



ISRM 14TH
INTERNATIONAL
CONGRESS OF
ROCK MECHANICS

September 13 to 18, 2019 - Iguassu Falls - Brazil

EXHIBITOR'S
MANUAL



**INTERNATIONAL
CONGRESS ON ROCK
MECHANICS AND
ROCK ENGINEERING**

September 13 to 18, 2019 - Foz do Iguassu - Brazil

DEAR EXHIBITOR,

We are pleased to introduce you the Exhibitor's Manual of the **14th INTERNATIONAL CONGRESS ON ROCK MECHANICS AND ROCK ENGINEERING – ISRM**, that will be held from September 16 to 19, 2019, at the **Bourbon Cataratas Convention & Spa Resorts, Avenida das Cataratas, nº 2345, Iguassu Falls – Brazil.**

All our efforts are driven by the certainty that we will hold a great event together. We will always be at your disposal to assist you to the best of our ability towards the successful participation of your company.

This Exhibitor's Manual constitutes an integral part of exhibitor's contract and its purpose is to present and clarify event rules. By carefully reading this manual you will understand the responsibilities of Sponsors –ISRM and ABMS, the Organizer – MCI Brasil and of the exhibitors and their representatives, who should also be familiar with these aspects.

It is imperative that all deadlines provided herein be met. Please bear in mind that any information submitted after the deadline will not be considered by event Organizer - MCI Brasil.

You should plan your attendance in line with event schedule, and thus ensure the full success of your participation.

We thank you for joining us. We will always be at your disposal to provide any additional information you may require.

MCI TEAM



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1. GENERAL PROVISIONS

Welcome to the 14th ISRM!

Please carefully read This Manual as it is of utmost importance. Lack of familiarity with the rules established in this Manual will not exempt exhibitors and their contractors from the penalties, fines, sanctions and liabilities established in this herein and for which exhibitor will be liable.

Intending to offer equal treatment to all, any exhibitors who not comply with the rules and regulations set for the 14th ISRM will be required to promptly make the necessary changes incurring in all the resulting costs of such changes. When this change are not possible, the Organizer – MCI Brasil, reserves itself the right to fully or partially cancel exhibitor's participation in the event and the contract price and already paid fees will not be reimbursed.

The Promoters – ISRM/ABMS will not be liable for any losses and will not be required to compensate the Exhibitors for losses incurred as a result of less than satisfactory results from their participation in the event.

When participating of 14th ISRM, the Exhibitors accept and agree with the content of this Exhibitor's Manual, where their rights and obligations towards the Event are established.



2. FORMS AND TERMS

The forms should be fully completed and sent electronically through the Exhibitor Portal.

Any requests for services submitted after the deadline will be conditioned to technical availability.

Mandatory Forms			
Assembly Type	Responsibility	Form	Deadline
Basic/Special	Exhibitor	Request for Power	Aug/09
Special	Exhibitor	Statement of Liability	Aug/12
Special	Assembler	Assembly Identification Badge	Aug/26
Special	Exhibitor	Assembly Cleaning	
Basic/Special	Exhibitor	Mandatory Cleaning	
Basic/Special	Exhibitor	Exhibitor's Credential	
Optional Forms			
Assembly Type	Responsibility	Form	Deadline
Basic/Special	Exhibitor	Service Identification Badge	Aug/26

CAEX – Exhibitor Service Center

Vanessa Mariano

E-mail: caex.isrm2019@mci-group.com

Telephone: (11) 3515 – 8793



3. GENERAL SCHEDULE

The official opening of the exhibition is set for **6:30 pm on September 15, 2019**. To this end, booth assembly and decoration work must be completed according to the schedule below to enable us to adequately clean and prepare the whole common use area of the event.

Failure to comply with the Schedule will entail a fine established in this Manual in “5 – General Event Rules”

ASSEMBLY			
DATE	INFORMATION	START	FINISH
Sept/11	The CAEX starts operations – Assemblers granted access to site once the required documentation has been checked (ART-RRT, payment of power supply) – and delivery of assembly credentials	12 noon	10 pm
Sept 12 to 13	Structural assembly of the booths	08:00 am	10:00 pm
14/set	End date of structural assembly of the booths	08:00 am	10:00 pm
15/set	Booth delivery and access by exhibitors to decorate them	08h00 am	12 Noon
	General cleaning of the Exhibition area	12 Noon	4:00 pm
EVENT			
DATE	INFORMATION	START	FINISH
Sept/15	Opening of the Exhibition	7:30 pm	10:00 pm
Sept 16 to 18	Replenishment of materials in the booth	07:00 am	08h00 pm
	Exhibition	08:00 am	18:00 pm
DISASSEMBLY			
DATE	INFORMATION	START	FINISH
Sept/18	Closing of the Exhibition	06:00 pm	
	Removal of exhibitor materials	06:00 pm	07:00 pm
	Beginning of Booth Disassembly	07:00 pm	11:00 pm
Sep/19	End of booth Disassembly	07:00 am	6:00 pm

No construction will be allowed after the times set in the Schedule.

All structural assembly must be completed by 10:00 pm on September 14, 2019, and the period 08 am to 12 noon on September 15 will be reserved for booth decoration and arrival of equipment.

IMPORTANT: Structural assembly means: finishing that involves machinery, painting, sanding and construction in general.



4. USEFUL TELEPHONES

Site	Bourbon Cataratas Convention & Spa Resorts Avenida das Cataratas, nº 2345 Iguassu Falls – Brazil, CEP 85.853-000
Promotion	International Society for Rock Mechanics – ISRM  Associação Brasileira de Mecânica dos Solos e Engenharia Geotécnica – ABMS 
Organization	MCI Brasil Contact: Tatiana Mota Telephone: +55 (11) 3056-6000/ +55 (11) 9 7271.5420 E-mail: tatiana.mota@mci-group.com 
Commercial Services	MCI Contact: Bruno Bolivia Telephone: +55 (11) 99400-7500 E-mail: bmfeiras@gmail.com
Exhibitor Service Center	CAEX: Information and Forwarding of Exhibitor Forms: Contact: Vanessa Mariano Telephone.: +55 (11) 3515 - 8793 E-mail: caex.isrm2019@mci-group.com Throughout the assembly period and the event, service will be provided to exhibitors by CAEX (Exhibitor Service Center).
Official Assembler	Projeto Stands Contact: Michelle Firmino Telephone: +55 (45) 3574-3833 E-mail: atendimento@projetostands.com.br



**INTERNATIONAL
CONGRESS ON ROCK
MECHANICS AND
ROCK ENGINEERING**

September 13 to 18, 2019 - Foz do Iguaçu - Brazil

Travel Agency	LEVITATUR Contact: Aline Felicio Telephone: +55 (11) 2090-1030 / +55 (11) 9 9154-1096 E-mail : aline@levitatur.com.br / grupos@levitatur.com.br
Freight Forward Referrals	CHRYSTIANE MAGALHÃES Telephone: +55 (45) 99946-7424 HSM EVENTS Contact: Heloisa Melo Telephone: +55 (11) 2533-2135 / +55 (11) 97393-9479 E-mail: heloisa@hsmevents.com.br /commercial@hsmevents.com.br POP CARGO Contact: Fábio Machado Telephone: +55 (11) 3876-3076 / +55 (11) 99198-7262 E-mail: fabio@popcargo.com WAIVER EXPO Contact: Claudia Grigolo Telephone: +55 (11) 2281-7882 / +55 (11) 94341-6222 E-mail: claudia.grigolon@waiverexpo.com / info.brasil@waiverlog.com
ECAD	Escritório Central de Arrecadação e Distribuição – ECAD Avenida Almirante Barroso, 22 – 22º andar Centro – Rio de Janeiro/RJ – CEP 20031-000 Tel.: (21) 2544 3400



5. GENERAL EVENT RULES

This document establishes the rules that will govern the smooth operation of the 14th ISRM.

If there is non-compliance with any of the rules established in this Manual by any exhibitor, or exhibitor representative, will subject the party in default to a U\$1,316.00 fine imposed for each of the rules that has not been complied with.

Throughout the period of the event access to event site will be allowed to materials carried in pneumatic wheeled carts and materials that can be hand carried, according to the pre-defined schedule se in item “3 – Schedule,” with the purpose of replenishing supplies.

Exhibitors will be responsible for all and every promotional materials, equipment and related items that enter the event site.

Questions about the event or this Manual should be directed to Event Organizer -MCI Brasil, whose contact data are provided in item “4 – Useful Telephones”.

RIGHTS AND OBLIGATIONS OF THE ORGANIZER

- The Organizer - MCI-Brasil, reserves itself the right to change the rules established in this Manual, or to establish new rules in a timely manner, either to ensure smooth event operation or for safety reasons;
- Redistribute or replace the exhibition areas up to event date, according to the rules established in the contract, rearrange unused spaces and improve the general ambient of the fair. The Organizer - MCI Brasil will send prior notice to exhibitors and will observe the sizes and features established in the Participation Agreement and these procedures will not constitute contract default;
- Provide information about the assembly materials used by event Official Assembler – Projeto Stands, infrastructure services and other relevant information on how the exhibit will be managed;
- Deliver to exhibitors who have selected a Basic Assembly (included in the m² price), an empty and clean booth leaving it fit to be used and assembled according to the specifications agreed upon in the contract and according to the established dates and schedules;
- Require from Exhibitors payment of any outstanding amounts related to contract installments and mandatory and/or hired services;
- Deliver Identification badges that will access to the exhibition area by the exhibitors that have complied with undertaken obligations;
- Approve or reject the design of the booths based on this regulation;
- Impose penalties or interrupt the activities of booths that fail to comply with the standards established in this Manual and with the general conditions applicable to the participation and service contracts.
- Provide technical guidance to exhibitors, according to the information supplied in this Manual;
- Promote services: event general reception, CAEX, office, asset security in common use areas, general cleaning of common use areas, general service lighting. For more details, please, refer to item “9 – Infrastructure and Services”.



OBLIGATIONS OF THE EXHIBITOR

- Strictly comply with the terms established in these rules, most importantly with respect to the submission of the form to the Organizer - MCI Brasil.
- Pay for the expenses incurred as a result of participation in the event, including taxes, contributions and municipal, state and federal charges;
- To be granted access to the booths and receive the identification credentials, Exhibitors must have settled all payments related to the sponsorship contract and any additional services hired;
- Keep the booth in good order and staffed full time by personnel prepared to provide information about the materials on display;
- Answer for the internal cleaning and security of the booth;
- Remove all materials, decorations and equipment within the established term;
- Leave rented area perfectly clean and free from any waste. Waste means: scraps of canvas, leather, pieces of wood, nails, screws and other items. Non-compliance with these rules will subject Exhibitor to the fine referred to item "5 – General Event Rules";
- Direct or indirect display of any products that are not linked to the contract is strictly forbidden;
- Exhibitors will not be allowed to fully or partially assign any rights or responsibilities related to the Promoters – ISRM/ABMS, or to sublet or assign, either fully or partially, the area allocated to Exhibitor without prior express consent from the Promoters – ISRM/ABMS;

Exhibitors will be fully liable during assembly, event delivery and disassembly for any loss, damage, theft or misplaced goods and people wandering inside the rented areas.

RESPONSIBILITY OVER SALES

The Promoters – ISRM/ABMS will not be liable for the success of business between Exhibitors and Participants. The liability of the Promoters – ISRM/ABMS will be limited to the promotion and advertisement of the event in the sector, and MCI Brasil will be in charge of event organization.

PROMOTIONAL MATERIALS AND ADVERTISEMENT

Contact with visitors and sales, at the Event venue, is restricted to the Exhibitor's area. Customer prospecting by Exhibitors is expressly forbidden outside Exhibitor's booth and at the common use and public areas of the 14th ISRM.

Exhibitors will only be allowed to hand out gift and fliers to participants within the limits of the assigned areas and provided such gifts and fliers are expressly linked to Exhibitor's name and/or products. Any special promotional action must be authorized in advance by Event Organizer -MCI Brasil. Requests for authorization, please, will be addressed to the CAEX – Vanessa Mariano – caex.isrm2019@mci-group.com.

IT WILL NOT BE ALLOWED:

- a) Installation of inflatable items of any kind, shape or size outside booth area;
- b) Circulation of persons wearing any type of costumes (inflatable, costumes, etc.), representing exhibitor company products (brand, character or theme allusive to the booth) on event halls or common use areas;



- c) Distribution, arrangement, installation or display of third party's products, tokens and printed materials.

The Organizer - MCI Brasil may interrupt any type of promotion which, at MCI discretion, may adversely affect the event.

EVENT LOGO

The logo of the **14th INTERNATIONAL CONGRESS ON ROCK MECHANICS AND ROCK ENGINEERING** can only be displayed on Congress official publications or publications approved by the Organizer – MCI Brasil.

SUBLETTING

Partial or full subletting of Exhibitor's booth to third parties will not be allowed as well as any swap of spaces between two Exhibitors under private agreements. In this case, the Organizer- MCI Brasil reserves itself the right to prevent the use of the booth at any given time.

PHOTOS AND FILMING

Notice about Photos, filming and recording of the scientific sessions must be sent beforehand and approved by the Organizer- MCI Brasil.

Photos, filming and interviews will be allowed in the Exhibition area.

It is hereby established that the names and the photos of visitors and participants of the 14th ISRM can be used by the Organizer– MCI Brasil to promote the 14th ISRM, ISRM, ABMS, MCI Brasil and other similar actions, including advertisement and press releases.

LEGAL ASPECTS

All Exhibitors or Sponsors will be liable for the materials and information furnished at the Event and will only be entitled to display the proposed item in their booths if allowed by law and pursuant to the Brazilian law.

6. LEGAL REQUIREMENTS

Sponsorship of the area or Basic Assembly do not include collection and fees, charges and taxes on the services and payable to state institutions (State Revenue Service) and Class Associations (CAU's RRT). All these amounts will be paid directly by Exhibitors to the relevant offices or agencies.

TAX-RELATED PROCEDURES, IPI AND ICMS

The Promoters – ISRM /ABMS, the Organizer- MCI Brasil and the Official Assembler – Projeto Stands will not be liable in case of negligence with respect to compliance with the legal requirements applicable to the IPI (Tax on Industrialized Products) and the ICMS (Tax on the Circulation of Goods and Services).



Exhibitors are required to check the legal provisions that govern carriage and shipment of goods and products.

MINISTRY OF LABOR (BRAZILIAN LEGISLATION)

We are recommending Exhibitors to see to compliance with all labor laws when hiring any companies and require proof of compliance with all the Federal and State Labor Laws.

Aiming to regulate and standardize the procedures enforceable for labor hiring, the Ministry of Labor has been conducting frequent inspections at the events.

In line with international standards, the Brazilian law restricts work performed by foreigners and minors, unless they carry the necessary documentation obtained from the Ministry of Labor.

Throughout the event Exhibitors will be required to keep in their booths the labor documentation of all their employees and non-official service providers (e.g.: receptionists, producers, booth assemblers in case of special projects, etc.).

While carrying out inspections at the events, the Regional Office of the Ministry of Labor has been asking booth assemblers, service providers and Exhibitors to present the following documents:

- **Exhibitor company employees:** copy of employee registration and off site timecard;
- **Employees of service rendering companies:** service rendering contract; copy of employees' registration or identification card showing employee full name (badge), job title, date hired and PIS/PASEP number and off site timecard;
- **Temporary jobs:** contract signed with the part time job company, registration of this company with the Ministry of Labor, list of temporary employees providing services and off site timecard;
- **Self-employed personnel:** copy of registration with City Hall and INSS.

7. SPECIAL PROJECTS – GENERAL ASSEMBLY AND DISASSEMBLY RULES

PROJECTS AND LIABILITY COMMITMENT

For special projects Exhibitors are free to hire their own assemblers. The Official Assembler – Projeto Stands is qualified to design and carry out special assembly and decoration work, and it is at your disposal to offer quotations to meet your specific needs.

Exhibitors are required to send this Manual to the assembler and call attention to the rules and terms established herein.

Booth project design must comply with all rules set out in this Manual and legal requirements, and it must be submitted for approval attached to the Liability Commitment which is available to be filled-in at the Exhibitor Portal. **Booth project must be submitted by August 12, 2019.**



DURING ASSEMBLY

The Organizer- MCI Brasil reserves itself the right to demand adjustments to the booths if deemed necessary considering conformity with safety standards, the technical requirements and the responsibility to achieve the best image possible for the global Exhibition.

The Organizer– MCI Brasil reserves itself the right to interrupt the construction of any projects presenting any irregularity.

BOOTH FLOORING

The area of each booth will be delimited by the Organizer- MCI Brasil and respected for construction, and no changes to the delimited area will be allowed.

Construction of elevated flooring will not be allowed.

All constructions will stand on the original floor without damaging it, and the full assembly area will be lined to protect its floor. For fixing, the use of 3M double face adhesive tape ref. 4820 is mandatory.

Exhibitors will be liable for any damage to the floor of event venue. Notification will be issued and the amount to be paid will be according to the cost of repair, which will be calculated and collected after inspection of delivery of the space.

Construction of walkways will not be allowed.

WALLS AND PARTITIONS

Construction of partitions in all areas abutting other booths. The construction of walls and partitions will comply with minimum 2.20m and maximum 3.70m height.

If the booth exceeds the minimum height, the external finishing will follow the same pattern of the internal one, without the brand.

Independent from height, the backside of booth will have the same finishing of the internal one, without the brand.

GLASS WALLS

Glass walls will be built in tempered or laminated glass, and the use of tempered or laminated glass requires submission of a manufacturing certificate.

The use of glass panels with adhesive film (“Insulfilm”-type) requires submission of an A.R.T. – Annotation of Technical Responsibility.

Aiming to accident prevention, glass panels must have signs affixed with safety tape (sticker, graphic signs, logo etc.) during the assembly and disassembly periods. The legal requirements, Fire Department standards and NBR standards 7.199, 14.697 and ABNT 14.698 must be complied with.



HORIZONTAL PROJECTION OF THE BOOTH

The horizontal projection of any assembly element or products on display must be fully contained within the limits of the assigned area.

Projection over neighboring booth or circulation areas of any construction or decoration element will not be allowed, and these elements must also be contained within the limits of the booth.

ASSEMBLY OF BOOTH WITH AN UPPER FLOOR

Assembly of booth with upper floor will not be allowed.

APPROVAL AND COMMITMENT OF LIABILITY

Before assembly starts all booths should be approved by the Organizer– MCI Brasil. Booth project will describe:

- Elevated front and side;
- Event name;
- Space number;
- Signature and stamp of an engineer or architect *

* Professionals must be accredited by the competent agencies - CREA (Regional Council of Engineering and Agronomy) or CAU (Council of Architecture and Urbanism).

All flooring, independent from materials used, must be detailed at the time of implementation.

Projects must be sent up to August 12, 2019, stating the name of the event, 14th ISRM, and booth number to:

Projeto Stands

Contact: Michelle

Telephone: (45) 35743833

E-mail: atendimento@projetostands.com.br

Late submission of projects will entail a fine pursuant to item “5 – General Event Rules”.

Once the projects have been received, as appropriate, a notice will be sent within a term of five days requesting changes or clearing the project for assembly.

Booth design analysis and subsequent release by the Organizer– MCI Brasil/ Official Assembler – Projeto Stands of the 14th ISRM will be limited to checks related to the assembly standards and occupation of leased area. Any project failing to comply with requirements of standards, rules and provisions of this Manual will not be cleared for assembly at event site.

Exhibitor’s project submitted for approval must be sent attached to selected supplier documentation: payment slip of the RRT (Technical Responsibility Registration/*Registro de Responsabilidade Técnica*) or ART (Annotation of Technical Responsibility/*Anotação de Responsabilidade Técnica*) of the project to CAU or CREA, respectively, with proof of payment.



INFORMATION ABOUT THE RRT and/or ART:

Pursuant to the legislation that governs the Councils of Architecture and Urbanism and the Regional Council of Engineering and Agronomy, all projects or assembly of booths for events need a technical person in charge duly registered with CAU (Architects or CREA (Engineers) in the region where the works or services will be carried out, and the respective RRT or ART. The project for the whole architecture project of the event needs also be annotated at the CAU, being valid throughout the national territory, or at the CREA of the State where the project will be implemented.

To be valid, the document must be signed by both the professional and the contracting party and attached to proof of bank payment and to a copy of the registration of the professional in charge.

ART's/RRT's will be required for:

- Booth design and electrical installation project
- Execution of booth and electrical installation

To be valid the document must be signed by both the professional and the contracting party and attached to proof of payment and copy of the registration of the professional in charge.

IMPORTANT: We are recommending the establishment of an assistance agreement between the Exhibitor and the Outsourced Assembler providing for fines applicable to possible delays and less than satisfactory service implementation. Please bear in mind that the Official Assembler – Projeto Stands will not be providing maintenance services (replacement of light bulbs, opening of padlocks, repairs to headers etc.) to the booths set up by other assemblers.

August 8, 2019 is the deadline for submission of projects and for completing form and paying all charges and for forwarding of receipts and the Liability Commitment signed by both parties.

Projects sent after the deadline may be rejected. In this even, a solution will be discussed individually and directly with the Official Assembler – Projeto Stands.

RELEASE FOR ASSEMBLY

The areas destined to booths assembly will be released to:

- A. Exhibitors that have settled any sponsorship/Exhibition installment;
- B. Exhibitors whose project has been granted approval;
- C. Assemblers carrying a paid RRT or ART;
- D. Assemblers that have paid for the assembly identification badges;
- E. Assemblers whose personnel wear appropriate clothing and PPEs;
- F. Exhibitors that have already paid the mandatory fees.

IMPORTANT: Assemblers are required to send a copy of the RRT/ART and proof of payment to the CAEX – caex.isrm2019@mci-group.com, for safekeeping by the Organizer- MCI Brasil.

These documents will be delivered to CAEX at the time of assembler arrival at the event site.



USE OF THE CONVENTION CENTER

The floors the event site, as well as its walls, columns and any other structure of the site of the event or of the Official Assembler – Projeto Stands, cannot be marked, painted, drilled or damaged. Exhibitors will be liable for any damage and will be required to bear the repair or replacement expenses calculated by the technical team of the Organizer- MCI Brasil.

No definitive masonry work or similar construction will be allowed (floors, walls, etc.).

The floor of the assembly area will always be appropriately covered. If any damage is evidenced to event site a notice will be issued, and a fine calculated and charged after site inspection based on the cost of repairs.

IMPORTANT: No wood sawing or painting work will be allowed beyond the limits of booth construction.

Working with greases, corrosive and similar materials will not be allowed in order to prevent damages to persons, neighboring booths or to event site facilities.

During the assembly and disassembly services, each booth assembler will be responsible for cleaning the booth and the area where assembler is working, and the assembler will not be allowed to store in the circulation areas any waste, materials, packaging, equipment, tools and products to be installed or used in the booth. All services must be carried out within the limits of the booth itself.

Each Exhibitor is responsible for keeping its assembly area perfectly clean. Cleaning services will only be allowed according to the schedule presented in item “3 – General Schedule”.

Gardens, flowers and ornamental plants or sand and rocks to build the gardens will only be allowed if kept in vases, baskets or other vessels, so that, plant watering will not result in any leaks that could damage circulation area carpeting or any of floor in the assembly area. At the time of Disassembly all items will be fully removed from the area.

Maximum load on the floor: 1,300 kg/m².

All technical subjects related to booth assembly will be directly discussed with:

CAEX

caex.isrm2019@mci-group.com

DISASSEMBLY OF BOOTHS

Exhibitors will be required to take down the booths within the time limits established in the Schedule.

- Each Exhibitor will be responsible for cleaning the area where the booth will be dismantled. Exhibitors will deliver the area fully clean and free from any waste and within the term established in item “3 – General Schedule” of this Manual;
- Whenever an Exhibitor fails to dismantle the booth and remove booth materials or any other type of materials within the established term, the Organizer- MCI Brasil will take the necessary action to clear the area. In this event, the Exhibitor and the Outsourced Assembler will not be entitled to sue the the Organizer– MCI Brasil and the Promoters – ISRM / ABMS for any type of damage to



the booth structure that will be disposed of. The cost of these procedures will be charged to Exhibitor;

- Exhibitors will bear the cost of repairs of the damaged areas of the Exhibition.

WORK SAFETY

Use of flip-flops, clogs, shorts, sleeveless shirts or any other type of garment the Organizer- MCI Brasil may deem improper or inappropriate for work will not be allowed.

All personnel or service providers engaged in assembly, maintenance or disassembly tasks in the assembly area will be required to wear shirts or uniforms with an easily visible assembler logo.

Smoking and consumption of alcoholic beverages will not be allowed inside booth assembly area.

The Assembler will be liable for all the labor and legal obligations of its employees or of any other person rendering any services at the booth.

Minors under 16 years of age will not be allowed to circulate in the Exhibition area during the assembly and disassembly periods.

USE OF PPE – PERSONAL PROTECTION EQUIPMENT

The use of Personal Protection Equipment (PPE) is mandatory.

Failure to wear the PPE's during the assembly and disassembly period will result in worker removal from site for safety reasons.

All persons inside the assembly areas will be required to wear hard hats.

Exhibitor will supply the Personal Protection Equipment (PPE) to employees/contractors as may be appropriate to the risks in the work environment of booth assembly and disassembly. The PPE's must be in perfect conservation, use and operating conditions, fully ensuring the safety of workers and of any other persons inside the assembly area.

- **Glass Workers:** non-slip rubber gloves, goggles and steel-toed leather boots.
- **Carpet Installers:** face masks while working with glue and steel-toed leather boots.
- **Welders and locksmiths:** cut resistant gloves, leather apron, goggles, welding masks and steel-toed leather boots
- **Wall painters:** rubber gloves, face masks, and steel-toed leather boots.
- **Electricians:** Long sleeve insulated rubber gloves and insulated sole shoes.
- **Cleaning Services Personnel:** rubber or leather gloves and protective footwear (PVC ankle boots).

Assembly of overhead elements, both in the external and internal area of the booths will be carried out in conformity with the work safety standards established in MTb Ordinance 3.214/78, Regulated Standards (NR) 06 and 18 and will be inspected by the fire brigade teams, and Exhibitors jointly liable with contractors and/or subcontractors will be subject to fines or ban from site if the requirements of this ordinance and applicable standards are not complied with the Promoter – ISRM / AMBS or the



Organizer- MCI Brasil shall not be liable for failure to comply with these procedures by companies hired by Exhibitors.

ASSEMBLER ACCREDITATION

Assembly Identification Credential

Identification Credentials will be requested through the Assembler Portal and will be furnished according to the number of credentials paid. To be issued an identification credentials applicants are required to enter into our system the personal data of the workers who will carry out the assembly works and pay for the Credentials.

The assembly identification credentials will be charged according to the table below:

ASSEMBLY IDENTIFICATION CREDENTIAL	
Request Date	Cost (per credential)
Up to Aug 26	U\$8.00
Onsite	U\$14.00

Maintenance Identification Credentials

During the event, booth maintenance services require a specific credential to be issued for this purpose. Assembler/decorator will request to CAEX issue of maintenance service identification credentials up to September 15, 2019 during service hours.

The CAEX will authorize the issue 1 maintenance identification credential per booth served by Assembler. The name and the RG (identity document number) of the workers who will provide maintenance services will be informed by assembler representative at the time of the first access to assembly.

Credentials must be easily visible, and these are mandatory to all persons involved in the event. If the badge is not visible worker may be asked by security to present it.

Every day the staff working at the Exhibition and the Exhibitors will be granted access to their booths 1 hour before event opening to replenish promotional materials, and carts will not be allowed to circulate while the fair is open to visitors. Booth maintenance will be carried out at the times stated in the Schedule.

8. BASIC ASSEMBLY – GENERAL ASSEMBLY AND DISASSEMBLY RULES

BASIC ASSEMBLY

The companies that have chosen the Basic Assembly package will be required to see to the Mandatory Forms and the term set for their submission.

The basic assembly booths will be delivered as follows:



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- Octanorm structure 2.20m high;
- Graphite lining;
- Straight 1 x 0.5m header with cutout adhesive (Exhibitor identification: max. 20 letters);
- 01 aluminum spot with light bulb every 3m² and also for each header;
- 01 socket, 110V, every 9m²;
- 01 black tubular table with round (tinted) glass top, 03 upholstered black chairs and 01 biodegradable garbage bin.



The booths are leased to Exhibitors. Therefore, lessees will prevent any damage to booth elements, including to event site physical area.

Exhibitors will be required to reimburse the Official Assembler – Projeto Stands, at market price, if any damage to assembly materials is evidenced.

RELEASE FOR ASSEMBLY

The areas allocated to booth assembly will be released to:

- A. Exhibitors that have settled any Sponsorship/Exhibition contract installment;
- B. Exhibitors that have already paid the mandatory fees.

USE OF THE SPACE

Event site floor, as well as the walls, columns or any other site or Official Assembler- Projeto Stands structure cannot be marked, painted, drilled or damaged. Exhibitor will be liable for any damage and will bear the cost of repair or replacement that may be required by the technical team of the Organizer- MCI Brasil.

Gardens, flowers and ornamental plants or sand and rocks to build the gardens will only be allowed if kept in vases, baskets or other vessels, so that, plant watering will not result in any leaks that could



damage circulation area carpeting or any other floor in the assembly area. At the time of disassembly, all items must be removed from the area.

All technical subjects related to booth assembly will be directly discussed with the Official Assembler – Projeto Stands.

WORK SAFETY

The requirements below are applicable to Exhibitor non-official employees and representatives.

Flip-flops, clogs, shorts, sleeveless shirts or any other type of garment the Organizer- MCI Brasil may deem improper or inappropriate for work will not be allowed.

Smoking and consumption of alcoholic beverages will not be allowed inside booth assembly area.

Minors under 16 years of age will not be allowed to circulate in the Exhibition area during the assembly and disassembly periods.

USE OF PPE – PERSONAL PROTECTION EQUIPMENT

Use of Personal Protection Equipment is mandatory.

Failure to wear the PPE's during the assembly and disassembly period will result in worker removal from site for safety reasons.

All persons inside the assembly areas will be required to wear hard hats

Exhibitors will supply the Personal Protection Equipment (PPE) to employees/contractors, as may be appropriate to the risks in the work environment of booth assembly and disassembly. The PPE's must be in perfect conservation, use and operating conditions, fully ensuring the safety of workers and of any other persons in the assembly area.

9. INFRASTRUCTURE AND SERVICES

ELECTRICAL INSTALLATIONS

Power will be supplied in non-fractionable kVA units. In case of fractioning the amount will be rounded off to the immediately higher unit (e.g. 1.4 kVA will be charged the equivalent to 2 kVA's).

- 1 KVA is stand minimum mandatory power consumption.
- Booths with Basic Assembly will be supplied 1 KVA at no cost.
- Initial KVAs will not be assigned to booths with Special assembly.

Request for a correct load will ensure perfect balancing of the phases of Event distribution lines, with safety for all Exhibitors.

Cost of the kVA: U\$93.00 for each additional kVA. This amount will be charged by the Organizer- MCI Brasil considering the total kVA's requested in the "Power Supply Request Form" up to August 9, 2019.



IMPORTANT:

FOR TECHNICAL REASON, NO ADDITIONAL KVA's CAN BE PURCHASED AFTER THE DEADLINE.
FOR ADDITIONAL INFORMATION, PLEASE, CONTACT THE CAEX.

The Amount will be paid through the Exhibitor Portal, and proof of payment will be sent by Exhibitor by e-mail addressed to caex.isrm2019@mci-group.com.

- During the event, the Organizer- MCI Brasil will review this information and will bill previous unreported excess loads. This amount will be billed by the Organizer- MCI Brasil to Exhibitor;
- **During the Exhibition, booths will be supplied by 2200v. Exhibitor will see to a transformer if 110V voltage is needed;**
- We recommend the use of stabilizers or “nobreaks” (UPS, uninterruptible power supply) for equipment requiring stable power loads, once the Organizer- MCI Brasil will not be responsible for sudden drops or peaks or for unexpected power down.
- Power delivered will not be stabilized and Exhibitors will bear the cost of the UPS systems.

For safety reasons, each piece of equipment to be used in the booth needs one socket and use of multiple outlet plug adapters and system distributors will not be allowed.

GUIDANCE FOR SPECIAL PROJECTS

- Exhibitors will be responsible for power distribution in the booths. Exhibitors will make sure that the hired assembler complies with ABNT standards, providing power inlets with appropriate circuit breaker.
- The Official Assembler – Projeto Stands will arrange with the company responsible for the installation of a power output in Exhibitor’s booth, which will be generally positioned on the back of each booth.
- Solely the Official Assembler – Projeto Stands will be authorized to furnish power output points for power supply to the circuit breaker. Exhibitors with special projects will hire their own electricians to install the power outlets and to make the adjustments inside the booths.
- Electrical installations overhanging or attached to any part of site structure will not be allowed.
- The Organizer- MCI Brasil reserves itself the right to cut power supply to any installation MCI Brasil may deem hazardous or likely to cause problems to event participants.
- The general power switch and all other electrical circuitry protection devices must be arranged in metallic plate boards, with doors, installed so that free access is allowed to the maintenance team of the Organizer– MCI Brasil, even outside normal event hours.
- Aiming to increase the safety of the general public, the installations in the booth (lighting, equipment, wires and cabled) must not be visible by neighboring booths or visitors.
- The Exhibitors and the Assembler will see to grounding of booths with metallic structures, whether iron or aluminum, connected to the ground wire located to the power outlet to prevent electric shocks.
- By the end of each day, Exhibitors will be responsible for turning off the power in the booth.
- **We are suggesting post a clear “WARNING DO NOT TURN OFF” sign close to the circuit breakers that need to remain turned on throughout the period of the event.**

ABNT NBR5410 – LOW VOLTAGE ELECTRICAL INSTALLATIONS

- All and every electrical installation must have a project designed by a qualified professional in conformity with the standards of ABNT (Associação Brasileira de Normas Técnicas/Brazilian Association of Technical Standards).



- The use of double insulation flame-resistant cables (PP type) is mandatory for all electrical installations.
- Parallel wires will not be allowed, and any improvised electrical installation is strictly forbidden.
- For further clarification, please refer to NBR5410.

TABLE TO CALCULATE ADDITIONAL KVA POWER

To calculate the total KVA (KW) your booth needs, **Exhibitors** need just to add the KW or W stated in equipment and lighting plates, or follow the guidance provided by its assembler or, yet, refer to the consumption table below:

CONSUMPTION REFERENCE TABLE	
Equipment type	KVA consumption
Fluorescent Lamp 20W	0.03
Fluorescent Lamp 40W	0.05
HQI Lamp	0.35
Dichroic Lamp	0.06
42 plasma monitor	0.3
DVD	0.3
Small coffee maker	0.8
Coffee machine	2.5
Draft beer tap	1.5
Fridge	0.5
Minibar	0.3
Freezer	0.5
Computer with monitor	0.5
Laser printer	0.6
Home type microwave oven	1.5
Industrial type microwave oven	3
Small Electric Stove	3

AIR CONDITIONING

The Exhibition is climatized and the use of air conditioning equipment in the booths will not be allowed.

HYDRAULIC INSTALLATION

This type of service will not be available.

FIRE PREVENTION

SPECIAL INSTALLATIONS



Any combustible materials (fabrics, cotton fiber, polyester, lycra, voile, carpeting, lining and props in general), will be flame resistant and carry a certificate from IPT (Instituto de Pesquisa Tecnológica/Technological Research Institute) or equivalent institute.

Use of any type of equipment capable of producing or propagate fire, including stoves, braziers or gas jet (LPG, butane or any other type of gas, alcohol gel) will not be allowed. The operation of internal combustion machine or any type of equipment producing toxic exhaust gases is also forbidden.

Both the Exhibitors and the Assembler will not be allowed to store any materials behind the booths, including flammable and packaging materials which must be removed from site.

FIRE EXTINGUISHERS

Since the beginning of the assembly procedures, throughout the period of the event and up to booth disassembly, Exhibitors are required to keep in their booths a fire extinguisher with charge compatible to the products on display and with the materials used for booth assembly.

- The fire extinguisher must be adequately positioned, identified and indicated and kept unobstructed, from the start to the end of the event, in order to meet the requirements of the regular Fire Department inspections.
- If the fire extinguisher is placed directly on the floor it must be provided with an appropriate stand in conformity with Fire Department standards. Fire extinguishers should not be placed on stairs, must be kept unobstructed and identified by appropriate signage.
- The number of extinguishers per booth will meet the requirements of the following table:

WHERE BOOTH IS NOT PARTITIONED			
AREA / m²	CO²		DCP (DRY CHEMICAL POWDER)
From 1 to 25	1	or	1
From 26 to 50	2	or	2
From 51 to 100	3	or	3

WHERE BOOTH IS PARTITIONED			
AREA / m²	CO²		DCP (DRY CHEMICAL POWDER)
From 1 to 25	2	or	2
From 26 to 50	4	or	4
From 51 to 100	6	or	6

The Fire Brigade will conduct the inspections and reserves itself the right to require a larger number of fire extinguishers, inspect them and determine their location.



ABC Powder extinguishers can replace any type of extinguishers in the specific A, B and C classes.

Requests for clarification should be addressed to the firemen of the Organizer– MCI Brasil at the CAEX.

OBSTRUCTION OF EQUIPMENT

Removal of fire extinguishers from their original positions to be used somewhere else as stand-by will not be allowed without prior authorization from the Organizer– MCI Brasil.

FORBIDDEN EQUIPMENT

It is strictly forbidden to operate internal combustion engines in any area of the event.

Use of explosives, inert and non-inert, toxic and combustible gases, LPG and inflammable liquids will not be allowed. ANY TASK INVOLVING FIRE IS STRICTLY FORBIDDEN.

STORAGE OF HAZARDOUS SUBSTANCES

In no case Exhibitors will be allowed to keep in the booth any toxic or flammable substances, explosives or any other substance entailing risks, independent from the quantity that has been stored.

CLEANING

ASSEMBLY CLEANING FEE

The Mandatory Assembly Cleaning fee is charged towards maintenance and cleaning of the circulation areas during event assembly and disassembly periods.

The Mandatory Assembly Cleaning fee is charged at **U\$16.00/m²**.

Payment will be made at the Exhibitor Portal. Basic Assembly booths are exempted from this fee.

This fee does not include removal of waste and pieces of wood.

BOOTH DELIVERY CLEANING

“BOOTH DELIVERY CLEANING” means the first cleaning for event opening, which in case of the booths with Special assembly will be carried out by the assembler hired by the **Exhibitor**.

Basic booths will be delivered already clean by the **Official Assembler – Projeto Stands**.

MANDATORY COMMON AREAS CLEANING FEE

The Mandatory Common Areas Cleaning Fee is charged towards maintenance and cleaning of Exhibition common use and circulation areas during the event and will be charged according the mandatory completion of the form at the Exhibitor Portal.

The **Mandatory Common Areas Cleaning Fee will be charged at U\$32.00 per booth.**

Cleaning of the streets, Exhibitions hallways and circulation areas will be carried out by the Organizer– MCI Brasil on a daily basis.



The fee does not include booth cleaning during the event. Exhibition booth cleaning services will be hired by Exhibitors directly with our Exclusive Official Supplier, whose name will be informed up to 60 days before the event.

For safety reasons, and due to any labor issues, Exhibitors themselves, company employees or outsourced third parties will not be allowed carry out the cleaning services.

INTERNET AND TELEPHONE SERVICES

A DEDICATED LINK should be hired if the system, simultaneous translation, etc. will be used.

A SHARED LINK should be hired when the internet will only be used to send and receive e-mails, browse the internet, etc.

For additional information and to procure these services, please contact Hotel Event Department:

Eventos Bourbon Cataratas

Telephone:+55 (45) 3521.0118

E-mail: eventos.cataratas@bourbon.com.br

SECURITY

Exhibitors are advised to take the necessary precautions to make sure that all their valuables are ensured and kept in safe places. The Organizer- MCI Brasil and the Promoters – ISRM / ABMS will not be liable for the safekeeping of such items or any other assets brought to the site by the Exhibitors, their employees or any other person.

For increased event security, just the event official security company will be allowed to render security services. Security services will only be provided by the official security company and contractors of other security companies or even employees of an Exhibitor will not be allowed to perform booth security duties. To hire the security services Exhibitors should contact our Exclusive Official Supplier, whose name will be informed 60 days before the event.

AT THE TIME SET FOR CLOSING THE EXHIBITION THE LIGHT WILL BE TURNED OFF AND ALL EXHIBITORS AND SERVICE PERSONNEL MUST LEAVE THE PREMISES.

At any given time, the official security company will be entitled to prevent access or remove from the Exhibition area any person whose behavior may be deemed non compatible with the image of the event or who refuses to comply the security rules. Event general security team hired by the Organizer- MCI Brasil will guarantee access by professionals issued identification credentials valid only for the Exhibition area.

Each Exhibitor will be responsible for the materials kept in its booth.

INSURANCE

The booths, assets or products and the personnel rendering services to the Exhibitors are not covered by event insurance.

Each one of the **Exhibitors** will take the necessary steps to take insurance for its booth (Civil Liability Insurance for Exhibitions and Fairs offering coverage for losses and theft and material damages).



Promoters – ISRM / ABMS and the Organizer– MCI Brasil will be exempted from all and every liability/obligation, in all cases and for the whole period, for any damage, whether asset or personal damages, caused by the materials on display, or loss, misplacement or theft of any of the assets on display, throughout the period of the Exhibition, including assembly and disassembly.

10. TRANSPORTATION OF MATERIALS

Booth design items and assembly materials will enter the premises from Avenida das Cataratas, nº 2345, Iguassu Falls – Brazil. The bays will be open for operation from 07:00 am to 11:00 pm.

Drivers will be required to remain inside the vehicles while goods are unloaded. Loading and unloading vehicles will not be allowed to remain in the parking area.

Exhibitor or Exhibitor representative shall be fully liable for the transport of any type of materials

While the event is in progress just pneumatic wheeled carts may be used in conformity with the general schedule, to take and/or replace items in the booths.

11. SHIPPING OF MATERIALS

RULES FOR SHIPPING OF MATERIALS AND GOODS

Exhibitors are required to comply with the legal procedures required for the issue of any kind of invoices for the delivery or removal of equipment or durable or consumption materials and shall also bear the cost of any payable charges.

Exhibitors shall issue a Simple Carriage Invoice or a Statement of Carriage in the name of the **Exhibitor** itself (forwarding establishment) containing Exhibitor's CNPJ and State/Municipal Registration. **The invoice related to the carriage of goods cannot be issued in the name of the hotel.**

All goods and products will be listed on the invoice, which will also contain a note to the effect that the goods are intended just for display, and also mention the date and the name of the event.

- Throughout the event period the original invoice will be kept by **Exhibitor**.
- No equipment/product will be allowed to enter the premises if not accompanied by the relevant invoice.

The Organizer– MCI Brasil will not be liable for receipt and storage of materials, and as of September 9, 2019, Exhibitors are required to have a person specially assigned to receive the goods at the event site.

Any materials intended for the Exhibition must be identified as follows:

Place: Bourbon Cataratas Convention & Spa Resorts

Address: Avenida das Cataratas, nº 2345, Iguassu Falls – Brazil, CEP 85.853-000

Event Name: 14th INTERNATIONAL CONGRESS ON ROCK MECHANICS AND ROCK ENGINEERING



Exhibitor Company Name:

Person Responsible and Telephone:

Quantity:

Description of material:

Booth number:

Care of: Exhibitor itself

All materials must be identified by an easily visible note, as for example "MATERIALS FOR EXHIBITION".

RULES FOR SENDING MATERIALS TO BE INCLUDED IN EVENT BAGS

Exhibitors /Sponsors entitled to include promotional materials in event bags will take the necessary steps to have such materials arriving at the Bourbon Cataratas Convention & Spa Resorts, Avenida das Cataratas, nº 2345, Iguassu Falls – Brazil, CEP 85.853-000, on September 9, 2019, from 09:00 to 4:00 pm.

Materials will not be received before the set date and after the time deadline.

We will not guarantee that any materials arriving after the time deadline will be handled.

The materials must be identified with the name of the event, Exhibitor, and the following note in capital letters: "MATERIAL FOR THE BAG".

WAREHOUSE

The event **will not have a warehouse** to store Exhibitor's materials and equipment, and each company will see to the storage of its own materials/equipment in its booth.

If provisional storage of materials and/or equipment is necessary, please, contact the CAEX that will analyze with the technical area the possibility and the cost of this service;

CAEX

Vanessa Mariano

caex.isrm2019@mci-group.com

12. EVENT DELIVERY

PERIOD AND TIMETABLE

The official opening of the **14th INTERNATIONAL CONGRESS ON ROCK MECHANICS AND ROCK ENGINEERING** will take place on September 15, 2019, at 6:30 pm. From September 16 to 18, 2019 the event will be held from 8 am to 6 pm.

Closing of any booth before the closing time for visitors is stated in the Schedule will not be allowed



ACCESS TO THE PAVILION

Access of minors under 16 years of age will not be allowed access to the site while the event is in progress, even if accompanied by relatives of the Exhibitors, independent from the degree of kinship.

DRESS CODE

Access to event site to persons wearing flip-flops, shorts and caps will not be allowed.

SMOKING

Pursuant to legal requirements smoking will not be allowed inside the fair. Any penalty imposed to this type of violation will be sent to Exhibitor (in case of an employee) and/or to the guilty party.

ACTIVITIES INSIDE THE BOOTH

Throughout the period of the event, Exhibitors will be required to keep at all time at least one employee or service provider in the booth duly qualified to provide information about the products on display.

Throughout the event period, Exhibitors and their representatives will be granted access to event site as of 07:00 am.

Catering

Catering services at the booth provided by third parties require prior negotiation and approval from Hotel Event Department.

Eventos Bourbon Cataratas

Telephone: +55 (45) 3521.0118

E-mail: eventos.cataratas@bourbon.com.br

Cocktails in the Booths

Serving alcoholic beverages in is not allowed.

Non-alcoholic beverages may be served from 8:00 am to 6:30 pm.

Institutional Activity

- The booth is exclusively intended to the development of Exhibitor's company institutional and commercial activities, and the use of booth or common areas for any other type of activity will not be allowed;
- Advertisement of products and/or services which may conflict or compete with the objective set by the Organizer- MCI Brasil and th Promoters – ISRM/ ABMS is strictly forbidden;
- No promotion, action or exhibition by any company other than that named in the contract will be allowed. For this type of action/promotion, please contact the commercial department.

MCI Brasil

Contact: Bruno Bolivia



Telephone: +55 (11) 99400-7500

E-mail: bmfeiras@gmail.com

- Distribution, even if at no cost, of prizes and organization of drawing of lots of any kind will not be allowed without prior approval from the Organizer- MCI Brasil;
- All and every activity must comply with the General Event Rules.

Ambient Music

- All sounds produced in the booth from audiovisual materials, recorders or any other type of equipment cannot exceed normal voice volume or 50 decibels;
- The use of any sound amplifying equipment for conveying sales or promotion messages will not be allowed;
- Pursuant the Copyrights governing law, Law 9.610/98, any Exhibitor playing ambient music in its booth will be required to pay the specific fee using the payment form specifically designed for this purpose supplied by ECAD, up to 72 hours before the opening of the event;
- Exhibitors will be fully liable for the content played by booth sound system;
- Retransmission of music or use of sound equipment and noise capable of interfering with other Exhibitors is strictly FORBIDDEN.

Replenishment of Materials and Booth Maintenance

- If emergency maintenance services are needed, Exhibitor will be required to request authorization, and the approval criteria are set at the Organizer- MCI Brasil exclusive discretion;
- Replenishment of booth materials will comply with the established schedule;
- No product/equipment will be allowed to leave the event site throughout the event period;*

*In special circumstances authorization for replenishment of products/equipment that may be necessary will be requested to the Organizer - MCI Brasil.

REGISTRATION

Exhibitors will see to the registration of its employees and suppliers by entering the relevant information into its online system. **The names for the identification badges must be entered into the system by August 8, 2019.**

All the identification credentials delivered by the Organizer- MCI Brasil are personal and non-transferable and do not entitle to admission a second person. Unduly used credential will be confiscated and cancelled.

The identification credentials will be furnished by the Organizer- MCI Brasil upon completion of the applicable form at the Exhibitor Portal, including full name, CPF (or Passport number) and job title.

Throughout the period of the event, Exhibitors, assemblers and service suppliers will be required to wear their credential in the booth.



A 2nd copy of the credential will entail a fee of U\$ 14.00/each and must be requested to the CAEX. The badges are nominal, and no identification credential will be issued in the name of the company for employee rotation.

The identification credential may will be delivered as of September 11, 2019 from 10:00 am to 6:00 pm at the Exhibitor Service Center – CAEX.

EXHIBITOR

The Exhibitor identification credential is issued to Exhibitor employees who will be working at and/or will remain at the booth during the event.

Each Exhibitor if offered one (1) credential free of cost for each 3m², according to the table below:

EXHIBITOR CREDENTIAL	
m ²	Quantity
6	2
9	3
18	6
24	8
27	9
36	12

Additional credentials will be requested through the Exhibitor Portal and will be subject to payment of a fee of **U\$27.00 per credential**.

OUTSOURCED SERVICES

The outsourced Service Credential will be issued for the accreditation of service providers (waiters, promoters, receptionists, etc.) who will be working at and or will remain in the booth during the event.

Each Exhibitor will be offered one (1) Outsourced Service credential at no cost for every 6m², according to the table below:

OUTSOURCED SERVICE CREDENTIAL	
m ²	Quantity
6	1
9	1
18	3
24	4
27	4
36	6

Additional credentials will be requested through the Exhibitor Portal and will be subject to payment of a fee of **U\$19 per badge**.



Please be advised that the Exhibitor and Outsourced Service credential enable access solely to the Exhibition area.

The Organizer– MCI Brasil will issue the credentials according to the sequence requested in the relevant form, if the total number of badges exceeds the number agreed under contract. The additional names will remain pending accreditation until full payment.

Credentials requested during the event will be delivered 1 hour after request submission.

VISITORS

The registration of Visitors is intended for the accreditation of Exhibitor guests. The control will be made by identified wristbands of the event, that will give access only to the exhibition area.

There is no cost or limitation of quantity for the accreditation of guests by the exhibitor, however, the data (quantity, name, date of visit) must be filled in the Exhibitor's Portal until 08/26/2019.

Exhibitors, collaborators of companies or third parties that are rendering service to the Exhibitor will not be allowed to use Visitor's credentials, requiring them to request specific credentials as defined in this Manual - Exhibitor and Service credentials.

PARKING

Exhibitors and Participants will be able to use Hotel parking at no cost, but parking is conditioned to the availability of parking spaces.

For additional information, please, contact:

Eventos Bourbon Cataratas

Telephone: +55 (45) 3521.0118

E-mail: eventos.cataratas@bourbon.com.br

13. RULES FOR THE SATELLITE SYMPOSIUM

The main objectives of the Satellite Symposium organized by Sponsor will be to disseminate scientific data, foster innovation of researches and provision of technical updates, which will enhance Congress experience to all participants.

- A. The duration of the symposiums will be established by contract. Sponsor will use this period for a lecture, to hand out lunch boxes/gifts and activations;
- B. SPONSOR will send to the technical Committee for approval the theme, title and the name(s) of the speaker(s) of the SYMPOSIUM that will be held during the Event by e-mail sent to bmfeiras@gmail.com and/or adriana.arruda@mci-group.com, up to August 1, 2019;
- C. SPONSOR will be responsible for procuring the lunch boxes to be delivered to Symposium participants;



D. SPONSOR will hire the services of translation/simultaneous interpreting from a foreign language into Portuguese/English at SPONSOR Symposium. For technical reasons, this service should be hired from event official company. For additional information, please contact adriana.arruda@mci-group.com ;

E. SPONSOR will bear all costs related to air tickets, accommodation, transfer and registration of Symposium Speaker(s) in the congress;

F. Bearing all costs, Sponsor will answer for the use of the Symposium room, room decoration with promotional materials, banners. The room must be returned free from any promotional materials by the end of the sponsored activity.

Each Satellite Symposium includes the following services:

- Hotel meeting room rental;
- Standard audio visual equipment (multimedia projector, screen and sound appropriate to the seating capacity of the room);
- Access by Speakers to the preview room / media desk;
- Publication of Satellite Symposium Program in the Final Program;
- Authorization to use Congress logo on the printed invitations to the Symposium, conditioned to approval by the Organizing Committee.

For quotations for additional equipment, please, contact Event Organizer by e-mail addressed to adriana.arruda@mci-group.com.

14. CLASSES IN THE BOOTHS

Classes will not be allowed in the booths.

15. CHECK-LIST

	YES	NO
Read all Exhibitor’s Manual instructions and convey this information to employees and contractors.		
Set out your participation objective and select the line of products to be displayed.		
Select the team that will be assigned to work in the booth and provide the necessary training.		
Check accommodation and transportation for your team.		
For foreigners check the visa requirements.		
Some of the services you will need to hire according to your needs: Have you already taken the necessary steps to hire		



**INTERNATIONAL
CONGRESS ON ROCK
MECHANICS AND
ROCK ENGINEERING**

September 13 to 18, 2019 - Foz do Iguassu - Brazil

Buffet		
Receptionist		
Audiovisual equipment		
Fire Extinguishers		
Booth Security		
Booth Cleaning		
Internet		
Other services you will be able to procure directly at the Exhibitor Portal (if such services are not included in your contract). Access sit, enter your login and password to obtain:		
Electricity		
Identification Credential for your employees and service providers (you are already entitled to a quota according to your contract)		
Authorization and statement of commitment are critical documents. Do you already have? Have you submitted?		
Statement of liability, ART/RRT and booth PROJECT design?		
Copyrights Fee– ECAD? If ambient sound will be needed		

Visit <http://www.isrm2019.com/> and check event program, the information is updated periodically.