

RULES & REGULATIONS

With the goal of assuring a successful and productive exposition, **FABTECH MÉXICO** has appointed an **ORGANIZING COMMITTEE**, which together in collaboration with **Cintermex**, has established the following Operating Rules. These rules create a safe environment for everyone, while ensuring the proper use and care of the exhibition center facilities, so it is appreciated if you would please read this carefully. If there is any doubt about the interpretation of these rules or, if you believe that an issue has not properly addressed, please contact the **ORGANIZING COMMITTEE**.

1. CONTRACT GUIDELINES

1.1. For failure to comply with the requirements for providing payment within the agreed upon payment deadline, the **Organizing Committee** reserves the right to offer the space to another exhibitor.

2. DATES AND TIMES

2.1. The setup of the booth must occur according to the schedule, which is determined by the booth size and the machinery/equipment to be exhibited. Here are the exhibition hall's opening hours, and booth dismantling.

SHOW HOURS:

- Tuesday, May 7th 11:00 – 18:00 h. - **Inauguration:** 10:30 hrs.
- Wednesday, May 8th 11:00 – 18:00 h.
- Thursday, May 9th 11:00 – 18:00 h.

No one under 16 years of age is allowed in the exhibit hall.

Note. Access to students is limited to Thursday, May 9th, from 16:00 to 18:00 hrs.

2.2. The introduction of vehicles and/or heavy machinery into the facility will be programed by schedule. It is necessary to respect this schedule to no delay nor hinder the installation schedule for machinery.

2.3. All exhibitors must follow the designated times for booth set up, open expo hours and dismantling of your booth. If these times are not followed, the exhibitor shall be required to pay to **Cintermex** for the cost of overtime pay for their employees. This will be done under authorization of the **Organizing Committee**.

3. ASSEMBLIES AND DISASSEMBLY

3.1. All boxes and packing materials must be removed without exception no later than Monday, May 6th at 19:00hrs. Assembly is prohibited after this time or during EXPO hours, except for cleaning.

3.2. For better control over the equipment, merchandize and materials displayed at the event, all these should be brought into to The Exhibition Hall, through the designated entrances and exits as indicated on The Exhibition Hall map during the setup and disassembly hours.

3.2.1. At the Exhibition Floor Plan, have been designated **NO FREIGHT AISLES**, so it is mandatory to keep them free of material, equipment, packaging and any item that may obstruct it.

3.3. Fitting, installation, decoration, and general assembly of the booths must comply with the schedule indicated in these rules. Otherwise, THE ORGANIZER shall be empowered to take any action it deems necessary and the EXHIBITOR shall pay the amount of overtime wages.

3.4. Carpet in the Expo will be installed in one color and just in the aisle area so if the EXHIBITOR decides to install carpet or style setting is only allowed on the floor with self-adhesive tape double-sided. So, **all boxes and packing material must be removed from the hallways before May 6th at 19:00hrs**. There cannot be anything allowed to interfere with the work of installing the carpet. Therefore, the Organizing Committee and the carpet installation company have the power to take any measures necessary to remove materials that prevent the installation of the carpet. The EXHIBITOR shall have no right to complain if there were to be any materials damaged and the Organizing Committee and the installation company are free from responsibility for any damages that could occur.

3.5. Work of dismantling the booth and packing up of displays shall be prohibited before 18:00 hrs of Thursday, May 9th. From 18:30 hrs through 22:00 hrs, exhibitors will be allowed to exit products and exhibition materials as long as those are removed through the loading docks. It is STRICTLY PROHIBITED to remove any material or exhibition product through the main entrances of the exhibition halls with the exception of personal items such as briefcases, handbags, laptops, purses, etc. and those will be subject to security revision.

It is recommended to not to leave any valued item in booths during moving-out hours, but in case it is needed, we strongly recommend hiring security guard services to prevent any incident. The Organizer Committee will not be responsible for any robbery or lost.

3.6. The entrance of heavy machinery into the exhibition hall is strictly prohibited **after the opening ceremony**.

3.7. It is forbidden to remove from THE EXHIBITION any equipment, displays or merchandise during the event, except under the direct supervision by the security service, which will authorize and approve your exit pass.

3.8. If for any reason, any material, papers and/or equipment destined for your booth was left outside The Exhibition Hall during setup, may have access during the days of the event (with the prior approval of the Organizing Committee).

3.9. All booths must be removed in accordance with the timetable set out. After the designated time to have vacated your booth, the Organizing Committee will instruct the staff to clear and dispose of any remaining booths and materials still in the exhibit hall, charging the EXHIBITOR any costs that have arisen. Neither the Organizing Committee nor the booth assembly support company nor THE EXHIBITION center shall be liable for any damages that may be caused to the booths or other material during the removal and disposal process.

3.10. No vehicle can enter THE EXHIBITION area while the hall is open to visitors. If it is to be displayed as part of a booth, you must notify the Organizing Committee before the beginning of the setup process, to establish an arrival time and arrange for the safe entry of the vehicle. The vehicle's motor must not be started during the event, and the vehicle must contain only the minimum amount of fuel necessary to move it into and out of the building.

3.11. If you plan to display machinery, it must comply with all safety standards to ensure the safety of visitors and the Exhibition Hall. Operating machinery must be adequately shielded to prevent sparks, metal fragments, and the release of cutting fluids to minimize the risk of injury to others. The Organizing Committee reserves the right to halt the demonstration and operation of any machinery or equipment that is deemed hazardous, harmful, or disruptive to visitors and exhibitors at any time. Prior authorization from the Organizing Committee is required to establish a safe entry time for such machinery or equipment.

3.12. No matter what class, all laser systems **must be registered and authorized** by the Official Inspector of FABTECH México. If you will be operating a laser, no matter how low-powered, you are **REQUIRED** to read carefully, fill, and sign the Laser form. **If the laser doesn't have the minimum safety requirements to operate, will not be allowed to be used during the Exhibition**, until it has the necessary measures for its use.

3.13. The Suspended Signs is exclusive only for booths equal or larger than 400sq.ft., and the maximum height allowed is 20' (6.00mts.).

3.14. Booths equals and smaller than 300sq.ft., could have 1 table and 2 chairs*, carpeted area*, dividing hard walls* and may have the option to include the fascia board with company name and booth number* (**only if it is requested before the deadline [March 17th] through the EXHIBITOR's DASHBOARD.* These booths also include 1 electrical outlet 110V (the location may vary). **Their booth decorations cannot exceed 14.00' (4.50m.) in height, without any additional hanging.** Corner or end-cap booths will include, upon request, the wall(s) adjoining the booths located on the sides or behind, with a height of 8' (2.5m).

Walls higher than 8 ft. (2.5m) must receive special attention regarding the decoration of both the visible and rear portions. The rear part should be finished in an aesthetically acceptable manner without affecting the aesthetics of adjacent booths, including any projections, signs, or visible logos or advertising.

3.15. For booths equal or larger than 400sq.ft., the decorations should not block or hinder the visibility of any other booths, nor obstruct the informational signs within the venue, emergency exits and/or walkways. **Therefore, the maximum height of the booth and its decorations (and suspended signs) is 20' (6.00mts.).**

3.15.1. These booths only include 2 electrical outlets (the location may vary) and it could have 1 table and 2 chairs*, carpeted area if requested before the deadline (**March 17th**) through the Exhibitor Dashboard Online. These booths do not include lateral walls or fascia board.

IMPORTANT: Booths will be installed in accordance with the specifications from your Exhibitor Dashboard Online. If you would like to make modifications or changes such as; adding or removing hard walls, carpet, furniture, etc., these may be requested free of charge through the Exhibitor Dashboard, **before due date on March 17th**. After that date, any changes will incur a charge and must be paid directly to the official vendor, subject to their availability to provide the service within the given timeframe.

For double-decker booth decorations, it must have a Certificate of Structural Integrity, emitted by a DRO with an active license.

3.16. All other services such as electricity 220V/440V, internet service, cleaning, food and beverages, etc., must be contracted directly with **Cintermex** since these are exclusive services provided by the venue.

3.17. The only tasks allowed within the Exhibition Hall are the set up of furniture and equipment; any carpentry, metalworking, plumbing, electrical work or any other activity must be done outside The Exhibition Hall.

3.18. During the time of assembling and dismantling the booths, for safety reasons smoking or the drinking of alcoholic beverages is forbidden.

3.19. During assembly and disassembly hours, lighting will be at 30% of the normal levels, and no air conditioning will be provided.

3.20. You may use double-sided adhesive tape and/or masking tape to affix advertising signs or banners on the sides and back hard wall panels of your booth, as well as you may use nylon thread and/or hooks placed at the top of the hard wall panels to suspend any advertisements or banners.

3.21. Activities NOT permitted in the hall:

3.21.1. The covering or painting of the floors, walls, columns or ceilings of the building.

3.21.2. The nailing, screwing, drilling or the performance of any action that involves damaging the facilities or interfering with the venue's ability to provide services.

3.21.3. The use of spray paint, saws, air guns, machines for cutting or welding, compressors, or any noisy or pollution emitting equipment.

3.21.4. Welding over any metallic structure of the building.

3.21.5. Hanging objects from the support columns, walls, ceiling, railings or doors.

3.21.6. Use construction materials (plaster, cement, bricks, etc).

3.21.7. Tamper with, modify or manipulate the electricity, telephone or other facilities services or to make connections directly to the central distribution panels for these services from your booth. These tasks are reserved exclusively for the Exhibition Center technical.

3.21.8. Place any signs, advertisements, materials or objects on the walls, doors or windows of the facility.

3.21.9. Use machines with excessive mechanical movement that may cause vibrations such cutters, compressors, etc.

3.21.10. The cleaning of materials, brushes, containers of paint or any equipment in the bathroom sinks or anywhere within the facility.

Any damage caused by not obeying the above rules shall be paid immediately.

Any additional requests regarding the assembly and disassembly of the booths that is not provided for within these rules and regulations shall be considered on a case by case basis by the ORGANIZING COMMITTEE.

4. RULES ON THE USE OF SPACE

4.1. For cases in which EXHIBITORS invade non-authorized space assigned in the distribution of THE EXHIBITION floor plan without prior written authorization, the Organizing Committee reserves the right to remove the booth or materials from that area, and accepts no liability occurring from such actions.

4.2. The dimensions of the spaces shown on the official floor plan were drawn to scale, but still are considered to be approximations. The Organizing Committee reserves the right to make changes as necessary to meet the needs of the Expo and EXHIBITORS. Booths are allocated fairly and equitably, according to policies indicated in the rules and regulations regarding the allocation of booths.

4.3. The EXHIBITOR will not rent, sub-lease or share wholly or partially the space contracted without the prior knowledge and written consent of the Organizing Committee. No product, brochure, accessory, souvenir, catalog or other object, which bears the name or advertises any other company that is not the EXHIBITOR, will be allowed. No firm or company without an actual assigned booth will be allowed to do business within THE EXHIBITION area.

4.4. The EXHIBITOR commits to respect the limits of the size of the floor area as well as the height of their booth and to use only the contracted space without blocking access with any equipment, furniture and/or products or interfering the visibility of the adjacent booths.

4.5. Any product demonstrations or activities that impedes free flow of the aisles and walkways or prevents the free access to the booths of adjacent EXHIBITORS may be prohibited at the discretion of the Organizing Committee whose decision is final.

4.6 Any activity to be conducted by the EXHIBITOR related to product demonstrations and/or entertainment, which could present a danger to the visitors or EXHIBITORS, requires prior written approval by the Organizing Committee before the beginning of the event. All rules regarding life safety and protection must be respected, as these are enacted for everyone's safety, to avoid accidents and/or harm to people, or damage to the furniture, equipment, and the facility itself, and must use only the space allocated and respect the rights of those in contiguous areas by not blocking other booths or walkways or aisles. In the case that the EXHIBITOR fails to comply with these provisions, the Organizing Committee may terminate the contract previously signed.

4.7. Forbidden is the demonstration of products that bother or inconvenience the EXHIBITORS or visitors, such as those that emit smoke, cause odors, create explosions, etc. In the event that the demonstration causes noise, the sound cannot exceed 70 decibels, so as not to bother the nearby EXHIBITORS or visitors. In the event that there are any such complaints about an EXHIBITOR, the EXHIBITOR is requested to change the demonstration or reduce the noise as necessary to satisfy the person complaining, and in case of continuing complaints, at the discretion of the Organizing Committee the demonstration may be prohibited.

4.8. Prohibited are any activities and/or events deemed by the Organizing Committee that could be considered inappropriate, illegal or contrary to moral standards or best practices.

4.9. The use of double decker structures is limited for booths equal of 400sq.ft. and more. The structure under no circumstances may exceed the contracted space at its base and the maximum height of the booth and its decorations (and suspended signs) that is 20' (6.00m.).

Note: For double-decker booth decorations, it must have a Certificate of Structural Integrity, emitted by a DRO with an active license. It must display a sign stating the estimated maximum capacity of people, indicating in text, the weight capability in kg/square meters.

4.10 For single-level and two-level booths or walls higher than 8 ft. (2.5 m), special attention must be given to the decoration of both the visible and rear portions. The rear part should be finished in an aesthetically acceptable manner without affecting the aesthetics of adjacent booths, including any projections, signs, or visible logos or advertising. If any exhibitor feels affected by this situation, it is at the discretion of the ORGANIZING COMMITTEE that, if these characteristics are not present, THE EXHIBITOR shall be responsible for providing the necessary finishing touches.

4.11. Both EXHIBITORS and assembly personnel are responsible for any damage caused to the buildings and facilities, the booths and their contents, including equipment and furniture. It is strictly forbidden to nail, staple, perforate and/or paint the walls of the booth or the floors of the building. Forbidden is the cutting of the carpets, the painting of the columns or exceeding the weight restrictions on The Exhibition Hall floor. The failure to comply with any of these provisions requires the EXHIBITOR to cover the amount of the cost of repairs to the damaged property, and THE ORGANIZER is not liable for damage to property or other EXHIBITORS.

4.12. During the Exhibit Hall Open Hours when THE EXHIBITION is open to the public, each booth must be staffed at those times by at least one duly accredited representative wearing the show badge.

4.13. It is the responsibility of each EXHIBITOR to have your personnel in your booth at least 30 minutes before the official event start time and for 30 minutes after the event has closed to the public, as this will reduce the risk of loss through theft.

4.14. All personnel of the exhibiting companies must do business and distribute brochures and/or promotional items only within the area of their own booth. Any advertising or brochures that are distributed outside of the contracted area will be removed and discarded without any compensation to the EXHIBITOR.

4.15. Any installation of signs, advertising, banners or other type of information has to be approved and supervised by the Organizing Committee. It is forbidden to place advertising in the following areas of the Exhibition Center: Hallways, bathrooms, parking lots, snack bars or restaurants, docks, platforms, doors and building walls.

5. ADDITIONAL ONSITE SERVICES

5.1. Cintermex is the exclusive provider of these services: Internet, Water and Drainage, Compressed Air, Installation of Hanging items, Booth Cleaning, Additional Power, Food and Beverage. Exhibitors may find the forms for these services, on the Exhibitor Dashboard online, is important to know the **advance rate is until April 17th, 2024**. After this date, the price will increase.

5.2. Some things to be taken into consideration about the use of certain exclusive **Cintermex** services are:

5.2.1 Electricity

- a) Only official **Cintermex** employees have allowed access to the electrical infrastructure of the venue.
- b) Each EXHIBITOR may request additional electric services, such as high voltage lines or tri-phase service, directly with **Cintermex**, specifying the additional electrical load required, either in watts or amps.
- c) Any requests for additional services or special power requirements are subject to the approval by the venue
- d) In the case of installation of machines or engines by the exhibitor, shall be considered an increase in nominal value of HP or amps required by the load starting.
- e) The wiring of the booth in no case may be visible and hanging from the structure and/or columns, it should be routed out of sight along the rails of the support system of the booth or appropriately marked and protected under the carpet. Cables shall be continuous without connectors or extensions, for those you need distribution boxes (switches). It is strictly forbidden to climb in the columns and metallic structures of the facilities to anyone other than **Cintermex** official employees. Violators will be sanctioned per instructions of the venue
- f) Because the incandescent and halogen lamps significantly increase the temperature, the only lighting permitted is fluorescent lamps, as they burn cool and save energy.
- g) Prohibited are the installation of improvised electrical connections, it is not possible to attend requests to provide for additional electrical services that would require connections directly to the feeder lines that run through the structure.

5.2.2. Installations using the Facilities Structure

- a) The placement of banners, advertisements, and all kinds of decorative materials connected to or supported by the facility's structure is allowed only for booths up to 400sq.ft. This can only be done if the requisition form has been completed and paid before the deadline indicated in the Exhibitor's Dashboard Online. The maximum height for suspended signs is 20' (6.00 meters). Objects above that measurement are not allowed
- b) Only **Cintermex** official employees may use the facilities structures around the Exposition area, therefore, it is strictly prohibited to climb in the columns and metallic structures of the facilities to anyone other than **Cintermex** official employees.

5.2.3. Cleaning

- a) **Cintermex** Staff will be responsible for cleaning and removing trash from the common areas and hallways of THE EXHIBITION; therefore, they are not responsible for cleaning within your booth. Please place your trash near the edge of the walkways by your booth for collection.
- b) EXHIBITORS may contract these services through your Exhibitors Dashboard online. Is important to know the **advance rate is until April 17th, 2024**. After this date, the price will increase.

5.2.4. Forklift and Crane Services

The usage of forklifts and cranes is exclusive to our Official Vendor **Millenium Cargo** and must be requested before the deadline; **March 11th**, **filling out the machinery form**, including the information of weight, dimensions, support points, etc., as well as the technical sheet of each piece of equipment/machinery to be exhibited and send it to Celina Garcia, Show Manager celina.garcia@fabtechmexico.com.

Forklifts and crane are an exclusive services offered by Millenium Cargo, ph.: 55.5362.7899

Jorge Vizcarra | jorgevizcarra@milleniumcargo.com.mx

Mario Salinas mariosalinas@milleniumcargo.com.mx

Every movement of equipment or machinery weighing up to 15 tons will be carried out using forklifts. Only equipment or machinery weighing 15 tons or more will be moved using cranes. If your equipment weighs up to 15 tons but requires a crane for its movement, please contact Celina García at celina.garcia@fabtechmexico.com.

5.2.5. First Aid

a) **Cintermex** has an ambulance service available on site with paramedics equipped for providing first aid, which provides services on a permanent basis and without cost. There is a similarly equipped medical clinic available onsite during the entire event.

6. BOOTH DECORATIONS

6.1. Any booth decoration must be approved by the Organizing Committee, this to ensure safety, while avoiding disruption to the adjacent booths.

6.2 The EXHIBITOR is required to communicate the guidelines and specifications contained in these regulations to each of their suppliers and contractors involved with their participation in the event, especially the company hired to assemble and decorate your booth.

6.3 The company hired for the decoration or assembly of your booth must take special care in decorating both the visible and rear parts. The rear portion should be finished in an aesthetically acceptable manner without affecting the aesthetics of adjacent booths, including any projections, signs, or visible logos or advertising. If any exhibitor is affected by this situation, it is at the discretion of the Organizing Committee to determine that, if these criteria are not met, the Exhibitor shall be responsible for providing the necessary finishing touches.

6.4. The staff assigned to work on the assembly and dismantling of the booths must wear the required ID provided by the Organizing Committee at the entrance, which clearly identifies them. Anyone not carrying it will be denied access to the exhibition area. Such staff shall behave in an orderly manner to prevent accidents and damage to facilities. No badge is required during the move-in time until May 7th, 2024.

6.5. EXHIBITORS and/or the Booth Decorator are at all times responsible for any damage or problems caused by their personnel or the personnel of their contractors. Any damage caused to the facilities or to another EXHIBITOR must be paid for immediately.

7. SPONSORSHIP AND PROMOTIONAL ACTIVITIES

7.1. All sponsorships and/or promotional activities within the facility that are offered by the organizing committee are subject to approval by **Cintermex**.

7.2. **Cintermex** has corporate sponsorships such as Coca-Cola (all brands presentations) and Cervecería Cuauhtémoc Moctezuma (all brands and presentations). If any EXHIBITOR would like to introduce any brand that is a competitor to any of the sponsors (either for sale, branded presence, sampling or tasting) **this must be limited exclusively to The Exhibition Hall contracted by THE EXHIBITION, and is subject to the written permission of Cintermex.**

7.3. Product promotions, including sponsorships and food and beverage tastings, or the promotion of any products and/or service similar to those already offered by **Cintermex** invariably are subject to the prior approval from **Cintermex**. If the promotion of any products or services were to occur without the prior written consent of **Cintermex**, **Cintermex** reserves the right to close the booth where the unauthorized activity is occurring, without any liability to **Cintermex**.

7.4. **Cintermex** reserves the right to refuse admission to any unauthorized supplier of goods or services whose prior history of negative behavior could directly or indirectly adversely affect the good standing of **Cintermex**.

7.5. The Exhibitor Dashboard includes all forms of Cintermex Exclusive Services. the **advance rate is until April 17th, 2024**. After this date, the price will increase.

8. FOOD AND BEVERAGE

8.1 **Cintermex** reserves all food and beverage concession rights to operate or provide food and beverage service within the facilities complex. Service is provided in THE EXHIBITION area, the conventions area, in the restaurants, cafes and all those outlets designated for this service. **It is strictly prohibited the entry of all outside food and beverages, whether for consumption by the EXHIBITOR and/or is provided for sale or given away free to the visitors.**

8.2. Any request related to the paragraph above, should be directed to the Organizing Committee who will evaluate the specific request in conjunction with **Cintermex**.

9. CIVIL LIABILITY INSURANCE

9.1. The Organizing Committee contracted a civil liability insurance. This insurance does not protect your equipment against damage or theft, so EXHIBITORS are responsible for insuring their own equipment. The Organizing Committee wills neither for any reason nor under any circumstances compensate EXHIBITORS for the theft, loss or damage of your goods and/or equipment.

9.2. **FABTECH MÉXICO**, the Organizing Committee, **Cintermex** and its affiliates or representatives shall not be held responsible for any injury, loss, damage or harm that may occur to EXHIBITORS, their employees or their property in any case. The EXHIBITOR, by signing this contract, releases of liability to the above associations, companies or individuals for any such injury, loss or damage.

9.3 OPEN HOUSE POLICY AND OTHER OFF-SITE ACTIVITIES - Exhibitor agrees that it will not sponsor, participate in or otherwise promote any open house, plant tour and/or other off-site hospitality activity during official show hours. The exhibitor further agrees that it will not pick up or deliver participants from the show site during show hours. Exhibitor shall not reference the show name or show management in any fashion, directly or impliedly, in connection with any such event. The exhibitor shall have show management named as an additional insured(s) on the exhibitor's insurance policy covering said activities, with minimum coverage of \$1,000,000 per incident. Additionally, the exhibitor will execute show management's required Indemnification Agreement stating it will indemnify and hold show management harmless from any and all liability arising in any way out of said activity. Applications for open houses or other such events held during non-show hours must be made in writing at least 30 days prior to the start of the show, with Exhibitors Committee. Show management reserves the right to remove violators of these requirements from the exposition, such violators forfeiting all space rental paid and remaining liable for any portion unpaid. All machinery and display materials will be draped or physically removed from the show floor at exhibitor's expense. In addition, violators may, in the sole discretion of show management, not be allowed to exhibit in the next scheduled show in that city.

10. PARKING

10.1. The parking facility is operated by **Cintermex**, and is limited only to cars and small trucks, which is not able to use it as exhibition space, or sale of any products.

10.2. It is not permitted to use any parking area for the display, sales or promotion of any kind of product or service or by placing signs or decorations in this area.

11. PROCEDURES FOR LOADING AND UNLOADING

11.1. It is important to respect the schedule and day indicated by the Operations and Logistics area. If you arrive at a different time than the one assigned, you will not be allowed access. You will only be allowed to arrive 2 hours before the assigned time to register at the Marshaling Yard area.

11.1.2. The procedure and entrance to the Move-In, consist that each vehicle must register at the Marshaling Area with Millenium Cargo's staff, which will give you a turn to access at the Dock area of **Cintermex**. It is important to arrive on the day and time assigned previously, providing the Exhibiting Company name and booth number to expedite your entry. If you want to enter again later, you will have to do the same procedure again.

The Marshalling Yard is Located at Fernando Montes de Oca 815 Col. Obrera. We will provide this information with you with the location.

11.2. To access the work area and loading area please respect the following:

11.2.1. Read, complete and sign the "loading Dock Pass agreement provided by the security personnel.

11.2.2. Drivers must not leave the vehicle at any time.

11.2.3. No person is authorized to stay longer than the permitted time; any such action would be in violation of this provision. Only extenuating circumstances, like the breakdown of the vehicle will be proper cause to change the schedule, and only after informing the security personnel at the entrance to the work area, and only within the courtesy time allowed.

11.2.4. No security personnel from **Cintermex** or from the event may issue invoices or receive payments. Only staff from **Cintermex** may receive your payment.

11.2.5. If the vehicle exceeds the courtesy time allowed, you will need to pay the overtime charge. However, this does NOT entitle you to remain in the loading area, so you must remove your vehicle from the area immediately.

11.2.6. The loading docks and work areas are NO PARKING ZONES.

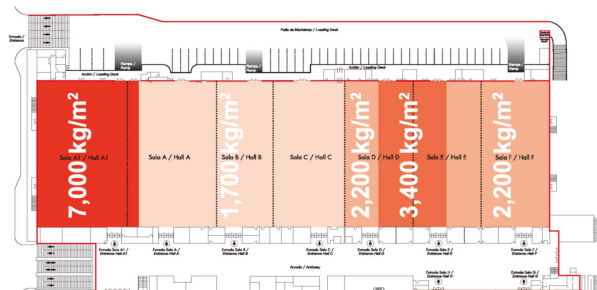
11.2.7. The time allowed is only for loading and unloading, not for hauling materials to the stand or for setting up the booth, so we recommend you unload the vehicle on the platform, leaving someone there to watch your materials and merchandise, while the driver takes the vehicle to the assigned public parking lot.

11.3. The forklifts and generators for setup and/or operation within the facility must be approved by the Organizing Committee and **Cintermex**. We require your equipment to have pneumatic-type tires and an engine in good working order that does not leak oil or other liquids. If you require refueling, it must be done in the loading dock area, before or after the event.

11.4. The movement of materials, goods, machinery or any product or equipment shall be done with the utmost care to protect the floor of the Exhibition Center, avoiding dragging or pulling items which may affect or damage the floor. Only vehicles with pneumatic tires are allowed to carry and locate machinery on the hall floor, caterpillar type metal tractors are not allowed on the Exhibition Center floor.

11.5. The resistance of the floor in the exhibition hall has different capacities, so it is important that all machinery and/or heavy equipment must be supported on metal plates for weight distribution, and anti-vibration cushions or supports as well, only in case of exceeding the 5,000kgs/sq.mt and more.

HALL	RESISTENCE
A1	7,000 kg/sq.m.
A, B y C	1,700 kg./sq.m.
D y E	2,200 kg/sq.m. to 3,400 kg/sq.m.
F	2,200 kg/sq.m.
G y H	3,400 kg/sq.m.



If you need to bring in equipment or machinery that exceeds the weight limit or reaches 5.0 tons. you must fill out the "Machinery Form", giving more information about the machinery including the technical sheet of each piece of equipment/machinery to be exhibited.

11.7. Any item or pallet weighing over 251 kgs. should be brought in and removed from the hall using forklifts contracted through the Official Supplier, Millenium Cargo.

11.8. Unloading Procedure: Immediately after placing the vehicle in the unloading area, you must proceed with the unloading, depositing the material on the platform and then, after removing the vehicle, proceed to transport materials within **Cintermex**. Under no circumstances will the presence of an unattended vehicle be allowed in the unloading area. Otherwise, a fee will be charged directly proportional to the time that vehicle is left unattended in that area.

11.9. It is permitted to locate vehicles in the dock area only when the exhibitor's staff is present and their materials are being unloaded onto the platform. The vehicles waiting their turn for loading and unloading shall wait at the **Marshalling yard, located at Fernando Montes de Oca 815 Col. Obrera**.

11.10. Please do not park, load or unload vehicles on the street outside the Fundidora Ave., the Marshalling yard is a place to be parked and wait.

11.11. It is the duty of exhibitor to remove all of their belongings from the booth area. The materials, equipment and/or any objects left, forgotten and/or abandoned during the exhibition hall open hours or during the assembly and disassembly schedule will be removed and thrown away.

11.12. Loading procedure: Before entering the loading dock area, first disassemble your stand and move your materials to the loading dock area.

11.13. Once your materials are on the loading dock, the staff from Vehicle Control will assign you a loading dock to use to load your materials into your vehicle.

11.14. During assembly and disassembly, **Cintermex** gives the following loading/unloading times as a courtesy, depending on the type of vehicle. Vehicles that overstay their assigned courtesy time shall be liable for the Exhibition Center fees. Following fees:

11.14.1 Cars and trucks: 30 minutes grace period, and \$250.00 + tax per hour or extra time.

11.14.2. Trucks and full trailer: 45 minutes grace period, and \$250.00 + tax per hour or extra time.

11.14.3. The Exhibitor releases the ORGANIZING COMMITTEE and **Cintermex** from any liability for damage, theft or loss of materials or items used during the event or before or after the event during assembly and disassembly, whether caused to the property of the Exhibitor and/or the property of the installation company. The Organizing Committee and the **Cintermex** will not be held liable in the case of damage, theft or the loss of items inside or outside the vehicles parked in the loading area, or for damages caused by collisions, fires, natural disasters, earthquakes, hurricanes or any other cause or event of a similar nature.

11.14.4. No equipment, product or merchandise may, for any reason, be removed from the exhibit area before the event is closed.

12. SECURITY

12.1. **Cintermex**, conducts security patrols throughout the complex 24 hours a day, but is only responsible for the safety of their own facilities and surrounding areas, including: lobbies, shopping areas and public parking, among others, therefore during the time of the open Exhibition hours. The security of Booths is the responsibility of each EXHIBITOR.

12.2. After the scheduled closing of The Exhibition Hall each day, the security guards will coordinate the clearing of all attendees from The Exhibition Hall, so we ask for cooperation of all EXHIBITORS in order to prevent anyone from wandering through unprotected areas and the potential risk for theft that entails. Apart of The Exhibition Hall open hours scheduled for the event, no EXHIBITORS are allowed to remain in The Exhibition Hall, with the exception of those who have previously applied for and received written permission issued by the Organizing Committee.

12.3. Law enforcement personnel from the **Cintermex**, Civil Protection and/or the Fire Department of Monterrey City, will make inspection tours of The Exhibition Hall. In the given case that any potential or actual danger is detected, that may put at risk the participants of the event, the ORGANIZING COMMITTEE and **Cintermex**, have the authority to exercise the necessary corrective measures to ensure the safety of the **Cintermex**, the event and the booths.

12.4. The Organizing Committee will provide the necessary security at all times during the event, however, each EXHIBITOR is responsible for the care, custody and control of their booth and its contents. EXHIBITORS are advised to have insurance to cover loss or damage of exhibit material, or to contract the services of a security guard during the event.

12.5. Functions of the security service hired by the Organizing Committee shall be limited to:

- a) To control access to the many EXHIBITION events.
- b) To control the removal of products or materials on display, through specific forms or special permits.
- c) To verify that all Booth assembly personnel, EXHIBITORS, attendees, and special guests are wearing their corresponding ID or badge as required.
- d) To guard and monitor THE EXHIBITION area and its contents 24 hours a day.
- e) To maintain order and control the public within the facilities.
- f) To check all safety systems protecting THE EXHIBITION and the facilities (fire extinguishers, emergency doors, sprinklers, fire hoses), among others.
- g) Assist the EXHIBITOR in dealing with any situation that may arise, as well as any medical emergency.

12.6. Neither the Organizing Committee nor **Cintermex** will be responsible before/during/after the event for:

- a) Damage or loss that may occur to the booths, samples, equipment and/or exhibition materials.
- b) Items that are lost in their booth during the hours that the exhibit is open.
- c) Loss of objects left inside the vehicles located in the **Cintermex** parking facility, for damage caused by natural phenomena or fire, nor for mechanical failures nor the total or partial theft of parts and accessories.

12.7. THE EXHIBITION is a specialized industry event and is not open to the general public nor to visitors under 16 years of age, and therefore the Organizing Committee reserves the right to refuse admission to THE EXHIBITION.

12.8. It is strictly prohibited the entry and/or carry any kind of gun, knife, or other sharp objects, except by the official **Cintermex** security personnel, who are legally authorized to do so.

12.9. In the absence of any prior written consent, any person wishing to bring in or to remove material from the booths or anything that seems suspicious because of its volume or size will be subject to review by the security personnel, and an ample reason will be required for the attempt to bring in or remove that item.

12.10. The EXHIBITOR is required to secure their booths, to provide for the safety of their visitors and their booth staff, and will be held liable for any damages that the deficiency or lack of protection caused to third persons or to their property, whether by the actions of their own staff as well as those caused by machinery or equipment installed in the booth.

13. STORAGE

13.1. The Organizing Committee is not responsible and will not accept shipments of boxes or any other product in advance, the shipment must be received by the EXHIBITOR only during the period specified.

13.2. The Organizing Committee does not provide any warehouse or storage space to exhibitors. Boxes or packages must stay within the contracted area.

13.3. The back of your booth may not be used to store boxes, solvents, electrical materials, machinery, packaging, or any other flammable or combustible material.

13.4. No type of cargo (boxes, packages, furniture, equipment, etc.) shall enter the exhibition hall, except through the loading dock, even during the open exhibit hall hours.

14. CONTESTS AND SWEEPSTAKES

14.1. If the exhibitor plans to conduct raffles or sweepstakes you must obtain a permit issued by the General Directorate for Games and Raffles from the Secretary of Governance in accordance with the Federal Gaming Law and its regulations, which specify the operating rules for the game. To qualify, the EXHIBITOR is required to present such permit 40 days in advance of the date of the event to **Cintermex** with a copy sent to the Organizing Committee.

This includes:

14.1.1. A copy of license issued by the Secretary of Governance.

14.1.2. A copy of the invoice for the prize.

14.1.3. A copy of the delivery confirmation to the Comptroller of the Secretary of Governance.

14.1.4. A copy of the winning ticket.

14.1.5. A copy of identification of the official prize winner.

14.1.6. A copy of the bond delivered to the Secretary of Governance

14.2. **GAMBLING IS PROHIBITED.** Any type of games you want to conduct on the premises must have prior authorization from the Organizing Committee.

15. GENERAL

15.1. This regulation has been made in the best interests of protecting the exhibitor, the Organizing Committee and their representatives. Please read it carefully. All the exhibitors agree that their staff, employees, agents and/or representatives and all those who are directly or indirectly involved in any activity related to your presence in the event will abide by these same rules and/or any additions or modifications made by the ORGANIZING COMMITTEE and will remain in strict adherence to them. Any interpretation of the rules shall take into account the criteria established by the ORGANIZING COMMITTEE, and any matter not previously covered will be subject to the decisions made by the ORGANIZING COMMITTEE. Being accepted as an exhibitor at **FABTECH, WELDMEX, METALFORM, and FINISHING** does not mean or imply the endorsement by the ORGANIZING COMMITTEE of the products or services offer by the exhibitor.

Any breach of these regulations will be cause for termination of the contract, without liability to the Organizing Committee.

The ORGANIZING COMMITTEE reserves the right to enforce the compliance of this contract by any means necessary, including taking legal action.

Sincerely,

THE ORGANIZING COMMITTEE

FABTECH, WELDMEX, METALFORM, FINISHING 2024