

Events Handbook

GRAND | HYATT™
RIO DE JANEIRO



TABLE OF CONTENTS

1	INTRODUCTION	10	SECURITY
2	OBJECTIVE	11	INFORMATION FOR SUPPLIERS
3	MANDATORY INFORMATION FOR SETUP		11.1. Minors (under 18 years old)
			11.2. Event staff
			11.3. External bars
4	MATERIAL SHIPMENT FOR EVENTS	12	EXHIBITION
	4.1 Beverage delivery		12.1. Stands
			12.2. Scenography cleaning
5	PROJECT & SCENOGRAPHY	13	ADDITIONAL INFORMATION
			13.1. Cargo elevator – Ballroom
			13.2. Cargo elevator – Tano
			13.3. Cloakroom
			13.4. Ecad (national copyright collection agency for music)
			13.5. Materials
			13.6. Drone usage
			13.7. Third-party station at hyatt – equipment
			13.8. Noise regulations
6	LOADING, UNLOADING, EMBARK, AND DISEMBARK		
7	EMERGENCY EXITS, HYDRANTS, AND EXTINGUISHERS	14	INSPECTION
8	ELECTRICITY AND GENERATOR	15	LIABILITY AGREEMENT
	8.1. Power panel		
	8.2. Tano's power panel information		
	8.3. Power supply	16	PERFORMANCE FOR MINORS (UNDER 18 YEARS OLD)
9	OCCUPATIONAL SAFETY REGULATIONS		
	9.1. Working with heights		
	9.2. Use of ladders		
	9.3. Use of scaffolding		
	9.4. Ministry of labor regulation no. 18 for scaffolding use		





1. INTRODUCTION

This manual complements and integrates the contract sent for the event's execution, providing necessary information regarding the use of Grand Hyatt Rio de Janeiro's facilities and activities categorized as "events of any kind". All individuals engaging in such activities within the premises are subject to its provisions, regardless of their purpose, throughout the contracted period. It is imperative that THE CONTRACTING PARTY informs their representatives of the Event Manual's contents. Moreover, it is crucial that the manual is shared with all suppliers and assemblers involved in organizing the event.

Non-compliance with the rules outlined in the Occupancy and Use Manual constitutes a breach of the Contract and may result in the application of stipulated penalties.

2. OBJECTIVE

To inform about the existing infrastructure resources at Grand Hyatt Rio de Janeiro, their proper utilization during various stages of the event, and the rights and obligations of each party. This ensures seamless coordination with THE CONTRACTOR in the operation and production of the event.

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3. MANDATORY INFORMATION FOR SETUP

This document provides essential information regarding setup, loading and unloading of materials, safety protocols, necessary technical reports (ARTs), and other relevant items essential for the event's execution.

4. MATERIAL SHIPMENT FOR EVENTS

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- Shipments must be organized with the event coordinator.
- Materials and equipment should enter through the ramp access located on the side of the hotel.
- We will provide direction of specific entry points for loading and unloading materials for setups, such as equipment, scenography, decorations, and furniture.
- All materials must be labeled with the company name and event date and addressed to the event organizer.
- Fiscal receipts cannot be issued under the Hotel's name and/or CNPJ.
- Shipments must arrive one day before the event; otherwise, the contracting party is responsible for renting storage space, subject to hotel availability.
- A list containing the names and RG (ID) of individuals involved in setup work and a list of materials and equipment must be submitted to the hotel at least 48 (forty-eight) business hours before setup begins. ID must be presented upon entry to the hotel. Attire such as sandals, tank tops, shorts, caps, or Bermuda shorts is not allowed.
- All materials entering and leaving the hotel premises must be inspected by security and a company representative. The hotel is not liable for materials left at the event venue.
- Visual inspections will be conducted on all suppliers each time they enter or exit the hotel.

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4.1 BEVERAGE DELIVERY

- Beverage deliveries are accepted Monday through Friday, from 11:00 AM to 4:00 PM.
- Entry of beverages into the hotel requires prior approval and is subject to corkage fees. If approved, products must be accompanied by a fiscal receipt in name of the client.
- The liability waiver located at the end of this manual must be signed and sent to your event coordinator.
- All clients or third-party bar services must present the official invoice for all alcoholic beverages to be served during the event. This document must be submitted at least 48 hours prior to the event date, accompanied by a detailed list specifying the type and quantity of each item. Upon delivery, the official invoice must be handed over to the Purchasing Department. Beverages will only be accepted after a thorough inspection of their seals and packaging by the hotel staff.

5. PROJECT & SCENOGRAPHY

- Every event requires a project that must be submitted a minimum of 10 business days in advance and approved by the hotel's engineering and security department. Designs for stands, stages, backdrops, scenography, and other special setups must be submitted at least 10 days before the event to allow for any necessary adjustments. Any setup or scenography must be against the wall or have a minimum distance of 2 meters.
- The presentation of an ART (Technical Responsibility Acknowledgment) is mandatory for events involving scenography setup. This document must be submitted to the event coordinator at least 72 hours before the event, accompanied by documentation from the responsible engineer. Failure to comply may result in cancellation. Payment receipts or draft ARTs will not be accepted; only the final ART with the architect's or engineer's signature will be considered valid.
- It is essential to provide a fireproofing certificate for all fabrics used in the event's scenography brought by the client.

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- It is the client's responsibility, along with the Banquet Team, to inspect the venue before and after the event setup in conjunction with the hotel to verify the condition of the meeting room and sign the checklist.
- Scenography cannot be set directly on the hotel floor or carpet. The floors of the meeting rooms cannot be marked, drilled, or painted. It is the supplier's responsibility to protect these areas with canvas or mats. For structures made of wood or with a single point of support, a base must be installed to distribute the weight. Up to 350kg per m² is permitted in the Grand and Rio Ballrooms.
- The use of electric machines such as drills, saws, or any other that can generate noise or vibrations is not allowed. Sanding or painting any material within the hotel premises is also prohibited.
- The client and their suppliers are responsible for careful handling during the setup and dismantling of event scenography. It is necessary to instruct suppliers on the handling and installation of materials to prevent property damage.
- Confetti, sparkles, glitter, candles, sparks, or any special effects that may cause damage or dirt on furniture and structures during setup or the event are not allowed. For any effect not listed above, the event coordinator must be consulted.
- Identification of damages caused during event setup and dismantling is the responsibility of the client, and associated costs will be billed accordingly.
- It is authorized to use stickers on the glass of Group check-in area, except on the glass of the entry doors. Stickers must be easily removable and leave no adhesive residue. Double-sided tape, silver tape, or adhesives requiring solvent for removal are not allowed.
- Fog machines, bubble machines, sparkles, glitter, haze, or any type of pyrotechnic materials are not allowed in event rooms. Only dry ice or CO₂ bazookas are permitted.
- It is not authorized loud noises on outside areas provided from music or set up or tear down from 10PM until 08AM.

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TANO SPACE

- Hanging or supporting any materials from the ceiling, walls, or glass is not allowed in this space.
- The hours of operation for Tano are between 1:00 PM and 2:00 AM on weekdays and between 1:30 PM and 2:00 AM on weekends and holidays.
- Tables seating more than 8 people and rugs may not be removed or relocated.
- External bars, stages, and dance floors must be covered to prevent damage to the floor.
- Dance floors can only be installed on the covered balcony, the central area of the restaurant is prohibited due to the risk of damaging the floor.
- External bar teams: If you require the hotel to wash your glasses, you must bring the correct racks for them. Without racks, the hotel cannot wash them, and the bar team is responsible for hand washing. The area where the bar is set up needs to be covered with canvas or carpet to protect the floor.
- The show kitchen may be enclosed provided that the project includes two side openings for service entry and exit.
- Removing decoration items from shelves and fixtures in Tano Space is not permitted.
- Suppliers and assemblers are responsible for removing and disposing of materials from the hotel. Failure to properly dispose of decorations or plants, or placing them in unauthorized areas, will result in a BRL 500 fine.

MAXIMUM HEIGHT FOR SETUP

- Ballrooms: 4.5m
- Lagoa Space: 2m
- Tano Space: 2m

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6. LOADING, UNLOADING, EMBARK, AND DISEMBARK ACCESS SPECIFICATIONS FOR TRUCKS



CARACTERÍSTICA	COMPRIMENTO MÁXIMO	CAPACIDADE
Veículo Urbano de Carga (VUC)	Apropriado para áreas urbanas 6,3 metros	3 toneladas
Toco ou caminhão semipesado	Possui apenas 1 eixo de 14 metros	6 toneladas

- Maximum height: 3,20m
- Maximum length: 14m
- Height from floor to protection bar: 0,80m
- The rear bumper must be articulated (**non-negotiable**).

It's important to note that access to the docks is subject to availability upon vehicle arrival, as reservations for parking spaces are not possible. Client must organize a schedule for vendors as there is no parking lot to wait until they can enter and unload. It is necessary to check the availability with the event coordinator.

SPECIFICATIONS FOR EMBARKING AND DISEMBARKING

The hotel allows the entry of one minibus at a time or two vans at a time in our group loading area. The maximum tolerated stay time on-site is 15 minutes.

For buses, it is necessary to stop in front of the hotel (Avenida Lucio Costa, next to the entrance of Cantô Restaurant).

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7. EMERGENCY EXITS, HYDRANTS, AND EXTINGUISHERS

- All doors function as emergency exits and must not be obstructed by any type of setup (such as scenery, cases, materials, etc.).
- It is not permitted to store cases and materials behind the stages, blocking emergency exits. These must be removed after setup. If necessary, a room can be booked to store these materials.
- There must be a minimum clearance of 2 meters in all access ways throughout the halls.
- The halls, foyers, and circulation areas are equipped with smoke detectors, sprinkler systems, fire extinguishers, and hydrants. These installations must not be obstructed by the placement of objects and/or materials. Full ceiling coverage is not allowed even if below a height of 4.5 meters.
- Signage panels and hotel security cameras must not be covered.
- No entrance, exit, or emergency door may be locked, bolted, or blocked during the event.
- The use of smoke machines, haze, or any type of pyrotechnic show or material is prohibited. Only dry ice or CO2 bazookas are allowed.

8. ELECTRICAL POWER

- Every event must undergo analysis by the engineering department to determine the need for external generators. A list of equipment and the amount of KVA each one requires must be provided.
- All power outlets in the hotel's event halls are 220V, and any equipment must be connected to the generator contracted by the event organizer. It is the organizer's responsibility to arrange for generator rental.
- Generators must be connected to the hall's electrical panels using Camlok connectors located on the panels. Connection through any method other than Camlok connectors is not permitted.
- A definitive ART (Technical Responsibility Note) signed by the generator's technical responsible must be presented at least 48 hours before the event, along with documentation from the responsible engineer.

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- The generator's emissions and noise certification or report must be presented at least 48 hours before the event. This report must be approved by the Hotel Engineering Department.
- Upon arrival at the hotel, the Engineering Team will verify whether the received reports and ART correspond to the generator sent to the hotel. If a different generator is found or if the generator is producing noise or emissions above the permitted levels, immediate shutdown of the non-compliant generator will be requested.
- If the hotel has not received all requested documents, entry of the generator will not be permitted.
- All primary and secondary power and lighting circuits must be protected by circuit breakers, housed in boxes with covers and affixed to insulating material.
- Any electrical power cuts, failures, or other problems related to inadequate electrical installation are the responsibility of the client, who must bear any resulting consequences.
- Electrical work must be supervised by the hotel. Inspections for safety purposes will be conducted at the completion of electrical installations and before the event begins.
- Outlets in the rooms and foyers may only be used with loads under 300 watts. The hotel is not responsible for power outages or equipment damage if these outlets are used during setup.
- All electrical cables passing through indoor and outdoor areas of the hotel, particularly at crossings frequented by people, must be safeguarded with cable ramps and corner guards to prevent accidents.
- For events in the Tano Space, generator cables must be installed through the balcony in the designated cable passage area. Passing cables through glass doors is not permitted.
- If a generator is required for events at Lagoa Space, the event coordinator must be consulted to assess feasibility.

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8.1. POWER PANEL

- Technical panel description: Voltage - 380V three-phase with neutral and ground.
- Outlet description: 20A / 220V (ABNT NBR 13.146:2012)

8.2. TANO'S POWER PANEL INFORMATION

- The Tano Space is equipped with 35 KVA. Steck connectors are connected to the power panel, using an adapter box from the 6 o'clock ground pin (red) to the neutral pin. In either option, the maximum current is 63A. The pins are the responsibility of the supplier.
- The electrical outlets and lighting in the Tano Restaurant are not powered by the generator. These points continue to be supplied exclusively by the hotel's internal network. Only equipment connected to Steck outlets will be powered by the generator.

8.3. POWER SUPPLY

- The Grand Ballroom and Rio Ballroom have independent electrical circuits, sourced from dedicated Parallelism Logic Power Generators stationed in a specific external area. Wiring between the generators and halls is fixed in a protected path. A common ground point connected to the hotel's ground is also available in the generator area. Due to the proximity to the Environmental Preservation Area, only generators that do not exceed noise limits established by legislation, according to regional environmental zoning, are permitted. Atmospheric emissions must also comply with current legislation.
- Thermal-acoustic blankets must be used on the generators. The maximum noise emission allowed is 65 dB at 1.5 meters.

According to Law Annex No. 3,268/2001, maximum sound and noise levels permitted in Special Zones are verified according to intended uses in each subzone, correlated with the zoning table of said Law. As the defined subzone for the hotel location is Subzone A-19, and as stipulated for this subzone in Decree No. 3,046/1981, item III a), there is allowance for non-residential building activities.

Therefore, for the hotel, we will consider the limits adopted for "Business, Commerce, Administration Zones," as determined by Municipal Law No. 3,268/2001, as shown in Table 1.

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Table 1: Limits adopted by Municipal Law

TIPO DE ÁREA	LIMITS LAW 3.268/2001	
	Daytime	Nighttime
Business, Commerce, Administration Zones	65 dB(A)	60 dB(A)

- The Grand Ballroom and Rio Ballroom are equipped with Electrical Power Panels (EPPs) strategically distributed. Each EPP has a Steck brand female connector model S5546 - NBR IEC 60309-1, 63 A, with 5 poles (3P + N + T), ground pin at 6 o'clock (red). Each EPP has a capacity of 40 kVA, with 3 in Grand Ballroom I, 3 in Grand Ballroom II, 1 in Rio Ballroom I, and 2 in Rio Ballroom II.
- It is mandatory to keep the doors of the event areas closed after 10:00 PM.

9. OCCUPATIONAL SAFETY REGULATIONS

- The CONTRACTING PARTY must comply with and enforce legal and regulatory provisions regarding the occupational safety of each worker, their fellow workers, and the facilities where they operate.
- It is mandatory for workers of contracting companies to use Personal Protective Equipment (PPE) during assembly, disassembly, or whenever necessary. The PPE must be provided by the CONTRACTING PARTY, as required by the current Occupational Health and Safety Regulation (NR-06), which mandates its compulsory use under Ordinance No. 3214/78. In the absence of PPE, the worker will be prohibited from continuing their activities until properly equipped.
- It is the responsibility of the CONTRACTING PARTY to provide a copy of this manual to their leadership team (engineers, foremen, supervisors, coordinators, leaders, etc.) and to enforce compliance according to Article 157, Item I of the CLT (Consolidation of Labor Laws).

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9.1. WORKING WITH HEIGHTS

- Working with height is defined as any activity performed above 2 meters from ground level where there is a risk of falling.
- It is the responsibility of the contracting party to ensure that protective measures are implemented in accordance with the Occupational Health and Safety Regulation (NR-35) of the Ministry of Labor and Employment.
- The following documents must be submitted at least 48 hours prior to the start of activities:
 - Work Permit (Work Order) signed by the assembly supervisor;
 - Certification in NR-35 training for workers;
 - PPE delivery receipt;



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- Occupational Health Certificate (ASO). If the use of a lifting platform is required, proof of training certifying the proficiency in using the equipment must also be provided.
- The lifting platform is only provided with a certified operator according to Occupational Health and Safety Regulation No. 35 (NR-35) of the Ministry of Labor and Employment (MTE). The hotel recommends that the hiring of this platform be directly arranged with Executive One, a partner company responsible for installing audiovisual equipment.
- Grids (Feeling Q30 trusses with electric hoists and controls) are available in the Grand Ballroom and Rio Ballroom. Electric hoists with a capacity of 200 kg are available in both ballrooms through direct contracting with Executive One, the hotel's partner for audiovisual equipment installation.
- Maximum permissible load per ceiling anchor point: up to 150 kg.
- Other structural needs must be assembled using box trusses, which are the responsibility of the assembly company.
- Using room partitions to support equipment is not permitted.

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9.2. USE OF LADDERS

- Only use ladders that are in good condition and of suitable size, which should not exceed 6 meters when closed. Ladders must be stable, rigid, and equipped with devices to maintain a constant opening.
- Adaptations to ladders such as tying, splicing, or using boxes or cases as a support base are not permitted.
- The hotel does not provide ladders or any materials necessary for assembly or disassembly. These are the responsibility of the client/supplier.

9.3. USE OF SCAFFOLDING

- Scaffolds must be equipped with guardrail systems and their flooring must be fully covered with high-quality wood.
- During assembly and disassembly activities, use a safety harness with a double Y-shaped lanyard.
- It is prohibited to move scaffold structures with workers on them.

9.4. MINISTRY OF LABOR REGULATION

No. 18 FOR SCAFFOLDING USE

(Amended by SIT Ordinance No. 30, dated December 20, 2001)

- **18.15.1** Scaffold dimensions, support structure, and fixing must be carried out by a legally qualified professional.
- **18.15.2** Scaffolds must be designed and constructed to safely withstand the workloads they will be subjected to.
 - **18.15.2.1** Only companies duly registered with the CREA, employing legally qualified professionals, may manufacture complete scaffolds or any structural components. (Inserted by SIT Ordinance No. 201, dated January 21, 2011)
 - **18.15.2.2** Manufacturer identification, type reference, batch, and year of manufacture must be clearly and lastingly marked on scaffold panels, tubes, floors, and cross braces. (Inserted by SIT Ordinance No. 201, dated January 21, 2011)
 - **18.15.2.3** Use of scaffolds without the markings specified in item 18.15.2.2 is prohibited. (Inserted by SIT Ordinance No. 201, dated January 21, 2011 - See deadline in Article 2 of the Ordinance)

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- **18.15.2.5** Scaffold manufacturers must provide technical instructions through manuals containing, among other information:
 - a) Material specifications, dimensions, and anchoring positions.
 - b) Detailed sequential procedures for assembly and disassembly operations. (Inserted by SIT Ordinance No. 201, dated January 21, 2011)
- **18.15.2.6** Scaffold working surfaces must have locking mechanisms to prevent displacement or detachment. (Inserted by SIT Ordinance No. 201, dated January 21, 2011)
- **18.15.2.7** During scaffold assembly and disassembly:
 - a) All workers must be qualified and receive specific training for the type of scaffold in use.
 - b) Use of parachute-type safety harnesses with double lanyards having hooks with a minimum opening of fifty millimeters and dual locks is mandatory.
 - c) Only manually operated tools with tethering to prevent accidental drops are permitted.
 - d) Workers must carry identification badges showing their qualifications and the date of their last occupational medical examination and training. (Inserted by SIT Ordinance No. 201, dated January 21, 2011)
- **18.15.2.8** Metal scaffold assemblers must have safeguards against accidental disengagement. (Inserted by SIT Ordinance No. 201, dated January 21, 2011)
- **18.15.3** Scaffold working platforms must be fully covered, non-slip, level, and securely fixed or locked. (Amended by SIT Ordinance No. 201, dated January 21, 2011)
- **18.15.3.1** Scaffold working platforms may be entirely metallic or mixed, with a metallic structure and synthetic material, wooden, or entirely wooden flooring. (Inserted by SIT Ordinance No. 201, dated January 21, 2011)
- **18.15.3.2** Scaffold platforms must be designed by a legally qualified professional. (Inserted by SIT Ordinance No. 201, dated January 21, 2011)

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- **18.15.5** Wood used for scaffolding must be of good quality, dry, free from knots and cracks that compromise its strength, and must not be painted to conceal imperfections.
- **18.15.5.1** Wood chips are prohibited for scaffold construction.
- **18.15.6** Scaffolds must have guardrail and toe board systems, including at the ends, around the entire perimeter, as per item 18.13.5, except on the working face side.
- **18.15.7** Removing any scaffold safety device or disabling its function is prohibited.
- **18.15.8** Using ladders or other means to reach higher places on scaffold working platforms is prohibited.
- **18.15.9.1** Safe access to tubular scaffolds must be provided by built-in ladder, which may be:
 - a) Metal ladder, integrated or attached to panels, with a minimum width of forty centimeters and uniform step spacing between twenty-five and thirty-five centimeters.
 - b) Ship ladder, mounted externally to the scaffold structure as per items 18.12.5.10 and 18.12.5.10.1; or
 - c) Collective use ladder, mounted internally or externally to the scaffold, with a minimum width of eighty centimeters, handrails, and non-slip steps.
- **18.15.9.1.1** Access may also be through a gate or other protection system opening inwardly into the scaffold, with a device against accidental opening. (Inserted by SIT Ordinance No. 201, dated January 21, 2011)

SIMPLE SUPPORTED SCAFFOLDS

- **18.15.10** Scaffold uprights must be supported on solid and level bases capable of withstanding applied forces and transmitted loads. (Amended by SIT Ordinance No. 201, dated January 21, 2011)
- **18.15.11** Working on scaffolds supported on trestles exceeding a height of 2m (two meters) and a width less than 0.90m (ninety centimeters) is prohibited.



- **18.15.12** Working on scaffolds at the periphery of buildings without technically adequate protection fixed to the structure is prohibited. (Amended by SIT Ordinance No. 201, dated January 21, 2011)
- **18.15.13** Moving scaffold structures with workers on them is prohibited.
- **18.15.14** Scaffolds with working platforms more than one meter high must have stairs or ramps. (Amended by SIT Ordinance No. 201, dated January 21, 2011)
- **18.15.15** The installation point for any material hoisting appliance must be chosen so as not to compromise scaffold stability and safety.
- **18.15.16** Wooden scaffolds may only be used on projects up to three floors or equivalent height and must be designed by a legally qualified professional. (Amended by SIT Ordinance No. 224, dated May 6, 2011)
- **18.15.17** Scaffolds must be secured to the construction structure by tying and jointing in a manner that withstands the forces to which they will be subjected. (Amended by SIT Ordinance No. 201, dated January 21, 2011)
- **18.15.18** Scaffold towers may not exceed in height four times the smallest dimension of the supporting base when not guyed.

10. SECURITY

- The hotel does not provide exclusive security guards and firefighters for the event. Hotel security personnel are limited to patrolling and securing the property. The hotel recommends that security and firefighting services be contracted through Sunset Security Services.
- If the client hires third-party firefighters, the following documentation must be submitted 48 hours prior to the event:
 - Authorization for the operation of the service-providing company (Civil Firefighter).
 - Certificate of training for the Civil Firefighter.
 - Training refresher certificate.

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- Copy of ID card and CPF (Brazilian taxpayer registry).
- Copy of document proving employment relationship with the service provider (work permit or service contract).
- Background check certificate.
- If the client hires security personnel from third-party companies, the following documentation is required according to Article 20 of Law 7.102 granted by the Ministry of Justice / Public Security Secretariat:
 - Authorization for the operation of the security company
 - Certificate of Regularity of Situation for Specialized Security Operations, up to date.
 - Copy of the updated National Guard Card (CNV), or if not available, copies of personal documents of the security guards or firefighters.
 - Training certificate.
 - Updated training refresher.
 - Background check certificate.
 - Copy of ID card and CPF.
 - Copy of document proving employment relationship with the service provider (work permit or service contract).
- Only legalized security companies are allowed to offer these services. It is essential that the documents be submitted before the start of activities.
- If the hotel does not receive the documentation of firefighters and security personnel at least 48 hours in advance, the hotel reserves the right to deny their entry.
- The hotel is not responsible for the security of personal belongings such as laptops, tablets, cell phones, bags, backpacks, artworks, equipment, etc., left in the rooms, booths, or any premises within the hotel. Clients are responsible for their own security in these matters.
- For events with over 200 people, it is advisable to have a permanent ambulance service throughout the event. The client must provide a document from the contracted company confirming the provision of such service.

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11. INFORMATION FOR SUPPLIERS

- Assembly personnel must confine themselves to designated work areas and/or the rented event space.
- Occupying other areas of the hotel and using the main elevators is strictly prohibited.
- Sleeping or lying down within hotel premises during setup/teardown or event operations is not allowed.
- The hotel provides employee restrooms for suppliers; the use of guest restrooms is prohibited.
- Persons under 18 years of age are not allowed to work at events, except emancipated individuals with supporting documentation.
- Wearing attire such as flip-flops, tank tops, shorts, hats, or Bermuda shorts is not permitted.
- During setup and teardown, consuming food and beverages not contracted through the hotel is prohibited and subject to a fine of BRL 100 per person.

11.1. MINORS (UNDER 18 YEARS OLD)

- When minors under the age of 18 are participating in events, such as performances, choirs, or other activities, we must have the “Performance Responsibility Form for Minors Under 18” duly signed. Additionally, it is important to present a photo ID and have a guardian present on the day of the event.

11.2. EVENT STAFF

- If meal service for staff is required, it must be arranged at least 5 days prior to the start of the event. Please check the available options and prices in the Banquet Menu.

11.3. EXTERNAL BARS

- It is the client’s responsibility to cover the floor of the event spaces where external suppliers’ bars will be located to prevent and avoid stains on the carpet. This floor protection should be done using plastic fabric or waterproof material.

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12. EXHIBITION

- Grand Hyatt Rio de Janeiro reserves the right to suspend or determine the demonstration period (schedule) of any equipment that, in its judgment, may pose risks to individuals, such as those producing high levels of noise, vibrations, odors, or any other disturbance to guests, customers, and hotel operations in general.
- Any display of products, vehicles, motorcycles, and machinery, in general, will only be authorized upon prior approval from the Engineering Department of Grand Hyatt Rio de Janeiro, along with compliance with its requirements.

12.1. STANDS

- The event production must submit the project with the location of the stands 15 days in advance for approval by the hotel's engineering department.
- The event production must inform about the need for power location/total electrical load of the stand. The hotel will not be responsible for providing this item.
- If each exhibitor requires internet, please contact the event coordinator 7 days in advance for direct contracting with Executive One.
- Fee for coffee machine entry and supplies - BRL 300 per day.
- Fee for entry of the machine and provision of sugar, sweetener, cups (with replenishment) by the hotel - BRL 500 per day.
- Exclusive waiter fee for the stand - BRL 500 per waiter for an 8-hour period, with a 1-hour meal break. Each additional hour costs BRL 150.
- Exclusive cleaning staff fee for the stand - BRL 350 per staff for an 8-hour period, with a 1-hour meal break.
- Em caso de necessidade de garçom extra, a contratação deverá ser realizada por intermédio do hotel. Não permitimos a entrada de outras empresas de staff.
- In case of additional waiter requirement, the hiring must be done through the hotel. We do not allow entry of other staff companies.

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- Corkage fee for bottled water – BRL 5.
- Corkage fee for juice or canned soda – BRL 6.

12.2. SCENOGRAPHY CLEANING

- The hotel will not be responsible for cleaning any materials from the event.
- Organizers, through the contracted companies responsible for setting up the scenery, will be responsible for cleaning the area at the end of setup and before the event starts. They will also be responsible for removing additional materials and clearing away trash generated during setup.
- If a dumpster is needed for material removal, availability of space must be confirmed. The rental of this equipment is the responsibility of the contractor.
- Failure to remove materials will result in a fine already set at BRL 3,500.

13. ADDITIONAL INFORMATION

13.1. CARGO ELEVATOR - BALLROOM

- Elevator 13: 1.50m x 2.40m x 2.70m - 1500kg (24 people)
- Elevator 14: 1.50m x 2.40m x 2.70m - 1500kg (24 people)
- Elevator 15: 2.00m x 1.85m x 2.70m - 1500kg (24 people)

13.2. CARGO ELEVATOR - TANO

- Elevator 3: 1.23m x 3.30m x 2.10m - 675kg (9 people)
- Elevator 4: 1.23m x 3.30m x 2.10m - 675kg (9 people)
- Elevator 5: 1.23m x 3.30m x 2.10m - 675kg (9 people)

13.3. CLOAKROOM

- The Event Space has a cloakroom available for the duration of the event. If needed, please inform the event coordinator to check availability and rates. This space does not include the service, which is the responsibility of the client.

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13.4. ECAD (national copyright collection agency for music)

- For any live or electronic music performance, it is mandatory to pay the ECAD fee and provide a copy of the payment receipt, which must be submitted to the hotel at least 48 hours before the event. For more information on how to proceed with payment of this fee, please contact them at (21) 2544-3400 or visit www.ecad.org.br.

13.5. MATERIALS

- We provide a limited quantity of stage platforms, as well as round and rectangular tables, chairs, white tablecloths, lecterns, and other materials. Please consult the event coordinator for detailed information regarding quantity, models, and sizes.

13.6. DRONE USAGE

The hotel does not authorize the use of drones in its social areas, pool, and near rooms and balconies. The following procedures must be followed for the use of drones during events:

- Only operators with commercial/professional drone licenses may pilot a drone on the hotel property.
- The commercial drone operator or group will sign an agreement and provide a certificate of insurance naming Grand Hyatt Rio de Janeiro as an additional insured on their aviation insurance policy.
- Compliance with the legislation provided in the link below is mandatory, and documents must be submitted for prior authorization of photography and filming.

<https://geosense.net.br/2021/06/16/drones-legislacao-e-privacidade-um-guia-pratico-para-usuarios-de-drones/>

13.7. THIRD-PARTY STATION AT HYATT - EQUIPMENT

- Account Manager – Cel Phone: + 55 21 99423-4006 – Jonathan Ramos: Eventos6.rio@executiveone.com

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13.8 NOISE REGULATIONS

- According to Municipal Law (3,268/01), noise levels are permitted up to 55 dB in the morning and 50 dB at night.

A decibel meter will be used to perform the measurement, which will be conducted at the following locations:

- First floor of the hotel, in an apartment overlooking the Lagoon
- Residential entrance
- Dock access ramp

It is not authorized loud noises on outside areas provided from music or set up or tear down from 10PM until 08AM.

14. INSPECTION

- The area subject to the contract will be handed over upon signing the space delivery inspection form.

14.1.1. The inspection will take place at the beginning of setup and at the end of dismantling of the event.

14.1.2. Any damage caused to the property will be notified in writing to the CONTRACTOR for proper payment, respecting the following provisions attached to the contract:

- a) The CONTRACTOR is required to designate, through a RESPONSIBILITY AGREEMENT, the person responsible for conducting the entry and exit inspections in the leased areas.
- b) The delivery of the contracted areas and facilities by the CONTRACTOR will be formalized through the Inspection Form, signed after inspection by representatives of both Parties, certifying the conditions of the areas at the time of return. In case the CONTRACTOR is not present on the agreed day and time, only what the CONTRACTED PARTY observes will be valid.

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- c) Any disappearance or damage to leased or free-of-charge equipment obligates the CONTRACTOR to pay compensation for losses and damages incurred;
- d) All damages noted by the CONTRACTED PARTY are the sole responsibility of the CONTRACTOR. Damages identified in the leased areas after the event must be repaired obligatorily by the CONTRACTED PARTY. Any damages caused, whose value is not fixed, will have their repair estimated and passed on to the CONTRACTOR.
- e) Special materials or installations brought by the CONTRACTOR with the consent of the CONTRACTED PARTY must be removed at the end of the event.

Damages identified in the leased areas after the event must be repaired obligatorily by the CONTRACTED PARTY through pre-approved suppliers. Any damages caused, whose value is not fixed, will have their repair estimated and passed on to the CONTRACTOR. All repairs will be carried out exclusively by suppliers registered and approved by the CONTRACTED PARTY, and the estimate will be presented for payment by the CONTRACTOR.

15. LIABILITY AGREEMENT

_____, hereby represented by Mr.(s) _____, is solely responsible for receiving, maintaining and returning the rented event room in the same condition as found, replacing or repairing any damages to furniture, equipment and fixtures caused by suppliers (companies/direct service hired).

At the end of the contract, the event rooms need to be returned in the same condition as rented, except for natural deterioration of regular use.

GRAND HYATT RIO DE JANEIRO, as well as the Firefighters Department conducts sporadic and unannounced inspections in order to verify that the information and requirements from the EVENTS HANDBOOK are being met. The hotel reserves the right to stop, prevent and halt any work that does not follow the pre-established norms. Any expenses incurred will be held as CLIENT's liability.

I hereby agree to the terms and condition of the EVENTS HANDBOOK:

Company: _____

Responsible for the Event: _____

Responsável pela vistoria: _____

ID. No: _____ State: _____ Issuer: _____

Signature: _____

Location: _____

Date: ____/____/____

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16. PERFORMANCE FOR MINORS (UNDER 18 YEARS OLD)

Rio de Janeiro, _____ de _____ de 20____

I, _____, hereby declare that

_____ take full responsibility for the minors listed below:

That will perform at the event _____, held at Grand Hyatt Rio de Janeiro on ____/____/____.

Grand Hyatt Rio de Janeiro is exempt from any responsibility for minors (under the age of 18).

Company: _____

Responsible for the Event: _____

ID. No: _____ State: _____ Issuer: _____

Signature: _____

Location: _____

Date: ____/____/____

**Please print this agreement, sign it, and send it via email to the Event Coordinator,
48 hours before the event starts.**

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