



RIOCENTRO, Pavilion 5

MAY 15 to 19, 2011

Rio de Janeiro, Brazil

***EXHIBITORS MANUAL***

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Forms highlighted in blue and marked with an asterisk are Mandatory Forms .  
Please remember to return them to the Official Assembler – LK Montagens until **April 5, 2011 - Tuesday**.

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## USEFUL CONTACTS & TELEPHONE NUMBERS

- **OFFICIAL ASSEMBLER:**

LK Montagens LTDA.  
Rua General Argolo, 113 – São Cristóvão  
20921-392 Rio de Janeiro / RJ - Brazil  
Telephone / Fax: +55(21) 3295-2801 / 3295-2813  
E-mail: lk@lk.com.br  
Website: www.lk.com.br  
CONTACT: Katia Queiroz

- **CONGRESS VENUE:**

RIOCENTRO  
Av. Salvador Allende, 6.555 – Barra da Tijuca  
22.780-160 Rio de Janeiro – RJ – Brazil  
Telephone: +55 (21) 3035-9100  
Email: ana.barreto@riocentro.com.br  
Website: www.riocentro.com.br  
CONTACT: Ana Barreto

- **ORGANIZING SECRETARIAT:**

**(Registration, Exhibition, Sponsorship)**

JZ PROMOÇÕES E ASSESSORIA DE CONGRESSOS  
Rua Visconde de Silva, 52/505 - Botafogo  
Rio de Janeiro – Brazil– 22271-092  
Telephone : +55 21 2286 2846 Mobile.: +55 21 9558 1789  
Email: olivia.dowek@jz.com.br  
Website: www.jz.com.br  
CONTACT: Olivia Dowek

- **FREIGHT FORWARDER:**

**INTERLOG – International Freight Forwarders**

Rua Olga, 76 – Bonsucesso.  
21041-140 - Rio de Janeiro / RJ – Brazil  
Telephone: +55(21) 2142 5300 and/or +55(21) 2142 5315  
Fax: +55(21) 2142 5314  
Website: www.interlog.com.br  
E-mail: [mmarcelo@interlog.com.br](mailto:mmarcelo@interlog.com.br) / [schulte@interlog.com.br](mailto:schulte@interlog.com.br)  
CONTACT: Marcos Marcelo / Director – Francisco Schulte

- **CREA – RJ**

Fiscal Council of Architecture responsible for the emission of ART (Annotation of Technical Responsibility), which is necessary for set-up and decoration of special stands.  
Rua Buenos Aires 40 – Centro - Rio de Janeiro / Brazil  
Telephone: +55(21) 2179-2000 and /or +55(21) 2179-2007  
Website: [www.crea-rj.org.br](http://www.crea-rj.org.br)

- **FISCAL CONTROL**

For legalization and certification of booths.  
Secretariat State of Treasury - IFE 9902 Fiscalização Dirigida  
Rua Visconde de Rio Branco, nº 55 – 10º floor - Rio de Janeiro / Brazil  
Telephone: +55(21) 2334-4300



- **ECAD – DISTRIBUTION AND COLLECTION MAIN OFFICE**

Agency for copyright payments.

Av. Almirante Barroso, 22 / 22<sup>nd</sup> floor - Centro

20031-000 - Rio de Janeiro/ RJ – Brazil

Telephone: +55(21) 2544-3400 Fax: +55(21) 2544-4538

Website: [www.ecad.com.br](http://www.ecad.com.br)

- **OFFICIAL CATERING:**

TOP GOURMET

Av. Salvador Allende n°6555, parte - Recreio dos Bandeirantes

22.780-970 - Rio de Janeiro / RJ - Brazil

Telephone / Fax: +55(21) 3035 9179 / 3035 9120

Website: [http://www.riocentro.com.br/site\\_2009/top.htm](http://www.riocentro.com.br/site_2009/top.htm)

E-mail: [atendimento@gibr.com.br](mailto:atendimento@gibr.com.br)

CONTACT: Evelyn Coé

IMBROISI PRODUÇÕES E EVENTOS LTDA

Estrada dos Três Rios, 1104 – Freguesia, Jacarepaguá

22745-003 – Rio de Janeiro / RJ – Brazil

Telephone: +55 (21) 9769 3249 / 9262 3237 / 9166 9454

E-mail: [contato@imbroisi.com.br](mailto:contato@imbroisi.com.br)

CONTACT: Carlos Imbroisi

OPEN HOUSE

Rua Marechal Mascarenhas de Morais, 180 – Copacabana

22030-040 – Rio de Janeiro / RJ - Brazil

Telephone / Fax: +55 (21) 2548 2026 / 2256 9034

E-mail: [openhouse@openhouserio.com.br](mailto:openhouse@openhouserio.com.br)

CONTACTS: Marcelle Nery / Gloria Paulino



## **GENERAL INFORMATION**

Please note that prices are in “Reais” (R\$), Brazilian currency. As a base for calculation, the exchange rate today (Jan 20, 2011) is US\$ 1 = R\$ 1,65

### **1. Set-up and Dismantling**

Exhibitors will have access to their stands for the set-up on Friday, May 13 from 08:00 – 20:00 and Saturday, May 14 from 08:00 – 17:00. Booths must be setup by **17:00 Saturday, May 14, 2011**.

Exhibitors that require additional installation time must send their requests in writing to LK Montagens by April 1, 2011. Exhibitors will be required to cover all costs related to the additional time used for set-up outside of the established installation hours. Throughout installation, all crates must be labelled for storage as soon as they are empty.

Dismantling or removal of exhibit or materials before the official closing of the exhibit hall is prohibited. Dismantling of exhibits will occur **14:00 – 24:00 on Thursday, May 19<sup>th</sup>**.

### **2. Event (Exhibition)**

Due to the increase in exhibits and the proximity of the Exhibit Hall to the General Session, the exhibits will remain open through the end of the Congress on Thursday, May 19<sup>th</sup>.

<b>Date</b>	<b>Exhibit Hours</b>	<b>Installation &amp; Dismantling</b>
<b>Friday, May 13</b>		08:00 – 20:00
<b>Saturday, May 14</b>		08:00 – 17:00
<b>Sunday, May 15</b>	07:00 – 15:00 17:30 – 20:00	
<b>Monday, May 16</b>	07:00 – 17:30	
<b>Tuesday, May 17</b>	07:00 – 13:00	
<b>Wednesday, May 18</b>	07:00 – 17:30	
<b>Thursday, May 19</b>	07:00 – 13:30	14:00 – 23:00

The installation and dismantling of exhibits must be completed during the allotted times. Exhibitors that require additional time must send their request to LK Montagens by April 1, 2011 - additional fees may apply.

### **3. Shell Scheme Stands**

Companies that require shell scheme, please contact LK Montagens until **April 08 - Friday** at the very latest.

### **4. Free Design Stands**

#### **Submission of exhibition layout for approval:**

Companies having booked space only are requested to submit a scale plan including all views of their exhibit **by April 08 – Friday** at the very latest. **Please send to Katia Queiroz–LK Montagens– lk@lk.com.br**

### **5. License For Temporary Functions**

According to Brazilian legislation, all exhibitors are required to complete the License for Temporary Functions Form. (Legal Requirement – Page 17, Topic 6.2 - Order Form attached).



## 6. Badges for the event

Every person that enters the exhibition for any purpose, during set-up, the event and dismantling, must wear a badge. The following badges will be produced for this purpose.

- **ASSEMBLERS BADGES** – Those in possession of this badge will only be able to enter Pavilion 5 during the days and times of set-up and dismantling. These assembler badges entitle full access to the exhibition area during the specified set-up and dismantling times only. Assembler badge will cost R\$ 40,00 (forty reais) each. Pre-ordered Assembler Badges for set-up and dismantling can be picked up by the authorized person, as indicated on the form, directly at the Assembler's attendance stand, in Pavilion 5 on **May 13 from 08:00 – 16:00**. To make such arrangements, **FORM K** must be submitted by the deadline.
- **MAINTENANCE BADGES** – These badges allow access to the exhibition area only (Pavilion 5) during the Conference for technicians or assemblers who will set up technical equipment or work on the stand and for stand staff (waitresses, hostesses, translators, etc.). Maintenance badge will cost R\$ 50,00 (fifty reais) each. Pre-ordered Maintenance Badges can be picked up the authorized person, as indicated on the **FORM L**, directly at the Exhibitors Assistance in Pavilion 5, **on May 13 from 08:00 – 16:00**. Maintenance Badges are only valid from May 15 to 19, 2011.
- **EXHIBITORS BADGES** - Those in possession of this badge will be able to enter Pavilion 5 during the days and times of set-up, event and dismantling. These exhibitor badges entitle full access to the exhibition area. All company representatives will have to wear personalized badges differing from those of participants; these badges are therefore strictly personal. Misuse of name badges is prohibited.

Exhibiting Companies will receive a congress bag and 2 complimentary badges per 3m x 3m booth space, which provide access to the exhibition, all other representatives are asked to register at the ISAKOS website. For details including cost, please visit the Exhibit section of the ISAKOS Congress website at [www.isakos.com/2011congress/exhibit](http://www.isakos.com/2011congress/exhibit).

Exhibitor Badges can be picked up directly at the Congress Secretariat in Pavilion 5.

- **DELEGATES BADGES** – Those in possession of this badge will have full access to enter Pavilion 5, visit the exhibition, poster areas and sessions during the days and times of the event.
- Employees of the exhibition and the exhibitors will have access to their stand half an hour before the opening of the event (upon presenting their badge) everyday, to restock the folders and samples and to organize the stands. We would like to remind that Exhibitors, Maintenance Staff and Assemblers are not entitled to access the Congress area.
- The security employees of the event will not allow any person to enter the exhibition area without a valid badge.

## 7. Data collectors for exhibitors

Data collectors will be available for use by exhibitors at their booths. Requests must be sent to LK Montagens and will be accepted by April 15th the latest. Requests are subject to availability and will be confirmed to the exhibitor.



**TERMS AND CONDITIONS**  
**PART I –TECHNICAL AND SECURITY INFORMATION**

The following information, rules and regulations are for the protection and security of the Congress participants, exhibitors, all personnel, and other people present at the Congress, with the purpose of providing fair conditions to all exhibitors. Such rules must be accepted by all exhibitors and their employees or contracted staff.

**1. RULES AND REGULATION**

**1.1 GENERAL INFORMATION**

- All issues referring to the set-up of stands must be handled directly with LK Montagens. No other company is authorized by the organizers to introduce themselves as an official assembler.
- The decoration elements, the exhibition of equipment or promotional material in any stand cannot exceed the border of the stand, even projected materials.
- It is prohibited to nail, drill, paint or scratch the walls, the aluminum structure and any other material of LK Montagens or Riocentro property.

All exhibitors' material at the stand must be removed immediately after the close of the event, before the start of the dismantling. Neither the Congress Organizer nor LK Montagens are responsible for guarding and/or the security of the exhibitors' material or any other material left on site.

- It is prohibited to play music or use any sound machines, which can bother the other exhibitors, except the projection of audio-visual equipment with regular voice sounds. The Congress Organizer can request, at any time, to stop any noises or sounds they judge inconvenient or annoying.
- All exhibitors that intend to use ambient music at their booth must pay copyright taxes according to the Law # 9610/98 – fees are collected on behalf of ECAD – Distribution and Collection Office (please refer to “Other Information and Useful Telephone Numbers” on page 4 for contact details).
- It is prohibited to use lights and naked luminaries or temporary gases at the Pavilion. Neon lights will be allowed with the adequate devices and necessary precautions.
- It is prohibited to use flammable substances, explosives, dangerous gases, radioactive materials, and combustion motors.
- The distribution of promotional materials is limited to the exhibitor's rented area. Signs and banners at booths have to be directly linked to the name of the exhibitor.
- It is strictly prohibited to distribute products and/or printed matters of a company that is not an exhibitor. The Congress Organizer can interrupt any kind of promotion, which in their opinion could cause any damage to the Congress.
- The Congress Organizer and LK Montagens are excluded from any and all responsibilities and obligations, in all cases and at all times, for any damage, either caused by exhibitor's merchandise or personnel, as well as for the loss, disappearance or robbery of any exhibit belongings, during the period of the exhibition, including the duration of the setting-up and dismantling. We therefore recommend that all exhibitors purchase their own insurance policies against any and all risk, as this is their responsibility.



- The exhibitor is responsible for the cost of replacing any damaged belongings of any company at the event, re-establishing or renewing any part of the installations of the exhibition and set-up in case of damage or laceration, if these are caused by him and/or his agents, contracted staff, or an employee or person hired on behalf of the exhibitor.
- The working load allowed in Pavilion 5 is 500kg per square meter. Any extra weight will have to be previously evaluated by LK Montagens.

Not included in the leasing of the area or in the basic set-up are taxes for services such as taxes due to public institutions (Secretary of Treasury State Department) and Class Associations (ART from CREA) and so forth. All these must be paid by the exhibitors directly to the respective agency or office.

- The exhibitor is permitted to participate in the event only during the official open hours, unless requested and approved by LK Montagens.
- Distribution of merchandise as well as maintenance shall be done every day before the official opening hours of the exhibition.

### 1.2 PRECAUTIONS AGAINST FIRE

- The use of any kind of equipment that causes fire, including ovens, braziers or jets of gas is prohibited. It is also prohibited to work with machines of internal combustion or any other kind of equipment that causes any toxic gas, smoke or grease inside of the Pavilion. Exceptional cases will be studied and can be authorized by LK Montagens.
- We advise using flame resistant material to cover the floor and ceiling of the stands.
- The corridors and exits of the Pavilion cannot be obstructed at any time. It is prohibited to the exhibitors and assemblers to store flammable materials in the venue (including packaging material and packing boxes, which must be removed from the building).
- It is advisable that every stand keep inside their stand, from the beginning of the setting-up, during all days of the event, until the end of the dismantling, at least one properly signed CO<sub>2</sub> fire extinguisher (or an extinguisher compatible with other exhibit materials), according to the table below:

Stand Area in Square Meters	Quantity of Fire Extinguisher CO <sub>2</sub>
Until 50,0 sqm	1 (one)
From 51,0 sqm until 100,0 sqm	2 (two)
From 101,0 sqm until 150,0 sqm	3 (three)
From 151,0 sqm until 200,0 sqm	4 (four)
From 201,0 sqm until 300,00 sqm	5 (five)
Above of 300,0 sqm	1 (one) for each 50,0 sqm

- Rental of fire extinguishers can be ordered through **FORM D**. For special cases not mentioned on the form, please consult LK Montagens.
- The fire extinguishers, fire alarms and their sign plaques shall not be removed from their place, and anything can block the access to the equipment in the Pavilion.
- A ground, wall or floor fire extinguisher located within the interior of the exhibitor's stand cannot be barred by equipment or walls and must have a false base for easy removal.



### 1.3 ELECTRICAL INSTALLATION

- The supply patterns of electrical current available to use at the stands during the exhibition are: alternate frequency of 60 c/s, at tensions of 127V and 220V mono-phase or triple-phase.
- All exhibitors must request any additional electrical energy supply, using FORM A1+B. LK Montagens will install a point of supply of electrical energy at the exhibitors stand at the position indicated on FORM J, if possible, otherwise it will be installed at the closest or most convenient position.
- To calculate the number of kW requested for the stand, the exhibitor should add the W and / or kW indicated on the plaques of the equipment and lamps to be used. The kW/hour is not included because the cost of kW refers to the consumption during the whole period of the exhibition. **To calculate the kW required, please go to the Appendix of Form B, which provides a grid with the amount of kW consumed by items used on average at a stand.**
- We recommend the use of voltage regulators (establishers) or no-breaks for equipment which requires a stable load of energy. The Congress Organizer and LK Montagens will not be responsible for breaks or sudden elevations, nor for energy interruption caused by the installations in the Pavilion.
- We would also like to inform you that for security reasons any equipment that will be used at the stand needs 1 (one) outlet, per unit. Adapters for multiple points and distributor system will not be allowed.
- Only LK Montagens is authorized to supply energy points for the electrical installation, however the exhibitor can use his own electrician to install the electrical outlets and make adjustments within the perimeter of his own exhibit stand.
- No electrical installation can be hung at the ceiling of the Pavilion or affixed to any part of the structure. LK Montagens reserve the right to interrupt the electrical energy supply of any installation, which is judged dangerous or that may cause problems to visitors or to other exhibitors.
- Electrical loads requiring kW larger than the kW requested via FORM B, may not be plugged in to the electrical energy socket/installation supplied by LK Montagens. Any damage caused to the installation will be responsibility of the exhibitor. In such cases, the energy supply of the stand will be cut off until the exceeding consumption is paid for by the exhibitor according to the amount charged in this Exhibition Manual, plus a 30% supplement.
- The plug of each stands electrical board should be placed with free access for the security service of the Congress Organizer.
- For the security of the general public circulating in the exhibition area, the electrical installations of the stand (air conditioner, illumination equipment, wires and cables) should not be visible to other stands or to the visitors.
- It is not allowed to use an illumination system that, by its automatic electrical switch, can cause interference in electronic equipment used at other stands.
- For special decorated stands (set-up by another assembler), it will be responsibility of the exhibitor to supply the electrical energy net entrance, with proper adjusters, and to complement the installation of distribution inside the stand from the point installed by LK Montagens. Every electrical installation must be made and verified by an entitled professional, according to the rules of ABNT and LIGHT (Brazilian laws, which are similar to the international laws governing qualification of professional electricians).



#### **1.4 HYDRAULIC INSTALLATION**

- To submit a request, please fill out FORM B. As soon as LK Montagens receive this form, LK Montagens will install the hydraulic point and/or drain-off of water at the exhibitor's stand according to the position indicated on FORM J, if possible. If the installation at the desired position is not possible, LK Montagens will install the point(s) in a position as close to the desired point as possible.
- The Exhibitor will be responsible to complete the installation and distribution inside of their stand, from the point supplied by LK Montagens, obeying the rules of ABNT and of CEDAE.
- Only LK Montagens is authorized to install supply points or a drain off of water, however the Exhibitor can use their own hydraulic plumber to distribute and make adjusts inside of the perimeter of their own stand of exhibition.
- The water point should not be installed together with the electric energy point.
- The installation of the supply point and / or the drain-off of water does not include the supply and / or installation of SINKS and / or any other component.
- You must request a flow point exclusive for the air conditioner to drain off the condensed water if you install one or more air conditioners at your stand.

#### **1.5 INTERNET CONNECTION**

- For Internet connection in the booth, please consult the "Telephone and Fax", and fill out FORM H with your request.

#### **1.6 CLEANING**

- The cleaning of walkways, corridors and circulation areas at the Pavilion will be done daily, by an official cleaning service company, from the beginning of the set-up until the end of the dismantling. The exceeded accumulation of garbage by the exhibitors or their contracted persons or companies will not be allowed. Such occurrences will incur an additional cleaning charge, which will be charged by LK Montagens.
- During opening hours (excluding cleaning times), waste produced by the exhibitor may be stored in receptacles kept at the exhibition booth until the next collection time by the official cleaning team.
- For the opening of the exhibition, cleaning of a special decorated stands (free design stands) will be carried out by the assembler hired for the set-up. During the exhibition, the cleaning of the stands will be paid by the exhibiting company to the Official Assembler or to the cleaning service hired by them. Cleaning service can be hired with the Official Assembler through FORM E.

#### **1.7 SECURITY**

- Security staff, which will be in attendance 24 hours a day, will be hired by The Congress Organizer and will assure the access of persons with valid badges only to the Pavilion. Security staff will not be responsible for the security of individual stands.
- We advise exhibitors to keep valuables in a safe place. The Congress Organizer and LK Montagens are not responsible for the security of such articles, or any other items brought into the conference center by the exhibitors, their employees or any other person.
- Security and protection of each stand or part of a stand is responsibility of the exhibitors and will not be covered by the Congress Security team. Additional security may be hired through FORM F.
- Private security guards hired by the exhibitor must not be armed and must obey Federal Rules at all times. They MUST coordinate with Congress Security.



- At night, and especially on the last day of the event, the exhibitor must ensure that his belongings and articles in the exhibit are in a safe place and carefully protected. Please remember that each exhibitor is responsible for his own exhibition and personal security.
- The official Congress Security team is entitled to block the entrance, at any time, or expel any person from the Pavilion whose behavior or clothing is considered inadequate for the image of the event or who refuses to obey the security rules.

### **1.8 CATERING**

- Due to accreditation regulations, no alcohol may be served at any exhibit booth at any time. Food and non-alcoholic beverages are encouraged and may be offered at the exhibit booths. Please contact LK Montagens for additional information.

## **2. SHELL SCHEME**

- All exhibitors will have their booths installed as described at Exhibition floor plan.
- All booths will be ready on May 14, 2011 at 08:00 for the exhibitors decoration, products installation and final details, and should be completely finished on May 14, 2011 at 17:00. Decoration services will not be permitted after the indicated timetable.
- Exhibitors may order rental items for decoration of their stands by selecting according to the description indicated on the "ITEMS FOR RENT ORDER FORM" list and ordering through Appendix to Form C. LK Montagens will process such requests and issue invoices accordingly.
- For power and/or sockets, please fill out and submit FORM A1 and FORM B until the deadline, indicating (by sketches) the location of the required power points.
- Exhibitors who will make use of the Shell Scheme should contact LK Montagens including their Company Name Signboard. LK Montagens will also be responsible for any extra signage service as per request.
- All materials used in installation of the Shell Scheme booths are Official Assembler's property. They will be used on a rental basis, during the period of the Event. All the materials should be returned in the same condition as they were delivered, or an indemnity must be paid to LK Montagens as per current market prices.
- All the modifications or additions in the layout of the booths regarding the requested Shell Scheme will be done by LK Montagens, the Official Assembler of the Event. And all the damage caused to the elements will be the exhibitors responsibility.
- No financial credit will be offered by the Congress Organizer or LK Montagens if an exhibitor does not make use of any element of the requested Shell Scheme. Bargains or exchanges will not be accepted.
- Any Shell Scheme booths that are not occupied 3 (three) hours before the Exhibition Opening will be considered abandoned. They will be reused by the Congress Organizer at their convenience.

## **3. SET-UP OF SPECIAL DECORATION**

### **3.1 HIRED ASSEMBLERS TERMS OF RESPONSIBILITY**

- LK MONTAGENS is happy to submit an offer for the set-up and special decoration of exhibition stands, remaining at the exhibitor's entire disposal to prepare a budget to attend to their specific needs.



- Exhibitors who wish to use another assembler to set-up and decorate their booth must communicate this to LK Montagens and must submit a file with the floor plan including front and lateral elevation for approval. To do so, please fill out Appendix to FORM A by the deadlines of each form and clearly indicate the details of the assembler.
- You must send FORM B attached to FORM J with the request for energy load, demarcation of the referred points and other details of the assembler.

Exhibitors who hire other assemblers must provide a security deposit to **LK Montagens** as a guarantee that the rules and regulations as outlined in this Manual will be followed and that property of the Exhibition is not damaged in any way. The value of this security deposit is correspondent **\$1,200.00 (one thousand and two hundred dollars)**. The check has to be given to **LK Montagens Ltda.** on **May 13, 2011** when picking up the Assemblers Badges. The check will be held by **LK Montagens** and returned after dismantling if it has been determined that the Exhibitor and Assembler have followed the rules and have not damaged any property that is not their own.

- When sending the project for approval, the assembler must forward attached the document of ART (Annotation of Technical Responsibility) paid to CREA-RJ, including payment receipt. It is mandatory to keep a copy of the ART documentation in stand during all the event.
- International exhibitors who bring their own stand or an international assembler must request the Official Assembler to complete the necessary Brazilian documentation for ART (Annotation of Technical Responsibility) and pay the respective fee to CREA-RJ, as to complete this documentation, the architect of the project must be registered at CREA/RJ. A fee may be charged by the Official Assembler for completing this service.
- If the mandatory forms are not received by the deadline of April 05, 2011, the Congress Organizer and LK Montagens cannot be held responsible for any loss that might occur and the assembler/exhibitor will not be allowed to set-up their stand. Delivery of services requested through any non-mandatory forms submitted after the deadline cannot be guaranteed and are subject to availability and a 30% increase in price.
- The exhibition areas will be demarcated and accessible at 08:00 on May 13, 2011 for the set-up of booths through external assemblers. The set-up must be completed no later than 17:00 on May 14, 2011. All exhibits must be completed by this time. Exhibitors will not be allowed to have any set-up material, equipment or set-up staff at the stands after the set-up deadline. The remaining period between the end of the set-up and the official opening of the exhibition will be used for the final cleaning services.
- Stands not fully set-up by 17:00 on May 14, 2011 will pay a fee of R\$ 2.000,00 (two thousand reais – Brazilian currency) per hour of delay.
- Assemblers are not permitted to stay on site out of the stipulated times during set-up, decoration and dismantling.

### 3.2 STAND FLOOR

- The area of each stand will be marked on the floor of the Pavilion. It's optional to the exhibitor to set-up an elevated floor in this area. We suggest modeled woods, with 10cm of height.
- It is recommended for stands with elevated floor to contain ramps to make the access for handicapped easier.
- In case of the application of any covering directly over the Pavilion floor, without the use of wood, it will be obligatory the use 3M double face tape (ref. 4880).
- Any damage caused to the Pavilion will be charged immediately to the exhibitor, who will only be able to continue with the set-up or dismantling of the stand after the payment for the damage caused.



### 3.3 SPECIAL DECORATION

- The maximum height at the Pavilion for the construction of the stands is 3m at the hall area and 4m in room 101.
- For the stands which have an elevated floor, the maximum height will continue to be the one from the table below measuring from the Pavilion floor.
- It is obligatory to have constructed, separated walls in all perimeter of the stand, neighboring the next stand at the minimum obligatory pattern height of 2,20m (this rule is not applied to the areas that are considered “islands”). Walls higher than that must have their external sides finished in WHITE and must adhere to the setback rules indicated in the table indicated below.

Maximum Total Height (m)	Minimum Setback of Neighbor’s Stand (m)
2,30	0,00
2,31 to 3,20	0,50
3,21 to 4,50	1,00

- The exhibitor must paint all walls or elements of any height, which face public area WHITE color. Other kinds of finishing, aside from painting can be submitted for approval by LK Montagens.

### 3.4 GLASS WALLS

- The maximum height of glass-panel walls is 3,00m. They should display a sign of security without blocking the internal visibility. Panels exceeding this height will be permitted if made from polycarbonate, acrylic or laminated or temperate glass. For glasses with application of “insulfilm” or any other vinyl adhesive, it is necessary to display the Technical Certificate of Guarantee of non-splintering glass.

### 3.5 HORIZONTAL PROJECTION OF THE STAND

- The horizontal projection of any structure, object, set-up element, and/or exhibit products must stay within the limits of the rental area, including the air space within the rental area.
- Projections of any constructive or decorative element over neighbor’s stands or circulation areas, or in air space outside of the rental area are not allowed.

### 3.6 OCCUPANCY AND UTILIZATION OF THE PAVILION

- The floor at the venue, as well as the walls, columns or any other structure must not be marked, painted, drilled or damaged. Any damage will be the exhibitor’s responsibility, who will cover the expenses of any repair or replacements required by the technical team.
- Permanent constructions, in masonry, bricks or similar materials are not permitted.
- The assembler should provide their own finished materials. Sandpapering and/or covering walls or any other structure with any kind of material during set-up is not permitted.
- To avoid damage to people and neighboring stands or installations, working with grease, corrosive materials or any other materials of this kind is not permitted.
- Each assembler is responsible for cleaning their stand, during the set-up and dismantling and must not use the public areas for the disposal of waste, materials, packages, equipment, tools and / or products to be installed or used at the stand. Services should be confined to the limits of the individual stand.



- Garden, flowers and ornamental plants, sand, and/or stone to compose the garden will only be allowed if they are in vases, baskets or other receptacles, so that, when watered, they will not leak and damage the carpet of the public area or any other area of the Pavilion floor.

### 3.7 ELECTRICAL AND HYDRAULIC INSTALLATIONS

- All exhibitors must request additional electrical energy supply, through FORM B by filling out and submitting FORM B along with FORM A1 and payment, including the relevant tax.
- It's strictly prohibited to use any illumination that can cause interference to the electrical equipment or electronic appliances of others.
- Every stand with special decoration must have an electric main entrance box appropriate to the requested load with an emergency shut-down function that can be controlled by LK Montagens. If such box is not in accordance with the technical specifications required by the rules of ABNT and the Riocentro, LK Montagens will not connect the electrical installation of the stand to the main system of the Pavilion until the box is substituted by an acceptable one.
- It is the exhibitor's responsibility to turn off the power of their stand at the end of each day.
- Exhibitors with air conditioner unit(s) at their stand must request drain-off point by filling out and sending FORM B with the payment, including the relevant tax.
- A proposal of dimensions for electrical and hydraulic installations is required for an efficient, adequate distribution and utilization of equipment and necessary components. Therefore, the Congress Organizers and LK Montagens will not act on any requests without these forms or if the forms are submitted after the deadline. All requests are subject to technical considerations. If the request is made after the deadline or during the set-up, LK Montagens will need to check the possibility for cabling and/or piping and cannot guarantee the service.
- Set-up the exhibitor's area will only be allowed once the payment required in FORM A1 and FORM B (electrical energy) and the delivery of the bail check, because they are mandatory.

### 3.8 GENERAL CONDITIONS

- It is obligatory for professionals or people rendering services, such as assemblers, maintenance staff or dismantlers inside the Pavilion, to wear shirts or uniforms with the logo of the assembler visible during all the event. Flip-flops, open-toed shoes, and short, as well as working without a shirt or any other clothing that the organizer of the event would judge inappropriate or improper for the place is not permitted.
- Any stand staff, assemblers, technicians, exhibitors, etc. who are Brazilian citizens must be in possession of all necessary documentation, including their Contract Book during all the event. Any non-Brazilian citizens must be in possession of their passport during all the event. This documentation might be necessary during the event, since Work Ministry of Brazil may conduct a survey during the event.

#### DUTIES OF THE ASSEMBLER / DECORATOR

- Assemblers and decorators will only be allowed to begin working at the event and to take the respective assembler badges after completion of the following procedures:
  - a) Introduction of the assembler and submission of the Terms of Responsibility Form (**FORM A**);
  - b) Request and payment of electrical load services with the form of installation correctly signed (**FORM A, FORM B and FORM J**);
  - c) Receipt of project approval with payment for **ART from CREA-RJ** ;
  - d) Request for assembler badges for set-up / dismantling and maintenance(**FORM K and FORM L**);
  - e) At Riocentro – Provide a bail check of the correspondent amount of U\$1,200.00 (one thousand and two hundred dollars).



#### 4. FREIGHT FORWARDER

- ISAKOS and the Congress Organizer suggest INTERLOG to make all the necessary arrangements for customs clearance, delivery to your stand and any subsequent onward movements.
- Each exhibitor will be required to fulfill customs formalities in respect of equipment and products of foreign origin. Please see Part IV of this manual for detailed information.
- ISAKOS cannot be held responsible for any difficulties, which may arise at the time these formalities are carried out. ISAKOS undertakes no responsibility for any delay or problems caused by custom formalities.
- Unpacking, repacking and complete material handling services at the show site are available from Interlog, upon request. Please make such requests directly to Interlog.
- For any assistance regarding the dispatch of your goods and preparation of the necessary documents, please contact:

#### INTERLOG – International Freight Forwarders

Rua Olga, 76 – Bonsucesso  
Rio de Janeiro – RJ/ Brazil 21041 – 140  
Telephone: +55(21) 2142 5300 / +55(21) 2142 5315  
Fax: +55(21) 2142 5314  
Webpage: [www.interlog.com.br](http://www.interlog.com.br)  
Marcos Marcelo (Primary Contact) [mmarcelo@interlog.com.br](mailto:mmarcelo@interlog.com.br)  
Francisco Schulte (Director) [schulte@interlog.com.br](mailto:schulte@interlog.com.br)

#### 5. OTHER IMPORTANT INFORMATION

- PARKING – Riocentro has parking administered and controlled by a third party. Any information concerning the parking should be addressed to and by Riocentro Administration at the contact information listed on page 3 of this manual.
- CONGRESS BAGS INSERTS – In order to guarantee the inclusion of your insert in the congress bags, please ensure that your inserts are delivered through Interlog, following same procedures of articles shipping (Part IV of this manual). To organize the shipment of your insert, please contact the official ISAKOS shipping and customs clearance agency – **Interlog**:

Rua Olga, 76 – Bonsucesso.  
21041-140 - Rio de Janeiro / RJ – Brazil  
Telephone: +55(21) 2142 5300 and/or +55(21) 2142 5315  
Fax: +55(21) 2142 5314  
Website: [www.interlog.com.br](http://www.interlog.com.br)  
E-mail: [mmarcelo@interlog.com.br](mailto:mmarcelo@interlog.com.br) / [schulte@interlog.com.br](mailto:schulte@interlog.com.br)  
CONTACT: Marcos Marcelo / Director – Francisco Schulte

- SUPERVISION OF WORK MINISTRY- The Work Ministry, in order to standardize the different rules for hiring staff, has assigned terms for such events and may conduct survey during the event. The exhibitor must keep documents for all employees that will be working, as well as any people rendering services (i.e.: waiters, maids, stand assemblers, security guards, hostess, etc.).
- EPI – Equipment of individual protection – The exhibitor will be responsible for supplying their employees and/or their contracted people with safety equipment (EPI) adequate to every task that is to be performed and that is unquestionable, functional, and reliable conditions.



- UNDER 16 years old / IDENTIFICATION – People under 16 (sixteen) years old and people without proper identification are not permitted to enter and/or loiter in the Conference Center during all phases of the event, including the set-up and dismantling times. Shirts must be worn, shorts and swimming suits are not permitted.
- LOCAL TRANSPORTATION – The exhibitor is the only responsible for transporting his materials to and from the Conference Center, as well as within the Conference Center. The Congress Organizers and LK Montagens will not provide transportation for any exhibitor materials.
- STAND SECURITY – Private security is overseen by Federal Law. In relation to hiring workers to guard the stand according to the rules of the Federal Police, persons and/or companies not licensed provide this service. We ask to pay special attention to the regulation, as the Federal Police regularly checks.

**NOTE: PRIVATE ARMED GUARDS ARE NOT PERMITTED IN THE EVENT AREA.**

## **6. LEGAL REQUIREMENTS**

### **6.1 FISCAL, IPI AND ICMS PROCEDURES**

- It is the exclusive responsibility of the exhibitor to accomplish the legal requirements related to the procedures for copyright issues, import tax/duty, purchase orders / receipts for imported goods.
- The Conference Organizers and LK Montagens do not accept responsibility of any negligence of observing the legal requirements of IPI (Brazilian Import taxes/customs) and ICMS (tax on items purchase in Brazil).
- The exhibitors must consult their fiscal department or accountant for information about shipping of articles and products for the event, according to the current legislation.

### **6.2 LICENSE FOR TEMPORARY FUNCTIONS**

- The Treasury Secretariat of Rio de Janeiro State Government requires that each stand possess temporary license for working at and during the event.
- After authorization, the license must be kept at the stand during all the event for administrative reasons.
- International exhibitors should request the Official Assembler to complete the necessary Brazilian documentation for The Treasury Secretariat of Rio de Janeiro State Government as they don't have an international department to assist the exhibitors. A fee may be charged by the Official Assembler for completing this service. For requests, please contact Katia Queiroz, e-mail lk@lk.com.br.
- The Conference Organizers and LK Montagens do not accept any responsibility or obligation in case the regulations are modified or changed before the start of the congress.

### **6.3 PASSPORT AND VISAS**

- Passports are required for all foreign exhibitors and delegates attending the congress. The Brazilian authorities require a VISA for most countries. Exhibitors and delegates should check with their local Brazilian Embassy and/or Consulate to confirm entry requirements, including vaccinations required.

### **6.4 ANVISA**

- ANVISA is the Federal Agency responsible for the regulation on advertising in Scientific events. Every Exhibitor and Sponsor should pay attention to the ANVISA rules, as follows below. For more information please visit the ANVISA website – [www.anvisa.gov.br](http://www.anvisa.gov.br)



## 6.5 SECURITY & LIABILITY

Independent security personnel will be engaged to provide protection for the overall area, but not for any specific exhibit. ISAKOS or any of its officers, agents, employees, shall not be liable for any act or omission of such security personnel. The Exhibitors are recommended:

- not to leave their stand unattended during opening time;
- each day before closing, to cover with a cloth or to lock up the exhibited products or equipment.

ISAKOS or any of its officers, agents or employees, shall not be liable for any damages or injury caused to an exhibitor or property occasioned by the condition of the premise or its mechanical systems; loss by theft; damage by fire, accident, or any other cause; or any other act of omission or negligence of ISAKOS or its officers, agents or employees.

## 7. DAMAGES

Any damage caused to the building internally or externally and/or to Third Parties (also employees) by the exhibitor or his staff will be charged directly to the Exhibiting Company.

## 8. INSURANCE

It is compulsory for exhibitors to be insured against all risks or dangers, including theft, fire damages and civil responsibilities towards others. ISAKOS, any of its official contractors, or the congress venue (RioCentro) undertake all efforts to prevent fire and accidents, but will assume no liability for theft, loss or damage to the property of an exhibitor, its employees, its contractors, agents or business invitees.

Insurance protection will not be afforded to the exhibitor either by ISAKOS, any of its official contractors, or the RioCentro. It shall be the responsibility of each exhibitor to maintain such insurance against injury to person or damage or loss of property in such amounts as the exhibitor shall deem adequate. The exhibitor shall, at its sole cost and expense, procure and maintain through the terms of the contract for exhibit space, workers' compensation insurance in full compliance with all federal and state laws governing all of the exhibitor's employees engaged in the performance of any work for the exhibitor. Policies shall name ISAKOS as a named additional insured. **All exhibitors must complete FORM M and submit it to LK Montagens by April 5, 2011.**



**TERMS AND CONDITIONS**  
**PART II – ORGANIZER CONDITIONS FOR PARTICIPATION IN THE EXHIBITION**

**1. Purpose of the Exhibition – Advertising** - The stands may be used only for exhibiting and advertising the exhibitor's own products, not, however, for the sale of any products. Any order for products which will be taken must be in accordance with regulations covering such orders. Advertising materials may be distributed only within the stand area. During exhibition hours all stands must be continually staffed. The exhibition rooms are to be used only during the usual opening hours. For the presentation of advertising lectures, advertising films, slide projection, for the distribution of samples, drinks or foodstuffs it is necessary to obtain written permission from the Conference Organizer. Companies which are not exhibitors may not advertise in any form in the exhibition hall or in the entrances to the exhibition hall.

**2. Setting up stands – Maintenance of stands** - Before setting up their stands, exhibitors must contact the Official Assembler – **LK Montagens** and confirm the place of the stand as well as inform themselves of any special regulations related to their stand. Side and back walls of stands are to be 2,20 meters high; for any variation from this norm (2,20 meters) specific permission must be obtained from the Conference Organizer. For any change in the size or structure of the floor space or for any change of the rented objects, specific written permission must be obtained. Stands must be set-up and completely fitted during the announced time; stands which are not finished can be rented to another applicant; in such case the exhibitor is responsible for costs arising from cancellation and all attempts to put forward a claim to damages are invalid. An exhibitor or advertising company contracted by the exhibitor who wishes to set-up a stand or exhibit of their own design and construction must submit sketches and plans with a statement of color schemes of such a stand or exhibit to **LK Montagens**. **LK Montagens** reserves the right to demand changes in such stands or exhibits if safety regulations, technical requirements or the responsibility of preserving or obtaining the best possible overall image for the exhibition, as judged by **LK Montagens**, should so require. The side and back walls of all stands should be finished on the outsides as well as the insides. All directives and instructions of **LK Montagens** with regard to the use of stands, the decoration of them, the use of self-designed and self-constructed stands, and fitting and furnishings of the stands, must be obeyed so that the exhibition may take place with as few complications as possible. If an exhibitor does not follow the directives of the management or does not carry out such directives punctually, the Conference Organizer reserves the right to take the necessary steps at the cost of the exhibitor. The Conference Organizer reserves the right to close or obstruct unused entrances or exits to the exhibition rooms and the right to direct the exhibitor to another place in the exhibition hall if necessary even if this directive conflicts with previous written agreements. The exhibitors are responsible for the proper care of the floors, walls, staircases and storage rooms as well as the hired stands and hired furnishings. Hired stands and furnishings must be returned in an orderly condition and in an orderly way. In rooms with parquet flooring or undamaged flooring special care must be taken. Heavy packing cases may not be unpacked in such rooms. To avoid scratches and grooves in such floors as could be damaged by sliding packing cases, the exhibitors are required to place a protective covering under heavy packing placed on such floors. The exhibitors and their shipping agents, on specific orders from the exhibitor, must take special care in transporting heavy packing cases and heavy loads. Exhibitors who wish to display extra heavy exhibits demanding special supports or foundations must get specific permission for this from the Exhibition Management. It is not permitted to drive nails or hooks in the walls of the exhibition hall nor to install electric wiring nor to cut or drill holes in the walls of the rented stands. Cleaning the stand is the responsibility of the exhibitor.

No part of an exhibition stand may be hung from the ceiling. No structure of an exhibit or stand may project on any side beyond the limits of the stand location. No signs may project beyond the delimiting walls of the stand and each exhibitor must avoid hindering the view or entrance way of neighboring stands. Special care must be taken to avoid lights or spot lights which are annoying visitors or neighboring stands. Decorating materials and wallpapers which are used by the exhibitor must be fire-proof and a written credible proof of this must be presented to the Exhibition Management. Police regulations, fire regulations and other official regulations must be observed during the whole event, even in the periods of the assembling and dismantling.

**3. Electrical Installations – Power consumption** - **LK Montagens** arranges for the installation of a 110 Volt or 220 Volt main supply at the cost of the exhibitors. The exhibitors agree to use this installation for all electric power requirements. **LK Montagens** however, is not responsible for any losses or damage which may occur from



interruptions or defects in the electric power supply. The costs incurred for the installation of the main supply are carried equally by all the exhibitors; the cost of the electricity for each exhibitor is calculated according to the voltage of the electric equipment in his stand; this cost will be invoiced to each exhibitor according to a separate price not included in the rental prices. The exhibitor is responsible for the cost of electrical installations within the stand however these installations may be carried out only by an electrician appointed by the Exhibition Management.

**4. Security Instruction in Case of Fire** - You should do the following if you observe smoke, smell of burning, or flames in your stand or within the Riocentro facilities:

1. Immediately notify the Conference Organizer, **LK Montagens** and/or Security Staff of the incident.
2. When informing of the incident, give the following details: stand number, location of the incident, type of problem observed (smoke, flames, smell, etc.)
3. If necessary, disconnect any electrical equipment in the stand.
4. Use the nearest fire extinguisher in accordance with the instructions indicated.

If an EVACUATION is announced over the public address system, or by the Congress Organizer or **LK Montagens** staff, take the following actions:

- Proceed to the nearest EXIT (look for emergency EXIT signs).
- Do not run and do not stop until you are outside of the building.
- Once you are outside the building, do not stop in front of the exit door.
- Follow the instructions given by the Congress Organizer or **LK Montagens** staff.
- Provide evacuation assistance to any physically challenged or injured persons.

**IMPORTANT: PANIC IS CONTAGIOUS!**

**REMEMBER: YOUR COOPERATION IS ESSENTIAL IN ORDER TO COMPLETE THE EVACUATION IN AN EFFECTIVE AND ORDERLY MANNER.**

DO NOT FORGET TO SHOW THESE INSTRUCTIONS TO ALL STAFF INVOLVED WITH YOUR STAND.

**5. Subleasing – Access permission:** Partially or wholly subleasing or otherwise relinquishing a stand to a third party as well as private agreements for exchange of stands or floor space between two exhibitors is prohibited. The Congress Organizer reserves the right to enter any stand at any time.

**6. Dismantling of stands** – The exhibitor must dismantle the stand within the allotted time and return the hired furnishings on time. The exhibitor must leave the stand area clear and the floor cleaned. Stored materials, empty containers and packing materials must be properly disposed off. Items for which no arrangements have been made for removal and storage at the cost of the exhibitor and which are left behind become the property of **LK Montagens** and no reimbursement will be made for such items. **LK Montagens** can demand that exhibitors restore the exhibition area to the original condition at the exhibitor's expense. The rented items which were accepted as satisfactory for rental by the exhibitor are to be returned in satisfactory and undamaged condition. All rented items are considered to be in a satisfactory condition unless a written notation signed by **LK Montagens** is made at the time of rental. Exhibitors must bear the costs of repairs the damaged exhibition areas and of repairs or of necessary cleaning of rented items. If the exhibitor does not dismantle and clear away his exhibit punctually, this will be removed by **LK Montagens** at the cost of the exhibitor. The exhibitor is liable for the actual cost incurred by **LK Montagens** in such removals of abandoned exhibits.

**7. Liability** - The exhibitor is liable for all damages caused by himself, by his staff, by his visitors and clients and by any agent working for him. The Congress Organizer and **LK Montagens** recommends that the exhibitors take out an insurance policy to cover damage to their furnishings and fittings during the entire time of the exhibition, including the time allotted for setting up and dismantling, as well as during the exhibition days themselves, as the Congress Organizer and **LK Montagens** are not liable for personal or property damage.

**8. Payment** – Breach of contract: The given dimensions of floor space, stands and rented items are approximate. The Congress Organizer reserves the right to change the dimensions in order to use the available exhibition area



most efficiently and in order to adjust the stands to the blueprints of the exhibition hall. Prices charged are, however, based on the actual dimensions; if more floor space than was ordered is later allotted and actually used, the fee for it must be paid immediately. The exhibitor bears the costs of all other taxes, fees or official charges on the rental sum. A special fee is charged for decorating rented items in special material of the exhibitor's choice. Also exhibitors must bear the cost of any special installations. In case of delay, a payment of five per cent (5%) interest per month is charged. If a company wishes to give up all claim to taking part in an exhibition after having contracted to do so, the company is nevertheless liable for the rental sum and for incidental expenses.

**9. Product Disclaimer** – The acceptance of a product or service for exhibition does not in any matter constitute an endorsement by 2011 ISAKOS CONGRESS.

**10. Exhibitors Participation at 2011 ISAKOS CONGRESS-** Registered Congress attendees are given priority admittance into scientific sessions, however if space allows, registered exhibitor representatives will be permitted to attend scientific sessions if wearing the proper badge.

#### **11. Publicity/Media**

The logo of 2011 ISAKOS CONGRESS or ISAKOS are only to be used in official Congress publications, events and publications that have been officially approved by the Congress Organizers.

Press Conferences conducted by industry partners may not be organized during the official Congress Scientific Program nor may they run in parallel with the Official Congress Press Conferences.

The official program will list the abstract viewing timetable. No activities may be organized during the Opening Ceremony or any other Scientific or Social Events of the Congress. Companies organizing press conferences should inform the Organizing Secretariat of the date, schedule and venue of their press conferences.

#### **12. Photos, Filming and Recording of Scientific Sessions**

Photos, filming and recording of scientific sessions are prohibited. Filming and interviews can be arranged upon request via the Congress Press Center.

#### **13. Press Center/Corporate Materials and Product Information**

Corporate and product information may not be distributed in the Press Center. A specific area will be made available alongside the Press Center for these purposes.

#### **14. Social Events**

The social program of a Congress represents an integral part of the event itself. It allows participants spanning the globe to network and enjoy themselves outside of the hours dedicated to a busy scientific program. Companies may not arrange Social Events or Industry Tutorials that coincide with either the Scientific Program, the Opening Ceremony, and the Welcome Reception. Transportation to social events must not be organized at times coinciding with the Official Program (including the Sponsored Industry Tutorial).

#### **15. Legal Issues**

Each exhibitor and/or sponsor is responsible for the material and information provided at the Congress and may only display this at their stand or at an officially and legally approved site in compliance with both the legislation of the host country and of the Congress.

Exhibitors and sponsors should address these issues and any conflicts arising from such matters directly between themselves as ISAKOS will in any circumstances intervene or arbitrate any legal issues.

The International Pharmaceutical Congress Advisory Association's (IPCAA) Code of Conduct, Medical Congress Guidelines and Housing Guidelines will be adhered to.

National Health Surveillance Agency – ANVISA is the Federal Agency responsible for the regulation on advertising in Scientific Events.



**PART III – EXHIBITING STAFF AND  
COMPLIMENTARY REGISTRATIONS**

**1- EXHIBITING STAFF REGISTRATIONS – Exhibitor Badge**

Two complimentary badges will be provided to each exhibiting company for each 3m x 3m square of exhibit booth space reserved. Additional representative badges can be purchased online before April 1, 2011 for US \$600. After April 1, 2011, exhibitor representatives will need to register on-site for US \$725.

The names for the complimentary exhibitor registration badges must be submitted to the online registration system online at [www.isakos.com/2011congress/exhibit](http://www.isakos.com/2011congress/exhibit) by the Exhibitor Contact identified on the Exhibit Space Application prior to April 1, 2011. Please contact the ISAKOS office at [register@isakos.com](mailto:register@isakos.com).

Additional exhibitor representatives can register in advance via the ISAKOS Congress website for a discounted rate of US \$600. Please note; exhibitor representatives are unable to register for the ISAKOS Congress until the company they are affiliated with has received an exhibit space assignment and confirmation letter.

**On or before April 1, 2011:** Two exhibitor representative registrations are complimentary for each 3m x 3m square of exhibit booth space reserved. All other exhibitor representatives are asked to register online via the ISAKOS Congress website.

**After April 1, 2011:** Advance online registration is closed. Exhibitor representative registrations are no longer complimentary. All exhibitor representatives must register on-site for the full exhibitor representative registration fee of US \$725.

**Badge Exchanges:** Badges are personal and non-transferable. Badge exchanges will be allowed for a fee of US \$50, due at the time of the exchange as well as proof of affiliation (business card) with the exhibiting company and a photo ID.

**Exhibitor Representative Badge Pick-Up**

All pre-registered exhibitor representative badges will be available for pick-up at the registration counter in the Riocentro Convention Centre. Each registered exhibitor representative must provide proof of affiliation (business card) with the exhibiting company and a photo ID in order to receive their badge. **Badges will not be given to anyone other than the individual named on the badge.**

Entrance into the Riocentro Convention Centre will be DENIED to everyone without an official ISAKOS Congress badge AT ALL TIMES May 13-19, 2011. **\*All exhibitor representatives needed for exhibit installation must pre-register for the Congress.**



**PART IV – EXHIBIT OF IMPORTED PRODUCTS  
SHIPPING & CUSTOMS**

**EXHIBIT OF IMPORTED PRODUCTS – ENGLISH TRANSLATION**

Due to the international character of the event, accredited to the Ministry of Industry, Commerce and Tourism, foreign exhibitors may send their products for demonstration purposes during the event, under the fiscal regime of temporary admission, with suspension of import taxes.

The show Organizer has appointed INTERLOG LTDA. as the Official Freight Forwarder and as the Official Drayage and Handling company for the event.

**EXHIBITORS SHIPPING WITH ANOTHER FREIGHT FORWARDER SHOULD CONSIGN THE CARGO TO THEIR REPRESENTATIVE, UNDER YOUR OWN RESPONSIBILITY.**

**FREIGHT FORWARDER INSTRUCTIONS** (should the Official Freight Forwarder be contracted).

1) The Exhibitor must request directly from INTERLOG LTDA. or one of its official Agents abroad for the Shipping Instruction Manual, estimated costs and the nearest location of these agents/offices.

2) The Exhibitor must inform INTERLOG LTDA. directly, prior the shipping, concerning the following:

2.1.) name, address, telephone, fax, of the exporter/importer, or its representative in Brazil and/or abroad and the contact person/party;

2.2.) general listing of the products and/or equipment being brought in from abroad that will be exhibited (with the TEC - Brazilian Customs Tariff code) or the coding of the Brussels Nomenclature;

3) INTERLOG LTDA. may refuse to deliver goods, should payment still be outstanding at the time of the event's staging.

4) Goods and documents that arrive in Brazil past deadline dates, shown at INTERLOG's Shipping Instructions, may suffer delays, or even non-liberation, on the part of Customs Authorities in time for the event.

4-1 - Arrival date of goods in Brazil should be considered as:

By sea - After vessel and/or container unloading at Rio de Janeiro Port. – **April 20, 2011**

By air - After unloading and tracing of goods by INFRAERO (GIG Airport). – **April 25, 2011**

By truck - Arrival of the truck at the Customs Warehouse "DAP", in Rio de Janeiro.

I suggest to avoid surface sending of foreign products, but if it should be impossible, we need to be informed, at least, 30 days before opening date of the show.

5) Exhibitors that reach eventual buyers for the goods being exhibited at the event, must certify whether the interested party possesses all the necessary registrations with the competent State Authorities to effect importation of such goods.

6) INTERLOG LTDA. will not be held responsible for incorrect Customs classification of goods, if invoice or bill of lading/waybills does not mention clearly the description of the goods and the code(s) pertaining thereto. Therefore kindly send photos, catalogs or brochures to help identifying the products. INTERLOG LTDA. can not be held responsible for delays or non-delivery of goods at the event, due to strikes or other major factors.

7) INTERLOG LTDA. suggests that Exhibitors, prior to shipping, should certify with Carrier that:

- make sure to check with the transportation company estimated time of arrival (ETA) in Brazil;
- use only non-stop flights;
- should cargo consolidation be required, only use such procedure offered by an official agent;
- in the case of road transportation, between MERCOSUL countries, use the MIC/DTA system only;
- if sea freight is necessary, use only Conference lines or Brazilian Flag vessels.

8) Any material that constitutes samples: giveaways, parts or any other items to be distributed during the event, may be subject to taxation.



**IMPORTANT: PLEASE DO NOT SHIP ANY CARGO TO BRAZIL BEFORE YOU HAVE RECEIVED ALL INSTRUCTIONS FROM INTERLOG LTDA. THE NON-COMPLIANCE TO THESE REQUIREMENTS EXEMPTS INTERLOG LTDA. DIVISION FROM ANY RESPONSIBILITY FOR THE NON LIBERATION AND/OR DELAY IN THE DELIVERY OF GOODS DESTINED FOR THE EVENT.**

**WE REMIND YOU THAT THE BRAZILIAN CUSTOMS AUTHORITIES ARE VERY RIGID IN THE CONTROL OF GOODS AND PRICES, SO BE ALERTED TO:**

A - **Important:** Customs may not clear and arrest goods whose prices mentioned on Exhibitor's invoice is not those commonly practiced for exportation to any country. Brazilian Customs are technically prepared to evaluate goods, as they have at their services highly qualified engineers and personnel. We suggest that a price list and the insurance policy be enclosed to the shipping documentation.

B - Products temporary interned in Brazil, may remain in Brazilian territory for a period of up to 30(thirty) days after the event. Within this period, Exhibitor must adopt one of the following procedures:

- 1 - Re export the goods to any country;
- 2 - Nationalize the products in the name of a company duly registered as an importer in Brazil;
- 3 - Destruction of the material;

Services outlined in item "B" must be requested directly to INTERLOG LTDA., that will supply the necessary instructions and costs.

**IMPORTANT: EXHIBITORS THAT FAIL TO EXPRESS THEIR INTENT IN WRITING, AT LEAST 10 DAYS PRIOR TO THE DUE DATE OF PERMANENCE OF GOODS IN BRAZIL, WILL HAVE THE RE EXPORTATION PROCEDURES INITIATED AUTOMATICALLY.**

#### **Promotional Material**

According to Brazilian Customs Regulation nr. 107 from April 15th., 1996, promotional material up to US\$ 3.000,00 (FOB) can be imported with federal tax exemption for free distribution during the show.

Following products will be considered as promotional material: leaflets, brochures, catalogs, magazines, photographs, video and audio tapes, and other printed material. **PROMOTIONAL MATERIAL CAN NOT BE COMMERCIALIZED IN ANY WAY.**

#### **CONTROLLED MATERIAL**

The list of controlled material by the Brazilian Army through the DFPC – Controlled Products Inspection Dept is very long including: Weapons and ammunitions(live and inert), binoculars – spyglasses – night vision devices, Radar and tracking equipment, models in scale 1/1 of mentioned itens, parachutes, etc.

#### **Health Certificate**

**Important:** Requested for **every** shipment composed of food and/or beverages.

#### **Accompanied Baggage**

**Important:** The Brazilian legislation concerning accompanied baggage is not only precise, but also rigorous in its treatment, limiting duty exemption of all personal possessions and products of a passenger acquired abroad to a maximum of US\$ 500.00 (five hundred dollars).

Possessions must be of personal use and products cannot under any circumstances be characterized as destined for commercialization.

**FUMIGATION:** All shipments packed in wooden pcs (crates or pallets) must arrive in Brazil with Fumigation Certificate.

To avoid any problems, we suggest that all merchandise be sent as cargo, following the instructions of the Official Freight Forwarder.

**INTERLOG**

#### **EXHIBITION FREIGHT FORWARDING**

Rua Olga, 76 – Bonsucesso

CEP 21041-140 – Rio de Janeiro – RJ – Brazil

Ph: 5521 – 2142-5300 / Fax: 5521 – 2142-5314

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

E-MAIL: [interlog@interlog.com.br](mailto:interlog@interlog.com.br)

Marcos Marcelo: [mmarcelo@interlog.com.br](mailto:mmarcelo@interlog.com.br)

Francisco Schulte: [schulte@interlog.com.br](mailto:schulte@interlog.com.br)



## **EXPOSIÇÃO DE PRODUTOS IMPORTADOS – PORTUGUESE TRANSLATION**

Por se tratar de evento de caráter internacional, devidamente cadastrado junto ao Ministério da Indústria, do Comércio e do Turismo, os Expositores poderão enviar seus produtos para demonstração durante o evento, em regime de suspensão de tributos.

A Promotora credenciou a empresa INTERLOG como Transitária Oficial e Operadora Logística do evento, que oferecerá a coordenação total dos embarques, desde a origem até a entrega no stand do expositor.

**AS EMPRESAS EXPOSITORAS QUE OPTAREM POR UTILIZAR OUTRO TRANSITÁRIO, PODERÃO CONSIGNAR AS MERCADORIAS AO SEU REPRESENTANTE, SOB SUA ÚNICA E EXCLUSIVA RESPONSABILIDADE.**

### **INSTRUÇÕES DO TRANSITÁRIO na hipótese de contratação da INTERLOG LTDA.**

1) O Expositor deverá solicitar diretamente à INTERLOG LTDA. ou a um de seus Agentes a Carta de Instrução e a consignação do Embarque, pré-orçamento e localização de seus agentes/escritórios no exterior.

2) O Expositor deverá fornecer à INTERLOG LTDA., com a maior antecedência possível:

- 2.1.- os dados completos do exportador / importador, ou seu representante no Brasil e/ou exterior e pessoa de contato;
- 2.2.- relação exata de produtos e/ou equipamentos a serem expostos provenientes do exterior (com os códigos da TEC - Tarifa Externa Comum) ou os prefixos utilizados na Nomenclatura de Bruxelas;

3) INTERLOG LTDA. poderá recusar-se a entregar materiais cujos pagamentos não tenham sido efetuados até a data do evento.

4) Mercadorias e documentos que chegarem ao Brasil após a data limite, estipulada na Carta de Instrução da INTERLOG LTDA., poderão sofrer atrasos e, até mesmo, a não liberação por parte da Receita Federal a tempo do evento.

4.1 - Considera-se como data de chegada da mercadoria ao Brasil:

Marítimo - Após descarga do navio e/ou descarga do container no Porto do Rio de Janeiro. – **20/abr/2011**

Aéreo - Atracação e localização dos materiais por parte da INFRAERO (Aeroporto GIG). – **25/abr/2011**

Rodoviário - Chegada do caminhão ao Armazém Alfandegado "DAP", Rio de Janeiro.

Sugerimos evitar o envio de material estrangeiro via rodoviário, mas se não houver outra maneira, o expositor Deverá comunicar a Interlog sobre o embarque com pelo menos 30 dias de antecedência do início do evento.

5 - Os Expositores que tiverem eventuais compradores para as mercadorias expostas no evento, deverão se certificar se a empresa interessada possui todos os registros necessários para importação.

6 – INTERLOG LTDA. não se responsabilizará por classificação aduaneira errônea para as mercadorias, em cuja fatura não mencionar, claramente, a descrição do material e código harmonizado do produto. Favor juntar fotos, catálogos, ilustrações das mercadorias, a fim de melhor identificá-las. INTERLOG LTDA. exime-se, também, de qualquer responsabilidade em razão de greves ou outros motivos de "força maior" que porventura ocorram, ocasionando atraso ou não entrega das mercadorias no evento.

7 – INTERLOG LTDA. sugere aos EXPOSITORES que, previamente ao embarque:

- certifiquem-se, junto às Cias. de Transporte, quanto à data de chegada do veículo transportador ao Brasil;
- que utilizem vôos diretos, sem escalas;
- que a consolidação, caso necessária, seja feita através de seus Agentes oficiais indicados no exterior;
- no caso de transporte rodoviário (MERCOSUL), utilizem o sistema MIC/DTA;
- por via marítima, navios conferenciados e de Bandeira Brasileira.

8 - Quaisquer materiais que sejam amostras ou brindes, partes e peças e outros para distribuição no evento estão sujeitos a pagar impostos.

**IMPORTANTE: NÃO EMBARCAR QUALQUER MERCADORIA PARA O BRASIL ANTES DE RECEBER AS DEVIDAS INSTRUÇÕES DE INTERLOG LTDA. O NÃO CUMPRIMENTO DOS REQUISITOS MENCIONADOS IRÁ ISENTAR INTERLOG LTDA DE QUALQUER RESPONSABILIDADE PELA NÃO LIBERAÇÃO, E/OU ATRASO NA ENTREGA DAS CARGAS DESTINADAS AO EVENTO.**

**LEMBRAMOS QUE A ADUANA BRASILEIRA É BASTANTE RÍGIDA COM RELAÇÃO AOS CONTROLES DE MERCADORIAS E PREÇOS E, PORTANTO, ALERTAMOS:**



A - **Importante:** A Aduana poderá não liberar e apreender mercadorias cujos preços mencionados nas faturas do Expositor não sejam aqueles praticados para exportação a qualquer país. A Aduana Brasileira está tecnicamente preparada para a avaliação de materiais, bem como dispõe de um quadro de peritos para tal fim. Sugerimos que, junto com os documentos, seja enviada, também, lista de preços e apólice de seguros.

B - Os produtos internados temporariamente no Brasil poderão permanecer em território brasileiro pelo período de 30(trinta) dias após o evento, em regime de admissão temporária para Feiras. Dentro deste prazo, deverá o Expositor adotar uma das seguintes medidas:

1. Reexportação do material para qualquer país.
2. Nacionalização do produto em nome de empresa devidamente registrada como importadora no Brasil.
3. Destruição do material.

Os serviços do item "B" acima deverão ser solicitados diretamente à INTERLOG LTDA., que fornecerá as instruções e os custos.

**IMPORTANTE: O EXPOSITOR QUE NÃO SE MANIFESTAR POR ESCRITO ATÉ 10 DIAS ANTES DO VENCIMENTO DOS PRAZOS PARA PERMANÊNCIA DOS EQUIPAMENTOS NO BRASIL, TERÃO AUTOMATICAMENTE SEUS PROCESSOS DE REEXPORTAÇÃO INICIADOS.**

#### **Material Promocional**

Conforme Portaria nr. 107 de 15 de abril de 1996 do Ministério da Fazenda, ficam isentos de impostos de importação os materiais promocionais até o limite máximo de US\$ 3.000,00 (FOB) para distribuição gratuita no recinto do evento.

Considera-se material promocional: folhetos, slides, fitas de vídeo, panfletos, catálogos, revistas, cartazes, guias, fotografias, mapas ilustrados e outros materiais gráficos similares, filmes e fitas magnéticas gravadas com som ou com imagem e o som. **É EXPRESSAMENTE PROIBIDA A COMERCIALIZAÇÃO DOS BENS PROMOCIONAIS.**

#### **PRODUTOS CONTROLADOS:**

A relação de produtos controlados pelo Exército Brasileiro através do DFPC – Depto. De Fiscalização de Produtos Controlados é bastante extensa, incluindo: armamento e munição (inerte ou funcional), binóculos, lunetas e visores noturnos, aparelhos de radas e rastreamento, modelos dos itens anteriores em escala 1/1, para-quedas, etc.

#### **Certificado Fitosanitário**

**Importante:** Bebidas e comestíveis são mercadorias sujeitas à aprovação prévia do Ministério da Saúde e deverão apresentar Certificado expedido por órgão equivalente no país de origem.

#### **Bagagem Acompanhada**

**Extremamente Importante:** A legislação brasileira, no que tange a bagagem acompanhada, é restrita e rigorosa, estando isentos de impostos todos os bens pessoais e produtos adquiridos pelo passageiro no exterior até o valor máximo de US\$ 500,00 (quinhentos dólares americanos) (legislação sujeita a modificação governamental sem prévio aviso).

Os bens deverão ser de uso pessoal e os produtos não poderão caracterizar destinação comercial.

**Fumigação:** Todo e qualquer produto em embalagens de madeira (caixas ou pallets) deverão chegar ao Brasil com certificados de fumigação.

**OBS.: AS NORMAS ALFANDEGÁRIAS ESTÃO SUJEITAS A ALTERAÇÕES SEM AVISO PRÉVIO.**

Para evitar quaisquer contratempos, solicitamos que enviem todas as mercadorias como carga, contatando o Transitário Oficial:

**INTERLOG**

**EXHIBITION FREIGHT FORWARDING**

Rua Olga, 76 – Bonsucesso

CEP 21041-140 – Rio de Janeiro – RJ – Brazil

Ph: 5521 – 2142-5300 / Fax: 5521 – 2142-5314

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

E-MAIL: [interlog@interlog.com.br](mailto:interlog@interlog.com.br)

Marcos Marcelo: [mmarcelo@interlog.com.br](mailto:mmarcelo@interlog.com.br)

Francisco Schulte: [schulte@interlog.com.br](mailto:schulte@interlog.com.br)



# FORM A

## DECLARATION OF COMPLIANCE WITH ASSEMBLY RULES

Please print clearly and return this form (fully completed) to:	LK Montagens Official Assembler	Fax: +55 21 3295-2813 E-mail: lk@lk.com.br
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**Deadline: Tuesday, April 5, 2011**

**\*This form is mandatory**

Exhibitor:
Stand Nr.:
Address:
Zip code :
City: _____ State: _____ Country: _____
Represented by Mr./Ms.:
Job Title:
Passport number of signer:
Signer's Name, printed _____ henceforth called <b>EXHIBITOR</b>

Assembler Company:
Address:
Zip code
City: _____ State: _____ Country: _____
Represented by Mr./Ms.:
Job Title:
Passport number of signer:
Signer's Name, printed _____ henceforth called <b>ASSEMBLER</b>

With the present document the exhibitor and the assembler agree to the following terms and the terms outlined in Part I of the Terms and Conditions:

The **EXHIBITOR**, for services of set-up of his/her stand at the mentioned event, will use a specialized company, identified in these present TERMS OF RESPONSIBILITY as **ASSEMBLER**.

The **EXHIBITOR** and the **ASSEMBLER** are fully aware of all rules of the set-up and dismantling of the stand as defined in Part I of the Terms and Conditions, found in this Exhibitor Manual.

Dismantling of the stand is permitted only during the dismantling hours indicated in this Exhibitor Manual. The **EXHIBITOR** and/or the **ASSEMBLER** will be charged R\$ 1.500,00 (one thousand and five hundred reais – Brazilian currency) per hour for up to 6 (six) hours of delay outside of the permitted dismantling hours.

Should the **ORGANIZER** deem it necessary to remove any kind of material from the stand or exhibition area, the **EXHIBITOR** will be charged for the removal costs plus a penalty of 20% of the removal costs.

All amounts due according to these Terms of Responsibility will be charged, in accordance with national law.

Please sign here:

\_\_\_\_\_ Exhibitor's Signature (Place, Date)

\_\_\_\_\_ Assembler's Signature (Place, Date)



**APPENDIX TO FORM A  
HIRING ANOTHER ASSEMBLER**

**Please print clearly and return  
this form (fully completed) to:**

**LK Montagens  
Official Assembler**

**Fax: +55 21 3295-2813  
E-mail: lk@lk.com.br**

**Deadline: Tuesday, April 5, 2011**

**\*This form is mandatory**

This form is required for Exhibitors who are hiring another assembler, out of the official one, **LK Montagens**.

Please provide the following information and sign where indicated.

“As an Exhibitor at 2011 ISAKOS CONGRESS in Rio de Janeiro, Brazil, from 15 to 19 May 2011, I hereby confirm that we have appointed the following assembler to work on our exhibition on our behalf:

Assembler’s Company Name:	Stand Number:
Contact (Mr./Ms.):	Telephone:
E-mail:	Fax:

Exhibitor:	Stand Number:
Contact (Mr./Ms.):	Telephone:
E-mail:	Fax:
Signature:	



# FORM A1 MANDATORY SERVICES

Please print clearly and return  
this form (fully completed) to:

LK Montagens  
Official Assembler

Fax: +55 21 3295-2813  
E-mail: lk@lk.com.br

**Deadline: Tuesday, April 5, 2011**

**\*This form is mandatory**

TYPE (UNIT)	PRICE
KVA	R\$ 282,29
Common area cleaning tax (per sqm)	R\$ 18,57
Garbage removal tax (per sqm)	R\$ 13,00

The payment must be made by international credit card according to the instructions on the invoice from LK Montagens.

Please provide the following information:

Exhibitor:		Stand Nr.:	
Address:			
City:	State:	Country:	Zip Code:
Contact (Mr./Ms.):	Telephone:	Fax:	
E-Mail:			
Signature:			

<b>Credit Card Info (Card Company: )</b>	
Name on card:	Expiration date:
Card number:	Security code:



# FORM B

## ELECTRICAL AND HYDRAULIC INSTALLATIONS SCHEME

Please print clearly and return  
this form (fully completed) to:

LK Montagens  
Official Assembler

Fax: +55 21 3295-2813  
E-mail: lk@lk.com.br

**Deadline: Tuesday, April 5, 2011**

**\*This form is mandatory**

**NOTE:** All prices are in R\$ (*Reais*) and will be converted into US\$ (Dollars) for the issuing of INVOICES.

TYPE	R\$ / KW	KW or Hydraulical Unit	TOTAL
Hydraulical	R\$ 650,00		
Power socket	R\$ 83,57		
		TOTAL	

Please refer to the APPENDIX TO FORM B on the next page, to calculate the KW amount you need to order. Fractionated Units may not be ordered. Please round up all KW amounts.

This form will only be valid if accompanied by FORM J, which provides a sketch of the stand shown in accordance with its size and limits (neighbors, walkways, etc.) and indicates the desired location(s) of the requested outlets, for Shell Scheme, and point of electricity for stands with special decoration.

This form and FORM J should be submitted together by the deadline. Once the forms have been received by **LK Montagens**, the technical feasibility is subject to verification. All requests received after the deadline will be processed according to availability and the price will be increased by 15%.

The basic electrical power installation for Shell Scheme will provide lighting at 220V and power outlets with **110V / 500W**.

This cost refers to the distribution, installation and provision of a point and consumption for energy during the event. The electrical power installations include cabling connecting the distribution box to the entrance point on the stand.

**The payment must be made by international credit card according to the instructions on the invoice from LK Montagens.**

Please provide the following information:

Exhibitor:	Stand Nr.:		
Address:			
City:	State:	Country:	Zip Code:
Contact (Mr./Ms.):	Telephone:	Fax:	
E-Mail:			
Signature:			

<b>Credit Card Info (Card Company: )</b>	
Name on card:	Expiration date:
Card number:	Security code:



**APPENDIX TO FORM B**  
**REFERENCE TABLE TO CALCULATE EQUIPMENT CONSUMPTION**

The KW amount should be ordered via FORM B.

Fractionated Units may not be ordered. Please round up all KW amounts.

<b>EQUIPMENTS</b>	<b>KW USED</b>
Fluorescent lamp w/ reactor – 20W	0,03 KW's
Fluorescent lamp w/ reactor – 40W	0,05 KW's
HO lamp w/ reactor – 110W	0,14 KW's
Incandescent lamp of 100W	0,10 KW's
“Halogen” lamp HQI 150W	0,15 KW's
Air conditioner 7.500 btu's	1,10 KW's
Air conditioner 10.500 btu's	1,70 KW's
Air conditioner 12.500 btu's	1,90 KW's
Air conditioner 18.500 btu's	2,90 KW's
Air conditioner 21.000 btu's	3,10 KW's
Circulator of air / Fan	0,10 KW's
Computer (CPU + Monitor)	0,50 KW's
Printer	0,25 KW's
Television	0,30 KW's
Video	0,30 KW's
DVD	0,30 KW's
Fridge	0,30 KW's
Small refrigerator	0,30 KW's
Freezer	0,50 KW's
Coffee Machine (domestic)	0,80 KW's
Coffee Machine (Electric Commercial)	4,50 KW's
Microwave oven	1,20 KW's
Small Electric Oven	1,00 KW's
Big Electric Oven	2,40 KW's



**FORM C**  
**FURNISHING AND ADDITIONAL ITEMS**

Please print clearly and return  
this form (fully completed) to:

LK Montagens  
Official Assembler

Fax: +55 21 3295-2813  
E-mail: lk@lk.com.br

**Deadline: Tuesday, April 5, 2011**

	Description	Discount Price
1	White Partition – 2,20 x 1,00m	R\$ 193,14
2	Partition half Panel / half Glass	R\$ 260,00
3	Door – 2,20 x 1,00m	R\$ 289,71
4	Glass door half glass/ half panel–2,20x1,00m	R\$ 315,71
5	Corner Table 0,50x 0,50x 0,50m	R\$ 89,14
6	Counter with door – 1,00x 0,50x 1,00m	R\$ 308,29
7	Counter without door-1,00x0,50x1,00m	R\$ 260,00
8	Table of Exhibits (Counter)	R\$ 334,29
9	Showcase illuminated – 1,00x0,50x2,20m	R\$ 445,71
10	Showcase with Garden- 1,00x1,00x2,20m	R\$ 557,14
11	Carpeted Shelf – 1,00x 0,30m	R\$ 130,00
12	Table for meeting with glass surface-0,90x0,75m	R\$ 104,00
13	Fixed Chair	R\$ 52,00
14	Bar Stool	R\$ 52,00
15	Sofa (module)	R\$ 193,14
16	Bar Refrigerator	R\$ 304,57
17	Extensible Spot – Light of 110 w	R\$ 74,29
18	Ashtray on Support Stand– 0,23x0,52m	R\$ 52,00
19	Waste Paper Basket	R\$ 33,43
20	Two-pin Plug	R\$ 74,29



**APPENDIX TO FORM C  
ITEMS FOR RENT ORDER FORM**

**Deadline: Tuesday, April 5, 2011**

We request to rent the items listed below during the period of the event in accordance with the prices listed on the ITEMS AVAILABLE FOR RENT pages. An additional page can be used if necessary.

REF.	DESCRIPTION	QUANT.	VAL/UNIT	TOTAL/R\$
			TOTAL	

Items ordered and confirmed before the deadline of April 5, 2011 will be charged at the discount prices mentioned in the price list. After the deadline, the discounted prices will be increased by 30%.

Orders submitted after the deadline, during the set-up period, or during the event, are subject to availability and will only be fulfilled with cash payment of the amount in question plus freight charges if applicable.

**The payment must be made by international credit card according to the instructions on the invoice from LK MONTAGENS.**

Please provide the following information:

Exhibitor:	Stand Nr.:		
Address:			
City:	State:	Country:	Zip Code:
Contact (Mr./Ms.):	Telephone:	Fax:	
E-Mail:			
Signature:			

<b>Credit Card Info (Card Company: )</b>	
Name on card:	Expiration date:
Card number:	Security code:



## FORM D FIRE EXTINGUISHERS

Please print clearly and return  
this form (fully completed) to:

LK Montagens  
Official Assembler

Fax: +55 21 3295-2813  
E-mail: lk@lk.com.br

**Deadline: Tuesday, April 5, 2011**

**NOTE:** All prices are in R\$ (*Reais*) and will be converted into US\$ (Dollars) for the issuing of INVOICES.  
We request to rent the fire extinguishers indicated below for the period of the event above mentioned:

TYPE	VALUE OF UNITY	QUANTITY	TOTAL
CO2	R\$ 130,00		
Dry Powder	R\$ 130,00		
Water	R\$ 130,00		
ABC	R\$ 130,00		
		TOTAL	

**NOTE:**

The value above refers to the rental of extinguisher(s) and is not a purchase price.  
Therefore, at the end of the event the rented extinguisher(s) must be returned in the same condition as they were delivered.

It is advisable that every stand have at least 1 (one) fire extinguisher, according to the table on page 35.

The rates indicated on this form are valid until of April 5, 2011. Orders received after the deadline, will be increased by 15%.

Orders submitted after the deadline, during the set-up period, or during the event, are subject to availability and will only be fulfilled with cash payment of the amount in question plus freight charges if applicable.

**The payment must be made by international credit card according to the instructions on the invoice from LK Montagens.**

Please provide the following information:

Exhibitor:		Stand Nr.:	
Address:			
City:	State:	Country:	Zip Code:
Contact (Mr./Ms.):	Telephone:	Fax:	
E-Mail:			
Signature:			

<b>Credit Card Info (Card Company: )</b>	
Name on card:	Expiration date:
Card number:	Security code:



## FORM E CLEANING SERVICES

Please print clearly and return  
this form (fully completed) to:

LK Montagens  
Official Assembler

Fax: +55 21 3295-2813  
E-mail: lk@lk.com.br

**Deadline: Tuesday, April 5, 2011**

**NOTE:** All prices are in R\$ (*Reais*) and will be converted into US\$ (Dollars) for the issuing of INVOICES.

DESCRIPTION	COST/ S.Q.M.	TOTAL
Cleaning Staff (Rate per person 12 hours/day) (*)	R\$ 362,14	
	TOTAL	

**(\*) The exhibitors can choose to contract the official cleaning supplier to clean the stand during the event (a two shifts per day cleaning– before the opening and after closure of the event).**

The above listed prices for cleaning services are only valid until the deadline indicated above. Orders received after the deadline, during set-up or during the event, will be processed according to availability and the price will be increased by 15%.

**The payment must be made by international credit card according to the instructions on the invoice from LK Montagens.**

Please provide the following information:

Exhibitor:		Stand Nr.:	
Address:			
City:	State:	Country:	Zip Code:
Contact (Mr./Ms.):	Telephone:	Fax:	
E-Mail:			
Signature			

<b>Credit Card Info (Card Company: )</b>	
Name on card:	Expiration date:
Card number:	Security code:



# FORM F SECURITY AGENTS

Please print clearly and return  
this form (fully completed) to:

LK Montagens  
Official Assembler

Fax: +55 21 3295-2813  
E-mail: lk@lk.com.br

**Deadline: Tuesday, April 5, 2011**

**NOTE:** All prices are in R\$ (Reais) and will be converted into US\$ (Dollars) for the issuing of INVOICES.

HOURS	RATE PER PERSON	QUANTITY	TOTAL
10 hours	R\$ 395,76		
Per additional hour	R\$ 39,58		
		TOTAL	

The security agents are not bilingual. To hire bilingual security agents, please, contact **LK Montagens**.

The prices listed above for security agents are valid only until the deadline listed above.

Orders received after the deadline, during the set-up or dismantling, or during the event, will be processed according to availability and the price will be increased by 15%.

**The payment must be made by international credit card according to the instructions on the invoice from LK Montagens.**

Please provide the following information:

Exhibitor:		Stand N#:	
Address:			
City:	State:	Country:	Zip Code:
Contact (Mr./Ms.):	Telephone:	Fax:	
E-Mail:			
Signature			

<b>Credit Card Info (Card Company: )</b>	
Name on card:	Expiration date:
Card number:	Security code:



# FORM G

## PLANT AND FLOWER DECORATIONS

Please print clearly and return  
this form (fully completed) to:

LK Montagens  
Official Assembler

Fax: +55 21 3295-2813  
E-mail: lk@lk.com.br

**Deadline: Tuesday, April 5, 2011**

**NOTE:** All prices are in R\$ (*Reais*) and will be converted into US\$ (Dollars) for the issuing of INVOICES.

SPECIFICATION OF FLORAL	VALUE OF UNITY	QUANTITY	TOTAL
Vases with 1,00m (H)	R\$ 148,57		
Green garden per square meter with 0,50m (H)	R\$ 120,71		
Green garden per square meter with 1,00m (H)	R\$ 139,29		
Green garden with flowers per square meter with 0,50m (H)	R\$ 167,14		
		TOTAL	

Requests must be made with this form. Please consult regarding other options.

Items ordered and confirmed after the deadline will have the prices increased.

Orders submitted after the deadline, during the set-up period, or during the event, are subject to availability and will only be fulfilled with cash payment of the amount in question plus freight charges if applicable.

**The payment must be made by international credit card according to the instructions on the invoice from LK Montagens.**

Please provide the following information:

Exhibitor:		Stand Nr.:	
Address:			
City:	State:	Country:	Zip Code:
Contact (Mr./Ms.):	Telephone:	Fax:	
E-Mail:			
Signature:			

Credit Card Info (Card Company: )	
Name on card:	Expiration date:
Card number:	Security code:



## FORM H TELEPHONE AND FAX

Please print clearly and return  
this form (fully completed) to:

LK Montagens  
Official Assembler

Fax: +55 21 3295-2813  
E-mail: lk@lk.com.br

**Deadline: Tuesday, April 5, 2011**

DESCRIPTION ( PRICES FOR MINIMUM PACK: 4 DAYS)	UNTIL 19 DAYS PRIOR TO INSTALLATION	UNTIL 13 DAYS PRIOR TO INSTALLATION	UNTIL 10 DAYS PRIOR TO INSTALLATION	URGENT
Phone line + Simple Phone*	R\$ 378,42	R\$ 420,46	R\$ 536,07	R\$ 630,69
Phone line to use with credit card machine*	R\$ 378,42	R\$ 420,46	R\$ 536,07	R\$ 630,69
Phone line + Cordless phone*	R\$ 454,10	R\$ 504,56	R\$ 643,32	R\$ 756,83
Phone line + Fax machine* (**)	R\$ 782,07	R\$ 868,96	R\$ 1.107,91	R\$ 1.303,44
Broad band Wi-Fi 512Kb - individual - DHCP (No public IP)	R\$ 983,89	R\$ 1.093,21	R\$ 1.235,34	R\$ 1.421,18
Broad band Wi -Fi 1024Kb - individual - DHCP (No public IP)	R\$ 1.765,97	R\$ 1.962,19	R\$ 2.217,27	R\$ 2.550,84
USB antenna adaptor for Wi-Fi on Pc's (desktops)	R\$ 89,70	R\$ 100,91	R\$ 112,13	R\$ 123,34
Cable internet - 512Kb FULL (for public IP, ask at this very form)	R\$ 8.829,84	R\$ 9.810,94	R\$ 11.086,36	R\$ 12.754,22
Cable internet - 1024Kb FULL (for public IP, ask at this very form)	R\$ 15.893,72	R\$ 17.659,69	R\$ 19.955,45	R\$ 22.957,59
Switch 8 ports*	R\$ 181,64	R\$ 201,83	R\$ 228,06	R\$ 262,37
Router 4 ports*	R\$ 363,29	R\$ 403,65	R\$ 456,12	R\$ 524,75

\* Customer must provide a electric outlet (Brazilian / USA type)

(\*\*) This phone line has a specific configuration for the Fax Machine and Credit Card to work. The normal phone line doesn't work for these functions.

**Important notice:** As for the phone lines, the values above include only line installation with phone. The phone bill will arrive by e-mail, until 5 days after the end of the exhibition, and must be paid by invoice (10 days deadline).

### Equipments value chart in case of missing equipments

Router 4 ports	Switch 8 ports	Simple phone	Fax machine	USB adaptor for Wi-Fi	Cordless phone
R\$ 400,00	R\$ 120,00	R\$ 100,00	R\$ 650,00	R\$ 150,00	R\$ 220,00

### Phone (prices per minute)

TYPE OF CALL	LAND LINE	MOBILE
Local	R\$ 0,15	R\$ 0,89
Long distance in Brazil	R\$ 0,62	R\$ 1,84
Long distance international	R\$ 2,50	R\$ 2,50



Considering the service chart above, fill out the spaces below with the services you wish to hire.

QTY	SERVICE START DATE (start, not installation)	SERVICE END DATE (end of the day)	HIRED SERVICE
	/ /	/ /	Phone line + Simple Phone
	/ /	/ /	Phone line to use with credit card machine
	/ /	/ /	Phone line + Fax machine
	/ /	/ /	Broad band Wi-Fi 512Kb - individual
	/ /	/ /	Broad band Wi-Fi 1024Kb - individual
	/ /	/ /	Cable internet - 512Kb FULL (for public IP, ask at this very form)
	/ /	/ /	Cable internet - 1024Kb FULL (for public IP, ask at this very form)
	/ /	/ /	Switch 8 ports
	/ /	/ /	Router 4 ports
	/ /	/ /	USB antena adaptor

### 1. SERVICE ORDERING

- 1.1. In order to guarantee the service, every order must be done at least 10 days before the installation date, as well as providing LK Montagens with a map of the exact installation point;
- 1.2. In order to guarantee "out of chart" services, ordering must be done until 60 days before installation date;
- 1.3. Hired services will only be available when LK Montagens receive (until 72 hours of the installation date) the following documents:
  - a) Copy of this form, perfectly filled out and signed by the EXHIBITOR;
  - b) Hired services payment receipt.
- 1.4. Order confirmation will be set when supplier send this form, filled by the EXHIBITOR, with the supplier stamp.

### 2. SERVICE ACTIVATION AND TECHNICAL FEATURES

- 2.1. So that interference will not occur on the supplier Wi-Fi network, no wireless network is permitted without prior formal authorization. In case of insistence, the EXHIBITOR may have immediate cancellation of contracted services, in addition to no refund of the amount paid. LK Montagens/Supplier does not take any responsibility for problems motivated by other Wi-Fi networks interference;
- 2.2. As a network security measure, EXHIBITORS who wish to have an internal Wi-Fi network MUST hire a configured router from supplier;
- 2.3. Until 2 days from the exhibition, installation and testing will be scheduled. The equipments will be installed and tested by supplier, in the presence of someone pointed out by the EXHIBITOR. If at the date scheduled no one representing the EXHIBITOR arrives or if there is a lack of infrastructure (ex: electricity, furniture), the installation will be moved to the end of the line. In this case, the EXHIBITOR may not have the service installed at the hired date, in addition to not having the right for a refund of the amount paid. If the EXHIBITOR does not have someone to follow the installation, he can also collect the equipments straight from supplier at any time and install it by himself;
- 2.4. If facing technical problems, motivated by internal issues, supplier will have a maximum "problem solving" time of 2 hours. If the problem is not fixed on time, the EXHIBITOR has the right to a proportional refund, corresponding to the period (hours) in which the service was not available;



2.5. The broadband internet links have a 10% bandwidth warranty and they don't have public IP's. If a public IP is necessary, a FULL link must be hired;

2.6. Every hired service will be delivered at one single point, pointed out by the EXHIBITOR, inside each area. A map of the stand specifying this point must be delivered by the EXHIBITOR to LK Montagens/Supplier, at the time of the order. If there is no definition by the EXHIBITOR, our technical department will find a appropriate point to deliver the cable. Internal cabling is the EXHIBITOR's responsibility. In case of Wi-Fi services, supplier won't be held responsible for signal quality loss when equipments are installed inside closed recipients (rooms, lockers) or installed near other equipments that work on the same frequency (microwave oven, 2.4Ghz cordless phone).

2.7. The EXHIBITOR must provide every infrastructure necessary (installation point, outlet when necessary) for the well functioning of supplier's equipments;

2.8. Cancellations or alterations in orders will only be accepted until 48 hours from the installation date. After this period, the EXHIBITOR won't have the right for a full refund on previously paid services. Refunds will suffer a 20% fine over the total amount paid;

2.9. If certain application has a special need (Ex: VPN or destiny IP), supplier must be noticed at the time of the order. If such notice is given later, a fee of R\$ 50,00 will be charged for the Reconfiguration.

**3. COMMERCIAL CONDITIONS**

3.1. In order to guarantee the service, payment must be done until 10 days before the installation date.

3.2. Prices on chart are only for services inside the pavilions;

3.3. Prices are directly related to the order date. See chart above;

3.4. The pricing date is the date when LK Montagens/Supplier receives this form perfectly filled out;

3.5. The EXHIBITOR takes total responsibility over the equipments left at his stand. Damaged or missing equipments gives supplier the right to immediate charge the EXHIBITOR, based on chart above;

3.6. LK Montagens /supplier takes no responsibility over phone calls made from the EXHIBITOR's hired phone;

3.7. The extra day price is a result of the division of the service value by 4 days (Minimum pack).

**The payment must be made by international credit card according to the instructions on the invoice from LK Montagens/Supplier.**

Please provide the following information:

Exhibitor:		Stand Nr.:	
Address:			
City:	State:	Country:	Zip Code:
Contact (Mr./Ms.):	Telephone:	Fax:	
E-Mail:			
Signature:			

<b>Credit Card Info (Card Company: )</b>	
Name on card:	Expiration date:
Card number:	Security code:



# FORM I

## AUDIOVISUAL AND COMPUTER EQUIPMENT

Please print clearly and return  
this form (fully completed) to:

LK Montagens  
Official Assembler

Fax: +55 21 3295-2813  
E-mail: lk@lk.com.br

**Deadline: Tuesday, April 5, 2011**

EQUIPMENT	PRICES FOR THE PERIOD PER UNIT	QTY	TOTAL
<b>VIDEO</b>			
DVD Player	R\$ 74,29		
42" plasm monitor	R\$ 1.522,86		
52" LCD monitor	R\$ 2.005,71		
Video Wall Painel - (2x2) 42" (Upon request)			
Video Wall Painel - (3x3) 42" (Upon request)			
Led Painel (Upon request)			
<b>PROJECTORS</b>			
X 2500 ANSI Lumens	R\$ 1.114,29		
X 4500 ANSI Lumens	R\$ 1.597,14		
<b>PROJECTION SCREEN</b>			
1.80m x 1.80m TTG	R\$ 297,14		
120"	R\$ 408,57		
<b>COMPUTER</b>			
PC Dell - OptiPlex 755	R\$ 668,57		
Notebook Dell - Dell Vostro	R\$ 1.062,29		
<b>PRINTER</b>			
Laser jet 1320	R\$ 286,00		
Tonner 1320	R\$ 546,00		
Copy machine (Brother)	R\$ 1.092,00		
Tonner (Brother)	R\$ 583,14		
		TOTAL	

NOTE: Equipment rental with technical assistance during the convention.

Requests must be made using this form. For other equipments, please contact LK Montagens.

Requests are subject to equipment availability.

By requesting these services, the exhibitors agree to take full responsibility for any rented equipment during the convention.



Items ordered and confirmed before the deadline of April, 5, 2011 will be charged at the discount prices mentioned in the price list. After the deadline, the discounted prices will be increased by 15%.

Orders submitted after the deadline, during the set-up period, or during the event, will be processed according to availability and will only be fulfilled with cash payment of the amount in question plus freight charges if applicable.

**The payment must be made by international credit card according to the instructions on the invoice from LK Montagens.**

Please provide the following information:

Exhibitor:		Stand N#:	
Address:			
City:	State:	Country:	Zip Code:
Contact (Mr./Ms.):	Telephone:	Fax:	
E-Mail:			
Signature			

<b>Credit Card Info (Card Company: )</b>	
Name on card:	Expiration date:
Card number:	Security code:



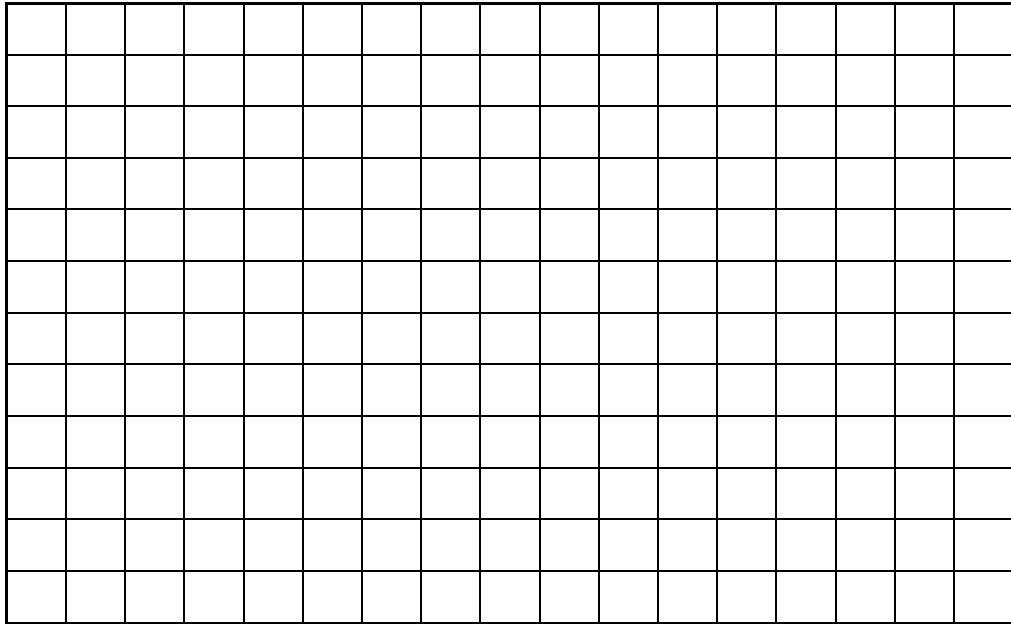
# FORM J

## STAND SKETCH WITH REQUESTED POINTS

Please print clearly and return this form (fully completed) to:	LK Montagens Official Assembler	Fax: +55 21 3295-2813 E-mail: lk@lk.com.br
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**Deadline: Tuesday, April 5, 2011**

Indicate the limits of the stand, the position of outlets, furniture and other requested items.



**LEGEND:**

**EACH SQUARE = 1,00m x 1,00m**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>● Electric Point</li> <li>∅ Outlets (indicate voltage and consumption)</li> <li>◆ Telephone Point</li> </ul> | <ul style="list-style-type: none"> <li>■ Drain off</li> <li>▲ Water and drain off</li> </ul> |
|---|--|

Please provide the following information:

Exhibitor:	Stand Nr.:		
Address:			
City:	State:	Country:	Zip Code:
Contact (Mr./Ms.):	Telephone:	Fax:	
E-Mail:			
Signature:			





# FORM L

## REQUEST FOR MAINTENANCE BADGES

**Deadline: Tuesday, April 5, 2011**

**NOTE:** All prices are in R\$ (*Reais*) and will be converted into US\$ (Dollars) for the issuing of INVOICES.

Please note: Maintenance Badges are required for every person who will have access to the exhibition area as maintenance or stand staff (waitresses, hostesses, translators, etc.) during the exhibition.

Access without a maintenance badge will not be permitted.

An additional page can be used if necessary.

We request identification badges for our employees, listed below, who will be working on the maintenance of the following stand:

NAME FOR MAINTENANCE BADGES	JOB TITLE	ID / PASSPORT NO.

DESCRIPTION	QUANTITY	VALUE OF UNIT	Total
MAINTENANCE BADGE		R\$ 50,00	
		TOTAL	

Badges submitted after the deadline will only be fulfilled against cash payment of the amount in question and the price will be increased by 5%.

**The payment must be made by international credit card according to the instructions on the invoice from LK Montagens.**

Please provide the following information:

Exhibitor:	Stand N#:		
Address:			
City:	State:	Country:	Zip Code:
Contact (Mr./Ms.):	Telephone:	Fax:	
E-Mail:			
Authorized person to take the badges:			
Signature:			

<b>Credit Card Info (Card Company: )</b>	
Name on card:	Expiration date:
Card number:	Security code:



**FORM M**

**DECLARATION OF COMPLIANCE WITH THE REGULATIONS**

(To be completed by the Exhibiting Company)

Please print clearly and return this form (fully completed) to:	LK Montagens Official Assembler	Fax: +55 21 3295-2813 E-mail: lk@lk.com.br
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**Deadline: Tuesday, April 5, 2011**

**\*This form is mandatory**

The legal representative \_\_\_\_\_

Of the company (full corporate name) \_\_\_\_\_

With registered office in (Town) \_\_\_\_\_ ZIP code \_\_\_\_\_ State \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Attending the 8th Biennial ISAKOS Congress Booth Number(s) \_\_\_\_\_

**HEREBY DECLARES**

- I have received a copy of the Technical Safety Regulations and have read all the articles and declare that I will be personally responsible for ensuring that the exhibition space that the above Company will set-up, will comply with the technical regulations issued by the International Society of Arthroscopy, Knee Surgery and Orthopaedic Sports Medicine (ISAKOS) and LK Montagens for the exhibition spaces.
- The above Company hereby holds harmless from any and all liability the organizing body and third parties in any way involved in the event and renounces all claims and/or recourses against the organizing body and aforementioned third parties for any harm to persons or damage to the property of others in the event of failure to implement the provisions of the Regulations.
- The above Company will indemnify any damage suffered directly by the organizing body or third parties caused by any of the above Company representatives, employees, subcontractors or materials.
- To understand and accept the described information in the General Regulations and Technical Specifications issued by the International Society of Arthroscopy, Knee Surgery and Orthopaedic Sports Medicine (ISAKOS) and the LK Montagens.
- We request explicit understanding & acceptance of the information described in the following paragraphs: DAMAGES, INSURANCE, and SHIPPING & CUSTOMS

\_\_\_\_\_  
Stamp and Signature

\_\_\_\_\_  
Date



**APPENDIX  
EXHIBITOR'S CHECK-LIST**

	YES	NO
Have you carefully read the entire Exhibitor Manual?		
Do you have a <b>VISA</b> in your passport to enter Brazil? It requires weeks to acquire one. <b>Don't forget it!</b>		
Do you know the location of your stand?		
Have you chosen and defined the products to be exhibited at your stand?		
Will your set-up be a Shell Scheme? If so, have you submitted the request with the name of your company?		
If not, have you already chosen an assembler? Have you and your assembler signed and submitted Appendix to Form A? Have you sent this Manual to your assembler? Have you/your assembler sent a drawing of your stand to <b>LK Montagnes</b> for approval? Have you taken care of the ART documentation (Terms and Conditions-Part I)?		
<a href="#">Have you and your assembler submitted Form A (Declaration of compliance with rules) (MANDATORY)</a>		
Have you verified that your assembler has followed the rules and taken the necessary steps as stated in the Exhibitor Manual?		
If you chosen to use a freight forwarder, did you contact them and check what will be needed for this service?		
<a href="#">Have you submitted all the necessary forms for services such as security, cleaning, hostess, etc. by the deadline of April 05?</a>		
Have you provided fire extinguisher(s)?		
Have you defined the rental elements of your stand?		
Have you completed the license requirements?		
Are all expenses resulting from any submitted forms (energy, auxiliary services and materials, furniture, etc.) paid in full?		
Did you submit your request for assembler badges? Other badges? <b>(MANDATORY)</b>		
Did you register additional exhibitor representatives on the ISAKOS website?		
Are you aware of the rules and time schedule for set-up, arrangement of the stand, and dismantling that must be followed?		
If you are using another assembler, did you prepare a check as a security deposit to take with you to Rio?		
Have you submitted <b>Form M</b> (Declaration of Compliance with Regulations) <b>(MANDATORY)</b>		



## KEY DATES & IMPORTANT DEADLINES

Exhibitor Representative Pre-Registration Closes	April 1, 2011
Shipping Forms Deadline	April 5, 2011
Form Deadlines	April 5, 2011
Delivery of Bag Insert to Interlog	April 20, 2011 - By sea April 25, 2011 - By air
Stand delivery to the Riocentro	May 13, 2011
Pick-Up Assemble & Maintenance Badges	May 13, 2011
Pick-Up Exhibitor Badges at Riocentro	May 13, 2011
Stand Installation	May 13-14, 2011
ISAKOS Congress & Exhibition	May 15-19, 2011
Opening Ceremony and Welcome Reception	May 15, 2011 (17:45–20:00)
Morning Coffee	May 15-19, 2011 (07:00–10:00)
Stand Dismantling	May 19, 2011 (14:00–23:00)

## FORMS AND DEADLINES

Forms to be sent back duly filled in, stamped and signed – either by fax or as an e-mail attachment and within the indicated deadlines to the Official Assembler & Exhibition Management:

### LK Montagens LTDA.

Rua General Argolo, 113 – São Cristóvão  
20921-392 Rio de Janeiro / RJ - Brazil  
Telephone / Fax: +55(21) 3295-2801 / 3295-2813  
E-mail: lk@lk.com.br  
Website: www.lk.com.br  
CONTACT: Katia Queiroz

FORMS	DEADLINES
FORM A – Terms of Responsibility*	April 5, 2011
Appendix to FORM A – Hiring Another Assembler	April 5, 2011
FORM A1 – Mandatory Services*	April 5, 2011
FORM B – Electrical and Hydraulic Installations Scheme	April 5, 2011
Appendix to FORM B – Reference table to calculate equipment consumption	April 5, 2011
FORM C – Furnishing and Additional Items*	April 5, 2011
Appendix to FORM C – Items for rent order form	April 5, 2011
FORM D – Fire Extinguishers	April 5, 2011
FORM E – Cleaning Services	April 5, 2011
FORM F – Security Agents	April 5, 2011
FORM G – Plant and flower decorations	April 5, 2011
FORM H – Telephone and Fax	April 5, 2011
FORM I – Audiovisual and computer equipment	April 5, 2011
FORM J – Stand Sketch with requested points	April 5, 2011
FORM K – Request for Assembler/ Dismantler Badges	April 5, 2011
FORM L – Request for Maintenance Badges	April 5, 2011
FORM M – Declaration of Compliance with Regulations*	April 5, 2011

