FENAF 2019
18ª FEIRA LATINO-AMERICANA DE FUNDIÇÃO
17 a 20 de Setembro de 2019
Centro de Eventos Pro Magno
São Paulo - Brasil
Dear Exhibitor,

We are pleased to expect you in a new edition of FENAF 2019 - FEIRA LATINO AMERICANA DE FUNDIÇÃO (Latin American Foundry Fair).

We are sure that your participation will be a major success, especially for business generation. This manual was designed to facilitate your participation as an Exhibitor or Service Provider.

We suggest all Exhibitors to get information regarding their possible service providers before hiring them, except for the official ones appointed by the Organization of the event.

We would like to suggest some measures to be taken before hiring service providers other than the official ones:

- Ask for references (request customer contacts);
- Sign a term of commitment with the assembler, regarding compliance with the deadlines and rules established herein, to keep the staff or employee availability in order to carry out the maintenance of the stand during the event;
- Inform the assembler about the security check to be left at CAEX/CAM (Exhibitor Service Center and Assembler Service Center), with the organization of the event, before entering the pavilion to start the stand assembly.

Failure to comply with the rules set forth herein shall not relieve the exhibitor and his contractors of the penalties, fines, sanctions and liabilities set forth in this manual.

We therefore request that all the rules of this regulation be carefully read and communicated to your employees and contractors hired.

Below you will find a checklist to help organize your participation in the event.

We are at your disposal for further clarification and to facilitate your participation in the event.

Regards,

ORGANIZING COMMITTEE
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1 - IMPORTANT ADDRESSES AND TELEPHONE NUMBERS

Execution and organization

ABIFA - Associação Brasileira de Fundição (Brazilian Foundry Association)
Phone: 55 11 3549 3344
Av. Paulista, 1274, 20th floor,
01310-925, Cerqueira César,
São Paulo, SP.
www.abifa.org.br

Commercialization of areas and merchandising

Global Events 1959
Phone: 55 11 3073 1020
55 11 3073 1055
Av. 9 de Julho, 5143
CEP 01407-906 - Jardim Paulistano
São Paulo – SP
www.globalevents1959.com

Assembler service and operating coordination: Eventec
Eventos e Assessoria
Phone: 55 11 9 6242 9871
Rua Tomas Carvalhal, 297
04006-000 – Paraíso
São Paulo – SP
http://www.eventec.com.br
operacional.fenaf2019@eventec.com.br

Official Assembler:
Hotma Arquitetura em Eventos
Phone: 55 11 3728 4000
Rua Moisés Kauffmann, 340
01140-010 – Barra Funda
São Paulo – SP
http://www.hotma.com.br

Event Place
Centro de Eventos Pro-Magno
Phone: 55 11 4010 5100
Avenida Professora Ida Kolb, 513
02518-000 – Jardim das Laranjeiras
São Paulo – SP
http://www.promagno.com.br
2 - SCHEDULE FOR PREPARATORY ARRANGEMENTS

- Careful reading of the Participation Manual;
- Definition of the products and/or services to be displayed;
- Service hiring for temporary import - customs clearance;
- Definition of project and hiring of the official assembler or SINDIPROM affiliated
- Data base preparation and invitation mailing to the main customers;
- Advertising and promotional materials for products and/or services in the stand;
- Accommodation - Hotel reservations;
- Definition of promotional activities and participation promoting;
- Hiring of other services for the stand: receptionists, catering, cleaning, watchmen, etc.;
- Insurance for the stand, personnel on duty and displayed equipment;
- Completion and submission of the online forms within the established deadline (badges, electricity, cleaning, security, extinguishers, receptionists, etc.);
- Broadband internet rental
- Selection and training of service "team" at the stand;
- Transportation service hiring (personnel / product / equipment)
- Copyright collection - ECAD, if using ambient sound in the stand;
- Issue single shipment Invoice for products and equipment.
- Check the legal procedures for the return of displayed goods

REMEMBER THAT THE SUCCESS OF YOUR PARTICIPATION IN THE EVENT IS THE SUCCESS OF ALL INVOLVED.
DO NOT HESITATE, ASK QUESTIONS, SEARCH FOR INFORMATION, CLARIFY WHAT IS NECESSARY, WE ARE HERE TO MAKE YOUR PARTICIPATION BE AT ITS BEST

FOR FURTHER INFORMATION, PLEASE EMAIL operacional.fenaf2019@eventec.com.br
### 3 - SCHEDULES FOR ASSEMBLY, MAINTENANCE AND DISASSEMBLY

#### 3.1 – TRADE FAIR SCHEDULE

#### ASSEMBLY

<table>
<thead>
<tr>
<th>ATTENTION - IMPORTANT</th>
<th>DATE</th>
<th>BEGINNING</th>
<th>FINISH</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENTRY PRIORITY FOR THE HEAVY EQUIPMENT TO BE EXPOSED</td>
<td>September 14th, 2019</td>
<td>12:00 pm</td>
<td>06:00 pm</td>
</tr>
</tbody>
</table>

After 06:00 pm, the TRADE FAIR MANAGEMENT will not be responsible for the access to area rented for large vehicles.

We recommend that the heavy equipment to be exposed that needs maneuvering space, munk or others is available for immediate access when the entrance is released on September 14th from 7:00 pm on.

| FREE AREA ASSEMBLY | September 14th, 2019 | 12:00 pm | 10:00 pm |
| FREE AREA ASSEMBLY | September 15th, 2019 | 07:00 am | 10:00 pm |
| FREE AREA ASSEMBLY | September 16th, 2019 | 07:00 am | 10:00 pm |

**END OF ASSEMBLY** | September 16th, 2019 | **10:00 pm** **UNFAILINGLY**

**REQUEST FOR ADDITIONAL HOURS FOR ASSEMBLY:** The assembling companies that require additional hours for the stand assembly, decoration and/or finishing work must request in writing to the TRADE FAIR ADMINISTRATION at least 6 hours beforehand and make the immediate payment of R$ 850.00 (Eight hundred and fifty Reals) per additional hour with a minimum of 3 additional hours to be acquired.

Requests for additional hours made after the deadline established above (6 hours) will have an additional hourly fee of R$1,100.00/h with at least 3 additional hours to be acquired.

#### IMPLEMENTATION

<table>
<thead>
<tr>
<th>ATTENTION - IMPORTANT</th>
<th>DATE</th>
<th>BEGINNING</th>
<th>FINISH</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAND CLEANING / FINAL DECORATION</td>
<td>September 17th, 2019</td>
<td>07:00 am</td>
<td>10:00 am</td>
</tr>
<tr>
<td>IMPLEMENTATION</td>
<td>September 17th, 2019</td>
<td>12:00 pm (registration)</td>
<td>08:00 pm</td>
</tr>
<tr>
<td>IMPLEMENTATION</td>
<td>September 18th, 2019</td>
<td>01:00 pm</td>
<td>08:00 pm</td>
</tr>
<tr>
<td>IMPLEMENTATION</td>
<td>September 19th, 2019</td>
<td>01:00 pm</td>
<td>08:00 pm</td>
</tr>
<tr>
<td>IMPLEMENTATION</td>
<td>September 20th, 2019</td>
<td>01:00 pm</td>
<td>08:00 pm</td>
</tr>
<tr>
<td>STAND SUPPLY</td>
<td>September 17th to 20th, 2019</td>
<td>07:00 am</td>
<td>11:00 am</td>
</tr>
</tbody>
</table>

#### DISASSEMBLY

<table>
<thead>
<tr>
<th>ATTENTION - IMPORTANT</th>
<th>DATE</th>
<th>BEGINNING</th>
<th>FINISH</th>
</tr>
</thead>
<tbody>
<tr>
<td>REMOVAL OF PORTABLE AND VALUABLE EQUIPMENT FOR EXHIBITORS (computer, TV, DVD, minibar, etc.)</td>
<td>September 20th, 2019</td>
<td>09:00 pm</td>
<td>11:30 pm</td>
</tr>
<tr>
<td>STAND DISASSEMBLY</td>
<td>September 20th, 2019</td>
<td>11:30 pm</td>
<td>11:59 pm</td>
</tr>
<tr>
<td>REMOVAL OF HEAVY EQUIPMENT AND VEHICLES</td>
<td>September 21st, 2019</td>
<td>07:00 am</td>
<td>12:00 pm</td>
</tr>
<tr>
<td></td>
<td>January 21st, 1900</td>
<td>12:00 am</td>
<td>04:00 pm</td>
</tr>
</tbody>
</table>
### 3.2 – CONAF / BRICS FORUM TIME

<table>
<thead>
<tr>
<th>ATTENTION - IMPORTANT</th>
<th>DATE</th>
<th>BEGINNING</th>
<th>FINISH</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICE AND REGISTRATION</td>
<td>September 17th to 20th, 2019</td>
<td>08:00 am</td>
<td>12:00 pm</td>
</tr>
<tr>
<td>IMPLEMENTATION</td>
<td>September 17th, 2019</td>
<td>08:00 am</td>
<td>12:30 pm</td>
</tr>
<tr>
<td>IMPLEMENTATION</td>
<td>September 18th, 2019</td>
<td>08:00 am</td>
<td>04:00 pm</td>
</tr>
<tr>
<td>IMPLEMENTATION</td>
<td>September 19th, 2019</td>
<td>08:00 am</td>
<td>12:30 pm</td>
</tr>
<tr>
<td>IMPLEMENTATION</td>
<td>September 20th, 2019</td>
<td>08:00 am</td>
<td>12:30 pm</td>
</tr>
</tbody>
</table>
### 3.3 - AUTHORIZED PERSONNEL ACCESS - ASSEMBLY AND DISASSEMBLY PERIOD

<table>
<thead>
<tr>
<th>Badge Type</th>
<th>Access Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor Badge</td>
<td>from 07:00 am to 09:30 pm</td>
</tr>
<tr>
<td>Assembler Badge</td>
<td>from 07:00 am to 09:30 pm</td>
</tr>
<tr>
<td>Service Badge</td>
<td>Access from 2 pm on September 16th, 2019.</td>
</tr>
<tr>
<td>Watchman badge</td>
<td>from 07:00 am to 09:30 pm</td>
</tr>
</tbody>
</table>

### 3.4 - AUTHORIZED PERSONNEL ACCESS - EVENT PERIOD

<table>
<thead>
<tr>
<th>Badge Type</th>
<th>Access Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor Badge</td>
<td>from 07:00 am to 08:00 pm</td>
</tr>
<tr>
<td>Assembler Badge</td>
<td>there will be no access.</td>
</tr>
<tr>
<td>Maintenance badge</td>
<td>from 07:00 am to 11:00 am</td>
</tr>
<tr>
<td>Unofficial cleaning badge</td>
<td>From 07:00 am to 11:30 am</td>
</tr>
<tr>
<td>Service Badge</td>
<td>from 07:00 am to 07:30 am</td>
</tr>
<tr>
<td>Watchman badge</td>
<td>from 07:00 am to 07:30 am</td>
</tr>
</tbody>
</table>

### 3.5 – EVENT LOCATION

The event will be held at a new location, CENTRO DE EVENTOS PRO MAGNO, situated at Avenida Professor Ida Kolb, 513 - Casa Verde - São Paulo - SP

For more information, access the link [http://www.promagno.com.br](http://www.promagno.com.br)

### 3.6 – INITIAL FLOOR PLAN OF THE STAND LOCATION
4 - INFRASTRUCTURE

SPECIAL ATTENTION TO "ASSEMBLY RULES"

The TRADE FAIR MANAGEMENT, in an attempt to ensure the safety for the exhibitor, visitor and service providers, reserves the right to withhold the assembly of any stand that does not comply with the assembly rules of this Manual or that may present any danger, regardless of having received authorization for assembly or not.

4.1 - USE OF THE PAVILION

- The Pavilion floor may not be delimited, drilled or painted. It is prohibited to support, tie or hang any component of the stand or exposed products on the Pavilion walls.

- Suspended structures: After obtaining the technical approval from CENTRO DE EVENTOS PRO MAGNO engineering team, the exhibitor/assembler must deliver a copy of all documentation in the CAEX before starting the work. Failure to deliver the copy of the written documentation and authorization by CENTRO DE EVENTOS PRO MAGNO will imply in the seizure of the stand assembly.

- It is not allowed to use the circulation areas or neighboring stand areas to place materials and products to be installed in the stands. There will be a R$ 2,000.00 fine per hour of obstruction. Every assembly operation must be carried out solely within the limits of the rented area.

4.2 – CAEX and CAM DATES AND SCHEDULE

RECEPTION, SERVICE AND REGISTRATION OF EXHIBITORS AND ASSEMBLERS

These services will be in operation at the following times:

<table>
<thead>
<tr>
<th>Service</th>
<th>Dates</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSEMBLY</td>
<td>September 14th to 16th</td>
<td>From 08:00 am to 12:00 pm and from 01:30 pm to 06:00 pm</td>
</tr>
<tr>
<td>IMPLEMENTATION</td>
<td>September 17th to 20th</td>
<td>From 09:00 am to 08:00 pm</td>
</tr>
<tr>
<td>DISASSEMBLY</td>
<td>September 21th</td>
<td>From 08:00 am to 05:00 pm</td>
</tr>
</tbody>
</table>

CAEX and CAM service:
- Receipt of security check from stand assemblers;
- Project checking
- Officialization of assembler access,
- Delivery of badges.
- Guidance to exhibitors, assemblers, service providers and others involved in the event.

4.3 - EVENT CLEANING

The general cleaning service of the event will work in the areas of common circulation, administration and restrooms.

4.4 - STAND CLEANING

The cleaning services of the stands must be carried out daily from 07:00 am to 10:00 am. At this time, the waste bags coming from the cleaning must be placed in the circulation ways and will be collected by the event cleaning team as long as there are no leaking bags damaging the street crosswalks. In these cases, it is the exhibitor responsibility to ask the TRADE FAIR MANAGEMENT to remove the waste from inside the stand area, which will be done correctly with no damage the common areas of the event. Leaking waste bags that cause damage to the floor/carpet or whose leakage needs special cleaning will be charged to the exhibitor.

The Exhibitor may hire the “OFFICIAL STAND CLEANING” through FORM 7 – OFFICIAL STAND CLEANING HIRING, which will act in the hired stands only after the opening of the event on September 17th and in the schedule above on the other days, which may to assist the exhibitor in emergencies and/or eventual setbacks. The Exhibitor may also request the registration of an outsourced company for the service though the FORM 8 – UNOFFICIAL STAND CLEANING BADGE, provided that the requests in the form are met.

It is the assembler/decoration company obligation to deliver the stand clean to the exhibitor.

IMPORTANT NOTE: The stand cleaning is carried out only in the stand areas and not in exposed products and special parts; it must be carried out according to the schedule established above, and the waste must be placed on the streets properly packed in plastic bags. Outside of this time the exhibitor/hired contractor or cleaning company is obliged to call the cleaning team to collect the waste from inside the stand or take it to the existing buckets. Any plastic waste
bag from the stands placed on the circulation streets will be considered a "violation subject to a fine" and subject to a daily cumulative fine of R$ 900.00 (nine hundred reais) per violation (first violation R$ 900.00, second violation R$ 1,800.00 and so on).

4.5 - GENERAL EVENT SURVEILLANCE
The surveillance service during the assembly, implementation and disassembly periods will be working at the entrances, circulation areas and common areas of the event.
We recommend the exhibitors and assemblers keep a watchman in their area to control their materials. All stand watchmen must be hired from reputable companies and always a watchman per stand. Avoid hiring watchmen offering apparent advantages or hired by the neighboring stands.

4.6 - STAND WATCHMAN – HIRING – FEDERAL POLICE
The Armed or Disarmed Private Security activity is governed by federal law.
Regarding stand surveillance, as per the specific hiring of Stand Guard, we warn that according to the Federal Police determination, it will not be allowed to provide services of individuals and/or companies not legally qualified for the function.
REQUEST DEADLINE: from August 1st to September 13th, 2019

4.7 - INSURANCE
FENAF 2019 is covered by civil liability insurance policy for personal injury and/or material damage involuntarily caused to the event visitors. The stands, goods, exhibited products and personnel on duty in the Exhibitor stands are not covered by the insurance.
Exhibitors are solely responsible for the physical integrity of 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, water infiltration, humidity, accidents, civil disorder, sabotage and by 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.
The TRADE FAIR MANAGEMENT formally recommends the Exhibitors to provide their own specific Multiple Peril and Civil Liability insurances, providing enough coverage of the risks involved during the assembly, implementation and disassembly of the event.
The absence of such policies or inefficiency in covering the above risks will imply the total responsibility of the exhibiting company and its assembler for any damages that may occur, and they must compensate and recompose all damages before the TRADE FAIR MANAGEMENT, CENTRO DE EVENTOS PRO MAGNO and third parties, regardless of whether such damages are permanent or temporary.

4.8 - CUSTOMS CLEARANCE, FREIGHT FORWARDER, CARGO TRANSPORTATION AND HANDLING
The Exhibitors are free to hire a freight forwarder, customs clearance and/or customs transit company.
The TRADE FAIR MANAGEMENT indicates the company TTI LOG / EMBRAGEN which will assist the exhibitors with special costs and the certainty of placing their cargo in the place of the event in time.
TTI LOG / EMBRAGEN
Rua José Viegas, 212 – Portaria 2- Jaguaré
CEP: 05323-030 - São Paulo – SP - Phone: +55 11 3716-3700
www.ttilog.com.br – fairs@ttilog.com.br
Contact persons: Marcos Krekovski, Ronaldo Almeida
mkrekovski@ttilog.com.br, ronaldo@ttilog.com.br
ronaldo.almeida@embragen.com.br

4.9 – OFFICIAL STAND ASSEMBLER
The TRADE FAIR MANAGEMENT nominates the company HOTMA as its official assembler, ensuring fair values in addition to the service certainty and assembly of the stands with advantages ranging from discount on mandatory fees to the guarantee of special service and delivery within the deadlines established in this manual.
5 - IMPORTANT DATES

Please note the dates and time of the activities:

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>DEADLINE</th>
<th>SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline to complete forms and to request power, hydraulics, cleaning and</td>
<td>September 8th, 2019</td>
<td>05:00 pm</td>
</tr>
<tr>
<td>service badges at a discount</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deadline to request badges, power and other fees and forms at a discount</td>
<td>September 8th, 2019</td>
<td>05:00 pm</td>
</tr>
<tr>
<td>Deadline to request badges, power and other fees and forms Refer to the</td>
<td>August 23rd, 2019</td>
<td>05:00 pm</td>
</tr>
<tr>
<td>TRADE FAIR MANAGEMENT after this date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project submission: free area stand and assembly completion</td>
<td>August 30th, 2019</td>
<td>05:00 pm</td>
</tr>
<tr>
<td>Entry of vehicles and heavy equipment or that require munk or forklift on</td>
<td>September 14th, 2019</td>
<td>12:00 pm to 06:00 pm</td>
</tr>
<tr>
<td>G, H, I, J and K streets. After the established time, the TRADE FAIR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MANAGEMENT will not be responsible for the access to rented area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stand assembly</td>
<td>September 14th, 2019</td>
<td>12:00 pm to 10:00 pm</td>
</tr>
<tr>
<td>Stand assembly</td>
<td>15th, 16th and 17th</td>
<td>08:00 am to 10:00 pm</td>
</tr>
<tr>
<td>End of ASSEMBLY</td>
<td>September 16th, 2019</td>
<td>10:00 pm</td>
</tr>
<tr>
<td>Stand cleaning / Final decoration</td>
<td>September 17th, 2019</td>
<td>07:00 am to 10:00 am</td>
</tr>
<tr>
<td>CONAF opening time</td>
<td>September 17th, 2019</td>
<td>08:00 am</td>
</tr>
<tr>
<td>CONAF Implementation</td>
<td>September 17th, 19th and 20th, 2019</td>
<td>08:00 am to 12:30 pm</td>
</tr>
<tr>
<td>BRICS FORUM Implementation</td>
<td>September 18th, 2019</td>
<td>08:30 am to 04:00 pm</td>
</tr>
<tr>
<td>Trade fair opening time</td>
<td>September 17th, 2019</td>
<td>01:00 pm</td>
</tr>
<tr>
<td>Trade fair implementation</td>
<td>September 17th to 20th, 2019</td>
<td>01:00 pm to 08 pm</td>
</tr>
<tr>
<td>Disassembly and removal of portable equipment (computer, tv, minibar, etc.)</td>
<td>September 21st, 2019</td>
<td>08:30 am to 11:59 pm</td>
</tr>
<tr>
<td>NOTE: After 08:30 PM, only the assembler employees will have access to the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>pavilion for the opening of exhibitors’ showcases and to remove portable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>and electronic equipment through the signaled service gates only. It is</td>
<td></td>
<td></td>
</tr>
<tr>
<td>strictly forbidden to use the lobby for this purpose.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6 - STAND ASSEMBLY
Your stand assembly must take place in the best and most productive way possible, and in order to do so is necessary to read and know the rules, dates and other guidelines and recommendations established herein.

Therefore, any questions or clarifications that may be necessary, to any of the parties involved, please email operacional.fenaf2019@eventec.com.br as soon as possible. Go to the pavilion with all questions and doubts clarified. Thus, the jobs and your participation will be even more productive.

6.1 – DATES AND SCHEDULE

<table>
<thead>
<tr>
<th>ATTENTION - IMPORTANT</th>
<th>DATE</th>
<th>BEGINNING</th>
<th>FINISH</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENTRY PRIORITY FOR THE HEAVY EQUIPMENT TO BE EXPOSED</td>
<td>September 14th, 2019</td>
<td>12:00 pm</td>
<td>06:00 pm</td>
</tr>
</tbody>
</table>

After 06:00 pm, the TRADE FAIR MANAGEMENT will not be responsible for the access to area rented for large vehicles.

We recommend that the heavy equipment to be exposed that needs maneuvering space, munk or others is available for immediate access when the entrance is released on September 14th from 7:00 pm on.

| FREE AREA ASSEMBLY | September 14th, 2019 | 12:00 pm | 10:00 pm |
| FREE AREA ASSEMBLY | September 15th, 2019 | 07:00 am | 10:00 pm |
| FREE AREA ASSEMBLY | September 16th, 2019 | 07:00 am | 10:00 pm |
| END OF ASSEMBLY | September 16th, 2019 | 10:00 pm UNFAILINGLY |

REQUEST FOR ADDITIONAL HOURS FOR ASSEMBLY: The assembling companies that need additional hours for the stand assembly, decoration and/or finishing work must request in writing to the TRADE FAIR MANAGEMENT at least 6 hours beforehand and make the immediate payment of R$ 850.00 (Eight hundred and fifty reals) per additional hour for at least 3 additional hours.

Requests for additional hours made out of the deadline established will have an hourly rate of R$ 1,100.00/additional hour

6.2 – STATIC LOAD CAPACITY ON THE PAVILION FLOOR

On A, B, C, E, E and F STREETS – 500kgf/m² - forklifts and pallet lifters and carts without rubber wheels are forbidden. G, H, I, J, and K STREETS – 1,500kgf/m² - munk, forklifts and pallet lifters are allowed.

Any heavy goods or equipment that requires munk, winch or forklift for its removal is considered heavy equipment. The static charge capacity of the pavilion floor must include the weight of the means of transportation and also the load or equipment weight.

We suggest the large equipment to be at Centro de Eventos Pro Magno on August 13th, 2019 at night and to wait for the access release to the area, which will be according to the chronological order of arrival at the parking lot and complexity of operation with preferential access time from 12:00 pm to 06:00 pm on August 14th. We remind the exhibitors that the assembly starts for all areas, which will make access to the rented area more difficult every day.

- We will not be responsible for the access of equipment that is not in the pavilion on August 14th until 12:00.
- After this time, the TRADE FAIR MANAGEMENT will evaluate the possibility of entry of the equipment and the Exhibitor will be responsible for the costs that may incur.
- Companies that use the Cargo Handling Service (Forklifts and Munk) for exhibition in the event must hire the company of their choice and present valid loading and unloading insurance.
6.3 – STAND ASSEMBLERS AND DECORATORS
Exhibitors are free to hire a specialized company to assemble and disassemble, decorate and maintain their stand. We advise the Exhibitor to establish a Term of Technical Assistance/Maintenance with the Assembler for the whole period of the Event.

ATTENTION: Hiring suppliers does not exempt the exhibitor from responsibility of full compliance with the items and deadlines of this Manual, as well as the contractual obligations provided in the General Regulation/Rental Agreement.

For greater safety, we recommend hiring a company member of SINDIPROM or ABRACE.

Sindicato de Empresas de Promoção, Organização e Montagem de Feiras, Congressos e Eventos do Estado de São Paulo (Union of Companies for the Promotion, Organization and Assembly of Fairs, Congresses and Events of São Paulo State)
Rua Frei Caneca, 91, 11th floor - Cerqueira Cesar
CEP:01307-001 - São Paulo – SP. Phone: (11) 3120-7099
http://www.sindiprom.org.br/

Abrace Associação Brasileira das Montadoras e Locadoras de Stands (Abrace Brazilian Association of Stand Assembler and Rental)
Rua Coelho Lisboa, 442, cj. 83, Tatuapé ●
CEP 03323 040 - São Paulo – SP ● Phone/Fax: 11 2672-3833
https://www.abracestands.com.br/

6.4 - REQUIRED DOCUMENTS AND MANDATORY PROCEDURES FOR THE ASSEMBLY PERMISSION AND AREA RELEASE

- ART (Notation of Technical Responsibility) or RRT (Technical Term of Responsibility) and stand project, duly completed, signed and paid off.
- Engineer with CREA (Regional Council of Engineering, Architecture and Agronomy) may only sign the projected if registered in São Paulo.
- CAU (Council of Architecture and Urbanism is accepted throughout the national territory.
- Security Check of R$ 5,000.00 (five thousand reais) and nominal to ABIFA - Associação Brasileira de Fundição per stand to be made; except for affiliated companies and in compliance with SINDIPROM or ABRACE, upon presentation of the original responsibility term duly completed and signed, and it must be sent by August 23th, 2019. The security check may be delivered to the CAEX (Exhibitor Service Center) before starting the assembly, however this may result in a delay in the release of the area to start the assembly.
- Submission of the stand project according to the specific guidance below, for analysis, and it must be submitted by e-mail no later than August 30th, 2019, in a file no larger than 3MB, and in ADOBE ACROBAT software (PDF);
- Email address to the submit the projects – projetos.fenaf2019@eventec.com.br
- Payment of mandatory minimum power fees: 0.8KVA/m².
- Payment of the cleaning fee of the stand assembler.
ATTENTION – IMPORTANT

It is the Exhibitor responsibility to make sure that the Stand Project was prepared with the supervision and participation of a qualified technical person (engineer and/or architect). The Exhibitor and the assembling company undertake to send by e-mail the floor plan of stand project, front elevation and left and right side elevations, all with the respective heights, copies of the ART and/or RRT, copy of the payment proof of ART/RRT.

In case of doubts, visit C.A.U. site. - http://www.causp.gov.br/

ART/RRT original copies, payment proof and signed terms of responsibility must be delivered to CAEX to obtain release of the area to start the assembly.

ATTENTION – IMPORTANT

Only projects which have been submitted completed with all requested views, terms and other requests will be analyzed in Adobe Acrobat (PDF) file and in the maximum size of 3MB.

It is the Exhibitor responsibility to submit all files requested. FILES SUBMITTED SEPARATELY WILL NOT BE ACCEPTED OR ANALYZED.

NOTE: Failure to comply with these determinations within the stipulated deadline exempts the trade fair management from any responsibility and/or obligation and will prevent access to the rented area.

The projects must faithfully follow the information contained in this manual, and the exhibitor or assembler must contact the Trade Fair Management to clarify any doubts that may occur and communicate any changes that may occur in this project from the time of delivery and permission of assembly.

DEADLINE TO SUBMIT THE STAND PROJECT BY EMAIL August 30th, 2019

Deadline to analyze the project – 5 business days from the receipt of the complete email by the Trade Fair Management.

7.5 - LIABILITY TERMS FOR STAND ASSEMBLY AND DISASSEMBLY

It is the Exhibitor responsibility, as well as the hired company's to assemble the stand, to sign the Liability Term for Assembly and Disassembly, available at the end of this manual.

We reiterate that exhibiting companies are the sole contractual responsible parties for any and all occurrences in their rented area, whether these occurrences are caused by themselves and/or their contractors and they will be sued for any damages.

7.6 - STAND FLOOR

Each stand area will be delimited on the pavilion floor.

It is mandatory to cover the rented area in the pavilion with carpet or wooden floor.

The granite floor of the pavilion is regular and does not need a wooden floor, the carpet may be directly placed on the pavilion floor since adhesive tapes are used as established below.

ATTENTION – IMPORTANT

Raised floors must mandatorily have an access ramp for people with special needs according to the rules in force.

Floor rental companies are also required to leave a security check in the amount of R $ 5,000.00 (five thousand reals) per area.
7.7 - CARPET AND/OR CROSSWALKS DIRECTLY APPLIED TO THE PAVILION FLOOR

It is strictly forbidden to use glue directly on the pavilion floor. FINE OF R$ 10,000.00/M²

Adhesive tapes will be allowed to be placed directly on the pavilion floor, provided that 3M reference tapes 4880 or 4890 are used, ADERE reference 4623-M

It is the exhibitor or assembler responsibility to remove any existing/remaining tape from the stand disassembly in his area to have the security check returned

Use of the garden – the pavilion floor must be covered with plastic

7.8 - PARTITION PANELS

Stands with conjugated neighbors.

It is mandatory to build partition panels on the limits of its area (but within it) at a minimum height of 2.70m from the pavilion floor and maximum height setback table item 7.9 for each configuration.

ALL AREAS

All walls must have a good finish on the faces facing the neighbors, side streets or back streets of the stands, regardless of their height, at the sole and exclusive discretion of the TRADE FAIR MANAGEMENT that may fine the assembling or exhibiting company that does not comply with the aesthetic finish its stand.

ATTENTION – IMPORTANT

It is not allowed to use plaster, sandpaper and/or painting and/or welding inside the pavilion. Fine R$ 5,000.00 (five thousand reals) first occurrence

Second occurrence: seizure of the stand assembly until the material is removed from inside the pavilion and a fine of R$ 10,000.00.

7.9 - MAXIMUM HEIGHTS AND MANDATORY CORRESPONDING SETBACKS FOR ALL STANDS WITH CONTIGUOUS NEIGHBORS

The table below determines the maximum heights for any elements of the stands, from the floor of the pavilion and compulsory setbacks from the limit of the rented area.

<table>
<thead>
<tr>
<th>MAXIMUM HEIGHT from the pavilion floor</th>
<th>MANDATORY CORRESPONDING SETBACK (from the limit of the hired area in relation to the contiguous neighbors)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 3.20m</td>
<td>No setback</td>
</tr>
<tr>
<td>3.70m</td>
<td>0.50m</td>
</tr>
<tr>
<td>4.20m</td>
<td>1.00m</td>
</tr>
</tbody>
</table>

ATTENTION: Maximum height allowed for any elements of the stand is 4.20m from the pavilion floor.

7.10 - GLASS WALLS

The use of single glass in the structures of the stands is forbidden. Glass panels containing "INSULFILM" safety film, or polycarbonate, acrylic, laminated or tempered glass panels are mandatory.

7.11 - MASONRY CONSTRUCTION

Masonry construction or similar is forbidden.

7.12 - FIRE HYDRANTS, ALARM BUTTONS AND FIRE HOSES

The fire hydrants and/or fire alarm buttons that are within the stand area must have free access at least 3 linear meters around, be visible and well signaled and easy to access. They may not be placed in closed places such as snack rooms,
rooms, warehouses and any other place.

7.13 - USE OF FABRIC, LYCRA, SAPE GRASS AND/OR FLAMMABLE MATERIALS
The easily flammable assembly elements can be used as long as they present a technical report on the application of anti-fire products and receive approval at the sole discretion of the official fire brigade team of the event and the TRADE FAIR MANAGEMENT.

7.14 – PROVISION OF POWER POINT FOR THE STAND
The power supply to the stands will be through power generator groups at the voltages of 380V three-phase power system and 220V single-phase power system – 60hz.

<table>
<thead>
<tr>
<th>Date</th>
<th>Beginning</th>
<th>Finish</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 16th</td>
<td>10:00 am</td>
<td>08:00 pm</td>
</tr>
<tr>
<td>September 17th</td>
<td>08:00 am</td>
<td>08:30 pm</td>
</tr>
<tr>
<td>September 18th</td>
<td>11:30 am</td>
<td>08:30 pm</td>
</tr>
<tr>
<td>September 19th</td>
<td>11:30 am</td>
<td>08:30 pm</td>
</tr>
<tr>
<td>September 20th</td>
<td>11:30 am</td>
<td>08:30 pm</td>
</tr>
</tbody>
</table>

ATTENTION: Exhibitors who need a longer period of power supply for testing or other things must contact the TRADE FAIR MANAGEMENT in advance so that we can make this operation feasible and carry out the survey of the extra costs to be borne by the requesting exhibitor.

Stands with refrigerators and / or equipment that need to be connected 24 hours must mandatorily inform the TRADE FAIR management that will check the technical conditions.

7.15 - ELECTRIC INSTALLATIONS OF STANDS
It is mandatory to use non-propagating flame cables or with double mechanic insulation (PP type). In case of doubt, refer to NBR 5410.

It is mandatory to install power panels with circuit breakers suitable for the charge requested at a place of quick access by the fire and electric teams of the event.

The exhibitor/assembler is required to use a "male plug" for the connection of the power panels to the supplied power supply cable, according to the plugs indicated below, suitable for the amount of power requested in Form 9 – Request for power supply point for the stand.

The request for power must be faithful to the real need of your stand. Lower requests may cause damage to the distribution network, impairing the event as a whole.

<table>
<thead>
<tr>
<th>Cable Details</th>
<th>Options</th>
<th>Photo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installed Power</td>
<td>Cable</td>
<td>Steck Plug</td>
</tr>
<tr>
<td>To 15 KVA</td>
<td>5-Way PP</td>
<td>S-5276</td>
</tr>
<tr>
<td></td>
<td>6mm²</td>
<td></td>
</tr>
</tbody>
</table>
Every stand must mandatorily be grounded.

Special attention to complete **Form 9 – Request for power supply point for the stand**

7.16 – POWER FOR MACHINES AND HEAVY EQUIPMENT

Heavy machinery and equipment with charges greater than 30KVA must mandatorily request a power supply point separately from the power supply point for the stand.

The values are the same, but the circuit will be separated.

To get more information, send an email to [operacional.fenaf2019@eventec.com.br](mailto:operacional.fenaf2019@eventec.com.br)

The exhibitor/assembler must observe that this lighting does not harm the neighboring stands (spotlights and etc.), nor the visitors.

The installation of spotlights below 2.50 m high must provide for insulation so that the visitors cannot reach them. Spotlights may not be placed directly on carpets or crosswalks without proper protection/insulation.

7.17 - STAND IDENTIFICATION FRONTLETS

The stand identification frontlets may advance up to 0.30m on the circulation streets, provided they are installed above 2.70m and they are 1.00m high by 2.00m long, observing the mandatory setbacks in relation to the limit of the area with the neighbors.

7.18 - PROMOTIONAL TOWERS - IDENTIFICATION TOTEMS

Promotional towers or identification totems may be installed in the boundaries of the area with the street provided they observe the rules of setbacks with the neighbors and maximum height limit in other areas of the stand.

7.19 – OVERHEAD OR SUSPENDED STRUCTURES

The installation of suspended structures will be allowed in the rented areas, provided that within the rules for mandatory setback from the neighbors and maximum height allowed, item 7.9 above.

The pavilion has lifting eyelets every 1.20m equidistant exclusively to the areas located on A, B, C, D, E and F streets. The other areas may not have suspended structures due to technical inactivity of the place.

The weight supported is 100kg/supporting point and its cost is R$ 150.00/eyelet used. This fee is charged only for the use of eyelets. The stand assembler must suspend the structure and make the fixation according to the guidelines of the Operational Department of the event center.

A project must be made containing detail, weight of the structure, structural calculation, signed by responsible, attach a copy of A.R.T. of the paid project, a copy of A.R.T/R.R.T. of the person who signs the project.

Submit to the Operational Department of CENTRO DE EVENTOS PRO MAGNO until **August 30th, 2019**. For more information – (11) 4010-5100 - Operational Department of Centro de Eventos Pro Magno


For further information access the website [http://www.abnt.org.br](http://www.abnt.org.br).

7.20 - BOX TRUSS AND/OR METAL STRUCTURES

The TRADE FAIR MANAGEMENT will allow the exhibitors to install box-truss or metal structures in the rented areas provided that they also observe the rules for setback from the neighbors and the maximum height established, item 7.9 above.
The upper height of this structure must also be in the mandatory setback rules, that is, 4.20 m.

7.21 - AIR CONDITIONING UNIT
Air conditioning units will not be allowed in the stands.

7.22 - COMPRESSED AIR
The compressed air supply system will not be available in the event.

Large air compressors may be used provided that the exhibitor contacts the TRADE FAIR MANAGEMENT that will determine the location for the equipment installation and will instruct how far the hose or cable will be pulled to the stand and the costs of this operation.

The Exhibitor is responsible for the cable or hose pulling and the TRADE FAIR MANAGEMENT is responsible for the supervision and technical guidance of the works and it must be carried out by the official company indicated by Centro de Eventos Pro Magno.

7.27 INDIVIDUAL POWER GENERATORS FOR THE STANDS
The installation or use of individual electric generators in the stands is forbidden. The Trade Fair Management is responsible for all power supply.

7.28 - ACCESS OF CARGO VEHICLES AND ASSEMBLY MATERIAL UNLOADING
Vehicles will not be allowed inside the pavilion.

7.29 - ACCESS FOR THE EQUIPMENT TO BE EXPOSED
We request the equipment to be exposed to be in the parking lot of the pavilion on September 13th, 2019 from 8:00 p.m.

7.30 - GOODS ENTRANCE

The TRADE FAIR MANAGEMENT will not be responsible for any damage, malfunction, harm or theft of products, materials or equipment exposed or used by the exhibiting company or by third parties hired by it in its area or stand.

The Exhibitor is solely responsible for complying with and enforce any and all legal requirements regarding the procedure for the shipment of goods.

7.31 - FINAL DECORATION AND CLEANING OF THE STAND FOR THE OFFICIAL OPENING OF THE EVENT
September 17th, 2019 - from 7:00 am to 10:00 pm will be for final adjustments, cleaning and complementary decoration of the stand and every type of stand assembly work or that produce dirt and noise will be forbidden.

Stands that are behind in their assembly must inform the TRADE FAIR MANAGEMENT which will determine ways and means to assist the exhibitor, at its discretion, as long as it does not impair the event as a whole and may impose a fine of R$ 2,000.00 per hour of delay in the finalization of the assembly that ended at 10:00 pm on September 16th, 2019.

- The application of stickers is considered assembly and a fine will be applied if leftovers of prints, papers, ladders or waste are left in the circulation areas of the event.

- Cleaning services must be carried out until 11:00 am. After this time the waste bags must be stored in the stand and the exhibitor must ask the cleaning department to remove them or take them to the disposal site (buckets). Leaving waste bags on the circulation streets is an infraction and R$ 2,000.00 will be charged per occurrence, and it will be cumulative.

- The arrival time must observe the anticipation of 30 minutes at the event opening.

- The Exhibitor must keep his stand with the lights on during the period of exhibition and turn off the power switch at the end of each daily performance period.

7.32 – OPERATION LIMITS

The Exhibitor is forbidden to keep personnel outside the boundaries of the stand in sale operation or distributing leaflets, gifts, etc.

Such actions will be allowed inside the stand, and the TRADE FAIR MANAGEMENT reserves the right to stop the distribution whenever it is causing turmoil, agglomerations or disturbances.
7.33 – MUSIC PRODUCTION - EXHIBITORS - PROMOTIONS, SHOWS, LIVE MUSIC, PRESENTATIONS, DJS, ETC.

Music performances will only be allowed in the acoustic format, with no amplification equipment or speakers and with prior written approval by the TRADE FAIR MANAGEMENT.

If this request is approved, the exhibitor is obliged to abstain from the provisions in the item above and the volume of the sound may not exceed 80 decibels, and also, the TRADE FAIR MANAGEMENT reserves the right to stipulate schedules, suspend and even prohibit presentations that are abusive, disrespectful or otherwise in breach of the rules set forth herein.

In the case of lectures, presentations, etc., the use of closed environments, such as rooms or auditoriums, will be mandatory.

7.34 AMBIENT SOUND – COPYRIGHT AND ECAD

Ambient sound of the stand through sound equipment is allowed provided that small speakers are used, the payments of copyright are made to ECAD and the sound system is kept up to 80 decibels, also observing the provisions of item 7.32 above. According to Law 9610/98 that regulates Copyright, the exhibiting company that uses ambient music in its stand, even though AM/FM, must collect specific fee through the suitable payment form, provided by ECAD. This fee must be paid to ECAD, up to 72 hours before the start of the event and remain at the stand in case of inspection.

For more information:

ECAD - Escritório Central de Arrecadação e Distribuição (Central Bureau of Collection and Distribution of Copyright)
Av. Paulista, 171 – 3rd floor – Edifício Dom Pedro I de Alcântara
01311-904 - São Paulo -SP,
Phone: (11) 3287-6722 - Fax: (11 3287.6722 ext. 1132
Email: eventossp@ecad.org.br
Site: www.ecad.org.br

7.35 EQUIPMENT DEMONSTRATION

Demonstrations of machines and/or equipment may be performed at any time provided that certain rules are observed:

- Do not jeopardize other exhibitors and/or visitors
- It is forbidden to use combustion engines.
- It is forbidden to operate vehicles and/or equipment engines

The TRADE FAIR MANAGEMENT may, at its sole discretion, suspend or determine a period of time for demonstration of any equipment that may present risks to people, products, structures and stands, or that may produce a high level of noise or vibration that may disturb the operations of neighboring stands.

7.36 – EXIT, REMOVAL OR REPLACEMENT OF EXPOSED PRODUCTS/EQUIPMENT

No product may leave the Pavilion during the Event. In special cases, the TRADE FAIR MANAGEMENT will authorize the replacement of products presenting defects by others of equal features.

7 – DISASSEMBLY OF STANDS AND REMOVAL OF EXPOSED EQUIPMENT

7.1 - DISASSEMBLY PERIODS AND SCHEDULE

<table>
<thead>
<tr>
<th>ATTENTION - IMPORTANT</th>
<th>DATE</th>
<th>BEGINNING</th>
<th>FINISH</th>
</tr>
</thead>
<tbody>
<tr>
<td>REMOVAL OF PORTABLE AND VALUABLE EQUIPMENT FOR EXHIBITORS (computer, TV, DVD, minibar, etc.)</td>
<td>September 20th, 2019</td>
<td>09:00 pm</td>
<td>11:30 pm</td>
</tr>
<tr>
<td>STAND DISASSEMBLY</td>
<td>September 20th, 2019</td>
<td>11:00 pm</td>
<td>11:59 pm</td>
</tr>
<tr>
<td></td>
<td>January 21st, 1900</td>
<td>12:00 am</td>
<td>04:00 pm</td>
</tr>
<tr>
<td>REMOVAL OF HEAVY EQUIPMENT AND VEHICLES</td>
<td>September 21st, 2019</td>
<td>07:00 am</td>
<td>12:00 pm</td>
</tr>
</tbody>
</table>

If the equipment removal is required to be carried out beforehand, the exhibitor must contact the Trade Fair...
Management and they will analyze the feasibility of performing this operation.

All personnel must be registered.

7.2 - EXIT CONTROL
The equipment, goods and product removal will be monitored. The exhibitor will receive a circular letter in his stand reiterating the disassembly procedures

7.3 - END OF DISASSEMBLY PERIOD
The disassembly period will end on September 21st, 2019 at 04:00 pm.

The materials, equipment and products remaining in the pavilion after the end of the disassembly period will be removed by the TRADE FAIR MANAGEMENT that will charge the Exhibitor the costs arising from this operation and will use the security check to do so, and may also charge in court the necessary amounts used in this operation.

It is the exhibiting company’s responsibility to keep a reliable employee in its stand until the final removal of exposed materials.

The TRADE FAIR MANAGEMENT is exempt from any liability for damages, losses, thefts or thefts of any kind.

7.4 - WITHDRAWAL OF SECURITY CHECKS
The Exhibitor or Assembler must, after the disassembly, remove materials, carry out the final cleaning and request the TRADE FAIR MANAGEMENT to inspect his area in order to have the security check returned by presenting the original receipt.

8 - SAFETY STANDARDS

8.1 - FIRE EXTINGUISHERS
The EXHIBITOR must have at least 01 (one) fire extinguisher every 25m² of stand (we recommend the chemical powder and CO2), a mandatory item according to the inspection rules: NBR 23 (fire prevention) NBR 14276/99 (fire and panic brigade) and decree 46072/2001 (fire protection).

8.2 - COMBUSTION ENGINES
The operation of internal combustion engines inside the pavilion is strictly forbidden.

8.3 - MACHINERY AND EQUIPMENT OPERATION
No exposure or operation of machinery and equipment that does not have an exhaust system if necessary or that produces sound (noise) greater than 80 decibels, vibrations and/or noise that disturbs neighboring exhibitors, visitors or the event as a whole will not be allowed.

8.4 - PROMOTIONAL BALLOONS, BLIMPS AND GAS BALLOONS
The promotional balloons or similar must remain within the limits of the rented area, obeying the table of setbacks and heights. Promotional balloons containing flammable gases will not be allowed.

8.5 - LOADING, UNLOADING AND HANDLING OF MACHINES OR EQUIPMENT INSIDE THE PAVILIONS
Every and any loading, unloading and handling of equipment inside the pavilions is the expositor sole responsibility.

We will not be responsible for the access of equipment that is not in the event place on August 14th until 12:00 pm.

The Exhibitor must complete the specific Form that will allow the carrier or service provider to unload, load or handle its equipment, assuming full and any liability arising from these operations, whether in relation to damages, malfunctions and losses, to employees, equipment, third-party machines and pavilion structures as a whole.
9 - LEGAL REQUIREMENTS
For further clarification of these legal requirements, we request the exhibitor to contact his accountant directly and check the required documentation according to his state of origin.

9.1 - 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 TRADE FAIR MANAGEMENT exempts itself from any liabilities arising from non-compliance with the legal requirements of IPI and ICMS.

ATTENTION: The IPI regulation has national scope, therefore, valid for Exhibitors from all States of the country.

However, ICMS has state scope, regulated by the state, and the procedures are valid for Exhibitors from the state of São Paulo.

Exhibitors from other states must check with the Finance Department the procedures related to ICMS.

9.2 - TAX PROCEDURES FOR SHIPMENT OF GOODS (EXHIBIT)
Issue Single Shipment Invoice in the name of own exhibitor (shipping establishment).

1. The Invoice header must be filled with all data (Corporate Name, Address, CNPJ (Corporate Tax Number) and State Registration) of the exhibitor himself (Shipping Establishment).

The same applies for shipments made through branches.

2. The shipment of goods, products, etc., even of third parties, must have an Invoice. All goods, products, etc. must be listed in the body of the Invoice, including their actual value, as well as the following expression:

“These goods for exhibition at the Event: "FENAF 2019 – FEIRA LATINO AMERICANA DE FUNDIÇÃO, from September 17th to 20th, 2019, at Centro de Eventos Pro Magno, on Avenida Professora Ida Kolb, 513 - Jardim das Laranjeiras, São Paulo - SP - 02518-000, São Paulo/SP, and they and must return to the establishment of origin within 60 days at most".

"Consignment with ICMS exemption, according to article 33, Annex I/2000".

For an industrial establishment, it must include the following expression:

“Consignment with IPI suspension, according to article 42 - Paragraph II of RIPI/2002”.

9.3 - TAX PROCEDURES FOR RETURN OF GOODS (EXHIBIT)
For the return, issue an Incoming Invoice, in its own name, mentioning the Invoice number and date covering the shipment, with the following expression:

“Return from Exhibition - Event: "FENAF 2019 – FEIRA LATINO AMERICANA DE FUNDIÇÃO, from September 17th to 20th, 2019, at Centro de Eventos Pro Magno, on Avenida Professora Ida Kolb, 513 - Jardim das Laranjeiras, São Paulo - SP - 02518-000, São Paulo/SP, from shipment invoice no. (date).

"Return with ICMS exemption, according to article 33, Annex I/2000".

For an industrial establishment, it must also include the expression below; "Return
with IPI suspension, according to Article 42 - Paragraph II of RIPI / 2002”.

9.4 - TAX PROCEDURES FOR PRODUCT SALE - TAX PROCEDURES ON SHIPMENT
The Exhibitor must issue a shipment Invoice with the following provisions:

- The nature of the operation will be - shipment for sale at an exhibition; - In the recipient field will indicate the data of the sender;
- Inform the ICMS calculated for the total value of the shipment, and inform the IPI, if the operation is subject to this tax;
- Indicate in the body of the Shipment Invoice the invoice numbers to be issued at the time of sales at the Event location. The Invoices will be issued by the Exhibitor, at the time of the product delivery, highlighting the ICMS and IPI.

9.5 - ICMS / IPI ASSESSMENT
The ICMS / IPI is owed only on deliveries made on-site, observing the provisions of article 433/434 of the ICMS regulation, approved in the decree no. 45490/2000, while the rules related to IPI are provided on ART. 359 to 401 of IPI regulation.

9.6 - LICENSE FEES FOR OPERATING LICENSE, ADVERTISEMENT AND LEAFLET SUPERVISION - MANDATORY
It is required by the City Hall of São Paulo to pay the TFE Property Inspection Fee, TFA Advertisement Inspection Fee (Banners, Illuminated Advertisement, Leaflets, Catalogs, etc.). All fees will be collected by the Trade Fair Management in a payment form covering all the exhibitors of the event, avoiding inconveniences to complete the forms and the supervision in the stands.

The fees must be reimbursed to the TRADE FAIR MANAGEMENT, as stipulated in FORM 10 - Reimbursement of city hall fees.

TFE - Property Inspection Fee - code. – 34932 – Amount per stand x days of implementation
Exhibitions, trade fairs and other activities carried out on a provisional basis, within a period of up to 5 days.

TFA - Advertisement Inspection Fee (banners, illuminated advertisement and logos) – code - 90042 – Amount per stand
Leaflets or programs printed on any material, with posted messages, distributed by any means.

TFA - Advertisement Inspection Fee (leaflets, catalogs) – code - 97110 – Amount per stand
Advertisement within trade fairs and exhibitions, with a term of up to 60 days.

9.7 - STAND WATCHMAN – HIRING – FEDERAL POLICE
The Armed or Disarmed Private Security activity is governed by federal law.

Regarding stand surveillance, as per the specific hiring of Stand Guard, we warn that according to the Federal Police determination, it will not be allowed to provide services of individuals and/or companies that are not legally qualified for the job.

The guidance provided by the Federal Police aims to avoid hiring clandestine companies, as well as persons disqualified for the profession; and even of authorized companies, but in an irregular situation before the Private Security Control Office (Delegacia de Controle de Segurança Privada) - DELESP / SR / DPF / SP.

Require, at the time of hiring, the basic documents issued by the Federal Police:
- Copy of the identity card
- Copy of CPF (Taxpayer identification number)
- For an exhibitor employee registered as a watchman/security guard, deliver the proof of employment relationship with the exhibiting company
- For surveillance/security company - deliver the proof of employment relationship of the watchman with the surveillance company hired.
- Copy of the agreement between the exhibitor and the company hired,
- Copy of the valid operating license of the security provider company
- Copy of the security certificate provided by the Federal Police Department. (valid for one year)
- Send the "printscreen" of the good standing of the watchman on the Federal Police website.
- Second copy of the Employee Registration Card or badge type card (I.N. No. 3 dated August 01, 1997)
Watchman Registration in M.T.B.E.
- Time punch card

Special attention to the fulfillment of this determination, since we will be subject to Federal Police supervision during the event, and if it is found to be in breach of the provisions of the Law, irregular companies will be subject to reprimand, fines and even interdiction.

If the provision of a clandestine security service is confirmed, it will imply the immediate termination of the activities.

10 - FORMS

Every exhibitor will receive a login and password regarding their event participation agreement, to access and fill out the forms of their responsibility, and generation of payment slips.

On the event hotsite www.hbatools2.com.br, the exhibitor will find 14 Forms for requesting badges and services for operation of the stand which must be completed and paid so that the exhibitor/assembler/service provider can receive their access badges and infrastructure needs to be installed in their stand.

Table of values and payment deadlines

<table>
<thead>
<tr>
<th>TABLE OF VALUES AND PAYMENT DEADLINES</th>
<th>AT A DISCOUNT until August 9th, 2019</th>
<th>From August 10th to 23rd, 2019 - NO DISCOUNT</th>
<th>From August 24th to September 6th, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM 1 - EXTRA OR SECOND COPY OF THE EXHIBITOR BADGE</td>
<td>R$ 12.00</td>
<td>R$ 14.40</td>
<td>R$ 15.60</td>
</tr>
<tr>
<td>FORM 2 - PRESENTATION OF THE STAND ASSEMBLY COMPANY</td>
<td>R$ 12.00</td>
<td>R$ 14.40</td>
<td>R$ 15.60</td>
</tr>
<tr>
<td>FORM 3 – EXHIBITOR AND/OR DECORATOR BADGE</td>
<td>R$ 12.00</td>
<td>R$ 14.40</td>
<td>R$ 15.60</td>
</tr>
<tr>
<td>FORM 4 – CLEANING FEE - ASSEMBLY AND DISASSEMBLY</td>
<td>R$ 20.00</td>
<td>R$ 24.00</td>
<td>R$ 26.00</td>
</tr>
<tr>
<td>FORM 5 - OFFICIAL WATCHMAN - daily rate 12 hours</td>
<td>R$ 400.00</td>
<td>R$ 480.00</td>
<td>R$ 520.00</td>
</tr>
<tr>
<td>FORM 6 - UNOFICIAL WATCHMAN BADGE</td>
<td>R$ 800.00</td>
<td>R$ 960.00</td>
<td>R$ 1,040.00</td>
</tr>
<tr>
<td>FORM 7 - OFFICIAL CLEANING – value/m²/during the event</td>
<td>R$ 15.00</td>
<td>R$ 18.00</td>
<td>R$ 19.50</td>
</tr>
<tr>
<td>FORM 8 – UNOFFICIAL CLEANING</td>
<td>R$ 560.00</td>
<td>R$ 672.00</td>
<td>R$ 728.00</td>
</tr>
<tr>
<td>- FORM 9 – SERVICE BADGE (CATERING, RECEPTION)</td>
<td>R$ 60.00</td>
<td>R$ 72.00</td>
<td>R$ 78.00</td>
</tr>
<tr>
<td>FORM 10 - ELECTRIC POWER</td>
<td>R$ 290.00</td>
<td>R$ 348.00</td>
<td>R$ 377.00</td>
</tr>
<tr>
<td>FORM 11 - FIRE EXTINGUISHER RENTAL</td>
<td>R$ 69.00</td>
<td>R$ 72.00</td>
<td>R$ 78.00</td>
</tr>
<tr>
<td>FORM 12 - DATA COLLECTOR RENTAL</td>
<td>R$ 460.00</td>
<td>R$ 552.00</td>
<td>R$ 598.00</td>
</tr>
<tr>
<td>FORM 13 – REFUND OF CITY HALL FEES - Mandatory</td>
<td>R$450.14 - According to item 11.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FORM 14 - OFFICIAL CATALOG</td>
<td>FREE OF CHARGE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- The forms can still be completed online from September 6th to September 13th, but payment can only be made through bank transfer, cash or credit/debit card directly at ABIFA.
- As of September 14th, 2019, payment in person only at CAEX, at the event place or at ABIFA, through bank transfer, cash or credit/debit card.
- We reiterate that non-payment may lead to delays in the release of access badges to the rented area, because for this all financial obligations must be paid off.
- Failure to comply with the deadlines or other instructions herein exempt the TRADE FAIR MANAGEMENT from any responsibility for the service and for any damages or problems that may arise for the exhibitor/assembler/service provider/infrastructure installations.

Failure to comply with the deadlines or other instructions herein exempt the TRADE FAIR MANAGEMENT from any responsibility for the service and for any damages or problems that may arise for the Exhibitor.
10.1 - FORM 1 – EXHIBITOR BADGE - MANDATORY
The completion of this form will enable the Exhibitor to receive badges for access to the event place and will be available for withdrawal at CAEX (Exhibitor Service Center) as of October 14, 2018.
Every applicant must inform his/her name (up to 25 characters), Position (up 25 characters), email and phone number. These badges are personal and non-transferable, valid only when duly filled out. It implies its seizure if used by third parties.

EXHIBITOR BADGE - FREE OF CHARGE QUANTITY:

<table>
<thead>
<tr>
<th>STAND METERS</th>
<th>DELIVERY OF BADGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 25m²</td>
<td>10</td>
</tr>
<tr>
<td>From 26m² to 50m²</td>
<td>15</td>
</tr>
<tr>
<td>From 51m² to 75m²</td>
<td>20</td>
</tr>
<tr>
<td>From 76m² to 100m²</td>
<td>25</td>
</tr>
<tr>
<td>Above 101m²</td>
<td>30</td>
</tr>
</tbody>
</table>

ATTENTION: The exhibitor badges must be withdrawn at CAEX/CAM, at the event place as of September 14th, 2019.

The second copy or an extra badge will be charged, whose values are in the table of values and payment deadlines.

10.2 - FORM 2 – PRESENTATION OF THE STAND ASSEMBLER – MANDATORY
In this form, the exhibitor will present the assembler of the stand chosen to the Trade Fair Management, which will allow this assembler to occupy the rented area in the name of the exhibitor, since all relevant fees have been paid, documentation, projects and other requests submitted.

10.3 - FORM 3 – EXHIBITOR AND/OR DECORATOR BADGE - MANDATORY
ASSEMBLER / DECORATOR BADGE - For use by exhibitor employees, stand assembler employees (except official assembler) and decorators, valid for assembly and disassembly periods.
The withdrawal of badges should be done directly at CAEX/CAM, at the event place as of September 14, 2019, which will only be released upon payment of the mandatory fees.
The values can be found in the table of values and payment deadlines.

STAND MAINTENANCE - If you need to carry out any maintenance service or wish to keep an employee present at the event for any eventuality, you should request, by letter on letterhead paper, the registration of one (01) employee as maintenance per each stand assembled. If necessary, refer to CAEX/CAM

10.4 - FORM 4 – CLEANING FEE - ASSEMBLY AND DISASSEMBLY – MANDATORY
This fee falls on stand assembly companies, regardless of whether they are affiliated to any employer association or any other union.
Fee for waste collection and residual waste and maintenance of internal streets, remnants of assembly materials, restrooms, parking lot and other premises used in the stand assembly and disassembly.
Check the values in the table of values and payment deadlines.

10.5 - FORM 5 – OFFICIAL STAND WATCHMAN HIRING
We recommend hiring watchmen from the official surveillance company of the event.
The badges for watchmen hired from the official company will have no cost for the exhibitor
Hiring will be per man x 12-hour shift, by the value established in the table of values and payment deadlines, per 12-hour period.
We recommend that in the period in which you already have material in the stand, that is, usually from the last day of assembly, the stand watchman from the official company is hired.

10.6 - FORM 6 – REQUEST FOR UNOFFICIAL STAND WATCHMAN BADGE
We do not recommend hiring watchmen who are not from the official event company.
Form to request an unofficial watchman badge, for use by the personnel responsible for this service.
Deliver the following documents:

- Copy of the identity card
- Copy of CPF (Taxpayer identification number)
- For an exhibitor employee registered as a watchman/security guard, deliver the proof of employment relationship with the exhibiting company
- For surveillance/security company - deliver the proof of employment relationship of the watchman with the surveillance company hired.
- Copy of the agreement between the exhibitor and the company hired,
- Copy of the valid operating license of the security provider company
- Copy of the security certificate provided by the Federal Police Department. (Valid for one year)
- Send the "printscreen" of the good standing of the watchman on the Federal Police website.
- Second copy of the Employee Registration Card or badge type card (I.N. No. 3 dated August 01, 1997)
  Watchman Registration in M.T.B.E.
- Time punch card

Badges valid for the assembly, implementation and disassembly periods, whose value is established in the table of values and payment deadlines, value per badge to be issued in the name of the watchman. In case of loss of the badge, the value will be R$ 1,000.00 to reissue the badge.

The WATCHMAN badges must be withdrawn by the watchman himself at the TRADE FAIR MANAGEMENT from the start date of the assembly.

Observe the Federal Police requirements.

10.7 - FORM 7 – CLEANING HIRING FOR OFFICIAL STAND
We recommend hiring the official cleaning services of the event for your convenience. The exhibitor must keep his area clean for public visitation.

The Exhibitor may hire the "OFFICIAL CLEANING OF STANDS" that will work in the stands only after the opening of the event, that is, during the event. When necessary, the Exhibitor should request the service to be performed directly at CAEX, the value for hiring the service is according to the table of values and payment deadlines.

10.8 - FORM 8 – UNOFFICIAL STAND CLEANING HIRING
We do not recommend hiring cleaning services that are not from the official event company. The exhibitor must keep his area clean for public visitation.

The Exhibitor may hire a stand cleaning company other than the official one through FORM 8 – UNOFFICIAL STAND CLEANING HIRING whose badge has the value stipulated according to the table of values and payment deadlines, per badge and second copy for R$ 700.00.

10.9 - FORM 9 – SERVICE BADGE REQUEST (CATERING, RECEPTION, ETC.)
Form to request the badge for the service providers in the stand during the Trade Fair - catering staff, receptionists etc., except for stand cleaning and watchmen.

SERVICE BADGES - Valid for the event period with value according to the table of values and payment deadlines, R$ 100.00 (one hundred reals) will be charged for the second copy.

Note: The SERVICE badges must be withdrawn at the TRADE FAIR MANAGEMENT, CAEX as of 02 pm on October 15

10.10 - FORM 10 – REQUEST FOR POWER SUPPLY POINT FOR THE STAND - MANDATORY
The electric power will be supplied by electric generators and distributed by aerial cables with "STECK" type terminal plugs in the stand area, as already described in the specific item, in the 380V three-phase and 220V single-phase voltages. If other voltages are necessary, voltage transformers must be provided by the exhibitor.

Power supply BY GENERATORS
The TRADE FAIR MANAGEMENT will install an electric power point in the rented area, with cables dimensioned to the electric charge requested in this form, having as minimum charge of 0.8KVA to be requested per square meter of rented area whose values and deadlines are described in the table of values and payment deadlines.

- For example – A 50m² stand must pay – 50x0.8kva = 4,0kva.
- The distribution of the internal electric power network of the stand is the sole responsibility of the official Exhibiting or and Assembling company hired, and it must obey the ABTN and LIGHT standards, providing the input of the network(s) with suitable circuit breakers and fuses.
- For the calculation of the number of KVA required for the stand, the exhibitor must add the watts of his lighting system and exposed electrical equipment, thus obtaining the total KVA to be requested.
- The values and deadlines can be found in the table of values and payment deadlines.
- Charges above 30KVA will be mandatorily separated in two points.

ATTENTION – IMPORTANT

- Power points for machines and equipment above 30KVA must be informed to the TRADE FAIR MANAGEMENT
- Any proven excess of consumption in relation to the total electric power requested will be immediately charged by the value in force in the table of values and payment deadlines, plus 20% as a fine.

10.11 - FORM 11 – REFUND OF CITY HALL FEES - MANDATORY

It is required by the City Hall of São Paulo to pay the TFE Property Inspection Fee, TFA Advertisement Inspection Fee (Banners, Illuminated Advertisement, Leaflets, Catalogs, etc.).

<table>
<thead>
<tr>
<th>Date</th>
<th>Beginning</th>
<th>Finish</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 16th</td>
<td>10:00 am</td>
<td>08:00 pm</td>
</tr>
<tr>
<td>September 17th</td>
<td>08:00 am</td>
<td>08:30 pm</td>
</tr>
<tr>
<td>September 18th</td>
<td>11:30 am</td>
<td>08:30 pm</td>
</tr>
<tr>
<td>September 19th</td>
<td>11:30 am</td>
<td>08:30 pm</td>
</tr>
<tr>
<td>September 20th</td>
<td>11:30 am</td>
<td>08:30 pm</td>
</tr>
</tbody>
</table>

If the Exhibitor does not observe the final deadline of August 24th, 2019 for requesting electric power, the Trade Fair Management will determine the electric charge of the stand at the minimum criterion of 0.8KVA/m², and the exhibitor must comply with the limit established.

TFE - Property Inspection Fee - code. – 34932 – Amount per stand x days of implementation
Exhibitions, trade fairs and other activities carried out on a provisional basis, within a period of up to 5 days. – R$50.02/day = R$200.08

TFA - Advertisement Inspection Fee (banners, illuminated advertisement and logos) – code - 90042 – Amount per stand
Leaflets or programs printed on any material, with posted messages, distributed by any means. R$125.03

TFA - Advertisement Inspection Fee (leaflets, catalogs) – code - 97110 – Amount per stand
Advertisement within trade fairs and exhibitions, with a term of up to 60 days. R$125.03

All fees will be collected by the TRADE FAIR MANAGEMENT in a single payment form covering all event exhibitors, avoiding inconveniences of filling forms and supervision in the stands.

10.12 – FORM 12 - FIRE EXTINGUISHER RENTAL

The EXHIBITOR must have at least 01 (one) fire extinguisher every 25m² of stand (we recommend the chemical powder and CO2), a mandatory item according to the inspection rules: NBR 23 (fire prevention) NBR 14276/99 (fire and panic brigade) and decree 46072/2001 (fire protection).
• For fully open stands contact the TRADE FAIR MANAGEMENT.
• The exhibitor may rent the fire extinguisher through this form whose values are in the table of values and payment deadlines.
• The fire brigade team will deliver the rented fire extinguishers to the stand manager on September 17th, 2019 in the morning and will picked up on September 20th, 2019 at 08:00 pm.
• The exhibitor is responsible for fire extinguishers delivered.
• The lack or loss of any of them will be generate a collection slip to the exhibiting company.

10.13 — FORM 13 - DATA COLLECTOR RENTAL
Exhibitors may rent data collectors to register persons visiting their stand, per unit, for the value described in the table of values and payment deadlines during the event. The collectors must be withdrawn at CAEX/CAM and returned on the last day of the Event at the same place.
The data collected will be sent by email within 10 working days after the end of the event.

10.14 – FORM 14 - OFFICIAL CATALOG
The exhibitor has the right to free entry in the Official Catalog with the name of his company, address and other data in the specific form. The exhibitor may also advertise in this catalog.
Any questions or clarifications contact the Event Management.

10.15 REFERENCE TABLE TO CALCULATE KW TO BE USED

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>KVA</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL 40w lamp</td>
<td>0.05</td>
<td></td>
</tr>
<tr>
<td>20w fluorescent lamp</td>
<td>0.03</td>
<td></td>
</tr>
<tr>
<td>40w fluorescent lamp</td>
<td>0.05</td>
<td></td>
</tr>
<tr>
<td>55w dichroic lamp</td>
<td>0.05</td>
<td></td>
</tr>
<tr>
<td>HQ 110w fluorescent lamp</td>
<td>0.14</td>
<td></td>
</tr>
<tr>
<td>HQI 150W lam + Reactor</td>
<td>0.35</td>
<td></td>
</tr>
<tr>
<td>150w projector</td>
<td>0.15</td>
<td></td>
</tr>
<tr>
<td>250w blended lamp</td>
<td>0.25</td>
<td></td>
</tr>
<tr>
<td>70w projector</td>
<td>0.07</td>
<td></td>
</tr>
<tr>
<td>350w special projector</td>
<td>0.35</td>
<td></td>
</tr>
<tr>
<td>500w special projector</td>
<td>0.50</td>
<td></td>
</tr>
<tr>
<td>1000w special lamp</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>500w special lamp</td>
<td>0.50</td>
<td></td>
</tr>
<tr>
<td>Air circulator / Fan</td>
<td>0.10</td>
<td></td>
</tr>
<tr>
<td>Computer</td>
<td>0.50</td>
<td></td>
</tr>
<tr>
<td>Printer</td>
<td>0.25</td>
<td></td>
</tr>
<tr>
<td>Plasma TV</td>
<td>0.30</td>
<td></td>
</tr>
<tr>
<td>DVD Player</td>
<td>0.30</td>
<td></td>
</tr>
<tr>
<td>Refrigerator / Minibar</td>
<td>0.30</td>
<td></td>
</tr>
<tr>
<td>Freezer</td>
<td>0.50</td>
<td></td>
</tr>
<tr>
<td>Domestic coffeemaker</td>
<td>0.80</td>
<td></td>
</tr>
<tr>
<td>1700w Commercial coffeemaker</td>
<td>1.70</td>
<td></td>
</tr>
<tr>
<td>2700w Commercial coffeemaker</td>
<td>2.70</td>
<td></td>
</tr>
<tr>
<td>3000w Commercial coffeemaker</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>5000w Commercial coffeemaker</td>
<td>5.00</td>
<td></td>
</tr>
<tr>
<td>Microwave oven</td>
<td>1.20</td>
<td></td>
</tr>
<tr>
<td>1000w Oven</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>1750w Oven</td>
<td>1.75</td>
<td></td>
</tr>
<tr>
<td>2400w Oven</td>
<td>2.40</td>
<td></td>
</tr>
<tr>
<td>5000w Oven</td>
<td>5.00</td>
<td></td>
</tr>
<tr>
<td>8000w Oven</td>
<td>8.00</td>
<td></td>
</tr>
<tr>
<td>3000w Grill</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>6000w Grill</td>
<td>6.00</td>
<td></td>
</tr>
<tr>
<td>9000w Grill</td>
<td>9.50</td>
<td></td>
</tr>
<tr>
<td>3000w Press grill</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>6000w Press grill</td>
<td>6.00</td>
<td></td>
</tr>
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<td>500w Oven</td>
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Note: Special equipment not included in this list, observe the technical manuals or nameplates on the body of the appliance with the installation characteristics.