

EXHIBITOR MANUAL

Version 2024.04



Luís Eduardo Magalhães - BA

June 11th to June 15th, 2024

SCHEDULE / CHECKLIST

SCHEDULE / CHECK-LIST TABLE.....	03
LIST OF ANNEXES.....	04
1. INTRODUCTION.....	05
2. GENERAL INFORMATION.....	06
2.1. Location.....	06
2.2. Credits.....	06
2.3. Period of Realization.....	06
3. COMMUNICATION ADVISORY.....	06
4. MERCHANDISING.....	07
5. OFFICIAL EVENT WEBSITE.....	08
6. LECTURE / AUDITORIUM PROGRAMMING.....	08
7. TICKETS.....	08
8. SECURITY	08
8.1 Parking.....	10
9. CREDENTIALS.....	10
9.1. Exhibitor Credentials.....	10
9.2. Credentials for Guards (Individuals/Companies) in Contracted Areas.....	11
9.3. Credentials for Assemblers/Service Provider.....	11
10. GENERAL OPERATING PROCEDURES OF THE PARK.....	12
10.1. Access and Internal Circulation.....	12
10.2. Access for Vehicles and Equipment.....	13
10.3. Cleaning and Area Conservation.....	13
10.4. Beverages and Parallel Events.....	14
10.5. Delivery and Transportation of Goods.....	14
10.6. Service in the Exhibitor Area.....	15
10.7. Exhibition of Machinery, Implements, and Motor Vehicles and Motorcycles.....	15
10.8. Area Limits.....	15
10.9. Distribution of Gifts and Printed Materials.....	16
10.10. Demonstration of Equipment at the Stand.....	16
10.11. Games and Raffles.....	17
10.12. Sound System at the Stands.....	17
10.13. Balloons.....	17
10.14. Prohibited Equipment and Products.....	18
11. ASSEMBLY.....	18
11.1. Assembly of the Covered Pavilion.....	20
11.2. Construction Embargo.....	21
12. DISASSEMBLY.....	22
13. ELECTRICAL NETWORK.....	22
13.1. Electrical Quantity.....	23
14. HYDRAULIC NETWORK.....	23
15. FIRE EXTINGUISHERS AND EMERGENCY EXITS.....	24

16. MUNICIPAL TAXES..... 24
17. FINAL CONSIDERATIONS..... 24
LIST OF ANNEXES..... 26

SCHEDULE / CHECKLIST TABLE

Item	Description	Deadline	Yes	No
1	Meeting for Project Development with the Infrastructure Department.	March 28, 2024		
2	Submission of Authorization for Manufacturer / Service Providers (Annex II).	January 2, 2024, to March 28, 2024		
3	Submission of Electricity Consumption Form (Annex III).	January 2, 2024 to March 28, 2024		
4	Submission of setup exemption request for the Covered Pavilion (for exhibitors who choose to hire special setup). (Annex IV).	January 2, 2024 to March 28, 2024		
5	Submission of Form to a specific page on the BFS website (Annex V).	January 2, 2024 to March 28, 2024		
6	Deadline for Landscaping Responsibility Term Form (VI).	February 1, 2024 to March 28, 2024		
7	Payment for excess electricity consumption.	January 2, 2024 to March 28, 2024		
8	Request for credentials for security guards.	March 1, 2024 to May 10, 2024		
9	Submission of the responsibility agreement for the contracted area.	January 2, 2024		

		to March 28, 2024		
10	The return of the Sponsorship and Participation Agreement for the Fair (02 copies duly signed)	5 days after receiving the contract via email.		

***Mandatory items to obtain assembly authorization.**

LIST OF ANNEXES

ANNEX I - SUMMARY OF CONTRACTUAL INFORMATION - RIC
ANNEX II - ASSEMBLY AUTHORIZATION / SERVICE PROVIDER
ANNEX III - ELECTRICITY CONSUMPTION FORM
ANNEX IV - FORM FOR DISPENSATION OF THE EVENT'S OFFICIAL ASSEMBLY - COVERED PAVILION
ANNEX V - FORM FOR EXHIBITOR PAGE DEVELOPMENT
ANNEX VI – LANDSCAPING SERVICE AUTHORIZATION FORM FOR THE BOOTH
ANNEX VII - ASSEMBLY RESPONSIBILITY AGREEMENT
ANNEX VIII – SECURITY SERVICE PROVIDER AUTHORIZATION FORM
ANNEX IX - REGISTRATION FORM FOR CONDUCTING LECTURES, TRAININGS, OR WORKSHOPS

All Annexes are available in editable format in the Manuals and Forms section on the event's website: www.bahiafarmshow.com.br

1. INTRODUCTION

This Manual contains all the information you need for a successful exhibition. It has been prepared with the aim of clarifying any doubts and avoiding problems, providing exhibitors/participants, as well as the individuals, companies, and other entities they contract, with all the regulations governing the Bahia Farm Show, and the key information necessary for its smooth operation, ensuring that the event is as productive as possible.

The lack of knowledge of the regulations established here does not exempt the exhibitor and their contracted parties (assemblers, decorators, landscapers, subcontractors, and other individuals involved with the event) from the penalties, fines, sanctions, and responsibilities outlined in this Manual. If these occur, they will be assumed by the exhibitor/participant and their representatives, regardless of the nature, jointly and independently of the order of appointment.

We recommend thorough reading of this manual and request that the information be passed on to all your employees, representatives, suppliers, and other contracted parties, to avoid last-minute inconveniences.

The signature of this manual will be mandatory at the time of signing the Sponsorship and Participation contract for the event.

If you have any questions or require special assistance, please contact our team. We are at your disposal.

The Organization reserves the right to arbitrate on matters not covered in this MANUAL, as well as to establish new regulations at any time that may be necessary for the proper functioning of the EVENT, aiming to facilitate harmony among the EXHIBITORS.

2. GENERAL INFORMATION

BAHIA FARM SHOW 2024 - Agricultural Technology and Business Fair

2.1 Location:

Bahia Farm Show Complex

BR 020/242 Highway, KM 535 - Luís Eduardo Magalhães – BA.

2.2. Credits:

Promotion and Organization:

Bahia Association of Farmers and Irrigators – AIBA

AIBA Institute – IAIBA

Support:

Bahian Association of Cotton Producers – Abapa

Association of Agricultural Machinery and Equipment Dealers of Western Bahia – Assomiba
Foundation for Support to Research and Development of Western Bahia – Fundação BA Municipal
Government of Luís Eduardo Magalhães-BA

2.3. Duration:

From June 11 to June 15, 2024.

Hours: 9:00 AM to 7:00 PM.

Official opening: June 11, 2024, at 10:00 AM.

The event's **Secretariat** will be available to exhibitors at the organizer's headquarters:

Association of Farmers and Irrigators of Bahia – Aiba Av. Ahylon Macedo, No. 919 – Morada
Nobre 47810-035 - Barreiras - BA

Phone: +55 (77) 3613-8000 - +55 (77) 9-8802-0682

E-mail: comercial@bahiafarmshow.com.br, caex@bahiafarmshow.com.br

Starting from May 20, 2024, the event coordination team will be available to assist exhibitors, assemblers, and other interested parties at the Exhibitor Administrative Center (CAEX) located at the event venue.

3. COMMUNICATION ADVISORY

The Bahia Farm Show is an excellent opportunity for exhibiting companies to promote their products and services in both national and international media. To ensure this success, the organization has a skilled Communication Advisory team to support journalists and the marketing professionals of the exhibiting companies before and during the event.

During the fair, exhibitors have access to a press room located near the entrance of CAEX. This space is equipped with computers, Wi-Fi, a TV studio, a photographer, and a team of skilled journalists available to assist with story ideas and provide information. There is also a designated area for the distribution of press releases from the exhibiting companies. This material can be delivered directly to the communication team or one month before the fair at Aiba's headquarters. Journalists attending the event will have daily access to this material. It is important to note that the distribution of newspapers and magazines in the streets of the Bahia Farm Show Complex is strictly prohibited.

The fair also has an internal radio station where exhibitors can broadcast spots or advertisements. This service is not free of charge.

Before the event, the communication team maintains contact with exhibitors through periodic email marketing, providing deadlines reminders, guidance on accommodation, dining, and flights, as well as indicating opportunities for brand exposure. For free promotion, the following spaces are available: Informaiba (Aiba's monthly newsletter), Website (www.bahiafarmshow.com.br), Facebook (www.facebook.com/BahiaFarmShow), Instagram @bahiafarmshowoficial of the event.

Partnership with exhibitors in this promotional work is essential for us to achieve positive results together.

Communication Coordination Contact:

Communication Advisory:

Anna Brinquedo

Phone: +55 (77) 3613-8016

Cell: +55 (77) 9-8802-4964

E-mail: imprensa@aiba.org.br

E-mail: imprensa2@aiba.org.br

4. MERCHANDISING

The Bahia Farm Show provides exhibitors with various mechanisms for promoting their brand at the event. From simple aerial banners to branding on official Fair vehicles, merchandising adds value to your brand at a very attractive cost.

By investing in merchandising, exhibitors extend the display of their brand beyond the confines of their booth.

We emphasize that the placement of banners, signs, billboards, or any other type of media that may hinder the visibility of visitors and exhibitors in the highway's right-of-way in front of the fairgrounds is strictly prohibited.

Any and all advertising outside the boundaries of the booth, as established in this Manual, will be considered merchandising. **The installation of any material will not be allowed without the signing of the Merchandising Contract.**

I'm unable to access external websites or download specific files. However, exhibitors can visit the "Downloads" page on the Bahia Farm Show website (<http://bahiafarmshow.com.br/downloads/>) to access the Merchandising Manual.

Contact our sales department and see the available Options.

Sales Coordination

Internal Area: Cell (77) 9.9962-7875 (Pavilions).
comercial2@bahiafarmshow.com.br

External Area: Cell (77) 9.8802-0682
comercial1@bahiafarmshow.com.br
Phone: (77) 3613-8011

5. OFFICIAL EVENT WEBSITE

The official website of the Bahia Farm Show (www.bahiafarmshow.com.br) has been redesigned and now features responsive navigation for all devices: desktops, tablets, and smartphones. The Fair Maps section has also been revamped to become interactive. Users can now not only check the location of exhibitors on the map but also visit the Exhibitors page, where they can filter companies by their area of interest, select them, and click to learn more about the exhibitor and their products or services. Furthermore, your brand will be displayed in our exhibitor showcase on the website's homepage.

To have your company featured on our site, please fill out and submit the Exhibitor Page Creation Form (Annex V) as soon as you sign the Participation Request.

6. LECTURE SCHEDULE / AUDITORIUM PROGRAM

The Bahia Farm Show organization provides exhibitors with space for technical and/or institutional lectures.

Interested parties should contact the Coordination as soon as possible to schedule the time, as scheduling is subject to availability in the program.

Once the event is scheduled, the fair coordination will include it in all printed promotional materials of the program. However, it is the exhibitor's responsibility to promote it to their target audience.

For scheduling and additional information, please contact the events and lectures team:

Events and Lectures

Phone: (77) 3613-8000

Email: palestras@bahiafarmshow.com.br

7. TICKETS

Exhibitors may purchase tickets in advance to distribute to their clients and partners at a reduced price, with a 20% discount off the box office price, equivalent to R\$ 30.00 (thirty Brazilian reais).

This promotion is exclusively for exhibitors, and therefore, the resale of tickets is not permitted.

Ticket purchases can be made through the event coordination via email. Promotional tickets for exhibitors will not be sold at the box office. Please place your order in advance.

8. SECURITY

The Organization will maintain an official security service for the common areas of the event (streets, avenues, squares, and entrances), 24 hours a day, throughout the setup, execution, and dismantling period.

Each exhibitor should, at their discretion, hire security personnel, which can be an employee of their company or from security companies legally registered with the Ministry of Justice (Federal Police).

Any employee or contractor who, due to their activities, needs to stay overnight at the fair, must be registered with our security department from 8:00 AM to 5:00 PM. All security personnel must wear the standardized company uniform.

The entry time during the nighttime period will be until 7:00 PM, and no entry will be allowed after this time. It is prohibited to stay outside the booth and walk around the fairgrounds, and violators are subject to removal from the premises.

Under no circumstances are security personnel allowed to carry any type of weapon. Security personnel carrying weapons will only be accepted in booths of banks with ATMs, provided they present work orders and notification from the Federal Police.

The Organizer does not assume responsibility, within the booth areas, for damages caused to people or exhibited products before, during, or after the event, including theft, robbery, sabotage, civil unrest, deficiencies, or interruptions in the supply of electricity, water, or any kind of mishap.

It is the responsibility of each exhibitor to provide security for their booth, objects, and equipment exhibited during setup, execution, and dismantling. The provision of services by individuals and/or companies not legally authorized for the function will not be allowed.

A security credential contracted by non-official companies will only be issued upon presentation of the following documents, as per PORTARIA DG/PF Nº 18.045 DE 17 DE ABRIL DE 2023:

- a) Presentation of the contract between the exhibitor and the security company or a letter from the exhibitor approving the service provision, duly filed with the Federal Police Inspection Commission, within 48 hours prior to the start of service provision;

b) Presentation of the security guards' documents, followed by duly authenticated copies of the documents:

ID, CPF

Criminal Record Certificate from their state of origin;

Updated proof of address;

Validated Vigilante Training or Recertification for 2 years.

Course on Major Events as per Article 19 of Federal Police Ordinance No. 3233.

Operating Permit and Security Certificate within the valid period.

b) Organic companies are prohibited from providing security services at the event

IMPORTANT:

THESE DOCUMENTS ARE MANDATORY FOR SERVICE EXECUTION

We request special attention to comply with this requirement, as there will be Federal Police inspection during the event, and if any violations of the law are found, irregular companies will be subject to warnings, fines, and even closure.

8.1 Parking

Bahia Farm Show provides free parking for its exhibitors and visitors, allocated on a first-come, first-served basis, with no reservations allowed. An area specifically for trucks, trailers, and buses will be provided, and parking of these vehicles in other areas is prohibited. Commercialization or advertising of any kind within the parking areas is not allowed. Installation of balloons within the fair's parking areas without authorization is also prohibited.

- Ensure not to block the passage of other vehicles;
- Make sure to lock the vehicle;
- Do not leave bags and electronic devices visible;
- Do not store documents inside the vehicle;
- Respect the speed limit of 10km/h in parking areas;
- Respect the marking of each parking space.

Drivers, please adhere to the basic safety norms and rules in parking areas, as this will help maintain the smooth operation of the facility.

Failure to comply with the rules listed above or any instructions from the parking attendants will result in the vehicle being prohibited from parking for the duration of the event, as well as the driver's access to the fairgrounds.

9. CREDENTIALS

9.1. Exhibitor Credentials

Exhibitor credentials for employees and contracted service providers will be issued under the exhibitor's trade name and, when applicable, the service provider's name. Exceptions must be requested to the Organization up to 30 days before the event begins.

Entry to the event is only permitted through invitations acquired by exhibitors, tickets purchased at the box office, or credentials for exhibitors' employees and service providers.

The control of credentials provided to exhibitors is the exclusive competence of the event's Organization. Credentials may be retained by the Organization at any time if the bearer commits any act or takes any action incompatible with the objectives of the fair, at the discretion of the Organization.

The quantity of credentials will be according to the area acquired by the exhibitor. It should be noted that the credentials for support staff (receptionists, maintenance, security, waiters, etc.) must specify the quantity up to 30 days before the event begins. Credentials will be identified according to the services provided/contracted, different from exhibitor credentials, which are included in the permitted quantity for their area, as shown in the following table:

Area (m ²)	Number of Credentials
From 12m ² to 144m ²	08
From 160m ² to 192m ²	13
From 320m ² to 576m ²	20
From 768m ² to 1,152m ²	25
From 1,344m ² to 1,536m ²	30
From 1,728m ² to 1,920m ²	35

Note: The rental of parking spaces does not count towards the number of credentials.

If additional credentials are needed, they will cost R\$ 50.00 each for the duration of the fair. Requests should be made via email to caex@bahiafarmshow.com.br or comercial1@bahiafarmshow.com.br.

Note: Use your quota of credentials for those employees who will be present throughout the event. For occasional employees, representatives, etc., purchase tickets. It is more practical, economical, and avoids problems with security.

9.2 Credentials for Security/Guards

Credentials for security guards must be requested up to 30 days before the fair, with the presentation of the following documents for their registration:

Individual:

Copy of Identity Card and CPF;
Copy of the Diploma of the security guard course from a company duly certified by the Federal Police;
Copy of the service provision contract.

Legal Entity:

Copy of the Social Contract and CNPJ Card;
Copy of the Operating Certificate issued by the Federal Police;
Copy of the service provision contract with the exhibitor/assembler;
Copy of the personal documents ID and CPF of the employees who will perform surveillance in the contracted areas.

Each credential will cost R\$ 50.00 each for the setup and fair period.

9.3 Credentials for Assemblers/Service Providers – Setup/Dismantling

The accreditation of assemblers and service providers is carried out by the exhibitor/assembler themselves, by filling out the Assembler/Service Provider Authorization form (Annex II) or by the means determined by the Organizer.

The exhibitor must submit the Assembler/Service Provider Authorization between January 2, 2024, and March 28, 2024, through the fair's system available on the website <https://bfs.wiesoo.com/login>.

At the time of accreditation, the assembler must provide a list of its employees responsible for setting up the booths, including their names and RG (Identity Card) **numbers, a personal document with a photo, proof of employment relationship (TPS or employment contract accepted by the Ministry of Labor), certification of training in specific NRs (Normas Regulamentadoras - Regulatory Standards) according to the activities to be performed, Occupational Health Assessment (ASO), and any other labor documents that the organizer deems necessary.**

Each employee, after being accredited, will receive a credential with a seal according to the certification of the presented NRs (Regulatory Standards) and a barcode, for personal and non-transferable use. This badge must be used constantly throughout the setup process. Each credential will cost R\$ 50.00 (Fifty Brazilian Reais) and must be acquired/requested from the event administration at a location indicated by them.

Assemblers will not have access to the fairgrounds without their respective credentials, and identification may be required by event security at any time within the fairgrounds.

Every employee and/or contractor of exhibitor companies and/or setup companies and/or third parties will only have access to the Exhibition Park with their identification and dressed in pants, a uniform with the company name, safety boots, and all Personal Protective Equipment (PPE), according to the regulations of NR 10, NR 12, NR 18, NR 35, and others that regulate the provided services.

The assembler/exhibitor must provide employees and contractors with uniforms and Personal Protective Equipment (PPE) appropriate to the risks of the environment during the setup and dismantling of the booths.

For maintenance credentials during the fair period, a fee of R\$ 30.00 (Thirty Brazilian Reais) per credential will be charged. Maintenance credentials will only be issued to pre-identified individuals, following the same conditions as setup/dismantling accreditation.

The assembler will only have access to the fairgrounds and authorization to start setup upon presentation of proof of payment of all amounts by the exhibitor.

It is prohibited for individuals under the age of 16 to enter the Exhibition Park during the setup and dismantling period, even if accompanied by a legal guardian.

All assemblers or service providers during setup and dismantling must have a responsible Occupational Safety Technician for the progress of their activities when the number of employees exceeds 20 (twenty) per company.

10. GENERAL PROCEDURES FOR THE OPERATION OF THE PARK

10.1 Access and Internal Circulation

It is strictly prohibited to circulate and remain outside the pre-established hours for setup, maintenance, cleaning, restocking of booths during the event, and dismantling. Access is only permitted for security personnel who are previously accredited and registered at the event secretariat.

All employees and/or contractors of exhibitor companies, as well as their supervisors, will only have access to the Exhibition Park during the setup and dismantling period, wearing pants, uniform, t-shirts, sneakers, and safety boots.

The use of sandals, flip-flops, clogs, or any type of open-toe shoes inside the exhibition park is not allowed, nor is the circulation of people wearing shorts, skirts, capri pants, tank tops, or without shirts during the setup and dismantling period of the park.

We remind you that security companies without the required documentation as outlined in item 9.2 will not be allowed to access the fairgrounds, as they will be subject to inspection by the Federal Police.

10.2 Vehicle and Equipment Access

During the setup and dismantling period, vehicle access will only be allowed with authorization from the organization, and their circulation within the lots is prohibited. This authorization is linked to the accreditation of the Assembler and the Liability Waiver provided by the Exhibitor. Depending on the size of the area, each assembler will be entitled to a certain number of vehicles determined by the infrastructure department for access to the park. **Each authorized vehicle must pay a fee of R\$ 200.00 to access the park, valid for the setup/dismantling days of the respective booth, except for loading and unloading trucks, which have a maximum stay of 2 hours.**

If it is necessary to transit with vehicles within the lots, please request the accompaniment of the infrastructure department of the Bahia Farm Show at the administrative sector of the fair.

Please note that truck access will be interrupted at 6:00 PM on June 8, 2024, and access for other vehicles at 6:00 PM on June 9, 2024, with this date being used exclusively for cleaning and decorating the booth.

Note: The fair organization may reduce the number of authorized vehicles for entry into the park at any time if deemed necessary.

Vehicles will not be allowed to remain in the streets after the loading and unloading period.

No vehicles will be allowed to overnight in the streets and lots of the park. If there is insistence, entry will be blocked and a fine of R\$ 1,500.00 per day of disobedience will be applied, along with a prohibition on new entry.

The replenishment of materials, gifts, catering services, among others, during the event, must be done **ONLY** from 8:00 PM to 10:00 PM and from 6:00 AM to 8:00 AM. Vehicle access to the park outside of these hours is not permitted, **and the use of a credential is mandatory for park access.**

10.3 Cleaning and Maintenance of the Area

The organization is responsible for cleaning the common areas of the event (streets, avenues, squares, and accesses), in the uncovered area and corridors of the covered pavilion, removing all garbage to an appropriate location.

The cleaning of the booth will be the responsibility of the exhibitors, who must place the garbage in plastic bags to be collected by the Organization every day, 1 hour before the event opens. Outside of this timeframe, all materials should be accumulated in containers and kept by the exhibitor in their own area. It is the exhibitor's responsibility to maintain the perfect state of conservation and cleanliness of their area permanently.

10.4 Beverages and Parallel Events

It is recommended that those wishing to hold events do so outside the Bahia Farm Show park.

The consumption or offering of alcoholic beverages within the park area is strictly prohibited at all times during the days of the Fair. Failure to comply with this rule will result in a fine of R\$ 20,000.00.

The security team may enter and inspect any booth in case of reports of alcohol consumption. If the violation is identified, the booth's responsible party must report to the CAEX for the appropriate actions outlined in this manual.

10.5 Delivery and Transportation of Goods

The Organization is not responsible for the receipt and storage of goods of any kind for any exhibitor. It is recommended that products or equipment to be exhibited be sent only when there is someone responsible at their booth to receive them.

Both the shipment of goods to be exhibited and their return to the sender, provided it occurs within 60 (sixty) days from the shipment date, are exempt from IPI (Excise Tax), through the suspension of its payment, as well as from ICMS (Value Added Tax), through exemption, in the State of Bahia, and exemption in other States, as provided by the legislation of each one of them.

The goods must always transit with an invoice, both on shipment and return. The recipient's data contained in the outbound invoice will be those related to the exhibitor/issuer. Regarding the address, use the address of the fair or exhibition, or as determined by the current state legislation in the state of origin of the goods.

Address:

ROD BR 020/242 – Km 535 City: Luís Eduardo Magalhães – BA, ZIP code 47.865-899

Please include the location of the fair in the 'OBSERVATIONS' field and in the additional data.

Delivery address:

**Bahia Farm Show Complex
ROD BR 020/242 – Km 535
Luís Eduardo Magalhães/BA
Zip Code 47.865-899
Booth Number XXX**

Please make sure to include the booth number where the goods should be delivered and a mobile contact number in case of any issues, especially if the transportation is not conducted by the exhibitor's vehicles.

10.6 Exhibitor Services

During the entire opening hours of the Fair, there must be at least one staff member in the booth capable of providing information about the exhibited products and/or services.

The sale of food, ice cream, alcoholic beverages, sweets, and cigarettes in booths not designated for this purpose is prohibited. In case of violation of this item, a fine of R\$ 5,000.00 (Five thousand reais) per violation will be imposed.

10.7 Exhibition of Machinery, Implements, and Motor Vehicles and Motorcycles:

I - For automobile and motorcycle dealerships, the exhibition of the represented brand exclusively in their space is permitted, except in the case of multi-brand dealerships.

II - Agricultural implement dealerships are allowed to exhibit a maximum of 4 (four) product brands in their space.

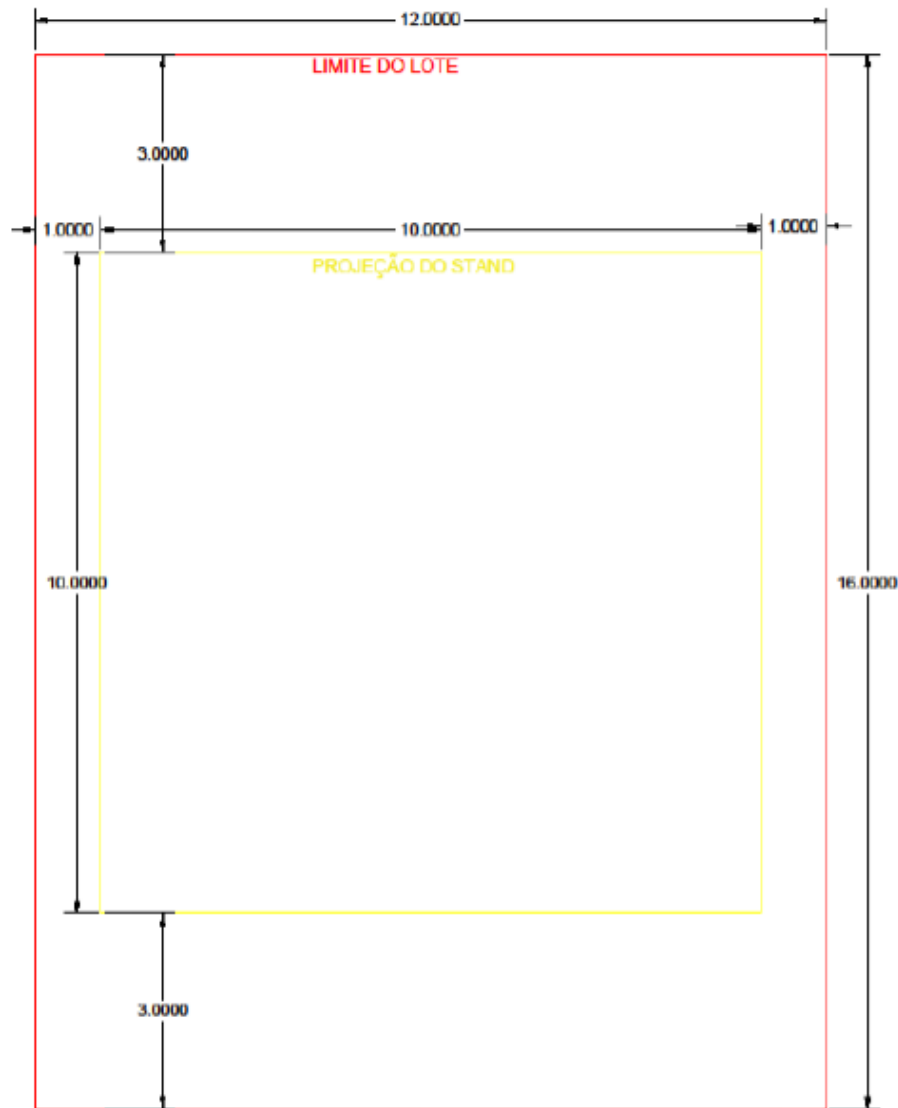
III - Tractor dealerships may only exhibit products from the brand represented in the region. Exceptionally, when the tractor manufacturer does not have harvesters in its product mix, the exhibition of harvesters from another brand is permitted. Tractor dealerships may also exhibit up to 2 brands of implements in their space.

The organization will monitor compliance with the above items during the fair's setup period, which does not exempt the exhibitor from removing products that do not comply with these items during the event.

It will not be allowed to move within the park with any vehicle, such as motorcycles, scooters, lawnmowers, etc., during the fair. In the event of unauthorized vehicle movement within the premises, a fine of R\$ 5,000.00 (Five thousand reais) per violation will be imposed, in addition to vehicle seizure.

10.8 Limits of Area

Exhibitors are prohibited from displaying products and/or services outside the contracted area, subject to a fine of R\$ 10,000.00 and embargo of the stand until the removal of equipment that exceeds the area limits, as well as keeping personnel outside the boundaries of their area, engaging in sales operations, distribution of leaflets, magazines, newspapers, or conducting surveys. Below is an example with a project model, indicating setbacks, according to the measurements indicated in this manual:



They also cannot camp, put up posters, flags, and banners near the venue where the Event will take place, unless this action is part of the Fair's Merchandising Plan.

10.9 Distribution of Gifts and Printed Materials

It is permitted to distribute gifts, samples, leaflets, and catalogs to visitors exclusively within the contracted area. The Organization reserves the right to halt distribution if disturbances, crowding, or moral inconveniences occur.

The streets, pavilion corridors, and uncovered areas of the Event are common areas. Soliciting visitors or distributing printed materials or any other product in these areas is prohibited, as is placing banners or decorative items in or on them. Such distribution can only be done within the exhibitor's area. If the exhibitor does not comply with the fair's rules, a fine of R\$ 3,000.00 will be imposed, and all promotional materials being distributed in the fair's streets will be confiscated.

10.10 Demonstration of Equipment at the Stand

The demonstration of equipment displayed at the stands will only be permitted when:

- When it occurs with the equipment stationary or in a designated and isolated area for the protection of visiting public, if it is essential to put it in motion;
- It does not cause noise, sound, smoke, or other inconveniences to the well-being of visitors and neighbors;
- It does not pose a danger to operators and visitors;
- If the rules established in item 10.10 are not followed, the exhibitor will be subject to a warning and a fine of R\$ 3,000.00.

10.11 Games and Raffles

The conduct of games or raffles of any kind, as well as the installation of children's playgrounds or recreation areas with toys, regardless of their characteristics, are prohibited for exhibitors, except for raffles within the stand that involve interaction with their customers.

10.12 Sound System at the Stands

The use of sound equipment is prohibited. Exhibitors wishing to use sound equipment may do so only if soundproof rooms are created during the construction of the stand, preventing the propagation of sound or other noise emitted in the environment. Failure to comply will result in the prohibition of operation in the booth, with a fine for non-compliance of R\$ 3,000.00.

10.13 Balloons, Drones, and Suspended Objects

In the indoor area of the fair, the use of balloons in the airspace will be limited by the exhibition area of each company and must follow the following guidelines:

- a) They must be fixed by at least 3 points;
- b) They can only remain in the air from 9 am to 7 pm;
- c) The use of a stationary tower is mandatory;
- d) Maximum height of 7m above ground level;
- e) Requires authorization from the Organizer.

In the outdoor area of the fair, the installation of balloons will only be allowed with authorization from the event Organizer.

Authorization requests should be sent via email to infra@bahiafarmshow.com.br, providing dimensions and height of the balloon and the location to be installed.

In streets with high-voltage cables, the use of balloons is prohibited.

Balloons that are airborne outside of these hours will be removed by the Organizer, as they pose a risk to the Event's infrastructure.

At any time, the Organizer may request that balloons be retrieved if weather or safety conditions require it.

Companies using hot air balloons must inform the Organizer, pay a fee to be determined, and only take off/land in locations predetermined by the Infrastructure Coordinator. A fine of R\$ 5,000.00 will be imposed on airborne balloons that do not comply with height limits and installation standards of the event, and removal of the balloon will be requested.

10.14 Equipment and Products Prohibited

Internal combustion engines are prohibited from operating in covered areas.

The use of explosives, non-inert gases, toxic substances, and fuels other than LPG is prohibited in indoor areas, following the guidelines of IT No. 12/2016 and IT No. 28/2021 of the Bahia State Fire Department.

11. SETUP

EVERY MOUNTING COMPANY MUST SIGN A RESPONSIBILITY AGREEMENT FOR THE SETUP AND DISMANTLING OF THEIR STAND, ACKNOWLEDGING THE CONDITIONS FOR RECEIVING THE AREA. IF THE PARK'S INFRASTRUCTURE AND SUPERVISION DEPARTMENT IDENTIFIES THE NEED FOR INTERVENTION IN THE AREA, THE RESPONSIBLE COMPANY WILL BE PROMPTLY CONTACTED FOR RECTIFICATION, LEAVING THE AREA IN THE SAME CONDITION AS RECEIVED AT THE BEGINNING OF THE SETUP AND PAYING ALL EXPENSES, WITHOUT EXEMPTING THE MOUNTING COMPANY FROM RESPONSIBILITIES.

NOTE: A FEE WILL BE CHARGED PER INCIDENT THROUGH ON-SITE EVALUATION, INCLUDING CASES WHERE DAMAGE IS OBSERVED AFTER DISMANTLING AND DEMOBILIZATION.

Access to the park will be granted to mounting companies and exhibitors with their own setup from May 20, 2024, concluding on June 9, 2024. Setup will take place from 7:00 AM to 12:00 PM and from 1:00 PM to 6:00 PM. If a company needs to advance its setup, it must notify the infrastructure coordination, which will provide instructions on payment of R\$ 1,500.00 per day of early setup per exhibitor. **A fee of R\$ 50.00 per registered collaborator will be charged during setup and dismantling. The cost for security personnel will be R\$ 50.00 per collaborator.**

Mounting companies are not allowed to use authorized trucks to enter the park as storage for equipment and materials; they must enter and unload all materials and park outside the fairgrounds.

For setup outside the scheduled hours, a fee of R\$ 1,000.00 per day, per CNPJ, per exhibitor, will be charged, with prior formal request via email (infra@bahiafarmshow.com.br) including the mounting company's information, collaborators' details, exhibitors' information, and lot number. Only one collaborator will be allowed to leave after 6:00 PM for food Transportation.

On the last day before the event, June 10, 2024, setup services should be dedicated exclusively to final cleaning and fine adjustments.

All plots are provided in their natural state, grassed or with any other similar coverage. The delivery of the plot will be carried out by the Infrastructure Department of Bahia Farm Show to the responsible person of the mounting company, after verification that all requirements have been met.

All booth designs and assembly documents must be submitted for technical review, ensuring compliance with the rules outlined in this manual, through the fair's system available on the website <https://bfs.wiesoo.com/login>, between January 2, 2024, and March 28, 2024.

The designs must be submitted in electronic format in DWG (floor plan with location on the terrain, sections and elevations, electrical design, hydrosanitary design, fire fighting design, structural design, duly accompanied by ART (Professional registered or with a visa in CREA/BA) or RRT from a legally qualified professional), including all elements that compose the assembly (flags, masts, portals, etc.) according to the setback table:

Element height (m)	Required setback (m)	Local situation
Up to 4.00	0.50	Fronts, sides, and back
Above 4.00	1.00	Fronts, sides, and backs, except avenues "G" left side and "C" right side.
	2.0	Avenue "G" left side and "C" right side (limited to 7m).

The booth or any other static or display element may not exceed the limits of the area acquired by the exhibitor as outlined below:

- Cables and tie rods applied to canopy tents, booths, and any element that comprises the project may not exceed the exhibitor's area, both in neighboring and in the roadway;
- Roof drains must be carried out within the exhibitor's own terrain so as not to cause inconvenience to other exhibitors. It is prohibited to discharge rainwater onto neighboring lots and tent covers;
- Decorative objects and air conditioning equipment must remain within the contracted area;
- Partition walls must have their external sides painted and finished in white. Remember: your neighbor should not be harmed by projects with inadequate finishing, as the image of your work will be seen by thousands of people and potential clients;
- Landscaping must not encroach on roadways and neighboring areas;
- The landscaping company hired must leave a liability waiver at the event administration and fill out the landscaping service authorization form;

- Masonry constructions are not allowed. Any material other than sand or earth cannot be applied. In case of absolute necessity, the exhibitor must request written authorization for this from 02/01/2024 to 28/03/2024 (along with the project analysis request) to the organizer, which will be analyzed according to the rules of this manual;
- Every booth must be equipped with a ramp and special access for people with reduced mobility or physical disabilities. Such equipment may occupy part of the street, provided that its installation takes place on the day before the first day of the event.
- All exhibitors, except those in pavilions using the stand provided by BFS, must submit the filled-out power form, considering all the electro-electronic equipment that will be used during the event. If any equipment is omitted from the form, it will be collected and returned after the event closes.
- Third-party services provided by the assembler or exhibitor (air conditioning, canopy tents, flooring, landscaping, security) are the responsibility of the exhibitor.

PROJECTS THAT ARE NOT IN ACCORDANCE WITH THE MANUAL WILL NOT BE RELEASED FOR ASSEMBLY.

Presentation of a copy of the ART (Technical Responsibility Note) or RRT (Registry of Technical Responsibility): Every assembly, no matter how simple, must be ensured by its respective ART or RRT, provided by a qualified engineer or architect, CREA/CONFEA and CAU/BA. For questions regarding this procedure, please contact CREA/BA.

<p>Barreiras (BA): Inspector Engineer Service Hours: 8am to 12pm and 2pm to 5pm Address: Rua Maria Mendes Ferreira, 21– Sandra Regina ZIP Code: 47802-022 Tel: +77-3611-2720 or +77-3612-3700 E-mail: creaba.barreiras@redecreaba.org.br</p>	<p>Luis Eduardo Magalhães (BA): Inspector Engineer Service Hours: 8am to 12pm and 2pm to 5pm Address: Av. JK, Qd. 91, Lote 1, Sala 1e3, Centro ZIP Code: 47850-000 Tel: +77-3628-6755 E-mail: creaba.lem@redecreaba.org.br</p>
<p>Barreiras (BA): Delegacia: Address: Rua Benedita Silveira, No. 156, Room 107 Neighborhood: Centro City: Barreiras - BA ZIP Code: 47.800-160 Phone: +77-3612-0703</p>	

The use of PPE (Personal Protective Equipment) according to the Standards; NR 10, NR12, NR 18, NR35, and others regulating the services provided. All involved in the process must use individual and collective protective equipment. Upon hiring the assembly company, it is advisable

to include a clause in the contract between the parties (exhibitor and assembly company), safeguarding and requiring the use and provision of these equipment by the assembly company. It is worth mentioning that the exhibitor is solely responsible for any personal or material damage caused by their contractors to the park facilities or the individuals present there.

11.1 Assembly of the Covered Pavilion

Between May 31, 2024, and June 09, 2024, from 7:00 AM to 12:00 PM and from 1:00 PM to 6:00 PM, the Covered Pavilions will be open to exhibitors for the reception of goods to be exhibited.

The event organizer will not be liable for theft occurring within your stand. If it's necessary to hire a security company, you must complete the necessary registration for the release of security services.

The event organizer will not be responsible under any circumstances for any damage, loss, or accidents to exhibitors' goods during the assembly and disassembly of stands.

Exhibitors in the covered areas will receive their respective stands with the following basic assembly:

- a. **Floor:** raw concrete, carpet, or vinyl;
- b. **Partition walls:** the area adjacent to neighbors will be separated by walls made of Octanorm, TS, or similar material;
- c. **Lighting:** consisting of lamps, luminaire type, and spotlights distributed throughout the internal and external perimeter, in addition to 1 (one) socket in each 12 m² stand (220 volts);
- d. **Plotted Area:** Plotting area will be provided on the walls and fascia, with artwork provided by the exhibitor;
- e. **Standard Furniture:** consisting of a 95 cm diameter glass-top table, 4 chairs, and 1 counter measuring 0.5m x 1m x 1m (depth, width, and height);
- f. **Artwork for stand plotting must be submitted by March 28, 2024.**

Recommendations:

- **Ornamental Plants:** Gardens, flowers, and ornamental plants are allowed when contained in pots, baskets, or other containers, with the use of loose soil, sand, or stones for garden execution prohibited.
- **Landscaping:** If the exhibitor hires a landscaping company, they must inform the event administration and fill out the form for landscaping service authorization, along with signing a commitment term.
- **Masonry Constructions:** Any masonry constructions (floors, walls, etc.) are prohibited.
- **Flooring:** Floors cannot be marked, painted, drilled, or excavated by the exhibitor.
- **Air Conditioning in the Pavilion:** It is expressly prohibited. The pavilion is fully air-conditioned and does not allow the installation of air conditioning units due to heat exchange and competition between systems.

Exhibitors are prohibited from damaging, painting, or drilling any component of the structure, roof, floor, or walls of the event venue, subject to the fine outlined in this document.

Special Assembly in the Pavilion:

The company that will not use the STANDARD assembly offered by Bahia Farm Show must, from **02/01/2024 to 28/03/2024**, submit the assembly waiver request form and send the project with ART/RT for the technical department's analysis through the fair system available on the website <https://bfs.wiesoo.com/login>.

It is not allowed to make any addition to the basic assembly with a different assembler than the official one of the pavilion. The height of the assemblies cannot exceed 5.00m.

11.2 Construction Embargo

The ORGANIZER has the right to halt the construction of the stand if it does not comply with the standards outlined in this MANUAL. If the EXHIBITOR does not adjust the project parameters in a timely manner, in addition to a fine of 25% of the area value, the stand will not be allowed to be used during the event, without prejudice to the contractual costs of the area with the ORGANIZER.

Safeguarding your interest, we advise the EXHIBITOR to communicate all the EVENT regulations to the company responsible for assembling their stand, transferring any responsibility on the matter to them.

12. DISMANTLING

DISMANTLING

The dismantling period will be from **June 17, 2024, to July 5, 2024, from 7:00 AM to 12:00 PM and from 1:00 PM to 6:00 PM.**

Note: **On June 16, 2024, from 7:00 AM to 12:00 PM and from 1:00 PM to 6:00 PM**, only the removal of the exhibitor's equipment will be allowed.

On the last day of the event, after its closure, it will not be permitted to remove displays and other valuable items (such as sound systems and TVs, among others), as well as small objects, to avoid problems and inconveniences.

We suggest that exhibitors keep guards at their stands while their materials are not completely removed, as the Organization is not responsible for any issues arising from the lack of surveillance.

Any materials and/or equipment remaining on site after the event's dismantling period will incur a daily storage fee charged to the EXHIBITOR.

13. ELECTRICAL NETWORK

A power panel equipped with a protection system for supplying electricity to the stands will be provided.

- The assembly company must bring its own appropriate cable to connect the panel to the stand. This connection must follow the guidance of the Bahia Farm Show Infrastructure Department.
- All exposed connections must be made with insulated, flame-retardant cables, protected by rigid conduits, and buried.

It is prohibited to connect the stand directly to the power panel supplied by the Infrastructure Department. - This service is exclusive to this department, which will check the phase balancing and installed load at this time.

- The EXHIBITOR's stand power will not be released if there are phase imbalances, energy demand not in accordance with the Electrical Energy Form, or unpaid excess charges requested.
- The Bahia Farm Show Infrastructure Department will inspect the declared electrical quantity at any time and may interrupt the supply if there is a discrepancy with the form.
- It is the responsibility of the installer to set up an external and accessible electrical distribution panel, identifying and adequately protecting the circuits for air conditioning, outlets, and internal and external lighting, ensuring that non-essential circuits can be turned off outside the fair's visiting hours.
- The available current is alternating, with voltages of 220V single-phase and 380V three-phase.
- Any and all elements (stands, stand trailers, machines, equipment, etc.) that require power must allow for three-phase electrical supply.
- All stands may have meters for measuring energy consumption.
- If the use of devices or equipment not declared in the Electrical Energy Consumption Form is detected, a fine of R\$ 5,000.00 per infraction will be imposed. Additionally, the power may be cut off if the excessive consumption affects the power supply to other stands or the general safety of the park.

Note: Every stand must have grounding and an internal protection panel, consisting of circuit breakers properly sized according to the current standards of the supplying company (Coelba) and the norms of the Brazilian Association of Technical Standards (ABNT).

13.1 Electrical Quantities (Appendix III and Appendix IV)

The exhibitor must inform the electrical quantities to be used in the stand during the event by filling out the energy form attached to this manual.

Exhibitors in the pavilions using the stand provided by BFS do not need to submit the electrical form, as the cost of energy is included in the stand rental.

The Electrical Consumption Form (Appendix III) must be submitted by 03/28/2024. This quantity will be used as the basis for calculating the electricity consumption invoice, which must be paid no later than 04/30/2024.

14. HYDRAULIC NETWORK

The Bahia Farm Show complex has a hydraulic network with water points provided for collective use, specifically intended for washing exhibited products and stands.

- It is strictly prohibited to wash brushes, clothes, cleaning cloths, dishes, food utensils, or any other items not intended for exhibition at the event.
- The water point cannot be used for pantry/kitchen sinks in the stands. Buffet services must use disposable materials.
- It is strictly prohibited to connect any type of derivation to the hydraulic points.
- Hoses should be removed after use, freed up for other exhibitors, and should not exceed the relatively necessary period for tasks requiring water. Be brief in using the point, release it quickly, and as soon as possible; your neighbor will appreciate it.

- We remind you that the supplied water, although chlorinated and obtained from a semi-artesian deep well, should not be used for human consumption.

Discharge of sewage of any kind on the stand's premises or side streets is prohibited, as is the opening of septic tanks without prior authorization from the event organizer.

15. FIRE EXTINGUISHERS AND EMERGENCY EXITS

Every assembler shall be required to keep in the workplace, from the beginning of assembly, throughout the event's operation, and until the end of disassembly, a minimum of 2 (two) fire extinguisher units, with one suitable for common materials (such as wood, paper, fabrics, etc.) and another designated for risks in energized electrical equipment. Avoid inspection and embargo on your stand by the Fire Department.

A fire extinguisher unit is understood to be extinguishers with the following capacities:

- 1 - Dry chemical powder: 4 kg - classes B and C;**
- 2 - Pressurized water: 10 liters - class A.**

Such extinguishers must remain in visible and marked locations, and cannot be obstructed in any way, following IT No. 21/2017 of the Bahia Fire Department.

There will be inspections by the Fire Department, which will verify if the stands comply with the approved fire fighting project, with the assembler and the exhibitor being responsible for fulfilling these obligations and for any damages caused.

Stands with enclosed internal areas intended for the public must provide emergency exits compatible with the public capacity and properly marked, according to IT No. 12/2016 of the Bahia Fire Department.

16. MUNICIPAL TAXES

For services such as booth assembly, surveillance, provision of labor, among others, the **Municipal Service Tax (ISS)** is applicable, under municipal jurisdiction.

ISS in the municipality of Luís Eduardo Magalhães (BA) is governed by Municipal Law 387/2009. Therefore, it is recommended that exhibitors withhold and remit ISS at a rate of 5% (five percent), as established in Article 145 of Municipal Law 387/2009.

For further clarification, please contact the Collection and Inspection Department of the Administration and Finance Secretariat of the Luís Eduardo Magalhães City Hall at the following numbers: 77-3628-9027 and 77-3628-9004.

17. FINAL CONSIDERATIONS

For any infraction contained in this manual without a specific penalty, a fine of 10% of the contract established between Bahia Farm Show and the exhibitor is established.

In the event of a recurrence of an infraction, in addition to the initial penalty, a fine of 20% of the contract established between Bahia Farm Show and the exhibitor is established. Recurrence may also, at the discretion of the Organizer, result in the embargo of the stand, including during the event.

If the contract for Sponsorship and Participation in the fair is signed after March 28, 2024, all documentation expected to be delivered before this date, such as forms attached to this manual, credential requests, and submission of artwork for prints, must be submitted at the time of signing said contract.

It is emphasized that Bahia Farm Show has no connection to the contractor hired by the exhibitor, with the exhibitor solely responsible for any disobedience to the rules contained in this manual.

The rules established here aim to ensure that all participants in the process can cultivate the best of Bahia Farm Show.

To access the park and commence their setups, exhibitors must be up-to-date with all obligations outlined in this Manual within the established deadlines. In cases where the deadlines and dates in this Manual coincide with Saturdays, Sundays, and holidays, the next business day will be considered.

IF YOU'VE MADE IT THIS FAR, YOU'RE AWARE OF ALL THE GUIDELINES AND PROCEDURES TO PARTICIPATE IN BAHIA FARM SHOW. WE APPRECIATE THE TRUST YOU'VE PLACED IN OUR EVENT AND WISH YOUR COMPANY A VERY SUCCESSFUL FAIR.

**ANNEX I
SUMMARY OF CONTRACTUAL INFORMATION – RIC**

**ANNEX II
AUTHORIZATION FOR BOOTH ASSEMBLER / SERVICE PROVIDER**

**ANNEX III
ELECTRICITY CONSUMPTION FORM**

**ANNEX IV
FORM FOR EXEMPTION FROM THE OFFICIAL EVENT ASSEMBLER - COVERED PAVILION**

**ANNEX V
EXHIBITOR PAGE CREATION FORM**

**ANNEX VI
AUTHORIZATION FORM FOR LANDSCAPING SERVICES AT THE BOOTH**

**ANNEX VII
ASSEMBLER'S RESPONSIBILITY AGREEMENT**

**ANNEX VIII
SECURITY SERVICE PROVIDER AUTHORIZATION FORM**

**ANNEX IX
REGISTRATION FORM FOR CONDUCTING LECTURES, TRAINING SESSIONS, OR WORKSHOPS**

All annexes are available in editable format in the Manuals and Forms section on the event's website: www.bahiafarmshow.com.br.