

Windsor ^{Oceânico}

EVENT'S MANUAL



INTRODUCTION.....	3
PRESENTATION OF THE STANDS PROJECT.....	4
ASSEMBLY, STANDS DECORATORS AND MISCELLANEOUS SUPPLIERS	5-6
FLOORS, WALLS, CEILING, PARTITIONS AND BLINDEXES ..	7-8
HYDRATOR, FIRE EXTINGUISHERS AND EMERGENCY EXIT .	9
LOAD ELEVATOR	10
ENTRY OF PEOPLE AND MATERIALS	11-12
ELETRIC ENERGY.....	13-14
TELEPHONES AND SECRETARIAT AND RECEPTION AREA... 	15
INTERNET E DATAS.....	16-17-18
PARKING	19
TOILETS	20
SOUND, LIVE MUSIC AND LOUNGE MUSIC	21
STANDS CLEANING	22
EQUIPMENTS	23
PROPERTY SECURITY	24
WORKPLACE SAFETY	25
FOOD & BEVERAGE	26
DEMONSTRATION OF EQUIPMENT AND SPECIAL PROMOTIONS.....	27
DISASSEMBLY	28
COMMODITY AND STAFF EXIT	29
POSTERS AND ADVERTISING.....	30
USEFUL INFORMATION	31
EVENT AUTHORITY PERMIT	32
STATEMENT OF RESPONSIBILITY	33



INTRODUCTION

The organizing company is free to choose companies that specialize in assembly, disassembly, decoration and maintenance of the stands. It is suggested, for greater security, that the contracted company be affiliated to ABEME - Brazilian Association of Stand Assembly Companies.

The hiring of specialized companies will not exempt the exhibitor from liability for non-compliance with the norms established in this "Exhibitor's Manual".

PRESENTATION OF DESIGN OF STANDS

The exhibitor, under penalty of responsibility, must strictly comply with the following standards for the assembly and dismantling of the stands, within the specified time and conditions, without prejudice to the absolute observance of the technical safety standards established by ABEME - Brazilian Association of Stand Assembly Companies:

- The design of the stands should be forwarded 30 (thirty) days in advance to the Windsor Conventions & Expo Center, containing the floor plan, the lifting plant, the lateral plant, duly listed and in scale, and when necessary, the plant in cut.
- The project should indicate the exact location of the energy and cargo points with the amount of Kva's to be used, highlighting the limitation offered by the hotel in each rented room.
- Only after approval of the plant can the assembly of the stands be started.
- All work must be previously authorized by the Windsor Conventions & Expo Center team. Electrical **connections under maintenance supervision**, computer and telephone on convention center distribution panels should be performed under **the supervision of the Windsor Conventions & Expo Center IT staff**; however cabling is the responsibility of the customer.
- The exhibitor is responsible for the payment of the cost of materials and hand of works resulting from the request or request foreseen in the previous item.
- Under no circumstances will it be permit to assembly the stands directly on the floor or carpet of the rented space without proper floor protection. Except on the streets and walking areas.

Windsor^{Oceânico}

- All work performed by assemblers will be supervised by the Windsor Conventions & Expo Center technical team.

ASSEMBLERS, DECORATORS OF STANDS AND MISCELLANEOUS SUPPLIERS

- The customer must demand from all the companies contracted by him, full compliance with the standards, specifications and requirements of the Windsor Conventions & Expo Center, contained in this manual, especially with regard to the assembly, decoration of the stands, conference rooms hired for the event, as other areas of the Windsor Conventions & Expo Center. The exhibitor is recommended to deliver a copy of this "Exhibitor's Manual" to contracted suppliers.
- Employees employed by the contractor, hereinafter referred to as employees, in the development of service provision shall not have any employment relationship or relationship with the contractor, maintaining a work contract exclusively with the contractor or any subcontractors.), leaving aside the subsidiary or joint liability of the contractor, for whatever title.
- **The official assembler of the event named by the contractor** must do an inspection before demarcating the space with the hotel's operating team.
- Windsor Conventions & Expo Center will stop any work that does not follow the assembly standards set forth in the Exhibitor Manual. Any costs incurred will be the responsibility of the Contractor.
- It is prohibited to the assembly staff stay in other areas of the convention center, limiting their displacement to the specific work areas and (or) rental conference room for the event. They will not be able to circulate in the hotel with their personal

Windsor^{Oceânico}

belongings (bag, backpacks among others) only with materials that are destined to the assembly of the event.

- The use of electric machines, such as drills, saws, floats, pads, etc., that cause noise or vibration is not allowed . It is also not allowed to smear or paint any kind of material in the premises of the convention center. The pieces must arrive at the place, with the painting work and art finished.

- Timetable for the assembly of the stands will be reconfirmed with the Event Department according to the schedule of the day in the halls from 8am and in the foyers from 20hs, because during the day it may bother other customers.

FLOORS, WALLS, CEILINGS, PARTITIONS AND BLINDEXES

- Walls, ceilings, partitions and blindexes may not be punctured or painted. In all complexes, special care must be taken to not damage the carpet, walls and other structures. In addition, the carpet cannot be removed.
- In the stands assembly areas, the assembler should place a protective lining over the carpet and the entire length of the area to be occupied. Under no circumstances should the stands be mounted directly on the carpet.
- Corridors and elevators used during assembly as access to the stands should be covered with protective lining, which should be removed immediately after the assembly service has finished.
- **Assemblers must provide lining to protect the event's assembly location, under the supervision of the official assembler.**
- The lining should be secured with 3M 25 mm double-sided tape. Other material or tape will not be allowed.
- The stands should be mounted at a minimum distance of 1.0m from partitions and columns, and the assembly may not be carried out in front of electrical and telephone switchboards, emergency exits and fire extinguishers.

Windsor^{Oceânico}

- It is not permitted to support, tie, hang or place any type of material on walls, partitions, doors of the conference rooms, ceilings, foyers and circulation areas, without previous authorization of the operational coordinating events at the Windsor Conventions & Expo Center. It is strictly forbidden to attach any material to the Sprinkles.
- The use of rails and partitions with “alumiloc” will only be permitted upon presentation of the project approved by the Hotel Maintenance Manager.
- Above the lining of the conference rooms there is a mesh of angles (1.30 cm x 1.30 cm approximately) for fixing structures up to 300kg / m² or 200kg / point. The liner that is moved to access the structures and / or to wiring passages should be reset at the end of the event.

HYDRANTS, EXTINGUISHERS AND EMERGENCY EXITS (COSCIPI: Decree 897/1976)

- Floors, salons, foyers and circulation areas are equipped with smoke detectors, sprinkler system, emergency exits, hydrants and extinguishers. Under no circumstances may they be obstructed by any materials, equipment, etc.

Note: In case of use of artificial smoke, written authorization must be requested from the Commercial Event Coordination that will analyze the possibility of using this type of equipment. The technical specifications should be sent to this department 14 days in advance for evaluation.

- Wiring will not be allowed to be located in front of doors, walkways and traffic areas, and it must be under the well-marked cables.

- We recommend that the exhibitor and his contractors familiarize themselves with the location of the firefighting equipment and escape routes of the building. Extinguishers that may need to be moved should be repositioned as close as possible to their place of origin. The Department of Risk and Loss Prevention / Safety must approve such operation.

- The use of any flammable material in the Hotel and event area must be previously approved by the Department of Risk and Loss Prevention.

SERVICE ELEVATOR

- The Assembler must respect the maximum load limitations and dimensions of service elevators.

- The assembler must inform in advance to the Events Coordination of the arrival of the materials and (or) equipment, specifying the time and names of the delivery staff, so that Safety discipline and accompany of the use of the lift.

Note: The walls of the elevator must be protected with material suitable for lining.

- The use of social lifts for transportation of any materials and equipment will not be allowed except with the authorization of maintenance management.

- The load lift has the following dimensions: Width: 2.00m / Depth: 1.60m / Height (Max): 2.40m / Door: 1.10 x 2.10

- Items that do not fit in the service lift because they are already pre-assembled, must be communicated to the Event Coordination, to authorize the use of the fixed ladder, such action should happen under the hotel security monitoring, at a time that does not impact the fluidity of the Convention Center and in a quietly way.

ENTRY OF PEOPLE, MATERIALS, SUPPLIERS

- The loading and unloading of material, including suppliers and equipment, will only be allowed through the service desk, if necessary the other entries may be used, provided there is express authorization from the Operational Coordination of Hotel Events.
- It will not be allowed to enter service providers or suppliers with the following clothes: caps, hats, shorts, sleeveless shirts, shorts, sandals and / or finger flip.
- The nominal relation of the persons involved in the assembly and disassembly work, on company letterhead, must be delivered to the Coordination of Events within 48 (forty eight) hours before the beginning of said works.
Note: Security will screen these professionals with the conference of their respective identities. Authorized persons will receive a badge restricted to the event area, which will be returned at the exit.
- The relation of materials and equipment must also be provided to the Hotel Events Coordination in the same period described in the previous topic. All electronic material that access the Hotel must be checked and registered in the Materials and Equipment Entry Form, by the hotel's concierge service. One of the ways of this form will be given to the assembler, who must present it when the material is removed.
- It is necessary to inform in advance the characteristics of the vehicle (s) (make, model, plate, dimensions), that possibly use loading and unloading area of the Hotel maximum height of 3.40.
- Loading / unloading vehicles are not allowed to enter the private parking area. The same must be parked in the bay with hotel security supervision from 08:00 to 22:00.
- The loading, unloading, assembly and dismantling operations, which may cause disruption of the silence, shall be previously authorized by the Hotel Event Coordination, LEI No. 126, OF MAY 10, 1977.

Windsor^{Oceânico}

- The Hotel is not responsible for vacant reservations for trucks.
- The Hotel does not have professionals and equipment to transport materials, etc .;
- In order to send materials or equipment, the Tax Notes must include the Windsor Network Hotel only as a place of delivery, as the following data:

Instructions for the issuance of electronic invoice of consignment for EXHIBITION, FAIRS, STANDS AND AFINS.

The issuance of invoices to send goods / merchandise for exhibition / toast / use in events, fairs, stands and the like must:

- To be issued in the name of the exhibitor, with his CNPJ and State Registration;
- In the body of the invoice or in the field "Complementary Information" should also include the following remark "THE GOODS ARE INTENDED TO EXHIBIT ..."
(complete name of the event, period ...);
- In their own spaces, to discriminate the quantities of products and their respective unit and total values;
- The invoices must be filled in according to the State in which the sender is located;
- Nature of the "Shipment for Exposure" Operation - CFOP 5914/6914;
- ICMS with tax exemption - ICMS suspended according to agreement ...;
- IPI with tax suspension according to article ..., Subsection ..., of RIPI ...;

For the Return of goods / merchandise must:

- Attack the incoming invoice with the following words: "RETURN OF GOODS INTENDED FOR THE EXHIBITION ..." (full name of the event and invoice number that originated the exit).

Below, established norm for NFe emission. - Electronic invoice - for delivery of products / merchandise / materials for exhibition / toasting / use in events, fairs, stands and the like in our establishment - Windsor Barra, Windsor Oceanic and Convention Center - according to SEFAZ procedures - Secretary of Finance:

Section IV

From Nota Fiscal, Modelo 1 or 1-A

Windsor^{Oceânico}

(Agreement No. S / No. 70)

Subsection I

Specific Characteristics

Article 28. The taxpayer will issue Nota Fiscal, model 1 or 1-A, leases 2 and 3 of Annex IV, which should contain the following indications:

I - ISSUER

II - ADDRESSEE / SENDER

III - INVOICE

IV - PRODUCT DATA

V - CALCULATION OF THE TAX

VI - CONVEYOR / VOLUMES

VII - ADDITIONAL DATA

1. in the field "Complementary Information", other data of interest to the issuer, such as: order number, seller identification, identification of the issuer of the Invoice, place of delivery, if different from the address of the recipient in the cases provided for in legislation , propaganda etc .;

2. in the "Reserved to the Taxes" field, numbering of the documents to be reserved for issuance in the entry operations and other information determined by the Treasury.

1. If the "Supplementary Information" field is not sufficient to contain the required information, the "Product Data" table may exceptionally be used, provided that clarity is not impaired.

2. In the interstate operation with taxed and non-taxed products, covered by the same Nota Fiscal, whose goods are subject to the tax substitution regime, the taxpayer must indicate the tax withheld for such operations, separately, in the field "Complementary Information".

VIII - PRODUCT DELIVERY PROVISION

I hereby declare that the FREIGHT IS NOT OUR RESPONSIBILITY - Windsor Barra and Windsor Oceanic and Convention Center - ie, in the invoice must be in the field "Carrier / Volumes Transported" - "Shipping Per Account":

0 - ON THE ACCOUNT OF THE ISSUER; or

1 - ON THE ACCOUNT OF THE ADDRESSEE (EXHIBITOR - name and CNPJ described in the "Recipient"); or

Windsor^{Oceânico}

2 - ON ACCOUNT OF THIRD PARTIES (another representative and / or responsible);

or

9 - NO FREIGHT.

In the contract, in the field "General Remarks", ".Remessas de Material" there is clarification regarding the subject, since such products / merchandise / materials are not our responsibility - Windsor Barra and Windsor Oceânico and Convention Center.

Also in the contract, in the field "General Remarks", ".Charge and Discharge" appears in our address.

Any other needs must be previously agreed with our Event Coordinators and / or Reservation Coordinators (for example: if the person responsible for the merchandise is already staying, inform the apartment number and time the goods can be received ...).

Windsor Oceânico

RECEBEMOS DE EXEMPLO LTDA OS PRODUTOS E/OU SERVIÇOS CONSTANTES DA NOTA FISCAL ELETRÔNICA INDICADA ABAIXO. EMISSÃO: XXXXXX VALOR TOTAL: R\$ 10.000,00 DESTINATÁRIO: NOME E ENDEREÇO DO EXPOSITOR		NF-e N°. 000.002.013 Série 001											
DATA DE RECEBIMENTO	IDENTIFICAÇÃO E ASSINATURA DO RECEBEDOR												
IDENTIFICAÇÃO DO EMITENTE EXEMPLO LTDA RUA XXXXX XXXXXXXX XXXXX XXXXX XXXXX XXXXXXXXXX		DANFE Documento Auxiliar da Nota Fiscal Eletrônica 0 - ENTRADA 1 1 - SAÍDA N°. 000.002.013 Série 001 Folha 1/1											
NATUREZA DA OPERAÇÃO REMESSA PARA EXPOSIÇÃO		CHAVE DE ACESSO Consulta de autenticidade no portal nacional da NF-e www.nfe.fazenda.gov.br/portal ou no site da Sefaz Autorizadora PROTOCOLO DE AUTORIZAÇÃO DE USO											
INSCRIÇÃO ESTADUAL	INSCRIÇÃO ESTADUAL DO SUBST. TRIBUT.	CNPJ											
DESTINATÁRIO / REMETENTE													
NOME / RAZÃO SOCIAL NOME DO EXPOSITOR		CNPJ / CPF XX.XXX.XXX/XXXX-XX	DATA DA EMISSÃO XX/XX/XXXX										
ENDEREÇO XXXXX XXXXX XXXXXX	BAIRRO / DISTRITO XXXXXXXXXX	CEP XXXXX-XXX	DATA DA SAÍDA										
MUNICÍPIO XXXXX XXXX XXXXX	UF XX	FONE / FAX XX XXXX-XXXX	INSCRIÇÃO ESTADUAL XXXXXXXX										
CÁLCULO DO IMPOSTO													
BASE DE CÁLCULO ICMS 0,00	VALOR DO ICMS 0,00	BASE DE CÁLC. ICMS ST 0,00	VALOR DO ICMS ST 0,00										
VALOR DO FRETE 0,00	VALOR DO SEGURO 0,00	DESCONTO 0,00	OUTRAS DESPESAS 0,00										
VALOR DO II 0,00		VALOR TOTAL PRODUTOS 10.000,00											
VALOR TOTAL DO IPI 0,00		VALOR TOTAL DA NOTA 10.000,00											
TRANSPORTADOR / VOLUMES TRANSPORTADOS													
NOME / RAZÃO SOCIAL	FRETE POR CONTA	CÓDIGO ANTI	PLACA DO VEÍCULO										
UF	CNPJ / CPF												
ENDEREÇO	MUNICÍPIO	UF	INSCRIÇÃO ESTADUAL										
QUANTIDADE	ESPÉCIE	MARCA	NUMERAÇÃO										
PESO BRUTO		PESO LÍQUIDO											
DADOS DOS PRODUTOS / SERVIÇOS													
CÓDIGO PRODUTO	DESCRIÇÃO DO PRODUTO / SERVIÇO	NCMESH	qtz	CFOP	UN	QUANT	VALOR UNIT	VALOR TOTAL	B.CÁLC ICMS	VALOR ICMS	ALIQ ICMS	VALOR IPI	ALIQ IPI
1875	PAINEL EM CUMARU LADO ESQUERDO ESCADA ROLANTE PARA UTILIZAÇÃO NO STAND "XXXXX"	94036000	0102	5914 OU 6914	PC	20,0000	500,0000	10.000,00	0,00	0,00	0,00	0,00	
DADOS ADICIONAIS				RESERVADO AO FISCO									
(INFORMAÇÕES COMPLEMENTARES) "AS MERCADORIAS DESTINAM-SE A EXPOSIÇÃO..." (NOME COMPLETO DO EVENTO, PERÍODO...), A SER ENTREGUE NO WINDSOR BARRA E/OU OCEÂNICO AO SR' J.SR' XXXXX, (HOSPEDADO NO APTO XXXX - TEL. DE CONTATO: XX XXXX-XXXX), ETC...													

- The loading, unloading and delivery operations in general must be previously authorized by the Hotel regarding days and times. Otherwise, the Hotel will not guarantee receipt.

ELECTRICITY

- The Hotel Dept. Maintenance should be consulted for any services on the electricity grid. The execution precedes authorization and monitoring thereof.
- Note: At the end of the electrical installations and before the event starts, inspections will be carried out by the Technical Departments involved for safety purposes.
- The Convention Center must be informed of the need for full electric charge to be used at the stands, 30 days in advance.
- The voltage of the points of force must be observed, and the Hotel is not responsible for the burning of equipment with inadequate voltage.
- All outlets have a voltage of 220V.
- Maximum demand capacity per room: 9KVA.
- If it is necessary to use more demand by the customer, it will be necessary to use the generator booster frames with responsibility of the customer, **the RRT of the generator must be presented.**
- The "single line diagram" of the electrical distribution of the stands must be sent 30 days in advance and approved by our Maintenance Department.
- All primary and secondary power and light circuits shall be protected by circuit breakers, enclosed in a box with a cover and affixed with insulation material.
- In the case of special assembly, the distribution of electric energy in the stands will be the exclusive responsibility of the exhibiting company, which must strictly observe the standards of ABNT and dictated by Light, also providing the entrance (s) of the network

Windsor^{Oceânico}

with circuit breakers and fuses. Eventual power outages, breaches and / or other problems related to improper installation or resulting therefrom shall be the responsibility of the exhibitor, and the latter shall bear the consequences arising in any sphere.

- In case of electrical instability, the Hotel will not be liable, and the client must provision a generator (silent) for the event bearing all costs and damages that may occur.

Note: The Hotel has a generator that only supplies common areas and air conditioning.

Windsor^{Oceânico}

PHONES

- In case the exhibiting company is interested in installing in its booth direct telephone line, the coordination of events must be informed to the measures, having to receive the request within 30 (thirty) days prior to the event. In this case, the arrangements with the telephone company will be the responsibility of the customer. In addition, upon installation, there will be supervision of the technical staff of the Windsor Conventions & Expo Center.

AREA OF SECRETARY, ACCREDITATION

Upon inquiry, to be considered the location on the floor of the event.



INTERNET / DATA

- Windsor Conventions & Expo Center has an efficient IT infrastructure for fairs, congresses, seminars, symposia, exhibitions, conventions and other events. For your appropriate use, we request to contact the Commercial Event sector for quotation of services and availability.

Structured Network.

- Available for data, voice and image traffic. It also enables the creation of internal local networks that facilitate the sharing of information between the various spaces.

Internet access

- Links with direct access to the backbones of Embratel and Intelig, with guarantee of high availability and service performance, making possible Video Conferencing, VPN, VLAN, VOIP.
- The Windsor Conventions & Expo Center Internet Access Service is divided into three distinct networks: Events, Apartments and Wi-Fi, designed so that each area can fully enjoy all features.
- Our network is protected by Firewall and we use Dynamic Host Configuration Protocol (DHCP), where a server distributes IP addresses as the machines request connection to the network. We have dedicated link with public IP. Business Center modern and fully equipped with workstations, printers, internet access and the latest versions of the best software.

- The Internet Service is divided as follows:

Events Internet

Coverage area:

All Halls: 2nd Floor, Ground Floor, 1st Floor, 2nd Floor, 3rd Floor and 17th Floor.

Windsor^{Oceânico}

Wi-Fi internet

Hotspot: 2nd Floor, Ground Floor, 1st Floor, 2nd Floor, 3rd Floor and 17th Floor.

Internet Wired

All Conference Rooms:

Hotspot: 2nd Floor, Ground Floor, 1st Floor, 2nd Floor, 3rd Floor and 17th Floor.

Dedicated Link

In case of hiring a Hotel Dedicated Link or outsourced with Networking it is necessary to hire a Data Point for using the physical structure of the Hotel.

The charge is made per enabled point / day and also applies in case of using intranet and data transfer between Plenary and Media Desk.

Value per Point / day: R \$ 55.00 + 10% + 5%

Internet Apartments

Area of Coverage: All Apartments. From the 2nd to the 16th Floor; Ground Floor and Roof.

• Use of codes:

After connecting the network cable or Wi-Fi connection, the user must navigate to any World Wide Web page where they will be redirected to the Hotel page. The user must enter the apartment number and surname to authenticate the service.

• Pricing for Internet access:

- Apartments:

Daily 24 hours - (continuous time); until 00:00

Charged R\$ 30.30 of 10% Service Fee + 5% of ISS per minute.

Charged directly into account.

60 Minutes - (continuous time);

Charged R\$ 13.20 from 10% Service Fee + 5% from ISS per minute.

Charged directly into account.

30 Minutes - (continuous time);

Windsor^{Oceânico}

Charged R\$ 6,60 from 10% Service Fee + 5% from ISS per minute.

Charged directly into account.

15 Minutes - (continuous time):

Charged R\$ 3.30 from 10% Service Fee + 5% from ISS per minute.

Charged directly into account.

5 Minutes - (continuous time):

Charged \$ 1.00 from 10% Service Fee + 5% from ISS per minute.

Charged directly into account.

- Events: Wi-Fi or cable.

Daily 24 hours - (continuous time)

Charged \$ 35.00 of 10% Service Fee + 5% of ISS per minute.

Charged directly into account.

- Business Center:

Daily 24 hours - (continuous time)

Charged R\$ 35.00 of 10% Service Fee + 5% of ISS per minute.

Charged directly into account.

60 Minutes - (continuous time):

Charged R\$ 13.20 from 10% Service Fee + 5% from ISS per minute.

Charged directly into account.

30 Minutes - (continuous time):

Charged R\$ 6,60 from 10% Service Fee + 5% from ISS per minute.

Charged directly into account.

15 Minutes - (continuous time):

Charged R\$ 3.30 from 10% Service Fee + 5% from ISS per minute.

Charged directly into account.

5 Minutes - (continuous time):

Charged R\$ 1.10 from 10% Service Fee + 5% from ISS per minute.

Charged directly into account.

Windsor^{Oceânico}

PARKING

The Windsor Conventions & Expo Center has parking and vacancies are subject to availability and cannot be booked.

- The Coordination of Events should be informed of any additional parking needs.
- The parking lot works with the Valet Parking system. The access is made by Martinho Mesquita Street.
- Parking can be paid individually by each participant at the **hotel reception** or charged directly to the organizers of the event. With prior authorization of the contractor.
- The Coordination of Events must be informed in advance 07 (seven) days to the start date of the event, of the form of payment to the parking.
- Suppliers, assemblers, delivery agents and others who park their vehicles in the parking lot will make payment for the service upon departure in accordance with the table.
- Access to trucks and buses (as well as other heavy vehicles) is prohibited in the parking area of the convention center.
- Receiving docks are intended for the loading and unloading of materials and equipment, and parking of any type of vehicles in this area is prohibited.
- If space is available, exhibitors will be able to park on payment of the parking fee.

Windsor^{Oceânico}

TOILETS

- Windsor Conventions & Expo Center has public restrooms for guests to use. The maintenance and cleaning of these are the responsibility of the convention center.
- The stand assembly team should use toilets for employees located in the service area. 2nd basement (dock area).
- Toilets should not be used for cleaning materials, floor cloths washing, etc.
- No smoking in the bathroom.
- The use of toilets to carry out advertisements of any kind must have prior approval by the Commercial Event Coordination.

Windsor^{Oceânico}

SOUND, LIVE MUSIC AND MUSIC ENVIRONMENT

- The sound produced at the stands by audio equipment, such as tape recorders, radios, etc., may not exceed the reasonable sound.
- It is forbidden to use any amplification equipment for the issuance of sales messages or promotions.
- In case of ambient music or live music in any dependence of the Windsor Conventions & Expo Center during the event, in compliance with Law 5,988, the organizers must provide the convention center with the necessary documentation and receipt of payment issued by ECAD. In case of live music, also, it will be required to present documents referring to the records in OMB (Order of Musicians of Brazil).
- More information can be obtained from the Central Office of Collection and Distribution (ECAD) in Rio de Janeiro, located at Avenida Almirante Barroso, 22, on the 22nd floor, in the Center, CEP 20031-000. Tel. 21 25443400.

CLEANING OF STANDS

- Windsor Conventions & Expo Center is responsible for the overall cleanliness of the complex. However, the organizers are responsible for the removal of additional materials as well as removal of any kind of garbage generated during the assembly and disassembly of the event through garbage dumps.

- The person responsible for contracting buckets to remove rubbish from assembly and dismantling of stands must provide the document with CET RIO's authorization if it is stopped on the sidewalk; it is required to request the removal of the same within 48 hours (forty-eight) hours after placement, regardless of the amount of waste inside it, according to art. 69 Municipal Law 3273/01.

It is also the responsibility of the contractor to request the removal of the bucket within 08 (eight) hours after it is full, or with a focus of unhealthiness, or with mixed residues of other types, or are placed in a way that impairs the use of gutters, lobsters, hydrants, street furniture, or impairing the circulation of vehicles, pedestrians, wheelchairs and strollers in the streets and sidewalks, according to art. 69 of Municipal Law 3273/01.

- During the event, the Windsor Conventions & Expo Center is only responsible for cleaning corridors between booths; the cleaning inside the stands is the responsibility of the organizers or the exhibitor.

- For the contracting of cleaning services and hotel waiter, it will be necessary to consult availability and values with the Events Department.

Windsor^{Oceânico}

EQUIPMENTS

- For the convenience of the exhibitors, we rent several audiovisual equipment.
- In case of use artificial smoke, must be requested written authorization to the Commercial Event Coordination that will analyze the possibility of using this type of equipment. The technical specifications should be sent to the department for evaluation 14 days in advance.
- In the case of fairs and similar events, it will not be possible, under any circumstances, the loan or lease of such equipment and furniture, especially in the case of exhibitors. In case the client has the necessity of any equipment, this should be manifested in advance, maintaining contact with the commercial department of the Windsor Conventions & Expo Center

PROPERTY SECURITY

- The Hotel will only be responsible for the property security of the Hotel. Specific security services, controls, accessibility, screenings, etc. in the event they are the customer's responsibility.

- The Expo Center will not be responsible for the security of any objects, equipment, works of art, etc., left in the Hotel.

- Employees of service providers must be identified with the Hotel badge and transit through the service areas restricted to the floor of your event.

- In case of need of hiring Surveillance Company, the exhibitor must inform the Coordination of Events that can indicate a supplier for the service at the Hotel.

- If you choose to hire another security company will require all legal documentation of the Federal Police, and must submit a copy of the documents below within 48 hours before the event.
 - a) Operating permit of the surveillance company (updated);
 - b) National vigilante License (updated);
 - c) Badge (updated).

Note: The entry and exit of private security personnel should follow the same rules contained in the title referring to "**Entry of Material and Team**".

- The security team contracted by the client must comply with the Hotel's rules and procedures, which will be guided by our Risk and Loss Prevention Department, in 48 hours' notice.



WORKPLACE SAFETY

- We confirm that all risk activities and operations must have prior authorization from our Risk and Loss Prevention Department and Maintenance Department. The monitoring by the "Work Safety Technician" of the **CONTRACTING PARTY** shall be mandatory according to current legislation.
- The provision and use of EPI's will be the sole responsibility of the **CONTRACTOR**, in the absence of the Hotel, it may prevent the performance of the services without any damages to the **CONTRACTOR**.
- In case of accidents inside the Hotel, the **CONTRACTING PARTY** must be responsible for first aid and corrective actions with the employee, and must provide a copy of the CAT (Communication of Accidents of Work) to the **CONTRACTOR**. The **CONTRACTOR** will be available for any assistance with regard to "first aid".



FOOD AND BEVERAGES

- For the entrance of any Food & Beverage service in the Hotel, the Commercial Event Department should be consulted to analyze the request.
- Food and beverage service is not allowed in the booths, without prior authorization from the Events Department.
- Tastings and demonstrations of preparation are not permitted without the prior authorization of event coordination.
- Free food and beverage service from sponsors to visitors will not be allowed. Also, the entrance or delivery of food and drinks in the convention center will not be allowed without the prior authorization of the coordination of events.
- Decorations, including floral decorations, special lighting, etc., from salons, foyer areas are not included in the prices. Please consult the events department for suggestions of flower decoration companies, rent or sale of plants for all type of event.



DEMONSTRATION OF EQUIPMENT AND SPECIAL PROMOTIONS

- Windsor Conventions & Expo Center may waive or determine the demonstration time (hours) of any equipment, which in its sole discretion may present risks to persons, products, structures or stands, such as those that produce high levels of noise, vibration, smoke, odors or any other that may disturb customers and guests, as well as the operations of the booths or the convention center in general.
- Any type of promotion to be carried out by an exhibiting company inside the convention center or using its name, will only be admitted, with prior authorization from the event coordinator.
- For the brand exhibition outside the hotel it will be the responsibility of the client to provide the necessary authorizations requested by the State for regularization.
- Windsor Hotels Network may suspend the use of any equipment, product, structure, booth, etc. that in its discretion can present risks or disturbance to people such as high noise level, vibrations, smoke, etc.

DISASSEMBLY

- It will be the responsibility of the organizing company to dismantle the stands and to withdraw all products, materials and equipment in the terms and conditions previously established with schedules previously agreed with the Event Department and Operational Event Team of the Hotel.
- Delays in the return of rented spaces will be charged with fines **for the event contractor.**
- The same steps and care must be taken to protect the floor, walls, doors, elevators, etc. at the time of disassembly in accordance with the norms established in this "Exhibitor's Manual" in the stand assembly section.
- The deadline for the dismantling of the stands must comply with the hiring document of the halls with the hotel.
- After dismantling, a survey will be carried out to verify any damage that may be caused in the premises of the hired halls as well as in the way of loading and unloading materials for the event.

MATERIAL EXIT

- The authorized exit for materials, goods, equipment, products, etc., will be through the service exit, located at Rua Martinho Mesquita, nº 129. No material will be allowed to leave any other exit order, without previous authorization of the Operational Event Team.
- No material may leave the convention center without a copy of proof of entry clearance.
- For the purpose of organizing traffic flow in access to the convention center, the expected time for the exit of materials should be communicated to the Coordination of Events. The material exit in the external area of the hotel must be respected until the 22hs due to the Law of Silence, after this time only tickets and exits of merchandise will be allowed through the hotel docks. Clearances should be clean.
- The Hotel is not responsible for vacant reservations for trucks.

STAFF EXIT

- The authorized outlet for assembly staff will be mandatory through the service order of Rua Martinho Mesquita.
- At the exit, the "Supplier / Visitor" badges will be returned to the service desk.

Windsor^{Oceânico}

POSTERS AND ADVERTISING

- The proliferation of posters, leaflets or similar, in columns, walls, etc., will not be allowed.
- Within the convention center, the promotion of the event will be restricted to the rented area for the event.
- Placing or affixing any kind of material on walls, partitions, doors, etc., shall not be permitted. Even flags and / or similar cannot be hung on the ceiling of the halls, foyers, etc. For additional information, please consult the Event Operational Team.

Windsor^{Oceânico}

USEFUL INFORMATION

- Restaurant (ground floor):

Breakfast: 6 a.m. to 10:30 a.m., daily.

Lunch: 12 a.m. to 4 p.m. daily.

Dinner: 19 a.m. to 23 p.m., daily.

- Lobby Bar (ground floor): Schedule from 8am to 12am daily.

- Pool Bar (17th floor): Hours from 8:00 a.m., daily.

- Sauna (17th floor): Schedule from 8am to 11pm daily.

- Swimming pool (17th floor): Schedule from 8am to 8pm daily.

- Gymnasium (17th floor): Schedule from 8am to 11pm daily.

- Room service: 24 hours

Windsor^{Oceânico}

DELIVERY OF ALVARÁ (CBERJ, SEF, SMF, ART, etc.)

- It is the responsibility of the official organizer to acquire the permit for the provisional operation of the exhibition area, which should be sent to the Coordination of Events 10 (ten) days before the event's initial date.
- In the case of the sale of goods, the provisional license relating to this service must be presented, which may be withdrawn from the State Treasury Department.
- In the case of sale of services, the provisional license relating to this service must be presented, which can be withdrawn from the Municipal Tax Office or from the Regional Tax Licensing Inspectorate.
- Documents required for withdrawal of a license must be requested from the hotel's event department.
- The Public Entertainment Directorate - DDP of the Fire Department, shall issue the "Permit" for events in closed places when the assembly of the stage (metallic structure, electric, sound and lighting) require the issuance of the "Technical Responsibility Note - ART ". (SEDEC Resolution 278/2004).

