



ENDO 2020

Connecting the world of endoscopy

2nd World Congress of GI Endoscopy

24th Pan American Congress of
Digestive Endoscopy

Exhibitors' and Sponsors' Manual



DEAR EXHIBITOR,

We are pleased to present the Exhibitors' and Sponsors' Manual for ENDO 2020: the 2nd World Congress of GI Endoscopy, which will take place March 7–10, 2020, at the Windsor Oceânico Hotel, Rio de Janeiro, Brazil.

For the participants' convenience, we sought to provide all necessary guidance for this event in the General Regulations, the Participation Procedures, and the Form Book.

This manual should be your go-to guide. In it you will find the most important information you need to take part as an exhibitor and to make the most of this event.

For an event of this magnitude to run smoothly, it is essential that all exhibitors follow the guidance contained in this Manual and respect the established deadlines.

Thank you for your taking part. We will be happy to clear up any additional questions you may have.

—SALES TEAM



CONTACT INFORMATION

EVENT VENUE

Windsor Convention Center
Rua Martinho Mesquita, 129 – BLOCO 2 – Barra da Tijuca
Rio de Janeiro, RJ

ORGANIZED BY



COORDINATION

CCM Congresses
Av. Paulista, 352/25
Bela Vista
São Paulo, SP 01310-000

+55 11 3061.1495
<http://www.ccmew.com/>

SALES:

For sponsors in Europe, North America, and Asia Pacific (except China):

Bibiana Arcos

Project Manager

ba@hamilton-services.de

For sponsors in China:

Laura Schleser-Low

Project Manager

ls@hamilton-services.de

For sponsors in Latin America

Carla Sánchez

Sponsor Support

carla@ccmew.com

SALES/OPERATIONS

Vinícius Laydner

Tel.: +55 51 3086.9130

Cel.: +55 51 9915.85835

E-mail: suportecomercial@ccmew.com

OFFICIAL booth BUILDER

Apollo Eventos

Rua Jorge Nunes Kehdi, 94

Vila Anastácio – CEP 05.092-050 -São Paulo – SP

Ricardo Lourenço

Tel: (11) 3644.9297

Cel: (11) 98181.5528

E-mail: comercial@apollo-eventos.com

OFFICIAL LOGISTICS CONTRACTOR

Fulboothig Shows e Eventos MC Ltda

C/O: Claudia Almeida

Phone/Fax: 55 21 3388-0764 / 2434-4070

Mobile: 55 21 99766-0802

Email/Skype: claudia@fulstandig.com.br



GENERAL TIMETABLE

| DAY | ACTIVITY | START | END |
|---------------------------|--|----------|----------|
| March 5, 2020 THURSDAY | FLOOR MARKING UNLOADING (OFFICIAL CONTRACTOR ONLY) | 8:00 am | 10:00 am |
| | UNLOADING AND BOOTHS' ASSEMBLY (OTHER CONTRACTORS) | 10:00 am | 6:00 pm |
| | BOOTHS' ASSEMBLY | 10:00 am | 8:00 pm |
| March 6, 2010 FRIDAY | BOOTHS' ASSEMBLY | 8:00 am | 8:00 pm |
| March 7, 2020 SATURDAY | EVENT AND OPENING OF THE EXHIBITION AREA | 8:00 am | 4:30 pm |
| March 8, 2020 SUNDAY | EVENT | 8:00 am | 4:30 pm |
| March 9, 2020 MONDAY | EVENT | 8:00 am | 4:30 pm |
| March 10, 2020 TUESDAY | EVENT | 8:00 am | 1:30 pm |
| | | | |

| | | | |
|---|--------------------|----------------|-----------------|
| March 11, 2020 WEDNESDAY | DISASSEMBLY | 3:00 pm | 8:00 pm |
| March 11, 2020 WEDNESDAY | DISASSEMBLY | 8:00 am | 12:00 am |

IMPORTANT INFORMATION:

- ✓ Any contractors involved in booth and booth assembly other than the Official booth Builder **must have all necessary documents registered and approved within the event system.**
- ✓ Exhibitors who will not employ the services of the Official booth Builder **must register their booth design and all corresponding documentation in the system.**
- ✓ **All booths must be fully built by 8:00 pm on March 6, 2020.** Contractors which, for any reason, are unable to meet the assembly deadline will be duly cited and will be subject to **payment of extra costs as given in the CITATION** by the event organizer.

GENERAL RULES

DISCLAIMER OF LIABILITY

The event organizing committee is not liable for any damages or losses caused to persons or products exhibited before, during, or after the event, including theft, malfunction, power outages, electrical or water supply issues, or any other claims of any kind.

Exhibitors' booths, goods, products, and personnel **are not covered by insurance.** Exhibitors shall take sole and full responsibility for all of the above.

INSURANCE

Exhibitors, booths, goods, products, and personnel are not covered by insurance. Exhibitors shall take sole and full responsibility for all of the above.

It is up to each exhibitor to provide their own insurance against any risk. This is strongly recommended by the organizing committee, event promoter, and official booth builder. The organizing committee, event promoter, and official booth builder will not be liable under any circumstances for any losses, lost profits, or damages any kind that may be incurred by exhibitors, their products, booths, or personnel, including damages or losses caused by rain, wind, lightning, water and sewerage leaks, power outages, crowd panic, electrical shorts, fire, structural failure of the event venue, disrepair, or force majeure.

It is mandatory that all exhibitors acquire third-party insurance. The insurance policy must include the following coverage:

- CIVIL LIABILITY: R\$ 500,000.00

- PERSONAL INJURY: R\$ 500,000.00

Companies not registered in Brazil: please check your contract for the applicable rules.

LATE PAYMENT

Exhibitors who are in arrears with any contractually mandated payment as of the first day of the event will not have their booth/booth area cleared for use by the event organizing committee.

DOCUMENTATION AND FORMS

It is mandatory that all exhibitors enter the required documentation into the exhibitor's area of the event system. Exhibitors who fail to do so will not have their booth/booth area cleared for use.

BOOTHS' DESIGN AND ASSEMBLY STANDARDS

MAXIMUM HEIGHT

The maximum allowable booth/booth height is 4 m above floor level, except for booths 44, 45, and 46 (maximum height 3 m).

BOOTHS LOCATION

Booths locations will be demarcated on the venue floor by the official booth builder, in the order of contractor arrival at the venue and taking into account the relevant technical and operational needs.

Exhibitors will arrive to their designated booth area clearly marked on the venue floor.

Please note that the venue plan is subject to change until the first day of assembly.

LANDSCAPING

Garden areas, indoor plants, and cut flowers are allowed as long as they are fully contained within pots, planters, vases, baskets, or other containers and that no loose soil, sand, or gravel/pebbles/rocks is used for on-site gardens.

CONTRACTOR STANDARDS

Considering the domestic rules and regulations for construction of exhibition booths in Brazil, all assembly activities must be carried out by Brazilian contractors. Thus, the standards for booth assembly will only be available in Portuguese in the Exhibitors' Manual. Overseas exhibitors or sponsors should send a Portuguese copy of the Exhibitors' Manual to their contractors.

SHIPPING AND FORWARDING

GOODS AND MERCHANDISE

All exhibitor materials must be forwarded to the convention center by March 5–6, 2019.

Shipping address:

**Windsor Oceânico – CENTRO DE EVENTOS
R. Martinho de Mesquita, 129 – Barra da Tijuca
Rio de Janeiro, RJ 22620-220 – Brazil
C/O Richard Wagner**

Note: THE EVENT ORGANIZERS WILL NOT SIGN FOR SHIPMENTS. IF A COMPANY REPRESENTATIVE IS NOT AVAILABLE, SHIPMENTS WILL BE RETURNED.

RULES FOR SHIPPING OF GOODS FROM ABROAD

- All goods/merchandise destined for the exhibition must have the name of the event, name of the exhibitor, and booth number clearly identified on the package.
- Exhibitors are fully responsible for following the relevant legal procedures for issuing invoices for the delivery or removal of equipment, durable goods, or consumables, as well as for any incident fees, duties or levies.
- Invoices for products to be shipped to the event must be issued in the name of the exhibitor and with the convention center as the shipping address.
- The body of the invoice should list all of the shipped goods and products; note that the goods are for demonstration purposes only; and clearly state the name and date of the event.
- The original invoice must remain in the exhibitor's possession throughout the event.
- No equipment, goods, or products will be allowed into the venue without a corresponding invoice.
- **Exhibitors are fully responsible for the delivery and removal of products from their booths. We advise all exhibitors that delivery and removal be scheduled in advance and so as to ensure that a company representative will be at the booth.**
- **THE ORGANIZER WILL NOT BE LIABLE FOR ANY MATERIAL DELIVERED OR REMOVED WITHOUT A COMPANY REPRESENTATIVE PRESENT. IF A COMPANY REPRESENTATIVE IS NOT PRESENT, SHIPMENTS WILL BE RETURNED.**

- Foreign exhibitors must take full responsibility for the process of shipping materials from overseas to Brazil. Additional information is available from the official event logistics contractor:

Fulboothig Shows e Eventos MC Ltda

Correspondence: Claudia Almeida

Phone/Fax: 55 21 3388-0764 / 2434-4070

Mobile: 55 21 99766-0802

Email/Skype: claudia@fulboothig.com.br

MATERIALS FOR ATTENDEES' BAGS

All materials to be placed in attendee bag must be received **at the latest by 12:00 pm (noon)** on March 5, 2020. Boxes must be clearly marked with the wording **MATERIAL NA PASTA – [EXHIBITOR NAME] – ENDO 2020**.

Shipping address:

Windsor Oceânico – CENTRO DE EVENTOS
R. Martinho de Mesquita, 129 – Barra da Tijuca
Rio de Janeiro, RJ 22620-220 – Brazil
C/O Carla Zanchetta

PROMOTIONS

PROMOTIONAL ACTIVITIES

- Sweepstakes will only be allowed after the end of all scientific activities.
- No promotional actions by exhibitors will be allowed outside the confines of their booth.
- The organizing committee reserves the right to prevent the distribution of promotional material, even inside the booth, whenever said distribution is deliberately causing disturbances or crowd formation.
- The gangways of the convention center are considered shared space, and exhibitors are not allowed to approach attendees or distribute printouts or any other promotional items on the gangways, on penalty of seizure by the event organizing committee. Event participants may only be approached if within the confines of the exhibitor's booth.
- No inflatables (of any type, shape, or size), banners, panels, decorative signage, or carpets may be placed outside the confines of the booth unless such placement has been negotiated in consideration of additional sponsorship payment.
- Personnel wearing costumes of any type (inflatables, mascots, characters, etc.) which represent or otherwise allude to the exhibitor's products, company, brand, or booth theme are banned from circulating in the venue gangways and common areas.
- All material exhibited at the event must be removed by the exhibitor on the first day of disassembly. Any promotional material not removed on this day will be destroyed.
- The organizing committee may halt any demonstration of any material other than products designed and intended for the sector which, at the committee's discretion, is deemed to pose any hazard to persons, goods, or structures within the booths/booths or the exhibition venue itself.
- Any and all promotional material that violates this regulation will be seized and returned only after the end of the event.

PRODUCTS AND DEVICES

- All health products and medical devices exhibited at the event must be registered with and previously authorized by the Brazilian National Health Surveillance Agency (ANVISA).
- Companies whose products are still undergoing the ANVISA registration/approval process, especially foreign exhibitors that do not yet have an established presence in Brazil, may exhibit their products at the event, provided they have entered the country in accordance with the rules established by ANVISA in Resolution No. 13 of January 27, 2004 (*On the exhibition and demonstration of products at fairs or events*). The exhibitor takes full responsibility for obtaining the necessary information and performing all procedures required by ANVISA for the admission of unregistered/unapproved products into Brazilian territory. Furthermore, companies may not sell or otherwise market any products at the event unless said products have been fully approved by ANVISA.
- The organizing committee and event promoters are not responsible for providing any information regarding ANVISA rules for the admission of unregistered products into the country or for the importation of these products. Exhibitors take sole responsibility for acquainting themselves with ANVISA regulations for the entry of unregulated products. We strongly recommend that exhibitors hire the services of a specialized agent to import products that require prior authorization from ANVISA.
- Used/secondhand medical devices may not be promoted, marketed, or sold during the event. Exhibitors who are found to promote, market, or sell used/secondhand devices will have their booth shut down by the event organizing committee.

DEVICE DEMOS

The event promoter may halt or limit the duration or timing of demonstrations of any device which, at the promoter's discretion, is deemed to pose any hazard to persons,

goods, or structures, such as those producing high levels of noise, vibration, smoke, noxious odors or which may otherwise disturb attendees, guests, or the general operations of the booth or convention center as a whole. **Any promotional activities carried out by exhibitors within the convention center or using its name will only be allowed with prior authorization from both the event promoter and the venue.**

GENERAL RULES FOR REGISTRATION

EXHIBITOR REGISTRATION

Foreign exhibitors should inform the names of their representatives for exhibitor credentials via e-mail (suporte@ccmew.com) by February 20, 2020.

The number of credentials is limited according booth/booth size.

Foreign exhibitors may purchase additional credentials for USD 50.00 each at support@ccmew.com . Payment by credit card only.

SUPPORT STAFF REGISTRATION

Foreign exhibitors should inform the names of their support staff for credentials via e-mail (suporte@ccmew.com) by February 20, 2020.

NOTE

All credentials provided by the organizers are personal and non-transferable, and do not entitle holders to bring a guest or chaperone. Misuse will result in seizure and cancellation of credentials. Seized credentials will not be reissued. Credentials must be worn by exhibitors, contractors, and booth staff at all times.

A fee of USD 50, payable at the time of the request, will be charged for extra or lost credentials.

GETTING YOUR CREDENTIALS

Credentials must be obtained in person and will be available at Central de Apoio aos Expositores (CAEX) starting 3:00 pm, March 6, 2020.

UTILITIES

ELECTRICAL

- The venue is supplied with 380V three-phase and 220V single-phase mains power. For additional information, contact the event promoter.

INTERNET/DATA

Internet services should be purchased directly from the venue's events department, via email: eventos.windsorbarra@windsorhoteis.com.br

PARKING

- Parking is provided at the venue. Spaces are subject to availability on a first-come, first-serve basis and cannot be booked in advance.
- Valet parking is available at the Rua Martinho Mesquita entrance.
- Parking fees may be paid individually by each participant.
- Suppliers, contractors, couriers, and others who use the venue parking lot will pay for service upon departure according to the appropriate price table.
- Trucks, buses, and other heavy vehicles are not allowed in the convention center parking area.
- Loading docks are intended solely for loading and unloading of materials and equipment. No personal or any other non-cargo vehicle may use or park in this area.
- If parking spaces are available, exhibitors may use the parking lot. The regular fee will apply.

SOUND SERVICES, LIVE MUSIC, AND BACKGROUND MUSIC

- Sounds produced in exhibitors' booths/booths by audio equipment such as recorders, radios, etc. may not exceed a reasonable volume level.
- Use of PA devices for marketing or promotional purposes is expressly forbidden.
- In the event that background or live music is played at any facility within the venue during the event, in accordance with Brazilian Law no. 5988, the organizers must provide the convention center with the necessary documentation and payment receipts issued by the national copyright collection society (*Escritório Central de Arrecadação e Distribuição*, ECAD). Furthermore, if live music is to be played, all musicians will be required to present their union cards (*Ordem dos Músicos do Brasil*, OMB).

**Further information is available directly from the ECAD office in Rio de Janeiro:
Avenida Almirante Barroso, 22 – 22nd floor
Centro
Rio de Janeiro, RJ 20031-000
+ 55 21 2544-3400**

CLEANING SERVICES

- The event promoter is responsible for the overall cleanliness of the venue. Exhibitors and their booth builders are responsible for the removal of any additional materials, including any and all waste generated during the assembly and disassembly of booths and booths. All waste is to be disposed of in dumpsters/skips.
- During the actual event, the event promoter is responsible solely for cleaning the gangways/common areas between booths. Cleaning within the booths is each exhibitor's sole responsibility.
- All waste produced by exhibitors should be disposed of at the location indicated by the event promoter. Waste disposal in gangways or other event spaces other than that indicated by the promoter is expressly forbidden.

SECURITY

The event organizing committee will provide full-time surveillance and security services for the common areas of the venue. Exhibitors are also allowed to hire third-party security contractors. In that event, they must submit the following proof of legal qualification:

SECURITY CERTIFICATE;

AUTHORIZATION TO OPERATE;

AND

UP-TO-DATE REFRESHER CERTIFICATES FOR EACH SECURITY OFFICER.

The venue and event promoter will not be held liable for the safety or security of valuables, artwork, equipment, devices, etc., left in the booths/booths or elsewhere.

Contractors and service providers may only circulate within the service areas. If circulation on the actual exhibition floor is required, ID badges must be worn at all times.

FOOD AND BEVERAGES

- Outside food and beverages may only be brought into the venue with prior authorization from the Events Department.
- Catering services must be procured exclusively from the event center via e-mail: eventos.windsorbarra@windsorhoteis.com.br.
- Food and beverages purchased from outside suppliers will be barred from the venue.
- Food and drinks may not be served at the booths without prior authorization from the Events Department.
- Tastings and cooking demonstrations are expressly forbidden without prior authorization from the event coordinator.
- Event sponsors may not provide complimentary food and beverages for attendees.

FEES

EXHIBITION FEES

- Electrical: Electrical power will be provided to booths and booths at a cost of R\$530.00/KVA.

- Cleaning: All the Exhibitors may pay a tax of Cleaning of the common areas at a cost of R\$60.00/sq m.

- Extra Credentials: each exhibitor will be entitled to 2 (two) credentials per 9 sq m of booth area. Additional credentials are available to foreign exhibitors at a cost of USD 50.00 each, in advance. All requests must be sent to suporte@ccmew.com.

Extra credentials requested at the venue will be provided at a cost of USD 50.00 each, to Brazilian or foreign companies alike.

All fees must be paid in full by February 28, 2020. Exhibitors who are in arrears may have their booth/booth embargoed.

NOTE: Foreign companies which are not registered in Brazil and desire extra credentials must apply for these and pay the corresponding fees through an invoice

form. Payment is by credit card only. The exchange rate used will be the commercial U.S. dollar rate set the Central Bank of Brazil on the date of invoice issue.

MUNICIPAL TAXES

Foreign exhibitors which are not registered as tax-paying entities in Brazil must keep a copy of their sponsorship agreement at the booth at all times for the event of an inspection by municipal authorities.