



# EXHIBITOR'S GUIDE

PROMOTED BY



MANAGEMENT



TOURISM AGENCY





# EVENT VENUE

## WORLD TRADE CENTER SÃO PAULO (WTC)

→ Av. Nações Unidas, 12.551  
Brooklin Novo - São Paulo/SP - Brasil  
CEP: 04578-903

### Parking for Delegates/Sponsors and Exhibitors

Congressional, exhibitor, and/or sponsor credentials do not grant access to any complimentary services or free parking, including loading and unloading areas.

Therefore, please be mindful of the rates and regulations set by the local parking management company.

Estarpar – Lucas

Contacts: (11) 3043-7132 / 3043-7133


Email: [admwtc@estapar.com.br](mailto:admwtc@estapar.com.br)

# CONTACTS

## COMMERCIAL


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 +55 11 94514-5726

## COMMERCIAL OPERATIONAL


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 viniuius.rodriiues@ccmgroupp.com.br

 +55 51 99431.8230

## OFFICIAL AGENCY


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 gabriela.colombo@ccmgroupp.com.br

 (51) 99108-6352

## ASSEMBLER

**Básica Feiras e Eventos - Claudio**

 basica.feiras@gmail.com

 +55 41 9991-1126

# SCHEDULE

## Unloading, Setup, and Dismantling

Material Unloading		
Date	Hours	Activities
September 09	02:00 AM - 04:00 AM	Official assembler
September 09	03:00 AM - 06:00 AM	* Other assemblers
<i>*The unloading of other assemblers will be based on order of arrival and schedule</i>		
Assembly		
Date	Hours	Activities
September 09	04:00 AM - 10:00 PM	Assembly
September 10	04:00 AM - 08:00 PM	Assembly
September 11	08:00 AM - 11:00 AM	*Final adjustments
<i>*Structure assembly is not allowed during the period for final adjustments</i>		
Dismantling		
Date	Hours	Activities
September 13	06:00 PM - 06:00 AM	Dismantling

**Disassembly:** Material removal rule: access to the loading dock will only be granted once the booth is **fully dismantled**.

# SCHEDULE

## Exhibition Hours

Exhibition Hours		
Date	Hours	Activities
September 11	04:20 PM - 08:00 PM	Exhibition Opening
September 12	08:00 AM - 06:00 PM	Exhibition Hours
September 13	08:00 AM - 06:00 PM	Exhibition Hours

**NOTICE:** There will be no exhibition on September 10th, as this day is reserved exclusively for final stand preparations.

**IHS Teaching Courses** will have their program being held on the 3rd Level. No interaction with congress delegates will be allowed on this day.

**The exhibition stands will officially open on September 11th at 04:20 PM.**

- Maintenance activities within the booths will be permitted only after the scientific programme has concluded and must be finalised no later than 8:00 PM.

# ATTENTION!

## Schedule Rules

All indicated times indicated above must be strictly followed, **as delays in the setup of the exhibition area or other event areas will not be accepted.**

→ **We kindly request that sponsors organize and instruct their teams to ensure adherence to the setup and dismantling periods provided, including overnight hours when applicable.**

Exhibitors who fail to comply with the schedule or experience issues that may disrupt the overall setup process will be subject to penalties, and their booth area may be isolated and prohibited from operating.

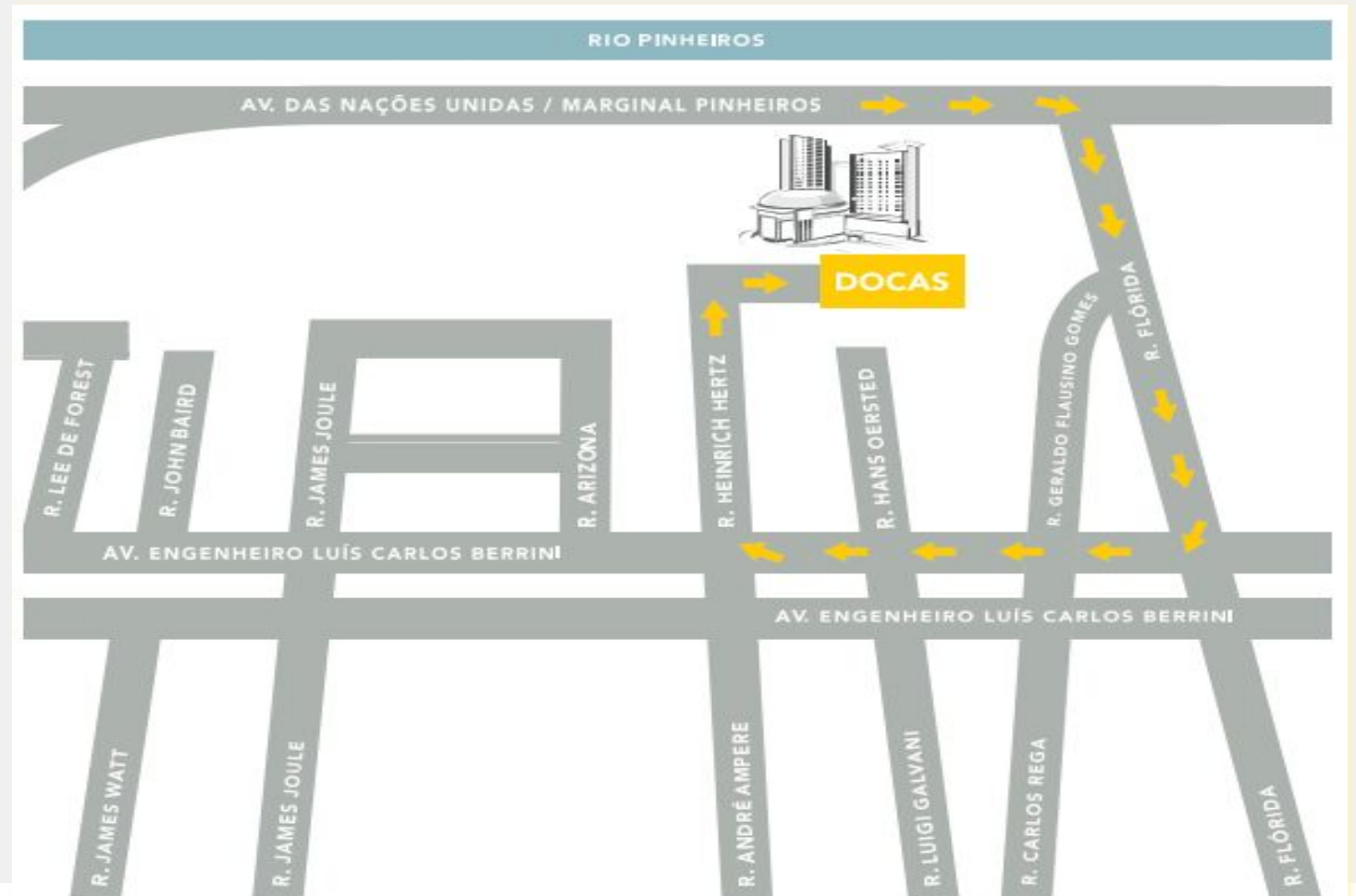
# WORLD TRADE CENTER SÃO PAULO (WTC)

## ➔ Loading and Unloading Entrance

Rua Heinrich Hertz, S/N

Brooklin Novo - São Paulo/SP - Brasil.

# LOADING AND UNLOADING





# LOADING AND UNLOADING

## WORLD TRADE CENTER SÃO PAULO (WTC) RESTRICTION ON THE CIRCULATION OF TRUCKS AND LARGE VEHICLES

Please note that the circulation of trucks and large vehicles within the city is restricted. Access for loading and unloading will only be permitted during the designated times and in compliance with São Paulo regulations.

We kindly request that all logistics teams plan their operations accordingly to avoid delays and ensure a smooth setup and dismantling process.

Trucks with dimensions exceeding 2.20 meters in width and 7.20 meters in length, as well as generators and support vehicles, must adhere to the following schedules:

**Monday to Friday: from 09:00 PM on the current day until 05:00 AM the following day.**

**Saturdays: from 12:00 AM to 10:00 AM, and again after 2:00 PM.**

**Sundays and holidays: no restrictions.**

# LOADING AND UNLOADING

## WORLD TRADE CENTER SÃO PAULO (WTC) RESTRICTION ON THE CIRCULATION OF TRUCKS AND LARGE VEHICLES

The following vehicles are exempt from these restrictions:

VUC-type pickup trucks and cargo trucks (urban cargo vehicles): up to 2.20 meters wide, 7.20 meters long, with a maximum load of 1,500 kg.

VLC-type utility vehicles and light cargo trucks: up to 2.20 meters wide, 7.20 meters long, with a maximum load of 1,500 kg.

# MANDATORY INSURANCE

## LIABILITY

The Organizing Committee is not responsible for any damages or losses caused to individuals or exhibited products before, during, or after the event, including theft, deficiencies, or interruptions in the supply of electricity, water, or any other incidents.

Stands, materials, products, and personnel working for exhibitors are not covered by insurance, and the responsibility for providing such insurance lies solely with the exhibitors.

## INSURANCE

The Organising Committee and the Official Contractor shall not, under any circumstances, be held liable for losses, loss of profit, damages, and/or any type of loss or misplacement that may occur to exhibited products, stands, or personnel, including those resulting from rain, wind, lightning, water leaks, power outages, crowd panic, short circuits, fire, building structural failures, poor maintenance, or force majeure events.

Each SPONSOR is responsible for providing its own insurance coverage against any risks. This measure is mandatory and must be followed by all SPONSORS.

SPONSORS contracting stands, satellite symposia, scientific arenas, or any other in-person scientific activities are required to obtain PUBLIC LIABILITY INSURANCE.

# MANDATORY INSURANCE

## INSURANCE CONTRACTING GUIDELINES

The purchase of insurance is mandatory. The policy must include the following coverage for your designated space:

Situation 1:

BOOTH – Constructed by the sponsor's own contractor:

Coverage as per the table on [Slide 13](#).

Situation 2:

BOOTH – Constructed by the event's official contractor:

Civil Liability Coverage – R\$ 500,000.00

Situation 3:

Sponsored On-Site Activities (Arena, Satellite Symposium, Hands-On, and any other sponsored activity):

Civil Liability Coverage – R\$ 500,000.00



# INSURANCE

Stand Size and Insured Amounts:	Up to 24m²	From 24.1m² to 72m²	Above 72.1m²
	Insured Amounts	Insured Amounts	Insured Amounts
Event Civil Liability Coverage:  1. Installation and Assembly 2. Supply of Beverages and Food 3. Cross Liability 4. Product Liability	R\$ 500.000,00	R\$ 1.000.000,00	R\$ 1.500.000,00
Moral Damages	R\$ 100.000,00	R\$ 200.000,00	R\$ 300.000,00
Employer’s Civil Liability	R\$ 200.000,00	R\$ 300.000,000	R\$ 500.000,00
Third-Party Property Liability	R\$ 50.000,00	R\$ 100.000,00	R\$ 200.000,00
Miscellaneous Risks for Equipment on Display	R\$ 30.000,00	R\$ 60.000,00	R\$ 100.000,00

# MANDATORY INSURANCE

## INSURANCE


Insurance Coverage Period:

The insurance must cover the period from the first day of setup to the last day of dismantling.

Exhibitors can choose to secure insurance with their preferred provider or opt for the recommended company below:

Recommended Insurance Provider:


LENANZO SEGUROS

 [www.lenanzoseguros.com.br](http://www.lenanzoseguros.com.br)


 Contacts:


♦ Leandro Petitto

 [Leandro.petitto@lenanzo.com.br](mailto:Leandro.petitto@lenanzo.com.br)

 +55 (19) 99260-0645

♦ Betine Castro

 [betine.castro@lenanzo.com.br](mailto:betine.castro@lenanzo.com.br)

 +55 (19) 99266-6724

# FEES AND DOCUMENTATION

## TFE FEES

Effective from May 2024, the Prefeitura de São Paulo has mandated that the promoter of the event is responsible for collecting the TFE – Inspection and Establishment Fee – from exhibitors. The promoter must then use the municipal system to issue a single payment slip for this tax, in compliance with DECRETO Nº 62.137, dated December 29, 2022.

Therefore, exhibitors should access their restricted area in the system to generate and pay any outstanding fees, such as energy, cleaning, and TFE, either via the generated bank slip or QR Code Pix included in the slip, by the specified deadline.

The TFE fee will now be issued by CCM CONGRESSES after payment is completed in the "Sistema Laranja." Payment through this system is mandatory.

**Payment Deadline: August 10, 2025**

# GENERAL STANDARDS

## LATE PAYMENTS

The Organizing Committee of the event will not release the area for assembling the stand of Exhibitors that are in default of any contractual installments relating to the rental of the space.

## COMPLETING AND REGISTERING FORMS AND DOCUMENTS

It is mandatory to complete and register all forms and information requested, within the deadlines determined in each form. The forms are at the end of this guide and have specific deadlines for registration in the system.

## SENDING SYSTEM LOGIN AND PASSWORD

**The login and password for the system used to register exhibition information, registration of employees, service providers and stand design will be sent to the exhibitor.**

**The exhibitor is responsible for providing the login and password to its agency and assembler.**

For any questions about the exhibitor system, please contact:

**Vinicius Rodrigues**

vinicius.rodrigues@ccmgroup.com.br



# BOOTH REGULATION GUIDELINES

## COMPLETE LIST OF REQUIRED DOCUMENTS

To proceed with the booth setup, the exhibitor must provide the documentation listed below, as detailed in the Manual, by the stipulated dates.

- BOOTH DESIGN;
- FINAL RRT/ART (along with the payment slip, proof of payment, and a copy of the CAU/CREA registration);
- INSURANCE (with coverage as described in this Manual) - To be sent by the exhibitor
- RESPONSIBILITY TERM (available for download in the exhibitor's system);
- TECHNICAL REPORT OF TEMPORARY AND ELECTRICAL INSTALLATIONS (available for download in the exhibitor's system);
- PROOF OF PAYMENT OF KVA AND CLEANING FEES;
- PROOF OF PAYMENT OF TFE - MUNICIPAL TAX OF SÃO PAULO;
- HEALTH AND SAFETY PERMIT AND LOCATION PERMIT (for stands and sponsored activities with Food & Beverage).

PLEASE PAY ATTENTION TO THE DEADLINES ESTABLISHED IN THE MANUAL.

Without the presentation of the above documentation, the booth setup process will not be allowed to begin.

# BOOTH PROJECT GUIDELINES

## PROJECT SUBMISSION

- The project submission must contain:
- 
- 01 (one) copy of a floor plan;
- 01 (one) copy of each perspective, with proper measurements and elevations;
- A descriptive report specifying finishing materials, constructive and lighting details, electrical, telephone, internet points, location of fire extinguishers, etc.;
- A memorandum with dimensions and the amount of electrical energy required in KVA;
- ART (Technical Responsibility Annotation) or RRT (Technical Responsibility Registration) for the assembly/structure of the stand and electrical installations, along with proof of payment (more information under the "Information about ART and RRT" section)

Projects should be registered in the system for approval until **August 10**

## TECHNICAL REGULATION

- **The maximum height for project development according to the assembly area:**
- **Golden Hall - 4 meters**
- The walls of island stands may not exceed 40% closure on each side;
- All stands over 18m<sup>2</sup> should contain an ABC 4kg fire extinguisher.
- Ornamental gardens, plants and flowers will be allowed in vases, baskets or other containers, as long as loose soil, sand or stones are not used to create gardens on site.

# ASSEMBLY GUIDELINES

## IDENTIFICATION

- The assembly team names should be entered into the exhibitor's system, in the ASSEMBLY tab;

To access the event area, all assemblers must present:

- Identification document (ID, driver's license, etc.);

After presenting the documents mentioned above, the assembler will receive an identification bracelet.

Assemblers who do not present the above documents will be prevented from accessing the assembly area of the event

## PPE AND APPROPRIATE CLOTHING

- THE USE OF PPE (PERSONAL PROTECTIVE EQUIPMENT) IS MANDATORY ACCORDING TO THE SERVICES TO BE PERFORMED. ALL ASSEMBLERS MUST WEAR A HELMET DURING THE ENTIRE ASSEMBLY PERIOD;
- Service providers will not be allowed to circulate through the common areas of the space with inappropriate clothing such as shorts, tank tops, mini skirts or flip-flops.

# ASSEMBLY GUIDELINES

## OVERTIME FOR ASSEMBLY

If the company needs to request overtime outside the established assembly schedule, approval will only be granted with authorization from the event organizer and after payment of the minimum amount of R\$ 5,000.00 (five thousand reais) per hour of delay.

The company must sign the NOTICE OF VIOLATION and assume full responsibility for all labor and safety obligations related to its team.

The final updated amount will be informed on-site, and the space will be released only after payment.



# ASSEMBLY GUIDELINES

## VENUE RULES

- Smoking is prohibited inside the space, in accordance with Decree No. 2018/96 and Federal Law No. 92914/96, which prohibit the use of cigarettes in a collective, private or public environment, with the penalty of fine;
- The service toilets will be available for the personal hygiene of assembly employees, and the use for cleaning equipment, materials, washing brushes, etc., is strictly prohibited;
- **Food consumption in the assembly area will not be allowed. If the employees need to consume food, we recommend leaving the assembly area, avoiding exposing them to any type of risk;**
- **Food is not allowed to be consumed within the Convention Center premises.**
- No type of assembly material should be supported or fixed to the walls, pillars and ceiling of the Convention Center;
- **The assembler must place a protective covering on the floor, throughout the area to be occupied. Under no circumstances should stands be assembled directly on the floor;**
- **Any damage caused to the structure of the space, if the cause of the damage is proven, will be the responsibility of the exhibitor and its suppliers;**
- **Painting services will not be allowed at the event venue;**
- **The covering must be fixed with “3M 25 mm double-sided” masking tape. Other types of material or tape will not be allowed;**

# ASSEMBLY GUIDELINES

## VENUE RULES

- It is not allowed to support, tie, hang or place any type or kind of material on walls, partitions, hall doors, ceilings, foyers and circulation areas, as well as on the ceiling of halls, without prior authorization from the event coordination at the Event Center. It is strictly prohibited to fix any material to “Sprinkles”;
- 
- No type of assembly or obstruction of emergency exits, fire extinguishers and hydrants will be allowed. In addition, wires should not pass in front of the doors, which must remain free for circulation by using duly marked cable covers.
- 
- Wires should not pass in front of doors, passages and circulation areas, and must be under duly marked cable covers;
- **The use of electric machines, such as drills, saws, compresses, etc., which cause noises or vibration, is not allowed. It is also not allowed to sand or paint any type of material inside the premises of the convention center. The pieces should arrive at the venue with the painting and final art completed.**
- **In DISASSEMBLY - The same steps and care must be followed to protect the floor;**

# ASSEMBLY GUIDELINES

## VENUE RULES

The nominal list of people involved in the assembly and disassembly work, on company letterhead, must be delivered to the Event Coordination within forty-eight (48) hours before the start of said work.

Note: Security will screen these professionals by checking their identities. Authorized people will receive a badge restricted to the event area, which will be returned at the exit.

The list of materials and equipment must also be provided to the Hotel's Event Coordination within the same timeframe mentioned in the previous section.

**All materials entering the WTC must be checked and recorded in the Material and Equipment Entry Form by the hotel's service entrance. One copy of this form will be given to the assembler, who must present it when removing the material.**

# **LOADING ELEVATOR INSTRUCTIONS**



# LOADING ELEVATOR

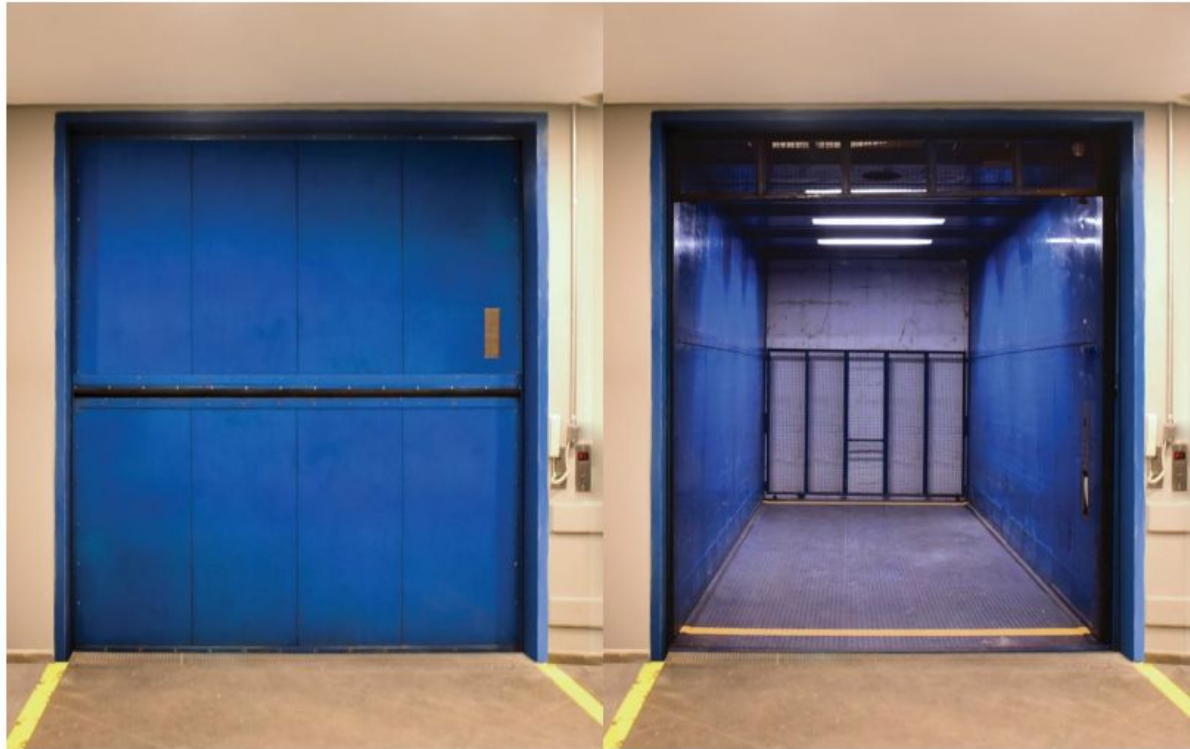
## LOADING ELEVATOR INSTRUCTIONS

- Only the elevator operator from WTC is authorized to operate the lifts.
- Please carry all materials to the elevator entrance before opening the door.
- Adhere to the allowed capacity and weight limit.
- Persons are not permitted to ride in the jumbo containers, except the elevator operator accompanied by a person responsible for the materials.
- All individuals must use the small ramps ("Jumbinhos") to ascend.
- Never force the doors to close more quickly.
- Distribute the weight of materials evenly, as indicated in the diagram attached beside the elevators.
- The use of a platform lift (such as a "Genie") is only permitted in the green and blue jumbo containers, one at a time, and only with a certified operator holding the NR35 qualification.
- In case of a stoppage, NEVER force the doors. Only press the indicated button.
- Do not hit the carts against the sides of the elevators or the doors.
- Follow the instructions of WTC Events Center staff.
- Be cautious to avoid damaging or obstructing security cameras with any materials.



## Loading Elevator - Blue

Access to Floors: Service Floors (Docks) and 3rd Floor - Floor C



## THE BLUE ELEVATOR

The Blue Elevator provides access to:

- Service Floor (Docks)
- 3rd Floor (Floor C)

Dimensions:

- Width: 3 meters
- Depth: 6.30 meters
- Height: 2.80 meters

Capacity: 3,000 kg

Please ensure to follow all safety instructions and respect the weight limit when using the elevator.

## Loading Elevator - Green

Access to Floors: Service Floor (Docks), 3rd Floor (Floor C), 4th Floor (Floor M), and 5th Floor (Golden Hall)



## GREEN ELEVATOR

The Green Elevator provides access to:

- Service Floor (Docks)
- 3rd Floor (Floor C)
- 4th Floor (Floor M)
- **5th Floor (Golden Hall)**

Dimensions:

- Door width: 2.25 meters
- Overall width: 2.35 meters
- Depth: 5.30 meters
- Height: 2.65 meters

Capacity: 3,000 kg

Please follow safety instructions and ensure not to exceed the weight limit during use.



## Loading Elevator - JUMBINHO

Access to Floors: Service Floor (Docks), 3rd Floor (Floor C), 4th Floor (Floor M), and 5th Floor (Golden Hall)



## JUMBINHO ELEVATOR

Access to floors:

- Service Floor (Docks)
- 3rd Floor (Floor C)
- 4th Floor (Floor M)
- 5th Floor (Golden Hall)

Specifications:

- Door width: 1.10 meters
- Total width: 1.95 meters
- Depth: 1.90 meters
- Height: 2.10 meters

Capacity: 1,500 kg

Please use the elevator carefully, respecting the weight limit and following all safety instructions.

# SENDING MATERIALS FOR THE EVENT

## GENERAL RULES FOR SENDING MERCHANDISE

- All merchandise intended for the exhibition must have the name of the event, the name of the exhibitor and the number of the stand clearly identified in its packaging;
  - The Exhibitor is responsible for complying with the legal procedures for the issuance of invoices of any nature for the delivery or collection of equipment, durable or consumable materials, and for collecting any charges due;
  - **The Exhibitor must issue a Simple Remittance Invoice or Remittance Declaration in its name (sending establishment) with its CNPJ, state registration and the address of the space;**
  - The invoice must list all merchandise, products, etc. and must include a note that the merchandise is for demonstration, also mentioning the name and date of the event.
  - The original invoice must be kept by the Exhibitor throughout the event.
  - **The entry of any equipment/product without invoice is not allowed.**
  - Exhibitors are fully responsible for the delivery and collection of products from their stand. Therefore, we recommend that the delivery and collection of products be scheduled with the certainty that a company representative will be at the stand.
- 
- **THE ORGANIZER WILL NOT BE RESPONSIBLE FOR ANY STAND MATERIAL RECEIVED WITHOUT THE PRESENCE OF A PERSON RESPONSIBLE FOR RECEIVING THE MERCHANDISE. IN CASE OF NON-ATTENDANCE OF THE COMPANY REPRESENTATIVE, THE MATERIAL WILL BE RETURNED.**

# SENDING MATERIALS FOR THE EVENT

## SENDING MATERIALS FOR THE BOOTH

Materials for stand will be received on September 9, from 09:00 AM to 04:00 PM and must be identified as follows:

MATERIAL FOR BOOTH

22nd International Headache Congress - IHC

**EXHIBITOR'S NAME**

WTC - World Trade Center

Av. Nações Unidas, 12.551

Brooklin Novo - São Paulo/SP - Brasil

CEP: 04578-903

# PROMOTIONS

## PROMOTIONAL ACTIONS

- No draws of any kind will be allowed during the event.
- No promotional actions by the exhibitor that generate possible crowds will be allowed.
- The solicitation of visitors or the distribution of printed materials or any other promotional items will not be allowed in the corridors of the exhibition area.
- The Organizing Committee reserves the right to prevent the distribution of promotional material, even inside the stand, whenever this purposely causes disturbances or crowds.
- The installation of inflatables (of any type, shape or size), placement or fixation of banners, panels, decorative motifs or carpets will not be allowed outside the stand.
- The circulation of people wearing costumes of any type through the event corridors or common areas will not be allowed;
- All material exhibited at the event must be removed by the exhibitor immediately on the first day of disassembling the event. Promotional material that is not removed within this period will be discarded.
- The Organizing Committee may suspend the demonstration of any and all material that is not a product intended for the sector, which, in its discretion, may present risks to people, merchandise or structures and elements of the stands or the event exhibition area.
- Scientific or social activities carried out by event sponsors, even outside the Convention Center premises, must be approved in advance by the event committee. After approval by the committee, these activities may not be carried out at times that compete with the official activities of the event.



# PROMOTIONS

## EQUIPMENT DEMONSTRATION

The organizing committee may suspend or determine the period (time) for demonstration of any equipment, which, at its discretion, may present risks to people, products, structures or stands, such as: those that produce high levels of noise, vibrations, smoke, odors or any other that may disturb the event, as well as the operations of the stands or the convention center in general. Any type of promotion to be carried out by an exhibiting company, inside the convention center or using its name, will only be allowed with prior authorization.

## LEAFLETING

The distribution of leaflets will only be allowed within the stand area.

# ACCREDITATION

## EXHIBITOR ACCREDITATION

- The Exhibitor is responsible for accrediting its employees and suppliers through the event system;
- **For the stand staff, five credentials will be granted for every 6m2;**
- The number of credentials of service provider (assembly, security, catering and cleaning) will be granted according to the organizer's analysis of the exhibitor's needs;
- Credential rotation will be permitted, as long as the credential limit is duly respected;
- **We remind all exhibitors that they are responsible for all their suppliers and staff registered with the event. Any damage to the event complex or even theft will be the responsibility of the sponsor to respond jointly for the acts.**

## WITHDRAWAL OF CREDENTIALS

- **Exhibitor credentials can be collected on September 10, from 11 AM to 6 PM, or from september 11 (the first day of the event), following the opening hours of Exhibitor Desk.**
- **Exhibitors STAFF credentials can be collected by an authorized representative of the laboratory, upon prior registration at Exhibitors Desk.**

# SECURITY

## PROHIBITED EQUIPMENT

- The operation of combustion engines inside the Convention Center is prohibited. The use of explosives, non-inert, toxic and combustible gases is also prohibited;
- The use of LPG gas, or any other type of flammable gas, is expressly prohibited inside the space.

## CONSTRUCTION EMBARGO

- The Organizing Committee has the right to embargo the construction of the stand or part of it that may not comply with the structural safety standards and this guide.
- If the assembler hired by the exhibitor does not reformulate the design and construction in a timely manner, the stand may not be used during the exhibition period, without prejudice to the contractual costs with the organizers.
- For special construction projects, it is mandatory that they comply with the requirements of the Regional Council of Engineering and Architecture (CREA/SP) and that they are executed and supervised by companies and professionals who are duly certified and registered with this regulatory and supervisory authority. Both companies and professionals hold the same technical and professional value within the context of the event.

# SERVICES

## ELECTRICITY

The event area is supplied with power as follows:

- 220V on FLOOR C3 (FOYERS and BALLROOMS);
- 380V three-phase and 220V on FLOOR C5 (FOYER and GOLDEN HALL).

Please consult the Event Coordination for additional information.

All primary and secondary circuits for power and lighting must be protected by circuit breakers, housed in a box with a cover, and fixed with insulating material.

In the case of special setups, the electrical distribution in the stands will be the sole responsibility of the exhibiting company, which must strictly follow ABNT standards, providing the network entry points with proper circuit breakers and fuses.

Any power outages, failures, or other issues related to inadequate electrical installation in the stands or arising from it will be the exhibitor's responsibility, who must bear the consequences in any jurisdiction.

Electrical work must be supervised by the event space team at pre-determined times with the Operational Team of Events. Inspections for safety purposes will be conducted at the end of electrical installations and before the event begins.

## SOUND, LIVE MUSIC AND ENVIRONMENT

The use of any amplification device to broadcast sales messages, promotions or live music in an open environment is **prohibited**.

# SERVICES

## TOILETS

- The stand assembly staff must use the toilets provided for employees;
- Toilets should not be used for cleaning materials, washing mops, etc.;
- Smoking is prohibited in the toilet;
- Advertisements of any kind in the toilets must have prior approval from the person responsible for the marketing of the event.

## CLEANING

- The Promoter is responsible for the general cleaning of the complex. However, exhibitors and their assemblers are responsible for removing additional materials, as well as any type of trash generated during the assembly and disassembly of the event using garbage dumpsters;
- We recommend frequent cleaning of the stand, especially in areas of high contact (surfaces) and other areas with high circulation;
- During the event, the Promoter is only responsible for cleaning the corridors between the stands. Cleaning inside the stands is the responsibility of the exhibitor.

# SERVICES

## SECURITY

- The event organization will provide full-time surveillance and security services for the common areas of the event center;
- We recommend hiring security for the stand;
- Night surveillance of the stand area will not be allowed. After the end of the activities, all participants, exhibitors and other service providers leave the pavilion, which is properly closed, and the security of the space is responsible for the property security.
- The event center and the organization are not responsible for the safety of valuables in general, as well as works of art, equipment, etc., left on stands or in other rooms;
- Employees of service providers must pass through the service area and be identified with badges for circulation on the event floor.

# SERVICES

## FOOD AND BEVERAGES

All food and beverage services for the booths must be contracted with one of the companies listed below.

### **For quotes of F&B for the Satellite Symposium and booths:**

Atta Gastronomia (Convention Center and Golden Hall):

Contact: Luis Eduardo Bannwart

Phone: (11) 99767-0813

Emails: [luis.paula@grsa.com.br](mailto:luis.paula@grsa.com.br) / [attagastronomia@grsa-gps.com.br](mailto:attagastronomia@grsa-gps.com.br)

### **For quotes of F&B for the Golden Hall booths:**

Sig Gastronomia (L'Atelier Space and Golden Hall):

Contact: Bruno

Phone: (11) 99023-8756

Email: [bruno.comercial@sigggastronomia.com.br](mailto:bruno.comercial@sigggastronomia.com.br)

Please contact these companies directly for your catering needs.



# SERVICES

## FOOD AND BEVERAGES

**Other food and beverage companies may access the Golden Hall (exhibition area) provided that the food offered is not already included in the portfolio of the approved companies (ATTA Gastronomia). Additionally, the company must have current sanitary surveillance documentation up to date.**

We also emphasize that it is not permitted to dispose of food and beverage leftovers in the general trash bins of the social areas of the event. Disposal must be made in the designated locations and containers, respecting the rules for disposal in the sustainable trash bins.

The use of restrooms is not authorized for the consumption or disposal of food items from outside the exclusive companies.

# FEES AND DOCUMENTS

## FEES

- Energy Fee: A fee of R\$ 816,00 will be charged per KVA requested at the stand.
- Cleaning Fee: A fee of R\$ 95,00 will be charged per m2 of stand.
- Extra Credential: A fee of R\$ 275,00 will be charged per extra credential.

This information should be entered in the system, using a login and password to be provided by email (CCM SISTEMA).

Step by step:

1. Access the link: Link: <https://laranja.app.br/sistema/expositor/> with the login and password sent by email:

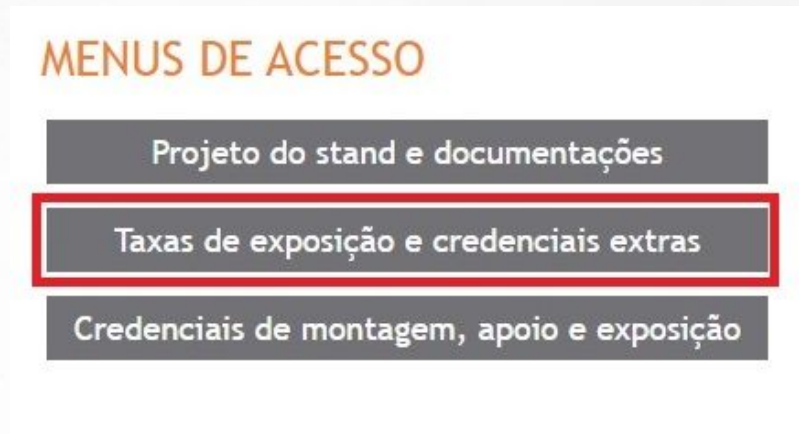


The screenshot shows the login interface for the CCM GROUP system. At the top, the CCM GROUP logo is displayed, consisting of a red circle with a white dot inside, followed by the text "CCM GROUP" in black. Below the logo, the title "Login do Expositor" is written in orange. There are two input fields: the first is labeled "E-mail" and the second is labeled "Senha". Below these fields are two buttons: a dark grey button labeled "Entrar" and a lighter grey button labeled "Esqueceu sua senha?".

# FEES AND DOCUMENTS

## FEES

2. Access the MENU of Exhibition Fees and Extra Credentials:



3. Access the MENU of FEES:



# FEES AND DOCUMENTS

## FEES

3. Complete all the form fields and click save to generate the payment slip:

### Formulário de Taxas e Produtos

#### Dados da Solicitação

Forma de Pagamento	Data do Vencimento *
<input type="text" value="Selecione"/>	<input type="text" value="16/11/2023"/>
Status do Pagamento *	Data do Pagamento
<input type="text" value="Selecione"/>	<input type="text" value="__/__/__"/>

#### Detalhes da Compra

Produto	Valor	Qtd	Sub Total
ENERGIA (KVA)	R\$ 700.00	<input type="text" value="0"/>	R\$ 0,00
LIMPEZA (M²)	R\$ 70.00	<input type="text" value="0"/>	R\$ 0,00
CREDENCIAL EXTRA (UNID)	R\$ 80.00	<input type="text" value="0"/>	R\$ 0,00

total: R\$ 0,00

#### Boleto para 3os

##### ATENÇÃO!

Verifique o CNPJ do boleto gerado. A NF será gerada no mesmo CNPJ.  
Caso precise gerar o boleto em CNPJ diferente, selecione "Gerar boleto para Terceiros" e o regime de tributação de sua empresa.

CNPJ
<input type="text" value="____-____/____-____"/>
<input type="checkbox"/> Gerar boleto para Terceiros
<input type="radio"/> Lucro Simples <input type="radio"/> Lucro Presumido/Real

Note: In case of payment by another CNPJ, click on "Issuance for third parties" and enter the data.

# FEES AND DOCUMENTS

## DOCUMENTS

### RRT (Technical Responsibility Register)

- The design and execution RRT must be issued separately;
- The RRT must include the correct stand dimensions, as well as the number of KVAS
- Technical activities to be included in the design RRT: 1.1.4 and 1.5.7., and in the execution RRT: 2.1.3 e 2.5.7;
- The description of the design and execution RRT must include the name of the sponsor, stand number, size and kvas. ASSEMBLY, MAINTENANCE AND DISASSEMBLY must be described in the execution RRT;
- The RRT must be signed by the TECHNICAL MANAGER and CONTRACTING PARTY;
- The RRT will only be validated upon presentation of the supplementary payment slip and proof of payment.
- **If any material such as carpet, fabrics or any other type of inflatable material is used, the following text must appear on the RRT: "the building meets the control specifications for finishing and covering materials in accordance with the CBMERJ Technical Note NT 2-20 and Decree No. 42/2018 -COSCIP.". It is not accepted only to send fireproof reports. The RRT needs to contain this text in bold.**

Every RRT must be accompanied by:

- Payment slip;
- Proof of payment;
- Copy of the CAU card;
- Statement of Technical Manager (template sent by email);

# FEES AND DOCUMENTS

## DOCUMENTS

### TECHNICAL REPORTS

- The reports to be completed are attached to the guide email or can be downloaded through the Exhibitor System.
- All information in red must be replaced and completed by a person responsible with the due technical knowledge of the stand's assembly standards and electrical installations;
- Comply with the NBRS described in the reports throughout the assembly process;
- On the day of assembly, the original TECHNICAL REPORTS, duly signed, must be presented.

### DECLARATION OF ACCEPTANCE OF LIABILITY

The declaration of acceptance of liability must be fully completed and signed by the person responsible.

The Declaration, together with the reports, must be registered in the system until **August 10.**

# SPONSORED COUNTERPARTS

## EVIDENCE

- Regarding evidence of Sponsors' counterparts, we reiterate that, at in-person events, CCM Congresses does not submit a report to evidence them, except for the Newsletter Report and the attendance list of its sponsored parties, when requested.
- Each Sponsor is responsible for registering the use of its brand for internal evidence.

**NOTE:** Failure to receive the counterpart materials within the deadlines provided may result in the content not being included in the event.



# CONGRESS WEBSITE

## LOGO

Sending of the exhibitor's logo to be included on the congress website and other materials.

### FORMAT

PDF (vectorized)

**Send immediately**

# DIGITAL

## E-SHOTS

Dispatch of newsletter prepared by the sponsor to those registered for the event.

### FORMAT

HTML

Maximum width up to 600px.

Image size: 250kb

NOTE: If the images are not hosted on the sponsor's server, they must be sent to us in a folder according to the size and dimensions provided.

### RULES

- E-shots will undergo an approval process with the event committee;
- The sponsor must include the SUBJECT of the email and the suggested date and time for dispatch;
- The event reserves the right to change the dispatch date and time if the sponsor sends the material after the deadline;
- Deadline for dispatch: 3 business days after receiving the material.

**DEADLINE August 10**

# DIGITAL

## PUSH NOTIFICATIONS IN EVENT APP

Sending text messages via Whatsapp app to those registered for the congress.

### FORMAT

Text up to 120 characters.

### RULES

- Inform the preferred day and time for dispatch.
- Check the number of messages provided for in your sponsorship contract.

**DEADLINE** August 10

# SATELLITE SYMPOSIUM

## INFORMATION

### DATE AND TIME:

Confirm according to contract with the Commercial Manager Carolina Ramos  
carolina.ramos@ccmgroup.com.br

### TOPIC, SPEAKER AND MODERATOR:

Send the TOPIC, SPEAKER AND MODERATOR information. This information facilitates the dissemination of the Symposium in the Scientific Grid of the event. The Symposium Topic will be approved by the Scientific Committee of the event.

### IMPORTANT

The Sponsor must inform CCM whether the SS is exclusive to PRESCRIBERS, or whether it is available to all delegates.

All logistics related to the Satellite Symposium are the sole responsibility of the Sponsor. This includes everything from contracting the catering service (lunch box) to determining how it will be delivered before or during the event.

We recommend that the Sponsor consider hiring a support team to ensure the efficient delivery of the lunch boxes.

**DEADLINE July 15**

## SPONSORED REGISTRATIONS

As a sponsor, you will receive a voucher code via email for your sponsored registrations.

Please note the registration deadline for sponsored attendees is **August 27, 2025.**

Detailed registration instructions are available in the tutorial attached to the email containing your voucher, or you can access them directly on the event website:  
<https://ccm.iweventos.com.br/evento/ihc2025/home>

For any questions regarding the registration process, please contact us.

## SPONSORED REGISTRATIONS

- Sponsored registrations must be completed directly on the event website.
- Once the registration is completed, the doctor will receive a confirmation email.
- If your guest has not received a confirmation, please ask them to check their spam folder or visit their attendee area to download a receipt confirming the registration.
- Doctors can register themselves by following the step-by-step instructions on the next page and using the coupon code provided.
- If the doctor is already registered but has not yet completed the payment, they can access their registration page and enter the courtesy coupon in the “Payment” section.
- Coupon valid until: August 29, 2025
- Deadline to change a registered guest: August 25, 2025

# SPONSORED REGISTRATIONS

Step-by-step instructions:

1. Go to: <https://ccm.iweventos.com.br/evento/ihc2025/home>
2. Fill in your guest's information. All fields marked with an asterisk are required.

**Formulário**

---

**Configurações**

\*Categoria  
Selecione

**Dados pessoais**

*Nome completo	*Nome para crachá	*Sexo	*Data de nascimento
		Selecione	DD/MM/AAAA
*CPF	*RG	*Orgão emissor	*UF de Registro
037.976.090-86			Selecione

**Dados profissionais e de formação**

Instituição	Cargo / Escolaridade	
Nº registro profissional	Tipo de registro	UF registro
	Selecione	Selecione

Ativar o Win  
Acesse Configu



## SPONSORED REGISTRATIONS

3. Under Category, select the appropriate category that applies to the participant. If the category requires documentation, a valid proof must be uploaded (check the list of valid documents on the registration page of the website). The required fields for registration are:

- Full name
- Name for badge
- Date of birth
- Specialty
- Professional registration number (for guests with a medical license)
- Email
- Password (the guest can change it later, if desired)
- Mobile number
- Address

4. Click SAVE AND CONTINUE. The page will refresh—select CONGRESS and click SAVE AND CONTINUE again.

5. Under PAYMENT, enter the sponsor coupon code in the DISCOUNT COUPON field and click

APPLY

DISCOUNT.

6. REGISTRATION COMPLETE. Click LOG OUT.

# GENERAL RULES

## ALCOHOLIC BEVERAGES

The organizing committee of the event prohibits the distribution, sale and consumption of any alcoholic beverage during the scientific programming activities.

Failure to comply with this rule may result in notice to the responsible sponsor and may be subject to a fine and closure of the exhibition area.



## ADDITIONAL SERVICES

To optimize your participation in the Congress, count on us as a facilitator for the following services:

- Data Collector
- Zoom Channel for Live Streaming
- Equipment and Interpreter for Simultaneous Translation
- Recording, Editing, and Subtitling
- Dedicated Internet
- Organization of Dinners, Cocktails, and Extra Activities

Access the form below to request a quote:

[Additional services](#)

Click here

Contact: [corporate@ccmgroup.com.br](mailto:corporate@ccmgroup.com.br)

