

AERIAL LAYOUT GUIDE BALLROOM

Table of Contents

1. AERIAL ASSEMBLY GUIDELINES - BALLROOM	3
1.1. Anchorage Points	3
1.2. General Conditions	3
1.3. Mandatory Documents	4
1.4. Deadlines/Projects/Assembly	4
2. AERIAL LAYOUT PROJECT	5
3. GUIDELINES - FILLING OUT THE CALCULATION REPORT	6
4. PREPARATION OF ART-TECHNICAL RESPONSIBILITY NOTE	7
5. PREPARATION OF RRT-TECHNICAL RESPONSIBILITY REGISTRATION .	8

1. AERIAL ASSEMBLY GUIDELINES - BALLROOM

1.1. Anchor Points

- Each anchor point supports up to 250 kg. Use is only allowed after project approval and validation of all relevant documentation.
- All projects will be reviewed by the technical team, and an Approval Report will be issued.
- For safety reasons, we request the use of Box Truss **Q30** or higher for aerial structures.
- If there is a request to use Box Truss material lower than **Q30**, the project will undergo validation considering the format, weight, linear footage, and type of equipment used. Approval may or may not be granted.
- All equipment must be identified on a plan indicating the spacing between them and technical specifications such as equipment description, own weight, rotation or translation movement (if any), and quantity and percentage of safety margin.
- It is forbidden to tie or hang any material, cable, equipment, or product on structures (tracks, honeycombs, etc.), ceilings, and other areas of the event center. For wall support, use only existing wall hooks. The use of "ALUMALOK" is not permitted.
- It is not permitted to use room partitions for cable attachment or apply adhesive tape to them for cable finishing.

1.2. General Conditions

- The project must comply with the basic guidelines outlined in this material.
- In case of scenography or any type of special assembly, provide a minimum safety distance of **1.5m** from the fixed **LED panel** in the room.
- Along with the project, the calculation report must be submitted duly filled out with descriptions of the equipment to be installed.
- The calculation report spreadsheet must be sent in **Excel format**. PDF or similar formats will not be accepted.
- The installation of equipment must strictly follow the approved plan and technical form specifications.
- At Ballrooms, only lift platforms up to **1400kg** or scaffolding are authorized for working at heights during event assembly.
- The use of Personal Protective Equipment (PPE) is mandatory during the installation of equipment.
- Workers performing overhead tasks must provide **NR35 certification**, and those operating elevating platforms must hold **NR18 or NR12 certification**.

WTC EVENTS CENTER

1.3. Mandatory Documents

- If multiple companies are involved (e.g., technical audiovisual, scenography, etc.), **PROJECTS MUST BE UNIFIED** to prevent structural conflicts.
- **Calculation Report:** must be filled out correctly with the event name, rooms, and setup and teardown dates. Specify the equipment and structures with their respective weights and quantities, also mentioning the number of aerial points to be used.
- **Aerial Project:** plan with the equipment and structures to be suspended, including a legend, structure names, and identification of anchor points. This information should be consistent with the description in the Calculation Report.
- **Structural Stability Report:** must be issued by a civil engineer or architect and should include: the technical person's details, a description of everything that will be assembled, the ART/CAU number, and the signature of the responsible party.

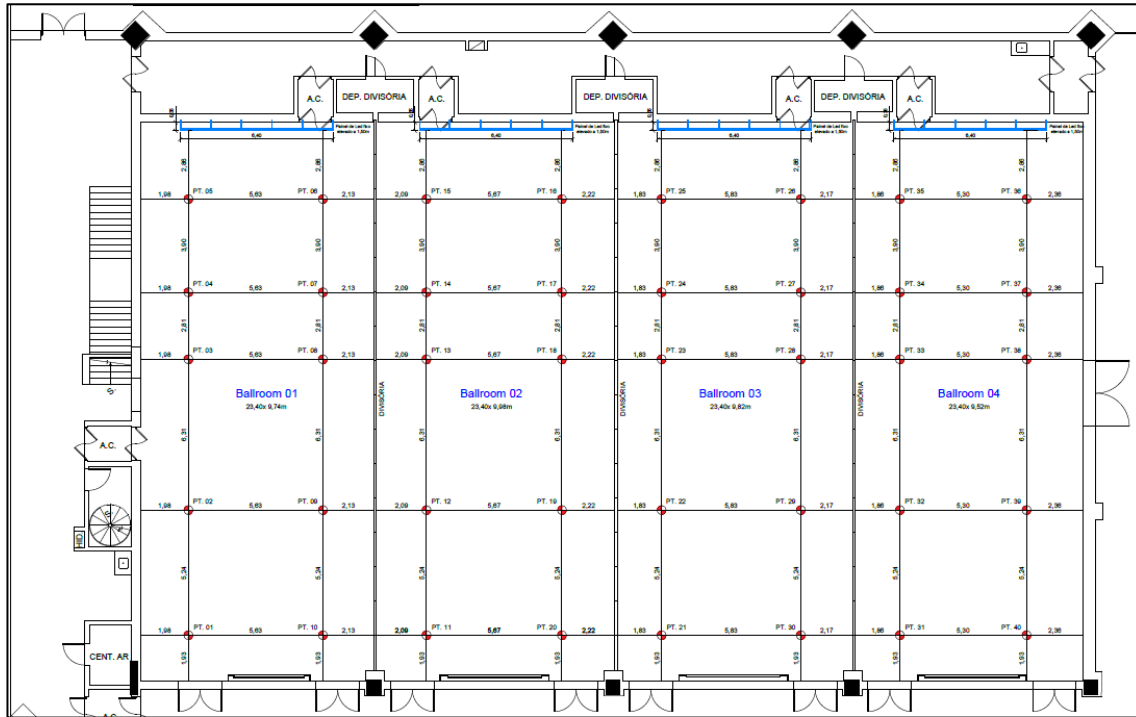
1.4. Deadlines/Projects/Assembly

- The project must be submitted **20 business days** prior to the event setup day, including the layout plan and calculation report.
- Failure to submit within the stipulated deadline may result in the risk of not being approved by the engineering team, and loads cannot be suspended.
- Only loads that have been previously approved by the engineering team can be suspended. In the event of changes to the project, it must be resubmitted to engineering for reapproval.
- Failure to adhere to the project will result in the suspension of assembly until the original project is followed or new validation is obtained from the engineering team.
- The project may only be assembled upon the prior submission of original ART or RRT covering both design and execution, issued by a licensed architect or civil engineer registered in São Paulo.
- In the case of previously approved projects that undergo changes during assembly, a new validation may be charged.

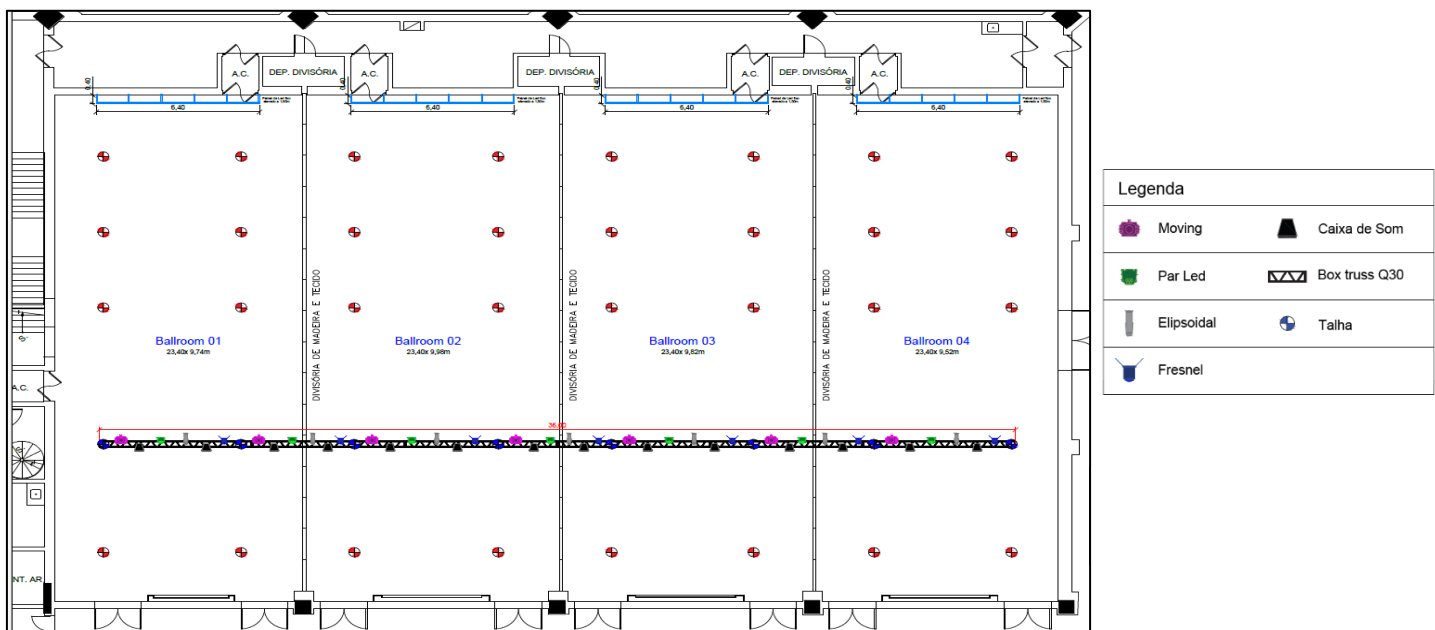
WTC EVENTS CENTER

2. AERIAL LAYOUT PROJECT

- The use of the standard layout plan template for implementation is mandatory.



- Aerial Layout Project:** must include a plan with all equipment and structures to be suspended, with a legend, structure names, and anchorage point identification, aligned with the calculation report.



WTC EVENTS CENTER

Avenida das Nações Unidas, 12.551 Brooklin Novo São Paulo - SP 04578-903 Tel.: +55 11 3055-8888
www.wtceventscenter.com.br

3. GUIDELINES - FILLING OUT THE CALCULATION REPORT

- The calculation report must be submitted in Excel format is mandatory; other formats such as PDF or similar will not be accepted.
- The data in the Calculation Report must match the Aerial Plan.

NOTE: Below are some screenshots with examples of the filling format. Please notice that these are only samples of local documentation and all ART and RRT can only be validated by an engineer or architect accredited by the engineering council of the state of São Paulo (CREA-SP), and additional informations, if necessary, can be provided directly to your hired professional

MEMORIAL DE CÁLCULO DE ESTRUTURA AÉREA - BALLROOM			
EVENO:	DATA DO EVENTO:	DATA DA MONTEGEM:	SALA:
			Ballroom

The report must include key event details.

Identification of all structures as per the aerial plan (e.g., "Box Truss line 1,2,3, etc.").

The number of anchorage point used per structure.

ESTRUTURA 1		197,88	Kg por ponto
		PONTOS DE FIXAÇÃO 8	
EQUIPAMENTO	QUANT.	PESO UNITÁRIO	PESO TOTAL
LINE ARRAY NEXO	8	119	952
FRESNEL 1000W	8	3,2	25,6
MOVING ROBE POINTE	8	15	120
REFLETOR PARLED	8	2,4	19,2
TALHA	10	10	100
MINI BRUTT	8	2,8	22,4
TALHA SOM	8	10	80
CABEAMENTO	1	180	180
TOTAL DE EQUIPAMENTO			1319,2
20% DE SEGURANÇA			263,84
TOTAL			1583,04

A complete list of all suspended equipment, including quantity, weight, and brand

Attention must be paid to the load capacity of each hoist point.

ESTRUTURA 1		364,80	KGf POR PONTO
		PONTOS DE FIXAÇÃO 2	
EQUIPAMENTO	QUANT.	PESO UNITÁRIO	PESO TOTAL
Mini Brutt	10	2,8	28,00
Refletor Par Led	10	2,4	24,00
Moving Robe 600	8	10	80,00
Line Array Nexo	4	119	476,00
			0,00
			0,00
			0,00
			0,00
TOTAL DE EQUIPAMENTO			608,00
20% DE SEGURANÇA			121,60
TOTAL			729,60

WTC EVENTS CENTER

Avenida das Nações Unidas, 12.551 Brooklin Novo São Paulo - SP 04578-903 Tel.: +55 11 3055-8888
www.wtceventcenter.com.br

4. PREPARATION OF ART - TECHNICAL RESPONSIBILITY NOTE

- The project can only be assembled upon the presentation of original ART (Technical Responsibility Note) or RRT (Technical Responsibility Registration) covering both design and execution, issued by a licensed architect or civil engineer.

NOTE: Below are some screenshots with examples of the filling format. Please notice that these are only samples of local documentation and all ART and RRT can only be validated by an engineer or architect accredited by the engineering council of the state of São Paulo (CREA-SP), and additional information, if necessary, can be provided directly to your hired professional.



The execution of the work or service is conditional upon the presentation of the **Technical Responsibility Note (ART)**, with a civil engineer designated as the responsible technician.

Only an ART from an engineer registered with the São Paulo Regional Engineering and Agronomy Council (CREA-SP) will be accepted, in accordance with Article 58 of Law 5.194/1966.

1. Responsável Técnico

Profissional: Engenheiro Civil

RNP: _____

Registro: _____

Contratada: _____

Registro: _____

2. Dados do Contrato

Contratante: _____ CPF/CNPJ: _____

Endereço: _____ N°: _____

Complemento: _____ Bairro: _____

Cidade: _____ UF: _____ CEP: _____

Contrato: _____ Celebrado em: _____ Vinculada à Art n°: _____

Valor: R\$ _____ Tipo de Contratante: _____

Ação Institucional: _____

3. Dados da Obra Serviço

Endereço: _____ N°: _____

Complemento: _____ Bairro: _____

Cidade: _____ UF: _____ CEP: _____

Data de Início: _____

Previsão de Término: _____

Coordenadas Geográficas: _____

Finalidade: _____ Código: _____

CPF/CNPJ: _____

The technical activity must include Project and Execution.

4. Atividade Técnica

Atividade	Descrição	Quantidade	Unidade
Projeto	Projeto de painel elétrico	2,00000	unidade
	Projeto de edificação provisória	1648,80000	quilograma
	Projeto de edificação provisória	240,00000	metro quadrado
Execução	Execução de montagem de edificação provisória	1648,80000	quilograma
	Execução de montagem de edificação provisória	240,00000	metro quadrado
	Execução de instalação de painel elétrico		

The ART must include a full description of all structures to be assembled, with precise measurements, details, and specific weights. For overhead structures, the report must indicate weight in kilogram-force (kgf), anchorage points.

5. Observações

Esta ART, refere-se a responsabilidade técnica de Projeto e Montagem de Estrutura de Mont. de 02 Painéis de LED(5X3)m², na Estrutura lateral de Palco. Proj. e mont. de 02 Pilares em BoxTruss Q30 e vigas em BoxTruss Q50, conforme croqui. Inst. de 02 Pontos de Fixação. PESO TOTAL DE CARGA= 291,60Kg/cada; PONTOS UTILIZADOS= 01 PONTO; CARGA DE PESO POR PONTO= 1.065,60Kg; PONTOS UTILIZADOS= 06 PONTOS; CARGA DE PESO POR PONTO=17 PONTOS.

6. Declarações

Acessibilidade: Declaro que as regras de acessibilidade previstas nas normas técnicas da ABNT, na legislação específica e no Decreto nº 5.296, de 2 de dezembro de 2004, não se aplicam às atividades profissionais acima relacionadas.

5. PREPARATION OF RRT - TECHNICAL RESPONSIBILITY REGISTRATION

- The project can only be assembled upon the presentation of original ART (Technical Responsibility Note) or RRT (Technical Responsibility Registration) covering both design and execution, issued by a licensed architect or civil engineer.



1. RESPONSÁVEL TÉCNICO

Nome Civil/Social	CPF
Título Profissional	Nº do Registro

2. DETALHES DO RRT

Nº do RRT:	Modalidade:
Data de Cadastr	Forma de Registro
Data de Registro	Forma de Participação

2.1 Valor da(s) taxa(s)

DOCUMENTO ISENTO DE PAGAMENTO

3. DADOS DO SERVIÇO/CONTRATANTE

3.1 Serviço 001

Contratante	CPF/CNPJ:
Tipo	Data de Início:
Valor do Serviço/Honorários	Data de Previsão de Término:

3.1.1 Endereço da Obra/Serviço

País: Brasil	CEP:
Tipo Logradouro:	Nº:
Logradouro:	Complemento:
Bairro:	Cidade/UF:

3.1.2 Atividade(s) Técnica(s)

Grupo: PROJETO	Quantidade: 6.963,40
Atividade: 1.2.4 - Projeto de estrutura metálica	Unidade: quilograma

3.1.3 Tipologia

Tipologia: Cultural

3.1.4 Descrição da Obra/Serviço

3 Linhas medindo 30m de ground p30 suspensas na
Linha 1 - 746kg no total, dividido em 6 pontos equidist
Linha 2 - 878,8kg no total, dividido em 5 pontos equid
Linha 3 - 905,8kg no total, dividido em 5 pontos equid

The **Description of Work/Service** must provide a complete description of all structures, including precise measurements, details, and specific weights. For overhead structures, the report must indicate weight in kilogram-force (kgf), anchorage points.

The execution of the work or service is conditional upon the presentation of the **Technical Responsibility Record (RRT)**, with an architect designated as the responsible technician.

The **technical activity** must include **Project and Execution**.

WTC EVENTS CENTER

Avenida das Nações Unidas, 12.551 Brooklin Novo São Paulo - SP 04578-903 Tel.: +55 11 3055-8888
www.wtceventscenter.com.br