



Operation Regulations

INTRODUCTION

The present regulations have as main objective to establish the rules for the function and operation of each event that takes place in the Exhibition and Business Regional Center, from here on referred to as **INFORUM Irapuato**; to promote the adequate use of the installations and to favor the optimum development of the business and entertainment meetings, as well as to keep the building in excellent conditions.

The dispositions of the present regulations are obligatory for all users of **INFORUM Irapuato** and the violation to these regulations will derive in the payment of the caused damages by the person in charge, independently of other kind of responsibilities that may arise.

It is important that every event organizer or manager knows that by entering into a contract for giving services for events in **INFORUM Irapuato**, entails the automatic consent of the dispositions mentioned in the present regulations.

In each of the contracts made, **INFORUM Irapuato** will inform the promoters of the existence of the regulations and give them a copy of it for their knowledge and acceptance.

It is the organizer's or promoter's responsibility to give these regulations to each and every one of the exhibitors for their knowledge and fulfillment.

GENERAL DISPOSITIONS

1. Regulations Application

1.1. The dispositions contained in the present Regulations are applied in general to all the personnel of **INFORUM Irapuato**, as well as for lessees, organizers, exhibitors or participants of any event that takes place inside the **INFORUM Irapuato** installations.

Every organizer or exhibitor participating in any event taking place inside the **INFORUM Irapuato** installations accepts each and every one of the dispositions contained in the present regulations and commits to fulfill it.

2. INFORUM Irapuato Areas.

2.1. For the development of events, **INFORUM Irapuato** has the following areas:

2.1.1. The indoor exhibition area has two pavilions, identified as Pavilion 1 and 2; each one has an exhibition area, lobby and mezzanine. Each pavilion has an area of 4,233 sqm.

2.1.2. Show Center with a **bullring**, 2,000 seats and stands for 4,000 people, dressing rooms, restaurant, offices and **stores** under the stands area.

2.1.3. The outdoor exhibition area, named Multifunctional Plaza, has a 36,000 sqm concrete area, with electricity supply in each light post.

2.1.4. Open Forum with a stage, capacity for 1,380 people seated, stands for 680 people and capacity for 5,000 people standing up. Dressing rooms, storage rooms, restrooms and **stores**.

2.1.5. Velarium with an area of 2,100 sqm, under ceiling and with a concrete floor.

2.2. **INFORUM Irapuato** has also outdoor parking lots, besides each one of the pavilions with capacity for 760 vehicles and another parking lot with capacity for 1,500 vehicles.

3. INFORUM Irapuato schedule

3.1. The office hours are from 9:00 to 17:00, from Monday to Friday.

3.2. The schedule for maneuvering activities, build up and dismantling will be from 8:00 to 22:00 hrs during the days contracted. In case of needing more widen schedule, the contractor must make the written request to the Commercial Department of **INFORUM Irapuato** and cover the corresponding cost.

ABOUT THE CONTRACT

4. Generalizations

- 4.1. For the use of **INFORUM Irapuato** installations, it is required to enter into a rent contract with **INFORUM Irapuato** as lessor and the user as lessee. **INFORUM Irapuato** will be responsible for making this document.
- 4.2. The rent contract will contain the following information:
 - 4.2.1. The areas that will be rented.
 - 4.2.2. The days and hours rented, specifying particularly the ones for mounting, exhibitor's set-up, event and dismantling.
 - 4.2.3. The kind of event that is going to be held in the rented venue.
 - 4.2.4. The renting cost and the way of payment.
 - 4.2.5. The obligations of each one of the parts.
- 4.3. For these regulations, we will understand as Set-up, the time in which the lessee, the organizer or the exhibitors do activities inside the rented installations for installing the exhibition booths or the equipment of the rented spaces where the event is going to take place. We will also consider as set-up time, the one used by **INFORUM Irapuato** for installing the exhibition booths or other services provided directly to the lessee.
- 4.4. We will understand as Dismantling, the time in which the lessee, the organizer and the exhibitors do activities inside the rented installations for taking out the exhibition booths or the equipment in the rented spaces where the event took place. We will consider as dismantling time the one used by **INFORUM Irapuato** for taking out the exhibition booths or other services provided directly to the lessee.

5. Price List

- 5.1. The renting prices will be established by **INFORUM Irapuato** according to its government agency and will be given in pesos by dairy rent or by the specific time each area or space will be rented.
- 5.2. The renting prices will be applied based on the set-up time, the event and the dismantling time.
- 5.3. In addition to the rented space, **INFORUM Irapuato** can give to the lessee the following services with a previous additional payment established before. These services include, but are not limited to:
 - a. Exhibition booths
 - b. Furniture rent
 - c. Loading maneuvers using a freight
 - d. Water
 - e. Drainage
 - f. Electricity installations and/or energy services with voltages and capacities different from the ones included in the cost of the rented space.
 - g. Cleaning of booths and of all the rented space.

- h. Internet
- i. Set-up and dismantling of banners, signs, etc.

5.4. The prices established can only be modified with the authorization of the Technical Committee of **INFORUM Irapuato**. Only the Managing Direction can authorize discounts in the established prices.

6. Reservations

6.1. Only when the renting contract has been signed and the advance payment has been given to **INFORUM Irapuato**, then the period of time and space will be reserved.

7. Subletting or release

7.1. The contracts of **INFORUM Irapuato** for using its installations cannot be released to third parties by the lessee, in a total or partial way, except when it is for subletting to exhibitors. The lessee is obliged to have only and exclusively the kind of event mentioned in the contract.

8. INFORUM Irapuato Employers' Responsibility

8.1. **INFORUM Irapuato** will be the only responsible as employer of the personnel used to give services and that are contracted by the lessee or any exhibitor. Therefore, the lessee and the exhibitor are exempt of any work problem that may occur with these personnel.

8.2. The lessee or any exhibitor will have the right to ask to **INFORUM Irapuato**, the change of the personnel assigned to a specific task, with completely justified causes and in a written request subject to availability of personnel by **INFORUM Irapuato**.

8.3. The personnel contracted directly by the lessee or any exhibitor to make activities of set-up, dismantling, cleaning, surveillance, etc., will not have any work relation with **INFORUM Irapuato**. The work relation and the obligations derived from it will correspond directly to the lessee or exhibitor.

9. Lessee's Obligations

9.1. The lessee is obligated to contract civil liability insurance and to have as beneficiary the Exhibition and Business Regional Center Trust, to protect the rented building and the installations, the exhibition goods, third parties goods or people and loading and unloading maneuvers up to the amount assigned in the renting contract by **INFORUM Irapuato**.

9.2. The lessee must guarantee the good use of the installations and the payments derived from the use of the services given in the building. **INFORUM Irapuato** will tell the lessee the way in which he can provide the guarantee; it could be by a bail, deposit or a check charged to the lessee's account. In case of using a bail, the Bail Bonding Company will not enjoy the benefits of order and exclusion and the amount of the bail must be authorized by **INFORUM Irapuato**, who must receive the document 10 days before the beginning of the renting period of time.

AUTHORIZATION OF FLOOR PLANS FOR EXHIBITIONS

10. Authorization of floor plans for exhibitions

10.1. **INFORUM Irapuato** must authorize the furniture and equipment distribution request, as well as the one for exhibition booths before they are installed in the rented spaces; this is in order to favor the security and comfort of the visitors to the events. The lessees and subtenants are obliged to:

- a. To give **INFORUM Irapuato** the distribution floor plan of the rented space for its approval. This floor plan must be presented before the promotion of the event and must guarantee the security of the participants in it, as well as the efficient use of the rented space and the distribution of its installations. The distribution proposal must meet the following standards:
 - 1) The corridors cannot be less than 3 m wide.
 - 2) The fire equipment and emergency exits cannot be blocked.
 - 3) Corridors must allow a quick evacuation of people towards the emergency exits in case of a contingency.
- b. The exhibition booths installed must not be higher than 7 m, even when they have two floors; the free design booths are subject to approval by **INFORUM Irapuato**.
- c. To give **INFORUM Irapuato**, in a period no longer than a week after the floor plan has been authorized, two copies of it in a 1:200 scale.
- d. To fulfill again with the prior obligations in case of having modifications after the distribution of the authorized floor plans.
- e. In case of contracting services for the booths, **INFORUM Irapuato** should have at least 30 days before the renting period, two copies of the authorized floor plans in a 1:200 scale with the use specifications for manholes, including the installation of special services.

INFORUM Irapuato reserves the right to cancel or modify any change done to the set-up or the event's profile whenever it was done against to what was established in the authorized floor plans, and without having any responsibility for the facts, costs or consequences of such actions.

SET-UP

11. Generalizations

11.1. Prior to the set-up activities of the event that is going to take place, **INFORUM Irapuato** will formally deliver the physic installations to the lessee. The personnel from the Operations Management of the venue, the lessee and the contractors assigned to the different services will check the rented spaces before and after the set-up activities to determine the conditions of it.

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- 11.2. Once the revision has ended, the participants in this revision will sign a document.
 - 11.3. Personnel from **INFORUM Irapuato** will measure the outdoor rented spaces and will mark the corners on the floor.
 - 11.4. Once the booths are assigned, the exhibitor is obliged to know about the location and measures of any installed elements, especially of the supply mains, foundation, electricity services, etc., and, if necessary, give the information to the booth fitter.
 - 11.5. The limits of the rented space must be respected at every moment. The exhibitor will be in charge of checking that there are no objects out of the rented space.
 - 11.6. When the set-up activities begin, the lessee must go to the Commercial Department of **INFORUM Irapuato** and ask for the installation of the services requested before or in case they had not been requested, ask for the contract and pay for them.
 - 11.7. During set-up activities, the personnel of the venue will have strength communication with the organizer in order to assist any requirements from him/her.
12. Reception of goods and material management.
- 12.1. The reception of loading, boxes and goods will be in charge of the lessee or the exhibitor, **INFORUM Irapuato** will not be responsible for them and will not receive such goods as deposit, for custody or safekeeping. All the loading or freight must be received by the lessee or the exhibitors in the dates previously established. When **INFORUM Irapuato**, by exception, should receive any goods on behalf of the lessee and/or any exhibitor, it will be without taking any responsibility about the contents, quantities and conditions of the goods received.
 - 12.2. The freight must be given in consignment to the supplier designated by the lessee or the exhibitors, in the days and hours established for set up. **INFORUM Irapuato** will not be responsible, in any case, for the reception of messaging and/or courier of the lessee or exhibitors.
 - 12.3. The introduction and extraction of material, goods and tools used for set-up must be done through the loading and unloading area or by the accesses the **INFORUM Irapuato** Operations personnel tells the lessee or exhibitors. They must be carried to the area in which it is going to be set by using bearing equipment (platforms, hand trucks, etc.) and they cannot be dragged.
 - 12.4. It is not allowed to get into **INFORUM Irapuato** any dangerous material (toxic, explosive, pollutant), as well as firearms or sharp instruments.
 - 12.5. **INFORUM Irapuato** will allow the vehicle access to the exhibition areas (with previous authorization) for loading and unloading material. The lessee will be responsible for coordinating and controlling such maneuvers, and always following the instructions from the **INFORUM Irapuato** Operations personnel.

- 12.6. Vehicles, trailers, trailer platforms or trucks cannot stay in the exhibition areas if they are not part of the exhibition itself.
- 12.7. The lessee will be in charge of checking that the loading and unloading maneuvers are done carefully to protect the building. We will have to consider the following:
 - a. The freight will be checked before its use by **INFORUM Irapuato** personnel, it must have pneumatic tires, motor working in perfect conditions and mechanical systems that does not have leaks of liquids, oils, grease, smoke, etc.
 - b. Machines with eccentric or vibrating movements, such as cutters, compressors, die-cut machines, etc., are not allowed.
 - c. Carpentry, iron works, bricklaying, plumbing, paint, electricity or any other kind of work like this must be done outside of exhibition area. The exhibition area is just for setting-up furniture or equipment. It is not allowed to use power saws, compressors, soldering irons, spray guns, or any other noisy or pollutant equipment inside the exhibition area.
 - d. It is not allowed to fix carpets, rugs, tapestry, publicity or advertisements with glue or adhesive material that may damage or harm the floor, painted surfaces, rugs, signs, glass, etc., located in the area.
- 12.8. During the loading and unloading maneuvers, lights will be on in the exhibition area as the programmed schedule. In case the lessee needs and extension in this schedule, he/she must ask it to **INFORUM Irapuato**, covering the corresponding cost.

13. External Suppliers

- 13.1. The lessee and the exhibitors will be able to contract external suppliers for design, set-up, furniture for exhibition booths and the rented space in general. **INFORUM Irapuato** has the right to evaluate them in any case for its authorization.
- 13.2. **INFORUM Irapuato** will have no labor, commercial or crime responsibility for the services given by the external suppliers contracted by the lessee.
- 13.3. **INFORUM Irapuato** reserves the right to refuse admission to those external suppliers that have negative antecedents or that might damage its prestige.

14. Installations

- 14.1. Regulations applicable to the installations of:
 - a. Electricity Services
 - i. The access to the electricity installations of **INFORUM Irapuato** is only allowed to its personnel, who are the only ones able to connect the lines from the exhibitors to plugs and/or power mains.
 - ii. Inside **INFORUM Irapuato** pavilions, each exhibition booth will have 1500 watts of electric supply. The exhibitors that need more

- energy supply must cover an additional cost for it and its installation will be subject to availability by **INFORUM Irapuato**.
- iii. **INFORUM Irapuato** will not be responsible for damages the lessee or the users suffer as consequence of black outs derived from problems in the electricity supply given by the Federal Electricity Commission or owing to circumstances beyond control.
 - iv. It will not be allowed to build provisional installations or give assistance to additional energy supply requests when these connections must be done through the building structure.
 - v. It is not allowed to modify the electric installations by the lessee, exhibitor or set-up personnel without previous authorization by **INFORUM Irapuato**. In case it is requested, it should be first approved by **INFORUM Irapuato** and its personnel are the only ones who can make the necessary changes. There will be an extra charge to the exhibitor for this kind of request.
 - vi. The lessee, the exhibitor, their contractors or subcontractors will be responsible for the damages they might cause for the wrong use of the electric installations.
 - vii. It is forbidden to cross the corridors with electric lines or any other installation on the floor or in the upper part of the rented space.
- b. Water and Drainage Services
 - i. The requirements and use of this kind of installations must be established before the set-up in order to prepare the supply and connections of it.
 - ii. These installations will be invariably done just by the **INFORUM Irapuato** personnel.
 - c. Internet Installation
 - i. The lessee is obliged to contract the internet service directly to **INFORUM Irapuato**.

15. Gas Installations

- 15.1. Gas containers up to 20 kg can be used and should not be installed inside the pavilions.
- 15.2. These containers must have a pressure regulator, a special hose for gas and braces.

16. Sound Equipment

- 16.1. The sound equipment installed in **INFORUM Irapuato** is designated exclusively for emergency paging and background music. Its use is in charge of **INFORUM Irapuato** personnel.
- 16.2. **INFORUM Irapuato** reserves the right to promote the organizer's services, as long as the correspondent information is given. This promotion will be done using records that fulfill the artistic and musical requirements.
- 16.3. The use of sound equipment by the organizer must be measured by the venue to determine the maximum level of decibels under which it can be operated.

16.4. **INFORUM Irapuato** reserves the right to cut the energy supply for those sound equipments that get over the permitted limits and ignore the previous advices about volume regulations.

17. Installations Decoration

17.1. The design and decoration of the rented spaces will be in charge of the lessee and the sublet spaces will be in charge of the exhibitors. The material used and the design applied to them must be previously authorized by **INFORUM Irapuato**.

17.2. Construction materials that can be dangerous or harmful cannot be used.

17.3. Decoration must not block or be an obstacle for the visibility of the **INFORUM Irapuato** signs; it also must not block the accesses to the building, rooms, corridors and emergency exits.

17.4. About decoration, booths, or any other installation from the lessee or exhibitors, it is not allowed to put or paste any material in the walls, columns, posts, structure, doors, panes, furniture or equipment from **INFORUM Irapuato**, who can take out any object that is against this regulation.

17.5. Labeled or printed banners that include general information about the event (name, dates, etc.) can be put inside or outside the building for free, as long as they do not have sponsor names or brands. The spaces used for this must be previously consulted by the lessee or exhibitors with the **INFORUM Irapuato** operations personnel.

17.6. The banners will be installed by the **INFORUM Irapuato** personnel or by personnel hired by the lessee or exhibitor. In the first case, the lessee must cover in advance the set-up and dismantling cost.

17.7. The labeled or printed banners that include sponsor names or additional brands to the general information of the event can be installed in public areas by covering an additional cost depending on the surface that will be occupied.

17.8. The definite location of all kind of labeled or printed banners, inside or outside the building, with cost or for free, will be subject to approval from **INFORUM Irapuato**.

18. Special Installations

18.1. For the visitor's security, the stands installation inside the venue must be authorized by the Civil Defense Department from Irapuato, Guanajuato previous to the beginning of the event.

18.2. The installation of one or more marquees in the Multifunctional Plaza or esplanade must be subject to:

- a. The kind of fastening should not drill or damage the floor.
- b. The installation and/or use of the marquees will be in charge of the lessee, the exhibitor or the equipment supplier.

18.3. When the snack areas require gas supply, the operations department should check and approve the gas installation to avoid any accident. This

installation will be in charge of the exhibitor. The use of gas is limited to the outside exhibition areas.

18.4. In the inside areas it is not allowed to use combustion machines (carbon, gas, electricity or wood) that can smell or cause smoke.

18.5. **INFORUM Irapuato** can prohibit at any moment the use of machines which functions may represent a risk for the visitor's or good's security.

19. Restrictions for the set-up personnel

19.1 During the set-up or dismantling hours, the set-up personnel are not allowed to do the following activities:

- a. Men must not stay inside the **INFORUM Irapuato** installations wearing shorts.
- b. They cannot wear sandals or any opened shoes.
- c. They cannot drink alcohol.

EVENT'S DEVELOPMENT

20. Generalizations

20.1. **INFORUM Irapuato** reserves the right to prohibit the entrance to the installations to those people that misbehave and does not respect people or goods in the venue.

20.2. There will be no access to **INFORUM Irapuato** for: people in a drunken state, with guns or weapons, and people under the influence of drugs.

20.3. The entrance is not allowed for animals, unless they are part of the exhibition itself.

20.4. People will be evicted from the installations for being disrespectful to the visitors, to the surveillance personnel or **INFORUM Irapuato** personnel, as well as for being part of fights or a fuss.

20.5. Without exception, it is not allowed to have profit-driven games of chance inside the installations of the venue.

20.6. Alive musical groups in events that are not related to the type of event itself must be authorized by **INFORUM Irapuato**.

21. Food and Beverages

21.1. The exhibitions that have tasting of food or beverages must be authorized by the venue's personnel, with previous notification.

21.2. The exhibitions that have alcohol sale will need to have permission for it. This permission must be given by the lessee or the exhibitor to the **INFORUM Irapuato** Customer Service Department.

21.3. The exclusive concessions **INFORUM Irapuato** has with specific food and/or beverages brands must be respected.

22. Cleaning

22.1 **INFORUM Irapuato** will be in charge of contracting the cleaning personnel to do these activities in the rented spaces, such activities will include:

- a. Cleaning of the public areas such as reception, restrooms, corridors and parking lots.
- b. Taking out the garbage and waste material of the rented spaces daily and when the event has finished. It is not allowed to leave garbage and/or waste material of the booth in the corridors of the rented halls.
- c. Taking out tools, boxes, bags, materials, etc. when they block circulation and/or the development of the event.

The waste of food and beverages used inside the rented spaces cannot be dumped in the drainage, lavatories or toilets.

INFORUM Irapuato will be in charge of the spaces that are not rented, during set-up, dismantling and during the event.

INFORUM Irapuato is not responsible for any work, labor or crime relationship of any kind, derived from the services given by the cleaning personnel exceptionally contracted by the lessee or exhibitors.

23. Security

23.1 The surveillance services in the rented spaces will be in charge of the lessee, the general spaces not rented are in charge of **INFORUM Irapuato**.

23.2 The lessee will be in charge of:

- a. Contracting the necessary personnel for controlling the accesses for materials and for people.
- b. Contracting the necessary personnel for goods, materials and products control that are going to be used in the event.
- c. **INFORUM Irapuato** will not be responsible for loses, robbery or damages caused to the lessee's or exhibitors property or goods in charge of them, as well as for loses or robbery of material or goods from the booths and the damages to the objects, samples, set-up and exhibition materials, before, during and after the event.

23.3 **INFORUM Irapuato** will not be responsible for loses or damages that the vehicles using the parking lots may suffer, as well as for the objects in the interior of the vehicles and for partial or total damages caused by third parties.

23.4 For security reasons, during set-up and dismantling, all the material must be kept inside the limits of the exhibition space, and having the corridors and other spaces free for transit.

23.5 Any activity that includes throwing objects (balls, darts, hoops arrows) or the use of instruments or flammable, corrosive or explosive substances must be previously approved by **INFORUM Irapuato**; the organizer will be in charge of any responsibility derived from these activities. **INFORUM Irapuato** separates completely from such responsibilities.

23.6 The use of gunpowder in fireworks or other devices must be approved by the National Defense Department. The lessee or event

organizer must show to INFORUM Irapuato Operations Department the correspondent permission previous to the use of these devices.

- 23.7** If the official firefighters or technical personnel from Customers Service from **INFORUM Irapuato** detect some danger in the venue installations, any event or exhibition can be stopped until the danger passes away.

24. Vehicle Exhibition

- 24.1. Vehicles with combustion motor can only be exhibited inside the pavilions just with the necessary fuel to get in and out of them. They will be exhibited with the battery switched off and with the top of the fuel container closed with key. It is not allowed to do demonstrations with combustion motors turned on in the pavilions or in the exhibitor booths. The vehicles must have mufflers in outside demonstrations. Fuel cannot be kept in the booths.

25. Event's or exhibition's closure

- 25.1. When the event activities end, the lessee will notify the **INFORUM Irapuato** Operations personnel.
- 25.2. In case the event ends before the established schedule in the contract and the lessee wants to use this rented space for a different use, he/she will have to get authorization from **INFORUM Irapuato**.

DISMANTLING AND SPACE HAND IN

26. Generalizations

- 26.1. The lessee will be responsible to set a schedule to have dismantling activities and the logistics for it, always following the schedules in these regulations; on the contrary, the lessee will have to pay for the additional hours needed.
- 26.2. When the dismantling activities are finished, the organizer will hand in the rented spaces to **INFORUM Irapuato**. **INFORUM Irapuato** personnel, the lessee and, if it is the case, the exhibitors, will go through the installations to see the conditions in which them or the equipment are being handed in.
- 26.3. When the revision of the installations is over, the participants in such revision will sign a document.
- 26.4. The delay in handing in the rented spaces will derive in the payment of the rent for the correspondent days and charges.
- 26.5. When the lessee, the exhibitors and the external suppliers hired by them and/or by the visitors to the event, damage the rented goods; the lessee will have the obligation to pay for the fixing costs, as well as paying for these damages and the rent for the correspondent days in which the repairs are done.

INFRACTIONS AND PENALTIES

27. Generalizations

- 27.1. The violation to these regulations will derive in the payment of the damages, expenses and costs by the offenders.
- 27.2. **INFORUM Irapuato** reserves the right to remove installations or goods located in those spaces not authorized in the floor plan. This removing will be paid by the promoter or event organizer.
- 27.3. **INFORUM Irapuato** has no storage room for keeping goods or materials of the exhibitors; therefore, the equipments, materials or goods that are not removed from the **INFORUM Irapuato** installations at the end of the renting period, will be considered as waste. **INFORUM Irapuato** will not be responsible for them and they will be dumped immediately.
- 27.4. Any kind of damage caused to the building installations must be notified immediately and paid to **INFORUM Irapuato**.

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