



THE STRENGTH  
OF OUR  
**ROOTS**

**APRIL 27  
TO MAY 1  
2026  
8A.M - 6P.M  
RIBEIRÃO PRETO  
SP • BRAZIL**



# EXHIBITOR'S MANUAL

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Organization:



informa markets



# EXHIBITOR'S MANUAL



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# EXHIBITOR'S MANUAL



Updated on January 8th, 2026.

## MANUAL UPDATES



# EXHIBITOR'S MANUAL



The purpose of this manual is to guide you through your participation in **AGRISHOW 2026 –International Trade Fair for Agricultural Technology in Action**.

It is important that exhibitors and fitters respect the rules and deadlines set out in these documents 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.

The Promoter reserves the right to establish, at any time, new rules that are necessary for the smooth running of the event, as well as altering and/or adding relevant information to exhibitors, assemblers and service providers.

We ask for your attention regarding the rules and deadlines established in the Manual and required by legislation and authorities in order to avoid unnecessary inconvenience.

For more information, the Informa Markets team will be happy to assist you:

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## COMPLAINT CHANNEL DURING

## ASSEMBLY AND DISMANTLING

WhatsApp designated for receiving complaints from suppliers, inspectors, and teams not associated with the exhibitor.

Phone: +55 (11) 98806-0987



# EXHIBITOR'S MANUAL



## 1 PLACE AND DATES

### 1.1 PROMOTER'S RIGHTS

The Event Organizer, Informa Markets Ltda., 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 safety reasons.

It may relocate or replace the exhibition areas up until 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 ambience of the fair. The Organizer must respect the useful size of the rented area and notify the exhibitor in advance.

In order to begin setting up the stand, the Organizer requires the exhibitor to immediately pay any installments of the contract and mandatory and/or contracted services.

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

### 1.2 EXHIBITOR'S RESPONSIBILITES

Comply with all the rules and dates set out in this manual and instruct their employees, contractors and subcontractors, including the mandatory observance of the Occupational Health and Safety Manual

It is the exhibitor's responsibility, together with their stand builder, to check for any unevenness in their exhibition area. This verification can be carried out through a technical visit by the exhibitor/stand builder accompanied by our operations team, or by requesting an approximate measurement of the unevenness from the operations team. In this case, it is important to note that the unevenness will be reported based on the full perimeter of the area, from end to end, as we do not have knowledge of the project layout.

- Access and Work Release at Agrishow 2026 (Manual for access and release of workers at the Agrishow 2026 Fair Park during the assembly, staging and dismantling periods).

It is the exhibitor's, assemblers, and/or service provider's obligation to comply with all safety rules at all times when they are in the exhibition area of the event, if it is noticed that there is a security breach, the safety team will indicate the safest way to carry out the task, on the second, failure the employee will be removed from the park and will be retrained in the rules of assembly. If the fault persists, the employee will be banned from accessing the park, making it impossible for them to work during the entire assembly, staging and dismantling period. If the employee is found to be disrespectful towards any member of the Agrishow service team, they will be removed from the park and their credentials will be confiscated, which will make it impossible for them to carry out their work during the entire period of assembly, staging and dismantling.

We recommend that you hire fitters and other services from companies associated with the following official bodies:

**ABRACE:** Brazilian Association of Scenography and Stands [www.abracce.com.br](http://www.abracce.com.br)

**UBRAFE:** Brazilian Union of Fairs and Events [www.ubrafe.org.br](http://www.ubrafe.org.br)

**SINDIPROM:** Union of Companies for the Promotion, Organization and Assembly of Fairs, Congresses and Events of the State of São Paulo [www.sindiprom.org.br](http://www.sindiprom.org.br)

As the fair is considered by the Public Ministry of Labor and Social Security to be a construction site, it is necessary to make and install a construction site sign with the following information:

1. It is the exhibitor's responsibility, along with their contractor, to check the level differences in their exhibition area. This verification can be carried out through a technical visit by the



# EXHIBITOR'S MANUAL



exhibitor/contractor accompanied by our operational team, or by requesting the approximate level difference from the operational team (in this option, it is important to inform that the level difference will be provided for the entire perimeter of the area, from end to end, as we do not have knowledge of the project layout).

2. Names of those responsible for the technical work, identifying the corresponding RRT numbers for the activities carried out.
3. Professional title and registration number(s) with the Council of Architecture and Urbanism (CAU).
4. Technical activities carried out.
5. Building plaques must also include the address, e-mail or telephone number of the architects and architects and urban planners or legal entities.
6. The start of assembly will only be authorized once the sign has been fixed in the respective area. Respect all the rules and dates set out in this manual and guide their employees and contractors.

## 1.3 VENUE

Agronomic Institute (IAC) – Sugarcane Center.  
Rodovia Antônio Duarte Nogueira, Km 321 CEP: 14032-800 –Ribeirão Preto – SP

## 1.4 PARKING

The parking lot is managed exclusively by VVR, which is responsible for access control and charging during the assembly, staging and disassembly periods.

Exhibitors will have a free quota of promotional "**ACCESS VIA QR CODE**" according to the size of their stand, as shown in the table below.

FREE PARKING QR CODE ACCESS QUOTA		
TYPE	AREA	QUANTITY
UNCOVERED AREA	0 a 224	2
	225 a 299	3
	300 a 449	4
	450 a 599	6
	600 a 899	8
	900 a 1199	10
	1200 a 1799	12
	1800 a 3599	25
	3600 a 4200	35
	4201 a 8500	50
AGRO SOLUTIONS AREA (COVERED PAVILION)	9 a 11	1
	12 a 15	2
	16 a 23	3
	24 a 35	3
	Above 36 each 12m <sup>2</sup>	3 plus 1
TEST DRIVE/TRACK**	Any size	0

This "QR CODE ACCESS" may be used by the exhibitor during the setup, event, and dismantling periods, in small and medium-sized vehicles. The use of trucks and machinery is not permitted.

The "**QR CODE ACCESS**" adhesive sticker can be collected at the service plaza, next to the green CAEX, between March 30 and April 26. Alternatively, it can be requested by email at [agrishow@vvrestacionamentos.com.br](mailto:agrishow@vvrestacionamentos.com.br), directly with VVR Estacionamentos, upon proof of affiliation with the company, along with the recipient's full name and updated address. The final deadline to submit the request is February 16, 2026. Please note that the stickers will be sent exclusively to exhibitors with a signed contract with Informa Markets.

The number of QR Code Accesses may vary depending on the contractual agreement. Each company can check the quantity in the exhibitor portal.



# EXHIBITOR'S MANUAL



Exhibitors will receive their parking quota to use any of the available parking lots: GREEN, PURPLE, RED, BLUE, and YELLOW, as shown in the image below. Parking will be granted according to availability.



If additional **QR CODE adhesive labels** are needed, they must be purchased directly from **VVR Estacionamentos**.

**VVR Estacionamentos – Service hours: 8:00 AM to 6:00 PM**

Phone: **+55 (16) 3610-9281**

Mobile: **+55 (16) 99789-2140**

Email: [agrishow@vvrestacionamentos.com.br](mailto:agrishow@vvrestacionamentos.com.br)

- **USE OF THE PARKING LOT DURING ASSEMBLY AND DISASSEMBLY**

During the setup period, **small vehicles must remain in the PURPLE parking lot**. To do so, the person responsible for the vehicle must purchase a **setup adhesive label** from VVR Estacionamentos at the service plaza. This label grants the right to use the parking lot throughout all setup and teardown days.

**Entry or stay of passenger vehicles in the event area with the adhesive label will not be permitted.**

- **STAMP PRICES FOR THE ASSEMBLY AND DISASSEMBLY PERIOD**

From **March 30 to April 23**, all setup companies (CNPJ) will be entitled to **two complimentary adhesive labels** that will complement the label purchased from **VVR Estacionamentos**, allowing vehicle access to the exhibition park. All other vehicles must park in the **PURPLE parking lot**. After this period, only **authorized vehicles** will be allowed access to the exhibition area.

## LABEL PRICES

- **Motorcycle Parking**: Free of charge (only during setup and teardown).
- **Passenger and Utility Vehicles**: R\$75.00 per day — valid for a 12-hour period and single entry.
- **Setup Car Label**: R\$410.00 — grants access to the parking lot during setup, event, and teardown periods (multiple entries, but no guaranteed access inside the exhibition park).
- **Service Car Label**: R\$410.00 — grants access to the parking lot during setup, event, and teardown periods (multiple entries, but no guaranteed access inside the exhibition park).



# EXHIBITOR'S MANUAL



- **Daytime Truck Label:** R\$450.00 — for trucks requiring multiple entries and using the truck parking area until 7:00 PM.
- **24-Hour Truck Label:** R\$1,270.00 — for trucks that will remain overnight in the truck parking area.
- **Machine/Equipment Label:** R\$1,270.00 — for articulated machines or other equipment models parked in the truck area during any period (setup, event, or teardown).

## TIME FOR LOADING AND UNLOADING FREE OF CHARGE

Loading and unloading may be carried out free of charge, according to the following criteria:

- **Passenger vehicles:** No tolerance (only drop-off and pick-up allowed).
- **Small vehicles up to F4000:** Up to **2 hours** for unloading.
- **Medium vehicles (F4000 to Truck):** Up to **3 hours** for unloading.
- **Large vehicles (above Truck):** Up to **3 hours** for unloading.

If there is a need to exceed the designated time, the vehicle operator must contact the management of VVR Parking, located at the Service Plaza, Purple Access.

**Below is a table of fees for exceeding the time allowed for loading and unloading:**

Type of vehicle	Value/hour	Value/Daily rate
Passenger vehicle	R\$ 410,00	R\$ 75,00
Small vehicles (F4000)	R\$ 450,00	R\$120,00
Medium vehicles (F4000 to truck)	R\$ 450,00	R\$120,00
Large vehicles (above truck)	R\$ 450,00	R\$120,00

## TRUCK PARKING AREA

Trucks that are not actively unloaded inside the exhibition park must remain in the **TRUCK PARKING AREA**. To do so, the person responsible for the vehicle must purchase the corresponding **adhesive label** for the truck from **VVR Estacionamentos**, located at the service plaza (Purple Access).

To avoid risks, **parking trucks inside the park is strictly prohibited**, except during loading and/or unloading operations.

### ATTENTION:

- Any setup company, service provider, or exhibitor that parks their truck **outside the designated TRUCK PARKING AREA or inside the park** will have their access to the exhibition grounds **blocked for future operations**.
- Vehicles and trucks must **not exceed the speed limit of 20 km/h**; failure to comply will result in blocked access to the exhibition grounds.
- Any damage caused by vehicles or trucks within the Agrishow exhibition area will be the **full responsibility of the setup company and/or exhibitor**. Examples include broken curbs, damaged water pipes, broken signage, damaged lighting boxes, poles, etc.

### IMPORTANT:

- Agrishow will control vehicle access to the exhibition area **starting from the first day of setup**, allowing entry only to vehicles that are **actively assisting with tasks**. We ask for everyone's



# EXHIBITOR'S MANUAL



cooperation to optimize vehicle use. **Passenger cars must be parked in the PURPLE parking lot.** This will help maintain safety and improve mobility within the park.

- **April 23** will be the **last day** vehicles from setup companies will be allowed access to the exhibition area.
- From **April 24 to 26**, **access to the exhibition area will be PROHIBITED** for setup vehicles.
- **TEARDOWN:** The use of a parking label is **mandatory** for all vehicles. Vehicles without a label will be subject to the **standard parking fee**, equivalent to the rate charged during the setup period.

## PARKING FEES DURING THE EVENT PERIOD

- **Motorcycle Parking:** Flat rate of **R\$75.00** per access.
- **Passenger and Utility Vehicles:** Flat rate of **R\$75.00** per access.
- **Exhibitor Car Label: R\$410.00** — grants access to the parking lot during setup, event, and teardown periods (multiple entries, no guaranteed access inside the exhibition park).
- **VIP Valet Parking:** Flat rate of **R\$580.00** — valid only for advance purchase of a **5-day package**.
- **Bus, Minibus, and Van Parking:** Flat rate of **R\$120.00** per access, in a designated area for this purpose.

## 1.5 DAYS AND TIMES OF THE FAIR, ASSEMBLY, AND DISASSEMBLY

Assembly of Outdoor Area and Test Drive/Track	
From March 30 to April 23, 2026	7 a.m. to 7 p.m.
Assembly Agro Solutions Arena	
From April 8 to April 23, 2026	7 a.m. to 7 p.m.
Final Day of Assembly (last day for vehicle access by the installer in the park)	
April 23, 2026	7 a.m. to 9 p.m.
Decoration	
April 24 and 25, 2026	7 a.m. to 7 p.m.
Opening Ceremony	
April 26, 2026	(check the timetable)
Realization	
April 27, 2026 - Monday	8 a.m. to 6 p.m.
April 28, 2026 - Tuesday	8 a.m. to 6 p.m.
April 29, 2026 - Wednesday	8 a.m. to 6 p.m.
April 30, 2026 - Thursday	8 a.m. to 6 p.m.
May 1, 2026 - Friday	8 a.m. to 6 p.m.
Goods/Supply Entrances (during the event)	



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Schedule	From 9 p.m. to 6 a.m.
<b>Disassembly</b>	
Schedule	7 a.m. to 6 p.m.
From May 2nd to 8th	Disassembly Agro Solutions Arena
From May 2nd to 13th	Booths, Floors, Test Drive Tracks, Machinery, and Equipment
From May 13rd to 22th	Disassembly of the tents.



Overnight construction work will not be permitted at any time during the setup and dismantling periods. On April 24 and 25, which are decoration days, vehicles with the INSTALLER sticker will be allowed to access the internal area of the venue starting at 5:00 PM, strictly for the removal of set-up materials.

## 1.6 CAEX – OPENING HOURS

<b>CAEX</b>	
March 30, 2026	12 p.m. to 6 p.m.
From March 31, 2026 to May 1, 2026	7 a.m. to 6 p.m.

**The CAEX (EXHIBITOR SERVICE CENTER) will be open from March 31 to May 9  
from 7 a.m. to 6 p.m.**

**\*On March 30st, attendance will start at 12 (noon).**



## 2 CUSTOMER PORTAL

### 2.1 MANDATORY SERVICES

All mandatory services are usually included in the trade fair participation contract. The quantity and type of service may change depending on the negotiation. The services in each contract are available for consultation among the mandatory services described in the exhibitor portal.

### 2.2 MINIMUM ENERGY CONSUMPTION

Energy consumption is measured in KVA, and the power supply from the overhead network in the Park will be provided through a 220/127V three-phase system. The contracted amount of KVA will always be available for reference among the mandatory services listed on the exhibitor's portal. The amount allocated will be proportional to the booth size, as shown in the table below.

FREE QUOTA FOR MINIMUM ENERGY CONSUMPTION		
TYPE	AREA (M <sup>2</sup> )	KVA
OUTDOOR AREA	0 a 224	2
	225 a 299	2
	300 a 449	3
	450 a 599	5
	600 a 899	5
	900 a 1199	7
	1200 a 1799	8
	1800 a 3599	10
	3600 a 5399	12
	5400 a 8000	12
AGRO SOLUTIONS ARENA (COVERED PAVILION)	9 a 11	0,5
	12 a 15	0,5
	16 a 23	1
	24 a 35	1,5
	Above 36 each 12m <sup>2</sup>	1,5 plus 0,5
TEST DRIVE/TRACK	Any size	0

### 2.3 CLEANING DURING ASSEMBLY

The cleaning fee is part of the mandatory services (included in the contract) and is charged per square meter. This service refers to the general cleaning of the fairgrounds (cleaning the streets, circulation areas, toilets and common areas) during the assembly and accomplishment periods.

It is the responsibility of the assembly company or specific company contracted to deliver the stand clean before the fair opens, and the exhibitor is responsible for cleaning up during the event. All waste generated during the assembly and accomplishment period must be properly stored for collection.

This fee does not cover the removal of debris and garbage produced during dismantling. It is the responsibility of the exhibitor/assembly company to ensure that the rented area is cleared and cleaned before being returned. The area must be returned in exactly the same way as it was received before assembly began.



# EXHIBITOR'S MANUAL



## 2.4 MUNICIPAL TAX

The town hall tax is collected directly by the Ribeirão Preto Treasury Office and is a mandatory tax.

License and Operation Fee: per square meter of area occupied at the event: the fee for 2026 will be announced soon.

-Legislation: articles 190, 192, 193, 197, 209, 210, 223, 226 of Law 2.415/70 (CTM) and Table no. 2 of Decree 333/12. The laws are available at [www.ribeiraopreto.sp.gov.br](http://www.ribeiraopreto.sp.gov.br), under Legislation.

Exhibitors and Service Providers must keep a copy of the Licensing and Operation Fee payment slip and "ART-CREA" at each stand.

If you have any questions, please contact the Ribeirão Preto Tax Inspectorate at + 55 (16) 3977-5700 or by e-mail [cpgallo@fazenda.pmrp.com.br](mailto:cpgallo@fazenda.pmrp.com.br) and [evgomes@fazenda.pmrp.com.br](mailto:evgomes@fazenda.pmrp.com.br).

Service tax on services provided by legal entities or individuals who do not issue a tax document authorized by the Municipality of Ribeirão Preto must be withheld and collected through <http://portal.gissonline.com.br/>.

## 2.5 ADDITIONAL SERVICES

Additional services must be contracted as required through the exhibitor portal. Purchases made at CAEX during the assembly and implementation are subject to a minimum service time of 30 minutes. Any purchase in advance by the deadline mentioned above (April 10) you can guarantee convenience in the form of payment, faster service and prior availability of services. Anticipate your activities to skip the queues at CAEX.

### 2.5.1 E-COMMERCE

Within your Customer Portal, you will find the e-commerce icon, where you can purchase credentials, electrical power, plumbing points, and other additional services.

Before making a purchase, check the items already included in your contract and identify the additional services you wish to acquire.

The platform accepts payment via credit card only for international clients.

To track your orders, click on "My Orders" in the upper right corner of the screen. There, you will find details of all the requests you have made.

**E-commerce closing date: 10/04/2026 at 6:00 PM**

#### Refunds for purchases made via e-commerce

To request a refund, the following criteria must be met:

- The request must be made within **7 days of payment**.

Requests outside these deadlines will only be accepted in exceptional cases, such as:

- Duplicate purchase (e.g., an item already included in the contract and purchased again).
- Technical impossibility of installing the item at the booth.
- Non-delivery or non-performance of the contracted service.

**⚠ In exceptional cases, the client must report the situation by the decoration day.**

All approved refunds will be processed in full. It is not possible to refund only part of an order containing multiple items. For orders that include other items, it will be necessary to create a new order exclusively



# EXHIBITOR'S MANUAL



with the items that will actually be used by the exhibitor. This will result in generating a new order and payment. Once the payment for this new order is confirmed, the refund process will be carried out.

## 2.6 ADDITIONAL ENERGY CONSUMPTION

To calculate the amount of KVA required for the stand, the exhibitor must add up the power in W or KVA according to the original factory nameplate of each piece of electrical equipment. Check your equipment.



If you identify the need for an additional KVA, you can purchase it through the exhibitor portal at the cost of \$108.00 /KVA surplus.

The KVA's used on the stand during the event will be checked and controlled by the company responsible for the venue's electricity. If consumption exceeds the contracted amount, the exhibitor will receive a notification which must be signed, and the charge will be made at the time of the inspection.

**The final deadline for purchasing additional KVA is as follows:**

- **For 15 KVA or higher requirements: until March 11, 2026**
- **For up to 14 KVA: until March 27, 2026**

**After these dates, purchases will only be possible upon availability confirmation.**

The entire electrical demand of the park will be sized based on the requests from exhibitors, which will include the sizing of cables and transformers to be installed on the power poles throughout the exhibition park. It is important to pay attention to the deadline due to this sizing process, as after the specified date, there is a risk that the organizer may not be able to accommodate additional demand.

**In item 5.4 PROJECT PRESENTATION – FREE AREA – For the approval of the booth design, we request the submission of the electrical load distribution with phase balancing, detailing the quantities, power ratings, and equipment to be used, including those for catering, audiovisual, and other components.**



**To prevent interruptions in the supply of electricity due to system overloads, the exhibitor must provide the full electrical demand to the assembly company (including buffet equipment, audiovisual systems, air conditioning, and other high-energy-consuming devices) to ensure the proper sizing of the electrical infrastructure.**

**The stand's power supply will not be activated if there is undersizing of the structures, when the required electrical demand exceeds the amount requested by the exhibitor, or in case of non-payment for the additional contracted electrical consumption.**

## 2.7 CONTACT COLLECTOR – LEADSTER BY INFORMA

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

If you don't yet have the Leadster license included in your contract, don't worry! 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 must 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.



# EXHIBITOR'S MANUAL



## Why choose Leadster by Informa?

**Real-time access:** Instantly obtain customer data, enabling faster and more effective communication.

**Immediate lead qualification:** Classify and personalize lead information at the time of collection, optimizing both conversion and post-event follow-up.

**Detailed reports:** Track the performance of each team member with comprehensive reports, making strategic management and analysis 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).

## 2.8 TRADE FAIR ACCREDITATION

Only accredited people will be allowed into the event areas, and it is compulsory to carry credentials in a visible place throughout their stay in the internal areas of the fairgrounds.

A photo ID will be required when entering the fairgrounds. If a member of staff does not possess the documentation, they will not be allowed to enter or remain on site.

The badge is personal and non-transferable.

**ATTENTION:** Issuing a duplicate credential or exchanging a credential will be charged according to the price list in force.

## 2.9 EXHIBITOR CREDENTIALS

The exhibitor will have a free quota of credentials proportional to the square meter, according to the table below\*. These credentials are only valid for employees of the exhibiting company.

TYPE	AREA	CREDENTIALS
UNCOVERED AREA	0 a 224	14
	225 a 299	20
	300 a 449	28
	450 a 599	43
	600 a 899	58
	900 a 1199	75
	1200 a 1799	90
	1800 a 3599	180
	3600 a 4200	250
	4201 a 8500	350
SOLUTIONS AREA AGRO	1 a 11	5
	12 a 15	6
	16 a 23	10
	24 a 35	12
	Above 36 each 12m <sup>2</sup>	12 plus 2
TEST DRIVE/ TRACK	0 a 1100	12
	1101 a 5000	20



# EXHIBITOR'S MANUAL



We would like to remind you that the entry time for exhibitors is 7:00 a.m., and with a visitor's pass, entry is only permitted at 8:00 a.m.

To make it easier for you to get to the event and avoid queues, you can arrange to pick up your credentials through the customer portal.

**\* The number of credentials may change depending on the type of negotiation. The correct quantity will always be available for consultation on the exhibitor portal.**

**\* For the credential to be made out, it is compulsory to fill in your full name, position and identity number (CPF or Passport). It is not permitted to insert the company name in the NAME and POSITION fields or in the ID field (CPF or Passport).**

Please note that after using up the free quota, each additional credential will cost **\$43.00**, according to information on the Exhibitor Portal.

The use of exhibitor credentials by third parties will result in their seizure, in addition to the sanctions of the Ribeirão Preto Labor Prosecutor's Office.

## 2.10 ASSEMBLY AND SERVICE PROVIDER CREDENTIALS

In order to request credentials, the fitter/provider must be registered on the Exhibitor Portal and registered by the exhibitor.

All the credentials issued by the portal will be picked up at CAEX from the first day of assembly, subject to confirmation of payment, delivery of the project, and complete labor documentation.

**SINDIPROM MEMBERS:** Employees who are members of Sindiprom will not pay for the credential, as long as they present a simple copy of their membership card at CAEX.

It is extremely important to check the labor documentation required by the Ribeirão Preto Public Prosecutor's Office and send it in advance to the company responsible for this analysis. If any documentation is incorrect or incomplete and the credential has already been paid for, there will be no refund. Make sure that all employee documentation (CLT or temporary) is in accordance with the requirements so as not to incur unnecessary costs. The hired professional must only photograph/film the authorized stand. The Promoter may seize any unauthorized material or prevent access to the stand if the limitations imposed by the Promoter are not complied with.

## 2.11 PHOTOGRAPHER AND FILMING

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/> .

**IMPORTANT:** The hired professional must only photograph/film the authorized stand. The Promoter may seize any unauthorized material or prevent access to the stand if the limitations imposed by the Promoter are not complied with.



Any type of filming is prohibited during the setup and dismantling periods of Agrishow.



# EXHIBITOR'S MANUAL



Questions regarding the use of drones should be reviewed in item 6.3, page 50.

## 2.12 SECURITY CREDENTIALS

According to the new Private Security Statute issued by the FEDERAL POLICE (Law 14.967), event promoters and organizers are strictly prohibited from accrediting individuals who are not certified and regulated to perform SECURITY and/or STAND GUARD services. This applies both to security personnel who are "employees of the exhibitor and/or stand builder" and to those from a "contracted company." Credentials will incur a fee, as listed on the e-commerce platform.

We recommend hiring the Official Security Company, which will be listed in the Recommended Suppliers List. Exhibitors must hire personnel from legally specialized companies and request the necessary documentation, as outlined by the Federal Police, to obtain credential clearance for the venue. Required documents include operating authorization, security certification, and review of the operating permit. Credentials for security personnel hired from non-official companies will only be issued upon presentation of the following documents at the event's security office:

**I. Security company registration and upload of the event communication protocol must be completed in the GESP system at the following link: [Available soon](#)**

✓ Presentation of the security guard's documents, along with simple photocopies:

- Training course certificate
- Refresher course certificate
- Large events course certificate
- CNV (National Vigilante ID Card)
- ID (RG)
- CPF (Individual Taxpayer Registry)
- Criminal background check

✓ Presentation of the private security company's documents, along with simple photocopies:

- Service contract between the exhibitor and the security company, or a letter on the exhibitor's letterhead stating the name of the company and the security guard who will provide the service
- Company introduction letter (on the contracted company's letterhead), including the security guard's information and the exhibitor's name
- Federal Police certificate with publication in the Official Gazette (DOU)
- DRD certificate from the Civil Police
- Event communication protocol | Exhibitor | Name of the Security Guard in the GESP system

**II. For security guards who will have access during the setup and dismantling periods, a Workcard is required. Therefore, all occupational safety documentation must be submitted via the following link: [Available soon](#)**

- T.E.R (Annex III)
- CNPJ (Company Tax ID)
- Articles of Incorporation
- Employee list
- PGR – NR – Agrishow 2026 (Risk Management Program)
- PCMSO – NR 07 (Occupational Health Medical Control Program)
- CLT Registration (Labor Law Record)
- Identification Document (RG/Driver's License)
- ASO (Occupational Health Certificate – with complementary attention)
- Job/Function Work Order



# EXHIBITOR'S MANUAL



- N6
- PPE Record (Personal Protective Equipment)

- NR 01 – Training
- NR 18 – Basic Training

### **III. Security credentials must be collected at CAEX (Exhibitor Service Center).**

We ask for special attention to compliance with this regulation, as the Federal Police will conduct inspections during the event. If any violation of the law is identified, non-compliant companies will be subject to warnings, fines, and even shutdown.

**Informa Markets Latam is not responsible for any thefts or robberies that may occur during the exhibition. Exhibitors, stand builders, and service providers are not allowed to remain on-site during nighttime hours. Only security personnel, upon presentation of the required documents and properly accredited, will be permitted. Under no circumstances may security personnel carry any type of weapon.**

## **2.13 PAYMENTS**

### **PAYMENT METHODS AND DEADLINES:**

#### **A) E-commerce (via the Customer Portal website - <https://portal.informamarkets.com.br/>):**

- Credit card (Amex, Visa, Mastercard and Elo).  
Purchases and payments can be made through the website until **10/04/2026**

#### **Refund Requirements for Purchases Made via E-commerce:**

- Requests must be made within 7 days of payment

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

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

- Duplicate item purchase (e.g., an item already included in the contract and purchased again) \*.
- Technical infeasibility prevents the installation of the item at the booth\*.
- Failure to deliver the purchased product or service\*.

**\*Condition:** In exceptional cases, the client must notify us of the duplicate purchase, installation infeasibility, or non-delivery by the decoration day.

All approved refunds will be processed in full. It is not possible to refund only part of an order containing multiple items. For orders that include other items, it will be necessary to create a new order exclusively with the items that will actually be used by the exhibitor. This will result in generating a new order and payment. Once the payment for this new order is confirmed, the refund process will be carried out.

For requests, inquiries, or suggestions for improvements, please contact us via email: [e-commerce@informa.com](mailto:e-commerce@informa.com)

#### **B) CAEX (Exhibitor Service Center):**

- Cash (local currency: R\$ REAIS), credit card, and/or debit card (Amex, Visa, Mastercard, and Elo).  
Note: Checks are not accepted.

### **IMPORTANT:**

The deadline for purchases via e-commerce is **10/04/2026** during business hours, with a strict closing time at 6:00 PM.



## EXHIBITOR'S MANUAL



In case of non-payment, after the deadline mentioned above, payment must be made at the pavilion, CAEX – Exhibitor Service Center, on **11/04/2026**, without exception, to release credentials and access to the area.

**Orders placed and not paid by 10/04/2026 will be automatically canceled. Purchases must then be made directly at CAEX – Exhibitor Service Center, at the updated table rates.**

Credential delivery will only occur upon settlement of all outstanding amounts.

For any questions, please contact the Finance Department via email: [financeirocr@informa.com](mailto:financeirocr@informa.com)



### 3 EVENT SECURITY

The event has a security team in the common areas and at the access controls available during the entire assembly, accomplishment and disassembly period.

The exhibitors are responsible for the security of all goods exhibited in the internal area of their stand.

It is the responsibility of each exhibitor to provide security for their stand, objects and equipment during assembly, implementation and disassembly.

**ATTENTION:** we recommend that you pay extra attention to all your personal belongings while in the pavilion, especially laptops, tablets, digital cameras and cell phones. Keep them under your constant observation or in a safe place. The organizer is not responsible for theft of this type of equipment at events. Be vigilant and avoid inconvenience.

You should also avoid hiring clandestine companies or people who are unqualified to work as security guards for the security profession, and even authorized companies, but which are not in good standing with the Private Security Control Department.

The exhibitor is responsible for the isolation and security of their stand during assembly, decoration, implementation and dismantling of the event. The event organizer will not be held responsible for losses, damages, thefts, breakdowns or misplacements of any kind during assembly, implementation and disassembly of the event, each exhibitor must provide for the safekeeping of products and equipment. After the close of business (check the period in items "1.5 DAYS AND HOURS OF THE FAIR" and "1.6 CAEX - SERVICE HOURS"), all participants, exhibitors and other service providers must leave the pavilion, only the security guards who work for the exhibiting company and the staff of the organizing company will remain.

**The exhibiting company may hire security from a supplier it trusts,** as long as the service provider provides the necessary documentation requested in item "2.3 SECURITY CREDENTIAL" of this manual.

#### EVENT SAFETY TIPS:

- To ask for information or help, always look for someone with the event organizer's badge or official supplier badge.
- Don't neglect your belongings. Beware of people who approach you suspiciously just to distract you.
- Do not leave your wallet, cell phone or other belongings on the table if you need to be away temporarily.
- Charge video cameras, 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 at your stand, with a key, for your team's belongings and leave only one person in charge of the key.

#### IN THE CASE OF LAPTOPS AND CELL PHONES:

- Always keep it safe and 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 laptop is used for professional purposes.

If something happens, and you need support, please contact CAEX (CENTRAL DE ATENDANCE TO EXHIBITORS), you will be attended to by the organization, together with the event's supervisor. The team will help you file a police report, reporting all lost or stolen 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>



# EXHIBITOR'S MANUAL



Foreigners, in the case of a passport's loss, must go to their country's consular service to obtain a new passport. If you lose credit cards, immediately notify your bank administrator.

## SAFETY AND EMERGENCIES

Always keep these numbers within easy reach:

- Traffic - CET - 156
- Fire Department - 193
- Civil Defense - 199
- Specialized Women's Police Stations - 180
- Hotline - 181 or 0800-156315
- DDI Information 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 sexual exploitation of children and adolescents - 100



## 4 AGRISHOW EXPERIENCE PLATFORM

### 4.1 PLATFORM AGRISHOW

The official digital platform for the **AGRISHOW** event is **Agrishow Experience 2026** (coming soon) a space designed to boost **your brand visibility** and drive business generation throughout the entire year. **Agrishow Experience 2026** is your primary ally, both in the virtual and physical environments, elevating your participation in the event to a new level.

All registered users, including sponsors, will receive an access link to the platform via the email [oi@informamarkets.com](mailto:oi@informamarkets.com). If you do not find the email in your inbox, please check your SPAM folder—we don't want you to miss any important details.

### 4.2 WHY SEIZE THE MOST IN THE DIGITAL PLATFORM

This is your opportunity to boost sales and strengthen your brand. Make the most of everything **AGRISHOW** offers by using it as a partner to gain recognition and achieve success.

- **Network:** Expand your business opportunities! All **AGRISHOW** visitors are on the Platform, ready to make valuable connections. Access the "Connect" section in the menu and start engaging with your target audience now. Keep an eye on your inbox, as new opportunities may arise at any time. To check new connections, simply click the bell icon in the upper-right corner, next to your photo or initials.
- **Showcase Your Products:** Register your products, launches, and special offers so that event visitors have access to your entire catalog. Ensure that your company appears in searches for products and services on the Platform.
- **Enhance Your Company Profile:** Add logos, videos, attractive catalogs, and even links to your social media. This is your business card, and first impressions are lasting!
- **Stay on Top of What Matters:** Check the schedule and mark as favorites the lectures and panels that capture your interest in the "Schedule" menu.
- **Watch Anytime:** Access and favorite the best recorded content available to you in the "Content" menu!

### 4.3 UNCOMPLICATED ACCESS

In addition to the access link received via email, you may directly access the platform through this link (coming soon). Click on the "Login" option in the upper-right corner of the screen, enter your email, and create a password to start enjoying all the features.

### 4.4 SUPPORT ALWAYS AVAILABLE

Until the date of the AGRISHOW event, we will conduct several virtual meetings to address any questions you may have about the event, focusing primarily on matters related to the setup of your page on the Platform. Please keep an eye on your email, where you will receive the dates of these online meetings.

Have questions? We are here to assist you every step of the way on the Platform. Do not hesitate to reach out to us at [atendimento.agrishow@informamarkets.com.br](mailto:atendimento.agrishow@informamarkets.com.br) for personalized and efficient support.



## EXHIBITOR'S MANUAL



# 5 ASSEMBLY AND DISASSEMBLY RULES

The areas contractually rented will be free for occupation and assembly (it is mandatory the use of the rented space with assembly and a person responsible for attendance) in accordance with the dates, times and requirements contained in this manual. Areas not occupied **up to 48 hours** before the start of the period may be reallocated at the sole and exclusive discretion of the Fair Management, **the exhibitor is not entitled to any compensation or claims, and a fine may also be imposed.**

Lawn maintenance ceases to be the responsibility of the organizer as soon as the exhibitor starts setting up their stand or tent. We will keep a photographic record if necessary.

**The areas will be released with the grass cut on March 30st.**

Stands must be set up **by 6 p.m. on April 23th.**

**April 25th and 26th** will be used only for decorating the stands. During this period, the entry of landscaping, furniture, catering equipment, and exhibitor materials is permitted

### 5.1 OUTDOOR AREAS

All stands located in the outdoor areas are characterized as uncovered.

**The assembly of the outdoor area** will begin on **March 30th at 7 a.m.** and end on **April 23rd at 6 p.m.**

Any type of excavation or need to connect parts to support the stand must be informed in advance of the project for approval.

It is compulsory to remove any material fixed to the ground and immediately repair the floor in order to return the rented area at the time of dismantling, except in cases authorized in writing by the Organizer.



**ATTENTION:** The circulation of vehicles (cars, trucks, vans, lorries, and trailers) is permitted only on paved roads. UNDER NO CIRCUMSTANCES will circulation be allowed **WITHIN THE GRASSED EXHIBITION AREA** to avoid damage to the grass.

**For safety reasons, the event organization will be responsible for mowing and maintaining the lawn until the start of any activity related to the exhibitor — including tent setup, booth construction, or the positioning of machinery and/or equipment. Once any of these activities begin, the responsibility for mowing and maintaining the lawn area will shift to the exhibitor. Our field team is available to perform lawn mowing before the start of the exhibitor's contracted work. If needed, please inform CAEX at the PURPLE entrance or speak with one of our field inspectors**

### 5.2 TEST DRIVE

All assemblers that have a test drive lane in their area are characterized as test drives.

**The assembly of the test drive area** will begin on **March 30st at 7 a.m.** and end on **April 23th at 6 p.m.**



# EXHIBITOR'S MANUAL



Any type of excavation or need to connect parts to support the stand must be informed in advance of the project for approval.

The presence of a qualified and properly equipped Civil Firefighter is mandatory. Please consult an authorized company from our list of registered suppliers.

**It is compulsory to remove any material fixed to the ground and immediately repair the floor in order to return the rented area at the time of dismantling.**

**The runway area must be set back at least 2m from each street and avenue.**

## 5.3 AGRO SOLUTIONS ARENA (COVERED PAVILION)

All the stands inside the pavilion located at the beginning of street A are characterized as "Agro Solutions Arena".

**The assembly of the Agro Solutions Arena (covered pavilion) begins** on **April 9th at 7 a.m.** and ends on **April 23th at 6 p.m.** Exhibitors are prohibited from using the structures, damaging, painting or perforate any part of the roof or walls of the venue.

Any damage caused by the construction of stands will be the sole responsibility of the exhibiting/assembling company. In the event of any type of damage, a financial fine will be imposed in accordance with the cost of the damage caused. The minimum fine is 2000 UFESPs for the year in which the event took place and can vary depending on the damage caused.



**The operation of machines and/or equipment in operation is prohibited inside the Agro Solutions Pavilion.**

Live sound and/or music is permitted starting at 4:00 PM, provided it does not exceed the 80-decibel limit. If neighboring booths file a complaint due to disturbance, the activity will be requested to stop immediately.



**IT IS FORBIDDEN for exhibitors or setup companies to use technical areas or any non-contracted spaces as storage for exhibition materials, setup supplies, or any other items/equipment without prior authorization from the event organization.**

## 5.4 PRESENTATION FOR THE PROJECT AND DOCUMENTATION

**SEND PROJECTS TO: [projetos.agrishow@informa.com](mailto:projetos.agrishow@informa.com) by March 7, 2026**

The submission of the following documents is mandatory:

### LIABILITY STATEMENT:

Must be **properly completed and signed** by **Exhibitors, Setup Companies, and/or Tent Providers** (see page 67).

### TECHNICAL DRAWINGS:

- Floor plan with dimensions/measurements.
- Site plan (location where the stand will be set up within the total area).
- Front and side elevations with dimensions/measurements (clear height).
- Plan showing the layout of tents and side closures (if applicable).
- Perspectives (3D renderings).



# EXHIBITOR'S MANUAL



## STRUCTURAL CALCULATIONS:

- Structural calculations for foundation/grounding (when necessary).
- 

## ELECTRICAL:

- Relationship between electrical load and phase balancing.

Example of load and balancing table:

Circuito	Descrição (Carga / Equipamento)	AGRISHOW 2026 - Quadro de Cargas - QDx: Expositor XXXXXXXX						Disj = 23		F <sub>QT</sub> Médio = 1,10		F <sub>C</sub> Médio = 1,02		F <sub>Alim</sub> = 1,00														
		Fase (V.A., B)	I/F	Disjuntor	Potência		Fator de Potência	Demanda (A)	Distância (m)	Demanda a (VA)	Tensão (V)	Corrente		Biotola do cabo (mm <sup>2</sup> )		Proteção (A)		Queda de Tensão			Balanceamento (VA)							
					(W)	(VA)						Ib (A)	IN (A)	F	N	T	F <sub>corr</sub>	IN	Ireg*	DR**	F <sub>QT</sub> ***	Circ. (V)	Total (V)	Total (%)	V	A	B	
1	iluminação interna	V	I	1	480	600	0,80	1,00	15	600	127	4,72	4,72	2,6	2,6	2,6	1,0	16	-	-	1,1	0,99	8,4	3,8%	600	0	0	
2	tomadas notebook	A	F	1	640	800	0,80	0,50	15	400	127	6,30	3,15	4,0	4,0	4,0	1,0	20	-	-	1,1	0,82	8,2	3,7%	0	800	0	
3	tomadas externas	VB	T	2	980	1200	0,80	0,50	20	600	220	5,45	2,73	4,0	4,0	4,0	1,0	20	-	-	25i	1,1	0,95	8,4	3,8%	600	0	600
4	ar condicionado sala 1	VA	I	2	837	890	0,94	0,90	10	801	220	4,05	3,64	4,0	4,0	4,0	1,0	20	-	-	1,1	0,35	7,8	3,5%	445	445	0	
5	ar condicionado sala 2	AB	F	2	837	890	0,94	0,90	10	801	220	4,05	3,64	4,0	4,0	4,0	1,0	20	-	-	1,1	0,35	7,8	3,5%	0	445	445	
6	ar condicionado sala 3	VB	F	2	2230	2450	0,91	0,90	10	2205	220	11,14	10,02	4,0	4,0	4,0	1,0	20	-	-	1,1	0,97	8,4	3,8%	1225	0	1225	
7	ar condicionado sala 4	VA	F	2	2230	2450	0,91	0,90	10	2205	220	11,14	10,02	4,0	4,0	4,0	1,0	20	-	-	1,1	0,97	8,4	3,8%	1225	1225	0	
8	forno elétrico	AB	F	2	3000	3000	1,00	1,00	10	3000	220	13,64	13,64	4,0	4,0	4,0	1,0	20	-	-	25i	1,1	1,19	8,6	3,9%	0	1500	1500
9	ecobrisa	VB	F	2	1971	2700	0,73	0,90	10	2430	220	12,27	11,05	4,0	4,0	4,0	1,0	20	-	-	1,1	1,07	8,5	3,9%	1350	0	1350	
10	geladeira / freezer	V	T	1	804	1200	0,67	0,75	15	900	127	9,45	7,09	4,0	4,0	4,0	1,0	20	-	-	25i	1,1	1,23	8,6	3,6%	1200	0	0
11	iluminação externa	A	I	1	640	800	0,80	0,50	15	400	127	6,30	3,15	2,5	2,5	2,5	1,0	16	-	-	25i	1,1	1,32	8,7	4,0%	0	800	0
12	tomada equipamento	VA	T	2	1097	1594	0,66	0,50	15	795	220	7,23	3,61	4,0	4,0	4,0	1,0	20	-	-	1,1	0,94	8,3	3,8%	795	795	0	
13	painel de led	VAB	I	3	12000	12000	1,00	1,00	20	12000	220	31,49	31,49	10,0	10,0	10,0	1,2	40	-	-	1,1	2,02	9,4	4,3%	4000	4000	4000	
Alimentador do Quadro QDx		VAB	F	3	27724	30570	0,91	0,89	105	27137	220	80,23	71,22	35	35	35	16	108	100	85	-	1,0	7,40	7,4	3,4%	11440	10010	9120

\* Corrente de ajuste para disjuntor com disparador regulável / \*\* DR-30mA: individual ou coletivo / DPS: 175V-20kA (fases) / Fc= fator de correção da corrente do circuito / Fa= fator de correção da corrente do alimentador

\*\*\* Valor de F<sub>QT</sub> ajustado para garantir queda de tensão máxima de 4% nos circuitos terminais / F<sub>QT</sub> >=1,0 // A Queda de tensão máxima no circuito alimentador do quadro é de 3%

Nota: O dimensionamento considera: minidisjuntores Siemens modelo 5SL1 (5kA-220V) para os circuitos terminais e disjuntor geral SIEMENS modelo 3VM (40/60kA-220V) com disparador de sobrecorrente ajustável.

## A.R.T or R.R.T – CREA-SP

(ONLY A.R.Ts FROM THE STATE OF SÃO PAULO ISSUED BY A CIVIL ENGINEER ARE ACCEPTED)

### A.R.T Requirements

- Copy of the CREA license
- A.R.T for project, execution, and electrical installations

### IMPORTANT INFORMATION – CREA-SP □

Only A.R.Ts from the state of São Paulo are accepted

Must be issued by a civil engineer

Engineers must use the new platform T.O.S (Tabela Obras e Serviços) to issue the A.R.T, with the following items:

- Temporary/Provisional Building – No. 1.1.5
- Structures – No. 2.5.1
- Electrical – No. 11.9.20.2

It is allowed to issue a single A.R.T for both project and execution

The company must be registered and the professional linked to the responsible bodies – CREA or CAU

A.R.Ts must explicitly mention project and execution and include setup and teardown  
Additional details must be described in the observation field

### R.R.T Requirements

- Copy of the CAU license
- R.R.T for project:
  - Temporary Building or Installations (CAU Code – Activity 1.1.4)
  - Mixed Structures (CAU Code – 1.2.5)
  - OR
  - Metal Structures (CAU Code – 1.2.4) (Tents and Truss Boxes)
  - Low Voltage Electrical Installations (CAU Code – Activity 1.5.7)
- R.R.T for execution and electrical installations:
  - Temporary Building or Installations (CAU Code – Activity 2.1.3)



# EXHIBITOR'S MANUAL



- Mixed Structures (CAU Code – 2.2.5)
- OR
- Metal Structures (CAU Code – 2.2.4) (Tents and Truss Boxes)
- Low Voltage Electrical Installations (CAU Code – Activity 2.5.7)

## IMPORTANT INFORMATION – CAU

Valid throughout the national territory

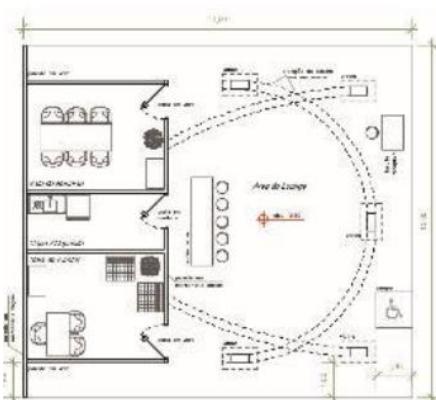
**The company must be registered and the professional linked to the responsible bodies – CREA or CAU**

**Only R.R.Ts with digital signature from the CAU platform are accepted  
Pay attention to the measurements when issuing the R.R.T according to CAU rules  
R.R.Ts for project and execution must explicitly include setup and teardown  
Additional details must be described in the observation field**

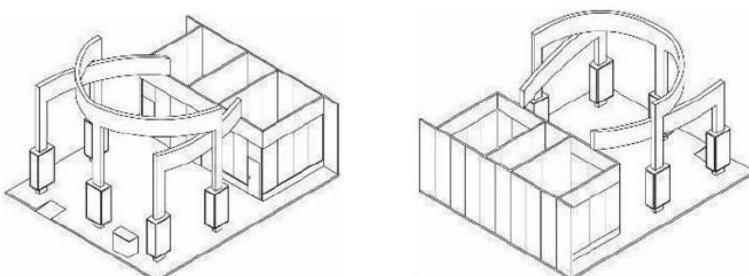
## CONTAINER / TRAILER BOOTH

- Technical drawing or sketch of the trailer or container
- Floor plan showing the booth location within the total area
- A.R.T or R.R.T for execution (follow CREA-SP and CAU requirements above)
- A.R.T or R.R.T for electrical (follow CREA-SP and CAU requirements above)
- Liability Statement (page 67), properly completed and signed by Exhibitors, Setup Companies, and/or Tent Providers

## PROJECT EXAMPLES GROUND PLAN PERSPECTIVES



## PERSPECTIVES





# EXHIBITOR'S MANUAL



To streamline the organization and review of booth projects, we kindly ask everyone to follow the email submission format below:

**Example: Subject: Exhibitor Project – (EXHIBITOR NAME) / Contractor – (CONTRACTOR NAME).** (Attach all documents for review and provide a detailed description of the attached files in the body of the email)

**Projects submitted outside this format will not be reviewed.**

**Emails containing two or more exhibitors will not be reviewed. Each email must refer to a single exhibitor.**

## IMPORTANT NOTES:

1. Setup companies are required to identify the project with the exhibitor's name, phone number, and contact email.
2. Failure to comply with the above requirements within the established deadline releases the Organizer from any responsibility and/or obligation.
3. Booth setup will only be authorized after project approval, settlement of all outstanding payments by the exhibitor and setup company, and presentation of the insurance policy by the exhibitor.

It is extremely important, for inspection purposes, to keep a copy of the project and the A.R.T./R.R.T. at the booth throughout the setup and event period.

## 5.5 EXCAVATIONS

Any type of excavation/drilling or need to connect parts to support the stand must be informed with the project for approval. In the case of the areas that require excavation/drilling or the fixing of parts on the ground must be removed all the fixed materials and immediately be repaired the floor in order to return the rented area.



**Failure to comply with this action will result in a fine as stipulated in the term of responsibility.**

**ATTENTION:** the presentation of the A.R.T. / R.R.T. is mandatory for excavations.

## 5.6 HEIGHTS AND SETBACKS FOR SETTING UP THE STAND AND TENTS

For all rented spaces, except those with basic assembly contracts (which already have a standard height), it is mandatory to respect the following rules for the construction of the stand:

### STANDS LOCATED IN THE AGRO SOLUTIONS ARENA (COVERED PAVILION)

MAXIMUM HEIGHT	SETBACK (Mandatory for the perimeter)
From 2,20 m to 4,00 m	Without setback

### STANDS LOCATED IN THE OUTDOOR AREAS

MAXIMUM HEIGHT	SETBACK (Mandatory for the perimeter)
----------------	---------------------------------------



# EXHIBITOR'S MANUAL



Up to 5,50 m	Without setback
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## FOR LAMPPOSTS AND FLAGPOLES, MACHINERY AND EQUIPMENT

(for areas near the electrical network)

MAXIMUM HEIGHT	SETBACK (Mandatory for the perimeter)
Up to 6,00 m	3,00 m setback
Above 6,00 m	5,00 m setback

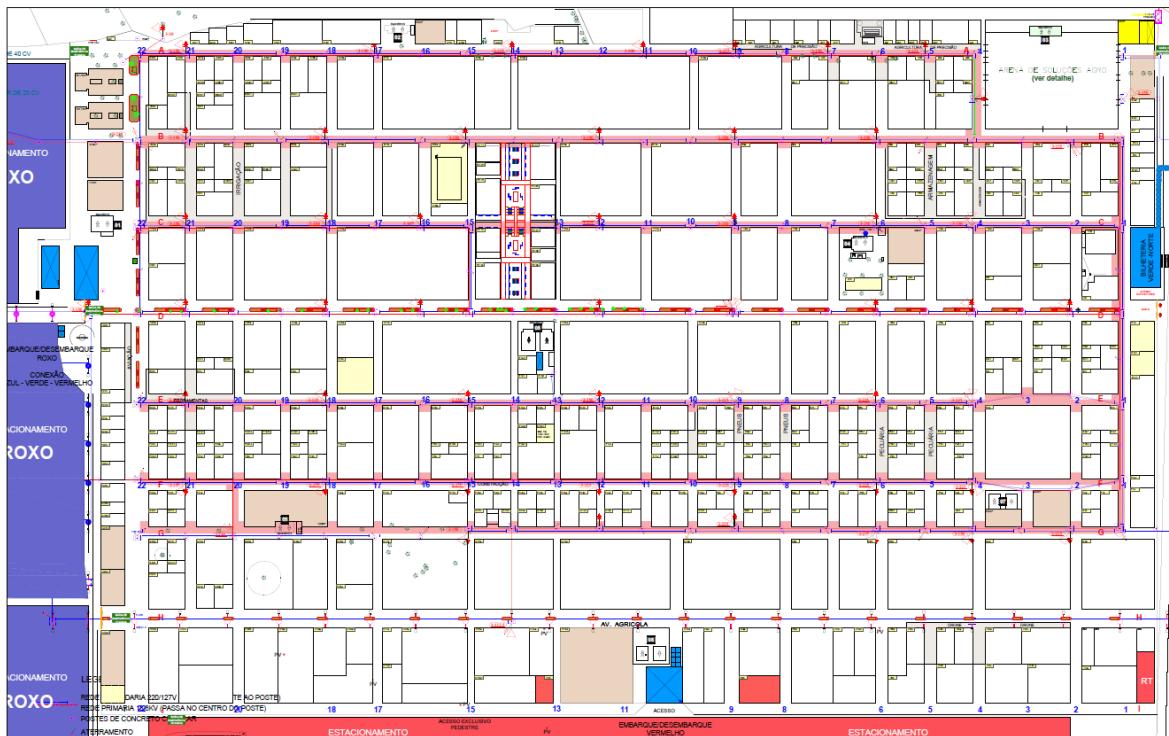
## TENTS (for areas near the electrical network)

MAXIMUM HEIGHT	"2 águas" tent (shed) – Right leg maximum height + top of the structure
Up to 5,00 m	Without setback
From 5,01 to 6 m	3,00 m setback
From 6.01 meters onwards.	5,00 m setback
MAXIMUM HEIGHT	"4 águas" tent (pyramid) - Right leg maximum height
Up to 5,00	Without setback
From 5.01 m to 6,00m	3,00 m setback
From 6.01 or higher	5,00 m setback

**For all masts over 5.00m in height, located close to the power grid, it is mandatory to comply with the 3.00 m setback from the power grid.**



## Street marking with mandatory setbacks for tents and masts



## 5.7 VISIBILITY

Visibility must follow the rules according to the assembly area. Glass/showcases will be accepted at the opening location as long as they are translucent, only with safety signs.

**IMPORTANT:** For all stands in front-only, corner and island-top configurations (surrounded by three streets), it is compulsory to build walls to divide their area. Also remember that at the back of the wall, if your neighbor has the standard height (agro-solutions arena/covered pavilion 2.20m), you must have the neutral finish (white color) at the same level of quality up to the height limit built.

## 5.8 VISIBILITY WHEN SETTING UP THE AGRO SOLUTIONS AREA

Stands with an area equal to or greater than 30m<sup>2</sup> may not, under any circumstances, obstruct the visibility of any side in its entirety that faces the traffic routes. It is compulsory to open up 30% of the linear footage of each side. Glass/window display 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 stands in front-only, corner and island-top configurations (surrounded by three streets), it is compulsory to build walls to divide their area. Also remember that at the back of the wall, if your neighbor has the standard height (2.20m), you must have the finish in white color at the same level of quality up to the height limit built.

## 5.9 VISIBILITY WHEN SETTING UP THE OUTDOOR AREA

Stands with an area equal to or greater than 1,800m<sup>2</sup> may not, under any circumstances, obstruct total visibility on any side of the road. It is mandatory to open or glass/ window display of 30% of the linear footage of each side, required or a setback of 3 meters from the entire assembly area. The opening must allow free movement and/or visibility through the assembly/structure. Walls made of glass or similar material that are completely transparent must be marked with safety signs.



# EXHIBITOR'S MANUAL



**IMPORTANT:** For all stands in the front, corner and island configurations (surrounded by three streets), it is mandatory to do the finishing (white color) up to the height limit and/or on the opposite sides of the assembly on the borders with neighboring stands and streets.

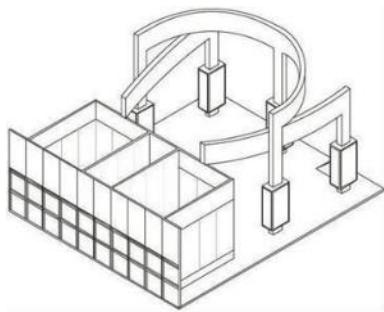
## 5.10 PARTITION WALLS AND FINISHES

It is compulsory to build dividing walls at the boundaries of your area (but inside it) with neighboring areas. The minimum height must be **2.20 m (covered pavilion)**, from the pavilion floor, up to a maximum height of **4.00m (check item - "Maximum Heights and Setbacks for Stand Assembly")**.

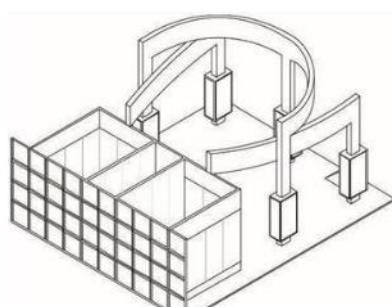
The exhibitor must provide a quality finish on the side facing their neighbors or circulation areas, from a height of 2.20m. For the areas facing the neighbors, the finish must only be white.

### FINISHING ON THE NEIGHBORING SIDE

#### RIGHT



#### WRONG



**IT IS PROHIBITED TO INSTALL SIGNAGE AND/OR VISUAL IDENTIFY FACING NEIGHBORING STANDS.**



Stands configured as containers or trailer stands are exempt from the construction of partition walls or finishes facing neighboring stands.

## 5.11 GLASS WALLS

All glass walls must be made of tempered or laminated glass, respecting the setback table imposed by the Organizer.

The panels must be marked with safety tape (stickers, graphics, logos, etc.) during the assembly and disassembly periods, in order to prevent accidents.

Legal requirements, Fire Department regulations and NBR 7.199, 14.697 and 14.698 of the ABNT. 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 presentation of a certificate of manufacture (certification of the material).

## 5.12 FLOORS

The floor of the **AGRO SOLUTIONS AREA (COVERED PAVILION)** may not be marked, drilled or painted by the exhibitor/third-party companies. The floor of the pavilion needs to be covered with a suitable material to protect it.



**The ground in the OPEN AREAS and TEST DRIVE/TRACK is uneven, and a technical site visit is required to assess the slope. Trees and/or water shafts may be present within or around the terrain.**



# EXHIBITOR'S MANUAL



Grass in uncovered areas may not be marked out, dug up or painted by the exhibitor/third-party companies. If this action is essential, the event management must be consulted in advance for analysis.

**Raising the stand floor in any area is optional.** When the floor is raised, it is compulsory the construction of an access ramp for the disabled, regardless of its size.

**Stands with gaps of up to 20cm 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 80 cm wide.**

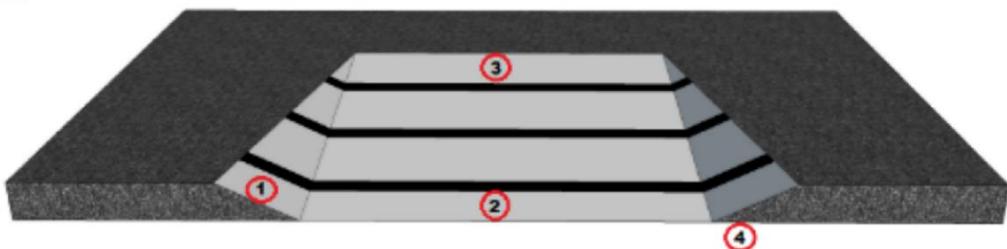
The area of each stand will be demarcated and identified on the pavilion floor. It is the responsibility of the exhibitor/assembler to ask the Operational Team for help with any questions regarding the rented area.

## 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 flooring.**

**IMPORTANT:** For any stand with a raised floor above 0.50 m in height from the pavilion floor, it is compulsory to present the A.R.T. (Annotation of Technical Responsibility) / R.R.T. (Registration of Technical Responsibility) signed by a professional registered with the CAU/CREA bodies of the State of São Paulo, duly paid, and a structural calculation of said project in two copies.



# EXHIBITOR'S MANUAL



## 5.13 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 1.10m and the gaps between the guardrails must not be greater than 20 cm.

## 5.14 STAND ASSEMBLY WITH MEZZANINE

In line with the new guidelines on worker safety, from 2024 onwards the company will adopt restrictive measures regarding the construction of mezzanines. **Please note the instructions below:**

1. The construction of mezzanines for exhibitors **with an area of 1,800m<sup>2</sup> or more will be permitted.**
2. **Exception** for modular structures (containers and trailers/mobile units), which can be used in areas of any size (**IMPORTANT** – It's forbidden to assemble structures/walls/modules in the mezzanine area; The mezzanine should arrive at the park ready only for finishing and detailing).
3. **The price** per square meter is the same as the **original area**, and its setup is limited to 40% of the assembly/project area.
4. Exhibitors must **contact the Sales Department**, which will check the location of the stand, and if construction is permitted, will inform you of the cost of contracting the complementary area.

Important: The following requirements **are mandatory** for the analysis and construction of the mezzanine project:

- The responsible assembler for the project must follow all the regulations, and the documentation of its workers must be delivered in advance in accordance with safety standards that meet the inspection of MPTE and GRTE.
- Present valid A.R.T. / R.R.T. for project and valid execution or proof of payment / Copy of CREA or CAU.
- Floor plan, front and side elevation with measurement unit.
- Provide a structural calculation report with the maximum load capacity in kg/m<sup>2</sup> and a sign to be installed at the stairway access with this information.
- Respect the rules of base setback and setback in areas with power grid detailed by the Organizer.
- Only metal structures are allowed for the mezzanine.
- It is compulsory to hire and monitor an occupational safety technician dedicated to construction during the entire assembly and disassembly period, during the event, it is mandatory to hire a firefighter to monitor security and control access to the mezzanine based on capacity.
- The access staircase must follow the guidelines of the Technical Instructions of the Military Fire Brigade of the State of São Paulo.
- The maximum number of people allowed on the mezzanine must be identified on the first floor.
- The mezzanine must have a guardrail in accordance with the guidelines of the technical instructions of the Fire Department of the State of São Paulo
- Work at height (NR35) in the external area for assembling the mezzanine must be carried out using exclusively PTA (Aerial Work Platform), the use of stairs will not be permitted.

**\*SPONSORS MUST CONTACT THE SALES DEPARTMENT TO VALIDATE MEZZANINE IF NECESSARY.**

## 5.15 HORIZONTAL PROJECTION OF THE STAND

Only for stands located within the agro solutions arena (covered pavilion), the horizontal projection of any assembly element or products on display must be within the limits of the rented area.



# EXHIBITOR'S MANUAL



Projections onto neighboring stands or circulation areas will not be allowed.

## 5.16 PROJECTION OF STAND FAÇADE

It is forbidden for any exhibitor to use the airspace of the agro solutions arena (covered pavilion). This area may only be used by Informa Markets for signage and merchandising.

It is forbidden to support, tie or hang any component of the stand or products on display on the pavilion structures.

It is not permitted the installation of raised banners in the open area or in the Agro Solutions Arena (covered pavilion) and projecting them outside the boundaries of the area, except for spotlights, as long as they have a minimum height of more than 2.80 m.

Stands may only be identified from the side facing the street. No banners facing the neighbors will be allowed.

## 5.17 USE OF THATCH, LYCRA, AND DECORATIVE FABRICS

For the use of thatch, lycra and decorative fabrics, it is compulsory to present a report on the application of a flame-retardant product (fireproofing). These materials must be accompanied by fire extinguishers in adequate quantity, at the discretion of the Fair Management and/or the Official Fire Brigade. The material may undergo a flame test and will have an entry time to the fairground.

The submission of the invoice for the product applied, the report and the A.R.T./R.R.T. for the application of the flame retardant product must be sent together with the rest of the documents to [projetos.agrishow@informa.com](mailto:projetos.agrishow@informa.com).

## 5.18 AUDITORIUMS OR PROJECTION ROOMS

In environments such as auditoriums or projection rooms, or even closed, dark environments, emergency lights must be installed, acoustics appropriate to the activity, signage for emergency exits, signs indicating the maximum capacity, and other safety equipment that may be necessary.

The Fair Management may require the installation of additional safety equipment and may also interdict the environment that is not in compliance with any of these mandatory safety items.

## 5.19 EXTERNAL LIGHTING, BRACKET SCONCES, EXTERNAL SPOTLIGHTS FOR STANDS

Only for stands located inside the Agro Solutions Arena (covered pavilion), any and all lighting on the outside of the stand must be shielded, preventing access by people. Sconces and external spotlights must be above 2.80 m or isolated and protected from visitor access.

All stand lighting must be self-sufficient, and the exhibitor/assembler must not "rely" on the general lighting of the fairgrounds. The exhibitor/assembler must ensure that this lighting does not harm neighboring stands (floodlights, etc.) or visitors.

The Fair Management reserves the right to close the stand until the requests for protection or removal of equipment (floodlights, etc.) are complied.

## 5.20 MASONRY CONSTRUCTIONS

If masonry construction is essential, prior approval from the Organizer is required. If approved, the construction must take into account the need to cover the floor of the fairground with material suitable for



# EXHIBITOR'S MANUAL



its protection. After the event, the building must be demolished and the area cleared of any material or waste. If necessary, the grass should be replanted.

## 5.21 CABLES

It is not permitted to run cables or any connecting elements that cut through streets, common areas or neighboring stands. These needs, if they occur, must be foreseen in advance, and resolved with the Promoter.

It is compulsory to use non-flame propagating cable with double mechanical insulation (PP type). In case of doubt, consult NBR 5.410. All stands must be grounded.

All the electrical cables in the stands must be grounded by **April 23th** at the latest, otherwise the stand's power will be disconnected.

## 5.22 ELECTRICAL INSTALLATIONS

**The ORGANIZER** will provide Neobox distribution boards with four connection points and will have protection through its three-phase DIN 63A circuit breaker. A 125A three-phase circuit breaker provides the general protection of the switchboard.

**EXHIBITOR** - will supply the PP type cable and gauge according to its contracted load and described by the assembler. This cable will be PLUGGED into the Din 63A curve C three-phase circuit breaker. It is very important that the exhibitor test their installations before completing the installation of the cable in the Neobox frame. Check the sizing, protection and grounding of your stand, the entire installation will be checked by the electrical team and if it does not comply with safety requirement, the cable will be disconnected, remembering that the frame will be fixed to the pole at 2m from the ground.



**For the connection of stand feeders to the park's overhead electrical network, UNDER NO CIRCUMSTANCES will more than TWO CABLES PER PHASE and TWO NEUTRAL CABLES be accepted. The stand's technical manager must correctly size the cables to avoid requesting a connection with THREE or MORE cables PER PHASE and NEUTRAL.**

It is mandatory to use all THREE phases available in the Neobox panels, even if the stand has a low load. Connections using only two phases of the available 63A three-phase circuit breaker will not be accepted.

The installation of a MAIN THREE-PHASE CIRCUIT BREAKER in the stand's general internal electrical distribution panel is mandatory. From this panel, all internal electrical installation circuits must be derived, each with appropriate PROTECTION through thermomagnetic circuit breakers suited to each load of the stand.

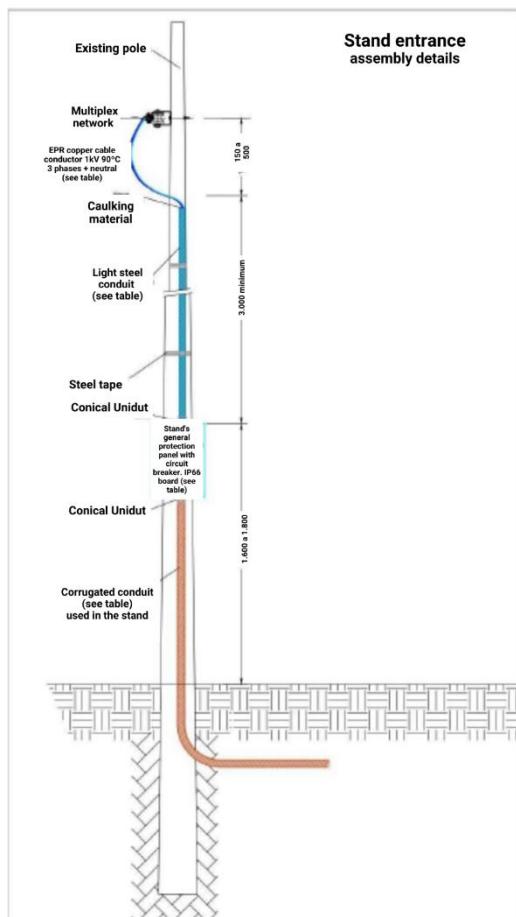
The organizer reserves the right to disconnect the electrical installation if any of the mentioned requirements are not met.

**PROCEDURE FOR CONNECTING STANDS WITH CABLES OF A GAUGE EQUAL TO OR GREATER THAN 25mm<sup>2</sup>**

If the cables supplied by the exhibitor are of a gauge equal to or greater than 25mm<sup>2</sup>, the exhibitor must supply the conduit to be installed on the pole, the switchboard, and the circuit breaker (as shown in figure 1 attached) to protect its feeder, in accordance with the Technical Standards for Electrical Installations (NBR 5410). Remember that if the stand's feeder cables are 16mm<sup>2</sup> or smaller, the stand's feeder will be installed in the NEOBOX boxes previously installed by INFORMA on the power grid poles.



# EXHIBITOR'S MANUAL



**Cables with a cross-section smaller than 10mm<sup>2</sup> will not be accepted.** Exhibitors must provide at **LEAST** a **4x10mm<sup>2</sup> PP** cable (three phases and neutral) or a higher specification, depending on the load to be installed at the stand. **It is important to note that the electrical panel must be three-phase.** This sizing is the responsibility of the exhibitor and their technical representative, and it must comply with the load information provided at the time of the exhibition space contract, as outlined in the table below:



## EXHIBITOR'S MANUAL



Tabela 1 (ligações trifásicas)					
Carga (kW)		I (A)	Cabo (mm <sup>2</sup> )	Disjuntor (A)	Eletroduto (pol)
Até 12	12	31,49	3#10(10)	40	* *
12 a 18	18	47,24	3#10(10)	50	* *
19 a 23	23	60,36	3#16(16)	63	* *
24 a 28	28	73,48	3#25(16)	80	1 1/2" ** **
29 a 37	37	97,10	3#35(16)	100	1 1/2" ** **
38 a 47	47	123,34	3#50(25)	125	2" ** **
48 a 60	60	157,46	3#70(35)	160	2" ** **
61 a 75	75	196,82	3#95(50)	200	3" ** **
76 a 85	85	223,07	3#120(70)	225	3" ** **
86 a 100	100	262,43	3#150(95)	300	4" ** **
101 a 125	125	328,04	3#185(95)	350	4" ** **
126 a 150	150	393,65	2x (3#120(70))	400	2x 3" ** **
151 a 200	200	524,86	2x (3#150(95))	630	2x 4" ** **
201 a 250	250	656,08	2x (3#185(95))	800	2x 4" ** **
>251	1000	Consultar	Consultar	Consultar	Consultar

\* cabo PP ligado na caixa NEOBOX // \*\* cabos singelos ligados diretamente na rede secundária ou ao borne do transformador

**The existing electrical network in the open area of the park is overhead and three-phase, with the primary line being medium voltage (13.8kV) and the secondary line being low voltage (220/127V). There is no 380V supply; therefore, exhibitors must ensure their equipment is compatible. It is the exhibitor's responsibility to provide the necessary adjustments for any voltage other than the 220/127V three-phase system.**

**Due to the voltage variation observed in the power supply by CPFL, the use of a NO-BREAK stabilizer is mandatory.**

The assembler's electrician or technical manager should test the stand's load before the event, in order to avoid, disturbances such as an UNBALANCED LOAD that ends up overloading one of the phases and interrupting the power supply. We are warning because, in 2024, it was very frequent the call of the electrical team, and the FAILURE found was the responsibility of the state technician who performed the installation, either due to load imbalance or incorrect sizing. The undersized cabling heats up and interrupts the power supply to the stand, also disturbing the neighboring stands connected to the same pole and adjacent to it.



**The power to the stand will not be released as long as phase unbalances persist, when the demand for electricity is greater than the quantity requested by the exhibitor, or for non-payment of the additional electricity consumption contracted.**



# EXHIBITOR'S MANUAL



**ATTENTION: To avoid delays in powering and de-powering the area, prior scheduling with the venue's electrical team (GAONA ENGENHARIA) is mandatory. To do so, you must contact Cida from Gaona at the Event Management Office (D7C) starting on March 30, 2026. The final date for scheduling electrical connections is April 23, 2026, and this deadline must be strictly followed, as all scheduled connections will be completed by April 25, 2026. The field team will strictly follow the scheduling timeline. Requests that are not scheduled in advance will be subject to available time slots and adjustments, provided they are submitted before the April 23, 2026 deadline. We do not guarantee same-day execution for requests that were not scheduled in advance.**

**Please note that on April 25, 2026, the field team will be finalizing all scheduled booth connections, and after this date, no further requests will be accepted.**

## GENERATOR

If there is a need for a generator on the stand, the exhibitor must inform the Organization and pay a fee of 50% of the total KVA of the generator used. It is mandatory to follow basic safety rules such as:

- Practical, easy-to-access shut-off buttons.
- Water/oil separator.
- Air filter.
- Operating indicator light.
- ART with proof of payment.
- Isolated fuel tank.
- Closed control panel.
- Isolated from the engine.

### Important Information

For questions or further details regarding electrical matters at the venue, you must request the Electrical Manual from the Informa team.

## 5.23 ELECTRICAL APPLIANCES

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 these accidents, due attention must be paid to the safe use of electricity.

Here are some basic safety precautions 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 failure, 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.

## 5.24 EQUIPMENT AND ENERGY TESTING

The dates released for equipment and energy testing will be announced during the assembly period by the official technical team. After the tests have been completed, the supply will be made available on a regular basis during the period of the event, according to the opening and closing times.



## 5.25 USE OF INDIVIDUAL PROTECTION EQUIPMENT AND COLLECTIVE PROTECTION EQUIPMENT (EPI AND EPC)

According to Regulatory Standard No. 6 of the Ministry of Labor and Employment (MTE) the promoter determines that: the use of PPE - Personal Protective Equipment - is mandatory and EPC - Collective Protection Equipment, specific to the development of each function.

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 in order to prevent accidents at work or occupational diseases.

### EPC examples:

Safety signs;  
Protection of moving parts of machinery and equipment;  
Stair railings;  
Fume hood, etc.



The use of sandals, flip-flops, clogs or any type of open shoe will not be allowed inside the fairgrounds or people wearing shorts, skirts, capri pants, tank tops or no shirts during set-up and dismantling.

Minors under the age of 18 are prohibited from entering the pavilion during the assembly and disassembly of stands, even if they are 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 (EPC) is any device, system, fixed or mobile, which has the purpose of the physical integrity and health of workers, users and third parties.

- **Occupational Health and Safety Manual - Access to and work release at Agrishow 2026**

It is essential that setup teams, tent providers, service contractors, and exhibitors comply with the requirements outlined in **the Occupational Health and Safety Manual - Access and Work Authorization at Agrishow 2026**. This document was created to guide exhibitors, their contractors, and subcontractors in complying with labor laws and the regulatory standards of the Ministry of Labor and Social



## EXHIBITOR'S MANUAL



Security, applicable to Agrishow — especially regarding occupational health and safety during the setup, execution, and dismantling phases of the event.

The **Occupational Health and Safety Manual** is an integral part of this **Exhibitor Manual**, available on the **Exhibitor Portal** and at **CAEX** for consultation at any time. We request that the Occupational Health and Safety Manual be sent to all the Exhibitor's contractors, subcontractors and service providers.

The company responsible for collecting, analyzing, and validating the documentation required for **Agrishow 2026** will be **CLA BRASIL**. This company outlines, in the official manual, the necessary process for your company to meet all mandatory requirements established by current labor legislation, according to the service segment.

It is important to note that setup and dismantling activities at Agrishow are classified as a "**construction site**", making it mandatory to comply with all specifications of **Regulatory Standard No. 18**, from Ordinance 3.214/78 of the Ministry of Labor and Social Security, as well as other related regulatory standards.

Given the ongoing inspections by the Labor Prosecutor's Office and the **Ministry of Labor and Social Security** during the setup and dismantling periods of **Agrishow 2026**, worker clearance will be conducted by the **CLA BRASIL** team. This clearance will depend on the correct and timely submission of all documents required in the **Occupational Health and Safety Manual**, including requirements related to integration procedures, mandatory courses, and training for contractors, service providers, and subcontractors hired by the exhibitor.

This process ensures compliance with occupational health and safety regulations, promoting a safe and legally compliant environment throughout the event.

**CLA BRASIL** holds significant authority in reviewing and approving or rejecting the documentation required for granting worker access to Agrishow 2026. However, entry of companies and workers may be denied if the requirements are not met and/or if the documents are not submitted within the deadline and in the format established in the Occupational Health and Safety Manual.

Throughout the duration of the AGRISHOW 2026 event's assembly, realization and disassembly, the company **GSI Group Serviços Integrados** Ltda. Will supervise compliance with all the safety standards relevant to each function/activity, in compliance with Ordinance 3.214/78 of Ministry of Labor and Social Security

**GSI – Grupo de Serviços Integrados** holds significant authority in overseeing the execution of activities performed by workers assigned to Agrishow during the setup, event, and dismantling phases. GSI may, unilaterally, suspend or halt any work, activity, or personnel found to be non-compliant with the safety regulations applicable to the event. If you have any questions regarding procedures, please seek assistance at CAEX, PURPLE entrance.

Throughout the duration of the AGRISHOW 2026 event's assembly, realization and disassembly, the company GSI Group Serviços Integrados Ltda. Will supervise compliance with all the safety standards relevant to each function/activity, in compliance with Ordinance 3.214/78 of Ministry of Labor and Social Security.



The company **GSI Grupo de Serviços Integrados** has absolute power to supervise the execution of the activities of the workers allocated to the Agrishow Fair during the assembly period, realization and dismantling, and may unilaterally suspend/stop work/activities/workers who are not complying with the safety regulations applicable to the Event.

If you have any questions or queries regarding occupational health and safety requirements, please visit the website of the Ministry of Labor and Social Security and search for the Regulatory Norms (NR) on the link: <http://trabalho.gov.br/seguranca-e-saude-notrabalho/normatizacao/normas-regulamentadoras>.



# EXHIBITOR'S MANUAL



## 5.26 VEHICLE ACCESS

During the assembly and disassembly periods, the parking lot manager will control the maximum number of vehicles that can pass through the site at the same time. This action aims to ensure the continuous flow of incoming and outgoing trucks, commercial vehicles and others.

**IMPORTANT:** During assembly, the time for vehicles to enter the park may be changed at any time by the Organization, if there are any unfavorable conditions for access due to internal logistics and/or bad weather.



Vehicle circulation (cars, pickup trucks, vans, trucks, and trailers) is permitted only on paved roads. **UNDER NO CIRCUMSTANCES will circulation be allowed within the grassed exhibition area**, to prevent damage to the lawn.

**FOR SAFETY REASONS**, the circulation of motorcycles, ATVs, tricycles, bicycles, scooters, electric segways, or any other means of transportation **is not permitted**, except for electric carts as specified in item 5.35. This restriction applies throughout the entire duration of the event.

## 5.27 TRUCK ACCESS DURING ASSEMBLY

Trucks will be allowed in, under the control of the event organizers, until **6 p.m. on April 23th**. After this date, any exception for unloading products/equipment will be permitted upon payment of a fee, calculated according to the volume and length of time spent on site, to be used subsequently for street maintenance throughout the park.

The amount charged per type of vehicle, length of stay and access gate will be made public via e-mail to the exhibitor.

## 5.28 LANDINGS AND TAKEOFFS PROTOCOL

### 1. LANDINGS AND TAKEOFFS

The **HELIPAD and RUNWAY are deactivated (the runway registration has been canceled) and are therefore no longer in operation**. The areas previously occupied by these spaces will be repurposed for other uses.

### 2. AERODROMO SANTA LYDIA

In partnership with Aerodrome Santa Lydia, we offer exhibitors the option of air transport to Agrishow. The distance between the aerodrome and the fair entrance is 7 km by car. The aerodrome features a 950-meter runway with a width of 18 meters (1,100 meters paved) and helipads available for use.

**ROTAER Link:** Ramp/Location/Runway Information

<https://aisweb.decea.mil.br/>

**Operating Hours:** From sunrise to sunset

**Fuel Available:** Gasoline (Avgas) and Kerosene (Jet A)

**Contact Information:**

**Instagram:** @Aeródromo\_Santa\_Lydia

**Contact Person:** Ana Garcia

**Email:** [aerosantalydia@gmail.com](mailto:aerosantalydia@gmail.com)

**Phone:** (16) 981850048

**For service bookings at the Aerodrome, we use the AeroLydia app. Further information follows:**



# EXHIBITOR'S MANUAL



Hello Commanders!

Flight control (arrival/departure) bookings are now open on the AeroLydia App. All the data provided will be registered, so you won't need to input it again. ☺ On the AeroLydia app, you will complete a registration for individual (PF) or company (PJ) and the aircraft registration. When you check in for flight control to SDUL, the fees will already be calculated. On the homepage, you can find the pricing table. Charges will only apply once the aircraft has arrived at the Aerodrome, and payments will be available in the flight control section once departure is confirmed.

The aerodrome will also provide transfer services for round-trip transportation to the event.

The data registered within the app and the transfer service are managed and fully under the responsibility of **Aerodrome Santa Lydia**, with **Agrishow** and **Informa Markets Latam** being exempt from any responsibilities related to them.

The booking can be canceled up to 3 hours before the scheduled arrival time. Changes can be made as needed, and service fees will reflect any alterations.

For any doubts or inquiries, please contact: (16) 981850048

Thank you for your collaboration, and we hope you have a great digital experience.

**Here's the link and have a great flight! ☺**

Here are the download links for the app:

Android Smartphones:

<https://play.google.com/store/apps/details?id=com.aerolydia.aerolydiaandroid&pli=1>

iPhone:

<https://apps.apple.com/br/app/aerolydia/id6475014562>

## 5.29 DOCKS

The event venue includes a dock located near the purple parking area. It is intended for common use, so the organizers kindly request that exhibitors utilize this facility as quickly as possible due to the high number of exhibitors

## 5.30 TRAFFIC ROUTES

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

No exhibitor may block any road for more than one day.

**It is forbidden to throw garbage in communal areas.**

The Operational Team may disqualify anyone who infringes the rules established by the Organizer.

## 5.31 AIR CONDITIONING

The use of air conditioning is ONLY permitted in the OUTDOOR, PLOT and TEST DRIVE areas.

**It is FORBIDDEN to use air-conditioning units in the Agro Solutions Arena, as the Arena is air-conditioned.**

It is the exhibitor's responsibility to arrange the rental and installation of the equipment, respecting the limits of the rented area.



# EXHIBITOR'S MANUAL



Make sure that the air-conditioning drain is inside the exhibitor's rented area and at a safe height to avoid accidents. If this does not happen, the Organizer may request the removal of the equipment.

## 5.32 FINAL DECORATIONS AND STAND CLEANING

Work on assembling the stands is due to finish on **April 23th at 6 p.m.**, with restrictions on some procedures due to the decoration of the stands.

**The final decoration of the stands will take place on April 24th and 25<sup>th</sup>.** Sanding, painting, welding, sawing, and/or any other dirt-producing assembly is prohibited.

Exhibitors may hire a registered cleaning company or a specialized company of their choice to carry out periodic maintenance and cleaning of their stand during the event.

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

The street cleaning service will work in the circulation areas (streets), administration, toilets, common areas and removing garbage to the appropriate place.



**During the event, waste collection for exhibitors will take place from 9 p.m. to 6 a.m. To avoid waste accumulation, we kindly ask exhibitors' staff to dispose of all generated waste after the event each day**

**We ask you to store organic waste in black bags and other recyclable waste in bags of any other color, so that everyone collaborates in recycling and donating the materials to the cooperative.**

## 5.33 GOODS/SUPPLY ENTRANCES

All merchandise will be free to enter the fairgrounds from **March 30st to April 25th**. It is the exhibitor's sole responsibility to comply with any and all legal requirements relating to the procedure of shipments of goods, products, equipment and/or utensils.

The Organizer does not check or inspect invoices for equipment or goods. The invoices' content is the sole responsibility of the exhibitor. **See "Legal Requirements" - "Tax Procedures".**

**Supply/Maintenance Hours - From April 27th to May 1<sup>st</sup>**, during the event, the entry of goods using motorized vehicles and wheelbarrows will be allowed only from 9 p.m. to 6 a.m. by accredited persons.

**IMPORTANT:** The Organizer is not responsible for the receipt of goods and does not provide any kind of storage facility on the fairgrounds for exhibitors' products and equipment. It is the exhibitor's responsibility to provide a place to store their materials and belongings, as well as to have an employee responsible for receiving equipment and/or products.

**The Organizer is exempt from any liability for damage, malfunction, prejudices, robbery or theft of any kind.**

## 5.34 DISPLAY OF MACHINERY AND VEHICLES ON THE STAND

The entry of machinery and vehicles for the exhibition will be allowed **until 6 p.m. on April 23th**.

The machine demonstration project must be sent to [projetos.agrishow@informa.com](mailto:projetos.agrishow@informa.com) taking into account safety issues and soundproofing where necessary. The information is necessary to control access to the park/loading and unloading area and the equipment and/or vehicles exhibited at the event.

Machinery and equipment that does not have an exhaust system or that produces sound (noise) that disturbs order, and the smooth running of the fair will not be allowed to be exhibited and/or operated. The noise limit allowed during the event is **80 DECIBELS**.



# EXHIBITOR'S MANUAL



It's forbidden advertising and promotion, directly or indirectly, of products and/or services of third parties who are not participating in the Event and/or which are not from the market segment for which the Event is intended. It is forbidden the subletting or partial or total transfer of the contracted area.

## USED MACHINERY AND/OR EQUIPMENT

**The exhibition/demonstration of any used machines and/or equipment is prohibited, there cannot be mention, material or the same expressions.**

All must be new, factory-fresh and unused. The organization will notify the exhibiting company at any time and demand the removal or covering of the equipment in question and will take the appropriate procedures at the exhibitor's expense.

Such an exhibition will only be allowed for historical demonstration purposes and without any commercial value.

## VEHICLES

In view of AGRISHOW's focus, the exhibition of vehicles will be limited to those that comply with one of the following characteristics:

- With a bucket, body or cargo box with a capacity of 1.5 tons or more.
- Special vehicles for predominantly agricultural use that comply with the criteria required by the Organizer.

The Organizer may suspend the demonstration of any equipment which, at its discretion, may present a risk to people, goods, structures and stand elements, or which produces a high level of noise or vibration in such a way as to disturb the operations of adjoining stands.

## 5.35 INTERNAL LOGISTICS SERVICE

It is the exhibitor's responsibility to arrange or hire a logistics company for the internal handling of materials and/or equipment on the fairgrounds.

## 5.36 USE OF ELECTRIC TROLLEYS

During the setup period and throughout the event, electric carts may only be used by exhibitors with stands larger than 1,800 m<sup>2</sup>, subject to the procurement of the merchandising service offered by the Organizer. Users must adhere to the rules outlined in the cart usage manual and comply with the terms of responsibility for the use.

**IMPORTANT:** Trolleys fined for infractions such as traveling or parking in prohibited places, high speed or without identification from the Organizer will be prohibited from circulating on the fairgrounds and seized immediately and will only be released after the event has ended.

The exhibitor is responsible for hiring the trolleys.

## 5.37 MERCHANTISING

Merchandising will be considered to be any advertising carried out outside the land boundaries of the stand. Merchandising products are designed to increase the exhibitor's visibility and publicity within **AGRISHOW 2026**.

To find out about the merchandising tools available for the event, consult the sales executive who serves you.



# EXHIBITOR'S MANUAL



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

## 5.38 DISMANTLING

On **May 1st**, starting **at 8:30 p.m.**, exhibitors must remove all their decorative material, products and rental equipment, such as TVs, DVDs, computers, furniture and belongings. We ask exhibitors to keep a responsible member of staff at their stand during the dismantling period until all their equipment and/or products have been removal, as the fair management cannot be held responsible for disappearance, damage and/or theft.

We kindly request that exhibitors maintain a staff member at their stand during the dismantling period until all of their equipment and/or products have been fully removed, as the fair's management does not.

The Organizer is exempt from any liability for damage, breakdown, loss, robbery or theft of any kind. The Organizer does not store any material after dismantling is complete.

The exhibitor and their contractors are responsible for dismantling the stand and removing all the products and equipment on display within the deadlines and conditions stipulated in this manual.

### DISMANTLING SCHEDULE:

Friday

>6 p.m. to 8:30 p.m.

- Exit of visitors.
- Exit of exhibitors with portable materials and products.
- Opening of display cases.

>8:30 p.m.

- Removal of decoration materials, furniture, and audiovisual equipment.
- Entry of small vehicles and pickup trucks (trucks up to 3 tons—3/4 or VUC) starting from 8:30 p.m. on May 2nd – via street D.
- Exit of self-supporting vehicles (rubber-tired vehicles) – via street D or H.

Saturday

>7 a.m. dismantling of stands (the dismantling of tents is permitted only after the complete removal of all assembly materials, machines, equipment, and implements).

>8 a.m. exit of implements and machines that require a forklift or crane - via street H.

- Entry of single-axle trucks and tandem trucks (two axles): starting at 8 a.m. on Saturday – via street D.
- Access for assembly trucks – via street D.

Sunday

- Entry of trailers: starting at 8 a.m. on Sunday – via street D.

>Final dismantling date for the agro pavilion – May 8th.

>Final dismantling date for external stands – May 13th.

>Final dismantling date for tents – May 22nd.

During the Assembly and Dismantling periods, entry for individuals under 18 years of age is strictly prohibited, even if accompanied by their guardians. Exhibitors and service providers are not allowed to remain on the premises during the night, except for security personnel.



# EXHIBITOR'S MANUAL



**ATTENTION TO DISMANTLING DATES** Setup companies and service providers who fail to comply with the dates and deadlines outlined in this manual — leaving metal structures, tents, installations, machinery and/or equipment in the internal areas of the venue beyond the established period — will be subject to a fine of R\$ 5,000.00 per item left and per day past the deadline for removal. The collected amount will be used to cover additional costs related to field inspectors, occupational safety technicians, firefighters, cleaning services, restroom maintenance, delays in cleaning exhibition and common areas, as well as water and electrical filter maintenance.

## 5.39 TRUCK ACCESS DURING DISMANTLING

Access for trucks during the dismantling period will be allowed from May 4th onwards, and the entry will be allowed by type of vehicle. Please note that the use of the stamp is also mandatory during the dismantling.

- Entry of small vehicles and pick-up trucks: from **8:30 p.m. on May 1<sup>st</sup>**.
- Entry of "toco" trucks (1 axle) and "trucados" trucks (2 axles): from **8:00 a.m. on May 2<sup>th</sup>**
- Entry of trucks: from **8:00 a.m. on May 3<sup>rd</sup>**.

**IMPORTANT:** During dismantling, the time for vehicles to enter the park may be altered at any time by the organizers, if there are any unfavorable conditions for access, such as the circulation of people on site and/or for reasons of internal logistics and/or bad weather.

## 5.40 END OF DISMANTLING PERIOD

### MATERIAL LEFT IN THE EXHIBITION AREA AFTER THE LAST DAY OF DISMANTLING, AS INDICATED IN THIS MANUAL, WILL BE COLLECTED AND DISPOSED OF

At the end of dismantling, the rented area must be handed over to the fair management, clean and unobstructed as it was received, without any materials, either from the exhibiting company or from the assembling company.

Any materials, wood, equipment and products remaining on the fairgrounds after the end of the dismantling period will be removed by the fair management, who will charge the exhibitor for the costs arising from this operation and will also execute the Statement of Responsibility for the assembly company.

Damage to the lawn will be charged to the exhibitor according to the cost of recovery per m<sup>2</sup>.

The exhibitors/assemblers will be responsible for any damage identified during the period of assembling, installing and dismantling. The charges will be made after the event has been dismantled, in accordance with the prices defined and published by the Organizer.

**In the event of a delay in dismantling, a daily fine of R\$5,000.00 (five thousand reals) will be imposed for the exhibitor, the assembler, and tentmaker. One week after dismantling has been completed, the abandoned materials will be destroyed.**



## EXHIBITOR'S MANUAL



### 5.41 BETTER STANDS PROGRAM: 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



# EXHIBITOR'S MANUAL



## What makes a stand sustainable?

All stands are classified into 3 levels: Better Stands Bronze, Silver or Gold, according to the use of reused and recycled materials.

All elements of a given level must be reused or recycled (at the Gold level) to achieve that rating. If the booth does not reuse all elements at the Bronze level, it is classified as discarded (in progress).



	Category	Items	Single use	BETTER STANDS BRONZE by NZCE	BETTER STANDS SILVER by NZCE	BETTER STANDS GOLD by NZCE
Reusable	1 Stand structure and walls	Structure or framework of the stand, walls, panels for meeting rooms, backdrop	✗	✓	✓	✓
	2 Platform or raised flooring	Structure of flooring (excluding surface covering, e.g. carpet)	✗	✓	✓	✓
	3 Furniture and equipment	Showcases, counters, chairs, tables, sofa, coffee table, flyer stand, LED walls, TV, AV equipment etc.	✗	✓	✓	✓
	4 Lighting	All kinds of lighting in the stand and within showcases	✗	✓	✓	✓
	5 Fascia and overhead signage	Overhead signage or branding, fascia, company logo on top of the stand structure	✗	✗	✓	✓
	6 Rigged structure	Any rigged structure including lighting gantries or other structural elements	✗	✗	✓	✓
	7 Ceiling	Any form of ceiling e.g. fabric ceilings, solid ceilings for lighting or stand support	✗	✗	✓	✓
	8 Display facilities	built-in or detachable product display cabinets, lightboxes etc.	✗	✗	✓	✓
Reusable or recycled	9 Floor covering	Carpet, floor tiles, HDF coverings, lino etc.	✗	✗	✗	✓
	10 Graphics and decorative items	Stand graphics that are wall-mounted or floor-standing (not overhead) and any other decorative items such as plants and flowers, models and ornaments	✗	✗	✗	✓

## Floor Leveling Structure Rules – Better Stands Program

To ensure a stand is compliant with the Better Stands program, the following conditions must be met:

### 1. Outdoor stands:

Structures used to level the stand floor on uneven terrain:

- Up to 50 cm in height (at the highest corner): wooden structures are permitted.

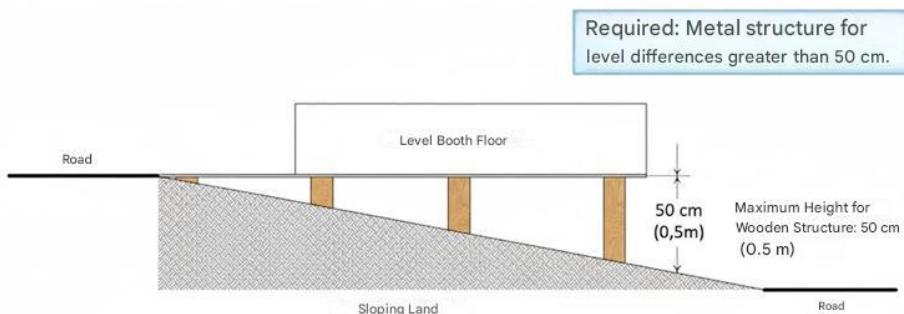


# EXHIBITOR'S MANUAL



- **Above 50 cm** in height (at the highest corner):
  - Wooden structures will not be considered valid under the Better Stands program.
  - Metal structures are approved and meet the program's requirements.

Visual Guide: Leveling Structure for Booths on Sloping Terrain - 50cm Limit



## 2. Indoor stands:

The **Better Stands** program rules remain unchanged.

These measures aim to ensure greater **safety** during stand setup and dismantling, as well as promote **sustainability** by reducing material waste and encouraging more responsible practices aligned with the program's goals.

### What do exhibitors need to do to join the Better Stands program?

All exhibitors and stand builders at Informa Markets events are automatically included 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>



## EXHIBITOR'S MANUAL



## 6 REGULATORY STANDARDS

The Regulatory Norms - NR have the principle of regulating and providing guidance on the 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 Safety and Occupational Medicine, were approved by Ordinance No. 3.214, June 08, 1978 and are mandatory observance by all Brazilian companies governed by the CLT.

- 1) All exhibitors, workers, assemblers, tentmakers and service providers in general must necessarily read and comply with the requirements and determinations of the Occupational Health and Safety Manual - Access and Release of Workers at Agrishow 2026 (Manual for access and release of workers at the Agrishow 2026 Trade Fair Park during assembly, accomplishment, and dismantling), under penalty of being denied access to the Park and/or suspension of activities. **EXHIBITORS ARE JOINTLY AND SEVERALLY RESPONSIBLE FOR OBSERVANCE AND COMPLIANCE WITH THE OCCUPATIONAL HEALTH AND SAFETY MANUAL BY THEIR CONTRACTORS, SUBCONTRACTORS, AND SERVICE PROVIDERS.**
- 2) All activities carried out at the fairgrounds during assembly, accomplishment and dismantling will be monitored and supervised by the occupational safety company (GSI Grupo de Serviços Integrados) hired by the Organizer.
- 3) Everyone must be accredited to access the fairgrounds. Once accredited, you still need a release stamp. This stamp is obtained from the company (CLA BRASIL), after presenting all the documentation. The badge can be requested from the holder at any time by work security, property security and the Organizer.
- 4) It is compulsory for everyone to wear PPE, regardless of the length of stay or activity, during the assembly and disassembly period.
- 5) The occupational safety company GSI Grupo de Serviços Integrados is authorized to photograph the actions in order to register, apply notices, and impose fines.
- 6) GSI Grupo de Serviços Integrados has absolute power to supervise the execution of the activities of the workers assigned to the Agrishow Fair and **may unilaterally suspend/stop work/activities/workers** who are not complying with the safety standards applicable to the Event.
- 7) Entry to the fairground will be prohibited when physical or verbal aggression is identified, threats, speeding, use of alcohol and/or drugs.
- 8) It will be compulsory for all workers to take part in the integration (40 minutes) applied by GSI Grupo de Serviços Integrados occupational safety team to all people entering the the exhibition grounds during the dismantling period. Integration is only necessary once.
- 9) During the assembly and disassembly periods, entry will only be authorized for the vehicle and its conductor. Other passengers will have to enter through the pedestrian entrance to check credentials, use of PPE and general attire. During the assembly and dismantling of the stand, the requirements set out in the NR, among others, must be complied with:

**NR 06 - Personal Protective Equipment**

**NR 10 - Safety in Electrical Installations and Services**

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

**NR 12 - Safety at Work with Machinery and Equipment**

**NR 18 - Working Conditions and Environment in the Construction Industry**

**NR 35 - Working at Height**

Details of the specific requirements for each activity can be found in **the Safety and Occupational Medicine Manual**, an integral part of this exhibitor manual.

We would like to remind you that during the entire period of assembly, implementation and dismantling, there will be intense inspection in the fair:

MPTE RP - Public Ministry of Labor and Employment of Ribeirão Preto



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GRTE RP - Regional Labor and Employment Management of Ribeirão Preto  
ANVISA - Sanitary Surveillance

CREA (Regional Council of Engineering and Agronomy) and CAU (Brazilian Architecture and Urban Planning Council)

Ribeirão Preto Public Prosecutor's Office

Ribeirão Preto Military Police Highway Police

- 1. In the case of unsafe working conditions, absence, or negligence of the worker in following any of the REGULATORY STANDARDS, they may be warned by the GSI Technical Safety team, GSI Firefighters, operational inspectors, or property security. In the event of a second warning, we will follow the protocol below:**
  - i. 1st warning (note described in the system).**
  - ii. 2nd warning:**
    - 1. Remove from the site;**
    - 2. Retain the workcard;**
    - 3. Evaluate the act or unsafe condition and suspension period.**
    - 4. Reinstatement process;**
    - 5. In cases of recurrence > suspension of activities.**

Juvenile Court Judge

ANATEL (National Telecommunications Agency)

Ribeirão Preto City Hall Tax Department

## 6.1 MATERIALS OPERATION

All work with grease, paint, corrosive material, dust, liquid or chemical products must be carried out using a suitable container to prevent damage and accidents.

## 6.2 PROMOTIONAL BLIMPS

THE INSTALLATION OF BLIMPS ABOVE 2.00M IN HEIGHT IS PROHIBITED WITHOUT THE USE OF HEIGHT PROTECTION EQUIPMENT.

The use of blimps at the trade fair will only be permitted when merchandising is contracted.

To find out about the merchandising actions available for the event, consult your sales executive.

The blimps must be fixed within the area rented by the exhibitor. They cannot be projected onto neighboring stands or circulation areas.

It is mandatory to use a stationary tower with a minimum fixation of 3 (three) points and use only industrialized helium gas.

For security reasons, the blimps can only remain on the air from **6 a.m. to 6 p.m.** If they remain on the air outside the established hours, they will be removed immediately by the Organization.

## 6.3 BALLOONS AND DRONES

Manned balloons are prohibited from flying over the fairgrounds due to the risk of falling, fire and collision with helicopters on the days of the fair.

If a violation is confirmed, the identified companies will be immediately notified by the event organization, and a fine will be applied. The minimum fine amount is R\$5,000.00.

If a drone is used as an exhibition item or product demonstration, the exhibitor must build a protective cage (containment area) within their contracted space. This cage must ensure the safety of all attendees,



# EXHIBITOR'S MANUAL



and therefore all sides — including the top — must be enclosed with fabric, nylon mesh, or another protective system that prevents the drone from exiting the area.

Drones for promotional videos will be permitted ONLY if the following conditions are met:

## 1. Area Mapping

- Flights are allowed **only within the exhibitor's contracted perimeter. Use of drones in common areas or outside the contracted space is strictly prohibited.**
- The **minimum flight altitude is 30 meters**, for safety, privacy, and public comfort.
- **The maximum flight altitude is 120 meters** (400 feet) above ground level. This restriction helps prevent accidents with manned aircraft, which typically operate above this altitude.
- Drone operations must also comply with maximum altitude limits, minimum lateral distance from uninvolved persons, and other technical and operational requirements established by ANAC (National Civil Aviation Agency) and DECEA (Department of Airspace Control).

## 2. Flight Planning

- The **takeoff and landing point must be flat, away from the public, temporary structures, and electrical networks.**
- The **flight route must be pre-programmed** before drone takeoff.
- In **both horizontal and vertical flight corridors**, the **minimum distance** from anybody or structure must be **3 meters**.
- On-site, the Agrishow team will monitor the flight, marking the area with 4 cones (DRONE POINT) and assigning 2 accredited personnel to verify documentation and manage radio communication.

## 3. Control and Monitoring Logic

- The **use of more than one drone simultaneously per area is prohibited.**
- All drones used at Agrishow must be equipped with **proximity sensors and automatic avoidance algorithms.**
- Before takeoff, it is mandatory to **configure the drone's system limiters** according to the rules established by Agrishow.
- The drone must be owned by the exhibitor or a company affiliated with the exhibitor and have authorized access credentials.

## 4. Operator Responsibility

- The operator will be solely responsible for any material or moral damage resulting from drone operation, including in cases of non-compliance with the minimum or maximum altitude limits established in this Manual or by applicable laws and regulations.

## 5. Authorization and Prior Communication

- BRAVISION is the company responsible for authorizing and supervising drone flights during Agrishow 2026. The person responsible for the drone must inform BRAVISION in advance of their intention to fly, including flight plan details, equipment used, aircraft and pilot documentation, and present mandatory insurance policies, when required. Operation will only be allowed with express authorization from both the event organization and BRAVISION. Authorization requests, along with the required documentation, must be sent to the following emails: [tecnica@bravision.com.br](mailto:tecnica@bravision.com.br), [denise.borges@bravision.com.br](mailto:denise.borges@bravision.com.br), [projetos.agrishow@informa.com](mailto:projetos.agrishow@informa.com). For any questions, please use the same email addresses.

## MANDATORY DOCUMENTATION FOR DRONE OPERATION\*:

- Anatel Seal or Declaration/Certification of Compliance
- Registration Certificate, Certificate of Airworthiness, or Special Authorization
- Flight Authorization issued by SARPAS



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- Aircraft Manual
- Operational Risk Assessment for non-recreational flights
- Aeronautical Insurance (RETA) for non-recreational flights
- \*Other documentary requirements may be imposed by the entities regulating the sector

Once approved, a link will be sent to schedule the drone flight date and time. Scheduling will be released in the order documentation is submitted, provided that 100% of the required documents have been approved.

Public authorities will be present at the event to monitor drone operations. Irregular operations and violations may result in equipment being retained during the event, in addition to other penalties imposed by the regulatory agency.

Below are the national drone regulations issued by **ANAC, ANATEL, and DECEA**.

## **ANAC - NATIONAL CIVIL AVIATION AGENCY**

- Special Brazilian Civil Aviation Regulation No. 94/2017
- Supplementary Instruction E94.503-001A
- Supplementary Instruction E94-001A
- Supplementary Instruction E94-002A
- Supplementary Instruction E94-003

- 1) Be at least 18 years old to fly or to assist in the operation as an observer.
- 2) Have insurance to cover damage to third parties.
- 3) Carry out an operational risk assessment (IS-ANAC No. E94-003)
- 4) Only operate in areas away from third parties (at least 30 meters horizontally). This restriction is waived if the people close to the operation agree to it or if there is a mechanical barrier capable of isolate and protect people who are not involved in or consenting to the operation.
- 5) Only operate a single RPA/Drone system. Remotely Piloted Aircraft (RPA) at a time.
- 6) Have the Operator and Drone registered with ANAC - Law No. 11,182/2005, in its Article 8, item XVII, establishes that it is the responsibility of ANAC to "conduct the approval process and issue certificates, attestations, approvals, and authorizations related to the activities within the jurisdiction of the civil aviation flight safety system, as well as crew licenses and certificates of technical qualification and physical and mental fitness, in accordance with the standards and regulations established by it." For the issuance of specific documentation for licenses, whether for Remote Pilot or Remote Pilot in Command, the guidelines established by ANAC must be followed, when applicable.

**\*\* The registration must be in the name of the Operator who is controlling the Drone.**

**\*\* The Operator's Identification document must be presented when requested for verification.**

**\*\* The registration must be FOR NON-RECREATIONAL USE and the field of activity described in the registration must be related to the reason for the operation.**

According to **Law No. 11,182/2005**, it is the responsibility of **ANAC** to manage the **Brazilian Aircraft Registry (RAB)**, which includes the functions of registering aircraft, as well as issuing **Certificates of Registration (C.M.)** and **Airworthiness Certificates (C.A.)** for civil aircraft subject to Brazilian legislation.

To issue specific documentation for the **Registration of UA** (Unmanned Aircraft) or equivalent, when applicable, the guidelines established by **ANAC for civil UAs** and by the respective **Commands for military UAs** (operating within the Armed Forces) must be followed.

- 7) Fix the identification (number obtained in the registration process) of the equipment in a visible place on the aircraft and with non-flammable material.
- 8) Carry proof of registration with ANAC, insurance and risk assessment and the flight manual for the equipment.



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- 9) It is not permitted to operate drones under the influence of psychoactive substances, and all operators are subject to the rules on the use of alcohol and drugs set out in item 91.17 of the Brazilian Aeronautical Homologation Regulation (RBHA 91/2003).

## ANATEL (National Telecommunications Agency)

Exhibitors must follow **ANATEL** regulations for the use of the spectrum, approval and use of any equipment where any type of information transmission is carried out, whether they are telecommunication or not. Inspections 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 the use or marketing of telecommunications and equipment can be consulted at:

<http://www.anatel.gov.br/setorregulado/apresentacao-certificacao>

To inform yourself 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: [www.anatel.gov.br/setorregulado/uso-temporario-do-espectro](http://www.anatel.gov.br/setorregulado/uso-temporario-do-espectro)

**The minimum request period is 15 days before the start of the operation.**

## DECEA – DEPARTMENT OF AIRSPACE CONTROL

- ICA 100-40, July 3th, 2023 - Remotely Piloted Aircraft Systems and Access to Brazilian Airspace.
- ICA 100-12, on July 31st, 2014 - Rules of the Air
- ICA 100-37, on April 28, 2014 - Air Traffic Services

1) Before initiating a flight, the operator of the System must be aware of all the necessary information for flight planning, as well as having knowledge of the equipment's operation manual. This must include, at minimum, a thorough assessment of the following aspects:

- a) Weather conditions (updated reports and forecasts) for the involved aerodromes, areas, and the route to be flown.
- b) Proper calculation of fuel or battery autonomy for the planned flight;
- c) Alternative planning in case the flight cannot be completed; and
- d) Flight-related conditions as indicated in the AIS products available on the AISWEB website (for example, operational restrictions of the involved aerodromes, conditions related to the functioning of navigation aids for the route, approach, and takeoff, required airport infrastructure for the proposed operation, aerodrome operating hours, and ATS units related to the flight, etc.).

2) It is prohibited to fly a drone within 30 horizontal meters of buildings. However, flight is permitted if consent is obtained from the property owner.

\*\*It is valid for Shows and Events, to fly at a distance of less than 30 horizontal meters, you must have the consent of the person in charge of the event.

3) It is forbidden to fly drones over security areas, such as prisons and military installations, or over critical infrastructures, such as thermoelectric plants or energy distribution stations.

4) Drone maintenance must be up to date.

5) Flights of up to 100 feet (30m) are allowed without the need for a NOTAM (Notice of Airmen, which is a notification to the aviation community). Flights up to 100 feet must be operated within 3 nautical miles ( $\approx$  5.4km) away from the aerodrome. For flights between 100 feet and 400 feet (30m to 120 m) the operation must take place 5 nautical miles ( $\approx$  9 km) away from aerodromes. Operations near aerodromes can be requested by SARPAS (Request for Access by Remotely Piloted Aircraft) but depend on the issuance of a NOTAM\*.



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- 6) Do not fly over people without permission.
- 7) The pilot must carry the NOTAM (Flight Request) issued by DECEA.
- 8) In accordance with Article 87 of the Brazilian Aeronautical Code, the prevention of aeronautical accidents and incidents is the responsibility of all individuals and entities involved in the manufacturing, maintenance, operation, and circulation of aircraft. Accident prevention activities must be planned and executed based on the eight principles of the SIPAER Philosophy (Aeronautical Accident Investigation and Prevention System):
  - a) Every aeronautical accident can be prevented.
  - b) Every aeronautical accident results from multiple events and never from a single isolated cause.
  - c) Every aeronautical accident has a precedent.
  - d) Accident prevention requires general mobilization.
  - e) The purpose of accident prevention is not to restrict aviation activities, but to promote their development with safety.
  - f) Top management is primarily responsible for the prevention of aeronautical accidents.
  - g) Na prevenção de acidentes não há segredos nem bandeiras.
  - h) Acusações e punições de erros humanos agem contra os interesses da prevenção de acidentes.

## 6.4 EXPLOSIVES AND FUELS

It's forbidden the use of any explosive, non-liquefied, toxic and combustible gases, including balloons and/or air balloons.

## 6.5 FIRE EXTINGUISHERS

To ensure the safety of all participants and exhibitors, it is mandatory that each booth follows the guidelines outlined below.

**Location and Accessibility:** Fire extinguishers must be **placed in visible and easily accessible** locations within the booth, with **proper signage**. One extinguisher kit (**consisting of one unit of Pressurized Water Extinguisher (Class A) and one unit of Carbon Dioxide (CO<sub>2</sub>) Extinguisher (Class B and C)**) is required for every **40m<sup>2</sup>** of built area. The number of extinguishers will be determined based on the approved project.

**Maintenance and Validity:** Ensure that extinguishers are within their validity period and in perfect working condition, with maintenance performed by certified companies. Expired or improperly maintained extinguishers will not be accepted.

**Training:** We recommend that booth staff be familiar with the use of fire extinguishers and know how to act in case of an emergency.

**Inspection:** The park's civil fire brigade will conduct on-site inspections to verify compliance with safety regulations. The absence of extinguishers or failure to comply with the guidelines may result in penalties, including booth closures.

### Description:

- **Pressurized Water Extinguisher (Class A):** Water extinguishers for solid materials such as paper and wood.



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- **Carbon Dioxide (CO<sub>2</sub>) Extinguisher (Class B and C):** CO<sub>2</sub> extinguishers for electrical equipment.
- **Dry Chemical Powder Extinguisher (Class ABC):** Chemical powder extinguishers for flammable liquids.

Safety is a top priority for the success of the event. We rely on the cooperation of all exhibitors to ensure a safe environment that is prepared for any eventuality. Any activity involving fire is strictly prohibited throughout the entire setup, execution, and dismantling period of the event.

**IMPORTANT** – The setup company must keep one (1) fire extinguisher (**Dry Chemical Powder Extinguisher – Class ABC**) at the booth during the setup and dismantling periods of the event.

### 6.6 COMBUSTION ENGINES

The operation of internal/external combustion engines will not be permitted inside the fairground.



## 7 ADDITIONAL INFORMATION

### 7.1 HYDRAULICS

Individual water points will not be available at the stands. A water point will be available for all exhibitors in the uncovered areas, at a location convenient for the Organizer.



**The hydraulic point should not be designated for the existing pantry or kitchen (sinks) in the stands. Stands that opt for catering services must use "bombona system" (dry sink).**

It will be up to the exhibitor, when necessary, to connect this point via a hose to their stand, and after use, disconnect it, releasing the point as soon as possible.

It is everyone's responsibility to consciously use and save water.



**It is expressly forbidden to discharge sewage of any kind onto the stand grounds or side streets, as well as to open cesspools. (For bombona systems/dry sinks, dispose of waste in the nearest bathroom tank.)**



**The organization does not guarantee the volume and water pressure at the distribution points (water outlets). As this is an outdoor event in a rural area, the water supply is sized for use in common areas (bathrooms, food courts). Therefore, the water outlets are for the common use of exhibitors when no alternative is available.**

### 7.2 EMERGENCY SERVICES

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



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**If you need to work after the period specified in this manual, you will be charged. The person responsible must go to CAEX to pay immediately.**

## 7.3 TELEPHONY AND INTERNET

All internet and wifi services are the sole responsibility of Mapp TV/ Expo Telecom.

### MAPPTV

Sales center:

+55 11 4210-0810

+55 11 99201-7321 (WhatsApp)

[agrishow@mapptv.com.br](mailto:agrishow@mapptv.com.br)

Special conditions must be observed, and discounts are applied according to the date of contracting services.

## 7.4 INSURANCE

### Why is purchasing insurance essential for exhibitors?

Participating in an event is a great opportunity to strengthen your brand, attract new clients, and generate business. However, it's important to remember that during the setup, execution, and dismantling of your booth, there are risks that can affect not only your company but also event visitors, venue staff, and other third parties. An accident, damage, or unforeseen incident can jeopardize not only your investment but also your brand's reputation. That's why purchasing insurance is not just a contractual requirement — it's a crucial protective measure for your company, your team, and your clients.

### Which insurance policies should I purchase?

According to the contract signed with Informa Markets, you, the exhibitor, are required to purchase and maintain the following coverage throughout the entire duration of the event — including setup and dismantling periods:

#### 1) Exhibitor's Civil Liability Insurance

- a) Minimum coverage: (a) Bodily injury, property damage, moral and aesthetic damages caused by the exhibitor to third parties; (b) Bodily injury, moral and aesthetic damages — including death and permanent disability — caused to the exhibitor's employees or subcontracted service providers.
- b) Coverage period: During the installation, setup, execution, and dismantling phases of the event.
- c) Coverage limit: The minimum coverage amount must be five (5) times the contract price per occurrence or claim, except in cases where the setup and dismantling of the event are contracted through Informa Markets — in which case the minimum coverage must be three (3) times the contract price per occurrence or claim.

### How to provide proof of insurance coverage?

- You must submit to Informa Markets, no later than 30 (thirty) days before the start of the event, on **March 25, 2026**, a copy of the contracted insurance policies and proof of premium payment. These documents are part of the checklist required for entry into the pavilion at the beginning of the event setup.



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- Subcontracted service providers working at the event must also have the same insurance coverage. This can be done by including these providers as co-insured parties under the exhibitor's policy or by purchasing separate insurance policies. The start of service by any subcontractor is conditional upon compliance with this requirement.
- All communications with Informa Markets regarding insurance coverage must be sent to the following email: [seguro.expositor@informa.com](mailto:seguro.expositor@informa.com)

## What to do in case of a claim?

- Immediately notify the insurance company and Informa Markets in writing about any incident.
- Allow Informa Markets to follow the entire process of claim adjustment and settlement with the insurer, providing information, documents, and access to meetings.

## Attention!

- You are responsible for your own assets, equipment, and machinery used during the event, and for purchasing insurance to protect them. This insurance is not mandatory for participation in the physical event and should be acquired according to your needs.
- The existence of insurance does not limit your liability. If the insurance does not fully cover any damages caused, you will remain responsible for the difference.
- If you share the booth with third parties, the same insurance obligations apply to them.

## Questions?

If you have any questions about coverage or how to purchase insurance, please contact Informa Markets or consult a trusted insurance broker.

If you already have insurance that meets these coverage requirements, send your policy for review and validation by our support team: [seguro.expositor@informa.com](mailto:seguro.expositor@informa.com)

If you need a recommendation, Informa Markets has negotiated special conditions to offer competitive policy rates for our exhibitors through our partner broker. To purchase your insurance, access our e-commerce site through the link: <https://portal.informamarkets.com.br/>

Click on **Customer Access**, and then access **E-commerce**, located in the left side menu. Choose the best option in the "**Taxes**" section and complete the payment by credit card.

Pay attention to our communications and instructions in onboarding sessions and official emails.

**IMPORTANT:** Informa Markets Latam is not responsible for theft or robbery during the event.

## 7.5 CUSTOMS CLEARANCE AND FORWARDING

Arrange in advance for the shipment and release of goods to ensure the arrival of goods and equipment to the exhibition. Contact the appointed freight forwarders to receive the boarding instructions.

Equipment, machinery and other exhibition materials can be shipped temporarily, with suspension of payment of taxes, and may be re-exported or nationalized in the event of sale.

To contract services for the temporary/definitive import of goods or samples, the exhibitor may contract the Official Company. The contact will be published on the portal 60 days before the start of the fair.

**IMPORTANT:** It is at the exhibitor's discretion whether to hire a customs clearance, shipment company, and/or transit company and/or transit of goods.



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## 7.6 PARTICIPATION OF CO-EXHIBITORS

Only when the exhibitor is an exclusive commercial representation company, trading company, holding company, member of a business group or has associated companies, the presentation of products from other brands will be allowed, as long as the exhibitor provides the Organizer in advance the list of companies and with proof of the exclusive relationship. After verification, the respective charge will be sent.

**Any material made available to the co-exhibitor will always be sent to the main exhibitor, according to the participation contract, which will deal directly with each co-exhibitor.**

## 7.7 CODE OF CONDUCT

We want everyone who attends our events to have a great experience. Whether you're participating, speaking, exhibiting, sponsoring, or working with or for us, our focus is on creating an environment and experience where everyone can engage and benefit. To achieve this, safety, respect, and consideration are essential. Although issues are rare, we want to clearly explain the current standards and expectations for our events, regardless of where they take place, because actions can impact others, and everyone has a role to play in ensuring everything is in compliance. This Code of Conduct outlines our expectations. Anyone who behaves in an unacceptable manner at the event will be asked—and expected—to stop immediately and may have their access revoked and be removed from the event.

The Code of Conduct is available for download on the Customer Portal (<https://portal.informamarkets.com.br/>), by clicking the "Document Downloads" icon in the side menu.

## 7.8 NON-DISCRIMINATION POLICY IN THE SELECTION PROCESS AND WORK ROUTINE

Informa Markets Latam, as the promoter and organizer of the Agrishow event, strongly condemns any form of discrimination, whether in the workplace or in the selection of workers. We do not tolerate any conduct that applies discriminatory criteria based on sex, gender identity, origin, race, color, marital status, family situation, disability, age, sexual orientation, physical appearance, socioeconomic status, among others, or the intersection of any of these characteristics.

We strongly encourage our exhibitors to celebrate diversity in all aspects when hiring professionals to work at the event.

The obligation of non-discrimination in the selection process for workers is established by Law 9.029/95. Therefore, in compliance with this legislation, exhibitors or companies contracted for this purpose must not apply any discriminatory criteria in the selection of staff for activities at the Agrishow Fair unless justified by the nature of the position/activity (such as technical or physical capacity).

Compliance with this legislation will be monitored by the Ministry of Labor and Employment and the Public Labor Prosecutor's Office before, during, and after the Agrishow Fair. These authorities may individually penalize and take legal action against companies that violate this regulation.

The hiring of a third-party company to conduct recruitment and selection of staff for the Fair, or a third-party company providing workforce services, does not exempt the exhibitor from its legal responsibility. Each exhibitor will be directly accountable for its employees, contractors, subcontractors, service providers, and related personnel before Informa.

## 7.9 POLICY ON COMBATING SEXUAL HARASSMENT

Informa Markets Latam, as the promoter and organizer of the Agrishow Fair, strongly condemns the imposition of uniforms or attire that may cause discomfort and/or result in inappropriate physical exposure for any workers within the Agrishow premises. This measure aims to prevent any form of embarrassment, harassment, or sexual misconduct, whether explicit or implicit.



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The requirement to wear uniforms or attire that may be considered humiliating to workers or that may subject female workers to physical exposure, making them more vulnerable to sexual harassment, will be monitored, sanctioned, and penalized by the Ministry of Labor and Employment and the Public Labor Prosecutor's Office during the event.

Informa Markets Latam will make every effort to foster an environment where respect and human dignity are upheld. The organization will act in accordance with the "Não Se Cale" ("Don't Stay Silent") protocol of the Government of the State of São Paulo, providing assistance to women who are victims of harassment, abuse, violence, or sexual misconduct within the event premises.

If you witness, experience, or receive reports of any form of harassment, abuse, or sexual misconduct, please use the following contact channels to report it:

- Email / WhatsApp: [atendimento.agrishow@informamarkets.com.br](mailto:atendimento.agrishow@informamarkets.com.br)
- In person: CAEX (South/Purple Entrance)
- Women's Police Station in Ribeirão Preto
- **Address:** Av. Costábile Romano, 3230 - Nova Ribeirânia, Ribeirão Preto/SP
- **Phone:** (16) 3625-3368



## 8 EVENT REALIZATION

The promoter may anticipate the entry of visitors in order to guarantee the safety of all.

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

Stands may not be closed before the end of the event's opening 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 stand at the end of the day.

### 8.1 PROMOTIONAL DISTRIBUTION AND BRAND PROMOTION

Exhibitors are forbidden to keep their staff outside the confines of the stand when selling or distributing leaflets, gifts, etc.

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

If it is essential for the exhibitor to present products, equipment and services on its stand that it does not manufacture itself or represent exclusively, but which complement its product line, it is compulsory to send a written request to the Promoter who, at their discretion, may or may not authorize the display of the material.

#### It 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 official Sponsors of the event;
- Display of beverage and soft drink brands in visible places;
- It is forbidden to disclose profit and turnover on the stand or in promotional material.

Exhibitors who do not comply with this requirement will have their materials collected by the security department and may only remove them after the end of the event period. The Promoter may also prohibit the stand from operating at any time.

### 8.2 MACHINERY AND EQUIPMENT EXHIBITION

Certain events are strictly forbidden throughout the event:

- Pyrotechnic shows using smoke or dirigibles.
- Presentation of live models of any gender half-naked or wearing g-strings;
- Animals of any species or size, including birds for decoration of the stand or to complement the demonstration of the products on display.
- Concerts.



It is forbidden to display machinery or equipment **IN OPERATION** inside the Agro Solutions Pavilion.

Any activity not listed above that may cause disruption to the event, will be immediately terminated by the promoter.

### 8.3 TICKETS AND BOX OFFICE

The ticket to the fair is paid and will be available for purchase on the Agrishow website from January 2026.



# EXHIBITOR'S MANUAL



## 8.4 STAND MAINTENANCE

The assembly company must request a maximum of **2 credentials** for any maintenance services during the event. The employees who will be providing the maintenance service must report to CAEX on the last day of assembly and exchange their credentials free of charge.

## 8.5 SOUND AND BACKGROUND MUSIC

All sound produced on the stand 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 procedures will be followed by the Fair Management:

- ✓ On the first infringement: a verbal request will be made to establish the permitted volume of sound;
- ✓ For the second infringement: the exhibitor will be notified by letter from the fair management.

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

In the case of lectures, presentations, etc., it will be compulsory to use closed environments, such as halls, auditoriums, etc.

According to Law No. 9.610/98, which regulates copyright, the exhibiting company that uses ambient music on its stand, even through AM/FM, must pay a specific fee through a specific form supplied by ECAD.

### ECAD - SP

Av. Paulista, 171 - 3º floor - Building Dom Pedro I de Alcântara - Zip Code: 01311-000 -São Paulo - SP  
E-mail: [ecadsp@ecad.org.br](mailto:ecadsp@ecad.org.br)

Phone: +55 (11) 3287-6722 / WhatsApp: +55 (11) 3795-8031  
Shows and Events: +55 (11) 3795-8042 / +55 (11) 3795-8037  
Website: <https://www4.ecad.org.br/>

## 8.6 FREE PRIZE DISTRIBUTION AND RAFFLES

The operation, issuing of authorizations and supervision of activities related to the distribution of prizes by means of raffles, gift vouchers, contests, etc. or similar assessments are within the competence of Caixa Econômica Federal, except when Caixa Econômica itself or any other financial institution is an interested party. In these cases, the competence to analyze and authorize the requests belongs to Seae - Secretariat for Economic Monitoring of the Ministry of Finance.

For more information, visit:

<https://www.gov.br/fazenda/pt-br/acao-a-informacao/perguntas-frequentes/regulacao/promocoes-comerciais1>  
and <https://www.caixa.gov.br/empresa/promocoes-sorteios/Paginas/default.aspx>

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

**IMPORTANT:** The Promoter/Organizer of the event does not have any links with the competent bodies that determine the rules for the distribution of prizes and raffles.



# EXHIBITOR'S MANUAL



## 8.7 PROHIBITED SUBSTANCES

The use of alcohol, drugs and other substances is not permitted. Anyone under the influence of these substances will be removed immediately by the Organizer and will be permanently removed from the activities for the duration of the assembly, realization and disassembly of the event.

Exhibitors offering alcoholic beverages must comply with Law 14.592/2011, which prohibits the sale, offer, supply and consumption of alcoholic beverages, even free of charge, to people under 18 years of age.

We would like to remind you that the Highway Police and the Military Police are carrying out operations to check for drivers driving under the influence of alcohol in the vicinity of Agrishow.

## 8.8 PROHIBITED ACTIVITIES

The following activities are prohibited:

- Balloon/Metallized Bladder (regular air or helium gas, for decoration or promotion/distribution)
- Use of flames.
- Radioactive materials.
- Storage of gasoline, kerosene, diesel oil or other flammable liquids, even temporarily.
- Use of explosives and pyrophoric.
- Speeding or reckless use of vehicles or equipment, including forklifts.
- The presence of workers under the age of 18 during assembly and disassembly.
- Welding service.
- Spray or compressed air painting service.
- Products classified as hazardous, include 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.
- Pets on the grounds (except guide dogs).
- Delivering or selling drinks in glass containers.

## 8.9 AUTHORIZATION FOR DE EVENTS AFTER FAIR HOURS

If you plan to hold an event after 6 p.m. (happy hour, barbecue, cocktail party, pocket show, etc.) it is mandatory to request authorization from the promoter and pay the overtime fee for the presence of firefighters, ambulances and security guards on the ground. IT IS IMPORTANT TO NOTE that the maximum time for staying will be until 8 p.m. At this time, the operational manager will request the cessation of activities, and subsequently, if the event does not conclude, the electricity supply to the stand will be turned off.

**See the item "Ready Assistance." It is the exhibitor's responsibility to transport guests to the blue and yellow parking lots, as the bus/transfer service ends at 7 p.m.**

**To prevent fire or any type of accident, only the use of electrical equipment will be permitted. Any gas or combustion equipment is strictly prohibited and, if necessary, will be confiscated by the fire department and returned at the end of the event.**



## 9 LEGAL REQUIREMENTS

The exhibitor is solely responsible for complying with the legal requirements of the law with regard to 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 (Health Surveillance Coordination);
5. National Health Surveillance Agency (ANVISA);
6. SIF (Federal Inspection Service).

### 9.1 TAX PROCEDURES

 Do not issue invoices with the event promoter/organizer as the recipient (Informa Markets), as ICMS legislation does not provide for this type of operation.

### 9.2 INVOICE FOR SHIPMENT AND RETURN OF GOODS

It is the Exhibitor's responsibility to comply with the legal requirements regarding the procedures for shipping and return of goods, equipment, products, utensils, etc.

### 9.3 IMPORT

#### 9.3.1 ICMS

Imports of goods from abroad under the Temporary Admission Regime are exempt from ICMS, with total suspension of 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, Annex I, art. 37, VI).

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

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

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 are regulated by the following legislation: IN SRF nº 35/99, IN SRF nº 285/03 and IN SRF nº 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 Federal Revenue website:

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

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

**Federal Revenue** - Service Unit - RECEITAFONE: 146



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## 9.4 IPI (TAX ON INDUSTRIALIZED PRODUCTS)

Products sent directly to exhibitions at sample fairs and similar promotions, carried out by the industrial establishment or industrial equivalent, may be released with tax suspension in accordance with Art. 43, II of the RIPI/2010 - Normative Opinion CST No. 242/1972.

For more information on RFB Normative Instruction No. 1,361/2013, arts. 3, caput, § 1, II, 4º, 5º, caput I, access: <https://www.gov.br/receitafederal/pt-br/assuntos/orientacaotributaria/taxes/ipi>.

## 9.5 COVISA, ANVISA AND SIF

### COVISA (Health Surveillance Coordination)

Street Santa Isabel, 181, Vila Buarque - ZIP Code: 01221-010 - São Paulo - SP

Opening hours: From 9 a.m. to 4 p.m., 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)

Section 5, Special Area 57

ZIP code: 71205-050 - Brasília/DF

Service 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 - Block D - Brasília/DF - Zip code: 70.043-900

Telephone: +55 (61) 3218-2828

Customer Service: 0800 704 1995

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

## 9.6 INSPECTION THE MINISTRY OF LABOR AND EMPLOYMENT

### CONTACT: MINISTRY OF LABOR AND SOCIAL SECURITY

Address: Esplanada dos Ministérios - block F Zip code: 70056-900 - Brasília/DF

Alô Trabalho Call Center: 158 (national service)

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

## 9.7 SOCIAL SECURITY

### General Social Security Ombudsman - OUGPS

Call Center 135 - Via Telephone

PREVCartas - Correspondence: P.O. Box 09714 - Zip code 70001-970 - Brasília-DF

In-Person Service: Esplanada dos Ministérios, Block F, Annex Building, Wing "A", 1st floor, Monday to Friday, from 8 a.m. to 6 p.m.

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



### 10 TERM OF RESPONSIBILITY FOR EXHIBITORS AND ASSEMBLERS

Exhibitor: _____		
Trade name: _____ _____	<b>Taxpayer identification number/ National tax identification number:</b> _____	
Legal representative: _____		
Assembler: _____	Stand Number: _____	M <sup>2</sup> : _____
Trade name: _____ _____	<b>Taxpayer identification number/ National tax identification number:</b> _____	
Legal representative: _____		
Services provided: _____		

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

- (i) The Exhibitor entered into a Participation and Services contract with the Promoter - INFORMA MARKETS LTDA, the purpose of which is to rent an area for **AGRISHOW 2026** to be held from **April 28th to May 2nd, 2026**.
- (ii) The Exhibitor has undertaken to comply effectively with the specific conditions, general conditions and participation manual that make up the Contract entered into with INFORMA;
- (iii) The Exhibitor expressly declares that it is fully and unrestrictedly aware of the rules and safety measures to be adopted by itself, its legal representatives or agents, as well as assembly companies, suppliers, contractors, third parties and their employees;
- (iv) The Exhibitor is the sole and exclusive contractor for the services of the assembly company, qualified above, and must guarantee the conservation of the area and effective compliance with all standards and safety measures by the assembly company, taking full responsibility for the contracted services, whether to BTS Informa or any third party;
- (v) The Assembler declares itself responsible for the assembly of the stand, material, team and any other service providers contracted during the entire period from assembly to disassembly of the stand.

Having made the above preliminary considerations, the parties, Exhibitor and Assembler, hereby declare,



## EXHIBITOR'S MANUAL



to be responsible, jointly and severally, with INFORMA MARKETS LTDA., located at Avenue Dra Ruth Cardoso, 7221, 22º floor, 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 persons, things and any materials;
- (ii) For setting up the stand in accordance with the contractual rules, standards and requirements stipulated in the Exhibitor's Manual and all those expressed in current legislation;
- (iii) Effective compliance with occupational health and safety rules and measures in order to protect and prevent risks and damage to workers' lives and health, also adopting all measures necessary to monitor them;
- (iv) Compliance with all the Regulatory Norms (NRs) applicable to events, which are legal norms incorporated into Brazilian legislation, ensuring that all its employees and/or contractors are legally qualified in accordance with these standards;
- (v) For any damage that 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 the Promoter company a non-compensatory fine of R\$ 5,000.00 (five thousand reals), without prejudice to the determination and compensation for damage to buildings, installations, equipment and fittings.

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 services, whether material or moral, in the civil or criminal sphere.

\_\_\_\_\_, \_\_\_\_\_ in \_\_\_\_\_ in \_\_\_\_\_.

"In agreement":

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Exhibitor's name**

**Assembler's name**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Exhibitor's signature**

**Assembler's signature**

**FOR USE BY THE PROMOTER COMPANY:**

We certify that the area was returned on \_\_\_\_/\_\_\_\_/2026, under the following conditions:

In perfect condition

Missing parts or accessories

Defective as follows:

Other:



# 11 TDC – TERM OF COMMITMENT – REGULATORY NORM (NR) NO.35 – WORK AT HEIGHT

**Company/Assembly/Tenderer:** \_\_\_\_\_ **M<sup>2</sup>** \_\_\_\_\_

**Exhibitor:** \_\_\_\_\_

**Trade name:** \_\_\_\_\_

**Taxpayer identification number:** \_\_\_\_\_

**Legal representative:** \_\_\_\_\_

**Services provided:** \_\_\_\_\_

**Number of employees (and number in words) WORK AT HEIGHT:** \_\_\_\_\_

**The company** \_\_\_\_\_ **duly registered at** \_\_\_\_\_

**Taxpayer identification number** \_\_\_\_\_, **with head office** \_\_\_\_\_

**located in the city of** \_\_\_\_\_ **/State represented by its legal** \_\_\_\_\_

**representative Mr./Mrs.** \_\_\_\_\_, **nationality** \_\_\_\_\_, **bearer of** \_\_\_\_\_

**passport nº** \_\_\_\_\_,

**DECLARES** for all legal purposes, and under the penalties of the law, that it is fully aware of Regulatory Norm No. 35, of Ordinance No. 3.214/78 of the Ministry of Labor and Social Security, for carrying out activities of assembling and disassembling any type of structure on the Agrishow 2026 premises.

DECLARES also that it has received all the information and has been previously advised of the risks inherent in the Area of Assembly Area and Global Structure of the Event - Agrishow 2026, all with the aim of preserving and safeguarding the health and physical integrity of the workers, through the Orientation of Safety (Integration) and Occupational Medicine under the terms of Art. 157, items I and II of the CLT; who received the Safety and Occupational Medicine Manual - Access to and Work Authorization at Agrishow 2026 (Manual for access and authorization of workers in the Agrishow 2026 Trade Fair Park during the assembly, implementation and dismantling) is in agreement, oriented and has prepared the risk analysis and Work Permit accordingly.

To this end, in compliance with NR 35, HE/SHE IS AWARE AND UNDERTAKES:

- a) That the entry of employees to the Fair is subject to the presentation of the documents listed in List A below, with **CLA BRASIL** having the power to prevent workers from accessing the fair site, if all the documents are not submitted within the time limit and in the form indicated, as required by NR 35 for working at heights.
- b) That they will only receive a badge and identification vest for working at heights, workers who are approved by the **CLA BRASIL** company after verification of the documents in the attached list A and authorization by **CLA BRASIL**.
- c) That it has previously instructed and trained all its workers in accordance with the activities performed at the location and the risks inherent in each function, in accordance with the required safety standards.
- d) That it will only authorize the activities of its workers to begin after all the necessary protective procedures have been adopted in the Risk Analysis/PGR (Risk Management Program) in compliance with NR 35.



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- e) That it will permanently monitor the adoption of protective measures during the execution of the work, including PPE, CPE, anchor points, lifelines, etc. ordering an immediate stoppage/suspension of activity in the event that an employee is found to be working without complying with the following rules.
- f) That it will IMMEDIATELY replace the worker(s) who fail(s) to comply with the safety rules.
- g) That supervision will be carried out by Mr./Mrs. \_\_\_\_\_, passport number \_\_\_\_\_ if there are more than 10 (ten) workers at the Fair.
- h) That the company **GSI Grupo de Serviços Integrados** has the autonomy to paralyze and suspend any activity in non-compliance with NR35.
- i) That the period during which the NR 35 training course took place was counted as the employee's working day.
- j) That it has provided all its workers with personal protective equipment and collective protective equipment according to the specific risk of each job.
- k) That the company maintains an adequate fall protection system.
- l) That any and all damage resulting from the stoppage/suspension of activities due to non-compliance with NR 35 is their full and exclusive responsibility, being responsible for compensation for damages caused to the exhibitor and organizer of the **Agrishow 2026** Fair.

Finally, **DECLARES** that it assumes any and all civil, criminal, labor, fiscal and tax liability in relation to the Event's organizational structure, with regard to the hiring and performance of work activities or not, of its workers and acts carried out by them in the area covered by **the Agrishow 2026**, and even after the end of the event, which reinforces the rigorous compliance with all safety and medical regulations.

**I am aware, guided and take responsibility:**

Ribeirão Preto \_\_\_\_\_ / \_\_\_\_\_ / 2026.

---

**NAME**

---

**SIGNATURE**



## 12 LIST A – MANDATORY DOCUMENTS

1. Nominal list of employees (work at height) - ( )
2. Work registration/contract - ( )
3. PCMSO - ( )
4. PGR Risk Analysis - NR1 - ( )
5. Work permits - ( )
6. Work Orders - ( )
7. NR 1 job integration course - ( )
8. NR 35 Training Course (valid for 2 years) - ( )
9. NR 35 training course attendance list (valid for 2 years) - ( )
10. Proof of NR35 course instructor qualification - ( )
11. CPTS, Register of employment contract and proof of training of supervisory foreman (companies with more than 10 workers) - ( )
12. ASO (able for work at height) - ( )
13. PPE and EPC registration form (with CA) - ( )



# 13 NR-12 – SAFETY AT WORK MACHINERY AND EQUIPMENT

As explained in the Legal Requirements Chapter of this Manual under the item "MINISTRY OF LABOR AND and SOCIAL SECURITY" and in Chapter 4 "REGULATORY STANDARDS", Exhibitor, Promoter, contractors, subcontractors and service providers must comply with all Regulatory Standards, Conventions, Decrees, Normative Instructions, Laws and Ordinances applied to Occupational Health and Safety, as well as the Safety and Occupational Medicine Manual - Access to and Release from Work at Agrishow 2026, an integral part of this Exhibitor Manual and must be observed by Exhibitors and their contractors, subcontractors and service providers.

The full content of all legislation related to the Ministry of Labor and Social Security can be accessed at the following link: <http://portal.mte.gov.br/legislacao/>.

Specifically with regard to Safety at Work in Machinery and Equipment related to this event, we remind you that if you need to use machinery and equipment, these are the sole responsibility of the **EXHIBITOR**, its contractors, subcontractors and service providers, who must observe the specifics of **NR-12 - SAFETY AT WORK IN MACHINERY AND EQUIPMENT**.

In addition to the Regulatory Standards of the Ministry of Labor and Social Security, the Exhibitor must observe the following fundamental concepts and general design principles relating 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 standards, among others Brazilian Technical Standards:

Nº	Title	Date
ABNT NBR 13759: 1996	Safety of machinery - Emergency stop equipment - Functional aspects - Project principles	30/12/19 96
ABNT NBR. 1.3970:1997	Machine safety - Temperature of accessible surfaces - Ergonomic data to establish temperature limits for heated surfaces	30/09/19 97
ABNT NBR 14009: 1997	Safety of machinery - Principles for risk assessment	30/11/19 97
ABNT NBR. 14152:1998	Safety machine - Two-hand control devices - Functional aspects and project principles	30/07/19 98
ABNT NBR 14153:1998	Safety of machinery - Safety-related parts of control systems - General principles for the project / ISSO 13849-1: 2006, Safety of machinery - Safety - related parts of control systems - Part 1: General principles for design	30/07/19 98



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ABNT NBR 14154:1998	Machine safety - Preventing unexpected starts	30/07/19 98
ABNT NBR 14191- 1:1998	Machinery safety - Reducing health risks resulting from hazardous substances emitted by machinery	30/10/19 98

ABNTNBRNM 213- 1:2000	Safety of machinery - Fundamental concepts, general project principles - Part 1: Basic terminology and methodology	30/01/2000
ABNT NBR NM 213- 2:2000	Safety of machinery - Fundamental concepts, general project principles - Part 2: Technical principles and specialization and specifications	30/01/2000
ABNT NBR NM 272:2002	Safety of machinery - Protections - General requirements for the project and construction of fixed and mobile protections	30/07/2002
ABNT NBR NM 273:2002	Safety of machinery - Interlocking devices associated with protection - Principles for project and selection	30/07/2002
ABNT NBR NM ISO 13852:2003	Safety of machinery - Safety distances to prevent access to danger zones by upper limbs	30/05/2003
ABNT NBR NM ISO 13853:2003	Safety of machinery - Safety distances to prevent access to danger zones by lower limbs	30/11/2003
ABNT NBR NM ISO 13854:2003	Machine safety - Minimum gaps to avoid crushing parts of the human body	30/05/2003
ABNT NBR 13930:2008	Mechanical presses - Safety requirements	18/08/2008

Since June 11th, 2010, it has been forbidden to manufacture, import and market machines and equipment with squirrel-cage rotor induction electric motors between 1 hp and 250 hp, which do not meet the high efficiency requirements.

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



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It is important to note that the use of machinery and equipment that does not comply with the INMETRO requirements will be subject to inspection, as well as a fine (minimum value 5000 reais) or seizure. The ordinances that regulate electric motors are:

- INMETRO Order No. 243 of September 4th, 2009

<http://www.inmetro.gov.br/legislacao/rtac/pdf/RTAC001485.pdf>

- Ordinance No. 488 of December 8th, 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 security devices need to be removed to better display the products, we suggest that the device should also be on display and that visitors should be made aware of the fact that the machine is without them, even if it is not put into operation under these conditions.



## 14 EXHIBITOR CHECKLIST

### 1. SCHEDULE

ASSEMBLY	
<b>ASSEMBLY OF OUTDOOR AREA AND TEST DRIVE/TRACK</b>	
MARCH 30 TO APRIL 23, 2026	7:00 AM to 6:00 PM
<b>ASSEMBLY AGRO SOLUTIONS AREA</b>	
APRIL 8 TO APRIL 23, 2026	7:00 AM to 6:00 PM
<b>FINAL DAY OF ASSEMBLY (last day vehicle access by the installer in the park)</b>	
APRIL 23	7:00 AM to 6:00 PM
DECORATION	
APRIL 24 AND 25	7:00 AM to 6:00 PM
OPENING CEREMONY	
APRIL 26	Confirm time
REALIZATION	
April 27, 2026 – Monday	8:00 AM to 6:00 PM
April 28, 2026 - Tuesday	8:00 AM to 6:00 PM
April 29, 2026 - Wednesday	8:00 AM to 6:00 PM
April 20, 2026 - Thursday	8:00 AM to 6:00 PM
May 1, 2026 - Friday	8:00 AM to 6:00 PM
GOODS/SUPPLY ENTRANCES (during the event)	
SCHEDULE	9:00 PM to 6:00 AM
DISASSEMBLY	
SCHEDULE	das 07h às 18h
FROM MAY 2 TO MAY 8	Dismantling of the Agro Solutions Arena
FROM MAY 2 TO MAY 13	Booths, flooring, test-drive tracks, machinery and equipment
CAEX CUSTOMER SERVICE HOURS	
MARCH 30, 2026	12:00 PM to 6:00 PM
MARCH 31 to MAY 8, 2026	7:00 AM to 6:00 PM
OTHER IMPORTANT DATES	
Submit booth project for approval: <a href="mailto:projetos.agrishow@informa.com">projetos.agrishow@informa.com</a>	MARCH 7, 2026
Final deadline to Purchase additional KVA	MARCH 11, 2026
Submission date for occupational safety documentation	Coming soon
Final deadline to Purchase additional services via e-commerce on the Cliente Portal	APRIL 10, 2026
Staff credential registration	MARCH 23, 2026
Assembly company registration	FEBRUARY 27, 2026

### 2. TIMELINE – CHECKLIST

- August – September – October;
  - ✓ Have you confirmed the renewal/area for the next event?
  - ✓ Have you defined the participation goals and the product line to be showcased?
  - ✓ Have you aligned your promotional campaign?
  - ✓ Is your company profile, logo, description, and product list already filled out on the guide/platform or portal?
  - ✓ Have you purchased merchandising products to boost visibility?
  - ✓ Are you aware of the rules and prohibited items according to the Exhibitor Manual? Have you briefed your staff and contractors?
  - ✓ Have you defined the briefing for the booth builder?
  - ✓ Have you hired the booth builder?



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- ✓ Have you shared information with the builder about Informa's Better Stands program for sustainable booths?
- ✓ Have you informed the builder about the electrical requirements for buffet and audiovisual equipment to properly size the setup?
- ✓ Have you booked accommodation and transportation for your team?
- November – December – January;
  - ✓ Have you selected the team that will work at the booth and arranged the necessary training?
  - ✓ Have you checked the visa requirements for foreign staff? Have you verified the need for tents?
  - ✓ Have you hired catering or buffet services? Have you hired cleaning services? Have you hired a receptionist?
  - ✓ Have you checked the need for fire extinguishers? **This is mandatory.**
  - ✓ Have you purchased civil liability and third-party insurance for your booth? **This is mandatory.**
  - ✓ Have you hired security or surveillance services? Have you checked the need for internet access? Have you checked the need for extra parking tickets for the event?
  - ✓ Have you hired audiovisual services?
  - ✓ Have you paid the Ribeirão Preto City Hall fee? This must be done directly through the city hall portal and **is mandatory.**
  - ✓ Have you checked the need for the ECAD copyright fee? This applies if ambient or live music will be used.
  - ✓ Have you sent invitations to your clients?
  - ✓ Will you need additional credentials for your clients?
  - ✓ Have you arranged transportation for the machines, equipment, or products to be showcased? Has the booth builder been informed about the items and delivery dates?
- February – March;
  - ✓ Exhibitor Portal – Key items:
    - Associate the booth builder and other service providers.
    - Check the purchase of additional services.
    - Request credentials for staff and management.
  - ✓ Have you checked for any outstanding payments with Informa Markets to avoid delays in starting the setup?
  - ✓ Have you requested early pickup of credentials and parking stickers to avoid lines and delays?
  - ✓ Extra electrical power – If the electrical demand exceeds the contracted amount, remember to size the structure according to the electrical needs of buffet, audiovisual, or other equipment.
  - ✓ Leadster.
  - ✓ Have you confirmed that the Exhibitor and Builder Responsibility Term, ART/RRT, and booth project were submitted and approved within the deadline?
  - ✓ Have you confirmed that the documents and certificates required by the "Occupational Safety Manual" were submitted and approved within the deadline?
  - ✓ Have you started prospecting clients using Agrishow Experience?
  - ✓ Have you produced giveaways for your clients?
  - ✓ Have you chosen uniforms for your team? Be mindful when selecting clothing that is comfortable, pleasant, elegant, and avoids any type of embarrassment or harassment. Remember that the staff will represent the brand and the values promoted by the company.
- Assembly;
  - ✓ Are you aware of the setup deadlines?
  - ✓ Are you aware that the water points distributed throughout the venue are for shared and rational use, and not for exclusive use of sinks inside booths?
  - ✓ Are you aware of the requirement to use PPE during exhibitor visits during the setup period?
  - ✓ Are you aware of the whistleblower channel? (WhatsApp designated to receive complaints about suppliers, inspectors, and teams not linked to the exhibitor) Tel.: +55 (11) 98806-0987.
- Realization;



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- ✓ Have you arranged food and beverages for your team during the event? (The event includes official beverage distribution and food stations throughout the exhibition park)
- ✓ Are there alternative locations for early credential pickup, if available?
  
- Dismantling:
  - ✓ Are you aware of the dismantling deadlines?
  - ✓ Have you ensured the area will be delivered clean, with no remaining structures or damage?