



# Festuris

**GRAMADO**

37th edition  
2025

MANUAL  
FOR  
ASSEMBLERS

# INDEX

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• Who's who .....	03
• Technical details .....	06
• Schedule .....	07
• How to exhibit .....	09
• Project approval .....	09
• Basic construction standards .....	10
• Access to special materials .....	12
• Use of ladders .....	12
• Floor care .....	12
• Painting .....	13
• Use of PPE .....	13
• Deadlines .....	14
• Fair map .....	14
• Accreditation of assembly teams .....	15
• Services for the stand .....	15
• Cleaning .....	16
• Voltage .....	17

# POINT PERSON

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## ORGANIZATION

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# POINT PERSON

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# TECHNICAL SPECIFICATIONS

## 37th FESTURIS – International Travel and Tourism Trade Show

Data: 06 a 09 de novembro de 2025

Local: Gramado/RS - Brasil

Centro de Feiras e Eventos Serra Park

(Rua Henrique Belotto, nº 100 – Bairro Três Pinheiros)

### Business Trade Show

Date: November 6, 2025

Opening Ceremony at 7:30 p.m. – Location to be determined.

Date: November 7 and 8, 2025.

Hours:

November 7, from 12:30 p.m. to 8 p.m.

November 8, from 12:30 p.m. to 7 p.m.

Location: Serra Park Fair and Event Center

(Henrique Belotto Street, nº 100 – Três Pinheiros)

### MEETING FESTURIS

Date: November 7 and 8, 2025

Time: 8:30 a.m. to 12 p.m.

Location: Serra Park Exhibition and Event Center

(Henrique Belotto Street, nº 100 – Três Pinheiros)



# SCHEDULE

Please note the dates mentioned below and ensure that deliveries are made within the stipulated deadlines.

October 1, 2025	Deadline for submitting information so that the Exhibitor and its members can be included in the Official Event Catalog.
October 6, 2025	Deadline for submitting logos/images to the official manufacturer/partners.
October 6, 2025	Deadline for furniture rental, which must be done via email: <a href="mailto:marisa@conceptstands.com.br">marisa@conceptstands.com.br</a>
October 14, 2025	Deadline for mandatory submission of special stand designs for approval by the organization (failure to submit by the stipulated deadline will result in the space NOT BEING RELEASED for assembly).
November 1 to 5 2025	The period for setting up special stands will be from November 1 to 5, 2025, with the exception of the official automaker and partner automakers. Setup must be completed by 3 p.m. on November 5, 2025. Hours to be observed: November 1 and 2 from 8 a.m. to 10 p.m. November 3 and 4 from 8 a.m. to 11 p.m. November 5 from 8 a.m. to 3 p.m.

# SCHEDULE

Please note the dates mentioned below and ensure that deliveries are made within the stipulated deadlines.

November 5, 2025	Deadline for exhibitor registration, which must be done exclusively via the website: Exhibitor/Restricted Area/Registration
November 6, 2025	Stands with basic assembly will be delivered for decoration from 8 a.m. to 6 p.m.
November 6, 2025	From 8 a.m. arrival of materials, decorative items, and objects with special characteristics (see Manual for Assemblers, Item II, letter c).
November 8, 2025	Furniture and decorative items must be removed from the stands by 8 p.m.
November 9, 2025	The dismantling of special stands should take place from midnight onwards.
November 10, 2025	The stands must be completely dismantled and the material collected by 3 p.m. After this time, the material will be collected by the Promoter and stored at a cost of R\$ 500.00 per day.



# EXHIBITOR

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The unique architectural design and decoration of each stand are the responsibility of each exhibitor, whose KWA fee is already included in the event participation contract.

- **Exhibitor Center:**

Serra Park, through its administration, requires a security deposit check in the amount of R\$3,500.00 (three thousand five hundred brazilian reais) for the release of the special stand assembly. The security deposit check will be returned only after inspection of the floor where the stand was assembled, which is the responsibility of the assembler. After that, the truck will be authorized to leave the parking lot to remove the stand.

## PROJECT APPROVAL

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The stand design must be approved by Festuris Gramado. It must be sent by email to [projetos.festuris@gmail.com](mailto:projetos.festuris@gmail.com) by October 14, 2025. The design will be reviewed by the promoter within five (5) days of receipt, and if it is not fully approved, it will be returned so that the EXHIBITOR can make the necessary adjustments by October 24, 2025. If the project does not comply with the General Regulations, its assembly will not be authorized.

Please note that it is necessary to present ART/RRT, duly paid, for all technical activities performed by the professional responsible for the assembly of the stand.

The presentation of reports M1, M2, and M3 is also mandatory.

In addition to the documentation described above, the front of the stand must be defined, with the street names.

# BASIC CONSTRUCTION STANDARDS

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- The maximum construction height will be 5.5 meters. The height in relation to the neighbors' wall must be a maximum of 3.5 meters from the floor. No excess of the height established in this item will be allowed;
- Any and all elements exceeding 3.5 meters in height must comply with a setback of at least 1.0 meter in relation to the neighbor;
- Projects located on islands are exempt from the above-mentioned setbacks, with a maximum height of 5.5 meters, as with other stands.
- Stands must have a white finish on the upper part above 2 meters in height, on the outside next to the walls with the neighbor.
- Stands located on islands that will have closing walls must provide external wall finishing with images or logos. Island designs may not cover 100% (one hundred percent) of any of their sides, allowing visibility of adjacent stands.

# BASIC CONSTRUCTION STANDARDS

- The construction of stands with mezzanines or double stands is expressly prohibited, and the construction of access ramps for disabled persons is mandatory for stands with raised floors above 3 cm.
- Projects with elements hanging from the pavilion's roof structure will not be permitted, unless authorized by the PROMOTER in special cases.
- The use of sandpaper on plastered assemblies is not permitted. Parts must be ready-made or sanded outside the venue. The use of any type of saw is not permitted inside the Exhibition Center. The use of larger saws will only be permitted outside the pavilion, respecting the deadline of November 4.
- Stands located next to the pavilion walls may erect their back walls up to a height of 4.00 meters.
- Further instructions on the construction and dismantling of stands should be observed in the Assembler's Manual at the link Exhibitor/Manual for Assemblers and in the General Regulations at the link Exhibitor/General Regulations of FESTURIS. Architect hired by the Event to coordinate the assembly of the Trade Show: João Bazacas by email [projetos.festuris@gmail.com](mailto:projetos.festuris@gmail.com).

# ACCESS TO SPECIAL MATERIALS

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Materials, decorative items, and objects with special characteristics, such as length, weight, height, malleability, or volume, must arrive at the event venue during the first hour of the stand assembly period. If they arrive after this time, access will not be possible or permitted.

## LADDER USAGE

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The use of ladders will be permitted, provided they are protected by material that prevents damage to the location where they are placed. Important: The use of metal ladders inside the pavilions is prohibited.

## FLOOR CARE

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It is expressly prohibited to make markings, paint, dig, or drill holes in the floor of the stands. Only double-sided tape that does not transfer adhesive may be used. The use of paints, varnishes, glues, or similar products is prohibited, as their removal may damage the marked area. Whenever carpet or other material is used on the floor, it must be secured with suitable double-sided tape. The use of glue on the floor to secure carpet or any other material is strictly prohibited.

The manufacturer is required to bring and apply the necessary covering to protect the floor of the pavilion and the floor of the stand.

# PAINTING

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Painting is prohibited on the premises of the exhibition center and is only allowed in outdoor areas. We recommend that parts be sent ready for assembly. The assembler will be responsible for any damage. There will be constant supervision by the FESTURIS Gramado organization.

## USE OF PPE

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- The use of PPE is mandatory in all internal areas of the Serra Park pavilions throughout the entire event setup period, with use permitted from 6:00 p.m. on November 5, both for workers and exhibitors. Failure to use PPE during this period will be subject to a fine.
- For work performed at heights above 2.00 m, it will be mandatory to wear a helmet specifically designed for working at heights, with an INMETRO certification number for the activity, Type III, Class A, ratchet adjustment, with a unified headband and crown, with a 1 mm thick chin strap, in accordance with NBR 8221. Failure to wear the appropriate helmet will be subject to a fine.
- Access to the pavilions is prohibited for personnel wearing shorts, Bermuda shorts, and flip-flops.

# DEADLINES

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Stands with special features must be fully ready by 3 p.m. on November 5, 2025, in accordance with the General Regulations. Automakers that do not strictly comply with the schedule will be charged a fee of R\$500.00 (five hundred brazilian reais) per hour.

The period for setting up special stands will be from November 1 to 5, 2025, with the exception of the official automaker and partner automakers. Setup must be completed by 3 p.m. on November 5, 2025. Hours to be observed: November 1 and 2 from 8 a.m. to 10 p.m.; November 3 and 4 from 8 a.m. to 11 p.m.; and November 5 from 8 a.m. to 3 p.m.

Dismantling of special stands: starting at midnight on November 9, 2025. Stands must be completely dismantled and materials collected by 3 p.m. on November 10, 2025 (Monday). After this time, materials will be collected by the promoter and stored at a cost of R\$500.00 (five hundred reais) per day.

Other deadlines must be observed in the schedule on page 8 of this manual.

# TRADE SHOW MAP

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Information about the map on [www.festurisgramado.com/](http://www.festurisgramado.com/)



# ACCREDITATION OF THE ASSEMBLY TEAM

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Prior to the event, accreditation for automakers will take place in the Araucária Pavilion, opposite the restrooms, with access via gate 05.

During the event, two duly accredited employees will be permitted to remain on site. Accreditation must be collected on November 5 at the same location where the automaker's accreditation was collected, after 3 p.m.

## SERVICES FOR THE STAND

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### Furniture and Equipment Rental:

CONCEPT STANDS, the official event organizer, offers furniture and equipment for rent.

Prices are valid for the entire event. They are not daily rates. Rent your equipment and furniture directly from CONCEPT by emailing [marisa@conceptstands.com.br](mailto:marisa@conceptstands.com.br) or calling +55 (47) 3367-1033. The deadline for requesting furniture is October 6, 2025.

### Internet:

Internet requests (via cable or wireless, shared or guaranteed bandwidth) must be made directly to the company contracted by Serra Park - Assistec Telecom, by calling 55 (51) 3541-7000 or by emailing [netfeiras@gmail.com](mailto:netfeiras@gmail.com).

# SERVICES FOR THE STAND

## Food and Beverages:

For requests for quotes for F&B services, the event has partnered with the following official suppliers:

### **Alecrim Gastroh**

Requests for services should be made directly to the supplier via WhatsApp at +55 (54) 9 9168-6261.

### **Susana Gastronomia**

Requests for services should be made directly to the supplier by phone/WhatsApp at +55 (51) 9 9173-8728.

### **Rodrigo Mineiro Chef**

Requests for services should be made directly to the supplier by phone/WhatsApp at +55 (51) 9 9697-9799 or by email at [rodrigomineiroo@hotmail.com](mailto:rodrigomineiroo@hotmail.com).

## CLEANING

### Fixed Cleaning:

FESTURIS Gramado is responsible for cleaning only the common areas, complying with all health regulations in force during the period. To hire the fixed cleaning service for the stand on the days the fair is open (November 7 from 12:30 p.m. to 8:00 p.m. and November 8 from 12:30 p.m. to 7:00 p.m.), you must request it directly from the event organizers by emailing [comercial@rossiezorzanello.com.br](mailto:comercial@rossiezorzanello.com.br). No cleaning service other than the official event service will be authorized. The cost of the fixed cleaning service is R\$720.00/day (R\$1,400.00 for the period).

# CLEANING

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Deadline for hiring cleaning services: October 24, 2025. The team will wear uniforms in colors that delimit their area of operation. Each exhibitor will be informed of the color of their service provider.

# VOLTAGE

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Please note that the electrical voltage in the pavilions is 220V.

## CONTACT US

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

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