



ITALIAN TRADE AGENCY

ICE - Agência para a internacionalização das empresas italianas  
Escritório para a Promoção de Intercâmbios da Embaixada da Itália

## DESCRIÇÃO TÉCNICA

Montagem e Decoração do Pavilhão Italiano na Feira:

denominação	LAAD 2019
data	02 a 05 de abril de 2019
local	RIOCENTRO – Rio de Janeiro (RJ)

### A. DISPOSIÇÕES GERAIS

O Pavilhão Oficial Italiano na feira acima especificada tem organização da ITA – Italian Trade Agency/Departamento para a Promoção de Intercâmbios da Embaixada da Itália e será construído numa área útil de 217,5 m<sup>2</sup> do RIOCENTRO, identificada planta anexa pelos números K.30 e K.40 (Pavilhão 3) e divididas vários estandes individuais e coletivos.

As interessadas em encaminhas suas propostas para Construção / Manutenção / Desmontagem do Pavilhão Oficial Italiano na LAAD 2019 deverão enviar suas propostas de acordo com as disposições técnicas elencadas no presente documento.

Pequenas alterações na configuração do Pavilhão em questão poderão ocorrer até a inauguração do evento e será responsabilidade da montadora encarregada realizá-las todas, se solicitadas (por escrito) pelo responsável técnico da ITA, sem a cobrança de quaisquer adicionais e em tempo suficiente para que os trabalhos de montagem, iniciados às 08:00h do dia 26/03/19, sejam concluídos até as 18:00h do dia 31/03/19, de maneira a deixar o último dia de montagem (01/04/2019) exclusivamente para a colocação do mostruários e catálogos das empresas italianas nos espaços a elas destinados.

**Amstras, fotos, catálogos etc** devem ser anexados à proposta da montadora, de forma a melhor caracterizar os materiais que pretende utilizar para a realização do Pavilhão Oficial Italiano (estruturas, paredes, revestimento de piso (sobretudo), luminárias, tomadas etc.).

A montadora deverá encarregar-se de requerer junto ao organizador do evento a autorização para a montagem do acima referido Pavilhão e, portanto, apresentar:

- projeto de montagem (composto pela planta baixa, elevações frontal e lateral e perspectivas – todos com cotas), contando assinatura e nome legível do profissional responsável pelo mesmo;
- Termo de responsabilidades devidamente assinado pela montadora e pelo expositor;





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- ART/RRT de projeto e execução, assinado por profissional cadastrado no CREA/RJ ou CAU/RJ;
- Demais documentos exigidos pela promotora do evento, conforme especificado no manual do expositor/montadora, **incluso pagamento de taxa de energia elétrica durante a montagem**;

**OBS:** As taxas obrigatórias de limpeza durante a montagem e eletricidade durante o evento (25KVA) já foram saldadas junta à organizadora do evento diretamente pela ITA e, portanto, não devem ser computadas no orçamento que nos será apresentado.

## **B) CARACTERÍSTICAS ESTRUTURAIS**

### **Piso**

Piso elevado (8/10cm), com estrutura reforçada e revestimento em MDF branco brilhante (outras especificações de igual qualidade e apresentação poderão ser avaliadas com base no projeto de montagem proposto). Um filme plástico deverá proteger todo o piso ao longo dos trabalhos de montagem e deverá ser retirado somente mediante autorização do responsável técnico da ITA – Italian Trade Agency.

### **Instalação Elétrica e Iluminação**

- Instalação elétrica em linha com as normas de qualidade e segurança vigentes no Brasil;
- Quadro elétrico geral da Ilha K.30 instalado no interior da área técnica/depósito e da ilha K.40 no interior da cozinha. Em todos os dois casos, o local deve ser visível e de fácil acesso para a manutenção, mas fora da visão dos visitantes;
- Iluminação realizada por meio de canhões de HQI com luz branca (250w), na razão de 100w/m<sup>2</sup> ou superior. As luminárias, de cor branca ou cinza, deverão possuir braço para direcionamento do foco de luz;
- Especial atenção no design e qualidade da iluminação no interior da sala de reuniões;
- Tomadas, instaladas na quantidade e posição especificadas as páginas a seguir, sendo que pelo menos uma delas deverá ter um adaptador para tomadas italianas:



- Toda a fiação deverá ficar escondida debaixo do piso, ou entre as paredes.





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### **Paredes:**



As paredes dos estandes que compõem o Pavilhão Italiano serão montadas conforme as pranchas anexas e o descritivo especificado a seguir:

- Parede branca, com 2,5m de altura ou superior, montada com painéis de vidro unidos entre si por meio de cruzetas metálicas e contendo o número do estande e o nome da empresa ocupante, conforme tabela anexa e encimados pela escrita ITALIA (adesivo recortado);
- Para o esqueleto de sustentação dos estandes poderá ser utilizada uma estrutura de alumínio natural "tipo" OCTANORM (tanto as colunas quanto os travamentos), com fechamento em PS. As extremidades das paredes, que dão para as ruas, deverão ser cobertas por uma canaleta na cor vermelha, de maneira a impedir a visão de seu interior, entre as chapas de vidro. Deverão ser utilizadas portas de vidro em todos os ambientes fechados, sempre na cor branca. Todas deverão possuir fechadura (fornecimento de pelo menos 2 chaves por porta, ficando uma com o responsável da manutenção durante a realização do evento e outra com o dono do estande).
- Outras soluções para a construção das paredes poderão ser avaliadas, de acordo com o projeto.

### **Telefonia e Internet**

Verificar que a feira tenha instalado adequadamente os 2 pontos de internet solicitado (1Mega para cada ilha).





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### C) ELEMENTOS GRÁFICOS

Aplicar o logo ITALIA em isopor sobre cada uma das extremidades da testeira aérea, suspensa por cabos de aço a cerca de 2m acima do pavilhão.

A identificação dos estandes deverá ser feita, sempre de acordo com os anexos, da seguinte maneira:

- Logo Itália (70cm) em espuma-pac, número do estande (entre colchetes) e nome da empresa, em adesivo recortado, aplicados nas paredes divisórias (em apenas uma das paredes);
- Logo da empresa (90cmX90cm) aplicado na frente do balcão-recepção;
- **Uma gigantografia, cuja arte será oportunamente enviada à montadora contratada, deverá revestir todas as paredes do Information Desk;**

Eventuais impressões e aplicações de elementos gráficos não especificados nos documentos que compõem este edital deverão ser orçadas à parte, em nome da empresa solicitante. Caso o orçamento seja aceito, o respectivo pagamento será efetuado com cartão de crédito, durante a realização da feira, diretamente pela solicitante.

### D) MOBILIÁRIOS E AFINS

Todo o mobiliário e demais acessórios expositivos necessários serão fornecidos por outra empresa, devendo a montadora exclusivamente coordenar a colocação, de acordo com o layout anexo.

### E) OUTROS SERVIÇOS

A montadora contratada deverá:

- Distribuir os extintores de incêndio locados com a fornecedora de mobiliário;
- Respeitar todas as normas, horários e datas estabelecidas no manual do evento, cuja cópia segue em anexo;
- Credenciar, às suas expensas, todos os funcionários que trabalharão durante o período de montagem/manutenção, conforme tabela de preço a ser divulgada pela Promotora;
- Fornecer mão de obra adequada para auxiliar os expositores italianos na instalação de seus mostruários e, se necessário, realizar retoques em pontos danificados e/ou não completamente acabados;





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- Providenciar a limpeza completa do Pavilhão Oficial Italiano de forma a entregá-lo totalmente limpo para a inauguração do evento;
- Colocar à disposição do Pavilhão Oficial Italiano, durante a realização do evento, no mínimo nº 02 técnicos de manutenção, sendo que um deles deverá ser eletricitista;
- Guardar em seu depósito embalagens utilizadas pelos expositores e que, eventualmente, serão reutilizadas após o término do evento.

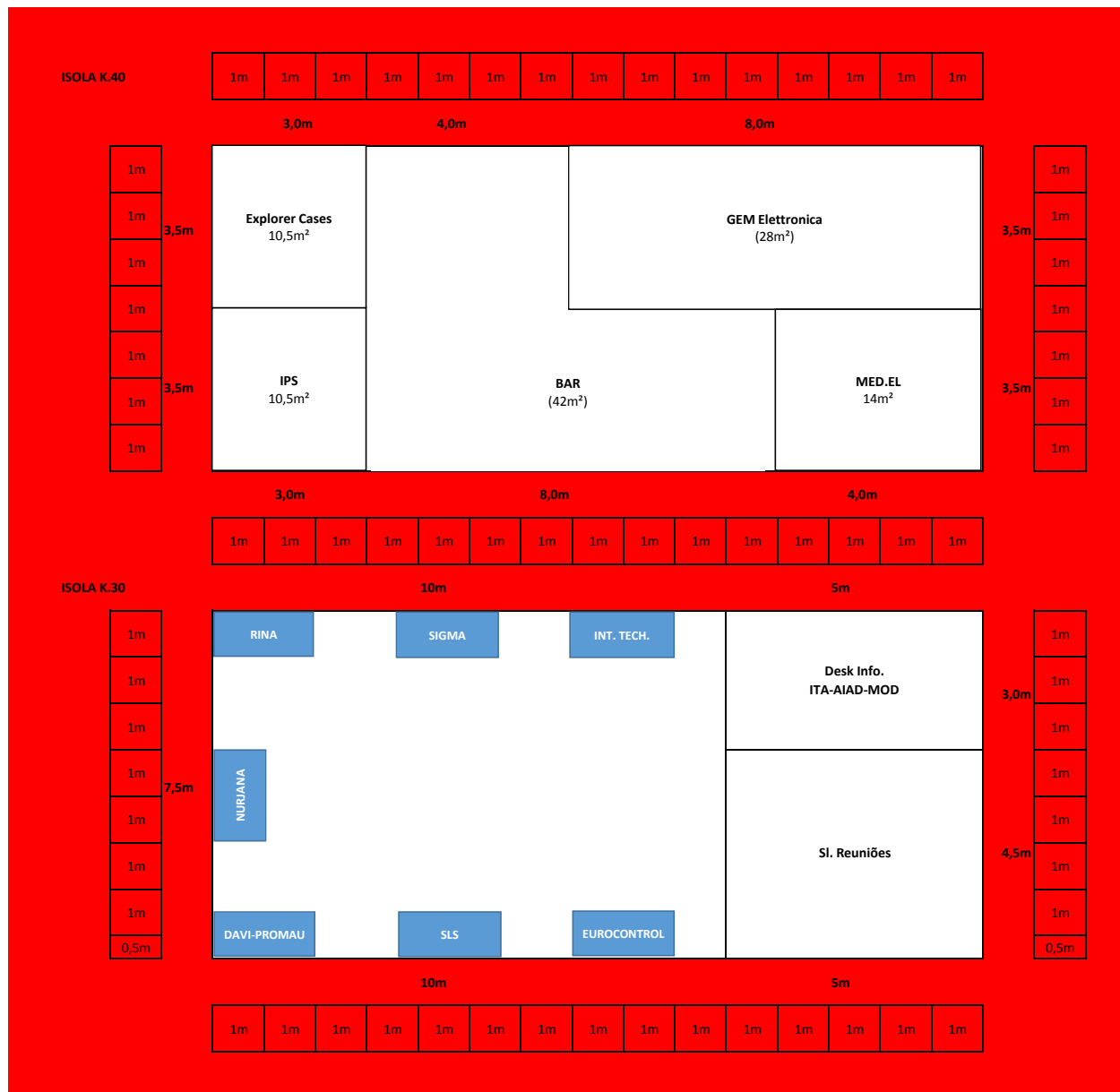
Todos os trabalhos e materiais utilizados devem respeitar critérios de profissionalismo e seguir fielmente os desenhos, plantas, regulamentos e descrição técnica anexos. Nada pode ser excluído, uma vez que nenhum custo extra será reconhecido por uma eventual negligência da montadora ao formular seu orçamento.

Independentemente de negociações, a ITA reconhecerá somente o contrato que levará em consideração o presente material.

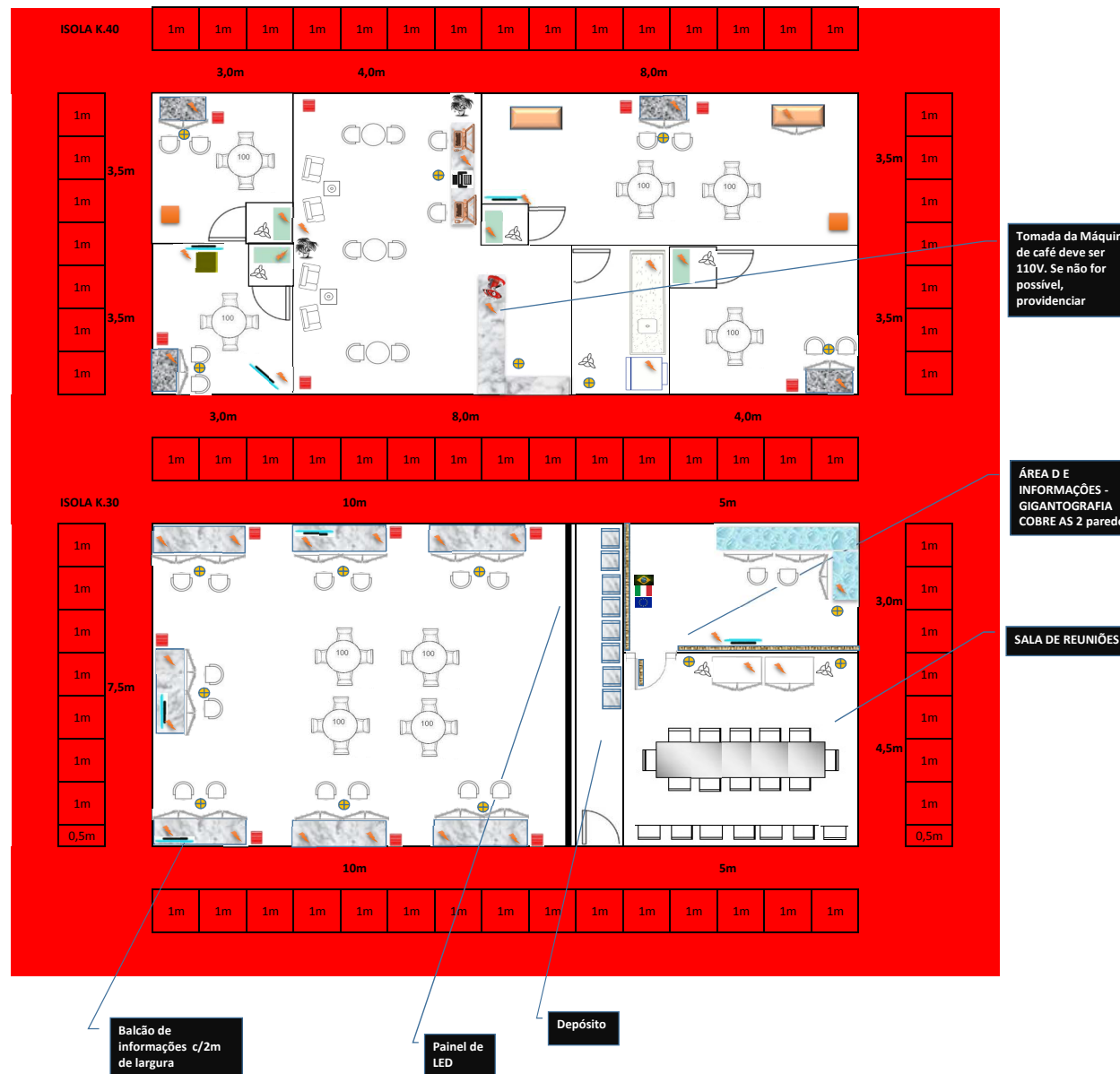


**LAAD 2019**  
**RIOCENTRO (RJ), 02 a 05 de Abril**  
**Pavilhão Italiano - Características Gerais**

NOME DA EMPRESA (para identificação do estande) em ARIAL e 7,5cm de altura	ÁREA (m²)	N° STAND	Dimensões do estande (m)	N° lados abertos	Logo da Empresa (90cmx90cm) a ser aplicado na frente do balcão de informações	Ponto de água	Energia 220V monofásica (KVA)	Tomada 220V (n°)
EXPLORER CASES BY GT LINE	10,5		3mx3,5m	2	1		1,05	2
GEM ELETTRONICA	28		8mX3,5m	2	1		2,8	4
IPS	10,5		3mx3,5m	2	1		1,05	4
MED.EL - MAESTRALE	14		4mX3,5m	2	1		1,4	2
EUROCONTROL SPA	75		10mX7,5m	3	1		10,75	2
INTERNATIONAL TECHNOLOGY THRUST SRL		1				2		
NURJANA TECHNOLOGIES SRL		1				2		
DAVI-PROMAU SRL		1				2		
RINA SERVICES SPA		1				2		
SIGMA CONSULTING SRL		1				2		
SUPPORT LOGISTIC SERVICES SRL		1				2		
ITA - AIAD - MOD (Desk Information)		15				5mX3m		
BAR	42	4mX3,5m 8mX3,5m	1	1	4,2	5		
SALA DE REUNIÕES	22,5	5mX4,5m	1		2,25	2		
RESERVA DE MOBILIÁRIO					5			
TOTAL	217,5				18	1	25	35



LAAD 2019  
RIOCENTRO (RJ), 02 a 05 de Abril  
Pavilhão Italiano - Planta com distribuição de Mobiliário


















LAAD 2019  
RIOCENTRO (RJ), 02 a 05 de Abril  
Pavilhão Italiano - Ref. Estand IPS













DISPOR OS MÓVEIS DA IPS TAL COMO VISUALIZADO NESSA IMAGEM

**LAAD 2019**  
**RIOCENTRO (RJ), 02 a 05 de Abril**  
**Pavilhão Italiano - LEGENDA**

**Legenda:**

	Balcão recepção (1,0m comprimento c/ portas) - BRANCO
	Lixeira
	Tomada 220V bifásico
	Tomada 380V trifásico
	Porta-catálogos
	Mancebo
	Mesa (estrutura metálica e tampo de vidro jateado) c/ 4 cadeiras (se possível, vermelhas)
	Bistrô C/ 2 banquetas
	Banqueta
	Locker
	Base-A 50cmX50cmX50cm (BRANCA)
	Base-B 50cmX50cmX100cm (BRANCA)
	Base-C 50cmX100cmX100cm (BRANCA)

	Lances de prateleiras
	Frigobar ou geladeira
	Balcão Meeting Point (1,5m comprimento c/ portas) - BRANCO
	Máquina de Café Expresso Illy
	Rampa de portadores de deficiência
	Balcão bar c/ 2mX1m (s/ portas)
	TV
	Video-wall
	Multifuncional
	Notebook
	Bases personalizadas GEM

	Poltrana Egg ou similar
	Mesa de centro
	Pedestal com bandeiras Brasil-Itália-União Européia
	Planta com folhagem verde
	Pia + bancada
	Mesa de reuniões c/ 12 cadeiras
	Cadeiras sala de reuniões
	Balcão recepção ITA c/ 2mX1m (c/ portas)
	Pavimento revestido em MDF Branco
	Gigantografia

LAAD 2019

RIOCENTRO (RJ), 02 a 05 de Abril

Pavilhão Italiano - LEGENDA REFERÊNCIA IDENTIFICAÇÃO ESTANDES (NOME E NÚMERO)

2,5m

9  
15  
9  
8

75 cm

15

ITALIA

\*7 [C42] Company name \*7,5

LAAD 2019  
RIOCENTRO (RJ), 02 a 05 de Abril  
Pavilhão Italiano - REFERÊNCIA GRAFICA BALCÕES



Balcões BAR RECEPÇÃO ÁREA INSTITUCIONAL

Balcões RECEPÇÃO Empresas

**LAAD**  
DEFENCE & SECURITY  
2019

**LAAD**  
SECURITY  
2019

**02-05 | APRIL**  
RIOCENTRO | RJ - BRASIL

# EXHIBITOR'S MANUAL



[WWW.LAADEXPO.COM.BR](http://WWW.LAADEXPO.COM.BR)

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Organização







# THE LEADING LATIN AMERICAN DEFENCE AND SECURITY EXHIBITION



## UPDATES

### **12/18/2018**

- 7. Raw Space
- 7.1 Required Documentation
- 10.14 Fire Extinguisher
- 10.19 Gardening

### **01/04/2019**

- 1.3 Travel agency

### **01/22/2019**

- 6.8 Stand Fascia Board (Special Basic Shell Scheme)

### **01/28/2019**

- 1.4 Access to Rio Centro Exhibition & Convention Center
- 1.9 Event's Calendar
- 3.1 Days & Times for Set up and Break down
- 4.8 Circulation Routes
- 4.9 Static Load and Pavilion Access Gate
- 4.10 Arrival and Entrance of Equipments
- 8. Outdoor Area Set up

**UPDATED ON JANUARY 28<sup>TH</sup>, 2019**



# THE LEADING LATIN AMERICAN DEFENCE AND SECURITY EXHIBITION



Dear Exhibitor,

On the following pages, you will have access to important information regarding your participation at **LAAD DEFENCE & SECURITY 2019**, to be held from April **02<sup>nd</sup> to 05<sup>th</sup>, 2019**, at Riocentro Exhibition & Convention Center – **Rio de Janeiro – RJ**.

It is extremely important that consideration is given to the content described in the Exhibitor's Manual and also it is important to share it with those with your company's participation at the event.

You will have a direct support and assistance channel, **Customer Service Direct Line**, in addition to the **Exhibitor Zone**, an online platform where other information will be available, as well as a series of products and services that may be requested in order to improve your participation.

Do not hesitate in contacting the **Customer Service Direct Line** with any questions, and to access the **Exhibitor Zone**.

Respectfully,

Jucielly Chasseraux  
Operations Manager  
**Clarion Events**



# THE LEADING LATIN AMERICAN DEFENCE AND SECURITY EXHIBITION



## CLARION EVENTS

Clarion Events has a global presence, acting in 9 countries and has been in Brazil since 2008. For over 65 years, Clarion Events dedicates itself to the promotion and organization of business trade shows, events and congresses. It gathers annually around 700,000 attendees and 12,000 exhibitors and sponsors in over 200 events held worldwide.

## LAAD DEFENCE & SECURITY 2019

**LAAD Defence & Security – International Defence and Security Trade Show** – is the largest and most important defence and security trade show in Latin America.

It has the institutional support of the Ministry of Defence, the Armed Forces, the Extraordinary Ministry of Public Security and the Brazilian Public Security structure.

The exhibition brings together Brazilian and international companies from the Defence and Security production chain, suppliers of equipment, services and technologies for the Armed Forces, Police and Special Forces, as well as executives of corporate security in Brazil and other countries





# THE LEADING LATIN AMERICAN DEFENCE AND SECURITY EXHIBITION



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# THE LEADING LATIN AMERICAN DEFENCE AND SECURITY EXHIBITION



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# THE LEADING LATIN AMERICAN DEFENCE AND SECURITY EXHIBITION



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# THE LEADING LATIN AMERICAN DEFENCE AND SECURITY EXHIBITION



## 1. GENERAL INFORMATION

### 1.1 Location

#### **Riocentro Exhibition & Convention Center**

Salvador Allende Avenue, 6555 , Barra da Tijuca

Zip Code 22780-160, Rio de Janeiro, RJ , Brazil

☎ +55.21.3035.9100 +55.21.3035.9134

[riocentro@riocentro.com.br](mailto:riocentro@riocentro.com.br)

[www.riocentro.com.br](http://www.riocentro.com.br)

### 1.2 How to Get to Riocentro Exhibition & Convention Center

- **Car**

For those who are in the south zone, the easiest access to the Riocentro is through Barra da Tijuca. After passing through Joá Elevator and entering Av. Das Américas, head to the New York City Center mall and keep right on Av. Ayrton Senna. Go right at the bifurcation, heading for the Recreio signs and continue on the Chico Anysio bend. Keep to the left and you will enter Av. Embaixador Abelardo Bueno. Then just keep left and you will enter Av. Salvador Allende. The entrance to Riocentro will appear right away.

The access to the Riocentro by the Yellow Line is more suitable for those who are in the north zone or center of the city. At the end of the Yellow Line, towards Barra da Tijuca, continue on Av. Ayrton Senna, staying on the right lane. Turn right at Av. Ambassador Abelardo Bueno and follow to the end. Keep left and enter Av. Salvador Allende. The entrance to Riocentro will appear right away.

- **BRT**

If you are in the South Zone, there are several subway stations that will take you straight to Jardim Oceânico Station in Barra. In Jardim Oceânico, just take the BRT to the Olympic center terminal and from there go to Riocentro station.

From Santos Dumont Airport, in Rio's downtown, the nearest subway station is Cinelândia Station. Follow it to Jardim Oceânico Station, in Barra da Tijuca. From where you should go by BRT to Riocentro.

If you are at the Tom Jobim / Galeão International Airport the option is the BRT via Transcarioca that connects the Airport to the Alvorada Terminal in Barra da Tijuca and then take the BRT - Alvorada to the Riocentro.

If you are in Zone West, you can come from BRT by Transoeste follow to the Recreio terminal and



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from there go to Riocentro station. Or take the BRT by Transolimpica following to the Olympic Center terminal and from there follow to Riocentro.

From North Zone, use BRT via Transcarioca to Curicica station and from there to Riocentro Station.

It is also possible to purchase a transfer service from the airport to the hotel with the travel agency of the event.

## 1.3 Travel Agency

The Compass Brazil negotiated unbeatable prices on flights and accommodation for exhibitors and visitors of LAAD Defence & Security 2019.

**Travel agency: Compass Brazil**

+55 21 2534.7100

[laad2019@compassbrazil.com](mailto:laad2019@compassbrazil.com)

### ✓ OFFICIAL HOTEL

Check special accommodation rates at the official hotel for LAAD DEFENCE & SECURITY 2019.

Contact: Daniela Falchero

Telephone: +55 (11) 3893-1313

e-mail: [daniela.falchero@clarionevents.com](mailto:daniela.falchero@clarionevents.com)

## 1.4 Access to Rio Centro Exhibition & Convention Center

During set up (March 26th to April 01st) and breakdown (April 05th and 06th) the access will be held by the service entrance: Olaf Palm Avenue.

Gate "G": Access Pavilions 3, 4 and 5

Gate "IA": Access Pavilions 2

During the period of the event (April 02nd to 05th), the access will be held by the main entrance, on Av. Salvador Allende, "Gate A".

## 1.5 Parking Lot

Parking at Riocentro Exhibition & Convention Center is managed **exclusively** by GL Events, the Pavilion manager, which is in charge of access control and collection of parking fees.



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## 1.6 First Aid

A medical center will be open throughout the event at the times compatible with the set up, show days and break down, making available to the attending public and Exhibitors medical service and in case of need, removal will be done with ambulance.

Closest Hospital to the venue:

✓ **Hospital Barra D'or**

Ayrton Senna Avenue, 2541 Barra da Tijuca  
Rio de Janeiro/RJ, Brasil Zip Code 22775-001  
+55 21 2430.3600

## 1.7 Customer Service Direct Line

The **Exhibitor** has a direct support and service channel, the **Customer Service Direct Line**.

✓ **Customer Service**

[br.customerservice@clarionevents.com](mailto:br.customerservice@clarionevents.com)

+55 11 3893.1330

Between **March 27th and April 05<sup>th</sup>, 2019**, service to Exhibitors will be held at the CAEX (Exhibitor Service Center) **from 8am to 6pm**, at **Pavilion 1** of Riocentro Exhibition & Convention Center.

## 1.8 Service Hiring

Additional services and products necessary for the operation of your booth during the event can be requested at the Exhibitor Zone - Exhibitor Zone or directly at CAEX - Exhibitor Service Center.

The Exhibitor Zone will be available from November 2018 when Customer Service Direct Line will forward to each of the Exhibitors details of access to this virtual environment.





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## 1.9 Event's Calendar

SET UP	DATES	ACTIVITIES	SCHEDULES
	25 Mar	Entrance of weight equipments*	1pm to 5pm
	26 - 31 Mar	Set up	8am to 10pm
	01 Apr	Decoration	8am to 5pm
SHOW DAYS	02 - 04 Apr	SHOW DAYS	10am to 6 pm
	05 Apr		10am to 5pm
BREAK DOWN	05 Apr	Break down (showcase, decoration, furniture and electronic and small equipments)	6pm to 8pm
		Break down (scenography and heavy items)	8:01pm to 12am
	06 Apr	Break down (scenography and heavy items)	12:01am to 6pm

\*

## 2. MANDATORY FEES

### 2.1 Electric Energy

It is mandatory to hire minimum consumption of 01 KVA for each 9sqm of contracted Free Area. The request must be made by the deadline of March 1st, 2019.

Stands with Basic Shell and Special Shell already include the consumption of 01 KVA every 9sqm and 01 outlet of 220V every 12sqm.

The Exhibitor may contract additional consumption in the *Exhibitor Zone to the Exhibitor*.

### 2.2 Energy Set up Fee

In order to assemble the stands, the Stand Builder must pay the Mandatory Energy set up fee. The amount will be charged per booth mounted.

In case of non-payment of the fee, the Stand Builder's credentials will not be released. The hiring of





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this fee is mandatory until **March 01<sup>st</sup>, 2019**.

## 2.3 Cleaning Set up Fee

During set up and breakdown, the organizer will maintain permanent cleaning staff in the pavilions, in order to keep the hall corridors clean.

A fee is charged for cleaning services in the common areas of the pavilion during set up and breakdown of the event. This fee must be paid by the Stand Builder or by the exhibitor if it does his own set up.

The Stand Builders must pay the cleaning set up fee per square meter of stand to assemble. The hiring of this fee is mandatory until **March 01<sup>st</sup>, 2019**.

## 2.4 Insurance

The booths, goods, products, personnel, of any nature, including agents, conveyors, Stand Builders and everything else, are not covered by insurance, either during set up, during EVENT or in breakdown, the sole and total responsibility for any damage or eventuality occurred is of the EXHIBITORS. In accordance with the contract of organization and promotion of events, EXHIBITORS **must** arrange their own area insurance and civil liability.

The insurance policy must contain:

### ✓ Civil Liability - Events

Indemnification of the amounts for which he shall be liable in civil court, in a final judicial decision or in an agreement expressly authorized by the Insurer, relating to compensation for involuntary material and / or bodily damages caused to third parties occurring in Brazilian territory during the life of the insurance and arising from accidents related to the activities performed for the production and realization of the Insured Event (s) stipulated in the policy.

### ✓ Civil Liability – Thrid Party Goods

Indemnification of the amounts for which he shall be liable in civil court, in a final judicial decision or in an agreement expressly authorized by the Insurer, relating to losses and / or material damages resulting from any events of Outdoor origin, including explosion, theft and theft and damage to the assets of third parties who are under the care, custody and control of the Insured due to the production and execution of the Insured Event (s) specified in the policy.



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## ✓ **Civil Liability - Employer**

Guarantees the reimbursement to the Insured of the amounts for which he will be civilly liable, in a final judicial decision or in an agreement expressly authorized by the insurer, including civil court costs and attorney's fees appointed in accordance with the Insurer, relating exclusively to death or permanent invalidity suffered by its employees in sudden and unexpected events occurring during the term of the policy, when at the service of the Insured or during the return trip, whenever the trip is performed per vehicle hired by the Insured.

## ✓ **Exhibition Equipment**

Indemnification for losses and / or property damage caused to equipment owned or held by the Insured, both those exposed and those used for support at the Insured's stand due to any events of origin / Outdoor cause, including explosion, theft and theft qualified staff.

The contracting of the insurance can be done in the **Exhibitor Zone to the Exhibitor** or directly in the link: <http://grupoassureeventos.com.br/Seguro/clarion>. The Exhibitor may use the insurer of his or her preference or that indicated by the Organizer.

All insurance policies must be sent to the Organizer by **March 1, 2019** via e-mail: [br.customerservice@clarionevents.com](mailto:br.customerservice@clarionevents.com)

**IMPORTANT:** Under no circumstances will ORGANIZER assume responsibility for any of the above-mentioned occurrences or for the cost of the referred policy.

## **3. SET UP AND BREAKDOWN GUIDELINES**

### **3.1 Days & Times for Set up and Break down**

#### **• Set up**

All booths should be ready by 10:00pm on March 31st. On April 01st, only the final decoration, product placement will be allowed until 5pm.

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

**In the set up period, opening hours end daily at 10pm.** From this time on, the lighting of the Pavilion will be put into emergency mode and all set up work is prohibited.



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In the need for extension of the established schedules, the Event Organizer must be previously contacted regarding the conditions and costs involved.

Pavilions 2, 3, 4 and Outdoor Area	
DATE	TIME
March 25th	1pm to 5pm*
March 26th	8am to 10pm
March 27th	8am to 10pm
March 21st	8am to 10pm
March 29th	8am to 10pm
March 30th	8am to 10pm
March 31st	8am to 10pm
April 01st	8am to 5pm**

\*Entrance of weight equipments

\*\* Decoration

- **Show Days**

DATE	TIME
April, 02nd	10am to 6pm
April, 03rd	10am to 6pm
April, 04th	10am to 6pm
April, 05th	10am to 5pm

- **Booth Maintenance and Product Replacement**

Maintenance services of the booth and supply of goods, during the days of the event, will only be allowed at the times mentioned in the table below:

DATE	TIME
April 02nd to 05th	8am to 9am

The accreditation of the people who will carry out the maintenance and/or supply services is obligatory, taking into account the opening hours of CAEX.

Technical assistance and maintenance services at the booth are the responsibility of the booth Stand Builder.

- **Breakdown**

From **6pm on April 5<sup>th</sup>**, the dismantling of windows and equipment of the stands will begin. It is



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expressly forbidden to start the breakdown before this time.

Be aware of the withdrawal of all showcases and valuables, as well as small objects thus avoiding theft, robberies, breakdowns, etc.

All materials, including set up, must be removed by 6:pm on April 6th. After this time, the Organizer will make the necessary arrangements for the total evacuation of the Exhibition Hall.

**It is the responsibility of the Exhibitor company, to keep an employee in its booth until the final withdrawal of the exposed materials. Objects left in the booth / pavilion will be discarded.**

DATE	TIME	OBSERVATIONS
April 05th	6pm to 8pm	Showcase/products breakdown
April 05th	8:01am to 12am	Booth Breakdown
April 06th	12:01am to 6pm	Booth Breakdown

## 3.2 CAEX Working Hours (Exhibitor Service Center)

DATE	TIME
March 27th to April 05th	8am to 6pm

## 4. GENERAL GUIDELINES

### 4.1 Air Conditioning

The installation of air conditioning equipment requires mandatory prior consultation with the Organizer. The Exhibitor and/or the Stand Builder should upload a detailed project plan of the A/C system proposed together with the stand design in the Exhibitor Zone.

If the proposed system is approved: no air conditioning equipment must be installed if it is projected out of the limits of the booth area. The water expelled by the equipment shall not, in any circumstances, be allowed to leak into the aisles.

Hot air outlets, when aimed directly to aisles and less than 2.1 meters high from the pavilion floor, must be protected by a closing panel within the booth limits.

The air conditioner, when properly approved by the Event Organiser, requires hiring of plumbing (waste) and electrical supply compatible with its consumption.



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## 4.2 Damages

Exhibitors are responsible for compensating any damages caused to the stand structure or the Exhibition Center that may be caused by representatives of your company, agents or contracted personnel.

The Event Organiser will notify the Exhibitor about the occurrence of compensable damages **up to seven days after the end of the event.**

## 4.3 Fixings/ hydrants

No items may be fixed on the roof, floor, columns, walls or other parts of the Exhibition Hall.

Carpet-fixing directly on the Exhibition Hall's floor must be done with double-sided tape (3M ref. 4880, Adhere or Similar) and must be removed at the end of the event. The use of glue is strictly prohibited. Non-compliance with this rule will be subject to a fine.

The placement of any material or set up of stands that obstruct fire hydrants on the columns of the halls is strictly prohibited. If there is the need to place any item next to such safety equipment, free access and visible signage must be maintained.

## 4.4 Decorative Lighting

Any type of decorative lighting (signs, LED panels and others) can not interfere with the neighboring stands or with the communication of the fair.

The details of all decorative lighting should be included in the design submitted to the organizer for approval.

- **Visual Acoustic Signal (Giroflex):** the signal can not be installed to the neighboring booth, it should be facing the internal wall of the booth itself or the wall of the pavilion.

It is mandatory to include the positioning of the signs on the project design.

The Organizer reserves the right to switch off decorative lighting / visual acoustic signal that causes undue interference.

## 4.5 Cleaning services

During the set up and breakdown period, the Organizer will make available garbage collectors (vats)



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distributed in the pavilion so that the Exhibitors / Stand Builders can dispose of the materials used in the set up.

Heavy cleaning inside the stands after assembling them is the responsibility of the Stand Builder.

The Stand Builder must request the cleaning fee per square meter of stand to be assembled until **March 01<sup>st</sup>, 2019**, referring to the removal of garbage during set up and breakdown.

The cleaning fee – refers to the disposal of the materials during the set up period and is a mandatory item that must be contracted with the Organizer.

## 4.6 Landscape

The Exhibitor may use gardens, flowers and ornamental plants for decoration of the stand. These must be kept in waterproof containers to prevent any leaks that may damage the material of the taxiways or stands of neighboring Exhibitors.

## 4.7 Restrictions

It is strictly prohibited:

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

**If the Stand Builder needs to use electric machines or equipment, it must request written authorization from the CAEX (Exhibitor Service Center) during the set up period.**

## 4.8 Circulation Routes

The aisles must not be used as work space during the set up period. All activities must take place



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within the confines of the stand to ensure aisles are kept clear for access purposes, especially in the case of an emergency.

From **April 1<sup>st</sup> at 8am**, the Event Organiser shall begin to remove any material, tools and products that remain in the aisles with no guarantee as to the security of the removed items. The horizontal projection of the structure over the circulation routes or neighbour stands shall not be allowed.

## 4.9 Static Load and Pavilion Access Gate

The static load limit of pavilions 2, 3 and 4 for equipment exposure effect is 1500 kg/sqm. The measurement of the equipment access gates is 7.00m (width) x 5.00m (height).

The static load limit of outdoor area for equipment exposure effect is 300 kg/sqm.

## 4.10 Arrival and Entrance of Equipments

Due to all the complexity involved during the set up period of the event, the entrance of medium size / weight equipment must follow the following schedule:

- **March 25<sup>th</sup>, 2019**

Entry of automotive vehicles;

Entry of medium and large size/weight equipment, with width equal or superior to 2 meters, and requiring mechanical assistance (forklifts for example) should be concentrated on March 25, the first set up day, from 1pm to 5pm.

- **March 26<sup>th</sup>, 2019**

Entry of medium-sized equipment (width equal to or less than 2 meters) that does not require integral mechanical assistance.

The entrance of equipments will only be released to the exhibitors who submit **Exhibitors Heavy Machinery and vehicles exhibition form (Attachment II)** until March 1st.

All movements must be monitored by the Occupational Safety team provided by the Organizer (and by the Fire Brigade in case of aircraft movements, arrivals and departures), the team has autonomy to determine routes and require EPI (Personal Protective Equipment) and procedures.

Note 1: The Organizer will not be responsible for any off-schedule movement;

Note 2: Mechanical assistance equipment (forklifts, pallets, etc.) can be rented at the pavilion;





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Note 3: The safety of the equipment is the responsibility of the Exhibitor;

Note 4: The Organizer does not have (nor even for hire) equipment for positioning, ground handling or aircraft starting.

## 4.11 Arms Display

The exhibitor is responsible for the security of the armaments displayed on his booth.

- All armaments shall be secured to the place of display by a chain of metal or steel cable, allowing the handling by visitors, however preventing it from being removed from the stand.
- When weaponry is exhibited, never leave the stand without any representative of the company.
- All weapons, by the end of the day, must be collected and stored in a place outside the sight of people passing through the place during the period in which the fair is not functioning.
- A surveillance and access control must be established to the places that will serve as deposit before, during and after the show days, ensuring the integrity of the material from its arrival until its departure from the country, in the case of foreign companies, or companies headquarters, in the case of national companies.

## 4.12 General Information

The Organizer, in order to guarantee the safety of the Exhibitors, visitors and service providers, reserves the right to embargo the set up of any booth that does not comply with the standards of this manual or offers danger. This decision will be taken after evaluation of the technical team of the Organizer or public agencies such as IRLF (Regional Inspection of Licensing and Inspection) and CBMERJ (Rio de Janeiro State Fire Brigade) or AGENERSA (State Regulatory Agency for Energy and Basic Sanitation from Rio de Janeiro).



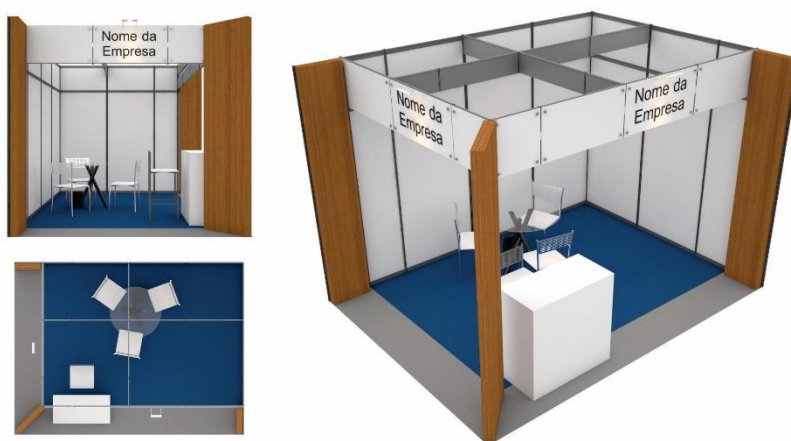


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## 5. BASIC SHELL SCHEME

The participation package of the **Basic Shell Scheme** Exhibitors already includes the stand, duly set up and furnished. The basic shell scheme stand pattern will follow the image below.



Note: the picture above refers to a 9sqm corner booth, the number of side walls may change according to the location of the booth.

### Basic Shell Scheme Description:

- Power consumption of 1 KVA per 9sqm (1KVA - kilovolt-ampere corresponding to 10<sup>3</sup> volt amps);
- Side walls (bordering neighboring stands – if it this the case);
- Anodized aluminum structure (Octanorm or similar);
- Carpet applied directly on the pavilion floor in 2 colors – blue and gray
- Company name applied to the fascia board;
- 1 round table every 12sqm;
- 1 white stew chair every 3sqm;
- 1 balcony in high octanorm with door and key + 1 stool every 12sqm
- 1 trash can per 12sqm;
- 1 light spot every 3sqm;
- 1 light LED spot in the fascia board;
- 1 electrical outlet (220V) every 12sqm;
- 1 fire extinguisher every 20sqm;
- Passerby cleaning.

The above items also apply to booths with less than the specified footage.

**The exchange / replacement of the furniture will not be allowed.**



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If the Shell Scheme exhibitor chooses to hire a stand builder, he can not keep any of the items described here. There will be no refund for unused items.

## 5.1 Stand Structure Customization

If there is a need for structural changes in the Basic Shell Scheme, an extra outlet or logo on the fascia board, you must request such adjustments directly to your official Stand Builder of the event until **March 01<sup>st</sup>, 2019**.

## 6. SPECIAL SHELL SCHEME

The participation package of the **Special Shell Scheme** Exhibitors already includes the booth, duly set up and furnished.

### 6.1 Special basic shell scheme of 9sqm

The special basic set up pattern of 9sqm will follow the perspective below:



Note: the image above represented refers to a 9sqm corner based booth, the quantity of lateral walls can suffer changes according to location (position) of the stand.

Description of Basic Shell Scheme Special from 9sqm:

- Power consumption of 1 KVA per 9sqm (1KVA - kilovolt-ampere corresponding to 10<sup>3</sup> volt amps);
- Side walls (border with neighboring stands – if it is the case);
- Anodized aluminum structure (Octanorm or similar);
- Carpet applied directly on the floor of the pavilion; in 2 colors – blue and grey
- 01 high counter with key holder;
- 01 white upholstered bench with chrome plated feet;





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- 04 white upholstered chairs with chrome plated feet;
- 01 round table with glass top and chromed feet;
- 01 small trash can;
- 01 medium sized plant vase
- 01 logo printed on vinyl (tiled) with 1.60m x 0.60m (h);
- 01 image printed on vinyl measuring 3.00m x 2.50m (h);
- 01 spot light every 3sqm;
- 01 electrical outlet (220V) every 12sqm;
- 01 fire extinguisher every 20sqm;

**It will not be allowed the switching/substitution of furniture.**

## 6.2 Special shell scheme from 12 to 18sqm

The special basic set up pattern from 12 to 18sqm will follow the perspective below



Note: the image above represented refers to a 12sqm to 18sqm corner based booth, the quantity of lateral walls can suffer changes according to location (position) of the stand.

Description of Basic Shell Scheme Special from 12 to 18sqm:

- Power consumption of 1 KVA per 9sqm(1KVA - kilovolt-ampere corresponding to 10<sup>3</sup> volt amps);
- Side walls (border with neighboring stands – if it is the case);
- Anodized aluminum structure (Octanorm or similar);
- Carpet applied directly on the floor of the pavilion; in 2 colors – blue and grey
- 01 high counter with key holder;
- 01 white upholstered bench with chrome plated feet;
- 04 white upholstered chairs with chrome plated feet;
- 01 round table with glass top and chromed feet;
- 01 small trash can;
- 01 medium sized plant vase



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- 01 white couch with two sits
- 01 logo printed on vinyl (tiled) with 1,60m x 0,60m (h)
- 01 image printed on vinyl measuring 3.00m x 2.50m (h)
- 01 spot light every 3sqm;
- 01 spot light on the stand fascia board
- 01 electrical outlet (220V) every 12sqm;
- 01 fire extinguisher every 20sqm;

**It will not be allowed the switching/substitution of furniture.**

## 6.3 Special basic shell scheme from 19 to 30sqm

The special basic set up pattern from 19 to 30sqm will follow the perspective below



Note: the image above represented refers to a 19sqm to 30sqm corner based booth, the quantity of lateral walls can suffer changes according to location (position) of the stand.

Description of Basic Shell Scheme Special from 19 to 30sqm:

- Power consumption of 1 KVA per 9sqm (1KVA - kilovolt-ampere corresponding to 10<sup>3</sup> volt amps);
- Side walls (border with neighboring stands – if it is the case);
- Anodized aluminum structure (Octanorm or similar);
- Carpet applied directly on the floor of the pavilion; in 2 colors – blue and grey
- 01 closed deposit with power board – 2mx1m;
- 01 high counter with key holder;
- 01 white upholstered bench with chrome plated feet;
- 06 white upholstered chairs with chrome plated feet;
- 02 round tables with glass top and chromed feet;
- 02 small trash cans;
- 01 medium sized plant vase
- 01 upholstered armchair in white;



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- 01 couch with two sits
- 01 logo printed on vinyl (tiled) with 1,20m x 0,60m (h)
- 01 image printed on vinyl measuring 3.00m x 2.50m (h)
- 01 spot light every 3sqm;
- 01 spot light on the stand fascia board
- 01 electrical outlet (220V) every 12sqm;
- 01 fire extinguisher every 20sqm;

**It will not be allowed the switching/substitution of furniture.**

## 6.4 Special basic shell scheme from 31 to 60sqm

The special basic set up pattern from 31 to 60sqm will follow the perspective below



Description of Basic Shell Scheme Special from 31 to 60sqm:

- Power consumption of 1 KVA per 9sqm(1KVA - kilovolt-ampere corresponding to  $10^3$  volt amps);
- Side walls (border with neighboring stands – if needed);
- Anodized aluminum structure (Octanorm or similar);
- Carpet applied directly on the floor of the pavilion; in 2 colors – blue and grey
- 01 meeting room – 3mx2m with 01 round table, 4 white chromed chairs and 01 low counter with key;
- 01 closed deposit with power board – 2,00x1,00;
- 02 high balconies with key holder;
- 03 white upholstered stools with chrome plated feet
- 06 white upholstered chairs with chrome legs
- 02 round table with glass top and chromed feet
- 03 small trash can
- 01 medium sized plant vase
- 01 couch with two sits
- 01 logo printed on vinyl (tiled) with 1,83m x 0,60m (h)





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- 01 image printed on vinyl measuring 4.00m x 2.50m (h)
- 01 spot light every 3sqm;
- 01 electrical outlet (220V) every 12sqm;
- 01 fire extinguisher every 20sqm;

**It will not be allowed the switching/substitution of furniture.**

## 6.5 Electrical Supply

If you need additional electric consumption (more than 1 KVA/9sqm), the request must be made until **March 01<sup>st</sup>, 2019**.

The Basic/Special Shell Scheme will be delivered with Brazilian-standard 220V voltage outlets.

## 6.6 Stand Cleaning

The Basic/Special Shell Scheme includes the not exclusive cleaning service (passerby cleaning). The service is offered during the event (April 02<sup>nd</sup>, to 05<sup>th</sup> 2019) during the night/morning. Eventual cleaning during the fair can be requested at the CAEX - Exhibitor Assistance Centre.

## 6.7 Furniture

Furniture already included in The Basic/Special Shell Scheme service package may not be replaced. Additional items may be requested from the *Exhibitor Zone*.

## 6.8 Stand Fascia Board

### • Basic Shell Scheme

Exhibitors may include an identification name up to 15 characters long on the stand's identification fascia board, free of charge. If no name is entered until **March 01<sup>st</sup>, 2019**, the name entered will be the same disclosed in the event's floor plan.

To customize your fascia board, please contact the official Stand Stand Builder of the event until **March 01<sup>st</sup>, 2019**.



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- **Special Basic Shell Scheme**

The Exhibitor may include at the stand identification badge, company logo and 01 image printed on the wall according to the project, at no cost.

Files must be submitted in high resolution by **February 15<sup>th</sup>, 2019** (in all cases). If the files are not sent to this date, the name of the company will be inserted in standard letters (name disclosed in the event plan), and a white canvas will be applied on the wall of the stand.

## 7. RAW SPACE

Exhibitors that have opted for *Raw Space* may hire the Stand Builder of their choice.

All Raw Space stands must submit full details of the project for approval by Organizer, according to these rules up to **March 8<sup>th</sup>, 2019**.

It is the event organizer's responsibility to delimit the previously designated area for each stand in the Exhibition Hall's floor.

In case of doubts about the delimitation and location of the stand, the Exhibitor and/or Stand Builder must go to CAEX - Exhibitor Service Center.

### 7.1 Required Documentation

All stands must have their projects and legal documents mentioned below sent to the event organizer until **March 8<sup>th</sup>, 2019**.

The delivery of required documentation and project of the stand will be through the Exhibitor Zone. Exhibitors must indicate your Stand Builder at the Exhibitor Zone, so the Stand Builder will receive an email with the access link, login and password.

- **Projects:** Images in JPG (1 image per item below) - MANDATORY upload all items below once, you can not perform the partial upload:

- Front View with elevation and quotas;
- Right side view with elevations and dimensions;
- Left side view with elevations and dimensions;
- Floor plan with dimensions;
- Positioning of the signs (Giroflex), if applied to the project.



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- **Documents:** Images in JPG / PDF (1 image per item below) - MANDATORY upload all items below once, you can not perform the partial transmission:
  - ART (Certificate of Technical Responsibility) or RRT (Technical Responsibility registration) design and implementation; In the case of ART engineer must be accredited by the CREA/RJ.
  - Proof of payment of ART / RRT;
  - Copy of ID card of CREA / CAU;

The responsible professional, who must be duly regularized in CREA / RJ or CAU / BR, must be present and fully follow the phases of the event. Engineers from other states should apply for a provisional visa to be able to work regularly in the State of Rio de Janeiro.

**After submission of the required items, the responsible department will have 2 business days (48 hours) for response. All analysis responses will be updated in the system itself.**

The project approved by the Organization will be available in the system until the end of the event. If there are differences in the construction of the stand from the approved project, the Organizer will immediately stop the assembling of the stand.

For Exhibition of machines, equipment and vehicles, please fill in the form of Exhibition of Machinery and Vehicles, which is available in the area reserved for the exhibitor and send until **March 1<sup>st</sup>, 2019**. The equipment / vehicle will not be allowed to enter without the prior authorization of the promoter.

## 7.2 Electrical Supply

Hiring a minimum of 1 KVA every 9sqm of stand is mandatory. The request must be made until the deadline of **March 01<sup>st</sup>, 2019**.

The voltage available at Riocentro is 220V.

It is the Exhibitor's responsibility to install the **main switch and protection devices for electrical circuits (circuit breakers)** compatible with the voltager to be used. These items must be installed on their own switchboards and fixed in a place of free access to the company in charge of the power supply in the pavilion, even out of the event's opening hours.

All cabling used must have a **double mechanical isolation** (type PP, NBR 5410). The use of parallel wires is not allowed.

All cabling used must be in good working order, with no bare wires accessible or visible. There





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should be no trailing cables that could present a trip hazard or leave the cable exposed to being damaged by passing vehicles or trolleys. Exhibitors and Set up companies must ground the booths built in metal structure (iron or aluminum) by connecting them to the ground wire that is next to the energy entry point.

## 7.3 Rigging

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

Rigging points are allowed for merchandising only. For more information contact the Marketing department ([marketing@laadexpo.com.br](mailto:marketing@laadexpo.com.br)).

## 7.4 Fire Extinguisher

It is mandatory for exhibitors to keep fire extinguishers in compliance with *standards NR23 - Fire protection, NBR14.276 / 1999 - Fire and panic brigade and decree 46.072 / 2001 - Protection against fire.*

During the set up, show days and break down days there must be 1 fire extinguisher per 20 sqm, with load compatible with the exposed products and materials used in the set up of the booth, properly signaled. Chemical powder extinguishers, CO<sup>2</sup> or ABC, with 6 kg are recommended.

The Exhibitor may place a fire extinguisher for the period of the trade show (4 days) in the Exhibitor Zone. The extinguisher requested in the Exhibitor Zone to the Exhibitor or during the set up will be distributed the day before the opening of the event and withdrawn at 5:00 pm on April 5<sup>th</sup>, 2019.

**Renting fire extinguishers online is not mandatory.**

## 7.5 Stand Cleaning

Deep cleaning inside the stands after set up is the responsibility of the stand builder.

The stand cleaning service is offered during the event (02 to 05 April) and can be hired in the Exhibitor Zone to the Exhibitor. Any eventual cleaning during the event can be requested at the CAEX (Exhibitor Service Center).

**Hiring stand cleaning services from the *Exhibitor Zone* is not mandatory.**



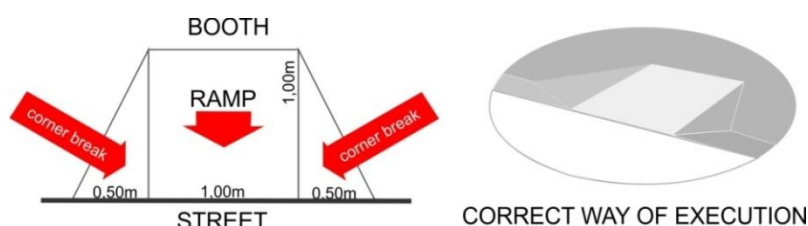
# THE LEADING LATIN AMERICAN DEFENCE AND SECURITY EXHIBITION



## 7.6 Access Ramps

All stands using raised flooring **must have access ramps for people with special mobility needs**. The ramp should be at least 1m x 1m and have a corner break of 0.50cm on each side according to ABNT NBR 9050 law.

Each stand must have at least one ramp.



- Table with inclinations:  
Ramps requirements according to NBR9050:

GAPs (cm)	Minimum Length (cm)	Minimum Width (cm)	Minimum Width of each bevel (cm)
3	Without ramp	Without ramp	Sem chanfer
4	1,00	1,00	0,50
5	1,00	1,00	0,50
7	1,00	1,00	0,50
10	1,00	1,00	0,50
15	1,50	1,00	0,75
20	2,00	1,00	1,00

## 7.7 Heights and Set Back Rules

**Height Limit:** The height limit allowed to build stands without mezzanine is 5 meters, and stands with mezzanine, 6 meters.

These heights are considered from the pavilion floor, and recoil from the dividing walls of adjoining stands. The height limit for the stands must not be exceeded and there must be a minimum recoil of 1 meter in relation to neighboring stands from 4.01m tall. For stands with mezzanine, there must also be an recoil of 1 meter from the street.

The following table provides the heights and recoils allowed for the stands:



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→ 1,00m → 1,00m

Height of 5,01m to 6,00m (mezzanine)	Height of 4,00m to 5,00m	Height of 0 to 4,00m	→ 0,00m
--------------------------------------	--------------------------	----------------------	---------

Height	Minimal recoil
0,00m to 4,00m	0,00m
4,00m to 5,00m	1,00m
5,01m to 6,00m (with mezzanine)	1,00m

**Note:** Setbacks only for neighbors.

The stands that make up the island may have the total occupation of the linear footage of its perimeter, up to 5,00m in height, with no need to retreat.

Stands with mezzanine should retreat 1.00m to the neighbors. For open mezzanines, it is obligatory the retreat of 1,00m for the streets.

## 7.8 Visual Permeability

In no case, the booths may stop the internal visualization (in their totality) of the sides facing the circulation ways of the event. Therefore, no wall facing the street can have visibility less than 50% (percentage applied to lateral) of the visual permeability. Above this, only transparent glass walls, transparent acrylic or similar material are allowed provided they are marked with a stripe (for safety reasons), to ensure the visualization of the neighboring streets and stands are

RIGHT	WRONG
100% open and transparent 	100% closed 
50% open 	More than 50% closed 
50% open at eyesight height 	Superior part open 

\*Projects with sandblasted adhesive application will be evaluated by our project department.

**Note:** The Offices of the Commanders of the Armed Forces and the meeting rooms of the Public Security Councils are exempt from this rule.



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## 7.9 Stand with Mezzanine

Mezzanine construction (second floor) will be allowed in booths with an area equal to or greater than 90sqm and must comply with the heights and setbacks established in the item Heights and Retreat Tables.

The mezzanine area will be charged to the Exhibitor per square meter, in the proportion of 50% of the square meter of contracted floor. For more information, contact your sales executive.

It is mandatory to prepare a mezzanine project and submit the documents listed below until **March 1st, 2019** :

- ✓ Stand plans;
- ✓ Method statement, to include any hydraulics;
- ✓ Study and structural calculation;
- ✓ ART (Technical Responsibility Notation) and/or RRT (Technical Responsibility Registration);
- ✓ Details of the second floor structure (mezzanine); of mezzanine structure (second floor).

Note: The use of glass panels (must have a protective film against shattering) will only be allowed up to the height of 3,00m (counting from the floor of the pavilion). Above this height only acrylic, polycarbonate or similar with a maximum dimension of 1,00m x 1,40m may be used.

The mezzanine structure should follow the standards contained in this manual as well as comply with the standards of ABNT - Brazilian Association of Technical Standards. In case of need contact the ABNT:

- ✓ **ABNT – Associação Brasileira de Normas Técnicas**  
Av. 13 de Maio, 13, 28° floor  
ZIP CODE: 20031-901, Rio de Janeiro – RJ – Brasil  
Tel+55 21 3974.2300

## 8. OUTDOOR AREA SET UP

The booth set up period in the Outdoor Area is the same as in **item 3.1**.

The height and setback rules for the construction of booths in the Outdoor area are the same as those described in **item 7**. However, weather conditions should be considered, reinforcing the booth structure and different floor conditions. It is suggested a technical visit to the place for better definition.

The Exhibitor may request electric, hydraulic and internet energy in the Exhibitor Zone to the



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Exhibitor following the stipulated dates and limits.

Due to technical limitations, or even by term, some areas may not have water or internet. Consult the Organizer about the technical conditions for installing this item according to the location of your booth.

## 9. EXHIBITOR'S RESTRICTED AREA

From November 2018, LAAD DEFENCE & SECURITY 2019 Exhibitors will receive by e-mail (contract address) login and password to access Exhibitor Zone available in [www.laadexpo.com.br](http://www.laadexpo.com.br)

### *Exhibit> I am an Exhibitor> Exhibitor Zone.*

The Exhibitor Zone offers:

- General rules of operation of the event;
- Schedule of set up and disset up;
- List of products and services;
- Registration of indirect exhibitors;
- Registration of automakers and suppliers;
- Registration of credentials.

It is the responsibility of the Exhibitor to ensure that the company's contact information is always updated. The Organizer will use this data to send important information to the Exhibitor.

In the Exhibitor Zone to the exhibitor it is possible to request / purchase mandatory and optional services.

Hydraulics, electricity, wired internet and security services for the stand can only be contracted in the Exhibitor Zone to the Exhibitor.

Audio and video services, fire extinguisher, furniture, catering, landscaping, cleaning and reception can be contracted with the provider of your preference. The Exhibitor Zone will be available for access and request for services **until March 1<sup>st</sup>, 2019.**

Note: Some services have shorter deadlines for requesting. Pay attention to the check list at the end of this manual, according to the contracted area, Free Area, Basic or Special Set up, where these deadlines are punctuated.



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## 9.1 Acceptance of Regulations

Exhibitors, Stand Builder and Suppliers/Staff must read carefully and accept the Term of Responsibility upon their first access to the Exhibitor Zone and assume responsibility for compliance with the standards established in this manual.

Please pay attention to the mandatory use of PPE (Personal Protective Equipment), closed shoes, hard hats and long pants for Exhibitors, Suppliers/ Staff and Stand Builders during set up and break down.

## 10. SERVICES AVAILABLE AT THE EXHIBITOR ZONE

### 10.1 Company Information

This section must contain **updated info**, because this is the contact information we will use to communicate with you and send you all communication relating to the show.

### 10.2 Stand Information

Allows you to check location, footage and type of contracted Set up (Raw Space or Basic Shell Scheme).

### 10.3 Downloads

In this section are the following files available in PDF format: Exhibitor Manual, floor plan of the event, check list, Clarion team, main suppliers of the event and Shell Scheme base project.

Please pay attention to the eventual updates of this section.

### 10.4 Official Catalogue

The deadline for LAAD DEFENCE & SECURITY 2019 catalogue entries is until **February, 15<sup>th</sup>, 2019**.

### 10.5 Invites

The electronic and printed invitations are important tools for publicizing your company's participation in LAAD Security.

- **Printed Invitations**

Invitations must be requested in the Exhibitor's Zone until **January 11st, 2019**. They will be sent to



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the address registered in the Exhibitor's Zone until **February 01<sup>st</sup>, 2019**.

After these deadlines, exhibitors who wish to receive invitation must check availability with their **commercial executive**.

- **Electronic Invitation**

The creation and customization of the Electronic Invitation are available in the Exhibitor's Zone. To create your company invitation, go to the FORMS tab and at OPTIONAL FIELDS click on E-INVITATIONS. In this area you can create and edit your company invitation as download in several formats or send it directly to your customers.

If you have any questions, please contact the marketing department: [mkt.br@clarionevents.com](mailto:mkt.br@clarionevents.com)

## **10.6 Invitation Letter**

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

The invitation letter must be requested via e-mail: [br.customerservice@clarionevents.com](mailto:br.customerservice@clarionevents.com)

## **10.7 Co-Exhibitor**

After purchasing, register the companies who will be sharing your stand with you. With this registration, Co-Exhibitors will receive a username and password to log into the Exhibitor Zone, where they may view the Manual, request badges and enter information into the event's Official Catalogue.

## **10.8 Exhibitor Badges**

All professionals working at the stand, during the set up period, show days and breakdown, must wear a valid badge. Badges must be requested in the Exhibitor Zone until **March 01<sup>st</sup>, 2019**. After this date, the badges should be requested only at the CAEX. We will not accept requests by email.

Access to the venue will not be allowed without a suitable badge.

The Exhibitors will be entitled to badges according to amounts broken down in the following table:





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CATEGORY	BADGES
Expositor	1 every 5sqm
Co-Exhibitor	4 units

Skip the Line: Register until **March, 01st, 2019** and claim your badge from **March 27th, 2019** at the CAEX (Exhibitor Service Center).

## 10.9 Supplier Registration

### • Stand Builder

At the Exhibitor Zone register the Raw Space's stand builder until March 01st, 2019.

After registering, the stand builder will receive username and password to access the Stand Builder's Restricted Area where are the instructions, access to the Exhibitor Manual and request badges.

During the event period, the stand builder will be entitled to 02 (two) maintenance badges per exhibitor.

CATEGORY	BADGES
Stand Builder	1 every 3sqm

### • Suppliers/Staff

In the Exhibitor Zone, register the **contracted companies** (Raw Space Stand Builder and Suppliers/Staff) until **March 1st, 2019**

The amount of free badges for the Suppliers/ Staff providers according to footage stand, as shown below:

BOOTH SIZE	BADGES
Until 50sqm	4
51sqm to 100sqm	8
101sqm to 150sqm	12
More than 151sqm	16

After **March 01st, 2019**, registration of new suppliers must be made at the CAEX – Exhibitor Service Center.



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## 10.10 Extra Badges

Exhibitors, Co-Exhibitors, Stand builders and Suppliers/Staff can register and request additional badges for a fee until **March 01<sup>st</sup>, 2019** in the Exhibitor Zone. After this deadline, badges may only be requested at the CAEX - Exhibitor Assistance Centre **from April 27<sup>th</sup> 2019**. **Requests via e-mail will not be accepted.**

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

## 10.11 A&V – Audiovisual

Exhibitors can hire AV equipment from the *Exhibitor Zone* until the deadline of **March 01<sup>st</sup>, 2019**.

Items ordered through the Exhibitor Zone will be delivered and installed during the pre-open day. For technical support during the event, contact the Operations team at CAEX - Exhibitor Assistance Centre.

**Hiring AV services from the *Exhibitor Zone* is not mandatory**

## 10.12 Data/ Badge Scanner

Exhibitors can rent for the entire period of the event (4 days) a portable device used to collect information from the visitors to their stand by scanning the badge bar code.

The equipment will be available for pickup from **9am of April 02nd 2019 by the Registration Desk** (main entrance).

The data collected will be sent by e-mail within **20 days** after the end of the event.

Exhibitors can hire Badge Scanner from the *Exhibitor Zone* until the deadline of **March 01<sup>st</sup>, 2019**.

## 10.13 Electrical Supply

**The electric current in the pavilion is 220V. All exhibitors using different voltage devices should use transformers.**

It is mandatory to contract a minimum consumption of 01 KVA for each 9sqm of contracted Raw Space. The request must be made by the deadline of **March 01<sup>st</sup>, 2019**.



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Stands with Basic/Special Shell Scheme already include the consumption of 01 KVA every 9sqm and 01 outlet of 220V every 12sqm. The Exhibitor may contract additional consumption in the Exhibitor Zone.

## 10.14 Fire Extinguisher

**Exhibitors are obliged to keep their fire extinguishers in compliance** with the following standards: NR 23 (fire protection), NBR 14.276 / 1999 (fire and panic brigade) and decree 46.072 / 2001 (fire protection). Failure to comply with this rule will result in a fine that will be charged during the realization period.

During the set up, realization and break down periods, there must be 01 fire extinguisher every 20sqm with load compatible with the exposed products and materials used in the set up of the booth, properly signaled. The Exhibitor can place fire extinguisher for the period of realization (4 days) in the Exhibitor Zone.

In the stands of Basic Shell Scheme there is already 01 extinguisher of fire every 20sqm. The fire extinguisher requested in the Exhibitor Zone will be distributed the day before the opening of the event and withdrawn at 5pm on April 05<sup>th</sup>, 2019.

**It is not mandatory to lease the fire extinguisher in the Reserved Exhibitor Zone.**

This service will be available for hiring in the Exhibitor Zone until **March 01<sup>st</sup>, 2019**.

## 10.15 Plumbing

Exhibitors may request plumbing (water and waste) from the *Exhibitor Zone*.

Due to technical limitations, some areas may **not** have water and drainage supply. Please consult the event organizer about the technical conditions for the installation of this item according to the location of your stand.

The service will be available for hiring at the Exhibitor Zone until until **March 01<sup>st</sup>, 2019** and will be distributed under payment of the request.

## 10.16 Internet Access

The Exhibitor can request internet services from the Exhibitor Zone for the period of the event, from **April 02<sup>nd</sup> to 05<sup>th</sup> 2019**.



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This service will be available for hiring from the Exhibitor Zone until **March 01st, 2019**.

## 10.17 Stand Cleaning

- **Cleaning -Show Days**

It is the responsibility of the organization of the event to maintain the common areas and ways of circulation of the event during the period of realization. This service starts only on the day of the inauguration of the event, so its responsibility of the Exhibitor or the stand builder contracted for any and all cleaning services of the stand prior to the first day of the event.

For the cleaning of the stands during the event (**April 02<sup>nd</sup> to 05<sup>th</sup>**) the exhibitor can request the stand cleaning service in the Exhibitors Zone until **March 01<sup>st</sup>**.

**Not Exclusive Cleaning:** it is a service per demand for the maintenance of the daily cleaning of the stand (passerby cleaning), comprises sweeping the floor and emptying the garbage baskets. The hiring is done by sqm.

**Exclusive Cleaning:** it is a fixed service, refers to the cleaning of the stand, where the employee works, exclusively for the stand.

**NOTE: Basic/Special Shell Scheme service package already includes cleaning services.**

**It is not mandatory to hire this service in the Exhibitor Zone.**

## 10.18 Furniture

Exhibitors may request furniture from the Exhibitor Zone until **March 01<sup>st</sup>, 2019**. The required items will be available at the stand until midnight of **April 01<sup>st</sup>, 2019**.

If you need any item not found on the Exhibitor Zone, please consult the event organizer.

Furniture already included in the Basic/Special Shell Scheme service package may not be replaced, but other additional items may be added.

**Renting furniture from the *Exhibitor Zone* is not mandatory.**



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## 10.19 Gardening

Exhibitors may request plants and floral arrangement plants for decoration of the stand from the Exhibitor Zone until **March 01<sup>st</sup>, 2019**, or also, during the set up period on **March 27<sup>th</sup> to April 01<sup>st</sup>**, at the CAEX – Exhibitor Service Center.

The gardening requested at the Exhibitor Zone will be distributed on the day before the event opening and withdrawn at 5pm, April 05th, 2019.

**Hiring it from the Exhibitor Zone is not mandatory.**

## 10.20 Receptionists

Exhibitors may request receptionist services for the period from 9am to 6:30pm from **April 02<sup>nd</sup> to 05<sup>th</sup> 2019**, with the option of a monolingual receptionist (Portuguese), bilingual (Portuguese and English) or Trilingual (Portuguese, English and Spanish) until **March 01<sup>st</sup>, 2019**.

**It is not mandatory to hire this service in the Exhibitor Zone.**

## 10.21 Stand Security

Exhibitors may hire private security service for the stand for daytime and/or night time.

Oriented by Federal Police this service will be solely provided by the **exclusive event security**, properly identified. Do not accept the security services offered by companies other than the official one.

## 10.22 My Orders

In the “My Orders” section, you can check:

*My Quota*: items already included in the Exhibitor’s contract.

*Realized Order*: Requested items with selected payment method (finished).

Click on “*Finish Order*” to check pending items and complete the order. You can edit the payer if the slip or invoice must be sent to another company by clicking “edit payer” before completing the order.



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**Note:** Some services must be hired exclusively from the Exhibitor Zone, according to the table below:

EXHIBITOR EXCLUSIVE AAREA	Others
Data Collector	Food & Beverage
Electrical Supply	Audiovisual (AV)
Plumbing	Fire Extinguisher
Internet access	Cleaning services
Private Security	Furniture
	Raw Space Stand Builder
	Gardening
	Receptionist
	Insurance
	Freight Forwarder

## 10.23 Hiring Services in the Pavilion

Some services available in the Exhibitor Zone may be requested at the CAEX - Exhibitor Service Center from **March 27<sup>th</sup>, 2019**.

Be aware of the items needed during set up, such as: **electrical supply, plumbing and internet** access that must be requested in advance to avoid delays during the set up of the stand.

Remember that the items will only be available upon request and payment.

## 11. Laws and Regulations

### 11.1 Freight Forwarders

Exhibitors must hire Freight Forwarder services able to obtain the permits with Customs, transporting cargo to and from the Exhibition Hall of your choice. If necessary, please refer to **Attachment I** for a list of suggested companies.

Exhibitors must anticipate the hiring of Freight Forwarder services and the shipment of their equipment by **December 2018**.



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## 11.2 Freight Conditions

All cargo coming to Brazil for a trade event must be shipped in the form prepaid freight.

The freight should be clearly demonstrated in the body of the AWB / BL (Air Way Bill / Bill of Lading). Shipping “as agreed” or “freight as per agreement” is not accepted by Brazilian customs authorities.

Shipments coming under the temporary admission procedure must return to the origin after the event with “collect” freight, i.e. to be paid at the destination. Please pay attention to the return period which must be checked with the Freight Forwarder.

Please note that some items are controlled in accordance with Brazilian law, and there are also a few prohibited items that are described in General Terms and Conditions, item 5 on your Exhibitor contract.

**For more information about deadlines, documentation, controlled / restricted items and general procedures, please contact your local / Brazilian Freight Forwarder.**

- **Important Note**

Please make sure that all shipments (air and sea) are weighed and that their weights are declared on export documents.

Permanent goods must be imported into Brazil separately from goods entering under temporary admission.

The Import License may be required by Brazilian authorities depending on the nature of goods. Therefore, please send a copy of the commercial invoice in time for the Brazilian Freight Forwarder, so that it begins to work in customs formalities before the goods are shipped.

**For more information about deadlines, documentation controlled / restricted items and general procedures, please contact your local / Brazilian Freight Forwarder.**

- **Documentation**

Below is the necessary documentation to obtain the Import License:

- Invoice with complete description of the goods;
- Packaging list;
- Catalogue;
- Copy of the contract between the event organizer and the Exhibitor.

**It is very important that the actual figures are declared. The Brazilian authorities have the right to**





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**question the value stated in any invoice. The customs officials inspect all shipments according to each invoice.** If there is any discrepancy, the complete shipment is potentially subject to delays, fines and/or seizure.

Invoices must be issued in English or Portuguese. Two original sets of invoices must be submitted together with the AWB / BL (Air Way Bill / Bill of Lading) – **Photocopies are not accepted even if they bring an original signature.**

- AWB (Air Way Bill) & BL (Bill of Lading) After the declaration, the following should be mentioned in both AWB & BL:

“These products are intended for display at LAAD Defence and Security 2019 event, which will take place in the period between the 02nd and the 05th of April 2019 at the Riocentro Exhibition & Convention Center - Av. Salvador Allende, 6555, Rio de Janeiro – RJ, CEP 22780-160, returning to its origin after the event (only for cases of temporary boarding).”

**Note:** Do not fail to mention all MCN – Mercosur Common Nomenclature – codes in both AWB & BL.

- BL (Bill of Lading) For the BL, the packing details are mandatory as follows:

In case of pallets: Number of pallets – description of goods, weight in kilograms, cubic footage, and MCN (Mercosur Common Nomenclature);

In case of plastic drums: Number of plastic drums – description of goods, weight in kilograms, cubic footage, and MCN (Mercosur Common Nomenclature);

In case of wooden box: Number of wooden boxes – description of goods, weight in kilograms, cubic footage, and MCN (Mercosur Common Nomenclature);

In the case of cartons: Number of boxes – description of goods, weight in kilograms, cubic footage, and MCN (Mercosur Common Nomenclature).

**For more information about deadlines, documentation, controlled / restricted items and other procedures, please contact your Freight Forwarder.**

## 11.3 Deliveries and Removal of materials from the Exhibition Hall

**Exhibitors are responsible for the set up of materials and equipment in their stands.** The event organizer can not receive materials and equipment on behalf of Exhibitors. Exhibitors must appoint a person responsible in their stands for the receipt and return of materials and equipment.





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Any means of light cargo transportation that circulates inside the pavilion must be equipped with rubberized wheels (type cart board).

The access should be made by Av. Olof Palme, Portão G do Riocentro Exhibition & Convention Center, not being allowed the truck to park in the common areas of the Exhibition Pavilion. After unloading, all trucks should leave the area immediately. Otherwise, the Exhibition Hall will impose a fine.

## **11.4 Documentation for Remittance of Goods to Exhibition Hall**

It is the responsibility of Exhibitors to meet the legal requirements concerning the procedures for delivery of goods, equipment, products, utensils, etc.

Exhibitors must issue a Simple Shipping Invoice, in their own name (sender establishment).

The header of the invoice must be filled with all the data (Company Name, Address, Tax ID and State Registration) of the Exhibitor (Sender Establishment). The same applies for remittances by affiliates.

Third-party remittances must be covered by an Invoice of the Exhibitor itself. In the body of the invoice, all goods, equipment, products, utensils, etc. must be listed with their real value and the following wordings:

“These goods are for display at the LAAD Defence and Security 2019 event, to be held from the 02nd to the 05th of April 2019, at the Riocentro Exhibition & Convention Center - Av. Salvador Allende, 6555, Rio de Janeiro – RJ, CEP 22780-160, and must return within 60 days.”

“Outshipping free of Tax on Movement of Goods and Services (ICMS), in accordance with Article 33, Annex I of ICMS Refunding / 2000.”

In case of industrial property, it must also include the following wordings:

“Outshipping with suspension of the Industrialized Products Tax (IPI), in accordance with Article 40 – Item II of the IPI Refunding / 98.”

The event organizer, through its Official Security Company, may request a Simple Remittance Invoice upon entry of products in the Exhibition Hall.



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## 11.5 Documentation for the Return of Merchandising

Exhibitors must issue an **Entry Invoice** in their own name mentioning the No. and Date of the Simple Remittance Invoice setting forth the following wordings:

*“Exhibition return – LAAD Defence and Security 2019 event, to be held from the 02<sup>nd</sup> to the 05<sup>th</sup> of April, 2019, at the Riocentro Exhibition & Convention Center - Av. Salvador Allende, 6555, Rio de Janeiro - RJ, Zip Code 22780-160, from the Simple Remittance Invoice (number and date).”*

*“Outshipping free of Tax on Movement of Goods and Services (ICMS), in accordance with Article 33, Annex I of ICMS Refunding / 2000.”*

**In the case of an industrial plant, the following wordings must also be included:**

*“Outshipping with suspension of the Industrialized Products Tax (IPI), in accordance with Article 40 – Item II of the IPI Refunding / 98.”*

## 11.6 Insurance & Liabilities

The event organizer will not be responsible for the safety of articles of any kind brought to the event venue by Exhibitors or their teams.

- Exhibitors are recommended to ascertain that items are covered by their own insurance for all risks: fires, explosion, thefts, accidents, material transportation (including set up, show days, and break down), etc.
- Exhibitors are also recommended to always keep notebooks, phones, electronics, folders, documents, etc. close at hand and within eyesight. Products and equipment can be fixed to the structure of the stand or stored in lockers provided by the event organizer in the Exhibition Hall.
- It is also recommended not to use illegal computer programs.

## 11.7 Flammable Liquid & Gases

The use of explosives and non-inert, toxic, flammable, or combustible gases and liquids is **strictly prohibited**. Exhibitors who violate this regulation are subject to fines and penalties.

The use of compressed air to operate equipment is allowed. Exhibitors should consult the Organizers about availability. It is noteworthy that compressors and other equipment are the responsibility and



# THE LEADING LATIN AMERICAN DEFENCE AND SECURITY EXHIBITION



must be provided / installed by Exhibitors.

## 11.8 Labour Inspection

The **Ministry of Labour**, in the sense of standardizing the different forms of hiring labour, conducts due diligence with inspectors to verify compliance with labour laws.

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

The documents that must remain in the stand at the disposal of labour inspection are as follows:

- **EXHIBITOR company employees:**
  - Duplicate of employees' Registry File.
- **Service Suppliers Workers**
  - Service Providing Contract;
  - Duplicate of employees Registry File or identification card (badge), containing full name, function, admission date and PIS/PASEP number.
- **Temporary workers:**
  - Contract with the temporary work agency and a list of employees who provide services in this condition;
  - Registry in the Ministry of Labour.
- **Brazilian autonomous worker:**
  - Copy of autonomous registry at the City Hall and INSS (National Institute of Social Security) The documentation mentioned should be required at the time of the labour contract, allowing in any future labour demand, that Exhibitors and service providers have sufficient evidence to defend their interests.
- **Hiring foreign labor:**

Foreign companies, Stand Organizers or Stand Builder must comply with the relevant Brazilian legislation concerning:

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



# THE LEADING LATIN AMERICAN DEFENCE AND SECURITY EXHIBITION



In accordance with Brazilian law, foreign companies operating in events must have a minimum of 70% of Brazilian workforce.

## 11.9 Contracting the work of Minors

If Exhibitors need to hire people under 18 years of age during the event, they must provide a duly notarized letter of parental consent, signed by both parents, with a copy of their identity card (called “RG” in Brazil) and social security numbers (called “CPF” in Brazil), a copy of the birth certificate or identity card of the minor, and a copy of the Employment Contract signed between the Exhibitor and the minor.

- ✓ **2ª Court of Childhood, Youth and Juvenile Offenders**  
Av. Rodrigues Alves, 731  
Santo Cristo, Rio de Janeiro – RJ  
Zip Code: 20220-360  
+55.21.3213.4700

## 11.10 Access of Minors

The access of under-18s in the set up, show days, and break down of the event **will not be allowed**, except those who are working during the event, as described in item **Contracting the Work of Minors**.

## 11.11 Entrance and Permanence of Armed People

The admittance of armed people is **prohibited** in a public precinct, according to **Decree No.22.370, of July 11st, 1996**:

**Art. 1** – “Nightclubs, cinemas, theaters, stadiums, recreational fraternities, samba schools, and similar establishments legally organized in this State must be ruled by Law 2,526, of January 22<sup>nd</sup>, 1996, and by the provisions of this Decree, concerning the prohibition of entrance and permanence of persons carrying firearms in the area destined to the public.”

Also, Law No. 10,826, of December 22<sup>nd</sup>, 2003 (Disarmament Statute):

**Art. 34** – “Promoters of indoor events, with concentrating over one thousand people must adopt, subject to liability, the necessary measures to prevent the entry of armed persons, except the events covered by section VI of art. 5 of the Federal Constitution.”



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It will be made available at the main entrance, next to the accreditation, service of guarding and dismantling of arms during the event of the **02<sup>nd</sup> to 05<sup>th</sup> of April from 10am to 6pm.**

## 11.12 Sound

Only the event organizer can maintain and operate sound services at the event, deciding the messages to be disclosed. Exhibitors are forbidden to use sound equipment that invade the exhibition's aisles or neighboring stands.

According to standard NBR 10,152, of 12/1987, by ABNT (the Brazilian Association of Technical Standards), the sound level at the stands **may not exceed 85 db +/- 1 decibel.**

## 11.13 Copyrights

According to Law Nº 9610/98, which regulates copyright, the exhibiting company that uses ambient music in its booth, even through the radio AM / FM, must collect a fee by completing the form available on the ECAD – Escritório Central de Arrecadação e Distribuição.

The completed form must be delivered to ECAD, to calculate the rate and issue of the ticket that can be paid at any bank branch until the due date.

NOTE: This fee must be paid up to 72 hours before the start of the event and the proof of payment posted at the booth, in order to facilitate eventual inspection.

### ✓ ECAD

Av. Almirante Barroso, 22,22º and. Centro  
Zip Code 20031-000 – Rio de Janeiro / RJ  
+55.21.2544 3400  
[www.ecad.org.br](http://www.ecad.org.br)

## 11.14 Authorization of Image/ Sound Use

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

## 11.15 Signs

The signaling of the event is the sole responsibility of the event organizer, which will provide maps, signposts, banners, etc.







# THE LEADING LATIN AMERICAN DEFENCE AND SECURITY EXHIBITION



## 11.16 Demonstration of Products and Equipments

Exhibitors may demonstrate products and services only within the perimeter limits of their stands.

The use of balloons, remote-controlled vehicles, promotional staff, characters or any other activities in the aisles will not be allowed.

Demonstrations that may cause panic, distress, or endanger anyone in the exhibition will not be allowed. the event organizer, at its discretion, may interrupt such demonstration and/or shut down the stand in question.

The event organizer can also stop actions carried out within the stand limits if they cause agglomerations or jeopardize the smooth running of the event, at any time.

If the exhibitor has an interest in performing sampling / merchandising actions, he / she should contact his / her sales executive or email [info@laadexpo.com.br](mailto:info@laadexpo.com.br).

## 11.17 Prohibited Items

The participation contract in the event signed between the Exhibitor and the event organizer features a series of items that cannot be exposed in the event, in the catalogue or promoted in any way during the event, under penalty of immediate removal thereof, stand interdiction and disqualification of the Exhibitor.

The event organizer will maintain a **permanent supervision team** on this subject throughout the event.

## 11.18 Commercialization Of Products & Distribution Of Promotional Material

The sale of products in the exhibition premises **is not allowed**. The distribution of promotional material can only be performed within the perimeter limits of the stand.

Noncompliance with this clause may lead to confiscation of the items in question from the stand until the end of the event.





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## 11.19 PAF - PROVISIONAL OPERATION AUTHORIZATION

By regulation of the Treasury Department of the State of Rio de Janeiro, all Exhibiting companies must request the PAF - Provisional Operation Authorization to exhibit at events headquartered in Rio de Janeiro. Clarion Events' financial department will contact you to begin the process by completing a specific form, provided by the local Secretaria da Fazenda. The deadline for sending the documents is until **March, 01st, 2019**.

To comply with the legislation, the Promoter will pay the fees of all stands, since this fee is already included in the contract.

- ✓ **Subsecretaria Adjunta de Fiscalização**  
*IFE01 - Fiscal Barriers and Transit of  
Merchandising - Event Industry  
Rua Buenos Aires, 29, 3º Floor  
Zip Code 20070-021, Rio de Janeiro/RJ, Brasil  
+ 55 21 2332.3187*

## 11.20 RRT and ART

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

The technical responsibility of professionals who design building plants must meet the following criteria:

- RRT: architects and urban planners affiliated to CAU (Architecture & Urbanism Council) Resolution CAU/BR No. 9, of 01/16/2012;
- ART: other engineering professionals affiliated to CREA (Regional Engineering & Agronomy Council).

The ART or RRT must include the full set up project, including the calculation of the structure, maximum load in kilograms, and the description of the professional's responsibility on the project. It must be signed and the due fee must be paid to CREA/RJ or CAU/BR.

## 11.21 Non-Transferability

The sublease of stands or its use by third parties **is not allowed**. The stand areas are exclusively leased to Exhibitors or their representatives, as approved by the Event Organiser.



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## 11.22 Overdue Payments

Exhibitors who are in arrears will not be admitted to the Exhibition Hall for set up of their stands. For clearance, they must present proof of payment of contractual installments or service fees already paid off or effect the overdue payment at CAEX (Exhibitor Centre).

## 11.23 General Provisions

Exhibitors undertake to observe and enforce all the terms and provisions governing the event by its employees or Stand Builders.

The Event Organiser reserves the right to arbitrate on cases not covered in this Manual and establish new standards that are necessary for the smooth running of **LAAD Defence and Security 2019** and harmony between the Exhibitors.

Alterations made by the Event Organiser **do not constitute** a right to cancel any Area Lease Contract by any Exhibitor. A fine will be applied in the amount of 25% of the total area leased to any Exhibitor who violates any of the established standards, whose sanction is not previously specified.

## 12. SAFETY RULES

### 12.1 Pre- Event

In the period preceding the event, the Clarion Events Brazil Technical Team of Health and Safety will guide the Exhibitor companies, Stand Builders, and other Suppliers through the necessary procedures.

Deadlines will be established for the fulfilment of technical and safety measures and, such as:

- Alignment of Technical Projects;
- Project transmission in accordance with the standards established;
- Descriptive Memorial Project.

### 12.2 Set up

At this stage the release of incoming cargo vehicles in the Pavilion will be subject to previous inspection of the Technical Team, checking the conformity of PPE's\*, CPE's\* and documentation.



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*\*PPE – Personal Protective Equipment*

*\*CPE – Collective Protection Equipment*

During the period, the Clarion Events Technical Team will inspect the execution of the work, checking the items set forth in this Guide.

A copy of all relevant documentation to the booth must be available on it throughout the entire period and may be requested at any time by Clarion's Technical Team.

## 12.3 Show Days

During the hold of the Event, the Supplier shall designate an employee who will be the main contact in case of necessary maintenance.

A copy of all technical project documentation must remain with the designated professional.

## 12.4 Break Down

The breakdown period of an Event is very vulnerable, due to the high rate of accidents.

Clarion Events Technical Team will be present throughout the entire period, as well as during the set up and hold of the event, where the standards and conduct here mentioned, should also be carefully observed and followed.

## 12.5 PPE - Personal Protective Equipment

Are equipments mandatory through the entire period of set up and breakdown:

### Hard Hats

To protect against inadvertent falls and/or incidental, hard hat use is mandatory during the entire period of set up and breakdown in the marked areas.

### Trousers

The use of long pants is mandatory during the whole set up and breakdown of the event. Short pants, shorts, skirts and dresses are prohibited during this period.



# THE LEADING LATIN AMERICAN DEFENCE AND SECURITY EXHIBITION



## **Uniform**

For easy professional identification and companies involved, the uniform is mandatory.

## **Safety boots**

Closed and sturdy footwear is required throughout the entire period of set up and breakdown of the Event. Slippers, sandals and similar, are prohibited.

Specific activities will lead to specific needs and PPE's:

## **Full bodyharness**

The full body harness (rigging equipment) is required to work at heights over 2,00m (two meters).

Riggers must be clipped on to a rigging safety structure via a safety lanyard.

## **Ladder and scaffolding**

The ladder must have their use restricted to provisory access and small services, up to 2,50 m (two meters and fifty centimeters) height, according to NBR 18.

It is mandatory the use of steel scaffolds above this limit.

## **Safety gloves**

In steel mesh to work with sharp objects; leather for handling, loading and unloading; rubber for electricians and use of cleaning products.

## **Eye protection**

Mandatory in activities which might generate floaters particles as ashes, protecting the eyes and sight.

## **Special boots**

Mandatory in jobs that require antistatic boots.

## **Mask**

Professional that may develop activities generating inhalable particles should wear masks (paper or cloth) in order to protect the airway.

## **Ear plugs**

It's mandatory the use of hearing protection in noisy activities.

## **Collective and Personal Protection Equipment - CPE**

During periods of set up, show days and breakdown of the Event, the CPE must comply with the



# THE LEADING LATIN AMERICAN DEFENCE AND SECURITY EXHIBITION



requirements of the Clarion Events Technical Team.

## **Hazard light**

Required to all vehicles circulating inside the Pavilion, increasing visibility.

## **Traffic cones, caution tapes and fire extinguisher**

The handling (load and unload) of cargo and/or equipment should be duly signalized to alert other professionals.

The signs held by cones and/or caution tape, should be supplemented by the use of fire fighting equipment (fire extinguishers) whenever necessary.

It will not be permitted the entrance at the Pavilion without the required equipment, not even to pick up at the stand. For this reason, watch out during the exit to not leave it at the stand, or designate a company representative who will be responsible for the material and distribution by the entrance.

## **Cargo Handling**

All cargo handling inside the Pavilion has been previously informed to the Promoter and accompanied by his Technical Team of Health and Safety.

In this action, the use of PPE's and CPE's is required and the lack of it, makes impossible to circulate in the Pavilion (load or unload). It is suggested to pay attention to this obligatority.

## **Forklifts for cargo handling**

The promoter will provide an official service of forklifts inside the Pavilion during the period of set up and break down.

However, it is possible for the Stand Builders to use their own vehicles and/or outsourced. In this case, such vehicles must present good conditions of operation and be in accordance with the volume, cargo weight and maximum load permitted in the Pavilion.

## **Vehicles**

The vehicle access in the Pavilion may be accepted or not depending on the characteristics of each event. For this reason, it's essential to pay attention to the specific rules at the show Exhibitor Manual.

Where the access is allowed, the measurement of the access gate, schedule and the limit static load must be verified at the show Exhibitor Manual. In addition, the provisions shall be observed:

- maximum speed inside the Exhibition Pavilion: 15km/h;
- warning system (hazard lights) in operation at all times;
- duly approved driver to perform the function;



# THE LEADING LATIN AMERICAN DEFENCE AND SECURITY EXHIBITION



- compliance with the assistance of Clarion Events Brazil Technical Team.

Access to the pavilion will be only possible with the presentation of all the documents concerning the cargo (Invoice Delivery of Goods), the vehicle and the driver.

## **Pre-defined Routes**

Circulation routes are pre-defined inside the Exhibition Pavilion by the Technical Team.

Only these routes, which should remain uninterrupted throughout the event, may be used for vehicle circulation Health and Safety during the Set up of the Event

## **Firefighting equipment**

Fire extinguishers are mandatory items during the set up, hold of the Event and break down, as set forth in the rules NR 23 (Fire protection), NBR 14276/99 (Panic and fire brigade) and the decree 46072/2001 (Fire Protection).

The minimum proportion is 1 (one) fire extinguisher to each 20 square meters, compatible with the products and materials displayed and/or making up the stand, clearly signalized.

## **General Standards**

The Promoter, in order to ensure the safety of those involved in periods of set up and break down of the event, reserves the right to withhold the stand that is contrary to the specific requirements of this Exhibitor Manual and Guide.

This decision will be taken after evaluation of the Technical Team of the Public Prosecutor or the hierarchy, such as City Hall, CONTRU, ANVISA, Military Police or Fire Department (local regulators).

## **Ways of Circulation**

No set up, structuring and / or decoration element may exceed the limits of the leased area or be fixed to the floor, columns, walls or ceiling of the Exhibition Hall.

The construction of ramps and / or gutters in ways of circulation is prohibited.



# THE LEADING LATIN AMERICAN DEFENCE AND SECURITY EXHIBITION



## 13. CHECK-LIST

### 13.1 Basic Schell Scheme

Action	Deadline
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#### □ Mandatory Items

Accessing the Exhibitor Zone	Immediate
Accepting the Liability Waiver	Immediate
Updating company registration & contact information	Immediate
Entering information for the Event's Official Catalogue	February, 15 <sup>th</sup> , 2019
Providing Insurance	March, 01 <sup>st</sup> , 2019
Registering badges	March, 01 <sup>st</sup> , 2019
Registering contracted Suppliers/ Staff	March, 01 <sup>st</sup> , 2019
Informing name for stand identification fascia board	March, 01 <sup>st</sup> , 2019
Providing PPE for the set up & break down periods	March, 20 <sup>th</sup> , 2019
Checking for possible financial outstanding issues	March, 01 <sup>st</sup> , 2019

#### □ Optional Items

Hiring freight forwarders	Immediate
Requesting & registering Co-Exhibitors	Immediate
Requesting extra print invitations	January, 11 <sup>st</sup> , 2019
Creating and Customizing Electronic Invite	March, 01 <sup>st</sup> , 2019
Requesting stand structure customization	March, 01 <sup>st</sup> , 2019
Sending Heavy Machinery and vehicles exhibition form	March, 01 <sup>st</sup> , 2019
Requesting AV (audio & video)	March, 01 <sup>st</sup> , 2019
Requesting Data Collector	March, 01 <sup>st</sup> , 2019
Requesting additional badges	March, 01 <sup>st</sup> , 2019
Requesting additional power supply	March, 01 <sup>st</sup> , 2019
Requesting Plumbing	March, 01 <sup>st</sup> , 2019
Requesting Internet access	March, 01 <sup>st</sup> , 2019
Requesting additional furniture	March, 01 <sup>st</sup> , 2019
Requesting gardening	March, 01 <sup>st</sup> , 2019
Requesting Receptionists	March, 01 <sup>st</sup> , 2019
Requesting private security guards for the stand	March, 01 <sup>st</sup> , 2019
Providing copies of labour documentation	March 25 <sup>th</sup> , 2019
Providing Copyright with ECAD	March 25 <sup>th</sup> , 2019
Providing Entry Invoice	March 25 <sup>th</sup> , 2019
Providing Simple Remittance Invoice	March 25 <sup>th</sup> , 2019







# THE LEADING LATIN AMERICAN DEFENCE AND SECURITY EXHIBITION



## 13.2 Raw Space

Action	Deadline
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### □ Mandatory Items

Accessing the Exhibitor Zone	Imediato
Reading & accepting the Liability Waiver	Imediato
Updating company registration & contact information	Imediato
Entering information for the Event's Official Catalogue	February, 15 <sup>th</sup> , 2019
Registering contracted Stand Builder	March, 01 <sup>st</sup> , 2019
Submitting stand project for approval	March, 01 <sup>st</sup> , 2019
Providing & submitting ART or RRT	March, 01 <sup>st</sup> , 2019
Provide Insurance	March, 01 <sup>st</sup> , 2019
Registering badges	March, 01 <sup>st</sup> , 2019
Registering contracted Suppliers/ Staff	March, 01 <sup>st</sup> , 2019
Hiring Electrical Supply (minimum 1 KVA/ 9 sqm)	March, 01 <sup>st</sup> , 2019
Providing fire extinguishers	March 25 <sup>th</sup> , 2019
Providing PPE for the set up & break down periods	March 20 <sup>th</sup> , 2019
Checking for possible financial outstanding issues	March 25 <sup>th</sup> , 2019

### □ Optional Items

Hiring Freight Forwarders	Imediato
Requesting & registering Co-Exhibitors	Imediato
Requesting print invitations	February, 11 <sup>st</sup> , 2019
Creating and customizing electronic invite	March, 01 <sup>st</sup> , 2019
Sending Heavy Machinery and vehicles exhibition form	March, 15 <sup>th</sup> , 2019
Requesting AV (audio & video)	March, 01 <sup>st</sup> , 2019
Requesting Data Collector	March, 01 <sup>st</sup> , 2019
Requesting additional badges	March, 01 <sup>st</sup> , 2019
Requesting Plumbing	March, 01 <sup>st</sup> , 2019
Requesting Internet access	March, 01 <sup>st</sup> , 2019
Requesting Cleaning services for the stand	March, 01 <sup>st</sup> , 2019
Requesting Furniture	March, 01 <sup>st</sup> , 2019
Requesting gardening	March, 01 <sup>st</sup> , 2019
Requesting Receptionists	March, 01 <sup>st</sup> , 2019
Requesting private security guards for the stand	March, 01 <sup>st</sup> , 2019
Creating and customizing electronic invite	March 25 <sup>th</sup> , 2019
Providing copies of labour documentation	March 25 <sup>th</sup> , 2019
Providing Copyright with ECAD	March 25 <sup>th</sup> , 2019
Providing Entry Invoice	March 25 <sup>th</sup> , 2019
Providing Simple Remittance Invoice	March 25 <sup>th</sup> , 2019



# THE LEADING LATIN AMERICAN DEFENCE AND SECURITY EXHIBITION



## 14. ATTACHMENTS

### Attachment I: Freight Forwarder Suggestion

- **Fink**

Contact: Claudia Valéria Almeida

E-mail: calmeida@fink.com.br

Tel .: + 55 21 3410.9711

Cellphone: +55 21 98121.7956

- **Fulstandig**

Contact: Mariane Ewbank

E-mail: mewbank@fulstandig.com.br

Tel .: + 55 21 2142.5315

Cellphone: +55 11 99942.1354

- **Interlog**

Contact: Marcos Marcelo Souza / Igor Lopes

E-mail: mmcarcelo@interlog.com.br / igor@interlog.com.br

Tel .: + 55 21 2142.5315

Cellphone: +55 21 99816.5520

- **Waiver EXPO**

Contact: Edson Santos / Claudia Grigolon

E-mail: edson.santos@waiverexpo.com / claudia.grigolon@waiverexpo.com

Tel .: + 55 11 2281.7882

Cellphone: +55 21 98262.3930

Cellphone: +55 11 94764.6918 | +55 11 94770.4174

For movements inside the exhibition hall, as well as for national transport, we suggest:

- **Camargo Transportes**

Contact: Fabiana Simão

E-mail: fabiana@camargotransportes.com.br

Tel.: +55 11 2401.5332 | +55 11 4962.4664

Cellphone: +55 11 94764.6918 | +55 11 94770.4174

It is important to note that the exhibitor is free to choose his agent and freight forwarder, and there is no obligation to hire any of the above mentioned companies.



# THE LEADING LATIN AMERICAN DEFENCE AND SECURITY EXHIBITION



## Attachment II: Heavy Machinery and vehicles exhibition form

EVENTO <i>EXHIBITION</i>		LOCAL <i>LOCATION</i>	
EXPOSITOR <i>COMPANY</i>	NR. STAND <i>STAND NO.</i>	E-MAIL	
CONTATO <i>CONTACT</i>	TELEFONE <i>PHONE</i>	CEL <i>MOBILE</i>	

Este formulário é destinado aos expositores que pretendem exibir máquinas e veículos tanto na área interna como externa.

*This form is for exhibitors who intend to display heavy machinery and vehicles in the exhibition. It is for indoor or outdoor areas.*

Os dados abaixo devem ser preenchidos e enviados dentro do prazo para aprovação pela PROMOTORA.

*Fill in the fields below and forward to the ORGANISERS for approval prior to the event.*

Tipo de Maquinário <input type="checkbox"/> Máquinas / Equipamentos <input type="checkbox"/> Veículos <i>Type of Exhibit                      Machinery/Equipment                      Vehicles</i>				
Descrição <i>Description</i>			Quantidade de Pontos de Apoio <i>Quantity of Supporting Points</i> _____	
Tamanho <i>Dimensions</i>	Largura / Width _____mm	Profundidade/ Depth _____mm	Altura / Height _____mm	Peso / Weight _____kg
Irà expor <i>Will exhibit</i>	<input type="checkbox"/> Cheio / Full  <input type="checkbox"/> Vazio / Empty	<input type="checkbox"/> Aberto / Open  <input type="checkbox"/> Fechado / Closed	<input type="checkbox"/> Ligado / Switched On  <input type="checkbox"/> Desligado / Switched Off	
Caso Ligado, favor especificar <i>If switched on, please specify</i>		Produz Fumaça <input type="checkbox"/> Sim <input type="checkbox"/> Não <i>Produces Smoke                      Yes                      No</i>		
		Nível de Barulho <i>Noise Level                      _____(max 70db)</i>		



# THE LEADING LATIN AMERICAN DEFENCE AND SECURITY EXHIBITION



Este formulário deverá ser enviado para o e-mail: [lucilla.oliveira@clarionevents.com](mailto:lucilla.oliveira@clarionevents.com) juntamente com as fotos das máquinas/veículos para aprovação até o dia 01 de março de 2019.

*This form must be sent to the e-mail: [lucilla.oliveira@clarionevents.com](mailto:lucilla.oliveira@clarionevents.com) along with the machines/vehicles pictures for approval until March 01<sup>st</sup>, 2019*

Favor preencher um formulário para cada máquina/veículo que será exposto.

*Please fill in 1 (one) form for each machine/vehicle that will be displayed.*

**NENHUMA MÁQUINA/VEÍCULO PODERÁ SER EXPOSTO SEM A PRÉVIA APROVAÇÃO DA PROMOTORA.**

**NO MACHINE / VEHICLE WILL BE EXHIBITED WITHOUT PREVIOUS APPROVAL FROM THE ORGANISERS.**



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# THE LEADING LATIN AMERICAN DEFENCE AND SECURITY EXHIBITION



## Attachment III: Brazilian outlets Standard

The Brazilian standard of plugs and plugs is type N. This pattern has three pins, the pin. central. connection with the ground wire. This standard has two versions: Slim diameter plugs (4mm) for devices with rated current of up to 10 amps and thicker plugs (4.8mm) for equipment operating at up to 20 amps.

The Basic Set up will be delivered with the first version for use with appliances with rated current of up to 10 amperes.

Between the two pins (neutral conductor and phase) there is a distance of 19mm. The ground conductor is centered 3mm above the other pins. The N-type jack is compatible with the 2-pin C-type jack, without the ground wire.





# A MAIS IMPORTANTE FEIRA DE DEFESA E SEGURANÇA DA AMÉRICA LATINA

## THE LEADING LATIN AMERICAN DEFENCE AND SECURITY EXHIBITION

Updated Floorplan: Mar\_01,2019\_15h00

