



30th International
NO-DIG 2012 SÃO PAULO

12 a 14 de novembro de 2012

Pavilhão F - Expo Transamérica - São Paulo - SP

EXHIBITOR'S MANUAL

November 12 to 14, 2012
Transamérica Expo Center – Hall F
São Paulo – SP – Brazil

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CHECK-LIST

Below there are the dates to send service request forms to the organizers of the 30th International No-Dig 2012. Returning the filled in forms by the dates specified will ensure the provision of essential services to adequately showcase your products and services during the event. Completing and returning forms number 01, 02, 05, and 07 is mandatory.

Form	Reference	Deadline
01 (*)	Official catalog – free participation	September 25, 2012
02 (*)	Power supply	October 10, 2012
03	Hydraulic installation	October 10, 2012
04	Telephony – phone access point and Internet	September 25, 2012
05 (*)	Exhibitor's badges	October 10, 2012
06	Service providers' badges	October 10, 2012
07 (*)	Assembler registration – project of the booths	October 10, 2012
08	Assembler accreditation	October 10, 2012
09	Assembly and disassembly period cleaning	October 10, 2012

(*) mandatory

INTRODUCTION

Dear exhibitor,

We are delighted to present you the exhibitors' manual of the 30th International No-Dig 2012 to take place on November 12, 13 and 14, 2012 at Hall F of the Transamerica Expo Center, in São Paulo.

This manual has been designed to provide a comprehensive step-by-step guide for your company's participation in the event, with detailed information on the necessary procedures.

The manual contains the relevant forms regarding the services offered, for which we have thoroughly selected service providers. We request special attention to the deadline to return the forms herein.

We would also like to take this opportunity to reiterate that the Exhibitors' Call Center is available to answer any further questions on the number +55 (11) 3868-0726 or by e-mail at feiras@acquacon.com.br.

TIMETABLE

The deadlines provided in the timetable have been set forth based on the needs of promoters and exhibitors. Failure to comply with the deadlines shall compromise the services provided, thus exempting promoters from any liabilities.

Assembly period - November 9 to 11, 2012

- November 9 – 10 AM to 8 PM - special booths

- November 10 and 11 – 8 AM to 8 PM - special booths

- November 11 – noon to 8 PM - decoration of basic assembly booths

Attendance of CAEX (Exhibitor's Assistance Center) - 8 AM to 8 PM, November 9 to 11

Event Period

Exhibition opening: November 12, 2 PM

Opening dates: November 12, 13 and 14, 2 PM to 8 PM

Disassembly period

- November 14 – 8 PM to 10 PM - removal of audio and visual equipment, as well as electronic and IT devices, furniture and decorations

- November 15 - 7 AM to 6 PM - access granted to stand constructors to disassemble booths

GENERAL INFORMATION

Promotion

ABRATT - Associação Brasileira de Tecnologia Não Destrutiva

Alameda Olga, 422 – conjunto 97 – Barra Funda – São Paulo, SP – e-mail: secretaria@abratt.com.br

Organization and sales

Acqua Consultoria

Rua Dr. Cândido Espinheira, 560 – sala 32 – CEP 05004-000 – São Paulo – SP

Phone/fax: +55 (11) 3868-0728 – e-mail: feiras@acquacon.com.br – www.acquacon.com.br

Event venue

Transamerica Expo Center – Hall F

Av. Dr. Mário Villas Boas Rodrigues, 387 – São Paulo – SP

Ticket policy

Selling or charging for tickets for the event or to any promotions offered at booths is expressly forbidden to exhibitors.

Advertisement

- Official catalog - free participation

The official catalog of the 30th International No-Dig 2012 shall be available to visitors during the whole event. Form number 01 must be fully completed, with all product lines and/or services information, and sent by the deadline set to secure exhibitors' inclusion in the catalog. Exhibitors who do not meet the deadline and the requirements set on the form shall have only their registration data from the rental and participation agreement included in the catalog.

Services payment

Upon request of complementary services to be provided at the booths during the event, through electronic forms under the option "Manual - forms" of the 30th International No-Dig 2012 (www.acquacon.com.br/nodig2012), payment shall be made by the time the exhibitor representative get to the exhibition hall. Services requiring additional payments, after inspection of the hall, shall be charged after the event.

Services available during the event

- CAEX – Exhibitors' Support Center

Support for exhibitors, assemblers and other service providers from assembly to disassembly.

- Emergency medical facility

Emergency medical services available from when assembly begins, throughout the event and until complete disassembly.

- Registration

Support to visitors during the event.

- Press room

Support to exhibitors and their respective press agencies, as well as visiting journalists.

OFFICIAL SERVICES PROVIDERS

Below there is a list of companies registered by the organizers as service providers to the 30th International No-Dig 2012.

Booth assemblers

Assembly and decoration of basic assembly booths and special booth project design.

- Hotma Stand e Arquitetura

Phone: +55 (11) 3728-4000 – Fax: +55 (11) 3611-7951 – website: www.hotma.com.br

Getulio Tamada – Director - hotma@hotma.com.br

Vanderlei Passos – business manager – vanderlei@hotma.com.br

Support to exhibitors:

- Nina Escher – Event Manager – nina@hotma.com.br

- Marcia Hashimoto – marcia@hotma.com.br

- Vânia Martins – vania@hotma.com.br

Travel agency

Hotel reservation, national and international plane tickets, car rental, tourism packages before and after event, transfers, city tours and other services.

R3 Viagens, Incentivo e Eventos

Phone: +55 (11) 3871-1959 – Skype: [r3viagensvendas](https://www.skype.com/user/r3viagensvendas) - MSN: [vendas@r3viagens.com.br](https://www.msn.com/vendas@r3viagens.com.br) - e-mail: info@r3viagens.com.br

Website: www.r3viagens.com.br

RULES AND REGULATIONS

We advise exhibitors to notify their booth assemblers of the following rules and regulations, thus transferring compliance liability. The required procedures are based on technical standards. Booth assembly must not be non-compliant with standards and legal regulations (ABNT, Contru and other bodies) or the guidelines set forth in this manual. Exhibitors, or their appointed assemblers, are fully responsible for building and assembling their own booths, regardless of the order or title.

Unawareness of the standards set forth herein does not exempt the exhibitor and its contracted parties from the penalties, fines, sanctions or liability foreseen in this manual. In the event of non-compliance with the standards set forth herein by an exhibitor company, or its contracted assembler, a BRL 3,000.00 (three thousand Brazilian Reais) shall be applicable for each standard non-complied with.

Failure by the exhibitor and its agents to comply with deadlines or other instructions set forth herein, automatically exempts the promoter from any liabilities for damages caused to the exhibitor during all operation periods -i.e. assembly, event and disassembly.

Access to the hall - loading and unloading

Loading and unloading of materials and merchandise may only take place at the back of Transamerica's halls. Truck access for loading and unloading is only permitted up to 24 hours before the time scheduled for the start of the event; and materials will only be allowed in up to 1 hour before the time scheduled for the start of the event.

Trucks and vehicles will be allowed into the loading/unloading area on a "first come, first serve" basis. The driver must remain in the vehicle. Event organizers accept no liability for guarding the vehicle, losses or misplacement of merchandise, both in internal and external areas; it is assemblers and other contractors' responsibility to guard these and ensure their effective delivery to the assembly area.

Cars, trucks and other cargo vehicles will not be allowed to park inside the halls. **Trolleys are expressly forbidden inside the halls after carpet have been set up on the aisles.**

During the assembly and disassembly periods entry is expressly forbidden for children under 16 (sixteen) years old, even when accompanied by an adult.

Construction materials and/or booth element in circulation areas

Circulation areas and contiguous booths shall not be used as storage for assembly materials, tools and products to be installed in booths. The entire assembly operation must be carried out within the limits of the booths being assembled. If any materials need to be temporarily placed in circulation areas, a free 1.00 m-wide area must be left in the center of all pathways to allow circulation of trolleys and quick passage of emergency devices, rescue teams, help, fire brigades and firefighters. **After carpet have been installed, littering the streets of the exhibition hall is expressly forbidden.**

Booths

Product exhibition

Exhibition or demonstration of any used products or devices is expressly forbidden. The products displayed must be new (unused).

Heavy equipment

Access to heavy equipments, which require cranes (truck munck), will be permitted on November9, 2012 from 10 AM. All devices must be at the exhibition hall at this time for logistical purposes.

Heavy equipment includes any and every material and/or equipment that need to be moved using a crane. We would like to take this opportunity to notify that the Transamerica Expo Center has no docks or any other type of structure to load or unload devices; hence, it is exhibitors' responsibility to arrange a specialist team.

Forklifts will be allowed into the hall on November11, 2012.Event organizers must provide prior approval for access and circulation of stackers on any other day.

Organizers will not be responsible for providing forklifts or cranes. Exhibitors are fully responsible for handling their equipment.

Operation

During the whole event, there must be at least one exhibitor staff member available at all times to provide information on the products and services displayed. Activities on booths are not permitted to finish before the closing time of the event, even on the last day.

Booth maintenance and supply

During the exhibition, merchandise to refill booths may only enter the exhibition hall before the starts of the event; i.e. between 8 AM and 9 AM. All food products must be packed in individuals containers for transportation (ice, liquids, etc.). All maintenance services provided by assemblers must also be carried out between these hours, except for emergency services, which may affect the smooth operation of the exhibition. In such cases, services require authorizations from event organizers.

Booth project

Every booth to be assembled must have a project, which includes floor plan, quoted and prospect elevation, and legible name and signature of the qualified person in charge of the project.

Booth project must meet all requirements listed herein, as well as public order requirements, and must be sent to event organizers by **October 10, 2012**. Approval of booth project by promoters of the 30th International No-Dig 2012 is limited solely to an assessment of the applicable assembly standards and use of the space rented. Projects non-compliant with the standards, regulations and dispositions of this manual will not receive permission for assembly in the exhibition hall. Upon receipt of the free space to assemble the booth, the assembler must make an escrow payment (deposit check) of BRL 3,000.00 (three thousand Brazilian Reais). Upon return of the allotted space, the assembler may request event organizers for reimbursement of the escrow payment, which will only take place after organizers verify that the space is free from residues and completely vacated, as delivered on the assembly day.

Security standards - booth assembly

Use of combustible materials or substances to decorate booths is forbidden. Where flammable materials are used, there must be proof that these have been subject to anti-flame treatment -i.e. a certificate by the IPT (Technological Research Institute) must be provided. If such materials are reused, an anti-flame treatment must be applied by a qualified technician. The use of any type or group of corrosive products is forbidden. No explosives of any kind, confetti, paper strings or similar products are allowed into the hall. This prohibition extends to toxic and liquefied gases, inert and non-inert, combustible and flammable gases. The use of LP gas is forbidden, as well as of any kind of inflammable gases, inside the exhibition hall. All food preparation devices must be electrical. The use of internal combustion engines or any other devices that may release gas, smoke or grease is forbidden inside the exhibition hall. The use of any heat sources (e.g. gel or liquid alcohol-fueled stoves, etc.) is forbidden. For security reasons, we recommend the use acrylic or plastic cups and we discourage the use of glass containers or bottles.

Assembly

Unloading the truck by throwing materials on the hall floor during booth assembly is forbidden. We ask exhibitors to advise the contracted assemblers to contact event organizers for more information on hall features where booths are being assembled (e.g. columns, hydrants, extinguishers, mezzanine extensions, etc.).

- Maximum weight permitted
- Internal area of the exhibition: 800Kgf/m²
- external area of the exhibition: 800Kgf/m² in paved areas; in areas of stone chip floors, a support and protection device must be used (e.g. steel plates, wood beams, etc.) to prevent the floor from giving way, and the weight of the support must be added to the overall weight of the device in the calculation of the static load. We recommend a technical visit to the site.
- The maximum height permitted for booth structural elements and visual programming elements: the maximum height of the whole internal area of the exhibition is 3.60 m; and the maximum height of the external area of the exhibition is 5.50 m.
- Setback conditions

Building separation walls at booth perimeters is compulsory within booth area. Minimum height of the walls must be 2.20 m from the exhibition hall floor. The table below shows the setbacks for division walls between booths or any other elements or structures in relation to the height of components. There is no need for setbacks for walk ways.

Height (m)	Minimum setback (m)
up to 3.60 m	0
from 3.61 to 4.00 m	0.50
over 4.00 m	1.00

An RRT (Technical Responsibility Record) must be issued, paid and presented for all booths; these must be sent to event organizers with the approval projects (see page 5 - Booth Project).

In the internal area of all booths there must be anti-smoking signs as foreseen by the Anti-smoking law during the entire booth assembly and disassembly periods.

Booths shall have self-sustained structures, which must not be mounted against any part of the exhibition hall. No structures or support materials may be found leaning against walls, columns or doors in the hall. It is also forbidden to pierce wholes on internal and external floors and walls during assembly, disassembly and during the event. The external surfaces of booth division walls in non-modulated areas that are not being used to display promotional materials must be carefully finished. All construction elements must be well finished so as not to compromise the display of the neighboring booth. Any and every component of booth assembly that may be seen from the neighboring booths or by passers-by on the main and/or transversal aisles, will only be permitted if its finish is of the same quality as the front of the booth. Painting is forbidden on the walls, floors or ceiling of the internal and external areas of the exhibition hall.

The manufacture of any wooden elements is forbidden inside the hall; these must be pre-mounted and prepared at assemblers' premises -i.e. they must be pasted, filed and painted before delivered to the exhibition hall, where only final finishes and touches are permitted. The use of circular saws mounted on worktops is forbidden to build any booth elements or components. Electric welds are also forbidden, as well as extensions on mounting surfaces, where flooring is being laid with glue and other flammable materials. Manufacturing of iron structures is forbidden inside exhibit halls, which must be pre-mounted and prepared at assemblers' premises

-i.e. they must be painted before delivered to the hall, where only final finishes and touches are permitted. Inside the halls mounting of metal structures is only where screws are used, and occasionally, there may be a few touch-ups to welded points.

All structural elements of modular assemblies must secure the whole structure. The use of pins or other wooden parts to join or lock mounted structures and/or aluminum or similar bars, as well as any other mounting elements is forbidden.

Basic assembly booths

Exhibitors who drop out of the basic assembly must notify event organizers by October 5, 2012 by e-mail feiras@acquacon.com.br

Basic assembly booths are comprised of walls mounted on a modular system, with white TS panels 2.20-m high in aluminum structure; open ceiling with an empty space in the internal area of the 2.20 m-high booth, gray lining carpet, 1 table, 3 chairs, identification board without any logos and with the name of the company in standard black letters, 1 spot light every 3m² of booth area and 2 (two) 220v outlet. All elements are supplied as rental during the event. The use acrylic foam double-sided tape and VHB tape on panels and other structural elements is forbidden, as these damage the material. Once the stand has been provided by event organizers, it becomes the exhibitor's responsibility to maintain and cleaning it during the event. Painting the panels is expressly forbidden.

Floor

Using the floor is mandatory in all booths, except for basic assembly booths as per the standard set forth by event organizers. In regards to the assembly of internal gardens or booth attachments, areas must be protected with plastic materials to protect the floor. The use of oil- or chemicals- products is forbidden on the hall floor. When carpets or other materials are used on the floor, these must be fixed with double-sided tape from the brand Adere (code 462). The use of glue to fixate carpets or any other types of materials is forbidden, as well as cement mortar, lime and sand.

For any and every booth with high floors, regardless of the type of material, there must be an access ramp for wheel chair access. This structure must be contained within the boundaries of the area rented by the exhibitor, and must not extend into the Exhibition's aisles. In order to facilitate movement in the event area, we suggest that the edges of the booth are beveled and used as wheel chair access ramps. For a 10-cm high floor, the ramp must be 1.00 m deep and 1.00 m wide. For more information check the NBR 9050 standard.

Island and semi-island booths

Island or semi-island booths may not, under any circumstances, be completely closed on the sides facing walkways. Walls must follow the setbacks table and may only be built across a maximum extension of 1/3 of their lineal length; and these walls must not former corners that prevent visibility from outside. In additional lengths to each side, closures will be allowed only in clear crystal-type glass and should contain only safety signs (colored stripes, graphics, logo, etc.), free from any elements which may block visibility from inside the booth or from neighboring booths.

Two-story booths

Two-story (mezzanine) booths will not be permitted in the internal and external areas of the exhibit.

Runways, stages and high floors

Construction of runways or stages in booths will only be permitted when the contracted rented area is equal to or exceeds 150m². Any and every footpath or stage must have maximum height of 1.20m and minimum setback of 2.00m from booth perimeters. These structures must completely face the inside of the booth, regardless of whether the area is an island or not, and must have anti-fall protection for users and maximum capacity at any time. In other booths where people may circulate, high floors may not exceed 1.20m-high from the hall floor. The scope of the RRT must include these elements.

Emergency exits

Booths with closed areas in excess of 100m² must have emergency exit doors leading out of the booths. These must be duly indicated and escape routes must be indicated inside the booth. There must also be a sign indicating the maximum capacity of the area in number of people (physical capacity).

Glass walls

The maximum height of walls mounted with basic glass panels is 2.20m. Safety signs must be displayed, and a safety -i.e. "tinted"- film must be applied. Walls mounted with polycarbonate, acrylic, laminated or tempered glass panels may be allowed to exceed the maximum height. A non-chipping certificate must be presented for tinted glass panels.

Horizontal extension

The horizontal extension of any assembly element or other products displayed must be contained within the perimeter of the booth's area, as well as meet the setback requirements set forth on page 05. Extending into aisles or neighboring booths is forbidden, except for identification boards holders in basic assembly booths, which are the responsibility of event organizers.

Construction embargo

In order to ensure the safety of everyone attending the event -i.e. service providers, exhibitors and visitors- the promoter, based on a report from its technical team, has the right to overrule the construction and/or assembly of any booth at odds with the standards set forth in this manual, as well as booths built differently or not according to the approved design. In the exhibitor fails to amend design parameters in due course, the booth shall be prevented from being used during the event, which shall have no effect on the contractual amounts payable to the promoter of the event.

Power supply

The voltage in the hall is 220v - available in single-phase 220v and three-phase 380v. All exhibitors using appliances with different voltage requirements must use voltage adapters.

The minimum voltage available to exhibitors is 1.0 kVA per booth; or 0.09 kVA per square meter of the area allotted for the booth. If an exhibitor requires a larger supply, this must be requested to organizers through form 02 by October 10, 2012. The payment for this request shall be made by the time the exhibitor representative get to the exhibition hall.

Power will be provided in whole units of kVA. In the event of fractioning, the number shall be rounded up to the nearest unit. Providing accurate information through this form is essential to ensure that the phases of the distribution lines in the Transamerica Expo Center are perfectly balanced and safe for all exhibitors. In order to calculate power requirements please check the power calculation table (page 13).

All booths with metal structures must be earthed to prevent electrical shocks. Three-phase breakers or fused switches must be installed at the power source provided and mounted in the appropriate boxes with doors. Only anti-flame insulated copper cables may be used to connect the power source through breakers to the load, using adequate terminals, conduits and box leads. The use of PP cables is mandatory in all electrical installations, including in basic or interim assemblies during the assembly period. All connections must be duly insulated. Special voltages which must not be turned off, must be connected to independent (emergency) circuits. Electronic devices shall be connected to individual circuits. When activities end at the end of each day, all power circuits must be turned off.

Note: no break voltage stabilizers must be used to protect delicate devices.

Hydraulic installation

Exhibitors who wish to have hydraulic installations must request so through form 03 **by October 10, 2012** and provide the blueprint showing the installation point. Protective plug whole grids must be installed to prevent blocking of sink piping. It is noteworthy that the assemblers contracted by the exhibitor is responsible to supply and install the materials required by the secondary hydraulic and sewage networks of booths, from the source provided by the hall. Weldable and low resistance PVC pipes and hoses must not be used for water piping; instead, only flexible tubes (preferably from the brands Akos or Tigre) may be used with screw-in connections and/or quick plugs and there must be an easy access master water tap for emergencies. The water supply point must not be installed by the power point. **No water supply points may be installed in the external area of the exhibition.**

Air conditioning

The use of air conditioning devices is forbidden across the entire hall.

Telephony

Data and voice services in the Transamerica Expo Center are provided exclusively by NEC, which has phone devices available to exhibitors, and the use of any other devices is forbidden. Requests for data and voice points must be made through the appropriate form provided by Transamerica Promoções e Eventos; we recommend checking the deadlines for such requests.

Video-walls and screens

Structures for video-walls and large screens may be in iron or wood, and their capacity must be double the weight of the equipment installed on these structures. The finish on such structures must be of the same quality as the rest of the booth. Operation booths for such devices must not be used for any other purposes, such as storage or dining area.

Special lighting

The installation of any type of special lighting such as spotlights, light cannons, laser cannons, halogen lamps, chandeliers, etc. must have structures compatible with the weight of such equipment and be totally safe for exhibitors, visitors and to the event as a whole.

Cleaning – assembly and disassembly

Exhibition organizers are responsible for the maintenance of common areas and lobbies during event assembly and disassembly. The assembler contracted is responsible for heavy cleaning inside the booths after their assembly.

A fee is charged for the cleaning of the common areas of the hall during event assembly and decoration. This fee is payable by the assembler or by the exhibitor, if the latter carries out its own assembly.

Assemblers must pay a cleaning fee of BRL 20.00 (twenty Brazilian Reais) per mounted square meter on the removal of waste during event assembly and disassembly. Otherwise, assemblers will not have permission to begin assembly. Payment must be made at the event's administrative office in the hall, when assemblers will pay for and collect their credentials. Please note that the fees payable by assemblers (i.e. assembly cleaning and assembler credentials) are payable only at the hall and upon receipt of the booth assembly area. No assemblers fees will be collected prior to assembly.

Cleaning – event

Event organizers are responsible for the maintenance of common and circulation areas during the event. Exhibitors who wish their booth to be cleaned may only hire the official cleaning services company, which is duly authorized to provide cleaning services during the event. No other companies will be permitted other than the official one.

Booth cleaning services must be provided daily from 8AM to 10 AM, and the waste collected must be disposed off in the hall's trash can by exhibitors' cleaning staff. Furthermore, all waste must be disposed off in plastic bags to be collected by the organizer's cleaning team. **Littering aisles is strictly forbidden.**

Security

Organizers will provide general, 24-hour security services during assembly, event hours and disassembly of the event. **We warn exhibitors to keep gifts, samples, valuables, electronic devices, laptops, portable devices, etc. (phones, notebooks, cameras, palmtops, among others) in a secure location in their booths, particularly during the event, due to the large numbers of visitors. Organizers are not liable for any items stolen in the premises.**

The promoter may remove any person whose behavior or clothing is deemed at odds with the image of the event or premises, or who refuses to obey local security regulations. Exhibitors who wish their booth to have a security service may only hire the official security services company. No other companies will be permitted other than the official one, and exhibitors' staff is forbidden to act as booth guards.

For assemblers who wish to have their staff guard materials during assembly, will require issuance of an **Assembler – Guard** credential for a fee of BRL 50.00 (fifty Brazilian Reais) each, which will be valid only during assembly inside the hall. No guards will be allowed after assembly hours.

Personal Protective Equipment (PPE)

Exhibitors are responsible for providing their employees and/or contracting parties with the appropriate Personal Protective Equipment (PPE) for assembly and disassembly. Such equipment must be in perfect conditions of use and operation, ensuring the complete safety of workers and others at the assembly site.

- Glaziers: non-slip rubber gloves, goggles and leather shoes with reinforced toes (wooden clog).
- Upholsterers: protective masks when using glue and leather shoes with reinforced toes (wooden clog).
- Welders and metal workers: split gloves (leather), leather apron, goggles, welding masks and leather shoes with reinforced toes (wooden clog).
- Painters: rubber gloves, protective masks and leather shoes with reinforced toes (wooden clog).
- Electricians: insulating rubber gloves up to the elbow and shoes with insulating soles.
- Cleaning staff: rubber or leather gloves and shoes (PVC booths, pixie boot).

The fire brigade team is responsible for overseeing on the use of PPE and will carry out inspections during the event, which includes assembly, event hours and disassembly.

Assembly of aerial elements in the external and internal areas of booths must comply with the work safety standards set forth by Ordinance No. 3.214/78 of Ministry of Labor, under Regulatory Standards (NR) 06 and 18, and shall be supervised by the fire brigade team. If the referred ordinance and standards are not fully complied with, exhibitors and their respective third parties shall be subject to fines and embargo. The Promoter or Organizer will accept no liability for non-compliance with this procedure by the company hired by the exhibitor.

The use of helmets is mandatory to all individuals in the assembly site.

Obstruction of hall devices

If there is a ground or floor hydrant in your booth area, this cannot be obstructed by equipment or walls. Removal of fire extinguishers from their fixed points to extinguish fire elsewhere is forbidden.

Fire extinguishers

At the booth and during all activities related to the exhibition – from the start of assembly to complete disassembly – exhibitors must ensure that the load on fire extinguishers is compatible with the products displayed and the materials used to assemble the booth (CO2 and dry chemical powder), and these must not be installed in stairways or be obstructed. They must be suitably labeled and adequately placed as per the tables below.

When there is no booth division			
Area – m ²	CO2		PQS (dry chemical powder)
Up to 50	1	or	1
From 51 to 100	2	or	2
From 101 to 150	3	or	3
From 151 to 200	4	or	4
From 201 to 250	5	or	5

When there are booth divisions			
Area – m ²	CO2		PQS (dry chemical powder)
Up to 50	2	or	2
From 51 to 100	4	or	4
From 101 to 150	6	or	6
From 151 to 200	8	or	8
From 201 to 250	10	or	10

We recommend the use of the ABC powder extinguisher as it may replace any type of A, B and C specific extinguisher. The promoter and the official security company of the event reserve the right to require more fire extinguishers, to carry out inspections, to request reloads and to determine where extinguishers should be placed.

Insurance

Booths, merchandise, products and staff of any nature, including agents, transporters, assemblers, winch and handling companies, and all others are not covered by insurance at any point during the event, including assembly/disassembly. Exhibitors are solely and fully responsible for any damages or contingencies that may arise, and must contract their own insurance and public liability insurance. Lack of an insurance policy or failure to provide cover for the aforementioned risks will render the exhibitor and its contracted assembler fully liable for any damages that may occur, and any losses or injuries caused to the promoter, the hall and third parties.

The insurance policy must include:

- Public liability insurance (PL)

Physical injury or damages caused to third parties during the event (assembly/disassembly/event hours). Minimum amount insured: check availability with insurance brokers. Validity period: from the start of assembly to the last day of disassembly.

- Miscellaneous risks insurance (MR)

Loss of or damage to equipment during the event (assembly/disassembly/actual event). Amount insured: check availability with the insurance broker on the coverage, as well as list all merchandise and equipment being exhibited. Validity period: from the start of assembly to the last day of disassembly.

- Personal accident insurance (P.A.)

Personal accident coverage for visitors and staff employed in the event.

In no event will the promoter accept any liability for any of the aforementioned events or for the cost of such policy.

The organizers shall not be liable for any damages, theft or injuries to persons, equipment or products during the event or during the assembly/disassembly periods, including upheaval, theft, sabotage, failures or interruptions in power, water and telephone supply or claims of any kind.

Work attire

Any employee or individual working on behalf of assemblers will only have access to the hall if he/she is wearing the company's uniform or shirt, trousers, shoes or sneakers; in addition to the appropriate credentials of the 30th International No-Dig 2012. The use of clogs, sandals or slippers is forbidden.

Inappropriate attire

Shorts, low-cut tops and any other informal attire which are inconsistent with the spirit of sobriety of a business exhibition are expressly forbidden, and will be promptly enforced and barred.

Temporary labor

If any exhibitor employs interim workers directly, legal procedures must be carefully observed. When hiring third-party services (service providers) we warn you to request proof of official registration (articles of incorporation, business licenses, etc.) from the contracted company and respective federal tax payment forms (GRPS, FGTS, etc.). Third-party and employee documents shall be available at the booth for potential inspection by the Ministry of Labor, if required.

Underage labor

Underage labor is regulated for "public entertainment" facilities. If the exhibitor requires hiring (even temporarily) minors under 16 years of age during the event, a letter of parental consent, signed by both parents (with notarized consent and certified copies of ID and CPF – Individual Taxpayers' Registration number) must be provided, as well as birth certificates or child I.D., in addition to the employment agreement executed with the exhibitor.

For more information, please contact:

Child Court – Av. Eng. Caetano Álvares, 594 – 1º andar – sala 145 – São Paulo – SP – Phone: +55 (11) 3951-2525

Children and Youth Services Offices – Rua Aurélia, 650 – Vila Romana – São Paulo – SP – Phone: +55 (11) 3673-1577

Ministry of Labor

The Regional Office of the Ministry of Labor/São Paulo (DRT/SP), in recent inspections performed in exhibition halls, has requested the following documents from booth assemblers, exhibitors and service providers:

- Exhibitors' employees – certified copy of the employee registration form and the external timecard;
- Employees of services providers – services provider agreements; certified copy of the employee registration form or identification card with full name (badge), position, start date, PIS/PASEP number and external timecard;
- Temporary workers – agreement with the temporary employment agency, a record of this company's registration in the Ministry of Labor, list of temporary workers working and external timecard;
- Self-employed – a certified copy of registration at the City Hall and Social Security;
- Security – service agreement, certified copy of the employee registration form or badge, guard registration in the MTBE, external timecard, and all documents must comply with notice letter No. 1783/97 of the Federal Police.

Use of sound

The use of sound in open areas is strictly forbidden. Amplified sound is only permitted indoors. By "indoors" we mean "areas surrounded by walls (sides, front and back)". Materials used to surround areas must be soundproof and all equipment and speakers must be inside the booth. Any exhibitor who fails to comply with this rule will be required by the organizer to turn the sound volume down, and the promoter reserves the right to terminate the activity or the power supply to the booth.

In addition to amplified sound of any kind, performance of any bands, vocals, instruments and musical groups, television sets, video walls, artistic and folk performances or fitness sessions of any kind are strictly forbidden, unless expressly authorized by event organizers. The promoter reserves the right to terminate such activities in the event of disturbances, agglomeration or complaints from the neighboring booths, or if the exhibitor remains non-compliant with the terms previously approved.

Copyrights

Exhibitors wishing to host any musical performances in their booths, either live or recorded, must pay the appropriate fee to the Central Office of Copyright Collection and Distribution (ECAD), according to Law No. 9.610/98. The value of these fees varies according to the table set forth by the regulating body. We, therefore, recommend exhibitors to make prior arrangements with the ECAD to prevent potential setbacks, as payment is the sole responsibility of the exhibitor.

ECAD – Av. Paulista, 171 – 3º andar – CEP 01311-000 – São Paulo – SP – Phone: +55 (11) 3287-6722. Proof of payment of copyrights to the ECAD must be displayed at the booth for inspection.

Promotions

The commercialization of promotional merchandise during the event is strictly forbidden. No promotions and/or activities will be allowed outside the area leased by the exhibitor, such as: distribution of give away or promotional pieces; billboards and/or posters, etc.; puppets, robots, performances artists (shadows, living dolls and alike); parades, tastings and others; installation of inflatable products of any kind, shape or size; circulation within the event with the intent to promote the booth with people featured in costumes of any kind or species representing the products of the exhibiting company (brand, character or allusive theme).

The distribution of products and promotional brochures, the release or distribution of balloons / gas bladders, and give away that make noise are strictly forbidden in the event area (whether in the booth or hall). Displaying logos or promoting institutions, companies or individuals of any kind without a current and documented agreement with the event organization is also forbidden.

It is expressly forbidden to exhibit and distribute give away, or directly or indirectly advertise products from companies that are not involved in the exhibitor's booth. Exhibitors may, however, request permission in writing to the organization to exhibit products that are not manufactured or exclusively represented by them, which are expressly required to complement its product line.

Failure to comply with these provisions entitles organizers to collect infringing products, as well as terminate booth operation. Exceptions shall be duly authorized by organizers, which will rule on requests at their sole discretion.

Procedures for sweepstakes, prize vouchers and contests

Exhibitors who wish to promote sweepstakes and contests or to distribute gift vouchers in the 30th International No-Dig 2012 must contact the internal revenue service for information on the required steps.

Device demonstrations

Organizers may stop or determine a period when devices may be demonstrated when, at their sole discretion, these may present risks to people, merchandise, facilities and information, or produces a high level of noise or vibration or exhalation of chemical products, disrupting the operations of neighboring booths. If demonstration of a device potentially involves risks, it must be carried out in special facilities, which, at the promoter's discretion, completely eliminate hazards.

Alcohol distribution

The sale and/or distribution of alcoholic beverages to people under 18 years old is strictly forbidden. All exhibitors who are distributing or promoting alcoholic beverages in any way must have the following warning displayed at their booth: "The sale and/or distribution of alcohol to people under 18 years old is strictly forbidden," as per the Children and Adolescents Statute (Article 81), Decree-Law 2 (Article 243) and Municipal Decree 14.068. During the booth assembly and disassembly periods and during the actual event, this warning must be displayed at all times inside all booths.

Staff registration

All people working at the booths during the event, as well as contracting service providers must wear an identification badge provided by promoters and requested through respective forms.

- Exhibitors' credentials – form number 05

Employees of the exhibiting companies will have access to the exhibition hall in the assembly, disassembly periods and during the event. Credentials shall be collected from the administrative office in Hall F of the Transamerica Expo Center from November 10, 2012, at noon throughout assembly and during the event.

- Assemblers' credentials – form number 08

Employees of booth assemblers will have access during assembly and disassembly of the event. The credentials may be collected upon payment of a BRL 20.00 (twenty Brazilian Reais) each, from the administrative office in Hall F of the Transamerica Expo Center, and may be requested in advance using the form contained herein or at the collection point. Two maintenance credentials will be allowed for access during the event, from 8 AM to 11 AM.

- Credentials for service providers to exhibitors – form number 06

Employees of the buffet service, receptionists, waiters, kitchen assistants and other service providers who will work in the booth during the event. Credentials must be collected at the administrative office in Hall F of the Transamerica Expo Center from noon on November 10, during assembly, and may be requested in advance via the specific form, or at the collection point.

Parking

During the event, the parking lot manager will determine the cost per vehicle/day, which is payable by all vehicles using the site, according to the current pricing policy of the parking lot, and which will grant these the right to access the parking lot as many times as necessary for the duration of the event. Payment is due for each entry during the event.

Parking passenger vehicles in the loading and unloading area and cargo vehicles in the halls is strictly forbidden. **Access to trucks and SUV will be granted exclusively by the loading and unloading gate, on Av. Dr. Mário Villas Boas Rodrigues, 387, Gate 2.**

Exhibitors who wish to obtain advance parking credentials must contact the parking management company at the Transamerica Expo Center – Estapar – Phone: +55 (11) 5643-3012. Please contact Ms. Marilda Muniz. General rules for parking are as follows – further advice and confirmation may be obtained from the management company. The prices listed are indicative only and subject to changes up to the event date. Organizers accept no liability for such changes.

Location

Avenida Dr. Mario Villas Boas Rodrigues, 387 – Jardim Dom Bosco – CEP 04757-020 – São Paulo – SP.

Assembly and Disassembly

During the assembly and disassembly days, vehicles (cars, trucks, SUVs and vans) must pay parking charges at the hall's toll booths upon their first entry, and can be then entitled to leave and return as often as necessary, without paying any other fees, provided that the return is within the same day of the invoice issued and the car plate is the same.

Sale of the exhibitor card – IMPORTANT

Sale is exclusive to exhibitors and will be available after registration in the CAEX – Exhibitor Support Center.

- The card costs BRL 90.00. It is sold for the full period of the event. This cannot be discounted.
- The card is sold for the full duration of the event. Example: four days of event = 03 days = BRL 90.00
- Up to two (02) cards may be sold per booth.
- The use of the card is valid only for the actual days of EVENT.
- The exhibitor card is exclusively for VEHICLE use.
- The cards will be available from the 1st day of ASSEMBLY.
- As accept payments by: Visa, Amex and Redecard debit or credit cards.
- Cards should be purchased directly from the parking lot booth at the Transamerica Expo Center.

Individual payment – subject to change

- Vehicles: BRL 33.00
- SUV: BRL 33.00
- Vans: BRL 33.00
- Trucks: up to 24 hours - BRL 60.00, each additional 12 hours - BRL 60.00
- Motorcycles: BRL 23.00.
- Mini-buses and buses: BRL 65.00.

MEANS AND PLACES OF PAYMENT

- Parking is payable at the unit visited by the user.
- Visa and Redecard credit or debit cards.
- Visa Porto Seguro and American Express credit cards.

Removal of products from the booths

No product intended for exhibition may leave the hall during the event. In special circumstances, the organization may authorize the replacement of defective merchandise by similar products. The promoter shall allow the removal of showcases and small objects from the closing time on the last day of the event, on November 14, 2012.

Disassembly

Exhibitors are responsible for disassembling and removing the products and equipment from their booth in the terms and conditions set forth herein. Thus, we recommend notifying assemblers and decorators of such terms. The organization recommends that in the

last day of event, after its closure, all samples and other valuables (appliances and sound and image electronic equipment, computer equipment) and small objects are removed, thus preventing theft, damages and losses.

The organization also recommends exhibitors to keep guards or employees at their booths until their materials have been completely removed, as the organization may not be held liable for any events resulting from absence of surveillance.

After the period of disassembly, materials and equipment remaining inside the hall will be removed from the premises by the organization staff, which will charge exhibitors for costs involved in this operation. They are also not responsible for any related loss, damage, malfunction, theft or misplacement of any nature.

Liability

Exhibitors may not transfer, in whole or in part, any of their rights or responsibilities before the organizers, nor sublet or assign any leased portion or whole area.

Exhibitors are responsible for dispatching equipment or other materials to their booth, and the receipt is made by an employee of the exhibiting company or accredited representative/contractor. The organization will not be responsible for receiving any materials from exhibitors at the event. The promoter does not have any warehouses in the exhibition hall for storage of goods, packaging or any materials belonging to exhibitors.

It is hereby agreed that the exhibitor or its agents are responsible for all labor and all related legal obligations, and are liable for any accidents arising from its presence, its employees or any other person providing a service in its booth, including during assembly and disassembly periods.

The promoter is not responsible for any maintenance services in the booths. Thus, we suggest that exhibitors request the companies hired for assembly and decoration to keep employees on duty at the hall during the whole event.

The exhibitor is solely responsible for discharging duties, taxes and any other fees, and costs owed to any person or body by reason of the event, as well as complying with applicable legal requirements. The exhibitor is also responsible for complying with all labor obligations set forth in CLT – Labor Laws – and labor legislation in force, as well as its respective labor fees of (without any exception), its employees or accredited agents (especially but not only). Yet, the exhibitor is responsible for complying with the requirements relating to remuneration, registration and recording of employment agreements, in addition to payment of contributions to Social Security and FGTS, and provision of food and transportation tickets, etc. The exhibitor is also obliged to meet the Standards for Safety and Occupational Health, according to Law No. 6514 of September 22th, 1977, and Ordinance No. 3214 of June 8th, 1978, assuming the responsibility for any occurrence or accident at the workplace, including the communication to the Social Security and the consequences such as fines, compensation, allowances and others, as to exempt the organizers from any obligations, including actions in the Specialized Justice and Common Justice.

Responsibility for sales

The promoter of the 30th International No-Dig 2012 is not responsible for conducting business between exhibitors and visitors and/or buyers. The promoter is responsible for the event organization, promotion and advertising in the market.

Delayed payments

In order for contracted assemblers to have sites released to assemble their clients' booths, immediate settlement of delayed payments will be required, regardless of the nature of the outstanding payments – installments due or installation and service fees.

Area rearrangement

In extreme cases, at any time, and usually without previous notice, the organizer may rearrange booths, in compliance with dimensions and features stated in the agreement. If the originally allotted square footage needs to be changed, financial arrangements to account for such changes will be carried out later.

General provisions

The promoter reserves the right to arbitrate on cases not covered in this manual, as well as establish new standards as necessary for the proper functioning of the event, aiming to facilitate peaceful coexistence between exhibitors.

No changes made by the promoter may constitute grounds for cancellation of the agreement with regards to the participation of the exhibitor. Due to the need for completion, the final event map is only drawn up after all spaces have been sold. Hence, the final location of booths will be released only approximately 15 days before opening of the event, without prejudice to leased areas.

USEFUL TELEPHONE NUMBERS

Catering

- Beebys Gourmet

Ms. Caroline

Tel.: +55 (11) 3812-0741/3814-7050 – e-mail: beebysgourmet@terra.com.br

Rental of plants and garden decorations

- Matas Verdes

Ms. Patrícia

Tel.: +55 (11) 2099-2989 / 2099-3726 – Cel. +55 (11) 7245-3914 – e-mail: matasverdes@gmail.com

Audio-visual

Rental of audio and video equipment and microcomputer.

- UP Grade - Ms. Sônia

Tel./Fax: +55 (41) 3029 0003 – e-mail: sonia@upgradeaudiovisual.com.br - website: www.upgradeaudiovisual.com.br

Internal handling in the pavilion

Forklift rental, transportation and logistics handling

- Masterlift

Mr. Márcio – e-mail: masterlift@masterlift.com.br

Tel.: +55 (11) 5102-2210 – Cel.: +55 (11) 9616-9036

International freight forwarder

- STF Logistics

Mr. Marcelo Cohen - marcelo.cohen@stflogistics.com.br - Tel. +55 11 3905-9411 – Cel. +55 11 8458-2620Mr. Antonio Gomes - antonio.gomes@stflogistics.com.br – Tel. +55 11 3905-9408

- Fiorde Interlog – Trade Fair Branch

Mr. Marcos Krekovski - mkrekovski@fiorde.com.br - Tel. +55 11 3218-8183 – Cel. +55 11 7713-7679

- Pop Cargo

Mr. Fábio Machado – fabio@popcargo.com – Tel. +55 11 3876-3076 – Cel. +55 11 9198-7262**ECAD – Central Office of Copyright Collection and Distribution** - Phone: +55 (11) 3287-6722 – Fax: (11) 3285-6790 - E-mail: ecadsp@ecad.org.br**Finance Department – Tax Office (questions regarding invoice issuance) – São Paulo** - Phone: +55 (11) 3243-3400**Ministry of Labor and Employment – Regional Office – São Paulo** – Phone: +55 (11) 3150-8065/3150-8105**Juvenile Court** - Phone: +55 (11) 3951-2525**Children and Youth Services Offices** – Phone: +55 (11) 3673-1577**City Hall of São Paulo** - www.prefeitura.sp.gov.br**Sindiprom – Promotion, Organization, Exhibition Organization, Congress and Events Union of the State of São Paulo**
Phone/Fax: +55 (11) 3120-7099**ABNT – Brazilian Association of Technical Standards** - Phone: +55 (11) 3017-3600**Federal Police Department – Regional Office of São Paulo** - Phone: +55 (11) 3538-5000**POWER CALCULATION TABLE**

Quantity	Type of equipment	Consumption in KVA	Total KVA
	Fluorescent lamp 20W	0.03	
	Fluorescent lamp 40W	0.05	
	Fluorescent lamp HQ	0.14	
	HQI Lamp	0.25	
	Dichroic lamp	0.06	
	Mixed lamp 160W	0.16	
	Mixed lamp 250W	0.25	
	Incandescent lamp 100W	0.10	
	Incandescent lamp 150W	0.15	
	Light cannon 300W	0.30	
	Light cannon 500W	0.50	
	Light cannon 1.000W	1.00	
	Laser	1.00	
	Neon per meter	0.03	
	TV	0.30	
	VCR	0.30	
	Video-wall 9 - TVs 29"	1.50	
	Monitor 42" plasma	0.30	
	DVD	0.30	
	Coffee maker	0.80	
	Refrigerator	0.50	
	Mini-bar/freezer	0.50	
	Air circulator	0.15	
	Big fan	0.30	
	Computer with monitor	0.50	
	Inkjet printer	0.25	
	Laser printer	0.60	
	Residential microwave	1.50	

	Industrial microwave	3.00	
	Small electric oven	3.00	
	Total KVA to be installed		

Note: it should be multiplied by the number of identical devices or the result of all items must be added.
Consumption for the duration of the event per unit. This is a reference table; usually all devices have technical specifications listed in their body or in the user manual.