



**Inter
Forensics**
CONFERÊNCIA INTERNACIONAL
DE CIÊNCIA FORENSE **2023**
BRASÍLIA / BRASIL

28 a 31 de Agosto/2023

BRASÍLIA - BRASIL

EXHIBITOR'S MANUAL

**INTERFORENSICS – CONFERÊNCIA
INTERNACIONAL DE CIÊNCIAS FORENCES**

August 28th to 31st, 2023

**CICB – Centro Internacional de Convenções do
Brasil
Brasília – DF**

Realização



www.interforensics.com

Dear Exhibitor,

It is with great honor that we present to you the Exhibitor's Manual for the INTERFORENSICS – CONFERÊNCIA INTERNACIONAL DE CIÊNCIAS FORENSES, through which you can obtain all the necessary information for planning your participation and setting up your booth, and have a safe and successful exhibition.

The rules, regulations and deadlines are of utmost importance. We also ask that you kindly pass on the content of this Manual to the employees and suppliers who will work during the event, as well as to the contracted booth supplier.

We hope to count on the collaboration of all exhibitors, requesting that all dates and times be carefully followed.

If you have any questions or need special assistance, you can contact our team, which will be at your disposal.

We wish you good business and success in this important event.

Yours truly,

Attitude Promo
Organizing Company

Realização

2. USEFUL PHONE NUMBERS AND ADDRESSES

2.1 Promoter

FUNDAÇÃO ESCOLA NACIONAL DE PERÍCIAS

2.2 Official Organizer

Attitude Promo Marketing e Eventos

Commercial Contact:

Joice Franck - (+ 55 048) 9 9852 2016 - comercial@attpromo.com.br

Address: Rua Virgilino Ferreira de Souza, 345 - Zip Code 88.117-700 - Barreiros-São José

Website: www.attitudepromo.com.br

2.3 Event Location

CICB – Centro Internacional de Convenções do Brasil

Contact: Larice Reis

Phone: +55 061 2196-9025

E-mail: larice@cicb.com.br

Address: St. de Clubes Esportivos Sul Trecho 2 Conjunto 63, Lote 50 - Asa Sul, Brasília - DF, 70200-002

2.4 Official Booth Supplier

Name: Estilo Eventos

Contact: Edna

Phone: +55 061 9 8452-9472

E-mail: edna.estiloeventos@gmail.com

3. DATES AND TIMES

3.1 Dates and times of setup

3.1.1. Booth suppliers:

Official Booth Supplier

Aug 27th - 8:00 a.m. – 8:00 p.m.

Aug 28th - 8:00 a.m. – 3:00 p.m.

Other Booth Suppliers

Aug 27th - **3:00** p.m. – 8:00 p.m.

Aug 28th - 8:00 a.m. – 3:00 p.m.

3.1.2. Exhibitors:

Aug 28th - 3:00 p.m. – 8:00 p.m.

3.2. Removal of material and disassembly of booths

Exhibitors

Aug 31st - 7:00 p.m. – 8:00 p.m.

Booth Suppliers

Aug 31st - 8:00 p.m. – 11:59 p.m.

Sep 1st – 1:00 a.m. – 6:00 a.m.

The booth supplier must hand over the space, completely unoccupied, by September 1st, 2023, at 6:00 a.m., without fail, otherwise, the exhibitor will be responsible for any fees, penalties or other consequences of occupation beyond the allotted period.

3.3 Fair hours

Aug 29th - 8:00 a.m. to 7:00 p.m.

Aug 30th - 8:00 a.m. to 7:00 p.m.

Aug 31st - 8:00 a.m. to 7:00 p.m.

3.4 Restocking of merchandise in the booths during the event

Aug 29th - 7:00 a.m. to 8:00 a.m.

Aug 30th - 7:00 a.m. to 8:00 a.m.

Aug 31st - 7:00 a.m. to 8:00 a.m.

Loading and unloading of products can only be done outside of Fair opening hours.

The Exhibitor must keep at least one employee at the booth to provide information about its product or service, and must keep its booth continuously operating, clean and stocked.

During the event, except for within restocking periods, the installation of any equipment in the booth may only be carried out with the authorization of a member of the Organizing Company.

4. BOOTH DECORATION AND CUSTOMIZATION

4.1 Decoration

The Exhibitor may decorate the booth at its discretion, but the floor and walls may not be removed, broken, sawed, demarcated, painted, drilled or excavated. The Exhibitor is also required to return the space on the designated day for dismantling, in the same condition as it was received.

4.2 Decoration with plants/gardens

Gardens, flowers and ornamental plants will be allowed as long as they are kept in vases, baskets or other containers, in such a way that, when watered, they do not cause any leakage that may wet or soil the basic assembly material, or affect neighboring booths or the walkway in the event's circulation areas.

5. OFFICIAL BOOTH SUPPLIER

Estilo Eventos is the official booth supplier and planner, and will take into account the aesthetics of the environment, the comfort of the participants, and the functionality of the operations; and maintain the quality and homogeneity of the installations, adapting them to the event's purpose.

Third-party suppliers may only be selected from the list provided by CICB. All projects must be presented for approval by the Official Booth Supplier and by the Event Organizer by August 18th, 2023.

Name: Estilo Eventos

Contact: Edna

Phone: +55 061 9 8452-9472

E-mail: edna.estiloeventos@gmail.com

IMPORTANT: There is no product or service exclusivity, and there may be exhibitors with similar products and services.

6. BOOTH SUPPLIER REGISTRATION (for suppliers other than Estilo Eventos)

The access of the booth supplier's teams and any other service providers' professionals will only be allowed as follows:

- ✓ With authorization on exhibitor company letterhead (form 1 in the attachments) by August 18th, 2023;
- ✓ The exhibitors may, at their discretion, contract another booth supplier registered with CICB for the installation of their booth, however, the registration of this company with the event organizer is mandatory.

7. SPECIFICATIONS OF THE BASIC BOOTH

In the area contracted by the Exhibitor, the basic booth offered by the official supplier has the following characteristics **(remembering that the booth construction is not included in the packages, being the responsibility of each sponsor):**

- ✓ Durafelt 4mm carpet, graphite color, applied on the floor of the booth.
- ✓ Partition walls in laminated, double-faced, glossy white PVC panels, framed by aluminum beams, 2.20m high by 1.00m.
- ✓ Front panel 0.50m high and 1.00m long, with the exhibitor's logo.
- ✓ Lighting with 100-watt bulbs coupled with articulated aluminum sconces, 1 for every 3 square meters.
- ✓ 1 (one) power point with 1 (one) 220v outlet.
- ✓ 1 (one) front counter without door or lock.
- ✓ 1 (one) round table with glass top.
- ✓ 4 (four) black chairs.

7.1 Partition walls

Any part of booth walls that exceeds 2.2m in height must be in white.

We recommend finishing the upper parts of the booths, offering a better appearance of the exhibition to those passing through the Pavilion.

The maximum height allowed is 4 meters.

Front panels for company brands may be built without setback.

For island booths, opaque, complete walls may not be adjacent to circulation pathways. Only transparent walls or walls with up to 50% coverage may be placed adjacent to pathways. We suggest the use of transparent glass or acrylic (even partially transparent), showcases, visual communication and/or special effects in order to make the exhibition more pleasant for visitors and not infringe upon neighboring booths.

Projections upon adjoining booths or the event's circulation routes will not be accepted, with the exception of reflectors for illuminating the booth's façades and logos, provided they are installed at a minimum height of 3.3m.

8. LICENSES AND PERMITS

According to the General Regulation and rules in force in the Municipality, the Exhibitor with special structures will be required to present an ART (Technical Responsibility Notation) issued by the Regional Council of Engineering - CREA-DF or Architect of the Federal District - CAU-DF. This license must be sent directly to the fair's official booth supplier and to the event's official organizer.

IMPORTANT: The promoter and the event's organizing company are not responsible for the design and installation of the booths. All stages are the responsibility of the exhibitor and the contracted companies. Upon arrival to assemble the booth, the exhibitor will be required to present the original copy of the ART (Technical Responsibility Notation) of the booth project, signed by the engineer or architect responsible for the design, assembly, disassembly, and structure of the booth.

The exhibitor must also present the ART, invoices and technical statements for decoration: fabrics, carpet, floor, flammable products, etc.

It is up to the official booth supplier and the event organization to review the project and verify that it is in accordance with the exhibition plan and the rules of this manual.

IMPORTANT: The installation of booths will not be authorized without the presentation of the original ART document.

9. DELIVERY AND RETURN OF MERCHANDISE

The Organization is not responsible for the receipt or packaging of merchandise of any kind for any exhibitor or assembler.

The procedures in the issue of invoices regarding the shipment of products and/or equipment for the event must be observed, according to the procedures and fiscal rules of the State.

The CICB will not receive any goods accompanied by an invoice in the name of or using the CNPJ of the venue.

In the body of the invoice there must be the observation that the goods are for demonstration purposes, also stating the date of the event, and in the proper spaces, include the name of the exhibiting company, specify the quantities of products and the respective values, itemized and in total.

The event's Organization will not issue return statements and will not admit equipment or products without the proper receipts;

The same must arrive at the event venue with the freight duly paid.

The event venue is not responsible for the payment of shipping and import taxes.

The addressee is the Exhibitor itself, with the address of the CICB - International Convention Center of Brazil

Address: St. de Clubes Esportivos Sul Trecho 2 Conjunto 63, Lote 50 - Asa Sul, Brasília - DF, 70200-002

Include the remittance note:

Goods destined for INTERFORENSICS - CONFERÊNCIA INTERNACIONAL DE CIÊNCIAS FORENSES.

9.1 Receipt of Goods:

- ✓ Deliveries on August 28th, 2023, from 8:00 a.m. to 6:00 p.m.
- ✓ Pick-up of goods on August 31st, 2023, from 7:00 a.m. to 11:59 p.m.

9.2. Materials for the packets (if part of your package)

The materials to put inside the folders that will be delivered upon accreditation must be sent in advance, because the folders are assembled before the beginning of the event. Materials arriving later will not be delivered at registration.

- ✓ Deliver on August 27th from 8:00 a.m. to 12:00 p.m. They must be on site, properly identified by this time so we can include them in the folders.

Include in the remittance note:

Goods destined for INTERFORENSICS - CONFERÊNCIA INTERNACIONAL DE CIÊNCIAS FORENSES
- MATERIAL FOR PLACING IN ACCREDITATION PACKETS.

THE PROMOTER AND THE ORGANIZER ARE NOT RESPONSIBLE FOR ANY PACKET MISHAPS, AND EXHIBITORS MUST OBSERVE THE FISCAL RULES AND PROCEDURES IN EACH CASE.

10. LOADING AND UNLOADING

The loading and unloading of goods at CICB should be performed only at the location pre-determined by the organization, which will have access through: St. de Clubes Esportivos Sul Trecho 2 Conjunto 63, Lote 50 - Asa Sul, Brasília - DF, 70200-002.

The entry of the trucks into the loading and unloading area will take place in order of arrival, and the driver must remain inside the vehicle during the entire procedure.

The maximum loading/unloading time per truck is 60 minutes (1 hour) at a time, depending on demand, and for each 30 minutes in excess, a fine of R\$ 500.00 (five hundred reais) will be charged to the exhibitor.

Realização

Cargo vehicles must obey all signs directing circulation at the place of the event. If such guidance is not followed, offending vehicles will be prohibited from loading and unloading their equipment and/or goods. The exhibiting company will be responsible for any damage caused at the venue. Expenses to repair the floor space or equipment will be charged to the exhibitor.

Attention! The storage of goods at the event site is the complete responsibility of the exhibitor.

11. ELECTRICAL POWER

The Event provides 1 kVA of power for each basic booth. Booths with higher demand should inform the event sector in advance and must pay the event an extra fee of R\$ 200.00 per extra kVA, charged per day of this extra use.

The venue will provide a general installation for supplying electric power according to the event's needs, consisting of transformers, distribution grids, cables in the floor channels for supplying electric power to the booth, and a generator for emergency lighting.

Sponsors/Exhibitors, assemblers and other service providers must fully comply with the provisions of the standard:

NBR5410 - Low Voltage Electrical Installations, of ABNT - Brazilian Association of Technical Standards.

The use of flame retardant cable with double mechanical insulation (PP type) is mandatory.

Parallel circuits cannot be used, and any improvised electrical installations are forbidden. In case of doubt, consult NBR5410.

The general switch and other protection devices for the electrical circuits must be stored in properly grounded sheet metal boards, with door, fixed in a place with free access by the director's maintenance team, even outside the event's working hours.

The circuit breakers for equipment that cannot be turned off must be identified so that there is no risk of disconnection.

The electric power service for the event will be provided by an autonomous generator group, which will be on only during the Fair opening hours. Should it be necessary to maintain power to the booth during the night, please inform the event organization.

The voltage throughout the venue is 220 volts single-phase.

12. AIR CONDITIONERS AND LOAD CAPACITY

The venue is air-conditioned.

In cases of totally closed environments, the Exhibitor must previously consult the Event organization, requesting the proper authorization.

WE EMPHASIZE THAT IN THESE CASES THE INSTALLATION OF AIR CONDITIONING EQUIPMENT WILL NOT BE ALLOWED UNDER ANY CIRCUMSTANCES WITHOUT PRIOR APPROVAL OF THE PROJECT.

13. PERSONAL PROTECTION EQUIPMENT (PPE)

The Exhibitor or service provider will be responsible for providing its employees and contractors with Personal Protective Equipment appropriate to the risks of the booth assembly and disassembly work environment. This equipment must be in perfect state of conservation, use and operation, ensuring the total safety of workers and other people circulating in the assembly and dismantling areas of the event.

13.1 Work attire

Every employee and/or contractor of the Sponsor/Exhibitor/Assembler will only have access to the CICB - Centro Internacional de Convenções de Brasília to perform assembly and disassembly services if they are wearing a shirt, pants and closed shoes, and must wear an identification badge.

Work teams wearing shorts or sandals will not be allowed entrance.

13.2 Use of scaffolding

The use of scaffolding is not allowed. Only platforms will be allowed.

14. CLEANING OF THE COMMON AREAS AND BOOTHS

14.1 Cleaning During Installation

The exhibitor and its contractors are responsible for the removal of garbage and other materials resulting from the assembly of booths, and these must be removed by 6:00 p.m. on May 28th, 2023, at the latest. Otherwise, the organization will arrange for their removal, charging the exhibitor the corresponding amount for the service.

During the assembly period, the mounting companies are responsible for keeping the aisles free of materials used for the assembly of their booth, as well as the "leftover" materials that they characterize as "refuse," and they must use the existing containers in the external area of the pavilion to deposit these materials for disposal.

It is forbidden to use the restrooms to clean materials or collect water to clean booths.

14.1 Operation of the Cleaning Service During the Event

During the day, maintenance and cleaning of the common areas will be carried out continuously. The maintenance and cleaning of the common areas are the exclusive responsibility of the company hired by the event, as the official cleaning company.

The INTERNAL CLEANING OF THE BOOTH is the responsibility of each exhibitor, so if you wish to have a cleaning service in your booth, you must directly contact the organizer of the event to hire this service.

IT IS STRICTLY FORBIDDEN TO DEPOSIT GARBAGE INSIDE OR OUTSIDE THE PAVILION!

15. EVENT SECURITY

The security services inside and outside the event are the responsibility of the official security company hired by the event. Therefore, if the exhibitor wishes to place its own security in the booth, it should contact the event organizer directly.

15.1 Rules for Separately-Contracted Security

The promoter is not responsible for any material left in the booth by the Exhibitor;

The hired security company, respecting all the requirements of the law, shall proceed as follows:

- ✓ Its circulation will only be allowed during the event's opening hours;
- ✓ During the period not open to the public, the security guard must remain in the booth of the respective Exhibitor.

15.2. Hiring a Security Company

The activity of Private Security, even being unarmed, is governed by Federal Law. Regarding Security personnel hired to guard booths, we advise that, as determined by the Federal Police, the provision of security services by people and/or companies not legally qualified for the function will not be allowed.

The guidance given by the Federal Police aims to avoid the hiring of illegal services, as well as people unqualified to exercise the profession, and even authorized companies, but not authorized by the Private Security Control Department. Therefore, the security company to be hired by the Sponsor/Exhibitor, must possess documentation from the Federal Police and in this event the company GRIFFO is the exclusive provider. No other company is authorized to serve on the premises of the CICB.

THE EXHIBITOR IS RESPONSIBLE FOR THE SECURITY IT HIRES TO WATCH OVER ITS BOOTH, AND WILL BE LIABLE FOR ANY DAMAGE CAUSED THEREBY.

16. REGISTRATION OF EXHIBITORS AND CONFERENCE PARTICIPANTS

16.1. Attendee and Exhibitor Credentials

Each sponsorship package or acquisition of booth gives the right to a number of credentials. These quantities are stated in the contract and along with this manual there will be an information sheet on how to register on the event's website with the exhibitor's individual code.

16.2. Service Credential

For those who will work during the event in the cleaning, wait staff and security services of booths, personnel simply report to the event's secretariat and identify in which booth they will provide service. Only one sticker will be given to each worker to stick on their uniform (personnel must be in uniform).

Note: it is necessary to register in advance and the credentials will be picked up on the day of the event at the secretariat.

17. LOGO SUBMISSION

The sponsor must send to the official organizer its logo in high resolution (JPEG or PNG) as soon as it receives the signed contract, so that it can be applied according to the package.

An email will be sent with the contract, along with guidelines for sending information regarding logos and other materials that are part of the sponsor's package.

18. FOOD AND BEVERAGES

Check with the organizing company for the contact of the official food and beverage company, because there are exclusive suppliers that must be used.

19. GENERAL RULES FOR EXHIBITOR PARTICIPATION

The event will adopt the rules below in order to ensure safety, the smooth flow of visitors and exhibitors and to facilitate the work of all at the event.

Failure to comply with these rules listed below, as well as with the legal rules in effect, issued by the competent authorities, may result in intervention by the event organizers, even the interruption of the operation of the offending booth and charge for damages incurred. Therefore, the exhibitors are obliged to comply with the provisions contained in this manual, also undertaking to bring them to the attention of their employees and contractors.

1 - During the entire event, there must be, at each booth, at least one employee of the EXHIBITOR, able to provide information about the products or services on display.

2 - The Exhibitor must arrive 30 minutes before the opening of the Event. The Promoter reserves the right to adjust the opening hours, to better serve the public.

3 - The Exhibitor will be entirely responsible for any damage caused to the installations of the place of the event, related to assembly, participation in the expo or disassembly of its booth.

4 - Any and all material or moral damage to the promoter or third parties that result from the bad rendering of the contracted services, duly proven, whether by fault of the exhibitor or acts of the employees or representatives of the same will be of its entire and absolute responsibility, answering the same directly before the damaged third parties for the whole of the damages caused and in case of lawsuits to be brought against the promoter, the same is already authorized to proceed in the manner provided in article 70 of the Civil Penal Code, denouncing the exhibitor who declares expressly to be exclusively responsible for any onus or condemnation arising from it, guaranteeing to the promoter eventual right of return.

5 - The closing of the activities in the booth before the end of the fair opening hours is not permitted.

6 - If any rules are disregarded, even partially, the Promoter may prohibit the assembly or operation of the booth, until the irregularity is remedied.

7 - If there is a conflict between the requirements set out in this Manual and the requirements of legal regulations issued by competent authorities or bodies, the more stringent requirements shall prevail.

8 - Booths that sell directly to the public must provide customer service, reception and other sales operations within the leased area. Counters facing the aisles must have a minimum setback of 1.00 m.

9 - Any and all promotions at the event, such as raffles, shows, etc., must be carried out keeping the participants within the booth limits and avoiding the occurrence of arguments, disturbances, excessive noise, etc.

10 - The exhibitors may maintain ambient sound in their booth, within the limit stipulated by the Promoter, as long as it does not affect the other participants of the event.

Sole Paragraph: The use of any sound equipment in the booth without an acoustic project pre-approved by the Organization is expressly prohibited.

11 - Image-generating devices such as TV, big screen, video wall, for presentations that require audience accompaniment, should be arranged in internal areas within the booth, so that spectators do not occupy common areas.

12 - The law classifies the distribution or use of pirated copies of software, even in demonstration, as a crime punishable by heavy fines and imprisonment. Without prejudice to these penalties, authorities may seize the pirated software copies and the computers on which they are installed.

13 - As in any part of the national territory, it is forbidden to exhibit and sell goods without the proper documentation; in particular, illegally imported foreign products may be seized by authorities, without prejudice to other legal penalties.

14 - In the occurrence of the irregularities 10 and 11 above, the Promoter reserves the right to close the booth, until the problem is solved.

15 – In the event of any agglomeration, interruption in the flow of visitors or disturbance in the aisles, caused by the Exhibitor, the Promoter reserves the right to interrupt the Exhibitor's activity, or even close the booth that caused it, until the normal flow of visitors returns. If any specific action is required, the Exhibitor must request it in writing to the organizing committee, which will analyze each case.

Sole Paragraph - No pamphleting of any kind will be allowed on the circulation routes. All material being distributed outside the booth area will be seized.

16 - All deadlines set out herein must be adhered to, in communication between the Exhibitor and the Promoter. Even if the Promoter accepts a communication after the due date, the Promoter will be exempt from any liability for the consequences of the delay.

17 - The use of petroleum products or chemical derivatives on the floor of the exhibition hall is not allowed. The use of LPG (liquefied petroleum gas), explosion or internal combustion engines, explosives, fuels and any other element that generates danger of fire or explosion are also not allowed.

18 - Trucks and other vehicles will only be allowed access for loading and unloading material during the assembly and dismantling stages (Item 4.1) (Item 4.3) and (Item 4.6) .

19 - EXHIBITORS who are behind in their payments will be obliged to immediately pay off their commitments to the promoter so that the official assembler can release the area acquired. This includes debts referring to the leasing of the area or fees for facilities and services.

20 – **No Assembly Work is Allowed That Is:**

- a) at a distance of less than 1.20m from hydrants or that prevent free access to them;
- b) in places that prevent or hinder free access to emergency exits;
- c) at a distance of less than 1.20m from telecommunication service stations, food area, toilets, medical station, stairs, elevator, or in places that prevent or hinder free access to such facilities.

21 - The use of equipment that may emit any type of smoke, fumes or gas—toxic or not, is prohibited within the exhibition area, unless the location of such equipment allows the special installation of exhaust fans or suppressors of the toxic effects of the gases produced, as previously authorized.

22 - The use of easily flammable materials or substances is not allowed in the decoration of the booths, as well as the entrance, in the facilities of the event center; or explosives of any nature, as well as confetti, streamers and similar products of difficult removal or cleaning.

23 - It is forbidden to fix posters, cloths, tapestries, pictures, etc., on the ceilings or walls of the event center with the use of nails, hooks, pins, etc., or any kind of glue. Likewise, it is not allowed to fix or support any kind of material on walls, partitions or doors during the event's assembly, performance and dismantling stages.

24 - The exhibitor may not exceed the limits determined for the installation of its booth, corresponding to the leased space. No identification may intrude into the neighboring exhibitor's space.

25 - The installation of overhead cables can only be done with the proper authorization from the Organization.

20. ANNEXES

1. MODEL FORM FOR ASSEMBLERS' REGISTRATION

Use company letterhead

**To
Attitude Promo
Organizer of INTERFORENSICS.**

Realização

We request the accreditation of the company (name of assembler) hired by us to perform the services of (assembly and disassembly, decoration, maintenance, etc.) of our booth during the specified event. We are aware that, as an exhibitor, we are responsible for the employees of (company name) at (the venue).

We also undertake to deliver to the assembler a copy of the Exhibitor's Manual, which the latter must strictly follow.

CREDENTIAL FOR BOOTH SUPLIER

BOOTH SUPLIER:

ADDRESS:

CITY: UF:

PHONE:

E-MAIL:

CNPJ (DOCUMENT):

EXHIBITOR:

RESPONSIBLE

BOOTH NUMBER:

M2:

RESPONSIBLE FOR ASSEMBLER:

IMPORTANT!!!

License plate and vehicle model:

SIGNATURE OF THE RESPONSIBLE PARTY (EXHIBITOR):

Questions regarding the Exhibitor's Manual should be addressed directly to the Organizing Company:
ATTITUDE PROMO.

We hope this Manual can contribute to make your participation in INTERFORENSICS -
CONFERÊNCIA INTERNACIONAL DE CIÊNCIAS FORENSES a great success.

ORGANIZING COMMITTEE

Realização