



SBGf Conference

18-20 NOV | Rio'25

EXHIBITOR MANUAL

18–20 November 2025
ExpoRio, Rio de Janeiro, Brazil

This Exhibitor Manual is your essential guide to a successful participation, providing comprehensive information, and operational guidelines. Please review this manual thoroughly and share it with all personnel, partners, and contractors involved in your exhibit. Adhering to these guidelines is crucial for a seamless experience.

For general inquiries, please contact:

SBGf Events Team

<https://rio25.sbgf.org.br>

rio25@sbgf.org.br

Av. Rio Branco, 156 sala 2509

Centro - Rio de Janeiro, RJ - CEP 20040-003

+55 (21) 2533-0064 +55 (21) 97364-9728



SPONSORS

MASTER SPONSORS



BOOTH #26

TITANIUM SPONSORS



BOOTH #39



BOOTH #44

DIAMOND



BOOTH #40

PLATINUM



BOOTH #29



BOOTH #24



BOOTH #28



BOOTH #30



BOOTH #41



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SPONSORS

GOLD



BRONZE



BOOTH #17



BOOTH #23

INSTITUTIONAL SUPPORT WITH FUNDING



INSTITUTIONAL SUPPORT





EXHIBITION MAP



General Inquiries about the event rio25@sbgf.org.br or [+55 \(21\) 97364-9728](tel:+5521973649728)

The most current version of this form can be downloaded at: rio25.sbgf.org.br

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I – IMPORTANT DATES AND DEADLINES

1. Submissions for Approval (Custom Booths)

Refer to: [SECTION VII- 2.1. Checklist: Submission and Approval Requirements](#)

Deadline	Requirement	Document
Oct 20	Submit Booth Fascia Name (Shell Scheme)	FORM 01
	Submit Custom Booth Design (Space-Only)	FORM 07 & A.R.T.
	Submit Liability Waiver Forms	FORM 01 & FORM 02
Oct 30	Order Furniture & Accessories	FORM 05
	Electrical & Plumbing Services	FORM 03 & FORM 04
Nov 16	Refer to: SECTION VII- 2.2 Security Deposit	

2. Official Schedule & Opening Hours

All event activities, including build-up and dismantling, must strictly adhere to the official schedule - failure to comply may result in additional fees or denied services:

Date	Hours	Weekday	Activity
Nov 16	00:00 to 10:00	Sunday	Official Contractor (BASE183) only
	10:00 to 22:00		All other contractors (EACs) may access
Nov 17	08:00 to 12:00	Monday	Registration Open
	09:00 to 17:00		Pre-Congress Short Courses
	08:00 to 15:00		General build-up - all structural work must be completed by 15:00
	15:00 to 22:00		Decoration and product placement
Nov 18	06:00 to 08:00	Tuesday	Fine tuning on decoration, maintenance
	08:00 to 17:00		Registration Open
	09:00 to 11:00		Opening Ceremony
	11:00 to 19:00		Exhibition Hours
	20:00 to 22:00		Fine tuning on decoration, maintenance
Nov 19	07:00 to 09:00	Wednesday	Fine tuning on decoration, maintenance
	09:00 to 19:00		Exhibition Hours
	20:00 to 22:00		Fine tuning on decoration, maintenance
Nov 20	07:00 to 09:00	Thursday	Fine tuning on decoration, maintenance
	09:00 to 19:00		Exhibition Hours
	19:01 to 22:00		Disassembly
Nov 21	08:00 to 18:00	Friday	Disassembly

- Hospitality Suites will function on the same hours as the Exhibition Hours

II – KEY CONTACTS & SERVICE PROVIDERS

Service	Company	Contact
Exhibition Management (General Inquiries)	SBGf Events Team	rio25@sbgf.org.br +55 (21) 2533-0064
Official Booth Contractor (Shell Scheme, Furniture, Power, General Booth Construction Support)	BASE183 EVENTOS Gleidson Machado	gleidson.machado@base183.com.br +55 (21) 96423-2523
Venue Services (Internet, Cleaning, General Venue Operations)	ExpoRio Commercial Gustavo Santos	comercial@exporcni.com.br +55 (21) 99836-0234
Internet Services (Exclusive Provider)	TELECALL	expomag@telecall.com comercial@htechcore.com.br +55 (21) 98207-4162
Cleaning & Dedicated Porter/Dolly Services (Exclusive Provider)	SUNSET Marcos Vasconcelos	eventos1@sunsetservices.com.br +55 (21) 2511-4958 +55 (21) 96403-6476
Freight Forwarding & Customs (Recommended Third-Party Logistics)	INTERLOG Marcos Marcelo	mmarcelo@interlog.com.br +55 (21) 2142-5315
Private Security (Recommended Third-Party)	EDSONSERV Paulo Edson	edsonserv@uol.com.br +55 (21) 97450-4344

(See the complete list on the next page)

III – OFFICIAL SERVICE PROVIDERS

Exhibitors must use designated companies for exclusive services. For non-exclusive services, any supplier may be used, provided they comply with the requirements in this manual. The companies listed below are recommended by **SBGf**.

1. Booth Contractor and Assistance (Official Builder)

The sole official booth contractor for **EXPOGEf RIO 2025** is **BASE183 EVENTOS LTDA**. They are responsible for constructing the basic shell scheme booths, providing furniture, handling electrical installations, and assisting exhibitors throughout the event, including build-up and dismantling.

BASE183

BASE183 EVENTOS LTDA

Gleudson Machado

gleudson.machado@base183.com.br

+55 (21) 96423-2523

2. Cleaning & Material Handling (ExpoRio Exclusive Supplier)

SBGf is responsible for providing internal cleaning for all spaces: booths, aisles, plenaries and rooms during the exhibition. If you require exclusive cleaning services or a dedicated porter/dolly for your booth, you must hire ExpoRio's official supplier:

SUNSET

Marcos Vasconcelos

eventos1@sunsetservices.com.br

+55 (21) 2511-4958 or (21) 96403-6476

3. Internet Services (ExpoRio Exclusive Supplier)

TELECALL

expomag@telecall.com

comercial@htechcore.com.br

+55 (21) 98207-4162 or (21) 99932-8479

4. Private Security

The official security on the event will be provided by EDSONSERV.

EDSONSERV SERVIÇOS

Paulo Edson

edsonserv@uol.com.br

+55 (21) 97450-4344

Exhibitors wishing to hire a different private security provider must refer to: [SECTION IX - 5. Hiring Additional Private Security](#)

5. Freight Forwarder

The suggested freight agent is INTERLOG, which has experience in serving exhibitors with customs clearance for equipment and products:

INTERLOG LTDA

Francisco Schulte - Director | Marcos Marcelo - Trade Fair Manager

schulte@interlog.com.br | mmarcelo@interlog.com.br

+55 (21) 2142-5300 or (21) 2142-5315

+55 (21) 2142-5314 (Fax)

6. Food and Beverage Services

We suggest hiring the official company that caters food and beverage at the venue:

MARKET ALIMENTAÇÃO

comercial@marketalimentacao.com.br

+55 (21) 3293-6700 or +55 (21) 98170-6575

IV – COMPLIANCE & LEGAL REQUIREMENTS

In accordance with local laws, exhibitors must comply with all relevant public and regulatory agencies. *The Organization provides the contact information below for reference only and does not assume responsibility for their accuracy.*

1. CREA-RJ - Regional Council of Engineering and Agronomy

This is the professional council responsible for issuing the required ART (Annotation of Technical Responsibility), for the build-up and decoration of custom stands:

CREA-RJ

<https://www.crea-rj.org.br>

Rua Buenos Aires 40 – Centro
Rio de Janeiro, RJ - CEP 20.070-022
+55 (21) 2179-2007

2. State Secretariat of Finance (Secretaria de Fazenda)

Govt. body for fiscal legalization, certification and licensing of commercial activities:

State Secretariat of Finance

www.fazenda.rj.gov.br

Fiscal Barriers and Transit of Goods - Events Sector
Deputy Undersecretariat for Inspection

Av. Presidente Vargas, 670 - 2º Andar
Centro - Rio de Janeiro, RJ - CEP 20.071-001
+55 (21) 2334-2584 / (21) 2334-4931

3. ECAD – Central Office For Collection And Distribution

The official body for the payment of music copyrights:

ECAD

www.ecad.org.br

Rua do Catete, 359 (Flamengo Tower Empresarial)
Catete - Rio de Janeiro, RJ - CEP 22.220-001
+55 (21) 3506-8888 or (21) 3180-1079



V – GENERAL EVENT INFORMATION

Refer to: [SECTION I- 2. Official Schedule & Opening Hours](#)

1. Organizer

SBGf - Sociedade Brasileira de Geofísica

rio25@sbgf.org.br

Av. Rio Branco, 156 sala 2509

Centro - Rio de Janeiro, RJ - CEP 20040-003

+55 (21) 2533-0064

2. Event Venue

ExpoRio

comercial@exporcn.com.br

Rua Beatriz Larragoiti Lucas, S/N

Cidade Nova – Rio de Janeiro, RJ

+55 (21) 3293-6700

Gustavo Santos

Whatsapp: +55 (21) 99836-0234 or (21) 99716-4857



General Inquiries about the event rio25@sbgf.org.br or [+55 \(21\) 97364-9728](tel:+5521973649728)

The most current version of this form can be downloaded at: rio25.sbgf.org.br

4. Parking & Transportation

- **Parking:** A 24-hour underground parking garage is available in front of ExpoRio, at a current daily rate of R\$ 52.00 per car.
- **Subway Access:** ExpoRio is accessible by subway via **Estácio Station (Line 1)**.
 - *PS: The Metro Rio network supports contactless payment directly at the turnstiles on contactless enabled credit/debit card or smartphone, no ticket or top-up required.*
- **Taxi:** a regular taxi stand is located at the entrance of ExpoRio.

5. Dress Code

- **Dress Code:** Entry to any area of ExpoRio is not permitted for personnel wearing shorts, tank tops, or flip-flops.
- **Contractor Uniforms:** It is mandatory for all professionals or service providers who will carry out build-up, maintenance, or dismantling activities within the Exhibition Pavilion to wear uniforms or custom clothing with the logo of their contracted company clearly visible.

VI – ACCESS, BADGES AND WRISTBANDS

A badge or wristband is required to identify every person to be admitted.
 Pre-requested badges and wristbands can be collected by the contractor's manager at the designated service desk on the venue, starting at **10:00 on Nov 16, 2025**.

1. Delegate, Exhibitor, And Service Staff

Those are the types of identification for event access:

Type	Identification	Access & Validity
Delegate	DELEGATE Badge	Access to all event areas, including Technical Sessions, during official event hours.
Expogef	EXHIBITOR Badge	Access to all event areas, except Technical Sessions, during official event hours.
Organization, SBGf	SBGf Badge	Full access, board, organizing committee
Regular Visitors	VISITORS Badge	Hospitality Suites, VIP, DayPass
Young Students	VISITORS Badge	Access to EXPO "O QUE É GEOFÍSICA"
Booth Services	SERVICES Badge	Working personnel, inside the booth only
Contractors	SERVICES Badge	Working personnel for the event (reception, build, audio, video) allowed in all event hours, from build-up to dismantling.
Contractors	Uniform	Security and cleaning staff
Deliveries	Wristband	Temporary access for deliveries during specified hours.
Build-Up & Dismantling	Wristband	Temporary access to all areas only during official build-up and dismantling hours.
Courses	Wristband	Pre-Congress COURSES

*** IMPORTANT:** Company employees working at the booth must have either a **DELEGATE BADGE** or **EXHIBITOR BADGE** with an additional **BUILD-UP & DISMANTLING WRISTBAND** to enter ExpoRio during the general build-up period.

2. Third-Party Providers, Build-Up & Dismantling Crews

The Exhibitor, in coordination with their appointed contractor, is required to register all of its working personnel on the event website <https://rio25.sbgf.org.br>.

Exhibitor Appointed Contractors (EACs) and decorators will only be authorized to begin work and receive their build-up badges after fulfilling the following checklist:

Refer to: [SECTION VII- 2.1. Checklist: Submission and Approval Requirements](#)

The **BUILD-UP & DISMANTLING** allows for a limited access schedule:

Refer to: [SECTION I- IMPORTANT DATES AND DEADLINES](#)

We strongly advise all participants to strictly observe the Convention Center schedule - delays may result in penalties, especially during disassembly on Thursday.

- **Credentials exclusive to the official build-up and dismantling periods will not grant access during the exhibition's regular hours.**
- **Entry and presence in the exhibition hall during build-up and dismantling periods without the specific credential is also forbidden.**
- **Access during build-up or dismantling will be strictly denied to anyone without a valid corresponding badge or wristband.**

3. Miscellaneous Deliveries

For the delivery and removal of materials and equipment during the event or during build-up and dismantling, access will be through the loading/unloading entrance.

Suppliers must identify themselves to security by presenting a valid ID (RG or CPF).

VII – EXHIBITION BOOTH INFORMATION

1. Basic Booth Package (Basic Shell Scheme)

Exhibitors who selected the basic package will have their booth built to the following standard specifications by **BASE183 EVENTOS LTDA**:

- **FLOORING:** 3mm graphite gray needle-punch carpet, over the venue floor.
- **WALLS/PANELS:** White modular panels, 2.20m high, within an OCTANORM anodized aluminum frame system. "Island" booths will not have walls.
- **ROOF STRUCTURE:** Anodized aluminum pergola structure, provided only where necessary to support the fascia or walls.
- **LIGHTING/POWER:** One (1) adjustable spotlight with a 110W-220V lamp per 3m², and one (1) 500W/220V electrical outlet per 9m².
- **FASCIA:** One (1) curved white identification panel (1.00m x 0.50m) per open side of the booth, with the exhibitor's name in cut vinyl lettering.
- **CUSTOM LOGOS:** Custom company logos for the fascia must be submitted via email in a high-resolution (300+ dpi) vectorized logo file (Corel Draw or EPS) by **Oct 20, 2025** and are subject to a supplemental quote.
- **FURNITURE:** One (1) round glass-top table, three (3) fixed chairs, and one (1) Octanorm counter (1.00m high x 0.50m wide).
- **SERVICES:** Internal booth cleaning during build-up period, from Nov 15-17.

Important Notes for Basic Shell Scheme Booths:

All booths built by **BASE183 EVENTOS LTDA** will be ready following the official schedule on: [SECTION I- IMPORTANT DATES AND DEADLINES](#)

- Each 9m² of booth space includes a 1 KVA power allowance. For additional power or outlets, submit [FORM 03: Electrical Services Request](#).
- Exhibitors must provide their own transformers for 110V equipment.
- All materials provided in the standard booth are property of **BASE183 EVENTOS LTDA** and on a rental basis. They must be returned in their original condition. Exhibitors are liable at the market price for damaged or lost items.
- Any alteration to the standard booth structure must be performed exclusively by **BASE183 EVENTOS LTDA** personnel. No financial credit or exchanges will be provided for unused elements of the basic package.
- Order additional items via [FORM 05: Furniture & Accessories Order](#).

2. Custom-Built (Space Only) Booths

Exhibitors opting for "Space Only" are responsible for hiring a third-party company (Exhibitor Appointed Contractor - EAC) to design and construct their custom stand. BASE183 EVENTOS LTDA can also provide custom project design and quotes. All custom builds must adhere to the following rules:

2.1. Checklist: Submission and Approval Requirements

Exhibitors who wish to have their booth built and/or decorated by a third-party contractor must inform **BASE183 EVENTOS LTDA** and submit a complete package for approval by the deadline of **October 20, 2025**, including all of the following:

- ☐ **STATEMENT OF RESPONSIBILITY** ([FORM 01](#) and [FORM 02](#)).
- ☐ **ELECTRICAL SERVICES FORMS** ([FORM 03: Electrical Services Request](#) and [FORM 04](#)), including a detailed floor plan indicating all power outlet locations.
- ☐ A complete **BOOTH DESIGN PROJECT** ([FORM 07](#)), encompassing the overall floor plan, front elevation, and dimensioned side elevation, for approval.
- ☐ **ART/RRT (Annotation of Technical Responsibility)** from CREA-RJ/CAU, covering both the project design and its on-site execution. A copy of the ART/RRT must be kept at the booth during the build-up period.
- ☐ Security deposit check of **R\$ 3,000.00** delivered in person in the service area. ([see the following section for more details](#))

Refer to: [SECTION I - IMPORTANT DATES AND DEADLINES](#)

- **Projects submitted after the deadline may not be approved**, in which case the Exhibitor will be required to pay any price difference and accept the basic shell scheme or make any changes stipulated by BASE183 EVENTOS LTDA.
- **The contractor and exhibitor will not be allowed to build if the mandatory forms are not received, and in case of failure to comply with any of the requirements. In such unfortunate cases SBGf and BASE183 EVENTOS LTDA will not be held responsible for any resulting losses.**

2.2 Security Deposit

- **Exhibitors hiring a third-party stand builder must provide a security deposit check of R\$ 3,000.00 (three thousand reais)** payable to BASE183 EVENTOS LTDA. This check will be held as a guarantee of compliance with these standards, and will be returned after the event, provided no rules have been violated and no damage has occurred.
- The check must be delivered in person to the **BASE183 EVENTOS LTDA** Service Desk in the service area, and is mandatory for granting access to the Exhibition Hall for build up on **Nov 16, 2025**.

2.3 Line of Sight and Overhangs

- All exhibit designs must respect the line-of-sight of neighboring booths. Any construction, equipment, or display obstructing the view of adjacent exhibits is prohibited and should be rectified immediately upon request.
- The horizontal projection of any booth element and/or displayed products must be fully contained within the limits of the leased area. Overhangs into aisles or neighboring booth spaces are strictly prohibited.

2.4 Flooring

- **Raised Floors:** exhibitors may choose to install a raised floor, for which we suggest 10cm high modular wood platforms. Raised booth floors must include ramps to facilitate access for attendees with disabilities.
- **Floor Covering:** when applying any covering directly onto the Exhibition Hall floor, it is mandatory to use Cremer or Adere 462 brand double-sided tape.

2.5 Partition Walls

- **Wall Finishing:** All walls or elements, at any height, facing circulation aisles or adjacent booths must have a white finish. Other types of finishes may be accepted, subject to approval by **BASE183 EVENTOS LTDA**.
- **Dimensions:** Must be built with a **minimum height of 2.20 meters**, along any perimeter that borders another booth. Walls exceeding the standard height must be finished on the side facing the neighboring booth in white. These rules do not apply to "Island" booths.
- **Maximum Total Height: PLEASE CONSULT BASE 183**
- **Minimum Setback:** 1.00 meter from all neighboring booths. "Peninsula" and "Island" booths must comply with these regulations.

- **Visual Permeability:** Solid wall closures along an aisle may not exceed 50% of the length of that side, ensuring a minimum of 50% visual openness.
- **NOTE: The use of adhesive-covered glass in this 50% open area is not permitted** - the space must be completely unobstructed to allow for visibility into surrounding areas.

2.6 Glass Walls

- Single glass panel walls must have a maximum height of 3.30 meters and **must feature safety markings without impairing internal visibility.**
- Above 3.30m in height, only polycarbonate, acrylic, laminated, or tempered glass panels will be permitted.
- For any glass treated with adhesive films (e.g., "insulfilm"), a Technical Certificate must be presented to guarantee the material is shatter-proof.

2.7 Multi-Level or Double-Deck Stands

- **The construction of an upper deck (mezzanine) will not be permitted.**

VIII – TECHNICAL AND SAFETY INFORMATION

Compliance with all of the rules and regulations below is mandatory. Failure to comply may result in penalties, including booth closure or removal from the event.

1. First Aid & Emergencies

- SBGf has hired a crew of paramedics from GLOBALMED with an ambulance on the venue, throughout the exhibition build-up, dedicated full time to the event. They can be easily reached by the security staff or organization staff.
- The convention center has also his own emergency staff, which can be reached by the numbers : (21) 3293-6700 - (21) 99836-0234 - (21) 99716-4857
- Public health emergency (SAMU): Dial **192**

2. General Regulations

2.1 Prohibited Activities & Materials

- **Electric welding** or the use of extension cords in areas where flammable adhesives might be used for affixment of floor coverings.
- **Open flames**, including but not limited to furnaces, braziers, gas jets and any other **gas installations, flammable substances, explosives, and LPG**.
- **Radioactive materials**.
- **Combustion engines** or any equipment emitting grease, fumes or smoke.
- **Storing flammable materials**, including packaging materials and empty boxes, within the exhibition hall is prohibited. All such materials must be removed from the venue immediately after unpacking.
- *Exceptions require prior written authorization from **BASE183 EVENTOS LTDA**.*

2.2 Venue Safety & Access

- **Aisles, hallways, and emergency exits must be kept clear** and unobstructed.
- **High voltage neon lights are permitted** only with certified safety devices.

2.3 Air Conditioning

- The use of external or portable air conditioning units within booths is prohibited. The exhibition hall is fully air-conditioned.

2.4 Gardens and Plants

- Gardens, flowers, and plants are only allowed when placed in waterproof containers (e.g., pots, baskets) to prevent leakage that could damage booth materials, neighboring booths, aisle carpeting or neighboring exhibits.

2.5 Fire Safety and Suppression

- In accordance with local fire safety regulations, all custom booth construction materials must be certifiably flame-retardant.
- **Each exhibitor is required to keep a fully functional fire extinguisher**, suitable for the materials on display, within their booth at all times, from the beginning of build-up to the end of dismantling. Fire extinguishers can be rented via the [FORM 06: Fire Extinguisher](#).
- Venue-provided fire alarms, fire hoses, extinguishers, and their corresponding signs must not be moved, obstructed, or tampered with in any way.
- Floor hydrants located within a booth area must not be obstructed - all raised flooring over it must include an identified and easily removable access panel.

2.6 Noise Control

- Sound produced by audiovisual equipment (TVs, video walls, etc.) must not exceed the volume of normal speaking voice (65dB), at the edge of the booth.
- All presentations must be contained within the booth space. The volume should not disturb neighboring exhibits.
- The use of sound amplification in open booth areas for sales messages or promotions is also prohibited.
- NOTE 1: The reproduction of unauthorized high-volume sound (e.g., music, band performances, concerts) is strictly forbidden. **SBGf** reserves the right to cut the electrical power to any non-compliant booth.
- NOTE 2: Exhibitors wishing to have any acoustic musical presentation (live or recorded) must secure the appropriate licenses and pay all corresponding copyright fees to ECAD (Central Office for Collection and Distribution) in Rio de Janeiro. Proof of payment must be displayed at the booth for inspection.
- All exhibitors must comply with local noise regulations as stipulated by the Municipality of Rio de Janeiro: LEI No. 3268, of August 29, 2001.

3. Electrical Installations

3.1 Official Electrical Contractor.

BASE183 EVENTOS LTDA is the Official Electrical Contractor for the event. All primary electrical connections and installations will be provided exclusively by their team. Unauthorized installation or modification of any electrical system is forbidden.

Refer to: [SECTION II - KEY CONTACTS & SERVICE PROVIDERS](#)

3.2 Ordering Electrical Services

- Requests must be submitted via [FORM 03: Electrical Services Request](#).
- **Space-Only Booths, built by a third party:** Ordering a main electrical connection is **mandatory**. You must submit [FORM 03: Electrical Services Request](#), accompanied by a floor plan indicating the desired location of the power point locations and proof of payment. **BASE183 EVENTOS LTDA** will install the connection at the location specified on your plan or at the most suitable alternative.

3.3 Space-Only Exhibitor Responsibilities

- Exhibitors with Space-Only stands are responsible for providing a compliant main electrical box with appropriately dimensioned circuit breakers, and for distributing power within the booth from the connection point provided.
- You may use your own certified electrician for internal booth wiring.

3.4 Technical Specifications & Fees

- **Additional Power Load:** R\$ 750.00 (seven hundred and fifty reais) per additional kilowatt (kW). This fee is all-inclusive, covering installation, the power point, and consumption for the event's duration.
 - PS: This cost is for the entire exhibition period, not per hour.
- **Voltage:** The standard voltage at the venue is **220V single-phase**. Exhibitors requiring 110V must supply their own power transformer.
- **Calculating Needs:** To determine your required kilowattage, sum the wattage (W/kW) of all equipment and lighting. The KVA Consumption Table available in [FORM 03: Electrical Services Request](#) can assist with this calculation.

3.5 Safety & Equipment Regulations

- **Daily Shutdown:** Booth electrical installations must be designed to allow the main power to be easily shut down at the end of each exhibition day and reconnected the following morning.
- **Sensitive Equipment:** Use of a voltage regulator (stabilizer) or Uninterruptible Power Supply (UPS) is strongly recommended for sensitive electronic equipment. **SBGf** and **BASE183 EVENTOS LTDA** are not liable for damage resulting from power surges or dips from the venue's main supply.
- **Outlets and Adapters:** Each piece of equipment must have a dedicated electrical outlet. Multi-point adapters or power strips are strictly forbidden.
- **Socket Type:** Sockets provided will be the Brazilian three-pin standard, as specified in the local normative **NBR 14136:2002**. Any other socket types must be ordered from **BASE183 EVENTOS LTDA** and paid for in advance.
- **Structural Integrity:** No electrical wiring, fixtures, or equipment may be suspended from the hall ceiling or affixed to the building's structure.
- **Right to Disconnect:** **BASE183 EVENTOS LTDA** reserves the right to immediately cut off power to any electrical installation deemed unsafe.
- **Power Overloads:** The electrical load must not exceed the amount requested on [FORM 03: Electrical Services Request](#). If an overload is detected, power will be cut off, and service will only be restored after payment for the excess consumption plus a 30% penalty fee.
- **Main Switch:** The main power switch for the booth must be clearly labeled and placed in an easily accessible location for emergency personnel.
- **Interference:** The use of lighting or equipment that causes electrical interference with neighboring exhibits is prohibited.
- **Custom Booths:** All custom-built booths must feature a main electrical input box with appropriate circuit breakers meeting **ABNT** and **ExpoRio** technical standards. **BASE183 EVENTOS LTDA** will refuse to connect power to non-compliant booths until all issues are rectified.

Please note: Submission of [FORM 03: Electrical Services Request](#) after the deadline may result in delays or inability to fulfill the request, subject to technical availability.

4. Water & Plumbing

For all plumbing and water connection requirements, including water supply and drainage, please consult **BASE183 EVENTOS LTDA** directly to discuss feasibility.

Refer to: [SECTION II - KEY CONTACTS & SERVICE PROVIDERS](#)

IX – OPERATIONAL MANUAL

1. Material Loading & Unloading

1.1. Access Route & Schedule

- **Service Road:** the primary access for loading and unloading all materials and goods is entered via Av. Paulo de Frontin.
- All inbound shipments or deliveries, be it build materials, decorations, or consumables - must enter through this route.
- Entry into the loading areas is managed on a **first-come, first-served basis**.

1.2. Vehicle & Parking Regulations

- **ExpoRio does not have a designated parking area for trucks, and parking on the Service Road is strictly prohibited**, as this area is reserved for active loading and unloading only.
- Access into the venue's interior is not permitted without express authorization from ExpoRio's operational management, who will supervise all entries.
- Drivers must remain with their vehicles at all times.

1.3. Delivery Identification

- To be granted access, all delivery personnel must be identified by presenting a valid ID (RG or CPF) to on-site security.

2. Shipment Of Materials

2.1. Material Handling & Equipment

- **Responsibility:** Exhibitors are solely responsible for the transportation and handling of their materials onto the venue premises and into their booth space, as well as for the use of carts and equipment for their booths.
- Neither ExpoRio nor SBGf provide porter or cart services - exhibitors or their appointed contractors must provide their own.

2.2. Delivery Schedule & Storage

- **Delivery Window:** Materials and goods will **only** be allowed for entrance at the venue during the official build-up days as stipulated in this manual's schedule.
- **ExpoRio DOES NOT HAVE A DEPOSIT/WAREHOUSE.**

2.3. Shipping Documentation & Invoicing

- All materials and equipment must, upon entry and exit, be accompanied by their respective shipping invoices.
- Invoices and shipping lists must clearly specify product quantities and their unit and total values for verification by event security.
- Neither ExpoRio nor **SBGf** issues receipts for incoming or outgoing materials.
- **Shipping invoices for products sent to the event must be issued in the name of the participating company itself**, including its own official Tax ID (CNPJ) and state registration number.
- **Important: Do not consign shipments to "ExpoRio" or "SBGf."** The exhibiting company must be listed as the recipient.

3. Construction Rules

3.1. Protection of Venue & Booth Materials

- Affixing signage or any materials to the columns, walls, or doors of ExpoRio using tape, nails, screws, or any other method is forbidden.
- Painting, drilling, nailing, gluing, or affixing any materials to the venue's floors, walls, or columns, or to the official shell scheme panels and structure or any other material belonging to **BASE183 EVENTOS LTDA**, is strictly prohibited.
- Exhibitors must protect the venue floor within their allocated space. They will be held financially liable for any damage caused to the venue by their staff, contractors, or booth structure, with repair costs being charged immediately, and work halted until damages are paid for.
- The exhibiting company will be charged for the full cost of repair for any damages caused to **ExpoRio** or **BASE183 EVENTOS LTDA** property.
- All materials must be placed at least 10cm away from the walls.

3.2. On-Site Fabrication Restrictions

- **Fabrication of wood or steel elements is not permitted** within the venue space, all structural components must arrive at the venue pre-fabricated and semi-finished (i.e., post-puttying, sanding, and primary painting).
- Only minor finishing touch-ups, screw-based fastening of metal structures and occasional touch-up welding are permitted inside the halls.
- **The use of a bench-mounted circular saw is strictly forbidden.**
- Special work on the venue requires prior authorization from the organization.

3.3. General On-Site Conduct

- **Common Areas:** Aisles and common areas must be kept clear at all times.
- **Materials:** All build up operations must be conducted within the confines of the contracted booth space. Leaving unattended debris, packaging, materials, or tools on the aisles is prohibited.
- **Booth Finish:** Any internal visible component must have a finished quality equal to that of the front of the booth. Any openings in the booth for fitting audiovisual, IT, or other equipment must be properly finished.
- **Chemicals:** Harmful chemical products (paints, greases, powders, liquids, etc.) must be properly stored in suitable, safe containers. The use of corrosive products of any kind is prohibited.
- **Restrooms:** Venue restrooms are for the exclusive use of participants and exhibitors, and may not be used for other purposes (e.g., washing cleaning supplies or paintbrushes, sleeping, etc.).

3.4. Personal Protective Equipment (PPE)

- It is the sole responsibility of the Exhibitor and/or their appointed contractor to provide certified PPE by the Ministry of Labor, suited to the risks and in perfect condition, to all on-site personnel, free of charge.

4. On-Site Personnel & Contractor Regulations

The official event security team may, at any time, block the entrance or remove from the venue any person whose behavior or attire is considered inappropriate for the event's image, or who refuses to obey any of the following regulations:

4.1. Badges, Wristbands and Uniforms

- Visible identification is mandatory for all personnel at all times.
- **Badges:** A valid event badge or wristband is mandatory for all service providers working in the booths during the event, including regular exhibitor staff and third-party service providers.
- **The presence of catering, maintenance, and security staff who are not properly uniformed and accredited for the event is not permitted.**

Badge Policy:

YOUR BADGE IS MANDATORY, PERSONAL, AND NON-TRANSFERABLE. SBGf reserves the right to request identification from badge holders and confiscate any badge being used improperly. No name changes or re-issuances will be made. In case of loss, a new registration is required.

4.2. Professional Conduct & Restrictions

- Employees or third-party contractors are not allowed to offer temporary services (e.g., cleaning, security, decoration), to other exhibitors.
- The exhibitor is responsible for any legal and labor obligations on accidents that may occur with its employees or with any third-party contractor.

4.3. Booth Cleaning & Waste Management

- **Standard Booths:** Booths will be delivered clean by **BASE183 EVENTOS LTDA.**
- **Custom Booths:** Cleaning of booth space during the build-up and dismantling periods is the sole responsibility of the third party hired by the exhibitor.
- **Waste Management:** Waste will be collected only during working hours. Any extra trash must be stored in a container kept within your own booth space.

4.4. Security, Liability & Insurance

- **Exhibitor Responsibility:** Exhibitors are solely responsible for the security of all equipment and personal belongings within their booth space. Special care should be taken overnight, especially on the final day of the event.
- **Insurance:** Each exhibitor must secure their own insurance policy to cover their products and materials against all risks, including theft, loss, or damage.
- **Liability Disclaimer:** While the Event Organizer does enforce general security measures, it shall not be held liable for loss, theft, or damage to any property.
- **Event Security Authority:** The official event security team reserves the right to block entry or remove any person whose attire or behavior is deemed inappropriate or who refuses to comply with safety regulations.

4.5 Hiring Additional Private Security

Exhibitors must ensure their contractor meets the following requirements:

- **Private security providers must be officially registered with the Federal Police and have no restrictions from ExpoRio.**
- Badge clearance for any personnel must be requested in advance.
- Unregistered companies and personnel will be denied access.
- **Security personnel are prohibited from carrying firearms in the venue.**
- **It is expressly forbidden for private security to offer security services for other participants or booths during the event.**

4.6 Food & Beverage Regulations

- Exhibitors are responsible for ensuring that their hired catering provider is compliant with all local food handling and hygienic-sanitary standards as mandated by the Local Sanitary Surveillance Agency.

LEGAL NOTICE: ALCOHOLIC BEVERAGES
"The sale and/or distribution of alcoholic beverages to persons under 18 years of age is expressly prohibited."
-Brazilian Statute of the Child and Adolescent – Article 81.

4.7 Staffing & Labor Regulations

- Exhibitors are responsible for verifying that any temporary staff hired through a third-party agency (e.g., hosts, hostesses, demonstrators) have a formal temporary work contract. All staffing arrangements must be in full accordance with the regulations of the Brazilian Ministry of Labor.

5. Provisional Operating License

It is the Exhibitor's responsibility to obtain the Provisional Operating License from the State Secretariat of Finance of Rio de Janeiro – **PROVISIONAL OPERATING AUTHORIZATION FORM** - as stipulated by the State Secretariat of Finance of Rio de Janeiro (SEF Resolution No. 2,887), every booth conducting business during the event must obtain such temporary operating license.

Exhibitor Responsibilities:

- It is the exhibitor's sole responsibility to obtain this license from the appropriate inspection office at least three (3) days before the event begins.
- After authorization, a copy of the license must be sent to **SBGf**.
- The original license must be kept at the booth throughout the event for inspection purposes. **Contact Information for Licensing:**

Refer to: [SECTION IV- COMPLIANCE AND LEGAL REQUIREMENTS](#)

Disclaimer: SBGf and BASE183 EVENTOS LTDA accept no responsibility or liability if these regulations are modified or altered before the congress begins.

6. Dismantling & Move-Out Regulations

6.1. Material & Product Removal

- All displayed products, equipment, and personal belongings must be removed from the booth **immediately at the end of the event** and *before* the dismantling of the booth structure begins.
- Neither **SBGf** nor **BASE183 EVENTOS LTDA** will be responsible for the custody or security of these items, nor for any other materials left at the event venue.
- Any left behind items for which no removal arrangements have been made at the final move-out deadline, will be considered abandoned, and will become property of **BASE183 EVENTOS LTDA**, with no reimbursement to the exhibitor.

6.2. Booth & Site Condition

- The exhibitor is required to leave its contracted booth area and the surrounding floor clean and free of all materials and residues.
- The exhibitor must dismantle its booth within the specified time limit and promptly return any contracted furniture.
- Stored raw materials, empty containers, and packaging materials must be properly disposed of by the exhibitor or their contractor.

6.3. Rented Items

- All rented items must be returned in the same satisfactory and undamaged condition in which they were received.
- Items are considered to be in satisfactory condition upon delivery unless a written notification of damage, co-signed by a **BASE183 EVENTOS LTDA** representative, is made at the time of rental.

6.4. Liability & Costs

- **SBGf** or **BASE183 EVENTOS LTDA** may require the exhibitor to restore the exhibition area to its original condition.
- The costs for repairing damages, cleaning the site, and removing materials outside the stipulated hours will be borne by the exhibitor.

7. General Rules and Regulations

7.1. Non-Smoking Policy

In accordance with the Anti-Smoking Law No. 9294/96 and Municipal Law Decree No. 29284, **the use of cigarettes, cigarillos, cigars, pipes, or any other smoking product, whether derived from tobacco or not, is expressly prohibited** in any enclosed collective space, public or private, within the Municipality of Rio de Janeiro.

7.2. Liability & Damages

- **Exhibitor Liability:** Exhibitors are fully and solely responsible for any damage caused by their booth, staff, agents, or appointed contractors to the exhibition facilities, or to the property and personnel of other exhibitors.
- **Cost of Damages:** The Exhibitor will be responsible for all costs associated with the replacement, restoration, or repair of any part of the exhibition facilities damaged or altered by them or their representatives.
- **Disclaimer of Liability:** **SBGf** and **BASE183 EVENTOS LTDA** shall not be held responsible for any loss and/or damage caused by an exhibitor's employees or third-party contractors to the equipment, personnel, and materials belonging to other exhibitors or booth contractors.

7.3. Technical & Operational Rules

- **Load Capacity:** The maximum permitted floor load in the Exhibition Hall is **1,500 kgf/m²**, the display of heavier equipment must be evaluated by **BASE183 EVENTOS LTDA** upon prior consultation.
- **Excluded Costs:** The booth rental fee does **not** include additional taxes or fees due to public or professional institutions, such as the Provisional Operating License (State Secretariat of Finance) or the ART (CREA), among others.
- **Participation & Booth Maintenance:** Exhibitors are permitted to participate in the event only during the official operating hours of the event. The delivery of goods, replenishment of brochures, and maintenance must be carried out daily before the official opening of the exhibition.

7.4. Use of Event Name, Logo & Branding

Exhibitors are encouraged to promote their participation, and, to facilitate this, the Event Organizer (SBGf) provides an official Brand Book with logos and branding assets, which use is subject to the following rules:

- **Official Assets:** To ensure brand consistency, exhibitors must use the official assets provided in the SBGf Rio'25 Brand Book for all communications.
- **Official name:** The official event name "19th International Congress of the Brazilian Geophysical Society & Expogef 2025", or the short version, "SBGf Conference Rio'25", can be used interchangeably.
- **Brand Integrity:** The official event logo and the slogan must be used as provided, along with the specified official fonts, and may not be stretched, distorted, or modified in any way.
- **Prohibited Uses: The ExpoRio logo is a protected trademark** of the venue and must not be used in any promotional materials of the exhibitor.
- **The event trademark must not be used in a manner that might imply endorsement or sponsorship of the exhibitor's products or services.**

7.5 Marketing & Promotional Activities

- All marketing and promotional activities must be confined within the boundaries of the exhibitor's assigned booth space. This includes signage and the distribution of giveaways, flyers, performers, product sampling, etc.
- Marketing on behalf of non-exhibiting companies is strictly prohibited.
- Demonstrations producing smoke or any effect that could pose a risk or create a nuisance to other participants, adjacent booths, or the venue are strictly prohibited.
- Projecting images or lights outside the booth limits is prohibited.
- Affixing stickers or other materials to official event badges is not permitted.
- The **Event Organizer (SBGf)** reserves the sole right to interrupt or terminate any activity deemed unsafe, disruptive, or detrimental to the event.

7.6. Final Provisions

The information, rules, and regulations in this document have been prepared with deep thought and good will from the SBGf event organizing team, with the intent of providing the maximum safety, protection and enjoyment for congress participants, exhibitors, staff, service providers, and visitors. These standards, which include venue-specific regulations from ExpoRio, are designed to ensure fair and equal conditions for all and must be followed by all parties without exception.

X – SUSTAINABILITY GUIDELINES

SBGf is committed to promoting sustainability and minimizing the environmental impact of the SBGf Rio 2025 Congress. We encourage all exhibitors to embrace eco-friendly practices throughout their participation.

1. Eco-Design Your Booth

- **Choose Reusable Materials:** Opt for booth construction elements that can be reused for future events or easily recycled. Consider modular designs.
- **Responsible Material Choices:** Prioritize materials with certified origin (e.g., FSC or PEFC wood), recycled content, or low environmental impact.
- **Minimize Waste:** Plan for easy dismantling and recycling of materials.
- **Avoid Harmful Products:** Use eco-labeled, water-based paints/glues/solvents.
- **Sustainable Graphics:** Choose recyclable substrates and eco-friendly inks.

2. Reduce Energy Consumption

- **LED Lighting:** Utilize low-consumption LED lighting for your booth.
- **Main Switch:** Ensure complete power shutdown between opening hours.
- **Efficient Equipment:** Opt for energy-efficient electrical/electronic equipment.

3. Waste Management & Recycling

- **Sort Waste:** Dispose of waste in designated bins sorted for recycling.
- **Reduce Single-Use Items:** Avoid single-use plastics or disposable tableware.
- **Reusable Items:** Encourage attendees to bring their own bottles for refills.
- **Limit Giveaways & Paper:** Consider digital alternatives for promotional materials, and impactful giveaways of educational or scientific value.
- **Material Reuse Initiatives:** Inquire with Exhibition Management about any programs for donating, collecting and reusing booth materials after the event.

4. Promote Responsible Practices

- **Training:** Educate staff on sustainable practices implemented on the event.
- **Sourcing:** Support local vendors for your booth needs, whenever possible.
- **Transportation:** Promote public transportation for staff and visitors.

XI – FORMS & ATTACHMENTS

1. Official Booth Contractor Forms

Fulfillment of the following forms is mandatory. They must be submitted to BASE183 EVENTOS LTDA by their own individual deadlines. These forms are prepared by the Official Booth Contractor, BASE183 EVENTOS LTDA, and can be downloaded from the official event website: <https://rio25.sbgf.org.br>

- **FORM 01: Booth Fascia Name & Statement of Responsibility**
- **FORM 02: Exhibitor Liability and Compliance**
- **FORM 03: Electrical Services Request**
- **FORM 04: Supplemental Power Reference Chart**
- **FORM 05: Furniture & Accessories Order**
- **FORM 06: Fire Extinguisher (specified by BASE183 if applicable)**
- **FORM 07: Custom Booth Design Project Submission**
- **Exhibited Equipment Declaration**
(Refer to “Special Substances & Machinery”)
- **Provisional Operating Authorization Form**
(Refer to “Provisional Operating License”)

If you have any questions about filling out the forms, please contact **BASE183 EVENTOS LTDA** directly at the email: gleidson.machado@base183.com.br