

EXPOSITOR GUIDE

XVIII WORLD CONGRESS OF EPIDEMIOLOGY & VII BRAZILIAN
CONGRESS OF EPIDEMIOLOGY

Date	September 20th – 24th, 2008
Time	8am to 6pm.
Address	Centro de Eventos FIERGS Av. Assis Brasil, 8787 Porto Alegre - RS

REALIZATION/ORGANIZATION

Associação Brasileira de Pós-Graduação em Saúde Coletiva - ABRASCO

www.abrasco.org.br

CHRONOGRAM

ACTIVITIES	DATE	TIME
Assembly	September 17th – 19th	8am to 6pm.
Decoration / Product Entrance	September 19th	From 1pm.
Stands Cleaning and Conclusion	September 19th	Until 6pm.
Fair realization	September 20th – 24th	8am to 7pm
End of the fair.	September 24th	6pm
Disassemble	September 24th – 25th	Until 12pm.

PLEASE, EXPOSITORS BE ALERT AT THE DATES AND TIMES OF ASSEMBLY, FAIR REALIZATION AND DISASSEMBLE AND HAVE YOUR ASSEMBLY COMPANY TO KNOW THE TIMES AS WELL.

WON´T BE ALOUD PERMANENCE OF PERSONS NOT AUTHORIZED.

1. INTRODUCTION

1.1 – This guide is an integrant part of the contract, renting the area and the participation establishes the rights between the EXPOSITOR Company and the Associação Brasileira de Pós-Graduação em Saúde Coletiva – ABRASCO that is simple denominated Promoter of the event. REALIZATION/ORGANIZATION.

1.2 – The contract has all the orientations needy referring the assembly, realization and dissemble of the XVIII World Congress of Epidemiology and VII Brazilian Congress of Epidemiology denominated on this guide as EPI 2008.

Please read and pay attention at the forms due date.

1.3 – The integrant forms in this guide were created to facilitate your company job and the assembler’s job. It’s important that all the EXPOSITORS companies have the assemblers to know all the information established in this form to have a good participation at the EPI 2008.

Expositor Responsibility	Form. n° 1
Responsibility Term, Assembly and Disassemble	Form. n° 2
Assembler cleaning taxes	Form. n° 3
Electric Power taxes, Hydraulic Installations and Calculus of Power taxes.	Form. n° 4
Assembler/Decorator Credentials	Form. n° 5
City Taxes	Form. n° 6
Service Credentials (cleaning/buffet/security)	Form. n° 7
Basic Assembly – Solicitation of complements	Form. n° 8

2. DATES AND TIMES

XVIII World Congress of Epidemiology and VII Brazilian Congress of Epidemiology starts on September 20th to 24th, 2008 from 8am to 6pm.

2.1 EPI 2008 FUNCTIONING

2.1.1. – The EXPOSITOR must maintain your stand functioning during the all the period of the realization of EPI 2008 with habilitated persons for the operation. Therefore is prohibited removing material in exposition or removing stand decoration before 6pm, September 24th.

2.1.2 – During the hours of the event, wont be allowed work on the stand. If is really need it, must be authorized by the Promoter REALIZATION/ORGANIZATION.

3. OPERATION LIMITS

The Pavilion corridors are for comum use, not permitted flyers hand out.

4. HAND OUTS

Its allowed distribution of gifts, flyers, catalogs, any type of hand outs .
If the distribution is generating disorder the Promoter will cancel the distribution.

5. DEMONSTRATION OF EQUIPMENTS

The Promoter REALIZATION/ORGANIZATION can cancel or stop the any type of equipment demonstration that could generate danger to the guests, loud performance and etc.

6. VISITING THE EVENT.

Expositors can not be selling tickets for the EPI 2008, or any promotion on his stand.

7. MATERIALS ENTRANCE

OBS: CENTER OF EVENTS FIERGS ADMINISTRATION AUTHORIZE TRUCKS ENTRANCE ONLY IN GATES PREVIOUSLY DETERMINED.
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7.1 All expositors material should have receipt in name of:

7.1.2 CENTRO DAS INDÚSTRIAS DO ESTADO DO RIO GRANDE SUL
CGC: 92.953.967/0001-06
Inscrição Estadual: 096/0137319
RUA ASSIS BRASIL, 8787 - "LOCAL DO EVENTO"
CEP: 91140-001 - PORTO ALEGRE - RS

7.1.3 In the receipt must have the information that all the material are for the Event (event name) (location - Centro de Eventos FIERGS), Porto Alegre, RS.

7.2 Is the Expositor responsibility follow all the procedures for sending or receiving merchandise or products, please follow a legal determination.

7.3 All the material must have a receipt in order to leave the event.

7.4 The official security is authorized by the Event Promoter to check all the products or material.

8. STANDS DISASSEMBLE

In agreement of "Responsibility Term of Assembly and Disassemble"
FORM N° 2:

- The material, equipments and products eventually remaining in the Pavilion after the disassemble period will be removed by the ORGANIZATION/REALIZATION of EPI2008, that will charge a cost for this operation.
- The ORGANIZATION/REALIZATION of EPI2008 is exempt of any responsibility of damages, theft, etc, during the stands disassemble.
- The expositor that contracts a different company for the stand assemble will be responsible to return the area cleaned and empty.

9. DAMAGES CAUSED – PAVILLION

9.1 Won't be allowed any damaged on building structure, ceilings, walls, columns and floor.

9.2 It's not allowed any service of painting or any type of treatment or revesting the pavilion walls, floors and columns. Any installation not authorized by the ORGANIZATION/REALIZATION will be removed.

9.3 The ORGANIZATION/REALIZATION of EPI2008 reserved the right for transferring any costs to the expositors for damages.

10. SECURITY

10.1 The REALIZATION/ORGANIZATION won't be responsible for any damages, cost, and theft of any type of material, product or equipment in the EXPOSITOR stand.

10.2 REALIZATION/ORGANIZATION will security the event using all the right procedure.

10.3 Is the responsibility of the Expositor Company to have or contract an insurance service.

11. – EXPOSITOR ASSEMBLE

11.1 The pavilion will be open for stand assemble at 1:00pm on September 18th 2008 to 6:00pm on September 19th 2008.

11.2 After 6:00pm on September 19th 2008 will be realized a general cleaning in whole event área, all stands should be assembled and decorated.

11.3 Assemble companies will only be authorized to entrance with FORM n°2, FORM n°5 With a R\$1,500,00 check.

11.4 The Assemble company that does not the have the stand ready on the time will have the check of R\$1,500,00 deposited as FORM n°2.

11.5 Load and unload of any type of material will be in the gate pre determined and informed before the event to the EXPOSITORS.

11.6 Won't be allowed any product or material that might cause any risk or threatening.

11.7 NORMS OF PROJECTS ELABORATION/APRESENTATION OR BASIC ASSEMBLE CONTRACTING.

11.7.1 EXPOSITORS can purchased a basic assemble or any type of assemble, and is free to contract any type of assemble company.

The expositors must fill the form "Credential of Assemble" for the assemble company.

11.7.2 THE EXPOSITOR must send all the projects to DMDL Montagens de Stands Ltda, Rua Eli, 562 – 02114-011 – São Paulo – SP - Tel: (11) 2631-1000.

OBS.: The expositor that has a basic assembly does not have to send the stand Project to DMDL.

DUE DATE FOR DMDL PROJECT APRESENTATION 22/08/2008
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11.7.3 A stand Project copy must stay in the Stand all times in the assembly period.

11.7.4 The maximum stand height is 3,00m. Including all parts of the stand. All stands using glass must be approved by the ORGANIZATION/REALIZATION and by the FIERGS Event Center.

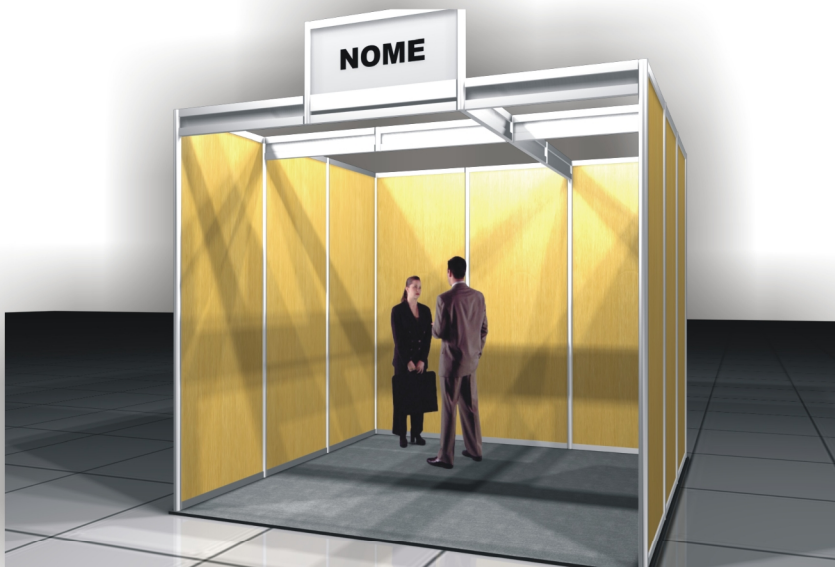
11.7.5 The maximum height for glass walls is 3,20m and those walls must have emergency signs.

11.7.6 Flowers, gardens, and plants are permitted, all dirty must be clean after garden set up. If area is not clean properly the check of R\$1,500,00 will be used.

12. – STARNDARD ASSEMBLY

A DMDL Montagem de Stands S/C. Ltda. – EPP, were contracted to Project and assembly Standardized stands for EPI 2008

12.1 STANDARD (BASIC) ASSMEBLY – 9 M²



12.2 DESCRIPTION

FLOOR

Grey carpet applied direct on the floor.

CLOSING

Modulated panels denominated MDF supported by aluminum structure

LOCKING

Structuralized by aluminum crosspieces "Z500"

ELETRIC AND ILUMINATION

01 spot light with lamp of 100W installed in each 3.00m²;

01 Power plug 110V/220V.

VISUAL COMMUNICATION

Application of 1(one) text in vinyl sticker (White color) on the Wood panel.

13. MUSIC

6.3.1 – It´s not allowed SOUND or MUSIC for any type of promotion or Sales.

14. STANDS MERCHANDISE

14.1 Merchandise or products destined for supplying the stands must enter before the event starts or after the event.

15. SECURITY EPI 2008

15.1 The security will be in all areas in the pavilion except in the stands, EXPOSITOR must contract a security If need it for your own stand.

16. CLEANING

16.1 The REALIZATION/ORGANIZATION will keep a cleaning service during all times

16.2 The EXPOSITORS must take care of the cleaning of your own stand.

16.3. All the trash removed from your stand should be in plastic bags.

17. CONTRACTION OF TEMPORARY SERVICE

17.1 For contraction of temporary service the EXPOSITOR must certificate all the rights procedure.

18. MINORS WORKING

It's not allowed the participation of any kind of MINORS working on the event.

19. ELECTRIC ENERGY

19.1 FORM N° 04 "*Electric Energy*", all Expositors must fill in.

19.2 Energy power plugs 200 volts

20. INTERNET POINT

20.1 The expositors that need the internet point, should contact directly the Company VIP at (51) 33649800 e (51) 33649813, or email eventos@centralvip.net, kelly@centralvip.net. Its necessary inform the stand location, stand number, person responsible for the stand, phone number and email. The internet should be requested until September 15th, 2008.

21. MATERIAL - ANTICIPATED SHIPPING

21.1 The expositors that needs to send divulgation material or others, can send until September 15th, 2008, for the company A-1000 Express Serviços Administrativos LTDA, Rua Hoffmann, 285 – Bairro Floresta – Cep 90220-170 – Porto Alegre – RS. From 9am to 6pm, in name of Ana Paula Dias. Expositor must indicate the stand number and location and expositors name.

FORMS DUE DATE

The forms below must be filled in and send to Expositor Center.

FORM	TOPIC	DUE DATE
01	EXPOSITOR RESPONSABILITY	09/01/2008
02	Term of Responsibility - Assemble and Disassemble	09/01/2008
03	Cleaning Assembly tax.	08/31/2008
04	POWER tax and Hydraulics setup and Chart of energy calculus	08/31/2008
05	Credentials ASSEMBLER/DECORATOR	09/05/2008
06	City tax	08/23/2008
07	Service Credentials (cleaning/buffet/security)	09/05/2008
08	Solicitation of Assembly complements	09/05/2008