



Exhibition Terms & Conditions

San Martin Water Treatment Plant, AySA

Standards for the booth construction

1. General Information

These provisions apply to all exhibitors participating in the IWA - **Water and Development Congress and Exhibition, Buenos Aires 2017 (IWA WDCE 2017)**, henceforth the "Exhibition".

1.1 Organization

The Exhibition is organized by the International Water Association and Match + B.V. (henceforth and in the Standard Terms "Organizers"). Match + B.V. C.P: 82327 2508 EH The Hague Netherlands T: +31 (0) 70 382 00 28 F: +31 (0) 70 382 68 14 E: info@iwa-exhibitions.com. Technical Direction in Buenos Aires will be in charge of Leder Denegri Arquitectos / Arq. Jorge Leder T: +54 11 4773 8055 wdce@lederdenegri.com.ar.

1.2 Venue and dates

The Exhibition will take place on 13 November (evening), 14 November, 15 November, 16 November 2017.

The Congress will take place on 13 November (Opening Ceremony in afternoon / evening), congress sessions 14 November - 16 November 2017.

The venue for this event is the San Martin Water Treatment Plant, AySA, located in Avenida de los Ombúes 209, Buenos Aires, Argentina.

1.3 Event Hours

The Exhibition will be open on:

Monday 13th of November 2017 18:00 – 20:00

Tuesday 14th of November 2017 09:00 – 18:00

Wednesday 15th of November 2017 09:00 – 18:00

Thursday 16th of November 2017 09:00 – 15:30



2. Construction and dismantling period

Construction		
Friday November 10 th	08:00 – 20:00	Custom Stand + Shell Scheme <u>Both Constructors</u>
Saturday November 11 th	08:00 – 20:00	Custom Stand + Shell Scheme <u>Both Constructors</u>
Sunday November 12 th	08:00 – 20:00	Custom Stand + Shell Scheme <u>Both Constructors</u>
Monday November 13 th	08:00 – 13:00	Custom Stand + Shell Scheme <u>Both Constructors</u>

* The Exhibition must be finished by 13:00 on Monday November 13th.

Dismantling		
Thursday November 16 th	16:00 – 20:00	Removal of Exhibits, Shell Scheme Booths Dismantling & Removal
Friday November 17 th	08:00 – 20:00	Custom Stand + Shell Scheme

3 - Access and Accreditation

3.1 Access to premises during Construction and dismantling



All those who enter must comply with the usual conditions of entry to any property plus those required by the organizers for this event, since it is a site with industrial regulations, THEREFORE, ALL THE APPLICATION STANDARDS FOR SAFETY AND HYGIENE AND RELATED INSURANCE, WITHOUT EXCEPTIONS, ARE REQUIRED.

During the days of the event, you will not be able to enter any vehicles in the Exhibition area, except for the "Parking" sector.

During construction, vehicles can enter and circulate as long as it is reported with 48 hours in advanced the license plate number of the car and data of the conductors of the vehicles to: iwa@qreventos.com

The vehicles of suppliers, sub-suppliers, cargos, trailers, etc. must enter at Av. de los Ombúes 55.

Cargo vehicles may only remain in the parking lot for the duration of the unloading task.

3.2 Registration

Affected staff assigned to tasks (such as customer service personnel, subcontractors, contractors, maintenance personnel, etc.) entering the venue (whether during construction, opening to the public, maintenance, replacement of products or dismantling) must obtain a credential by Leder Denegri SA, which will serve to enter and exit the property and must exhibit at all times and keep until the end of its participation in the **IWA WDCE 2017**.

THE PROCEDURE WILL BE THROUGH A WEBSITE LINK WHERE YOU CAN FIND THE FORMS THAT EXHIBITORS AND BUILDER CAN DOWNLOAD, AND COMPLETE THEM.

HERE YOU CAN FIND THE LINK: <http://iis.qreventos.com/iwa/preacreditacion.asp>

ALSO YOU CAN SEND BY E MAIL TO: iwa@qreventos.com

The list and / or the certificates of coverage must be sent 48 hours prior to the entry of staff to: iwa@qreventos.com.

In addition to this, we recommend having a printed copy of the certificates of coverage upon entering the General San Martin Water Treatment Plant of AySA.

In every case IT IS THE RESPONSIBILITY OF EACH EXHIBITOR OR CONSTRUCTOR COMPANY, TO PROCESS AND GET THE CREDENTIALS.

4. Spaces

4.1 General rules



IWA - Water and Development, Congress and Exhibition Buenos Aires 2017 is an international event and therefore the country, the city and the place change in each edition. Local laws and regulations must be respected.

The exhibition will be held within an air-conditioned tent of 90 x 30 m being its height variable. The flooring will be parquet with wood covered with bucket-type gray carpet. The maximum permissible load is 240 kg x m².

Each exhibitor must take the necessary precautions (protect with nylon or other temporary material) in order not to damage the carpet received since it will be the final one in his stand and in the corridors.

The admission to minors under the age of 18 years old will not be allowed at the Plant.

4.2 Uses of space

The Organizers have the right to prohibit or expel from the Exhibition, any exhibit which is in disagreement with the purpose of the exhibition by means of written notification.

For safety reasons the exhibitor will keep the stand open at all times with staff present which will be 20 minutes before the daily opening, during the exhibition hours and at closing with the last visitor leaves the exhibition.

5. Types of participation

5.1 “Shell Scheme” Stand

The standard stand package (Shell Scheme) consists of:

- panel of 2.40 m height in modules of 0.99 m from axis to column axis, with valance at the front containing the name of the exhibiting company and stand number
- bucket-type gray carpet
- Countertop cabinet with internal sliding door and lock of 1.00 x 0.50 x 1.00 m high
- a round table height 0.75 m and 3 chairs
- trash can
- 2 LED lighting fixtures
- a double outlet

Illustrative photos





In case of needing more equipment, they can be leased for all the exhibition days through the **Request for Additional Equipment** (this will be with charge). Neither the booth nor the contents can exceed the height of the standard layout (also for custom-made supports), except with the specific permission of the Organizers.

Shell stands will only be delivered and built by the Official Exhibition Contractor. The construction of a stand other than the Shell scheme can only be done after a written request from the exhibitor and a written confirmation from the organizers. The construction of the stands as well as the exposed products and services must comply with the specific rules described in these terms and conditions.

The construction, assembly and disassembly will be carried out under the supervision and in the conditions established by the Organizers.

The Organizers will not be responsible for the fulfillment of the contract regarding the delivery of the Exhibition space, if the non-delivery is due to any of the following causes:

- Installation damaged or destroyed by fire
- terrorist acts, wars or insurrections
- Strikes
- climatic causes
- authority of the law
- postponement or cancellation of the Exhibition
- Fortuitous event or force majeure

5.2 Custom Stand from 18m2 on

All exhibitors must submit a stand design to the organizer by 10/16/2017. Only the stand can be built on the scheduled dates, if it has the written approval of the Organizer. Please send a scale map (with dimensions) and two views in elevation (with dimensions of height), and / or a 3d sketch (render), visualization or photo (with dimensions of height).

* Note: The only exception to this is the companies that use the Shell "ready to use" scheme of the organizers for which no stand design is required.

If you have any questions about the stand construction regulations or sending the project, please contact the organizers. E: info@iwa-exhibitions.com with copy to wdce@lederdenegri.com.ar.

The design of the allocated stand space must be compatible with the type of reserved stand. It is not allowed to close more sides of the indicated ones for each type of stand. Example: An "island stand" (4 open sides) cannot be built as a 'row stand end' (3 open sides, a back wall).

Any request not covered by these building regulations will be evaluated by the Organizers.



Fire and safety regulations: Fire safety standards take precedence over stands standards in all circumstances.

Note

There are no provisions for running water and drainage.

5.3 Observations

The Technical Department can observe the constructions that are intended to be carried out without the compliance with the norms and even to close the stands that in its judgment deserve it, either for reasons simply regulatory, aesthetic, safety, lack of termination of the stand or others.

5.4 Fireproofing

The stands that have decoration with fabrics, covered or stretched fabrics; as well as carpets on pallet, must obligatorily carry out the fireproofing process of the same and the presentation to the Technical Department of the exhibition of its corresponding certificate.

5.5 Assembly

The concept for the assembly of the different elements that materialize a stand will be the one of **ASSEMBLING AND NOT OF MANUFACTURING**, that is to say the stands, furniture, exhibitors, platforms, etc. **cannot be ground, welded or painted with torch inside the Premises**, but must be manufactured in workshop and assembled in the Premises.

5.6 Edges

It is strictly forbidden to leave sharp edges or aluminum ends on the stands. It is mandatory to protect them with rubber strips or plastic profiles.

6. Electrical Energy

6.1

Shell Scheme includes the electrical installation under current regulations.

6.2

In the spaces where **"Custom" stands are built, under the project (those over 18 m²)**, the electrical installation must be carried out by a registered electrician, whose category must correspond to the following table:

Installed power from 0 to 10kW: LEVEL 3 (Suitable installer).



Installed power from 11 to 50 kW: LEVEL 2 (Technician).

6.3

Professional electricians **must comply**, at their facilities, with the "**Regulations for the execution of electrical installations in buildings**" of the **Argentine Electrical Association (AEA)** - September 1996 issue or the one that replaces it - as indicated in the "**Practice Compliant**" documents issued by the same Association.

6.4

Also they must comply with the provisions of the Exhibition Technical Department, prior to the energy supply of the stand, who have the right not to do so, if the technical conditions are not the ones required, for example: **it is prohibited to use parallel type cables or lack of signature of the matriculated in the supply sheet.**

6.5

For safety reasons, a panel with general power cut-off keys must be available to the authorized personnel of the exhibition in case of any inconvenience. **The same must have free access 24 hours a day.**

6.6

The exhibitor has an energy consumption equivalent to **50 W / h per m² of space**, whose cost is included in the value.

For technical reasons, no additional electricity orders can be met.

6.7

It is strictly forbidden to make connections outside the duly declared and / or connect powers higher than those requested.

The transgressions are penalized by temporary cessation of supply, definitive cessation or closure of the stand.

7. Prohibitions

7.1

The installation and / or use of (I) filament lamps of any type is expressly prohibited; (II) halogen lamps in all formats; (III) metal halide lamps; (IV) high and low pressure sodium lamps; (V) mixed technologies lamps, mix of any of the above. Only installation of Light Emitting Diode (LED) light sources for all applications will be accepted.



7.2

It is forbidden to stick carpet directly on the floor of the exhibition. Adhesion should be done with two-part adhesive tape or similar method (the use of contact cement or other type of tape is prohibited).

7.3

Painting with fog or spray paint (using torches or sprayers) or coating with projectable materials that cause the same effect is prohibited. The use and dilution of paints inside the exhibition with products thinner or turpentine is also prohibited.

7.4

It is forbidden to **use masonry materials** or any other type of wet construction or loose materials (pellets, broken stone, sand, sawdust, etc.).

7.5

It is expressly forbidden to produce any type of deterioration such as: painted, perforated, nailed, wells, foundations, glued on floor, walls or any other fixed installation of the exhibition and especially in the partition panels in which only self-adhesive materials can be fixed. Damaged panels will be invoiced to the stand owner.

7.6

It is not permitted to use any type of heater and / or gas or liquid fuel or any other inflammable element (it is forbidden to enter with liquid gas containers during assembly, the period of operation of the fair and disassembly).

7.7

It is not permitted the construction of mezzanines is not allowed.

8. Protection and security

The portable electric machines used for the execution of the works will be in good condition, their use will require besides the EPP, eye / face protection. Electrical extensions shall be composed of double-insulated cables with connectors. Working with bad connectors or conductors shall not be permitted.

When a stand requires the use of glass, these will be security ones, i.e. double glass (3 + 3 or 4 + 4mm) with safety film.

The elements to be exposed will be correctly fixed in order to avoid landslides or falls, which could lead to accidents.



9. Weight

Take into account that the maximum allowed weight is 240 kg / m².

10. Floor

The floors inside the tent are covered, all over the surface, with bucket-type gray carpet.

11. Disassembly

Exhibitors are obliged to remove their belongings, dismantle and remove the constructive elements of the stand and to return the space in perfect conditions within the established period.

The disassembly period will be the one specified in the Time Plan, during that period the security of the stand and all its elements are at the sole risk and expense of the exhibitor.

The exhibitor who occupies a Shell Scheme must remove all his belongings before 2 hours after the end of the fair, because after that time, removal of paneling and furniture will take place, and all material present in the stand will be sent to the waste container.

12. Coverage and Insurance

EXHIBITORS SHOULD SUBMIT THE FOLLOWING INSURANCE:

- A) The Exhibitor must hold current liability insurance for a reasonable amount of the risks related to the specific space of his stand, for a minimum amount of 1.5 million Argentinian pesos and must provide the organizers with a certificate that proves their value and validity.
- B) It is strongly recommended that exhibitors be insured to cover losses or damages to their exhibited products or other personal property while such property is in or in transit to or from the exhibition grounds. While the exhibition grounds have security guards, this is solely a service for the event and the organizers assume no responsibility for any loss or damage to any property of the Exhibitor or any of its officers, agents, employees or contractors, whether attributable to an accident, fire, theft or any other cause, unless death or personal injury is caused by the negligence of the Organizers. The Exhibitor undertakes to save and exempt the Organizers of their management, agents and employees from any claim, liability and loss for personal injury (including death and personal injury unless caused by negligence of the Organizers) with the use of the space contracted by the Exhibitor.



- C) Certificates of art or insurance of personal accidents of their employees or personal contracted to be in the stand with their corresponding clauses of non-repetition.
- D) Obligatory life insurance

STAND CONSTRUCTORS SHOULD PRESENT

It is an essential condition for the entrance to the exhibition, by builders of stands, the presentation of their corresponding coverage of ART, Life Insurance and / or Personal Accident Insurance, safety helmet and footwear, gloves and clothing work.

All the norms of Safety and Hygiene in the Work normed must be complied with in the law 19.587 of Security and Hygiene, Decree 351/79.

Work risk insurance, documentation to be submitted:

Certificate of ART coverage with personnel roster and document.

Non-repetition clause on: (Agua y Saneamientos Argentinos S.A. CUIT 30-70956507-5, IWA, Leder Denegri S.A. CUIT 33-64223009-9, Vulgaria S.A. CUIT 30-70950847-0)

Life insurance decree 1567/74, documentation to be submitted:

Certificate of coverage of the corresponding insurer with free debt.

Payroll of insured staff.

Personal Accident Insurance:

Certificate of coverage of the corresponding insurer with list of names / CUIT number of the insured.

Minimum sum insured \$ 1,500,000 for death or disability cases and with an additional maximum of \$ 30,000 for medical care.

Civil Liability Insurance for vehicles that want to access the plant:

Deliver when you enter a photocopy of the corresponding insurance and receipt of last payment.

General Civil Liability Insurance for exhibitor staff:

It must cover the risks inherent to the activity of the exhibitor and its contractors and must include unforeseeable circumstances or force majeure.

The following additional insured persons must be included: (Agua y Saneamientos Argentinos S.A. CUIT 30-70956507-5, IWA, Leder Denegri S.A. CUIT 33-64223009-9, Vulgaria S.A. 30-70950847-0)

The documentation to be presented will be:

Certificate of coverage, non-repetition clause and cross-CR clause.

FREIGHTS MUST PRESENT INSURANCE.

13. Responsibilities

13.1 Tariffs

The exhibitors assume responsibility to SADAIC, CAPIF, AADI and similar entity that corresponds to them, for the tariffs or rights that the provisions of these organizations have on the diffusion of music and / or television or audiovisual images in their respective stands.



* SADAIC is empowered by Law 17648 to perceive the Copyright by the users of music.

*CAPIF represents all the phonographic producers of Argentina, with no exceptions. That is why it carries out the collective management of the communication rights to the public of these producers.

*AADI is a non-profit organization, representative of musicians, responsible for the perception, administration and distribution of their rights.

THESE TARIFFS WILL BE PAID IN CASE OF PRESENCE AT THE EXPO OF THE INSPECTORS OF NOMINATED ENTITIES. THE TARIFFS ESTABLISH AND COLLECT AT THE TIME OF THE INSPECTION.

NOTE: IT IS NOT COMMON TO INSPECT EVENTS OF THIS TYPE BUT IT MUST BE SPECIFIED

13.2 Cleaning

All stands will have general daily cleaning included. The exhibitors will have the obligation to maintain its stand in perfect conditions during the permanence of the visitors in the Fair. For this they have the time before the established opening and must deposit the waste in the containers provided for this purpose and **never in the corridors.**

The exhibitors are obliged to dismantle and remove the construction elements of the stand and to return the space and provided in perfect conditions, the construction and promotion elements must be taken off the premises, not being able to throw any material on the dump trucks installed for cleaning.

The damages that are verified will be invoiced to the owner of the space, who must pay them immediately. **Otherwise you will not be able to remove your material.** Exhibitors are not authorized to make repairs of any kind.

13.3 Personal safety at the stand

In the days and hours established for the assembly and disassembly, the security for all the elements of the stands are at the sole risk and expense of the exhibitor.

13.4 Fire extinguishers

Each exhibitor with a stand of 18 square meter or larger, must have a fire extinguisher of powder under pressure of at least 10 kg capacity, inside his stand, in a visible way and with free access.

You shall assume full responsibility for compliance with national, state, and local fire safety standards, including but not limited to the provision of fire extinguishers and smoke alarms.

14. Inspections



14.1

The authorities of the Fair will perform successive inspections during the development of the assembly of stands to verify the correct compliance with the respective norms. It is duly clarified that in cases in which the immediate correction of the observations made by the Technical Department is not carried out, they will execute them on their own and charge them to the exhibitor.

14.2

If it is considered appropriate, the exhibition authorities will write complementary communications of these standards, which will be sent in due time. Therefore it is recommended that exhibitors transfer this information to the respective designers and builders of stands, since it is mandatory.

14.3

The Organizer shall determine such suitability at absolute discretion and the Exhibitor shall immediately comply with any decision on any matter in this clause.

14.4

IMPORTANT

AYSA as the local organizing company will have the faculties through its personnel of Hygiene and Security to supervise the works in each stand bigger than 18 m², in order to comply with current regulations. Stand builders must have a permanent staff of Hygiene and Security, to guarantee the effective compliance with these standards.

15. Access for disabilities people

For the corresponding approval of the projects, planning and the consequent execution of the stands, it will be required compliance with the provisions of Law No. 24,314 and its Regulatory Decree No. 914/97.

If the project solution is not found in said regulations, the Law N ° 962 of the Autonomous City of Buenos Aires will be taken as an example.

