

BROADBAND
WORLD FORUM **AMERICAS**

Conference 3-6 December 2007
Exhibition 4-5 December 2007

ITM Expo | São Paulo, Brazil

**EXHIBITORS MANUAL FOR
BROADBAND WORLD FORUM AMERICAS**

3-6 December 2007

ITM EXPO

Sao Paulo, Brazil

ITM Expo Av. Engenheiro Roberto Zuccolo 555 - Vila Leopoldina São
Paulo/SP **Brazil**

Contact Details

Venue: ITM Expo Center
ITM Expo Av. Engenheiro Roberto Zuccolo 555
Vila Leopoldina São Paulo/SP **Brazil**

Conference Dates: 3 -6 December 2007

Exhibition Dates: 4 – 5 December 2007

Show Management **International Engineering Consortium**
300 West Adams Street, Suite 1210
Chicago, IL 60606 USA

IEC Contacts

Meeting Operations:

Dan Opine
Operations Manager
Phone: +1-312-559-3731
Email: dopine@iec.org

Exhibits Operations:

Greg Kinley
Exhibits Operations Manager
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Email: gkinley@iec.org

Exhibits and Sponsorship Marketing:

Michelle Klein
Exhibits Marketing Manager
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Email: mklein@iec.org

Fulfillment Exhibits & Sponsorship:

Daniel Opine
Exhibits Fulfillment Coordinator
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Exhibit Sales:

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Sales Manager
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Registration:

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Registration Manager
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Conference Program/Speaking Opportunities:

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Speaker Coordination:

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Lynne Bobak
Marketing Manager
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Public Relations:

Lisa Reyes
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Vendor Contacts

Facility Project manager

ITM Expo

Paulo Passos

e-mail: paulopassos@itmexpo.com.br

Phone: (5511) 2117-7212

Audio Visual Hire

TBD

Catering

Delight Buffet

Phone: 11 55 3209 3075

Fax: 11 55 3275 1586

Electrical Mains & Fittings

Publistand

Cesar Augusto

e-mail: cesar@publistand.com.br

Phone: (5511) – 3965-4722

Floral and Plant Hire

Publistand

Cesar Augusto

e-mail: cesar@publistand.com.br

Phone: (5511) – 3965-4722

Furniture Rental

Publistand

Cesar Augusto

e-mail: cesar@publistand.com.br

Phone: (5511) – 3965-4722

Internet Access

TBD

Lead Retrieval

Trade Show Leads

toms@tsleads.net

Tom Schleisman

Phone: +1-515-276-6911

Fax: +1-515-276-6911

Shipping/Freight Forwarding

TWI Group

Michael Parsons

Phone: +1-702-691-9014

Mobile: +1-702-326-7219

Email: mparsons@twiglobal.com

Security

CAVA

Flavio Carrera

e-mail:

commercial@cavasegurance.com.br

(5511) 5016 5661

Signage and Graphics Requirement

Publistand

Cesar Augusto

e-mail: cesar@publistand.com.br

Phone: (5511) – 3965-4722

On-site

Material Handling

TWI Group
Michael Parsons
Phone: +1-702-691-9014
Mobile: +1-702-326-7219
Email: mparsons@twiglobal.com

Stand Design and Construction

Publistand
Cesar Augusto
e-mail: cesar@publistand.com.br
Phone: (5511) – 3965-4722

Exhibitor Appointed Contractors

In the best interest of the exhibitors, IEC has selected certain companies as recommended contractors for various convention services. If you, the exhibitor, have contracted with any firm **other than those appointed by IEC**, you must complete and return the EAC form **by Nov 24, 2007. The form can be found at the back of the manual.** In addition, it is the responsibility of the main contact person of the exhibiting company to inform your contractor of the rules and governing exhibitor appointed contractors with reference to providing proof of liability/compensation insurance to Exhibits Management.

Note: Service Kits will NOT be e-mailed directly to Exhibitor Appointed Contractors. It is the responsibility of the main contact person to forward all pertinent information. For your convenience, most of the details contained in the service kit will be available on the IEC Web site.

Stand Construction

Critical to the success of your participation is the timing of your arrival on-site, the building of your stand, and its staffing. After the event, your clearing of valuable graphics and exhibits away from the venue is of course critical. Therefore, please note the following dates and times.

Exhibitor Installation Days

DATES	ACCESS FOR	ACCESS HOURS
Saturday, 1 December	all exhibitors	8:00 – 24:00
Sunday, 2 December	all exhibitors	8:00 – 20:00

IMPORTANT NOTE: All work is to be completed by 20:00 on Sunday, 2 December with all empty containers removed.

The facility is accessible for exhibitor installation only during the hours indicated above. Exhibitors will not be permitted access to the exhibition hall outside of these stated hours.

Upon arriving on-site, you will be directed to the most appropriate entrance and all drivers must follow the instructions given by the marshalling team at the site.

All personnel representing the exhibitor or his agents on the exhibit floor during installation and dismantling (that will not need access to the floor during official show hours) can obtain a temporary set-up/dismantle badge at the entrance to the show floor.

All stands must be completed with exhibits in place by 20:00 on Sunday, 2 December.

Exhibitor Registration/Badge Pick-up

DATES	REGISTRATION HOURS
Sunday, 2 December	16:00 - 18.00
Monday, 3 December	8:00 – 18:00
Tuesday, 4 December	8:00 – 18:00
Wednesday, 5 December	8:00 – 18:00
Thursday, 6 December	8:00 – 15:15

All personnel representing the exhibitor or his agents on the exhibit floor during the official show hours must be properly identified with the official exhibitor badge. Exhibitor registration will open during the setup of the exhibition and through the duration of the show. All exhibitors are to register their personnel in advance. The exhibitor’s authorized representative must certify if any additions or changes in registration made during the conference.

Exhibition Days

DATES	EXHIBITOR ACCESS	OPEN HOURS
Monday, 3 December	4:00	5:00 – 8:00
Tuesday, 4 December	10:00	12:00 – 7:00
Wednesday, 5 December	10:00	12:00 – 7:00

IMPORTANT NOTE: Exhibit hours will be strictly enforced. Exhibitors with the appropriate badge (badges containing the Exhibitor extended tab ONLY) will be permitted on the show floor prior to the opening of the exhibition. Conference attendees will be permitted on the show floor during show hours only. If a meeting is scheduled at your exhibit space before the floor officially opens, you must contact show management for approval. You will then be given a greeting area to meet your guests outside of the exhibit floor. All guests must be accompanied by an exhibitor and must stay contained in the exhibitor’s booth. Anyone found roaming the exhibit floor before official opening will be escorted off by security.

Exhibitor Dismantle

DATES

Wednesday, 5 December

ACCESS HOURS

7:30 – 24:00

All exhibits will close promptly at 7:30 on Wednesday, 5 December 2007. Exhibitors are not to be dismantled or removed, in whole or in part, prior to the official closing at 7:30. Beginning at this time, empty exhibitor boxes/crates will be returned. To expedite this process, exhibitors are requested not to interfere with the return of empty crates by confining dismantling their stand to their stand area only.

All freight not called for by the conclusion of exhibitor dismantle hours on Thursday, 6 December will be shipped by a carrier selected by the official drayage contractor at the exhibitor's expense.

DEADLINES	
24 NOV 2007	Hotel Reservation Deadline
24 NOV 2007	Internet Access Order Form
24 NOV 2007	Insurance Forms
24 NOV 2007	Lighting and Electrics Order Form
24 NOV 2007	Shell Scheme Extras Order Form
24 NOV 2007	Telecommunications Order Form
24 NOV 2007	Water & Waste Order Form
24 NOV 2007	Stand Cleaning Order Form
24 NOV 2007	Shell Scheme Only Fascia Name board Order Form
24 NOV 2007	Audio Visual Order Form
24 NOV 2007	Lead Retrieval Order Form

ACCOMMODATIONS

The following hotels have been secured as the official hotels of the C5 World Forum 2007:

Radisson Hotel Sao Paulo Faria Lima
Av. Cidade Jardim, 625 , Sao Paulo, Brazil 01453-000
Reservations: (888) 201-1718 US Toll Free
Telephone: 55-11-2133-5960 **Fax:** 55-11-2133-5969

AUDIO VISUAL HIRE

TBD

BADGES AND CONFERENCE PASSES

Exhibitor Badges: All exhibitors must apply for badges for their stand personnel. You are permitted to have up to four (4) exhibitor personnel badges per 9 square meters of stand space. It is also permissible, due to shift changes, correction, etc., to surrender an exhibit badge to the Exhibitor Registration Desk for replacement. To register, visit http://www.iec.org/events/2007/bbwf_americas/exhibitor_info/booth_staff_reg.asp

Contractor Passes: Exhibitor badges will not be made for anyone other than company personnel. All other personnel must check in with security at the door for a temporary badge during move-in/set-up. If exhibitor appointed contractors need to access the show floor during the event, badges will be available at exhibitor registration for a cost of \$25.00.

BALLOONS AND GIVEAWAYS

No balloons of any size or type will be permitted for display purposes or giveaways in the show facility. Adhesive backed decals or stickers may not be given out inside the facility or on the premises. "Glitter" is not permitted in carpeted areas of the building.

BRANDING/ADVERTISING OPPORTUNITIES

There are a number of areas that can be utilized for possible branding opportunities during the event. Please contact the IEC for a complete list of the banner opportunities available and the relevant applicable charges.

BUILD-UP and BREAKDOWN

There is no direct access to the halls for vehicles so you will need to have facilities to lift items from the vehicles to your stand. If you have any unusual or heavy objects to display, please contact TWI so that they can schedule these early when the halls are easier to access.

CABLING/AERIAL FEEDS

For outside broadcast feeds or if you require terrestrial or satellite television feed, or radio aerial feed to your stand, please inform the ITM Expo Manager listed on page 4.

CARPETING

Publistand
Cesar Augusto
e-mail: cesar@publistand.com.br
Phone: (5511) – 3965-4722

CATERING

Delight Buffet
Phone: 11 55 3209 3075
Fax: 11 55 3275 1586

There is a stand ordering service available where beverages and food can be delivered to your stand. This is to be arranged by individual Exhibitors direct with the Delight Buffet

CLEANING AND WASTE DISPOSAL

Please order stand cleaning from

Publistand
Cesar Augusto
e-mail: cesar@publistand.com.br
Phone: (5511) – 3965-4722

Large items of waste materials to be disposed of prior to the opening of the exhibition must be placed in skips located in the Loading Bay.

The cleaning team will clear bulk rubbish during the build-up and breakdown periods of your exhibition and they will arrange for the disposal of reasonable levels of exhibition rubbish. The cleaning of gangways, public circulation areas, and shell scheme stands is carried out by the cleaning team and the charges for these services are included in your exhibition stand fees. **Cleaning of space-only stands (in-line stands)** must be arranged by individual exhibitors direct with the Publistand Project Manager.

Any specific cleaning requirements such as washing and polishing ‘special’ surfaces should be arranged directly with the Project Manager of Publistand and additional charges would be made for these services.

COMMON PARTS

All common parts must be kept unobstructed at all times. Contractors/Exhibitors/their staff and agents **must keep ALL common parts clear** while building or dismantling stands, exhibits, etc. All exhibits must be kept within the confines of the stand space and demonstrations must not cause undue congestion and/or obstruction of common areas.

COMPLETION OF THE TENANCY

It is the responsibility of the Exhibitor to ensure all exhibits, stand materials, and other items relating to the exhibition are removed by the completion of tenancy. The IEC or ITM Expo accepts no responsibility for anything left on the premises and has no storage facilities for late collections. Any materials left on site will be removed at the exhibitor's expense.

DELIVERIES

The ITM Expo cannot accept freight shipments on behalf of exhibitors before or during scheduled move in times. The IEC will not be responsible for and will not sign for any shipments via exhibitors without prior notice. Please contact TWI for shipping instructions.

Shipments sent prior to the exhibition date will not be stored at the facility.

DEMONSTRATIONS/PRESENTATIONS

Exhibitors wishing to operate machinery or carry out mechanical demonstrations at their stand must ensure that this does not constitute a fire or safety hazard, or interfere with the activities of visitors or other exhibitors. All moving parts must be guarded and controls sited beyond the reach of spectators. Please note that you may only demonstrate or hand out literature in your stand – you may not roam the aisles or stand in the lobby or entrance areas to do this.

Location of demonstrations, presentations, and samplings must be conducted far enough within the stand so that crowds, which gather, are contained within the limits of the stand. Spectators are not permitted to stand in the aisle or in neighboring stands. Show Management reserves the right to modify or eliminate any presentation if exhibiting company does not adhere to these rules and regulations.

DILAPIDATIONS

The Exhibitor is liable for any damage caused to building floors, walls, columns, iron works, shell scheme, or other leased property. Contractors/Exhibitors, their staff, and agents may not apply paint, lacquer, adhesives, or coating to building columns, floors, or to shell scheme. No bills, signs, floor coverings, or other articles shall be pasted, nailed, taped, or otherwise attached to the walls, floors, ceilings, columns, partitions, shop fronts, or trim except under the direction, and with the written consent of the ITM Expo Project Manager.

DRINKS LICENSE

Details of our license are available on request and must be adhered to at all times. Please consult the ITM Expo Project Manager immediately if you plan on having alcohol available at the event.

ELECTRICAL AND LIGHTING

Publistand has a comprehensive range of electrical services for hire and installation and offers an extensive range of light fittings and flexible power supplies including three phase if required. Their team of electricians can provide a professional and competitive service to Exhibitors for all electrical installations and connections to mains. Please contact the Publistand Project Manager for full details. Each KW, exceeding 3 KW, for each Exhibiting Company, will be charged to the exhibitor

Signs involving the use of neon or similar gases are permitted with fireman switches and written confirmation from the ITM Expo Project Manager. Electro flashing signs of low intensity are permitted providing specifications for their use are approved in writing in advance by the ITM Expo Project Manager. **During the open period of an exhibition, stand mains supply will normally be switched on no later than half an hour before the show opens and switched off no later than half an hour after it closes. Please contact the ITM Expo Project Manager should you require 24-hour power.**

EXHIBITION STANDS

Standard Shell Scheme System is used in most cases when shell scheme is required; Full Stand layout **MUST** be agreed **7 days** prior to the exhibition. Alterations to this agreed floor plan will be subject to surcharge.

Standard shell scheme hire includes the following:

- Back and side free standing partition walls
- One electrical socket
- Two spotlights 150 watts each
- Company identification sign (Fascia)

Any damage to shell scheme or other supplied rentals will be charged accordingly to exhibitors as dilapidations.

Space Only Stands

Exhibitors who are building a space only stand are advised to make a site visit.

All structures, materials, special designs, unusual constructions, and all signs must conform to Standards and Codes of Practice and comply with Local Council regulations or those of any other Statutory Authority (see Fire Regulations).

The suspension of items from the ceiling or from the balcony or the fixing of items to existing walls or other fitments must be approved by the ITM Expo Project Manager and The IEC Exhibits Manger.

Approval by the Organizer does not constitute anything other than confirmation of acceptance of the overall design. All other Rules and Venue Regulations still apply.

Any Space Only stand must provide the organizers with the following:

- a. A copy of a scale drawing including plans and elevations.
- b. Construction timetable
- c. Method Statement.
- d. Full details of fabrics and material being used.

The organizer reserves the right to submit any plans to a structural engineer who will charge a fee which is NOT pre-determinable and must be paid by the Exhibitor or their Contractor prior to commencement of the works.

EXHIBITOR/CONTRACTOR ACCESS & EGRESS

It is the responsibility of the ITM Expo and the Organizer to ensure exhibitors and contractors adhere to the following regulations regarding access and egress to and from the Loading Bay.

The exhibitors and contractors must pay particular respect and consideration to local residents especially during build up and breakdown periods.

Under no circumstances will pedestrian access be allowed at the entrance to the Loading Bay.

- Drivers must make themselves aware and observe local traffic restrictions. (Be aware that penalties are likely to be vigorously enforced by the Police and Traffic Wardens.)
- There is likely to be a Police presence during build up, exhibits and tear-down.
- For event breaking down on Thursday, exhibitors and contractors will, whenever appropriate, be given access to the loading bay and access will be coordinated by the shipping agent. However, entry to the halls will not be given until the event is officially closed.
- Details of the breakdown procedures will be provided to exhibitors and contractors during the build up period.
- There will be no access to the Loading Bay in the last 30 minutes of a build up or breakdown period. The ITM Expo reserves the right to extend this 'cut off' period.

All exhibitors and contractors must comply with the reasonable requests of the Traffic Marshals. Failure to do so may result in access to the ITM Expo being denied or vehicles, if within the Loading Bay, will be clamped.

FIRE EXTINGUISHERS

Water, Foam, and CO2 extinguishers will be provided by the ITM Expo to comply with standard regulations.

FIRE REGULATIONS

Exhibitors must adhere to the Local Authority and Fire Brigade Regulations. All materials used on exhibition stands or stored within the exhibition area must be **Class 1** (B.S. 476) fire retardant.

FLOOR COVERINGS

Space only exhibitors are required to supply stand carpet.
Aisles will be carpeted.

Please order carpet through Publistand

Publistand
Cesar Augusto
e-mail: cesar@publistand.com.br
Phone: (5511) – 3965-4722

Under no circumstances may the weight of any equipment or exhibit material exceed the hall's maximum floor load.

Maximum floor load for the first floor- Demo-Promotional Area is: 600 Kg/Sqm

FLORAL AND PLANT HIRE

Publistand
Cesar Augusto
e-mail: cesar@publistand.com.br
Phone: (5511) – 3965-4722

FURNITURE HIRE

Publistand
Cesar Augusto
e-mail: cesar@publistand.com.br
Phone: (5511) – 3965-4722

GANGWAYS/AISLES

Exhibitors may only conduct business on their own stands. Under no circumstances will exhibitors be allowed to encroach into the gangways and sales personnel may not operate in the lobby or in the aisles.

GAS

Please add the following instructions received by our Technical Department

It may be possible to use Gas (either inert or inflammable) at the ITM Expo BUT written authority must be obtained prior to arrival on site from the ITM Expo Project Manager.

As regards the use of GAS inside the exhibition Area:

- The inert GAS use is possible previous ITM Expo approval
- The inflammable GAS use is possible previous ITM Expo approval only with cylinder to put outside the pavilion and with a right system to carry the GAS at the stand; this system as to be certified by an allowed technician.

GOODS ACCESS

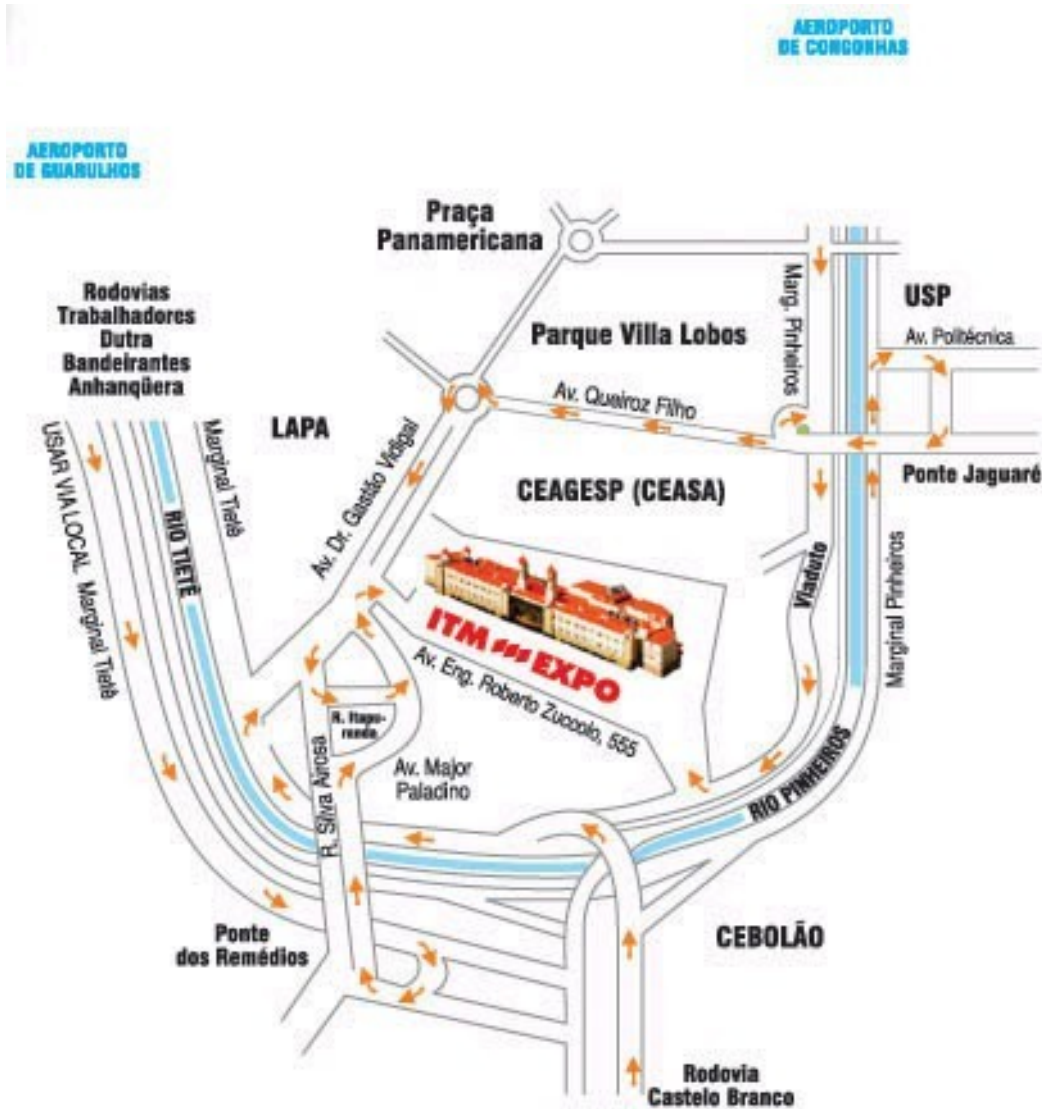
All deliveries of exhibits and goods must heed the instructions of the traffic marshals to ensure an uneventful build-up and breakdown.

HEIGHT LIMITS/RESTRICTIONS

Because of contrasting ceiling heights at the ITM Expo please read the following carefully. It is strongly recommended that you pay a site visit

- a) Standard stand exhibit spaces: exhibit fixtures, components, and identification signs will be permitted to a maximum height of 3 m.
- b) Island stand exhibit spaces: exhibit fixtures, components, and identification signs will be permitted to a maximum height of 3 m.
- c) Peninsula stand exhibit spaces: peninsula stands that abut one another are limited to 3m in height. The back of the stand must be finished. No identification signage can be posted on the back wall facing the abutting stand.

HOW TO GET THERE



INSURANCE

Exhibitor agrees to defend, indemnify, and hold harmless International Engineering Consortium (IEC), Broadband World Forum Europe, and their officers, employees, agents successors and assigns (indemnified parties) from any suit or claim for loss or damage (including death, personal injury, and/or property damage) arising out of, or in connection with, Exhibitor's act or failure to act under this agreement. IEC agrees to notify Exhibitor of any claim promptly after IEC receives notice. If Exhibitor fails to acknowledge that it will defend such a claim within ten (10) days of receipt of notice, the

IEC shall have the right to do so at Exhibitor's expense. Exhibitor agrees to waive any and every claim which arises in its favor for any and all loss or damage covered by valid and collectible insurance policies to the extent of the insurance proceeds paid with respect thereto. Inasmuch as the waiver will preclude the assignment of the aforesaid claim by way of subrogation to an insurance company (or other person), Exhibitor shall notify its insurers of such waiver.

Certificate of Insurance

All Exhibitor Appointed Contractors will provide the organizer with a copy of and will maintain the following insurance for the entire period of the Exhibition.

- a) Worker's Compensation Insurance to meet statutory requirements and Employers Liability Insurance with limits not less than \$500,000
- b) General Liability Insurance having combined single limit for bodily injury and property damage in an amount not less than \$2,000,000 per occurrence and in the aggregate. Coverage under this insurance shall include Contractual Liability, Product Liability, and Personal Injury Liability.

Certificate of Insurance must be furnished to the IEC by November 24, 2007.

EAC's will not be allowed to set-up unless proof of Insurance has been submitted to the IEC.

INTERNET ACCESS

To be determined

ITEMS LEFT ON SITE

Please note that any goods, materials, deliveries or miscellaneous items left on site at the ITM Expo without proper authority will be treated as abandoned and disposed of accordingly at the expense of the exhibitor.

LEAD RETRIEVAL

Lead retrieval services will be offered to exhibitors by:

Trade Show Leads
Tom Schleisman
8123 Hickory Drive
Urbandale, IA 50322 USA
Phone: +1-515-276-6911
Fax: +1-515-276-6911

LIFTING/FREIGHT FORWARDING

Freight Forwarding

TWI Group

Michael Parsons

Phone: +1-702-691-9014

Mobile: +1-702-326-7219

Email: mparsons@twiglobal.com

Additional information can be found at the back of this manual.

LOST PROPERTY

There is a lost property office in the ITM Expo and any item found should be handed into Security at Main Reception. The property will be held for up to three months and all claims should be made to the Head of Security.

MOBILE COMMUNICATIONS

Mobile telephones may be used within the exhibition halls. **You are strongly advised to insure all mobile equipment and not leave items unattended at any time.**

NAMEBOARDS

All shell-schemes will receive a name-board with their registered name or trade name (up to 26 letters) in black block capital letters. These are produced free of charge, but must be ordered in advance. Display material must not be fixed to the fascia.

Please note that the fascia board of the shell scheme is: 200 cm x 20 cm Height. The color is black with the letters white. Please see the Publistand order form at the end of this manual to order your nameboard.

NOISE

No loud or obstructive work will be permitted during open hours of the Exhibition; neither will loud operating displays or exhibits producing objectionable odors be allowed.

“During the opening hours at the ITM Expo, the noise level emanating from the Centre shall not exceed 6dBL Aeq, 1 hour, and a maximum root mean square level of 65 dB (A), measured with a sound level meter set to a fast response, at a position 1.2m from the ground and 2m throughout the facility should sound from any event or activity in the Estrel Convention Center contain a substantial and sustained rhythmic or tonal characteristic the noise level due to that event or activity shall not exceed 50dBL Aeq, 1 hour with no change to the maximum level.”

Failure to comply with the above noise levels, may result in a fine, enforcement notice or injunction, issued under the Environmental Protection Act 1990 and/or the Control of Pollution Act 1974. Any Exhibitor will render themselves liable for prosecution under these statutes in the event that they fail to comply with the regulations above.

ORDER FORMS

All orders must be submitted by November 24, 2007. Orders received after this date will incur late charges and are subject to product availability.

RIGGING

It is not permitted to hang, suspend, or attach any item to the wires or ceiling under any circumstances without the permission of the ITM Expo Project Manager and the IEC. Hanging banners above exhibit space only stand is permitted based on the approval of the ITM Expo Project Manager and the IEC Exhibits Manager. Banners that are hung without the approval will be removed at the exhibitor's expense. All banners must be located directly above the exhibiting company's booth. Please contact the facility project manager for rigging questions.

SECURITY

The IEC will neither be responsible nor liable, on site and its environs for injury to the person or property of Licensees/Organizers/Contractors/Exhibitors, their guests, employees, or agents.

Although the ITM Expo has security staff, their responsibilities cover the general building security only and the efficient operation of general services.

While the organizers are ensuring all reasonable arrangements by way of security cover, we cannot be held responsible for any loss or damage to exhibitors' personnel or property. Exhibitors are advised to use night-sheet and/or install a lockable cabinet on their stands. You are advised not to leave your stand unattended and to take particular care during build-up and break down.

SERVICE DESK

During the event appointed vendors will occupy a counter at the service desk for the convenience of the Exhibitors to assist with orders/changes for services they are providing. This will be located on the event exhibit floor.

SHIPPING

TWI Group

Michael Parsons

Phone: +1-702-691-9014

Mobile: +1-702-326-7219

Email: mparsons@twiglobal.com

Additional information can be found at the back of this manual.

SIGNAGE

Publistand

Cesar Augusto

e-mail: cesar@publistand.com.br

Phone: (5511) – 3965-4722

Order forms can be found in the back of this manual

All posters, banners, etc must be of a standard approved by the ITM Expo Project Manager and event management and signs must not be affixed to any part of the building without prior consent of the ITM Expo and IEC Exhibits manager.

Signage is NOT allowed on any of the internal metal railings, banisters, and/or associated ironwork.

STORAGE

TWI Group

Michael Parsons

Phone: +1-702-691-9014

Mobile: +1-702-326-7219

Email: mparsons@twiglobal.com

Additional information can be found at the back of this manual.

TAXI SERVICE

Should you require an executive taxi service please contact the in-house concierge.

VIP VISITORS

Exhibitors are required to notify the Organizers in advance, of the arrival schedule for all VIP visitors as the ITM Expo operates a standard protocol procedure, which is to be followed for all VIP visitors.

