
Annex A

OPERATIONS REGULATIONS CENTRO CITIBANAMEX

OBJECTIVE

Centro Citibanamex brings to you this Regulation; this document contains the operative precepts that must be fulfilled for the provision of the services and the use of the spaces of this enclosure. These rules will be the fundamental basis to ensure the safe development of your event, as well as indicate the correct use of the facilities for its conservation.

For Centro Citibanamex, the success of your event is very important, so we ask you to provide your Account Executive with all the information requested regarding your event with a minimum of 30 calendar days to carry it out.

The Citibanamex Customer Service area will have the pleasure of being at your service during the realization of your event (assembly, event, and disassembly) supervising that the hiring of your services is done in a timely manner and according to your specifications.

It is vital to reduce last minute changes as much as possible, so we ask you to carefully check the logistics of your event before confirming this information in order to have a better control of it and thus reduce the risks during the realization of your event.

INDEX

I. CONTRACTING GUIDELINES

- A. Requests.
- B. Access to facilities
- C. Schedules
- D. Single rate and reservations
- E. Partial commercialization of exhibition rooms.
- F. Use of the name and image of Centro Citibanamex.
- G. Services provided by Centro Citibanamex
- H. Additional services installed by Centro Citibanamex with additional charge
- I. Service areas
- J. Insurance for exhibitors
- K. Licenses
- L. Events con Ticket
- M. Rifts and draws

II. OPERATION GUIDELINES

- A. Approval of Plans
- B. Spaces
- C. Assembly and Disassembly
- D. Railyard and Platforms
- E. Electrical and Audio and Video Installations
- F. Security
- G. Events with Pyrotechnic
- H. Signaling
- I. Route Signaling to the Event
- J. Medical Services
- K. Cleaning
- L. Food and Beverage
- M. Sponsorships
- N. Video-Wall Use

III. GENERAL AREA GUIDELINES

- A. General Conditions
- B. Concourse Level Expositions
- C. Concourse Level Palacios de la Canal
- D. Foyer of Valparaíso
- E. Marble Lobby
- F. Lobby de Casa
- G. Motor Lobby

IV. GENERAL GUIDELINES

- A. Other

I. CONTRACTING GUIDELINES

A. REQUESTS

1. All requests must be submitted through your Account Executive with a copy to the corresponding Commercial Management of the Centro Citibanamex, who will examine it and, if there is no inconvenience, submit it for approval by the Commercial Management and General Management of Centro Citibanamex, respectively. If there is any doubt or conflict with a similar event, it will be analyzed and / or authorized by the Commercial Committee of Centro Citibanamex.
2. To process an application, it must be presented in writing in the express form for this purpose, indicating basically the dates required and the characteristics of the event with full precision.

B. ACCESS TO FACILITIES

1. Access to the facilities of Centro Citibanamex will be subject to the prior signing of the corresponding Services Contract, and consequently to the conditions stipulated therein, reserving Centro Citibanamex the right to allow or not to enter the event if any of the conditions were not met.

C. SCHEDULES

1. The schedules for the operational areas and general offices are as follows:
 - a) Operational hours of the venue from 8:00 AM to 10:00 pm.
 - b) General Office Hours from Monday to Friday, from 9:00 AM to 2:00 pm and from 3:30 pm to 6:30 pm.
 - c) Reception hours from Monday to Friday, from 8:30 am to 6:30 pm

D. SINGLE RATE AND RESERVATIONS

1. Centro Citibanamex has established a Single Rate per m2 / day, which will apply both for maneuver days (assembly and disassembly) and for event days.
2. The reservations of date only are considered formalized by signing the Contract and delivery of the corresponding advance.
3. To consider a firm reservation, the organizer must deliver the corresponding advance and make the subsequent payments until completing the total amount of the agreed services, according to the minimum Contracting Conditions:
 - a) Advance hiring between 12 and more months before the requested date:
 - First payment: 10% upon signing the corresponding contract.
 - Second payment: 15% 12 months before the date of entry of the event.
 - Third payment: 25% 9 months before the date of entry of the event.
 - Fourth payment: 25% 6 months before the date of entry of the event.
 - Fifth payment: 25% 45 calendar days before the date of entry of the event.
 - b) Hiring between 9 and 12 months before the requested date:
 - First payment: 25% upon signing the corresponding contract.
 - Second payment: 25% 9 months before the date of entry of the event.
 - Third payment: 25% 6 months before the date of entry of the event.
 - Fourth payment: 25% 45 calendar days before the date of entry of the event.
 - c) Contracts between 7 and 9 months before the requested date:
 - First payment: 25% upon signing the corresponding contract.
 - Second payment: 25% 9 months before the date of entry of the event.
 - Third payment: 25% 6 months before the date of entry of the event.
 - Fourth payment: 25% 45 calendar days before the date of entry of the event.
 - d) Hiring between 3 and 6 months before the requested date:
 - First payment: 50% upon signing the corresponding contract.
 - Second payment: 25% 3 months before the date of entry of the event.
 - Third payment: 25% 45 calendar days before the date of entry of the event.

- e) Hiring between 1 and 2 months before the requested date:
 - One-time payment: 100% upon signature of the corresponding contract.

Regardless of the time in advance with which the contract is made, the organizer will deliver a deposit of 10% (ten percent) of the total amount of the Contract, to guarantee the payment of the extra services (additional services and food and beverages) requested during the assembly, event and disassembly. Note: If the stipulated in the payment schedule is not met, Centro Citibanamex may terminate the Contract without any liability, so Centro Citibanamex may dispose of the space for the agreed period to schedule another event if it suits their interests, independently of the application of moratorium interest for the lack of timely payment as specified in the contract.

E. PARTIAL COMMERCIALIZATION OF EXHIBITION ROOMS

1. The option to commercialize rooms partially exists, however, there are certain conditions that must be reviewed at the time of doing so and are the following:
 - a) Whenever a client / Organizing Committee decides to partially hire a room, it will be the obligation of the Account Executive to verbally and in writing notify the client / Organizing Committee of the possibility that the remaining space be hired by someone else.
 - b) In this situation, it will be the responsibility of both clients to divide in the way they both decides, either with the same wall of the stands, or, to place a double height screen.
 - c) The side of the partial room to be assigned will depend on the events that exist in the rest of the rooms, this in order to foresee any possible growth of the expos that are in the adjoining room.
 - d) It is important to consider that all the facilities of the rooms will be shared, or else, they will be chosen for each of the parties according to the assigned side, and should be as equitable as possible.
 - e) The related to the spaces to place advertising or signage in public areas will be divided into 2, within what corresponds to the room contracted with authorization from the Marketing Management and Operations Management.
 - f) When a client / Organizing Committee contracts in a partial manner with the possibility that there is some growth, it must have a time to resolve a maximum of 3 months after signing the contract for the first square meters.
 - g) When a prospect has possibilities to materialize and even before the signing of the contract, the client / Organizing Committee should be asked for the plan with which it will be marketed to be approved by the operational area of Centro Citibanamex, if the client / Committee Organizer marketed without an authorized plan by Centro Citibanamex will not be valid.
 - h) In the event that the Client partially contracts any of the rooms, it is obliged that the design of the plan for your event is performed vertically within the room in question, taking as a basis the contracted area access to said room , otherwise it is obliged to pay the total area of the contracted room.
 - i) If room D is used, the entrance will be shared.

F. USE OF THE NAME AND IMAGE OF CENTRO CITIBANAMEX

1. The name of the enclosure should not be omitted it will always be used as the Centro Citibanamex.
2. The organizer must present 15 days before his/her event, for review and approval, if applicable; All material related to the promotion of your event, whether printed, recorded and/or spoken to preserve the brands, names and other property of the Centro Citibanamex, this will provide the guidelines and specifications required to sign the respective contract.
3. In all the advertising or brochures of the event, the logo of the venue must be present, as indicated in the Centro Citibanamex advertising applications manual, which must be provided to the client/Organizing Committee by its Account Executive.
4. In order for the organizer to carry out any type of advertising, advertising, advertisements, surveys, recordings of any advertising medium, as well as any other activity for advertising purposes within the facilities of Centro Citibanamex, he will be obliged to obtain prior and in writing, the authorization of the Commercial and Marketing area of Centro Citibanamex.
5. Centro Citibanamex reserves the right to market all common areas of the same. Therefore, the organizer must respect the rights of exclusivity or sponsorship that Centro Citibanamex has agreed with third parties.

G. SERVICES PROVIDED BY CENTRO CITIBANAMEX

1. Access to the space agreed. The delimitation can be done according to the alternatives contemplated by the enclosure itself.
2. General lighting of the total exhibition area.
3. Air conditioning during the exhibition and/or event for rooms A, B, C, D and rooms.
4. Access to a registration area in the access lobby for rooms A, B, C and D. (The furniture and equipment are the responsibility of the organizer).
5. In rooms A, B, C and D; access to an area for offices of the Organizing Committee, including a telephone extension with local service and electricity service for that area. (Does not include equipment or office machines).
6. Operator service of the general switchboard during the hours of operation from 9:00 a.m. to 6:30 p.m.
7. Emergency call service during the operation hours of the event.
8. Cleaning service in the public areas of the enclosure and toilets located in them.
9. Surveillance service in common areas and entrances to the premises.
10. Security and/or specific surveillance service outside the areas of the exhibition halls/rooms, as well as their own facilities. The organizer will be responsible for contracting the additional security of your event, as well as on the periphery thereof, freeing of any liability, whether civil, criminal, commercial, labor environmental or administrative, and forced to leave in peace and safety to the Centro Citibanamex of any situation that derives from the above.
11. Access to the maneuver yard for exclusive work of loading and unloading, only during the contracted time. In the case of simultaneous events within the same work area, Centro Citibanamex reserves the right to assign the corresponding areas and maneuvering doors, leaving the organizer in charge of controlling access to vehicles of its own exhibition.

H. ADDITIONAL SERVICES INSTALLED BY CENTRO CITIBANAMEX WITH ADDITIONAL CHARGE

1. All electrical installations required during the event, including lamps, fluorescent tubes, two-phase contact, single-phase double contact, switches, etc., must be hired at Centro Citibanamex, when the customer requires a connection service to machinery, be it water, drainage, air, Centro Citibanamex will put the workforce. All material required for these connections must be provided by the customer. The services provided by Centro Citibanamex (electric power, hydraulic and drainage network, telephone lines, data network) are located in registers on the floor, its availability will be subject to the records and the capacity of the same.
2. Any customer (national / foreign) must provide the following data for billing of all services:
 - a) Tax id or RFC [VAT]
 - b) Complete Company Name
 - c) Country or residence
 - d) Use of digital invoice
 - e) Four last digits of the paying account.
3. Telephones: It is not allowed to install any device other than those that Centro Citibanamex has for its use. Likewise, it is not allowed to make changes or modifications to telephone facilities of Centro Citibanamex. Centro Citibanamex is able to install telephone extensions for local and long distance calls.

In case of requesting an IP line by the organizing committee/client and/or exhibitor, a digital telephone will be delivered, which must be returned in optimal operating and physical conditions at the end of the event. In case of loss or damage, the assigned equipment will be charged in full.
4. Wired and wireless Internet service.
5. Manpower to hang and unhook items blankets and signs in public areas.
6. Connection to the water and drainage network.
7. Supply of compressed air.
8. Ambulance, medical and paramedic service during assembly, event and dismantling.
9. Committee cleaning service during assembly, event and dismantling, includes only public areas of halls (corridors, bathrooms, platform area).
10. Cleaning service for stands (it is priced depending on the footage).
11. Food and beverage service.

12. Waiters Service.
13. Trusses rental service, engines and their placement, for the hanging of elements and equipment of lighting, audio and video known as "Rigging". Rent and labor for the assembly and disassembly of carpet that is required by the organizer for your event, must be provided by the supplier established by the venue.
14. The organizer must present 30 calendar days before the general coordination meeting, the list of all additional or complementary services, covering the corresponding charge. Failure to do so will be subject to the availability of Centro Citibanamex to supply them at the time they are requested. The service will only be provided when the total amount of the requested service is covered.
15. All additional services hired by the stands must be settled before the event begins, services cannot be installed if they are not covered by the client. In the case of the Organizing Committee, what will be requested during assembly, event and dismantling will be accounted for by the Customer Service area and the Operations area.
16. In the absence of prior written authorization from Centro Citibanamex, all services provided by Centro Citibanamex, both those included in the base rate and those provided with additional cost, are not subject to commercialization by the organizer; therefore, the user of said services is obliged to transfer the fees and costs corresponding to the end user, in the same proportion as they are granted and/or quoted. In order to protect its image and prestige, Centro Citibanamex may make the general knowledge of the exhibitors and / or users in turn, the rates and costs of these services and / or clarify those situations deemed appropriate, without liability for the evidence of the facts.
17. It should be noted that regardless of the time in advance with which the contract is made, the organizer will provide a deposit of 10% (ten percent) of the total amount of the Contract, to guarantee the payment of the extra services (additional services and food and beverages) requested during assembly, event and disassembly..
Note: Centro Citibanamex has an Additional Services office located next to the Palacio de la Canal 5 room, where these additional services may be contracted.

I. SERVICE AREAS

1. The load resistance of the salons are the following:
 - a) Palacio de Valparaíso and Palacio de Iturbide are 380 kg/m².
 - b) Casa del Diezmo, Casa Montejo and Lobby are 2000 kg/m².
 - c) Exhibition halls are 2500 kg/m².
2. Centro Citibanamex has an exhibition area of 34,283 square meters distributed in four rooms:
 - a) Hall A – 5,103 m²
 - b) Hall B – 7,128 m²
 - c) Hall C – 8,856 m²
 - d) Hall D – 13,196 m²

Note: Any area of the aforementioned exhibition halls, which is contracted partially, is susceptible to be shared with another organizer interested in the remaining area therefore; it will be the obligation of both, to divide their respective areas with double-height screens.

J. INSURANCE FOR EXHIBITIONS

1. The organizer is obliged to take out liability insurance in favor of Representaciones de Exposiciones México, S.A. of C.V. that protects everything inherent to your event and the damages that may be caused by this to the property and / or personnel of Centro Citibanamex, as well as damages to third parties. The insurance must indicate that third parties are considered to all those who for any reason are in the place of the event, including people who do not attend the event are in the property for any other reason, including the employees of Representaciones de Exposiciones México, S.A. of C.V. and Corporación Interamericana de Entretenimiento, S.A.B. de C.V and/or subsidiaries and/or subsidiaries. The organizer's employees are not considered third parties.
2. The insured amount must be at least one million US dollars, and must deliver:
 - a) The cover of the policy,
 - b) Copy of the premium receipt that has a seal of payment from the insurance company,
 - c) Copy of the premium receipt that has a seal of payment from the insurance company,

- d) Copy of the general conditions and their endorsements and in particular an endorsement where it is established that Representaciones de Exposiciones México, S.A. of C.V. and Corporación Interamericana de Entretenimiento, S.A.B. de C.V and/or subsidiaries and/or subsidiaries and / or associates, are additional insured and beneficiaries of the policy.
3. The validity of the policy, or the policies that must cover the period in which the client/Organizing Committee and/or its suppliers and/or its contractors start the assembly activities and until the date on which the dismantling times are concluded.
4. Likewise, the suppliers and independent contractors that by decision of the organizer participate in the development of the event in question must remain as additional insured in the policy, and each of these suppliers and independent contractors must be indicated by endorsement (both natural persons and / or moral), endorsement that the organizer must also deliver to Centro Citibanamex.
5. The minimum coverages that the insurance must include are:
 - a) Civil Liability Activities and real estate.
 - b) Contractual or assumed Civil Liability.
 - c) Civil Liability Lease.
 - d) Civil Liability Independent Contractors.
 - e) Civil Liability Products.
 - f) Civil Liability Loading and Unloading.
 - g) Civil Liability for assembly or disassembly.
 - h) Crossed Civil Liability.

And any other coverage determined by the Risk Management area of Centro Citibanamex based on the type of activities that will be developed during the event or exposure to be carried out.

6. The delivery of the aforementioned documents must be done at least 30 calendar days before the date of admission to the event.
7. Centro Citibanamex is not responsible for damages, thefts or losses in the materials used or acquired in any of the exhibitions or events, for which reason it does not assume any responsibility in this regard, obligating itself to mention in its contracts the NO responsibility of Centro Citibanamex.
8. Any damage caused to the property in its facilities, as well as the theft and/or damage to any equipment within the area assigned to the organizer, will be the responsibility of the organizer, who will cover the charges and/or abide by the measures resulting from these actions.
9. In order to avoid that the Client /Organizing Committee and Centro Citibanamex do not comply with the insurance provisions that exist, the insurance must be contracted with companies and, where appropriate, with an insurance agent or broker legally constituted and authorized by the Commission National Insurance and Surety.
10. For those clients that have insurance policies contracted outside of Mexico, they must be companies that have a subsidiary or subsidiary authorized to operate in Mexico, authorization that must be issued by the National Insurance and Bonding Commission. The subsidiary insurance company in Mexico must issue the policy required by Centro Citibanamex.
11. The insurance companies in Mexico that operate the Civil Liability branch and that, due to their financial solidity and seriousness, should be considered for contracting the policy are:
 - a) ACE Seguros.
 - b) AIG México.
 - c) Allianz.
 - d) AXA.
 - e) Chubb de México.
 - f) Grupo Nacional Provincial.
 - g) Seguros Inbursa.
 - h) Seguros Interamericana (Chartis).

K. LISENCES

1. The organizer is obliged to obtain from the corresponding authorities the licenses, authorizations, permits and rights, as well as the fiscal requirements that are required for the operation of the event, of which he must deliver a copy to Centro Citibanamex 15 working days before the date of the event

- access to the facilities. Likewise, in the event that the organizer or any of its exhibitors hold raffles or raffles, they must submit the permit issued by the Ministry of the Interior prior to the event/exhibition.
2. Any contracting done by the Client/Organizing Committee of musical groups, artists and performers, must be notified to the Account Executive responsible for the event, with a minimum of 15 working days prior to the realization of the event, since the day of the event; the musical group, artist or performer; he will have to make the corresponding payment for the corresponding union's travel fee. This point is extremely important, since if it is not adequately covered, its action within the event will not be allowed.
 3. In the same way, if the client/Organizing Committee contracts musical groups, artists and performers, they must inform the Society of Authors and Composers of Mexico (SACM), for the payment of the fee to said society, as required.
 4. In no case, the contracted services include licenses and/or necessary permits of the competent authorities for the holding of exhibitions and/or any other event that are subject to the application of said norms, since the Organizer of the Event/Exhibition is obliged to obtain them previously, under their own responsibility and cost..

L. EVENTS WITH TICKET

1. The client/Organizing Committee will notify Centro Citibanamex 15 business days in advance of the event in which it specifies if the event is free, private, or if it has sale of tickets, the cost, approximate capacity, profile of the event, date of celebration of the event and attach a program of the event, which should be sent immediately to the Legal Area of Centro Citibanamex.
2. In the exhibitions and / or events with entrance for admission, sale of tickets, entry fee, donation, cooperation or any other concept, either directly or by a third party, the organizer will guarantee in favor of Centro Citibanamex, 8% of the value of the service provision contract, to guarantee the payment of the Public Show Tax before the competent authority. This guarantee must be presented 15 working days before the entrance of your event.
3. The Legal Area of Centro Citibanamex will present a Public Show Notice to the Miguel Hidalgo Delegation with a minimum of 15 working days prior to the celebration of the event. Once the above is done, the Legal Department will provide the client/Organizing Committee with a simple copy of the reference notice, and in case the event is not free or private, it must go to the Treasury of Mexico City and present a Manifestation of Ticketing in which will indicate to the Treasury the amount of tickets, approximate capacity and the cost of the same ones.
4. Once the client / Organizing Committee present the reference ticketing manifestation, it must deliver a copy of said manifestation to the Legal Area of Centro Citibanamex.
5. At the end of the event, the CUSTOMER/ORGANIZING COMMITTEE will present to the Treasury the number of tickets sold and the income obtained from the sale, that is, present the cut of the sale of tickets, and subsequently, the client/Organizing Committee will pay before the Treasury the corresponding Public Spectacle Tax.
6. The Client/Organizing Committee will provide a copy of the ticket sales court and proof of payment of the Public Show Tax to the Legal Area of the Centro Citibanamex.

M. RIFTS AND DRAWS:

1. The client/Organizing Committee must inform if the event will have raffles or raffles. In case the answer is AFFIRMATIVE, the client/Organizing Committee must obtain a permit issued by the General Directorate of Games and Draws of the Ministry of the Interior, in accordance with the Federal Law of Games and Drawings and its regulations, in which specify the mechanics of the raffle or draw. For the purposes of the foregoing, the client / Organizing Committee is obliged to provide the Legal Area of Centro Citibanamex:
 - a) Copy of the permit issued by the Ministry of the Interior.
 - b) Copy of the prize invoice.
 - c) Copy of the Delivery Document that is made before the Comptroller of the Ministry of the Interior.
 - d) Copy of the winning ticket.
 - e) Copy of the official identification of the winner.
 - f) Copy of the bond policy delivered to the Ministry of the Interior.

2. In the installations of the Centro Citibanamex, GAMING GAMES are strictly FORBIDDEN. Any type of game that you want to carry out within the facilities of Centro Citibanamex, must have prior authorization from the Operations Management and the Legal Area of Centro Citibanamex, otherwise, Centro Citibanamex reserves the right to cancel the games (and even the same event) that attempt to carry out activities not authorized by Centro Citibanamex, without any responsibility for Centro Citibanamex.

II. OPERATION GUIDELINES

A. APPROVAL OF PLANS

1. The Organizing Committee will be able to commercialize the stands distributed in its plan, once it has the written authorization of the operational and commercial area of Centro Citibanamex of the plan corresponding to its event, which must be delivered to these areas of the Centro Citibanamex in "AutoCAD".
2. The organizer must submit 15 calendar days prior to the date of entry the final plan in "AutoCAD" of the distribution of stands and areas to be used, including areas outside the exhibition room (s) occupied.

Note: Centro Citibanamex disclaims any responsibility and / or commitment to the client / Organizing Committee and / or exhibitor, in case this information is not delivered in the aforementioned times.

B. SPACES

1. If required, exhibit, give, place or sell product, material, advertising or propaganda in common areas, or outside the space occupied by the organizer, such as: corridors, toilets, parking lots, restaurants, floors, walls, columns, poles, doors, windows, or in any other area, part of the furniture and equipment of Centro Citibanamex, the client / organizing committee must obtain the authorization of the Marketing Management and the Operations Management, upon previous payment.
2. It is necessary to consider at least 0.50 meters of separation between the walls of Centro Citibanamex and any element installed inside it.
3. In the case of fire hydrants, curtains and emergency doors should be left at least 3.00 meters in diameter free.
4. In the case of the placement of two-level stands in exhibition halls, walkways, floorboards, structures and assembly that support floor LED screens in dimensions equal to or greater than 3 meters x 2 meters (Note: In case of dimensions smaller than the aforementioned, must only have the approval of the Operations Management) or platforms greater than 1 meter high, must have a letter of structural responsibility issued by a director responsible for the work (DRW), which contains the following requirements:
 - a) Signature of the Director Responsible for the Work of Mexico City.
 - b) Current license of the Director Responsible for the Work of Mexico City.

Note: The Director Responsible for the Work must be registered in the Register of Works of Mexico City (SEDUVI).

5. No installation within the Centro Citibanamex exhibition halls may exceed 7 meters in height.
6. In no case shall the width of the corridors within the exhibition area be less than 3 meters, on the understanding that, once these are established and authorized in the corresponding plan, they should be kept free of obstacles and / or additional installations along their entire length. In cases of special events, the distribution of space, facilities and furniture must be previously authorized in writing by Centro Citibanamex. The requirements for the approval of plans may vary depending on the type of event in question.
7. In the case of additional spaces, the organizer wishing to expand the space contracted may do so, if there is an available lounge next to the contracted room, charging in full the price of the room requested for the days of hiring.
8. The space destined for registration will be conditioned by the organizer within the area assigned by Centro Citibanamex.
9. The organizer may use an office area that will be assigned by Centro Citibanamex for that purpose, when contracting the entire exhibition room.

10. The areas destined for parking are limited to vehicles only and are not allowed to be used as places of residence, exhibition or sale of any product. Likewise, Centro Citibanamex is not responsible for lost objects left or forgotten neither inside the vehicles, nor for mechanical failures, or for partial theft. In case of total theft, the compensation will be made according to the indications that appear on the parking ticket at the time of the accident.
11. Any invasion of area by the exhibitors and / or the organizer, spaces not authorized in the corresponding distribution plan or that have been established by written agreements, Centro Citibanamex reserves the right to evict or have those areas evicted without responsibility some on your part.
12. The client / Organizing Committee must previously consider in the plan of the event the spaces destined to the storage or protection of materials, so that they do not obstruct service corridors, emergency exits or any other space not foreseen for this purpose.
13. Any use of a remotely piloted aircraft system "RPAS" (Drone) within the facilities of Centro Citibanamex must be previously authorized by the Operations Management via email with the conditions set for the event, for above, the Client / Organizer must present the document proving the registration of the drone with the AFAC (Federal Civil Aviation Agency) as well as submit a signed Responsive Letter. The use of the drone in the facilities of Centro Citibanamex, will be limited to the hall or room contracted.

C. ASSEMBLY AND DISASSEMBLY

1. Expositions

- a) Entry will only be allowed on the date and time indicated in the contract and when compliance with the payments and the delivery of plans is verified, as described herein.
- b) Prior to the start of the event, Centro Citibanamex will assign the platforms that can be used for maneuvers. The organizer must assign a specific schedule to each of the vehicles of the exhibitors participating in their event to perform loading and unloading maneuvers.
- c) Procedure for unloading: Immediately after locating the vehicle in the maneuvering area, the assembly personnel must proceed to carry out the unloading, depositing the materials on the platform and then, once the vehicle has been removed, proceed to transport its materials to the interior of the vehicle. Centro Citibanamex For no reason will the permanence of a vehicle is allowed in the maneuvering area if there is no staff performing the download by the organizing committee, exhibitors and security of the event. Otherwise, the corresponding platform use fee must be paid.
- d) The organizer and its service contractor are responsible for removing all marks and waste left on the floor of exhibition halls, for materials used for the assembly of exhibition spaces or for some other purpose. If the use of special liquids is necessary, they should not leave any trace.
- e) Only the fixing of carpets to the floor of exhibition halls by means of self-adhesive double-sided tapes is allowed. It is forbidden to apply or put glues or any other material directly on the floor, painted surfaces, signs or glass that are part of the property. If the organizer and / or his contractor do not remove any material they have placed, the organizer will be charged to cover the cost of labor and materials required to remove them. Said position will be evaluated depending on the particular case.
- f) The stands must be placed in such a way that they do not obstruct the emergency exits, load curtains to the platforms and hydrants.
- g) Centro Citibanamex has fire-fighting equipment only in the perimeter of the exhibition halls, so the organizer will provide the additional extinguishers necessary during the assembly, event and dismantling, considering a maximum distance between each 15-meter extinguishing equipment.

2. Convention Rooms.

- a) The room will be assigned only for the time necessary for the realization of the event plus the time that the staff of the client / Organizing Committee needs for its assembly and disassembly. If the client / Organizing Committee wish an additional time, he / she must notify the Account Executive

- responsible for the event of this request, in order to ensure the blocking of the corresponding space, which will have an additional charge based on the time and area required.
- b) Centro Citibanamex will allow the client / Organizing Committee to hire third parties to decorate the room, place flowers, audiovisual equipment, etc., at their own risk, adhering to the guidelines set for this purpose in the following paragraphs and with personnel previously authorized by Centro Citibanamex, which must wear a badge as long as it remains inside the facilities to provide the service for which it was contracted.
 - c) Forklifts are not allowed into the rooms.
 - d) The movement of materials, merchandise, machinery or any other product or equipment must be done with the utmost care to protect the floor of Centro Citibanamex, avoiding dragging or pulling items that may affect or damage the floor.
 - e) In the case of the placement of walkways, platforms, stands, structures and assembly that support floor led screens in dimensions equal to or greater than 3 meters x 2 meters (Note: In case of dimensions smaller than the aforementioned, they must only have the approval of the Operations Management) and/or temporary structures greater than one meter high, they must have a structural responsibility letter issued by a project manager (DRW), which contains the following requirements:
 - a) Signature of the director responsible for the work of Mexico City.
 - b) Current license of the Director Responsible for the Work of Mexico City.Note: The Director Responsible for Works must be registered in the Register of Works of Mexico City (SEDUVI).
 - f) No two-story stands may be built in the convention halls.
 - g) The use of elevators of visitors and escalators for loading and unloading equipment materials is not allowed, only the use of cargo lifts (forklift) for this purpose is allowed.
 - h) In the Palacio de Iturbide, Casa Montejo, Casa del Diezmo and Lobby of Houses, the stands will be allowed to be erected to a maximum of 3.50 meters in height and in the Palacio de Valparaíso salons with a maximum height of 4.00 meters.
 - i) The assembly times for the convention halls are not intended for the integral construction of scenography, decoration or stands elements, therefore, the adjustments in the assembly will be limited to details of adjustments in the assembly and / or installation of said elements.
 - j) If it is required to transport any material and / or heavy equipment, they will have to come with rubber tires and these in turn must be pallet-wrapped.
3. Exhibitions and Convention Rooms.
- a) Access to the facilities: Prior to the entrance of the event, Centro Citibanamex must take a tour of the facilities together with the organizer / client, to observe the state in which the facilities are located. Likewise, when leaving, the organizer is obliged to deliver the facilities and equipment that were provided to him as he received them. Any damage caused will be determined by Centro Citibanamex so that the amount of its repair is covered by the client as soon as possible.
 - b) No type of cargo (boxes, packages, furniture, equipment, etc.) will be allowed to enter by escalators, glass doors A1, B1, C1, D1, and at level 2 B2, C2, D2, main doors towards marble lobby, access is not allowed for loading and unloading by visitor elevators, body elevator A, body C, and body showroom D: Likewise it is not allowed to remove doors or door frames to access materials or equipment yet during the exhibition schedule. Access will only be allowed through the platforms and / or accesses that the Operations Management considers pertinent according to the event.
 - c) During the assembly and disassembly, the organizer will be responsible for all the personnel visibly wearing their identification badge and the necessary safety equipment.
 - d) Only vehicles in the maneuvering area will be allowed when the materials of the Organizing Committee, Client and / or Exhibitor and their personnel are on the platform. Vehicles that wait their turn to perform loading and unloading maneuvers must be located in the areas assigned by Centro Citibanamex for parking and for no reason should they park in the areas surrounding the site.
 - e) Always in the placement of stands and / or assembly of institutional modules (press, registration, cloakroom) by the client / organizing committee, which are established on the carpet of Centro

- Citibanamex, these should carry an additional carpet that protects the carpet of the enclosure, which should not have any type of glue and / or adhesive tape that could damage it.
- f) All markings placed by the organizing committee to indicate the location of the stands in exhibition halls, must be withdrawn by the organizing committee at the end of the event. In the halls of conventions only the marking on the additional carpet that they place for the assembly of stands is allowed. It is forbidden to use paper stickers, to mark or mark the stands either on the exhibition floor or on the carpet of the Convention Center of Centro Citibanamex, and common areas.
 - g) Within the facilities of Centro Citibanamex, it is not allowed to do ironwork and / or electric welding, using saws, air guns, spray, etc., as well as using products that affect the environment. For cases where the use of autogenous welding is required, it may only be used with the prior authorization of the Centro Citibanamex Operations Management.
 - h) It is not allowed to nail, screw, drill or paste on the columns, floors, carpet or other facilities of Centro Citibanamex, likewise nothing should be stuck on walls, soffits, and / or furniture or equipment such as stands, tables, etc., or any other structure that is part of Centro Citibanamex.
 - i) Only the hanging of elements of the roof or structure of Centro Citibanamex is allowed, with prior authorization from the Operations area and payment of the corresponding service.
 - j) The articulated platforms, and genies intended for maneuvers and / or operation within the facilities of the exhibition halls and / or salons, must be authorized by the Operations Management of Centro Citibanamex, and in the case of the salons, the tires must come pallet-wrapped.
 - k) In no case will the entry of flammable materials into exhibition halls and convention halls be authorized. Just as it will not be allowed to use the back of the stands to store boxes, solvents, electrical equipment, machinery, packaging, or any other flammable or combustible material.
 - l) During assembly and disassembly maneuvers, it is forbidden to ingest any type of alcoholic beverages and access to minors to the salons and maneuvers during assembly and disassembly.
 - m) All activities carried out within the exhibition halls and halls either during the assembly, dismantling and / or realization of the event; They will be supervised by criteria and by personnel of the Operations Management of Centro Citibanamex for care and protection of the facilities.
 - n) All suppliers must adhere to the areas and assembly and dismantling times that have been assigned to them to carry out their activities, as well as having their own equipment and tools, which will be under their care and responsibility.
 - o) When for reasons of assembly the areas that have already been cleaned require cleaning service again, they must request it waiting for the necessary time.
 - p) In the case of assembly and disassembly, the supplier must work without affecting the other events, avoiding making a lot of noise, out of respect for customers who are in other exhibition halls and / or convention halls.
 - q) It is the obligation of the organizer to evict the area in its entirety. The materials, equipment and / or any object left, forgotten and / or abandoned at Centro Citibanamex during the assembly, event and dismantling periods, will be removed from the venue, the organizer covering the expenses resulting from its transfer and storage.

D. RAILYARD AND PLATFORMS

1. During the assembly and dismantling, Centro Citibanamex gives in courtesy the following times in Patio de Maneuvers depending on the type of vehicle. The vehicle that remains more than that time in the area of platforms, must pay railyard use according to the following rates:
 - a) Automobile and van less than 3.50 tons: 30 minutes of courtesy and \$ 168.00 per hour or fraction if this time is exceeded.
 - b) Truck of 3.50 tons to lesser to Rabon Truck [Tail Truck]: 1 hour of courtesy and \$ 195.00 per hour or fraction if this time is exceeded.
 - c) Rabon and Torton truck: 1 hour and a half of courtesy and \$ 225.00 per hour or fraction if this time is exceeded.
 - d) Trailer or trailer box: 2 hours of courtesy and \$ 253.00 per hour or fraction if this time is exceeded.
2. No Person of Attention and Control of Centro Citibanamex will be able to make any payment for any reason. For this work, personnel will be called to do so, who must invariably provide a simplified tax

- receipt or, at the request of the interested party, an invoice, for which it is necessary to present a copy of the respective tax ID.
3. No person may authorize more time of stay, so no notification contrary to this provision will be recognized. Only the eventual decomposition of the vehicle will be considered as a cause of force majeure, after notifying the Attention and Control personnel of the enclosure that is located at the exit of the maneuvering yard, (provided that it is notified within the authorized time in courtesy) who will validate said situation.
 4. In order to have access to the yard area of maneuvers and platforms, the Attention and Control personnel will provide them with the "platform pass" (ballot), where they will indicate the time of entry and time of stay in courtesy that the vehicles will have to load. and download.
 5. Drivers must not leave the vehicle at any time.
 6. If the vehicle exceeded the authorized time in courtesy, you will have to pay the respective charge, however, that does not entitle you to stay in the maneuver yard, so you must remove your vehicle from that area.
 7. The zone of maneuvers and platforms is not parking.
 8. The authorized time is exclusive for loading and unloading maneuvers, not for carrying materials to the stands or for assembly, so it is recommended to unload the vehicle on the platform, leave a person responsible for their materials or merchandise and have the driver remove the vehicle to take it to the corresponding parking area.
 9. Centro Citibanamex is not responsible for loss of objects inside, or outside the vehicles parked in the yard maneuvers, or for damage caused to them by collision, fire, natural phenomena, earthquake, hurricanes or any other cause or made of analogous nature.
 10. The disembarkation control and the load sent will be the direct responsibility of the organizer, who will be in charge of coordinating the arrival of the carriers, both to disembark at the entrance of the event, as well as the boarding at the exit of the same. Centro Citibanamex is not responsible for nor accepts shipments of boxes or any other product in advance, that are for any exhibitor or even for the same organizer. The cargo must be received by the organizer only during the period stipulated in the corresponding contract.
 11. You should not use the internal roads, Avenida Conscripto, Pipila Boulevard, or the surrounding streets to Centro Citibanamex to park vehicles or perform maneuvers.
 12. Only vehicle access to the exhibition areas of the organizer's contractors will be allowed, with prior authorization from Centro Citibanamex, for the purpose of loading or unloading. It is not allowed to access vehicles of the exhibitors. Under no circumstances may any vehicle remain parked in the exhibition area and only such vehicles may remain in the event they are an integral part of the exhibition and in this case, they must contain only reserve fuel in the tank and for no reason operate the engine inside the facilities. The internal combustion equipment that forms part of the exhibition may not be put into operation.
 13. Forklift-type vehicles and light plants for maneuvering and / or operation within the facilities must be authorized by Centro Citibanamex, observing mainly that they use pneumatic tires, that their engine is in good working condition and that they do not throw oil or no other liquid. In case of requiring fuel supply, this should be done in the maneuver yard, before or after the event.
 14. The movement of materials, merchandise, machinery or any other product or equipment must be done with the utmost care to protect the floor of Centro Citibanamex, avoiding dragging or pulling items that may affect or damage the floor.
 15. All machinery and / or heavy equipment must be supported on rubber bearings or any other similar material that cushions and protects the floor and must have authorization from the Operations Management Center Citibanamex, sending weight, dimensions, points of support, etc.
 16. During the maneuvers of assembly and disassembly, it is prohibited to block the curtain of the loading platform, as well as the emergency exits to the platforms with boxes, merchandise, materials, or any other product or equipment.
 17. It is the sole responsibility of the organizer, the strict compliance with this regulation, so that failure to comply will result in the total prohibition of loading and unloading the event.

E. ELECTRICAL AND AUDIO AND VIDEO INSTALLATIONS

1. For no reason will access to the records (of the floor) of Centro Citibanamex be given to personnel other than this, including the organizer, its contractors and exhibitors. This is the only faculty of the specialized staff of Centro Citibanamex.
2. According to our energy saving policy, only 30% of the lighting will be maintained during the assembly and disassembly maneuvers at Centro Citibanamex from 8:00 a.m. to 10:00 p.m. In case of requiring more lighting, it should be requested to the Customer Service area and / or to the operations area of Centro Citibanamex through the Organizing Committee.
3. As regards the air conditioning service, this will only be provided during the exhibition / event period. In case of requiring this service in times of maneuvers (assembly and disassembly), it should be requested to the Operations Management of Centro Citibanamex and cover the additional charge for this supply.
4. Exclusively Centro Citibanamex will carry out all the electrical installations required during the event. These facilities will include everything from the enclosure panels to the stand, including electrical energy, labor and material. Any additional / special charge / energy request is subject to approval by Centro Citibanamex.
5. The wiring of the stand cannot, in any case, hang from the structure and / or columns, and must be conducted in a hidden way by suitable channels of the screen system itself and / or be duly marked and protected under the carpet. The cables must be without joints or ties, using distribution boxes for this purpose. It is strictly forbidden to climb or circulate through the structure of Centro Citibanamex to personnel other than this, without the authorization of the Operations Management and without the necessary security equipment.
6. In case of use of electric power generators, these must first be authorized by the Centro Citibanamex Operations Management and placed on the outside of the convention halls or exhibition halls, without obstructing the emergency exits, delimited by barricades. or caution tape, be grounded, have no leak in the fuel tank and have a valid and operable CO2 or PQS extinguisher, in addition to electric risk signs. It is prohibited to refuel when the machinery is in operation. Likewise, you must have a responsive letter covering the following:
 - a) Full name of the responsible company, that is, if it is a moral person, or, if it is a natural person, its full name or company name must be indicated. In case the responsible company is a legal person, the person who signs the document, must have powers of representation of the company that represents, that is, must have the power of attorney of the person signing.
 - b) Description of the activity to be performed.
 - c) The following paragraph should be added: "As a result, Company Name (please write the full name) frees Representaciones de Exposiciones México, S.A. of C.V. [Exposition Representations of Mexico] and Centro Citibanamex of any claim, complaint or action that is tried against you, and that originates from the foregoing".

These requirements must be covered prior to the celebration of the event or show, at least 72 hours in advance and presenting the original letter to the Centro Citibanamex Operations Management.

7. The electrical installations of the stand must comply with the following regulations:
 - a) The organizer and its exhibitors will be responsible for providing the Centro Citibanamex with the electrical requirements or, if applicable, the plans for electric charges, electrical distribution, and load chart, single line diagram and material description, authorized with the professional identification number of a Responsible engineer.
 - b) The switches used should be thermo-magnetic and / or blades, depending on the electrical load capacities to be handled.
 - c) The cables that are used for the supply of contacts must necessarily be of rough use. and the cable joints must be insulated with specialized tape for this purpose and with a corresponding plug.
 - d) The cables that are used for the supply of contacts must necessarily be of rough use. and the cable joints must be insulated with specialized tape for this purpose and with a corresponding plug.
 - e) The cable joints should always be by means of distribution boxes.

- f) Centro Citibanamex reserves the right to disconnect and remove those devices, lights, lamps, spots or other of any kind from the modules that previously have not made their request to expand the installed capacity. This, with no other purpose than to protect the event facilities against unnecessary heating by unforeseen loads and to ensure the power supply to each exhibitor.
 - g) If the above is not complied with, Centro Citibanamex reserves the right to energize the stand.
 - h) The electrical, audio and video cables must be covered, without obstructing the public. If they are under the carpet, the edges should be marked with caution tape. In convention halls you must bring yellow jacket or, failing that, place a mat without any glue or adhesive tape under the cables to cover them. Centro Citibanamex reserves the right to withdraw said facilities and / or disconnect equipment that has been connected without authorization and with an additional charge to the client / Organizing Committee for the activities that have been carried out as a result of said installation and / or connection.
 - i) The connections of appliances, spotlights, lamps, spots or others of any kind must be made through connection boxes or sockets, properly isolated.
8. The organizer and exhibitor must be aware that the electrical, plumbing, compressed air, voice and data installations are delivered inside the stand taking off from the available register closest to the requested location, with the possibility of invading corridors or other stands.

F. SECURITY

1. Centro Citibanamex will provide institutional security in the common and perimeter areas, such as corridors, lobbies of halls, main access of the same, parking courtyards and administrative offices; however, the security inside the halls will be the responsibility of the client / Organizing Committee both for assembly and disassembly of the events and during the realization of the same. In case of leaving equipment inside the convention halls and exhibition halls outside the hours of activities, the client / Organizing Committee must hire security service for the custody of it, since Centro Citibanamex under no circumstances, is responsible for damage or loss of objects. If so required, must be notified 72 hours in advance so that the Account Executive in charge of your event makes the necessary arrangements for contracting this service in accordance with the rates in force prior authorization from the Event Control area.
2. In order to have a uniform criterion regarding the accesses and policies to be followed during the event, it will be necessary to hold a meeting between the Manager, Shift Manager, Event Control Supervisor of Centro Citibanamex and the person responsible for the event. This is done within the general coordination meeting.
3. Centro Citibanamex is solely responsible for safeguarding the property and the activities carried out within any of its areas and for this purpose it has permits, insurance, devices and procedures to guarantee the safety of people attending any event. For this reason, the control of external access and movement of the property are under the control of the Attention and Control elements of Centro Citibanamex. However Centro Citibanamex is not responsible for the inventory of equipment and materials contained in the event.
4. It is the responsibility of the Client / Organizing Committee to check the garbage carts, gondolas, or trash bag to avoid any theft or lost items.
5. In case of loss of any object, product on display, personal items, the Client / Organizing Committee must immediately notify (on the same day) its Customer Service Coordinator and / or security personnel of Centro Citibanamex.
6. According to article 12 Fraction XVII bis of the Law for the Celebration of Public Spectacles in Mexico City, which specifies that all visitors and / or spectators are informed in writing, visual and / or sound before of the start of the celebration of each public spectacle or whatever its turn, on the security measures in matters of Civil Protection with which the establishment has, as well as warning about the signaling of emergency exits, the security zones and the procedures to follow in the event of an emergency, disaster or disaster.
7. In compliance with the Non-smoking Health Protection Law in Mexico City, the practice of smoking inside closed areas such as facilities, parking lots, bathrooms, exhibition halls, rooms, offices, warehouses, etc. is prohibited. of the enclosure. The person or persons who do not comply with the above, will be entitled to the sanctions established by the legislation in the matter, as well as in case

- the competent authorities impose some sanction to the Centro Citibanamex, the client / Organizing Committee will be obliged to reimburse the economic sanction imposed on the Centro Citibanamex, and in addition it is obliged to take the Centro Citibanamex safe and secure for any other type of sanction for non-compliance with the provisions of the legislation on the matter.
8. The hiring of security personnel to Centro Citibanamex is subject to the logistics of each of the events, according to the number of people, type of event, time of the event and number of alcoholic beverages offered at the event. According to the aforementioned, the number of elements and Event Control device necessary for said event will be determined.
 9. The organizer of the event is obliged to immediately report the loss of persons (child, adult or elderly) to the attention and control staff of Centro Citibanamex, so that it may initiate the Procedure of Action in the Case of Missing Persons.
 10. The Client / Organizing Committee of the event will have the option of hiring the company and insurance to ensure the safety of the inventory of equipment and materials contained in the event. The contracted private security company must deliver the following documentation to the Attention and Control Management of Centro Citibanamex:
 - a) Constitutive act of the security company.
 - b) Copy of the official identification of the agent.
 - c) RFC [VAT ID]of the security company.
 - d) Current registration of operation as a private security company before the Secretary General Directorate of Private Security of the Ministry of the Interior or of Mexico City as appropriate.
 - e) Current registration of security elements before the General Directorate of Private Security of the Ministry of the Interior.
 - f) Contingency plans.
 - g) Registration with the IMSS [MEXICAN INSTITUTE OS SOCIAL SECURITY].
 - h) Responsive letter signed by the Representative of the security company in charge of the event.
 11. The Client / Organizing Committee accept that all activities carried out at the Centro Citibanamex will be subject to the current regulations and the security policies of Centro Citibanamex.
 12. The introduction and carrying of all kinds of firearms, blunt, electric, aerosol or sharp cutting is strictly prohibited, except those that correspond to the security personnel, who is empowered to do so, having to inform the Account Executive or Coordinator in advance. of Customer Service and the Attention and Control Management of Centro Citibanamex and having its due authorization from it.
 13. In accordance with the provisions of the Law for the Celebration of Public Spectacles in Mexico City and in the Regulations, it indicates that the organizer of the event is obliged to establish, in order to preserve the order and safety of the spectators and participants of the event. event, measures, devices, mechanisms and / or security elements, as well as the amount of private security elements inside the event will be determined by the attendance levels of the spectators and the type of event in question.

Note: When the competent authorities or the Centro Citibanamex determine that there is a danger within the facilities or event, they will inform the organizer so that the risk is eliminated or mitigated. The exhibition or event cannot be inaugurated and / or continue as long as that risk persists.
 14. In accordance with the LAW OF THE CIVIL PROTECTION SYSTEM OF THE CITY OF MEXICO in its CHAPTER VI ALERTS, WARNINGS AND COMPLAINTS IN MATTERS OF CIVIL PROTECTION, Article 166 The Secretariat will install by itself or through authorized individuals or corporations for the purpose , audible and visible alarm systems connected to the Seismic Alert System in points of the city, geographically strategic and of massive affluence, in order to prevent the population in the event of an earthquake, in the terms established by the Regulation. Therefore, in the event that the seismic alarm is activated within the facilities of Centro Citibanamex, the Client / Organizing Committee is obliged to follow the evacuation instructions making use of the emergency exits for the event that is being developed.
 15. External security providers may offer their services at the facilities, only under the guidelines of the Centro Citibanamex and in coordination with the Centro Citibanamex Attention and Control Area. In the event that external security providers hired by the Organizer do not comply with the guidelines of the Centro Citibanamex and / or the Centro Citibanamex Attention and Control Area, the Organizer releases Centro Citibanamex from any civil, criminal or commercial liability. labor, environmental or

- administrative, and is obliged to leave in peace and safe to Centro Citibanamex, of any situation that derives from the above.
16. Events that, given their nature, include high-risk activities or extreme and / or similar games, such as climbing walls, zip lines or similar, that may alter the order and / or safety of the event, must have adequate protection for the area assigned and for such activity, the "responsive letter" signed by the visitor as release of the exhibitor for the use of the attraction, as well as the responsive letter of the exhibitor to Centro Citibanamex free of any liability, whether civil, criminal, commercial, labor , environmental or administrative, and forcing itself to leave the Centro Citibanamex and any other situation arising from the aforementioned, such as damage to people, furniture and equipment, as well as the Centro Citibanamex itself. These activities must be previously approved in writing by the Operations Management of Centro Citibanamex before opening the exhibition to the public, and in their case they must be exclusively in the spaces assigned for that purpose. In the event that this type of event is carried out without authorization, Centro Citibanamex has the right to close the stand or the event if necessary, without any responsibility for Centro Citibanamex, the responsive letter must contain the following:
 - a) Full name of the responsible company, that is, if it is a moral person, or, if it is a natural person, its full name or company name must be indicated. In case the responsible company is a legal person, the person who signs the document, must have powers of representation of the company that represents, that is, must have the power of attorney of the person signing.
 - b) Description of the risk activity that will be carried out.
 - c) The following paragraph should be added: "Consequently, Name of the Company or individual (please write the full name) frees Representaciones de Exposiciones México, S.A. of C.V. and Centro Citibanamex of any claim, complaint, liability or action that is tried against you, and that originates from the foregoing".
 17. It is strictly forbidden to use or exhibit machinery, equipment or dangerous substances that are: corrosive, reactive, explosive, toxic, harmful to health or flammable. Likewise, the balloons or similar that are required to inflate with gas, must be inflated with non-flammable and non-toxic gas, only this way their access and stay within the Centro Citibanamex can be allowed. Inflation maneuvers of balloons or similar will be done in the maneuvering yards.
 18. Only Helium gas (including Balloons) can be used inside salons with prior authorization from the Operations Management of Centro Citibanamex.
 19. In the case of smoke and fog, it is required that the customer service area be informed of the schedules, so that the fire system can be taken offline, with the understanding that it should not exceed 30 minutes, after this time the automatic system can be triggered causing the system to activate. When the event involves the use of candles, it must be notified during the assembly, so that the air conditioning is programmed to maintain the temperature and prevent the system from rising and activating against fire. The above is to prevent the equipment from being disconnected from fire and the installation is left without adequate protection.
 20. In case the client / Organizing Committee requires to use Gas L.P. and / or Butane for stoves, grills, etc., as well as the generation of fumes, vapors or similar; when it is necessary to turn it around, you must request the authorization of the Operations Management of the Centro Citibanamex, and you must have the supervision of the Attention and Control personnel, taking into account the following prevention measures:
 - a) Use steel mesh flexible tubing.
 - b) One-way low pressure regulator.
 - c) Non-recoil stopcock.
 - d) Connections of nipples and conical nuts.
 - e) Expert in gas installations.
 - f) Portable containers of Gas L.P. and / or Butane must not be greater than 10 Kg. of capacity, if these are used for use in stands, temporary structures or heaters.
 - g) Portable containers of Gas L.P. and / or Butane should be placed in a ventilated place and away from contact with the public, with physical boundaries, barriers or screens.
 - h) Of the gas containers L.P. and / or Butane to consumer appliances, flexible steel mesh hose with an extension of not less than 1.50 meters, with conical connections, pressure regulator and quick cutting key must be used.

- i) The minimum distances of the tangent of the portable container of Gas L.P. and / or Butane to any of the elements that are mentioned below according to the following table:

Element	Distance
Ignition source	1.50 m
Suction of air conditioning and fans	3.00 m
Electric or internal combustion engines that are not explosion-proof	3.00 m
Illuminated ads	1.50 m
Switches, electrical contacts and non-intubated energized cables	2.50

- j) The exchange and supply of gas cylinders L.P. and / or Butane must be made outside of opening hours to the public. So it will not be allowed to change or transport portable containers of Gas L.P. and / or Butane during the celebration of the event or during the capacity or public disavowal.
- k) In the tents, stands, warehouses, and other temporary structures of the event, Gas containers L.P. should not be stored, stored or kept in reserve. and / or additional Butane (EMPTY OR FULL).
- l) The facilities for the use and exploitation of Gas L.P. and / or temporary butane, stands, kitchens, must be checked prior to opening to the public for their authorization of operation and have the corresponding installation responsive by qualified technician. The client / Organizing Committee and exhibitor will be responsible at all times for the proper functioning of their devices and uses.
- m) In all cases for each stand with use of Gas L.P. and / or Butane, must have at least one CO2 extinguisher of 4.5 kg, or at a ratio of 1 for every 6 heating grills and for each bar of 10 solid alcohol burners, whichever is applicable, with signaling according to the following characteristics:

EXTINGUISHERS: White contrast figure in red, with photo luminescent paint application of 0.30 x 0.30 m in trovicel or vinyl.



- n) To be able to operate, each and every one of the uses of Gas L.P. and / or Butane and its distribution lines, must comply with the previously established requirements and not present leaks or accessories in poor condition. The Gas L.P. and / or Butane and its lines of conduction and distribution, must have, prior to the operation to the public, with the review and approval of the Management of Operations and Management of Attention and Control, once the installation is completed.
21. At no time (the assembly, the event or the dismantling) can be introduced any kind of live animals or pets, unless the event due to its turn, and / or the visitor for any disability so requires.
22. In case of filming in common areas, you must have the corresponding authorization from the Commercial area in addition to notify the Marketing, Operations and Public Relations Management.

G. EVENTS WITH PYROTECHNIC

1. The supplier and / or operator of the pyrotechnic effects, is responsible for the use and burning, as well as carry out the procedures, paperwork, permits that may take place, so it is obliged to previously inform Center Care and Control
2. The pyrotechnic effects and / or performance with fire in the property must be authorized by the Centro Citibanamex Attention and Control Area, and will be subject to the following documentation:
 - a) Copy of the general permit in force, issued in favor of the pyrotechnic service provider by the Secretariat of National Defense (SEDENA).

- b) Security certificate issued by the Miguel Hidalgo Delegation. Name of the document: Conformity regarding security and location.
- c) Responsive letter that completely demarcates the property or third party, the responsive should contain the following:
 - Full name of the responsible company, that is, if it is a moral person, or, if it is a natural person, its full name or company name must be indicated. In case the responsible company is a legal person, the person who signs the document, must have powers of representation of the company that represents, that is, must have the power of attorney of the person signing.
 - Description of the activity to be carried out, as well as the material to be used (fuel) and quantities.
 - The following paragraph should be added: "As a result, Company Name (please write the full name) frees Representaciones de Exposiciones México, S.A. of C.V. and Centro Citibanamex of any claim, complaint or action that is tried against you, and that originates from the foregoing".
3. In all cases of pyrotechnics or performance shows, the aforementioned requirements must be covered prior to the celebration of the event or show, at least 72 hours in advance and presented to the Operations Management, the Attention and Control Management and the organizer.
4. The pyrotechnic service provider will be responsible for placing the necessary fire prevention equipment, according to the amount of explosive material to be detonated and in accordance with the prevention and contingency plan, as well as cordoning off or limiting the location area. of the material to burn at the event or pyrotechnic show. The supplier must place extinguishers in force of CO2 or water pressure of 6 kilograms.
5. When the pyrotechnic service provider is an individual, he must be present during the pyrotechnic event or show.
6. When the pyrotechnic service provider is a legal entity, a simple power of attorney must be attached, authorizing natural persons to install and burn the pyrotechnic devices.
7. Due to the physical characteristics of the Iturbide Palace, Casa Montejo, Casa del Diezmo and Palacios de la Canal halls, performance or fire activities are not allowed.

H. SIGNALING

1. The signage and / or institutional decoration of the organizer must have the approval of Centro Citibanamex (Marketing Management and Operations Management), and will be limited to the designated areas, taking care not to invade common areas and not block the visibility of specific signs of Centro Citibanamex In case of using advertising of brands or sponsors in common areas, it will be quoted and authorized with the Marketing Management and Operations Management. The brand of sponsors must have a maximum of 25% of the size of the image.
2. The organizer, suppliers or sponsors are not allowed to hang or hold any object of the roof or structure of the Centro Citibanamex, being hung from them, and exclusive use of Centro Citibanamex. Similarly, you cannot tie, nail, screw, drill or paste anything on the floor, carpets, walls, soffits, columns or other facilities that are part of the Centro Citibanamex.

I. ROUTE SIGNAGE TO THE EVENT

1. The dimensions that signage must bring will have to be consulted with the Commercial area, and the Operations and Marketing Management.
2. The routing signaling can only have the date, place and the arrow that indicates the route to follow.
3. All signs without branding or sponsorship can be placed at no additional cost. Otherwise, it must be quoted with the Marketing Management, Operations Management and / or Commercial area for costing and authorization.
4. In case of using advertising of brands or sponsors of the event in the signage, module or stand of common areas, the quotation and authorization of the Marketing, Commercial and Operations Management should be requested, as the case may be. The brand of the sponsors must have a maximum of 25% of the size of the area of space used per face, in case of exceeding this percentage will have a higher than normal cost.
5. It has to be self-supporting and if it is outdoors it has to be solidly built and held (so that the air does not fly).

6. It has to be placed and removed without affecting the simultaneous events.
7. They can be located in the following points depending on the space contracted:
 - a) Marble lobby next to the triple stairs.
 - b) Union between the marble floor and carpet level exhibitions, leaving 0.50 meters of distance to the window and without covering the hydrant.
 - c) Parking access level E-1 body A, at 1.60 meters from the second block of the window structure or 0.50 meters from the beginning of the wall that leads to the marble lobby.
 - d) Parking access Level E-1 body B, at 1.60 meters from the window structure next to the Centro Citibanamex signs.
 - e) Parking access level E-1 body C, at 1.60 meters from the first block of the window structure..
 - f) Parking access level E-2 body B, next to the columns.
 - g) Parking access level E2 body C, 0.50 meters from the railing.
 - h) Electric stairs body At exhibition level, next to the Centro Citibanamex signage.
 - i) Electric stairs B body level exhibitions, next to the Centro Citibanamex signage.
 - j) Electric stairs C body level exhibitions, next to the Centro Citibanamex signage.
 - k) Glass doors of Lobby of Houses, next to the glass wall.
 - l) Electric stairs that go down to the Lobby of Casa del Diezmo and Casa Montejo, between the plasma and the staircase with a separation of 0.50 meters from the railing.
 - m) Lobby of Houses, lateral to the electric stairs with a separation 0.50 meters of the electrical stairs.
 - n) Next to the body elevator At basement level 2 (-650), with a minimum separation of 0.50 meters from the wall.
 - o) Next to the elevators of the body C level Basement 2 (-650), with a minimum separation of 0.50 meters from the wall.
 - p) Next to the elevators of the body D Basement level 2 (-650), with a minimum separation of 0.50 meters from the wall.
 - q) Start of body ramp At basement level 2 (-650), with a minimum separation of 0.50 meters from the wall.
 - r) Start of ramp body C level Basement 2 (-650), with a minimum separation of 0.50 meters from the wall.
 - s) Bay of Tram, with a minimum separation of 0.50 meters from the wall.
8. All signage or information outside of these measures not reported by the Client / Organizing Committee will have to be removed without any responsibility for Centro Citibanamex.
9. All this signaling will share spaces of simultaneous events.

J. MEDICAL SERVICES

1. According to Art. 10, Section A, Section X, of the Commercial Establishments Law of Mexico City, it is essential to contract medical services to protect and safeguard the welfare of those attending the event.
2. The medical service is exclusive to Centro Citibanamex.
3. It is preferable to have a pre-hospital care service during the assembly, event and dismantling of the event, considering the following for the number of technicians in medical emergencies:
 - a) Expositions
 - A busy room will be hired full medical service during event, assembly and disassembly.
 - Two rooms occupied will be contracted an ambulance package, medical, paramedic and a TUM (extra paramedic).
 - Three occupied rooms will be contracted two ambulance packages, medical, paramedic and two extra TUM (paramedics).
 - Four rooms occupied will be contracted two packages (ambulance, doctor and paramedic) and two extra TUM (paramedics).

Note: In the case of exhibitions that have seminars in the part of salons, they must have an extra paramedic for the attention of their visitors, since by response times and distances it is not possible to use the same medical operation of exhibition halls.

a) Conventions.

- Additional will be hired by area of salons (Palacio de Valparaíso, Casa Montejo and Casa del Diezmo, Iturbide and Palacios de la Canal) occupied an additional TUM.

With alcohol	Without alcohol	Number of people
1 package	Medical Service of the Site	1 to 500 people
1 package	1 package	From 501 to 1000 people
1 package plus 1 additional tum	1 package	From 1001 people

Note: The above may be appropriate depending on the complexity of the event and / or the number of attendees, such as boxing, wrestling, concerts, special events, etc., this adjustment will be determined by the Commercial area and the Operations area..

4. In the case of exhibitions that have seminars in the part of salons, they must have an extra paramedic for the attention of their visitors, since for response times and distances it is not possible to use the same medical operation of exhibition halls.
5. For events less than 500 people and low risk, the client / Organizing Committee is obliged to contract their corresponding medical service.
6. For every 2,500 people, an extra paramedic must be requested in addition to the complete medical service and will be located according to the needs of the event.
7. The charge corresponding to the medical service must be covered by the Client / Committee organizing the event or client.
8. In case the client / Organizing Committee are using the medical service of the Precinct, and a patient is transferred by ambulance, it will be charged as an extra to the event.

K. CLEANING

1. Centro Citibanamex will be in charge of the cleaning and removal of garbage from all the perimeter areas of the event (lobbies, receptions, committee offices, etc.) and in each sanitary unit.
2. The general cleaning services within the event (corridors and common areas within it) are provided exclusively by Centro Citibanamex and must be contracted by the organizer directly with the Account Executive, with Centro Citibanamex the responsibility to maintain cleanliness in optimal conditions from assembly, event and disassembly.
3. The organizer is responsible and will take measures to remove packages, boxes, tools, etc. of the interior of the Centro Citibanamex lounge at least 3 hours before the start of the event to allow the cleaning of this area.

Expositions

Event type	Assembly	Event	Disassembly
Normal	1 operator per 1000m ²	1 operator per 1000m ²	1 workers per 1000m ²
Massive	Operators will be placed according to the type of event	Operators will be placed according to the type of event	Operators will be placed according to the type of event

Note: Massive events will reinforce the bathrooms both in the building and in the showroom to be occupied..

4. For convention events with more than 2,000 people attending..

Event type	Assembly	Event	Disassembly
Multi-level	Operators will be placed according to the type of event	Operators will be placed according to the type of event	Operators will be placed according to the type of event
Government	Operators will be placed according to the type of event	Operators will be placed according to the type of event	Operators will be placed according to the type of event
End of the year parties, graduations and lunches or dinners with alcohol	Operators will be placed according to the type of event	Operators will be placed according to the type of event	Operators will be placed according to the type of event

Concerts	Operators will be placed according to the type of event	Operators will be placed according to the type of event	Operators will be placed according to the type of event
Sessions, Breakfasts, Meals, Dinners	(2 operators per 1000m ²)	(2 operators per 1000m ²)	(2 operators per 1000m ²)
Mandatory	(2 operators per 1000m ²)	(2 operators per 1000m ²)	(2 operators per 1000m ²)

L. FOOD AND BEVERAGE

1. Centro Citibanamex reserves all rights to operate or concession food and beverage services within the facilities of Centro Citibanamex, providing it in the areas of exhibitions, conventions, restaurants, cafeterias, platforms, concourse, marble lobby, lobby houses, maneuvering yard , foyer, service corridors, parking lots and all those points of sale designated for this service, so it is strictly forbidden the entry of food and beverages either for consumption and / or sale during assembly, events and disassembly.
2. All Food and Beverages must be prepared and served by Centro Citibanamex, including for assembly personnel.
3. If there are Food and Beverage sponsorships during the event, the Exhibition Account Executive must be notified in writing to request authorization from the corresponding area.
4. For the tasting of food and drinks in the exhibition halls and convention halls, the regulatory measures are:
 - a) Drinks: in units or glasses with a maximum of 3 ounces.
 - b) Food: portions not larger than 3 cm. x 3 cm.
5. The access of external service personnel (Captains, Waiters, Bartenders, etc.) to any of the areas within the premises of the site to carry out service activities and / or attention to the event is strictly prohibited.
6. Centro Citibanamex reserves an area inside the exhibition hall located opposite the counter of the fast food area, destined for the exclusive use of the consumers of the same one; area that will be equipped with tables and chairs.
7. For the service to exhibitors at the stands, Centro Citibanamex has a department that will provide this service, which must be requested at least 24 hours in advance of Additional Services and subject to the capacity of the kitchen. There is a list of the products and services available for this, which the organizer can include in its Exhibitor Manual.
8. Food assemblers will be served in an area designated for this purpose, according to the logistics and programming of the assembly of the event.

M. SPOSNORSHIPS

1. The sponsors of Centro Citibanamex are:
 - a) "CITIBANAMEX" Financial Services, in case the sponsor of the event is the competence of Citibanamex, the following points must be met:
 - You must respect and include the logo of the venue in all advertising material that is produced.
 - Brand presence of any direct or indirect CITIBANAMEX competition in common areas is not allowed.
 - There is no restriction for the installation of ATMs of other banks as long as these are installed inside the exhibition halls and contracted halls.
 - b) Cellular telephony "TELCEL", the presence of brand and sale of products and / or services by TELCEL competition in common areas of Centro Citibanamex is not allowed, while TELCEL carries out an event inside the facilities of the premises.
 - c) Beverages (soft drink) "COCA COLA": Centro Citibanamex has the exclusive presence of brand and sale of carbonated, non-carbonated soft drinks and bottled water of the Coca-Cola brand, so it is not allowed:
 - Sale of other beverage brands that are not Coca-Cola on the premises, including private events.
 - Brand presence of any non-Coca-Cola beverage in common areas.
 - Sampling or tasting non-Coca-Cola beverages in common areas.

- This restriction does not include juices, nectars and isotonic drinks.

Note: Sampling or tasting of brands other than COCA-COLA can be carried out in exhibition halls and / or rooms contracted in disposable cups without a mark of up to 3 ounces.

- d) Beverages (beer) "GRUPO MODELO": Centro Citibanamex has the exclusivity of brand presence and sale of Grupo Modelo products, so it will not be accepted:
 - Sale of other beer brands that are not from Grupo Modelo on the premises, including private events.
 - Presence of brand of any other beer that are not of Grupo Modelo in common areas.
 - Sampling or tasting of beers that are not from Grupo Modelo in common areas.

Note: Sampling or tasting of brands other than GRUPO MODELO can be done within exhibition halls and / or rooms contracted in disposable cups without a mark of up to 3 ounces.
- e) External advertising: The use of any sponsoring brand is allowed in all mass media contracted to advertise the event, as long as the Centro Citibanamex logo is not omitted or modified, in accordance with the aforementioned brand use guideline.

N. VIDEO-WALL USE

1. For the use of video-wall the following points should be considered:
 - a) The resolution of the screen is 1920 x 1080 px.
 - b) The video must be in MPEG or MPG format, at a ratio of 16: 9.
 - c) The video-wall operating hours are from 8:00 a.m. to 8:00 p.m. For events that start or end outside of these hours, the operating hours will be extended with prior authorization from the Marketing Manager.
 - d) The projection of the event in the video-wall will start 30 min. before its start and it will end 30 min. after the same closes doors.
 - e) The material must be delivered to the Marketing area 5 business days before the start of the event. If the material is delivered later, there is no responsibility on the part of Centro Citibanamex if the video is not projected on time.
 - f) The production of the audiovisual material will be borne by the client.
 - g) The spots must have a maximum duration of 5 min.
 - h) The client / Organizing Committee may upload the number of spots desired, provided that the sum of all of them does not exceed 2 GB in weight.
 - i) The audiovisual material cannot be of any brand direct or indirect competition from our sponsors and their affiliated brands: Citibanamex, Grupo Modelo, Coca-Cola, Telcel and Scappino.
 - j) The use of video-wall is exclusively for customers with events in rooms "A" or "D".
 - k) The use of video-wall without having an event in room A or D is subject to availability and authorization of the Commercial and Marketing areas.
 - l) If the client / Organizing Committee do not have the 4 exhibition rooms and wants to occupy the 2 video-walls, the Marketing Management and the Commercial Management will evaluate the viability and the costs.
 - m) The prices are in national currency plus the value added tax.
 - n) These prices are not subject to negotiation.
2. For the use of the closed circuit of the 38 screens, the following should be considered:
 - a) The formats accepted by the video system are the following: GIF, JPG, and BMP with a resolution of 1024 X 768.
 - b) You can transmit images or videos with MP4 and MPG format with a resolution of 720 X 480 with 16: 9 formats. 46 ".
3. For the use of screens outside the rooms (Palacios de Iturbide, Palacios de la Canal, Casas del Diezmo and Casas Montejo, the following should be considered.
 - a) The formats accepted by the system for loading images are: JPG or JPEG with a size 4: 3 or 16: 9, with a width of 25.4 cm and a height of 19.05 cm.

- b) The formats accepted by the system for loading videos are: MPG or MPEG format with a size of 4: 3 or 16: 9, with a width of 25.4 cm and a height of 19.05 cm.

III. GENERAL AREAS GUIDELINES

A. GENERAL CONDITIONS

1. In order to have access to general areas, it is necessary to request authorization from the Commercial Area of Centro Citibanamex.
2. No structure, module, element and/or signaling shall obstruct the image, signage, services, extinguishers, hydrants or emergency exits of Centro Citibanamex.
3. You cannot stick, drill, nail or hold anything in the columns and/or general facilities of Centro Citibanamex.
4. The Client/Organizing Committee must guarantee the care of the carpet, marble and general facilities of Centro Citibanamex, placing carpet in the union of the posts, stand, platforms, etc. The authorization of double-sided tape, marked tape, or any type of adhesive tape in any of these areas will not be allowed.
5. You cannot place brands that are the direct competitors of the Centro Citibanamex sponsors.
6. The Client/Organizing Committee must request the required electrical installations at least 5 business days before the event.
7. It is allowed to place the program or event information on the gray wakes that are outside the rooms Palacio de Iturbide, Casa Montejo, Casa del Diezmo and Palacios de la Canal, with magnetized material (depending on the space contracted).
8. It is not allowed to carry out any type of activity to build (such as painting, carpentry, any type of cutting, etc.) in the general areas of Centro Citibanamex, it must arrive pre-assembled.
9. In case of using advertising of brands or sponsors of the event in the signage, module or stand of common areas, the quotation and authorization of the Marketing, Commercial and Operations Management should be requested, as the case may be. The brand of the sponsors must have a maximum of 25% of the size of the area of the space used per face; in case of exceeding this percentage it will have a cost.
10. Any object and/or activity that you wish to place and / or perform in general areas must be requested in advance to your Account Executive or Administrative Sales Executive authorization for the corresponding areas and will have a cost.
11. The Client / Organizing Committee must request authorization at least 5 business days from the event to enter a vehicle and / or machinery to the corresponding areas and verify their cost. In case it is authorized, it must comply with the following:
 - a) The vehicle engine cannot be started at any time during the event.
 - b) No vehicle can be washed in this area.
 - c) All protection and protection is the responsibility of the Organizing Committee or Client.
12. The publicity spoken or carried out through music or loudspeakers will be regulated by Centro Citibanamex staff to prevent the Exhibitors or Visitors from being disturbed. In case, due to the nature of the event, it is necessary to use sound, the Operations Management, through its Operations Management, will verify that it does not exceed 60 decibels.
13. In the Centro Citibanamex halls that due to the nature of the event generate sound emissions, (sound and / or music) that are not perceived outside of said facilities, the maximum allowed limit will be 99 decibels without restriction of time, provided that the surpluses are generated in a brief, interrupted, and fluctuating manner, according to the Commercial Establishments Law art. 30, which will be regulated by the personnel of the Operations Management so that it does not exceed said limit.

B. CONCOURSE LEVEL EXPOSITIONS

1. For institutional modules, the following should be considered:
 - a) It is only allowed to place institutional modules in the area assigned by Centro Citibanamex for the event according to the contracted exhibition halls. The Client / Organizing Committee can use this area for the following services: information, registration, cloakroom and press.
 - b) In the event that two simultaneous events take place in a showroom, the general areas assigned to the exhibition room will be divided.

- c) It's authorized the assembly and / or installation of stand from the column axis to the window with a maximum height of 3.50 meters.
 - d) Caring for the carpet mentioned in Chapter II Operation Guidelines, Section C. Assembly and Dismantling - Exhibitions and Convention Rooms must be considered.
 - e) Caring for the carpet mentioned in chapter II must be considered. Operation Guidelines, Section C. Assembly and Dismantling - Exhibitions and Convention Rooms.
2. For the corridors, the following should be considered:
 - a) There should be a free space of the column towards the wall of 5.00 meters minimum for the circulation of visitors.
 - b) The single line for registration cannot be separated from the counter more than 3.00 meters.
 3. For the arches and entrance structures to the exhibition halls, the following should be considered:
 - a) The location and dimensions for rooms "A", "B" and "C" in the main doors of the exhibition room, should be at a distance from the column cloth of 2.50 meters deep, 14.00 meters long and 4.00 meters high. at most, with prior authorization on the map by the Operations Management.
 - b) The location and dimensions for room D is the main access of the showroom with a distance of the wall cloth of 0.50 meters deep, 8.00 meters in length and 4.00 meters maximum height, with prior authorization on the map by the Operations area.
 4. For informative signage the following should be considered:
 - a) It can be located in the assigned additional area respecting the aisle limitations.
 - b) All signs without branding or sponsorship can be placed at no additional cost. Otherwise, it must be quoted with the Marketing Management, Operations Management and / or Commercial area for costing and authorization.
 - c) In case of using advertising of brands or sponsors of the event in the signage, module or stand of common areas, the quotation and authorization of the Marketing, Commercial and Operations Management should be requested, as the case may be. The brand of the sponsors must have a maximum of 25% of the size of the area of the space used per face; in case of exceeding this percentage it will have a cost.
 - d) The conference program, list of exhibitors and / or plan of the event can be located at the height of the columns or next to the access doors of the exhibition room at a distance of 0.50 meters from the wall cloth.
 - e) It has to be self-supporting with maximum dimensions of 1 meter in depth, 5.00 meters in width and 2.50 meters in height.
 5. For the Inauguration of the event, the following should be considered:
 - a) The ribbon cutting is done in the arcs of access to the event, allowing the access of the concourse to the exhibition halls at all times.
 - b) The location of the presidium and / or auditorium will be limited to its common area and respecting the corridor (from the columns to the window).
 - c) The podium with podium can be located in the access of the showroom or next to its arch.
 - d) Centro Citibanamex can provide the furniture for the opening if the Client / Organizing Committee of the event so wishes, limited to stalls, stands, podium and presidium. (According to availability).
 - e) All the material that Centro Citibanamex provides is loaned only for the opening moment, in case the Client / Organizing Committee wishes it to remain for a longer time will be charged furniture rent.
 - f) It can be mounted on the stage backing stage and the Client / Organizing Committee is obliged to protect the whole stage with carpet cuttings.
 - g) All audio, video or projection equipment is the responsibility of the Client / Organizing Committee, Centro Citibanamex can provide it with cost.
 - h) To place scenarios, lights or inflatables must request prior authorization from the Operations Management of Centro Citibanamex.

6. In the case that vehicles of combustion for exhibition are authorized, they must comply with the following:
 - a) When vehicles are entered through the access doors of rooms "A", "B" and "C", it should be considered that they are 2.00 meters wide and 2.80 meters high.
 - b) The vehicle must be on a platform and in turn on a carpet, where it must be the same.
 - c) You must place the vehicle leaving the weight greater than the column axis.
 - d) The maximum weight of the vehicle supported per tire is 400 kilograms.
 - e) You must have the tank with the gasoline reserve, with the authorization of the Operations Management.
 - f) The tires must be wrapped.
 - g) The car must enter by pushing and with the engine off.
7. For automobiles weighing over 1,600 kilograms, they must request authorization from the Operations Management.

C. CONCOURSE LEVEL PALACIOS DE LA CANAL

1. For Stands or information modules, the following should be considered:
 - a) Only stands can be located in front of the contracted rooms, considering the care of the carpet mentioned in chapter II Operation Guidelines, Section C. Assembly and Dismantling - Exhibitions and Convention Rooms.
 - b) It is only allowed to place modules in the area assigned by Centro Citibanamex for the event according to the contracted rooms, considering 3.00 meters from the window and a maximum height of 3.50 meters. The Client / Organizing Committee can use this area for the following activities: information, registration, wardrobe and attention to the press.
 - c) Arcs and entry structure does not apply in this area.
 - d) There should be a free space in the entrance column of the Palacios de la Canal salons towards the 4.00-meter window for the circulation of visitors.
2. In the case that combustion vehicles are authorized for exhibition, they must comply with the following points:
 - a) You can only display vehicles that pass through the width of 2.00 meters and height of 2.40 meters from the access gates of the parking lot to Concourse Palacios de la Canal level.
 - b) The maximum weight of the vehicle supported per tire is 400 kilograms.
 - c) You must have the tank with the gasoline reserve, with the authorization of the Operations Management.
 - d) The tires should come wrapped.
 - e) The car must enter by pushing and with the engine off.
 - f) The maximum weight supported per square meter is 400 kilograms.
3. For automobiles weighing over 1,600 kilograms, they must request authorization from the Operations Management.

D. FOYER OF VALPARAÍSO

1. For Stands, the following should be considered:
 - a) Only stands may be located in front of the Palacio de Valparaíso rooms contracted; considering the care of the carpet mentioned in chapter II Operation Guidelines, Section C. Assembly and Dismantling - Exhibitions and Convention Rooms.
 - b) The stand from the wall of the window leaves 0.50 meters apart and maximum will have a depth of 2.00 meters and a height of 3.50 meters maximum.
 - c) It is only allowed to place modules within the area assigned to the event with a depth of 2.00 meters from the window, leaving a separation of 0.50 meters. The Client / Organizing Committee can use this area for the following activities: information, registration, cloakroom, press attention, exhibition and coffee service.
 - d) Arches and entrance structure to the living room with a distance from the wall cloth of 1.00 meters, 4.00 meters height and the maximum length is 9.00 meters, this will not be able to

- block the doors, with prior authorization on the map by the Center Operations area Citibanamex
- e) Arches and structure of entrance to the Foyer of Valparaíso of 1.00 meters of depth 6.00 meters in length and 4.00 meters height as maximum, with prior authorization in plane by the Operations area. (only when the 3 salons of Palacio de Valparaíso are occupied).
 - f) There must be a free space on the wall of Valparaíso towards the 4-meter window for the circulation of visitors.
 - g) The maximum weight supported per square meter is 350 kilograms.
 - h) For the hanging of canvases in the foyer of Valparaíso the following points should be taken into account:
 - The hanging of canvases in the foyer of the salons of Valparaíso will be allowed only in the second and third quadrants of the window (from floor to ceiling).
 - The costs for the hanging of these elements will be stipulated according to the current prices of Centro Citibanamex.
 - The measurements, location and quantity of the canvases must be previously authorized by the Operations area.
2. In the event that vehicles of combustion are authorized for exhibition, they must comply with the following points:
 - a) Only vehicles that pass through the width of 2.00 meters and height of 2.90 meters from the access doors of Valparaíso can be exhibited
 - b) The maximum weight of the vehicle supported per tire is 400 kilograms.
 - c) You must have the tank with the gasoline reserve, with the authorization of the Operations Management.
 - d) The tires must be wrapped.
 - e) The car must enter by pushing and with the engine off.
 3. For cars weighing over 1,600 kilograms, they must request authorization from the Operations Management of Centro Citibanamex.

E. MÁRBLE LOBBY

1. It is not allowed to locate stands in the entire marble lobby area.
2. No display vehicles can be placed.
3. You must be free of all brand presence.
4. In case you require carpeting, you cannot use any type of glue or tape (you will have to fasten with weight).

F. LOBBY DE CASAS

1. They can only mount stands if they have contracted the four rooms of Casa Montejo and / or Casa del Diezmo (if there are only four rooms, half of the house lobby corresponds to them), with a maximum height of the stands of 3.50 meters; considering the care of the carpet mentioned in chapter II Operation Guidelines, Section C. Assembly and Dismantling - Exhibitions and Convention Rooms.
2. In the event that vehicles of combustion are authorized for exhibition, they must comply with the following:
 - a) Only vehicles that pass through the width of 2.00 meters and height of 2.50 meters from the doors of the Lobby of houses can be exhibited.
 - b) The maximum weight of the vehicle supported per tire is 600 kilograms.
 - c) You must have the tank with the gasoline reserve, with the authorization of the Operations Management.
 - d) The tires must be wrapped.
 - e) The car must enter by pushing and with the engine off.

In the case of authorizing the exhibition of a combustion vehicle, it must have the tank with the gasoline reserve and the tires must be wrapped. For cars weighing over 1600 kilograms, they must request authorization from the Operations Management.
3. For cars weighing over 1,600 kilograms, they must request authorization from the Operations Management of Centro Citibanamex.

G. MOTOR LOBBY

1. To place a box office you must request authorization from the corresponding areas of Centro Citibanamex.
2. It is not allowed to place electric generators (light plants) in this area.
3. To be able to have staff descent or promotion, you must request authorization from the Operations areas and the Attention and Control area.

IV. GENERALE GUIDELINES

A. OTHER

1. Other required services, such as decoration, video equipment, hostesses, transporters, etc. They are strictly the responsibility of the organizer. Centro Citibanamex has a catalog of suppliers, which have previously registered their products, services, capabilities and professionalism, in virtue they are authorized providers by Centro Citibanamex to provide the services, without this being under any circumstance cause or form for acquire any responsibility on the part of Centro Citibanamex in the contracting of any service of said catalog.
2. Centro Citibanamex is not responsible for the maintenance or operation of the equipment or materials of the organizer or the exhibitor, for example: carpets, electrical, audiovisual and office equipment, profiles, furniture, machinery, etc.
3. The organizer and the exhibitor are responsible for respecting and enforcing all the rules of this Regulation, by all those persons who directly or indirectly enter the Centro Citibanamex for the assembly, disassembly and celebration of the event.
4. It is strictly forbidden to give gifts and / or tips to the staff of Centro Citibanamex or any of its suppliers. Likewise, employees of Centro Citibanamex are not authorized to rent or sell material or equipment belonging to Centro Citibanamex or any of its suppliers.
5. Centro Citibanamex has the right to establish with the organizer everything not covered by these Regulations, as appropriate to the interests of the Centro Citibanamex itself, and will be part of the annexes to the Regulations.
6. Any failure of the organizer to any of the points and provisions that are an integral part of this Regulation will be cause for rescission of the contract without the organizer can claim compensation for damages, having to cover Centro Citibanamex the expenses that may arise from the actions taken to solve them.
7. For all those agreements made with the organizer and / or established by provisions not contemplated in the Regulations and / or normative documents of Centro Citibanamex that were not respected by the organizer, Centro Citibanamex reserves the right to take any additional measures it deems appropriate. .
8. Any situation that is not contemplated by this Regulation, the organizer is obliged to request it previously and in writing to Centro Citibanamex for its corresponding authorization through the Exhibition Sales Management of the Centro Citibanamex for its resolution.
9. These regulations are subject to modifications that will be notified in a timely manner to the Client / Organizing Committee.

I received and read the regulation:

Name and Signature of the Organizer and / or
Name of the Event Legal Representative

Date: _____

Date of the Event: _____