

SMART GRID

18th. EDITION

CENTRO DE CONVENCÕES
FREICANECA

OCTOBER 6 & 7, 2026
SÃO PAULO - SP - BRAZIL



EXHIBITOR MANUAL

CENTRO DE CONVENCÕES
FREICANECA

Rua Frei Caneca, 569 – 6º. Andar
São Paulo – SP - Brasil

18TH LATIN AMERICAN SMART GRID FORUM
October 6 and 7, 2026

"Smart Grids and the open market: the consumer at the center"



Aponte a câmera do seu celular para acessar o aplicativo de perguntas.

Não esqueça de se identificar e mencionar a quem se destina a pergunta.

As perguntas com mais likes terão preferência de resposta.



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INTRODUCTION

This manual aims to guide you in your participation in the Smart Grid 2026 event. It is important that the exhibitor and assembler respect the rules and deadlines established in this manual to ensure that their exhibition takes place smoothly and safely.

It is the sole responsibility of the exhibiting company to observe and comply with the rules imposed in this manual.

The Promoter reserves the right to establish, at any time, new rules that may be necessary for the smooth running of the event, as well as to change and/or add relevant information to the exhibitor, assemblers and service providers.

We recommend the careful and early reading of the rules, regulations and deadlines established in the manual by the EXHIBITOR and its REPRESENTATIVES (employees, contracted assembler and service providers, among others) so that the assembly takes place without inconvenience.

RESPONSIBILITIES OF EXHIBITORS, ASSEMBLERS AND SERVICE PROVIDERS

Respect all the rules and dates established in this manual and guide your employees and contractors.

ASSEMBLY / OPERATION / DISASSEMBLY TIMES

October 5, 2026 (MONDAY)

- Entry only for automakers, from 07:00 am.
- Entrance is free for exhibitors for the decoration of the booths and entry of equipment, starting at 2:00 pm.
- Allowed hours for work on site during assembly: until 10:00 pm.

The booths must be finished and ready by 10:00 pm on October 5, 2026.

EXHIBITION OPERATION

October 6, 2026 - (TUESDAY) - from 11:00 am to 7:00 pm

October 7, 2026 - (WEDNESDAY) - from 11:00 am to 5:00 pm

DISMANTLING OF THE EXHIBITION

October 7, 2026
(WEDNESDAY)

On October 7, 2026, Wednesday, from 5:00 p.m. to 11:00 p.m., the EXHIBITOR and the ASSEMBLER must provide for the complete removal of materials and equipment from the leased area.

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OFFICIAL MANUFACTURER



Square Meter & Cube Stands - (55 11) 5671-2022 / 93208-1220
Daniela Higuti - exhibitor service - daniela@metro2.com.br

REGULATIONS FOR EXHIBITORS

- . The contractually leased areas will be released for occupation and start of assembly in accordance with the dates, times and requirements contained in this manual.
- . Areas not occupied up to 24 hours prior to the beginning of the period may be reallocated at the sole and exclusive discretion of the Promoter, and the exhibitor is not entitled to any reimbursements or complaints.
- . Built structures must enter the FREI CANECA CONVENTION CENTER semi-ready, missing only the final finishing details to be carried out on site. Sawing, sanding, painting or performing locksmith work and similar services will not be allowed within the premises.
- . According to the Regulation of the FREI CANECA CONVENTION CENTER, it is forbidden to SAW, SAND, PAINT OR PERFORM LOCKSMITH WORK and similar services within the facilities.
- . Maximum height allowed for the stands: 3.00m from the local floor. A setback of 0.50m of the partition walls must be observed when the decorative elements exceed the height of 2.70m.
- . Side walls: the assembly of blind walls in the booths must not exceed the percentage of 50% (fifty percent) on each side or front, facing the neighboring booth or the circulation area of the event (example: for a booth with a side of 3.00m, it is allowed to close a side wall of 1.50m).
- . Water point: not allowed.
- . Gas: The use of LPG gas or any other type of flammable gas is not allowed
- . Bar or Buffet Service: external service can be hired, at the discretion of the EXHIBITOR.
- . Any and all expenses arising from damages caused by the EXHIBITOR or ASSEMBLER hired by it, at the facilities of the FREI CANECA CONVENTION CENTER, will be charged directly to the EXHIBITOR.
- . The EXHIBITOR that uses a booth project that is not developed by the OFFICIAL ASSEMBLER company must send a copy of the project for prior approval by the official assembler to approve the project and the RRT - Technical Responsibility Registration, until September 5, 2026.
- . Maximum weight allowed floor of the Exhibition: 500 kgs. per m2.
- . The elevators of the FREI CANECA CONVENTION CENTER have the following capacities and dimensions:

2,400-kilogram elevator	Cabin Door: 2.20m wide x 2.00m high
	Interior Cabin: 2.50m wide x 5.30m deep x 2.20m high
1,200-kilogram elevator	Cabin Door: 0.80m wide x 2.00m high
	Interior Cabin: 1.60m wide x 1.70m deep x 2.20m high

REALIZATION PERIOD

- . The exhibitor must keep at least one of his employees present at the booth, trained to provide information about the products on display. It is necessary to have a responsible person at the booth at least 30 minutes before the opening of the event.
- . It will not be allowed to close activities at the booths before the end of the event's hours, even on the last day of the

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- event.
- . The lighting will remain on during the event's opening hours, and it is the responsibility of the exhibitor to turn off the main power switch of its booth at the end of the day. The official automaker does not access the stands of other automakers under any circumstances, nor does it repair them.
 - . The lighting system will be turned off 30 (thirty) minutes after the daily closing of the fair.
 - . The sale of food, ice cream, drinks and cigarettes at the stand is prohibited.

INSURANCE

- . It is up to each EXHIBITOR to provide its own insurance against risks against third parties, various risks and damages of any nature, a measure strongly recommended by the PROMOTER and the OFFICIAL ASSEMBLER, who are not responsible under any circumstances for losses, loss of profits, damages and/or misplacements of any nature that may occur to third parties, exhibited products, booth or personnel on duty, including those resulting from rain, winds, lightning, infiltrations, power outages, crowd panic, short circuits, fires, structural failures of the building, poor conservation of the building and reasons of force majeure.
- . We advise exhibitors to use a security lock on the notebook and other electronic belongings, as the promoter, official assembler and the venue are not responsible for future theft and/or loss.
- . To avoid annoyances and unwanted occurrences with theft, we advise that event participants always have their belongings in their hands, avoiding leaving them exposed in the booths, inside the auditoriums and rooms.
- . It is clear that the VENUE, the PROMOTER and the OFFICIAL ASSEMBLER will be exempt from any responsibility during the assembly, realization and disassembly of the event.

LATE PAYMENTS

- . The release of the area, so that the exhibitor and its agents can carry out its assembly, will only be made if the following obligations have been fulfilled:
- . The return of the commercial contract duly signed to the promoter.
- . Be up to date with the payments of the contracted installments.
- . Have the payment of the fees made and have a fire extinguisher of the appropriate category and validity.

ENTRY AND EXIT OF EXHIBITOR MATERIALS – BOOTH DECORATION

- . Exhibitors' entry time to decorate the booths and take equipment: 10/05/2026, from 2 pm.
- . All EXHIBITOR material must be taken directly to the booth.
- . We ask exhibitors to bring their own carts to facilitate the transport of their materials.
- . The EXHIBITOR is responsible for the receipt and return of its exhibition material, and must have a person responsible for receiving and returning it at the assembly site, exempting the Promoter, the Official Assembler and the venue from any and all responsibility for their material.

TRADE EXHIBITION

- . THE BOOTHS SHOULD END AT 10:00 PM ON OCTOBER 7, 2026.
- . We remind you that if the exhibitor chooses the basic assembly offered by the event, all the assembly material must be returned at the end of the event in the same conditions in which they were received. Under no pretext may the exhibitor directly decorate the partition panels or place nails or other material that damages them in them.
- . Any alteration or handling of the structure, furniture, materials and elements that make up the basic assembly, can only be done by specialized personnel of the company Metro Quadrado & Cubo Estandes, Official Assembler of the event.
- . Failure to comply with these determinations will subject the exhibitor to the payment of compensation to the organizers for damaged material.

BASIC ASSEMBLY OF THE STANDS

The booths will be delivered assembled, with a standard design, according to the model below:

- . Structure in standard material, with aluminum and TS plates;
- . Graphite lining floor;

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- . LED lighting;
- . 01 220v socket;
- . 01 small trash can in black plastic;
- . 01 counter in standard material with doors and key;
- . 01 table with round glass top and 02 chairs with white seat
- . 01 logo printed on adhesive and applied on the curved headband of the stand.

IMPORTANT

- . Failure to use these elements will not imply a reduction of any amount.
- . The complementation of accessories on the basic assembly will only be allowed with the hiring of the Official Assembler.



PRESENTATION OF PROJECTS AND BOOTHS

- . The Official Assembler has the necessary structure for the assembly of basic and special booths for the event and makes its structure of designers, materials and assemblers available to exhibitors participating in the event.
- . The following can be requested directly from the Official Manufacturer: Square Meter & Cube Stands
Daniela Higuti – (55 11) 5671-2022 / 93208-1220 - daniela@metro2.com.br

PROJECTS WITH OTHER AUTOMAKERS

- . If the special project of your booth is not executed by the Official Assembler, it will not be responsible for any problems that may occur, related to the services of decoration, visual communication, assembly, delays, etc., excluding damages to the promoter, the official assembler and the venue of the event.
- . Any and all expenses arising from damages caused by the EXHIBITOR or ASSEMBLER hired by it, at the venue's facilities, will be charged directly to the EXHIBITOR.
- . Every special project from other manufacturers must be sent in advance to Metro Quadrado & Cubo Stands, for approval. If the project is not sent or adjusted to the assembly standards, the company will be subject to suspension of the assembly of its booth.
- . Any and all construction of special booths can only be started after formal approval by the Official Assembler.
element. THE BOOTHS SHOULD END AT 10:00 PM ON OCTOBER 7, 2026.

PRESENTATION OF PROJECTS FROM OTHER AUTOMAKERS

DEADLINE: SEPTEMBER 5, 2026

Forward to montadoraoficial@metro2.com.br:

- . Identification of the exhibitor – company and booth number;
- . Floor plan with measurements, elevations with elevations and perspectives;
- . Number of KVAs used;
- . ART or RRT signed by a qualified professional, along with the appropriate slip and proof of payment;
- . Automaker data – name of the person in charge / cell phone
- . Responsible for the assembly that will be on site - name of the person in charge/cell phone.

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GENERAL RULES FOR ASSEMBLY, DECORATION AND DISASSEMBLY

- . All unloaded material must be placed under protection, so as not to damage the floor of the place.
- . Under the floor of the stands, protective lining must be used.
- . IT IS STRICTLY FORBIDDEN TO CUT, SAW OR PAINT ON SITE.
- . THE USE OF WOODEN PLATFORMS IS PROHIBITED.
- . Raised floors are allowed as long as they are mounted on a modulated iron structure and with proper protection (lining) on the floor of the place.
- . The floor of the place may not, under any circumstances, be demarcated, painted or drilled by the Exhibitor or service providers.
- . Side walls: the assembly of blind walls in the booths must not exceed the percentage of 50% (fifty percent) on each side or front, facing the neighboring booth or the circulation area of the event (example: for a booth with a side of 3.00m, it is allowed to close a side wall of 1.50m).
- . Any masonry or similar constructions are prohibited.
- . The booths must be taken ready, and only assembly and small repairs that do not harm neighboring booths or the event site itself are allowed.
- . Booths above 2.20m must be finished in plain white for the neighboring side, without apparent wiring or any type of information or advertising.
- . Any and all assembly/disassembly residue must be removed by the automaker responsible for the booth it is assembling.
- . Any damage caused to the structure of the venue, if the authorship of the same is proven, will be the responsibility of the exhibitor and its suppliers.
- . Children under 18 years of age are not allowed to enter.
- . The use of flip-flops, shorts or shorts is not allowed.
- . The use of PPE is mandatory.

GENERAL

- . According to the MUNICIPAL DECREE, access will only be allowed at the DOCKS of the Frei Caneca Convention and Events Center, from Monday to Friday, from 06:00 am to 10:00 pm and on Saturdays from 06:00 am to 02:00 pm, of trucks type VUC - Urban Cargo Vehicle - 2.20m wide, 5.5m long and capacity for up to 1.5 Ton and the VLC types - Light Cargo Vehicles - 2.20m wide, 6.30m in length and capacity for up to 4.5 Ton, in addition to vans, SUVs, cars and motorcycles, respecting the ends of the even and odd plates, according to the day of the week. On Saturday, from 2:00 pm and on Sunday, the whole day, access is free for any type of truck. For trailers and larger vehicles, it will be necessary to schedule in advance for the special hours from 00:00 am to 05:00 am.
- . Maximum weight allowed floor of the Exhibition: 500 kgs. per m2.
- . The elevators of the FREI CANECA CONVENTION CENTER have the following capacities and dimensions:

2,400-kilogram elevator	Cabin Door: 2.20m wide x 2.00m high
	Interior Cabin: 2.50m wide x 5.30m deep x 2.20m high
1,200-kilogram elevator	Cabin Door: 0.80m wide x 2.00m high
	Interior Cabin: 1.60m wide x 1.70m deep x 2.20m high
- . It is FORBIDDEN, in any type of assembly, the obstruction of stairs, emergency exits, hydrants and fire extinguishers.
- . It is STRICTLY FORBIDDEN for users to have access to light and power panels and other electrical and hydraulic installations. In case of need, these services will be performed by employees of the site or by accredited professionals.
- . In cases of installation of equipment that requires constant voltage, it is mandatory to place a voltage regulator or contract specific fire insurance with an electrical damage clause.
- . It is FORBIDDEN to stay in assembly teams, material entry, or equipment from 00:00 am to 6:00 am, except in cases of prior and specific authorization from the location and/or the promoter.
- . In the decoration of the stands and/or assemblies in general, no easily flammable materials or substances can be used.
- . The entry of explosives of any nature is expressly prohibited.
- . The insurance of the booths as well as the exhibited goods is the sole responsibility of the EXHIBITOR.
- . The consumption of alcoholic beverages is not allowed, as well as smoking on the premises of the booth assembly area.
- . The contracted automaker is responsible for all labor and legal obligations of its employees, or anyone else who is developing any service at the booth.

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. Children under 16 years of age will not be able to circulate through the exhibition during assembly, realization and disassembly.

MUNICIPAL TAXES

Please send Annex No. 1 regarding the City Hall fee. The amount must be deposited by September 15, 2026 to ECOEE, which will collect the full amount to the City Hall. The release of the assembly of the booth will be authorized only after proof of the respective deposit.

ELECTRICITY RATE

Please send Annex No. 2 by September 15, 2026, informing the energy consumption forecast for equipment and lighting at the booth. The amount must be deposited to ECOEE. Point supplied in 220v single-phase, 320v single-phase or three-phase. The EXHIBITOR must be responsible for the energy conversion equipment if it requires consumption in 110v.

CLEANING SERVICES AT THE STANDS

Please send Annex No. 3 by September 15, 2026, for the hiring of booth cleaning services (not mandatory), at the cost of R\$ 500.00 (for the 3 days). Cleaning maintenance will be carried out at the booths on October 5, 6 and 7, 2026.

USE OF BASIC ASSEMBLY or EXTERNAL ASSEMBLER

Please send Annex No. 4 by September 15, 2026, opting for the Official Assembler or providing the data of the EXTERNAL ASSEMBLER that will be responsible for setting up the booth.

BADGES FOR ASSEMBLY AND DISPLAY

Please send Annex No. 5 by September 15, 2026 the complete list of employees who will work on the days of assembly, exhibition and disassembly of the booths (October 5 and 7, 2026).

FIRE EXTINGUISHER RENTAL and SECURITY CONTRACTING

See details in Annex No. 6, if you want to rent fire extinguishers or hire security for your booth. The company REVOLUÇÃO VIGILÂNCIA E SEGURANÇA LIMITADA has a fire extinguisher rental service and for hiring security.

INTERNET RENTAL

Please send Annex No. 7 by September 15, 2026 if you want to rent internet services. The FREI CANECA CONVENTION CENTER has an exclusive service for renting internet points. More information by phone: (11) 99984-6686

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PARKING LOT

The parking service at the FREI CANECA CONVENTION CENTER is automatic and must be paid at the exit.
There is no scheme for direct agreement.

FOOD AND BEVERAGE SERVICES

External services may be contracted, at the discretion of the EXHIBITOR.

FINAL DEVICES

ACCEPTANCE OF THE EXHIBITOR'S MANUAL

All exhibitors declare to be aware of the conditions of this Manual and undertake to follow it in full, during the Event and at any time or situation that may result from this participation.

OMITTED CASES

Cases omitted in this manual will be resolved by the Promoter, after hearing the Exhibitor, and the solution found must satisfactorily contemplate all those involved in the Event.

ATTACHMENTS

- ANNEX 1 - City Hall Fees
- ANNEX 2 - Electric Energy Fee
- ANNEX 3 - Cleaning Request
- ANNEX 4 - Use of Basic Assembly or External Assembly
- ANNEX 5 - List of Employees Who Will Work in Assembly, Exhibition and Disassembly
- ANNEX 6 - Fire Extinguisher Rental
- ANNEX 7 - Rental of Internet Points

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ANNEX 1 – CITY HALL FEES

(Payment by September 15, 2026)

Please fill in to pay the City Hall fee.

The amount must be collected by September 15, 2026 to ECOEE (see deposit data below), which will collect the full amount to the City Hall.

The release of the assembly of the booth will be authorized only after proof of the respective deposit.

Exhibitor Name: _____

Responsible Person (full name): _____

Telephone: _____

In accordance with laws 13474 and 13477 of December 30, 2002, the PROMOTER of the event was responsible for collecting all the companies participating in the event, from the City Hall, through a single DARM. They are:

- 1 – TFE - Establishment Inspection Fee (code 34932):
Value of R\$ 69.62 per day of the event - Total Days: 2 - Final Value: R\$ 139.24
- 2 - Administration Fee - Single Amount of R\$ 300.00

TOTAL CALCULATION BASISR\$ 439,24

Deposit the total amount, until September 15, 2026, in the account:

Eco Engenharia e Energia Ltda.

CNPJ: 09.157.955/0001-21

Banco Itaú: 341

Agency: 0167

Current Account: 15.089-5

PIX: 09.157.955/0001-21

Send this attachment and the deposit receipt to:

E-mail: smartgrid@smartgrid.com.br or Phone/WhatsApp: (11) 2367-3270

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ANNEX 2 – ELECTRICITY FEE

(Payment by September 15, 2026)

Please fill in the payment of the Electricity Fee. The amount must be collected by September 15, 2026 to ECOEE (see deposit data below). E-mail: smartgrid@smartgrid.com.br or Phone/WhatsApp: (11) 2367-3270

ESPÉCIE	KVA
Cafeteira Elétrica Comercial	4,50
Cafeteira Elétrica Caseira	0,80
Forno de Microondas	1,20
Forno Elétrico Grande	2,40
Forno Elétrico Pequeno	1,00
Freezer	0,50
Geladeira / Frigobar	0,30
Impressora	0,25
Lâmpada Diclórica Halógena 55 w	0,05
Lâmpada Fluorescente com Reator 20w	0,03
Lâmpada Fluorescente com Reator 40w	0,05
Lâmpada Halógena 300w	0,30
Lâmpada Halógena 500w	0,50
Lâmpada Halógena HQ 150w	0,35
Lâmpada HQ com Reator 110w	0,14
Lâmpada Incandescente	0,10
Lâmpada Mista 160w	0,16
Lâmpada Mista 250w	0,25
Lâmpada Mista 500w	0,50
Lâmpadas Especiais 100w	1,00
Microcomputador (CPU + Monitor)	0,50
TV Colorida	0,30
Videocassete	0,30

Quantity of KVA's _____ x R\$ 400.00 KVA = R\$ _____

Exhibitor Name: _____

Responsible Person (full name): _____

Telephone: _____

Deposit the total amount, until September 15, 2026, in the account:

Eco Engenharia e Energia Ltda.

CNPJ: 09.157.955/0001-21 - Banco Itaú: 341

Agency: 0167

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Send this attachment and the deposit receipt to:

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ANNEX 3 – CLEANING REQUEST

(Submit by September 15, 2026) to

E-mail: smartgrid@smartgrid.com.br or Phone/WhatsApp 11 2367-3270

In order to reduce the number of cleaning staff during the exhibition, we propose (not mandatory) for all exhibitors to hire a single company for this purpose.

Cleaning maintenance will be carried out at the booths on October 5, 6 and 7, 2026.

Price for Cleaning Services R\$ 500,00

Exhibitor Name: _____

Responsible Person (full name): _____

Telephone: _____

Deposit the total amount, until September 15, 2026, in the account:

Eco Engenharia e Energia Ltda.

CNPJ: 09.157.955/0001-21

Banco Itaú: 341

Agency: 0167

Current Account: 15.089-5

Send this attachment and the deposit receipt to:

E-mail: smartgrid@smartgrid.com.br or Phone/WhatsApp: (11) 2367-3270

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ANNEX 4 - USE OF BASIC ASSEMBLY or EXTERNAL ASSEMBLY MACHINE

(Submit by September 15, 2026) to

E-mail: smartgrid@smartgrid.com.br or Phone/WhatsApp: (11) 2367-3270

Exhibitor Name: _____

Responsible Person (full name): _____

Telephone: _____

–

Email: _____

Please indicate below the type of assembly you will use during the event:

() We will use the complete basic assembly.

() We will not use the basic assembly provided by the promoter. Leave the area free as we will use the ASSEMBLER listed below:

Automaker's Name: _____

Automaker Contact: _____

Automaker's Phone: _____

Automaker's cell phone: _____

PRESENTATION OF PROJECTS FROM OTHER AUTOMAKERS

DEADLINE: September 15, 2026

Forward to: montadoraoficial@metro2.com.br :

- . Identification of the exhibitor – company and booth number;
- . Floor plan with measurements, elevations with elevations and perspectives;
- . Number of KVAs used;
- . ART or RRT signed by a qualified professional, along with the appropriate slip and proof of payment;
- . Responsible for the assembly that will be on site - name of the person in charge / cell phone.

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ANNEX 6 - RENTAL OF FIRE EXTINGUISHERS

(Submit by September 15, 2026) to

E-mail: valdeci@revolucaovs.com.br or Whatsapp: (11) 94707-3923

Every Exhibitor will be required to keep at their stand from the beginning of the assembly, during the event and until the disassembly, at least one fire extinguisher, properly positioned and identified. If the exhibitor does not keep the extinguisher in its booth, the fire department reserves the right to embargo the space.

Rental price each extinguisher for all days of the event R\$ 370,00

Exhibitor Name: _____

Responsible Person (full name): _____

Telephone: _____

The Revolution Group, the Official Security and Fire Brigade company, will rent fire extinguishers for the period of the event. The request must be made by September 15, 2026 to:

Revolução Vigilância e Segurança Ltda
Sr. Valdeci Marcelino
Phone: (11) 94707-3923 / 2952-0587
Events Division
Whatsapp: (11) 94707-3923
e-mail: valdeci@revolucaovs.com.br
Website: www.revolucaovs.com.br

VIGILANCE

The organization of the event will have security guards to monitor only the circulation areas, not being responsible for the stands. If the Exhibitor wants to hire surveillance services exclusively for his stand, he can contact the official accredited company (see data above) or another one he trusts (it is necessary to present an updated registration with the Federal Police).

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ANNEX 7 – TELEPHONE AND INTERNET REQUEST

(Send by email until September 15, 2026)

ricardo@oxman.com.br or with Mr. Ricardo Villas - mobile: (11) 99984-6686

OXMAN TECNOLOGIA, in partnership with the FREI CANECA CONVENTION CENTER, offers an exclusive service for renting telephone lines and internet.

Internet access points

The speed of contracting must be dealt with directly with OXMAN, by the phone number above.

For a microcomputer with Invalid IP, and access shared with the provider*. The user must bring the computer with 10/100/1000 network card and we will provide the Link and configuration.

There are other Internet access options, including WiFi. For more details consult the contact directly above.

*100% BAND GUARANTEE - **RENTAL PERIOD – 3 DAYS

NO INSTALLATIONS WILL BE MADE AFTER THE START OF THE EVENT REQUEST FOR SERVICES FOR THE SMART GRID FORUM/2026 EVENT

(installation on October 5, 2026)

Internet Point (links of any speed)

Corporate Name:

CNPJ:

Address:

City:

Contact Phone:

Contact:

Note:

I. State/Municipal:

Neighborhood:

State:

Zip code: