

OPERATION GUIDELINES SEGURIDAD EXPO 2019

AUGUST 27TH TO 29TH

GENERAL

1. Operations Timetable

On August, Tuesday 27th; Wednesday 28th; Thursday 29th from 10:00 to 18:00 hours.

2. Inauguration

The inauguration ceremony will take place on August 27th at 11:00 am. (subject to modifications) inside the exhibition hall.

3. Ticket price

General admission	USD\$10
Students	USD\$5

4. Conferences and Technical Talks

Technical Lectures will take place in rooms especially equipped for these activities. They will be located inside the exhibition hall.

5. Receptions & Gastronomy

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

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

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

6. Exhibitor Service Counter

Exhibitor Center office will be available inside the exhibition hall from August 26th, at the following hours:

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

The following services are coordinated in this office:

Badges - Additional power - Internet connection - Furniture rental - Audiovisual equipment rental - Computers rental - Hostess - Photocopying - Official Shipper and till for payment of services.

ASSEMBLY

7. Project approval

The constructions, decorations and projects in booth must be previously approved by the Organiser before beginning the in situ assembly work (E-Form N° 8).

For this purpose, booth floor plan and specifications must be sent **before July 12th** for their approval to the email: modulacion@fisa.cl, FAO Mr. Marcos Rebolledo, phone number (56 2) 25307242.

7.1 Documentation

In accordance with the provisions of **Circular 28 of the Metropolitan Intendency**, the **Seguridad Expo 2019 Organizer must present the event 20 business days before its completion**, including the declaration of all temporary structures and facilities that will be part of this exhibition.

That is why we ask **our Exhibitors to present the documents for the approval of their project, before July 12 (deadline)**. If you do not comply with what has been described, you must opt for a stand in a modular system that the organization will deliver in order to safeguard the standard of the Exhibition. Billing the exhibitor the cost that this involves.

Below we detail the documents that you must send at the time of the presentation of your project:

- Dimensioned plans and a 3D for better visualization.

Respecting the rules of distance and maximum heights described in this document (Chapter 4.6).

- Structures Certificate

(Architect, Civil Constructor, or Engineer) Simple structures up to 2,50m.

Without this document you cannot lift structures

- Calculation Report

(Architect, Civil Constructor, or Engineer) Complex structures.

Without this document you cannot lift structures

- Electrical map with the SEC entry certificate.

(Installer Class A or B: Installation Type C2).

Without this document you cannot lift structures

- Send list with name, Rut/ID Number and mutual society to which the company or individuals are affiliated who attend to work at the fairgrounds.

8. Stand Assembly

We are aware of the tight schedule, which is why we would appreciate considering the following suggestions, which aim to resolve operational assembly problems and also the expense of your presentations:

- As far in advance as possible, define the booth design and contents.
- Design modular stands, enabling them to be manufactured and assembled in advance in the respective workshops.
- Move the stand as complete as is possible so as to only carry out its assembly and necessary retouching in situ.

Labours and equipment to your booth must be completely finished by **August 26th, 2019 at 21:00 hours.**

Regarding assembly, we request special attention about not damaging floors, walls and ceilings of the pavilion as well as the modular booth.

Any modification or requirement must be notified in advance to the Organisation so as to assess its feasibility.

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

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

9. Assembly / Disassembly Badges

These badges are personal and not transferable and only allow the access during the assembly and disassembly period. Each exhibiting company is allotted 12 badges. Request your order form to the email credencialexpositor@seguridadexpo.cl the data **must be sent before August 1st.**

10. Stand Delivery and Working Hours

10.1. Booth with corporate projects

The exhibitor may feel free to design and build his own stand. In this case, the organization provides a carpeted area, a power panel with 100W/m2 at one point in the booth. Internal power distribution shall be of exhibitor's own responsibility.

Area Delivery: August 24th, 2019
Working hours: from 14:00 to 21:00 hours
August 25th and 26th from 09:00 to 21:00 hrs.

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

10.2. Modular Stands

Modular stands are delivered with defined fittings (including white melamine panelling, 3 bulb lighting beams, a plug socket, fascia with company name and stand number).

Stand Delivery: August 26th, 2019
Working Hours: from 09:00 to 21:00 hours

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

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

We thank you again for keeping in mind that booths and/or areas labours and fittings must be completely finished by **August 26th, 2019 at 21:00 hours.**

Exhibitors, Producers, Contractors and Assembly staff please consider the following:

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

10. Storeroom for Exhibitors

A storeroom shall be available for exhibitors; however, due to space constraints its main use is for pamphlets or smaller objects. It will be available on August 26th from 09:00 to 21:00, from August 27th until August 29th from 09:00 to 20:00 hrs and on August 30th from 09:00 to 20:00 hours.

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

11. Cargo vehicles access

It is important to note that the admission of heavy machinery and large equipment will be since August 24th from 14:00 to 21:00 hours. Exhibitors are requested to coordinate their access in advanced in order to anticipate any abnormal situation that may cause some delay in the labour of your stand. To this purpose, please send to the Organisation's Operations Department the equipment or machinery

specifications (tracks, weight, dimensions, range of movement, wheels, etc.) which are going to be exhibit to the email: ingresomaquinaria@seguridadexpo.cl

Access for cargo vehicles with equipment, merchandise and assembly material shall be by Santa Clara access point on El Salto Avenue.

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

12. Non-cargo vehicles access.

From August 24th, the organization has provided a general parking space, located in the east area of the fairground.

13. Security

During the Fair period, day and night surveillance will be available.

To present the SEGURIDAD EXPO exhibition in this fairgrounds, allows general supervision (day and night surveillance) disposed by The Organization inside pavilions. However, your company should designate a responsible person during the assembly and disassembly period, If exhibitors decide to, they can consider surveillance (of its exclusive responsibility) inside their booth during the show, which should be contracted with the Official Supplier in charge of the overall security of the event. Safety within every stand during the public opening hours is responsibility of each exhibitor.

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

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

Organization is not responsible for losses suffered during period before mentioned.

DISASSEMBLY

14. Merchandise removal and stands dismantling

In visitor opening hours and for safety reasons, elements and products can only be removed by hand on August 29th from 18:30 to 20:30. Stand dismantling and exhibited products can be removed on August 30th from 09:00 to 20:00 and on August 31st from 09:00 to 18:00 hrs. in continuous opening hours.

We request that you carry out all coordination efforts in order to meet the required deadlines.

The commitments made by the Organisation to the exhibition site force us to reiterate the point that those exhibitors who have not removed their installations after the given deadlines, shall lose

ownership of said property and the Organisation shall remove them and dispose of them as it seems fit, billing the exhibitor for the costs incurred.

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

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

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

It is each exhibitor, producer and/or contractor agency responsibility to remove all remaining material from booth dismantling process.