

Exhibitor's Manual

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Exhibitor's Manual

Introduction

The XII BRAZILIAN MINING CONGRES AND EXPOSIBRAM 2007 will be held from September, 24th to 27th at George Normal Kutova Fair and Exhibition Centre - **EXPOMINAS**, in Belo Horizonte - MG - Brazil and will be widely promoted by advertisements on technical publications and general media.

This Manual of Participation establishes rights and obligations of the Promoter and Exhibitor. This Manual lists sets down the rules of participation and Forms to be filled according to exhibitor individual requirements.

Please read carefully each item of this Manual, particularly with regard to the submission deadlines of forms and booth designs. It is important to inform the Assembling Contractor about the rules and procedures contained in this Exhibitor's Manual.

Belo Horizonte November, 2006.

Paulo Camillo Vargas Penna
Director President

Exhibitor's Manual

General Provisions

Expominas will be divided, for this particular event, into exhibition, food courts and service areas, besides circulation aisles and administration offices. All companies renting one or more booths will henceforth be named simply as Exhibitors.

For reasons of major force **IBRAM** may hold THE exhibition somewhere else or change the show functioning and the Exhibitor will not be entitled to cancel his registration or claim any compensation therefrom.

The **IBRAM** may, for the sake of general interest, redistribute the exhibition areas, provided they are of the same size and characteristics as featured in the Contract of Participation.

Participation is open to any company, either local or foreign, which rents an area to build its booth, measured and marketed in square meters.

This Manual is part of the Rental Contract and lists supplementary conditions for the rental of areas for booths, installations, equipments and services of the XII Brazilian Mining Congress and EXPOSIBRAM 2007, and forces the tenant and the landlord to faithfully accomplish its guidelines.

Ignoring the rules here established do not exempts the tenant and its contractors (assembler and further staff involved in the event) of the fines, penalties, sanctions and responsibilities foreseen in this Manual. In case of it occurs, they will be assumed by the tenant, no matter its natures, solidary and independent of the order of nomination.

Exhibitors will acknowledge that their mere participation does not guarantee doing any business during the Event and that the **IBRAM** is not liable for their failing to do so.

Exhibitor is directly aware that its image may be captured and recorded, during the event, and the rights to those captured and recorded images expositor are considered assigned to IBRAM, definitively and free of charge.

Exhibitors may not fully or partially assign or sublet the areas rented under their Participation Contracts, unless so authorized by the **IBRAM**.

In order to participate, Exhibitors must have settled all due payments covering their participation and charges for other services requested from the **IBRAM**.

No booth website trading will be allowed between Exhibitors without previous and explicit approval from the Organizers.

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Disposições Gerais

The forwarding and customs clearance services will be freely select by foreign exhibitors. **IBRAM** will bear no legal liability or interference in negotiating the import, export, transport or shipping of goods.

All booth-assembling requirements unlisted in this Manual will be **directly resolved by IBRAM and HYRNASTHA**.

Should there be **any violation of the rules established herein** by any Exhibiting company or Assembler appointed by same, the company will undertake to **pay a R\$ 5,000.00** (five thousand reais) **fine** per rule violation.

Both **IBRAM** and **HYRNASTHA** may arbitrate **instances not provided for** herein which are deemed to guarantee the safety and perfect working conditions of the trade show.

To all ends and purposes directly or indirectly relating to the Event and to the enforcement of this Manual, Exhibitors shall be ruled by the jurisdiction and Courts of the city of **Belo Horizonte - MG**, waiving all others.

Exhibitor's Manual

General Information

1. Event:

XII BRAZILIAN MINING CONGRESS EXPOSIBRAM 2007

Website: www.ibram.org.br

2. Realization and Promotion:

IBRAM - Brazilian Mining Institute

SHIS - QL 12 CONJUNTO O (zero) CASA 04 - LAGO SUL

CEP 71.630-205 - Brasília - DF

Phone.: + 55 61 3248-0155

Fax: +55 61 3248 4940

e-mail: ibram@ibram.org.br

Website: www.ibram.org.br

3. Organization:

HYRNASTHA Arquitetura e Eventos Ltda.

Av. das Américas, 8445 - Grupo 1003 a 1006 - Barra da Tijuca

CEP 22793-081 - Rio de Janeiro - RJ

Phone: +55 21 3328 6644 - Fax: +55 21 3329 0099

e-mail: faleconosco@hyrnastha.com.br

Website: www.hyrnastha.com.br

4. Congress Executive Secretariat:

ÉTICA Promoção de Eventos

Rua Nossa Senhora do Brasil, 765

CEP 31130-090 - Belo Horizonte - MG

Phone: +55 31 3444 4794 - Fax: +55 31 3444 4329

e-mail: etica@uaivip.com.br

5. Venue:

George Norman Kutova Fair and Exhibition Centre - **EXPOMINAS**

Av. Amazonas, 6020 - Gameleira

CEP 30520-000 - Belo Horizonte - MG

Website: www.expominas.com.br

6. Date:

September, 24th to 27th 2007

7. Opening Hours:

Congress

September 24th to 27th, from 9:00 a.m. to 6 p.m.

Exhibition

September 24th to 27th, from 1:00 p.m. to 9 p.m.

Promoted By:

IBRAM - Brazilian Mining Institute

Phone: + 55 61 3226 9367

Organized by:

Hyrnastha Arquitetura e Eventos

Phone.: + 55 21 3328 6644

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Important dates

May, 30th 2007 - Deadline to forward **Form 9** - Data for Official Catalogue
- Mandatory for all exhibitors

Free space Exhibitors - August, 13th 2007

Deadline to forward mandatory forms for free space exhibitors, as well as to submit the **stand design project to approval and to sent the ART (Technical Liability Note)**

- Form 1** Assembler Nomination
- Form 2** Statement of Responsibility (original copy)
- Form 3** Requests for Installation/Dismantling Staff Badges
- Form 4** Installation/Dismantling Cleaning Fee
- Form 5** Electric Power, Plumbing and Compressed Air
- Form 5** Power, Plumbing and Compressed Air Outlets
- Form 6** In and Out Exhibits and Material Record (to be presented at the pavilion, on products delivery)
- Form 7** Request for free Badges for Exhibitors and/or Staff
- Form 8** Request for free badges for Congress

Basic Booth Exhibitors - 8/13/2007

Deadline to forward mandatory forms for basic booth exhibitors:

- Form 6** In and Out Exhibits and Material Record (to be presented at the pavilion, on products delivery)
- Form 7** Request for free Badges for Exhibitors and/or Staff
- Form 8** Request for free badges for Congress

And also the Forms included on the basic booth official assembler kit

Turnkey Booth Exhibitors - 8/13/2007

Deadline to forward mandatory forms turnkey booth exhibitors, as well as to send the company logotype for the booth header.

- Form 6** In and Out Exhibits and Material Record (to be presented at the pavilion, on products delivery)
- Form 7** Request for free Badges for Exhibitors and/or Staff
- Form 8** Request for free badges for Congress

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Important Dates

For all exhibitors - 8/13/2007

Deadline to forward optional services ordering forms:

Form 10	Telephone Line Installation
Form 11	Additional Badges for Exhibitor and Staff
Form 12	Watchman Badge
Form 12A	Statement of Responsibility for Watchman Registration (original copy)
Form 13	Off Hours Badges (maintenance, cleaning and reposition)
Form 13A	Statement of Responsibility for Off Hours Registration (maintenance, cleaning and reposition) - original copy
Form 14	Watching Services
Form 15	Cleaning Services
Form 16	Fire Extinguisher
Form 17	Banner Hanging (Overhead)
Form 18	Data Reader/Collector
Form 19	Auditorium Rental

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Participation Options

In accordance to the contract signed between **IBRAM** and the **Exhibitor**, the different types of participation at the **XII Brazilian Mining Congress** and **EXPOSIBRAM 2007** are listed below.

All the construction work for Free Space, Basic and Turnkey Booths or outdoor areas will be managed by **HYRNASTHA** and must comply with the Manual rules under the relevant chapter.

1. FREE SPACE – Available for booths over 25 m²

Free Space Areas are booth spaces rented **free** of any basic equipment items. The Exhibitor will be delivered the rented area marked on the Pavilion floor and will be exhibitor's responsibility to undertake all the installation and finishing work therein. The Exhibitor will also do the finishing of the back and sidewalls and upper part of the partitions in-between adjoining booths.

2. AREA WITH BASIC EQUIPMENT (mandatory for booths up to 24 m²)

The promoter will provide the Exhibitor the basic items for his booth, according to the following specifications:

- Gray nylon carpet.
- Partitions made of white laminated panels mounted on modular aluminum system.
- Lightning including 1 spot light fitted with lamp for each 3 m² of assembled area
- One 500 W outlet.
- Exhibitor name on standard header.

NOTE:

- All basic equipment is supplied to Exhibitors on a rental basis and must be returned as received at the end of the Exhibition. Retrieval or assembly of panels or any items supplied may only be done by the designated technical staff of the contractors appointed by **IBRAM**, which shall be entitled to claim compensation for any damages to the materials.
- All changes or add-ons to basic equipment booth areas will be charged separately and will be carried out according to the availability of the assembler appointed by **IBRAM**. We therefore advise exhibitors to forward booth final desing well in advance.

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Participation Options

- All or part of the basic equipment not used by the Exhibitor may not be turned into any credit or compensation whatsoever or transferred to other Exhibitors. In addition to the items included as basic equipment, the assembler appointed by the **IBRAM** will also have furniture and decorative items available for rental if requested. Basic Equipment Exhibitors will be getting an **Official Assembler Kit** featuring a list of these items and a price list.

3. AREA WITH TURNKEY EQUIPMENT (optional for booths up to 25 m²)

The Promoter will provide special services to the Exhibitor according to the following specifications:

- a)** Gray nylon carpet.
- b)** Partitions made of white laminated panels mounted on modular aluminum system.
- c)** Lightning including 1 spot light fitted with lamp for each 3 m² of assembled area
- d)** One 500 W outlet.
- e)** Exhibitor corporate logo on standard header.
- f)** Furniture according to booth dimensions and lay out

NOTE:

- All turnkey equipment is supplied to Exhibitors on a rental basis and must be returned as received at the end of the Exhibition. Eventual damages will be object of compensation.
- All changes or add-ons to turnkey equipment booth will be charged separately and will be carried out according to the availability of the assembler appointed by **IBRAM**. We therefore advise exhibitors to forward booth final desing well in advance.
- All or part of the basic equipment not used by the Exhibitor may not be turned into any credit or compensation whatsoever or transferred to other Exhibitors.

4. OUTDOOR SPACE - Available over 100m²

Outdoor space is the area marked on the floor, free of any equipment.

The limit for construction on outdoor space is a 40% occupation.

Making holes on the pavement in order to fix tents or any other element is not allowed. We suggest using a counterweight.

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Participation Options

5. OFICIAL

Exhibitor's data in order to be appearing on the Official Catalogue must be filled on the website www.ibram.org.br up to 05/30/2007, in English and Portuguese. In case data is not sent as requested, it will be published only in Portuguese.

Only the data of the company responsible for signing the Participation Contract is entitled to appear on the Official Catalogue. In case of class associations, only associated companies that are exhibiting on the event will have their data published. (ver se é isto mesmo, não está claro em português).

IBRAM will publish an Event Bilingual Official Catalogue (English/Portuguese). It is a media where exhibitors and companies of the mining field may advertise. The advertise price list will be opportunely sent. The catalogue, besides drawing a profile on the mining sector, also indicates each company location inside the pavilion. It provides a complete list of these companies, its director board and production line.

6. MERCHANDISING

In case exhibitor has any merchandising element to show, it is necessary to inform **IBRAM** and **HYRNASTHA** the type of element and request authorization. The sites for installation and area rental costs will be informed after the analysis and approval.

IBRAM also offers exhibitors the opportunity to show their corporate logo on several merchandising elements developed for the event. Further information please contact Commercial Department on phone + 55 61 3226 9367.

Installation and Furnishing of the Booths

1. FREE AREA EXHIBITORS

A contractor on booth installation, furnishing, maintenance and dismantling will be appointed at the sole criteria of the Exhibitor. Booths must have high wooden floor, partitions, lighting and identification signage. Any brickwork or similar additions are strictly forbidden. Booths facing two or more aisles must have showcases and/or at least a decorative setting that provides a visual unity to the whole ambiance. Exhibitors should not leave the selection of their contractor for the last minute, in order to avoid risk of paying high prices and getting poor quality services. We advise that a Term of Service be signed between the parties for the duration of the Exhibition with fines included for delays and faulty services.

ATTENTION: Hiring a contractor to install, furnish, maintain and dismantle the booth does not free the Exhibitor from the responsibility of fully complying with the Manual rules. For your information, the installation of each booth must have a **CREA (Board of Registered Engineers and Architects)** registered engineer or architect supervising the work. When forwarding your design to be approved by **HYRNASTHA**, it should enclose an **ART** (Technical Responsibility Note).

2. BASIC EQUIPMENT BOOTH EXHIBITORS

Exhibitors who chose Basic Equipment Booth will be receiving a kit from the Official Assembler with some loose sheets as follows:

Floor plan and elevation of the basic equipment booth.

Header - To be filled with the name the Exhibitor wants displayed on the booth header. Should the sheet miss the target date August, 13th, 2007, the booth header will display the abridged Company Name as stated in the contract.

Spotlights and Socket(s) - Exhibitors can indicate on this form the places chosen to install spotlights and powers sockets, and forwards it up to August 13th, 2007.

Basic equipment booths will be delivered with power supply for spot lights and socket(s) as stated in contract. Any request for extra power supply for any other equipment should be estimated according to the Table of Power Consumption (**see table under point "22" of this chapter**) to complete **Forms 5 and 5A**.

Additional Items - Exhibitors may list panels, glass, show cases, outlets and other items to be rented from the Assembler.

We remind the Exhibitors that every piece of equipment to be used will need a separate socket, and no double plugs are allowed.

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ATTENTION: It will be the Official Assembler's responsibility to collect the ARTs from all booths using Basic Equipment.

3. TURNKEY EXHIBITORS

Special equipment booths will be delivered with power supply for spotlights, fluorescent lamps and outlets according to contract. Requests for extra power supply for any other equipment should be estimated according to the Table of Power Consumption (**see table under point "22" of this chapter**) in order to complete **Forms 5 and 5A**.

We remind the Exhibitors that every piece of equipment to be used will need a separate socket, and no double plugs are allowed.

IMPORTANT: Exhibitors must forward the company logo to be displayed at the booth to the Official Assembler. Should the logo not be sent until August, 13th, 2007, the title on the header will be the abridged Company Name as stated in the contract.

ATTENTION: It will be the Official Assembler's responsibility to collect the ARTS from all turnkey booths.

4. STANDARD BOOTHS ASSEMBLER

The Assembler of standard booths basic equipment and turnkey will be appointed by IBRAM. Opportunely, an Official Assembler Kit will be sent to exhibitors with information on the chosen contractor.

5. INSTALLATION OF TWO-STORY BOOTHS

Exhibiting companies with ground floor areas equal to or over 50 m² will be allowed to build a second floor, pending review and approval by **HYRNASTHA** and **IBRAM**.

This area has to be calculated and included on Form 4, Installation/Dismantling Cleaning fee.

The maximum area allowed on the upper floor is 40% of total ground floor. No glass panels are permitted on the upper floor. Only acrylic, polycarbonate and/or similar materials are allowed.

The design forwarded for approval must indicate the upper floor area (m²), which will be rated at same price of the ground floor price and settled, in a single payment to **IBRAM**.

The structural design must comply with the Brazilian Association of Technical Standards - ABNT regulations and state the maximum number of persons it can hold on the Mezzanine, to be displayed on the bottom of the stairs leading to the upper floor.

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The structural bases have to be made in the same material, specified in the project, and located directly on the floor of the pavilion. The structure has to be dimensioned in accordance to the calculations of capacity per square meter, obeying the limits of load capacity calculation. The mezzanine floor has to be compatible with the load established in the spread sheet of load calculation.

IMPORTANT: Attached to the plans for the two-story booth there should be the structural and load capacity calculations (consider people and equipment weight) and all supplementary documents. It has also to be signed by an engineer or an architect registered with the **CREA**, and encloses the **ART** (Technical Responsibility Note) for the **plan and building**, paid to the **CREA/MG**.

6. WIND

For safety reasons we suggest that the booth structure be reinforced, particularly the upper area (parts higher than 4,50m up to a maximum of 5,50m or 7,00m for two-story booths).

7. WOOD AND IRON CONSTRUCTIONS

It is not allowed to manufacture any wooden and/or structure of iron elements inside the pavilions. It has to be mounted and prepared into the contractor's workshops and arrives at the pavilion with semi ready. Retouching for finishing is allowed.

The use of circular saw, mounted in group of benches, to construct any element or component of stands is not allowed.

Within the pavilion it is only allowed to fix elements of metallic structure using screws and bypass some weld points.

8. INKS AND GREASES

All harmful chemical products, like: inks, greases, powder, liquids, etc., have to be duly conditioned in adjusted empties, to offer security for the booth workers and people that are close to these products.

The use of corrosive products of any species or group is not allowed.

9. MATERIALS AT CIRCULATION WAYS

All assembly operation has to be done inside the booth limits. In case of necessity in leaving any material, temporarily, using the circulation ways, a free area of 1 meter of width has to be left around the central circulation, for circulation of emergency equipment, rescue teams, aid, fire brigades and firemen.

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Installation and Furnishing of the Booths

10. HEIGHT LIMITS

The standard wall height must be 3,30m from the Pavilion floor. Walls exceeding 3,30m must be set back as shown on the table below. Any building item higher than 2,30m must have a good finishing so as not interfering with the design of the adjoining booth.

Booth Location	Height Limit (meters)	Minimum Setback from Dividing Lines with other Booths (from 3,30m up)
One story booth	5,50	1,00
Two-story booth	7,00	2,00
Island shape booth	5,50	-
Island shape and two-story booth	7,00	-

11. GLASS WALLS

The maximum height for simple glass panel wall is 3,50 m and there must be safety signage. Above this height, only glass panel wall using safety glass film (insulfilm) or acrylics, polycarbonates, hardened or laminated glass will be allowed.

12. OVERHEAD SPACE

Exhibitors with areas over 100sq.m may request a banner to be hung over their booths by filling **Form 17**.

Note: Exhibitors must have the banner made according to the standard size (2.80m wide x 3.50m high) and double faced.

Delivery to **HYRNASTHA** at EXPOMINAS is scheduled for September 18th to 21st

We remind that exhibitor must schedule the withdrawal of the banner along with the exhibiting products. If not, HYRNASTHA and IBRAM will not be responsible for it.

In case exhibitor is interested on using the booth overhead in different way, must consult IBRAM, which will estimate the project likewise the respective costs.

13. RAMPS FOR THE DISABLED

According to CREA orientation, all booths must include ramps for the disabled access.

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Installation and Furnishing of the Booths

14. PROJECTIONS

Any building items or goods exhibited must be restricted to the booth's area and never project out of its boundaries or into the circulation aisles.

15. USE OF LOGOS

Logos may only be displayed on headers facing the aisles. For headers facing division lines, in addition to the established 3,30m setback (**see item "10" table under this chapter**) every wall must have a finishing and no logo is to be displayed on it.

16. INSTALLATION OF AIR-CONDITIONING

No air-conditioning device may be installed once the pavilion is climated. Therefore, it is definitely forbidden the use of any air conditioning devices on the booths.

17. FINISHINGS

Each and every building item included in the booth that can be seen from neighbor booths and from the aisles may only be used if its finishing is as good as that of the booth's façade.

- Any kind of hole made for screens, cases, etc, must be adequately finished.
- The electric wires must be well installed, finished, isolated and built-in.

When designing your booth, try to make the best use of your participation in the exhibition by not leaving blank walls facing the aisles.

18. GARDENS AND PLANTS

Gardens, flowers and plants are allowed when set in **pots, baskets or other containers so as not to form puddles when watered** and damage the basic building equipment, disturb adjoining booths or stain the aisle carpeting.

19. PLUMBING

Exhibitors requiring plumbing and sewage should request it on **Form 5**, to be forwarded to **HYRNASTHA** until **08/13/2007** describing location to be installed. No extensions of plumbing and sewage will be allowed nor the installation of restrooms inside the booths.

NOTE: Plumbing and sewage within the Foyer area requires previous availability analysis of the Administration. For outdoors spaces, plumbing and sewage are allowed only for equipment, but kitchen installation is forbidden due to sewage goes to pluvial gallery.

20. POWER SUPPLY

20.1. The power supply for booth lightning, outlets and equipments, as well as Outdoor Balloons and Inflatable must be requested on **Forms 5** and **5A**, to be sent to **HYRNASTHA** until **08/13/2007**.

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Installation and Furnishing of the Booths

20.2. Free Area Exhibitors should finish the power distribution work in the booth in compliance with NBR 5410/90 – Low Voltage Power Installations guidelines, adding circuit breakers to the network with separate circuits for plugs and lighting, installing a general switch with enough capacity to withstand the required load in an appropriate metal closet with a door. This closet should be easily accessed in case of inspections by **HYRNASTHA** or the **EXPOMINAS** technical staff and other surveying bodies.

It is obligatory the use of cable PP, double isolation, in all the electric installations, also for basic assemblies.

20.3. Free Area should undertake to earth the booth with the earth wire set at the power inlet to prevent electric shocks.

20.4. Any connections that will result in a power consumption exceeding that stated and paid for in the form are forbidden. We recommend the consumption calculation to be done by a technician in order to avoid any miscalculation of the power demand.

Note: A form not duly completed or proof of a power load exceeding the requested supply will call for a public inspection and disconnection of the power exceeding the allowed load if the Pavilion has no more power supply available. If power is still available, the excess load consumption will be allowed and charged.

IMPORTANT:

- a) The booth's power installations must allow all lights to be turned off after the show hours and turned on again the next morning.
- b) Exhibitors using equipment sensitive to voltage swings should keep stabilizers available to be used in accordance to the technical requirements of each piece of equipment.

There are some work safety norms available in item 32 of this chapter. And they must be faithfully complied by assembler and contractors.

21. COMPRESSED AIR INSTALLATION

Compressor	XF50SE
Capacity	230CFM
Pressure	100 PSI
Drier Model	TD275
Max. Pressure	160 BAR

The request has to be sent on **Forms 5 and 5A**, to **HYRNASTHA** by **08/13/2007**.

Note: Air compressed is not available inside the foyer and outdoor space.

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Installation and Furnishing of the Booths

22. CONSUMPTION TABLE

The consumption table below should be followed as a basis to estimate the power supply needed by free area, basic, turnkey booths.

APPLIANCES / EQUIPMENT KWA=KILOVOLTS - AMPERE	CONSUMPTION
Electric coffee maker.....	0,80 KVA
Counter top coffee maker.....	4,50 KVA
Cell phone charger.....	0,05 KVA
Microwave oven.....	1,20 KVA
1000w electric oven	1,00 KVA
2000w electric oven	2,00 KVA
3000w electric oven.....	3,00 KVA
Freezer (horizontal or vertical).....	0,50 KVA
Minibar/Small refrigerator.....	0,30 KVA
Medium Refrigerator.....	0,50 KVA
Printer for PCs.....	0,25 KVA
60w reflecting lamp + reactor.....	0,06 KVA
100w reflecting lamp + reactor.....	0,10 KVA
55w.hallogenous lamp	0,05 KVA
20w fluorescent lamp + reactor.....	0,03 KVA
40w fluorescent lamp + reactor.....	0,05 KVA
110w HO lamp (with reactor) -	0,14 KVA
100w light bulb lamp	0,10 KVA
70w HQI hallogenous lamp (with reactor).....	0,16 KVA
150w HQI hallogenous lamp (with reactor).....	0,35 KVA
300w hallogenous lamp	0,30 KVA
500w mix/hallogenous lamp	0,30 KVA
1000w special lamp	1,00 KVA
PC (CPU + monitor).....	0,50 KVA
Palm top.....	0,10 KVA
TV set	0,30 KVA
VCR/ DVD.....	0,30 KVA
Fan/ Circulator.....	0,10 KVA

23. SETTING UP THE FURNISHINGS

Drilling holes, painting and using glue or stickers of any sort are not allowed on panels, glasses, fittings or hardware of the basic equipment.

Posters, pictures or ornaments may only be hung from nylon threads. Neither can the Exhibitor or the designated assemblers bore holes, dent, paint or use any other material that may damage the walls, floors and structure of the exhibition Pavilions.

Damages caused even accidentally will be charged to the Exhibitor, who will undertake to settle them upon receipt of the invoice.

24. VIDEO WALLS AND SCREENS

The structures for video wall and screens can be mounted on iron or wood at the same quality of the booth material and must have the capacity to support the double the weight of the equipment installed on this structure. The operation cabin of this equipment has to be individual and can't be used as deposit and/or pantry.

Promoted By:
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Exhibitor's Manual

Installation and Furnishing of the Booths

25. PROJECT APPROVAL

(Free area)

The installation and/or setting up of any furnishings can only be started after due approval of the booth design by HYRNASTHA.

In order to be approved the design must be submitted including floor plan, front and side elevations duly stated to enable **HYRNASTHA** to check whether all the project's heights meet the requirements of this Manual. **The plans must be submitted by e-mail or in two copies** showing distinctly the name and signature of the qualified professional responsible for the project. The approval that certifies compliance with the exhibition guidelines will be stamped on one copy and returned to the assembler while the other will remain with **HYRNASTHA** and kept available to inspection agencies.

It is advisable to send the designs until **08/13/2007** so that, in case any change is required, it will not interfere with the installation schedule.

If any mistake is detected during assembling, it will be immediately reported to the Exhibitor, while **HYRNASTHA** will take the necessary procedures, **which may include interrupt the unauthorized construction and dismantling of the booth**, with expenses charged from the guilty Exhibitor, not excluding other penalties.

26. ASSEMBLER STAFF REGISTRATION

(Free Area)

In order to have access to the Exhibition Pavilions and get assembling/dismantling badges, the exhibitor must follow the steps listed below, but the **Form 2**, which the hired assembler is wholly responsible for, by **08/13/2007** and send the relevant forms duly completed to **HYRNASTHA**:

- **Assembler nomination (Form 1)**, that must be completed and signed by the responsible representative of the undertaker/exhibitor company.
- **Statement of Responsibility (Form 2)** regarding damages or casualties to the company's own materials, employees, liabilities to third parties and the exhibition Pavilion and a commitment to take civil liability and multi-risk insurance providing enough coverage of the risks involved from day-one of the installation through the last day of dismantling.

It is agreed that **all employee taxes, legal fees and charges for any accident whatsoever caused as of the presence of the hired assembler**, its employees and other persons performing any work within the booth(s) will be the responsibility of the Assembler.

Note: Failure to have a policy or having one that fails to fully cover the above-mentioned risks will make the Exhibitor and the appointed assembler fully liable for all losses that may occur, and they must compensate and make good all damages to the Exhibition Pavilion, the Promoter and/or third parties.

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No photocopies or facsimiles of the Statement of Responsibility will be accepted.

- **List of persons working in maintenance**, stating their ID card number **(Form 13) – Request for Off-hours Badges.**

The admission of anyone not bearing an identification badge is forbidden during off hours.

Any person not wearing a name badge will be immediately removed from the Pavilion.

Collect a cleaning fee on behalf of the IBRAM, calculated according to the booth area (m²), to cover part of the cleaning costs during the installation and dismantling works (Form 4) – Installation/Dismantling Cleaning Fee.

- **Submission of the paid ART until 08/13/2007.**

Under the laws governing the Regional Councils of Engineering, Architecture and Agronomics, all booth designs and/or installation plans must have a technical person duly registered with the local CREA responsible for the work or services to be performed, and register the respective ART as well as the plans of the whole architectural work at the CREA of the State where the exhibition is being held.

Assemblers from other States must register with the CREA-MG or apply for a confirmation of their registration in another Region, indicating the name of the person who will be technically responsible for the work to be performed and requesting a Technical Responsibility Note – ART.

ADDITIONAL INFORMATION:

Av. Álvares Cabral 1600 – Santo Agostinho District
CEP:30.170-001 – Belo Horizonte – MG
Phone: 55 31 3299 8700
Toll Free: 0800 312732
Contact: Marketing Assistant and Communication

Note: Compliance with all the steps listed under item “25” – Project Approval, as well as those under item “26” – Assembler staff registration is mandatory for the company to be admitted in the exhibition Pavilion to start the installation work. All requested badges will be delivered to the assembler or exhibitor representative indicated on the form, upon presentation of an ID document, at the EXPOMINAS Pavilion, from the first day of the installation work.

Attention: The admission of workers not wearing helmet and appropriate footwear will not be allowed within the pavilion. The use of tennis, sandals, slippers and sleeveless t-shirt is not permitted.

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Installation and Furnishing of the Booths

27. INSTALLATION OF BOOTHS AND PRODUCTS (Free Area)

September 17th – 21st 2007 from 08:00 to 24:00
September 22nd, 2007 from 08:00 to 16:00

IMPORTANT

In case of extra hours, the request has to be directed to the organizer 24 hours in advance in order to check availability and related costs.

As of 16:00 of September, 22nd and all along September 23rd, 2007, the Pavilion will only be open for aisle cleaning, carpeting work and installation of exhibiting products.

PRODUCT MOVE-IN AND PLACEMENT (Basic equipment, turnkey and free area booths)

September 23rd, 2007 from 08:00 to 16:00

28. VEHICLES ADMISSION

The permanence of vehicles inside the pavilion is totally forbidden.

IMPORTANT

The entrance of heavy products will be only allowed on September 15th and 16th, 2007, from 8:00 to 20:00, and conditioned to a previous agenda to be scheduled with HYRNSTHA.

29. LOAD LIMITS INSIDE EXHIBITION PAVILIONS

The load limit of 1,200 kgf/m² is to be complied with inside the Pavilion and of 400 kgf/m² inside the Foyer.

30. LOADING AND UNLOADING BADGES

These are provisional name badges just for the loading and unloading of goods, to be worn only by exhibiting companies' staffs or employees. These badges are handed at the service entrance for loading and unloading during the installation and dismantling periods and must be returned after the work is completed.

31. SAFETY STANDARDS

As advised by the Fire Department, all booths must be built using non-flammable materials.

Closed premises must include duly marked emergency exits leading to the outside areas and a sign posted indicating the maximum number of persons allowed in these areas (physical capacity).

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All booths must be equipped with fire extinguishers from the beginning of installation to the end of the dismantling, with a load conformable with to the booth size, materials used and products exhibited.

Extinguishers must be of Chemical Powder and CO₂.

Signs of "do not smoke" have to appear in the internal area of each booth during the period of assembly.

The use of electric weld work and extensions are not authorized where services of covering floor with inflammable glue and other materials are being done.

32. EPI - PERSONAL PROTECTION EQUIPMENT

The Labor Ministry may be present at the Pavilion, inspecting the assemblers and those that do not to respect the safety norms may suffer sanctions, on the part of this agency.

Exhibitors and/or the assembler must provide their staffs and employees with the proper EPI's (Equipment for Individual Protection), certified by the Labor Ministry (Approval Certificate) adequate to the risk and in perfect operation and maintenance, such as:

- Safety footwear with leather sole
- Welding iron masks for welding workers
- Safety helmets with strangles to protect the skull
- Safety belt for working at heights over 2 meters, where applicable.

OBS.: The workers clothes have to be replaced if they are damaged.

It is mandatory that all employees or working staffs of the assembler wear uniforms or t-shirts, pants and shoes as well as carry appropriated badges.

In order to prevent eventual upheavals, we are requesting your support, fulfilling all the requirements below:

- Do not allow workers to prepare, warm or take meals out of the place established by EXPOMINAS.

In case of using scaffolding, observe the following conditions:

- The scaffolding has to be mobile, dimensioned and constructed in order to safely support the work loads they are subject to. The work floor of the scaffolding has to have complete and antiskid line, be leveled and fixed on a safe and resistant way.

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Installation and Furnishing of the Booths

- The scaffolding floor woodwork has to be made of good quality wood, dry, without nut cracks that compromise its resistance. The use of paints that cover some imperfections is forbidden.
- The use of wooden scraps in scaffoldings making is forbidden as well as the use of stairs and other ways to reach higher places from the working scaffolding floor.
- The scaffolding wheels have to be provided with constraints in order to prevent accidental displacements.
- Mobile scaffolding can be used in plain surfaces only.
- The access stairs and the floor frame have to be part of the scaffolding structure.
- Exceptionally it will be allowed the work on stairs in places where scaffoldings can not be mounted. In this case, the use of pyramid stairs with limiter of compass opening and the presence of an auxiliary man to fix the stair is obligatory.

In case of using welding and cut by hot, the following conditions must be observed:

- It is forbidden the presence of inflammable and/or explosive materials (Example: solvent glue of contact and inks) close to oxygen bottles. Keep a portable fire extinguisher close to the places of welding and hot.

In case of using electricity, observe the following conditions:

- **It is forbidden the existence of displayed live parts of circuits and electric equipments. The mends and derivations of the conductors must be made in a way to assure the mechanical resistance and proper electric contact.**
- **It must be kept the energizing wiring of electric devices of any kind suspended on tripods in order to prevent accidents by slip and electrocution.**
- **Keep the energized wiring mend protected.**
- **The isolation of the wiring mends and derivations must have the same characteristics of the used conductors.**
- **The conductors must have adjusted isolation. It is not allowed to obstruct the circulation of materials and people.**
- **The electric circuits must be protected against mechanical impacts, corrosive humidity and agents.**
- **Mobile machines or electric equipment can only be connected by outlet and plug kit.**

In case of using machines, equipment and diverse tools, observe the following conditions:

- Do not allow the use of defective, damaged or improvised tools.
- Do not allow the transport of manual tools in pockets or inappropriate places.
- Manual tools with cut or sharp edge have to be protected in a leather case.

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A parachutist type safety belt must be used during works above 2,00m (two meters) height, in case of falling risk to the worker. It has to have rings and snaps of forged steel, tendril of not ferrous material and steel forged buckle or material of equivalent resistance and durability.

FURTHER INFORMATION:

Labor Safety Department

Rua Tamoios, nº 596 - Centro - Belo Horizonte - MG

Phone: +55 31 3270-6100

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Infrastructure

1. HYRNASTHA ON SITE OFFICE

HYRNASTHA will be available to Exhibitors and assemblers according to this schedule:

September 17 th – 23 rd 2007	from 08:00 to 21:00
September 24 th – 27 th 2007	from 08:00 to 21:00
September 28 th – 30 th 2007	from 08:00 to 21:00

Note: The distribution of Exhibitor and Staff badges will be made from September 20th to 23rd 2007. Exhibitors wanting to receive them in advance must contact **HYRNASTHA** calling **+55 21 3328 6644**.

2. IBRAM ON SITE OFFICE

IBRAM will be booking areas for the **XIII BRAZILIAN MINING CONGRESS AND EXPOSIBRAM 2009** during the event.

3. SUPPORT SERVICES

Services providers nominated by **IBRAM** will be available to Exhibitors and assemblers during the installation and functioning periods, however those companies will be nominated further.

We would like to remind you that Exhibitors are free to hire support service of their choice such as catering, hostesses, etc.

It is worth reminding that all operation has to be done within the booth, such as catering preparation, boxes storage, etc..

The following additional services will be available to Exhibitors during the trade show:

- Taxis
- Bank/Exchange

4. TELECOMMUNICATION FACILITIES

4.1 CONVENTIONAL PHONE LINES – the request for a conventional telephone line for the exhibitor booth should be directed to **TELEMAR**, local phone concessionary, by phone number 0800 310800. The installation and consumption fees will be directly charged to the exhibitor regular telephone bill. Against this request, **TELEMAR** will dispose phone lines at the **EXPOMINAS** phone central switch board.

Exhibitor has to fill **Form 10** by **08/13/07**, in order to take the phone line from the Pavilion phone central switch board to the exhibitor booth.

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4.2 INTERNET CONNECTION – internet access should be request directly to the internet provider company to be appointed timely.

PUBLIC PHONES - Exhibitors can find public phones all over the pavilion.

5. IN-HOUSE COMMUNICATION

The sound system for in-house communication will be operating during installation and dismantling. During show hours the sound system will be used for general or urgent messages only, at the Organization criteria.

6. MEDICAL CARE

There will be a first aid medical office available during installation and dismantling.

7. RESTAURANTS AND SNACK-BARS

Restaurants and snack-bars will be available during installation, dismantling and functioning. The organization bears no responsibility for the food quality, services provided or cleanliness of the food service areas in the Pavilion.

8. PARKING AREA

Exhibitor may buy a parking pass to use the covered parking lot at the pavilion level, limited to 1 pass for each exhibitor. Pass holders may come in and out as necessary.

There is a non covered parking lot available for the other vehicles and payment is due by each entrance.

After the event opening, the remaining covered parking passes (pavilion level) will be available for sale.

9. CUSTOMS CLEARANCE AND FREIGHT FORWARD

Customs laws for exhibitions provide:

- Tax exemption for the entry of literature, samples, technical and marketing material.
- The lifting of taxes on temporary imports.

a) Permanent Imports (tax-exempt)

Promotional materials, leaflets, brochures, videos, free samples and discarded materials for the booths can be cleared by the electronic licensing system up to US\$ 3,000.00 (three-thousand dollars) per Exhibitor. The use of such materials is restricted to the exhibition. The nature of the operation and the sector of activity must be labeled on the package.

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The exemption is limited to federal taxes such as the Import Tax (II – Import Tax) and Manufactured Products Tax (IPI – Tax on Industrial Products). However, the State 18% VAT (ICMS – Tax on the Circulation of Goods and Services) on the CIF is mandatory and may be paid before customs authorization.

No foodstuff or health-related product may be shipped without the required licenses. The best choice is simply to buy these goods locally where a whole range of such products is available at a fair price.

b) Temporary Imports (taxes lifted)

Equipment, built booths and reusable booth accessories are temporary imports. A statement of responsibility from the authorized importer or directly from the guarantor bank will be required for the CIF to estimate customs dues to be paid for a permanent import. Such items may not return or stay in the country longer than the time allowed. The statement will be enforced by Customs and additional penalties levied on the importer for non-compliance.

IMPORTANT

We'd like to advise Exhibitors and Importers to make their own contacts to obtain the required documents and accurate instructions to ensure due arrival of goods within the set deadlines.

The choice of a company for the shipment, customs release and/or transit of goods lies only with the Exhibitor. However, for exhibitors better convenience, timely **IBRAM** will appoint a list of specialized companies.

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1. BADGES FOR THE EXHIBITING COMPANY

Admittance of exhibiting companies employees will be under two headings: as **EXHIBITORS** and as **STAFF**:

EXHIBITOR – A badge to be worn by the Management and Employees of the exhibiting company.

STAFF – A badge to be worn by the persons working in the booths during the exhibition such as hostesses, waiters, cleaners, emcees, and others.

1.1. FREE BADGES

IBRAM will distribute badges to the Exhibitors covering the four days of the exhibition on the basis of 1 badge for every 5 m² of rented area. Exhibitors must complete **FORM 7** according to the category (Exhibitor or Staff).

Note: Exhibitor and Staff name badges do not include admittance to the Congress.

1.2. ADDITIONAL BADGES

In case the set number of free badges is not sufficient, Exhibitors may request additional name badges by **FORM 11**, to be forwarded to **HYRNASTHA** until **08/13/2007**.

The name badge must be worn by its holder from the waist up when circulating inside the show. **HYRNASTHA** claims the right to ask badge holders to show their ID document and seize the misused ones.

BADGES ARE MANDATORY, PERSONAL AND NON-TRANSFERRABLE. There will be no changing of names or second issues of the same badge. **If a badge is missing, a new one will be issued.**

Each Exhibitor must appoint one or a maximum of two executives to act on the company's behalf with HYRNASTHA before and during the trade show. This person will be in charge of **collecting the requested name badges, asking for new issues, etc.**

Exhibitors badges allow access during Installation/Exhibition/Dismantling hours as stated on this Manual. Access during off hours requires Hyrnastha previous authorization.

Exhibitors or Staff badges do not allow holders to stay in the Pavilions overnight, i.e. after closing time until 08:00 the next morning. All the Pavilion lights will be off during that time and only the watchmen will be allowed to stay on site and a specific badge has to be request through **FORM 12** for this purpose.

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1.3. CONGRESS REGISTRATION

Each exhibiting company allowed one free registration at the **XII BRAZILIAN MINING CONGRES**, and it has to fill **Form 8** and send it to **ÉTICA** by 08/13/2007.

2. INVITATIONS

IBRAM will distribute invitations free of charge to the exhibiting companies to be given to businessmen, buyers, professional experts, customers, distributors, dealers and others.

The invitations are good for the whole exhibition period and will be sent to exhibitor by **08/24/2007** at a quote of 3 invitations per m².

In case exhibitors may need additional invitations, contact **HYRNASTHA** in order to evaluate the possibility of providing it.

Note: These invitations do not include admittance to the Congress.

3. EMPLOYEES UNDERAGE

Law regulates the work of person underage. **Therefore, Exhibitors intending to have minors working in their booths must get a special license beforehand** from the Inspection Division of the State of Minas Gerais Youth Court.

Important: Keep a copy of the license at the booth to be shown to the Youth Court inspectors.

4. UNDERAGE VISITORS

Only persons over 16 years may be admitted as visitors, duly escorted by their parents or guardians.

5. BOOTH FUNCTIONING

At least one employee of the Exhibitor should be present at the booth at all times and should be qualified to provide information on the goods exhibited. The staff should arrive 30 minutes before opening time.

Lights should be kept on during working hours and it is Exhibitor responsibility to turn the booth's main power switch off every day after closing time.

The closing time for the exhibition is 21:00. After that, Exhibitors should turn off the booth lights to encourage visitors to leave the pavilion.

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6. BOOTH MAINTENANCE AND REPLACEMENTS

(For all Exhibitors)

The exhibiting company and/or assembler needing to carry out maintenance services and/or replacements in the booth(s) during opening days must request proper badges for the staff involved, on **FORMS 13 and 13A** and forwarding them to **HYRNASTHA** by **08/13/2007**. The badges will be delivered by **HYRNASTHA** at the EXPOMINAS Pavilion from September 20th, 2007. The time for maintenance and/or replacements will be restricted to off hours as listed below:

September 24th – 27th, 2007 from 08:00 to 11:00

7. PROMOTION AND MERCHADISING ACTIONS

7.1. SOUND

As it deals about technical event, the performance of artistic and musical shows will not be allowed, nor the use of ambient sound within the booths.

7.2. OVER-REVEALING CLOTHES

Over-revealing clothes or other sorts of improper appeal not consistent with the sobriety of a trade show are strictly forbidden and will be promptly and firmly deterred.

Over-revealing clothes comprehend as over-revealing see-through clothes, bikinis, briefs, bathing suits, skin-colored leotards, among others.

7.3. DEMO PROCEDURES

All proper demonstration techniques are allowed provided they are confined to the rented area, considering the following restrictions:

- Exhibitors offering food sampling must have the booth equipped with enough containers to collect packages and scraps, and take them to the Pavilion's main garbage collector whenever the containers are nearly full.
- **Only stoves, electric ovens and the like will be allowed.** Gas stoves, balloons or any other appliances that may cause fire and/or explosion are strictly forbidden by EXPOMINAS.
- The use of any explosives, non-liquid gases, toxic and flammable materials, including LPG are forbidden as well as any kind of intern combustion engine.
- The exhibitors are not able to use own electrical cars during the event.

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- An approval is required in order to have an equipment demonstration within the booth. Exhibitor has to send **HYRNASTHA** and **IBRAM** a plan of its area by **08/13/2007**, in accordance to the safety norms established by Belo Horizonte Fire Department. In case of approval, the demonstrations can be only be carried out by a specialized professional previously registered with the Event Organization.
- Sale and/or serving of liquor to persons less than 18 years are forbidden. All Exhibitors who are distributing or making a promotion using liquor must have the following notice posted inside the booth: "It is strictly forbidden to sell and/or serve liquor to persons under 18". Statute for children and adolescents – Article 81; Decree-Law 2 – Article 243 and Municipal Act–Municipal Law 14.068.
- No demonstration producing smoke or any such panic-causing effect is allowed.
- Any kind of image or light projection is forbidden outside the limits of the Exhibitors areas.
- Any food sampling or handing-out of gifts, samples and brochures must be restricted to the **booth's inner area** and **HYRNASTHA** will stop it whenever it causes overcrowding that interferes with the normal flow of visitors.
- The circulation in the aisle or common areas of characterized individuals wearing any kind of clothes (inflatable, fancy clothes) that represents the exhibitor's products, trademark, character or theme related to the booth is strictly forbidden.
- Outside of the area rented by the Exhibitor there may be no promotion and/or activities such as:
 - Distribution of gifts or give-away
 - Posting signs, posters, etc.
 - Manikins, robots, performers (shadows, live puppets) and the like
 - Pageants, product sampling and others
- The use and/or presence at the exhibition of products, promotion material, logos or any kind of promotion whatsoever of institutions, companies or people not parties of existing contracts with or holding an authorization from **IBRAM** is not allowed.
- The use of stickers or any such material on the exhibition badges is forbidden.

7.4. PROCEDURES FOR DRAFTS, PRIZE COUPONS AND CONTESTS

Exhibitors wishing to use these routines can get information on the required procedures to request authorization on the web site www.caixa.gov.br (Business Promotions).

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8. AISLES

The aisles cannot be used as storage areas for materials, products or equipment to be used in the booths. The whole operation must be carried out only within the boundaries of the Exhibitor's booth. **HYRNASTHA may remove** materials, products or equipment left on the aisles without first consulting the owners and not being liable for any loss or damage to the items.

9. CARPETED ALLEYS

All alleys will be carpeted, and Exhibitors must care for carpet cleaning and conservation by taking some steps such as:

- Replacing products using **rubber-tired carts**.
- Not leaving waste on the carpeted alleyways but collecting it into plastic bags or keeping it in the existing wastebaskets when cleaning and maintaining the booth.
- When liquid goods (water, beverages) are being replaced, be sure to keep them in closed containers or special packaging so as not to spill them on the carpets.
- Refrain from throwing cigarettes butts, packages, liquids, products or left-over on the alleyways and be sure to use the existing waste baskets or ashtrays.
- Exhibitors with freezers in their booths should collect the water that occasionally drips out in proper containers or request sewage drainage to remove it.

10. MATERIALS/GOODS MOVE-IN AND MOVE-OUT

Exhibitors should use **FORM 6** to state the quantity and specifications of any materials, products, machinery, equipment and others (except leafage, small objects, food-sampling material and give-away) they intend to use during the Exhibition, and hand it in when the material enters **EXPOMINAS**.

Note: This Form is not taxable and does not entail any liability on the materials.

11. CLEANING

Aisle cleaning during the Exhibition is the sole and exclusive responsibility of the official company. Exhibitors are in charge of cleaning their booths. However, if Exhibitors so wish, they can hire the services of the special staff provided by the Designated Company by requesting it on **FORM 15** and forwarding it to **HYRNASTHA** by **08/13/2007**.

Should the services of the Official Cleaning company not be used, the identification badges for the qualified staff should be requested by completing **FORMS 13 and 13A**, i.e. the Statement of Responsibility (the original), stating the name, ID registration number and CPF (tax payer's registration).

The name badges requested will be delivered by **HYRNASTHA** at **EXPOMINAS** Pavilion as of September 20th, 2007.

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Cleaning services will only be performed during off show working hours, according to the following schedule:

September 24th – 27th/2007 from 08:00 to 11:00

Note: Exhibitors hiring the services of the official company will pay only for the services listed on **FORM 15** and will not have to request badges through **FORM 13**.

IMPORTANT – SELECTIVE GARBAGE COLLECTION

As it deals about a correct ecologic alternative, we inform that EXPOSIBRAM 2007 will have a selective garbage collection. Thus, all exhibitors should use black plastic bags for wet garbage and waste and blue ones for dry garbage (plastic, metal, glass, and paper) in order to recycle.

12. WATCHMEN

The Exhibition will provide a General Security Service during installation, exhibition and dismantling. However, the watching service is not deemed to watch over booth exhibits.

We therefore suggest that all Exhibitors keep a qualified and duly identified person for that purpose in their booths.

Exhibitors wishing to hire watching services from the official provider should requested by **FORM 14**.

Exhibitor that prefers to register watchman other than the official provider ones, must fill **FORMS 12 and 12A**, which refers to the Statement of Responsibility. It is reminded that in this case, only watchmen employed by the exhibitor or by specialized providers can be registered. Thus, badges will only be delivered against presentation of the following documents:

- Probing document of an existing work relationship between exhibitor and watchman or a specialized provider. In both cases the employer should be registered as watchman.
- Copy of the ID card and CPF (tax payer's register)

Watchmen must wear proper badges inside the Pavilion.

All weapons are strictly forbidden.

Watching services will be performed after exhibition closing hours, i.e. off hours.

Exhibitors needing watchman services during installation and dismantling should make a formal request to **HYRNASTHA** by a letter on the company's letterhead stating the name of the watchman and the dates of his admittance and also fill **FORM 12 and 12 A**, so that the badge may be prepared in advance.

Note: Exhibitors hiring the services of the official watching company will only pay for the services listed on **FORM 14** and disregard the name badge request on **FORM 12**.

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13. HIRING LABOR

Find below some norms of the Job and Labor Ministry to contract workers.

There are two possibilities to hire a worker:

The hired person for working in events is an employee of the contracting company, it means the company who benefits from his/her services like the promoter, the organizer of the event, the assembler or any company that is participating of the event.

OR

The contracted person is an employee of the company from which the exhibitor undertook the needed services.

Ex: It is common to hire specialized companies (catering, cleaning, watching, hostess, AV equipment, lightning, etc) to serve the booth. The hiring company, besides signing a contract, must be aware that the contractor employees are regularly registered. If not, it will be co-responsible for the lack of register.

Question: The contracted employee for a short time (the period of the event) is a freelancer?

Reply: This modality of service does not exist in Brazilian labor law.

Question: And if they are independent workers (autonomous)?

Reply: Autonomous worker means people that work with autonomy. A good example of autonomous worker is a plumber who goes to our house to fix a tap. We do not understand anything of plumbing; we do not know how much time is lead to fix a tap. The man brings its proper tools. We do not know when we will need it again. He works for hours. Most time he uses a uniform of the company and has to obey rules imposed by the contracting company.

Question: Then are they temporary workers?

Reply: Yes, if they are contracted by temporary work company. But temporary work companies have to be registered in the Labor and Job Ministry and possess a stock capital bigger than 500 times the value of effective minimum wage of the country. The temporary worker can be contracted for a staff substitution or extraordinary addition of service only. For example: contracting temporary worker to substitute an employee on vacation.

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Question: Which is the correct form to contract a worker?

Reply: The correct form is making an employment contract for a determined period, as foreseen in articles 443, paragraphs 1º and 2º, 445, 451 and 452 of the Constitution of the Laws of the Work. It is a contract where it is agreed the date of beginning and ending. In case of the employee knows that he is contracted for a determined time, he does not have the right to the advance warning and the fine for the rescission of the employment contract. By this way, he is supported.

Question: Why companies must be worried in contracting regularly?

Reply: Because it is a legal obligation and prevents upheavals. For example: if the worker is not registered and suffers an

Procedures to contract workers for a determined time

1. To make a contract with the clauses of the daily predetermination (model anex);
2. To note the contract in the Wallet of Work and Social Welfare;
3. To note the contract in the Book of Register of Employees;
4. To elaborate an identification badge, with the company name, full name of the employee, function, date of admission and number of the PIS-PASEP - when in external service;
5. To register the employee point card - when in external service;
6. Payment of wage;
7. To collect FGTS - Security Fund for Time of Service;
8. To collect INSS - Social Providence;
9. 13º proportional wage - incidence of 13º wage if the contract is for a superior period than 14 days;
10. Proportional vacations - vacation incidence if the contract is for a superior period than 14 days;
11. Contractual rescission in the ending of the contract, with collect of the GFIP - Social Welfare and Guide of Collect Security Fund;
12. Do not have to pay acknowledgment-previous;
13. Do not have to pay the rescission fine of 50% of the FGTS.

Contract model for a stated period

For this private agreement, the company _____, with headquarters in the City of _____, Street _____, nº _____, in this simply called employer, and Mr. (Mrs.) _____, of the Social security card nº _____, enrolled series _____, in the CPF under nº _____, registered in PIS-PASEP under nº _____ and resident in _____, called simply employee, sign the present individual contract of work, by current labor law, conducted for clauses below and too much effective legal disposals:

1. Employee will exert the function of _____.
2. Contract of work with beginning in ___/___/___ and ending in ___/___/___, being able to be extending, obeyed the only paragraph of article 445 of the CLT.

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3. The wage is of R\$ _____ (_____) per day, to be paid ^{The Exhibition} _____.
4. Working Time: from ____ to ____ hours, with interval of ____ to ____ for meal and rest.
5. Local of work: _____.

If the definitive period is finished and the employee continues working for the employer, all clauses here established are extended until the rescission of the employment contract. With a full agreement between all the parts they sign both in two copies.

Date, ____/____/____

Company

Employee

14. SANITARY INSPECTION

The exhibitor that is going to manipulate food in his booth has to take orientation on the hygienically sanitary procedures.

For more information, contact telephones +55 31 3261 8763.

15. LIABILITY

IBRAM and **HYRNASTHA** will not be liable for loss or damage caused to the Exhibiting Company, individuals and/or goods during the event, including theft, sabotage, riots, power brownouts or blackouts, fire, lightning, explosions, water infiltration or any accidents whatsoever.

It is agreed that the Exhibitors and their representatives are responsible for all social security payments, legal obligations, and any accidents caused as of their presence, of their employees or any other person performing a service at the booth, including during Installation and Dismantling periods.

16. SAFETY AGAINST FIRE

All Exhibitors with an area up to 150 m² must keep 1 chemical powder fire extinguisher in the booth. The use of 02 (two) 6 kg fire extinguishers is mandatory in booths over 150 m², one with chemical powder load and the other with CO₂, during the whole period of installation, exhibition and dismantling.

Non-compliance with this requirement will make Exhibitors liable for all loss and damages to third parties and to the **EXPOMINAS** premises, as well as for any sanctions resulting from inspections by the Fire Department. Fire extinguishers may be rented through **HYRNASTHA** by completing **FORM 16**.

Promoted By:
IBRAM - Brazilian Mining Institute
Phone: + 55 61 3226 9367

Organized by:
Hyrnastha Arquitetura e Eventos
Phone.: + 55 21 3328 6644

Exhibitor's Manual

The Exhibition

17. INSURANCE

It is formally advisable that Exhibitors take an insurance policy at their own criteria to cover their booths, products, and property and work staff, as well as against accidents of any kind, including Acts of God or unexpected developments that will impair the company's performance during the Exhibition.

18. RENTAL OF AUDITORIUM

Only Exhibitors may rent auditorium for presentations to promote their plans and projects.

Foyer Rooms number 6, 7 and 8 (holding 60 people each one) and room 9 (holding 100 people) are available for rental. They will be equipped with chairs, sound, screen and projector, as detailed on the chart below:

Time	Monday/24th	Tuesday/25th	Wednesday/26th	Thursday/27th
13:30 to 15:00	A1	A6	A11	A16
15:00 to 16:30	A2	A7	A12	A17
16:30 to 18:00	A3	A8	A13	A18
18:00 to 19:30	A4	A9	A14	A19
19:30 to 21:00	A5	A10	A15	A20

Booking will be confirmed by form order of arrival. In order to formalize the request, exhibitor has to fill **FORM 19** and send it to **ÉTICA**.

The divulgation of the event to be held in the auditorium is sole responsibility of the exhibitor.

Exhibitor's Manual

Dismantling

1. PRODUCT RETRIEVAL (For all Exhibitors)

September 27th, 2007 from 21:00 to 24:00

Retrieval of the exhibits as well as of the furniture and appliances used in each booth will only be allowed after the official closing of the trade show on September 27th, 2007.

We advise that soon after the closure all showcases and other valuables (DVD, audio and TV sets) be removed, besides smaller items, to prevent theft, stealing, damages, misplacements, etc.

2. DISMANTLING OF BOOTHS (Free Area Exhibitors)

September, 28th – 29th, 2007 from 08:00 to 24:00

IMPORTANT

The retrieval of heavy equipment can only be carried on 09/30/2007, from 8:00 to 20:00.

Specifically during dismantling, Exhibitors should closely watch their exhibits to assist the exhibition watching staff to fully protect their assets.

After the dismantling deadline, all goods remaining in the Pavilions will be removed by **HYRNASTHA** and the respective cost charged to the Exhibitor; **HYRNASTHA** will bear no responsibility for any loss, damage, theft or misplacement that may occur. Thus, we suggest that it should be arranged with the assembler hired by the Exhibitor not to leave the dismantling items in the Pavilions.

The contract with **EXPOMINAS** provides compensation for damages caused to the facilities. Exhibitors and their hired assemblers will be responsible for the conservation of their rented areas. Any amounts charged by **EXPOMINAS** related to the repair of damaged floors and removing of paints, plaster and oil stains will be charged to the Exhibitor by bank order, enclosing a copy of the invoice issued by **EXPOMINAS** up to 60 days after the closing of the exhibition.

Exhibitor's Manual

Taxes and Fiscal Procedures

Exhibitors will be fully responsible for tax, payroll taxes, social security and insurance payments due to the activities in their booths.

1. BELO HORIZONTE CITY HALL FEES

Belo Horizonte City Hall License Fees are temporally suspended.

IMPORTANT: In case of any change on this procedure until the date of realization of the event, exhibitors will be informed.

2. SHIPMENT OF GOODS

2.1. IPI RELATED PROCEDURES:

Goods shipped directly by industrial facilities to the fair for exhibition purposes only must be shipped with a **waiver** of the excise tax (Industrial Product Tax - IPI).

Shipment procedure:

An Invoice must be issued on behalf of the facility to cover shipment with the following statement: **“SHIPPED WITH AN EXCISE TAX WAIVER FOR ITEMS TO BE SHOWN AT EXPOSIBRAM 2007 PURSUANT TO ARTICLE 40, INCISE II, FROM DECRETAL NBR 2637/98”**.

Procedure for return:

An inbound Invoice must be issued to cover the return shipment of the goods to the facility of origin and entered into the proper book **with a reference to the Regular Shipment Invoice**.

1.2. PROCEDURES REGARDING THE ICMS (VAT):

Goods shipped to the event for exhibition purposes only (as well as all the goods which are part of the fixed assets such as furniture, appliances and installations), provided they are returned to the facility of origin within **60 (sixty) days of the shipment are exempt of the ICMS**.

Shipment procedures:

A Shipment Invoice must be issued to cover the goods showing the following statement: **“EXEMPT FROM ICMS(VAT) FOR ITEMS TO BE SHOWN AT EXPOSIBRAM 2007, PURSUANT TO ATTACHMENT III, ITEM 4, DECRETAL NBR 38.104/96”**.

Procedure for return:

An inbound Invoice must be issued to cover the return shipment of the goods to the facility of origin, stating the number, date and amount of the Regular Shipment.

Exhibitor's Manual

Tax and Fiscal Procedures

Invoice (Attachment III ITEM 4, from DECRETAL nbr 38.104/96), describing why the operation is ICMS (VAT) exempt.

IMPORTANT:

We remind you that the goods that will not be returned to the facilities of origin, such as **products for sampling and give-away will be taxed**. These must also have their **respective Invoice** attached, but **are subject to a different fiscal procedure**.

Important information and declarations to be mentioned on the invoice, according to the State of origin:

RIO GRANDE DO SUL

1. Invoices: Model 1 or 1A
2. Type of Operation: Sending for Exhibition - code 5.914
3. ICMS tax free according to book I, article 9º, incise VII, from Decretal 37.699/97
4. IPI with tax suspension: article 40, incise II from Decretal nº 2637/98.

SÃO PAULO

1. Invoices: Model 1 or 1 A
2. Type of Operation: Sending for Exhibition - code 5.914
3. ICMS tax free according to article 33, Attachment I, from Decretal 45.490/2000
4. IPI with tax suspension: article 40, incise II, from Decretal nº 2637/98.

RIO DE JANEIRO

1. Invoices: Model 1 or 1 A
2. Type of Operation: Sending for Exhibition - code 6.914
3. ICMS tax free: base on I Covenant RJ/67
4. IPI with tax suspension: article 40, incise II, from Decretal nº 2637/98

MINAS GERAIS

1. Invoices: Model 1 or 1A
2. Type of Operation: Sending for Exhibition - code 5.914
3. ICMS suspended according to Attachment II, item 4, from Decretal nº 38.104/96
4. IPI with tax suspension: article 40, incise II, from Decretal nº 2637/98

BAHIA

1. Invoice: Model 1 serie C
2. Type of Operation: Sending for Exhibition - code 5.914
3. ICMS suspended according to article 605 from Decretal nº 6284/97
4. IPI with tax suspension: article 40, incise II, from Decretal nº 2637/98

BRASÍLIA

1. Invoice: Model 1
2. Type of Operation: Sending for Exhibition - code 5.914
3. ICMS exempt according to item 22, book 1, attachment I, from Decretal nº 18.955/97
4. IPI with tax suspension: article 40, incise II, from Decretal nº 2637/98

Exhibitor's Manual

Tax and fiscal Procedures

ESPÍRITO SANTO

1. Invoices: Model 1 or 1 A
2. Type of Operation: Sending for Exhibition - code 5.914
3. ICMS: ask the public treasury department
4. IPI with tax suspension: article 40, incise II, from Decretal nº 2637/98

PARANÁ

1. Invoices: Model 1 or 1 A
2. Type of Operation: Sending for Exhibition - code 5.914
3. ICMS exempt according to article 3, attachment I, item 34, from Decretal nº 2736/96
4. IPI with tax suspension: article 40, incise II from Decretal nº 2637/98

SANTA CATARINA

1. Invoices: Model 1 serie C
2. Type of Operation: Sending for Exhibition - code 5.914
3. ICMS exempt according to article 4, incise VIII, anexo II, from Decretal nº 1790/97
4. IPI with tax suspension: article 40, incise II, from Decretal nº 2637/98

OTHER STANTES

1. Invoices: Model 1 serie C
2. Type of Operation: Sending for Exhibition - code 5.914
3. ICMS: ask the local ICMS inspection department
4. IPI with tax suspension: article 40, incise II, from Decretal nº 2637/98

3. ADDRESS ON SHIPPING INVOICES:

Name Recipient: (Exhibiting Company Name)
Address: Av. Amazonas, 6020 - Gameleira
CEP 30520-000 - Belo Horizonte - MG - Brasil
(EXPOMINAS PAVILION)

4. DOUBTS AND CLARIFICATIONS:

Any further information:
Treasure Secretariat of Minas Gerais State
AF - Treasure Administration
Rua Rio de Janeiro, 341 or
Av. Brasil, 464
Belo Horizonte - MG - Brazil
Phone: 0300-7890300 / +55 31 2122 6666
www.fazenda.mg.gov.br

Exhibitor's Manual

Forms

Exhibitors will find next the necessary information to understand and complete the operational order forms of the event.

We high light that an accurate filling and forwarding of the forms within the stated deadlines are fundamental for the successful running of the event administration.

Forms should be completed, signed and sent to the recipients indicated on each one.

We advise Exhibitors to make a copy of each form sent for their own file.

Under no circumstances will the **IBRAM** nor **HYRNASTHA** take the responsibility of providing services requested after the deadlines set for delivery of the forms.

Exhibitor's Manual

Mandatory form for free area exhibitors

Form1

Assembler Nomination

To be completed and forwarded to **HYRNASTHA** up to **08/13/2007**.

To
HYRNASTHA Arquitetura e Eventos Ltda.
Avenida das Américas, 8445 Grupo 1003 a 1006.
22793-081 - Rio de Janeiro - RJ - Brazil
Phone: +55 21 3328 6644 Fax: +55 21 3329 0099

We hereby inform that we have hired theAssembler to carry out the installation, furnishing, technical maintenance and dismantling services in our booth at the **EXPOSIBRAM 2007**.

We hereby state that we are fully aware of the fact that hiring said company does not exempt us from any liability regarding full compliance with the provisions of the Exhibitor's Manual.

Exhibiting Company:.....
Business Name:.....
Booth Nr.....Pavilion.....
Phone:.....Fax:..... E-mail:.....
Responsible for the request:.....
Date:...../...../2007 Signature:
Company Stamp:.....

Promoted By:
IBRAM - Brazilian Mining Institute
Phone: + 55 61 3226 9367

Organized by:
Hyrnastha Arquitetura e Eventos
Phone.: + 55 21 3328 6644

Exhibitor's Manual

Mandatory form for free area exhibitors

Form 2

Statement of Responsibility

(Only original will be accepted)

To be completed and forwarded to **HYRNASTHA** up to **08/13/2007**.

To
HYRNASTHA Arquitetura e Eventos Ltda.
Avenida das Américas, 8445 Grupo 1003 a 1006.
22793-081 - Rio de Janeiro - RJ - BRASIL

By this Statement of Responsibility we state that we are liable for all social security and legal obligations, and for any damages that may be caused to the Pavilions or to third parties by employees of our company listed on **FORM 3** who will be working in the installation and dismantling and by workers listed on **FORM 13**, who will carry out the maintenance of the booth of the Exhibiting Company qualified below, during the **EXPOSIBRAM 2007**.

We also undertake to strictly comply with all target dates set in the Exhibitors Manual for the installation, maintenance and dismantling of the referred booth.

We hereby state that we are aware that whatever violation of the event Rules and Manual or infringement of **EXPOMINAS** regulations will warrant the cancellation by **HYRNASTHA** of our registration.

ATTENTION

This form (original) must be mailed to **HYRNASTHA Arquitetura e Eventos Ltda**

Exhibiting Company:.....
Business Name:..... Booth Nr.....Pavilion.....
Phone:.....Fax:.....
E-mail:.....

Assembler company:.....
CNPJ:Inscr. Estadual:
Business Name:.....
Phone:.....Fax:.....
E-mail:.....
Responsible for the Request:
Date:...../...../2007. Signature:
Company Stamp:

Promoted By:
IBRAM - Brazilian Mining Institute
Phone: + 55 61 3226 9367

Organized by:
Hyrnastha Arquitetura e Eventos
Phone.: + 55 21 3328 6644

Exhibitor's Manual

Mandatory form for free area exhibitors

Form 3

Request for Installation/Dismantling Name Badges

To be completed and forwarded to **HYRNASTHA** up to **08/13/2007**.

There will be no name changes or reissue of badges. Badges are personal and non-transferable; if a badge is missing, a new request should be submitted.

To

HYRNASTHA Arquitetura e Eventos Ltda.

Avenida das Américas, 8445 Grupo 1003 a 1006.

22793-081 - Rio de Janeiro - RJ - Brasil

Phone: +55 21 3328 6644 Fax: +55 21 3329 0099

We hereby request identification badges for the persons listed below, who will be working in the installation and dismantling of booths under our responsibility at the **EXPOSIBRAM 2007**.

NAME	ID NUMBER (RG)	CPF
.....
.....
.....
.....
.....
.....
.....

OBS.: - Indicar Please indicate the person on the list in charge of collecting the Badges..

Description	Quant	Value up to 08/13/2007	Value after 08/13/2007	Total Amount
Installation/Dismantling Badges		R\$ 4,50	R\$ 5,40	

ATTENTION

Payments have to be made through the bank invoice generated by the Form Management System. After due payment, please send copy of the invoice, by fax or mail, to **HYRNASTHA Arquitetura e Eventos Ltda.**

Exhibiting Company:.....

Business Name:.....

Booth Nr.....Pavilion.....

Phone:.....Fax:.....E-mail:.....

Responsible for the request:.....

Date:...../...../2007 Signature:

Company Stamp:.....

Promoted By:
IBRAM - Brazilian Mining Institute
Phone: + 55 61 3226 9367

Organized by:
Hyrnastha Arquitetura e Eventos
Phone.: + 55 21 3328 6644

Exhibitor's Manual

Mandatory form for free area exhibitors

Form 4

Assembling/Dismantling Cleaning Fee

To be completed and forwarded to **HYRNASTHA** up to **08/13/2007**.

To

HYRNASTHA Arquitetura e Eventos Ltda.

Avenida das Américas, 8445 Grupo 1003 a 1006.

22793-081 - Rio de Janeiro - RJ - Brasil

Phone: +55 21 3328 6644 Fax: +55 21 3329 0099

We list below the both we will be assembling and its related are, in order to calculate its assembling/dismantling cleaning fee at **EXPOSIBRAM 2007**.

Exhibitor	AREA (m ²)	Value up to 8/13/2007	Value after 8/13/2007	Valor Total
		R\$ 10,00 p/m ²	R\$ 12,00 p/m ²	
TOTAL DUE				

ATTENTION

Payments have to be made through the bank invoice generated by the Form Management System. After due payment, please send copy of the invoice, by fax or mail, to **HYRNASTHA Arquitetura e Eventos Ltda.**

Exhibiting Company:.....
Business Name:.....
Booth Nr..... Pavilion.....
Phone:..... Fax:..... E-mail:.....
Responsible for the request:.....
Date:...../...../2007 Signature:

Company Stamp:.....

Promoted By:
IBRAM - Brazilian Mining Institute
Phone: + 55 61 3226 9367

Organized by:
Hyrnastha Arquitetura e Eventos
Phone.: + 55 21 3328 6644

Exhibitor's Manual

Mandatory form for free area exhibitors

Form 5

Electric power, plumbing and Compressed Air Installation

To be completed and forwarded to **HYRNASTHA** up to **08/13/2007**.

To

HYRNASTHA Arquitetura e Eventos Ltda.

Avenida das Américas, 8445 Grupo 1003 a 1006.

22793-081 - Rio de Janeiro - RJ - Brasil

Phone: +55 21 3328 6644 Fax: +55 21 3329 0099

We request the following installation for our booth at **EXPOSIBRAM 2007**.

Description	Quant	Value up to 8/13/2007	Value after 8/13/2007	Total Amount
1- ELECTRIC POWER (KW)				
110 V 1 phase		R\$ 140,00 p/Kw	R\$ 168,000 p/Kw	
220 V 1 phase		R\$ 140,00 p/Kw	R\$ 168,000 p/Kw	
220 V 3 phase		R\$ 140,00 p/Kw	R\$ 168,000 p/Kw	
2 - PLUMBING				
Outlet without sink		R\$ 200,00/outlet	R\$ 240,00 /outlet	
3 -COMPRESSED AIR		R\$ 270,00/outlet	R\$ 324,00 /outlet	
TOTAL DUE				

- Request forwarded after 8/13/2007 are pending on availability.
 - All plumbing requests for the Foyer have to have a previous approval from Hyrnastha. At outdoor space, it is just for equipment use, and not for kitchen use, as the sewage is in pluvial water gallery.
 - Air compressed requests are not available at the foyer and outdoor space.
 - This form is only valid if FORM 5A is attached.
- Should plumbing or sewage outlets be replaced due to mistakes in site indications on Form 5A, a extra R\$ 140,00 fee will be charged for each outlet.

ATTENTION

Payments have to be made through the bank invoice generated by the Form Management System. After due payment, please send copy of the invoice, by fax or mail, to **HYRNASTHA Arquitetura e Eventos Ltda.**

Exhibiting Company:.....

Business Name:.....

Booth Nr.....Pavilion.....

Phone:.....Fax:..... E-mail:.....

Responsible for the request:.....

Date:...../...../2007 Signature:

Company Stamp:.....

Promoted By:
IBRAM - Brazilian Mining Institute
Phone: + 55 61 3226 9367

Organized by:
Hyrnastha Arquitetura e Eventos
Phone.: + 55 21 3328 6644

Exhibitor's Manual

Mandatory form for all exhibitors

Form 9

Data for Official Catalogue

To be filled and sent to **ÉTICA** by **30/05/2007**.

TO

ÉTICA Promoção de Eventos

Rua Nossa Senhora do Brasil, 765
31130-090 - Belo Horizonte - MG - Brasil
Phone: +55 31 3444 4794 - Fax: +55 31 3444 4329

The Exhibitor is entitled to appear on the Official Catalogue with the company name, address and description of line of products and/or services.

IMPORTANT:

- Organizers will not do translations or edit the texts received.
- No printed information will be accepted.
- Information has to be provided in Portuguese and English.

Name to appear on the Official Catalogue:.....

Address:.....

ZIP Code:..... **City:**.....

State:..... **Country:**.....

Phone:.....**Fax:**.....

E-mail:..... **Home Page:**.....

Booth Number: **Director:** **Position:**

Corporate Group of the greater shareholder	
Main controlled and allied companies	
Products (Maximum 100 words)	
Market(s) in Operation	
Production in 2005 and 2006	
Internal Market Sales on 2005 and 2006	
Exports on 2005 and 2006	
Mines in activity	
Processing plants	
Planned Investments for 2008	

ATTENTION

THIS FORM IS VALID ONLY IF FILLED IN THE FORMS MANAGEMENT SYSTEM.

Exhibiting Company:.....

Business Name:.....

Booth Nr..... Pavilion.....

Phone:..... Fax:..... E-mail:.....

Responsible for the request:.....

Date:...../...../2007 Signature:

Company Stamp:.....

Promoted By:
IBRAM - Brazilian Mining Institute
Phone: + 55 61 3226 9367

Organized by:
Hyrnastha Arquitetura e Eventos
Phone.: + 55 21 3328 6644

Exhibitor's Manual

Optional form for all exhibitors

Form10

Telephone line Installation

(valid only after the request of a telephone line to TELEMAR)

To be completed and forwarded to **HYRNASTHA** up to **08/13/2007**.

To

HYRNASTHA Arquitetura e Eventos Ltda.

Avenida das Américas, 8445 Grupo 1003 a 1006.

22793-081 - Rio de Janeiro - RJ - Brasil

Phone: +55 21 3328 6644 Fax: +55 21 3329 0099

After requesting a telephone line to **TELEMAR**, we request its instalation in our booth at **EXPOSIBRAM 2007**.

Description	Quant.	Value up to 08/13/2007	Value after 08/13/2007	Total Value
Conventional Telephone Line		R\$ 80,00	R\$ 96,00	
TOTAL DUE				

- **TELEMAR** installs the telephone lines in the **EXPOMINAS** general switch board. The conduction of the telephone line from the general switch board to the booth is possible only after this request.

ATTENTION

Payments have to be made through the bank invoice generated by the Form Management System. After due payment, please send copy of the invoice, by fax or mail, to **HYRNASTHA Arquitetura e Eventos Ltda.**

Exhibiting Company:.....
Business Name:.....
Booth Nr.....Pavilion.....
Phone:.....Fax:..... E-mail:.....
Responsible for the request:.....
Date:...../...../2007 Signature:,.....
Company Stamp:.....
Carimbo da Empresa:,.....

Promoted By:
IBRAM - Brazilian Mining Institute
Phone: + 55 61 3226 9367

Organized by:
Hyrnastha Arquitetura e Eventos
Phone.: + 55 21 3328 6644

Exhibitor's Manual

Optional form for all exhibitors

Form 12

Watchman Badge Request

To be completed and forwarded to **HYRNASTHA** up to **08/13/2007**.

To

HYRNASTHA Arquitetura e Eventos Ltda.

Avenida das Américas, 8445 Grupo 1003 a 1006.

22793-081 - Rio de Janeiro - RJ - Brasil

Phone: +55 21 3328 6644 Fax: +55 21 3329 0099.

There will be no name changes or reissue of badges. Badges are personal and non-transferable; if a badge is missing, a new request should be submitted.

We request badges for the persons bellow who will be working as watchmen during off hours at **EXPOSIBRAM 2007**.

<i>NAME</i>	<i>ID/RG</i>	<i>CPF(TAX PAYER'S NBR)</i>
.....
.....
.....

- Note: Copy of the Exhibitor contract with the watching services provider and/or evidence of the working relationship with watchman have to be sent to Hyrnastha by mail or fax, besides a copy of ID card (RG) and e CPF (tax payer's number) of the worker.

Description	Quant.	Value up to 08/13/2007	Value after 08/13/2007	Valor Total
Identification Badge		R\$ 17,00	R\$ 20,40	

note: This Form is only valid if FORM 12 A is attached.

ATTENTION

Payments have to be made through the bank invoice generated by the Form Management System. After due payment, please send copy of the invoice, by fax or mail, to **HYRNASTHA Arquitetura e Eventos Ltda.**

Empresa Exhibitora:.....

Exhibiting Company:.....

Business Name:.....

Booth Nr.....Pavilion.....

Phone:.....Fax:..... E-mail:.....

Responsible for the request:.....

Date:...../...../2007 Signature:

Company Stamp:.....

Promoted By:
IBRAM - Brazilian Mining Institute
Phone: + 55 61 3226 9367

Organized by:
Hyrnastha Arquitetura e Eventos
Phone.: + 55 21 3328 6644

Exhibitor's Manual

Optional form for all exhibitors

Form 12A

Statement of Responsibility for Watchman Registration

(only original is accepted)

To be completed and forwarded to **HYRNASTHA** up to **08/13/2007**.

To
HYRNASTHA Arquitetura e Eventos Ltda.
Avenida das Américas, 8445 Grupo 1003 a 1006.
22793-081 - Rio de Janeiro - RJ - Brasil
Phone: +55 21 3328 6644 Fax: +55 21 3329 0099

By this Statement of Responsibility we declare that the persons listed on **FORM 12** will be rendering services in our booth at the **EXPOSIBRAM 2007** and that we are liable for all social security and legal payments involved and for any damages they may cause to the booths, Pavilions or third parties.

We are aware that any violation whatsoever of the Exhibition Rules and Manual or of **EXPOMINAS** regulations will warrant **HYRNASTHA** to promptly cancel the violator(s) registration

ATTENTION

This Form (original) have to be sent by mail to **HYRNASTHA Arquitetura e Eventos Ltda.**

Exhibiting Company:.....
Business Name:.....
Booth Nr..... Pavilion.....
Phone:..... Fax:..... E-mail:.....
Responsible for the request:.....
Date:...../...../2007 Signature:

Company Stamp:.....

Promoted By:
IBRAM - Brazilian Mining Institute
Phone: + 55 61 3226 9367

Organized by:
Hyrnastha Arquitetura e Eventos
Phone.: + 55 21 3328 6644

Exhibitor's Manual

Optional form for all exhibitors

Form 13

Off Hours Badges Request (Maintenance, Cleaning and Reposition)

To be completed and forwarded to **HYRNASTHA** up to **08/13/2007**.

There will be no name changes or reissue of badges. Badges are personal and non-transferable; if a badge is missing, a new request should be submitted.

To
HYRNASTHA Arquitetura e Eventos Ltda.
Avenida das Américas, 8445 Grupo 1003 a 1006.
22793-081 - Rio de Janeiro - RJ - Brasil
Phone: +55 21 3328 6644 Fax: +55 21 3329 0099

We hereby request identification badges to be issued to the persons listed below, whom we hired to work during the off-hours of the **EXPOSIBRAM 2007**.

NAME	CPF (tax payer's nbr)	ID/RG
1. Maintenance		
2. Cleaning		
3. Reposition		

Description	Quant.	Value up to 08/13/2007	Value after 08/13/2007	Total Amount
Identification Badge		R\$ 17,00	R\$ 20,40	

Note: This form is valid only if Form 13A is attached.

ATTENTION

Payments have to be made through the bank invoice generated by the Form Management System. After due payment, please send copy of the invoice, by fax or mail, to **HYRNASTHA Arquitetura e Eventos Ltda.**

Exhibiting Company:.....
Business Name:.....
Booth Nr.....Pavilion.....
Phone:.....Fax:..... E-mail:.....
Responsible for the request:.....
Date:...../...../2007 Signature:

Company Stamp:.....

Promoted By:
IBRAM - Brazilian Mining Institute
Phone: + 55 61 3226 9367

Organized by:
Hyrnastha Arquitetura e Eventos
Phone.: + 55 21 3328 6644

Exhibitor's Manual

Optional form for all exhibitors

Form 13A

Off Hours Statement of Responsibility

(Only original will be accepted)

To be completed and forwarded to **HYRNASTHA** up to **08/13/2007**.

To

HYRNASTHA Arquitetura e Eventos Ltda.

Avenida das Américas, 8445 Grupo 1003 a 1006.

22793-081 - Rio de Janeiro - RJ - Brasil

Phone: +55 21 3328 6644 Fax: +55 21 3329 0099

By this Statement of Responsibility we declare that the persons listed on **FORM 13** will be rendering services in our booth at the **EXPOSIBRAM 2007** and that we are liable for all social security and legal payments involved and for any damages they may cause to the booths, Pavilions or third parties.

We are aware that any violation whatsoever of the Exhibition Rules and Manual or of **EXPOMINAS** regulations will warrant **HYRNASTHA** to promptly cancel the violator(s) registration.

ATTENTION

This form (original) has to be sent by mail to **HYRNASTHA Arquitetura e Eventos Ltda.**

Exhibiting Company:.....
Business Name:.....
Booth Nr.....Pavilion.....
Phone:.....Fax:..... E-mail:.....
Responsible for the request:.....
Date:...../...../2007 Signature:
Company Stamp:.....

Promoted By:
IBRAM - Brazilian Mining Institute
Phone: + 55 61 3226 9367

Organized by:
Hyrnastha Arquitetura e Eventos
Phone.: + 55 21 3328 6644

Exhibitor's Manual

Optional form for all exhibitors

Form 14

Watching Services Request

To be completed and forwarded to **HYRNASTHA** up to **08/13/2007**.

To

HYRNASTHA Arquitetura e Eventos Ltda.

Avenida das Américas, 8445 Grupo 1003 a 1006.

22793-081 - Rio de Janeiro - RJ - Brasil

Phone: +55 21 3328 6644 Fax: +55 21 3329 0099

We hereby request watching services to be provided to our booth at **EXPOSIBRAM 2007**.

Description	Quant.	Value up to 08/13/2007	Value after 08/13/2007	Total Amount
1- Watching Services (hour)		To be informed later	To be informed later	
a) Before Event:				
09/21/2007 from.....to.....hours			
09/22/2007 from.....to..... hours			
09/23/2007 from.....to..... hours			
09/24/2007 from.....to.....hours			
b) Event:				
09/24 - 27/2007, only during off hours:	51 hours			
c) After-Event:				
09/27/2007 from to..... hours			
09/28/2007 from tohours			
TOTAL DUE				

NOTE.: Requests forwarded after **8/13/2007** will be pending on availability.

Exhibitors hiring security services from the Official Company will only pay the amount for services entered on this Form and will not need the specific badge.

ATTENTION

Payments have to be made through the bank invoice generated by the Form Management System. After due payment, please send copy of the invoice, by fax or mail, to **HYRNASTHA Arquitetura e Eventos Ltda.**

Exhibiting Company:.....

Business Name:.....

Booth Nr.....Pavilion.....

Phone:.....Fax:.....E-mail:.....

Responsible for the request:.....

Date:...../...../2007 Signature:

Company Stamp:.....

Promoted By:
IBRAM - Brazilian Mining Institute
Phone: + 55 61 3226 9367

Organized by:
Hyrnastha Arquitetura e Eventos
Phone.: + 55 21 3328 6644

Exhibitor's Manual

Optional form for all exhibitors

Form15

Cleaning Services Request

To be completed and forwarded to **HYRNASTHA** up to **08/13/2007**.

To
HYRNASTHA Arquitetura e Eventos Ltda.
Avenida das Américas, 8445 Grupo 1003 a 1006.
22793-081 - Rio de Janeiro - RJ - Brasil
Phone: +55 21 3328 6644 Fax: +55 21 3329 0099

We hereby request cleaning services to be provided to our booth at **EXPOSIBRAM 2007**.

Description	Quant.	Value up to 08/13/2007	Value after 08/13/2007	Total Amount
Cleaning for the event period (by booth area (m ²))				
The cleaning will be performed from 09/24-27/2007, during off hours	___m ²	To be informed later	To be informed later	
TOTAL DUE				

Note. Requests made after **08/13/2007** will be pending on availability.
The Exhibitor hiring cleaning services from the Official Company will pay the amount for services entered on this Form only and will not need any specific badge.

ATTENTION

Payments have to be made through the bank invoice generated by the Form Management System. After due payment, please send copy of the invoice, by fax or mail, to **HYRNASTHA Arquitetura e Eventos Ltda.**

Exhibiting Company:.....
Business Name:.....
Booth Nr.....Pavilion.....
Phone:.....Fax:..... E-mail:.....
Responsible for the request:.....
Date:...../...../2007 Signature:

Company Stamp:.....

Promoted By:
IBRAM - Brazilian Mining Institute
Phone: + 55 61 3226 9367

Organized by:
Hyrnastha Arquitetura e Eventos
Phone.: + 55 21 3328 6644

Exhibitor's Manual

Optional form for all exhibitors

Form 16

Fire Extinguisher Request

To be completed and forwarded to **HYRNASTHA** up to **08/13/2007**.

To

HYRNASTHA Arquitetura e Eventos Ltda.

Avenida das Américas, 8445 Grupo 1003 a 1006.

22793-081 - Rio de Janeiro - RJ - Brasil

Phone: +55 21 3328 6644 Fax: +55 21 3329 0099

We hereby request the rental of fire extinguishers for our booth at **EXPOSIBRAM 2007**.

Description	Quant.	Value up to 08/13/2007	Value after 08/13/2007	Total Amount
Chemical Powder Fire Extinguisher		To be informed	To be informed	
CO2 Fire Extinguisher - 6 Kg		Later	later	
TOTAL DUE				

Note: Requests made after **08/13/2007** will be pending on availability.

ATTENTION

Payments have to be made through the bank invoice generated by the Form Management System. After due payment, please send copy of the invoice, by fax or mail, to **HYRNASTHA Arquitetura e Eventos Ltda.**

Exhibiting Company:.....
Business Name:.....
Booth Nr.....Pavilion.....
Phone:.....Fax:..... E-mail:.....
Responsible for the request:.....
Date:...../...../2007 Signature:

Company Stamp:.....

Promoted By:
IBRAM - Brazilian Mining Institute
Phone: + 55 61 3226 9367

Organized by:
Hyrnastha Arquitetura e Eventos
Phone.: + 55 21 3328 6644

Exhibitor's Manual

Optional form for all exhibitors

Form17

Hanging of Banner

To be completed and forwarded to **HYRNASTHA** up to **08/13/2007**.

To

HYRNASTHA Arquitetura e Eventos Ltda.

Avenida das Américas, 8445 Grupo 1003 a 1006.

22793-081 - Rio de Janeiro - RJ - Brasil

Phone: +55 21 3328 6644 Fax: +55 21 3329 0099

We hereby request to hang a Banner overhead (over the booth), which will be made by the exhibiting company following the standard size (2.80m wide x 3.50m high) and printed on both sides, during **EXPOSIBRAM 2007**.

QUANTIDADE	Value up to 08/13/2007	Value after 08/13/2007	Total Amount
01	R\$ 650,00	R\$ 780,00	

- If the exhibitor is interested on using the Overhead space over the booth in a different way, must consult the IBRAM to estimate the project and the related costs.

- Delivery of the Banners to **HYRNASTHA** has to be at EXPOMINAS from 09/18-21/2007

ATTENTION

Payments have to be made through the bank invoice generated by the Form Management System. After due payment, please send copy of the invoice, by fax or mail, to **HYRNASTHA Arquitetura e Eventos Ltda.**

Exhibiting Company:.....

Business Name:.....

Booth Nr.....Pavilion.....

Phone:.....Fax:.....E-mail:.....

Responsible for the request:.....

Date:...../...../2007 Signature:

Company Stamp:.....

Promoted By:
IBRAM - Brazilian Mining Institute
Phone: + 55 61 3226 9367

Organized by:
Hyrnastha Arquitetura e Eventos
Phone.: + 55 21 3328 6644

Exhibitor's Manual

Optional form for all exhibitors

Form 18

Data Collector Rental

To be completed and forwarded to **HYRNASTHA** up to **08/13/2007**.

To

HYRNASTHA Arquitetura e Eventos Ltda.

Avenida das Américas, 8445 Grupo 1003 a 1006.

22793-081 - Rio de Janeiro - RJ - Brasil

Phone: +55 21 3328 6644 Fax: +55 21 3329 0099

We request the data collector rental, to be used by our company at **EXPOSIBRAM 2007**, as follows:

Description	Quant.	Value up to 08/13/2007	Value after 08/13/2007	Total Amount
Register of visitors through a portable data collector, base on updated registered information of all visitors attending the booth.		R\$ 750,00	R\$ 900,00	
TOTAL DUE				

Note: - All data results will be available on Excell plans within 15 days after evento.

- Requests made after **08/13/2007** are pending on availability.

E-mail to send the file:

ATTENTION

Payments have to be made through the bank invoice generated by the Form Management System. After due payment, please send copy of the invoice, by fax or mail, to **HYRNASTHA Arquitetura e Eventos Ltda.**

Exhibiting Company:.....

Business Name:.....

Booth Nr.....Pavilion.....

Phone:.....Fax:..... E-mail:.....

Responsible for the request:.....

Date:...../...../2007 Signature:

Company Stamp:.....

Promoted By:
IBRAM - Brazilian Mining Institute
Phone: + 55 61 3226 9367

Organized by:
Hyrnastha Arquitetura e Eventos
Phone.: + 55 21 3328 6644

Exhibitor's Manual

Optional Form for all exhibitors

Form19

Auditorium Rental

To be filled and sent to **ÉTICA** up to **08/13/2007**.

To

ÉTICA Promoção de Eventos

Rua Nossa Senhora do Brasil, 765

31130-090 - Belo Horizonte - MG - Brasil

Phone: +55 31 3444-4794 - Fax: +55 31 3444-4329

We request the rental of auditorium on the following days and time, for use of our company at **EXPOSIBRAM 2007**, according to the following chart:

Time	Monday 24th	Tuesday 25th	Wednesday 26th	Thursday 27th
13:30 to 15:00	A1	A6	A11	A16
15:00 to 16:30	A2	A7	A12	A17
16:30 to 18:00	A3	A8	A13	A18
18:00 to 19:30	A4	A9	A14	A19
19:30 to 21:00	A5	A10	A15	A20

Chosen number of the chart above	Value up to 08/13/2007	Value after 08/13/2007	Total Amount
	To be informed later	To be informed later	
TOTAL DUE			

- Reservation will be confirmed according to form arrival order.

ATTENTION

Payments have to be made through the bank invoice generated by the Form Management System. After due payment, please send copy of the invoice, by fax or mail, to **Ética Promoção de Eventos**.

Exhibiting Company:.....

Business Name:.....

Booth Nr.....Pavilion.....

Phone:.....Fax:..... E-mail:.....

Responsible for the request:.....

Date:...../...../2007 Signature:

Company Stamp:.....

Promoted By:
IBRAM - Brazilian Mining Institute
Phone: + 55 61 3226 9367

Organized by:
Hyrnastha Arquitetura e Eventos
Phone.: + 55 21 3328 6644