EXHIBITOR MANUAL
March 18-23, 2018
Brasília’s National Stadium
Brasília - DF
Introduction

Dear Exhibitor,

The World Water Forum is carried out by the World Water Council and the host country and city. It is held every three years and contributes to the decision-making process dialogue on a global scale concerning the sustainable and rational water use.

In 2018, for the first time, the World Water Forum will be held in a country in the southern hemisphere. Your participation in this initiative, along with the Brazilian authorities and the World Water Council, contributes decisively to ensure the southern hemisphere hosts the event, which brings with it geopolitical gains and all its significances. Certainly, holding the 2018 World Water Forum is a great opportunity for Brazil to reaffirm the strategical position it occupies in the international arena in the water resources sector.

It is in this context that we are pleased to send you the Exhibitor’s Manual for the Expo and Fair of the 8th World Water Forum, to be held at Brasilia’s National Stadium – Mané Garrincha, in Brasilia-DF, Brazil. In this manual, we intend to offer a thorough guide for your institution’s participation in the Expo and at the Fair, with detailed information of the necessary procedures.

We wish you all an excellent event!
General Information

**ORGANIZATION**
- World Water Council (WWC)
- Brazilian Federal Government - Ministry of Environment
- Government of the Federal District

**SUPPORT**
- Brazilian Water Agency – ANA
- Regulatory Agency for Water, Energy and Sanitation of the Federal District – ADASA
- Brazilian Association of Infrastructure and Basic Industries – ABDIB

**PROFESSIONAL CONGRESS ORGANIZER**
- MCI Brasil
- Dream Factory

**Venues – Expo and Fair**
**Brasília’s National Stadium - Mané Garrincha**
Address: SRPN - Asa Norte, Brasília - DF, 70070-701

Event tents will be installed outside, adjacent to the stadium, relief tent model, with the perimeter closed all the way around, on PVC canvas and wooden floors.

**Assembler Access**
Assemblers access to the stands area will be through the space referred to as DOCKS.
REGISTRATIONS TO THE 8TH WORLD WATER FORUM

Access badges for the Forum / Expo
Registration badges will be provided to sponsor and exhibitors, which allow access to the Expo, according to the category of participation acquired, as described below.

<table>
<thead>
<tr>
<th>Category</th>
<th>Number of Registrations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Platinum</td>
<td>20</td>
</tr>
<tr>
<td>Gold</td>
<td>15</td>
</tr>
<tr>
<td>Silver</td>
<td>10</td>
</tr>
<tr>
<td>Bronze</td>
<td>5</td>
</tr>
<tr>
<td>Stand</td>
<td>1 for every 9m² of stand area, up to a limit of 6 registrations</td>
</tr>
</tbody>
</table>

*Access to the Forum and Expo

Registrations to the 8th World Water Forum which exceed the quantities established above for each category must be completed through the following link: [http://www.worldwaterforum8.org/en/register](http://www.worldwaterforum8.org/en/register). Values differ according to the registration category and there is the option to select between 6, 3 or 1-day participation.

VISITORS – FREE ACCREDITATION FOR ACCESS TO THE FAIR AND CITIZEN VILLAGE

Online preaccreditation starting on 01/01/2018
Access through the event’s website [http://www.worldwaterforum8.org](http://www.worldwaterforum8.org)

Onsite accreditation
Visitors must register during the period which the Fair will take place, March 17 to 23, 2018 from 10:00 a.m. to 8:00 p.m.. This accreditation is free of charge and ensures access to the Fair's and Citizens' Village premises only. Visitors cannot access the Forum, Side Events and Expo.
Payment of services

After requesting the provision of mandatory (kVA, assembly and disassembly cleaning, assembler accreditation) and optional (shell scheme, waterpoint, cleaning of the stand during the event, internet, food and beverages, audiovisual, badge barcode reader, gardening, fire extinguisher rental, staff – hostesses, waiters, bussers), additional services for the stands during the event, payment must be made, as per instructions received, through the issuance of a bank slip that is available through the electronic request itself. The services that require complementary values, after inspection in loco, will have the surplus charged after the event.

Services available during the event

CAEx
Exhibitor Assistance Center

Assistance to exhibitors, assemblers and other service providers, from the beginning of assembly until the end of disassembly.

Medical Center

Emergency service from the beginning of assembly, during the event and until the end of disassembly.

Registration desk

Attendance to visitors during the period of the event.

Food Court

A restaurant will operate in the Expo area throughout the duration of the event to serve the Forum attendees. There will be food options available at the Citizen Village for the public visiting the Fair and the Village.
Schedule

The deadlines indicated in the schedule were determined according to the needs of the organizers and exhibitors. Failure to comply with the deadlines indicated will compromise the provision of services, exempting the organizers of such responsibilities.

Assembly Period

Special and shell scheme stands: March 7 to 14, 2018 from 8:00 a.m. to 8:00 p.m.

Decoration of stands by exhibitors
March 15, 2018 from 8:00 a.m. to 8:00 p.m.

Scan and Inspection by Public Safety Officials
March 16, 2018
During this period, the venue grounds will be off-limits to all exhibitors, assemblers, and service providers. Only the organizers and official security for the events will be allowed entry.

Exhibitor Assistance Center (CAEx) Office Hours
March 7 to 16, 2018 from 8:00 a.m. to 8:00 p.m.
**Event Period**

The EXPO and FAIR period and hours differ.

**EXPO**

**EXPO Operating Hours:**
March 18, 2018 from 4:00 p.m. to 8:00 p.m.
March 19 to 22, 2018 from 9:00 a.m. to 6:00 p.m.
March 23, 2018 from 9:00 a.m. to 1:00 p.m.

**FAIR**

**Fair Operating Hours:**
March 17 to 23, 2018, from 10:00 a.m. to 10:00 p.m.

**Disassembly Period**

**FAIR**

March 23, 2018, from 10:00 p.m. to midnight
Removal of exhibitor’s materials and small-sized miscellanea (audio-visual, electronic, computer, furniture etc. equipment) Accessible to vans and SUVS.

March 24 and 25, 2018 from 8:00 a.m. to 8:00 p.m.
Accessible to Fair and Expo assemblers for disassembly.

**EXPO**

March 23, 2018, from 10:00 p.m. to midnight
Removal of exhibitor’s materials and small-sized miscellanea (audio-visual, electronic, computer, furniture etc. equipment) Accessible to vans and SUVS.

March 24 and 25, 2018 from 8:00 a.m. to 8:00 p.m
Accessible to Fair and Expo assemblers for disassembly.
## Checklist

The following dates are the scheduled deadlines for sending requests to organizers of the 8th World Water Forum. Such requests, when sent within the deadlines, will ensure the provision of services essential to the good exposure of your products and services during the event. The mandatory requests are:

<table>
<thead>
<tr>
<th>DEADLINE</th>
<th>SERVICE / PRODUCT</th>
</tr>
</thead>
</table>
| 01 February 2018 | • A text to be included free of charge in the 8th World Water Forum's Program  
• Energy supply  
• Name for the fascia board (only required for exhibitors who purchased the shell scheme from the organization)  
• Assembler accreditation and submission of stand project (not required for exhibitors who purchased the basic assembly from the organization) |
| 15 February 2018 | • Exhibitor credentials  
• Assembler credentials  
• Cleaning, assembly and disassembly fee |

### Optional Services/Products

- Shell Scheme Stands Assembly
- Waterpoint
- Security Services
- Cleaning Services of the booth during the event
- Internet
- Food and beverages
- Audiovisual
- Credential reading equipment
- Gardening
- Fire extinguisher rental
- Human resources - caterers, receptionists, waiters, bussers

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8th World Water Forum  
March 18 - 23, 2018 - Brasilia - DF
Rules and Regulations

It is mandatory that the exhibitor communicate all the rules described here to the company in charge of assembling its stand, passing on the responsibility on the subjects that concern it. These required procedures refer to technical standards. Do not assemble the stand in violation of the standards or legal specifications (ABNT, Contru and other agencies) or the guidelines in this manual. The responsibility for the construction and assembly is entirely and exclusively of the exhibitor or its agent or assembler, regardless of the disposal or appointment.

The allegation of ignorance does not relieve the exhibitor and his contractors of the penalties, fines, penalties, and liability set forth in this manual. Should the exhibitor or assembler hired by it, fail to comply with the standards set forth herein, a fine of BRL$ 20,000.00 (twenty thousand reais) will be charged for every rule or regulation breached.

Should the exhibitor or assembler hired by it, fail to comply with the deadlines or other instructions set forth herein shall automatically exempt the organizer from any liability for damages caused to the exhibitor in any period of operation: assembly, realization and disassembly.

Maximum Weight Allowed

400 Kgf/m²

Setback conditions

The construction of partition walls within the limits contained within the area of the stand is mandatory. The minimum height of the walls should be 2.20m from the floor of the tent. The table below determines the setback, which should be set from the partitions between stands or any other elements or structures in relation to the heights of components. There is no need to setback along the aisles.

<table>
<thead>
<tr>
<th>Height (m)</th>
<th>Minimum Setback (m)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 3.6m</td>
<td>0</td>
</tr>
<tr>
<td>From 3.61m a 5.00m</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Maximum Height Allowed

Check with the organization for the maximum height allowed for your booth, since the maximum height may be 3.60m or 5.00m depending on the location of the booth in the tent floor plan.
FLOOR

The use of a 10 cm raised floor is mandatory to all stands, except for the basic assembly stands. When assembling internal gardens or annex to the stands, the areas should be protected with plastic material, aiming at the conservation of the floor. The use of petroleum products or chemicals on the floors is forbidden. Whenever carpet or another material is used on the floor, it must be secured with double-faced tape. It is prohibited to use glue on the floor to fix carpeting or any other type of material, as well as cement, lime and sand mortars. For all stands with raised floors, regardless of the type of material, it is mandatory to have access ramps for disabled and wheelchair attendants in compliance with NBR 9050 regulations. This structure must be contained in the internal limit of the area leased by the exhibitor. In order to facilitate circulation at the event, we suggest that the living corners on the stand floor be chamfered and used for the ramp location.

ISLAND AND SEMI-ISLAND STANDS

Stands in ISLAND and SEMI-ISLAND must obey the setback table in the construction of their walls at the edges of the aisles in addition to the obligation to limit the blind walls up to 1/3 of each edge facing the aisles to the stand. The closing of the remaining space will only be authorized if it is done in transparent glass of the crystal type, which may only contain security signaling or logo, with or without images, as long as the internal visibility and especially of the neighboring stands is maintained.

WALKWAYS, STAGES AND RAISED FLOORS

The construction of walkways and stages in stands will only be allowed when the contracted lease area is equal to or greater than 150m². Any walkway or stage shall not exceed 1.20m in height and shall have a minimum setback of 2m from the perimeter of the stand, and must be fully facing the booth, regardless of whether or not an island is configured. In other stands where there may be any type of circulation, the raised floor must not exceed 1.20m in height from the floor of the pavilion. The RRT or ART should contemplate all the architectural elements in its scope.

EMERGENCY EXITS - SEE NBR 9077 REGULATIONS

Stands with enclosed areas above 100m² must contain properly signaled emergency exits to the outside area, with escape routes indicated inside the stand, as well as information signs indicating the maximum number of persons allowed in the area (physical capacity).

GLASS WALLS

Simple glass wall mounting up to a height of 2.20m is allowed, provided that a security signaling is applied in addition to the Insul-film. Above that height, only walls assembled with polycarbonate, acrylic, laminated or tempered glass with adhesive safety film are allowed. Glasses with the application of the security film require the presentation of the technical certificate or term of responsibility guaranteeing that in case of breakage they will not shatter.

HORIZONTAL PROJECTION

The horizontal projection of any element of the assembly or of exposed products shall be contained within the boundaries of the stand area, as well as comply with the established setbacks. Encroachments on roadways or neighboring stands will not be allowed, except for the staging of the basic assembly stands under the responsibility of the organization of the event.

CONSTRUCTION EMBARGOES – IMPORTANT

In order to maintain the safety of all the public at the event (service providers, exhibitors and visitors), the organizer, after obtaining the opinion of its technical team, has the right to embargo the construction and/or assembly of any stand noncompliant with the norms in this manual, as well as the construction of stand noncompliant with the approved project. If the exhibitor does not reformulate the parameters of the project in a timely manner, the stand cannot be used during the execution period, which will not decrease the contractual costs of the area with the organizer.
CONSTRUCTION MATERIALS AND/OR BOOTH ELEMENTS IN THE TRAFFIC ROUTES

Traffic routes and contiguous stands must not be used for deposit of assembly hardware, tools and products to be installed in the stands. Every assembly operation must be carried out within the limits of the stands that will be erected. If it is necessary to leave any material temporarily on the traffic aisles a 1.30m wide area must be left clear throughout the center of the extension for circulation of trolleys and quick passage of emergency equipment, rescue teams, help, fire brigades and firefighters. After the installation of the carpet, it is strictly forbidden to throw garbage on the aisles of the tents and to transit with hard wheel carts to transport merchandise of any kind.

STANDS

Product exhibition
The display or demonstration of any used product or equipment is prohibited. The exposed products must be brand-new.

Equipment in the Stands
All equipment displayed in stands’ areas must comply with the maximum pavement overhead limit (400 Kgf/m²). The exhibitor must communicate to the organization, up to February 1, 2018, through e-mail at monique.funke@mci-group.com, the equipment that will be exhibited in the area of its stand, with dimensions, weight, characteristics and photos, as well as the form of transportation and handling that will be used. The organization is not responsible for contracting the company responsible for the handling of the equipment, that being the sole responsibility of the exhibitor.

Stand Project
For each stand to be assembled, there must be a project consisting of a floor plan, a listed elevation and perspective, with the legible name and signature of the authorized professional responsible for the project. The electricity point location must be marked. The stand project must comply with all norms contained in this manual and public order and sent to the organizer up to February 1, 2018 through email at monique.funke@mci-group.com. Within one week of the receipt, the organizer will notify the exhibitor of approval or of any alterations required for assembly clearance.

The approval of the stand project by the organizers of the 8th World Water Forum is limited exclusively to the analysis regarding the assembly and occupation norms of the leased area. Projects that do not comply with the rules, regulations and provisions of this manual will not be released for assembly.

Upon receipt of the free and unimpeded area for the stand assembly, the assembler will leave a security deposit in the amount of BRL$ 20,000.00 (twenty thousand reais) issued in the name of MCI Brasil, whose return must be requested to the organization of the event after the end of the disassembly, with the organization’s confirmation that the area is free of residues and totally unimpeded, as it was received on the first day of assembly. Assemblers affiliated with the 8th World Water Forum are exempt from leaving a security deposit, however they must submit a liability note.

For the assembly of special and built stands, the 8th World Water Forum has accredited assemblers listed in this manual. The full information for each one can be found under ACCREDITED SUPPLIERS.

Items prohibited in construction, use and decoration of stands.
• Readily combustible materials or substances. When combustible material is used, it must have flame-proof treatment with a certificate from the Institute of Technological Research (IPT) and, if such materials are reused, they must be flameproofed treatment by a qualified technician.
• The use of corrosive products of any kind or group is not permitted.
• Explosives of any kind, as well as confetti, coils and similar products shall not be allowed to enter the pavilion.
• Products emitting toxic and liquefied gases, inert gases, non-inert gases, combustible and flammable.
• The use of LPG gas cylinders inside the pavilion is forbidden. All food preparation equipment must be electrical.
• The operation of internal combustion engines or any other equipment that exhales any kind of gas, smoke or grease inside the pavilion is prohibited.
• The use of any heating source (such as alcohol gel or liquid, cháud, etc.) is prohibited. For safety reasons, we recommend the use of acrylic or plastic cups and do not recommend the use of glass containers or receptacles.

Assembly
The entrance of trucks into the interior of the event area is forbidden. All unloading and transport of assembly materials must be made through carts. Throwing unloaded materials on the pavilion floor is not allowed. We ask the exhibitors to instruct the assemblers contracted to set up the stand to contact the organization of the event for details on the characteristics of the tents, especially concerning the maximum heights.

The issuance and presentation of RRT (Technical Responsibility Record) or ART (Technical Responsibility Note) paid in the bank for all stands, is required and must be sent to the organization along with the project for approval (see Stand Design). The ART or RRT should be issued by CREA-DF however, it can be requested from any engineer professionally registered in Brazil.

There should be, in the internal area of all stands, signage according to the Anti-Smoke Act during the whole period of assembly, duration of the event and disassembly of the stands.

The stands should have a self-supporting structure and it cannot be fixed, leaned, hung or propped on any part of the tents. It is forbidden to drill holes in floors and external and internal walls during the assembly and disassembly stages and the duration of the event. The outer faces of stand partitions in non-modulated areas that are not used to display promotional material should be finely finished. Any element of the construction must be well finished so as not to compromise the presentation of the neighboring stand. Any assembly component that is carried out on the stands that can be seen by neighbors or passersby is only allowed if it is finished in the same quality as the front of the stand.

Painting the sides, floors or ceilings of internal and external parts of the tent is not allowed.

Within the tents, the manufacture of any wooden elements is forbidden and such must be pre-assembled and prepared in the assemblers’ workshops and arrive semi-finished at the venue having already been massed, sanded and pre-painted, prepared to receive finishing touches only. The use of a circular saw, mounted on a bench, is not permitted for the construction of any elements or components of stands. Neither is it allowed to work with electric welding or the use of extensions where fixing services of floor coverings with glue and other flammable materials are being performed.

Within the tents, the manufacture of any iron elements, which must be pre-assembled and prepared in the workshops of the assemblers and arrive at the place of the event with the semi-finished painting, only for finishing. In the interior of the stands it will only be possible to fix the metal frame elements with screws and, eventually, to pass through some soldering points.

All the structural elements of the modular assemblies shall offer full security to the constructive assembly. The use of pins or other pieces of wood is not permitted for joining or locking uprights and / or sleepers made of aluminum or similar, or any other type of mounting elements.

CLEANING - ASSEMBLY AND DISASSEMBLY
It is the responsibility of the organization of the 8th World Water Forum to maintain the common areas and aisles during the assembly and disassembly of the event. The heavy cleaning inside the stands after assembly is the sole responsibility of the stand builder.

A fee for the cleaning services in the common areas of the tents during the assembly and decoration of the event is charged. This fee must be paid by the assembler or by the exhibitor even if the exhibitor does his own assembly.
The assemblers or exhibitor must pay the cleaning fee stipulated above for the removal of garbage during assembly and disassembly, according to the participation category. Otherwise, they will not be allowed to start the assembly.

**ENERGY SUPPLY**

An accredited electrical engineering company will be responsible for the electrical infrastructure and its maintenance in the common areas all the way to the main circuit breaker on the electrical panel of the stand, providing electrical power in the 220 voltage within the standards contractually established.

The organization, through the accredited company, reserves the right to audit the electrical installations set up by the exhibitor at any time, before or during the event. The power for each stand will be delivered in outlets of 16A, 32A, 63A and 125A in 220v, according to the load requested and authorized. Any load requests above 125A will be analyzed individually. In that case, the power cord will be delivered in eyebolts, for there are no electrical panel outlets greater than 125A.

Only requests made by the exhibitor upon the submission of an electrical project containing an electrical blueprint, power load table and wiring diagram, signed by an electrical engineer, will be acquiesced.

Exhibitors that up to the start of the event have not settled their debts regarding the power expenses will not have the power turned on in their stands. After the installation of the electrical outlet in the stand, any alterations in the location will incur in extra fees. The power will be supplied in kVA non-fractional units. In the event of fractionation, the value will be rounded to the next highest full unit.

The table below shows the costs for installation and power consumption according to the footage of the stand occupied and the type of category acquired (sponsorship or stand).

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount per m²</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsor</td>
<td>BRL$ 30,00</td>
</tr>
<tr>
<td>Exhibitor</td>
<td>BRL$ 33,00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Stand area</th>
<th>Amount per kVA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsor</td>
<td>≤ 100 m²</td>
<td>BRL$ 300,00</td>
</tr>
<tr>
<td>Sponsor</td>
<td>&gt;  100 m²</td>
<td>BRL$ 270,00</td>
</tr>
<tr>
<td>Exhibitor</td>
<td>≤ 100 m²</td>
<td>BRL$ 330,00</td>
</tr>
<tr>
<td>Exhibitor</td>
<td>&gt;  100 m²</td>
<td>BRL$ 300,00</td>
</tr>
</tbody>
</table>

Requesting the correct power load will ensure the perfect balancing of the phases in the tents’ grids, guaranteeing safety to all exhibitors.

The exhibitors will only be granted a power outlet upon the approval of an electrical project containing an electrical blueprint, power load table and wiring diagram, signed by an electrical engineer.

The execution of the electrical installations in the stands from the main switch of the electric panel is the exhibitor’s responsibility. Electrical installations must follow the ABNT NBR 5410 Low Voltage Electrical Installations Norms and should necessarily contain main circuit breakers of the differential and earth leakage kind. The electrical panel must be located behind the stand in full access of the electrical company accredited and the organizers.

The maximum load of the main circuit breaker of the electrical panel must be compatible with the power load requested and authorized, that is, 16A, 32A, 63A, 125A and so forth.

The maintenance of the electrical installations in the interior of the leased area is the responsibility of the exhibitor, who can resort to an accredited external company for such purposes.

The exhibitor must have verification plans, certificates for the company and technicians responsible for the installation, making them available to the organizers of the 8th World Water Forum and/or other relevant bodies whenever requisitioned.

All the electrical panels inside the area leased must be signalized and unobstructed and it is the responsibility of the exhibitor to do so.

Under no circumstance, the exhibitor may not connect their equipment to external outlets without the organizer’s previous consent.

In the event of damages to the power system attributable to the company hired and the organization of the event, such
must be reported immediately to the Technical Coordina-
tion. The verification of the cause of the intervention is the 
exhibitor’s responsibility and in that case, so are the costs.

USE OF SOUND
Is expressly forbidden to use sound in open spaces. Am-
plified sound, up to the limit of 80dB, will only be allowed 
in “closed environments.” “Closed environment” means an 
area with walls on the sides, front and back. It is necessary 
that the materials used to close the areas do not allow the 
sound to leak out of the environment and that all equip-
ment and speakers are positioned inside the stand. Any 
exhibitor, who fails to comply with this rule, will be contac-
ted by the organizer to reduce the volume of the sound, 
and the organizer reserves the right to stop the activity or 
even cut the electricity supply of the stand.

In addition to amplified sound of any kind, the presenta-
tion of bands, vocals, musical instruments and sets, tele-
vision sets, video walls, artistic and folkloric performan-
ces or gym sessions of any nature is prohibited, unless 
expressly authorized by the organization of the event. 
The organizer reserves the right to terminate these ac-
tivities if they are causing disturbances, agglomerations 
and complaints of the contiguous stands or if they do not 
comply with the terms previously approved.

RADIO FREQUENCY EQUIPMENT
Any equipment, which emits radio frequencies as wire-
less microphones, Wi-Fi routers, HT radios, etc. must be 
approved in advance by the organization of the event.

AIR CONDITIONING
All the areas of the Expo and Fair are equipped with their 
own air conditioning system. In order to ensure the cor-
rect operation of this system, the following requiremen-
ts must be met:
• The stands may not have their own air conditioning equi-
  pment, as the hot air discharged by them would impair 
  the performance of the central air conditioning system.
• All stands should be constructed without lining to 
  benefit from the air conditioning of the pavilions.

The organizers reserve the right to prevent any type of 
installation that is in disagreement with the norms of 
the event.

VIDEO WALLS AND DISPLAYS
As estruturas para video-walls, telões e painéis de LED 
poderão ser montadas em ferro ou madeira e deverão 
ser montadas em áreas fechadas, ou seja, áreas com pare-
deiras nas quatro laterais. É necessária que os materiais 
utilizados para fechar as áreas não permitam que a 
som saia do ambiente e que todos os equipamentos 
instalados nessa estrutura, cujo acabamento deverá ter a mesma qualidade do resto do estande. A 
cabine de operações destes equipamentos não deverá 
ser utilizada para quaisquer outras funções, tais como 
depósito ou copa. As estruturas para video-walls e dis-
plays podem ser montadas em ferro ou madeira e devem ser 
suportadas por duas vezes o peso dos equipamentos 
instalados nessa estrutura, cujo acabamento deve ser 
a qualidade do ambiente. O apoio de operação destes 
equipamentos não deve ser usado para qualquer outra 
função, tais como depósito ou copa.

SPECIAL LIGHTING
Any type of special lighting, such as spotlights, light can-
nons, laser cannons, halogen lighting, chandeliers etc., 
should be installed in structures compatible with the wei-
ght of this equipment and offer total security to exhibitors, 
visitors and the event.

PERSONAL PROTECTIVE EQUIPMENT (PPE)
The use of PPEs is mandatory!
It is the responsibility of the exhibitor to provide their 
employees and/or contractors with Personal Protective 
Equipment (PPE) appropriate to the risks of the work 
environment of assembly and dismantling of stands. 
This equipment must be in perfect state of conservation, 
use and operation, guaranteeing the full safety of the 
workers and other people who are at the assembly area.

Glaziers
Non-slip rubber gloves, goggles and leather shoes with 
reinforced toecap.
Carpet installers
Protection masks for the use of glue and leather shoes with reinforced toecap.

Welders and locksmiths:
Leather gloves, leather goggles, protective goggles, welding masks and leather shoes with reinforced toecap.

Painters
Rubber gloves, protective masks and leather shoes with reinforced toecap.

Electricians
Elbow-high insulated rubber gloves and footwear with insulation soles.

Cleaning staff
Rubber or leather gloves and closed shoes (PVC 10¨ boots).

The inspection of the use of PPE is the responsibility of the fire brigade team and will be carried out all along the event, which includes the assembly, duration and disassembly of the event. Failure to comply with incur a penalty of BRL$20,000 (twenty thousand reais) and embargo of the stand assembly until full compliance.

The assembly of aerial elements, both in the external and in the internal area of the stands, should be carried out in accordance with the work safety standards established in Ministerial Order No. 3.214 / 78 of Ministry of Labor and Employment, in Regulated Standards (RS) 06 and 18 and will be supervised by the fire brigade team. If this ordinance and standards are not met, the application of fines or embargo may incur to the exhibitors who are jointly and severally liable with the contractors and/or subcontractors. Noncompliance with this procedure will not be the responsibility of the organizer, as the company contracted by the exhibitors executes it.

All persons in the assembly area must wear a safety helmet at all times.

OBSTRUCTION OF EQUIPMENT OF THE TENTS
If the stand has a ground or floor hydrant inside its area, equipment or walls cannot obstruct it. It is also forbidden to remove fire extinguishers from their fixed points for use elsewhere as standby fire extinguishers.

FIRE EXTINGUISHERS IN THE STANDS
Every exhibitor is obliged to maintain in the stand, during all activities related to the event - from the beginning of the assembly to the end of the disassembly - fire extinguishers with a load compatible with the products it exhibits and with the materials used in the assembly of the stand (CO2 and chemical powder). These should not be installed on stairs and must be unobstructed, properly marked, and in the proportion of one per 25 m²

The organizer and the company contracted for the official safety of the event reserve the right to demand a greater number of extinguishers, perform inspections, request recharges and determine locations for fixation.

INSURANCE
Stands, goods, products and personnel of any nature, including representatives, conveyors, assemblers, hoisting and moving companies, and everything else will not be covered by insurance during assembly, the event or dismantling. The exhibitor has sole responsibility for any damage or eventuality. Pursuant to the contract between the organizer and the exhibitors, exhibitors must provide their own area and civil liability insurance. The absence of a policy or its ineffectiveness in covering the above risks will imply the full responsibility of the exhibitor and its’ assemblers, waiving the organizer’s liability, for any damages that may occur, and shall be entitled to compensate all damages to the organizer, the event venue and third parties. Under no circumstances, the organizer will assume responsibility for any of the aforementioned occurrences or for the cost of said policy.

The organization shall not be liable for losses, thefts or damages caused to persons, equipment or products during assembly, event duration and disassembly, including social upheaval, theft, sabotage, deficiencies or interruptions in the provision of electricity, water and telephone or claims of any kind.
DRESS CODE
Assembly and Disassembly of stands
Every employee or contractor of the assembly companies will only have access to the venue to perform services during the assembly if they are wearing company uniform or T-shirt, long trousers and suitable footwear as described in item PPE and must also be carrying identification credentials of event.
The use of clogs, sandals or slippers is strictly forbidden.

Exhibitor crew
Hostesses and technicians who are of service to visitors at the stand must wear a garment suitable for the business environment. We suggest that the shoes be comfortable and suitable to the workday.
The use of slippers is strictly forbidden and the use of shoes or sandals with very high heels is inadvisable, because of the long periods in which they will remain standing.

Inappropriate clothing
Inappropriate and revealing, not keeping with the spirit of sobriety demanded of a business exhibition, are strictly forbidden.
The exhibitor is responsible and obliged to inform this dress code to hostesses and technicians working on the stands.
In all cases of noncompliance with these recommendations, the person(s) inappropriately clothed will be asked to leave the event, until complying with the recommended dress code;

TEMPORARY LABOR
For the use of temporary labor directly by the exhibitor, special attention should be given to legal procedures. In contracting services of third parties (service providers), we advise to the convenience of requesting proof of legal existence (company bylaws, statute of incorporation, operating permits, etc.) from the contracted company and the respective federal tax collection guides (GRPS, FGTS, etc.). The documents of third parties and the employees themselves must be available at the stand to be presented to the inspectors of the Ministry of Labor, if necessary.

JUVENILE LABOR
The work of minors is regulated for establishments considered to be “of public entertainment”. If the exhibitor needs to hire, even if temporarily, minors under the age of 16 during the event, he must provide a parental authorization signed by parents with notarized signatures and copies of RG and CPF, as well as the minor’s birth certificate or RG, in addition to the work contract signed with the exhibitor.
For more information, contact the Juvenile Court (1ª Vara da Infância e da Juventude) - SGAN 909, Lotes D/E - Phones +55 61 3103-3250 and +55 61 3103-3202.

MINISTRY OF LABOR
The Regional Office of the Ministry of Labor and Employment, in recent inspections carried out in event venues, has asked the assemblers, service providers and exhibitors for the following documents:

Employees of exhibiting companies
A copy of the employee registration card and timecard;

Employees of companies providing services
Service contract; a copy of the employee registration card or employee identification with full name, function, date of admission and PIS / PASEP number and timecard;

Temporary employees
Temporary labor contract signed by the hiring company, registration of this company with the Ministry of Labor, temporary employees list in service and timecards;

Autonomous
Copy of the registration with the city administration and Social Security;

COPYRIGHTS
Exhibitors who wish to promote any musical presentation in their stand, whether live or reproduction, must collect the respective copyright fee from the Central Collection and Distribution Office (ECAD), in accordance with Law No. 9.610/98. The value of these rates va-
ries according to the table defined by the entity. Therefore, we advise that the matter be dealt with in advance with Ecad, as to avoid any possible mishaps, since payment is the sole responsibility of the exhibitor.

- **ECAD – Setor de Rádio e Televisão Sul** 701 Bloco I 701 Ed. Assis Chateaubriand - Brasília, DF, 70340-906 – Tel: +55 61 3251-5200 Proof of payment of copyrights to Ecad must be affixed to the surveillance stand

### STAFF ACCREDITATION

All persons who will work at the stand during the event, as well as contracted service providers, should make use of the identification badge provided by the organizers and requested through the respective forms.

**Exhibitor badge**

Employees of the exhibiting companies will have access to the venue throughout the assembly, duration of the event and disassembly. The badges must be picked up at the Exhibitor Assistance Center located at the site of the event, from 02:00 p.m. on March 08, 2018 (second day of assembly, exception made to exhibitors running the stand assembly themselves), throughout the assembly period, as well as the duration of the event. Exhibitor badges shall be provided according to the participation category acquired and listed below.

<table>
<thead>
<tr>
<th>Category</th>
<th>Number of Exhibitor Credentials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Platinum</td>
<td>40</td>
</tr>
<tr>
<td>Registration EXPO e FAIR</td>
<td></td>
</tr>
<tr>
<td>Gold</td>
<td>30</td>
</tr>
<tr>
<td>Registration EXPO e FAIR</td>
<td></td>
</tr>
<tr>
<td>Silver</td>
<td>20</td>
</tr>
<tr>
<td>Registration EXPO e FAIR</td>
<td></td>
</tr>
<tr>
<td>Bronze</td>
<td>10</td>
</tr>
<tr>
<td>Registration EXPO e FAIR</td>
<td></td>
</tr>
<tr>
<td>Stand</td>
<td>1 for every 3m² of stand area up to 54m²</td>
</tr>
</tbody>
</table>

**Badges for the Forum / Expo**

Registration badges will be provided to sponsor and exhibitors, which allow access to the Expo, according to the category of participation acquired, as described below.

<table>
<thead>
<tr>
<th>Category</th>
<th>Number of Registrations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Platinum</td>
<td>20</td>
</tr>
<tr>
<td>Gold</td>
<td>15</td>
</tr>
<tr>
<td>Silver</td>
<td>10</td>
</tr>
<tr>
<td>Bronze</td>
<td>5</td>
</tr>
<tr>
<td>Stand</td>
<td>1 for every 9m² of stand area, up to a limit of 6 registrations</td>
</tr>
</tbody>
</table>

* Access to the Forum and Expo

**Assembler badge**

Employees of the companies that will assemble stands will have access during the assembly and disassembly of the event. Badges must be withdrawn, at the price of BRL $ 50.00 (fifty reais) each, at the Exhibitor Assistance Center, and may be requested in advance through the electronic manual or at the place of withdrawal. The use of two maintenance badges for access during the event, from 9:00 a.m. to 11:00 a.m. will be allowed.

**Exhibitor service providers badge**

Staff for catering companies, hostesses, waiters, kitchen assistants and other service providers who will work in the stand during the event. Badges should be withdrawn, at the price of BRL $ 50.00 (fifty reais) each, at the Exhibitor Assistance Center from 2:00 p.m. on March 12, 2018, during the assembly of the event, and may be requested in advance through the specific form or on site.

**RESPONSIBILITY**

The exhibitor may not transfer, in whole or in part, any rights or responsibility assumed with the organizer, nor sublet or assign any portion or all of the area that is rented to it. It is the responsibility of the exhibitor that, when sending equipment or any other materials to his stand, the receipt is made by an employee of the exhibiting company or accredited/contracted representative. The organization will not be responsible for receiving any material for exhibitors of the event and has no storage area in the pavilion for housing of merchandise, packages or any materials belonging to the exhibitors.

It is understood that the exhibitors or their representatives are responsible for all labor and legal obligations,
as well as any and all accidents caused by their presence, their employees or any other person performing some service in the booth, including in the assembly and disassembly periods. The organizer is not responsible for any type of maintenance service of the stands. Therefore, we suggest that the exhibitors request the companies contracted for the assembly and decoration of the stand to keep employees on duty at the location during the entire period of the event.

It is the exclusive responsibility of the exhibitor to pay taxes, tariffs and any other levies, as well as the costs that are owed to any person or body due to the event, as well as compliance with applicable legal requirements. It is also the responsibility of the exhibitor to comply with all the labor obligations provided for in the Consolidated Labor Laws (CLT) and applicable legislation, as well as the specific collective bargaining agreements of the categories (without any exception), of their employees, agents or accredited persons (especially, but not only). It is also incumbent upon the exhibitor to comply with the requirements regarding remuneration, registration and recording of the employment contract, collection of contributions to Social Security and FGTS, in addition to the provision of food stamps, transportation vouchers, etc. The exhibitor also undertakes to comply with the Safety and Occupational Medicine Norms, in accordance with Law 6,514 of September 22, 1977, and Administrative Rule No. 3,214, of June 8, 1978, assuming responsibility for any and all occurrences or work accidents, including communication to Social Security and consequences, such as fines, indemnities, allowances and other expenses, in order to exempt the organization of the event from any obligations, including lawsuits in the Specialized Court and in the Common Justice.

SALES RESPONSIBILITY
The organizer of the event is not responsible for conducting business between exhibitors and visitors and/or buyers. The responsibility of the organizer is limited to the organization, promotion and publicity of the event with the market.

LATE PAYMENTS
In order for the contracted assemblers to obtain the clearance of the areas destined to the assembly of their customers’ stands, it is necessary to immediately pay off any delayed payments, whether these commitments are related to contractual installments or facilities and services fees.

AREA REDISTRIBUTION
Although only done in extreme cases, at any time, for the general good and without prior notice, the organizer may reorganize the stands, provided that the dimensions and characteristics established in the contract are respected, with which the exhibitor agrees. In case any alteration of the square footage originally allocated is necessary, a financial settlement will be made later.

GENERAL PROVISIONS
The organizer reserves the right to arbitrate on cases not covered in this manual, as well as to establish new norms that are necessary for the proper functioning of the event, in order to enable harmonious coexistence among exhibitors.

No alteration promoted by the organizer may be grounds for contract cancellation by the exhibitor. Due to the need to finalize, the definitive floorplan of the event is only elaborated after the closing of spaces sales. Therefore, the final location of the stands will only be announced approximately 15 days prior to the opening of the event, without harm to the leased areas.

NATIONAL MERCHANDISE ON DISPLAY
Shipping procedures
The invoice for sending the goods to be exhibited must be issued in the name of the exhibitor, with its CNPJ and State Registration, addressed to the event venue – Estádio Nacional de Brasília Mané Garrincha, SRPN - Asa Norte, Brasília - DF, 70070-701.

The body of the invoice shall state the following remark: “the goods are destined to the exhibition at the 8th World Wide Forum, from March 18 to 23.” The appropriate fields
must be filled out itemizing the quantities of products and their respective values, unitary and total.
Type of operation: dispatch for exhibition

Return Procedures
To return the products to the exhibitor's company, an entry invoice must be issued with the following words:
“return of goods destined for exhibition at the 8th World Wide Forum, from March 18 to 23”
Type of operation: return
For more information, contact the Tax Office of the Secretary of Treasury - Sepn 513, Bloco D, Loja 38 - Asa Norte, Brasilia - DF, 70760-524 – Tel.: +55 61 3312-8181
During the event

PARKING
The parking area for cars and motorcycles will be identified as PARKING LOT.

MAINTENANCE AND SUPPLY OF THE STANDS
During the operating hours of the FAIR, goods intended to supply stands may only enter the premises during the period prior to the start of the event, from 8:00 a.m. to 9:00 a.m. in the EXPO area and 8:00 a.m. to 10:00 a.m. in the FAIR area. All food products should be packaged in containers appropriate for transportation (ice, fluids, etc.). Any maintenance service performed by the assemblers must also be done at this time, with the exception of emergency services that may interfere with the smooth running of the event. In this case, the services must be authorized by the organization of the event.

CLEANING – DURATION OF THE EVENT
The organization is responsible for the maintenance of the common and circulation areas of the event throughout duration. Cleaning of the stands must take place from 8:00 a.m. to 9:00 a.m. in the EXPO area and 8:00 a.m. to 10:00 a.m. in the FAIR area, daily, and the trash collected removed to the Recycle Bin (skip) by the exhibitor’s cleaning crew. Outside this timeframe, all trash must be packed in plastic bags to be collected by the cleaning crew of the organizer. Dumping trash on the aisles is strictly forbidden.

EVENT SAFETY
The organization will maintain a general security service for the exhibition, 24 hours per day, throughout the assembly, event duration and dismantling period. We alert exhibitors to keep gifts, samples, valuables and objects, electronics, portable devices, etc. (cellphones, notebooks, cameras, palmtops and the like) in a safe place within their stands, especially throughout the duration of the event, when there are a large number of visitors circulating. The organization is not responsible for thefts and robberies that may occur on the precinct. The organizer may remove any person whose attitude or attire is considered incompatible with the image of the event or the establishment or who refuses to obey the local safety regulations. For exhibitors that wish to have special security at their stand, we remark that the official security company is the only company authorized to provide security services at the event. Service hired from other security companies other than the official event security or even exhibitor employees acting as stands guards will not be allowed.

For assemblers wishing to retain employees during the assembly period as building materials watchmen, an assembler credential, to be acquired directly at the Exhibitor Assistance Center, shall be issued and will only be valid during the period in which assembly services are being performed. During the night period, assembler’s guards will not be allowed to stay in the venue.

ACCESS TO THE VENUE – EXPO AND FAIR
For the loading and unloading of goods and equipment, only the service entrance should be used (signaled as DOCKS). Truck access for loading and unloading will only be allowed until 4:00 p.m. on March 15, 2018. Trucks, cars and other cargo vehicles will not be allowed inside the tents. It is strictly forbidden to move trolleys inside the tents after the carpet has been installed on the aisles. During the assembly and disassembly of the event, entry
Exhibitor Manual

Of persons under 16 (sixteen) years old is expressly prohibited, even if accompanied by their guardians.

Operations
Throughout the entire duration of the event, there must be at least one trained employee at the stand, capable of giving information about products and services exhibited. Cessation of activities in stands before the closing hour of the event, even on the last day, is not allowed.

Promotional Products and Activities
The sales of promotional products during the event is expressly prohibited. Exhibitors are not allowed to hold any kinds of promotions and/or activities outside the limits of the area leased.

These include:
• giveaways or promotional pieces;
• placement of billboards, posters and/or other similar items;
• use of dolls, robots, performing artists (shadows, living dolls, and the like);
• performing parades, product degustation and others;
• inflatable installation of any kind, shape or size;
• circulation on the aisles or common areas of people characterized with costumes of any kind or species that represent the Exhibitor’s products (brand, character or theme allusive to the stand).

Inside the venue, it is forbidden to:
• distribute promotional products or pamphlets;
• release or distribute balloons filed with gas;
• distribute products that make noise, be it in or outside the stand area
• place or promote logos of any kind from institutions, companies or people who do not have a contract in effect and documented with the organizers.

The exhibition and distribution of products and direct or indirect marketing of any products of companies that are not a part of the exhibitor’s stand is strictly forbidden. The exhibitor may however, request in writing, that the organizers allow it to show products that are not manufactured by it or to which it has exclusive representation rights, as long as such products are absolutely necessary to complement its line of products.

The failure to comply with these terms gives the organizer the right to collect the products ground of the infringement, as well as halt the stand’s operations. Exceptions are to be authorized by the organization, which will analyze requests at its discretion.

Demonstration of Equipment
The organizer, at its discretion, may suspend or determine a period of time for demonstration of any equipment which, may pose a risk to persons, goods, structures and stands, or which produces a high level of noise or vibration or exhalation of chemicals, disrupting contiguous stand operations. Any equipment whose demonstration may present risks should be provided with special facilities to eliminate any hazard, at the promoter’s discretion.

Distribution of Alcoholic Beverage
The distribution of alcoholic beverages in the stands is only allowed after 5:00p.m.
The sale and/or distribution of alcoholic beverages to persons under 18 years of age is prohibited. All exhibitors who are distributing or doing any type of promotion with alcoholic beverages must have posted the following warning on their stand: “The sale and/or distribution of alcoholic beverages to persons under the age of 18 years is expressly prohibited”, according to the Children and Adolescents Statute (Article 81) and Decree-Law 2 (Article 243).
Post event

REMOVAL OF PRODUCTS
The products allocated for use in the exhibition may not be removed from the stands during the event. In the event of products that are malfunctioning or flawed, the organizers may allow for the substitution of others with the same characteristics. The organizer will allow the removal of small sized showcases and objects starting from the closing time on the last day of the event, March 23, 2018, as per the disassembly schedule.

DISASSEMBLY
It is the exhibitor’s responsibility to disassemble and remove products and equipment from the stand within the terms and conditions stipulated herein. Thus, we suggest that the assemblers and decorators be duly notified of these deadlines. The organization recommends that, on the last day of the event, after closing, all display cases and other valuables (electronic devices and equipment for sound and image, computer equipment) and small objects should be removed, to prevent robberies, thefts, damages, losses, etc.

TROLLEYS WILL ONLY BE ALLOWED AFTER THE CARPET HAS BEEN REMOVED.
The organization also recommends that exhibitors keep guards or staff in their stands while their materials are not entirely removed, as it is not responsible for any occurrences arising from the inexistence of surveillance. After the end of the dismantling period, any remaining materials and equipment inside the tents will be removed from the premises by the organization’s staff, who will charge the respective exhibitors for the costs involved in this operation and will not be liable for losses, damages, robberies or thefts of any kind resulting therefrom.
SHELL SCHEME STANDS
MCI Services will manage all the assembly and complementing of shell scheme stands and has created three models which are described below.

Shell Scheme – Model 1
• **Floor:** Grey reusable event carpet (made of recycled material), applied directly on the floors at the location with double-sided tape.
• **Walls:** Glossy White Reusable TS panels, structured by reusable octagonal anodized aluminum frames, in the natural color and internal ceiling height of 2,20m.
• **Lining:** Aluminum structure for interlocking and total security of the stand’s internal walls; there will not be full interlocking of the stand.
• **Lighting:** Aluminum spots and electronic bulbs of the PL type at the laid out at a spacing of 3 m² or fraction and two outlets in the local voltage per stand module.
• **Identification:** The stand will be identified through a black adhesive film applied to a white curved board of 100cm (width) x 25 cm (height)
• **Furniture and complements per 9m² module:** One tubular black base and round glass top table, three black fixed frame chairs and one tube trash bin.
Shell Scheme – Model 2

- **Floor:** Reusable event carpet (made of recycled material), in a color of the exhibitor’s choice, applied directly on the floors at the location with double-sided tape.
- **Walls:** Wooden 6mm panels covered in BAGUN in the colors provided by the manufacturer and internal ceiling height of 2,20m.
- **Lining:** Wooden structure with molding for interlocking and total security of the stand’s internal walls; there will not be full interlocking of the stand.
- **Lighting:** Aluminum spots and electronic bulbs of the PL type at the laid out at a spacing of 3 m² or fraction and three outlets in the local voltage per stand module.
- **Identification:** The stand will be identified through its logo in adhesive vinyl applied to a wooden board covered in white bagun of 100cm (width) x 50cm (height).
- **Furniture and complements per 9m² module:** One tubular black base and round glass top table, three black fixed frame chairs, one display showcase with door, two fixed glass shelves, one minibar, and one tube trash bin.
Shell Scheme – Model 3

- **Floor:** Reusable event carpet (made of recycled material), in a color of the exhibitor’s choice, applied directly on the floors at the location with double-sided tape.
- **Walls:** Wooden 6mm panels covered in adhesive BAGUN with images (files provided by the exhibitor) and internal ceiling height of 2.20m.
- **Lining:** Wooden structure with molding for interlocking and total security of the stand’s internal walls; there will not be full interlocking of the stand.
- **Lighting:** Aluminum spots and electronic bulbs of the PL type at the laid out at a spacing of 3m² or fraction and four outlets in the local voltage per stand module.
- **Identification:** The stand will be identified through its logo in adhesive vinyl applied to a wooden board applied to the entire length of the stand and 50cm high.
- **Furniture and complements per 9m² module:** One tubular black base and round glass top table, three black fixed frame chairs, one display showcase with door, two fixed glass shelves, one 42” plasma screen, one deposit with door, one minibar, and one tube trash bin.
All the elements will be provided on rental basis during the event. The use of acrylic foam double-sided tape and VHB tapes on the panels and other components of the assembly structure is not allowed as they damage the material. After the stand is released by the organizer to the exhibitor, the responsibility for cleaning and upkeep throughout the duration of the event is of the latter. Painting the panels and other elements of the stand is strictly forbidden.

**ASSEMBLY OF BUILT STANDS**

Five stand assembly companies were accredited to attend to built stand projects. In the event that the exhibitor does not wish to work with any of them, it is essential that the company of its choice respect the criteria established below.

**CENTRAL OESTE EXPOSIÇÕES**
- Mr. Toshiharu Abe
  e-mail: toshi@imagenspromocoes.com.br
  Tel. +55 61 3329-0500

- Mr. Alejandro Parrilla
  e-mail: ale@imagenspromocoes.com.br
  Tel. +55 61 99988-8181

- Mr. Edson Barbosa
  e-mail: edson@imagenspromocoes.com.br
  Tel. +55 61 98601-5337

- Ms. Gloria Santana
  e-mail: gloria@imagenspromocoes.com.br
  Tel. +55 61 99995-4454

- Ms. Simone Vieira
  e-mail: Simone@imagenspromocoes.com.br
  Tel. +55 61 98122-5009

**MÉTRO A MÉTRO**
- Mr. Aldair Borges
  e-mail: aldair@metroametro.com.br
  Tel. +55 11 99768-6510

- José Carlos da Rocha
  e-mail: jcrocha@metroametro.com.br
  Tel. +55 11 99385-9451

**P & G CENOGRÁFIA**
- Ms. Roberta Autran
  e-mail: roberta.autran@cenografia.com
  Tel. +55 21 3299-4000 – ext. 4042 - +55 21 98741-9331

**STANDS / BEST LAYOUT**
- Ms. Marcia Ramos
  e-mail: marcia@standsbr.com
  Tel. +55 21 3432 5353

- Ms. Marilene Kindel
  e-mail: marilene@standsbr.com
  Tel. +55 21 3432 5353
In order to hire assemblers that are not accredited, the exhibitor must request its accreditation through the specific forms to be presented along with a copy of the documents listed below. The deadline for the accreditation of assemblers on February 1, 2018.

- Proof of registration with the national registry of legal persons (Cadastro Nacional de Pessoa Jurídica do Ministério da Fazenda - CNPJ – MF).
- Proof of registration with the state or municipal taxpayers, if applicable, according to its fiscal domicile or proponent headquarters and branch of activity.
- Proof of fiscal good standing with the federal, state and municipal fiscal domicile or bidder headquarters internal revenue (Certidão Negativa de Débito).
- Proof of fiscal good standing with the Government Severance Indemnity Fund for employees (FGTS), thus showing good standing regarding the social contributions required by law.
- Proof of fiscal good standing with the Social Security (Certidão Negativa de Débito – CND emitida pelo INSS – Instituto Nacional do Seguro Social).
- The company’s bylaws registered at the competent body, with a minimum share capital of BRL$1,500,000.00 and at least 8 years existence.
- Proof that the company hired has a responsible technician registered with CREA (Conselho Regional de Engenharia e Agronomia) or CAU (Conselho de Arquitetura e Urbanismo), as well as the company’s legal person registration with one of the aforementioned bodies.
- Proof of good standing in the contracts of employees who will work at the venue, all hired under the Consolidated Labor Laws (CLT) law regimen.
- NR-06 Certificate (Personal Protection Equipment – PPE), of the assembler of the stand.
- NR-10 Certificate (Safety in electrical installations and services), of the professional providing the service.
- NR-35 Certificate (Safety and prevention at work in high places), of the professional providing the service.
ADDITIONAL SERVICES

Additional services – the services below must be hired directly through MCI Services:
• Assembly
• Security Services
• Cleaning Services
• Electrical Power (kVA)
• Internet
• Water source
• Credential reading equipment

Additional services – the services below do not need to be hired directly through MCI Services:
• Audiovisual
• Fire extinguisher rental
• Food and beverages
• Human resources - caterer, receptionists, waiters, bussers, gardeners.

MCI SERVICES
- Ms. Monique Funke
  e-mail: monique.funke@mci-group.com
  Tel. +55 11 3515-8722 / +55 61 3039-8558

- Mr. Rodolfo Soares
  e-mail: rodolfo.silva@mci-group.com
  Tel. +55 11 3515-8737 / +55 61 3039-8558

Important note:
Hiring the security, internet, water source and cleaning services at stands is optional and solely at the discretion of the exhibitor. However, the companies hired to provide security services at the 8th World Water Forum is the only ones authorized to provide these services at the event. It is forbidden to hire other security companies or even have employees of the exhibiting company acting as guards during the night, when activities will be closed.

TRAVEL AGENCY

Hotel reservations, domestic and international flights, car rentals, pre and post event tours, transfers, city tours and other services.

LEVITATUR
E-mail: eventos@levitatur.com.br
Website: www.levitatur.com.br
Tel.: 11 2090-0970
Whatsapp and emergencies: + 55 11 99153-3286 | + 55 11 99154-3480 | 5+5 11 99738-1945
Useful Phone Numbers

**INTERNATIONAL FREIGHT FORWARDER**
To prevent mishaps, we advise all exhibitors to consult a freight forwarder for the clarification of any questions concerning the shipment and dispatch of goods or equipment that will be on display during the event period. Services provided: load collection and local aid in the country of origin; instructions for the correct issuance of documentation; removal of the load; storage at bonded warehouses; classification process, inspection of customs tax; national transport; load drive; unpacking; storage of empty packaging; support during the event; withdrawal of charge; Re-export and nationalization. Arrival times: maritime shipments – the load must be unloaded from the ship in the port of Santos up to 30 (thirty) days before the start of the event; air-shipments cargo must arrive at the airport of Guarulhos (GRU) or Viracopos (VCP) up to 20 (twenty) days before the start of the event.

**HSM EVENTS**
Ms. Heloisa Melo  
Tel.: +55 11 2533-2135 / +55 11 3641-6065  
Cel.: +55 11 97393-9479  
E-mail: heloisa@hsmevents.com.br

**POP CARGO**
Mr. Fabio Machado  
Tel.: +55 11 3876-3076  
Cel.: +55 11 99198-7262  
E-mail: fabio@popcargo.com

**TTI LOG**
Mr. Marcos Krekovski  
Tel.: +55 11 3716-3713  
Cel.: +55 11 98973-5704  
E-mail: mkrekovski@ttilog.com.br

**WAIVER EXPO**
Ms. Claudia Grigolon  
Tel.: +55 11 2281-7882  
Cel.: +55 11 94341-6222  
E-mail: claudia.grigolon@waiverexpo.com

**ECAD**
Escritório Central de Arrecadação e Distribuição  
Tel.: +55 61 3251-5200

**STATE TREASURY OFFICE**
Secretaria da Fazenda – Posto Fiscal  
(doubts concerning the issuance of invoices)  
Tel.: +55 61 3312-8181

**MINISTRY OF LABOR AND EMPLOYMENT**
Ministério do Trabalho e Emprego – Delegacia Regional do Trabalho  
Tel.: +55 61 2031-0165

**ABNT**
Associação Brasileira de Normas Técnicas  
São Paulo  
Tel.: +55 11 3017-3600