



IEPA 12 Rio de Janeiro
**NEW FRONTIERS IN
EARLY INTERVENTION**
20-23 September 2020

EXHIBITOR'S MANUAL



IEPA
Early Intervention in Mental Health



DEAR EXHIBITOR,

We are pleased to present the Exhibitor's Manual for the **12th IEPA - International Conference on Early Intervention in Mental Health**, an event that will be held from **September 20 to 23 of 2020**, at the Windsor Barras Hotel – Rio de Janeiro/RJ - Brazil.

All our efforts are based on the assumption that together we will deliver a great event. We will be always at your disposal to provide all the support you may need to ensure a successful participation by your company.

This Exhibitor's Manual constitutes an integral part of the exhibitor's contract, and it is intended to present and clarify the event rules. By carefully reading this Manual you will be fully aware of the responsibilities and obligation of event Sponsor – IEPA, Event Organizer – MCI Brasil and of the exhibitors and their representatives who must be made aware of these rules.

Compliance with all the terms set in this Manual is critical. It is important to underline that any information submitted after the deadlines will not be accepted by Event Organizer - MCI Brasil.

Please, plan your actions aiming to compliance with event schedule and thereby ensuring your successful participation.

We thank you for your participation. Please feel free to contact us for any additional information you may require.

MCI TEAM

TABLE OF CONTENTS

1.	GENERAL PROVISIONS	5
2.	FORMS AND TERMS	6
3.	GENERAL SCHEDULE	7
4.	USEFUL TELEPHONES.....	7
5.	GENERAL EVENT RULES	9
	RIGHTS AND OBLIGATIONS	9
	OF THE ORGANIZER	9
	OBLIGATIONS OF THE EXHIBITORS	10
	RESPONSIBILITY FOR SALES.....	10
	PROMOTIONAL MATERIALS AND ADVERTISEMENT.....	10
	EVENT LOGO.....	11
	SUBLETTING	11
	PHOTOS AND FILMING.....	11
	LEGAL ISSUES.....	11
	ANVISA	11
6.	LEGAL REQUIREMENTS	11
	TAX-RELATED ISSUES, IPI AND ICMS	12
	MINISTRY OF LABOR.....	12
	MUNICIPAL TAXES AND CHARGES	12
	RIO DE JANEIRO	12
7.	SPECIAL PROJECTS – GENERAL ASSEMBLY AND DISMANTLING RULES.....	13
	LAYOUT PLANS AND COMMITMENT OF LIABILITY.....	13
	STAND FLOORING	13
	WALLS AND PARTITIONS	14
	STAND HORIZONTAL OVERHANG.....	14
	ASSEMBLY OF STANDS WITH AN UPPER FLOOR.....	14
	APPROVAL AND COMMITMENT OF LIABILITY	15
	APPROVAL FOR ASSEMBLY	16
	USE OF THE CONVENTION CENTER	16
	DISMANTLING OF STANDS.....	17

WORKERS SAFETY.....	17
USE OF PPE's – PERSONAL PROTECTION EQUIPMENT.....	18
ASSEMBLER ACCREDITATION.....	18
8. BASIC ASSEMBLY – GENERAL ASSEMBLY AND DISMANTLING RULES	19
BASIC ASSEMBLY	19
APPROVAL FOR ASSEMBLY	20
USE OF THE SPACE	20
WORKERS SAFETY.....	21
USE OF PPE's- PERSONAL PROTECTION EQUIPMENT	21
9. INFRASTRUCTURE AND SERVICES	21
ELECTRICAL INSTALLATIONS.....	21
ABNT NBR5410 – Low Voltage Electrical Installations.....	23
TABLE TO CALCULATE ADDITIONAL KVA SUPPLY	23
AIR CONDITIONING.....	24
HYDRAULIC INSTALLATION.....	24
FIRE PREVENTION.....	24
CLEANING	25
STAND DELIVERY CLEANING.....	25
MANDATORY CLEANING FEES	26
INTERNET AND TELEPHONE.....	26
SECURITY.....	26
INSURANCE	27
10. TRANSPORTATION OF MATERIALS.....	27
11. SHIPPING OF MATERIALS.....	28
RULES FOR SHIPPING OF MATERIALS AND GOODS	28
RECEIPT OF MATERIALS	28
12. STORAGE AREA.....	28
13. EVENT DELIVERY.....	28
PERIOD AND TIME.....	28
ACCESS TO THE PAVILION	28
DRESS CODE.....	28
SMOKING	29
ACTIVITIES IN THE STANDS.....	29
CATERING	29
COCKTAIL IN THE STANDS.....	29



INSTITUTIONAL ACTIVITY	29
AMBIENT SOUND	29
REPLENISHMENT OF MATERIALS AND STAND MAINTENANCE.....	30
ACCREDITATION	30
EXHIBITOR.....	30
OUTSOURCED SERVICES	31
14. PARKING.....	32
15. SATELLITE SYMPOSIUM	32
16. CLASSES AT THE STANDS	32
17. CHECK LIST.....	33



1. GENERAL PROVISIONS

Welcome to the 12th IEPA.

Careful reading of this Manual is of utmost importance. **Lack of familiarity** with the rules established in this Manual will not exempt exhibitors and their contractors from the established penalties, fines, sanctions and liabilities, for which, if incurred, exhibitors will be liable.

Intending to offer equal treatment to all parties, exhibitors who **do not comply** with the rules and regulations of the 12th IEPA will be requested to promptly make the necessary changes **incurring in all the resulting costs of such changes**. If, making these changes proves to be impossible, Event Organizer – MCI Brasil reserves itself the right to, fully or partially, cancel Exhibitor participation in the event, and the exhibitor will not be entitled to reimbursement of already paid contract amount and fees.

Event Sponsor – IEPA shall not be liable for losses of any kind, and shall not be required to compensate the Exhibitors for any losses incurred as a result of an unsuccessful participation in the event.

By joining the 12th IEPA, the Exhibitors accept and agree with the content of this Manual where their rights and obligations with respect to the event are established.

2. FORMS AND TERMS

The Forms must be fully completed and sent electronically through the Exhibitor Portal.

The requests for services submitted after the deadline will be conditioned to technical feasibility of service rendering.

Mandatory Forms			
Assembly Type	Responsibility	Form	Deadline
Special	Exhibitor	Commitment of Liability	20/08/2020
Special	Assembler	Assembly Identification Badge	04/09/2020
Basic/Special	Exhibitor	Mandatory Cleaning	
Basic/Special	Exhibitor	Request for Power Supply	
Basic/Special	Exhibitor	Fire Extinguisher	
Basic/Special	Exhibitor	Exhibitor Identification Badge	

Optional Forms			
Assembly Type	Responsibility	Form	Deadline
Basic/Special	Exhibitor	Service Badge	04/09/2020
Basic/Special	Exhibitor	Stand Cleaning	
Basic/Special	Exhibitor	Security	

CAEX – Central de Atendimento ao Expositor/Exhibitor Service Center

Vanessa Mariano



E-mail: caex.iepa2020@mci-group.com

Telephone: (11) 3515 – 8793

3. GENERAL SCHEDULE

Event General Schedule will be issued until March 23, 2020 in an Exhibitor Manual update.

4. USEFUL TELEPHONES

Venue	Hotel Windsor Barra Av. Lúcio Costa, 2630 – Barra da Tijuca Rio de Janeiro/RJ - Brasil
Promotion	IEPA P.O. BOX 143 Parkville, Victoria 3052 Australia
Organization	MCI Brasil  Contact: Tatiana Mota Telephone: +55 (11) 3056-6000 Email: tatiana.mota@mci-group.com
MCI Services	MCI Services  Exclusive Services: cleaning, security. Official Services: stand layout design and management, gifts, buffet, equipment, specialized staff, receptionists, promoters, transportation, social events etc. Contact: Mariana Lima Telephone: +55 (11) 3515-8686 Email: services.iepa2020@mci-group.com
Commercial Services	MCI Contact: Rosana Numata Telephone: +55 (11) 94343-3426 Email: rosana.numata@mci-group.com

<p>Exhibitor Service Center</p>	<p>CAEX: Information and Submission of the Exhibitor Manual Forms:</p> <p>Contact: Vanessa Mariano Telephone.: (11) 3515 - 8793 Email: caex.iepa2020@mci-group.com During assembly at the time of the event, service will be provided by the CAEX (Exhibitor Service Center).</p>
<p>Official Assembler</p>	<p>MCI Services Contact: Mariana Lima Telephone: +55 (11) 3515-8686 Email: services.iepa2020@mci-group.com</p>
<p>Travel Agency</p>	<p>MCI Housing Telephone: +55 (11) 3515-8765 Whatsapp: +55 (11) 98957-4130 Email: atendimento@mcihousing.com.br</p>

5. GENERAL EVENT RULES

This document establishes the rules that will govern the smooth operation of the 12th IEPA.

Failure to comply with the rules established in this Manual by any exhibitor or its representative will entail a R\$5,000.00 fine to be charged on each rule that has not been complied with.

During the event, any materials on pneumatic carts and materials that can be carried by hand will be granted access to enter event premises according to the timetable pre-established in item “3 – Schedule” for replenishment of materials.

All promotional materials, equipment and related items entering event site will do so under Exhibitor’s responsibility.

Requests for clarification about the event or this Manual should be directed to Event Organizer - MCI Brasil, whose contact data are presented in item “4 – Useful Telephones”.

RIGHTS AND OBLIGATIONS

OF THE ORGANIZER

- Event Organizer - MCI Brasil reserves itself the right to change the rules established in this Manual, or to establish new rules, in a timely manner, aiming to smooth event operation or for security safety reasons;
- Reallocate or replace the exhibition areas up to the date of the event, according to the rules established under contract to accommodate possible unoccupied spaces and promote the best environment possible for the fair. Event Organizer - MCI Brasil will send notice in advance to the exhibitors and will respect the dimensions and features established in the Participation Contract, and reallocation or replacement will not constitute a breach of contract;
- Provide information on the assembly materials used by event Official Assembler – MCI Services, infrastructure services and other requirements related to the operation of the exhibition;
- Deliver to the exhibitors who chose the basic assembly (included in m² price), a clean and empty stand, in good use conditions, assembled according to the specifications set out in the contract and complying with the set dates and schedules;
- Require from exhibitors settlement of any items pending payment related to contract installments and mandatory and/or hired services;
- Issue the badges enabling access to the exhibition to the exhibitors that have settled all the undertaken obligations;
- Approve or reject the stand layout based on these rules;
- Penalize or shutdown the activities of any stands that fail to comply with the rules set in this manual and the general conditions applicable to the participation and service contracts.
- Provide technical guidance to exhibitors according to the conditions set out in this Manual;
- Provide the following services: event general reception, CAEX, office, asset security in common use areas, general cleaning of event common use areas, general service lighting. For further details, please, refer to item “9 – Infrastructure and Services”.

OBLIGATIONS OF THE EXHIBITORS

- Strictly comply with the terms established in this document, especially those related to the submission of the forms to Event Organizer - MCI Brasil;
- Pay the expenses incurred in respect of the event, including municipal, state and federal taxes;
- To occupy the stands and be issued badges, Exhibitors must have settled all the amounts related to the sponsorship contracts and any other additional services hired;
- Keep the stand in good order, manned by staff prepared to provide information on them items on display and working full time during the event;
- Answer for stand cleaning and internal security;
- Remove all materials, decoration materials and equipment within the established term;
- Leave rented area fully clean and free from any waste. Waste means: scraps of canvas, leather, pieces of wood, nails, screws, etc. Failure to comply with this rule shall entail the charges referred to in item "5 – General Event Rules";
- Direct or indirect display and advertisement of any products from companies that are not bound under contract is strictly forbidden;
- Exhibitors will not be allowed to fully or partially, transfer any rights or responsibility before Event Sponsor – IEPA, or sublet or assign, either fully or partially, the area allocated to them without prior and express consent from Event Sponsor - IEPA;

The Exhibitors shall be fully liable during assembly, event delivery and dismantling for any loss, damage, theft or misplacement of assets or personal items inside the rented areas.

RESPONSIBILITY FOR SALES

Event Sponsor - IEPA will not be liable for any businesses deals between Exhibitors and Participants. The liability of Event Sponsor - IEPA is limited to event promotion and advertisement across the sector and MCI Brasil will answer for event organization.

PROMOTIONAL MATERIALS AND ADVERTISEMENT

Promotion and sales at the Event venue will be restricted to exhibitor's area. Client prospecting by exhibitors outside their stands and in the across the common use and public area of the 12th IEPA is strictly forbidden.

Exhibitors will only be allowed to handout gifts or flyers to participants within the limits of their rented areas, provided such fliers are expressly linked to their names and/or their respective products. Any special promotion action must be authorized in advance by Event Organizer – MCI Brasil. To request authorization, please, contact the CAEX – Vanessa Mariano – caex.iepa2020@mci-group.com.

RESTRICTIONS:

- a) Installation of inflatables, of any kind, shape or size, outside the stand area;
- b) Circulation of persons wearing costumes of any type or kind (inflatables, costumes etc.) representing exhibitor's products (brand, character or theme alluding to the stand) along event halls or common use areas;



- c) Distribution, placement, installation and display of products or gifts and printed materials from third parties.

Event Organizer - MCI Brasil will be entitled to interrupt any type of promotion which, at its sole discretion, may adversely impact the event.

EVENT LOGO

The logo of the 12th IEPA may only be used in Congress Official publications or publications officially approved by Event Organizer – MCI Brasil.

SUBLETTING

Partial or full assignment of exhibitor’s stand to third parties is strictly forbidden, as well as any swap of areas between two Exhibitors under private agreements. In these circumstances, at any given time, Event Organizer - MCI Brasil reserves itself the right to prevent the use of the stand.

PHOTOS AND FILMING

Photos, filming and recording of the scientific sessions must be reported to and authorized beforehand by Event Organizer - MCI Brasil

When taking part or visiting the 12th IEPA the names and photos of persons and products may be used by Event Organizer – MCI Brasil to promote the 12th IEPA, IEPA, MCI Brasil and other similar actions, including advertisements and press releases.

LEGAL ISSUES

Each Exhibitor or sponsor will answer for the materials and information provided at the Event, and will only be allowed to have the proposed item on display in their stands if allowed by law and in full compliance with the Brazilian law.

ANVISA

ANVISA is the Federal Agency granted powers to issue regulations applicable to advertisement in medical/scientific events.

Exhibitors and sponsor are required to comply with the established rules. Event Sponsor – IEPA and Event Organizer MCI Brasil will not be liable in case Exhibitors fail to comply with the established regulations. For additional information visit the website www.anvisa.gov.br.

6. LEGAL REQUIREMENTS

Sponsorship of the area or basic assembly does not include payment of fees, charges and taxes on the services and payable to government bodies (State Internal Revenue Service) and Class Associations (RRT from CAU). All of these charges will be paid by Exhibitors directly to the relevant bodies or agencies.



TAX-RELATED ISSUES, IPI AND ICMS

Event Sponsor – IEPA, Event Organizer I- MCI Brasil and the Official Assembler – MCI Services will not be liable in case of negligence towards compliance with the legal requirements of IPI (Tax on Industrialized Products) and ICMS (Tax on the Movement of Goods and Services).

The Exhibitors are asked to check the legislation in effect governing the shipment of goods and products. at the time of the event.

MINISTRY OF LABOR

We are recommending all Exhibitors to make sure they are fully compliant with all labor laws when hiring contractors, and to always ask for proof of compliance with all Federal and State Labor Laws.

Intending to regulate and standardize the labor hiring procedures, the Ministry of Labor has been conducting frequent inspections of events.

According to international standards, the Brazilian law restricts the tasks to be performed by foreigners and minors, unless they carry the special documentation obtained from the Ministry of Labor.

Throughout the event period, Exhibitors will be required to keep in their stands the working papers of all their employees and of any non-official service provider (e.g.: receptionists, producers, stand assembler – in case of special projects, etc.).

During the inspections conducted at the events, the Regional Department of the Ministry of Labor as been requesting the following documents from stand assemblers, service providers and Exhibitors:

- **Employees of exhibitors:** copy of the of employee registration file and external timeclock;
- **Employees of service providers:** service rendering contract; copy of employee registration file or identification card with full name (badge), job, admission date, PIS/PASEP number and external timeclock;
- **Temporary jobs:** contract signed with the temporary job agency, agency registration with the Ministry of Labor, list of temporary workers rendering services and external timeclock;
- **Self-employed personnel:** copy of the registration with city hall and INSS.

MUNICIPAL TAXES AND CHARGES

RIO DE JANEIRO

PROVISIONAL OPERATION PERMIT

All Exhibitors are required to keep in their stands the Provisional Operation Permit, issued and required by the Treasury Department of the State of Rio de Janeiro (SEF Resolution #2. 887, December 18, 1997).

To obtain the permit, Exhibitors are required to submit the following documents to the Deputy Assistant Control Office (Subsecretaria Adjunta de Fiscalização) Event Sector/Setor de Eventos), at Av. Presidente Vargas, 670 / 2º andar – Centro – RJ, working hours, Mondays, Wednesdays and Fridays, from 10 am to 4 pm.

Documents required:

- Application, two copies;



- Copy of stand rental contract;
- Copy of the Identity Document and Taxpayers registration number (CPF) of applicant legal representative;
- Copy of the Memorandum of Association and its last amendment;
- Proof of State Registration and CNPJ (Registry of legal entities).

Companies from abroad are required to submit the following documents:

- Copy of stand rental contract;
- Copy of a document evidencing company registration in its country of origin;
- Copy of the passport of the person authorized to sign on behalf of the company.

For administrative reasons, the above mentioned permit must be kept in the stand at all times during the event.

Exhibitors may also choose to hire a professional documentation handing agent.

7. SPECIAL PROJECTS – GENERAL ASSEMBLY AND DISMANTLING RULES

LAYOUT PLANS AND COMMITMENT OF LIABILITY

For special layouts Exhibitors are free to hire their own assemblers. The Official Assembler – MCI Services is qualified to design and carry out special assembly and decoration works, and it is at your disposal to submit quotations to meet your special needs.

Exhibitors are required to send this Manual to the Assembler and should draw attention to the set rules and terms.

Stand layout must comply with all the rules set out in this Manual and with government regulations, and must be sent attached to the Commitment of Liability, which is available for completion at the Exhibitor Portal. **Stand must be sent to the e-mail caex.iepa2020@mci-group.com until 20/08/2020.**

DURING ASSEMBLY

Event Organizer - MCI Brasil reserves itself the right to require adjustments to stands, if deemed necessary, considering compliance with safety rules, the technical requirements and the responsibility of keeping or obtaining the best image possible for the Exhibition.

Event Organizer – MCI Brasil reserves itself the right to interrupt the construction of stand layouts presenting any non conformity.

STAND FLOORING

The area of each stand will be delimited by Event Organizer - MCI Brasil also, the established boundaries must not be exceeded during construction and changes to the delimited areas will not be allowed.



Exhibitors are free to choose to have its stand with raised flooring, complying with the following rules:

Accessible ramps: Ramps must be, at least, 1.50 m wide and feature handrails and signage. Ramps will be designed with a minimum 10% slope from the floor and comply with NBR 9050.

Height: the elevated flooring height should not exceed 10cm.

All structures will be placed on event site floor without damaging it, and for floor protection the whole assembly area, with or without a platform, must be lined. Stands must be attached to the floor using Adere 462 or Cremer 603 brand double faced adhesive tape.

Exhibitors will be liable for any damage to event venue floor. In this event, a notice will be issued stating the amount payable based on the cost of repairs. The amount will be calculated and charged after area return inspection.

Construction of catwalks will not be allowed.

WALLS AND PARTITIONS

Construction of partitions is mandatory in all areas adjoining other stands. The construction of walls and partitions must comply with minimum 2.50m and maximum 3.20m height measured from pavilion floor.

The rear side of the stands and walls exceeding the minimum height must have their external finishing matching the internal one, free from brand display.

GLASS WALLS

Glass walls must be built in tempered or laminated glass. The use of tempered or laminated glass entails the obligation to submit manufacturer's certificate.

The use of glass panels fitted with adhesive film ("Insufilm" type) requires submission of an A.R.T. – Anotação de Responsabilidade Técnica/Statement of Technical Responsibility.

To prevent accidents, the glass panels must display safety tape signage (adhesive, drawing, logo etc.) throughout the assembly and dismantling periods. All legal requirements, Fire Department Standards and NBR standards 7.199, 14.697 and 14.698 must be complied with.

STAND HORIZONTAL OVERHANG

Horizontal overhang of any assembly component or products on display must not exceed the limits of the rented area.

Projection over adjoining stands or circulation areas by structure or decoration element will not be allowed, and such elements must be kept inside stand limits.

ASSEMBLY OF STANDS WITH AN UPPER FLOOR

Assembly of two-store stands will not be allowed.

APPROVAL AND COMMITMENT OF LIABILITY

All stands must be approved by Event Organizer – MCI Brasil before assembly. Stand layout plan must indicate:

- Elevated front and side;
- Event name;
- Number of the area allocated to you;
- Signature and stamp of an engineer or architect*

* Professionals must be accredited by the competent bodies - CREA (Regional Council of Engineering and Architecture) or CAU (Architecture and Urbanism Council).

All flooring independent from materials used must be detailed for implementation.

Layouts must be sent to caex.iepa2020@mci-group.com up to 20/08/2020, naming the 12th IEPA event and stand number.

Once the layout plans are received, if necessary, a notice will be sent containing a request for changes or clearing stand assembly within 5 business days.

Stand layout analysis and subsequent approval for assembly by the Organizer – MCI Brasil/ Official Assembler – MCI Services of the 12th IEPA is solely limited to the assessment of compliance with the rules governing the assembly and occupancy of the allocated areas. Any layouts that do not conform with the established rules, regulations and provisions of this Manual will not be approved for assembly at the event.

Attached to stand layout plans submitted for approval, Exhibitors are required to send the documentation of the hired supplier: proof of settlement of fees related to stand layout RRT (Registro de Responsabilidade Técnica/Registration of Technical Responsibility) or ART (Anotação de Responsabilidade Técnica/Annotation of Technical Responsibility) to CAU or do CREA, respectively.

INFORMATION ABOUT THE RRT and/or ART:

According to the legislation that governs the Councils of Architecture and Urbanisms and the Regional Council of Engineering and Agronomy, all layout plans intended for the assembly of stands at an event must be issued under the responsibility of a professional registered with CAU (Architects) or CREA (Engineers) in the area where the works or services will take place and issued the required RRT or ART. The design of the whole architecture project of the event must also be annotated at the CAU, valid for the whole national territory, or CREA in the state where it will be implemented.

To be valid the document must be duly signed by both the professional and the employer and attached to proof of payment and a copy of the engineer/architect registration with the competent body.

ART's/RRT's will be required for

- Stand layout and design of electrical installations
- Stand assembly and electrical installations

To be valid the document must be duly signed both by the professional and the employer and attached to proof of bank payment and to a copy of the engineer/architect registration with the competent body.

IMPORTANT NOTE: We are recommending signature of a technical assistance agreement by the Exhibitor and the Outsourced Assembler covering the whole period of the event and providing on fines for possible delays and faulty service. Please, bear in mind that the Official Assembler – MCI Services will not be rendering maintenance services (replacement of light bulbs, padlock opening, frontage repairs, etc.) to stands built by other assemblers.

Payment of all charges and submission of proof of payment is mandatory until 08/09/2020 and the Statement of Responsibility signed by both parties and attached to stand layout plan and the RRT/ARRT until 20/08/2020.

Any plans sent after the deadline may be denied approval. In this event, the solution will be analyzed case by case with Event Official Assembler – MCI Services.

APPROVAL FOR ASSEMBLY

The areas destined to stand assembly will released to:

- A. Exhibitors who have paid due sponsorship/exhibition installments;
- B. Exhibitors whose layout plans have been granted approval;
- C. Assemblers carrying a paid RRT or ART;
- D. Assemblers that have paid for the assembly credentials;
- E. Assemblers whose employees wear appropriate clothing and PPEs;
- F. Exhibitors who have paid the mandatory charges.

NOTE: The assemblers are required to send a copy of the RRT/ART and proof of payment to CAEX – Vanessa Mariano – caex.iepa2020@mci-group.com, to be kept by Event Organizer - MCI Brasil

These documents will be delivered at the time the assembler enters the CAEX.

USE OF THE CONVENTION CENTER

No marking, painting, drilling or damage to event site floor, columns or any other of structure of event premises of the Official Assembler – MCI Services will be allowed. Exhibitors will be liable for any damage and bear the cost of repairs or replacement that will be calculated by the technical team of the Event Organizer - MCI Brasil

No definitive masonry work or similar type of construction will be allowed (floor, walls, etc.)

For any type of building works the original floor of the assembly site must be duly lined for protection. If any damage to event site is evidenced notice and fine will be issued, calculated after area return inspection, based on the cost of repairs.

NOTE: No sawing of wood or painting work will be allowed outside stand construction area.



Working with greases, corrosive materials and similar will not be allowed to prevent bodily injuries, damages to adjoining stands or to event venue.

During assembly and dismantling, the assemblers will be liable for cleaning the area of the stand they are building and their area of work, and will not be allowed to store to store in the circulation areas any debris, materials, packaging, equipment, tools and products to be installed inside or used in the stand. All work must be carried out inside stand perimeter.

Each Exhibitor will be required to keep its assembly area clean. All areas must be cleaned in conformity with the schedule provided in item "3 – General Schedule".

Gardens, flowers, ornamental plants or sand and rocks to build gardens will only be allowed if kept inside pots, baskets or other containers to prevent any leaks that may damage carpeting in event circulation area or any other floor in the assembly area. All items must be fully removed during the dismantling period.

Maximum floor load: 300 kg/m².

All technical matters related to the assembly of the stands will be discussed directly with:

CAEX

Vanessa Mariano

caex.iepa2020@mci-group.com

DISMANTLING OF STANDS

Exhibitors are required to dismantle their stands within the timeframe established in the Schedule.

- Exhibitors are responsible for cleaning the area of dismantling of each stand. Exhibitors must deliver the area clean and free from any waste, and the work must be carried out according to the Schedule established in this Manual in item "3 – General Schedule";
- Whenever an Exhibitor fails to complete the dismantling works or to remove stand materials or any type of material within the established term, Event Organizer - MCI Brasil will take the necessary action do clear the area. In this case, both the Exhibitor and the Outsourced Assembler will not be entitled to claim from Event Organizer – MCI Brasil and Event Sponsor – IEPA compensation for any the of damage to the stand structure that will be disposed of. The Exhibitor will be billed for the cost of these procedures;
- Exhibitors will bear the cost of repairs in any damaged areas of the Exhibition.

WORKERS SAFETY

Flipflops, clogs, shorts, sleeveless shirts or any other type of garment Event Organizer- MCI Brasil may deem improper or inappropriate for work will not be allowed.

All workers or service providers involved in assembly, maintenance or dismantling works inside event venue will be required to wear shirts or uniforms with an easily visible assembler's logo.

Smoking and consumption of alcoholic beverages will not be allowed inside stand assembly area.

The Assemblers will be liable for all labor and legal obligations of their employees or of any other person rendering any type of service in the stand.



Minors under 16 years of age will not be allowed in the Exhibition area during the assembly and disassembly periods.

USE OF PPE's – PERSONAL PROTECTION EQUIPMENT

Use of Personal Protection Equipment (PPE) is MANDATORY.

For safety reasons, failure to wear the PPE's during the assembly and disassembly periods will result in worker removal from site.

All persons inside the assembly areas will be required to wear helmets. Exhibitors are required to supply Personal Protection Equipment (PPE) suitable to the risks involved in the stand assembly and dismantling environment to their employees and contractors. Such equipment must be in perfect conservation, use and operating conditions, ensuring the full safety of workers and any persons inside the assembly area.

- **Glass Workers:** no-slip rubber gloves, goggles and steel-toed leather boots.
- **Carpet Installers:** face masks while working with glue and steel-toed leather boots.
- **Welders and locksmiths:** cut resistant gloves, leather apron, goggles, welding masks and steel-toed leather boots
- **Wall painters:** rubber gloves, face masks, and steel-toed leather boots.
- **Electricians:** Long sleeve insulated rubber gloves and insulated sole shoes.
- **Janitorial service workers:** rubber or leather gloves and protective footwear (PVC ankle boots).

Assembly of overhead elements, both in the external and internal area of the stands must be carried out in conformity with the work safety standards established in MTB Ordinance 3.214/78, Regulated Standards (NR) 06 and 18 and will be monitored by the fire brigade teams. The Exhibitors will be jointly liable with contractors and/or subcontractors if the provisions of said Ordinance and standards are not complied with. Event Sponsor – IEPA or Event Organizer- MCI Brasil will not be liable for failure to comply with these procedures by the company hired by Exhibitors

ASSEMBLER ACCREDITATION

ASSEMBLY IDENTIFICATION BADGES

Identification Badges will be requested through the Assembler Portal and will be issued according to the number of badges paid. To be issued an identification badge, applicants are required to enter into our system the names of the employees that will be working in the assembly and make payment of the badges.

The identification badges will be charged as follows:

ASSEMBLY IDENTIFICATION BADGE	
Up to 08/09	U\$8.00
Onsite	U\$13.00

MAINTENANCE IDENTIFICATION BADGES

During the event stand maintenance services will require a specific identification badge issued specifically for this purpose. Assembler/decorator will apply to CAEX for the issue of maintenance service identification during service hours.

The CAEX will be authorized to issue 1 maintenance identification badge to each stand to each stand to which services are rendered by the Assembler. The name and the RG (identity document number) of the employees that will be working in stand maintenance must be informed by the person who answers for the assembler at the time of the first access to site for the assembly work.

The badge must be easily visible, and it is mandatory for all persons involved in the event. If the badge is not visible the worker may be asked by Security to present it.

On a daily basis, the personnel working at the Exhibition and the Exhibitors will be granted access to their stands 1 hour before event opening to replenish promotional materials, and no carts will be allowed to circulate while the fair is open to visitors. Stand maintenance will be carried according to the timetable set out in the Schedule.

8. BASIC ASSEMBLY – GENERAL ASSEMBLY AND DISMANTLING RULES

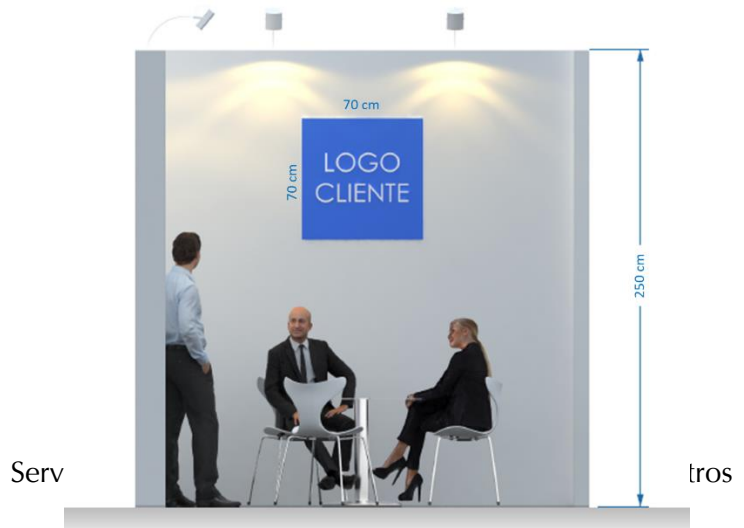
BASIC ASSEMBLY

The companies that have decided to purchase the Basic Assembly package will be required to see to the Mandatory Forms and comply with term set for form submission.

The basic assembly stands will feature:

- Wall – Panels in wood-based materials, line with white *bagun/nappa* – each panel will be 3.00m x 2.50m high.
- 1 logo – affixed with adhesive OS to the rear panel, measuring 0.70 cm x 0.70 cm.
- Flooring – graphite carpeting, applied directly to pavilion floor.
- 1 glass table
- 3 chairs.
- 4 Light spots.
- 1 power outlet (socket).





MCI Services

Contact: Mariana Lima

Tel.: +55 (11) 3515-8686

E-mail: services.iepa2020@mci-group.com

The stands are rented to Exhibitors. Therefore, Exhibitors will prevent any damage to stand elements, which includes preservation of event site physical area.

Exhibitors will be required to reimburse the Official Assembler – MCI SERVICES, at market price, if any damage to the assembly materials is evidenced.

APPROVAL FOR ASSEMBLY

The areas destined to basic stand assembly will be delivered to:

- A. The Exhibitors who have settled any sponsorship/exhibition contract installment;
- B. The Exhibitors who have paid the mandatory charges.

USE OF THE SPACE

Event site floor, as well as the walls, columns or any other structure belonging to the Official Assembler - MCI Services, cannot be marked, painted, drilled or damaged. Exhibitor will be liable for any damage and will bear the cost of repair or replacement that may be required by the technical team of Event Organizer- MCI Brasil.

Gardens, flowers and ornamental plants or sand and rocks to build the gardens will only be allowed if kept in pots, baskets or other containers, so that plant watering will not result in any leaks that could



damage circulation area carpeting or any other floor at the assembly area. At the time of disassembly all of such items must be removed from the area.

All technical subjects related to stand assembly will be directly discussed with the Official Assembler – MCI Services.

WORKERS SAFETY

The information below must be complied with by Exhibitors non official employees and representatives.

Flipflops, clogs, shorts, sleeveless shirts or any other type of garment Event Organizer- MCI Brasil may deem improper or inappropriate for work will not be allowed.

Smoking and consumption of alcoholic beverages will not be allowed inside stand assembly area.

Minors under 16 years of age will not be allowed in the Exhibition area during the assembly and disassembly periods.

USE OF PPE's- PERSONAL PROTECTION EQUIPMENT

Use of Personal Protection Equipment is **MANDATORY**.

For safety reasons, failure to wear the PPE's during the assembly and disassembly periods will result in worker removal from site.

All persons inside the assembly areas will be required to wear helmets.

Exhibitors are required to supply Personal Protection Equipment (PPE) suitable to the risks involved in the stand assembly and dismantling environment to their employees and contractors. Such equipment must be in perfect conservation, use and operating conditions, ensuring the full safety of workers and any persons inside the assembly area.

9. INFRASTRUCTURE AND SERVICES

ELECTRICAL INSTALLATIONS

Power will be supplied in non-fractionable kVA units. In case of fractioning the amount will be rounded off to the immediately higher unit (e.g. 1.4 kVA will be charged the equivalent to 2 kVA's).

- 1 KVA is the minimum power consumption of your stand.
- Stands with basic assembly will be supplied 1 KVA at no cost.
- Special assembly stands will not be entitled the initial KVA.

Requesting the correct load will ensure perfect balancing of the phases of Event distribution lines to all Exhibitors with full safety.

The kVA will be charged according to the table below:



KVA	
Up to 04/09	U\$100.00/kVA
Onsite	U\$115.00/kVA

This amount will be charged by **Event Organizer - MCI Brasil** considering the total KVA's requested in the Power Request Form.

NOTE:
 FOR TECHNICAL REASONS, NO ADDITIONAL KVA'S MAY BE PURCHASED AFTER THE DEADLINE. FOR ADDITIONAL INFORMATION, PLEASE, CONTACT THE CAEX.

The Amount will be paid through the Exhibitor Portal, and proof of payment will be sent by Exhibitors by e-mail addressed to caex.iepa2020@mci-group.com.

- **During the event the Organizer- MCI Brasil will check this information and bill any previously unreported excess loads. This amount will be billed by Event Organizer - MCI Brasil to Exhibitor;**
- **During the Exhibition, 220V single phase power will be supplied to the stands. Exhibitors should see to a transformer if 110V voltage is needed;**
- We are recommending Exhibitors to have stabilizers or no nobreak for equipment requiring stable power loads once Event Organizer - MCI Brasil will not be liable for sudden drops, spikes or power outages.
- The power supplied will not be stabilized, and the Exhibitors will bear the cost of the nobreak systems.

For safety reasons, each piece of equipment to be used in the stand needs one socket. Multiple outlet plug adapters and system distributors will not be allowed.

RECOMMENDATIONS FOR SPECIAL PROJECTS

- Exhibitors will be responsible for power distribution in the stands. Exhibitors will see to hired assembler conformity with ABNT standards, supplying power inlets with appropriate circuit breakers.
- The Official Assembler – MCI Services will make arrangements with the service provider for the installation of a power output in Exhibitor's stand, which will be normally positioned on the rear end of each stand.
- Solely the Official Assembler – MCI Services will be authorized to install output points for power supply to the circuit breaker board. Exhibitors handling special projects will hire their own electricians to install the power outlets and to make the adjustments inside their stands.
- Electrical installations overhead or attached to any part of site structure will be allowed.
- Event Organizer- MCI Brasil reserves itself the right to cut power supply to any installation it may deem hazardous or likely to cause any problems to event participants.
- The general power switch and all other electrical circuitry protection devices must be arranged in metallic plate boards, with doors, enabling free access by the maintenance team of Event Organizer– MCI Brasil, even outside normal event hours.
- For increased safety of the general public, the installations in the stand (lighting, equipment, wires and cables) must not be visible to adjoining stands or visitors.

- In order to prevent electric shocks, both the Exhibitors and the assemblers will see to appropriate grounding of stands with metallic iron or aluminum structures, connected to the ground wire located close to the power outlet.
- By the end of each day, the Exhibitors will be required to turn off the power in their stands.
- **We are suggesting posting of an easily visible “DO NOT TURN OFF” WARNING sign close to the circuit breakers that need to remain on throughout the period of the event.**

ABNT NBR5410 – Low Voltage Electrical Installations

- All and every electrical installation must be designed by a qualified professional in conformity the standards issued by ABNT (Associação Brasileira de Normas Técnicas/Brazilian Association of Technical Standards).
- The use of double insulation flame-resistant cables (PP type) is mandatory for all electrical installations.
- Parallel wires will not be allowed, and improvised electrical installations are strictly forbidden.
- For further clarification, please refer to NBR5410.

TABLE TO CALCULATE ADDITIONAL KVA SUPPLY

To calculate the total KVA (KW) their stands will need, it suffices to add the KW or W stated in equipment and lighting plates, or follow the guidance provider by the assembler or, yet, refer to the consumption table below:

CONSUMPTION REFERENCE TABLE	
Type of equipment	kVA consumption
20W Fluorescent Lamp	0.03
40W Fluorescent Lamp	0.05
HQI Lamp	0.35
Dichroic Lamp	0.06
42" Plasma Monitor	0.3
DVD	0.3
Small coffee maker	0.8
Coffee maker	2.5
Draft beer tap	1.5
Minibar	0.3
Freezer	0.5
Computer with monitor	0.5
Laser Printer	0.6
Home-type Microwave Oven	1.5
Industrial type microwave oven	3
Small electric stove	3

AIR CONDITIONING

The Exhibition area is air conditioned and no air conditioning equipment will be allowed in the stands.

HYDRAULIC INSTALLATION

This type of service will not be provided.

FIRE PREVENTION

SPECIAL INSTALLATIONS

Any type of combustible materials (cotton fiber, polyester, lycra fabric, voile, carpeting, lining and props in general), will be flame resistant and carry a certificate issued by IPT (Instituto de Pesquisa Tecnológica/Technological Research Institute) or similar institute.

The use of any type of equipment that may produce or propagate fire, including stoves, braziers or gas jet devices (LPG, butane or any other type of gas, alcohol gel) will not be allowed. Also, the operation of internal combustion engines or any type of equipment producing toxic exhaust gases is strictly forbidden.

Both the Exhibitors and the Assemblers will not be allowed to store any materials behind the stands, including flammable and packaging materials that must be removed this area.

FIRE EXTINGUISHERS

Since the beginning of the Assembly procedures, throughout the Event period and up to stand disassembly, Exhibitors will be required to keep in their stands a fire extinguisher whose charge must be compatible with the products on display and with the materials used for stand assembly.

- In order to meet the requirements of the periodical Fire Department inspections, the fire extinguishers must be adequately positioned, identified and indicated and kept unobstructed from the start up to the closing of the event.
- If a fire extinguisher is positioned directly on the floor, it must be provided with an appropriate stand in conformity with Fire Department standards. Fire extinguishers must not be placed on stairs and must be kept unobstructed and identified by appropriate signage.
- The number of fire extinguishers in each stand should be calculated according to the table below:

STANDS WITHOUT PARTITIONS			
AREA / m ²	CO ²		DCP (DRY CHEMICAL POWDER)
From 1 to 25	1	or	1
From 26 to 50	2	or	2
From 51 to 100	3	or	3

STANDS WITH PARTITIONS			
AREA / m ²	CO ²		DCP (DRY CHEMICAL POWDER)
From 1 to 25	2	or	2
From 26 to 50	4	or	4
From 51 to 100	6	or	6

To facilitate the process the Fire Extinguishers may be procured from the Exhibitor Portal.

The Fire Brigade will conduct the inspection and reserves itself the right to demand a larger number of fire extinguishers, to inspect them and determine their location.

ABC Powder extinguishers may replace any type of extinguishers in the specific A, B and C classes.

Requests for clarification should be addressed to the fire brigade of Event Organizer – MCI Brasil at the CAEX.

IMPEDED ACCESS TO EQUIPMENT

Removal of fire extinguishers from their original positions to be used somewhere else as stand-by will not be allowed without prior authorization from Event Organizer– MCI Brasil.

FORBIDDEN EQUIPMENT

Operation of internal combustion engines in any area of the event is strictly forbidden.

Use of explosives, inert and non-inert, toxic and combustible gases, LPG and inflammable liquids will not be allowed. ANY TASK INVOLVING FIRE WILL BE STRICTLY FORBIDDEN.

STORAGE OF HAZARDOUS SUBSTANCES

In no circumstances will Exhibitors be allowed to keep in the stand any toxic or flammable substances, explosives or any other hazardous substance, independent of the quantity stored.

CLEANING

STAND DELIVERY CLEANING

“**STAND DELIVERY CLEANING**” means the first cleaning for event opening. Cleaning of stands with special assembly will be carried out by the assembler hired by the **Exhibitor**.

Basic assembly stands will be delivered already cleaned by the **Official Assembler – MCI Services**.

MANDATORY CLEANING FEES

The Mandatory Assembly Cleaning fee is charged for maintenance and cleaning of the common use and circulation areas during the event and billing requires mandatory completion of the relevant form at the Exhibitor Portal.

MANDATORY CLEANING (PER STAND)	
Up to 04/09	U\$70.00/stand
Onsite	U\$80.00/stand

Exhibit aisles, halls and circulation areas will be cleaned on a daily basis by Event Organizer – MCI Brasil.

This fee does not include stand cleaning during the event. Stand cleaning during the exhibition will be hired by Exhibitors through the Exhibitor Portal.

For safety reasons, and to prevent any issues related to labor laws the Exhibitors themselves, company employees or contractors will not be allowed to engage in cleaning tasks.

INTERNET AND TELEPHONE

For additional information and to hire these services, please contact Hotel Windsor Barra Event Department, the exclusive supplier of this type of service to the event.

Hotel Windsor Barra

+55 (21) 2195-5000

eventos.windsorbarra@windsorhoteis.com.br

SECURITY

Exhibitors are advised to take the necessary precautions to make sure that all their valuables are ensured and safely stored. Event Organizer- MCI Brasil and Event Sponsor - IEPA will not be liable for the safekeeping of such items or any other assets brought to event site by the Exhibitors, their employees or any other person.

For event security reason security services may only be rendered by Event official company. Contractors from other security companies other than the official one or even employees of the Exhibitor company will not be allowed company to render services as stand security services. These services should be hired through the Exhibitor Portal according to your needs.

AT THE TIME SET FOR CLOSING THE EXHIBITION FOR THE DAY THE LIGHTS WILL BE TURNED OFF AND ALL EXHIBITORS AND SERVICE PERSONNEL MUST LEAVE THE PREMISES.

At any given time, the official security team will be authorized to prevent access to or remove from the exhibition area any person whose behavior is deemed unsuitable to event image, or yet, refuses to abide by the safety regulations. Event general security team, hired by Event Organizer - MCI Brasil, will ensure access by staff carrying badges valid only for the exhibition area.

Exhibitors will be responsible for materials in their stands.

INSURANCE

The stands, assets or products and the personnel rendering services to the Exhibitors are not covered by event insurance.

Exhibitors should take the necessary steps to have their stands insured (Civil Liability Insurance for Exhibitions and Fairs offering coverage for losses such as theft and material damages).

To purchase insurance, please, contact event Official Supplier- MCI Services which is prepared to offer the best quotations for your stand

MCI Services

Contact: Mariana Lima

Tel.: +55 (11) 3515-8686

E-mail: services.iepa2020@mci-group.com

In all cases and in any circumstances, Event Sponsor -IEPA and Event Organizer – MCI Brasil will be exempted from any liability/obligation for personal or asset losses caused by materials on display, or for the loss, misplacement or theft of any assets on display throughout the exhibition, including the assembly and dismantling periods.

10. TRANSPORTATION OF MATERIALS

Stand design items and assembly materials will enter the premises from Av. Lúcio Costa 2630 – Barra da Tijuca, Rio de Janeiro – RJ, CEP 22620-172.

Because of the noise nuisance law, loading and unloading of materials or equipment that may involve significant noise are required to stop at 10:00 pm.

The maximum truck height to enter bays is 3.40m.

The cargo lift has the following dimensions:

Width: 1.48m / Depth: 1.40m / Height (Max): 2.20m / Door: 1.40 x 2.08.

The other cargo lift has the following dimensions:

Width: 1.48m/ Depth: 2.90m / Height (Max): 2.35m / Door: 1m.

Drivers required to stay inside the vehicle.

- Exhibitors or their representative will be liable for the carriage of any type of materials.
- While the event is in progress, and in conformity with the general schedule, just pneumatic wheeled carts may be to take and/or replace items in the stands

11. SHIPPING OF MATERIALS

RULES FOR SHIPPING OF MATERIALS AND GOODS

Exhibitors will be liable for compliance with legal requirements for issue of invoices of any kind for delivery or removal of any equipment, durable or consumption materials and will also be liable for any payable charges.

Exhibitors are required to issue a Simple Carriage Invoice or Statement of Shipment in the name of the Exhibitor (forwarding establishment) containing Exhibitor CNPJ and State/Municipal Registration. The invoice must list all goods and products and include a note stating that such goods are for the sole purposes of demonstration and also event name and date.

- The original Invoice must be kept by the Exhibitors throughout the event.
- No equipment/product will be allowed to enter the premises if not accompanied by the relevant invoice.

RECEIPT OF MATERIALS

The information and dates for receipt of materials and goods at event site will be informed by 20/03/2020 in an update of the Exhibitor Manual.

12. STORAGE AREA

Event Organizer – MCI Brasil will not make arrangements for individual or shared storage areas and the Exhibitors will take the necessary steps to store their materials

13. EVENT DELIVERY

PERIOD AND TIME

The **12th IEPA** will be held from **September 20 to 23 of 2020**, with accreditation open during the event from 8:00 am to 6:00 pm.

It is strictly forbidden to close the stands before the time set for exhibition closing to the public as set up in the General Schedule to be informed on a later date.

ACCESS TO THE PAVILION

Minors under 16 years of age will not be allowed access to the site while the event is in progress, even if accompanied by relatives of the Exhibitors, independent from the degree of kinship.

DRESS CODE

Persons wearing flip-flops, shorts and caps will not be granted access to event site.

SMOKING

Pursuant to legal requirements the fair will be a non-smoking site. Any penalty imposed on account of this type of violation will be sent to Exhibitors (in case of an employee) and/or to the guilty party.

ACTIVITIES IN THE STANDS

Throughout the period of the event, Exhibitors will be required to keep in the stand, at all times, at least one employee or service provider duly qualified to provide information about the products on display.

During the event period the Exhibitors and their representatives will be allowed access to event as of 8:00 am.

CATERING

Catering for the stands will be solely hired from Hotel Windsor Barra.

Hotel Windsor Barra

+55 (21) 2195-5000

eventos.windsorbarra@windsorhoteis.com.br

Catering services at the stands provided by third parties will only be allowed upon prior negotiation and approval by venue Event Department.

COCKTAIL IN THE STANDS

Alcoholic beverage may only be served in the stands during the event once the scientific program, whose schedule will be informed on a later date, has ended.

INSTITUTIONAL ACTIVITY

- The stand area is exclusively intended for Exhibitor's company institutional and commercial activities, and the use of stand or common areas for any other type of activity will not be allowed;
- Advertisement of products and/or services which may conflict or compete with the objectives of Event Organizer- MCI Brasil and Event Sponsor – IEPA will be strictly forbidden;
- No promotion, action or exhibition by any company other than that named in the contract will be allowed. For this type of action/promotion, please contact the commercial department.
- Distribution, even if for free, of prizes and or draws of any kind will not be allowed without prior consent from Event Organizer - MCI Brasil;
- All activities must comply with General Event Rules.

AMBIENT SOUND

- All sound in the stand from audiovisual devices, recorders, radios or any other equipment must not exceed normal voice volume or 50 decibels;
- The use of any sound amplifying equipment for conveying sales or promotion messages will not be allowed;



- Pursuant the Copyrights governing law, Law 9.610/98, any Exhibitor playing ambient music in its stand will be required to pay the specific fees using the payment form specifically designed for this purpose and supplied by ECAD, up to 72 hours before the opening of the event;
- Exhibitors will be fully liable for the content coming out of its stand sound system;
- Retransmission of music, use of sound equipment and noise that may interfere with other Exhibitors is strictly FORBIDDEN.

REPLENISHMENT OF MATERIALS AND STAND MAINTENANCE

- If emergency maintenance services are needed, Exhibitors must request authorization, and the request approval criteria will be set at Event Organizer- MCI Brasil exclusive discretion;
- Replenishment of stand materials will comply with the established schedule;
- No product/equipment may be removed from site while the event is in progress;

*In special circumstances authorization for replenishment of products/equipment that may be necessary must be requested from Event Organizer - MCI Brasil.

ACCREDITATION

Exhibitors will see to the accreditation of their employees and suppliers by entering the relevant information into the online system. **The names for the identification badges must be entered into the system by 04/09/2020.**

All the identification badges issued by Event Organizer - MCI Brasil are personal and non-transferable and do not entitle to the admission of a second person. In case of undue use, the identification badge will be taken back and cancelled.

The badges will be issued by Event Organizer - MCI Brasil, upon completion of the relevant form at the Exhibitor Portal, with full name, CPF and job title.

Throughout the period of the event, Exhibitors, assemblers and service suppliers will be required to wear their badges in the stand.

Each copy of the badge generates a fee of R\$ 50.00 and requests for copies must be addressed to the CAEX. Badges are nominal, and no identification badge will be issued in the name of the company for employee rotation purposes.

The identification badges will be delivered at the Exhibitor Service Center – CAEX, at a date and time to be subsequently determined.

EXHIBITOR

The Exhibitor badge is destined to the accreditation of company employees who will be working in and/or will remain in the stand during the event.

Each Exhibitor will be offered one (1) badge free of cost for each 3m² of area, according to the table below:



EXHIBITOR BADGE	
m²	Number
6	2
9	3
18	6

Additional badges should be requested at the Exhibitor Portal and will be charged as follows:

ADDITIONAL EXHIBITOR IDENTIFICATION BADGES	
Until 04/09	U\$25.00/badge
Onsite	U\$30.00/badge

OUTSOURCED SERVICES

The outsourced Service Badge will be issued for the accreditation of service providers (waiters, promoters, receptionists, etc.) who will be working at and or will remain in the stand during the event.

Each Exhibitor will be offered one (1) Outsourced Service Badge at no cost for each 6m² area, according to the table below:

OUTSOURCED SERVICE BADGES	
m²	Number
6	1
9	1
18	3

Additional badges should be requested at the Exhibitor Portal and will be charged as follows:

ADDITIONAL OUTSOURCED SERVICE BADGE	
Until 04/09	U\$18.00/badge
Onsite	U\$20.00/badge

Please be aware that the Exhibitor and the Outsourced Service Badges enable access solely to the exhibition area.

Event Organizer– MCI Brasil will issue the badges following the sequence requested in the relevant form if the total number of badges exceeds the number agreed under the contract. The additional names will remain pending accreditation until full payment is made. Badges requested during the event will be delivered 1 hour after request submission.

14. PARKING

Valet Parking is provided with access from Rua Martinho Mesquita.

Parking services may be paid by each event participant individually.

Suppliers, assemblers, delivery personnel and other parties using the parking lot will pay their parking tickets when leaving the premises according to parking lot prices.

15. SATELLITE SYMPOSIUM

The Satellite Symposium organized by the Sponsor will have as its main objective the dissemination of scientific data, research innovation and updating of techniques, which will reinforce the Congress experience for all participants.

- A. Symposiums will have duration as stipulated in the contract. The sponsoring company should use this time to: give the lecture, deliver lunch box, giveaways and draw;
- B. The Sponsor is responsible for sending for approval to the Event Scientific Committee by e-mail: until the day: the theme, title and name (s) of the Symposium speaker (s), which will take place. during the event;
- C. Sponsor is responsible for hiring lunch box for Symposium attendees;
- D. Sponsor is responsible for contracting simultaneous translation / interpretation services from foreign language to Portuguese / English at its Symposium. To do so, you should contact the event organization directly;
- E. Sponsor is responsible for all expenses relating to airfare, lodging, transfer and congress registration of the Symposium speaker (s);
- F. The Sponsor is responsible for using the Symposium room, decorating with promotional material, banner, at their own expense. The room must be returned free of any promotional materials at the end of the sponsored activity;

Each Satellite Symposium includes the following services:

- Hotel room rental;
- Standard audio visual equipment (multimedia projector, microphones and screen);
- Access to preview room / media desk;
- Publication of the Satellite Symposium session in the Final Program;
- Permission to use the Congress logo on printed invitations to the Symposium after approval by the Organizing Committee;

16. CLASSES AT THE STANDS

Classes in the stands will not be allowed.

17. CHECK LIST

	YES	NO
Read all Exhibitor Manual instructions and convey this information to employees and contractors.		
Set out your participation objective and select the line of products to be displayed.		
Select the team that will be assigned to work in the stand and see to the necessary training.		
Check accommodation and transportation for your team. Count on MCI Housing as your travel agency.		
Check the visa requirements for foreigners.		
Some of the services you will need to hire according to your needs: Have you already taken the necessary steps to hire:		
Buffet		
Receptionist		
Audiovisual Equipment		
Other services may be hired directly at the Exhibitor Portal (if such services are not included in your contract). Enter your login and password to order:		
Extinguishers		
Stand Security		
Stand cleaning services		
Power		
Badges for your employees and service providers (you already have a quota according to your contract)		
Statements of authorization and liability are critical documents. Have you already obtained and submitted the following documents?		
Commitment of Liability, ART/RRT and stand LAYOUT PLAN?		
Copyrights fees – ECAD? If you intend to have ambient sound		
Provisional operation permit		