

EXHIBITOR MANUAL
INTERNATIONAL 34th CONGRESS OF THE INTERNATIONAL FEDERATION OF SOCIETIES OF
COSMETIC CHEMISTS – IFSCC



**Biodiversity and Cosmetics: Reaching
Sustainable Technologies**

EXHIBITOR MANUAL

October 15th to 17th, 2024

Foz do Iguaçu – Paraná – Brazil
Recanto Thermas Resort & Convention

* This regulation is subject to change without prior notice.

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EXHIBITORS, ASSEMBLER AND OTHER SERVICE PROVIDERS

GENERAL INFORMATION

Dear Exhibitor

The purpose of this MANUAL is to guide you on the rules for assembly, supply, operation, disassembly and regulations necessary for the smooth running of the booths that participate in the **34th CONGRESS OF THE INTERNATIONAL FEDERATION OF SOCIETIES OF COSMETIC CHEMISTS – IFSCC**, to be held in the period of October 15 to 17, 2024, at Recanto Cataratas Thermas Resort & Convention, in Foz do Iguaçu, Paraná, Brazil.

Claiming ignorance of the rules established herein will not exempt the exhibitor and their contractors, assembler(s), decorator(s), subcontractor(s) and other professionals involved in this event, from the penalties, fines, sanctions and responsibilities set forth in this MANUAL. If such occurs, they will be under responsibility of the exhibitor and/or their representatives, jointly and independently, whatever the nature or order of appointment.

The regulations governing the IFSCC24 must be read and observed by all their employees, suppliers, and other contractors, in order to avoid inconvenience at any time concerning the event.

Assemble your booth within the standards and specifications informed in this **MANUAL**. Responsibility for construction and assembly rests solely with the exhibitor, their representative or assembler, fully and regardless of the order of appointment.

The parties, exhibitors and their contracted service providers, declare that in case of any questions/doubts that they may have during the assembly, execution, participation, permanence and disassembly of the event, they will be directed exclusively to the Event Organizer who will conduct them in the best way, always aiming at the success of the event, and the parties must abide by the Event Organizer decision, whatever it may be, always aiming at the success of the event.

PROMOTION

ABC – Associação Brasileira de Cosmetologia (BRAZILIAN ASSOCIATION OF COSMETOLOGY)

President: Paulo Sérgio Sevilha

34th IFSCC Congress – International Federation of Societies of Cosmetic Chemists

President: Vânia R. Leite

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ORGANIZATION

Okay Eventos e Turismo Ltda - ME

Avenida Ayrton Senna, 1829 – Jardim Niterói.

Foz do Iguaçu - PR – CEP: 85853-695

Contact Person: Silvia Dominguez Olivieski

Telephone number: (45) 99135-9111

E-mail address: silvia@okayeventos.com.br

Website: www.okayeventos.com.br

FINANCIAL DEPARTMENT

ABC – Associação Brasileira de Cosmetologia (BRAZILIAN ASSOCIATION OF COSMETOLOGY)

Address Av. Vereador José Diniz, 1776 – Jardim Petrópolis

São Paulo - SP – CEP: 04604-0003

Contact Person: Malú Ianovale

E-mail address: malu@casadacosmetologia.com.br

Website: www.casadacosmetologia.com.br

VENUE

Recanto Cataratas Thermas Resort & Convention

Av. Costa e Silva, 3.500 - Foz do Iguaçu – PR – CEP: 85852-282

Telephone number: (45) 2102-3054

Operations Department: adriana.moraes@recantocataratasresort.com.br –

Adriana – Telephone number: 55.45- 99102-4335

Commercial Department: eventos@recantocataratasresort.com.br - Polyana. – 55.45- 991263729

Website: www.recantocataratasresort.com.br

OFFICIAL ASSEMBLER AND SPECIAL PROJECTS

STAND SOLUTIONS

Rua José Teles da Conceição, 1561 – Distrito Empresarial

Foz do Iguaçu – PR – CEP: 85858-747

Telephone number: (45) 3529-0011 – Whatsapp number: (45) 98802-8574

Contact Person: Lidiane Lavado

E-mail address: comercial@standsolutions.com.br

Website: www.standsolutions.com.br

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1. DATES AND TIMES

1.1. DATE OF THE FAIR TRADE

From October 15th to 17th, 2024

Exhibition hours: 09:00 a.m. to 05:00 p.m.

1.2. ASSEMBLY / DISASSEMBLY

1.2.1. ASSEMBLY

October 12th, 2024 - Foyer Sonata and Spaces Sonata 1, 2, and 3 - 08:00 a.m.to 06:00 p.m.

October 13th, 2024 - Foyer Sonata and Spaces Sonata 1, 2, and 3 - 08h00 a.m. to 06h00 p.m.

October 14th, 2024 - Foyer Sonata - 08:00 a.m. to 01:00 p.m. (Booth Finishing)

- Foyer Sonata – 14:00 a.m. to 05:00 p.m. (Entrance of Exhibitor’s Materials)

1.2.2. DISASSEMBLY

October 17th, 2024 - Fair Closing - 04:00 PM

– Withdrawal of exhibitor’s materials – 05:00 a.m. to 09:00 p.m.

October 18th, 2024 - The Whole fair - 08:00 a.m. to 06:00 p.m.

It is the Exhibitor's obligation to remove all of their merchandise, as well as to arrange for the disassembly of their booths within the deadline and within the times stipulated in this **MANUAL**. The materials and equipment that may eventually remain inside the pavilion, after the end of the allowed period, will be removed by the organization, which will not be responsible for losses, damages, malfunctions, thefts, or misplacements of any nature arising therefrom.

Exhibitors who, for whatever reason, do not comply with the dates and times stipulated in this **MANUAL**, will be required to pay the amount of **BRL 20,790.00** per extra day directly to the Event Organization.

ATTENTION:

By 6pm on October 18, 2024, unfailingly, **RECANTO CATARATAS THERMAS RESORT & CONVENTION** must be thoroughly cleared.

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2. GENERAL RULES

2.1 - LIABILITY

Every exhibiting company is solely responsible for hiring their employees and outsourced workers, it is up to the exhibitors and their third parties to respond to all regulations regarding safety and labor rights, if necessary.

The entry of minors under 16 years of age is prohibited, pursuant to item XXXIII of art. 7, of the Federal Constitution and art. 27, V, of Law No. 8.666, dated June 21, 1993, under the new wording of Law No. 9.854, dated October 27, 1999, which does not employ children under eighteen years of age for night, dangerous or unhealthy work and does not employ children under the age of sixteen doing any work, except as an apprentice, from the age of 14 on.

The **Associação Brasileira de Cosmetologia – ABC** does not undertake any employment relationship with the exhibiting companies and their third parties that will work at the event.

2.2 - SHIPMENT OF GOODS FOR THE EVENT

All materials to be used by the exhibitor at the event, which will be sent in advance to the hotel, must be listed by the Exhibitor in a list to be delivered ahead of time to the Organization of the event. The packages to be delivered in advance, must be sent to the Events Department, and must be sealed and numbered, with the identification in the external area of the package as follows: NAME OF THE EVENT, NAME AND NUMBER OF THE BOOTH, NAME AND CONTACT OF THE PERSON RESPONSIBLE FOR THE WITHDRAWAL OF THE MATERIAL, under penalty of not being accepted.

The events sector at Recanto Thermas Resort & Convention will receive all materials and will check the number of packages received. The hotel will not be responsible for the content. The delivery/withdrawal of materials must be done within business hours.

The hotel, as well as the Organization, do not have trolleys or personnel to load and unload exhibitors' materials. It is the exhibitor's responsibility the transport of their materials from the truck to the hotel warehouse and, subsequently, from the hotel warehouse to the booth according to their purpose, whether delivered to the participants, disposal of surplus materials or return to their origin.

The delivery of materials at a different time than agreed and/or in disagreement with the provisions of the above-mentioned items will exempt the hotel from the responsibility of receiving them. All materials can only be entered and removed from the hotel by the service door and will be duly registered at entry and exit. If there is material at the end of the event to be returned by carrier or mail, the Exhibitor must leave the invoice and a return statement ready together with the material, and the same exhibitor is responsible for

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their expenses. The invoice can never be issued in the name of the hotel or the Organization, for none of them has any obligation to issue any type of return invoice.

2.2.1 - IDENTIFICATION LABEL TEMPLATE

Materials necessary for booths at the event must be sent after the **1st of October, 2024**, following the template below:

RECANTO CATARATAS THERMAS RESORT & CONVENTION

Av. Costa e Silva, 3.500 - Foz do Iguaçu – PR – CEP: 85852-282

C/O: Departamento de Eventos

EVENT: 34th IFSCC

EXHIBITOR'NAME (COMPANY))

BOOTH NUMBER (AS PER CONTRACT WITH ABC)

NAME OF THE PERSON RESPONSIBLE FOR REMOVING THE MATERIAL

CONTACT OF THE RESPONSIBLE PERSON (PHONE/WHATSAPP)

PACKAGE NUMBER (AS SPECIFIED IN THE LIST TO BE SENT TO THE ORGANIZATION)

Goods must be consigned to the exhibiting company itself.

2.3 – LOADING AND UNLOADING OF MATERIALS

The loading and unloading of materials, goods, machinery and equipment during the assembly period is under the responsibility of the exhibitor and their contractors. These should use the loading and unloading access (Dock) at the **Maestra Convention Center**.

Trucks and cars must stop at the Dock in order of arrival. It is mandatory for the driver to remain inside the vehicle during the period parked on site. After loading/unloading the materials, it is mandatory to remove the vehicles from the Dock, making room for others to access it.

Once the materials, goods, equipment and other items are transported to the booths, the Organization and the Hotel are not responsible for their safety or conservation. It is the responsibility of each exhibitor to hire specialized security to protect the materials installed, stored and/or displayed in their space.

Waste or materials left in common areas will be subject to seizure and disposal.

The transit of large packages through the exhibition area is prohibited during the opening hours of the fair. This includes entry with packages, materials and/or equipment for the booths, as well as

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any maintenance that requires the use of stairs, scaffolding, industrial elevators and the like. Such actions must be carried out before the opening of the fair or shortly after its closure, but not later 9p.m.

ATTENTION

The authorized withdrawal of materials, goods, equipment, products, etc., will always be through the Service Door.

2.4. LATE PAYMENTS

The Exhibitor must be up to date with its contractual and financial obligations with the Organization of the event in order to have access to the area designated for their booth. Entrance will be denied to Exhibitors who are in arrears with any contractual installment of the sublease of spaces or are late in paying the fees stipulated in this **MANUAL**.

2.5. GENERAL ACCREDITATION RULES

The Exhibitor is solely responsible for requesting credentials for their employees, suppliers and agents. This request must be made by completing and sending the FORM attached to this MANUAL. All requests must be sent to the Event Organization no later than September 27, 2024.

Exhibitors who finalize sponsorships that include booth setup will be entitled to 3 complimentary registrations for their staff. This courtesy grants access to the exhibition area, coffee breaks, and lunch on October 15th, 16th, and 17th. On the other days, meals will not be provided for staff, and it will be the responsibility of the exhibitor.

The link and voucher for staff registration have already been sent by email to the person responsible for booking the booth.

Exhibitor credentials must be picked up at the **Exhibitor window**, at the secretariat of the event, as of **October 14, 2024**, at a time yet to be defined.

All suppliers contracted by the exhibitor for assembly and disassembly will not receive event credentials. However, their entrance will be controlled and verified by the Organization.

Credentials are personal and non-transferable, of mandatory use, and do not entitle accompanying persons. Accompanying persons will have their own credentials, upon prior registration under this category.

Improper use of credentials will result in the seizure and cancellation of the same. No duplicates of seized credentials will be issued.

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2.6. COMMERCIALIZATION OF PRODUCTS

The sale of products, services, food, and beverages by exhibitors on the premises of the event is prohibited. In case of non-compliance with this rule, the offender will suffer the appropriate penalties, after assessment of the moral and financial damages caused both to the hotel and to the organization of the event.

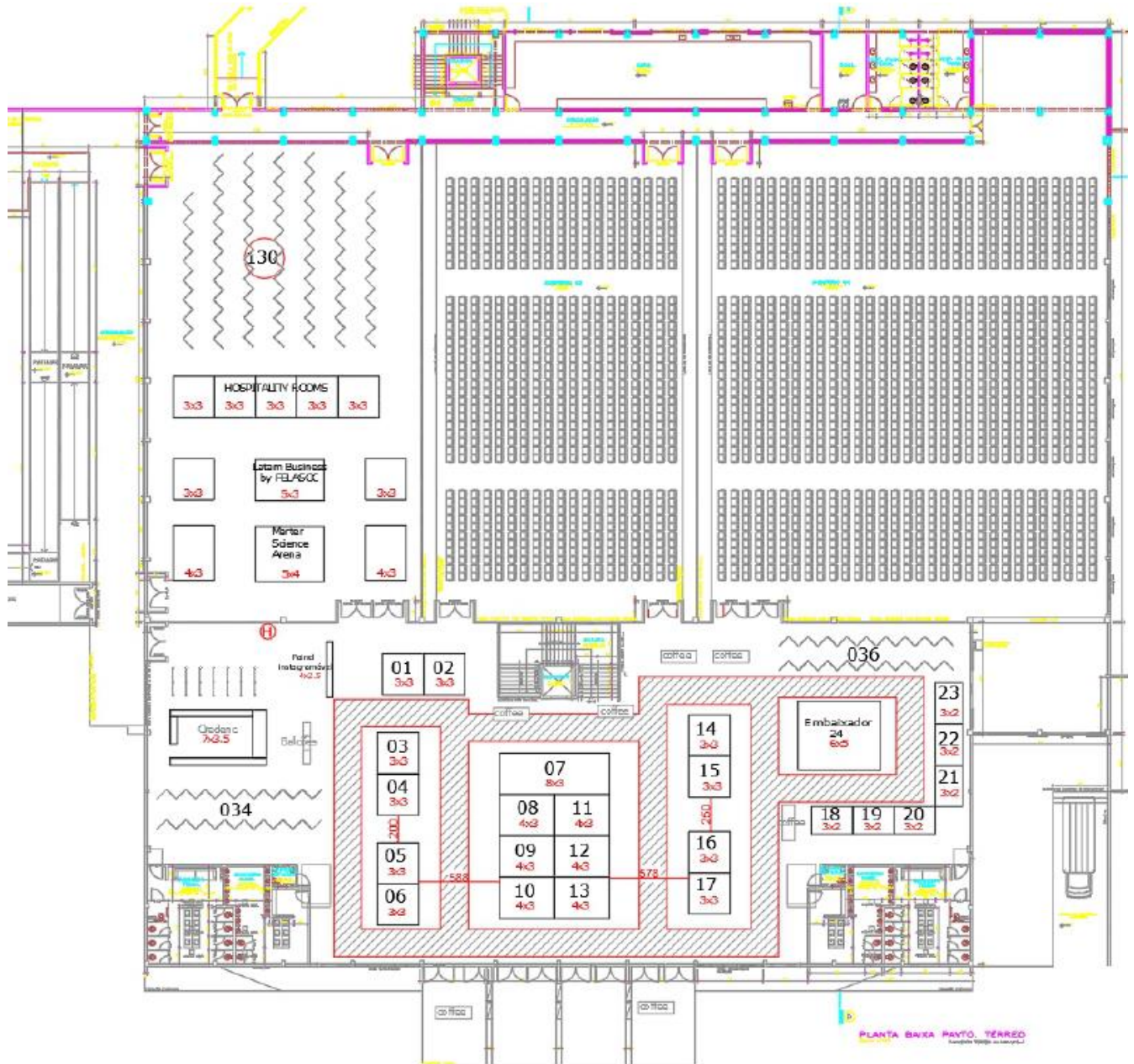
2.7. FEES AND TAXES

All fees, taxes, and licenses necessary for participation in the event are the sole responsibility of the exhibiting company, such as ECAD, ART, municipal license, etc.

3. BOOTHS

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3.1. BLUE PRINT



3.2. PLAN AND BOOTH LOCATION

The Event Organization reserves itself the right to change the plan, without prior notice, until the date of delivery of the areas, that is, until the start of assembly, respecting, however, the useful size and position agreed in each contract and other characteristics, such as corners, islands, etc.

It will be up to the **Official Assembler** to delimit the location of all booths and built spaces at the event, in addition to carrying out the assembly/construction, electrical installations, painting and other structural services that each booth requires.

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The hiring of another assembler to perform services within the 34th IFSCC will not be allowed.

3.3. BOOTH ASSEMBLY PARAMETERS

The height limit for assembling the booths is **3.00** m due to the existing structures in the event space.

It is the assembler's obligation to provide the perfect finish on the dividing walls and structures facing the neighboring stands or common areas of the event.

The finish must be carried out according to the following characteristics:

Constructed/mixed booth: Use MDF panels made with bagum, and board or similar materials in the white color. Plastic material, canvas and spackle will not be accepted.

Octanorm Standard booth or similar ones: Use TS (high strength TS structural melamine laminated material panels), PS (polystyrene), BOARDS, MDF panels in white color. Plastic materials, bagum, canvas etc. will not be accepted.

The organization of the event will carry out an inspection in all the booths to verify the quality of the finishes. If necessary, the assembler will be asked to replace materials that are not in compliance with the rules established above.

Under no circumstances will structures be mounted directly on the floor of the Convention Center, this includes any type of metal structure (furniture, tripods, pedestals, etc.). Coverings must always be provided so as not to damage the floor, from assembly to disassembly of the event. Every assembled area must have protective covering, including the circulation areas of the fair. Booths and any other assembly must comply with a minimum clearance of 50cm from the walls.

Each booth must comply with its area limit for the placement of materials, equipment, visual communication, or any other elements that may be added. The exhibitor booth that does not comply with this rule must immediately adapt its materials, limiting itself to the contracted area. In case of non-compliance with this demand, the booth may be embargoed by the Organization.

3.4. PARTITION WALLS

It is mandatory to build partition walls around the bordering perimeter with other booths, obeying the regulations established below.

In the case of partitions that exceed a height of 2.50 m, they must have an external finish in the area that exceeds that height. No island booths can have walls.

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3.5. USE OF THE CONVENTION CENTER FOR THE TRADE FAIR

The floor of the Convention Center cannot, under any circumstances, be demarcated, painted, drilled or excavated by the Exhibitor or their representatives.

It is prohibited to paint, lean against, tie, or hang any component of the booth or of the products exhibited to the walls, roofs, doors or any structure of the Convention Center.

Any construction in masonry or similar construction is prohibited, as well as the assembly of booths with two levels (mezzanine).

Structural or decorative elements in combustible materials should be avoided and, when used, they should undergo a fireproofing process or be composed of flame-retardant materials.

Any assembly or installation of structures outside the areas intended for the exhibition is prohibited.

3.6. USE OF THE ACCESS CORRIDOR

Any installations to be made in the access corridor must follow the same regulations of use in force at the Convention Center.

The exhibitor/sponsor who is entitled to customize the Access Corridor must inform the Event Organization about the need for any attachment of visual communication material or special structures at least 30 days in advance, for feasibility analysis. The attachment of the referred material will only be allowed, if expressly and previously authorized by the Event Organization and by Hotel Recanto Cataratas, under penalty of removal of the installed material.

Visual communication with plot-type stickers can only be placed with authorization from the Event Organization and of the events sector of Hotel Recanto Cataratas, and the removal of the material is the sole responsibility of the service provider. If stickers are not removed and/or there is any damage resulting from their removal, the hotel will define a fine to be charged upon verification of the damage.

Any structure to be installed in this space must consider the large flow of people that will circulate through the area. Therefore, it should leave as much free space as possible, and it should not obstruct more than 20% of the total width and height of the corridor.

Any special projects to be carried out in this area must undergo the evaluation of the Event Organization and the Events Sector of Hotel Recanto Cataratas, for a feasibility analysis.

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3.7. MAXIMUM LOAD

If there is the need to exhibit any large and/or heavy equipment, the exhibitor must refer to Recanto Cataratas Thermas Resort & Convention in advance about the feasibility and, only if authorized by the hotel, must the exhibitor send a written statement of the weight and measures of the equipment and the means of transport that will be used to take it to the booth location.

Punctiform loads must be supported on rubberized steel plates and/or wooden platforms compatible with such load.

3.8. GARDENS AND PLANTS

Gardens, ornamental plants, and flowers will be allowed when placed in vases, baskets or other containers, as long as loose soil, sand or stones are not used for the execution of gardens on the site.

3.9. HORIZONTAL PROJECTION OF THE BOOTH

The horizontal projection of any assembly element, including showcases or exhibited products, must necessarily and completely be contained within the limits of the booth area.

Projections on nearby booths or on the passage of the public will not be accepted.

3.10. WORK REGULATIONS

All the decorative and structural elements of the booths must be finished on both sides, either in the partition with nearby booths or in the circulation areas of the event.

Bench-mounted circular saws will not be allowed.

Booths with built structures should enter the Convention Center semi-ready, lacking only finishing details.

It will not be allowed to sand and/or putty the walls of the booths in the premises of the Convention Center.

Circulation routes and nearby booths cannot be used for depositing materials, tools and products to be installed in the booth. The entire operation must be carried out entirely within the limits of the Exhibitor's own booth.

All work with grease, paint, corrosive materials, powders, and liquids should preferably be carried out outside the Convention Center. If it is strictly necessary to use such products indoors, they must be placed in suitable containers, avoiding damage to people, to the pavilion, and to other booths.

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Every booth with glass panels in the external area must display warning signs to make easier the public's visualization and to avoid accidents.

To fix the covering/carpet directly to the pavilion floor, only 3M adhesive tape reference 4880 or Cremer reference 603 may be used. The use of glue is prohibited. All tape and any remaining residues must be completely removed after the event.

Every booth with a raised floor above 3cm must have an access ramp for wheelchair users.

Heavy equipment and punctiform loads must be supported on rubber-coated steel plates and/or wooden platforms, respecting the correct sizing for each type of load.

Any damage caused to the structure of the Convention Center at Recanto Cataratas Thermas Resort & Convention as a whole, after proven responsibility, will be the responsibility of the Exhibitor and their suppliers.

3.11. GENERAL RULES

It is not allowed for employees to circulate with dirty or inappropriate clothes and shoes, perform services that cause noise, unpleasant odors or dirt in a way that harms other people present in the place.

The use of identification is mandatory for suppliers and third parties, that is, for all service providers authorized by the exhibitor. Entrance of accredited people will only be allowed with identification badges, uniform, and PPE, following the NR 6 Standard, mainly for assembly and disassembly. If suppliers and third parties are not duly equipped, they will be subject to impediment by the Hotel and the organization.

The transportation of equipment or products in the pavilions can only be done by vehicles with rubber wheels (tires) or similar ones.

The use of smoking products (cigarettes, hookah, electronic cigarettes, cigars and the like) is prohibited on the premises of Recanto Cataratas Thermas Resort & Convention, under penalty of a fine, in accordance with Decree No. 2018/96 and Federal Law No. 92914 /96.

In case there are remains of rubble from the assembly/disassembly of booths and fair in the pre, trans and post execution period of the event, the exhibitor/assembler is fully responsible for renting buckets to remove the material. Otherwise, the Organization will rent them and charge the cost to the exhibitor's account.

The use of balloons, confetti, crepe paper, glitter, sequins, serpentine, sky paper (Machine used to throw shredded paper, rose petals, confetti, and logos), or any other similar material is not allowed in the Resort premises. In case of use of any product of this nature in the areas of the Resort, including external areas, a

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cleaning fee of BRL 15,000.00 will be charged for each item described above and each room/place where the action takes place. The amount must be paid to the Event Organization.

Anyone who comes to disturb the order and good progress of the work for the completion of the event will be removed from the Convention Center.

3.12. REQUEST FOR PROJECTS AND QUOTATIONS

All requests for booths projects and quotations must be sent to the Official Assembler of the event, the company STAND SOLUTIONS, through e-mail: comercial@standsolutions.com.br and telephone number (45) 98802-8574, care of Mrs. Lidiane Lavado.

3.13. BASIC BOOTH CHARACTERISTICS

S – OPTION BOOTH - 3,00M X 2,00M

Structure:

Wall structured in the octanorm system measuring 3.0m x 2.0m x 2.20m(h)

Floor lining in graphite color - measurement 3.0x2.0

Header with printed sticker - measurement 0.98 x 0.46

Visual communication:

Printed sticker - measurement 0.98m x 0.46m(h) - 01 unit

Printed sticker - counter measurement 0.98 x 0.96 high - 01 unit

Furniture:

Low table set with glass top w/04 chairs - 01 unit

Folder holder – 01 unit

Trash bin - 01 unit

Electric structure:

LED spotlight - 02 units

Outlet - 02 units (wall).

M – OPTION BOOTH - 3,00M X 3,00M

Structure:

Wall structured in the octanorm system measuring 3.0m x 3.0m x 2.20m(h)

Floor covering in graphite color - measure 3.0x3.0

Header with printed sticker - measure 0.98 x 0.46

Deposit structure

Shelf – 01 unit

Visual communication:

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Printed sticker - measurement 0.98m x 0.46m(h) - 01 unit

Printed sticker - counter measurement 0.98 x 0.96 high - 01 unit

Furniture:

Low table set with glass top w/04 chairs - 01 unit

Folder holder – 01 unit

Trash bin - 01 unit

Electric structure:

LED spotlight - 02 units

Outlet - 02 units (wall)

L – OPTION BOOTH - 4M X 3M

Structure:

Wall structured in the octanorm system measuring 4.0m x 3.0m x 2.20m(h)

Floor lining in graphite color - measurement 4.0x3.0

Header with printed sticker - measurement 0.98 x 0.46

Place for Deposit:

Shelf – 03 units

Visual communication:

Printed sticker - measurement 0.98m x 0.46m(h) - 01 unit

Printed sticker - counter measurement 0.98 x 0.96 high - 01 unit

Furniture:

Low table set with glass top w/03 chairs - 01 unit

Counter in the octanorm system with printed sticker - measurement 1.0x0.5x1.0(h) - 01 unit

Folder Holder – 01 unit

Trash bin - 01 unit

Electric structure:

LED spotlight - 03 units

Outlet - 02 units (wall).

24m² BOOTH - OPTION 8M X 3M

Structure:

Wall structured in the octanorm system measuring 8.0m x 3.0m x 2.20m(h)

Floor covering in graphite color - measurement 8.0x3.0

Header with printed sticker - measurement 0.98 x 0.46

Visual communication:

Printed sticker - measurement 0.98m x 0.46m(h) - 01 unit

Printed sticker - counter measure 0.98 x 0.96 high - 01 unit

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Furniture:

Low table set with glass top w/03 chairs - 01 unit

Counter in the octanorm systemwith printed sticker - measurement 1.0x0.5x1.0(h) - 01 unit

Trash bin - 01 unit

Electric structure:

LED spotlight - 03 units

Outlet - 01 unit (wall)

30m² BOOTH - OPTION 10M X 3M

Structure:

Wall structured in the octanorm system measuring 10.0m x 3.0m x 2.20m(h)

Floor lining in graphite color - measurement 10.0x3.0

Header with printed sticker - measurement 0.98 x 0.46

Visual communication:

Printed sticker - measurement 0.98m x 0.46m(h) - 01 unit

Printed sticker - counter measurement 0.98 x 0.96 high - 01 unit

Furniture:

Low table set with glass top w/03 chairs - 01 unit

Counter in the octanorm system with printed sticker - measurement 1.0x0.5x1.0(h) - 01 unit

Trash bin- 01 unit

Electric structure:

LED spotlight - 03 units

Outlet - 01 unit (wall)

COUNTER WITH HEADER

Structure:

Octanorm counter with header - measurement 1.00 x 0.50 x .2.20 (h);

White stool with backrest - 02 units

Visual communication:

Adhesive on header - 0.98 x 0.46 - 01 unit

Adhesive on the counter - 0.98 x 0.92 - 01 unit

Electric structure:

Spot with led lamp 01 unit

Outlet - 01 unit

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ATTENTION:

Withdrawal from the standard assembly does not imply reimbursement of the value of such assembly, that is already included in the square meter price.

3.14. SAFETY RULES

SPECIAL INSTALLATIONS – any equipment whose demonstration may present risks to the public, employees, nearby booths or to the pavilion, must be provided with special installations that completely eliminate any danger. The removal of such equipment may be requested, at the discretion of the organization, if the conditions so indicate.

PROHIBITED EQUIPMENT – the operation of combustion engines inside the pavilion is prohibited, as well as the use of explosives, non-inert, toxic and combustible gases.

CYLINDERS - The use of gas cylinders in any part of the pavilion will not be allowed.

3.15. CONSTRUCTION EMBARGO

The Organizers have the right to embargo the construction of the booth or part of it that may not comply with the rules of this MANUAL or that may present any risks, even if they have not been mentioned in this document.

3.16. ACTIONS AND PROMOTIONS

The actions of the exhibitors must be carried out within their own booths. The exhibitor must have in their booth at least one representative who is qualified to provide information about the exhibited products, during the entire period of the exhibition. Any type of leafleting during the event within the Hotel's premises is prohibited.

Promotion actions by Exhibitors will always be encouraged by the Organization. However, they must be previously submitted to the Organization, which reserves the right to veto them if they are in disagreement with this MANUAL or cause imbalance to the participation of exhibitors, respecting the differences in categories.

3.17. SOUND

The maximum allowed sound volume is 50 db SPL (Sound Pressure Level), measured in the corridors in front of the booth area. The Organization reserves the right to stop activities using amplified

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sound whenever they disturb neighboring booths in any way or cause disturbances, crowds and complaints from guests, participants and nearby booths.

The use of instruments or equipment that cause noise such as a whistle, vuvuzela, percussion instruments or any other type that causes a sound above 50 decibels or that may harm other events/guests will not be allowed. In case of non-compliance with this clause, the exhibitor will be charged a fine of **BRL 30,000.00** per occurrence, to be paid to the Event Organization.

Likewise, any manifestation that may cause discomfort is strictly prohibited.

The Exhibitor that chooses to use a sound system in its stand will be entirely responsible for the collection of copyright fees, with the competent institution:

ECAD: www.ecad.org.br - Telephone: 55.(41) 3242-5088

4. INSTALLATIONS

4.1. ELECTRICITY

Exhibitors will not be charged for the power available for the booths.

The voltage of the booth will be 110 Volts and with sockets that follow the new Brazilian legislation 2P/1T. If the exhibitor needs 220 Volt sockets, they must communicate directly to the official assembler, so that the adjustment can be made. Adapters, power strips, extensions, cell phone chargers and other peripheral items not included in the basic description of the booths will not be provided.

The Organization and the Official Assembler will not be responsible for equipment that may be damaged due to the non-compatibility of the voltage of the equipment with the electricity point.

The amperage limit per booth is 1kVA. Each exhibitor must send information to the official assembler about all the equipment that will be connected to the booth's power supply, so that the amperage can be adequately calculated. If the amount required for equipment connection exceeds the permitted limit, the surplus will be calculated based on the values to be informed by the hotel.

4.2. AIR CONDITIONING

The installation of air conditioners inside the space of each booth will be allowed.

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When using air-conditioning equipment, any vapors resulting from the air-conditioning process cannot be directed directly towards the circulation areas of the event. The equipment will need to have suitable containers for collecting all liquids that may result from air condensation.

4.3. HYDRAULIC INSTALLATIONS (Water/Sewage).

If the booth needs water supply for the use of equipment (coffee machines, juicers or industrial equipment which have been previously authorized by the organization), such water must come from disposable containers (20L water containers) and must be properly disposed of in containers or buckets to be directly deposited in the drains of the Convention Center service area.

All material handling, from installation to disposal, will be the responsibility of the exhibitor.

Any inappropriate use and disposal will be notified by the Organization and will be subject to a fine or embargo of the stand, according to the assessment of the incident.

The use of water must not, under any circumstances, interfere with the functioning of any other booth or the event as a whole.

Plumbing installation in the event area is forbidden, even if on a temporary basis.

5. SERVICES AND FACILITIES

5.1. SECURITY

The event organization will provide full-time surveillance and security services for the event's circulation areas.

Exclusive surveillance and security services for each individual booth may be contracted by the Exhibitor, directly with the official Human Resources company, as per the contact below:

Okay Eventos: eventos@okayeventos.com.br – Leandro / Silvia

5.2. CLEANING

Cleaning of the event common areas and the general cleaning of booths will be carried out 02 times a day by the event's organization. **If the exhibitor chooses to have a cleaning professional available**

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exclusively for his/her booth, this professional must be hired privately. This service can be contracted directly with the official Human Resources company, as per to the contact below:

Okay Eventos: eventos@okayeventos.com.br – Leandro / Silvia

It is the exhibitor's obligation to pack leftover waste in plastic bags and deposit it in areas to be established in advance by the organizers. Please note that the waste must be sorted out, between organic and recyclable waste, that will be mandatorily deposited in different plastic bags. The plastic bags collection will be done by the hotel's cleaning team; however, the sorting and storage of the bags is the responsibility of the exhibitor.

5.3. CLEANING FEE FOR ASSEMBLY AND DISASSEMBLY

Exhibitors are forbidden from dumping waste from their booths on the access routes to the Convention Center and on walkways. In case that happens, the Organization will charge a fine of R\$ **3,000.00 (three thousand reais)** for each non-compliance event. The amount must be paid directly to the Organization of the event.

5.4. INTERNET /TELEPHONE

The organization of the event is not responsible for the Internet facilities, the exhibitor who needs these services, must request exclusively from Recanto Cataratas Thermas Resort & Convention. These services must be contracted up to 20 (twenty) days before the beginning of the event assembly.

5.5. PARKING

Parking: Parking will be free of charge for guests staying at Recanto Cataratas Thermas Resort & Convention. For other participants/suppliers there will be a daily cost of R\$ 15.00/vehicle (up to 8h), to be paid directly to the hotel.

There will be a parking place for overnight accommodation of trucks whenever the driver needs to stay at the event's host hotel. In other cases, it will be each company's responsibility to provide parking for their vehicles, during the period necessary for loading and unloading and within the times and days allowed by the organization of the event.

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5.6. EMERGENCY MEDICAL SERVICES/INFIRMARY

The Organization will provide an ambulance that will remain available to all participants, exhibitors, visitors, and service providers during the event period (October 15 to 17, 2024).

5.7. FOOD AND DRINKS

RECANTO CATARATAS THERMAS RESORT & CONVENTION offers their customers a wide variety of menu options for any type of event, it also has several options for drink packages with special prices, therefore, the following is not allowed in the Resort: the entry of food and drinks, by the direct customer or by third parties, to be served on the premises of the Hotel; food and drinks at the booths, as well as tastings and preparation demonstrations; complimentary food and beverage service from sponsors for attendees; and the entry or delivery of food and drinks at the Hotel.

Removal of Food that was prepared at the hotel and not consumed during period of service is not allowed.

External Buffet services will not be accepted by the Hotel under any circumstances.

6. FINAL DISPOSITIONS

Failure to comply with any of the above specified items may result in the exhibitor being barred from participating in the event, at the discretion of the event promoter.

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ANNEXES

ANNEX I - EXHIBITOR REGISTRATION FORM

1.	COMPANY/ORGANIZATION NAME:
2.	NATIONAL REGISTER OF LEGAL ENTITY (CNPJ):
3.	TELEPHONE NUMBER:
4.	ADDRESS:
5.	CITY:
6.	ESTATE:
7.	COUNTRY:
8.	WEBSITE:
9.	SOCIAL MIDIA:
10.	PERSON RESPONSIBLE FOR THE BOOTH:
11.	MOBILE NUMBER:
12.	E-MAIL ADDRESS:
13.	BOOTH NUMBER:
14.	BOTH SIZE (M2):
15.	PRODUCTS / SERVICES TO BE EXHIBITED:
16.	SECTOR/SEGMENT:
17.	EQUIPMENT / ADDITIONAL RESOURCES NEEDED:

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ANNEX II - LIST OF SUPPLIERS PER BOOTH

	EXHIBITOR: BOOTH NUMBER: PERSON RESPONSIBLE:
1.	FULL NAME: NATURAL PERSON REGISTER (CPF): COMPANY NAME:
2.	FULL NAME: NATURAL PERSON REGISTER (CPF): COMPANY NAME:
3.	FULL NAME: NATURAL PERSON REGISTER (CPF): COMPANY NAME:
4.	FULL NAME: NATURAL PERSON REGISTER (CPF): COMPANY NAME:
5.	FULL NAME: NATURAL PERSON REGISTER (CPF): COMPANY NAME:
6.	FULL NAME: NATURAL PERSON REGISTER (CPF): COMPANY NAME:
7.	FULL NAME: NATURAL PERSON REGISTER (CPF): COMPANY NAME:
8.	FULL NAME: NATURAL PERSON REGISTER (CPF): COMPANY NAME:
9.	FULL NAME: NATURAL PERSON REGISTER (CPF): COMPANY NAME:
10.	FULL NAME: NATURAL PERSON REGISTER (CPF): COMPANY NAME:
11.	FULL NAME: NATURAL PERSON REGISTER (CPF): COMPANY NAME:
12.	FULL NAME: NATURAL PERSON REGISTER (CPF): COMPANY NAME:
13.	FULL NAME: NATURAL PERSON REGISTER (CPF): COMPANY NAME:
14.	FULL NAME: NATURAL PERSON REGISTER (CPF): COMPANY NAME:

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