



RULES AND REGULATION

The following governs the development of the event: EXPO CARNES 2019. Hence, all participating exhibitors are subject to the rules and regulations hereinafter stated.

- 1. Venue:** The event will be held at the International Business Center of Monterrey: CINTERMEX, located in the city of Monterrey, Nuevo Leon, MEXICO, on Tuesday-February 26th 2019 to Thursday-February 28th 2019, exhibition halls A,B,C,D,E,F.
- 2. Participants:** a) Exhibitors: It is considered an exhibitor any company or individual which had previously acquired the right to make use of a booth by signing a corresponding contract and made total payment of the contracted exhibiting area before the day of the event. In order to have access to the exhibition area, the exhibitor must wear the exhibitor identifying badge during the show days.
 a) Visitors: It is considered a visitor the industrial, business representative, technician, or public in general that, representing his company, attends the event with the purpose of knowing the merchandise and services being exhibited. The visitor must wear the "VISITOR" (Attendee) identifying badge. b) Special Guest: It is considered a special guest all the personalities of the industry to whom the Organizing Committee had conferred such distinction. c) Assembling Personal: All those individuals that before the event collaborate with the preparation, arrangement, and decoration of the booths and/or the exhibition area in general. d) Staff: In this category are all the individuals that during the event carry out the control, communication, order, and cleaning tasks.
- 3. Move-in:** a) Booth set up and schedule: The booths will be available for the exhibitor 1, 2 or 3 days before the event, depending on the quantity of sqm the exhibitor had contracted. The Organizing Committee will inform the exhibitor of the exact day and hour on which the move-in activities will start, as well as cease. It is important to take into consideration that there will be no changes on the official move-in schedule. a) Proof of payment: It is required that the exhibitor presents at the Exhibitor Registration Module the contract and a constancy indicating the total liquidation of the contracted booth in order to have access to the exhibition area and take possession of the corresponding space. b) Sample and decorating material entrance: The exhibitor, or any other individual contracted by him, will be able to bring into the exhibition area and the exhibitor's booth the necessary materials for the decoration of the booth, as well as, the samples to be exhibited during the event. All exhibitors must register with the Organizing Committee at the Exhibitor Registration Module, before initiating the move-in activities.
- 4. Booth description:** The booths will be equipped with carpeted floor, white agglomerate panel 2.5 m height (only on booths less than 18 m² or open areas), a 110 volts electrical outlet per each 9sqm (double polarized), a slim lamp on the back of fascia and the title heading and booth number on the front side of the fascia. It is absolutely prohibited to nail, staple, and drill and/or paint the booth's walls, as well as, to damage the floor, cut the carpet, paint the columns and/or exceed the booth's dimensions. Any change the exhibitor may wish to be performed on the booth's structure should be asked for by writing at least 3 weeks before the event with the Organizing Committee.
- 5. Booth's Surveillance and Security:** Throughout the move-in period, show days, and the move-out period, the Organizing Committee will provide surveillance and security service only for the aisles and general areas of the event. Therefore, it is clear that the exhibitor, not the Organizing Committee, is entirely responsible for safeguarding the exhibiting merchandise inside the exhibitor's booth. The Organizing Committee will not be held responsible for damage, loss or theft of the exhibitor's merchandise.
- 6. Exhibition Elements and Furniture:** a) The Organizing Committee solicits the exhibitor not to invade the transit and service areas, as well as, the emergency exits in order to prevent any hardships to the exhibitor and/ or visitor. b) In case the exhibitor needs to cover the booth's carpet, he should be careful not to damage it. c) The exhibitor will not be able to make use of construction materials, paint, Tyrol, finishing plaster, welding equipment, or anything similar, without previous written authorization of the Organizing Committee. d) It is prohibited to perform any immoral acts or any activity that will affect the expected development of the event. It is also forbidden to perform raffles, lotteries, drawings, or similar activities with the purpose of lucre, even if they are intended to be performed inside the exhibitor's booth. e) No exhibitor will be allowed to place or hand out any promotional material (printed announcements, flyers, etc) outside the limits of his booth.
- 7. Exhibition:** a) Exhibition Schedule: On On Tuesday-February 26th and Wednesday-February 27th, from 12:00 thru 20:00 hrs and on Thursday-February 28th, from 12:00 thru 20:00 hrs. The visitors will be allowed to enter the exhibition area up to 15 minutes before closing, while the exhibitor will have access to the area one hour before it opens and half an hour after it closes.
 b) Special prohibitions: Access to the exhibition area will be denied to any individual carrying weapons, animals, and/or vehicle of any sort. Admission to the event will also be denied to any person under the age of 21.
 c) Organizing Committee: At any time during the event, the exhibitor will be able to locate the organizer committee at the Exhibitor Service Module.
- 8. Audio and Audio/Visual equipment:** The exhibitor that wishes to have inside the booth any sort of audio or audiovisual equipment should ask for the Organizing Committee's approval, compromise to maintain the volume under 40 decibels, and use it occasionally in order to avoid any alteration of the activities of the rest of the exhibitors. The companies that do not comply with the previously stated will be sanctioned by having the electricity service cut off without previous notice. In case the illumination equipment exceeds the 500 watts, it will be necessary for the exhibitor to notify the Organizing Committee and solicit an additional service to the CINTERMEX-Commercial Department.
- 9. General Services:** a) Electrical Energy: The Organizing Committee, according to the previously established, will provide the booths with a service of electricity of 110 volts (double polarized). In case the demand for such service exceeds the contracted quantity, the Organizing Committee, without any responsibility, will be able to take the necessary measurements to reduce the energy consumption.
 b) Cleaning and maintenance of booths: The exhibitors will be responsible for the booth's integrity and maintenance. Any garbage or offal generated inside the booth should be placed into the waste disposal basket located in the aisles. c) Cleaning and maintenance of general areas: The Organizing Committee will be responsible for the integrity and maintenance of the aisles, common areas and sanitary services, as well as, the entrance and reception areas, waste disposal baskets will strategically be placed throughout the exhibition area.
 d) Telephone Service: Within the CINTERMEX facilities there are telephones located in key places that can be used in a general manner. In case the exhibitor wishes to have a telephone service in the booth, this one must be solicited to the CINTERMEX- Commercial Department.
 e) Announcements service: This service will be exclusively used by the Organizing Committee and will be subject to the Organizer's criteria as well. In case of an emergency, and subject to the Organizing Committee's consent, this service will be provided to the exhibitors.
 f) Exhibitors parking lot: CINTERMEX has an underground parking, this parking lot will have a unitary cost including one entrance - exit, during the move-in and the move-out period, also during the show days.
- 10. Move-out Perio** For the evacuation of the exhibiting merchandise, the exhibitor should go directly to the metal curtains, which will be open as soon as the event is over. Once there, the Organizing Committee staff will inform the exhibitor of the evacuation procedure to be followed. The official schedule for disassembling booths will be from from 20:15 a 22:00 hrs on Thursday- February 28th, 2019, after the exhibition's closing has been declared, after the exhibition's closing has been declared. The activities will continue the next day from 8:00-17:00 hrs, time by which all the exhibition area should be cleaned and cleared out thoroughly. Before leaving the area, the exhibitor (or person in charge) must check out by signing the inventory form sheet. Any defects that the booth may suffer during the event will be charged to and paid entirely by the exhibitor. The Organizing Committee will not be responsible, at any time, for the merchandise or equipment left after the mentioned time and day March 1st, 2019. There WON'T BE ANY storage service offered by the Organizing Committee to the exhibitors.
 . The Organizing Committee will not be responsible for any damage, loss or theft the exhibitor's merchandise may suffer.
 The official move-out schedule established by the Organizing Committee will not be changed under any circumstances.
- 11. Responsibilities:** : a) Material, equipment and tools: The samples, products, tools, materials, equipment and similar objects property of the exhibitor and/or his employees and/or suppliers will be responsibility of the exhibitor, not the Organizing Committee.
 b) Contingences: The Organizing Committee will not be held responsible for any physical or material contingency the exhibitor and/or any participant of the event may suffer, no matter the origin of such: theft, fire, terrorism, earthquake, flooding, riots, etc. The exhibitor must comply with the Federal Labor Law concerning the accidents, damages, and/or injuries the exhibitor's employees and/or guests may suffer inside the exhibitor's booth.
12. Other: a) Opening: On Tuesday-February 26th 2019 at 12:00 hrs the exhibition will open its doors. It will be necessary that the exhibitor or representative be prepared in the booth. b) Contractors: To ensure that the official contractors give a better service, the exhibitor must get in contact with them at least one month before the event.
 c) Exhibitor's Directory: It is a requirement for the exhibitor to give all the information the Organizing Committee may solicit from him before the established deadlines, in order to ensure that all the exhibitor's information will appear correctly in the event's official directory.
 d) Rules and regulations modifications: The Organizing Committee, no other party, is entitled to perform any modifications, broadening, or further arrangements to all the rules and regulations previously mentioned and herein stated. The Organizing Committee is also responsible for informing the exhibitors, with time, of any alteration these regulations may suffer. e) Booth's location: The Organizing Committee has the power to relocate, if necessary and under its own judgment, all or some of the exhibitors within the exhibition area. f) Unforeseen events: As for the unforeseen events that may take place during the exhibition, the Organizing Committee will offer a prompt solution taking into consideration the good will and common sense any of these events might merit.
- 13. Rules and regulations agreement:** The exhibitor, for being such, agrees to abide by all the dispositions established in this document and also convenes that any violation to the already established regulations might force the Organizing Committee to exclude the exhibitor from the event. The exclusion, however, does not imply a refund of the amount paid for the booth; and, in case it applies, the exhibitor must pay for any damage or loss he might caused.