

WISC 2014
Rio de Janeiro,
Brazil
6-9 December 2014



December 6-9, 2014
SulAmérica Convention Center
Rio de Janeiro - Brazil

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Submission date dd-mm-YYYY

Deadline date

NOV 07th 2014

Send this form to
fax +55 (21) 3432-5353

tecnica@standsbr.com

This form is **MANDATORY** to all exhibitors Custom Design booths. Shell Scheme exhibitors must fill out Form 08.

Include Booth Sketches + RRT or ART

Forms submitted without the sketches and proof of building permit (RRT or ART) will not be processed until the information is complete.



Form 7

Design Approval

Technical Liability: A.R.T. or R.R.T

It's **MANDATORY** to all Custom Design exhibitors, Brazilian and Non-Brazilian, to obtain a building permit prior to the move-in days. Exhibitors must demand it from their booth building companies, introduced by Form 1. Shell scheme exhibitors are exempt from this formality. This procedure is imposed by the Brazilian Government, and it must be followed with no exceptions.


There are only two possible types of building permits: one issued by **CAU** and another issued by **CREA/RJ**. You or your booth builder can choose of the two Institutions. However, the submission of the permit and the corresponding payment proof is **MANDATORY**.


The **R.R.T.** (Technical Liability Record, issued by **CAU**) must be signed by an architect affiliated with **CAU**. You can apply for a **R.R.T.** through the website www.cau.org.br.


The **A.R.T.** (Technical Liability Annotation, issued by **CREA/RJ**) must be signed by an engineer affiliated with **CREA/RJ** (exclusively from the State of Rio de Janeiro). Engineers from other Brazilian States cannot sign projects rendered within the State of Rio de Janeiro; they must delegate this duty to a local partner or a colleague.

You can apply for an **A.R.T.** through the website www.crea-rj.org.br/crea/art/form/autenticacao/p_login.php.

If **Stands** will be your **EAC** (Exhibitor's appointed contractor) for your booth construction, you will get the **R.R.T.** permit free of charge.

 It's **MANDATORY** to all Custom Design exhibitors or their booth builders to apply and get a **R.R.T.** or an **A.R.T.** (with the corresponding payment proof).

 Keep a Copy of the **R.R.T.** or **A.R.T.** (with the corresponding payment proof) in your booth during move-in-days.

 Only one of the two building permits is MANDATORY, **R.R.T or A.R.T.**

Example of R.R.T. + receipt

R.R.T.
issued by
CAU

R.R.T.
payment
receipt

Example of A.R.T. + receipt

A.R.T.
issued by
CREA/RJ

A.R.T.
payment
receipt

If you have questions or need assistance with any items not listed, please call **+55 (21) 3432-5353** and ask for your Exhibitor Services Representative or e-mail us to tecnica@standsbr.com. We'll get back to you shortly!
By submitting this form or ordering materials or services from **Stands**, you agree to be bound by all **Terms & Conditions** included in your **Service Manual**.

Official contractor:

Stands Projetos e Decorações Ltda
Estrada da Ligação, 1047
Taquara, Rio de Janeiro, RJ
22.713-470, Brazil


www.stands-br.com

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Form 7

Design Approval

Applicant's Information

Exhibitor's name:

Booth #:

Booth Builder's name: (same as informed on **Form 01**)

This form was filled out by: Exhibitor Booth Builder

Applicant's name:

Phone (with area code):

Applicant's e-mail:

Signature:

About the design

It's **MANDATORY** to all Custom Design exhibitors submit the drawings of their booths for approval. The files can be sent by the exhibitor or by the booth builder, introduced by **Form 01** (Liability Waiver).

We recommend you to read carefully the Exhibitors' Manual before you start developing your booth design. The Technical Liability of building and installing the booth relies entirely over the booth builder hired by the exhibitor.

The drawings of the booth must be submitted electronically to **tecnic@standsbr.com** in one of the following file extensions: *.JPG, *.GIF, *.PDF, *.CDR release 15 or older, *.DWG release 2012 or older.

There isn't a pattern or a preferred format for the design presentation. However, the following drawings and information are **MANDATORY**:

- **Floor Plan** with dimensions, including the **electricity drop point** ordered by **Form 5**. Handicap access ramps must be included, and clearly marked on the floor plan, if a platform is installed.
- **Perspective(s)** and/or **View(s)** with height dimension, clearly showing the maximum booth height and the height at neighbour dividing wall. Check the maximum heights permitted in the Exhibitors' Manual.
- A tag including, at least, the **exhibitor's company name** and the **name of the event**.
To avoid misunderstandings, we recommend to include too (it is not mandatory):
- **Location Plan** including neighbouring booths and aisles, clearly showing the position and the orientation that your booth will be installed. Use the general show floor plan to locate your booth.

Custom Design Exhibitors cannot start the installation of their booths without a formal Design Approval issued by **Stands®**, sent by e-mail to the address provided in **Form 1** (Liability Waiver).



Documentation accompanying this form (check only documents that will be sent NOW)

- FLOOR PLAN** file(s) with dimensions, including electricity, water connection and drainage drop points.
- VIEW(S)** and/or **PERSPECTIVE(S)** file(s) with height dimensions. (Include at least one drawing showing heights)
- **R.R.T.** issued by **CAU**.
- OR**
- **A.R.T.** issued by **CREA/RJ**.
- A.R.T.** or **R.R.T.** payment receipt



Files that are not forwarded with this form NOW, can be sent later to the same e-mail address **tecnic@standsbr.com**. The design approval process will not be concluded until all MANDATORY files are submitted.

Order (Service offered to Non-Brazilian exhibitors without an EAC only. All other cases will be refused)

- Stands®** is my EAC and will manage the RRT or ART permit for me.
- I'm an international booth builder and I need **Stands®** to help me get an RRT or ART permit.
I will send booth sketches (floor plan + views + perspectives) with dimensions to **tecnic@standsbr.com**.
I know that **there is a cost** for obtaining this service. I will pay **Stands®** according to quotation that I will receive shortly.

If you have questions or need assistance with any items not listed, please call **+55 (21) 3432-5353** and ask for your Exhibitor Services Representative or e-mail us to **tecnic@standsbr.com**. We'll get back to you shortly!
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