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- **January 28, 2013:** 1.4. Service Entry;
- **January 16, 2013:** 4.1. Freight Forwarder Service;
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- **November 27, 2013:** 4.1. Freight Forwarder Service;
- **November 14, 2013:** 4.1. Freight Forwarder Service;
- **October 18, 2013:** 1st Edition - LAAD Security 2014 Exhibitor Manual.

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ESSENTIAL INFORMATION

1.1. Location



Riocentro Exhibition & Convention Center

Av. Salvador Allende, 6555, Barra da Tijuca
Zip Code 22780-160 Rio de Janeiro/RJ, Brazil
☎ +55 21 3035.9100 📠 +55 11 3035.9134
✉ riocentro@riocentro.com.br
🌐 www.riocentro.com.br

1.2. How to get to Rio

Those who are already in the country and wish to travel to Rio can choose from many air and land transport options. Check out the options below:

- **Air**

To check the availability, timetable and prices for connecting flights from Brazilian airports to Rio de Janeiro, visit the Infraero website (www.infraero.gov.br) or the airlines: Avianca (www.avianca.com.br), Azul (www.voeazul.com.br), Gol (www.voegol.com.br), Tam (www.tam.com.br) e Webjet (www.webjet.com.br).

- Aerolíneas Argentinas (www.aerolineasargentinas.com.ar): Flights between Buenos Aires and Rio de Janeiro;
- Air China (www.airchina.com): Flights between Hong-Kong and São Paulo;
- Air France (www.airfrance.com): Flights between Paris e Rio de Janeiro, Paris and São Paulo;
- Alitalia (www.alitalia.com.br): Flights between Rome and Rio de Janeiro, Milan and São Paulo and Rome e São Paulo;
- American Airlines (www.aa.com): Various flights, among them Rio de Janeiro/New York, Rio/Miami, Rio/Dallas;
- British Airways (www.britishairways.com): Flights between London and Rio de Janeiro and London and São Paulo;
- Copa Airlines (www.copaair.com): Flights between Panama and Rio de Janeiro;
- Continental Airlines (www.continental.com): Flights between Houston and Rio de Janeiro;
- Delta Airlines (www.delta.com): Flights between Dallas and Rio de Janeiro;
- Emirates (www.emirates.com): Flights between Dubai and Rio de Janeiro and Dubai and São Paulo;
- Iberia (www.iberia.com): Flights between Madrid and Rio de Janeiro, and Madrid and São Paulo;
- Lan Airlines (www.lan.com): Various flights to Brazilian capitals, including flights between Santiago and Rio de Janeiro;
- Lufthansa (www.lufthansa.com) Flights between Frankfurt and Rio de Janeiro;
- Pluna (www.flypluna.com): Flights between Montevideo and Rio de Janeiro;
- TAAG (www.taag.com): Flights between Luanda and Rio de Janeiro;
- TACA (www.taca.com): Flights between Lima and Rio de Janeiro;
- TAM (Various destinations - departing from Rio de Janeiro - among them Buenos Aires, London, Paris, Miami and New York);
- TAP (www.flytap.com): Various destinations in Brazil - departing from Lisbon- including Rio de Janeiro;
- US Airways (www.tam.com.br): Flights between Charlotte and Rio de Janeiro.

- **Bus**

To find out which companies have routes between your city and Rio de Janeiro, see the website of the National Land Transport Agency (https://appweb.antt.gov.br/transp/secao_duas_localidades.asp) - Portuguese only. Or visit the official website of the Rio de Janeiro Bus Station (<http://www.transportal.com.br/rodoviaria-novorio>) - Portuguese only.

1.3. Directions to Riocentro Exhibition & Convention Center

The city of Rio de Janeiro provides an executive, air conditioned bus service from both the GIG and SDU airports to Barra da Tijuca (AV. das Americas). The service called 'Frescão' (number 2018) is priced at R\$ 13,00 (price updated on September 2013) per person per trip and is charged directly by the carrier, 'Real Auto Ônibus'. See **Attachment I** for route.

Note: The route end point is Av. das Americas from where you need to use the city bus routes or a taxi to get to Riocentro Exhibition Center.

Use only the city official taxi system and always follow the current rate on the taximeter or the official price tables (for advanced purchase exclusively at the airports or the main bus terminal).

The taxi service offered in the arrivals hall at the airports is charged at a fixed rate per route plus an additional charge is often made for luggage.

Our official event travel & accommodation agency, **Blumar Tourism**, also offer an airport transfer service. Please ask them for details when you are making your accommodation booking. Their details are below.

Official event travel & accommodation: Blumar Tourism

☎ +55 21 2142.9315

✉ laad2014@blumar.com.br

🌐 www.blumar.com.br/laad14

Rio's Official Taxi System

☎ 1746 (local call only)



1.4. Access to Riocentro Exhibition & Convention Center

During the **set up** (April 3 to 8) and **break down** (April 13 to 14) access to the site is via the Service Entry, on Rua Abraão Jabour, **Gate** (portão) **Ia**.

During the open period of the event the access is via the Main Entrance, Avenida Salvador Allende, **Gate** (portão) **A**.



1.5. Parking

The Parking at Riocentro Exhibition & Convention Center is managed **exclusively** by GL Events, who are responsible for access control and collection of parking fees.

1.6. Event Schedule



For further details, check **item 3.1.** of this Manual.

1.7. First Aid

A medical center will be open throughout the event at times compatible for set up, open period of the event and break down. This will be available to all visitors and exhibitors and if necessary, patients would be transferred to hospital by ambulance from this point.

1.7.1. Hospital

The nearest hospital to the Exhibition Center:

Hospital Barra D'Or
 Av. Ayrton Senna, 2541
 Barra da Tijuca
 Zip Code 22775-001
 Rio de Janeiro/RJ, Brazil
 ☎ +55 21 2430.3600



1.8. Customer Service

As soon as you have signed your contract committing to the event, our customer service team are available to help you with any queries or questions you may have.

Between **April 04 and 10, 2014** the customer service team move to Riocentro Exhibition Center in order to best assist you during the event itself. From **8am to 6pm** each day, the CAEX (Exhibitor Assistance Centre) will be fully staffed and ready to help.

How to contact the Customer Service team?

✉ br.customerservice@clarionevents.com
☎ +55 11 3893.1330





1.9. Hiring Services in the Exhibition Center

Some additional service, from those available in the Exhibitor Zone, may be arranged at the CAEX (Exhibitor Assistance Centre) starting on April 04, 2014. Noteworthy to the necessary items during the stand set up, such as: electrical power, plumbing and internet which should be requested in advance to avoid delays during stand set up. Noting that the items will be available after request and payment.

1.10. Access Badges

All personnel working within the halls during the set up, open period and break down of the event must wear a valid badge. **Access to the venue will not be allowed without a suitable badge.**

The table below illustrates the allocation of free badges and the relevant colour coding for Main Exhibitors, Stand Sharers / Co-Exhibitors, Stand Builders and Contractors. Additional badges can be ordered at a cost of USD 30,00.

CATEGORY	QUANTITY	COLOR
Main Exhibitors	1 per each 5sqm	Red 
Stand Sharers / Co-Exhibitors	4 units	Red 
Stand Builders	1 per each 3sqm	Black 
Contractors / Staff	4 units	Gray 

How to order extra badge?

Home > Products e Services >
Badges

Extra Badge

USD 30,00

Badges can be pre ordered on the online Exhibitor Zone up to the deadline date of **March 14, 2014**. After that date the badges can only be requested at the CAEX (Exhibitor Assistance Centre) once you arrive at the show. Data sent by e-mail will not be accepted.

Any Stand Build Contractor who is associated with **Sindiprom will not need to pay for additional badges**. Proof of membership must be submitted when the badge is requested.

All Contractors working on the show must be registered in the Exhibitor Zone until **March 14, after the deadline there is a registration fee**. The contractor must also be a member of SEG.CLARION – Health & Safety Program | Clarion Events Brazil. For further information see **items 2.2.** and **3.2.**

2

CHAPTER 2

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EXHIBITOR ZONE

2.1. Presentation

Starting on October 2013, all contracted Exhibitors to the show will receive by e-mail a *Username* and *Password* to access the Exhibitor Zone, available at **www.laadsecurity.com** > Exhibitor > Exhibitor Zone.

The Exhibitor Zone provides:

- ◇ General operating rules of the event;
- ◇ Set up and break down schedule;
- ◇ List of requested products and services;
- ◇ Stand Sharers / Co-Exhibitors registration;
- ◇ Stand Builders and Contractors registration;
- ◇ Badge ordering system.

How to access the Exhibitor Zone?

www.laadsecurity.com.br > Exhibitor > Exhibitor Zone

Each Exhibitor is responsible for ensuring that the contact details of their company are kept up to date on the Exhibitor Zone. The Organizer will use this data to send important information to the Exhibitor. When you first log into the system, please update your information.


The Exhibitor Zone will be available for you to place orders until the deadline date of **March 14, 2014**.

Please note: Some services may have a deadline that is sooner than March 14 – please check carefully to ensure you know the deadlines of all the services you wish to order. See *Raw Space check list* and *Basic Shell Scheme check list* on **chapter 5** with each deadline.

2.2. Acceptance of Regulations

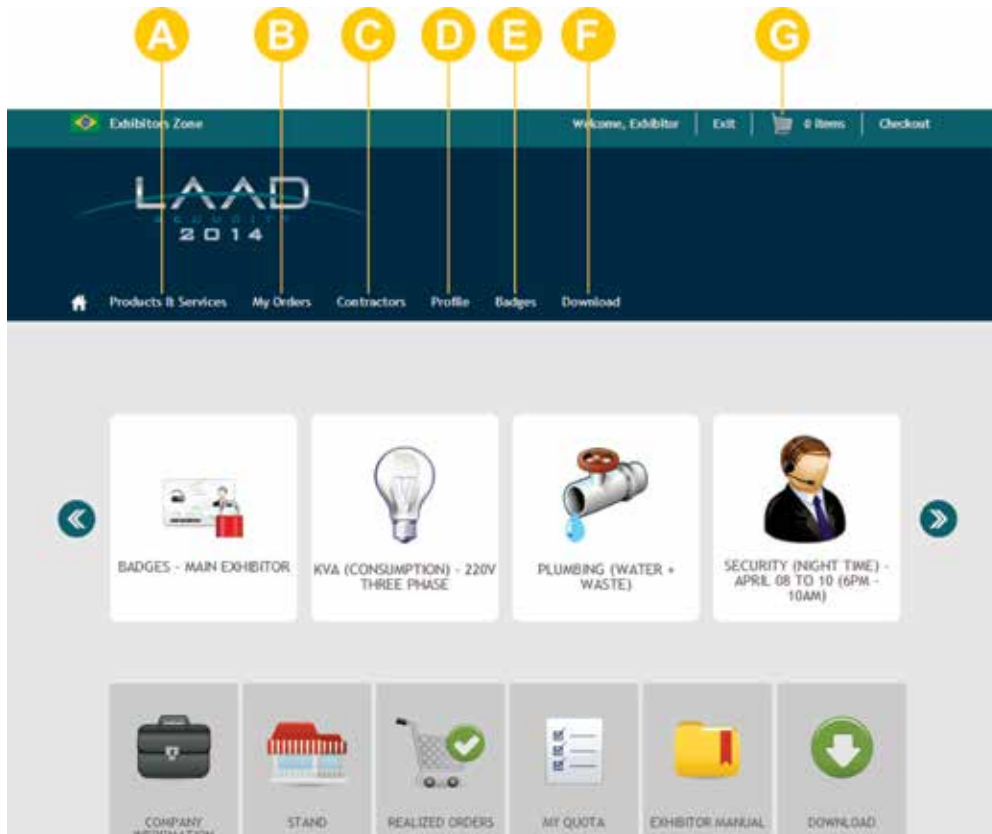
Exhibitors, Stand Builders and Contractors will need to accept the regulations set out in this Manual when first logging into the online Exhibitor Zone. Please ensure you read and understand all of this information before you sign to accept your responsibilities and commit to compliance.

Please be aware of the SEG.CLARION rules concerning the mandatory use of PPEs (Personal Protective Equipment) for Exhibitors, Contractors and Stand Builders during the set up and break down.



In accordance with item 3.2. the Stand Builder and Contractors hired by each Exhibitor must be a SEG.CLARION member, who therefore accepts the set up and safety rules set forth by the Organizer.

2.3. Exhibitor Zone Sections



Section	Paths
A	Products & Services

In the Products & Services section you can order/purchase mandatory and optional services. This section is divided into categories that must be individually selected.

Note 1: Plumbing Services, electricity, telephony, internet, PAF and private stand security may only be hired from the show's official Contractors.

Note 2: Audio Visual, fire extinguishers, furniture, catering, gardening, cleaning and receptionists / translators may be hired from elsewhere if you do not wish to use the Companies available via the Exhibitor Zone.

Please remember that all Contractors must be a member of SEG.CLARION - Health and Safety Program | Clarion Events Brazil. For further information check **items 2.2. and 3.2.**

Example: How to request for badges?

Home > Products & Services > Badges

(CONTINUATION) 2.3. Exhibitor Zone Sections

Section	Paths
---------	-------

B	My Orders
----------	------------------

In *My Orders* section you can check:

- *My Quota*: items already included in the Exhibitor's contract.
- *Realized Order*: Requested items in the Products & Services section with selected payment method (finished).

Example: How to check the company's badge quota?

Home > My Orders > My Quota

Example: How to check a hired fire extinguisher?

Home > My Orders > Realized Orders

C	Contractors
----------	--------------------

In this section Exhibitors can register their chosen non official Contractors, including any Raw Space Stand builders up to **March 14** without registration fee. **If you are not bringing any of your own Contractors you do not need to do this.**

After being registered, these companies will receive a Username and Password to access the Stand Builder / Contractor Zone, where the instructions and requirements to become members of the SEG.CLARION - Health and Safety Program | Clarion Events Brazil, access to the Exhibitor's Manual, technical information and badge request forms are.

How to register your Stand Builder and Contractors?

Home > Contractors > Register

D	Profile
----------	----------------

In the **Profile** section you can access the following items and send us information.

- *Company Information*: this is the contact information we will use to communicate with you and send you all communication relating to the show. Please check this is always kept up to date.
- *Official Catalogue*: The deadline for completing your catalogue entry is **February 07, 2014**.

How to update my data?

Home > Profile > Company Information

How to insert information to publish in the Official Catalogue?

Home > Profile > Official Catalogue

(CONTINUATION) 2.3. Exhibitor Zone Sections

Section

- **Co-Exhibitor:** Here you can register any companies who will be sharing your stand with you. Once you have registered any sharers, they will receive their own Username and Password to the Exhibitor Zone.
- **Invitations:** printed invitations will be mailed to the billing address registered in the Exhibitor Zone. To request for electronic invitation or extra printed invitations send an e-mail to marketing@laadsecurity.com
- **Invitation letter:** it allows to the Exhibitor to request and print invitation letters, document requested by the authorities in some countries as part of the process for obtaining Brazilian Visa.
- **Stand:** here you can view your stand location, stand number, stand size and stand type (*Raw Space or Basic Shel Scheme*).

Paths

How to register a Co-Exhibitor?

Home > Profile > Co-Exhibitor > Register

How to request invitations?

Home > Profile > Invitations

How to request invitation letter?

Home > Profile > Invitation Letter

How to verify your stand information ?

Home > Profile > Stand

E

Badges

Here you can complete the details of the people in your team who will need badges for the event.

How to insert data for badges?

Home > Badges > Register

F

Download

PDF format from this section:

- Exhibitor's Manual
- SEG. CLARION - Health & Safety Guide | Clarion Events Brazil
- Event floor plan
- Check list

How to download documents?

Home > Downloads

Note: Keep an eye out for the updates in this section as we get nearer to the show.

G

Checkout

Click on *Check out* to see a summary of the items you have added to your cart and to complete your orders. It's possible to edit the payer at the summary before you finish the request.

How to check pending items and proceed to checkout?

Home > Checkout (cart order) > Finish

(CONTINUATION) 2.3. Exhibitor Zone Sections

Observação: Alguns Services devem ser contratados exclusivamente com os Fornecedores Oficiais na Área reservada ao Expositor de acordo com a tabela abaixo:

OFFICIAL CONTRACTORS MUST BE USED FOR...	OWN SUPPLIER CAN BE USED FOR...
Badge Scanner	Audio Visual
Electricity	Catering
Internet	Cleaning
PAF	Fire Extinguishers
Plumbing Services	Floral
Private Stand Security	Freight Forwarder
Telephones	Furniture
	Insurance
	Receptionist
	Stand Builder

2.4. Services Available in the Exhibitor Zone

Products & Services

Online Request

A

AV (Audio Visual)

Exhibitors can hire audio visual (AV) equipment with the Contractor via this section, or you can opt for your own supplier.

Items ordered through the official Contractor will be delivered and installed during the pre open day. For technical support during the event, go to your nearest CAEX (Exhibitor Assistance Centre).

It is not mandatory to contract AV Equipment official Contractor. Please remember however that any Contractor you bring in yourselves must be a member of SEG.CLARION - Health and Safety Program | Clarion Events Brazil. For further information check **items 2.2.** and **3.2.**

How to request AV equipment from the official Contractor?

[Home](#) > [Products & Services](#) > [Optional Items](#) > [Audio Visual](#)

Laptop	USD575,00
PCTV	USD370,00
Projector	USD490,00
32" TV	USD510,00
32" TV + Blu-ray	USD675,00
32" TV + DVD Player	USD590,00
42" TV	USD575,00
42" TV + Blu-ray	USD740,00
42" TV + DVD Player	USD645,00
52" TV	USD1.110,00
52" TV + Blu-ray	USD1.270,00
52" TV + DVD Player	USD1.180,00

(CONTINUATION) 2.4. Services Available in the Exhibitor Zone

Products & Services

Online Request

B **Badges for Exhibitors, Stand Builder and Contractors**

Exhibitors, Stand Builders and Contractors can complete their orders for badges here. Please note the deadline date of **March 14, 2014**. After that date the badges can only be requested at the CAEX (Exhibitor Assistance Centre) once you arrive at the show.

All badges data must be registered in the Exhibitor Zone or in person at CAEX (Exhibitor Assistance Centre). Data sent by e-mail will not be accepted.

How to insert data for badges?

Home > Badges

How to request extra badges?

Home > Products & Services > Badges

Extra Badge

USD 30,00

C **Data / Badge Scanner**

Exhibitors can rent for the entire period of the event (3 days) a portable device used to collect information from the visitors to your stand by scanning the badge bar code.

Scanners will be available for collection from **April 08** at the Registration by the main entrance. Orders for scanners can also be placed onsite at CAEX.

The data collected will be sent to you within 20 days of the close of the event.

How to request the data/badge scanner?

Home > Products & Services > Optional Items

D **Electrical Supply**

It is mandatory to contract a minimum consumption of 01 KVA of electrical supply to every 9sqm of Raw Space contracted. Your electrical order should be placed by the deadline date of **March 14, 2014**.

Stands with Basic Shell Scheme already includes the provision of 01 KVA to every 9sqm (220V). Exhibitors may purchase additional electricity in the Exhibitor Zone.

The service will be available after payment of the request, either online or in person at CAEX (Exhibitor Assistance Centre).

How to request electrical supply to your stand?

Home > Products & Services > Installation

KVA (CONSUMPTION) - 380V Triphase

USD 175,00

KVA (CONSUMPTION) - 220V Triphase

USD 175,00

(CONTINUATION) 2.4. Services Available in the Exhibitor Zone

Products & Services

Online Request

E

F & B (Food & Beverage)

Here you can hire F & B services for your stand with the official Contractors or purchase food vouchers for restaurants and cafeterias located in the halls. The deadline for ordering catering is **March 14, 2014**.

The location of cafeterias and restaurants can be viewed on the event floor plan, available in the Downloads section of the Exhibitor Zone.

It is not mandatory to contract F&B official Contractor. Please remember however that any Contractor you bring in yourselves must be a member of SEG.CLARION - Health and Safety Program | Clarion Events Brazil. For further information check **items 2.2. and 3.2.**

How to request F&B services with the official Contractor?

[Home](#) > [Products & Services](#) > [Food & Beverage](#) > [Catering](#)

Standard (50 people/day - 3 days)	USD5.250,00
Standard (100 people/day - 3 days)	USD9.400,00
Standard Plus (50 people/day - 3 days)	USD6.000,00
Standard Plus (100 people/day - 3 days)	USD10.900,00
Plus (50 people/day - 3 days)	USD6.900,00
Plus (100 people/day - 3 days)	USD12.500,00
Plus + (50 people/day - 3 days)	USD6.900,00
Plus + (100 people/day - 3 days)	USD11.700,00
Silver (50 people/day - 3 days)	USD9.000,00
Silver (100 people/day - 3 days)	USD15.400,00
Gold (50 people/day - 3 days)	USD8.000,00
Gold (100 people/day - 3 days)	USD14.200,00

F

Fire Extinguishers (a legal requirement in Brazil)

It is mandatory that every stand has 1 fire extinguisher for every 20sqm of stand space. This is not included in the case of Raw Space stands. Refer to **item 4.6** for further details.

Exhibitors can hire the relevant number of fire extinguishers to the hold of the event (April 8 to 10) through the Exhibitor Zone.

Basic Shell Scheme stands come equipped with 1 fire extinguisher per 20sqm as part of the package during the hold of the event.

Fire extinguishers order through the Exhibitor Zone, or those for Shell Scheme stands, will be distributed before the opening of the event and removed at 5pm on **April 10, 2014**.

It is not mandatory to contract fire extinguisher from the official Contractor.

How to request fire extinguisher with the official Contractor?

[Home](#) > [Products & Services](#) > [Optional Items](#) > [Fire Extinguisher](#)

Fire Extinguisher (ABC)	USD 130,00
Fire Extinguisher (CO ²)	USD 130,00

(CONTINUATION) 2.4. Services Available in the Exhibitor Zone

Products & Services

Online Request

G

Furniture

Exhibitors can hire furniture from the official Contractor via the Exhibitor Zone. Any items ordered will be delivered to your stand by April 07, at 24h.

If the furniture you need is not shown on the Exhibitor Zone, you can contact the official Contractor directly. You can find their details in the download section of the Exhibitor Zone.

A furniture package is already included for Basic Shell Scheme Exhibitors. The items in your package cannot be altered but you can order additional items, at your own cost, should you wish.

It is not mandatory to hire furniture from the official Contractor. Please remember however that any Contractor you bring in yourselves must be a member of SEG.CLARION - Health and Safety Program | Clarion Events Brazil. For further information check items **2.2. and 3.2.**

How to request furniture with the official Supplier?

[Home](#) > [Products & Services](#) > [Furniture](#)

2 seats sofa	USD215,00
3 seats sofa	USD275,00
Banner Stand	USD80,00
Basket Bin	USD26,00
Bistro Table	USD81,00
Bombo Bistro Chair	USD52,00
Compact refrigerator	USD140,00
Credenza	USD60,00
Curve counter	USD300,00
Display Rack	USD130,00
Glass Meeting Table 1,60m	USD150,00
Glass Meeting Table 2m	USD175,00
Havana Bistro Chair	USD36,00
Havana Chair	USD35,00
Refrigerator	USD430,00
Round Table	USD65,00
Single seat sofa	USD270,00
Speaker Stand	USD260,00
Storage cabinet	USD160,00
Swivel Darwin's chair	USD140,00
Swivel single seat sofa	USD160,00
White cabinet	USD90,00
White Jacobsen chair	USD50,00

H

Gardening

Plants and floral arrangements are available to order both via the Exhibitor Zone, or onsite next to the CAEX (Exhibitor Assistance Centre) during the set up period – April 07 and 08.

It is not mandatory to contract gardening or floral services from the official Contractor. Please remember however that any Contractor you bring in yourselves must be a member of SEG.CLARION - Health and Safety Program | Clarion Events Brazil. For further information check items **2.2. and 3.2.**

How to request floral service with the official Contractor?

[Home](#) > [Products & Services](#) > [Others](#) > [Gardening](#)

Large Vase	USD 200,00
Medium Vase	USD 175,00
Small Vase	USD 150,00
Jardiniere	USD 180,00

(CONTINUATION) 2.4. Services Available in the Exhibitor Zone

Products & Services

Online Request

I **Internet**

Internet services can be ordered via the Exhibitor Zone. The service can only be ordered via the official Contractor, in accordance with the terms of the Ricentro Exhibition & Convention Center.

You will be able to order this service **from January until March 14, 2014.**

How to request internet services?

[Home](#) > [Products & Services](#) > [Optional Items](#) > [Internet](#)

J **Invitation Letter (visa requirement)**

It allows to the Exhibitor to request and print invitation letters, document requested by the authorities in some countries as part of the process for obtaining a Brazilian visa.

To find the visa requirements by country check **Attachment II.**

How to request invitation letter?

[Home](#) > [Profile](#) > [Invitation Letter](#)

K **Official Catalogue**

The deadline for completing your catalogue entry is **February 07, 2014.**

How to insert information to publish in the Official Catalogue?

[Home](#) > [Profile](#) > [Official Catalogue](#)

L **Official Local Broker**

All exhibitors must obtain what is called a PAF (Provisory Authorisation for Functioning) from the Rio de Janeiro City Hall (Prefeitura Municipal da cidade do Rio de Janeiro). Verify in your contract if this document is already included.

Without this you do not have the suitable authorisation you need to exhibit. Please refer to item **4.19.** for further details.

The exhibitor must hire the Official Local Broker to obtain the PAF, in case it's not included in the contract, by **March 14, 2014.**

How to request the official local broker service (PAF)?

[Home](#) > [Products & Services](#) > [Mandatory Item](#)

PAF

USD 290,00

How to verify if PAF is already included in the contract?

[Home](#) > [My Orders](#) > [My Quota](#)

(CONTINUATION) 2.4. Services Available in the Exhibitor Zone

Products & Services

Online Request

M

Plumbing

Plumbing (water and waste) can be ordered via the Exhibitor Zone.

By technical limitations, some areas might not have water and drainage supply. Consult the Organizer about this installation according to your stand location.

The service will be available after payment of the request, either online or in person at CAEX (Exhibitor Assistance Centre).

How to request plumbing to your stand?

Home > Products & Services > Optional Installation

Plumbing (Water + Waste)	USD 400,00
Plumbing (Waste)	USD 300,00

N

Printed and Electronic Invitations

Printed invitations will be mailed to the billing address registered in the Exhibitor Zone. To request for extra printed invitations send an e-mail to marketing@laadsecurity.com up to **January 31**. The printed invitation will be mailed in February 2014.

Exhibitors can also customize free of charge electronic invitations in the Exhibitor Zone from December 2013.

How to request electronic invitations?

Home > Profile > Invitations

O

Receptionist

Receptionists can be booked via the Exhibitor Zone, to work on your stand during the open days of the show for the period from 10am to 06pm, on April 08 to 10, 2014. You may choose monolingual (Portuguese) or bilingual (English and Portuguese) receptionist.

It is not mandatory to contract receptionists from the official Contractor. Please remember however that any Contractor you bring in yourselves must be a member of SEG.CLARION - Health and Safety Program | Clarion Events Brazil. For further information check **items 2.2. and 3.2.**

How to a request receptionist services with the official Contractor?

Home > Products & Services > Optional Service > Receptionist

Monolingual Receptionist (3 days)	USD 1.100,00
Bilingual Receptionist (3 days)	USD 1.500,00

(CONTINUATION) 2.4. Services Available in the Exhibitor Zone

Products & Services

Online Request

P

Stand Cleaning

Basic Shell Scheme stands include cleaning in their package already. Raw Space exhibitors will need to make arrangements and this can be done via the Exhibitor Zone.

This service is available during the event (April 08 to 10). Cleaning can also be requested during the event at the CAEX (Exhibitor Assistance Centre).

It is not mandatory to contract cleaning services from the official Contractor. Please remember however that any Contractor you bring in yourselves must be a member of SEG.CLARION - Health and Safety Program|Clarion Events Brazil. For further information check items **2.2.** and **3.2.**

How to request stand cleaning service from the official Contractor?

Home > Products & Services > Optional Service > Cleaning

Cleaning* USD 30,00/sqm

* The service should be requested according to the total stand area.

Q

Stand Security

Exhibitors may contract private stand security to the stand during the day and/or night time on April 07 to 10, 2014.

Oriented by Federal Police this service will be solely provided by the official event security, properly identified. Do not accept the security services offered by companies other than the official one or attempt to bring in your own security Contractor.

How to request stand security in the Exhibitor Zone?

Home > Products & Services > Optional Service

Security - April 08 to 10 (10am - 6pm)	USD 675,00
Security - April 08 to 10 (6pm - 10am)	USD 1.350,00
Security - April 08 to 09 (6pm - 10am)	USD 900,00
Security - April 07 to 10 (10am - 6pm)	USD 600,00
Security - April 07 (6pm - 10am)	USD 450,00
Security - April 10 (6pm - 10am)	USD 450,00

R

Telephony

Exhibitors may request telephony services via the Exhibitor Zone.

This service is provided exclusively by the official, venue Contractor.

The service can be ordered from **January until March 14, 2014.**

How to request telephone service?

Home > Products & Services > Optional Items > Telephony

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SET UP AND BREAK DOWN STANDARDS

3.1. Set up and Break down Schedule

- **Set Up**

All of the stands must be ready by **3 pm of April 07**. After such time, you can continue with final decoration, placement of products and/or show cases/displays. The laying of aisle carpets will commence at this time.

Please note the **obligatory use of closed shoes, pants and hard helmet** during the set up and break down period.

The set up time table finishes at 10pm, daily. As of this hour the lighting of the Exhibition Center must be put in an emergency mode and all the set up work will be prohibited.

In need of time table extension, the Organizer must be previously contacted regarding the conditions and costs involved.

DATE	TIME
April 04	7am to 10pm
April 05	7am to 10pm
April 06	7am to 10pm
April 07	7am to 3pm

- **Break Down**

As of 5pm of **April 10**, the stand break down shall commence. **It is expressly prohibited to commence the break down before this hour.**

Watch out for valuable items and exhibits avoiding burglary, theft, damages, losses, etc

All materials must be removed from the venue by **4pm of April 12**. After such time the Organizer shall make the necessary arrangements for the total clear out of the halls.

It is each exhibiting company's responsibility to maintain a trusted employee at the stand until the total removal of the exhibited material.

DATE	TIME
April 11	7am to 10pm
April 12	7am to 4pm

- **CAEX (Exhibitor Assistance Centre)**

DATE	TIME
April 04 to 10	8am to 6pm

For more information on CAEX see **item 1.8.** of this Manual.

3.2. SEG.CLARION Program: Contracted Stand Builder and Contractors



Only Stand Builders and others Contractors who are registered as members of SEG.CLARION - Health and Safety Program | Clarion Events Brazil, can work on events organized by Clarion Events in Brazil. Members of this program will receive a *Clarion ID* registry number.

The Exhibitor shall register the Stand Builder and other Contractors via the Exhibitor Zone up to March 14 free of registration fee.

After registration, these companies will receive their own Username and Password for access to the Stand Builder/ Contractor Zone, where there are instructions and requirements to become a SEG.CLARION member.

Members are accepted based on their agreement to accept and uphold the standards contained in the Health & Safety Guide and participation in the Program workshop.

How to register Stand Builders and other Contractors via Exhibitor Zone?

[Home](#) > [Contractors](#) > [Register](#)

The Program sets out to instruct the companies who will work on the events organized by Clarion Events Brazil as to their conduct, technical obligations, set up standards, and obligatory PPEs (Personal Protective Equipment). It is focused on the safety and safe actions of the professionals involved in the set up, break down, maintenance and open period of the event.

3.3. Basic Shell Scheme

Stands with Basic Schell Scheme package may have maximum 36sqm.

Description of the Basic Shell Scheme:

- Electricity consumption of 1KVA for each 9sqm (01 KVA – kilovolt ampere that correspond to 10³ volt-amperes);
- Side walls (borders with the neighboring stand);
- Anodized aluminum structure (Octanorm or similar);
- Carpet applied directly on the pavilion floor;
- Name of the company on the fascia board;
- 01 round table for each 9sqm;
- 01 chair for each 3sqm;
- 01 low cabinet with key for each 9sqm;
- 01 trash can for each 9sqm;

- 01 light spot for each 3sqm;
- 01 electric outlet (220V) for each 9sqm;
- 01 fire extinguisher for each 20sqm;
- Stand cleaning during the hold of the event.

In case the Exhibitor with Basic Shell Scheme decides to hire a Stand Builder, **the items from the previous package can not be kept. Any unused or unwanted items cannot be refunded.**

The following **item 3.3.1.** sets out the applicable standards for the Basic Shell Scheme as well as listing services that may be contracted with the Organizer and which will be available only after the due payment.

3.3.1. Basic Shell Scheme Standard

Standard	Services
----------	----------

A	Air Conditioning
---	-------------------------

The installation of air conditioning equipment to stands requires prior obligatory consult from the Organizer. The exhibitor and/or Stand Builder should forward a detailed project plan of the A/C system proposed to **ops.br@clarionevents.com**.

No air conditioning equipment must be installed if it is projected out of the limits of the stand area. The water expelled by the equipment shall not, in any circumstances, be allowed to leak into the aisles.

Any point where hot air is expelled from the A/C system must be at a height above the ground of more than 2,10 meters and must be within the confines of your own stand space.

The use of air conditioning, when duly approved by the Organizer, requires the hire of plumbing (waste) and electrical supply compatible with the A/C system being used.

How to contract waste and electrical supply in the Exhibitor Zone?

Home > Products & Services > Installations

Plumbing (waste)	USD 300,00
KVA (consumption)	USD 175,00

B	Damages
---	----------------

The Exhibitor is responsible for compensation of any damage caused to the structure of the stand or the Exhibition Center that were caused by the exhibitor's representatives, agents or contracted persons.

The Organizer will communicate to the Exhibitor any evidence of damages that need to be compensated for within seven days after the end of the event.

C	Decorative Lighting
---	----------------------------

Any type of decorative lighting (signs, LED panels and others) shall not interfere in the neighbouring stand or with the official show signage.

The Organizer reserves the right to unplug any decorative lighting that causes undue interference.

(CONTINUATION) 3.3.1. Basic Shell Scheme Standard

Standard	Services
----------	----------

D	Documentation Required
----------	-------------------------------

The Basic Shell Scheme includes all the mandatory documents required by the local legislation. However it is still the exhibitors responsibility to hire the official Local Broker to arrange their PAF (Provisory Authorization for Functioning) until **March 14, 2014** in case the document is not included in the contract yet.

For more information see **item 4.19**.

How to verify if PAF is included in my contract?

Home > My Orders > My Quota

E	Electrical Supply
----------	--------------------------

If there is need of additional electric consumption (more than 1KVA/9sqm) the order must be placed by **March 14, 2014**.

Stands with *Basic Shell Scheme* already includes the consumption provision of 01 KVA to every 9sqm.

The *Basic Shell Scheme* will be delivered with 1 220V outlet (Brazilian standard) to each 9 sqm. You may find information about the **Brazilian standard outlet on attachment IV**. If you wish a different voltage consult your stand builder.

How to contract electrical supply in the Exhibitor Zone?

Home > Products & Services > Optional Installations

<i>KVA (Consumption)</i>	<i>USD175,00</i>
--------------------------	------------------

F	Fixtures
----------	-----------------

No items can be fixed from the roof, to the floor, columns, walls or any other part of exhibition halls.

The fixture of carpets directly onto the hall floor must be done using a double face tape (3M ref.4880 adere or similar) and must be removed at the end of the show. The use of glue is strictly prohibited. A fine will be charged for the non-compliance of this standard.

G	Furniture
----------	------------------

The furniture already included in the *Basic Shell Scheme Service* package cannot be changed but you may choose to add other items at your own cost.

How to add furniture in the Exhibitor Zone?

Home > Products & Services > Furniture

(CONTINUATION) 3.3.1. Basic Shell Scheme Standard

Standard	Services
----------	----------

H	Gardening
---	-----------

Plants and floral arrangements are available to order both via the Exhibitor Zone, or onsite at the CAEX desks during the set up period.

Plants must be planted in a waterproof container to avoid leakage onto the show aisles or neighbouring stands.

How to hire garden service from the official Contractor?

[Home](#) > [Products & Services](#) > [Others](#) > [Gardening](#)

H	Stand Cleaning
---	----------------

The Organizer shall make available garbage collecting carts distributed around the halls so that Exhibitors, Stand Builders and Contractors can discard the material used during the set up.

Basic Shell Scheme stands include cleaning in their package already during the show (April 08 to 10). Eventual cleaning might be requested at the CAEX (Exhibitor Assistance Centre).

I	Stand Fascia Board
---	--------------------

Exhibitors can submit a company name up to 20 characters long free of charge. Please place your order by **March 14** on the Exhibitor Zone. If an order is not received by this date, the company name used on the show floor plan will be automatically used.

How to inform the identification characters for the stand fascia board?

[Home](#) > [Profile](#) > [Fascia Board](#)

J	Stand Structure Customization
---	-------------------------------

If you require any structural modification to the *Basic Shell Scheme*, it will be necessary to request these changes directly with the Official Stand Builder by **March 14, 2014**.

How to verify the contact data of your Stand Builder Company in the Exhibitor Zone?

[Home](#) > [Profile](#) > [Stand](#)

K	Stand Security
---	----------------

Exhibitors may contract private security stand to the stand during the day and/or night time on April 07 to 10, 2014.

Oriented by Federal Police this service will be solely provided by the official event security, properly identified. Do not accept the security services offered by companies other than the official one or attempt to bring in your own security Contractor.

How to request stand security in the Exhibitor Zone?

[Home](#) > [Products & Services](#) > [Optional Service](#)

Security - April 08 to 10 (10am - 6pm)	\$675,00
Security - April 08 to 10 (6pm - 10am)	\$1.350,00
Security - April 08 to 09 (6pm - 10am)	\$900,00
Security - April 07 to 10 (10am - 6pm)	\$600,00
Security - April 07 (6pm - 10am)	\$450,00
Security - April 10 (6pm - 10am)	\$450,00

3.4. Raw Space

Exhibitors that have opted for *Raw Space* may hire their own choice of Stand Builder. Only Contractors who are registered as members of SEG.CLARION - Health and Safety Program | Clarion Events Brazil, can work on events organized by Clarion Events in Brazil. Members of this program will receive a Clarion ID registry number.



All *Raw Space* stands must submit full details of the project for approval by Organizer, according to these rules up to **March 14**.

The Organizer will arrange for the hall floors to be marked with each stand prior to the start of the set up. If your Contractor has any doubt about the correct location of the stand, help is available via the CAEX (Exhibitor Assistance Centre).

How to forward the stand project for approval?

ops.br@clarionevents.com

The following **item 3.4.1.** sets forth the standards applicable to the set up of the *Raw Spaces* and the service that may be contracted with the Organizer and which will be available after the due payment.

3.4.1. Standards and Services for Raw Space Set up

Standard	Services
----------	----------

A	Access Ramp
---	--------------------

Every stand that has a raised floor must have an appropriate number of access ramps fitted to ensure access to the stand can be gained by any disabled visitors.

Each stand shall have at least one ramp, a minimum of 1 meter in width, per open side of the stand.

Access ramps should be included in the plans submitted to the Organizer.

(CONTINUATION) 3.4.1. Standards and Services for Raw Space Set up

Standard	Services
----------	----------

B	Air Conditioning
----------	-------------------------

The installation of air conditioning equipment to stands requires prior obligatory consult from the Organizer. The Exhibitor and/or Stand Builder should forward a detailed project plan of the A/C system to **ops.br@clarionevents.com**.

No air conditioning equipment must be installed if it is projected out of the limits of the stand area. The water expelled by the equipment shall not, in any circumstances, be allowed to leak into the aisles.

Any point where hot air is expelled from the A/C system must be at a height above the ground of more than 2,10 meters and must be within the confines of your own stand space.

The use of air conditioning, when duly approved by the Organizer, requires the hire of plumbing (waste) and electrical supply compatible with the A/C system being used.

How to contract waste and electrical supply in the Exhibitor Zone?

Home > Products & Services > Installations

<i>Plumbing (waste)</i>	<i>USD 300,00</i>
<i>KVA (consumption)</i>	<i>USD 175,00</i>

C	Circulation Routes
----------	---------------------------

The aisles must not be used as work space during the set up period. All activities must take place within the confines of the stand to ensure aisles are kept clear for access purposes, especially in the case of an emergency.

As of **April 07, 3pm** Organizer shall begin to remove any material, tools and products that remain in the aisles with no guarantee as to the security of the removed items.

The horizontal projection of the structure over the circulation routes or neighbour stands shall not be allowed.

D	Damages
----------	----------------

The Exhibitor is responsible for compensation of any damage caused to the structure of the stand or the Exhibition Center that were caused by the exhibitor's representatives, agents or contracted persons.

Organizer shall communicate to Exhibitor the occurrence of damages to be compensated until seven days after the end of the event.

(CONTINUATION) 3.4.1. Standards and Services for Raw Space Set up

Standard	Services
----------	----------

E	<i>Decorative Lighting</i>
----------	-----------------------------------

Any type of decorative lighting (signs, LED panels and the like) shall not interfere in the neighbouring stand or with the official show signage.

Details of all decorative lighting must be included in the plans sent to the Organizer for the Raw Space build project.

The Organizer reserves the right to unplug any decorative lighting that causes undue interference.

F	<i>Documentation Required</i>
----------	--------------------------------------

All Raw Space stands must submit full details of the project for approval by the Organizer, by **March 14, 2014**, along with copies of the following documents:

- ART (Technical Responsibility Notation) and/or RRT (Technical Responsibility Registration) duly signed by an engineer registered at CREA/RJ (Regional Engineer and Agronomy Council) or an architect registered at CAU/BR (Architecture and Urbanism Council) according to **item 4.20**.

Engineers registered in another Brazilian state will need to request a temporary visa to regularly act in the State of Rio de Janeiro.

Copies of the approved project will be kept at the relevant CAEX (Exhibitor Assistance Centre). The Organizers will make regular checks to ensure that the stand construction being undertaken complies with the approved project. Should we have any concerns or feel that the stand is not being built as per the approved project, we will stop the Contractor working until a satisfactory agreement is reached. Please ensure your Contractor is aware of this, to avoid any unnecessary delays to the build of your stand.

How to send the stand project, ART and/or RRT?

ops.br@clarionevents.com

(CONTINUATION) 3.4.1. Standards and Services for Raw Space Set up

Standard	Services
----------	----------

G	Electrical Supply
---	--------------------------

It is mandatory to contract a minimum consumption of 01 KVA of electrical supply to every 9sqm of Raw Space contracted. Your electrical order should be placed by the deadline date of **April 14, 2014.**

The electrical voltages available in the Riocentro Exhibition Center are 220V e 380V triphase.

It is Exhibitor's responsibility to install **circuit breakers** compatible with the voltage to be used. These items must be installed on proper boards fixed in an easily accessible part of the stand. The official mains Contractor must be able to gain access to this even when there is nobody present on your stand.

All cabling shall have **double mechanic isolation** (type PP, NBR 5410). The use of parallel wires is strictly prohibited.

All cabling used must be in good working order, with no bare wires accessible or visible. There should be no trailing cables that could present a trip hazard or leave the cable exposed to being damaged by passing vehicles or trolleys.

How to request electrical supply to your stand?

Home > Products & Services > Installation

KVA (CONSUMPTION) - 380V Triphase	USD 175,00
KVA (CONSUMPTION) - 220V Triphase	USD 175,00

H	Fixtures
---	-----------------

No items can be fixed from the roof, to the floor, columns, walls or any other part of halls.

The fixture of carpets directly onto the hall floor must be done using a double face tape (3M ref.4880 adere or similar) and must be removed at the end of the show. The use of glue is strictly prohibited. A fine will be charged for the non-compliance of this standard.

(CONTINUATION) 3.4.1. Standards and Services for Raw Space Set up

Standard	Services
----------	----------

I	Gardening
---	------------------

Plants and floral arrangements are available to order both via the Exhibitor Zone, or onsite at the CAEX desks during the set up period.

Plants must be planted in a waterproof container to avoid leakage onto the show aisles or neighbouring stands.

How to hire garden service from the official Contractor?

Home > Products & Services > Others > Gardening

J	Stand Cleaning
---	-----------------------

The Organizer shall make available garbage collecting carts distributed around the halls so that Exhibitors, Stand Builders and Contractors can discard the material used during the set up.

The service offered by the Official Stand Cleaning Company may be requested in the Exhibitor Zone. The cleaning service may be requested according to the total stand area.

It is not mandatory to hire stand cleaning from the official Contractor. Please remember however that any Contractor you bring in yourselves must be a member of SEG.CLARION - Health and Safety Program | Clarion Events Brazil. For further information check **items 2.2. and 3.2.**

How to hire cleaning service in the Exhibitor Zone?

Home > Products & Services > Optional Service > Cleaning

Cleaning (April 08 to 10) USD30,00/sqm*

** The service should be requested according to the total stand area.*

K	Stand Security
---	-----------------------

Exhibitors may contract private security service to the stand during the day and/or night time on April 07 to 10.

Oriented by Federal Police this service will be solely provided by the official event security, properly identified. Do not accept the security services offered by companies other than the official one or attempt to bring in your own security Contractor.

LAAD Security 2014
www.laadsecurity.com

Clarion Events
www.clarionevents.com

How to request stand security in the Exhibitor Zone?

Home > Products & Services > Optional Service

<i>Security - April 08 to 10 (10am - 6pm)</i>	<i>\$675,00</i>
<i>Security - April 08 to 10 (6pm - 10am)</i>	<i>\$1.350,00</i>
<i>Security - April 08 to 09 (6pm - 10am)</i>	<i>\$900,00</i>
<i>Security - April 07 to 10 (10am - 6pm)</i>	<i>\$600,00</i>
<i>Security - April 07 (6pm - 10am)</i>	<i>\$450,00</i>
<i>Security - April 10 (6pm - 10am)</i>	<i>\$450,00</i>

(CONTINUATION) 3.4.1. Standards and Services for Raw Space Set up

Standard	Services
----------	----------

L	Restrictions
---	---------------------

The following activities are **strictly prohibited within the halls:**

- To construct masonry structures (brick, plaster, iron, etc), or similar.
- To build timber structures from scratch inside the halls (finishing touches can be applied to timber structures only), using putty, painting with solvent paints.
- To use power tools such as paint pistols and chainsaws.
- To use any power tool without the use of a dust bag.
- To build any structure outside of the allotted stand area.
- To fix anything to the floor, walls, columns or roof of the halls.
- To construct any form of floor level or raised level channels or conduits to house services (such as electricity or water) crossing the show aisles. Individual orders for electrical mains and plumbing must be placed for each individual stand.

If the Stand Builder needs to use electric machines or equipments, it shall request by written authorization to CAEX (Exhibitor Assistance Centre), during the set up period.

M	Rigging
---	----------------

It's not allowed the use of the pavilion rigging points to suport the stand structure.

Rigging points are allowed for merchandising only. For more information contact the Marketing department.

How to use rigging point for merchandising?

marketing@laadsecurity.com

3.5. Stand with Mezzanine

The construction of a mezzanine (second floor) will be allowed for stands with an area equal to or greater than **90sqm** and shall comply with the rules regarding stand height and set back set out in **item 3.6. Tables of Heights and Set back.**

The mezzanine area will be charged at a rate of 50% of the sqm rate of the ground level stand space. For more information please contact your Sales Executive.

All stands with a mezzanine level must submit plans along with the items listed below by **March 14, 2014:**

- Stand plans;
- Method statement, to include any hydraulics;
- Structural study and calculations;
- ART (Technical Responsibility Notation) and/or RRT (Technical Responsibility Registration);
- Details of the second floor structure (mezzanine);
- PAF - Provisory Authorization for Functioning (verify in "my quota" if this item is already included in your contract.


Note: the use of glass panels, which must have an anti-shatter layer applied to them, shall only be allowed to a maximum height of 3 metres from the hall floor. Above this height only acrylic, polycarbonate or similar must be used with 1,0 X 1,40meter maximum dimension per panel.

All mezzanine structures must comply with the rules contained in this Manual and further conform with the ABTN standards (Brazilian Association of Technical Standards).

Should you need any further detail on this please contact:

**ABNT - Associação Brasileira de Standard
Técnicas**

*Av. Treze de maio, 13, 28º andar
CEP 20031-901 Rio de Janeiro, RJ, Brazil*

 +55 21 3974.2300

3.6. Table of Heights and Set Back Rules

3.6.1. "Island" Stands

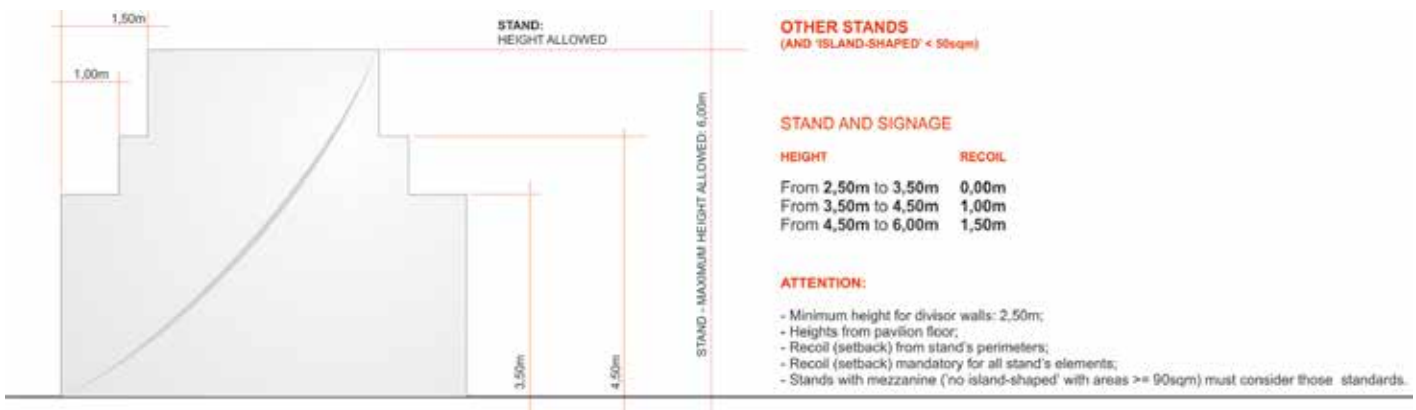
- "Island" stands, ie those stands with 4 open sides and no solid sides, that have an area equal or higher than 50sqm may build structures or walls of up to 6,00 meters in height from the hall floor without the need for any set back from the edge of the stand.
- The visual communication of isle stands when above 4,50meters high (as of the pavilion floor) shall recoil 1,50meter of the perimeter limits of the stand. See table of recoil bellow.
- The stands situated in the extremities of pavilion shall comply with the same determinations as to the recoil. A recoil as of the bottom of the area must be mandatory.



- Stands that have an area of 90sqm or greater can build a mezzanine (second floor), according to **item 3.5.**, and shall comply with the rules of height and set back mentioned above.

3.6.2. For other stands (and "island-shaped" with 50sqm maximum)

Stands no "island-shaped" regardless the area and isle with less than 50sqm, shall have structures of 6,00meters maximum high. See recoil table on the next page.



- Stands that have an area of 90sqm or greater can build a mezzanine (second floor), according to **item 3.5.**, and shall comply with the rules of height and set back mentioned above.

3.7. Static Load / Floor Loadings and Access Gate to Exhibition Center

The floor loading limits in Pavilion/Hall 2 for static loads is 1500kg/sqm.

The measurement of the equipment access gates is 7,00meters (wide) X 5,00meters (height).

3.8. Maintenance and Supply during show days

- Maintenance and supply of goods to stands during the open days shall only be allowed from **8am to 10 am and 6 pm to 7pm.**
- The personnel performing maintenance or delivering supplies must be registered and have a valid badge. Note the CAEX (Exhibitor Assistance Centre) working hours, **item 1.8.**
- Technical assistance and maintenance on *Raw Space* stands are the hired Stand Builder's responsibility.

3.9. General Provisions

In the interests of Exhibitor and visitor security and safety, the Organiser reserves the right to intervene in or stop the set up or operation of any stand that does not comply with the rules set out in this Manual or the Exhibitor Zone. Such a decision may be taken after a technical evaluation by the Organizing team, or by such public agencies as CBMERJ (Fire Brigade Department of Rio de Janeiro), IRLF (Local Inspector's Office) or AGENERSA (Rio de Janeiro State Agency of Sanitation).

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CHAPTER 4

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LEGAL STANDARDS AND REGULATIONS

4.1. Freight Forward Service

The Exhibitor may hire a freight forwarder of your choice to ensure the relevant customs clearance, transportation and delivery of freight to and from the Exhibition Center. If necessary, consult a list of suggested companies at **Attachment III**.

Gaining appropriate customs clearance can be a time consuming and lengthy process so please contact the Freight Forwarder in plenty of time.

Since December 2013, the Exhibitor has a freight forwarder and temporary admission assistance, contact below:

Log Help Desk

+ 55 11 3893.1330

log.br@clarionevents.com

4.1.1. Freight Conditions

All freight coming down to Brazil for a trade show must be shipped on PRE-PAID basis and amount of freight clearly shown on the body of AWB/BL (Air Waybill / Bill of Lading).

Freight "AS PER AGREEMENT" is not acceptable by Brazilian Customs Authorities.

Temporary admission must be re-exported on collect basis.

Observe to controlled items in accordance with the Brazilian law, and also, the prohibited items described at the General Terms & Conditions, item 5 on your Exhibitor Space Contract.

For further information about deadlines, documentation, controlled/restrict items and general procedures, contact your contractes custom broker / freight forwarder.

4.1.2. Important Note

Make sure all shipments (air and ocean) are weighed and weight figures declared on export documents match with actual weight of all goods involved.

Permanent goods must be imported into Brazil separately from the temporary ones. Therefore please make sure to issue separate AWB/BL and invoices, per exhibitor.

Import license might be applicable depending on the nature of goods. Therefore please make sure to fax to the nominated freight forwarder in Brazil copy of invoice ahead of time so they start working on import license formalities prior to shipment departure from origin.

4.1.3. Shipments Deadline

- **Air Freight Documents / Pre- alert**

Pre-alert is required 48 hours prior to shipment departure. **Do not ship cargo without previous authorization from your Brazilian Freight Forwarder.**

Air Freight Shipments (Direct): Arrival at GIG airport no later than: **March 22nd, 2014.**

Air Freight Shipments (Consolidation): Arrival at GIG airport no later than: **15 days prior to delivery.**

- RESTRICTED ITEMS - Final documentation: February 16th

For further information about deadlines, documentation, controlled/restrict items and general procedures, contact your contractes custom broker / freight forwarder.

4.1.4. Documentation

The required documentation for the Import license process is composed by:

- Invoice with full description of the goods;
- Packing list;
- Catalogue;
- Copy of the contract between organizer and exhibitor.

* It is very important that realistic values are declared. Brazilian authorities have the right to question the value declared on any invoice. Customs authorities inspect every shipment according to each Invoice. In case of any discrepancies, the complete shipment is potentially subjected to delays, fines and/or seizure.

The Invoices must be issued in English or Portuguese. Two original sets of invoices must be submitted together with AWB/BL (Air Waybill / Bill of Lading) – **Photocopies are not accepted** even if it bears original signature.

- AWB (Air Waybill) and BL (Bill of Lading)

Following declaration must be mentioned on AWB and BL (be sure to mention all harmonized codes on BL body):

"These goods are destined to exhibition in the event LAAD Security 2014, to take place from April 08 to 10, 2014, at the Riocentro Exhibition & Convention Center, Rio de Janeiro - RJ, Brazil, returning to origin after the trade show (for temporary shipment only).

- BL (Bill of Lading)

For the BL is mandatory to detail the packaging as following:

- In case of pallets: Number of pallets - description of goods, weight in kilogram, the cubic meter, harmonized code.
- In case of plastic drums: Number of plastic drums - description of goods, weight in kilogram, the cubic meter, harmonized code.
- In case of wooden crate: Number of wooden crate - description of goods, weight in kilogram, the cubic meter, harmonized code.
- In case it cardbox: Number of cardbox boxes - description of the goods, weight in kilogram, the cubic meter, harmonized code.

For further information about deadlines, documentation, controlled/restrict items and general procedures, contact your contractes custom broker / freight forwarder.

4.2. Delivery and Removal of Materials from the Exhibition Center

Each Exhibitor is responsible for receiving and signing for all materials and equipment being sent to the stand. The Organizer is unable to receive materials and equipment on behalf of any Exhibitor. We recommend you appoint a responsible person to be on your stand to receive deliveries and to attend them ready for collection at the end of the show.

Any trolleys or pallet trucks used within the halls to transport light deliveries must be equipped with rubber wheels.

Access for deliveries will be via **Rua Olof Palme, Gate (Portão) G, of Riocentro Exhibition & Convention Center.** The parking of trucks in the common areas of Exhibition Center shall not be allowed. After unloading, vehicles will need to leave the area immediately. Any vehicles left for an extended period of time will be subject to a fine charged by the Exhibition Center.

4.3. Documentation for Remittance of Merchandise to Exhibition Center

It is Exhibitor's responsibility to comply with the legal requirements relating to the procedures for the remittance of goods, equipments, products, utensils, etc.

Exhibitor shall issue **Simple Remittance Invoice** in its own name (sender establishment).

The Invoice heading must be completed with all relevant data (Trade name of the company, address, Federal Taxpayer's Registry and State enrollment) of the Exhibitor (sender establishment). The same is applied for the remittance made by affiliates.

The remittance of third parties must be covered by Exhibitors own Invoice. In the invoice there must be listed all goods, equipment, products, utensils, etc, with their actual value and the following phrase:

"These goods are destined to exhibition in the event LAAD Security 2014, to take place from April 08 to 10, 2014, at the Riocentro Exhibition & Convention Center – Av. Salvador Allende, 6555, Rio de Janeiro - RJ, Brazil, Zip Code 22780-160, and will be returned in 60 days maximum".

"Exit with ICMS exemption according to article 33, Annex I of RIMCS' 2000."

In case of industrial company the phrase bellow must be included:

"Exit with IPI suspension, according to article 40, item II of RIPI/98"

Organizer through its official security company may require the Simple Remittance Invoice in the entry of the products in the Exhibition Hall.

4.4. Documentation for the Return of Merchandise to Exhibition Center

Exhibitor shall issue the Entry Invoice in its own name, mentioning the number and date of the Simple Remittance Invoice with the following phrase:

"Return from Exhibition event – LAAD Security 2014, to take place from April 08 to 10, 2014, at the Riocentro Exhibition & Convention Center – Av. Salvador Allende, 6555, Rio de Janeiro - RJ, Brazil, Zip Code 22780-160, from Simple Remittance Invoice (number and date)".

"Return with ICMS exemption according to article 33, Annex I of RIMCS' 2000."

In case of industrial company the phrase bellow must be included:

"Return with IPI suspension, according to article 40, item II of RIPI/98"

- **Organizer through its official security company may require the Simple Remittance Invoice in the exit of the products in the Exhibition Center.**

4.5. Insurance and Liabilities

Exhibitors are advised to take out a third party **liability insurance policy** to provide cover in case of any possible damage or injury unwittingly caused to third parties.

The Organizer shall not be responsible for the security of any article brought to the halls by the Exhibitor or its teams.

Exhibitors are recommended to ensure that all items are covered by insurance for all risks: fire, explosion, burglary, accident, material transport (including set up, open day and break down), etc.

Exhibitors are recommended to take care of their notebooks, telephone, electronic equipments, folders, documents, etc. Products and equipments may be fixed to the stand structure or stored in the lockers made available by Organizer (check locker position on event floor plans).

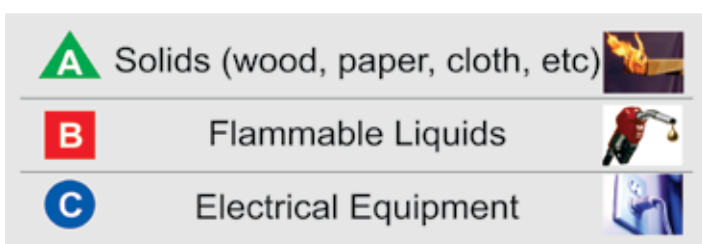
We also recommend you do not use any unfamiliar computer programs during the show.

4.6. Fire Extinguishers

It is mandatory to Exhibitors to maintain fire extinguishers in their stands, according to the following rules: NR23 (fire), NBR 14.276/1999 (fire and panic brigade), and Decree 46.076/2001 (fire protection).

The non compliance with these rules will result in fine which must be paid during the event. During the set up, open period of the event and break down periods there must be **01 fire extinguisher for each 20sqm** with loads compatible with the exhibited products and materials used in the stand set up, duly flagged. We recommend dry chemical extinguisher, of CO2 or ABC with 6k.

The fire extinguisher included in the *Basic Shell Scheme* package and requested in the Exhibitor Zone, are distributed on April 08.



How to request fire extinguisher with the official Contractor?

Home > Products & Services > Optional Items > Fire Extinguisher

4.7. Flammable Liquid and Gases

The use of explosives, non inert liquid and gases, toxics, combustive or flammables is **prohibited**. Any Exhibitor who violates these rules will be subjected to fines and sanctions.

The use of compressed air to operate equipments is admitted. Exhibitors wishing to use compressed air should contact the Organizer to be advised on how to order this service.

4.8. Labor Inspection

The Brazilian Ministry of Labor regularly send inspectors to exhibitions to verify that all companies are complying with Brazilian labor legislation.

The direct hiring of workers / labor shall comply with article 443, paragraphs 1 and 2, letters A and B, of Consolidation of Labor Laws – CLT, that rules the hiring of temporary workers as hostesses, waiters, stand security, cleaning crew, as well as persons employed by the Stand Builders and service rendering companies.

You need to keep certain documents on your stand so that they are available should a labor inspector ask to see them:

A) Exhibitor's employees (Brazilian only):

- Duplicate of Registry File of the employees.

B) Employees of Services rendering Companies (Brazilian only):

- The contract or agreement you have in place with each Contractor;
- Duplicate of employees Registry File or identification card (badge), containing name complete, function, admission date and number of PIS/PASEP.

C) Temporary workers:

- Contract in place with the temporary work company, and list of the employees / staff that will be provided to work at the show;
- Registry in the Ministry of Labor.

D) Brazilian Autonomous:

- Copy of autonomous registry and INSS (National Institute of Social Security).

The information listed above should be obtained when you agree a contract with a supplier in order to ensure the Brazilian Ministry of Labor will be satisfied that the regulations have been met.

Note: In case of working with official Contractors hired through the Exhibitor Zone, listed items are not mandatory.

E) Hiring of non Brazilian contractors

All non Brazilian Contractors employed to work at the show will need to comply with the relevant Brazilian laws in respect of :

- e.1. Work relations between foreign companies and Brazilian workers at their disposal.
- e.2. Work relations between foreign companies and the Brazilian company that performs the service.

According to Brazilian Law, foreign companies working at events must ensure that a minimum of 70% of the staff or workers they use are Brazilian.

Note: According to Brazilian law 6.815 from August 19, 1980 regulated by Decree 86.715 from December 10, 1981.

4.9. Contracting the Work of Minors

The minimum age for any persons working on the event during the set up or break down periods is 16 years of age.

If you need to employ anyone aged **16 or 17**, you will need to arrange for an authorisation letter signed by both parents of the person. Accompanying the letter you will need copies of their local identity (RG), the parents taxpayers numbers (CPF), the minor's birth certificate or ID (RG) and

a copy of the labor contract between the exhibitor and the minor.

For more details contact:

Juizado de Menores - 1ª Vara
Praça 11 de Junho, 403 Cidade Nova
Zip Code 20210-010 Rio de Janeiro/RJ, Brazil
☎ +55 21 2503.6300

4.10. Access of Minors

The access of minors under 18 years during the set up, open period of the event and break down shall not be allowed, unless the minors are working, according to the information described in **item 4.9. Contracting the Work of Minors**. Persons under the age of 16 will not be permitted under any circumstances.

4.11. Entrance for Armed Personnel

The admittance of armed persons is prohibited in a public precinct, according to Decree No.22.370, from July 13, 1996:

Art. 1- "The nightclubs, cinemas, theaters, stadiums, guilds recreational, samba schools and congener establishments legally organized in this State, must be ruled by Act 2.526, from January 22, 1996, and by the provisions of this Decree, concerning the prohibition of entrance and permanence of persons carrying fire weapons, in the part destined to the public."

And according to the Law No. 10.826, from December 22, 2003 (Disarm Statute):

Art. 34 - "The promoters of indoors events, with agglomeration over one thousand people must adopt, on pain of liability, the necessary measures to prevent the entry of armed personnel, except the events covered by the Federal Constitution on art. 5 of item VI."

At the pavilion 2 next to the main entrance there will be available a firearm clearing area to unload and store firearms during the hold of the event from April 8 to 10 at 10am to 6pm.

4.12. Sound

The Organizer has exclusive control of the public address system at the show and will decide on the messages that are announced.

Exhibitors are prohibited from using sound equipment that affects the aisles of the exhibition or the neighbouring stands.

According to rule NBR 10.152, from 12/1987, of ABNT (Brazilian Association of Technical Rules) the level of the sound in the stands **shall not exceed 85 db - +/- 1 decibel.**

4.13. Copyrights

Exhibitors playing ambient music must pay the necessary fee to the ECAD (Central Office of collection and Distribution) that correspond to any Copyrights, according to Act No.9610/98 and the tables of the entity.

The payment of the fees is the Exhibitors responsibility and you will need to make these arrangements prior to the show, directly with ECAD. The Organizer may request proof of payment of the fees.

ECAD
Rua Guilhermina Guinle, 207 Botafogo
Zip Code 22270-060 Rio de Janeiro/RJ Brazil
☎ + 55 21 2537.8830 📠 +55 21 2537.8469
🌐 www.ecad.org.br

4.14. Authorization of Image/Sound Use

The event will be recorded and photographed by the Organization and the images/sound may be used on electronic, digital and printed media.

4.15. Signs

The Signs at the event are the Organizer's exclusive responsibility, and it shall arrange maps, you are here boards, banners, etc.

4.16. Exhibitions of Products and Equipments

Exhibitors must ensure all of their exhibits and products are displayed solely within the perimeter of their own stand. The use of balloons, remote controlled vehicles, promotional staff or any other activity in the aisles will not be allowed.

Any exhibits that cause panic, distress or endanger the security of any person present at the show will not be allowed. The Organiser may, at its sole discretion, interrupt such activity or close the stand in question.

4.17. Commercialization of Products and Promotional Material Distribution

The sale of actual exhibits / products on your stand at the show is not allowed. The distribution of promotional materials should be limited to within the confines of your stand.

Noncompliance with this clause may mean the items in question are confiscated from the stand until the end of the event.

4.18. PAF (Provisory Authorization for Functioning)

By regulation of the Finance Secretary of the State of Rio de Janeiro, every Exhibiting company must obtain a PAF (Provisory Authorization for Functioning) to exhibit in events based in Rio de Janeiro. The process begins through the filing of the specific form made available by the local Finance Secretary only.

Once completed, the form must be recorded within the Assistant Sub-secretary for Supervision.

Check at the Exhibitor Zone (*Home > My Orders > My Quota*) if this procedure is already included in your contract. If not, contract the official local broker in the Exhibitor Zone (*Home > Products & Services > Mandatory Items > PAF*).

For more information contact the Official Local Broker, Facility Doc or the Rio de Janeiro's Finance Secretary:

Facility Doc

Rua Coronel Luis Schimidt, 257
 Zip Code 05841-130, São Paulo/SP Brazil
 ☎ + 55 11 5811.0788
 ✉ oprj@facilitydoc.com.br

Secretária Adjunta de Fiscalização IFE01 - Barreiras Fiscais e Trânsito de Mercadorias - Setor de Eventos

Rua Visconde do Rio Branco, 55, 4º floor
 Zip Code 20060-080 Rio de Janeiro/RJ Brazil
 ☎ +55 21 2509.1948

4.19. RRT and ART

Raw Space exhibitors must arrange for the approval of their stand design by a Brazilian registered Architect or Engineer, who are members of either **ART (Technical Responsibility Notation)** or **RRT (Technical Responsibility Registration)**.

The technical responsibility of the professionals that can check and give their approval to your project fall into the following 2 groups:

- **RRT:** architects and urbanism planners, joined with to CAU (Architecture and Urbanism Council) Resolution CAU/BR No.9, from 1/16/2012;
- **ART:** further professionals bound to engineer, joint with CREA (Regional Council of Engineer and Agronomy).

ART or RRT must include the complete project including the set up, checking structure calculations, load maximum capacity in kilograms and description of the professional responsibility on the project. These approvals are chargeable and the due fee will be collected by CREA/RJ or to CAU/BR.

The professional in charge for stand's set up, break down and maintenance must be duly registered with CREA/RJ or CAU/BR, and must be present to observe all the phases of the event. Engineers of other states will need to request a temporary visa to regularly act in the State of Rio de Janeiro.

For more information contact:

CREA - RJ (Conselho Regional de Engenharia e Agronomia do Estado do Rio de Janeiro)

Rua Buenos Aires, 40 Centro
Zip Code 20370-022 Rio de Janeiro/RJ, Brazil
☎ +55 21 2179.2000
🌐 www.crea-rj.org.br

CAU - RJ (Conselho de Arquitetura e Urbanismo do Rio de Janeiro)

Rua Evaristo de Veiga, 55, 21º andar
Zip Code 20031-040 Rio de Janeiro/RJ Brazil
☎ +55 21 2524.8004
🌐 www.caurj.org.br

4.20. Non - transferability

The sublease of stands or its use by third parties shall not be allowed. The stands areas are exclusively leased to Exhibitors or their representatives, as approved by the Organizer.

4.21. Payment on Arrears

All funds / payment for your stand must be received by the Organiser before the event set up. We will not allow Exhibitors to set up their stand if there are funds outstanding.

You will be asked to visit the CAEX (Exhibitor Assistance Centre) at the show to pay the balance in person if you have not paid in full. We recommend you bring proof of payment for each of your stand payments with you to the show, so that you can show this should there be any discrepancies.

4.22. General Provisions

Each Exhibiting company, its employees and contracted persons have an obligation to respect and abide by all of the rules and regulations for the event.

The Organizer reserves the right to make additions or alterations to this Manual as well as set forth new rules that may be needed for the benefit of the show, **LAAD Security 2014**, and the Exhibitors and visitors.

Alterations made by Organizer do not constitute a right to cancel any stand at the show. A fine of 25% on the total value of the area leased may be applied to each serious violation of the rules and regulations of the event. This will be decided at the Organisers sole discretion.

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CHAPTER 5

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CHECK LIST

5.1. Basic Shell Scheme

Action	Deadline	✓
<i>➤ Mandatory Items</i>		
To access Exhibitor Zone	Immediate	
To read and agree to the Acceptance of Regulations	Immediate	
To update data of the company and contact	Immediate	
To registry badges	March 14, 2014	
To registry hired Contractors	March 14, 2014	
To inform the name for the stand fascia board	March 14, 2014	
To request PAF (verify in your contract if it's already included)	March 14, 2014	
To arrange PPEs for set up and break down periods	April 03, 2014	
To verify possible financial pendency	April 03, 2014	
<i>➤ Optional Items</i>		
To hire freight forwarder and delivery	January, 2014	
To request printed invitation	January 31, 2014	
To registry data for Official Catalogue	February 07, 2014	
To request for electronic invitation	From December 2013	
To request additional badges	March 14, 2014	
To request additional electrical supply	March 14, 2014	
To request AV (audio & video)	March 14, 2014	
To request Data / Badge Scanner	March 14, 2014	
To request stand structure customization	March 14, 2014	
To request and register Co-Exhibitor	March 14, 2014	
to request plumbing (water and waste)	March 14, 2014	
To request internet	March 14, 2014	
To request additional furniture	March 14, 2014	
To request gardening service	March 14, 2014	
To request receptionist	March 14, 2014	
To request private security of the stand	March 14, 2014	
To request F&B (Food and Beverage)	March 14, 2014	
To request telephony	March 14, 2014	
To request transport	March 14, 2014	
To arrange copy of labor documentation	April 03, 2014	
To arrange copyright with ECAD	April 03, 2014	
To arrange Entry Invoice	April 03, 2014	
To arrange Simple Remittance Invoice	April 03, 2014	
To arrange Insurance	April 03, 2014	

5.2. Raw Space

Action	Deadline	✓
<i>➤ Mandatory Items</i>		
To access Exhibitor Zone	Immediate	
To read and agree to the Acceptance of Regulations	Immediate	
To update data of the company and contact	Immediate	
To registry badges	March 14, 2014	
To registry hired Contractors	March 14, 2014	
To registry hired Stand Builders	March 14, 2014	
To hired electrical supply (minimum 01 KVA/9sqm)	March 14, 2014	
To forward stand project for approval	March 14, 2014	
To arrange and forward ART or RRT	March 14, 2014	
To request PAF (verify in your contract if it's already included)	March 14, 2014	
To arrange PPEs for set up and break down periods	April 03, 2014	
To arrange fire extinguisher	April 03, 2014	
To verify possible financial pendency	April 03, 2014	
<i>➤ Optional Items</i>		
To hire freight forwarder and delivery	January, 2014	
To request printed invitation	January 31, 2014	
To registry data for Official Catalogue	February 07, 2014	
To customize electronic invitation	From December 2013	
To request AV (audio & video)	March 14, 2014	
To request Data / Badge Scanner	March 14, 2014	
To request additional badges	March 14, 2014	
To request and register Co-Exhibitor	March 14, 2014	
to request plumbing (water and waste)	March 14, 2014	
To request internet	March 14, 2014	
To request cleaning of the stand	March 14, 2014	
To request furniture	March 14, 2014	
To request gardening service	March 14, 2014	
To request receptionist	March 14, 2014	
To request private security of the stand	March 14, 2014	
To request F&B (Food and Beverage)	March 14, 2014	
To request telephony	March 14, 2014	
To arrange copy of labor documentation	April 03, 2014	
To arrange copyright with ECAD	April 03, 2014	
To arrange Entry Invoice	April 03, 2014	
To arrange Simple Remittance Invoice	April 03, 2014	
To arrange Insurance	April 03, 2014	

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CHAPTER 6

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ATTACHMENTS

I. Executive Bus Route (Frescão 2018)

From Airport

*International Airport Antonio Carlos Jobim
 Avenida Vinte de Janeiro
 Estrada do Galeão
 Linha Vermelha
 Avenida Brigadeiro Trompowski
 Linha Vermelha
 Descida no acesso ao Campo de São Cristovão
 Retorno junto ao posto da Petrobras
 Campo de São Cristovão
 Rua Santos Lima
 Avenida Brasil
 Avenida Rodrigues Alves
 Rodoviária Novo Rio
 Avenida Rodrigues Alves
 Avenida Barão de Tefé
 Avenida Venezuela
 Rua Sacadura Cabral
 Praça Mauá
 Avenida Rio Branco (Metrô: Estação Uruguaiana)
 Avenida Beira Mar - Trevo dos Estudantes
 Pça. Sen. Salgado Filho (Aeroporto Santos Dumont)
 Trevo dos Estudantes
 Avenida Marechal Câmara
 Avenida Franklin Roosevelt
 Avenida Presidente Wilson (pista esquerda)
 Avenida Beira Mar (pista interna)
 Praia do Flamengo (Metrô: Estação Flamengo)
 Praça Cuahtemoque
 Avenida Osvaldo Cruz
 Avenida das Nações Unidas
 Túnel do Pasmado
 Avenida Lauro Sodré (Shopping Rio Sul)
 Túnel Engenheiro Coelho Cinta (Tunel Novo)
 Avenida Princesa Isabel
 Avenida Atlântica (Praia de Copacabana)
 Avenida Rainha Elizabeth
 Avenida Vieira Souto (Praia de Ipanema)
 Avenida Delfim Moreira (Praia do Leblon)
 Avenida Niemeyer
 Estrada da Gávea
 Auto Estrada Lagoa Barra
 Túnel de São Conrado
 Elevado das Bandeiras
 Túnel do Joá
 Auto Estrada Lagoa Barra
 Ponte da Joatinga
 Avenida Ministro Ivan Lins
 Praça Euvaldo Lodi
 Avenida Armando Lombardi
 Avenida das Américas
 Terminal Alvorada*

To Airport

*Terminal Alvorada
 Avenida das Américas
 Avenida Armando Lombardi
 Praça Euvaldo Lodi
 Avenida Ministro Ivan Lins
 Ponte da Joatinga
 Auto Estrada Lagoa Barra
 Túnel do Joá
 Elevado das Bandeiras
 Túnel de São Conrado
 Auto Estrada Lagoa Barra
 Avenida Prefeito Mendes de Moraes
 Avenida Niemeyer
 Avenida Delfim Moreira
 Avenida Vieira Souto (Metrô: Estação General Osório)
 Rua Francisco Otaviano
 Avenida Atlântica (Praia de Copacabana)
 Avenida Princesa Isabel
 Túnel Engenheiro Coelho Cinta (Tunel Novo)
 Avenida Lauro Sodré (Shopping Rio Sul)
 Avenida Venceslau Brás
 Avenida Pasteur
 Viaduto Pedro Alvares Cabral
 Praia de Botafogo (Metrô: Estação Botafogo)
 Avenida Rui Barbosa
 Praça Cuahtemoque
 Praia do Flamengo (Metrô: Estação Flamengo)
 Avenida Beira Mar
 Trevo dos Estudantes
 Praça Senador Salgado Filho (Aeroporto Santos Dumont)
 Avenida General Justo
 Avenida Alfredo Agache
 Mergulhão da Praça XV (Metrô: Estação Carioca)
 Rua Visconde de Itaboraí
 Praça Brua Ladario
 Rua Primeiro de Março
 Rua Dom Gerardo
 Avenida Rio Branco
 Praça Mauá
 Avenida Rodrigues Alves
 Avenida Professor Pereira Reis
 Rua Equador
 Rodoviária Novo Rio
 Rua General Mendes de Moraes
 Linha Vermelha
 Avenida Brigadeiro Trompowski
 Linha Vermelha
 Estrada do Galeão
 Avenida Vinte de Janeiro
 International Antônio Carlos Jobim*

II. Visa Requirements by Country

COUNTRIES	TOURIST VISA	BUSINESS VISA
<i>Afghanistan</i>	Yes	Yes
<i>Albania</i>	Yes	Yes
<i>Algeria</i>	Yes	Yes
<i>Andorra</i>	<i>Exempted</i>	Yes
<i>Angola</i>	Yes	Yes
<i>Antigua and Barbuda</i>	Yes	Yes
<i>Argentina</i>	<i>Exempted</i>	<i>Exempted</i>
<i>Armenia</i>	Yes	Yes
<i>Australia</i>	Yes	Yes
<i>Austria</i>	<i>Exempted</i>	<i>Exempted</i>
<i>Azerbaijan</i>	Yes	Yes
<i>Bahamas</i>	<i>Exempted</i>	Yes
<i>Bahrain</i>	Yes	Yes
<i>Bangladesh</i>	Yes	Yes
<i>Barbados</i>	<i>Exempted</i>	Yes
<i>Belarus</i>	Yes	Yes
<i>Belgium</i>	<i>Exempted</i>	<i>Exempted</i>
<i>Belize</i>	Yes	Yes
<i>Benin</i>	Yes	Yes
<i>Bolivia</i>	<i>Exempted</i>	<i>Exempted</i>
<i>Bosnia and Herzegovina</i>	Yes	Yes
<i>Botswana</i>	Yes	Yes
<i>Brunei</i>	Yes	Yes
<i>Bulgaria</i>	<i>Exempted</i>	<i>Exempted</i>
<i>Burkina Faso</i>	Yes	Yes
<i>Burundi</i>	Yes	Yes
<i>Cambodia</i>	Yes	Yes
<i>Cameroon</i>	Yes	Yes
<i>Canada</i>	Yes	Yes
<i>Cape Verde</i>	Yes	Yes
<i>Chad</i>	Yes	Yes
<i>Czech Republic</i>	<i>Exempted</i>	<i>Exempted</i>
<i>Chile</i>	<i>Exempted</i>	<i>Exempted</i>
<i>China</i>	Yes	Yes
<i>Colombia</i>	<i>Exempted</i>	<i>Exempted</i>
<i>Comoros</i>	Yes	Yes
<i>Congo</i>	Yes	Yes

<i>Congo Dem. Rep. (Ex-Zaire)</i>	<i>Yes</i>	<i>Yes</i>
<i>Cook Island</i>	<i>Yes</i>	<i>Yes</i>
<i>Costa Rica</i>	<i>Exempted</i>	<i>Exempted</i>
<i>Côte d'Ivoire</i>	<i>Yes</i>	<i>Yes</i>
<i>Croatia</i>	<i>Exempted</i>	<i>Exempted</i>
<i>Cuba</i>	<i>Yes</i>	<i>Yes</i>
<i>Cyprus</i>	<i>Yes</i>	<i>Yes</i>
<i>Denmark</i>	<i>Exempted</i>	<i>Exempted</i>
<i>Djibouti</i>	<i>Yes</i>	<i>Yes</i>
<i>Dominica</i>	<i>Yes</i>	<i>Yes</i>
<i>Dominican Republic</i>	<i>Yes</i>	<i>Yes</i>
<i>Egypt</i>	<i>Yes</i>	<i>Yes</i>
<i>El Salvador</i>	<i>Yes</i>	<i>Yes</i>
<i>Ecuador</i>	<i>Exempted</i>	<i>Exempted</i>
<i>Equatorial Guinea</i>	<i>Yes</i>	<i>Yes</i>
<i>Eritrea</i>	<i>Yes</i>	<i>Yes</i>
<i>Estonia</i>	<i>Yes</i>	<i>Yes</i>
<i>Ethiopia</i>	<i>Yes</i>	<i>Yes</i>
<i>Fiji Islands</i>	<i>Yes</i>	<i>Yes</i>
<i>Finland</i>	<i>Exempted</i>	<i>Exempted</i>
<i>France</i>	<i>Exempted</i>	<i>Exempted</i>
<i>Fyrom (Macedonia)</i>	<i>Yes</i>	<i>Yes</i>
<i>Gabon</i>	<i>Yes</i>	<i>Yes</i>
<i>Gambia</i>	<i>Yes</i>	<i>Yes</i>
<i>Georgia</i>	<i>Yes</i>	<i>Yes</i>
<i>Germany</i>	<i>Exempted</i>	<i>Exempted</i>
<i>Ghana</i>	<i>Yes</i>	<i>Yes</i>
<i>Greece</i>	<i>Exempted</i>	<i>Exempted</i>
<i>Grenada</i>	<i>Yes</i>	<i>Yes</i>
<i>Guatemala</i>	<i>Exempted</i>	<i>Yes</i>
<i>Guinea</i>	<i>Yes</i>	<i>Yes</i>
<i>Guinea-Bissau</i>	<i>Yes</i>	<i>Yes</i>
<i>Guyana</i>	<i>Exempted</i>	<i>Yes</i>
<i>Haiti</i>	<i>Yes</i>	<i>Yes</i>
<i>Honduras</i>	<i>Yes</i>	<i>Yes</i>
<i>Hong Kong</i>	<i>Exempted</i>	<i>Exempted</i>
<i>Hungary</i>	<i>Exempted</i>	<i>Exempted</i>
<i>Iceland</i>	<i>Exempted</i>	<i>Exempted</i>
<i>India</i>	<i>Yes</i>	<i>Yes</i>
<i>Indonesia</i>	<i>Yes</i>	<i>Yes</i>
<i>Iran</i>	<i>Yes</i>	<i>Yes</i>

<i>Iraq</i>	<i>Yes</i>	<i>Yes</i>
<i>Ireland</i>	<i>Exempted</i>	<i>Exempted</i>
<i>Israel</i>	<i>Exempted</i>	<i>Exempted</i>
<i>Italy</i>	<i>Exempted</i>	<i>Exempted</i>
<i>Jamaica</i>	<i>Yes</i>	<i>Yes</i>
<i>Japan</i>	<i>Yes</i>	<i>Yes</i>
<i>Jordan</i>	<i>Yes</i>	<i>Yes</i>
<i>Kazakhstan</i>	<i>Yes</i>	<i>Yes</i>
<i>Kenya</i>	<i>Yes</i>	<i>Yes</i>
<i>Kiribati Island</i>	<i>Yes</i>	<i>Yes</i>
<i>Kuwait</i>	<i>Yes</i>	<i>Yes</i>
<i>Kyrgyzstan</i>	<i>Yes</i>	<i>Yes</i>
<i>Laos</i>	<i>Yes</i>	<i>Yes</i>
<i>Latvia</i>	<i>Yes</i>	<i>Yes</i>
<i>Lebanon</i>	<i>Yes</i>	<i>Yes</i>
<i>Lesotho</i>	<i>Yes</i>	<i>Yes</i>
<i>Liberia</i>	<i>Yes</i>	<i>Yes</i>
<i>Libya</i>	<i>Yes</i>	<i>Yes</i>
<i>Liechtenstein</i>	<i>Exempted</i>	<i>Yes</i>
<i>Lithuania</i>	<i>Exempted</i>	<i>Exempted</i>
<i>Luxembourg</i>	<i>Exempted</i>	<i>Exempted</i>
<i>Madagascar</i>	<i>Yes</i>	<i>Yes</i>
<i>Malawi</i>	<i>Yes</i>	<i>Yes</i>
<i>Malaysia</i>	<i>Exempted</i>	<i>Yes</i>
<i>Maldives</i>	<i>Yes</i>	<i>Yes</i>
<i>Mali</i>	<i>Yes</i>	<i>Yes</i>
<i>Malta</i>	<i>Yes</i>	<i>Yes</i>
<i>Mariana Islands</i>	<i>Yes</i>	<i>Yes</i>
<i>Marshall Islands</i>	<i>Yes</i>	<i>Yes</i>
<i>Mauritania</i>	<i>Yes</i>	<i>Yes</i>
<i>Mauritius</i>	<i>Yes</i>	<i>Yes</i>
<i>Mexico</i>	<i>Yes</i>	<i>Yes</i>
<i>Micronesia</i>	<i>Yes</i>	<i>Yes</i>
<i>Moldova</i>	<i>Yes</i>	<i>Yes</i>
<i>Monaco</i>	<i>Exempted</i>	<i>Exempted</i>
<i>Mongolia</i>	<i>Yes</i>	<i>Yes</i>
<i>Morocco</i>	<i>Exempted</i>	<i>Exempted</i>
<i>Mozambique</i>	<i>Yes</i>	<i>Yes</i>
<i>Myanmar</i>	<i>Yes</i>	<i>Yes</i>
<i>Namibia</i>	<i>Exempted</i>	<i>Yes</i>
<i>Nauru</i>	<i>Yes</i>	<i>Yes</i>

Nicaragua	Yes	Yes
Nepal	Yes	Yes
Netherlands	Exempted	Exempted
New Zealand	Exempted	Exempted
Niger	Yes	Yes
Nigeria	Yes	Yes
North Korea	Yes	Yes
Norway	Exempted	Exempted
Occidental Samoa	Yes	Yes
Oman	Yes	Yes
OSM Malta	Exempted	Exempted
Pakistan	Yes	Yes
Palestine Auth.	Yes	Yes
Panama	Exempted	Yes
Papua New Guinea	Yes	Yes
Paraguay	Exempted	Exempted
Peru	Exempted	Exempted
Philippines	Exempted	Exempted
Poland	Exempted	Exempted
Portugal*	Exempted	Exempted
Qatar	Yes	Yes
Romania	Exempted	Exempted
Russia	Exempted	Exempted
Rwanda	Yes	Yes
San Marino	Exempted	Exempted
São Tomé and Príncipe	Yes	Yes
Saudi Arabia	Yes	Yes
Senegal	Yes	Yes
Sierra Leone	Yes	Yes
Seychelles	Yes	Yes
Singapore	Yes	Yes
Slovakia	Exempted	Exempted
Slovenia	Exempted	Exempted
Solomon Islands	Yes	Yes
Somalia	Yes	Yes
South Africa	Exempted	Exempted
South Korea	Exempted	Exempted
Spain	Exempted	Exempted
Sri Lanka	Yes	Yes
St Lucia	Yes	Yes
St Vincent and the Grenadines	Yes	Yes

<i>St. Kitts and Nevis</i>	<i>Yes</i>	<i>Yes</i>
<i>Sudan</i>	<i>Yes</i>	<i>Yes</i>
<i>Suriname</i>	<i>Exempted</i>	<i>Exempted</i>
<i>Swaziland</i>	<i>Yes</i>	<i>Yes</i>
<i>Sweden</i>	<i>Exempted</i>	<i>Exempted</i>
<i>Switzerland</i>	<i>Exempted</i>	<i>Exempted</i>
<i>Syria</i>	<i>Yes</i>	<i>Yes</i>
<i>Tajikistan</i>	<i>Yes</i>	<i>Yes</i>
<i>Tanzania</i>	<i>Yes</i>	<i>Yes</i>
<i>Thailand</i>	<i>Exempted</i>	<i>Exempted</i>
<i>Togo</i>	<i>Yes</i>	<i>Yes</i>
<i>Tonga</i>	<i>Yes</i>	<i>Yes</i>
<i>Trinidad and Tobago</i>	<i>Exempted</i>	<i>Exempted</i>
<i>Tunisia</i>	<i>Exempted</i>	<i>Exempted</i>
<i>Turkey</i>	<i>Exempted</i>	<i>Exempted</i>
<i>Turkmenistan</i>	<i>Yes</i>	<i>Yes</i>
<i>Tuvalu Island</i>	<i>Yes</i>	<i>Yes</i>
<i>Uganda</i>	<i>Yes</i>	<i>Yes</i>
<i>Ukraine</i>	<i>Yes</i>	<i>Yes</i>
<i>United Arab Emirates</i>	<i>Yes</i>	<i>Yes</i>
<i>United Kingdom</i>	<i>Exempted</i>	<i>Exempted</i>
<i>United States</i>	<i>Yes</i>	<i>Yes</i>
<i>Uruguay</i>	<i>Exempted</i>	<i>Exempted</i>
<i>Uzbekistan</i>	<i>Yes</i>	<i>Yes</i>
<i>Vanuatu</i>	<i>Yes</i>	<i>Yes</i>
<i>Vatican</i>	<i>Exempted</i>	<i>Exempted</i>
<i>Venezuela</i>	<i>Exempted (up to 60 days)</i>	<i>Yes</i>
<i>Vietnam</i>	<i>Yes</i>	<i>Yes</i>
<i>Yemen</i>	<i>Yes</i>	<i>Yes</i>
<i>Yugoslavia</i>	<i>Yes</i>	<i>Yes</i>
<i>Zambia</i>	<i>Yes</i>	<i>Yes</i>
<i>Zimbabwe</i>	<i>Yes</i>	<i>yes</i>
NATIONALS OF	TOURIST VISA	BUSINESS VISA
<i>Bhutan</i>	<i>Yes</i>	<i>Yes</i>
<i>Central African Republic</i>	<i>Yes</i>	<i>Yes</i>
<i>Taiwan</i>	<i>Yes</i>	<i>Yes</i>

III. Suggested Freight Forwarder

The exhibitor may freely choose your freight forwarder. The companies below are suggestions and not official/exclusive providers:

- Fink
POC: Claudia Valéria Almeida
Email: calmeida@fink.com.br
Phone: + 55 21 3410.9711
- Fulstandig
POC: Claudio Machado
Email: csmac@fulstandig.com.br
Phone: + 55 11 2207.7650
- Interlog
POC: Francisco Schulte
Email: schulte@interlog.com.br
Phone: + 55 21 2142.5300
- XPO
POC: Edson Santos
Email: edson@xpolog.com.br
Phone: + 55 11 2362.2789

For local transportation and/or on site handling:

- Camargo Transportes
POC: Fabiana Moura
Email: operacional@camargotransportes.com.br
Phone: + 55 11 2401.5332

In case of doubts about the suggested companies, process for temporary admission/importation of goods, required documents/licenses, event's schedule or for further information, contact the Operations | Logistic Help Desk.

Log Help Desk (From Dec/13)

+ 55 11 3893.1330

log.br@clarionevents.com

IV. Brazilian Standard Outlet

The official standard in Brazil is the type N socket and plug. Type N consists of two pins and a grounding pin. There are two variants: the prongs of the 10amps version have a diameter of 4mm and a length of 19mm. The second version, rated at 20 amps, is used for heavier appliances and has 4,8mm round pins.

The Basic Shell Scheme will have the first version used for up to 10 amp appliances.

The centres of the line and neutral pins are spaced 19mm apart. The centre-to-centre distance between the earth pin and the middle of the imaginary line connecting the two power pins is 3mm. Type N sockets were specifically designed to accommodate the ubiquitous type C plugs as well.

