



## WORK POLICIES UNIVERSO STANDS

Upon the acceptance of this document, Universo Stands formally undertakes to meet your requests, which include the preparation and development of the project and layout of your stand, as well as the execution of the contracted work and validated upon the signature of the contract.

Our work policy will be implemented as described below:

### Deadline

Once our sales team receives all the documents and relevant information to the preparation of your project, we will be able to send the briefing to our team of architects and designers. The deadlines will only start counting from that moment and will continue as follows:

- 10 working days to prepare the project
- 5 working days for each update, limited to 2 updates (project + 2 updates, totaling 3)

\* **Note:** The deadlines above may change depending on the customer's availability, but always respecting the minimum deadlines (10 working days for preparation and 5 working days for each update).

### Project

The preparation of the project will be an integral part of the final value of the contract and will follow the information provided by the client through the briefing and/or online meeting for details and clarifications.

The client can also only hire our service to prepare the design of the project, this service will be charged separately, respecting its proportions and dimensions.

**Note:** If the client already has the own project and just wants a quote, this service will not be charged.

### Changes

Each project will be entitled to 2 changes. The third amendment will be granted free of charge only after signing the contract and paying for the Act. From the third change onwards, 30% of the project design value will be charged for each of them and it is up to the client to execute them or not.

**Note:** If our team makes a design error or does not include something previously requested by the client, there will be no charge for this change.

## Stand Delivery

The stand will always be delivered on the Customer Day (the day before the Fair beginning), by a representative from Universo Stands, on the date determined by the event organizer. On this day, the customer will receive the Acknowledgment of Receipt, which must be signed if everything is in accordance with the contract, marking the end of our assembly obligations.

**Note:** Any necessary maintenance on the stand during the event days will be carried out during the period designated for this, according to the time stipulated in the event organizer's manual.

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Client

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U.S Brasil