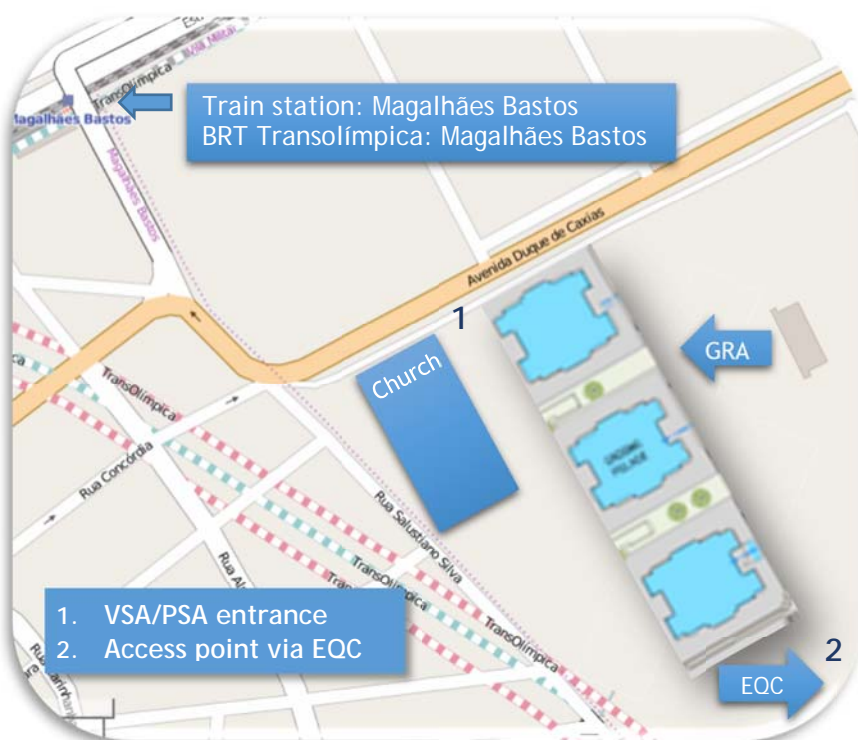


Grooms' Accommodation Welcome Guide

Welcome to the Grooms' Accommodation in Deodoro! We are happy to host you over the Paralympic Games and hope you have a fantastic stay with us. In this guide, you will find useful information about the accommodation and the services offered, as well as useful information to help you plan your trip to Rio de Janeiro. If you do have any questions you can find our contact information at the bottom of this page. You can also refer back to the Chefs de Mission Manual for more detailed information.

General Information

The Grooms' Accommodation (GRA) is located within the security perimeter of the Olympic Equestrian Centre (EQC) in Deodoro. The accommodation is close to the stables (455m using the Rio Caldeireiro bridge), allowing easy access to horses, 24 hours a day.



Address:

Av. Duque de Caxias 3,068 - (corner with Rua Salustiano Silva)
Vila Militar- Deodoro
Rio de Janeiro, RJ - Brazil

Google map: <https://goo.gl/maps/zR2TTiXDRUT2>

Latitude: -22.869734 | Longitude: -43.410316

No post or mail can be delivered directly to the Grooms' Accommodation. All deliveries should be directed to the NPC at the Paralympic Village.

The accommodation consists of:

Quick Info

Facilities

- 24 hr resident centre & entertainment room
- 24 hr self-service laundry
- Daily housekeeping service
- Ice available on the ground floor, close to the resident centre

Dining

All meals served in the Athletes' Lounge at EQC:

- Breakfast: 06:30-09:30
- Lunch: 11:00-15:00
- Dinner: 18:30-22:00

Smoking Areas

All apartments and guest areas are strictly no smoking.

There is a dedicated smoking area outside the Resident Centre.

Internet Access

All apartments have Wi-Fi internet with 40MB speed. The login details can be found on the router located in the social space.

There are two computers with internet access available at the resident centre.

Medical

Medical services will be provided at EQC during the competition period. For out-of-hours emergencies, please contact the resident centre.

GRA team contact

For any questions, please email groomsaccommodation@rio2016.com

- Six floors per building
- Four apartments per floor
- Three twin rooms, one single room, three bathrooms, a social space and a balcony per apartment

You will find the same furniture and technology equipment as provided in the residential spaces in the Paralympic Village, including air conditioning in bedrooms.

In addition, apartment social spaces are equipped with a 24 inch television showing 30 commercial channels.

Resident Centre

The resident centre is staffed 24 hours a day, and is your focal point for any queries or assistance. In the resident centre you will find:

- Reception desk
- Entertainment centre with pool tables, table football, TVs and shared computers
- Complimentary bottled water
- Linen and towel exchange, if required
- Tourist information

Housekeeping

Our housekeeping team will service your room daily:

- Linen changed every 4 days
- Towels changed every 2 days

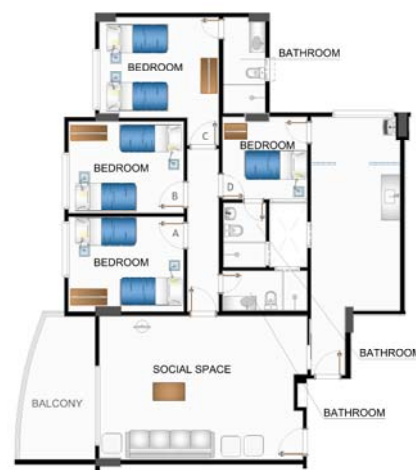
Food and Beverage

All grooms will have the GRA access code on their accreditation, which will give them access to dining facilities. Vets and other residents will need a sticker on their accreditation in order to access the Athletes' lounge where meals are served. All residents without GRA on their accreditation should come to the reception desk in the resident centre to get a sticker in order to access the dining facilities.

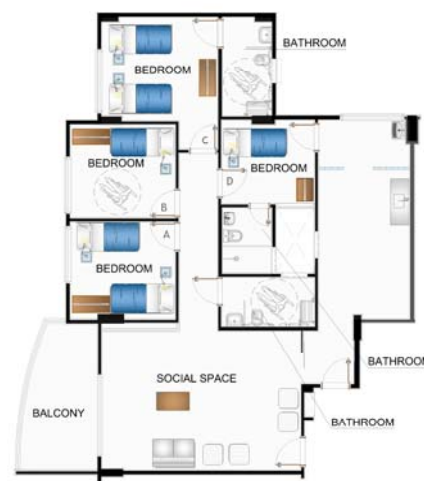
Complimentary bottled water will be available at the resident centre. User pay Coca-Cola vending machines will be available on the ground floor of each building. Coca-Cola fobs are not accepted at the Grooms' Accommodation.

Food items and beverages (up to five litres per person, per entry) for personal consumption are permitted through the security screening area at the Grooms' Accommodation VSA/PSA entry (see detail below). There are no refrigeration or cooking facilities available in the apartments, therefore all food items brought into the GRA are stored and consumed at the risk of the resident/ NPC.

Standard layout



Paralympics configuration



Access

Your accreditation must be visible at all times. Access to the Grooms' Accommodation is granted to properly accredited individuals with the following accreditation codes:

CATEGORY	ACCESS
Ao - grooms	EQ + GRA
Ao - veterinarians	EQ + PLV
All other NPC accreditation categories (Aa, Ab, Ac, Ao, Am, As, NPC, NPC**)	EQ or ALL + PLV
P personal coaches	None

Rio 2016 will not operate a guest pass system for the Grooms' Accommodation and guest visits will not be possible inside the accommodation.

There are two access points to enter the Grooms' Accommodation:

- VSA/PSA - Av. Duque de Caxias: the main entrance to the accommodation. You should enter here when you first arrive (if travelling without horses), and any time you wish to bring food or drinks into GRA. ¶
- EQC entrance: access point only. No food and drink allowed through this entrance.

First-time Arrivals

NPCs must complete their Delegation Registration Meeting (DRM) before the arrival of any horses, grooms or veterinarians at the Olympic Equestrian Centre or Grooms' Accommodation.

Arrivals with horses	Arrivals without horses
<p>As they will be unable to validate their PVC at the airport upon arrival, grooms & veterinarians arriving with the Peden Bloodstock horses' convoy will be able to enter EQC upon presentation of their Pre-Valid Card (PVC), together with a valid identity document (that used for the accreditation application). An access device will be provided which, together with the PVC, will enable them to enter the venue and GRA until they are able to validate their accreditation at the Venue Accreditation Centre (VAO) at EQC. This must be done within 24 hours of check-in.</p> <p>If you are arriving with the horses' convoy, your luggage will be delivered at GRA directly and you will be able to pick it up from the resident centre at the time of check-in.</p>	<p>Grooms & vets arriving without horses will be able to validate their PVC at the airport. Those who are unable to validate their accreditation at the airport can also do so at the EQC Venue Accreditation Office (VAO).</p> <p>If you arrive outside the EQC VAO working hours (31 August 08:00 to 18:00 / 1 to 16 September 05:30 to 18:00 / 17 from 08:00 to 18:00), you will be able to enter GRA as long as your name and identification details have been provided by your NPC in advance (see 'Check-in' information below). Without validating your accreditation, you will not be able to access EQC and the Athlete's Lounge, where all your meals are served. Please make validating your accreditation your number one priority the next day.</p> <p>When you first arrive, you should use the Av. Duque de Caxias entrance.</p>

Check in

Every NPC team must check in at the resident centre upon arrival in GRA. Once check-in is completed, teams will be directed to their accommodation. In order to facilitate the team check in, each NPC should submit a list of names of all their residents (grooms, vets and others), as well as their identity document information, to groomsaccommodation@rio2016.com by 19 August 2016.

The NPC representative should arrive with or before the group, sign for the keys to all rooms within the allotment, and be responsible for the Inspection & Inventory (I&I) report of all apartments/bedrooms. He or she will be given a check-in and an I&I form to be completed. The representative will have 24 hours to complete the I&I and return it to the reception desk at the resident centre

The check-in I&I report will form the basis of a similar process prior to departure from the Grooms' Accommodation. Any damage, intentional or accidental, to Rio 2016 property (except normal wear and tear), will be charged to the NPC and must be paid for prior to departure. Interior and exterior walls may not be penetrated in any way by objects such as nails, screws or drills. Adhesives to hang posters, schedules, banners, flags, pictures or other items may be used, as long as they do not leave marks or stains.

A schedule of damages for the Grooms' Accommodation is available on the [Rio Exchange](#) and at the resident centre.

Check out & Departure

Residents leaving the accommodation should check-out at the reception desk. Keys must be returned otherwise NPCs will be charged R\$50 for each key missing. The GRA team will inspect every bedroom/apartment after the resident leaves. In the 48 hours prior to the NPC representative's departure, they should plan to complete the departure I&I and do the official check out for their NPC allotment. The representative should be the last one to leave the accommodation to ensure a smooth departure.

During the departure I&I, Rio 2016 staff will compare the condition of the space and inventory with the documents signed by the NPC upon arrival, and determine whether anything has been damaged or is missing. **The NPC representative must be present during this inspection. Otherwise, they will be unable to contest any charges consequently applied by Rio 2016.**

Rio 2016 will apply charges for damaged or missing items, including keys, non-standard cleaning (for example, removing the smell and damage from smoking in the rooms), or removal of items left behind. NPCs must pay Rio 2016 for all damages prior to departure.

The check out time for all delegations is 18:00 on the day of departure. Residents are encouraged to take their luggage with them on departure; however, secure storage is available for late departures.

Transport

Deodoro can be reached by train, bus, private vehicles, and taxis. Dedicated shuttles from/to the airport will be available for accredited grooms and vets according to the tables below.

A direct transport service from and to GIG to the Grooms' Accommodation will be provided for grooms and veterinarians arriving/departing without their horses. This transport service will be shared between grooms, veterinarians, NTOs and ITOs. The frequency of this service will be based on data entered in the

ADS. In order to optimise the number of residents using the arrival/departure services, grooms and veterinarians may have to wait a maximum of 90 minutes for a shuttle to depart from GIG.

Departures in general will be scheduled four hours before the flight departure time. However, in order to optimise the number of people sharing the departures service, grooms and veterinarians may have to depart up to a maximum of 90 minutes in advance of the four-hour departure window. A departure schedule will be made available at the resident centre. Residents will be required to take their baggage with them for immediate departures, or have it labelled and securely stored for later collection and departure at the resident centre.

No transfer services will be provided from Santos Dumont Domestic Airport (SDU) to the Grooms' Accommodation.

The Grooms' Accommodation is located 430m from Magalhães Bastos train & BRT stations, providing a connection to the Rio city centre as well as the Barra Olympic Park.

If you are coming/leaving the Grooms' Accommodation by taxi or any un-VAPPed vehicle, you can be dropped off/picked up in front of the accommodation until the 10 September. From 11 September, the drop off/pick up point will be located approx. 550m from the entrance of the accommodation on Estrada General Canrobert da Costa, corner with Rua Pinto da Fonseca - see map here:

<https://goo.gl/maps/LnEycg7czfA2>. There is no parking at the Grooms' Accommodation itself, but correctly VAPPed vehicles will be able to park at EQC venue.

There is no transport service directly connecting the Grooms' Accommodation to the Paralympic Village. However, properly accredited NPC delegates will be able to access TA services from/to the Olympic Equestrian Centre to/from the Paralympic Village during training and competition periods. Grooms with a guest pass for the Paralympic Village will be dropped off at the Athlete Transport Mall and will need to walk to the guest pass office located at the Paralympic Village main entry.

Delivery Requirements and Master Delivery Schedule

All deliveries to the GRA must be booked in advance on the Master Delivery Schedule (MDS). NPCs and their freight forwarders should email mds@rio2016.com to request a login. To arrange a delivery, NPC freight forwarders must then book a slot (deliveries to GRA are from 09:00 to 17:00, from 15 July to 3 August) through the online system at <https://mds.rio2016.com> at least 48 hours in advance. Rio 2016 will confirm the delivery date and time, and provide instructions to the NPC freight forwarder. In the event of conflicting delivery dates, alternative times or dates will be provided. If you have any questions in regards to what items need to be delivered, please send an email to groomsaccommodation@rio2016.com.

We are looking forward to hosting you!!!