



## Technical Appendix for Booth Construction



## Section 2: Technical Appendix for Booth Construction

1. Preliminary remarks.....	2
2. Booth and equipment.....	2
3. Location and accesses. Parking.....	3
4. Staff access. Badges.....	4
5. Staff insurances.....	4
6. Submission of construction plans.....	5
7. Prevention, safety and surveillance.....	6
8. Exhibition of machinery.....	7
9. Prohibitions. Existing installations.....	7
10. Floors.....	8
11. Panels. Party walls.....	8
12. Electricity.....	8
13. Lighting.....	11
14. Hanging of lighting beams.....	11
15. Water and drain supply.....	12
16. Construction height.....	12
18. Linking lots on aisles.....	14
19. Booth front.....	15
20. Service desk.....	15
21. Ceilings.....	15
22. Vehicles.....	15
23. Official suppliers and services request.....	15
24. Disassembly and withdrawal of material.....	15

## 1. Preliminary remarks.

- The Organizer has issued this guide for all the exhibitors of **Arminera** to have equal treatment and the opportunity to present their products and/or services to visitors.
- The guidelines indicated in this document should be read by the exhibiting companies and should be passed to the studios in charge of booth design and construction.
- In this Appendix, you shall find important information regarding construction and prevention regulations and procedures, aimed to achieve high degrees of safety in relation to technical and booth equipment for the protection of exhibitors and visitors.
- The exhibitor is responsible for complying with occupational safety and regulations on accident prevention in the booth. The exhibiting companies and the staff assigned to work before, during and after the event, should ensure that the installation and disassembly tasks do not endanger any person in the site and shall be responsible of any damage that arises from booth construction or operation.
- For the benefit of all participants, the Organizer can prohibit a booth opening if the defects previously found by the Technical Direction have not been corrected prior to the beginning of the exhibition.
- In any case, Indexport Messe Frankfurt S.A. shall be responsible for the damages arisen by labour, pension, work accident or any other nature reason caused by the exhibitor, his/her staff and/or contractors.
- The Organizer reserves the right to modify or issue additional safety and construction regulations at any time, which shall be sent to Exhibitors via email.
- We also suggest reading the *Regulation* and the *Exhibitor's Assistance Appendix – Online Exhibitor's Manual* section.

## 2. Booth and equipment.

**2.1. Raw space booth:** It is the contracting of space, the demarcated surface on the floor.

Items provided:

- Booth area demarcation



Indicative image based in a 4m x 3m (12 sqm) raw space booth

The booth hiring includes:

- Cleaning, lighting and general surveillance service in common areas
- Badges for access to the trade center
- Digital marketing tools to announce your participation
- Company listing in the official catalogue – Media Package Manager (MPM)
- Advertising and general promotion of the event

### 2.2. Hiring “equipped booth” and additional furniture.

**2.2.1.** The exhibitor has the possibility to hire, through the Participation Offer or in the Online Exhibitor's Manual, the “equipped booth” form.

The “equipped booth” includes:

- Everything listed for “raw space booth”

**And also:**

- Carpet which covers all the booth area
- White panels: 2.50m high, 1.00m width each to column axis (2.40m free panel x 0.96m width free panel for plotting).
- Flag sign with booth number with standardized typography
- Identifying sign with the name of the company in standardized typography
- Basic electricity supply of 50 W per m<sup>2</sup> contracted for the general lighting of the stand
- 1 (one) outlet up to 300 w.
- Electric board with thermal switches and circuit breaker per group of booths

- Lighting according to the area (1 spot every 3 sqm – led fixtures)
  - 1 (one) desk with 3 (three) chairs and 1 (one) storage module
- \* The equipment may vary depending on the provider.



Indicative image based in a 3m x 3m (9 sqm) equipped booth

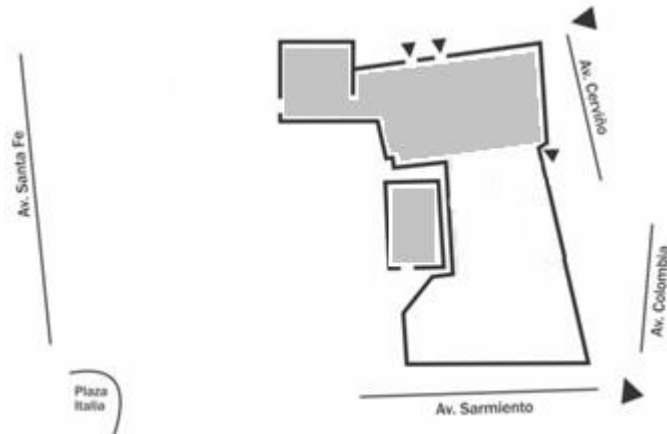
**2.2.2.** The equipment will be available the day before the beginning of the exhibition. Colours and models may change depending on stock.

**2.2.3.** The exhibitor, either he/she has hired a free, or an equipped booth, may request additional furniture (chairs, displays, desks, etc.) through the **Online Exhibitor's Manual**.

**2.2.4.** Exhibitors can also hire additional services and elements (Wi-Fi, catering, audio-visual equipment, etc.) with official suppliers. **La Rural works with official suppliers of recognized trajectory that are periodically audited by the Trade Center, any element or service must be contracted with said suppliers without exception, otherwise the provision of the service may be affected.**

### 3. Location and accesses. Parking.

#### 3.1. Assembly / Disassembly – Loading and unloading access graphic



#### 3.2. Parking during assembly and disassembly. Loading and unloading of goods.

- The entry of material and vehicles is carried out through the access to the loading and unloading area, located in **Sarmiento Av. and Colombia** corner. This entrance is enabled in the full schedule of assembly and disassembly (see exhibition calendar) and through **Darragueira / Cerviño 4476 street**, enabled only on the following schedule according to the days of assembly and disassembly: Monday to Saturday from 8 a.m. to 7 p.m. and Sundays from 12 p.m. to 7 p.m.
- The access of vehicles to the interior of the pavilions shall not be allowed.
- The materials shall be unloaded and picked through the large doors of each pavilion.
- For loading and unloading operations, there is a free of charge parking time: for cars 30 m (thirty minutes), vans 1 h 30 m (one hour thirty minutes) and for trucks up to 3 tons 2 h 30 m (two hours and thirty minutes). Exceeding these times, the trade center will charge the current fare that shall be informed when entering the unloading area.



- Once the material unloading is finished, vehicles shall not be able to stay in the lots or adjacent areas, since they are not parking areas.


#### 4. Staff access. Badges.

**4.1. All the staff that comes to work to the trade center both temporarily or permanently during the assembly and disassembly days, or the days in which the exhibition is open to the audience, shall submit an identifying badge without exception.**

**4.2.** The exhibitor shall request badges through the **Online Exhibitor's Manual**. Requests made by email, personal delivery or any other method shall not be accepted.

**4.3.** Categories of the badges issued by the Organizer:

- Constructor:** for assemblers and third-party people hired to assemble the booth (architects, constructors, decorators, etc.). It allows to access during the assembly and disassembly periods. To enter during repair hours (2 hours before the opening hours of the exhibition), you must notify the Intendancy in advance.
- Exhibitor:** to be used by managers and employees of the exhibiting company. It enables the access during assembly, disassembly and the days in which the exhibition is open to the audience since 2 (two) hours before the opening hours.
- Booth staff:** for hired staff and/or work team that is not part of the exhibitor's payroll (booth attendants, catering service, press agency, shows, etc.) It enables the access only the days in which the exhibition is open to the audience since 1 (one) hour before the opening hours.

 **Request badges for the staff that will work in the exhibition. They will not be able to enter the trade center without them!**

**4.4.** Badges are personal and not transferable. They allow the carrier to access without a limitation in the number of times. The Organization shall not make, for any reason, badges without a name on it.

**4.5.** The Organizer shall inform via email, days before the beginning of the exhibition, the procedure to access the requested badges. If the badges request form is not filled in before the deadline, badges should be collected directly in trade center during the assembly days.

**4.6. In case the exhibitor and/or his/her staff should process a new badge, whatever the category is- he/she should submit, the insurance policies indicated in item 5.** This covers all the staff, managers, executives, employees and/or foreign staff working in the booth. This measure should be followed for each person that accesses the premises during the assembly/disassembly and the exhibition. **If these requirements are not met, they shall not be able to enter the trade center, without exception.**

**4.7.** The Exhibitor is responsible of reporting the architect and/or constructor on the use of badges issued by the Organizer so that, when reaching the premises, he/she can submit these passes and thus avoid any problem in the access and, therefore, any problem in his/her work development.

#### **IMPORTANT!**

Badges shall be delivered, only if:

- A booth plan has been submitted to the Technical Direction.
- All payments have been made and the corresponding Debt Free certificate has been submitted
- Prior verification and approval by the Organizer of the A.R.T. and/or Personal Accident Insurance payroll.
- All the conditions stipulated in this regulation are totally met.

#### 5. Staff insurances.

**5.1.** The staff that the Exhibitor appoints for his/her booth shall be hired by the Exhibitor. He/She will be exclusively responsible for the staff within the booth, and shall fulfill all the labor, pension and/or any other kind of obligations. Said hired working team shall exclusively perform tasks for the Exhibitor in his/her booth, not having any legal and factual or any nature binding with the Organizer.

**It is an essential requirement that all the staff carrying out any kind of tasks under the Exhibitor's responsibility should be covered by an insurance policy for the risks stated in Argentinean Act 24,557 of industrial accidents and its amendments.**

Registration badges for the staff will only be granted once the early registration proof of the worker issued by AFIP is submitted, and/or the employment relationship with the Exhibitor is proven and/or documentation or invoice duly

issued that supports the hiring in case the workers are hired through a promotion agency.

**5.1.1. Staff under employment relationship (A.R.T.):** Certificates of Work Risk Insurance (ART) shall be submitted with the list of staff and subcontractor in charge of the tasks. It is implied that the exhibitor shall be the only one responsible for fulfilling that, in time, subcontractors observe the abovementioned regulations.

**The policy shall contain the Non-repetition clause in favor of: Indexport Messe Frankfurt S.A. CUIT: 30-63888317-8 / Cámara Argentina de Empresarios Mineros (C.A.E.M.) CUIT: 30-53547613-2 / La Rural S.A. CUIT: 30-69758304-8**

**5.1.2. Staff not under employment relationship (Personal Accident Insurance – S.A.P.):** The exhibitor shall hire for the staff which is not under employment relationship (managers, counselors, contractors, booth attendants, etc.) a Personal Accident Insurance for death or total or partial incapacity for a minimum insured amount of \$1,000,000 (a million pesos) and with coverage for medical-pharmaceutical assistance of \$50,000 (fifty thousand pesos) and a proof of registration of those people in AFIP. **The policy shall contain the Non-repetition clause in favor of: Indexport Messe Frankfurt S.A. CUIT: 30-63888317-8 / Cámara Argentina de Empresarios Mineros (C.A.E.M.) CUIT: 30-53547613-2 / La Rural S.A. CUIT: 30-69758304-8**

The required documents shall be issued only by the Insurance Company. Certificates issued by Brokers, Insurance Brokers or Counsellors shall not be accepted.

**IMPORTANT!**

**If you do not have Personal Accident Insurance (in not the travel assistance insurance), you can contract it at Río Uruguay Seguros (RUS) by WhatsApp +54 9 11 2040 0802. Cost of the insurance for 10 days \$350 Argentine pesos p/person. Once the contraction is completed, please upload the vouchers through Online Exhibitor's Manual**

**5.2.** The exhibitor is the only responsible before contractors and subcontractors with whom he/she relates during the exhibition, both permanent or occasionally within the internal or external areas of pavilions, thus being totally responsible for all the obligations and derivations of said hiring and/or sub-hiring included those of their staff and fulfillment of obligations related to salary, pension and social security of the staff working for them, keeping the Organizer harmless before any claim of any kind that arises, and paying for all the expenses and legal costs, intervening attorney and expert fees.

**5.3.** Furthermore, the exhibitor and subcontractors shall keep the Organizer harmless before eventual claims derived from Employer's Civil Responsibility exercised by his/her dependants and that is not foreseen in the Work Risk Insurance, and the exhibitor and/or subcontractors shall be able to hire policies or take the risk. The exhibitor shall provide sufficient means to avoid the performance of tasks by all the staff, employed by him/her or by subcontractors, which do not have a clear identification of being affiliated or registered in a Work Risk Insurance Company. In the same way, the exhibitor shall release the Organizer of all responsibility and shall keep him/her harmless from the economic and legal viewpoint of any claim received on the Labor Department's part and/or AFIP and/or the Buenos Aires City Government and/or any other control entity, by any reason of any nature.

**6. Submission of construction plans.**

**6.1. The exhibitor that makes a construction in the hired space shall mandatory submit the plan to be approved by the Technical Direction.**

**6.2.** The plan review has the aim of detecting prior to the assembly possible errors in sizes, areas or non-compliance with the regulatory provisions, and that, in case these are detected during the booth construction, they shall generate delays and inconveniences to Exhibitors and the exhibition in general.

**6.3. The submission should be done in digital format through the Online Exhibitor's Manual.** The technical information loading should be done within the deadline, otherwise, the delivery of badges that give access to the trade center may be affected.

**6.4.** Requirements for loading technical information:

**6.4.1. Booth plan:**

- It should include plans and elevations, with explicit indication of all sizes, materials to be used, location of products to be exhibited, light installations, driving force and water (if any).
- Project renders and 3D color images as a complement of the technical information should be included.

**6.4.2. Delivery format:** You should upload to the **Online Exhibitor’s Manual**, a PDF file, A4 size (Booths up to 50 sqm) or A3 (Booths of more than 50 sqm), with a total weight not larger than 1Mb; it may include 1 or more pages, with plans, views and 3D images. Each page shall include a standardized label with the following data:

- Name of the company
- Number of lot
- Hall
- Area
- Data of the signing professional registration confirming it is valid

**6.4.3. Contact Data:** All the submitted plans shall be signed by the Professional responsible for the project. The following data shall be included:

- Phone and cellular phone number.
- Email address.
- In case the construction manager is another person different from the responsible professional, please provide his/her cellular phone number so that he/she can be quickly contacted in case there is any contingency that may arise during the event.

**6.5.** The Technical Direction shall notify via mail if the plans have been rejected or have any observation. The errors reflected in booth projects, due to lack of knowledge or Regulation interpretation errors are exclusive responsibility of the exhibitor. As well as involuntary omissions in corrections by the Technical Direction, this does not give right to non-compliance of regulation. It is suggested to Exhibitors that they should transfer this responsibility contractually to their respective designers or booth constructors.

**6.6.** Modifications to already approved plans shall not be admitted. Rejected or observed plans shall be submitted again within a maximum deadline of three (3) working days, as from the date the rejection is informed.

**6.7.** The Plan Approval or Observation does not consider the analysis of the correct construction resolution of each booth, being the exhibitor and his/her Constructors' responsibility, the work execution according to the art rules in the area.

**6.8.** To begin the assembly, they shall submit the plan approved by the Technical Direction as well as the insurance policies of the staff affected to the work in the booth and have the lot totally paid.

**6.9.** The Organizer is totally exempted of any responsibility that may arise in relation to space construction.

**6.10. Professional Commission:** In case the exhibitor plans to build a mezzanine in the booth (item 18) or hang from the lighting beams, he/she shall:

- Add, apart from the submission of plans to the Organizer, the Professional Commission signed by the professional with valid registration.

-Complete and submit to the Rural Fairgrounds the SAMET form (send a copy to the Technical Direction of the exhibition). [Download form here.](#)


**7. Prevention, safety and surveillance**

**7.1.** Exhibitors shall install within their booth a 5 kg. fire extinguisher every 24 sqm. They should be three-class, dry chemical powder fire extinguishers for A, B or C fires. They shall meet IRAM standards, with aluminum package and have their corresponding control official certificate updated. It shall be placed in a visible site and the booth's staff shall be familiarized with its use to act promptly and efficiently, if necessary.


**7.2.** In case of fire, the exhibitor shall inform immediately the Administration and avoid the fire propagation with a fire extinguisher and remove products next to the fire.

**7.3.** All the construction materials shall not be flammable, or have a limited flammability.

**7.3.1.** A material is considered not flammable when, in the way it is used and under the foreseen assembly and use conditions, is not ignited, burnt, keeps combustion or releases inflammable vapors when subject to fire or heat. The materials that pass ASTM E 136 essay at 750 °C are considered not flammable.



**Load the booth plan with the required technical specifications. Those who have not submitted them shall not be able to collect the badges, thus their access to the premises shall be banned.**



**Avoid accidents! Please use protective equipment during the assembly and disassembly periods.**

**7.3.2.** A material is considered of **limited flammability** if, not meeting the non-flammable definition, in the way in which it is used and under the foreseen assembly and use conditions, it has a heat release potential of 8,000 kJ/kg. Among these materials you find:

- 1) The materials which have a non-flammable structural base, with a superficial coverage of not more than 3mm thick and which have a flame propagation index not higher than 50; and
- 2) The materials that, in the shape and thickness in which they are used, differ from the materials detailed in 1); do not have a flame propagation index higher than 25; do not show progressive continuous combustion and have such a composition that surfaces exposed through a cut in the material in any plane; do not have flame propagation index higher than 25 or show progressive continuous combustion.

**7.4.** All the building materials, bricks, cement, plaster mixes or any type of wet construction.

**7.5.** In compliance with Act 19,587 of Work Hygiene and Safety, the use of protective equipment is mandatory for any person that accesses and/or stays in the Trade Center and Pavilions during the assembly and disassembly periods.

Item	Mandatory in the case of:
Helmet	Constructors, Assemblers, and all the staff in the trade center during the assembly and disassembly (cleaning staff, security, staff, etc.)
Security Harness	Use of lifting platforms (carts, scissors, arm) They should be fixed to a lifeline or a point in the platform They should be specific, according to the task being done.
Security Shoes	Use of circular saws (two-handed saws), handsaws, welders, etc.
Glasses, spectacles or special goggles	Cut tools (saws, etc.) or welding.
Special Gloves	Use of cut tools (saws, handsaws, etc.), welders and general tools that may cause injuries such as burns, cuts, etc.
Ladders	When 2 m high are exceeded, ladders with base or platform should be used.

**7.6.** The Organizer shall determine general surveillance staff, which is responsible for the order and contingencies, not being responsible for thefts and robberies. During the hours in which it is closed to the audience, nobody can remain within the fair premises except for the abovementioned surveillance staff. If the exhibitor wishes to hire exclusive surveillance staff, he/she shall request the Exhibitor's Service Department the Security Company's contact information.

## 8. Exhibition of machinery

**8.1.** In case the exhibitor wishes to exhibit during the fair any machine of any kind, he/she should inform it, at least 30 calendar days before the beginning of the exhibition. In this sense, he/she shall detail the time the machine will be operating as well as the type, volume and weight of the equipment with specifications on the different services required to support the installation; description, quantity and size of the supporting surface/s, as well as the full name and last name of said machine operators.

**8.2.** If the machinery **has a weight equal or higher to 1 ton**, the exhibitor shall detail the information in the **Online Exhibitor's Manual** and comply with the foreseen rules for entry and exit.

**8.3.** The Organizer reserves the right of not authorizing the machine exhibition in case that, without detriment of having completed all the documentation, he/she considers that said exhibition, operation or entry or exit of the machine may result in a risk for the safety of the place or third parties.

**8.4.** In case that the exhibitor does not request the authorization to the Organizer and/or that the Organizer did not grant the written authorization, the exhibitor shall not be able to exhibit said machinery.

**8.5.** The operating or large volume machines shall have a space proportional to their sizes that allows the free movement of its mobile items, and the safety of their operators and the audience and the possibility of viewing of its parts. This space is subject to the Organizer's approval.

**8.6.** The operating machines shall be set back, at least, 0.80 m from the booth front.

**8.7.** If the exhibition of machinery generates extra costs, these shall be paid by the exhibitor.


## 9. Prohibitions. Existing installations

**9.1.** It is forbidden:

- To chip, make a hole, weld, cut, paint and/or deteriorate walls, paving, columns and all the existing installations.



- To use autogenous welding equipment and gas welding torch.
- To paint with a spray gun inside or outside the Trade Center installations.
- Materials or work tools of any kind that may block access in the aisles cannot be placed there
- Under no circumstances, to block escape routes (emergency exits), signaling lights, fire extinguishers, fire hydrants, indicators and other protection equipment.
- Exhibitors cannot cover, remove or modify the position of the flag sign, nor add it any other item, or change its location, except with express authorization of the Organizer.
- It is not allowed to operate tools that produce sparks (grinding machines, blade discs, electric welding equipment, etc.) without using the corresponding protective items

 **As a consequence of violating a prohibition order, the Exhibitor may be sanctioned and even his/her participation in the exhibition may be affected.**

**9.2.** Repair costs of any damage caused by the Exhibitors and/or his/her hired staff will be responsibility of the Exhibitors.

## 10. Floors.

**10.1.** The admissible overload for the yellow pavilion (Hall 3) is 2,000kg/sqm evenly distributed.

The admissible overload for the maneuvering lot and pavilion access large doors is 2,000 kg/sqm evenly distributed.

**10.2.** Floors shall not be covered with a finishing coat of plaster, painted, or covered with granulated materials.

Dais, carpet or other covering can be placed in the booth surface. It shall not be allowed to fix carpets to the floor using contact cement or similar, and they should be fixed with double-sided adhesive tape or they should be fixed to dais or any other means other than the paving.

**10.3.** The re-carpeting procedure and the repairs in the existing carpet should be made with the same system abovementioned.

**10.4.** It is forbidden to drill, install plugs and bits or create threads of any type, break, deteriorate or dig gutters in the floor.

**10.5.** It shall be mandatory in all booths with elevated floor, of more than 24 sqm to install a handicap-accessible ramp. It shall not have slopes higher than 10% in any of its angles and it shall start at existing finished floor level and end in the elevated booth floor without sharp edges or projections.

**10.6.** Heavy objects, machines or columns, shall distribute the weight by supporting it over iron plates or wooden planks of enough section. Foundations shall not be admitted, all constructions shall be laid on the existing floor, without breaking it.

**10.7.** In the cases in which a wooden floor, carpet on dais are installed or clothes are used, a Material Fire-Proof Certificate signed by the Safety Engineer shall be submitted. Furthermore, the product used to convey fire-proof protection shall have INTI's approval. Said Certificate shall be submitted to the Administration and/or Technical Direction of the event, during the assembly.

## 11. Panels. Party walls.

**11.1.** All the booths that have glass panels in the external area shall use warning signs in them, in order to make the audience easier to view them, thus avoiding possible accidents.

**11.2.** On the panels provided by the Organizer, only self-adhesive materials can be fixed (double-sided tape, plottings) and it is not allowed to fix items with any kind of adhesive products.

**11.3.** It is forbidden to paint, make a hole, screw on or nail with items of any size. Damaged panels shall be charged to the exhibitor.

**11.4.** The structure should not be used to support showcases or other items; it shall only be used for murals or collections of samples that do not exceed 5 kg. in each panel, that shall be hanged of the higher bar.

## 12. Electricity.

**12.1.** Each Exhibitor must contract the general power supply for their both and/or operation of machines and motors through the **Online Exhibitor's Manual**. The cost of the power will be for the entire exhibition.

For this service, the Exhibitor will receive an invoice that must be paid before assembly days.

Orders placed after the deadline will have an increase of 25% of the value and will be subject to availability based on the regulations in force to date.

**12.2. Power consumption measurement:** During the event, controls of each booth real consumption shall be done.

**12.3.** Electric power to supply booths is provided by **La Rural Trade Center**, being the nominal characteristics of the supply: a) 380V between phases (three-phase systems) and b) 220 between phases and neutral (single-phase systems). In both cases with a 50Hz frequency. The percent variation of voltage regarding the nominal values can reach up to +/- 7% according to what is established by Edenor S.A. supply conditions.

**12.4.** The electric power shall be supplied from boards or multipolar plugs installed in each island or group or booths. For supplies higher than 3 Kw, the supply shall be a three-phase one. The exhibitor have to carry out the line laying up to these boards or plugs, the connection can only be made by the Exhibition staff.

**12.5.** During the assembly, the supply of electric power will be provided from work boards. The assemblers shall have enough extensions to connect to these boards.

**12.6.** These rules are valid only for those Exhibitors who have requested and paid for electricity and carry out their own electrical installations.

**12.7. Rules and regulations:** The installations shall be made according to what is detailed in this Regulation, to the current rules or to the ones that are informed in Newsletters.

The electric installation for booths shall comply with the rules established by *Reglamentación para la Ejecución de Instalaciones Eléctricas en Inmuebles de la Asociación Electrotécnica Argentina (AEA), (Set 1996)*, and with the specific Instructions issued by **La Rural Trade Center**.

**12.8. Installers:** The electric installations, both in 200 V and in 380 V, shall be carried out by a registered installer included in the *Instituto de Habilitación y Acreditaciones (APSE-IHA)*. The category of the installer shall depend on the power to be installed in the booth, to be able to request the connection, he/she shall submit the Certificate of Electric Installation Execution – Consent Statement.

Categories of the installers according to the Installed Power (ENRE):

- From 0 to 10 kW: Level 3 – Suitable Installer
- From 11 to 50 kW: Level 2 - Technical
- More than 50 kW: Level 1 - Professional

The Trade Centre authorities have the right to decide to do not supplies power required, if they consider that the electric installation does not meet any safety demand and/or condition. Furthermore, the Trade Centre is not responsible for the malfunction or design malpractice or anti-regulatory assembly of light installations and/or booth driving force. Any failure to comply the established provisions, as well as their consequences, is unique responsibility of the booth holder and/or the constructor and/or the registered electrician that signs the Certificate.

**12.9. Cabling – Types of cables:**

- Allowed: New cables which are flexible, with double insulation, made of fire propagation resistant plastic and low emission of toxic gases.
- Forbidden: It is not allowed to use two-pole cables with plastic simple insulation (called “parallel cable”) and the use of workshop flexible wire, IRAM Standard 2158.

The conductors' sizing shall meet the current regulations.

The exhibitor shall lay power cabling from the booth board to the box, with extra flexible underground cable, insulated in lead-free environmental friendly PVC, of 1kV, IRAM 2178 standard, with a section not lower than 2.5 sqmm. In all cases, terminals shall be identified.

The connection to the power box provided by **Arminera** shall be done only by Organizer's technical staff.

Within the booth, only cable insulated with lead-free environmental friendly PVC, IRAM standard 2183, or the extra flexible underground cable abovementioned can be used. Conductor minimum section: 2.5 sqmm. For more than 3Kw, the network will be made in 3 balanced two-pole circuits, one for each phase. The phase splitting shall be done between hot and neutral. A ground cable is not admitted as phase splitter.

The lighting circuits that supply more than one fixture shall not exceed 1,500 W.

The conductors shall be installed attached to panel edges or underlayment, without breaking or fretting panels. Cables shall be firmly fixed to panel structures or to the floor, and shall be duly protected.

**12.10. Boards:** The exhibitor shall install a board in each booth -mandatory- equipped with a **thermomagnetic general switch, differential switch ground terminal**.

The sizes and technical conditions shall be enough for guaranteeing the correct and safe operation of the installation. The board shall not be placed on the floor and shall be fixed to any structural item of the booth.

**Requirements to be met regarding boards:**

- Three-phase circuits: four-pole thermomagnetic switch, capacity as per foreseen consumption.
- Single-phase circuits: two-pole thermomagnetic switches that should select the phase and neutral simultaneously.
- Leak differential current switch: it should have a nominal operation current not higher than 30 mA, and its trigger circuit shall not have electronic components.
- In order to take the measurements stated in Art. 1.2, the installer shall supply the main board in such a way that he can measure consumption, without the need of opening this board.

**12.11. Ground connection:** Arminera shall supply ground terminals for the installation safety. The ground connection is **mandatory, it does not supply electric power** without the protection conductor, minimum section of it: 2.5 sqmm.

**12.11.1.** The conductor shall differentiate of the active and neutral conductors. Never the possible «contact voltage» shall be higher than 24 volts; thus, both the protection calibration and the corresponding conductor section shall be the suitable ones to interrupt the supply in case of failure.

**12.11.2.** The ground connection to the metallic items to be protected shall be done by placing the terminal to the ground green-yellow cable and linking the metallic item by screw and washer, previously eliminating dirt or paint to ensure the electric contact.

**12.11.3.** For ground connection control, a 5 to 10 cm long, green-yellow self-adhesive tape shall be applied next to the ground fixing points, clearly visible from the exterior part of the booth by a person standing on the floor.

**12.11.4.** The acting registered professional shall check the effective ground connection and its correct identification and the circuit breaker, before submitting the signed Execution Certificate. The Trade Center electricity staff shall check the identifications and the effective ground connections before connecting the supply and/or any time later.

**12.11.5.** Apart from the ground connection, differential protectors shall be mandatory placed in order to protect all the lighting and driving force circuits. When the necessary protection for equipment is higher than 100 Amp, a differential protector may not be installed, provided the equipment has the factory standardized protections.

**12.11.6.** The «contact voltage» checking, the electric linkage to the ground conductor of all the metallic parts of the booth, fixtures and operating equipment, including the lighting fixtures and outlets and the correct operation of all protections shall be the exclusive responsibility of the exhibitor; nevertheless, the Organizer may not supply or cut the supply of electric power in case these requirements are not met.

**12.12. Switches and protections:** Each exhibitor shall install his/her own board with switches and fuses, and it shall be supplied according to what is stated in item 12.4

**12.12. 1.** These fuses calibration shall be equal to the requested power.

**12.12. 2.** The boards shall be in all cases shielded, without full view connections that may be sensitive to accidental contacts. They shall be placed in protected but easy access places and out of the audience reach.

**12.12. 3.** Driving force. From the input board, switches shall be connected to each machine, which shall have suitable capacity protectors, current limiting starters in engine mode of more than 7.5HP and low voltage and overload devices.

**12.12. 4.** For more than 10Kw of simultaneous power, condensers between phases shall be installed in order to correct the power factor to 0.85, otherwise, the paid Kw shall be considered KVA.

**12.12. 5.** Fuse repair can be done by specialized staff. Fuse replacement in the Exhibition boards or other flaws that may occur due to the wrong use or operation of the installations by the Exhibitors or due to the consumption excess in the **La Rural Trade Center** installations, shall be paid by the exhibitor.

**12.12. 6.** The connection of any power fixtures through adapters or multipolar plugs shall not be permitted.

**12.13. Lighting fixtures and outlets:** Loose lighting fixtures and outlets shall not be allowed. These items shall be firmly fixed to booths' floors or partition walls or duly placed and protected to avoid accidental contact or mechanical effort.

**12.14. Connection and disconnection:** To have electric connection, the exhibitor shall have the Organizer's installation approval.

Every day, at closing time, the exhibitor shall disconnect:

- The switch of every 380V machine or equipment.
- The 380V general switch.
- The switch of every 220V machine, equipment or lighting circuits.
- The 220V general switch. Responsibility: the exhibitor is responsible for any kind of damages or accidents caused by his/her electric items as well as his/her staff, products or third parties.

**IMPORTANT!** The Organizer insists on the mandatory character of these requirements for all Exhibitors. Once the Electric Installation is done and as a prior requirement to the power connection, the Exhibitor or his/her Electrician shall submit to the Electric Services staff the Certificate of Electric Installation Execution – Consent Statement in four copies together with a signed photocopy of the badge that proves that your Electrician is registered in the *INSTITUTO DE HABILITACION Y ACREDITACIONES (APSE – IHA)* according to the corresponding category.

If you do not have a professional to comply with this certification, you have the option of hiring *TRAFCONSULT S.R.L.* staff. **La Rural Trade Center** is not responsible for the malfunction or design malpractice or assembly of light installations and/or booth driving force.

**12.15. Electricians and registered professionals**

The Installing Electrician is responsible for the execution in the conditions and specifications for electric installation and should be checked by the acting registered professional. The lack of compliance of the

abovementioned rules, the general conditions and the Booth Regulation implies the depicted penalties application.

The acting registered professional shall check the effective ground connection and its correct identification before submitting the signed Execution Certificate.

The registered professionals who signed Execution Certificates of Electrical Installations, shall comply item 13.8.

**12.16. Penalty regime:** It reaches all registered professionals that certify installation in La Rural Trade Center. If the inspection of the booth electrical installation by TRAFCONSULT or trade center staff, at any time after the Execution Certificate submittal, shows differences with the established Regulation, the electric power supply shall not be connected or shall be disconnected until the flaw is solved. The registered professional that intervened shall be applied the following sanction scale:

- 1st incident: written warning.
- 2nd incident: 60-day suspension from the active registered professionals record of **La Rural Trade Center**
- 3rd incident: he/she shall be definitively eliminated from the record.

All booths and all kind of metallic structures installed by Exhibitors in **La Rural Trade Center** shall be controlled.

### 13. Lighting.

**13.1.** Lighting fixtures shall not cause any trouble to the audience or the surrounding booths.

**13.2.** Luminous signs, sparkles, flashing or revolving lights, etc. are forbidden.

**13.3.** It is not allowed to place fixtures on floors without a protection item that avoids the contact with the audience.

**13.4.** Types of lights: For all the applications of the booth general lighting, only the installation or use of the following light sources shall be accepted:

- Lamps that use Light Emitting Diode (LED) technology:
- For all the localized lighting applications, Light Emitting Diode (LED) technology light sources shall only be used.

**13.4.1.** It is strictly forbidden to install or use:

- Filament lamps of any kind.
- Halogen lamps in all formats.
- High or low pressure sodium lamps.
- Mixed technology lamps, a mix of any of the abovementioned, different technologies to the ones above detailed.
- Fluorescent lamps of any kind.

### 14. Hanging of lighting beams.

**14.1.** In case you wish to hang one or more metallic beams for lighting from the **La Rural Trader Center** structure, it shall comply the following regulations:

- It shall only be authorized to hang items on the main structure of pavilions coverage (metallic trusses).
- It shall not be allowed to hang anything from the secondary structure (belts, braces, technical walkways), or from technical installations (ducts, gutters, lighting and audio fixtures).
- It is forbidden to hang corporative friezes, signs, frames, decorative frameworks, vegetation, or any other item that are not lighting beams.
- It shall only be allowed to hang trusses, with lighting fixtures provided that they meet the requirements specified by the trade center and do not exceed the kilograms allowed per knot.
- All the hanged items shall have a safety system made up by wire cables, thus guaranteeing the safety of them.

**14.2.** Hanging points: In Yellow, Green and Blue pavilions: It shall be allowed to hang 100kg/N, or 200 every 2 knots without a tolerance margin.

**14.2.1** The procedure to hang items is the following:

- **14.3.1.** The exhibitor shall notify the Technical Direction on the interest hanging points by indicating the weight of the items to be hanged.
- **14.3.2.** The Technical Direction shall assess its feasibility. If it considers that it can be done, it shall check availability, and if they are free, it shall request the reservation of these points. When there is a superimposition of hanging points from different requests, priority shall be given to the one who have submitted the request first.
- **14.3.3.** Afterwards, permission shall be given by a document that enables to start the procedure in the Trade Center.

**14.2.2.** **La Rural Trade Center** delegates the management in authorized suppliers for this purpose. They receive the authorization request and charge the procedure that has a cost fixed by the Trade Center. Supplier's data shall be provided by the Technical Direction.

**The exhibitor must present to the fairgrounds, in addition to the structural calculation signed by a professional with an enabling registration, the professional order (Original).** This procedure must be carried



out by the studio or competent professional in charge of assembling the booth in the CPAU (Professional Council of Architecture and Urbanism) or the COPIME (Professional Council of Mechanical and Electrical Engineering) of the Buenos Aires City and the SAMET form (send a copy to the Technical Direction of the exhibition). [Download form here.](#)

**IMPORTANT!** It shall not be allowed to hang lighting beams if the required documentation has not been submitted timely and in due form.

**15. Water and drain supply.**

**15.1.** This service is exclusive for the operation of machinery and equipment. All the other uses are not considered (hygiene, gastronomy, etc.)

**15.2.** The installation shall be requested through the **Online Exhibitor's Manual**. For this service, the exhibitor shall receive an invoice that he/she shall pay before the beginning of the exhibition. The cost per water connection and drain shall be for the whole duration of the fair. No service shall be provided until its total payment is received.

**15.3.** All the requests of water and drain shall be approved by the Organizer before the installation and any other additional equipment for it shall be the exhibitor's responsibility.


**15.4.** This service shall only be supplied in those cases in which the lot has a water supply and drain.

**15.5.** The installation and connection of these services shall be payable by the exhibitor and shall be done only over the paving level without breaking it and in those booths in which it is not necessary to cross aisles. Pipelines, materials, labor and any other additional equipment for the corresponding installation shall be payable by the exhibitor.

**15.6** The water supply pressure is not guaranteed by **La Rural Trade Center**

**15.7.** For water connection you shall have: ½ inch male thread connectors, pipeline suitable for 5kg/sqcm pressure from network connection to a stopcock to be located in an accessible place, double clamps in all the accessories to the stopcock or thread connectors. The connection for drain shall be of 2 inches.

**15.8.** The installation of water supplies shall be done by **La Rural Trade Center** and the exhibitor shall be responsible for the connection from water supplies to machines and/or equipment.

 **Until full payment is received, no service will be provided.**

**16. Construction height.**

**16.1.** The maximum height of any construction, including lighting fixtures, is up to 2.50 m high from floor.

**16.2.** With the aim of allowing a higher architectural development of booths, in lots of up to 23 sqm, it can be reached with elevated items up to 4.00 m high in a delimited area with a 1 m. set back of each of the sides of the booth, except the front side.

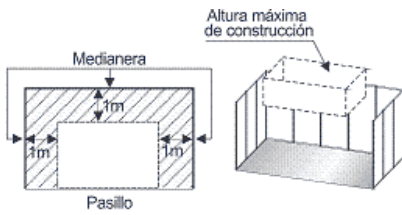
**16.3.** The booths up to 23 sqm can reach up to 4.0 m high; booths of 24 to 49 sqm can reach up to 5.0 m high; booths of 50 to 100 sqm can reach up to 6.0 m high; and booths which exceed 100 sqm can reach 7.0 m high.

**16.4.** The indicated sizes shall be possible always with the limitation of setting back elevated items 1 m from party walls and only if the pavilion height and any of its existing items allow it.

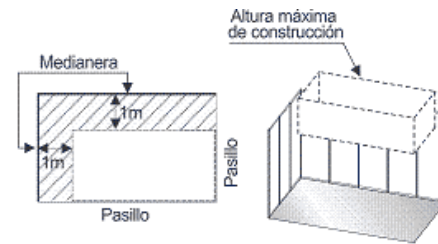
**16.5.** The booths located in the hall shall have a maximum 5 m. high and shall not have mezzanines though its area exceeds 50 sqm. Booths shall respect the same setbacks and aesthetics that other typologies.

Stands	Maximum height
Up to 23 sqm	4.00 m.
24 sqm to 49 sqm	5.00 m.
50 sqm to 100 sqm	6.00 m.
+ 100 sqm	7.00 m.

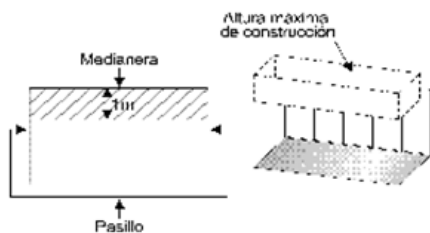
**16.6.** Elevated items shall have all their faces with the same hierarchy, aesthetic and with good surface finishing to avoid interfering with neighboring booths aesthetics. Signs and advertisements higher than 2.50 m shall be treated in the same way.



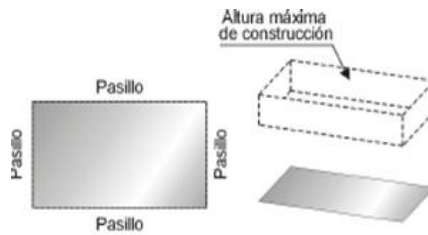
Booth between 3 party walls  
The /// lines indicate where the maximum construction height is 2.5 m



Booth between 2 party walls  
The /// lines indicate where the maximum construction height is 2.5 m.



Booth between 1 party wall  
The /// lines indicate where the maximum construction height is 2.5 m



Booth in island

16.7. In all cases in which you wish to hang a lighting beam from the Trade Center, carefully read the Hanging of Lighting Beams section.

## 17. Mezzanines.

17.1. All the Exhibitors that wish to construct mezzanines in their booth shall meet the following requirements:

- To have a booth larger than 50 sqm that it is not perimeter.
- Request authorization to the Technical Direction of the event.
- Submit Professional Commission to the trade center and the the structural calculation signed by a professional with an enabled registry

### 17.2. Technical specifications:

- The mezzanines shall not exceed 50% of the lot area and cannot be larger than 25 sqm.

Example:

- a) Lot area: 100 sqm
- b) Mezzanine area up to 50 sqm
- c) Mezzanine area without charge 25 sqm
- d) Mezzanine area to be paid 25 sqm
- e) Total to be paid 25 sqm multiplied by half of the sqm cost of free booth.

- The stairs net width shall be 0.90 m minimum. Tread depths shall not be lower than 0.28 m and riser heights shall not be higher than 0.17 m, and they should be separated at least 1 m from other booths party walls, including the stairs cores.
- The mezzanines larger than 50 sqm shall have 2 stairs located in opposite points. The stairs shall have their corresponding handrails and banisters throughout them.
- The mezzanine perimeter shall be set back from the lot perimeters at least 1.00 m.
- The handrails shall have at least 0.90 m high.
- The maximum height of a mezzanine should not exceed 3.20 m high and the graphics and/or friezes located at this level shall not exceed the maximum construction height allowed.

17.3. Any company that constructs a mezzanine in its booth, apart from meeting the indicated regulations in the abovementioned item, shall submit:

- **Structural calculation** signed by a professional with a qualifying license and
- **Professional Commission** (original) issued by the Professional Council related to the Technical Responsible Person in charge of carrying out the mezzanine work.
- Complete and submit to the Rural Fairgrounds the SAMET form (send a copy to the Technical Direction of the exhibition). [Download form here.](#)

- The presentation must be made on the ground floor of the white pavilion of La Rural Trade Center.
- The Commission shall be issued for the specific work and shall include the following minimum data: Fair or event, location within the event with lot and pavilion number, date, finished floor height, area to be built, width of stairs, height of perimeter rails and structure's maximum people capacity.
- Furthermore, it is mandatory to fill in the Online Exhibitor's Manual the mezzanine details such as, contour plans, indicating areas and setbacks, construction materials and attach: structural calculation, professional commission and load diagram performed and signed by a professional (Engineer, Architect or Master Builder) as the responsible person for the reliability of structures and installations and, in particular, to guarantee the safety of people and goods. He/She shall indicate, without exception, its registration nbr.

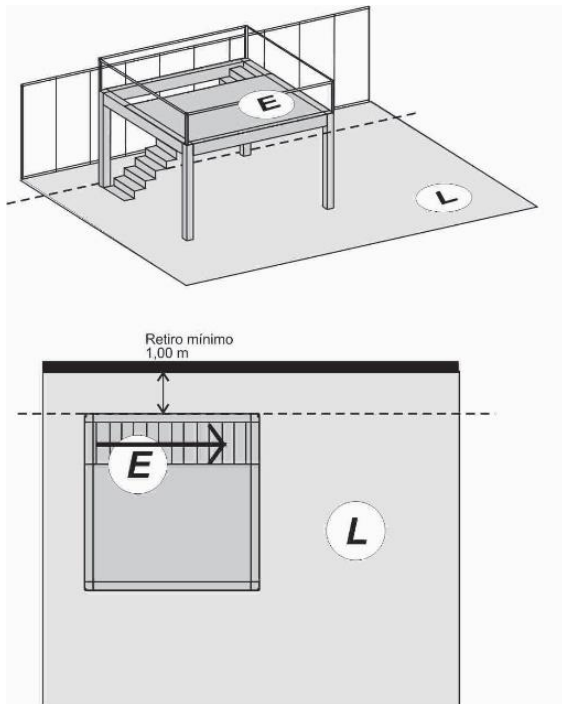
**17.3.1. Safety requirements:** The following minimum supplementary items shall be incorporated:

- a) A sign indicating the maximum capacity next to the access stairs.
- b) Fire extinguisher ABC type 2.5 Kg minimum every 50 sqm of area.
- c) The stairs shall have banisters on both sides and they shall be made from nonslip materials or they shall have a nonslip strip on each step.
- d) All the area perimeter shall be fenced by regulation high banisters duly attached to the structure.

**17.3.2. Responsibilities:** The Professional is responsible for the work in all its scope and he/she should maximize the safety measures to this end and run the work according to the highest diligence and art rules taking care of the security of the people going by below said items. General or wide scope commissions will not be accepted.

The Organizer is totally exempted of any responsibility that may arise in relation to space construction.

**To build the mezzanine, it should be approved by the Technical Direction. Without these requirements, the mezzanine construction will not be enabled.**



Mezzanine Scheme

- **Special characteristics:**
  - L*: Lot area
  - E*: Mezzanine area
  - Setbacks: Both mezzanines and their respective stairs shall be set back minimum 1 m from all party walls.
  - Mezzanines can only be constructed when *L* is larger than 50 sqm.
  - *E* shall not exceed 50% of *L*.
  - **Rates:**
    - If *E* is lower than  $L/4$ , the cost is included in the price paid for *L*.
    - If *E* is larger than  $L/4$ , the cost to be paid shall be:  $E - L/4 \times L$  sqm price/2

## 18. Linking lots on aisles.

18.1. The linking of lots through aisles is not allowed.

18.2. In specific cases, the Exhibitor must send the details of the request to the Technical Department and the feasibility of a link will be left to the Organizer to evaluate.

## 19. Booth front.

**19.1.** None construction can exceed the lot limit, at any height.

**19.2.** Maximum area allowed for front closing:

To avoid the generation of volumes that hinder the view through the booths, we have disposed a right of visual way. It is allowed to construct opaque volumes (walls, totems, etc.) up to 50% long at each front, measured in lineal meters and considering a height from 0.0 level up to 2.50m. It is not allowed to add setback items or walls from said front and that hinder said views.

**19.3.** The 100% of the front can be closed with opaque areas, only with items above 2.50 m height.

## 20. Service desk.

The service desks fronts shall be at a minimum distance of 0.80 m to the booth front.

## 21. Ceilings.

**21.1.** In all cases they should be self-bearing, that is to say, they should not lean on party walls, if any.

**21.2.** Materials should be fireproof and permeable.

**21.3** Ceilings in the second level of construction are forbidden.

## 22. Vehicles.

The exhibited vehicles should meet the following requirements:

- All the fuel tank openings should be closed and sealed to avoid vapor leak.
- The vehicle fuel tank should not be filled more than a quarter of its content with fuel or 15 liters, whatever is lower.
- At least one of the starting-up battery cables should be disconnected and covered with tape. Only the batteries giving energy to vehicle auxiliary equipment shall be allowed to be connected if necessary for the exhibition.
- It is forbidden to transfer fuel inside pavilions and the vehicles shall enter and exit the pavilions by being towed or pushed, in the terms detailed above.
- Vehicles should not be moved within the hours in which the audience is attending the exhibition.

## 23. Official suppliers and services request

**23.1. La Rural Trade Center** works with official suppliers of recognized trajectory that are periodically audited, any element or service must be contracted with these providers without exception, otherwise the provision of the service may be affected.

In the **Online Exhibitor Manual** you can see the list of official suppliers (security, cleaning, WiFi, catering, audio-visual, etc.) that brings together companies in the sector that due to their responsibility and compliance have been incorporated as suppliers of the fairgrounds.

**23.2.** Electric supply and water services are with charge and should be requested through the **Online Exhibitor's Manual** and paid before the beginning of the exhibition.

## 24. Disassembly and withdrawal of material.

**24.1.** During the exhibition the Disassembly Report shall be distributed, with specific information and the corresponding deadlines and hours. We highly recommend taking all the necessary precautions mainly on the aspects related to security since this time is one of the most critical ones of the event.

**24.2.** No booth item can be withdrawn either partially or totally before the event closing.

**24.3.** The Exhibitors are obliged to withdraw their products, disassemble and withdraw their booths and return the lot in the same conditions they received it, up to 04 p.m. on May 25<sup>th</sup>. It shall be the exhibitor's responsibility to guarantee the permanence of a company's responsible person and start the disassembly process on time.

**24.4.** The entry of freights or trucks to the Trade Center shall not be allowed before thirty minutes after the exhibition ends.

**24.5.** The deterioration in the installations shall be repaired with charge to the exhibitor. Exhibitors are not authorized to do repairs of any kind.

**22.6.** It is important not to leave the booth unattended until you finish the total withdrawal of the exhibited items as well as personal use items (samples, decoration items, leaflets, etc.). All those Exhibitors that have small items,



computers or personal items in their booths should have in mind that, due to safety reasons, they should withdraw them at the beginning of the disassembly.

**24.7.** The objects that are not withdrawn may be considered "waste" by the cleaning staff and shall be placed in the dump trucks for this purpose. The exhibitor shall not be entitled to claim under no circumstances for the products not removed from the beginning of the disassembly until its end, and it shall not claim the Organizer any consequence and/or damage this may cause.

**24.8.** The exhibitor shall check with his/her constructor that all the corresponding items are withdrawn.

**24.9.** If the exhibitor does not disassemble the booth within the set deadline, the disassembly shall be carried out ex officio by the Organizers with charge to the exhibitor, without any responsibility on the Organizer's part.

**IMPORTANT!**

Inform the people in charge of trucks, freights, and load vehicles that come to the trade center, at least 1 (one) hour after the closing hours. This may enable the quick deconcentrating of the parking lots, thus allowing an easier entry of load vehicles and avoiding congestion of circulation areas and unnecessary delays.