



**STI & HIV  
World Congress**  
July 9-12, 2017  
Rio de Janeiro - Brazil  
Joint Meeting of the 22<sup>nd</sup> IASAC and 18<sup>th</sup> AIDS

# Exhibitor's Manual

This manual contains important information for you to plan your participation, as well as several service forms.

Please observe the deadlines and make sure that the forms are sent within the time limit.

**Thank you.**

# Dear Exhibitor,

We would like to thank you for attending the **STI&HIV Congress 2017**.

It is a pleasure to support you in this event. In this document you will find information and forms you need in order to request different services that are offered.

You can find the forms at the end of this manual. Please observe the deadlines that must be followed.

In case of any questions or additional information please contact us:

[flavia@activiaconferences.com](mailto:flavia@activiaconferences.com)

We will be glad to help you.

## Promoters

The International Society for Sexually Transmitted Diseases Research (ISSTD)

The International Union against Sexually Transmitted Infections (IUSTI)

Brazilian Society of Sexually Transmitted Diseases (SBDST)

# STI&HIV Congress 2017

## Congress Info

We are pleased to invite you to the 2017 STI & HIV World Congress in Rio de Janeiro, Brazil, which will be held as a joint event of the 22nd Meeting of the International Society for Sexually Transmitted Diseases Research (ISSTD), and the 18th World Congress of the International Union against Sexually Transmitted Infections (IUSTI) from July 9 to 12, 2017. The meeting will be held back-to-back with the XI Brazilian Congress of the Brazilian Society of Sexually Transmittable Diseases and the VII Brazilian Congress on AIDS, July 12 and 13, 2017. The World Congress and the Brazilian Conference will take place at the Windsor Barra Convention Centre.

Further information and details are available at the joint conference website [www.stihivrio2017.com](http://www.stihivrio2017.com)

[www.stihivrio2017.com](http://www.stihivrio2017.com)

# Important addresses

## Conference Venue

### **WINDSOR BARRA HOTEL**

Av. Lucio Costa, 2630 – Barra da Tijuca

Rio de Janeiro, Brazil

Postal Code: 22620-172

Phone:+55 (21) 2195-5000

Fax:+55 (21) 2195-5050

Contact: Events Department - Fábio Dassa

E-mail: [eventos.windsorbarra@windsorhoteis.com.br](mailto:eventos.windsorbarra@windsorhoteis.com.br)

[www.windsorhoteis.com.br](http://www.windsorhoteis.com.br)

## Official Assembling Company

### **PROFORMA STANDS**

Contact: Vicente Nogueira and Fernanda Ferreira

Phone: +55 21 2270-3555 / 3976-2332 / 3105-4675

E-mail: [proformastands@proformastands.com.br](mailto:proformastands@proformastands.com.br) ; [vicente@proformastands.com.br](mailto:vicente@proformastands.com.br)

For the exhibitors hiring the basic booth from PROFORMA, they can also develop an exclusive project, rent furniture and equipment.

### **Other assembling companies**

We would like to inform that the booths designed for other companies must send their projects to the official assembling company, PROFORMA **until June 9th**. Be aware that all basic booths must be designed and built by them.

The booth design will only be permitted with prior approval by the organizer of the event.

The organizer reserves the right to request exhibitors to alter or adjust the design of their booths if the assembling and/or design cause any obstruction to other exhibitors.

## Exhibitors Assistance

Phone: +55 (21) 3473-6114

Contact: Flávia Mena

E-mail: [flavia@activiaconferences.com](mailto:flavia@activiaconferences.com)

Contact: Monica Araújo

E-mail: [secretariasti@riveirario.com.br](mailto:secretariasti@riveirario.com.br)

# General Information

## General Participation Rules:

**Booths Assembly Day: July 8th - From 10 AM to 7 PM**

**Dismantling Day: July 13th - From 6 PM to 10 PM**

**Decoration Period: July 8<sup>th</sup>, from 9 to 10 PM**

**Exhibit hours: July 9 - 13, from 7 AM to 7 PM**

### Important Note:

**The event area is supplied with 380 V tri-phase / 220 V mono-phase electrical current. Please consult the hotel's events coordination for additional information:**

## Exhibitors Point of Assistance

For your convenience, the conference will feature a basic service to exhibitors in order to assist them during the event.

This point will be placed at the exhibition area.

## Material Deliveries

Deliveries are allowed from **July 1<sup>st</sup> to 6th**.

In order to send your material to the hotel, we kindly ask you to follow the instructions below regarding material identification:

## Cleaning

The Windsor Barra Hotel & Congress is responsible for the general cleaning of the complex. However, exhibitors are responsible for removal of additional materials as well as for removal of the trash produced during the set-up. During the event, the hotel is responsible solely for cleaning corridors between booths. Each exhibitor is responsible for cleaning its own booth. For those interested in contracting exclusive cleaning services, please contact:

Windsor Barra Hotel

Contact: Fábio Dessa

Phone: +55 (21) 2195-5000

Fax:+55 (21) 2195-5050

E-mail: [eventos.windsorbarra@windsorhoteis.com.br](mailto:eventos.windsorbarra@windsorhoteis.com.br)

## VISA Information

Depending on agreements between Brazil and your country of citizenship, a visa may be required to enter Brazil. Please contact the nearest Brazilian Embassy or Consulate Office for more information and required forms.

Please note that visas must be obtained prior to departure.

We are allowed to provide invitation letters.

If you need an invitation letter, please ask Exhibitors Assistance by email:

For more information:

[flavia@activiaconferences.com](mailto:flavia@activiaconferences.com)

## Brazilian VISA Application Timeline

## BRAZILIAN VISA APPLICATION TIMELINE

(we suggest to start the process no less than 3 months previous the event):

1. Confirm you have a passport with at least six months validity from the time of visa application and planned travel.
2. Identify which Brazilian Consulate may provide application in your city or jurisdiction that may apply. Check if appointments may be scheduled at: <http://embassy.goabroad.com/embassies-of/brazil>
3. Check:
  - a) If appointments may be scheduled
  - b) Documents necessary for VISA application.
  - c) Correct timeline consulate can provide
4. If a Visa Letter is necessary send a request to the following e-mail: [flavia@activiaconferences.com](mailto:flavia@activiaconferences.com)
5. Drop off of VISA application at local consulate.
6. Pick up of issued VISA at local consulate.

## Exhibitors Badges

### Staff Badges

The exhibitor and their staff should request badges to use during the construction and the dismantling periods by their employees.

These badges are not valid during the event, July 9 -13.

## Social Events

Congress Party: July 10th

## Service Entrance

Exhibitors carrying material must use the service entrance, at. Martinho Mesquita Street, w/no.

## Parking

The hotel has a parking area, and it will be charged individually to each participant

## Security

Permanently, there will be security professionals working at the event. However, this does not guarantee the security of the goods exhibited on each booth.

Exhibitors are thus invited to engage in any insurance necessary for protecting the material exhibited.

## Cleaning

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## Promotional Material

All promotional materials (flyers, brochures, etc.) to be handed out to the delegates in the bag must be delivered at the Windsor Barra Hotel & Congress from **July 1<sup>st</sup> to 6th**. In case of delay,



the material will not be included in delegates bags and will not be delivered in any other way. If you will send more than one promotional material, you should organize it previously and then pack them in a single volume. Identify as follows: "Promotional Material" + Sponsor name.

**Important Note: Please, you must not deliver material for your booth together with these Promotional materials. The material for your booth must be sent as the following instructions (Material Deliveries).**

## **MATERIAL DELIVERIES**

Deliveries are allowed from July 1<sup>st</sup> to July 6<sup>th</sup> , In order to send your material to the hotel, we kindly ask you to follow the instructions below regarding material identification:

### **WINDSOR BARRA HOTEL & CONGRESS**

STI&HIV WORLD CONGRESS 2017

Booth Name + Booth Number + Name of the person responsible for the booth +

Responsible's phone number + Total number of packages

Events Department

Contact: Fabio Dessa

Av. Lucio Costa, 2630 – Barra da Tijuca

Postal Code: 22620-172

Rio de Janeiro-RJ, Brazil

## **Freight Forwarder**

### **Pentagon Freight Services**

Contact: Heloisa Melo

Phone: 55 21 3514-4224

E-mail: [heloisamelo@pfsbrasil.com](mailto:heloisamelo@pfsbrasil.com)

## Airports: To and From:

### **International Airport – Galeão**

Check the address of the Galeão Airport, in Rio de Janeiro, and others forms of transport.

<http://www.aeroporto Galeao.net/en/galeao-rio-de-janeiro-airport-directions>

### **Direction to Santos Dumont Airport**

Check information on transportation and the address of the Santos Dumont Airport in Rio de Janeiro.

[www.aeroportosantosdumont.net/en/santos-dumont-rio-de-janeiro-airport-location](http://www.aeroportosantosdumont.net/en/santos-dumont-rio-de-janeiro-airport-location)