

## **EXHIBITOR'S MANUAL**

### **1. INTRODUCTION**

It is of free choice of the company organizing the hiring of specialized companies in Set Up the assembly, disassembly, decoration and maintenance of their stands. It is suggested, for greater security, which the contracted company is affiliated with the ABEME – Brazilian Association of Companies of Assembly of Stands.

The Hiring of specialized companies does not exempt the exhibitor's responsibility arising from the full compliance standards established in this "Exhibitor's Manual".

### **2. SUBMISSION OF PROJECT OF THE STANDS**

The exhibitor, under penalty of responsibility, must strictly fulfill with the following standards for the assembly and disassembly of the stands, on the terms and conditions specified, without prejudice to absolute compliance with the technical standards of safety established by ABEME - Brazilian Association of Companies of Assembly of Stands.

- The project of the stands must be sent with in 30 (thirty) days in advance of the Event check in date at Barra Hotel & Convention Centre, containing the floor plan, the plant in elevation, the side plant, and listed on a scale, and when necessary, the plant in cutting.
- The project should indicate the exact location of the points of energy and load with the quantity on KVa's to be used, highlighting the limitation offered by the hotel on each meeting room hired.
- Only after approval of the plant the assembly of the stands can be started.
- All of the work must be previously authorized by the team of the Windsor Barra Hotel & Congress. The electrical connections, IT and telephones in distribution panels from the convention center must be executed by the team of maintenance Department from the convention center. All the cables and materials for it is responsibility of the company hired to do mentioned assemblies.
- The exhibitor is responsible for paying the cost of materials and Staff under the order or request referred to in the previous section.

- In no event will be allowed to mount stands directly on the floor or carpet from the rented space without proper floor protection. Except on the exhibition “streets” and foyers.
- All the work made by the Stands companies and it hired partners will be supervised by the technical and operational team of Windsor Barra Hotel & Congress.
- All projects should keep the emergency exits and areas of exhaust unimpeded as their signalizations. Under the penalty of stopping the assembly of the stands.

### **INTERIOR DESIGNERS, STANDS BUILDER AND SUPPLIERS**

- The client should require all companies contracted by it, full compliance with the standards, specifications and requirements of the Windsor Barra Hotel & Convention Centre, contained herein, especially with regard to the assembly, decoration of the booths, Meeting rooms hired for the event, as well as other areas of the Windsor Barra Hotel & Congress. It is recommended to the exhibitor to deliver by receipt, the companies hired, a copy of the "Exhibitor's Manual."
- Employees used by the contracted party, now known as employees, on the development of provision of services does not have any bond or employment relationship with the contractor, maintaining employment contract exclusively with the contracted or any subcontractors, having direct subordination a supervisor, this(s), being removed from the subsidiary responsibility or supportive of the contractor, for whatever purpose.
- The Person responsible of the Assembler should make an inspection with the operational team of the hotel before the demarcation of the area.
- The Windsor Barra Hotel & Congress stop any work that does not follow the rules of assembly established in this "Exhibitor's Manual." The contractor will be responsible for any costs incurred.
- It is forbidden to staff assembly to stay in other areas of the convention center, limited their movements to areas of specific jobs and (or) space rented for the event. They cannot walk in the hotel with their personal belongings (bags, rucksacks and others) only with materials that are designed for mounting of the event.

- Never use electrical machinery such as drills, saws, muskets, bandages and so on. Causing noise, or vibration. It is also not allowed to paint or sanding any kind of material inside the premises of the convention center. The parts should arrive at the site, with the work of painting and artwork completed.
- Hours for the assembly of stands will be reconfirmed with the Events Department of according to the programming of the day in the meeting rooms from 8hs and foyers from 20hs, because during the day may bother the customers.

### **3. FLOORS, WALLS, CEILING AND BLINDEX**

- The floor of the meeting rooms cannot be demarcated with tape, drilled or painted. In all complexes, special care should be taken not to damage the carpet, walls and other structures. Moreover, the carpet cannot be removed.
- In areas of assembly stands, the Assembler must put a protective lining on the carpet, to the fullest extent of the area to be occupied. In no event the stands must be mounted directly on the carpet.
- The hallways and elevators used during assembly as access to the location of the stands should be covered with protective padding which must be removed immediately after the service assembly.
- The customer shall supply and installation of lining material necessary to protect the mounting location of the event.
- The padding must be secured with tape "3M double-sided 25 mm." Another type of material or tape will not be allowed.
- The stands must be mounted a minimum distance of 1.0 m of walls ,columns and partitions, as well as the assembly can't be held in front of electrical panels and telephone, emergency exits and fire extinguishers.
- Is forbidden to support, tie, hang or place any kind or type of material, in walls, partitions, doors of meeting rooms, the ceilings, in foyers and circulation areas, as well as the ceiling of the meeting rooms, without the prior permission of the events coordination of the Windsor Barra Hotel & Convention Centre. Is also Forbidden to hang anything on the "Sprinkles".
- The use of the tracks of the partitions only shall be permitted by the project approved by the Management of Maintenance of the hotel.

- Above the lining of the halls there is a mesh of angles (1.20 cm x 1.20 cm approximately) for fixing of structures of up to 300kg/m<sup>2</sup>. The lining which is moved to access the structures and /or for the passing of spinning must be replaced at the end of the event.

#### **4. HYDRANTS, FIRE EXTINGUISHERS AND EMERGENCY EXITS**

- The meeting rooms, foyers and circulation areas are equipped with smoke detectors, sprinkler systems and fire extinguishers. In no case these facilities may be blocked by placing any kind of materials.
- Will not be allowed any kind of assembly or obstructions to emergency exits, fire extinguishers and hydrants. Also, will not be allowed to pass wires in front of doors that should remain free circulation using passes cables properly signposted.
- We recommend that exhibitors and their contractors should acquaint the location of firefighting equipment and escape routes from the building. The extinguishers that by any means need to be removed for the assembly should be repositioned as close as possible to their place of origin.
- All electrical wiring, plumbing, data, sound and projection (or similar) shall be made under the suspended floor of the complex.

#### **5. LIFT LOAD**

- The freight elevator, which has a maximum load capacity of 1000 kg, must be used to transport materials and equipment from the receiving dock to the different rooms of the Windsor Barra Hotel & Convention Centre.
- The Assembler must inform the hotel events coordination about materials and / or equipment, specifying time of arrival, number of staff and their names, so a coordinator will escort on the use of the freight elevator.
- During its time of use the elevator to go up or down with equipment's and materials the walls must be protected with proper line.
- The freight elevator has the following dimensions: Width: 1.48 m / Depth: 1.40 m / Height (Max): 2.20 m / Door: 1.40 x 2.08
- The joined load elevator has the following dimensions: Width:1,48m / Depth:2,90m / Height (Max):2,35m / Door:1,00m

- It won't be allowed to use the social elevator to transport materials and / or equipment's.

## **6. PEOPLES AND MATERIALS ENTRANCE**

- If the freight elevator won't be used, the access to the events area must be from the service area, localized in Martinho Mesquita Street.
- To use the service Lifts for transit of materials shall be permitted only in designated hours by Operational Team of Events in the Hotel for the account of the movement of other events and the presence of people in the common areas of the convention Center.
- It won't be allowed to load or unload materials and/or equipment in front of other entrances and/or in the convention center entrance, without prior authorization from an Operational Supervisor of Events.
- A list of names of the assembly staff in a company letterhead with a copy of their IDs, should be delivered to the hotel's events coordination 48 hours before beginning of the assembly.
- It should be delivered to the events coordination, a list of the materials and/or equipment, within the same period from the last topic.
- Authorized staff must show their ID on the service entrance of the Hotel. They'll receive a name tag, so they can walk within Windsor Barra Hotel & Congress, only on the events area that they will work.
- It's not allowed to enter on the convention center with any kind of foods or drinks without prior approval of the Management of Food & Drinks.
- It's not allowed the access of drunkenness people.
- It's required that people on the staff always be on uniform and neat.
- Will not be allowed the entry of Staff with the following clothes: shorts, Bermuda and/or beach sandals.
- Load/unload of materials and/or equipment should be done before 10pm. Load/unload after that will need to previously authorize by Operational Team of Events of the Windsor Barra Hotel & Convention Centre.
- The convention center does not have staff to transport equipment or cart to transport. The same should be provided by the person responsible for the event.

## **8. ELETRIC ENERGY**

- The event area is supplied with voltage three-phase 380V / 220V single phase. Consult the Events Coordination for more information.
- The convention center must be informed of the total electric charge that will be used on the stands, with 30 days in advance.
- It is advised to check the voltage of the power points before using it. Windsor Barra Hotel & Convention Centre does not take responsibility for damage in equipment used in a wrong voltage. In case of doubt contact the maintenance sector of the hotel.
- A single line diagram from the electric distribution from the stand must be send to the Hotel.
- All primary and secondary circuits of power and light should be protected by circuit breakers, and in a packed, lid and in insulator box.
- In case of special assembly, the distribution of electricity in the booths is responsibility exclusively of the exhibiting company, which should strictly observe the norms of ABNT and dictated by the Light Company, providing the entry or entries of appropriate network of circuit breakers and fuses.
- Possible power outages, failures and/or other problems related to improper wiring or installation of the stands will be the total responsibility of the exhibitor, and it must bear the consequences in any case.
- When the performance of “musical shows”, the necessary capacity in KVA's for the meeting room hired must be informed at the Department of Maintenance of the hotel.
- In case of electrical instability the Hotel does not accept responsibility in maintaining stabilized the energy of the event. It is the entire responsibility of the client to provision a generator for the event and to bear costs of damage to equipment connected.
- The Hotel has generator that meets the needs of common areas and air conditioning.
- Works using electricity must be supervised by Windsor Barra Hotel & Convention Centre Maintenance Staff, at pre-determined time with the Operational Staff of Events. In the end of electric installations and before the start of the event, security inspections will be done for security.

## **9. TELEPHONES**

- If the exhibitor has an interest in installing in their booth telephones hotlines, it should be reported within 30 days prior to the event to Coordination of Events. In this case, contact with the telephone company will be responsibility of the customer. On installation, there will be supervision of the technical staff at the Windsor Barra Hotel & Congress.

## **10. INTERNET**

- The Windsor Barra Hotel & Congress has an efficient IT infrastructure for fairs, congresses, seminars, symposia, exhibitions, conventions and events among others. For its proper use we contact the commercial sector of events for listing of services and availability.

### **Network.**

- Available for data, voice and image. It also allows mounting internal LANs that facilitate information sharing between the various spaces;

### **Internet Access**

- Links with direct access to the backbones of Embratel and Intelig, assuring high availability and performance of the service, enabling realization of Video conferencing, VPN, VLAN, VOIP.
- The Internet Access Service at the Windsor Barra Hotel & Conference is divided into three separate networks: Events, apartments and Wi-Fi, designed so that each area can make use of all resources to the fullest.
- Our network is protected by firewall and use DHCP (Dynamic Host Configuration Protocol), where a server distributes IP addresses when a new machines request for network connection. We have a dedicated link with public IP. Our modern business center is fully equipped with workstations, printers, Internet access and the latest versions of the best software.

**The Internet service is divided as follow:**

**Events Internet**

All rooms.

2<sup>nd</sup> Lower Level, 1<sup>st</sup> Lower Level, Ground Floor, 1<sup>st</sup> Floor, 2<sup>nd</sup> Floor and 17<sup>th</sup> Floor.

**Internet Wi-Fi**

Hotspot:

2<sup>nd</sup> Lower Level, 1<sup>st</sup> Lower Level, Ground Floor, 1<sup>st</sup> Floor , 2<sup>nd</sup> Floor, 17<sup>th</sup> Floor .

**Apartments Internet**

All Apartments. 2<sup>nd</sup> Floor until 16<sup>th</sup> floor.

- Use of Codes:

After connecting the network cable or wi-fi, the user must navigate to any page on the World Wide Web, where you will be redirected to the page of the hotel. The user must enter the code of the card to perform the authentication service.

- Cards are divided into:

**-Apartments:**

24 hours access or R\$ 0,33 + 5% per minute. The charge goes directly to the room bill.

**- Events: Wi-fi or Cable**

Access per day. It ends at 00:00hs

**- Business Center:**

Charged R\$0,33 +5% per minute.

**Table of Prices of the Cards for Access to the Internet**

Period	Time	Connection	Access Spot	Price	Observation
Per Minute	Fractional	Cable	Business Center	R\$0,33	+5% of ISS
	Continuous Until 00:00	Wi-Fi	Hotspot	Under Consult	+ 10% Service Tax + 5% of ISS
24 hours Or Per Minute	Continuous or Fractional	Cable or Wi-Fi	Apartments	Under Consult	
Until 00:00	Continuous	Cable or Wi-fi	Events	Under Consult	+ 10% Service Tax + 5% of ISS



Per Minute	Fractional	Cable	Business Center	R\$0,33	+5% of ISS
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- **The wi-fi code sells at the *Business Center*.**

## **11. PARKING**

The Windsor Barra Hotel & Congress has Parking lot subject to availability and cannot be reserved.

- The Event Coordination should be informed of any additional parking needs
- The parking works with Valet Parking system, access is made at Martinho Mesquita Street.
- Payment for parking can be done individually by each participant or billed directly to the event organizers, with prior permission of the contractor.
- The method chosen for payment of parking should be informed 07 days in advance to The Event Coordination.
- Suppliers, builders, deliverymen and others, who park their vehicles in the parking lot, will pay for the service.
- It is forbidden the access of trucks and buses (and other big vehicles) to the parking area from the convention center.
- The receiving docks are designed for loading and unloading of materials and equipment. It is prohibited the parking of any vehicles in this area.
- If there is space availability, exhibitors may park upon payment of the amount of parking.

## **12. TOILETS**

- The Windsor Barra Hotel & Congress has public toilets for guest use. Maintenance and cleaning of them are the responsibility of the convention center.
- The Assembler Staff should use the toilets at the docks area on 1<sup>st</sup> lower level.
- Toilets should not be used for cleaning of any kind of materials.
- Forbidden to smoke in the toilet.
- To use the lavatories for realization of advertisements of any kind must have its prior approval of the Events Coordination of the hotel.

### **13. SOUND, LIVE MUSIC AND LOBBY MUSIC**

- The sound produced in the stands for audio equipment such as recorders, radios, etc. May not exceed the volume of reasonably
- Is forbidden to use any amplification device for sending messages of sales or promotions of any kind.
- In case of the use background music or live music in any dependence on the Windsor Barra Hotel & Congress during the event, according to Law No. 5988, organizers must provide the convention center the necessary documentation and payment receipt issued by ECAD. In case of live music also will be required to submit documents relating to the records in OMB (Order of the Musicians of Brazil).
- Further information may be obtained from the Central Bureau of Collection and Distribution (ECAD), in Rio de Janeiro, located at Avenue Almirante Barroso, 22, on the 22nd floor, at Centro, CEP 20031-000. Tel 21 25443400.

### **14. CLEANING OF STANDS AND PUBLIC AREAS.**

- The Windsor Barra Hotel & Congress is responsible for general cleaning of the complex. But the organizers are responsible for the removal of additional materials, as well as, the withdrawal of any type of waste generated during the assembly and disassembly of the event.
- The Responsible for the hiring of buckets for garbage removal of the mounting and dismantling of stands must be requested its removal within 48 hours (Forty eight) after placement, regardless of the amount of waste within, according with art. 69 Municipal Law 3273/01. It is also the responsibility of the same to request the removal of the buckets within 8 (Eight) hours after it is full, or focus of unhealthy, or mixed with other waste types, or are so positioned as to impair the use of gutters , mouths wolf, hydrants, street furniture, or harming the movement of vehicles, pedestrians, wheelchairs and baby strollers in the parks and sidewalks, in accordance with Art. Municipal Law 69 of 3273/01.

- During the event the Windsor Barra Hotel & Congress is only responsible for cleaning the corridors between the booths, cleaning inside the booths is the responsibility of the organizers or exhibitors.
- To hire the services of cleaning and hotel waiter will be necessary to consult availability and values with the Events Department.

## **15. EQUIPAMENTS**

- For the convenience of exhibitors, we rent several types of audiovisual equipment.
- In case of using artificial smoke, should be sought in writing to the Events Department that will analyze the possibility of using this type of equipment. It should be sent 14 days in advance, the technical specifications of this department for evaluation.
- When it comes to fairs and similar events, you cannot, under any circumstances, the loan or lease of such equipment and furniture, especially when dealing with exhibitors. If the customer wishes to make use of some equipment, this should manifest itself in advance, keeping in touch with the Events Department of the Windsor Barra Hotel & Congress.

## **16. SECURITY**

- The Windsor Barra Hotel & Convention Centre, is responsible only for the patrimony security of the area during the period of accomplishment of the event. Specific Services of security for the event are the responsibility of the customer.
- The convention center is not responsible for the safety of objects of value in general, as well as, works of art, equipment, etc, left in the stands or in other rooms. For these purposes the client must provide their own security.
- The employees of the companies providing service should express shipments for the area of service, and they are identified with badges for circulating on the floor of the event.
- The convention center also does not accept responsibility for objects exposed in the stands.

- If the customer or exhibitor hires an external security company, you should get in contact with the Events Department by delivering them with a nominal list of the Staff of this security, together with a photocopy of the personal documents of each of the members, as well as copy of the contract for the provision of services. The entry and exit of personnel of private security contractor should follow the same rules contained in the title "7" referring to the entry of equipment and personnel.
- We suggest you contact the Security Company Solidez it is the company that provides service to the hotel. Telephones: (55-21) 2569.3336 / 2568.1822 / 2568.0981
- The team hired by the client must pass, in advance of 48 hours, by meeting with the management of safety from the convention center.

#### **17. FOOD AND BEVERAGES**

- For the entry of any service Food & Beverage in hotel the Eventos Department must be consulted to consider the request.
- Is not allowed the service of food and beverages in the stands, without the prior authorization of the Events Department.
- Tastings and demonstrations of preparation are not permitted without prior authorization by the Events Department.
- Will not be allowed to serve food and drinks on courtesy from sponsors to visitors. Also, will also not be allowed to enter or delivery food and beverages at the convention center without prior authorization by the Events Department.
- The decoration, including floral decoration, special lighting, etc. of the meeting rooms, areas of foyers are not included in the price. Please consult our Events Department for suggestions of companies of floral decorations, rental or sale of plants for every kind of event.

#### **18. DEMONSTRATION OF EQUIPMENTS AND SPECIAL PROMOTIONS**

- The Windsor Barra Hotel & Congress can stop or determine the period (time) demonstration of any equipment, which in its discretion may pose risks to people, products, structures or stands, such as those that produce a high noise level,

vibration, smoke, odors or anything else that might disturb customers and guests, as well as the operations of the stands or the convention center in general.

- Any kind of promotion to be done by exhibitor, inside the convention center or using the name of this will only be accepted with prior authorization of event Department.
- To mark the exhibition outside the hotel will be the customer's responsibility to provide the proper permits required by State regulation.

### **19. DISASSEMBLY**

- It is fully responsibility of the organizers, the disassembly of stands and removal of all products, materials and equipment under the terms and conditions previously established with schedules previously agreed with the Events Department and Operational Team of Events in the Hotel.
- Delays in the return of the rented spaces will be charged with fines.
- During disassembly it must be followed the same steps and care to protect the floors, walls, doors, elevators, etc. established in the "Exhibitor's Manual" in the section on the assembly stands.
- The time limit for the disassembly of booths must honor the contract of the meeting spaces with the hotel.
- After the disassembly will be carried out an inspection to determine any type of damage that will be caused in the dependences of rooms hired as well as in the trajectory of loading and unloading of materials for the event.

### **20. DEPARTURE OF MERCHANDISE AND PRODUCTS**

- The authorized departure of materials, goods, equipment, products, etc., Will exit through the service area, located on Martinho Mesquita Street, s / n. It will not be allowed to leave any materials by any other ordinance of output, without the prior permission of the Operational Team of Events.
- No material may leave the convention center without proof copy of the release.
- For purposes of organization of traffic flow in the access to the convention center, it must be reported to the Events Department the scheduled for the exit of materials. Should be respected to the removal of material in the external area of the hotel until the 22hs due to the Law of Silence, after this time only will be

permitted entry and exit of goods through the docks of the hotel. The spaces released must be cleaned.

- The Hotel is not responsible for the reservation of parking spaces for trucks.

## **21. POSTERS AND ADVERTISING**

- Will not be allowed the proliferation of posters, leaflets or similar, in columns, walls, etc.
- Within the convention centre, the promotion of the event will be restricted to the area leased for the event.
- Not be permitted to place or display of any type of material on the walls, partitions, doors, etc. Including flags and/or similar may not be hung on the roof of the halls and foyers, etc. For additional information please consult the Operational Team of Events.

## **22. EXIT OF STAFF**

- The Exit for authorized personnel will be through the service area at Martinho Mesquita Street.
- At the exit the badges of "Vendor / Guest" will be returned to the security staff.

## **23. USEFUL INFORMATION**

- Restaurant (ground floor) - Breakfast: 6am to 10:30 am daily.  
Lunch: 12 am to 4pm daily.  
Dinner: 7pm to 11pm daily.
- Lobby Bar (ground floor) - Time from 8am to 0am daily.
- American Bar (17th floor) - Time from 10am to 11pm daily.
- Pool Bar (17th floor) - Time from 8 am to 0am daily.
- Sauna (17th floor) - Time from 8 am to 11pm daily.
- Pool (17th floor) - Time from 8 am to 8pm daily.
- Fitness Room (17th floor) - Time from 7am to 11pm daily.
- Room Service - 24 hours

## **24 SECRETARY AND RECEPTION AREA**

Upon request, the location being considered on the floor of the event.

**25. WITHDRAW OF THE ALVARÁ**

- It is fully responsibility of the official organizer the acquisition of the permit for provisional operation of the exhibition area, which should be forwarded to the Events Department with 10 days in advance of the initial date of the event.
- In case of sale of merchandise must be submitted provisional license regarding this service, which can be withdrawn from the state Department of Finance.
- In the case of sale of services must be submitted provisional license regarding this service, which can be withdrawn by the Municipal Bureau of Finance or the Regional Inspector License Tax.
- Documents required to withdrawal of the permit for the exhibition area must be obtained from the events department of the Hotel.

**TERMS OF RESPONSIBILITY**

\_\_\_\_\_, Represented by \_\_\_\_\_, this is responsible for receiving and Store leased the room so that it is kept in good working order, providing the repair or replacement of furniture, equipment and utensils, possibly damaged.

At the end of the contract, the room will be refunded in the same condition it was rented, except for the natural decay of regular use.

Agreement: \_\_\_\_\_

Date: \_\_\_\_\_

**I declare to agree to the terms of this Exhibitor Manual:**

Company: \_\_\_\_\_ (Exhibitor)

Responsible of the event: \_\_\_\_\_

ID N°: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_