

CON PLASTICO,
LA INNOVACION Y EL FUTURO
SON SUSTENTABLES

argenplás

XVII Exposición Internacional de Plásticos

Del 11 al 14 de junio de 2018

Centro Costa Salguero,
Buenos Aires, Argentina
www.argenplas.com.ar

EXHIBITOR MANUAL

www.argenplas.com.ar

Para reservar su participación
comuníquese al:
+54 (11) 5219-1553
pablo.wabnik@pwievents.com

Organiza



Realiza



Comercializa



Por tratarse de un evento de negocios, los menores de 18 años estando incluso acompañados por un mayor,
NO PODRAN INGRESAR a la exposición bajo ningún motivo y circunstancia

WELCOME

On behalf of **MBG Events S.A.** and **CAIP -Argentine Chamber of the Plastics Industry-** we are pleased to welcome you to **Argenplás 2018**. Our purpose is to provide the information and services you require for the timely and proper installation of your display. The Exhibitor Manual is a complete guide to ensure your successful participation at the Show.

Organised by

MBG & EVENTS

De Mayo Ave. 605, Floor 4°
C1084AAB, Buenos Aires,
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VENUE AND ACCESS FOR THE VISITORS

**Monday 11, Tuesday 12, Wednesday 13 and
Thursday 14: 14:00 - 20:30hs**

Venue: Centro Costa Salguero,
Pavillons 1, 2, 3 y 4
P: (54 11) 4808-8300

Public Access:

Rafael Obligado Ave. s/n and J. Salguero

Parking:

Rafael Obligado Ave. s/n and J. Salguero



**It's forbidden for children younger than 18 years old to access to the show,
even when accompanied by an adult.**

SCHEDULE AND DEADLINES

Forms

09/05/18	Due date to Register for Official Catalogue	info@emmafiorentino.com.ar
09/05/18	Floor Plan Drawn and Machinery Exhibition	info@emmafiorentino.com.ar
14/05/18	Electricity and Water Consumption	Zona del Expositor
24/05/18	Badge Application	Zona del Expositor
24/05/18	Coverage of ART and Personal Accident's Insurance	operaciones@argenplas.com.ar
24/05/18	Liability Insurance	operaciones@argenplas.com.ar
04 to 08/06	Withdrawal of Badges at De Mayo Ave. 605, Floor 4°	10:00 - 16:00hs.

Assembling and Dismantling

07/06/18	Raw Booth (only Pavilion 2 - 3)	16:00 - 22:00hs.
08/06/18	Raw Booth (only Pavilion 2 - 3)	08:00 - 22:00hs.
08/06/18	Raw Booth (only Pavilion 1 - 4)	12:00 - 22:00hs.
09/06/18	Raw Booth	08:00 - 22:00hs.
10/06/18	Raw Booth / Full Booth	08:00 - 24:00hs.
10/06/18	Withdrawal of Badges for Exhibitors and Booth Staff	11:00 - 20:00hs.
11/06/18	Raw Booth / Full Booth	00:00 - 11:00hs.
11/06/18	Withdrawal of Badges for Exhibitors and Booth Staff	08:00 - 12:00hs.

Exhibition

		Exhibitors	Visitors
11/06/18	Exhibition Opening Hours	14:00 - 20:30hs.	
11/06/18	Opening Ceremony	To be defined	
12/06 al 14/06	Merchandise Replacement and Booth Maintenance	11:30 to 13:30hs.	

Desarme de Booths

14/06/18	Exhibition Close	20:45hs.
14/06/18	Power Outages	21:00hs.
14/06/18	Removal of Personal Items	21:00 - 22:30hs.
14/06/18	Access to the Platform Area	22:00 - 24:00hs.
15/06/18	Access to the Platform Area	00:00 - 24:00hs.
16/06/18	End of the Dismantling Period	00:00 - 12:00hs.

COSTA SALGUERO'S RULES AND REGULATIONS

The floor of the pavilions of Centro Costa Salguero is plain cement in pavillions 1 to 4, and pavillion 5 is construction of smooth. It is required a special treatment to place the carpet.

It has been established as the only authorized the following system:

Each carpet only must be place with a bi-faz tap of your choice. Is strictly forbidden apply any contact blue to the floor of the venue.

All constructions must be at the level of the floor's venue. It is forbidden to make well, cement builds, wet constructions, or any other thing which needs excavations of any kind.

Is specifically forbidden to walk over the roof of the pavilions. Also to lay cables, pipes, masts, or aerial.

The repairs on the carpet will must have the same treatment above mentioned (using the bi-faz tap).

The Centro Costa Salguero's Intendant, together with the Venue Intendant, will review carefully the rented meters at the reception time, with the correspond observations on it.

The bi-faz tap might be with the wide the constructor considerer. The bi-faz tap recommended is BI-FAZ 0580 from RAPIFIX, CYNDIL o DANCAN.

The application of any type of contact cement to the floor of the premises is prohibited.

The metal structure of the pavilions only might be used as support of the signals, posters, illumination, etc with the previous approval of the Centro Costa Salguero. This must be request to the event's organizer with a note with the specifics characteristic of the elements will be install, responsible of the installation, and any other information related.

Centro Costa Salguero reserves the rights to deny the application of cases which result inappropriate technically.

It is forbidden to use cellulosic spray paints inside the Venue over any kind of objects. Also is forbidden keep or use danger, flammable, explosives, or unhealthy materials, which gives off nasty smell or might cause troubles to other exhibitors or visitants.

All water installations and drainage must be done before platform carpet, with the proper advance information of the ubication of them, sending the plan with the specifications of location and service needed by the Organizer.

Connections only will be made by Venue's Administration Personal.

During the dismantling period is mandatory to remove all the materials. After this dismantling period will not be any rights to claim for its.

It's absolutely forbidden the access of children (under 18 years old) during the move-in and dismantling of the show.

Damages to the venue:

Exhibitors are responsible for the cost of repairing, restoring or renewing in case of damage or dilapidation to the exhibition premises or any part thereof, shell booth structure, floor covering, lighting fixtures, whether caused by themselves, their agents, or contractors or by any person(s) employed or engaged on their behalf by any such agent or contractor. The cost of repairing any damage will be assessed by the Technical Services Manager and charged to the exhibitor. The Organizer, in conjunction with the landlord, will inspect the site before setup and after dismantling the exhibition.

Centro Costa Salguero and the Organizers will enforce their rights of admission of people and elements that are not complying with the Points mentioned or those who appear at the GENERAL RULES FOR SETUP PERIOD. In case the assembly of the booth is in progress, and any breach of any of the mentioned points and regulations were detected, Centro Costa Salguero will have the Legal Authority to proceed with the interruption of the electrical supply to the exhibitor and ask to the personnel who is assembling the booth, to leave the facility till even its breach is corrected.

BOOTH FEATURES

FULL BOOTH (LOWER PAVILION)

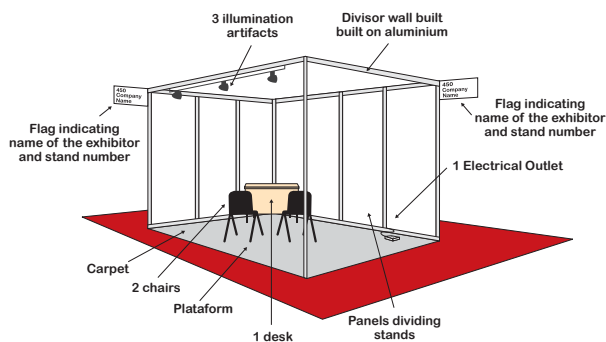


Full Booth signing the contract

- Panels dividing booths (as it applies to)
- Flag indicating name of the exhibitor and booth number
- Carpet
- 3 illumination artifacts of 100 w*
- 1 power supply of 220 w installed*
- 1 desk*
- 2 chairs*
- Appearance in the Exhibition Official Catalogue
- Mention in the exhibition official website
- Exhibitors Manual of the Exhibition
- Badge and free invitations in proportion to the meters used
- 1 Exhibitor Badges for every 5m² (max. 10)
- 1 Booth Staff Badges for every 4m² (max. 20)
- Hall Carpets

* every 9 sqm.

Example: Full Booth Corner 4x3m



RAW BOOTH (LOWER PAVILION)



Raw Booth signing the contract

- Use of the space during the assembling, exhibition and disassembling of the Exhibition
- Panels dividing booths (as it applies to, booth dividing walls of 2.5 height meters)
- Appearance in the Exhibition Official Catalogue
- Mention in the exhibition official website
- Exhibitors Manual of the Exhibition
- Badge and free invitations in proportion to the meters used
- 1 Exhibitor Badges for every 5m² (max. 10)
- 1 Booth Staff Badges for every 4m² (max. 20)
- Hall Carpets

Booth Regulations for Full Booths

No additional booth fitting or display may be attached to the shell scheme structure, i.e., no drilling or nailing is permitted. Bi-Faz tape is allowed.

MBG & Events S.A. will not grant any financial credit for the materials that are not in use.

Substitution of articles included in the package is not allowed.

Any change in the type of color of the floor covering provided must be through prior negotiation with the Shell Scheme contractor and any costs incurred must be paid directly by the exhibitors.

SIGNED CONTRACTS DOES NOT INCLUDES

- Electrical energy supply (kW)
- Parking passes
- Booth Cleaning
- Booth Security
- Liability Insurance (*view the Operational Manual*)
- Accident's Insurance (*view the Operational Manual*)
- Elements for construction, electric, decoration or booth dividing (*only for Raw Booth*)
- Carpet or platform (*only for Raw Booth*)

REGULATIONS FOR THE CONTRACTOR

The materials inside the booth should not exceed the booth limits in any side.

Public aisles, fire extinguishers, entrances and exits should not be obstructed. No products should be stored in those areas.

It is forbidden to pierce, drill, weld, cut, paint, hang from, prop against and / or damage walls, floors, columns, roof, and all existing installations of the Premises.

Wet constructions of any kind are forbidden.

Ceilings in all cases and although not exceeding 2.5 m in height must be in portable parts, ie. they cannot rest on the partition walls.

The modules must be prefabricated in order to minimize the work inside the premises. If this is absolutely necessary the carpet and floor should be protected with plastic sheets to prevent damage.

Paint-flame jobs inside or outside the premises are not allowed.

All kinds of wood, fabric or carpets used in the assembly of the booth must be treated with fire retardant chemicals.

The floors of all booths, Semi or Full, must be covered with a carpet or any other suitable material.

All booths must have fire extinguishers.

Light appliances must be installed taking care that they do not disturb the public areas, or surrounding booths.

Machines Location

The machines of any type must be located separated by at least 1m without exception. The machines in operation, or of high volume, will have to have a proportional separation to its sizes to allow the free displacement of its mobile elements, the safety of its workmen and visitants, and the appraisal of its parts. This separation is subject to the approval of the Technical Direction. The functioning machines must be withdrawn at least 0,80 meters from the front of the booth.

To enter large size machines, Form 6 must be completed and sent by e-mail, for the approval of the Technical Department, by Monday May 14.

The space used by the Exhibitor for the booth construction must be returned to the Organizer in the same condition as it was delivered for the construction and on time. This means that all construction elements have been cleared away. Failure to comply with the rule and leave construction elements to be removed by staff of the Organization, the use of the dump will be charged. The price for each dump will be 2700 +VAT (*cost may vary without previous notice*) and it must be paid by the Exhibitor.

DRAWINGS SUBMITTANCE

Exhibitors shall submit two copies by mail or e-mail of drawings in scale 1:10 or 1:50 before Monday May 14. Each copy will include a side elevation, floor plan and perspective drawings of the booth and the placement of all the elements inside the booth. They must have the electricity panel and the water connection as allocated.

The exhibiting company name and booth number the name, mobile phone and e-mail of the booth designer should also figure clearly.

The booths of over 30sqm and / or more than one plant will be in charge of a professional (architect or registered engineer).

Technical Direction: Roberto Diaz
P: (54 9 11) 4949-6191
E: robertdiazdt@gmail.com

FLOOR

- The venue's floor could not be painted, covered with any cement material or glue. But you can build a wooden platform and paint it, carpet it or cover it in any way.
- All carpets should be placed with Double Sided tape.
- If any repair is required over the carpet, it should be done using the same system (Double Sided tape).
- It is forbidden to brake, drill or excavate the floor.
- You can not fit any foundation over the venue's floor. You should build your booth over the pavilion's floor, without breaking it.
- It is forbidden to use any kind of glue over the venue.
- The surface of all types of wood, fabric or carpets used in the booth must be fireproof. The certificate of Fireproof, signed by a safety engineer, must be presented. Likewise, the fireproof product must be approved by the INTI.
- Nylon, cardboard or any other protective element should cover the perimeter of Full booths from craft-work that may require fillings work, putty, paint, or the use of any other building material.
- The maximum resistance of the venue is floor is 4.0 kg per cm². Any material heavier than this should be placed over a resistant iron or wooden platform.
- Carrying out any kind of attachment to the floor is totally forbidden.

MAXIMUM HEIGHT OF THE BUILDING CONSTRUCTIONS

In order to allow greater architectural development of the booths, other heights are set forth, for which withdrawals must be respected and kept in relation to the dividing walls of the adjoining booths and / or aisles.

Linear Booth (L):

Is the one that shares one or more walls with another booth in one or more sides.

- Recess of 0,00 m from all the edges of the booth - maximum height allowed 2,50 m.
- The greatest maximum height is from 2.5 m to 4.5 m (Pavilion 1-4).
- 5m maximum, minimum setback of dividing wall 1m (Pavilion 2-3).

Peninsular Booth (P):

Is the one that has 3 (three) aisle on its sides.

- Recess of 0,00 m from all the edges of the booth - maximum height allowed 2,50 m.
- The greatest maximum height is from 2.5 m to 4.5 m (Pavilion 1-4).
- 5m maximum, minimum setback of dividing wall 1m (Pavilion 2-3).

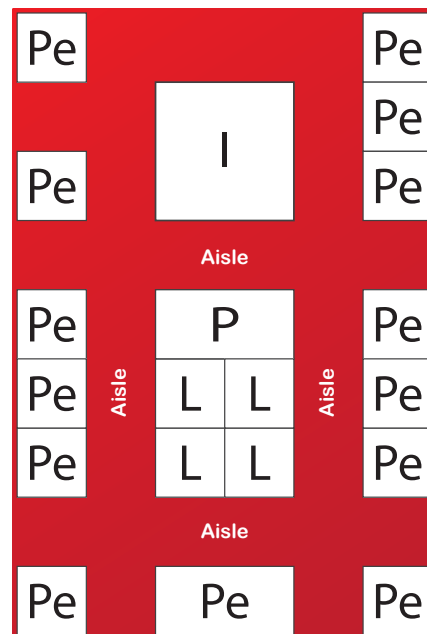
Perimeter Booth (Pe):

Is the one that is located against the wall of the venue, may only reach the posterior wall of 3.40m maximum height, and shall be binding only the height of 2.50 m on the side walls.

Isle Booth (I):

Is any booth that is surrounded by 4 (four) aisles. The Booths located on the island may have a maximum height of 5 m (Pavilion 2-3) and 4.5 m (Pavilion 1-4) from the edge of the booth. The following rules and regulations refer to the booth design and configuration only. Please make

sure that the booth design fits these references regarding your particular setup.



L: Linear Stand
P: Peninsular Stand
Pe: Perimeter Stand
I: Isle Stand

Any doubts about it, please contact:

Technical Direction: Roberto Diaz
P: (54 9 11) 4949-6191
E: robertdiazdt@gmail.com

MEZZANINE

In case of the construction of a mezzanine, the area of the top floor shall not be larger than 30% of the total contracted booth space. The mezzanine has to with booth a load of 500 kg per m² minimum.

Respect of transitory structures (scenes, steps, raised platforms, etc), exhibitors will have to present a report signed by a competent professional (engineer or architect), where it is established that transitory facilities are in agreement with regulations and present safety conditions for their use.

The above is also useful for the booths or structures that gather material or lodge load of public or workmen in mezzanine, this is also for those that for its physical characteristics (height, form, weight, etc.), Centro Costa Salguero or the Municipal Authority will determine that the presentation of the supportive documentation is necessary.

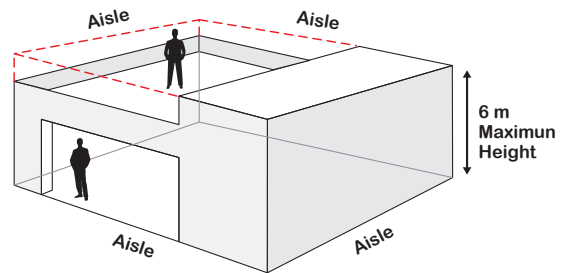
In all cases the elements higher than 2,50m will have to present all its faces treated with equal hierarchy; to not interfere with the aesthetics of the neighboring booths.

The signs and advertising announcements higher than 2,50m must comply with this condition.

Security requirements:

- On the rise to the stairs there shall be placed a visible sign indicating the maximum and simultaneous quantity of people to be tolerated.
- Fire Extinguisher tipe ABC 2,5 Kg with 50m² minimum of surface.
- Stairs should have handrails on both sides and should be made of non-slip material or should have anti-slip bands on each step.
- The entire perimeter of the area should be enclosed by railings of booth height and properly fastened to the structure.

The walls and / or fronts that give on to the aisles should be transparent to 50% of its surface, so as not to interfere with the vision of neighboring booths.



Together with the Calculation Memory signed, you shall submit the following documentation:

- Structure Plan (apart from the one of Architecture) indicating: section of columns, materials, main and secondary beams, closing material of the mezzanine, way of support to the floor of the columns and joint with beams.
- Building technical description of the structural system to be used.
- Load analysis with the overload to use according to the use.
- Verification of efforts over flexion and cut of the beam of and cantilever as it corresponds.
- Booth Views, apart from the renders.
- Detail of all the ways of joints to be used.

In case of doubts about the interpretation of this item, the participant companies shall ask for the pertinent clarifications:

Technical Direction: Roberto Diaz
P: (54 9 11) 4949-6191
E: robertdiazdt@gmail.com

STRUCTURES TO BE HANGED

For all the structures and/ or elements to be hanged to the metallic structures of the pavilions (or different sectors) there shall be presented in the technical meetings a blueprint of Hanging Plant with the description of the elements to be hanged authorized by a registered professional on the matter (engineer and/ or architect).

The information to be presented shall consider as reference the following elements:

References of supporting elements

- Manual or motorized winches
- Chains
- Slings
- Accessory hanging elements
- Other

Type of structure, Model and Material

All elements shall state reference, model and weight to consider in the calculation memory of the blueprint to be presented.

References of elements to be supported

- Signs
- Lighting
- Artifacts or decorative elements
- Supporting structures. Secondary structures

Condiciones generales para colgados

The loads on the beams may not exceed the total weight of 1.400Kg (per beam) in Halls 1 to 5. The loads in Hall 6 may not exceed 800Kg on the top beams and 600 kg in the double rafters of the lower beams.

All elements shall state reference, model and weight to consider in the calculation memory of the blueprint to be presented. All elements shall state reference, model and weight to consider in the calculation memory to be presented. The overhead lighting structure will be authorized.

In case it exceeds 100 kg and up to 200 kg maximum, as long as its joints match those of the beams, and they do not exceed the maximum load values per beam according to the sector. The joints are found along the beams every 1.50 m approximately, depending on the pavilion.

Specific loads of up to 50 kg at the end of the BRACES (diagonal bars at 45 ° slashes of galvanized iron connecting the lower edge of the beams with the roof straps at 1,50 m. away from each other in Pavilions 1 to

4) embracing the entire width of the beam and placing a safety strap onto the next beam.

Given the overlapping of applications of different points for hanging or excess on beam load, priority will be given to those who made the request first.

Requests for loads over the ones pointed out will not be accepted.

Braces in Pavilion 5 may not be used to fix hanging points.

Hanging points should be carried out so that the loads are vertical or with a deviation not greater than 10°. The distribution of the reins should ensure vertical and horizontal stability of the structures to be suspended.

Fasteners must embrace the entire width of the beams and should protect the metal structure of possible scraping off paint according to the type of sling / wire / chain or any other one in use.

Reducers or gear winches may be placed in the development at all times in height of the crosslinked beams to protect the contact beams of the chains when handling them.

No hanging points should be made on the belt structure or any surface with thermal insulation appliances.

Regular visual signaling of emergency exits, entrances or general services within the Pavilions should not be obstructed and if it be the case visual graphics must be submitted for its replacement.

It shall be the duty of the technician in charge to review and verify that all elements of the hanging structure and fastening reins are in perfect condition according to the instructions of their makers and do not exceed permissible loads for which they were designed. Verification of the works should not exceed the values of maximum load points as specified above.

REQUEST FOR OVERHEAD LIGHTING STRUCTURE

The exhibitor or booth constructor should submit a note issued by **MBG & EVENTS**, authorizing them to request Centro Costa Salguero SA permission to use the facilities structure as a means of support. Besides, they should enclose a note with a brief description of the work to be done. Prior to this, they should send the drawings to the technical director for approval (view Presentation of Drawings page 7).

Documentación del proyecto

The note should be submitted together with the following:

1. Technical description of the overhead lighting structure, including the characteristics of all its components. This should include name of the exhibition, starting date of construction, pavilion number, batch number and name of the exhibiting company. This should be signed by the engineer responsible for managing the work, together with his telephone number, address and email.
2. Drawings or floor plans drawn to scale and signed by the engineer.

Minimum documentation to be submitted

Planta del pabellón con indicación del lote/Venue donde se realiza el colgado.

- Pavillion drawing indicating the batch/ place where the overhead lighting structure will be located.
- Batch drawing with the projection of the overhead lighting structure and the pavilion beams.
- Crosswise and lengthwise view of the overhead lighting structure with the pavilion beams.
- Detailed list with the weight of each component, total load and load distribution per point according to drawings.
- Two copies of the delivery note of the all documents submitted.

Note delivery

The note and the documentation should be submitted

EQUIPMENT DEMOSTRATION

An exhibitor intending to demonstrate equipment in its booth is asked to comply the following items:

1. Provide the Organizer with full detail, in writing, of any demonstration or working exhibits.
2. Cause no annoyance to visitors or other exhibitors. Control loudspeaker or sound equipment volume.
3. Do not use any type of open flames / fire during the demonstration.

in an closed envelope containing **TWO COPIES OF THE DELIVERY NOTE**, name of the exhibition, booth number and booth **AREA**, at the **REGISTRATION** offices of **COSTA SALGUERO SA**. A fee should be paid for project verification. All the fees are shown below and they depend on the location of the overhead lighting structure.

This fee will not be reimbursed in case said authorization is denied.

	On time	After the deadline	Urgent
Up to 50 m²	\$650	\$1300	\$1950
From 50 m² to 100 m²	\$1040	\$2080	\$3120
From 100 m² to 200 m²	\$1300	\$2600	\$3900
More than 200 m²	\$1690	\$3380	\$5070

The price is subject to change without notice. Include taxes. Prices express in Argentinean Pesos.

On time

The documentation submitted before 1:30 p.m. on the 5th (fifth) day before the start of the assembly of the fair or event day.

After the deadline

Documentation submitted between 1: 30 p.m. on the 5th (fifth) day before the start of the assembly and 5 p.m. preceeding the start of assembly of the fair or event day.

Urgent

The documentation submitted just after 5 p.m. preceeding the start of the assembly of the fair or event day.

ELECTRICITY

In the installation of the appliances, you must make sure they do not cause any inconvenience to the visitors, neither to the surrounding booths.

The placement of appliances is not allowed on floors without any element of protection to avoid the contact with the public.

The luminous cartels or decorations with neon pipes, which are located within reach of visitors, must be placed behind glass panels, acrylic or any other element to avoid its contact with the visitors.

Order of Electricity Consumption

Every exhibitor will have to request the electrical services in 220 V and 380 V for general lighting of the booth and/or machines or engines operations. The exhibitor will have to base the order on the sum of all power utilized at simultaneous period.

Form 3 "Electricity Consumption Order" must be complete by accessing the Forms Section at the show website: www.argenplas.com.ar. After complete, it need to be send to the contact specify at the form before its deadline **Friday May 13th 2018** with its corresponding payment.

In case of submit form 3 after its deadline, a surcharge of 25% will be apply on the established price, with exception to the cases of lots acquired precisely in this period.

THE COST WILL BE \$ 675.- (SIX HUNDRED SEVENTY FIVE ARGENTINE PESOS) + VAT (21%)

No refund requests will be met by charges of money paid and not used.

Calculation of load

The unit of measurement for the electrical power calculation will be the Kw (equivalent to 1000 watts), and it will not be fractioned. Therefore, the minimal power to be supplied is 1 Kw.

Once the Exhibition starts and it is verified the electrical consumption is higher than that requested by Exhibitor, the Organizer will be able to cut the supply or in its fault to offer it, in which case the Exhibitor will have to pay the additional KW.

Connection and Supply of Electric power

Everything will have to be done in agreement with Centro Costa Salguero Rules and Regulation for electrical services mentioned on this manual.

Technical Requirements

Listed below are the minimum requirements to be met by the exhibitor, the installers, electricians and the registered ones that sign respective Certificate of Electrical Installation / Conformity Statement.

Electricity will be provided to the exhibitors from the perimeter switchboards (fixed location, 15 or 30 KVA depending on the case) and/or from overhead switchboards (variable position along the entrance door beams, 30 KVA of power each).

Exhibitors will be responsible for the installation of their own booth, bearing in mind the following considerations:

The electrical connection should reach the sockets in the facilities by means of flexible portable cables, PVCcoated or lead-like wires, their diameter depending on the consumption requested. They should be arranged in a single piece, avoiding contact with sharp surfaces which could damage the installation.

The feeding cable should be arranged in a single piece and should keep its double sheath all the way through until entering the switchboard, without leaving singlestranded wires at sight at any points of the installation. If there are terminal blocks or cable clamps, these should be within the switchboard and not visible.

The earth cable diameter should be minimally 2.5 mm² and bear the short-circuit current of the installation. This should not have any junctions and should not go through the differential circuit breaker.

All metal structures, booths, bases, columns, etc. supporting electrical equipment or devices, as well as the booth structure, should have a solid earth connection.

Power cables are not allowed to be laid down on halls, doorways, emergency exits or public circulation areas. The main switchboard should be provided with a differential circuit breaker and thermomagnetic protection according to the power installed. This should have a section of flexible portable wires, with the right diameter for the consumption expected or a minimum diameter of 2.5 mm², which Costa Salguero Exhibition Center will connect to the relevant perimeter or overhead switchboard.

Single-phase connections will only be allowed for power of up to 3 KVA. For greater power, the connections should be three-phased and they should conveniently balance the single-phased consumption in order not to create an imbalance that may damage the installation.

It is mandatory that the "earth cable" is GREEN YELLOW and the "neutral cable" is LIGHT BLUE.

The main switchboard should have a general thermomagnetic circuit breaker, earth connection and one

differential circuit breaker for each booth. This should not be at ground level and it is mandatory to secure it to some structural element in the booth.

Within the booths, only PVC-coated cables should be used. These should be environmentally friendly, unleaded, IRAM 2183 compliant or the underground extra-flexible type mentioned before. Parallel cables are strictly forbidden.

All halogen lamps placed below 2 mts. should have a protective mesh or glass to avoid contact with the lamp.

All lighting devices or lighted signage requiring special power should have bipolar thermomagnetic protection for each elevating transformer installed.

Lighted signs hanging below 2 meters should have adequate protective sheath and insulation in order avoid contact with its components.

It will be mandatory to have, for driving force, conductors from the MAIN SWITCHBOARD to the switches of each engine, starters with current limiter in every engine greater than 10 HP and safety devices for each of them.

All machines should have earth connection and those installed on the ground or within the reach of the public should be protected against direct contact.

For electrical consumption over 30 KVA and up to 60 KVA, there should be two switchboards and each of them should comply with the above considerations.

In case your company do not submit the corresponding certificate, Centro Costa Salguero won't realize the final electrical connection till not receiving the certificate.

Table 1

Transformer 220 / 12 v	IN	TMCB	Fuse
50 w	4,2 A	6 A	5 A
100 w	8,4 A	10 A	10 A
150 w	12,5 A	18 A	15 A
200 w	18 A	18 A	20 A
250 w	21 A	25 A	25 A
300 w	25 A	25 A	30 A
400 w	33,5 A	40 A	40 A
500 w	42 A	50 A	63 A

The section of conductors shall be adequate to the power of charge and length of the line. As a guide, they are indicated in table 2 the sections recommended by the "Lighting Manual" of the Argentine Lighting Association (Asociación Argentina de Luminotecnia), to power 12 volt dichroic bulbs.

Table 2

P/L	1	3	5	10	15	20	25	30
25	0,75	0,75	1	2,5	4	4	6	6
50	0,75	1,5	2,5	4	6	10	10	18
100	1	2,5	4	10	18	18	25	25
250	2,5	6	10	25	35	50	50	70
500	4	18	25	50	70	95	120	120

P: Power of the transformers, in Watts.

L: Length of the MBT line, in meters. Sections of conductors in mm².

Considered consumptions of electrical appliances:

Computer and Monitor	0,6 kW
Laptop	0,4 kW
Refrigerator	0,5 kW
Freezer	0,5 kW
T.V.	0,2 kW
DVD Reproducer	0,1 kW
Coffee Machine	0,1 kW
Plasma / LCD	0,5 kW
Projector	0,5 kW

How do I calculate the power consumption of my booth?

In case booth counts on an illumination of 3 quartzos of 150W each one, it will have 450 W or 0.45 kW of illumination.

WATER / DRAIN

The exhibitors will have to request the water service and drainage exclusively for the machines and equipments operations. All other uses are excluded from consideration (hygienic, decorative, etc.).

The exhibitor will be accountable and in charge for the installation and connection of this service. The water installation and connection must be done only on the pavement level without breaking the floor and in those booths in which it is not necessary to cross corridors.

All orders for water service and outlet must be done before its installation. Any additional equipment will be a responsibility of the exhibitor.

Exhibitors, who decide to have elements incorporating water in movement, will be able to do so by means of the utilization of closed circuits of fluid conduction.

The water junctions and outlet consist of a 3/4 inch orifice with key of step for water and 2 inches for outlet, which they will install in the limit of the booth most close to the service conductor.

We have implemented the need to place a key in the entry of every booth, making the exhibitor responsible for the closing of its respective key every day on the closing of the show.

**THE COST WILL BE \$ 2025.- (TWO THOUSAND TWENTY FIVE ARGENTINEAN PESOS)
+ VAT (21%)**

Fire Prevention Regulations

The storage, display, or use of flammable, explosive radioactive or poisonous articles is prohibited in the exhibition halls. A vehicle may only be displayed after fuel tanks are emptied and battery wire is disconnected.

Fireproof Process

In case it is necessary the utilization of fabrics, carpets or materials of similar characteristics, before the entrance of the above mentioned materials to Centro Costa Salguero, the Exhibitor will have to exhibit the updated

certificate of the process of Fireproof of the same ones.

The mentioned certificate will have to be authorized by the INTI (in recounted to the product to retard the fire and to the processes of tests on the material), which will have to fulfil with Level 1 of certification.

The presentation of the certificates is needed for the cases of materials which process of Fireproof was given from the manufacture of raw material (thread, fibered, etc) as for those processed superficially after manufactured, that is to say projecting or spraying the fireproof dilution on the material; in this case, it is also necessary to present a certificate of Fireproof signed by a technician or pedantically registered in safety and hygiene, detailing the treated surface and supports the correct dilution and application of the material, and present the receipt of the mentioned product.

When elements had been processed for Fireproof in the origin, the certificate will have to be accompanied with the corresponding receipt and manufacture serial numbers of the element certifying it is the one with the characteristics the Fireproof certificate enounces.

If the product is not made in Argentina, a homologation with INTI will also be require.

The same criterion can be required for any other element that for its characteristics or fire load means a certain risk.

Supplier Suggested

CG - Supervisiones y Servicios

Cesar Adolfo Grieco

P: (54 11) 4501-9445

M: (54 9 11) 5059-8983 / (54 9 11) 6397-1097

Nextel ID: 581*2790

E: cgsupervision@yahoo.com.ar

MERCHANDISE REPLACEMENT / BOOTH MAINTENANCE

During the show as from **June 12 to 14 2018**. Booth Maintenance and Merchandise Replacement shall take place in the morning, between 11:30hs and 13:30hs, only with the Exhibitor or Booth Staff badges. Move in badges will not be allowed to enter on this period.

Materials warehouse

Centro Costa Salguero does not have a place or designated area to store any materials. The materials not designated as exhibits, such as: empty boxes, move-in materials, tool boxes, etc., will have to be removed from the facility before the 12:30hs (beginning of the Show).

PARKING

Parking cost during setup period

During periods of assembly and dismantling of the exhibition will be established within the general parking area and during the period intended for suppliers, stand builders, decorators, etc. Parking in this area will be free.

Parking spaces for Exhibitors and Visitors

The property has private parking, both exhibitors and visitors, may acquire a daily stay at the parking lot.

FIRE EXTINGUISHER

For the prevention of fire within the exhibition hall must be taken into account the following rules:

1. In a booth of more than 50m² surface (covered and open) must be installed, in a visible place, and fixed a multipurpose dry chemical extinguisher of 2.5kg capacity per 50m² surface or a dry chemical extinguisher multipurpose of 5kg capacity for each 100m² surface. If more than one portable fire extinguisher is required, they must be distributed around the surface of the booth.
2. Exhibitors must have fire extinguishers available, in their booths, for quick use in case of need.
3. Exhibitors should assure their staff knows how to use the fire extinguisher and where it is located.
4. All the cables used in the booth must be insulated with plastic to prevent fire - IRAM 2289 Category C - with limited emission of smoke, toxic gases and void emission of corrosive gases.
5. The registered persons who sign the Execution Certificates of Electrical Facilities, must state the fulfillment of the clauses 1 to 3 above.
6. All booths must have a fire extinguisher for both setup and during the show and dismantling.

DISMANTLING

1. Admission to dismantle will be thirty minutes after the end of the exhibition.
2. Exhibitors must remove all items such as computers, LCDs and personal items, from the start of it, for safety.
3. The excess material should be removed by the exhibitor.
4. The Exhibitor should deliver the site in the same condition as it was delivered.
5. Damage occurring on the site, will be repaired by the exhibitor.
6. The exhibitors will receive a circular for dismantling on the second day of the show.

LIABILITY INSURANCE

Exhibitors will be solely responsible for the damages caused to their personal, to visitors located at their booth and/or their staff or goods, no matter the nature, on account of theft, robbery, fire, lightening, storm, explosion, hale, water leaks, dampness, flooding, roof leaks, accidents, civil riots, sabotage or any other cause, no matter the origin, and they shall be, likewise, responsible for the personal damages occurred inside and outside their booth by their staff and things they use or have under their care. Therefore, exhibitors are obliged to take all risk insurance contracting a liability insurance coverage which amount shall not be under U\$D 350.000 (three hundred and fifty thousand US Dollars) and where **MBG & Events S.A.**, Centro Costa Salguero SA y Telemetrix SA figures as additional insured party. Exhibitors also agree that the insurance will be extended from the beginning of the setup **07/06/18 to 16/06/18**.

Exhibitors are to prove to the Organizer before **Friday May 24th, 2018** the taking of a general liability policy, in force, whose covered risks and insured amounts are the same or surpass those of the policy already mentioned.

Liability insurance recommended supplier

Grupo TMG, Asesores de Seguros

M: Gonzalo Vidal Raffo

P: (54 11) 4331-6955

E: gvidalraffo@grupotmg.com.ar

The Organizer will charge the Exhibitors an amount for damages caused by the builders of booths, trucks and / or transports belonging to their companies, self-employed or on behalf of the builders of booths. Damages caused on both fixed and / or temporary facilities at Centro Costa Salguero will be accountable by the exhibitor.

MBG & Events S.A. it is not liable for damages that may occur to the exhibitor due to deficiencies in installations

of light and power, drainage, etc. Exhibitors are required to place security protection devices for equipment in exhibition. Nor are they responsible for any fact and / or event that is foreign to them for the interruption of these services.

The Organizer will provide general security staff responsible for order and care of unforeseen events. The Organizer is not responsible for robberies and thefts occurred inside the booths. During the hours of closure to the public no one can remain within the premises other than security staff monitoring and surveillance personnel hired by the exhibitor having prior written authorization from the Organizer.

Security staff who depend on the exhibitor must have special credentials to be delivered by the Organizer upon request, in writing, stating the name and number of identity document. The Exhibitor shall employ the official company doing the overall security service of the Exhibition.

CUIT MBG & Events S.A.

30-68149541-6

CUIT Centro Costa Salguero S.A.

30-66154426-7

CUIT Telemetrix S.A.

30-62032463-5

ASSEMBLY BADGES

THE PEOPLE WHO HAVE ACCESS TO THE ASSEMBLY MUST HAVE AN AUTHORIZED CREDENTIAL (BUILDERS, EXHIBITORS AND BOOTH STAFF)

Worker Registration

Every person entering the premises during the period of assembly and disassembly of any event, must be registered and bear the badge in sight at all times, without exception. The need to be registered is due to the risk conditions that are generated within the facilities during this period. By assembly period it is meant the period from the acceptance of installations by the organizer and up to three (3) hours before the scheduled opening of the event, Exhibition or fair. By disassembly period it is meant the period between the closing time of the fair and delivery of the facilities. The registry entry enables a person to work under the current Builders' Regulation. It may be requested by e-mail to registro@ccs.com.ar

How to register

We encourage those interested in registering to take the steps in advance to avoid delays.

1. COMPLETE THE REGISTRATION FORM

(One per person) You can do so in person at our offices on Monday through Friday from 9 a.m. to 1.30 p.m. and from 2 p.m. to 5 p.m. or from our online forms. If the assembly days fall on a weekend and/ or a holiday, please call before to check the timetable:

www.centrocostasalguero.com/registro/

2. SEND THE DOCUMENTATION REQUIRED

Email to registro@ccs.com.ar documentation with 48 business hours in advance to verify it. State the Fair/s, number of booth or event where the work will be done. Enter here to learn about the conditions to be met in order to enter the Worker Registration of Centro Costa Salguero.

3. WITHDRAWAL OF CREDENTIALS

Once the documentation is submitted and confirmed, the credential will be delivered authorizing the person to enter the pavilions.

4. RENEWAL OF CREDENTIALS

Credentials will have a particular effect on the validity of the certificate of coverage issued by the insurance office.

Once the given period has elapsed, in order to renew this credential you should send an e-mail to registro@ccs.com.ar to update certificate of coverage as indicated in the conditions of entry to the registry. For the renewal it is not necessary to complete the registration form.

Centro Costa Salguero conditions

In all cases, you must complete a form for each person to register. The same can be completed in person in the registry office or through the online form. By the Internet you must complete all of the information requested otherwise the form will not be taken as valid. If the credential has not been renewed in the last two years; you must complete the form again. The validity of the credential will be given by sending the documentation required by e-mail or by fax to 4808-8336. For more information call 4808-8330 or write to registro@ccs.com.ar

These procedures are not necessarily PERSONAL, they can be performed by a third party during working hours.

Required documentation

The documentation should be sent 48 business hours, prior to the verification.

For workers with A.R.T. (Staff Members)

Certificate of coverage A.R.T. (original and photocopy) with Clause of No Repetition against **Centro Costa Salguero SA / Telemetrix S.A. / MBG Events S.A.** (This document must be attached to the list of staff and the validity of the credential will depend on the validity of this document). Tax ID record issued by the AFIP (photocopy).

For workers with **PERSONAL ACCIDENT INSURANCE** coverage (self-employed or company directors)

Certificate of Coverage Personal Accident Insurance, with no repetition clause against **Centro Costa Salguero SA / Telemetrix S.A. / MBG Events S.A.** (this document must be attached to the list of staff and the validity of the credential will depend on the validity of this document).

- Receipt of the last payment of the fee.
- Specification of the type of coverage and minimum amounts to cover Minimum Sums Insured: Death and Permanent Disability, Total and / or partial \$ 780.000.- (ARS) per accident. For Pharmaceutical and Medical Assistance \$ 26.000.- (ARS) (with and without franchise). The required documents must be issued by the INSURANCE COMPANY. NO certificates issued by Brokers, sponsors or insurance consultants will be accepted.

CUIT MBG & Events S.A.

30-68149541-6

CUIT Centro Costa Salguero S.A.

30-66154426-7

CUIT Telemetrix S.A.

30-62032463-5

For workers **WITHOUT ANY TYPE OF COVERAGE**

These workers may choose to purchase an insurance in the insurance market or take a **PERSONAL ACCIDENT INSURANCE** offered at the premises as an alternative to enter the register of authorized and insured workers. To do this you must have:

- Photocopy of ID
- C.U.I.T. record (for cases where bill type A is required)
- You must choose one of the following options considering the hiring day is considered from 0:00 hs. to 24:00hs of the solicited date and day options for more than one day are considered running days.

Coverage for 1 day \$180.- (ARS), for 5 days \$780.- (ARS), for 8 days \$1130.- (ARS).

Current prices, subject to change, quoted in pesos including VAT. Insurance cost plus administrative expenses.

Description of insurance offered in **COSTA SALGUERO CENTER**

Frontline Company.

- **Taker or contractor:** Centro Costa Salguero SA (CCS).
- **Beneficiary:** the Contractor.
- **Payer:** the contractor CCS.
- **Maximum height:** 10 meters.
- **Coverage:** individuals are covered while they are within the premises belonging to Centro Costa Salguero SA
- **Minimum sums insured:** Death and Permanent Disability, Total and / or Partial accident by \$ 780.000.- (ARS) and pharmaceutical medical care by \$ 26.000.- (ARS) (with and without franchise).
- **Validity of policy:** the contract term according to official rates.
- **Elders from 65 to 70 years of age, Accidental Death Coverage** \$ 100.000.- (ARS) per person.

Centro Costa Salguero S.A. Switchboard: (54 11) 4808-8300 - Registration: (54 11) 4808-8330 Fax Registration: (54 11) 4808-8336.

For workers in the **SECURITY SERVICE**

Security staff must submit a copy of authorization of the company, issued by the GOB. CITY OF BUENOS AIRES, date in force under Law No. 118, as amended by Law No. 963 and its Regulatory Decree No. 1133-GCBA/ 2001 under which enters the Register of Private Security. Copy of the certificate of registration of the company to work in the jurisdiction of the Argentina Naval Coast Guard, issued by the Direction of Security and Judicial Police of P.N.A. attaching current annual certificate.

For **GASTRONOMIC** workers

GASTRONOMY staff should display their health book when collecting their credentials.

CREDENTIALS AND INSURANCE COVERAGE FOR EXHIBITORS AND BOOTH STAFF

These credentials are valid only for the period from June 11 to June 14, 2018.

Insurance coverage and ART

The exhibitor must complete the form on line to request application of badges. You must specify what type of badge requests (Exhibitor or Stand staff)

Exhibitor badge: These badges will be aimed at managers and executives of the exhibiting company. Such badges enable you to enter during Exhibition.

Personal badge Stand: These badges will be aimed at employees of the exhibiting company (salespeople, maintenance technicians, etc.) and / or temporary hired staff (promoters, catering, etc. Such badges enable you to enter during Exhibition.

The documentation referred must be entered on line form in the Exhibitor area before Monday May 24, 2018. That day at 17hs the form will be written off.

INSURANCE TO BE PRESENTED

Members of staff

- Certificate of Coverage A.R.T. with clause of No Repeat against **Costa Salguero Center SA / Telematrix S.A. / MBG Events S.A.** (This document must be attached to the list of staff and the validity of the credential will depend on the validity of this document).

Self-employed workers - Directors - Workers without any type of coverage

- Certificate of Coverage Personal Accident Insurance, with no repetition clause against **Centro Costa Salguero SA / Telematrix S.A. / MBG Events S.A.** (This document must be attached to the list of staff and the validity of the credential will depend on the validity of this document).
- Receipt of the last payment of the fee.
- Specification of the type of coverage and minimum amounts to cover Minimum Sums Insured: Death and Permanent Disability, Total and / or partial \$ 780.000.- (ARS) per accident for Pharmaceutical and Medical Assistance \$ 26.000.- (ARS) (with and without franchise).

Personnel assigned to food handling

All the personnel assigned or who handle food must have, in addition to the points described above their corresponding HEALTH BOOK ORIGINAL copy issued by the AUTONOMOUS CITY OF BUENOS AIRES to enter

the premises and perform such activities.

It is understood that staff who handle food is any person who, within the premises, performs tasks in tasting, table service (waiters) and / or delivery service and / or food preparation either at the booths and / or temporary staff positions in restaurants (for example: grills, hot dog booths, coffee, fast food, restaurants, etc.) or temporary catering services (for example: cocktails, coffee breaks, lunches, dinners, etc.).

By email to: operaciones@argenplas.com.ar

Provider of Personal Accident Insurance

Grupo TMG, Asesores de Seguros

C: Gonzalo Vidal Raffo

T: (54 11) 4331-6955

E: gvidalraffo@grupotmg.com.ar

It should be noted that the amounts requested are equivalent to the risks covered by ART, so all participants insured for the same event will have an equivalent coverage.

Entrance to the premises during the Assembly and Disassembly period

A Credential for Assembly and Disassembly must be arranged submitting the corresponding insurance to Centro Costa Salguero, so as to have Access to the Exhibition. The credential must be requested by using Form 4 filing a copy of the personal accident insurance already issued together with Civil Liability insurance.

Assembly and Disassembly staff who wish to enter the premises during the period of Exhibition

Must complete Form filling in the name of the person who will attend and present the Insurance ART or Personal Accident plus a copy of Civil Liability Insurance of the booth represented, in the Office of Attention to Exhibitors in the days and hours mentioned. In both cases, they will have double access credentials.

Remember to process credentials both as an Assembly worker or as an Exhibitor a week before the assembly period. In this way, you will avoid delays and facilitate your access to the site.

REQUEST OF BADGES

WITHDRAWAL OF BADGES FROM EXHIBITOR ASSISTANCE OFFICE

The badges for **Exhibitors** and **Booth Staff** may be picked up at De Mayo Ave. 605, floor 4º, C.A.B.A. from June 4nd to 8th from Monday to Friday 10:00hs to 16:00hs.

WITHDRAWAL OF BADGES FROM VENUE COSTA SALGUERO

Move In / Dismantling

These badges may be picked up at Centro Costa Salguero, please coordinate with them.

Exhibitors / Booth Staff

These badges may be picked up at Centro Costa Salguero on the following schedule: Sunday, June 10nd from 12:00hs to 20:00hs. Monday June 11th from 08:00 to 12:00hs.

We recommend delivering Move In / Dismantling badges to the suppliers so that they can enter the venue without any problems thus avoiding delays at the land.

If exhibitor does not have the Personal Accidents Coverage, it may be issued at the Adherence Insurance Office located in the same area for the withdraw of badges (for more detailed information read the specifications for the coverage of Personal Accident Insurance section on this manual).

In case of loss of the credential, it will have an additional cost of \$ 100.- (ARS) (one hundred Argentinean Pesos) each at the time of being reprinted.

Note: Only those Exhibitors who have all the payments made for the booth, the electrical consumption and the water (if ordered) will be able to withdraw their badges.

IMPORTANT INFORMATION TO FOREIGN EXHIBITORS

Those exhibitors from foreign countries that require TEMPORARY WORK PERMIT to enter to Argentina, **MBG & Events S.A.** informs that this process can be managed by The Organizer with additional costs, provided they provide the necessary documentation in a timely manner.

The **Organizer** is not responsible for the outcome and / or resolution of this procedure.

The Company DOES NOT DELIVER INVITATION LETTERS for visitors, in case that any exhibitor enters with a tourist visa and works in the Exhibition, he takes risks to be deportee.

It doesn't matter what nationality is the Exhibitor or which passport he uses to enter in Argentina, HE HAS TO HAVE AND PROCESS THE TEMPORARY WORK PERMIT.

To know about the documentation to be submitted, please contact directly with our Visa Department: Monday to Friday 10:00hs to 15:00hs (54 11) 4343-7020

CATERING SERVICES / SECURITY / CLEANING

Exhibitors who wish to hire these services do not have exclusivity with the site. They have the possibility to hire their own services.

Nevertheless, they must submit the required documentation (ART / Personal Accident Insurance, Health Book, Etc).

WIFI

Internet service will be supplied on hire for your booth or customers.

Each connection will be \$.- (ARS) (for each password requested) and you will be allowed to use it throughout the exhibition.

In order to have this service, you must request the relevant card at **TELEVAZ**:

P: (54 11) 4325-1028

E: Info@televaz.com

*This fee may be changed.

VIDEOTAPING AND PHOTOGRAPHY

The Organizer is entitled to take photographs and films of all sorts for their own use and for general publications. The Exhibitor is only able to take photographs and films

of their own booth with their own staff, always asking first to the organizers for permission.

PROHIBITIONS

All pyrotechnical devices causing detonations, sparks, flames and smoke or similar are officially forbidden.

- The introduction and carrying of all kinds of fire or sharp cutting arms is strictly forbidden, except for those that correspond to security personnel empowered to do so, and the Organizers should be previously informed and should have the corresponding authorization for it 3.
- The use of stoves, grills, etc. is strictly forbidden.

- It is forbidden to smoke at the venue, during movein, exhibition and dismantling period. Any kind of alcoholic beverages are also forbidden during move-in and dismantling period.
- Animals will not be allowed to enter at the venues.

OFFICIAL CATALOGUE

Make sure your company appears at the Official Catalogue of **Argenplás 2018**, please fill the form N°1. This Catalogue includes the complete list of Exhibitors, List of Products, Floor Plan, Special Activities' Schedule and all other useful information for all Show attendees.

The Catalogue is distributed among all visitors, exhibitors and press representatives to be used throughout the whole year as a reference guide, besides being consulted, in average, over seven times a day during the Event.

All exhibitors are entitled to a 50-word-description to

be included in the Catalogue, in order to make their company be known.

Remember the official catalogue is published in **SPANISH**.

Important: Complete and submit Form N° 1 before the deadline (Monday, May 09, 2018). Otherwise, the data in the contract will be included in the catalog.

EMERGENCY PHONES



100 Fire Department

24 hs Online.
Emergencies Attention, Accidents.

Headquarter Palermo

A: Guatemala 5966
P: (54 11) 4772-2222



107 SAME Emergencies

24 hs Online.
Free ambulance service and medical urgency attention.

“Juan A. Fernandez” Hospital

A: Cerviño 3356
P: (54 11) 4772-2222



101/911 Police Department

24 hs Online.
Direct line to the Radio Command of the Federal Police.

23rd Police Station

A: Av. Santa Fe 4000
P: (54 11) 4831-333



103 Civil Defence Emergency

Constant Attention 24 hours.
Acts to floods, road accidents, toxic spill, etc.



0800-999-2838 BUETUR

Every day from 9:00 am to 8:00 pm.

Toll-free assistance to tourists, tourist information and receiving complaints about commercial abuse, robberies and other crimes, lost, or for breach of contract services. Attention in Spanish, Portuguese, Italian and French.