

## EXHIBITOR PLANNING FACT SHEET

### Exhibition Quick Facts

Dates	August 28–30, 2018		
Hours	Tuesday	August 28	12:00pm–8:00pm
	Wednesday	August 29	12:00pm–8:00pm
	Thursday	August 30	12:00pm–8:00pm
Venue	Expocenter Norte José Bernardo Pinto St, 333 VI Guilherme; 02055-000, São Paulo, SP/Brazil		
Set-Up Times	Sunday	August 26	8:00am–10:00pm <sup>1</sup>
	Monday	August 27	8:00am–10:00pm <sup>2</sup>
Dismantling Times	Thursday	August 30	9:00pm–0:00am
	Friday	August 31	0:00am–8:00pm

### Conference Quick Facts

Dates	August 28–30, 2018		
Hours	Tuesday	August 28	11:00am–8:00pm
	Wednesday	August 29	9:00am–8:00pm
	Thursday	August 30	9:00am–5:30pm
Venue	Expocenter Norte/White Pavilion José Bernardo Pinto St, 333 VI Guilherme; 02055-000 São Paulo, SP/Brazil		

<sup>1</sup> Assemblers and small equipment. Logos, artwork, furniture and decoration final touches

<sup>2</sup> Exhibitors allowed into the pavilion. Assemblers and decorators won't be granted access on this day.

## IMPORTANT CONTACTS

### Exhibitor Service & Booth Assignment

Ms. Gioia Müller-Russo  
Tel.: +49 7231 58598-218  
mueller-russo@solarpromotion.com

### Brazil Exhibitors

Ms. Mônica Carpenter  
Aranda Eventos e Congressos  
Tel.: +55 11 3824-5300  
Fax: +55 11 3666-9585

### Non-Brasil Exhibitors

Ms. Gioia Müller-Russo  
Tel.: +49 7231 58598-218  
mueller-russo@solarpromotion.com

### Exhibitor Registration

Intersolar South America Team  
registration@fwtm.de

### Booth Construction

Atto Stands  
comercial@attostands.com.br

### Operations, Logistics, Invoicing

Intersolar South America Team  
Tel.: +49 761 3881-3800  
intersolar\_sa@fwtm.de

### Payments (International)

Ms. Kristin Gugel  
Tel.: +49 761 3881-1304  
kristin.gugel@fwtm.de

### Membership

Ms. Gioia Müller-Russo  
Tel.: +49 7231 58598-218  
mueller-russo@solarpromotion.com

### Speaking Inquiries

Ms. Iris Kipp  
+49723158598186  
kipp@conexio.expert

## SHIPPING ADDRESSES

### Brasil Wind Logistics (BWL)

Hold for: Intersolar South America 2018  
Company Name, Hall & Booth #  
Av. Santa Catarina, 493  
Zip Code 04635.001  
São Paulo, SP/Brazil  
Contact: Ms. Linda Yamada Kuritki

### Shipping Service from Munich and San Francisco to São Paulo

Ms. Sabine Auer  
Tel.: +49 89 94924-336  
sabine.auer@dbschenker.com

# AUGUST 28–30, 2018, SÃO PAULO



## EXHIBITOR PLANNING TIMELINE 2018

### September 2017

- Sponsoring and marketing opportunities available
- Booth space invoice available

### December 2017

- Re-booking rate ends

### March 2018

- Early Bird rate ends
- March 23 – Intersolar AWARD, ees AWARD and the new The smarter E AWARD Deadline

### Exhibitor Cockpit

The Exhibitor Cockpit is where you can register staff, access deadline information, create both your online and print company Listing, and any of the other items listed below. The login for the Exhibitor Cockpit will be sent via email, to the main contact listed on the application, starting on May 2018. → [Exhibitor Cockpit](#)

### Sponsorship & Marketing

Intersolar South America, attracted a total attendance of 12,000+ (exhibitors, exhibition and conference attendees) in 2017. The most-attended solar event in South America is the perfect opportunity for you to reap rich rewards for your company through customized sponsorships and marketing opportunities, which can be reserved by contacting our representatives and in the Exhibitor Cockpit Order Center. Sponsorship opportunities will be available in September 2017.

### Event Directory Entry

Don't miss out the opportunity to be visible in all of the Intersolar print and online materials: the Event Directory, on → [intersolar.net.br](http://intersolar.net.br), and on the onsite signage. Text changes and logo uploads are possible until July/August 2018 for the printed materials. In addition, you may use the opportunity to inform Intersolar visitors about the products you will be exhibiting by including product information in your online profile.

### Intersolar Membership Program

This complimentary program allows you to accumulate loyalty points for your company by participating in Intersolar events and to benefit from a wide range of extra services (preferential booth placement, conference tickets, etc.). Simply login to your Exhibitor Cockpit account and agree to the terms and conditions.

### Intersolar, ees and the new The smarter E AWARD

Participate in the most prestigious energy awards. Please apply online via: → [www.TheSmarterE.com/award](http://www.TheSmarterE.com/award) Deadline will end on March 23, 2018.



#### April/May/June 2018

- Exhibitor Cockpit opens
- Exhibitor Service Manual available online
- Visitor registration opens
- Conference registration opens
- Exhibitor List available online

#### July/August 2018

- Event Directory Entry Deadline
- Promotion Material & Exhibitor Pass Deadline
- Free Membership Deadline
- Submission of Booth Construction Deadline
- Technical Service Deadline
- August 27 – Move-In, Registration available
- August 28–30 – Exhibition/Conference
- August 30–31 – Move Out

#### Create Individual Banner

You may create different sized web banners in the Exhibitor Cockpit, which include your company name and booth number to be used in your exhibition marketing.

#### Exhibitor Service Manual

This is the source for all operational and logistical information and goes online on April 2018. Atto Stands is Intersolar's official service contractor. The manual provides vital information to assist in your exhibit preparation, and helps with a smooth and efficient coordination of services. Exhibitors can access booth construction and technical booth services, ordering deadlines, furniture rentals and other important information.

#### Rules & Regulations

Exhibitors are responsible for compliance with all pertinent regulations and codes concerning fire, safety and health, which may be applicable in the exhibition hall during the event.

#### Travel Services

Intersolar has negotiated the lowest rates possible with preferred hotels. Also Intersolar's official airline Lufthansa offers special prices and conditions to exhibitors.

#### Frequently Asked Questions

If you should have any further questions please contact us. [intersolar\\_sa@fwtm.de](mailto:intersolar_sa@fwtm.de).