

## Regulations

### 1. Organizer

Tecnofidta exhibition is organized by Indexport Messe Frankfurt S.A., hereinafter referred to as the Organizer.

#### 1.2 Organizer headquarters

Luis M. Campos 1061 5º floor

C1426BOI, Buenos Aires, Argentina

Tel.: +54 11 4514 1400

Fax: +54 11 4514 1404

e-mail: [tecnofidta@argentina.messefrankfurt.com](mailto:tecnofidta@argentina.messefrankfurt.com)

Web: [www.tecnofidta@argentina.messefrankfurt.com](http://www.tecnofidta@argentina.messefrankfurt.com)

### 2. It summons

AATA – Asociación Argentina de Tecnólogos Alimentarios.

Alsina 943 Piso 4 Of. 406

C1088AAA Ciudad de Buenos Aires

Tel.: +54 11 4334 0155

e-mail: [tecnologos@alimentos.org.ar](mailto:tecnologos@alimentos.org.ar)

Web site: [www.alimentos.org.ar](http://www.alimentos.org.ar)

### 3. Fair character

Tecnofidta is a professional fair, oriented to visitors working in this field

### 4. Date and place of Exhibition

Tecnofidta shall take place September 18th to September 21th 2018 in Costa Salguero Trade Center, located in Buenos Aires City, opening Hours Tuesday to Friday from 14.00 p.m. to 8.00 p.m.

## 5. General provisions / Exhibitor's guarantee

These regulations are mandatory. The Organizer is empowered to refuse to accept or shut down those booths that do not meet these provisions and no compensatory payment from this decision and/or fines for non-compliance of Regulations and / or Annexes shall be applicable.

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The Exhibitor shall be responsible for any damage that might occur in its booth area or within the premises caused by its personnel or any third party hired by them during the set-up, the exhibition itself and dismantling steps. In this regard, the Exhibitor shall be responsible (either personally or through a third party) for the set-up, display and dismantling tasks related to its own booth, subject to the hours, dates, and terms and conditions established by the Organizer for such purpose.

As a guarantee of the performance of this Participation Agreement, the Regulations, the Exhibitor's Manual and Annexes, the Exhibitor shall submit - at the Organizer's offices and within a minimum of 7 (seven) calendar days prior to the start of the Exhibition – a check of its own for a date before the closing of the Exhibition in an amount equivalent to 15% of the booth rental fee,

as a means to ensure the compliance of the terms and conditions stated herein. Consequently, and if the Exhibitor fails to fulfill this contract and/or the Regulations, Exhibitor's Manual and Annexes, or if fulfillment is defective or partial, the Exhibitor authorizes the Organizer to deposit and cash the check issued as a penalty for non-compliance. If the Exhibitor complies with all of the regulations mentioned herein, the Organizer shall return that check to the Exhibitor for the latter to collect it from the Organizer's offices within 7(seven) calendar days after the closing of the Exhibition.

## 6. Exhibitors

Manufacturers, importers, exporters, distributors, equipment, components and services representatives and institutions from this sector both at national and international level may participate.

## 7. Products groups

- Processing
- Packaging and Bottling
- Additives
- Ingredients and Raw Material
- Cold Storage
- Laboratories and Quality Control
- Automation and Control
- Industrial Hygiene Products for Food and Beverage Plants
- Accessories and Peripherals
- Services for the Industry

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## 8. Admission for stands hiring

8.1 Admission shall be carried out based on registration. Receipt of the registration form does neither assure acceptance of the applicant, or of its products, or of a certain location within the premises. Location of the stand, its measures and free fronts shall be determined by the Organizer, taking into account the Exhibitor needs. The Organizer is fully entitled to reject admission of any application without cause, and this shall be a final decision.

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8.2 The Organizer shall have the right to relocate reserved spaces due to sound technical reasons.

8.3 Should the exhibitor decide to make a change in the stand area, he should inform the Organizer in writing. The Organizer will confirm if such change is accepted, and the exhibitor will not have any right to the place previously assigned and could request a new location according to the available space at that time.

## 9. Visitors admission

Specialized visitors only with invitation card at no charge.

The enter to minors of 16 years will not be allowed.

## 10. Payment terms and participation conditions

### 9.1 Form of payment

Beneficiary Bank: HSBC BANK ARGENTINA S.A.

Address: Av. Cabildo 1802 - Buenos Aires –Argentina. Swift Code: BAC0ARBA.  
Current Account Number: 612-320410-1. Beneficiary: INDEXPORT MESSE  
FRANKFURT S.A.

Address: Luis Maria Campos 1061 5th. Floor. Intermediary Bank: HSBC BANK USA –  
NEW YORK – USA.

Account Number: 0000302066. Swift Code: ABA 021001088-Credit Card: VISA,  
MASTERCARD Y AMERICAN EXPRESS. It will have to communicate whit the  
Department of Payments at +54 11 4514 1400 extension number 4105.

Note: In all cases send the ticket by fax to the following number +54 11 4514 1404.

If there were problems for the collection of a check, the Organizer has the right to charge expenses and banking commissions, and to request the its immediate refund.

### 10.2 Type and description of the Stand:

Free stand

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- Boundary of the stand surface.
- The Organizer will provide for free a consumption of 50 watts by sqm.
- Credentials.
- Invitations.
- Figuration in the Exhibitor catalogue.
- Figuration in the web page.

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The furniture package:

Will be delivered to the booth into 24 hours before opening.

- 1 desk + 3 chairs.
- 1 closet module.
- Carpet in all the stand surface.
- Polyethylene protective coating for the assembly.
- White panels H: 2,50 m, free panel height 2,40m, free panel wide 0,95 m, wide to columns axis 0,99 m.
- Natural anodized aluminum natural modular system with an octagonal column of 0,04m and 0,05 m height profile.
- Banner with standardized typography.
- Profile (height 0,05 m) with the company name in standardized typography.
- Lighting: Spots of 150 w per 3 sqm.
- 1 Power outlet until 300 w by stand.
- Electrical board with thermal keys and circuit breaker.
- The Organizer will provide for free a consumption of 50 watts by m<sup>2</sup> + 300 w corresponding to the consumption of the power outlet.
- Credentials.
- Invitations.
- Figuration in the Exhibitor catalogue.
- Figuration in the web page.

### 10.3 Non-occupation

The waiver by the exhibitor to occupy the requested and/or assigned area and non-occupation of the stand by the Exhibitor shall empower the Organizer to cancel the exhibitor capacity and its right to occupy the stand, and the exhibitor shall lose any

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and all credited amounts. In this event, the Organizer may dispose of the area as it may deem convenient for the general interests of Tecnofidta.

#### 10.4 Cession

The Exhibitor shall not assign, share, sell, rent, donate or transfer its stand, whether in whole or in part, unless it has a specific authorization in writing of the Organizer.

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#### 11. Cancellation

11.1. If the Exhibitor decides to withdraw and/or cancel its participation for any reason whatsoever, such decision must be informed in writing to the Organizer, either by the legal representative and/or attorney-in-fact and sent to the offices of the Organizer (certified notice). The decision to cancel its participation in the event shall give rise to a penalty payable to the Organizer as stated in this clause, and it will increase as the Exhibitor's decision not to participate is made on the date closest to the start of the event set-up:

11.1.1. If the Exhibitor informs its decision not to participate with a prior notice of at least 180 (one hundred and eighty) calendar days before the event set up date, the Exhibitor shall pay a penalty equivalent to 50% of the space rental fee.

11.1.2. If the Exhibitor informs its decision not to participate with a prior notice of at least 90 (ninety) calendar days before the event set up date, the Exhibitor shall pay a penalty equivalent to 70% of the space rental fee.

11.1.3. If the Exhibitors informs its decision not to participate within 90 (ninety) calendar days before the event set up date, the Exhibitor shall pay a penalty equivalent to 100% of the space rental fee.

11.2. In order to account for the time frames planned in exhibits 11.1.1, 11.1.2 and/or 11.1.3, the notice shall be considered valid from the date it is duly received at the Organizer's office and provided that it is endorsed by the Exhibitor's legal representative and/or attorney-in-fact.

11.3. If the Exhibitor decides to cancel its participation according to exhibits 11.1, 11.1.1, 11.1.2 and/or 11.1.3, it will have no right to refund of any amount paid, which, instead, shall be considered as payment on account of the penalty established herein and/or the Exhibitor shall pay any shortfall - if applicable – until the amounts of the corresponding penalties set forth in exhibits 11.1.1, 11.1.2 or 11.1.3 were covered.

11.4. The Organizer reserves the right to cancel or postpone the Event, as well as to modify its length or opening hours, and the Exhibitor shall not be entitled to claim any

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compensation from the Organizer. The Organizer shall have identical rights and get the same results as those mentioned above if an unforeseeable event or force majeure occur, preventing the Organizer to carry out the event in the scheduled date and/or place and under the same terms and conditions originally outlined. If the Event is cancelled, any space rental fee paid shall be refunded according to the historical costs paid by the Exhibitor without any interest or other payment.

11.5. If the Event is postponed or its length modified, this agreement shall be valid for the new term; postponing an Event or modifying its length or opening hours shall not imply any further right to the Exhibitor, no matter its nature.

11.6. If the Event has to be interrupted after its opening due to incidents beyond the control of the Organizer, the right to terminate the agreement or claim for compensation shall not be applicable. This shall also apply if the Organizer is forced to close or evacuate, whether temporally or permanently, some areas of the contest or the entire area of the exhibition due to force majeure or any other reason. Likewise, these provisions include restrictions on the use of the area assigned to the booth or its access, which may derive from cleaning or restructuring activities, provisions and conditions imposed by municipal, national or provincial authorities. In such case, the Organizer will try to find an alternative solution without assuming any legal obligation.

If the National Government, the Government of the City of Buenos Aires and/or any other authority or institution - whether public or private - or even the licensee, owner or possessor of the trade center issue a provision that may limit, restrict, affect and/or modify the terms and conditions agreed upon, the Organizer shall not assume any liability in this regard and no amounts shall be payable to the Exhibitor for any damage whatsoever.

11.7. If the Exhibitor decides to reduce the space rented, it will lose its right to use it and will have to request the Organizer, in writing, for a new location according to the space available. The Organizer may accept the Exhibitor's request or not, and the Organizer's refusal shall not imply any right for the Exhibitor.

## 12. Exhibitor Obligations

12.1 The Organizer and Tecnofidta do not assume any liability for damages sustained by the Exhibitor, its employees or its property and/or third parties during their stay at the Exhibition.

There shall not be any right to compensation for robbery, larceny, fire, thunderbolt, storm, explosion, accidents, damages to third parties or property, sabotage or any other damage whichever its cause. The Exhibitor shall be the only person liable before third parties and before its own employees. To such effect, the exhibitor shall take up all-risk civil liability insurance on its own account, from September 15 th, 2018 valid until and including September 22th, 2018

12.2 Pursuant to the trade center's own standards, it is mandatory that Exhibitors present, without exception, ART or Workmen Accident Insurance for all the staff that will be working in their booths, part-time or full time, during the assembly and disassembly.

- That part-time staff be registered, AT LEAST as part-time staff.
- That catering staff hired by Exhibitors have their "Health record".

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12.3 The Exhibitor shall install in his stand fire extinguishers every 24 m<sup>2</sup>. They shall be of three-type class, dry chemical dust, for fire types A, B or C. They shall comply with RAM standard, equipped with aluminum container and a valid official control certificate. It is important to train the stand personnel in the use of fire extinguishers, in order to act quickly and effectively if needed. In case of fire, the Exhibitor shall communicate it immediately to the Maintenance Department and avoid the spread of fire by using the fire extinguishers and removing any product that may be near the fire.

12.4 The Exhibitor shall be liable for personal damage and for damages to materials inside and outside the stand caused by its employees or machines. The Organizer shall be entitled to set operating periods for machines and equipment and it shall also be entitled to forbid operation of said equipment. The Exhibitor shall return the leased area to the Organizer in the same conditions present at the time of delivery. In case of damage, the Organizer shall repair such damages, at the Exhibitor's own cost.

12.5 Exhibitors do hereby undertake to keep stands in perfect order during working hours. In no event shall any refuse be thrown to the corridors. In case the Exhibitor wishes to hire a cleaning service additional to the one provided, he should contact the Organizer.

12.6 The Exhibitor shall have personnel available for the attention of the stand during the working hours of the Exhibition.

12.7 During the hours the Exhibition is open to the general public, no machine or product transportation may be made inside the premises, and no stand building or maintenance works shall be carried out during such time.

### 13. Forbidden activities / Safety standards

13.1 It is expressly forbidden the use of fire works and bombs inside and outside the pavilion building. Pulverization of cellulose paints inside the Show

Premises on any kind of objects is also forbidden. Storage or exhibition of hazardous, flammable, explosive or unhealthy materials emanating disgusting odors and that may bother other exhibitors or the general public is not allowed.

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13.2 During assembly and disassembly no material or working tools that may obstruct passage shall be placed on the corridors.

#### 14. Direct sales to the public

The exhibitors shall not make sales at their stands. Except for those who sell merchandising of their own products, with the approval of Organizer.

It is forbidden to have any price labelling on products, catalogues, etc. It is also forbidden to sell food and drinks in the stand.

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#### 15. Gifts to the public

Exhibitors may offer gifts to the public in compliance with the following terms and conditions:

- Gifts shall not include advertising from third parties.
- Delivery shall be made preventing any discrimination, crowds and/or disorder.
- Exhibitors shall suspend delivery of gifts each time the Organizer deems it convenient.

#### 16. Demonstration

16.1 The Exhibitor will be able to make a demonstration, as long as he has the previous approval of the Organizer and fulfills the dispositions established in Law N° 19587 of Hygiene and Security in the job and its prescribed decree N° 351/ 79 and/or prohibit demonstrations if it considers they pose a risk, inconvenience or produce excessive noise that disturb the normal development of Tecnofidta.

- Exhibitors generating waste should throw it in the corresponding receptacles or containers.
- Exhibitors could not have fuel, flammable products or explosives within their stands.
- Demonstrations shall be organized in such a way that discrimination, excessive crowding or disorder shall be avoided and line formation shall not take up common areas of the exhibition.

#### 17. Vehicles

The exhibited vehicles should meet the following requirements:

17.1 All the fuel tank openings should be closed and sealed to avoid steam escape.

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17.2 The vehicle's fuel tank should not have more than a quarter of its content filled with fuel or 15 liters, whatever is lower.

17.3 At least one of the start up battery cables should be disconnected and covered with tape. It will only be allowed that batteries which provide energy to vehicle's auxiliary equipment be connected if it is necessary for the exhibition.

17.4 It is not allowed to transfer fuel within the pavilions and vehicles should enter and exit pavilions being towed or pushed, in the abovementioned conditions.

17.5 Vehicles should not be moved within the hours in which the audience is attending the exhibition.

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## 18. Licenses and trademarks

The person in charge of the stand shall permanently have available the necessary documents supporting representation of products exhibited at the stand, trademarks mentioned in signs, brochures and other communications present at the stand.

The EC does hereby reserve the right to require such documents each time it deems necessary.

18.1 Exhibitors, especially distribution or marketing companies, shall not exhibit logos of trademarks other than their own, unless they are exclusive agents. They shall be entitled to exhibit other trademarks apart from their own if the original manufacturer of said product is participating as an exhibitor in the Show. The outlined standards do not forbid to include certain trademark products in the stand but it forbids the presence of packaging, displays and signs not compliant with the requirements stated in this point.

### 18.2 Other descriptions.

- Parts or equipment: those elements are accepted within the outlined conditions.
- Stickers, signs, packaging: only trademarks and/or third party companies shall be accepted, as long as they meet with the abovementioned descriptions.

18.3 Non-compliance with these standards shall empower the Organizer to remove and/or confiscate such material. The EC shall also evaluate whether the exhibiting company can or cannot continue taking part in the Show.

## 19. Product / Equipment Exhibition

19.1 Throughout the event, products displayed in the booth must be registered and accepted in order to be able to exhibit them; during that period, products must not be

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moved or replaced by other product(s) in the booth and besides, during opening hours products shall not be covered.

19.2 The merchandise shall be moved from the premises only with the previous authorization of the Organizer.

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19.3 If the Exhibitor wishes to show any kind of equipment during the Exhibition, it shall request prior authorization of the Organizer, in writing, and within a minimum of 30 (thirty) calendar days before the start of the Exhibition, stating its willingness to exhibit the equipment and providing the details and characteristics thereof. To that end, the Exhibitor shall inform the type of equipment and for how long will it be running (specifying the type, sizes and weight as well as the different services required to support the installation; a description, quantity and sizes of the supporting surface(s), and the full name of the operators). The Exhibitor – in the event that the weight of equipment be 1 tons or more- shall fill out the form and documents supplied by the Organizer to that purpose, and shall also assume all responsibilities for the fulfillment of the regulations provided for in the Exhibitor's Manual for the entry and exit of the equipment. The Organizer, the Technical Management and the Administration of the trade center reserve the right not to authorize the display of the equipment requested by the Exhibitor if – notwithstanding that duly completed information was provided - the Organizer considers at its sole discretion that the display, operation or entry and exit of the equipment may be a risk to the security of the place or safety of people. If the Exhibitor is not required the authorization of the Organizer in due time and manner as stated herein, and/ or in case that the Organizer does not provide a written authorization, the Exhibitor shall not be allowed to display that equipment.

Any additional cost involved in the display of authorized/non-authorized equipment shall be borne by the Exhibitor.

## 20. Picture and sound reproduction

20.1 The only sound allowed is the normal noise produced by machine or equipment. Likewise, this noise may be limited or forbidden by the Organizer, if it is considered excessive.

20.2 Sound equipment (radio, TV, audio, audiovisual, etc.) installed with permanent or demonstration operation, should operate  
acoustic isolated.

20.3 Music and/or video playback with music implies the exclusive responsibility of exhibitors to have available any permits and/or rights corresponding to entities protecting copyrights -SADAIC- and interpreter rights -AADI CAPIF. In such event, exhibitors shall send any receipts by fax or copies of such receipts by regular mail.

SADAIC

Lavalle 1547, 5º floor

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Tel.: +54 11 4379 8600

Attention: Mon.-Fri. 10:00 am - 3:00 pm. Talk to the Department of Collection.

AADI CAPIF

H. Yrigoyen 1628 - 6° floor,

Tel.: +54 11 4373 8800

Attention: Mon. - Fri. 9:30 am - 1:00 pm. and 2:00 pm - 6:00 pm.

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## 21. Picture and sound recordings

21.1 The only sound allowed is the normal noise produced by machine or equipment. Likewise, this noise may be limited or

forbidden by the Organizer, if it is considered excessive.

21.2 Sound equipment (radio, TV, audio, audiovisual, etc.) installed with permanent or demonstration operation, should operate acoustic isolated.

21.3 Music and/or video playback with music implies the exclusive responsibility of exhibitors to have available any permits and/or rights corresponding to entities protecting copyrights -SADAIC- and interpreter rights -AADI CAPIF. In such event, exhibitors shall send any receipts by fax or copies of such receipts by regular mail.

## 22. Picture and sound recordings

22.1 All type of visual and sound recordings of exhibition samples or exhibition stands (including sketches) is forbidden. In case of

violations, the Organizer's is entitled to confiscate the material.

22.2 EC has authorized specific photographers for the all areas of the Show. If the exhibitor wishes to have photographs taken by

its own photographer, the permit to do so must be acquired from Organizer, three weeks at the latest prior to the start of the event.

## 23. Surveillance

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Tecnofidta shall make available general surveillance personnel to safeguard order, but it shall not be liable for robbery or larceny. While the show premises are closed to the public, no personnel other than such general surveillance personnel shall remain inside the show premises. If the Exhibitor wishes to hire exclusive surveillance, he should contact the Organizer.

## 24. Badges

24.1 The exhibitor and any personnel appointed thereby, with no exception, shall show badges while they are present at the exhibition.

The Organizer shall deliver Exhibitor badges and Stand Personnel badges to exhibitors in relation to the rented space.

- Stand installers and designers
- Exhibitors
- Stand personnel

24.2 The Organizer shall deliver Stand Builder badges in accordance with the occupied space. These badges shall only be valid during stand assembly and disassembly periods.

24.3 Such badges shall be delivered to the exhibitor once any and all conditions set forth in these rules and regulations have been complied with and once any and all payments on any account whatsoever have been made.

24.4 Badges are personal and non-transferable. The Organizer will not make badges without name under no concept.

## 25. Conference rooms

Conferences open to the public.

Exhibitors of Tecnofidta have the possibility to give a training conference or carry out the launching or presentation of a product in a room prepared for such purpose. Any visitors to the event may attend these activities. The award of the space depends on the availability of the rooms. The order of priority in the allocation of the spaces will be determined by the reception date of the forms (N° 13) at the Organizer's offices.

## 26. Advertising and Promotion

26.1 The Exhibitors or their contractors shall not make any advertising or promotion outside their stands, nor shall they install luminous signs, or sound equipment (radio, television, loudspeaker, audiovisual equipment, etc.).

Exhibitors shall be able to show and distribute, inside their stands, only brochures or catalogues promoting products manufactured, distributed or represented by them.

Video equipment and similar equipment may be installed and the Organizer shall authorize its use. Promotion of products and/or services delivered by companies, which are not exhibitors, is totally forbidden.

- Those advertising other exhibitions.
- Those which violate official instructions and directions.

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26.2 The following publicity measures are not permitted, even on the stands:

- Those containing ideological or political subject matter.
- Those which disturb other exhibitors, i.e., acoustic or optical irritations.
- Those which cause congestion in the hall.
- Those which include live animals as viewing objects.
- Those measures indicating names of other companies.

Regulation and specifications for booth construction

#### 1. Counseling

The Exhibitor Assistance Department of Tecnofidta shall provide advice at no charge to the Exhibitor with regard to query about general information of the show and interpretation of these rules and regulations and annexes hereto.

Consultations shall be made to Indexport Messe Frankfurt S.A., Att.:

Responsible

Mercedes Sánchez

E-mail:

mercedes.sanchez@argentina.messefrankfurt.com

Morena Saliva

E mail: morena.saliva@argentina.messefrankfurt.com

Valeria Salomon

E- mail: valeria.salomono@argentina.messefrankfurt.com

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## 2. Badges

The assembler will must ask for constructor budes to the Exhibitor, which ones will allow him to work in assembly and disassembly periods.

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## 3. Execution deadline

### 3.1 Assembly Free Stand

The construction and decoration of Free Booths shall be done from 10.00 am to 08.00 pm on September 15th, from 08.00 a.m. to 20.00 p.m. on September 16<sup>th</sup>, from 8.00 a.m. to midnight on 17 September and from midnight to 10.00 am on September 18<sup>th</sup>.

### 3.2 Assembly Furniture package:

Will be delivered to the booth into 24 hours before opening.

### 3.3 Disassembly

Exhibitors are forced to remove their products, stand building items and to deliver space and items provided by Tecnofidta in the same conditions they received them. Exhibitors can start stand disassembly and removal of goods on September 21<sup>th</sup>, from 8.30 p.m. to 8.00 p.m. September 22<sup>th</sup>.

## 4. Vehicle access and goods unloading

4.1 During the assembly and disassembly periods of the exhibition, it will be a destined place into the general parking lot for the exhibitor's suppliers, booth constructors, decorators, etc. The parking in that place will be for free.

4.2 We advise to communicate to responsible of trucks, loads and load vehicles in general, when they assist to the Trade Center for disassembly, they do it one hour after finalized the same one to make possible the fast deconcentration of parking lots, allowing the posterior access of the vehicles of load with greater facility from the accesses of Av. Costanera.

## 5. Existing facilities

5.1 It is forbidden to chip, drill, weld, cut, paint and/or deteriorate walls, pavements, columns and any existing facilities.

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Any repair expenses for any damage caused by the Exhibitors shall be paid by such Exhibitors and/or their stand builders.

5.2 Under no circumstances evacuation exits (emergency exits), signalling lamps, fire extinguishers, fire hydrants, signs and other protection equipment shall be covered.

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5.3 Exhibitors could not cover, remove or change banner type sign position. They could not add any item to it nor remove it or change its position, unless they have an express authorization of the Organizer.

## 6. Floors

6.1 No finishing coats of plaster shall be applied to floors, and they shall not be painted or covered with granulated materials. Floors can be covered with wooden platforms, carpets or other coats. Carpets shall not be fixed to the floor with bonding cement or similar material, and they shall be fixed with twofold adhesive tape, or they shall be fixed to the wooden platforms or to any other means independent from the pavement.

6.2 It is totally forbidden to drill, fix plugs and drills or to make any kind of threads, to break, deteriorate or dig gutters on the floor.

6.3 We suggest all companies that in case they use a wooden platform of more than 3 cm height, they install an entrance ramp for wheelchairs at least on one side of the stand. The Organizer will offer wheelchairs free of charge for Exhibitors and/or Visitors to visit the show.

6.4 Existing pavements have a maximum resistance of 5kg per cm<sup>2</sup>. Service supply covers should not be used as support for specific loads. The weight of heavy objects, machinery or columns should be distributed on iron plates or wooden planks of a suitable area. Concrete foundations are not permitted, all constructions shall be supported on the existing floor, without breaking it.

6.5 In cases of installation of wooden floors, platform carpets or use of fabric, a fireproofing certificate signed by a Safety Engineer must be presented, and the fireproofing product must be INTI certified.

This Certificate must be submitted to the Administrative Division or to the Technical Director of the event.

## 7. Materials

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7.1 Any and all construction materials shall be of the least combustibility possible. Materials shall be fireproof.

7.2 It is totally forbidden the use of any and all masonry materials, bricks, cement, plaster mixes or any kind of wet construction.

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## 8. Construction height

8.1 Construction height is 2.50m from the floor.

8.2 In order to allow a greater architectonic development of stands, structures could exceed 4 m height in an area delimited by a 1 meter setback on each side of the stand, including its front, depending on the surface and location in related planimetry.

8.3 Booths are located in Halls 1,4 and 5 that exceeding 50 sqm in surface may have a maximum height of 4,5 sqm, and those exceeding 100 m2 may have a maximum height of 5sqm, subject to the 1meter setback provisions for raised elements and when allowed by the total hall height.

Booths are located in Halls 2 y 3 that exceeding 50 sqm in surface may have a maximum height of 4,5 sqm, and those between 50 and 100sqm may have a maximum height of 5sqm and those exceeding 100 m2 may have a maximum height of 6sqm.

8.4 Raised items should have the same treatment in all their sides, aesthetically and with a good surface termination, so as not to interfere with adjacent stand aesthetics. Same guidelines should be followed for signs and advertising posters exceeding 2.50 m height.

## 9. Mezzanine

9.1 Any Exhibitor that wishes to construct a mezzanine shall request such authorization in advance, and such mezzanine shall not exceed 50% of the stand plant surface.

To build a mezzanine, the Exhibitor should have a non-perimetral stand of over 50m<sup>2</sup>.

Mezzanines shall be calculated for a minimum overload of 300kg/m<sup>2</sup>.

The width of stairs shall be 0.90m minimum. Steps shall not be lower than 0.28 m and raised parts shall not exceed 0.17 m with a separation of 1 m minimum from partition bulkheads of other stands.

Mezzanines of over 50m<sup>2</sup> shall have 2 stairs located at opposite sides. Stairs shall have the corresponding railings and handrails throughout its length.

9.2 Mezzanine perimeter shall be separated from lot perimeters at least 1.00 meters.

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9.3 Banisters shall be at least 0.90 meters high.

9.4 A mezzanine maximum height shall not exceed 3.20 meters and signs or borders located at this level shall not exceed the maximum construction height allowed.

9.5 Professional Commission: the constructor should submit to CENTRO COSTA SALGUERO S.A. administration a Professional Commission (original) issued by the professional council related to the Technical Responsible Person in charge of carrying out the mezzanine work.

The Commission should be issued for the specific work and should include the following minimum data: Fair or event, location within the event with lot and pavilion number, date, finished floor height, area to be built, width of stairs, height of perimeter rails and structure's maximum capacity of people.

General or wide scope commissions will not be accepted.

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#### GENERAL CONDITIONS FOR THE BUILDING OF MEZZANINES IN CCS

To build mezzanines within the pavilions or in the parking lots, the following conditions shall be met:

##### 1) Professional Package:

The organizer of the fair or event, THE COMPANY, shall submit at CENTRO COSTA SALGUERO S.A. administration, a professional Package (original) issued by the professional council corresponding to the Technical Responsible Person in charge of the mezzanine work.

The Package shall be issued for the specific work and shall include the following minimum data: Fair or event, location within the event with lot and pavilion number, building date, height of finished floor, area to be built, stairs width, height of perimeter rails and maximum capacity of people of the structure.

General or broad scope packages shall not be accepted.

##### 2) Submission times:

The package shall be submitted before the opening of the fair or event to the audience.

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If not, CENTRO COSTA SALGUERO S.A. could restrict the sector access by placing a danger strip until the required documentation is submitted. In cases in which it is required, the access both to the upper floor and to the area below the structures in question shall be restricted.

Once the disassembly is finished, the original will be returned to the technical responsible person or his/her representative.

3) Safety requirements:

The following supplementary items shall be incorporated:

- A sign next to the access stairs in which the maximum capacity is indicated.
- ABC-type fire extinguisher of 2.5 kg minimum every 50 square meters area.
- The stairs shall have handrails at both sides and shall be of nonslip materials or have its nonslip band in each step.
- The whole perimeter of the area shall be fenced by rails of regulation height duly attached to the structure.

4) Responsibilities

The professional is responsible of the work in all its scope and shall maximize the safety measures and direct the work according to the best diligence and the art rules taking care of the safety of the people that pass under said items.

10. Stand front

All constructions should be within the lot limits, thus no element could exceed its limits at any height.

A maximum of 50% of each of the stands fronts can be closed with opaque or translucent elements.

11. Ceilings

In all events ceilings shall be self-supporting, that is, they shall not be supported by partition walls.

Materials shall be fireproof and non-waterproof.

Ceilings on second construction levels are totally forbidden.

12. Lighting

12.1 Care shall be taken that lighting appliances do not disturb the general public or surrounding stands.

12.2 No appliances shall be affixed to the floor unless they have some protection that prevents contact with the general public.

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If you need to hang elements from structure of the hall fairground .the exhibitor must comply with the aforementioned in section 3/7, 3/8 y 3/9 (Relevant issues booth).

### 13. Electricity

Power to the booths shall be supplied by Costa Salguero Trade Center. All enquiries shall be addressed to Indexpot Messe Frankfurt S.A .Power supply available at Costa Salguero Trade Center is 220/380 V CA and 50 cycles/ seg. Power will be supplied from perimeter switchboards and/or overhead switchboards.

Each Exhibitor shall be responsible for the installation of its own booth, taking into account the following considerations:

13.1 The booth should have a service switchboard with a differential circuit breaker and thermomagnetic protection with capacity suited to its installed power. The switchboard should have a cable length of suitable capacity for the expected consumption, or of a minimum of 2.5 mm<sup>2</sup>, which Costa Salguero Trade Center staff will connect to the perimeter or overhead switchboards, as appropriate.

13.2 Single-phase service lines shall only be permitted for a capacity of up to 3kw. For higher capacities, three-phase service lines shall be used and the Exhibitor must duly balance single-phase power consumption in the booth so as to avoid harmful disruptions.

13.3 GREEN/ YELLOW earth connection wire and LIGHT-BLUE neutral conductor are mandatory.

13.4 Sintenax or workshop conductors from the SERVICE SWITCHBOARD to the switches of each power unit, starters with current limiting devices (star-triangle type) for power units of over 10 HP, and safety devices for each one of them are mandatory for motor power.

13.5 Two service switchboards will be necessary for power consumption of over 30Kw and up to 60Kw, and each one of them should comply with the above-mentioned considerations.

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Costa Salguero Trade Center has power reserves for consumptions that exceed 60Kw and require special wiring.

13.6 It is expressly forbidden to make clandestine connections and/or connect powers exceeding the required ones.

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13.7 Any electrical consumption exceeding the required one, shall be borne by the Exhibitor at the rate of 25% over the normal fee applicable to the excess of the stated consumption.

13.8 Exhibitors should require the power supply service to the Organiser, and it shall be provided through Costa Salguero Trade Center.

13.9 Controls of actual consumptions of each booth shall be made during the event for the purposes of billing the excess in consumption

#### 14. Connection and disconnection of power supply

14.1 For the connection of power supply, the Exhibitor shall have its installation approved by the Organizer.

14.2 Every day, at closing time, the Exhibitor should disconnect all switches.

#### 15. Water and discharge services

Exhibitors shall request the Organizer water and discharge services exclusively to operate their machine and equipment.

The installation and connection of these services shall be made at the Exhibitor's cost and shall only be made at the pavement level, without breaking it and in those stands where it is not necessary to cross the aisle. All other uses are excluded from consideration (hygiene, decorative, etc.). The water pressure supply is not guaranteed by Centro Costa Salguero.

Any water and discharge services requests shall be approved before their installation.

For water connection, male threaded connectors of 3/4 inch shall be needed, piping suitable for 5 kg/cm<sup>2</sup> pressure from the mains connection to a section valve to be placed in an accessible location, double brackets in all accessories up to the section valve or threaded connectors. Discharge connection shall be of 2 inches.

Installation of water ports shall be made by Centro Costa Salguero.

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The cost of water connection and discharge shall cover the whole Exhibition. Piping, materials and labor necessary for the relevant installation shall be born by the Exhibitor.

#### 16. Stand building drawings

Exhibitors shall submit two copies of their booth plans (scale = 1:20 or 1:50) by mail, fax or e-mail addressed to the Organizer; one side plan and one elevation view with all relevant dimensions and the location of all objects and equipment that shall be placed within the booth.

The plan shall specify the name of the company and the booth number. If the plan was designed by a third-party contractor, the name and mobile phone of the designer shall also be included. It should also have a structural calculation as well as a loading (not resistance) diagram enclosed to it.

Plan approval or observation is strictly related to the fulfillment or not of what is stipulated in the Exhibitor's Manual. The Plan Approval or Observation does not consider the analysis of the correct construction resolution of each stand, being the Exhibitor and its Constructors' responsibility, the work execution according to the art rules in the area.

It is absolutely necessary to specify the location of the electric switchboard and water connection, if any, in the booth plan.

The submission of plans shall be made according to the schedule specified in the Deadline indicated in form 02 of the on line manual

The submission of plans is intended for detecting potential sizing, design and/or regulatory events of non-compliance, which, if detected during booth construction, would cause unnecessary delays and inconveniences to the Exhibitor.

The due date for the submission of plans for plans and drawing of the booth and the Hanging Area is July, 19th, 2018.

All companies building a mezzanine in their booth must specify in the plan surface and setbacks, building materials and attach a resistance calculation done and signed by a certified Engineer.

#### Entry and departure of goods to the country

##### 1. International forwarding of goods to the country

The Organizer has designated an official agent for the international forwarding of goods (Official International Freight Forwarder Agent).

Once the Exhibitor has requested the corresponding information, the official agent shall send the instructions and the shipping and forwarding rules for the goods.

##### 1.1 Deadlines of arrival of goods to Buenos Aires

- Air Ezeiza      15.07.2018
- Sea FCL        08.08.2018

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- Sea LCL 08.08.2018
- By Land 15.07.2018

Forwarding costs depend on the type of cargo, weight, volume and value of the cargo, in addition to the entry conditions of goods to the country (temporary or definitive) and the way it is effected (air, water or road). Therefore, Exhibitors shall receive the corresponding quote in each particular case, after they submit the forms with the relevant data.

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## 2. Customs

The Organizer has designated an official Customs Agent.

### 2.1 Custom requirements

The official customs agent shall have the deadlines available, as well as the customs requirements, international shipping instructions and tariffs.

#### 2.1.1 Exhibition material shipping and packaging

Temporary and permanent shipments shall be shipped and packed separately.

Argentina has specific entry rules and regulations that shall be complied with, if not, your shipment shall be stopped at the Customs.

Separate Invoices / Packing Lists and Air Waybills / Bills of Lading shall be required for permanent and temporary imports.

##### 2.1.1.1 Temporary importation

Taxes in temporary destinations should be guaranteed by:

- Customs Bond Guarantee (local)
- Bank Guarantee (local)
- Actual Guarantee (Cash) The customs agent can provide the Customs Bond Guarantee.

##### 2.1.1.2 Definitive importation

Customs duties and taxes:

All materials considered to be consumable should be imported as DEFINITIVE. Such materials will be subject to the payment of importation duties and taxes.

The Organizer has started formalities to obtain a special exception of up to USD 5,000 per country on account of taxes and duties.

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This amount shall be managed and assigned by the General Customs Administration.

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**Electric equipment:**

Electric equipment imports require a Record of Goods before entry to our country. This process shall at least take 3 months to register the product and high charges shall apply for registration purposes. Upon request, you shall be informed about the required Documents. We recommend temporary import of this kind of goods.

**2.1.2 Courier shipments**

The exhibition material delivered by courier is subject to restricted regulations in Argentina. All shipments delivered by courier should be sent with duties and taxes prepaid and they should not exceed 50 kgs per shipment or USD 700 (to be checked by our official agent) per shipment.

In order to avoid problems, we suggest that you provide us with the shipment information before sending it by courier. The official customs agent shall apply handling and delivery charges for couriers sent on your behalf.

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