



# Exhibitor Manual

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Dear exhibitor,

Welcome to the **WORLD SLEEP CONGRESS 2023**.

This manual aims at informing you about all the norms and procedures for your participation as an exhibitor. Please pay careful attention to this manual.

We are working hard to offer you with an event with maximum excellence, helping you be prepared so that your participation exceeds all your expectations.

Please feel free to contact us whenever you have any questions or needs.

We thank you in advance and wish your company great success in this event!

Yours sincerely,

Organizing Committee  
**WORLD SLEEP CONGRESS 2023**

## IMPORTANT CONTACTS

### **Promoter**

#### ***World Sleep Society***

Tyler Ringstad - Communications Coordinator

Email: [ringstad@worldsleepsociety.org](mailto:ringstad@worldsleepsociety.org)

Phone: [+1-507-316-0084](tel:+1-507-316-0084)

### **Venue**

#### ***Windsor Convention & Expo Center***

R. Martinho de Mesquita, 129 - Barra da Tijuca, Rio de Janeiro

+55 (21) 2195-5000

### **Official assembler**

#### ***Poli Design***

Contact: Mayara Silvestre

[mayara.silvestre@polidesign.com.br](mailto:mayara.silvestre@polidesign.com.br)

### **Exhibitor service**

#### ***TAO Assessoria***

Contact: Paula Salles

[paula@taoassessoria.com.br](mailto:paula@taoassessoria.com.br)

### **Forwarding agent for booths legalization**

Marcus Cécil Garcia da Silveira - [atranquilidadeorgcontabil@gmail.com](mailto:atranquilidadeorgcontabil@gmail.com)

Sérgio Castro - [sergio-castro@uol.com.br](mailto:sergio-castro@uol.com.br)

### **Forwarding agent for customs clearance**

#### ***TradingMex***

[comercial@tradingmex.com](mailto:comercial@tradingmex.com)

**DATES FOR SUBMISSION OF DOCUMENTS:**

Documents	Date:	Send to:
Booth Project delivery	09/01/2023	<a href="mailto:paula@taoassessoria.com.br">paula@taoassessoria.com.br</a>
Assembler accreditation (form 1)	09/01/2023	Form link: <a href="https://docs.google.com/forms/d/e/1FAIpQLSdDYKV58gAWIKS4MokCNMquLc-1dPAMRzbwUA2Dhwq29W0E6g/viewform?usp=share_link">https://docs.google.com/forms/d/e/1FAIpQLSdDYKV58gAWIKS4MokCNMquLc-1dPAMRzbwUA2Dhwq29W0E6g/viewform?usp=share_link</a>
KVA request (form 3)	01/09/2023	Form link: <a href="https://docs.google.com/forms/d/e/1FAIpQLScyyuy_1_QeV-NDT_VW78jiQzqGr5GJosbF8UzCd-z1sJ5TdA/viewform?usp=share_link">https://docs.google.com/forms/d/e/1FAIpQLScyyuy_1_QeV-NDT_VW78jiQzqGr5GJosbF8UzCd-z1sJ5TdA/viewform?usp=share_link</a>
Legalization of the booths	09/01/2023	Send documents to: <a href="mailto:paula@taoassessoria.com.br">paula@taoassessoria.com.br</a>
ART OR RRT	09/01/2023	Send documents to: <a href="mailto:paula@taoassessoria.com.br">paula@taoassessoria.com.br</a>
Request for services and accreditation of security, cleaning, etc. (form 2)	09/01/2023	Form link: <a href="https://docs.google.com/forms/d/e/1FAIpQLSc5orjg6N-ZWOF5S97idNtn3DIlt2BeMUfjRP-pTkM32Fqrw/viewform?usp=share_link">https://docs.google.com/forms/d/e/1FAIpQLSc5orjg6N-ZWOF5S97idNtn3DIlt2BeMUfjRP-pTkM32Fqrw/viewform?usp=share_link</a>

**Assembling / execution / dismantling schedule**

Item:	Date:	Hour:
Assembling	October, 20 <sup>th</sup>	Only official assembler: 08:00AM to 11:00AM Others assemblers: 11:00AM to 09:PM
	October, 21 <sup>th</sup>	08:00AM to 09:00PM
	October, 22 <sup>th</sup>	08:00AM to 05:00PM
Execution	October, 23 <sup>th</sup>	09:30AM to 04:00PM
	October, 24 <sup>th</sup>	09:30AM to 04:00PM
	October, 25 <sup>th</sup>	09:30AM to 02:00PM
Dismantling	October, 25 <sup>th</sup>	06:30PM to 09:00PM
	October, 26 <sup>th</sup>	08:00AM to 06:00PM

**1. PRESENTATION OF DESIGN OF STANDS**

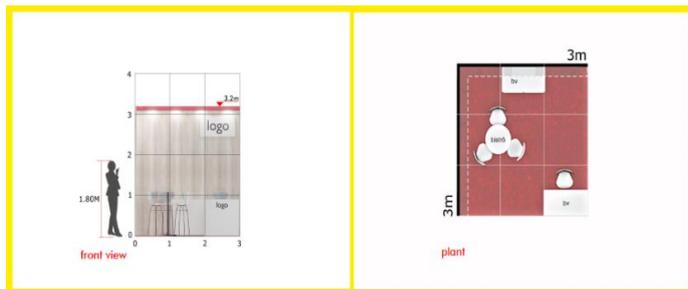
The exhibitor, under penalty of responsibility, must strictly comply with the following standards for the assembly and dismantling of the stands, within the specified time and conditions, without prejudice to the absolute observance of the technical safety standards established by ABEME - Brazilian Association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

**POLI DESIGN** is the official assembler of the World Sleep Congress.

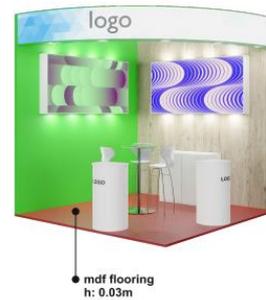
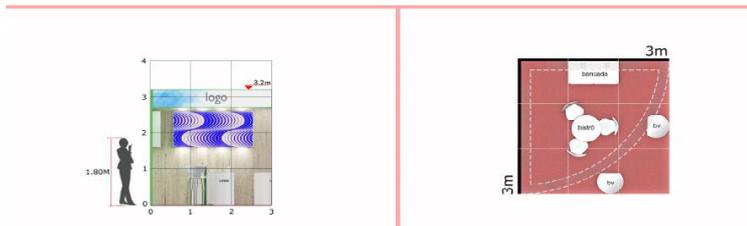
Please find below options of ready-made booths.

Should you choose to have a customized project or any additional items, please contact Poli Design directly at [mayara.silvestre@polidesign.com.br](mailto:mayara.silvestre@polidesign.com.br)

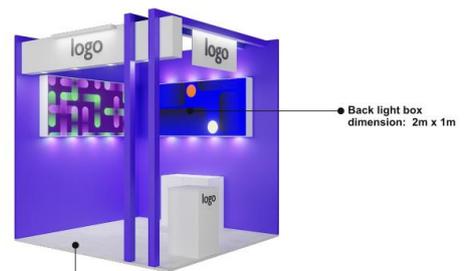
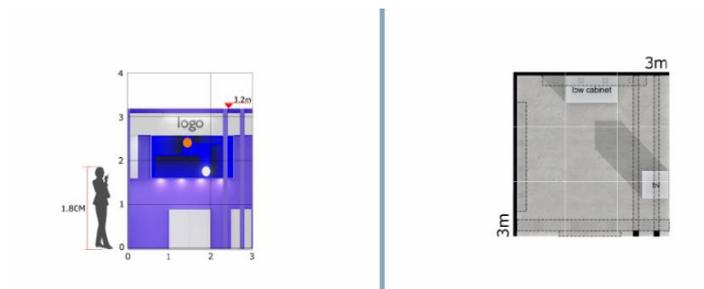
**BASIC – 9m<sup>2</sup> = U\$ 2,520.00**



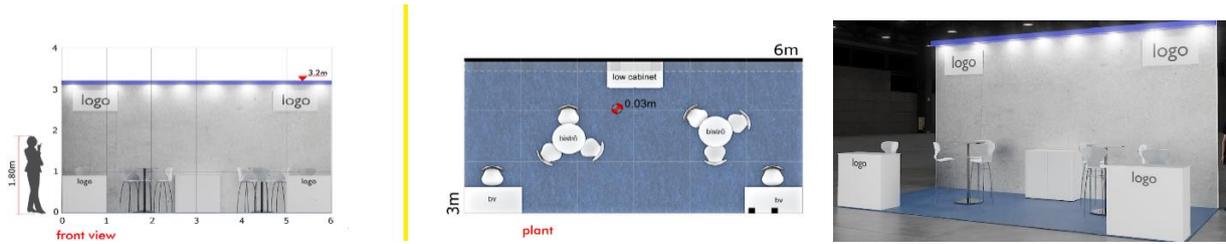
**SILVER- 9M<sup>2</sup> = U\$ 3,150.00**



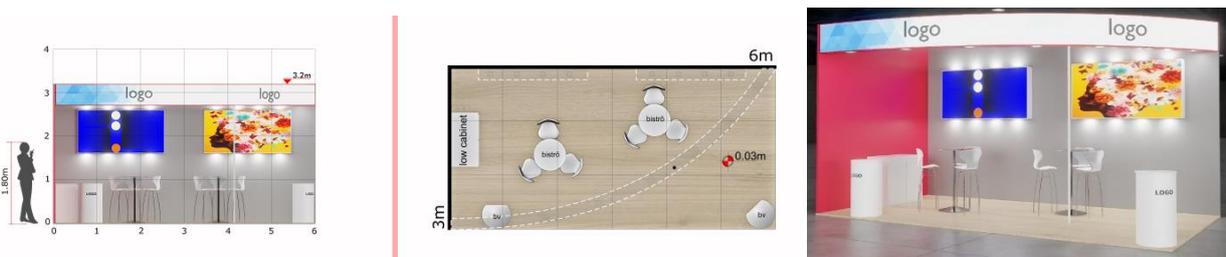
**MODERN – 9M<sup>2</sup> = U\$ 3,150.00**



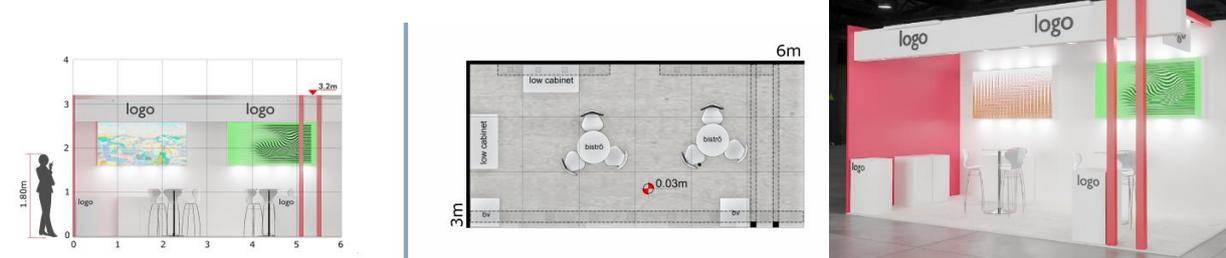
**BASIC – 18M<sup>2</sup> = U\$ 6,300.00**



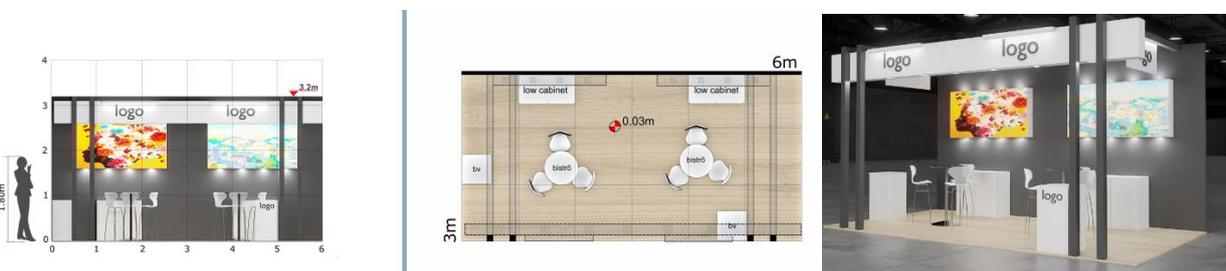
**SILVER – 18M<sup>2</sup> = U\$ 6,300.00**



**MODERN – 18M<sup>2</sup> (option A) = U\$ 6,300.00**



**MODERN – 18M<sup>2</sup> (option B) = U\$ 6,300.00**



In case you should not hire the official assembler, Poli Design, you are required to forward your project to the chosen assembler and, after the approval of the booth project, the exhibitor/assembler must forward the ART (Technical Responsibility Term, as per its Portuguese acronym) or RRT (Registration of Technical Responsibility, as per its Portuguese acronym), duly paid, to paula@taoassessoria.com.br

**Structures:**

Booth maximum height: 3.3 m

Minimum height: 2.80 m

It is not allowed to Assemble booths with a mezzanine.

After Assembling and dismantling the booths, the assembler is responsible for cleaning any residues. It is forbidden to leave behind debris of the wood used to mount booths, and it is mandatory to take them with you when Assembling and dismantling your booth.

To transport materials, tools and/or products, only rubber-wheeled carts that do not compromise or damage the Windsor Convention & Expo Center floor will be allowed.

During the event's opening hours, no works will be allowed on the booth. If such works are indispensable, they must be authorized by the organizers, who will establish the convenient time to do so.

**Not allowed:**

- Any kind of Assembling:
  - a. Within less than 80 centimeters from fire hydrants or hindering unencumbered access to them;
  - b. Wherever they might prevent or encumber free access to emergency exits;
  - c. Within less than 80 centimeters from service stations of telecommunications, food court, toilets, medical station, stairs, elevators, or wherever they might prevent or hinder unencumbered access to them;
- Assembling of hanging structures;
- Brick and mortar structures;
- Connections between booths, either on the floor, the walls or front panels;
- Using flammable materials;
- Installing air conditioning in the booths;
- Sanding, sawing or painting wood and thin putty;
- Using toxic materials;
- Using, in the decoration of the booths, easily combustible materials or substances and allowing explosives of any nature, as well as confetti, carnival streamers and similar products that are hard to remove and clean in the Windsor Convention & Expo Center premises.
- Sticking or hanging any object on the walls of the Convention Center rooms;
- It is not allowed to use LPG gas or any other type of flammable gas inside the Convention Center;
- Decree 2018/96 and Federal Law 92914/96 forbid smoking in collective, private or public environments, subject to a fine. This prohibition applies to all areas of the Windsor Convention & Expo Center, including toilets and eating areas. Smokers may be removed from the premises by city inspectors or security guards;
- Allowing any type of Assembling in the auditoriums, event rooms, support rooms, VIP rooms and corridors to be carried out without protecting the existing floors and carpets with overlay of removable flooring or other carpeting;
- Allowing their own or contracted staff to remain inside the Windsor Convention & Expo Center after the hours designated for Assembling, dismantling and executing the event, except for duly accredited and identified security staff.

**Booth flooring**

The booth floor must delimit its area, whether through carpeting, laminate flooring, decorative flooring, etc.

It is mandatory to protect the floor of the event venue by lining it with canvas or carpet under any structures or wooden floorings.

If the floor is elevated, it is mandatory to have an access ramp for people with special needs, regardless of the size of the stand.

**Partition walls**

It is mandatory to respect the entrance of each booth, as indicated in the floor plan. Thus, walls must be mounted on the sides bordering neighboring booths or walls of the Windsor Convention & Expo Center, but within the designated area of the booth. The minimum height of the walls is 2.80 m and the maximum height is 3.3 m. The walls must have a white finish on the sides facing the neighbors.

**Electrical Installation**

The Windsor Convention & Expo Center operational department will provide the relevant cables for electrical installation.

It is necessary to inform who is the electrician in charge, stating his or her full name, as well as the updated NR10 proof.

After the daily closing of the activities, all the electric power circuits must be turned off, with the exception of equipment that needs to remain turned on outside the hours allowed to the Exhibitor. These must be installed with independent circuits and have their own identification.

All booths must be grounded.

The use of HQI lamps is FORBIDDEN, due to the increase in booth temperature and energy consumption. The event organization may inspect the electrical installations and demand the necessary adjustments or modifications.

Heat dissipating equipment such as high-pressure discharge lamps, reactors, and transformers must be installed, isolated from any combustible materials.

The electric supply voltage will be 220 volts single-phase and 380 volts three-phase.

#### **Electrical Installation Materials:**

- The electrical installations inside the booths must comply with the guidelines in NR 5410/90 - Low Voltage Electrical Installations, particularly regarding the characteristics of electrical cables, protection and sectioning devices, and grounding.
  - The use of parallel cables is prohibited for the installation of power points. Only PP cables (minimum 4 mm<sup>2</sup>) are authorized. The Windsor Convention & Expo Center operational department is not liable for any accidents or incidents due to the use of parallel cables.
  - We recommend stabilizers or no breaks be used for equipment sensitive to voltage variation, in order to avoid possible damage caused by power oscillation.
  - All electrical installations in the pavilion must be performed by the Windsor Convention & Expo Center's electrical technicians, who will be executing all the necessary infrastructure for the event.
  - The booth's circuit breaker protection box must be easily accessible, so that security and technicians can access it should this be necessary.
  - The Convention Center has 220V power outlets available in all modular rooms.
  - There are no 110v power outlets in the premises; therefore, if necessary, exhibitors must provide their own transformers.
- Under no circumstances will it be permit to assembly the stands directly on the floor or carpet of the rented space without proper floor protection. Except on the streets and walking areas.
  - All work performed by assemblers will be supervised by the Windsor Conventions & Expo Center technical team.
  - Windsor Conventions & Expo Center will stop any work that does not follow the assembly standards set forth in the Exhibitor Manual.
  - It is prohibited to the assembly staff stay in other areas of the convention center, limiting their displacement to the specific work areas and (or) rental conference room for the event. They will not be able to circulate in the hotel with their personal belongings (bag, backpacks among others) only with materials that are destined to the assembly of the event.
  - The use of electric machines, such as drills, saws, floats, pads, etc., that cause noise or vibration is not allowed . It is also not allowed to smear or paint any kind of material in the premises of the convention center. The pieces must arrive at the place, with the painting work and art finished.

#### **FLOORS, WALLS, CEILINGS, PARTITIONS AND BLINDEX**

- Walls, ceilings, partitions and blindex may not be punctured or painted. In all complexes, special care must be taken to not damage the carpet, walls and other structures. In addition, the carpet cannot be removed.
- In the stands assembly areas, the assembler should place a protective lining over the carpet and the entire length of the area to be occupied. Under no circumstances should the stands be mounted directly on the carpet.
- Corridors and elevators used during assembly as access to the stands should be covered with protective lining, which should be removed immediately after the assembly service has finished.
- Assemblers must provide lining to protect the event's assembly location, under the supervision of the official assembler.
- The lining should be secured with 3M 25 mm double-sided tape. Other material or tape will not be allowed.
- The stands should be mounted at a minimum distance of 1.0m from partitions and columns, and the assembly may not be carried out in front of electrical and telephone switchboards, emergency exits and fire extinguishers.
- It is not permitted to support, tie, hang or place any type of material on walls, partitions, doors of the conference rooms, ceilings, foyers and circulation areas, without previous authorization of the operational coordinating events at the Windsor Conventions & Expo Center. It is strictly forbidden to attach any material to the Sprinkles.

- The use of rails and partitions with “alumuloc” will only be permitted upon presentation of the project approved by the Hotel Maintenance Manager.
- Above the lining of the conference rooms there is a mesh of angles (1.30cm x 1.30 cm approximately) for fixing structures up to 300kg / m<sup>2</sup> or 200kg / point. The liner that is moved to access the structures and / or to wiring passages should be reset at the end of the event.

#### **HYDRANTS, EXTINGUISHERS AND EMERGENCY EXITS (COSCIP: Decree 897/1976)**

- Floors, salons, foyers and circulation areas are equipped with smoke detectors, sprinkler system, emergency exits, hydrants and extinguishers. Under no circumstances may they be obstructed by any materials, equipment, etc.  
Note: In case of use of artificial smoke, written authorization must be requested from the Commercial Event Coordination that will analyze the possibility of using this type of equipment. The technical specifications should be sent to this department 14 days in advance for evaluation.
- Wiring will not be allowed to be located in front of doors, walkways and traffic areas, and it must be under the well-marked cables.
- We recommend that the exhibitor and his contractors familiarize themselves with the location of the firefighting equipment and escape routes of the building. Extinguishers that may need to be moved should be repositioned as close as possible to their place of origin. The Department of Risk and Loss Prevention / Safety must approve such operation.
- The use of any flammable material in the Hotel and event area must be previously approved by the Department of Risk and Loss Prevention.

#### **SERVICE ELEVATOR**

- The Assembler must respect the maximum load limitations and dimensions of service elevators.
- The assembler must inform in advance to the Events Coordination of the arrival of the materials and (or) equipment, specifying the time and names of the delivery staff, so that Safety discipline and accompany of the use of the lift.  
Note: The walls of the elevator must be protected with material suitable for lining.
- The use of social lifts for transportation of any materials and equipment will not be allowed except with the authorization of maintenance management.
- The load lift has the following dimensions: Width: 2.00m / Depth: 1.60m / Height (Max): 2.40m / Door: 1.10 x 2.10m
- Items that do not fit in the service lift because they are already pre-assembled, must be communicated to the Event Coordination, to authorize the use of the fixed ladder, such action should happen under the hotel security monitoring, at a time that does not impact the fluidity of the Convention Center and in a quietly way.

#### **ENTRY OF PEOPLE, MATERIALS, SUPPLIERS**

- The loading and unloading of material, including suppliers and equipment, will only be allowed through the service desk, if necessary the other entries may be used, provided there is express authorization from the Operational Coordination of Hotel Events.
- It will not be allowed to enter service providers or suppliers with the following clothes: caps, hats, shorts, sleeveless shirts, shorts, sandals and / or finger flip.
- The nominal relation of the persons involved in the assembly and disassembly work, on company letterhead, must be delivered to the Coordination of Events within 48 (forty eight) hours before the beginning of said works.  
Note: Security will screen these professionals with the conference of their respective identities. Authorized persons will receive a badge restricted to the event area, which will be returned at the exit.
- The relation of materials and equipment must also be provided to the Hotel Events Coordination in the same period described in the previous topic. All electronic material that access the Hotel must be checked and registered in the Materials and Equipment Entry Form, by the hotel's concierge service. One of the ways of this form will be given to the assembler, who must present it when the material is removed.
- It is necessary to inform in advance the characteristics of the vehicle (s) (make, model, plate, dimensions), that possibly use loading and unloading area of the Hotel maximum height of 3.40.
- Loading / unloading vehicles are not allowed to enter the private parking area. The same must be parked in the bay with hotel security supervision from 08:00 to 22:00.
- The loading, unloading, assembly and dismantling operations, which may cause disruption of the silence, shall be previously authorized by the Hotel Event Coordination, LEI No. 126, OF MAY 10, 1977.
- The Hotel is not responsible for vacant reservations for trucks.
- The Hotel does not have professionals and equipment to transport materials, etc. .;
- In order to send materials or equipment, the Tax Notes must include the Windsor Network Hotel only as a place of delivery, as the following data: October 19<sup>th</sup>

### **SOUND, LIVE MUSIC AND MUSIC ENVIRONMENT**

- The sound produced at the stands by audio equipment, such as tape recorders, radios, etc., may not exceed the reasonable sound.
- It is forbidden to use any amplification equipment for the issuance of sales messages or promotions.

### **PARKING**

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

- The parking lot works with the Valet Parking system. The access is made by Martinho Mesquita Street.
- Parking can be paid individually by each participant at the hotel reception.
- Suppliers, assemblers, delivery agents and others who park their vehicles in the parking lot will make payment for the service upon departure in accordance with the table.
- Access to trucks and buses (as well as other heavy vehicles) is prohibited in the parking area of the convention center.
- Receiving docks are intended for the loading and unloading of materials and equipment, and parking of any type of vehicles in this area is prohibited.
- If space is available, exhibitors will be able to park on payment of the parking fee.

### **DEMONSTRATION OF EQUIPMENT AND SPECIAL PROMOTIONS**

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

### **DISASSEMBLY**

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

### **MATERIAL EXIT**

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

### **STAFF EXIT**

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

### **POSTERS AND ADVERTISING**

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

### **WORKPLACE SAFETY**

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

### **2. KVA – ELECTRICITY FEE**

- The voltage of the points of force must be observed, and the Hotel is not responsible for the burning of equipment with inadequate voltage.
- All outlets have a voltage of 220V.
- Maximum demand capacity per room: 9KVA.
- If it is necessary to use more demand by the customer, it will be necessary to use the generator booster frames with responsibility of the customer, the RRT of the generator must be presented.
- All primary and secondary power and light circuits shall be protected by circuit breakers, enclosed in a box with a cover and affixed with insulation material.

The amount of KVA to be used in the booth must be requested using form 3:

#### **Up to 09/01/2023**

Up to 1KVA - complimentary

From 2 KVAs - R\$ 450.00 per KVA for the duration of the event

Fractional KVA will not be accepted

**The KVA fee must be paid by September 29th, 2023, or the booth will not be assembly. Proof of payment must be emailed to: paula@taoassessoria.com.br**

### **3. THIRD-PARTY SERVICES**

The intention to hire must be informed through form 2.

Before 09/01/2023

#### **3.1. AUDIO VISUAL EQUIPMENT FOR THE BOOTH**

XR2 is the official audio visual equipment company for the exhibition.

Choose what you need and must be informed through form 2.

**Equipe XR2 Audio, Vídeo e Informática**

**Audiovisual Price List for Exhibition (PRICE PER DAY)**  
Total price is for the period of the event

	Qty	Days	Unit - R\$	Total Price
<b>VIDEO</b>				
LCD Monitor 40" - Full HD Smart (USB and HDMI)			220.00	
LCD Monitor 50" - Full HD Smart (USB and HDMI)			300.00	
LCD Monitor 60" - Full HD Smart (USB and HDMI)			450.00	
Support for LCD Monitor			80.00	
Monitor 21" Full HD - HDMI only			120.00	
LCD Projector 3500 Ansi Lumens			320.00	
LCD Projector 4100 Ansi Lumens			390.00	
LCD Projector 5500 Ansi Lumens			450.00	
Frontal screen - 100" Wide (2,21mX1,25m WxH)			100.00	
Frontal screen - 120" Wide (2,66mX1,49m WxH)			120.00	
Frontal screen - 150" Wide (3,32mX1,87m WxH)			150.00	
<b>COMPUTERS</b>				
All in One 21" computer			190.00	
Notebook, Core i5 with Windows / Office XP			210.00	
Notebook, Core i7 with Windows / Office XP			250.00	
Inkjet printer with cartridge as is			320.00	
Laserjet printer with cartridge as is			350.00	
Roll of 800 labels for thermal printer			60.00	
Thermal printer ARGOX OS214			110.00	
Set of color cartridge			200.00	
Tonner for laser printer B/W			240.00	
Switcher 12-24 port 10/100/1000 Mbps			40.00	
			<b>Total Price</b>	

### 3.2. INTERNET / DATA

Windsor Conventions & Expo Center has an efficient IT infrastructure. For your appropriate use, we request to contact the Commercial Event sector for quotation of services and availability.

#### *WIRED INTERNET*

Value per point/daily/IP – R\$ 33.00 + 10% + 5%

Note that once the IP of the machine has been identified, the password cannot be transferred to be used on another device.

#### *WI-FI INTERNET*

Value per point/daily/IP – R\$ 33.00 + 10% + 5%

Note that once the IP of the machine has been identified, the password cannot be transferred to be used on another device.

#### *DATA POINT*

Value per point/daily/IP – R\$ 58.00 + 10% + 5%

Distribution of the network in the equipment (PCs and printers) that will be used by the customer

#### *DEDICATED LINK – 10 to 50MB*

1 day – R\$ 2.810,00

2 days – R\$ 3.410,00

3 days – R\$ 4.010,00

4 days – R\$ 4.610,00

Package prices include technician for 8 hours, with 1 hour break for lunch.

The contracting of dedicated link packages does not include any other services, such as:

Installation of antennas, distribution of data points, routers or other elements necessary for the link to function. It is the Contractor's responsibility to hire a company to perform such services.

The contracting of the link with network enablement, even if outsourced, will require a fee for the use of the physical structure already installed in CC&HW. The charge will be made daily, through the data points, and will apply in case of intranet use and data transfer between plenary and media desk.

On the day of installation, the link test will be performed as a courtesy and the effective release of the package for use will take place on the 1st day of the event.

The Hotel has a package of internet points and other speeds for the dedicated link.

Please contact the Events Department by email: [eventos.ccehw@windsorhoteis.com.br](mailto:eventos.ccehw@windsorhoteis.com.br)

The amounts in REAIS will be converted to DOLLARS on the day of payment.

Example: In May, 12<sup>th</sup>, 1 US\$ = R\$ 4.93

### 3.3. CLEANING OF BOOTHS

The event organization is responsible for cleaning the common areas, and it is the exhibitor's responsibility to keep their booth clean for visitors. Should exhibitors choose to contract this service from the official supplier of the event, they must fill out the request form 2.

Daily rate: R\$ 450.00

In case an exhibitor prefers to hire a different supplier, he or she must inform the name of the company and employees using the relevant form.

### 3.4 - SECURITY

It is the exhibitor's responsibility to hire security for the their booth inner space. We emphasize that since this service is regulated by the Brazilian Federal Police, only the official Conference company may be hired. If the exhibitor chooses to hire this service, he or she must fill out form 2.

The circulation of these professionals will be restricted to the exclusive space of the booth having hired them.

For you to be on the safe side, we suggest that a list of the equipment and merchandise that will be subject to surveillance be attached to the contract with any security company, after inspection by both parties.

The promoter is not liable for theft of any personal items. They are under full responsibility of the user. In the case of notebooks, the promoter advises the use of a special steel cable called "Notebook Security Lock"..

Security guard daily rate: we will inform the value later

### 3.5.FOOD AND BEVERAGES

Food & Beverage service inside the booth must be provided by the Hotel.  
Please find below a few options for you to choose from.

If you wish to have other options, please contact the hotel directly by email:  
[eventos.ccehw@windsorhoteis.com.br](mailto:eventos.ccehw@windsorhoteis.com.br)

#### a) Espresso Coffee

Nespresso Machine Rental

Daily rate R\$ 630.00 + 10% + 5%

Includes: 100 capsules (flavors in stock); cups, disposable stirring paddles, sugar and sweetener

Note: CC&HW will deliver the machine installed on site with the above items for service.

The machine rental does not include barista service.

Espresso Coffee Capsule

(price for purchasing extra capsules) - R\$ 6.30 per capsule (flavors in stock)

#### b) Drinks

Mineral Water (300ml), Natural or Carbonated - R\$ 9.00 + 10%

Soda Can (330ml) - R\$ 10.00 + 10%

Flavored Water (5L) - R\$ 85.00 + 10%

Coffee Flask (2L) - R\$ 42.00 + 10%

#### c) Snacks

Brazilian Cheese Puffs

R\$ 42.00 + 10% (24-unit tray)

R\$ 92.00 + 10% (60-unit tray)

Mini Quiche

Flavors: Spinach, Lorraine, Leek, Pepperoni Sausage, Hearts of Palm

R\$ 148.00 + 10% (40-unit tray)

\*\*Choose 1 flavor per tray

Petit Fours

R\$ 90.00 + 10% (80 units)

#### d) Mini sandwiches

*Marapendi*: Whole wheat bread, dried tomato paste, Minas Cheese and arugula

R\$ 53.00 + 10% (24 units)

R\$ 106,00 + 10% (50 units)

*Leme*: Croissant, Brie Cheese and Mixed Berry Jam

R\$ 64.00 + 10% (24 units)

R\$ 128.00 + 10% (50 units)

### IMPORTANT INFORMATION

All food and beverage functions purchased from CC&HW will be served on dishes and utensils available and at CC&HW's discretion.

Flavors and brands of products as stocked.

### 3.6 RECEPTIONISTS

Exhibitors are responsible for staffing their booths, which can be done by company employees or receptionists to be hired. If the exhibitor chooses to hire this service from the event's official supplier, must fill out the request form 2

Daily rate: R\$ 550.00 (bilingual receptionist)

In case one exhibitor prefers to hire a different supplier, must inform the company registered on the form 2.

### 3.7 – PRINTING SERVICES

If you need to have any materials printed to display at the booth, we can take care of that for you.

Email us your file to: [paula@taoassessoria.com.br](mailto:paula@taoassessoria.com.br), with all the information and quantity required and we will send you a quote.

### 3.8 - INSURANCE

The event is covered by a liability insurance policy. Booths, goods, products and personnel working in the booths are not covered by insurance.

We formally recommend that exhibitors make arrangements for their own specific Miscellaneous Risk and Third-Party Liability insurance policies, which should provide sufficient coverage for the risks involved in assembly, execution and dismantling of the event.

The absence of policies or their ineffectiveness in covering the above risks will imply full responsibility of the exhibiting company and its assembler for all losses that may occur, and they will be liable to indemnify and repair all damages to organizers, the venue and third parties, regardless of whether such damages are permanent or temporary.

## 4. DOCUMENTS

With our foreign trade expertise, we can offer different solutions for foreign companies that wish to exhibit their product in the World Sleep Congress, from the request for temporary import special regime until the export of goods.

### Our services include:

International logistics for safe and efficient transportation of goods to the event;

“Temporary import” special regime request with the suspension of taxes;

Customs clearance to ensure that the products are quickly and efficiently cleared;

Extinction of the special regime for the return of goods to the country of origin after the end of the event;

Export of goods.

We use the Temporary Admission modality for temporary importation, according to Decree-Law 37, of November 18, 1966, and Regulation IN RFB nº 1600. This regime allows the importation of certain types of goods in Brazil with specific purposes, on a temporary basis, with the suspension or proportional calculation of taxes related to the import, according to the length of stay of the good in the country.

### In order to hire our services, we will need the following documents:

1- Invoice;

2- Packing list;

3- Exporter’s authorization for TRADINGMEX to import the equipment;

4- "Associação Brasileira do Sono" and TRADINGMEX contract proving the link that the goods will be exhibited at the World Sleep Congress.

### The value of the service provided by TRADINGMEX is as follows:

In order to elaborate the cost spreadsheet with all the exhibitor's disbursement forecast, we will need to receive the following information:

**OPTION-01:** Sending the invoice and packing list so we can collect the data

**OPTION-02:** Sending the information below:

1- Detailed description of goods and the equipment catalogue

2- Product price that will be declared in the proforma invoice

3- Pick up location abroad. We need the full address with ZIP CODE.

4- To calculate the international freight we will need:

Volume quantity:

Weight per package:

Total package weight:

Packing dimensions:

We are available to clarify any doubts and assist in the importing and exporting of goods for the World Sleep Congress. We have a specialized team committed to the quality of services provided.

#### **5 – ART OR RRT**

Forward the filled out and paid-up slip

**Before 09/01/2023**

**By email:** [paula@taoassessoria.com.br](mailto:paula@taoassessoria.com.br)

According to the legislation that governs the Regional Council of Engineering (CREA) and the Council of Architecture and Urbanism (CAU), all booth projects and/or assembly in events must be under the responsibility of a professional duly registered with CREA or CAU branch where the work or service will be executed. As determined by CREA, engineers must have a visa or registration in Rio de Janeiro in order for the ART to be valid.

To issue the RRT, architects must have a CAU registration, which is valid throughout Brazil.

To be valid, the ART or RRT must be duly signed by the registered engineer or architect as well as by the person who is hiring them and accompanied by proof of payment and a copy of their professional registration.