

**TECHNICAL REGULATIONS FOR STANDS ASSEMBLY AND
EXHIBITION AREAS
FISA S.A.**

Dirección/Address
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Dear client:

This document sets out the minimum technical requirements required for participation in the trade fair. **Exhibitors and the assembly participants must read and comply with this document.**

Art. 1.- Any company which requests participation in the exhibition must accept the terms of the present **Technical Regulations for the Assembly of Stands and Exhibition Areas**, which outlines the technical conditions required for the correct installation of the stand on the exhibition.

1.- Participation

Art. 2.- Any company may request participation in the Fair whose activities are included the topic area of the Fair, in the commercial and industrial areas. If a modulated stand is contracted, with none of its parts being eliminated, it will be considered only as **stand decoration**. If the exhibitor decides to eliminate part of the stand structure, this will remain subject to the presentation and approval of the exhibition projects to replace the modulated stand.

2.- Corporate Projects Presentation

Art. 3.- The presentation of projects will be carried out electronically through the completion of the Online Form N° 8, and will consist of the following required documents:

- a) A Corporate design project:
- b) Floor plan dimensioned with all the general measures.**
- c) The project floor plan with principal elevation(s), duly annotated**, respecting the norms of maximum distance and heights described in this document (chapter 4.6)
- d) All of the Corporate Project presentations' **will be show with the booth number in a visible location** in Helvetic font 15 cm.
- e) **3D** or isometric perspective of the stand. (Consider includes the booth number in visible place within the stand)
- f) The **structures** calculation report, **signed by** a competent professional in structures. indicating the different types of loads they support such as Static, Dynamic, Vibration, etc. (architect or a builder or civil engineer, etc.)
- g) An **electrical project** endorsed and carried out by a competent professional and submitted to the SEC (According to NCh Elec. 4/2003) (**T1 Form**) (Art. 50)
- h) Projects which include **platforms** or surfaces above the level of the floor should have access ramps with non-slip surfaces for disabled access. (Art. 39)
- i) **Membership Certificate of Mutual Insurance Company** which belongs to the Exhibiting Company Representative or the Exhibitor Company (Art. 24)

If the maximum permitted height is exceeded, (2.50 meters for modulated stands and 6.00 meters for stands in uncovered areas), in addition to the previous documents, the following should be presented:



- a) **Letter of authorization from the neighboring stand(s)** to exceed the maximum permitted heights. At the same time, the requesting stand is obliged to use a neutral finish (**pearl grey or white**) or the corporate color required by the affected neighbor.

In the case of 2 storey or raised structures (Art. 5 of the present Regulations) in addition to the previous documents following papers should be provided:

- b) **Structures calculation report**, signed by a competent professional (architect or a builder or civil engineer, etc)
- c) **Professional license** (up to date) of the professional in charge of works. (architect or a builder or civil engineer, etc)
- d) **Qualification certificate** of the professional in charge.
- e) **Responsibility letter**, signed by the exhibiting company representative, in case of accidents or damage derived from an inadequate assembly of structures, or their collapse.
- f) **Technical Specifications** (only if these structures are made by special factories)

Art. 4.- Projects which lie within the volume of basic stands which do not modify structures or exceed this height and which only have furniture and decorations, do not have to present the project. (See outline Art. 19)

Art. 5.- **The two-story projects, or which exceed the maximum heights (2.50 meters) at any point, consisting of habitable surfaces or non-light constructions, should attach additional structural plans and calculations endorsed by a competent professional. And a responsibility letter, signed by the exhibiting company representative assuming all the costs in case of accidents or damage derived from an inadequate assembly of structures, or their collapse.**

Art. 6.- The documents should be sent via Online Form N° 8, to be checked and approved, or alternatively attached to an e-mail sent to proyectos@expomin.cl at the latest 25 days before the exhibition. The "subject" box should contain **name of the Fair or exhibition name, booth number** assigned on the Fair general plan, followed by **the company name or abbreviation**, such as in the example:

To: proyectos@expomin.cl

C.c.:

Subject: **EXPOMIN 2018- Booth Number - Exhibiting Company Name**

3.- Corporate Projects Approval

Art. 7.- **The deadline for sending this Corporate Project Documents will be March 30th, 2018.** Project approval will go ahead as long as the technical requirements set out in this document are fully complied with.

Once the project has been checked and approved, a **Digital Approval Stamp** will be issued for each of the documents sent in and these will be sent to the same e-mail address from where the project documents were received.

Art. 8.- FISA S.A. reserves the right to interpret the application of the current Regulation in checking and approving projects, keeping a watchful eye on maintaining a fast and efficient service for exhibitors, and decisions must be accepted, without recourse to appeal.

4.- Stands Assembly and Exhibition Areas

4.1.- Modulated stands

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Art. 9.- The modulated stands consist of a structure of aluminum profiles with MDF wood panels with white PVC sheets on both sides, constituting the separating element between stands.

At the front of the stands there is a horizontal stand sign with the name of the exhibiting company (in accordance with what has been requested on the corresponding E-Form), in standard typography (Helvetica font 10 cm) designed by the trade fair (it is not permitted to install another type of lettering, corporate symbols or slogans).

The interior height of the basic stand is 2.45 meters, under the aluminum grid which supports the lighting bar. The floor will be carpeted with a rug and a color which will be determined by the Organization. (It could be different on each pavilion)

Art. 10.- Each modulated stand (9.00 m²) will be supplied with base energy equivalent to 100W per rented m², distributed in 3 spotlights of 70W each, with the remaining energy being supplied in one electric socket.

Art. 11.- The Organization will supply each exhibitor with the stand they have contracted according to what has been specified in the contract.

4.2.- Regulations for the use of modulated stands

Art. 12.- The exhibitor must follow the General Construction Rules for the stand required by the Organization; the main points of the rules are set out below:

- a) The dividing panels (Structure of aluminum profiles with MDF boards and white PVC sheets on both sides of the panels as a separator element between the neighboring stands). These may not be painted or perforated. Any graphic element may only be attached to these with double sided sticking tape.
- b) The stand top rim and the grid may not have external elements hung, pressed or attached to them. Everything must be self-supporting.
- c) If the exhibitor needs to install graphic, visual, or other elements on the sides of the stand which for their weight or volume cannot be fixed with velcro tape, the exhibitor should install or construct their own self-supporting panels. **(It is permitted installing walls graphics (booth customization) directly to the aluminum panels. with the written commitment letter (send by email) to remove them without damaging the panels at the time of dismantling the stand)**
- d) **The electricity installation may not be altered** by the exhibitor or contracted company which will assemble the corporate project.
- e) If an element exceeds 2.40 meters of height at any point of the stand, a request for the removal of the grid should be made at least 15 days before the stand is received.
- f) When the exhibitor requests the removal of the grid, the stand top rim and spotlights will be removed due to the lack of supporting structure.
- g) **The stand elements may not be disassembled directly by the exhibitors** (profiles, stand top rim, lighting, sockets, etc.), and nor may they be moved from their places
- h) In the case of the exhibitor will ask for remove the stand top rim and replace with a top rim of its property, it should be placed the booth number in Helvetica font at least height 10 cm and replace the Trade Fair's stand top rim. The stand top rim will show visible place within the stand. (The new stand top rim must be created by a lightweight material "foam board 5 mm")

IMPORTANT: Any total or partial damage which the modulation suffers will be paid for by the exhibitor, and the charges determined by FISA S.A. will be applied.

4.3 - Net stands (non-modulated within the pavilion)

Art. 13.- In case opting rental a Net stand (non-modulated) within the pavilion, this will be supplied only with electrical capacity in the interior of the stand in a connection point (automatic switch) indicated by the organization and general pavilion lighting.

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This stand does not have modulation (carpeting, panels, grid, stand top rim, lighting bar or sockets).

4.4.- Gross stands (non-modulated in exterior or interior area)

Art. 14.- In case opting rental a gross space, the electrical capacity will be provided at a connection point (automatic switch) indicated by the organization.

This stand does not have modulation (carpeting, panels, grid, stand top rim, lighting bar or sockets)

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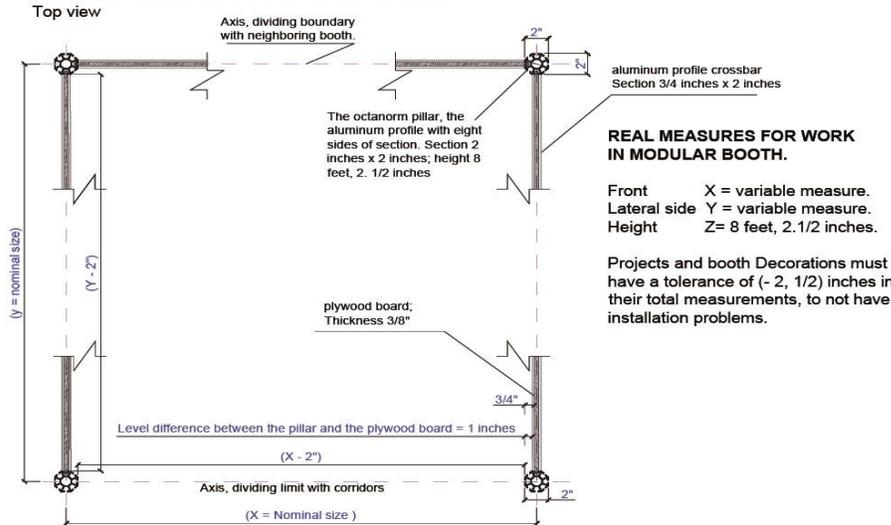
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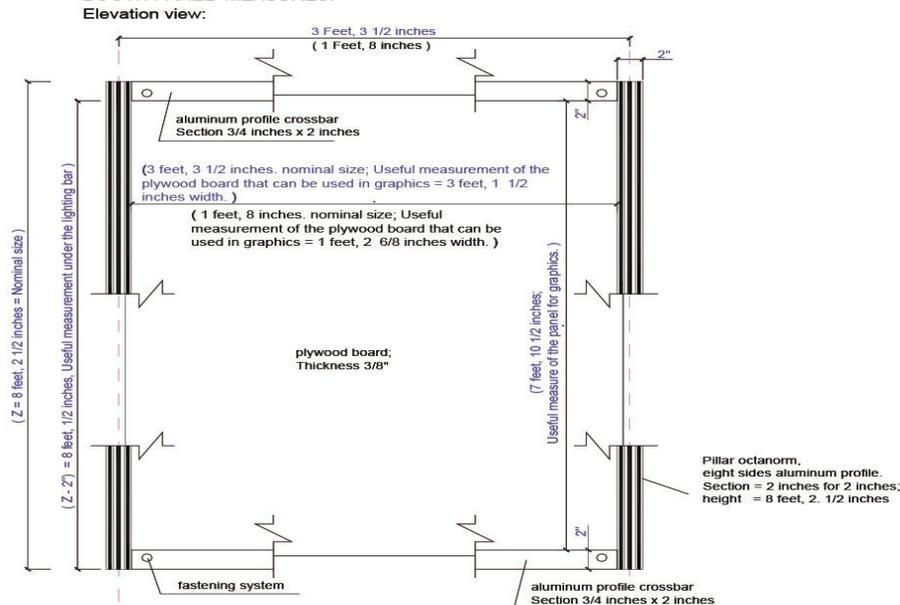
PERIMETER MEASURES OF A BOOTH



Example: A modulated booth of 129.167 Ft2 (12m2)

Front X=13 feet, 1.1/2 inches nominal size; 12 feet, 8. 1/2 inches, useful interior measurement.
Lateral size Y= 9 feet, 10 inches nominal size; 9 feet, 5 inches, useful interior measurement.
Height Z= 8 feet, 2. 1/2 inches nominal size; 8 feet, Useful interior measurement from the floor to the bottom of the lighting bar.

BOOTH PANEL MEASURES.



REAL MEASURES A BOOTH PANEL.

example:
A panel of 3 feet, 3 3/8 inches in wide by 8 feet, 2 1/2 inches in height.

Useful measurement of the plywood board that can be used in graphics = 3 feet, 1 1/2 inches width by 7 feet, 10 1/2 inches height.

A panel of 1 feet, 8 inches in wide by 8 feet, 2 1/2 inches in height.
Useful measurement of the plywood board that can be used in graphics = 1 feet, 6 inches width by 7 feet, 10 1/2 inches height.



4.5.- Corporate Projects

Art. 15.- If the exhibitor rents a Net, Gross or a non-modulated space, the exhibitor must create a corporate project.

The exhibitor may request that a company which is accredited by our organization produces and assembles their display.

A list of companies registered by FISA S.A. to develop corporate projects can be found in the exhibitor's guide, in order to develop corporate projects.

Art. 16.- If the exhibitor opts to employ a non-accredited company, the selected contractor should comply with all the current internal Regulations of FISA S.A. for contractors, to develop their activities in the trade fair venue where the trade fair is being held.

4.6.- Heights and Distances

Art. 17.- **To exceed the maximum height of abutment permitted, written authorization should be obtained from the representative of the neighboring stand**, which expresses their conformity. At the same time, the requesting stand should accept in writing the conditions of finishing which the company of the neighboring stand requires. If no special conditions are required, **a smooth and correctly painted pearl or grey finish should be left** on the posterior face. This authorization should be attached on sending the project, by email with the corporate project's documents.

Art. 18.- The maximum height for Stands with Corporate Project within the pavilion, **as long as the pavilion height allows it is 5.00 meters**. The maximum height of abutment with neighboring stands is 2.50 meters. (The stand must be placed at a distance of 50 cm of any structural element) and the maximum height is exceeded with neighbouring stands is 2.50 mts.

Those stands which at their posterior or lateral edges adjoin other stands will not be allowed to install elements on their perimeter higher than 2.50 meters unless such elements are separated from the modulation dividing panel by at least 0.50 meters above 2.50 meters of height. If this maximum stand height of the project booth is higher than 2.50 meter, the Organization will request to the exhibitor a Letter of authorization from the neighboring stands. Or the exhibitors have elements on display.

Art. 19.- The maximum stands height with Corporate Project in Uncovered Areas is 10.00 meters. The maximum height of abutment with neighboring stands is 6.00 meters.

Those stands which in their posterior or lateral edges adjoin other stands will not be allowed to install elements in their perimeter higher than 6.00 meters, unless said elements are separated from the modulation dividing panel by at least 1.00 meters. If this maximum stand height of the project booth is higher than 6.00 mts, the Organization will request to the exhibitor a Letter of authorization from the neighboring stands. Or the exhibitors have elements on display.

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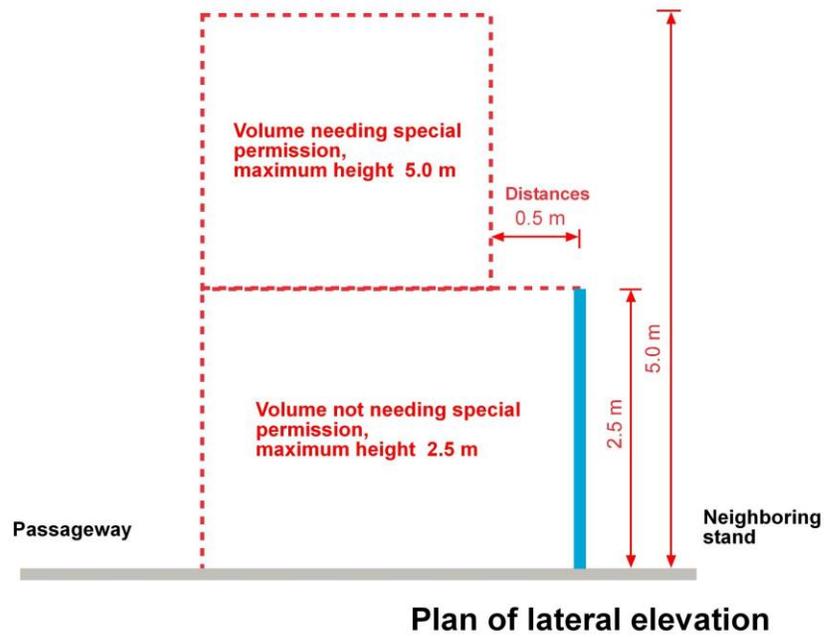
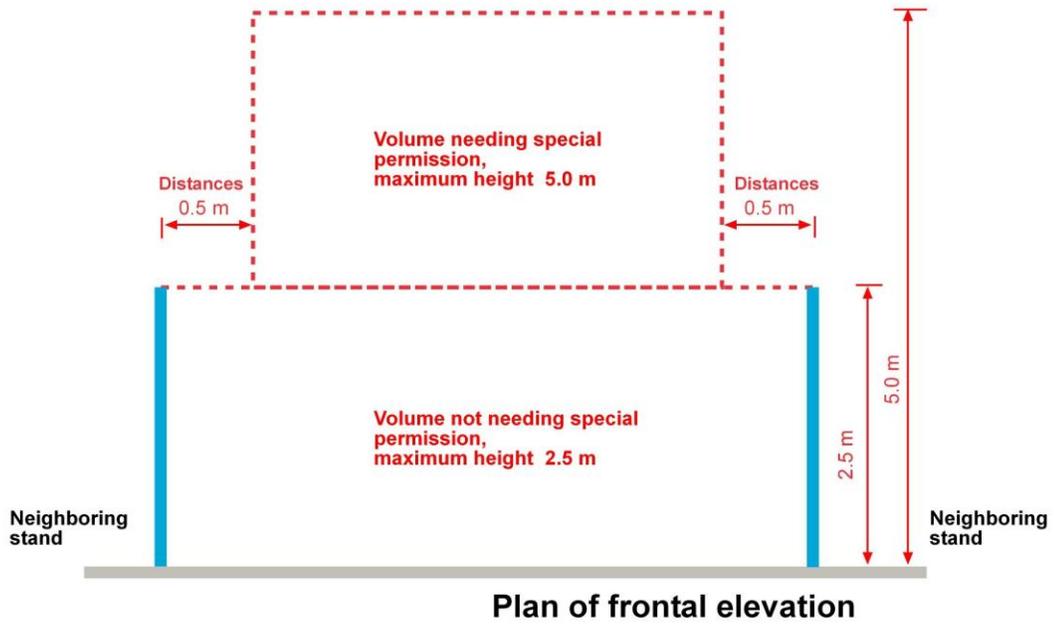
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COVERED STAND Maximum heights and distances



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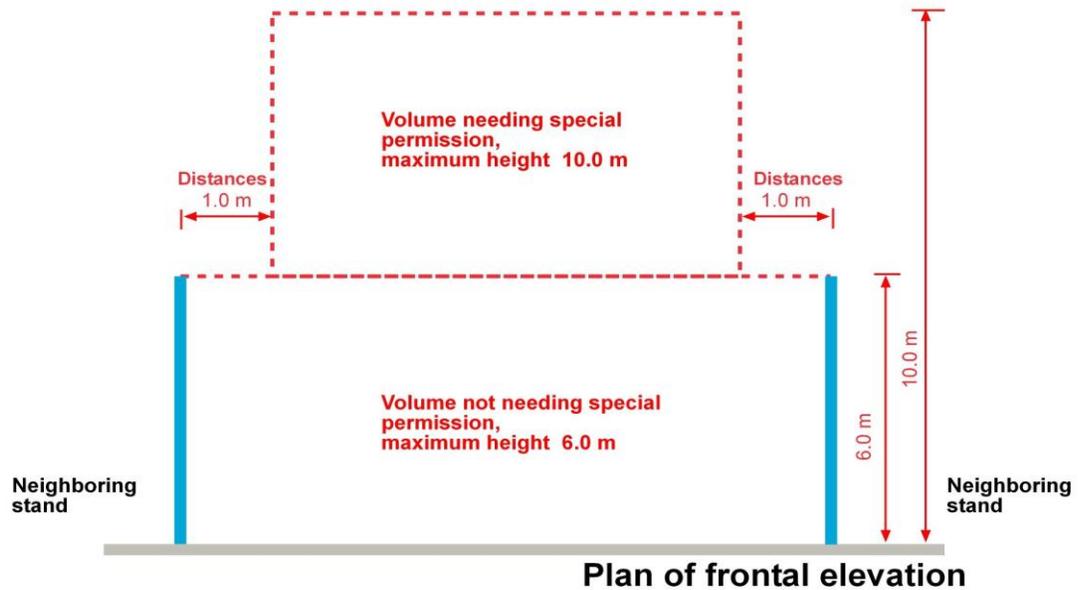
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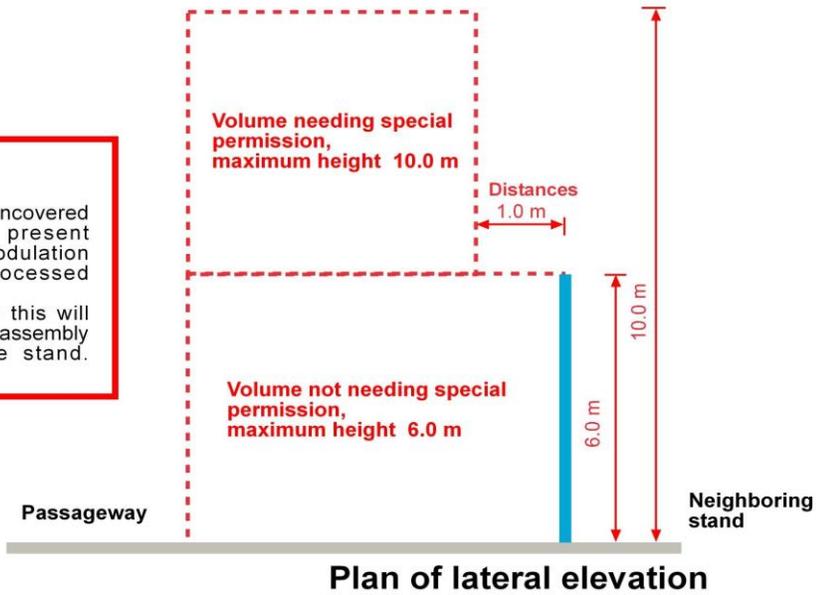
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UNCOVERED STAND Maximum heights and distances



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Important note:
all the stands located in uncovered areas are obliged to present their projects to the Modulation Department to be processed and approved. Lack of compliance with this will allow FISA S.A. to halt the assembly work of the respective stand.



Stands which install roofs on their projects are obliged to install guttering and rainwater drainpipes; the direction of the water must never be towards neighboring stand.

Art. 20.- These heights apply to any type of element, whether these be: constructions, top rims, boards, lights, mobile elements, etc. At the same time, **it is strictly forbidden to place graphic elements facing neighboring stands.**

Products in the exhibition which for reasons of size cannot comply with this rule, will remain exempt from this article on obtaining prior authorization from the modulation department



5.- Construction and Assembly General Rules

Art. 21.- The exhibitor is responsible for the decoration and upkeep of the stand. The trade fair Organization may require the exhibitor to bring their stand up to standard if they feel that its presentation is not adequate. The refurbishing work will be payable by the exhibitor who must accept the criteria which is fixed by the Organization.

Art. 22.- For projects where present differences exist between the approved plan and the assembly on the ground, this will lead to the immediate halting of the work. Lack of fulfillment of these Regulations will lead to the closure of the stand.

Art. 23.- The construction dates of stands and working hours are duly notified on the **Operations Guideline** of The Fair. Stands decoration, fitting out and products layout shall be ready by 21:00 hours the day before the pre-inauguration of the Fair. Therefore, the **entry of workmen and work on the stand on the day of pre-inauguration of the trade fair will not be permitted.** The lack of fulfillment of this norm or the non-presentation of an exhibitor at the stand within the times stipulated will enable the trade fair Management to use the stand as they see fit, with the exhibitor losing any right to use it, while still remaining obliged to pay the contract as it stands.

6.- Assembly and Disassembly Regulations

Art. 24.- **It only permits the admission of assembly and disassembly workers which are affiliated with an Mutual Insurance Company like as ACHS; IST, MUTUAL DE SEGURIDAD. In case the exhibitor will not have an affiliation, a Responsibility letter, signed by the exhibiting company representative, in case of accidents or damage derived from an assembly and disassembly Trade Fair Period. (Ley de Accidentes Laborales N° 16.744; Ley de Subcontratación N°20.123)**

Art.25.- **The entry of all elements of the Exhibition and decoration must be declared by the Exhibitions' internal guide. One copy of the internal guide will be saved by the Organization's Security Staff and the other copy will be delivered to the Exhibitor or the Company's Exhibitor Representative. At the end of the Exhibition, those elements will be deliver showing the internal guide to our Security Staff.**

Art. 26.- **Construction work within the exhibition pavilions is prohibited (cutting sheets of metal, welding, spray painting etc.) inside the pavilions of the Trade Fair. Elements which make up the project components should be prefabricated, and only assembly, retouching and furnishing work will be authorized.**

Companies that do not comply with this requirement will be evicted from the exhibition pavilion.

Art. 27.- **The perforation or anchoring of walls and floors within the pavilion is strictly forbidden.** Any decorative or exhibition element must be self-supporting.

No wires or other fastening elements may be attached to the panels or to the exhibition equipment and the grid or top rim or supported either from the pavilion ceiling or the grid which makes up the stand ceiling.

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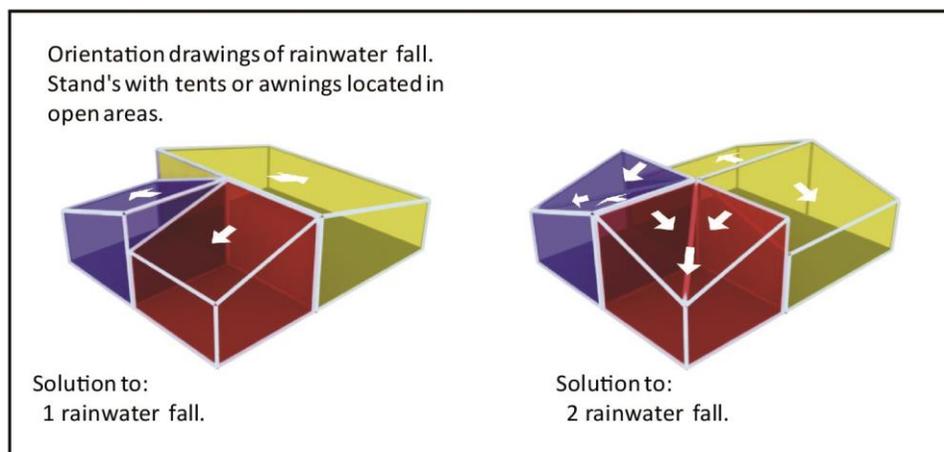
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Art. 28.-The construction or installation of awnings, tents or roofs to cover a stand or exhibition area, in addition to scaffolding or other types of elevated constructions which are carried out in these areas, must form part of a **basic project of engineering and calculation signed by a competent professional** which will specifically take into consideration technical specifications related to the type of structure, materials, anchoring, support and cover, and will have a **copy of the corresponding technical qualification, professional license and identity card** which will be endorsed and approved by the FISA S.A. technical team, via its Modulation Department.

Art. 29.- Stands which install roofs on their projects are obliged to install guttering and rainwater drainpipes: the direction of the water must never be towards neighboring stand.
Also, it is mandatory installs guttering and rainwater drainpipes in each corner of the stand.

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Art. 30.- Tents, awnings, sunshades or any element which could fly away should be correctly fixed to the ground if these are used in uncovered areas.

If the project envisages perforations in the asphalt layer in order to fix things to the ground, the exhibitor must commit themselves in writing to repair the damage once the Fair is over.

Art. 31.- Hanging elements are permitted on the 1st, 2nd and 3rd Hall, with the previous Organization's approval. You must send the hanging project with the corporate Project by e-mail. The approval depends on where will be placed and weight of hanging structure. **(See Hanging Elements File)**

Art. 32.- With all the above, any damage caused to third parties will be the exclusive responsibility of the exhibitor who has contracted the work, and this will be set out in a letter signed by the exhibitor and which will be attached to the rental contract.

Art. 33.- FISA S.A., through its Commercial and Operations Management, reserves the right to accept or reject the project and the work carried out which does not fulfill the technical requirements. Projects will be supervised on the ground during their assembly; the requirements described in this document will be enforced, and correspondence between installations and the documents initially presented will be checked. If any elements are found which are not indicated on the plans sent in, or should there be technical difficulties for the execution, defective materials, poor assembling of pieces etc., the work will be halted until the situation is resolved in accordance with what is indicated by the Modulation Department.

IMPORTANT: It is strictly PROHIBITED TO SMOKE in the PAVILIONS or in the sectors where there are inflammable materials.

7.- Disassembly

Art. 34.- Removal of small items by hand, equipment and stand dismantling shall be done on the dates and time specified in the **Operational Guideline and Dismantling Guide**.

Custody of elements of the stand is exclusively the responsibility of the exhibitor, who should take all the safety measures necessary to prevent possible losses of elements.

Art. 35.- All the facilities, constructions, signs and other items which have not been removed by the end of the Fair within the period established in the dismantling guide shall be disposed by the Fair, who may make free use of these elements without needing to reimburse or pay the exhibitor, and the exhibitor loses all their rights over these elements. Furthermore, the trade fair may charge the exhibitor with the costs incurred in the case of demolitions, removal and other costs.

8.- Additional Rules

Art. 36.- Each exhibitor should take great care that the presentation of their exhibition meets a high aesthetic, graphic and functional standard, in addition to trying to ensure that this is compatible with the projects of other exhibitors, with the aim of creating a harmonious whole.

Art. 37.- If the exhibitor decides to install sound equipment, this cannot exceed 60 decibels measured from the edge of the stand. And the speakers must be turned towards the interior of the booth.

Art. 38.- Lighting should be directed only towards the interior of the respective stands, and it is prohibited for lights to directly illuminate public areas and adjoining spaces.

Art. 39.- Projects which **include platforms or surfaces above the level of the floor** (2 cm) should have access ramps with non-slip surfaces for disabled access, with an inclination which does not exceed 12% and with a maximum extent of 2.00 meters and minimum width of 0.90 meters directed towards the inside of the stand. **(Ley de integración social de las Personas con discapacidad N°19.284)**

Art. 40.- Any element which is situated outside the limit of the contracted stand will be subject to removal by FISA S.A. staff, or may be charged as additional acquired space.

Art. 41.- Elements attached to the stand such as **hanging lighting grids, publicity balloons, flags**, etc. fall under the present Regulations and must be informed to and authorized by the Modulation Department of FISA S.A. To this end, technical documentation which backs up the safety of the assembly should be presented along with a letter of responsibility in case of damage or accidents (see Art. 54).

Art. 42.- Any projects which includes **second floors must have handrails for stairs** and elevated platforms, in order to prevent accidents. The steps of the stairs should be **covered with a non-slip surface**.

Art. 43.- All stands should have a small waste paper bin during the days of the Trade Fair.

9.- Obligations

Art. 44.- **It is compulsory to visit the exhibitor or his designers on site** before developing the stand's project. The organization does not take responsibility for elements which exist at the venue such as structural pillars, uneven flooring etc. The feasibility of access for prefabricated



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elements of decoration, or exhibition machinery not considered in the exhibitor's project, should be checked. (Any question, please contact to the email: clisboa@fisa.cl)

Art. 45.- Any construction work must be approved by the FISA S.A. Modulation Department before the work is started (Art 3, Item 2).

Art. 46.- Plans and projects must be submitted according to the methodology described in article 3 of item 2 of this document for approval.

10.- Supervision on the Ground

Art. 47.- FISA S.A. staff will supervise the works on the ground in the assembly and disassembly stages, monitoring the fulfillment of the present Regulations.

Art. 48.- In the assembly and disassembly stages, exhibitors **are required to have on the hard copies of plans and documents approved** with their respective Digital Approval Stamp issued by FISA S.A. (Art. 7).

11.- Safety Requirements

Art. 49.- Each stand should have a fire extinguishing equipment A, B, C. of at least 4.00 kilos per 18.00m² of surface area. The implementation of fire extinguishers should be proportional to the **size** of the stand and its fuel load. These elements should be located in a clear and visible place inside the stand during the assembly, exhibition and dismantling of the stand.

Art. 50.- Any alteration to the electrical installations provided by FISA S.A. (additional electrical circuits) should be supported by an electrical project created by a professional electrician certified by the SEC and the electrical plan must be submitted to the SEC using TE1 Form. The exhibitor should send us a copy of the electrical plan with the SEC Certificate.

This electrical project should be executed by a SEC certified electrician (According to NCh Elec. 4/2003).

Art. 51.- During the work of assembly and disassembly, all material should remain within the limits of the respective stands, keeping the pavilion passageways free of obstacles.

Art. 52.- In order to safeguard the safety of the personnel designated for the work of assembly and disassembly, **the use of elements of safety such as helmets, goggles, gloves, safety shoes, etc. will be compulsory.**

Art. 53.- The use of incandescent tools is prohibited (soldering irons, angular emery, oxycutting, blowtorch, etc.)

Art. 54.- It is strictly forbidden to use advertising elements inflated with flammable and/or dangerous gases, except those with inert gases with written authorization from the Organization of the event. The following documents are required for this purpose:

- a) Certificate which states that the exhibitor is not using dangerous gases or inflammable elements and the safety measures implemented for the assembly of these elements signed by a competent professional.



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- b) Letter of responsibility of the exhibiting company in the case of damage or accidents to third parties caused by the advertising balloon.

Art. 55.- It will not be permitted under any circumstances use of areas intended for pedestrian traffic, or escape routes for the installation of display equipment

Art. 56.- Demonstrations of products which might signify a level of danger for the visiting public should be carried out in spaces which have been given prior authorization by the FISA S.A. Operations Department, and taking all the necessary safeguards to prevent accidents on such an occasion.

12.- Guarantees

Art. 57.- With the aim of safeguarding the interests of the exhibitor in the fulfillment of all the stipulated processes, **Letters of Guarantee should be requested from the assembly companies to guarantee the fulfillment of dates for the assembly** and disassembly of the exhibition stand.

Yours faithfully,
Modulation and Corporate Projects Department
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