

# WISC 2014 *Rio de Janeiro, Brazil*

6-9 December 2014

WAO International Scientific Conference 2014 and the  
XLI Congress of the Brazilian Association of Allergy and Immunology (ASBAI)



## EXHIBITOR'S MANUAL

WAO International Scientific Conference (WISC) 2014 and  
XLI Congress of the Brazilian Association of Allergy and Immunology (ASBAI)

6-9 December 2014

*Dear Exhibitor,*

On 6-9 December 2014, we will participate at the **WAO International Scientific Conference (WISC) 2014 and XLI Congress of the Brazilian Association of Allergy and Immunology (ASBAI)**, which will be held at *Centro de Convenções Sul América* in Rio de Janeiro. Our efforts are to assure that together we will hold a grand event. We are always ready to help in any way possible for your company's successful participation at our Convention and Trade Show.

Your collaboration will be essential, whether in sending in all of the documents contained in this manual, or meeting the deadlines. **It is important to note that any information submitted after the deadline will not be considered by the World Allergy Organization ("ORGANIZER") and Stands Projetos e Decorações ("OFFICIAL ASSEMBLER").**

**Exhibitors** should ask their service providers and/or third-party contractors to send them the information and the completed forms, considering the stages of assembly (set-up), disassembly (break-down), and throughout the course of the event. Submission of the forms must occur by the dates provided on the forms themselves so that, if necessary, we can issue the bills for payment of any amounts payable. The Assembler will have access to the assembly site only after all fees have been paid.

**Exhibitors are responsible for informing the Assembler and any engaged service providers as to the content of the rules and procedures contained in this Exhibitor's Manual, and are responsible for any infraction of the rules set out herein. We recommend that no pending issue of any nature remain during the set-up period, under penalty of unfeasibility of participation.**

### General Provisions

The **Organizer** may redistribute the areas, always respecting the proportions of dimensions and characteristics established in the Participation Agreement, and such procedure shall not be considered a breach of contract.

By participating at the Event, **Exhibitors** accept and thus express their consent with this Exhibitor's Manual, which establishes their rights and obligations regarding the Event.

The **Organizer** shall not be liable for damages of any kind, and shall not be required to indemnify any **Exhibitor** for losses incurred due to dissatisfaction with the result of its participation at the event.

The **Exhibitor** shall not assign nor sublet, in whole or part, the spaces leased through the Participation Agreement, unless authorized by the **Organizer**.

To participate at the Expo, it is essential for the **Exhibitor** to be current on all payments relating to its participation at the Event and other services such as: submission of forms, payment of fees and submission of the design with a copy of the paid **RRT** (Registry of Technical Responsibility) or **ART** (Note of Technical Responsibility).

The work of shipping goods and customs clearance required for participating foreign companies shall be the free choice thereof. The **Organizer and Official Assembler** have no legal liability or intervention in the procedures for import/export, transport or customs clearance of goods.

All requirements regarding set-up of booths not listed in this Manual will be established directly by the **Organizer and Official Assembler**.

The **Exhibitor** is hereby informed that its image may be captured and recorded during the set-up period and the event itself, in such a way that all the rights that it has regarding its image captured are hereby considered as ceded to the **Organizer**, free of charge.

**GENERAL INFORMATION**

Important Deadlines ..... 4  
Contact Information..... 5-6

**EXHIBITION INFORMATION**

Installation/Exhibit Hours/Dismantlement..... 7  
Exhibition Badges..... 8  
Exhibition Types..... 9-10  
Booth Specific ..... 11-12  
General Requirements ..... 13  
Load-In/Load-Out ..... 14-15  
Terms and Conditions ..... 16-19  
Important Final Remarks ..... 20  
WAO Rules and Regulations..... 21-23

## Important Deadlines

All Forms available at:

[http://www.worldallergy.org/wisc2014/partnership/exhibition\\_partnership.php](http://www.worldallergy.org/wisc2014/partnership/exhibition_partnership.php)

**FORMS TO BE COMPLETED AND SENT TO STANDS – Due Date – 7 November 2014**

FORM 1	Liability Waiver
FORM 2	ID Badges
FORM 5	Electricity
FORM 6	Shell Scheme Combo
FORM 7	Design Approval
FORM 8	Carpeting
FORM 9	Furnishings and Accessories
FORM 10	Plants and Flowers
FORM 11	Graphics
FORM 12	Method of Payment
Annex 1	Temporary Operating Permit

**FORMS TO BE COMPLETED AND SENT TO LINK SOLUTION - Due Date – 31 October 2014**

Telecom Services Form

**FORMS TO BE COMPLETED AND SENT TO ENDOSERV - Due Date – 28 November 2014**

Security Service Form  
Cleaning Service Form

**FORMS TO BE COMPLETED AND SENT TO WAO SECRETARIAT – Due Date – 15 October 2014**

Final Program Advertisement, Ad Sample, and Payment  
Bag Inserts Form, Sample and Payment  
Promotional Items Form, Sample and Payment

**FORMS TO BE COMPLETED AND SENT TO WAO SECRETARIAT – Due Date – 31 October 2014**

WISC eBlast Request Form

**GENERAL SHIPPING INSTRUCTIONS FROM AIRWAYS FREIGHT**

General Shipping Instructions

## Contact Information

### Organizer

WAO Secretariat  
555 East Wells Street  
Suite 1100  
Milwaukee, WI 53202 USA  
Telephone + 1 414 276 1791  
Fax + 1 414 276 3349  
Email: [wisc@worldallergy.org](mailto:wisc@worldallergy.org)

### Convention and Exhibition

Centro de Convenções Sul América  
Av. Paulo de Frontin, 1 – Cidade Nova  
Rio de Janeiro – RJ – CEP 20 260-010  
Contact: Flávia França  
Telephone: (21) 3293 6739 | (21) 97321 5569  
E-mail: [flavia.franca@ccsulamerica.com.br](mailto:flavia.franca@ccsulamerica.com.br)  
[www.ccsulamerica.com.br](http://www.ccsulamerica.com.br)

### Fiscal Control

Subsecretaria Adjunta de Fiscalização  
IFE.01 – Barreiras Fiscais e Trânsito de Mercadorias  
Setor de Eventos  
Rua Buenos Aires, 29 / 3º andar  
Rio de Janeiro – RJ  
Telephone: (21) 2332 3192  
[www.fazenda.rj.gov.br](http://www.fazenda.rj.gov.br)

### Official Tourism Agencies

Blumar  
Av. Borges de Medeiros 633 Salas 405 a 408 – Leblon  
Rio de Janeiro – RJ – CEP 22 430-041  
Telephone: (21) 2142 9315 | 0800 7210080  
Site: <http://www.blumar.com.br/sicot2014>

### Audio Visual Equipment

Hoffman  
Claudia Lapolli  
Telephone: 55 21 2253-8000  
Mobile: 55 21 9423-8004  
Email: [Vendas4.rio@hoffmann.com](mailto:Vendas4.rio@hoffmann.com)

### Official Freight Forwarder

Airways Freight  
Email: [lotta@airwaysfreight.com](mailto:lotta@airwaysfreight.com)  
Telephone: +1 858 831 0494  
Fax. +1 479 442 6080  
Cell. +1 858 663 0462

### Official Assembler

Stands Projetos e Decorações  
Estrada da Ligaçao, 1047 - Jacarepaguá  
Rio de Janeiro – RJ – CEP 22713-470  
Contacts: Marcia Ramos / Juliana Caldeira  
Telephone: (21) 3432 5353  
E-mail: [tecnica@standsbr.com](mailto:tecnica@standsbr.com) / [juliana@standsbr.com](mailto:juliana@standsbr.com)  
[www.stands-br.com](http://www.stands-br.com)

### Official Caterer

Grupo Pax  
Maria Claudia Monteiro  
Manager Events & Banquets  
Email: [mariaclaudia@emporiumpax.com.br](mailto:mariaclaudia@emporiumpax.com.br)  
Telephone: 55 21 2273-7749 / 55 21 2502-2777 /

### Copyrights

Ecad – Escritório Central de Arrecadação e Distribuição  
Agency for payment of Copyrights  
Rua Almirante Barroso 22 / 22º andar – Centro  
Rio de Janeiro – RJ – CEP 20031-000  
Telephone: (21) 2544 3400  
Fax: (21) 2544 4538  
E-mail: [ecadrj@ecad.org.br](mailto:ecadrj@ecad.org.br)  
[www.ecad.org.br](http://www.ecad.org.br)

### Internet and Telephone

Link Solution  
Contact: Felipe Bothelho / Ana Santos  
Telephone: (21) 3034 8888  
E-mail: [Felipe@linksolution.com.br](mailto:Felipe@linksolution.com.br)  
/ [ana.santos@linksolution.com.br](mailto:ana.santos@linksolution.com.br)  
[www.linksolution.com.br](http://www.linksolution.com.br)

**Housekeeping**

Edson Serv

Telephone: (21) 2293 8697 | 2441 4687 | 7837 6402

E-mail: [edsonserv@uol.com.br](mailto:edsonserv@uol.com.br)

**Parking**

Estapar

Telephone: (21) 2273 0083

E-mail: [ccn.riopark@estapar.com.br](mailto:ccn.riopark@estapar.com.br)

**Fire Brigade**

Rua Capitão Teles nº 103 – Centro

Mesquita - RJ - Cep.: 26551-190

CNPJ/MF.: 29.912.565/0001 – 27

I.E.: 83.158.107

I.M.: 05361 - 9

Telephone: 21 2796-4498

Fax.: 21 2796-4498 ext. 2063

Email.: [vendas@gruposermacol.com.br](mailto:vendas@gruposermacol.com.br)

**CAU**

Architecture and Urbanism Board for issuance of the RRT (Registry of Technical Responsibility) for assembly and decoration of special booths.

Av. Presidente Wilson 231 / 5 andar - Centro

Rio de Janeiro – RJ – CEP: 20 030-021

Telephone: (21) 2103 1952 | (21) 2103 1954 | (21) 2103 1957

[www.cau.org.br](http://www.cau.org.br)

**CREA – RJ**

Architecture Supervisory Board for issuance of the ART (Note of Technical Responsibility) for assembling special booths.

Rua Buenos Aires 40 – Centro

Rio de Janeiro – RJ – CEP: 20.070-022

Telephone: (21) 2179 2000 | (21) 2179 2007

[www.crea-rj.org.br](http://www.crea-rj.org.br)

**Medical Assistance**

The medical clinic will be open throughout the event, at times compatible with set-up, the convention and trade show, and break-down, providing medical assistance to visitors and exhibitors, as well as ambulance service.

**All queries sent from the Exhibitor should clearly mention:**

- Event Name: World Allergy Organization International Scientific Conference (WISC) 2014
- Date: 6-9 December 2014
- Stand Number:

## Exhibition Information

**EXHIBITION HOURS:** Location: Centro de Convenções Sul América – Exhibition Hall

Sunday, 7 December 2014 09:00 – 17:00  
Monday, 8 December 2014 09:00 – 17:00  
Tuesday, 9 December 2014 09:00 – 15:00

- Only exhibitors with Exhibitor badges are allowed in the Exhibition Hall, from one hour before the exhibits open each day until one hour after it closes.
- Exhibits must be staffed during the above hours listed.
- Exhibition hours are subject to change. Exhibitors are notified if a change in hours is necessary.

**DEMARCATIION OF EXHIBITION AREA:** Location: Centro de Convenções Sul América – Exhibition Hall

Friday, 5 December 2014 00:00 – 08:00

**INSTALLATION:** Location: Centro de Convenções Sul América – Exhibition Hall

Friday, 5 December 2014 08:00 – 23:00  
Saturday, 6 December 2014 08:00 – 17:00

- Exhibits must be completely installed by 17:00 on Saturday, 6 December 2014. The **Organizer** and the official service contractor may, without incurring any liability for damage or loss, install and/or dismantle any property of any Exhibitor who fails to comply with this deadline at the sole expense of the Exhibitor
- Installation hours are subject to change. Exhibitors are notified if a change in hours is necessary.

*The trucks of the assemblers will be authorized to enter the loading dock at the Convention Center starting at **08:00** on **5 December 2014**. Access of the trucks to the loading docks will be in order of arrival (first come – first served). Unloading of the material and entry to the pavilion will only take place after release of the Official Assembler and **presentation of the requested documentation**.*

**DISMANTLEMENT:** Location: Centro de Convenções Sul América – Exhibition Hall

Tuesday, 9 December 2014 15:00 – 23:00

- No packing of equipment, literature or dismantling of exhibits will be permitted until after 15:00 on Tuesday, 9 December 2014.
- The Exhibition Hall must be cleared by 23:00 on Tuesday, 9 December 2014. WAO and the official service contractor may, without incurring any liability or damages or loss, dismantle any property of any Exhibitor who fails to comply with the deadline at the sole expense of the Exhibitor.
- Dismantlement hours are subject to change. Exhibitors are notified if a change in hours is necessary.

# Exhibition Badges

## EXHIBITORS

Requests should be submitted in writing to [wisc@worldallergy.org](mailto:wisc@worldallergy.org) no later than **28 November 2014**.

All personnel entering the exhibition area, for any reason whatsoever – whether during installation, event hours, or disassembly – must be properly accredited. No one is allowed inside the exhibition hall without a badge.

In case of loss, a second copy will be issued at a cost of \$50.00 USD.

Exhibition badges may be picked up at the Exhibitor Service Desk located in the registration area at Sul América starting on 5 December 2014.

Exhibition companies are allotted:

2 – Complimentary Exhibitor - Only Badges

1 – Full Delegate Badge

Additional exhibitor personnel badges can be purchased for \$75 USD, each, prior to the conference and \$100 USD each on-site. Additional Delegate badges can also be purchased based on the Delegate badge pricing.

## ASSEMBLERS

Please complete Form 2 (badges valid only from 5-6 December and 9 December 2014)

The badges will be made in the name of the assembler. These credentials may be picked up by an authorized person, directly at the Assembler Service Center (*Centro de Atendimento a Montadora*) set up by *Stands Projetos e Decorações* at the loading docks, starting at 08:00 on 5 December 2014.

The badges for the Assembly (set-up) period must be saved, because they will also serve for the Disassembly (break-down) period.

*Entry of Assemblers wearing shorts, sleeveless shirts, flip-flops or other open-toe footwear will not be allowed.*

*Hardhats must be worn during assembly monitoring, which shall be provided by the Assembler responsible for the booth.*

**IMPORTANT:** For security reasons, all attendees and persons involved in the event are required to use ID badges, a rule that must also be followed by the Exhibitors and Assemblers. Security personnel will be vigilant regarding this requirement, and anyone who does not have an ID badge will be asked to leave the exhibition.



# Exhibition Types

## SHELL SCHEME ASSEMBLY

The basic booth is comprised of the following:

- Booth assembled in the Octanorm system
- Floor with carpeting in the color graphite (3mm) on the venue floor
- Walls made of white Formica panels (TS)
- Roof in metal pergola with partial use
- 01 overhead sign for structuring and identification of the booth
- One curved identification sign, measuring 1.06 m x 0.21 m, with application of company name on black adhesive cut vinyl, with a maximum of 20 characters
- **One S2 220V outlet (new model with 3 pins; we do not supply adapters)**
- Swivel spot lights and 100w lamps, in the ratio of 01 spot unit for every 3 m<sup>2</sup>
- 01 round glass table
- 02 chairs
- 01 trash receptacle

**Exhibitors** with this assembly will receive their booths assembled at **08:00 on 6 December 2014** for starting work of decoration, product placement and finalization of assembly, which should be completed by **17:00 on 6 December 2014**.

Anyone requiring additional elements for decoration should contact the **Official Assembler** beforehand. Requests on short notice are subject to inventory in stock and local payment.

We hereby inform that all material used in the basic assembly of the booths is the property of the **Official Assembler**. The material will be assigned to the **Exhibitor**, under a lease agreement, during the event period. At the end of the event, all material must be returned, in the exact same condition that it was delivered, otherwise the **Exhibitor** must repair any damage or replace any lost materials at current market price (including the 2 chairs and trash receptacle).

Any alteration, removal or placement of panels or other elements that comprise the basic assembly can only be done by qualified personnel of the **Official Assembler**.

No financial credit will be granted by the **Organizer**, in the case of non-use of any element that comprises the basic assembly. Exchanges of elements will be accepted upon an additional payment. See Form 6 (Basic Booth).

All **Exhibitors** must pay for the electricity consumed (kVAs), so even those who opt for basic assembly must complete **FORM 6**, submitting it no later than **7 November 2014**.

Please note the need for the Authorization of Temporary Operation (Annex 1), which must be maintained in the booth for inspectors to view upon request.

*Should you require any kind of artwork (logo on vinyl or printed, print on adhesive vinyl for panels, printing on canvas, vinyl for lining, banner) for your booth, or a differentiated overhead sign, please consult with the Official Assembler.*

The companies will receive their booths assembled and have access to their stall starting at 08:00 on 6 December 2014.

## FREE BUILD- SPACE ONLY

Any **Exhibitor** who chooses not to use the basic assembly will have to submit the design of its booth for approval by the **Official Assembler**. The design must be submitted with dimensions, including all views, no later than **7 November 2014**.

Please submit your design to:  
**Stands Projetos e Decorações**

Attention: Marcia Ramos / Juliana Caldeira

E-mail: [tecnica@standsbr.com](mailto:tecnica@standsbr.com) / [juliana@standsbr.com](mailto:juliana@standsbr.com)

We ask that Exhibitors, when preparing their booths, offer open spaces with easy access from all sides.

*Important: We recommend a term of assistance be established between the Exhibitor and third-party Assembler for the entire period of the event, with penalties for delays and flaws in the services.*

*Please remember that Stands Projetos e Decorações may not perform maintenance services (changing light bulbs, opening padlocks, repairing overhead logos/signs, etc.) for booths assembled by a third-party assembler.*

\* It is mandatory to build partition walls around the perimeter of the booth, limiting it vis-à-vis other booths, with a minimum mandatory standard height of 2.20 meters (this rule does not apply to "island" booths). Walls that exceed this height will be required to have external finishes equal to the internal finished **IN THE COLOR WHITE**.

If the booth is not set flush against the wall, it must also have finishing at the rear.

If the Assembler does not carry out the necessary finishing, the Exhibitor will be fined 10% of the amount of the Participation Agreement.

This penalty is necessary to prevent Assemblers from impairing the aesthetics of the event as well as the neighboring Exhibitors, for various problems.

## SPECIAL DESIGNS

It is the free choice of the Exhibitor to engage its own booth Assembler. The Official Assembler is apt to design and execute special assemblies and decorations, and is at the Exhibitor's disposal to provide estimates to meet their specific needs.

Any Exhibitor who wishes to execute the booth assembly and decoration with another Assembler firm must notify the Official Assembler, sending the design comprised of the floor plan, front elevation and side elevation with dimensions, for approval along with the assembler's data, via Form 1 (Liability Waiver).

It is mandatory to submit Form 5 with the request for electric load, marking of the points, and other data of the assembler.

When submitting the design for approval, the Assembler must attach the Registry of Technical Responsibility (RRT) or the Note of Technical Responsibility (ART) of the design in execution, paid in the name of CAU or CREA-RJ, respectively, with proof of payment.

## INFORMATION ON THE REGISTRY OF TECHNICAL RESPONSIBILITY (RRT) AND NOTE OF TECHNICAL RESPONSIBILITY (ART)

According to the legislation governing the Boards of Architecture and Urban Planning and Regional Board of Engineering and Agronomy, all designs or assemblies of booths at events must have a chief technical officer, duly registered with the CAU (Architects) and CREA-RJ (Engineers) where the work or service is carried out, and the respective RRT or ART must be issued. The design of the entire architectural ensemble of the event should also be noted, in the CAU, valid throughout Brazil, or at the CREA office in the state where it is carried out.

To be valid, the document must be signed by the professional and the firm that hired such professional, and accompanied by payment receipt and a copy of the professional's registration.

Any designs submitted after the deadline may not be approved, and in such case the Exhibitor will receive the basic assembly performed by the Official Assembler and pay any complementary difference that there may be. If the Required Forms are not received by the deadline – 7 November, 2014 – the Organizer and Official Assembler shall not be held liable for any loss that may occur, and the Assembler / Exhibitor will not be authorized to assemble its booth.

## Booth Specific

- The area of each booth will be demarcated by the **Official Assembler** on the floor of the Convention Center. It is optional for the **Exhibitor** to assemble an elevated floor in this area; we suggest that it be assembled with wooden raised flooring modules, 10cm high.

If the booth floor is raised, it is mandatory that it contain ramps to facilitate access of people with special needs.

- In the case of application of any carpeting or lining directly on the floor of the exhibition hall without the use of modular wood flooring, use of double-sided tape will be required – “Adere 462” or “Cremer 603” brands.
- All constructions should be accommodated on the floor without damaging it, and full lining/carpeting of the set-up area should be provided, with or without raised flooring, for the protection thereof.

*Any damage to the floor of the Convention Center will be charged immediately to the Exhibitor / Assembler, which may only continue with the set-up or break-down of the booth after payment for any such damage.*

The maximum height allowed for the construction of booths in the Exhibition hall will be 5.50 m.

**ONCE AGAIN WE REMIND YOU AS TO THE FINE IN THE AMOUNT OF 10% OF THE PARTICIPATION AGREEMENT FOR EXHIBITORS WHOSE BOOTHS DO NOT PRESENT THE REQUIRED FINISHING, SO AS NOT TO HARM OTHER EXHIBITORS OR THE AESTHETICS OF THE EVENT.**

- Booths of the “island” or “island end” type should be open on the sides; when there are any closure elements, they must be made of transparent material.

## HANGING STRUCTURES

The designs of booths located in the main exhibition hall (ground floor) that have any hanging elements must be sent to the Official Assembler at least 60 days prior to the start of booth assembly, containing the dimensions and weight of the structures.

Once in possession of the designs, the Official Assembler, along with Convention Center professional staff, will verify feasibility.

The costs will be passed on to the Exhibitor (by the Official Assembler) which will decide as to the continuation of the design.

All assembly costs must be paid directly to the company(s) responsible for the installation of the structures.

A maximum height of 5.50 m is hereby established for these structures.

## HORIZONTAL PROJECTION FROM BOOTH

- Horizontal projection of any element assembly or displayed products must be fully contained within the boundaries of the leased area.
- No projections of any constructive or decorative element over neighboring booths or areas of movement will be permitted; any such elements must also be fully contained within the boundaries of the leased area.

## ASSEMBLY OF BOOTHS WITH AN UPPER FLOOR

- Assembly of booths with upper story will not be permitted.

## OCCUPANCY AND USE OF EXHIBITION HALL

- The floor of the event venue, as well as the walls, columns or any other structure, cannot be marked, painted, drilled or damaged in any way. Any damage will be the responsibility of the **Exhibitor**, who shall bear the cost of repair or replacement, stipulated by the technical staff of the Convention Center.
- No masonry construction, or any similar type of construction of a permanent nature, will be permitted (floors, walls, etc.).

*The Assembler must have all materials ready or semi-ready for assembly, being allowed only small touch-ups of spackling/putty or paint. Even these small jobs must be performed with proper covering of the Convention Center floor. Any damage will be charged still during assembly, and payment shall be required in order to proceed.*

*ATTENTION: Sawing wood will not be permitted within the exhibition pavilion without the guarantee that the floor of the Convention Center will not suffer any type of damage.*

- Working with grease, corrosive materials and other similar substances will not be allowed, in order to prevent harm to people, neighboring booths or venue installations.

Each Assembler will be responsible for cleaning the booth at which they are working during assembly and disassembly, and cannot use the circulation pathways for storing debris, materials, packaging, equipment, tools or products to be installed or used at the booth. All services shall be performed within the limits of one's own booth.

- Gardens, flowers and ornamental plants, or sand and stones for composition of gardens, will only be allowed if contained in pots, baskets or other recipients in such a way that, when watered, they do not cause any leakage that might damage the carpeting of the event or any other floor of the Convention Center.

## GENERAL CONDITIONS

- **PPE - Personal Protective Equipment** - It shall be incumbent upon the **Exhibitor** to demand that its **Assembler** use protective equipment appropriate to the risks involved. All personnel must wear hardhats, gloves, safety shoes and face respirator for any work that produces respirable airborne particles.
- Use of uniforms or t-shirts with the visible logo of the Assembler will be required for all workers or service providers who perform activities of assembly, maintenance or disassembly within the Pavilion.
- Working shirtless, or using flip-flops, clogs, shorts or any other attire that the **Organizer** deems unsuitable or improper for such work shall not be permitted.
- Consumption of alcohol and/or smoking on the premises of the booth assembly area is prohibited.
- The Assembler shall be responsible for all labor-related and legal obligations to its employees, or anyone else carrying out services at the booth.

Minors under 16 years of age shall not be permitted within the Exhibition Hall during assembly and disassembly.

# General Requirements

## TAX PROCEDURES - IPI and ICMS Taxes

- The **Exhibitor** is solely responsible for complying with all legal requirements relating to the procedures for delivery of goods, equipment, products, utensils, etc.
- The **Organizer** and **Official Assembler** are not responsible in case of negligence in observing compliance with the legal requirements of IPI (Tax on Industrialized Products) and ICMS (Sales Tax).
- **Exhibitors** must consult their tax or accounting department for guidance regarding the shipping of goods and products to the Congress, according to the legislation in force at the time of the Event.

## TEMPORARY OPERATING LICENSES

- The **Rio de Janeiro State Treasury Secretariat** requires that each booth have a temporary license/operating permit during the event (**SEF Resolution nº 2.887 of December 18, 1997**).
- After authorization, the permit shall be kept at the booth throughout the event period, for administrative reasons.
- For further information:  
**POSTO FISCAL** – Secretaria de Fazenda do Estado – IFE 9902 Fiscalização Dirigida  
Telephone: (21) 2332 3192 / (21) 2334 4300  
Address: Rua Buenos Aires, 29 –3° andar – Centro  
Rio de Janeiro – RJ – CEP  
Web: [www.fazenda.rj.gov.br](http://www.fazenda.rj.gov.br)

## ANVISA

**ANVISA** is the Federal Agency responsible for regulations on advertising at medical/scientific events. **Exhibitors** and **Sponsors** must follow the established rules. The **Organizer** of the event shall be exempt from any liability for the failure to comply with established standards on the part of the **Exhibitors** / **Sponsors**. For more information, visit [www.anvisa.gov.br](http://www.anvisa.gov.br).

## MINISTRY OF LABOR

The Ministry of Labor, in order to standardize the different forms of hiring manpower, has conducted onsite supervision with a team of inspectors on the premises where the event will be held, for orientation and oversight. During the event, the **Exhibitor** shall maintain at its booth, all labor-related documents of all its employees, as well as any service providers (e.g.: waiters, servers, booth assemblers, guards, hostesses, etc.).

## Load-In and Load-Out

### SUBMISSION OF EXHIBITION MATERIALS

It is the **Exhibitor's** responsibility to abide by the legal procedures for issuing invoices of any kind for the delivery or removal of equipment, durables or consumables, as well as to pay any taxes or fees due.

The **Exhibitor** shall issue an invoice for shipping purposes only (i.e.: non-sale) or a statement of remittance in the name of the **Exhibitor** itself (sender establishment) with its Corporate Taxpayer ID (CNPJ) and State/Municipal Registration Number. All goods and products must be listed in the body of the invoice, which must also include the remark that the goods are for demonstration purposes only, and also contain the name and date of the event.

The original invoice shall remain under the **Exhibitor's** safeguard throughout the event. No equipment or products shall be permitted to enter the venue without an invoice.

Note: Any material must be identified with the following information:

#### CENTRO DE CONVENÇÕES SUL AMÉRICA

Address: Rua Paulo de Frontin, 1

Cidade Nova – Rio de Janeiro – RJ – CEP 20.260-10 - Brasil

CNPJ: 06.149.097/0001-85

State/Municipal Registration No.: of the Exhibitor itself

Name of event: SICOT/CBOT 2014

Exhibitor Company:

Contact Name and Telephone Number:

Mobile Phone and E-mail:

Quantity:

Description of the Material:

Booth No.:

In care of the Exhibitor itself

The material shall be identified, in large letters, as "MATERIAL PARA EXPOSIÇÃO".

We do not guarantee the receipt of any material that arrives before 4 December 2014 and that is not properly labeled as instructed in this manual.

### LOADING AND UNLOADING

The loading and unloading of goods and equipment will be carried out at the docks of Centro de Convenções Sul América.

**Neither the Convention Center nor the Organizer have hand-trucks or personnel to transport cargo.**

For special cases involving transport of large-sized materials or equipment, we request that the respective carrier carry out a prior technical visit to Centro de Convenções Sul América in order to confirm measurements and reconnaissance of the route to be followed, thereby assuring perfect safety in handling the equipment.

### STORAGE FACILITIES FOR EXHIBITORS

During the event we will provide storage facilities that will be of common use for all Exhibitors. All material that arrives on or after **4 December 2014** will be received by an employee of the **Organizer** and stored at a location to be announced subsequently.

Upon receiving, only the quantity of volumes will be checked. The corresponding invoice will be delivered to the **Exhibitor** upon arrival thereof.

We will maintain a stock clerk at the storage facility during the entire period of the event, who will be in charge of permitting entry to authorized persons.

For added security, we ask that each **Exhibitor** identify, to our employee, the people who may handle their products.

The storage room will be open one hour before the start of the Exhibit so that **Exhibitors** can replace material in their booths. No hand trucks will be permitted in the trade show area after 9:00 am.

The material storage room will close at 18:00, and will only reopen the following day.

**The Organizer does not control the exit of material to the booths and therefore shall not be liable for any loss that may be reported.**

Insurance on the goods left in the storage room is strongly encouraged. The Organizer is not responsible for lost or stolen items left in the common area.

**ATTENTION:** The storage room will be deactivated on 9 December, 2014 at 18:00; therefore **Exhibitors** should plan for the removal of all their materials prior to that day and time. Any material that remains in the storage room will be considered as trash and disposed of in the Convention Center's garbage bins.

## TRANSPORTATION OF MATERIALS

The **Exhibitor** is responsible for the transport of materials and equipment on the premises of the Exhibition Convention Center. Hand trucks must have rubber wheels (tires) and can only move about the premises during the designated times.

If it is necessary to move any goods from the storage room to the booths during the event, this may only be done by hand.

## INSURANCE

Booths, goods or products, and personal at the service of the **Exhibitors** are not covered by insurance, so it is the responsibility of each **Exhibitor** to arrange for one's own insurance against any risk such as losses, lost profits, damage and/or misrouting of any nature that may occur to the displayed products, booths or service personnel, including by rain, flood, wind, lightning, leaks, electrical outage, crowd panic, short circuits, fire, and/or force majeure.

***It is mandatory for all exhibitors to maintain liability insurance for WISC 2014. A copy of the company's insurance document and a signed liability waiver will be requested closer to the start of the Conference. Please be prepared to provide this information. Insurance protection will not be afforded to the exhibitor by WAO or the Convention Center.***

## RELEASE FOR ASSEMBLY

***The areas for booth set-up will not be released to any of the following:***

- ***Exhibitors who are delinquent with any contractual portion of the booth space lease;***
- ***Assemblers who are not in possession of the fully-paid RRT or ART. For more information, see Item 3.1 - Special assembly);***
- ***Exhibitors who have not paid the electric fees;***
- ***Exhibitors who have not provided a copy of their insurance certificate.***

**ATTENTION:** The Assemblers should carry a photocopy of the RRT/ART and proof of payment, to be held by the Organizer. These documents must be submitted at the time the assembler enters the Convention Center.

# Terms and Conditions

## PART I - TECHNICAL AND SECURITY INFORMATION

The information, rules and regulations listed below were developed for the protection and safety of the conference attendees, **Exhibitors**, their employees and all other persons present at the event.

These standards include the rules of the Convention Center and must be followed by everyone.

### 1 – INFORMATION, RULES AND REGULATIONS

#### 1.1 GENERAL INFORMATION

- All technical matters relating to the booth assembly must be handled directly with the **Official Assembler**.
- Decorative elements and any displays of equipment or promotional materials at booths shall not, under any circumstances, exceed the limits of the booth area, even by swinging outward.
- Any nailing, drilling, painting or scratching the partition panels, aluminum framework or any other material owned by the **Official Assembler** or the facilities of the exhibition venue is strictly prohibited.

*\* For the case of booths with wooden flooring, assemblers must provide protection on the pavilion floor (appropriate lining, plastic tarp).*

The **Exhibitor** must take special care to avoid scratches on the floor by using protection when dragging any heavy loads or furniture. Exhibitors wishing to exhibit extremely heavy material requiring special support must provide for the handling of such equipment without damaging the structure of the pavilion. For exhibition of large equipment, the **Exhibitor** must have authorization from the **Organizer**.

The materials exhibited in the stands must be removed immediately after the event, always before booth break-down. The **Organizer** and **Official Assembler** are not responsible for the safeguard or security thereof, or for any other materials left at the venue.

- Playing or retransmitting music or use of sound devices or noises that could disturb other exhibitors is prohibited, except audiovisual projections with the sound of a normal human voice. The **Organizer** may, at any time, request any Exhibitor to cease any such sounds that it deems inappropriate.
- All **Exhibitors** wishing to use background music in their booths must pay the appropriate copyright fees, pursuant to Law 9610/98. Such fees must be paid to *ECAD – Escritório Central de Arrecadação e Distribuição*. The **Organizer** reserves the right to request the reduction in volume or cessation of use of any system that creates an interference with other exhibitors.
- Use of flammable substances, explosives, hazardous gases, radioactive materials and/or combustion engines is prohibited.
- The distribution, placement, installation, display of third party products, gifts and/or print materials is strictly prohibited. The **Organizer** may stop any type of promotion that, at its discretion, is harmful to the event.

*\* The **Organizer** and **Official Assembler** are exempt from any liability/obligation in all cases and at all times, for any damages, whether personal or to property, caused by the exhibited materials or for the loss, disappearance or theft of any property displayed throughout the exhibition, including assembly and disassembly periods. Thus, we recommend that the **Exhibitors** make arrangements for their own insurance against any and all risks, as such risks are the sole responsibility of the **Exhibitors**.*

*\* Taxes for services owed to public institutions (State Treasury Department) and Trade Associations (RRT issued by the CAU) are not included in the lease of the area or in the basic assembly. All such amounts must be paid directly by the Exhibitors to the respective offices or agencies. Further details are contained in this Manual.*

#### 1.2 PRECAUTIONS AGAINST FIRE

- It is strictly forbidden to use any type of equipment that generates fire, including ovens, braziers or gas jets. It is also prohibited to operate internal combustion machines or any equipment that emits toxic gas.
- We recommend the use of flame-retardant materials for flooring and ceiling of the booths.



- The corridors and exits of the Convention Center may not be obstructed at any time.

It is prohibited for Exhibitors and Assemblers to store materials behind the booths, including flammable materials and packaging materials, which should be removed from the locale and moved to the Exhibitor Storage Facilities provided at the venue.

**ALL EXHIBITORS MUST HAVE A CO2 OR DRY CHEMICAL FIRE EXTINGUISHER IN THEIR BOOTHS, IN A VISIBLE LOCATION, FROM BOOTH SET-UP TO BREAK-DOWN. THE FIRE BRIGADE WILL VERIFY THE PRESENCE OF FIRE EXTINGUISHERS.**

- Fire extinguisher rental service may be requested directly from the official Fire Brigade company. Please refer to the contact page for that information.
- Fire alarms, fire extinguishers and the respective signage shall not be removed from their places, and no articles or objects shall be hung blocking such equipment of the Pavilion.

### 1.3 ELECTRICAL INSTALLATIONS

- The cost of electricity for each Exhibitor is not included in the booth space rental; it is calculated according to the power of the electrical equipment in each booth. This amount will be charged by the Official Assembler taking into account the amount of KVAs requested on Form 5.

The amount shall be paid after the respective bill is sent, and the Exhibitor shall send proof of payment via email or through the Assembler so it can be presented upon entering the Convention Center.

- During the event, the Convention Center will review this information and charge for overloads not reported previously. The Organizer will pass along the charging of such amounts to the Exhibitor.

The electrical current available for use in the booths during the exhibition is 3-phase 220V/380V. If the exhibitor requires 110V voltage, it must provide a transformer.

All Exhibitors, including those who have opted for basic booths, will be required to request the supply of electricity of at least 1 KVA (KW) for each 9 square meters of basic booth, using Form 5. The Official Assembler shall, jointly with the company responsible, provide for the installation one point of electric power in the Exhibitor's booth, usually located on the back of each booth (peninsula-, corner- and inline-type), where the divider panels between neighbors are located. The points requested for island-type booths or those with special locations must be accompanied by drawings. If the Official Assembler does not receive this information on a timely basis, prior to event set-up, the location of the point will be chosen according to its convenience.

- To calculate the number of KVA (KW) required for your booth, the Exhibitor should simply add the KW or W indicated on the equipment and lighting to be used, or follow the instructions of its assembler, or can consult the consumption table included on Form 5.
- We recommend the use of stabilizers or an uninterruptible power supply (UPS) unit for equipment requiring stable energy loads, as the Organizer is not responsible for sudden power drops, surges or outages arising from the Pavilion's installations.
- Please be advised that for security reasons, each piece of equipment to be used in the booth requires an outlet, and no multi-point adapters or system distributors are allowed.
- Only the Official Assembler is authorized to provide points of electric power. However, the Exhibitor may use its own electrician to install electrical outlets and make adjustments within the perimeter of its own booth.
- No electrical installation can be hung from the ceiling of the pavilion or be fastened to any part of the structure. The Organizer reserves the right to interrupt the power supply to any installation that it deems hazardous or likely to cause problems for event participants.

The master switch of the booth shall be located in a place of free access to the Organizer's safety department.

*The area inside the pavilion is climate-controlled; use of air-conditioning in the booths is prohibited.*

- It is the Exhibitor's responsibility to turn off the power to its booth at the end of each day.

Devices requiring continuous power supply must be connected to separate circuits. The Organizer is not liable for damages that the Exhibitor may incur for not following this rule.

We suggest placing a clearly visible and legible warning of “DO NOT TURN OFF” [“NÃO DESLIGAR” in Portuguese] next to breakers that need to remain on throughout the event.

- To assure safety of the general public, booth installations (lighting, equipment, wires and cables) may not be visible to neighboring booths or Conference attendees.
- Any and all wiring must be accompanied by the design executed by a qualified professional in compliance with standards of ABNT (Brazilian Technical Standards Association) and the local Utilities Company (*Light*).

**Assemblers must use double-insulated PP cables in all electrical installations; use of parallel wire is prohibited.**

#### 1.4 PLUMBING INSTALLATIONS

This type of service is not available at WISC 2014.

#### 1.5 CLEANING

- The cleaning of lanes, aisles and circulation areas of the expo will be done on a daily basis, by the official housekeeping company engaged to serve the event, from the beginning of assembly until the end of disassembly.
- During the event’s operating hours, garbage produced and collected by the **Exhibitor** must be accumulated in a specific recipient and kept in its booth until it is collected by the official cleaning staff.
- It is understood that “**CLEANING FOR BOOTH DELIVERY**” means the first cleaning for the grand opening of the event, which – in the case of booths with special decoration – shall be performed by the assembly firm hired by the **Exhibitor**. In the case of basic booths, it will be delivered clean by the **Official Assembler**.
- During the expo, the cleaning of the booths must be contracted by the **Exhibitor** Company, which can do it on its own or engage the official company indicated by the **Organizer**. Please refer to the contact page for that information.

#### 1.6 INTERNET AND TELEPHONE

If the **Exhibitor** requires an internet connection or telephone service at the booth, please contact Link Solution (see Contact Information), the official supplier to Centro de Convenções Sul América.

#### 1.7 COMPUTER EQUIPMENT FOR RENT

We suggest contacting the official company engaged to serve the event, Hoffman (see Contact Information).

#### 1.8 SECURITY

The security staff hired by the **Organizer** will assure access only to valid credential carrying professionals within the expo area.

**The security staff will not be responsible for security at individual booths.**

We advise **Exhibitors** to take appropriate precautions to assure that all their valuables are insured and kept in secure locations. The **Organizer** is not responsible for the security of such articles, or any others, brought by the **Exhibitors**, their employees or third parties.

If the **Exhibitor** wishes to engage a specific security company, we indicated the official security firm for the event. See contacts under Contact Information.

If the **Exhibitor** engages an outside security firm, it must submit a list of names of the members of this security team with a photocopy of the personal documentation of each member, as well as a copy of the services agreement to the **Organizer**, which will pass it along to the private security staff hired. Entry must always be through the service entrance at the Loading Docks.

***AT THE STIPULATED CLOSING TIME OF THE TRADE SHOW, THE LIGHTS WILL BE TURNED OFF AND ALL EXHIBITORS AND SERVICE PERSONNEL MUST EXIT THE PREMISES.***

The official Security Staff may, at any time, block the entry or remove anyone from the Exposition Pavilion whose behavior or attire is considered inappropriate with the image of the event, or anyone who refuses to abide by safety regulations.

**Each Exhibitor is responsible for the material of its own exhibit.**

## Terms and Conditions

### Part II – Rules for Participating in the Expo

#### **ASSEMBLY AND MAINTENANCE OF THE BOOTH**

Prior to installing their booths, the **Exhibitors** must contact the **Official Assembler**, and confirm the location of the booth as well as information about any special rules related to its booth.

Specific authorization must be obtained for any change in the size or structure of the space or for any change of rented objects. The booths must be assembled and fully equipped throughout the advertised period.

The **Official Assembler** reserves the right to require changes in the booths and displayed materials if deemed necessary, for the purpose of compliance with the safety standards, technical requirements and responsibility to maintain or obtain the best possible image to the overall trade show.

**The sides and back of the booth must be finished in the same manner as the interior sides and back. Remember that if this standard is not met, the Exhibitor will be fined 10% of the amount of the Participation Agreement.**

All guidelines and instructions of the **Official Assembler** relating to the use of the booths, the decoration thereof, use of design, fixtures and furnishings of the booths must be obeyed in order for the trade show to have the fewest complications possible.

#### **SUBLETTING**

Subletting of exhibit space is not permitted. Sharing of exhibit space is not permitted unless it is within divisions of the same company and approved by **Organizer** prior to the Conference.

#### **DISASSEMBLING OF BOOTHS**

The **Exhibitor/Assembler** must disassemble the booth within the allotted time period and promptly return the rented furnishings. The **Exhibitor/Assembler** must assure that the area and floor are left clean.

All material, the end of the Exhibit, that the **Exhibitor/Assembler** deems disposable, must be properly disposed of by the same.

**Booth parts that are not shipped back should be kept to a minimum volume and transported by the ASSEMBLERS to the garbage bins located at the loading docks.**

The **Exhibitors** shall bear the cost of repairs in the damaged areas of the Expo.

If the **Assembler** does not perform the disassembly and removal of material from the booth within the allotted period of time, the **Organizer** will arrange for the return of the area clean and vacated to the Convention Center. In such cases the **Exhibitor** and **Assembler** shall hold harmless the **Organizer** for any kind of damage to the structure of the booth, which will be discarded in the waste bins. The costs of these procedures will be subsequently charged to the **Exhibitor**.

## Important Final Remarks

We know how tiring it is to read this entire Manual, but we found it imperative for both you the **Exhibitor** as your **Assembler** to be aware of the standards required in order for your participation at this event to occur as smoothly as possible.

**We call your attention to the following items:**

1 - Centro de Convenções Sul América is very demanding about the maintenance of its facilities. We always conduct a thorough initial inspection and another final inspection, noting every detail that could be considered as damage to its property. Please ask your **Assembler** to be careful with the entry of materials, assembly, and disassembly as well. We will always be watching out for any damage that may happen and we will inform the person in charge in the act of any occurrence in order to make due payment.

2 - Please ask your **Assembler** to provide a technician to serve as “maintenance employee” during the entire event. The **Official Assembler** cannot enter the booth of another assembler for any type of repair.

3 - Another factor that may cause delay in your booth assembly could be failure to pay any required fee. This verification will be done on the first day of assembly prior to the entry of your Assembler in the Pavilion. Booth assembly will only be released upon proof of payment (ART/RRT and Electricity).

4 – Because this is an event of major proportions, inspectors from CAU/CREA, the Ministry of Labor, and the Health Department (*Vigilância Sanitária*) always are present; to avoid any problems, please keep all documentation listed in this Manual at your booth.

We will have plenty of time to perform booth set-up calmly. Please show your **Assembler** the established dates so that they can schedule their activities in order to have sufficient personnel to meet the deadlines. Overtime disrupts the event, and is very expensive for those who incur delays.

We are sending this Manual well in advance so that you can have time to plan, and you will be immediately notified regarding any change that may occur. Please do not forget that the more technical portions of this Manual are of the exclusive interest of the **Assembler** that you hire, therefore you must make sure that your **Assembler** is aware of the rules described herein.

If you have any questions about this Manual, please contact ***Stands Projetos e Decorações*** (Official Assembler).

Thank you, and have a great Event.

**WAO Rules and Regulations**  
**WAO International Scientific Conference 2014 and the XLI Congress of the Brazilian Association of Allergy and Immunology (ASBAI)**  
**6-9 December 2014**

The following Rules and Regulations are part of the contract between the exhibitor and the World Allergy Organization (WAO). All matters not covered in these Rules and Regulations shall be referred to WAO for adjudication and the decision of WAO shall be final. These Rules and Regulations may be amended at any time by WAO and all amendments so made shall be binding upon the exhibitor equally with these Rules and Regulations, and shall become a part thereof, providing the exhibitor is notified of the amendments. Notice may be verbal or in writing before or during WISC 2014, and may be given to any authorized agent or representative of the exhibitor.

**Advertising Materials**

Canvassing or distribution of advertising materials by non-exhibiting, commercial companies is strictly prohibited. Exhibitor advertising will not be permitted outside of the exhibitor's assigned space. Limited signage advertising industry supported sessions and events must be approved and displayed by the WAO Secretariat. Unauthorized signage will be removed.

**Audio/Visual Equipment**

Sound systems must be kept at a reasonable level and may not interfere with other exhibitors. WAO reserves the right to request the reduction in volume or cessation of use of any system that creates an interference with other exhibitors.

**Contests, Raffles and Drawings**

Approved contests, drawings or raffles must comply with local and federal laws governing such contest, raffles, or drawings and have prior approval of WAO. The rules must be posted at the booth and include: eligibility, date and time of drawing, the words "no purchase necessary to enter," odds of winning, how winners are notified, how participants can find out who won, etc. The exhibitor must agree to indemnify WAO, its Board of Directors, employees, and vendors in the event of any claims arising from the operation of the event. WAO must be notified of the winners and when the prize is awarded. WAO reserves the right to restrict contests, drawings or raffles that it deems inappropriate or unprofessional.

**Continuing Medical Education (CME) Activities**

All activities offering CME credits occurring at or in conjunction with the WISC 2014 must be sponsored or jointly sponsored by the WAO and planned and executed following the ACCME's guidelines for accredited CME activities, included the Standards for Commercial Support. Therefore:

- (1) Exhibitors defined as commercial interests by the ACCME are prohibited from offering or distributing CME activities or access to CME activities.
- (2) Exhibitors not defined as commercial interests by the ACCME may offer or distribute CME activities or access to CME activities, provided those activities are listed on the exhibition application and approved by the WAO.

**Demonstrations**

Exhibitor demonstrations should not interfere with normal traffic flow nor infringe on neighboring exhibits. No demonstrations will be permitted outside of the exhibitor's assigned space.

**Disclosure**

It is the policy of the WAO that any exhibitor whose booth space, exhibit display or exhibit materials are provided through an educational grant from another organization prominently disclose that information to all attendees visiting or viewing that booth.

**Facility Regulations**

Exhibitors are required to abide by all facility regulations in the design, installation, operation and dismantlement of their exhibit stands. A complete description of electrical, fire, labor and property regulations will be listed in the technical manual.

**Food and Beverage Distribution**

Exhibitors wishing to dispense or serve any food or beverage from assigned exhibit space must notify the Centro de Convenções Sul América.

### **Hospitality Suites and Special Events**

Company-sponsored special events must be approved by the WAO Secretariat. WISC attendees, leadership and faculty members cannot be invited to an event that conflicts with WISC programs, including the Scientific Program, or WISC Social Events. Please contact the WAO Secretariat for more information.

### **Liability**

The exhibitor shall be fully responsible to pay for any and all damages to property and its owners or managers, which result from any act or omission of the exhibitor. The Exhibitor agrees to defend, indemnify and hold harmless the World Allergy Organization, its owners, managers, officers or directors, agents, employees, and subsidiaries and affiliates, from any damages or charges resulting from the exhibitor's use of the property. The exhibitor's liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees and business invitees which arise from or out of the exhibitor's occupancy and use of the exhibition premises, or any part thereof.

In addition, the Exhibitor acknowledges that the World Allergy Organization and all other service providers do not maintain insurance covering the exhibitor's property and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by the exhibitor.

### **Meetings**

Exhibiting and non-exhibiting companies may not schedule meetings or events during the official dates of the WISC 2014 without the written consent of the WAO Secretariat. Requests for meeting space of company-sponsored sales meetings and WAO-approved activities should be submitted in writing to the WAO Secretariat.

### **Music/Music Licensing**

Each exhibitor using music in conjunction with its exhibit is responsible for maintaining compliance with the appropriate music licensing organizations.

### **No Smoking**

Smoking in the Exhibition Hall, scientific sessions, foyers and all public spaces is prohibited.

### **Photography/Videotaping**

Videotaping and photographing within the Exhibition Hall is prohibited except by the official WISC photographer, unless approved in advance by the WAO Secretariat. Any exhibitor who wishes to employ an outside vendor to videotape or photograph their own exhibit, activities, personnel, etc., must submit a written request no later than 1 November 2014.

### **Products and Services**

Only those products and services detailed on the exhibit space application form or in writing prior to the World Allergy Congress and approved by the WAO Secretariat may be exhibited or advertised.

### **Promotional Items/Giveaways**

Distribution of descriptive product literature, notepads, pens and pencils is permitted. Other items may be distributed from the exhibitor's stand only with prior written approval. All items to be distributed must be useful to the attendees during the World Allergy Congress or in the professional activities of the exhibit visitor. For US-based companies, all items must be in compliance with the American Medical Association Guidelines on Gifts to Physicians from Industry. Any exhibitor found distributing materials which have not been officially accepted may be required to cease distribution immediately. Companies who comply with the PhRMA Code please refer to the Code with regards to promotional items. A promotional item approval form must be submitted to the WAO Secretariat, by 15 October 2014, along with a sample, photo, or written description of each item. Samples will not be returned.

### **Relocations**

The WAO Secretariat reserves the right to adjust the floor plan at any time and relocate exhibitors should it become necessary or advisable in the best judgment of WAO. In the event that it is necessary to relocate an exhibitor after a specific space assignment has been made, the WAO Secretariat will contact the exhibitor. Every effort will be made to reassign the exhibitor to similar space. In any instance of exhibit stand relocation, the exhibitor has the option to cancel and receive a full refund of all payments made.

### **Restriction of Exhibits**

The WAO Secretariat reserves the right to:

- (1) reject for any reason any exhibit application submitted for WISC 2014;
- (2) reject, prohibit, restrict or otherwise require modification of any exhibit for any reason; and
- (3) evict or bar any exhibitor whose exhibit, materials or conduct is determined to be objectionable for any reason.

Violation of any regulations on part of the exhibitor, their employees or agents shall annul the right to occupy space and the exhibitor will forfeit to the WAO Secretariat all monies which may have been paid. Upon evidence of violation, the WAO Secretariat may enter and take possession of the space occupied by the exhibitor, and may remove all persons and goods at the exhibitor's risk. The exhibitor shall pay all expenses and damages which the WAO Secretariat may thereby incur.

### **Security**

The venue's in-house security guards will be in the general exhibit area 24 hours a day from set-up to break-down. No permanent guard will be available for individual stands; therefore we recommend clients/exhibitors provide the appropriate control for their belongings. Neither the security service, WAO, decorator nor the Centro de Convenções Sul América is responsible for any loss or damage to exhibitor property.

### **Selling of Products or Services**

Selling of any product and services is prohibited in the Exhibition Hall. Product order forms may be distributed, but no cash, checks, credit card information or other forms of payment may be accepted by the exhibitor.

### **Subletting Exhibit Space**

Subletting of exhibit space is not permitted. Sharing of exhibit space is not permitted unless it is within divisions of the same company and approved by the WAO prior to the Congress.