

MANUAL DEL EXPOSITOR
EXHIBITOR'S MANUAL



In order to achieve a first-class, efficient and productive event, CONVERGENCIAS-HOW.MX, in collaboration with WORLD TRADE CENTER (WTC MEXICO CITY), has established the following operational regulations which will enable us to assist you with quality and to help your participation be satisfactory, as well as to create a top security environment and ensure the correct use and conservation of the WTC Mexico City facilities. Thank you for carefully reading these rules to prevent any unexpected event during your participation in the EXHIBITION; in case of any doubt regarding their interpretation or lack of information, please contact the Organizing Committee.

Event Schedule

ACTIVITY	MONDAY, JULY 8 TH	TUESDAY, JULY 9 TH	WEDNESDAY, JULY 10 TH	THURSDAY, JULY 11 TH
SECURITY	Since 8:00 a.m.	24 hours	24 hours	24 hours
SERVICE DESK	From 8:00 a.m. to 7:00 p.m.	From 8:00 a.m. to 7:00 p.m.	From 8:00 a.m. to 7:00 p.m.	From 8:00 a.m. to 5:00 p.m.
ORGANIZING COMMITTEE	From 8:00 a.m. to 8:00 p.m.	From 8:00 a.m. to 8:00 p.m.	From 8:00 a.m. to 8:00 p.m.	From 8:00 a.m. to 12:00 p.m.
ASSEMBLING OF FREE AREA BOOTHS. 36 M ² OR MORE	FROM MONDAY, JULY 8 TH AT 10:00 a.m. TO TUESDAY, JULY 9 TH AT 10:00 a.m.			
ASSEMBLING OF AUTHORIZED BOOTHS. 9, 18 AND 27 M ²	FROM MONDAY, JULY 8 TH AT 1:00 a.m. TO TUESDAY, JULY 9 TH AT 10:00 a.m.			
REGISTRATION	From 9:00 a.m. to 7:00 p.m.	From 9:00 a.m. to 7:00 p.m.	From 9:00 a.m. to 7:00 p.m.	From 9:00 a.m. to 5:00 p.m.
RIBBON CUTTING		At 12:00 p.m.		
EXHIBITION		From 2:00 p.m. to 7:00 p.m.	From 12:00 p.m. to 7:00 p.m.	From 12:00 p.m. to 5:00 p.m.
EXHIBITORS' ACCESS		Since 8:00 a.m.	Since 10:00 a.m.	Since 10:00 a.m.
DISASSEMBLING				From 7:00 p.m. to 12:00 a.m.

Assistance to the exhibitor

ConvergenciaShow.Mx personnel will be at your disposal before and during the event in case you need anything or you have any doubt regarding your exhibition space. During the event, the staff will be physically located in the Organizing Committee office and on the exhibition floor, wearing an appropriate uniform to be easily identified.

If you still have any question, please contact the ORGANIZING COMMITTEE:

- **Bethsabé Solís:** betsabe@convergenciashow.mx
- **Adriana Fernández:** adriana@convergenciashow.mx

Types of booths

Authorized booth

This booth may measure 9, 18 or 27 m².

- Dividing screens.
- Marked canopy.
- Rug.
- Description of your company in the Exhibitors Directory.
- Unlimited badges and invitations for your clients.
- Table.
- Two chairs.
- Slimline lamp.
- Dual contact of 1000 watts.

Free Area Booths

This booth may measure 36 M² or more. It includes:

- A marked area on the floor.
- Rug.
- Description of your company in the Exhibitors Directory.
- Unlimited badges and invitations for your clients.
- Dual contact of 1000 watts.

IMPORTANT – If you require a higher voltage, you will have to contract said service directly from WTC Ciudad de México, and the exhibitor shall be responsible of its cost.

Any service, such as the booth cleaning, electricity, phone, Internet, etc., which is not mentioned in the prior description or that is additionally needed, will be directly hired by the exhibitor from the corresponding provider.

Spaces and uses

- Those companies that have not paid 100% of the cost of its booth will not be allowed to carry out the assembly under any circumstances whatsoever. Moreover, no additional service will be provided if the corresponding total payment has not been made.
- The exhibitor may not partially nor totally sublet its booth(s).
- The exhibitor must fill in the "Registration of contractors" form to decorate and install its exhibition space; the Organizing Committee will also receive a copy of the Authorized Provider's and/or Exhibitor's Third Parties Liability insurance policy (The Third Parties Liability insurance policy taken by the Authorized Provider and/or Exhibitor must have the corresponding license and be accepted in Mexico). Although the submission of this policy is not mandatory, we advise you to require it from your Contractor to prevent any future inconvenience.
- Any presentation or activity resulting in an obstacle in the aisles or that prevents the free access to the booths of the adjacent exhibitors shall be suspended by the organizer for as long as needed; in addition, any activity that the exhibitor wants to perform due to display and/or entertainment reasons, and which includes throwing objects (such as darts), shall have to be approved by CONVERGENCIASHOW.MX prior to the event or before said activity starts and, in this case, the provisions given for the adequate protection shall be complied with, so as to prevent accidents and/or damages to persons, furniture, equipment and the facility itself. Likewise, they shall exclusively abide by their own assigned space, observing the adjacent areas and not obstructing other spaces. If the exhibitor does not comply with this provision, CONVERGENCIASHOW.MX may CANCEL the participation of said exhibitor.
- For all the events carried out within the facilities of WTC MÉXICO, the use of games of chance for profit is forbidden within the facilities, without exception.
- Exceeding the contracted space is forbidden; the exhibitors cannot use the aisles to put chairs, plants, rugs or any other piece of furniture.
- The presentation of products which cause any trouble —deriving from the emission of fumes, noise, bad odors, etc.— to the exhibitors or the visitors is forbidden.
- Performing activities, exhibitions or shows which may be illegal or contrary to morals or good customs is forbidden.
- During the time the exhibition is open to the public, each booth shall be attended by a representative duly accredited with his/her badge, showing the products of the company.
- The booths that include high-risk activities or extreme games and/or similar activities, such as a climbing wall, zip-line or similar, which may disturb the peace and/or the safety of the event, will have the adequate protection for the assigned area and for said activity, the "Liability Disclaimer Form" signed by the visitor discharging the exhibitor for the use of the attraction, as well as the Liability Disclaimer Form of the exhibitor sent to the Organizing Committee and WTC México holding them harmless, whether from civil, criminal, commercial, labor, environmental or administrative liability, and undertaking to hold the Organizing Committee and WTC MÉXICO harmless from any situation arising from the aforementioned activities, such as injuries, any type of damage caused to persons, furniture and equipment, as well as WTC MÉXICO itself. These activities shall have to be approved in advance and in

writing by the State Department of Civil Protection, the Organizing Committee and WTC MÉXICO before opening the exhibition to the public and, if applicable, they shall take place solely and exclusively in the spaces assigned for said purposes. If this kind of event is performed without its authorization, the Organizing Committee and WTC MÉXICO are entitled to close the booth if necessary, without any liability whatsoever.

- Retail operations or delivery of goods will be forbidden; only taking orders shall be allowed.
- All the personnel of the EXHIBITOR will deal with any business and the distribution of brochures and/or advertising material within its booth. Any advertising or promotion occurring outside the rented space shall be removed from the event without any compensation whatsoever for the EXHIBITOR.
- Advertising may not be placed in: Aisles, restrooms, parking lots, the cafeteria, lobbies, platforms, facades, doors; any installation for promotion, advertising or other type of information has to be authorized and supervised by the Organizing Committee.
- In any private advertisement made for promoting the visit to your booth, the exhibitors shall include the CONVERGENCIASHOW.MX 2019 logo (with the prior approval of the Organizing Committee).
- The oral advertisement by radio or speakers and those adverts deemed annoying for the exhibitors or visitors by the CONVERGENCIASHOW.MX staff is forbidden. If it is necessary to use sound, it shall not exceed 75 to 85 decibels.
- You are not allowed to lie down and/or sleep within the facilities, lounges, lobbies, courts, platforms, restrooms and parking lots, etc. During any kind of assembly, event and disassembly, it is also forbidden to walk around shirtless or bare-chested. You must wear adequate clothing to carry out the works. The games of chance (domino, cards, etc.) are forbidden inside and outside the facilities.
- Playing within the facilities and having any kind of distraction irrelevant to the task to be performed is forbidden; recorders, personal sound equipment, etc., as well as drinking alcohol and remaining in a disorderly condition is also forbidden.
- "THE EXHIBITOR" and/or "THE DECORATOR" are not allowed to have minors among its personnel; any person not duly insured and trained is also forbidden. Neither WTC MÉXICO nor the Organizing Committee take responsibility for any injury, damage or event resulting from the non-compliance of this item.
- Smoking within the internal area of WTC MÉXICO is forbidden, including lounges, lobbies, platforms, aisles, service areas and offices.

Assembly and Disassembly

Assembly

Every person in the market floor during the assembly and disassembly must be wearing a helmet, and a safety harness in case of being at an elevated height. The assembly for Free Area Booths will start on Monday, July 8th at 10:00 AM and it will end on Tuesday, July 9th at 10:00 AM, and for Authorized Booths will start on Monday, July 8th at 1:00 PM and it will end on Tuesday, July 9th at 10:00 AM. The schedule is round-the-clock. However, said assembly will be made in a staggered schedule; please check it out and inform it to the personnel involved (including booth designers and providers to prevent any mishap or delay).

We advise you to wear comfortable and light clothes during the assembly and to wear closed footwear or trainers. Wearing sandals or any kind of open footwear is not allowed. You must wear sleeved T-shirts. Remaining shirtless inside the facilities of WTC Ciudad de México is not allowed. Wearing sport shorts is forbidden. Wearing bermuda shorts is allowed.

SIZE OF THE BOOTH	BEGINNING OF THE ASSEMBLY	ENDING OF THE ASSEMBLY
Booths of 36 m ² and beyond	Monday, July 8 th at 10:00 AM	Tuesday, July 9 th at 10:00 AM
Booths of 27, 18 and 9 m ²	Monday, July 8 th at 1:00 PM	Tuesday, July 9 th at 10:00 AM

It should be pointed out that on Tuesday, July 9th from 8:00 to 10:00 in the morning, only adding decoration details to the booths shall be allowed; the access of wheeled vehicles (dollies, display racks) to do the general cleaning in the aisles before the opening will no longer be allowed.

- 1)** The recommended height for the authorized booths (9, 18 & 27 m²) is 3 metres. If a greater height is needed, it must be approved by the Organizing Committee. If needed, an Insurance Policy may be requested from the decorator. The limit for these booths is 5 metres high.
- 2)** Free area booths (36 m² or more) have a limit of 6 metres high. If needed, an Insurance Policy may be requested from the decorator.
- 3)** The height is the same for the Double-decked booths, which must have an area of 54 m² at least. Other conditions for the Double-decked booths are the following:
 - a)** Double-decks cannot be closer than 1.5 metres or 4.9 feet straight from any main or secondary aisle, or neighbouring booth.
 - b)** The total height of the booth shall include handrails, chairs, tables, parasols, banners, logos, signs, ads or decoration materials and shall not exceed 5 m or 16 feet high.
 - c)** The upper floors shall have fixed handrails to prevent any damage to the persons working under said floors. The handrails must have banisters, intermediate bars and poles at least 1 m or 42" tall from the floor up to the handrail. The intermediate rail will be approximately in the middle of the upper part of the handrail and the floor. The openings between the upper handrail and other surfaces (such

as an intermediate handrail or scaffold) shall not exceed 50 cm. Handrails 10 cm high will be installed in each platform unless the space between the handrail and the platform of the upper floor is filled or covered with any kind of material (such as Plexiglas) in order to provide protection against objects falling on the people working or walking below the platform.

d) The building blueprint shall be signed by a Structural Engineer and shall be sent to CONVERGENCIASHOW.MX at least 20 days before the event assembly.

e) One or several signs shall inform the number of people that the structure can support.

f) Fire extinguishers and smoke detectors shall be placed on the ground floor at divided and roofed areas.

g) There shall be 2 stairs leading to the upper floor if there are to be more than 10 people at the same time; these shall be 1 metre or 3 feet wide and CANNOT BE SPIRAL OR WINDING STAIRS.

h) The contractor must be able to provide the documentation regarding the structure in accordance with the Civil Protection Act and the Construction Regulations of Mexico City, (for said purpose, the exhibitor in question hereby states and acknowledges to be aware of and accept the terms, scope and conditions described in the Civil Protection Act and the Construction Regulations of Mexico City. Any exhibitor that wants to build its booth with a platform must be granted a written permit by CONVERGENCIASHOW.MX.

i) The construction of access ramps for handicapped people is mandatory for the exhibitors who want to build platforms. The ramp must have the following characteristics: A minimum width of 80 cm, with the possibility to extend said measurement as much as possible to enable full access to the booth. A slope of 10% of the height (a meter long will be necessary for each 10 cm of height). The ramp shall be carpeted in a color that contrasts the color of the carpet in the booth.

j) If the Organizing Committee has not authorized the blueprints of the exhibitor's platform, the Organizing Committee shall be entitled to stop the construction until all forklift movements have finished.

4) In order to have a better control of the goods and materials going into the fair facility, the entrance during the assembly and the exit during the disassembly shall only be done through the service accesses indicated as "Loading and Unloading".

5) Taking the goods exhibited out of the exhibition during the event will not be allowed without the EXHIBITOR filling in and signing their exit pass, which will be authorized and supervised by the security elements. Entering material, paper supplies and the equipment needed for the booth, which for some reason remained outside during the assembly, may be done on the event days (prior authorization issued by CONVERGENCIASHOW.MX STAFF) only from 8:00 AM to 10:00 AM. Entering machinery or heavy equipment after the opening is forbidden. The general refurbishment, installation, decoration and general repair works of the booths must comply with the schedule established in these regulations and end no later than 10:00 AM on Tuesday, July 9th, 2019. Otherwise, CONVERGENCIASHOW.MX may take the measures it deems necessary and the EXHIBITOR shall have to pay the amount corresponding to

the overtime utilized. The EXHIBITOR is required to give back the facilities that were rented in the same conditions as they were received. On the day following the closing, the spaces rented shall be empty according to the provisions established in the "Assembly and Disassembly Logistics" and "Assembly and Disassembly Schedule" sections included in this Manual. After said term, CONVERGENCIASHOW.MX will disassemble the booths and take out the materials, charging the incurred expenses on the account of the "EXHIBITOR".

6) No vehicle may enter the exhibition area while the event is being held and if it is a part of the exhibition, it must remain turned off and with the minimum amount of fuel needed to execute maneuvers. In case of exhibiting machinery, it shall have all the elements required to comply with the safety boothards that ensure the absence of any risk for the visitors and the facilities. CONVERGENCIASHOW.MX may impede at any moment the presentation and functioning of those machines and devices it deems dangerous, harmful or disturbing for the visitors and exhibitors. The machinery may have access with a prior authorization issued by the Staff of CONVERGENCIASHOW.MX.

7) The exhibition area has a free height of 12 metres within the structure. The maximum height available to be used is 7 metres. No designbooth must not block or obstruct the vision of other booths, nor obstruct the signs of WTC México, the emergency exits or the circulation aisles. This is why, the maximum height for the booths assembly and decoration is 7 metres. If more than 7 metres high have to be considered, a structural liability letter issued by the director in charge of the work is necessary. The booths contracted as a package have dividing screens with a height of 2.5 metres and their decoration cannot exceed said height. Under no circumstances shall the exhibitor exceed the weight of any equipment or exhibition material with the specific limit of 1500 kg/m² of cargo. In case the weight is exceeded, and with the authorization by CONVERGENCIASHOW.MX, the weight shall be distributed. The EXHIBITOR shall be responsible of contracting special equipment for performing this maneuver without causing any damages to the property or exhibition hall. The maximum weight to hang banners is 150 kg per section. No more than one banner per section is allowed.

8) Only the assembly of furniture and equipment is allowed within the exhibition area; therefore, any carpentry, ironwork, plumbing, electricity or any other kind of work must be carried out outside the exhibition area.

9) The use of saws, compressors, welding machines, air guns and other noisy or polluting equipment is forbidden within the exhibition area.

10) Smoking and drinking alcohol is strictly forbidden while performing the assembly and disassembly of the booths due to safety reasons of the event.

11) During the assembly and disassembly periods, the exhibition areas shall be lit up by a 30% within the normal operation schedule and without air conditioning.

12) Using color adhesive tape and masking tape is allowed, as well as hanging any banner or advertisement at the level of the screens with nylon threads or hooks in the upper part of the panels.

Disassembly

The disassembly shall be done on Thursday, July 11th from 7:00 PM to 12:00 AM. After 12:00 AM on July 8th, the Organizing Committee shall remove the safety device; thus, removing any material or equipment shall be at its criterion and charged to the exhibitor. After said time, the Organizing Committee shall return the exhibition hall rented to WTC Ciudad de México without any liability for the exhibitors' materials that still remain inside the hall.

I.D. Badges

There is no limit as to badges, both for the visitors and the exhibitors. We would appreciate you to directly register them in our website Convergenciashow.mx so that you immediately receive the registration by email for you to print them. When you arrive at the event, in the registration area located in the lobby of the Mexica Lounge of WTC Ciudad de México, please hand in your printed copy to put it in the badge holder and access the event.

You may register both your executive members and the staff personnel that will be present during the show in your booth (personal assistants, waiters, etc.). The assembly personnel do not need an I.D. badge to enter; they shall only be given a sticker to be used during the assembly schedule.

The exhibition is aimed at persons aged 18 and older; therefore, you are responsible of the access of minors, since there may be adult content that may offend this type of public.

Forbidden Activities

- Painting or upholstering floors, walls, columns, structures and ceilings.
- Hammering, screwing, drilling or any other action that implies the deterioration of the facilities and services in the fair facility.
- Using aerosol coatings, saws, air guns, cutting or welding machines, compressors and any noisy or polluting equipment. Welding in any metallic part of the building. Hanging objects from the structures, ceilings, columns, handrails and/or doors. Handling, altering or manipulating the general electricity, telephone installations or any other installation.
- Also, the EXHIBITOR is not allowed to make direct connections to the distribution switchboards of these services to its booth. These tasks are exclusively reserved to the WTC technical services.
- Placing any kind of sign, banner, material or object on walls, doors or panes.
- Using machines with eccentric or mechanical movements that cause vibrations, such as cutting machines, compressors, die cutters, etc.

ANY DAMAGE CAUSED BY FAILURE TO COMPLY WITH THE PRIOR RULES WILL BE PAID IMMEDIATELY.

IMPORTANT: The booths shall be assembled according to the specifications in the exhibition blueprints. If the exhibitor wants to modify or change something on the booth such as: not using intermediate screens between two booths, or adding screens to the booths in ends or corners and remove the parapet, these shall be done for free only if it is informed to the Institutional Assembly Contractor authorized by CONVERGENCIASHOW.MX in writing before June 28th, 2019.

Any additional information regarding the assembling and disassembling which is not included in these Regulations must be approved by CONVERGENCIASHOW.MX.

Installation in the structure

Placing pennants, banners and any kind of ornamental material may only be hung or supported from the booth structure; the placement of this material shall be made with the own resources of the decorating company that each EXHIBITOR chooses, taking care not to exceed 7 metres high.

Services

In regards to the internet, telephony, security, electricity, and food and beverages services, in order to improve the experience as an exhibitor, the precinct has developed a service platform: CIECWTC. This technological tool simplifies the process of requesting and downloading the forms to hire the services, as well as the information updates of the event and our precinct.

Via www.exposwtc.info/servicios.html you will be able to check, download forms and confirm the service hiring payments. Attached you will find the Instructions of usage of the platform for more details. ID Number: 41703.

Important: The due date to pay in advance is May 15th, after this date site prices will be considered (Electricity, Internet and Telephony.)

Hanging: The EXHIBITOR may contract these services for its booth at an extra cost. The service shall be restricted, with a prior feasibility analysis according to the area where your booth is located due to the characteristics of the facility construction. The exhibitors that want to hang banners, structures and/or use security points within its booth shall send the design or render in advance to the Organizing Committee for its prior assessment and authorization; once the authorization is obtained, the exhibitor may request the quote to WTC Ciudad de México.

Electric power: WTC is the sole provider of all the electrical connections, power supply and lighting requirements.

Electricity and general lighting: The electrical contacts installed in the exhibition rooms are 120v single-phase and 220v three-phase. Moreover, supplies of 480v are provided.

In case of installation of machinery or engines by the exhibitor, a 25% increase of the HP or amperes nominal value shall be taken into account due to the charge required for the startup. Under no circumstance may the booth wiring hang from the structure and/or columns; it will be conducted in a hidden way by an adequate conduit system of the screens system and/or be duly signaled and protected under the carpet. The cables must not have joints or ties, and distribution boxes will be used. Climbing the WTC structure or walking around it is strictly forbidden for non-authorized personnel; should this happen the booth will be closed as a penalty. Since the incandescent light lamps increase the temperature considerably, only fluorescent lamps, low-consumption lamps or cold light lamps are allowed. This is for safety purposes of the event and of fair facility.

Neither temporary installations are allowed nor requests are attended to supply additional energy charges when making connections of the feeder lines running through the structure is required.

Cleaning: The general cleaning service only covers aisles and common areas. We remind you that the Organizing Committee does not provide this service inside the booths; therefore, each exhibitor is responsible of the cleaning inside its booth. We advise you to consider this in a timely manner since you can contract this service with the Institutional Cleaning provider, whose data appears in the Form provided by WTC that you will find at the end of this manual.

It is essential to keep in mind that mistreating, staining, painting, hammering or damaging the exhibition hall carpet in any way will have a cost for its repair or cleaning. Therefore, please inform this to your decorating company. If any damage to the carpet is found, the Organizing Committee shall charge the exhibitor for the repair of said damage

We also ask you not to damage the institutional assembly. The exhibitor will give back all the screens which are part thereof without any trace of self-stick vinyl, stains, nails or any type of paint and/or glue. Otherwise, the Organizing Committee shall include an extra charge to the exhibitor for the damage repair.

Forklifts: Forklifts are not allowed.

Security: WTC renders a 24/7 surveillance service throughout its premises; however, it is only responsible of the security of its own premises, common areas, and perimeter areas, such as Lobby, Concourse, halls, and public parking, among others. Therefore, during public visit time, the safekeeping of the booths is responsibility of each EXHIBITOR.

Once the established business schedule is over, the security elements will proceed to vacate the premises, so we need your best cooperation in order to prevent people wandering on unprotected zones with the corresponding risk. Outside the time-schedule of the event, exhibitors are not allowed to remain within premises. Authorization shall be granted only for acts of force majeure or with written permission by CONVERGENCIASHOW.MX.

THE TASKS OF THE SECURITY SERVICE SHALL BE

- i. To control the access to the CONVERGENCIASHOW.MX show events.
- ii. To control the exit of products or materials in exhibition, through the specified forms or with special permits.
- iii. To verify that all mounting personnel, exhibitors, assistants, and special guests are carrying their corresponding name label or I.D. badge.
- iv. To perform a 24-hour monitoring of the exhibition area and all its contents.
- v. To maintain order and control of the public within premises.
- vi. To verify all security systems of the event and the premises (fire extinguishers, emergency doors, sprinklers, fire hoses, among others).
- vii. To assist the exhibitors with any eventuality which may arise, as well as with any medical emergency.

CONVERGENCIASHOW.MX or WTC MÉXICO, DO NOT take any responsibility before, during or after the event for:

- Damages or losses which could be caused to objects, samples or materials in exhibition.
- Items lost within the booth during the time in which the exhibition is open to the public.
- Loss of items left inside vehicles using the premises' parking space, or any damages suffered by these due to natural events, fires, mechanical failures, or any type of theft, whether in whole or in part, of parts and accessories.

The exhibition is a specialized event and is not open to the general public or people under the age of 18, reason for which it reserves the right of admission to the event.

Introducing or carrying any kind of firearms or sharp object is strictly forbidden, except for those people who belong to the security staff and are legally authorized to do so.

All personnel within the exhibition, during the exhibition period, must wear the corresponding I.D. badge at all times.

If no documentation is carried, any person who wishes to enter, take materials from the booths, or which raises suspicion due to its volume or dimensions, must thoroughly justify his/her actions to the security staff.

The EXHIBITOR is required to provide the rented area with the necessary protection elements, for the safety of the visitors as well as of the personnel under the instructions of the premises or the exhibitor's instructions, it being responsible for the damages caused to third parties for personal injury or harm to their possessions due to lack of protection or protection deficiencies, either by its own action or that its personnel, as well as those caused by machines or devices installed in the booth.

The EXHIBITOR undertakes to comply with all the regulations in force and the Comprehensive Security policies of WTC México.

Parking Lot: The areas assigned for parking are limited to park only cars and not cargo vehicles of any tonnage capacity whatsoever. WTC México reserves the right to grant authorization. It is not allowed to use any area of the parking lot as residence or exhibition, sales and/promotion place of any product whatsoever, and neither is placing decorations in this area, except with authorization from the Operations and Maintenance Management of WTC México.

The following guidelines must be abided:

- Driving at a maximum speed of 10 km/h.
- Respecting pedestrians.
- Parking in only one box.
- Paying the parking fee.

PARKING FEE IS \$35.00 AN HOUR; 4:00 TO 12:00, IT IS \$150.00; \$250 THE WHOLE DAY. SINCE THE PARKING LOT IS INDEPENDENT FROM THE PREMISES, THERE MAY BE CHANGES WITHOUT PRIOR NOTICE.

Booth Decoration: Any booth decoration must be authorized by CONVERGENCIAS-HOW.MX through the Booth Decoration Authorization form. This is aimed to prevent safety situations, impacts on neighboring booths, and any situation out of the ordinary.

It is the Exhibitor's obligation to communicate the guidelines and specifications of this manual to all the providers involved in its participation in the event, but mainly to the company decorating its booth.

Personnel assigned to the task of assembling and disassembling of the booths must wear a badge or a label which identifies them as part of the event; otherwise, they will not be allowed to enter the premises. In addition, they must conduct themselves in an organized manner in order to prevent accidents and damages to the facilities. The Exhibitor and/or decorator is, at all times, responsible for the damages or problems caused by its providers.

Promotions and Sponsorship: Any kind of partial or general sponsorship must be regulated by the Organizing Committee. A tasting in moderation of alcoholic drinks may be offered during the events which so require it, and should any relevant situation occur which infringes upon this rule the Operations Management will take the corresponding measures at its own discretion. The Organizing Committee and WTC México reserve the right to admit a non-authorized product and/or service provider which, due to having negative background, directly or indirectly affects the good reputation of the event.

Food and Beverages: WTC México reserves at all times the exclusive rights to operate on its own account the sale, supply, and catering services of Food and Beverages to the general public. The use of stoves, grills, etc., as well as generating smoke, vapors or the like are strictly forbidden, unless the event due to its business activities so requires it.

Loading and Unloading Operations

Maneuvering yard and access from platforms: For the proper use of the maneuvering yard and the loading and unloading platform, the following rules must be complied with:

- 1)** Parking of vehicles in the exhibition areas is not allowed, nor is the stay of trailer boxes or trailer platforms or loading trucks in such areas. Their stay shall be only the strictly necessary time to load or unload the goods to be transported.
- 2)** For safety reasons, it is strictly forbidden to keep engines running on vehicles transporting people or objects within the exhibition area if they are not moving.
- 3)** The maneuvering yard shall be used to perform actions to load and unload goods, with a maximum capacity for cargo trailers with 5 axes, and a load not greater than 20 tons; loads must be certified with a weight ticket from a public scale on the day of access. The exhibition platform may only be used for loading and unloading material, and cannot be used to park vehicles.
- 4)** Vehicles used for loading and unloading operations can only remain in this area for 30 minutes. In those particular cases where more time is required for loading and unloading due to amount or volume, Vehicle Control personnel will evaluate the situation and proceed to extend the staying of the vehicle.
- 5)** During the assembling and disassembling, WTC México grants, as a courtesy, the following time span in the Maneuvering Yard, depending on the type of vehicle.
 - a)** Cars and vans below 3 ½ tons: 30 minutes free of charge and \$150.00 an hour or fraction if the time span is exceeded.
 - b)** Vans of 3 ½ tons up to vans smaller than a Rabon truck: 1-hour free of charge and \$200.00 an hour or fraction if the time span is exceeded.
 - c)** Rabon truck and Torton truck: 1-hour-and-a-half free of charge and \$200.00 an hour or fraction if the time span is exceeded.
 - d)** Trailer or trailer box: 2 hours free of charge and \$225.00 an hour or fraction if time span is exceeded.
- 6)** The vehicle which remains longer than such time in the platform area shall pay for the Use of the Platform.
- 7)** Immediately after parking the vehicle in the maneuvering yard area, the assembling personnel of "THE EXHIBITOR" shall perform the complete unloading, placing the materials on the platform. Once the unloading operation is completed in the platform, the vehicle shall be removed from the maneuvering yard and subsequently the personnel shall proceed to transport its materials into the premises or to the hired area.
- 8)** Drivers shall NOT leave their vehicle at any time whatsoever.

- 9)** No person can authorize a stay time for the vehicles longer than the time stated in this document, therefore no notification contrary to this provision will be admitted. The only act of force majeure to be taken into account will be the eventual breakdown of the vehicle, and such circumstance will require the immediate hire of a towing truck to remove the vehicle and thus prevent affecting either the entrance or the exit of the maneuvering yard.
- 10)** It is forbidden to use WTC Mexico internal roadways to park vehicles or perform maneuvers.
- 11)** The hiring of a specific exhibition hall gives the right to use the loading and unloading platform area corresponding to such showroom. Therefore, it is necessary to respect the limits of platforms between exhibition halls to prevent obstructing the maneuvers corresponding to other people's events.
- 12)** In the platform, the speed limit of 10 km/h must be abided.
- 13)** During assembly and disassembly maneuvers, drinking of any kind of alcoholic beverages is forbidden.
- 14)** The movement of materials, goods, machinery, equipment or any other product must be performed with maximum care to protect the floor of WTC México, taking care not to drag or pull items which could affect or damage the floor. Floor resistance in the exhibition area is 2.5 ton/m.
- 15)** Cleaning of the platform of the corresponding showroom must be performed by the personnel hired by the organizer for such tasks, who shall deposit the trash in the hopper assigned for such purposes, located alongside the entrance stall to the platform.
- 16)** WTCN México does not take responsibility for the loss of objects inside or outside the vehicles parked in the maneuvering yard, or for damages caused to them due to collision, fire, natural events, hurricanes, or any other cause or event of a similar nature.

General Regulations

The exhibitor is responsible of complying with and cause to comply with all the rules of these regulations, to all those people who participate directly or indirectly in any activity in its booth.

Any breach of compliance with these regulations shall constitute a reason for the termination of the contract, with no responsibility whatsoever for CONVERGENCIASHOW.MX.

CONVERGENCIASHOW.MX reserves the right to take all additional measures, including those of legal nature, for the enforcement of these regulations.

CONVERGENCIASHOW.MX may modify or add any provision not established in these regulations, which shall be of mandatory compliance for the EXHIBITOR. Likewise, the EXHIBITOR, its personnel, employees, agents and/or representatives, accord to abide and comply with the provisions of these regulations and those contained in the Exhibitor manual.

Acceptance of the Regulations by the Exhibitor and its Decorator DELIVERY DEADLINE: JUNE 28TH 2019

Please sign this form and send it to:
ConvergenciaShow.Mx
betsabe@convergenciashow.mx

It is the exhibitor's obligation to email a scanned copy of this form to the Organizing Committee before May 15th, signed by the exhibitor and its decorator and/or contractor. If not received, the Organizing Committee will not allow admission for assembling to the companies that do not comply with this requirement.

I HAVE READ AND I ACCEPT THE REGULATIONS, I ACCEPT ITS CLAUSES AND I UNDERTAKE TO COMPLY WITH THEM. ALL EMPLOYEES, REPRESENTATIVES AND PROVIDERS ASSIGNED TO WORK AT THE BOOTH FOR THE EXHIBITING COMPANY MUST ABIDE AND COMPLY WITH SAID REGULATIONS.

Exhibiting company's name:

Booth Number:

Representative's Name and Signature

If hiring a decorator or contractor, they must answer and sign the following section.

I HAVE READ AND I ACCEPT THE REGULATIONS, I ACCEPT THE CLAUSES AND I UNDERTAKE TO COMPLY WITH THEM. ALL US EMPLOYEES, WHO WILL BE WORKING IN THE NAME AND ON BEHALF OF THE AFOREMENTIONED COMPANY WILL ABIDE AND COMPLY WITH THE REGULATIONS. LIKewise, I CERTIFY THAT THIS COMPANY HAS AN ADEQUATE INSURANCE POLICY.

Exhibiting company name:

Booth Number:

Representative's Name and Signature

MANUAL DEL EXPOSITOR / EXHIBITOR'S MANUAL



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