



Sponsor and Exhibitor Manual

Dear Sponsor/Exhibitor,

This Manual contains general instructions about the event, as well as the schedule, rules and dispositions to guarantee an excellent participation. Service and credential request forms shall be filled out at the following dates. Both this Manual and the forms will be also available in the event website by the first bimester of 2012.

We wish you success and hope for your collaboration to send the information according to the established schedule and avoid exceeding the indicated due dates.

We ask and recommend that the norms that rule this event be read and passed on to all employees, suppliers and professionals involved in order to avoid last minute issues. We also recommend that a copy of all forms sent to the event coordination should be kept by the information supplier organization.

In order to have the logo of your organization displayed, please send the image in JPG format, with a minimum width of 300 pixels and 72 DPI. In order to have the logo displayed in printed pieces, please send a vector or curve file (in Adobe Illustrator, Photoshop or Corel Draw format). The organization of the event is not responsible for manipulating images and must receive the logos at the indicated dates.

Please feel free to contact us if you have any questions or issues.

Best regards,

Isabela Filgueiras Haschelevici
Events Manager
CTEE – Centro de Treinamento e Estudos em Energia

Brazil WindPower 2012
(21) 3154-9433
info@brazilwindpower.org



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Brazil WindPower 2012
From August 29th to 31st

Organization:



Grupo CanalEnergia

Brazil Windpower 2012
conference & exhibition



GENERAL INFORMATION

Official localization:

SulAmerica Convention Center

Av. Paulo de Frontin, 1 – Cidade Nova – Zip Code 20260-010 - Rio de Janeiro - RJ

Phone: +55 21 3293-6700 - Fax: +55 21 3293-6721

Site: www.ccsulamerica.com.br

Event's schedules:

August 29th

1 P.M – Registration exclusive for Exhibitors

4 P.M. – Registration

4:30 P.M. – Opening ceremony

6 P.M. – Exhibition opening with cocktail

August 30th

8:30 A.M. – Registration and exhibition opening

9 A.M. to 6 P.M. – Conference

8:30 A.M. to 7 P.M. – Exhibition

August 31st

8:30 A.M. – Registration and exhibition opening

9 A.M. to 5:30 P.M. – Conference

8:30 A.M. to 4 P.M. – Exhibition

Event's organization reserves the right to change the exhibition and conference schedules. However, these changes will be notified with the biggest advance possible to the exhibitors.

Exhibition attendance: Placed at the right of the services entrance of the exhibition, will attend exhibitors and assemblers from 11 A.M. in August 26th, as below:

Date	Schedule
August 26th	11 A.M. to 6 P.M.
August 27th	8 A.M. to 6 P.M.
August 28th	8 A.M. to 6 P.M.
August 29th	8 A.M. to 6 P.M.



Organization:

CTEE - CENTRO DE TREINAMENTO E ESTUDOS EM ENERGIA

Av. Evandro Lins e Silva, 840 – SI 1208

Zip Code: 22631-470 - Barra da Tijuca - Rio de Janeiro – RJ

Exhibitor/sponsor attendance:

- Rafael Lammeren - rafael@ctee.com.br

Phone: +55 21 3154-9431

- Julia Fernandes - julia@ctee.com.br

Phone: +55 21 3154-9433



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Dear Sponsor/Exhibitor,
Attention to the following schedules:

SETTING-UP AND DISASSEMBLING CALENDAR

Date	Time	Activity
August 26th	8am to 11am	Begin booth set-up, only for the official WindPower assembler.
	11am to 6pm	Assembler and decoration credentials delivery.
	11am to 00am	Set-up for other booths.
August 27th	00am to 00am	Booth set-up for all assemblers.
August 28th	00am to 00am	Booth set-up for all assemblers.
August 29st	00am	Deadline for booth assembly. Begin of placing crosswalks and general cleaning.
	8 to 12am	Allowed only for internal decoration of the booths. Deadline for general cleaning.
	4pm	Begin of the registration and exhibition opening.
August 30th	8:30am to 7pm	Exhibition.
August 31st	8:30am to 4:30pm	Exhibition.
	4:30pm	Begin removing materials - decoration.
	7pm to 11:59pm	Final booth disassembling and removal of equipments and exhibition materials.
September 1st	00am to 6pm	Disassembling of the exhibition.



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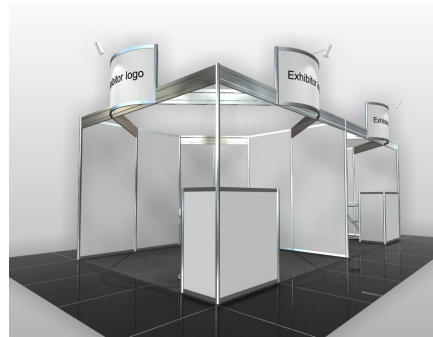
	6:30pm	Closure of the exhibition saloon for general cleaning and delivery to Sulamerica administration.
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INFORMATION SUBMISSION CALENDAR

Final Date	Activities	Forms
July 27th	Last day for sending the logo in Adobe Illustrator or Corel Draw	-
	Last day for submission of the booth project	-
	Last day for submission of internet and telephone request form	17
	Last day for submission of the Power Request form	08
August 10th	Last day for submission of the Sponsor registration form	01
	Last day for submission of the Exhibitor registration form	02
	Last day for submission of Set-up/Decorator registration form	03
August 10th	Last day for submission of the participant material form	04
	Last day for submission of the social events invitation purchase form	-

It's mandatory to fill the service forms, which will be displayed at Brazil Windpower's official website by the first bimester of 2012.

BASIC BOOTH SET-UP



- Exhibitor and Aluminium - 9m² (full height with overhead – 2.70m)
- Bronze - 18m² (full height with overhead – 2.70m)
- Silver - 27m² (full height with overhead – 2.70m)
- Gold - 36m² (full height with overhead – 2.70m)
- Platinum - 54m² (full height with overhead – 2.70m)
- Diamond - 54m² (full height with overhead – 2.70m)
- Host - 81m² (full height with overhead – 2.70m)

Basic structure:

Floor: Lead gray carpet applied directly over the original floor with double-face tape.

Walls: White laminated Formica panels in TS pattern (height = 2.20m) fitted in octagonal aluminum beams.

Ceiling: Aluminum clamping frame structure provides complete safety for the internal walls of the booth; full clamping of the booth will not be provided.

Lighting: Lamp-holders and 100w-220v light bulbs, one measuring 3^m². One 500w-220v plug socket.

The logo for Brazil Windpower 2012 features the word "Brazil" in green, "Windpower" in orange, and "2012" in blue. To the right of the text is a stylized blue wind turbine icon. Below the logo, the words "conference & exhibition" are written in a green, sans-serif font.

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Identification: Curved identification sign in white (1m x 50cm) with 01 cut-out vinyl logo in 3 colors.

Furniture: 01 table, 03 chairs, 01 counter-cabinet

Changes in the booth structure will be considered special set-up. Additional furniture should be negotiated directly with the set-up supplier.

Exhibitors who wish to set-up booths differently from the basic set-up, should hire this service and follow the calendar on page 06 of this manual.

All the material used in the basic booth set-up is property of official assembler. The material will be lent to the Exhibitor, under a leasing agreement, for the period of the event. At the end of the event, all the material should be returned in the exact state of conservation it was lent. If this does not occur, the Exhibitor should redeem official assembler for the damage caused or for the loss of the material, according to current market price.

Any modification, withdrawal or placing of panels or any other pieces of the basic booth assembly can only be performed by **official assembler** specialized staff, and any damage will be of full responsibility of the Exhibitor.

No financial credit will be granted by the **Event Organizer** or by **official assembler** in case of non-usage of any of the basic booth assembly pieces. Also, changes to these pieces will not be accepted.

It is strictly prohibited to pin, pierce, paint or scratch the dividing plates, aluminum frame or any other material that belongs to **official assembler**, as well as the facilities where the event will take place.

TECHNICAL STANDARDS

1. SPECIAL DECORATION

- **The maximum height for construction of the stands placed at the Exhibition Saloon (booths 01 to 172) is 5.80m (H)**, from the saloon's floor. All and every element in exhibition must obey this height limit. The exhibitor must submit to the organization's evaluation individual projects in case of equipments above the allowed height.
- **The maximum height for construction of the stands placed at the Noble Saloon (booths 173 to 194) is 3.80m (H)**, from the saloon's floor. All and every element in exhibition must obey this height limit. The exhibitor must submit to the organization's evaluation individual projects in case of equipments above the allowed height.
- 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 the construction of 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 below.

Maximum Total Height (m)	Minimum Setback of Neighbor's Stand (m)
2.30 to 2.70	0.00
2.71 to 3.20	0.50
3.21 to 4.50	1.00
4.51 to 5.80	1.50

- 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 **official assembler**.
- Fines and extra expenses charged to the Organizing Committee by the venue, due to non compliance of this manual, will be passed on to the sponsor or exhibitor with taxes included for payment.

2) GLASS WALLS

- The maximum height of glass-panel walls is 3.30m. 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



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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) HORIZONTAL PROJECTION OF THE STAND

- The horizontal projection of any structure, object, set-up element, and/or of 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 (including air conditioner equipment that must stay within the limits of the rental area) are not allowed.

4) SET-UP OF THE STANDS WITH SUPERIOR FLOOR

- Exhibitors will be allowed set up stands with an upper floor (only one upper floor). The maximum permitted area for the upper floor is 50% (fifty per cent) of lower floor.
- Exhibitors will not be allowed to use glass panels of any kind on the upper floor, only acrylic panels, polycarbonate, plastic, or other material that do not cause risk of shattering will be allowed.
- Entrances and exits (stairs and ramps) on the upper floor must be sign-posted, and at the entrance a sign stating maximum capacity for people and loads must be displayed.
- The design for the stand must be submitted for approval, must show the area of the upper and lower floors in meters, and must meet the requirements of ART for both floors.

GENERAL PROVISIONS

1) The use of any area outside the designated booth location for promotional purposes is strictly prohibited.

Any assembly procedure within the exhibition area must not be performed without sending all forms filled and formal approval of the official event organizer and assembler.

Projects that require special assembly and are not performed by the official event assembler, should be submitted to previous approval of the *Brazil WindPower 2012* organization staff up to July 27th, through the e-mail address: info@brazilwindpower.org, along with the Notation of Technical Responsibility (NTR).

2) Any furniture and/or equipment which are needed and is not part of basic booth assembly can be requested as an extra item. The assembler **will only provide furniture or decoration items that are assembled by the official assembler.**



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3) The event Organization reserves the right to use the aerial space in the event location for decoration, scenography and signage. Thus, it is strictly forbidden to hang banners, panels and/or any other item in the aerial space of the event location without previous authorization.

4) Parking:

Under the Teleporto, beside the SulAmérica Convention Center, there is a parking lot which contains 1300 parking spaces, without valet.

Exhibitors can ask for parking badges through phone number +55 21 2273-0083 - Estapar.

5) Safety:

The event Organization is not responsible for any exhibition materials in the booths.

-The Exhibitor will have full responsibility over internal booth safety, during and after the event. The organization will not accept any kind of responsibility for losses and damages in the booths, exposed products or personal objects.

Exclusive booth security can only be hired directly from the official event supplier. Their contacts are in the supplier list of this manual – Annex I.

The Exhibition aisles are of for common use and using this space for commercial purposes of any kind is not allowed. Under no circumstances should there be explosive products of any kind within the SulAmérica Convention Center grounds or facilities.

6) Cleaning:

General cleaning at the aisles for placing the crosswalk will begin by 00am in August 29th. From this time on, the use of electrical appliances such as drills, saws, etc; which cause sound, noise or vibration are not allowed, as well as any kind of materials circulation.

Booths must be delivered cleaned to the exhibitors for its respective assemblers, who will also be responsible for their general cleaning by the time of 12pm, August 29th.

Booths with any kind of food and beverage services must have, at least, 3 dumps, one for internal use and two for public use.

Remaining trash at the end of the exhibition must be placed in plastic bags. The cost for the removal of any kind of disassembling material will be charged from the responsible assembler. So we ask to all exhibitors to warn their assemblers to take off the scrap materials of the booths (woods, glasses, crosswalks, etc).

7) Sound:

The Exhibitors are not allowed to use background music inside their booths or in the SulAmérica Convention Center common grounds.

The use of sound amplifiers is strictly prohibited.

8) Food and Beverage:



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Any and all request for food and beverage should take place directly with an official supplier. Information about this supplier is at the supplier list of this manual – Annex I.

9) Internet and Telephone:

The event Organization will make internet spots available at the net point of the event, located in storey 2 of the SulAmérica Convention Center. Each sponsor/exhibitor will be allowed, in advance, to request internet and telephone connections for their booths directly with SulAmérica Convention Center, by filling the form contained in the Exhibitor kit, which can be accessed by the first half of 2012.

10) Gas:

The use of GLP gas, or any other flammable gas, inside the SulAmérica Convention Center is prohibited.

11) Equipments and emergency exits:

Emergency exits, hydrants, and fire extinguishers should be kept free of any objects or people. The Exhibitors should agree to keep these spaces unoccupied, according to the norms of the CONTRU and the Fire Department.

12) Electricity

Voltage at the Sulamérica Convention Center is 380 Volts – three-phase – neutral phase 220 Volts. For any 110V appliance, please use the adequate transformers.

The organization will display 1 KVA of energy for each booth of 9m². It's mandatory to fill the electric demand form with the description of all electric equipments that will be used in the booths.

All exhibitors must ask the quantity of electric energy to be used.

If the exhibitor doesn't ask electric energy for its booth, the organization will only display 1 KVA for each 9m².

The supply of electric energy above 1 KVA will be charged by the official assembler of the event – STANDS.

13) Air conditioner

SulAmérica Convention Center has air conditioner operating at the adjusted set point comfort temperature of 24° C, with an average variation of 3° C higher or lower. **The use of air conditioning in the internal pavilion area is not allowed.**

14) Hydraulic

It's not allowed installation of sinks or any item that brings hydraulic installation in the booths.

15) Infirmary and Ambulance

Adequate infirmary with a doctor and a nurse for emergency medical service, as well as ambulance for patient removal in cases of emergency will be provided at the event.

16) Load:



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After the event opening, replenishment of the booths will be provided daily, from 7 to 8 AM, by registered personnel only. For safety reasons, carts and large boxes will not be allowed in the hallways during the period of public visitation.

During the course of the event, maintenance and technical assistance will only be performed in booths if they do not threaten participant safety or make noises.

Assembling and cleaning personnel is not allowed to access or stay within the exhibition area in the course of the event. An official assembler station will be available to the exhibitors whose booths are designed by the official assembler. If this is not the case, the exhibitors and their respective assemblers should request proper authorization to the event organization staff, if emergency fixing procedures are required.

Brazil WindPower 2012 coordination will not be responsible for any materials left within the rooms or public access areas, being stated that, at any time, material storage will be of full responsibility of the exhibitor.

17) Redistribution of the space:

At any given time, for the general wellbeing, the event Organization has the right to redistribute sectors or booths at the event, as long as the dimensions and characteristics specified in contract are maintained.

18) Instruction for sending imported products:

Once Brazil Windpower 2012 is an international event, all exhibitors can send products for demonstration by temporary admission and free of taxes.

The freight forwarder company indicated by the organization is Waiver Logistics, who will offer all the coordination for equipments and materials boarding, from the origin place up to the exhibitor booth. Their contacts are in the supplier list of this manual – Annex I. However, the event's organization will not be responsible for the suppliers' services provided, even if they were indicated by the organization.

19) Provisional operating permission

All the exhibitors must have the provisional operating permission, allowed by the Finance Department, by the form displayed in the form kit in the event's website by the first half of 2012.

This process must be done directly with the Finance Department of Rio de Janeiro's Government.

Finance Department
Inspection Assistant Department
Tax barriers and transit of goods
Events

Rua Visconde do Rio Branco, 55 – 4º andar – Centro – RJ
Phone: +55 21 2332-3209

Stand, Brazil WindPower Official Assembler - offers this service. If the interest of the company have a representative to resolve this issue, you should contact the Stands.



20) **A fine amounting of 25% of the total contract value will be applied to any exhibitor who violates any of the established norms, whose sanction is not specified previously.**

SPONSORS AND EXHIBITORS RIGHTS

1) Registration of Sponsors and Exhibitors should be done with the forms contained in the Forms and Tables Kit (these forms will be also available for download by the first half of 2012), as described below. Upon arrival, all Sponsors and Exhibitors should pick up a badge and all event materials at the registration desk.

Circulation within the area of the event will not be allowed without the proper identification badge.

Sponsor registration – The sponsor badge is valid for the entire period of the event and allows access to the Exhibition Center, to all scientific (plenary) and social (coffee-breaks, lunch, dinner) activities promoted by Brazil WindPower 2012, as well as to the participant material. Upon arrival at the event location, all sponsors should pick up their badges at the registration desk.

Host quota: 14 passes
Diamond quota: 12 passes
Platinum quota: 10 passes
Gold quota: 08 passes
Silver quota: 06 passes
Bronze quota: 04 passes
Aluminum quota: 02 passes

Exhibitor registration – The Exhibitor badge allows access only to the exhibition area (does not allow participation in scientific – plenary – or social activities, apart from the coffee-break and cocktail which take place in the exhibition area). Upon arrival at the event location, all exhibitors should pick up their badges at the registration desk.

Host quota: 10 passes
Diamond quota: 10 passes
Platinum quota: 10 passes
Gold quota: 09 passes
Silver quota: 06 passes
Bronze quota: 03 passes
Aluminum quota: 03 passes
Exhibitor: 01 pass for every 3m² - maximum limit permitted of 10 passes for company

Set-up/decorator registration – The set-up/decorator badge is given to professionals hired by the exhibitor, who are not employees of the official event assembler. **Access will only be allowed before and after the event**, as described in the calendar on Page 3 of this manual.

2) Invitations:

The sponsor/ exhibitor have the right to receive invitations for the exhibition area as described below. The invitations will be web-based and will be sent to all sponsors /



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exhibitors by e-mail, so that they can send it to their guests. All guests are required to click on the link provided in the invitation e-mail and pre-register online. Upon arrival at the event, all guests should pick up their identification at the registration desk. Invitations give access only to the exhibition area and are valid for all three event days.

Each sponsor / exhibitor can distribute invitations as specified below:

Host quota: 80 invitations
Diamond quota: 60 invitations
Platinum quota: 50 invitations
Gold quota: 40 invitations
Silver quota: 30 invitations
Bronze quota: 20 invitations
Aluminum quota: 10 invitations

3) Participant kit

Sponsors have the right to distribution of institutional material, as part of the participant kit, as specified below:

Host quota: folder (maximum size: A4) and giveaway
Diamond quota: folder (maximum size: A4) and giveaway
Platinum quota: folder (maximum size: A4) and giveaway
Gold quota: folder (maximum size: A4) and giveaway
Silver quota: folder (maximum size: A4) and giveaway
Bronze quota: folder (maximum size: A4)
Aluminum quota: folder (maximum size: A4)

The sponsor should use the form within the Forms and Tables Kit (available for download at the event's website by the first half of 2012) to notify any material shipping. The materials should be shipped directly to SulAmérica Convention Center, **arriving only on August 26th, 2012, in attention to BrazilWindPower 2012, as specified below:**

To: Brazil WindPower organization (Material for Registration Desk)

ISABELA FILGUEIRAS HASCHELEVICI
SulAmérica Convention Center – 2nd floor
Avenida Paulo de Frontin, 1 – Cidade Nova
Centro – Rio de Janeiro – RJ - Brasil
20260-010

All boxes should be identified with the name of the sender organization and sealed. The event organization staff will not receive any material to be used inside the booths by sponsors or exhibitors. **The event organization staff will only receive material to be included in the Brazil WindPower 2012 participant kit. The event organization staff is not responsible for any material received after the above mentioned date, August 26th.**

4) Mailing

All sponsors and exhibitors will receive a list containing all the event participants, organized by participant name and company. The list will be sent by email 7 days before the event.

5) Participant kit



The logo for the Brazil Windpower 2012 conference & exhibition. It features the word "Brazil" in green, "Windpower" in orange, and "2012" in blue. To the right of the text is a stylized blue wind turbine icon. Below the main text, the words "conference & exhibition" are written in a smaller, green, sans-serif font.

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All participants registered under a sponsor name will receive the full participant kit. The participants registered under an exhibitor name are not entitled to receive the full participant kit. However, exhibitors with no associated sponsorship can request it the event Organization staff, through the person responsible for the booth, one (01) participant kit, 01 material per exhibitor.

6) Social events

The Exhibitor badge does not allow participation at social activities of the event (fraternization lunch and dinner). However, the Exhibitor can purchase invitations for

such activities, in advance, by filling out the appropriate form in the Form and Tables Kit (available at the event's website by the first half of 2012). Soon, we will provide the cost of each invitation. **Sales are subject to availability.**

The form should be sent until **August 10th**, as informed in the event calendar on **page six of this manual.**

7) Logo exhibition

We inform again that is only allowed the exhibition of one logo in the booth overhead. Any different exhibition must be previously approved by the event's organization through the email info@brazilwindpower.org.



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SET-UP / DISASSEMBLING

a) General Information: Time for booth setting-up and disassembling, as informed in this manual schedule is:

The official assembler will deliver **basic booth** set-up to sponsors and exhibitors until August 29th at 8PM; after this period, the area will be available for internal decoration and product exhibition, which should be finished by 12 AM on August 29th.

Load and unload of materials for booth decoration will only be allowed up to 10AM, August 29th. However, because of the crosswalks placement, circulation with any kind of wheelbarrows is prohibited from 00am, August 29th.

Date	Time	Activity
August 26th	8am to 11am	Begin booth set-up, only for the official WindPower assembler.
	11am to 6pm	Assembler and decoration credentials delivery.
	11am to 00am	Set-up for other booths.
August 27th	00am to 00am	Booth set-up for all assemblers.
August 28th	00am to 00am	Booth set-up for all assemblers.
August 29th	00am	Deadline for booth assembly. Begin of placing crosswalks and general cleaning.
	8 to 12am	Allowed only for internal decoration of the booths. Deadline for general cleaning.
	4pm	Begin of the registration and exhibition opening.
August 30th	8:30am to 7pm	Exhibition.
August 31th	8:30am to 4:30pm	Exhibition.
	4:30pm	Begin removing materials - decoration.
	7pm to 11:59pm	Final booth disassembling and removal of equipments and exhibition materials.
September 1st	00am to 6pm	Disassembling of the exhibition.
	6:30pm	Closure of the exhibition saloon for general cleaning and delivery to Sulamerica administration.



Maximum height allowed for special built stands is 5.80m (H) at the Exhibition saloon. The maximum height allowed for special built stands in the Noble saloon is 3.80m (H).

b) Booths from 20m² compulsorily need rent fire extinguishers

c) In case of using adhesive tape for fixing crosswalks on the floor, it's mandatory to use the indicated one: CREMER or ADERE 462 tape.

d) Access of employees and other hired staff:

All people involved in setting-up and disassembling (employees, helpers or any other staff hired by the exhibitor) **should be registered in the proper form** in the Forms and Tables Kit (available at the event's website by the first half of 2012), until **August 17th**.

During the event period, maintenance or technical assistance activities will only be allowed if they do not cause any safety hazard to participants and do not make noise.

Access of set-up and cleaning staff will not be allowed within the exhibition area, during the event. An official assembling station will be available to the exhibitors whose booths are designed by the official assembler. If this is not the case, the exhibitors and their respective assemblers should request proper authorization to the event organization staff, if emergency fixing procedures are required.

The use of skirts, sabots, sandals or slippers are prohibited along the assembling and disassembling period.

e) Loading and Unloading:

Load and unload of materials and merchandise should be made through Rua de Serviço (Service Street), which is accessible by Av. Paulo de Frontin. Truck and automobile load and unload will occur according to time of arrival. The driver should remain within the vehicle at all times.

**Rua de Serviço has 703.00 m² for load and unload.
Maximum (static and dynamic) weight allowed: 2,000 Kg/m²
Height of Rua de Serviço (free span) = 4.90mts.**

SulAmérica Convention Center and the organization may not receive any kind of material. Every exhibitor/sponsor should be present at the designated location to receive their materials and only during the dates and times scheduled for event set-up. A list of vehicle license plates, names and IDs of the people who will deliver the materials, as well as dates and times of delivery should be sent to the event organization prior to the event.

SulAmérica Convention Center does not offer carts for transport of materials. In case of large set-ups, we recommend the rental of one cart in order to avoid congestion.

SulAmérica Convention Center and the event organization are not responsible for storing, damage or loss of materials, both within the internal and the external areas, being exhibitors and sponsors responsible for these materials and their arrival at the designated location.



We do not offer storage space. Each participating organization should be responsible for receiving and storing, inside his booth, its own materials on the days of event set-up.

Materials left in the common areas of SulAmérica Convention Center are subject to detention. SulAmérica Convention Center does not have a space designated for parking trucks.

The entrance and exit of heavy equipments that needs winches, forklifts or any kind of equipments for its locomotion will only be allowed with previous authorization of the event's organization, who will indicate the best day and time for the execution.

Exhibitors and assemblers must provide that containers, boxes, bins or other volumes must be taken off the exhibition area and only come back at the stipulated day for taking the equipments and materials off and general disassembling.

Goods and products which are deemed to be dangerous or inconvenient for users and/ or participants, especially if they are flammable, explosive, corrosive, hazardous to health, or any other which SulAmérica Convention Center define should be removed, will not be allowed at SulAmérica Convention Center.

f) Material

Transit of materials used in setting-up or disassembling procedures within central areas, stairways and registration desk is totally prohibited.

g) Disassembling

The Exhibitor has full responsibility over disassembling the booths that do not belong to the official assembler, as well as over removal of any material and equipment, according to the deadlines established in this manual.

A minimum fine of R\$ 500,00 per hour late will be charged of the exhibitor that doesn't respect the timetable established in this manual. All and any fine or extra tax charged by the Sulamerica Convention Center over the delay of disassembly will be increased of taxes and will be totally passed to the exhibitor who cause this penalty.

If areas are returned after the scheduled time, fines may be applied proportionally.

The same steps should be applied to disassembling in order to protect floor, doors, elevators, etc., according to the norms established in this manual.

Time limit for booth disassembling is **6:30pm of September 1st**.

None of the equipments or booth structures can be taken off the exhibition area before the disassembling time predicted in the manual.



RESPONSIBILITIES

The event organization is not responsible for employment relationship, salary, labor social or pension benefits and commission of any service provider, employee or representative hired by the exhibitor. For this reason, Brazil WindPower 2012 organization is exempt from any responsibilities as such;

The Exhibitor holds full responsibility over any damage or loss to Centro de Conveções SulAmérica appliances and facilities or its employees, caused by the exhibitor's employees or third parties, during the assembly and disassembling of Brazil WindPower 2012.

FINAL PROVISIONS

To the event organization, the following are assured:

- a) Deny entrance to *Brazil WindPower 2012* to any person who is considered inconvenient, in reason of inadequate behavior or clothing;
- b) Prohibit the use of any transportation vehicle which is deemed improper or dangerous;
- c) Stop any action which may, by any chance, disturb or restrict free circulation or peace of participants or staff within of Brazil WindPower 2012;
- d) Adopt the necessary actions in order to eliminate any source of dust, noise, trepidation and odor considered a nuisance by the public.

The Exhibitor undertakes in his, his employees' and any other personnel's (under his responsibility) name to respect all clauses and provisions contained in this Manual.