

# Relevant issues of booth construction

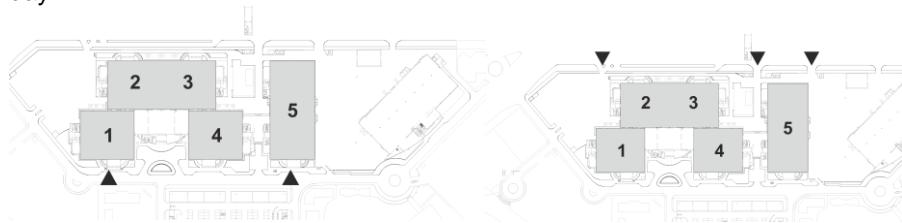
## 1. Assembly

If you have large equipment, you must advise the Technical Director of the fair in advance, because the transportation and handling of packages and/or heavy objects of Exhibitors whose booths are located in areas away from the access area will be carried out on: **Free booth: September 15<sup>th</sup>, 2018 at 10.00 a.m.**

**Basic Furniture package:** The furniture package will be delivered to the booth into 24 hours before opening.

In order to secure the cleanliness of the Exhibition hall before the opening session, the **booth assembly schedule** must be strictly followed.

No assembly materials shall be authorized in the Exhibition Hall on the opening day.



**Assembly**  
Pedestrian access diagram

**Assembly**  
Loading and unloading access area diagram

## 2. Overview

Exhibitors must fill in all **mandatory** forms included in Exhibitor's Manual.  
 The design and construction of booths larger than 50 sqm must be supervised by a professional architect or engineer.

None of the elements used shall exceed booth area limits at any height.

It is not allowed to break, drill, weld, cut, paint, hang elements from, or support elements on and/or otherwise damage walls, pavement, columns, roof and any other existing facilities in the Exhibition Hall.

Existing pavements have a maximum resistance of 5kg/cm<sup>2</sup>.

All construction materials must have the lowest flammability point available.

All masonry materials are strictly forbidden: bricks, cement, mortar, plaster or any other wet construction materials.

All ceilings must be self-bearing, i.e. they should not be supported on bulkheads. When installing lighting fixtures, any disturbances to visitors and surrounding booths shall be avoided. The use of bright, flashing and rotating lights, or the like, is forbidden.

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### **3. Floor – Carpet**

**The Organizer shall install a carpet in all hallways. Exhibitors shall be responsible for the installation of carpet in the booth floor, and shall be authorized to add a platform, subject to the following rules:**

- Carpets attached to the floor of the exhibition hall will be exclusively fixed with two-sided adhesive tape of the desired width.
- The use of any type of contact glue in exhibit hall floors is absolutely forbidden.
- The renovations and repairs introduced in existing carpets shall be made as described above.
- In the cases wooden floor, carpet on the platform or fabric are used, you must fireproof its surface and a Fireproof Certificate signed by a Safety Engineer must be presented obligatorily, choosing one of the companies authorized by the fairground. Likewise, the fireproofing product must be INTI certified. This certificate must be submitted to the Administrative Division or to the Technical Director of the Event during the assembly stage.
- When a carpet is directly installed over the Fairground floor with two-sided adhesive tape, the fulfillment of the previously detailed regulation is not required.

### **4. Water and Drainage**

In the event that the Exhibitor requested water and drainage services, these services shall be exclusively used for the operation of machine and equipment. The installation and connection of these services shall be at the expense of the Exhibitor and shall be exclusively made at the pavement level, without breaking it and in booths where it is not necessary to extend them across the hallway. Any other uses (cleaning, decorative, etc.) are strictly forbidden. Running water supply pressure is not guaranteed by Costa Salguero Trade Center.

All requests for water supply and drainage should be approved before these services can be installed.

Water connections shall be made with 1/2" male-thread connectors, piping adequate for 5kg/cm<sup>2</sup> of water pressure between the network outlet connection and the shutoff valve, which shall be located in an accessible place, and using double clamps in all fittings up to the shutoff valve or threaded connectors. Drainage connection shall be of 2 inches.

Water service inlets shall be installed by Costa Salguero Trade Center.

The cost of water and drainage services shall be charged for the duration of the exhibition. The Exhibitor shall cover the cost of pipes, materials and labor needed for their installation.

No service shall be provided until full payment is effected.

### **5. Submission of plans**

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.

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**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.**

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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.

## 6. Disassembly

Disassembly must be finished at 8.p.m. on September 22 th, 2018

No booth component shall be wholly or partially removed before the closing of the exhibition.

No vans or trucks shall be allowed in the exhibition hall earlier than 30 minutes after the closing of the event.

For safety reasons, all small-sized elements, computers and personal belongings must be removed at the start of disassembly operations.

The Disassembly Instructions shall be distributed during the event, with information on the schedule and terms for disassembly operations.

Please read the Disassembly Instructions carefully and take all necessary SAFETY AND SECURITY measures, since this is one of the most critical procedures of the exhibition.

Exhibitors must disassemble their booth and leave the area as they found it, by removing all materials and elements involved in the construction of the booth.

The Exhibitors must be responsible for the removal of the remaining material, both when finishing the construction as well as those resulting from booth dismantling.

## Construction height

– The maximum construction height allowed is 2.5m from the floor.

– For architectonic reasons, raised elements are allowed up to a maximum height of 4m in an area delimited by 1-meter setback in each side of the booth, except for the front setback.

– Booths are located in Halls 1,4 y 5 , that exceeding 50 sqm in surface may have a maximum height of 4,5 sqm, and thos exceeding 100 m<sup>2</sup> may have a maximum height of 5sqm, subject to the 1meter setback provisions for raised elements and when allowed by the total hall height.

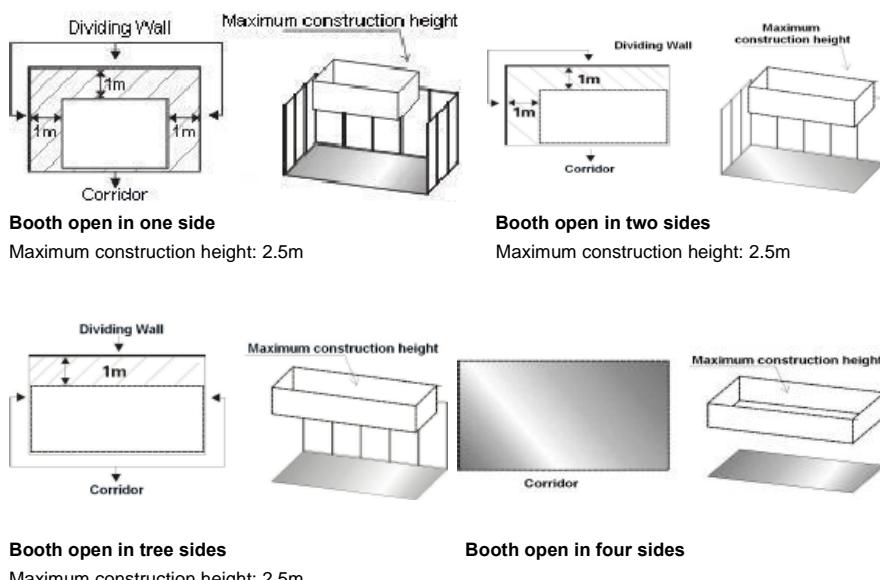
– Booths are located in Halls 2 y 3 that exceeding 50 sqm in surface may have a maximum height of 4,5 sqm, and those between 50 and 100sqm may have a

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maximum height of 5sqm and those exceeding 100 m<sup>2</sup> may have a maximum height of 6sqm.

– 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.



## General conditions of 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.

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### **3. Safety requirements:**

The following supplementary items shall be incorporated:

- a) A sign next to the access stairs in which the maximum capacity is indicated.
- b) ABC-type fire extinguisher of 2.5 kg minimum every 50 square meters area.
- c) The stairs shall have handrails at both sides and shall be of nonslip materials or have its nonslip band in each step.
- d) 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.

## Free booth model



**Free booth diagram**  
Stand 12m<sup>2</sup>

### **1. Elements provided**

#### **1.1 Booth floor**

- Delimitation of the booth area.

### **2. Services**

- The Organizer shall provide free of charge a consumption of 50 watts per sqm
- Passes.
- Invitations.
- Publication in the Official Catalogue.
- Figuration in the web page.

Note: If you wish to request additional booth equipment (furniture, power outlets, etc.), please use the additional equipment form.

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## Full equipped booth model

The order of the equipped stand must be requested for the Exhibitor's Manual.  
(Form 8 "Equipment booth").

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**Full equipped booth diagram**  
Stand 12m

### 1. Supplies

#### 1.1 Equipment every 12 sqm

- 1 desk + 3 armchairs
- 1 storage module

**The furniture package Will be delivered to the booth into 24 hours before opening.**

#### 1.2 Booth floor

- Carpet covering the total booth floor area
- Polyethylene cover during assembly operations.

#### 1.3 Structure

- White panels 2.5m high; height of free panel: 2.40 m; width to column axis: 0.99m; free panel width: 0.95m
- Natural anodized aluminum modular system with an octagonal column of 0.04m diameter and 0.05m height profile.

#### 1.4 Art Print

- Flag sign with standard type font.
- Profile (height: 0.05m) with the name of the company in standardized type font.

#### 1.5 Lighting and power supply

- Lighting: Spots of 150 w per 3 sqm.
- 1 socket outlet of up to 300w.
- Independent electric switchboard with thermal switch and circuit breaker

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### 2. Services

- The Organizer shall supply 50 watts per sqm + 300w free of charge, for power outlet consumption.

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- Passes
- Invitations.
- Publication in the Official Catalogue.

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Note: If you wish to request additional booth equipment, (furniture, power outlets, etc.) please use the additional equipment form.

## Standards for the assembly of linking structures of booth on hallways

### 1. Heights

The linking possibility depends on the relative location of stands inside the Fair's general plan.

If the hallway to be crossed is in the locations indicated in **Scheme A)** the linking structures between booths can be two-level structures:

If the hallway to be crossed is in the locations indicated in **Scheme A)** the linking structures between booths can be two-level structures:

1.1. 1<sup>st</sup> Level: between 3,20 and 3,50 m high

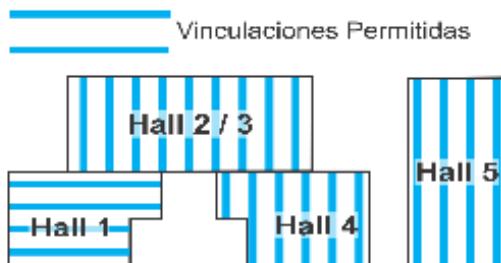
1.2. 2<sup>nd</sup> Level: between 4,00 and 4,80 m high

Between both levels won't be been able to place any element, bond, poster, etc.

If the hallway to be crossed is in the locations indicated in **Scheme B)**, it is forbidden to unite the lots neither to cross the hallway with any element to any height.

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**Esquema A)**



**Esquema B)**



**Height**  
 Scheme A and Scheme B

The foregoing notwithstanding, the Technical Management and/or C.O. of TecnoFidta reserve the right to observe those cases which they consider harmful to the fair's image or aesthetics.

## 2. Pavement

The pavement which separates the said booths or aisles can only be covered with carpets fixed with two-sided adhesive tape. The Exhibitor is compelled to remove the remaining tape when disassembling the booth.

## Electricity

### 1. Power supply during assembly

Work site switchboards shall be provided during assembly. Assembly workers shall have enough extensions to connect to the switchboards.

Exhibitors shall turn all booth lights off and install separate circuits for refrigerators or other equipment that must operate during the night, which shall be separate from lighting circuits.

### 2. Calculating additional power supply requirements for your booth

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Each booth shall have a power supply of 50w per sqm free of charge provided by the Organizer.

The following formula shall allow you to determine the total electric consumption in Kw, both for lighting fixtures and equipment (if any) that shall be used during the exhibition, less the power supply provided by the Organizer.

#### **Example of how to calculate the additional power supply required**

##### **A-Lighting 220V, 50 Hz**

Description	Consumption	Number	Total Consumption
Spotlight	0,50 Kw	1	0,50 Kw
Lighting fixture	0,10 Kw	5	0,50 Kw
<b>total</b>			<b>1,00 Kw</b>

##### **B- Motor power 380V, 50 Hz**

Description	Consumption	Number	Total Consumption
1 HP engine	0,75 Kw	1	0,75 Kw
Machine, powers tools	1,00 Kw	1	1,00 Kw
<b>total</b>			<b>1,75 Kw</b>

##### **C- Provided = 0.05 Kw x sqm**

Description	Consumption		Total Consumption
12 sqm booth	0,60 Kw		0,60 Kw

##### **D- Power supply to be requested**

Description	Total Consumption
Single-phase electricity A	1,00 Kw
Three-phase electricity B	1,75 Kw
Electricity Provided C	(-0,60Kw)
Subtotal	2,15 Kw
Total	2,50Kw *

\* Note: To request and pay for additional power supply, the minimum unit of measurement shall be 0.5Kw or multiples thereof.

After calculating the total power supply required by lighting fixtures and equipment, you must fill in the Request for Additional Power Supply form (Exhibitor's Manual). **This form must be submitted before the deadline at the Organizer's offices, together with the relevant payment.**

The cost of installed power supply shall cover the duration of the exhibition.

If the request for additional power supply is made after the deadline, costs shall be increased by 25%.

No service shall be provided until full payment is effected.

During the Exhibition, after installing the switchboard and power wiring for your booth, you must register the name of the company, booth number and time of

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request in the Electric Connection Register, in the service area of each exhibition hall. Centro Costa Salguero Trade Center shall make the final connection of your booth as specified in this list. Centro Costa Salguero Trade Center shall not make any electric connection that does not abide by the above mentioned rules.

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### 3. Booth electric installation

- The booth must have a service **switchboard** with a differential circuit breaker and thermo-magnetic protection with capacity suited to its installed power.
- The switchboard must have a 10-meter long wire (approx.) with the adequate section for the estimated consumption (minimum of 2.5mm<sup>2</sup>) that the staff of Centro Costa Salguero Trade Center shall connect to main switchboards.
- **Single-phase** service lines shall only be permitted for wattage of **up to 3kw**. For **higher wattage, three-phase** service lines shall be used and the Exhibitor must duly balance single-phase power supply consumption in the booth so as to avoid unbalances. Green/ yellow «**earth connection**» wire and light-blue neutral conductor are mandatory. For **motor power**, the use of conductors from the main switch to the engine switch, starters **with circuit breakers in all engines with power exceeding 10HP** and safety devices in all of them shall be mandatory.
- **Two service switchboards** shall be necessary for **power consumption in excess of 30Kw and up to 60Kw**, and the above mentioned requirement shall be valid for each of them.
- Installations: conductors shall be isolated and attached to the panel edge or floor, without breaking or drilling them and with due protection. **Phases shall be divided into hot and neutral**. Earth connection shall not be admitted as phase divider.
- Connection: in order to obtain the final connection, the Exhibitor must meet all the requirements specified above.

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