

1. ASSEMBLING, DECORATION AND DISMANTLING OF STANDS

1.1. DELIVERY OF AREAS (ONLY FOR EXHIBITORS WITH GOOD STANDING CERTIFICATE)

- To enter CORFERIAS to perform the assembly of the stands you should present the **Exhibitor's badge**. If the assembly is done by staff of a company specialized in this service, you must claim the badges of "**Assembling**" in the offices of the Organization or the day of the Meeting of Exhibitors. These will only be given to the person authorized by the main stand holder of the exhibiting company, by written letter and including a copy of the corresponding good standing certificate.
- CORFERIAS operational staff will present the areas under the conditions that are established in the contract signed with ANATO.
- The exhibitor must present the form of goods that can fill out through www.corferias.com and the **Good Standing Certificate**; otherwise release of the exhibition areas will not be done. **NO EXCEPTIONS.**
- The Exhibitor must have or require the Assembly contractor, a civil liability policy on the construction of the stand, which must be submitted previously to start the assembly, since in any situation where the safety of the stand is compromised, it is responsibility of the Exhibition Company.
- For admission to CORFERIAS, exhibitors or assembling companies must produce exhibition contract, movement of goods form (including assembly items), assembling badges and social security documents (occupational hazard insurer -ARL- and healthcare system -EPS-) of people involved in installation. If complete documentation is not submitted, CORFERIAS will not deliver the exhibition areas.
- No areas for the assembly will be given before the scheduled date. However, if strictly necessary and justified, CORFERIAS Technical Branch may authorize use of space in advance and charged at existing rates for the occupation of the area and the consumption of services. The use of space is not approved as a construction workshop; it should only be used for the built up and assembly of parts or modules manufactured in advance.
- If you do not need the items supplied by CORFERIAS with each stand (paneling, table and three chairs), please inform us by written letter in order to prevent its distribution. **Not using them, does not imply a stand price diminution.**
- If you rent a decorative element additional or different to those supplied with the stand, please check out the **Application Form and Reservation Services Rentals** with rates established by CORFERIAS and published on the websites: www.vitrinaturistica.anato.org, www.corferias.com. This is only a guide price. To request the service you need please go and submit directly in Original Form to CORFERIAS Customer Service Center PLUS located in Pavilion 10. You must do well in advance for your application to be considered. This is a special service offered by CORFERIAS. The Organization of the **XXXVII VITRINA TURÍSTICA** has no commitment at any time to bring any such factors or additional service.

1.2. ASSEMBLING PROCESS

- Previously, the Organization will provide a master plan with the specifications of the area, where there are support columns. It is very important to study the floor plans for avoiding design mishaps.
- Before installation, the exhibitor must verify the physical conditions and size of the spaces to be used, so that the design of the stand fits the conditions of the plans.

- The decoration companies that are responsible for pavilions or separate areas (for the same exhibitor) must receive and deliver those areas from/to the person appointed by CORFERIAS. **Under no circumstances, installation of exhibit areas can start without the proper official delivery by CORFERIAS.**
- The exhibitor or the operator of the assembly must respect the perimeter delimiting the exhibit area floor plan. The maximum height allowed in the pavilions is **2.40 meters** and the **maximum permitted height** of construction is **5.00 meters**. If you need more height, it should be requested for approval to the Assembling Office, which reserves the right to approve the request.
- The elements of assembly cannot protrude the perimeter.
- The blind walls may not exceed 50% of the facade.
- All installations shall plan the use of optimum finishes for all facades that can be seen from any point of the exhibition (back walls).
- The exhibitor and assembling enterprises must not affect CORFERIAS physical facilities (floors, walls, ceilings, structures, etc.) with temples, anchors, chase, nails, among others, as well as dividers and decoration. Otherwise, CORFERIAS Assembling Office will proceed with the corresponding bill.
- The exhibitor or the operator of the assembly should not use paint or glue on the divisive system, as this does not recover its initial state after being subjected to these products.
- Exhibitor and/or installers shall not use spray or compression painting systems in the pavilions. If required, they must install the necessary protection in the exhibition area and enclose or isolate the stand space not to affect adjacent areas. Failure to comply with this requirement CORFERIAS Assembling Office may apply a penalty to the responsible company or the assembly.
- No hook elements that are lightweight structures, ceilings or roofs of buildings. Companies should provide flexible designs, easy to assemble and self-supporting, not involving modifications or alterations to the structure of the fair ground.
- If the exhibitor or assembling company requires taking down anything from roofs or structures of other pavilions, they must request authorization to the Assembling Office at least 15 days before the start date of installation.
- CORFERIAS reserves the right to dismantle or remove any item it deems is against the rules established, without acknowledging any value.
- All assembly should include the use of best finishes for all walls that can be seen from anywhere on the display (butts). The plans that limit with another exhibitor must not exceed the maximum permitted height of **2.40 meters**. In that case, it must be separate 1 meter and the exhibitor should ask the CORFERIAS Assembling Office for the authorization. It is very important to make sure the pavilion height.
- For installation of sound emitters that may disturb or bother exhibitors or visitors, exhibitors or installers must provide adequate sound insulation systems or moderate volumes previously approved by the Organization. (Máx. 40 Decibels)
- All assembly company should have the tools and equipment needed to carry out the work CORFERIAS does not lend or rent tools or equipment.
- Exhibitors and installers should not manipulate the carpet and it shall not be removed in any case. They shall take the necessary measures to prevent paint stains, punctures, cuts or burns on the

carpet. In case of damage, CORFERIAS will charge for the replacement and/or impose fines for damage considering the ranges for the application of fines.

- Carpet cleaning or repair can only be performed by personnel authorized by CORFERIAS.
- Exhibitors must take responsibility for cleaning the stands during assembly, dismantling and trade fair. If any specialized company or natural person handles these tasks, the exhibitor must notify the Operational Coordination.
- Materials abandoned in common areas or outside the area assigned to the exhibitor area considered trash or debris. CORFERIAS can remove materials, objects or merchandise abandoned in public or circulation areas without taking responsibility for their condition or whereabouts, and charge the expenses generated by this operation.
- Exhibitor and installers must provide installation systems and use platforms or dais in case of applying finishes to the floor in order to avoid damage to the carpet of the pavilions.
- The maximum load capacity of concrete mezzanines is 400 kg /m²
- The CORFERIAS partition system serves a bounding rather than structural function; therefore, only items such as paintings, posters, etc. weighing no more than 5 kg can be hung per meter of white panel.
- For two (2) floors stands, exhibitor must present the complete project with plans and structural certifications written by a qualified professional. You must specify dimensions, capacity, and the
- All stands must comply with Earthquake Resistance Regulations 2010 NSR -10. CORFERIAS will not review or approve structural design or construction system of the stand as this is responsibility of the exhibitor or assembling company.
- The voltage of the electricity service supplied by CORFERIAS is 110 volts for monophasic and 208 volts for triphasic, both with a frequency of 60 Hz and variations of about 10%. We recommend using stabilizers and/or voltage regulators, UPS, regulated boards, fuses, step-up transformers, etc. to strengthen the protection of computers, electronic equipment and machinery with electronic control.
- Exhibitors and stand electrical installation and/or ephemeral architecture companies shall assign qualified personnel for the execution of electrical wiring, ensuring that they are properly certified and registered in the CONTE (National Council for Electrical Technicians) and comply with the Technical Regulations for Electrical Installations (RETIE).
- CORFERIAS reserves the right to dismantle or remove any item it deems is against the rules established, without acknowledging any value. For any queries or clarification, please contact CORFERIAS Assembling Office.

1.3. SAFETY DURING ASSEMBLING PROCEDURE

Remember that CORFERIAS will charge for damages to its facilities and equipment in accordance with the values shown in the list of replacement or those identified in specific cases applying the penalties. CORFERIAS reserves the right to stop assembling works that do not fulfill the above mentioned rules and those of industrial safety and prevent access to assembling companies that are plaintiffs in violation of the rules and processes or hinder the operation of the site.

- Exhibitors and installers must comply with the rules and regulations imposed by the Security office.
- For your safety, Exhibitors or Assembly companies cannot block electrical boxes, fire extinguishers, fire cabinets or emergency doors either during the assembly or the event.

- Not allowed under any circumstances excepting CORFERIAS staff, to operate on the decks of the blocks or halls. If it is necessary, the exhibitor or the operator of the assembly should first check with the Building Division of Technical and Infrastructure Branch.
- It is not allowed that anyone other than CORFERIAS operates on the roofs of pavilions under any circumstances.
- To carry out work after time schedule provided for mounting, the stand holders or the staff responsible for the assembly must fill the record of commitment with the Supervisor of the hall and address the charges established for using the light.

1.4 FIRE PREVENTION AND USE OF FIRE EXTINGUISHER

- Exhibitors or installers should not store or handle flammable and unhealthy substances or appliances running on gas, coal, petrol or any fuel that represents danger or cause discomfort in the pavilions or fairground. In cases where any of these items is necessary, they must have written permission from the Fire Department and the Security office of CORFERIAS and provide the respective security systems.
- It is the responsibility of exhibitors to bring fire extinguishers depending on the type of product exhibited in the stand. These are the considerations that determine the need, type and use of fire extinguishers:

Class A: extinguishers put out fires in ordinary combustible materials such as cloth, wood, rubber, paper, and many plastics.

Class B: extinguishers are used on fires involving flammable liquids, such as grease, gasoline, oil, and oil-based paints.

Class C: extinguishers are suitable for use on fires involving appliances, tools, or other equipment that is electrically energized or plugged in.

Some of these activities could generate fire hazards:

Things that could cause fire hazards	Type of Extinguisher to use
<ul style="list-style-type: none"> - Using chandeliers - Fire Show 	(ABC) MULTIPURPOSE (B) DRY CHEMICAL
Promotional Items	Type of Extinguisher to use
<ul style="list-style-type: none"> - Samovar and other items to prepare or heat food. - Oxidizing Agent - Disinfectants containing peroxides 	(ABC) MULTIPURPOSE (ABC) MULTIPURPOSE
Using Energy sources	Tipo de Extintor a utilizar
<ul style="list-style-type: none"> - Gas - Liquid Fuels - More than two electrical devices that generate overload. 	(BC) Co2 (B) SOLKAFLAN (C) CARBON DIOXIDE

1.5 DISMANTLING

- It will take place on Saturday **24th of February** from 8:00 to 18:00

UNDER NO CIRCUMSTANCES THE DISASSEMBLY OF STANDS OR THE REMOVAL OF DECORATIVE ITEMS AND SIMILAR WILL BE ALLOWED PRIOR TO THIS DATE.

- Please plan your schedule so that it can fulfill this commitment.
- It is imperative that at the time of the opening of the halls on the day of dismantling: 8:00 am, the person in charge of the stand has to be there, as it is the most critical time for loss of items, and it is impossible to guarantee control over the ownership of what is coming upon the hall. Neither the Organization staff nor CORFERIAS will assume any liability for these losses.
- The exhibitor must provide the space allocated and leased items to carry out their activities under the same conditions of preservation and cleanliness in which it was given by CORFERIAS otherwise penalties and required replacement values will be applied. These costs are borne by the exhibitor and the removal of goods shall not be allowed until they have canceled the corresponding value. This value will be assigned by the Operational Coordinator or an identified representative of CORFERIAS Assembling Office.
- Once the time established for the disassembly is completed, CORFERIAS will remove and arrange decorative material or elements remaining in the exhibition area without meaning any responsibility of CORFERIAS on them. CORFERIAS will charge transport and removal whether it shall be debris material, decoration or merchandise.
- For disassembling, different badges as those for the assembly are needed. These will be given at CORFERIAS office directly from **February 23rd, 2018**. The stand holders must have **due Good Standing Certificate** with CORFERIAS and the Organization of the Vitrina Turística.
- Each copy of the "Good Standing certificate" must be signed by the Hall Supervisor and they are proof of compliance in the release of the stands and rented items, so you must make the necessary copies according to the number of exits you will make from CORFERIAS.

1.6 DAMAGES AND PENALTIES

- The exhibitor or the assemblers are responsible for costs for repairs and fines, so these will be billed to their companies 'office and charged in accordance with the values established by CORFERIAS. Additionally, no withdrawal of goods or artwork will be authorized until these values have been canceled.
- The stands must be completely set by **Tuesday 20th February, 2018 at 18:00**. There won't be allowed the access of personnel for the assembly the **February 21st , 2018**.

1.7 STAND DECORATION

- The assembly companies should consider in their designs agile assembly systems with modules and all the elements finished and painted. Also, they should be self-supporting ready for assembling. The exhibition area should not be used as a workshop production of the stands.
- The exhibitor must be raised off the floor surfaces within the exhibition area to store the goods or artwork that are susceptible to deterioration due to spills of water, dust or other factors.

- Stand holder must fill out the form on time and cancel additional services, if required (telephone, furniture, energy, water supply etc.) at Customer Service Center (PLUS– Mezanine Pavilion 10)
- Exhibitors with the Assistant of the Technical and Infrastructure Director should check on the need for additional services such as water and sewer service, since in all parts of the Venue is not possible to install these services.
- Exhibitors and electrical installation companies will be responsible for ensuring that the wiring complies with: documentation of staff in charge of the installation (electrician certificate); controlling the type and quality of electrical materials used (original Centelsa or Procables electrical wiring); good condition of electrical appliances they wish to install such as lighting, plugs, power strips, connection terminals, etc.; elements that pose no risk of short circuit.
- Providing in advance to the Network Coordination division of CORFERIAS the wiring diagram to be implemented in a special assembly, detailing charges and equipment to be used, endorsed by an electrical engineer.
- Using caution when installing, avoiding warehousing and storage of items or goods which may have contact with power distribution strips or other elements that may cause faults or short circuits.
- CORFERIAS will deliver an electrical point of connection in the internal column of the stand with verifiable electrical parameters (voltage level, kilowatts to be used), and from there the exhibitor will directly make the electrical distribution for equipment installed, controlling the current to be used and taking responsibility for the operation of his equipment or machines.
- For security and logistics, exhibitors and installers should not block for any reason Electrical Box, Fire Extinguishers, Fire Cabinets or Doors during assembly, event or dismantling.
- The exhibitor and / or assembly companies shall be obliged to know, understand and disseminate these rules to all personnel directly or indirectly involved in the design, assembly, development and dismantling of the exhibition, being responsible for any situation or accident that occurs or derives from the non-compliance of these norms during any stage of the process.