



Dear Exhibitor/Sponsor

We are pleased to introduce the **EXHIBITOR MANUAL** for the SOLACI/SBHCI 2019 Congress, to be held in São Paulo – SP, from August 01 to 03, 2019. Here you will find information that will support you during your participation. We count on the collaboration of all exhibitors to make a great event and request special attention to the dates and deadlines to return the filled out forms.

We suggest all information to be passed on to your company's employees, suppliers and other third-parties involved in some way with the congress, to avoid last minute inconveniences.

Failure to comply with the standards established herein does not exempt the exhibitor and contractors (assemblers, decorators, subcontractors and other persons involved in the event) from penalties, fines, penalties and responsibilities set forth in this manual. To assemble your stand, please follow the legal specifications of the agencies herein and the assembly rules. The construction and assembly are the sole responsibility of the exhibitor, who will respond to the event organizers by the actions of their representatives or assemblers, regardless of the order of appointment.

We request and recommend that you clarify the contracted assembler about the importance of reading this manual, especially in regards the assembly and disassembly rules of the stands, to avoid non-compliance with the required standards, as well as the eventual application of penalties and fines arising from non-compliances with any of the obligations and the contract herein.

To obtain the access to the area dedicated to stand assembly, exhibitors / assemblers in arrears should immediately pay their duties and present payment receipt, under penalty of having their participation in the event blocked, as provided in the agreement.

Have a magnificent event!



ORGANIZED/PRODUCED

SOLACI

Adolfo Alsina 2653, C1207 CABA, Argentina

Tel. 54 11 4954-7173

E-mail: congreso@solaci.org

SBHCI

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EXECUTIVE SECRETARY

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EXHIBITOR AND ASSEMBLER SERVICE

Bacana Marketing

Tel. **55.11.972571783** Contact: Beatrix Coutinho E-mail: contato@bacanamkt.com.br

EVENT VENUE

Centro de Exposições Frei Caneca

R Frei Caneca, 569 5º andar - Consolação - SP São Paulo CEP 01307-001 Tel. 5511
34722020

OFFICIAL ASSEMBLER

Triart

Contato – Yuri 11 94797-5590 yuri@triart.com.br

TRAVEL AGENT

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1. General Information

1.1 Event date

The **SOLACI SBHCI 2019 Congress** will be held from August 01 to 03.

1.2. Schedule

29/Jul/2019 from 7:00 am to 10:00 pm floor demarcation, official assembler only

30/Jul/2019 from 7:00 am to 10:00 pm stand assembly

31/Jul/2019 from 7:00 am to 4:00 pm stand assembly

31/Jul/2019 from 4:00 pm to 10:00 pm Final decoration of stands - Final Cleaning of pavilion and carpet installation

01/Aug/2019 EXHIBIT

02/Aug/2019 EXHIBIT

03/Aug/2019 EXHIBIT

03/Aug/2019 from 6:00 to 10:00 pm Exhibitor material/equipment removal

04/Aug/2019 from 7:00 to 10:00 pm disassembly

05/Aug/2019 from 7:00 to 2:00 pm disassembly

Warning:

Materials are not allowed to be removed during the scientific program.

Centro de Convenções Frei Caneca shall be free from materials and equipment no later than 2:00 pm on August 5, 2019.

Exhibitors who, for any reason, do not comply with the schedules established in this manual shall be fined by the event organizers in R\$ 3,000.00 (three thousand reals), and may also incur a breach of contract under the terms agreed upon, subject to the penalties established in the contract of participation in the event.

2. GENERAL RULES

2.1 Duties

The organizer of the event, SBHCI, the official assembler and Frei Caneca Convention Center are not liable for damages or damages caused to persons or products exposed before, during or after the event, including theft, energy supply interruptions or failures or claims of any kind.

The hiring of employees and third parties is the sole responsibility of the exhibitors and exhibitors and their third-parties shall be liable to any safety and work related matters, if required.

The event promoter does not have any employment relationship and liabilities with the exhibitors and outsourced companies working in the event.

Warning:

- No one under 16 years of age will be given access to Centro de Convenções Frei Caneca.

2.2. Sending materials to the event

Goods of general nature (materials, machinery, equipment and printed material), expected to arrive at the event venue only after July 30, 2019, should be sent to the following address: Centro de Convenções Frei Caneca - Rua Dr. Penaforte Mendes, 235 – Portão 4 - Consolação – SP, São Paulo - CEP 01307-001.



Warning:

- Highlight the following on packaging: **Material belonging to _____, participant in the SOLACI/SBHCI 2019 Congress, at the following stand _____.**

Goods shall be consigned to the exhibitor and it is their duty to receive materials and equipment.

The event organizers and Centro de Convenções Frei Caneca shall not be responsible for receipt and deliveries.

2.3 Loading and Unloading

The loading and unloading of materials and goods shall be made in the cargo lifts (see item II.2), whose access is at Gate 04 - docks - Rua Pena Forte, and / or Rua Itararé, 40 - (confirm when close to the event). Trucks and cars will be allowed in the loading and unloading area on a first come first serve basis. Drivers must stay inside vehicles. The maximum free stay on site is 1 ½ hours for Trucks, Carts and Trucks, and half-hour for drive cars. After this period, you will be charged \$ 250.00 per hour for overtime stay.

Frei Caneca Shopping & Convention Center shall not be liable for custody or any damages, losses or loss of goods, both in the internal and external areas of the Frei Caneca Shopping & Convention Center, and it is up to the Assignee or their employees to safeguard them, or make sure they are effectively placed in the leased area. Wastes or materials left in the common areas of Frei Caneca Shopping & Convention Center are subject to arrest.

Flammable, explosive goods or products shall not be admitted to Frei Caneca Shopping & Convention Center, including goods and products that are harmful to human health and products with unpleasant or corrosive fumes, and others that, in the opinion of the Administration, should not be permitted.

"Frei Caneca Shopping" has cargo lifts to transport materials and equipment with direct access to the event and theater areas. The loading and unloading lifts will be previously determined for each event, and access will be through the docks, located at Rua Dr. Penaforte Mendes, at 235 - gate 4, Cep: 01308-010 – São Paulo – SP, or at Rua Itararé, no 40 – gate 5, Cep.: 01308-030 – São Paulo – SP.

Elevators do not have operators. We recommend users to hire their own operators, to better distribute loads and preserve the elevators, thus optimizing their use.

We also advise that assignees must hire their own security to maintain and control the loading and unloading area.

Centro de Convenções Frei Caneca has two 1,200 kg elevators. (Rua Dr. Penaforte Mendes, 235 – Portão 4)

Measurements: Door: 0.80 wide x 2.00 tall Internal area: 1.60 wide x 1.70 deep x 2.20 high

One 2,400 Kg elevator (Rua Dr. Penaforte Mendes, 235 - Gate 4)



Measurements: Door: 2.20 wide x 2.00 tall Internal area: 2.50 wide x 5.30 deep x 2.20 high

One 2,700 kg elevador (Rua Itararé, 40 - Gate 5)

Measurements: Door: 1.80 wide x 2.40 tall Internal area: 2.70 wide x 4.00 deep x 3.70 high

2.3.1 - New loading and unloading schedule

On July 10, 2005, MUNICIPAL DECREE No. 45821, regulated by the INTERSECRETARIAL BYLAWS SMT / SMCS No 002/2005, entered into force establishing the loading and unloading of trucks.

- From Mondays to Fridays from 10:00 pm to 6:00 am;
- On Saturdays from 2:00 to 12:00 pm
- On Sundays and holidays from 7:00 am to 10:00 pm

Note: The above schedules are valid for trucks larger than the 6.30m slots (from bumper to bumper).

UCV - Urban Vehicle Cargo - 2.20m wide, 5.50m long with capacity up to 1.5 ton are outside of the regulations in force. And the LCV types - Light Vehicle - 2.20m wide, 7.20m long and with capacity up to 4.5 tons, as well as vans, utilities, automobiles and motorcycles can continue loading and unloading throughout the day.

Loading and unloading of materials, goods, machinery, equipment and printed materials is the responsibility of the exhibitor, who must use the loading and unloading access of the pavilion.

Trucks and cars will be allowed in the loading and unloading area on a first come first serve basis. Drivers must stay inside vehicles.

The Event's Organizing Committee does not provide carts for load transportation and is not responsible for the safe keeping or damages, losses of goods in the internal and external areas of the pavilion. Waste or materials left in the common areas of the exhibition halls are subject to arrest.

The exhibitor should only send materials, goods, machinery, equipment and printed materials when there is a person in charge available at their stand for receipt.

All goods to be used in the exhibit must have the name of the exhibitor and the number of stand clearly specified in their packaging.

Goods cannot be placed or removed from stands during the Scientific Program.

The organizers shall provide a small shed for the storage of materials belonging to the exhibitors and intended for the event.

However, the handling, storage and removal of such materials is the responsibility of the exhibitors.

The organizers shall not be responsible for damages and losses of materials.

2.4 Stand Construction

The entire pavilion has a tiled floor. Stand assembly should be done over a protective lining, and the use of glue is not allowed. In case adhesive tapes are required for the fixation of carpet on the floor, 3M ref. 4880, or Cremmer 462 tape 606-X must be used. Tapes must be removed after the event by the assignee, without damaging the floor.



Note: 1 - Under no circumstances will demarcation, drilling, painting and adhesives be allowed on existing floors, as well as the use of raised floor (platform) in the pavilion.

Note: 2 - Signage, back light, products, banners and stands must have their own structure and bracings or support on the walls, ceilings, roof or sprinkler networks in the event area (4th, 5th and 6th floors) is forbidden.

Note.3: Frei Caneca Shopping & Convention Center does not provide ladders for the assembly of events. Assemblers must bring their own ladders, as well as other materials required for the assembly of events.

Note.4: The Security, Cleaning and Assembly Service providers are prohibited from installing in technical areas such as technical service halls and emergency stairs to be used as storage facilities.

Wood Construction - manufacturing wood materials is not allowed inside the Convention Center and such materials must be pre-mounted and prepared at the assemblers workshop and brought to the venue with semi-finished sanding and painting. Only finishing touches with a brush or roller are allowed at the venue. The use of circular saws and sanders for the construction of any elements or components of the stands is now allowed

- The manufacture of iron structures is not allowed, and these must be performed and prepared inside the workshops of the assemblers and must be already painted when brought to the venue. Only finishing touches with a brush are allowed. The fastening of structures must be done with a screw, fitted structures or other means that do not required melding.

Masonry Construction - Masonry construction is not allowed, except for special cases approved at least 60 days before the event by those in charge at Frei Caneca Convention Center.

Construction in Modular Aluminum "Octanorm" system - All the structural elements used in the assembling of stands must safe for the construction area.

Glass walls - Must contain safety signs and their structure must bear the weight of walls.

Gardens - Must have floor protection, so that there is no moisture leak.

We recommend planter supports to be used to avoid spreading soil in the pavilion.

Note: Any assembly must keep a minimum distance of 30 cm from the walls of the Convention Center.

All stands must have their RTT (Technical Responsibility Record) with the name of the Architect in charge and the name of your company, together with the appropriate receipt of fee collection.

Note: The Architect in charge must be registered at the Architecture and Urban Planning Board (CAU).

During assembly, it is not advisable to leave the stand materials within easy reach of third parties without the presence of an exhibitor's employee.

Products and equipment to be used in the exhibit should, if possible, be transferred at the end of the assembly, for safety and cleaning reasons.

Keep all your materials inside your stand, never in the hallways or in locations outside your direct control.



2.5 Insurance

Stands, goods or products and personnel working for the exhibitors are not covered by insurance, whose contracting is the sole responsibility of the exhibitors.

The organizer of the event, the promoter, the official assembler and Frei Caneca Convention Center disclaim any liability, in any cases and circumstances, for loss of property, physical damage (to people or property) or death, as well as liability arising from such damage, including fires, floods, etc., caused to the exhibited material, or even loss, disappearance, damage or theft of any exhibited material or exhibitors' belongings, their contractors and/or visitors, throughout the assembling period, during the event and disassembling.

Exhibitors should arrange for the contracting of insurance to cover all personal and material risks, including the assembling and disassembling of the stands.

In the assembling and disassembling period of the event, for eventual accidents and removals, the service shall be remote. During the event, an ambulance will be available with medical care, and will be parked at the G2 open parking area.

2.6 Late Payments

Access to the areas dedicated to the assembly of stands will not be authorized by the organizers for exhibitors / assemblers in default with any of their contractual duties for the sublet of spaces or the payment of the fees herein established.

2.7 Filling out and submission of Forms

Forms attached herein shall only be accepted if filled out and dated. Failure to comply with the deadlines established for submission of the forms or other requirements herein exempts the organizers from any liability for damages that may be caused to exhibitors and their representatives.

2.8 Overall Accreditation Rules

The exhibitor is responsible for the accreditation of their employees and suppliers, by filling out and sending the respective forms attached to this manual.

The accreditation forms must be completed and e-mailed (contato@bacanamkt.com.br), by May 15, 2019.

Exhibitor's credentials must be withdrawn at CAEX - Exhibitor Service Center at the Frei Caneca Convention Center, starting at 2:00 pm on July 31, 2019.

Assembler's credentials and other suppliers must be withdrawn at CAEX - Exhibitor Service Center, at the Frei Caneca Convention Center, starting at 2:00 pm on July 29, 2019.

Warning:

- All credentials provided by the organizers are personal and non-transferable and do not entitle accompanying persons. The improper use of credentials will cause the collection and cancellation of such credential. Second copies of collected credentials shall not be issued. The use of the credential by exhibitors, assemblers and service providers in the stands is mandatory.



The event organizers are not responsible for any delay caused to the assemblers if their documentation is not properly regularized and paid for. There shall be no exceptions, therefore, and it is the duty of the exhibitors, when hiring the assembler, to ensure that the rules of this manual are complied with by the contracted company.

The assembly credentials will be delivered to the responsible party appointed by the assembler or the participating company, upon presentation of a document.

2.9 Exhibitor credential

Exhibitor credential holders may enter the pavilion during the days and times of the event. Extra credentials will be charged and must be requested by the exhibitor, in advance, by e-mail (contato@bacanamkt.com.br), informing the list of required extra credentials and billing data. Extra credentials may also be requested at the venue, but must be paid in cash.

Warning:

- The exhibitor's credential is individual and shall only grant access to the exhibition area.
- EXTRA Credential for Master Exhibitor will cost R\$ 1,500.00 (one thousand and five hundred reais) per unit. Note: The Master Exhibitor credential must be requested by filling out Form 8, attached to this manual.

The issuance of credentials shall comply with the following specifications:

Exhibitors' credential holders shall have access to their stands and the warehouse one hour before the opening of the event, every day, for the replacement of promotional materials. The use of carts at the exhibition area is forbidden after 8:00 am. The employees responsible for the security of the event will not allow anyone to enter the exhibition area without presentation of the respective credential.

Exhibitors are not allowed to wear shorts, t-shirts, slippers or open shoes.

2.10 Support staff credential

Support staff credential holders (such as waiters, technicians, photographers and assemblers) shall have access to the pavilion during the days and times of the event. Exhibitors' employees and exhibitors shall have access to their stands one hour before the opening of the event, every day, for the replacement of promotional materials and for the organization of the stands. Employees responsible for the security of the event shall not allow anyone to enter the exhibition area without the presentation of the respective credential.

2.11 Assembler credential

Holders of the assembler credential shall have access to the pavilion during the days and times of assembling and disassembling of the stands. During the event, access to the pavilion will be allowed for maintenance between 7 am and 8 am. The employees responsible for the security of the event shall not allow anyone to enter the exhibition area without the presentation of the respective credential. Maintenance employees responsible for the event's maintenance shall receive a special credential for access to the event.



2.12 Sales of Products

The inspection and compliance with the laws of marketing and exhibition of products are the responsibility of the exhibitor. Organizers and promoters are exempt from any liability arising from this activity.

2.13 Fees and Taxes

The payment of fees, licenses and taxes required for participation in the event is the sole responsibility of the exhibitor, such as the Central Collection and Distribution Office (ECAD), Technical Responsibility Note (ART), Technical Responsibility Record (RRT), city license, etc.

The exhibitor must arrange for the collection of fees and present the documentation required by the municipal, state, etc.

All fees required by the City and competent bodies and regulators must be paid directly by the promoter. Frei Caneca Shopping & Convention Center disclaims any liability in the event of default of such obligation.

Municipality: you must collect the fees for exhibitions, fairs and other activities such as: TFA - Ad Inspection Fee TFE - Inspection Fee for Establishments TLIF - Location, Installation and Operation Fee.

For further information, please contact DISER - Service Inspection Division, by calling: (11) 3397-6010 / 3397-6016 / 3397-6017 / 3397-6013 and 3397-6026.

If you have any other questions, go to

http://www.prefeitura.sp.gov.br/cidade/secretarias/finan_cas / services / rates /

Ministry of Labor and Federal Police: The service-taker may be considered responsible for labor obligations, and should therefore require service providers to provide proof of payment, to protect them from possible complaints.

Thus, the hiring of "Receptionists, Waiters, Security, cleaners, stand assemblers and employees of service providers", must comply with the legislation in force.

For further information, please contact:

- Labor Ministry: (11) 3150-8106 or at: www.mte.gov.br/delegacias/sp/default.asp

- Federal Police: (11) 3538-5000 or at: www.dfp.gov.br/servicos/seguranca-privada

It is the responsibility of the promoters to respond fully, individually and directly, at any time, to the complaints and liabilities of a civil, labor, social security, tax and copyright nature.

3. STANDS

3.1 Stand Floorplan and Location

Due to their provisional nature, the organizers may change the floorplan before the date of delivery of the areas, that is, by the beginning of the assembly, respecting, however, the size assigned to each contract and other characteristics, such as location (corners, islands, etc.).

It will be up to the official assembler to mark the location of the stands. The order of entry of the assemblers in the pavilion will be based on the number of stands per assembler, their arrival time and the technical-operational needs of the assembly.



Exhibitors shall receive their stand area demarcated on the floor.

3.2 Maximum Height for the Assembly of Stands

The maximum height allowed for the construction (assembly) of stands from the floor of the pavilions is 3.80m.

Warning:

- The assemblers contracted by the exhibitors to assemble their stands must provide a perfect finishing of partition walls and structures facing the nearby stands, as well as in the areas of the stands visible from the event. For this purpose, assemblers must use materials that have the same quality as the finishing used in the stand.

The organizers of the event shall inspect all the stands to check the quality of the finishing and will determine whether it is necessary have it redone whenever the finish is not compatible with the pre-established standard.

PARTITIONS

It is mandatory to construct partition walls around the area bordering with other stands, according to the rules herein. Partitions exceeding 2,20 m should have an external finish in the area exceeding this height.

Warning:

- The blind-wall mounting area, without transparency, as in storages, should not exceed 40% (forty percent) on each side or on the front of the stand facing the circulation areas of the event.

3.4 Use of the Pavilion

The floor cannot, under any circumstances, be demarcated, painted, stuck or excavated by the exhibitors or their representatives.

The assemblers must protect the floors of the pavilions, especially in workplaces where the flooring is made of carpet, ceramics, etc. The assemblers must arrange the floor covering to support the structures of the stands, as well as the storage places of the materials used for the assembly.

It is prohibited to support, tie or hang any component of the stand or exhibit products to the structure, roof or walls of the pavilion. It is also prohibited to punch holes or paint these elements.

Flammable, structural or decorative elements must be avoided. If they are used, they must be chemically treated to avoid fire dissemination or produce toxic gases.

The installation of stands with two floors (mezzanine) is prohibited.

Convention Center provides restrooms that should be used exclusively by the promoters, exhibitors, attendees and visitors of each event. They cannot be used to wash mops or by the cleaning staff in general. The Convention Center will provide an area for these activities on each floor (4th and 5th floor).

The use of LPG gas cylinders is not allowed inside the venue, as well as frying.

Electrical Installation Materials:



Electrical installations in the stands must comply with NR 5410/90 norms - Low Voltage Electrical Installations, particularly regarding the characteristics of electrical cables, protection and disconnection devices and grounding.

We recommend the use of stabilizers or no-breaks for equipment sensitive to voltage variation, to avoid possible damages caused by the oscillation of energy.

Any electrical installation must be done by a specialized company contracted by the exhibitor, where it will carry out all the required infrastructure for the event.

The stand circuit breaker protection panel should be at an easily accessible location so that security staff and technicians can access it if required.

Warning:

- Any assembly or installation of structures outside the areas intended for exhibition is prohibited.

3.5 Maximum Load

The maximum load for the exhibition area is 500kg / m².

If large pieces of equipment must be used, the exhibitor should ask for approval in advance and send the event organizers a written statement reporting the weight of the equipment and means of transportation that will be used to drive such equipment to the stand.

The entrance of large pieces of equipment in the premises of the event shall only be authorized after Frei Caneca Convention Center analysis and approval.

Punctiform loads shall be supported by rubber-protected steel plates and / or wooden platforms compatible with the load.

GARDENS AND PLANTS

Gardens, plants and ornamental flowers will be allowed when contained in pots, baskets or other containers, provided that no loose soil, sand or stones are used for the construction of on-site gardens.

3.7 Stand Horizontal Projection

The horizontal projection of any set-up element (including windows), decoration or exhibition products, must be limited to the stand area.

Projections on nearby stands or on the gangways are not allowed, except for light fixtures for logos, as long as they are placed at a minimum height of 2.20 meters.

3.8 Construction Rules

Decorative and structural elements of the stands should be finished on both sides, both for the partition with contiguous stands and with the circulation areas of the event.

Circular saw benches and cutting discs for iron and aluminum will not be allowed.

Stands with built-in structures should enter the pavilion semi-finished, lacking only the finishing details.

Sanding and/or finishing walls within the hall premises shall not be permitted.



Circulation halls and contiguous stands may not be used for the storage of materials, tools and products to be installed in the stand. All operations must be carried out exclusively within the exhibitor's own stand.

Work involving wax, paints, corrosive materials, powders and liquids must be performed in adequate recipients, avoiding damages to people, the exhibition hall and neighboring stands.

Where glass panels are used, safety glass or glazing must be used, to avoid the shards of glass to scatter in case any of the panels break. In the external area, warning signs should be used on windows to facilitate visualization and avoid accidents.

Only 3M 4880 tape or Cremer 603 may be used to fasten the carpet directly on the floor of the pavilion.

The use of glue is prohibited. The tapes must be removed after the event, when the stand is dismantled.

Every stand with a raised platform and a deck above 3cm should have an access ramp for wheelchair users.

Constructions must be located on the floor of the pavilion and should avoid causing any damages to the floor. The areas where the stands are to be installed must be completely lined, regardless of whether or not a platform is used. Heavy equipment and punctiform loads, if authorized to enter the pavilions, shall be supported by steel plates and wooden platforms, respecting the correct size for each type of load.

Materials for the assembly and disassembly of the stands can only be transported using carts with pneumatic wheels to avoid damaging the floor of the pavilion.

Any damage caused to the Frei Caneca Convention Center facility shall be paid for by the exhibitor and their suppliers whenever the responsibility of the exhibitor is confirmed.

3.9 Assembler Rules

Do not allow employees to move around in common areas with inappropriate clothing. Do not make noise, unpleasant odors or dirt while carrying out your activities to avoid disturbing other assemblers.

Equipment or product transportation at the Frei Caneca Convention Center, must be done manually or by carts with rubber wheels (pneumatic) or similar.

Smoking inside the Frei Caneca Convention Center is forbidden, according to Decree no. 2018/96 and Federal Law no. 92914/96, which prohibit the use of cigarettes in collective, private or public areas and is subject to a fine.

Exhibitors whose stand assembly is not be finished within the deadlines determined by the organizers of the event shall be embargoed.

Any person who, for any reason, disturbs the working environment shall be removed from the pavilion.

Drivers must remain inside their vehicles while trucks are being unloaded.

3.9.1 PPE - Personal protection equipment

It is the duty of the exhibitor and/or assembler to supply workers with personal protection equipment (PPE), certified by the Ministry of Labor (Certificate of Approval). PPE must be adequate for the respective risk and in perfect state of conservation and



operation, such as: safety shoes with leather sole; - helmets for skull protection; - protection gloves and ear muffers; - safety belt for activities with height greater than 2 m or whenever applicable.

Warning:

- Exhibitor or assembler staff shall only have access to the pavilion to perform assembly services when wearing a uniform or shirt, trousers and shoes, and carrying a credential.

3.9.2 Occupational safety standards

The Ministry of Labor usually inspects this type of event.

Companies that are not properly documented may be fined and even have their stand banned.

To avoid inconveniences, we recommend exhibitors and their contractors to follow the requirements of the Ministry of Labor.

Helmets and safety equipment must be worn throughout the assembly of the stands.

3.10 Design presentation

Stand designs must be submitted for approval by email

(contato@bacanamkt.com.br), by May 15, 2019, and should contemplate elevation and perspective, a memorial with quotas and amount of electrical power required in kVA, and a description, specifying finishing materials, construction, light and technical details, electrical installation points, etc.

Warning:

- If an assembler other than the official assembler of the event is hired, exhibitors are responsible for submitting a copy of this manual to the contracted company.

3.11 Stand Assembly

The areas will be demarcated for the beginning of the assembly and decoration of the stands. The correct positioning of the stand must be confirmed by the exhibitor or contractor before the starting the assembly, to avoid future problems.

To have access to the pavilion and have permission to start working, assemblers must provide all requested original documentation, such as ART / RRT, which must be thoroughly completed and signed. Assemblers must also provide organizers a guarantee check in the amount of R\$ 3,000.00 (three thousand reais) per stand.

After conclusion of the event, when the pavilion is inspected by Frei Caneca Convention Center, if the area dedicated to the stand assembly is in perfect conditions, the check will be returned to the assembler to the address entered in the Form.

Checks will be returned after August 5, 2019.

The exhibitor may hire another assembler, other than the official assembler indicated in this manual.

Non-official assemblers hired by the exhibitors must be accredited for the assembly, decoration, technical maintenance and disassembling of the stand.



Stand assemblers contracted by the exhibitors must obtain and provide the organizers of the event receipts of ART or RRT fee payments, and keep a copy in their respective stands for eventual inspections. Stands may be inspected and in case of non-compliance with regulations they may be embargoed. The receipt should be issued by an official CREA-PR (www.creapr.org.br) or CAU (www.caubr.org.br) agency.

Exhibitor's who choose to hire a non-official assembler must return a filled out and signed copy of Form 2, attached to this manual, without which Materials will not be allowed in the venue and credentials will not be issued for participation in the event.

The stand design must comply with the standards set forth in this manual.

3.12 Safety Rules

3.12.1 Special installations

Any equipment whose demonstration may pose risks to the public, to nearby stands or to the pavilion shall have special installations to completely eliminate any danger. At the discretion of the promoters, such equipment may have to be removed, if the conditions so indicate.

Hazardous or inconvenient products or goods shall not be allowed in the premises of Frei Caneca Convention Center, especially flammable, explosive products or those harmful to human health, products producing unpleasant or corrosive fumes, and others that, at the sole discretion of Frei Caneca Convention Center, should have their entrance blocked.

3.12.2 Fire Extinguishers

The use of gas stoves or any equipment requiring gas fuel is prohibited inside the pavilion.

The Fire Department recommends that all stands must be assembled with materials that do not propagate fire (anti-flame).

All stands must have their own fire extinguishers, which must be compatible with their needs and in sufficient numbers according to their footage.*

Special attention must be paid to the expiration dates of fire extinguishers.

3.12.3 Prohibited equipment

The operation of combustion engines is prohibited inside the pavilion, as is the use of explosives, non-inert, toxic and combustible gases.

3.13 Construction Embargo

The organizers have the right to embargo the construction of the stand or part of the stand if it does not comply with the rules of this manual.

In case the assembler hired by the exhibitor does not reformulate the design and construction in a timely manner, the stand shall not be used during the event, without prejudice to the payment of contractual costs agreed upon with the organizers.



3.14 Actions / Demonstrations and submission of folder materials

Exhibitors must keep at least one authorized representative in their stands to provide information on the exhibition products throughout the operation hours of the event. The organizers encourage exhibitors to offer special deals. However, these activities must be previously submitted for approval of the organizers, who reserve the right to veto them if they are in disagreement with this manual or may hinder the participation of other exhibitors.

Materials sent for inclusion in the folders must be identified with the following data:

Centro de Convenções Frei Caneca
SOLACI/SBHCI 2019 Congress Exhibitor:

Person in charge: _____ Mobile: _____

E-mail: _____

Material

description/Amount: _____

Warning:

- Materials sent for inclusion in the folders (only for companies having satellite symposiums during the event) must be received on July 30, 2019, from 9 am to 5 pm. Materials arriving after this date shall not be accepted. Note: The original invoice must be available by the exhibitor throughout the event. Equipment / product without invoice are not allowed to enter the venue.

Exhibitors must respect the norms and fines established by the National Sanitary Surveillance Agency (ANVISA).

Exhibitors offering foods and drinks must keep trash cans in their stands and are responsible for emptying them in the Central Trash Bin whenever required.

We recommend the use of disposable materials for the supply of snacks, coffee, soft drinks, water, etc.

Exhibitors are not allowed to use images that enable the identification of patients. The use of models, be them pregnant or not, for the demonstration of exhibited products is the exclusive and entire civil and criminal liability of the exhibitor, and the promoter is not liable for moral and material damages.

Any offer of foods and gifts, samples and brochures shall be limited to the inside area of each stand and it is the duty of the Event's Official Safety Guard to interrupt it whenever large groups of people are gathered harming the normal flow of visitors.

The construction of an auditorium, as well as the conduction of classes and lectures inside the stands is forbidden.

Promotional activities and/or other activities held outside the area rented by the exhibitor are not allowed. These activities include: distribution of gifts and promotional products (in this case authorization may be granted by the event organizers upon prior written notification);

Distribution of fliers during the event, inside Frei Caneca Convention Center is prohibited



- Exhibition of signs, posts and logos of companies which are not participating in the exhibit;

- modeling, tasting food and drinks and others.

Musical or art shows with dancers or similar activities with or without music are not allowed, as well as the distribution of alcoholic beverages during the days of the event. Such activities are authorized after the closing of scientific program.

The SOLACI / SBHCI 2019 logo can only be used in the official publications of the event or in the publications that have been officially approved by the organizer.

The Official Program will contain a table summarizing the schedule of daily activities.

No scientific activity can be organized during the event schedule.

Photos, movie and audio recording of scientific sessions are prohibited. Recordings and interviews may be organized upon prior request to the Organizer.

3.15 Sound

The maximum volume allowed is 50 dB SPL (SoundPressureLevel), to be measured in the halls in front of the stand area. The organizers have the right to terminate activities using amplified sound, whenever they disturb the neighboring stands in any way or cause disturbances, agglomerations and complaints of nearby stands. Likewise, any manifestation that may cause discomfort is strictly prohibited.

Exhibitors who choose to use sound equipment in their stand will be entirely responsible for the collection of copyright fees to ECAD (www.ecad.org.br) .

3.16 Disassembly

Exhibitors undertake to withdraw goods and to arrange for the dismantling of stands within the established timeframe and schedule herein.

Exhibitors are fully responsible for their equipment and goods they remain at Frei Caneca Convention Center.

Materials and equipment that eventually remain inside the pavilion after the end of the established period will be removed from the pavilion by the organizers, who will not be responsible for any losses, damages, theft or loss of any kind resulting therefrom.

4. INSTALLATIONS

4.1 Electricity

Exhibitors will be charged for the electric power made available for the stands, as requested in Form 4, herein attached. Each stand will only receive the requested amount of energy.

The minimum amount per exhibitor, is 1 kVA, which corresponds to R\$ 450.00 (four hundred and fifty reais), and energy will be provided during the entire period of the event.

Warning:

- Calculations on kVA fractions shall not be accepted. Thus, the exhibitor, when calculating the power requirements for their stand, should round up the kVA fraction.



The official assembler of the event will carry out the individual measurements in the stands.

After the daily closure of activities, all electric power circuits will be disconnected, except for pieces of equipment that must be connected full time.

These devices must be connected by independent circuits and must have the following label: "DO NOT TURN OFF". The list of equipment that cannot be turned off should be informed in advance to the event's assembler.

The event promoter and Frei Caneca Convention Center reserve the right to discontinue electricity supply of any facility they consider dangerous or likely to cause problems for visitors and exhibitors.

Warning:

- Power conductors will not be accepted as "parallel cables". Only PP standard cabling will be accepted.

For the safety of the general public, installations in stands (lighting, equipment, wires, etc.) cannot be visible to the neighboring stands, nor be within the reach of the event participants.

The employees of the assemblers will not be granted access to the pavilion substations. If this is required, authorization must be granted by the event's assembler.

The installations must provide circuit breakers mounted in appropriate boxes, equipped with doors, to protect the loads and line circuits, all in accordance with the Technical ABTN Standards.

The general key of the stand should be placed within easy reach of the maintenance and security services of the event's organizer.

The exhibitor must turn off the electricity in the stand at the end of each day.

4.1.1 Technical information

Electricity will be available for stands and equipment at 220 V voltages.

4.1.2 Stand installation

The technical and operational department at Frei Caneca Convention Center will install the electricity inlet for the stands and the cable or cables used for this purpose must be returned during the dismantling of the stands.

The organizers shall provide the "live end" cable, which will be connected to the stand switchboard. The internal distribution of each stand, and their respective protections, shall be the responsibility of the exhibitor (assembler).

To avoid problems, we recommend assemblers who have any concerns about this procedure to pay a technical visit to the venue of the event.

Stands requiring electricity to run their equipment must have independent points for general lighting and for exhibited equipment.

The electrical installation of the stand to the switchboard of the pavilion shall only be available after payment of fees.

The promoter may veto the use of equipment which does not comply with the rules herein.



The exhibitor must inform, by May 10, 2019, how much electricity will be required for the stand.

4.2 Air-Conditioner

Installation of additional air-conditioners shall not be allowed at the Convention Center.

4.3 Hydraulic installations

Water or sewage pipe installation shall not be allowed at the stands.

5. SERVICES AND AMENITIES

5.1 SAFETY

The organizers will provide full-time security and surveillance services to the common areas of the event pavilion.

Exhibitors requiring exclusive security may hire surveillance and security services for their stand directly from the event's official security company.

We remind you that all equipment and materials inside the stand are the sole responsibility of the exhibitor.

5.2 Cleaning

The organizers shall clean the common use areas of the pavilion.

To help with expenses for the cleaning of common areas in the event, a cleaning fee (Form 7, attached herein) will be charged to exhibitors.

The internal cleaning of the stands is the responsibility of the exhibitor. Exhibitors may hire cleaning services for their stands directly from the official cleaning company of the event.

It is the exhibitor's duty to place garbage in plastic trash bags, which must be deposited in previously established areas determined by the organizers. We remind you that organic waste must be separated from the recycling waste and that they should be packed in different plastic bags.

5.3 Internet/Telephone/Data collector

The organizers are not responsible for internet and telephone installations. Exhibitors requiring these services should request them exclusively from Oxman

Ricardo@oxman.com.br, the only accredited company for this purpose.

SBHCI will make data collectors available for rental to those exhibitors who may be interested, at a unit cost of R\$ 1,500.00 (one thousand and five hundred reals), for use before and during the event. This amount includes access to the data of attendees visiting the stand, by reading their credentials. These data should be downloaded to the exhibitor's computers. After returning the flash drivers to SBHCI, SBHCI shall not be responsible for data loss. The flash drivers will be emptied, preventing new downloads.

Warning:

- This service might be requested by email (contato@atualeventos.com) by May 15, 2019.



Exhibitor storage room

A shared storage room will be made available to all exhibitors during the event.

As of July 31, 2019, upon arrival at the pavilion, those responsible for the exhibitor's materials must visit CAEX - Exhibitor Service Center, and an attendant will show the location of the storage area.

The attendant will only check the number of volumes. The respective invoice must be delivered to the exhibitor upon arrival.

The organizers will have an attendant available at the storage room throughout the event.

This attendant will allow authorized personnel in the storage area. For safety purposes, each exhibitor must inform the attendant who are the persons who can handle their products.

The storage area will be opened one hour before the start of the exhibition, to enable exhibitors to replace materials in the stands. After 8 o'clock the use of carts is forbidden. The storeroom closes at 6:00 pm and reopens the next morning.

Frei Caneca Convention Center, the event organizers and SBHCI shall not control the transfer of materials to the stands and shall not be responsible for any damages or losses that may occur. We suggest insurance to be made for the goods left in the storeroom.

Warning:

The storeroom will be shut down, at 6:00 pm on August 03, 2019. Exhibitors must therefore schedule the withdrawal of their materials by the date and time hereinabove. Materials remaining in the storeroom shall be considered junk and shall be discarded in the trash containers at Frei Caneca Convention Center.

5.6 Transportation

Exhibitors shall be responsible for the transportation of materials and equipment in the exhibition pavilion. Transportation carts must have rubber (pneumatic) wheels and can only be used at the predetermined times. The transfer of goods from the storeroom to the stands during the event hours, whenever required, can only be done manually.

Food and Beverages

Exhibitors can hire catering services of their preference to work in the stands.

The contracted catering must present the following documents to the organizers: Corporate Tax ID (CNPJ), operation license and sanitary surveillance license.

LPG gas or any other flammable gas are not allowed inside the Convention Center.



FORM 1

ASSEMBLER PRESENTATION (MANDATORY EVEN IF OFFICIAL ASSEMBLER)

To be filled out and e-mailed to contato@bacanamkt.com.br by May 15, 2019.

Note: If you hire the official assembler, only identify name.

We herein inform that the assembler company _____ was hired by us to perform assembling, decoration, technical maintenance and disassembling services for our stand at the **SOLACI/SBHCI 2019 Congress**.

We herein declare that we are fully aware that the hiring of said company does not exempt us from liability for full compliance with the rules in this Exhibitor Manual.

Company name (EXHIBITOR):

Trade name:

Stand no.:

Address: Number

CEP:

DISTRICT:

City: State

PHONE:

CNPJ (mandatory):

Person responsible for request:

Signature:

Date:

E-mail:

Company stamp:



FORM 2

Statement of Responsibility (MANDATORY)

To be filled out and e-mailed to contato@bacanamkt.com.br by May 15, 2019.

We herein declare that we are responsible for all labor and legal duties and for any damage that may be caused to the pavilion and third parties by employees and subcontractors of our company, listed in Forms 3, 5, 6 and 8, who will be working in our stand. We also undertake to strictly comply with all the deadlines set forth in the Exhibitor Manual, regarding assembly, maintenance and dismantling of the stand. We also declare to be aware that failure to comply with the event's regulation and the manual or to the rules of Center of Conventions Frei Caneca authorizes the event organizers to cancel our accreditation.

Company name (EXHIBITOR):

CNPJ (mandatory):

Trade name:

Stand no:

Address: Number

CEP:

City:

PHONE:

Company name (ASSEMBLER):

CNPJ (mandatory):

Trade name:

Address: Number

CEP:

City:

PHONE:

Person responsible for request:

Signature:

Date:

Company stamp



FORM 3

REQUEST OF CREDENTIALS FOR ASSEMBLERS (**MANDATORY**)

To be filled out and e-mailed to contato@bacanamkt.com.br by May 15, 2019. The credential is for personal use and cannot be transferred to third parties. There shall be no exchange of names nor shall new credentials be issued.

Credential pick up: CAEX – Centro de Atendimento ao Expositor July 30 2019, from 8:00 am

ASSEMBLER NAME _____

NAME OF EXHIBITORS TO WHOM SERVICES WILL BE PROVIDED _____

We kindly ask you to provide credentials to the following people who will be working with the assembly and disassembling of the stand(s) under our responsibility:

NAME

Warning:

- If there is not enough space, please ask for a copy of the form. Indicate person responsible for credential pick up.

Company name (ASSEMBLER):

Trade name:

Person responsible for request:

Signature:



FORM 4

ELECTRIC INSTALLATION (consumption/kVA) - (MANDATORY)

To be filled out and e-mailed to contato@bacanamkt.com.br by May 15, 2019. This form must be submitted along with payment receipt. Fill out the box bellow, requesting the amount of kVA you will need for your stand. Calculation basis: 1kVA = R\$ 450.00 (four hundred and fifty reais)

Warning:

- All exhibitors must pay the energy available for the stands (minimum of 1kVA). Calculations on kVA fractions shall not be accepted (when calculating the power requirement for the stand, round the kVA fraction up),

Note: The energy will be available for stands and equipment in 220 V. The pavilion does not have 110 V power.

Company name (EXHIBITOR):

Trade name:

Person responsible for request:

Signature:

Date:

Company stamp:

Total amount payable _____ kVA x R\$450.00/kVA=R\$ _____

E-mail:

Bank Transfer Information

SBHCI - Brazilian Society of Hemodynamics and Interventional Cardiology

Banco Safra (422)- Ag: 034 - CC: 29293-8

CNPJ: 73.603.748/0001-52



FORM 5

CREDENTIAL REQUEST FOR SUPPORT SERVICES - (MANDATORY)

To be filled out and e-mailed to contato@bacanamkt.com.br by May 15, 2019.

The credential is for personal use and cannot be used by third-parties. It will give access to all phases of the event (assembly, event and disassembly) During the event, access will only be allowed on hour before the opening.

Venue and date for credential pick-up: CAEX – Centro de Atendimento ao Expositor July 31 2019, from 8:00 am.

We request credentials to be provided for the following persons, who have been contracted by us and who will carry out their activities under our responsibility:

NAME

Warning:

- If there is not enough space, please ask for a copy of the form. Indicate person responsible for credential pick up.

Corporate name:

Stand number:

Trade name:

Person responsible for request:

Signature:

Date:

Company stamp:



FORM 6

REQUEST OF CREDENTIALS FOR EXHIBITORS (MANDATORY)

To be filled out and e-mailed to contato@bacanamkt.com.br by May 15, 2019.
The credential is for personal use and cannot be transferred to third parties. This credential will give access to all phases of the event (assembly, event, disassembly). During the event, access will only be allowed on hour before the opening.
Venue and date for credential pick-up:

CAEX – Centro de Atendimento ao Expositor July 31 2019, from 2:00 pm.
We kindly ask you to provide credentials to the following people who will be working at our stand(s):

Warning:
- If there is not enough space, please ask for a copy of the form. Indicate person responsible for credential pick up.

Corporate name:
Trade name:
Stand number:
Person responsible for request:
Signature:



FORM 7

CLEANING FEE - (MANDATORY)

To be filled out and e-mailed to contato@bacanamkt.com.br by May 15, 2019. This form must be submitted along with payment receipt. Fill out the box below to calculate cleaning fee. Calculation basis: 1m² of stand = R\$ 65.00 (sixty-five reals)

Corporate name:

Trade name:

Stand meters = _____ m² x R\$ 65.00 = R\$ _____

(Total payable) = _____

Person responsible for request:

Signature:

Bank Transfer Information

SBHCI - Brazilian Society of Hemodynamics and Interventional Cardiology

Banco Safra (422)- Ag: 034 - CC: 29293-8

CNPJ: 73.603.748/0001-52



FORM 8

Corporate name:

Trade name:

Person responsible for request:

Signature:

Date:

Company stamp:

REQUEST OF CREDENTIALS FOR MASTER EXHIBITORS (MANDATORY)

To be filled out and e-mailed to contato@bacanamkt.com.br by May 15, 2019.

This form must be submitted along with payment receipt. The credential is for personal use and cannot be transferred to third parties. This credential will give access to all phases of the event (assembly, event, disassembly) and to lectures. Credentials for **master** exhibitor will cost R\$1,500,00 (one thousand and five hundred) per unit.

Credential pick up: CAEX – Centro de Atendimento ao Expositor July 31 2019, from 2:00 pm.

We request master exhibitor credentials for the persons below:

NAME

Warning:

- If there is not enough space, please ask for a copy of the form. Indicate person responsible for credential pick up.

Bank Transfer Information

SBHCI - Brazilian Society of Hemodynamics and Interventional Cardiology

Banco Safra (422) - Ag: 034 - CC: 29293-8

CNPJ: 73.603.748/0001-52