



# Exhibitor's Manual

**Congress Center of João Pessoa  
João Pessoa, PB - Brazil  
April 25<sup>th</sup> to 29<sup>th</sup>, 2015**

Dear Exhibitor:

This manual contains information to facilitate your participation in the event. In order to organize a successful event, we ask the cooperation of all exhibitors and request a special attention to dates and deadlines to return the forms.

## 1. GENERAL INFORMATION

### 1.1 Organization

**INPE** – National Institute for Space Research  
Ph.D: Douglas Francisco Marcolino Gherardi  
Ph.D: Luiz Eduardo Oliveira e Cruz de Aragão

**SELPER Brazil** – Latin American Association Remote Sensing Specialists  
Ph.D. Laércio Massaru Namikawa

### 1.2 Technical Exhibition Coordinator

Etel Renó Dias  
Tel: +55 (12) 3208-6494  
Fax: +55 (12) 3208-6460  
**E-mail:** [etel@dsr.inpe.br](mailto:etel@dsr.inpe.br)  
**Skype:** etel.reno

### 1.3 Venue

**Congress Center of João Pessoa**  
Rodovia PB-008, Km 4 - Jacarapé  
Polo Turístico Cabo Branco  
Zip Code: 58037-000 – João Pessoa, PB – Brazil  
Phone: +55 (83) 8839-1167 / 8828-9736  
Webpage: [www.paraiba.pb.gov.br](http://www.paraiba.pb.gov.br)

### 1.4 Official Assembler

**BR Stands e Locações Ltda.**  
Rua Odorico Mendes, 573 - Campo Grande  
Zip Code: 52031-080 - Recife, PE  
Telefax: +55 (81) 3427-4960  
Contact: **Alberto de Queiroga**  
Phone: +55 (83) 9846-5432 / 9974-5279 / 9187-0027 / 8759-4754  
E-mail: [comercial3@brstands.com.br](mailto:comercial3@brstands.com.br)  
[albertoqueiroga@yahoo.com.br](mailto:albertoqueiroga@yahoo.com.br)  
Webpage: [www.brstands.com.br](http://www.brstands.com.br)

### 1.5 Official Travel Agency

#### **TAMBAÚ Receptivo**

Ms.Nevinha Cavalcanti, 253 - Miramar  
Zip Code: 58043-000 - João Pessoa, PB  
Phone: +55 (83) 2106-9696  
Contact: **Eluiza Garcia**  
Cellphone.: +55 (83) 9148-9354  
E-mail: [receptivo@tambaureceptivo.com.br](mailto:receptivo@tambaureceptivo.com.br)  
Webpage: [www.portaltambau.com.br](http://www.portaltambau.com.br)

## 2. EXHIBIT BOOTH SPECIFICATIONS – height 9m<sup>2</sup>

1. **Walls** Dividing panels (TS) in white - with structure in aluminum;
2. **Sockets:** 2 outlet 220v in each stand;
3. **Lights:** 01 spot at each 3 m<sup>2</sup> ;
4. **Floor:** Lining graphite applied directly on the floor with double sided tape;
5. **Identification:** 1 headband curve in TS containing the Exhibiting company logo: 0,98mx0,61m with a spot and the logo in polychrome
6. **Furniture:** 01 office closet in TS, with door, shelf and key, measuring 1,00x1,00x0,50m; 01 table with glass top; 4 chairs and 1 small plastic trash.

### 2.1 Delivery of basic booth to the Exhibitor

The basic booths will be delivered to Exhibitors on Saturday, April 25<sup>th</sup> at 4 pm. Exhibitors are allowed to work in the decoration of the stands until 10 pm on Saturday, and on Sunday, April 26<sup>th</sup>, from 8 am to 4 pm.

### 2.2 Disassembling the booth by the Exhibitor

Exhibitors will be released to start the disassembly of the decoration inside the booths on Wednesday, April 29<sup>th</sup> at 7 pm and the activities must be completed by 10 pm.

The Exhibitors can continue to disassembly the decoration on the morning of April 30 (Thursday), from 8 am to 12 pm.

The Official Assembler will begin dismantling the booths on April 30<sup>th</sup> at 12 pm. It is the responsibility of the Exhibitor to withdraw all its merchandise, and provide the dismantling of the booth within the period stipulated in this Manual.

All material or equipment remaining inside the pavilion after the end of the period allowed will be removed by the Organizers without notice.

## 3. GENERAL INFORMATION CATERING AND OTHER SERVICES

### **Foods and Drinks**

The service of food and drinks at the booths will be offered exclusively on Buffet at Miramar.

**Contact:** Ms. Marcia Melo  
**Phone:** +55 (83) 3221-2846 / 8624-1443

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**Email:** buffetmiramar@hotmail.com

It is expressly prohibited to distribute and sell any perishable product (foods and drinks) on the premises of the Congress Center of João Pessoa, without the written authorization of the Congress Centre of João Pessoa. This measure takes into account the requirements of the Health Surveillance and responsibility of the Congress Center with visitors to the event.

### **Phone and Internet**

The organization of the event will provide wireless internet access in the Exhibition Area. To avoid any interference in the connections, no wireless network will be allowed in any booth, without the prior written authorization of the company contracted by the Organization. In case of insistence, the Organization of the event will suffer the penalty of immediate termination of contracted services.

Exhibitors who wish to make an internal network at their booth, have internet point and / or telephone point, must necessarily engage the services of the same company contracted by the Organization:

TelaSat Tecnologia em Som e Imagem  
Rossano Lyra Lucena  
Phones: (83)3244-7706/ 3214-7700/ 8802-0989  
E-mail: [telasat@telasat.com.br](mailto:telasat@telasat.com.br)

### **Cleaning**

Cleaning of corridors and collective spaces of the exhibition will be responsibility of Event Organization. Internal cleaning of the stands, if desired, will can be hire with the same company providing the service to the event. The right allocation of residues is responsibility of the each Exhibitor, which must segregate, transport and allocate the waste generated.

### **3.1 Insurance**

It is under the responsibility of each exhibitor insuring the equipment, products, and furniture against risks of any kind.

### **3.2 Gardens and Plants**

Gardens, ornamental plants and flowers or sand and stones for gardens composition will be allowed when contained in vases or other containers, provided it is not used loose soil, sand or rocks to execution form of gardens which, through watery do not cause any leakage that might damage the floor or cause accidents.

### **3.3 Standards of Work**

For the construction of special stands, there are specific rules for the implementation of work. If you need to know these rules, please consult the Coordination.

#### 4. SCHEDULE FOR TECHNICAL EXHIBITION

Activities	Day	Schedule
Assembly for the basic and specials booths	April 23th, 24th and 25th April 26	From 8 am to 10 pm From 8 am to 4 pm
Booth Decoration	April 25th April 26th	From 4 pm to 10 pm From 8 am to 4 pm
General Cleaning	April 26th	From 4 pm to 6 pm
Opening Ceremony XVII SBSR and Technical Exhibition	<b>April 26th</b>	<b>at 7:30 pm</b>
Operation of Technical Exhibition	April 27th, 28th and 29th	<b>From 9 am to 6:30 pm</b>
Symposium	April 27th, 28th and 29th	<b>From 9 am to 6:30 pm</b>
Closing Ceremony event and Technical Exhibition	April 29th	<b>7:00 pm</b>
Disassembly for the basic booths	April 29th April 30th	From the event closing until 10 pm. From 8 am to 12 am
Disassembly for the special booths	April 29th April 30th	From the event closing until 10 pm. From 8 am to 4 pm

#### 5. DISPATCH OF GOODS TO THE EVENT

- It is the responsibility of the Exhibitor to observe the legal procedures for issuing invoices of any kind for delivery or removal of equipment, durable materials or consumption, and the respective charges.
- The Exhibitor shall issue a single Invoice or Statement Shipping Referral on behalf of the Exhibitor (setting the sender).
- The invoice to send products to the event should be issued for the participant company and sent to the following address:

**Centro de Congressos de João Pessoa**  
**Rod PB-008, Km 4 - Jacarapé**  
**Polo Turístico Cabo Branco**  
**Zip code: 58037-000 – João Pessoa, PB – Brasil**  
**Phone: +55 (83) 8839-1167 - 8828-9736**  
**Ms. Juliana Jardim &/or Mr. Alberto de Queiroga**

- All products that will send to the event must be clearly identified on the packages: **NAME OF EVENT (XVII SBSR), EXHIBITOR NAME AND DE NUMBER OF BOTTH.**
- The invoice must have the information about all products, the amount and prices. Also, is important too, have the description of event: XVII SBSR (April 25<sup>th</sup> to 29<sup>th</sup>, 2015).
- The original invoice shall be under the custody of the Exhibitor during the entire event.
- It is not allowed to enter any equipment / product without the invoice.

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- The Exhibitor may only ship their products / equipment / books / gifts when will there is an event responsible for the proper reception. In order to do this, talk to the Technical Exhibition Coordination.
  - Exhibitors may only send their products / equipment / catalogs / gifts with delivery date at the Convention Center after April 21th, 2015, when will have responsible for the proper receipt (during business hours).

## 6. CONFIRMATION OF BOOTHS

For confirmation of booths, the company must complete **Form I - EXHIBITOR IDENTIFICATION** and send it to the Technical Exhibition Coordination by e-mail [etel@dsr.inpe.br](mailto:etel@dsr.inpe.br), cc [gislaine@dsr.inpe.br](mailto:gislaine@dsr.inpe.br) +55 (12) 3208-6460/6453

It must be sent with the logo of the company to be released on XVII SBSR in digital, in CorelDraw (on curves) with description of colors and, in versions color and black & white at a resolution of 300 dpi.

## 7. FINAL REMARKS

The Organization of the event is not liable for damage caused to people or products displayed before, during and after completion of the XVII SBSR, including theft, deficiencies or interruptions in electricity supply or claims of any kind.

All materials and equipment on display at the event are under the sole responsibility of the Exhibitor.

This is a summarized manual. The full manual is available only in Portuguese.

<b>Form 1</b>		
<b>Exhibitor Identification</b>		
Exhibitor:		
Address:		
Complement:		District:
ZIP CODE:	City:	Country:
Contact person:		
Position:		
Phone: ( )		Fax:
Email:		
Skype:		
Reserved booths:	Total area:	
Do you need any special project? [ ] YES [ ] NO		
<b>If affirmative</b> , please contact directly: BR Stands e Locações		
Phone: +55 (83) 9846-5432 - Email: comercial3@brstands.com.br, by February 10, 2015.		

**NAMES OF STAFF**

List the names of receptionists, technicians or any other person that will work at the booth during the event. These people will not receive materials from the event and will not have access to technical sessions. They will receive an identification badge as **Exhibitor**.

Full Name	Email
1 -	
2 -	
3 -	

**NAMES OF PARTICIPANTS**

Indicate the name of 3 representatives from the company which will participate at the XVII SBSR. Registration category: Professional. They will receive a badge as **Participant**.

Full Name	Email
1 -	
2 -	
3 -	

I declare that I received, read and that I agree with the rules of the Exhibitors Manual for the XVII SBSR.

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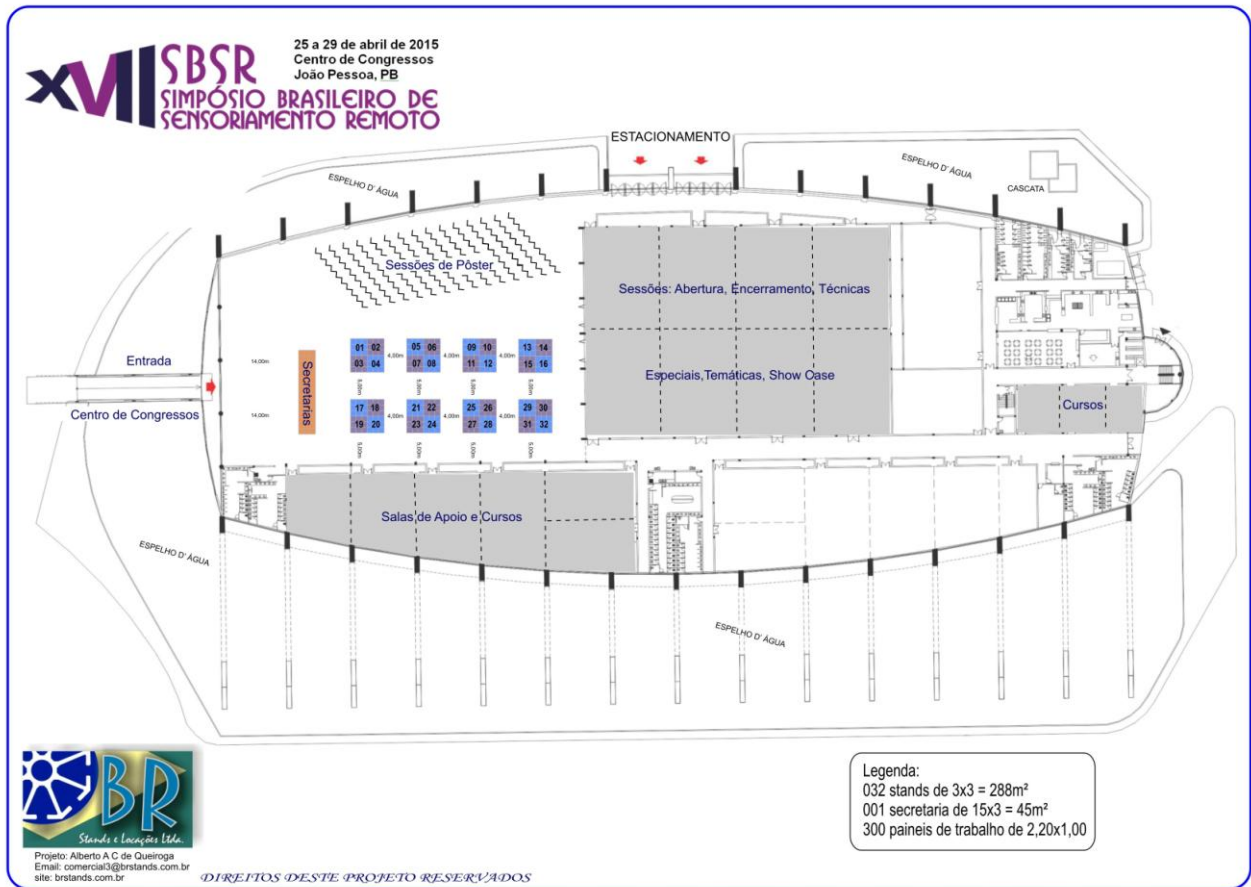
Place and date

\_\_\_\_\_

Exhibitor Signature

After filling out this form, please send it to [etel@dsr.inpe.br](mailto:etel@dsr.inpe.br), cc [gislaine@dsr.inpe.br](mailto:gislaine@dsr.inpe.br) or by fax +55(12)3208-6460

**STANDS**



**SHOW CASE**

Schedule	April 27th	April 28th	April 29th
From 9am to 10am	Hiparc	FUNCATE	Google
From 10am to 11am	Threetek	XMrobots	Google
From 11am to 12am	Censipam	Thales Group	Google
From 2pm to 3pm	Airbus	EUMETSAT	INPE
From 3pm to 4pm	G drones	INPE	
From 4pm to 5pm	Boeing	Sulsoft	
From 5pm to 6pm	Globalgeo	PCI Geomatics	