



INTERNAL REGULATIONS FOR EXHIBITORS

FADJA 2010

1. ASSEMBLY AND DISMANTLING:

Assembly must be made on **Monday, April 19 and Tuesday, April 20, 2010** from **08:00** to **20:00** hours, and on Wednesday **April 21** until **12:00** hours

Important Notes:

- After 20:00 hours, when **CORFERIAS** closes its pavilions, the exhibitor who needs additional time for night assembly must notify and pay **CORFERIAS** the additional fee established by extra-time services.
- The stands will have a limit date and hour for their full assembly Wednesday, April 21, 2010 at 12:00 hours.
- If this rule is not complied with, the exhibitor will be fined with 3% of the total amount of the subscribed commercial contract.

Dismantling must take place on Friday, April 23, 2010 from 08:00 to 20:00 hours.

Important Notes:

- The stands must be disassembled on **April 23, 2010** at **20:00** hours.
- If this does not occur, **CORFERIAS** will charge the exhibitor with the fee established for additional service time for the pavilion beginning at closing time.

2. STRATEGIC ALLIANCE WITH THE ASSEMBLY COMPANY

To facilitate the exhibitors their participation in the **ANDEAN GAMING TRADE SHOW FADJA 2010** which is to take place in the city of Bogota, D.C. Colombia, on April 21 and 22 of the present year, **3A PRODUCCIONES**, the organizer company of the event, has reached a strategic alliance with the company **DIPER EXHIBITIONS**, who will be in charge of doing the design, decoration, production, mounting and dismantling of the stands, only if the participants in FADJA 2010 decide to do so, from a design previously agreed upon individually with each exhibitor, additionally offering to cater to his requirements until the final delivery of the project to his entire satisfaction including Maintenance Services during the days of the event.

The contract for this concept will be an independent rental contract for the space for exhibit, performed with **3A PRODUCCIONES**.

The agreement defining the mentioned strategic alliance allows us to offer favorable fees for exhibit space rental in the **ANDEAN GAMING TRADE SHOW – FADJA 2010**, due to the volume of work orders.

High technology, creativity, serious offer and compliance, are the principal corporative characteristics of **DIPER EXHIBITIONS** that, though one of its production plants located in Bogota, is able to cater to your most minimum requirement on this matter, in order to offer the best exhibit of brands, machines and product, within a general spectacular assembly of the event.

3. INDEPENDENT ASSEMBLY:

In case that making use of the exhibitor's right he decides to carry out the stand design, production and disassembling with a company different from **DIPER EXHIBITIONS**, or with his own resources, he must timely present before the organizer the register of the company he chose or the personnel under his orders no later than Friday, March 19, 2010 which is the limit date for registration, together with the following information about the assembly company:

- **BASIC INFORMATION (Name, address, telephone, fax, web page, contact)**
- **CERTIFICATE OF THE CHAMBER OF COMMERCE**
- **TAX ID NUMBER**
- **TAX REGISTRATION**
- **LIST OF THE COMPANY PERSONNEL**

The assembly company of the exhibitors must be able to present before the show organizer, insurance policies for civil responsibility to third parties, stability of the work, compliance and quality, issued by an insurance company authorized by the corresponding control entities, the Finance Superintendence and Fasesolda.

Important Notice

- In the event that the exhibitor does not timely present the full documents for registering the assembly company or direct personnel he chose different from **DIPER EXHIBITIONS** before Friday, March 19, 2010, he must carry out the project with the official company, **DIPER EXHIBITIONS**.

4. GENERAL REGULATIONS:

4.1 APPROVAL OF THE PLANS.

In the case of stands with no decorations, the respective exhibitors must timely inform **DIPER EXHIBITIONS** of this decision, indicating the type of elements to be used and the exhibition used for participating in the event.

In case of the exhibitors with Decorated Stands, in all the cases and with no exceptions, the plans for these stands must be previously approved by **DIPER EXHIBITIONS**, the company chosen by **3A PRODUCCIONES for FADJA 2010** and must comply with the basic assembly, construction and decoration regulations

required by **CORFERIAS** Technical Department and the general design and appearance of the event, including any use of electricity in case it is necessary.

DIPER EXHIBITIONS

Contacts: Walter Daza Sarria

Commercial Manager

Mobile: 310-256-0196

E-mail: wdaza@diper.com

Fernando Cardona

Director Marketing Trade Show

Mobile: 311-296-5476

E-mail: fcardona@diper.com

Address: Calle 17 No. 25 – 26 Piso 4°

P.B.X. No. (57)(1)2010311

Fax No. (57)(1)3603720

Bogotá D. C, Colombia

4.2 LIMIT DATES FOR PRESENTATION AND APPROVAL OF DECORATION ELEMENTS AND/OR PLANS INDEPENDENT OF THOSE OF DIPER EXHIBITIONS

Presentation of Independent Assembly Plans or those with resources of DIPER EXHIBITIONS

Until Friday, March 19, 2010

Approval of Independent Assembly Plans or those with resources of DIPER EXHIBITIONS:

Until Friday, March 26, 2010

5. REGULATIONS FOR ASSEMBLY PERSONNEL:

5.1 ACCREDITATIONS.

All assembly and decoration of stands personnel, including companies that supply equipment, audiovisual, special effects, light, etc and the personnel of the technical or assembly departments of the exhibiting company must permanently carry a name tag issued and approved by **FADJA 2010**.

For this effect the exhibiting company must request from the event organizer the mentioned ID Cards minimum **72 hours before the assembly date**, sending on printed stationery the list of the personnel including the full name, *ID Card number*, *HMO (Health Maintenance Organization and a professional risk management company)*. The delivery of name tags will be made no later than the next business day following the request in the office of the show organizer.

Important Notice

- *All personnel taking part in the assembly process must have and deliver copies of his respective current accreditation with the social security companies corresponding the HMOs and professional Risk management Companies including **DIPER EXHIBITIONS'** personnel, personnel of independent assembly companies and personnel of the exhibition companies when they are going to make their own assembly.*
- *We recommend the use of duly identified uniforms.*

5.2 ARRIVAL AND REGISTRATION.

Before beginning the mounting process, the exhibitor must present himself before the officers in charge who are appointed by the show organizer and:

- Report his arrival to the show grounds
- Officially receive the assigned exhibit space
- Present a dully approved copy of the plans of the assigned stand
- Have the personnel in charge of the mounting process wear their name tags
- Present a certificate of good standing issued by **FADJA 2010**.

5.3 PRODUCTION IN THE STAND AREA AND CORRIDORS IS STRICTLY FORBIDDEN

It is strictly forbidden to work with machinery and production process inside the stand area and in corridors; in the internal areas of **CORFERIA**. Only mounting and/or assembly works of parts or previously built parts is allowed.

5.4 IT IS FORBIDDEN TO USE CORRIDORS AS WORK OR ASSEMBLY AREA

Corridors may not be used as work areas or assembly of modules. For this task you can only use the internal area of the stand assigned to each exhibitor.

5.5 IT IS FORBIDDEN TO AFFECT THE SYSTEM OF THE DIVIDING PANELS FOR THE STANDS

In case an exhibitor wishes to use the panel dividing system furnished for CORFERIAS for the show, these panels may not be nailed, punched, deformed, scratched, etc.

They cannot be affected with any type of paint, glue, or adhesive tape which may leave residue of the glue. Any deterioration of these elements will be the strict responsibility and in charge of the exhibitor.

5.6 SYSTEM AND DIVIDING PANEL STANDS DELIMITING FUNCTION

In the event that the exhibitor decides to use the dividing panel system for the stand furnished by **CORFERIAS** for the show organizer, the panels and profiles meet a delimitation of space function. This is why it is not allowed to hang, support or place

on the panels elements which may affect the structure. Only with previous authorization may the exhibitor hang or install elements such as light paintings, posters, etc.

5.7 PROHIBITION TO REMOVE THE FLOOR IN THE SHOWROOM.

It is forbidden to affect or remove the floor; only the installation of a rug with adhesive tape and/or platforms or stages which do not affect the floor is permitted. Moving heavy modules around the rooms is not permitted either, unless special cars with wide rubber wheels are used.

5.8 PROHIBITION TO AFFECT THE BUILDINGS AND GENERAL INSTALLATIONS IN THE FAIRGROUNDS.

It is forbidden to affect the buildings and general installations in **CORFERIAS** fairgrounds, such as floors, walls, structures ceilings, etc. For this reason the use of anchor nails, nails, common nails, etc. considering the technical regulations. No element in the ceiling, structure or divisions may be taken down, without the previous authorization of **CORFERIAS**. The interested party may use **CORFERIAS'** equipment for this type of special mounting.

5.9 OPTIMUM FINISHES OF STAND FRONT OR FACADES

.All mounts must be done with optimum finishes in all and each one of the stand's front or facade. You must bear in mind that if the back side of the stand may be facing the exterior, these must have an optimum finish so that it does not affect the aesthetic of the design of the stands of neighboring exhibitors and the showroom in general. In the event that this regulation is not followed, the company in charge of the official mounting appointed by the show organizer will request that it be fixed and in case this requirement is not carried out, it will inform the organizing company so that it will perform the pertinent administrative measures and set any sanctions when admissible.

5.10 CLEARANCE ALLOWED AND TYPE OF FLOOR

The perimeter which the exhibition area delimits must be respected. The height allowed by **CORFERIAS** without the need of approval in constructions is 6.00 meters (19.69 feet). In case more height is needed, you must consult with the mounting division of the Technical Department to make the corresponding authorization, through the technical mounting coordinator of **Diper Exhibitions**.

It is important to consider that in any case, a minimum distance of 0.50 meters (19.68 inches) must be left between the highest point of the stand and the ceiling.

CORFERIAS PAVILION No. 11 through 15 and No. 5

FLOOR MATERIAL: GRAY CARPETING

6. OBLIGATIONS AND SPECIAL PROHIBITIONS:

6.1 ADMISSION AND CONSUMPTION OF ALCOHOLIC BEVERAGES, ILLEGAL DRUGS, ETC.

The use of illegal drugs or drinking alcohol is not permitted inside CORFERIAS fairgrounds.

It is expressly forbidden for all personnel working in the event, including the personnel in charge of mounting and decorating the stands.

Important notice:

Any exhibitor offering food and alcoholic and non-alcoholic beverages to his visitors and clients, must contract the company CAFÉ EXPRESS, officially appointed by FADJA 2010 as the caterer of these services.

6.2 PROHIBITION, PERMANENCE AND MANIPULATION OF TOXIC, COMBUSTION AND/OR FLAMMABLE SUBSTANCES

Permanence, manipulation of unhealthy toxic substances, gas devices, inflammable and/or combustible substances are not allowed in the fairgrounds. If the use of dissolvent is necessary, the corresponding authorization must be obtained from the technical department and the corresponding security and manipulation systems must be supplied.

6.3 FOLLOWING THE SECURITY REGULATIONS AND DISPOSITIONS OF THE FAIRGROUNDS BY THE EXHIBITORS AND MOUNTING COMPANIES

In all cases, both exhibitors and mounting companies or the direct employees of the exhibitors must strictly comply with the regulations and security dispositions of the Security Department of **CORFERIAS** and the logistic company contracted by **3 A PRODUCCIONES**.

It is strictly forbidden to enter or withdraw equipment after the show begins on Wednesday, April 21 at 2:00 p.m. The exceptions to this rule may be authorized only by the officer in charge of the general production of **3A PRODUCCIONES**.

6.4 LEGAL AUTHORITY OF THE ORGANIZER AS TO ADMISSION RIGHTS, EXPULSION AND INTERRUPTION OF WORKS AND/OR PERSONNEL OF THE ASSEMBLY COMPANIES.

The show organizer reserves the right to interrupt the mounting works that do not meet the above mentioned requirements and the regulations of industrial security.

Equally, he reserves the right of admission and expulsion of personnel of the mounting companies or the exhibitor's direct personnel if they do not follow an adequate

behavior and do not comply the regulations established by the organizer, **3A PRODUCCIONES, DIPER EXHIBITIONS** and **CORFERIAS**.

6.5 THE USE OF NAME TAGS IS COMPULSORY

For all effects and during all the times of the event, all personnel, both exhibitors and mounting companies, must wear their name tags in a visible place during their stay in the fairgrounds and this name tag is strictly personal and untransferable.

6.6 COMPLYING WITH THE OPENING HOURS OF THE SHOW

We recommend the exhibitor's personnel to arrive at the fairgrounds on the hours appointed for the opening of the room to avoid any abnormality in the stand. For this reason, the fair will not be responsible of this situation. If for any circumstance the exhibitor's personnel arrive before the opening hours, they cannot enter the place because opening and closing hours must follow strict regulations.

6.7 REGISTRATION OF ALL SURVEILLANCE PERSONNEL IS COMPULSORY

With no exception, every person must be registered by the surveillance personnel of **CORFERIAS** or logistics personnel of **3 A PRODUCCIONES** when entering and at the end of each closing day of the pavilions.

6.8 RETURN OF ASSIGNED SPACES BY THE EXHIBITOR

Each exhibitor must return his assigned space and the elements rented in the same conservation and cleanliness state in which they were received. If this does not occur, fines, reposition values and cleaning costs will be charged.

6.9 THE NON-COMPLIANCE OF THE TIME SET FOR DISMOUNTING THE STAND

Once the date and hour defined by the event organizer for the dismantling process of the stand, **CORFERIAS** will take away and dispose of the decoration materials or elements left in the exhibition spaces with no responsibility on it.

6.10 OBLIGATION OF THE EXHIBITOR TO INFORM REGULATIONS TO THE MOUNTING COMPANY

In the event that an exhibitor does not make use of his right to contract the decoration of the stand with a company different than **DIPER EXHIBITIONS** or to do the same with his own resources, he has the obligation to inform his company personnel of the present regulations, defined for the design, production, mounting and dismantling of the exhibition project he is in charge of.

7. GENERAL RECOMMENDATIONS:

- Consider the dimensions of the stand which appear registered in the corresponding plan of a virtual division. Therefore the design must contemplate a clearance of 4.0 cms (15.72 inches) or 5.0 cms (19.68 in) of clearance in the front so as to not affect the neighboring stands. The demarcation of the exhibition space will be made with adhesive tape on the floor.
- Consider the regulations and conditions defined for the stand.
- The mounting process must be quick, clean, organized and must be considered in these terms from the conception of the design itself, so that they are quick, portable and easy to assemble and mount.
- In case that additional requirements to the basic ones furnished by the event organizers for the functionality and design of the stand, these must be previously requested by filling a special form for this effect in the Department of General Services in **CORFERIAS**.
- Electrical installations and/or general nets must be done by professional personnel or certified technicians with the strict approval of the Technical Department of **CORFERIAS** and the technical coordinator of the event.
- In the event that the exhibitor decides to use the panel dividing system and other stand profiles furnished by **CORFERIAS** for the organizer of the event, this will come equipped with an electrical outlet. Thermic devices such as irons, coffeemakers, heaters, etc. or equipment requiring high loads without the previous consent of the Technical Department of **CORFERIAS**. In this case, and in the case of the exhibitors with declaration stands who require electric installations to connect equipment with greater consumption, these must present the specified request before the event organizers, adjusting the corresponding electric plan with the required electric charge or in the specific case of a *stand with decoration*, this request must be made simultaneously with the approval diligence of the stand mentioned in the above paragraph. Equally, the exhibition companies must furnish the necessary voltage regulators to protect the equipment during the mounting, mounting testing and during the event.
- You must consider that the overcharges produced in the electrical installations can cause grave accidents, both to the net and to the exhibitor's equipment. In this case the exhibitor himself will pay for the costs and expenses that the repair of these damages represents.
- For the mounting process of the stand in the exhibition space, the area should be protected with plastic elements. Any material left abandoned in common and circulating areas outside the space assigned to each exhibitor

will be considered garbage. **CORFERIA** will pick up the materials, object or merchandise found in these zones, with no responsibility for its state or location. In the event that these are of great volume and need special work or equipment for its removal, the costs incurred in this work will be charged to the exhibitor.

- In the event that the exhibitor, making use of his right, does not contract **DIPER EXHIBITIONS** for the design, production, mounting and dismantling his stand, or makes use of his own resources, it is recommended that he work with an experienced and recognized mounting company that has the appropriate and ideal personnel.
- It is the obligation of the event organizer to inform the exhibitors that the security service offered by **CORFERIAS** fairgrounds is global and for this reason they do not respond for any losses during the mounting processes, the event and dismantling processes of the project.
- In this sense, the event organizer suggests exhibitors and mounting companies to consider and facilitate the security of the stand and the integrants of the same. Do not leave tools, equipment and mounting elements unattended, nor exhibition equipment during the mounting and dismantling processes of the project and declares that under no circumstance he is responsible for the loss or theft of the same.
- Consequently with the above numerals, we recommend the exhibitors and mounting companies that for effects of presentation and security do not leave the stand unattended at no time at all during the processes of mounting and dismantling nor during the event.
- Elements such as briefcases, purses, calculators, laptops, cell phones and others elements of personal use should not be left outside unless strictly necessary, giving them the corresponding attention and care. These elements should preferably be kept under lock and key.
- We recommend the exhibitors, before the room is closed every day, to verify that his stand is duly "closed" and that there are neither personal effects nor valuable elements left outside.
- The Exhibitors must consider that any admissible repairs and/or fines caused during the development of the project, directly or through the mounting company, will be generated in charge of him and these will be made effective by the amounts or defined percentages for the effect by the organizer of the event and/or the fairgrounds. The withdrawal of equipment, merchandise and/or decoration elements from the fairgrounds will not be authorized until the exhibitor has paid the corresponding amounts.

- **We recommend the exhibitor that if any type of problem or inconvenience should arise in the mounting process, he locate and inform the officer appointed by the technical coordination of the stands in charge of DIPER EXHIBITIONS or in other of the instances of the project, he locate and inform the officer appointed by the events and production company in charge of the general logistics and lastly, to the maximum authority of the event, the Executive Director of 3 A PRODUCCIONES.**

- Equally, we request the exhibitor that in case that he spots any suspicious activity or person during the development of any instance of the event, to notify immediately the security personnel of the fairgrounds or to the officer appointed by the event organization.