



www.anuga-brazil.com.br
06 - 08.04.2027
Distrito Anhembi | São Paulo



Exhibitor's Manual





1 - GENERAL INFORMATION	9
1.1 THE EVENT	9
1.2 PROMOTION AND HOLDING	9
1.3 EXHIBITOR CHECKLIST	9
1.4 AGREEMENTS, COMMUNICATIONS AND MAILS	10
1.5 EXHIBITOR PORTAL - EXCLUSIVE AREA	10
1.6 EXHIBITOR AND SERVICE PROVIDER SERVICE CENTER (CAEX).....	12
1.7 TAXES CHARGED BY SÃO PAULO'S MUNICIPALITY.....	13
1.8 REGIONAL LABOR OFFICE	13
1.9 VENUE	13
1.10 PARKING LOT	14
1.11 SECTORS.....	14
1.12 OPERATING HOURS	15
1.13 STANDARD BOOTH TYPES.....	15
2 - GENERAL RULES	16
2.1. EXHIBITOR CHARACTERIZATION.....	16
2.2. BOOTH LOCATION	16
2.3. AREA REDISTRIBUTION	16
2.4. NON-TRANSFERABILITY	16
2.5. PROHIBITION ON THE PROMOTION OF THIRD PARTIES.....	16
2.6. HOLDINGS, GROUPS AND ASSOCIATE COMPANIES.....	17
2.7. SALES REPRESENTATIVES AND TRADINGS.....	17
2.8. LIABILITY.....	17
2.8.1. HEALTH INSPECTION	17
2.8.2. SOFTWARE AND EVENTS	17
2.9. INSURANCE	18
2.10. PAYMENT DELAYS	18
2.11. REGISTRATION UPDATE.....	18
2.12. WAREHOUSE FOR GOODS AND MATERIALS	18
2.13. COMPLIANCE WITH DEADLINES AND INSTRUCTIONS	19
2.14. LIABILITY STATEMENTS	19
2.15. CASES NOT COVERED BY THIS MANUAL	19



3 - LEGAL RULES	20
3.1. OPERATING AND ADVERTISEMENT LICENSE	20
3.2. COPYRIGHT	20
3.3. EXHIBITION OF DOMESTIC (LOCAL) PRODUCTS	20
3.3.1. SHIPMENT OF PRODUCTS	20
3.3.2. RETURN OF PRODUCTS	21
3.4. EXHIBITION OF IMPORTED PRODUCTS	21
3.4.1 COURIER SERVICES, HAND, AND ACCOMPANIED LUGGAGE	21
3.4.2 LOGISTICS	22
3.5. IMPORT OF PRODUCTS AND GOODS FOR THE FAIR	22
3.5.1. ICMS EXEMPTION FOR TEMPORARY IMPORTATION	22
3.5.2. TEMPORARY ADMISSION REGIME FROM “RECEITA FEDERAL”	22
3.5.3. IPI - EXCISE TAX ON INDUSTRIALIZED PRODUCTS	23
3.6. HEALTH SURVEILLANCE ORGANIZATIONS: COVISA, ANVISA, AND SIF	23
3.7. LABOR INSPECTION	23
3.7.1. SOCIAL SECURITY	23
3.8. ANATEL - EQUIPMENT REGULATION	23
3.9. WORKFORCE HIRING	24
3.9.1. TEMPORARY WORKFORCE	24
3.9.2. JUVENILE LABOR	24
3.10. UNDERAGE PRESENCE IN THE FAIRGROUNDS	24
4 - ADVERTISING MATERIAL	24
4.1. SOCIAL MEDIA	24
4.2. INVITATION DISTRIBUTION	25
4.3. PRE-ACCREDITATION	25
4.4. CUSTOMIZED E-MAIL SIGNATURE AND DIGITAL BANNERS	25
4.5. ANNOUNCEMENT TO THE PRESS	25
4.6. OFFICIAL TRAVEL AGENCY	26
5 - TECHNICAL INFORMATION	26
5.1. ASSEMBLERS / DECORATORS	26
5.1.1. LIABILITY STATEMENT - EXHIBITOR	26
5.1.2. LIABILITY STATEMENT - ASSEMBLER	26



5.1.3. ACCREDITATION.....	26
5.1.4. PROJECT APPROVAL.....	27
5.1.5. MANDATORY DOCUMENTS.....	28
5.1.6. SUPPORT AND MAINTENANCE SERVICE	28
5.2. ELECTRICAL POWER/ADDITIONAL CONSUMPTION	28
5.2.1. REFERENCE TABLE FOR ELECTRICAL POWER CALCULATION	30
5.3. HYDRAULIC INSTALLATION.....	31
5.4. TELEPHONE AND INTERNET	31
5.5. SECURITY SERVICES.....	32
5.6. CLEANING SERVICES.....	32
6. ACCESS TO PAVILION	33
6.1. ACCESS OF VEHICLES	33
6.2. ACCESS OF PERSONEL.....	33
6.3. ARTISTS AND AUTHORITIES - VISITORS.....	33
6.4. GENERAL RULES OF ACCREDITATION	33
6.5. BADGE CONFISCATION	34
6.6. EXHIBITOR BADGE	34
6.7. PRIVATE SECURITY BADGE	34
6.8. SERVICE PROVIDER BADGE.....	35
6.9. ASSEMBLER BADGE	35
6.10. SUPPLY	35
6.11. GOODS ENTRANCE	35
6.12. REMOVAL OF GOODS	35
6.13. GOODS ENTRANCE AND REMOVAL CONTROL	36
6.14. SHIPMENT INSTALLATION AND REMOVAL	36
6.15. VISA CONSULATE PORTAL - GENERAL INFORMATION:	36
6.15.1. VISA INVITATION LETTER REQUEST.....	36
7 - ASSEMBLY GENERAL RULES	37
7.1. MANDATORY MINIMUM ASSEMBLY.....	37
7.2. SPECIAL ASSEMBLIES - TRADED BY KOELNMESSE	37
7.3. PARTITION WALLS.....	37
7.4. GLASS WALLS	38



7.5. AERIAL STRUCTURE	38
7.6. HEIGHTS & FLOOR RULES	38
7.6.1. LIMIT HEIGHTS - BOOTHS WITHOUT MEZZANINE (1 floor).....	38
7.6.2. LIMIT HEIGHTS - BOOTHS WITH MEZZANINE (2 floors)	39
7.6.3 FLOORS	39
7.7. ACCESS RAMP FOR DISABLED PEOPLE	39
7.8. VISIBILITY	40
7.9. MASONRY BUILDING	40
7.10. GARDENS AND PLANTS.....	40
7.11. BOOTH HORIZONTAL PROJECTION	41
7.12. AIR CONDITIONING	41
7.13. COMPRESSED AIR	41
7.14. VIDEOWALL AND LARGE SCREEN	41
7.15. SPECIAL LIGHTING	41
7.16. BOOTH IDENTIFICATION AND SIGNAGE.....	41
7.17. USE OF LOGOS	41
7.18. LABOR RULES	42
7.19. SAFETY RULES.....	42
7.19.1. SPECIAL INSTALLATION.....	42
7.19.2. FIRE PREVENTION	42
7.19.3. USE OF THATCH, LYCRA, AND DECORATIVE FABRICS	43
7.19.4. FIRE EXTINGUISHERS	43
7.19.5. BANNED EQUIPMENT	43
7.19.6. SAFETY EQUIPMENT OBSTRUCTION	44
7.19.7. PPE - PERSONAL PROTECTION EQUIPMENT	44
7.19.8. WORKING WEARING	45
7.19.9. EMERGENCY EXITS.....	45
7.19.10. WORKS IN BOOTH.....	45
7.19.11. COMPLIANCE WITH NR-35	45
7.19.12. ADEQUACY OF EQUIPMENTS.....	46
7.19.13. NON-COMPLIANCE OF WORK SAFETY RULES	46
7.20. BUILDING EMBARGO	46



7.21. ASSEMBLY CLOSURE	46
8. HOLDING DAYS.....	47
8.1. EVENT VISITING	47
8.2. BOOTH VISITING	47
8.3. BOOTH OPERATION	47
8.4. OPERATION LIMITS	47
8.5. PRINTING MATERIALS PREPARATION	48
8.6. PERSONEL LINEUP	48
8.7. GIFTS DISTRIBUTION	48
8.8. FOOD AND BEVERAGES	48
8.9. ARTISTIC PRESENTATION	48
8.10. AUDIO-VOLUME	49
8.11. EQUIPMENT DEMONSTRATION	49
8.13. SPEAKERS SYSTEM.....	49
8.14. BAR AND RESTAURANT SERVICES	49
8.15. FIRST AID AND FIRE BRIGADE	49
8.15. RETAIL/PROMPT DELIVERY SALES	50
8.16. DRONE USAGE.....	50
9. DISASSEMBLY.....	50
9.1. LIABILITY.....	50
9.2. END OF DISASSEMBLY/REMOVAL.....	50
10. USEFUL CONTACTS	51
11. EXHIBITOR'S MANUAL UPDATE HISTORY - ANUGA SELECT BRAZIL.....	53



The EXHIBITOR Manual integrates the event's participation contract and contains technical information and rules regarding assembly, operations, product exhibition, administration, accreditation, invitations, and general guidelines that regulate needed to a perfect and smooth realization of the event. The PROMOTER can, at any time, for the common good of the event, insert or change the rules herein, without prior notice.

A login and password for our platform will be sent to you via email, granting you access to your exclusive area. There, you will be able to fill out all necessary forms and submit your requests. Please ensure that every form and request is fully completed and submitted by the specified deadline.

The duties and responsibilities are outlined in this Manual. We kindly ask you to pay special attention to the schedule, as adhering strictly to deadlines and timings is essential for achieving both ANUGA Brazil's and your company's promotional goals. Please note, lack of awareness of the rules set forth in this Manual does not exempt the EXHIBITOR, its contractors, or any other parties involved in the event from penalties, fines, sanctions, or liabilities specified herein.

In case the EXHIBITOR or their contracted assembler breaches any of the rules established herein, a fine of BRL 5,000.00 (five thousand Brazilian Reais) will be imposed for each violation.

This fine will be charged by the PROMOTER and must be paid directly at CAEX, either in cash or by credit card. Failure to pay the fine amount will result in the suspension of services until payment is made.

ALL MANDATORY FORMS FULLFILLMENT AND PAYMENTS MUST FOLLOW THE RULES AND DEADLINES ESTABLISHED IN THIS MANUAL.

We kindly ask and recommend that all the rules outlined herein be carefully read and shared with your employees, suppliers, and other contracted parties to avoid any last-minute issues. It is important that all EXHIBITORS verify the capabilities of their contracted suppliers, assemblers, and service providers to ensure they are qualified to perform the services they intend to provide.

PLEASE, PAY SPECIAL ATTENTION TO THIS INFORMATION!!!

As all our customer should know, "false charging invoices" are being criminally distributed in the market, on behalf of Koelnmesse Organização de Feiras Ltda. Non-authorized persons contact directly our customers and introduce themselves as representatives of the Financial/Charging department of Koelnmesse, informing the need to change or substitute the bank invoice already sent by us, together with the signed agreement.

We reinforce that all electronic mail sent by Koelnmesse is issued from the **koelnmesse.com.br** domain. All invoices issued by our company are exclusively of Santander Bank - Agency 0436, C/C [current account] 130 258 28, our beneficiary code is 007810288 and Itaú Bank - Agency 3131, C/C 00513 -8 and all beneficiary data are on them (Koelnmesse Organização de Feiras Ltda. - CNPJ: 21.572.082/0001-19).



Please make sure that all charges on behalf of Koelnmesse have been sent by financeiro@koelnmesse.com.br and or m.dolado@koelnmesse.com.br. Please, ignore any mail regarding finance not set from this sender and contact us immediately.

Koelnmesse's policy strictly prohibits any third party from promoting its products and/or services using the company's name or the name of any of its products. Whenever we recommend any service and/or product, it will be through our official communication channels. We ask that you pay special attention to promotional offers in catalogs and international guides, and, above all, be aware that no third party is authorized to mediate any business transactions between Koelnmesse and its clients or partners.

If you are approached by any third-party company, please remember that Koelnmesse team are always available to answer your questions and provide the necessary support to ensure the success of your business during our events.

Wishing you success and prosperous business!



KOELNMESSE ORGANIZAÇÃO DE FEIRAS

Av. Francisco Matarazzo, 1752 - Cj. 1704 - Perdizes - São Paulo/SP - Brazil

Phone: +55 11 3874-0030 | www.anuga-brazil.com.br



1 - GENERAL INFORMATION

1.1 THE EVENT

8th ANUGA SELECT BRAZIL - International Trade Show Exclusively for the Food & Beverage Sector

HOLDING: 6 to 8 APRIL 2027

OPENING HOURS: 6-7 APRIL FROM 10:00 AM to 7:00 PM and APRIL 8th from 10:00 AM to 6:00 PM

The updated schedule will be available on the OFFICIAL website: www.anuga-brazil.com.br

1.2 PROMOTION AND HOLDING

This event is organized and held by KOELNMESSE ORGANIZAÇÃO DE FEIRAS LTDA, hereby referred to as the PROMOTER.

1.3 EXHIBITOR CHECKLIST

- ☐ Provide helmets for the entire team accessing the PAVILION during assembly and disassembly.
- ☐ Reading of the Manual, Regulations and Technical Standards
- ☐ Raw spaces: hire booth builder and provide projects according to the temporary cession target place of use adapting the booth to the need of products to expose, service section and image promotion, in compliance with the fair norms.
- ☐ Define which products and/or services will be displayed.
- ☐ Disclose with the clients the company participation in the fair.
- ☐ Fill in the forms available in the EXHIBITOR portal - Forms, on the indicated deadline.
- ☐ Fill in the information about your company and your products in Showcase Digital, the new digital platform for high visibility, lead generation and Matchmaking 365, on EXHIBITOR's portal.
- ☐ Provide with the landline company the hiring of telephone lines and internet for the booth.
- ☐ Hire hostess, cleaning, and security services for the booth, following the fair norms.
- ☐ Assess the number of people you can receive/attend in the booth, per hour.
- ☐ Select and train personnel to service in the booth.
- ☐ Hire Various Risk Insurance and Civil Responsibility for the booth, products, people, and equipment in the exhibition.
- ☐ Provide product and equipment transportation to the booth.
- ☐ Provide bar, buffet, and other desired services for the booth.
- ☐ Collect copyright taxes to ECAD, in case of using sound in the booth.
- ☐ Prepare printing material and define a person entitled to contact journalists during the fair.
- ☐ Provide an Invoice for the products to be displayed.
- ☐ Provide a list of materials for entry into the PAVILION.
- ☐ Prepare documentation for your company, in case of an inspection.
- ☐ Check the power of your equipment for 220v operation.
- ☐ Check the event schedule.



- ☐ Maintain a registration system to evaluate visitation or hire the lead tracker service.
- ☐ Define the person responsible for managing the booth during the fair.
- ☐ Observe documents required by the Regional Labor Office - DRT/SP at fairs for assemblers, service providers, and EXHIBITORS.
- ☐ Schedule material removal within the deadlines established in the Fair's General Regulations.
- ☐ Control the return of material used at the fair to the company, following the rules for issuing tax documents.
- ☐ Completely vacate the booth after the event, within the established deadline.
- ☐ Evaluate event results.
- ☐ Continue the contacts made during the fair.

1.4 AGREEMENTS, COMMUNICATIONS AND MAILS

Any communication or mail related to the event shall be sent to the following address:

KOELNMESSE ORGANIZAÇÃO DE FEIRAS

Av. Francisco Matarazzo, 1752, Cj. 1704, Perdizes, São Paulo - SP - ZIP CODE: 05001-200

• email: m.dolado@koelnmesse.com.br - PHONE: +55 11 3874-0030

TEAM CONTACT INFO:

Polliana Claudino	Project Manager	p.claudino@koelnmesse.com.br
Thainara Bernardino	Finance Manager	t.bernardino@koelnmesse.com.br
Deborah Carvalhal	Marketing Manager	d.carvalhal@koelnmesse.com.br
Karen Oliveira	Sales Coordinator	k.oliveira@koelnmesse.com.br
Cleber Wilker	Operations Manager	c.wilker@koelnmesse.com.br

1.5 EXHIBITOR PORTAL - EXCLUSIVE AREA

The PROMOTER will provide an email with Login/Password to access the EXHIBITOR portal. There you will have access to the EXHIBITOR Manual and General Rules for Assembly Consultation and will be able to complete all mandatory and optional forms regarding the services listed below.

- ✓ **Exhibitor badges:** Courtesy of one badge for each 3 sqm of acquired area. Additional badges will have cost as stated on the EXHIBITOR portal.
- ✓ **Service provider registration:** All non-official service providers must be accredited in the portal. After registration in the system, the service provider will receive an email with login and password to access the Online portal of the Service Provider, and in that system, he will generate badges for each person who will work in the event. Note: Check the accreditation rules in section 6.8 of this manual. **Such values are as informed in the EXHIBITOR portal.**



- ✓ **Accreditation of the assembler (only for raw space contracts):** EXHIBITORS who contracted raw space must register the assembler company, responsible for the design and execution of their booth, within the established deadline. After completing this registration, the disclaimer will be available for printing and filling.
- ✓ **Receptionist (hiring):** Cost as informed on the EXHIBITOR portal. Value for every day of the event.
- ✓ **Cleaning Service:** During the assembly and disassembly of the event, the PROMOTER, through a specialized company, will maintain a cleaning team on permanent duty in the PAVILION. This service aims to keep traffic routes clean. All mounting material must be removed and taken by the assembler. For the days of the event, the responsibility for cleaning inside the booth is exclusive to the EXHIBITOR. The values are available on the EXHIBITOR portal.
- ✓ **Lead Track Device:** The official partner company will provide lead tracker rental services. For hiring, use the EXHIBITOR portal. It is interesting to have a data collector to have quantitative and qualitative control of the people who visited your booth. This will enable post-fair custom work.
- ✓ **Access to the payment area:** After contracting official services within the EXHIBITOR portal, access the PAYMENT AREA to complete your purchase, via bank slip and/or credit card (availability according to each type of service). The proof of payment will be available in that same environment.
- ✓ **Agenda** with dates and times of assembly, disassembly, and realization of the event.
- ✓ **Exhibitor's guest invitations:** Send invitations to your customers and partners, electronically, simply, and quickly. Just fill in the data according to the system instructions and send the invitation. Your guest will receive a marketing email containing information about the event and a link that will direct them to register on the site.
- ✓ **Prime club Invitation:** EXHIBITORS are entitled to a quota of 10 free VIP invitations. PRIME CLUB guests will have a booth with differentiated service to collect their badges, and access to the PRIME CLUB lounge, with exclusive benefits.
- ✓ **Forms:** request for mandatory and optional services, in addition to contracting official services.

For any questions regarding the EXHIBITOR portal, please contact our customer service at cs@koelnmesse.com.br



FORM	MANDATORY	COSTS	NOTE
Assembler Accreditation	No	No	Only for raw space. Cost per badge, charged from the accredited company.
Exhibitor Badges	Yes	No/Yes	1 free badge for each 3 sqm hired - after that, each badge will be charged.
Service Provider Accreditation	No	No	Only cost per badge, charged from the accredited company.
Private Security accreditation	No	No	Only cost per badge, charged from the accredited company.
Official Security	No	Yes	Cost according to the period informed.
Cleaning Service	No	Yes	Cost by type of service (fixed or periodic cleaning).
Bilingual Hostess	No	Yes	Cost for the three days of the fair.
Extra Furniture	No	Yes	Cost per unit for the trade fair period.
Electricity	No	Yes	Cost per kVA.
Water Connection	No	Yes	Cost per connection.
Leads Tracking Device	No	Yes	Cost per package.

The deadline for requesting mandatory and optional services via EXHIBITOR portal is March 19th, 2027. After deadline, prices are subject to change, and all additional services will only be requested at CAEX.

1.6 EXHIBITOR AND SERVICE PROVIDER SERVICE CENTER (CAEX)

CAEX performs the following services:

- ✓ General assistance to the EXHIBITOR.
- ✓ Support for assemblers and service providers.
- ✓ Badges pick-up/distribution.
- ✓ Payment of pending fees.
- ✓ Service contracting.



1.7 TAXES CHARGED BY SÃO PAULO'S MUNICIPALITY

In compliance with the Municipal Laws of the City of São Paulo no. 13.474 and No. 13.477, dated December 30, 2002, every participant (EXHIBITOR) in trade fairs or exhibitions held in this city is required to collect the following tax:

✓ Establishments Inspection Tax - TFE (code: 34932)

The taxes of each EXHIBITOR are paid by the PROMOTER, on a single voucher, accompanied by the general list of EXHIBITORS, thereby eliminating the municipal inspectors to visit the booths.

The PROMOTER already charges such taxes to the EXHIBITOR together with the contract installments for the leased area.

1.8 REGIONAL LABOR OFFICE

The D.R.T. (REGIONAL LABOR OFFICE) performs inspection services on fairs over the assembling, trade fair days, and disassembling periods. Irregularities are usually found on the hiring of workers, such as employment of minors, excessive working hours, lack of registration, cooperatives, etc.

EXHIBITOR: Please ensure the reliability of all service providers in general like: ASSEMBLIES, CATERING, DECORATION, RECEPTION, etc.

For further information or clarifications about labor rules:

BRAZILIAN REGIONAL LABOR OFFICE	Phone: +55 11 2113-2806	Website: LABOR OFFICE
---------------------------------	-------------------------	---------------------------------------

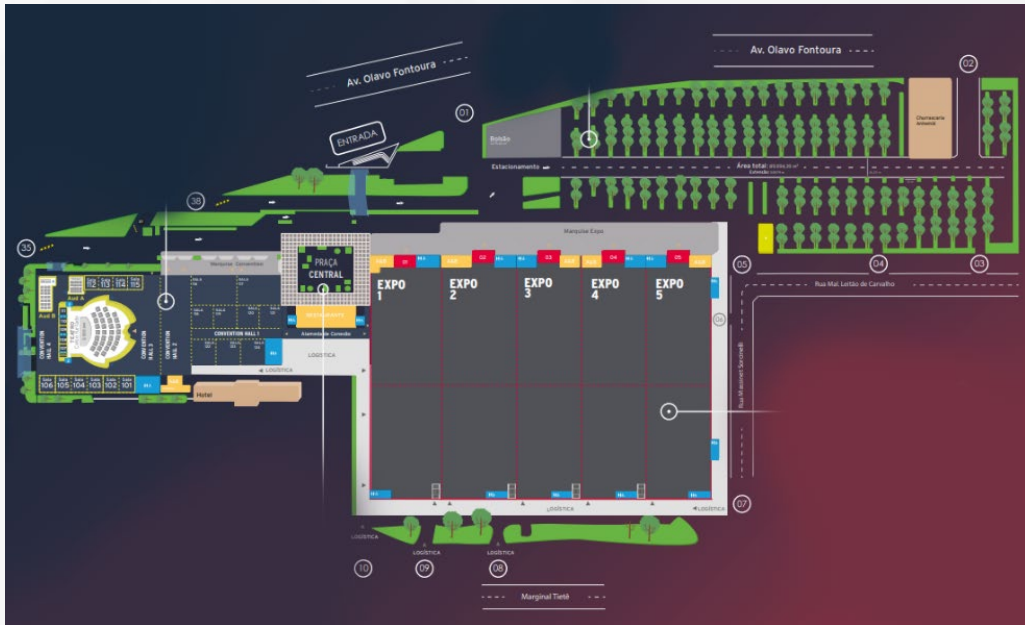
1.9 VENUE

The event will be held at Distrito Anhembi, in this MANUAL referred to as PAVILION.

Location*: Distrito Anhembi - West Pavilion

Address: Olavo Fontoura, 1209 - Anhembi Park, Santana/SP. ZIP CODE: 02012-021

Phone +55 11 5067-1670 | www.distritoanhembi.com.br



**In case of PAVILION's impediment, due to force majeure, the PROMOTER shall determine an alternative venue location.*

1.10 PARKING LOT

ANUGA BRAZIL has no responsibility or authority over the parking lot at the Anhembi District. The EXHIBITOR can buy parking cards corresponding to the total trade fair days, for a special price directly from the parking administrator, INDIGO. These cards allow unlimited entry and exit of vehicles.

More information with:

PARKING INDIGO - +55 11 5067-6791

E-mail: wilson.molina@group-indigo.com

Address: Olavo Fontoura, 1209 - Anhembi Park - (Gate 38).

1.11 SECTORS

1. Agrifoods - fresh and natural products, raw material.
2. Dairy - dairy products and derivatives.
3. Drinks - beverages in general.
4. Fine Foods - olive oil, spices, condiments, and general provisions gourmet.
5. Food Service - equipment and services for the Food Service sector.
6. Organic - organic food in general.
7. Sweets & Snacks - chocolate, confectionary, and biscuits.



1.12 OPERATING HOURS

BUILD UP				DECORATION
02/04/2027	03/04/2027	04/04/2027	05/04/2027	
8 AM to 8 PM	8 AM to 8 PM	8 AM to 8 PM	8 AM to 3 PM	3 PM to 8 PM Decoration only
All booths must be finished by 3 PM on April 5, 2027. From this time onwards, the construction of booths and other assemblies will be prohibited. CAEX will be open all days from 8 AM to 6 PM				

SHOW DAYS		
06/04/2027	07/04/2027	08/04/2027
10 AM to 7 PM	10 AM to 7 PM	10 AM to 6 PM
Maintenance and supply of the booths happen from 8 AM to 9 AM Access through service gates only.		

DISASSEMBLING	
08/04/2027	09/04/2027
ONLY exhibitor product removal (pneumatic freight carts are allowed until carpet removal) 6 PM to 7 PM	General Disassembling 12 AM to 5 AM
Furniture and Equipment removal General Disassembling 7 PM to 12 AM	Cleaning Pavilion 5 AM to 6 AM

1.13 STANDARD BOOTH TYPES

EXHIBITORS who contract Assembly with Koelnmesse will receive their booth ready for decoration, on April 05, 2027, from 3 PM onwards.

IMPORTANT

All assembly materials are given to the EXHIBITOR on a lease basis, and they must be returned in the same condition in which it is received. Damage caused to the material will be charged accordingly. Painting on the assembler's panels, drilling of holes or the use of glues and sticky tapes in any of the assembly accessories are not permitted.



All booth setup models, descriptions of included items, and construction methods and materials are detailed in the participation agreement. The booth images are for illustrative purposes only and may vary in color and shape.

Please also note that the equipment, partition walls, and furniture included in the setups provided may vary in quantity and location, depending on the booth's position at the discretion of the PROMOTER.

2 - GENERAL RULES

2.1. EXHIBITOR CHARACTERIZATION

Only manufacturers or exclusive representatives/distributors of products and/or services classified within the event sectors and other specifications of this MANUAL may participate in the event.

2.2. BOOTH LOCATION

The PROMOTER will determine the booths' locations, considering the chronological order of requests, technical requirements of the overall assembly, the company's attendance history at the event, and the event's market interests.

To ensure smooth circulation for exhibitors and visitors, the final floor plan will be prepared only after all spaces have been sold. Therefore, the definitive booth locations will be announced approximately 15 days before the event inauguration.

2.3. AREA REDISTRIBUTION

Although only in extreme cases, the PROMOTER may, at any time, for general well-being and without prior notice, redistribute the sectors or booths, provided that the dimensions and characteristics established in contract are respected, and the EXHIBITOR agrees with this.

2.4. NON-TRANSFERABILITY

The EXHIBITOR shall not transfer, totally or partially, any responsibilities assumed, or rights acquires with regard to the PROMOTER, nor sublease, dispose or transfer any part of or the whole leased area, except in cases authorized in advance in writing by the PROMOTER.

Even in such cases, the name, brand, or logo of the other authorized company may not, under any circumstances, appear in the booth's visual communication or on the general event signage. Physical divisions between two or more companies are also prohibited.

2.5. PROHIBITION ON THE PROMOTION OF THIRD PARTIES

It is strictly forbidden to display or advertise, directly or indirectly, any products from non-participating companies, or to include any promotional or acknowledgment mentions in the booth.



However, the EXHIBITOR may request in writing that the PROMOTER, at its discretion, authorizes the display in its booth of products not exclusively manufactured or represented, but which are necessary to complement its product line. The sale, advertising, or promotion of any other events at the Pavilion is also prohibited. Non-compliance with these provisions entitles the PROMOTER to remove the infringing products and materials to its storage for later return, as well as to prohibit the operation of the booth, and the EXHIBITOR agrees with this.

2.6. HOLDINGS, GROUPS AND ASSOCIATE COMPANIES

When the EXHIBITOR is a holding member of a business group or when it has associated companies, it should exhibit products from other companies, since it provides the list of such companies, together with proof of the existing agreements between them, 90 days before the event.

2.7. SALES REPRESENTATIVES AND TRADINGS

When the EXHIBITOR is a sales representative or trading company, it shall exhibit only products that it represents exclusively, and it must provide for the PROMOTER the list of such represented companies, together with the existing proofs of exclusive agreements, 90 days before the event.

2.8. LIABILITY

The PROMOTER is not liable for damages or losses caused to people or exhibited products before, during the assembling, holding, and disassembling of the event, including loss, disappearance, damage or theft of any material, sabotage, civil construction, deficiencies or interruptions in electric energy and water supply, or claims of any kind.

2.8.1. HEALTH INSPECTION

EXHIBITORS wishing to manage food in their booth must comply with all sanitary and hygiene requirements. For further information, please contact:

ANVISA - National Health Surveillance Agency	Phone: +55 61 3325-4811 / 61 3325-4812	Website: ANVISA
COVISA - Health Surveillance Coordination	Phone: +55 11 2027-2000	Website: COVISA
State Health Surveillance Center	Phone: +55 11 3066-8000	Email: cvs@cvs.saude.sp.gov.br

2.8.2. SOFTWARE AND EVENTS

The Brazilian Software Association (Associação Brasileira de Software) usually attends the event, inspecting the booths. Consequently, regarding renting equipment, it is recommended that companies should possess licenses for all programs installed.



2.9. INSURANCE

We strongly recommend that the EXHIBITOR obtain insurance covering fire, theft, electrical damage, and personal injury. The provision of the own securities is due to the EXHIBITOR (civil liability, sundry risks, and personal accidents) during the assembly, trade fair days and disassembling period.

It is important to verify the insurance policy's coverage and validity period, which must begin on the first day of setup and end on the last day of dismantling.

PLEASE, BE ADVISED:

Booths, goods, products, personnel—of any nature, including representatives, transporters, assemblers, crane and cargo handling companies such as forklift operators—that are not covered by insurance, whether during setup, the event itself, or dismantling, are the sole responsibility of the EXHIBITOR for any damage or incident that may occur. The PROMOTER will not assume any responsibility for incidents occurring in the absence of those responsible for the booth during the trade fair's operating hours.

It is the EXHIBITOR's responsibility to ensure that a representative is present at the booth during the entire event.

2.10. PAYMENT DELAYS

The EXHIBITORS that have delayed their payments are required to settle immediately their commitments with PROMOTER to get badges and booth areas released to assembly or decoration, whether such commitments refer to contract instalments, installation, and service fees.

2.11. REGISTRATION UPDATE

The EXHIBITOR must keep the PROMOTER informed about potential changes in the company: executive board, address, telephone, fax, production line, represented companies, etc.

2.12. WAREHOUSE FOR GOODS AND MATERIALS

The PROMOTER does not have any warehouse to keep goods and materials owned by the EXHIBITOR in the PAVILION.

Therefore, the EXHIBITOR must ensure that a responsible person is present at the booth to receive goods intended for the exhibition, as well as arrange an appropriate place to store packaging materials that will be used for returning goods to the company after the event concludes.

In exceptional cases, the PROMOTER may receive the EXHIBITOR's goods at the CAEX in the PAVILION, provided this is arranged in advance in writing between the parties, and upon payment of BRL 500.00 (five hundred real).



2.13. COMPLIANCE WITH DEADLINES AND INSTRUCTIONS

The non-compliance by the EXHIBITOR of deadlines and other instructions herein shall automatically waive the PROMOTER from any liability for losses that may derive for the EXHIBITOR, both in the assembly of its booth, and during the trade fair days.

The EXHIBITOR is obliged to comply with and ensure the compliance of its employees and/or hired workers with all clauses and provisions herein, as well as other rules established for the well-being of everyone.

Lack of awareness of the rules established herein does not exempt the EXHIBITOR, its contractors, or any other person involved in the event from the penalties, fines, sanctions, and liabilities provided for in this Manual. We therefore request and recommend that all rules contained herein be read and shared with all employees, suppliers, and other contractors to avoid last-minute issues.

If you have any doubts regarding the interpretation of this Manual, we suggest that the PROMOTER to be consulted to prevent potential future inconveniences.

2.14. LIABILITY STATEMENTS

By completing the form in the EXHIBITOR portal, the EXHIBITOR fully acknowledges that the booth assembly at the event complies with and is in absolute agreement with the instructions and rules contained in the general information and regulations of the event herein, and also confirms having read, understood, and agreed to all its clauses and conditions. The EXHIBITOR is also responsible for any damage or accidents involving materials, employees, and the PAVILION, from the beginning of Assembly until the end of Dismantling.

2.15. CASES NOT COVERED BY THIS MANUAL

The PROMOTER reserves the right to arbitrate on cases not covered by this MANUAL, as well as establish new rules that may be necessary to the event good functioning or to facilitate the harmony between the EXHIBITORS.

No change made by the PROMOTER shall be a reason to cancel the Event Promotion and Organization Agreement by the EXHIBITOR, since any measure will be adopted to ensure the good functioning of the event.

A 25% fine shall be charged over the total value of the area lease agreement to every EXHIBITOR that breaches any rule established, whose sanction is not specified above.

GENERAL PROVISIONS

The PROMOTER reserves the right to solve all cases not covered by this manual, as well as perform the changes that aim to improve the event's functioning. The PROMOTER shall perform the schedule, location, date, or any other changes that, in the interest of the event, it considers appropriate, without any kind of indemnification.



3 - LEGAL RULES

3.1. OPERATING AND ADVERTISEMENT LICENSE

São Paulo's Municipality requires that each EXHIBITOR holds an Operating License and an Advertisement License. For this reason, the PROMOTER already charges such taxes to the EXHIBITOR together with the contract installments for the leased area.

✓ Establishments Inspection Tax - TFE (code: 34932)

3.2. COPYRIGHT

The EXHIBITOR that wishes to install a sound system in its booth, including for background music, is responsible for paying the copyright, which, according to the law, are collected by the following entity:

ECAD - COPYRIGHTS OFFICE	Phone: +55 11 3287-6722	Website: ECAD
--------------------------	-------------------------	--

The amount of such fees varies according to the table provided by this entity. We therefore advise that this matter be addressed in advance with ECAD and that proof of payment is kept at your booth throughout the event to be presented in case of inspection, thus avoiding possible inconveniences.

3.3. EXHIBITION OF DOMESTIC (LOCAL) PRODUCTS

The products shipped to the event just for exhibition, including goods that are part of the fixed assets, like furniture, fittings, and installations, if they return to the establishment of origin within 60 days, will be exempt from taxes.

3.3.1. SHIPMENT OF PRODUCTS

The invoice for the shipment of goods to be exposed shall be issued in the exhibitor's own name, with its CNPJ and state registration, and the following address:

DISTRITO ANHEMBI - Av. Olavo Fontoura, 1209 - Parque Anhembi, Santana - SP, ZIP CODE: 02012-021

The following statement must appear in the body of the invoice:

" THE GOODS ARE ASSIGNED TO EXHIBITION ON THE 8TH EDITION OF ANUGA SELECT BRAZIL (FROM 6 to 8 APRIL 2027), DISTRITO ANHEMBI - SÃO PAULO/SP".

In the appropriate places, discriminate the number of products and their respective values, units, and total. The Invoices shall be completed according to the State where the sender is, namely:

SÃO PAULO

* Operation Nature = shipment for exhibition or sample fair - code 5.914

* ICMS with tax exemption according to Article 8, Annex I, Item 31, of Table I, of Decree no. 33.118/91

* IPI with tax suspension according to Article 36, Item X, of Decree n° 87.981/82.

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



- * Operation Nature = shipment for exhibition or sample fair - code 6.914
- * ICMS - Exempt, according to article 33, of annex I, of RICMS/SP.
- * IPI - Suspension - art. 42, II, of RIPI - Decree 4.544/2002.

3.3.2. RETURN OF PRODUCTS

SÃO PAULO

- * Operation Nature - cod. 1.914 - Exhibition in Fairs - Return.

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

- * Operation Nature - cod. 2.914 - Exhibition in Fairs - Return.

To return the products to the EXHIBITOR's company, and Receipt Invoice shall be issued, with the following wording:

"RETURN OF THE GOODS ARE ASSIGNED TO EXHIBITION ON THE 8TH EDITION OF ANUGA SELECT BRAZIL (FROM 6 to 8 APRIL 2027), DISTRITO ANHEMBI - SÃO PAULO/SP".

For further information please contact:
DEPARTMENT OF FINANCE TAXES' OFFICE:
Av. Rangel Pestana, 300 - São Paulo/SP
Phone: +55 11 3243-3400

3.4. EXHIBITION OF IMPORTED PRODUCTS

Due to being an event of international nature, and registered with the Ministry of Development, Trade & Industry, EXHIBITORS will be able to send their products for demonstrations during the event without being liable for tax.

The PROMOTER could suggest a company that offers complete coordination on shipments, from their point of origin to their delivery to the EXHIBITOR's booth and uses their Customs for the pre-admission of cargo. The EXHIBITOR should ask that company or their Official Agents accredited abroad, for their Shipping Instructions Letter and its respective Price Table. We highlight the PROMOTER does not assume any responsibility regarding these operations and services provided by the suggested company or otherwise.

NOTE: Any company in Brazil, to receive imported materials, whether for temporary or permanent importation, must have all necessary registrations as an importer with the relevant government agencies.

3.4.1 COURIER SERVICES, HAND, AND ACCOMPANIED LUGGAGE

Courier shipments are not recommended. According to Brazilian legislation, courier services are intended solely for document shipments. It is also not recommended to bring products as hand or accompanied luggage, as Brazilian law stipulates that these procedures are only for the transportation of personal belongings, not goods for commercial purposes. Brazilian regulations regarding accompanied luggage are extremely strict, allowing personal belongings and products purchased



abroad up to a maximum value of USD 500 (five hundred dollars) to be exempt from import taxes. These products must be for personal use only and cannot be sold.

THE PROMOTER WILL NOT ASSUME ANY RESPONSIBILITY FOR THE NON-RELEASE OF CARGO DESTINED FOR THE EVENTS.

3.4.2 LOGISTICS

Companies that need coordination services, imports, customs brokers, or international cargo agents can do so through the event's official forwarding agents.

FULSTANDIG - Contact: Mariane Ewbank | mewbank@fulstandig.com.br
+55 11 2207-7650 / +55 11 99942-1354 | www.fulstandig.com.br

3.5. IMPORT OF PRODUCTS AND GOODS FOR THE FAIR

Exhibitors planning to bring goods or products from abroad for ANUGA SELECT 2026 must be aware of the applicable regulations, as detailed below.

3.5.1. ICMS EXEMPTION FOR TEMPORARY IMPORTATION

The importation of goods or products from abroad under the Temporary Admission Regime, with total suspension of federal import taxes, may benefit from ICMS exemption. For this, the deadlines and conditions established in federal legislation must be observed when the goods are intended for:

- Fairs, exhibitions, congresses, and other scientific or technical events.
- Commercial or industrial fairs and exhibitions.
- Shows, exhibitions, and other artistic or cultural events. (RICMS-SP/2000, Annex I, art. 37, VI)

3.5.2. TEMPORARY ADMISSION REGIME FROM “RECEITA FEDERAL”

Temporary Admission is a custom regime established by the “Receita Federal” (BRAZILIAN FINANCE STATE DEPARTMENT) that allows foreign exhibitors, or Brazilian exhibitors importing goods for display at trade fairs and events, a total or partial suspension of customs duties. This benefit applies when the import of goods is for participation in cultural, artistic, scientific, commercial, and sports events, or for packaging/transport of other goods for trials and tests, with a commitment to re-exportation.

This regime is regulated by Normative Instructions SRF No. 35/99, IN SRF No. 285/03, and IN SRF No. 611/06. The procedures for customs clearance and the declaration to be used vary according to the purpose of the goods and can be consulted on the Brazilian Federal Revenue website, in the specific section on the topic:

[Temporary Admission Manual](#) (Decree No. 6,759, of February 5, 2009. Customs Regulation - Article 136 - O)



3.5.3. IPI - EXCISE TAX ON INDUSTRIALIZED PRODUCTS

Products sent directly for exhibition at trade fairs and similar promotions, conducted by the industrial establishment or industrial equivalent, may be cleared with the suspension of the Excise Tax on Industrialized Products (IPI), as per Article 43, II of RIPI/2010 - Normative Opinion CST No. 242/1972. For additional information regarding Normative Instruction RFB No. 1.361/2013, Arts. 3º, caput, § 1º, II, 4º, 5º, caput I, access: [IPI - Receita Federal](#)

3.6. HEALTH SURVEILLANCE ORGANIZATIONS: COVISA, ANVISA, AND SIF

The EXHIBITOR is legally obligated to ensure that its products, goods, services, environments, and processes comply with COVISA and ANVISA legislation. A stand at fairs and events is considered a temporary establishment of the EXHIBITOR for health surveillance purposes.

COVISA - HEALTH SURVEILLANCE COORDINATION - [COVISA Website](#)

ANVISA - NATIONAL HEALTH SURVEILLANCE AGENCY - [ANVISA Website](#)

All products of animal origin, under the responsibility of the Ministry of Agriculture, Livestock, and Food Supply, must be registered and approved by the SIF (Federal Inspection Service). SIF ensures that products have sanitary and technological certification, in accordance with current national and international legislation.

SIF - FEDERAL INSPECTION SERVICE - [SIF Website](#)

3.7. LABOR INSPECTION

The Ministry of Labor and Employment conducts inspections to verify compliance with labor protection legislation, combating informality in the labor market and ensuring observance of labor standards.

Information on Labor Inspection contact - MINISTRY OF LABOR AND EMPLOYMENT: [Website](#)

3.7.1. SOCIAL SECURITY

For clarifications and information regarding Social Security, the EXHIBITOR can contact:

General Ombudsman of Social Security - OUGPS

PREVCARTAS - Mail: Caixa Postal 09714 - ZIP 70001-970 - Brasília-DF

In-person Service: Esplanada dos Ministérios, Bloco F, Edifício Anexo, Ala "A," 1st floor, Monday to Friday, 8:00 AM to 6:00 PM - [Social Security Website](#)

3.8. ANATEL - EQUIPMENT REGULATION

It is essential that the EXHIBITOR observes ANATEL's Regulation for the use of spectrum, homologation, and use of any equipment that transmits information, whether telecommunication or not. Inspection may result in equipment removal and other penalties if regulations are not complied with.

The regularization and homologation of equipment before use or commercialization can be consulted at: [Regulated by ANATEL](#)

To inform yourself about the need to obtain a TUE (Temporary Use of Spectrum) authorization before using radiofrequency emitting equipment or demonstrating modern technologies that occupy the spectrum, read the guidelines at: [Temporary Use of Spectrum](#)

Note: It is recommended that all exhibitors consult the responsible agencies beforehand and keep the necessary documentation to avoid inconveniences during the event.



3.9 WORKFORCE HIRING

3.9.1. TEMPORARY WORKFORCE

When employing temporary labor directly by the EXHIBITOR, legal procedures must be strictly observed. When contracting third-party services (service providers), we advise verifying the legal status of the contracted company (articles of incorporation, permits, etc.) as well as requesting the corresponding social security payment receipts (GRPS), copies of employee registration records, FGTS (Severance Indemnity Fund) payments, and other relevant documentation.

3.9.2. JUVENILE LABOR

It is not allowed to hire people under the age of 18 to the event during the period of Assembly and Disassembly.

During the period of Fair Holding, the hiring of minors is regulated. To have minors working on the booth, the EXHIBITOR shall get special authorization in the Regional Office of the Ministry of Labor and in the Children and Juvenile Court. For further information or clarifications about labor rules, please contact:

CITY COURT OF CHILDREN AND YOUTH	Phone: +55 11 3951-2525 Branch 244 / 11 3965-5155	Website: CITY COURT
MINISTRY OF LABOR REGIONAL OFFICE	Phone: +55 11 2113-2806	Website: MINISTRY OF LABOR

3.10. UNDERAGE PRESENCE IN THE FAIRGROUNDS

According to Law no. 8069/90 ART. 149, Item II, Paragraph 1, Subparagraphs C, D, E and F, the entrance of people under the age of 14 is expressly prohibited, even when accompanied by their guardians, during the period of the event.

We recommend that exhibitors inform their guests of this policy to avoid any inconvenience, as no exceptions will be permitted.

4 - ADVERTISING MATERIAL

Besides the [ANUGA'S](#) official website, the trade show has disposed of other means of communication and integration with EXHIBITORS and visitors since pre-event days, because the main purpose of the PROMOTER is that the EXHIBITOR gets the peak result and the highest return of his investments.

4.1. SOCIAL MEDIA

Social networks are currently the marketing channel that disseminates information quickly by sharing it.

Anuga Brazil has Facebook and Instagram accounts, which are followed by thousands of storekeepers throughout Brazil. Take advantage of this free advertisement for your business too.



When posting on your pages, mention the fair's page, so we can repost and get to the highest number of people.

Facebook: /anugabrazil

| Instagram: @anugabrazil |

LinkedIn: anuga-brazil

4.2. INVITATION DISTRIBUTION

PRIME CLUB AND VISITORS' INVITATION

The digital invitation is the effortless way for you to invite customers to visit your booth, in a personalized and freeway. To send the digital invitation, access the EXHIBITOR portal, with your login and password, go to the DIGITAL INVITATION Menu, select the type of invitation (PRIME CLUB or VISITOR), and follow step by step. You can upload your guest list and make it easy to send.

Each EXHIBITOR is entitled to 10 units of the PRIME CLUB INVITATION, which guarantees exclusive entry and access to the event's VIP LOUNGE.

In the case of VISITORS' INVITATION, the initial available amount is 500 units. If you need more invitations in this category, or if you still have questions about using the sending tool, please contact our customer service: cs@koelnmesse.com.br

4.3. PRE-ACCREDITATION

The pre-accreditation for visitors will be available from January 2027 at www.anuga-brazil.com.br

The PROMOTER shall motivate and advertise the pre-accreditation through the communication channels (newsletters, sites, e-mails mkt, invitations) and through the event's press office. It is incredibly important that the EXHIBITOR announce the pre-accreditation, so their guests could comfortably arrange the schedule to visit the fair.

4.4. CUSTOMIZED E-MAIL SIGNATURE AND DIGITAL BANNERS

Display the event's e-mail signature on your e-mails to announce you are participating in the event. This will draw even more visitors to your booth. We also make available the event's digital banners for you to put them on your company's site and to invite your customers.

Download the material from Anuga's official [website](#), on the menu: EXHIBITOR > FREE PROMO MATERIALS

4.5. ANNOUNCEMENT TO THE PRESS

The fair has a press office that not only announces the event, but also the EXHIBITORS in the country's main media, free of charge. To announce your products for free and get more information, visit the official [website](#), click on MENU: MEDIA > PRESS.

You can send the information and photos in advance to the official press office. During the fair, you also may dispose of your advertising material in the press room.

Contact the Agency Casa 9 and send options of photos in high resolution with a description of the products to: contato@agenciacasa9.com.br



4.6. OFFICIAL TRAVEL AGENCY

EXHIBITORS and visitors to the fair have exclusive discounts on air tickets and special accommodation conditions. To find the list of available hotels and buy your airfare at a discount, visit the official [website](#), click on MENU: VISITOR > OFFICIAL TRAVEL AGENCY.

Announce this condition to your customers as well!

5 - TECHNICAL INFORMATION

5.1. ASSEMBLERS / DECORATORS

The EXHIBITOR may contract the services of a stand construction and decoration company of their choice, provided that all specific regulations outlined in this MANUAL are observed.

5.1.1. LIABILITY STATEMENT - EXHIBITOR

When accessing the EXHIBITOR portal system for data completion, the EXHIBITOR assumes the responsibility for complying with the rules established herein, as well as for potential damage or accidents with materials, employees, and PAVILION, from the beginning of Assembly until the end of Disassembly. If the EXHIBITOR contracts/indicates an ASSEMBLER/DECORATOR, the completion of the Liability Statement - Assembler is also mandatory by the contracted company/professional.

5.1.2. LIABILITY STATEMENT - ASSEMBLER

The printing and completion of the Liability Statement ASSEMBLER/DECORATOR via EXHIBITOR portal is mandatory for releasing the contracted company's badges.

The assembler shall send the Liability Statement through their area on the EXHIBITOR portal, together with the booth project, assuming the responsibility for any damage that may arise from its material and/or personnel to the PAVILION, third parties, including the penalties applied due to breach of the assembling, maintenance, and disassembling rules, according to the established fair's regulation and this manual, since the beginning of Assembly until the end of Disassembly.

The ORIGINAL copy of the Liability Statement shall be delivered in CAEX, on the first assembly day, to obtain access to the PAVILION and begin stand assembly.

EXHIBITORS AND ASSEMBLERS ARE AWARE AND ASSUME FULL RESPONSIBILITY FOR THE RISKS TO THIRD PARTIES THAT MAY OCCUR DUE TO PROBLEMS IN ASSEMBLY AND MAINTENANCE OF THE BOOTH.

5.1.3. ACCREDITATION

By completing through the EXHIBITOR portal, the EXHIBITOR will enable the contracted company or person to ask for the assembly and/or decoration badges of your booth.

The requested badges shall be delivered in the PAVILION, from the first assembly day to an employee of the contracted company, by submitting a document, since there are no pending issues by the exhibitor with the PROMOTER.



The employees associated with SINDIPROM shall not pay for the badge if they submit a copy of the filiation card in CAEX. The person in charge of the assembler shall request the badges in the EXHIBITOR portal.

5.1.4. PROJECT APPROVAL

Every booth assembly and/or decoration project shall comply with all rules herein and/or of public policy, as assured by the Liability Statement.

The prior submission of the project and other documents for approval is mandatory. It is also mandatory to submit the ART-CREA/SEP (Technical Liability Note) or RRT-CAU/SP (Technical Liability Registration) for each booth project. The building and/or assembly of any decoration shall only be started after the formal approval of its project by the PROMOTER.

The following documents should be sent via the EXHIBITOR portal:

- ✓ART/RRT of electrical and project execution duly collected
- ✓Copy of the responsible Engineer's or Architect's CREA / CAU card
- ✓Descriptive memorial
- ✓Floor plan
- ✓Elevations and/or perspectives with the proper measurements
- ✓Liability Statement duly completed and signed by the assembler company contracted by the EXHIBITOR. (This will be available for download in the Exhibitor Portal after the EXHIBITOR registers the stand builder in the system)

The deadline for submission of the project and all documentation is March 5th, 2027.

According to the laws that govern the Regional Boards of Engineering and Agronomy (CREA) and Architecture and Urbanism Board (CAU), all booths' projects and/or assemblies in events need a responsible technician, duly registered in CREA or CAU where the work or service is to be performed, and the respective ART or RRT shall be duly made.

The booth assembly companies of other States shall register on CREA - SP or request visa on the registry of other Region, nominating a professional to assume the technical responsibility for the services to be performed, also providing the respective Technical Liability Note - ART. In the case of Technical Liability Registration collected through CAU, this visa is not needed.

IT IS MANDATORY TO SUBMIT THE PAID ART OR RRT FOR THE PROMOTER!

Find below information about the document's completion:

In completing the ART or RRT, the holding, assembly and disassembly dates shall be included (period from **2 to 9/04/2027**) on **ANUGA Brazil** as effective professional's participation, also the booth's measurement, the event's venue location, and the EXHIBITOR's name. The address shall be Av. Olavo Fontoura, 1209 - Parque Anhembi - ZIP: 02012-021- Santana - São Paulo/SP.

The technical activity corresponding to the execution and project shall also be included, and it shall not be accepted ART or RRT that do not have the activity that only corresponds to the project. To be



valid, the ART or RRT shall be duly signed by the professional and contractor, as well as accompanied by the bank collection proof and copy of the professional's CREA or CAU.

CREA/SP - Regional Board of Engineering and Agronomy	Phone: +55 11 0800 017 18 11	Website: CREA/SP
CAU/SP - Architecture and Urbanism Board	Phone: +55 11 3014-5900	Website: CAU/SP

5.1.5. MANDATORY DOCUMENTS

To clear your reserved area for the booth assembling, assemblers/Decorators shall submit the following documents at PAVILION's entrance:

- ✓ Liability statement (copy)
- ✓ Badges proof of payment
- ✓ ART-CREA/SEP (Technical Liability Note) or RRT-CAU/SP (Technical Liability Registration) with proof of payment.

5.1.6. SUPPORT AND MAINTENANCE SERVICE

The contracted assembler is liable for any kind of maintenance and/or assistance to the customer during the Holding period of the event, and the PROMOTER or Official assembler shall not be liable for any problems that may arise in the booth.

5.2. ELECTRICAL POWER/ADDITIONAL CONSUMPTION

Upon completion and payment (Optional) - Additional Electrical Power - via portal and up to the deadline, the PROMOTER shall install a power supply output in the EXHIBITOR's booth, according to the amount of additional Kva requested.

The power supply is provided in Kva unit, non-fractioned, 380V, three-phase, neutral and ground, 220v, single-phase, 60Hz, for the holding period of the event.

The lightbulbs and other equipment should necessarily have an operating voltage of 220V, single-phase.

NOTE: The EXHIBITOR that wishes to install any 127V electric device in the booth's hall provide an "energy converter" to avoid damages to your equipment.

1. The PROMOTER does not provide this type of equipment for rental.
2. It is the EXHIBITOR's responsibility to contract all internal installation and distribution work for their stand using appropriate materials (distribution panel with circuit breakers, lamp circuits, outlets, etc.).
3. All installation shall follow a project executed by a qualified professional complying to the NBR 5410 Brazilian standard guidelines.

The installation of the power output shall not be charged to the EXHIBITOR, who shall only pay for Kva consumed.



Each booth will receive a basic power outlet with 0.10 Kva per sqm, which will be installed by the PROMOTER's electrical engineering team.

Booth AREA x Kva FRACTION = MINIMUM POWER
Example: 50 sqm x 0.10 Kva = 5.00 Kva

IT'S MANDATORY TO HAVE:

- Protection against electric shocks
- A metallic frame for electrical distribution
- Use of PP type electrical cable (the use of parallel wire will not be allowed)
- Electrical installations that comply with the guidelines of NBR 549/04 and NBR 13570/96 - low voltage electrical installations.

To improve safety in the execution of electrical installations and maintain compliance with current regulations, the power cables used to supply electrical energy to the booths and other needs of the events held in the PAVILION of the PAVILION will have at their end, where the load of the applicant will be connected, a PCE branded Female Plug.

PCE plugs are compatible with those of the STECK brand, which is the best known in the Brazilian market. This type of connection, also called a plug-in connection, minimizes the risk of short-circuit accidents.

circuit, electric shock, or inversion of phase that can cause the equipment to burn out.

Find below a table with the description of the Male Plugs of the PCE and Steck brands necessary for the connection with the Female Plug of the power supply cable that will be delivered by the PAVILION:

Cable gauge supplied with the PCE female plug	Reference of the PCE brand male plug required for connection	Reference of the Steck brand male plug compatible with the PCE female plug	Image of the Steck male plug
6 mm ²	0252-6	S-5276	 32 A
10 mm ²	035-6	S-5576	 63 A

It will be possible to use any other male plug or connector compatible with the female plug of the PCE, if it complies with NBR IEC 60309-1.

- For 6 mm² cables, 5-pole female connector (extension), PCE brand reference: 2252-6
- For 10 mm² cables, 5-pole female connector (extension), PCE brand reference: 235-6



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

There is no need to consider the Kva/hour, since the Kva cost refers to consumption during the whole event operating period.

To facilitate the calculation, there is in this MANUAL a table (TABLE FOR CALCULATION - ELECTRIC POWER CONSUMPTION) showing the Kva consumed by the most frequently used items in a booth. The PROMOTER recommends that each booth disposes of a voltage stabilizer, to avoid potential damage caused by power oscillation and that an automatic protection key be used in their equipment, so if there is a phase shortage, it will be automatically shut down.

It is expressly forbidden to change the Power Grid (Change of lightbulbs, installation of computers or other equipment) without prior authorization by the PROMOTER, and in case this occurs it shall result in banning the booth until due regularization.

IMPORTANT: The company responsible for the installation shall perform the inspection in booths to verify the amount of Kva used. Any consumption in excess that is proved during the trade fair days shall be charged by the PROMOTER, applying the specified rate, ADDING A 25% FINE.

When installation is complete, a PROMOTER's inspection shall be requested. Use of illumination that, due to your automatic switch, may cause interference in electric or electronic devices exhibited in other booths is not allowed.

The external installation or attachment of electrical devices, pendants, etc., without prior authorization from the PROMOTER, will not be allowed. Any exposed cables or wires must be covered with suitable protection for the safety of the public.

After the daily closure of the event, the electric power shall be turned off automatically. Thus, if there is any device, machine or product on the booth that needs ongoing power supply until its withdrawal from the PAVILION, we ask that you communicate it in advance to the PROMOTER.

5.2.1. REFERENCE TABLE FOR ELECTRICAL POWER CALCULATION

DESCRIPTION	KVA	DESCRIPTION	KVA
Lamp PL 40w	0,05	Projector 70w	0,07
Fluorescent lamp 20w	0,03	Special projector 350w	0,35
Fluorescent lamp 40w	0,05	Special projector 500w	0,5
Dichroic lamp 55w	0,05	Special lamp 1000w	1
Incandescent lamp 100w	0,1	Special lamp 500w	0,5
Fluorescent lamp HO 110w	0,14	Air Circulator / Fan	0,1
Lamp HQI 150W + Reactor	0,35	Microcomputer	0,5
Projector 150w	0,15	Printer	0,25



Lamp mist 250w	0,25	TV Plasma	0,3
Microwave	1,2	DVD Player	0,3
1000w oven	1	Fridge	0,3
1750w oven	1,75	Freezer	0,5
2400w oven	2,4	Domestic coffee maker	0,8
5000w oven	5	Commercial coffee maker 1700w	1,7
8000w oven	8	Commercial coffee maker 2700w	2,7
Chapa 3000w	3	Commercial coffee maker 3000w	3
Chapa 6000w	6	Commercial coffee maker 5000w	5
Chapa 9500w	9,5	Fryer 5000w	5
Grill 6000w	6	Fryer 2500w	2,5
Air Conditioning 7.000 BTU	1,25	Air Conditioning 10.000 BTU	1,7
Air Conditioning 12.000 BTU	1,9	Air Conditioning 15.000 BTU	2,3
Air Conditioning 18,000 BTU	2,9	Air Conditioning 30.000 BTU	4,9
SPLIT 30,000 BTU Type Air Conditioning	5,84	SPLIT 60,000 BTU Type Air Conditioning	8,7

Please refer to the technical manuals or the information plate displayed on the equipment that is not listed herein.

5.3. HYDRAULIC INSTALLATION

Upon completion and payment (Optional) - Installations and Services - via EXHIBITOR portal, up to the deadline, the water supply and drainage output shall be installed on your booth, if there is technical availability in the booth area.

The installation must have a supply output of 3/4 inch with a sink, and a drainage output of 1 inch, and the cost per supply output requested.

The consumption is already included in the water output cost.

PLEASE NOTE: The hydraulic installation needs prior measurement for efficient and adequate distribution and use of necessary equipment and components.

The PROMOTER shall not authorize the installation of this service when the form is submitted outside the determined deadline, and the EXHIBITOR is limited to electric power and basic power installation.

5.4. TELEPHONE AND INTERNET

All telecommunications services are under the exclusive responsibility of the PAVILION, provide the lease of direct telephone lines, internet, and other services.

PHONE AND INTERNET HTH SERVIÇOS	+55 11 3077-5500	Contact: Luciano Fabricio E-mail: feiras.anhemb@hthnet.net
------------------------------------	------------------	---



For information about prices, installation costs, pricing of calls and deadlines for contracting services, the EXHIBITOR shall access the EXHIBITOR portal.

5.5. SECURITY SERVICES

During the trade fair dates, the PROMOTER, through a specialized company, will keep the safety on permanent duty in the exhibition halls. This service has the purpose of preserving the public area order.

EVERY EXHIBITOR IS RESPONSIBLE FOR ITS BOOTH SAFETY MEASURES, INCLUDING GOODS AND BELONGINGS LEFT IN THEM DURING THE TRADE FAIR PERIOD.

The EXHIBITOR, opting by hiring third party safety (non-official), is responsible for any damage the security guard can cause in others material or to exhibition hall installations, being aware he/she cannot have a firearm inside the exhibition hall.

We recommend the elaboration and agreement between EXHIBITOR and specialized company/agent that will be responsible for the booth, document listing all the equipment/items of the booth, and which will be the agent's responsibility. This document must be signed both at the beginning and end of work shift.

Hiring private security guard - specialized company or own functional board: in case the EXHIBITOR wants to hire a security service not from the trade fair's official company, it must, according to Law 8.863/94 and 9.017/95 and Directive 992/95 of Federal Police Office, require the following documents:

- ✓ Authorization for operation.
- ✓ Safety Certification (valid for one year).
- ✓ Authorization review for operation (valid for one year).
- ✓ Service provision agreement. Second copy of the employee registry sheet or type badge identification card (I.N. no. 3, of 9/1/ 97).
- ✓ Vigilant Registry on the M.T.B.E. and/or timecard.

It is important to note that:

1. The EXHIBITOR will be subject to penalties stipulated in the above-mentioned law if it is breached.
2. Companies that use their own security teams should possess an authority issued by DELESP and will be subject to penalties set out in law.
3. It will be necessary to present all the above-mentioned documentation to issue Private Security Badges.

Hiring security guard - trade fair's official company: the security service for booth during the trade fair can be requested through the EXHIBITOR portal.

5.6. CLEANING SERVICES

The PROMOTER will be liable for the general cleaning of the PAVILION's public areas. The internal cleaning of the booths, during the event, is liable to the EXHIBITOR, who shall be performed by an approved employee or contracted company, which shall have access to the PAVILION, daily, from 8 AM to 9 AM, provided that they are duly accredited, through the EXHIBITOR portal (Badges - Service), up to the deadline.



Under no circumstances, the residues from the cleaning of booths shall be disposed in public areas of the PAVILION during the event holding hours, and the EXHIBITOR shall be subject to a BRL 5,000.00 (Five Thousand Brazilian Real) fine, should this occur. The rubbish of each booth shall only be disposed of in the areas of circulation after the day's activities closures, provided that they are duly packaged in plastic bags.

6. ACCESS TO PAVILION

6.1. ACCESS OF VEHICLES

During the events holding period, Distrito Anhembi shall administer the external area parking lot.

PARKING LOT PARKING INDIGO	Phone: +55 11 5067-6791	Contact: Wilson Molina E-mail: wilson.molina@group-indigo.com
-------------------------------	-------------------------	--

The PAVILION does not offer any type of badge that allows free parking; therefore, EXHIBITORS, Visitors and Service Providers must pay the price stipulated by the parking management. There is no advance sale of a parking ticket, and the user must purchase it upon entry.

The entrance of any vehicle of any size inside the PAVILION is not allowed during the whole event operating period (Assembly, Holding and Disassembly).

6.2. ACCESS OF PERSONEL

During the whole event Operating period only duly, accredited personnel shall have access to the PAVILION. The use of a badge, in a visible location, is mandatory for EXHIBITORS, decorators or any other person in service on booths.

The access of people out of the trade fair days hours shall not be allowed, unless for bearers of badges "EXHIBITOR" and "SERVICES," who may enter with an hour before the opening hour.

The ASSEMBLER company's employees or contract workers shall have access to the PAVILION to perform the assembly and disassembly services, if accredited. Thus, they shall bear their respective badge or identification documents for the conference. The clothes must be adequate for the assembly environment, like uniform or t-shirt, trousers, sneakers or shoes and PPEs.

IMPORTANT: the entrance of people shirtless, wearing shorts, dress or skirt, slippers, sandals, or any open shoes is forbidden.

6.3. ARTISTS AND AUTHORITIES - VISITORS

The PROMOTER shall be informed via their Press Office about the visit of artists, celebrities, personalities, or authorities to make the due arrangements with the fair's security.

6.4. GENERAL RULES OF ACCREDITATION

All professionals (Exhibitors, Providers, assemblers, Services, Press Office) shall be duly accredited to access the Pavilion.



The badges are personal, non-transferable and with no right to companions. The misuse of the badge shall imply in its confiscation, fine, and cancellation. The EXHIBITOR shall have the right to receive, free of charge, 03 badges for each 10m² of purchased area, for use by the people that will be in the booth during the event Operating period, since the EXHIBITOR submit the data via EXHIBITOR portal (EXHIBITOR Badges) to the PROMOTER, up to the deadline.

For employees that will not be in the booth during the trade fair period (drivers, ironers, etc.), the badges shall be requested through the EXHIBITOR portal - (Service Badges).

You should get the badges in PAVILION's CAEX, as of the first assembly day.

To the EXHIBITOR company carrier may get the badges, it is necessary to bring an Authorization letter in a Company's letterhead paper.

When requesting badges, the EXHIBITOR shall list the people whose names should be issued, also mentioning the ID number / position of each, since the PROMOTER will already complete them.

The use of badge, in a visible location, is mandatory for exhibitors, assemblers and personnel in service on the booth.

NOTE: The absence of badge in any person inside the PAVILION shall imply in his/her immediate removal from the location.

These badges are valid during all event operating periods and shall only be requested until the day before the event inauguration. In case of loss, the EXHIBITOR may ask for the issue of a 2nd copy of the badge since it has not been confiscated.

6.5. BADGE CONFISCATION

All badges provided by the PROMOTER are personal and non-transferable AND DO NOT GRANT THE RIGHT TO COMPANIONS. When presented in the PAVILION's entrance, the BEARER identification will be required. The potential used by third parties shall characterize its misuse, implying in its confiscation and cancelation. **FOR CONFISCATED BADGES, 2ND COPIES SHALL NOT BE ISSUED.**

6.6. EXHIBITOR BADGE

The EXHIBITOR badges are intended for Chairpersons, Officers, Managers, Department Leaders, Salespersons and Technicians employed by the EXHIBITOR and should be requested through the EXHIBITOR portal.

6.7. PRIVATE SECURITY BADGE

The badges for SECURITY must be requested by the EXHIBITOR, within the EXHIBITOR portal. Security companies must be registered through the exhibitor portal. After the deadline stipulated for request, it will only be possible to hire the official service offered by the PROMOTER.



6.8. SERVICE PROVIDER BADGE

The badges of SERVICE PROVIDERS are intended for the accreditation of employees of companies hired by the EXHIBITOR to provide any support services during the period of the event, such as receptionists, waiters, waitresses, musicians, etc., and must be requested by completing the EXHIBITOR portal. This badge is not valid for private security.

6.9. ASSEMBLER BADGE

The EXHIBITOR shall register the ASSEMBLER company through the online platform, which will be responsible for accrediting the assembly team through a login/password that the ASSEMBLER should receive through the system.

6.10. SUPPLY

Goods intended for booths will only enter the PAVILION during the event MAINTENANCE PERIOD, from 8 AM to 9 AM, through the Service Gate. We recommend that you schedule it properly, since no exception shall be granted.

6.11. GOODS ENTRANCE

All goods, equipment and decoration objects will have free access to the PAVILION, provided that listed and described by the EXHIBITOR in adequate form, obtained in the PAVILION's entrance. The corresponding Invoice shall be attached.

IMPORTANT NOTE:

The PROMOTER is not liable for receiving any goods and does not make any kind of warehouse available in the PAVILION for accommodation of EXHIBITOR's products and equipment, and it is also exempt from any responsibilities due to damages, malfunctions, losses, thefts or stealing of any kind.

The EXHIBITOR is liable for providing the location to accommodate materials and belongings and to keep an employee in charge of receiving equipment and/or products.

The deadline for goods, machine and equipment entrance is **05/04/2027**, until 3 PM. As of this time only booth decoration will be allowed and the entrance of materials by hand or through pneumatic rubber tire trolley, until 8:00 PM.

The tools of employees in charge of booths assembly/decoration shall be registered along with the PAVILION's Security, and a fee for using electric power shall be charged, per unit, for using electric tools, saws, etc.

6.12. REMOVAL OF GOODS

No product intended for exhibition may be removed from the Pavilion before the official closing of the event, even on the last day of activities. Exhibitor representatives who need to withdraw their samples before the event's closing must request authorization from the PROMOTER in advance in order to do so.



However, this procedure will only be authorized before the opening hours (from 8 AM to 9 AM) on the last day of the event. In exceptional cases, the PROMOTER will authorize the replacement of goods that present defects with others of the same characteristics.

6.13. GOODS ENTRANCE AND REMOVAL CONTROL

The goods, equipment and decoration objects, entrance, and removal to and from the PAVILION will be subject to strict vigilance by the PROMOTER, and the EXHIBITOR shall submit a shipment invoice whenever requested by the PROMOTER or one of its Security agents. In case of non-compliance with the established rule, event's Official Security may retain the goods for due verification.

6.14. SHIPMENT INSTALLATION AND REMOVAL

The EXHIBITOR is fully liable for any installation or removal of its proprietary shipments or goods.

6.15. VISA

CONSULATE PORTAL - GENERAL INFORMATION:

The visa is the document granted by Consular Representations of Brazil abroad that allows the expectation of admission and stay of foreigners in the national territory, provided that the conditions established by law have been met.

To apply for a visa, foreigners must submit the visa application form duly completed, a valid travel document, proof of payment of consular fees, International Certificate of Immunization - when necessary -, and other specific documents for the type of visa requested.

Brazil adopts a policy of reciprocity regarding visas. This means that nationals of countries that require visas for Brazilian citizens will need a visa to travel to Brazil. According to the Brazilian law, Brazil must agree, on a reciprocal basis, to offer visa waiver to nationals of another country, except for the hypotheses established in the Decree 9.731 / 2019. Brazil has signed visa exemption agreements with about 90 countries.

To find out if you need a visa to travel to Brazil, please check this [website](#).

6.15.1. VISA INVITATION LETTER REQUEST

The PROMOTER provides this service EXCLUSIVELY to international exhibitors of ANUGA SELECT BRAZIL who require an invitation letter to apply for a Brazilian visa in their respective countries, so they can attend the exhibition in Brazil in person. The application procedure is as follows:

- ✓ Access the reserved EXHIBITOR area on the Exhibitor Portal.
- ✓ Download the invitation letter template (available from November).
- ✓ Complete the template with the attendant information and upload it one by one. Please note that letters are individual and non-transferable, so you must save a separate file for each letter.
- ✓ Upon these documents receipt, the invitation letter will be signed, notarized, and you will receive a soft copy (digital copy) within 10 business days at no cost.



- ✓ However, if the original document (hard version) is required by FEDEX, please contact the Customer Service department at cs@koelnmesse.com.br to obtain information on costs and shipping details.

We recommend EXHIBITORS to initiate this process well in advance, considering visa processing times and delivery schedules.

7 - ASSEMBLY GENERAL RULES

The PAVILION's floor shall not be, under no circumstances, marked, painted, drilled, or excavated by the EXHIBITOR. It is not allowed to lean, tie or hang any booth component or exhibited products to the PAVILION's structure, roof, columns, and walls are not allowed. Neither is it allowed to drill or paint such elements. The non-compliance of such rules shall cause a fine to the EXHIBITOR of BRL 5,000.00 (five thousand Brazilian real) per booth.

7.1. MANDATORY MINIMUM ASSEMBLY

It is mandatory to, at least, put a carpet, dividing walls, basic illumination, and company identification. All booths should follow the visual standard of Special assemblies, and it is not allowed to change the formats and colors established.

7.2. SPECIAL ASSEMBLIES - TRADED BY KOELNMESSE

The EXHIBITOR, who hires the Special Assembly (offered by the PROMOTER) will receive their booth ready for decoration on the last day of assembly, starting at 3 PM.

All assembly material will be given to the EXHIBITOR on a lease basis, and it must be returned in the same condition in which it was received. Damage caused to the material will be charged. It will not be allowed to paint the panels of the official assembler, nor to make holes or use glues and tapes in any of the assembly accessories.

Each type of assembly traded by Koelnmesse has a list of items and furniture already included, as described in the contract. In the event of the need to hire additional furniture, the request can be made through the EXHIBITOR portal.

7.3. PARTITION WALLS

The construction of dividing walls along the entire boundary with other booths is mandatory for each EXHIBITOR, and the reuse of neighboring walls is not allowed.

The height of the (finished) walls adjacent to neighboring booths must be at least 2.20 m high, from the PAVILION floor to a maximum height of 4.00 m, respecting the setback of the respective height throughout the perimeter of the booth.

The EXHIBITOR must give a quality finish on the side facing its neighbors or areas of circulation, from a height of 2.20 m from the PAVILION floor. For areas facing neighbors, the finish must be white only.



7.4. GLASS WALLS

Glass walls may be used in booths since following the guidelines below:

- ✓ Two meters high for simple glass with minimum width of 6 millimeters, provided that duly signalized during the Assembly and Disassembly periods with tape, logo, graphics.
- ✓ Walls above 2 meters high shall have a safety film type Insu film or assembled walls with polycarbonate, acrylic, laminated or tempered glass panels.

7.5. AERIAL STRUCTURE

EXHIBITORS who need to make use of this resource for additional structures to the booth's project must contact the PAVILION directly, meeting the determined limitations of 30 kg/point.

The load distribution projects on the floor and overhead structures must be sent to the email cabos.anhembiglbr.com.br, together with the technical report and ART, the deadline for sending will be 20 working days before the start of assembly of the event.

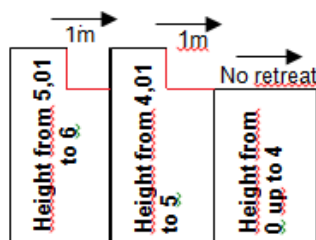
Note: The installation of the point will only be allowed after approval of the project by the PAVILION and payment of the point.

7.6. HEIGHTS & FLOOR RULES

The maximum heights allowed for any booth component (from the PAVILION floor) and the corresponding retreats that shall be met in every booth adjacent perimeter shall comply with the table below:

7.6.1. LIMIT HEIGHTS - BOOTHS WITHOUT MEZZANINE (1 floor)

HEIGHT (METERS)	RETREAT (METERS)
Up to 4,00	0,00
Up to 5,00	1,00



Height	Minimum Retreat
0 m to 4 m	0 m
4,01 m to 5 m	1 m
5,01 m to 6 m (With mezzanine)	1 m



7.6.2. LIMIT HEIGHTS - BOOTHS WITH MEZZANINE (2 floors)

HEIGHT (METERS)	RETREAT (METERS)
Up to 6,00	1,00 for neighbors

All walls facing neighboring booths and/or aisles must have a finished appearance. The use of logos and/or graphics on these walls is prohibited without prior authorization from the PROMOTER.

The assembly with an upper floor (mezzanine) will be permitted **exclusively for EXHIBITORS with areas equal to or greater than 100 sqm**. The upper floor must occupy a maximum of 50% of the ground floor area. Construction of a mezzanine will incur an additional charge. Therefore, assembly can only be authorized after prior analysis and approval of the booth by the PROMOTER.

MEZZANINE BOOTH STRUCTURE:

The upper floor must be fully enclosed, surrounded on all sides by partitions at a height of 2.20 meters, and must not provide a direct view into the neighboring stands. This includes strict prohibition on glass or open walls facing adjacent stands.

Open areas will only be permitted if they face the circulation aisles. The use of glass panels on the mezzanine is not allowed; instead, panels made of acrylic, polycarbonate, or similar materials must be used, with maximum opening dimensions of 1 m x 1.40 m.

The mezzanine structure must be constructed of steel, in accordance with the standards of the Brazilian Association of Technical Standards (ABNT). The structure's base plates must be made of steel and rest directly on the Pavilion floor. Both the structure and the floor must be dimensioned according to load capacity calculations per square meter, following the load capacity calculation spreadsheet.

The mezzanine floor must be compatible with the load established in the load calculation spreadsheet.

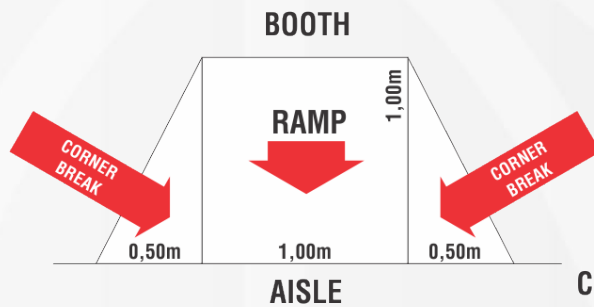
NOTE: The maximum permitted capacity of people on the mezzanine must be indicated on a sign located at the top of the stairs connecting the ground floor to the mezzanine.

7.6.3 FLOORS

Floors that exceed the allocated area limit by more than 2 cm will not be permitted. When using raised flooring made of materials other than wood, it will be necessary to protect (cover) the contact points with the PAVILION floor to avoid causing any kind of marks or damage.

7.7. ACCESS RAMP FOR DISABLED PEOPLE

When the booth has floor (10cm), independent from its area, the maximum height of any component shall not surpass 4.00m. The construction of an access ramp for disabled people (1.00 x 1.00 meter with "corner reducer") is mandatory, according to ABNT rule (Brazilian Association of Technical Rules - NBR 9050).



CORRECT PROCEDURE FOR THE RAMP PLACEMENT

IF THE RAMP FLOOR HAS FINISHED WITH SLIPPERY MATERIAL, THE INSTALLATION OF ANTI-SLIPPERY STRIP IS MANDATORY. THE NON-COMPLIANCE WITH THIS ITEM MAY INCUR IN FINE AND BAN OF THE BOOTH.

7.8. VISIBILITY

All booths' designs will undergo technical analysis and evaluation by a company specializing in event operations and must comply with the safety and visual permeability standards recommended by the Fire Department and the Pavilion. Since the main objective is to make the fair increasingly pleasant and safe for visitors and exhibitors, and to facilitate the overall visibility of the TRADE FAIR, under no circumstances may the designs obstruct the full internal view of any side facing the circulation aisles.

Therefore, none of the walls facing the aisles may have closures exceeding 70%, a percentage applied to each side individually. Beyond this percentage, only open spaces (clear openings) or walls made of transparent crystal glass will be permitted, with only safety signage such as colored stripes or graphics allowed. "Solid walls" exceeding 70% on any side, which obstruct the visibility of the event, will not be permitted, especially in the case of island booths.



7.9. MASONRY BUILDING

Any masonry construction (floors, walls, etc.) or similar are forbidden.

7.10. GARDENS AND PLANTS

Gardens, flowers, and ornamental plants will be allowed when in vases, baskets, or other recipients, provided that they are used in loose dirt, sand, or rocks for the implementation of gardening on the locations.



7.11. BOOTH HORIZONTAL PROJECTION

The horizontal projection of any assembly element, decoration or exhibited products shall be totally inside the limits of the booth area. PROJECTIONS OVER ADJACENT BOOTH OR PUBLIC'S PATH WILL NOT BE ACCEPTED, INCLUDING LOGO ILLUMINATION SPOTS.

7.12. AIR CONDITIONING

The Anhembi District does not have its own air conditioning system. Air conditioning equipment should be installed in such a way as not to discharge warm air into the circulation areas. The electrical supply for this equipment should be specified. An additional drain point is recommended to channel the drains from air conditioning units, espresso machines, and other equipment that requires drainage access.

7.13. COMPRESSED AIR

The PAVILION has a compressed air supply system in the PAVILION. The structure is available in specific locations in the PAVILION.

It is only necessary to use compressed air hoses of the WINGFOOT GOODYEAR type, or similar type, which, together with the compatible clamps, will be provided by the USER and installed by the USER up to the point of use provided by the PAVILION in the booths.

7.14. VIDEOWALL AND LARGE SCREEN

The structures for videowalls and screens can be mounted in iron or wood and must be able to support twice the weight of the equipment installed in this structure. The finish must be done with the same quality as the rest of the booth.

7.15. SPECIAL LIGHTING

The installation of any type of special lighting, such as spotlights, light cannons, laser cannons, halogens, chandeliers, etc. to the event. Any type of projection or lighting that exceeds the limits of the contracted area will not be accepted.

7.16. BOOTH IDENTIFICATION AND SIGNAGE

The booth must have the respective number affixed next to the entrance door, to facilitate the identification of the EXHIBITOR by the buyer. We advise that all booths contain the Prohibited Smoking sign inside.

7.17. USE OF LOGOS

The use of logo will only be allowed on façades that are turned into the circulation areas. For the neighborhood dividing façade, the whole wall should be finished, and it must not have logo. The use of different brand logos on façades without prior authorization by the PROMOTER is prohibited.



7.18. LABOR RULES

All decorative elements or forepart shall be finished on both sides, whether in divisions with adjacent booths, or in divisions with traversing streets. The only exception is booths placed on the PAVILION's limit perimeter. booths with ironwork structures should be semi-finished, and only welding on binds will be allowed.

It is expressly prohibited to use electric saw, painting compressor, and electric sander inside the PAVILION. Every material that needs such equipment shall be shipped semi-finished to the PAVILION.

Booths with built structures shall enter the PAVILION semi-finished, plastered, sanded and with at least one (1) coat of paint, needing only the details of final finishing.

It will not be allowed to sand and/or plaster the booths walls inside the PAVILION.

The circulation areas and adjacent booths shall not be used for disposing materials, tools, and products to be installed on the booth. Every operation shall be exclusively within the EXHIBITOR's booth limits.

All works with grease, paints, corrosive materials, powders, and liquids shall be performed in proper recipients, avoiding damage to the people, PAVILION, and adjacent booths.

Every booth that has glass panels in the external area shall use warning signs on them or put promotional display behind it, to facilitate its visualization by the public, and avoid potential accidents.

For fixing carpets directly on the PAVILION floor, only double-sided tape of the following brands should be used: 3M reference 4880 or ADERE code 462, and GLUE APPLICATION IS EXPRESSLY FORBIDDEN.

Maximum static load on the PAVILION floor: 3,000 kg per sqm. The temperature limit for draining the floor channels is 60°C.

7.19. SAFETY RULES

7.19.1. SPECIAL INSTALLATION

Any equipment whose showcase may present risks to the audience, to adjacent booths or to the PAVILION, special installations must be provided, at the discretion of the PROMOTER, to eliminate any danger.

7.19.2. FIRE PREVENTION

The PAVILION has fire-prevention and fire-fighting equipment distributed in public areas and emergency exits. The halls and emergency exits are signaled and shall remain unobstructed and accessible during the whole period of operation of the fair.



All special materials used in the construction of booths or in the merchandise exposed should be duly managed for protection against fire, in compliance with the current regulations, with the common international rules prevailing.

The placement of any material or the assembly of booths that obstruct the existing hydrants in the columns of the Pavilions is prohibited. If there is a need to build any element next to this equipment, free access and visible signage must be maintained.

7.19.3. USE OF THATCH, LYCRA, AND DECORATIVE FABRICS

Special materials like thatch, Lycra and decorative fabrics shall have an anti-flammable (fireproof) product application report, and the number of fire extinguishers shall be dimensioned in proper amount, at the fair's Management and our Official fire brigade discretion. It may be performed and there will be fireproof test on the material and there will be PAVILION entrance time.

The submission of report and ART- CREA/SP and RRT - CAU/SP of the fireproof product application shall be delivered to the event's Fire Brigade during the assembly period.

7.19.4. FIRE EXTINGUISHERS

ALL BOOTHS MUST MANDATORILY CONTAIN 1 FIRE EXTINGUISHER FOR EVERY 50 sqm in accordance with the following regulations: NR 23 (fire protection), NBR 14.276/1999 (fire and panic brigade), and decree 46.072/2001 (fire protection).

Fire extinguishers must be properly positioned, identified, and signaled, complying with the technical standards of the Fire Department. The extinguishers to be used are CHEMICAL POWDER and CO2 (carbon dioxide). There must be no smoking signs inside the booth during the assembly, event, and disassembly period.

The choice of type to be used depends on the booth assembly material, furniture, and other exhibited products. The extinguisher shall be in an easily accessible place, duly positioned and signaled.

According to recommendation by the fire extinguishers, all booths be assembled with FIREPROOF materials and shall request for their suppliers' carpets and fabrics of fireproof-certified applied material.

The PROMOTER will deploy a fire brigade team trained to inspect the booths and instruct the EXHIBITOR according to the technical instructions of the fire department of the State of São Paulo. IN IMMINENT CASE OF DANGER, CONTACT THE PROMOTER IMMEDIATELY.

The Firefighters hired by the PROMOTER reserve the right to demand a higher number of extinguishers, inspect them, require recharges, and determine locations to set them..

7.19.5. BANNED EQUIPMENT

The operation of internal combustion engines or any other equipment that may exhale any type of gases, smoke or grease inside the Pavilion is prohibited.



- The installation and operation of wood-burning ovens is prohibited.
- The use of explosives, non-inert, toxic, and combustible gases is prohibited.

LPG (Liquefied Petroleum Gas) will only be allowed in cylinders for residential use, with a maximum of 90 kg, installed in the external area defined under the guidance of the Pavilion and the piping must be rigid and metallic. Mechanical and electrical devices must be used for safety. The piping project must be previously approved by the Organization and inspected by the Pavilion. EXHIBITORS USING THIS TYPE OF EQUIPMENT MUST INFORM THE PROMOTER AND SIGN TERM OF RESPONSIBILITY.

Every EXHIBITOR that requires the use of LPG must comply with the installation standards, according to decrees 24714/87 of 10/07/87 and 27011/88 of 09/30/99, whenever the installation and handling of combustible gases is conducted, collect ART - CREA/SP, under the responsibility of a Mechanical Engineer.

7.19.6. SAFETY EQUIPMENT OBSTRUCTION

It is not allowed to put any material or equipment in front of the fire extinguishers on the PAVILION.

Do not obstruct emergency doors and sailor-type stairs on PAVILION's columns. It is also forbidden to remove fire extinguishers from their fixed places to be used in another place as ready extinguishers, without prior authorization by the PROMOTER.

7.19.7. PPE - PERSONAL PROTECTION EQUIPMENT

The people in charge of EXHIBITORS, ASSEMBLER and other companies should provide Personal Protection Equipment (PPE's) for the employees that are working on the assembly and disassembly periods. The equipment should be in perfect condition of conservation, use and functioning, assuring total safety for everyone.

In accordance with Regulatory Standard No. 6 of the Ministry of Labor and Employment (MTE), the PROMOTER mandates the compulsory use of Personal Protective Equipment (PPE) and Collective Protective Equipment (CPE), specific to each function, during the setup, execution, and dismantling of the event.

According to Article 157 of the Consolidation of Labor Laws (CLT), it is the responsibility of exhibiting and assembly companies to:

- I. Comply with and enforce compliance with occupational safety and health regulations.
- II. Instruct employees, through service orders, regarding precautions to be taken to prevent work-related accidents or occupational diseases.

The entry of individuals under 18 years of age into the PAVILION during the stand assembly and dismantling periods is strictly prohibited, even if accompanied by a legal guardian.

When performing services involving electrical installations or in their vicinity, collective protective equipment must be planned and adopted. Collective Protective Equipment (CPE) refers to any fixed



or mobile device or system intended to preserve the physical integrity and health of workers and third parties.

The Ministry of Labor and Employment supervises the event, and all parties involved must strictly comply with labor legislation and use PPE according to each applicable Regulatory Standard (NR) relevant to their function.

NOTE: ALL ASSEMBLERS/EXHIBITOS WILL BE REQUIRED TO USE PROTECTION HELMET DURING ASSEMBLY AND DISASSEMBLY AND UNDER NO CIRCUMSTANCES IT WILL NOT BE ALLOWED TO ENTER THE PAVILION USING SLIPPERS.

7.19.8. WORKING WEARING

The entrance and STAY inside the PAVILION area of shirtless people, or wearing shorts, is PROHIBITED. It is also forbidden to use slippers, clogs, or sandals. The use of badge in a visible location is mandatory.

7.19.9. EMERGENCY EXITS

It is expressly forbidden to store any kind of material in areas signalized and designed for emergency exits. All booths projects that have closed spaces should provide emergency exits.

Booths with more than 100 m² of built area should have entrance, exit and emergency doors with overhead and floor signalization indicating the scape areas.

On auditoriums, the number of emergency exits shall be compatible with the number of seats expected.

7.19.10. WORKS IN BOOTH

Works on booths during the events' Holding hours will not be allowed, to avoid risks for the people.

7.19.11. COMPLIANCE WITH NR-35

This regulation sets the basic standards and protective measures for off groundwork, including planning, organization, and execution to ensure the safety and health of the workers directly or indirectly involved in this activity.

Off the groundwork definition is all activity executed above 2m high measured from the floor and when there is a fall risk. This regulation is complemented by official rules set by regulatory bodies and in the absence or omission of these regulations, by international rules when applicable.

The assembly company is obliged to inform the names of the employees who will perform work at height, providing a soft copy of their training certificates in the online system, in the assembly company section.



7.19.12. ADEQUACY OF EQUIPMENTS

The activities regarding a booth's build up and disassembling must be assisted by suitable equipment for those operations, such as ladders with straps, vacuum cleaners, pallets, forklifts, freight carts.

7.19.13. NON-COMPLIANCE OF WORK SAFETY RULES

The non-with the use of PPE and/or the practice of activities that jeopardize the worker's safety will be subject to a fine, badge retention and, in the last case, removal of the exhibition hall and cancelation of registration.

- First offense - verbal notification.
- Second offense - written notification.
- Third offense - verbal notification and BRL 50.00 (fifty real) fine and stoppage of the build up until due payment.
- Fourth offense - verbal notification and BRL 150.00 (one hundred and fifty real) fine and stoppage of the build up until due payment and withdrawal of the offender.

>>> These notifications are individual and cumulative <<<

7.20. BUILDING EMBARGO

The PROMOTER has the right to embargo the building/decoration of the booth if it does not comply with the rules of this MANUAL until the due reformulation.

7.21. ASSEMBLY CLOSURE

The booth assembly work should be finished by 15:00 PM the day before the event opening, when the Pavilion's doors will be closed for the opening preparation services.

After this time, only internal decoration works will be allowed, since it does not produce dirt, and no material or rubbish shall be put in events aisles. The cleaning service will service the circulation (Aisles), administration, healthcare, common and garbage removal areas to the appropriate place.

IT WILL BE CHARGED BRL 1,000.00 (ONE THOUSAND BRAZILIAN REAL) PER HOUR IN DELAY, FOR NOT COMPLYING WITH THE ESTABLISHED SCHEDULE.

The contracted companies for booths assembly and/or decoration are liable for removing the rubbish and unused material.

The carpet is placed as of 3:00 PM on the last assembly day, so from this time, the entrance of any assembly or exhibition equipment should be performed in a way that does not damage the already installed carpets.

Any harm or damage caused to the carpets will be entirely liable to the EXHIBITOR, who shall reimburse to the PROMOTER the values related to replacement or reinstallation of the damaged carpet roll.



8. HOLDING DAYS

8.1. EVENT VISITING

The visit is restricted to people related to the event's sector, upon invitation or proof of connection.

8.2. BOOTH VISITING

The booth shall be fully franchised for visiting, and the EXHIBITOR is not allowed to sell tickets in any way or for any reason, whatever the purpose.

8.3. BOOTH OPERATION

During the whole Holding period, there should be at least one EXHIBITOR's employee in the booth qualified to give information about the exhibited products. The arrival time of the personnel should be 1 (ONE) hour before the event opening.

The PROMOTER reserves the right to anticipate the opening time, to improve the public attendance, and it is free from any liability in case of theft or loss of material due to the non-compliance of the EXHIBITOR with the opening hours.

To prevent the visitors from feeling prejudiced and recurring to the Consumer Protection Code, the booths must remain open and active during all the opening hours of the trade fair, it will not be allowed to close the booth before the trade fair closure time.

The lighting of the booth will be kept on during all the opening hours in case the EXHIBITOR cannot attend on any day of the Exhibition, the EXHIBITOR must hire an official security of the PROMOTER to comply with the exhibition schedule and keep their products exposed, if not the PROMOTER will have the freedom to make the appropriate arrangements.

8.4. OPERATION LIMITS

The PAVILION's aisles are intended for common use, and it is not allowed to groom visitors or distribute leaflets or any other articles, as well as it will not be allowed, on them or over them, to put or fix banners, panels, decoration motifs, carpets, robots, live display or any material, object or person that characterizes advertisement or disclosure.

The PROMOTER reserves the right to confiscate the material distributed outside the booth's limits until the end of the event, for later recovery.

The PROMOTER may also suspend or determine periods for any promotions on the booths that cause queues or crowding in the event circulation streets, making it difficult to visit other booths.

EXHIBITOR promoters wearing character costumes will be allowed ONLY inside the proper booths. If this promoter needs to get out, it is required to remove the costume (or part of it). Neither approach nor the distribution of leaflets outside the booth's area will be allowed. The circulation of characters in costume will always be done outside the PAVILION, through the nearest gate from the booth.



In case of non-compliance to this item, it will be charged a fine of BRL 1,500.00 (One thousand, five hundred Brazilian real) per occurrence in the first hour and BRL 500.00 (Five hundred Brazilian real) per additional hour until the irregularity correction.

8.5. PRINTING MATERIALS PREPARATION

The existence of catalogues and other promotional printing materials is particularly important for the continuation of contacts after the event's closure. Thus, the EXHIBITOR should provide in advance a large enough number of leaflets with updated information about their products.

8.6. PERSONEL LINEUP

We recommend the anticipated lineup and proper training for the people who will attend the event's visitors on the booth.

8.7. GIFTS DISTRIBUTION

It is allowed to distribute gifts, samples, leaflets, catalogues and tasting for visitors, exclusively inside the booth, and the PROMOTER reserves the right to interrupt the distribution whenever it causes disturbance or crowding, confiscating the material until the end of the event, for later recovery.

Note that the distribution of gifts that produce noise or gas balloons in any format or size will not be allowed.

EXHIBITORS wishing to hold sweepstakes, gift vouchers and contests at the event may do so only after obtaining written authorization from the PROMOTER.

More information about requesting authorization on the [website](#).

8.8. FOOD AND BEVERAGES

Companies must be up to date with hygiene and safety standards, and with the food segment, attention must be reinforced. All catering companies must be accredited on the Service Provider form.

It is always recommended to use an electric stove/oven, if necessary. For the use of equipment/foods that produce smoke, such as fried foods, barbecue, etc., it is mandatory to use hoods that completely inhibit the dispersion of smoke and smell produced by food.

In case of violation of the above rules, the PROMOTER reserves the right to interdict the operation of the booth, and apply the penalties provided for in the Penalties item.

8.9. ARTISTIC PRESENTATION

The EXHIBITORS using artistic presentations must perform it inside their booths and comply with the sound norms established in the previous item, and must communicate to the Promoter about the



presentations, until the date set send the booth build up project, under penalty of buildup prohibition by Promoter's Technical Department.

ATTENTION: Live music and ambient sound can only be played **AFTER 6:00 PM until 7:00 PM** in a way that does not disturb neighboring booths, with prior formal PROMOTER'S approval. On the last day of event, it **WON'T** be allowed.

8.10. AUDIO-VOLUME

To use any kind of audio feature, whether it is to communicate promotional messages, to present artistic activities or just for ambient sound, the sound level shall not exceed 70 +/- 1 dB (A), measured on the limit perimeters of the booth producing the sound.

During the trade fair days, we will have devices to measure the number of decibels.

Every EXHIBITOR that exceeds the determined volume, or that is subject to complaint by adjacent booths, shall receive, for the 1st occurrence, a verbal request from the PROMOTER to reduce the sound volume.

The second infraction will be informed by letter to the person in charge of the booth signed by the PROMOTER.

On the third infraction, a more vigorous measure shall be taken, by turning off the booth's light switches, without previous notice, and a fine of BRL 1,000.00 (One thousand Brazilian Real) shall be charged for each day of non-compliance to the rules. The light switches will only be turned on when the infraction cause is removed from the booth.

8.11. EQUIPMENT DEMONSTRATION

The PROMOTER shall suspend or determine a period for demonstrating any equipment that, at its sole discretion may cause risk to people, goods, structures, and booths elements, or that produce high levels of noise or vibration, in such a way that disturb the operations of adjacent booths.

8.13. SPEAKERS SYSTEM

The PAVILION has a speaker system, which only the PROMOTER should operate it.

8.14. BAR AND RESTAURANT SERVICES

EXHIBITORS and visitors may use the services of the food court available at the fair.

8.15. FIRST AID AND FIRE BRIGADE

During the Holding period of the event, EXHIBITORS and visitors will dispose of a Medical Center and a Fire Fighters service.



8.15. RETAIL/PROMPT DELIVERY SALES

It will not be allowed to perform retail/prompt delivery sales and disclosure of prices or promotions in any area of the booth that are externally visible.

8.16. DRONE USAGE

The use of drones is strictly prohibited in the Anhembi District, in any area of the venue (including foyers, pavilions, parking lots, and others).

9. DISASSEMBLY

9.1. LIABILITY

The EXHIBITOR is responsible for disassembling and removing the products and equipment from their booth within the terms and conditions stipulated herein. The PROMOTER recommends that, on the last day of the event, after its closing, all displays and other valuable objects (computers, notebooks, stereos, TV etc.), as well as small objects, are removed, avoiding, in this way, theft, damage, loss, etc.

Note that while there is carpet applied on the PAVILION floor, the materials from the booths can only be removed by hand or by means of carts with pneumatic rubber tires, and the loading and unloading access must be used, not being allowed to exit of this materials/equipment through the main door of the event.

Koelnmesse has security for the public areas of the PAVILION, and we recommend that you always keep your belongings in protected places, to avoid theft during assembly, trade fair days and disassembly. If you see a suspicious situation, report it immediately to the PAVILION's security officers.

The PROMOTER is not responsible for belongings left by EXHIBITORS and visitors in the exhibition areas of the PAVILION, booths, bathrooms, cafeterias, parking lots, other public areas of access and permanence, each one being responsible for guarding their belongings.

9.2. END OF DISASSEMBLY/REMOVAL

The potentially remaining materials and equipment inside the PAVILION, after the end of the Disassembly period, will be removed from the location by the PROMOTER's team, which shall charge the respective EXHIBITORS for the costs involved in such operations, and also a fine of BRL 5,000.00 (Five Thousand Brazilian Real), and it is not liable for losses, damages, malfunctions or thefts of any nature thereof.

THE EXHIBITOR WILL BE CHARGED A FINE OF BRL 1,000.00 (ONE THOUSAND BRAZILIAN REAL) PER HOUR IN DELAY, FOR NOT COMPLYING WITH THE ESTABLISHED SCHEDULE.



10. USEFUL CONTACTS

MAIN SUPPLIERS		
PARKING LOT PARKING INDIGO	+55 11 96719-4075	Contact: Jocidalva Santos E-mail: jocidalva.santos@group-indigo.com
OFFICIAL TRAVEL AGENCY AD TURISMO	+55 11 5087-3476	Contact: Marisa Moretti E-mail: atendimento@adturismo.com.br
PHONE AND INTERNET HTH SERVIÇOS	+55 11 3077-5500	Contact: Luciano Fabricio E-mail: feiras.anhembí@hthnet.net
TRANSPORT IMPORT AND EXPORT FULSTANDIG SHOWS E EVENTOS	+55 11 2207-7650/ WhatsApp.: + 55 11 99942-1354	Contact: Mariane Ewbank E-mail: Mewbank@fulstandig.com.br
TRANSPORT IMPORT AND EXPORT WIND LOGISTICS	+55 11 5033 -7700	Contact: Linda Yamada Kuriki E-mail: linda@windlog.com.br Site: www.windlog.com.br
TRANSPORTE E LOCAÇÃO EQUIPAMENTOS MASTERLIFT	+55 11 5102-2210	Contact: Marcio/ Rodrigo E-mail: masterlift@masterlift.com.br Site: www.masterlift.com.br
ASSOCIATIONS AND PUBLIC AGENCIES		
ABNT - BRAZILIAN ASSOCIATION OF TECHNICAL STANDARDS	+55 11 3017-3600	Site: http://www.abnt.org.br/
IRS- FEDERAL REVENUE	+55 11 3666-8067	Site: https://www.gov.br/receitafederal/pt-br
FEDERAL POLICE DEPARTMENT - SÃO PAULO	+55 11 3616-5000/5206	https://www.gov.br/pf/pt-br/aceso-a-informacao/institucional/quem-e-quem/superintendencias-e-delegacias/sao-paulo/superintendencia-regional-de-sao-paulo
ECAD COPYRIGHTS	+55 11 3287-6722	Site: https://www4.ecad.org.br/
COURT OF CHILDREN AND YOUTH OF THE CITY	+55 11 3951-2525 Branch 244 /11 3965-5155	Site: https://www.tjsp.jus.br/InfanciaJuventude
REGIONAL OFFICE OF THE MINISTRY OF LABOR	+55 11 2113-2806	Site: https://www.gov.br/trabalho-e-previdencia/pt-br
TAX OFFICE (ISSUANCE OF INVOICES)	+55 11 3225-5589	Site: https://portal.fazenda.sp.gov.br/servicos/nfe



COVISA - HEALTH SURVEILLANCE COORDINATION	+55 11 2027-2000	Site: www.prefeitura.sp.gov.br/covisa
CREA/SP - REGIONAL BOARD OF ENGINEERING AND AGRONOMY	+55 11 0800 017 18 11	Site: https://www.creasp.org.br/
CAU/SP - ARCHITECTURE AND URBANISM BOARD	+55 11 3014-5900	Site: https://www.causp.gov.br/



11. EXHIBITOR'S MANUAL UPDATE HISTORY - ANUGA SELECT BRAZIL

This table records the revisions and updates made to this Manual, ensuring traceability of information and transparency for the exhibitor.

Update Date	Version	Description of Changes
01/08/2026	1.1	* Updated all dates and operating hours to 2027.