AAPG International Conference & Exhibition

Forms - Shell Scheme

The information below is necessary for the understanding and completion of the event forms. Pursuant to the agreement between the promoters and the exhibitor, the exhibitor company is entirely responsible for sending the forms and making the necessary payments. Correct completion and submission of the forms within the deadlines is crucial to the organizational success of the event.
Exhibitors should ensure that payments are made for each specific form.
We recommend that the exhibitor print out a copy of each form sent as well as a copy of the respective payment as confirmation for any circumstance that may arise.
Under no circumstances do MVM Assistance accept any responsibility for the execution of services requested after the form submission deadlines.
In case of any delay the required services will be under evaluation and increased by 20%.
On all requests, please indicate booth number, company and **ICE Rio 2025**.
If you have any questions, please, contact us at:

MVM ASSISTANCE in Events
Telephone.: +55 21 970010466
E-mail: icerio2025@mvmassistance.net / melissa@mvmassistance.net

FORM 1A - OPTIONAL

FURNITURE AND EQUIPMENT

RENTAL ITEMS

INSCRIPTION: W=WIDTH D=DEPTH H=HEIGHT

SOFA W/ 02 SEATS

Dimension:

- **W: 1,50–1,80 m**
- **D: 0,80–1,00 m**
- **H: 0,85–1,00 m**

HIGH BARSTOOL

Dimension:

- **W: 0,40–0,50 m**
- **D: 0,40–0,50 m**
- **H: 0,75–0,85 m**

HIGH TABLE

Dimension:

- **W: 1,00–1,20 m**
- **D: 0,50–0,60 m**
- **H: 1,00–1,10 m**

SMALL REFRIGERATOR

Dimension:

- **W: 0,45–0,55 m**
- **D: 0,50–0,60 m**
- **H: 0,80–0,90 m**

CLOSET CABINET

Dimension:

- **W: 0,80–1,20 m**
- **D: 0,40–0,50 m**
- **H: 0,50–0,70 m**

TRASH BIN

Dimension:

- **W: 0,30–0,40 m**
- **D: 0,30–0,40 m**
- **H: 0,40–0,50 m**

CHAIR

Dimension:

- **W: 0,50–0,55 m**
- **D: 0,45–0,50 m**
- **H: 0,75–0,80 m**

ROUND TABLE W/ GLASS TOP 8 DIAMETRE 0,90 CM

Dimension:

- **W: 0.90 m**
- **D: 0.90 m**
- **H: 0.70–0.75 m**

ARMCHAIR

Dimension:

- W: 0,76–1,02 m
- D: 0,76–1,02 m
- H: 0,76–1,07 m

PUFF

Dimension:

- W: 0,40–0,60 m
- D: 0,40–0,60 m
- H: 0,35–0,45 m

MAGAZINE RACK

Dimension:

- W: 0,40–0,50 m
- D: 0,30–0,40 m
- H: 1,00–1,20 m

BAG STAND / RACK

Dimension:

- W: 0,30–0,40 m
- D: 0,30–0,40 m
- H: 0,75–1,00 m

FURNITURE					
Item	August 24th		September 3rd		Quantity	Total
SOFA W/ 02 SEATS	R$	680,00	R$	816,00		
HIGH BARSTOOL	R$	160,00	R$	192,00		
HIGH TABLE	R$	240,00	R$	288,00		
SMALL REFRIGERATOR	R$	900,00	R$	1080,00		
CLOSET CABINET	R$	380,00	R$	456,00		
TRASH BIN	R$	40,00	R$	48,00		
CHAIR	R$	70,00	R$	84,00		
ROUND TABLE W/ GLASS TOP 8 DIAMETRE 0,90 CM	R$	180,00	R$	216,00		
ARMCHAIR	R$	420,00	R$	504,00		
PUFF	R$	45,00	R$	54,00		
EXTRA OUTLET LOCATION	R$	60,00	R$	72,00		
MAGAZINE RACK	R$	280,00	R$	336,00		
BAG STAND/RACK	R$	140,00	R$	168,00		
					TOTAL	R$

NOTE

APPLICATIONS FILED AFTER Sep 3rd,2025 ARE SUBJECT TO CONFIRMATION OF AVAILABILITY.
For special requests other than the ones present on this form, please contact MVM ASSISTANCE.
Taxes are not included. Please, contact MVM Assistance

Venue and date: ....., .../...../..... .

_____
Exhibitor Signature
Readable Name and Responsible Signature

Company Stamp

Please sign, scan and send to MVM Assistance
icerio2025@mvmassistance.net

AV – EQUIPMENT				
Item	August 24th	September 3rd	Quantity	Total
TV LED ULTRA HD 43”	R$ 700,00	R$ 840,00		
TV LED ULTRA HD 55”	R$ 1300,00	R$ 1560,00		
TV LED ULTRA HD 60”	R$ 1800,00	R$ 2160,00		
TV LED ULTRA HD 65”	R$ 2100,00	R$ 2520,00		
TV LED ULTRA HD 75”	R$ 3500,00	R$ 4200,00		
TV LED ULTRA HD 85/86”	R$ 5300,00	R$ 6360,00		
TV LED 43” TOUCHSCREEN (FRAME) + NOTE CORE I7	R$ 2900,00	R$ 3480,00		
TV LED 55” TOUCHSCREEN (FRAME) + NOTE CORE I7	R$ 4400,00	R$ 5280,00		
TOTEM TOUCH VERTICAL OR HORIZONTAL	R$ 800,00	R$ 960,00		
TABLET WOTHOUT CHIP	R$ 350,00	R$ 420,00		
TABLET W/ CHIP 4G	R$ 700,00	R$ 840,00		
TOTEM FOR TABLET	R$ 500,00	R$ 600,00		
			TOTAL	R$

NOTE

APPLICATIONS FILED AFTER Sep 3rd,2025 ARE SUBJECT TO CONFIRMATION OF AVAILABILITY.
For special requests other than the ones present on this form, please contact MVM ASSISTANCE.
Taxes are not included.Please, contact MVM Assistance

Venue and date: ....., .../...../..... .

_____

Exhibitor Signature

Readable Name and Responsible Signature

Company Stamp

Please sign, scan and send to MVM Assistance

icerio2025@mvmassistance.net

Form 2A – OPTIONAL

REQUEST FOR PRINTING AND GRAPHIC MATERIALS

We hereby request the Rental of Printing and Graphic Materials for use by our company at the ICE Rio 25, pursuant to the table below:

DESCRIPTION	M²	QUANTITY	COST PER M² (SQM) Aug 24,2025	COST PER M² (SQM) Sep 3rd,2025
Printing on Canvas and Adhesive			R$180,00	R$216,00
Printing on Canvas and Adhesive			R$180,00	R$216,00
Printing on Canvas and Adhesive			R$180,00	R$216,00
		TOTAL COST	R$_____	R$_____

Note:

Applications filed after Sep 3rd,2025 are subject to confirmation of availability.

Please ,send the finalized file of the art in COREL, JPEG, TIF or PDF formats in high resolution.

For Shell Scheme – Please send the logo to be place on the plate on the back wall. File must be in high resolution in COREL, JPEG, TIF. For special requests, please, contact MVM Assistance.

Taxes are not included.Please, contact MVM Assistance

Venue and date: …… …../…../.….

_____

Exhibitor Signature

Readable Name and Responsible Signature

Please sign, scan and send to:

icerio2025@mvmassistance.net

Company Stamp

Form 3A-OPTIONAL

We hereby request cleaning services for our booth at **ICE Rio 2025**

DESCRIPTION	DAYS	COST PER DAY FOR PAYMENT BY Aug 24,2025	COST PER DAY FOR PAYMENT BY Sep 3rd, 2025	TOTAL COST
Cleaning for event period will be carried out from September 30th to October 3rd, 25 outside event opening times		R$ 360,00	R$ 432,00	
			TOTAL PAYABLE	R$_____

ATTENTION Taxes are not included.Please, contact MVM Assistance
APPLICATIONS FILED AFTER Sep 3rd,2025 ARE SUBJECT TO CONFIRMATION OF AVAILABILITY.
EXHIBITORS HIRING CLEANING SERVICES FROM THE OFFICIAL COMPANY OF THE EVENT ARE ONLY SUBJECT TO PAY THE AMOUNT OF SERVICES HIRED IN THIS FORM, NO SPECIFIC CREDENTIALS ARE REQUIRED.
FOR FURTHER INFORMATION ON THIS SERVICE, SEE ITEM 2.6. OF THE MANUAL, PAGE 05.

Venue and date: …… ……/…../…..

_____

Exhibitor Signature

Readable Name and Responsible Signature

Please sign, scan and send to MVM Assistance
icerio2025@mvmassistance.net

Company Stamp

FORM 4A-MANDATORY

RECORD OF ENTRY AND EXIT OF MATERIAL

Fill out two copies and deliver to the security service company at Windsor Convention & Expo Center.

Below is a list of all materials, products and equipment to be used at our booth at ICE Rio 2025.

QUANTITY	DESCRIPTION OF MATERIALS	INVOICE#

ATTENTION

THIS FORM HAS NO TAX VALUE AND IMPLIES NO LIABILITY OVER THE MATERIALS OR TRANSPORT THEREOF. IT IS RECOMMENDED THAT MERCHANDISE BE INSURED.

FOR FURTHER INFORMATION ON THIS SERVICE, SEE ITEM 6.1. OF THE MANUAL, PAGE 18.

Exhibitor Company: .....

Fed. Tax Code (CNPJ): ..... State Tax Code: .....

Assumed name: ..... Booth Number: .....

Hall..... Telephone: .....

E-mail: .....

Requesting Party: .....

Venue and date: …… ...../...../..…

_____

Exhibitor Signature

Readable Name and Responsible Signature

Please sign and deliver to

eventos.ccehw@windsorhoteis.com.br

Company Stamp

FORM 5A-OPTIONAL
REQUEST FOR ELECTRIC

Fill in the form per your needs.

The basic electrical power installation for Shell Scheme will provide lighting at **220V,** power outlet with **220V / 500W** and 1 KW of electrical supply for the stand package. In case the exhibitor needs more, please fill in this form with the necessary extra amount needed.

We hereby request eletric for our booth at ICE Rio 2025.

QUANTITY KW	COST PER KW UNIT FOR PAYMENT BY Aug 24,2025	COST PER KW UNIT FOR PAYMENT BY Sep 3rd, 2025	TOTAL COST
	R$ 600,00	R$ 720,00	
		TOTAL PAYABLE	R$_____

ATTENTION

Taxes are not included.Please, contact MVM Assistance

APPLICATIONS FILED AFTER Sep 3rd,2025 ARE SUBJECT TO CONFIRMATION OF AVAILABILITY.
NOTE: All prices are in R$ (*Reais*) and will be converted into US$ (Dollars) for the issuing of INVOICES.

This form will only be valid if accompanied by FORM 5A, which provides a sketch of the stand shown in accordance with its size and limits (neighbors, walkways, etc.) and indicates the desired location(s) of the requested outlets for Shell Scheme.

This form and Form 5A should be submitted together by the deadline. Once the forms have been received by **MVM ASSISTANCE,** the technical feasibility will be verified. All requests received after the deadline will be processed according to availability and the price will be increased by 20%.

The payment must be made according to the instructions on the invoice from MVM ASSISTANCE.

FOR FURTHER INFORMATION ON THIS SERVICE, SEE ITEM 7.3.5 PAGE 24 OF THE MANUAL.
Venue and date: …… ……/…../…..

_____
Exhibitor Signature
Readable Name and Responsible Signature

Please sign and deliver to:

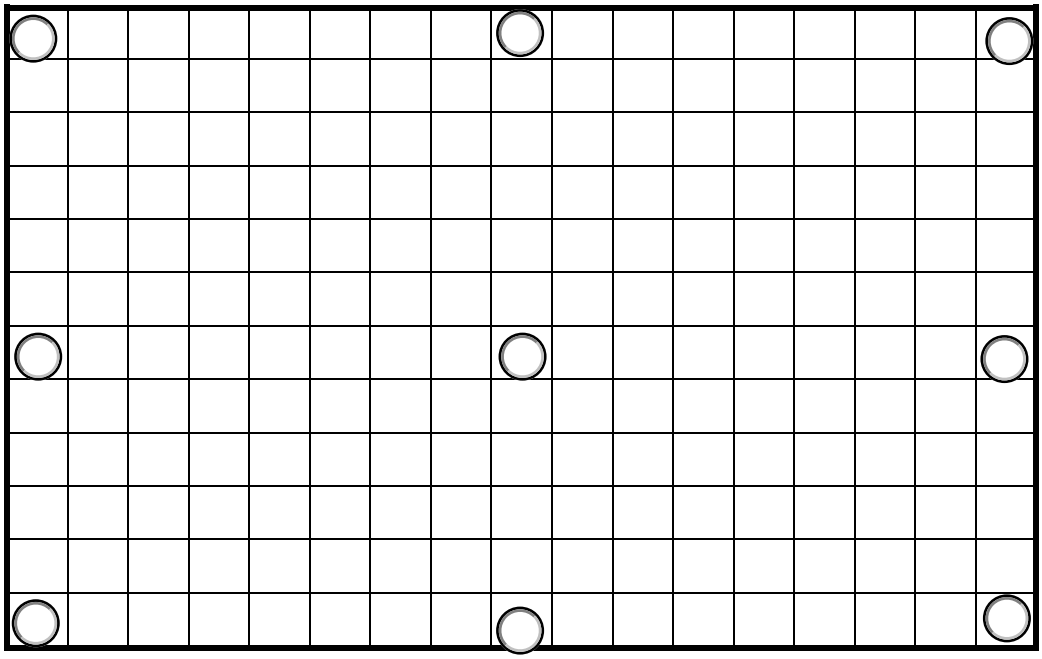
icerio2025@mvmassistance.net

Company Stamp

FORM 6A - Mandatory

ELECTRIC CABLES

Indicate the limits of the stand, the position of the cable.



LEGEND:	**EACH SQUARE = 1,00m x 1,00m**
● Outlet	

Please send this fulfilled order form through e-mail to:
icerio2025@mvmassistance.net

Please provide the following information:	
Exhibitor:	Booth Number:
Contact:	Telephone:
E-Mail:	

Exhibitor Signature

Readable Name and Responsible Signature

Company Stamp

Please sign, scan and send to:

icerio2025@mvmassistance.net

FORM 7A

ORIGINAL MUST BE SENT WHEN REQUESTING BADGES FOR THE SURVEILLANCE OFFICER

DISCLAIMER FOR SURVEILLANCE OFFICER CREDENTIALS

Under this DISCLAIMER we hereby declare that the people listed on Form Request for Surveillance Officer Badge will provide surveillance services at our booth at the ICE Rio 2025 and we hereby assume responsibility for all labor and legal obligations related thereto in addition to all and any damage as may be caused at booths, in the Halls or to third parties.

We acknowledge that any breach of the regulations, the Manual or norms of Windsor Convention & Expo Center shall authorize the Promoters to cancel the credentials of the violator(s) immediately.

ATTENTION

ORIGINAL FORM TO BE SENT TO MVM Assistance AND COPY MUST BE KEPT AT BOOTH

Contracted Firm: .....

Fed. Tax Code (CNPJ): ..... State Tax Code: .....

Assumed name: .....

Telephone: ..... Fax: .....

E-mail: .....

Exhibitor Company: .....

Assumed name: .....

Booth Number: ..... Hall: .....

Telephone: ..... Mobile: .....

Email: .....

Requesting Party: .....

Venue and date: …… ...../...../.....

_____

Exhibitor Signature

Readable Name and Responsible Signature

Company Stamp

Please sign and delivery to

eventos.ccehw@windsorhoteis.com.br

FORM 8A

ORIGINAL MUST BE SENT WHEN REQUESTING MAINTENANCE BADGES

DISCLAIMER FOR MAINTENANCE CREDENCIALS

Under this DISCLAIMER we hereby declare that the people listed will provide services at our booth at the ICE Rio 2025 and we hereby undertake responsibility for all labor and legal obligations related thereto, and for all and any damage as may be caused at booths, in the Halls or to third parties.

We acknowledge that all and any breach of the Regulations, Event Manual or norms of Windsor Convention & Expo Center shall authorize the Promoters to cancel the credentials of the violator(s) immediately.

ATTENTION

ORIGINAL FORM TO BE SENT TO MVM ASSISTANCE AND COPY MUST BE KEPT AT BOOTH

Contracted Firm: .....

Fed. Tax Code (CNPJ): ..... State Tax Code: .....

Assumed name: .....

Telephone: ..... Mobile: .....

E-mail: .....

Exhibitor Company: .....

Assumed name: .....

Booth Number: ..... Hall: .....

Telephone: ..... Mobile: .....

E-mail: .....

Requesting Party: .....

Venue and date: …… ...../...../.....

_____

Exhibitor Signature

Please sign and send the original to:

eventos.ccehw@windsorhoteis.com.br

Readable Name and Responsible Signature

Company Stamp

FORM 9A
SURVEILLANCE OFFICER BADGES

To be filled out and sent by Sep 3rd,2025.

There will be no exchange or remission of badges. Badges are personal and nontransferable.

If lost, a new request must be filed.

NAMES	COMPANY	IDENTITY CARD (RG/PASSPORT)
Responsible		

NOTE: - Indicate which person in list is responsible for withdrawing badges at Exhibitor Desk

Venue and date: …… ……/…../……

_____

Exhibitor Signature

Readable Name and Responsible Signature

Please sign, scan and send the o to:

eventos.ccehw@windsorhoteis.com.br

Company Stamp

FORM 10B- OPTIONAL

REQUEST FOR MAINTENANCE BADGES

To be filled out and sent by Sep 3rd,2025

There will be no exchange or remission of badges. Badges are personal and nontransferable.

If lost, a new request must be filed.

We hereby request a supply of badges for the people listed below, who will participate in the assembly and dismantling of our booth, under the responsibility of the contracted assembler at the ICE Rio 2025.

NAMES	COMPANY/JOB TITLE	IDENTITY CARD (RG/PASSPORT)
Responsible		

NOTE: - Indicate which person in list is responsible for withdrawing badges at Exhibitor Desk.

ATTENTION

ASSEMBLERS MAY ONLY START ASSEMBLY WORK
WHEN IN POSSESSION OF THE DUE CREDENTIALS.

FOR FURTHER INFORMATION ON THIS SERVICE, SEE ITEM 2.4 OF THE MANUAL, PAGE 04.

Venue and date: …… …../…../…..

_____

Exhibitor Signature

Readable Name and Responsible Signature

Please sign, scan and send the o to:

eventos.ccehw@windsorhoteis.com.br

Company Stamp

Form 11B - ORIGINAL MUST BE SENT WHEN REQUESTING MAINTENANCE BADGES

DISCLAIMER FOR ASSEMBLY AND DISASSEMBLY CREDENTIALS

Under this DISCLAIMER we hereby declare that the people listed will provide services at our booth at the ICE Rio 25 and we hereby undertake responsibility for all labor and legal obligations related thereto, and for all and any damage as may be caused at booths, in the Hall or to third parties.

We acknowledge that all and any breach of the Regulations, Event Manual or norms of Windsor Convention & Expo Center shall authorize the Promoters to cancel the credentials of the violator(s) immediately.

ATTENTION

ORIGINAL FORM TO BE SENT TO MVM ASSISTANCE AND COPY MUST BE KEPT AT BOOTH

Contracted Firm: .....

Fed. Tax Code (CNPJ): ..... State Tax Code: .....

Assumed name:.....

Telephone: ..... Mobile: .....

E-mail:.....

Exhibitor Company:.....

Assumed name:.....

Booth Number:..... Hall: …….....

Telephone:.....Mobile:.....

E-mail:.....

Requesting Party: .....

Venue and date: …… …../…../.….

_____

Exhibitor Signature

Readable Name and Responsible Signature

Please sign and send the original to:

eventos.ccehw@windsorhoteis.com.br

Company Stamp

Form 12B - OPTIONAL

REQUEST FOR ASSEMBLY AND DISASSEMBLY BADGES

There will be no exchange or remission of badges. Badges are personal and nontransferable.
If lost, a new request must be filed.
We hereby request badges for the people listed below who will participate in the assembly and dismantling of our booth, under the responsibility of the assembler at the ICE Rio 25.

NAMES	Company/ JOB TITLE	IDENTITY CARD (RG/PASSPORT)
Responsible:		

NOTE:- Indicate which person in list is responsible for withdrawing badges at the Windsor Security Department.

ATTENTION

ASSEMBLY AND DISASSEMBLY MAY ONLY START WORKING WHEN IN POSSESSION OF THE DUE CREDENTIALS.

Venue and date: …… …../…../.....

Exhibitor Signature

Readable Name and Responsible Signature

Please sign, scan and send to:

eventos.ccehw@windsorhoteis.com.br

Company Stamp

Form 15B - Mandatory

AUTHORIZATION FOR TEMPORARY OPERATIONS

Exhibitors must file an application to the State Secretariat of Finance of Rio de Janeiro, hand delivered, up to 3 (three) work days prior to the start of the event.

It must be kept at the stand and presented to **tax inspectors** upon request.

This is merely a model form. The original document must be obtained from the State Secretariat of Finance owing to requirement to fill out form on official Secretariat stationery.

GOVERNO DO Rio de Janeiro

SECRETARIA DE FAZENDA

GOVERNMENT OF RIO DE JANEIRO

SECRETARIAT OF FINANCE

Assistant Undersecretariat for Inspection
IFE.01 – Tax Barriers and Transit of Merchandise
Events Sector
Rua Visconde do Rio Branco # 55 - 4th floor – Downtown – RJ – Tel.: (21) 2509 – 1948 – Fax.: 2224 – 2030

AUTHORIZATION FOR TEMPORARY OPERATIONS

MUST BE KEPT AT STAND TO SHOW INSPECTOR UPON DEMAND.

NAME / COMPANY NAME		
ASSUMED NAME		
STATE TAX CODE	CNPJ/Tax Code (CPF)	BUSINESS ACTIVITY CLASSIFICATION (*CNAE FISCAL*)
ADDRESS		
TELEPHONES		CONTACT PERSON

The above firm hereby requests authorization for temporary operations to be carried on in the capacity of exhibitor:

NAME OF EVENT	
PLACE	STAND #
EVENT PROMOTER	
PERIOD TIMES	

The applicant's activity is: ( ) WITH SALES ( ) WITHOUT SALES
Any unsold merchandise returning to the applicant's establishment will be covered by:
( ) ENTRY INVOICE ( ) SPOT INVOICE
Merchandise destined for the event must be covered by INVOICE bearing retail selling price.

PERSON ANSWERABLE TO TAX AUTHORITIES DURING EVENT		
IDENTITY #	ISSUING AGENCY	ISSUE DATE

Company appends documents listed below and declares its willingness to submit to other legal and regulatory requirements, and to provide further information if necessary.

Rio de Janeiro, _____ ___, 2010

_____
Signature of applicant's legal representative

Append copy of the following documents
1) Application submitted in 2 (two) copies
2) Identity and Tax Code (*CPF*) of applicant's legal representative
3) State and Federal Tax Registration Cards
4) Stand rental agreement
5) Bylaws and most recent amendment.
NB 1: Third parties may only sign with power-of-attorney.

NB 2: All exhibitors in the State of Rio de Janeiro carrying on sales activities must file a detailed report of operations during the event to this department within a maximum term of five days after the end of the event under the terms of Art. 217 of Book VI of Decree # 27,427 dated November 17, 2000.	FOR USE BY EVENTS SECTOR

NB 3: The Event organizers must file a copy of the Business License issued by the City Hall of the Municipality where the event will be held to this Department at least five days before the start of the event.
NB 4: Companies from outside the State carrying on sales must pay the rate difference – estimated supply of food.

Required Documentation

The exhibitor must attach copies of the following documents:

1. Application for Authorization in two copies
2. Identity document and CPF of the legal representative
3. State and Federal Tax Registration Certificates
4. Stand rental agreement
5. Company bylaws and latest amendment
6. Reports and Post-Event Obligations

- Exhibitors conducting sales must submit a detailed Fiscal Report within five days after the event, in accordance with Decree No. 27,427/2000.
- Companies from outside the state carrying out sales must pay the ICMS tax rate difference.

Official References for Consultation

- Rio de Janeiro State Finance Secretariat: www.fazenda.rj.gov.br
- City of Rio de Janeiro: www.prefeitura.rio
- Federal Revenue Service: www.gov.br/receitafederal

Special Services

By MVM Assistance

Everything since from the beginning – WE CAN PROVIDE!
Just think about your event divided into steps:
• The project briefing is the first step for your booth. At this way your company will be showing your trademark in a modern and communicative way at the event.
• Designs for banners, folders, brochures, sings to give the right visual and message.
• The structure to make the project becomes something real.
• Customized booths with creative layouts. Shell Schemes with the world system profile.
• Furniture, equipment, floral – everything to make things from paper comes out to be seen for future.
After having your project ready we always think about the services that may come with it. For this, we can offer services such as cleaning, hostess, catering and promotional items to be given to your visitors.
Imagine what else we can offer as differential services for your event and ask us for a proposal!
We can get success into your projects!
MVM Assistance Team