

# Exhibitor

*Manual*



# Hospitalar

By Informa Markets

**May 19th to 22rd, 2026**

*From 11 AM to 8 PM - São Paulo Expo  
São Paulo - Brazil*

## Summary

<b>FOUNDATION OF KNOWLEDGE .....</b>	<b>6</b>
<b>INFORMA MARKETS LATAM RIGHTS .....</b>	<b>6</b>
<b>RESPONSIBILITY OF EXHIBITORS AND SERVICE PROVIDES .....</b>	<b>6</b>
<b>1 EXCLUSIVE INFORMATION ABOUT HOSPITALAR 2026 .....</b>	<b>7</b>
1.1 EVENT LOCATION.....	7
1.2 PARKING/FEES.....	7
1.3 EXHIBITOR GUEST BADGE FOR HOSPITALAR 2026 .....	8
1.4 PRESS OFFICE.....	8
1.5 PAYMENTS .....	9
1.6 TICKET AND BOX OFFICE.....	10
1.7 EVENT TIMES AND CAEX.....	10
1.8 DATE OF ENTRY OF VEHICLES IN ASSEMBLY PERIOD.....	11
1.9 EQUIPMENT AND ENERGY TESTING AT HOSPITALAR 2026.....	11
1.10 FINAL DECORATIONS AND STAND CLEANING .....	11
1.11 SUPPLY, MAINTENANCE AND CLEANING OF THE STAND DURING THE HOSPITALAR.....	11
<b>2 GENERAL INFORMATION .....</b>	<b>12</b>
2.1 DIGITAL PLATFORM.....	12
2.2 LEADSTER .....	12
2.3 DIGITAL DELIVERIES .....	15
<b>3 OPERATIONAL INFORMATION .....</b>	<b>16</b>
3.1 MANDATORY AND SERVICES.....	16
3.2 ADDITIONAL PRODUCTS AND SERVICES.....	16
3.3 E-COMMERCE.....	16
3.4 MINIMUM ENERGY CONSUMPTION.....	16
3.5 ADDITIONAL ENERGY CONSUMPTION.....	18
3.6 CLEANING DURING ASSEMBLY .....	19
3.7 MUNICIPAL TAX ( TFE – ESTABLISHMENT INSPECTION TAX) .....	19
3.8 HYDRAULICS.....	19
3.9 COMPRESSED AIR.....	20
3.10 MERCHANDISING .....	20
<b>4 REGISTRATION .....</b>	<b>21</b>
4.1 EXHIBITOR BADGES.....	21
4.2 ASSEMBLER AND SERVICE PROVIDER BADGES .....	21
4.3 PHOTOGRAPHERS AND VIDEOGRAPHERS.....	22
4.4 SECURITY BADGES.....	22
<b>5 ASSEMBLY AND DISASSEMBLY RULES .....</b>	<b>24</b>
5.1 PROJECT PRESENTATION - FREE AREA .....	24
5.2 TERM OF RESPONSIBILITY AND OCCUPATION OF THE AREA.....	25
5.3 HEIGHTS AND SETBACKS FOR BOOTH ASSEMBLY .....	26
5.4 SUSPENDED STRUCTURE HEIGHT .....	26
5.5 VISIBILITY .....	27
5.6 PARTITION WALLS AND FINISHES .....	27
5.7 GLASS WALLS .....	27
5.8 BOOTH FLOOR .....	27
5.8.1 HALL FLOOR .....	29
5.8.2 TYPES OF ADHESIVE TAPES PERMITTED.....	29

5.9	SETTING UP BOOTHS WITH MEZZANINE.....	29
5.10	GUARDRAIL.....	30
5.11	AERIAL STRUCTURE.....	30
5.12	HORIZONTAL PROJECTION OF THE STAND .....	31
5.13	PROJECTION OF THE HEADLANDS.....	31
5.14	USE OF THATCH, LYCRA AND DECORATIVE FABRICS.....	31
5.15	AUDITORIUMS OR PROJECTION ROOMS.....	31
5.16	EXTERNAL LIGHTING, SCONCES, EXTERNAL SPOTLIGHTS FOR BOOTHS.....	31
5.17	BRICKWORK CONSTRUCTION.....	31
5.18	CABLES.....	31
5.19	PAVILION ELECTRICAL INSTALLATIONS .....	32
5.20	ELECTRICAL EQUIPAMENT.....	32
5.21	USE OF A TRANSFORMER.....	33
5.22	USE OF EPI AND EPC.....	33
5.23	TRAFFIC ROUTES.....	34
5.24	AIR - CONDITIONING.....	34
5.25	APPLICATION OF WALKWAYS IN COMMON AREAS.....	34
5.26	ENTRY OF GADGETS.....	34
5.27	DISASSEMBLY.....	35
<b>6</b>	<b>HOW TO BUILD A SUSTAINABLE BOOTH: TIPS AND BEST PRACTICES.....</b>	<b>37</b>
<b>7</b>	<b>REGULATORY RULES.....</b>	<b>39</b>
7.1	NR – 12 – SAFETY AT WORK IN MACHINERY AND EQUIPMENT.....	39
7.2	USING LADDERS .....	41
<b>8</b>	<b>EVENT SECURITY.....</b>	<b>43</b>
<b>9</b>	<b>COMPLEMENTARY INFORMATION .....</b>	<b>45</b>
9.1	PROMPT SERVICE.....	45
9.2	INTERNET.....	45
9.3	INSURANCE.....	45
9.4	INTERNAL LOGISTICS SERVICE.....	45
9.5	CUSTOMS AND FREIGHT FORWARDING .....	46
9.6	PARTICIPATION OF CO-EXHIBITORS.....	46
9.7	DIVERSITY AND ABUSE.....	47
9.8	PROTOCOL – NO IT’S NOT (NÃO É NÃO - Lei nº 14.786 de 28/12/2023).....	47
9.8.1	RACISM .....	48
9.8.2	THEFTS .....	48
<b>10</b>	<b>PERIOD OF REALIZATION .....</b>	<b>49</b>
10.1	PROMOTIONAL DISTRIBUTION AND BRAND PROMOTION.....	49
10.2	EXHIBITION OF MACHINERY AND VEHICLE IN THE BOOTH .....	49
10.3	EVENTS AT THE BOOTHS.....	50
10.4	AMBIENT SOUND AND MUSIC.....	50
10.5	COMMERCIAL REPRESENTATION.....	51
10.6	FREE PRIZE DISTRIBUTIONS AND RAFLES.....	51
10.7	ALCOHOL CONSUMPTION AND OF NARCOTICS .....	51
10.8	PROHIBITED ACTIVITIES.....	52
10.9	FIRE EXTINGUISHER.....	53
10.10	COMBUSTION ENGINES.....	53
<b>11</b>	<b>LEGAL REQUIREMENTS .....</b>	<b>55</b>
11.1	IMPORTATION.....	55
11.1.1	ICMS.....	55
11.1.2	TEMPORARY ADMISSION OF GOODS FOR FAIRS, EXHIBITIONS, CONGRESSES AND OTHER EVENTS ( FEDERAL REVENUE)55	
11.1.3	IPI56	



11.2	COVISA, ANVISA e SIF .....	56
11.3	INSPECTION BY THE MINISTRY OF LABOR AND EMPLOYMENTE .....	56
11.3.1	AUDITOR OF THE MINISTRY OF LABOR AND EMPLOYMENTE .....	57
11.4	SOCIAL SECURITY .....	57
11.5	ANATEL.....	57
<b>12</b>	<b>TERM OF RESPONSIBILITY FOR EXHIBITORS AND ASSEMBLERS .....</b>	<b>58</b>

**Dear Exhibitor,**

The objective of this manual is to guide you through your participation in **HOSPITALAR 2026**.

It is important that exhibitors and service providers respect the rules and deadlines set out in this document to ensure that your exhibition runs smoothly and safely.

It is the exhibiting company's sole responsibility to observe and comply with the rules set out in this manual.

We ask you to pay attention to the rules and deadlines set out in the manual and required by legislation and the authorities, in order to avoid unnecessary inconvenience.

For further information, the **Informa Markets Latam** team will be pleased to assist you:

#### **CALL CENTER**

Telefone/WhatsApp: +55 (11) 5043-9680

E-mail: [atendimento.hospitalar@informamarkets.com.br](mailto:atendimento.hospitalar@informamarkets.com.br)

#### **CUSTOMER SUCCESS**

**Érika Costa**

E-mail: [erika.costa@informa.com](mailto:erika.costa@informa.com)

#### **OPERATIONAL DEPARTMENT**

**Alexandre Braga**

E-mail: [alexandre.braga@informa.com](mailto:alexandre.braga@informa.com)

**Hanna Carvalho**

E-mail: [hanna.carvalho@informa.com](mailto:hanna.carvalho@informa.com)

**Anna Claudia**

E-mail: [annaclaudia.cagnotto@informa.com](mailto:annaclaudia.cagnotto@informa.com)

#### **PROJECT DOUBTS**

E-mail: [projetos.hospitalar@informa.com](mailto:projetos.hospitalar@informa.com)

#### **PROGRAM BETTER STANDS**

E-mail: [betterstands\\_br@informa.com](mailto:betterstands_br@informa.com)

#### **FINANCIAL DEPARTMENT**

E-mail: [financeirocr@informa.com](mailto:financeirocr@informa.com)

#### **TAX DEPARTMENT**

E-mail: [fiscalbr@informa.com](mailto:fiscalbr@informa.com)

#### **COMMERCIAL DEPARTMENT**

E-mail: [comercial.hospitalar@informa.com](mailto:comercial.hospitalar@informa.com)

#### **DEPARTMENT MARKETING**

**Luciana Perdomo**

E-mail: [luciana.perdomo@informa.com](mailto:luciana.perdomo@informa.com)

**Alessandra Guerios**

E-mail: [alessandra.guerios@informa.com](mailto:alessandra.guerios@informa.com)

#### **VISITOR SERVICE**

WhatsApp: +55 (11) 98238-0703

E-mail:

[visitante.hospitalar@informamarkets.com.br](mailto:visitante.hospitalar@informamarkets.com.br)

## FOUNDATION OF KNOWLEDGE

A **Informa Markets Foundation of Knowledge** is a tool designed to provide practical and efficient support to exhibitors, gathering essential information on key topics related to event participation with a focus on activities carried out within the Exhibitor Portal.

With content available in both text and video formats, it was developed to make it easier to access the most frequently asked questions and guidance.

### Available Content

In the Knowledge Base, you will find:

- **Step-by-step guides:** Clear and organized instructions to help you carry out tasks related to the event.
- **Explainer videos:** Visual tutorials that complement the written content and assist in understanding processes.
- **Frequently covered topics:** Information about the portal, accreditation, regulations, and much more.

### How to Access?

To access the Knowledge Base, simply click the link below:

<https://informamarketshd.smartnx.io/kb/article/440594/bem-vindos-a-base-de-conhecimento>

This resource is available **24/7**, allowing you to consult the information whenever needed.

## INFORMA MARKETS LATAM RIGHTS

Informa Markets Latam reserves the right to change the rules set out in the manual, or establish new rules, in good time for the smooth running of the event or for security reasons.

It may relocate or replace the exhibition areas up to the event delivery date, in accordance with the rules established in the contract, in order to accommodate any unoccupied spaces and promote a better general setting for the fair. Informa Markets Latam must respect the useful size of the rented area and will inform the exhibitor in advance.

**In order to start setting up the stand, Informa Markets Latam requires the exhibitor to immediately pay any outstanding financial obligations relating to the installments of the contract and mandatory and/or contracted services.**

Informa Markets Latam may penalize or terminate the activities of stands that do not comply with the rules established in this manual and in the general conditions applicable to participation and service contracts.

## RESPONSIBILITY OF EXHIBITORS AND SERVICE PROVIDES

Respect all the rules and dates set out in this manual and guide its employees and contractors.



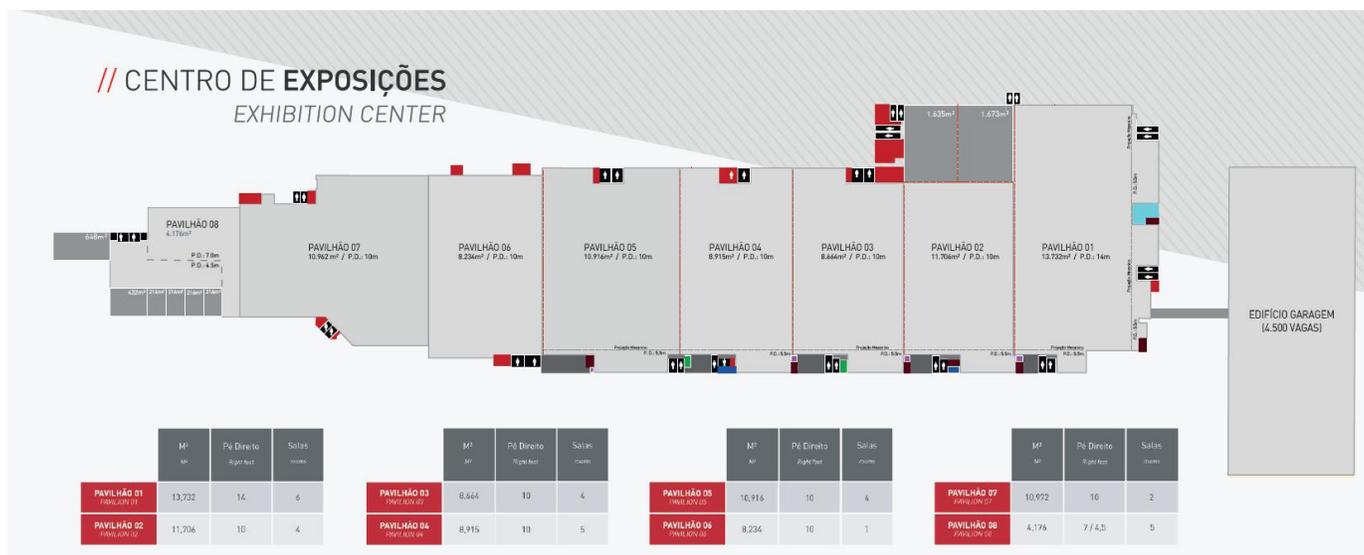
# 1 EXCLUSIVE INFORMATION ABOUT HOSPITALAR 2026

## 1.1 EVENT LOCATION

**SÃO PAULO EXPO – EXHIBITION & CONVENTION CENTER – PAVILLIONS FROM 1 TO 8.**

Rodovia dos Imigrantes, s/n - Km, 1,5 - CEP: 04329-900

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



## 1.2 PARKING/FEES

Parking is managed exclusively by INDIGO, which is responsible for access control and charging during the assembly, staging and dismantling periods.

Exhibitors can purchase parking packages for the period of assembly, staging and dismantling, as long as the purchase is made in advance, directly at the cash desk in the Garage Building, from the first day of assembly. With the package, you can leave and return as many times as necessary. Exclusively for advance purchases, exhibitors can purchase parking for the days of the event, including the assembly and disassembly period. Otherwise, payment will be charged for entry to the parking lot.

\*Valid only in the Garage Building;

\*\*Loading and unloading **parking** is charged by the hour and according to the type of vehicle.

The price will be announced shortly.

Access to loading and unloading parking is via Gate 2:

Rua Etruscos - CEP.: 04301-903 - São Paulo/SP - Brazil (Altura do nº 3.000 da Av. Miguel Stéfano)

### 1.3 EXHIBITOR GUEST BADGE FOR HOSPITALAR 2026

VIP credentials are a benefit for exhibitors to invite their preferred clients and partners.

The number of invitations is allocated according to the size of the exhibitor's stand.

- From 1m<sup>2</sup> to 50m<sup>2</sup>: entitlement to 20 VIP invitations
- From 51m<sup>2</sup> to 100m<sup>2</sup>: entitlement to 35 VIP invitations
- Over 101m<sup>2</sup>: entitled to 50 VIP invitation

What is included in the VIP Invitation?

- Access to the **4 days of the event**
- Access to **content arenas**
- Access to partner content (upon prior registration)
- **Exclusive entrance and differentiated service**
- Access to the **VIP Lounge**, with rest area, Wi-Fi, coffee and other amenities.

Exhibitors also have invitations for guests - visitors, which will be made available through discount codes, shared by a responsible team, who will contact each exhibitor to instruct them on how to use them. The quantity will also be made available according to the size of the stand.

- From 1m<sup>2</sup> to 50m<sup>2</sup>: entitled to 180 discount codes
- From 51m<sup>2</sup> to 100m<sup>2</sup>: entitled to 360 discount codes
- Over 101m<sup>2</sup>: entitled to 600 discount codes.

What is included in the complimentary invitation?

- Access to the **4 days of the event**
- Access to **content arenas**
- Access to partner content (upon prior registration)

### 1.4 PRESS OFFICE

The press office develops a communication strategy that further amplifies the exposure of participating companies in the specialized media. To help us with this action plan, we ask each exhibitor to identify the company's press office or the person best suited to provide us with information, images and data on the products and services to be presented at the event.

Here are some questions that may help you format the information:

- Profile of the company's activity (range of products and services);
- Expectations for taking part in the event;
- Products, Services and Launches: information on products and services to include on the event agenda (used by the media to map out the main novelties and attractions of the event);

PRESS ROOM: All exhibitors have the right to place Press Kits in the Press Room during the event.

the event. The Press Room will be managed by GPES HEALTH AND BUSINESS.

We will soon release the contact information for Hospitalar's press office.

## 1.5 PAYMENTS

### PAYMENT METHODS AND TERMS:

1. **E-commerce (via the Customer Portal - <https://portal.informamarkets.com.br/>):**
  - Credit card (Amex, Visa, Mastercard e Elo).

Possibility of purchase and payment through the website until **May 08, 2026**.

**Note:** We do not have the option of paying in installments. Payments cannot be made directly into Informa Markets Latam's bank account, via TED or PIX, as the system will not associate it with your order, so your order will remain in "pending payment" status and your services will not be released.

#### Requirements for refunds on e-commerce purchases:

- Requests must be made within 7 days of payment;
- Requests must also be made at least 48 hours before assembly begins.

**If the request does not meet the above requirements, the refund will not be made.**

#### Refunds outside the above deadlines may be requested if:

- There is a technical impossibility that prevents the installation of the item on the stand;
- Duplicate order of an item (e.g., item already included in the contract and purchased again);
- Failure to fulfill the service or deliver the purchased product.

Any and all refund/cancellation requests, if they meet the requirements, are made in full, i.e., it is not possible to cancel only one product within an order containing other items.

To make requests, ask questions, or suggest improvements, please contact us by email:

[atendimento.hospitalar@informamarkets.com.br](mailto:atendimento.hospitalar@informamarkets.com.br)

2. **CAEX (Exhibitor Service Center, in the Exhibition Pavilion):**

- Cash and Credit and/or debit card (Amex, Visa, Mastercard and Elo). Note: We do not accept checks

#### ATTENTION:

The deadline for e-commerce purchases will be **May 08, 2026**, business hours, closing punctually at 7pm.

In the event of default after the above deadline, payment must be made at the CAEX (Exhibitor Service Center) pavilion by **May 13, 2026**, for credentials and access to the area to be released.

**Orders placed and not paid for by May 8, 2026, will be automatically canceled. The purchase must be made directly at the CAEX - Exhibitor Service Center, at the price of the current updated price list.**

Credentials will only be delivered once all outstanding amounts have been paid. If you have any questions, please contact the Finance Department by e-mail at [financeirocr@informa.com](mailto:financeirocr@informa.com).

The service provider will be displayed based on the contract they are associated with. Therefore, if it is associated with an international contract, the display of the e-commerce portal and other items will reflect the same data and showcase as for the exhibitor.

## 1.6 TICKET AND BOX OFFICE

Hospitalar is a paid, business-oriented event aimed at healthcare professionals. Entry to the event will only be permitted to accredited visitors and congress participants, and circulation within the event areas will be allowed only upon displaying the accredited badge in a visible location throughout their stay in the pavilion's interior areas. To enter the event, presentation of a photo ID will be required. Entry and stay on the premises will not be permitted for individuals without some form of identification.

Issuance of a duplicate badge or badge exchange will be carried out according to the event's guidelines.

**ATTENTION:** As this is a business event, entry is only permitted to people over 18. Minors may access the event as long as they are accompanied by their parents or legal guardians, by signing a term of responsibility at the entrance.

## 1.7 EVENT TIMES AND CAEX

STEP	DATE	TIME
Assembly	From May 13th to 17th , 2026	From 8 a. m to 8 p. m
Decoration	May 18, 2026	From 8 a. m to 10 p. m
Realization	From May 19th to 22th , 2026	From 8 a. m to 8 p. m
Disassembly	May 23, 2026 May 24, 2026	From 6 a. m to 11:59 p. m From 12 a. m to 2 p. m

### CAEX SCHEDULES

STEP	DATE	TIME
Assembly	From May 13th to 17th , 2026	From 8 a. m to 8 p. m
Decoration	May 18, 2026	From 8 a. m to 10 p. m
Realization	From May 19th to 22th , 2026	From 8 a. m to 8 p. m

**Important:** On **May 18, 2026**, only booth decoration will be permitted. Materials must be brought in by hand or using carts with rubber tires (pneumatic) until 4 PM. After this time, the installation of street carpets will begin, and no equipment or materials that could damage the already installed carpets will be allowed.

### **1.8 DATE OF ENTRY OF VEHICLES IN ASSEMBLY PERIOD**

We ask exhibitors who need Munck trucks, trailers and containers to bring their large machines in on **May 13, 2026**. As of May 14, assembly will begin, making it difficult for the equipment to reach the stand. The order of arrival of exhibitors and assemblers will be respected, according to the availability of access at the gate and the location of their area.

### **1.9 EQUIPMENT AND ENERGY TESTING AT HOSPITALAR 2026**

On **May 18, 2026**, from **10:00 a.m.** to **8:00 p.m.**, power will be released to the pavilion to test the equipment. After this, the supply will be made available regularly throughout the event, according to the opening and closing times.

### **1.10 FINAL DECORATIONS AND STAND CLEANING**

of the stands will take place on **May 18, 2026**, starting at **8 a.m.** Sanding, painting, welding, sawing and/or any other assembly that produces dirt after this time is prohibited.

Any damage or defects caused to the walkways will be the sole responsibility of the exhibitor, who must reimburse Informa Markets Latam for the costs of replacing and reinstalling the damaged walkway roll.

It is the responsibility of the assembling company to deliver the stand clean for the opening.

**THE USE OF PPE EQUIPMENT IS MANDATORY THROUGHOUT THE ASSEMBLY, DECORATION AND DISASSEMBLY PERIOD.**

### **1.11 SUPPLY, MAINTENANCE AND CLEANING OF THE STAND DURING THE HOSPITALAR**

The supply of products, maintenance and cleaning of the stand must be carried out in accordance with the date and time set for the event.

The authorized time for refueling is from **8am** to **10am**. Access must be via the pavilion's loading and unloading area.

For maintenance, the assembly company must request a maximum of **2 (two) credentials** for any maintenance services during the event. The employees who will be providing the maintenance service must present themselves at CAMPS - Central de Atendimento à Montadora e Prestadora de Serviço, on the last day of assembly, and exchange their credentials.

In the event of the need for emergency maintenance, the exhibitor must go to the CAEX - Exhibitor Service Center and request authorization, and the approval criteria is the sole and exclusive responsibility of Informa Markets Latam.

## 2 GENERAL INFORMATION

### 2.1 DIGITAL PLATFORM

- The official digital platform for Hospitalar is <https://app.informamarkets.com.br/event/hospitalar-hub-2026>.

All event participants have access to the platform and can contact the event's exhibiting companies. Access to the platform is through this link: <http://hospitalarhub.com.br/>.

Each registered user, including sponsors, will receive a platform access link via email from [oi@informamarkets.com.br](mailto:oi@informamarkets.com.br).

- Update your company page on the platform

All exhibitors with Digital Package are entitled to a company page on the digital platform, where they can insert company data, products, downloadable materials and register team members. Watch a quick video on how to explore the Digital Platform and learn to manage your company profile: ASSISTIR AO VÍDEO

- Data collector – LEADSTER by Informa

The participant data collector at the in-person event will also work through the digital platform. All company members linked to the company profile on the digital platform will have access to the data reader. For the data collector to work, it is necessary to install the Informa Markets Latam app on the mobile phone of whoever will use it.

- Digital Onboarding Meetings

Until the HIS event date, we will hold several virtual meetings to clarify all doubts about the platform and its operation, including issues related to your company page settings and Leadster usage.

### 2.2 LEADSTER

In 2026, the **Hospitalar contact collector** is fully integrated into our digital platform, providing an even more efficient and strategic experience for your company.

If your contract does not yet include the **Leadster license**, no worries! Acquiring it is simple and quick — just reach out to the Informa team, who are ready to assist you.

#### How does it work?

To use the contact collector, your team needs to install the **Informa Markets Latam app** on their smartphones or tablets. With just **one license per company**, you can start enjoying all the features and benefits that Leadster offers.

#### Why choose Leadster by Informa?

- **Real-time access:** Instantly capture customer data, enabling faster and more effective follow-up.
- **Immediate lead qualification:** Classify and customize lead information at the moment of collection, optimizing your conversion process and post-event follow-up.

- **Detailed reports:** Track the performance of each team member with comprehensive reports, making strategic analysis and management easier.
- **Simplified export:** Export collected data in real time and easily integrate it into your internal systems and processes.

**Boost your business opportunities and increase your conversions with Leadster by Informa!**

If you'd like more details about Leadster, please contact our exhibitor support team at: [leadster@informa.com](mailto:leadster@informa.com) .

**LEADSTER+ by Informa – Expand your brand and connect with more visitors at Hospitalar**

Have you already heard about the Data Collector – LEADSTER by Informa, the tool that simplifies the exhibitor's daily activities? Your team can register the contacts of those who visited your booth, organize, classify, and start building relationships in real time.

Now, **THE EVOLUTION OF THIS TECHNOLOGY HAS ARRIVED: LEADSTER+ by Informa.**

**What's new with LEADSTER+?**

While the Data Collector focuses on your booth's traffic, **LEADSTER+ goes further.** Using **artificial intelligence**, the system identifies professionals, executives, and decision-makers from companies in medical technology, healthcare institutions, and the medical-hospital industry, among others, with profiles similar to your ideal customer who didn't visit your physical space during the expo.

In other words: **LEADSTER+ ensures your brand reaches those who truly matter but didn't have the chance to connect with it during the event.**

**How does it work in practice?**

- **Intelligent mapping:** The AI analyzes your "5-star" leads those you classified using the Data Collector during booth visits and, based on this profile, automatically identifies other visitors with similar characteristics within the expo's total audience.
- **Active outreach:** Your brand is introduced to these contacts through targeted campaigns via Hospitalar's WhatsApp, with a personalized message crafted by your company.
- **Broader audience reach:** We work based on the volume you purchase. For example, if you acquire a package of 50 leads, the AI sends messages to a larger number of contacts until 50 people show genuine interest, "raising their hand" and confirming their desire to learn more about your company.

**Why choose LEADSTER+ by Informa?**

- **Expanded reach:** It doesn't rely solely on booth traffic.
- **Qualified connections:** Focuses on those who truly align with your business.

- **More sales opportunities:** Boosts business during and after Hospitalar.

If you'd like more details about **LEADSTER+**, please contact our specialist via email at:

[leticia.teixeira@informa.com](mailto:leticia.teixeira@informa.com) or **WhatsApp: +55 (11) 98295-2793**.

## **Lead Insights – Hospitalar**

You already collect leads with LEADSTER by Informa and expand your reach with LEADSTER+. With Lead Insights, your company moves beyond working solely with contact lists and starts leveraging analysis, prioritization, and strategy, focusing on decision-makers who influence purchases, partnerships, and healthcare innovation.

### **What is Lead Insights?**

Lead Insights consolidates and organizes the data collected from leads at the booth with Leadster and from actions performed with Leadster+, enabling an in-depth understanding of the profile, interests, and behavior of Hospitalar visitors.

### **How does it work, in practice?**

#### **1. Consolidation and organization of data**

All data generated through your digital campaigns (Digital Platform, Leadster, Media and Marketing Campaigns) at Hospitalar are organized in a single environment, making it easier to visualize and analyze information within the healthcare sector.

#### **2. Analysis of lead profiles**

Visualize detailed information about the leads generated, gaining a better understanding of who the visitors are and identifying the predominant profile of the Hospitalar audience.

#### **3. Engagement analysis**

Identify the level of interest of leads based on interactions made before and during Hospitalar.

#### **4. Definition of Ideal Customer Profile (ICP)**

Build your ICP definition using the data collected at Hospitalar, identifying which profiles align best with your solutions for the healthcare market.

#### **5. Complete dashboards and detailed data**

Access dashboards with clear and structured information, facilitating data visualization, strategic alignment, and decision-making.

#### **6. Exporting databases for strategic actions**

Export organized and segmented data to support marketing campaigns, commercial planning, prospecting, and relationship strategies.

### **Why choose Lead Insights?**

Greater clarity in decision-making, improved post-event efficiency, and better lead utilization.

Lead Insights transforms Hospitalar contacts into concrete business opportunities.

For more information, contact us via email at [leticia.teixeira@informa.com](mailto:leticia.teixeira@informa.com) or WhatsApp +55 (11) 98295-2793.

## **2.3 DIGITAL DELIVERIES**

Digital products are offered by Informa Markets Latam to clients in both online and offline versions, adding value on specific subjects to event visitors and users of the event's digital platforms, content channels and social networks.

To purchase it, you can contact your commercial executive.

If your exhibiting company has already purchased the digital product, once your contract has been signed, our customer success team will contact the marketing person indicated in your contract to give you the necessary specifications and guidelines or schedule a briefing meeting with you and your team (if necessary).

## 3 OPERATIONAL INFORMATION

### 3.1 MANDATORY AND SERVICES

All the mandatory items are already included in the event participation contract. Check your signed contract, or via the Client Portal - <https://portal.informamarkets.com.br/>

### 3.2 ADDITIONAL PRODUCTS AND SERVICES

Additional products and services are items that may or may not be necessary, depending on the type of event, for setting up and organizing your event, and which are not included as mandatory items in your contract. For example: additional electricity. Additional items can be purchased through Informa Markets Latam e-commerce (via the Customer Portal - <https://portal.informamarkets.com.br/>) or at the CAEX - Exhibitor Service Center, from the first day of assembly.

### 3.3 E-COMMERCE

Within your area on the Customer Portal - <https://portal.informamarkets.com.br/>, you will find the e-commerce icon.

In e-commerce you can buy credentials (exhibitor, assembly, service), operational items (electricity, hydraulic point) and contract services (depending on the availability of your event).

Check which items you already have under contract and which additional items you want to contract via e-commerce.

E-commerce allows payment via boleto and credit card for national clients and only credit card for international clients.

In e-commerce, by clicking on the “my orders” button, you can access detailed information on the additional orders you have placed via e-commerce.

### 3.4 MINIMUM ENERGY CONSUMPTION

Energy consumption is measured in kVA and will be supplied at 380 Volts - three-phase - phase neutral 220 Volts by the pavilion.

Informa Markets Latam considers the use of each kVA during all the days of the event and one (1) additional day for testing during the last day of event assembly. If it is necessary to power up in advance, please contact the organizers to inform them of your need and the operations team will assess it. **Minimum power consumption (0.07 kVA per m<sup>2</sup>):** mandatory for all exhibitors for basic stand operation. To calculate the number of kVA required for your stand, you must add up the watts of your lighting system and electrical equipment. Consult the nameplate of your equipment and the reference table available below:

EQUIPMENT	KVA
Coffee maker 1700w/ 2700w/ 3000w/ 5000w	1,70/ 2,70/ 3/ 5
Coffee maker 600w/ 800w/ 1100w	0,60/ 0,80/ 1,10
Plate 3000w	3,00
Plate 6000w	6,00



Plate 9500w	9,50
Chopper	0,50
DVD player	0,30
Oven 1000w	1,00
Oven 1750w	1,75
Oven 2400w	2,40
Oven 5000w	5,00
Oven 8000w	8,00
Oven Microwaves	1,20
Freezer	0,50
Fryer 2500w	2,50
Fryer 5000w	5,00
Refrigerator/Freezer	0,30
Printer	0,25
Dichroic lamp (Halogen)	0,05
Dichroic lamp (LED)	0,01
PL fluorescent lamp 20w / 40w (with ballast)	0,03/ 0,05
Halogen lamp 300w / 500w	0,30/ 0,50
HO 110w fluorescent lamp	0,22
HQI 150W bulb + ballast	0,35
Incandescent bulb 100w	0,10
Mixed lamp 250w	0,25
PL lamp 40w	0,05
Microcomputer (CPU with monitor)	0,50
Notebook	0,03
3000w grill press	3,00
Grill press 6000w	6,00

Projector 150w/ 350w/ 500w	0,15/ 0,35/ 0,50
Réchaud - Bain Marie 1000w	1,00
Reflector with 180w/ 300w/ 500w halogen lamp	0,18/ 0,30/ 0,50
Reflector with 150w HQI lamp (with ballast)	0,30
Reflector (LED) 20w/ 30w/ 50w	0,02/ 0,03/ 0,05
Suqueira 300w	0,30
TV (average consumption)	0,30

**Note: The above kVA quantities refer to consumption during the entire period of the event. The table above only serves as a reference for calculating the consumption of common equipment. Please refer to the technical manuals or the nameplate on the body of the equipment for installation characteristics.**

The kVA used on the stand during the event will be checked and controlled by the event's official infrastructure company. If consumption exceeds the contracted amount, the exhibitor will receive a notification and charge for immediate payment at the CAEX - Exhibitor Service Center.

### 3.5 ADDITIONAL ENERGY CONSUMPTION

It should be requested when the kVA consumption required for the operation of equipment and lighting exceeds the mandatory minimum. To calculate the number of kVA required for your stand, the exhibitor must add up the watts of their lighting system and electrical equipment. Consult the nameplate of your equipment and the reference table available in the section above.

The use of each kVA during the event and set-up will be taken into account.

Exhibitors who request early energization will be inspected on the day before the contract date. The following points will be considered during the inspection:

- The connection of the assembler's cables and panels will be checked;
- If the cables and connections are connected and duly tested, the stand will be allowed to be energized for the following day, in the period defined according to your event calendar;
- If the stand is not ready and complies with the São Paulo Expo technician's inspection, it will be energized at a later date, or as soon as the stands inspected accordingly are energized. In this case, it will be put on a waiting list according to the request made to the CAEX - Exhibitor Service Center .

The pavilion will be energized on **May,18, 2026 from 10 am**.

If you have any operational queries or require technical plans (channel details and aerial grid plan), please contact: [projetos.hospitalar@informa.com](mailto:projetos.hospitalar@informa.com) .

### 3.6 CLEANING DURING ASSEMBLY

The cleaning fee is compulsory for all exhibitors and will be charged per m<sup>2</sup>.

This service refers to the general cleaning of the pavilion (removal of debris, circulation areas, toilets and common areas) during the **assembly period**.

It is the responsibility of the assembly company, or a specific company hired to deliver the stand clean for the opening.

**This fee does not cover the removal of debris and garbage produced during dismantling. It is the exhibitor's/assembly company's responsibility to ensure that the rented area is cleared and cleaned when it is returned.**

### 3.7 MUNICIPAL TAX ( TFE – ESTABLISHMENT INSPECTION TAX)

In accordance with Law No. 13.477, of DECEMBER 30, 2002, the São Paulo City Hall requires Informa Markets Latam to pay the following fee for each stand: TFE - Taxa de Fiscalização de Estabelecimento (Establishment Inspection Fee); Mandatory only for exhibitors at Fairs and Events in the Municipality of São Paulo, the “Taxa de Fiscalização de Estabelecimento (TFE)” (Establishment Inspection Fee) is due due to the actions of the competent bodies of the Executive that exercise police power, carrying out permanent activities of control, surveillance or inspection of compliance with municipal legislation. The fee is regulated by the following legislation of the municipality of São Paulo: Law No. 13.477/02 (TFE). The fee due will be collected by Informa Markets Latam and passed on to the São Paulo City Hall, except in the event of non-compliance with the rules specified in this manual.

### 3.8 HYDRAULICS

Please note that Informa Markets Latam will only provide the hydraulic point. It is the responsibility of the exhibitor/assembler to connect the hydraulic point to the sink or equipment, as well as to carry out all the necessary finishing.

**⚠ In order to request this service, the stand must have a raised floor in the area of the hydraulic point, and the location of the water and/or drainage point must be identified in the stand design.**

#### Water supply:

½ or ¾ inch rubber hose

½ or ¾ inch threaded metal ball valve with lever



**Sewage collection:** 40mm PVC pipe located inside the stand:



The use of a drainage point for combi ovens or similar will be permitted, provided that the water outlet does not exceed a maximum temperature of 70°C to avoid deformation and leakage during the event.



**ATTENTION:** For equipment that requires plumbing for water drainage, the exhibitor must request the installation of a drainage point.

**It is compulsory to connect the stand's drain to the pipe in the channel, and it is forbidden to drain directly into the channel.**

The hydraulic channel plan is available for download on the Customer Portal under the “download documents” tab - <https://portal.informamarkets.com.br/>.

### **3.9 COMPRESSED AIR**



Compressed air will be supplied via rubber hoses and a ½ or ¾ threaded metal ball valve to the stand with an effective capacity of up to 8 bar and a system flow rate of 20 PCM.

Informa Markets Latam will not be responsible for moisture or impurities in the distribution network.

It is the exhibitor's responsibility to provide the registration and connection on their equipment, as well as filters, steam traps and pressure regulators to make the air cleaner and drier.

### **3.10 MERCHANDISING**

All advertising outside the confines of the booth will be considered merchandising. Merchandising products are intended to increase the exhibitor's visibility and publicity within the event.

To find out about the merchandising tools available for the event, consult your commercial executive.

No material may be installed unless the merchandising contract has been signed and paid for by the exhibitor.

Merchandising actions are opportunities to highlight products, services and actions that will be carried out during the physical event. We offer different options for displaying your brand, which create value and relevance for your image, and amplify your participation in the event that is a benchmark in the sector. Take advantage of the special conditions, guarantee privileged and customized exposure according to your company's profile and optimize your participation as much as possible.

To purchase it, you can contact your commercial executive or our customer service e-mail address.

If your exhibiting company has already purchased the digital product, once your contract has been signed, our customer success team will contact the marketing person indicated in your contract to give you the necessary specifications and guidelines or schedule a briefing meeting with you and your team (if necessary).

## 4 REGISTRATION

### 4.1 EXHIBITOR BADGES

All exhibitor credentials are free of charge. These credentials are personal and non-transferable, valid only for the exhibitor's own employees, when duly completed.

To create the credential, access the Customer Portal through the link: <https://portal.informamarkets.com.br/> in the "Credential" menu, it is mandatory to fill in the full name, position, CPF (Brazilian tax identification number) and email. The use of these credentials by third parties implies their seizure. Presentation of an identification document is mandatory when requested.

We emphasize that exhibitor credentials will only be delivered after full payment of the amounts stipulated in the contract.

In order to minimize losses and consequently additional costs for printing a second copy of the credentials, we advise the exhibitor to send a duly identified representative to CAEX from the first day of setup for early collection.

### 4.2 ASSEMBLER AND SERVICE PROVIDER BADGES

To request fitter and service credentials, the service provider in question must access their "provider" area on the Customer Portal - <https://portal.informamarkets.com.br/> .

For the service provider to be granted access to Customer Portal:

<https://portal.informamarkets.com.br/> , the exhibitor must first associate them by following the steps below:

- Access the Customer Portal via the link: <https://portal.informamarkets.com.br/> .
- In the menu on the left-hand side of the screen, access the Service Providers option;
- Click on "Create association";
- The exhibitor must indicate whether they want their service provider to carry out all their tasks, including purchases of their products and additional services via e-commerce. If so, simply enable the option "Service provider can log in with this account". If not, proceed with the task without enabling it;
- Include the information requested and at the end "Associate".

If you have any questions about how to proceed with your first access, or about the steps explained above, please contact our support team for assistance.

Once the exhibitor has followed the steps above, the supplier will be able to use the features on the Customer Portal - <https://portal.informamarkets.com.br/> .

**SINDIPROM ASSOCIATES:** ASSEMBLER'S employees who are Sindiprom members will not pay for the credential, as long as they present a copy of their membership card at CAMPS - Central de Atendimento à Montadora e Prestadora de Serviço". To avoid queues at CAMPS, the assembler can send a copy of the membership card of its employees who are members of Sindiprom to the event's customer service e-mail address before the start of assembly, so that the Customer Success team can anticipate registration on the Customer Portal - <https://portal.informamarkets.com.br/> .

**ABRACE:** also has an exemption on the payment of accreditation. As proof of this, the name of the company must appear on the ABRACE website as a member and must inform and request it directly from

CAMPS - the Service Center for Assemblers and Service Providers. In order to avoid queues at CAMPS, ABRACE member automakers can send a list of their employees' names to the event's customer service e-mail address before assembly begins, so that the Customer Success team can register them on the Customer Portal - <https://portal.informamarkets.com.br/> .

### **4.3 PHOTOGRAPHERS AND VIDEOGRAPHERS**

The exhibiting company or service provider must take responsibility for any images or videos taken by them during the set-up and/or running of the event, as well as the dissemination of these media other than the official ones published by Informa Markets Latam.

The professional hired by the company should only photograph/film the authorized stand.

It is not necessary to request prior authorization for photography or filming from Informa Markets Latam, as long as the exhibiting company or service provider follows the above rule and takes responsibility for the media made.

It is important to note that all professionals must purchase a service credential and be registered on the Client Portal - <https://portal.informamarkets.com.br/> .

### **4.4 SECURITY BADGES**

In accordance with the new Private Security Statute issued by the FEDERAL POLICE (Law 14.967), event promoters and organizers are strictly forbidden from accrediting people who are not qualified and regulated to provide stand security and/or security guard services. For both "exhibitor and/or assembler employee" security and "contracted company" security, the credential will have a cost, according to the price available on E-commerce.

We recommend hiring the official security company, which will be published in the List of Recommended Suppliers. The exhibitor must hire staff from legally specialized companies and demand the necessary documents, as directed by the Federal Police, for the credential to be released in the pavilion, such as authorization to operate, security certificate and review of authorization to operate.

The credential of a security guard hired by an unofficial company will only be issued upon presentation of the following documents at the CAMPS - Central de Atendimento à Montadora e Prestadora de Serviço:

✓ Presentation of the security guard's documents, followed by a simple Xerox:

- Training course,
- Refresher course
- Course in major events
- CNV (National Security Guard Card)
- ID CARD
- CPF
- Background check;



✓ Presentation of the private security company's documents, followed by a simple Xerox:

- Contract for the provision of services between the exhibitor and the security company or letter on the exhibitor's letterhead, stating the name of the company and the security guard who will be providing the service;
- Letter of introduction from the company (letterhead of the contracted company), containing the details of the security guard who will be providing the service, together with the name of the exhibitor.
- Federal Police Certificate with Publication in the DOU (Federal Official Gazette)
- Civil Police DRD Certificate
- Event communication protocol | Exhibitor | Security guard's name in the GESP system

We ask you to pay special attention to compliance with this rule, as the Federal Police will be inspecting the event and, if violations of the law are found, irregular companies will be subject to warnings, fines and even interdiction.

**Informa Markets Latam is not responsible for any theft or robbery that may occur in the exhibition hall.**

**Exhibitors, fitters or service providers will not be allowed inside the pavilion at night. Only security guards, upon presentation of documents and duly accredited. Under no circumstances may security guards carry any type of weapon.**

## 5 ASSEMBLY AND DISASSEMBLY RULES

### 5.1 PROJECT PRESENTATION - FREE AREA

It is compulsory to submit the project for the entire stand with its own assembly.

The construction of stands must follow exactly the plans sent to Informa Markets Latam and/or the partner indicated, and any changes to the plan must be sent to the Operations Department in advance.

The following documents must be sent:

- Floor plan;
- Front and side elevations;
- Perspectives (1 per façade), with the legible name and signature of the qualified professional (responsible for the project) and contact telephone number.
- A.R.T. / R.R.T. of the project and execution\*
- A.R.T. / R.R.T. for electrics.
- Copy of CAU/CREA card\*\*
- Term of Responsibility duly completed and signed.
- Fully completed Better Stands Form. The form is available on the Customer Portal, for download under the 'document download' tab, or can be requested by email: [projetos.hospitalar@informa.com](mailto:projetos.hospitalar@informa.com).
- **Air structures: send documents directly to São Paulo Expo, Air Structure Guidelines, available on the Client Portal in the Document Download menu.**

**Projects and documentation must be sent via the J.A Promoções system. After the exhibitors have linked the assembly company to the Exhibitor Portal, they (the assembly company) will receive an e-mail within 48 hours with the access information.**

For the project to be analyzed, the documents must be sent by the deadline set by Informa Markets Latam. The stand will not be allowed to be built unless the project has been approved by the Informa Markets Latam Operations team.

**IMPORTANT: PROJECT SUBMISSION DEADLINE: April, 24,2026**

Email for project queries: [projetos.hospitalar@informa.com](mailto:projetos.hospitalar@informa.com)

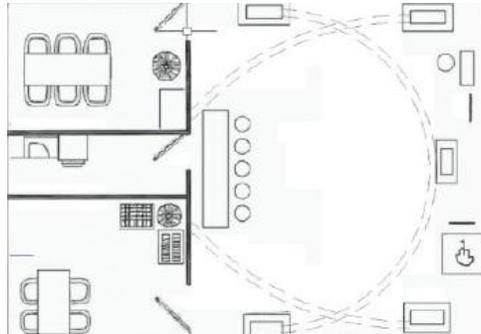
**ATTENTION: Projects will not be analyzed via e-mail.**

\*A.R.T. (Technical Responsibility Annotation) - State registration, if from another state it needs a CREA-SP visa) or R.R.T. (Technical Responsibility Registration), National registration, the professional can be from another state and sign the project in SP) in both cases proof of payment must be presented.

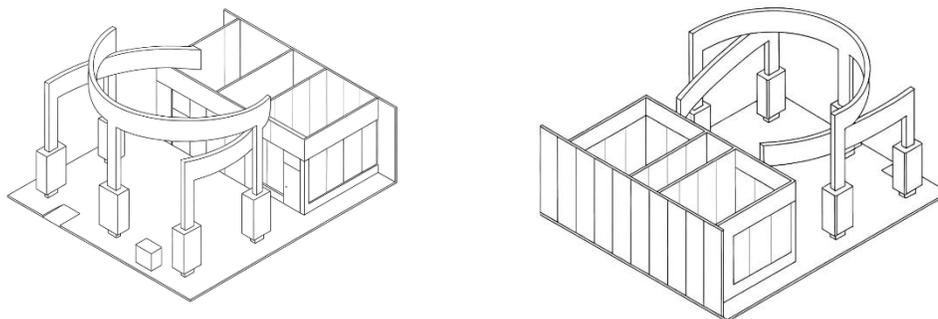


**EXAMPLES OF PROJECTS**

**LOWER PLAN:**



**PERSPECTIVES**



**IMPORTANT OBSERVATIONS:**

1. All projects submitted must include height dimensions and area measurements.
2. Installation companies are obliged to identify the project with the name of the exhibitor responsible, telephone number and contact e-mail address.
3. Failure to comply with the above stipulations within the stipulated time limit will exempt Informa Markets Latam from any responsibility and/or obligation.

**ATTENTION:** The booth will be allowed to be assembled once the project has been approved and all debts owed by the exhibitor and the assembler have been settled. It is extremely important, for inspection reasons, to keep a copy of the project and the A.R.T./R.R.T. in the booth throughout the assembly period and the event.

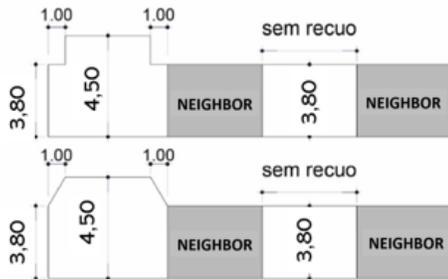
**5.2 TERM OF RESPONSIBILITY AND OCCUPATION OF THE AREA**

The assembler must submit a Statement of Liability, assuming responsibility for any damage caused by its material and/or personnel to the pavilion, to third parties, including penalties for failure to comply with the assembly, maintenance and disassembly rules, in accordance with the deadlines established in the fair regulations and in this manual.

**5.3 HEIGHTS AND SETBACKS FOR BOOTH ASSEMBLY**

<b>HEIGHT</b> (FROM THE FLOOR OF THE HALL) Up to 3.80m From 3.81m to 4.50m	<b>MINIMUM SETBACK</b> (NEIGHBORS ONLY) No setback 1,00m
---	---

The setback is only mandatory for the construction of walls facing the neighbors (regardless of the booth configuration, e.g. box, island end and corner).



Height	Minimum Retreat
0,00m a 3,80m	0,00m
3,81m a 4,50	1,00m

**ATTENTION:** The use of containers as an exhibition booth is authorized, following all the rules required at the event, such as height limit and 50% visibility. The entrance to the stand must take place at the same time as the machine entrance, on the first day and at the same time as assembly, and the positioning of the container must be finalized.

**5.4 SUSPENDED STRUCTURE HEIGHT**

<b>HEIGHT</b> (FROM THE FLOOR OF THE HALL) Up to 5,00m	<b>MINIMUM SETBACK</b> (NEIGHBORS ONLY) 1,00m
--	---

Stands with overhead structures may only raise this structure to 5.00m. Other walls must follow the height limit of 4.50m, respecting the appropriate setbacks.



## 5.5 VISIBILITY

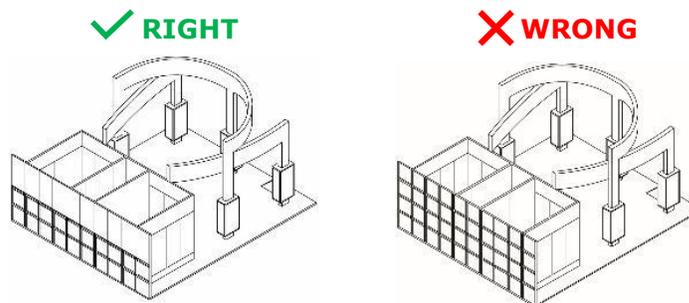
Under no circumstances may booths obstruct the visibility of any of the sides facing the traffic lanes. **It is compulsory to open up 50% of the linear** footage of each side. Glass/vitrines will be accepted in the opening area. Walls made of glass or similar material that are completely transparent must be marked with safety signs.

**IMPORTANT:** For all booths in front-only, corner and island-top configurations, the construction of walls to divide their area is mandatory. Also remember that at the back of the wall, if your neighbor has the standard height (2.20m), it is mandatory to make the neutral finish (white color) at the same quality level up to the height limit built.

## 5.6 PARTITION WALLS AND FINISHES

It is compulsory to build dividing walls on the boundaries of your area (but within it) with neighboring areas. The minimum height must be **2.20m** from the floor of the pavilion, up to a maximum height of 4.50m, respecting the respective height setback around the entire perimeter of the booth.

### EXAMPLES



**IMPORTANT:** Hydrants and any other fire-fighting equipment within the booth area must be easily accessible, visible and well-signed.

## 5.7 GLASS WALLS

All glass walls must be made of tempered or laminated glass, respecting the indentation table imposed by Informa Markets Latam.

Panels must be marked with safety tape (stickers, graphics, logos, etc.) during assembly and disassembly to prevent accidents. Legal requirements, Fire Department regulations and ABNT standards NBR 7.199, 14.697 and 14.698 must be observed. The use of glass panels requires the presentation of an A.R.T. (Annotation of Technical Responsibility) or R.R.T. (Registration of Technical Responsibility) and the presentation of a manufacturing certificate (certification of the material).

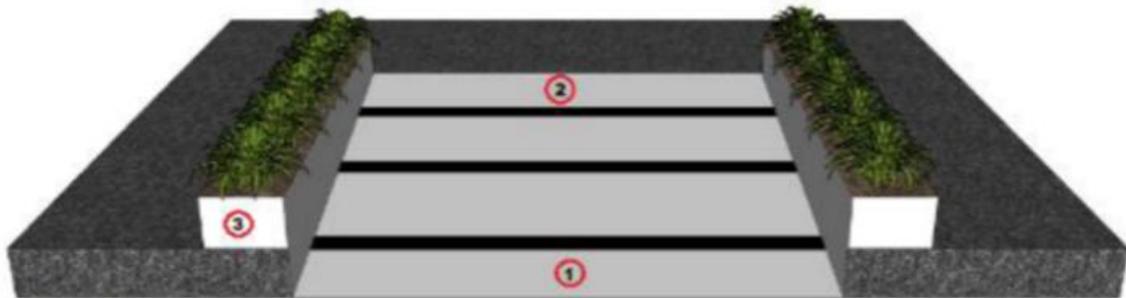
## 5.8 BOOTH FLOOR

**Raising the booth floor is optional.** When the floor is raised, it is compulsory to build an access ramp for the disabled, regardless of its size.

**Booths with gaps of up to 20 cm must have an access ramp with a slope of between 8.33% and 10%. The ramps must be chamfered on their sides, with a minimum width of 1.20m, with a free space for wheelchair users of 80cm wide.**

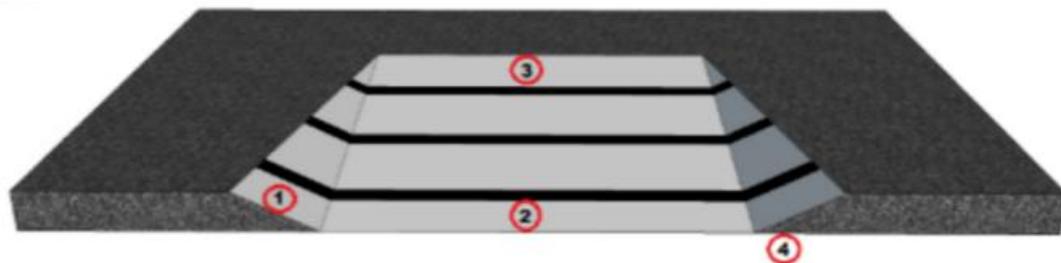
The area of each booth will be demarcated and identified on the pavilion floor. It is the exhibitor's/ assembler's responsibility to ask the Operational Team for help with any questions regarding the area they have rented.

**Example 1**



- 1 - Slope between 8.33% and 10%
- 2 - Minimum clear span of 0.80 m
- 3 - A side barrier along the entire length of the ramp, at least 0.10 meters wide x 0.15 meters high

**Example 2**



- 1 - E2 - Slope between 8.33% and 10%
- 2 - Minimum clear span of 0.80 m
- 3 - Minimum ramp width 1.20 meters (gap and chamfer)

**The event's Operations team will not be held responsible for any unevenness in the floor or any problems related to the non-use of raised floors.**

**IMPORTANT:** For any booth with a raised floor above 0.50 m in height from the pavilion floor, it is mandatory to present an A.R.T. (Annotation of Technical Responsibility) /R.R.T. (Registration of Technical

Responsibility) signed by a professional registered by the CAU / CREA bodies of the State of São Paulo, duly paid, and a structural calculation of said project, in two copies.

### 5.8.1 HALL FLOOR

**IMPORTANT:** Under no circumstances may the pavilion floor be marked, drilled or painted by the exhibitor and/or fitter, not even for displaying equipment. The pavilion floor must be covered with the appropriate material to protect it. In the event of an infringement, a financial penalty will be applied and the amount will be determined by São Paulo Expo.

The amount will be determined by São Paulo Expo after the exit inspection and will then be passed on to the exhibitor by Informa Markets Latam.

### 5.8.2 TYPES OF ADHESIVE TAPES PERMITTED

When the exhibitor and/or assembler uses carpet and/or padding directly on the pavilion floor, it is MANDATORY TO USE THE FOLLOWING TYPES OF EASILY REMOVED DOUBLE-SIDED TAPE:

- 3M SCOTCH Double Sided - Ref. 4880.
- CARPEFIX Paper Double Sided Adhesive - Ref. 462/ 40g/m<sup>2</sup>.

It is strictly forbidden to use glue and/or any other abrasive “adhesive” derivative directly on the floor.

**Warning:** Double-sided adhesive tapes have a different degree of adhesion depending on the side applied, check the label on the tape before applying. If applied incorrectly, it can be difficult to remove during dismantling. For example, according to the manufacturer ADERE: “Medium adhesion on the outside and high adhesion on the inside”. It is the assembler's responsibility to remove all tape residue from the assembly area

### 5.9 SETTING UP BOOTHS WITH MEZZANINE

**ATTENTION:** The construction of mezzanines will not be permitted.

Exhibitors who are interested in setting up or having a mezzanine in their area should contact their commercial contact to check the rules and commercial conditions to make this possible.

Following guidelines related to safety and sustainability, Informa Markets adopts restrictive measures regarding the construction of mezzanines.

The following conditions may be evaluated and approved by Informa Markets:

- Meet a height of up to 5m.
- Mezzanines installed on top of containers that do not require construction, only installation (without generating waste and ensuring greater worker safety).
- Mezzanines that meet the requirements of the gold category of the Better Stands Program.

For more information, see **CHAPTER 6 - BETTER STANDS PROGRAM** of this manual or visit the Better Stands website <https://www.informamarkets.com/pt/sustentabilidade/better-stands.html> .

Contact us at [betterstands\\_br@informa.com](mailto:betterstands_br@informa.com)

### 5.10 GUARDRAIL

According to CBPMESP Technical Instruction No. 11, any ramp, staircase or floor with a drop of more than 19 cm must be protected by a guardrail to prevent falls, the height of the guardrail must be at least 1.10 m, and the gaps between the guardrails must not be greater than 20 cm.

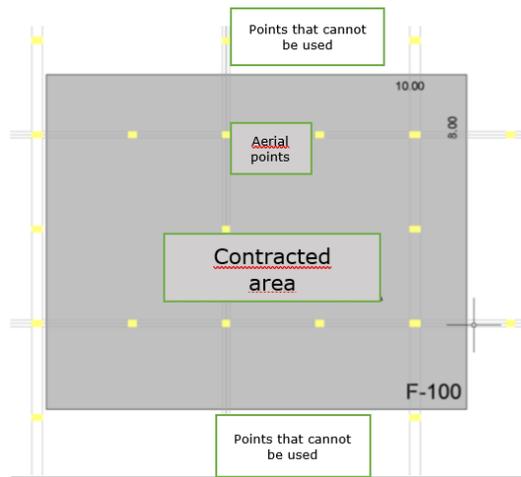
### 5.11 AERIAL STRUCTURE

Use of the pavilion's airspace is permitted for the installation of cables to fix banners, up to a height limit of 5.00m for first floor stands, as long as the setbacks of neighbors are respected.

space above the height limit will be used for merchandising actions purchased from the event organizers.

**For the use of aerial cables, only those within the contracted area will be allowed, and it will not be possible to use points on the street. We advise you to request a technical plan of the aerial network of the contracted area before drawing up the project, in order to size the cables within the exhibition area.**

For example:



**The aerial network is available for download on the Client Portal under the “download documents” tab - <https://portal.informamarkets.com.br/>.**

The exhibitor/assembler will be allowed to place suspended structures fixed to the ceiling of the Pavilion when this is indispensable for supporting the stand, provided that the following documentation mentioned in the **SÃO PAULO EXPO - EXHIBITION & CONVENTION CENTER Air Structure Standards** file is submitted to the SÃO PAULO EXPO - EXHIBITION & CONVENTION CENTER operational team no later than 30 (thirty) days before the event.

- The amount charged is per point fixed to the pavilion's metal structure;
- The maximum load capacity is 50 kg per node point.

São Paulo Expo  
+55 (11) 5067-1717  
riggingspexpo@glbr.com.br  
cabos.spexpo@glbr.com.br

### **5.12 HORIZONTAL PROJECTION OF THE STAND**

The horizontal projection of any assembly element or products on display must be within the limits of the leased area. Projections occupying neighboring stands or circulation areas will not be permitted.

### **5.13 PROJECTION OF THE HEADLANDS**

No raised shelves may be installed projecting outside the boundaries of the area, except for lighting spots, provided they are at least **2.80m** high. Stands may only be identified from the side facing the street. No marquees facing neighboring stands will be allowed.

### **5.14 USE OF THATCH, LYCRA AND DECORATIVE FABRICS**

Toadstools, lycra and decorative fabrics must present a report on the application of flame-retardant products (IGNIFUNCTION). These materials must be accompanied by the appropriate number of fire extinguishers, at the discretion of Informa Markets Latam and/or the official fire brigade. The material may undergo a flame test and will have a set time to enter the hall. The report and A.R.T./R.R.T. for the application of the flame-retardant product must be presented to the event's Fire Brigade during the assembly period.

### **5.15 AUDITORIUMS OR PROJECTION ROOMS**

In spaces that are auditoriums or projection rooms, or even enclosed and/or closed environments, provision must be made for the installation of emergency lights, acoustics consistent with the activity, emergency exit signs, maximum capacity signs and other necessary safety equipment. Informa Markets Latam may require the installation of complementary safety equipment and may also ban the environment that is not in compliance with any of these mandatory safety items.

### **5.16 EXTERNAL LIGHTING, SCONCES, EXTERNAL SPOTLIGHTS FOR BOOTHS**

All lighting on the outside of the stand must be protected, avoiding access by people. External sconces and spotlights must be above 2.80m or isolated and protected from access by visitors. All stand lighting must be self-sufficient, and the exhibitor/assembler must not "rely" on the general lighting of the pavilion. The exhibitor/assembler must take care that this lighting does not harm neighboring stands (floodlights, etc.) or visitors.

Informa Markets Latam reserves the right to close the stand until the requests for protection or removal of unsuitable equipment have been met.

### **5.17 BRICKWORK CONSTRUCTION**

Any construction (floors and walls) in masonry, similar materials, reinforced or unreinforced concrete is prohibited. If masonry construction is essential, prior approval from Informa Markets Latam will be required before the stand project can begin. If approved, the floor of the pavilion must be covered with a suitable material to protect it before construction of the stand begins.

### **5.18 CABLES**

It is not permitted to run cables or any connecting elements that cut through streets, common areas or neighboring stands. Should this be necessary, it must be foreseen in advance and dealt with by Informa Markets Latam. It is mandatory to use non-flame propagating cable with double mechanical insulation (type PP). If in doubt, consult NBR 5.410. All stands must be earthed.

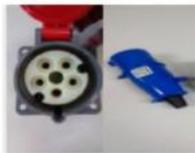
## 5.19 PAVILION ELECTRICAL INSTALLATIONS

The cable gauges and socket capacities supplied for the stands will be dimensioned according to the table below:

Requested Power (KVA)	Maximum Electrical Current (A)	Cable (Type PP)	Socket (Industrial Type - Female - Ground 6hs)
0 to 22	32	6 mm	32 A
23 to 42	61	16 mm	63 A
Above 43	The distribution studied at specific points		Live Wire

In accordance with Regulatory Standard NR-10 (art. 10.5.1, items "a" and "c"), the following is the procedure to be adopted when energizing distribution boards installed in temporary electrical installations. Before energizing the stand, the main circuit breaker must be tripped. After confirming that the circuit breaker has been disarmed, carry out a voltage test on the stand's main switchboard and on the stand's other distribution circuits, regardless of the connection provided by the pavilion to the stand (Steck or Ponta Viva).

This test is usual and normative, as mentioned above in the NR-10 articles, and is carried out so that no problems occur as soon as the stand is energized, causing equipment to burn out and possible accidents to the people involved in the assembly. It is therefore the assembler's responsibility to carry out a voltage test on the main switchboards before energizing the stand.



- Socket supplied 32A or 63A**
- Industrial socket 3P + N + T
  - Female
  - Earth direction 6 hours



- Socket required for 32A or 63A connection:**
- Industrial socket 3P + N + T
  - Male
  - Earth direction 6 hours

- VOLTAGE SYSTEM**
- 380 V - FFF + T
  - 220 V - F + N + T
  - 60 HZ frequency

### THE GROUNDING OF EACH STAND IS MANDATORY ACCORDING TO NR 3410.

The São Paulo Expos only supplies the point.

The electrical distribution, power board and sockets are the responsibility of the exhibitor.

## 5.20 ELECTRICAL EQUIPAMENT

Electrical appliances are widely used in the assembly and disassembly of stands. Direct contact with electrical materials can cause serious or fatal injuries. To avoid accidents, due attention must be paid to safety when using electricity.

Here are some basic safety measures for using electricity:

- Check all electrical appliances before use. Repair or replace damaged or defective parts;
- If the protection device of the electrical equipment (fuse or circuit breaker) is faulty, the problem must be checked immediately and rectified before using the equipment again;
- All sockets and plugs must be suitable and electrical cable connections must be adequately protected;
- Avoid overloading electrical sockets;
- All electrical work must be carried out by an electrician.

### 5.21 USE OF A TRANSFORMER

The load and consumption of the transformer used must be informed, not the load of the equipment, which must be compatible with the circuit breaker used in the stand's main switchboard, and its peak current must not exceed the capacity of the bus circuit breaker (120A).

If the transformer has a peak current greater than 120A, please contact the technical manager of the São Paulo Expo pavilion at [operacoessp@glbr.com.br](mailto:operacoessp@glbr.com.br).

### 5.22 USE OF EPI AND EPC

In accordance with Regulatory Standard No. 6 of the Ministry of Labor and Employment (MTE), Informa Markets Latam determines that: the use of PPE - Personal Protective Equipment and EPC - Collective Protective Equipment, specific to the development of each function, is mandatory. According to Article 157 of the CLT, companies are responsible for:

- I. Comply with and enforce occupational health and safety regulations.
- II. Instructing employees, by means of work orders, on the precautions to be taken to avoid accidents at work or occupational illnesses.

Examples of EPC are:

- Safety signs.
- Protection of moving parts of machinery and equipment.
- Stair railings.
- Chemical hoods, etc.



**Minors under the age of 18 are prohibited from entering the pavilion during the stand assembly and disassembly period, even if accompanied by a legal guardian.**

When carrying out services in and around electrical installations, collective protection equipment must be provided and adopted.

Collective Protective Equipment - CPE is any device, system, fixed or mobile, whose purpose is to preserve the physical integrity and health of workers, users and third parties.

We remind you that the Public Ministry of Labor and Employment is supervising the event, and all those involved must comply with labor legislation and use PPE in accordance with each NR.

Sandals, flip-flops, clogs or any type of open shoe will not be allowed inside the fairground, nor will people wearing shorts, skirts, capri pants, tank tops or no shirts.



### 5.23 TRAFFIC ROUTES

Traffic routes and neighboring stands may not be used for placing materials, tools, garbage bags or products to be installed on the stand. All operations must be carried out exclusively within the confines of the exhibitor's stand.

If there is a need to temporarily leave any material on the roads, the assembly company will have to leave a free area 1m wide for the circulation of trolleys and the rapid passage of emergency equipment, rescue teams, fire departments and firefighters.

### 5.24 AIR - CONDITIONING

The SÃO PAULO EXPO - EXHIBITION & CONVENTION CENTER has an air conditioning system.

The use of air-conditioning machines inside the stands will not be permitted.

### 5.25 APPLICATION OF WALKWAYS IN COMMON AREAS

The walkways (carpets) will be laid during the day of the stand decoration (date and time in item "1.12 - FINAL DECORATIONS AND STAND CLEANING"), and from the date and time set, the entry of any and all assembly or exhibition equipment must be carried out in such a way as not to damage the walkways already installed. Any damage to the treadmills will be the sole responsibility of the exhibitor, who must reimburse Informa Markets Latam for the cost of replacing and reinstalling the damaged treadmill roll.

### 5.26 ENTRY OF GADGETS

All goods will be free to enter the pavilion. It is the sole responsibility of the exhibitor to comply with any and all legal requirements regarding the procedure for shipping goods, products, equipment and/or utensils. See chapter "11.1 - TAX PROCEDURES".

**IMPORTANT:** Informa Markets Latam is not responsible for the receipt of goods and does not provide any type of storage facility in the pavilion for the exhibitor's products and equipment, and is exempt from any liability for damage, loss, theft or robbery of any kind.

It is the exhibitor's responsibility to provide a place to store their materials and belongings and to have an employee responsible for receiving equipment and/or products.

On May 18th, only the decoration of stands and the entry of materials by hand or by means of carts with pneumatic rubber tires will be permitted.

### 5.27 DISASSEMBLY

The dismantling of Hospitalar 2026 will work as follows:

DATE	TIME	STEP
May, 24, 2026	From 8 p.m to 8:59 p. m	<ul style="list-style-type: none"> <li>• End of the fair;</li> <li>• Visitor leave;</li> <li>• Opening of showcases and displays;</li> <li>• Exhibitors leave with materials and portable products in hand;</li> <li>• Removal of crosswalks from the secrets.</li> </ul>
	From 9 p.m to 11:59 p.m	<ul style="list-style-type: none"> <li>• Entry of trolleys with porters;</li> <li>• Removal of exhibitors and rental companies equipment and furniture; ( Exhibitors will not be allowed to go down through gate 04 for loading an unloading) access will only be allowed through 24 Etrucan Street);</li> </ul>
May, 23, 2026	From 12 a. m to 5 a.m	<ul style="list-style-type: none"> <li>• Removal of equipment and furniture from the exhibitor and rental companies;</li> <li>• Removal of exhibition vehicles.</li> </ul>
	From 6 a. m to 11:59 p. m	<ul style="list-style-type: none"> <li>• Entry of the car manufacturers and start of dissembly;</li> </ul>
May 24, 2026	From 12 a. m to 2 p.m	<ul style="list-style-type: none"> <li>• Dismantling the stands.</li> </ul> <p><b>The area must be left completely clean, including the removal of any tape from the floor.</b></p>

We request that exhibitors keep a responsible employee at their booth during the dismantling period until all their equipment and/or products have been removed, as Informa Markets Latam is not responsible for any disappearances, damages, and/or thefts that may occur.

Informa Markets Latam is exempt from any liability for damages, defects, losses, thefts, or robberies of any kind.

ATTENTION: The Organization does not store any material after the dismantling is complete.

The rented area must be returned to Informa Markets Latam, clean and unobstructed, without any materials, whether from the exhibiting company or the assembly company, on **May 24th at 2 PM**.

Any materials, equipment, and products remaining in the pavilion after the dismantling period will be removed by Informa Markets Latam, which will charge the exhibitor for the costs arising from this operation and will also execute the Terms of Responsibility.

**IMPORTANT:** We request that all exhibitors who handle oil and/or paints during the event, before removing the equipment, clean and protect it properly to avoid staining the pavilion floor. The assembly company is also responsible for the complete removal of adhesive tapes applied to the assembled area. Companies that do not adopt this measure may be fined according to the damage found. It is extremely important to inform the responsible technician.

**THE USE OF PPE (Personal Protective Equipment) IS MANDATORY DURING THE ENTIRE ASSEMBLY, DECORATION, AND DISMANTLING PERIOD.**

## 6 HOW TO BUILD A SUSTAINABLE BOOTH: TIPS AND BEST PRACTICES



O Better Stands is a global program of the events sector that aims to zero the generation of waste from the stands. To this end, we encourage exhibitors and automakers to replace discarded (single-use) booths with reused booths, significantly reducing the environmental impact.

### Why join Better Stands?

In a survey carried out in approximately 100 events, discarded stands were responsible for more than 60% of the waste from Informa Markets events, generating significant environmental problems. Better Stands was created to solve this problem, seeking to transform our events into examples of sustainability and safety.

### Who can participate?

All exhibitors and assemblers at Informa Markets events.

### Benefits of Better Stands



#### Positive environmental impact

Fewer wasted materials



#### Safety of everyone

Safer for contractors, exhibitors, and visitors at the events



#### Reduced costs

Exhibitors and contractors can reduce project and construction costs



#### Optimized time and increased productivity

Save time when constructing, building, and dismantling



#### Promoting your company's brand

Promote your company's brand in a positive way



#### Higher quality and longer durability

Investment in high-quality and durability stands



All exhibitors and assemblers at Informa Markets events automatically participate in the Better Stands evaluation.

**How the booth evaluation process takes place?**

The evaluation is made in three different moments:

1. Filling out the form (automaker's self-assessment), available at <https://bit.ly/betterstands2026>
2. On the days of the assembly of the event;
3. On the days of dismantling the event.

After disassembly, if you want to know the classification of your booth, send an email informing the **name of the event** and the **name of the exhibitor** to [betterstands\\_br@informa.com](mailto:betterstands_br@informa.com)

**Visit the Better Stands website for more information**

<http://www.informamarkets.com.br/betterstands-en>

## 7 REGULATORY RULES

The Regulatory Norms (Normas Regulamentadoras - NR) have the principle of regulating and providing guidance on mandatory procedures related to occupational safety and medicine in Brazil. The Regulatory Standards of Chapter V, Title II, of the Consolidation of Labor Laws (CLT), relating to Occupational Safety and Medicine, were approved by Ordinance No. 3,214, June 8, 1978, and are mandatory for all Brazilian companies governed by the CLT.

During the assembly and disassembly of the booth, the requirements set out in NR, among others, must be met:

NR 06 - Personal Protective Equipment

NR 10 - Safety in Electrical Installations and Services

NR 11 - Transportation, Movement, Storage and Handling of Materials

NR 18 - Working Conditions and Environment in the Construction Industry

NR 35 - Working at Height

In order to carry out work at heights and on electricity, the training specified in the aforementioned NRS will be required to clear the respective work. Informa Markets Latam will develop a system for identifying fitters using a wristband for each type of work, which must be worn throughout the assembly and disassembly period.

Training certificates for the use of crane equipment (NR 11) and aerial work platforms (NR 18) must be checked with the service provider contracted by the assembler and exhibitor and requested by Informa Markets Latam.

For more information and to find out more about all the regulations, visit: <https://www.gov.br/trabalho-e-emprego/pt-br/assuntos/inspecao-do-trabalho/seguranca-e-saude-no-trabalho/ctpp-nrs/normas-regulamentadoras-nrs>

### 7.1 NR – 12 – SAFETY AT WORK IN MACHINERY AND EQUIPMENT

As stated in the Legal Requirements Chapter of this Manual in item “11.5 - MINISTRY OF LABOR AND EMPLOYMENT SURVEILLANCE”, exhibitors, Informa Markets Latam and service providers must comply with all Regulatory Standards, Conventions, Decrees, Normative Instructions, Laws and Ordinances applied to Occupational Health and Safety.

With regard to Safety at Work in Machinery and Equipment related to this event, we observe attention to all Regulatory Standards and other legislation, especially **NR-12 - SAFETY AT WORK IN MACHINERY AND EQUIPMENT**.

The full content of all legislation related to the Ministry of Labor and Employment can be accessed at the following link:

<https://www.gov.br/trabalho-e-emprego/pt-br/aceso-a-informacao/participacao-social/conselhos-e-orgaos-colegiados/comissao-tripartite-partitaria-permanente/arquivos/normas-regulamentadoras/nr-12-atualizada-2022-1.pdf>

In addition to the Regulatory Standards of the Ministry of Labor and Employment, the exhibitor must observe the fundamental concepts and general design principles related to Machine Safety, established by “ABNT” in accordance with the Brazilian Committee for Machinery and Mechanical Equipment and the MERCOSUR Sectorial Committee for Machinery and Mechanical Equipment. We also recommend that the machines comply with the following Brazilian Technical Standards, among others:

N°	Title	Data
ABNT NBR 13759:1996	Safety of machinery - Emergency stop equipment - Functional aspects - Design principles	December 30,1996
ABNT NBR 13970:1997	Safety of machinery - Temperature of accessible surfaces - Ergonomic data for establishing temperature limits for heated surfaces	September 30,1997
ABNT NBR 14009:1997	Safety of machinery - Principles for risk assessment	November 30,1997
ABNT NBR 14152:1998	Safety of machinery - Two-hand control devices - Functional aspects and design principles	July 30,1998
ABNT NBR 14153:1998	Safety of machinery - Safety-related parts of control systems - General principles for design / ISO 13849-1:2006.	July 30,1998
ABNT NBR 14154:1998	Safety of machinery - Prevention of unexpected start-up	July 30,1998
ABNT NBR 14191-1:1998	Safety of machinery - Reducing health risks from hazardous substances emitted by machinery	October 30,1998
ABNT NBR NM 213-1:2000	Safety of machinery - Fundamental concepts, general principles for design - Part 1: Basic terminology and methodology	January 30,2000
ABNT NBR NM 213-2:2000	Safety of machinery - Fundamental concepts, general principles for design - Part 2: Technical principles and specialization and specifications	January 30,2000
ABNT NBR NM 272:2002	Safety of machinery - Guards - General requirements for the design and construction of fixed and mobile guards	July 30,2002
ABNT NBR NM 273:2002	Safety of machinery - Interlocking devices associated with guards - Principles for design and selection	July 30,2002
ABNT NBR NM ISO 13852:2003	Safety of machinery - Safety distances to prevent access to danger zones by upper limbs	March 30,2003

ABNT NBR NM ISO 13853:2003	Safety of machinery - Safety distances to prevent access to danger zones by lower limbs	November 30,2003
ABNT NBR NM ISO 13854:2003	Safety of machinery - Minimum clearances to prevent crushing of parts of the human body	March 30,2003
ABNT NBR 13930:2008	Mechanical presses - Safety requirements	August 18,2008

Since June 11, 2010, the manufacture, import and sale of machinery and equipment with squirrel cage induction motors between 1 hp and 250 hp that do not meet the high efficiency requirements has been banned.

The labeling of engines with the above characteristics is mandatory, and they must meet INMETRO's conformity assessment requirements.

It is important to note that the use of machinery and equipment that does not meet INMETRO's requirements will be subject to inspection, fines and/or seizure.

The ordinances that regulate electric motors are:

- **- INMETRO Ordinance No. 243 of September 4, 2009**  
<http://www.inmetro.gov.br/legislacao/rtac/pdf/RTAC001485.pdf>
- **Ordinance No. 488, of December 8, 2010**  
<http://www.inmetro.gov.br/legislacao/rtac/pdf/RTAC001643.pdf>

Please note that labor inspectors will be inspecting the machinery and equipment on display during the fair. If safety devices need to be removed in order to better display the products, we suggest that the device is also displayed and that visitors are made aware of the fact that the machine is without them, even if it is not put into operation under these conditions.

## 7.2 USING LADDERS

The use of ladders inside the hall is common during assembly and disassembly. Some precautions must be taken to ensure the safety of the workers using them:

- Choose the right type of ladder for the job;
- Use only good quality ladders in perfect condition;
- Maintain the three points of balance before starting;
- If necessary, enlist the help of a person to protect you and provide the necessary assistance;
- Use the ladder for light, short-term work. Do not overload the ladder;
- Do not work on the rungs of the ladder when it is more than 2.00m high; if necessary, you must wear a safety harness;
- Do not position the ladder on uneven surfaces, slopes or loose materials;
- Provide information, adequate instructions, training and supervision for users;
- Scaffolding work floors must be fully lined, non-slip, level and securely fixed or locked;
- Scaffolding must have a guardrail system and a plinth, including at the head, around the entire perimeter, with the exception of the working face;
- Scaffolding must be accessed safely via a ladder built into the structure;



- It is forbidden to move scaffolding structures with workers on them;
- Scaffold towers may not exceed four times the smallest dimension of the support base when not guyed;
- Scaffolding castors must be fitted with locks to prevent accidental displacement.



## 8 EVENT SECURITY

The event has a security team in the common areas, and at its access controls, available during the entire set-up, execution and dismantling period.

It is the responsibility of each exhibitor to provide security for their booth, objects and equipment on display during assembly, staging and dismantling.



**ATTENTION:** We recommend that you pay extra attention to all your personal belongings while you are in the pavilion, especially laptops, tablets, digital cameras and cell phones. Keep them under your constant observation or in a safe place. Informa Markets Latam will not be held responsible for the incidence of theft. Be vigilant and avoid inconvenience.

Also avoid hiring clandestine companies, as well as people who are not qualified to work as security guards, or even companies that are authorized but are not in good standing with the Private Security Control Police.

The exhibitor is responsible for the isolation and security of their booth during the assembly, decoration, organization and dismantling of the event. Informa Markets Latam will not be held responsible for any loss, damage, theft, breakdown or loss of any kind during the period of set-up, staging and dismantling of the event, and each exhibitor must ensure the safekeeping and surveillance of their products and equipment. all participants, exhibitors and other service providers must leave the pavilion, leaving only the security guards who provide services to the exhibiting company and the Informa Markets Latam staff.

**The exhibiting company may hire security from a supplier it trusts, provided that the service provider provides** the necessary documentation requested in item “4.5 - SECURITY CREDENTIAL” of this manual.

We recommend contracting the security service through our e-commerce, on the Client Portal - <https://portal.informamarkets.com.br/> . If you have any questions or need support in contracting, please contact the support team via the event service e-mail or telephone +55 (11) 5043-9680.

For information on payments, days and times available, see item “1.6 - PAYMENTS” in this manual. If you have contracted the security service via e-commerce on the Client Portal - <https://portal.informamarkets.com.br/>, **you do not need to purchase a credential for this service.**

### EVENT SAFETY TIPS:

- To request information or assistance, always look for someone with an event organizer's badge or an official supplier's badge;
- Don't be careless with your belongings. Beware of people who approach you suspiciously just to distract you;
- Don't leave your wallet, cell phone or other belongings on the table if you have to leave temporarily;
- Carry camcorders, notebooks, cell phones or other electronic devices in a safe place;
- Keep your personal belongings in a safe place;
- As a suggestion, have a mini storage room in your booth, with a key, for your team's belongings and leave only one person in charge of this key.

**IN THE CASE OF NOTEBOOKS AND CELL PHONES:**

- Always back it up;
- Keep the screen out of reach of prying eyes;
- Wow, free Wi-Fi! Be careful with open networks;
- Use secure passwords to lock them;
- Install a VPN, especially if the notebook is used for professional purposes.
- 

If something happens and you need support, please contact the CAEX - Exhibitor Service Center, where you will be assisted by the organizers and the event's security supervisor. The team will help you file a police report, reporting all lost or stolen items, via the link below, or at the police station closest to the event:

<https://www.delegaciaeletronica.policiacivil.sp.gov.br/ssp-de-cidadao/home>

In the case of lost or stolen passports, foreigners should contact their country's consular service to obtain a new passport. If you lose a credit card, contact your bank immediately.

**SECURITY AND EMERGENCY**

Always try to have these numbers at your fingertips:

- Traffic - CET - 156
- Fire Department - 193
- Civil Defense - 199
- Specialized Women's Police Stations - 180
- Disque- Denúncia - 181 or 0800-156315
- Information DDI 0800 777 1515
- Ombudsman of the Municipality of São Paulo - 0800 17 5717
- Civil Police - 197
- Military Police - 190
- Federal Highway Police - 191
- SAMU - Mobile Emergency Service - 192
- Sustainable Tourism and Childhood - Dial and report the sexual exploitation of children and adolescents - 100





## 9 COMPLEMENTARY INFORMATION

### 9.1 PROMPT SERVICE

The emergency service will be in operation at times compatible with the assembly, staging and dismantling periods set out in this manual.



**If you need to work after the period specified in this manual, there will be a charge. The person responsible must go to the CAEX - Exhibitor Service Center, to make the payment immediately.**

The delivery of goods or remaining in the pavilion after the time announced by the event organizers will only be possible with the prior authorization of the Operational Team, provided that the medical service is available on site.

### 9.2 INTERNET

For events held in the São Paulo Expo, Hipernet offers direct line rental services and internet via aerial cable configured to the speed requested. The rental period will run from the date of installation. Internal cabling and router installation are the sole responsibility of the exhibitor.

#### Contact:

Phone: +55 (11) 3077-5500

E-mail: [feirasspo@hthnet.net](mailto:feirasspo@hthnet.net)

### 9.3 INSURANCE

Having insurance for your booth and team is a contractual obligation, and presenting the policy will be required as part of the checklist to ensure all your documentation is for entry into the pavilion at the start of the setup.

We emphasize the importance of securing an insurance policy to mitigate risks related to the setup, exhibition, and dismantling of the event (Event Liability Insurance).

If you already have insurance that covers these aspects, please send your policy for review and validation by our support team: [atendimento.hospitalar@informamarkets.com.br](mailto:atendimento.hospitalar@informamarkets.com.br)

Please pay close attention to our communications and instructions in onboarding sessions and official emails.

**IMPORTANT:** Informa Markets Latam is not responsible for any theft or robbery that may occur in the pavilion.

### 9.4 INTERNAL LOGISTICS SERVICE

The following services will be offered by official companies for hire during the assembly and disassembly period.

- ✓ Forklift

- ✓ Munck
- ✓ Pallet truck
- ✓ Cranes
- ✓ Removal team

The company's contact details will be published on the List of Official and Recommended Suppliers.

Accredited companies do not have the exclusive right to provide logistics services. Exhibitors have the free choice to hire another company of their choice.

In order to transport materials and/or equipment, the company providing the internal logistics service requires the exhibitor to take out insurance. The exhibitor can take out insurance with the official company, which will calculate the cost based on the value of the equipment described in the invoice, both for the entry of the product and for its removal.

**ATTENTION:** The official company mentioned in the list of official and recommended suppliers will not charge for the insurance when the DDR Letter - Waiver of Right of Return in the name of the company making the move, delivered on the Insurer's letterhead, is presented. Letters issued by brokers will not be accepted.

**The model letter is available in Annex II - Waiver of the Right of Return of this manual.**

The exhibitor is responsible for any damage caused by the outsourced transport company and the movement of this equipment inside the pavilion (e.g. tire marks, oil stains on the floor, accidents and damage to the pavilion structure).

## 9.5 CUSTOMS AND FREIGHT FORWARDING

In order to contract services for the temporary/definitive admission of goods or samples, the exhibitor may contact the accredited companies. The details will be published in the **List of Official and Recommended Suppliers**.

It is the exhibitor's free choice whether to hire a company for customs clearance and/or transit of goods.

## 9.6 PARTICIPATION OF CO-EXHIBITORS

The co-exhibitor's participation will only be possible with the express authorization of Informa Markets Latam, as long as it complies with the segment for which the fair is intended.

After approval, a Co-exhibitor Participation fee will be generated which includes the company's profile (virtual stand) on the Hospitalar Hub event's official digital platform - Cota Access including:

- General information about the company, social networks and product/service portfolio
- Passive connections with visitors
- Level 4 highlight in the list of sponsors

**DEFINITION OF RELATED COMPANY:** A related company is a partner company that shares space with the exhibiting company, respecting the conditions of the contract.

**QUANTITY OF RELATED COMPANIES:** The number of related companies allowed on each stand depends on its size.

The number of related companies allowed on each stand depends on the size of the stand, with the right to 1 related company for every 12m<sup>2</sup> of exhibition space.

## **9.7 DIVERSITY AND ABUSE**

Informa Markets Latam, as promoter and organizer of the event in question, repudiates discrimination of any kind, including employee selection conduct that adopts discriminatory criteria in relation to sex, origin, race, color, marital status, family situation, disability, age, sexual orientation, physical appearance, among others. We strongly encourage our exhibitors to celebrate diversity in every sense when hiring professionals to work at the event.

We also advise exhibitors and the agencies they hire to select and hire the staff who will man the booth on the days of the event, to pay attention to the type of dress defined for the team, in order to avoid any kind of embarrassment or harassment which, in most situations, is experienced by women. Remember that the staff will represent your company's brand and values.

## **9.8 PROTOCOL – NO IT'S NOT (NÃO É NÃO - Lei nº 14.786 de 28/12/2023)**

The “No is No” protocol, to prevent embarrassment and violence against women and to protect victims; it establishes the “No is No - Safe Women” seal.

For the purposes of this Law, the following are considered:

I – Embarrassment: any insistence, physical or verbal, suffered by the woman after expressing her disagreement with the interaction;

II – Violence: use of force that results in injury, death or damage, among other things, in accordance with current criminal legislation.

When applying the “No is No” protocol, the following principles must be observed:

I –Respect for the victim's account of the embarrassment or violence suffered;

II –Preservation of the victim's dignity, honor, intimacy and physical and psychological integrity;

III – Speed in complying with the provisions of this Law;

IV –Articulation of public and private efforts to confront embarrassment and violence against women.

We do not condone any kind of embarrassment, whether physical or verbal, suffered by women and we are available at the CAEX - Exhibitor Service Center for support and guidance from event security.

For more information on the law, visit the website:

<https://legis.senado.leg.br/norma/38058211/publicacao/38060948>

### **9.8.1 RACISM**

Informa Markets Latam, as the organizer and promoter of the Hospitalar event, repudiates any type of discrimination or attitudes that adopt discriminatory criteria in relation to sex, origin, race, color, marital status, family situation, disability, age, sexual orientation, physical appearance, among others. We encourage our employees, exhibitors and suppliers to celebrate diversity in every sense. However, the organization has no direct link with the offender, nor does it have control or responsibility over the individual acts of people and visitors attending the event, and therefore has no legal standing to take action.

### **9.8.2 THEFTS**

Informa Markets Latam, as the organizer and promoter of the Hospitalar event, works hard to deliver an event of experiences, opportunities and business. We have a security team during the event to guide and support visitors, exhibitors and suppliers in various situations. However, the organization is not responsible for the personal items and consumer goods of its visitors and exhibitors, nor for thefts that occur on the premises of the event, especially since these objects have not been entrusted to its custody. We recommend that you contact the competent authority so that the appropriate measures can be taken and we hope that your rights will be protected in accordance with the law.

## 10 PERIOD OF REALIZATION

Exhibitors must have at least one member of their staff present at the booth who is able to provide information about the products on display. A responsible person must be at the booth at least 30 minutes before the event opens.

It will not be permitted to close the booths before the end of event hours, even on the last day of the event.

The lighting will remain on for the duration of the event, and it is the exhibitor's responsibility to turn off the main power switch to their booth at the end of the day.

The lighting system will be switched off 30 (thirty) minutes after the end of the day.

**IMPORTANT:** The sale of food, ice cream, drinks and cigarettes on the booth is prohibited.

### 10.1 PROMOTIONAL DISTRIBUTION AND BRAND PROMOTION

Exhibitors are forbidden to keep their staff outside the limits of the booth selling or distributing leaflets, gifts, etc.

The distribution of gifts, samples, leaflets and catalogs will be allowed exclusively inside the booth, except from non-participating companies that have no connection to the exhibitor.

If it is essential for the exhibitor to display products, equipment and services that they do not manufacture or exclusively represent on their booth, which complement their product line, they must send a written request to the Informa Markets Latam support team who, together with the commercial executive responsible for the event, may or may not authorize the display of the material. Check the contact e-mail address for your event to send the request.

They will not be allowed:

- Advertising, promotion or marketing by any other event promoter in the pavilion;
- Products and/or brand displays from companies competing with the event's official sponsors;
- Display of beverage and soft drink brands in visible locations

Exhibitors who do not comply with this rule will have their materials collected by the Security Department and will only be able to remove them after the end of the event. Informa Markets Latam may also ban the booth from operating at any time.

It is prohibited to sell products or services to the visiting public during the event.

### 10.2 EXHIBITION OF MACHINERY AND VEHICLE IN THE BOOTH

For all motor vehicles that will be on display, it is mandatory that the fuel tanks are below the reserve line in order to avoid a large quantity of flammable liquid in an enclosed space. The Operational Team may, at any time, request that the vehicle's fuel level be checked.

The exhibition/demonstration of any used machines and/or equipment is prohibited. All equipment must be new and unused. The Organizer will notify the exhibiting company at any time and demand that the equipment in question be removed or covered and will take the appropriate measures at the exhibitor's expense.

- The demonstration of any equipment, product, structure or element that poses a risk to people, or that produces a high level of noise or vibration that could disturb the operations of neighboring stands, will be suspended by the event organizers. The permitted noise limit during the event is 80 decibels.

### **10.3 EVENTS AT THE BOOTHS**

It is strictly forbidden to hold any events inside the booths:

- Pyrotechnic shows using smoke or dirigibles;
- Presentation of live models of any sex half-naked or wearing sex coverings;
- Animals of any species or size, including birds to decorate the stand or to
- demonstration of the products on display;
- The use of drones inside the pavilion;
- Popcorn distribution is not allowed at the event;
- Samba school performances are forbidden.

### **10.4 AMBIENT SOUND AND MUSIC**

All sound produced in the booth by audiovisuals, recorders, radios or any other equipment must **not exceed normal voice volume or 80 decibels.**

The use of any amplification device to broadcast sales or promotional messages is also prohibited.

If the exhibitor does not comply with this rule, the following measures will be taken by Informa Markets Latam:

- ✓ On the first infringement: a verbal request will be made to establish the permitted volume of sound;
- ✓ Second infringement: the exhibitor will be notified by letter from Informa Markets Latam.

Failure to comply with requests to reduce sound levels will result in the power supply being cut off and the equipment in question being removed, without prior warning, for an indefinite period of time and a fine will be charged.

In the case of lectures, presentations, etc., it is recommended to use closed environments, such as halls, auditoriums, etc., or open spaces as long as the acoustics include headphones for the audience.

In accordance with Law No. 9,610/98, which regulates copyright, exhibiting companies that use ambient music in their booths, even via AM/FM, must pay a specific fee using a separate guide provided by ECAD.

**Please note:** Live music and surround sound only after 7pm, so as not to disturb neighboring booths, with the prior formal approval of the promoter.

Exhibiting companies wishing to hold any kind of promotion, such as concerts, live music, presentations, etc., must first consult Informa Markets Latam for authorization.

## **ECAD – SP**

Av. Paulista, 171 - 3º Andar – Edifício Dom Pedro I de Alcântara - CEP: 01311-000 –São Paulo/SP

Horário de atendimento: 09:00 às 18:00

E-mail: [ecadsp@ecad.org.br](mailto:ecadsp@ecad.org.br)

Telefone: +55 (11) 3287-6722

WhatsApp: +55 (11) 3795-8031

Shows e Eventos: +55 (11) 3795-8042 - +55 (11) 3795-8037

Site: <https://www4.ecad.org.br/>

## **10.5 COMMERCIAL REPRESENTATION**

When the exhibitor is a commercial representation company, trading company, holding company, member of a business group or when it has associated companies, the presentation of products from other brands will be permitted provided that the exhibitor provides Informa Markets Latam with a list of the companies in advance, together with proof of the existing exclusive relationship.

## **10.6 FREE PRIZE DISTRIBUTIONS AND RAFLES**

The operation, issuing of authorizations and supervision of activities related to the free distribution of prizes by means of raffles, gift vouchers, contests or similar assessments are the responsibility of Caixa Econômica Federal, except when Caixa Econômica itself or any other financial institution is an interested party. In these cases, Seae - the Ministry of Finance's Secretariat for Economic Monitoring - is responsible for analyzing and authorizing requests.

For more information, visit: <https://www.gov.br/pt-br/servicos/obter-autorizacao-para-atividades-de-distribuicao-gratuita-de-premios-a-titulo-de-propaganda-ou-de-captacao-de-poupanca-popular> and [https://www.planalto.gov.br/ccivil\\_03/leis/15768.htm](https://www.planalto.gov.br/ccivil_03/leis/15768.htm)

Authorizations and necessary documents are the sole responsibility of the exhibitor.

**IMPORTANT:** Informa Markets Latam has no links with the competent bodies that determine the rules for the distribution of prizes and draws.

## **10.7 ALCOHOL CONSUMPTION AND OF NARCOTICS**

The use of alcohol, drugs and other substances is not permitted in the pavilion. Anyone under the influence of these substances will be removed immediately by Informa Markets Latam and will be permanently barred from activities for the duration of the event.

**“Exhibitors offering alcoholic beverages must comply with Law 14.592/2011, which prohibits the sale, offer, supply, delivery and allows the consumption of alcoholic beverages, even free of charge, to minors under 18 (eighteen) years of age”.**

Therefore, all exhibitors, by themselves or their legal representatives, agents or employees, are bound by the duty of care, protection and vigilance and must:



- (I) Post a notice prohibiting the sale, supply, delivery and consumption of alcoholic beverages, even free of charge, to minors under 18 (eighteen) years of age, in a size and location that is widely visible.

**“ALCOHOLIC BEVERAGES CAN CAUSE CHEMICAL DEPENDENCY AND, IN EXCESS, CAUSE SERIOUS HEALTH PROBLEMS”;**

- (II) Require an official identity document in order to prove the age of majority of those interested in consuming alcoholic beverages and, if they refuse, they must refrain from supplying the product.
- (III) Not allow people under the age of eighteen (18) to consume alcoholic beverages on the premises of their booth.
- (IV) Make alcoholic beverages available in specific places or booths, separate from the other products on display, with the signs referred to in item (i) above posted in the same space.



In case of doubt, the full text of the applicable legislation can be consulted at the following link:

<https://www.al.sp.gov.br/repositorio/legislacao/lei/2011/lei-14592-19.10.2011.html>

**10.8 PROHIBITED ACTIVITIES**

The following activities are prohibited:

- - Use of flames inside the hall;
- - Generators and radioactive materials;
- - Storing gasoline, kerosene, diesel oil or other flammable liquids, even temporarily, inside the pavilion;
- - Use of explosives and pyrophorics;
- - Speeding or reckless use of vehicles or equipment, including forklifts;
- - The presence of workers under the age of 18 during the assembly and disassembly period;
- - Welding services;
- - Spray painting or painting with compressed air;
- - Products classified as hazardous, including toxic, irritating, corrosive, harmful or oxidizing materials (with the exception of household cleaning materials);
- - Equipment that may cause a nuisance due to odor, emission of unpleasant noises or strobe lights;
- - Animals on site;

- Use of trolleys and distribution of popcorn.

## 10.9 FIRE EXTINGUISHER

Exhibitors are required to keep fire extinguishers in their booths in accordance with the following standards: NR 23 (fire protection), NBR 14.276/1999 (fire and panic brigade) and decree 46.072/2001 (fire protection). Failure to comply with these regulations will result in a fine, which will be levied for the duration of the event.

During the assembly, realization and disassembly periods, **there must be one fire extinguisher for every 25m<sup>2</sup>** with a charge compatible with the products on display and the materials used to assemble the booth, duly marked. **We recommend 4kg chemical powder, CO<sup>2</sup> or ABC extinguishers.**

CLASS	MATERIAL
<b>A</b>	Materials that burn at the surface and depth and leave residues such as paper, wood, fabrics, fibers, etc. 
<b>B</b>	Flammable products such as gasoline, thinner, diesel oil, etc. 
<b>C</b>	Energized equipment such as electric motors, machinery, etc. 

## 10.10 COMBUSTION ENGINES

Internal combustion engines will not be allowed inside the pavilion.

The use of any explosives, non-liquefied, toxic and combustible gases or LPG and helium gas cylinders inside the pavilion is prohibited.

In order to use non-toxic and non-flammable gases such as Nitrogen and Oxygen, the exhibitor must comply with the following conditions:

- Cylinders must be installed and operated by demonstrably qualified personnel in compliance with the relevant regulations;
- ART is required for the design and installation of the gas system and a certificate of conformity and civil liability signed by the responsible professional;
- Only use the product in well-ventilated areas;
- Do not drag or roll the cylinders on the floor, always use a suitable trolley for handling;
- Do not subject cylinders to mechanical blows or energized equipment;
- Do not use damaged cylinders;
- Use a control valve on the outlet line to prevent gas from flowing back into the cylinder;
- Use mechanical impact protection for the valve;



- Store in a dry, well-ventilated place, away from passageways. Cylinders must not be stored in the streets or escape routes of the building;
- Do not allow the ambient temperature to exceed 50°C;
- Cylinders must be stored upright and protected from falling by means of constructive elements that guarantee their stability;
- Keep at least one CO<sub>2</sub> extinguisher near the cylinders;
- The necessary changes should only be made at the times before or after the event defined by the promoter;
- Keep the MSDS sheet in a visible place;

The exhibitor must provide the signed Term of Responsibility (available to download from the Customer Portal - <https://portal.informamarkets.com.br/> ) for the use/exhibition of the cylinders.

The use/exhibition of toxic gases is not permitted.



## 11 LEGAL REQUIREMENTS

The exhibitor bears sole responsibility for complying with the legal requirements regarding obligations:

1. Tax authorities inherent to the Federal Revenue Service, Finance Department, City Hall, Social Security;
2. Ministry of Labor and Employment;
3. Central Collection and Distribution Office (ECAD);
4. COVISA;
5. National Health Surveillance Agency (ANVISA),
6. SIF
7. ANATEL.

### 11.1 IMPORTATION

#### 11.1.1 ICMS

Imports of goods or merchandise from abroad under the Temporary Admission Regime are exempt from the ICMS, with total suspension of the payment of federal taxes levied on imports, subject to the deadlines and conditions established in federal legislation and when destined 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, Anexo I, art. 37, VI)

#### 11.1.2 TEMPORARY ADMISSION OF GOODS FOR FAIRS, EXHIBITIONS, CONGRESSES AND OTHER EVENTS ( FEDERAL REVENUE)

Temporary admission is a customs regime that allows foreign exhibitors, or Brazilian exhibitors who want to exhibit certain goods from other countries at fairs and events, to enjoy total or partial suspension of the payment of customs duties levied on their import.

This benefit is only valid when the import of these goods is intended for the realization of/participation in cultural, artistic, scientific, commercial and sporting events, the packaging and transportation of other goods for trials and tests, with a commitment to be re-exported, and provided that the following legislation is regulated: **IN SRF n° 35/99, IN SRF n° 285/03 and IN SRF n° 611/06.**

The procedures to be applied in customs clearance, as well as the customs declaration to be used, depend exclusively on the purpose of the goods and can be found on the Receita Federal website:

<https://www.gov.br/receitafederal/pt-br/assuntos/aduana-e-comercio-exterior/manuais/carne-ata/topicos/2-admissao-temporaria/2-1-bens#anexob1>

(DECREE NO. 6.759, OF FEBRUARY 5, 2009. Customs Regulations - Article 136 - O).

### **11.1.3 IPI**

Products shipped directly for exhibition at sample fairs and similar promotions, carried out by the industrial establishment or industrial equivalent, may leave with the tax suspended, in accordance with Art. 43, II of RIPI/2010 - Normative Opinion CST No. 242/1972.

For more information on RFB Normative Instruction No. 1.361/2013, Arts. 3, caput, § 1, II, 4, 5, caput I, visit: <https://www.gov.br/receitafederal/pt-br/assuntos/orientacao-tributaria/tributos/ipi>

### **11.2 COVISA, ANVISA e SIF**

Exhibitors are required by law to keep their products, goods, services, environments and processes subject to health surveillance in compliance with COVISA and ANVISA legislation, remembering that the booth at fairs and events is the exhibitor's temporary establishment.

#### **COVISA - HEALTH SURVEILLANCE COORDINATION**

Rua Santa Isabel, 181, Vila Buarque - CEP: 01221-010 - São Paulo - SP

Opening hours: 9am to 4pm, Monday to Friday.

Phones: +55 (11) 3397-8278/ 3397-8279/ 3397-8280

[http://www.prefeitura.sp.gov.br/cidade/secretarias/saude/vigilancia\\_em\\_saude/](http://www.prefeitura.sp.gov.br/cidade/secretarias/saude/vigilancia_em_saude/)

#### **ANVISA - NATIONAL HEALTH SURVEILLANCE AGENCY**

Trecho 5, Área Especial 57 - CEP: 71205-050 - Brasília - DF

Opening hours: From 7:30 a.m. to 7:30 p.m., Monday to Friday.

Telephone numbers: 0800 642-9782

<https://www.gov.br/anvisa/pt-br>

All products of animal origin under the responsibility of the Ministry of Agriculture, Livestock and Supply are registered and approved by the S.I.F. in order to guarantee products with sanitary and technological certification, in compliance with current national and international legislation.

#### **SIF - FEDERAL INSPECTION SERVICE**

Ministry of Agriculture, Livestock and Supply

Esplanada dos Ministérios - Bloco D - Brasília/DF - CEP: 70.043-900

Telephone: (61) 3218-2828

Customer Service: 0800 704 1995

<http://www.agricultura.gov.br/assuntos/inspecao/produtos-animais/sif>

### **11.3 INSPECTION BY THE MINISTRY OF LABOR AND EMPLOYMENT**

#### **CONTACT: MINISTRY OF LABOR AND EMPLOYMENT**

Alô Trabalho Call Center: 158 (national service)



<https://www.gov.br/trabalho-e-emprego/pt-br>

### **11.3.1 AUDITOR OF THE MINISTRY OF LABOR AND EMPLOYMENT**

It checks companies' compliance with worker protection legislation, with the aim of combating informality in the labor market and ensuring compliance with labor legislation.

<https://www.gov.br/trabalho-e-emprego/pt-br/assuntos/inspecao-do-trabalho>

## **11.4 SOCIAL SECURITY**

### **General Social Security Ombudsman - OUGPS**

Call Center 135 - Via Telephone

PREVCARTAS - Mail: P.O. Box 09714 - CEP 70001-970 - Brasília-DF

In-Person Service: Esplanada dos Ministérios, Bloco F, Edifício Anexo, Ala "A", 1º andar,

Monday to Friday, from 8 a.m. to 6 p.m.

Site: <https://www.gov.br/previdencia/pt-br>

## **11.5 ANATEL**

Exhibitors must comply with **ANATEL's** regulations on the use of the spectrum and the approval and use of any equipment where any type of information transmission is carried out, whether telecommunication or not. Inspection and fines may result in the removal of equipment during the event, as well as other types of penalties applied by the regulatory body.

The regularization and approval of equipment before starting to use or sell telecommunications equipment can be found at: <https://www.gov.br/anatel/pt-br/regulado>

To find out about the need to obtain a UTE (Temporary Use of Spectrum) authorization before using radio frequency emitting equipment or demonstrating new technologies that occupy the spectrum, read the guidelines at: <https://www.gov.br/anatel/pt-br/regulado>

**The minimum deadline for applying is 15 days before the start of operations.**

## 12 TERM OF RESPONSIBILITY FOR EXHIBITORS AND ASSEMBLERS

Exhibitor: _____	
Company name: _____	
Legal representative: _____	

Assembler: _____	Nº Booth: _____	M²: _____
Company name _____	CNPJ: _____	
Legal representative: _____		
Services provided: _____		

In concluding this agreement, the parties took into account that:

- (i) The Exhibitor has entered into a Participation and Services Contract with Informa Markets Ltda., the purpose of which is to rent an area for **HOSPITALAR 2026 to be held between May 19 to 22, 2026;**
- (ii) The Exhibitor undertakes to effectively comply with the specific conditions, general conditions and participation manual that make up the Contract entered into with Informa Markets Latam;
- (iii) The Exhibitor expressly declares that it is fully and unrestrictedly aware of the safety standards and measures that must be adopted by itself, its legal representatives or agents, and by the assembly companies, suppliers, providers, third parties and their employees;
- (iv) The Exhibitor is the sole and exclusive contractor for the services of the Assembler, qualified above, and must ensure the conservation of the area and effective compliance with all safety standards and measures by the Assembler, taking full responsibility for the services it has contracted, whether before Informa Markets Latam or any third party;
- (v) The Assembler declares itself responsible for the assembly of the booth, material, team and any other service provider contracted during the entire period from assembly to disassembly of the booth.

Having made the above preliminary considerations, the parties, Exhibitor and Assembler, hereby declare that they are jointly and severally liable to Informa Markets Ltda., located at Avenida Doutora Ruth Cardoso, 7221, 22º andar, São Paulo, SP, and registered with the CNPJ/MF under No. 01.914.765/0001-08:

- (i) For the upkeep of the area where the services will be carried out, undertaking to return it in the same condition in which it was delivered, free and clear of people, things and any materials;
- (ii) Setting up the booth in accordance with the rules, standards and contractual requirements stipulated in the Exhibitor's Manual and all those expressed in current legislation;
- (iii) Effectively complying with occupational health and safety rules and measures in order to protect and prevent risks and damage to the life and health of workers, as well as taking all necessary measures to monitor them;

- (iv) (Compliance with all Regulatory Standards (NRS) applicable to events, which are legal standards incorporated into Brazilian law, ensuring that all its employees and/or contractors are legally qualified in accordance with said standards;
- (v) For any damage they may cause, directly or indirectly, to the Pavilion, service providers, employees or any third parties.

Paragraph One: In the event of non-compliance with item (i) above, the Assembler shall pay Informa Markets Latam a non-compensatory fine of R\$ 2,000.00 (two thousand reais), without prejudice to the determination and compensation of any damage that may occur to the buildings, installations, equipment and accessories.

Paragraph Two: The parties, Exhibitor and Assembler, shall be jointly and severally liable, by themselves, their legal representatives or their agents, for any damage they may cause during the provision of the services, whether material or moral, in the civil or criminal sphere.

São Paulo, \_\_\_\_ , \_\_\_\_\_, 2026.

“In agreement”:

\_\_\_\_\_  
**Exhibitor's name**

\_\_\_\_\_  
**Assembler's name**

\_\_\_\_\_  
**Exhibitor's signature**

\_\_\_\_\_  
**Assembler's signature**

**FOR USE BY INFORMA MARKETS LATAM:**

~~We certify that the item was returned on \_\_\_\_ / \_\_\_\_ /2025, in the following conditions:~~

- ~~( ) In perfect condition~~
- ~~( ) Missing parts or accessories~~
- ~~( ) Presenting the following defect:~~
- ~~( ) Others: \_\_\_\_\_~~