



**General Assembly regulations
Buenos Aires Convention Center [CEC]**

1. ENTRANCE AND EXIT

1.1. Accesses: Access to CEC with vehicles will be on street Eduardo Couture between Vaz Ferreyra and Julio Victor Gonzalez by Callao Street until reaching the so-called loading and unloading area.

1.2.



2. LIFTING EQUIPMENT

2.1. The Center counts with two freight elevators (5 y 6) for material loading and downloading which connect the level of the loading and downloading area (Level-1) with the rooms and warehouse level (Level -2) . The load that is placed inside the forklifts must respect the corresponding weighing, be rested in a safe and neat manner. (second basement) (See annex I)

2.2. The dimension of each elevator is 7.2 x 3.9 x 2.6 and its maximum loading capacity is 4000kg. (See Annex I)

2.3. In addition, it counts with an anti-slippery pedestrian ramp that also links Level -1 with Level -2, 2.42 mts wide and 27.93 mts long (slope 11%) (See annex I).

2.4. Likewise, CEC counts with elevators for general visitors (1, 2, 3, 7, 8, 9), stairs and escalators located around the accesses and the foyer. (See annex I)

2.5. The HR for this work and the use of the lifting means will be provided by the CEDENTE, with the ASSIGNEE being responsible for the expense generated.

3. MATERIAL REMOVAL AFTER THE EVENT

3.1. Once the dismantling period established by the CONTRACT of the event is completed, it is mandatory proceed to the collection of the materials at the time established IN THE CONTRACT of the Event. After this period, all right to claim for loss and/or damage to the property shall cease materials not removed. The discarding OF THE MATERIALS WILL BE DONE AT THE EXPENSE OF THE CEC WITHOUT PRIOR NOTICE TO THE ORGANIZATION.

FORBIDDEN ACTIVITIES

3.2. The use of gas containers, fireworks, any kind of flammable material, solvents and sprays is forbidden within CEC facilities. If the service requires “heaters”, prior written authorization of CEC authorities, they will be exclusively allowed with ovens and/or electrical stoves and the corresponding electrical certification must be submitted.

3.3. The use of spark-producing tools such as: grinders, cutting disks, electric welding equipment, welding torches, etc. is forbidden. In case that work with any of these elements is required, a storage area will be allocated. It is worth mentioning that the constructor will have to count with his own 10KG (class ABC) extinguisher for that purpose.

3.4. Acrobatic and/or height activities are not allowed, except prior express written authorization of CEC authorities.

3.5. It is not allowed to affect the facilities, being forbidden to paint, paste, drill, screw, embed or use wires in walls, columns, lining and/or carpet.

3.6. The use of paint sprayers is not allowed.

3.7. For safety reasons, it is expressly forbidden to cover or block the exits and emergency signs, they must remain clear and visible without exception.

3.8. The entrance of ignited vehicles with fuel in their tanks will not be allowed within the CEC.

3.9. If there is a need to enter a vehicle into the premises, prior written authorization of THE ASSIGNOR must be requested, and the fuel tank must contain 5% of its maximum capacity.

3.10. For the protection of the floors, the placement of gastronomic counters will not be admitted without prior placement of a rubber floor.

3.11. For events in Fair format, it is mandatory that room carpets are protected and isolated. The so-called “fair” carpet will be admitted.

3.12. It is expressly forbidden during the assembly and dismantling to enter the Main Room or

the Auxiliary Room with any kind of food or drinks.

3.13. The use of drones is allowed by providing the documentation previously requested by the CEC, for this request an instruction is delivered with the requirement. A flight height of 4 meters above the level of the public and in rooms 1 meters below the sections attached to the hanging points must be respected.

4. CONDITIONS FOR THE STAFF HIRED FOR EVENTS

4.1. The staff hired by the Event Organization to work at the CEC will have to submit the following information before entering:

4.1.1. Employed Staff

It is essential to enter the sector that THE ASSIGNEE's employees or suppliers and exhibitors hired certify that these people count with the following coverage:

4.1.1.1. Mandatory Life Insurance (decree law 1567/74)

4.1.1.2. ART coverage for work accidents. For this purpose, ninety-six (96) hours before entrance of the staff to the Sector, THE ASIGNEE will present at THE ASSIGNOR's offices

4.1.1.3. Certificates of the Mandatory Life Insurance Coverage with each employer's staff list;

4.1.1.4. ART Coverage Certificates with each employer's staff list, where the repetition resignation in favor of THE ASSIGNOR is expressed.

4.1.2. Contractors (Staff not under employment agreement)

4.1.2.1. It will be essential for THE ASSIGNEE's staff and/or its suppliers that are not directly employed (such as agents, executives, advisors, contractors, promoters, etc.) to enter the Sector to count with a Personal Accidents Insurance with a minimum coverage amount of \$800.000 for death or disability and \$80.000 for medical assistance expenses. In addition, this policy will have to include a non-repetition clause in favor of THE ASSIGNOR. This will have to be submitted to THE ASIGNEE ninety-six (96) hours before the staff entrance attaching the corresponding coverage certificate where the repetition resignation in favor of THE ASSIGNOR is expressed.

4.1.3. Control

4.1.3.1. The staff above mentioned in (1) and (2) will enter the venue through the door THE ASSIGNOR indicates, the latter will control that the requirements established in the following points and other security mechanisms that it may require are fulfilled. The lack of accreditation, validity or issuance of the above-mentioned insurances will derive in the refusal to enter for those that may be affected by such conditions, as well as their stay in the CEC, THE ASSIGNOR being exempted for the inconveniences or damages this may cause to THE ASSIGNEE or to its suppliers or exhibitors.

4.1.3.2. Accreditation with badges. THE ASSIGNEE will be in charge of verifying and effectively hiring the staff insurance either employers or contractors as indicated in the above-mentioned points (1) and (2), as well as that of the suppliers and/or exhibitors it may hire.

4.1.3.3. For cutting/painting work. THE ASSIGNEE agrees to verify the use of safety equipment, shoes, vest, gloves, and safety glasses.

4.1.3.4. The CEDENTE prohibits the movement within the premises of personnel, whether in a relationship of dependency or not, with caps/visors. THE ASSIGNEE undertakes to verify the use of appropriate clothing for work.

After this verification, THE ASSIGNEE will give the staff an identification badge, non-transferable and unalterable, with the holder's first and last name, ID, type of insurance and event as well as any additional information that THE ASSIGNOR may require.

This badge will have to be exhibited to THE ASSIGNOR together with the ID any time THE ASSIGNOR requests it, as an essential requirement to enter and stay in the CEC.

THE ASSIGNEE will not give identification badges to people that have not been included in the insurance list or that somehow do not comply with the requirements for its issuance. Likewise, THE ASSIGNEE is committed to adopt the necessary security measures to avoid the eventual adulteration of those badges. THE ASSIGNEE will give THE ASSIGNOR copy of the type of badge issued for its information and control.

The non-compliance of the above mentioned will constitute a substantial unfulfillment of the Agreement and will generate consequences accordingly.

5. SERVICE OF AMBULANCE:

CEC authorities demand that the Event Organizer hires for the assembly, development of the event and dismantling a Service of Ambulance that will have to remain near the venue premises during the time the activities are held.

6. HANGING POINTS FOR LIGHTS, SOUND, VIDEO AND DECORATION

6.1. Main Room

6.1.1. The main room counts with a pre-stressed concrete structure with beams uniformly and transversally disposed every 8 mts (See Annex II) at an approximately 11 meters high.

6.1.2. The points established for the hanging of auxiliary structures are spaces between those beams and their distance ranges between 6.20 and 8.00 mts. Hereinafter called HANGING POINTS (See Annex II)

6.1.3. Only elements with a maximum weight of 300 kg per hanging point will be admitted, which will have to be fastened with a reinforced sling with resistance equal to or higher than 1000kg.

6.1.4. The main room counts with an acoustic panel division which allows to turn it into 3 smaller rooms, A, B and C respectively. In the beams line where the division panels run, there are no Hanging Points. (See Annex II)

6.1.5. Plenary Room A counts with an entrance gate of 3.90 wide x 2.05 high, whereas the other accesses are 1.70 wide x 2.05 high.

6.2. Auxiliary Room

6.2.1. The auxiliary room counts with a pre-stressed concrete structure with beams uniformly and longitudinally disposed every 8 mts. (See Annex II)

6.2.2. The hanging points established for auxiliary structures are spaces between those beams and their distance range between 7.00 and 8.00 mts, at an average height of 11 mts. (See annex II)

6.2.3. The hanging will only be possible from the spaces disposed between the beams, hereinafter HANGING POINTS. (See Annex II)

6.2.4. The hanging of elements with a maximum weight of 300 kg per point will be admitted, and they must be fastened with a reinforced sling with resistance equal to or higher than 1000kg.

6.2.5. The Auxiliary room counts with an acoustic paneling that allows to turn it into 2 smaller rooms, D and E respectively. There are no Hanging Points in the beams line where the division panels run (See Annex II).

6.3. Foyer

6.3.1. The foyer presents a steel structure covered with glass from which only Banners lighter than 5 kg and maximum dimensions 0.70 x 6 mts are allowed to be hung. The number and disposition shall be previously authorized by the organization. For this purpose, an assembly draft must be presented.

6.3.2. It is expressly forbidden to hang any other element that does not comply with the graphic features over 5 kg.

7. HANGING STRUCTURES

7.1. The hanging of elements from the spaces left in the beams for that purpose, called **HANGING POINTS** will be allowed. The hanging from other elements shall not be allowed, or from the premises (air condition ducts, fire system pipes, cable trays, lights, etc).

7.2. In the case of congresses, conventions and events, the hanging of **trusses**, lights, sound, video, lifting equipment, and decorative elements such as mirror balls, curtains, etc, will only be allowed, provided they comply with the requirements specified in this document and do not exceed the kilograms allowed.

7.3. In case of Exhibitions, the hanging of **trusses**, spot lights and lifting equipment will only be allowed, provided they comply with the requirements specified in this document and do not exceed the kilograms allowed. In case there is a need to hang sound and video equipment, special permission must be requested.

7.4. The hanging of decorative borders, signage, frames, decorative trusses, vegetation, or any other element apart from those described in point 7.2 and 7.3 is not allowed.

7.5. All the elements hanging from the called **trusses** will count with a safety system composed by steel wires attached to them, guaranteeing safety for the people and the premises.

7.6. Those elements intended to be lifted whose weight discharge to the ground shall also be declared following the approval procedure.

7.7. The material used shall be of good quality and in good preservation conditions, being guaranteed by the compliance to the regulations set forth in the section REGULATIONS of this document or any other that may be applicable.

7.8. Those components necessary for banner installation and hanging and other decorative elements lighter than 5 kg will not have to comply with the approval procedure.

7.9. In case one of the parts requires more points than the ones available on its lot, the technical director or person in charge of the event will determine the way to proceed.

7.10. The hanging of banners will only be admitted for the organizers for event signage, not for exhibitors and their corporate image ads. They will need to have at least two supporting points to avoid oscillation.

8. TEMPORARY FREE-STANDING STRUCTURES

8.1. All those free-standing structures such as platforms, stages, back stages, lighting towers, access gates, screen supports, grandstands, gateways, technical floors, mezzanines, stairs, podiums, etc., that are requested to be temporarily assembled shall be previously declared to the organizer and timely authorized by CEC Technical Department.

Written record of the declaration shall be sent via e-mail to the Department: operaciones@cecbuenosaires.com.ar ; serviciosferiales@cecbuenosaires.com.ar

8.2. Platforms lower than 60 cm must be declared although they are exempted of presenting calculation log.

8.3. In case of mezzanines, they must be declared and approved following the specific conditions provided for this type of work.

NOTE 1: The hoisting of elements exceeding the weight allowed shall not be permitted.

NOTE 2: It is expressly forbidden to hang any element on CEC premises (fire, electric, air

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condition, etc.), in any part of the building.

9. DOCUMENTATION TO BE PRESENTED

The projects attached to the requests must include the following information:

9.1. Event implementation plan indicating general planimetry (room and/or sector) with a color to identify the corresponding room, projection of the existing fixed structure and placement of elements to be assembled. (Ver Annex II)

9.2. Plans, cuts and views, architecture of the structure to be assembled in a legible scale, higher or equal to 1:100, with dimensions. (See Annex II)

9.3. Building system materials and fixing element to be used shall be described.

9.4. Hanging plants (See Annex II) indicating:

9.4.1. Room's main structure beam projection

9.4.2 Truss knots: will be represented with a colored rectangle.

Elements to be hung (lights, audio, video, decoration, lifting equipment) precising type, place, amount and weight.

9.5. Hanging elements cut view (See Annex II)

9.5.1. Transversal and longitudinal cut of the hanging scheme detailing:

9.5.2. Elements to be hung, (lights, audio, video, decoration, lifting equipment) precising type, place, amount, height, fixation type and weight with regard to the room main structure.

9.5.3. Knots to be used must be highlighted and numbered as well as plans.

9.5.4. In case the element to be hung is a decorative structure such as lamp, its construction detail must be included indicating dimensions, materials, fixations, etc.

9.6. Measures. (See Annex II)

9.6.1. All drawings shall be drafted using the International Measurement Unit System and shall be presented in Spanish.

9.7. Optional renders. (See Annex II)

9.8. Calculation log (See Annex II)

9.8.1. Structural calculation of the elements to be hung in each section with its respective formulas, loads and reaction diagrams shall be submitted. Final stress in each hanging point shall be indicated. A calculation estimating distributed loads shall not be admitted.

9.9. Professional assignment: (See Annex II)

9.9.1. The document shall be submitted in original, signed and sealed by an architecture or engineer registered in the corresponding College or Association. He will be hereinafter the TECHNICAL REPRESENTATIVE and will assume from the beginning of the event, booth assembly to the dismantling, the legal responsibility of its assembly and of all the elements hanging from the Center structure, waiving La Rural S.A.- OFC S.R.L.-Ogden Argentina S.A.- Entretenimiento Universal S.A. UNIÓN TRANSITORIA (THE ASSIGNOR) from any responsibility.

9.9.2. One assignment shall be presented per event, technical work or client. In case of many simultaneous events, a single assignment unifying them shall not be accepted.

9.9.3. Other documents such as license certification, survey forms, etc. shall not be admitted.

9.9.4. The documentation submitted attached to the professional assignment will be considered a sworn statement issued by the technical representative.

9.9.5. Contact information: attached to the assignment, all the information of the Technical Representative shall be submitted, full name, ID, phone number, address and e-mail address.

10. FIRE-RESISTANCE TREATMENT CERTIFICATE

10.1. If curtains are to be used, they must undergo a fire-resistant treatment and submit its valid certificate.

11. ELECTRICAL INSTALLATIONS

12. GENERAL CONSIDERATIONS

12.1.1. Every electrical installation carried out by hired suppliers, must comply with the REGULATIONS FOR THE EXECUTION OF ELECTRICAL INSTALLATIONS ON IMMOVABLE PROPERTY of the Argentine Electrotechnical Association (AEA), 2006 edition or its amendment or replacement, and with the specific guidelines issued by THE ASSIGNOR or the Consulting Company it may appoint to that effect.

12.1.2. Once the Electrical Installation has been carried out, as a requirement prior to the supply connection, the exhibitor or his electrician will have to submit to the Electrical Services the Certificate of Performance of Electric Installation-Declaration of Conformity.

12.1.3. This certificate blank forms are provided in original and three copies at the Exhibitor's Service sector.

12.1.4. This Certificate must be filled in and signed by an electrician registered in COPIME (Professional Council of Mechanical and Electrical Engineering), at the corresponding level according to the power installed. Engineering or Architectural professionals can sign the Certificate, just attaching their license from any jurisdiction. Two copies (the triplicate and

quadruplicate) are returned to the installer after intervention of the consulting company, then the connection to the electric supply can be requested. The original and one copy remain for THE ASSIGNOR for the responsibilities that may apply in case of an accident.

12.1.5. Notwithstanding all the previous requirements have been complied with, the Electrical Services staff has the power to interrupt the supply, if they consider the electrical installation does not meet any need and/or safety condition.

12.1.6. THE ASSIGNOR shall not be responsible for the malfunctioning or professional malpractice in the design or assembly not complying with the regulations of booth light installations and/or driving force.

12.1.7. Any unfulfillment of the provisions hereby set forth, as well as their consequences, shall be the exclusive responsibility of the booth holder and/or constructor and/or licensed electrician signing the Execution Certificate.

12.1.8. All the electricity supplying the booths shall be provided by THE ASSIGNOR, being the supply nominal features 380V phase to phase (three-phase system) and 220V phase to phase and neutral (single-phase systems), to a 50Hz frequency. (See annex III).

12.1.9. Voltage percentual deviation from nominal values may reach up to + 7%, as set forth by the supply conditions of the Energy Supplier.

12.1.10. Earth terminal is also provided. It is not THE ASSIGNOR's responsibility to provide supply **that might be necessary in direct current or in any other stability condition** and continuity different from the general supply, being this in any case on the installer or booth user's account and with express authorization of THE ASSIGNOR's Electrical Services. THE ASSIGNOR may, at his discretion, limit the supply power when this can have negative incidence on other users or for overload or safety reasons for his own lines or installations.

12.1.11. Load power factor:

12.1.12. The minimum power factor admitted for each supply shall be of 0.85, otherwise, capacitors must be installed. Failure to do so, the KVA will be invoiced as KW; besides, THE ASSIGNOR will have the option not to provide the supply.

13. ENGINE START UP:

Electrical engines over 7.5 CV power shall count with devices to limit the starting current. Otherwise, THE ASSIGNOR reserves the right of not providing the supply.

14. Electrical connection and earthing:

14.1.1. Electricity shall be provided from the boards THE ASSIGNOR indicates in the rooms. (See annex III)

14.1.2. The wiring to the boards or boxes, shall be carried out by the participating companies with low toxic smoke and gas emission flexible underground wires, halogen free, 1KV LSOH, IRAM N° 62266, section not inferior to 2.5 mm². (See annex III).

14.1.3. Conductors can be unipolar or multipolar but must be single section, that is to say, splices, splice boxes or links of any kind are not allowed.

14.1.4. Terminals shall be indicated in all cases. The access of third parties to THE ASSIGNOR'S boards or boxes is forbidden.

14.1.5. Single-phase connections are only allowed up to 3 KW. For higher powers, a three-phase wire shall be required to balance the current.

14.1.6. It is mandatory to install a board in each booth, with a single-phase or three-phase differential circuit breaker accordingly, a general thermo-magnetic switch, tetra polar for three-phase supply, or bipolar for single-phase supply and earth terminal.

14.1.7. The board must have the size and technical conditions to guarantee the correct and safe functioning of the installation, having to be fixed to any structural element in the booth. It is not possible to place it on the floor.

14.1.8. The booth earth network wire must be identifiable from the neutral and from the rest of the active conductors. For this purpose, it will be isolated in a green-yellow color. Its section shall not be inferior to 2.5 mm² copper and shall resist short circuit current. It must not have any electrical sectioning and must not go through the differential circuit breaker.

14.1.9. All of electrical equipment or devices metallic bearing structures, supports, bases, columns, etc., as well as the booth own structure must be solidly grounded.

14.1.10. All machines shall be grounded and those installed on the floor or at the public reach must be protected to avoid direct contact.

15. Set up electrical distribution: Board circuit breakers shall comply with the following requirements:

Three-phase circuits: three-pole thermo-magnetic switches with capacity according to the estimated consumption.

15.1. Single-phase circuits: thermo-magnetic switches shall be two-pole and section neutral to phase simultaneously.

15.2. 10.5.3 Fault-current circuit breaker: must have a rated operational current of no more than 30 mA, and its trip circuit shall not have electronic components.

16. Within the booth halogen-free single-pole flexible wire (LSOH), according to IRAM N° 62267, properly wired, or the above-mentioned underground type, or those identified in special

tutorials issued by the Consulting Company can only be used.

17. Forbidden wires:

17.1. It is completely forbidden to use the following wires:

17.2. Parallel type wire.

17.3. Flat flexible wire IRAM 2158, except for specified cases.

17.4. No fire-protection PVC insulated wires

For flexible connections to equipment that does not exceed three meters long, the use of the so called IRAM 2158 flat flexible wire is allowed. Every wire that shall be subject to mechanical effort will be armored cable or will be placed under a protection duct. Power outlet bases shall be fixed and with ground connection. They will be installed at 1m distance from any water connection point. Halogen lamps situated below 2.5m will count with a protection to avoid contact. Batteries recharge or accumulators inside the booths shall be admitted prior express authorization of THE ASSIGNOR's Electrical Services, having to place next to them "no smoking" signs".

18 Damages: In case damages in THE ASSIGNOR's premises are verified for actions attributable to THE ASSIGNEE, the supply shall be interrupted in case the reason for this interruption has not been solved by the assignee, the latter will have to pay for the damages.

19 Neon signs: the installation of neon signs, functioning with a special voltage, shall comply with the following conditions:

They will count with an individual bipolar thermomagnetic switch per set-up transformer installed.

Signs which lower part is situated below 2.5m high shall be enclosed with adequate dielectric quality.

Signs shall not have any live uninsulated parts.

20 Fixing of general use (TUG) or special use outlets (TUE):

Outlets must be installed in a fixed position. As it is forbidden to perforate floor or panels, it is suggested to build plastic boxes and use a double-phase adhesive element easy to remove and clean. This is applicable to any kind of flexible material balloons installed without rigid mechanical connection to structures and that count with electrical equipment of any kind insider. This is applicable for balloons to be used inside or outside.

21 The balloon fabric or flexible material must be self-extinguishable according to UL regulations or similar. The installer shall present the cloth manufacture's technical specifications to certify this. They must be installed with an electricity switch in case of a gas pressure loss that may cause the falling of the balloon and its components.

22 The company or person providing the balloons described in this guide, is responsible for any damage to third parties or to the CEC caused by those devices. The licensed electrician that certifies the installation is responsible for the compliance with this guide.

Thermal protectors, the use of elements / brands with certification according to resolution 92 / 18 is recommended. Total electrical power and per rooms plus foyer. See annex map.

18. Allowed lighting:

18.1. Only the installation and/or use of LED (Light Emitting Diode) technology shall be accepted.

19. Acoustic:

19.1. The regulations of the Government of the Autonomous City of Buenos Aires establishing a maximum volume of 90 decibels without exception shall be complied with.

20. Generators:

CEC counts with its own support generators that shall be used in case of an electricity supply cut. The supply will cover all temporary connections installed for the event plus services and air conditioning.

21. Wastes:

In the case of congresses, conventions and social events, CEC is responsible for the removal of disposable material during the assembly, development of the event and dismantling up to a maximum of 30 m²/day. That material shall be placed in containers located in the loading and

downloading area for that purpose. In the case of fairs or open events or Ticket Office sales, the client shall be responsible for the withdrawal, at its own expense.

22. Personal safety:

During assembly and dismantling, the staff affected shall use safety shoes and helmets. People working in height with elevators and/or scaffolds shall also use harnesses without expectation.

23. Technical meeting:

23.1. It is mandatory to coordinate with the Organizers and/or event producers a meeting beforehand to solve operational issues.

Organizers shall mandatorily be aware of and make known the facilities temporal use dispositions and of this General regulation, to all the Companies and/or staff affected to the Event.

24. Technical equipment in the rooms

The rooms count with the following basic equipment:

Room A:

-4 tables (1.80 x 0.70)

-Stages: 3 platforms (1.80 x 2.40) their use during the event must be specified, being necessary for this purpose to have the approval of a CEC responsible person.

-Minimum amount of chairs: 900

-2 stacking carts.

-Row dividers: 10

Room B:

-4 tables (1.80 x 0.70)

-Stages: 3 platforms (1.80 x 2.40) their use during the event must be specified, being necessary for this purpose to have the approval of a CEC responsible person.

-Minimum amount of chairs: 700

-2 stacking carts.

-Row dividers: 10

Room C:

-4 tables (1.80 x 0.70)

-Stages: 3 platforms (1.80 x 2.40) their use during the event must be specified, being necessary for this purpose to have the approval of a CEC responsible person.

-Minimum amount of chairs: 900

-2 stacking carts.

-Row dividers: 10

Auxiliary Room D:

-4 tables (1.80 x 0.70)

-Stages: 3 platforms (1.80 x 2.40) their use during the event must be specified, being necessary for this purpose to have the approval of a CEC responsible person.

-Minimum amount of chairs: 150

-2 stacking carts.

-Row dividers: 10

Auxiliary Room E:

-4 tables (1.80 x 0.70)

-Stages: 3 platforms (1.80 x 2.40) their use during the event must be specified, being necessary for this purpose to have the approval of a CEC responsible person.

-Minimum amount of chairs: 250

-2 stacking carts.

-Row dividers: 10

After this, a delivery note describing the amount and characteristics of the material given will be provided which will have to be signed by a responsible person on behalf of the supplier.

CEC commits itself to provide the above-mentioned elements, the operation being in charge of the client.

The dismantling will be on behalf of and ordered by the client.

The withdrawal of the furniture and its return must be done in such a way that the material is returned in the same conditions as it has been given.

If the elements are not returned in the same conditions and amounts in which they have been provided by the CEC, the client will have to pay punitive expenses set by the CEC.

Similarly, if the stocking and material disposal is not the same as the one it has been received by the client, additional charges will necessarily be applied.

-The main restaurant of the Venue shall be operated by a permanent concessionary supplier and can by no means be occupied by a different supplier than the official one.

25. Adhesive vinyls

The client may use adhesive vinyls in the rooms hired in the way he considers more convenient always considering the following parameters:

Adhesive and frosted vinyls can only be applied on glass or metal surfaces.

Glass or metal surfaces that are not in use or previously covered by other adhesive vinyls or any other material may be used.

In any case, the room shall be left in the same conditions it has been provided, having to remove all the material used during the event and leaving glass and metal surfaces used in optimal conditions. If this point is not timely and duly complied with, punitive expenses shall be applied to the client.

26. Booth covered structure

It is important to consider that those booths located in Levels -2 and -1 in the areas of Access Hall and Foyer will mandatorily need a roof.

Given the building construction structure, from the upper levels you can see the elements in the levels below. Therefore, it is necessary that these structures are closed to have a good image of the event from the different possible observation points and in height.

27. RECEPTION OF TECHNICAL DOCUMENTATION

All technical documentation inherent to events must be submitted to OPERACIONES@CECBUENOSAIRES.COM.AR ; ACAROSELLA@CECBUENOSAIRES.COM.AR

In this way, we will handle the information received, will keep record of the reception by means of a ticket system to give priorities and, therefore, coordinate audits and the corresponding replies.

For a correct organization of the e-mails sent, they must include in the subject the following



acronym:

1. Abbreviation of the rooms where the event will take place:

A
B
C
C1
C2
C3
D
E
VIP 1
VIP 2
VIP Office
Foyer
Hall

2. Initials or complete name of the event.

3. Name of the exhibitor (in case of fairs).

4. Lot number (in case of fairs).

AUTHORIZATION REQUEST FOR THE ASSEMBLY OF TEMPORARY STRUCTURES.

SEND TO ACAROSELLA@CECBUENOSAIRES.COM.AR

EVENT _____

ROOM _____

DATE _____

INFORMATION OF THE REQUESTING COMPANY

COMPANY NAME _____ CUIT _____

TRADING NAME _____

ADDRESS _____



P.C. _____ CITY _____

PROVINCE _____ COUNTRY _____

PHONE _____ E-MAIL _____ WEB _____

CONTACT NAME _____ POSITION _____ MOBILE _____

INVOICING INFO (fill in only if different from the above)

COMPANY _____ CUIT _____

COMPANY NAME _____

ADDRESS _____

P.C. _____ CITY _____

PROVINCE _____ COUNTRY _____

PHONE _____ E-MAIL _____ WEB _____

COMPANY NAME _____ POSITION _____

INFORMATION OF THE EXHIBITING/ORGANIZING COMPANY

COMPANY _____ LOT N° (if applicable) _____ STAND (if applicable) _____

BASIC INFORMATION OF THE ELEMENTS TO BE HUNG FROM THE ROOM STRUCTURE

TYPE OF STRUCTURE TO BE HUNG _____

N.º OF HANGING POINTS FROM THE ROOM STRUCTURE

TOTAL SUSPENDED WEIGHT _____

DOCUMENTATION TO BE PRESENTED

DOCUMENTATION	YES	NO
Architecture dimensional drawing		
Temporary structures drawing, indexed and dimensional		

Calculation log		
Professional assignment		
Organizer's seal of approval		

TYPE OF STRUCTURE TO DECLARE

	YES	NO
Hung		
Mezzanine		
Other free-standing systems		

NOTE:

- THE ACCEPTANCE OF THE PROJECT PRESENTED DOES NOT IMPLY AUTHORIZATION OR PERMISSION FOR ITS EXECUTION ON THE PART OF "CEC BUENOS AIRES".
- INFORMATION THAT IS MODIFIED, STRUCK OUT, DAMAGED OR WET SHALL NOT BE ACCEPTED.
- ALL THE PAGES PRESENTED MUST UNFAILINGLY BE NUMBERED.
- TECHNICAL DOCUMENTATION PRESENTED IS CONSIDERED AS ORIGINAL, AND MUST BE SIGNED, SEALED AND INCLUDE REGISTRATION NUMBER IN ALL THE PAGES

Responsible of the requesting company
Date and signature

Reception Responsible. CEC Buenos Aires
Date and signature

IMPORTANT NOTE: The installation Company must communicate, before starting the work, of any damage in the structural elements in the area it will be performing the installation. Failure to do so, CEC Buenos Aires will understand it is satisfied with the area, therefore, any damage identified from that moment on shall be understood to be caused by its company. Likewise, the installation company commits itself to remove all the elements this authorization makes reference to once the event is over.

If the elements are not removed or the premises are damaged, CEC Buenos Aires will charge said company for the costs of removal, reparation and/or replacement in their original condition.

The installation company shall be responsible for the accuracy of the data provided, not only in this request but also in its annex documents such as project, hanging log and especially, everything related to weights and dimensions of every element of the system.

The approval of this request does not imply by no means that CEC Buenos Aires or its business partners for this service are responsible for the projected structural solution.