

GENERAL REGULATIONS



FIMMA.COM.BR

15TH EDITION

FINNMA
B R A S I L

24TH TO 27TH

AUGUST 2021
BENTO GONÇALVES . RS

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PRESENTATION

Dear exhibitor,

The Fair General Regulations is the instrument that governs FIMMA Brasil. This manual aims to provide exhibitors and their installation contractor with all the necessary information for taking part in the show.

Learning about the exhibitors' rights and obligations is fundamental for holding a successful Fair.

We also recommend that just one professional becomes responsible for managing the operational activities herein. Remember that your company can rely on our staff to make this process as simple as possible.

Failure to meet the requirements herein by the deadline will exempt the management of the fair from any responsibilities for any delay or damage incurred.

Make sure you read the e-mails sent by **expositor@fimma.com.br** and pay special attention to the operational schedule.

We count on your collaboration so that together we can make **FIMMA Brasil** a great experience.

Best regards,

Board of Directors

TECHNICAL INFORMATION

NAME: FIMMA Brasil – International Fair of Machines, Raw Materials and Accessories for the Furniture Industry.

VENUE: Parque de Eventos – Alameda Fenavinho, 481 – Bento Gonçalves – Rio Grande do Sul – Brazil.

DATE: August 24-27, 2021.

ORGANIZED BY: FIMMA Brasil is promoted, organized and held by MOVERGS – Furniture Industry Association of Rio Grande do Sul, juridical entity with private rights, located in Bento Gonçalves-RS.

PURPOSE: To promote business and value the woodworking industry.

EXHIBIT FLOOR: 58,419 m².

HOW TO PARTICIPATE: By renting an exhibit area. The installation of the booth must be carried out by the exhibitor, except for the areas rented with standard structure.

CONTACT THE MANAGEMENT OF THE EVENT

ADMINISTRATIVE CENTER

Address: Rua Avelino Luiz Zat, 95 . 3º floor . Room 09

CEP: 95703-365 – Bento Gonçalves – RS – Brazil

Phone: 54 2102.2450

E-mail: fimma@fimma.com.br

Site: www.fimmabrasil.com.br

SERVICES

SERVICES OFFERED FREE OF CHARGE:

- Central air conditioning system;
- Compressed air (in predetermined places);
- Crane and forklift service for loading and unloading machinery only;
- Electrical power according to the demand;
- Emergency and first aid services;
- Fire Prevention and Protection Plan (PPCI);
- General cleaning of the common areas;
- General lighting of the pavilions;
- Information desks;
- Lockers;
- Parking card;
- Permanent perimeter security during the event;
- Promotional material and advertising campaign of the event;
- Points to charge cell phones and electronic equipment batteries;
- Shuttle service: airport – fair – airport (Porto Alegre and Caxias do Sul). Consult schedule;
- Shuttle service: hotel – fair – hotel (hotels that have an agreement with the fair).
- Shuttle service to and from the fair car parking lot;
- Water entrance and outlet based on availability.

SERVICES

PAYED SERVICES

- Convenience stores (including several items, souvenirs, drugstore)
- Food court, restaurants and coffee bars;
- Hiring services providers including cleaners, waiters and receptionists;
- Internet connection at the booths;
- Outpatient and emergency medical care;
- Rental of barcode readers;
- Taxi and car rental.

MARKETING

PRESS COVERAGE

In order to increase the visibility of the products launched by exhibitors and their coverage by the press, companies may email texts and photos with further information to the marketing department of the Fair at marketing@fimma.com.br.

DIGITAL COVERAGE

FIMMA Brasil offers a Press Kit that provides several tools to announce your participation in the show. Download the material from the Exhibitor Restricted Area and the Fair website in downloads. A customized digital invitation can also be sent to the company's mailing list directly from the Exhibitor Restricted Area.

PRINTED INVITATION

FIMMA Brasil will supply EXHIBITORS with invitations free of charge to be distributed to their customers. Request printed invitations by filling out the form available in the Exhibitor Restricted Area by the deadline set forth in the Operational Schedule.

MARKETING

MERCHANDISING

Any advertisement displayed outside the booth confines will be considered merchandising. Merchandising products aim to promote the visibility of the exhibitor within FIMMA Brasil.

Para conhecer as peças e locais disponíveis, consulte a equipe da Feira, pelo e-mail expositor@fimma.com.br.

The use of material without a Merchandising Agreement signed and paid off by the exhibitor will not be allowed.

SENDING PRODUCTS TO THE FAIR

It is the exhibiting company's responsibility to hire temporary customs brokers. FIMMA Brasil does not work as an import agent and is not responsible for any transaction between the contracting party and the contracted party.

For more information, consult RECEITA FEDERAL (IRS) website: <http://idg.receita.fazenda.gov.br/orientacao/aduaneira/manuais/admissao-temporaria>.

RESTRICTED AREA

The Restricted Area is available at FIMMA Brasil website. It is essential that those involved in the exhibition, including exhibitors, installation contractors and service providers, have access to the information and complete their respective forms.

Exhibitors will be sent a login and password (unique and non-transferable) by the Fair organizers. The installation contractors and service providers will be sent an email containing their login and password after they have been registered by the exhibitor.

FILES

- Operational schedule
- Technical details of the rented area (Download);
- Official catalog logo (Upload);
- Digital invitation logo (Upload);

DOCUMENTS

- Term of responsibility;
- Term of PPE use;
- Media Kit;

RESTRICTED AREA

FORMS

- Registration of the installation contractor;
- Registration of service providers;
- Official catalog;
- Exhibitor badge;
- Internet connection contract;
- Electrical power demand;
- Digital invitation for e-mail marketing;
- Rental of barcode readers;
- Request for compressed air (pre-determined areas);
- Request for water supply (when available in the rented area).

FILES

OPERATIONAL SCHEDULE

The Operational Schedule is the document that contains information about dates, timetables and information about the contact with the organization of the event. The schedule will be available in the restricted area no later than 180 days before the show. **The person in charge of organizing the company's participation in the fair must be aware of the information provided in this file.**

TECHNICAL DETAILS OF THE RENTED AREA

It is the document that contains all the information about the rented area, such as: dimensions, structural elements (beams and pillars), electrical power boxes, water supply points, pipes, fire alarm call points, fire hydrants and other installation characteristics. **It is essential that the developers of the layout plan read this file.**

OFFICIAL CATALOG LOGO

According to instructions below, upload your company's logo to the exhibitor's restricted area so that it can be included in the Official Catalog of the Fair.

Maximum quantity: 1

Supported image formats: jpg; jpeg; png;

Maximum size: 2Mb

DIGITAL INVITATION LOGO

To send the Digital Invitations through the Exhibitor's Restricted Area, it is necessary to upload the company's logo.

DOCUMENTS

EXHIBITOR/INSTALLATION CONTRACTOR TERM OF RESPONSIBILITY

It is mandatory to submit the Term of Responsibility completed and signed at CAEX in pavilion A or E. The document is available in the Exhibitor and Installation Contractor Restricted Area.

TERM OF PPE USE

It is mandatory to present the Term of PPE Use completed and signed at CAEX in pavilion A or E. The document is available in the Restricted Area of the installation contractor.

The fair management accepts no responsibility for failure to use the PPE or for its inappropriate use. The installation contractor/exhibitor will take full legal responsibility for non-compliance with the safety regulations of the Ministry of Labor (NR 06).

PRESS KIT

The Press Kit provides exhibitors with several tools to announce their participation in FIMMA Brasil, including on-hold messaging, posts and videos to upload to social media, standard e-mail marketing, e-mail footnote, stamps and electronic banners. This material is also available at www.fimma.com.br.

FORMS TO REQUEST SERVICES

The forms available in the restricted area.

REGISTRATION OF THE INSTALLATION CONTRACTOR

Installation contractors must be registered in the Exhibitor's Restricted Area by the deadline set forth in the Operational Schedule.

Completion of this form is mandatory, even if the exhibitor is responsible for the booth installation. In such case, exhibitors must be registered as an installation contractor.

The registered company will receive a login and password by e-mail. After that, the company must access the Restricted Area to register its work team, send the layout plan, and its respective Technical Responsibility Note (ART)/the Technical Responsibility Register (RRT).

REGISTRATION OF THE SERVICE PROVIDERS

Services providers must be registered in the Exhibitor's Restricted Area by the deadline set forth in the Operational Schedule.

Exhibitors must inform the number of service providers who will work in their booth during the fair.

The registered company will receive a login and password by e-mail. After that, the company must access the Service Provider's Restricted Area to register its work team.

FORMS TO REQUEST SERVICES

OFFICIAL CATALOG

It is the official document of participation of the exhibiting company in the Fair. It is of the utmost importance that companies submit their information in the restricted area.

EXHIBITOR BADGE

The exhibitor badge is valid for the installation, fair and move-out periods. Every member of the staff must be registered including directors, managers, sales representatives and employees working in the booth.

Badges can be picked up at the exhibitor's entrance in pavilion A or the hall in pavilion E (only for those exhibiting in this pavilion) as of the third installation day.

INTERNET CONNECTION CONTRACT

The internet service will be provided by Via Sul, company hired by Fundaparque, the organization that manages Parque de Eventos.

Two types of internet service will be available: wireless connection and cable connection.

ELECTRICAL POWER DEMAND

The electrical power measured in KVA will be supplied in tension 220 single-phase and 380 three-phase. No fees are charged, however, it is mandatory to inform the electrical power demanded so that all equipment works properly.

FORMS TO REQUEST SERVICES

DIGITAL INVITATION FOR E-MAIL MARKETING

To send the fair's digital invitation to your customers and suppliers, upload your company's logo, register the destination email addresses and the system will send the invitations automatically.

BARCODE READER CONTRACT

The bar code reader service is provided by the company hired to register visitors to the fair.

COMPRESSED AIR REQUEST

It is mandatory to inform the need for compressed air when it is available in the rented area. Its installation must be requested at CAEX before placing the equipment in the booth.

WATER SUPPLY REQUEST

The water supply point is marked on the technical details. It is mandatory to request this service in the Exhibitor's Restricted Area by the deadline set forth in the Operational Schedule. Exhibitors in Pavilion E can only request this service when it is available for their rented area.

PRINTED INVITATION REQUEST

FIMMA Brasil will supply EXHIBITORS with invitations free of charge to be distributed to their customers. To request invitations, complete the form available in the Exhibitor's Restricted Area.

BOOTH LAYOUT PLAN

Exhibitors who sign a contract for an exhibit space with no standard structure must provide their booth layout plan and the required documents. It is the exhibitor's responsibility to make sure that the booth plan is carried out under the supervision and participation of a Brazilian engineer, architect and/or technician in charge.

The official installation contractor hired by the event will be in charge of the booth layout plan and the required documents for exhibit spaces with standard structure as well as its installation and dismantle. This does not exempt exhibitors who rent these spaces from reading the information set forth herein. Contact the installation contractor hired by the Fair to request modifications to booths with standard structure.

PRESENTATION OF THE BOOTH LAYOUT PLAN

The booth layout plan must be present in a floor plan and cross-sectional views, volumetric 3D of the booth with the description of the materials used or rendered images to better understand the layout plan and the use of materials.

The booth plan must be submitted through the Installation Contractor Restricted Area by the deadline set forth in the Operational Schedule. The files with DWG, JPG or PDF formats cannot exceed 10MB.

BOOTH LAYOUT PLAN

After the booth layout plan has been analyzed, the exhibitor and the installation contractor will receive a notification regarding the approval or refusal of the plan.

For more information about the layout plans and/or pavilions, e-mail **projeto2@fimma.com.br** or **expositor@fimma.com.br**.

The booth installation must comply with the layout plan submitted. Any modification to the layout plan must be submitted by email.

ART / RRT

The Technical Responsibility Note (ART) or the Technical Responsibility Register (RRT) must be signed by a professional registered with CREA or CAU and presented together with their respective proof of payment.

For reasons of inspection, it is essential to keep a copy of the plan and the ART/RRT in the booth during the installation period and throughout the event.

ART - TECHNICAL RESPONSIBILITY NOTE

The ART is a legal instrument established by Law no. 6.496/77, which determines that every agreement for service rendering and building construction must be registered with the Regional Engineering, Architecture and Agronomy Council (CREA). This document will identify, for legal purpose, the person responsible for the plans, either for the building construction or service rendering, limiting liabilities, rights and responsibilities, for both the professional and the hiring party.

BOOTH LAYOUT PLAN

RRT - TECHNICAL RESPONSIBILITY REGISTER

The RRT is a legal instrument established by Law no. 12.378/10, which determines that every agreement for service rendering and building construction must be registered with the Architecture and Urbanism Council (CAU). The RRT will identify, for legal purpose, the person responsible for the plans, either for the building construction or service rendering, limiting liabilities, rights and responsibilities, for both the professional and the hiring party.

BOOTH LOCATION

The demarcation on the floor (footage and location) must be checked by the installation contractor before starting the installation work, thus avoiding future problems.

USE OF THE RENTED AREA

Under no circumstances, the floor of the pavilions and any structure can be demarcated, drilled-in, painted or excavated. Should any painting work be carried out in the booth, the pavilion floor must be protected.

All installation operation must be carried out within the confines of the rented area. Aisle or neighboring booth areas may not be used to place materials and products that are to be installed in the booths.

IMPORTANT - No element can be fixed to the structure of the pavilions.

BOOTH LAYOUT PLAN

LATERAL LIMITS

The horizontal projection of the booth, including any decorative objects or products exhibited, must always be totally within the marked area on the floor of the pavilions. Side recesses are not necessary.

Walls must be built in the portion of the rented area bordering another exhibitor's booth or the pavilion walls, in compliance with the standard height.

STANDARD HEIGHT

The walls bordering the area rented by the exhibitor must have the standard height of 3.20m.

Internal walls and front elements may be lower than the standard height or have a maximum height of 3.80m. In case of islands, the booth must have at least one element that is between 3.20m and 3.80m high (not configured as an elevation).

The height is calculated from the pavilion floor.

MEZZANINE/CONSTRUCTION ABOVE STANDARD HEIGHT

The construction of a mezzanine or elevation incurs in additional fees charged to the exhibiting company in compliance with a contract amendment. Therefore, it is very important that exhibitors be aware of the layout plan of their booth.

BOOTH LAYOUT PLAN

Booths located in pavilion A can only have elevations and booths in pavilion B, D and E can have both mezzanines and elevations.

If a mezzanine or elevation is to be built, please submit its project to the analysis of the project department at projeto2@fimma.com.br. If it is feasible, an amendment will be made to the contract.

Booths must be fine finished in white on the side facing neighboring booths, above the standard height of 3.20m.

Booths with mezzanines must have a parapet in the bordering area of the second floor.

ADDITIONAL FEE CHARGED FOR MEZZANINE

Each additional square meter of the mezzanine will cost 50% of the price charged per square meter of the rented area.

ADDITIONAL FEE CHARGED FOR CONSTRUCTION ABOVE STANDARD HEIGHT

Each additional square meter of construction above standard height will cost 25% of the price charged per square meter of the rented area.

MAXIMUM HEIGHT ALLOWED WITH MEZZANINE/CONSTRUCTION ABOVE STANDARD HEIGHT

PAVILION A: 4.5 meters

PAVILION B, D and E: 6 meters

BOOTH LAYOUT PLAN

BOOTH PLATFORM

The use of a platform is mandatory. It must be at least 7cm high to install the hydraulic system (except in areas intended for machinery). It is not required in pavilion E.

RAMPS FOR PEOPLE WITH SPECIAL NEEDS

All booths must have an access ramp for people with disabilities – minimum width of 1.20m and maximum inclination of 8.33% in compliance with ABNT NBR 9050 standards.

BRICKWORK

No brick wall, floor or any similar kind of construction made directly on the pavilion floor is allowed.

WOODWORK

It is recommended that wooden elements be pre-mounted, sanded and painted prior to their installation, thus avoiding the generation of waste in the pavilions. The use of a circular bench saw inside the pavilions on the last day of the installation period will not be allowed.

BOOTH LAYOUT PLAN

LANDSCAPING

The use of light vases is recommended as they are easy to handle. The use of loose soil, sand, stones, sawdust or any other material that might dirt the common area is not allowed.

The landscape work must be finished by the last day of the installation period, before the carpet is placed in the hallways. Pay attention to the timetable set forth in the Operational Schedule.

CEILING

In case the booth has a ceiling, it must take up a maximum of 50% of the booth area, thus allowing for ventilation as the pavilions have a central air conditioning system.

This item is the sole responsibility of the exhibitor and it cannot be accepted as justification for using air conditioners.

AIR CONDITIONERS

A central air conditioning system is installed in the pavilions, thus the installation of air conditioners in the booths is not allowed.

BOOTH LAYOUT PLAN

FIRE EXTINGUISHERS

Fire extinguishers are provided by the show management and placed in the hallways, in compliance with the Fire Prevention and Protection Plan (PPCI) for FIMMA Brasil.

Having a fire extinguisher in the booths is not compulsory.

ELECTRICAL SERVICE

The request to install the electrical system must be made at CAEX only when the booth is ready to be supplied with electricity, by completing the “Electrical Power Demand” form available in the Exhibitor’s Restricted Area.

At the end of the Fair, the booth connections to the pavilion busbar will be disconnected by the technical team of the event.

CABLING

The power installation in the booth is the sole responsibility of the exhibitor. All electrical material, including a switchgear, switches and cabling must be provided by the exhibitor or the installation contractor. The connection work from the booth to the busway will be carried out by the electricians hired by the event.

BOOTH LAYOUT PLAN

The distribution of the electricity network in the booth is the sole responsibility of the exhibitor and must comply with ABNT - NBR 5410 technical standards and the electrical plan, providing the electrical power box for the power supply and internal circuits with adequate and identified breakers arranged within a frame installed in a place easily reached by the organizers of the event, even after its closing time.

It is expressly forbidden to use parallel wire in the internal connections of the booth. The use of non-flame propagation cables with dual layer insulation is mandatory (PP type cables).

The installation of cables or any other connecting element that cross streets, common areas or neighboring booths is not permitted. In case this kind of installation is required, consult with the show management in advance.

VOLTAGE

The current available is alternated, with a frequency of 60 Hz (hertz) in tension 220 single-phase or 380 three-phase.

BOOTH LAYOUT PLAN

LIGHTING

The booth lighting must be self-sufficient during the fair. Exhibitors/installation contractors must not rely on the general lighting supplied in the pavilion.

Exhibitors/ installation contractors must make sure that the booth lighting, including spotlights and LED panels, does not disturb neighboring booths or visitors.

It is recommended to use cold lamps or LED lamps that do not generate heat, produce efficient lighting, have low power consumption and are environmentally friendly.

It is important that the booths have separate switches for the lighting and the equipment, having in mind that at the end of the day during the installation, fair and move-out period the lights of the booth must be turned off.

ELECTRICAL OUTLETS AND FIRE ALARMS

Some pillars have electrical outlets and fire alarms. Make sure these elements are accessible for maintenance purposes.

BOOTH LAYOUT PLAN

WATER SUPPLY

The installation of water supply must be requested at CAEX before starting the construction of the booth platform by completing the “Water Supply Request” form available in the Exhibitor’s Restricted Area.

The Fair provides the labor and hydraulic equipment to the location of the booth indicated by the exhibitor or installation contractor. The other connections and materials used inside the booth must be provided by the exhibitor or the installation contractor, including taps.

Water entrance gauge: 20mm.

Water outlet gauge (sewage): 40mm.

It is important that at the end of the day during the installation, fair and move-out periods the booth water valve is closed to avoid potential leaks.

BOOTH INSTALLATION

The booth installation will only be authorized when it is in compliance with the regulations set forth in the contract, the layout plan has been approved, the ART/RRT has been sent through the Installation Contractor's Restricted Area and the Term of Responsibility and the Term of PPE Use have been completed and signed at CAEX located in pavilion A or pavilion E.

Failure to produce any of the above-mentioned documents will result in the prohibition to access the rented area, in which case the management of the event accepts no liability for delays or losses.

The demarcation on the floor (footage and location) must be checked by the Installation Contractor before starting the installation work, thus avoiding future problems.

We would like to remind you that prior to starting the installation it is possible to find solutions for any inconvenience. However, at the exhibit floor, the scarcest element is time. A mistake in the plan may mean the inability to change it or finish it in a timely manner for the opening of the event.

The day before the show opening is reserved for the show management. Exhibitors will be only admitted for cleaning and decorating their booths.

BOOTH INSTALLATION

ADMISSION

The access to the pavilions during the installation and move-out periods will only be allowed through biometric registration and PPE use.

Installation contractors and service providers that have broken the regulations on more than one occasion will be banished from the pavilions and might not be allowed to enter the show premises.

No one under 16 years old will be admitted.

ENTRANCE:

PAVILION A: gate 02 (exhibitor access), gates 03, 04, 07 and 08

PAVILION B: gates 10 and 11

PAVILION D: gate 14

PAVILION E: entrance hall and gates 15, 18, 21 and 23

BIOMETRIC REGISTRATION

The biometric registration will be available after the approval of the booth layout plan and compliance with the contract terms. The biometric registration will be carried out at the exhibitor access in pavilion A and at the entrance hall of pavilion E.

For your convenience, register your staff in advance in the restricted area for exhibitors, installation contractors and service providers.

BOOTH INSTALLATION

CONTROL OF ENTRANCE AND REMOVAL OF MATERIALS

Companies registered for the fair, including exhibitors, installation contractors and service providers, are required to obtain a password at CAEX in pavilion A or E to bring in material used for decoration purpose in the booth. These materials will be given a bar code at the entrance gates.

PAVILION A: gates 03, 04, 07 and 08

PAVILION B: gates 10 and 11

PAVILION D: gate 14

PAVILION E: entrance hall and gates 15, 18, 21 and 23

LOADING AND UNLOADING

The gates where exhibit material is admitted must be kept clear. After prompt unloading, vehicles must be immediately removed.

At the show management's discretion, a password system or any other organizational system may be used for loading and unloading material inside the pavilions.

CRANE AND FORKLIFT

This is a free-of-charge service provided exclusively for loading and unloading machinery at Parque de Eventos on a first-come, first-served basis.

BOOTH INSTALLATION

For unloading other materials or for those who cannot wait for their turn, call Fundaparque, the organization that manages Parque de Eventos, to hire this kind of service - phone +55 (54) 3455-6700.

PLATFORM CARTS OR SIMILAR TROLLEYS

The use of trolleys will only be allowed before the carpet has been fitted. After that, only carts with two pneumatic wheels can be used.

COMMON AREAS

The common areas cannot be used to place material used for the booth installation or exhibition. The installation contractor that fails to comply with this regulation will be requested to remove the material immediately, otherwise the material will be collected by the fair personnel.

CLEANING

It is important to keep the work environment clean. No waste material can be placed in the hallways.

Waste material must be disposed in containers located in the following gates:

PAVILION A: gate 7

PAVILION E: gate 21

BOOTH INSTALLATION

INSTALLATION EMBARGO

The organization of the fair has the right to stop the installation of a booth in case it does not comply with the regulations set forth herein.

OVERTIME

Working overtime will be allowed in compliance with the timetable set forth in the Operational Schedule. To work overtime, exhibitors or installation contractors must request permission at CAEX and pay for the overtime rate.

On the last day of the installation and move-out periods, regardless of the time the work is finished, exhibitors or installation contractors that do overtime will be charged a fine of R\$ 5,000 (five thousand reais).

FAIR

Exhibitors must keep in their booth during the show hours, one or more registered members of their staff who are able to take orders, give information related to the operation and quality of the material being exhibited, prices, delivery terms and payment conditions. All representatives of the company must wear their badge permanently while they are in the show premises.

After the daily closing time of the fair, exhibitors and their customers are allowed to stay in the premises for another hour. However, the services provided free of charge to the exhibitors by FIMMA Brasil will be suspended 30 minutes after the daily closing time.

The end of activities in the booths before the closing time of the fair will not be allowed, even on the last day of the fair.

No one under 16 years old will be admitted.

MAINTENANCE BADGE

This badge is for the booth maintenance staff (installation contractor or service provider) used during the period of the Fair. Each registered company will be allowed to have two maintenance badges, which can be picked up at the exhibitor's access in pavilion A or at the entrance hall of pavilion E by the last day of installation.

FAIR

CLEANING AND MAINTENANCE

Exhibitors will be in charge of the daily cleaning and maintenance of their booths. These services must be carried out until three hours before the opening of the Fair.

Cleaning and maintenance providers will have access to the show premises by showing their badge at gates:

PAVILION A: gate 2 (exhibitor access)

PAVILION B: gate 10

PAVILION E: gate 15 and 21

Waste material must be disposed in containers located in the following gates:

PAVILION A: gate 7 and 8

PAVILION E: gate 21

SOUND EFFECTS

The sound produced in the booth by audiovisual material, recorders, radios or other equipment must comply with the limit of 80 decibels set forth by law. The use of any amplification device for transmitting messages or sales promotions is prohibited.

The show management reserves the right to stop or determine the period of demonstration of any equipment that, in their sole discretion, may pose risks to the public, products, structures, booth elements or produce high levels of noise or vibration, which can disturb the work in neighboring booths.

FAIR

IMPACT MEDIA

The use of technological equipment during the fair will not be allowed for wireless signal amplification aiming to send text messages, SMS or any other kind of impact media that goes beyond the booth limits, under penalty.

PHOTOGRAPHY AND FILMING WITHOUT PERMISSION

Exhibitors that without authorization or consent of other exhibitors enter their booths to photograph, film or with the intent to commit an unlawful act will be punished by the fair by being excluded from the next FIMMA Brasil. Exhibitors may also be sued by the offended party and be prosecuted for the act. The Fair will not accept any liability or legal position regarding the fact.

BRAND PROMOTION

The hallways of the pavilions are of common use, therefore harassment towards visitors or distribution of gifts or folders, mascots walking down the aisles will not be allowed, neither the placement of banners, signs, decorative objects or rugs. The organization will be in charge of stopping their use.

Exhibitors cannot keep vehicles with signs alluding to their factory or products at the Parque de Eventos premises. This will be considered as advertisement not allowed. The company will be subjected to a fine and the vehicle may be confiscated.

FAIR

INAPPROPRIATE CONTENT

The broadcasting of media content, including audio or video recordings that have inappropriate content, even if used within the booth confines is prohibited during the fair. Images or sounds that have racist, derogatory, sexual or discriminatory content will be considered inappropriate content.



BOOTH DISMANTLING

Exhibitors are responsible for controlling the products that remain in their booth during the move-out period. It is recommended that a representative of the company remain full time at the booth.

CONTROL OF ENTRANCE AND REMOVAL OF MATERIALS

No product can be removed from the pavilions before the end of the event. The same password used to bring in the materials must be presented to bring them out.

On the last day of the fair, computers, electronic equipment (audio and video), decoration items and portable home appliances can be removed, through the following gates:

PAVILION A: gate 07 and 08

PAVILION B: gate 10

PAVILION D: gate 14

PAVILION E: gate 15

On the first move-out day, installation contractors will be allowed to remove the booth structure in compliance with the timetable set forth in the Operational Schedule through the following gates:

PAVILION A: gate 03, 04, 07 and 08

PAVILION B: gate 10 and 11

PAVILION D: gate 14

PAVILION E: gate 15, 18, 21 and 23

BOOTH DISMANTLING

RETURNING THE RENTED AREA

Exhibiting companies are responsible for their rented area and they must remove all materials, including adhesive tape and other debris, after moving out. The rented area must be returned exactly as it was received.

Any damage caused to the structure of the pavilions and non removal of materials, equipment and waste at the end of the dismantling period will result in a penalty according to the seventh clause set forth in the rental agreement signed by the exhibitor/installation contractor.

After removing all material, the company must request the presence of an inspector to check out the area.

SAFETY REGULATIONS

PROHIBITED MATERIALS, EQUIPMENT AND SUBSTANCES

No booth set-up may use combustible materials or substances that put the Fair safety at risk.

The use of combustion engines inside the pavilions is not allowed. The use of explosive, toxic and non-inert gases and liquid, solid and gaseous fuels of any kind is not allowed.

INSTALLATIONS

Any equipment, whose demonstration may pose risks to visitors, neighboring booths or the pavilions, must have special installation to eliminate any potential hazard.

The use of gas stoves inside the booths will not be allowed. However, if there is a need for some kind of cooking, use an electric stove with a hood in a confined space.

REGULATIONS

NR 6 - PERSONAL PROTECTIVE EQUIPMENT (PPE)

Aiming to protect against risks that may threaten health and safety, it is mandatory that those who have access to the pavilions wear Personal Protective Equipment during the installation and dismantling periods. The PPE has an Approval Certificate for Personal Protective Equipment issued by the Ministry of Labor and Employment.

Exhibitors are responsible for providing suitable personal protective equipment (PPE) in perfect condition to ensure the safety of their employees and/or third parties hired to carry out work and for monitoring the proper use of the PPE in compliance with the current legislation.

MANDATORY PPE

- Flat-heeled shoes. Flip flops, clogs, sandals and ballerinas are not allowed;
- Long trousers or knee-length shorts;
- Shirt and/or T-shirt.

RECOMMENDED PPE

- Gloves;
- Safety goggles;
- Earplugs;
- Apron;
- Helmet;
- Shoes with steel insole;
- Safety belt.

REGULATIONS

NR 12 - OCCUPATIONAL SAFETY WHEN OPERATING MACHINERY AND EQUIPMENT

Regulatory Standard No.12, established by the Ministry of Labor and Employment, defines specific rules for the use of machinery and equipment at work, especially regarding the industrial environment.

It also demands information on the life cycle of machinery and equipment used at all stages of the production process and addresses issues related to the manufacture, importation, sale, exhibition and leasing of machinery and equipment in all types of economic activities.

Exhibitors who do not comply with this standard may be notified by the respective public body, exempting the Fair of any burden.

FIRE DEPARTMENT REGULATIONS

Stairs, emergency exits, fire hydrants, fire alarm call points and fire extinguishers and their access must not be blocked by people or any type of material in compliance with the Fire Department law which establishes rules on safety, prevention and protection against fire.

LEGAL REQUIREMENTS

It is the exhibitor's responsibility to abide by federal, state and municipal laws concerning taxes, insurance, safety, health, hygiene and labor laws, as well as any other requirements demanded by the public power, thus exempting the management of the Fair from any legal liability.

EMPLOYMENT OF MINORS

Under Brazilian labor law, it is prohibited for any person under the age of 18 to work in dangerous or unhealthy conditions. Therefore, minors cannot be hired to perform services in these conditions during the installation, fair and move-out periods.

ECAD

Live or ambient music may be subject to copyright and a fee may be collected by the Central Office of Collection and Distribution (ECAD).

Copyright and ECAD are governed by Laws 9.610/98 and 12.853/13, and supervised by the Special Department of Culture of the Ministry of Citizenship. Failure to pay the copyright fees is a violation of the law and the violator will be liable for the unauthorized use of the music. The exhibitor is the sole responsible for paying the copyright fees even when third parties are contracted to perform or to reproduce music within the fairgrounds.

LEGAL REQUIREMENTS

To get information about whether the music played in your booth is subject to fees, email ECAD at ecadrs@ecad.org.br or phone **+55 51 3228-2591**. For more information visit www.ecad.org.br.

GENERAL PERSONAL DATA PROTECTION LAW

Exhibitors, their Directors and Agents hereby authorize and agree that the Fair, as set forth in art. 5 item XII, art. 6th item I, art. 7th item I and 8th which are part of Law No. 13.709 / 2018, **discloses their personal data for the purpose of promoting the fair in any kind of media.**

LABOR ISSUES

Exhibitors must comply with labor laws when hiring staff as in this type of contract the exhibitor can be held co-responsible and often even joint and severally liable.

The Ministry of Labor usually inspects the exhibiting companies for personnel hiring. For more information call **+55 54 3221-3116** or **+55 54 3221-3306**.

LEGAL REQUIREMENTS

HEALTH SURVEILLANCE

Exhibitors who choose to serve any kind of food, whether processed or handled, and beverages in their booth must comply with the legal requirements regulated by the National Health Surveillance Agency (ANVISA) and the Municipal Health Surveillance Department (VISA).

The booth is the exhibitor's temporary establishment, and under no circumstances will MOVERGS be held liable under criminal, civil or administrative law for inappropriate food handling and storage.

GENERAL INFORMATION

EXHIBITOR PARKING CARD

The parking card will be provided free of charge for every exhibitor to the following criteria:

- Up to 25 sq. m - 01 card;
- Up to 50 sq. m - 02 cards;
- Up to 110 sq. m - 03 cards;
- Over 110 sq. m - 04 cards.

Parking cards must be picked up at the exhibitor's entrance in pavilion A and in the hall of pavilion E. Only the legal representative or the contact person of the exhibiting company with the Fair are authorized to receive the cards. If the cards are picked up by representatives, they must present a written authorization.

We would like to remind you that FIMMA Brasil will provide all participants of the show with free shuttle service for their comfort and convenience - consult the timetable. By using this service, you will be providing a greater number of parking spaces to visitors to the event, that is, your customers.

INSURANCE

FIMMA Brasil has insurance only on the pavilions. Booths, goods and products are not insured. We recommend that exhibitors arrange for their own insurance against any kind of risks.

GENERAL INFORMATION

FIMMA Brasil will take no responsibility for the material and items exhibited in the booths at any time. Therefore, the presence of a representative of the exhibiting company is requested at the booth during its installation and dismantling.

NON-TRANSFERABILITY

No exhibitor shall transfer, totally or partially, any rights or responsibilities taken concerning the fair in compliance with the Seventh Clause set forth in the Contract. However, exhibitors may be allowed to share their rented space with other companies provided that they submit a request to the commercial department by e-mailing comercial@fimma.com.br.

COUNTERFEIT

The parties herein agree that the exhibition of illegal copies (counterfeit) that causes serious damage to the show both to the exhibitors affected and the reputation of the show management is prohibited. Goods that violate copyrights cannot be exhibited at the fair.

Exhibitors are notified, by means of the regulations herein that the exhibition of copied products may incur in a legal action by the offended exhibitor. The Fair and its management are not liable for any administrative, civil or criminal responsibilities for such lawsuit; the initiative for such lawsuit must be taken by the party that is deemed to suffer such copy of its copyright.

GENERAL INFORMATION

HIRING SECURITY SERVICE

The general security service during the event (entrances, hallways and outdoor areas) will be provided by guards hired by the organizer of the fair, which does not hold responsibility, however, for damages, losses, or theft of any kind of products or equipment that are within the booths and Parque de Eventos.

Exhibitors will be responsible for the security of their booth full time during the installation and dismantle period, and during the fair, in the show hours. Security guards will not be allowed to stay in the exhibition center after it has been closed. In case it is necessary to hire security service, the show management appoints professionals who work for the same company hired by the fair, which already has appropriate certificates to operate.

In case the security service is not hired from the official team, the exhibitor must check the licensing of the chosen company with the legal body and must submit the GSVG certificate to the management of the Fair at CAEX. The security service hired by the exhibitor will be authorized by the fair management on condition that the GSVG is presented. In this format, the fair will not have any civil liability for any mishaps or thefts that may occur in the booths.

GENERAL INFORMATION

PEOPLE AND VEHICLES AT PARQUE DE EVENTOS

People and vehicles are strictly prohibited to stay overnight at Parque de Eventos during the entire installation, exhibition and dismantling periods. Vehicles are subject to be towed away for not complying with the regulations.

LAYOUT

In case it is necessary to make any modification to the general layout of the Fair or to relocate exhibit spaces, the dimensions and characteristics of the area rented by the exhibitor will meet the criteria set forth in the contract.

PENALTY

Exhibitors who do not comply with the regulations established herein are subject to a penalty according to the seventh clause set forth in the rental agreement.

The show management reserves the right to exclude the exhibiting company from the next FIMMA Brasil in case the penalty, if any, is not fully paid.

FINNMA
B R A S I L

ORGANIZED BY

MOVERGS

ASSOCIAÇÃO DAS INDÚSTRIAS DE MÓVEIS DO ESTADO DO RIO GRANDE DO SUL

Associação das Indústrias de Móveis do Estado do Rio Grande do Sul

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