



EXHIBITOR MOUNTING MANUAL

LABACE 2018



LABACE

ANNUAL LATIN AMERICAN
BUSINESS AVIATION
CONFERENCE & EXHIBITION
August 14, 15 & 16, 2018
São Paulo - Brazil

DEAR EXHIBITOR,

Thank you for being part of LABACE 2018.

The LABACE PROSPECTUS along with the present EXHIBITOR'S MOUNTING MANUAL is an integral part of the LABACE 2018 exhibitor's contract and has as its purpose guiding the actions, and setting out the responsibilities and obligations which participants should fulfill.

The EXHIBITOR'S MOUNTING MANUAL contains operational standards and technical guidance for the event's setup, realization and breakdown, which must be respected by the Exhibitor, its collaborators, employees and service providers it contracts. Please read carefully and note with special care the deadlines before start of set-up and for service requests.

The Management reserves the right to decide on situations not covered in this EXHIBITOR'S MOUNTING MANUAL, as well as to change or establish new rules as necessary for the proper conduct of LABACE 2018, in order to facilitate harmony between Exhibitors.

As per the General Regulations, changes made by the Management are not just cause for cancellation of the Participation Agreement by the Exhibitor.

Please read carefully and all the way to the end.



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RULES AND REGULATIONS LABACE 2018

OBSERVANCE OF RULES

On signing the LABACE Contract, the exhibitor agrees to follow all the rules and regulations as interpreted by the LABACE Management. In order to treat all participants equally, the exhibitors who do not comply with the LABACE rules and regulations, both in the Exhibition Hall as well as in the Static Display Area, will be asked to immediately make the alterations necessary with the responsibility of assuming the related costs. If it is impossible to make the alterations required, the Labace Management reserves the right to cancel the exhibitor's participation (partially or totally) and the Exhibitor will have no right to reimbursement of fees already paid.

LABOR LAWS

The LABACE Management recommends to all Exhibitors that they be alert to faithful compliance with all labor laws in hiring companies, and demand proof of compliance with all Federal and State Labor Laws.

LABACE is a **CONSCIENTIOUS EVENT**, and for that reason, urges the contracting of companies and service providers who practice social and environmental responsibility.

The Ministry of Labor, in order to regulate and standardize procedures related to hiring labor, has undertaken frequent compliance audits of events.

In accordance with international practice, Brazilian laws restrict activities performed by foreigners and minors, unless they have all necessary documentation obtained through the Ministry of Labor..

USE OF SOUND

The Exhibitor who want to use audiovisual equipment should rigorously observe the following items:

- a) The performance of live bands is absolutely prohibited at any time during the fair.
- b) In the case of the use of recorded music - which cannot be amplified - the speakers should be directed toward the interior of the stand and no audio demonstration can exceed normal voice volume, equivalent to 60 decibels.
- c) For performance of music, including recordings, it is required to pay author's rights fees, via the Caixa Econômica Federal bank, to the local branch of ECAD (Central Office for Collection and Distribution). In São Paulo: Avenida Paulista, 171, 3º andar, Bairro Bela Vista, CEP: 01311-904. Telephone +055 (11) 3287-6722. Site: www.ecad.org.br



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- d) The LABACE Management reserves the right to restrict expositions which, due to noise, method of operation or any other reason, become inconvenient.

DAMAGES

Remember that the Exhibitor is responsible to pay for any damage caused to the Pavilion (hangar and tent) structure or to the ramp area which may be caused by representatives of his company, his agents or those he has contracted.

SETUP AND DECORATION OF STANDS

No construction of any sort will be permitted after 6:00 PM on August 10, 2018.

Decoration should be finished by Monday, August 13 at 6:00 PM in order that carpet may be laid in the corridors, and the same timetable applies for equipment to be installed in the Static Display Area.

In case setup is not finished by the determined deadline, an additional fee of R\$5,350.00 will be charged and a time will be set for setup to be completed.

In the event that there is no setup by 6:00 PM on August 10, 2018 the Management will consider this as desistance by the Exhibitor and may make use of the area in the manner the Management considers best. This desistance does not imply any credit or refund of values already paid.

SETUP RULES AND GENERAL APPEARANCE

No Exposition object or sign may be affixed with adhesive tape, nails, tacks, staples, glue or any other material, to the roof, walls, doors, windows, painted surfaces, columns, marble or cloth under any circumstances; no holes are permitted in walls, floor, runway or ramp. It is not permitted to paint signs, displays, or other objects. The use of decals or similar materials is prohibited. Exhibitors will be fined in the case of damage resulting from the violation of these rules.

Stands (including the rear of the stand) should be completely finished such that they do not cause inconvenience to other Exhibitors, Representatives or to the LABACE Management.

SUSPENDED SIGNS, MATERIALS, COMPONENTS, ETC.

For reasons of safety, with the exception of the Perimeter Stands, Exhibitors' suspended signs may not, under any circumstances, be affixed to the ceiling or to the overhead rafters in the Exhibition Pavilion.

Helium balloons and animals, including pets, will not be permitted in the Exposition Pavilion and in the Aircraft Static Display Area of the airport.

ADHESIVE TAPE FOR CARPETS

In the case of the use of adhesive tape to hold carpets to the floor, it is obligatory to use only the following types: 3M reference 4880 tape or Cremer type "Espardrapo Ref 606-X".

HANDICAPPED ACCESS RAMPS

Handicapped Access Ramps are required for stands and chalets.

MAXIMUM HEIGHTS

| EXHIBIT HALL COVERED STATIC DISPLAY | STATIC DISPLAY AREA |
|---|------------------------------------|
| Minimum height 3 meters no setback (headroom) | Minimum height 3 meters (headroom) |
| Maximum height 4.5 meters no setback (headroom) | Maximum height 6 meters (headroom) |

SCHEDULE

| | | |
|---------------------------|-----------------|-------------------------|
| SETUP STATIC AREA | August 05 to 10 | from 8:00 AM to 6:00 PM |
| SETUP EXHIBITION PAVILION | August 07 to 10 | from 8:00 AM to 6:00 PM |
| STAND DECORATION (ALL) | August 11 to 13 | from 8:00 AM to 6:00 PM |

BREAKDOWN SCHEDULE

| | | |
|---------------------|-----------|-------------------------|
| STATIC AREA | August 19 | from 8:00 AM to 6:00 PM |
| EXHIBITION PAVILION | August 20 | from 8:00 AM to noon |



STAND PLANS

LABACE Management must approve all covered or multi-story (mezzanine) stands and chalets before their erection. The plans for the stands and chalets should show front and lateral elevations, the name of the event, the number of the space, and should specify the maximum permitted occupancy and should bear the stamp and signature of an engineer certifying that the platforms will bear the maximum weight of the occupants. The engineer should be registered with CREA, the Brazilian Regional Engineering Council.

Some multi-story or covered stands and chalets require a fire brigade, smoke detectors, fire extinguishers (which all stands require), emergency exits, etc. in line with state and city law.

Elevated decks higher than 10 cm (ten centimeters, four inches) or covered balcony (without side walls or front wall) will be charged for as constructed area.

Light poles and marquees will only be permitted if acquired through the LABACE electronic manual, and as well as any alteration of the pavement, removal of paving blocks, driving of stakes, etc. should be requested from the Management.

Equipment used during the setup period such as welding machines, compressors, reciprocating saws, circular saws or any other saws, will pay an extra electrical fee. Please see the appropriate form in the Electronic Manual/stand construction; since the electrical supply during the setup period will be by means of generators.

Tents, canopies and other coverings should have a detailed plan describing the size, height, localization, points of fixation and an official certificate attesting that the material is fire retardant.

IMPORTANT: The Exhibitor should send the Management three original copies of the plans with three views (Floorplan, front and side views), with an original copy of the engineer's Annotation/Registration of Technical Responsibility (ART/RRT), for analysis, at least thirty days before setup.

All late projects will be charged a rush fee of R\$ 1,605.00 (one thousand, six hundred and five reais), due to the additional cost this imposes on LABACE Management. Any alterations relative to the project presentation should be verified once again with LABACE Management.

The LABACE Management reserves the right to suspend the construction of projects which present any irregularity.

STAND ELECTRIC INSTALLATION

- a) One power connection will be installed to his stand, for illumination and operation of equipment.
- b) It is up to each Exhibitor or Stand Constructor to complete the installation with distribution of electrical energy at the stand, installing a main circuit breaker with capacity compatible with the electric energy requested. The main breaker and other circuit protection devices should be installed in a metallic electrical box, with a door, affixed in a location with unimpeded access for the Management's maintenance team, even outside the event's hours of operation.
- c) It is the Exhibitor's and Stand Constructor's responsibility to arrange for the grounding of the stands constructed with a metal frame, whether steel or aluminum, connected to the ground wire which will be found at the electric service entrance point, in order to avoid electric shocks.

Important: Electric energy will be supplied in whole KVA units, in **380 volts, tri-phase, 60Hz**, during the realization of the fair. Lights and other equipment should necessarily operate at **220 volts, single phase**. For equipment that operates at 110V the exhibitor or stand constructor should arrange for an appropriate transformer. Stabilizers should be used for equipment which needs stabilized electric energy.

Note: The energy supplied will not be stabilized, and NoBreak systems are the exhibitor's sole responsibility.

STANDARD SETUP MODELS

The areas rented with set-up Models 1 and 2 will be turned over to the exhibitors on **August 10 by 8:00 PM**.

The free areas (no setup – Raw Booth) will be turned over, duly demarcated, to the exhibitors on **August 05 at 8:00 AM** (chalet area) and **August 07 at 08:00 AM** (areas in the Exhibition Pavilion).

ATTENTION: All mounting fees payment should be made by **August 04, 2017**. Companies that have any payments pending for the exhibition space or for other required fees, cannot set up their stands until they have regularized their situation.

Consult additional fees to see which ones apply to your company. All material rented to the Exhibitor should be returned in the same condition in which it was received. Damage caused to material will be charged to the exhibitor.



CONTACT INFORMATION

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