

MATERIAL LOADING AND UNLOADING PROCESS

Cargo is understood as any type of audiovisual material, decoration, customer shipments and packages in general that are brought to Metropolitan.

During the event planning process, prior to the arrival of any cargo at the venue, you must first confirm the availability of space with the assigned event coordinator in case you need to store any equipment or material.

Metropolitan's access hours for unloading or loading trucks is from 8:00am - 7:00pm, if for any reason work must be done outside of these hours you must request authorization through your assigned event coordinator.

Metropolitan cannot and will not accept the unloading of materials for an event without obtaining prior information and notice. Limited quantities of materials can be accepted in advance if authorization is obtained from the assigned event coordinator, the venue does not have storage warehouses.

The customer is responsible for providing the material and personnel necessary for loading and unloading. Metropolitan will not provide staff or equipment for loading/unloading and transportation of such cargo.

If the exhibitor and/or stand builder do not remove the elements used in the assembly of its events, this shall be done by Metropolitan's personnel, with no civil liability for the latter, and the exhibitor/stand builder shall be responsible for the expenses incurred for this storage and shall be obliged to pay Metropolitan.

CHARACTERISTICS OF THE ESPLANADE TENT

Characteristics of the tent

Temporary pavilion: Metal structure, roof and side cladding.

Condition of supply: Condition of supplied material is suitable for activities. Modular structure of the Meccano type.

Structure design: Built in duraluminium profiles with hot-dip galvanized steel connectors. Fastening by bolts.

Roof covering: PVC blackout membrane, high mechanical and chemical

resistance, 100% waterproof, UV protection, self-extinguishing, white color.

Front gable cladding: Glass paneling. Consider 60 m.l. (30 m.l. per structure).

Rear gable covering: BLACKOUT PVC membrane, high mechanical and chemical resistance, waterproof, UV protection, self-extinguishing, WHITE color.

Lateral coatings: PVC membrane (BLACKOUT), high mechanical and chemical resistance, waterproof, UV protection, self-extinguishing, WHITE color.

Wind resistance: 100 km/hour 0 kg/m2.

Pedestrian access: **6 units**

Floor characteristics

Flooring: carpet flooring, installed on asphalt layer with primer, resists 500kg mt2.

Power conditions

Power: The pavilion will deliver electricity with a 250KVA generator with a 4-output 63rd power box. There is limited possibility to supply electricity 24/7 for specific cases.

Climate Control Features

Equipment with power of 300TR air conditioning supplied by sleeves at 6 meters high.

Characteristics of Bathrooms

Depending on the number of attendees in daily rotation per event, the average estimate is 2 restroom trailers with 6 toilets and sinks with permanent cleaning.

Lighting Features

40 Ufo type spotlights 150w cold light + Carabiner anchor + 10A male plug. Latest generation Epistar chip that provides up to 100Lm/watt. It offers up to 20-30% more luminosity than traditional LED chips.

ELECTRICITY

Any client that must set up its event in the premises of the venue, must submit at least 6 weeks in advance the electrical plan made by an authorized professional installer **with a current license** granted by the Superintendence of Electricity and Fuels (SEC), in accordance with current regulations and those set by it. In the case of a fair or event with a larger and more complex assembly and electrical loads, the plan must be submitted 7 weeks in advance.

All panels, generators, electrical systems and other related equipment are for the exclusive use of Metropolitan's personnel; therefore, if access to any of the aforementioned equipment is required, authorization must be requested from the personnel of the technical area of the Precinct.

RECEPTIONS AND CATERING

For all purposes, the official and exclusive supplier for receptions and catering is Metropolitan Santiago, and external suppliers are not allowed to enter, nor the distribution of food and beverages that are part of any general

activity within the venue. For any special request requiring catering services, these should be requested through the email to sebastian.labarca@metropolitansantiago.cl and ismi.urbano@metropolitansantiago.cl

LIGHTING EQUIPMENT

Lighting must be directed only towards the interior of the respective Stands, and it will be forbidden to make the lights illuminate directly the public areas and adjacent spaces. The use of low consumption and energy saving fixtures, lamps, bulbs and bulbs is suggested. The above, considering that this type of lighting requires less energy power installed according to the projected and developed light intensity for each project, which will reduce the additional costs for the Exhibitor in the implementation.

STORAGE FOR DISPLAYS

Metropolitan does not have a general warehouse for exhibitors. Exhibitors who need storage for their merchandising must rent a booth with storage.

PRODUCING COMPANIES

The producer agrees to and shall fully comply with Metropolitan's Regulations.

All projects must have the following documentation:

- a) Duly dimensioned plans respecting the spacing regulations and maximum heights described in this document.
- b) Certificate of Structures, for simple structures up to 2.50 meters high (architect, civil constructor or engineer);
- c) Calculation Report, for complex structures and over 2.50 meters high (architect, civil constructor or engineer);
- d) Electrical plan with the TE1 Certificate of entry to the Superintendence of Electricity and Fuels (Installer Class A or B: Type of Installation C2);

~~Special Documentation for Special Projects with elevated structures~~

~~Special Projects that contemplate elevated structures over 5 meters or a second story must have the following additional documentation:~~

- ~~1. a) Structural plans of the two-story project that will have access to Exhibitors and visitors. This project must be designed by an architect;~~
- ~~2. b) Structural calculations report, signed by an architect, engineer or civil constructor (all professionals with a specialization in structures);~~
- ~~3. c) Technical specifications of all components on display; and,~~
- ~~4. d) Copy of titles and identity cards of the licensed professionals involved in the design and construction of the stand. The licenses must be in force.~~

Special Documentation for Special Projects with gas-inflated promotional elements

Special Projects that contemplate promotional elements inflated with gases must have the following additional documentation:

- e) Certificate from the Employers' or Security Mutual Society to which the Exhibitor is affiliated or the natural persons who come to perform work at the Exhibition Site
- f) Civil Liability Insurance, with a coverage of 1,000 UF (or 2,000 UF, if the Special Project contemplates elevated structures or second floors); and,
 - 1. a) Description of the materials, the technical data sheets of the gases to be used (only inert or non-combustible gases are authorized) and the safety measures implemented for their installation at the Fairgrounds. According to the Annex of Advertising Balloons
 - 2. b) It must consider a professional person in the area, who is in charge in the field for emergencies related to the element inflated with gases.

REVIEW OF SPECIAL PROJECTS

The Operations area will receive all Special Project submissions via e-mail duly acknowledging receipt.

During its review, the Operations area together with its risk prevention area may communicate with the exhibitor and/or the producing company to ask for clarifications, make observations and/or request changes.

Likewise, having received no responses to queries regarding errors in the plans or documents of the Special Project, it reserves the right to interpret said plans or documents.

At the end of the review of the Special Project, it may be approved, rejected or remain with observations, the latter requiring the non-registered producer company to take care of the observations before obtaining the approval of the Special Project.

SPECIAL PROJECT APPROVAL

Approval of the Special Project will be granted provided that all technical requirements set forth in these Regulations are fully complied with. The Exhibitor and/or the production company undertake to build each Special Project solely and exclusively under the terms approved by Metropolitan's Operations area.

SPECIAL PROJECT CONSTRUCTION

The construction of Special Projects must be supervised at all times by the production company during assembly, verifying whether the structures and installations correspond to the approved project. If the assembly of the project presents undeclared differences that are not indicated in the submitted plans, or if there are technical deficiencies for the execution, construction defects or defects in the materials used, deficient assembly of parts, etc., the work will be stopped until the situation is corrected.

RULES FOR ASSEMBLING AND DISASSEMBLING STANDS

Exhibitors and production companies are obliged to comply with the rules for the assembly of the Stands when building the Special Project, under the terms based on the present regulations.

Likewise, during the Fair and once it has ended, Exhibitors and production companies are obliged to comply with the common rules of safety and security as well as the rules for dismantling the Stands.

In order to enter the Fairgrounds and begin construction of the Special Project, the Exhibitor and its production company must submit the following to Metropolitan:

Certificate of Approval of Special Project issued by Metropolitan's Operations Area.

2.- A copy of the Exhibitor's and/or production company's civil liability insurance policy.

Complete the entry and exit of merchandise form provided by the organization and present it at the entrance to the fairgrounds. This same form must be presented for the withdrawal of merchandise at the end of the event.

RULES FOR ASSEMBLY

Exhibitors and production companies are obliged to comply with the rules for set-up under the terms approved by Metropolitan's operations area based on the following regulations. Also during the

Once the activity is over, exhibitors and production companies are obliged to comply with the common rules of the Venue Use Manual.

CREDENTIALS FOR ASSEMBLY AND DISASSEMBLY PERSONNEL

The Exhibitor or its production company must accredit and generate green credentials to the personnel that will set up its Stand, before the beginning of the assembly. The assembly credentials for the personnel hired by the Exhibitor will be personal and non-transferable, necessary for the entrance to the Fairgrounds during the assembly and disassembly of the Event (It does not give the right to enter during the development of the fair).

To enter assembly and disassembly, it is mandatory to have the credential. The credentials do not entitle to parking.

HANGING OF POSTERS, LIGHTING AND OTHER

All display elements that are attached to the tent, such as hanging lighting grills, promotional balloons, banners, hanging signs, etc., must have been reported in the Exhibitor's Special Project detail drawings and approved by Metropolitan's Operations Area in the context of the approval procedure or modification of the Special Project, as the case may be.

GARBAGE REMOVAL

Exhibitors are obliged to remove or have removed at their own cost the material, waste and residues resulting from the construction and assembly of their respective Stands. The work area must always remain clean and clear.

All booths must have a small garbage container during the days of the fair.

Metropolitan may impose fines of 2 UF for each hour in which it does not proceed with the removal of any material stockpile in neighboring Stands, circulation corridors, common areas or any place that is not destined for this purpose.

ACCESS FOR LOADED VEHICLES

The entry of heavy machinery and equipment of greater weight and volume to the Fairgrounds must be previously authorized, which must be coordinated with Metropolitan's Operations area. Interested parties must send the technical specifications of the equipment (tracks, weight, dimensions, range of movement, wheels, etc.) to be installed on display. In order to avoid setbacks in the installation of such elements or machinery in their booth, Exhibitors must send the technical specifications indicated 48 hours in advance.

Cargo vehicles with equipment, goods and assembly materials must enter through the access point at Avenida San Josemaría Escrivá de Balaguer No. 5,600, Vitacura, Santiago.

All vehicles will be inspected, and all items being transported must be declared in the internal control guide. Passengers will also be checked and must carry the corresponding identification and credentials.

SPECIAL ASSEMBLY RULES

a) All work involving the release of splinters and airborne dust -such as cutting of metal sheets or wood, welding, spray painting and electric brushing- is prohibited within the exhibition spaces inside the Fairgrounds. In this regard, all parts and components of the Special Project shall be prefabricated and may only be assembled, reworked and furnished.

b) Exhibits may not be hung from the pavilion structure (including its pillars). No wires (or other types of fastenings) are allowed on the panels of the exhibition facilities. It is forbidden to drill and apply glue to the floors and walls of the Stands and permanent constructions.

c) Drilling or anchoring on walls and floors inside the pavilion is strictly prohibited. Each decorative or display element must have an independent support or be self-supporting.

d) The installation of carpets, platforms or other elements over the carpeting provided by the Fairgrounds will require the prior approval of Metropolitan's Operations area.

RULES FOR DISMANTLING THE STANDS

At the end of the fair or exposition, the intervened areas must be delivered in correct conditions to Metropolitan's operations area, through a "return report", the fair spaces must be returned in the same conditions in which they were delivered, otherwise or unsatisfactory reception by the organization, will entitle Metropolitan to immediately validate the guarantee delivered, as compensation, not proceeding to its return.

All equipment, constructions, signs and other elements that are not removed before the end of the dismantling period of the Fair will remain at the disposal of Metropolitan, who may dispose of them as it deems appropriate and without obligation to reimburse the contractor.

In addition, Metropolitan shall be entitled to be reimbursed by the Employer for the costs incurred in dismantling, demolition, removal, transportation, freight, etc.

COMMON SAFETY AND SECURITY RULES

The Exhibitor shall take all precautions to protect the elements inside the Booth during the set-up, fair and dismantling periods. Metropolitan will not be responsible for loss, theft, fire damage, accident, vandalism or other causes of damage to Exhibitors or their property. If Exhibitors have valuable items, it is recommended that they hire additional security for the protection of their booths. Exhibitors who contract additional security may do so with Metropolitan's official security provider, or they may contract an outside company. In the latter case, the Exhibitor must coordinate with Metropolitan's Operations Area before the beginning of the Fair.

SMOKING BAN

Smoking is strictly prohibited in indoor display areas or in areas where combustible and flammable materials are present.

AVAILABILITY OF FIRE EXTINGUISHERS

Each booth shall have an ABC type fire extinguisher of 2 kilograms per 9 square meters, as a minimum, or depending on the combustible load of the booth. These extinguishers must be placed in a visible and properly marked area, both during the period of assembly, exhibition and disassembly of the booth.

Protection requirements

During assembly and disassembly work, all construction material and furniture must remain within the limits of the respective stands, keeping the aisles of the pavilion free and unobstructed. It is forbidden to use foreign elements, furniture and spaces.

For the safety of personnel involved in assembling and disassembling, the use of personal protective equipment (such as safety footwear, helmets, goggles, gloves, etc.) is mandatory. Work at heights must comply with the standards for working and hanging at heights, using the necessary elements for this type of work (such as harnesses, lifelines, etc.).

Compliance with these regulations will be monitored by Metropolitan's risk prevention expert, who may order the stoppage of activities in the event of non-compliance.

In addition, the following rules shall apply:

- a) In the first place, the worker will be called to attention and the site manager or person in charge of the Special Project assembly (Exhibitor's representative) will be notified in writing;
- b) Secondly, a fine of 1 UF shall be applied for each worker who has repeated the fault or non-compliance with the provisions of these Regulations; and,
- c) Thirdly, the credentials of the workers involved who have reiterated the offense or offenses will be withdrawn, and they will be prevented from continuing to perform their duties inside the Fairgrounds and must leave immediately.

During the assembly and disassembly periods, the Organizer may restrict entry to those who do not comply with the security rules.

USE OF ELECTRIC ENERGY

Any alteration to the electrical installations provided by the Organizer must be previously approved by Metropolitan's operations area.

It is recommended to consider the use of elements (bulbs, lamps, etc.) with low power consumption for their lighting systems, in order to save energy and costs. In the electrical plan, each Special Project should indicate the type of lighting to be used.

Any alteration to the electrical equipment provided must be supported by an electrical project approved and executed by a competent professional in electricity (Class A or B) and submitted to the Superintendency of Electricity and Fuels as a provisional installation type C1 or C2 for massive events.

USE OF PROMOTIONAL ITEMS INFLATED WITH HELIUM

The use of helium-inflated promotional items (e.g., balloons) must be approved by Metropolitan's Operations Area.

USE OF BURNING TOOLS

The use of incandescent tools (welding equipment, welding torches, grinders, etc.) is strictly prohibited at the Fairgrounds. Failure to comply with the above will be punished with a fine.

PEDESTRIAN WALKWAYS AND EMERGENCY EXITS

Partial or permanent blocking of pedestrian walkways or emergency exit doors is strictly prohibited.

CIVIL LIABILITY

The Contracting Party shall be liable for any damage or loss caused to persons and property of others by its participation in the activity, in accordance with the general rules of contractual and non-contractual civil liability under Chilean law.

Exhibitors and/or production companies shall take all reasonable measures to prevent or mitigate damage or harm to persons and property on the Fairgrounds from the time the space is delivered to them until the time it is returned to Metropolitan.

DAMAGES DUE TO THEFT OR ROBBERY

Metropolitan will not be liable for damages or losses due to theft or robbery suffered by exhibitors and their employees, visitors to the Fair, the general public, merchandise and anything or property found or remaining in the pavilions, booths or on the Fairgrounds, or in their parking lots.

If Metropolitan is sued and judicially condemned for the indemnification of damages or losses suffered for this concept, by the application of any regulation, the Employer undertakes to indemnify Metropolitan for the facts that motivated the respective legal action.

DAMAGES TO PERSONS

The Contracting Party shall be liable to third parties for any damage or injury of a personal nature occurring within the premises, whether due to an event attributable to the Contracting Party itself or to an event attributable to its production company, including in both cases the personnel employed or contracted by one or the other.

The Employer and/or its production companies - as the case may be - shall, under its responsibility, take out civil liability policies or take out insurance covering the risks inherent to the assembly of its project, its permanence therein and its disassembly of the project structures, of all equipment, machinery, merchandise and goods in general, whether due to theft, accidents or losses.

Companies that lease LCD and LED screens, notebooks, machinery or other types of equipment should require their suppliers to have insurance policies for all their equipment, components and parts. It is also recommended that, at the time of mounting the aforementioned equipment, they must have support elements, padlocks or other elements of fixation and security, both physical and electrical protection. A copy of this policy must be attached to the corresponding Special Project.

DISPUTE RESOLUTION

The Employer, exhibitors and the producing companies undertake to use their best efforts to resolve amicably any difficulty or controversy that may arise with respect to the application, interpretation, duration, validity or execution of these Regulations or any other reason, for which purpose they establish a reasonable period of 10 working days from the date of the notice sent by one party to the other for such purpose.

If the controversy persists, the Organizer, the Exhibitors and the production companies establish domicile in the city and commune of Santiago de Chile for all legal and contractual effects arising from these Regulations, and submit to the jurisdiction of its ordinary courts of justice.