



RIO18

21st World Congress
of Soil Science

Rio de Janeiro August | 12 - 17

EXHIBITOR`S MANUAL

CONGRESS OF THE BRAZILAIN SOCIETY OF SOIL SCIENCE

RIO DE JANEIRO, August 12 – 17, 2018

Local: Hotel Windsor Oceânico

Promotion and Realization:

BRAZILIAN SOCIETY OF SOIL SCIENCE

Presentation

From August 12th to 17th, **2018**, we will participate at the **CONGRESS OF BRAZILAIN SOCIETY OF SOIL SCIENCE** that will be held at **Hotel Windsor Oceânico**. We are sure that together we will accomplish a successful event. We will be always there to help you in any possible way for your company to have a succesful participation in our Congress.

Your collaboration will be very important either in sending all of the necessary documents that are included in this Manual or in meeting all the deadlines. **It is very important to remember that information delivered late won't be accepted by Organization or Official Assembler.**

GENERAL

The **PROMOTER** may redistribute the areas, ***because of the demand of the local Inspection Body***, but always respecting proportions of dimensions and characteristics established at the Participants Contract, in a way for this procedures wont violate any contract conditions.

As participants, the **Exhibitors** accept and agree with the terms and conditions of this Exhibitor`s Manual, that will establish the rights and obligations accordingly.

The **PROMOTER** is not responsible for any prejudice and won't be responsible for compensation of any kind for suffered losses because of the unsatisfied results after participation in the event.

The **Exhibitor** may not transfer or sublease totally or partially spaces located under the Participation Contract, except when it is authorized by the **PROMOTER**.

For participation in the Exhibition it is important that the **Exhibitor** duly pays all the participation fees and for other services as well as send all necessary forms.

All transportation of goods and other necessary procedures for foreign companies, that participate in this event, customs procedures must be chosen and cleared by the company itself. The **PROMOTER** and **OFFICIAL ASSEMBLER** are not legally responsible for import/export procedures, transportation or sending of goods.

All other necessities for the assembling of stands that are not mentioned in this Manual will be solved directly by the **ORAGANIZATION** and **Proforma Stands Promocionais (Official Assembler)**.

ADDRESS AND USEFUL TELEPHONES:

PROMOTER

Sociedade Brasileira de Ciências do Solo

Rua Edifício Silvio Bandão, s/n Campus Universitário, Viçosa – MG – CEP: 36.570-000 inscrita sob CNPJ nº42.137.836/0001-82 situada na Avenida Padre Dehon, 177, Apt.301 – Centro – Lavras –MG

Zip code: 37.200-000.

E-mail: igor.assis@ufv.br

LOCAL ORGANIZERS

Activia Conferences

Praça Mahatma Gandhi, 02 / Grupo 621 a 624 – Cinelândia

Rio de Janeiro – RJ

Zip code.: 20031-100

COORDINATION

Contact: Ademir Almeida / Sarita Santos / Edilaine Lopes

Tels: 21 2534-7100 or 21 99590-2226

E-mail: congressos@activiaconferences.com

PLACE OF THE EVENT

Hotel Windsor Oceânico

Rua Martinho de Mesquita, 129 - Barra da Tijuca, Rio de Janeiro - RJ, Zip code: 22620-220

Contact: Fabio Dassa

Tel.: +55 21 2195-5000

E-mail: eventos.windsorbarra@windsorhoteis.com.br

OFFICIAL ASSEMBLER

Proforma Stands Promocionais

Rua Antonio do Carmo, 24 – Penha Circular

Contact: Vicente Nogueira

Tel.: +55 21 2270-3555 / 3105-4675 / 3976-2332

E-mail: proformastands@proformastands.com.br

www.proformastands.com.br

CARTERING SERVICE

Hotel Windsor Oceânico

Rua Martinho de Mesquita, 129 - Barra da Tijuca, Rio de Janeiro - RJ, Zip code 22620-220

Contact: Fabio Dassa or Nilia Quizi

Tel.: +5521 2195-5000

E-mail: eventos.windsorbarra@windsorhoteis.com.br

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Órgão para pagamento de Direitos Autorais

Rua Almirante Barroso 22 / 22º andar – Centro

Rio de Janeiro – RJ – Zip code 20031-000

Tel.: +5521 2544 3400

Fax: +5521 2544 4538

E-mail: ecadrj@ecad.org.br

www.ecad.org.br

AUDIO VISUAL EQUIPMENT

Ventury Produções

Rua Garcia Redondo, 43 – Cachambi – Rio de Janeiro – RJ

Contact: Edmar Saad

Tel.: +5521 3172-4641 / 3172-3817 / 96421-0646

CLEANING

Sunset Services

Rua Salvador Allende, 6555 – Barra da Tijuca – Rio de Janeiro – RJ

Zip code: 22783-127

Contact: Marcia Catarina

Tel.: +5521 2499-8167

E-mail: eventos@sunsetservices.com.br

SECURITY

Sunset Services

Rua Salvador Allende, 6555 – Barra da Tijuca – Rio de Janeiro – RJ

Zip code: 22783-127

Contact: Marcia Catarina

Tel.: +5521 2499-8167

E-mail: eventos@sunsetservices.com.br

TAX OFFICE

Secretaria de Fazenda do Estado – IFE 9902 Fiscalização Dirigida

Tel.: +5521 2332 3192

Rua Visconde do Rio Branco, 55 / 4° andar

Rio de Janeiro – RJ

www.fazenda.rj.gov.br

INTERNET

CONTACT: Vinicius Allen

e-mail: vinicius.allen@fullsuportinf.br

2. GENERAL SCHEDULE:

2.1. ASSEMBLING, EXHIBITION AND DISASSEMBLING.

Activity	Date	Time
	Starts:	
➤ Official Assembler	➤ 08/10/2018	➤ 8am to 12h Area marking and delivery of the materials
➤ Other Assemblers	➤ 08/10/2018	➤ Discharge of materials and assembling: 12h to 10pm
➤ Stands fittings	➤ 08/11/2018 ➤ 08/12/2018	➤ 8am to 10pm ➤ 8am to 12h
➤ Exhibitors Assembling	➤ 08/12/2018	➤ 8am to 2pm
➤ Exhibition area schedule	➤ 08/13-17/2018	➤ 08:00 a.m. to 7:30 p.m.
Disassembling	08/17/2018	➤ 5pm to 10pm

- Those exhibitors that contracted basic stands assembling will have them ready on **12/08/2018 after 8am**. Those with special assembling should get in touch directly with contracted assembling companies for more details.
- The promoter is not responsible for any materials left at the exhibition area after the end of disassembling.
- Each exhibitor is responsible for their carriers.

- The Convention Center is not responsible for any material left at the conference rooms or in general access areas, therefore it is totally of the exhibitor's responsibility for any missing material at any time.

3. GENERAL NORMS

3.1. RESPONSIBILITY

The Organization Commission is not responsible for damages or losses caused to people or goods exposed before, during or after the event, including robbery, energy deficiency or interruptions, or claims of any kind.

3.1.1. SENDING MATERIAL FOR INSERTION INTO THE FOLDER

The sponsors that have a right for insertion of their materials into the folders must send these materials strictly before **07/20/2018** to the Activia Conferences headquarters. **No materials will be received after this date.**

These materials must be identified with the following information:

- Name of the event; Exhibiting Company;
- Responsible and Telephone number; Quantity;
- Description of the materials.

All materials must have the invoice that must be send to the Secretary of Congress.

3.1.2. SENDING GOODS TO THE EVENT

The sending

of the goods must be done to the following address: **Hotel Windsor Oceânico**: R. Martinho de Mesquita, 129 - Barra da Tijuca, Rio de Janeiro - RJ, zip code 22620-220.

Date: 10/08/2018 to Edilaine Lopes or Sarita Santos

The goods must be consigned to: EXHIBITING COMPANY.

No goods will be received before: 08/10/2018.

- It is of the Exhibitors responsibility to follow all the legal procedures for any invoice emission for delivery or withdrawal of the equipment, durable or consumer goods. The Exhibitors must be responsible for all taxes and fees.
- The Exhibitor must issue Simple Shipping Invoice or Shipping Declaration in name of the Exhibitor (sender).
- The invoice must contain all the necessary information
- The invoice for goods and materials for the event must be issued in name of the Exhibiting Company, containing all respective Registration information, Corporate Taxpayers Registry, etc. and address of the Hotel Windsor Oceânico.
- The invoice must contain the list of all materials, goods and products, etc., and must have a note that all the materials are for demonstration only, with the date and the name of the event.
- The exhibitor must keep the original invoice during the event.
- It is forbidden the entrance of any equipment/product without invoice.

3.1.3. LOADING AND UNLOADING

- All goods delivered to the event must be properly packed, identified with the name of the event, name of the exhibitor and number of the stand.
- Any transport access to the area will be only allowed after permission form the Operations Management of the Hotel Windsor Oceânico and after clearance by the Event Organizers. The entrance of the vehicles will be supervised by the Hotel Security staff.
- For special transportation cases, as for example, for large scale material/equipment, we would like to ask that transport company responsible for this kind of vertical transport makes a technical visit to the Hotel Windsor Oceânico before the transportation in order to confirm the measures and the way in, to guarantee the safe delivery of the equipment.
- The Hotel Windsor Oceânico has no carriers for events materials. They should be contracted by each organizer/assembler.

- Goods or products considered harmful or uncomfortable for users or public won't be allowed at the Convention Center of the Hotel Windsor Oceânico, especially explosive, inflammable, harmful to the health, products with unpleasant smells or corrosive ones, besides others, considered as such exclusively by hotel will be prevented.

3.1.4. TRANSPORT

- The Exhibitor is responsible for transportation and handling of his materials at the Convention center depending's as well as for the carries and equipment for his stand.
- Transportation of the equipment or goods inside the Convention Center if it can't be done manually, must be done using the carries with rubber wheels.
- It's strictly forbidden the use of escalator and guests elevators for transports related with assembling / disassembling, besides when it was previously authorized.

3.2. INSURANCE

The stands, goods or products as well as Exhibitors stuff are not covered by insurance, which is of Exhibitors responsibility. Each Exhibitor must provide its own insurance against any kind of risks. Its highly recommended by Organizing Committee and by Assembler, who are not responsible for any loss of profits, damages and/or losses of any nature, that may occur to exposed products, stands, or stuff, including those, resulting from rains, winds, rays, infiltrations, blackouts, crowd panics, short circuit, fire, structural faults of the building, poor conservation and force major causes.

3.3. PAYMENTS DELAY.

Organizing Committee won't release the area for the assembling of the Exhibitors stand if any of the partial payments of the contract for the space rental were not paid before the **07/27/2018**.

3.4. COMPLETING AND SUBMITTING THE FORMS

It is obligatory the fulfillment and submission of all forms according to the established dates for each form. All forms are attached to this manual.

3.5. GENERAL ACCREDITATION STANDARTS

The Exhibitor is responsible for accreditation of his stuff, of the assembler (when it is not official one) and service and equipment maintenance personal. It is necessary to fill in the forms in attachment.

IMPORTANT NOTES:

It is obligatory the use of the credentials by exhibitors, assemblers and staff at the stand.

3.5.1. ACCREDITATION OF THE ASSEMBLER OR DECORATION STUFF.

The completing of the forms and their submission are obligatory and are necessary for the registration of the hired companies for assembling and decoration of the stands. This form is not necessary for the official assembler of the event.

The credentials will be delivered after all the forms are completely filled in and signed by the Exhibitor and the Assembler that by signing this form are assuming their responsibility with fulfillment of the norms of this Manual.

The Organizing Committee is not responsible for any service regarding stands maintenance. So we suggest that the Assembler keep its stuff during the whole period of the event.

The credentials should be withdrawn at CAEX, located at the expositions assembling at the Convention Center on 08/10/2018 from 9am to 5pm.

- **Last date for forms submission is: 07/25/2018.**

IMPORTANT NOTES:

1) All accreditations supplied by Organizing Committee are personal and cannot be transferred, and give no right for entrance of thirds. Inappropriate use will lead for seizure and its cancelation. No other credentials will be issued in this case.

2) CREA/ CAU

Please pay attention to the fact that in case of the assembler is not the official one, it is necessary to check if this had provided ART (Technical Responsibility Note) or from CREA (Regional Engineering Council) or from CAU (Regional Architecture Council) the RRT (Technical Liability Record). It is important to keep the copy of these documents during the event, because in the case of inspection there may be embargo of the booth.

3.5.2. EXHIBITORS ACCREDITATION

For exhibitors' stuff accreditation they should submit the form before 07/25/2018.

Credentials must be withdrawn:

- **On 08/12/2018, from 10am to 19pm, at the organizer's booth located in the secretariat of the event.**

We are not responsible for delay in delivery of the credentials in case if the form with the staff names wasn't submitted at established time. In this case, credentials will be issued with the name of the company.

3.6. PROMOTIONAL ACTIONS

- Any exhibitor's promotional action outside his booth is forbidden;
- Convention Center aisles are of common use and it is not allowed to attract visitors or distribute printed or other articles of promotion in the aisles, under the penalty of being the same collected by the Organizing Committee;
- The Organizing Committee reserve the right to prevent the distribution of promotional material even inside the stand, if this factor is purposely causing disturbance and agglomerations.
- The installation of any kind, form or size of inflatables, as well as of panels, bands, decorations or carpets outside of the stands space is not allowed;
- Will not be allowed to circulate through the corridors of the event or common areas of persons characterized with costumes of any type or kind (inflatables, costumes) representing products of the exhibiting company – character brand or theme alluding to the booth;
- All materials exhibited during the event should be withdrawn on the first day of disassembling of the event. All materials left will be destroyed.
- The Organizing Committee may discontinue the demonstration of any material other than a product intended for the sector, that by their criteria may present any risk to the people, any goods or structures or food or even to the area of the event.

Any and all promotional material that infringers these rules will be seized and returned only after the end of the event.

4. STANDS

4.1. LOCATION OF STANDS

The Official Assembler is responsible for the stands location lining off, considering chronological order of requests and assemblers' arrival, and technical and operational necessities of the assembling.

The Exhibitor will receive the area of his stand lined off when he had contracted special assembling and not basic one.

4.3. PARTITION WALLS

It is obligatory the building of the partition walls in all perimeter, for division with other stands, as per rules below. When the partition walls are higher than 2,35m the shall have an external finish in the area that exceeds said height.

Stands maximum height will be 4.00m

4.4. MAXIMUM LOAD

- Exhibitor must submit to the Organizing Committee a written declaration for the equipment maximum weight and for heavy transport that he will used in his boot;
- Punctiform loads shall be supported by rubberized steel plates or wooden pallets compatible with said load.

4.5. GARDENING AND PLANTS

Gardens, plants and ornamental flowers shall be permitted when contained in pots, baskets or other containers, since it is not used on lose ground area or stones for the execution of on-site gardens. Must be contained inside the booths limits.

4.6. HORIZONTAL PROJECTION OF THE BOOTH

Horizontal projection of any part of the assembling (including showcase) or other exhibited products must be obligatory only inside the booths limits.

Projections over the neighboring booths or common areas won't be allowed. The execution of spots for lighting of logos is allowed at the minimum height of 2,35m.

4.7. WORKING STANDARDS

- The decorative or tiled element should be finished on both sides, either they are located on division line with other stands or in the division with cross streets;
- The exhibition of equipment or promotional materials must comply with the booth limits;
- **The following materials will not be allowed: circular bench saw and cutting disc for iron and aluminum;**
- Booths with built structures must enter the pavilion semi-finished, missing only some finishing details;
- It is not allowed to sand and/or knead the walls of the booths in the pavilion`s premises;
- Painting within the exhibition area is not permitted. If necessary, it should be done in the loading and unloading area and then transported to the exhibition area;
- No use of gas in the premises of the convention center;
- The use of stoves and greenhouses inside the buildings, as well as presentations and performances using hazardous materials, are strictly prohibited (ex.: Pyrophagy);
- Conveyance lanes and contiguous stands may not be used for the deposition of tolls and products to be installed in the stand. All operations must be carried out exclusively within the confines of Exhibitor`s own booth;
- All work with grease, paints, corrosive materials, powders and liquids should be carried out in suitable containers, avoiding damage to the people, the pavilion and the contiguous booths;
- All the booth that has glass panels in the external area should use alert identification on them, in order to facilitate the visualization of the public, avoiding possible accidents;
- All booths that has high floor with stage must contain ramp of access for wheelchairs;
- All constructions must be arranged on the floor without damaging it, and the entire area of the assembly must be provided with floor protection, with or without a floor and must not exceed the limit 450 kg/m². heavy equipment and punctiform loads shall be supported by rubberized steel plates or wooden platforms, respecting the correct design for each type of load;
- The floor cannot under any circumstances be demarcated, painted, punctured or excavated by the Exhibitor, and any damage to it shall be incumbent upon the Exhibitor to reimburse the Convention Center;

- It is prohibited to support, tie or hang any component of the stand or products exposed to the structure, roof or walls of the pavilion. Also, it is forbidden to pierce or paint these elements;
- No type of mounting material should be supported, fixed or glued to the walls and pillars;
- It is not allowed to touch or hit materials and equipment on the walls of the lift truck;
- Any damages to the structure of the Convention Center, being proved the authorship thereof, will be the responsibility of the Exhibitor and its suppliers.
- All booths that have a raised floor should cover the floor of the Convention Center with plastic or carpet for protection.

4.8. STANDARDS FOR THE ASSEMBLERS.

- Do not allow your employees to move around common areas with inappropriate clothing such as shorts, tank tops, miniskirts or slippers;
- Do not allow circulation in dirty shoes. Sandals or slippers;
- Do not allow the execution of the services that cause noise, unpleasant odors or dirt in a way that damages the other assemblers;
- The production of materials in the place will not be allowed under any circumstances and all materials must be delivered as pre-manufactured. Use of the circular saw won't be allowed.
- Paint and glues will not be allowed at the assembly site.
- Do not allow the movement of your employees through escalators, social elevators, garage or in the areas outside the assembly area of the event.
- It is forbidden smoking within the Convention Center, according to Decree n° 2018/96 and Federal Law n° 92914/96 that provide the prohibition of the use of cigarettes in a collective, private or public environment, with the penalty of a fine;
- Service toilets at the Convention Center will be released for personal hygiene of the assemblers' stuff, but it is strictly forbidden to use these spaces for any kind of cleaning (as for equipment, materials, brushes, etc.);
- The assembler who doesn't finish the assembly of the booth within the period stipulated by the Organizing Committee will not be subject to the payment of a fine;
- It is not allowed to consume alcoholic beverages or smoke during work at the event area;
- Anyone for any reason who starts to disturb the work environment will be removed from the Convention Center;
- All employees whose services requires special protection should receive Personal Protective Equipment (PPE) provided by the respective exhibitor and who is responsible for the appropriate measures.

4.9. PRESENTATION OF PROJECTS

The designs of the booths must be send for approval by the Official Assembler until **07/25/2018** by e-mail: proformastands@proformastands.com.br and should contain elevation and perspective, memorandum with quotas and amount of electrical energy required in KVAs, description of finishing materials, construction details, lighting and points for electrical installations, telephone, internet, etc.

When contracting an assembling company other than the official one, it will be the responsibility of the exhibitor to send a copy of the Exhibitor's Manuals to it. In this case the Exhibitor company will not be exempt from the responsibilities for full compliance with the rules of this regulation.

4.10. CHARACTERISTICS OF THE BASIC ASSEMBLY (STANDARD STAND)

Structure in similar to the Octanorm system, containing:

- Needled carpet (3mm) in graphite color, applied directly on the floor at the event site through the use of double-sided tape.
- Partition panels (TS) in white color, structured by aluminum profiles. (Height: 2.35m)
- Identification plate in white color (dimensions - height = 30 cm x length = 96 cm) in Helvica font in self-adhesive vinyl.
- 01 outlet 220V with 300W per booth.
- 01 sconce with electronic lamp 9w-220v every 3m².
- Furnishings: 1 glass round table / black frame and 2 black fixed chairs.

All material mentioned in this item is owned by the Official Assembler and assigned to the Exhibitor as rental, and must be returned in the same conditions as they were received – it is not allowed to copy, paste, cut, paint, nail, and scratch these materials.

Missing or damaged materials will be charged from Exhibitor.

4.11. SAFETY RULES

- **SPECIAL FACILITIES** – any equipment which demonstration may present risks to the public, to adjacent stands or to the pavilion, must be provided with special facilities that completely eliminate any danger and may, at the promoter's discretion, be requested to be withdrawn if its conditions indicates so.
- **EXTINGUISHERS** – every Exhibitor that occupies an area of 50m² or more, will be required to keep at his booth, from the beginning of the assembly until the end of the disassembly, at least 01 (one) 6kg Fire Extinguisher (carbon gas). Extinguishers must be provided by the Exhibitor.
- **FORBIDDEN EQUIPMENTS** – it is forbidden to operate combustion engines inside the pavilion, it is also prohibited to use explosive, non-inert, toxic and combustible gases.
- It is forbidden the use of LPG – type gas, or any other type of flammable gas inside the Convention Center.
- All the contracted Assemblers for building of the custom stands must issue ART or RRT from the responsible professionals. Without this documentation the entrance to the Convention Center won't be allowed.
-

4.12. EMBARGO OF THE CONSTRUCTION

Organizing Committee has the right to stop the construction of the booth or any part of it that may be in disagreement with the structural safety norms and this manual. If the assembling company contracted by the exhibitor does not reformulate the design and construction in a timely manner, the booth cannot be used during the event without prejudice to the contractual costs with the organizers.

For special assembly projects, it is necessary that they attend all requirements of CAU-RJ or CREA/RJ and that they are executed and overseen by companies and professionals that are registered and accredited by the Regulatory and Inspection Agencies.

4.13. SOUND

The Organizing Committee reserves the right to stop any activities with the use of amplified sound, whenever these are not allowing the quiet conversation in the neighboring stands or that are causing disturbances, agglomerations and complaints of the contiguous stands. Likewise, any and all manifestations that may be inconvenient or cause discomfort.

The exhibitors who opt for the use of sound system in his booth will be fully responsible for the collecting the copyright fees, together with the competent body – ECAD (www.ecad.org.br) and must have the proof at the booth during the whole event.

4.14. DISASSEMBLY

- It is the obligation of the exhibitor to withdraw all of his merchandise and to arrange the disassembly of his booth within the timeframe and within the times stipulated in this manual;
- The Exhibitor is fully responsible for his merchandise while it remains in the exhibition area;
- Merchandise and equipment eventually remaining inside the Convention Center after the end of the allowed period will be withdrawn by the organizers, he will not be responsible for losses, damages, robberies or losses of any nature as a result.

5. INSTALLATIONS

5.1. ELECTRICITY

- The electrical voltage of the Convention Center is 380 Volts – three phase – neutral phase 220 Volts. In case of use of any 110V device, the Exhibitor must provide suitable transformers.
- The Electric Power will be available in 220 V phase/phase, frequency of 60 Hz;

- It is strictly forbidden to use lighting that may cause interference in electrical or electronic equipment;
- After the daily closing of activities, all electric power circuits will be disconnected, except for the equipment that needs to be connected full time. These must be connected to independent circuits and must be marked "DO NOT DISCONNECT";
- The general protection of the frame must be necessarily being made by circuit breakers and fuses;
- The Exhibitor must inform by **25/07/2018** the necessary voltage.
- The electrical power points are arranged on the floors of the halls and the columns of the exhibition area. Before starting the assembly, check the power point and the voltage.
- The outlets are signaled to proper voltage. In case of doubt, ask for support the Convention Center maintenance team.

5.2 AIR CONDITIONING

The use of air conditioning in the stands will not be allowed. The Convention Center is equipped with central air conditioning.

5.3. WATER AND SEWAGE INSTALLATION

The use of hydraulic installations in booths will not be allowed.

6. SERVICES AND FACILITIES.

The Convention Center has exclusive concessionaire for food and beverage, telecommunications and parking services. Therefore, according to the standards of the Convention Center, the above services cannot be contracted from third parties. Services must be requested from the Convention Center, except parking.

6.1. SURVEILLANCE

The Organizing Committee will provide surveillance and security services in common areas of the event. The Organizing will not be responsible for any loss, damage and/or loss of materials in the event venue. The security provided by the Organizing Committee only covers the area of the event in a global and unspecified way. The Exhibitor cannot demand security services from the organizer in his stand;

- It shall be the Exhibitor`s entire responsibility to keep the materials and products displayed on the occasion of the event, from the moment of their entrance in the Convention Center until their withdrawal.

6.2. CLEANING

During the event The Organizing Committee will clean only the common areas. If the Exhibitor has an interest in contracting this service exclusively for his booth, he must contact the official cleaning company that will be informed.

- It is Exhibitor`s obligation to refill all garbage in their stand during the day in plastic bags and deposit in area that the Organizing Committee will establish in advance;
- The cleaning materials cannot be washed in any way in the bathrooms;
- It will be the Exhibitor`s sole responsibility for the preservation and zeal of the materials and products exposed during the event, from their entry until the end of the withdrawal;
- For all the garbage generated by the stand assembly companies as well as by the exhibitors during the assembly and disassembly will be charged a cleaning fee according to form n. ° 02 of this manual.
- The internal cleaning of the stands is the responsibility of the exhibitor, we recommend the contracting of cleaning personnel, duly standardized and accredited.

6.3. TELEPHONES AND INTERNET.

The Organizing Committee is not responsible for the installation. It must be requested directly by the e-mail vinicius.allen@fullsuporti.inf.br

6.4. PARKING

There is parking at the hotel of the event, paid for daily.

6.6. THIRD PARTIES

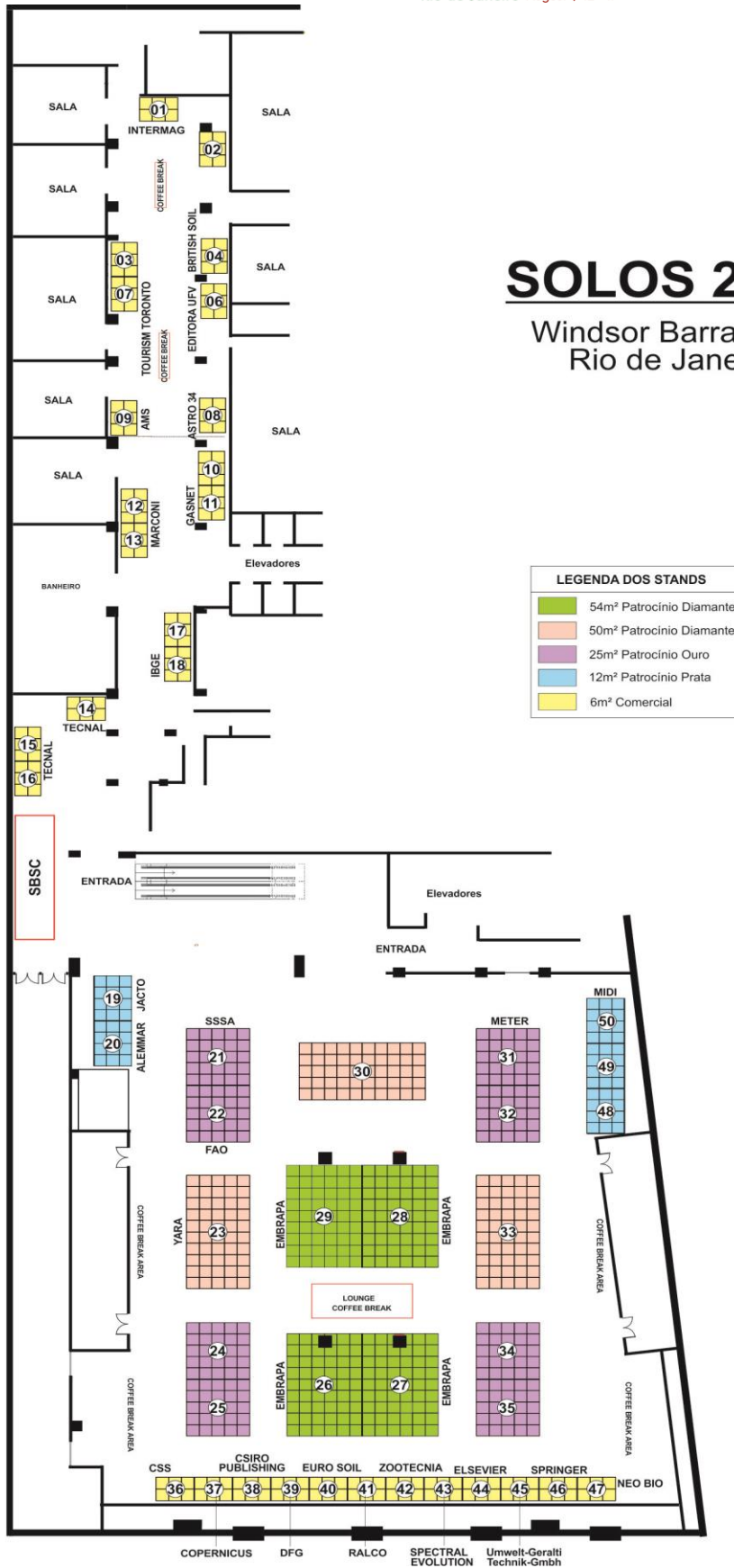
The employees hired by the exhibitors to provide services such as booth assembly, buffet, security and cleaning must be properly uniformed, identified with your company badge and informed about the rules of this manual.

We request to instruct these employees that:

- The coffee breaks will be served for the exclusive consumption of the participants and exhibitors;
- The Lunch Boxes will be served exclusively for the participants;
- You will not be allowed to request gifts to exhibitors;
- The outsourced employees should be positioned in a place to be determined on the day of the event;
- It will not be allowed the permanence of employees without identification and/or not uniformed in the exhibition.

SOLOS 2018

Windsor Barra Hotel
Rio de Janeiro



Elaborado em 21 de Junho de 2018

FORM 01

FORM FOR STUFF ACCREDITATION

It must be filled in and submitted to **ACTIVIA CONFERENCES** by fax +5521 2534-7100 or by e-mail: congressos@activiaconferences.com before **07/25/2018**.

There won't be the change of the names or credentials reissue. The badge is personal and non-transferable. We are asking to provide credentials for the following persons, as it is listed, who will work at our stand.

Name	Position	Name for the badge

Note:

- Please indicate the responsible who will withdraw the credentials.

Company (Exhibitor):

--

Fantasy Name:

CNPJ (Legal Entity registration - obligatory):

--	--

Address:

--

Number:

Zip code:

District:

--	--	--

City:

State:

--	--

Telephone:

Fax:

E-mail:

--	--	--

Responsible:

Date:

--	--

Signature:

Company stamp:

--	--

FORM 2

CLEANING FEE IS OBLIGATORY FOR THE CONSTRUCTED OR CUSTOM MODULATED SYSTEM STANDS (OBLIGATORY COMPLITING AND PAYMENT)

Please fill in and send to the **ACTIVIA CONFERENCES** by fax +5521 2534-7100 or by e-mail: congressos@activiaconferences.com before **07/25/2018**.

This payment are only for the general cleaning service after assembling/disassembling of the exhibition and also may be contracted during the event.

Description	Price per unit (R\$) /m ²	M ²	Total (R\$)
Cleaning fee (calculated by m2 of the stand)	R\$10,00 M ²		
Cleaning Service Full Time (fixed) and periodical (3x per day).	R\$ 200,00	Fixed	R\$ 200,00

IMPORTANT:

1. Solicitations must be done only before 07/25/2018, as well as the payment by bank deposit as per data below.
2. The contracted assembler won't start the work without the proof of the payment of obligatory cleaning fee, that must be presented as soon as the assembler enters the Convention Center.

BANK DATA:

Company name: SOCIEDADE BRASILEIRA DE CIÊNCIA DO SOLO

CNPJ: 42.137.836/0001-82

BANCO DO BRASIL 001 - AGENCIA 0428-6 - CONTA CORRENTE: C/C: 75.080-8

Please send the deposit copy by e-mail: congressos@activiaconferences.com

Company (Exhibitor):

<input type="text"/>			
Fantasy Name:		CNPJ (Companies Registration number):	
<input type="text"/>		<input type="text"/>	
Address:			
<input type="text"/>			
Number:	Zip code:	District:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
City:			State:
<input type="text"/>			<input type="text"/>
Telephone:	Fax:	E-mail:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Responsible:			Date:
<input type="text"/>			<input type="text"/>
Signature:		Company name:	
<input type="text"/>		<input type="text"/>	

FORM 3

REQUIREMENT FOR ADDITIONAL (FILLING AND PAYMENT REQUIRED)

Please fill in and send to the **ACTIVIA CONFERENCES** by fax (+5521) 2534-7100 or by e-mail: congressos@activiaconferences.com before **07/25/2018**.

Each stand already will be provided with **1KVA** electricity for each 9m². Any additional Kvas will be charged a part.

The voltage available at the site is 380 volts three phase / 220-volt single phase. The local doesn't have voltage 127volts. We suggest to use in this case transformers to be provided by the exhibitors or contractor if the stand is customized.

Attached is a table of consumption in KVA. Fractional orders will not be accepted.

Description	Price per unit (R\$)	Quantity	Total (R\$)
Voltage 127 volts		Not available	
Voltage 380 volts three phrase / 220 volts single phase	R\$ 240.00		

Important: 1- Request must be made by the deadline of 07/25/2018, as well as payment by bank deposit as shown below.

2- In no case shall the power points be installed without payment, including those in the process of payment. Only payments already credited to the bank account will be accepted.

BANK DATA:

Corporate name: SOCIEDADE BRASILEIRA DE CIÊNCIA DO SOLO

CNPJ: 42.137.836/0001-82

BANCO DO BRASIL 001 - AGENCIA 0428-6 - CONTA CORRENTE: C/C: 75.080-8

please submit the deposit receipt by e-mail: congressos@activiaconferences.com

Corporate name (Expositor):

--

Fantasy name: _____ **CNPJ (Company Registration number):** _____

--	--

Address:

--

Number: _____ **Zip code:** _____ **District:** _____

--	--	--

City: _____ **State:** _____

--	--

Telephone: _____ **Fax:** _____ **E-mail:** _____

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Responsible: _____ **Date:** _____

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Signature: _____ **Company stamp:** _____

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CONSUMPTION TABLE

The following table of consumption is used for energy calculations that require additional energy.
EQUIPMENT - KVA – AMPERE CONSUMPTION

Home electric coffee	0,80 KVA
Commercial electric coffee	4,50 KVA
Freezer (horizontal or vertical)	0,50KVA
Small refrigerator	0,30 KVA
Medium refrigerator	0,50 KVA
Reflector, 60w	0,06 KVA
Reflector, 100w	0,10 KVA
Dichroic lamp (halogen) – 55w	0, 05,5 KVA
Fluorescent lamp - 20w with reflector	0,02 KVA
Fluorescent lamp - 40w with reflector	0,04 KVA
HO Reflector (with ballast) – 110w	0,14 KVA
Incandescent bulb 100w	0,10 KVA
HQI Reflector 150w	0,15 KVA
Mixed lamp - 160w	0,16 KVA
Mixed lamp - 250w	0,25 KVA
Mixed lamp - 500w	0,50 KVA
Halogen reflector 300w	0,30 KVA
Halogen reflector, 500w	0,50 KVA
Special reflector - 1000w	1,00 KVA
TV set 42”	0,10 KVA
VCR	0,30 KVA
Computer PC (CPU + monitor)	0,50 KVA
PC line printer	0,25 KVA
Microwave oven	1,20 KVA
Electric oven 1000w	1,00 KVA
Electric oven 2000w	2,00 KVA
Electric oven 3000w	3,00 KVA
Electric oven 4000w	4,00 KVA
Socket single phase 220v	1,00 KVA
Socket 3-pin 220 v	1,00 KVA
Socket three-phase 280	10,00 KVA
DVD	0,30 KVA
Sound system 3	3,50 KVA

Note: For legalization services, contact the Official Congress Legal company **ULRICKSEN ASS. & SERVIÇOS**, tel. +55 21 2137-5396 or by e-mail: atendimento-ccsa@legalizacoes.com.br, responsible Mr. Marcelo Ulricksen before **07/25/2018**.



**SECRETARIA
DE FAZENDA**

Subsecretaria Adjunta de Fiscalização
IFE.01 – Barreiras Fiscais e Trânsito de Mercadorias - Setor de Eventos
Rua Visconde do Rio Branco, 55 - 4º andar – Centro – RJ – Tel.: (21) 2332–3192 Fax.: 2332 – 3199
Provisional Authorization
KEEP AT THE BOOTH DURING THE EVENT.

CORPORATE NAME		
FANTASY NAME		
STATE REGISTRATION	CNPJ/CPF	FISCAL CNAE
ADDRESS		
TELEPHONE		CONTACT PERSON

The firm above qualified requires the provisional operation for the activity as exhibitor:

EVENT NAME:	
LOCAL:	STAND
PROMOTER OF THE EVENT	
PERIOD	TIME

The activity that applicant will develop: WITH SALES WITHOUT SALES
 Unsold goods will return to the establishment with:
 INPUT INVOICE INVOICE

The goods destined to the event must be covered by INVOICE with retail sale price.

RESPONSIBLE DURING THE EVENT		
N.º IDENTIT	ISSUED BY	ISSUE DATE

The company attaches the documents below, declaring that it is willing to submit to other legal and regulatory as well as to present other information if necessary.

Rio de Janeiro, _____, 2018.

Signature of legal representative

Attach a copy of the following documents:

- | | |
|---|---|
| 1) Request 2 (two) copies | 4) Rental contract for the stand |
| 2) Legal representative's ID and CPF | 5) Social Contract and Last Amendments. |
| 3) Proof of State Registration and CNPJ | |

Note 1: 3.ª Person can only sign with power of attorney.

Note.2: All exhibitors from the State of Rio de Janeiro who make sale, must submit to this department within a maximum of five days after the end of the event the operations carried out during the event, in accordance with Article 217 of Book VI of Decree 27.427 de 17/11/2000.
 Note 3: Event organizes must present to this Department, within a maximum of five days before the beginning of the event, a copy of the Municipality's Permit of Licensing of the event accomplishment.
 Note 4: Companies from outside the State that make sales will pay difference of aliquot-supply of food supply, estimate.

RESERVED FOR
EVENTS SECTOR