This manual contains important information for you to plan your participation, as well as several service forms.

Please observe the deadlines and make sure that the forms are sent within the time limit.

Thank you.
Dear Exhibitor,

We would like to thank you for attending the WWW2013 conference. It is a pleasure to support you in this event.

In this document you will find information and forms you need in order to request different services that are offered. You can find the forms at the end of this manual. Please observe the deadlines that must be followed.

In case of any doubt or additional information please contact us: exhibitor@www2013.org. We will be glad to help you.
Important addresses

Organizers
NIC.br
Avenida das Nações Unidas, 11541, 7th floor
São Paulo-SP, Brazil
Phone: + 55 (11) 5509-3533
Fax: + 55 (11) 5509-3512
Contact: Caroline D Avo
E-mail: caroline@nic.br
www.nic.br

CGL.br
Avenida das Nações Unidas, 11541, 7th floor
Phone: +55 (11) 5509-3511
Fax: +55 (11) 5509-3512
www.cgi.br

Exhibitors Assistance
E-mail: exhibitor@www2013.org
Phone: +55 (21) 2523-8585
Contact: Eloá / Raquel
www2013.org

Conference Venue
Windsor Barra Hotel
Av. Lucio Costa, 2630 – Barra da Tijuca
Rio de Janeiro, Brazil
Postal Code: 22620-172
Phone: +55 (21) 2195-5000
Fax: +55 (21) 2195-5050
Contact: Blanca Rodrigues
E-mail: eventos.windsorbarra@windsorhoteis.com.br
www.windsorhoteis.com.br

Press Agency
S2 Publicom
Av. Engenheiro Luiz Carlos Berrini, 1297, 3rd floor
São Paulo-SP, Brazil
Postal Code: 04571-010
Contact: Thiago Dias
Phone: +55 11 3027.0200
E-mail: thiago.dias@s2publicom.com.br
www.s2publicom.com.br

Official Assembling Company
Octaplan
Estrada dos Bandeirantes, 10965 – Camorim
Rio de Janeiro-RJ, Brazil
Postal Code: 22783-116
Phone: +55 (21) 2442-2500
Fax: +55 (21) 2442-3260
Contact: Isabel Lorenzo
E-mail: isabel@octaplan.com.br
www.octaplan.com.br

Travel Agent
Accommodation – BEC Events
Rua Barão de Ipanema, 56, 3rd floor – Copacabana
Rio de Janeiro-RJ, Brasil
Postal Code: 22050-032
Phone: +55 (21) 3265-8868
Fax: +55 (21) 3265-8880
Contact: Rachel Xavier / Cristiane Cherulli
E-mail: comercial@bec-eventos.com.br
General information

Exhibitors Point of Assistance
For your convenience, the conference will feature a basic service to exhibitors in order to assist them during the event. This point will be placed at the exhibition area.

Exhibitors Badges
All sponsors will have two identification badges free of charge, and they are valid only for the exhibition and lunch area. Additional delegates will be charged separately, and the price is BRL 510.00 for each extra badge.

Press Badges
All sponsors will have two press identification badges free of charge, exclusive for their Press Agency. Registrations will be made with the event’s press agency, S2 Publicom.
Contact: Thiago Dias
Phone: +55 11 3027.0200
E-mail: thiago.dias@s2publicom.com.br

Staff Badges
The exhibitor and their staff should request badges to use during the construction and the dismantling periods by their employees. These badges are not valid during the event, May 15 -17.
Banners
According to your sponsorship package, please see the specifications below.
- **Super banner**: 505 x 110 px
- **Full banner**: 310 x 82 px
- **half banner**: 200 x 60 px
- **button**: 82 x 82 px

**Extension**: JPG, GIF and PNG up to 20kb

Please send the file to ariadne@nic.br and copy yaso@nic.br and exhibitor@www2013.org

Institutional Video/Advertising
According to your sponsorship package, please see the specifications below.

**Definition**: 320 × 240

**Extensions**: MP4, OGG or OGV, WEBM (preferably send in three of the extensions requested)

Please send the file to ariadne@nic.br and copy yaso@nic.br and exhibitor@www2013.org

Welcome Card Conference
All Welcome Cards (check if it is included in your sponsorship package) must be sent to Windsor Barra Hotel & Congress from Wednesday, May 6th, to Saturday, May 11th (indicating this material as Welcome Cards).

Promotional Material
All promotional materials (flyers, brochures, etc.) to be handed out to the delegates in the official WWW2013 bag must be delivered at the Windsor Barra Hotel & Congress from Wednesday, May 6th, to Saturday, May 11th. In case of delay, the material will not be included in delegates bags and will not be delivered in any other way. If you will send more than one promotional material, you should organize it previously and then pack them in a single volume. Identify as follows: “Promotional Material” + Sponsor name.

**Important Note**: Please, you must not deliver material for your booth together with these Promotional materials. The material for your booth must be sent as the following instructions (Material Deliveries).

Material Deliveries
Deliveries are allowed from Wednesday, May 6th, to Saturday, May 11th. In order to send your material to the hotel, we kindly ask you to follow the instructions below regarding material identification:
WINDSOR BARRA HOTEL & CONGRESS
International WWW2013 Conference
Booth Name + Booth Number + Name of the person responsible for the booth + Responsible’s phone number + Total number of packages

Events Department
Contact: Bianca Rodrigues
Av. Lucio Costa, 2630 – Barra da Tijuca
Postal Code: 22620-172
Rio de Janeiro-RJ, Brazil

Gala Dinner
A dinner will be offered to conference delegates, and it will be held on May 16th at 8 pm. This Gala Dinner is charged. For further details, please consult the website www2013.org.

Service Entrance
Exhibitors carrying material must use the service entrance, at. Martinho Mesquita Street, w/no.

Parking
The hotel has a parking area, and it will be charged individually to each participant.

Security
Permanently, there will be security professionals working at the event. However, this does not guarantee the security of the goods exhibited on each booth. Exhibitors are thus invited to engage in any insurance necessary for protecting the material exhibited.

Cleaning
The Windsor Barra Hotel & Congress is responsible for the general cleaning of the complex. However, exhibitors are responsible for removal of additional materials as well as for removal of the trash produced during the set-up. During the event, the hotel is responsible solely for cleaning corridors between booths. Each exhibitor is responsible for cleaning its own booth. For those interested in contracting exclusive cleaning services, please contact:
Windsor Barra Hotel
Contact: Bianca Rodrigues
Phone: +55 (21) 2195-5000
Fax: +55 (21) 2195-5050
E-mail: eventos.windsorbarra@windsorhoteis.com.br
Internet
The Exhibition Hall is equipped with free WiFi.

Visa Information
Depending on agreements between Brazil and your country of citizenship, a visa may be required to enter Brazil. Please contact the nearest Brazilian Embassy or Consulate Office for more information and required forms. Please note that visas must be obtained prior to departure. We are allowed to provide invitation letters considering the number of inscriptions that the sponsor has contracted. If you need an invitation letter, please ask Exhibitors Assistance by email: exhibitor@www2013.org. For more information, consult the website www2013.org.

Accommodation
BEC Events is the official travel agency for WWW2013 participants. It provides hotel booking services (except for Windsor Barra Hotel) and tour packages. Its website is updated whenever new promotional rates become available.

If you want to book a room at the Windsor Barra Hotel, please find the information below:
Windsor Barra Hotel
Phone: +55 (21) 2195-5000
Fax: + 55 (21) 2195-5050
E-mail: reservas.windsorbarra@windsorhoteis.com.br

Rates:
- Superior Room – SGL/DBL: BRL 508.00
- Executive Suite – SGL/DBL: BRL 531.00
- Add: 10% + 5% + USD 3.00 (per day)

The reservation system allows booking with credit cards only.
Included: breakfast, garbage tax, parking space.
Internet: US$ 10.00 per day (for guests only)
In order to benefit from the rates provided above please use only the form available at www2013.org to book your room.

Important Note:
Deadline: Special rates apply only until March 28th, but are subject to availability.
To and From

International Airport – Galeão
Check the address of the Galeão Airport, in Rio de Janeiro, and others forms of transport. http://www.aeroportogaleao.net/en/galeao-rio-de-janeiro-airport-directions

Direction to Santos Dumont Airport
Check information on transportation and the address of the Santos Dumont Airport in Rio de Janeiro. www.aeroportosantosdumont.net/en/santos-dumont-rio-de-janeiro-airport-location

The participants of WWW2013 will be able to use Easy Taxi, a mobile application for searching safe taxis: www.easytaxi.com.br
For more information, please visit the official website: www2013.org.
Items of the basic booth

The basic booth consists of the following:

**Booth**
Floor: The floor will be totally covered with gray carpet, 3 mm thick.
Walls: They will be built in Octanorm system, covered with MDF in white color, 2.5 m tall, with glass panels and vinyl applied.
Fascia Board: It will be in MDF board, 2.00 m × 0.50 m tall, with the exhibitor’s logo applied.

**Furniture per booth**
All booths will have 1 rounded table, 3 chairs, 2 shelves and 1 reception counter built in MDF in white color, measuring 1.00 m tall.
Note: The only exception are 24 m²-booths, which will have 2 rounded tables and 6 chairs.

**Logo**
Exhibitors must send the logo in EPS or Corel Draw to be applied on the booth’s fascia. The fascia is 2.00 × 0.50 m tall.

**Important Notes:**
The event area is supplied with 380 V tri-phase / 220 V mono-phase electrical current. Please consult the hotel’s events coordination for additional information:

Windsor Barra Hotel
Phone: +55 (21) 2195-5000
Fax: +55 (21) 2195-5050
Contact: Bianca Rodrigues
E-mail: eventos.windsorbarra@windsorhoteis.com.br
The following images are only examples. The graphic on the wall is an option, and it costs US$ 150.00. Panel size is 1.70 × 1.20 m, and the file must be sent in PDF.

**9 m²**
The 9 m²-booth has 4 spots and 2 sockets.

**12 m²**
The 12 m²-booth has 4 spots and 2 sockets.

**15 m²**
The 15 m²-booth has 5 spots and 2 sockets.
Customized Booths
To request a special design for the booth, please contact the Official Assembling Company. Be aware that all customized booths must be designed and built by them. The booth design will only be permitted with prior approval by the organizer of the event. The organizer reserves the right to request exhibitors to alter the design of their booths if the assembling and/or design cause any obstruction to other exhibitors.

24 m²
The 24 m²-booth has 6 spots and 3 sockets.

18 m²
The 18 m²-booth has 5 spots and 3 sockets.
<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
<th>Time</th>
<th>Exhibitors</th>
<th>Visitors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booths Assembling</td>
<td>Monday / Tuesday</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>May 13-14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decoration Period</td>
<td>Tuesday, May 14</td>
<td>2:00 pm</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Opening Ceremony</td>
<td>Wednesday, May 15</td>
<td>12:00 am</td>
<td>12:00 am</td>
<td></td>
</tr>
<tr>
<td>Poster Reception</td>
<td>Wednesday, May 15</td>
<td><em>to be confirmed</em></td>
<td><em>to be confirmed</em></td>
<td><em>to be confirmed</em></td>
</tr>
<tr>
<td>Exhibition Period</td>
<td>Wednesday, May 15</td>
<td>11:00 am to 8:00 pm</td>
<td>12:00 am to 8:00 pm</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wednesday, May 16</td>
<td>11:00 am to 6:00 pm</td>
<td>12:00 am to 6:00 pm</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thursday, May 17</td>
<td>11:00 am to 6:00 pm</td>
<td>12:00 am to 6:00 pm</td>
<td></td>
</tr>
<tr>
<td>Gala Dinner</td>
<td>Thursday, May 16</td>
<td>08:00 pm (<em>only for those who bought a ticket</em>)</td>
<td>08:00 pm (<em>only for those who bought a ticket</em>)</td>
<td></td>
</tr>
<tr>
<td>Dismantling</td>
<td>Friday, May 17</td>
<td>6:00 pm</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
General Participation Rules

It is forbidden to sell any product, material or service during the conference period.

The promoter is not responsible for any material left at the exhibition site before, during or after the event.

Food and drinks – The supply of food and drinks to the booths should be negotiated directly with the Windsor Barra Hotel. These rules are part of the contract signed between the Conference and the Hotel. The Organizing Commission is not responsible if your company does not follow this procedure.

It is forbidden to fix nails, perforate, paint or scratch the dividing panels and aluminium structures, which are property of Octaplan’s (the official assembling company); the same applies to the exhibition site.

It is forbidden to broadcast music or use any sound equipment that may bother other exhibitors, except the projection of audio-visual presentations at the sound level of human voices. The Organizing Commission may, at any moment, request the interruption of any transmissions or actions that it may judge inconvenient or disturbing.

It is forbidden to use inflammable substances, explosives, dangerous gases, radioactive materials or highly inflammable substances.

It is expressly forbidden to use any type of equipment that produces fire, including ovens, braziers or gas jets. It is also forbidden to operate internal combustion engines or any type of equipment that emits any type of toxic gas, smoke or grease within the Convention Center. Exceptional cases shall be studied and may be authorized by the Organizing Commission.

The exhibition of equipment and promotional materials should be confined to the area of the booth or the counter.
All booth walls shall be the same height.

It is not allowed to mark, paint, perforate or damage the floor, the walls, columns or any other structure. The exhibitor will be responsible for any damage caused, who will pay for the repair or replacement expenses, as determined by the technical team of the event.

No brick constructions are allowed.

Electric power supplied as a basic point will be 300 W at 220 V/60 Hz (double phase). Exhibitors that need additional power supply should submit their request to the official assembling company, which will inform the additional costs.

Booths with special decoration must have their design submitted to WWW2013 coordination, and such projects may only be carried out after written approval.

The exhibitor is responsible for switching off the power at its booth at the end of the day. Any exhibitor that does not comply with this procedure will be responsible for any accident related to the non-fulfillment of this rule.

Non occupation-cancellation: Any booth not occupied at midday of the opening day will be reclaimed by the organizers. The exhibitor responsible for the booth may not claim any form of compensatory payment.

The organizers reserve the right to postpone the event and to change opening hours in case of special circumstances. The postponement of the event or any change in opening hours do not in any way justify the total or partial cancellation of the reservation by the exhibitor.

**Provisory Authorization For Functioning (PAF)**

All exhibitors must obtain the PAF (Provisory Authorization for Functioning) from the Finance Department of Rio de Janeiro (Secretaria da Fazenda do Rio de Janeiro). This is mandatory for all exhibitors.

All exhibit are are aware that, once they have a temporary operating permit, they must keep it at all times inside the booth as a proof of tax payment.

Please, send to exhibitor@www2013.org all documents needed for the procedures required by law. These documents are listed in the form below.

The form bellow is a translated sample of the original. Please find the original form at: geointla.org/2012/exhibitionlicense%20_form.doc
### RESERVADO AO SETOR DE EVENTOS

### NOME / RAZÃO SOCIAL (COMPANY NAME)

### NOME FANTASIA (FANTASY NAME / FANCY NAME)

### INSCRIÇÃO ESTADUAL (BRAZILIAN REGISTRATION) IN:1 necessary to Foreign Companies

### CNPJ/CPF (COMPANY IDENTIFICATION NUMBER / ID NUMBER)

### CNAE FISCAL (TAX NUMBER)

### ENDEREÇO (ADDRESS OF THE COMPANY)

### TELEFONES (TELEPHONE CONTACT) PESSOA P/ CONTATO – (CONTACT PERSON)

--

A firma acima qualificada vem requerer a V...Sª. o funcionamento provisório em relação a atividade que desenvolverá como expositores:

### NOME DO EVENTO (EVENT NAME)

### LOCAL (VENUE) N.º DO STAND (STAND NUMBER)

### PERIODO (SHOW DAYS) HORÁRIO (SCHEDULE)

A atividade da requerente desenvolver-se-á:

<table>
<thead>
<tr>
<th>( ) COM VENDAS</th>
<th>( ) SEM VENDAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>with sale</td>
<td>without sale</td>
</tr>
</tbody>
</table>

As mercadorias não vendidas e que retornarão ao seu estabelecimento serão acobertadas por:

- ( ) NOTA FISCAL DE ENTRADE
- ( ) NOTA FISCAL AVULSA

As mercadorias destinadas ao evento deverão ser acobertadas por NOTA FISCAL com preço de venda a varejo.

### PESSOA RESPONSÁVEL PERANTE O FISCO DURANTE O EVENTO

Representative Person during the show days in Brazil

<table>
<thead>
<tr>
<th>N.º IDENTIDADE</th>
<th>ORGÃO EMISSOR</th>
<th>DATA DE EMISSÃO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport number</td>
<td>Insuing authority</td>
<td>Date of issue</td>
</tr>
</tbody>
</table>

--

A empresa anexa os documentos abaixo discriminados, declarando estar disposta a submeter-se às demais exigências legais e regulamentares, bem como, apresentar outras informações caso necessário.

Rio de Janeiro, __________ de __________ de __________.

Local, Date

____________________________________

Assinatura do representante legal do requerente

Anexar cópia dos seguintes documentos

1) Requerimento em 2 (duas) vias
2) Identidade e CPF do representante legal do requerente
3) Comprovante de Inscrição Estadual e CNPJ
4) Contrato de locação do stand
5) Contrato Social e Última alteração

### NOME DO EVENTO (EVENT NAME)

### LOCAL (VENUE)

### PERIODO (SHOW DAYS)

---

**Obs.1:** 3ª Pessoa só pode assinar com procuração.

---

**Obs.2:** Todos os expositores do Estado do Rio de Janeiro que realizarem vendas, deverão apresentar a este departamento no prazo máximo de cinco dias após o término do evento, relatório circunstanciado sobre as operações realizadas durante o evento, nos termos do Artigo 217 do Livro VI do Decreto 27.427 de 17/11/2000.

All exhibitors of the State of Rio de Janeiro have to shall submit within five days after the event, detailed report on the operations performed during the event, pursuant to Article 217 of Book VI of the Decree 27427 of 11.17.2000.

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**Obs.3:** Os organizadores de Eventos deverão apresentar a este Departamento, no prazo máximo de cinco dias antes do início do evento, cópia do Alvará de Licenciamento da Prefeitura do Município da realização do evento.

Event organizers must submit to this Department, no later than five days before the event, a copy of the License Permit by the Municipality.
Forms and Deadlines

These forms have essential information for WWW2013 exhibitors. They contain detailed instructions regarding all aspects of product and service presentation.

Please fill in the compulsory forms, and also the optional forms, if they apply to your participation, and send them back until their deadlines.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DEAD LINE</th>
<th>COMPULSORY/ OPTIONAL</th>
<th>SEND TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form 1: Approval of regulations</td>
<td>April 5th</td>
<td>C</td>
<td><a href="mailto:exhibitor@www2013.org">exhibitor@www2013.org</a></td>
</tr>
<tr>
<td>Form 2: Registrations at the conference</td>
<td>April 5th</td>
<td>C</td>
<td><a href="mailto:exhibitor@www2013.org">exhibitor@www2013.org</a></td>
</tr>
<tr>
<td>Form 3: Attendees at the booth</td>
<td>April 5th</td>
<td>C</td>
<td><a href="mailto:exhibitor@www2013.org">exhibitor@www2013.org</a></td>
</tr>
<tr>
<td>Form 4: Press badges</td>
<td>April 5th</td>
<td>C</td>
<td><a href="mailto:thiago.dias@s2publicom.com.br">thiago.dias@s2publicom.com.br</a></td>
</tr>
<tr>
<td>Form 5: Staff badges</td>
<td>April 5th</td>
<td>C</td>
<td><a href="mailto:exhibitor@www2013.org">exhibitor@www2013.org</a></td>
</tr>
<tr>
<td>Form 6: Completion assembly for the booth</td>
<td>April 5th</td>
<td>O</td>
<td><a href="mailto:exhibitor@www2013.org">exhibitor@www2013.org</a></td>
</tr>
<tr>
<td>Form 7: AV equipment</td>
<td>April 15th</td>
<td>O</td>
<td><a href="mailto:exhibitor@www2013.org">exhibitor@www2013.org</a></td>
</tr>
<tr>
<td>Form 8: Logo</td>
<td>April 15th</td>
<td>C</td>
<td><a href="mailto:exhibitor@www2013.org">exhibitor@www2013.org</a></td>
</tr>
</tbody>
</table>
# Form 1

## Approval of Regulations

**COMPULSORY**

Deadline: April 5th, 2013

### Exhibitor

- **Company:**
- **Booth nº.:**
- **Responsible:**
- **E-mail:**
- **Address:**
- **Zip Code (Cep):**
- **City:**
- **State:**
- **Country:**
- **Tel.:**
- **Fax:**

The company has read and understood all legal provisions and regulations in the present manual and will respect them in every aspect.

If this form is not completed and returned, the organizers reserve the right to authorize or not the exhibitor’s participation.

---

**Stamp of your company:**

---

**Date:**

**Signature:**
Form 2
Registrations at the conference

COMPULSORY
Deadline: April 5th, 2013

Exhibitor
Company: .......................................................... Booth no.: ..........................................................
Responsible: ..........................................................
E-mail: ........................................................................
Address: ........................................................................
Zip Code (Cep): ......................................................... City: ..........................................................
State: .......................................................... Country: ..........................................................
Tel.: .......................................................... Fax: ..........................................................

Please write below the names of all participants or guests you want to register in the conference, according to your sponsorship category (please write in block letters). After sending the names, you will receive a letter with the instructions and free codes to fill the online registration form.

Participant - Guest
Name: ........................................................................
Mr. ( ) Mrs. ( )
First Name: .......................................................... Surname: ..........................................................

Name: ........................................................................
Mr. ( ) Mrs. ( )
First Name: .......................................................... Surname: ..........................................................

Name: ........................................................................
Mr. ( ) Mrs. ( )
First Name: .......................................................... Surname: ..........................................................

Name: ........................................................................
Mr. ( ) Mrs. ( )
First Name: .......................................................... Surname: ..........................................................

Name: ........................................................................
Mr. ( ) Mrs. ( )
First Name: .......................................................... Surname: ..........................................................

Date: ........................................................................ Signature: ..........................................................

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Form 3

Attendees at the booth

COMPULSORY

Deadline: April 5th, 2013

Exhibitor

Company: ________________________________ Booth n°.: __________________________
Responsible: ________________________________________________________________
E-mail: ________________________________________________________________
Address: ________________________________________________________________
Zip Code (Cep): ___________________________ City: ___________________________
State: ___________________________ Country: ___________________________
Tel.: ___________________________ Fax: ___________________________

Due to security reasons and in order to issue credentials, we need the names of all your attendees during
the WWW2013 in Rio de Janeiro. Please write their names (in block letters). After sending the names, you will
receive a letter with the instructions and free codes to fill the online registration form.

Number of attendees badges per booth: 2

Name: __________________________________________
Mr. ( ) Mrs. ( )
First Name: ________________________________ Surname: ________________________________

Name: __________________________________________
Mr. ( ) Mrs. ( )
First Name: ________________________________ Surname: ________________________________

For Additional Badges (BRL 510.00 each)

Name: __________________________________________
Mr. ( ) Mrs. ( )
First Name: ________________________________ Surname: ________________________________

Name: __________________________________________
Mr. ( ) Mrs. ( )
First Name: ________________________________ Surname: ________________________________

Date: __________________________________________ Signature: ___________________________

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Form 4
Press badges (only for Press Agency)  COMPULSORY
Deadline: April 5th, 2013

Exhibitor
Company: ___________________________________________ Booth nº.: ____________________________
Responsible: ____________________________________________
E-mail: _________________________________________________
Address: ________________________________________________
Zip Code (Cep): __________________________________________ City: ______________________________
State: ___________________________________________________ Country: _________________________
Tel.: ___________________________________________________ Fax: ______________________________

As previously informed, all sponsors will receive 2 press identification badges free of charge. Registrations shall be done with the event press agency S2 Publicom. Please write below their names (in block letters). After sending the names, you will receive a letter with the instructions and free codes to fill the online registration form.

Number of press badges per booth: 2
Name: ________________________________________________
Mr. ( ) Mrs. ( ) First Name: ___________________________ Surname: ______________________________

Name: ________________________________________________
Mr. ( ) Mrs. ( ) First Name: ___________________________ Surname: ______________________________

Date: __________________________________________________ Signature: ____________________________
Exhibitors and their staff shall request badges to use during the assembling and disassembling period by their employees. **These badges are not valid during the period of the event, which means May 15-17.** Please write their names (in block letters).

**Number of staff badges per booth:**

Name:

Mr. ( ) Mrs. ( )
First Name: ___________________________ Surname: ___________________________

Name:

Mr. ( ) Mrs. ( )
First Name: ___________________________ Surname: ___________________________

Name:

Mr. ( ) Mrs. ( )
First Name: ___________________________ Surname: ___________________________

Name:

Mr. ( ) Mrs. ( )
First Name: ___________________________ Surname: ___________________________

Name:

Mr. ( ) Mrs. ( )
First Name: ___________________________ Surname: ___________________________

Date: ___________________________ Signature: ___________________________
Form 6
Completion assembling for the booth  OPTIONAL
Deadline: April 5th, 2013

Exhibitor
Company: .......................................................... Booth nº.: ..............................................
Responsible: .................................................................................................................................
E-mail: ...........................................................................................................................................
Address: .........................................................................................................................................
Zip Code (Cep): ..............................................................................................................................
State: .............................................................................................................................. Country:
Tel.: ................................................................................................................................. Fax:

All prices include supply and assembling.

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>AMOUNT</th>
<th>PRICE</th>
<th>TOTAL</th>
<th>IMAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 W Spotlight</td>
<td></td>
<td>US$ 30.00 / R$ 60.00</td>
<td></td>
<td>![100 W Spotlight Image]</td>
</tr>
<tr>
<td>Bar with two sockets</td>
<td></td>
<td>US$ 30.00 / R$ 60.00</td>
<td></td>
<td>![Bar with two sockets Image]</td>
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<tr>
<td>Dustbin</td>
<td></td>
<td>US$ 10.00 / R$ 20.00</td>
<td></td>
<td>![Dustbin Image]</td>
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<tr>
<td>EQUIPMENT</td>
<td>AMOUNT</td>
<td>PRICE</td>
<td>TOTAL</td>
<td>IMAGE</td>
</tr>
<tr>
<td>----------------------</td>
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<td>------------------------</td>
</tr>
<tr>
<td>Brochure Rack</td>
<td></td>
<td>US$ 75.00 / R$ 150.00</td>
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<tr>
<td>Plant</td>
<td></td>
<td>US$ 85.00 / R$ 170.00</td>
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<tr>
<td>1.0 × 1.0 m Locker</td>
<td></td>
<td>US$ 325.00 / R$ 650.00</td>
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<tr>
<td>Swivel Armchair</td>
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<td>US$ 30.00 / R$ 60.00</td>
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<tr>
<td>Swivel Chair</td>
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<td>US$ 28.00 / R$ 55.00</td>
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<tr>
<td>Barcelona Sofa</td>
<td></td>
<td>US$ 90.00 / R$ 180.00</td>
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</tr>
<tr>
<td>White Chair</td>
<td></td>
<td>US$ 30.00 / R$ 60.00</td>
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<tr>
<td>EQUIPMENT</td>
<td>AMOUNT</td>
<td>PRICE</td>
<td>TOTAL</td>
<td>IMAGE</td>
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<tr>
<td>Bar Stool</td>
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<td>US$ 35.00 / R$ 70.00</td>
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<td>High Stool</td>
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<td>US$ 35.00 / R$ 70.00</td>
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<tr>
<td>0.70 × 0.70 Square Table</td>
<td></td>
<td>US$ 45.00 / R$ 90.00</td>
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<tr>
<td>0.80 m Round Table</td>
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<td>US$ 40.00 / R$ 80.00</td>
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<tr>
<td>1.10 m Round Table with Glass Top</td>
<td></td>
<td>US$ 75.00 / R$ 150.00</td>
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<tr>
<td>Puff</td>
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<td>US$ 30.00 / R$ 60.00</td>
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<tr>
<td>Pub table</td>
<td></td>
<td>US$ 70.00 / R$ 140.00</td>
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<tr>
<td>EQUIPMENT</td>
<td>AMOUNT</td>
<td>PRICE</td>
<td>TOTAL</td>
<td>IMAGE</td>
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<tr>
<td>---------------------------------</td>
<td>----------------------------</td>
<td>--------------------</td>
<td>--------------------</td>
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</tr>
<tr>
<td>1.20 × 0.60 m Bar Counter</td>
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<td>US$ 180.00 / R$ 360.00</td>
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<tr>
<td>0.94 × 0.54 × 1 m Counter Display</td>
<td></td>
<td>US$ 120.00 / R$ 240.00</td>
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<tr>
<td>0.94 × 0.50 × 0.85 m Cabinet</td>
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<td>US$ 70.00 / R$ 140.00</td>
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<tr>
<td>1.20 × 0.70 m Reception Table</td>
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<td>US$ 53.00 / R$ 90.00</td>
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<tr>
<td>0.60 × 0.60 m Small Table with Glass Top</td>
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<td>US$ 40.00 / R$ 80.00</td>
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<td>0.55 × 0.55 m Small Table</td>
<td></td>
<td>US$ 50.00 / R$ 100.00</td>
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<tr>
<td>Refrigerator Nevera</td>
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<td>US$ 125.00 / R$ 250.00</td>
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</table>
### ADDITIONAL ITEMS

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>AMOUNT</th>
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<th>TOTAL</th>
<th>IMAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Fridge</td>
<td></td>
<td>US$ 100.00 / R$ 200.00</td>
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<tr>
<td>1 x 0.5 × 2 m High Showcase / 0.50 × 0.50 × 2 m White Panel</td>
<td></td>
<td>US$ 225.00 / R$ 450.00</td>
<td>US$ 200.00 / R$ 400.00</td>
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<tr>
<td>1.70 × 1.20 m Graphic</td>
<td></td>
<td>US$ 150.00 / R$ 300.00</td>
<td></td>
<td>PDF file must be provided by the exhibitor</td>
</tr>
</tbody>
</table>

**Payment:**

( ) Send an invoice  
( ) In cash when arriving on site

Date: ____________________________  
Signature: ________________________
AV Equipment

Exhibitor
Company: ___________________________ Booth nº.: ___________________________
Responsible: _____________________________________________________________
E-mail: _____________________________
Address: _______________________________________________________________
Zip Code (Cep): ______________________ City: _____________________________
State: _____________________________ Country: ___________________________
Tel.: _____________________________ Fax: _________________________________

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plasma display TV</td>
<td>Consult us</td>
</tr>
<tr>
<td>LCD TV</td>
<td>Consult us</td>
</tr>
<tr>
<td>DVD Player</td>
<td>Consult us</td>
</tr>
<tr>
<td>Notebook</td>
<td>Consult us</td>
</tr>
<tr>
<td>Telephone on the booth</td>
<td>Consult us</td>
</tr>
<tr>
<td>Others</td>
<td>Consult us</td>
</tr>
</tbody>
</table>

Date: ___________________________________________ Signature: ___________________________
Exhibitors must send their logo in EPS or CRD to be applied on the booth’s fascia. The fascia is $2.00 \times 0.50$ m tall.