

EXHIBITION MANUAL

IADC International Deepwater Drilling Conference & Exhibition

19-20 March 2019

Petrobras R&D

Rio de Janeiro, Brazil



Event Registration & Hotel Reservations

Event Registration

As an exhibitor you are entitled to 1 complimentary registration and 2 discounted (50%) registrations per stand of 3 x 3 meters. Please note that all personnel working at the exhibition should be registered and that IADC exhibitions will solely be visited by conference attendees. If you are not registered for the conference & exhibition you are not allowed to enter the exhibition area. Please note that it is NOT possible to register online as an exhibitor. We kindly ask you to complete the provided registration forms and return these to registration@iadc.org. All personnel attending the conference (*including those setting up/tearing down the booth) must also complete the facility access information online at <http://www.iadc.org/forms/2019-dw19/>.

Hotel Reservations

IADC has negotiated a room block with the JW Marriott Hotel Rio de Janeiro. The negotiated Group Rate of \$128++ is available until **1 February 2019**. After this date rooms are upon availability. We strongly advise you to make your reservations as soon as possible to be ensure a sleeping room. All conference participants are responsible for their own hotel reservations. [Click here to make your hotel reservation online.](#) [Click here to view the hotel website.](#)

Warning: Please note that there are several 3rd party companies actively approaching conference delegates and exhibitors by phone and email trying to sell rooms at the contracted hotel(s) for a cheaper rate than the published rate on this conference website. Please note that these companies do not represent IADC or the hotel, nor has either IADC or the hotel authorized them to use their names or trademarks on information they send out to exhibitors and delegates.

To avoid being a victim of fraud, please do not give out your credit card details to any other party and be sure to make your hotel reservations exclusively through the contracted hotel(s).

Stand Package & Stand Size

Stand Package

Each booth is a 3m x 3m area. The space will be set with a round table, three chairs, small desk and access to electricity with your company logo above*. *If logo is not received by 28 February, your company name will be printed as text above the booth.

Style A – Interior booths 2-3, 6-7



Style B – Corner/end booths 4-5, 8-10



Fascia

Fascia

All standard shell scheme stands will be provided with a standard fascia including your company logo. Please provide a full color logo in .jpg or .tif format. If we have not received your logo by the deadline below, fascia will have the same text as your company name is listed on the [conference website](#). Please double check this information, as after **26 February 2019** we will start preparing the name plates of the stands so changes will not be possible after this date.

Setup & Dismantling & Internet

Setup & Dismantling Standard Shell Scheme

All exhibitors using the offered standard shell scheme, can set up their exhibition stand on Monday 18 March from 13.00-18.00 hours. Dismantling will take place on Wednesday 20 March from 15:30 hours onwards. Please note that you are not allowed to tear down your stand any earlier due to safety regulations.

Internet / WiFi

WiFi is not available for this event.

Additional Equipment & Booth Artwork

Additional Equipment & Booth Artwork

Additional Furniture & AV Equipment can be ordered with GL Events before 1 March using the enclosed forms. If you need any assistance please contact GL Events directly. If the exhibitor wants to rent the 42 "TV plus the support and HDMI cable of 3m, the cost is BRL 440.00 (approx. USD 125,00) for the entire event (2 days). If a company wants to hire the graphic service as an extra (printing and gluing), the value is BRL 70.00 per square meter. (approx. USD 20,00). In this case, the exhibitor must send the archives of the art prior to 1 March, according to the art manual, which is attached (file: IADC-Manual arte_PT_EN.pdf). GL Live then will invoice the exhibitor. For this, the exhibitor have to complete the enclosed form (Registration form.doc) with exhibitor's details.

Contact: Mrs. Ligia Souza
GL Events Live
Av. Salvador Alende 6.555
Barra da Tijuca
Rio de Janeiro - RJ - Brazil.
Mrs. Ligia Souza
email: ligia.souza@glbr.com.br
Tel: +55-21-2441-9127

If you would like to have a unique custom made stand please note that GL Events can also deliver this service.

Before ordering additional equipment please be aware that a standard stand will be delivered including; 1 electric socket, 1 round table, 3 chairs and a fascia with your company logo.

Shipment & Deliveries

Shipment & Deliveries

If you would like to ship your exhibition materials you can send it to your hotel or local affiliate office. Please do NOT ship items directly to Petrobras R&D.

Please ensure all freight and fees are paid for in advance of delivery.

Exhibition Terms, Questions & Complaints

More information or Questions:

Please contact Stephanie Carling at for more information.

Phone: +1.713.292.1945, E-mail: stephanie.carling@iadc.org

Complaints

IADC checks your exhibition stand when installed. However, problems or missing items may escape our notice. Therefore we would ask you to report any defect or missing item at once so that we can take immediate action. Any complaints received after the exhibition will naturally be rejected, since we would not be able to remedy a defect we were unable to establish.

Exhibition Terms

[Please follow this link to download the Terms & Conditions.](#)

Conference Program

[To view the complete conference program please follow this link.](#)