



## The 2010 AGU MEETING OF THE AMERICAS

Foz do Iguassu, Brazil, 08-12 August 2010

### EXHIBITOR MANUAL

#### 1. EXHIBITION MANAGER:

STTC EVENTOS E TURISMO

Furniture Hire, Audio Visual Hire

Contact: Sílvia Domingues Olivieski

Valdir Pedro Christ

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e-mail: [vendas@sttceventoseturismo.com.br](mailto:vendas@sttceventoseturismo.com.br) /

[sttcvaldir@sttceventoseturismo.com.br](mailto:sttcvaldir@sttceventoseturismo.com.br)

#### 2. EVENT VENUE:

Rafain Palace Convention Center, Foz do Iguassu

Address: Avenida Olímpio Rafagnin, nº 2357 - BR 277,

P.O.Box 252 – Parque Imperatriz, Foz do Iguassu – PR, CEP 85862-210

The exhibit area is the Expocenter III room, between the Poster room (Expocenter II) and the six session rooms of the Expocenter IV, as shown in the maps at

[www.geophysics2010.org/exhibitors.htm](http://www.geophysics2010.org/exhibitors.htm)

#### 3. EXHIBIT DATES:

08 to 12 August 2010.

Opening: Sunday evening, 8 August, 18:00 with icebreaker party for all meeting participants

Closing: Thursday, 12 August, 18:00

#### 4. DATES FOR MOUNTING AND TEAR-DOWN

**4.1 Booth basic structure:** The basic structure for all Booths (see item 7 and Fig. X) will be mounted by STTC on August 6th will be available to the exhibitors on August 7th at 12:00.

**4.2 Mounting of Booths by other companies:** If the official mounting company (STTC) is NOT used, other companies will be allowed to mount the Booth in the following dates:

- 06 August, Friday, from 13:00 to 18:00
- 07 August, Saturday, from 08:00 to 17:00
- 08 August, Sunday, from 08:00 to 15:00

**4.3 Decoration and Special Mountings –** Special mounting and decoration hired directly by the exhibitors must be carried out at the Booths on

- 7 August, Saturday: 13:00 to 18:00
- 8 August, Sunday: 08:00 to 15:00

Decorating services will not be allowed on 9 August, Monday.

During the exhibit, no extra mounting work will be allowed in the Booths. If any extra work is necessary, previous authorization must be granted from the LOC which will specify the most convenient time for it.

#### **4.4 Tear Down**

Tear-down and dismantling of the Booths must be done on 13 August (Friday) from 8:00 to 16:00, with removal of all equipment, materials and decoration by the exhibitors, to be followed by the dismantling of the Booths by STTC

#### **5. ENTRANCE OF EQUIPMENT AND MATERIALS FOR THE BOOTHS:**

For mounting companies: 6 August, 12:00 to 17:00

7 - 8 August, 08:00 to 17:00

Booth Decoration: 7 August, 12:00 to 17:00; 8 August, 08:00 to 15:00

#### **6. DELIVERY AND COLLECTING OF BOOTH MATERIAL:**

All material of the exhibitors and mounting companies must be delivered/collected with a transport bill containing all items listed in paper head to allow entrance/exit control.

It is the exhibitor/sponsor's responsibility to issue a simple "Delivery Bill" to accompany all material with the following declaration:

"Proprietary Merchandise of the company '(Sponsor/ Exhibitor)', for the Geophysical Exhibit during the AGU Meeting of the Americas congress, from 9-12 August 2010. "

#### **Data to issue Delivery Bill:**

Delivery address:

Rafain Palace Hotel & Convention Center

Av. Olímpio Rafagnin, nº 2357 - BR 277, Cx. Postal 252

Parque Imperatriz, Foz do Iguaçu – PR, CEP 85862-210

Convention Center Federal Registration no.: CNPJ 78.095.023/0001-14

State Registration ("Inscrição Estadual") nº 42.204.029-38.

Congress Name: **AGU Meeting of the Americas**

Name of Sponsor/ Exhibitor

Number of Booth

The LOC will not be responsible for deliveries without proper identification as described above.

#### **CUSTOMS:**

We strongly recommend exhibitors not to use courier to send their material.

You can bring your equipment and material as accompanied luggage or contact Freight Company at least 3 months in advance.

Hotel will accept freight shipments on behalf of exhibitors from 26 July to 6 August. The Hotel will not be responsible for and will not sign for any shipments via exhibitors without prior notice. Please contact the freight company for shipping instructions.

Freight Company:

Fulstandig Shows e Eventos MC Ltda.

[csmac@fulstandig.com.br](mailto:csmac@fulstandig.com.br)

#### **7. BASIC BOOTH:**

Booths will have grey carpet, applied with double faced tape. Walls in white TS/ABS, structured in aluminum with octagonal modular system. Lighting with one spot light on each 3m<sup>2</sup>. One regular energy point (**max 3KVa**). Runaway with grey carpet applied on the floor with double faced tape. A front part with 0,96 x 0,30, with the brand of each company.

Furniture: 01 round table and 03 chairs for each Booth.

The Rafain Convention Center will provide wireless internet access to all congress participants during the meeting: 8-12 August. Extra internet cabled access points in the Booths can be hired from STTC at R\$35.00 per day (about US\$ 20 per day).

## **8. INSTALLATION:**

It is not allowed to make drill holes, apply paintings or glue to the walls, floor, or any structure of the Rafain Palace Convention Center. Damage to the structure of the Convention Center, even if accidental, will be charged to the exhibitors. Only adhesive tape, such as "3M" brand, will be allowed. During mounting, exhibition, and dismantling, it is not allowed to use any material on walls, columns or doors. Hanging elements will be allowed only inside the Booth. Hanging elements in common areas are not allowed.

### **8.1 – Electrical Installation**

- The exhibitor must provide the appropriate electrical installation of and any protection for extra load of their equipments.
- Cables, control boxes and circuit breaker can only be installed in places where STTC can have direct access to.
- At the end of the daily activities, all electrical circuits must be turned off. Exception will be given to equipment needing non-interrupted energy supply, which must be connected to independent circuits and have specific identification.
- We strongly advise the use of stabilizers and no-breaks. The LOC will not be held responsible for damage to equipment not protected by stabilizers and no-breaks.
- Each KW, exceeding 3 KW, for each Exhibiting Company, will be charged to the exhibitor: R\$300 per KVa / day

## **9. CLEANING:**

STTC will mount the Booths and hand over to the exhibitors clean. The daily cleaning of the common areas of the Exhibit Hall will be carried out by STTC. The exhibitors must take care of the internal cleaning of their booths as well as the removal of all material after tear-down.

## **10. TELEPHONE LINE:**

Installation of a telephone line and access to the internet can be made via the Rafain Hotel by contacting:

Vera Maziero (Events Coordinator)

Tel: 55-45-3520-9494

E-mail: [eventos@rafainpalace.com.br](mailto:eventos@rafainpalace.com.br)

## **11. PARKING:**

The parking lot of the Rafain Hotel and Convention Center is free of charge. The hotel is not responsible for any damage or thefts to any vehicles in the parking lot.

## **12. CATERING:**

Food and beverage is provided exclusively by the Rafain Palace Hotel & Convention Center.

Contact: Vera Maziero (Events Coordinator)

Tel: 55-45-3520-9494

E-mail: [eventos@rafainpalace.com.br](mailto:eventos@rafainpalace.com.br)

It is not allowed to distribute or sell any perishable products (food and beverages) in the areas of the Rafain Expocenter without prior permission from the Rafain Palace Hotel & Convention Center. This is due to regulations from the city's and Health and Sanitary Dept.

## **13. BADGES:**

**13.1 For workers of the mounting services:** If the exhibitor uses a company other than STTC, it must notify

STTC

([vendas@sttceventoseturismo.com.br](mailto:vendas@sttceventoseturismo.com.br) / [sttcvaldir@sttceventoseturismo.com.br](mailto:sttcvaldir@sttceventoseturismo.com.br))

of the name of the other company, the contact person and telephone number, and name and IDs of all their staff before **25 July 2010**. This is necessary to issue entrance permits.

**13.2 For Booth staff during the exhibit:** The complete list of all personnel working in the Booths during the congress must be sent to congress Local Executive Secretary - Eventus before **26 July 2010** via e-mail: [cristiane@eventus.com.br](mailto:cristiane@eventus.com.br) or fax: 55-11-3361.3089

Eventus will provide 5 badges for Booths with 9m<sup>2</sup>, 8 badges for Booths with 12m<sup>2</sup>, and 10 badges for Booths above 24m<sup>2</sup>.

**14. SECURITY:**

The Exhibit area will be closed after the scientific sessions . Night security will be provided by local organization. If additional / private security is desired, please contact STTC.

**15. LOCAL ORGANIZATION / SECRETARIAT:**

Eventus

+55 11 3361.3056

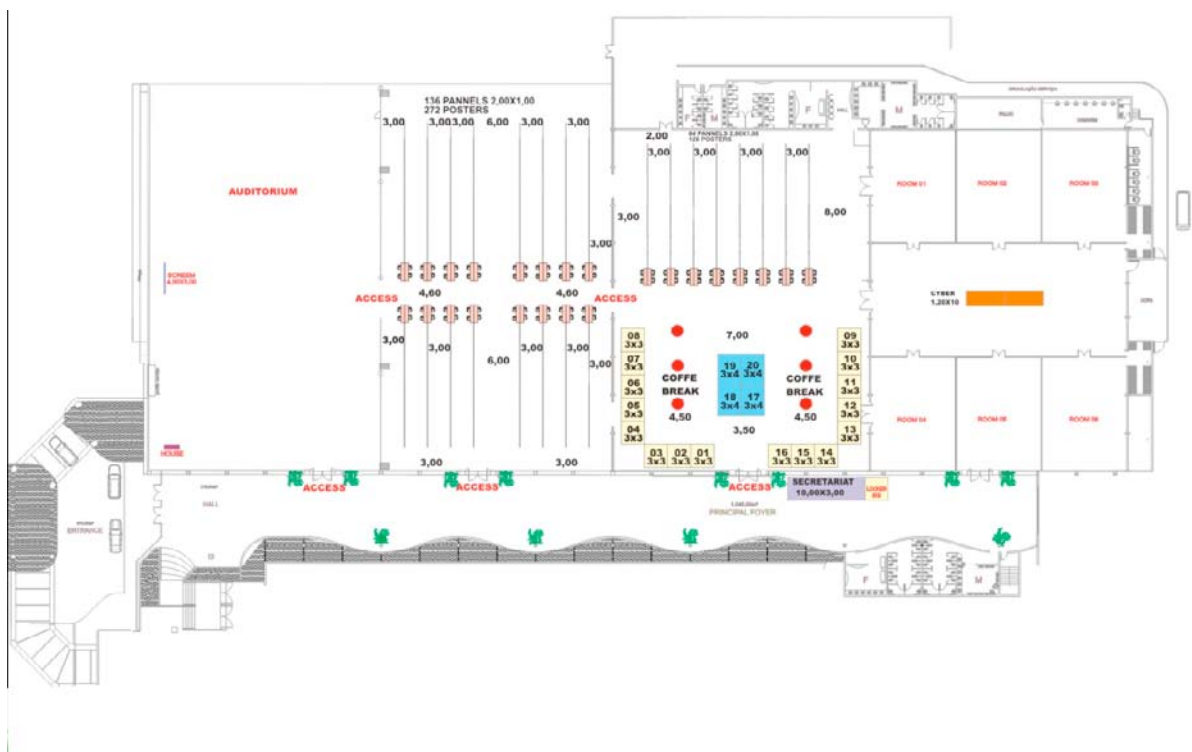
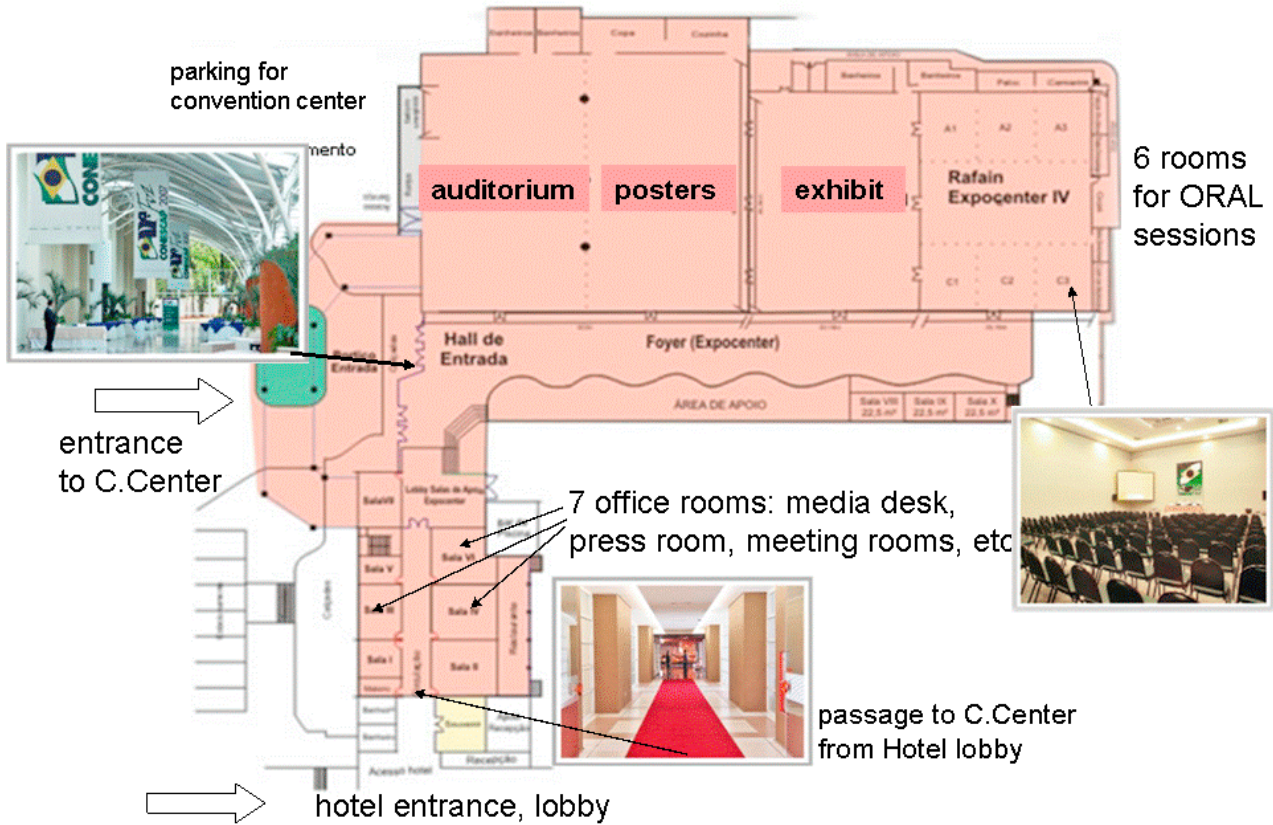
[eventus@eventus.com.br](mailto:eventus@eventus.com.br)

[www.geophysics2010.org](http://www.geophysics2010.org)

Main part of the Convention Center. Expocenter I (Auditorium), II (posters), III Exhibit, and IV (six oral rooms).

## Iguassu: Rafain Convention Center

### Ground floor (Expocenter)



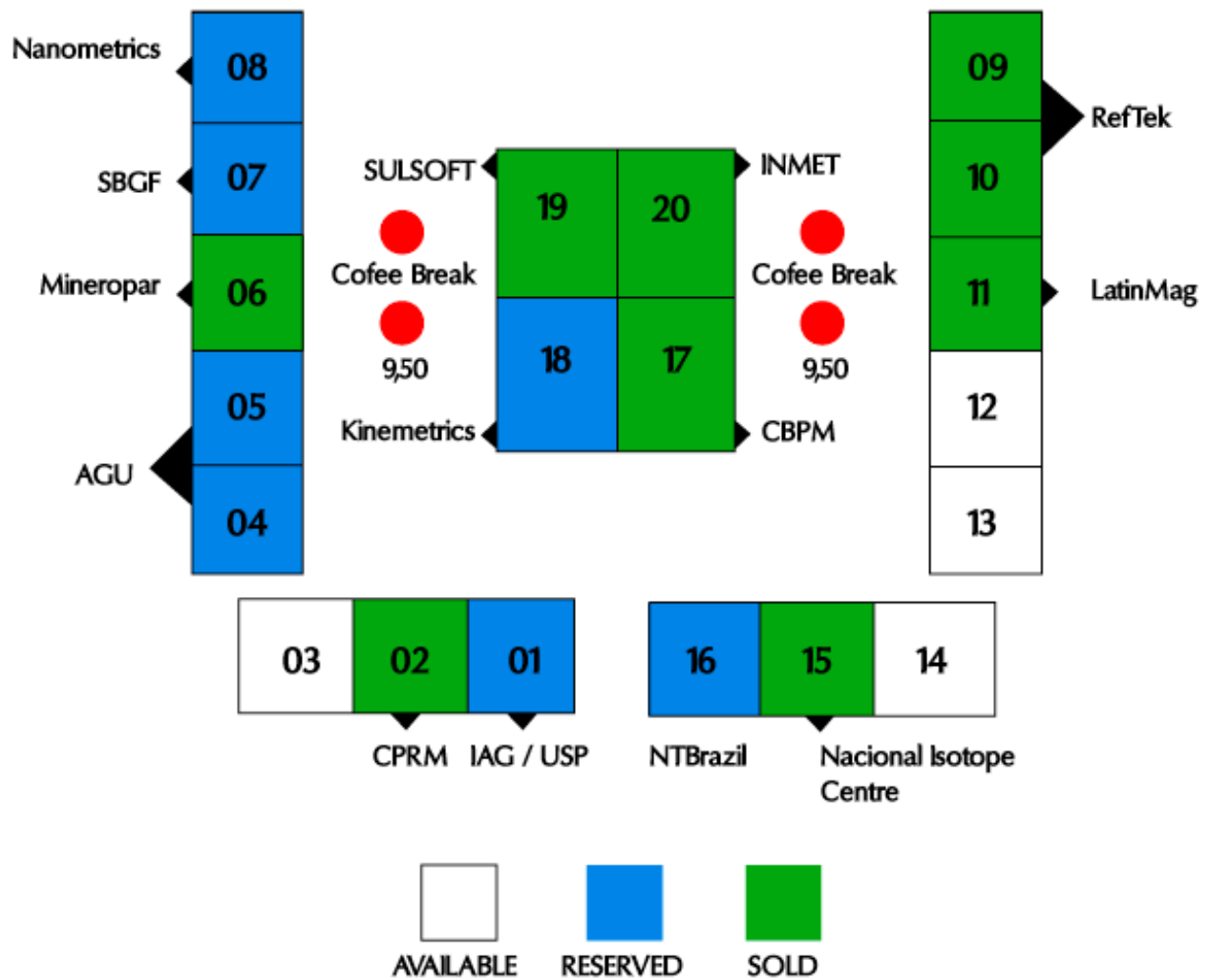


# The Meeting of the Americas

8 to 13 August 2010, Foz do Iguassu, Brazil



## EXHIBITOR FLOORPLAN



Lay-out of the basic structure for a 3m x 3m Booth.

