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Exhibitor Manual

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wtm[®]

LATIN AMERICA

São Paulo, 14 - 16 April 2026

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Dear exhibitor,

It is a great honour for WTM LATIN AMERICA to have you as an exhibitor at the 2026 edition! We understand that you and your team have several objectives for attending this event, and we are committed to assuring that this experience is memorable for your brand.

Participating in an event is a unique opportunity to break away from the routine activities and embark on a journey filled with new possibilities! To kickstart this incredible journey, we present to you our Exhibitor Manual, a comprehensive guide with essential information to help you achieving your objectives. This document covers everything from stand set-up guidelines to tools and channels available to boost your brand beyond the exhibition hall. Our goal is to provide detailed guidance for all parties involved and facilitate the exposure of your brand during the event.

Make sure that all members of your team receive a copy of this manual and read it carefully. If you have any questions, do not hesitate to contact us. We have a dedicated Customer Service team to address all your inquiries before, during, and after the event, including the set-up and dismantling period.

We are at your disposal through the following channels:

Email: servico.wtm@rxglobal.com

Phone: +55 11 3060-4717

From: 9h to 17h – Monday to Friday

[Exhibitor Portal](#)

[Operational Portal](#)

You can rely on RX and the WTM LATIN AMERICA team to connect your brand with the customers you are looking for!

Best regards,

WTM LATIN AMERICA TEAM



IMPORTANT NOTE

This manual contains essential information and rules required to assure the smooth operation of the trade fairs organized by RX.

All rules governing the event must be read and strictly followed by all staff, suppliers, and other contractors to provide the best possible experience during their participation in the event.

The exhibiting company is sole responsible for the stand design. It is important to emphasize that all designs must be submitted for review and approval by RX before assembly, according to the deadlines established in this manual. Submission after the deadline may invalidate the stand assembly. If the exhibitor chooses to contract agencies to assist in the preparatory measures for the event, it must notify the RX Customer Success team via email, servico.wtm@rxglobal.com. It is important to note that, without express authorization, no information can be shared or disclosed to these agencies.

If the exhibitor has chosen for using the assembly services by RX Solutions, this will not require the submission of the stand design and documentation.

It is strictly prohibited to assemble the stand differently from the design approved by RX, or in violation of the standards and technical specifications established by ABNT, CONTRU, and other regulatory bodies, including the specific rules in this manual.

From the moment you receive this manual, both exhibitors and their contracted service providers agree that any questions arising during the set-up, conduction, or dismantling of the stand/event will be cleared exclusively by RX, always aiming for the harmony of the event. The parties commit to accepting RX's decision to maintain the planned organization of the event.

It is important to emphasize that ignorance of the rules established in this manual does not exempt exhibitors and their contractors (assemblers, decorators, subcontractors, and others involved in the event) from the penalties, fines, sanctions, and responsibilities outlined in this manual. Any violation will be assumed by the exhibitor and their representatives jointly and independently of the order of appointment. RX should not be responsible for problems arising from the failure in meeting these requirements.



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CHECKLIST FOR YOUR BETTER GUIDANCE

| First steps | YES | NO |
|---|-----|----|
| Did you read all the instructions in the Exhibitor's Guide and passed them on to your employees and other contractors? | | |
| Did you hire an ASSEMBLER? We suggest that you hire companies affiliated with ABRACE or RX Solutions Services. | | |
| Have you defined your participation objective and selected the product line that should be exposed? | | |
| Did you select the team that will work at the stand and provide the necessary training? | | |
| Did you take care of accommodation and transportation for your team? | | |
| In case of foreigners, did you check the visa requirement? | | |
| Some services you must hire directly, according to your need. We suggest hiring the Official Event Supplier. Have you already arranged the hiring of... | | |
| Catering Services? | | |
| Cleaning services? | | |
| Receptionist? | | |
| Security or surveillance services? | | |
| Fire extinguishers? | | |
| Other services are required, and you can hire directly at the Exhibitor's Portal (if not included in your contract). Sign in with your login and password to get | | |
| Electricity | | |
| Hydraulics | | |
| Third party liability insurance for your stand | | |
| Garbage Removal Service | | |
| Credentials for your employees and service providers (you already have a quota according to your contract) | | |
| Disclosure of your participation is key to attracting buyers of your products even before the event starts. Check with your marketing team whether: | | |



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| | | |
|--|--|--|
| They have prepared a publicity campaign that includes the location of your stand, date and place of the event | | |
| Your company profile and products have been completed in the Exhibitor's directory | | |
| They have contracted Digital products that enhance the visibility of your brand in the website and app of the fair | | |
| They hire merchandising products to enhance their visibility during the fair | | |
| They have prepared printed matter, gifts, samples to be distributed | | |
| They have downloaded the Lead Manager App and already logged in with the exhibitor code | | |
| Terms of authorization and responsibility are essential documents. Have you already provided and delivered: | | |
| Term of responsibility, Stand ART/RRT and PROJECT? | | |
| Other mandatory participation documents | | |
| Copyright Rate - ECAD? In case of use of room and/or live sound? | | |



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DATES AND DEADLINES

In the Exhibitor Manual, we emphasize the importance of planning. Shown below are the key dates that should be marked on your calendar, making sure you do not miss any deadlines. This not only guarantees a seamless execution but also allows for discounts on services.

| Event | Schedule |
|--|---|
| Setup | From 10/04/2026 to 13/04/2026 |
| Setup Hours | On 10/04: from 12 PM to 8 PM 11 and 12/04: from 8 AM to 8 PM 13/04 from 8 AM to 12 PM |
| Stand decoration hours | On 13/04: from 12 PM to 8 PM |
| CAEX (Exhibitor Assistance Centre) Operating Hours:) | On 10/04 – from 12PM -to 6 PM From 11/04 a 13/04 - from 8 AM to 6 PM |
| Event Dates | From 14/04/2026 to 16/04/2026 |
| Event Hours | On 14 and 15/04: from 12 PM to 8 PM On 16/04: from das 12 PM to 6 PM |
| CAEX Operating Hours:) | On 14 and 15/04 - From 10 AM to 8 PM On 16/04 from 10 AM to 6 PM |
| Dismantling | 17/04/2026 |
| Dismantling Hours | On 16/04, -from 9 PM to 2 PM on 17/04/2026 |
| CAEX Operating Hours during Dismantling: | There will be no CAEX (Exhibitor Assistance Centre) assistance during this period. |
| <i>If the mandatory services are not listed in the PLANNING, ORGANIZATION, AND ADMINISTRATION CONTRACT, the exhibitor must observe the following deadlines:</i> | |
| <i>Deadline for Requests and Payment via Bank slip:</i> | |
| Last day for the exhibitor to complete the ASSEMBLER REGISTRATION in the OPERATIONAL PORTAL | 17/02/2026 |
| Last day for PROJECT AND MANDATORY DOCUMENTATION UPLOAD IN THE ASSEMBLER PORTAL | 10/03/2026 |
| Last day to pay the assembler fee with discount (mandatory fee for assemblers) | 10/03/2026 |
| Last day for requests payments in the EXHIBITOR PORTAL (compressed air, water supply, electricity, extra badges) | 17/03/2026 |
| Last day to request Internet access for your booth in the Pavilion or Conference Rooms on the Mezzanine | 17/03/2026 |
| Exhibitor Webinar | 23/02/2026 |
| Assembler Webinar | 09/03/2026 |
| Last day to submit the art guide (for companies that have contracted RX assembler) | 09/03/2026 |
| Last day to submit artwork / merchandising materials | 10/03/2026 |
| Overhead structure request | 17/03/2026 |
| Last day to complete the EXHIBITOR PROFILE information in the EXHIBITOR PORTAL | 30/03/2026 |
| Last day to download the Lead Manager APP and log in using the company access code | 07/04/2026 |
| Last day to download the Lead Manager APP leads report | 01/05/2026 |

Note: Service requests made until the deadline, ensure 100% availability. After this deadline, it is subject to technical availability of the service.



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EVENT PARTICIPATION MANAGEMENT PLATFORMS

This year, WTM Latin America will introduce new platforms to support you in managing your participation in the event: the Operational Portal and the Exhibitor Portal.

• OPERATIONAL PORTAL

This platform allows exhibitors to register their stand builder, upload artwork for merchandising products, upload artwork for RX Solutions stand construction (if contracted), submit and track the status of documents and stand projects sent by the builder for approval, as well as download documents and forms.

• STAND BUILDER PORTAL

When starting the stand builder registration process, the exhibitor must provide the company's tax ID (CNPJ).

If the builder is already registered in the RX database, access credentials will be sent automatically.

If not yet registered, the builder will undergo an approval process based on its CNAE, which must correspond to a stand construction company.

• EXHIBITOR PORTAL

This is a platform already familiar to exhibitors, previously used to complete the digital profile, download leads collected through the Lead Manager APP, and access the Exhibitor Dashboard.

Starting this edition, the platform will also be used to request services (electrical, plumbing, compressed air, insurance, etc.) and to manage exhibitor registration and badges.

Please note: Access credentials will be sent by email.

The first portal to be released will be Operational Portal, made available shortly after the Manual is published.

The Exhibitor Portal will be released approximately three months before the event.



All exhibitors have certain fees and basic services included in their participation package. Therefore, it is essential to check the Exhibitor Portal to confirm whether a service is already included in your contract before making any additional requests.

Mandatory services included in the participation package:

Electrical Power, City Hall Fee, Waste Removal Fee (construction period), Lead Manager APP, Exhibitor Dashboard, Exhibitor Profile, Badge Quota (according to stand size) and Basic Stand Construction*.

* The basic booth assembly is a mandatory product for the Tour Operators and Cruise Lines area.



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- GENERAL INFORMATION

1 - EVENT

WTM LATIN AMERICA 2026, referred to as the EVENT in this manual.

2 - OBJECTIVES

WTM Latin America is the business-to-business (B2B) event that brings the world to Latin America and promotes Latin America to the world. It is the event where the travel industry get together to negotiate and execute contracts that contribute to positioning the region as one of the key areas in the global travel and tourism industry.

3 - PROMOTION AND ORGANIZATION

RX GLOBAL

4 - EVENT LOCATION

EXPO CENTER NORTE – Green and White Pavilions
Rua José Bernardo Pinto, 333 – Vila Guilherme
02055-000 – São Paulo / SP

Loading and Unloading Gate:

During the Setup and Dismantling periods, access for LOADING and UNLOADING is through Gate 4, on Street Coronel Marques Ribeiro, 200, internal gates Green Pavilion and White Pavilion – Gate C3.

5 - COMMUNICATIONS AND MAIL

Communications and mail related to the EVENT should be addressed to:

WTM LATIN AMERICA 2026

Attn: Vanessa Ferreira

Tel: +55 11 3060-4717

Email: vanessa.ferreira@rxglobal.com

Rua Bela Cintra, 1,200 – seventh floor – Consolação – ZIP CODE 01415-001 – São Paulo / SP

6 - PERIODS AND OPERATING HOURS

a) Setup Period and Hours

Period: From April 10 to 13, 2026

Hours: On April 10: from 12 PM to 8 PM

On April 11 and 12: from 8 AM to 8 PM

On April 13: from 8 AM to 12 PM

Specific Guidelines:

On April 13, 2026, external stand set-up must end by 12 PM. All materials, machines, and equipment must be removed from the streets and walkways and should remain within the stand area. **Exhibitors can enter the pavilion from 12:00 PM to 8:00 PM for stand decoration.** A fine of R\$ 500.00 (five hundred reais) per hour of delay will be charged to exhibitors or builders who do not fulfil the established schedule.



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During the entire set-up period and until 12:00 PM on April 13, entry into the pavilion is allowed only wearing Personal Protective Equipment (PPE).

Entry into the pavilion is strictly prohibited for individuals under 18, even if accompanied by their guardians. Individuals under 18 cannot be accredited as visitors or for any other purpose.

Medical and electricity services in the stands will be available until one hour after the event's closing time. Therefore, staying in the pavilion without RX authorization is not allowed.

If it is necessary to extend the stay, you must submit a request until 4 PM each day, indicating the need and the extension hours required, in one-hour increments, to email servico.wtm@rxglobal.com, or go to CAEX (Exhibitor Assistance Centre) to formalize the request. This service incurs in extra costs according to the rates effective on the event day. We recommend to check the costs before confirming the request.

If the stay occurs without prior contracting, there will be a 10% surcharge on the value of the overtime hours in one-hour increments. This applies to exhibitors, builders, or exhibitors' representatives.

For more effective cost management, we recommend contracting daily periods of 6 or 12 hours prior to the start of the assembler. Subject to pavilion availability, additional days for early assembly may also be contracted. In both cases, please contact our Customer Service team to obtain information on availability and costs. All contracts must be completed at least 10 business days prior to the start of the assembler. The costs are significantly lower compared to overtime hours contracted during the event.

After the start of the assembler, it will no longer be possible to contract additional periods; only overtime hours, as announced at the beginning of this clause, will be available.



THE WHOLE SET-UP WORK, INCLUDING CLEANING AND HANDOVER OF THE STAND TO THE EXHIBITOR, MUST BE COMPLETED BY THE LAST SET-UP DAY. MAINTENANCE CREDENTIALS WILL NOT BE PROVIDED FOR THESE PURPOSES. REMEMBER THAT FROM THE FIRST DAY OF THE EVENT, ENTRY WITH SET-UP CREDENTIALS ARE NOT ALLOWED.

b) Event Period

From April 14 to 16, 2026, as follows:

On April 14 and 15: from 12 PM to 8 PM

On April 16: from 12 PM to 6 PM

The removal of small equipment and products must be carried out on the last day of the event, April 16, from 7 PM to 9 PM. RX recommends contracting a stand security service throughout the entire event until the equipment is removed. As during the assembly period, staying in the pavilion without prior authorization from RX is not permitted. The guidelines for extended stay follow the same standards established for the assembly period.





The **ORGANIZER** is not responsible for the exhibitors' belongings or those of their employees. Due to the high circulation of people at the venue, especially during the event period when visitor traffic is high, exhibitors are advised to maintain constant attention to their belongings. We also recommend contracting an exclusive security service for the stand in order to ensure greater protection.

c) Dismantling Period

Dismantling begins at 9 PM on April 16 and finishes at 2 PM on April 17.

REMOVAL OF EQUIPMENT AND SMALL PRODUCTS WILL OCCUR FROM 7 PM TO 9 PM ON APRIL 16, 2026.

Specific Guidelines:

RX recommends contracting security services for the stand during the entire event, until the equipment is removed.

During the Setup, Event, and Dismantling periods, entry of individuals under 18 (eighteen) is expressly prohibited, even if accompanied by their guardians.

Entry and STAY of individuals without identification, not wearing a shirt, or wearing shorts, swimwear or tank tops are prohibited during Setup and Dismantling periods. The use of clogs, sandals, or flip-flops is also prohibited.

At the beginning of the dismantling period, exhibitors and assemblers will be presented with a "Material Removal Responsibility Term for Assembly Materials." The assembler and the exhibitor will be responsible for removing all materials used in the stand by the deadline established for the end of dismantling. Only a small amount of regular waste may be left on the pavilion floor to be removed by RX. If there is a large volume of materials (waste) to be removed or left in the pavilion, it is recommended that you contract waste removal containers directly with the pavilion, which will be more cost-effective than paying the fine mentioned below.

At end of the dismantling time, if any stand has not been completed dismantled or if pieces or leftovers of wood, panels, glass, lining, ceiling, sheets, floor, front's, or any other materials used in the stand, are left behind, a fine corresponding to 10% of the area occupied by the exhibitor will be applied, with a minimum value of R\$ 5,000.00 (five thousand reais).

Any damage caused by EXHIBITORS or their contracted representatives to the pavilion's structures, such as floor, walls, raceways, doors, elevators, stairs, asphalt, lawns, etc., both in the indoor and outdoor areas of the pavilion, the EXHIBITOR/BUILDER must reimburse RX within 10 days after issuance of the receipt by RX for the cost for repairing the damage paid by RX to Expo Center Norte. If there is enough time, a damage report will be issued by the operational representatives of RX and provided for signature by the BUILDER/EXHIBITOR. If this is not possible, the BUILDER/ASSEMBLER must confirm the damage and reimburse as described above.

It is mandatory to wear Personal Protective Equipment (PPE) throughout the set-up and dismantling periods. See details in this rule on how control/inspection and sanctions by RX will be performed/applied to the offender for not wearing the required personal protective equipment according to this rule.



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During all periods:

IT IS EXPRESSLY PROHIBITED THE ENTRANCE OF ANIMALS OF ANY SPECIES, EXCEPT FOR SERVICE DOGS.

II - GENERAL RULES

1 - AREA REDISTRIBUTION

Although performed only in extreme cases, at any time, and for the good of all, without prior notice, the ORGANIZER may redistribute sectors or stands, provided that the square footage and characteristics established in the contract are respected, with agreement of the EXHIBITOR.

2 - NON-TRANSFERABILITY

The EXHIBITOR should not transfer, whether fully or partially, any rights or responsibilities assumed with the ORGANIZER, and neither subcontract or assign any portion or the entire area rented to them.

3 - DELAYED PAYMENTS

Exhibitors with overdue payments will be required to settle their commitments with the ORGANIZER immediately to obtain clearance for the area designated to build their stands, whether these commitments are related to contractual instalments or to installation and service fees. In case that the proof of payment is missing, their participation in the EVENT will be prohibited.

III – LEGAL REGULATIONS

1 - PROHIBITION TO PROMOTE THIRD PARTIES

It is strictly prohibited to promote third-party products, including the exhibition, distribution of gifts, and direct or indirect advertising of any products from companies that do not attend the EXHIBITOR's stand.

However, the EXHIBITOR may request such promotion in writing to the ORGANIZER, which at its discretion, may authorize or deny such request; verbal authorizations are not valid. The presentation of products not commercially sold or exclusively represented by the EXHIBITOR, but deemed essential to complement their product line, may be allowed. However, these products must be manufactured by other companies ATTENDING THE EVENT, and no promotional or marketing materials should be displayed in the stand.

It is not allowed to promote, advertise, or sell any products from other promoters within the event venue.

Failure to comply with these provisions entitles the ORGANIZER to remove the products and materials involved in the violation to their warehouse for later return. Additionally, the ORGANIZER may close the stand, and the EXHIBITOR expressly agrees to this.

2 – MUNICIPAL FEE

In accordance with laws 13.474 and 13.477, of 30/12/2002, RX is responsible for making a one-time payment to the Municipality of São Paulo (PMSP). If the PMSP fees are not specified in the Planning, Organization, and Administration Contract, EXHIBITORS must follow the procedures for payment on the EVENT website in the EXHIBITOR's reserved area, including the values for three fees (TFE – Establishment Inspection Fee, TFA – Advertisement Inspection Fee, and TFA – Leaflet Distribution Fee).

3 – EXHIBITION OF OTHER BRANDS

The exhibition of additional brands not included in the Trade Name stated in the contract will incur a charge of R\$ 859.00 (eight hundred and fifty-nine reais) / US\$ 311.00 (three hundred and eleven US dollars) for each



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additional brand. The display is subject to prior approval from RX and applies to places and companies holding other brands within the same group.

4- WEAPONS EXHIBITIONS



It is strictly forbidden to use or carry any weapons, including fireworks, within the event. The exhibition of any type of firearm or weapon of any kind, including objects or toys that look like firearms, ammunition, or weapons, war materials or targets that feature or are shaped like people or human-like beings is not permitted.

In the event of an exhibition of objects or goods that must be handled with care, including, but not limited to, cutlery, home or sporting goods with a blade, the exhibitor must take adequate security measures, in particular locked showcases or other suitable fastenings, to ensure that unauthorized access does not occur. Outside of the exhibition times, the exhibitor must either remove the objects, secure them or arrange for separate surveillance of their exhibition space at their own expense.

5- VISITATION AND PRESENCE OF MINORS IN THE PAVILION

The entry of persons under 18 years of age is strictly prohibited, even if accompanied by their legal guardians, during the Assembly, Event Period, and Dismantling phases of the EVENT. The EXHIBITOR may not employ or engage the services of individuals under 18 years of age.

6- LIABILITY



The ORGANIZER shall not be liable for any damage, loss, or harm to persons, products, or materials before, during, or after the EVENT, including theft, power outages, water failures, or other incidents. The security provided by the Organizer covers only the common areas and does not include the stands. Each exhibitor is responsible for their own belongings and items within their stand. Should exclusive security be required, it may be contracted directly with

the official supplier.

7 –LABOUR HIRING

According to requirement of the Ministry of Labour, on 29/06/2011, we inform that the participating company and its contractors cannot enter into contracts with cooperatives if there are elements that configure an employment relationship, as outlined in articles 2 and 3 of the Labour Laws (CLT), between the contractor and the workers, or between the cooperative and the workers.

A. Temporary Labour: Legal procedures must be carefully observed if the EXHIBITOR uses temporary labour directly.



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- a. When contracting services from outsourced service providers, it is advisable to request proof of legal existence (articles of incorporation, permits, etc.) of the contractor, along with the relevant social security payment receipts (GRPS), employee registration forms, FGTS payments, etc.
- b. Companies must provide individual documentation according to each worker's activity (certificates of specific training, occupational health certificates, etc.).
- c. The documents of third parties and their employees must be available at the stand for eventual presentation to the Ministry of Labor representatives.
- d. The EXHIBITORS and their contractors are solely responsible for any irregularities or violations of the laws governing the hiring of temporary labour, and are liable for any penalties imposed by Ministry of Labor representatives.
- e. Considering the activities carried out during the assembly and dismantling of the exhibition, the following professionals are authorized to perform their duties:
 1. Technicians in Architecture and Civil Engineering (Buildings specialization), who may design and supervise buildings with a constructed area of up to 80 m².
 2. Electrotechnical Technicians, who may design and supervise electrical installations with an energy demand of up to 800 kVA.

B. Child Labor: The EXHIBITOR and/or BUILDER should not employ minors.



C. Diversity

Trade fairs provide an excellent opportunity to showcase the commitment of the EXHIBITOR companies to DIVERSITY, a crucial topic for both the market and society.

Regardless of the business model, diversity contributes to reshaping services and products. A team comprising individuals with diverse behaviours and technical competencies complements each other and is much richer.

Diversity is closely related to dignity, respect, productivity, comfort, well-being, and quality relationships. Therefore, institutions that take on social responsibility and values related to diversity have a more appealing public image. Investors, young talents, and consumers appreciate these cultural aspects.

The ORGANIZER strongly recommends that DIVERSITY is considered when hiring service providers, which will be in the EXHIBITOR's stand during the EVENT.

If the EXHIBITOR needs assistance with contracting official service providers, they can visit the Operational portal or contact the CUSTOMER SUCCESS team.



5 – OCCUPATIONAL SAFETY AND HYGIENE STANDARDS

Shown below are some instructions regarding the set-up and installation of special machines, use of flame-retardant materials, fire extinguishers, prohibited equipment, hydrant obstruction, and use of PPE (Personal Protective Equipment):

5.1 – Safety and Accident Prevention

With the purpose of mitigating accidents during the stand set-up and dismantling, the following rules become an integral part of the Exhibitor Manual:

- a. Regardless of the booth size, the Organizer recommends hiring Occupational Safety professionals to monitor and supervise the assembly and dismantling of booths.
- b. Occupational Safety professionals must wear identification vests that are distinct from those of other workers at the booths.
- c. The credentials for Occupational Safety professionals will be included in the package available to the Exhibitor.
- d. When glass is used to enclose booths, the application of protective and safety film will be mandatory.
- e. In order to maintain respiratory protection for everyone, painting with pneumatic spray guns, aerosol, or spray paint will not be permitted. All painting activities must be carried out using brushes or rollers.

5.2 - Special Installations:

- a. Any piece of equipment that may pose risks to the public, adjacent stands, or the PAVILION should be provided with special facilities that, at discretion of RX BRASIL, fully eliminate any hazardous conditions.



- b. It is mandatory to use and/or apply flame-retardant material (IGNITION) for flooring, partition walls, and stand ceilings. Further details are available in the document "Electrical Procedures and Flame-Retardant Materials in Stand Set-up" in the EVENT OPERATIONAL Portal.

5.3- Fire Extinguishers

Every EXHIBITOR is required to have a fire extinguisher in their stand, from the beginning of set-up, throughout the Event, and until the dismantling completion, with content compatible with the products exhibited and the materials used in stand set-up.

- c. Fire Extinguishers should not be installed on stairs, must be unobstructed, and properly marked according to the table below. Extinguishers should be distributed in order that the operator is not required to run more than 25 meters. The use of an ABC-type fire extinguisher is mandatory, as it shall replace any fire extinguisher classified as Class A, B, or C.



| | Non division | With Division |
|------------------------|--------------|---------------|
| Area (m ²) | | |
| Até 50 | 1 | 2 |
| 51 a 100 | 2 | 4 |
| 101 a 150 | 3 | 6 |
| 151 a 200 | 4 | 8 |
| 201 a 250 | 5 | 10 |
| 251 a 300 | 6 | 12 |
| Acima de 300 | 7 | 14 |

RX reserves the right to demand a greater number of extinguishers, to inspect them, to demand refills and to determine places for their fixation. In case of questions, refer to a safety technician or, during the accomplishment period of the EVENT, the PROMOTER's firemen in the Safety Room.

The removal of fire extinguishers from the Pavilion, from their fixed locations, for use in other areas as standby extinguishers, is strictly prohibited without the prior authorization of RX.

B. Prohibited Equipment:

- The operation of combustion engines inside the PAVILION is prohibited during the three periods of the event (Set-up, Execution, and Dismantling).
- The use of explosives, non-inert gases, toxic substances, fuels, LPG, and flammable liquids is prohibited.
- Any activity involving fire, or the use of tools that may produce flames, sparks, smoke, etc., such as electric welding and torches, is strictly prohibited.
- The use of power grinders of any kind is prohibited.
- Adaptations to machines and pieces of equipment that do not comply with Safety Standards and/or ABNT regulations will not be accepted.

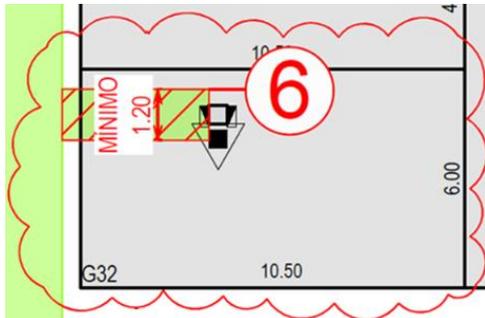
C. Hydrant and Gangway Obstruction:

- In the event that the booth contains a floor or in-ground fire hydrant within its area, it shall not be obstructed by equipment or walls and shall be provided with an identified false floor that is easily removable.
- All equipment shall remain unobstructed, and no type of enclosure shall be permitted, including the use of false or decorative doors.
- Fire hydrants and vertical access ladders (catwalk ladders) shall have their access corridors kept clear at all times and shall maintain a minimum width of 1.20 m (one meter and twenty centimeters), measured from the nearest perpendicular aisle. This clearance shall be maintained under all circumstances, remaining free and unobstructed by any type of assembly, object, material, and/or equipment.



The unobstructed area in front of ladders shall have a minimum dimension of 80 cm x 100 cm (eighty centimeters in width by one hundred centimeters of clearance from the column).

Example:



D. Personal Protective Equipment (PPE):

- Use of PPE (Personal Protective Equipment), such as helmets, gloves, fall arresters, boots, and goggles is mandatory throughout the period of stay in the pavilion during the set-up and dismantling of the event.
- The EXHIBITOR and the BUILDER are responsible for providing their employees and/or contractors with PPEs suitable for the hazards, in perfect conditions, and functioning, as required by Brazilian legislation for stand set-up at events.
- Helmets used in the pavilion must be Class A or B, Type I, II, or III, with Certification of Approval (CA) for the PPE used.



d. It is mandatory to wear safety footwear with protective toe cap and a valid CA (Certificate of Approval).

e. The BUILDER/EXHIBITOR is responsible for controlling the use of Personal Protective Equipment (PPE) by its employees or contractors, who must always designate an individual responsible for the distribution and control of PPE usage during the stand set-up and dismantling. Lack of use of PPEs by anyone working at the stand will result in penalties to be applied as follows.

f. Warnings and fines will be applied to the offender and the set-up supervisor at time of the occurrence by operational inspectors or Firefighters contracted by the PROMOTER, in the order below:



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- i. 1st Offense: Verbal warning issued to the worker and reporting of the violation to the person designated as responsible by the ASSEMBLER;
- ii. 2nd Offense: Fine in the amount of BRL 300.00 (three hundred Brazilian reais) and reporting of the violation to the person designated as responsible by the ASSEMBLER;
- iii. 3rd Offense: Revocation of the worker's accreditation for RX events.

E. Entry and Stay in the Pavilion

Entry and stay of individuals during the Set-up and Dismantling periods without identification, without shirts, wearing sleeveless shirts, or shorts, skirts/dresses/swimwear, or using clogs, sandals, or flip-flops are prohibited. The entry of animals of any species or sizes is expressly prohibited.



Throughout the entire SET-UP, EVENT, and DISMANTLING period, the use of individual identification CREDENTIALS is MANDATORY. There will be access control during the whole event periods, so it is important to note that the credential is for personal and non-transferable use.

IV – PROMOTIONAL MATERIAL

1 - PROMOTIONAL MATERIALS FOR PARTICIPATION IN THE EVENT

Materials for promoting participation in the event will be available in the Exhibitor Portal.

2 – EXHIBITOR'S DIRECTORY

Exhibitor's Directory is an online showcase where you can promote your company and services through an exclusive profile published on the Official Site and available to the public at the time of signing the contract within one month after the event ends. Your Company Profile will be published on the Official Site on the pages: List of EXHIBITORS, List of Products as soon as it is duly filled in by the exhibitor.



TO ENJOY ALL THE BENEFITS OF EXHIBITOR'S DIRECTORY IT IS ESSENTIAL THAT THE PROFILE OF YOUR COMPANY IS COMPLETE IN THE TOOL WELL IN ADVANCE. COMPANIES WITH FULL PROFILE GENERATE MORE LEADS AND ARE MORE RECOMMENDED TO VISITORS.

Clarification Note:

EXPO GUIDE and other organizations in this segment search companies through EXHIBITORS catalogs. Its current activities cover companies from across Europe, America and Asia. They offer online advertising services and use a form (which resembles an RXAM form) for entering data into the catalog at no charge, inviting EXHIBITORS to fill it in so that their business is listed in an online directory. EXHIBITORS who sign and return the form are in effect hiring advertising for a period of three years, or any other period defined in this



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form, with non-retracting, non-cancellation agreement, which will cost the EXHIBITOR a significant amount of money with no foreseeable benefits. We wish to alert you and inform you that Reed Exhibitions or its related companies do not collaborate with such organizations as the Expo Guide or authorize such organizations to use your name or the name of any event or any other information from your trade shows to propose any type of business or disclosure to EXHIBITORS. Beware, these organizations can greatly damage the reputation of everyone involved. We advise all EXHIBITORS to be aware of Expo Guide and other such organizations.

3 - Exhibitor Dashboard

The Exhibitor Dashboard is the tool that consolidates the results of all the digital tools used during the event. By strategically using this tool, you will be able to make Data-Driven Decisions to Optimize Your Investment, maximizing the Event's ROI.

4 – LEAD MANAGER APP

Lead Manager APP, WTM Latin America's digital lead capture tool, is a mobile application that reads QR codes on visitor credentials. By using the Lead Manager APP, you can make notes, include customized questions, save documents for later sharing, and categorize leads. All information saved in the apps of the entire team can be obtained in real-time via leads report in the exhibitor's hub. The application runs offline, but internet connection is required for data synchronization and submission to the exhibitor's Portal.

Access your mobile's app store or click on one of the links below to download the Lead Manager APP.

iOS: [RX Lead Manager \(Emperia\) on the App Store \(apple.com\)](#)

Android: [RX Lead Manager \(Emperia\) - Apps on Google Play](#)

Web: [RX Lead Manager App \(formerly Emperia\) \(emperiascan.com\)](#)

Login information will be available in the Exhibitor Portal within the Lead Manager APP Zone. Access details will also be sent via email to the company's main contact (admin).

To log in, fill in your Name, Surname, and Company Access Code.



The Access Code is the same for all individuals using the app on behalf of your company. Therefore, we recommend to share the code with all individuals working at the stand during the event for maximum tool utilization.

Minimum Mobile Requirements:

- Android: Version 6.0 or higher and available memory above 15 MB
- iOS: Version 9.0 or higher and available memory above 90 MB
- Wi-Fi or 3G/4G internet connection for data synchronization
- Camera sensor of 8 MP or higher
- The use of tablets or iPads is recommended solely for the web-based version.

Usage Recommendations:



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Use the app connected to the internet as much as possible for constant data updates and synchronization. Do not log off or disconnect from the app until all data has been synchronized. Do not uninstall the app until all data has been synchronized. Always keep the latest version of the app installed on your device.

Important: We recommend synchronizing the mobile daily and downloading the final report within 15 days after the trade fair end date to avoid data access problems due to the LGPD law. App access is valid for up to 20 days after the event termination. After this period, lead downloads will no longer be available.

RX guarantees support before, during, and after the event for exhibitors. RX is not responsible for lead losses due to misuse of the license and the application, as stated in the recommendations clause.

3 - PRESS RELEASE

By using Communication Department/Third-party PR Agencies, the PROMOTER will periodically promote the EVENT in national and international newspapers and specialized magazines. If the EXHIBITOR is interested, they can send their news/information via email marcia@comunicahub.com.br – Marcia Leite +55 11.94334-3017, providing details about their participation in the EVENT.

Such information, sent to the press in the form of press releases/story ideas by the Communication Department/Third-party PR Agencies, may or may not be used by the media.

To strengthen efforts with the press, we recommend sending digitized photos with resolution of 300 dpi. The material will not be returned after its use.

At its sole discretion, the PROMOTER, together with its PR Agency, reserves the right, without any responsibility, to select information with journalistic value to be disclosed to the media. The accuracy of the disseminated facts is the sole responsibility of these organizations, exempting the EXHIBITOR and the PROMOTER from any liability.

4- SPONSORSHIP – SUBMISSION OF ARTWORK

The merchandising products aim to enhance the visibility and promotion of the EXHIBITOR within the EVENT. Any form of advertising outside the booth boundaries will be considered merchandising.

If the EXHIBITOR wishes to conduct any merchandising activities, our team is available to assist. The contract for these activities will be formalized through an agreement with RX Brazil.

Merchandising spaces are preferably allocated to EXHIBITORS participating in the EVENT. Merchandising areas will not be leased to non-participating companies in the EVENT that are competitors of the basic sectors of the EVENT.



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All airspace within the indoor area of the PAVILION above the assembly height limits, as well as common-use areas such as street floors, walls, columns, structural metal support, entrance and exit of the PAVILION, restrooms, can only be used for visual communication and/or merchandising by RX Brazil.

Merchandising materials can only be displayed at the locations determined and approved by RX Brazil and in the conditions specified in the Advertising Rate Card that accompanies the EVENT Merchandising Project. However, the content and materials should not be displayed in an aggressive or provocative manner towards other participants.

The texts and/or promotional materials must be pre-approved by RX Brazil. The promotional material to be installed must be delivered on the dates and conditions required in the EVENT Merchandising Project.

4.1 - Artwork Submission

All artwork, text, and/or materials that the EXHIBITOR will use for merchandising products must be delivered to RX Brazil through the Upload Zone. This is an exclusive area on the EXHIBITOR Portal where you can upload materials in the formats and conditions established in the Merchandising Project.

-Deadlines and Artwork Submission

The submission of artwork, within the technical specifications of each contracted product, is the exclusive responsibility of the EXHIBITOR. The Administration does not create, produce, or edit exhibitor artwork. Pay attention to the deadlines for submitting such artwork and address your questions in advance to ensure you meet the specified deadlines.



Be aware of the deadlines for the submission of such artwork and submit any questions in advance in order to ensure compliance with the established deadlines.

If the artwork for each contracted product is not submitted within the specified deadline, a 10% (ten percent) urgent production fee will be charged for each contracted product. This fee will be invoiced to the EXHIBITOR and must be paid by the start date of the event assembly.

- Artwork Not Submitted/Failure to Meet the Deadline

The Administration is exempt from any responsibilities related to the execution and delivery of the contracted products if the EXHIBITOR does not submit the required artwork for the production of the contracted item or if the EXHIBITOR fails to submit the artwork within the deadline previously established and communicated by the Administration. In both situations, solely due to the EXHIBITOR's fault, the ADMINISTRATION reserves the right to retain the values related to the contracted products. To check the available products, please refer to the event website or contact our sales team.

NOT ALLOWED:

A. Installation of inflatables of any type, shape, or size outside the booth area.



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B. Circulation in the event aisles or common areas of people wearing costumes of any type or kind (inflatables, costumes, etc.) representing the EXHIBITOR's company products - brand, character, or theme related to the booth.

C. Distributing flyers outside the booth area, under the penalty of collection by the RX Brazil Security Department.

ANY PROMOTIONAL MATERIAL THAT VIOLATES THIS REGULATION WILL BE CONFISCATED AND RETURNED ONLY AFTER THE EVENT ENDS.

Any other form of advertising not specified in the EVENT Advertising Rate Card, to be practiced in common or circulation areas (outside the booth boundaries), is prohibited.

Merchandising materials will be removed starting one hour after the EVENT ends on the last day.

EXHIBITORS must have a representative at the booth to receive the materials on this date.

If the material is not retrieved during the dismantling period, it will be rendered unusable.

5- SUSTAINABILITY

RX is a signatory to the UFI **Net Zero Carbon** commitment and is committed to reducing its greenhouse gas (GHG) emissions by 50% by 2030 and achieving Net Zero by 2040.

66% of RX visitors and 62% of exhibitors state that sustainability is important at trade fairs.

This guide sets forth practical and responsible actions to enable exhibitors to reduce their environmental impact while maintaining a strong presence at events.

1. Select Sustainable Suppliers

Exhibitors should select suppliers that use materials certified as environmentally friendly, with ethical sourcing and minimal packaging.

2. Eliminate Waste in Design

Sustainability should be incorporated into the briefing provided to contractors. Modular and reusable elements should be used to minimize waste, and disposable or highly customized items that will be discarded after the event should be avoided.

3. Reuse First, Recycle Later

Materials should be selected for multiple reuse prior to recycling. Graphic artwork should be reused or materials donated whenever feasible.



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4. Ship Goods Responsibly

Shipments should be planned in advance to allow consolidation and the selection of low-carbon logistics solutions. The use of the event's official logistics partner is recommended, as it contributes to reducing transportation-related emissions.

5. Use Energy-Efficient Equipment and Lighting

LED displays and energy-efficient electronic equipment should be used to reduce energy consumption at the booth. Equipment should be switched off at the end of each day and shall not be left on standby mode.

6. Conscious Catering

When serving beverages or food, disposable cups should be replaced with reusable mugs. Locally sourced vegetarian food options should be offered to reduce carbon footprint, and food waste should be minimized by avoiding excessive orders.

7. Replace Printed Materials with Digital Tools

Exhibitors should connect digitally by using RX Collect QR codes to reduce printed materials such as business cards and brochures, enabling faster and more efficient follow-up.

8. Separate and Recycle Waste

Organic and non-organic waste shall be separated at the booth. The event's cleaning team is prepared to dispose of waste correctly in the appropriate containers.

9. Reduce Travel Emissions

Whenever possible, public transportation should be used to travel to and from the event in order to minimize emissions. Where feasible, local staff should be engaged to operate the booth. When air travel cannot be avoided, airlines with reliable net zero strategies should be prioritized.

V - PREPARATORY ARRANGEMENTS

1 - WHATSAPP GROUP FOR EXHIBITORS



To access the WhatsApp group, [click here](#) or alternatively scan the QR Code displayed alongside.

The EXHIBITOR will receive an invitation from the RX "Customer Service" team to join a closed WhatsApp group created specifically for the Builders of WTM Latin America 2026.



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By joining the group, you will receive important and up-to-date operational information about the event, allowing you to meet all deadlines and required arrangements.

As the group is closed, interaction between builders and with our team is not allowed. For any contact, questions, and/or for more information, call exclusively our Customer Service: +55 11 3060-4717 or send via email servico.wtm@rxglobal.com.

Data Protection and Privacy:

For Data Protection Law (Law No. 13,709/18) purposes: By clicking and joining the group, you agree and authorize RX to keep your mobile number in the RX database during your participation in the group, even if your name and/or related person cannot be easily identified. Due to WhatsApp's settings, your mobile number may also be visible to others in the group. If you have chosen to publicly associate your mobile number with a name and/or any other personal information, others in the group and RX may have access to such information.

Access RX's Privacy Policy for more information: [RX Privacy Policy](#).

Responsibilities:

RX is not responsible for potential contacts, as well as the eventual consequences of this contact, by individuals who have access to your personal information due to your participation in the group, according to your WhatsApp profile visibility settings. RX is also not responsible for technical instabilities in this channel, which may be caused by the WhatsApp itself and/or by connection/network problems, as well as any other groups created among exhibitors and other individuals.

Leaving the Group:

At any time, if you no longer wish to participate in the group and receive information through this channel, simply select "exit" and/or delete the group in WhatsApp settings. After doing that, your personal information associated with the profile registered in WhatsApp cannot be accessed through the group.

Invitations:

Finally, RX reminds that you can invite other people to join and participate in the group using the permissions provided by WhatsApp. For this reason, RX requests that invitations are extended only to people who need to access such information (someone from your team, a partner builder, etc.). It is forbidden to share any RX information (or part of it) with third parties, whether by screenshot or any other means, without the express consent of the RX "Customer Service" team.

2 - INSURANCE

Insurance plays a crucial role as a risk management tool, protecting your investment. Therefore, insurance is a mandatory requirement. This service can be obtained through your preferred insurance company or the official event insurer, accessing the Exhibitor Portal. The global event insurance program offered by RX is certainly more advantageous than individual contracts.

It is important to note that stands, goods, products, and all individuals involved, including agents, carriers, builders, tow truck companies, and others, are not covered by insurance during the set-up, event, or dismantling activities. Therefore, the exhibitors are solely and fully responsible for any damages or incidents.





The insurance coverage should be acquired as stipulated in the Area Acquisition Contract via Corporate Taxpayer ID (CNPJ) of each company. Therefore, if there are two different companies sharing the same stand, both of them must contract the insurance coverage individually.

| Contratar plano: | Plano 1 - Estandes até 12m ² | | | Plano 2 - Estandes de 12,1m ² até 24 m ² | | | Plano 3 - Estandes de 24,1m ² até 50 m ² | | | Plano 4 - Estandes de 50,1m ² até 200 m ² | | | Plano 5 - Estandes de 200,1m ² até 1000m ² | | |
|---|---|------------|---------------|--|------------|---------------|--|------------|---------------|---|------------|---------------|--|------------|---------------|
| | Valores | | Franquia | Valores | | Franquia | Valores | | Franquia | Valores | | Franquia | Valores | | Franquia |
| | LMI. | 2026 | Mínimo de R\$ | LMI. | 2026 | Mínimo de R\$ | LMI. | 2026 | Mínimo de R\$ | LMI. | 2026 | Mínimo de R\$ | LMI. | 2026 | Mínimo de R\$ |
| - Responsabilidade Civil de Eventos: - Instalação e Montagem; - Fornecimento de Bebidas e Alimentação; - RC. Cruzada; - RC. Produto | R\$ 300.000,00 | | | R\$ 500.000,00 | | | R\$ 1.000.000,00 | | | R\$ 1.500.000,00 | | | R\$ 2.000.000,00 | | |
| Danos Morais (Limitado a 20% da LMI sem franquia) | R\$ 60.000,00 | | | R\$ 100.000,00 | | | R\$ 200.000,00 | | | R\$ 300.000,00 | | | R\$ 400.000,00 | | |
| RC. Empregador | R\$ 120.000,00 | R\$ 125,07 | R\$ 1.500,00 | R\$ 200.000,00 | R\$ 139,79 | R\$ 1.500,00 | R\$ 300.000,00 | R\$ 200,11 | R\$ 1.500,00 | R\$ 500.000,00 | R\$ 264,87 | R\$ 1.500,00 | R\$ 500.000,00 | R\$ 264,87 | R\$ 1.500,00 |
| RC. Bens de Terceiros | R\$ 30.000,00 | R\$ 93,23 | R\$ 1.500,00 | R\$ 50.000,00 | R\$ 96,60 | R\$ 1.500,00 | R\$ 100.000,00 | R\$ 149,16 | R\$ 1.500,00 | R\$ 200.000,00 | R\$ 197,42 | R\$ 1.500,00 | R\$ 200.000,00 | R\$ 197,42 | R\$ 1.500,00 |
| RD. Equipamentos em exposição. | R\$ 10.000,00 | R\$ 50,22 | R\$ 1.500,00 | R\$ 10.000,00 | R\$ 56,43 | R\$ 1.500,00 | R\$ 50.000,00 | R\$ 73,19 | R\$ 1.500,00 | R\$ 100.000,00 | R\$ 95,54 | R\$ 1.500,00 | R\$ 100.000,00 | R\$ 95,54 | R\$ 1.500,00 |
| PRÊMIO LÍQUIDO | R\$ 593,43 | | | R\$ 655,86 | | | R\$ 938,92 | | | R\$ 1.176,15 | | | R\$ 1.259,96 | | |
| IOF - 7,38% | R\$ 43,79 | | | R\$ 48,40 | | | R\$ 69,29 | | | R\$ 86,80 | | | R\$ 92,99 | | |
| VALOR DO PRÊMIO | R\$ 637,22 | | | R\$ 704,27 | | | R\$ 1.008,21 | | | R\$ 1.262,95 | | | R\$ 1.352,95 | | |

A copy of the insurance policy specifying the insured items, or a Certificate of Insurance issued by an insurance company, proving that the exhibitor has adequate coverage for the set-up, event, and dismantling period, must be presented together with the documents required to start the set-up, as stipulated in the next item of this rule. If the insurance coverage has been contracted through RX, it is not required to provide a copy of the policy.

If the insurance has been contracted through RX, the submission of a copy of the policy shall not be required.

The insurance policy must include the following details:

A) Liability Insurance (R.C.)

- Covers body injuries or property damage caused to third parties during the Set-up, Event, and Dismantling periods. The insurance coverage applies exclusively to products carried by the builder contracted by the event organizer. If the exhibitor wishes to extend the coverage, they should contact the finance department (financeiro@rxglobal.com).

B) Miscellaneous Risks Insurance (R.D)

- Covers losses or damages to equipment during the EVENT. The insured amount must be agreed with the insurance broker, and all goods and equipment on display must be listed. The validity period of this insurance is from the start of set-up until the last day of dismantling.

C) Employer's Liability Insurance

- Covers cases of death or permanent disability suffered during the event. The minimum insured amount must be agreed with the insurance broker. The validity period is from the start of set-up until the last day of dismantling.



D) Third-Party Property Liability Insurance

- Covers material losses or damages caused to third-party property due to external events, including explosion, theft, and qualified robbery when such property is under the care, custody, and control of the insured in connection with the production and realization of the specific insured event in the policy. The minimum insured amount must be agreed with the insurance broker. The validity period is from the start of assembly until the last day of dismantling.

E) Food and Beverage Supply Liability Insurance

- Guarantees reimbursement for material damages and body injuries caused to third parties. The minimum insured amount must be agreed with the insurance broker. The validity period is from the start of set-up until the last day of dismantling.

F) Cross Liability Insurance

- Covers damages caused by service providers and/or participants of the insured event. The minimum insured amount must be agreed with the insurance broker. The validity period is from the start of set-up until the last day of dismantling.

G) Moral Damages Liability Insurance

- This insurance covers the insured's expenses resulting directly from moral damages related to material damages and/or body injuries to people. The minimum insured amount must be agreed with the insurance broker. The validity period is from the start of set-up until the last day of dismantling.

2.1 - INSURANCE COVERAGE FOR SET-UP CONTRACTED IN THE SALES CONTRACT

For exhibitors who contracted their set-up services directly with the organizer and included the SET-UP product in their contracts, the organizer already offers insurance coverage exclusively for the following item:

Liability Insurance (R.C.): This insurance covers body injuries or property damages caused to third parties during the Set-up, Event, and Dismantling periods. The insurance coverage applies strictly to products carried by the builder contracted by the event organizer. If the EXHIBITOR wishes to extend the coverage, they should contact the finance department (financeiro@rxglobal.com).

Important Note: Under no circumstances should RX assume responsibility for any of the occurrences mentioned above or for the costs of the insurance policy related to these events.

3 - CONTRACTING THE BUILDING COMPANY AND SUBMITTING MANDATORY DOCUMENTS



The deadline for document submission is March 10, 2026. Ensure that the entire process, from the appointment of the ASSEMBLER to the development and approval of the project with the ASSEMBLER, is carried out by a company that is previously registered in the Operational Portal.

CONTRACTING AND REGISTERING THE BUILDING COMPANY

The building company contracted by the exhibitor has various obligations, including:



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- Creating the stand project and documentation.
- Requesting the set-up fee.
- Uploading all files to the portal within the specified deadline.

The Exhibitor shall register its ASSEMBLER directly in the Operational Portal.

If the ASSEMBLER is already registered with RX, upon entering its CNPJ, all information shall be automatically populated, and the ASSEMBLER shall receive the access credentials.

If the ASSEMBLER is not yet registered, all required information shall be provided so that a CNAE analysis may be carried out with the Brazilian Federal Revenue Service in order to validate the data. If approved, the ASSEMBLER shall automatically receive the access credentials to the Portal.

If the ASSEMBLER does not have a corresponding CNAE, the registration shall be rejected, and the Exhibitor shall be notified by e-mail.



To ensure a seamless process, RX suggests that when contracting a building company, you check the CNAE code, which identifies the company's activity, and verify the CNPJ to assure its reputation. Use the following Federal Tax Authority's link for verification: [Receita Federal CNPJ Verification](#). Only companies with the builder's CNAE code will be approved by the

organizer.

In the Operacional portal, you will find a complete guide for contracting a building company and all actions that must be taken. The document is called "5 Steps to Make the Set-up Process a Success."

Exhibitors are advised to contract a Building company well in advance, as considering the great number of stands at the event, these companies may not accept last-minute requests due to the numerous arrangements required for set-up approval by the organizer. Recommendations for building companies can be obtained from ABRACE:

- ABRACE – Associação Brasileira de Cenografia e Estandes www.abracestands.com.br Phone: (11) 2672-3833 Email: contato@abrace.com.br



Exhibitors are recommended to contract member companies of ABRACE - Associação Brasileira de Cenografia e Estandes, especially those holding the ABRACE Quality Seal. The prerequisites for the seal include:

- Being an ABRACE member.
- Having a CNPJ proving that it is a building company (not an agency, for example).
- Having its own or rented warehouse (structure for on-site set-up, not in the pavilion).
- Company registration with CAU or CREA.
- Signatory of the ABRACE Code of Ethics.
- Having Articles of Association updated and operating for 5 years.
- Five recommendation letters from clients and five from suppliers in the last 3 years.
- No fiscal debts (state, municipal, and federal).
- Declaration that it does not hire minors.



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RX SOLUTIONS

Your Official Stand-Building Partner at RX

Our objective is to provide an efficient and hassle-free experience, assuring that your stand is built to the highest quality standards without the bureaucratic hurdles typically associated with project approvals. Additionally, we offer interest-free instalment plans, giving you greater flexibility in planning your event participation.

Our stands are designed with a focus on sustainability, combining elegance and functionality to enhance your business visibility at the event. We deliver high-quality solutions tailored to your specific needs, always prioritizing practicality and style.

As a part of RX, the official event organizer, we are fully prepared to provide the whole support required to assure your participation is a resounding success.

Drilling or applying adhesives to the materials provided by RX Solutions without prior authorization is strictly prohibited. Any damages resulting from improper use of materials may be charged to the responsible exhibitor.

IMPORTANT: Exhibitors who choose to contract assembly services provided by RX Solutions shall be aware that, should they decide, for any reason, during the pre-event phase, to hire another assembly company, they shall not be eligible to receive a refund of any amounts previously paid.

DOCUMENTATION AND STAND PROJECT



The **UPLOAD OF DOCUMENTATION AND THE BOOTH PROJECT** shall be carried out exclusively through the **ASSEMBLER'S PORTAL**.

PROJECTS – Images in JPEG and JPG formats (one image per item - as below) - Mandatory **UPLOAD** of all items at once; partial submission is not possible:

- a. Front view with elevations and dimensions
- b. Right-side view with elevations and dimensions
- c. Left-side view with elevations and dimensions
- d. Floor plan with dimensions

DOCUMENTATION – JPEG and JPG format - Mandatory **UPLOAD** of all items below at once; partial submission is not possible:



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- a. LIABILITY WAIVER signed, stamped, and scanned– (EXHIBITOR and BUILDER).
- b. ART/RRT of the project.
- c. Proof of payment for ART/RRT of the project.
- d. ART/RRT for the set-up execution.
- e. Proof of payment for ART/RRT of the set-up execution.
- f. CREA/CAU identification card.
- g. Descriptive memorandum of the stand set-up.
- h. Complete filling of the "Responsibility Term for Work with Electric Power" signed by the BUILDER's representative, as per the document available for download in the Operational Portal.
- i. Complete filling of the "Compliance Certificate of Electrical Installations, with Electric Power" signed by the BUILDER's representative, as per the document available for download in the Operational/Builder Portal.
- j. Complete filling of the "Compliance Certificate of Electrical Installations," with the signature of the Electrical Engineer/Architect, as per the document available for download in the Operational Portal.
- k. Complete filling and payment of ART/RRT, with the signature of the Electrical Engineer/Architect, for general electrical installations; describing the project, installation, and operation of the electrical system involved in the stand and areas. For more details on all instructions on Electricity, download the document "ELECTRICAL PROCEDURE AND USE OF FLAME-RETARDANT MATERIALS IN STAND BUILDING" from the Operations Portal.
- l. Copy of the insurance policy or Certificate as defined in the previous article. If the insurance was contracted via RX GLOBAL, it is not necessary to send a copy of the policy.
- m. Complete filling of the "Builder's Responsibility Term – Use of PPE", signed by the BUILDER's representative, as per the document available for download in the Operational Portal.
- n. Proof of payment of the set-up fee.

All MANDATORY documents must be filled correctly, signed, and stamped before being SCANNED.

The EXHIBITOR will have access to the same system, where they can track the progress of the delivery and evaluate the PROJECT and DOCUMENTATION, as well as receive messages and crucial information for their participation in the event.

It is important to note that the analysis of projects will begin 60 days before the event set-up start date. Projects submitted within this period will receive feedback on the analysis within 48 hours.

A.R.T. or R.R.T. must cover the entire period of the EVENT, i.e., Set-up, Realization, and Dismantling. Without this complete data, A.R.T. or R.R.T. will not be accepted.



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ATTENTION: A.R.T. is signed by a professional registered with CREA (competent state body). Therefore, to be valid, the professional must be registered with CREA of the state where the event will take place. Important: Exhibitors who have contracted set-up via ORGANIZER, as stated in their contract, are exempted from presenting the mandatory stand set-up documentation listed above. The Official Builder chosen by the ORGANIZER will be responsible for this delivery.



Exhibitors who have contracted booth assembly through the **PROMOTER**, as stated in their contract, **shall be exempt** from submitting the mandatory booth assembly documentation listed above. The **Official ASSEMBLER** appointed by the PROMOTER **shall be responsible** for such submission. In cases where **RX Solutions assembly services** have been contracted, Exhibitors **shall observe** the deadline for submitting the **Art Guide** through the Operational Portal.

ASSEMBLER'S PORTAL

In order for the ASSEMBLER to access the Portal, the contracting Exhibitor shall complete the registration using its own login credentials. If the ASSEMBLER is already included in the RX database, upon the Exhibitor entering the CNPJ, the information shall be automatically populated. Once the data is saved, the ASSEMBLER shall automatically receive the access credentials for the ASSEMBLER'S Portal.

ASSEMBLER CREDENTIAL

The ASSEMBLER credential shall be requested and paid directly through the ASSEMBLER'S Portal. Advance printing shall be available upon request of the bank slip. If payment is not completed prior to access to the event, the credential shall remain blocked until payment is duly settled.

ASSEMBLERS affiliated with Sindieventos and Abrace shall be exempt from the credential fee. However, each worker shall present a valid membership card for the current year in order to print the credential at the event venue.

IMPORTANT: The ASSEMBLER credential shall not be included in the Exhibitor's credential quota.

ASSEMBLY FEE

The Assembly Fee shall cover services used by the assembly teams, including, but not limited to, power supply, restroom servicing, waste removal, cafeteria services, and other related services during the assembly and dismantling periods. The fee shall be requested and paid through the ASSEMBLER'S Portal for each booth, and the proof of payment shall be submitted together with the booth documentation.

In the case of self-assembly, the Exhibitor shall request the fee directly through the ASSEMBLER'S Portal.



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It is important to note that the submission of documentation shall be conditional upon payment of the Assembly Fee, which shall be requested within the deadline established for documentation submission.

The deadline for payment with a 30% (thirty percent) discount is March 10, 2026. After this date, a 30% (thirty percent) surcharge shall apply to the fee amount. Payments made at the venue shall be subject to a fine.

RECEIPT OF GOODS AND MATERIALS

RX shall not receive products on behalf of EXHIBITING companies. For this purpose, the EXHIBITOR shall ensure that a responsible person is present at the booth to receive any merchandise, equipment, or objects intended for exhibition.

STORAGE OF GOODS AND MATERIALS

RX does not provide any storage facilities at the venue for goods and materials belonging to EXHIBITORS. Therefore, the EXHIBITOR shall arrange an appropriate location for the storage of goods or packaging materials to be used for return shipment to the company upon conclusion of the EVENT.

4 - ACCREDITATION

a) ACCREDITATION FOR EXHIBITORS, CO-EXHIBITORS

For exhibitor credentials (own staff), this edition offers a free quota of one credential for every 3m² contracted, with a minimum of four credentials per stand and a maximum of 55 (fifty-five) credentials per stand. If the free quota is exceeded, each additional credential will cost R\$ 95.00 (ninety-five reais). Credential requests and payment for additional credentials must be made in the exhibitor portal, under the "Badges Purchase" tab.

Once requested through the Exhibitor Portal, credentials may be downloaded and printed for direct access to the event. However, please note:

Credential data may only be edited prior to printing. If a credential has already been printed and data changes are required, the replacement shall be carried out from the second day of assembly (April 11, 2026) at the Exhibitor Credentialing Desk at CAEX (Exhibitor Service Center) located at the venue.

All credential requests shall be submitted exclusively through the Exhibitor Portal.

b) ACCREDITATION FOR BUILDING COMPANIES

ASSEMBLER credentials shall be requested by the ASSEMBLER company through its own ASSEMBLER Portal.





CREDENTIAL PRINTING

All Exhibitors and their credentialed personnel **shall be entitled to print credentials starting 15 (fifteen) days prior to the beginning of the event assembly period**, provided that all outstanding payments have been duly settled.

In the case of ASSEMBLERS, credentials **shall be made available for printing upon confirmation of payment**. Only credentials for workers affiliated with SINDIPROM / ABRACE shall be collected at the venue entrance, as the submission of a copy of the individual employee's valid identification card for the current year is mandatory.

- Credentials for ASSEMBLER companies shall not be included in the EXHIBITOR's credential quota, and the ASSEMBLER company shall be responsible for the payment of its own credentials.
- For access during the Assembly and Dismantling periods, all ASSEMBLERS shall request credentials for their assembly and dismantling teams exclusively through the ASSEMBLER Portal.
- Each ASSEMBLER shall be entitled to 02 (two) Maintenance Credentials, which may be requested and printed in advance at CAEX, to be used by employees who will remain on duty during the Event Operation period. Accordingly, EXHIBITORS are advised to request that the companies contracted for booth assembly and decoration maintain on-call staff at the VENUE throughout the entire Event Operation period.



The use of **Maintenance Credentials shall be strictly limited** to technicians or ASSEMBLER employees assigned to support the Exhibitor in the event that repairs or assistance are required for booth structures or equipment during the Event Operation period.

Maintenance Credentials shall not be issued for final cleaning services or for ASSEMBLER commercial staff whose sole purpose is the delivery of the booth.

MANDATORY USE OF UNIFORM OR VEST TO ACCESS THE PAVILION

In addition to the service provider credential, the use of uniform or vest with the service provider's information is mandatory:

The obligation to wear a vest will only be necessary for professionals who do not have a proper uniform. Workers wearing the uniform of the company for which they are rendering services, regardless of the type of service performed, are not required to wear a vest.

To exempt the use of vest, the uniform must have the company name visibly and easily identifiable, preferably on the front and back sides.



In the absence of suitable uniform, the use of a vest is allowed, which must be yellow and with reflective stripes. Vests of another colour or without reflective stripes will not be allowed.

These measures do not exempt service providers from using badges or any other identification required by the event promoter.



d) SECURITY GUARD CREDENTIAL

The security guard credential is not included in the EXHIBITOR's quota and must be requested for generation of BRL 502.00 per credential invoice on the Exhibitor Portal .

If the EXHIBITOR chooses to request contracting the RX Solutions services, the purchase of the security credential will not be required.

We kindly request your attention to provide the necessary documentation for the authorization of security credential retrieval:

According to Circular Letter No. 1783/97 DELESP/SR/DPF/SP issued by the MINISTRY OF JUSTICE - DEPARTMENT OF FEDERAL POLICE - REGIONAL SUPERINTENDENCY IN SÃO PAULO - PRIVATE SECURITY CONTROL AND SUPERVISION OFFICE, the CONTRACTING EXHIBITOR is required to submit the following documentation for the accreditation of the VIGILANT.

For employees of the EXHIBITOR who perform security functions: The EXHIBITOR must notify DELESP - Private Security Control and Supervision Office, through a written communication, of the transfer of the qualified employee from their own organic security within 30 (thirty) days before the start of the EVENT, providing the documentation to the PROMOTER for verification and archiving.

Documentation for Security Credentialing:

- Copy of Criminal Background Check Certificate
- Authenticated copy of the updated Recycling Certificate
- Authenticated copy of the Large Events Course Certificate
- Authenticated copy of the National Security Card (CNV)
- Xerox of RG (ID) and CPF (Brazilian tax ID)
- Letter from the Private Security Company requesting credentialing, including:
 - Date - City - To: RX Global Credentialing Department
 - Name of the Fair - Name of the Security Personnel
- GESP Information Protocol

Note: The security/vigilant credentials will only be delivered to the accredited person upon the presentation of a personal identification document.



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Please be advised that it is not the responsibility of the official security and surveillance company of the EVENT to safeguard the products displayed in the booths. Therefore, it is the EXHIBITOR's responsibility to take the necessary measures in this regard, and it is recommended to hire one security personnel for each booth.



The submission of the Occupational Safety professional's documentation shall be carried out at the Security Room during CAEX operating hours.

Which security professionals are authorized to provide services at trade fairs?

Only security professionals who hold a valid Academy Certificate, Refresher Training Certificate, Extension Course in Large-Scale Events, and a CNV (National Vigilante Identification Card) duly authorized by the Brazilian Federal Police, and who are formally affiliated with a Security and Surveillance company also authorized by the Brazilian Federal Police, shall be permitted to provide services.

May the Exhibitor use its own in-house security personnel?

If the security professional is employed by the Exhibitor, the following shall be mandatory: possession of a valid Academy Certificate, Refresher Training Certificate, Extension Course in Large-Scale Events, and CNV authorized by the Brazilian Federal Police, as well as proof of an employment relationship between the security professional and the Exhibitor.

The Exhibitor shall be fully liable for any damage caused by the security professional to third-party property or to the venue facilities and shall acknowledge that the security professional shall not carry firearms within the exhibition center.

The Exhibitor shall be subject to the penalties provided by law in the event of non-compliance with the aforementioned legislation.

The provision of security services on a self-employed basis or through associations or cooperatives is strictly prohibited.

The security professional contracted for surveillance services shall wear a uniform and shall not carry weapons, except in the case of banking agencies, even when for institutional purposes. Upon presentation at the EVENT entrance, identification of the bearer shall be required, and such identification shall be subject to seizure if improperly used by third parties.



The procedures described above are intended to ensure transparency in the credentialing process before the competent authorities, as well as to assist and alert the contracting EXHIBITOR regarding any illegality involving the CONTRACTED company.

The official company responsible for EVENT security and surveillance shall assist the ORGANIZERS in collecting and filing the documentation required for the credentialing of the EXHIBITOR's security personnel, in order to make such documentation readily available and expedite any inspection conducted by the competent authority.



Please be advised that the official EVENT security and surveillance company shall not be responsible for safeguarding products displayed at the booths, nor for the personal belongings of participants.

Accordingly, the EXHIBITOR shall be responsible for taking the appropriate measures in this regard, and it is recommended that at least 1 security professional be hired per booth.

5. REQUEST FOR INSTALLATIONS AND ADDITIONAL SERVICES

Requests for services submitted after **March 17, 2026** shall be subject to technical feasibility and availability.

a) ELECTRONIC FORM – HYDRAULIC

SINK CONNECTION POINT (Water / Drainage)

Upon completion of the electronic form, the feasibility of installation shall be assessed. If deemed feasible, a bank slip shall be issued for payment of this service. The PROMOTER shall install the water supply and drainage point at the EXHIBITOR's booth.

The ASSEMBLER contracted by the EXHIBITOR shall report to CAEX (Exhibitor Service Center) to indicate the location of the connection point **prior to the installation of the booth flooring.**

The installation shall consist of one 3/4-inch water supply point with shut-off valve and one 2-inch (50 mm) drainage outlet, with the cost charged per requested supply point.

The EXHIBITOR shall be responsible for completing the internal distribution installation within the booth, in compliance with ABNT and SABESP standards, starting from the point installed by the PROMOTER.

The hydraulic supply point shall not be installed together with or in proximity to the electrical power point.



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THE PROMOTER SHALL NOT PROVIDE SINKS. The EXHIBITOR shall request the installation of sinks directly from the ASSEMBLER contracted for booth assembly.

AIR-CONDITIONING DRAINAGE

The installation of air-conditioning units in booths shall not be permitted, due to the venue's centralized air-conditioning system.

ATTENTION:



- Prior to submitting a request through the Exhibitor Portal, it is mandatory to consult the event team by e-mail at servico.wtm@rxglobal.com in order to confirm the availability of the plumbing connection point.

- A raised floor of at least 10 cm shall be required for the installation of plumbing for sink connections.

b) ELECTRONIC FORM – Electrical Power

AVAILABLE ELECTRICAL POWER (220V SINGLE-PHASE / 380V THREE-PHASE)

When a different voltage level is required, a transformer shall be used.

Payment for this service shall be mandatory when electrical power is not included in the Exhibitor's planning, organization, and administration contract.

The EXHIBITOR shall inform the ASSEMBLER of the amount of KVA already included in the contract. Should additional power be required for booth operation, a request shall be submitted through the Operational Portal.

Such requests shall be accepted only until March 17, 2026.

Upon completion of the form and confirmation of payment, the PROMOTER shall install a power supply point at the EXHIBITOR's booth, at a location determined at the PROMOTER's discretion.

Any and all electrical installations shall be accompanied by a technical project and descriptive report, prepared by a duly qualified professional, in compliance with ABNT and ENEL standards.

The UPLOAD OF THE PROJECT AND ART (WITH THE REQUIRED FEE PAID) IS MANDATORY and shall be carried out through the ASSEMBLER'S PORTAL, in accordance with the instructions set forth in this Manual.



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The EXHIBITOR shall provide a main incoming power panel with a main switch and appropriate circuit breakers, and shall complete the internal power distribution installation within the booth, starting from the point installed by the PROMOTER.

Any metallic structure forming part of the booth project shall be properly grounded, in compliance with ABNT standards.

The installation of electrical fixtures, hanging elements, or external attachments shall not be permitted without the prior authorization of the PROMOTER.

The booth's main switch shall be installed in a location with free access for the PROMOTER's security service. If a power cabin is installed within the booth, the PROMOTER shall be provided with a copy of the access key.

The available current is alternating current (AC), with a frequency of 60 Hz, at **220V single-phase** and **380V three-phase**. Costs **shall be calculated per KVA**.

The amperage of the main circuit breaker in the power distribution panel shall be compatible with the total connected load and the maximum amperage of the feeder cable, in accordance with NBR 5410 or any standard that may replace it.

The PROMOTER recommends that each booth be equipped with protective devices (such as voltage stabilizers, automatic switches, or UPS systems) to protect against power fluctuations or phase loss. Such equipment shall be installed in an easily accessible location. The PROMOTER shall not be liable for any damage resulting from the absence of such equipment.

To calculate the required KVA for the booth, the EXHIBITOR shall sum the wattage (W) and KVA values indicated on the equipment nameplates and lighting fixtures to be used. There is no need to calculate KVA/hour, as the KVA cost refers to consumption throughout the entire EVENT operating period.

Any excess power consumption identified during the EVENT by the electrical technical team shall be considered an overage. The difference between the energy consumed by the EXHIBITOR and the energy contracted and paid shall be charged by the PROMOTER, based on the applicable service rate, plus a 25% (twenty-five percent) surcharge as a penalty.

For ease of calculation, a table indicating the KVA consumption of the most commonly used booth items is provided at the end of this Manual.

In order to enhance safety in electrical installations and ensure compliance with applicable standards, the power cables used to supply electricity to booths and other event requirements at the Expo Center Norte shall be fitted, at the load connection end, with a female plug manufactured by PCE.

PCE plugs are compatible with STECK brand plugs, which are widely used in the Brazilian market.

This type of connection, also referred to as a plug-in connection, shall reduce the risk of accidents such as short circuits, electric shocks, or phase inversion, which may cause equipment damage.



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Below is the table describing the male plugs from PCE and STECK brands required for connection to the female plug of the power supply cable provided by Expo Center Norte:

| Gauge of the cable provided with the female plug (manufactured by PCE). | Reference of the male plug (manufactured by PCE) required for connection. | Reference of the male plug (manufactured by Steck), compatible with PCE female plug. | Image of the Steck male plug |
|---|---|--|---|
| 6mm ² | 0252-6 | S-5276 |  |
| 10mm ² | 035-6 | S-5576 |  |

Any other male plug or connector compatible with PCE female plug may be used, provided it complies with NBR IEC 60309-1.

Female plugs installed on power cables provided by Expo Center Norte will be as follows:

For 6mm² cables, 5-pole female-type connector (extension), PCE reference: 2252-6.

For 10mm² cables, 5-pole female-type connector (extension), PCE reference: 235-6.

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

Installers approved by Expo Center Norte, contracted by the event promoter to provide power supply points to the stands, can be consulted for any necessary technical clarifications.

Connections for loads above 30KVA must be requested from the installer contracted by the event promoter well in advance so that they can take the necessary technical measures.

The loads installed in the stand, as well as the loads for other event needs, must be properly balanced in the three phases on the power supply switchboard.

The amperage of the main circuit breaker of the power supply switchboard must be compatible with the total load installed, according to NBR 5410.



It is prohibited any interconnection with the power plug provided by Expo CN in an irregular or non-standard way.

FOR GREATER PUBLIC SAFETY, STAND INSTALLATIONS (LIGHTING, EQUIPMENT, WIRES, AND CABLES) SHOULD NOT BE VISIBLE TO NEIGHBOURING STANDS OR VISITORS.

We request the installation of raceways with removable covers from the pavilion's raceway to the stand's power supply switchboard; the same applies to hydraulic installations.

The pavilion will be energized two (2) days prior to the event.

To avoid wasting electric power, we request that after the daily closure of the EVENT, the EXHIBITOR turns off the power of the entire stand. Therefore, if there are appliances in the stand, such as freezers, refrigerators, machines, or products that require continuous power supply, we request a specific connection in the power switchboard with a separate circuit breaker for these items to remain on while the stand is turned off.

If the PAVILION cannot accommodate the demand for electric power, we will use generator sets to meet the general demand. The distribution will be done for strict technical reasons by our Electrical Department. Consequently, your stand may be powered by generator sets.

ATTENTION:

Hydraulic and electrical installations require prior sizing for efficient and proper distribution and use of the equipment and components required. Therefore, the PROMOTER will not authorize the installation of these services when the request is made after the specified deadline.

6 – SET-UP STANDARDS

AIR CONDITIONING

All pavilions of Expo Center Norte are equipped with their own air conditioning system; therefore, the installation of air conditioning units is not allowed.

For a perfect use of the pavilion's air conditioning system, it is recommended NOT to cover the stands' ceiling and to use cold lighting systems, such as LED lamps, among others.

Only the use of properly sized Split-type machines will be allowed in cases that require fully enclosed rooms. Under no circumstances should the use of window-type air conditioning be allowed inside the pavilions.

The condenser unit of the Split-type equipment must be installed above the level of the mezzanine ceiling, requiring proper support structure for the equipment weight.

Exhaust of hot air produced by the condenser unit must be done above the air conditioning ducts of the pavilion, which are approximately 10 to 11 meters from the pavilion floor.



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This exhaust can be made by installing a flexible Aludec duct, made of aluminium and polyester laminate, with a copper-coated steel wire spiral, anticorrosive, and non-deformable. The installation of any type of duct on the pavilion's roof structure will not be allowed.

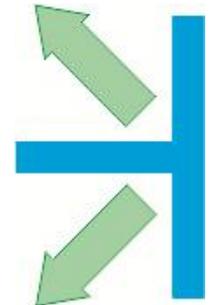
This duct must include the installation of a mechanical ventilation system to exhaust hot air to the required height.

The installation of Split-type equipment in the stands can only be made with approval of the project by the PROMOTER and presentation of ART, submitted at least 30 days in advance.

FLOOR

a) FLOOR – Marking and Assembly

a) The area of each stand will be marked by the PROMOTER on the pavilion floor. For stand assembly, the INTERNAL ANGLE of the mark on the floor must be considered. As shown in the figure:



STAND LOCATIONS

The PROMOTER is responsible for determining the stand locations, considering the chronological order of requests, the technical assembly requirements of the set, and the market interest of the EVENT.

The EXHIBITOR will receive the area of their stand marked on the pavilion floor. The floor marking should be checked (size and location) by the Builder contracted by the Exhibitor before starting the assembly work to avoid later problems.

PERSONNEL ACCESS

During the set-up period, only individuals with the following credentials will have access to the PAVILION, and the entry of individuals under 18 is prohibited:

- Builder/Maintenance Credential
- Exhibitor Credential
- Security Credential
- Services Credential

In addition to the credentials, the service provider must be in uniform or wearing the company's vest, following the specifications below:

- To exempt the use of vest, the uniform must have the company name visibly and easily identifiable, preferably on the front and back sides.
- The uniform must have the company name/logo clearly visible and easily identifiable, stamped obligatorily on the front and back sides.
- In the absence of suitable uniform, the use of a vest is allowed, which must be yellow and with reflective stripes. No other colour or vest without reflective bands will be permitted.



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- These measures do not exempt service providers from using badges or any other identification required by the event promoter.

ENTRY OF GOODS

All goods shall be allowed free circulation within the PAVILION, with the exception of tools belonging to personnel responsible for booth assembly, which shall be registered in order to allow their subsequent removal.

Note: All goods shall enter the PAVILION through the gate designated by the PROMOTER.

b) PARTITION WALLS

Partition walls must be built between stands that have neighbours, establishing the limit of each area according to the marking on the pavilion floor. Minimum height of the walls should be 2.20m. Walls that exceed the partition walls of the neighbour must have finishes compatible with the internal finishes.

GLASS IN STAND ASSEMBLIES

If glass is used in the stand, and if it is laminated, the use of adhesive films and/or protective signalling bands (for public safety in case of breakage) is mandatory. In case of using tempered glass, we recommend the use of signalling bands.

HEIGHTS AND SETBACK LIMITS

The table below determines the allowed heights and setbacks for any decorative components of the stands. These heights are considered from the pavilion floor, with no need for setbacks from the corridors for stands with areas that do not configure islands, maintaining the maximum height and setbacks on the table below in relation to neighbours.

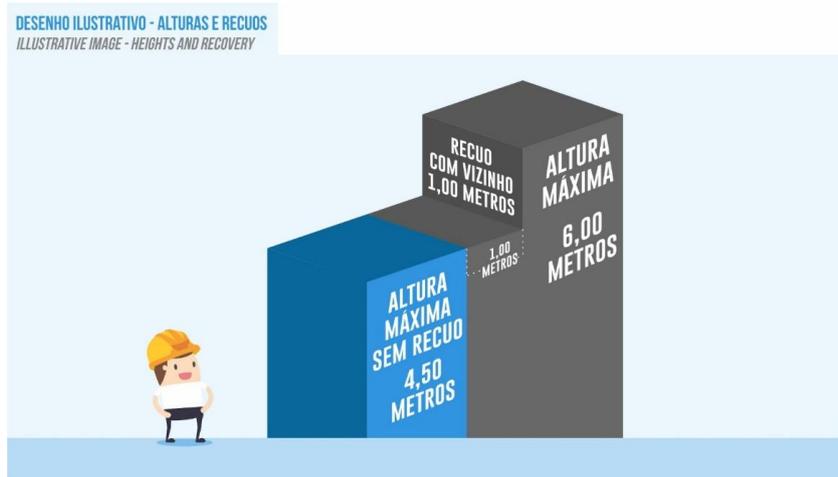
Stands that configure islands may have the total occupation of the linear meter of their perimeter, up to 4.50m in height, with no need for setbacks. From 4.51m in height, the assembly should not exceed 40% of the perimeter. When this percentage is exceeded, observe the setbacks on the table below.

| MAXIMUM HEIGHT (m) | MINIMUM SETBACK (m) |
|--------------------|---------------------|
| Up to 4.50m | 0.00 |
| 4.51 to 6.00m | 1.00m |



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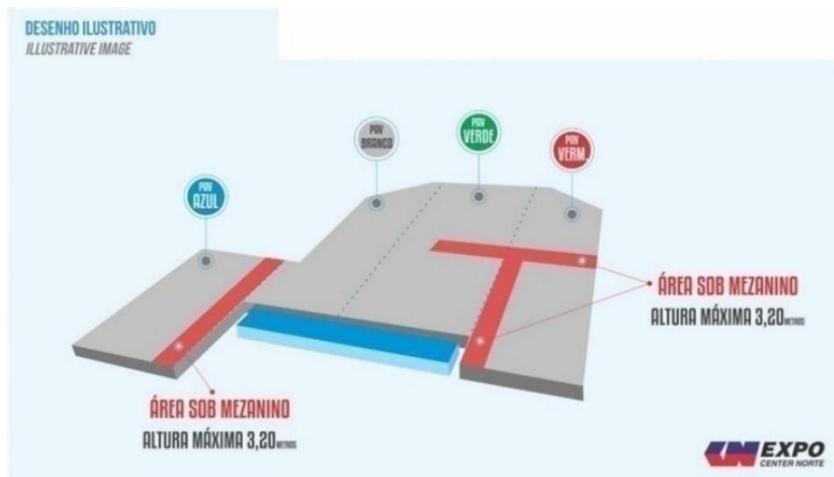
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For assembly of elements, such as front's, beams, columns, and totems, setbacks will not be required, provided they are mounted within the stand area where there is no assembly of walls or panels in the same projection.

STANDS LOCATED BELOW THE MEZZANINE:

Stands located below the mezzanine of the Pavilion must have maximum height of 3.50m without setbacks.



GRAPHICS

The application of graphics (logos, visual communication, etc.) facing neighbouring stands is not allowed.

The application of graphics on all sides (even towards neighbours) will be authorized only if the frieze is installed with a minimum setback of three meters from neighbours.



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It shall be mandatory that each linear opening facing a circulation aisle maintain a minimum of 50% (fifty percent) visibility. Visibility shall be measured within the height range of 1.00 m to 2.20 m from the floor.

In the case of glass panels with striped or frosted adhesive films, 50% visibility shall be deemed compliant when the proportion of frosted area is equal to the proportion of transparent glass area.

MEZZANINE OR 2ND FLOOR

Construction of a mezzanine or second floor is not allowed at WTM Latin America.

PAVILION USAGE

- a) **PAVILION FLOOR:** The pavilion floor should not, under any circumstances, be marked, painted, drilled, or excavated. The use of existing service raceways on the floor for any purpose is prohibited.

MASONRY CONSTRUCTION

Any masonry or similar constructions (floors, walls) are prohibited. Exceptions to this rule must be approved by the PROMOTER before submitting the documents for approval.

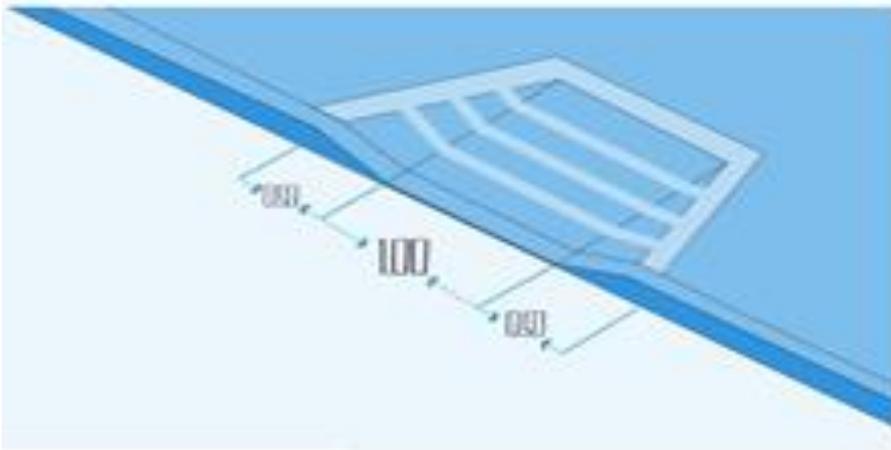
GARDENS AND PLANTS

Gardens, flowers, and ornamental plants are allowed when contained in pots, baskets, or other containers, provided that loose soil, sand, or stones are not used for the execution of gardens directly on the pavilion floor.



VERTICAL PROJECTION OF THE STAND

- a) The vertical projection of any element of the set-up including (DISPLAY CASES, DECORATIVE ELEMENTS, AIR CONDITIONERS, OR EXHIBITED PRODUCTS/EQUIPMENT) must be within the peripheral limits of the stand area.
- b) Projections over adjacent stands or over EVENT circulation routes will not be accepted, except for spotlights for façade lighting and stand logos, provided they are installed at a minimum height of 4.00m.



RAISED FLOORS - ACCESSIBILITY

- a) The EXHIBITOR is responsible for the design of their stand and keeping it in accordance with the terms of the Brazilian Inclusion Law and ABNT technical standards, ensuring the right to accessibility for all audiences with disabilities and reduced mobility, under current legislation. The ART (Technical Responsibility Note) of the EXHIBITOR's stand must explicitly mention compliance with Law No. 13,146/15 (Brazilian Inclusion Law) and ABNT Technical Standards, as a condition for release by the PROMOTER, as required by the Public Prosecutor's Office of the State of São Paulo, without prejudice to other provisions contained in the Exhibitor's Manual.
- b) It is MANDATORY for each stand to have at least one ramp in an easily accessible and visible location, following the rules below. Ideally, the entire raised floor with public access should be lowered throughout its extension. Ramp Requirements according to NBR9050 (The ramp should be at least 1.00x1.00m with a corner break of 0.50m on each side):

In addition to the use of non-slip flooring, the minimum length and width must follow the standard in the table below:

| Height from Floor | Minimum Length (cm) | Minimum Width (cm) | Minimum Width of each chamfer (cm) |
|-------------------|---------------------|--------------------|------------------------------------|
|-------------------|---------------------|--------------------|------------------------------------|



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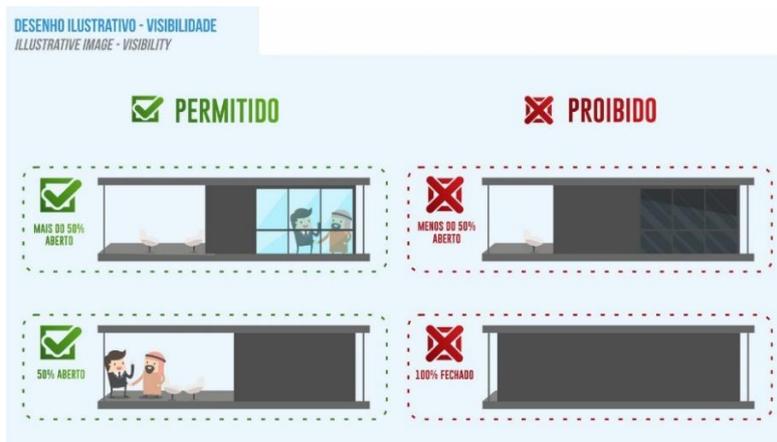
| (cm) | | | |
|------|--------------|--------------|-----------------|
| 3 | Without ramp | Without ramp | Without chamfer |
| 4 | 100 | 100 | 50 |
| 5 | 100 | 100 | 50 |
| 7 | 100 | 100 | 50 |
| 10 | 100 | 100 | 50 |
| 15 | 150 | 100 | 75 |
| 20 | 200 | 100 | 100 |

VISIBILITY

EACH FACADE OF THE DESIGN MUST FOLLOW THE RULE OF 50% TRANSPARENCY.

Include in the design that the coffee and storage areas are located so as not to fully close any side.

This visibility rule has been created with the aim of keeping the fair aesthetically pleasing. Otherwise, the corridors will become too enclosed, enclosing visitors in long sections of walls and hiding smaller stands.



INTERNET REQUEST

DEADLINE FOR REQUESTS - MARCH 17, 2026

The official supplier for EXPO CENTER NORTE will be EXPO TELECOM

Telephone: +55 11 4210-0810

+55 11 91363-7363

expotelecom@mapptv.com.br



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CONSTRUCTION EMBARGO

The PROMOTER has the right to embargo the stand construction/set-up if it is not in accordance with the rules of this MANUAL. If the EXHIBITOR does not review the project parameters in a timely manner, in addition to application of 25% fine on the area value, the stand cannot be used during the event period, without adverse effects on contractual costs with the PROMOTER.

To safeguard its interests, we advise the EXHIBITOR to inform the company responsible for building their stand about all the EVENT rules, making them aware of any responsibilities regarding the subject.

EMERGENCY EXITS

In areas designated and signposted as emergency exits, the storage of any type of material is strictly prohibited. All booth projects that include enclosed areas shall provide for emergency exits. In the case of auditoriums, the number of emergency exits shall be compatible with the planned seating capacity.

VII – EVENT EXECUTION

1 – EVENT PERIOD

ARRIVAL OF STAFF

For a better service to the visitor/buyer, the stand must be ready and in operation, daily, half an hour before the official opening, so we recommend that the arrival of the service providers in the stand be anticipated at one hour from the EVENT opening hours.

The PROMOTER reserves the right to anticipate the opening hours in up to half an hour to better serve the visitor/buyer, considering the number of visitors at the beginning of the works and/or conditions at the moment.



ATTIRE FOR STAFF WORKING AT THE BOOTH

All members of the booth team, whether they are direct employees of the exhibitors or contracted

personnel, must dress appropriately for conducting business. The use of excessively revealing, suggestive, or offensive attire is not allowed.

Examples of inappropriate attire may include, but are not limited to:

- Tops with excessive cleavage;
- Strapless tops, halter-style blouses, camisole tops, or tube tops;
- Very short skirts or dresses;
- Shorts;
- Lycra swimsuits (or other body-hugging clothing);
- Objectionable or offensive costumes.

These guidelines apply to all members of the exhibitor's team, regardless of gender, and will be strictly enforced. RX and the

WTM Latin America 2026 management team reserve the right to request that individuals/booth staff change their attire or immediately



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leave the premises if we believe their appearance may be offensive or disruptive to other exhibitors or participants. These guidelines apply to all stand staff members, regardless of gender, and will be strictly enforced. RX staff reserves the right to request individuals to change their attire or leave the premises immediately if their appearance is deemed offensive or disruptive to other exhibitors or attendees.

2- VISITING

Access to the EVENT shall be restricted exclusively to professionals related to the tourism sector covered by WTM Latin America 2026, as well as guests of the EXHIBITORS and RX.

Throughout the entire EVENT period, the entry of individuals under eighteen (18) years of age is strictly prohibited.

3- BOOTH OPERATION

Throughout the entire duration of the Event, there must be at least one EXHIBITOR employee at the booth who is qualified to provide information about the displayed products. To ensure better service for visitors/buyers, the booth must be ready and operational daily, 30 minutes before the official opening. Therefore, we recommend that service providers arrive at the booth one hour prior to the EVENT opening time. The ORGANIZER reserves the right to anticipate the opening time to better serve visitors/buyers, considering the number of visitors at the start of activities and/or prevailing conditions. It is not permitted to close booth activities before the official end time of the EVENT, even on the last day. Booth lighting must remain on throughout the entire Event hours. At the end of each day, it is the EXHIBITOR's responsibility to turn off the main power switch of their booth.

4- SALES ON THE PRODUCT SITE

At WTM Latin America, the sale of any type of product at exhibition booths is strictly prohibited.

5- SUPPLY AND MAINTENANCE DURING THE EVENT



Supply and maintenance of stands must be carried out strictly from 8 am to 10 am.

NOTE: On the first day of the event, the supply schedule may change due to the opening ceremony. Please check with CAEX (Exhibitor Service Centre) during the set-up period.

We recommend proper planning, as no exceptions will be allowed.

All food products must be stored into suitable containers for transport (e.g., ice, containers for liquids, etc.).

The exhibitor should have a responsible person in the stand to receive equipment and products.

IMPORTANT: ONLY CARTS WITH SOFT, PNEUMATIC WHEELS WILL BE ALLOWED DURING MAINTENANCE AND SUPPLY. AFTER THE EVENT OPENING, NO TYPE OF CART WILL BE ALLOWED.

The set-up credential does not provide access during the event period, so each EXHIBITOR is entitled to 02 (two) Maintenance Credentials, which can be printed at CAEX (Exhibitor Service Centre) in advance, for use by employees on duty during the event period. Therefore, we suggest that EXHIBITORS ask the contracted



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companies for stand set-up and decoration to keep employees on duty at the PAVILION throughout the event period.

IMPORTANT: ALL SET-UP WORK, INCLUDING CLEANING AND HANDOVER OF THE STAND TO THE EXHIBITOR, MUST BE COMPLETED BY THE LAST SET-UP DAY. MAINTENANCE CREDENTIALS WILL NOT BE PROVIDED FOR THESE PURPOSES. REMEMBER THAT FROM THE FIRST DAY OF THE EVENT, PEOPLE WITH THE SET-UP CREDENTIAL ARE NOT ALLOWED TO ENTER.

3 - PERSONNEL ACCESS

The following credentials grant access to the PAVILION during the Event period at the specified times. Entry for individuals under 18 is not allowed, even if accompanied by their guardians.

- Maintenance/Exhibitor/Security Credential: Throughout the EVENT, including Set-up, Execution, and Dismantling.
- Service Credential: Throughout the Event Execution period.

4 - VEHICLE ACCESS

Vehicle access to the PAVILION is prohibited throughout the Event Execution period.

5 – PARKING USAGE NORMS

The exhibitor is entitled to a quota of two parking credentials with a 50% discount, granting unlimited access throughout the event period. Please refer to Estapar parking regulations.

6 – PRODUCTS SHIPPING

The invoice for shipping the merchandise to be exhibited must be issued on behalf of the exhibitor, with their CNPJ and State Taxpayer Registration. In case of electronic invoices, the pavilion's address and stand location must be specified in the body of the invoice as the delivery address.

a) PAVILION Address: EXPO CENTER NORTE Green and White Pavilion Rua José Bernardo Pinto, 333 – Vila Guilherme 02055-000 – São Paulo / SP

b) The following note must be included in the body of the invoice: "MERCHANDISE AIMED FOR EXHIBITION AT 'WTM Latin America 2026' FROM APRIL 14 - 16, 2026, AT Expo Center Norte – Green and White Pavilions."

c) In the appropriate spaces, specify the quantities of products and their respective unit and total values.

d) Invoices must be filled according to the state where the sender is located:

SÃO PAULO:

- Nature of Operation = exhibition shipment Code 5.914
- ICMS tax exemption according to Article 33, Annex I, Decree No. 45,490/2000.
- IPI with tax suspension according to Article 40, Item II, of RIPI/98.

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

- Nature of Operation = exhibition shipment Code 6.914



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- ICMS tax exemption - ICMS tax suspended according to ICMS Agreement No. 30 of 09/13/90.
- IPI with tax suspension according to Article 40, Item II, of RIPI/98.

RETURN OF PRODUCTS

To return products to the exhibitor's company, an Entry Invoice must be issued, stating:

"RETURN OF GOODS AIMED FOR EXHIBITION AT 'WTM Latin America 2026' FROM APRIL 14 TO 16, 2026, AT Expo Center Norte – Green and White Pavilions."

Nature of operation: return

SÃO PAULO - code 1.914

OTHER STATES - code 2.914.

9 – DISTRIBUTION OF GIFTS

The distribution of gifts, samples, leaflets, catalogues, and snacks to visitors is allowed EXCLUSIVELY INSIDE THE STAND. The PROMOTER reserves the right to cease distribution if it causes disturbances or crowds, confiscating the material until the end of the EVENT for subsequent return. DISTRIBUTION OF GIFTS THAT MAKE NOISE OR GAS BALLOONS OF ANY SHAPE OR SIZE WILL NOT BE ALLOWED.

10 – PRODUCT EXIT

No product aimed for exhibition should leave the PAVILION during the Event. In exceptional cases, the PROMOTER will authorize the replacement of defective goods with others of equal characteristics. The PROMOTER will authorize the exit of samples and small objects starting one hour after the closing time on the last day of the EVENT.

11 - ARTISTIC ACTIVITIES (Live Music, Parades, Shows, Video Wall, Raffles)

During the period designated for cultural activities, the use of musical and artistic presentations of a cultural nature shall be permitted, provided that they do not interfere with the activities of neighboring booths. Sound volume must be maintained at a moderate level, sufficient only for the ambiance of the exhibitor's own booth, and must not exceed the limits of the contracted space.

Permitted:

- Acoustic or semi-acoustic performances
- Small-sized instruments
- Cultural performances without excessive amplification

Not permitted:

- Full bands
- Acoustic drum kits



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- Large-scale amplifiers
- Professional sound equipment intended for shows

The event organizer reserves the right to request volume adjustments or to interrupt the performance at any time if sound impact on neighboring booths is identified or if this rule is not complied with.

EXHIBITORS intending to perform any artistic activity (including audio into enclosed spaces) must send the program description to RX (servico.wtm@rxglobal.com) at least 15 days before the start of Set-up and must pay ECAD fees for copyright in accordance with Law 9.610/98 – www.ecad.org.br.

IMPORTANT: Artistic performances during the event can only be held at the following times:

- **April 14 and 15: 7 pm to 8 pm**
- **April 16: 5 pm to 6 pm**

It is strictly prohibited: pyrotechnic displays involving the use of smoke or airships, as well as animals of any species or size, regardless of whether they are part of the booth decoration or in any way related to the demonstration of the products to be exhibited.

IMPORTANT: RX complies with State Law No. 17,621, dated February 3, 2023, by notifying that it has a trained team to assist any woman who feels at risk during its promoted events. A woman in this situation may seek any RX employee identified by the RX badge or go directly to CAEX, where she will be welcomed and offered an escort to her car, other transportation means, or communication with the police.

Furthermore, RX informs that posters are placed in women's restrooms and other locations at events, indicating the availability of CAEX to assist women in situations of risk." Posters will be displayed in women's restrooms and other locations at the event, indicating the establishment's availability to assist women feeling at risk.

14 – SOUND VOLUME

For the use of any audio resources, whether for promotional messages, video walls, raffles, or simple ambient sound, sound levels should not exceed **75 Decibels (dB)**, measured at the stand's boundaries where the sound originates, whether or not it is an island, until 7 pm on April 14 and 15, and until 5 pm on April 16. In the last hour of each event day, when artistic performances are allowed, sound levels are permitted up to 85 Decibels (dB).

Sound measuring devices will be available during the event. Any EXHIBITOR exceeding the volume determined will receive, for the first time, a verbal warning from RX to lower the sound volume. The second offense will result in a written warning to the stand's responsible person signed by RX. On the third offense, a more drastic measure will be taken with application of a fine of R\$10,000.00 (ten thousand reais) per offense to the EXHIBITOR and cutting off the stand's power on that day.

Therefore, we recommend building rooms with soundproofing materials in stands requiring sound levels above 60 dB for presentations with audio resources.



15 – PROHIBITION OF DISTRIBUTION OF POPCORN, PEANUTS, OR PRODUCTS THAT GENERATE RESIDUES

To ensure the event cleanliness and a pleasant environment for all participants, the distribution of popcorn, peanuts, or any other product or food that generate residues to visitors or anyone in the stands and outside them is prohibited due to the high volume of waste accumulated in the corridors when such food is distributed. Confetti, streamers, and similar items are expressly prohibited inside all areas, both indoors and outdoors.

16 – BALLOONS

The use and distribution of any type and size of balloons during the EVENT are prohibited.

17 – DRONES

DRONES IN OUTDOOR AREAS

Expo Center Norte is within an approach zone for Campo de Marte Airport. For this reason, civil aviation authorities prohibit/restrict the flight of unmanned aircraft to ensure airspace safety. This restriction applies to all outdoor areas, including the **facade, loading and unloading zones, and parking areas.**

DRONES IN INDOOR AREAS

The use of drones is restricted in enclosed spaces due to safety and privacy concerns. However, for specific controlled operations, ECN evaluates requests for authorized drone flights.

To request permission, please contact servico.wtm@rxglobal.com.

The mandatory documents for controlled drone flights include:

- Execution of the **Drone Usage Responsibility Agreement** at least **15 days before** the event date
- A valid **Civil Liability Insurance Policy for Air Transport Operators (RETA)**
- A valid **Combined Single Limit (LUC) Insurance Policy**
- **Certificate of Registration for Unmanned Aircraft – Non-Recreational Use**
- **Scheduled flight time and supervision** by the ECN-approved fire safety team
- **Approved flight zone map** by Expo Center Norte
- **Certificate of compliance, update, and maintenance of the equipment**
- The drone operator must be **certified and officially registered** with the appropriate authorities.

VIII – DISMANTLING

1- PERIODS AND HOURS

The pavilions will be available to EXHIBITORS for dismantling their stands from 9 pm on April 16 to 2 pm on April 17, 2026.

The IMMEDIATE REMOVAL OF EQUIPMENT AND SMALL PRODUCTS WILL BE FROM 7 pm TO 9 pm ON APRIL 16, 2026.



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2- PERSONNEL ACCESS

During the Dismantling period, individuals with the following credentials will be granted with access to the pavilion, and entry is prohibited for individuals under 18:

Assembler Credential

Exhibitor Credential

Security/Cleaning/Service Credential

In addition to credentials, all service providers must wear vests or uniforms according to the rules below:

- The use of vests is only mandatory for professionals not properly uniformed.
- To exempt the use of vest, the uniform must have the company name visibly and easily identifiable, preferably on the front and back sides.
- In the absence of suitable uniform, the use of a vest is allowed, which must be yellow and with reflective stripes. Vests of another colour or without reflective stripes will not be allowed.
- These measures do not exempt service providers from using badges or any other identification required by the event promoter.

2 – RESPONSIBILITY

The EXHIBITOR is responsible for dismantling and removing products and equipment from their stand within the stipulated deadlines and conditions. Thus, we suggest notifying your assemblers and decorators of these deadlines.

The PROMOTER recommends that, on the last day of the EVENT, after its closure, all displays and other valuable items (DVD players, sound and TV equipment), as well as small objects, are removed to prevent theft, damage, loss.

The PROMOTER also recommends that EXHIBITORS keep security guards in their stands while their materials are not entirely removed, as it is not responsible for any problems arising from the lack of surveillance.

3 - END OF REMOVAL

Materials and equipment remaining in the EVENT after the Dismantling period will be removed from the venue by the PROMOTER's team and sent to a warehouse, and the expenses for this operation must be borne by the EXHIBITOR.

IX - GENERAL PROVISIONS

The PROMOTER reserves itself the right to arbitrate on omissions in this MANUAL and establish new rules necessary for the proper functioning of the EVENT to facilitate harmony among EXHIBITORS. The EXHIBITOR commits itself to respect and make sure that its employees and/or contractors comply with all clauses and provisions regulating the EVENT, as well as other rules that may be established for the general good. No changes made by the PROMOTER should be a reason for cancelling the Participation Contract by the EXHIBITOR.

A FINE OF 25% ON THE TOTAL VALUE OF THE EVENT ORGANIZATION AND PROMOTION CONTRACT WILL BE APPLIED TO ANY EXHIBITOR WHO VIOLATES ANY OF THE ESTABLISHED RULES FOR WHICH NO PENALTY IS SPECIFIED ABOVE.



Annex I

Standardized Electrical Consumption Table

Lighting

| Equipment | Maximum Consumption (kVA) |
|-------------------------------|---------------------------|
| LED Lamp 10–20W | 0.05 |
| LED Projector 50W | 0.10 |
| LED Floodlight 100W | 0.15 |
| HQI Floodlight 150W + ballast | 0.30 |

Air Conditioning

| Equipment | Maximum Consumption (kVA) |
|------------|---------------------------|
| 7,000 BTU | 1.0 |
| 10,000 BTU | 1.3 |
| 12,000 BTU | 1.5 |
| 18,000 BTU | 2.5 |
| 24,000 BTU | 3.3 |
| 30,000 BTU | 4.5 |
| 60,000 BTU | 7.5 |
| 80,000 BTU | 10.0 |

Appliances

| Equipment | Maximum Consumption (kVA) |
|----------------------------|---------------------------|
| Microwave oven | 2.0 |
| Refrigerator / Mini fridge | 0.6 |
| Electric oven 2400W | 2.8 |
| Electric kettle | 1.7 |
| Sandwich maker / Grill | 1.2 |

Coffee Machines

| Equipment | Maximum Consumption (kVA) |
|-----------|---------------------------|
|-----------|---------------------------|



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Domestic coffee machine (Nespresso/Dolce Gusto) 1.5

Small commercial coffee machine 1.8

Large commercial coffee machine (4500W) 5.5

Fryers / Griddles

Equipment Maximum Consumption (kVA)

Small fryer 2500W 3.0

Large fryer 4500W 5.5

Small griddle 3000W 3.5

Large griddle 6000W 7.0

Multimedia and Technology

Equipment Maximum Consumption (kVA)

Laptop 0.20

Desktop computer 0.40

Inkjet printer 0.10

Laser printer 0.30

LED monitor 24–27" 0.12

LED TV 43" 0.15

LED TV 55" 0.20

LED TV 65" 0.25

Other Equipment

Equipment Maximum Consumption (kVA)

Mobile phone charger 0.03

Blender 0.60

500W equipment 0.60

1000W equipment 1.20



Annex I I

Reed Exhibitions: Event Intellectual Property Matters and Procedures

Reed Exhibitions Alcantara Machado Ltda. (“Administration”) respects industrial property rights (“IP”) and expects all

exhibitors to do the same. Therefore, the following rules will apply to any IP-related issues that may arise during the events (“Events”):

1. The role of the Administration is strictly to protect the integrity and harmony of the Events, preserving the environment so that all exhibitors and/or sponsors have the opportunity to benefit from their exposure and/or sponsorship.
2. The Administration will designate an IP Ombudsman for the Events. This IP Ombudsman shall, on behalf of the Administration, address IP-related matters reported during the Events, in accordance with the rules defined herein (hereinafter also referred to under the broader term “Administration”).
3. The Administration will recognize existing IP rights based on proper registration with the National Institute of Industrial Property (INPI), which shall be considered proof of the validity of such rights. This proof must be provided by the exhibitor/IP rights holder to the Administration at the time of alleging any violation of these rights (“Complainant”) during the Events. Based on the information and evidence provided, the Administration may notify the other exhibitor allegedly infringing these rights (“Respondent”).
4. The Administration is not responsible for arbitrating and/or legally recognizing the existence of valid and subsisting IP rights of a Complainant or Respondent, as INPI is the sole competent authority to do so.
5. The Administration will cooperate and act consistently with any court order, warrant, judgment, or injunction duly issued against an exhibitor. In doing so, the Administration remains a neutral party, and its presence during the service of any legal documents at the Events will be strictly to fulfill its responsibility to protect the integrity and harmony of the Events.
6. The Administration may take measures deemed reasonable and appropriate, at its sole discretion, to attempt to accommodate and/or resolve IP rights issues between exhibitors. The Administration is not and will not become an enforcement agent or representative related to the alleged IP rights of any exhibitor.
7. The Administration reserves the right to request that the Respondent present appropriate documentation proving their right to exhibit and/or market any disputed product or material.



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8. Whenever deemed appropriate, at its sole discretion, the Administration may request (and possibly insist) that the Respondent remove items or materials from their booth that have been disputed and that, after reasonable analysis and judgment by the Administration, are clearly covered by the documentation provided by the Complainant (demonstrating the respective declared industrial property rights).

9. Complainants agree to follow the “IP Procedures” outlined below:

In the event of any perceived violation of IP rights during the Event:

1. The Complainant or their representative(s) shall approach and/or communicate with the Exhibitor Service Center (CAEX) located at the Event venue, which will guide the exhibitor to submit their complaint to

ouvidoriapi@rxglobal.com. The following must be observed:

A. The Complainant or their representative(s) may not access the pavilion during setup, dismantling, or outside Event hours;

B. If the Complainant’s representative(s) require access to the Events, they must follow the general participant access rules, i.e., purchase a ticket and/or credential for entry;

2. The Complainant or their representative(s), upon verifying the improper use of a trademark or patent declared as their property, if displayed, may request the Administration via the provided email to notify the Respondent or their representative(s), requesting the removal or covering of such items, provided that the following is submitted:

A. Evidence that the Complainant has communicated in writing (letter or email sent before or during the Events) to the Respondent or their representative(s) regarding the claimed IP rights;

B. Clear and legal evidence supporting the IP rights claim (copy of the valid Trademark and/or Patent Registration Certificate issued by INPI in the name of the Complainant);

C. Evidence of the products and/or materials used at the Events by the Respondent, whose IP rights are claimed by the Complainant (clear photos of products or copies of materials displayed at the Events. Photos of products from other locations or website images will not be considered sufficient);

D. The Administration requests that Complainants contact the Administration via the email provided for this purpose so that authorization can be granted to photograph the products and/or materials whose rights are claimed and that are on display at the Respondent’s booth. The Respondent must not photograph other exhibitors’ booths without proper authorization;

E. Contact information of the Complainant and their designated representative authorized to act on their behalf at the Event, including (i) name, (ii) title, (iii) email, and (iv) mobile phone number or other phone number where the representative can be reached during the Events;

F. The Administration will have 24 hours to review the evidence provided by the Complainant, and the Operations



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Manager will take appropriate measures as deemed necessary and at their sole discretion, informing the

Complainant of the actions taken;

G. If the Respondent's IP rights are verified, the Operations Manager will notify the Complainant accordingly; likewise, if the Respondent's IP rights are not verified, the Operations Manager will notify the Respondent to remove the disputed product/brand from their booth.

The Administration will not interpret utility patent claims, nor will it interpret the scope of protection of a registered trademark or copyright, or make any judgment specifically regarding the sufficiency of patent disclosures, the validity of any patents, the likelihood of confusion between different trademarks, trademark fame, trademark dilution, fair use of third-party trademarks, priority of rights over a trademark, or what constitutes substantial taking of a copyrighted work or fair use of a copyrighted work.

