



**Technical Appendix for  
Booth Construction**



## Section 2: Technical Appendix for Booth Construction

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# Technical Appendix

## 1. Preliminary Remarks.

The Organizer has issued this guide for all the exhibitors of **ExpoFerretera** to have equal treatment and the opportunity to present their products and/or services to visitors.

The guidelines indicated in this document should be read by the exhibiting companies and should be passed to the studios in charge of booth design and construction. In this Appendix, you shall find important information regarding construction and prevention regulations and procedures, aimed to achieve high degrees of safety in relation to technical and booth equipment for the protection of exhibitors and visitors.

The Exhibitor is responsible for complying with occupational safety and regulations on accident prevention in the booth. The exhibiting companies and the staff assigned to work before, during and after the event, should ensure that the installation and disassembly tasks do not endanger any person in the site and shall be responsible of any damage that arises from booth construction or operation.

For the benefit of all participants, the Organizer can prohibit a booth opening if the defects previously found by the Technical Direction have not been corrected prior to the beginning of the exhibition.

In any case, Indexport Messe Frankfurt S.A. shall be responsible for the damages arisen by labor, pension, work accident or any other nature reason caused by the Exhibitor, his/her staff and/or contractors.

The Organizer reserves the right to modify or issue additional safety and construction regulations at any time, which shall be sent to exhibitors via email.

## 2. Calendar (Assembly-exhibition-disassembly periods) \*.

\* The days and times may be modified.

Booth construction and decoration shall be carried out according to the following calendar:

### 2.1. Assembly of raw space and equipped booth

	Hours for constructors	
	Raw space booth	Equipped booth
Sunday, November 26	16 to 20 hs.	--
Monday, November 27	8 to 20 hs.	--
Tuesday, November 28	8 to 24 hs.	8 to 24 hs.
Wednesday, November 29	0 to 10 hs.	0 to 10 hs.

- The Organizer does not have any type of machinery/cart for the transportation of goods/materials that can be used/presented at the booths.
- **Additional equipment:** it shall be available the day before the beginning of the exhibition.
- On the opening day you will not be able to enter the premises with mounting material.
- The use of protective equipment is mandatory during the assembly and disarmament period.

### 2.2. Exhibition

	Hours for Exhibitors	Hours for Visitors
Wednesday, November 29	11 to 20 hs.	13 to 20 hs.
Thursday, November 30	11 to 20 hs.	13 to 20 hs.
Friday, December 1	11 to 20 hs.	13 to 20 hs.
Saturday, December 2	8 to 19 hs.	10 to 19 hs.

- **Repair hours:** Thursday and Friday from 11 a.m. to 12:45 p.m., Saturday from 8 a.m. to 09:45 a.m., prior notification to the Intendancy.

### 2.3. Disassembly

	Hours for constructors
Saturday, December 2	19:30* to 24 hs.
Sunday, December 3	0 to 8 hs.

\* Schedule subject to modification based on the departure of all visitors and other conditions conducive to the beginning of disassembly.

## 3. Booth Types and Equipment.

**3.1. Raw Space Booth:** It is only the hiring of free area, without including any other kind of items.

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Supplied items:

- Booth area demarcation



Indicative image based in a 4m x 3m (12 sqm) Free Booth

The booth hiring includes:

- Cleaning, lighting and general surveillance service in common areas
- Badges for access to the trade center
- Invitations and digital marketing tools to announce your participation
- Company Listing in the Digital Catalogue in the exhibition website
- Advertising and general promotion of the event

### 3.2. Hiring of Equipped Booth and Additional Furniture.

3.2.1. The Exhibitor has the possibility to hire, through the Participation Offer or in the Online Exhibitor's Manual, the **Equipped Booth** form, this includes:

- Everything detailed in the raw space booth
- Carpet which covers all the booth area
- White panels: 2.50 m high x 1,00 m width. Free panel to place graphics: 2.40 m high x 0,96 m width
- Flag sign with booth number with standardized typography
- Identifying sign with the name of the company in standardized typography
- Basic supply of 50 W electric power per sqm hired
- Electric board with thermal switches and circuit breaker per group of booths
- 1 (one) outlet up to 300 w.
- Lighting according to the area (1 spot every 3 sqm – led fixtures)
- 1 (one) desk with 3 (three) chairs and 1 (one) storage module. The equipment shall be available the day before the beginning of the exhibition. Colors and models may change depending on stock.

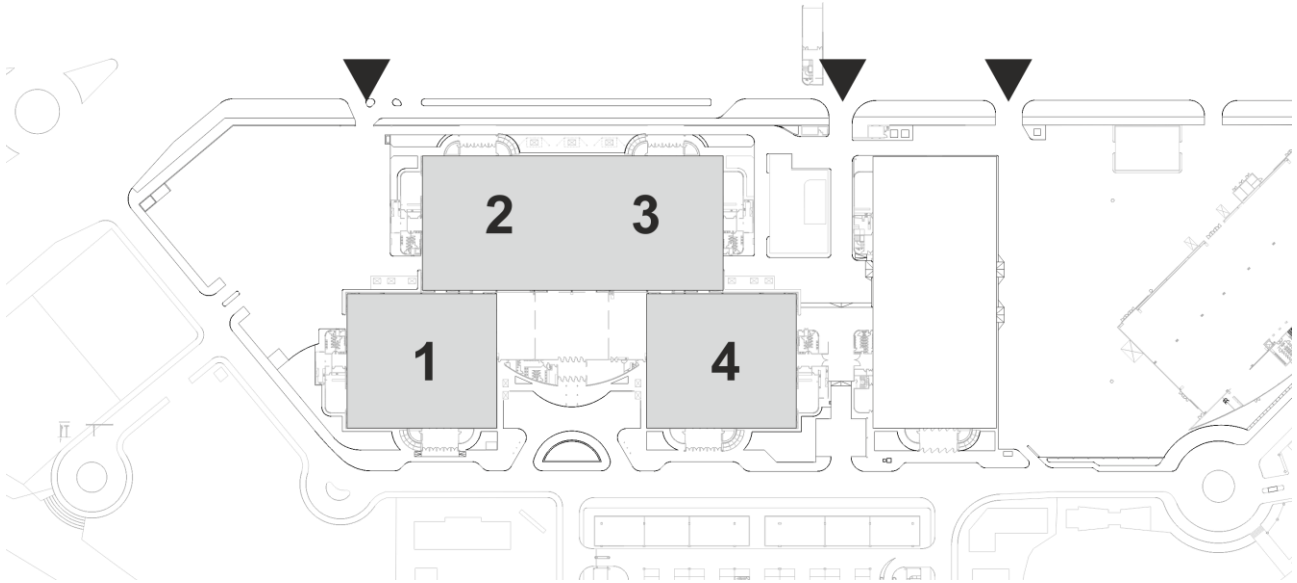


Indicative image based in a Equipped Booth

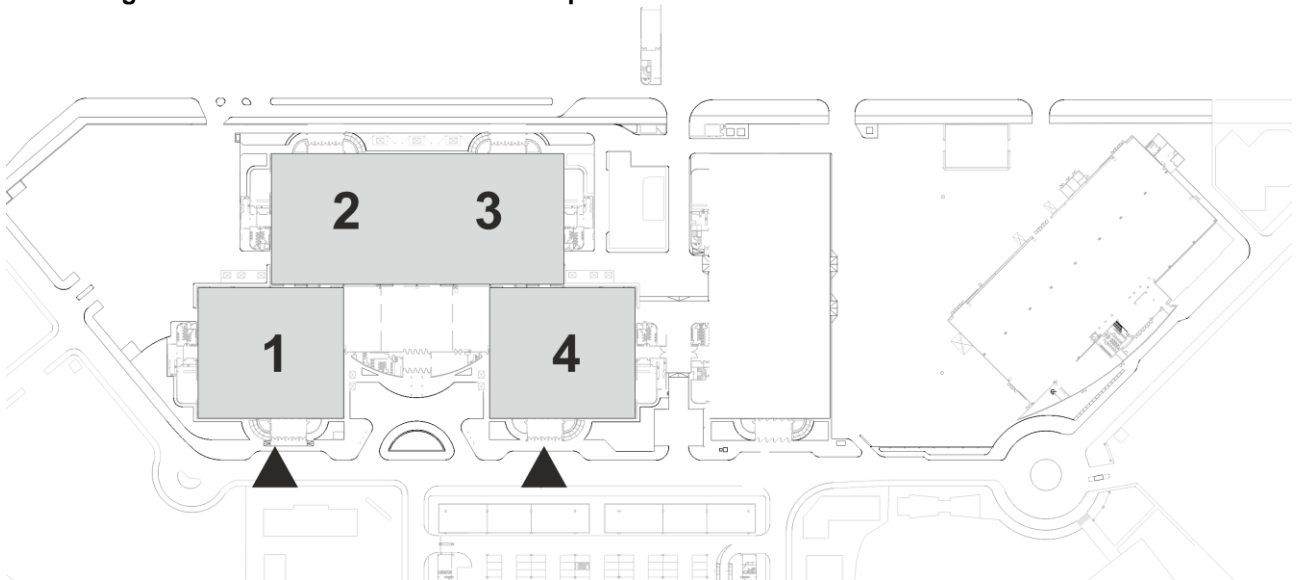
3.2.2. The Exhibitor, either he/she has hired a free or an equipped booth, may request additional furniture (chairs, displays, desks, etc.) through the Online Exhibitor's Manual.

## 4. Location and Accesses. Parking.

### 4.2. Assembly / Disassembly – Loading and Unloading Access Graphic



**4.2. During exhibition – Pedestrian Access Graphic.**



**4.3. Parking during Assembly and Disassembly. Loading and Unloading of Goods.**

During the assembly and disassembly periods, an area devoted to suppliers, booth constructors, decorators, etc. shall be set within the general parking lot in **Costa Salguero Center**.

Parking in this area shall be free of charge and shall allow entering and exiting without limitation. As the only requirement, the exhibition's constructor badge shall be submitted.

**5. Staff Access. Badges.**

5.1. All the staff that comes to work to Costa Salguero Center both temporarily or permanently during the assembly and disassembly days, or the days in which the exhibition is open to the audience, shall submit an identifying badge without exception.

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**5.2.** The Exhibitor shall request badges through the **Online Exhibitor's Manual**. Requests made by email, personal delivery, fax or any other method shall not be accepted.

**5.3.** Categories of the badges issued by the Organizer:

**Exhibitor:** to be used by managers and employees of the exhibiting company. It enables the access during assembly, disassembly and the days in which the exhibition is open to the audience since 2 (two) hours before the opening hours.

**Booth Staff:** for hired staff and/or work team that is not part of the Exhibitor's payroll (booth attendants, catering service, press agency, shows, etc.) It enables the access only the days in which the exhibition is open to the audience since 1 (one) hour before the opening hours.

**5.4.** Badges are personal and not transferable. They allow the carrier to access without a limitation in the number of times. The Organization shall not make, for any reason, badges without a name in it.

**5.5.** The Organizer shall inform via email, days before the beginning of the exhibition, the procedure to access the requested badges. If the badges request form is not filled in before the deadline, badges should be collected directly in **Costa Salguero Center** during the assembly days.

**5.6. To collect the badges in Costa Salguero Center or in case the Exhibitor and/or his/her staff should process a new badge, whatever the category is- he/she should submit, the insurance policies indicated in item 6.** This covers all the staff, managers, executives, employees and/or foreign staff working in the booth. This measure should be followed for each person that accesses the premises during the assembly/disassembly and the exhibition. If these requirements are not met, they shall not be able to enter the Trade Center. Without exception.

**5.7. Costa Salguero Center Mandatory Record:** Regardless the badges granted by the Organizer, **Costa Salguero Center** requires for every person that enters the premises **during the assembly and disassembly periods**, a record of workers that they issue. This record is mandatory, and without it access to the premises shall not be allowed.

The procedure shall be met by each exhibiting company directly with **Costa Salguero Center**. In [www.registrocentrocostasalguero.com/](http://www.registrocentrocostasalguero.com/) you can find the requirements and procedures.

**IMPORTANT! The Organizer will carry out this procedure for foreign exhibitors, not residents of Argentina.** Costa Salguero Center Mandatory Record will be requested if the foreign Exhibitor must enter the fairground during the assembly and disassembly periods.

**5.8.** The Exhibitor is responsible of reporting the architect and/or constructor on the use of badges issued by the Organizer and on the registration in the **Costa Salguero Center Record of Workers** so that, when reaching the premises, he/she can submit these passes and thus avoid any problem in the access and, therefore, any problem in his/her work development.

**IMPORTANT!** Badges shall be delivered to the Exhibitor, only if:

A booth plan has been submitted to the Technical Direction.

All payments have been made and the corresponding Debt Free certificate has been submitted

Prior verification and approval by the Organizer of the A.R.T. and/or Personal Accident Insurance payroll.

All the conditions stipulated in this regulation are totally met.

## 6. Staff Insurances.


**6.1.** The staff that the Exhibitor appoints for his/her booth shall be hired by the Exhibitor. He/She shall be exclusively responsible for the staff within the booth, and shall fulfill all the labor, pension and/or any other kind of obligations. Said hired working team shall exclusively perform tasks for the Exhibitor in his/her booth, not having any legal and factual or any nature binding with the Organizer.


**It is an essential requirement that all the staff carrying out any kind of tasks under the Exhibitor's responsibility should be covered by an insurance policy for the risks stated in Act 24,557 of industrial accidents and its amendments.**

Registration badges for the staff will only be granted once the early registration proof of the worker issued by AFIP is submitted, and/or the employment relationship with the Exhibitor is proven and/or documentation or invoice duly issued that supports the hiring in case the workers are hired through a promotion agency.

**6.1.1. Staff under employment relationship (A.R.T.). Requirements:** Certificates of Work Risk Insurance (ART) shall be submitted with the list of staff and subcontractor in charge of the tasks. It is implied that the Exhibitor shall be the only one responsible for fulfilling that, in time, subcontractors observe the abovementioned regulations.

The policy shall contain the Non-repetition clause in favor of: **Indexport Messe Frankfurt S.A. CUIT: 30-63888317-8 / Centro Costa Salguero S.A. CUIT 30-66154426-7 / Telemetrix S.A. CUIT 30-62032463-5 /**

 Request badges for the staff that will work in the exhibition. **They will not be able to enter the trade center without them!**

 Should the staff not have a Personal Accident Insurance, they may hire it online through Rio Uruguay Seguros.

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Gobierno de la Ciudad de Buenos Aires CUIT 34-99903208-9 / Cámara de Ferreterías y Afines de La República Argentina (CA.F.A.R.A) CUIT: 30-52715480-0.

**6.1.2. Staff not under employment relationship (Personal Accident Insurance – S.A.P). Requirements:** The Exhibitor shall hire for the staff which is not under employment relationship (managers, counselors, contractors, booth attendants, etc.) a Personal Accident Insurance for death or total or partial incapacity for a minimum insured amount of \$6,000,000 (six million Argentine pesos), with coverage for medical-pharmaceutical assistance of \$200,000 (two hundred thousand Argentine pesos) and a proof of registration of those people in AFIP. The policy shall contain the Non-repetition clause in favor of: **Indexport Messe Frankfurt S.A. CUIT: 30-63888317-8 / Centro Costa Salguero S.A. CUIT 30-66154426-7 / Telemetrix S.A. CUIT 30-62032463-5 / Gobierno de la Ciudad de Buenos Aires CUIT 34-99903208-9 / Cámara de Ferreterías y Afines de La República Argentina (CA.F.A.R.A) CUIT: 30-52715480-0.**

The required documents shall be issued only by the Insurance Company. Certificates issued by Brokers, Insurance Brokers or Counselors shall not be accepted.

### IMPORTANT!

**Foreign exhibitors must obtain a personal accident insurance to enter to Centro Costa Salguero. This is not travel insurance or traveler assistance. You can contact Rio Uruguay Seguros to manage them WhatsApp +54 9 11 2040 0802 .**

**6.2.** The Exhibitor shall be the only one responsible before contractors and subcontractors with whom he/she relates during the exhibition, both permanent or occasionally within the internal or external areas of pavilions, thus being totally responsible for all the obligations and derivations of said hiring and/or sub-hiring included those of their staff and fulfillment of obligations related to salary, pension and social security of the staff working for them, keeping the Organizer harmless before any claim of any kind that arises, and paying for all the expenses and legal costs, intervening attorney and expert fees.

**6.3.** Furthermore, the Exhibitor and subcontractors shall keep the Organizer harmless before eventual claims derived from Employer's Civil Responsibility exercised by his/her dependants and that is not foreseen in the Work Risk Insurance, and the Exhibitor and/or subcontractors shall be able to hire policies or take the risk. The Exhibitor shall provide sufficient means to avoid the performance of tasks by all the staff, employed by him/her or by subcontractors, which do not have a clear identification of being affiliated or registered in a Work Risk Insurance Company. In the same way, the Exhibitor shall release the Organizer of all responsibility and shall keep him/her harmless from the economic and legal viewpoint of any claim received on the Labor Department's part and/or AFIP and/or the Buenos Aires City Government and/or any other control entity, by any reason of any nature.

## 7. Submission of Construction Plans.

**7.1.** The Exhibitor that makes a construction in the hired space shall mandatory submit the plan to be approved by the Technical Direction.

**7.2.** The plan review has the aim of detecting prior to the assembly possible errors in sizes, areas or non-compliance with the regulatory provisions, and that, in case these are detected during the booth construction, they shall generate delays and inconveniences to exhibitors and the exhibition in general.

**7.3. The submission should be done in digital format through the Online Exhibitor's Manual.** The technical information loading should be done within the deadline, otherwise, the delivery of badges that give access to the trade center may be affected.


**7.4.** Requirements for loading technical information:

### **7.4.1. Booth plan:**

- It should include plans and elevations, with explicit indication of all sizes, materials to be used, location of products to be exhibited, light installations, driving force and water (if any).
- Project renders and 3D color images as a complement of the technical information should be included.

**7.4.2. Delivery format:** You should upload to the **Online Exhibitor's Manual**, a PDF file, A4 size (Booths up to 50 sqm) or A3 (Booths of more than 50 sqm), with a total weight not larger than 1Mb; it may include 1 or more pages, with plans, views and 3D images. Each page shall include a standardized label with the following data:

- Name of the company
- Number of lot



Load the booth plan with the required technical specifications.  
**Those who have not submitted them shall not be able to collect the badges, thus their access to the premises shall be banned.**

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- Hall
- Area
- Data of the signing professional registration confirming it is valid

**7.4.3. Contact Data:** All the submitted plans shall be signed by the Professional responsible for the project. The following data shall be included:

- Phone and cellular phone number.
- Email address.
- In case the construction manager is another person different from the responsible professional, please provide his/her cellular phone number so that he/she can be quickly contacted in case there is any contingency that may arise during the event.

**7.5.** The Technical Direction shall notify via mail if the plans have been approved, rejected or have any observation.

The errors reflected in booth projects, due to lack of knowledge or Regulation interpretation errors are exclusive responsibility of the Exhibitor. As well as involuntary omissions in corrections by the Technical Direction, this does not give right to non-compliance of regulation. It is suggested to exhibitors that they should transfer this responsibility contractually to their respective designers or booth constructors.

**7.6.** Modifications to already approved plans shall not be admitted. Rejected or observed plans shall be submitted again within a maximum deadline of three (3) working days, as from the date the rejection is informed.

**7.7.** The Plan Approval or Observation does not consider the analysis of the correct construction resolution of each booth, being the Exhibitor and his/her Constructors' responsibility, the work execution according to the art rules in the area.

**7.8.** To begin the assembly, they shall submit the plan approved by the Technical Direction as well as the insurance policies of the staff affected to the work in the booth and have the lot totally paid.

**7.9.** The Organizer is totally exempted of any responsibility that may arise in relation to space construction.

**7.10. Professional Commission:** In case the Exhibitor plans to build a Mezzanine in his/her booth, he/she shall add, apart from the submission of plans to the Organizer, the Professional Commission signed by the professional with valid registration.

## 8. Prevention, Safety and Surveillance

**8.1.** Exhibitors shall install within their booth a 5 kg. fire extinguisher every 24 sqm. They should be three-class, dry chemical powder fire extinguishers for A, B or C fires. They shall meet IRAM standards, with aluminum package and have their corresponding control official certificate updated. It shall be placed in a visible site and the booth's staff shall be familiarized with its use to act promptly and efficiently, if necessary.

**8.2.** In case of fire, the Exhibitor shall inform immediately the Administration and avoid the fire propagation with a fire extinguisher and remove products next to the fire.

**8.3.** All the construction materials shall not be flammable, or have a limited flammability.

**8.3.1.** A material is considered not flammable when, in the way it is used and under the foreseen assembly and use conditions, is not ignited, burnt, keeps combustion or releases inflammable vapors when subject to fire or heat. The materials that pass ASTM E 136 essay at 750 °C are considered not flammable.

**8.3.2.** A material is considered of **limited flammability** if, not meeting the non-flammable definition, in the way in which it is used and under the foreseen

assembly and use conditions, it has a heat release potential of 8,000 kJ/kg. Among these materials you find:


1) The materials which have a non-flammable structural base, with a superficial coverage of not more than 3mm thick and which have a flame propagation index not higher than 50; and

2) The materials that, in the shape and thickness in which they are used, differ from the materials detailed in 1); do not have a flame propagation index higher than 25; do not show progressive continuous combustion and have such a composition that surfaces exposed through a cut in the material in any plane; do not have flame propagation index higher than 25 or show progressive continuous combustion.

**8.4.** All the building materials, bricks, cement, plaster mixes or any type of wet construction.

**8.5.** With the aim of preventing, reducing and preserving the physical integrity of any person that access and/or stays in the Trade Center and Pavilions during the assembly and disassembly period, it is suggested that they use protective equipment (helmet, safety harness, gloves, glasses, etc.)

**8.6.** The Organizer shall determine general surveillance staff, which is responsible for the order and contingencies, not being responsible for thefts and robberies. During the hours in which it is closed to the audience, nobody can remain within the exhibition premises except for the abovementioned surveillance staff. If the Exhibitor wishes to hire exclusive surveillance staff, he/she shall request the Exhibitor's Service Department the Security Company's contact information.



**Avoid accidents!**  
Please use protective equipment during the assembly and disassembly periods.




### 9. Exhibition of Machinery

- 9.1.** In case the Exhibitor wishes to exhibit during the exhibition any machine of any kind, he/she should inform it, at least 30 calendar days before the beginning of the exhibition. In this sense, he/she shall detail the time the machine will be operating as well as the type, volume and weight of the equipment with specifications on the different services required to support the installation; description, quantity and size of the supporting surface/s, as well as the full name and last name of said machine operators.
- 9.2.** If the machinery has a weight equal or higher to 1 ton, the Exhibitor shall detail the information in the **Online Exhibitor's Manual** and comply with the foreseen rules for entry and exit.
- 9.3.** The Organizer reserves the right of not authorizing the machine exhibition in case that, without detriment of having completed all the documentation, he/she considers that said exhibition, operation or entry or exit of the machine may result in a risk for the safety of the place or third parties.
- 9.4.** In case that the Exhibitor does not request the authorization to the Organizer and/or that the Organizer did not grant the written authorization, the Exhibitor shall not be able to exhibit said machinery.
- 9.5.** The operating or large volume machines shall have a space proportional to their sizes that allows the free movement of its mobile items, and the safety of their operators and the audience and the possibility of viewing of its parts. This space is subject to the Organizer's approval.
- 9.6.** The operating machines shall be set back, at least, 0.80 m from the booth front.
- 9.7.** If the exhibition of machinery generates extra costs, these shall be paid by the exhibitor.

### 10. Prohibitions. Existing installations

#### 10.1. It is forbidden:

- To chip, make a hole, weld, cut, paint and/or deteriorate walls, paving, columns and all the existing installations.
- To use autogenous welding equipment and gas welding torch.
- To paint with a spray gun inside or outside the Trade Center installations.
- Materials or work tools of any kind that may block access in the aisles cannot be placed there
- Under no circumstances, to block escape routes (emergency exits), signaling lights, fire extinguishers, fire hydrants, indicators and other protection equipment.
- Exhibitors cannot cover, remove or modify the position of the flag sign, nor add it any other item, or change its location, except with express authorization of the Organizer.
- It is not allowed to operate tools that produce sparks (grinding machines, blade discs, electric welding equipment, etc.) without using the corresponding protective items



As a consequence of violating a prohibition order, the Exhibitor may be sanctioned and even his/her participation in the exhibition may be affected.

#### 10.2. Repair costs of any damage caused by the Exhibitors and/or his/her hired staff will be responsibility of the Exhibitors.

### 11. Floors.

**11.1.** The pavilion floors support a maximum compression of 4 kg/sqcm in pavilions 1 to 4 and 5 kg/sqcm in pavilions 5 and 6.

**11.2.** Floors shall not be covered with a finishing coat of plaster, painted, or covered with granulated materials. Dais, carpet or other covering can be placed in the booth surface. It shall not be allowed to fix carpets to the floor using contact cement or similar, and they should be fixed with double-sided adhesive tape or they should be fixed to dais or any other means other than the paving.

**11.3.** The re-carpeting procedure and the repairs in the existing carpet should be made with the same system abovementioned.

**11.4.** It is forbidden to drill, install plugs and bits or create threads of any type, break, deteriorate or dig gutters in the floor.

**11.5.** It shall be mandatory in all booths with elevated floor, of more than 24 sqm to install a handicap-accessible ramp. It shall not have slopes higher than 10% in any of its angles and it shall start at existing finished floor level and end in the elevated booth floor without sharp edges or projections.

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**11.6.** Heavy objects, machines or columns, shall distribute the weight by supporting it over iron plates or wooden planks of enough section. Foundations shall not be admitted, all constructions shall be laid on the existing floor, without breaking it.

**11.7.** In the cases in which a wooden floor, carpet on dais are installed or clothes are used, a Material Fire-Proof Certificate signed by the Safety Engineer shall be submitted. Furthermore, the product used to convey fire-proof protection shall have INTI's approval. Said Certificate shall be submitted to the Administration and/or Technical Direction of the event, during the assembly.

### 12. Panels. Party Walls.

**12.1.** All the booths that have glass panels in the external area shall use warning signs in them, in order to make the audience easier to view them, thus avoiding possible accidents.

**12.2.** On the panels provided by the Organizer, only self-adhesive materials can be fixed (double-sided tape, plottings) and it is not allowed to fix items with any kind of adhesive products.

**12.3.** It is forbidden to paint, make a hole, screw on or nail with items of any size. Damaged panels shall be charged to the Exhibitor.

**12.4.** The structure should not be used to support showcases or other items; it shall only be used for murals or collections of samples that do not exceed 5 kg. in each panel, that shall be hanged of the higher bar.

### 13. Electricity.

**13.1.** Each Exhibitor must contract the general power supply for their both and/or operation of machines and motors through the **Online Exhibitor's Manual**. The cost of the power will be for the entire exhibition. For this service, the Exhibitor will receive an invoice that must be paid before assembly days. Orders placed after the deadline will have an increase of 25% of the value and will be subject to availability based on the regulations in force to date.

**13.2. Power consumption measurement:** During the event, controls of each booth real consumption shall be done. All power consumption higher to the requested, provided it is possible to supply it, shall be charged to the Exhibitor a 25% more of the standard rate over the excess of the consumption stated. The consumption excess payment shall be made in a deadline not longer than 24 hs. Refund requests shall not be attended.

**13.3. Costa Salguero Center** shall supply power to the booths. Electric power shall be supplied from perimeter boards and/or from aerial boards. The electric power is of 220/280 V and 50 cycles / seg alternating current.

**13.4.** During the assembly, the supply of electric power shall be provided from work boards. The assemblers shall have enough extensions to connect to these boards.

**13.5.** In the exhibition, after installing the booth electric board and power cable, the professional shall write down in the Electric Connection Template, that shall be located in the service aisle of each pavilion, the company name, the booth number, and the request time. **Costa Salguero Center** shall do the final connection of your booth according to the order in this list. **Costa Salguero Center** shall not connect any electric installation that does not comply with the rules stated herein.

**13.6.** In all the cases, the service connections shall be laid to the existing trade center outlets with workshop-type, sintenax or lead-like cables with a suitable section for the requested consumption, in only one part, thus avoiding contact with sharp surfaces that may affect its insulation.

**13.7.** The power cable shall be of only one part and shall keep the double wrapping in all its length up to his connection to the board, without leaving single-wire cables at sight in any point of the installation. In case of having terminals or cable glands, these shall be included within the board and not at sight.


**13.8.** The ground cable shall be of 2.5sqmm minimum section and shall support the installation short-circuit current. It shall not have any sectioning and shall not pass through the differential switch.

**13.9.** All the bearing metallic structures, supports, bases, columns, etc. of electric equipment or fixtures, as well as the booth own structure, shall be firmly ground connected.

**13.10.** Cable laying through floors, service large doors, emergency exits or audience circulation areas shall not be allowed.

**13.11.** In cases in which it is necessary to install turnbuckles between beams to place power cables outside their projection, works shall be coordinated with Centro Costa Salguero S.A.'s Administration beforehand, submitting a floor plan of the event with indicated descents and turnbuckles.

**13.12.** Each exhibitor shall be responsible for the installation of his/her booth, taking into account the following considerations:



Register the staff affected to Assembly and Disassembly in the Costa Salguero Center Record of Workers.  
**Without it they shall not be able to enter the trade center!**

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- All the electric installation to be done shall be made by a registered electrician. It is strictly forbidden to do illegal connections and/or connect powers higher than the ones requested.
- It shall have a switchboard with differential switch and thermomagnetic protection of a suitable capacity to the installed power. This board shall be supplied with a workshop cable with a section that is enough for the foreseen consumption or a 2.5sqmm minimum section, which the Costa Salguero Center staff shall connect to the perimeter or aerial boards, accordingly.
- The single-phase service connections shall be permitted for powers up to 3 kVA. For higher powers, the service connections should be three-phase, and the exhibitor shall conveniently balance the single-phase consumption in order to avoid generating harmful unbalances in the installation.
- Only green/yellow ground cable and light-blue neutral cable shall be mandatory.
- The service connection board shall have a thermomagnetic general switch, ground terminal and differential switch per each booth and it shall not be down to the floor, being mandatory to fix it to any structural item of the booth.
- Within the booths, only cable insulated with lead-free environmental friendly PVC, IRAM standard 2183, or the extra flexible underground cable abovementioned can be used.
- It is totally forbidden to use parallel type cable.
- Any halogen lamp located under 2.5 m high shall have mesh or glass protection that avoids the contact with the lamp.
- Any lighting fixture or luminous sign that requires special voltage shall have an individual thermomagnetic two-pole protection for each installed elevated transformer.
- In the case of luminous signs located under 2.5 m high, they shall have a suitable dielectric envelope that avoids the possible contact with the components.
- It shall be mandatory, for driving force, to have workshop-type, sintenax or lead-like conductors from the switchboard to the switches of each engine, starters with current limiting device (triangle star-type) in all engines of more than 10 HP and safety devices for each of them.
- All the machines shall be ground connected and the ones installed on the floor or at audience reach shall be protected against direct contact.
- For consumptions higher to 30 kVA and up to 60 kVA, they shall have two switchboards, with the same abovementioned considerations for each of them.
- For consumptions higher than 60 kVA, the trade center has power reserves that require special layings.

**13.13.** The Organizer has the authority to decide not to supply energy, if at his/her criteria the electric installation does not meet any demand and/or safety conditions and may limit the supply power when it can affect, due to excess load or safety, their own lines and installations.

**13.14.** The Organizer is not responsible for the malfunction or design malpractice or anti-regulatory assembly of light installations and/or booth driving force.

**13.15. Connection and disconnection:** To have electric connection, the exhibitor shall have the Organizer's installation approval. Every day, at closing time, the Exhibitor shall disconnect all the switches.

**13.15.1.** He/she shall supply individual circuits for refrigerators and other equipment that may be operating during the night regardless of lighting.

## 14. Lighting.

**14.1.** Lighting fixtures shall not cause any trouble to the audience or the surrounding booths.

**14.2.** Luminous signs, sparkles, flashing or revolving lights, etc. are forbidden.

**14.3.** It is not allowed to place fixtures on floors without a protection item that avoids the contact with the audience.

**14.4.** Types of lights:

**14.4.1.** For all the applications of the booth general lighting, only the installation or use of the following light sources shall be accepted:

- Lamps that use Light Emitting Diode (LED) technology:
- For all the localized lighting applications, Light Emitting Diode (LED) technology light sources shall only be used.

**14.4.2.** It is strictly forbidden to install or use:

- Filament lamps of any kind.
- Halogen lamps in all formats.
- High or low pressure sodium lamps.
- Mixed technology lamps, a mix of any of the abovementioned, different technologies to the ones above detailed.
- Fluorescent lamps of any kind.

**15. Water and Drain Supply.**

**15.1.** This service is exclusive for the operation of machinery and equipment. All the other uses are not considered (hygiene, gastronomy, etc.)

**15.2.** The installation shall be requested through the **Online Exhibitor's Manual**. For this service, the Exhibitor shall receive an invoice that he/she shall pay before the beginning of the exhibition. The cost per water connection and drain shall be for the whole duration of the fair. No service shall be provided until its total payment is received.

**15.3.** All the requests of water and drain shall be approved by the Organizer before the installation and any other additional equipment for it shall be the Exhibitor's responsibility.

**15.4.** This service shall only be supplied in those cases in which the lot has a water supply and drain.

**15.5.** The installation and connection of these services shall be payable by the Exhibitor and shall be done only over the paving level without breaking it and in those booths in which it is not necessary to cross aisles.

. Pipelines, materials, labor and any other additional equipment for the corresponding installation shall be payable by the Exhibitor.

**15.6** The water supply pressure is not guaranteed by **Costa Salguero Center**.

**15.7.** For water connection you shall have: ¾ inch male thread connectors, pipeline suitable for 5kg/sqcm pressure from network connection to a stopcock to be located in an accessible place, double clamps in all the accessories to the stopcock or thread connectors. The connection for drain shall be of 2 inches.

**15.8.** The installation of water supplies shall be done by **Costa Salguero Center** and the Exhibitor shall be responsible for the connection from water supplies to machines and/or equipment.

**16. Construction Height.**

**16.1.** The maximum height of any construction, including lighting fixtures, is up to 2.50 m high from floor.

**16.2.** With the aim of allowing a higher architectural development of booths, in lots of up to 49 sqm, it can be reached with elevated items up to 4.00 m high in a delimited area with a 1 m. set back of each of the sides of the booth, except the front side.

**16.3.** The booths located in pavilions 1, 4 and 5 with an area larger than 50 sqm, can reach 4.5 m high and the booths that exceed 100 sqm can reach 5 m high, provided the height of the pavilion and any of its existing items allow it.

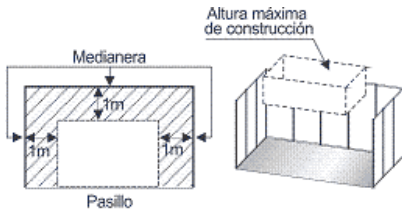
**16.4.** The booths located in pavilions 2 and 3, that have an area between 50 sqm and 100 sqm, can reach 5 m high; the booths that exceed 100 sqm, can reach up to 6 m high.

**16.5.** The indicated sizes shall be possible always with the limitation of setting back elevated items 1 m from party walls and only if the pavilion height and any of its existing items allow it. Booths shall respect the same setbacks and aesthetics that other typologies.

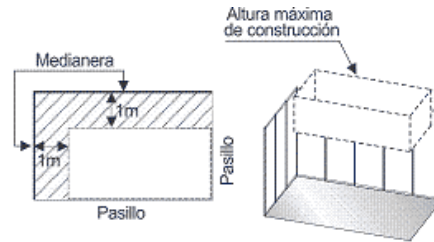
<b>Pavilions 1 and 4</b>	<b>Maximum height</b>
50 sqm to 100 sqm	4.50 m.
+ 100 sqm	5.00 m.
<b>Pavilions 2 and 3</b>	<b>Maximum height</b>
50 sqm to 100 sqm	5.00 m.
+ 100 sqm	6.00 m.

**16.6.** Elevated items shall have all their faces with the same hierarchy, aesthetic and with good surface finishing to avoid interfering with neighboring booths aesthetics. Signs and advertisements higher than 2.50 m shall be treated in the same way.

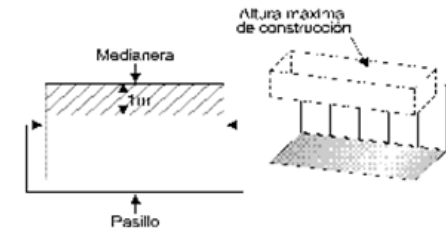
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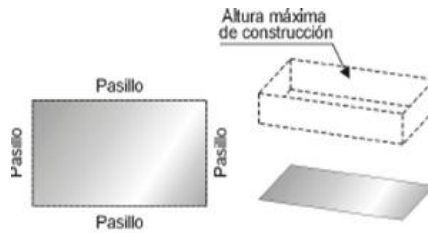
Booth between 3 party walls  
The /// lines indicate where the maximum construction height is 2.5 m



Booth between 2 party walls  
The /// lines indicate where the maximum construction height is 2.5 m.



Booth between 1 party wall  
The /// lines indicate where the maximum construction height is 2.5 m



Booth in island

**16.7.** In all cases in which you wish to hang a structure and items from the Trade Center structure, carefully read the Hanging of Structures section.

### 17. Mezzanines.

**17.1.** All the Exhibitors that wish to construct mezzanines in their booth shall meet the following requirements:

- To have a booth larger than 50 sqm that it is not perimeter.
- Request authorization to the Technical Direction of the event.
- Submit Professional Commission (see item 18.3)

#### 17.2. Technical specifications:

- The mezzanines shall not exceed 50% of the lot area and cannot be larger than 25 sqm.

Example:

- a) Lot area: 100 sqm
- b) Mezzanine area up to 50 sqm
- c) Mezzanine area without charge 25 sqm
- d) Mezzanine area to be paid 25 sqm
- e) Total to be paid 25 sqm multiplied by half of the sqm cost of free booth.

- The stairs net width shall be 0.90 m minimum. Tread depths shall not be lower than 0.28 m and riser heights shall not be higher than 0.17 m, and they should be separated at least 1 m from other booths party walls, including the stairs cores.
- The mezzanines larger than 50 sqm shall have 2 stairs located in opposite points. The stairs shall have their corresponding handrails and banisters throughout them.
- The mezzanine perimeter shall be set back from the lot perimeters at least 1.00 m.
- The handrails shall have at least 0.90 m high.
- The maximum height of a mezzanine should not exceed 3.20 m high and the graphics and/or friezes located at this level shall not exceed the maximum construction height allowed.

**17.3.** Any company that constructs a mezzanine in its booth, apart from meeting the indicated regulations in the abovementioned item, shall submit a **Professional Commission**.

- The constructor shall submit to Centro Costa Salguero S.A.'s Administration a Professional Commission (original) issued by the Professional Council related to the Technical Responsible Person in charge of carrying out the mezzanine work.
- The Commission shall be issued for the specific work and shall include the following minimum data: Fair or event, location within the event with lot and pavilion number, date, finished floor height, area to be built, width of stairs, height of perimeter rails and structure's maximum people capacity.

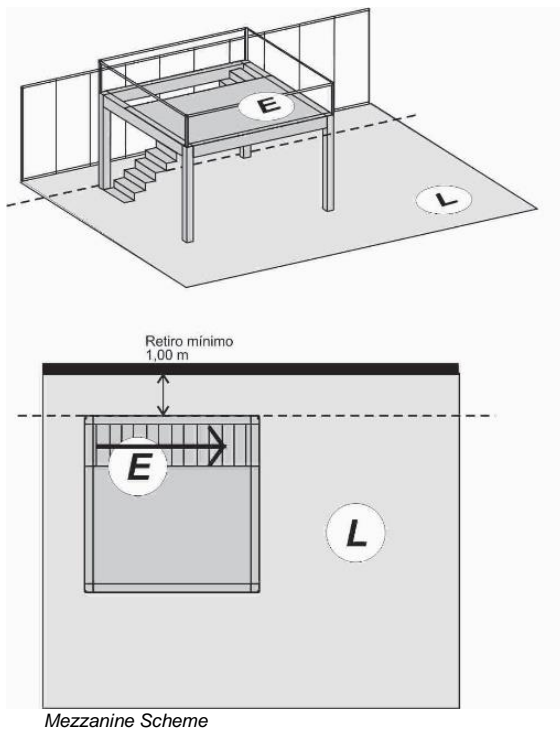
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**17.3.1. Times for submission:** The commission shall be submitted before the event or fair opening to the audience. If this is not the case, Centro Costa Salguero S.A. can restrict the access to the sector by placing a danger strip until the required documentation is submitted. In those cases in which it is required, the access both to the upper floor and the area below the related structures shall be restricted. Once the disassembly is finished, the original will be returned to the Technical Responsible person or his/her representative.

**17.3.2. Safety requirements:** The following minimum supplementary items shall be incorporated:

- A sign indicating the maximum capacity next to the access stairs.
- Fire extinguisher ABC type 2.5 Kg minimum every 50 sqm of area.
- The stairs shall have banisters on both sides and they shall be made from nonslip materials or they shall have a nonslip strip on each step.
- All the area perimeter shall be fenced by regulation high banisters duly attached to the structure.

**17.3.3. Responsibilities:** The Professional is responsible for the work in all its scope and he/she should maximize the safety measures to this end and run the work according to the highest diligence and art rules taking care of the security of the people going by below said items. General or wide scope commissions shall not be accepted.



▪ **Special characteristics:**

- **L:** Lot area
- **E:** Mezzanine area
- **Setbacks:** Both mezzanines and their respective stairs shall be set back minimum 1 m from all party walls.
- Mezzanines can only be constructed when  $L$  is larger than 50 sqm.
- $E$  shall not exceed 50% of  $L$ .
- **Rates:**
  - If  $E$  is lower than  $L/4$ , the cost is included in the price paid for  $L$ .
  - If  $E$  is larger than  $L/4$ , the cost to be paid shall be:  $E - L/4 \times L$  sqm price/2

## 18. Hanging of Structures.

18.1. **Costa Salguero Center** structure can be used as support exclusively to hang items related to signaling, lighting, frieze or ceiling light structures and reins to ensure floor constructions. For this, the following regulations shall be fulfilled:

- It shall only be authorized to place loads up to 100 kg maximum throughout the beams without the need of making them coincide with the knots of the metallic reticulated structure provided that said loads do not exceed the maximum load values per beam according to the sector.
- In case of exceeding 100 kg and up to 200 kg maximum, it shall be authorized, provided that the hanging points coincide with the knots in the beam metallic structure, and that the number of them do not exceed the maximum load values per beam according to the sector. These knots are located throughout the beam every 1.50 m approximately depending on the pavilion.
- Loads up to 50 kg can be placed in the struts ends (45° galvanized iron diagonal bars, that link the lower edge of the beams with the roof belts every 1.50 m in the pavilions 1 to 4) encircling the whole width of the item and placing a safety belt in the next beam.

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- When there is a superimposition of hanging points from different requests or overload per beam, priority shall be given to the one who have submitted the request first.
- Requests of higher loads to the ones mentioned shall not be admitted.
- Struts from pavilions 5 and 6 shall not be used to fix hanging points.
- The hanging points shall be placed in such a way that loads are vertical or with a deviation not higher to 10°. The distribution of reins shall guarantee the vertical and horizontal stability of the structures to be suspended.
- Fixing items shall encircle the whole width of beams and the metallic structure shall be protected from possible paint peelings according to the type of sling/cable/chain or other to be used.
- Reduction bonds or winches can be located within the reticulated beam height development provided that contact beams are protected from chains when maneuvering them.
- Hanging points cannot be placed in the belt structure or in any area that has thermal insulation applied.
- Standard views to emergency exit signaling, access or general services within pavilions shall not be hindered and, failing that, the substituting graphic material shall be submitted.
- It shall be the obligation of the Technical Responsible person in each booth to review and check that all the items that make up the structure to be suspended and its fixing/hanging reins are in good condition according to their manufacturers' standards and that they do not exceed the admissible loads for which they were designed, as well as work checking in order not to exceed the maximum load values specified above.

**18.2.** The procedure to access the proposal assessment is the following:

**18.2.1.** The Exhibitor shall notify the Technical Direction on said hanging, by attaching a general description of the work to be done and a scheme of it.

**18.2.2.** The Technical Direction shall assess its feasibility and, if it considers that hanging can be made, it shall send the Exhibitor a note that enables him/her to start the procedure in the Trade Center. This procedure has a cost fixed by the Trade Center.

## 19. Booth Front.

**19.1.** None construction can exceed the lot limit, at any height.

**19.2.** Maximum area allowed for front closing:

To avoid the generation of volumes that hinder the view through the booths, we have disposed a right of visual way. It is allowed to construct opaque volumes (walls, totems, etc.) up to 50% long at each front, measured in lineal meters and considering a height from 0.0 level up to 2.50m. It is not allowed to add setback items or walls from said front and that hinder said views.

**19.3.** The 100% of the front can be closed with opaque areas, only with items above 2.50 m height.

## 20. Desks.

The service desks fronts shall be at a minimum distance of 0.80 m to the booth front.

## 21. Ceilings.

**21.1.** In all cases they should be self-bearing, that is to say, they should not lean on party walls, if any.

**21.2.** Materials should be fireproof and permeable.

**21.3** Ceilings in the second level of construction are forbidden.

## 22. Vehicles.

The exhibited vehicles should meet the following requirements:

- All the fuel tank openings should be closed and sealed to avoid vapor leak.
- The vehicle fuel tank should not be filled more than a quarter of its content with fuel or 15 liters, whatever is lower.
- At least one of the starting-up battery cables should be disconnected and covered with tape. Only the batteries giving energy to vehicle auxiliary equipment shall be allowed to be connected if necessary for the exhibition.
- It is forbidden to transfer fuel inside pavilions and the vehicles shall enter and exit the pavilions by being towed or pushed, in the terms detailed above.
- Vehicles should not be moved within the hours in which the audience is attending the exhibition.

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### 23. Request of Services

**23.1.** Additional electric supply and water services are with charge and should be requested through the **Online Exhibitor's Manual** and paid before the beginning of the exhibition.

**23.2. Suppliers of items and services:** In the **Online Exhibitor's Manual** you can consult the list of suppliers (additional security, cleaning, furniture, phone line, Wi-Fi, catering, etc.). You will find companies with a recognized career path in the sector that, due to their responsibility and compliance, have been incorporated as suppliers of the Fairgrounds.

### 24. Disassembly and Withdrawal of Material.

**24.1.** During the exhibition the Disassembly Report shall be distributed, with specific information and the corresponding deadlines and hours. We highly recommend taking all the necessary precautions mainly on the aspects related to security since this time is one of the most critical ones of the event.

**24.2.** No booth item can be withdrawn either partially or totally before the event closing.

**24.3.** The exhibitors are obliged to withdraw their products, disassemble and withdraw their booths and return the lot in the same conditions they received it, up to 8 a.m. on December, 5. It shall be the exhibitor's responsibility to guarantee the permanence of a company's responsible person and start the disassembly process on time.

**24.4.** The entry of freights or trucks to the Trade Center shall not be allowed before thirty minutes after the exhibition ends.

**24.5.** The deterioration in the installations shall be repaired with charge to the Exhibitor. Exhibitors are not authorized to do repairs of any kind.

**24.6.** It is important not to leave the booth unattended until you finish the total withdrawal of the exhibited items as well as personal use items (samples, decoration items, leaflets, etc.). All those Exhibitors that have small items, computers or personal items in their booths should have in mind that, due to safety reasons, they should withdraw them at the beginning of the disassembly.

**24.7.** The objects that are not withdrawn may be considered "waste" by the cleaning staff and shall be placed in the dump trucks for this purpose. The Exhibitor shall not be entitled to claim under no circumstances for the products not removed from the beginning of the disassembly until its end, and it shall not claim the Organizer any consequence and/or damage this may cause.

**24.8.** The Exhibitor shall check with his/her constructor that all the corresponding items are withdrawn.

**24.9.** If the Exhibitor does not disassemble the booth within the set deadline, the disassembly shall be carried out ex officio by the organizers with charge to the exhibitor, without any responsibility on the organizer's part.

#### **IMPORTANT!**

Inform the people in charge of trucks, freights, and load vehicles that come to the trade center, at least 1 (one) hour after the closing hours. This may enable the quick deconcentrating of the parking lots, thus allowing an easier entry of load vehicles and avoiding congestion of circulation areas and unnecessary delays.