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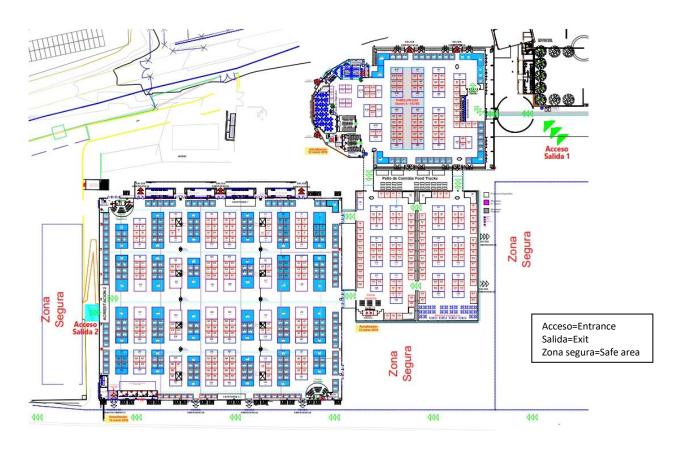


# **General information**

# 1.- Contact Information

Macarena Labbé	Assistant Manager of Own Trade Shows and Service to the exhibitor	mlabbe@espacioriesco.cl	(56-2) 2470 4420
Karla Lazo	Executive Service to the exhibitor	servicioalexpositor@espacioriesco.cl	(56-2) 2470 4422
Nicole Diaz	Executive Service to the exhibitor	servicioalexpositor@espacioriesco.cl	(56-2) 2470 4463
Fabiola Cardenas	Commercial Assistant	fcardenas@espacioriesco.cl	(56-2) 2470 4420
Claudia Escobar	Producer	cescobar@espacioriesco.cl	569 88187968

# 2.- General Layout





#### 3.- Exhibition Hours

### **Trade Show Opening Hours:**

Tuesday September 10th 11:00 AM. 8:00PM Wednesday September 11th 11:00 AM. 8:00PM September 12th 11:00 AM. 8:00PM

### 4.- Admission Fee and Invitations

#### Invitations to Trade Show

Each exhibitor will receive invitations through the accreditation platform according to following details:

Booth 6mt2 : 50 invitations
Booth 9mts2 : 50 invitations
Booths over 18 m2 : 100 invitations
Booths over 36 m2 : 150 invitations
Booths over 54 m2 : 200 invitations

#### 5.- Activities

- Technical lectures
- Business roundtables
- Tastings
- Interactive cooking
- Healthy cooking
- Baking and pastry classes

# 6.- Sales at your booth

- Sales are allowed.
- The exhibitor must complete authorization procedures (temporary change of address) directly at the SII's respective office (Chilean Internal Revenue Service).
- If the exhibitor requires the use of Transbank equipment (company that controls credit and debit card system in Chile), this must be requested directly to this company.

#### 7.- Sound

- The exhibitor's own music and announcer will be allowed only within the booth area, as long as they do not exceed 50 db.
- In all cases speakers must be installed within the booth limit area pointing towards within the booth. Under no circumstances shall they be hanging from overhead framework.
- Complying with these requirements will assure us not to spread nor be spread with unwanted sound from one booth to another.
- Those that do not respect sound regulations will be subject to following sanctions from the organizing committee:
  - At the first opportunity a warning will be given.
  - On the second occasion a fine of 10 UF + VAT will be applied.



- At the third opportunity power on your booth will be disconnected.
- The exhibitor will have to consider, where applicable, payments related to copyrights.

## 8.- Types of Basic Modular booths

The booth framework consists of an aluminum structure of 2.50 m high, which supports dividing and side walls. Longitudinally on the frontage, a valance is mounted, upon which (if the exhibitor requests so), exhibiting company's name can be placed in a standard typeface. Neither symbols nor corporate logos over a maximum of 25 characters will be allowed. These must be requested through the online platform on service to the exhibitor.

Those who do not send this information within the stated deadline shall have to pay 0.3 UF + VAT to get their valance.

Booth walls may not be painted nor drilled. Sticking adhesive graphics directly upon booth walls is not allowed with any kind of glue, double contact or any material that may damage the wall surface.

You are not allowed to hang any kind of graphical elements from the booth framework. In case of damages caused to the booth walls, as a result of applying graphics or other elements, UF 6 + VAT, USD 270 + 19% VAT; €230 + 19% VAT, will be charged to the exhibitor for each damaged wall panel.

### 9.- Technical Features of Supplied 9m2 Modular Booths

- Side and perimetral walls, white panel
- Modular system framework
- Identification valance
- Gray overlay floor on the booth area
- 3 Lights
- Furniture: 1 round table (0.75 high) -3 chairs -1 trash can
- Power socket of 630 watt equivalent to 70 watts per m2
- Power is supplied as follows:
  - In a single-phase board with plug
  - Location of the plug will be on the module back panel approximately on the center.
  - Additional power requirements at modular booths are supplied separately in case their requirement exceeds 3 KW (single-phase or three-phase). Power sockets will be located on the center of the module back panel.
  - If you install graphics, furniture or other elements in front of power socket(s), you must be careful not to block them, they must be always at sight.
  - Neither the plug nor the board must be tampered or opened, only equipment that is within the available power range, according to the basic and/or additional power provision, may be connected.

<sup>\*</sup> All the transformers, power strips, extension cords, etc. must be considered by the exhibitor and be certified by SEC (Chile's Superintendence of Electricity and Fuels).





### 10.- Technical Features of Delivered 6m2 Modular Booths

- Side and perimetral walls, white panel
- Modular system framework
- Identification valance
- Gray overlay floor on the booth area
- 2 Lights
- Furniture: 1 round table (0.75 high) -3 chairs -1 trash can
- Power socket of 420 watt equivalent to 70 watts per m2
- Power is supplied as follows:
  - In a single-phase board with plug
  - Location of the plug will be on the module back panel approximately on the center.
  - Additional power requirements at modular booths are supplied separately in case their requirement exceeds 3 KW (single-phase or three-phase). Power sockets will be located on the center of the module back panel.
  - If you install graphics, furniture or other elements in front of power socket(s), you must be careful not to block them, they must be always at sight.
  - Neither the plug nor the board must be tampered or opened, only equipment that is within the available power range, according to the basic and/or additional power provision, may be connected.



\* All the transformers, power strips, extension cords, etc. must be considered by the exhibitor and be certified by SEC.



# 11.- Free area without Modular Booths - Special Projects

### Handover conditions of the area

- A space free of structures is handed over, which will be delimited on the floor considering the hired square meters.
- Overlay floor is not included.
- If as a result of the booth area, base power exceeds 3 KW (3,000 Watts single-phase), namely a booth of approximately 43 M2, power will be supplied in 3 phases, that is to say, a three-phase board (3 phases, neutral and grounding).
- If additional power was requested for the booth, this will be added to the base power on a combined basis, that is to say, in 1 single-phase or three-phase board, according to the resulting power (single-phase up to 3 KW, and three-phase over 3 KW).
- Location of the power connection point will be on the rear upper left corner of the non-modular
  area, considering the frontage of the booth as the longest side of the module and/or the one
  that is adjacent to the main flow.
- All the transformers, power strips, extension cords, etc. must be considered by the exhibitor and be certified by SEC.

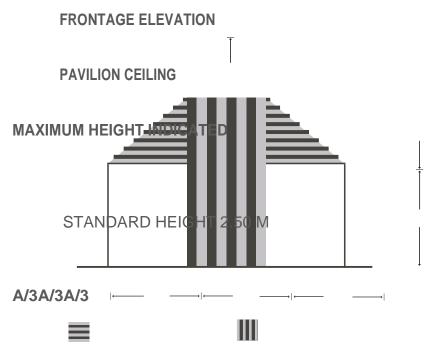
#### **Construction standards**

Constructions and decorations will have to count on prior approval from Espacio Riesco's technical unit before beginning with the works.

At those booths, whose back sides are contiguous with another one, installing elements that exceed 2.50 m high shall not be allowed, unless such elements are separated from the module back panel at least 0.50 m.



Height allowed on the projects is ruled by following level lines:



### MAXIMUM HEIGHT LEVEL LINE HEIGHT

- Maximum height for non-modular booths is 7.5 m for special projects.
- The middle third of the booth can have a maximum height of 7.50 m, leaving a free area from this point to the pavilion ceiling.
- The height of the side thirds can have as maximum height the diagonal line generated by the highest point (7.5 m), and standard height (2.5 m).
- These heights apply to all kinds of elements, either constructions, signs, slate boards, lights, moving elements, etc.



### 12.- Important dates

ACTIVITY	DATE	HOURS
Submission of Project to proyectosespeciales@espacioriesco.cl	August 8th	9:00 am to 7:00 pm
Submission of TE1	August 8th	9:00 am to 7:00 pm
Submission of request for additional power	August 8th	9:00 am to 7:00 pm
Submission of request for water and drainage (subject to feasibility)	August 8th	9:00 am to 7:00 pm
Submission of Information on Modular Booth (valance)	August 8th	9:00 am to 7:00 pm
Request for lunch tickets, PRE-SALES	August 8th	9:00 am to 7:00 pm
Request for rental of furniture (subject to stock availability)	August 8th	9:00 am to 7:00 pm
Request for Internet service (subject to feasibility)	August 8th	9:00 am to 7:00 pm
Start of assembly for exhibitors - Special Projects	September 8th	9:00 am to 8:00 pm
Start of assembly for exhibitors - Special Projects	September 9th	9:00 am to 8:00 pm
Start of assembly for exhibitors - Modular booths	September 9th	9:00 am
End of the assembly for exhibitors	September 9th	8:00 pm
Handover of credentials to exhibitors	September 8th	10:00 am to 6:00 pm
Operation of Trade Show	September 10th,11th and 12th	11:00 am to 8:00 pm
Inauguration of Trade Show	September 10th	12:00 hrs. (noon)
Dismantling of Trade Show	September 12th	9:00 pm to 12:00 hrs. (midnight)
Dismantling of Trade Show	September 13th	7:00 am to 4:00 pm

#### **ASSEMBLY OF BOOTHS**

- In order to make sure that the exhibition is clean and tidy, booths must be completely implemented on September 9th before 8:00 pm.
- On Tuesday, September 10th, from 5:00 am, the inaugural cleaning of pavilions will proceed. Therefore, implementation work that causes dirt in common areas will not be authorized.

#### DISMANTLING OF BOOTH

- Wednesday, September 12th, from 9:00 pm. Up to 12:00 hrs. midnight removal of products by hand, graphics and furniture.
- Construction elements of special projects, Thursday, September 13th, from 7:00 am up to 4:00 pm.
- Basic modular booths must begin to be dismantled on Thursday, September 13th, from 10:00 am. Therefore, exhibitors are recommended to remove all their products, furniture and graphics before that time.
- Staff removing materials must carry credential or identification (dispatch note and identification will be required from them). The organization and premises (Espacio Riesco) shall NOT be liable for robberies, thefts or damages on booths during the time of dismantling.
- We kindly request exhibitors, to take all necessary measures to comply meticulously with regulations imposed by the organization. Therefore, it is imperative that the exhibitor appoints staff that is responsible for their safety during this time.



# **Design and Construction Standards**

(Non-modular booths, and special projects)

### 13. Special Projects Approval

On a compulsory basis exhibitors must submit their projects, which must be approved before the start of the assembly, otherwise they will not be authorized to begin with the assembly work.

Following (mandatory) information must be submitted to the mail: proyectosespeciales@espacioriesco.cl

- Floor plan (top view)
- Elevation (side views)
- Two perpendicular cuts on significant spots.
- Also images (renders) that are considered necessary for better reading and understanding
  of the project must be attached. Renders can be in jpg, pdf, AutoCAD format
- Electrical plan, including load chart with TE1 formality approved by SEC.
- Documentation for Seremi (Regional Secretary of the Ministry):
  - > Calculation report of structures, signed by a professional (calculation engineer)
    - The professional's degree who signs the document
    - ldentity card copy of the person signing the document
- If your project includes hanging of valance, there is only one company authorized to hang structures in our premises. Contact: <a href="mailto:hmi@iluminacionhmi.cl">hmi@iluminacionhmi.cl</a> with copy to <a href="mailto:servicioalexpositor@espacioriesco.cl">servicioalexpositor@espacioriesco.cl</a>

Exhibitors will be informed about approval or observations for changes, to which effect they must state:

- Exhibiting company's name
- Booth no. and area
- Production company or agent
- Name of the person responsible for the project
- Telephone
- Email

# 14.- Regulations of requirements for electrical installations

The Exhibiting Company itself, or through its production company, will have to submit to SEC all of the electrical installation to be done on the booth or open area (NCH 4/2003).

Entry of the Electrical Project (NCH 2/84) must be done by the electrical installer through the "Trámite Electrónico TE 1" (electronic formality TE 1), and following information must be submitted by email to proyectosespeciales@espacioriesco.cl:

- 1. Electric installation plan, (in CAD)
- 2. Explanatory Memorandum, (if applicable)
- 3. Certificate of Registration TE 1 (in any format with readable file number)
- 4. Accountability letter, (if there was none for the whole Booth Project)



- 5. Installer's ID copy on both sides (digital in any format)
- 6. Installer's SEC license copy on both sides (digital in any format).

All the transformers, power strips, extension cords, etc. must be considered by the exhibitor and be certified by SEC.

#### 15.- Power for Installation

Exhibitors with special projects will have their electrical board activated since Sunday, September 8th, from 4:00 pm upon presentation of the TE1 certificate. Should the document not be presented, the organization will have to postpone the supply of basic and/or additional power, by mandate from SEC, even if the event has already started up to the submission of the documentation.

All the transformers, power strips, extension cords, etc. must be considered by the exhibitor and be certified by SEC.

#### 16.- Risk Prevention

Companies must have advice from an expert in risk prevention, during the development of the assembly works.

### 17.- About Hazardous Materials

Use and storage within premises of flammable or explosive articles and elements or of any product that poses chemical, radioactive, poisonous or ignitable hazards.

### 18.- Personal protective equipment and Workwear

Staff accessing Espacio Riesco during assembly and dismantling, must comply with the compulsory wearing of all the personal protective elements, which are required by their specific task, such as at least:

- Safety footwear,
- · Helmet with chin strap,
- Gloves,
- Safety glasses with UV protection,
- For works at height and the use of scaffolds: safety harness and 2 safety ropes for works at height.

### 19.- Works at Height

Works above 1.80 meters high

- Compulsory wearing of safety harness of 3 rings, and 2 safety ropes, certified.
- It will only be allowed the use of scaffolds and ladders that are in good conditions, which must comply with the respective quality standards or certification. (Scaffolds must have an identification showing their load capacity).
- Safety ropes must be manufactured of ½" steel wire, and terminals with snap harness hooks.
- All lifting equipment for workers, such as scissor lifts or similar ones, must compulsorily have operating safety devices, safety harness with 2 safety ropes.



### 20.- Requirements for food handling

All those exhibitors that conduct tastings/sales, and preparation of food at their booths, must submit following information:

- Registered name
- RUT
- Legal Representative's Name
- RU1
- Address
- Telephone
- Booth no.
- Fantasy Name
- List of food that will be prepared or sold on the spot
- Sanitary permit/s enacted by this Health Authority for food processing/sales place.
- Authorization resolution for the vehicle transporting food.
- List and amount of machines or equipment to be used (to keep food cold or hot, cooking, etc.)
- Sanitary quality control system/s available
- General description of production processes
- Type of disinfection envisaged for the reduction in the number of microorganisms to a level that will not lead to harmful contamination of the food, without adversely affecting its quality by means of hygienically satisfactory chemical agents and/or methods
- Hygiene measures envisaged for the food in order to ensure its safety, and wholesomeness, at all stages from its production, packaging (if applicable), transport and storage to its final consumption (sale).
- T1 registration
- Certified fire extinguishing equipment with updated maintenance
- Gas cylinders of 45 kg or more must have a 76 installation statement conducted by a competent professional to SEC
- (Gas) hoses used in these installations must be certified
- Areas where food is being handled must have washable floors that allow to keep hygiene at the place
- Those people making temporary production must access the site of the Health Seremi (Regional Secretary of the Ministry): http://oirs.minsal.cl/ so as to fill out the online form, and box "details" must indicate that they will take part in the event "Food & Service" that will take place on "Av. El Salto 5.000, Huechuraba" between September 10th to 12th, 2019. They must mention the type of food to be prepared on the spot, and send us the entrance report along with the previous information.



### 21.- Security

THE ORGANIZATION SHALL NOT BE LIABLE FOR EVENTUAL LOSSES DURING THE TIMES THAT FOOD & SERVICE TAKES PLACE (ASSEMBLY, TRADE SHOW AND DISMANTLING).

During the period of the Trade Show day and night surveillance on the perimeter and indoor/outdoor common areas will be arranged.

Security within each booth is of every exhibiting company's responsibility during the assembly, trade show and dismantling periods.

# Protocol for entrance of products/merchandise.

### 22.- Control of dispatch note - Inspection of merchandise

All entrance of equipment, furniture, merchandise etc., into Food & Service 2019, must be stated on a dispatch note, which will be requested upon entering and removing merchandise out of the pavilion. Stipulated times and conditions must be complied with without exception.

### 23.- Entrance of cargo vehicles

The entrance of cargo vehicles to the works of assembly, entrance of equipment, and merchandise, shall be mentioned upon arrival at the premises.

All vehicles shall be controlled and their drivers must produce a dispatch note listing all the elements being transported. Drivers' accompanying people will also be controlled, and their credentials or identification for the assembly shall be required.

### 24.- Replacement of products and merchandise

The entrance of vehicles with replacement of products and merchandise for the booths may only be done during trade show days within following hours:

- Before opening from 08:00 to 10:00 am.
- After closing from 8:00 to 9:00 pm.

All Exhibitors must consider, if necessary, an area to keep materials within their booths.

# Service to the exhibitor

#### 25.- Information on Online Platform Service to the Exhibitor

All services, mandatory and optional forms must be uploaded or hired through our online platform <a href="http://www.econvcenter.info/eConvCenterEspacioRiesco/businessAgreement/">http://www.econvcenter.info/eConvCenterEspacioRiesco/businessAgreement/</a>

Complying with stipulated deadlines for each service (see point 12).

This information will be sent via mail with the information about user and password to the platform, which is the same to access the accreditation portal.





To answer your inquiries and requests, we ask you to please get in touch with our commercial executives:

- Karla Lazo <u>servicioalexpositor@espacioriesco.cl/</u>telephone (56-2)24704422
- Nicole Díaz servicioalexpositor@espacioriesco.cl / telephone (56-2) 2470 4463

In order to support your work during trade show days, the organization will implement an office of Service to the Exhibitor with staff specially meant to make your participation easier in Espacio Food & Service.

### 26.- MANDATORY forms to be filled out on the platform

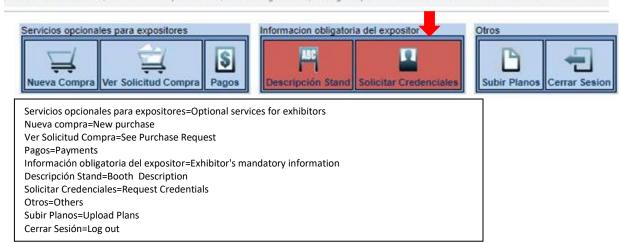
This information is essential so as to coordinate your participation. Should it not be received by the indicated dates, the organization will not take responsibility for the missing information (see item 12)

### Accreditation: Exhibitor, assembly and dismantling staff

Each exhibitor is entitled to 5 exhibitor's credentials and 5 identifications for assembly and dismantling. (To be requested through the online platform).

Carrying credentials is mandatory, people must have them at all times during the assembly, exhibition and dismantling works.

www.econvcenter.info/eConvCenterEspacioRiesco/businessAgreement/OKLogin.asp?idBA20030807=2019322122247&i=&cboldEvento=7808





Exhibitors can download the application "**Standplus**" to their devices, and with it they will be able to scan every visitor's QR code in order to collect contact data of those who visited their booths. (**See Annex no. 2**)

Exhibitors are requested to distribute their credentials or bracelets for assembly work to the people that must work at the place, since, during the previous days to the exhibition, people without either credential or assembly identification, walking around inside the premises, will not be allowed to do so.

The Organization shall be entitled to restrict access to all of those who do not comply with the aforementioned security standards.

### Description of Modular Booth

- Identification valance.
- Basic modular booths
- Corner booth (closed or open panel)

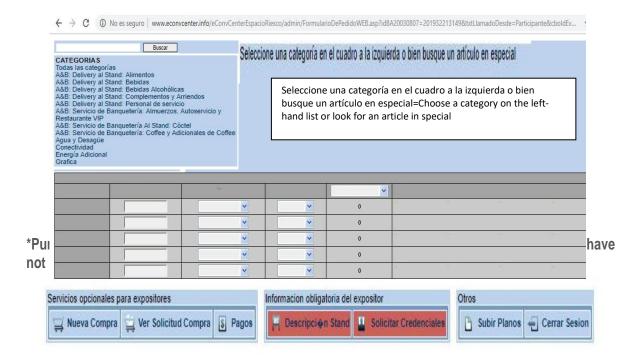


# 27.- Request for additional services

Following services can be hired and paid directly by each exhibitor through the online platform (aforementioned).

- Catering Services
- Food & Beverage Services to the Booth
- Self-service lunch tickets
- Additional Power
- Connectivity (Internet)
- Cleaning Service to the Booth
- Water and Drainage Service (subject to technical feasibility)
- Printing and Graphical Installation Service
- Furniture Rental Service





## 28.- Description of Additional Services

### Catering Services:

Catering services are Espacio Riesco's EXCLUSIVE services. Therefore, bringing any kind of food and beverage into the premises is forbidden. All Catering services required by the exhibitor can be quoted through our office of Service to the Exhibitor or directly on the platform

<u>Food & Beverage Services to the Booth:</u> Through our platform exhibitors can hire different services and products to be delivered to their booths.

<u>Self-service tickets (lunch):</u> Exhibitors can purchase tickets in advance to have lunch during trade show days at our self-service restaurant.

<u>Additional Power:</u> Base power of your booth is 70W. Therefore, you must calculate the general consumption of your booth to assess if you require or not to hire additional power.

- KW of additional power, lower than 3KW, is considered single-phase power, over 3 KW of power is considered three-phase.
- The type of power used in Chile is 220V, single-phase, frequency of 50 Hertz, and 380V, three-phase.
- All the transformers, power strips, extension cords, etc. must be considered by the exhibitor and be certified by SEC.

**Connectivity (Internet)**: Service subject to technical feasibility

- Wireless Access (Wi-Fi) Speed 2Mbps
- LINK 10 MBPS + Public IP



Point by Cable (Pavilions 1-2-3-4) Speed 4 Mbps

<u>Cleaning service to the Booth:</u> In case the exhibitor requires a cleaning service for the Booth, it can be hired through service to the exhibitor.

### Water and Drainage Service: (subject to technical feasibility)

These services will be provided according to the description of service:

- Water outlet point, consumption included. It is supplied through high pressure ½ PVC pipe with reduction adapter, and a ½" ball valve.
- Drainage point. It is supplied in 40 mm PVC pipe.
- Their installation on the part of the trade show operations staff covers only up to a point outside the booth. It does not include its further distribution within the booth.
- It is required to upload on the service to the exhibitor's platform a plan showing the desired location for this connection, mentioning exhibitor's name + booth no. + hired service.

<u>Printing and Graphical Installation Service</u>: On our platform you can find the types of graphics available, in case they are required for your booth.

<u>Furniture Rental Service:</u> In case additional furniture is required, you can find available products on our platform.