DEAR EXHIBITOR:

We are pleased to welcome you to Solar Power Mexico (SPM) 2020, which will be held in Mexico City from November 18-20 at Centro Citibanamex. We hope your company’s participation results in a successful experience and that you obtain the greatest return from this business networking platform.

For your convenience, this manual contains prominent information, which will facilitate the planning of your participation at SPM.

It includes a list of official suppliers and their respective service request forms. If you require any of additional services mentioned in this manual please reach out directly to the supplier. Be mindful of submission deadlines of such forms in order to ensure the availability of desired products, to ensure on-time delivery, and to prevent unforeseen expenses for last minute requests.

It is important that this Exhibitor´s Manual is signed and uploaded to the Exhibitor´s Portal before October 26th, 2020.

We are at your disposition to ensure all sought out goals for the participation of Solar Power Mexico are met. If you have any questions or need any additional support, please do not hesitate to contact us.

Sincerely,
Solar Power México

Contact

Hannover Fairs México
Tel: (+52-55) 7028-3335
www.hfmexico.mx
www.solarpowermexico.mx
info@hfmexico.mx

Eduardo López Macías
Project Director
Tel. +52 (55) 70 28 33 35 ext. 808
eduardo.lopez@hfmexico.mx

Angélica Arredondo
Operations Manager
Tel. +52 (55) 70 28 33 35 ext. 801
angelica.arredondo@hfmexico.mx
If you require any of the following services, please contact and send all the required documents (provided at the end of this manual) directly to the vendor.

**General Information**
- Exhibition Location
- Exhibitor Move-In Hours
- Show Hours
- Exhibitor Move-Out Hours
- Show Management Contact Info
- Exhibitor Badges & Directory Listing
- Booth Packages
- Cleaning*
- Electricity*
- Internet*
- Official Service Contractor
- Parking
- Sales and Promotional Activities
- Show Office Hours
- Shipping & Logistics*
- Travel & Accommodations
- Security*
- Exhibition Grounds Location Map
- List of Suppliers

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- Use of Space and Two-Story Constructions
- Banner Hanging
- Exhibitor Move-In
- Booth Approval Form (for exhibitors bringing their own display)
- Booth Package Form (for exhibitors with Schell Scheme Package)
- Directory Listing Form
- Exhibitor Badge Request Form

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- Use of Exhibit Space
- Exhibitor’s Liability
- Security, Safety & Prevention
- Exclusion of Responsibility
- Jurisdiction
GENERAL INFORMATION

EXHIBITION LOCATION
Centro Citibanamex, Hall B
Av. Conscripto 311, Col. Lomas de Sotelo,
Deleg. Miguel Hidalgo
C.P. 11200, Mexico City, Mexico
info@centrocitibanamex.com

EXHIBITOR MOVE-IN HOURS

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday, November 16</td>
<td>11:00 to 22:00 hrs.</td>
</tr>
</tbody>
</table>
| Pavilions and booths equal or larger than 54 sqm
| Tuesday, November 17| 10:00 to 22:00 hrs.                                                   |
| All Booths (must be completed by 10 pm) |

Exhibitor move-in must be completed by Tuesday, November 17 at 22:00 hrs. No exhibitors will be allowed to move in material or equipment after that time. All activities outside the official hours require approval by the Show Management and may cause additional charges to the exhibitor.

Exhibitor’s Entrance Hours
Wednesday, November 18 - 11:00 am to 8:00 pm
Thursday, November 19 - 11:00 am to 8:00 pm
Friday, November 20 - 11:00 am to 8:00 pm

Exhibitor Move-Out Hours
From 21:00 of Friday November 20 until 24:00 of Saturday, November 21st (non-stop).

** All exhibitors are responsible for their disassembly and should have designate someone responsible for their things at all times.**
** We will not be held responsible for any equipment, material, etc. **
The entrance for exhibitor move-in and move-out will be by the loading and unloading zone for Hall B located at: Avenida Conscripto No. 311, Colonia Lomas de Sotelo, Postal Code 11200, Miguel Hidalgo, Mexico City.

Show Management Contact Information
Hannover Fairs México S. de R.L de C.V.
Paseo de la Reforma 381, 1st floor,
Col. Cuauhtémoc CP.06500, México City, Mexico
Tel. +52(55) 7028 3335
e-mail: info@hfᵐexico.mx
Website: www.hfmexico.mx

Eduardo López Macías
Project Director
Tel. +52 (55) 70 28 33 35 ext. 808
eduardo.lopez@hfᵐexico.mx

Angélica Arredondo
Operations Manager
Tel. +52 (55) 70 28 33 35 ext. 801
angelica.arredondo@hfᵐexico.mx
**GENERAL INFORMATION**

**Exhibitor Badges and Show Directory Listing**
Each exhibitor is allowed up to 3 free badges for every 9 sqm. of rented space. Badges will be available in the registration area for pickup during move-in days.

Keep in mind that your exhibitor badge is UNIQUE AND NON-TRANSFERABLE. Replacement of a lost or forgotten badge will generate replacement costs. Temporary staff assisting you with move-in and move-out such as carpenters, electricians, decorators, drivers, messengers, administration, etc. will not require a badge during move-in and move-out. They will be provided with a provisional tag for entrance and exit during the established hours. Once the trade show begins, no one may enter without a badge.

Please upload the badge request and directory listing forms included in this Manual to the Exhibitor’s Portal before October 5th, 2020. Update your company information immediately and make sure it is included in the Official Exhibitor Directory.

**Raw Space Packages**
As per your Exhibit Space Contract, your space may include certain services. Exhibitors with the Schell Scheme package may want to leave out some elements; please use the Booth Package Form for this purpose. All companies bringing or building their own display must submit their booth design w/measurements and specifications for approval (see Booth Approval Form).

| Raw Space – 18 sqm. min. | Includes exhibitor badges, directory listing and visitor tickets for your clients. Does NOT include carpet, construction, furnishings or utilities |
|-----------------------------------------------|
| Schell Scheme 9 sqm min | Hard wall booth construction  
  Carpet (show color)  
  Standard furnishing (Counter & bar stool, 1 table, 3 Chairs, 1 Slim-line lamp, 1 Trashcan)  
  1 Electrical outlet (110V)  
  Lighting  
  Signboard and lettering (same name as in the directory listing form)  
  Booth personnel badges |

**Cleaning**
Show management provides cleaning in aisles and common areas only. If you would like daily booth cleaning, please refer to the Centro Citibanamex order forms.

**Electrical**
Booths rented under the shell scheme rate come with (1) 110V electrical outlet and standard lighting. If you need to order electrical, please use the electrical orders forms from Centro Citibanamex in this manual.

**Internet**
Please see Centro Citibanamex’s Internet Order form included in this manual for details and pricing.
**GENERAL INFORMATION**

**Parking**
Centro Citibanamex offers 3,000 covered parking spaces in Centro Citibanamex with a capacity for up to 10,000 cars in the entire complex. Valet service and prepay machines are available. Exhibitors have access to multi-day parking tickets; please approach Centro Citibanamex ticket office within the exhibition halls.

* Parking rate is of $ 32 MXN per hour or after 5 hours, a total cost of $ 160 MXN.

**Sales and Promotional Activities**
All exhibitor sales and promotional activities are limited to their designated exhibit space. All retail sales activities and delivery of products or samples must have written approval by Show Management. Exhibitors are required to inform Show Management of additional events and/or promotions during the exhibition.

**Show Office Hours**
Solar Power Mexico staff will be available during exhibitor move-in, show days and move-out, at the service desk within the exhibition hall, and at the show office in Hall B, from Monday, November 16 through Saturday, November 21, 2020, from 10:00 a 20:00 hrs.

**Shipping & Logistics**
Our official shipping and logistics service supplier is CargoLive. Reach out to the directly if you need freight forwarding, customs clearance, forklift, or storage. Their contact details are on the list of suppliers included in this manual. Please don’t ship anything with the venue or organizing committee as a recipient as we wont be able to receive anything directly.

**Travel & Accommodation**
In partnership with Aeromexico we offer discounts on plane tickets for your trip to Mexico City from November 13, 2020 to November 23, 2020. You may book as follows:
- Dial directly to Areomexico’s reservation call center +52 (55) 5133 4000
- Mention the following authorization code IT9MXR00512N1

**Domestic flights discounts**
- 12% on Q,T,E,N,R
- 10% on U,K,H,L
- 5% on J,C,D
- Non aplicable on I,Y,B,M,V

**International flights discounts except US**
- 10% on J,C,Y,B,M
- 5% on D,I,U,K,H,L,Q
- 3% on T.
- Non applicable on E, N, V

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**SPM offers discounts to event attendees in the following hotels (subject to availability)**

**Presidente Intercontinental**
Mexico City
Campos Eliseos, 218, 11560, Mexico City
Starting from $270 USD per night
For reservations call +52 55 5327 7777
e-mail: mexico_grupos@grupopresidente.com
Code: Solar Power Mexico 2020

**Fiesta Americana**
Mexico Toreo
Blvd Manuel Ávila Camacho 5,
Lomas de Sotelo, 53390
Naucalpan de Juárez
Starting from $115 USD per night
For reservations call +52 55 5326 6900
Code: G1F90R, group name “EXPO SOLAR POWER”

**Camino Real**
Polanco
Calz. Gral. Mariano Escobedo No. 700,
Anzures, Miguel Hidalgo, 11590 Ciudad de México,
Starting from $191 USD per night
For reservations call +52 55 5263 8899 / +52 55 5227 7200
Or email directly: reservas.mex@caminoreal.com.mx
Or use link: http://bit.ly/2v30crF
Code: “Evento Solar Power Mexico”
Security

Show Management security will cover general areas and entrances on a 24-hour basis starting on Monday, November 16, 2020 at 8:00 hrs until Saturday, November 21, 2020 at 24:00 hrs.

The purpose of our security is to control access and prevent accidents and disturbances within the exhibition halls. Centro Citibanamex will provide security in common areas and exterior of the facility.

Every exhibitor is responsible for their materials, equipment and personal effects during move-in, exhibition and move-out hours. It is therefore recommended that the exhibitor shows up 30 minutes before opening and leaves 30 minutes after closing.

All exhibitors must control and look after their property during their stay in the exhibition grounds.

When absent, all exhibitors must safeguard their goods. Small items must be stored under lock and key whenever exhibitor staff is not present.

Departure of exhibition products and/or samples require approval by the Show Management. Please approach security personnel for the coordination of this procedure.

The security personnel is authorized to inspect all products moving in or out of the venue. We kindly ask for your collaboration during these security controls, which are designed to reduce risks and prevent losses.

If you consider your booth requires additional security or you want to have an inventory report on your exhibition goods, please contact “SYHME SEGURIDAD PRIVADA” on our list of suppliers.

Please be careful with your personal belongings on site, specially items such as suitcases, briefcases, laptops and cell phones. “SYHME SEGURIDAD PRIVADA” can supply you with security lanyards for your laptop at no cost.

Blocking aisles, emergency exits, fire hydrants and extinguishers is forbidden at all times. Please locate these points upon your arrival.

Firearms and pets are not allowed into the premises.
RECOMMENDATIONS – SOLAR POWER MEXICO EXHIBITORS

- During assembly days we suggest not to bring LAPTOPS, PROJECTORS, ELECTRONIC EQUIPMENT.

- In such case that electronic equipment is taken to the venue, we recommend you take keep an eye on them at all time, since, in case of damage or loss, neither the organizing committee nor the SYHME security company, nor the premises themselves are responsible for theft or contingency.

- We recommend exhibitors close all booths, preferably with cloth (mesh), when leaving the perimeter, and to notify security personnel to ensure no individual is allowed inside or near it.

- During the event please do not leave cell phones unattended. One second of distraction can lead to a loss or theft.

- During the event we recommend you keep control of money at all time.

- If you see a suspicious person near your stand, please report it immediately to security personnel.

- There are thieves dedicated to stealing at conferences and events, thus, we must work together as exhibitors, committee and security company to try to combat any attempt of theft.
## LIST OF SUPPLIERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Supplier</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth Design and Construction</td>
<td>Milbu Producciones</td>
<td><a href="mailto:contacto@milbu.com.mx">contacto@milbu.com.mx</a>, Phone +52 (55) 9000-2583</td>
</tr>
<tr>
<td>Additional Venue Services</td>
<td>Centro Citibanamex</td>
<td>Angeles Hernández, <a href="mailto:serviciosadicionales@centrobanamex.com">serviciosadicionales@centrobanamex.com</a>, <a href="mailto:mahernandez@centrocitibanamex.com">mahernandez@centrocitibanamex.com</a>, Phone +52 (55) 5268-2054</td>
</tr>
<tr>
<td>Logistics</td>
<td>CargoLive</td>
<td>Kim Valdés Salazar, <a href="mailto:kim.valdes@cargolivelog.com">kim.valdes@cargolivelog.com</a>, Phone +52 (55) 5280-1279 Ext. 264, Mobile +52 (55) 5330-7124</td>
</tr>
<tr>
<td>Security</td>
<td>Syhme Seguridad Privada</td>
<td>Enrique Carcaño, <a href="mailto:syhme.seguridad@gmail.com">syhme.seguridad@gmail.com</a>, Phone +52 (55) 6295-0029, Mobile +52 (55) 1345-8471</td>
</tr>
<tr>
<td>Registration and Scanners</td>
<td>Infoexpo</td>
<td>Miriam Santana, <a href="mailto:miriams@infoexpo.com.mx">miriams@infoexpo.com.mx</a>, Phone +52 (55) 5905-1250, Mobile +52 (55) 4540-2660, Yolanda Navarro, <a href="mailto:yolandan@infoexpo.com.mx">yolandan@infoexpo.com.mx</a>, Phone +52 (55) 5905-1250</td>
</tr>
<tr>
<td></td>
<td>Calidad y Atención</td>
<td>Jose Antonio Cisneros / Alejandro Gutierrez, Phone +52 (55) 4333-0924 / +52 (55) 5539-2666, <a href="mailto:jacisneros@calidadyatencion.com">jacisneros@calidadyatencion.com</a>, <a href="mailto:agutierrez@calidadyatencion.com">agutierrez@calidadyatencion.com</a>, <a href="http://www.calidadyatencion.com">www.calidadyatencion.com</a></td>
</tr>
<tr>
<td></td>
<td>Grupo Ormex</td>
<td>Jose Andres Lozano, <a href="mailto:Jose.andres@ormex.com">Jose.andres@ormex.com</a>, <a href="http://www.ormex.com">www.ormex.com</a></td>
</tr>
</tbody>
</table>
GUIDELINES FOR DISPLAY

The following Guidelines for Display have been established for Solar Power Mexico. It is our goal that the display rules and regulations provide exhibitors with all the information necessary to properly design and build exhibits, as well as plan their booth’s layout and content.

IMPORTANT: All exhibitors not using the standard booth package must submit their booth design to Show Management for approval. Please complete the enclosed Booth Approval form to finalize your booth design and construction.

All exhibitors with Booth Package rate must send the Booth Package form when an element of their package will not be required.

The exhibit space is measured in 9 sqm units.

- Linear booths are spaces with one side open to an aisle.
- Corner booths are those exposed to aisles on two sides.
- Peninsula booths are open on three sides (36 sqm. minimum).
- Island booths are open on all 4 sides (54 sqm. minimum).

Height Guidelines
- Contracted space up to 9 sqm. are allowed 3 m in height.
- Contracted space from 18 sqm. up to 53 sqm. are allowed 5 m in height.
- Contracted space 54 sqm and larger are allowed a height of up to 7 m.

Use of Space and Two-Story Displays
It is only possible to build or install elements to the allowed height and within your designated exhibition space. Please remember all custom displays require approval by the Show Management.

A minimum of 54 sqm is required for any two-story display.

Hanging of Banners
No hanging banners or decoration elements are allowed on areas of 18 sqm. or smaller. Hanging banners must have at least 1m of separation from the top of their booth or display. Per building regulations, no signs or banners can be hung any higher than 7m in Centro Citibanamex.

Guidelines for Display Summary

<table>
<thead>
<tr>
<th>Area</th>
<th>Possible Configurations</th>
<th>Maximum Height</th>
<th>Two-story</th>
<th>Hanging of Banners</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 9 sqm</td>
<td>Linear / corner</td>
<td>3 m</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>from 18 to 53 sqm</td>
<td>Linear / Corner / Peninsula</td>
<td>5 m</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>54 sqm or more</td>
<td>All</td>
<td>7 m</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Exhibitor Move-In

Please make sure to confirm your move-in day and hour. A representative of the exhibiting company must be present to receive your exhibit goods and/or display during move-in days and hours; neither Show Management nor Centro Citibanamex are able to receive shipments on behalf of exhibitors.

Please inform your vendors on the location of your booth and the company name under which you have registered to the exhibition for a swift access. Exhibiting companies must have paid in full in order to gain access for set-up. Show security will keep a record of company or contractor personnel entering the facility and will identify them with a sticker. Access for set-up must be done through the loading-unloading docks.

Vehicles are only allowed to remain on the loading-unloading area for a maximum of 30 minutes. The facility will charge the use of the area in excess of 30 minutes. Please follow the indications of the staff in order to facilitate all maneuvers. Hand trucks and pallet jacks shall not be rolled on carpeted surface. SYHME SEGURIDAD PRIVADA will supply forklift and material handling services.

During move-in please keep your materials within your designated exhibit space, do not block any of the aisles.
BOOTH APPROVAL FORM

Required for all Exhibitors Bringing or Building their Own Stand

Complete this form upload to the Exhibitor´s Portal before October 5, 2020
For questions contact:
eduardo.lopez@hfmexico.mx / angelica.arredondo@hfmexico.mx

All booths must be in compliance with the enclosed Guidelines for Display as outlined in this exhibitor service manual. All exhibitors that are not using the standard booth package must submit their booth design to Show Management for approval. Exhibitors will not be allowed to move-in onsite without the pre-approval of their booth design. Please complete this form along with submitting a detailed drawing or schematic of the booth layout with metric measurements. Please send all requests to the contact information listed below no later than February 7th, 2020.

Contact Person: ____________________________
Company Name: ____________________________
Stand Number: ____________________________
Phone: ____________________________
e-mail: ____________________________
Measurements (width x depth x height): ____________________________

Structure specifications:
Please include measurements of all structures, lightboxes, graphic elements, riggings, etc. and schematics of your booth design. Required for approval.

FOR INTERNAL USE ONLY

Approval by Show Management: YES ☐ NO ☐

Comments: ____________________________

Approval is required in written form. Actual booth construction must meet approved designed specifications and measurements.

Operations Coordinator Signature: ____________________________ Date: ____________________________
BOOTH PACKAGE FORM

Required for Exhibitors with the Package Rate

Complete this form upload to the Exhibitor’s Portal before October 5, 2020
For questions contact:
eduardo.lopez@hfmx.com.mx / angelica.arredondo@hfmx.com.mx

1) Identify your booth package as per your Exhibit Space Contract (Schell Scheme Package).
2) Please check the items which you are NOT using (if any):

<table>
<thead>
<tr>
<th>SCHELL CHEME PACKAGE</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Hard wall booth construction</td>
<td>1 Trashcan</td>
</tr>
<tr>
<td>Carpet (show color)</td>
<td>1 Electrical outlet (110V)</td>
</tr>
<tr>
<td>Standard furnishing</td>
<td>Lighting</td>
</tr>
<tr>
<td>Counter &amp; bar stool</td>
<td>Signboard and lettering (same name as per the</td>
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<tr>
<td>1 table</td>
<td>directory listing form)</td>
</tr>
<tr>
<td>3 Chairs</td>
<td>Booth personnel badges</td>
</tr>
<tr>
<td>1 Slim-line lamp</td>
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</tbody>
</table>

Comments

EXHIBITOR COMPANY INFORMATION

Contact Person: [Insert Name]
Company Name: [Insert Company Name]
Stand Number: [Insert Stand Number]
Phone: [Insert Phone Number]
e-mail: [Insert e-mail]
Measurements (width x depth x height): [Insert Measurements]
Signature: [Insert Signature] Date: [Insert Date]
Complete this form and submit directly to your Exhibitor’s Portal before October 26, 2020

Please register members of your staff who will work full-time in the exhibition. Blank badges will not be issued.

<table>
<thead>
<tr>
<th>EXHIBITOR COMPANY INFORMATION</th>
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<tbody>
<tr>
<td>Contact Person / Booth Coordinator:</td>
</tr>
<tr>
<td>Company Name:</td>
</tr>
<tr>
<td>Stand Number:</td>
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<tr>
<td>Phone:</td>
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<tr>
<td>e-mail:</td>
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</table>

Each exhibiting company is entitled to a maximum of 3 badges per 9 sqm. Use the required forms or attach a digital file with the required information.

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>E-MAIL</th>
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<tr>
<td>1</td>
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</tbody>
</table>
EVENT TERMS & CONDITIONS

[Extract from Exhibit Space Contract]

CLauses:

I GENERAL DISPOSITIONS

1. The Committee declares to be the organizer of the exhibition named Solar Power Mexico to be held at: Centro Citibanamex in Mexico City, November 18 to 20, 2020.

2. The signer of this agreement declares to have authorization of the Exhibitor to act on his behalf and bind the Exhibitor to the obligations arising out of this agreement, in accordance to the information provided in page 1 of this document.

3. The Organizing Committee grants the Exhibitor a defined space of exhibition, which will be identified and detailed in the corresponding floorplan (such space hereinafter referred to as the “Stand(s)”, based on the space request and information supplied in page 1 of this agreement. The exhibitor acknowledges his participation cannot be conditioned to the assignment of any particular location, and that final space assignments are made at the discretion of the organizer.

II CONDITIONS OF PAYMENT

4. The Exhibitor will pay Hannover Fairs México S.A. de C.V. an agreed amount corresponding to the space assigned, as payment for the right to use the Stand(s) solely and exclusively during the days designated by the Committee. The abovementioned amount shall be paid in its entirety before the exhibition takes place in accordance with the following payment schedule: a 20% deposit is required with the delivery of the signed contract; 50% of the total amount must be paid 90 days prior to the show; full payment is due 60 days prior of the show. Payments must be made in US dollars as invoiced. The payments shall be made through wire transfer or certified check issued in favor of HANNOVER FAIRS MÉXICO, S.A. DE C.V. as per instructions provided with the respective invoice. The exhibitor will assume all costs and fees generated by wire transfer services and other forms of payment.

5. In the exceptional case of payments made with regular checks, these always shall be received subject to collection; in the event of insufficient balance, the Committee reserves the right to enforce the payment of the documents, as well as additional fees foreseen as minimum in the General Law of Credit Instruments and Operations, or to alternatively rescind the obligations derived from this agreement without needing a judicial resolution thereof. No exhibitor will be allowed to set up unless full payment has been received.

6. By signing this agreement, the Exhibitor is committed to payment and participation in the exhibition. Cancelation fees will apply even in the absence of advance payments, as described in page 1 of this agreement. In case of no-show, the Exhibitor remains obligated to payment of the total amount agreed upon, and the Committee, in order to preserve the good image of the event, reserves the right to use the Exhibitor’s space in accordance to its best judgement.

7. In the event that the Exhibitor does not make use of the contracted Stand(s), the Exhibitor will lose any and all amounts they might have produced, without any further recourse, claim or bonuses, and cancellation
fees will still apply. In the event that the products to be displayed are not installed by 10:00 pm on the day before the start of the event, the Organizing Committee may use said space without liability on its part.

8. Cancellation of the contracted Stand(s). In accordance to the Cancelation Policy described in page 1, in case of cancellation by the Exhibitor, the following cancellation fees will apply:

- 91 or more days prior to the start of the exhibition: 20%
- From 90 to 61 days prior to the start of the exhibition: 50%
- 60 days or less prior to the start of the exhibition: 100%

III USE OF EXHIBIT SPACE

9. The Exhibitor accepts that the contracted space shall be used solely and exclusively to show the products described on the corresponding sections in pages 1 and 2 of this agreement. The Organizing Committee reserves the right to relocate an Exhibitor stand at its discretion.

10. Limitations of space: Exhibitor agrees to use its space solely as indicated in the exhibition floorplan. Any sales or promotional activities by the Exhibitor outside the boundaries of its stand will require express permission by the Organizing Committee.

11. The Exhibitor has no authority to assign, transfer or dispose of the rights referred to in this agreement, and lend or lease, in whole or in part, the Stand(s) hired, being obligated to only show products ordinarily manufactured or distributed by the same. The exhibition area is to be returned by the Exhibitor in the same condition as it was handed over, without altering structures, hard walls, furniture or equipment part of his service package. Likewise, it is prohibited to nail, screw, paint or perforate the screens; the use of drywall, nailing or screwing objects of any type on floors or columns of the building; perform other types of drilling; the use of loud speakers or sound equipment of any kind which might interfere with the participation of other exhibitors; light fire within the venue; use of flammable or toxic products; invade the halls and places of rest, since exhibit materials must always be installed within the designated areas.

12. The exhibitor shall be responsible to maintain personnel in the booth at all times during the show hours. The Exhibitor, for purposes of installations, set-up and dismantling of exhibits, will adhere to the regulations included as part of the Exhibitor's Manual, which is published and updated on the Committee's website.

13. The Exhibitor undertakes the responsibility to respect the regulations of the exhibition and of the venue. As a result of the above, the Exhibitor is obligated to share the content of these regulations among their staff, delegates or designees hired to meet its exhibition requirements or fulfill their obligations during the exhibition.

14. After the closing of the exhibition, the Exhibitor must vacate their materials and products within the schedule established in the Exhibitor’s Manual, committing to deliver fully vacated the Stand(s) referred to in this contract, in the same condition it was handed over, as established by the exhibition regulations. The Organizing Committee accepts no liability with regards of the Exhibitor’s materials or products. If the
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Stand(s) is(are) not properly vacated on time, the Exhibitor shall be obliged to pay any costs the Organizing Committee might incur such as of overtime charges by the venue, storage and transportation expenses, being necessary to cover these expenses in order to recover their goods, without responsibility to the Organizing Committee.

15. The Exhibitor has expressed its desire to take part in the event and agrees to adhere to all the terms and conditions stipulated in the Exhibition Regulations, which are published and updated in the exhibition web site, and which become an integral part of this agreement, in the understanding that the Exhibitor has agreed to be bound by such regulations/updates.

IV EXHIBITOR’S LIABILITY

16. The Committee declares to have all the necessary permits to hold the event. Nonetheless, the Exhibitor is solely responsible for any and all required permits or authorizations from local, State or Federal authorities pertaining the Exhibitor’s individual participation in the exhibition, such as but not limited to stand construction, staff, vendors, exhibits, use of trademarks, product demonstrations, special equipment and services, etc.

17. The Committee reserves the right to rescind the contract without any obligation on its part, in the event that, at the Committee’s discretion, there is any violation by the Exhibitor of its obligations hereunder or under any other document referred herein and which the Exhibitor has committed to honor and enforce in a proper manner.

V SECURİTY, SAFETY & PREVENTİON

18. The Exhibitor exempts the Organizing Committee of any liability pertaining to damages or losses to third parties resulting from the Exhibitor’s activities during the exhibition, including set-up and dismantling. The Exhibitor is responsible for providing sufficient insurance protection for any risks related to their participation in the exhibition.

19. From the opening time and for the duration of the Exhibition, due to security reasons, no Exhibitor will be allowed to withdraw or vacate their items on display without the prior written authorization of the Committee. The Committee will provide security services during the event but cannot assume any responsibility on the Exhibitor’s property.

VI EXCLUSION OF RESPONSIBILITY

20. Given the nature of the use and enjoyment of the Stand(s) under this contract, both parties state and agree that the Committee and the Exhibitor are totally independent contracting parties, therefore there is no link or labor management relations arising from this agreement, in the understanding that the personnel hired for the exhibition of the Exhibitor’s products or goods is the sole responsibility of the Exhibitor, including the payment of wages, benefits, taxes, duties, social security, INFONAVIT, AFORE and all other labor obligations. Consequently, the Exhibitor will be obliged to hold the Committee harmless of any problems that may arise, covering all expenses in which the Committee may incur as a consequence of disputes derived from such
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circumstances.

21. The Organizing Committee cannot and does not assume any responsibility or liability for the actions, information, products and services offered by exhibiting companies. Exhibitors and visitors acknowledge that all negotiations held among them are private in nature and independent of their contractual relationship, if any, with the Committee, the Committee’s sponsors or affiliates.

22. Force majeure. The organizing Committee, if there are circumstances that justify so, may postpone or anticipate the start of the event, as well as, extend or shorten its duration or vary their program schedules, location, features or activities, the foregoing without incurring in any liability whatsoever on its part.

VII JURISDICTION

23. For all matters concerning the interpretation and performance of this agreement, the parties expressly declare their consent to submit to the judges and courts of Mexico City, as well as to the legal provisions of the current Civil Code in force in Mexico City, waiving the jurisdiction of any other Court corresponding to their present or future addresses.