



12-15 DIC 2020
BUENOS AIRES - ARGENTINA

RULES AND REGULATIONS AND FORMS

General Rules and Regulations

A GENERALITIES

1. DEFINITION AND AUTHORITIES

- 1.1 **FIT AMERICA LATINA -International Tourism Fair of Latin America- (hereinafter referred to as FIT) is jointly organized by the Federación Argentina de Asociaciones de Empresas de Viajes y Turismo [Argentina Federation of Associations of Travel and Tourism -FAEVT-] and the Asociación de Agencias de Viajes y Turismo de Buenos Aires [Buenos Aires Travel and Tourism Agencies Association -AVIABUE-], hereinafter referred to as the ORGANIZERS.**
- 1.2 **FERIAS ARGENTINAS S.A.** shall be in charge of the INTEGRAL EXECUTION of the Fair. Sponsors and contributing parties are those stated in the Fair specific documentation.
- 1.3 **FIT** shall be governed by these **General Rules and Regulations**. The rules for the assembly of stands, for requesting and using additional services, the Fair layouts and rates are a part of the General Rules and Regulations and have the same validity, and they are deemed automatically accepted from the signature of the Request for Admission. Considering these Rules and Regulations are available for the participants and they are widely released, they shall be considered known under a "iure et de iure" presumption.

3. FAIR VENUE AND DATES

- 3.1 **FIT** shall be held at La Rural, in the city of Buenos Aires, Argentina, from December 12 to 15, 2020.

B PARTICIPATION CONDITIONS

4. PARTICIPANTS AND PRODUCTS

- 4.1 Government bodies, representations or official or private, national or international institutions, professionals, commercial operators and services providers of all Tourism Segments are entitled to participate in the Fair.
- 4.2 Exhibiting companies shall only exhibit the products and services included in the request for admission. In case they wish to include new products and services, they shall request so and obtain the corresponding authorization from the **E.C.**
- 4.3 **FIT** reserves the right of admission and permanence in the Fair.
5. **GENERAL CONDITIONS**
- 5.1 In order to participate in the **FIT**, the interested companies shall submit a **Request for Admission**, filling out all the information contained therein.
- 5.2 The Request for Admission shall be submitted by filling out **FIT** official forms.
- 5.3 **FIT** shall prioritize the requests for the largest requested surface and the requests of exhibitors of the preceding edition. In case it can not grant the requested space, it shall offer the best available alternative. The Request for Admission shall be considered accepted only once **FERIAS ARGENTINAS S.A.** has issued the corresponding invoice and the exhibitor has complied with the payment thereof.
6. **SALE CONDITIONS**
- 6.1 The spaces are those indicated in the Fair floor plan, with their corresponding number and measure.
- 6.2 Prices per square meter (m²) of each space shall be those

included in the price list preestablished by **FIT**, and they may consist of either a **Free Space** (without assembly) or a space with **Basic Assembly**.

- 6.3 Prices for the lease of a space at **FIT** do not include **V.A.T.**; therefore, **21% shall have to be added for said tax.**
- 6.4 **V.A.T.** shall be invoiced in accordance with the AFIP (Argentine Taxation Authority) forms submitted by every exhibitor at the time of filling out the Request for Admission. The above mentioned invoicing shall be subjected to revision by the **E.C.** by virtue of the documentation analysis conducted by the Administration and Finance Department.
- 6.5 For **free spaces with no assembly**, the price paid includes:
- a) Space lease during the preparation, exhibition and disassembly period.
 - No dividing panels are provided for any of their boundaries.**
 - b) Power supply: 220 v (50 W/h per m²) and the consumption thereof (**see 21.4**).
 - c) Carpeted aisles.
 - d) Security in common areas (**see 7.1.1**).
 - e) General cleaning in common areas (**see 7.2.1**).
 - f) General lighting.
 - g) General administration and consultancy (**see 7.4**).
 - h) Badges and invitations in proportion to the leased meters (**see 13.1/6**).
 - i) Inclusion in the Fair official catalog.
- 6.6 Apart from the above mentioned items, spaces with Basic Assembly shall be provided with:
- a) Fully carpeted floor in grey color.
 - b) Dividing panels; aluminum structure and 2.5m high white Formica panels.
 - c) 0.34 m high identification sign equal to panels.
 - d) Standard identification sign on each front side.
 - e) A set of one table and three chairs, according to the following:
 - up to 20 m²: 1 set (1 table and 3 chairs)
 - from 21 to 30 m²: 2 sets (2 tables and 6 chairs)
 - from 31 to 40 m²: 3 sets (3 tables and 9 chairs)
 - from 41 to 50 m²: 4 sets (4 tables and 12 chairs)
 - f) An outlet of up to 300W 16 m² and two outlet up 300W to 50 m².
- 6.7 The exhibitor **shall not assign, donate, sale, lease, transfer or share the granted space or any part thereof.**
- 6.8 Payment of the spaces shall be effected as follows:
- a) Cash.
 - b) 30% (thirty percent) at the time of invoicing the Request for Admission and the remaining 70% (seventy percent) in installments, the maturity date being **48 hours before the Fair opening day, this being the deadline for payment.**

- 6.9 Any unpaid installments within the corresponding period shall entail interest for late payment from the moment of their maturity date until effective payment, applying the rates used by the Banco de la Nación Argentina for document discount operations.
- 6.10 Noncompliance of any of the above mentioned payments shall have the following consequences:
- a) Reservation cancellation or plot sale.
 - b) Total loss of the amount paid by the exhibitor.
 - c) **E.C.** power to grant the space to third parties.
- Arrears shall be automatic and by operation of law, by the mere passing of time, with no need for any judicial or extrajudicial notice.
- 6.11 In the event of **amounts still due** for additional services and/or any other item **at the time of the Fair opening date**, the authorities shall be entitled to declare the **closing of the stand** without any compensation whatsoever until said amounts are paid.
- 6.12 If for any reason, once total or partial payment has been made, the **exhibitor withdraws** his participation or becomes unable to participate in the Fair, **exhibitor shall lose all rights to any returns of amounts already paid.**
- 6.13 The **E.C.** shall have the power to cancel and grant to third

parties the spaces paid for but which are not occupied 24 hours before the term set forth for finishing the assembly of the stands, and the **exhibitor shall lose all rights to any returns of amounts already paid.**

- 6.14 Any unpaid installments on the dates set forth in the Request for Admission shall be paid at the Fairs' sale value, at the paying time.

7. SERVICES PROVIDED BY THE FAIR

7.1 SECURITY

- 7.1.1 The **E.C.** shall hire general security personnel, responsible for keeping order and for addressing unforeseen events; **however, they shall not be responsible for theft or robbery. During the closing hours for the public, no members of any staff shall remain within the Fair, except for the above mentioned security personnel and that authorized by the E.C.**
- 7.1.2 **No private security personnel hired by the exhibitor shall be allowed, except for that authorized by the E.C.**
- 7.1.3 Exhibitors and their staff are compelled to allow the checking of packages and/or vehicles that enter and/or exit the Fair premises.
- 7.1.4 **Exhibitors and stand staff who have notebooks or portable equipment are advised to request at no charge the corresponding security seal at the Exhibitor Attention desk, without the E.C. being responsible for the security of computing devices.**

7.2 CLEANING

- 7.2.1 The **E.C.** shall provide cleaning staff for the common areas. General cleaning shall be effected while the Fair is closed and shall be kept during the permanence of the public and the exhibitors. **Stand cleaning is under the exhibitor's exclusive responsibility.**

7.3 POWER SUPPLY

- 7.3.1 **All stands are provided with 50 W/h 220V electric power per square meter, at no cost. In case more power is needed in accordance to your consumption, fill out Form 1: Technical Record, available at www.fit.org.ar to request it.**

7.4 CONSULTANCY

- 7.4.1 **Fit's C.E.** is at the exhibitor disposal for providing information as to participation, regulatory aspects, etc.
- 7.4.2 **Fit's C.E.** and its **Technical Department** make all the specific consultancy available for the exhibitors who request so, as well as any data and **accurate information regarding spaces and their dimensions, presence of columns, hydrants, electricity sockets location, etc.**

8. RESPONSIBILITIES

8.1 EXHIBITOR RESPONSIBILITIES WITH RESPECT TO THIRD PARTIES

- 8.1.1 **The exhibitor shall be sole responsible** for the damage caused to his staff, to visitors in his stand or to the Fair, and/or to their property or goods of any kind, in case of robbery, theft, fire, ray, tempest, explosion, hail, water penetration, dampness, flooding, accident, civil commotion, sabotage or any other, whatever their origin and source. Additionally, the exhibitor shall be responsible for the damage caused –inside or outside his stand– to his staff and/or to their property or the elements they use or have under custody. **The exhibitor shall hire first class insurance companies to cover the totality of the risks described, during the whole time he is in possession of the space, even during assembly and disassembly.**

- 8.1.2 The ORGANIZERS shall transfer to the exhibitors the amounts for any deterioration that the stand constructors, trucks and/or freights of their companies, by themselves or in representation of the stand constructors, may cause to fixed/temporary installations of the premises.

The certificate of this insurance must be presented when taking possession of space. This insurance must cover the Liability. Comprehensive civil emergent for damages caused to third parties by the activity that the insured develops within the premises. The amount of coverage must cover damages for a total sum insured not less to US \$ 350,000 with a franchise of US \$ 2,500 per event theology

- 8.1.3 The exhibitor is compelled to hire all the staff for the development of the activities –during the whole period of assembly, operation and disassembly of the Fair – pursuant

to the provisions of labor, pension, trade union, social security and occupational risks legislation in force.

Any verification of a hypothetical irregularity detected by the labor, pension or fiscal authorities with respect to the staff hired by the Exhibitor and for which the ORGANIZER should be jointly and secondarily liable **shall be the exclusive responsibility of the Exhibitor, who shall release the "Organizer" of any liabilities in 48 hours upon notice served to the latter for that matter, under penalty of responding for damages.** The Exhibitor shall not allow access of staff without the corresponding AFIP's "Clave de Alta Temprana" (Tax Authority Code for Employees) registered in the Exhibitor's name. **The exhibitor shall present, on the date of entrance of his staff to the Fair premises, evidence of AFIP's "Clave de Alta Temprana" (Tax Authority Code for Employees) and a copy of the Occupational Risks Agreement with detailed information of the staff registered with the respective Workers Compensation Insurance (ART, according to the Spanish acronym).**

- 8.1.4 The ORGANIZERS shall not be liable for the damage that failures in the lighting and driving force, drainage, air conditioning, etc. installations could cause to the exhibitor. Neither shall they be liable in case there is an interruption of the above mentioned services for any reasons alien to their scope of action.
- 8.1.5 **The exhibitor is responsible for the security of his stand during the public visit hours, as well as during the hours set forth in 8.3.2 and 23 hereof.** In general, the exhibitor's responsibility lasts for all the term and hours during which he is in possession of the space, except for the permanence limitations set forth when the Fair is closed for visitors.
- 8.1.6 Any exhibitor performing a beverage or edible product tasting at his stand shall be subject to the rules in force governing the matter; the persons in charge of the tasting shall bear the corresponding sanitary notebook in force and a certificate evidencing approval of a food handling course, if pertinent.
- 8.2 TAXATION AND FEE-RELATED RESPONSIBILITIES.
- 8.2.1 Exhibitors undertake full responsibility for the payment of fees, taxes and contributions with respect to the activities to be developed in his stand.
- 8.2.2 Exhibitors further undertake the responsibility before SA-DAIC, AADICAFIP and ARGENTORES, for the fees or rights set forth in the provisions of said bodies for the release of music and/or audiovisual images in their respective stands, purpose for which they shall evidence payment of the corresponding amounts in advance before the E.C.
- 8.3 RESPONSIBILITIES WITH THE FAIR
- 8.3.1 Exhibitors shall observe the assembly terms, so that their stand assembly is completed according to the **Schedule (see 25.7)**. Otherwise, they shall be penalized with a **\$30,000 (thirty thousand Argentine pesos)** penalty, amount that shall be held by the FIT (exhibitors are advised to transfer this penalty to the contracts with their respective constructors).
- 8.3.2 The exhibitor is compelled to attend his stand every day, **30 minutes before the opening time and 15 minutes after closing**, and to keep the stand personnel in the stand during the whole timetable.
- 8.3.3 **Exhibitors shall be responsible for cleaning their respective stands;** additionally, they have the obligation to keep the stand in impeccable conditions during the permanence of visitors to the Fair. For that purpose, they are given time in advance, before the stipulated opening time (see 8.3.2.) and they shall dispose garbage in the bins provided for that and **never in the aisles.**
- 8.3.4 Exhibitors shall disassembly and remove building elements from the stand and return the space and the items provided by FIT in perfect conditions, as stipulated in the **Schedule (see 25 below)**.
- 8.3.5 Any verified deteriorations shall be invoiced in the name of the space bearer, who shall pay them immediately. **Otherwise, he shall not be able to remove his materials.** Exhibitors are not authorized to make repairs of any kind.
- 8.3.6 Noncompliance with the date to release the stand entitles the **O. C.** and the **E.C.** to release it at the exhibitor's own risk and expense, and the materials and/or elements shall be kept as guarantee until payment of the originated expenses. **FIT** shall not acknowledge any claims from the mandatory execution of the above mentioned disassembly.
- 8.3.7 **During the dates and times set forth for assembly**

and disassembly, security of all the stand elements shall be at the exhibitor's own risk and expense.

9. OBLIGATIONS AND PENALTIES

- 9.1 All the provisions contained in these General Rules and Regulations, circulars, technical communications, schedules, plans, surfaces and prices are mandatory, as well as the legal provisions in force, especially those regarding to security, hygiene, moral, labor, social security, public order, tax related, administrative, etc. The rules and regulations included in the Exhibition General Regulations issued by La Rural are also mandatory. Exhibitors who fail to comply with the spirit of these regulations shall be compelled to regularize their situation within 24 hours. **Upon completion of that period, the E.C. shall order the total and final closing of the stand**, considering that the contractual relationship has been terminated, with no need of any compensation or reimbursement whatsoever.
- 9.2 In exceptional cases, **FIT** authorities reserve for themselves the right to amend these rules and regulations to the best of their convenience and understanding in order to achieve the greatest success of the Fair, said amendments shall be mandatory for all exhibitors.
- 9.3 Should they consider so convenient, FIT authorities shall issue supplementary communications to these rules and regulations, which shall be timely forwarded, reason for which exhibitors are advised to forward that information to the respective designers and stand constructors, as their compliance shall be mandatory.
- 9.4 **Fair authorities shall conduct successive inspections during stand assembly in order to confirm the correct compliance with the respective regulations. It is duly stated that in cases where the immediate correction of any deviations is not carried out, the E.C. may effect it on its own, under the responsibility of the exhibiting company.**
- 9.5 Any controversy or dispute arising from these Rules and Regulations shall be submitted to the Ordinary Courts of the City of Buenos Aires, expressly waiving the Federal Courts jurisdiction or any other which may correspond.
- 9.6 Any claims that the exhibitors wish to submit regarding the fulfillment of the ORGANIZERS obligations shall be presented in writing before the **E.C.** prior to the expiration of the Fair disassembly period. Noncompliance of this obligation shall prevent the future submission of the claim.
10. POSTPONEMENT – ANNULMENT
- 10.1 In case of force majeure or act of God, **FIT** authorities reserve the right to change the stipulated dates, operating hours or terms. In case of a forced annulment, the amounts paid by the exhibitors shall be returned with a proportional deduction of already made expenses, without any compensation whatsoever. Compliance with the condition subsequent set forth by La Rural shall also be considered a special cause of rescission, the content of which is reproduced herein: If due to reasons attributable to public rules and regulations or provisions of competent authorities or demands derived from contractual relationships between the Assignor and the National State, or any other force majeure circumstances alien to the parties, the whole or part of the SPACE had to be targeted to a purpose other than that set forth in this contract, or if the space installation or exploitation became impossible due to the above mentioned reasons, the Assignor shall not be responsible for damages and its obligations shall cease by means of a deposit of the amounts received or their corresponding proportion.*

C FAIR OPERATION

11. INAUGURATION, OPENING HOURS AND FAIR CLOSURE

- 11.1 Attendance to the Official Inaugural Ceremony shall be limited to the special invitations that the **E.C.** and the **C.O.** send to national, state and municipal authorities, diplomatic corps and industry, commerce, banking and journalism representatives.
- 11.2 **FIT** shall be open to professional visitors and invitees from **December 14 and 15, from 2:00 pm to 9:00 pm, and from December 14 and 15 from 10:00 am to 7:00 pm. General Public: December 12 to 13, from 2:00 pm to 9:00 pm**
- 11.3 **FIT** reserves the right to change operating hours, in case it

considers so convenient for the greatest success of the Fair.

12. ACCESS TO THE FAIR VENUE

Only with Badges, Invitations or written authorization issued by the E.C.

12.1 DURING ASSEMBLY AND DISASSEMBLY

- 12.1.1 Vehicle entrance hours shall be those indicated in the Schedule (see 25).
- 12.1.2 **The entrance of vehicles and materials shall be through the door located at Avenida Sarmiento, at the corner with Colombia St. Except those conducting its armed in the Adventure Tourism's area they will by Sarmiento 2704.**
- 12.1.3 Loading and unloading materials from the vehicles parked at the Premises parking lot is free, **provided the following time limits are observed; Cars: 30 minutes; Vans: 1 hour and 30 minutes; Trucks: 2 hours and 30 minutes. In case the above mentioned time limits are exceeded, La Rural shall charge per hour or 15-minute fraction, the amount in force on that date.**
- 12.1.4 During assembly and disassembly, the USE OF HELMET is mandatory for any person who enters and/or remains at the premises or the pavilions. Furthermore, do remember that Occupational Hygiene and Safety Act 19587 regarding the use of elements and safety conditions for any person performing assembly and disassembly activities is in force and is mandatory. In case La Rural S.A. Safety Management (through the Fire, Safety and Hygiene departments or through whomever it may appoint) detects noncompliance with the above mentioned regulations, it may decide to forbid permanence in the premises –prior warning- of any person failing to comply with the above mentioned regulations or cause them to stop their course of action until the correction of the deviations.

12.2 DURING THE EXHIBITION

- 12.2.1 The Fair entrances for exhibitors and their staff are those located at Av. Sarmiento 2704, Cerivio 4476 and from the underground parking lot, 30 minutes before the Fair opening (see 11.2 and 25 of the Schedule).
- 12.2.2 **In case an exhibitor -due to special reasons- needs to enter 60 minutes prior to the opening hours, he shall request so in writing to the Fair Management 24 hours in advance, and the entrance shall be in the same conditions as described in 12.1.2 and 12.1.3.**
- 12.2.3 **Suppliers may enter before the Fair opening hours only with a written authorization requested by the exhibitor to the E.C. and in the same conditions as described in 12.1.3.**
- 12.2.4 **No person shall be admitted inside the Fair premises outside the times and modes mentioned in 12.1.1/2/3, except for those who belong to the FIT organization.**

13. BADGES

All badges shall be delivered with name, surname and bar code. No blank badges shall be delivered. All badges are personal and non-transferable. The inadequate use of badges shall authorize the E.C. to remove and prohibit admission to the Fair of the people involved in the above mentioned irregularities.

In order to prepare the Stand Staff and the Stand Constructor badges it is mandatory to send a list stating the Workers Compensation Insurance (ART, according to the Spanish acronym) registration or Personal Accident Insurance for death/incapacity for \$1.000.000 (one million pesos) and for medical assistance expenses for \$50,000 (fifty thousand pesos) with a waiver of subrogation clause against Ferias Argentinas S.A.: 3070771425-1, AVIABUE: 3059117715-6, FAEVYT 30-54442979-1 and LA RURAL S.A. 30-69758304-8.

- 13.1 **FIT** shall deliver to the exhibitors one Exhibitor badge every 3 occupied square meters (maximum of 10). Those badges are targeted to directors and executives of the exhibiting company. **For the preparation thereof, is required sending the list stating the Registration of ART or Personal Accident Insurance exhibitors.**
- 13.2 **FIT** shall deliver to the exhibiting company one Stand Staff badge every 3 occupied square meters (maximum of 10). Those badges are targeted to the staff who will be working at the stand (receptionists, firm employees, etc.). **For the preparation thereof, is required sending the**

list stating the Registration of ART or Personal Accident Insurance exhibitors.

- 13.3 **FIT** shall deliver to the exhibitors one Stand Constructor badge every 3 occupied square meters (maximum of 20). Those badges are only valid during stand assembly and disassembly. **For the preparation thereof, is required sending the list stating the Registration of ART or Personal Accident Insurance exhibitors.**
- 13.4 Additional badges shall cost \$300 (three hundred pesos), to be born by the stand responsible party.
- 13.5 The above mentioned badges shall be delivered to the exhibitor once he has completed all payments due.
- 13.6 The only badges admissible to access the **FIT** are those officially issued by the Fair authorities. No other identification or badge shall be valid.

14. INVITATIONS

- 14.1 **FIT** shall provide two invitations every square meter of occupied rented space (maximum of 300). **It is recommended that the invitations are delivered only to visitors related to the Tourism sector.**
- 14.2 The only invitations accepted at the doors check points in order to access the **FIT** are the official invitations delivered by the ORGANIZERS. No other invitations shall be valid.

15. PROMOTION ACTIONS

- 15.1 All forms of advertising and/or promotion within the stand is free, provided their content does not entail a violation of the regulations in force and provided they respect what has been set forth in the stand building regulations.
- 15.2 Audio equipments (radios, microphones, television sets, audiovisuals, etc) which are installed to operate permanently or as a demo **shall be acoustically isolated, and the sound pressure level measured 1 m away from the stand perimeter shall not exceed 65 dB (A). In the case of non-compliance with the permitted noise level written notice, absent in 10 minutes an adaptation thereof, shall be cut off electricity supplies was made.**
- 15.3 **Music and live shows shall be permitted only in the two days the Fair is open for the public (Saturday and Sunday) during the hours of 18 a.m. to 9:00 p.m. musical shows and shows may be performed at the respective stands, strictly observing the provisions of point 15.2.** Those who do not respect this rule or is found the decibels inside the stand are not the indicated, shall be notified and intimidated to do regularize immediately.

In the case that the stand continue intimated infringement, **CD FIT** proceed without further trámites- the power outage, either a province or a region corresponding to (if the wiring is unified 18.2 in a single board power is cut the entire region). To proceed to court power supply technical staff **FIT** enter the general board stand, where this is installed. In the National Pavilion, only shows within the stands of the regions will be allowed.

- 15.4 Exhibitors who perform tasting drinks edible products in your stand should be subject to legal stipulations, persons responsible for this task should have brought the corresponding book health effect and the certificate of performed during food handling if applicable.

16. PROHIBITIONS DURING THE EXHIBITION

- 16.1 Having shows at the stands, except for those previously requested and authorized in writing by the E.C.; therefore, audio equipments in the fair premises **SHALL NOT** be allowed.
- 16.2 Exhibitors who want to offer a show or show within their lot on Saturday and / or Sunday, may do so from the hours of 18 to 21 hs.
- Outside the fair and in the open air, we do not have a place qualified for that same purpose, without restricting the schedule of the operation of the fair, with a prior request for a shift to the organization
- 16.3 It is totally forbidden to use the corridors to do shows as well as to locate scenarios or spaces for shows in the perimeter of the stand. The stages must be mounted inside the stand in such a way that it contains the attending public.
- 16.4 It is strictly forbidden to use percussion instruments, whether drums, snare drums, and any musical instrument or element that produces sound with similar characteristics. Throughout the period of the fair.
- 16.5 You are prohibited as promotional activities and attraction of the stands, the use of popcorn, pororó or similar and all cooking and food processing in the stand, as well models also display and/or persons naked, and drones.

- 16.6 Make direct sales to the public and perform games of chance (except for cases previously requested and authorized by the C.E).
- 16.7 Inside the Fair premises, exhibitors shall not use any type of advertising and/or promotion campaigns outside their stands.
- 16.8 The access of minors is forbidden during the days the Fair is open for professionals only, even though they are accompanied by an adult.
- 16.9 It is expressly forbidden installation, by exhibitors points WI - FI access either for connection to Internet or the provision of other features. The objective of this measure is to avoid interference with access points provided by internet service La Rural. Such interference may cause no operation of the present WI - FI networks. During the conduct of the event will be monitored all issues made in the Inside the halls. If it detects a WI - FI private facility not authorized, he asked immediately, disconnect of the same.

D RULES FOR STAND PROJECTS, ASSEMBLY AND DISASSEMBLY

17. GENERALITIES

- 17.1 The rules and regulations herein set forth for projecting, assembling and disassembling stands are to be strictly complied with. Otherwise –and in the cases eventually not considered in these rules and regulations- constructions shall have to adjust to the specifications and regulations issued by the authorities of the Predio Ferial de Palermo or the corresponding State technical bodies.
- 17.2 All free assembly stands must present the corresponding project and plan beforehand, informing it through the Technical Form of the Exhibitor Manual.
- 17.3 The project and direction of any free assembly stand must be carried out by a qualified professional.
- 17.4 Dimensions and characteristics of the space are those specified in the plans the Fair delivers at the time of purchase. Further details or specifications shall have to be requested to the **E.C.** (see 19.1)
- 17.5 **FIT reserves the right to amend the Fair plans for a better operation and/or general visualization. In case the above mentioned amendments affect an already purchased space, the exhibitor shall be advised in due time and his acceptance shall be mandatory.**

18. DOCUMENTS REQUESTED FOR PROJECT APPROVAL

- 18.1 The following documents shall be presented for their approval at the E.C. office in the term stipulated in the **Schedule**:
- a) A Technical File with all the information filled out (form that shall be delivered at the time of purchase of the space). Plans which do not attach Form 1: Technical File, -available at www.FIT.org.ar- shall not be received.
- 18.2 **The E.C. shall inform the exhibitors or stand constructors of any eventual errors in the rules interpretation which could be transferred to the presented projects. The exhibitor is always responsible; therefore, FIT authorities recommend the transfer of that responsibility to the constructor.**
- 18.3 A duly approved plan shall be displayed at the construction site. Otherwise, construction could be paralyzed by the Fair authorities.
- 18.4 The **E.C.** may challenge constructions intended to be built without complying with the regulations and it shall be entitled to close the stands which, in its opinion, deserve to be closed, either for merely regulation related reasons or for the stand lack of finish or other aesthetic or safety reasons.
- 18.5 In order to begin the stand construction, exhibitors shall have to comply with the following obligations:

- a) Payment of any balance due for the space lease and the hiring of additional services.
- b) Submission, within the specified terms, of the corresponding documentation.

19. PROJECT GUIDELINES

- 19.1 In spaces with **Basic Assembly**, measures are taken at panel axis level, the width of which is approximately 5 cm. Additionally, and according to the modulation of the adopted system, **1 cm shall be discounted for every meter long of the stand front and back measures. Therefore, exhibitors are advised**

to consult with the FIT Technical Department about the exact measures of the leased space for the correct design of their stands.

- 19.2 Stand assembly in **Free Spaces without assembly** must include the construction of dividing walls (neighbor stands) of at least 2.5 m high, with a smooth texture, in white color and with a neat finish.
- 19.3 All constructions shall be within the limits of the space. No element at any height shall exceed those limits.
- 19.4 Attention counters front parts shall be at a minimum distance of 0.50 m with respect to the space front lines.
- 19.5 **The maximum height permitted for stand construction shall be 6 (six) meters from the existing floor.**
- 19.6 An element with a maximum plan projection of 20% of the space surface may reach 8 m high, provided it is withdrawn towards the space inner limits and at the same distance between parallel sides.
- 19.7 **“Blind” perimeter closings on aisles (up to 2.50 m high) shall not exceed (in surface) 50% of the façade over each corridor.**
- 19.8 Elements over dividing walls (neighbor stand) which exceed 2.50 m high **shall be smooth and white, with no joints or relieves** of any kind.
- 19.9 Volumes or plans of any kind which exceed 2.50 m high and which include graphical elements **shall have to be withdrawn at least 1 m from the dividing walls.**
- 19.10 The pavilions floor admissible load is 2tn/m2. For loads exceeding that limit or specific loads, contact **FIT** Technical Department.
- 19.11 **To authorize any type of hanging of the structure of pished and beams of the pavilions, you must request our Dept. Technical current regulations provided by La Rural.**
- 19.12 **It is expressly prohibda the installation and/or use of any filament lamps type; Halogen lamps in all formats; metal halide lamps; (iv) sodium lamps high or low pressure; (v) lamps mixture mixed technologies of any of the above. Are only allow the use of fluorescent lamps in its various formats (tubes, lamps low consumption) and/or LED.**

20. STAND MANDATORY BASIC ELEMENTS AND THEIR DISPOSITION

- 20.1 **Scrim, curtains, hanging or tightened fabrics and carpets covering platforms used for stand decoration shall have to undergo a mandatory fireproof process and submit the corresponding Fireproof Certificate before FIT Technical Department.**
- 20.2 The stand **identification number** shall be clearly visible on each side of the space façade.
- 20.3 **The stand general power switch shall be easily accessible (see 21.3).**
- 20.4 Exhibitors who rent **stands with fire extinguishers or fire hydrants (see 7.4/1 and 2) shall keep them in a visible spot and provide their easy access.**
- 20.5 **All stands shall provide easy access and displacement for handicapped persons.** For constructions on elevated platforms, **an access ramp shall be mandatory one each side.**
- 20.6 **Stands including mezzanines in their plans shall request the FIT Technical Department the corresponding authorization for their construction. The presentation of a calculation report is mandatory for mezzanines with a minimum resistance of 500 Kg/m2 in order to be approved by La Rural. Non-compliance would cause the disqualification Mezzanine by La Rural. This memory must be signed by a professional enrolled (architect or engineer).**
- 20.7 **In order to be given access to the Fair Premises, stand constructors and assemblers shall have to submit their Workers Compensation Insurance (ART, according to the Spanish acronym), Mandatory Life Insurance and/or Personal Accidents Insurance.**
- 20.8 The assembly concept for the different elements which materialize a stand shall be that of **ASSEMBLING AND NOT THAT OF MANUFACTURING**, that is, stands, furniture, displays, platforms, etc. **shall not be ground, welded or painted with a blowtorch within the Premises**; they shall have to be manufactured in a workshop and then assembled at the fair premises.
- 20.9 **It is absolutely forbidden to leave sharp edges or aluminum rims on stand platforms: their protection with rubber strips or plastic profiles is mandatory.**

21. ELECTRIC INSTALLATIONS

- 21.1 Spaces marketed with **Basic Assembly** include electric installation according to the regulations, for which **FIT** assumes the corresponding technical responsibility.
- 21.2 In spaces where **stands are built according to a project**, the electric installation shall be performed by an **electrician registered with the Instituto de Habilitación y Acreditaciones** (Qualification and Registration Institute), classified according to the following:
Installed power from 0 to 10 kW: LEVEL 3 (Adequate Installer).
Installed power from 11 to 50 kW: LEVEL 2 (Technician).
Installed power exceeding 50 kW: LEVEL 1 (Professional).
At the installation sites, these professionals **shall comply with the "Rules and regulations for the set up of electric installations in real property"** issued by the **Argentine Electro technical Association (AEA)** – September 1996 edition, or the edition that replaces it – and with the indications included in the **"Conformity Practice"** issued by the same Association.
Additionally, they shall comply with the provisions of the Fair premises before power is supplied; fair authorities reserve the right to refuse to supply power in case the technical conditions are not fulfilled; for instance: the use of parallel cables is forbidden (see 24.2 - g).
- 21.3 **For safety reasons**, a general switch for shutting the stand power supply shall be available to the staff authorized by the Fair in case of eventual incidents. **Access to that switch shall be available 24 hours.**
- 21.4 The exhibitor is provided with a power consumption that amounts to **50 W/h per square meter**, the cost of which is included in the stand value. In case of needing more power (additional power), that shall have to be request based on a simultaneous power use calculation by filling out **Form 1: Technical File**, available at www.fit.org.ar within the term set forth in the **Schedule** and the cost of which shall have to be paid before the beginning

of the Exhibition (See 25.5). Due to technical reasons, additional power requests submitted after the term set forth for that purpose shall not be addressed.

- 21.5 **It is absolutely forbidden to make clandestine connections and/or to connect power of a higher voltage** than that requested. Violations shall be punished with the temporary interruption of the power supply, definite interruption or stand closure, according to the **E.C.** judgment.
- 21.6 From a consumption of 20 amps it is necessary to order a three-phase connection, which will be billed at the cost in force at the time of the fair.

22. ASSEMBLY PROHIBITIONS

- 22.1 **Adhering the carpet directly to the pavilion floor.** Carpets shall be affixed with two-face tape or a similar method. The use of contact cement is forbidden.
- 22.2 Painting with **fog-like or spray paint** (using a blowtorch or sprays) or coating with projectable materials which cause the same effect.
- 22.3 **Using masonry materials** or materials of any other kind of wet construction or loose materials (stone chips, crushed stone, sand, sawdust, etc.)
- 22.4 **Causing any kind of deterioration** derived from painting, perforating, nailing, holing, cementing, gluing floors, walls or any other fix installation of the premises and, especially, of the dividing panels. The only materials authorized to be affixed to the dividing panels are **self-adhesive materials**. Damaged panels shall be invoiced to the stand tenant.
- 22.5 **Using any type of heaters** and/or gas or liquid fuel operated devices or any other flammable element. Access with gas tanks to the show pavilions is forbidden.

23. DISASSEMBLY

- 23.1 **Exhibitors shall remove their belongings, disassemble and remove the stand construction elements** and return the space and the elements supplied by the **FIT (see 25.12)** in perfect conditions and within the term set forth in the Schedule.
- 23.2 **Should a stand constructor leave any traces of the construction, components, elements, parts, etc. upon disassembly which have to be subsequently removed by the FIT cleaning personnel, the exhibitor shall have to pay a \$1000 (one thousand pesos) fine per square meter.**
- 23.3 The disassembly period shall be that set forth in the **Schedule (see 25.12)**. During that term, **the exhibitor shall be exclusively responsible for the security of the stand and the elements thereof.**
- 23.4 The exhibitor occupying a basic stand must remove all their belongings within 2 hours of the fair closure on the last day since, after that period, we will proceed to the removal of paneling and furniture, and all material in the stand will be sent to the waste container.

24. CHARGED ADDITIONAL OPTIONAL SERVICES AND REQUESTS

- 24.1 Exhibitors shall be able to request the **E.C.** the following **Charged Additional Services**:
- Additional power supply, by filling out **Form 1: Technical File**, available at www.fit.org.ar within the term set forth in the **Schedule (see 25.2)**
 - Water supply and drainage, by filling out **Form 1: Technical File**, available at www.fit.org.ar within the term set forth in the **Schedule (see 25.2)**.
- 24.2 Exhibitors may request information of providers of the following **Charged Optional Services to the FIT E.C.:**
- Equipment, carpet and dividing panels rental.
 - Additional security.
 - Stand cleaning service.
 - Telephone line and/or stand telephone.
 - Computing devices rental.
 - Catering.
 - Registered electricians.
 - Fire extinguisher rental.
 - Wi Fi
 - Light pen rental

25. SCHEDULE

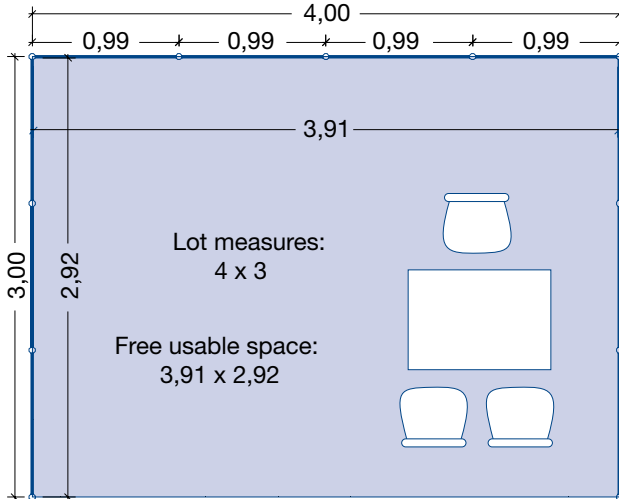
- 25.1 Stand Plan Presentation: **until November 27th.**

- 25.2 Presentation of Form 1: Technical File: **until November 27th.**
- 25.3 Presentation of Form 2, Catalog Information: **until November 20th.**
- 25.4 Presentation of Form 3, Badge Request: **until December 4th.**
- 25.5 Payment of Stand Additional Services: **before December 4th.**
- 25.6 Badge and Invitation Pick-up: **from November 30th to December 8th in Ferias Argentinas, Viamonte 640 8^o piso from 9am to 17pm. Starting on December 9th, from Hall 9 La Rural (Sarmiento 2704).**
- 25.7 Stand Assembly: **December 10th, from 10:00 am to 10:00 pm; December 11th and 12th from 8:00 am to 10:00 pm.**
- 25.8 Products and Furniture Entry: **December 12th, from 8:00 am to 12:00 pm, using small vehicles (cars and vans).**
- 25.9 Ribbon-cutting ceremony: **December 12th, at 1:00 pm.**
- 25.10 Opening dates and hours for Professionals and the Public: **December 12th and 13th, from 2:00 pm to 9:00 pm (for Exhibitors and Staff, at 1:30 pm).**
- 25.11 Opening dates and hours for Professionals only: **December 14th and 15th, from 10:00 am to 7:00 pm (Access for Exhibitors and Staff: 9:30 am).**
- 25.12 Disassembly and removal of materials: **from 8.00 pm of December 15th until 2:00 pm of December 16th(continuous hours).**
- 25.13 Delivery of cean plot, free of exhibitor's elements: **at 2:00 pm of December 17th.**

Basic Assembly Stand Sample

PLAN

Stand 12 m² 4x3

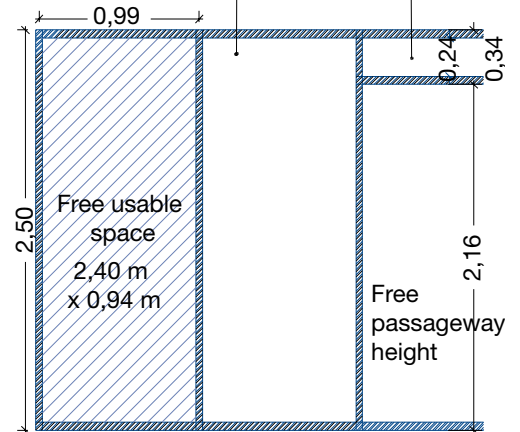


VIEW

Panels

White Chapadur plus on both sides

Front Sign

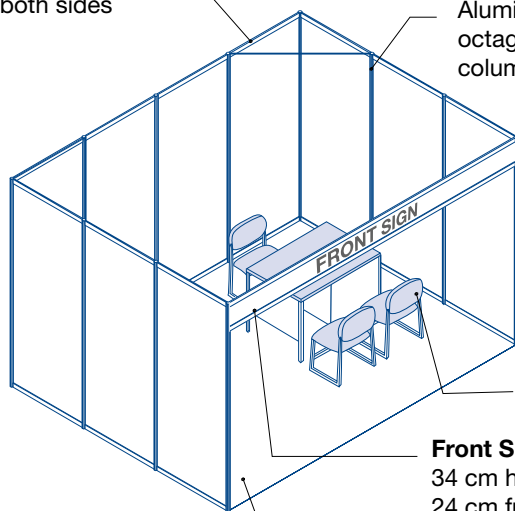


SKETCH

Panels

White Chapadur plus on both sides

Structure
Aluminum octagonal column



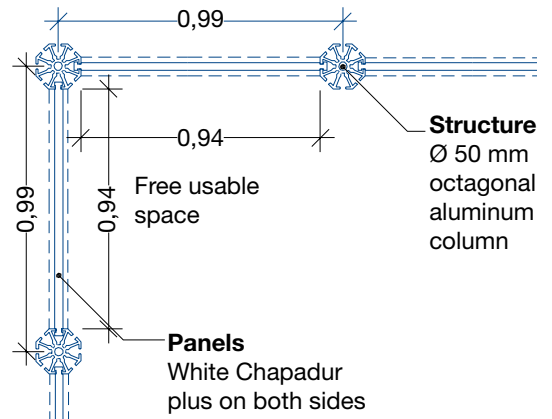
Equipment

Front Sign
34 cm high
24 cm free

With standard graphics

Carpet

DETAIL



NOTE:

These figures are indicative based on a set of 4 x 3 meters . You should consider measures batch purchased.

In case of enquiries, please contact **FIT Technical Department:**
Telephone: (54011) 4394 1113
tecnica2019@feriarg.com.ar
www.FIT.org.ar

LOT CHARACTERISTICS:

- Perimeter panels
- Lighting (50 W per m²)
- Socket (up to 300 W)
- Grey carpet
- Equipped according to the amount of square meters hired
- Standard graphics
- With valance and graphics

Form 1: Technical File

Exhibitor: _____

Sector: _____ Surface: _____

[THIS FORM CAN BE FILLED OUT ONLINE AT WWW.FIT.ORG.AR](http://WWW.FIT.ORG.AR)

1 STATE STAND ASSEMBLY TYPE

- We will build a particular project
 - We will decorate the module provided by the Fair.
- In case you have bought a Stand with Basic Assembly, mark the elements you WILL BE USING with an x, according to your stand assembly:

- Sign
- Carpet
- Panels
- Lighting
- Table
- Chairs

Text to be written on the Front Sign (20 characters)

(Information of the person in charge of the works)

Name and surname _____

Profession _____

Address _____

City _____

Telephone _____ **Fax** _____

E- mail _____

2 ADDITIONAL POWER / WATER AND DRAINAGE REQUEST

(Payment must be made at the time of retrieving the Assembly Beginning Authorization)

- **Total requested power**
 (The total power you will need at your stand) Kw (1)
- **Power supplied by the Fair at no charge**
 (Multiply the number of sq. meters of your space by W
 Ex.: 24 m2 x 50 W = 1.2 kW) Kw (2)
- **Additional power requested paying a fee for the whole Exhibition**
 (Difference between (1) and (2)
 (Cost \$ 950 + VAT for each additional kW) Kw (3)
- **Water and drainage**
 (Cost of water and drainage connection \$6000 + VAT)
 (Contact the Technical Department) **Yes** **No**
- **Total number of connections required**

IMPORTANT: this form must be filled out even if no decoration is to be made or no additional power is requested.
 We recommend the attentive reading of the General Rules and Regulations and the Schedule.

This form shall be submitted necessarily before December 11th, 2020.

**SUBMIT BEFORE
DECEMBER 11**

Company signature and responsible party stamp

Written Name

12 - 15 December 2020
Buenos Aires - Argentina

2

JUNE 2020

Form 2: Information for the Exhibitor Catalog

Exhibitor: _____
Fill out indicating legal name or responsible party name, according to the C.U.I.T. [Tax Related Identification Numer]

Sector: _____ Stand No: _____

[THIS FORM CAN BE FILLED OUT ONLINE AT WWW.FIT.ORG.AR](http://WWW.FIT.ORG.AR)

We hereby provide the **INFORMATION FOR THE EXHIBITOR CATALOG** as we want it to be published.

Exhibitor _____

Address _____ **ZIP** _____

City _____ **Province/State** _____ **Country** _____

Telephone _____ **Fax** _____

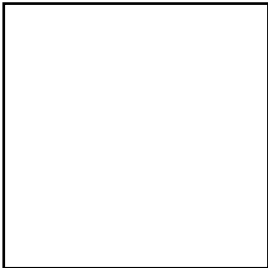
E- mail _____ **Website** _____

Main activity

Fill out according to the list of business below

- Travel agency** **Tour Operator** **Official Institution:** **national** **foreign**
- Transport Company:** **land** **air** **maritime** **fluvial** **Segment Provider**
- Attractions** **Car rental** **Hotel related** **Passenger Travel Insurance Company**
- Communication media** **Other services: Which one?** _____

- I want to obtain information to make a publication with cost in the catalog.
(Imp. NEWGATE, Tel. (5411) 43228301 - e-mail: info@newgatemediacom.com)

Insert logo  Measure: in .jpg / .png format (transparent background) CMYK , 300 dpi , 3.5 x 3.5 cm.

Send 3 photos of products in .jpg / .png format CMYK , 300 dpi , 15 x 21 cm. It must not exceed 1 MB in size, otherwise compress and send by e-mail to expositores@feriarg.com.ar.

- If you want to obtain information to make a publication with cost in the catalog, you should contact New Gate Impressions
Tel. (5411) 43228301 E mail: info@newgatemediacom.com

This form shall be submitted necessarily before November 24th, 2020.



Company signature and responsible party stamp

Written Name



Exhibitor: _____

Sector: _____ Stand No: _____

Name and Surname

CON

CONSTRUCTOR BADGE

1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	16
17	17
18	18
19	19
20	20

**REQUEST
BADGES
ONLINE**

BADGE CONFECTION

In order to make the badges it is mandatory to send a list stating the Workers Compensation Insurance (**ART**, according to the Spanish acronym) registration or Personal Accident Insurance for death/incapacity for \$1,000,000 (one million pesos) and for medical assistance expenses for \$50,000 (fifty thousand pesos) with a waiver of subrogation clause against **Ferías Argentinas S.A.: 30-70771425-1, AVIABUE: 30-59117715-6, FAEVYT 30-54442979-1, LA RURAL S.A. 30-69758304-8.**

**SUBMIT BEFORE
DECEMBER 11**

No blank badges shall be delivered.
In order to order badges online, request a user name and password at: expositores.feriarg.com.ar

Company signature and responsible party stamp

Written Name

Form 3: Request of Nominative Badges

Exhibitor: _____

Sector: _____ Stand No: _____

Name and Surname

Identity

LU/TC

1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9
10	10	10
11	11	11
12	12	12
13	13	13
14	14	14
15	15	15
16	16	16
17	17	17
18	18	18
19	19	19
20	20	20

EXHIBITOR BADGES

**REQUEST
BADGES
ONLINE**