DEAR EXHIBITOR

We have the pleasure to present the Exhibitor/Sponsor Handbook for the 21st World Congress of the International Federation for the Surgery of Obesity & Metabolic Disorders that will be held from September 28th to October 1st, 2016, at the Windsor Barra Convention Center – Rio de Janeiro – Brazil.

In order to provide you better services, we try to give you all the information needed for the Event by means of the General Regulations, Participation Procedures and the Form Book.

This will be the main working tool for you and for all the service providers who will be working with you.

A smooth event and the exhibitor’s comfort are directly proportional to the response and compliance with the deadlines and directions provided in the Handbook.

We would like to thank you for your participation; for further information, please contact us.

SALES TEAM!
EVENT CONTACTS

CONFERENCE VENUE
Windsor Barra Hotel e Congressos
Avenida Lucio Costa, 2630 – Barra da Tijuca
Rio de Janeiro – RJ

GENERAL COORDINATION
CCM Worldwide Medical Congresses
Rua Barão do Triunfo, 448 - Sala 501.
Bairro Menino Deus- CEP: 90.130-100
Porto Alegre – RS
Phone: + 55 51 3028.3878
contato@ccmew.com.br
http://www.ccmew.com/

SALES CONTACT
Paola Alves
Phone: + 55 11 3061 1495
Mobile: +55 11 96629 1889
E-mail: paola@ccmew.com

SALES/OPERATIONS
Richard Wagner
Tel.: +55 51 3086.9116
Mobile: +55 51 8136 8310
E-mail: richard@ccmew.com

OFFICIAL SETUP CONTRACTOR
BÁSICA ASSESSORIA MONTAGEM DE FEIRAS E STANDS
Address: Rua Prof. João Falarz, 709 – Sala 06 – Sobreloja - Bairro Orleans
CEP: 81280-270 - Curitiba - PR
Phone/Fax: (41) 3373 3128 Contact person: Marlus/Claudio/Fred
E-mail: basica@montagembasica.com.br
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<th>DAYS</th>
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<tr>
<td>26/09/2016 MONDAY</td>
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IMPORTANT INFORMATION

- To start the setup of booths, setup contractors, except for the Official Setup Contractor, must present the RRT/ART permits for every booth and the deposit check of R$ 5,000.00 (five thousand Brazilian reals).

- According to the regulations of the IFSO Events Handbook, the setup of all booths should be complete until 09/28/2016, at 3 P.M. Contractors that for any reason cannot meet the schedule are forced to immediately interrupt the services and will be subject to pay a fine of R$ 5,000.00 (five thousand Brazilian reals) to the event organizers. This amount will be discounted from the deposit check.

- Exhibitors who do not contract the Official Setup Contractor should submit until 08/26/2016 the plan with perspective, floor plan with measurements and description for approval by the Official Setup Contractor.
GENERAL RULES

RESPONSIBILITY

The Organizing Committee of the event will not be liable for damage or losses caused by people or exhibited products before, during or after the event, including theft, deficiencies or interruptions in power and water supply or damages of any kind.

Booths, goods, products and staff working for the Exhibitors will not be covered by insurance; insurance will be under the responsibility of Exhibitors.

INSURANCE

Booths, goods, products and staff working for the Exhibitors will not be covered by insurance; insurance will be under the responsibility of Exhibitors.

Exhibitors will be in charge of providing their own insurance against any risk, which is highly recommended by the Organizing Committee and the Setup Contractor, who shall not be liable for any losses, loss of profits, damages and/or loss of any kind that may happen to exhibited products, booths or staff, including those resulting from rain, winds, lightning, water leaks, power outages, crowd panic, short circuits, fire, structural failures of the building, poor building conservation and force majeure.

PAYMENTS IN ARREARS

The Organizing Committee of the event will not make the space for setting up the Exhibitors’ booths available if any of the payments related to the space rental is in arrears until 09/23/2016.
FORM FILL OUT AND SUBMISSION

All forms and information must be filled out and submitted according to the deadlines set in every form. Forms are attached at the end of this handbook.

GENERAL IDENTIFICATION RULES

EXHIBITORS’ ACCREDITATION

Exhibitors are responsible for the accreditation of their staff and contractors by filling out the information in the online system. Names for the badges should be entered into the system until August 23rd, 2016.

ATTENTION

All badges provided by the organizers are personal, non-transferable and do not include guests. In the case of undue use, the badge will be seized and cancelled. No replacement badge will be provided for seized badges. Exhibitors, setup contractors and service providers in the booths must wear the badge at all times. A R$ 90.00 fee will be charged upon request for additional badges or for replacement badges.

The exhibitor badge will allow admission only to the exhibit hall.

Badges must be picked up: From 09/28/2016, at 3 P.M., at CAEX – Exhibitors Support Center.

The setup contractor and service providers must pick up their badges at the hotel service reception, both during setup and dismantling.

PEOPLE AND MATERIALS ENTRY

- If the cargo elevator is not used, access to the event area will be made only through the service area doors located at Rua Martinho Mesquita.
- Staff is not allowed to enter with backpacks. Backpacks will be stored at the hotel service reception.
• The Use of Service Elevators for the handling of materials will only be allowed at times set by the Events Operational Staff of the Hotel.

• Materials and (or) equipment cannot be unloaded or loaded in front of the other receptions and (or) entries of the convention center without previous authorization by the Events Operational Supervision Department.

• A list containing the names of all the staff providing the setup services, in letterhead paper, together with copies of their IDs, should be sent to CCM by e-mail: richard@ccmew.com. Setup will not be authorized if the list is not submitted to CCM. We would like to remind you that in order to access the premises of the Windsor hotel you must present an ID document. Submission deadline is September 16th, 2016.

• Additionally, you should send to CCM a list containing the materials and equipment, the deadline is the same as for the previous item.

• When entering the location, authorized personnel should present their ID documents at the service reception, where they will receive the event badge, thus entitling them to access the premises of Windsor Barra Hotel & Congressos, with their admission limited to the event area.

• People are not allowed to enter the convention center with any type of food or beverages without previous approval by the Food & Beverages Department.

• People with signs of alcohol intoxication will not be allowed to enter the premises.

• Contractors involved in the setup of booths/displays must wear uniform and be clean.

• Loading/unloading vehicles are not allowed to enter the parking area of the Windsor Barra Hotel & Congressos.

• Loading/unloading of materials and (or) equipment that can cause a breach of silence should be performed only until 10 P.M. Special times can be previously negotiated with the Events Operational Staff of Windsor Barra Hotel & Congressos.

• The convention center does not provide staff for material handling or material handling carts. These should be provided by those in charge of the event.

• Service providers wearing the following will not be admitted to the premises: Shorts, Bermuda shorts and/or flip-flops.
FAREWELL DINNER

- Exhibitors interested in attending the Farewell Dinner will have to pay € 110.00 (euros).
- An invitation for the dinner will only be granted upon the presentation of the exhibitor badges (1 badge = 1 invitation). Invitations should be picked up at the conference registration desk (CAEX).
- Exhibitors interested in attending the dinner should send an e-mail: richard@ccmew.com, mentioning the number of invitations desired. A debit authorization will be sent for credit card payment.
- Deadline to request invitations for the dinner is 09/20/2016.

PROMOTIONAL ACTIONS

- Drawings will only be allowed after the end of the scientific activities.
- No promotional action by exhibitors will be allowed outside the limits of their booth.
- The aisles of Windsor Barra Hotel & Congressos are for common use and exhibitors are not allowed to solicit visitors or hand out printed promotional material or any other promotional items; if exhibitors do not comply with this rule the promotion materials can be seized by the event Organizing Committee.
- The Organizing Committee reserves the right to stop the distribution of promotional materials, even inside the booth, whenever this is purposely causing disturbance or crowding.
- Exhibitors are not allowed to install inflatable objects of any kind, shape or size, place banners, panels, decoration or carpets outside the booth area.
- The circulation of people around the aisles or common areas of the event wearing any type of costumes (including inflatable costumes) representing the products of the exhibiting company - brand, character or subject related to the booth, is not allowed.
• Every material exhibited at the event must be removed by the exhibitor on the first day of dismantling. Promotional materials not removed within this deadline will be disposed of.

• The Organizing Committee may stop the demonstration of any material that is not a product for this industry, which it deems to pose a risk to people, goods or structure and elements of the booths or of the exhibit area of the event.

• Every promotional material that breaches this regulation will be seized and returned only after the end of the event.

EQUIPMENT DEMONSTRATION

CCM may stop or set a period (time) for the demonstration of any equipment which it deems to pose a risk to people, products, structures or booths, such as: Those that produce high noise levels, vibrations, smoke, smells or anything that may disturb customers and guests, as well as the operation of the booths and of the convention center in general. Any kind of promotion carried out by the exhibiting company inside the convention center or carrying the name of the convention center will only be allowed with previous authorization by CCM and the Windsor Hotel.

MATERIAL DELIVERY

SHIPPING OF MATERIALS FROM ABROAD

Next are some instructions for sponsors who are planning to ship materials from abroad to the event:

• We suggest you contract a customs broker to be in charge of the shipment, collection and delivery of the material directly to the event. We suggest the following broker:
For printed promotional material, we suggest you contract providers in the city of the event. For further information, please contact:

CCM CORPORATE
Junior Medeiros
+55 11 97689 6920
+55 11 3061 1495 extension 1112
junior@ccmew.com

The event organizers and the organizing committee are not liable for the shipment clearance, payment of customs fees, and the like. Likewise, it shall not interfere with the legal and official process in Brazil because this is a matter of security and country sovereignty.

RULES FOR THE SHIPMENT OF GOODS

- Every good to be used at the exhibit should have a clear identification on its package with the event name, exhibitor name and booth number.
- The Exhibitor must comply with the legal requirements to issue invoices of any kind for the delivery or collection of equipment, durable goods and consumables, and pay any due expenses.
- The Exhibitor should issue a Shipment Invoice or Shipment Statement in the name of the Exhibitor (company making the shipment).
- The invoice for the shipment of products to the event should be issued in the name of the exhibiting company, with its CNPJ, inscrição estadual number and the address of Windsor Barra Hotel & Congressos.
- The invoice should list all goods, products, etc. and should contain a note stating that all goods are for demonstration purposes, mentioning the event name and date.
- The original invoice should be kept by the Exhibitor throughout the event.
• No equipment/product can enter the event premises without an invoice.
• Exhibitors are totally responsible for the delivery and collection of products in their booth, therefore we recommend that product delivery and removal is scheduled so that you make sure there will be a representative of the company at the booth.
• The Hotel is not responsible for receiving any material for the exhibitor or the booth.

MATERIAL IN THE BAG
The material that will be included in the attendee bags should be received at the latest on 09/26 and should be labeled on the outside of the box with the wording “MATERIAL IN THE BAG” - IFSO 2016 – 09/28 to 10/01.

Address for shipment:
Windsor Barra Hotel e Congressos
Avenida Lucio Costa, 2630 – Barra da Tijuca
CEP: 22795-006 – Rio de Janeiro - RJ
A/C Richard Wagner

SHIPMENT OF GOODS
The other materials should be shipped between 09/26 and 09/28, labeled with the event name: IFSO 2016 – 29/09 to 01/10.

Address for shipment:
Windsor Barra Hotel e Congressos
A/C Richard Wagner
RULES FOR SETUP

MAXIMUM HEIGHT
The maximum height allowed to setup booths from the floor at the convention center is 4 meters.

PLAN PRESENTATION
Booth plans should be submitted for approval by Básica until 08/26/2016 to the following email addresses básica.claudio@gmail.com and richard@ccmew.com. The plan should include elevation and perspective, amount of electrical power needed in kVAs, description including finishing materials, construction details, lighting and wiring, telephone and internet outlets, etc. Under no circumstances should booths be setup on the floor or carpet of the rented space without adequate floor protection.

When a setup company other than the official company is contracted, the exhibitor will be in charge of sending a copy of the exhibitor handbook to the setup contractor. The exhibitor will be liable for the compliance of all the rules set in this regulation.

The exhibitor should strictly comply with the technical safety rules established by ABEME – the Brazilian Association of Booth Setup Companies, as well as the requirements of CREA (Council of Engineering and Architecture) and the Fire Department.

All booths should contain an ABC 4kg fire extinguisher.

BOOTHS LOCATION
The Official Setup Contractor should outline the location of the booths following the order of requests and arrival of the setup contractors and the setup technical-operational requirements.

The Exhibitor will receive his booth space outlined on the floor.

Attention
The exhibit area plan can be altered until the event date.
RULES FOR SETUP CONTRACTORS

• Employees contracted by the exhibitors to provide security and cleaning services should be properly uniformed and informed about the rules of the handbook.

• THE USE OF PPE – PERSONAL PROTECTIVE EQUIPMENT – IS MANDATORY DEPENDING ON THE SERVICES TO BE PERFORMED.

• Do not allow your employees to move around the common areas with inadequate clothes such as Bermuda shorts, tank tops, miniskirts or flip-flops.

• You should not allow services to be performed that result in unpleasant smells or dirt that affect the other setup contractors.

• Do not allow your employees to use escalators, regular elevators, garage or spaces outside the event setup area.

• Smoking is forbidden inside the Windsor Barra Hotel & Congressos, according to Decree 2018/96 and Federal Law 92914/96 that establish that smoking in collective environments, both public and private, is forbidden and subject to fines.

• The service restrooms at Windsor Barra Hotel & Congressos will be available for use by the setup contractors’ employees and it is strictly forbidden to use them to clean equipment, materials, wash brushes, etc.

• The Setup Contractor that does not complete booth setup within the schedule set by the Organizing Committee will be subject to pay a fine.

• Alcoholic beverages cannot be consumed during the setup and dismantling.

• Any individual who, for any reason, disturbs the work environment will be removed from the Convention Center.

• Every employee working for the exhibitor whose service requires special protection should receive the Personal Protective Equipment (PPE) from the exhibitor who should take all required measures.

• CREA (Council of Engineering and Architecture) – We would like to inform you that for setup with a setup contractor other than the official one, make sure that your contractor has paid the ART/RRT fees to the CREA. You must keep a copy of the payment receipt at the booth, otherwise in case of an inspection this booth may be shut down. Please notice that if the ART/RRT fees are not paid, the booth setup will not be allowed.
• After the end of the event, when the exhibit hall is inspected together with the technical department of Windsor Barra Hotel & Congressos, if the space where the booth was set up is found to be in perfect conditions, the deposit check will be returned by mail to the Setup Contractor, to the address entered in form #2.

• No setup material should lean against, be fastened or glued on walls and pillars;

• Any damage caused to the structure of Windsor Barra Hotel & Congressos will be the responsibility of the exhibitor and his contractors.

• The Convention Center, the Promoting Agency and the Official Setup Contractor will stop any work activity that does not comply with the setup rules set in the “Exhibitor Handbook”. All expenses will be paid by the Exhibitor.

• The use of power tools such as drills, saws, etc. that produce noise or vibration is not allowed. Additionally, it is not allowed to sandpaper or paint any kind of material inside the convention center. All booth parts should arrive at the site with the painting and finishing completed.

**EXHIBIT HALL STRUCTURE**

• The floor of the rooms cannot be outlined with tape, drilled or painted. Special care must be taken in all areas not to damage the carpet, walls and other structures. Additionally, the carpet cannot be removed.

• Wood cutting and painting services are not allowed at the event site.

• The setup contractor should put a protective liner on the carpet, covering all the space that will be occupied. Under no circumstances booths should be set up directly on the carpet.

• Aisles and elevators used during setup to access the location of the booths should be covered with a protection liner which should be removed right after the setup services.

• The Exhibitor and/or their setup contractor will be in charge of providing and installing the lining material to protect the setup area at the event.

• The liner should be fixed with “25 mm double-sided bonding tape”. The use of other materials or tapes will not be allowed.
• Booths should be set up at a minimum distance of 1.0 meter from the partitions and columns and booths cannot be set up in front of electric and telephone panels, emergency exits and fire extinguishers.

• Leaning, tying, hanging or placing any kind of material on the walls, partitions, room doors, ceiling, foyers and circulation areas, as well as on the room ceilings, is not allowed without previous authorization by the event coordination department of the Convention Center. It is strictly forbidden to fix any material on the sprinklers.

• The use of partition rails will only be allowed after the plan is approved by the Official Setup Contractor. This information should be provided to the Windsor Hotel 30 days in advance for approval.

• Above the ceiling of the halls there is a grid of angles (approximately 1.20 cm by 1.20 cm) to fix structures up to 300 kg/m². The ceiling that is displaced to get access to the structures and/or pass the wiring should be put back in place after the end of the event.

• The halls, foyers and circulation areas are equipped with smoker detectors, sprinklers and fire extinguishers. Under no circumstances this equipment should be blocked by the placement of any kind of material.

• It is forbidden to set up any structure or block the emergency exits, fire extinguishers and hydrants. Additionally, wires cannot be passed in front of doors, which should remain free for circulation, properly signaled cable ramps should be used.

• We recommend that the exhibitor and their contractors get familiar with the location of the fire-fighting equipment and escape routes from the building. Fire extinguishers that need to be removed for setup should be put back as close as possible to their original place.

• All wiring, hydraulic, data transmission, sound and projection connections and the like should be made under the suspended floor of the convention center.
CARGO ELEVATOR USE

- The cargo elevator has a maximum internal load capacity of 1,000 kg and should be used to transport materials and equipment from the receiving docks to the various rooms of the Convention Center.
- The setup contractor should inform the event coordination department at the Windsor Hotel about the arrival of materials and (or) equipment, specifying the time, number of people and their names, so that a coordinator may follow the use of the cargo elevator.
- During the period when the cargo elevator is used to transport equipment and (or) setup materials, the elevator walls should be protected by an adequate lining material.
- The cargo 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 additional cargo elevator has the following dimensions: Width: 1.48 m / Depth: 2.90 m / Height (Max): 2.35 m / Door: 1 m
- Social elevator cannot be used to transport material.

GARDENS AND PLANTS

Gardens, plants and flowers will be allowed in vases, baskets or other containers, provided that no loose soil, sand or stones are used to make gardens on the site.

SAFETY

FORBIDDEN EQUIPMENT

- It is forbidden to operate combustion engines inside the hall. It is forbidden to use explosives, non-inert, toxic and combustible gases.
- It is strictly forbidden to use LPG gas or any other type of flammable gas inside Windsor Barra Hotel;
• It is forbidden to block emergency exits and access to hydrants and fire extinguishers with setup materials, booths and any kind of objects during setup, during the event and dismantling.

THE USE OF PPE’S IS MANDATORY AND THE SETUP CONTRACTOR IS RESPONSIBLE FOR PROVIDING THEM.

BUILDING INTERDICTION
The Organizing Committee has the right to interdict the construction of the booth or of part of it that is not in compliance with the structural safety standards and the rules set in this handbook. If the setup contractor contracted by the Exhibitor does not change the plan and the construction in a timely manner, the booth will not be released for use during the event and the organizers will not bear any contractual costs.

Special setup designs must meet the requirements of the Regional Council of Engineering and Architecture – CREA/RJ and be carried out and supervised by accredited companies and professionals registered by the above mentioned council.

The payment slip should be issued through:

CREA- RJ (Conselho Regional de Engenharia e Arquitetura)
Phone: (21) 2179-2000
http://www.crea-rj.org.br

CAU – COUNCIL OF ARCHITECTS AND URBAN PLANNERS – RRT – TECHNICAL RESPONSIBILITY REGISTRATION

Both have the same technical and professional value for the event.
SERVICES

ELECTRIC POWER

- The events area is supplied with three phase 380 V / single phase 220 V voltage. For additional information contact the Events Coordination Department.
- All primary and secondary power circuits should be protected by circuit breakers, installed in a box with a cover and fastened with insulating material.
- For special setups, the electric power distribution in the booths will be made under the sole responsibility of the exhibitor, strictly following the standards set by ABNT (Brazilian Technical Standards Agency) and by Light (the local power utility), providing power inputs with adequate circuit breakers and fuses.
- The exhibitor is responsible for power outages, breakdowns and/or other problems related to or resulting from inadequate wiring in the booths, and should also bear the consequences at any level.
- In case of power instability the Hotel will not be responsible for keeping a stable power supply at the event. The customer is fully responsible for the provision of a generator for the event and should bear the costs of damage to the equipment connected to the power supply.
- The Hotel has a generator to meet the needs of the common areas and air-conditioning.
- Work with electricity should be followed by the Windsor Barra Hotel & Congressos Maintenance staff at predetermined times scheduled with the Events Operational Team. Safety inspections will be made upon completion of wiring installation and before the beginning of the event.

TELEPHONES

If the exhibiting company is interested in installing a telephone line in its booth, the events coordination department should be informed 30 (thirty) days before the event to take the appropriate steps.
INTERNET / DATA

Internet service should be contracted by the exhibitor with Windsor Hotel. Please contact the events staff at Windsor Barra Hotel to get information on the fees.

PARKING

- Windsor Barra Hotel & Congressos has a parking lot and parking spaces are subject to availability and cannot be reserved.
- The parking lot operates under a Valet Parking system, access is through Martinho Mesquita street.
- Parking payment can be made by every individual.
- Suppliers, setup contractors, delivery staff and others who park their cars in the parking lot will pay for the service when they leave, according to a price list.
- It is forbidden to drive trucks and buses (as well as other heavy vehicles) to the convention center parking area.
- The receiving docks should be used for loading and unloading of materials and equipment, and cannot be used as a parking area for any kind of vehicle.
- If there are parking spaces available, exhibitors can park their vehicles paying for this service.

RESTROOMS

- The booths setup Staff should use the employees’ restrooms located at the service area. 1st underground (docks area);
- Restrooms should not be used to clean materials, washing cloths, etc.;
- It is forbidden to smoke in the restrooms;
- The use of the restrooms for advertisement of any kind should be previously approved by the Events Sales Department.

SOUND, LIVE AND BACKGROUND MUSIC.

- The sound produced in the booths with sound devices such as recorders, radios, etc. cannot exceed a reasonable volume.
- It is forbidden to use any sound amplifier to announce sales or promotion messages.

- If background or live music is used in any area of Windsor Barra Hotel & Congressos during the event, according to Law # 5.988, the organizers should provide to the convention center the required documentation and the payment receipt issued by ECAD (Brazilian Copyright Collection Agency). Additionally, in the case of live music, documents related to the registration at the OMB (Brazilian Musicians Association) should be presented.

Further information can be obtained at ECAD, in Rio de Janeiro, located at Avenida Almirante Barroso, 22º andar, Centro, CEP 20031-000, phone 21 2544.3400.

**BOOTH CLEANING**

- The Promoting company will be in charge of the general cleaning of the exhibit hall. However, exhibitors and their setup contractors should remove leftover materials, as well as any waste generated during setup and dismantling using waste containers.

- Those in charge of contracting Containers for the removal of booth setup and dismantling waste must request the removal of the containers within 48 hours (forty-eight hours) after they are placed at the site, regardless of the amount of waste inside them, according to art. 69 of City Law 3273/01.

- Additionally, they also have to request the removal of the waste container within 8 (eight) hours after it has become full or pose a health risk, contains mixed waste or is placed in such a manner as to affect the use of street gutters, storm drains, hydrants, street furniture or the circulation of vehicles, pedestrians, wheelchair users and strollers in public places and sidewalks, according to article 69 of City Law 3273/01.

- During the event, the Promoting company is responsible only for the cleaning of the aisles between booths; cleaning inside the booths should be made by the exhibitor.
SECURITY

The event organizers will provide full time surveillance and security services for the common areas of the event hall. For security services contracted directly by the exhibitor, the following documents must be presented: UPDATED SECURITY CERTIFICATE, COMPANY OPERATION PERMIT AND CERTIFICATE OF SECURITY PERSONNEL REFRESHMENT TRAINING.

The convention center/hotel and the organizers are not responsible for the security of valuables in general, such as works of art, equipment, etc. left in the booths or in other rooms.

The employees of the service providers should circulate in the service area and wear identification badges when they circulate in the event floor.

FOOD AND BEVERAGES

- The access of any Food & Beverage service in the Hotel should be communicated to the Events Sales Department that will analyze the request.
- Food and beverage services should be contracted directly with Windsor Barra Hotel. Delivery of food and beverages contracted by other suppliers will not be allowed.
- Food and beverage services in the booths are not allowed without previous authorization by the Events Department.
- Tasting and preparation demonstrations are not allowed without the previous authorization by the events department.
- Complimentary food and beverage services offered by sponsors to visitors are not allowed.

FEES

Fees must have been paid one week before the event, otherwise setup will be stopped.

- Electric Power Fee: R$ 400.00 per kVA requested for the booth.
- Cleaning fee: R$ 45.00 per m² of booth.

- Additional badge fee: Every exhibitor is entitled to 2 (two) badges for every 9m² of booth, every additional badge will cost R$ 90.00.

### CITY FEES

To get a setup permit, the exhibitor must fill out the **Provisional Operation Permit** in two equal copies, attaching all the required documents at latest “five working days” before the beginning of the event, following the requirements set in resolution 2887/97 by the State Revenue Service and deliver it **personally** at the State Revenue Service (Address: Rua Buenos Aires, 29 – 3rd floor – Downtown – RJ). Booth setup can only start after the exhibitor presents the permit document stamped by the State Revenue Service. Exhibitors who do not provide this document will not be allowed to access their space for booth setup because this is the rule in the State of Rio de Janeiro.

To help you get this document, you can contact:

**CCM CORPORATE**  
Junior Medeiros  
+55 11 97689 6920  
+55 11 3061 1495 extension 1112  
junior@ccmew.com
FORM 01

PRESENTING THE SETUP CONTRACTOR

(MANDATORY)

This form must be filled out and sent by e-mail to CCM Eventos until August 26, 2016: richard@ccmew.com

NOTE: If you are contracting the official setup contractor, just write the name of the latter.

We inform you that:

The setup contractor, _____________________________________________ has been contracted by us to perform setup, design, technical maintenance and dismantling of our booth at the IFSO 2016.

We hereby declare that we are aware that contracting the above mentioned company does not exempt us from the responsibility of fully complying with the rules set in the Exhibitor Handbook.

Corporate Name (EXHIBITOR):

Assumed Name: CNPJ (Mandatory):

Address:

Number: ZIP CODE: Neighborhood:

City: State:

Phone Number: Fax: E-mail address:

Person in charge of the request Date:
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STATEMENT OF LIABILITY

(MANDATORY)

This form must be filled out and sent by e-mail to CCM Eventos until August 26, 2016: richard@ccmew.com.

According to this Statement of Liability we hereby declare that we are liable for all labor and legal obligations and any damage that may be caused to the hall or to third parties by the employees and contractors working for our company, listed on Forms 03, 05, 06 and 07, who will be working in our booth. Furthermore, we commit ourselves to strictly meet the deadlines set at the Exhibitor Handbook regarding the setup, maintenance and dismantling of our booth. Additionally, we declare that we are aware that any breach of the Regulations, of the Event Handbook or of the rules of the Windsor Barra Hotel entitles the Event Organizers to cancel our credentials.

Corporate Name (EXHIBITOR):

Assumed Name:  
CNPJ (Mandatory):

Address:

Number:  ZIP CODE:  Neighborhood:

City:  
STATE:  

Phone Number:  Fax:  E-mail address:

Person in charge of the information:  Date:

Signature:

Corporate Name (SETUP CONTRACTOR):

Assumed Name:  
CNPJ (Mandatory):
This form must be filled out and sent by e-mail to CCM Eventos until August 26, 2016: richard@ccmew.com

Badge names will not be changed and new badges will not be issued. The badge is for personal use and cannot be transferred.

We would like to request badges for the people listed below who will be working in the setup of booths under our responsibility.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Role</th>
<th>ID</th>
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<tbody>
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This information should be entered into the system using your username and password sent by e-mail. If you have not received a username and password, please request them by e-mail: richard@ccmew.com

The information related to the required kVAs should be entered into the system until August 26, 2016.

Attention

- Calculations based on kVA fractions will not be accepted (when calculating the additional power requirement for the booth, round the kVA fraction up).
- All exhibitors should pay at least 1 kVA for electric power supply.
- No exhibitor is entitled to kVAs at no cost.

CALCULATION BASIS 01 kVA = R$ 400.00

<table>
<thead>
<tr>
<th>Total Amount of kVAs (UD)</th>
<th>Total Amount of kVAs (UD) x R$400.00/UD of kVA</th>
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<tbody>
<tr>
<td>____________ kVAs</td>
<td>Total amount payable R$ _________________</td>
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</tbody>
</table>
This information should be entered into the system using your username and password sent by e-mail. If you have not received a username and password, please request them by e-mail: richard@ccmew.com.

After logging in, the exhibitor will enter the names for the badges in the “Credenciais” (Badges) link. If you need additional badges, request them at the “Produtos” (Products) link. The cost for every additional badge is R$ 90.00.

After buying the additional badges, the exhibitor should go to the "Pagamentos" (Payments) link to issue a payment slip and after payment sent the payment receipt by e-mail to richard@ccmew.com.

The exhibitor should enter the names for the badges until August 26th, 2016.

This badge is for admission to the event exhibition area.

Every exhibiting company will get 02 Exhibitor Badges for every 9m² of booth area.

**Badge pick-up location:**

CAEX – Windsor Barra Hotel
This information should be entered into the system using your username and password sent by e-mail. If you have not received a username and password, please request them by e-mail: richard@ccmew.com

The cleaning fee information should be entered into the system until **August 26th, 2016**.

Please fill out the table below to calculate the cleaning fee.

**CALCULATION BASIS:** R$ 90.00/m² of booth area.

<table>
<thead>
<tr>
<th>Amount of square meters of booth area.</th>
<th>Amount of square meters of booth area _____ x R$ 90.00/m²</th>
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<tbody>
<tr>
<td>___________ m².</td>
<td>Total amount payable R$ ____________________________</td>
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