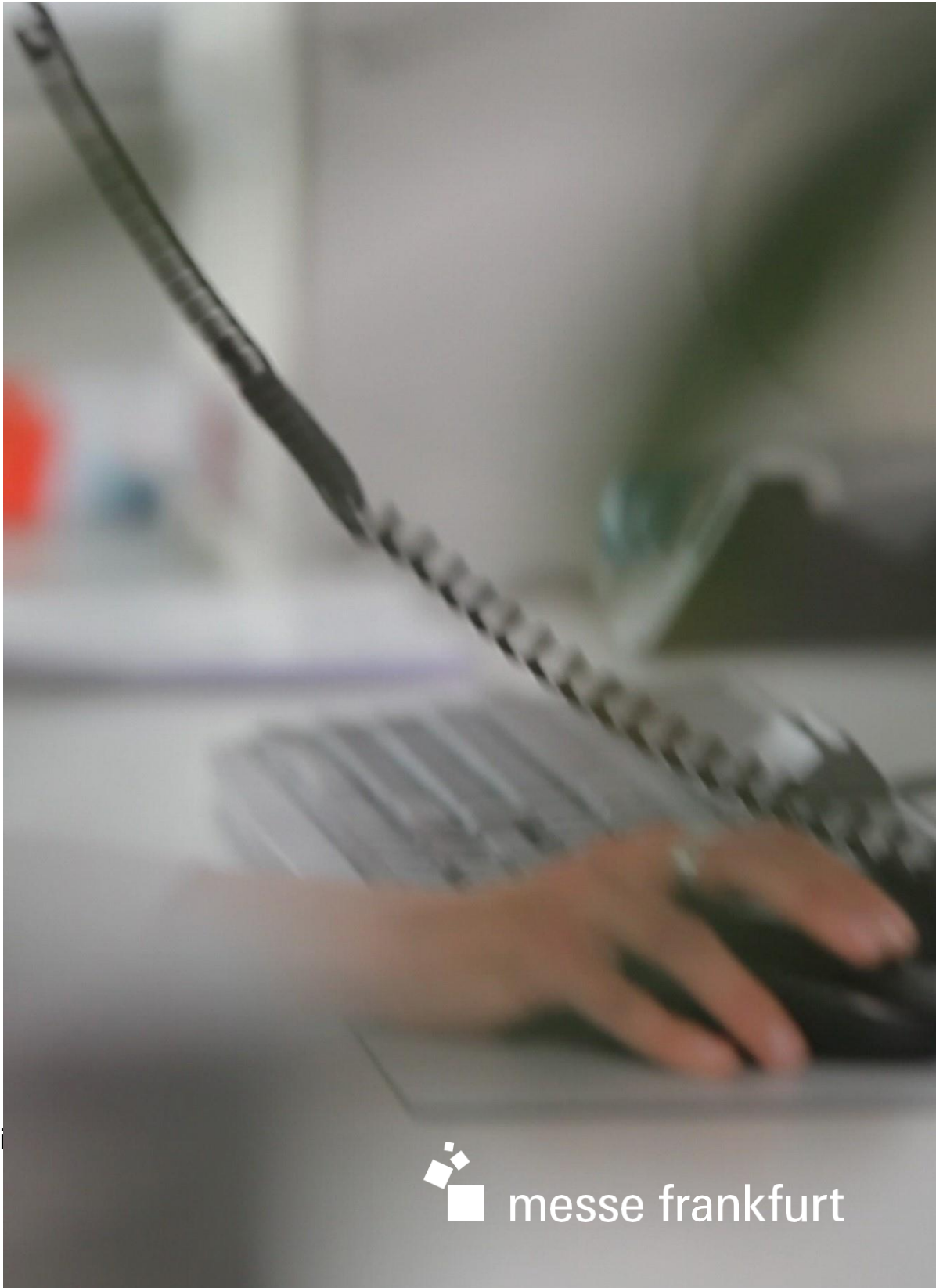


Exhibitor's Assistance Appendix

Online Exhibitor's Manual



Section 3: Exhibitor's Assistance

Online Exhibitor's Manual.

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Online Exhibitor's Manual

The **Online Exhibitor's Manual** is a platform in which the Exhibitor will give important information regarding its participation in **Tecno Fidta**. You should fill in mandatory forms and optional forms in case you need extras to enhance the participation.

Important! The Exhibitor should make sure to read all the information and to place all orders with the greatest advance possible, meeting the deadlines of each form; otherwise, the participation of the company in **Tecno Fidta** might be affected.

Approximately 3 months before the start of the exhibition, the contact indicated in the Participation Offer will receive access to the **Online Exhibitor Manual** by mail.

Form Deadlines

Please meet the dates indicated below:

Mandatory forms	Deadline
Assembly technical sheet: submission of plans and mezzanines	06/05/2022
Request of additional electric consumption	06/05/2022
Exhibitor - Booth's Staff - Constructor Badges	30/05/2022
Optional forms	
Water and drain for machinery	06/05/2022
Heavy load items authorization	06/05/2022
Reservation of conference rooms	06/05/2022
Special Activities - Shows	12/05/2022
Booth equipment options	27/05/2022
Invitations	-
Additional furniture	-
Additional services - Suppliers	-

Additional Information to Fill in the Forms.

2G.3G.2T - Badges

All the staff who accesses the exhibition, both temporarily or permanently, during the assembly, exhibition and disassembly periods should submit an identifying badge without exception. Badges are personal and not transferable.

Category of the badges issued by the organizer:

Constructor:

- For assemblers and third party people hired to assemble the booth (architects, constructors, decorators, etc.).
- It allows to access only during the assembly and disassembly periods.
- To enter during maintenance/repair hours (2 hours before the opening hours), you must notify the Intendancy in advance.

Exhibitor:

- To be used by managers and employees of the exhibiting company.
- It enables the access during assembly, disassembly and the days in which the exhibition is open to the audience since 2 (two) hours before the opening hours.

Booth Staff:

- For hired staff and/or work team that is not part of the Exhibitor's payroll (booth attendants, catering service, press agency, shows, etc.)

- It enables the access only the days in which the exhibition is open to the audience since 1 (one) hour before the opening hours.

IMPORTANT! In these forms, the insurance certificates (ART or SAP) of each person must be attached. Without the insurance presented and approved by the organizer, the badges will not be issued!

Requirements: Personnel insurance (Download PDF with requirements here)

4G - Invitations

The only invitations accepted to access the fair will be the official ones issued by the organizer.

The Exhibitor may request (free of charge) digital invitations to distribute among his/her current and potential customers and contacts of the sector related to the exhibition.

Besides, you can get [customized items](#) to be used in his/her communications channels.

Approximately 3 months before the beginning of the exhibition, the online registration of visitors will be activated on the event website. Your industry contacts can register there, to expedite the entry on the day of the visit.

The Organizer reserves the right of admission. It is an event only for business professionals and professionals of the sector. People under 16 must be accompanied by an adult. All visitors should submit their ID in order to register.

5G - Conference rooms

During **Tecno Fidta** the Exhibitor has the possibility of giving training lectures, launching or presenting a product in a room intended for that purpose. All the exhibition's visitors can attend these activities.

The space assignment is subject to room availability, thus the priority order in space assignment shall be determined by the reception date of the forms with the request.

6G - Shows and Demos

The exhibitor can do shows and/or demos, provided he/she has the prior approval of the organizer and meet the provisions set in Act nbr. 19587 of Health and Safety at work and its regulation decree nbr. 351/79.

Music and/or music video reproduction implies the exclusive responsibility of the Exhibitor for having the corresponding authorization and/or rights from the entities that protect author's (SADAIC) and singer's (AADI CAPIF) copyright.

The Organizer reserves the right to decide the level of noise and/or sound volume and/or music acceptable in these and other circumstances. In case of estimating the level of noise or sound or music volume is high, the Organizer will inform the exhibitor, who should reduce or eliminate it, even disconnecting the instrument that produces or propagates it.

7G - Basic/Equipped Booth and 8G - Additional Furniture

If the company has hired a free space booth and wants an equipped one, you can request it through this form. This equipment will be delivered in the booth 24 hours before the exhibition's opening.

You can also hire additional furniture such as chairs, storage modules, displays, desks, stools, etc. Furniture colors and models will be subject to stock availability.

1T - Submission of plans and mezzanines

The Exhibitor that makes a construction in the hired space should, mandatory, submit the plan to be approved by the Technical Direction.

The technical information loading should be done within the deadline; otherwise, the delivery of badges that give access to the trade center may be affected.

All the submitted plans should be signed by the Professional responsible for the project. The following data should be included: Number of phone and cellular phone, email address.

3T - Additional electric consumption

Each booth shall be provided electric energy for 220 V 50 cycles lighting and its consumption to 50W/sqm.

The exhibitor should determine the total consumption in kw, both for lighting and for equipment. Once the total electric energy required by lighting and equipment is calculated, the exhibitor should fill in the request form for additional electric consumption.

4T - Water and drain

The water and drain service should be exclusively for the operation of machinery and equipment. All the other uses are not considered (hygiene, decoration, etc.) The running water supply pressure is not guaranteed in the trade center.

The administrative department will send you the invoice corresponding to the excess, which should be paid before the exhibition's opening. The cost per water connection and drain will be for the whole duration of the fair.

5T – Heavy load items

In case the exhibitor wishes to exhibit any machine that has a weigh equal or higher than 1 ton – he/she should fill in the form and documentation that the organizer provides to said purpose and the exhibitor should comply the rules set in the exhibitor's manual for the entry and exit of machines.

The Organizer reserves the right of not authorizing the machine exhibition in case that, without detriment of having completed all the documentation, he/she considers that said exhibition, operation or entry or exit of the machine may result in a risk for the place or third party safety.

In case the exhibitions of authorized machinery that generate extra costs, said costs should be paid by the exhibitor.

Regime of goods entry and exit to the country

Before making a shipment, contact any of the official forwarders to ensure that you are complying with the specific regulations and avoid problems and delays.

The rules and regulations for the entry of goods to Argentina are strict, and specifications should be met regarding weight, size, quantities, etc.

The Exhibitor that imports materials, machinery, products and other items from a foreign country in order to exhibit them in his/her booth should hire the services of a Customs Officer, for him/her to process the required documentation timely and in due form. He/she should also hire the international transportation and logistics services of a specialist in imports for exhibitions.

We suggest that he/she contact the official forwarders selected by the organizer, before any proceeding.

Official forwarders selected by the organizer:

BTG
Mrs. Laura Anchava
laura@btg-argentina.com
Phone: + 54 11 3221 6934

HIGH FLIGHT LOGISTICS SRL
Mr. Carlos Dominguez
charly@high-flight.com.ar
Phone: + 54 11 4343 7904

Mr. Juan Manuel Bibiano
juanmanuel@high-flight.com.ar
Phone: +54 11 4343 7904

HOBBIT
Mr. Edmundo Tombeur
hobbit@hobbit.com.ar
Phone: + 54 11 4382 8182

Transportation costs depend on the type of load, the weight, the volume and the value of the load, as well as the terms of entry to country of the goods and the if they are entered by air, sea or land. In order to avoid inconveniencies, please contact the forwarder with the load data.

Under no circumstance, it is possible to send products to be exhibited directly to the Trade Center. Said trade center is no authorized to receive any kind of products or goods in their premises and the reception of them may be affected.

All the costs related to imports, transportation from origin to destination and from Customs to Trade Center, professional fees and the necessary documentation for these proceedings should be paid by the Exhibitor, who will be the only one responsible before AFIP and the other national, provincial and/or municipal government entities. In the case of temporary imports, the Exhibitor should be responsible for meeting the current regulations for the timely and in due form expatriation of the products that have temporarily entered the country.

Courier Shipment

The exhibition goods sent by courier services have restricted regulations in Argentina. All the courier shipments should be sent with paid rates and taxes and should be lower than 50 kg (including the packaging), the value of the samples and the material should be lower than USD 3,000 per shipment.

The courier shipments should not be sent directly to the trade center but they should be sent to the importer or agent in case of having one of them, otherwise, it should be coordinated with some of the official forwarders.

Counselling and contacts of interest

The Exhibitor's Service Department of **Tecno Fidta**, is available to guide the exhibitor with the necessary requirements, technical aspects, general information, authorized suppliers, insurances, forms, documents to be submitted, etc.

Exhibitor's Service Team

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Head of Exhibitor's Service



Mariana Llano
Exhibitor's Service Assistant



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Javier Peris

Business Intelligence Head



Phone: +54 11 7078 4837

javier.peris@argentina.messefrankfurt.com

Other useful contacts and suppliers:

SERVICIO <i>Service</i>	PROVEEDOR <i>Supplier</i>	CONTACTOS <i>Contacts</i>	TÉLEFONOS <i>Phones</i>	EMAIL
Azafatas / Personal de stand <i>Hostesses / Stand staff</i>	Victoria Gallardo	Victoria Gallardo	Oficina: (54) 11 4824 5038 Cel.: (54) 9 11 5019 2608 Whatsapp: (54) 9 11 2730 2475	info@victoriagallardo.com
Catering	Azulado	Marcel Melenik Alejandra Melfi	Cel.: (54) 9 11 5247 9815 Cel.: (54) 9 11 2543 7799	ventas@azuladocatering.com.ar alejandra@azuladocatering.com.ar
Equipamiento Audiovisual <i>Audiovisual equipment</i>	Congress Rental	Hernán Mauri / Juan Pablo Gil / Soledad Chioconni	Oficina: (54) 11 4777 5700 Cel.: (54) 9 11 56395 6101 (Soledad)	hmauri@congressrental.com ; jpgil@congressrental.com ; schioconni@congressrental.com
Internet cableado y Wi-Fi <i>Internet and Wi-Fi</i>	La Rural	Ian Gunn	(54) 11 4779 5048 / 5072	wifi@larural.com.ar
Lector de datos de visitantes y expositores (LeadInfo App) <i>Visitor and exhibitor data reader</i>	QR Eventos		Oficina: (54) 11 4522 6547	lectores@qreventos.com
Mobiliario <i>Furniture</i>	Anselmi	Darío Benítez	(54) 11 9 5583 3601 (54) 11 9 5195 1165	sae@anselmi.com
Vigilancia <i>Security</i>	Road	Martín Codesina / Sergio Sanchez Mariani	Oficina: (54) 11 4756 5691 / 1435 Cel.: (54) 9 11 4939 6811 (Martín) Cel.: (54) 9 3541 8689 (Sergio)	martinc@roadseguridad.com.ar ; info@roadseguridad.com.ar
Limpieza <i>Cleaning</i>	Higia	Adriana Penón	Cel.: (54) 9 11 2412 1275	adriana.penon@higialimpieza.com

Plantas y Arreglos Florales. Ambientación. <i>Plants and Flower Arrangements.</i>	Liliana Adanero	Liliana Adanero	Cel.: (54) 9 11 4980 0088	liliadas@hotmail.com
Grúas y Autoelevadores <i>Cranes and Self-elevators</i>	ExpoGrúas	Andrés Ruiz	Cel.: (54) 9 11 6095 1458	expogruas@hotmail.com
Forwarder	BTG	Laura Anchava	Oficina: (54) 11 3221 6934	laura@btg-argentina.com
Forwarder	High Flight Logistics SRL	Carlos Dominguez / Juan Manuel Bibiano	Oficina: (54) 11 4343 7904 Cel.: (54) 9 11 5011 1089 (Carlos) Cel.: (54) 9 11 6889 2526 (Juan Manuel)	charly@high-flight.com.ar ; juanmanuel@high-flight.com.ar
Forwarder	Hobbit	Edmundo Tombeur	Oficina: (54) 11 4382 8182	hobbit@hobbit.com.ar
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Derechos de autor <i>Author rights</i>	SADAIC	Hernán Cipriani	(54) 11 4379 8600 int.8594	hernanhcipriani@sadaic.org.ar