



## EXHIBITOR REGULATION

Dear Exhibitor,

This Regulation was prepared by the **Brazilian Association of Metallurgy, Materials and Mining - ABM**, promoter of the **ABM WEEK 8th edition**, to provide relevant guidelines for participants in the event. Reading, understanding, and respecting the deadlines set forth herein are crucial to ensuring the event's success.

Ignorance of the rules set forth herein does not exempt the EXHIBITOR, its contractors, and other people involved with the event from penalties, fines, sanctions, and liabilities under this Regulation.

Failure by the EXHIBITOR to comply with DEADLINES or other statements contained herein automatically exempt the ORGANIZATION from any responsibility for problems or damage that the EXHIBITOR may experience, during both the setup and the event.

Do not hesitate to contact us if you have any questions or doubts after reading the Regulation.

We take this opportunity to thank you all, once again, for your partnership and trust in our work.

Enjoy the reading!

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## PROMOTION, REALIZATION AND ORGANIZATION



### BRAZILIAN ASSOCIATION OF METALLURGY, MATERIALS AND MINING

**Address:** Rua Antônio Comparato, 218 - Campo Belo, São Paulo - SP, 04605-030

### CONTACTS

#### **Commercial:**

Akiko: +55 11 96414-0960 - e-mail: [akiko@abmbrasil.com.br](mailto:akiko@abmbrasil.com.br)

Maria Lúcia: +55 11 99219-1986 - e-mail: [maria.lucia@abmbrasil.com.br](mailto:maria.lucia@abmbrasil.com.br)

Marli: +55 11 99360-6272 - e-mail: [marli@abmbrasil.com.br](mailto:marli@abmbrasil.com.br)

#### **Operational/Project:**

Felipe: +55 11 96588-0035 - e-mail: [projetos@abmbrasil.com.br](mailto:projetos@abmbrasil.com.br)

### VENUE, DATE AND TIME OF THE EVENT

**Venue:** Pro Magno - Events Center - Ground Floor and – Piso térreo e annex

**Date:** September 3rd to 5th, 2024

**Address:** Avenida Professora Ida Kolb, 513 - Jardim Das Laranjeiras - CEP: 02518-000 - São Paulo - SP

**Telephone:** +55 11 4010-5100

**Access:** <http://promagno.com.br/>

## OPERATIONAL SCHEDULE:

DAY	DATE	TIME	ACTIVITIES
Saturday	31/Aug/2024	08:00 – 20:00	Start of Assembly
Sunday	01/Sep/2024	08:00 – 20:00	Assembly
Monday	02/Sep/2024	08:00 – 23:00	Assembly
Monday	02/Sep/2024	16:00 – 21:00	Booth's release to Exhibitors
Tuesday	03/Sep/2024	07:00 – 22:00	Event + Cocktail Party
Wednesday	04/Sep/2024	07:00 – 22:00	Event + Cocktail Party
Thursday	05/Sep/2024	07:00 – 18:00	Event + Closing Ceremony
Thursday	05/Sep/2024	19:00 – 23:59	Removal of Exhibiton Materials + Disassembly
Friday	06/Sep/2024	00:00 – 12:00	Disassembly

## OFFICIAL BOOTH ASSEMBLERS

### 9M<sup>2</sup> AND 12M<sup>2</sup> PROJECTS:

We presente the **DMR KARAM**, responsible for the assembly of the standard booths, which will be delivered furnished.



### **Exhibitor Service:**

**Contact:** Leandro Carlos

E-mail: [leandro.carlos@dmrkaram.com.br](mailto:leandro.carlos@dmrkaram.com.br)

Phone numbers: +55 11 99765-5132 / 2908-0400

Site: [www.dmrkaram.com.br](http://www.dmrkaram.com.br)

### PROJECTO STARTING AT 18M<sup>2</sup>

We present below the five assembly companies responsible for developing and contracting a distinctive furnished stand project. The hiring of the assembler is the sole responsibility of the sponsor and the project must be approved in advance by ABM..

**SQUAD 360:**



**Exhibitor Service:**

**Contact: Rodrigo**

E-mail: [rodrigo@squad360.com.br](mailto:rodrigo@squad360.com.br)

Phone number: +55 11 98905-6735

Site: <https://squad360.com.br>

**HOGAN CENOGRAFIA**



**Exhibitor Service:**

**Contact: Fabio**

E-mail: [fabio.peres@hogancenografia.com.br](mailto:fabio.peres@hogancenografia.com.br)

Phone number: + 55 11 97549-8188

Site: <https://hogancenografia.com.br/>

**JEFF ARQUITETURA**



**Exhibitor Service:**

**Contact: Sarah Gimenez**

E-mail: [sarah@jeefstands.com.br](mailto:sarah@jeefstands.com.br)

Phone number: +55 11 99125-7140

Site: <https://www.jeef.com.br>

## DICA SOLUÇÕES CENOGRAFIA



### Exhibitor Service:

**Contact:** Diego Paludo

E-mail: [comercial@dicasolucoes.com.br](mailto:comercial@dicasolucoes.com.br)

Phone number: +55 11 94620-4622

Site: [www.dicasolucoes.com.br](http://www.dicasolucoes.com.br)

## P4MIX



### Exhibitor Service:

**Contact:** Rogério Santana

E-mail: [rogeriosantana@p4mix.com.br](mailto:rogeriosantana@p4mix.com.br)

Phone numbers: +55 11 39666-5957 | 11 98205-4868

Site: <http://www.p4mix.com.br>

### **1.1. Exhibitor's Credential**

If the accredited sponsor prefers to appear as an exhibitor, please contact the ABM team at the Exhibitor Service Center (CAEX) to replace the badge.

### **1.2. Credentials for Service Provider**

Credentials for service providers will not have extra cost and are intended for the **supplier(s) and/or service provider(s) contracted** by the exhibiting company to be present during the event, such as reception, cleaning, security, operators, etc., with access restricted to the exhibition area.

In order for us to make credentials available, please fill in the form via the link: [Form 1](#) by 15/Aug/24. Credentials will be available for collection from 31/Aug/2024 directly from CAEX.

**Important notes:** THE EVENT'S ACCESS CONTROL WILL NOT ALLOW THE LOAN OF CREDENTIALS. IF THIS OCCURS, THE BORROWED CREDENTIAL WILL BE COLLECTED AND DISABLED.

**USE OF CREDENTIALS:** All credentials and identification must, mandatorily, remain at chest height by its holder while in the enclosure. The event coordination reserves the right to demand its identification and seize the credentials of improper use.

## **2. SERVICES**

### **2.1. Cleanup**

During the event, the ORGANIZATION will be responsible for general cleanup of the common areas and in the booths at night. If the exhibitor deems it necessary to have additional cleanup service, it shall be hired by the sponsor/exhibitor, who may select the respective service provider.

### **2.2. Security**

The ORGANIZATION will be in charge of security of the common areas during the event.

The EXHIBITOR shall be solely responsible for the custody and care of materials and products exhibited at the event from the time materials are brought in until they are taken away.

The ORGANIZATION is not responsible for the security of valuables in general, as well as: equipment in general left on stands or in any part of the pavilion. For these purposes, the client must provide their own security.

The hiring of security for the booths will only be allowed through the company below, accredited by Pro Magno:

**Company:** Martins e Novais

Nelson Ribeiro de Novais - Partner Manager

+ 55 11 98683-7740

E-mails: [nelsonribeirodenovais@gmail.com](mailto:nelsonribeirodenovais@gmail.com) or [martinsenovais.ass.eventos@gmail.com](mailto:martinsenovais.ass.eventos@gmail.com)

The ORGANIZATION may veto, at its discretion and at any time, access or stay of EXHIBITORS's guards on venue, even though they have been credentialed, in case of suspected misconduct.

### **2.3. Food and Beverages**

PRO MAGNO is responsible for managing all food and beverages operations through its registered operators.

Exhibitors may offer free food and beverage inside their booths, provided they do not require the use of gas stove.

Exhibitors who have services of this kind should be in good standing with licensing by the health authorities and use the appropriate space, indicated by PRO MAGNO for food preparation, when necessary.

Exhibitors may contract buffet services directly from Pro Magno by contacting the people responsible for the F&B department (Kamila Santana: [kamila.santana@gshlive.com.br](mailto:kamila.santana@gshlive.com.br) or Bruno Magno: [bruno.magno@gshlive.com.br](mailto:bruno.magno@gshlive.com.br), phone - +55 115031-2017) or other supplier of your choice.

We remind that once an external supplier has being chosen, the entire infrastructure for providing services to the exhibitor is the responsibility of the third-party supplier (furniture, electrical equipment such as sockets and extensions - see item 11 of this manual, cleaning and security staff).

### **2.4. Telephony and Internet**

ABM will provide internet via Wi-Fi. If you need a dedicated link, these services will be provided exclusively by the company accredited by Pro Magno - Plinet Telecom, by calling +55 11 2500-3650 or by e-mail: [atendimento@internetparaeventos.com.br](mailto:atendimento@internetparaeventos.com.br) with Fabiano, having 48 hours before the start of assembly.

The prices charged are fixed. To check the prices, please contact ABM at the e-mail: [vagner@abmbrasil.com.br](mailto:vagner@abmbrasil.com.br).

## **2.5. Travel Agency**

ABM suggests **LEVITATUR VIAGENS E TURISMO**, an agency specialized in receptive tourism, which can provide support relative to accommodation, air travel, local tours, reception, and transfers.

### **LEVITATUR VIAGENS E TURISMO**

Contact: Everton Cardoso

E-mail: atendimento@levitatur.com.br

Phone: +55 11 2090-1030

<https://www.levitatur.com.br/abm-week-8-edicao/en-gb/1281>

## **3. SPONSOR RESPONSIBILITY / FEES AND PAYMENTS**

### **3.1. Sound**

Exhibitors can contact the company responsible for contracting. Fees may vary according to the organization's schedule. Payment is the sole and exclusive responsibility of the EXHIBITOR.

#### **ECAD – Escritório Central de Arrecadação e Distribuição**

Av. Paulista, 171 3º ANDAR – Ed. Dom Pedro I de Alcântara

Phone: (11) 3287-6722 (from 9:00 to 18:00)

E-mail: [ecadsp@ecad.org.br](mailto:ecadsp@ecad.org.br) Site: [www.ecad.org.br](http://www.ecad.org.br)

Note: The use of sound amplifiers to broadcast sales or promotional messages will be prohibited. The use of sound, music or noise of any kind that exceeds 65 decibels will not be permitted (dB).

### **3.2. City Fees**

The issuance and payment of the TFE payment form for this edition will be the full responsibility of ABM, in accordance with Laws No. 13.474 and No. 13.477 of December 30, 2002, which deals with the Establishment Inspection Fee, it is a requirement of the Municipality of São Paulo that each stand at a sector event has a license for location, installation and operation.

### **3.3. Insurance**

ABM is responsible for each new edition of ABM WEEK, in accordance with Art. 5 and 24 of Decree 49.969/2008, issuing the Authorization Permit for temporary events with the responsible bodies in the state of São Paulo, which includes civil liability insurance for the entire event. However, it is up to each

EXHIBITOR to provide their own insurance against any risk, a measure strongly recommended by the ORGANIZATION and the ASSEMBLERS, who are not liable under any circumstances for losses, loss of profits, damage and/or loss of any kind that may occur to exhibited products, stands or personnel on duty.

### **3.4. Sending Materials to the Venue**

**Pro Magno has no reserved area for storage of materials.** All materials should be sent directly to the booth to be received by a member of the company's staff. Neither Pro Magno nor the organizers will be responsible for the receipt or safekeeping of materials in advance.

Pro Magno will not make return notes or check the materials sent.

**The entry of equipment and/or products without invoices is not allowed.**

ORGANIZATION and the OFFICIAL ASSEMBLY cannot be responsible for the safekeeping of the invoice during the event.

#### **Address to receive materials:**

Rua Samaritá, 230 – Casa Verde – São Paulo/SP – CEP 02518-080

### **3.5. Exhibitor Presence at the Booth**

The EXHIBITOR must have at least one member of staff on its stand at all times to provide information about the products on display. Arrival times must be 30 minutes prior to the start of the event.

### **3.6. Depot (CAEX)**

The Event will provide a collective deposit for exhibitors to store their products and boxes used DURING the event, at the Exhibitor Service Center (CAEX).

CAEX operation hours:

02/Sep/2024 – 16:00 to 21:00

03/Sep to 05/Sep – 7:00 to 19:00

After the end of the event on 05/Sep all material must be removed by 19:00 for dismantling to begin.

After this time, the ORGANIZER will not be responsible for storing the material.

#### **4. IMPORTANT DATES FOR BOOTH DESIGN PROJECTS**

##### **9m<sup>2</sup> e 12m<sup>2</sup> Booths - DMR KARAM:**

- Until **05/Aug/24** - Deadline for request for additional furniture items and submission of Visual Programming (final artwork for the panel).

##### **Booths starting at 18m<sup>2</sup>:**

- Until **05/Aug/24** - Development of the furnished project for a differentiated stand and submission of the Visual Programming (final artwork for the panel) must be aligned directly with the contracted Assemblers, as set out on pages 06 and 07 of these Regulations

#### **5. PROCEDURES FOR PROJECT PREPARATION AND APPROVAL**

The EXHIBITOR must inform the ABM Organization/Projects team of the ASSEMBLER/SERVICES chosen by filling in the form/Term of responsibility indicating the assembler. In this way, the assembler will be recognized for proper analysis and approval of the project submitted.

The project should be sent for approval to: [projetos@abmbrasil.com.br](mailto:projetos@abmbrasil.com.br), c/o Felipe. Feedback with considerations will be sent within 03 (three) days of sending the project.

It is the EXHIBITOR's duty to ask the ASSEMBLER to send the chosen project, together with the ART/RRT or TRT for the project, electrical and stand assembly, as well as the Term of Responsibility and certificate of stability and conformity of the structures and materials used in the execution of the project, by the deadline specified in item 4 of this manual.

The project can only be built if it has been approved by **ABM's** project coordination team. Any adjustments or changes made after the stand delivery date must be duly documented at the Exhibitor Service Center (CAEX) in the presence of an ABM project manager.

The project will always comply with the rules of these Regulations. The organization reserves the right to request modifications to bring the project into line with the rules of the Regulations at any time, and the EXHIBITOR will be subject to a stand ban if failing to make the requested adjustments.

Hiring a specialized company to provide assembly and disassembly services does not exempt the EXHIBITOR from any responsibility towards ABM, the Pavilion and the public bodies responsible for inspection.

It is important that there is a service contract between the EXHIBITING company and the ASSEMBLY company, so that all legal and labor obligations are met, in addition to setting up and dismantling the stand within the timeframe set by the promoter.

Draw up a prior schedule for the placement of large machinery or vehicles, so as not to disturb the assembly of the stand itself, the neighboring stand and the fair, always informing Felipe at the Exhibitor Service Center (CAEX).

## 6. PROJECTS AND DOCUMENTS DELIVERY

The project must always follow the rules of this regulation. The organizers reserve the right to request changes to adjust the project to the current rules at any time, and the EXHIBITOR is subject to the booth embargo in case the requested adjustments are not made.

The project sent for analysis must contain and follow the criteria bellow:

- Floor plan with all scale indications, dimensions and perimeter;
- Elevation plan with all height and setback indications;
- Two perspectives;
- Floor plan with the indication of the accessibility ramp position. The ramp must follow the NBR 9050 criteria - (item 9.4);
- Indication of a sink (if applicable);
- All and any decorative and constructive elements, product or equipment must be strictly comprised within the vertical projection of the leased area's limits;
- The booth construction must STRICTLY follow the metrage of the contract as well as the technical plan sent by the Projects team;
- It will not be accepted any kind of project different from the hired area;
- Liability Term with the signature of the assembler and the exhibitor.

## 7. GENERAL RULES FOR PROJECT DEVELOPMENT AND PREPARATION

### **IMPORTANT:**

The fair plan is updated weekly, therefore, before starting the booth project, the ASSEMBLER must check if it has the updated fair plan.

Before starting the project, the EXHIBITOR must send the technical plan of the space to the person responsible for drawing up the project.

### 7.1. Height and Setbacks

HEIGHT AND SETBACKS	
MINIMUM HEIGHT FOR ASSEMBLY	MINIMUM SETBACK
3.00 meters	0.00 meters
MAXIMUM HEIGHT FOR ASSEMBLY	MINIMUM SETBACK
From 3.00 to 4.00 meters	0.00 meters
From 4.01m to 4.50 meters	1.00 meters
ATTENTION!!	
<b><u>Setbacks are considered on the walls bordering neighboring booths.</u></b>	

## 7.2. Visibility

For each side of the stand facing the event's circulation routes, projects must comply with the 50% transparency rule. This rule aims to keep the exhibition visually cleaner, otherwise the aisles would be too closed off, enclosing visitors in long stretches of wall and hiding the smaller stands.

## 7.3. Access Ramps for People with Special Needs

All stands with raised floors, regardless of height, must have an access ramp for people with special needs in accordance with NBR 9050/94, ABNT.

It is mandatory to indicate in the project the location and dimensions of the ramp. The ramp should have a maximum 8.5% slope in relation to the height of the raised floor. If the ramp coating has a slippery finish, the installation of an anti-slip strip is mandatory.

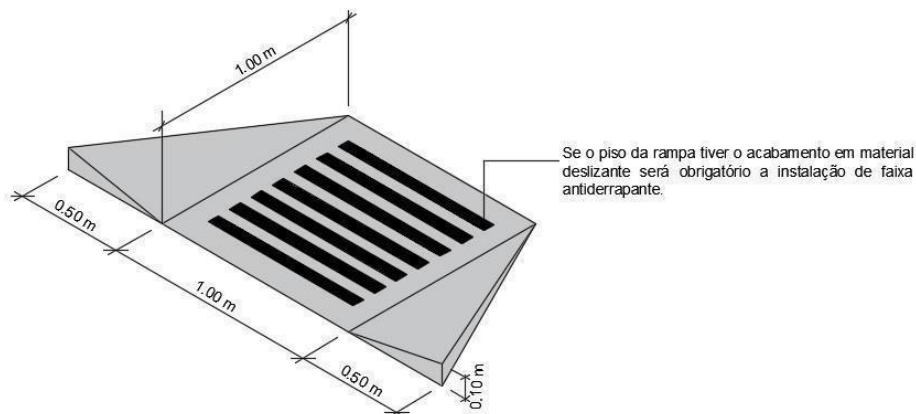


Figure 1 - Standard model of ramp

## 7.4. Walls, Partitions and Finishes

Walls and partitions must be built between booths that have adjoining neighbors, establishing the boundary of each one. For this type of area, the assembly of the walls should be on the border of the booth area, thus avoiding spaces between the booths.

The booths whose backs are facing the circulation areas, the neighbors must provide closure with the same finishing as the rest of the booth so as not to impair the fair's visual and the circulation. Use of the walls of neighboring booths will not be permitted.

## 7.5. Masonry, Metal Structure and Wood Construction

The manufacturing of any wood, iron and aluminum elements inside the pavilions is not allowed. They must be pre-assembled in the ASSEMBLERS' workshops and come with putty, sanded and semi-

finished painting, with a fixation by means of screws, among others. On site, only finishing touches will be allowed.

Observations:

- The use of bench-mounted circular saws will not be allowed inside the pavilions;
- The use of welders will not be allowed for building structures in the pavilions, only occasional spot welds for finishing;
- No masonry or similar construction will be allowed;
- It will not be allowed to assemble mezzanines for booths with less than 24m<sup>2</sup>;
- All structural elements of the modular assemblies must offer full security to the construction set. It is not allowed the use of pins or other pieces of wood to join or lock the uprights and/or aluminum crossbars or similar.

#### **7.6. Use of the Pavilion**

The pavilion floor may not, under any circumstances, be marked, painted, drilled or dug by the EXHIBITOR or the ASSEMBLY. It is forbidden to catch, tie or hang any component of the booth or of exposed products to the structure of the roof, penthouses, walls or columns of the pavilion. It is also forbidden to drill or paint these elements. Any damage caused by the EXHIBITOR or the ASSEMBLER to the pavilion's facilities will be their entirely responsibility, and they must bear the costs, fines and penalties. Any carpet or material used on the floor must be fixed with 3M double-faced tape reference 4880 or ADERE tape code 462.

#### **8. DOCUMENTATION**

The presentation of ART (Technical Responsibility Annotation) or RRT (Registration of Technical Responsibility) is mandatory and indispensable for all the projects that will be executed, regardless of their size, height or material used for the assembly.

According to the legislation that governs the Regional Council of Engineering and Agronomy (CREA), the Council of Architecture and Urbanism (CAU), and the Federal Council of Technicians (CFT), all projects and/or assemblies carried out in meeting places, exhibition pavilions, and convention centers must have a technically responsible person duly registered with these agencies, monitoring and supervising the execution of the project.

#### **For this, the responsible technician must present:**

- ART or RRT of execution project (assembly and electrical installations);
- ART or RRT of Box Truss, when applicable;
- Fee payment proof (CREA or CAU);

- Copy of the responsible party's CREA-SP or CAU;
- Conformity and Stability Report of the structures.

### **8.1. General Guidelines**

All projects must be accompanied by ART or RRT of the project and execution of the assembly and electrical installations (remembering that each booth must have its own ART or RRT – exclusive for each project), paid by the responsible technician (CREA-SP/CAU), and completed according to the guidelines below. ART or RRT outside this format will not be accepted:

- ✓ PROJECT OF BOOTH OR EPHEMERAL BUILDING / EPHEMERAL INSTALLATIONS;
- ✓ EXECUTION AND/OR ASSEMBLY OF THE BOOTH;
- ✓ LOW VOLTAGE ELECTRICAL INSTALLATIONS PROJECT;
- ✓ EXECUTION OF ELECTRICAL INSTALLATIONS OF LOW VOLTAGE.

For metallic structures, mention Box Truss whenever having this type of structure in the Project.

For work at heights (PPE required), describe the type of work to be carried out, ensuring that a work accident prevention plan is implemented, in accordance with the relevant safety regulations.

#### **8.1.1. CONFEA/ CREA Specific Guidelines**

According to resolution 1048/13 of CONFEA (Federal Council of Engineering and Agronomy), for structures in general (wood structures, metal structures, porticos, modular systems or similar), which configure permanent or temporary building works, it is mandatory to have a technically responsible person for the development and progress of the project. As it is a regional council, engineers must be registered in São Paulo (**CREA – SP**).

#### **8.1.2. CAU Specific Guidelines**

In order to issue RRT, architects must be registered with CAU, valid throughout the national territory. In order to be valid, the RRT must be duly signed by the responsible professional (architect) and by the contracting party, as well as accompanied by proof of payment and a copy of the professional's registration document.

#### **8.1.3. CFT Specific Guidelines**

In extraordinary cases where project areas do not exceed 80m<sup>2</sup>, the signature of Building Technicians

is allowed.

## **8.2. Certificate of Stability and Conformity of the Structures**

All projects must be accompanied by a structural stability certificate duly signed by the technical responsible of the project, linked to the ART or RRT of execution.

The certificate model will be available for download directly in the restricted area of the referred event.

## **8.3. Statement of Responsibility**

All projects must be accompanied by a "Liability Term" form, which should be requested by e-mail: [projetos@abmbrasil.com.br](mailto:projetos@abmbrasil.com.br). Once filled in, the form must be signed by the exhibitor and the defined assembly company, and sent for analysis and approval together with the project, to the following e-mail address: [projetos@abmbrasil.com.br](mailto:projetos@abmbrasil.com.br).

## **8.4. Special Lighting**

The booth that uses any kind of special lighting, such as spotlights, light cannons, laser cannons, halogen lights, chandeliers, etc. must install this equipment in special structures with capacity to support the referred weight and in a way that does not offer risks to other EXHIBITORS, visitors and the assemblers themselves.

The luminous parts, reactors and the components of the luminous electrical panel must not be placed against the assembly. They must be isolated so as not to offer any risk of shock to the attending public.

NOTE: All metallic elements of the assembly must be grounded, in compliance with NBR 5410 and NR 10 standards.

## **8.5. Video Screens and Video Wall**

Video wall and big screens equipments can be mounted on suitable structures capable of supporting twice the weight of the installed equipment.

## **8.6. Aerial Frameworks**

Projects with aerial structures should be sent to the following email address: [felipe@gsfengenharia.com.br](mailto:felipe@gsfengenharia.com.br), together with the ART/RRT, calculation memorial and certificate of stability and responsibility. The GSF Engenharia team will send the form for points request and payment information.

## 8.7. Embargoes and Performances

ABM reserves the right to embargo any and all assembly that does not comply with the stipulated rules, aiming to ensure the safety and physical integrity of all.

ABM reserves the right to embargo any assembly that does not comply with the previously approved project, whether in relation to the materials used, the measures described or the lighting provided. The embargo will take place following the opinion of the event's operational team or public bodies such as SEGUR, the Fire Brigade, CETESB, etc..

## 9. BASIC ASSEMBLY

The basic assembly will be destined for areas of 9m<sup>2</sup> and 12m<sup>2</sup>. The project and documentation will be the full responsibility of the assembly company **DMR KARAM**.

EXHIBITORS may request the ASSEMBLER to change the layout, add and/or substitute furniture. In case of furniture substitution (modular counters, showcase counters and curved counters are not included in the exchange), the excluded furniture will generate credits that can be used for the inclusion of other items, both values determined by the table of values (ask the assembler). If the value of the new item is higher than the one exchanged, the EXHIBITOR will pay for the difference to the ASSEMBLY.

**IMPORTANT:** The non-use of the package items, as well as the choice of items with lower values than the one being exchanged, will NOT generate credits and/or devolution of values to the exhibitor. The values can only be used for exchanges.

No exchanges will be made after the maximum deadline of **05/Aug/24**. After this deadline any exchange will be considered as an additional order and charged as such, not guaranteeing the availability of the requested items.

All requests for additional items and/or items exchanges must be made through DMR KARAM:

**Contact:** Leandro Carlos

E-mail: [leandro.carlos@dmrkaram.com.br](mailto:leandro.carlos@dmrkaram.com.br)

Phone: +55 11 99765-5132 / 2908-0400

### 9.1. Descriptive Memorial – Booths of 9m<sup>2</sup> and 12m<sup>2</sup>

**Floor:** The floor of the booths will be covered with graphite carpeting applied with double-sided tape directly on the existing floor in the location.

**Panel:** A back panel structured with aluminum profiles will be mounted, coated on the front with trainel-type panels structured in wooden slats coated with canvas printed with the image of each exhibitor.

The 9m<sup>2</sup> modules will have a back panel measuring: 2.90 x 3.0

The 12m<sup>2</sup> modules will have a back panel measuring: 3.90 x 3.0

**Visual Programming:** The logo will be applied to the front panel and the display counter. Each

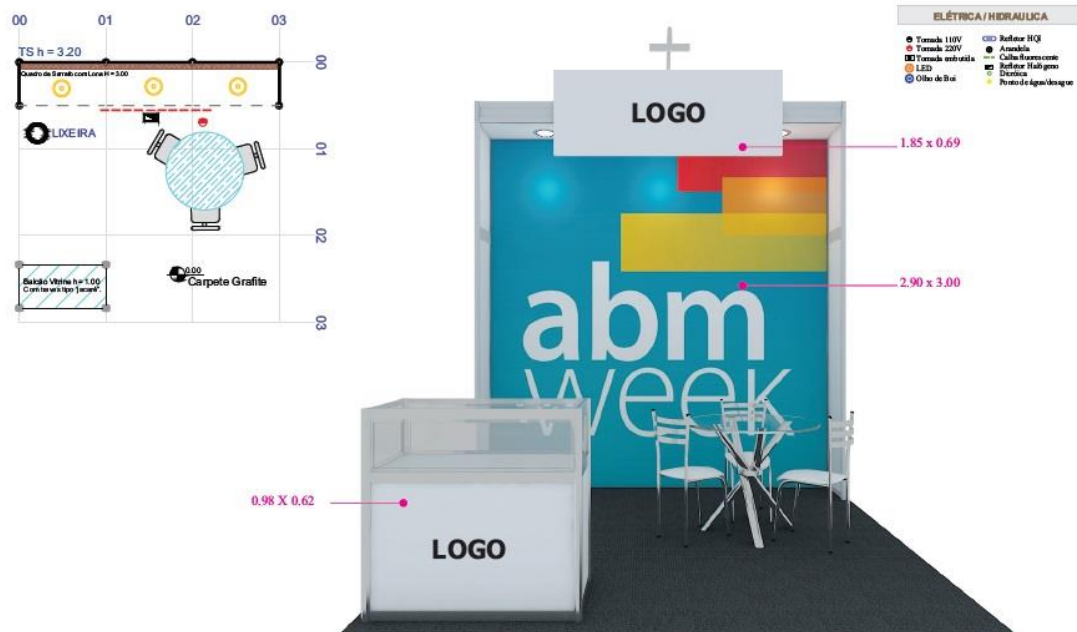
exhibitor's logo and/or image will be applied to the back panel. Each exhibitor must send the file to be reproduced and applied in the appropriate size and in high resolution by 05/Aug/2024.

**Furniture:** Will be provided, for each module of 9m<sup>2</sup> and 12m<sup>2</sup>:

- 01 (one) showcase counter, structured in aluminum profiles and white formalized panels with crystal glass display area, with sliding doors at the bottom in white panels with locks and at the top in glass with locks;
- 01 (one) white waste basket;
- 01 (one) round table with glass top and chrome feet; 3 (three) chairs with chrome structure and white seat;
- 01 (one) folder holder.

**Electricity / Lighting:** The general lighting will be done by installing directional reflectors attached to the back walls. One 220v outlet will be installed per booth. If the exhibitor wishes to add more outlets, should contact the assembler DME KARAM, and align the costs.

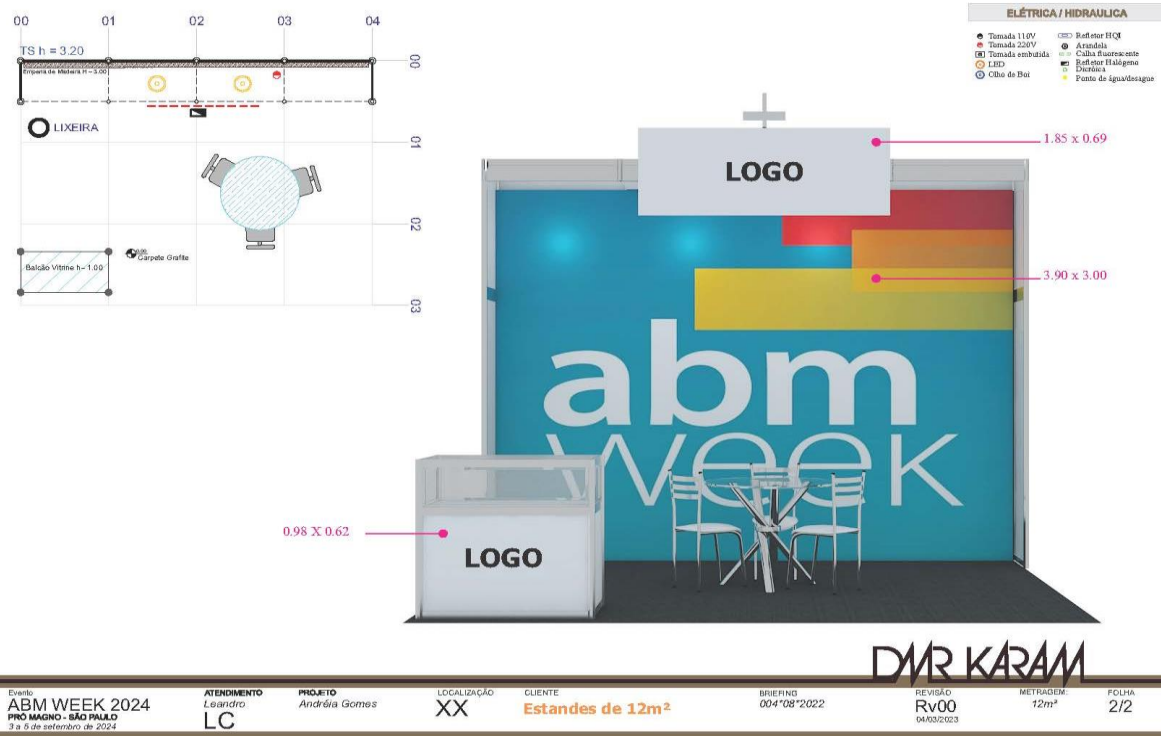
**Layout and Floor Plan of 9m<sup>2</sup>**



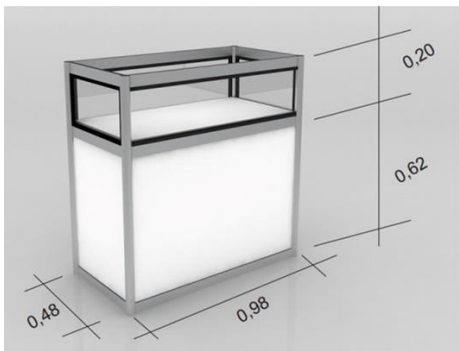
Evento <b>ABM WEEK 2024</b> PRO MAGNO - SÃO PAULO 3 a 5 de setembro de 2024	ATENDIMENTO <b>Leandro</b> <b>LC</b>	PROJETO <b>Andréia Gomes</b>	LOCALIZAÇÃO <b>XX</b>	CLIENTE <b>Estandes de 9 m<sup>2</sup></b>	BRIEFING <b>00-08*2022</b>	REVISÃO <b>Rv00</b> 04/05/2023	METRAGEM <b>09m<sup>2</sup></b>	FOLHA <b>1/2</b>
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**DME KARAM**

## Layout and Floor Plan of 12m<sup>2</sup>



## Showcase Counter Measures



## 10. ACCESS TO THE PAVILION

### 10.1. Parking, Loading and Unloading Regulations

Pro Magno manages and operates the parking facilities. There is no type of credential that allows free parking. Access is to be made by Avenida Professora Ida Kolb, 513 - Jardim Das Laranjeiras - São Paulo - SP.

During assembly and disassembly, passenger vehicles will be allowed 30-minute parking without charge. If they exceed this time, they will be charged the current parking fee.

Trucks using the parking lot will be allowed 3 hours to unload, after which the full day or night rate will be charged.

For advance purchases, please contact the operator **Meu Estacionamento**.

**Contact:** Fernando

E-mail: [fernando@meuestacionamento.com.br](mailto:fernando@meuestacionamento.com.br)

Phone: +55 11 94001-9407 (whatsapp)

### **10.2. Procedures for Unloading Heavy Loads**

For larger equipment, such as machines, cars, containers, etc, it is mandatory to inform the ABM team up to 15 days before the start of the assembly, so that the dates for their entry can be scheduled.

Once the stipulated date and time are not obeyed, the company will bear the risk of not getting the equipment access release.

### **10.3. General Information - ASSEMBLY**

The area of each stand will be demarcated by the event's operational team, on the floor of the pavilions. For the assembling of the stand, the internal angle of the mark on the floor must be considered.

The use of circulation areas, neighboring stands or between stands and the pavilion walls for the placement of tools, materials or products will not be allowed. The stand assembly operation must be carried out exclusively within the limits of the leased areas and within a 1.20 meter perimeter parallel to the stand demarcation.

**NOTE:** Assembly dates and times are described in the Operational Schedule table in this manual.

### **10.4. General Information - DISASSEMBLY**

Exhibitor and assembler are responsible for disassembling the booth within the period and conditions established herein.

Disassembling is understood as the delivery of the stand area totally free of parts, products, waste and debris.

After the end of the disassembly, the materials and equipment remaining in the exhibition area will be removed by the event coordination, exempting itself, therefore, of the responsibility as for damages, robbery, theft and damages of any nature.

The assembler must deliver the clean area until 08:00 of the last day of disassembly and may only leave the pavilion after the area is checked by an inspector.

**NOTE:** Assembly dates and times are described in the Operational Schedule table in this manual.

## **11. ELECTRICAL INSTALLATIONS**

A energia dos pavilhões é fornecida pela concessionária ENEL, sob a responsabilidade do CENTRO DE CONVENÇÕES PRO MAGNO. As instalações elétricas dos estandes deverão atender integralmente ao disposto na NBR 5410 – Instalações Elétricas em Baixa Tensão.

For reasons of technical-operational safety, ABM/ PRO MAGNO is exclusively responsible for the power supply and connection from the existing switchboards in the building. The EXHIBITOR/ ASSEMBLER is prohibited from accessing the pavilion's power panels, hydraulic channels and air conditioning ducts, which can only be operated by the contracted responsible company or by the technical staff of the Convention Center.

The EXHIBITOR/ ASSEMBLER are prohibited from accessing the pavilion's power panels, hydraulic and air conditioning ducts, which can only be operated by the hired responsible company or by the Convention Center's technical staff.

Each EXHIBITOR / ASSEMBLY is responsible for complementing the electric installation and distribution in the booth, providing energy input with general class "C" circuit breaker compatible with the electrical demand. The general circuit breaker and the other electrical circuit protection devices must be stored in a non-combustible material board, equipped with a door, fixed in a place of free access to the promoter's maintenance team, even outside the fair's working hours.



In compliance with the requirement of NBR, NR 10 and ABM's Engineering team, the EXHIBITOR / ASSEMBLER is also obliged to ground the booth built in metallic structure, whether made of iron or aluminum, connecting it to the ground wire that is located next to the energy entrance point, in order to prevent electrical shocks.

The electric power will be supplied in a non-fractioned KVA unit in the voltage of 380V three-phase, 60hz - 3 phases with neutral and ground and 220V single-phase for the duration of the event. The lamps, appliances and other equipment must have 220V operational voltage. For 127V (110V) voltage, the EXHIBITOR must use transformers of the required power. **Important:** ABM and PRO MAGNO do not rent transformers; if necessary, the assembler responsible for the project or the exhibitor themselves should arrange it.

The electric cables used to supply electricity to the booths and other event needs, will have a PCE female plug on the end.

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 plug-in type connection, will minimize the risks of accidents by short-circuiting, electric shock or phase inversion, which can cause the burning of

equipments. The plugs will be of 5 poles, considering the red 6H STECK model, and can be of 16, 32, or 64 amperes.

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

## 12. FIRE AND ACCIDENT PREVENTION AND SAFETY REGULATIONS

### 12.1. Exhibition Pavilion

The Exhibition Pavilion has fire prevention and firefighting equipment distributed in common areas and emergency exits. Corridors and emergency exits are signposted and must remain unobstructed and accessible throughout the fair's operation period.

### 12.2. Fire Safety Regulation

In compliance with what is established in Decree Nº 62.416, of January 10, 2017 - Fire Safety Regulation of Buildings and Risk Areas of the State of São Paulo, it is mandatory for EXHIBITORS, ASSEMBLERS and service providers to comply with the following safety measures during all phases of the event, including assembly and disassembly:

- Keep the pavilions' emergency exits unobstructed (gates and doors that give access to the external area);
- Provide the necessary fire extinguishers for the booths areas, according to Technical Instruction IT 21 of the São Paulo State Fire Department;
- Keep all hydrants in the pavilions unobstructed;
- The hydrants, the push buttons, and the new light signaling must remain visible and cannot be enclosed or obstructed by any type of assembly.

### 12.3. Materials with Anti-Flame Treatment

In accordance with the standards of the São Paulo State Fire Department and current legislation. All construction, decoration or scenography in meeting places, exhibition pavilions or convention centers

must obey the non-use of combustible and flammable materials.

For the use of fabrics, synthetic fiber covers, or any other similar material in the booth, it is essential that the materials already come with anti-flame certification directly from the factory or, otherwise, receive an anti-flame product treatment.

The ignition treatment certificate will be asked by the pavilion's fire department.

#### **12.4. Explosives and Combustibles**

Is prohibited the use of explosives, non-liquefied and toxic gases, combustible, gas cylinders (LPG) or any other elements that may cause fire and/or explosion, as well as any vessel under pressure. Only ovens, heaters and toasters with an electrical connection will be allowed.

If an electric stove or oven is used in the booth, it will be mandatory to comply with all safety rules and to install exhausters with pipes that take the gases (smoke) out of the Exhibition Pavilion. This installation must be informed to the organization.

#### **12.5. Hazardous Materials**

Any work with paints, grease, corrosive materials, dust and liquids must be done in proper containers and with adequate equipment, avoiding damages and accidents.

It will not be allowed to work with solvent based paints or with vaporizers and aerosols inside the pavilion.

#### **12.6. Combustion Engines**

The operation of combustion engines will not be allowed inside the pavilion.

#### **12.7. Smokefree Laws**

According to Law 13.541, of May 7, 2009, it is forbidden, throughout the territory of the State of São Paulo, in collective use environments, totally or partially enclosed on any of its sides by wall, partition, ceiling or roof, even if temporary, where there is permanence or circulation of people, public or private, the consumption of cigarettes, cigarillos, cigars or any other smoking products, whether or not derived from tobacco.

#### **12.8. Accident Safety Regulation**

The employees or contractors of the ASSEMBLY companies will only have access to the pavilion for the execution of assembly and disassembly works if they are accredited. Therefore, they must carry their respective badges with photo and identity documents for verification. Clothing must be appropriate to

the assembly environment, such as uniform or T-shirt, long pants and boots.

**IMPORTANT: Will be forbidden the entrance of shirtless people, wearing shorts, tank tops, shorts, dresses or skirts and wearing slippers, sandals, any open footwear or any kind of clothing that leaves parts of the body on display and unprotected during the assembly and dismantling period of the stands.**

#### **12.9. Personal Protective Equipment (PPE) and Collective Protective Equipment (CPE)**

In compliance with the requirements of NR 06, which provides all the provisions for Individual and Collective Protection Equipment, the people in charge of the companies EXHIBITORS, ASSEMBLERS and others, must provide and require the use of **Individual Protection Equipment (IPE's)** by their employees and provide all measures regarding **Collective Protection Equipment (CPE)** throughout the event's assembly and disassembly period. The equipment needs to be in perfect state of conservation, use and operation, ensuring the full safety of all involved, as well as adequate to the activity/function performed.

It is necessary that the assemblers, exhibitors and service providers are properly uniformed, wearing helmet, gloves, goggles, boots, or appropriate shoes.

For work at height (above 2.00m where there is risk of falling), scaffolding with safety belt will be required for the respective professional and only ladders with original safety lock, in perfect conditions, will be allowed (ladders with fabric or canvas locks will be replaced).

The professional who is performing the work at height must use the **HELMET WITH 3-POINT JUGULAR SYSTEM**. It will be mandatory to present the course certificate for working at height duly updated, as follows in the Regulatory Standard No. 35. The fire brigade and assembly inspection teams will carry out routine inspections during the fair assembly and dismantling period, demanding the fulfillment of these standards.

#### **12.10. Prohibition of Alcohol Consumption During the Event's Assembly and Disassembly**

The consumption of any alcoholic beverages is expressly prohibited during the assembly and disassembly period, by all who are in the pavilion premises.

#### **12.11. Prohibition to Sell and Distribute Alcohol to Minors Under 18 Years Old**

It will be mandatory to place signs with the inscription "ALCOHOL FOR MINORS IS PROHIBITED" in the internal area of the stand, in case there is distribution of drinks.

According to State Law No. 14.592, of October 19, 2011 and Federal Law No. 13.106, of 2015, it is

forbidden to sell, offer, supply, deliver and allow the consumption of alcoholic beverages, even free of charge, to minors under 18 years of age.

### **13. PROMOTIONAL DISTRIBUTIONS, GIFTS, PRIZES AND RAFFLES**

The EXHIBITOR will be able, exclusively inside his booth, to distribute gifts, stationery or similar to all PARTICIPANTS, as long as they are expressly linked to its name and/or respective products. This promotion must be on a scale compatible with the dimensions of the booth, in order to avoid queuing or agglomerations.

The PROMOTER may stop any promotion that, at its discretion, may harm the fair, the access and visitation to any stand and/or area of free public circulation.

#### **13.1. Circulation Routes/Cleaning**

It is strictly forbidden to deposit materials, tools, boxes or products on the escape routes, circulation routes and neighboring stands. The entire operation must be performed within the boundaries of the contracted area. If it is necessary to leave any material temporarily in the circulation routes, it must be placed next to the stand area.

It is necessary to leave a corridor of at least 1.20 meters wide for the circulation of people, carts, emergency equipment, rescue and relief teams, fire brigades and firemen. During the assembly and dismantling period.

#### **13.2. Actions that Generate Waste**

For actions that generate excessive waste, the EXHIBITOR must notify the ORGANIZER in advance and provide appropriate garbage cans for the collection and proper disposal of waste in order to assist the work of the cleaning team and the smooth running of the exhibition.

#### **13.3. Gardens and Plants**

Vases, baskets or any containers must be protected by plastic, so that, when watered, they do not cause leakage. For gardening and landscaping performed inside the area of the stands, adequate protection of the floor must be provided.