

# **BITS** **Business IT South America**

**Information Technology  
and Communication**



## **Exhibitor's Manual**



**Deutsche Messe**

Worldwide

Hannover Fairs Sulamérica

**BITS**  
A CoBIT EVENT  
SOUTH AMERICA



13 - 15 de Maio de 2014 • Centro de Eventos FIERGS • Porto Alegre, RS, Brasil

## Dear Exhibitor,

This **EXHIBITOR'S MANUAL** was created to explain all the procedures regarding your participation at **BITS – Business IT South América**.

The Manual is part of your **Application for Booth Space** agreement and defines the conditions of use of your exhibition space and services. Read this information carefully and be sure to fill in the required forms and return them within the deadlines, so that we can fulfil your expectations and meet your needs promptly and effectively.

Exhibitors must convey the information contained in this Manual to their service providers, including booth constructors, private security, cleaning staff, receptionists, and others. Failure to comply with the rules and regulations presented here may lead to delays, sanctions applied by the Organizers, or even legal penalties, at the Exhibitor's expense.

Exhibitors should visit <http://bits.hanover.com.br> - to fill in and return all forms within the deadlines established in this Manual. Your user's password will be enabled after the **Application for Booth Space** agreement is properly signed and returned, according to the following:

Login: Number of Temporary Rental Commercial Agreement

Password: Number of Temporary Rental Commercial Agreement

Forms sent in any other way will not be accepted.

Should you have any doubts, please contact us. We are at your service for further clarification.

Phone: +55 (41) 3027-6707

Fax: +55 (41) 3029-6486

[bits@hanover.com.br](mailto:bits@hanover.com.br)

[www.bitsouthamerica.com.br](http://www.bitsouthamerica.com.br)



## **ORGANIZATION AND PROMOTION**

### **Hannover Fairs Sulamérica Ltda**

bits@hanover.com.br

www.hanover.com.br

Av. Sete de Setembro, 5890

80240-001 Curitiba / PR

Phone: + 55 (41) 3027 6707

Fax: + 55 (41) 3029 6486

Contact:

Mr. Danilo Hauer Gottschild – Project Assistant

Ms. Poliana R. Gudiel - Architect

## **VENUE**

### **Centro de Eventos FIERGS / FIERGS Exhibition and Convention Center**

Av. Assis Brasil, 8787 – Bairro Sarandi

91140-001 – Porto Alegre / RS

Phone: +55 (51) 3347-8636

## **OFFICIAL BOOTH CONSTRUCTOR**

### **LPR Publicidade, Promoção e Montagem**

www.lpr.com.br

comercial@lpr.com.br

#### **São Paulo / SP**

Phone: + 55 (11) 3857-5603

edilene@lpr.com.br

#### **Nova Petrópolis / RS**

Phone: +55 (54) 3281-1896

rudi@lpr.com.br

#### **Londrina / PR**

Phone: + 55 (43) 2104-9000

flavia@lpr.com.br



## CONTENTS

### **1 CHECK LIST**

- 1.1 SERVICES
- 1.2 TRAVEL AND ACCOMMODATION
- 1.3 DOCUMENTATION
- 1.4 PAYMENTS
- 1.5 MARKETING
- 1.6 BADGES

### **2 SCHEDULE**

### **3 FORMS LIST**

- 3.1 FORMS TO BE FILLED IN BY EXHIBITORS
- 3.2 FORMS TO BE FILLED IN BY BOOTH CONSTRUCTORS
- 3.3 DEADLINES / OTHER SERVICES

### **4 GENERAL INFORMATION**

- 4.1 ACCESS TO EXHIBITION FLOOR
- 4.2 LOADING AND UNLOADING
- 4.3 MATERIALS RECEIVING
- 4.4 PRE-SHOW VISITS
- 4.5 INSURANCE
- 4.6 TAXES AND CUSTOMS
- 4.7 HIRING LABOUR
- 4.8 LIABILITY
- 4.9 NON-TRANSFERABILITY

### **5 ADVERTISING AND PROMOTION**

- 5.1 OFFICIAL EXHIBITOR 'S CATALOGUE
- 5.2 INVITATIONS/TICKETS
- 5.3 MERCHANDISING AND PROMOTIONS
- 5.4 LOUDNESS LEVELS

### **6 SAFETY RULES AND REGULATIONS**

- 6.1 FIRE
- 6.2 HAZARDOUS MATERIALS/EQUIPMENT
- 6.3 LABOR SAFETY
- 6.4 EMERGENCIES

### **7 CONSTRUCTION RULES - SHELL SCHEME BOOTHS**

- 7.1 PROCEDURES
- 7.2 SHELL SCHEME TYPES



## **8 CONSTRUCTION RULES - CUSTOMIZED BOOTHS**

- 8.1 BOOTH CONSTRUCTORS ACCESS
- 8.2 PROJECT APPROVAL
- 8.3 HEIGHTS AND SETBACKS
- 8.4 WALLS
- 8.5 GLASS WALLS
- 8.6 CEILINGS
- 8.7 FLOORS
- 8.8 LOAD LIMITS
- 8.9 BOOTH CONSTRUCTION
- 8.10 PAINT AND GREASE JOBS
- 8.11 GARDENS
- 8.12 AIR CONDITIONING
- 8.13 PROJECTIONS OVER AISLES
- 8.14 MEZZANINES
- 8.15 CIRCULATION AREAS / AISLES

## **9 SERVICES**

- 9.1 CLEANING
- 9.2 SECURITY
- 9.3 LOGISTICS / FREIGHT FORWARDER
- 9.4 HEAVY EQUIPMENT ACCESS
- 9.5 RADIO COMMUNICATION
- 9.6 PARKING
- 9.7 CATERING
- 9.8 WATER AND WASTE-WATER DRAINAGE
- 9.9 COMPRESSED AIR
- 9.10 PAVILION CEILING SUSPENSION CABLES
- 9.11 ELECTRICITY
- 9.12 TELEPHONE / INTERNET



## 1 CHECK LIST

### 1.1 HIRING SERVICES

Exhibitors are expected to hire the services listed below on their own, according to their specific needs. For services lacking a specific Form, Exhibitors must contact service providers directly, according to information provided at the end of this Manual.

- Booth project should be contracted directly with booth constructors (contracted space without shell scheme booth);
- Electricity (mandatory);
- Telephone and Internet;
- Compressed air;
- Water and waste-water drainage;
- Booth security and cleaning services;
- Heavy materials and equipment handling;
- Booth personnel;
- Booth data collectors and readers;
- Booth and merchandise insurance;
- Booth catering.

### 1.2 TRAVEL AND ACCOMMODATION

- Exhibitors are responsible for making their own travel and hotel accommodation/reservation arrangements and are advised to do it well in advance.

### 1.3 DOCUMENTATION

- Exhibitors who contracted a customized booth must send the project for Organizers approval by 14 April, 2014 – refer to item 8.2 – “PROJECT APPROVAL” (shell scheme booths don’t need project approval);
- Exhibitors must provide booth ART (Note of Technical Responsibility). This document is issued by our national architects and engineers council, and is usually provided by the booth constructor;
- Electrical installations ART (customized booths only);
- Structural calculation ART (booths with mezzanine only);
- Forms must be filled in according to instructions in this Manual;
- Merchandise invoices and custom-clearance documents – for foreign-origin merchandise – in compliance with the rules and regulations of the Brazilian Ministry of Finance (refer to item 4.6 – “TAXES AND CUSTOMS”);
- Labor documentation required by the Brazilian Ministry of Labor, according to information in this Manual (refer to item 4.7 – “LABOR SERVICES”);
- Documents in compliance with Brazilian Federal Police (Private Security Control Department) for outsourced private security service providers (refer to item 9.2 - “SECURITY”).

### 1.4 PAYMENTS

- Make sure space rental has been paid for;
- Make sure that any extra fees have been paid for by bank deposit slip sent by the Organizers, based on information submitted on the forms. Exhibitors/Booth Contractors will be cleared for



13 - 15 de Maio de 2014 • Centro de Eventos FIERGS • Porto Alegre, RS, Brasil

access to show floor after payment. Proof of payment should be kept in the booth at all times. The Organizers reserve the right to ask for them at any time;

Power and water will be supplied upon presentation of payment receipt;

- Using sound in the booth requires payment of copyright fees to ECAD.

### 1.5 MARKETING

- Exhibitors are advised to bring promotional and/or technical materials about the products and services exhibited;
- Exhibitors should provide press releases and designate a key contact to deal with the press;
- Exhibitors are responsible for sending invitations/tickets to their clients.
- In the coming months the fair, exhibitors with signed contract will receive a disclosure kit with materials to maximize the return of their participation in the event (eg e-mail signature, web banners, electronic invitations, posts to social networks, etc). The material can be requested by e-mail: [bits@hanover.com.br](mailto:bits@hanover.com.br)

### 1.6 BADGES

Badges must be worn at all times during the event including setup, exhibition, and dismantling/move out hours. Access to the pavilion will be denied to anyone not wearing a badge, and it is the Exhibitor's responsibility to enforce this rule upon their personnel, including:

- Booth constructors (customized booths);
- Booth exhibition staff;
- Cleaning team;
- Security agents;
- Other services.

The number of badges received by each Exhibitor will be proportional to booth size. Extra badges may be purchased through the appropriate forms. All badges may be withdrawn starting at the first day of the assembly.

	<b>Booth Size</b>			
	Up to 20 sqm	21 – 50 sqm	51 – 100 sqm	Over 100 sqm
Exhibitor Badges	10	15	20	30
Services Badges	4	4	4	4
Security Services Badges	2	2	2	2

A total of 15 credentials will be provided to each booth constructor; this quantity must also be considered for professionals responsible for cleaning the stands that will be delivered by booth constructor to exhibitors. (Form M-01).



## 2 SCHEDULE

Booth Construction	10 May to 12 May *	8:30 am to 8:00 pm
Heavy Equipment Access / Handling	10 May	8:30 am to 6:00 pm
Aisle Clearance	12 May	Until 12:00 pm
Exhibitor Assistance	10 May to 12 May 13 May to 15 May 16 May	8:30 am to 5:30 pm 8:30 am to 5:00 pm 8:30 am to 12:00 am
Exhibition Hours	13 May to 15 May	10:00 am to 7:00 pm
Booth Maintenance / Reposition	13 May to 15 May	8:30 am to 9:00 am
Exhibitor Material Move Out**	15 May 16 May	7:00 pm to 10:30 pm 8:30 am to 10:00 am
Booth Disassembly and Heavy Equipment Move Out	16 May 17 May	10:00 am to 8:00 pm 8:30 am to 8:00 pm

**\* OBS.:**

- **12 May 2014** - General pavilion cleaning and aisle carpeting will start at 4:00 pm. All materials not removed by this time will be taken away by the cleaning team, at the Exhibitor's expense.

**\*\*OBS.:**

- **15 May 2014** – It is encouraged that the exhibitors move out their belongings by the day of the end of the fair, since the disassembly of stands starts on the 16<sup>th</sup>, at 10:00 am.

**IMPORTANT!**

Booth constructors not complying with this schedule will be subject to sanctions imposed by the Organizers, including a BRL 500,00 (five hundred Reais) fee per extra hour, to suspension of activities.

### 3 FORMS LIST

Be aware: the forms are of great importance for the participation of your company at BITS 2014. You have the right for a number of Exhibitor Credentials, depending on the size of your stand. Also, you **must** fill the Booth Identification and the Register for the Official Exhibitor Catalog.

#### 3.1 LIST OF FORMS TO BE FILLED IN BY EXHIBITORS

The services request Forms are available at <http://bits.hanover.com.br>. The following information must be provided:

Login: Number of Temporary Rental Commercial Agreement

Password: Number of Temporary Rental Commercial Agreement

FORM		DEADLINE** – Table 1	COST R\$	OBS.
E-01	EXHIBITOR BADGES - <b>Compulsory</b>	18 APR 2014*	15,00	Price of additional badge - Refer to item 1.6
E-02	BOOTH CONSTRUCTOR PRESENTATION – <b>Compulsory</b>	02 MAY 2014*	-	-
E-03	SERVICE BADGES	18 APR 2014*	15,00	Price of additional badge (only additional badges will be charged) - Refer to item 1.6
E-04	SECURITY COMPANY REGISTRATION DATA / SECURITY BADGES	18 APR 2014*	15,00	Price of additional badge - Refer to item 1.6
E-05	ADDITIONAL POWER REQUEST	18 APR 2014*	160,00	Price of additional badge - Refer to item 9.11
E-06	WATER REQUEST	18 APR 2014*	230,00	Cost per connection
E-07	COMPRESSED-AIR REQUEST	18 APR 2014*	340,00	Cost per connection
E-08	HEAVY EQUIPMENT ACCESS	10 MAY 2014	-	-
E-09	PRESS ROOM SERVICES	-	-	-
E-10	INCOMING AND OUTGOING MATERIALS REGISTRATION	-	-	Form must be printed and accompany materials entering the show premises
E-11	VISA INVITATION LETTER	01 APR 2014***	580,00	Billing will be performed exclusively via the submission of envelopes, with a maximum limit of 5 letters.
E-12	REGISTER FOR THE OFFICIAL EXHIBITOR CATALOG	14 APR 2014	-	-
E-13	BOOTH IDENTIFICATION - <b>Compulsory for shell scheme booths</b>	14 APR 2014*	-	-



\* - The costs correspondent to the formularies, until this date, will be charged via payment slips, which will be sent via e-mail, due to April 30<sup>th</sup>, 2014. After this date, the costs must be paid directly at the secretary of the event, from the first assembly day (May 10<sup>th</sup>, 2014), in cash or check.

\*\* - After the deadline date the online forms will no longer be available, the service form requests must then be made directly at the secretary of the event, from the assembly start date (May 10<sup>th</sup>, 2014). The service supply will be subject to availability. The cost for each service will be charged from the Table 2, the payment must be made in cash or check.

\*\*\* - Estimated date, so that there's sufficient time for the exhibitor to receive the invitation letter.

### 3.2 FORMS TO BE FILLED IN BY BOOTH CONSTRUCTORS

Booth constructor's login and password will be provided after submission of Form E-02 - BOOTH CONSTRUCTOR PRESENTATION. The form is available at <http://bits.hanover.com.br>. The following data will be provided to the exhibitor by the fair organization:

Login: Number of Temporary Rental Commercial Agreement

Password: Number of Temporary Rental Commercial Agreement

FORM		DEADLINE**	COST R\$	Obs.
M-01	BOOTH CONSTRUCTOR CREDENTIALS - <b>Compulsory</b>	18 APR 2014*	15,00	Price of additional badge - Refer to item 1.6
M-02	COMMITMENT AND LIABILITY TERM - <b>Compulsory</b>	-	-	The Form must be printed and presented at badge pickup

\* - Fees, as they appear on the Forms submitted by this date, are payable by bank payment slips sent via e-mail, due on April 30<sup>th</sup>, 2014. After this date, the fees must be paid directly at the event's Reception Desk, starting on the first booth-setup day (May 10<sup>th</sup>, 2014), in cash or check.

\*\* - After this date, the Forms will no longer be available online and should be filled in directly at the event's Reception Desk, starting on the first booth-setup day (May 10<sup>th</sup>, 2014). Services will be rendered according to availability. Fees will be charged according to Table 2, and paid for in cash or check.

### 3.3 LATE PAYMENTS / OTHER SERVICES

EXHIBITORS with outstanding payments, whether related to area rental or requested services, must make full payment to the Organizers before being allowed to start booth construction, and receive ID badges.

For hiring services that don't require Forms, such as telephone and Internet, data readers, receptionists, catering, etc., the Exhibitor must make direct contact with the suppliers listed at the end of this Manual.



## 4 GENERAL INFORMATION

### 4.1 ACCESS TO EXHIBITION FLOOR

Exhibitors must make sure that their staff and outsourced service providers will abide by the following rules during booth setup, exhibition, and dismantling/move-out hours:

- Wear badges at all times (setup, exhibition, dismantling/move out hours);
- Ensure respectful and moral behavior, good hygiene, order, and safety during the event;
- Dress properly and neatly - shorts, flip-flops, sandals, tank tops are not allowed. It is forbidden to work barefoot or shirtless or in any other way deemed offensive;
- Alcohol drinking is forbidden on the exhibition floor, and individual showing signs of intoxication will be immediately removed from the premises.
- **In compliance with child protection legislation, no one under 14 years of age will be allowed on the premises, at any time, unless accompanied by parents or responsible adult.**

### 4.2 LOADING AND UNLOADING

Gate to the loading and unloading area is located on *Av. Assis Brasil, 8787 – Gate 2, from 8:30 am to 5:30 pm.*

#### **Service gate access Authorization Form**

This document must be submitted to the FIERGS Event Center Administration within up to 24 hours before the event, Monday through Friday, during business hours.

By the present document, the ASSIGNEE hereby undertakes responsibility for vehicles and the actions of their drivers. The following items are required in order to obtain Service Gate access clearance:

> the vehicles must be duly identified or present proper logos, and must be on duty, permanently identified as the company's vehicles, used exclusively for the respective activities. Example: Stickers in both sides and on the rear of the vehicle, containing the company's website, phone number or email information. A "simple" sticker on the driver's door or on the vehicle's windows does not characterize a company vehicle "on duty";

> cargo vehicles do not require sticker or logo identification. Such vehicles will be authorized after duly stating the cargo and destination, as well as upon authorization from the individual in charge of receptions;

> access to assembly, event and disassembly must respect times established by the Assignee as per FIERGS standards;

> the permanence of cargo vehicles in the parking lot and the obstruction of roads, emergency exits, handicap parking spots (PCD), ambulance spots and other spots dedicated for specific users, are not authorized;

> mid-event supplies may be performed by mid-sized vehicles - the largest vehicle type allowed is the two-axle truck -, duly authorized by the Assignee and within a tolerance period of two hours to enter, supply and leave the premises. Vehicles on duty must leave the premises two hours before the event begins. The purpose of this measure is to clear all parking spots for visitors.





13 - 15 de Maio de 2014 • Centro de Eventos FIERGS • Porto Alegre, RS, Brasil

Booth replacement merchandise must come in medium-sized trucks (2 axles max.) and have 2 hours to enter, unload, and leave. Failure to comply will incur a BRL 40,00 \*\* fine for the first two hours and BRL 20,00\*\* for every additional hour.

#### DISMANTLING/MOVE OUT

Trucks are allowed to remain in the parking area during dismantling only; vehicles arriving prior to dismantling are not allowed to stay.

Non-compliance fine: BRL 200,00\*\* per day\* of permanence.

*\* A permanence day means any period of time between 12:00 am (midnight) and 24h of each day.*

*\*\* Fine prices subject to change prior to booth construction starting date.*

#### 4.3 MATERIALS RECEIVING

The Exhibitor is fully responsible for having qualified personnel on the premises to receive incoming materials and to coordinate outgoing exhibition-related materials and equipment.

Exhibition materials and equipment receiving starts on 10 May 2013. FIERGS Exhibition and Convention Center will not be responsible for receiving any materials addressed to the Exhibitor or booth nor for any kind of payment. The Exhibition and Convention Center's address will be used as a destination, only.

#### 4.4 PRE-SHOW VISITS

Pre-show visits to FIERGS Exhibition and Convention Center must be scheduled in advance and are subject to space availability. No unscheduled visits will be allowed, especially if the Center is hosting another event. Visits can be scheduled directly at FIERGS Exhibition and Convention Center, C/O Karen Klein Tel.: +55 (51) 3347-8636 - Fax: +55 (51) 3347-8626 - E-mail: karen.klein@fiergs.org.br.

#### 4.5 INSURANCE

Booth, exhibit goods and products and personnel, of all types, including managing agents, carriers, constructors, winch companies, and others, are not covered by insurance at any given time. Any damage, theft, or loss is the Exhibitor's sole responsibility.

The Exhibitor is also liable for personal injuries suffered or caused by the Exhibitor's personnel, inside or outside the booth, and to any material damage to objects and materials used by them or under their responsibility.

Exhibitors are also liable for visitor safety inside the booth, as well as any damage to personal or material goods, of any kind, caused by theft or disorder.

The Organizers encourage Exhibitors to buy their own Multiple Peril and Civil Liability insurance, for the duration of the event, from setup to move-out time.

In case of lack of insurance coverage or its inefficiency to cover the risks mentioned above, the EXHIBITING COMPANY and its managing agents are fully liable for all damage incurred, and responsible for paying indemnity to compensate for all damage to Organizers, Exhibition Center, and third parties, regardless of the permanent or temporary nature of such damages.



13 - 15 de Maio de 2014 • Centro de Eventos FIERGS • Porto Alegre, RS, Brasil

#### 4.6 TAXES AND CUSTOMS

The Exhibitor is fully responsible for meeting all legal requirements related to the shipping of samples, merchandise, equipment and/or products for exhibition, products for free distribution, and others, to the show's premises.

##### Shipping Exhibition Products/Merchandise

Exhibition products invoices must be issued in the Exhibitor's name, and include the National Corporate Tax ID and State Tax ID numbers.

The following information must be written on the invoice: *"As mercadorias destinam-se à exposição na feira BITS – BUSINESS IT SOUTH AMERICA, que será realizada no período de 13 a 15 de maio de 2014, no Centro de Eventos FIERGS, situado na Av. Assis Brasil, 8787 – Bairro Sarandi - CEP - 91140-001 – Porto Alegre / RS , devendo retornar no prazo máximo de 60 dias."*

The following codes must also be written on the invoice:

CFOP (Código Fiscal de Operações e Prestações):

**5.914** - Remessas para exposição ou feira dentro do estado.

**6.914** - Remessas para exposição ou feira para outros estados.

OBS.: Please, find out about tax suspension and exemptions with the agencies in charge.

##### Exhibiting Imported Products

For overseas shipment and customs procedures, we advise Exhibitors to use the official Freight Forwarder listed at the end of this Manual, or any other specialized company of choice.

##### Shipping Back Products

To ship products back, the Exhibiting company must issue an Entry Invoice, with the following information: **"Retorno de mercadorias destinadas à exposição na feira BITS – BUSINESS IT SOUTH AMERICA, que será realizada no período de 13 a 15 de maio de 2014, no Centro de Eventos FIERGS, situado na Av. Assis Brasil, 8787 – Bairro Sarandi - CEP - 91140-001 – Porto Alegre / RS.**

The following codes must also be written on the invoice:

CFOP (Código Fiscal de Operações e Prestações):

**1.914** - Retorno de mercadoria remetida para exposição ou feira dentro do estado.

**2.914** - Retorno de mercadoria remetida para exposição ou feira para outros estados.

#### 4.7 HIRING LABOR

Exhibitors hiring their own temporary personnel must abide by legal regulations. The Exhibitor is responsible for paying salaries and labor and social security charges, as well as commissions or any other kind of compensation to their staff or hired labor working in the booth, according to the rules and regulations in this Manual and in compliance with the **Brazilian Labor Ministry**; Organizers and FIERGS Exhibition and Convention Center are totally exempt from any responsibility in this matter.

##### Brazilian Labor Ministry - Labor Hiring and Inspection

Exhibitors should be prepared for occasional visits by the Ministry Labor for inspection and guidance.



13 - 15 de Maio de 2014 • Centro de Eventos FIERGS • Porto Alegre, RS, Brasil

Please notice that Exhibitors may share responsibility on labor-related legal obligations with outsourced temporary employers. So, Exhibitors are encouraged to get proof that their outsourced are in full compliance with the Brazilian labor legislation, in case of labor disputes. Hiring temporary workers for booth services (waiters, hosts, and security) and cleaning team, booth constructors, and others, must be done in full compliance with the labor legislation in effect.

Exhibitors must keep the following documents in their booths at all times:

1. Exhibitor´s Employees:
  - Second copy of employee registration card;
  - Time card.
2. Outsourced Service Provider´s employees:
  - Work Agreement
  - Second copy of employee registration card or ID stating full name, position, admission date, and PIS/PASEP registration number.
  - Time card.
3. Temporary Staff:
  - Work agreement signed with the outsourced temporary labor provider properly registered with the Labor Ministry; List of temporary employees;
  - Time card.
4. Free Lancers:
  - Copy of self-employed professional registration with the City Hall, and INSS;
5. Booth Security Staff:
  - (see "SECURITY")

The documents mentioned in items 2 through 5 must be presented by applicant at hiring, and should be used by the Exhibitor as defense elements in case of labor disputes.

#### Minors

The Exhibitor is forbidden to employ children under 16 years of age, except 14 to 16 year old youngsters as apprentices, and in full observance of Brazilian labor legislation.

#### Legislation

- For booth constructor employees under a long-term contract - Articles 3 and 4 of CLT Legislation;
- For booth constructor employees under a temporary contract (usually for the duration of setup, exhibition, and dismantling ) - Article 443, paragraphs 1 and 2, items a and b of CLT Legislation;
- For outsourced service providers´ employees - Normative Instruction No. 3, of September 1, 1997;
- For temporary workers - Decree No. 73.841 of March 13, 1974 and more recent legislation; and
- For self-employed professionals, documentation required by the City Hall, and INSS.

For further information on our national labor laws, please contact:

#### **DELEGACIA REGIONAL DO TRABALHO/RS**

Avenida Mauá, 1013 - Centro

Porto Alegre - RS, CEP: 90010-110

Telephone: + 55 (51) 3211-1250

#### **4.8 LIABILITY**



13 - 15 de Maio de 2014 • Centro de Eventos FIERGS • Porto Alegre, RS, Brasil

Organizers are not liable for any damage or losses to individuals of products exhibited before, during, or after the trade show, including theft, burglary, sabotage, civil unrest, problems with power outages and water supply cuts, fire damage or other damages of any nature.

#### **4.9 NON-TRANSFERABILITY**

The Exhibitor is not allowed to transfer, totally or partially, any right or responsibility agreed upon with the Organizers, nor sublease all or any portion of the rented space.

## **5 ADVERTISING AND PROMOTION**

### **5.1 OFFICIAL EXHIBITOR'S CATALOG**

The Official Exhibitor's Catalogue is an important visitors' guide and a quick source of information about the exhibiting companies.

The Official Catalog will contain information collected from the Temporary Rental Agreement, according to the instructions provided, as well as from the Form E-12 from present at <http://bits.hannover.com.br>. If exhibitors fail to send the information until April 11<sup>th</sup>, 2014, the organization will use the information present at the Application Form, according to its orientations.

### **5.2 INVITATIONS / TICKETS**

**BITS SOUTH AMERICA** Exhibitors will receive an electronic invitation to be sent to their clients, vendors, and prospects.

To add a touch of extra value, Exhibitors are encouraged to send out personalized e-mails along with the invitations/tickets.

### **5.3 MERCHANDISING AND PROMOTIONS**

Merchandising and promotional activities are **restricted to booth space**. Instant-win promotions, drawings of chance, or any other activities involving prizes, shows, etc, must be previously approved by Organizers.

Obs: Should exhibitors want to make raffles, those must be done under the rules of Caixa Econômica Federal.

Products and/or services provided by third parties not included in the Exhibition's Temporary Space Rental Agreement may not be promoted inside the Exhibitor's booth.

Should this happen, the Organizers reserve the right to seize the products and materials in violation of the agreement - which will be returned in the last day of the event upon Exhibitor request - and discontinue booth activities.

### **5.4 LOUDNESS LEVELS**

Acceptable loudness in the booth during event hours, including setup and dismantling is 85 db.

Exhibitors planning to use sound in their booths, including AM/FM lounge music, must ask Organizers for permission, and after that contact ECAD about copyright fees, in compliance with Law # 9.610/98.



13 - 15 de Maio de 2014 • Centro de Eventos FIERGS • Porto Alegre, RS, Brasil

**ECAD – Escritório Central de Arrecadação e Distribuição**

Rua dos Andradas 1560, conj 1514, 15º andar – Galeria Malcon

Porto Alegre / RS

Telephone: + 55 (51) 3228-2591 / 3227-1805

Site: [www.ecad.org.br](http://www.ecad.org.br)

## 6 SAFETY RULES AND REGULATIONS

### 6.1 FIRE

**Smoking is strictly forbidden inside the pavilion.**

It is strictly forbidden to use and operate any kind of internal combustion engine or any toxic gas- or smoke-producing equipment. It is also forbidden to use explosives, flammable, toxic, GLP, and other flammable substances in any form or for any purpose, including fire producing equipment such as ovens and gas jets.

Electrical welding or extension cords cannot be used near glues during setup; remember that it is forbidden to bring flammable materials inside the pavilion.

Exhibitors are encouraged to use anti-fire booth flooring.

Booths with 100 sqm or more **must** include:

- Emergency exits;
- Emergency routes out of the booth;
- Visible signage displaying maximum visitor capacity.

Emergency exit routes, fire extinguishers, and similar equipment cannot be blocked by any type of product or object, not even temporarily. Clearance between hydrants and other elements must be at least 1.2 m.

To ensure proper functioning of the pavilion's sprinkler system, booth ceilings may cover only 30% of the booth area, and should be of the open grid/strip type.

Exhibitors must comply with technical standards and failure to do so will incur legal sanctions. We encourage Exhibitors to contact the local Fire Department for more information.

### 6.2 HAZARDOUS EQUIPMENT

Any equipment potentially hazardous to visitors and adjoining booths, or that may damage the pavilion's floor, must be previously approved by the FIERGS Exhibition and Convention Center staff.

### 6.3 LABOR SAFETY

The Exhibitor and booth constructor must provide its employees/staff with personal safety equipment compatible with their functions and work environment during booth setup, exhibition, and dismantling time. The safety equipment must be in perfect working conditions in order to guarantee total safety for construction workers and other personnel.

The Exhibitor and booth constructor must abide by safety legislation issued by Labor Safety authorities and the rules and regulations contained in this Manual.



## 6.4 EMERGENCIES

*Ecco-Salva* emergency units will be available on the show floor, provided by FIERGS Exhibition and Convention Center. During setup and dismantling, emergency services will be available from 8:00 am to 8:00 pm. Also, during exhibition hours, the emergency services will be available from 8:00 am to 8:00 pm.

## 7 BOOTH CONSTRUCTION RULES - SHELL SCHEME

Shell scheme booths will be setup by official booth constructors (see the list in the beginning and end of this Manual).

### 7.1 PROCEDURES

For shell scheme booth construction, the Exhibitor must contact the official booth constructor directly and choose from types and prices contained in this Manual.

The booth will feature the company's trade name and logo as provided by the Exhibitor in the Temporary Space Rental Commercial Agreement. To send/change logo or company name for booth identification, the Exhibitor must fill in Form E-13 - Booth Identification / Logo.

The Exhibitor shall also contract, directly from the official assembly company, additional items that may be eventually required, such as furniture, audiovisual equipment, etc. For additional information, a spreadsheet containing available materials, references and values is provided at the end of this manual.

Further information is available at [www.bitsouthamerica.com.br](http://www.bitsouthamerica.com.br), EXHIBITORS – FURNITURE RENTAL.

The BASIC shell scheme price includes power supply - 1KVA for every 9 sqm of booth area. For additional power, the Exhibitor must fill in Form E-05 - POWER REQUEST. For further information, refer to items 3.1 and 9.11 in this Manual.

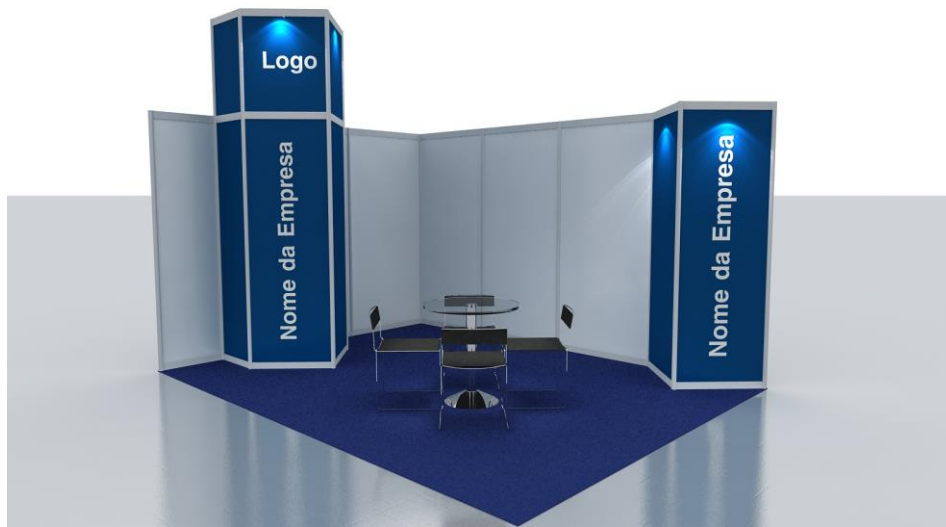
All the equipment provided by the booth constructor are rentals only. Exhibitors will be held responsible for any damage caused to the rented equipment and will be charged accordingly, at the end of the event.

### 7.2 SHELL SCHEME TYPES

#### BASIC



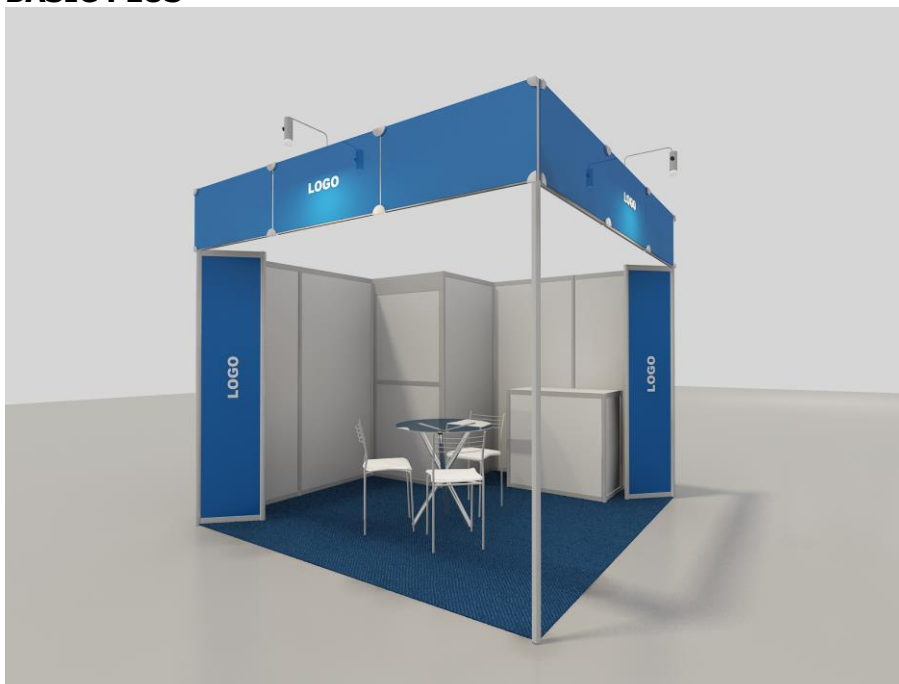
13 - 15 de Maio de 2014 ▪ Centro de Eventos FIERGS ▪ Porto Alegre, RS, Brasil



- **Carpeting:** blue, applied directly to the pavilion's floor;
- **Walls:** 2.20 m in height, with aluminum structure and blue TS panels closing;
- **Identification Signage:** Two 70 x 220 cm high panels, with Exhibitor's name in white Helvetica font;
- **Logo:** 1 (140 x 100h cm) plate with the company logo;
- **Lighting:** One 100W light bulb;
- **Furniture:** One glass top table with 4 chairs, one waste basket (these items are repeated every 9.0 sqm), one power outlet, and a storage area with approximately 1x1m, with Folding door.

**Note: Basic assembly stands is only available for areas from 9sqm to 27sqm.**

## BASIC PLUS





13 - 15 de Maio de 2014 • Centro de Eventos FIERGS • Porto Alegre, RS, Brasil

- **Carpeting:** blue, applied directly to the pavilion's floor;
- **Dividers:** 2,20 m high, with aluminum structures;
- **Walls:** 2.20 m in height, with aluminum profile structure, white and blue TS panels;
- **Identification Signage:** frontages (50cm height, blue stickered glass with 1/4 circle holder, identification with 2 plates (50 X 220h cm, in white Helvetica);
- **Logo:** 2 (50 X 50 cm) plates (1 for stands with only 1 side open) with the company logo;
- **Lighting:** 1 100W light bulb;
- **Furniture:** One glass top table with 3 chairs, one waste basket, one octanorm display (these items are repeated every 9.0 sqm) 1 electric outlet for each booth, and one 1x1 m deposit.

**Note: Basic plus stand assembly only available from 9sqm, up to a total of 45sqm.**

### INTERNATIONAL PAVILION



- **Carpeting:** blue, applied directly to the pavilion's floor;
- **Dividers:** 2,20 m high, with aluminum structures;
- **Walls:** 2.20 m in height, with aluminum profile structure, white and blue TS panels;
- **Identification Signage:** frontages (50cm height, blue stickered glass with 1/4 circle holder, identification with 2 plates (50 X 220h cm, in white Helvetica);
- **Logo:** 2 (50 X 50 cm) plates (1 for stands with only 1 side open) with the company logo;
- **Lighting:** 1 100W light bulb;
- **Furniture:** One glass top table with 3 chairs, one waste basket, one octanorm display (these items are repeated every 9.0 sqm) 1 electric outlet for each booth, and one 1x1 m deposit.



13 - 15 de Maio de 2014 • Centro de Eventos FIERGS • Porto Alegre, RS, Brasil

**Note: The International Pavilion is only available for over 10 companies.**

## COLLECTIVE PAVILION



- **Carpeting:** blue, applied directly to the pavilion´s floor;
- **Dividers:** Has no dividers
- **Walls:** Has no walls;
- **Identification Signage:** 1 company name 75 X 200hcm per company;
- **Logo:** 1 logo in vinyl sticker 50 X 50cm per company;
- **Lighting:** has one light in the company name per company;
- **Furniture:** 1 octanorme desk with shelves and logo, 1 seat bar stool with metallic structure, 1 wast basket, 1 socket, per company.

## 8 CONSTRUCTION RULES - CUSTOMIZED BOOTHS

The following rules are an addition to the existing rules in this Manual. Exhibitors are responsible for conveying them to their booth constructors.

We encourage Exhibitors interested in special/customized booth projects to hire the services of the official booth constructor, or UBRAFE/SINDIPROM-affiliated companies.

### 8.1 NON-OFFICIAL BOOTH CONSTRUCTORS´ ACCESS TO SHOW FLOOR

Booth constructors contracted by the Exhibitor must present the following documentation to gain access to the show floor:



13 - 15 de Maio de 2014 • Centro de Eventos FIERGS • Porto Alegre, RS, Brasil

- Booth constructors ´ credentials (Form M-01);
- Term of Responsibility, signed and stamped (Form M-02);
- Booth construction project, approved by the Organizers (refer to item 8.2);
- Construction ART (paid for and signed) and structural calculation ART for booths with a mezzanine;
- Electrical installations ART (paid for and signed);

### 8.2 PROJECT APPROVAL

Customized booth projects must be submitted to the Organizers for approval. The project must include the following:

- Exhibitor ´s name, booth number, and contracted space area (sqm);
- Booth floor plan indicating booth size, aisle location, and adjoining booths;
- Front and side elevations, according to the rules and regulations in this Manual;
- Projects must include the booth constructor ´s name, booth number, and telephone number;
- A copy of the prepaid ART must be handed over at the Exhibitors Service Center, before access to the pavilion will be granted.
- Attach electric and static report, as well as the project´s approval and responsibility term for the assembled structure.

Booth project must be e-mailed to [projetosbits@hanover.com.br](mailto:projetosbits@hanover.com.br) before 14<sup>th</sup> April 2014.

A duly approved copy of the project should be available at the booth during setup for Organizers inspection.

### 8.3 HIGHTS AND SETBACKS

MAXIMUM HEIGHT FROM FLOOR	MINIMUM SETBACK FROM AREA PERIMETER
4.50 m	Without Setback
4.51 m to 6.50 m	1.00 m

The setbacks indicated above are valid for the 4 sides of the booth, regardless of being next to an aisle/hall or adjoining booth.

### 8.4 WALLS

The walls giving onto the aisles and built with a 1-m setback may be 4-m long, max.. Longer walls must display fixtures of interest like photographs or translucent panels.

Walls between contiguous booths must be 2.20 m. Walls exceeding this height (up to 4.5m, max.) must be white when facing the neighboring booth and must meet the same quality standards as the rest of the booth.

### 8.5 GLASS WALLS

Glass walls must comply with the following standards:

- Dimensions / Minimum Thickness – Simple Glass:



13 - 15 de Maio de 2014 • Centro de Eventos FIERGS • Porto Alegre, RS, Brasil

DIMENSIONS	MINIMUM THICKNESS
Up to 1.00 m x 1.00 m	4.00 mm
Up to 1.10 m x 2.10 m	6.00 mm

- Exhibitors are not allowed to use glass panels bigger than the ones specified above;
- For booths with a mezzanine, the maximum glass panel size is 1.00 m x 1.00 m and the minimum thickness is 8.00 mm. The panels must be fixed with screws and be covered by a safety film. As an alternative to glass, other materials such as acrylic or polycarbonate can be used.
- The maximum height for simple-glass panels is 3.00 m;
- Panel fixation must be strengthened by an enclosing frame (full length x width);
- For glass walls, laminated or tempered glass must be used, 1.00 m x 1.00 m, maximum;
- It is strictly forbidden to use glass panels/doors higher than 6.0 m.

### 8.6 CEILINGS

For the pavilion's central sprinkler system to work properly, booth ceilings cannot cover more than 30% of total area, and it is advised that an open grid/strip type of ceiling be used to allow for better booth air-conditioning and ventilation.

### 8.7 FLOORS

Wheel-chair access is mandatory for booths with an elevated floor.

Booths cannot be setup directly onto the pavilion floor without some kind of floor covering.  
**Perforating the pavilion's floor is strictly forbidden.**

The use of paints, varnishes, glues, and similar substances that may damage the space is forbidden. Carpeting fixation directly on the pavilion floor is allowed only with 3M double-faced sticky tape, reference 4880, or CREMER, reference 604 (the double faced tape must be removed by contractors dismantling the booth). If this requirement is not met, the Organizers will remove the tape at the Exhibitor/Booth Constructor's expense.

The floor must be covered with waterproof plastic for protection, at the Organizers discretion, or during paint, plaster, landscaping services, or when flowers/plants vases are placed inside or outside the booths.

The pavilion floor must also be protected against vibration produced by any type of equipment, motors, or from liquid substances (except for clean water), and any kind of batteries, both inside and outside the booth.

### 8.8 LOAD LIMITS

The static load limit inside the pavilion is 5,000 kg/sqm. The dynamic load limit is 3,500 Kg/sqm.

Any damage caused to the pavilion floor will be charged to the Exhibitor, regardless of the load limits informed.

### 8.9 BOOTH CONSTRUCTION



13 - 15 de Maio de 2014 • Centro de Eventos FIERGS • Porto Alegre, RS, Brasil

It is forbidden to hang or tie any kind of booth components or exhibition products anywhere in the pavilion's structure, columns, or walls, or to perforate, paint, paste, or attach any kind of material, at any time (setup, exhibition, or dismantling).

It is forbidden to use bathroom facilities to wash painting or any other construction material.

It is forbidden to store any kind of material behind the booths.

The Exhibitors must not obstructing circuit breaker panels, hydrants, fire extinguishers or any other such devices installed on pavilion walls or columns. Clearance from hydrants and similar equipment must be of at least 1.2m.

Using the following pieces of equipment are strictly forbidden inside the pavilion:

- . Blowtorch;
- . Bench-mounted circular saw;
- . Paint compressor.

Manufacturing wood dividers or any other piece of decoration is strictly forbidden. Such fixtures must be pre-built and finished at the booth constructors' and then transported to the show floor for setup, where only small finishing work will be allowed.

Manufacturing iron structures on the show floor is also forbidden. Such structures must be pre-built and finished at the booth contractor's and transported to the show floor, where only assembly (using screws) and light welding work will be allowed.

### **8.10 PAINT AND GREASE**

Hazardous materials and chemicals such as paint, grease, dust, liquid substances, etc., must be properly stored in appropriate containers as a safety measure to booth staff and visitors, and general public circulating in the pavilion and adjoining booths.

No corrosive products of any kind or group may be used. Paint use and storage must be conducted in accordance to safety regulations.

### **8.11 GARDENS**

Gardens, flowers, ornamental plants are allowed, provided they are properly placed in pots, baskets, and other containers for pavilion floor and shell scheme booth carpeting protection.

### **8.12 AIR-CONDITIONING**

Exhibitors are prohibited to install air-conditioning equipment.

FIERGS Exhibition and Convention Center is equipped with an air-conditioning central system. This requires booths to be designed to allow cross ventilation, and ceilings must be of the open grid/strip type (see item 8.6 - CEILINGS).

### **8.13 PROJECTIONS OVER AISLES**

Elements projecting horizontally over adjoining booths or surrounding aisles are prohibited.

### **8.14 MEZZANINES**

Booths with mezzanines are allowed, provided they comply with the same rules as for one-story ones, in addition to the following:



13 - 15 de Maio de 2014 • Centro de Eventos FIERGS • Porto Alegre, RS, Brasil

- Minimum booth area must be 75.0 sqm;
- Rent will be charged on mezzanine area. The price will correspond to 50% of the price of the general booth area, according to the price in effect when the mezzanine is requested;
- The mezzanine must have a setback of at least 1m from all sides of the booth, no matter if it faces aisles or adjoining booths;
- A structural project designed by an engineer registered with CREA (Regional Council of Engineering and Architecture) and ART (Note of Technical Responsibility) must be submitted;
- The mezzanine must be made of metal, in conformity with ABNT standards (Brazilian Association of Technical Standards);
- Wall footings cannot be in direct contact with pavilion floor;
- Maximum load capacity and maximum number of people allowed on the mezzanine at one time must be informed in writing and visibly displayed by the staircase leading to the mezzanine.
- The load capacity and maximum number of people allowed on the mezzanine must be clearly posted near the stairs leading to the mezzanine, and must be visible to all visitors.

### 8.15 CIRCULATION AREAS / AISLES

Aisles and common access areas must be clear at all times (setup, exhibition, and dismantling).

## 9 SERVICES

### 9.1 CLEANING

The booth area rental price paid by the Exhibitor includes cleaning of common areas during booth construction. Exhibitors can hire cleaning services for their booths during the event, and should request cleaning staff credentials/badges at <http://bits.hanover.com.br> (Form E-03).

### 9.2 SECURITY

The security staff contracted by the Organizers will be responsible for controlling access to the show floor and making sure that the rules and regulations in this Manual are followed. The Exhibitors are fully responsible for safeguarding their booths, products, and belongings.

Exhibitors choosing to contract their own security provider must request credentials for the contracted company by filling in Form E-04, available at <http://bits.hanover.com.br>.

When finalizing the agreement with the service provider, the Exhibitor must make sure that the following documents issued by the Federal Police are presented by the contracted company:

- License to Operate (valid in the State of RS);
- Certificate of Safety (valid for one year);
- Revision of License to Operate (valid for one year).

In agreement with the guidelines provided in the appropriate form, **the above documents must be faxed to the Organizers** for validation of security agents' credentials. For further information, we encourage the Exhibitor to contact the Federal Police Department - Private Security Control.



13 - 15 de Maio de 2014 • Centro de Eventos FIERGS • Porto Alegre, RS, Brasil

The Exhibitor must also ask for the following documents from the hired agents to be presented in case of a **Labor Ministry** inspection visit:

- Work Agreement;
- Second copy of the employee registration card or ID badge (I.N. nº 3 of 1/Sep/97);
- Registration as Security Agent with the MTBE (Ministry of Labor and Employment)
- Registration with the Federal Police;
- Registration with GSVG (Officers Supervision and Surveillance group) of the Military Brigade of the State of Rio Grande do Sul;
- Time card.

We remind you that **only the official company responsible for the trade show's security is authorized to remain inside the pavilion for 24 hours**. Privately contracted companies will be allowed to remain inside the pavilion during setup, exhibition, and dismantling hours, according to the schedule in this Manual (Item 2 - SCHEDULE).

Fire arms are strictly forbidden and under no circumstances will they be allowed on the premises carried by security agents or any other person.

### **9.3 OFFICIAL LOGISTICS OPERATOR/FREIGHT FORWARDER**

**BITS SOUTH AMERICA** has an official logistics operator that may assist Exhibitors with customs procedures, transport all over Brazil, packing and unpacking, storage, and internal operations inside the pavilion (see information in the final section of this Manual).

Contracting the Official Logistics Operator's services requires that no merchandise will be shipped to Brazil without their guidance. Non compliance exempts the Logistics Operator from any responsibility for clearance problems and/or delayed delivery of cargo shipped to the trade show.

Exhibitors are free to contract their forwarder of choice.

### **9.4 HEAVY EQUIPMENT ACCESS**

Bringing heavy or oversized equipment into the pavilion by means of truck loading cranes, winch, or forklifts requires compliance to the following rules:

- Entry day is 10<sup>th</sup> May 2014, according to the schedule in this Manual;
- Form E-08 must be filled in and submitted by 7<sup>th</sup> May 2014.

After 10<sup>th</sup> May 2014, with or without the completed form, entry of such equipment will be subject to a feasibility check by the Organizers, since moving space will be restricted to the aisles.

Please, notice that should it be necessary, Exhibitors will be responsible for hiring their own heavy equipment (munck, winch, forklift, etc.) handling services.

### **9.5 RADIO COMMUNICATION**

Radio intercommunication equipment may be used by the Exhibitor. However, the Organizers reserve the right to suspend their use should the radio frequencies interfere with the trade show's or FIERGS Exhibition and Convention Center's operations.

### **9.6 PARKING**

The parking facilities are managed by an outsourced company, which is in charge of operating, regulating, and collecting parking fees.



13 - 15 de Maio de 2014 • Centro de Eventos FIERGS • Porto Alegre, RS, Brasil

The parking lot has 3,300 uncovered spots. There will be no parking-space reservation during trade-show days.

Parking fees will be charged for all vehicles, for the duration of the event (setup, exhibition, and dismantling/move out).

Trucks entering the trade show area must strictly adhere to the rules and regulations in item 4.2 - LOADING AND UNLOADING in this Manual.

For further information, contact:

**Centro de Eventos FIERGS**

Av. Assis Brasil, 8787 – Bairro Sarandi

91140-001 – Porto Alegre / RS

Fone: (51) 3347-8636

Sra. Sheila Campesato.

## 9.7 CATERING

**BITS SOUTH AMERICA** will feature a Food Court with restaurants, snack bars, and other conveniences to cater to everyone's needs for the duration of the show including setup, exhibition, and dismantling hours.

Exhibitors interested in contracting their own catering services are encouraged to contact companies certified by FIERGS Exhibition and Convention Center for booth services (see service providers list at the end of this Manual).

Companies not listed in this Manual will not be allowed to render catering services.

## 9.8 WATER AND WASTE-WATER DRAINAGE

For requesting water and water drainage supply, the Exhibitor must fill in Form E-06 (see item 3.2), and abide by the following:

- Water and water drainage supply is subject to a technical viability check. So, the request should be made with as much prior notice as possible;
- Water connections must be properly installed and maintained to prevent possible leakages and contact with electrical installation and fixtures;
- Water and drainage connections will be installed by the pavilion's own technical staff. For such, booth constructors must place the equipment using the water connection in its definitive position for connection to be completed;
- Water will be supplied to the booth through a SPIRALFLEX-SPT flexible hose with a 3/4" diameter braided polyester protection, with a register;
- For waste water drainage, a flexible, spiral, 1" diameter hose will be used;
- It is forbidden to drain waste water containing solid particles, grease, oils, lubricants, and/or any other toxic substances, including human waste.

## 9.9 COMPRESSED-AIR

To request a compressed-air connection, Exhibitors must complete Form E-07 (refer to item 3.1) and consider the following:

- Compressed-air connection is subject to a technical viability check. So, the request should be made with as much prior notice as possible;



13 - 15 de Maio de 2014 • Centro de Eventos FIERGS • Porto Alegre, RS, Brasil

- The maximum compressed-air network pressure is 7.5 bar or Kg/sq cm. The maximum outflow is 5 cubic m/min, restricted to Ø 1/2".
- The Exhibitor is responsible for the extension of the compressed-air installation to the exact place of use, and connection to the equipment to be pressurized;
- The compressed-air connection will be installed by FIERGS Exhibition and Convention Center's own technical staff, only.

### 9.10 PAVILION CEILING SUSPENSION CABLES

Hanging components from the pavilion's ceiling is allowed, provided that the following instructions are taken into account:

- Booth components hanging from the pavilion's ceiling are subject to the same height and setback rules applicable to other booth components (refer to item 8.3 - HEIGHTS AND SETBACKS);
- Suspension cables must be installed by the booth constructor company. "Genie"-type equipment must be used for installation, as well as proper Personal Protective Equipment (PPE). It is strictly forbidden to install cables in any other way, including ladders or scaffolding;
- We recommend installing the cables on the first setup day (09 May 2014), when it will be easier to handle the "Genie"-type equipment;
- Cable installation will be checked for compliance by Exhibition and Convention Center staff.

### 9.11 ELECTRIC POWER

Booth construction clearance depends on submission of the electrical installation ART and other documents (refer to item 8.1 - BOOTH CONSTRUCTOR ACCESS).

**The price of booth area rental includes power supply –1Kva for every 9 sqm of rented area. Should additional power be required, the Exhibitor should fill in the E-05 form (refer to Item 3.1)**

The Exhibitor may calculate the total amount of energy required for the booth (see the table at the end of this item). Should there be any doubts, the Exhibitor should contact a specialized professional and/or the booth constructor to assess the booth's total energy requirements.

Power will be supplied through 3-phase cables, 1 ground, and 1 neutral. Voltage at FIERGS Exhibition and Convention Center is three-phase in 380V and monophase in 220V, 60 Hz.

The energized cable will reach the booth, and it is up to the booth constructor to connect it to the booth's distribution box and appropriate outlets.

Electricity should be installed in the booth by skilled technicians and must comply with ABNT (Brazilian Association of Technical Standards) and NBR 5410/90 guidelines: low tension electrical installations, and specially electric cables features, safety devices, sectioning, and grounding (metallic boxes and shock protection).

- The following aspects must be carefully considered:



13 - 15 de Maio de 2014 • Centro de Eventos FIERGS • Porto Alegre, RS, Brasil

- PP cables and double insulation must be used in each electric installation;
- Including a Residual Differential Device with 30 mA sensitivity installed in the general circuit is needed to detect energy leakage;
- General-entry three-phase circuit breaker, compatible with the installed load;
- Metallic panel with neutral and ground bus bar;
- Grounding for metal booths;
- All electrical equipment must be turned off at the end of every day. The Exhibitor must keep a list of electrical equipment that cannot be turned off ready for presentation whenever necessary.

We recommend the use of power stabilizers and other devices for maximum electrical equipment security. Should the Exhibitor's equipment be damaged by electric installations, neither the Organizers nor the company responsible for the trade show's general network installation can be deemed responsible, regardless of the causes.

The Organizers reserve the right to limit the load supply to a particular booth in case of power supply shortage in the pavilion.

#### POWER CONSUMPTION TABLE FOR BOOTH POWER REQUIREMENTS CALCULATION – KVAs

<b>LIGHTING</b>			
<b>Equipment</b>	<b>KVAs</b>	<b>Equipment</b>	<b>KVAs</b>
Special 1,000 W bulbs	1.00	Mixed 160 W bulb	0.16
Fluorescent bulb + 110 W reactor (ho)	0.11	Mixed 250 W bulb	0.25
Fluorescent bulb + 40 W reactor	0.04	Mixed 500 W bulb	0.50
Fluorescent bulb + 20 W reactor	0.02	Neon (per meter)	0.03
Incandescent 100 W bulb	0.10	Laser	1.40
55 W Halogen bulb (dichroic)	0.05	1000 W light cannon	1.00
300 W Halogen bulb (dichroic)	0.30	500 W light cannon	0.50
500 W halogen bulb	0.50	300 W light cannon	0.30
150 W hqi halogen bulb with reactor	0.15		
<b>AUDIOVISUAL / MULTIMEDIA</b>			
<b>Equipment</b>	<b>KVAs</b>	<b>Equipment</b>	<b>KVAs</b>
Laptop	0.50	Color TV / Plasma TV	0.30
Computer CPU+monitor	0.80	DVD player	0.10
Printer	0.25	Video wall 9 29" TV	12.50
Projector	0.50		
<b>KITCHEN / CATERING</b>			
<b>Equipment</b>	<b>KVAs</b>	<b>Equipment</b>	<b>KVAs</b>
Coffee machine	0.60	Freezer (horizontal/vertical)	0.50
Small coffee machine	1.00	Minibar	0.15



13 - 15 de Maio de 2014 • Centro de Eventos FIERGS • Porto Alegre, RS, Brasil

Large coffee machine	2.50	Refrigerator	0.45
Small electric oven	0.80	Electric draft beer tap	0.10
Small electric commercial oven	1.50	Microwave oven	1.40

### 9.12 TELEPHONE / INTERNET CONNECTION

Telephone and Internet facilities in the Convention Center are provided by an outsourced company, which is in charge of operating, regulating, and collecting the correspondent fees. Only the assemblies in the package count with cabled internet, as stipulated in the packages.

For further information, please contact:

#### Centro de Eventos FIERGS

Av. Assis Brasil, 8787 – Bairro Sarandi

91140-001 – Porto Alegre / RS

Fone: (51) 3347-8636

Sra. Sheila Campesato.

## 10 SERVICE PROVIDERS

### FOOD / CATERING

#### *APPLAUSE CAFFÉ*

Telephone: 55 (51) 3347 8634 or 55 (51) 8404 6633

Contact: Mrs. Fernanda Schwartz

E-mail: [comercial@applauseeventos.com.br](mailto:comercial@applauseeventos.com.br)

#### *FAMILY BURGER*

(only coffee break)

Telephone: 55 (51) 3347 8935 / 55 (51) 9658 3353 or 55 (51) 9228 3673

Contact: Mr. Pedro Luiz or Mrs. Eneida

E-mail: [familyburguer@familyburguer.com.br](mailto:familyburguer@familyburguer.com.br)

#### *CONTENTO EVENTOS*

Telephone: 55 (51) 3347 8950

Contact: Juliano or Rita

E-mail: [eventos@contentoeventos.com.br](mailto:eventos@contentoeventos.com.br)

#### *REFEICENTER*

Telephone: 55 (51) 3347 8631

Contact: Letícia

E-mail: [refeicenter@fiergs.org.br](mailto:refeicenter@fiergs.org.br)

### DATA READER

#### *SCHEN EVENTOS*

Cellular phone: 55 (51) 9973-4389

Contact: Mr. Julio Schen

E-mail: [schen@terra.com.br](mailto:schen@terra.com.br)



13 - 15 de Maio de 2014 • Centro de Eventos FIERGS • Porto Alegre, RS, Brasil

Site: [www.scheneventos.com.br](http://www.scheneventos.com.br)

### **INTERNET**

*DATA DESK INFORMÁTICA*

FIERGS Administrative/Commercial Sector

Av. Assis Brasil, 8787

Pavilhão de Feiras

91.140-001 - Porto Alegre – RS

Phone: 55 (51) 3346-2312 extension or 55 (51) 3346-2235

Contact: Mrs. Sabrina Duarte

Email: [internacional@datadesk.com.br](mailto:internacional@datadesk.com.br)

\*Please identify the event on e-mail Subject.

### **CLEANING**

*STAR SERVICE ORG. EMPRESARIAL LTDA.*

Rua Conego Estanislau Scherer, 670

92.500-000 - Guaíba – RS

Phone no.: 55 51 3055-4747

Email: [comercial@starservice-rs.com.br](mailto:comercial@starservice-rs.com.br)

#### **International contact information:**

Walter Azambuja – Director

55 (51) 3055-5757

[walter@starservice-rs.com.br](mailto:walter@starservice-rs.com.br)

Tais Lima – Financial

(51)3055-5757 – Extension 216

[financeiro@starservice-rs.com.br](mailto:financeiro@starservice-rs.com.br)

### **OFFICIAL BOOTH CONSTRUCTOR / FURNITURE RENTAL**

*LPR PUBLICIDADE, PROMOÇÃO E MONTAGEM*

Av. Dr. Francisco Xavier Toda, 525

Londrina – PR - 86072-410

Telephone: 55 (43) 2104-9000

Contact: Mr. Edmilson Dias Galdino

E-mail: [ed@lpr.com.br](mailto:ed@lpr.com.br)

Site: [www.lpr.com.br](http://www.lpr.com.br)

### **OFFICIAL LOGISTICS OPERATOR / FREIGHT FORWARDER**

*WAIVER LOGISTICS – Rio de Janeiro*

Rua Julio Ribeiro, 202 - Bonsucesso

Rio de Janeiro – RJ - 21040-330

Telephone: 55 (21) 2209-2525

Contact: Mr. Aurivan Silva

E-mail: [aurivan.silva@waiverlogistics.com](mailto:aurivan.silva@waiverlogistics.com)

Skype: [aurivan\\_silva\\_waiver](https://www.skype.com/people/aurivan_silva_waiver)



13 - 15 de Maio de 2014 ▪ Centro de Eventos FIERGS ▪ Porto Alegre, RS, Brasil

*WAIVER LOGISTICS – São Paulo*

R. Alfredo Pujol, 285, cj 13/14 - Santana

São Paulo - SP - 02017-000

Telephone: 55 (11) 2281-7882 Fax: 55 (11) 2281-7782

Contact: Mrs. Silvia D'Arienzo

E-mail: [silvia.dariento@waiverlog.com](mailto:silvia.dariento@waiverlog.com)

**SECURITY**

*VIRTUS SEGURANÇA ESPECIALIZADA*

Av. Assis Brasil, 6605 – sala 208 – Sarandi

Porto Alegre – RS – 91140-001

Telephone: 55 (51) 3368-8406

Contact: Mr. Andriotti

E-mail: [segvirtus@terra.com.br](mailto:segvirtus@terra.com.br)

**TRAVEL AND ACCOMMODATION**

*TERRA TURISMO E LTDA.*

Av. Das Hortências , 804

Gramado – RS – 95670-000













Telephone: 55 (54) 3295-9100

Contact: Viviane Cavichion











E-mail: [financeiro@agenciaterraturismo.com.br](mailto:financeiro@agenciaterraturismo.com.br)

Site: [www.agenciaterraturismo.com.br/](http://www.agenciaterraturismo.com.br/)

13 - 15 de Maio de 2014 • Centro de Eventos FIERGS • Porto Alegre, RS, Brasil

EQUIPMENT	SIZE / COLOR	PRICE	EQUIPMENT	SIZE / COLOR	PRICE
	Jacobsen Chair (Torino) Black / White / Brown H 82 x W 50 x D 46cm Re.4116	R\$ 60,00		White Long Arms Chair H 90 x W 56 x D 52cm Re. 4017	R\$ 70,00
	Black / White Le Corbusier Chair H 81 x W 86 X D 80cm Re.3992 / 3991	Black R\$ 160,00  White R\$ 180,00		Le Corbusier Couch 2 Seats - White H 68 x W 142 X D 80cm Re. 4002 / 4001	R\$ 340,00
	Bombo Table White/Black/Red H 69-92 x W 60 x D 60cm Re. 4195	R\$ 138,00		Round Table – Crossed Feet – Glass H 82 x W 90 x D 90cm Re. 537 / 2775	R\$ 40,00
	Bistro Base Disco Table Crystal/Black/White/Red H 107 x W 60 x D 60cm Re. 4188/4489	R\$ 70,00		Roche Sideboard Crystal Glass H 90 x W 145 cm x D 50cm Re. 4262/4259	R\$ 105,00
	Bertóia Stool Red/Black/White/Blue H 103 x W 43 x D 51cm Re. 4067	R\$ 54,00		Curved Formica Counter White H 100 x W 150 x D 50cm Re. 548	R\$ 276,00
	Straight MDF Counter White H 100 x W 100 x D 50cm Re. 5440	R\$ 216,00		Simple Straight Counter White H 50 x W 100 x D 50cm Re. 4982	R\$ 168,00

13 - 15 de Maio de 2014 • Centro de Eventos FIERGS • Porto Alegre, RS, Brasil

EQUIPMENT	SIZE / COLOR	PRICE	EQUIPMENT	SIZE / COLOR	PRICE
	Low Cupboard White H 80 x W 80 x D 38cm Re. 4545	R\$ 74,00		Microwave Oven 31L – 220V H 31 x W 57 X D 44cm Re. 522	R\$ 192,00
	Banner Frame H 200 x W 45 x D 45cm Re. 2562	R\$ 70,00		Arched Folder Frame H 165 x W 31 x D 36cm Re. 5721	R\$ 144,00
	Plastic Trash Bin 14 L H 30 x W 23 x D 24 cm Re. 585	R\$ 15,00		120 L Minibar 220V H 85 x W 48 X D 53cm Re. 525	R\$ 130,00
	42" Plasma TV H 70 x W 113 x D 12cm Re. 2844	R\$ 800,00 (Event period)		Curved Bistro Base Table H 104 x W 60 x D 60cm Re. 4573/2420	R\$ 55,00
	Cone-Square Tale White/Red/Black H 75 x W 90 x D 90 cm Re. 4189/4252	R\$ 108,00		Low Cupboard Black H 80 x W 80 x D 38cm Re. 5244	R\$ 100,00