

RULES & REGULATIONS

With the goal of assuring a successful and productive exposition, **TRADE SHOW FACTORY, S.A. DE C.V.** has appointed an **Organizing Committee**, which together in collaboration with Expo Guadalajara, has established the following Operating Rules. These rules create a safe environment for everyone, while ensuring the proper use and care of the exhibition center facilities, so it is appreciated if you would please read this carefully. If there is any doubt about the interpretation of these rules or, if you believe that an issue has not been properly addressed, please contact the **Organizing Committee**.

1. CONTRACT GUIDELINES

1.1. Booth reservations are considered formalized solely when they are received in conjunction with the required documents and payment in full has been received by the due date indicated, and once you have received confirmation documentation in writing from the **Organizing Committee**.

1.2. For failure to comply with the requirements for providing payment within the agreed-upon payment deadline, the Organizing Committee reserves the right to offer the space to another exhibitor.

2. DATES AND TIMES

2.1. The setup of the booth is required to take place as scheduled according to the size of the booth. The dates and schedule for setup, the exhibition hall open hours and the dismantling of the booths are as follows:

EXHIBITION HOURS:

Inauguration: Tuesday, November 5th 10:30 hrs.

Exhibition:

- Tuesday, November 5th 11:00 – 18:00 hrs.
- Wednesday, November 6th 11:00 – 18:00 hrs.
- Thursday, November 7th 11:00 – 17:00 hrs.

Note. Access to students is limited to Thursday, November 7th, from 14:30 to 17:00hrs.
No one under 18 years of age is allowed in the exhibit hall.

2.2. The introduction of vehicles and/or heavy machinery into the facility will be programmed by schedule. It is necessary to respect this schedule to no delay nor hinder the installation, there only will be allowed to arrive 1 hour before the assigned time for.

2.3. All exhibitors must follow the designated times for booth set up, open expo hours and dismantling of your booth. If these times are not followed, access will be denied until their assigned time.

3. ASSEMBLIES AND DISASSEMBLY

3.1. All boxes and packing materials must be removed without exception no later than Monday, November 4th, at 20:00 hrs., and the full installation of the booth at the same hour. The Organizing Committee will not allow any type of installation after this time, or during the hours of the Expo.

3.2. For better control over the equipment, merchandise, and materials displayed at the event, all these should be brought into the Exhibition Hall, through the designated entrances and exits as indicated on The Exhibition Hall map during the setup and disassembly hours.

3.3. Fitting, installation, decoration, and general assembly of the booths must comply with the schedule indicated in these rules. Otherwise, The Organizing Committee shall be empowered to take any action it deems necessary and the Exhibitor shall pay a fee of overtime wages.

3.4. Carpet in the Expo will be installed of one color and just for booths equal and smaller of 27sq.mt. only if it is requested before the deadline through the **Exhibitor Manual**. If the EXHIBITOR decides to install carpet in other color or style setting is only allowed on the floor with self-adhesive tape double-sided. So, all boxes and packing material must be removed from the hallways before **Monday 4th at 20:00 hrs.** There cannot be anything allowed to interfere with the work of installing the carpet. Therefore, the Organizing Committee and the carpet installation company have the power to take any measures necessary to remove materials that prevent the installation of the carpet. The Exhibitor shall have no right to complain if there were to be any materials damaged and the Organizing Committee and the installation company are free from responsibility for any damages that could occur.

3.5. Work of dismantling the booth and packing up of displays shall be prohibited before 17:00 hrs of Thursday, November 7th. From 17:30 hrs. through 22:00 hrs., exhibitors will be allowed to exit products and exhibition materials as long as those are removed through the loading docks. It is **STRICTLY PROHIBITED** to remove any material or exhibition product through the main entrances of the exhibition halls with the exception of personal items such as briefcases, handbags, laptops, purses, etc. and those will be subject to security revision.

It is recommended to not leave any valued item in booths during moving out hours, but in case it is needed, we strongly recommend hiring security guard services to prevent any incident. The Organizer Committee will not be responsible for any robbery or lost.

3.6. It is strictly forbidden the entry of heavy machinery or equipment to The Exhibition Hall after the opening.

3.7. It is forbidden to remove from The Exhibition any equipment, displays or merchandise during the event, except under the direct supervision by the security service, which will authorize and approve your exit pass.

3.8. If for any reason, any material, papers and/or equipment destined for your booth was left outside The Exhibition Hall during setup, may have access during the days of the event (with the prior approval of the Organizing Committee).

3.9. All booths must be removed in accordance with the time assigned. After the designated time to have vacated your booth, the Organizing Committee will instruct the staff to clear and dispose of any remaining booths and materials still in the exhibit hall, charging the Exhibitor any costs that have arisen. Neither the Organizing Committee nor the booth assembly support company nor The Exhibition center shall be liable for any damages that may be caused to the booths or other material during the removal and disposal process.

3.10. No vehicle can enter The Exhibition area while the hall is open to visitors. If it is to be displayed as part of a booth, you must notify the Organizing Committee before the beginning of the setup process, to establish an arrival time and arrange for the safe entry of the vehicle. The vehicle's motor must not be started during the event, and the vehicle must contain only the minimum amount of fuel necessary to move it into and out of the building.

3.11. If you are going to display machinery, it must have all the elements required to meet safety standards that guarantee that there is no risk to visitors nor risk to The Exhibition Hall. The Organizing Committee is entitled at any time to stop the demonstration and operation of any such machinery or equipment that it deems dangerous, harmful or annoying to visitors and Exhibitors. Prior authorization from the Organizing Committee is required to establish an entry time for a safe entry of any machinery or equipment.

3.12. The maximum height for Suspended Signs is 4.50 meters (14ft). The Exhibition Center height is 7.00 meters (23 ft.)

3.13. For booths from 9 to 18 sqm, (100 to 200 sq. ft.), could request dividing walls of 2.5 meters (8 feet) height (for booths of 27 sqm. will be placed only if necessary). Their booth decorations cannot exceed 4.50 meters (14 feet) height. These booths include rug (should be requested) and 1-grounded electrical outlet (the location may vary). Also, it may have the option to include a fascia board (canopy) with the company name and booth number, if is requested in a timely manner through the Exhibitor's Manual Online. Corner and header booths only include the wall(s) adjoining the booth(s) located on the sides or back of the booth.

3.14. **For booths equal and larger than 36 sqm., the decorations should not block or hinder the visibility of any other booths, nor obstruct the informational signs within the Expo Guadalajara, emergency exits and/or walkways. Therefore, the maximum height of the booth and its decorations is 5.5 meters, (18 feet).** It is necessary to have responsive letter guaranteeing the structural integrity of the booth from the booth assembly company. These only include 2 double grounded outlets (the location may vary). If you need more electrical connections, please apply and pay directly to the electrical services contractor company, in your Exhibitors Manual online. These booths do not include carpet, walls, fascia board (canopy) or signs. All other services such as electricity, telephone, additional furniture, cleaning, etc. must be contracted through the official contractors. Service provider requisition forms are included in the official Exhibitor's Manual Online.

El The exhibitor must guarantee clean and hygienic conditions permanently inside their booth.

IMPORTANT: The booths must be installed in accordance with the specifications of the official floor plan of The Exhibition. If any Exhibitor wants to make modifications or changes such as adding or removing booth dividers and guardrails, these may be requested free of charge through the Exhibitor's Manual Online by the designated deadlines for each type of service needed. After that date, any changes will be charged at that time and must be paid directly to the official provider, and are subject to the availability of that firm to provide the service within the timeframe given.

3.15. Weight limit of The Exhibition floor is 45 tons/sqm., If you need to bring in equipment or machinery that exceeds the weight limit, you must request prior permission from the Organizing Committee, which will be evaluated in conjunction with The Exhibition center authorities for consideration and approval. Exhibitors will be responsible for contracting any special equipment necessary for this task maneuver without causing any damage to the facility or to the other booths.

3.16. The only tasks allowed within The Exhibition Hall are the set-up of furniture and equipment; any carpentry, metalworking, plumbing, electrical work or any other activity must be done outside The Exhibition Hall.

3.17. During the time of assembling and dismantling booths, smoking or the drinking of alcoholic beverages is forbidden for safety reasons.

3.18. During assembly and disassembly hours, lighting will be at 30% of the normal levels, and no air conditioning will be provided.

3.19. You may use double-sided adhesive tape and/or masking tape to affix advertising signs or banners on the sides and back hard wall panels of your booth, as well as you may use nylon thread and/or hooks placed at the top of the hard wall panels to suspend any advertisements or banners.

3.20. Activities NOT permitted in the hall:

3.20.1. The covering or painting of the floors, walls, columns or ceilings of the building.

3.20.2. The nailing, screwing, drilling or the performance of any action that involves damaging the facilities or interfering with the venue's ability to provide services.

3.20.3. The use of spray paint, saws, air guns, cutting or welding machines, compressors or any noisy emitting equip.

3.20.4. Welding over any metallic structure of the building.

3.20.5. Hanging objects from the support columns, walls, ceiling, railings or doors.

3.20.6. Use construction materials (plaster, cement, bricks, etc.).

3.20.7. Tamper with, modify or manipulate the electricity, telephone or other facilities services or to make connections directly to the central distribution panels for these services from your booth. These works are exclusively for the Exhibition Center technical.

3.20.8. Place any signs, advertisements, materials or objects on the walls, doors or windows of the facility.

3.20.9. Use machines with excessive mechanical movement that may cause vibrations such cutters, compressors, dies, etc.

3.20.10. The cleaning of materials, brushes, containers of paint, etc. in bathroom sinks or anywhere within the facility.

Any damage caused by not obeying the above rules shall be paid immediately. Any additional requests regarding the assembly and disassembly of the booths that is not provided for within these rules and regulations shall be considered on a case by case basis by the Organizing Committee.

4. RULES ON THE USE OF SPACE

4.1. Under no circumstances will any EXHIBITOR be allowed to set up their booth until 100% of their fees for the reserved booth space have been paid. Furthermore, no additional services will be provided until the total amount due has been paid.

4.2. For cases in which EXHIBITORS invade non-authorized space assigned in the distribution of THE EXHIBITION floor plan without prior written authorization, the Organizing Committee reserves the right to remove the booth or materials from that area and accepts no liability occurring from such actions.

4.3. The dimensions of the spaces shown on the official floor plan were drawn to scale but still are considered to be approximations. The Organizing Committee reserves the right to make changes as necessary to meet the needs of the Expo and EXHIBITORS. Booths are allocated fairly and equitably, according to policies indicated in the rules and regulations regarding the allocation of booths.

4.4. The EXHIBITOR will not rent, sub-lease or share wholly or partially the space contracted without the prior knowledge and written consent of the Organizing Committee. No product, brochure, accessory, souvenir, catalog or another object, which bears the name or advertises any other company that is not the EXHIBITOR, will be allowed. No firm or company without an actually assigned booth will be allowed to do business within The Exhibition area.

4.5. The EXHIBITOR commits to respect the limits of the size of the floor area as well as the height of their booth and to use only the contracted space without blocking access with any equipment, furniture and/or products or interfering the visibility of the adjacent booths.

4.6. Any product demonstrations or activities that impedes free flow of the aisles and walkways or prevents the free access to the booths of adjacent Exhibitor may be prohibited at the discretion of the Organizing Committee whose decision is final.

4.7. Any activity to be conducted by the Exhibitor related to product demonstrations and/or entertainment, which could present a danger to the visitors or Exhibitors, requires prior written approval by the Organizing Committee before the beginning of the event. All rules regarding the life safety and the protection must be respected, as these are enacted for everyone's safety, to avoid accidents and/or harm to people, or damage to the furniture, equipment and the facility itself, and must use only the space allocated and respect the rights of those in contiguous areas by not blocking other booths or walkways or aisles. In the case that the Exhibitor fails to comply with these provisions, the Organizing Committee may terminate the contract previously signed.

4.8. Forbidden is the demonstration of products that bother or inconvenience the Exhibitors or visitors, such as those that emit smoke, cause odors, create explosions, etc. In the event that the demonstration causes noise, the sound cannot exceed 70 decibels, so as not to bother the nearby Exhibitors or visitors. In the event that there are any such complaints about an Exhibitor, the Exhibitor is requested to change the demonstration or reduce the noise as necessary to satisfy the person complaining, and in case of continuing complaints, at the discretion of the Organizing Committee the demonstration may be prohibited.

4.9. Prohibited are any activities and/or events deemed by the Organizing Committee that could be considered inappropriate, illegal or contrary to moral standards or best practices.

4.10. The use of 2-floor structures is limited to booths equal or larger than 36 sqm. The structure under no circumstances may exceed the contracted space at its base and height, including the materials used for construction and decoration.

Note: In case that be a double-decker stand, it must display a sign specifying the maximum allowed capacity of the booth and get the DOW information.

4.11. For both single-level and two-level booths, take special care regarding the look of both the visible sides of your booth and the back sides of your displays in your booth, both of which must have a finished look and be aesthetically acceptable, so as not to affect the aesthetics of the contiguous booths. In the case of any complaints by Exhibitors, the Organizing Committee will determine what changes the offending Exhibitor is required to make it have an aesthetically pleasing finished look.

4.12. Both Exhibitors and assembly personnel are responsible for any damage caused to the buildings and facilities, the booths and their contents, including equipment and furniture. It is strictly forbidden to nail, staple, perforate and/or paint the walls of the booth or the floors of the building. Forbidden is the cutting of the carpets, the painting of the columns or exceeding the weight restrictions on The Exhibition Hall floor. The failure to comply with any of these provisions requires the Exhibitor to cover the amount of the cost of repairs to the damaged property, and The Organizing Committee is not liable for damage to property or other Exhibitors.

4.13. During the Exhibit Hall Open Hours when The Exhibition is open to the public, each booth must be staffed at those times by at least one duly accredited representative wearing the show badge.

4.14. It is the responsibility of each Exhibitor to have your personnel in your booth at least 30 minutes before the official event start time and for 30 minutes after the event has closed to the public, as this will reduce the risk of loss through theft.

4.15. We recommended you to implement QR codes for reading information to distribute advertising, brochures, pamphlets, and any kind of advertising, to be distributed among visitors.

4.16. Any installation of signs, advertising, banners or other type of information has to be approved and supervised by the Organizing Committee. It is forbidden to place advertising in the following areas of the Exhibition Center: Hallways, bathrooms, parking lots, snack bars or restaurants, docks, platforms, doors and building walls.

5. ADDITIONAL ONSITE SERVICES

5.1. Expo Guadalajara is the exclusive provider of these services: Telephony, Internet, Water and Drainage, Compressed Air, Installation of Hanging Items, Forklift Rental, Booth Cleaning, Storage, Electricity, Food and Beverage, Fast Food and Cable TV. Exhibitors may contract these services directly with Expo Guadalajara by filling out the requisition forms that are in the Exhibitors Manual Online.

5.2. Some things to be taken into consideration about the use of certain exclusive Expo Guadalajara services are:

5.2.1 Electricity

- a) Only official Expo Guadalajara employees have allowed access to the electrical infrastructure of Expo Guadalajara.
- b) Each Exhibitor may request additional electric services, such as high voltage lines or tri-phase service, directly with Expo Guadalajara, specifying the additional electrical load required, either in watts or amps.
- c) Any requests for additional services or special power requirements are subject to the approval of the venue.
- d) In the case of the installation of machines or engines by the exhibitor, shall be considered a 25% increase in nominal value of HP or amps required by the load starting.
- e) The wiring of the booth in no case may be visible and hanging from the structure and/or columns, it should be routed out of sight along the rails of the support system of the booth or appropriately marked and protected under the carpet. Cables shall be continuous without connectors or extensions, for those you need distribution boxes (switches). It is strictly forbidden to climb in the columns and metallic structures of the facilities to anyone other than Expo Guadalajara official employees. Violators will be sanctioned per instructions of the Expo Guadalajara staff, even including the closing of the booth.
- f) Because the incandescent and halogen lamps significantly increase the temperature, the only lighting permitted is fluorescent lamps, as they burn cool and save energy.
- g) Prohibited are the installation of improvised electrical connections, it is not possible to attend requests to provide for additional electrical services that would require connections directly to the feeder lines that run through the structure.

5.2.2. Installations using the Facilities Structure

- a) The placement of banners, advertisements and all kinds of decorative materials connected to or supported by facilities structure, can only be done if the requisition form has been completed by the deadline indicated in the Exhibitor's Manual Online. The maximum height for the hanging of flags or other items is 5.5 meters (18 ft). Above 5.5 m. no objects are allowed.
- b) Only Expo Guadalajara official employees may use the facilities structures around the Exposition area, therefore, it is strictly prohibited to climb in the columns and metallic structures of the facilities to anyone other than Expo Guadalajara official employees.

5.2.3. Cleaning

- a) Expo Guadalajara Staff will be responsible for cleaning and removing trash from the common areas and hallways of The Exhibition; therefore, they are not responsible for cleaning within your booth. Please place your trash near the edge of the walkways by your booth for collection.
- b) The EXHIBITOR may contract for the services of the official onsite cleaning company for the Booth by using the requisition form provided in the Exhibitor's Manual Online.

5.2.4. Forklift Rental

- a) The forklifts used within the premises must be in good working condition, free from leaks of fuel, oil and other liquids and must be equipped with pneumatic tires. In the event of requiring supplying it with fuel, it is will only be possible to do it in the loading area. These maneuvers must be contracted with the official supplier (Multitransportes Internacionales).

5.2.5. First Aid

- a) Expo Guadalajara has an ambulance service available on site with paramedics equipped for providing first aid, which provides services on a permanent basis and without cost. There is a similarly equipped medical clinic available onsite during the entire event.
- b) During the days of the event, the Organizing Committee will have a doctor and ambulance on duty at the Exposition.

6. BOOTH DECORATIONS

6.1. Only the personnel previously registered through The Exhibitors Manual online will be admitted, the crew will be the minimum necessary for the construction of the stand. Any booth decoration must be approved by the Organizing Committee, this to ensure safety, while avoiding disruption to the adjacent booths.

6.2 The Exhibitor is required to communicate the guidelines and specifications contained in these regulations to each of their suppliers and contractors involved with their participation in the event, especially the company hired to assemble and decorate your booth.

6.3. The staff assigned to work on the assembly and dismantling of the booths must take special care regarding the look of both the visible sides of your booth and the back sides of your displays in your booth, both of which must have a finished look and be aesthetically acceptable, so as not to affect the aesthetics of the contiguous booths. In the case of any complaints by EXHIBITORS, the Organizing Committee will determine what changes the offending EXHIBITOR is required to make it have an aesthetically pleasing finished look.

6.4. Exhibitors and/or the Booth Decorator are at all times responsible for any damage or problems caused by their personnel or the personnel of their contractors. Any damage caused to the facilities or to another Exhibitor must be paid for immediately.

7. SPONSORSHIP AND PROMOTIONAL ACTIVITIES

7.1. All sponsorships and/or promotional activities within the facility that are offered by the organizing committee are subject to the approval of Expo Guadalajara.

7.2. Expo Guadalajara has corporate sponsorships such as Axtel, Megacable, Coca Cola (all brands and presentations) and Grupo Modelo (all brands and presentations). If any Exhibitor would like to introduce any brand that is a competitor to any of the sponsors (either for sale, branded presence, sampling or tasting) this must be limited exclusively to The Exhibition Hall contracted by THE EXHIBITION, and is subject to the written permission of Expo Guadalajara.

7.3. Product promotions, including sponsorships and food and beverage tastings, or the promotion of any products and/or service similar to those already offered by Expo Guadalajara invariably are subject to the prior approval from Expo Guadalajara. If the promotion of any products or services were to occur without the prior written consent of Expo Guadalajara, Expo Guadalajara reserves the right to close the booth where the unauthorized activity is occurring, without any liability to Expo Guadalajara.

7.4. Expo Guadalajara reserves the right to refuse admission to any unauthorized supplier of goods or services whose prior history of negative behavior could directly or indirectly adversely affected the good standing of Expo Guadalajara.

8. FOOD AND BEVERAGE

8.1 Expo Guadalajara reserves all food and beverage concession rights to operate or provide food and beverage service within the facilities complex. Service is provided in The Exhibition area, the conventions area, in the restaurants, cafes and all those outlets designated for this service. **It is strictly prohibited the entry of all outside food and beverages, whether for consumption by the Exhibitor and/or is provided for sale or given away free to the visitors.**

8.2. Concerning food preparation and processing, Expo Guadalajara has the H Distinctive, which guarantees food safety. This recognition is granted by the ministry of tourism to restaurantes, coffe shops, hotel restaurants, among others that maintain their supplies with high levels of hygiene and that voluntarily comply with the requirements established by the Mexican Standard NMX – F- 605.

8.3. Expo Guadalajara has District 3 an area designated for the exclusive use of food and beverage. Exhibitors may purchase coupons for consumption for their workers by paying in advance by filling the corresponding format which will provide the area of "Catering" of Expo Guadalajara. This permanent spaces will be operating the during the days of the expo, as well as some assembly and disassembly days.

9. CIVIL LIABILITY INSURANCE

9.1. The Organizing Committee contracted a civil liability insurance. This insurance does not protect your equipment against damage or theft, so Exhibitors are responsible for insuring their own equipment. The Organizing Committee wills neither for any reason nor under any circumstances compensate Exhibitors for the theft, loss or damage of your goods and/or equipment.

9.2. TRADE SHOW FACTORY, S.A. DE C.V., the Organizing Committee, Expo Guadalajara and its affiliates or representatives shall not be held responsible for any injury, loss, damage or harm that may occur to Exhibitors, their employees or their property in any case. The Exhibitor, by signing this contract, releases of liability to the above associations, companies or individuals for any such injury, loss or damage.

10. PARKING

10.1. The parking facility is operated by Expo Guadalajara, and is limited only to cars and trucks with a gross vehicle weight of one metric ton or less.

10.2. It is not permitted to use any parking area for the display, sales or promotion of any kind of product or service or by placing signs or decorations in this area.

11. PROCEDURES FOR LOADING AND UNLOADING

11.1. It is important to respect the schedule and day indicated by the Operations and Logistics area. If you arrive at a different time than the one assigned, you will not be allowed access. You will only be allowed to arrive 1 hour before the assigned time.

11.2. Access to the dock area during the moving days will be through doors 1-10.

11.3. Only personnel previously registered through the online Exhibitor's Manual will allow to entrance. All booth decoration must be authorized by The Organizing Committee, this in order to guarantee safety, and to avoid any delays in its assembly.

11.4. Once entering to the dock area, please respect the following instructions:

11.4.1. Read, complete and sign the "Loading Dock Pass" agreement provided to you by the security personnel.

11.4.2. Drivers must not leave the vehicle at any time.

11.4.3. **No person is authorized to stay longer than the permitted time; any such action would be in violation of this provision.** Only extenuating circumstances, like the breakdown of the vehicle will be proper cause to change the schedule, and only after informing the security personnel at the entrance to the work area, and only within the courtesy time allowed.

11.4.4. No security personnel from Expo Guadalajara or from the event may issue invoices or receive payments. Only duly qualified office staff, who will provide you a receipt for payment and upon request, an invoice, may receive your payment. Please provide them your tax ID number.

11.4.5. If the vehicle exceeds the courtesy time allowed, you will need to pay the overtime charge. However, this does NOT entitle you to remain in the loading area, so you must remove your vehicle from the area immediately.

11.4.6. The loading docks and work areas are NO PARKING ZONES.

11.4.7. The time allowed is only for loading and unloading, not for hauling materials to the stand or for setting up the booth, so we recommend you unload the vehicle on the platform, leaving someone there to watch your materials and merchandise, while the driver takes the vehicle to the assigned public parking lot.

11.5. The forklifts and generators for setup and/or operation within the facility must be approved by the Organizing Committee and Expo Guadalajara. We require your equipment to have pneumatic type tires and an engine in good working order that does not leak oil or other liquids. If you require refueling, it must be done in the loading dock area, before or after the event.

11.6. The movement of materials, goods, machinery or any product or equipment shall be done with the utmost care to protect the floor of the Exhibition Center, avoiding dragging or pulling items which may affect or damage the floor. Only vehicles with pneumatic tires are allowed to carry and locate machinery on the hall floor, caterpillar type metal tractors are not allowed on the Exhibition Center floor.

11.7. The resistance of the floor in the exhibition hall is 45 ton/sqm. All machinery and/or heavy equipment must be supported on rubberbearings or other similar material to cushion and protect the EXHIBITOR floor, must inform the Organizing Committee with 40 calendar days in advance of their income on weight, dimensions, support points etc.

11.8. The maximum load is 45 platforms ton/sqm.

11.9. In the hall there are 5 entrance doors, the width of each is the following:

Door 1 - 3.95 m. w. x 6.24 h.

Door 2 - 3.95 m. w. x 6.24 h.

Door 3 - 3.95 m. w. x 6.24 h. – 8% inclination ramp

Door 4 - 4.72 m. w. x 5.50 h. – 18% inclination ramp

Door 5 - 4.70 m. w. x 5.78 h. – 18% inclination ramp

Door 6 - 2.88 m. w. x 3.60 h. – 20% inclination ramp

Door 7 - 4.50 m. w. x 5.00 m. h.

Door 8 - 3.80 m. w. x 4.00 m. h.

Door 9 - 4.60 m. w. x 4.50 m. h. – 7% inclination ramp

Door 10 - 4.70 m. w. x 4.50 m. h. – 10% inclination ramp.

11.10. Any item or pallet weighing over 251 kgs. should be brought in and removed from the hall using forklifts contracted through the Expo Guadalajara. Once you have paid, the service will be provided.

11.11. Unloading Procedure: Immediately after placing the vehicle in the unloading area, you must proceed with the unloading, depositing the material on the platform, then, after removing the vehicle, proceed to transport materials within Expo Guadalajara.

11.12. Under no circumstances will the presence of an unattended vehicle be allowed in the unloading area. Otherwise, a fee will be charged directly proportional to the time that vehicle is left unattended in that area.

11.13. It is permitted to locate vehicles in the dock area only when the exhibitor's staff is present and their materials are being unloaded onto the platform. The vehicles waiting their turn for loading and unloading shall wait with the engine turned off in the adjacent parking lot.

11.14. Please do not park, load or unload vehicles on the street outside the Mariano Otero Ave.

11.15. It is the duty of exhibitor to remove all of their belongings from the booth area. The materials, equipment and/or any objects left, forgotten and/or abandoned during the exhibition hall open hours or during the assembly and disassembly schedule will be removed and thrown away.

11.16. During assembly and disassembly, Expo Guadalajara gives the following loading/unloading times as a courtesy, depending on the type of vehicle. Vehicles that overstay their assigned courtesy time shall be liable for the Exhibition Center fees. Following fees:

11.16.1. Cars and trucks up to 3.5 tons: 10 minutes free, and \$100.00 + tax per each 5 minutes exceeded this time.

11.16.2. Trucks 3.5 tons: 20 minutes free, and \$100.00 + tax per each 5 minutes exceeded this time.

11.16.3. Box Trucks and Hauling Trucks: 30 minutes free, and \$100.00 + tax per each 5 minutes exceeded this time.

11.16.4. Full trailer or box trailer: 40 minutes free, and \$100.00 + tax per each 5 minutes exceeded this time.

11.17. The Exhibitor releases the Organizing Committee and Expo Guadalajara from any liability for damage, theft or loss of materials or items used during the event or before or after the event during assembly and disassembly, whether caused to the property of the Exhibitor and/or the property of the installation company. The Organizing Committee and the Expo Guadalajara will not be held liable in the case of damage, theft or the loss of items inside or outside the vehicles parked in the loading area, or for damages caused by collisions, fires, natural disasters, earthquakes, hurricanes or any other cause or event of a similar nature.

11.18. No equipment, product or merchandise may, for any reason, be removed from the exhibit area before the event is closed.

12. SECURITY

12.1. Expo Guadalajara, conducts security patrols throughout the complex 24 hours a day, but is only responsible for the safety of its own facilities and surrounding areas, including: lobbies, shopping areas, and public parking, among others, therefore during the time of the open Exhibition hours. The security of Booths is the responsibility of each Exhibitor.

12.2. After the scheduled closing of The Exhibition Hall each day, the security guards will coordinate the clearing of all attendees from The Exhibition Hall so, we ask for the cooperation of all Exhibitors in order to prevent anyone from wandering through unprotected areas and the potential risk of theft that entails.

12.3. Law enforcement personnel from the Expo Guadalajara, Civil Protection and/or the Fire Department of Guadalajara City, will make inspection tours of The Exhibition Hall. In the given case that any potential or actual danger is detected, that may put at risk the participants of the event, the Organizing Committee and Expo Guadalajara, have the authority to exercise the necessary corrective measures to ensure the safety of the Expo Guadalajara, the event and the booths.

12.4. The Organizing Committee will provide the necessary security at all times during the event; however, each Exhibitor is responsible for the care, custody and control of their booth and its contents. Exhibitors are advised to have insurance to cover losses or damage of exhibit material or to contract the services of a security during the event.

12.5. Functions of the security service hired by the Organizing Committee shall be limited to:

- a) To control access to the many Exhibition events.
- b) To control the removal of products or materials on display, through the specific forms or special permits.
- c) To verify that all Booth assembly personnel, Exhibitors, attendees and special guests are wearing their corresponding ID or badge as required.
- d) To guard and monitor The Exhibition area and its contents 24 hours as day.
- e) To maintain order and control the public within the facilities.
- f) To check all safety systems protecting The Exhibition and the facilities (fire extinguishers, emergency doors, sprinklers, fire hoses), among others.
- g) Assist the Exhibitor in dealing with any situation that may arise, as well as any medical emergency.

12.6. Neither the Organizing Committee nor Expo Guadalajara will be responsible before, during or after the event for:

- a) Damage or loss that may occur to the booths, samples, equipment and/or exhibition materials.
- b) Items that are lost in their booth during the hours that the exhibit is open.

c) Loss of objects left inside the vehicles located in the Expo Guadalajara parking facility, nor for damage caused by natural phenomena or fire, mechanical failures or total or partial theft of parts and accessories.

12.7. The Exhibition is a specialized industry event. No visitors under 18 years of age are allowed.

12.8. The entry and/or carry of any kind of gun, knife, or other sharp object is strictly prohibited, except by the official Expo Guadalajara security personnel, who are legally authorized to do so.

12.9. In the absence of any prior written consent, any person wishing to bring in or remove material from the booths or anything that seems suspicious because of its volume or size will be subject to review by the security personnel, and an ample reason will be required for the attempt to bring in or remove that item.

12.10. The Exhibitor required to secure their booths, to provide for the safety of their visitors and their booth staff, and will be held liable for any damages that the deficiency or lack of protection caused to third persons or to their property, whether by the actions of their own staff as well as those caused by machinery or equipment installed in the booth.

12.11. The Exhibitor commits to comply with all current regulations and comprehensive security policies of Expo Guadalajara.

13. STORAGE

13.1. The Organizing Committee is not responsible and will not accept shipments of boxes or any other product in advance, the shipment must be received by the Exhibitor only during the period specified.

13.2. The Organizing Committee does not provide any warehouse or storage space to exhibitors. Boxes or packages must stay within the contracted area.

13.3. The back of your booth may not be used to store boxes, solvents, electrical materials, machinery, packaging, or any other flammable or combustible material.

13.4. No type of cargo (boxes, packages, furniture, equipment, etc.) shall enter the exhibition hall, except through the loading dock, even during the open exhibit hall hours.

14. CONTESTS AND SWEEPSTAKES

14.1. If the exhibitor plans to conduct raffles or sweepstakes you must obtain a permit issued by the General Directorate for Games and Raffles from the Secretary of Governance in accordance with the Federal Gaming Law and its regulations, which specify the operating rules for the game. To qualify, the EXHIBITOR is required to present such permit 40 days in advance of the date of the event to Expo Guadalajara with a copy sent to the Organizing Committee.

This includes:

14.1.1. A copy of license issued by the Secretary of Governance.

14.1.2. A copy of the invoice for the prize

14.1.3. A copy of the delivery confirmation to the Comptroller of the Secretary of Governance.

14.1.4. A copy of the winning ticket.

14.1.5. A copy of identification of the official prize winner.

14.1.6. A copy of the bond delivered to the Secretary of Governance

14.2. **GAMBLING IS PROHIBITED.** Any type of games you want to conduct on the premises must have prior authorization from the Organizing Committee.

15. GENERAL

15.1. This regulation has been made in the best interests of protecting the exhibitor, the Organizing Committee and their representatives. Please read it carefully. All the exhibitors agree that their staff, employees, agents and/or representatives and all those who are directly or indirectly involved in any activity related to your presence in the event will abide by these same rules and/or any additions or modifications made by the Organizing Committee and will remain in strict adherence to them.

Any interpretation of the rules shall consider the criteria established by the Organizing Committee, and any matter not previously covered will be subject to the decisions made by the Organizing Committee. Being accepted as an exhibitor at **EXPO PLÁSTICOS 2024** does not mean or imply the endorsement by the Organizing Committee of the products or services offer by the exhibitor.

Any breach of these regulations will be cause for termination of the contract, without liability to the Organizing Committee.

The Organizing Committee reserves the right to enforce the compliance of this contract by any means necessary, including taking legal action.

Sincerely,
THE ORGANIZING COMMITTEE
EXPO PLÁSTICOS 2024