



39th CIOSP

São Paulo International Dental Meeting

January 26-29, 2022

At the Complexo de Eventos Anhembi - São Paulo/SP - Brazil



MANUAL / REGULATION

24th FIOSP - São Paulo International Dental Trade Fair
23rd SADS - South American Dental Show



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Dear Exhibitor,

This Exhibitor Manual/Regulation is part of your Contract of Booth Rental at 24th FIOSP – São Paulo International Dental Trade Fair/23rd SADS – South American Dental Show, taking place during the 2022 São Paulo International Dental Meeting.

It contains rules, technical and operational guidelines on the event prior, during and after the Exhibition, and establishes rights and duties of Promoter, Exhibitor and his Contractors during their stay at the Anhembi Exhibits Pavilion.

All exhibiting companies should convey this information to their service providers and employees as to fully understand their participation in the event.

The Forms will be identified by subject and must be submitted on deadlines.

We kindly request a special attention to the schedules for the complete fulfillment of terms and schedules is fundamental to achieve the objectives of the events both for the Promoter and the Exhibitor.

The Promoter reserves the right to change, reformulate or establish new rules and guidelines that are necessary to ensure the best possible Exhibition performance.

DUE TO THE GLOBAL CONCERNS RELATED TO HEALTH, ESPECIALLY RESULTING FROM COVID-19, WHICH RESULT IN EDITIONS AND NEW RECOMMENDATIONS FROM THE PUBLIC HEALTH AND SAFETY AGENCIES, THE PROMOTER MAY, AT ANY TIME, BE FORCED TO AMEND THE PRESENT REGULATION IN ORDER TO MEET THE EVENT LOCAL ADMINISTRATION REQUIREMENTS.

The Health Surveillance Rules and the recommendations of the Ministry of Health, in addition to any Federal, State and Municipal legislation that reaches the event will be informed later, as the current restrictions and guidelines do not include the period of the event.

It is recommended, taking into account the circumstances of public health and current regulations, up to this manual is issued, that EXHIBITORS ensure that all their representatives, employees and service providers whose participate in the preparation and during the event:



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- **PROVE TO THE PROMOTER THAT THEY ARE ALL VACCINATED;**
- **USE MASKS;**
- **USE ALCOHOL IN GEL 70%.**

The Central Organizing Committee looks forward to welcoming you to the 2022 São Paulo International Dental Meeting and wishes you every success.

São Paulo, October, 2021.



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SCHEDULE FOR SETUP, EXHIBITION AND DISMANTLING

Event	Date
FINAL DATE TO SEND no. 1 and no. 2 FORMS	12/17/2021
FINAL DATE TO SEND OTHER FORMS	12/17/2021
FINAL DATE TO SEND BOOTH'S DESIGN	12/10/2021

Period of Operation Setup	Date	Schedules
Entry of machinery, heavy equipment and rolling material	01/20/2022	from 8:00 am to 8:00 pm
Setup - construction, machinery and equipment installation, finishing	01/21 to 01/24/2022	from 8:00 am to 8:00 pm
Cleaning - decoration	01/25/2022	from 8:00 am to 2:00 pm



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Attention: The access of motor vehicles inside the Pavilions is prohibited after 10:00 pm on January 24, 2020.

EXHIBITION	01/26/2022	10:00 am	8:00 pm
EXHIBITION	01/27/2022	10:00 am	8:00 pm
EXHIBITION	01/28/2022	10:00 am	8:00 pm
EXHIBITION	01/29/2022	10:00 am	8:00 pm

TRADE FAIR EXHIBITION: From 01/26 to 01/29 – from 10:00 am to 8:00 pm.

FOOD PLAZA: From 01/26 to 01/29 – from 10:00 am to 10:00 pm.

EXHIBITOR SERVICE CENTER: From 01/21 to 01/25 - from 8:00 am to 8:00 pm
From 01/26 to 01/29 - from 8:00 am to 8:00 pm

DISMANTLING

- On dismantling day, starting on the last day of the event it will not be allowed the access to any type of vehicle in the area of loading and unloading before established timetable.
- Therefore, everyone should pay attention to the pre-established schedules, avoiding advance arrivals which could cause complications in the traffic, since there is not any specific place to leave the vehicle while the release assignment of pavilions have been held.

EXHIBITOR or hired setup contractor are responsible for dismantling the booth, removing goods and materials and cleaning the rented area, according to the following schedule



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MOVE-OUT	DATE	START	ENDING
Removable of portable and value items (computer, TV, mini-fridge, etc)	01/29/2022	8:00 pm	10:00 pm
DISMANTLING	01/30/2022	8:00 am	8:00 pm
DISMANTLING	01/31/2022	8:00 am	4:00 pm (ending)

Attention: On January 29, only after 8 pm will setup contractor's employees access the Pavilion to open EXHIBITOR show cases and remove portable and electro-electronics goods. The use of ID badges is mandatory.

- If time of dismantling be exceeded the Contractor company/Exhibitor, as it occurs, will be subjected to collection of a fine of R\$ 1,000.00 (One Thousand Reais) per hour of delay.

Loading/unloading/Cargo Vehicles Access to the Pavilion – Dismantle

Vehicles access will be allowed for LOADING/UNLOADING on January 30, 2022.
Parking of vehicles at Anhembi Pavilion is total and complete liability of EXHIBITOR/Setup Contractor.
PROMOTER is not liable for any theft, robbery and/or damage to any vehicle.

Only vehicles of Setup contractors/suppliers or EXHIBITOR with previous registration by PROMOTER shall have access to the Pavilion.



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IMPORTANT ADDRESSES, TELEPHONES AND EMAILS

PROMOTER



APCD - Associação Paulista de Cirurgiões-Dentistas (São Paulo Dental Association)

Rua Voluntários da Pátria, 547

Zip Code: 02011-000 - São Paulo - SP.

Phone: (55 11) 2223-2516

CNPJ: 47.331.822/0001-19 - I.E: Isento

Home page: www.ciosp.com.br

Email: comercial1.decofe@apcdcentral.com.br

APPOINTED FREIGHT FORWARDER

Fulstandig Shows e Eventos MC Ltda

Rua Eli, 164 – Vila Maria Baixa – São Paulo – SP - Brazil

Zip Code: 02114-010

Phone: (55 11) 2207-7650 / 55 11 3884- 2531

Fax: (55 11) 2207-7654

Email: mewbank@fulstandig.com.br

TRAVEL AND ACCOMMODATION

APCD São Paulo Dental Association

Rua Voluntários da Pátria, 547 – Zip Code: 02011-000 – São Paulo – SP.

Phone: (55 11) 2223-2318

Home page: www.apcd.org.br

Email: contato.turismo@apcdcentral.com.br

LOCATION

PAVILHÃO DE EXPOSIÇÕES DO ANHEMBI (Exhibits Pavilion)

Av. Olavo Fontoura, 1209 - Santana, São Paulo - SP, 02012-021

Phone: (55 11) 2226-0400

Home page: www.anhembi.com.br



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TELEPHONE AND INTERNET

Email: feiras.anhembihthnet.net
Phone: (55 11) 30775500
Contact person - Mr. Pedro Cruz

SINDIPROM

SINDICATO DAS EMPRESAS DE PROMOÇÃO, ORGANIZAÇÃO E MONTAGEM DE FEIRAS, CONGRESSOS E EVENTOS DE SÃO PAULO E RIO DE JANEIRO (Union of promotion, organization and setup companies of events in São Paulo and Rio de Janeiro)
Rua Frei Caneca, 91 11º andar - Zip Code: 01307-001 - São Paulo – SP.
Phone/Fax: (55 11) 3120-7099
Home page: www.sindiprom.org.br
Email: sindiprom@sindiprom.org.br

ABRACE

Associação Brasileira das Montadoras e Locadoras de Stands
Rua Coelho Lisboa, 442 cj. 83 Tatuapé
CEP 03323-040 - São Paulo – SP
Phone: (55 11) 2672-3833
Home page: www.abracestands.com.br
Email: contato@abrace.com.br

ANVISA

AGÊNCIA NACIONAL DE VIGILÂNCIA SANITÁRIA (Sanitary Surveillance Agency) Departamento de Fiscalização de Saúde (Department of Health Control)

SGAN Quadra 601 lotes O/P; Bairro: Asa Norte.
Phone: (55 61) 3325-4811/ 3325-4812 - Fax: (55 61) 3322.2182
Home page: www.saude.df.gov.br
Email: divisa@saude.df.gov.br

CENTRO DE VIGILÂNCIA SANITÁRIA ESTADUAL (State Sanitary Surveillance Center)

Av. Dr. Arnaldo 351 anexo 3, Bairro de Cerqueira César - Zip Code: 01246-901 - São Paulo-SP.
Phone: (55 11) 3066-8000
Email: cvs@cvs.saude.sp.gov.br / secretarias@cvs.saude.sp.gov.br



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COVISA

COORDENAÇÃO DE VIGILÂNCIA SANITÁRIA MUNICIPAL DE SÃO PAULO (São Paulo Municipal Sanitary Surveillance Coordination)

Rua Santa Isabel, 181, Bairro de Vila Buarque – Zip Code: 01221-010 – São Paulo-SP.
Phone: (55 11) 3397-8280 – Fax: (55 11) 3350-6628
Email: atendimentocovisa@prefeitura.sp.gov.br

ECAD

ESCRITÓRIO CENTRAL DE ARRECADAÇÃO E DISTRIBUIÇÃO (Copyright Central Office)

Avenida Paulista, 171 – 3º andar – Zip Code: 01311-000 – São Paulo – SP.
Phone: (55 11) 3287-6722
Home page: <http://www.ecad.org.br>
Email: eventossp@ecad.org.br / ecadsp@ecad.org.br

MINISTÉRIO DA FAZENDA (Ministry of Finance)

RECEITA FEDERAL (Income Revenue Service)

Esplanada dos Ministérios - Bloco P – Zip Code: 70048-900 – Brasília - DF
Phone: (55 61) 3412-2000/ 3412-3000 - Fax: (55 61) 3226-9084.
Home Page: www.fazenda.gov.br
Email: ouvidormf@fazenda.gov.br

CAIXA ECONÔMICA FEDERAL (Federal Savings Bank) (raffles, drawings, prizes and giveaways)

<http://www.fazenda.gov.br/assuntos/loterias-e-promoco-es-comerciais>

MINISTÉRIO DO TRABALHO (Ministry of Labor)

SECRETARIA DE INSPEÇÃO DO TRABALHO (Labor Supervision Secretariat)

Esplanada dos Ministérios - Bloco F - Zip Code: 70059-900 - Brasília – DF.
Phone: (55 61) 3317-6000/ 3317-6174/ 3317-6273 - Fax: (55 61) 3226-9353
Home Page: www.mte.gov.br



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CHECK LIST OF PRECEDING STEPS

1. Hiring of transportation services (people/products/equipment);
2. Contracting services of temporary imports – custom's clearance (foreigners);
3. Hiring services for the booth – Cleaning, security, buffet, etc. (attention to badges);
4. Definition of promotion and communication actions regarding participation;
5. Definition of booth's visual communication;
6. Definition of products and/or services to be exhibited;
7. Invoice issue regarding simple shipment of products and equipment;
8. Booths – Definition of booth's design and rental of setup contractor;
9. Accommodation – Hotel reservations (information and reservation with APCD Tourism Department);
10. Read carefully this Manual/Regulation;
11. Leasing of telephone line and broadband internet ;
12. Material for communication and promotion of products and/or services;
13. Filling and sending FORMS – attention to deadline (badges, electric power, cleaning, security, fire extinguishers, receptionists, etc.);
14. Database preparation and delivery to principal customers;
15. Copyright collection – ECAD, if sound is used in the booth;
16. Products' regulation at ANVISA/COVISA;
17. Insurance of booth, service personnel, exhibited products and equipment;
18. Selection and training of assistance personnel at the booth;
19. Documents that must be disponsible at the booth during the Exhibition (Anvisa Products Registration, Ministry of Labor, etc.).



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MANAGEMENT AND LIABILITIES

2022 SÃO PAULO INTERNATIONAL DENTAL MEETING/24th FIOSP – SÃO PAULO INTERNATIONAL DENTAL TRADE FAIR/23rd SADS - SOUTH AMERICAN DENTAL SHOW are completely managed, maintained and financed by APCD - São Paulo Dental Association that is supported by space rental, services to Exhibitors, Participants and Scientific Sessions.

From now on and for the purpose of this Manual/Regulation, the denominations will be:

MANAGEMENT = PROMOTER
EXHIBITORS, EXHIBITING COMPANIES = EXHIBITOR
ATTENDEES, COMMERCIAL REPRESENTATIVES = PARTICIPANT

This Manual/Regulation is an integral part of the Rental Contract and the rules, regulations, guidelines and criteria herein contained must be strictly followed. PROMOTER has the right to settle whenever necessary the questions derived from this Manual/Regulation.

EXHIBITOR must be able to prove compliance to all rules and obligations anticipated in the legislation (tributary, internal revenue service, security, Sanitary Surveillance, labor, etc.) regarding his participation in the event.

The inspection is made by the representatives of three spheres of government. PROMOTER has no responsibility or interference in this action.

PARTICIPATION

Exhibition Area: Anhembi Exhibits Pavilion will be divided into the following areas: promotional exhibits, food plaza, service personnel, management areas and common areas.

Setup: The rented areas will be delivered to EXHIBITOR with their length in meters and delimited location on 01/20/2022 at 8:00 am for booth setup and decoration up to 2:00 pm on 01/25/2022, without any further delay. Construction Norms determined by this Booth Setup Regulation must be followed.

Dismantling: It begins at 8:00 pm in 01/29/2022 and should end at 4:00 pm in 01/31/2022 without any further delay.

EXHIBITOR and its Setup Contractor are responsible for removing all The PROMOTER can, at its discretion, create or change rules contained herein, since they are in the interest of the event as a whole and for the collective well-being. This decision will only be taken after evaluation by the technical team of the PROMOTER or the public administration, as CONTRU, Fire Department or CETESB etc. and material derived from setup and dismantling.

If these rules and schedules are not fulfilled, the exhibitor will be subjected to a fine of R\$ 1,000.00 (One thousand Reais) per hour of delay.



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BOOTH CANCELLATION POLICY

- The non-refundable payment, as the name says, will not be refunded whatsoever.
- Failure of the payment of the balance on the due dates mentioned in the invoice may render the reservation liable to forfeit.
- If the payment has not been done by the dates mentioned, the Application & Contract for Exhibit Space will be automatically cancelled. In this case, the Organizer may assign the Exhibitor's space to any third party or parties or use the same for such other purposes as it may deem necessary, all without notice and without further liability to the Exhibitor.
- Upon receipt of any notice of cancellation, the Organizer may assign the Exhibitor's space to any third party or parties or use the same for such other purposes as it may deem necessary, all without notice and further liability to the Exhibitor.
- Cancellation or Reduction of 2022 Exhibit Space (in case of non-payment or non-response to payment reminders), in the above cases, the exhibitor still has to pay the full amount of the booth space plus penalty fee.
- The further actions will follow if the exhibitor is not compliant with this.
- Both the exhibitor and APCD acknowledge that, in the event the exhibitor has to cancel and has not paid any of the installments, APCD will sustain substantial monetary losses that cannot precisely be determined. Due to the difficulty of determining and detailing these losses, the exhibitor agrees to pay the following as liquidated damages (and not a penalty) if they cancel or downsize their booth space.
- If written notice of cancellation or reduction of booth space is received on or before November 01, 2021 exhibitor agrees to pay a cancellation fee equal to \$1,000 per 12 sqm booth space; US\$ 1,500 from 15 to 30 sqm. If written notice of cancellation or reduction of booth space is received after November 01, 2021, exhibitor agrees to pay a cancellation fee equal to 100% of the total fee for booth space, in addition to the penalty fee for booth space. All cancellation fees are payable immediately upon cancellation.
- These cancellation fee terms will apply regardless of the execution date of the application.



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ARREAR PAYMENTS

EXHIBITOR that bears arrear payments must pay his debts to PROMOTER, being these relative to contract's installments and/or installation fees, taxes and services, in order to obtain the release of rented space and badges' delivery. We reaffirm that participation in the event is bound to payments' confirmation.

The rented area will be released to EXHIBITOR if there are no financial and/or contractual holdovers with PROMOTER, as well as, all requirements of this Manual/Regulation had been fulfilled. The rented non-occupied area up to 48 hours before the event's opening can be rented again and redistributed at the PROMOTER sole discretion, being EXHIBITOR not entitled to any claim.

CLEANING

PROMOTER will be responsible for general cleaning of Exhibits common areas, that is, free areas, management and rest rooms.

Booth

During the event, EXHIBITOR is responsible for cleaning the booth's internal area and this should be done by his personnel or contracted company. Cleaning time must follow the schedule. Personnel and/or outsourcing service must be registered by PROMOTER.

Due to high circulation of people the exhibitors must pay attention to the current health regulations and recommendations of the Ministry of Health regarding the hygiene care during the installation and realization of the event. For this purpose, it is recommended that the Exhibitors provide the proper sanitation of the booths at least every 3h.

Due to the pandemic, we suggest increasing the frequency of booth cleaning. To facilitate the booth cleaning and maintenance we also suggest standard booth construction avoiding decoration.

Under no circumstances may the waste arising from the cleaning of the booths be thrown into the common or circulation areas.



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The official cleaning company can be hired through specific FORM up to DECEMBER 17, 2021.

If EXHIBITOR prefers to use outsourcing, the company must be accredited by PROMOTER and a tax shall be collected, corresponding to issue of services badge, in the value of R\$ 168,00 per employee, by specific FORM (Contracted Services Registration) up to DECEMBER 17, 2021.

It is not allowed to put waste bags, boxes and other materials in the aisles or common areas, being the EXHIBITOR subject to written notification. Each booth waste can be put in the aisles after the end of the day activities if properly placed inside plastic bags.

SECURITY

Security service will be provided by PROMOTER for 24 hours during the period of setup, exhibition and dismantling of the event at the gates, circulation areas and common areas of the event.

We recommend EXHIBITOR and appointed contractors to keep one (01) watchman on the booth to control materials. PROMOTER is not responsible for exhibition goods in the booths.

Booth Security

IMPORTANT: Security contracting for the booths is regulated by the Federal Police.

EXHIBITOR may contract SECURITY with the OFFICIAL COMPANY or an OUTSOURCED COMPANY, always taking into account that people hired must be registered by PROMOTER.

OFFICIAL COMPANY – fill specific FORM up to DECEMBER 17, 2021.

CONTRACTED COMPANY – Register must be done by specific FORM (Contracted Services Registration) up to December 17, 2021. Request will only be valid if the security company is properly certified by the Federal Police and presents all the documents required by the specific law that is indicated in the item “Legal Requirements”. Badge issue fee – R\$ 168,00 per person.

Under any circumstance, it is strictly prohibited to hire people who are not employed by the security companies, especially unknown people that stay around Anhembi Pavilion.



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MEDICAL STATION AND EMERGENCY SERVICES

Emergency medical services will be available during the schedules of setup, exhibition and dismantle established in this Manual/Regulation and in accordance with Law.

REST ROOMS FOR EXHIBITORS AND PARTICIPANTS

During setup, exhibition and dismantle periods, male, female and impaired people rest rooms will be available.

PARKING

There is no credentials for free parking. EXHIBITOR and PARTICIPANT should pay when they enter or leave the parking lot.

INFRASTRUCTURE SERVICES

The following services will be available during setup, exhibition and dismantle periods, always following the compatible schedule:

- Electrical installations in the booths for services during the setup;
- General Lighting of the Pavilion;
- Electric and hydraulic (if possible) installations in the booths;
- Signalling System;
- Contractors (Setup, Cleaning, Security).

INTERNET / TELEPHONY

EXHIBITOR may request these services for his booth directly to Anhembi 30 days prior to the event.

Email -feiras.anhembi@hthnet.net

Phone: 55 11 3077-5500

Contact person: Mr. Pedro Cruz

INSURANCES

EXHIBITOR is solely responsible for any injury caused to his personnel and/or PARTICIPANT during their stay on his booth, as well as damage caused to personal goods or materials of any nature derived from theft, fire, explosion, water leakages, humidity, accidents and causes of any other sources or origins. EXHIBITOR is also responsible for injuries that occur inside or outside his booth caused by his personnel and/or surrogates, and/or damages to any material goods under his responsibility.



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PROMOTER recommends contracting specific insurances of VARIOUS RISKS – RD and CIVIL LIABILITIES – RC, providing sufficient coverage to risks during booth setup, dismantle and the whole period of the event. In the absence of policy or insufficient risk coverage, EXHIBITOR/CONTRACTOR will be responsible for indemnification of all permanent or temporary damages regarding PROMOTER, Expo Center Norte and/or Third Parties.

CUSTOMS CLEARANCE / IMPORTED PRODUCTS EXHIBITION (DEMONSTRATION)

Imported products can be exhibited and demonstrated by the respective manufacturers, importers and representatives, according to the event's regulation and following the corresponding customs and finances' laws, as well as the Sanitary Surveillance Guidelines. EXHIBITOR must comply with the mandatory requirements established by the MINISTRY OF FINANCES and ANVISA that coordinate and authorize IMPORTS TO TRADE FAIRS AND EXHIBITS.

Permanent goods must be imported into Brazil separately from the temporary ones. Import License must be applicable depending on the nature of goods, specially medical and dental goods. The process for getting the import license takes 30 days, so it is imperative to have the documentation required as soon as possible. Cargo shipped under ATA Carnet is exempted of import license.

The goods that require import license or are under ATA Carnet can only be imported under temporary basis which means that they must return to origin or be shipped to another country after the show. They can not be sold or distributed. The Organizer and the appointed Freight Forwarder can not be responsible in case the exhibitor do not follow these instructions. Copy of the importation documentation must be always at the booth in case of ANVISA inspection.

It is important to highlight that non-complying with the requirements of customs and finances legislation and Sanitary Surveillance (ANVISA) will prohibit the entry of goods in the country and consequent exhibition at the Trade Fair. At the same time, PROMOTER will bear no responsibility for the non-clearance of cargoes sent to the event.

In order to facilitate the normal course by the legal channels, it is recommended to contract a specialized company that will be responsible for customs' clearance, temporary import of goods and equipment and/or goods' transportation to the event.

The appointed specialized company for our event is FULSTANDIG – Email: mewbank@fulstandig.com.br – Phone: 55-11-2207-7650 – Contact person: Mrs. Mariane Ewbank. They will be pleased to assist you in this matter.



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SANITARY SURVEILLANCE - ANVISA

EXHIBITOR can show, demos, take orders and sell goods and services, being responsible for compliance with municipal, state and federal tax legislation.

In the terms of Federal Law # 6.360/76, Federal Decree 8.077/13, State Law 10.083/98, Municipal Law 13.725/04 and Municipal Ordinance 2755/12 EXHIBITOR must provide registry of dental goods, national or imported, at the Sanitary Surveillance and approval by the competent department of the Ministry of Health.

The EXHIBITOR is also obliged, prior to the start of the event, to provide the PROMOTER and ANVISA by Email, copy of documentation related to above requirements, under the penalty, if non compliance, be prevented to setup the booth in the exhibit area.

EXHIBITOR is exclusively and solely responsible for compliance with all established rules by the aforementioned legislation, as well as, the obligatory presentation of the documentation related to operating permit, operating licence and/or registration of Municipal Sanitary Surveillance.

EXHIBITOR must mandatorily keep all documents in the booth, during the fair, which proves its regular situation by the competent departments. The PROMOTER can, at any time, request the documents.

The non compliance with this item will cause immediate suspension of EXHIBITOR from the Congress.

In case the PROMOTER is responsible by the non fulfilment of the legislation, because of the EXHIBITOR fault, it is supposed that the EXHIBITOR will be responsible for eventual losses incurred to the PROMOTER.

SUPPORT SERVICES

EXHIBITOR can choose and hire companies specialized in Graphic Arts, Press Advising, Buffet, Filming and Photography, Reception, Insurance, Transportation and other services.

All services contracted by EXHIBITOR, may be submitted to a fee charged by the PROMOTER. Being imperative that the invoice will be issued on the behalf of EXHIBITOR who signed the contract with APCD.



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OFFICIAL CATALOG

PROMOTER will publish the Official Catalog of the event containing Commercial Information (FIOSP/SADS) and Scientific Program (CIOSP).

The Official Catalog will be available on the official website of event www.ciosp.com.br. This Catalog is a guide to the 24th FIOSP – SÃO PAULO INTERNATIONAL DENTAL TRADE FAIR/23rd SADS – SOUTH AMERICAN DENTAL SHOW. It provides useful information, list of exhibiting companies and products in alphabetical order and booths' location.

Each EXHIBITOR may mark up to 5 (five) classification items of his products by filling specific FORM no. 2.

NOTE: EXHIBITOR that does not send FORMS no.1 and no. 2 up to December 17, 2021 will not be included in the Catalog.

GIFTS

EXHIBITOR may distribute gifts exclusively inside his booth to PARTICIPANT connected to his name and/or respective products. This promotion should be compatible with the size of the booth, avoiding lines or crowding. PROMOTER may discontinue promotions that impair Trade Fair access and visits to any booth and/or free public areas. It is mandatory to pay the corresponding municipal tax. EXHIBITOR that does not follow these procedures will be, in the first instance, notified in written on the person of its legal representative for immediate solution. In case of recurrence, the booth will be closed until the definite problem solution, as well as, the EXHIBITOR will be subjected to a penalty.

ACCOMMODATION AND TRAVEL

For hotel reservations and promotional packages, contact APCD:

Phone: (55 11) 2223-2318

Email: contato.turismo@apcdcentral.com.br

VISA

Please contact the nearest Brazilian Embassy or Consulate for necessary documents and procedures.



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SETUP REGULATION

In order to assure security to all (EXHIBITOR, PARTICIPANT and service personnel), PROMOTER has the right to cancel setup of any booth that does not fulfill the rules in this Manual/Regulation or that may offer any danger. PROMOTER may create or alter the rules contained in this Manual/Regulation at its own criteria and for the benefit of the event as a whole.

This decision will only be taken after evaluation provided by the technical team of PROMOTER or public authority, such as CONTRU, Fire Department or CETESB, etc.

EXHIBITORS who bought the space with extended basic setup the booth will be provided with Sign (fascia name), silver octanorm structure, white walls, gray carpeting, 1 spot light/3 sqm, 01 display counter (1m x .5m x 1m), 01 round table, 02 chairs, 01 waste basket, 01 electrical outlet, cleaning, security (during night hours), basic electricity and taxes.

EXHIBITORS who reserved only the raw space may contract himself the contractor specialized in the setup of his booth.

CONTRACTOR WILL SOLELY HAVE ACCESS TO THE RENTED AREA after sending specific FORMS according to established schedule, design's presentation and payment of all taxes.

We advise EXHIBITOR to have a contract of Technical Assistance/Maintenance with his CONTRACTOR for the whole period of activities (Setup, Exhibition and Dismantle).

For EXHIBITOR's safety, we recommend contracting an affiliated company with legal situation in SINDIPROM/ABRACE to avoid risks in service rendering and respective terms.

EXHIBITOR and CONTRACTOR are responsible for booth setup, signing the Liability Contract of Setup and Dismantle here within with the purpose of assuring the total fulfillment of obligations and terms. Exhibiting companies are totally responsible for any incident in the rented area caused by EXHIBITOR and/or his personnel/Contractors.

All companies contracted for booth setup must provide ART or RRT for project and booth setup for any type of construction, as for basic setup and for all electric installations. The Contractors companies can issue only one ART or RRT, for each modality, for all constructions of its responsibility.



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The limit load for the floor of the Pavilions is 3.500kg/sqm.

ATTENTION: Contracting a specialized company for booth setup, decoration, maintenance and dismantling does not exempt EXHIBITOR of the responsibility in fulfilling completely the items and terms of this Manual/Regulation, as well as, contract's obligations.

It is strictly prohibited the booth demolition activity inside ANHEMBI. It must be fully dismantled, under penalty for non-compliance.

It is mandatory to wear badge and masks during the assembly and dismantling period.

During the assembly, event holding and the booth dismantling, the costs of installation, maintenance, decoration, cleaning and security will be at EXHIBITOR expense and responsibility.

Compliance with current sanitary rules and Ministry of Health regulations is essential, especially those relating to the prevention and control of COVID-19, during the assembly, the event holding and the dismantling.

The identification of the booth, as well as, official announcements, catalog information and others that represent the relevant relationship to this contract, will be made exclusively with the name of the EXHIBITOR company included in the contract, trade name and product duly registered.

- Note: In relation to advertisements in the outdoor booth, they must consider the nature commercial of the exhibiting company and observe the contractual limits:

Dental companies will not be able to advertise products and brands in the external area. It is allowed in the internal area being, whether the exhibiting holders or not, with prior knowledge of the Promoter;

Educational institutions may not exhibit or divulgate, either in the internal or external area of the booth: products, brands and services which are not proprietary, limited exclusively to activities in divulgating the school's courses.

Booths with elevated floor and internal circulation of participants must, obligatorily, foresee access ramp for people with special needs (CONTRU).



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Demonstrations with water, light and others, for decoration and alike, as well as, equipment for activities and entertainment with promotional purposes, such as zipline, climbing, swimming pool balls, etc., must be informed at the presentation of booth project. The activities must be previously authorized by the PROMOTER and must be restricted solely to the internal limits of the contracted area in order to avoid damage to neighboring exhibitors, common areas, visitors, etc.

The same conditions apply to the use of LED screens, also paying attention to restrictions established by the General Data Protection Law.

MANDATORY SETUP ITEMS

- The limit definition of pavilion floor will be defined by wooden floor (or booth constructive element). It is forbidden to use glue, nail or screw on the floor of the pavilion for fixing carpet or other kind of material);
- Booth's lighting;
- Dividing walls of minimum ~3.40 m high when there are adjacent neighbors, except "islands";
- Identification of the booth by front piece according to the Application and contract (company name);
- Fire extinguisher compatible with the exhibited material and quantity, adequate to the booth's total area, during setup, exhibition and dismantle;
- Grounded electric power board compatible with equipments;
- Submit the final structural design of the booth, containing the descriptive memorial, floor plan and visual communication, which should be addressed to the Promoter through the email projeto.decofe@apcdcentral.com.br. It will be not allowed to remove the dividing walls, to use the escape routes, to change the visual communication and the alley extension.

BOOTHS' STANDARD

Booth must not have an inferior standard to that established in the Basic Setup. All booths must comply with the norms of construction and security established by this Regulation, and Setup Norms, CONTRU and ANHEMBI. The floor plans must be sent to Email: projeto.decofe@apcdcentral.com.br up to December 10, 2021 for the previous approval of PROMOTER.

BASIC SETUP

The minimum setup standard must follow the described below:

Front piece/Identification: The company name or fantasy name chosen by EXHIBITOR must be in the center. Font should be black Helvetica.



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Front piece should be white TS Panel, 1.00 m long and 0.50 m high.

Dividing walls: Dividing walls should be done with TS structured laminated white panels, ~3.00 m, assembled on profile and aluminum bars, modular system. Walls are mandatory for booth's rear and lateral parts. Finishing must be provided when there is no adjacent booth.

Changing the basic setup: Basic setup may be altered to a superior standard. Changes must be previously submitted and analyzed by PROMOTER up to December 10, 2021. The project must be sent through the Email: projeto.decofe@apcdcentral.com.br.

Besides the rules established by UBRAFE/ SINDIPROM, the following items must be respected:

- Materials and constructions must have adequate finishing when seen from any angle.
- No mezzanine or upper floor structure should be built unless it serves for decoration purposes, always complying with maximum height.

MANDATORY MAXIMUM HEIGHTS AND FREE EMERGENCY EXITS

- The maximum height for booth setup is **~6.00 meters without rear, in relation to the aisles and to the adjacent booth(s)**, with good finished in internal and external parts.

- The maximum height allowed is **~6.00 meters**, which is valid only for located areas where the internal height of the Pavilion allows it.

The Avenues 2, 4, 6 and 9, Aisles A, D, F, H, I and L must not be obstructed by elements placed on the floor, as well as, any kind of air communication, from setup to dismantling periods.

MANDATORY DOCUMENTS AND PROCEDURES

- Presentation of A.R.T. – Anotação de Responsabilidade Técnica – Protocol of Technical Responsibility of the project and booth setup for any type of construction, as for basic setup and for all electric installations. The Contractors companies can issue only one ART, for each booth, for all constructions of its responsibility;
- Presentation of CREA Card (responsible for the booth design and construction);
- Analysis of design's floor and perspective plans by Operational Department up to December 17, 2021; Payment of Cleaning Taxes for setup and dismantle: **R\$ 26.00/sqm** by specific **FORM up to December 17, 2021**;
- Registration of personnel to access the event by specific **FORM up to December 17, 2021**;



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- Payment of Badge Tax: **R\$ 60,00 each (for companies that are not affiliated to SINDIPROM/ABRACE).**
- Collateral Check - R\$ 1.000,00 per booth to be constructed, except to SINDIPROM/ABRACE affiliated companies.

NOTE: EXHIBITOR and his contractor are responsible for removal of all material and waste from the booth deriving from setup and dismantling.

Contractors and/or service providers hired by EXHIBITOR whose special designs utilize materials such as wood, iron, plaster, painting, etc. must give a collateral nominal check of R\$ 1.000,00 (one thousand reais) to APCD - Associação Paulista de Cirurgiões Dentistas.

Companies affiliated to SINDIPROM/ABRACE that have no debt are free of issuing a collateral check if they present the CONTRACT OF BOOTH CONTRACTOR AFFILIATED AND WITH NO DEBT TO SINDIPROM/ABRACE filled and signed the specific Form.

RECOVERING THE COLLATERAL CHECK

After dismantling, material removal and cleaning, EXHIBITOR or setup contractor must require from PROMOTER an inspection of the area to recover the collateral checks, showing the original receipt. Collateral checks will be returned when contractor returns the rented area free, clean and with no equipment or material, after checked and cleared by PROMOTER'S operation team. Collateral checks must be withdrawn up to 2:00 pm on January 31, 2022, if not should be taken at DECOFE (Department of Congresses and Fairs), APCD – Central from February 28, 2022 during working hours. If the checks are not withdrawn until March 20, 2022 they will be fragmented. The checks will be not sent by mail under any circumstances.

ATTENTION:

- EXHIBITOR is responsible for assuring that the booth's design and its construction were made with the supervision and participation of a qualified technician (architect or engineer registered at CREA, featuring professional link with the Contractor company)).

NOTE: The non fulfillment of these requirements within the established term exempts PROMOTER of doing the mentioned analysis, prohibiting thus the access to rented area.

Designs must strictly follow the rules contained in this Manual/Regulation and EXHIBITOR or contractor should contact by Email: projeto.decofe@apcdcentral.com.br to answer any question.



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THE DESIGN SENT BY EMAIL WILL BE FORWARDED TO ANALYSIS, BEING A POSITION GIVEN AS SOON AS POSSIBLE. IN CASE EXHIBITOR OR CONTRACTOR HAS NO ANSWER, THEY MUST GET IN CONTACT BY EMAIL projeto.decofe@apcdcentral.com.br TO CHECK THE EXISTENCE OF ANY COMMUNICATION PROBLEM.

Even after this analysis, PROMOTER has the right, at any time, to require changes in the design in order to adequate setup to the rules of this Manual/Regulation since designs are altered many times after approval without informing PROMOTER.

DEADLINE TO SEND BOOTH'S DESIGN: DECEMBER 10, 2021

BOOTH CONTRACTOR REGISTRATION

It is mandatory that EXHIBITOR inform PROMOTER, by specific FORM, the data of his contractor, complete register data and the legal representative. It is necessary to fill specific FORM to issue the badges. Any civil and/or criminal liability is exclusively EXHIBITOR'S or his contractor.

BOOTH FLOOR

The area of each booth will be marked by PROMOTER on the Pavilion's floor.

Booth Decoration

EXHIBITOR that bought only raw space may choose the company to provide booth decoration. However, booth design must be submitted within required lead time to be approved by PROMOTER, up to December 10, 2021, complying with the following rules:

- All the visual communication system to guide PARTICIPANT in common areas will be exclusively done by PROMOTER that has the right of commercializing them at its own criteria;
- We suggest do not use decoration. Gardens, flowers and plants will only be allowed if their containers carry no dirt, sand or rocks. EXHIBITOR should remove them after dismantling of his booth;
- No mezzanine or upper floor structure should be built, unless it serves decoration purposes, whose floor plan should be approved by PROMOTER;
- EXHIBITOR must send the Design-Floor Plan of his booth to PROMOTER up to December 10, 2021;
- EXHIBITOR is exclusively responsible for his setup and decoration contractors and must comply with terms and schedules of booth setup and dismantle, as well as keeping it working adequately during the whole event. The hiring of these services must be sensible and contracts should mention terms and liabilities concerning setup, dismantle and technical maintenance during the event.



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End of Setup - Final Decoration - Final Cleaning

- Setup of booth must strictly end at 2:00 pm on January 25, 2022. From this date and time on, PROMOTER will proceed the cleaning of free and common areas. EXHIBITOR or contractor is responsible for the cleaning of his booth.
- If time of Setup be exceeded the Contractor company/Exhibitor, as it occurs, will be subjected to collection of a fine of R\$ 1,000.00 (One Thousand Reais) per hour of delay.

HANGING STRUCTURES ON THE PAVILION'S CEILING

According to the Anhembi Rules, the Exhibitor and/or Contractor are not allowed to install hanging structures on the Pavilion's ceiling (box truss, light elements, etc).

it is forbidden to support, tie or hang any component of the booth or products displayed on the pavilion structures and/or walls.

DIVIDING WALLS

GLASS WALLS

Maximum height to install simple glass panels is ~2.20 m. Panels must exhibit security tape (sticker, logotype, etc.).

Above this height it will only be possible to install glass panels containing security film "INSUFILM" or polycarbonate, acrylic, laminated or tempered glass panels.

NOTE: In order to install simple glass panels containing "INSUFILM" it is necessary to show Technical Certificate with guarantee of non-shattering, in case of breaking.

HORIZONTAL PROJECTION OF THE BOOTH

The horizontal projection of any element or display items must be completely restricted to the limits of the rented area, according to this Manual/Regulation.

It is prohibited to install projections over the adjacent booths or free areas.

BOOTH SETUP - "ISLAND"

The booths that are "islands" the walls can not be constructed with blind panels around the perimeter of the booth, without setbacks. The walls must be performed on 30% of the each perimeter with total visibility to the nearby exhibitors.



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CONSTRUCTION IN MASONRY

It is prohibited to construct in masonry or similar.

OTHER MATERIALS

Materials made of Lycra, Sape grass, straw and/or fabrics must be treated with anti-flame agents. A technical report should be presented to PROMOTER.

ELECTRIC POWER INSTALLATION



It is mandatory to employ non-inflammable anti-fire cables, double mechanical insulation type PP. In case of doubt, see NBR-5410. All booths must be grounded.

All electricians must submit the certificate of NR-10 Course - Safety in Electrical Installations. It is forbidden the use of parallel wires in electrical installations.

The voltage available in the Anhembi Pavilion is 220V three phase with 127V with single phase. In order to improve safety in electrical installations and to continue to comply with existing regulations, we inform that power cables supplying power to the booths and other needs for events held at Anhembi pavilions use female pugs made by the PCE brand.

PCE plugs are compatible with STECK, the best-known brand on the Brazilian market. This plug-in connection minimizes the risk of short circuits, electric shocks or phase inversion, which can burn equipment.

There follows below a table of PCE and Steck male plugs required to connect with the female plug on the power feed cable to be provided at the booth:

Size of cable provided with female PCE plug	Reference number for male PCE plug required for the connection	Reference number for the male Steck plug compatible with the female PCE plug	Illustration of male Steck plug
6mm ²	0252-6	S-5276	
10 mm ²	035-6	S-5576	



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Any other male plug connector that is compatible with the PCE female plug may be used, provided it conforms to Brazil's safety standard **NBR IEC60309-1**.

Cable size and plug type provided for the booth and other needs at the event will depend on the total electrical load to be fed and technical availability at the time of installation.

Assemblers, electrical installation service providers, exhibitors and sponsors are required to arrange appropriate means of connecting with the new plug supplied.

There must be no irregular or non-standard interconnection with the plug supplied at the booth.



Cable supplied without female plug, to be adapted to the assembler's tip



Cable supplied without female plugs, for connection with the tip of the distribution panel

FIRE-HYDRANTS

Fire-hydrants inside the booth's area should have free access.

It is not allowed any type of columns closing where there is a fire hydrant, in order do not obstruct the hydrant and the fire alarm light signaling.



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FREE AREAS

It is prohibited to place booth's materials and products on free areas, areas of neighboring booths or gaps between the walls of the Pavilions and booths.

It is prohibited to place cartons, boxes and/or any type of material on free areas.

All the setup operation should be performed exclusively inside the limits of rented area.

It is prohibited any kind of intervention or closure of the Pavilions pillars that have technical stairs without the specific approval of the Anhembi.

Technical stairs should be completely unobstructed for the access of technical staff of the Anhembi Pavilion.

During the setup operation it will be defined the areas of occupancy in the aisles of circulation for placing materials in the booths to be used by contractors and exhibitors.

COMPRESSED AIR

The Pavilion does not have compressed air system. Exhibitors who need the compressed air to operate machinery or equipment during the exhibition should send a request to the Promoter for the installation viability. If it is allowed, the compressed air system will be provided by the exhibitor at their own responsibility and should follow the Pavilion safety norms and the norms of acoustic insulation.

This equipment will be installed on the outside of the pavilions, fenced and signaled appropriately to protect participants and shall contain a protective circuit and a compatible fire extinguisher next to equipment (Procedure regulated by NR-13 of the Ministry of Labour).

Each EXHIBITOR should provide his own supply of compressed air. Installed compressors should not produce noise and/or vibrations that may impair other EXHIBITOR and/or PARTICIPANT. The place to put the compressor outside the Pavilion will be determined by PROMOTER and by the Engineering Department of ANHEMBI, but EXHIBITOR is responsible for its security.

It is mandatory to install acoustic insulation on these compressors.

AIR CONDITIONING SYSTEMS

The Anhembi Pavilions are not equipped with air-conditioning system.

Air conditioning equipment installed in the booths must not discharge hot air into the circulation areas.



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USE OF THE PAVILION

Pavilion's floor cannot be marked, perforated or painted.

It is prohibited to support, tie or hang any booth's component or exhibited products on structures and/or walls of the Pavilion.

It is not allowed to use free areas or adjacent booths to place materials and products to be installed on the booths.

The whole setup operation must be performed exclusively within the limits of rented area.

WORKING CLOTHES - E.P.I. (INDIVIDUAL PROTECTION EQUIPMENT)

It is mandatory to wear mask.

It is forbidden the access of people wearing shorts or boxers and even people without shirts during the periods of setup, realization and dismantling, whereas people wearing bermudas is allowed. The use of clogs, sandals, slippers or high-heeled shoes is also forbidden during setup and dismantling periods. This rule is applicable to exhibitors and their contractors.

For security reasons, it is recommended to wear uniform or T-shirt with the contractor's identification. It is prohibited the access of anyone who is not wearing one of these options (including identification badge).

Contractors and/or outsourcing companies must wear E.P.I.

The use of E.P.I. is Exhibitors'/Contractors' obligation and liability. It is important to follow the rules of NRS of Ministry of Labour.

The non compliance of theses rules the access to the pavilion will be not allowed.

GOODS ENTRY

Goods will have free access to the Pavilion.

We recommend EXHIBITOR to always keep responsible personnel caring for their products and/or goods.



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PROMOTER is not liable for any damage, loss or theft of products, materials or equipment utilized or exhibited by exhibiting company or hired third parties in the booth.

EXHIBITOR is solely responsible for fulfilling any legal requirement relative to the procedure of goods' delivery, products and/or appliances.

"Follow and respect the legal requirements regarding IPI and ICMS (Excise Tax and Value-Added Tax on Sales and Services)".

PARTICIPATION AND ACCESS

PARTICIPANT of the 2022 São Paulo International Dental Meeting can access the FAIR (FIOSP/SADS) during the established hours, from 10 am to 8 pm.

Booth access is free to PARTICIPANT, exclusively from January 26 to January 29, 2022, and the sale of tickets by EXHIBITOR is forbidden under any pretext (see the badges table/ access schedule).

ACCESS BY REGISTERED PERSONNEL - FAIR

Exhibitor Badge - from 8:00 am to 8:00 pm

Maintenance Badge - from 7:00 am to 10:00 am

Commercial Rep. Badge - from 8:00 am to 8:00 pm

Services Badge - from 8:00 am to 8:00 pm

Contractor Badge - No Access

Attention: Observe the real need of each class of badge, as the access schedule herein established shall not be altered under any pretext or justification.

REPLACEMENT OF EXHIBITED EQUIPMENTS

Goods that must be replaced or removed from the site must have PROMOTER'S consent that reserves the right to accept or reject.

BOOTH OPERATION

There should be always at least one EXHIBITOR's employee in the booth, 30 minutes before opening and 30 minutes after closing. This person should be able to give information about the exhibited goods. EXHIBITOR must maintain the booth lights on during the Exhibition period and turn off the main power switch at the end of each daily period.



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OPERATION LIMITS

EXHIBITOR is prohibited of keeping personnel out of the booth to distribute or sell brochures, giveaways, etc.

EXHIBITOR may distribute gifts exclusively inside his booth to PARTICIPANT connected to his name and/or respective products. This promotion should be compatible with the size of the booth, avoiding lines or crowding.

The promotional activities are not allowed in common and circulation areas of the event, being the EXHIBITOR responsible for the interruption of the promotional actions that cause the obstruction of circulation and access routes, in order to allow the flow of people and garant the security of all participants.

The EXHIBITOR company that has in its project the installation of counters, displays, tables, upholstery, benches, chairs or any type of furniture, fixed or mobile, auditoriums or rooms should keep internal setback with at least ~1 m² of distance between the limit of your booth and to the streets and adjacent avenues, being prohibited to meet participants on the common and circulation areas.

The EXHIBITOR company must develop its commercial logistics in order do not use streets and avenues, as well as, common circulation spaces.

Failure to comply with the provisions contained herein may characterize breach of contract, with the application of the foreseen contractual penalty, without prejudice to the immediate suspension of EXHIBITOR activities by the PROMOTER with the consequent interruption of the supply of electricity until the measures for regularization are effectively taken.

PROMOTIONAL DISTRIBUTION - BOOTH OPERATION

It is allowed to distribute gifts, samples, brochures and catalogues exclusively in the booths, and PROMOTER reserves the right to suspend the distribution whenever it originates lines, crowding or collective disturbances.

The fair aisles are of general use and it is forbidden to distribute tickets, pamphlets as well as, the placement of panels or other promotional pieces.

It is allowed the distribution of gifts and promotional materials at the booth . We suggest the use of QRCode for downloading of the promotional materials.



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SPECIAL ATTENTION TO “SHOWS, LIVE MUSIC, PRESENTATIONS, ETC.”

It is forbidden to carry out any type of promotion, such as: shows, live music, presentations, etc. in the booth space, before, during and after the Fair.

SOUND AND ENVIRONMENT MUSIC

All the sound produced in the booth by audio-visuals, recorders, radios or any other equipment must not exceed the volume of 80 decibels. It is strictly forbidden to use sound amplifiers for messages of goods' sales or other promotions under booth closure penalty.

SCIENTIFIC ACTIVITIES

CLINICAL DEMOS OF ANY NATURE IN HUMAN BEINGS is strictly forbidden.

The conference programming or any other type of scientific activity in dentistry area, inside the booth of EXHIBITOR or any other place within the hosting city of the event, may only occur with specific and prior authorization from the PROMOTER.

In case of authorization by the PROMOTER to the EXHIBITOR, it will be prohibited to charge the participant to attend the activity.

Scientific activities as lectures alike, offered to the participants by the EXHIBITOR, within its booth, may only promote products and equipment that are proven registered in its company name. It is prohibited to promote registered products or equipment that belong to any different company that does not make part of contract.

Scientific activities such as lectures, courses or demonstrations offered to participants will only be allowed inside the fair and at the EXHIBITOR booth if offered as follows:

OPEN AUDITORIUM: Mandatory use of “headset” by the speakers and by the participants.

CLOSED AUDITORIUM: Mandatory acoustic treatment of the walls in order to avoid the propagation of sound to the external environment.



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CLOSED AUDITORIUM WITHOUT ACOUSTIC TREATMENT: Mandatory use of “headset” by the speakers and by the participants.

The auditoriums must comply with the current rules established by the competent authorities for social distancing during the event (if there is any restriction).

Scientific activities such as lectures, courses or demonstrations offered to the participants will only be allowed inside the fair if they are presented with headphones and within the perimeter of the booth, being prohibited the propagation of external sound or occupation of streets and avenues by participants interested in the activity.

The scientific activities may not exceed 40 (forty) minutes each and should be performed indoors under acoustic emission restricted to the space and to the public of the EXHIBITOR. It is forbidden to propagate sound to the external environment and the public in general.

The EXHIBITOR which intends to offer the scientific activities inside its booth must send the complete scientific program schedule to PROMOTER approval within 30 days prior to the event.

The EXHIBITOR may only divulgate the scientific activities within its booth after effective approval by the PROMOTER.

Failure to comply with the provisions contained herein may characterize breach of contract, with the application of the foreseen contractual penalty, without prejudice to the immediate suspension of EXHIBITOR activities by the PROMOTER with the consequent interruption of the supply of electricity until the measures for regularization are effectively taken.

ECAD (COPYRIGHT CENTRAL OFFICE) - COPYRIGHTS

According to Law no. 9610/98 that regulates Copyright, EXHIBITOR that uses any environment music in the booth must pay copyright tax to ECAD. EXHIBITOR must keep receipt of the copyright payment in the booth and show it in case of inspection.

Note: This tax must be paid up to 72 hours before the fair opening.

Information about ECAD is in the item: **Important Addresses, Telephones and Emails**



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DEMOS

Only the demonstration of equipment and/or products are authorized. In this case, the participants must be wearing disposable masks provided by the Exhibitor to avoid contamination. In addition, all materials must be properly sanitized after use.

The PROMOTER may suspend the demonstration of any and all material that is not a product intended for the sector or determine a period for the demonstration of any equipment that, at its discretion, may present a risk to people, products, structures and booth elements or that produce a high level of noise or vibration that could disrupt neighbors booth operations or ANHEMBI itself. The emission of ionizing radiation and CLINICAL DEMONSTRATIONS OF ANY NATURE.

Any accident/occurrence must be immediately reported to the PROMOTER, for registration and the measure adopted by the EXHIBITOR.

LEGAL REQUIREMENTS

The City Hall of São Paulo charges each EXHIBITOR with the taxes that are mandatory:

TFE (code 34932) – Tax on establishment inspection. Tax charged for Booth Setup.

TFA (code.90042) – Tax on publicity inspection. For fixed advertisements such as: booth ID sign, logotypes, banners in and out of booths.

TFA (code 97110) – Tax on advertisements inspection. For distribution of giveaways, pamphlets, flyers, catalogues.

To facilitate the presentation of FORM concerning the payment of these taxes the City of São Paulo will require from PROMOTER the vouchers of these taxes from EXHIBITOR in a single DARM (Document of Collection of Municipal Taxes) with the name and booth of EXHIBITOR annexed.

PROMOTER will send to each EXHIBITOR a docket of the corresponding value due on **January 10, 2022**.

LIABILITY OVER SALES/RESULTS

There shall be no liability on the part of PROMOTER for any sales or business activities between EXHIBITOR and PARTICIPANT.

PROMOTER is responsible for organization, promotion and communication of the event to the national and international dental class.



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Storage Room

EXHIBITOR can rent private and exclusive storage rooms for materials and goods.

Those interested should fill the specific Form until December 17, 2021.

Storage rooms start to be delivered from 2 pm on 01/24/2022 (Monday) to EXHIBITOR, who receives keys and signs a receipt at CAEX.

MATERIAL LOADING AND UNLOADING

All EXHIBITOR goods and material that are in the booth are his responsibility.

After Fair opening, loading of goods or volumes will only be allowed, daily, from 8 am to 10 am.

No unloading of material is allowed during business hours. In special cases PROMOTER can allow replacement of material or goods that are defective for others with the same characteristics. This operation must be carried out during maintenance period and is the EXHIBITOR's responsibility.

Note: It is mandatory to issue Invoices of goods' sales. Each good being exhibited and/ or sold must have the ANVISA register.

UNTRANSFERABILITY

EXHIBITOR cannot totally or partially transfer any right or liabilities contained in the Rental Contract, nor sublease total or partially the rented area .

Each rented area will have a single main identification (booth ID sign) that is the same contained in the Rental Contract. Other promotional materials with supplier and product identification must stay within the booth's limits, secondary to the main identification. PROMOTER's operational team can inspect at any moment the compliance with this determination.



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SECURITY NORMS

ALL THOSE WHO ARE IN THE PAVILION MUST HAVE THEIR BADGES IN VISIBLE POSITION.

Visiting during assembly and dismantling of the event is limited to representatives and employees authorized by EXHIBITORS and for the exclusive purposes of carrying out the design, inspection of the booth and other procedures related to assembly and dismantling operation, all in order to maintain good organization and safety of all involved. The operation will be developed in a particular area and for a purpose.

People Under Age

People under 16 years of age are strictly forbidden to access the pavilion during the setup and dismantling period, even if accompanied by their guardians.

EXHIBITOR who hires people under age for their booths must show a specific permit issued by the Under Age Council.

MATERIALS' OPERATION

All the work with grease, paint, corrosive material, powder, liquid, chemical product, etc., shall be carried out in adequate containers, avoiding accidents and damage to people, setup components and the Pavilion.

GLP, Fuel and Explosives

It is forbidden to use any explosive, non liquefied toxic and combustible gases or GLP cans.

FIRE EXTINGUISHER

EXHIBITOR must have in the booth an extinguisher for each 25sqm of rented area. They must be correctly positioned, identified and signalized, in accordance to the technical norms of the Fire Department.

It is advisable to install/use extinguishers with CO2 and/ or dry chemical powder, in accordance with the products and material used in the booth setup.

PROMOTER reserves the right to inspect at any moment, require recharge and/ or require more extinguishers.



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According to CONTRU norms, all inflammable material used in the booths setup such as wooden floors, walls and covers, carpets, natural fibers, paper, cardboard, cotton or synthetic fiber fabrics should receive an application of Spark Delay Solution. PROMOTER has the right to ask for an application certificate issued by the company that applied the product.

The PROMOTER can, at its discretion, create or change rules contained herein, since they are in the interest of the event as a whole and for the collective well-being. This decision will only be taken after evaluation by the technical team of the PROMOTER or the public administration, as CONTRU, Fire Department or CETESB etc..

To require Fire Extinguisher from the Official Company fill the specific Form.

COMBUSTION ENGINES

The use of internal combustion engines in the Pavilion is absolutely forbidden.

PROMOTIONAL BALLOONS, BLIMPS AND GAS BALLOONS

It is forbidden the use of promotional balloons, dirigibles, gas balloons or any other publicity media that might detach and reach the Pavilion ceiling.

The non compliance to this instruction will characterize breach of contract and the company will be subjected to a penalty.

REGIONAL LABOR SERVICE – DRT/SP – INSPECTION OF MINISTRY OF LABOR/ LABOR HIRING

The Ministry of Labor, in order to standardize hired labor, has been visiting the Pavilion with teams of inspectors for guidance, inspection and eventual fines for violations.

Necessary measures to be taken when hiring temporary labor, as well as, the labor documents that must remain in the booth, to be shown for inspection.

Legal Procedures for hiring “receptionists, waiters, booth security personnel, cleaners, booth setup crews and contractors’ employees”.

The direct hiring of labor must comply with provisions of Article 443, paragraphs # 1 and 2, letters A and B of Consolidation of Labor Legislation that regulates the hiring of temporary labor.



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The following documents must remain in the booth at disposal of labor inspectors:

1. EXHIBITOR's employees:

- Second copy of employees registration;
- Time card.

2. Contractor's employees:

- Service rendering contract;
- Second copy of employee registration or badge ID card with full name, job, admission date and PIS/PASEP number (Employees' Profit Participation program/Public Service Employee Savings program);
- Time card.

3. Temporary employees:

- Contract with temporary service company;
- List of employees on duty;
- Time card;
- Registration in the Ministry of Labor.

4. Autonomous employees:

- Copy of registration at the Municipality and INSS (National Institute of Social Security).

NOTE: The companies and representatives must carry their professional documents while in the event.

EXHIBITOR IS EXCLUSIVELY AND SOLELY RESPONSIBLE FOR COMPLYING WITH THE LEGAL RULES ESTABLISHED BY THE FEDERAL, STATE AND MUNICIPAL GOVERNMENTS AND INSPECTION AND EVENTUAL FINES ARE NOT PROMOTER'S RESPONSIBILITY.

Federal Police and Booth Security

Activity of Armed or Unarmed Private Security is ruled by Federal Law.

As to Security, concerning the specific hiring of personnel for booth security, we warn you that according to the Federal Police only personnel and/or companies legally qualified for this function can be hired.

The guidance of Federal Police aims at avoiding hiring illegal companies or personnel unqualified for this function; and even authorized companies that are in irregular situation face to the Delegacia de Controle de Segurança Privada – DELESP/SR/DPF/SP. (Private Security Control Department).



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On hiring, require the following basic documents issued by the Federal Police:

- Operation License;
- Security Certificate (valid for one year);
- Operation License Revision (valid for one year).

Require also:

- Services Contract;
- Second copy of employees registration or Badge ID (I.N. n #.3 of 09/01/97);
- Security personnel registry at M.T.B.E.;
- Time card.

Special attention must be paid to this determination, as inspections by the Federal Police are possible and if infringements are found, the irregular companies will be admonished, receive fines and even termination.

If there be an illegal security service, the activities will be immediately terminated ; weapons and ammunition will be apprehended.

In case of doubts about booth security, contact the Operation Department during the event for more explanations.

If EXHIBITOR chooses outsourcing services, we remind that the hiring company can be considered co-responsible as to the labor obligations. EXHIBITOR must require from Contractors the following documents in order to have elements to defend own interest in case of future labor claims:

- Certificate to prove that the company is a legal entity;
- Payroll of hired employees;
- Notarized copy of FGTS(Government Severance Indemnity Fund for Employees) tax pay form;
- Information to Social Security – GFIP.

DISTRIBUTION OF PRIZES AND BALLOTS

Authorization issue and inspection of activities related to the free distribution of prizes through ballots, gift vouchers, contests or similar activities are under the responsibility of Caixa Econômica Federal - CEF (Federal Savings Bank).

The PROMOTER does not monitor or provide guidance on the authorization procedure, nor does it mediate the aforementioned process. The EXHIBITOR company is exclusively responsible for obtaining the necessary information and authorizations.



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For further information on the procedure, the EXHIBITOR company should access the website <http://www.fazenda.gov.br/assuntos/loterias-e-promoco-es-comerciais>.

Therefore, the distribution of prizes based on games, drawings or lottery is prohibited – means which involve drawings or games of chance and others prohibited by law.

UNEXPECTED SITUATIONS

Situations that may occur that are not regulated in this Manual will be solved, exclusively, by the Organizing Committee of the Event in the use of its attributions as event promoter.

The current sanitary, health and government regulations at the time of the event will be observed.

NEW GUIDELINES ON SAFETY PROTOCOLS

The face-to-face CIOSP is coming and we are preparing ourselves for the new challenges in 2022. Therefore, we have some important information:

São Paulo City Hall suspended restrictions on occupation, hours and social distancing.

The City of São Paulo suspended the recommendations of restriction of public, hours and social distance for public and private establishments in the city. The new flexibilization rules were published in a municipal decree signed by the Mayor on October 28, 2021. The rules, which were in effect due to the Covid-19 pandemic, are suspended as of this week. However, the use of a protective mask is still mandatory in the city.

Vaccine passport

Also talking about safety and well-being, the CIOSP will adopt the government's guidelines regarding the obligation of proof of vaccination against Covid-19, according to Municipal Decree No. 60,488. The document must be presented when exhibitor arrive on site at the Exhibitor Service Desk and before pick up the badges, in one of the formats: original vaccination card or digital proof of vaccination provided by the Ministry of Health.

For those who took just one dose of the vaccine, it will be necessary to present the negative test, which is now mandatory for access to all events with an audience of more than 500 people.



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Security measures and rules to facilitate your participation in the event

The APCD, thinking of offering more security for attendees, employees and exhibitors, anticipated some actions that will be maintained in relation to the elaboration of the commercial floor plan, offering wide streets and more distance between the booths.

However, other actions, which already existed in previous editions of CIOSP, such as guidance for exhibitors to maintain the attendance of participants inside the booth, which were not always complied, now will be intensified.

Even with the municipal flexibility, the sanitary and governmental guidelines, remain irrefutable the sales operation inside the booth, therefore, following the guidelines, we suggest that the customer counters be placed at a satisfactory distance respecting the booth limit, as stated in the Regulation.

Other security measures will be implemented to avoid queues and crowding in the access and circulation routes of the pavilions, promoting well-being and safety for all professionals. It is important to remember that we continue to pay attention to sanitary and governmental protocols.

Don't worry, we follow along, always with safety.

We appreciate your partnership so far. See you soon!