

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

Dear client:

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

1

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

1.- Participation

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

2.- Corporate Projects Presentation

Art 3. - The presentation of projects will be digitally carried out electronically through Electronic Form N ° 8, online and will consist of the following backgrounds:

- 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.

In case of exceeding the maximum height allowed (2.50 meters for modulated stands and 6.00 meters for stand in open areas) must present in addition to the above: Authorization letter from the neighboring booths to exceed the maximum permitted heights. In turn, the applicant stand is committed to giving a neutral color finish (pearl gray or white) or the corporate color that the affected neighbor requires.

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

Art. 5.- **The two-story projects, or which exceed the maximum heights (2.50 meters) at any point, consisting of habitable surfaces or non-light constructions, should attach additional structural plans and structural calculations endorsed by a competent professional.**

Art. 6.- The documents should be sent via Online Form N° 8, to be checked and approved, or alternatively attached to an e-mail sent to modulacion@fisa.cl, before July 12th. The “subject” box should contain **name of the Fair or exhibition name, booth number** assigned on the Fair general plan, followed by **the company name or abbreviation**, such as in the example:

To: modulacion@fisa.cl

C.c.:

Subject: **SEGURIDAEEXPO 2019 - Booth Number - Exhibiting Company Name**

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.**

3.- Corporate Projects Approval

Art. 7.- Project approval will go ahead as long as the technical requirements set out in this document are fully complied with. Once the project has been checked and approved, a **Digital Approval Stamp** will be issued for each of the documents sent in and these will be sent to the same e-mail address from where the project documents were received.

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

4.- Stands Assembly and Exhibition Areas

4.1.- Modulated stands

Art. 9.- The modulated stands consist of a structure of aluminum panels, fabric covered on both sides, which forms the separation between stands.

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

The interior height of the basic stand is 2.40 meters, under the aluminum grid which supports the lighting bar. The floor will be carpeted with a color which will be determined by the Organization.

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

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

4.2.- Regulations for the use of modulated stands

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

- The dividing panels (panels of fabric covered aluminum, adjoining another stand). These may not be painted or perforated. Any graphic element may only be attached to these with velcro tape or double sided sticking tape.
- The stand top rim and the grid may not have external elements hung, pressed or attached to them. Everything must be self-supporting.
- If the exhibitor needs to install graphic, visual, or other elements on the sides of the stand which for their weight or volume cannot be fixed with velcro tape, the exhibitor should install or construct their own self-supporting panels.
- The electricity installation may not be altered by the exhibitor or contracted company.
- If an element exceeds 2.40 meters of height at any point of the stand, a request for the removal of the grid should be made at least 15 days before the stand is received.
- When the exhibitor requests the removal of the grid, the stand top rim and spotlights will be removed due to the lack of supporting structure.
- The stand elements may not be disassembled directly by the exhibitors (profiles, stand top rim, lighting, sockets, etc.), and nor may they be moved from their places.

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

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

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

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

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

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

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

4.5.- Corporate Projects

Art. 15.- If the exhibitor rents a Net, Gross or a non-modulated space, it will be assumed that the exhibitor will carry out a corporate project.

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

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

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

4.6.- Heights and Distances

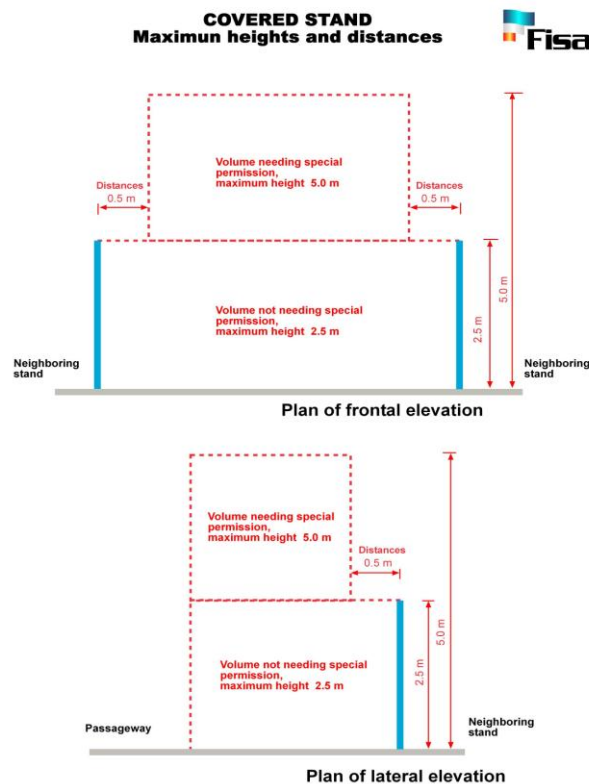
Art. 17.- The maximum height for Stands with Corporate Project within the pavilion, as long as the pavilion height allows it is 5.00 meters. The maximum height of abutment with neighboring stands is 2.50 meters.

Those stands which at their posterior or lateral edges adjoin other stands will not be allowed to install elements on their perimeter higher than 2.50 meters unless such elements are separated from the modulation dividing panel by at least 0.50 meters above 2.50 meters of height.

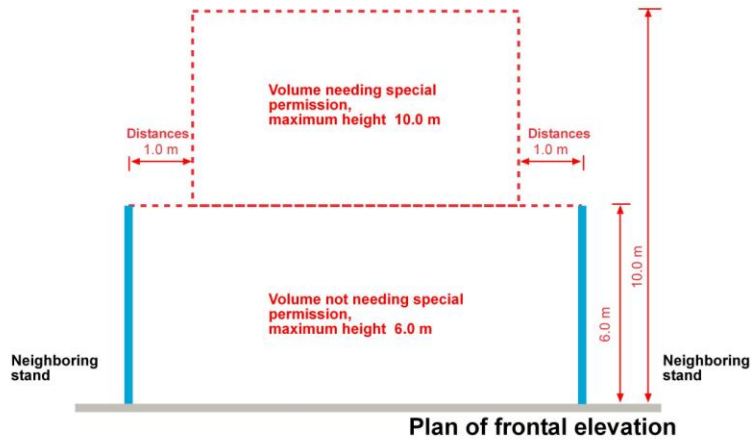
Art. 18.- The maximum stands height with Corporate Project in Uncovered Areas is 6.00 meters and 10.00 meters (Last measure only in case construction of multidirectional scaffolding). The maximum height of abutment with neighboring stands is 6.00 meters.

Those stands which in their posterior or lateral edges adjoin other stands will not be allowed to install elements in their perimeter higher than 6.00 meters, unless said elements are separated from the modulation dividing panel by at least 1.00 meters above 6.00 meters of height.

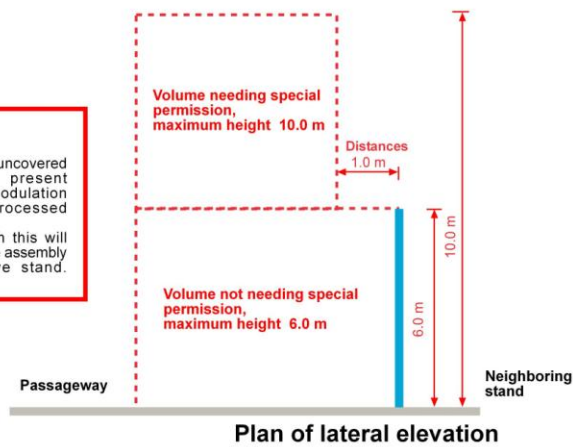
Art. 19.- To exceed the maximum height of abutment permitted, written authorization should be obtained from the representative of the neighboring stand, which expresses their conformity. At the same time, the requesting stand should accept in writing the conditions of finishing which the company of the neighboring stand requires. If no special conditions are required, a smooth and correctly painted pearl grey finish should be left on the posterior face. This authorization must be attached on sending the project, via E- Form N° 8.



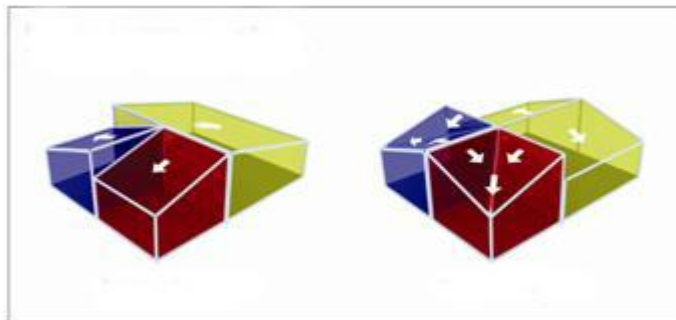
UNCOVERED STAND
Maximum heights and distances



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



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



Art. 20.- These heights apply to any type of element, whether these be: constructions, top rims, boards, lights, mobile elements, etc.

Products in the exhibition which for reasons of size cannot comply with this rule, will remain exempt from this article on obtaining prior authorization from the modulation department. At the same time, it is strictly forbidden to place graphic elements facing neighboring stands.

5.- Construction and Assembly General Rules

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

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

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

6.- Assembly and Disassembly Regulations

Art. 24.- Construction work within the exhibition pavilions is prohibited (cutting sheets of metal, welding, spray painting etc.). Elements which make up the project components should be prefabricated, and only assembly, retouching and furnishing work will be authorized.

Art. 25.- No wires or other fastening elements may be attached to the panels or to the exhibition equipment, or supported either from the pavilion ceiling or the grid which makes up the stand ceiling.

Art. 26.- The perforation or anchoring of walls and floors within the pavilion is strictly forbidden. Any decorative or exhibition element must be self-supporting.

Art. 27.- The installation of rugs, platforms or other elements over the carpeting supplied by the trade fair will require the authorization of the Operations Department.

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

Art. 29.- Tents, awnings, sunshades or any element which could fly away should be correctly fixed to the ground if these are used in uncovered areas.

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

Art. 30.- Elements may not be hung from the structure of the pavilion (including its pillars).

Art. 31.- With all the above, any damage caused to third parties will be the exclusive responsibility of the exhibitor who has contracted the work, and this will be set out in a letter signed by the exhibitor and which will be attached to the rental contract.

Art. 32.- FISA S.A., through its Commercial and Operations Management, reserves the right to accept or reject the project and the work carried out which does not fulfill the technical requirements. Projects will be supervised on the ground during their assembly; the requirements described in this document will be enforced, and correspondence between installations and the documents initially presented will be checked. If any elements are found which are not indicated on the plans sent in, or should there be technical difficulties for the execution, defective materials, poor assembling of pieces etc., the work will be halted until the situation is resolved in accordance with what is indicated by the Modulation Department.

Art. 33.- **IMPORTANT: It is strictly PROHIBITED TO SMOKE in the PAVILIONS or in the sectors where there are inflammable materials.**

7.- Disassembly

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

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

Art. 34.- All the facilities, constructions, signs and other items which have not been removed by the end of the Fair within the period established in the dismantling guide shall be disposed by the Fair, who may make free use of these elements without needing to reimburse or pay the exhibitor, and the exhibitor loses all their rights over these elements. Furthermore, the trade fair may charge the exhibitor with the costs incurred in the case of demolitions, removal and other costs.

8.- Additional Rules

Art. 35.- Each exhibitor should take great care that the presentation of their exhibition meets a high aesthetic, graphic and functional standard, in addition to trying to ensure that this is compatible with the projects of other exhibitors, with the aim of creating a harmonious whole.

Art. 36.- If the exhibitor decides to install sound equipment, this can not exceed 60 decibels measured from the edge of the stand.

Art. 37.- Lighting should be directed only towards the interior of the respective stands, and it is prohibited for lights to directly illuminate public areas and adjoining spaces. **It is suggested the use of low energy consumption and energy saving devices, lamps, bulbs and bulbs. Considering for this that this type of lighting requires a lower installed energy power depending on the light intensity projected and developed for each project, which will reduce additional costs in the implementation.**

Art. 38.- Projects which include platforms or surfaces above the level of the floor should have access ramps with non-slip surfaces for disabled access, with an inclination which does not exceed 12% and with a maximum extent of 2.00 meters and minimum width of 1.2 meters directed towards the interior of the stand.

Art. 39.- Any element which is situated outside the limit of the contracted stand will be subject to removal by FISA S.A. staff, or may be charged as additional acquired space.

Art. 40.- Elements attached to the stand such as hanging lighting grids, publicity balloons, flags, etc. fall under the present Regulations and must be informed to and authorized by the Modulation Department of FISA S.A. To this end, technical documentation which backs up the safety of the assembly should be presented along with a letter of responsibility in case of damage or accidents (see Art. 54).

Art. 41.- Any projects which includes second floors must have handrails for stairs and elevated platforms, in order to prevent accidents. The steps of the stairs should be covered with a non-slip surface.

Art. 42.- All stands should have a small waste paper bin during the Fair.

Art. 43.- It is obligatory for the stands in uncovered areas to use appropriate guttering and rainfall drainpipes on one of the corners of the stand, and in addition these must be directed away from the stand and never towards the neighboring stands.

9.- Obligations

Art. 44.- The visit of the exhibitor or their contracted project workers to the venue before the development of the stand project is compulsory. The organization does not take responsibility for elements which exist at the venue such as structural pillars, uneven flooring etc. The feasibility of access for prefabricated elements of decoration, or exhibition machinery not considered in the exhibitor's project, should be checked.

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

Art. 46.- In order for them to be approved, plans and projects must be presented according to the process described in Article 3 of Item 2 of this document.

10.- Supervision on the Ground

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

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

11.- Safety Requirements

Art. 49.- **Each stand should have an A, B, C. fire extinguisher of at least 2.00 kg for each 9.00 m2 of surface area. Implementation should be proportional to the size of the stand. These should be located in an uncluttered and visible place within the stand.**

Art. 50.- **Any alteration to the electrical equipment delivered by FISA S.A. it must be supported by an electric project approved and executed by a competent professional (Class A or B) and entered into the SEC (According to NCh Elec. 4/2003) as temporary installation type C2.**

The lighting system considered by exhibitors (for lighting of corporate projects) should include the use of artifacts, lamps and low energy light bulbs and energy saving. Considering that this type of lighting requires less energy power installed in function of the projected light intensity and developed for each project, allowing each company to obtain a savings in resources for additional energy. It is remembered each project with electrical plan must indicate the type of lighting to use, which must be checked by the organization professionals and it must be approved by the Modulation Department.

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

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

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

Art. 54.- The use of publicity elements inflated with light gases is strictly forbidden, unless written authorization has been given from the Management of the event. For this, it is necessary to present the following documents:

- Letter of responsibility of the exhibiting company in the case of damage or accidents.
- Certificate which states that the exhibitor is not using dangerous gases or inflammable elements and the safety measures implemented for the assembly of these elements.

Art. 55.- On no occasion will the blocking of areas dedicated to pedestrian circulation or exit doors by exhibition material be permitted.

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

12.- Guarantees

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

Yours faithfully,
Modulation and Corporate projects Department
FISA S.A.