

## **GENERAL REGULATIONS OF FAIRS**

The purpose of this document is to establish the General and Participation Rules, under which the Fairs and Exhibitions organized by PABEXPO will be developed in its fairgrounds or in others, establishing both the obligations and rights of those involved and the operation thereof.

### **1- Authorities**

The Organizing Committee and the Organizer of the Fair, as Representative of the PABEXPO Fairgrounds, are its authorities.

The authorities of the Fair may, when they deem it appropriate for the best functioning of the contest, to adopt decisions other than those established in these Rules, which are mandatory for all participants.

The Organizer of the Fair is the coordinator and general responsible of the fulfillment of these Norms.

### **2- Participation terms**

The participation will be formalized, directly in the fairground PABEXPO or by digital means, by means of the subscription of the Form Contract Request of Participation that also includes the request of furniture and services to be contracted.

Exhibitors must complete all the data requested and attach the layout or design of the stand. It will also deliver the model Application for Credentials and Information for the Exhibitors Catalog. In the case of special or free design projects, they shall also provide the documents established in these Norms. Otherwise, the Organizing Committee will not be responsible for non-compliance with all or some of the exhibitor's requirements.

The signing of the Form Contract Request of Participation implies the recognition of the clauses contained in these Norms.

PABEXPO may set an amount for customer registration fees and Fair. Enrollment fees include the management of the file, access to space proposal, Exhibitor area and publication of its data in the Official Catalog.

The exhibiting companies prior validation of PABEXPO may authorize other companies to participate in their stand as a co-exhibitor by paying the registration fees established by PABEXPO and completing the form that will be provided by the Fair in which they will be informed of the rights of the co - Exhibitors that include the management of the file, access to the Exhibitor area and publication of company data in the official catalog.

The category of Professional Visitor allows the person interested in attending the Fair to carry out commercial actions without having a reserved space. This category includes: accreditation, delivery of catalog of exhibitors and participation in official activities. The fee for this type of credential will correspond to the prices approved by PABEXPO.

It is not possible to contract the participation in a Fair if there are past due debts with PABEXPO.

### **3- Space confirmation and stand location**

The reservation of the area will only be made once 50% of the space, the furniture, the services requested and the credentials have been paid, after having correctly completed and signed the Contract Request of Participation according to the requirements determined by the authorities.

The allocation of space will be made based on technical and / or sectoral considerations related to the samples to be exhibited, although it will try to keep in mind, as far as possible, the interests of the exhibitor, the size of the space requested and the date of application .

The breach of payment will be a cause that will prevent the assembly or access to the stand.

In those exceptional cases of authorization of assembly and participation without having made the payment before the culmination of the event, the Organizer may order the retention of the expository sample and other goods of the exhibitor until it is done.

The Organizer, in an exceptional manner, when it deems appropriate for the interests of a contest, may change the location of the stand and communicate it to the exhibitor in conjunction with the proposal of the new location.

#### **4- Forms of Payment**

All fees will be payable in the official currency established and in the case of bank transfers made from abroad, these will be adjusted to the currency and exchange rate indicated in the invoice issued by PABEXPO, which will also contain the name of the recipient, bank and number of accounts that in any case will coincide with the information reflected in the Contract Request of Participation.

#### **5- Waivers or reductions in participation**

If the exhibitor requests a reduction of space, he will lose the right to the entire contractor, being able to request a new location between the spaces available. If the exhibitor requests an extension of space, the Organizer will attend to such request as long as space is available. In both cases, PABEXPO and the exhibitor must formally formalize the new space contracting. In case the requested space is not available, the contracting will remain unchanged.

Exhibitors may cancel their participation by writing sent by any means that allows them to prove their receipt. Once the communication has been verified, the Organizer will cancel the contract.

In the event that the exhibitor has not satisfied all of the corresponding amount before the start of the assembly, the Organizer will be free to transfer the space or the stand to a third party, without having any obligation to indemnify or reimburse the amounts advanced by Such concept. You can also cancel the contracts and award to third parties the exhibition areas or spaces contracted that having paid all of the payments had not occupied the stand within 24 hours before the opening of the fair.

Reductions and / or waivers in the contracted space imply a penalty:

- Up to 30 days before the start of the Fair: 50% of the total area.
- Up to 7 days or less before the start of the Fair: 100% of the total area.

#### **6- Schedules**

The Fair in its stage of exhibition will remain open in the established time, and the permanence of the exhibitor in that time is obligatory.

The schedules and days of the assembly and dismantling stage are those set by PABEXPO and when required in an exceptional manner, in the case of these last two stages, prolonging them by the needs of the exhibitors will be invoiced the additional time according to the established tariffs by the exhibition center. At any time the request for additional time will be communicated to the Organizer with not less than 24 hours before the date you want to work outside the established time.

#### **7- Regarding construction, decoration, assembly of stands and care of facilities**

Through the model Contract Request for Participation you may require all the services you need for your participation in the Fair, including the type of assembly to contract.

PABEXPO grants space for the following modalities:

- Space mounted (space with modular stand mounted by Pabexpo staff)
- Stand without mounting (free space),
- Free design space (free space where the exhibitor makes its own design and assembly)

The prices approved by the Organizing Committee for the contracting of spaces, in relation to the type of assembly selected, are defined by PABEXPO and will be in correspondence with the rates approved in this respect.

The assembly of the modular stands will be carried out by PABEXPO's specialized staff in accordance with the design and layouts of the assembly delivered by the exhibitors, specifying internal divisions, types of doors, location of reflectors and electrical installations, among other aspects. In the case the exhibitor does not deliver the design of his stand, the Organizer together with the Head of the Assembly Area will arrange the assembly according to his interests and will not respond for any delay in his delivery. Any subsequent changes in the interior design or division will be charged additionally according to the rates established for it. PABEXPO generally uses an aluminum profiling system with white modular panels. The panels and aluminum profiles cannot be painted, screwed or pierced. These structures will be able to support up to 5 kg of weight in each panel.

The space mounted (modular) includes: space, aluminum structure and panels, carpet, sign with the name of the company and consumption of electricity up to 500W.

In the space without mounting is the space free of structures and panels, only includes electricity consumption up to 500 W.

In the space of free design the exhibitor decides the design of its stand in the space granted and the rent of furniture and other services. Includes space, carpet and electricity consumption up to 500W Such assembly requires, by the type of stand to be constructed, that the exhibitors with their assembly staff access the fairground with a longer time in advance than normally conceived for the other assembly modalities.

This type of assembly must be completed three days before the beginning of the Fair so the exhibitor will take control of these dates for the assembly schedule and will demand the fulfillment of the same to his assembly brigade.

When the exhibitor wants to set up his stand (special assembly) he will indicate it when making the reservation of the space and will deliver with not less than 45 days before the beginning of the Fair the layouts (isometric, plant and electrical) as well as the descriptive memory, the execution schedule, the name of the builder or entity that will carry out the assembly and the corresponding budget for approval by PABEXPO. Any subsequent changes in the approved design must be consulted by the Organizer, and depending on the complexity of the events and the proximity to the opening of the Fair, regardless of the type of assembly, will be charged additionally, depending on the rates approved in PABEXPO for such purposes.

In the case of modular, special or other assemblies, PABEXPO or its construction companies will have the first option to execute them, and if it is awarded to another entity or a different builder, PABEXPO will apply a fee higher than the contracted space and the mounting credentials. These credentials will be invoiced to the exhibitor. The written authorization for the start of assembly, conditions and deadlines will be notified within 3 days after receipt of the documents indicated in the previous paragraph.

In special assemblies with wood and materials of similar texture and characteristics, the exhibitor is obliged to bring them to the fairground in such a way that it is only necessary to carry out the assembly of parts and modules in the space contracted. The use of space as a production workshop will not be approved. Under no circumstances will sanding, painting or other similar work be allowed inside the fairground. The construction of stands with the use of plasterboard (gibson), gypsum, cement board and materials of similar characteristics is prohibited. At the end, the exhibitor, whatever the assembly is made, is obliged to deliver the used space in the same state in which it received (clean, free of assembly elements and waste). For the above you must remove all the waste generated during the assembly and dismantling of the fair, for it will be available a place within the fairground for waste. This obligation extends to the elements used in modular stands and exhibition samples during the fair. In case of breach of this obligation will be penalized the exhibiting company for the damages caused to PABEXPO.

In the decoration of stand, it is not possible to use adhesives or adhesive materials on the surface of the panels or profiles, nor water in quantities that affect the conservation of the panel. The floor, columns or ceilings of the premises are also prohibited, glued, painted, perforated, broken or deteriorated in any way. Adhesive materials outside the stand will not be allowed.

The deterioration of assembly elements, floor, columns, beams and any structure of the enclosure will involve the collection of the stipulated quantity or that stipulates the address of the enclosure according to the damages caused and must be paid before the culmination of the Fair or The disassembly, if any.

No assembly areas will be delivered to exhibitors prior to the date scheduled on the trade fair calendar, however in strictly necessary cases and if conditions permit, PABEXPO may authorize the advance delivery upon payment of a determined amount in consideration of the expenses (protection, cleanliness, energy consumption, etc.) that the premises will incur.

The entrance of the exhibitor to the fairground will be, as a rule, three days before the start of the Fair and the exhibitor's credential will allow him to enter to locate his samples during those days.

The stands must be fully assembled no later than the day before the opening of the event, otherwise, provided there is no justified cause, PABEXPO may penalize the exhibitor with a fine of up to 5% of the total cost of the leased area.

Dismantling will take place on the dates and times determined by PABEXPO once the Fair has been completed.

### **8- Request and care of furniture**

The request for services for the booth (includes the furniture) will be made in the form Contract Request of Participation at the time of reserving the exhibition area. All services that are performed after the processing of the original request will carry a surcharge in the amount established by PABEXPO.

If the exhibitor wishes to use some type of special furniture, it must have the prior approval of the Organizer for its introduction in the fairground. In none case will be allowed the entrance of furniture similar to those that rented by the fairground.

The furniture and other rented means cannot be scratched, cut, nor can they be affixed decals or other adhesive materials. In case of deterioration of furniture or rented means the exhibitor will be obliged to compensate the premises according to the rates established for these cases before the culmination of the fair.

### **9- Electrical installations**

The electrical installations will be carried out by the technical staff of PABEXPO and, exceptionally, by the exhibitor with express authorization of this. It is forbidden to connect higher powers than requested or to make connections not authorized by the enclosure. In case of necessity and previous authorization must be contracted and paid. Failure to comply with such an indication will give rise to a pecuniary penalty irrespective of the obligation to withdraw the connection.

### **10- Catalog of Exhibitors and other printings**

In each of the fairs will be published a catalog that includes all the exhibitors in alphabetical order by country and by classification of the products they display, as the case may be.

The information used will be the one that comes exclusively from the data provided by the exhibitors in the model for the Catalog of Exhibitors, so PABEXPO will not be responsible for errors that may appear on it.

The information for the Catalog must be delivered by the exhibitor in digital or printed format and written clearly, accurately and in Spanish. The maximum number of lines to describe the products and / or services of your company will be the one set by PABEXPO who will also be empowered to make the necessary arrangements in those cases that do not correspond to the form and style of the Catalog.

The advertisements proposed to be included in the Catalog will be delivered by those interested in original ready for printing (final art), in the format established by PABEXPO.

The model and the final art of the advertisements must be delivered to the Organizer 45 working days before the start of the Fair.

The Organizer must receive from the Organizing Committee of the Fair, 45 working days before, the design of the impressions and documents that will be part of the Printing Plan, such designs will be approved by PABEXPO (type of paper and printing, size and quantity of colors, among others). In the event that an Organizing Committee does not agree with the decision taken in this respect, it must directly contract the service with the Printing Office of its choice and assume the expenses that for that reason incur.

## **11- Credentials**

The exhibitor must carry his credential in a mandatory manner within the perimeters of the premises and is responsible for the purchase of the same for the staff hired in the assembly stage. There can be no people working in the booth without the proper credential.

The credentials are personal and non-transferable and will be delivered before the assembly date, during this and at the beginning of the event, provided that the party proves to have made the payment of the space, furniture and other services requested. The credentials for the assembly and disassembly will only give access to the Hall and Stand indicated in the same and during these stages. The improper use of them entitles the authorities of the Fair to withdraw them and prohibit the entry of the persons involved.

The loss of the credential must be reported immediately to the authorities of the Fair. It is for the consideration of the Organizer of the Fair the collection or not of the new credential.

The amount of free credentials for exhibitors will be in correspondence with the contracted area.

## **12- Security and surveillance**

The authorities of the Fair will designate the general surveillance staff in the opening hours of the Fair. Exhibitors will be able to access the Room 30 minutes before the official entrance time and leave it at the same time after the time of departure.

The exhibitor will be the only responsible for the damages caused within his booth and / or his goods or means of any nature due to theft or accident during the time of the fair as well as in the stages of assembly and disassembly. At the end of the daily day and the departure will be carried out by PABEXPO the protection and integrity of the stand until the next day at the moment of the entrance of the exhibitor.

Claims to PABEXPO for theft, breakage or other damage to samples or equipment detected within 30 minutes prior to the daily opening of the Fair will be done immediately and in writing. Otherwise no claim will be accepted.

The entry of minors under 16 years of age is not allowed, with the exception of opposing disposal provided by the authorities of the Fair.

## **13- From the entry and exit of goods**

At the entrance for the assembly and / or decoration of their stand, exhibitors must deliver the document Declaration of Entry and Exit of Goods with the list of materials, furniture and equipment of their property that will be in their space during the Fair, as a way to facilitate its extraction at the end of it.

PABEXPO will not assume any responsibility for losses, damages or damages caused to materials, furniture and equipment that were not declared at the entrance.

The authorities of the Fair are not responsible for the damages that may produce to the exhibitor the lack of electrical energy, voltage variations or others due to causes outside the premises. The latter shall be obliged to place protective and safety devices for the exposed equipment. Neither will it be liable if such damages occur due to the occurrence of unforeseeable or unavoidable natural phenomena such as floods, cyclones, earthquakes or other similar nature that cause the interruption of services, the beginning of the event or its development in the expected date.

PABEXPO is exempt from all liability in cases of loss, removal or deterioration of any sample, object or decorative material that was not removed of the fairground by the exhibitor on the date indicated for the disassembly. The exhibitor is obliged to appear in the fairground during the days and at the times stipulated for the disassembly in the understanding that such obligation will begin from the first day and time established by the Organizer for that stage.

Once the dismantling stage has been completed without the exhibitor having extracted its merchandise, PABEXPO will not be responsible for the care, and may transfer it to an outside area of the fairground without involving any obligation in terms of its preservation and custody. The expenses incurred by PABEXPO for the delay in the extraction of the merchandise from the fairground must be paid by the exhibitor as a requirement for their extraction.

## **14- Insurance**

Exhibitors are recommended to insure against all risk the material and merchandise they expose, whether owned or third, as the authorities of the Fair are exempt from any responsibility for the loss or damage they may suffer.

## **15- Request and use of equipment and tools**

The exhibitor and his assembly staff, if necessary, must have the necessary tools and equipment to carry out their work.

Equipment and means owned by the site (service lift, forklift truck, electric carts, ladders and others) may be used by exhibitors upon request to the Administrator of the site and payment of the rates established for each of them. In any case the possibility of renting them will be subject to the needs of the fairground.

The work tools of PABEXPO assemblers are for personal use so they will not be loaned or rented to different people in any case.

Only with the express authorization of the Organizer of the fair can the exhibitors introduce the equipment and means of those designated to build their stands or locate the exhibition samples.

## **16- Shipment of goods and customs**

The Forwarding and customs dispatch agency PALCO is the official agency in charge of all the services of transport, expedition, customs matters and delivery to the Stand. In cases where the transportation of the merchandise is processed with other transit agencies, these must be credited and pay the corresponding payment to provide services at the Fair. When it comes to samples to exhibit large dimensions, weight or other special features, the exhibitor is obliged to communicate it to the Organizer at the time of submitting the Contract Request of Participation, for its knowledge and approval, in accordance with the specifications of the assembly, the capabilities of the fairground and the type of sample in question.

The shipment of the samples and their documentation will be done in such a way that the arrival to Cuba by sea takes place 15 days before the opening of the Fair and 7 days before in case of air transportation. All merchandise must be consigned, except in the case of the International Fair of Havana, to:

FAIRGROUND PABEXPO

FAIR \_\_\_\_\_

HALL \_\_\_\_\_

STAND NUMBER: \_\_\_\_\_

Palco Business Group. Fairground PABEXPO

Ave 17 e / 180 y 182, Siboney, Playa, Havana, Cuba

Tel. +53 72710758

PABEXPO recommends the participants pay attention to the following documentation required by the authorities before the arrival of goods by air or sea to Havana as applicable.

- B / L (originals) or AWB (fax copy).
- Commercial invoice (specify product description, quantity, price, amount, currency and delivery condition according to INCOTERMS terms).
- Original certificates according to the nature of the merchandise (sanitary, phytosanitary or veterinary).
- Insurance policy (in case of having).
- Packing list.

- Certificate of origin or certify origin of the invoice.
- Any other document required by the competent authorities

The exhibitor who arrives to the country with samples of exhibition in condition of accompanying baggage must, not less than 48 hours prior to arrival, notify the Forwarding and customs dispatch agency PALCO: Passenger's names and surnames, flight number and arrival time, Passport number of the bearer, copy of the invoice consigned to the Fair. The original invoice must be delivered by the carrier to the relevant airport authorities.

To guarantee that the samples are located in time in the corresponding stands it is required:

- The payment of the rates stipulated for the transportation and handling of goods include services from port / airport to the stand in question and are fixed by the Forwarding and customs dispatch agency PALCO.
- A Fair Customs Office of the General Customs of the Republic of Cuba will operate in the Fairgrounds to facilitate all procedures for the temporary, definitive import and re-export of the goods on display.
- Reception of the goods in the fairground will be done through the staff of the Forwarding and customs dispatch agency PALCO, belonging to the PALCO Group.
- If this service is contracted to another Forwarding and customs dispatch agency it will have to pay the cost of the credentials of its personnel and of the parking lots.
- Forwarding Agencies and exhibitors must be present at the dismantling from the first day and at the established time in order to collect and pack their samples and remove them, otherwise the fairground will not be responsible in cases of loss or loss.

In relation to the Reception, Handling and Delivery of Samples, the Forwarding Agency PALCO, will process all temporary and transit imports.

Once the samples are placed in the stand, the exhibitor can start opening the packaging of goods, unless there is an objection by PABEXPO and with the authorization of the Customs Agency.

The return to origin of the samples (re-exportation of goods) will be requested during the celebration of the Fair, following a contract with the Forwarding and customs dispatch agency PALCO. Payment in all cases will be in advance.

Exposed samples may remain in the country up to 5 days after the end of the Fair. From that date the exhibitor or buyer who has not withdrawn their samples must pay the storage according to the established rates. In the event that the storage is not processed, the fairground will do so on behalf of the interested party and will not be responsible for damages and damages that can receive the samples, as well as for the expenses incurred. The same treatment shall apply to goods subject to re-export, provided that the established contract is not signed. The request for storage of goods will be formalized in the office of the Forwarding and customs dispatch agency PALCO.

It will be the responsibility of the exhibitor to know the regulations of the customs related to the samples to be exhibited at Fairs and Exhibitions.

## **17- Prohibitions**

It's forbidden:

- The use of spaces outside the contracted area, or any advertising or commercial advertisement in the fairground, floors, facades and external or internal areas through posters, advertisements, stickers or any other printed medium or not without the authorization of the Organizer of the fair. In the cases that it is authorized will be based on the presented design and only once paid the rate established for the purpose.
- Use equipment and / or create conditions for its use that cause discomfort to other exhibitors, the performance of musical groups inside the stand, common areas or in the corridors of circulation; make noisy demonstrations or propaganda with loudspeakers or other means of similar characteristics to attract the public.

- The high volume of emissions in cases of exhibitors who exhibit music equipment or other audiovisual media that annoy the rest of the participants.
- Hold tasting sessions, raffles or contests without the authorization of the Organizer and, if appropriate, authorized, that might obstruct the circulation of visitors or might cause disturbances in the exhibition.
- To accredit the personnel of graphic design and realization of other companies not authorized by the Organizer of the Fair without the previous payment of the corresponding tariff.
- The access of vehicles to the interior areas of the fairground, except those of services and those expressly authorized by the Fair Organizer.
- The parking of vehicles of the exhibitors in areas other than those determined for this purpose.
- Dismantling and removal of samples and merchandise from stands prior to conclusion of the Fair, unless expressly authorized by the Organizer. In all cases the exhibitor must present the Declaration of Entry and Exit of Goods.
- The exit of the samples outside the established schedules that can be done only after the Fair ends, unless expressly authorized by the Organizer.
- The access of people younger 16 age to the fairground in the assembly, exhibition and disassembly stages, except in those events where their presence is expressly authorized. Neither can access to the fairground animals of any kind or plants unless express authorization of the authorities of the fairground or when it is about specialized events in those subjects.
- Entry into the fairground tanks, containers or similar with materials or substances that are flammable or not, harmful to health or may cause fire, poisoning, noise or other damage to the health of the participants, as well as to the goods and the facilities of the site, unless expressly authorized by the Organizer of the Fair.
- The starting up or use in the fairground, of equipment or machinery that emanate dust, toxic or asphyxiating gases.
- The entry of power plants, cutting equipment or other of similar nature to carry out assembly work, welding and any type of demonstration, unless expressly authorized by the Fair Organizer. In those cases, such equipment will have the corresponding protection and must be certified by the competent authorities.
- Enter furniture, media or equipment similar to those rented by the fairground to the participants.
- Access by the assembly and design staff of the exhibitors to structures, ceilings and walls of the fairground for the purpose of hanging, fixing or using in any way decorative elements or of support for assemblies, without previous and express authorization of the Organizer of the Fair.
- Make use of keys of offices, premises, doors, cabinets, cabinets and others without the previous deposit of the amount established by the enclosure. This amount will remain as a fund and will be refunded once the keys are returned.
- Smoking in the rooms of the fairground or other places closed or not where there is such a prohibition.
- The entrance of equipment of high electrical consumption. Those being authorized by the Organizer must pay the excess of consumption allowed.
- The opening of cargo entry doors during assembly, exhibition and dismantling when the rooms' air conditioning equipment is in operation. In all cases the opening of these doors will be by the authorized personnel of the fairground and with the authorization of the Organizer of the Fair.
- To affect the building, its facilities and premises with anchors, tips and others, as well as the elements of decoration and divisions.
- Exhibitors, assemblers and designers to climb to the structures of the ceiling of the fairground and to pick up any type of decorative or support element without the previous authorization of PABEXPO or in chairs, tables or other furniture rented to PABEXPO to carry out any type of work or to give a different use to that of said furniture.

- Make signs on the floors, corridors of circulation and other areas without authorization of the Organizer of the fair. In the event that, without the corresponding authorization, the exhibitor is obliged to withdraw it immediately and with his own means.

Failure to comply with any of the prohibitions set forth in these Norms will be subject to penalty by PABEXPO regardless of any legal action that may be initiated. Such penalty in the case of pecuniary penalties must be fulfilled before the culmination of the event in question.

### **18- Responsibility of PALCO Business Group**

PABEXPO, on behalf of PALCO Business Group, does not acquire with the exhibitors commitments other than those contemplated in these Norms and in the special provisions that could dictate for each Fair. Likewise, it assumes no responsibility as a consequence of the contracts that the exhibitors enter into with third parties.

### **19- Norms**

The exhibitor must comply with the regulations established in this document.

The management of PABEXPO fairgrounds can modify, if necessary, any instructions issued by the fair authorities.