



**UIA**  
**2020**  
**RIO**

EXPOEXPOEXPO

27th World Congress  
of Architects

**UIA's**  
**coordinating**  
**entity for**  
**UIA exhibits**  
**2019**

*Warehouse Utopia*  
*July 20-23, 2020*

Dear UAI Exhibitor,

It is a great satisfaction to present the UIA AREA Exhibitor Manual, whose purpose is to guide you in regard to your participation in the exhibition. Its reading and the fulfillment of the herein established norms and terms are fundamental to ensure success and tranquility during the event.

The current Manual establishes the PROMOTER'S and the EXHIBITOR'S rights and duties, and has been elaborated based on UBRAFE-SINDIPROM'S Single Assembly Regulation. It contains norms, technical and operational orientations, related to the assembly, event realization and disassembly periods.

The Promoter reserves itself the right to establish, at any time, new norms deemed necessary for the good development event's, as well as to alter and/or add relevant information for exhibitors, assembly companies and service providers.

This manual is only for the UIA standard booths any other exhibitor should use the general exhibitor manual.

The event's success will also depend on your planning!

In case you have any doubt, please contact UIA'S customer service team.

## ***CHECKLIST***

DEADLINES	ACTIVITIES
05.26.2020	STATEMENT OF RESPONSIBILITY
06.26.2020	EXHIBITORS' ACCREDITATION
07.10.2020	POWER SUPPLY
07.10.2020	HYDRAULICS
07.10.2020	TELEPHONY AND INTERNET

## Summary

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## **INTRODUCTION.**

The current material provides technical and operational norms and orientations related to the assembly, event realization and disassembly periods, which must be fulfilled by the UIA EXHIBITOR, its employees and/or contracted parties.

The EVENT DIRECTION reserves itself the right to alter, reformulate and/or create rules or norms deemed necessary for the good development of the event.

UIA standard booths have 9 square meters and include 3 octanorm walls, header, 1 table with 3 chairs, energy outlet with 1 kva, daily cleaning and security.



## ***PLACE OF THE EVENT.***

UTOPIA WAREHOUSE

Av. Rodrigues Alves, 299 - Gamboa, Rio de Janeiro - RJ, 20220-350

## SCHEDULES

ASSEMBLY	DEADLINES	ACTIVITIES	SCHEDULES
	07/10 to 07/18/2020	ASSEMBLY OF BOOTHS / DELIVERY OF CREDENTIALS.	8 AM to 8 PM
	07/19/2020	During the Assembly period access to the pavilion without a credential and EPP will not be allowed.	8 AM to 4 PM
	07/19/2020	Decoration and Operation by the Exhibitor.	04:01 PM to 8 PM
REALIZATION (EXHIBITION)	07/20 to 07/23/2020	EVENT REALIZATION (Exhibition)	9 AM to 8 PM
	MAINTENANCE: during the event		7 AM to 3 AM
DISASSEMBLY	07/23/2020	DISASSEMBLY: Decoration, products, furniture and portable items.	8 PM to Midnight
	07/24/2020	Overall Disassembly	00:01 AM to 4 PM
CAEX	07/10 to 07/19/2020 - Assembly	CAEX: EXHIBITOR HELD DESK	8 AM to 8 PM
	07/20 to 07/23/2020 - Event		7 AM to 7 PM

## GENERAL CONTACT DETAILS

PROMOTION / ORGANIZATION BY VMS

Address: Avenida Nilo Pecanha, 50 - Sala 405 - Centro - Rio de Janeiro - RJ

Zip Code: 20020 - 906 Phone: 21 99701-7836

[contato@uia2020rioexpo.com](mailto:contato@uia2020rioexpo.com)

## UIA Professional Practice Commission (PPC)

James M. Wright - [jwright@pagethink.com](mailto:jwright@pagethink.com)

## ***FINES***

Damages to the Pavilion's flooring.	R\$ 350.00/m2
Unauthorized merchandising	R\$ 5,000.00 per action
Failure to comply with the sound norms in a booth	R\$ 5,000.00
Damages to Pavilion's structure	Under consultation

## INFORMATION TO EXHIBITORS

### ***SERVICES AND FEE AMOUNTS***

SERVICES	PAYMENT UNTIL 12/2019	PAYMENT UNTIL 06/2020	PAYMENT UNTIL 07/10/2020	DURING THE FAIR	CALCULATION
Data Collector	RS 800.00	RS 900.00	RS 1,000.00	RS 1,500.00	Unit
Exhibitor's Credential	Included				
KVA (additional)	RS 250.00	RS 300.00	RS 350.00	RS 400.00	Unit
Exclusive Cleaning	RS 30.00	RS 33.00	RS 33.00	RS 36.00	Per hour
Overall Cleaning	Included				

Payment form during Assembly and the Event: AT SIGHT, IN CASH or CREDIT / DEBIT CARD.

## ***POWER SUPPLY***

For technical-operational safety reasons, the PROMOTER will be exclusively responsible for the electric power supply and connection from the existing electric distribution boards in the Pavilion to the electric distribution board available in each booth.

The electric voltage at the UIA Event's facilities is of 127 V and 220 V - Three-phase, with a neutral 127-V phase, it being mandatory to use a flame-retardant cable with double mechanical insulation (PP type).

The installation of electric distribution boards with adequate breakers for the utilized load, in a place of easy access to the event's firefighting and electric maintenance teams, will be mandatory. In case you have any doubt, check the NBR 5410 norm. Every booth must obligatorily be grounded.

The PROMOTER reserves itself the right to inspect booths' electrical facilities, and it may also require the adaptations or modifications deemed necessary.

Any failure to fulfill the FAIR DIRECTION'S requirements will lead to the suspension of electric power supply to the booth until the requirements have been fulfilled.

### ***Minimum Mandatory KVA Load Included in the Contract***

Each EXHIBITOR will already have a minimum 1-KVA load included in the contract, and any load above that value must be contracted from the system.

Ob.: The KVA to be requested must not include decimal digits and must be rounded up in 1.0 increments.

The KVA utilized in a booth during the event will be verified and controlled by the UIA'S official infrastructure company.

In case consumption exceeds the contracted amount, the exhibitor will receive at the booth, during the event's realization, a notification and charge to be immediately paid at CAEX.

**IMPORTANT! It will be expressly forbidden to use parallel wires.**

It is important that an exhibitor asks its assembly company, catering service and service providers to provide a list of the equipment and lighting devices that will be installed in order to calculate the electric power consumption (Kva) to be installed in a booth.

## ***SECURITY***

The event's general security surveillance service will be available during the assembly, event realization and disassembly periods, at the event's entrances, circulation areas and common areas.

### **Responsibility for Notebooks and Other Personal Belongings.**

The ORGANIZING COMPANY will not be responsible for the theft of any personal item, and the same will be under full and complete responsibility of their users.

In the case of notebooks, the PROMOTER recommends using a special steel cable called "Safety Lock for Notebook", thus enabling the notebook to be attached to a table, equipment or piece of furniture.

## ***CLEANING***

**The cleaning fee** included in the EXHIBITOR'S contract refers only to the cleaning of the event's common areas during the entire period of the fair, including the assembly, event realization and disassembly periods.

- **OVERALL CLEANING** - a cleaning agent to clean the booth every 04 hours.

**ATTENTION:** Any litter produced by the booth during the event must be placed on the circulation lanes at the time stipulated for the cleaning, supply and maintenance of booths.

## **INSURANCE**

The event is covered by a Civil Responsibility insurance policy for personal and/or material damages unintentionally caused to visitors.

The insurance is a risk management instrument to protect your investment. The booths, assets, products, people, whatever their nature might be, including agents, transporters, assembly companies, winch companies and anything else, are not covered by the insurance policy during the assembly, event realization or disassembly periods.

Therefore, any damage or eventual occurrence will be under full responsibility of the EXHIBITORS.

Attention: Under no circumstance will the PROMOTER assume any responsibility for any of the abovementioned occurrences or for the cost of the related insurance policies.



## ***SOUND / SHOWS / PRESENTATIONS AT BOOTHS***

The EXHIBITOR company that plans to undertake any kind of promotional action, such as shows, live music, presentations, etc., must request authorization through a letter of request, indicating the days / times, and if there will be an interval between presentations.

## ***MEDICAL CENTER, FIRST-AID AND ACCIDENT PREVENTION BRIGADE***

These services will be available on dates and at times compatible with the assembly, event realization and disassembly periods stipulated in the current manual.

## ***MERCHANDISE REMITTANCE***

The EXHIBITOR will be the only party responsible for fulfilling the legal requirements related to the procedures to remit merchandises, equipment, products, utensils, etc.

The EXHIBITOR must issue a simple remittance Fiscal Note, on behalf of the EXHIBITOR (sender establishment).

1. In the heading of a Fiscal Note must be included all the data (Company Name, Address, National Register of Legal Entities (CNPJ) and State Registration) related to the EXHIBITOR (Sender Establishment). The same will apply to remittances undertaken through branch offices.
2. The remittance of merchandises, products, etc., even if by third parties, must include a Fiscal Note issued by the very establishment taking part in the event (EXHIBITOR). On the body of the Fiscal Note must be mentioned all the merchandises, products, equipment, etc., including their actual value, as well as the following text:

“These merchandises are destined to exhibition during the **UIA 2020** event, to be held on 07/19-23/2020, at Pier Mauá, Avenida Rodrigues Alves, 20 - Praça Mauá, Rio de Janeiro - RJ, 20081-250”.

## ***OCCUPATION AND UTILIZATION OF THE CONTRACTUALLY LEASED AREA***

The contractually leased areas will be released for occupation and start of the assembly works according to the dates, times and requirements contained in the current manual, provided all of the respective requirements related to documents, projects, fees, accreditation, etc., have been fulfilled

The PROMOTER will not be responsible for any damage, breakdown, loss or theft of products, materials or equipment exhibited or utilized in its area or booth by the EXHIBITOR company or by contracted third parties.

## ***STATEMENT OF RESPONSIBILITY***

Statement available in the system, according to model below, and the same must be sent together with the documents applicable to the booth.

FORM: STATEMENT OF RESPONSIBILITY / AWARENESS OF CONDITIONS AND PERIODS

### General Data on the Event:

NAME OF THE EVENT: UIA 2020 RIO EXPO

PLACE: Pier Mauá - Rio de Janeiro - RJ

ASSEMBLY PERIOD: 07/10/2020 to 07/19/2020 - Days 07/10/2020 to 07/18/2020 from 08 AM to 8 PM - Day 07/19/2020 from 08 AM to 4 PM -

DECORATION: Day 07/19/2020 from 4 PM to 8 PM.

EVENT REALIZATION PERIOD: 07/20/2020 to 07/23/2020 - from 08:30 AM to 7:30 PM

DISASSEMBLY PERIOD: 07/23/2020 to 07/24/2020 - Day 07/23/2020 from 8 PM to Midnight - Day 07/24/2020 from 00:01 AM to 4 PM

### General Data on the Exhibitor:

COMPANY NAME: FAIR TESTE LTDA.

COMMERCIAL NAME: FAIR TESTE

National Register of Legal Entities (CNPJ): 90.000.000/0000-01 | State Reg: | Location/Booth: Pav A/98b

E-MAIL: elton@bcsautomacao.com.br

RESPONSIBLE PERSON: ADAILTON SILVA

TELEPHONE: (11)9202-7639 | MOBILE:

### General Data on the Assembly Company/Decorator:

COMPANY NAME: tetse

COMMERCIAL NAME: teste

National Register of Legal Entities (CNPJ): 28.729.388/0001-85 | State Reg.:

E-MAIL: adailton2310@gmail.com

RESPONSIBLE PERSON: teste

TELEPHONE: (11)98130-7734 | MOBILE:

## ***INDIVIDUAL PROTECTION EQUIPMENT (EPP)***

The use of helmets, even by the Exhibitors, during the entire assembly and disassembly periods, will be indispensable.

The access of people wearing clothes deemed inadequate, such as shorts, short dresses, tank tops, skirts, without wearing a T-shirt or shirt, wearing slippers, sandals or high heel shoes, will also be forbidden. With the purpose of preventing accidents and minimizing risks during the event's assembly and disassembly works, it will be indispensable that the assembly personnel use the following Individual Protection Equipment (EPP).

- Helmet, Gloves, Plastic-Tipped Boots, and a Mask (when applicable, in situations involving dust).



## ***FORBIDDEN MATERIALS***

It will be forbidden to deliver recipients, dishes, glasses to the public in the event's common circulation areas and court(s). The event's Organizing Company must inspect and forbid (under the penalty of a fine) any traffic of people holding those objects inside the event.

It will be strictly forbidden, in the Event's premises, to consume beverages in bottles and/or glasses.

Under no circumstance the floorings and walls may be painted, perforated or dig in any area of the Event. The utilization of nails, thumbtacks, glues, inappropriate adhesive tapes or any other kind of material that may damage the structure will not be allowed.

***IMPORTANT: Any kind of shredded paper shower will be forbidden.***

## ***UTILIZATION OF FABRICS, LYCRA, THATCHING AND FLAMMABLE MATERIALS***

Assembly elements that may easily catch fire can be utilized, provided a technical report on the application of flame retardant products is submitted, and they are approved at the sole and exclusive discretion of the EVENT'S official firefighting team and of the PROMOTER, which will perform tests before allowing the entry of such products inside the pavilion.

Easily flammable elements will only be authorized inside the pavilion if to be directly installed in a booth, and their storage and conditioning inside the premises will be forbidden.

For especial requests or inquires please e-mail [diego@uia2020rioexpo.com](mailto:diego@uia2020rioexpo.com).