



EXPOGUADALAJARA
• CONVENTION & EXHIBITION CENTER •

• POLICIES AND PROCEDURES •



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OBJECT AND REACH

To establish the guidelines that ensure the right development and coexistence of the events conducted in Expo Guadalajara.

The Organizer must meet the present Policies and procedures (Normative Documents) and is responsible of its exhibitors and of all those people who participate directly or indirectly in its event or use the enclosure's facilities; any violation of the provisions that are integral part of the present Normative Document and/or legal provisions shall be sanctioned according to the violation met. (Rate, expertise, fixed sanction and/or legal). Therefore, it is recommended to the Organizer to develop a exhibitor regulations, in which specify the guidelines of his event, aligned to this document.

The Organizer is committed to fulfill and to make sure that any person involved in the event conduction fulfills as well all the security guidelines of Operadora, regulations of the municipality of Guadalajara and the official Mexican norms applicable.

In case of recommendation, notification or fine from the authority regarding neglect or breach to the normative regulations or provisions, the organizer shall assume full responsibility.

Operadora reserves the right to resolve any situation not covered or interpretation of this document.

In case Operadora issue new versions of this normative documents, a proof of reception by Coordinator will be sufficient to be obligated by him and its team, sub-leasees and presentators, if available, within a 2-day period from its reception.

From the year 2017 the normative documents will be known as Policies and procedures with the same scopes and legal implications that it currently has.

DEFINITION

Operadora de Ferias y Exposiciones, S.A. de C.V.

Society that for purposes of this document shall be named Operadora, and has the faculties to sub-lease the areas of the enclosure.

Expo Guadalajara

Commercial name of the enclosure where the event is held.

Organizer

Individual or society that signs a contract with Operadora de Ferias y Exposiciones, S.A. de C.V. to use the enclosure and/or its services.

Customer

Exhibitor or assembler attending the events.

Contract

Will be understood as the document that establishes the rights and obligations between Operadora de Ferias y Exposiciones, S.A. de C.V. and the individual or society.

Parts

Operadora and the Organizer.

Event

Will be understood as the Exposition, Congress, Convention, Social Event, Spectacle, Sport Event, Musical and Corporate Event or of any other kind held within the enclosure.

Concession

Contract by which Operadora grants the exploitation of goods and services to a third party, for a determined period of time.

Current Rates Schedule

List of authorized rates for a determined period of time.

Sponsorship

Support of an entity to the Organizer, may be financial or in-kind to back up the conducting of an event.

Capacity

Maximum authorized capacity of people for the use of a determined area.

Loading center

Power system with thermo magnetic protection.

Voltage

Voltage level required to operate or to run a piece of equipment.

Electrical power

It's the amount of energy consumed by operating equipment.

Single-phase system

Electrical systems of just one streamline or phase.

Biphasic system

Power system formed by two streamlines or phases.

Three- phase system

Power system formed by 3 streamlines or phases.

Amperage

Measure unit of the electric current expressed in amperes.

Grandstand

Platform for unlevelled chair mounting.

Podium

Platform sections for walkway and/or Presidium.

Rigging

Structural support for attaching objects to the structure.

Internet

Netting system for providing decentralized interconnection through several **TCP/IP** protocols.

WiFi

Wireless connection for electronic devices.

SSIDs

Is a name included in all the packages on a Wireless to identify them as part of this network.

Access Point

A wireless access point (WAP or AP for its acronym in English: Wireless Access Point) in computer networking is a device that connects wireless communication devices to form a wireless network.

Wireless router

Is a device that performs the functions of a router, but also includes the functions of a wireless access point. It is commonly used to provide access to the Internet or a computer network. Does not require a link cable, since is connected wirelessly, via radio waves. It can operate in a wired LAN (local area network), a just-wireless LAN (WLAN), or a mixed wired/wireless network, depending on the manufacturer and the model.

Mobile broadband

Of broadband typically refers to high-speed Internet access. The Federal Communication Commission (FCC) defines the broadband service as the transmission of data at one rate of more than 200 Kilobits per second (kbps) or 200,000 bits per second, in at least one direction: transmission of descent (from the Internet to the user's computer) or rise (from the Internet user's computer).

CHAPTER 1

POLICIES AND GENERAL CONTRACTING POLICIES

1. GENERALITIES

For events referring montage, day of the event and disassembly within the hours of operation Operadora will be able to handle two schedules during the 365 days of the year:

- ◆ Day 08:00 to 22:00
- ◆ Night 22:01 to 07:59

In the case of events with different schedule to the operation hours, it will be reflected on the contract and/or additional time.

All outdoors night events require a permit after 22:00 issued by Guadalajara City Hall in the Register and License Department.

In case of such profile and/or mounting of the event It turns out to not be under the stipulated characteristics from the organizer and authorized from the own enclosure, according to the event application form, Operadora reserves the right to cancel it and/or take action over what it deems convenient, without responsibility for the facts or consequences resulting from this action.

The handover of the subleasing of the facilities that are part of Expo Guadalajara will be subject to the signature prior of the respective contract and consistently, to the conditions that in this Policies and procedures (Normative Documents) has been agreed, reserving Operadora the right to permit the entry of the Organizer to the facilities if some of the conditions were not fulfilled.

The rates of the subleasing at any case include licenses and/or required permits for the celebration of the events, it is responsibility of the of the Organizer to obtain such licenses and adhere to the standards imposed from the city council of Guadalajara Jalisco, at the electoral roll and licenses department.

If the event exceeds its square meters hired a report shall be presented to the Organizer to notify him about the on going situation and to cover the correspondent fee.

1.1 RESCISSION

Operadora may terminate the contract, no responsibility held, when the organizer falls into any of the following faults:

- ❖ Breach of the payment calendar established on the Contract, whether in amounts and/or payment dates.
- ❖ The use of the commercialized space for the celebration of a different event from the one convened in the Contract.
- ❖ Perform any act or omission to the rules and regulations contained herein.
- ❖ To exceed the capacity marketed in the area according to the specifications of the enclosure.
- ❖ Fail to deposit the correspondent fee to ensure compliance of the economic benefits for possible damages to the facilities of Expo Guadalajara and/or additional services requested during the celebration of the event.
- ❖ Not present a civil responsibility insurance policy.
- ❖ Not comply with the obligations outlined on the art. 10 and 11 of the Entertainment Regulation in Guadalajara.
- ❖ Not comply with the guidelines established by Civil Protection.
- ❖ Not comply with the exclusivity policies of the Food and Beverages.

Besides the above mentioned the ones established on the contract will be applied.

1.2 PERMITS

When the Organizer displays and/or sells goods, he shall be the only responsible to the Tax and Administrative authority, to prove its legal origin disclaiming Operadora from all responsibility.

To carry out gambling, raffles or sweepstakes, a permit from the Ministry of the Interior (Secretaría de Gobernación) is needed, whereby it will only be allowed once the current applicable laws on this matter are met and a written authorization by

Operadora is delivered. The organizer shall deliver to Operadora a copy of the permits and/or authorizations issued by the correspondent Authority as well as the document delivered to the Authority in order to guarantee compliance with the tax interest; releasing Operadora from all responsibility.

In case the Organizers realize the event with ticketing emission (with or without cost), they must, because of the ticketing emission, to proceed and obtain a permission before the corresponding municipal authority, and also they must get the sealing or the authorization of the ticketing by the same municipal authority.

When during the event, the presentation of artists, actors, comedians, singers, among others, takes place, the Organizer or exhibitor, in addition of what it is mention in the paragraph above must deal with and obtain a license authorization for the public performance of musical works, as well as the realization of the payment of royalties for the public performance of works protected by the law.

1.3 SERVICES INCLUDED IN THE SUBLEASE CONTRACT

Electric energy supply will be delivered in accordance with Chapter 2, 4.3.1 Electric energy supply bylaws of this document.

The general lightning of the contracted area in the montage and disassembling periods will be of a 50% percent of the illumination.

Air-conditioned exclusively during the days of the event.

The sound system for background music and paging service will be available on request by the Organizer, in exception of salon Mexico.

Cleaning service will be held in the hallways, common areas and restrooms enabled for the event.

Operadora shall provide the perimeter surveillance service of the enclosure and common areas, 24 hours a day. The security and/or surveillance service specific within the event areas, as well as its own facilities, shall remain under the guard of the Organizer day and night. The Organizer has the obligation to contract the additional security he sees fit.

Firefighting equipment with hydrance and extinguishers.

The use of the switchyard for exclusive montage and disassembling labors, only during the time contracted. Operadora reserves the right to control and assign the switchyard area correspondent to each event.

For “salón Desfilia” additional services are available:

Basic lighting for led, robotic lighting, and basic environmental sound scenography (required the hiring of a lighting engineer to operate the equipment).

Dressing room area. (Is the responsibility of the Organizer provide tools or accessories needed for your event, as it is the case of dryers, hair irons, steam for dressing rooms, etc.).

Availability of structure for the placement of Rigging points (Hung object on ceiling), Operadora previous authorization.

1.4 ADDITIONAL SERVICES WITH EXCLUSIVITY

The following services will represent an additional cost:

- ◆ Food and Beverages
- ◆ Telephone lines
- ◆ Structure cable installation
- ◆ Additional electric power installation and supply 110-220 y **440** volts daytime and night time, according to the required charge.
- ◆ Installation of electric bridges
- ◆ Internet and cable TV service
- ◆ Fiber optic rental to link the lobbies
- ◆ Structure objects installation service. (For the Guadalajara Hall it will hold an institutional character (Organizer), with a maximum weight of 3kilos per object.) OPERADORA RESERVES THE RIGHT TO AUTHORIZE THE INSTALLATION.
- ◆ Compressed air service
- ◆ Water and drainage service
- ◆ Extra time for montage and disassembly
- ◆ Vinyl printing and installation in authorized areas, according to the advertising spaces kit.

- ◆ **Advertising on Led Screen in accordance with advertising spaces kit. (See 1.3.3 Advertising on screen).**

All the services provided by Operadora in Services Module, both the ones included in the rental fee for the premises, as well as those provided with an additional charge with exclusivity, will be granted directly by Operadora, so that they cannot be commercialized by a third party, be it the Organizer or an intermediary. **With the exception of the services of advertising on the Led Screen, for which there is a plan where the Organizer contracts with Expo Guadalajara and in turn can commercialize it to their exhibitors.**

1.5 ADDITIONAL SERVICES WITHOUT EXCLUSIVITY

Some of these services are subject to availability, please verify with Operadora:

- ◆ Metal detector arches and security garrets
- ◆ Videoconference connection
- ◆ Network rental equipment
- ◆ Rental of metal additive lamps
- ◆ Hoist and lifting platform rental (includes operator)
- ◆ Hydraulic jacks rental
- ◆ Furniture rental (Only for exhibitor inside stands)
- ◆ Audiovisual equipment rental (Suggested provider PSAV)
- ◆ Interior stands cleaning service
- ◆ Hiring belt stanchions
- ◆ Scanning, photocopying and printing service
- ◆ Single Phase Electrical Contacts (110v)
- ◆ Professional illumination and sound for “Salón Desfilia”.
- ◆ **Platforms and loading carts (See 4.5 Loading and unloading maneuvers)**

Services inherent to the event, such as: photography, ornamental plants, décor, furniture, lightning, maneuver men, transporters, and other related are under direct responsibility of the hiring Organizer/Exhibitor.

1.6 USE OF EXPO GUADALAJARA'S LOGO

Once hired the event and if you need to use the logo of Expo Guadalajara or Desfilia, you must adhere to the guidelines established in the identity Manual.

CHAPTER 2

AREAS WITHIN THE ENCLOSURE, USAGE, RESTRICTIONS AND OPERATIVE BYLAW

1. GENERAL FEATURES OF THE AREAS WITHIN THE ENCLOSURE

1.1 LOBBIES AND REGISTRATION AREAS

The lobby areas only can be used for people transit and distribution in order to comply the Rules of Civil Protection.

The Organizer is not allowed to place on these areas: stands, decorative element and/or publicity, except for the areas specifically destined by Operadora to this end.

The registration areas and/or entry controls are not able to neither limit the access to other areas of the enclosure nor obstruct the lobbies' doors for the natural flow of people in the entry and exit points.

1.2. COMPLEMENTARY AREAS

1.2.1 HALLWAYS

Aisle widths in exhibition areas in no case may be less than 2.40 meters and must be obstacle free from (decorative elements, advertisement, merchandise or any other type) and/or additional facilities.

In cases where the modulation type or special assemblies not apply to this provision, Operadora reserves the right to authorize or determine what is more convenient, for security reasons.

1.2.2. ASCENT AND DESCENT AREAS ON MARIANO OTERO AV. AND LAS ROSAS AV.

These are exclusive areas for people's ascend and descend. It is prohibited to use them as a parking spot or to place any other type of advertisement on them.

1.2.3. SQUARE AND ACCESS

Destined for transit and distribution of general public, so that they must remain free from any kind of obstacles; besides, its prohibited to place decorative elements and/or advertisement, except on the destined areas to such end and that represent and additional direct charge to the Organizer.

The use of these areas is subject to Operadora's normativity and the competent Authority.

1.2.4. WHAREHOUSES

Expo Guadalajara has warehouses for material storage or exhibition products that could be rented for the Organizer and/or the exhibitors upon previous solicitude and hire, subject to availability, **event area**, and to the correspondent tariff application. The general restrictions section must be complied (5.5 Civil Protection Restrictions).

A 24 hours period after the end of the contracted period must not be exceeded, otherwise Operadora reserves the right to dispose the materials stored. The safety of the goods stored is the leaseholder responsibility.

1.3. GENERAL RESTRICTIONS

1.3.1. ADVERTISING

The distribution and placement of advertising on public roads and in the public areas of the enclosure such as: terrace, exterior facades, walkways, plazas, entrances, restrooms, cafeterias, snack, parking, floors, columns, doors, windows is prohibited or as well as on any other area so designated.

1.3.2. ADVERTISEMENT

The distribution of advertising for exhibitors is only permitted within its stand.

You may place advertising of the Coordinator in the areas of the site are: terrace, exterior walls, halls, squares, entrances, toilets, parking, floors, columns, doors, glazing, or in any other area that is designated for this purpose prior written permission of operator, with the corresponding office application, likewise is must to comply with measures and material to use in each space according to the policy of advertising space. It is not permitted to visually obstruct logos or brands of Expo Guadalajara (Expo Guadalajara, Desfilia, Grand Concierge, etc).

All advertising design should be about the event without use sub brands, brand sponsorships or other brand name unrelated to the name of the event.

Salon Desfilia canvases in the following spaces may be placed:

- ◆ Inside the Hall Performance, access by lobby 1 door.

You can place vinyl of the electrostatic type of low adhesion in the following areas:

- ◆ Area of mirrors Hall of Hall 1 to Desfilia.
- ◆ Doors of glass, lobby and terrace doors.
- ◆ The area of hair and makeup mirrors.

The placement of vinyl or canvas on the wall of the lobby of Desfilia acrylic is not allowed.

The use of outdoor advertising spaces to Desfilia should be requested to operator to verify the availability of the same, this includes the unipol, glass facade of Desfilia for placement of vinyl, Forum Expo light boxes, which will be under authorization of Operadora to avoid conflict with its Organizers, suppliers or sponsors as well as the corresponding charge according to the current tariff.

1.3.3 ADVERTISING ON SCREEN

The use of spaces on the screen to the organizers, includes mounting set up and event with a maximum of 7 consecutive days during mounting and/or event. Events with more than 7 days need to contact your account executive to learn the applicable rates and availability.

There are 3 screens with dimensions of 3 x 7 meters each, 3 images/video on the screen with a total maximum of 9 images or videos.

Duration of each picture or video 15 seconds.

It requires the delivery of final design 15 working days before its publication.

Know the applicable rates and availability.

If there is a change in image will have an additional cost for each change.

The picture or video to Publish, will be exclusively for promotion of the event.

In the case of counting with sponsorship or mark outside the event, the logo of the sponsorship may not exceed 15% of the total image.

Any picture or video is subject to review and approval by operator.

The Organizer cannot endorse or exchange your space contracted with other brands or sponsorships.

Know the applicable rates and availability.

Timetables: 6:00 to 23hrs the 365 days of the year, in compliance with what is established by the city council of Guadalajara for the use of screens in the city.

Expo Guadalajara can design material image or institutional video exclusive to the Organizer with additional cost.

The use of spaces on the screen to the exhibitors, recruitment and authorization will be exclusively by means of the Organizer and will have a duration of each picture or video of 10 seconds.

It requires the delivery of final design 15 working days before its publication.

Can only recruit spaces during mounting and/or the event in which you are participating as an exhibitor.

Any picture or video is subject to review and approval by Operadora.

The image of the exhibitor shall be delivered by him, Operadora does not design images or videos for brands or exhibitors.

1.3.4 AWNINGS INSTALLATIONS

Awnings installations are allowed in authorized areas with Operadora's approval, as long as they are secured to an effective support system, own anchor (bore is not allowed on the property) and the supplier assumes any responsibility derived from damages to the property or injuries to people, as well as any expense for its installation.

When authorizing the placing of awnings there must be the following:

- ◆ Documentation that ensures security measures. (Documentation on the part of the experts and authorities, policy of civil liability, etc.)
- ◆ Approval of Operadora of the place where will be placed the awning.

The use of the awning will be subject to approval on measures of security on the part of the authority provide civil protection.

1.3.5 DECORATION, SIGNAGE AND EVENT SET UP

Signaling or institutional decor from Organizer should be limited to the areas leased and / or be subject to the areas assigned by Operadora.

Do not invade common areas and/or block Expo Guadalajara's signaling visibility.

No anchor allowed on floors, walls, partitions or columns.

It is prohibited to add signaling or institutional décor from the Organizer on walls, windows, marble or partitions.

When temporarily floor placement such as tiles and carpet among others, double sided tape must be used and authorized by Operadora, and must be retrieved from the company responsible once the event has finished.

It is prohibited to apply adhesive tapes, adhesives or other materials on painted surfaces, screens, signs, or windows part of the property. The Organizer must inform and make sure that the exhibitors and/or suppliers of its event respect this disposition.

1.3.6 USAGE OF STRUCTURE AND RIGGING GUIDELINES (hanging of objects in ceiling)

Restricted access to the structures of the site. Specialized activities require work on structure, must comply with requirements of the NOM-009-STPS-2011 safety conditions for work at height and prior authorization granted by operator and within good condition (use of harness) personal protective equipment, as well as covering the corresponding cost by the organizer or client that requests the work in question coupled with this will have to pass a medical test which must be carried out with the medical service of the enclosure, likewise the worker must sign a responsive letter (F-G-040) **and turn in rigging plot (plan of hanging points)**, once

the above requirements are fulfill, will receive Operadora authorization for height work.

It is the responsibility of organizer to hire a person certified prior authorization in writing by operator, to carry out the works relating to the placement of rigging points. (hanging of objects in ceiling).

Any kind of incident caused by faulty installation or the use of materials in poor condition to perform the person assigned by the organizer is the responsibility exclusively of the latter; resulting disclaimed any liability of Operadora.

All type of hanging or rigging in the structure of lobby 2 high part should be install through the use of a lifting platform invariably, No person may practice any activity on the tridilosa, therefore, the applicant must consider the additional income of this equipment.

The pendants in the structure of lobby 2 must be equal to or less than 15kg per node. All pendant should be subject to the higher nodes and slings that holds them must be protected with insulating material type canvas cloth thick, for any reason must slings be in contact with the plate of the structure.

Note: to be able to practice these maneuvers it is important that floor mounting allows free movement of the crane. (Please contact the enclosure service module).

1.3.7 INTERNET GUIDELINES

Operadora has given preference to Megacable/Metrocarrier for the provision of internet service for Organizers, exhibitors and visitors of the site.

The Organizer is not authorized to hire the service with another Internet provider, without express previous authorization and in written on the part of Operadora; in understood of that Operadora will be able to deny any request of the Organizer on this matter, without need to justify its decision.

For best performance of the Expo Guadalajara WiFi network, there should be the least possible interference within the enclosure so it is essential to continue with the following steps:

- ◆ The Organizer and/or customers must not configure a WiFi network, without the prior permission of operator, due to the interference that this could generate.
- ◆ The Organizer can provide the creation of SSIDs for the publication of their own wireless networks.

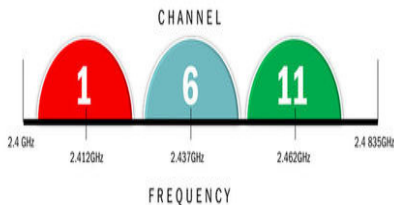
- ◆ If the Organizer has sponsorship by a telecommunications company, a meeting prior to your event will participate where the technical part of the sponsoring company, operator and the preferred provider of operator, to determine if it is possible that the sponsor can use existing infrastructure within the enclosure will be requested.
- ◆ Organizer can hire the cable or fiber optic Internet service, is always and when not to create a new wireless network, you must subscribe to the accounts of WiFi service you need for this type of service.
- ◆ Customer (Exhibitor), are prohibited from generating WiFi network within the enclosure by means of any device referred to below: Access Point, wireless router, broadband mobile Internet shared from a Smartphone, etc.
- ◆ If (Exhibitor) customer has the need to generate a WiFi network, the customer will have to acquire a WiFi network with bandwidth so you can be configured your SSID in the location that indicates and allows you to share the Internet service to its customers or visitors to your stand.
- ◆ If the customer (Exhibitor) have the need to create a network in the 5 GHz frequency, you must have a technical meeting with operator in order to determine the characteristics that must have its network.
- ◆ If our customer (Exhibitor) requires necessarily generate a WiFi network at the sign of 2.4 GHz, must subscribe to the service of infrastructure already placed in the enclosure.

Then describe aspects create devices that require WiFi connectivity within the enclosure.

- ◆ The device must be free of viruses or malware.
- ◆ Devices must be able to connect to any of the two frequencies available in wireless: 2.4 GHz or 5 GHz (see Figure 1.1)
- ◆ Devices that have higher probability to work properly on the WiFi network of the enclosure, are those found in the two upper quadrants of the following graph and shown in Figure 1.2

Figure 1.1

The Wi-Fi Spectrum: 2.4GHz



The Wi-Fi Spectrum: 5GHz

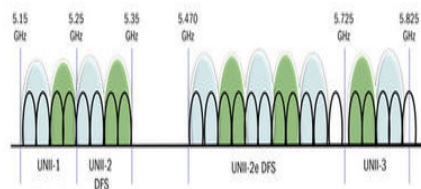


Figure 1.2



Models as shown in the graphic are only for illustrative purposes.

Devices that do not comply with the previous premises, will be more likely to experience low-quality connection to the network and will not have an optimal function of navigation and WiFi connectivity.

Operadora is not responsible for the State in which each device is located, nor for the quality of the components containing each device that is needed to connect to our WiFi solution.

All provisional installation must be retrieved once the event is over, it is prohibited to change or do modifications to the enclosure's installations. In case of not complying with this disposition Operadora will penalize according to the structure costs in a special line category.

1.3.8 FOOD AND BEVERAGES GUIDELINES

All food and beverages services will be provided exclusively by Operadora, and the introduction of external food and beverages to the venue is forbidden.

The Organizer must inform the exhibitors **and contractors or sub-contractors** of this provision.

For scheduled food and beverages services, it is necessary to anticipate requirements for an appropriate selection of vendors and quality assurance of inputs according to processes standards. For this reason, requirements for food and beverages must be confirmed at least 5 days (business days) prior for events from 10 up to 100 persons and at least 10 days (business days) prior for events of up to 1,000 persons. For events with a greater number of persons we suggest that you contact your sales executive for their guidance in appropriate planning for your event. In events that require food service with a shorter advance time of notice, the areas involved will assess the issue to the end of determining the possibility of offering a menu proposal for said event under the same quality and service standards.

In the event of public consumption and / or those which by nature involve the sale of food and / or beverages, the Organizer shall give written notice to Operadora 1 week before the start of the event, so that Operadora reserves the right to written authorization.

Operadora and/or the Suppliers hired by Operadora, are and will be the only ones with the faculties to provide the food and beverages services within the facilities of Expo Guadalajara during the Event's celebration according to the following:

The snacks set out in the different halls of Expo Guadalajara, areas are areas operated exclusively by Operadora in any event, so the Organizer must not obstruct visibility and the passage to such areas, leaving them free to access at all times, as well as Operadora may operate the mobile cart sales in any event.

a) FOOD BRANDS

The Organizer is not authorized to promote or advertise any brand of food and beverages without the written consent of Operadora.

b) SPONSORSHIPS

Any Sponsor of the event must be previously authorized in writing by Operadora. The Organizer is obligated to present Operadora with the corresponding sponsorship letter, **at least 15 days before** the event, appropriately signed by the Organizer, which, describes in detail what the sponsorship granted to the Customer and/or Organizer consists of. The Sponsorship may be liquid or solid.

All Food and Beverages sponsorships that are introduced to the premises of Expo Guadalajara must have prior authorization in writing by Operadora, **in addition to the payment for displacement or uncorking of the product entered.**

All **food** and beverages sponsorships will be subject to paying for displacement or uncorking in the following manner:

- ◆ **Hydrating, energizing, carbonated beverages and any beverage without alcohol, must pay uncorking for each beverage introduced in accordance with the price of the current rate schedule; if a product is not listed, the price for a similar product will be taken.**
- ◆ For beverages **with alcohol, distilled spirits and wines**, a domestic, international or table wine uncorking fee must be paid for every bottle entered into the premises of Expo Guadalajara in accordance with current rates.
(In the cases of distilled spirits, the Organizer will receive 5 canned soft drinks (355 ml) as mixers per bottle paid for).
- ◆ **For food, payment must be made for product displacement in accordance with the current rate schedule; if a product is not listed, the price for a similar product will be taken.**

The organizer must pay the amount for the uncorking or displacement before entering the event by means of their commercial executive, and customers (Exhibitors), at the Services Module.

It is prohibited to the Organizer to offer in sale these products sponsored during the celebration of the Event. Operadora reserves the right to perform inspections during the event for the purpose of supervising that there are not sales to the public of the sponsored products.

The Organizer will present to Operadora, for its approval, the advertisement material from the sponsor to be located within the facilities of Expo Guadalajara. Operadora reserves the right to:

- ◆ Assign and/or relocate the spaces in which the sponsor's advertisement material will be located.
- ◆ Request changes to the advertisement.
- ◆ Determine the amount of advertisement approved to be located within the facilities of Expo Guadalajara.

The Organizer is obliged to let its Sponsors know Operadora's Policies established on this paragraph, on the understanding that the Sponsor and its personnel must comply at all times with these Policies, and the **Policies and procedures** (Normative Documents).

Also Organizer agrees to deliver all documentation requested by Operadora in order to support a sponsor as to: sponsor letter, witnesses, invoices, or any other.

The Organizer takes any responsibility derived from the non-compliance of the established on this paragraph, absolving Operadora from any responsibility and its obliged to prevent and defend and get Operadora safe from any lawsuit, complaint or controversy derived from any noncompliance of the NOM 251-SSA1-2009 hygiene practices for the food process, policies established on this paragraph and Policies and procedures Operadora's (Normative Documents).

c) **CATERING (Food and beverages exhibitor service)**

Operadora has a Food and Beverages menu available to the Client so the Food and Beverages to be served during its event can be chosen.

The Customer (**Exhibitor**) may request the catering service 48 business hours before the start of the event, and its subject at all time to the disposed in its respective Catering Format and/or Operadora's determination about the matter.

Under no circumstance the Client (**Exhibitor**) would be able to hire a third party to provide the Food and Beverages service during his event, on the understanding that Operadora is the only one with the faculty to provide this service and/or any other supplier hired directly by Operadora. **Customer service (Exhibitors), it is only across**

service module of Operadora, the catering service will not be commercialized across any intermediary.

d) TASTINGS

If the Organizer requires tastings at his event, a written detailed request to Operadora must be requested, 48 working hours before the beginning of the assembly of the event, the authorization to perform the same at the event, once the authorization is granted, samples must meet the following guidelines:

- ◆ The Customer may only distribute samples of the Food and Beverages products he produces or commercializes in its daily operation. Samples may only be distributed in reasonable volumes according to the product's promotion.
- ◆ The Food tasting (Solid) cannot exceed 5-centimeter portions maximum.
- ◆ The Beverages tasting (Liquid) must be served in containers with a maximum capacity of 30z per container.

In the cases of the events that given its nature they involve a Food and/or Beverages tasting, previous written authorization from Operadora must be delivered to the Organizer. If this requirement is not complied, Operadora reserves the right to remove the Food and Beverages being or that will be tasted.

Notwithstanding the preceding paragraph, the fact that the Client offers tastings during his event, so requested by its nature, does not prevent Operadora and / or the suppliers with whom Operadora has contracted, to continue operating and providing Food and Beverage service at the places designated for this purpose.

In the Events that require so, alcoholic tasting may be offered, on the understanding that this tasting must be held with moderation and in conformity with the current Policies and procedures (Normative Documents) from Operadora. Operadora reserves the right to perform inspections during the Event in order to verify that the Client is complying with the current **Policies and procedures** (Normative Documents).

The Organizer is responsible and is obliged to let the exhibitors and his staff know the policies established in this paragraph, on the understanding that these exhibitors and its staff must comply at all times with the current Policies and procedures (Normative Documents) from Operadora applicable to them. On the understanding that if it's the case and Operadora issues new versions to the current Policies and procedures (normative documents) acknowledgement of receipt of the new version will be enough for the Organizer to be obliged to comply them and to give notice to the staff on his command in no more than 2 business days after the reception of the notice.

The Organizer takes any responsibility derived from the non-compliance of the established on this paragraph, absolving Operadora from any responsibility and its obliged to prevent and defend and get Operadora safe from any lawsuit, complaint or controversy derived from any noncompliance of the NOM 251-SSA1-2009 hygiene practices for the food process, policies established on this paragraph and Policies and procedures Operadora's (Normative Documents), as well as the coverage of any expenses generated.

Any case different from the ones mentioned on this paragraph regarding Food and Beverages shall be revised and approved by Operadora.

Finally, Operadora reserves the right to modify the current Food and Beverages guidelines, as well as to issue additional guidelines to the already existing ones.

If the Organizer were to perform any act or intend to act in order to obstruct, stop or detain the sale or omission in contravention to the established on this paragraph shall be considered as an incompliance and therefore cause rescission in terms of the sublease contract, for which Operadora keeps the faculty to rescind the contract and cancel the event and/or adopt any other measure considered convenient.

2. EVENT PLANNING APROVAL

Previous to the spaces commercialization, the Organizer must consider from the different areas in Expo Guadalajara the following planning:

2.1 AREA DISTRIBUTION PLAN

The Organizer must present the distribution plan specifying:

- ◆ Food and resting areas
- ◆ Streets
- ◆ Entry controls, exits and people registration
- ◆ Video and audio equipment
- ◆ Stands
- ◆ Luggage keepers
- ◆ Playgroup
- ◆ Information centers
- ◆ Halls
- ◆ Chairs and Tables
- ◆ Ticket Offices
- ◆ Stand Locations
- ◆ In the case of Salon Jalisco and Salon Mexico add columns with number and letter.

All area invasion or use of spaces by the Organizer and/or non authorized exhibitors on the distribution plan, or not established on the written agreement, shall originate Operadora to reserve the right to evict the areas or spaces without any liability.

2.2 SECURITY PLAN

The Organizer must present the security plan; on it, the capacity of the event must be specified and it must be authorized by the Civil Protection entity and endorsed by Operadora, at least 1 month previous to the event date.

The security plan is conformed among other things by:

- ◆ Evacuation routes, emergency exits and meeting points.

- ◆ Distribution of the anti fire equipment (extinguishers, hydrants, water takes, firefighters uniform, autonomous air equipment, etc.).
- ◆ Distribution of medical areas (first aid kit, nursing room, ambulance, etc.).
- ◆ Distribution of personal protective equipment.

Consult: The Regulation for the Spectacles of the Municipality of Guadalajara, the NOM-002-STPS-2010 safety Conditions, prevention and fire protection in the centers of work and the NOM-003-SEGOB-2011 (Signs and notices for civil defense).

If the Organizer fails to comply with the safety plane, Operadora reserves the right to cancel the event.

2.3 ELECTRICAL INSTALLATION MAP

The Organizer must present the electrical installation map for it to be revised by Operadora for its approval 15 days prior to the date of the event.

The electrical installation map is conformed among other things by:

- ◆ Especial equipment areas, transformers an emergency power plants.
- ◆ Distribution of the lamps and contacts.
- ◆ Location of the power centers and contact boxes.
- ◆ A list of the electrical demand required for each stand, supported by the circuit distribution, with its individual amperes charge, its required voltage and stages required.

In case that Organizer presents a map in disregard to electric energy bylaws (see provision 4.3 Electric Energy) Operadora reserves the right to supply the energy.

2.4 VOICE AND DATA INSTALLATION PLAN

On voice and data, a distribution plan must be delivered to Operadora and at the end of the event remove the equipment and/or material used, in coordination with Operadora's staff.

3. REQUIREMENTS FOR THE COMPLETION OF THE EVENT

These will be the terms for the entry and use of the facilities on the date stipulated on the contract between Operadora and the Organizer:

- ◆ Having complied with the provisions of the contract.
- ◆ Have Operadora's authorization for entry.
- ◆ Have all the plans/maps authorized.
- ◆ Deliver the list of double ground stands and its respective structural calculus authorized by a registered proficient (See section 5.7).
- ◆ Comply with the Civil Protection Regulations (See section 5.5).

4. OPERATION OF THE EVENT

4.1 DELIVER OF THE FACILITIES

To formalize the delivery of the facilities, the Organizer must take a tour with Operadora staff together to observe the condition of the property, the facilities and equipment, formalizing this revision through the signature of a delivery act. After the signature the montage of the event may start.

If an Organizer's representative fails to attend to receive the facilities, access to its staff and/or contractors will be denied.

Likewise, once the term of the contract is finished, the Organizer is obliged to return the facilities to Operadora in the same conditions that were received, specifying on the same document, given the case, the damages caused by the Organizer and/or its clients.

It is strictly forbidden Coordinator to perform all kinds of bargaining to yield the use of spaces, times, and dates to independent or alien to his events.

Operadora will not recognize nor will character of validity to any agreement or arrangement made between third parties.

The Organizer shall deal with and free spaces Sub-leased on times and dates agreed in the contract, in the event that it will require Extra time, must be requested in writing and will be charged according to the surface that is occupied to existing Exhibitor fee, it should be noted that such a request will be subject to the written consent of operator, provided it does not affect operations or negotiations that had this last with some other Organizer.

At the end of the event, it is the responsibility of the Organizer to pay and assume conventional penalties established in the agreement of sublease, not to vacate and make the delivery of the spaces further leased out at times and dates agreed in the contract or after the times extra authorized by operator, also the organizer shall be jointly liable with exhibitors and/or editors for the payment of conventional penalties If these not vacant the respective area, according to the schedule defined in the contract for the delivery of facilities, will be charged according to the surface that is occupied to existing Exhibitor rate.

4.2 ASSEMBLING AND DISMANTLING

It's the Organizer's responsibility the institutional assembling and dismantling, design, materials equipment and furniture of the event.

In the understanding that institutional assemblage consists in the signage of corridors and stands and the assembly of those latter and as well as in others specified in section 2.1 and the distribution plan of areas, with the exception of assembly and dismantling that are included within the provision of contracted SERVICES which involve movable property (furniture, equipment and publicity material) owned by the ORGANIZER or those provided by "OPERADORA" or by a preferred supplier of it and in respect of which contracting with third parties by the ORGANIZER is prohibited.

In cases where the assembling of the event turned out not to be of the characteristics under which it was authorized, Operadora reserves the right to cancel it and/or to apply the convenient measures without any responsibility to Operadora for the consequences or facts derived as a result of this measure.

4.2.1 EXTRA TIME DURING MOUNTING SET UP, EVENT, AND DISMANTLING

All time needed outside the terms of its contract will generate an extra charge according to current rates.

For recruitment of extra time of mounting set up and/or dismantling with charge to Organizing committee, the charge applicable to this concept will be the tariff to current exhibitor published in service module.

4.2.2 SALON MEXICO SERVICE ELEVATORS

Freight elevators will be operated by Organizer in the times and established dates approved for mounting and dismounting maneuvers.

Freight elevators shall not be in operation during the event days, except for reasons of logistics is required.

The use of freight elevators shall be solely for the rise or fall of materials and equipment necessary for the operations of Assembly and disassembly. They may not be used for transport of clients and/or visitors.

The maximum load of the lifts is 3 tons, not to exceed such capacity. Elevators measures are: width 6.5 Ft, depth 9.18 Ft and high 7.5 Ft. It is the responsibility of the Organizer to notify its suppliers and builders in general this provision.

It is the responsibility of the Organizer to coordinate with your security staff the control and organization of Assembly companies requiring to use the freight elevator both ascent and descent of materials.

Shovelling materials maneuvers will be conducted directly by mounting companies in cases that so require, these maneuvers must not obstruct the doors of the elevator

Any damage caused by misuse of elevators will mean an economic penalty for the Coordinator, which is estimated on the basis of the amount necessary to repair or compensate the damage.

4.2.3 CLEANING

The Organizer is responsible to Operadora for the cleaning and removal of garbage from the sub-leased area.

In the case that the Organizing Committee decides to contract the housekeeping service with Expo Guadalajara, they must do so at least 21 days prior to the beginning of the installation their event. If contacting within a period of 20 to 10 days before the beginning of the installation, the service is subject to availability,

and a surcharge of 30% applies in addition to its quoted value. In the case of not contracting of service within the aforementioned periods, Expo Guadalajara may not offer this service, and therefore the housekeeping service must be contracted for and/or provided directly by the Organizing Committee, taking into consideration when contracting the service determined by Expo Guadalajara that is required in accordance with the minimum housekeeping standards for its event.

It is worthwhile mentioning that the service is sub-contracted with a vendor specializing in housekeeping service.

The Housekeeping service in common areas of the venue, restrooms, platforms and freight yard is performed by Operadora during the entire event.

Cleaning service for the interior of stands may be hired with additional charge, at the service module.

The entry to Expo Guadalajara is not permitted with material or product considered to be a dangerous biological infectious or radioactive residue.

Any organic residue, its storage, transport and removal from the enclosure are the Organizer's responsibility.

Upon completion of the event it is responsibility of the Organizer to deliver the corresponding area in optimal conditions of cleaning, it is forbidden to stop on the grounds any material used in the construction of footbridges, podiums, stands, decorations etc.

All material left inside the halls or in patio maneuvers will cause an economic penalty applicable to the Organizer according to the volume of the same.

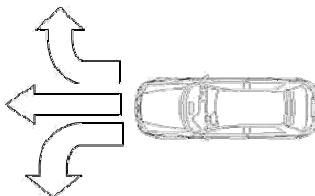
4.2.4 VEHICLES ACCESS GUIDELINES:

a) CARPETED AREAS

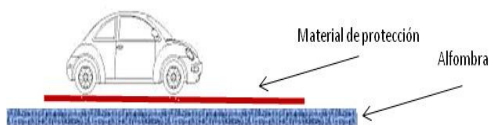
The following guidelines must be complied for the entry of vehicles to the carpeted areas:

- ◆ The person responsible must notify Operadora before the entry of the vehicle, in order to supervise the maneuvers.

- ◆ The vehicle must move upon some material that protects the carpet, carton, plastic, rubber, and must not exceed the speed limit of 10km/h. When it comes in as well as coming out. (Assembling and Dismantling).
- ◆ Left or right turns must be executed always while the vehicle is moving, if these are performed while the vehicle is stopped, the carpet may be irreversible damaged.



Every time any maneuver is performed during the assembling, event and dismantling adequate protection must be placed to protect the carpeted areas.



For security reasons, any vehicle in an estimated weight equal or higher to 8 tons, prior to access salón Guadalajara, must provide for authorization to Operadora personal (operating area) a recent proof of weight issued by a vehicle balance.

b) AREAS WITH AND WITHOUT CARPET

Once the vehicle is placed on its spot the owner must make sure that there are no leaks: Oil, breaks liquid, antifreeze, etc.

Vehicles related to exhibitions in Salón Desfilia may only access by corridor that connects vestibule 1, subject to availability.

If any anomaly exists, the vehicle wont be able to stay inside.

Any combustion or self-propelled vehicle must meet the following guidelines:

- ◆ Low gas and smoke emission.
- ◆ Reserve fuel only (The minimum necessary).
- ◆ Respect the speed limit (10km/h)

4.3 ELECTRIC POWER

4.3.1. REGULATION

Operadora has the electrical capacity installed to supply electric power at ranges from 110, 220 and 440 volts at 60 cycles per second.

Operadora will provide power during installation, event and disassembly free of charge under the following guidelines:

- ◆ Energy within the contracted official schedules.
- ◆ Energy in a range of 127 Volts available in the electrical contacts of the infrastructure of the site. Corresponding to the contracted area of the event.
- ◆ Maximum current per contact demand may not exceed the 20 amp

All utility that requires a three-phase connection invariably will cause additional charge depending on the amperage sued.

Note: Power does not include materials or plant of emergency support.

All increase on the power demand and/or supply time schedule, shall be requested under the procurement regime at the service module.

For safety and operability reasons exhibitors or assembling companies cannot block the electric supply boards or contact boxes, it is not allowed to intervene and/or manipulate the charge centers of the enclosure. Contempt of this provision leads to the cancelation of the electrical service without responsibility to Operadora.

The Organizer is responsible of all electrical facilities installed on his event, that they are properly calculated to the power charge required, so that the wiring and thermic protections will be based on the charge demand.

All electrical facility must work with a heavy-duty cable in perfect condition without splices and according to the amperage requested.

The provisional power centers used on the events must have thermomagnetic protection units, the use of blade switches fuse based.

The electrical extensions of the stands as well as the electrical bridges to supply the islands must work with a heavy-duty cable according to the ampere consumption; the contacts must be polarized type F5.

For the Guadalajara Salon and the Events Hall, any cable across the corridor must be heavy-duty plane type and according to its adequate ampere consumption.

The organizer is responsible to have the qualified staff at the electrical facilities to prevent, correct and give support to the provisional electrical facilities during the whole time of its event. Operadora holds no responsibility for any failure at the provisional facilities such as a short circuit or over heated cables or power losses derived from an improper installation.

All electronic equipment installed during the event such as screens, projectors, sound equipment, computer equipment, etc. shall have a voltage regulator and No-break equipment protection to prevent electrical overcharges and service interruptions. Operadora is not responsible for any damage to this equipment.

Any lamp to be installed on the Salon Jalisco structure must have a fastening system with metal chain 3/16 with a hook hearth 1 x 3/16 metal with opening 3 1/4 in addition to Heavy-duty cable with 14 AWG 20 meters minimum.

For visitors security, electric wire crossing is forbidden through corridors or walking areas of the event. In case of salón Guadalajara and salón de Eventos Coordinator must install cable protections (Yellow-Jacket).

For safety reasons the use of type quartz or halogen lamps of over 300 watts are not allowed.

All electric or electronic devices that generate heat must not be installed in direct contact with flammable products such as fabric, wood, plastic, rug, etc. These devices shall be covered with thermal insulating material to prevent fire starters.

Installation of emergency plants is not allowed. In the case that the electric demand and the parameters required by the Organizer or Exhibitor exceed the venue's capacity and that the service cannot be provided, the installation of emergency plants is allowed with the following specifications:

- ◆ Low noise generation (silent equipment)
- ◆ Acoustic booth
- ◆ Equipment in optimal mechanical and electric conditions
- ◆ Compliance with the requirements of the venue's operating regulations.

AUTHORIZED UNIT



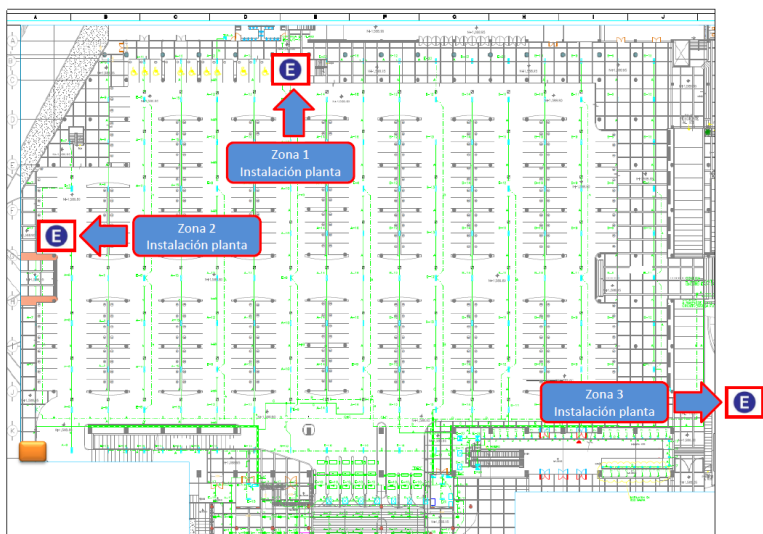
UNAUTHORIZED UNIT



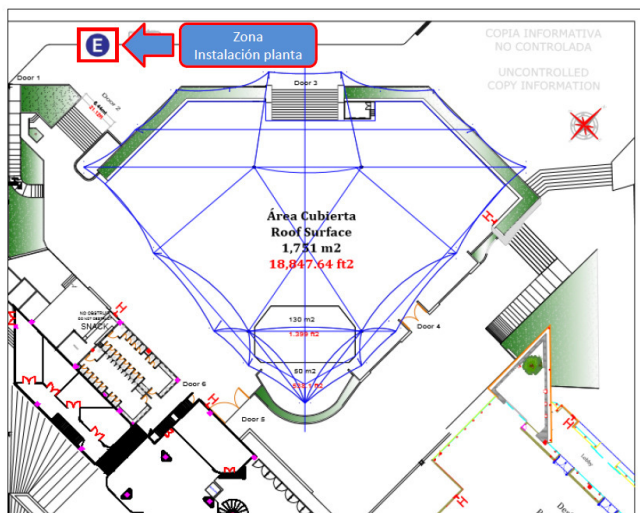
The installation of emergency plants in the freight yard is forbidden. For a healthy coexistence with neighbors, the authorized spaces in the different halls are the following:



**AUTHORIZED SPACES FOR INSTALLATION OF POWER GENERATOR FOR
 EVENTS TO BE HELD IN GUADALAJARA HALL**
ZONE: 1ST LEVEL PARKING



**AUTHORIZED SPACES FOR INSTALLATION OF POWER GENERATOR FOR
 EVENTS TO BE HELD IN FORO EXPO**
ZONE: WAY STATION





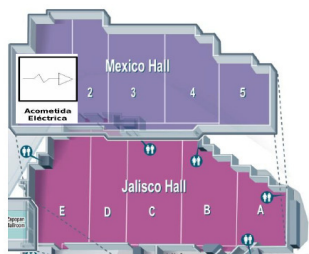
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AUTHORIZED SPACES FOR INSTALLATION OF POWER GENERATOR FOR EVENTS TO
BE HELD IN DESFILIA/EVENTS HALL

ZONE: MANEUVER YARD



Events to be held in the Jalisco Hall, that due to special conditions require an emergency plant, the latter must invariably be installed in the México Hall, under the coordination of the venue's operations personnel.



The Organizer is responsible to know and let the people involved at the event know, the current Policies and procedures (normative documents).

Hire a qualified company for the assembling of the electrical facilities.

4.3.3 EXHIBITORS AND ASSEMBLY WORKERS' RESPONSIBILITY

For safety reasons, the assembler or decorator must have in mind the set up of a charge center equipped with thermomagnetic protection units according to its electric charge in order to protect its electrical system within the stand.

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closing of the event. Operadora is not responsible for any damages caused to equipment or products derived from the non-hiring of the nighttime electrical power service.

4.3.4 ASSEMBLING COMPANIES' RESPONSIBILITY

The assembling company is responsible that all the provisional electrical installations under its command meet the regulation normativity, as well as to provide qualified support personnel during the entire period of the event.

For safety and normativity reasons, all metallic or stands masonry must be attached to the earth ground electrical system of the enclosure.

In case of noncompliance of the regulation, Operadora reserves the right to grant parcial and/or total electrical supply, without any responsibility.

4.4 FACILITIES AND/OR EQUIPMENT DAMAGES

It is forbidden to the event organizer to take actions that impair or damage the facilities and / or equipment; economic sanctions will be filled valuing the cost involving the replacement or repair of damage plus a penalty given by Operadora. penalty amounts shall be immediately paid by the Organizer or its legal representant in accordance to applicable tariffs.

After the event, the Organizer shall ensure that exhibitors removed all tape; marks and scraps on areas left in the event a result of the carpet placement or stroke distribution space. If necessary to use special liquid, it should not leave any trace and cannot be flammable or toxic or damaging to the environment. Failure to meet this provision an economic penalty determined by Operadora will be applied to the Organizer derived from the facilities cleaning jobs.

It is prohibited for the Organizer, exhibitor or assembler, to leave material waste used for the stand confection or of any other installation on any area within Expo Guadalajara, nor to use for these ends Expo Guadalajara's containers. The fail to comply these regulations will derive on economic sanctions.

4.5 LOADING AND UNLOADING MANEUVERS

Any receipt of products, materials, assembly and / or goods must be made only during the event period and under the responsibility of the contractor himself.

Control of landing or freight shipment will be the responsibility of the Organizer who will coordinate both, the arrival at the entrance of the event, as their shipment when it comes out.

Vehicle access to the event areas will only be allowed for the loading or unloading purpose, Operadora's previous authorization.

Vehicular access is forbidden into the halls (mounting, event and disassembly). Only those vehicles may enter that are directly part of the equipment to be exhibited during the days of the event prior authorization in writing by Operadora.

All exception due to special requirements for mounting and disassembly as is the case of cranes and fork-lift maneuvers inside the halls, must have been previously authorized and in writing by Operadora.

Loading and unloading maneuvers on the sidewalks and avenues adjacent to the venue is forbidden. (See sub-section 1.2.2 Areas for ascent and descent).

The Organizer must inform and make sure that all its exhibitors; assemblers and suppliers respect the loading and unloading maneuver schedule on the Maneuver Patio.

The Organizer is responsible to Operadora for any damage that this loading and unloading maneuvers might cause within Expo Guadalajara.

The Organizer is responsible to notify and make sure that all its exhibitors, assemblers, suppliers and all other individual that enters the enclosure to perform any kind of labor, to have the social security statuses in order.

Operadora is not responsible, in no case, for theft or vehicle damage, equipment or material damages of any kind within Expo Guadalajara, except on the parking lots, in which there's a certain responsibility.

Platforms and loading carts for transferring materials are rented by the hour. Rental requires completing the general contracting format available in the Services Module, making the payment in the module in accordance with the current rate schedule and leaving an official identification in deposit.

The delivery of platforms and loading carts for and exhibitors is in the Services Module once the service has been paid for.

The delivery of platforms and loading carts for the Organizer will be during their mounting and the payment will be charged to the master account (guarantee) or paid directly in the services module. Control, assignment and use of the stated equipment are under the responsibility of the Organizer.

In the case of damage, theft or loss the contracting company must pay the corresponding value of the platform and/or gondola.

The maximum period of time for loading and unloading in the maneuvers patio will be according to the assigned on the penalization board, if exceeded, the driver and/or vehicle responsible will be sanctioned on the current tariffs.

The penalty is generated at the exit checkpoint and then directed to the service module for its payment.

After downloading the vehicle it must be removed from the maneuver patio, freeing the platform for maneuvers.

Organizer once carried through its contractors, subcontractors or those of its exhibitors, Assembly and/or disassembly maneuvers agrees to use pensions nearby to the site or which deems appropriate, in order to be able to Park heavy goods vehicles that will provide service for the realization of such maneuvers refraining from park such vehicles on the streets of the colonies near the enclosure, in order to keep a healthy neighborhood conviviality and order vehicles. Also, Coordinator will be responsible for its exhibitors and contractors or subcontractors, to comply with this requirement, including informing these exhibitors.

For removal, the equipment and/or materials must be moved first to the platform area; then staff will provide vehicular control access authorization to enter your vehicle.

The platform area its not a parking lot, nor a storage area, it shall only be used for loading and unloading maneuvers to events held in Expo Guadalajara.

Operadora reserves the right of access to vehicles and pedestrians to the maneuver patio.

In the event of loss of the ticket, the user is obliged to cover the existing share, posted in the yard, in addition to complying with the requirements established by the operator.

The maximum speed permitted on the inside of the yard is 10km/h. operator is not liable for loss of objects left inside vehicles or for damage caused by third parties, by mechanical failures, theft of parts or theft of accessories.

You must pay the penalty posted in the yard if the user leaves their parked vehicle, if you stay for more than 3 hours the vehicle were passed to the parking area, if it is a vehicle with dimensions outside stipulated will be Expo Abierta with crane is the user's responsibility to cover penalty and parking fees and charges generated by this

Limit time without charge



30 MINUTES



60 MINUTES



90 MINUTES



120 MINUTES

4.6 PARKING LOT

The Organizer along with al the users must comply to the Internal Parking Regulation of Expo Guadalajara and the Parking Regulation from the Guadalajara City Hall.

Parking times go from 7:00 until 22:00 hours; this time is extended according to the operation and event requests.

The parking fee is published in the same one.

A pension charge will be applicable when the vehicle stays overnight.

In case of ticket loss, the user is obliged to cover the additional current fare, published on the parking, as well as to meet the established requests by Operadora.

Speed limit within the parking lot is 10km/h.

Vehicle entrance permitted meeting the height limits established.

Parking areas used for display, sales, product promotion, distribution of blurb, facility decoration or advertising is prohibited.

Operadora shall not be deemed responsible for any object losses left inside vehicles, for any damages that may be caused to them by natural phenomena, fire or third parties, neither mechanical failures, stolen parts or accessories.

5. SECURITY

5.1 Generalities

Operadora and Organizer will be subject to the Tobacco Control General Act, therefore smoking is forbidden inside facilities, except designated areas for smokers (Terraza, Plazoleta y Terraza Rosa Desfilia).

Equipment sounds used by the organizer and/or the exhibitors must be operated at a maximum of 68 decibels as established on the Regulation to protect the environment against pollution caused by the noise emission. The previous statement made with the purpose of maintaining an environment that doesn't affect the activities within the enclosure or the neighbors of Expo Guadalajara.

The operator will not be responsible for the custody of forgotten or abandoned items, materials, equipment or objects in their facilities once evicted by the organizer, exhibition or supplier, not assumes any responsibility; instead, it reserves the right to dispose of such property in the way that best suits.

The organizer or exhibitor shall not request to the operator's staff any sort of work or service in particular way.

Operadora is not responsible for damages, theft or loss of any object or equipment owned or held by any title by the Organizer, companies contracted by it or its exhibitors and visitors.

5.2 OPERADORA RESPONSIBILITY

Operadora is in charge to look after its facilities such as: common areas and perimeter, plazas, lobbies, shopping area, public parking, among others; therefore, is the Organizer's responsibility to hire the proper additional services required by its event (assembling, event and disassembling).

Operadora has hydrant based fire equipment and mobile extinguishers (P.Q.S. and CO2) to support the event, distributed through all the risk areas, as well as over the hallways the evacuation signals according to the security map.

Operadora informs to the following official dependences the events scheduling.

- ◆ On Civil protection, to the Secretaría de Seguridad Ciudadana del Ayuntamiento de Guadalajara (Department of Public Safety of the City of Guadalajara).
- ◆ On road safety, to the Secretaría de Movilidad del Gobierno del Estado de Jalisco (Mobility Department of the Government of the State of Jalisco).
- ◆ On public safety, only when the Organizing committee of the event request it officially to Operadora for considering it necessary, support from the anti bomb squad of the **General Attorney of the state of Jalisco**. (Department of Public Safety, Prevention and Rehabilitation, Government of Jalisco.).

5.3. ORGANIZER RESPONSIBILITY

5.3.1 SOCIAL SECURITY

The Organizer is responsible before Operadora to notify and make sure all the exhibitors, assemblers, suppliers and all other person entering the facilities to

perform any kind of labor has the social security up to date, any situation derived of the noncompliance will be the Organizer's responsibility.

5.3.2 VIGILANCE

Security and/or specific surveillance service within the event facilities, as well as its own with all its materials, articles and products, are the Organizer's responsibility day and night, included the maneuver areas, registration areas, temporary office spaces, among any other area in use; from the beginning of the assembling until the conclusion of the dismantling.

For Salon Desfilia a minimal number of security personnel is recommended located as follows:

1 unit for access control in mounting area (platform).

1 unit for access control by Vestibule 1.

1 unit for access control in principal access Av. De las Rosas.

1 unit for access control at the interior of performance room to handle security issues related to the event.

5.3.3 SAFETY PLAN

The Organizer is responsible for knowing Operadora's Safety Plan along with the Civil Protection plan so they can coordinately work with the security company hired in case of any emergency; therefore they must meet during the assembling period of the event. In case of not compliance to this provision, the Organizer's legal representative shall assume all responsibility derived from these events.

5.3.4 MEDICAL SERVICE

The organizer is obliged to hire medical services to the coverage of its event (assembling-event-dismantling). The medical attention service is meant to provide first aid in any kind of situation that might exist during the event period. To define the kind of required service Operadora will analyze along with the Organizer the minimum service required. Which may be:

- ◆ 1 paramedic and an ambulance (ambulance not necessarily on the facilities)
- ◆ 2 paramedics and ambulance at a distance.
- ◆ Ambulance on the facilities. 2 paramedics
- ◆ 1 doctors, 2 paramedics and 2 ambulances on the facilities.*

*during mounting set up and dismantling does not required a doctor

Note. The ambulance must be an equipped unit with pre hospital and paramedic experienced personnel on medical emergencies.

If the organizer fails to comply with this obligation, Operadora will hire the service at the organizer's name and expense, which he must pay at the closing of the event.

The venue has 4 Automatic External Defibrillators (AEDs) that are used in the case of cardiac arrest, distributed in lobbies (1, 4, 7 and 8) and under no circumstances must they be relocated, obstructed or blocked; easy access to them must be maintained at all times.

It is the responsibility of the Organizer to transmit and enforce this provision with their installers and exhibitors. Any improper use of the AEDs will be sanctioned.

5.3.5 DAYCARE AND KEEP LUGGAGE

It is decision of the Coordinator if the event requires it, to have a proper space for care and/or wardrobe and luggage, in both cases the control and operation of these services shall be under the responsibility of the Coordinator.

Operadora is disclaims all liability that may arise in this regard, incident or affecting third parties resulting from the improper operation of these spaces.

5.3.6 SET UP LOGISTICS

It is responsibility of the Coordinator to introduce operator logistics vehicles participating in the Assembly and disassembly of yard, which must include a transit route and schedule of Exhibitor income. Logistics must be made in electronic or printed form 30 days prior to the mounting for validation by operator.

5.4 MAINTENANCE OF THE PUBLIC ORDER

Operadora and the Organizer must comply and make sure that everyone within the enclosure's facilities comply with the "Police Regulation and Good Government from Guadalajara" prohibiting all unmoral and good customs behaviors, safeguarding the physical integrity and people's rights, as well as to preserve freedom, order and public peace.

All individual who violates this regulation shall be retained by the Organizer's or Operadora's security personnel and will be delivered with the affected party to the appropriate authority, to be sanctioned for the acts or omissions that altered the public order and tranquility of the people in their social life or that constitute a felony.

5.5 CIVIL PROTECCION RESTRICTIONS

The maximum capacity authorized by Civil Protection shall not be exceeded; failure to comply this regulation may be cause temporary or partial closure of the event by the authorities.

It's prohibited to enter the enclosure with containers or pressure vessels containing substances classified as hazardous.

Consult the National Fire Protection Association and NOM-020-STPS-2012 for pressure vessels, cryogenic vessels, and steam generators.

The use of fireworks of any kind within the enclosure is prohibited, as well as the use of fire elements part of the decoration (candles, oil lamps, etc.) O activities within the stand or general areas of the event.

It's prohibited to use welding or cutting equipment inside the enclosure.

Any gas installation required by the exhibitor and validated by the Organizer, shall be subject to Operadora's authorization, whom shall establish the guidelines regarding the characteristics of the used materials, the tanks location and the security measures to be complied.

Consult NOM_018 STPS **2015** System for the identification and communication of dangers and hazard derived from dangerous chemical substances on the field works; NOM-011-STPS-2001. Security measures and hygiene measures in places with noise generation.

Emergency exits and evacuation route signs may not be removed or blocked by decoration or the production of the event.

The equipment for prevention and combat fires as they are fire extinguishers or hydrants not may be removed, or blocked, always maintaining a free access.

5.5.1 EVACUATION

Within the internal program of civil protection of Operadora, it is scheduled to conduct evacuation drills during the year, in case the programming of the simulacrum coincides with the development of an event, date will be notified to the Organizer in writing and schedule of the simulacrum of office, so that the event integrates to the above-mentioned practice following the indications quoted by Operadora.

In a real emergency of a disturbing phenomenon, (example: earthquake, fire, etc.) will proceed immediately to evacuate people in the area of risk or impact, proceeding with the protocols according to the civil protection, without prior consultation with the Organizer program.

When there exists a threat that allows us major time of answer (example: it threatens of bomb, presents itself with contagious illness, etc.) it will proceed to be alerted and summon to the committee of communication of Operadora and to the legal representative of or of the events that are in development, to establish a plan of answer to the emergency and to alert the corresponding authorities.

5.6 GUIDELINES FOR LP GAS INSTALLATION

All installation shall be made through an individual certified in LP gas installations.

The installation project must be presented to Operadora for its approval.

All materials and equipment used must comply with the official norms ruling these facilities.

The container or gas tank shall always be located on the platforms at the maneuver patio (outdoor and ventilated area) and away from emergency exit doors, besides being protected with a metallic net to avoid smashes.

The tank connection and consumption devices of the main power line shall always be made with copper tubing (not hoses) and they must have a minimum buffer of 20 inches to be loosen in case of a sudden movement of the tank.

The main line shall be made of galvanized pipe and its thickness according to the consumption and distance in which the equipment is to be supplied, this line may be attached to walls and columns, as well as to go through the structure on safe places.

The facility should have quick release keys; to the tank outlet, for each branch on the line and in each delivery to the consuming equipment.

Regulators of high or low gas pressure shall be located in ventilated spaces (outside the halls), if for special issues are placed regulators in areas not ventilated, they must have their respective pipe exhaust up (exterior) the ventilated area.

All LP gas pipes must be painted yellow and supported at least every six meters. Consult NOM 018 STPS 2000 System for the identification and communication of hazards and risks from hazardous chemicals in the workplace.

All pipes that carry LP gas must maintain a minimum distance of 20 inches from the ones conducting electricity.

All general quick-closing valves must be accessible and properly identified.

All gases emitted by the equipment must be led to the outside through an extraction system, if your equipment is low emission, then it should only have a gas hood with its own filter and do daily cleaning of the filter.

5.7 GRANDSTAND AND STAND MOUNTING GUIDELINES

Construction and/or fabrication of stands, **stages or platforms, installation of bleachers, etc. inside the venue is not allowed, these must arrive prefabricated, and only assembly maneuvers are allowed.**

The appliance of paint by sprinkling is not allowed, only by brush and / or roller.

The use of drywall, plaster or durock inside the enclosure to assembly stands is not allowed.

See section 1.3.5 Structure usage

a) Stands, stages, platforms, walls, scenography

The Organizer has the power for authorizing the installation **of any mounting that exceeds floor level, as are stages or platforms, stand with double floor, walls, drop ceilings and scenography that delimit the previously mentioned higher areas, and if so, they must comply with the following guidelines:**

a) Maximum height permitted

1. Events Hall 5.0 m.
2. Jalisco, Guadalajara and México Halls 5.5 m.

b) Structural calculus with a validity no longer that 6 months from the installation date, contemplating the following points through an expert:

1. Loading capacity
2. Security warranty of the perimeter contention through special railings according to the number of visitors.
3. Sign exhibition with the loading capacity
4. Endurance of the used materials.
5. Height of the other areas.
6. Visitors flow on the second floor.

All cases of double floor stands installations, strict safety measures must be met, both in the assembling and the electrification processes.

Failure to comply with the regulation may be cause for partial or total closing of the stand by the authorities.

Operadora will report in writing to the Guadalajara Direction of Civil Protection and Fire Department, the events to be held in the venue, that entail any of the previously mentioned set ups, requesting that said authority be present in the venue to supervise, advise on the measures to be taken for preventing accidents and issue the appropriate ruling in writing.

If the authority determines danger existence within the facilities, the Operator will be notified and while the risk persists, the event may be stopped totally.

The Organizer with at least 1 month and a half prior to the event must present Operadora with the schedule of double floor stands, stages or platforms, placement of bleachers, etc. With the following data:

- ◆ The person legally responsible for the stand or any of the previously mentioned installations.
- ◆ The identity of the assembler or decorator.
- ◆ The individual who owns the structure where the stand was assembled.
- ◆ The responsible of assembling and disassembling the structure.

The organizer will have to request the Exhibitor:

- ◆ The floor plan (check that what is being assembled is what was designed)
- ◆ The structural plan (check that the assembly according to the space calculated)
- ◆ The assembling plane (check that the structure was assembled according to the technical specifications)
- ◆ Structural calculations signed by an expert (Know the load resistance of the structure per square meter)
- ◆ Request a policy of civil liability coverage to the exhibitor (for exhibitor's protection and the protection to others, to respond to any incident)
- ◆ If for time reasons the exhibitor responsible for assembling the structure do not have a written technical information to support the design, a responsive letter may be requested which will serve as the authority of Civil Protection in the audit, do not dictates otherwise.

Is strictly prohibited to block the fire equipment and emergency exits, as well as removing the signs of evacuation routes, fire extinguishers and / or informational signage of the enclosure.

Stands and scenarios installed by Organizer shall comply with applicable safety regulations for mounting of structures of this kind, at the time of receiving the facilities will be necessary to deliver the structural calculation and current DRO signed by an expert.

b) Bleachers and Grandstands

The Organizer must contract, under their absolute responsibility and cost, the vendor that performs the temporary installation of the bleachers and grandstands that they requires for their event, which must be a legally established vendor, that has letters of recommendation from organizing committees that have held similar events in this or another city or venue, for review and validation by the Organizer, that must have a civil liability insurance policy and deliver a copy of the same to the Organizer. Operadora may not be an intermediary for said services.

The Organizer must provide to Operadora, through its security area, a letter containing the vendor's designation for these services indicating the name of the Certified Expert or person responsible for performing the review and validation of the installation (letter of designation) and copy of the civil liability insurance policy specified in the previous paragraph.

For the installation of the bleachers and grandstands done by the stated vendor, the Organizer and the vendor, must comply with NOM 002 of the Ministry of Labor and Social Welfare (STPS) and the rest of the current safety regulatory standards applicable to the assembly of structures of this type at all times, this is, from their mounting up to their dismantling as is pointed out in this document.

DURING SETUP

When receiving the facilities, the Organizer must present Operadora, through its Security area, a copy of the security diagram referred to in numeral 2.2 of chapter 2 of these regulations, containing, among others, the maximum occupancy, distribution of chairs and the areas for access to aisles and evacuation routes, a copy of the project workbook and structural calculations and current DRO (Opinion issued by the Director Responsible for Construction) signed by a Certified Expert, as well as also having the authorization from the Guadalajara and/or of the State Direction of Civil Protection and Fire Department (authorities) for performing any of the aforementioned setups, so that the authority may carry out

the process for reviewing and validating compliance, issuing the respective recommendations or closing down, in its case. Said log and DRO must present a summary table with the values for static and dynamic load capacity; in case these are omitted, Operadora will not authorize the corresponding setup without liability of any kind.

Operadora does not reserve the right to authorize the temporary installation of any bleachers and grandstands by virtue it depending on and being subject to the corresponding approval from the applicable municipal or state authority.

The Organizer must of assign the Certified Expert that intervened in the DRO or to a person designated by the latter, under the responsibility of the Organizer, to supervise, validate and ensure that the construction and installation of bleachers and grandstands is performed pursuant to the specifications contained in the project workbook and calculations. (That must be indicated in the letter of designation).

At the conclusion of the construction of the bleachers and grandstands, the Certified Expert responsible for supervision and validation, must submit, according to specifications the blueprints of the project workbook and calculations and DRO, which will constitute a figure similar to the "blueprint As Built", ensuring full compliance with the specifications, the Organizer must submit copies of these blueprints to Operadora by through its Security area immediately to its construction, in the case of not submitting them or submitting them with the indication of not having been installed according to specifications, Operadora will be unable of authorize the use of said bleachers and/or grandstands without liability until the necessary regularization or implementations have been performed for delivery of the certification that accredits they are appropriately installed.

Materials used for the construction of bleachers and grandstands must be in perfect physical conditions, including but not limited to the following:

Metallic elements: Not rusted, not worn, torque lines in optimum conditions.

Wooden elements: In optimum physical conditions.

It is recommendable that the chairs used in this type of setup are anchored to its base.

DURING THE EVENT

The Organizer must have technical support personnel for overseeing and correcting any structural irregularity that arises at the moment and that could compromise the safety of the attendees.

The Organizer will be responsible for secure access control of persons that enter the grandstands and bleachers, at all times observing the load bearing capacity of the latter.

During the event, any type of impact load that compromises the structural stability of the bleachers and grandstands must be avoided, for which it will be the responsibility of the Organizer to make the notifications in a general and express manner, as well as to take the immediate necessary safety measures that are required.

In the case an oversaturation were to present, in excess in the load bearing capacity or impact load in the bleachers and grandstands or in the case of imminent risk that can compromise the safety of the attendees, the proper authorities and/or Operadora may cancel the use of bleachers, grandstands or in its case, the event, with Operadora being released from of any type of liability with respect to this.

5.8 SAFETY MEASURES DURING MONTAGE AND DISASSEMBLING

The activities considered of risk will be subject to approval by Operadora according to the relevant requirements of Civil Protection; Examples: Target Shooting, zip lines, rappelling, etc.

No vehicle may remain inside the halls or hallways, except those that are part of the integral exhibition and are duly authorized by Operadora.

Any Organizer, that given the nature of its event requires the entry of animals for its exhibition, sale or surgical practices, shall notify Operadora and must hold the permits and regulations necessary.

The execution of montage and removal under the effect of alcohol or drugs is prohibited.

The assemblers and/or contractors must count with their personal protective equipment to carry out their tasks in compliance with the NOM-017-STPS-2008, personal protective equipment-selection, use and management in the workplace, according to the activities protected as sets the standard.

Head: helmet against impact, helmet dielectric, hoods. Eyes and face: sunglasses, googles, face shield.

Ears: plugs hearing, shells acoustic. Upper extremities: gloves against chemicals, dielectric gloves.

Body: Apron against chemicals, overalls, coverall.

Tips below: footwear occupational, against impacts, conductive, dielectric, against substances chemical, leggings, boots waterproof.

Other: equipment for protection against falls from a height.

The people who work from a height without handrails must be anchored by harnesses or use equipment anti falls in compliance to the NOM-009-STPS-2011, conditions of security to perform work at height.

Other: Protective Equipment against Falls from a height.

It is strictly prohibited to consume, hold, carry, store and sell any kind of drug within the enclosure. Any person caught will be taken to the authority.

The entry of knives, firearms or explosive materials into the enclosure is not allowed.

The only people authorized to carry firearms shall be the official agencies and companies with existing permit from the Mexican Ministry of Defense.

It is forbidden to introduce dangerous materials or substances:

- ◆ Flammable.
- ◆ Toxic.
- ◆ Corrosive.
- ◆ Explosive.
- ◆ Infectious biological agents.

Any audio, lighting and video equipment supported in the structure of the enclosure must have suitable subject lines.

Scaffolds and ladders must be used correctly, must be in perfect condition, in addition to remaining adequately supported to the floor.

Bore floors, columns or structures within the enclosure are not allowed. As well as the use of hydraulic jacks or mobile platforms in bad condition.

Water and power supply along with other services at ground level shall have their own protective ramp and/or caution tape.

All heavy machinery or equipment shall be supported on bearings of rubber or similar materials to protect the floor and absorb vibrations and movements of materials, goods or any other product shall be done with the utmost care to protect the floor of Expo Guadalajara, avoiding to drag or to pull objects that could damage it.

6. CONCESSIONS AND SPONSORSHIPS

6.1 CONCESSIONS

Operadora reserves the right to authorize and design the spaces within the common and general areas for the placement of several dealers that provide inherent services to the exhibitors, visitors, and general audience.

The Organizer must adjust and respect the preferred brands and concessions assigned by Operadora, for which within Expo Guadalajara including its façade, no Organizer may sell and/or grant commercial spaces to the competitor of these companies.

See provision 1.3.8 Guidelines for Foods and Beverages remark a) Preferred Brands.

6.2 SPONSORSHIPS

If the Organizer has a sponsorship, a written request for its revision and approval must be send to Operadora. The image or brand of the sponsor may only appear on the area of the hired event.

See provision 1.3.8 Guidelines for Foods and Beverages remark b) sponsorships.

7. COORDINATOR VISITS

Promotion and inspection visits may be arranged provided that do not interfere with any other event in course, subject to control access to the area.

SERVICE MODULE

The service module is available to hire additional services such as phone lines, structure objects installation, additional electrical power supply, internet and cable service, compressed air service, water and drain service, inner stand cleaning service, these services are listed on the section **1.4 and 1.5** on the chapter 1 on the present document.

Hours: Monday to Sunday from 8:00 to 21:00

E-mail: modulo@expogudalajara.mx

Web page: www.expogudalajara.mx

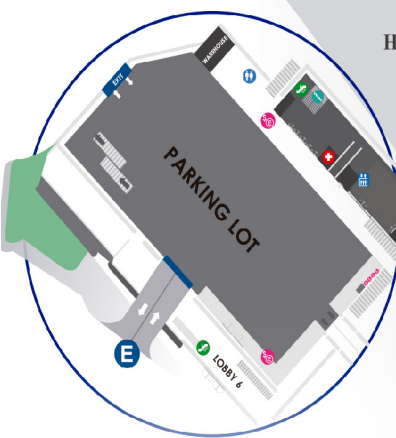
Tel: 33-43-30-00 extensions 2530, 2540, 2550 and 2575.

GENERAL FLOOR PLAN

GROUND FLOOR



BASEMENT



- | | | | |
|--|---|--|---|
|  Emergency Exit |  EXPOGUADALAJARA GRAND CONCIERGE |  WC |  Medical Service |
|  Parking Lot |  Restaurant |  Stairs |  ATM |
|  Escalators |  Service Module |  Freight Elevators |  Cashier Parking |
|  Elevator |  Snack |  Mobile Partition Screens |  Press Room |

SECOND FLOOR



**ASME
TURBOEXPO
CONFERENCE 2019**



NOTES

Historic Review 7 17-November-2017

Changes Description

Chapter 1

- 1.1 **Additional Services with exclusivity**, added advertising on led screen.
- 1.2 **Additional Services without exclusivity**, added platforms and loading carts.

Chapter 2

1.3.8 **Guidelines for food and beverages** modified paragraph 2 and 3 with reference to the time for contracting food, changed the name **of a)) preferential brands** for a) food brands and eliminated preference with coca cola. Modified time for notifying **sponsorships**, eliminated **option to** (one-on-one) for sponsorships and added payment for displacement of food and beverages.

Modified sub-section **4.23 Housekeeping**, adding times for requesting service, penalizations and specification of the scope.

4.3 Electric power, added rules for the use of emergency plants and eliminated paragraph where it obligates social events to have an emergency plant.

Added paragraphs 3, 4 and 5 of sub-section **4.5 Loading and unloading maneuvers**, referring to the entry of vehicles and restriction of unloading on descent areas and sidewalks, also added paragraphs referring to gondolas and platforms.

5.3.4 Medical Service added two last paragraphs with respect to the subject of AEDs.

5.7 Guidelines for mounting stands and bleachers, added specifications marked in bold. Section a and b.

Record Rev. 6 April 10, 2017

Changes Description

Differentiated parking rates are eliminated in section 4.6 Parking.

Record Rev. 5 January 23, 2017

Changes Description

Paragraphs 3 and 4 of section 1.2 'Permits', are outlined.

Adjustments are made to items 1.4 and 1.5 additional services.

The second paragraph of assembly and disassembly of section 4.2 is added.

Parking times are updated in section 4.6 'Parking'.

Section 5.1 'General Safety', is stated in paragraph 5.

Elaboration and authorization process Policies and procedures Rev. 6		
Activity	Name	Charge
Elaborate	Gabriela Ortíz	Quality Coordinator
Emited and Check	Jorge Gutiérrez	Operation Manager
	J. Jesús Enciso	Security Manager
	Ángel Flores	Executive Chef
	Sara García	Commercial Manager
	Ernesto Hernández	Project Manager
	Angelina Franco	Legal Submanager
	Cuquis Arias	Administrative Manager
Authorized	Juan Gabriel Tamez	Managing Director

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