



END 2007 IV Pan-American Conference
OCTOBER 22th-26th, 2007
Panamericano Buenos Aires Hotel & Resort, Argentina
GENERAL Booth Rules

The following rules are compulsory for companies participating in the **END 2007 IV Pan-American Conference**, which will be held from October 22nd to October 26th 2007 in Los Jardines auditorium at the Panamericano Buenos Aires Hotel & Resort. The Event Organizers, Indexport Messe Frankfurt and Argentine Association of Non Destructive and Structural Testing (AAENDE, Asociación Argentina de Ensayos No Destructivos y Estructurales), can modify, prohibit or close booths that do not comply with these rules.

1. GENERAL CONDITIONS

These Rules, including complementary resolutions, must be complied with and carried out by the Exhibitor, who accepts it by signing the PARTICIPATION AGREEMENT and respects the authority of the C.O. and its interpretation of these Rules.

2. SPACE LIMITATIONS:

From the duration of the Event, each Exhibitor shall have a 2x2 (4 m²) booth depending on the amount of hired modules. None of the elements used shall exceed booth area limits at any height.

3. SUPPLIES:

Each Exhibitor shall be free to carry out the decoration with his/her own elements within the rented space and subject to the height setbacks specified above. Each booth is fitted with the following elements:

- a) Red carpet on the floor
- b) 2.50 m high white perimeter partitioning with uncolored anodized aluminum frames of 0.99 cm to column axis
- c) Lighting, 2 spotlights with 150W bulbs per booth
- d) One outlet of up to 300W per booth
- e) One 1.00 x 0.70m desk
- f) Two chairs with armrest
- g) One 0.50 m x 1.00 m storage cabinet
- h) Front section
- i) A banner with the exhibitor's name in standardized type font

In corner booths will be NO partitioning on the corner: The exhibitor who needs partitioning must submit a written request. When two or more booths are hired, dividing partitioning will NOT be provided, unless it is requested before booth assembly.

4. BOOTH DECORATION:

Exhibitors shall be entitled to decorate their booths by adding furniture, graphic advertising, plants, etc., provided by the supplier of their choice.

The Conference official infrastructure supplier, **Expobaires S.A.**, offers these elements for rent (furniture, lighting fixtures, plants, graphic advertising, among others). Contact information: info@expobaires.com, tel +54 11 4312 4000.

- 5. The use of masonry or wet constructions, loose materials and hanging textile materials that have not passed the test described by NFPA 701 or similar are strictly forbidden.**



6. Exhibitors are not allowed to break, drill, scrape, pick and/or use piercing or sharp elements that may lessen or damage the supplies and/or the fixtures of the Hotel. Exhibitors shall not use lime, sand, cement, bricks or any other adhesive glues that may damage the floor or the facilities in any way.

7. MACHINERY

If Exhibitors feature machinery in their booths, they must submit the following documentation:

- Blueprint including details of the plant, view, measures, heights, etc.
- Weight of each machine
- Bearing surface, number of bearings and their section.
- Transportation method of machines to the booth.

8. CLEANING SERVICES:

The Organizer shall arrange for cleaning services of all common areas and boxes removal, while Exhibitors shall clean their booths. Each Exhibitor can take his/her cleaning personnel, which must submit the ART or Personal Accident Insurance Policy and a list of the materials used.

9. SURVEILLANCE / SECURITY SERVICES

Surveillance services shall be shared; Exhibitors are entitled to contract additional surveillance for their booths with the hotel security for a cost of \$ 150 plus VAT for 10 hours (minimum contract cost). \$15 plus VAT must be paid for each additional hour. The possession or the carrying of weapons in the site is strictly forbidden. To contract the Surveillance services contact YAMILA SALAMÉ at (54 11) 4348 5296.

10. SCHEDULE:

- **Booth assembly: Sunday October 21st, from 3 p.m. to 00.00 p.m.**

1. **Materials inlet and outlet:** - *The materials entering the hotel should be labeled with the names of the Event and of the owner company, and a packing list in duplicate must be submitted to the Security Service (Previously submitted to Indexport Messe Frankfurt. - The only hotel access for the materials inlet or outlet is the Security entrance, Carlos Pellegrini 555, only by submitting the necessary documentation (packing list, documents, etc. filled in when arriving at the hotel. Consider that the height of the parking ramp is for vehicles under 2.10 m, and that it leads to the second underground floor. - Materials transportation from the second underground floor to the auditorium can only be carried out using service elevators. - Once unloaded, vehicles must leave the parking area. Vehicles must not be parked there. - Parking vans in the docks located in front of the hotel entrance is strictly forbidden. Inlet shifts of 30 minutes at most will be allocated for each exhibitor to enter and unload materials. - Neither the hotel nor the C.O will provide personnel or carts to transport materials from the entrance to the exhibition area. - The Hotel, through its security staff, reserves the right to check and control all elements entering/leaving the Hotel.*
2. *Due to the Security Service's control, exhibitors will enter the garages depending on access availability and only for the purpose of unloading materials.*



3. **Materials inlet and outlet through the Hotel's lobby:** *Materials inlet/outlet through this sector is strictly forbidden.*

Under no circumstance must the security elements of the Hotel be covered or blocked, and this affects hydrant hoses, fire extinguishers, emergency exits, alarms and/or decorations of the Hotel, smoke detectors, among others

- **Disassembly and removal of booth elements:** From Friday 26th from 7 p.m. to 10 p.m.

11. **OPENING HOURS:**

The END 2007 IV Pan-American Conference will be open on the following dates and times for Visitors and Sponsors:

Simultaneous Conference and Exhibition hours are the following:

- October, Monday 22nd to Friday 26th: From **9.00 a.m. to 6 p.m.**

12. **AUDIO:**

The only audio allowed is the normal sound of the equipment, which can also be limited or prohibited by Event Organizers, if deemed excessive. Exhibitors shall be solely liable for obtaining all relevant permits and/or assignment of rights from the entities that protect copyright (SADAIC) and performer rights (AADI CAPIF) for the playback of music and/or video with music.

13. **ADVERTISING AND PROMOTION:**

Exhibitors shall not be entitled to run advertising outside their respective booths. Speakers or audio players are strictly banned, as well as artistic performances, live shows or similar activities, both within and outside booths, without the relevant authorization from the Event Organizers. Within their booths, Exhibitors shall be entitled to display and hand out leaflets and catalogues of the products they manufacture, distribute or market under license, on proviso that their content must at all times abide by the regulations in force. Event Organizers shall be entitled to decide the immediate termination of all activities that, to their discretion, may cause disturbances, crowds or that may impair the free flow of visitors in the halls. Event Organizers waive all liability for the payment of taxes, rates, charges that may be applicable to the use of advertising materials, audio, video, similar elements, among others.

14. **ELECTRICITY:**

Each set of booths must have a service of switchboard with a differential circuit breaker and thermo-magnetic protection, 2 spotlights with 150W bulbs and an outlet with capacity of up to 300W. In the event that Exhibitors may wish to install additional lighting fixtures in their booths, they may request their installation from our official supplier, Expobaires SA.

The following criteria must be followed if Exhibitors wish to install additional lighting fixtures or connect devices whose capacity is higher than those provided:

The exhibitor shall inform the Organizer the expected power consumption for each one of the sectors (voltage and consumption/power). For security reasons, each sector must have its own thermal switch and circuit breaker. All electric connection must be authorized by the C.O. - The Hotel provides 220 volts power. - if a different voltage is needed, transformers must be provided by the Exhibitor.



The Exhibitor, the Organizer and the Panamericano Hotel accept and are bound to the following:

- a) Facilities and electrical equipment must comply with the necessary provisions so as to prevent risks to objects or people. - For example, the booth must have a service switchboard with a differential circuit breaker and thermo-magnetic protection with capacity suited to its installed power.*
- b) Materials or equipment used with the electric connections must comply with the requirements of current quality technical standards (IRAM Standards).*
- c) Works on electrical assembly must be performed only by qualified staff, with the corresponding authorization of the C.O.*
- d) The Exhibitor and/or the Organizer are liable for taking the measures related to the removal of static electricity in the operations performed.*
- e) In conclusion: All security measures as regards electric connections included in Decree N° 351/79, set forth in Law N° 19587 (Working Security and Hygiene) and other regulations in force must be implemented.*

Green/ yellow earth connection wire and light-blue neutral conductor are mandatory.

- Wiring: conductors shall be isolated and attached to the panel edge or floor, without breaking or drilling them and with due protection. Phases shall be divided into hot and neutral. Earth connection shall not be admitted as phase divider.
- Connection: in order to obtain the final connection, the Exhibitor must meet all the requirements specified above.

15. INSURANCE:

Exhibitors must contract third-party and AAR insurance at its own cost and expense, which must be valid between October 22nd and October 26th, 2007. All staff performing any tasks on behalf of Exhibitors must be covered by insurance, as specified in the Industrial Accident Law No. 24.557, as amended. Event Organizers shall not be liable for robbery and damages sustained by Exhibitors, their staff or their property, and/or by third-parties, during their stay at the Exhibition. All persons performing any job in the Congress must have ART documentation (Labor Risk Insurance Company) if they are members of a company's staff, and, if they are freelancers, an appropriate Industrial Accident Insurance Policy with coverage of \$230,000 and \$10,000 for medical expenses for all persons performing tasks.

16. FIRE EXTINGUISHERS:

Pursuant to the regulations of the Federal Fire Department, all Exhibitors must have an ABC chemical dry-powder fire extinguisher, with a minimum capacity of 5kg, placed on an easy-to-access location. To rent fire extinguishers contact TRAFCONSULT: Contact: Eng. José Bruno. Ph: (5411) 4836-2785 / Fax (5411) 4836-2786, Santiago del Estero 1779 Martínez, Buenos Aires. E-mail: trafoconsult@trafoconsult.com.ar

17. INVITATIONS REQUEST:

Once the Participation Agreement is signed, each Exhibitor shall request the desired amount of invitations for visitors (unlimited), which will be delivered at the C.O.'s offices. Consider that these invitations will be valid only to enter the Exhibition Hall, but they will not allow access to the Conferences Room. As regards the Opening Cocktail, two invitations will be provided per 4m², and an invitation per exhibitor for the dinner.



18. TELEPHONY / INTERNET:

The Panamericano Hotel provides WI-FI Internet Service. It consists of three cards which can be bought at the hotel with different coverage depending on the time of use (half an hour, 3 hours, 1 day, etc.). To contract the **INTERNET** Service, contact the Business Center of the Panamericano Hotel, ph. (5411) 4348 5000. To contract **telephony** services contact YAMILA SALAMÉ at: (54 11) 4348 5296.

19. EQUIPMENT INLET:

Exhibitors willing to import equipment or other materials exclusively for the **END 2007 IV Pan-American Conference** held from October 22nd to 26th 2007, may contact HOBBIT Worldwide Logistics S.A., Ph. (54-11) 5128-0248, Fax (54-11) 4331-4009, Eng. Edmundo M. Tombeur, www.hobbit.com.ar.

20. OPTICAL READER:

To contract this service for registering your visitors you may contact **Durabo**, Contact: Martín Cantero, Address: Güemes 4326, First floor 2, (5411) 5258-6582, info@durabo.com.ar. **IMPORTANT:** Equipment reservations must be arranged before October 5th 2007.

21. Deadline to submit this guide (5 pages): September 20th 2007. Send it by fax to (5411) 4514-1400 ext 4130 or (5411) 4514-1404, including your signature and full name.

22. All aspects that are not included in these Rules shall be left to the discretion of the Event Organizers, subject to the terms of the Rules in force at the PANAMERICANO BUENOS AIRES HOTEL & RESORT.

23. PUBLICATION DATA:

Fill in this form in clear print and block capitals with the name you want to use in the Congress' information (Booth identifying banner, location plans, brochures, etc.). 4) Please provide a brief description of corporate information (Products/Services/Technological Profile/Brands and/or Licenses and other relevant data).

NAME OF THE COMPANY: _____

CONTRACTING PARTY

Indexport Messe Frankfurt S.A.

Date

Signature:.....

Position:

Full Name:

.....

Signature

Full Name: