

## SPACE REQUEST FORM

EXHIBITOR'S INFORMATION

Company's Name: \_\_\_\_\_  
 Name to appear on Fascia Panel: \_\_\_\_\_  
 VAT Number: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City / State / Country: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail (for publishing): \_\_\_\_\_  
 Website: \_\_\_\_\_  
 Legal Representative: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Contact person for the event: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Products: \_\_\_\_\_

### STEP 1 - CHOOSE YOUR LOCATION

Cost of area SQM - Space Only	Pavilion	Area #	Size	Energy*	SUB-TOTAL
US\$ 250,00/m <sup>2</sup>	A	_____	_____/m <sup>2</sup>	US\$ 10,00/m <sup>2</sup>	US\$ _____

\*Energy Fee: US\$10,00/m<sup>2</sup> is a mandatory fee which entitles you 1KVA. For each additional KVA the cost is US\$ 100,00.

### STEP 2 - CHOOSE YOUR BOOTH

BASIC Booth - US\$ 90,00/m<sup>2</sup>  
\*please consult our sales team to see what's included

I will be responsible to contract and/or build my own booth.  
\*the construction of the booth must be within the terms and conditions mentioned in the exhibitors manual

### STEP 3 - EMPHASIZE YOUR PARTICIPATION - (OPTIONAL)

Company logo in the catalogue - US\$ 175,00

Full page AD in the catalogue - US\$ 750,00

\*please consult our sales team for the specification and format.

### STEP 4 - PAYMENT METHOD - INVOICE

1 Installment

2 Installments

**TOTAL COSTS**

Full payment up to **05 DAYS** after signing of this agreement grants the exhibitor FREE company logo in the catalogue

- 50% on signing of this agreement  
 - 50% until april 15th 2019

US\$ \_\_\_\_\_

- Milanez & Milaneze can, for general will, resize the areas, always respecting the dimensions and characteristics assigned in this form.
- The exhibitor is responsible and authorizes for the information above which will be used in the promotional materials of the event.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ of \_\_\_\_\_ of 2018.

Realização



EMPRESA DO GRUPO  
**veronafiere**

Apoio



**IBRAVIN**  
 INSTITUTO BRASILEIRO DO VINHO



## TERMS, CONDITIONS, PROMOTION AND ORGANIZATION AGREEMENT

**CANCELLATION:** The exhibitor recognizes and agrees that the Wine South America will sustain losses if the exhibitor fails to provide, timely, a written Cancellation Notice, duly signed by the company's legal representative.

In this case, the exhibitor will pay a determined perceptual according to the administrative services already performed by the promoter. The shorter the cancellation notice the higher the fee, as shown below.

According commercial talking between exhibitor and promoter.

In case the exhibitor doesn't occupy his booth space up to 48 hours before the opening of the event, the promoter company may use the same the way it fits it best, being the exhibitor subject to the Cancellation schedule above.

**NON-PAYMENT PENALTIES:** The exhibitor will pay Milanez & Milaneze for the rental of the area, the total amount described in this Agreement in its respective payment deadlines. Non-payment on the correct dates will imply a 2% (two percent) fine, plus 1% (one percent) interests, over the due amount up to a maximum of 30 (thirty) days. Non-payment of two parcels will result in insolvency, and the promoter company shall automatically cancel the current Contract, being the exhibitor subject to the compensation payment according to what described above.

The space area will be released on the installing date, after the confirmation of payment (including fees), according to what has been agreed by both parties. In case the exhibitor does not pay for the area, the promoter company may keep him from accessing the space.

In case the promoter company allows the exhibitor access to the hired area, without the confirmation of payment of the agreed parcels, the promoter company may charge the due amounts by using executive procedures, according to what's described on article 585 of the Civil Process Code.

**OCCUPATION / NON-TRANSFERABILITY:** The exhibitor may not transfer, completely or partially, any right or responsibility assumed regarding the Event or the Promoter company; nor sub-locate, completely or partially, the current area described in this Contract; nor yield right transferences to a third party.

It won't be allowed the participation and/or marketing, at the place of the event, of products, promotional material, logos or promotion of any institutions, company or person that do not have a current official contract with the promoter company. Non-abiding by this rule may result on the collection of the products and materials that haven't been authorized, for later devolution.

When the exhibitor is a holding, a member of an entrepreneurial group or when it has other associated or represented companies, he will be allowed to present products of other companies as long as he gives the promoter company, at least 30 (thirty) days prior to the event, a list of the companies and products about to be displayed, along with proofs of the bonds between them.

**AREA CHARACTERISTICS:** The promoter is responsible for the delivery of the free area, demarcated on the floor, and for the basic fitting, when the fitting has been requested and paid by the exhibitor. Hiring extra elements (furniture, ID towers, shelves etc), in the specific case of exhibitors that have requested a basic fitting or a booth project, may be provided by the exhibitor at his own expense and responsibility. The promoter may provide a list of certified suppliers to the exhibitor.

All the installation material will be yield to the exhibitor on rental basis only, and should be returned on the same conditions as received. Material damage will be charged to the exhibitor.

**MOUNTING COMPANY BADGES** (only for companies that have not requested a fitted stand): The responsible company for the booth fitting, or the exhibitor (when he's the responsible for his own booth fitting), will only be able to enter the current area and begin the installation work after he has done the following items:

1. Present to the promoter company, whether through e-mail or printed, at least 20 (twenty) days prior to the event, the architectural project of the booth, along with the floor and perspective plans, and the indications of high, for approval by the Technical Team of the event. The promoter has the right to request project changes, if necessary.
2. Pay for the installation fee, on the amount of R\$ 30,00/s.qm (Thirty REAIS per square meter), through an specific form found on the Exhibitor's Manual.
3. Present the TRN (Technical Responsibility Note) of the booth project, duly registered on the responsible firms.
4. Present the booth electricity consumption provision, through a specific form found on the Exhibitor's Manual.

**INSTALLING REGULATIONS:** Aiming at ensuring the safety of the entire audience of the event (attendants, exhibitors and workers), the promoter company has the right to stop the installation of any booth that doesn't abide to the regulations of the Exhibitor's Manual. Such decision will be made after the evaluation of the promoter company's Technical Team or someone of public hierarchy, such as CREA (Architecture and Engineering Regional Council), Fire Force, among others.

**LIABILITIES:** The exhibiting company may abide to the rules contained on the Exhibitor's Manual, which has read and understood, on behalf of the company, its

employees and EAC's, being the EAC's an integrant part of this contract, as transcribed.

**INSURANCE:** The exhibitor agrees that the promoter company, its partners on the event and its employees will not be responsible for any damage/injury caused to people or products before, during and after the Fair, including robbery, sabotage, civil mess, deficiency or interruption of electricity, floods, gales or accidents of any kind. We recommend that each exhibiting company has insurance for its booths, products, goods and people in service.

**SAFETY:** The promoter company will provide a security service exclusively in the common areas during the entire period of the event, including the official installing and dismantling times. Such service aims at maintaining the order of the common areas, but it's no guarantee of protection against damages or losses of any kind.

**INVITATIONS:** The promoter company will provide invitations to be distributed to its clients. These invitations will be replaced on the main entrance by a badge and will only be accepted if duly filled by the attendant and stamped by the exhibiting company. The exhibitor is not allowed to sell or charge for invitations.

The amount of invitations will be proportional to the area of his booth:  
Indoor area (Pavilions) ..... 2 (two) invitations per square meter  
and 1 (one) parking credential for each exhibitor.

Exhibitors whose act of contract has been performed after August 01, of 2019, as well as the Service companies such as Financial Institutions, Credit Cooperatives, Information Technology, Air Transportation, Travel Agencies, among others, will not receive invitations.

**CIRCULATION AISLES:** The circulation aisles of the Fair are for common use, and the distribution of promotional material, as well as the placement of signs, displays, furniture or other promotional pieces will not be allowed.

**MERCHANDISING:** It is considered merchandising any propaganda made outside the limits of the exhibitor's booth. Merchandising products aim at enlarging the exhibitor's visibility and optimizing its participation on the event.

The merchandising spaces (aerial, street floors, ceiling and roof of the Pavilion, walls, columns, bathrooms, outdoor panels, among others) will be rented by the promoter company preferably to exhibitors.

### GENERAL DISPOSITIONS:

1. The exhibitor is committed to inform his clients about all the details regarding the guarantees to its products and services on display, exempting the promoter company of any responsibility related to these subjects.
2. The transactions performed between the exhibiting companies and their clients during the period of the event will be of the exhibitor's responsibility, which should define the conditions of their interests, watching for the limitations and rules of use determined by the Consumer Code, exempting the promoter company of any kind of reimbursement.
3. In case the event, object of this contract, is called off because of fire, any act of God, the public enemy, strike, act of terrorism or epidemic, the promoter company shall perform the event in a different place or change the opening hours. Therefore, the exhibitor won't have the right to cancel his participation or ask for any kind of refunds.
4. The promoter company may, even though in extreme cases only, for general will, re-assemble the areas or sectors, always respecting the proportions established on the original participation contract.
5. The exhibitor authorizes the promoter company to publish their information on the exhibitor's list, or in written or electronic Catalogues of its own. For commercial guarantee of this information, the exhibitor may keep the promoter company informed about eventual changes on the company, such as: directory, telephone number, address, e-mail, website, product line, represented companies, among others.

### CLAIMS AND JURISDICTION

Any claims or in case of dispute, jurisdiction shall be that of the "Comarca da Capital - Forum de SERRA/ES". In accordance with Article III.784 of the Civil Code, all losses and damages caused to the winning part, including processual and lawyer expenses (20% over the cause amount), will be paid by the other part.

Signature: \_\_\_\_\_

Legal Representative: \_\_\_\_\_

City and Date: \_\_\_\_\_