. These heights are considered from the floor of the pavilions,

and there is no need for setbacks in relation to the pathways for those stands with areas that do not configure islands, maintaining for this the maximum height of 6.00 meters respecting the setbacks in the table below, in relation to neighbors.

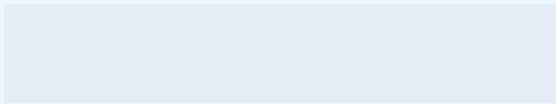

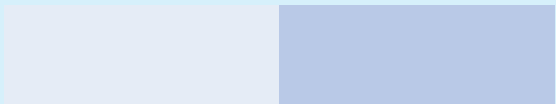
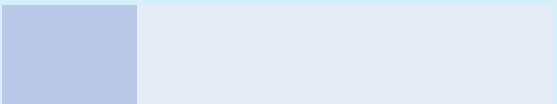
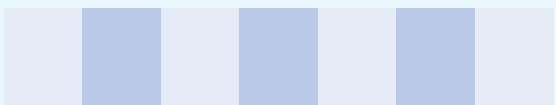
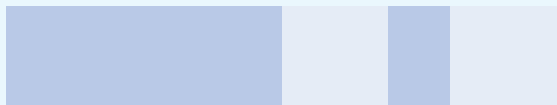
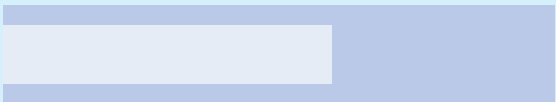

Those stands in island format shall not, under any circumstances, fully close any of the sides facing the running paths.

STAND HEIGHT	SETBACK
Up to 4,00 m	0,00 m
4,01 to 6,00 m	1,00 m

VISIBILITY

ALL STANDS MUST COMPLY WITH THE RULE OF VISIBILITY.

The closure must not exceed 50% of the linear footage on each side of the stand, so it must have 50% visibility, as below (the rule is also valid when using glass). Glass walls or similar materials that have transparency should have safety signs.

Right	Wrong
<p>100% open or transparent</p> 	<p>100% closed</p> 
<p>50% open</p> 	<p>More than 50% closed</p> 
	
<p>50% at visual height</p> 	<p>Open at top</p> 

HYDRANT

No assembly is allowed on the columns where there is a fire hydrant and/or any other firefighting equipment within the stand area. These should be 100% accessible.

MEZZANINE OR UPPER FLOOR

The installation of mezzanine or top floor in the Pavilion will not be allowed.

GLASS WALLS

The maximum height allowed for walls mounted with single glass panels is 3.5 meters and they must contain safety signaling. Above the permitted height, you should use laminated, tempered glass, with the application of protection film (INSULFILM type). In the absence of these materials, it is permitted to use acrylic, polycarbonate or similar panels, provided that they offer total security to the event as a whole.

You must observe the legal requirements, fire department regulations and ABNT standards NBR 7.199, 14.697 and 14.698. The use of glass panels requires presentation of A.R.T. (Note of Technical Responsibility) or R.R.T. (Technical Responsibility Record) and presentation of manufacturing certification (material certification).

PARTITION WALLS

The construction of walls with blind closing must not exceed 50% of the linear footage on each side of the stand. For the remainder of the closed extension, we suggest the use of transparent (even partial) glass or acrylics, window displays, visual communication and / or special effects so as not to impair visibility.

The project that does not comply with this procedure will not be cleared for assembly.

The exhibitor should give a quality finish on the side facing his neighbors or the running paths, from the height of 2.20 meters from the floor of the pavilion. For areas facing the neighbors, the finish should be only white.

HORIZONTAL PROJECTION OF THE STAND

The horizontal projection of any assembly element or exposed products **must be strictly restricted to the limits of the leased area.**

Projections on neighboring stands or running paths will not be allowed.

ELECTRICAL INSTALLATIONS

The planning, management and distribution of services for installing the hydraulics and electric power points will be carried out by the contracted company of ABAV. The electric power of the pavilions is provided by

the AES Eletropaulo, under the responsibility of the Anhembi Exhibition Halls. The electrical installations of the stands must fully comply with the provisions of NBR5410 - Low Voltage Electrical Installations. The use of flame retardant cable with double mechanical insulation (PP type) and thermomagnetic circuit breakers is mandatory.

For reasons of technical-operational safety, ABAV is exclusively responsible for supplying and connecting power from the existing electricity distribution panels at the Anhembi Exhibition Halls to the location of the electrical distribution center of each stand. The exhibitor /builder is denied access to the distribution panels, the hydraulic channels and the air-conditioning ducts of the pavilion, which can only be operated by the responsible contractor or by the technical staff of the Anhembi Exhibition halls. Any cost to be charged to the promoter regarding the above will be automatically charged to the exhibitor responsible.

It will be up to each exhibitor/builder to complement the installation and the electrical distribution in the stand, providing the power input with **general class C circuit-breaker** compatible with the electrical request. The general circuit breaker and other protection devices of the electrical circuits shall be enclosed in a frame of non-combustible material, equipped with a door, **fixed in a place of free access** to the maintenance team of the promoter, even outside the opening hours of the event.

In compliance with the requirements of NBR-5410, NR 10 and the Anhembi Exhibition Hall, the exhibitor /builder also undertakes to ground the stand which is built in a metallic structure, either iron or aluminum, connecting them to the ground wire, located at the point of power input, to prevent electric shocks.



The electric power will be supplied in a non-fractional kVA unit at the voltage of 380 V three phase, 60hz - 3 phases with neutral and earth and 220V single phase throughout the period of the event. Light bulbs, air conditioners and other equipment must have an operating voltage of 220V. For 127V (110V) voltage, the exhibitor shall use required power transformers.

The power cables used to supply electric power to the stands and other needs of the events held at the Anhembi Exhibition Halls will have a female plug terminal of the PCE brand in which the load will be connected.

The PCE plugs are compatible with those of the Steck brand, which is the best known in the Brazilian market. This type of connection, also called a plug-in connection, will minimize the risk of accidents due to short circuits, electric shock or phase inversion, which can cause the equipment to burn.

Above, the table with the description of the male plugs of the PCE and Steck brands required for connecting with the female plug of the power supply cable that will be delivered by the Anhembi Exhibition Halls. Any other plug or connector compatible with the PCE female plug may be used provided it complies with

NBR IEC 60309-1. The female plugs installed in the power supply cables that will be supplied by the Anhembi Exhibition Halls will be as follows:

Cable gauge supplied with PCE female plug	Reference of the PCE plug required for connection	Reference of the Steck male plug compatible with the PCE female plug	Picture of the Steck male plug
6 mm ²	0252-6	s-5276	
10 mm ²	035-6	s-5576	

- **For 6-mm² cables**, five-pin female connector (extension), of the PCE brand, reference: 2252-6;
- **For 10-mm² cables**, five-pin female connector (extension) of the PCE brand, reference: 235-6.

The gauge of the cable and the type of plug that will be effectively supplied to the stand and other event needs will depend on the total electrical load to be supplied and the technical availability at the time of installation.

Builders, electrical installation service providers, exhibitors and promoters should provide the appropriate connection to the power supply point provided by the Anhembi Exhibition Halls.

The installation companies homologated by the Anhembi Exhibition Halls, contracted by the promoter of the event to supply the power points to the stands, may be consulted for any technical clarifications that may be required.

If your project requires more power, visit the abavexpo.com.br website and request the additional as soon as possible. **Check the price list and take advantage of the discounts.**

Note: At Anhembi, voltage 110V and 220V are available.

Due to the voltage variation observed in the supply of energy by Eletropaulo, we recommend the use of stabilized networks for the equipment with greater susceptibility to power surges. After the daily closure

of activities, all stand circuit breakers should be shut down, except when necessary to keep equipment connected outside of the allowed hours, provided it is authorized by the promoter. For this, the equipment must be installed with independent circuits and have its own identification. Failure to comply with this standard will result in power supply cut and a complete interdiction of the stand until its fully compliance with the established standards. Damage caused to cables or plugs owned by Anhembi Exhibition Halls will be charged.

ELECTRIC POWER CONSUMPTION

Routing cables or any connecting elements that cross over streets, common areas or neighboring stands is not allowed. These needs, if they occur, must be foreseen in advance and resolved with the organization of the fair. The use of flame retardant cable with double mechanical insulation (PP type) is mandatory. If in doubt, refer to NBR 5.410. Every stand shall be grounded.

CONSUMO DE ENERGIA ELÉTRICA

Electric power will be supplied in kVA units. To calculate the minimum required, use the fraction of 0.1 kVA x m². For example, in a 20-m² stand: 20 m² x 0.1 kVA = 2.0 kVA.

We request that you verify with the contracted builder the actual need for electric power, since this additional must be requested and paid before the assembly period. Requests must be made via abavexpo.com.br

IMPORTANT: as of July 20, 2018, requests must be made via Caex.

REFERENCE TABLE FOR ENERGY CALCULATION

EQUIPMENT	kVA USED
Special Bulb 1000W	1.00 kVA
Fluorescent Lamp 20W	0.03 kVA
Fluorescent Lamp 40W	0.05 kVA
Halogen Bulb 300W	0.30 kVA
Halogen Bulb 500W	0.50 kVA
Halogen Bulb HQI 150W	0.35 kVA
Home electric coffee maker	0.80 kVA
HO lamp (with reactor) 110W	0.14 kVA
Commercial coffee maker	4.50 kVA
Incandescent lamp 100W	0.10 kVA
Air circulator / Fan	0.10 kVA
Blended bulb 160W	0.16 kVA
Computer (CPU + Monitor)	0.50 kVA
Blended bulb 250W	0.25 kVA
Large electric oven	2.40 kVA
Blended bulb 500W	0.50 kVA
Small electric oven	1.00 kVA
Horizontal / Vertical freezer	0.50 kVA
Microwave	1.20 kVA
Minibar/refrigerator	0.30 kVA
Laptop	0.30 kVA
Printer	0.25 kVA
Color TV	0.30 kVA
Halogen dichroic lamp 55W	0.06 kVA

HYDRAULIC

Upon request, the organization of the fair will install one or more points of water supply and drainage in the exhibition area. The connection of sinks not belonging to the organization of the fair and /or connection of equipment to the hydraulic point provided will be the responsibility of the exhibitor.

- Water supply: 1/2 inch or 20 mm;
- Sewage drainage: 3/4 inch or 40 mm.

IMPORTANT: As of July 20, 2018, requests must be made via Caex.

EXPLOSIVES AND FUELS

The use of explosives, toxic, non-liquefied gases, fuels, gas cylinders (LPG) or any other elements that may cause fire and/or explosion on the premises is prohibited. Only the use of stoves, heaters, toasters or ovens with electric power will be allowed.

HAZARDOUS MATERIAL

Any work with paints, greases, corrosive materials, dust and liquids must be carried out in proper containers and with adequate equipment, avoiding damages and accidents to the people, the neighboring stands and the pavilion.

COMBUSTION ENGINES

The operation of combustion engines inside the pavilion is not be permitted.

WORKING CLOTHES

All employees and/or contractors of exhibiting companies/entities and/or assembly companies and/or third parties will only have access to the pavilion for executing assembly and disassembly work if they are accredited. They must keep their respective passes and IDs for confirmation.

Clothing should be appropriate to the assembly environment, such as uniform or T-shirt, pants, sneakers or shoes, and PPE.

IMPORTANT: The access of people shirtless, wearing shorts, bermudas, dress or skirt and wearing slippers, sandals or any open shoes is strictly forbidden during the assembly and disassembly period.

PPE – PERSONAL PROTECTION EQUIPMENT

It is mandatory to use PPE - Personal Protection Equipment.

The equipment that will be required during ASSEMBLY and DISASSEMBLY are:

- Safety helmet with chinstrap
- Boot with toe cap

- Gloves suitable for each function
- Rubber boots - wipers

Our team will monitor the use of PPE. It will be up to the exhibitor, builder and/or independent contractors provide their employees and/or contractors with the personal protective equipment necessary and appropriate for the work environment risks. These devices must be in perfect condition for use and operation, ensuring the complete safety of workers and others present at the assembly and disassembly site.

REMEMBER: People without helmets are not allowed during assembly and disassembly of the event.
FAILURE TO COMPLY WITH THIS REGULATION WILL RESULT IN FINE OF R\$ 1,000 (one thousand reais) AFTER THE FIRST NOTIFICATION.

AIR-CONDITIONING APPLIANCES

The pavilion of the Anhembi Exhibition does not have an air conditioning system. It is allowed to use air conditioners inside the stands on the days of the event, provided they are split models.

SMOKING FORBIDDEN

The organization of the fair and the ANHEMBI EXHIBITION HALLS, in compliance with State Law 13.541 of May 7, 2009, which restricts the habit of smoking in public places throughout the state of São Paulo, informs that it is strictly forbidden to smoke in the pavilion and in the rooms.

There are smoking areas at the entrance of ANHEMBI EXHIBITION HALLS.

CONSUMPTION OF ALCOHOLIC BEVERAGES

According to the Statute of the Child and Adolescent (article 81), Decree-Law 2 (article 243) and Municipal Decree 14.068, it is expressly prohibited to sell and /or distribute alcoholic beverages for children under 18 years.

In this way, we ask the exhibitors that, if they distribute alcoholic beverages, they should post a notice referring to the aforementioned statute.

GARDENS AND PLANTS

They will be allowed in vases, baskets or any container and must be protected by plastics, so that when they are watered, they do not cause leaks.

SUSPENDED STRUCTURES

No exhibitor is allowed to use the airspace at Anhembi Exhibition halls. This area can only be used by the organization of the fair for signaling and merchandising. It is prohibited to support, tie or hang any component of the stand or exposed products to the pavilion structures.

VEHICLE ACCESS - LOADING AND UNLOADING

The parking and the permanence of vehicles in the loading and unloading area, as well as inside the pavilion, are not allowed, except for the period strictly necessary for loading and unloading and there will be charge for vehicle entrance and permanence, according to the table affixed to the site. Failure to comply with the established agreement will result in fine of amount to be defined by management.

- **Cars and utilities with loads up to 2 tons:** 15-minute tolerance, after that period, there will be charge per hour or fraction. Vehicles that leave within the tolerance period can only return without payment after 30 (thirty) minutes;
- **Cargo vehicles of 2 tons up to 7 tons:** 15-minute tolerance, after that period, there will be charge per hour or fraction. Vehicles that leave within the tolerance period can only return without payment, after one (1) hour;
- **Cargo vehicles above 7 tons:** 4-hour tolerance. After the 5th hour, there will be charge per hour or fraction. Vehicles that leave within the tolerance period can only return without payment after 2 (two) hours.

PARKING LOT

The parking lot is managed by Anhembi. To consult the price list and formalize the contracting of services, contact directly through the link:

<http://www.anhembi.com.br/servicos/servicos-estacionamento>

Prices: Cars/Vans: R\$ 40; Motorcycle: R\$ 30; Bus/Micro-bus: R\$ 70; Trucks: R \$ 120.

Assembly or disassembly days - 24-hour period

Cars/Vans: R\$ 20; Trucks: R\$ 70

The payment of the parking fee corresponds to the stay from 6 a.m. to 5:59 p.m.

SOS Parking - 24 Hour Service

If you want to report occurrences inside the certified parking lot and get help, call: +55 (11) 2226-0521

Payment methods: cash, check, credit /debit cards and gates with the SEM PARAR System* at Gate 38 - Main Access (Olavo Fontoura Avenue, at number 1,209).

* The SEM PARAR (nonstop) system is temporarily inoperative.

INSTALLATION OF CARPET ON THE RUNNING PATHS AND COMMON AREAS

The carpets will be placed at 10:00 a.m. on September 25, 2018 and, from that time, the entrance of any and all exhibition and decoration products must be done in a way not to damage the carpet, at the exclusive and sole discretion of the organization of the fair.

Any damage to the carpet shall be the responsibility of the exhibitor/builder, who must immediately reimburse the values regarding the replacement and reinstallation of the damaged carpet roll.

NOTE: After placing the carpet, it is strictly forbidden to litter or leave any type of material on them.

- Failure to comply with this rule will result in a fine of R \$ 1,000 (one thousand reais) per square meter.
- During the period of disassembly, the responsible teams will monitor the clearance of the areas along with the builders.
- Irregularities in the removal of the material and the clearance of the area will result in the payment of a fine, retaining the guarantee check.

COMPLETION OF STAND ASSEMBLY

The assembly works of the stands must be completed by **10:00 pm on September 24, 2018, at the latest.**

DECORATION AND FINAL CLEANING OF THE STAND

The day of September **25, 2018, from 8:00 am to 6:00 pm**, is intended for the final decoration and general cleaning of the stands and pavilion, and sanding, painting, welding, sawing and/or any kind of assembly work that produces dirt is prohibited.

EVENT REALIZATION

LIGHTING SYSTEM

NOTE: On the days of the event, the lighting system of the hall will be turned off 30 minutes after the end of the period. This action is exclusively aimed at demonstrating the closing of the daily period of the event.

ACCESS TO THE EVENT

Regardless of the category, everyone must be properly accredited. The pass is personal and non-transferable.

Exhibitors	Cleared during the assembly, realization and disassembly period.
Services	Cleared during the assembly, realization and disassembly period.
Security	Cleared during the assembly, realization and disassembly period.
Builder	Cleared during assembly and disassembly period.
Visitors, guests and students	Cleared only during the realization period.

UNDERAGE ACCESS

Children under 18 years old are not allowed to enter. This rule also applies to exhibitors during assembly and disassembly. During the event, minors of 16 years are allowed only if accompanied by parent or guardian, by signing the term of responsibility at the entrance of the event.

DISTRIBUTION OF PROMOTIONAL MATERIALS

The distribution of giveaways, samples, leaflets, catalogs etc. is strictly forbidden outside the boundaries of the stand, in the external areas of the pavilion and in the parking lot. The organization of the fair reserves the right to have the distribution suspended whenever disturbances or agglomerations occur. Exhibitors who do not comply with this determination will have their materials collected by the security department, which must be recollected by the exhibitor at the end of the realization period, on September 30, 2018.

IMPORTANT: Arrange the delivery dates and times of your materials for the assembly or realization period, and when there is a representative of your company at the stand. The organization of the fair will not receive any materials and will return the material to the carrier.

CUSTOMS CLEARANCE

The exhibitor is free to choose the hiring of a company for customs clearance and/ or transit of goods. Below we list companies to assist you.

Fulstandig Shows e Eventos

Contact: Mariane Ewbank

Phone: + 55 (11) 2207-7650

Email: mewbank@fulstandig.com.br

www.fulstandig.com.br

HSM

Contact: Heloisa Melo

Phones: +55 (11) 97393-9479 | +55 (11) 2533-2135

Email: heloisa@hsmevents.com.br

www.hsmevents.com.br

SOUND LEVEL

All sound produced within the stand by audio visuals, recorders, radios or any other equipment should not exceed the normal voice volume or 80 decibels within the stand and **is authorized only after 6 pm.**

It is expressly forbidden to use any amplification apparatus for the issuance of sales messages or promotions.

If the exhibitor does not comply with this standard, the noise level per decibelimeter shall be measured and, after confirming the excess volume, the following measures shall be taken by the organization of the fair:

- **First warning:** the exhibitor will receive an infringement notice requesting the restoration of sound levels, according to the provisions above in this item.
- **Second warning:** the exhibitor will receive a recurrence of notice which will result in a fine of R\$ 5,000 (five thousand) to be **paid off immediately.** Failure to pay the fine will result in the **power outage of the stand**, without prior notice, until the infringement is regularized.

In case of reoccurrence after payment of a fine, the equipment must be removed from the event venue. Failure to comply with this imposition will entail a cut in the power supply of the relevant stand. In case of lectures, presentation etc., it is suggested to use closed environments, such as rooms and auditoriums, at the limit of 80 decibels. According to Law 9610/98, which regulates copyrights, the exhibiting company/entity that uses ambient music in the stand, even if AM/FM broadcasting, must pay a specific fee through specific payment slip, provided by Ecad.

Further information: Ecad - Escritório Central de Arrecadação e Distribuição
Av. Paulista, 171, 3º andar, Ed. Dom Pedro de Alcântara, Bela Vista,
CEP: 01311-000, São Paulo-SP | Phone: +55 (11) 3287-6722
E-mail: ecadsp@ecad.org.br | www.ecad.org.br

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

EQUIPMENT DEMONSTRATION

The organization of the fair may suspend or determine a period for the demonstration of any equipment which in its discretion may present risks to persons, products, structures, stands or that produce a high level of noise or vibration that may disturb the operations.

MAINTENANCE OF THE STAND

The maintenance work of the stands must be carried out up to 1 hour before the opening of the event, from 7 am to 9 am. In case of maintenance of the stand, the builder must go to Caex /CAM with a letter from the assembling company requesting to exchange the ASSEMBLY pass for the MAINTENANCE pass. Two (2) maintenance passes will be provided per stand builder company.

SUPPLY AND CLEANING OF THE STAND

Cleaning of the stands must be carried out also until 1 hour before the beginning of the event, from 8 am to 11 am. From this time on, it is strictly forbidden to place trash bags outside the stands on the running paths. The infringing stand will be charged the amount of R\$ 500 for each infraction.

It is the obligation of the exhibitor to ask the cleaning department to remove discarded materials, garbage etc., thus avoiding placing trash bags on the running paths.

GOODS AND/OR PRODUCTS OUTPUT

No product may leave the pavilion during the hours of the event. In special cases, the fair organizers shall authorize the replacement of defective products.

DAMAGE TO THE PAVILION

After disassembling all the stands, the administration of the pavilion, together with the technical team of the fair organizers, will carry out an exit inspection for clearing the area at ANHEMBI EXHIBITION HALLS. The operational staff of the pavilion will issue a report describing all damages incurred during the period of the **46th ABAV EXPO Internacional de Turismo**.

The exhibitors/builders will be held liable for their damages.

END OF REALIZATION PERIOD

The realization period will end at 8:00 pm on September 28, 2018.

FINES AND PENALTIES

Failure to comply with the standards established in previous chapters shall subject the BUILDER and/or EXHIBITOR to the following penalties during the event:

Project change	R\$ 5,000
Use of the pavilion structure	R\$ 5,000
Damage to the pavilion and parking	Value will be informed by the administration of the pavilion
Masonry construction	R\$ 5,000
Exhaustion of ovens	R\$ 1,500
Obstruction of streets	R\$ 1,500
Sound System	R\$ 5,000
Promotion /actions on the pathways	R\$ 1,500
Trash on the pathways	R\$ 1,500
Actions that generate waste	R\$ 1,500
Closing the stand before the end of the event	R\$ 1,500/hour
Failure to delivery clean area	R\$ 5,000
Delay in assembly and disassembly	R\$ 1,500/hour

LEGAL REQUIREMENTS

TAX PROCEDURES – IPI AND ICMS

It is the sole responsibility of the exhibitor to comply with the legal requirements regarding the procedures for the shipment of goods, equipment, products, utensils etc. The organization of the fair exempts itself from any liability arising from non-compliance with the legal requirements of the IPI and ICMS.

ATTENTION: The regulation of the IPI has a national scope, therefore, it is valid for exhibitors from all states of the Union. The ICMS, however, is statewide, regulated by the state, and these procedures are valid for exhibitors from the state of São Paulo.

Exhibitors from other states should inquire with the Treasury Department about ICMS procedures.

FISCAL PROCEDURES FOR THE SHIPMENT OF GOODS (EXHIBITION)

The **simple shipping invoice (Nota Fiscal de Simples Remessa)** for sending the goods to be exhibited must be issued in the name of the exhibitor himself, with his name, address, CNPJ and state registration.

- The body of the invoice should contain the following note: As mercadorias destinam-se à exposição no Evento 46ª ABAV EXPO Internacional de Turismo, no período de 26 a 28 de setembro de 2018, no PAVILHÃO DE EXPOSIÇÕES DO ANHEMBI, Av. Olavo Fontoura, 1.209, Parque Anhembi, CEP: 02012-021, São Paulo - SP, devendo retornar ao estabelecimento de origem no prazo máximo de 60 dias.
- In the specific blanks, describe the number of products and their respective unit and total values.
- The invoices should be filled according to the state where the sender is located, see below:

SÃO PAULO

Nature of Operation = shipment for exhibition code 5.914

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

IPI with tax suspension according to Article 40, Item II of RIPI/98

OTHER STATES (BA, ES, MG, PR, RJ, RS, SC ETC.)

Nature of Operation = shipment for exhibition code 6.914

ICMS with tax exemption - ICMS suspended according to ICMS agreement n° 30 of 09/13/90

IPI with tax suspension according to Article 40, Item II of RIPI/98

TAX PROCEDURES FOR THE RETURN OF GOODS (EXHIBITION)

In order to return the products to the company /entity of the exhibitor, a NOTA FISCAL DE SAÍDA?? must be issued, in its own name, mentioning the number and the date of the invoice that covered the shipment, containing the expression: Retorno de mercadorias destinadas à exposição – Evento: 46ª ABAV EXPO Internacional de Turismo, no período 26 a 28 de setembro de 2018, no PAVILHÃO DE EXPOSIÇÕES DO ANHEMBI, Av. Olavo Fontoura, 1.209 - Parque Anhembi, São Paulo - SP, 02012-021, proveniente da nota fiscal de remessa nº/data (number of shipment invoice and date).

In the case of industrial institution, it should also include the following expression:
Natureza da operação: retorno. São Paulo – código 1.914 | Outros estados – código 2.914

LICENSE FEES FOR THE OPERATION AND SUPERVISION OF ADVERTISING

According to Laws 13.474 and 13.477, of December 30, 2002, the municipal government of São Paulo determines to the ORGANIZATION OF THE FAIR the mandatory collection of three fees for each booth:

- **TFA** - Taxa de Fiscalização de Anúncios (Ad Supervision Fee) - Ref. 90042
- **TFA** - Taxa de Distribuição de Brindes, Folhetos, Panfletos (Fee for distribution of giveaways, leaflets, flyers) - Ref. 97110
- **TFE** - Taxa de Fiscalização de Estabelecimento (Fee for premise inspection) - Ref. 34932

The fees due will be collected by the ORGANIZATION OF THE FAIR and passed on to the municipal government of São Paulo, which determines the mandatory collection of three fees **for each brand present** in the stands.

The city hall fees are included in the lease agreement of the area, except for the cooperative companies that must visit the **abavexpo.com.br** website in order to print the bank slip automatically, after completing the corresponding form. **In case the exhibitor does not conclude the request regarding the compulsory services by September 18, 2018, it will be automatically charged in the Caex - Exhibitor Service Center, when taking the passes.**

EXHIBITOR PRESS OFFICES

It is important that the exhibitor registers his press office for the **46th ABAV EXPO Internacional de Turismo**. To do this, send an e-mail to caex@abavexpo.com.br, authorizing the company to provide this service. The authorized company will be accredited through the website and must wait for the approval of the PRESS OFFICE responsible for the event.

SUPERVISION OF THE MINISTRY OF LABOR HIRING TEMPORARY WORKERS

The Ministry of Labor and Employment, in order to standardize the different forms of hiring temporary workers, has carried out diligences with teams of inspectors during the fair for guidance and inspection. Provisions necessary for the hiring of temporary workers, as well as the labor documents, must remain in the stand for presentation to the inspection.

Legal Procedures: Hiring of receptionists, waiters, security guards, cleaners, stand builders and service provider to third parties:

The direct hiring of labor must comply with the provisions of Article 453, paragraphs 1 and 2, paragraphs A and B of the CLT (Consolidation of Labor Laws), which regulates the hiring of temporary labor.

The documents that must remain in your stand at the disposal of the labor inspection are the following:

Employees of the exhibiting company/ entity	Employees of companies providing services to third parties	Temporary workers
Copy of employee registration form	Contract for service providing	Contract signed with temporary employment agency and list of workers providing services in this condition
Timecard	Copy of employees record card or ID card credential type, containing: full name, position, date of admission and number of PIS /PASEP	Timecard
		Registration at the Ministry of Labor

GUIDELINES FOR COMPLETING ON-LINE FORMS

DEADLINES AND PRICE LISTS

The forms for requesting credentials and services will be available for completion and payment at **abavexpo.com.br**, from July 2018. THE ORGANIZATION OF THE FAIR will send an email with login and password and explanations about the access in a timely manner.

Failure to comply with the deadlines or other instructions contained herein shall exempt the organization of the fair from any responsibility for the attendance, non-installation and/or supply of the item or amount requested and for any damages or problems that may arise for the exhibitor.

Below are the deadlines for completing and paying all forms with discount, noting that:

- Only payments made to the deadline may take advantage of the discount.

IMPORTANT: As of September 22, 2018, requests must be made directly at the pavilion at Caex.

CATALOG

The catalog of the fair will be prepared upon receipt of the complete data from the EXHIBITORS. Data registration is the responsibility of the exhibitor and it must be done by completing the respective form on the website, which will be available as of July 2018. If this form is not completed by September 6, 2018, the data contained in the contract shall be considered.

INVITATIONS

All exhibitors will be entitled to promotional codes that guarantee free registration of visitors. Each exhibitor will receive ten codes per square meter purchased. The exhibitor can register the visitor directly on the website or send it in the form of invitation for the visitor to register. **No printed invitations will be available.**

DATES FOR FORM ADJUSTMENTS

All requests for accreditation must be completed by the exhibitor or service provider duly contracted.

To do so, the exhibitor must fill out a specific form on the **abavexpo.com.br** website with the data of his contracted suppliers by August 24, 2018. For each exhibitor, a login and password will be generated, which will give access to the exhibitor's page. On this page, the exhibitor can update his data and complete the forms relevant to his area. After completing this form, a bank slip will be generated with the due date to be paid accordingly, in order to get the passes.

Requests made after August 24, 2018 will be paid (without discount). Any and all requests will only be attended after payment of those slips. It is the exhibitor's/contractor's responsibility the correct completion of these forms.

ATTENTION – EXPLANATORY REMARK

Expo Guide is a company that searches for other companies through exhibitor's catalogs. Its current activities include companies from across Europe, the Americas and Asia. Expo Guide offers online advertising services. It uses a form similar to the form of the ORGANIZATION OF THE FAIR for inserting data into the catalog at no cost, asking exhibitors to fill it out and get into an online directory. Exhibitors who sign and return the form are contracting advertising for a three-year non-retractable agreement, which will cost the exhibitor a significant amount of money without any foreseeable benefits.

ABAV and PROMOVISION do not collaborate with Expo Guide. We do not authorize it to use our name or the name of any of our fairs for their activities.

We encourage all exhibitors to be attentive to this and other organizations. These organizations can do great damage to the reputation of everyone involved.

CHECKLIST

CHECKLIST FOR THE EXHIBITOR

- √ Have you signed and returned the CONTRACT for participating at ABAV 2018?
- √ Have you arranged for the payment of the CONTRACT?
- √ Have you read the Exhibitor's Manual?
- √ Have you received the password to access the ABAV 2018 website?
- √ Have you chosen the BUILDER company and the design of the stand?
- √ Have you informed the BUILDER company at ABAV 2018 website?
- √ Have you requested EXHIBITOR's passes?
- √ Have you sent the invitation code to your guest?
- √ Have you paid the water and energy (kVA) request?
- √ Have you accredited the service providers?
- √ Have you hired security and cleaning for the booth?
- √ Has your show or promotional action been authorized by the coordinator?
- √ Have you paid copyright fees at Ecad?
- √ Have you provided insurance for the stand, employees and service providers?
- √ Have you requested a telephone line, telephone apparatus and an internet connection from the telephone company?
- √ Have you arranged for parking cards/tickets with Anhembi?
- √ Have you contacted customs brokerage company?
- √ Have you provided invoices for the products that will be displayed?
- √ Have you provided the products that will be consumed?
- √ Have you provided promotional material and business cards to the sales team?
- √ Have you provided two copies of the material listing for entry into the pavilion?
- √ Have you arranged products placement at the stand?
- √ Have you checked all the steps that your builder must follow?
- √ Have you provided hotel and airline reservations?
- √ Have you provided transportation and food in São Paulo?

CHECKLIST FOR THE BUILDER

- √ Have you received the email with the password to access the ABAV 2018 website?
- √ Have you confirmed the dimensions and location of the stand?
- √ Have you checked the building rules in the Exhibitor's Manual?
- √ Have you submitted the project to Caex?
- √ Have you delivered the original signed and scanned liability term?
- √ Have you paid and forwarded the project A.R.T. (Crea-SP) to Caex?
- √ Have you hired necessary and skilled personnel for assembly?
- √ Have you purchased all the material that will be used?
- √ Have you contracted all the furniture, equipment and finishing?
- √ Have you requested assembly/ maintenance passes?
- √ Have you provided two copies of the material list for entry into the pavilion?
- √ Have you forwarded the cover letter for the third parties/outsourced personnel to present and withdraw their passes?
- √ Have you constructed, produced and finished all the parts with the pre-assembly of the stand in your deposit?
- √ Have you packed all the pieces of the stand to send to the pavilion for assembly?
- √ Have you provided PPE (Personal Protective Equipment) to the assembly team?
- √ Is the hiring of the team in compliance with the labor standards?

IMPORTANT: Take advantage of the discounts by paying in advance, see price lists on the website abavexpo.com.br

**Exhibitor's Service Center*

ABAV EXPO 2018 CONECTA

SEPTEMBER
26 to 28
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