

## OPERATION GUIDELINES EXPOMIN 2018 April 23rd - 27th

### GENERAL

#### 1. Operations Timetable

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From Monday 23rd until Thursday 26th April from 10:00 to 18:00 hours.  
On Friday 27th April from 10:00 to 17:00 hours.

#### 2. Pre-Inauguration

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Presentation to the Press and the review of pre-opening will take place on Sunday, April 22nd at 11:30 hours.

#### 3. Inauguration

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The Tradeshow opening will take place on Monday 23rd at 10:00 horas en Centro de convenciones de Espacio Riesco.

#### 4. Ticket price

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|-------------------|----------------|
| General admission | <b>USD\$16</b> |
| Parking fee       | <b>USD\$6</b>  |

#### 5. Invitations and parking passes (free of charge)

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Invitations and parking passes for the show shall be provided free of charge as follows:

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|--------------------------------------|---------------------------------------|
| Stands measure of 6 - 99,0 m2:       | 200 invitations and 1 parking pass.   |
| Stands measure of 100,1 and more m2: | 200 invitations and 2 parking passes. |

International Companies must indicate address in Chile to send invitations.

#### 6. Receptions and Catering

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The exhibitor may offer some food tasting at the stand provided that it is not prepared or handled, infringing the Legal Rules defined in the Food Hygiene Regulations established by the Ministry of Health and overseen by SESMA (Metropolitan Environmental Health Service) via the corresponding Regional Ministerial Health Secretary (Seremi). Further information, [www.asrm.cl](http://www.asrm.cl)

Receptions on the exhibition site must be previously coordinated with the official supplier and will be held in the places designated. According to the contract between the organizer and the exhibition site, **the only official food supplier** is Espacio Riesco therefore, the exhibitor must specify their requirements through this company.

**The exhibition site management does NOT ALLOW the entrance of external suppliers**

## 7. Conferences and Technical Talks

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Conferences and Technical Talks will be held in rooms located on the lower ground floor suitable for this purpose.

## 8. Exhibitor Service Department

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The Office for exhibitor assistance will be available onsite from April 16<sup>th</sup> at the following times:

**Pre-Fair: 09:00 to 19:00 hours**

**Fair: 09:00 to 18:30 hours**

The following services are coordinated in this office:

Credentials - Additional Energy - Internet Connection - Furniture Rental- Audiovisual Equipment Rental - Computer Rental - Photocopying service - Official Shipper and till for payment of services.

## ASSEMBLY

### 9. Project approval

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**The constructions, decorations and projects must be previously approved by the Organizer before beginning the in situ assembly work (E-Form 8)**

For this purpose, plans and specifications must be sent before **March 30<sup>th</sup>** for their approval to: [proyectos@expomin.cl](mailto:proyectos@expomin.cl) FAO Mr. Marcos Rebolledo phone (56 2) 25307242.

### 10. Stand Assembly

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We are aware of the tight schedule, which is why we thank you for bearing in mind the following suggestions which aim to resolve operational assembly problems and also the **expense** of your presentations:

- As far in advance as possible, you have to define the design and contents of your stand.
- Design modular stands, enabling them to be manufactured and assembled in advance in the respective workshops.
- Move the stand as complete as is possible so as to only carry out its assembly and necessary retouching in situ.
- Electrical connections in the booth must be performed by a certify professional with license given by Servicio de Electricidad y Combustibles (SEC) according to the policies stated by this organization. Electrical plan must be included along with electricity board distribution according to the TE1 Form sent to SEC.

- We would recommend the use of energy saving lamps and lightbulbs, in order to minimize costs on your electrical power consumption. Considering that this type of lighting requires a lower installed energy power depending on the luminous intensity projected and developed for each project, which allows exhibitors to reduce additional costs in the implementation of their projects.

The work and equipment for your stand must be completely **finished by April 21<sup>st</sup> 2018 at 21:00 hours**, because **on April 22<sup>nd</sup> at 11:30 hours**, presentation to the Press and the review of pre-opening will be performed, with the participation of the Executive Committee, Organization and Exhibitors.

Regarding assembly, we ask for particular care about not damaging the floors, walls and ceilings of the pavilion as well as the modular stands. Any modification or requirement must be notified in advance to the Organization so as to assess its feasibility.

Even so, if damage is caused either by the exhibitor or their contractor, FISA will be forced to directly bill the company responsible for the assembly or the exhibitor.

**For safety and operational reasons, and to comply with current legal regulations, it is forbidden to carry out workshop activities in the exhibition area (soldering, carpentry, sheet cuttings, compressed painting etc.).** There is an obligation to bring the project components prefabricated, with only assembly, retouching and furniture work being allowed. Also, highly flammable, gaseous, or radioactive materials are forbidden.

#### **10.1. Assembly / Disassembly Badges**

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These credentials are personal and not transferable and only allow the access during the assembly and disassembly period. The maximum badges amount to request is 15. The registration assembly Form should be request to the email [credencialmontaje@expomin.cl](mailto:credencialmontaje@expomin.cl). Badges data must be sent **before March 2<sup>nd</sup>**.

### **11. Stand Delivery and Working Hours**

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#### **11.1. Stands with corporate projects**

The exhibitor may feel free to design and build his own stand. In this case, the organization provides a grey carpeted area, an electronic notice board with a power capacity of (100 W/m<sup>2</sup>) for the stand. This is for spaces located inside pavilions. Open areas will be unmarked with a power capacity of (50 W/m<sup>2</sup>) in an electronic notice board located in a given area of the rented space.

|                                     |                                    |
|-------------------------------------|------------------------------------|
| <b>Delivery of space:</b>           | <b>April 16<sup>th</sup>, 2018</b> |
| <b>Working hours:</b>               | <b>09:00 to 21:00 hours</b>        |
| <b>Until April 21<sup>st</sup>:</b> | <b>09:00 to 21:00 hours</b>        |

In the case of assigning an external company to design and build your stand, we suggest you demand a **valid civil liability policy** from them for the date of the fair so as to avoid any trouble or inconvenience for your company in case of accidents.

### 11.2. Modular Stands

Modular stands are delivered with defined fittings. They including: Grey aluminum paneling, Carpeting, Light bar with bulbs (light bulbs quantity according to booth meters leased), Plug socket (sockets quantity according to booth meters leased), Fascia with company name and stand number.

Electrical Power Assigned: every basic stand has an energy base of 100W for every m2 rented, distributed in lights, each of 100W (light bulbs quantity according to booth meters leased), and the difference of available energy is delivered in power points (sockets quantity according to booth meters leased)

**Stand delivery:** April 19<sup>th</sup>, 2018  
**Working hours:** 09:00 to 21:00 hours  
**Until April 21<sup>st</sup> from:** 09:00 to 21:00 hours

Constructions and decorations made inside the modular stand by the Organization will have to be conducted with due care so as not to damage the paneling or the modulation elements provided by the organization. Graphic material, such as charts, posters etc can be fixed to the panels with velcro or double sided tape. If this is not feasible due to size or weight, the exhibitor must install his own self-supporting panels.

The components which make up the stand module (profiles, motif, lighting, sockets) cannot be directly dismantled by the exhibitor and cannot be moved either. If you wish to do so, we ask you to give advance warning.

We thank you again for bearing in mind that the work and fittings of your stand must be completely finished by **April 21<sup>st</sup> 2018 at 21:00 hours. Due to Presentation to the Press and the review of pre-opening will take place on Sunday, April 22<sup>th</sup>.**

**It is reminded to: Exhibitors, Producers, Contractors and Assembly personnel the following:**

- Use protective equipment (helmet, safety shoes, etc.) **is mandatory.**
- During the assembly and dismantling period, the organization is empowered to restrict entry to those who do not comply with safety standards listed above.
- It is responsibility of each company removes the remaining material, debris and waste due to works construction and booth assembly. The work area should remain always clear and clean.

### 12. Storeroom for Exhibitors.

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A storeroom shall be available for exhibitors, however, there are space constraints so its main use is for pamphlets or smaller items and **is going to be available on April 19th, 20th, 21st and 22nd from 09:00 to 21:00 hours; from April 23rd until 27th until 09:00 to 18:30; on April 28th and April 29th from 09:00 to 20:00 hours; and on April 30th from 09:00 to 14:00 hours on a continuous schedule.**

Should you need to store larger volume items (packaging), we would appreciate taking contact our official storage representative CARGOSAN LOGISTIC, e-mail: [valentina@cargosan.cl](mailto:valentina@cargosan.cl), for the attention of Ms. Valentina Nahum, cell phone n° (56 9) 9044 1197, who is in charge of the control and operation of this area.

### **13. Admission of load bearing vehicles**

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It is important to note that admission of heavy machinery and large equipment should be previously arranged, therefore, exhibitors are requested to coordinate their entrance in advance, in order to anticipate any abnormal situation that may cause some delay in the work of your stand. In order to coordinate this, please send to the Organization's Operations Department the equipment or machinery specifications (tracks, weight, dimensions, range of movement, wheels, etc.) which are going to be exhibit to the email: [ingresomaquinaria@expomin.cl](mailto:ingresomaquinaria@expomin.cl).

Access for cargo vehicles with equipment, merchandise and assembly material shall be by Santa Clara access point on El Salto avenue N° 5000 **from April 16<sup>th</sup> to 21<sup>th</sup>**, from 9:00 to 21:00 hours.

All vehicles will be controlled and shall declare all elements being transported in the internal control guide. Passengers will be controlled and required their assembly type badge which must be requested in advance.

### **14. Non-load bearing vehicles.**

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As of April 19<sup>th</sup>, non-load bearing vehicles will not be allowed to access the exhibition area, the Organization has created parking areas located to the South area of the pavilion. (Adjacent Land to the Exhibition Center)

### **15. Security**

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Day and night security guards will be available while the Fair is in progress.

During the exhibition (including assembly and disassembly days), the Organization will provide general security. However, if the exhibitor considers it convenient, the same may hire security for his or her stand and will be exclusively responsible for the same throughout the event, requesting service from the Official Supplier in charge of general security at the event.

Companies renting LCD screen, plasma screen, notebook or other equipment shall request providers for insurance policies for every component, equipment and pieces. Likewise, security elements such as support, locks or other fastening and securing devices shall be required for the assembly of the aforementioned equipment.

**The Organization will not be held responsible for losses suffered during this time.**

We also recommend that, in order to satisfy No. 17 letter C of Expomin's regulations, you ask your insurance company to extend their policy or you obtain insurance which covers transfers, assembly, and use of equipment and facilities throughout the exhibition.

## DISMANTLING

### **16. Removal of merchandise and dismantling of stands**

In visitor opening hours and for safety reasons, elements and products can **ONLY** be removed by hand on **April 27<sup>th</sup> from 17:30 to 19:30 hours**. The dismantling of stands, removal of exhibited products and others can be removed on **April 28<sup>th</sup> and April 29<sup>th</sup> from 09:00 to 20:00 hours**, and on **April 30<sup>th</sup> from 09:00 to 18:00 hours** on a continuous schedule.

It is important to consider that vehicles' access to the fairground shall be forbidden on April 27<sup>th</sup>.

The removal of items shall be done **ONLY** by hand during opening hours.

Regarding this matter, we urge you to make great efforts to meet the given deadlines.

The commitments made by the Organization to the exhibition site force us to reiterate the point that those exhibitors who have not removed their installations after the given deadlines, shall lose ownership of said property and the Organization shall remove them and dispose of them as it deems fit, billing the exhibitor for the costs incurred.

For the removal of merchandise, equipment, exhibited products and materials, **the internal guide must be presented which was used to admit these elements**.

If the document is not to be found, a new internal exit guide can be given and filled out, authorized by the pavilion chief. The guide must be endorsed with a copy or photocopy of the corresponding dispatch guide.

As for equipment or merchandise under temporary admission, a copy or photocopy of the admission should be included as well as the letter from the customs agency authorizing the change of address.