

CANCUN CENTER

SHOW THE EXTRAORDINARY

OPERATIONS GUIDELINES





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INTRODUCTION

This document has the objective of establishing the regulations for the proper functioning and secure operation of each event taking place in the venue, hereafter referred to as CANCUN CENTER, to be followed by "CLIENTS".

"THE CLIENT" is every person that leases a space and/or service in CANCUN CENTER to carry out an event.

These guidelines must be complied with by "THE CLIENT" in order to preserve the security of the people entering the venue and to correctly use the facilities to guarantee the full development of operations, such as Setting, Event and Dismantling of congresses, conventions, exhibitions and all kind of regional, social and cultural events, among others. Any improper use or breach of these regulations by "THE CLIENT", shall cause responsibilities and any damages and/or repairs must be paid, once they are determined by the staff assigned by CANCUN CENTER.

Additionally, it is important that in the case that "THE CLIENT" hires an organizer and/or a meeting planner, either it is public or private, they must comply with the provisions described herein. Thus, it is responsibility of "THE CLIENT" to make this document known to all and every exhibitor and/or supplier subcontracted for the development of the events taking place in CANCUN CENTER, being an obligation to know, apply and respect these guidelines, without exception, when entering the venue.

In each leasing agreement being executed, the venue shall inform and deliver to the users a copy of these guidelines, keeping a signed receipt of notification and acceptance.

Our priority is to provide you with a quality service so that your experience is memorable. Thus, all information described herein has the objective of simplifying processes and reduce the number of setbacks.



GENERAL CONDITIONS

- 1.- Provisions described herein are part of the leasing agreement executed by the parties, and each regulation must be complied with during the event, within CANCUN CENTER facilities.
- 2.- With the objective of ensuring the success of the event, "THE CLIENT" is compelled to notify CANCUN CENTER through the Coordinator of the event from "THE CLIENT", all information related to setting, schedules, suppliers, programme, attendees, banner setting, musical groups hiring, event signage, etc., at least fifteen days before the setting begins, by means of a meeting organized by "THE CLIENT" or staff hired by him.
- 3.- Client's Responsibility. It is obligation of "THE CLIENT" to have all applicable documentation, such as: permits, licenses, copyrights, tax payments (current fiscal provisions), etc., required to develop and carry out the event, including federal, state and/or municipal issues, if they are applicable due to the nature or kind of event. The venue reserves the right to ask for the documents above mentioned, before or during the event, in the understanding that, if "THE CLIENT" fails to provide pertinent proofs, "THE CLIENT" shall take full responsibility to pay any fines and/or penalties derived from the non-compliance, without any liability to CANCUN CENTER.
- 4.- Facilities delivery-reception. Before the event takes place, "THE CLIENT" must visit the venue to check all leased areas in conjunction with Customer Service Coordinator, the objective is to observe the state in which facilities are delivered and to sign the Delivery-Reception Act. In the same way, at the end of the event, as "THE CLIENT" has the obligation of delivering the leased facilities and equipment in the same conditions they were received. In the case a damage is detected, authorized technical staff from CANCUN CENTER, shall determine if any charge must be applied.
- 5.- Offices area. "THE CLIENT" must consider and prepare within the space leased for its event, an area for its offices. In the case that additional space is required for offices, "THE CLIENT" must verify space availability to hire the corresponding area.
- 6.- Common areas. Areas, such as lobby, aisles, room entrances, main entrance, are areas that must be kept unobstructed, so it is strictly prohibited that "THE CLIENT" sets anything in those areas, such as: daycare, wardrobes, storage rooms, etc.
- 7.- Restricted Areas. For security and control, there are areas with restricted access, with appropriate signage, and where only CANCUN CENTER qualified technical staff is authorized to enter. It is necessary that the access to these places is respected and completely unobstructed.



FACILITIES CHANGES AND IMPROVEMENTS

1.- "THE CLIENT" shall not make any changes to venue facilities, any change needed, must be required in writing, addressed to CANCUN CENTER, at least fifteen working days before the event build-up, and "THE CLIENT" must have the authorization from CANCUN CENTER to carry it out.

2.- In the case "THE CLIENT" gets the authorization in writing to carry out any change or improvement within the venue, it will be on customer's account, and any change must be for the benefit of venue spaces, without any compensation payment under this concept by CANCUN CENTER.

3.- In the case that a damage is caused in venue facilities and/or equipment by "THE CLIENT", its staff, exhibitors, participants, etc., the cost of repairs and/or replacements shall be determined by the assigned staff from CANCUN CENTER, and payment shall be covered when the event finishes.

LOADING AND UNLOADING ACTIVITIES

1.- With the aim of keeping proper security measures in CANCUN CENTER, every setting and dismantling operation must be made through service platforms, located in Blvd. Kukulcán km9, ZH, C.P. 77500 Cancún, Quintana Roo, Mexico, downtown direction (as reference, aside the ALOFT hotel). "THE CLIENT" must have staff dedicated to coordinate loading and unloading operations of exhibitors and participants.

According to the size of the transportation, a tolerance time will be considered to unload the materials, if that period of time is exceeded, CANCUN CENTER will apply a charge under the concept of parking; only one vehicle per company is allowed at the same time. Admission will be subject to platforms capacity and the place in line, it is necessary to take precautions. In no event whatsoever are there exceptions.

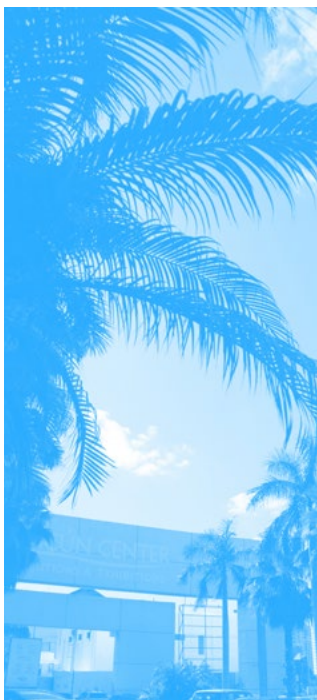
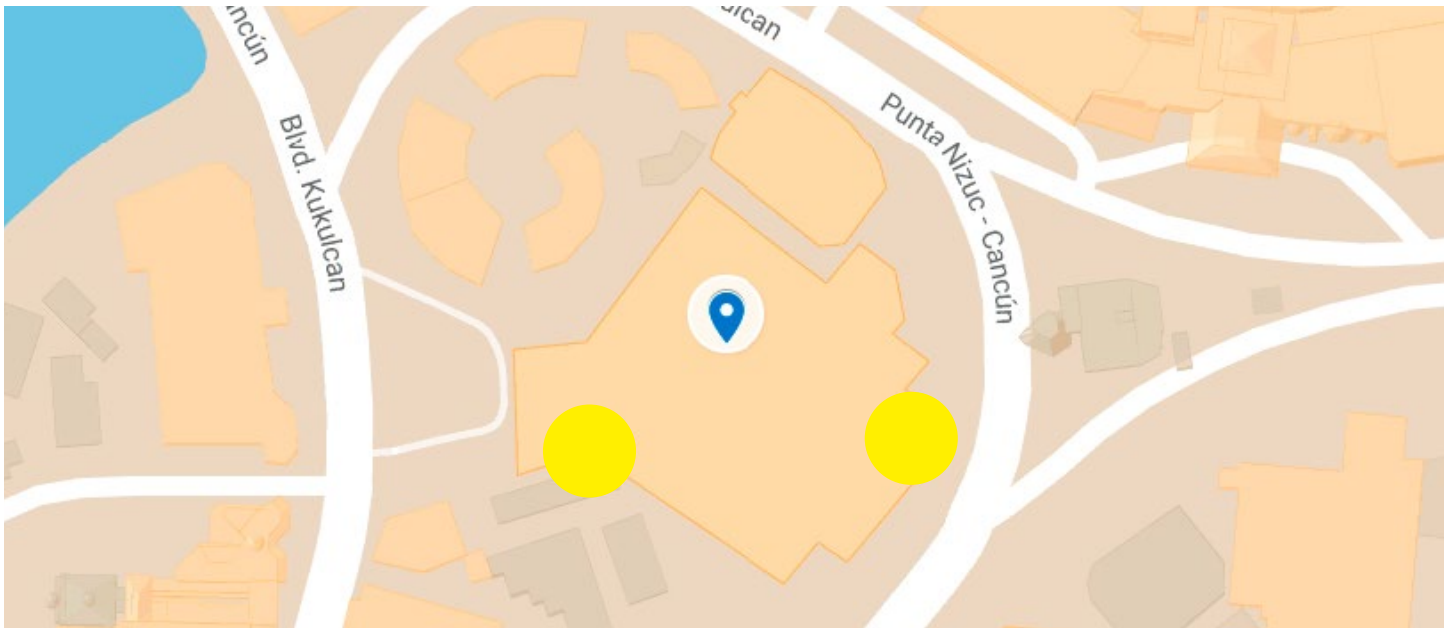
2.- Herein you are notified that CANCUN CENTER has the following load capacity:

Ground Level	800 kg/m2.
Level 1 and 2	600 kg/m2.
Level 3	400 kg/m2.



Thus, the access of vehicles or objects exceeding 3.5 tons of weight is subject to the approval from authorized venue staff.

3.- To avoid interference with other events, platforms obstruction is not allowed, neither to leave transportation vehicles in that area once they have finished their loading or unloading operations.



4.- "THE CLIENT" must have support staff to transfer and install its equipment, as well as carts or pallets to carry materials. If "THE CLIENT" does not have any of them, they can be requested to Customers Service Coordinator assigned to the event, considering availability and a cost based in the current list price.

5.- CANCUN CENTER accepts packages sent in advance, as long as the Customers Service Coordinator assigned to the event is notified in writing. Once the availability of the storage room and/or assigned space is confirmed, "THE CLIENT" shall cover an additional cost to what it was budgeted, for the receipt and use of the storage room and/or assigned space, at least three days before and it will be subject to the current list price.

6.- Set-up / event / dismantling schedules shall be the ones established previously in the agreement. In the case that additional time is requested, it will be subject to what is established by the venue in the fees related to this concept and to space availability.

7.- With the objective of keeping a better control during set-up and dismantling, main doors of meeting rooms will remain closed, should "THE CLIENT" needs to keep them open, it is mandatory that "THE CLIENT" hires and places there a security guard.

8.- "THE CLIENT" is notified that in CANCUN CENTER is not allowed to nail, drill, stick and/or staple inside, nor outside the meeting rooms.

9.- The use of adhesive tapes, glues or any other material over painted surfaces, signage or crystals forming part of the venue is forbidden. The use of 3M brand double-sided tape is recommended, to avoid charges for cleaning works or repairs in the facilities.

10.- CANCUN CENTER authorizes "THE CLIENT" to hire third parties to perform work related to its event, such as audio and video suppliers, stand decorations, partition and carpet suppliers, simultaneous translation, aide-des-camps, and/or any other related. Exceptions are: **"Food and Beverages, Rigging, Room Set-up, Security and Cleaning group"** because these services are provided exclusively by the venue.

11.- All suppliers must stick to the areas and schedules for set-up and dismantling that have been assigned to perform their activities. They shall have their own equipment and tools, which must be guarded and watched by them. CANCUN CENTER will not assume any liability for any theft or loss within the leased meeting rooms.

12.- When "THE CLIENT" asks for a change in set-up, meeting room, orientation, number of people, A/V equipment, etc. Once the service is already installed, the

change will be made if time, space, and shape conditions allow it. Authorized changes shall have an additional cost of 20% over the agreement value.

13.- In the case that combustion vehicles exhibition within the meeting room is authorized, they must be turned off during the event and must have the gas tank at its full capacity, in order to avoid accumulated fumes that may represent a security risk for visitors.

14.- Service aisles shall not be used for any activity other than that for people participating in the event flow, such as organizers, suppliers, etc.

15.- For security matters, it is necessary that during set-up, dismantling, and during the event, all staff involved wears its ID badge in a visible part. It is forbidden for "THE CLIENT" to hire staff under 18 years old for any kind of job or service within the venue.

16.- Alcoholic beverages consumption is allowed only within the leased areas, during the corresponding events, as long as it is applicable in accordance with the agreement. It is not allowed to smoke or drink any kind of alcoholic beverage during set-up and dismantling operations, otherwise, CANCUN CENTER security staff will require to leave the place.

17.- The space considered for their job, such as stand, bleachers fitting or any other object that may damage the facilities must be completely carpeted to protect CANCUN CENTER carpets and/or floors.



18.- Lifts and escalators operation in CANCUN CENTER shall be as follows:

a) One passenger lift with maximum capacity for 12 people, maximum weight capacity of 1,200 kg, with access to Ground Level, Level 1, 2 and 3. Note: It is forbidden to enter the passengers lift with any load management equipment (pallets, skids, loading carts, etc.)

b) CANCUN CENTER reserves the right to direct escalators for different events, preserving, at all time, attendees' security within the venue. Note: It is strictly forbidden to carry out material and/or equipment ascent and/or descent operations in the escalators.

c) CANCUN CENTER has two freight lifts with a clear area to maneuver of 6.00 m long x 2.40 m wide x 2 m high, with capacity of 1.5 metric tons each one.

Observations: For your security, you must comply with the following instructions: Manually open both doors of the freight lift, load/unload materials into the lift, program freight lift to the corresponding level and, as a preventive measure, the lift will not move and inch if the doors are not perfectly closed.

CLEANING

1.- CANCUN CENTER staff shall take care of cleaning and collecting trash from common areas (not leased), as well as cleaning and supplying consumables of all restrooms located in the venue.

2.- For every event, cleaning service of leased specific areas will be at "THE CLIENT" expense, being obligation of "THE CLIENT" to hire the company that provides this service to CANCUN CENTER, taking into account the standards described hereunder:

- a) Exhibition: 1 person per each long aisle, according to the daily lay-out of the event.
- b) Banquet: 1 person per every 200 guests, per event day.
- c) Congress: 1 person per every 300 attendees, per event day.

For set-up and dismantling operations, the number of cleaning staff described in the concepts abovementioned shall be doubled. For cases in which the number of guests is less than the number described, the scope of the event shall be considered in conjunction with "THE CLIENT", to define the number of staff required.



3.- It is responsibility of "THE CLIENT" to remove all marks and/or residues left in the floor of adhesive tape, carpet, paint, etc., whatever they are. In the case that special liquids to remove them is required, they must not damage the floor. If they are not removed, CANCUN CENTER will charge a cost based in the current list price.

4.- If "THE CLIENT" forgets or leaves any belonging in CANCUN CENTER facilities, it shall be guarded only for 48 hours in the venue storage room, generating an additional cost for its use. Once the period of time expires, if it was not claimed, it will be destroyed or donated. To claim the forgotten belonging, the generated cost for its guard shall be paid, based in the current list price.

5.- The use of confetti within CANCUN CENTER facilities is not allowed. If it is used, "THE CLIENT" shall be charged under de concept of cleaning and/or damage to the facilities, based in the current list price.

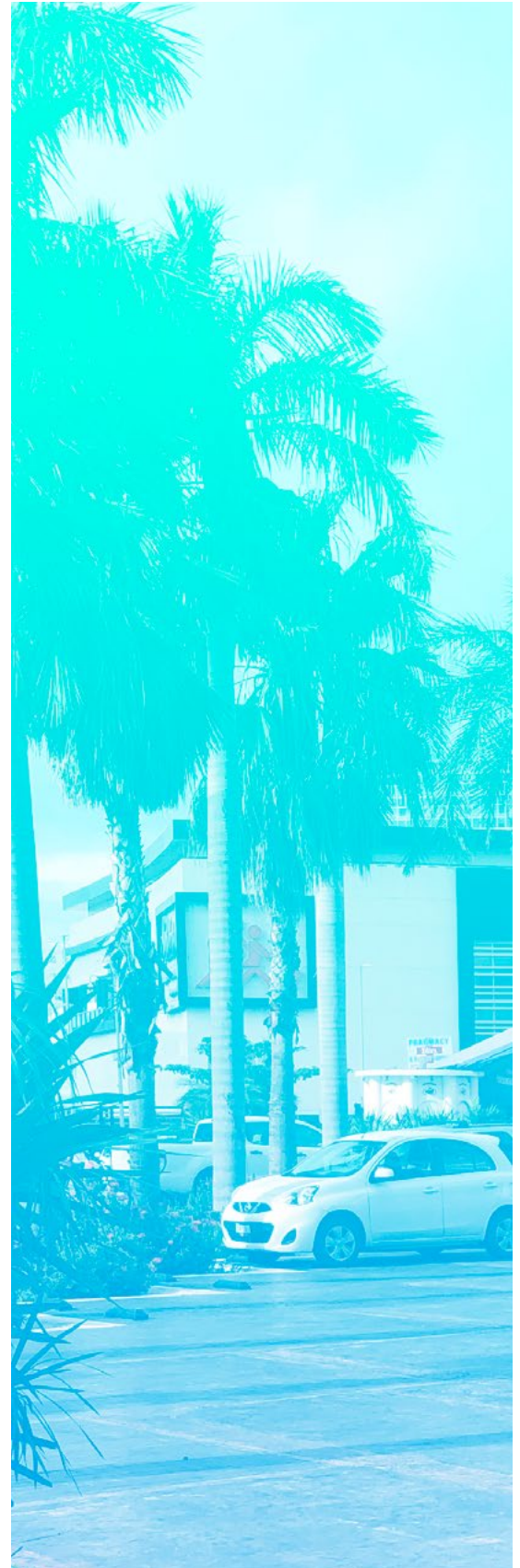
PARKING LOT

1.- With the objective of guaranteeing the security of pedestrians and the free flow of vehicles, under no circumstances shall vehicles be allowed to park in the main entrances and/or emergency exits.

2.- In the case of the necessity of leaving a car all night long, please let the Customer Supplier Coordinator know, so that the corresponding report is issued.

3.- Vehicles must fill just one parking space, not using double space, and the area dedicated exclusively for disabled people must be respected, otherwise, the corresponding municipal institution shall be notified to tow the car.

4.- CANCUN CENTER shall not be held responsible for total or partial theft of units or objects inside or outside vehicles located in the parking lot or switchyard, nor for damages caused to them for crash, fire, earthquake, hurricane or any other cause of similar nature.



CANCUN CENTER

SHOW THE EXTRAORDINARY

CIVIL PROTECTION AND CONTROL



CIVIL PROTECTION AND CONTROL

1.- CANCUN CENTER has security only in general areas and in venue entrances to safeguard order and visitors flow. Thus, it is "THE CLIENT" responsibility to hire security services for the leased spaces.

2.- It is recommended to "THE CLIENT" to have an insurance policy of Civil Responsibility which guarantees damage and injuries compensation in facilities and people during the event, CANCUN CENTER offers the corresponding service at a preferential price, in the case you require it.

3.- CANCUN CENTER will keep an entrance and exit control of all materials entering the venue. However, it is "THE CLIENT" responsibility to keep its stuff secure by hiring additional security staff.

4.- CANCUN CENTER will provide the corresponding information about emergency exits, with the objective of reacting properly before any kind of contingency. At the beginning of any event of "THE CLIENT", a video will be showed so that visitors identify Civil Protection recommendations.

5.- It is strictly forbidden that visitors introduce to the venue and carry any kind of weapons, either they are cutting arms, electric arms, spray arms or firearms.

6.- In the case of two-level stands building, the company in charge or the exhibitor is under obligation to have a structural responsibility letter issued and signed by a Construction Responsible Manager (known in Spanish as DRO), previous to the event set-up, providing a copy to the Customer Service Coordinator.

7.- A 50 cm space of separation must be considered between venue walls and any other element installed within it. In doors and emergency exits at least one meter must be considered, starting on the limit of doors. Aisles must have at least 3 meters of width, in the understanding that once they are established and authorized by CANCUN CENTER Chief of Maintenance and Operations, it must be kept free of obstacles and/or additional installations at all its length.

8.- During set-up and dismantling, in the platforms area, a security aisle must be established, in which no load, vehicles, tools, nor objects that may obstruct free pedestrian or automotive traffic should be left.

9.- CANCUN CENTER reserves the right of not allowing access to people or guests into the lease areas for the event with the aim of not exceeding the maximum capacity allowed, established in the reference agreement, and according to the provisions and regulations issued by the competent authority. If "THE CLIENT"

exceeds the maximum occupancy established, it shall be penalized with 20% over the agreement and shall be its complete civil or criminal responsibility the damages and injuries this situation may cause.

10.- Banners allocation shall only be allowed when they do not exceed 20 kg, and it will be done according to CANCUN CENTER maintenance staff availability. The number of banners authorized shall depend on the leased meeting room for the event.

11.- "THE CLIENT" under no circumstance shall block access to firefighting equipment (extinguishers and hydrants), as well as emergency exits. Whenever competent authorities or the Customer Service Coordinator consider there is danger within venue facilities or events, they shall notify the organizer so that it can be eliminated or mitigated. The event shall not start or continue if the dangerous situation persists. The latter without any liability to CANCUN CENTER.

12.- Events that for its nature include activities that may put in danger health of people, or that may disrupt order and security with diverse games, the same that may include, but is not limited to target shooting, balls, rings, and other similar activities, shall have proper protection to avoid risks, and may only use the space previously assigned for such activity. To carry out such activities, "THE CLIENT" shall get a written authorization from CANCUN CENTER, prior written request, to which copies of the corresponding licenses must be adjoint.

If "THE CLIENT" carries out these activities without authorization, CANCUN CENTER shall reserve the right to close the stand or area where they are being carried out, or even the event if necessary, without any liability for the venue.

"THE CLIENT" must go to the competent authority to request its approval to hold the event and deliver a copy to CANCUN CENTER Customer Service Coordinator prior to the date in which they will enter the leased areas.

13.- FIREWORKS AND EXPLOSIVES IN EVENTS. According to what is established in Articles 40 and 41 fractions III, IV and V of the Federal Firearms and Explosions Law, it is not allowed to manage and/or use fireworks, explosives, candles, or fire within the venue.

Any damage caused by negligence, willful intent, or inexperience to guests, facilities and additional, "THE CLIENT" shall assume full civil or criminal responsibility for any damages caused, as well as payment of repairs.

14.- AMBULANCE HIRING FOR MASSIVE EVENTS. It is mandatory to "THE CLIENT" to hire for its event healthcare support service in mobile units such as ambulance, fitted with pre-hospital equipment, with paramedical staff experienced in medical emergencies. This is an action aimed to reduce risks, because nowadays, every person is exposed to suffer an accident or a sudden illness that may threaten his/her life or health status.

15.- Mobile toilets shall be necessary when the event features exceed CANCUN CENTER sanitary facilities capacity. In this case, "THE CLIENT" shall lease mobile toilets, which must be placed in external areas appointed by the Operations Management. Toilets must be kept clean during the event and being continuously pumped by the service supplier.

16.- It is strictly forbidden to use or exhibit machinery, equipment or dangerous substances that are corrosive, reactive, explosive, toxic or harmful to human health, or flammable (regulation: NOM-018-STPS-2015). In the same way, balloons or similar items that need to be inflated with gas, must be inflated with non-flammable and non-toxic gas, it is the only way in which access and stay within the venue will be allowed. Inflation shall be made in the areas previously appointed for that activity. In order to get CANCUN CENTER approval for using areas for the activity described in this paragraph, "THE CLIENT" shall have a written authorization. áreas que se asignen previamente para dicha actividad. Para lograr la anuencia por parte de CANCUN CENTER para que "EL CLIENTE" pueda utilizar áreas para los fines establecidos en este punto deberá constar por escrito.

17.- No está permitido hacer trabajos de herrería, usar sierras, pistolas de aire, aerosol, etc., así como usar productos que afecten al medio ambiente, dentro y fuera del recinto.

17.- It is not allowed to make blacksmithing works, use saws, air guns, spray, etc., nor use products that affect the environment, either inside or outside the venue.

18.- If the use of paint, wood, fabrics, carpets, etc. within venue facilities is required, "THE CLIENT" shall notify CANCUN CENTER Custom Service Coordinator of the event, who shall reserve the right to authorize or not the requirement. If the use of materials is authorized, they shall be treated with flame retardant, as well as to avoid causing damage to venue floors, carpets o walls.

19.- It is forbidden to exhibit, sell, give away, place a product, material, advertisement or marketing material outside the space leased by "THE CLIENT", such as, restrooms, aisles, walls, columns, parking lot, cafeteria, doors and windows, or any other place within CANCUN CENTER.

20.- At no time of the event (before, during and/or after) do pets of any kind shall be allowed, unless there is a written authorization from CANCUN CENTER and all phytosanitary hygiene conditions and Official Regulations related must be complied with.

21.- In the case that equipment is left inside meeting rooms in hours outside the event scheduled activities, "THE CLIENT" shall hire private security services to:

- Safekeep meeting rooms
- Guard specific areas and equipment, either if it is client's property or leased.
- Not allowing access to non-authorized people during event breaks
- Perform control procedures
- Verify the number of people attending the event, without exceeding capacity indicated by CANCUN CENTER, and if it is the case, authorized by the corresponding authority.

22.- CANCUN CENTER shall not be held responsible for any good, material or equipment damages or losses, property of "THE CLIENT" or event participants.

23.- It is forbidden to carry out gambling games and draws within the venue, unless there are written authorizations, licenses or permits, issued by the corresponding authority and under the applicable laws and regulations; otherwise, it shall be a cause of termination of the leasing agreement previously executed with "THE CLIENT", CANCUN CENTER shall be separated from any damages and injuries that this may cause. In the case of having the corresponding per-

mits, a copy of them shall be handed to the CANCUN CENTER Customer Service Coordinator in charge of the event.

24.- The use of unmanned aerial vehicles (drones) is strictly forbidden, either inside or outside CANCUN CENTER to take pictures or videos, according to what it is established in the Communications and Transportation Ministry Law.

25.- It is strictly forbidden to cross aisles with electric wires, nor in the rest of facilities, as it may cause danger to visitors and to the same facilities. In the case that due to the location of the stands, these installations are necessary, "THE CLIENT" must have the authorization and supervision of the Operations Management, putting the required protection and signage to protect the public.



ELECTRICITY

1.- For security matters, CANCUN CENTER electricians strictly follow the Mexican Official Standard NOM-001-SEDE-2012 (Electrical installations), Mexican Official Standard NOM-029-STPS-2011 (Electrical installations maintenance in working center – Security Conditions) and NOM-022-STPS-2008 (Static electricity in working centers, Security and Hygiene Conditions).

2.- Illumination and sound systems may be installed and/or connected to CANCUN CENTER registrations only by authorized staff or suppliers, and under supervision of CANCUN CENTER technical staff; otherwise, the venue reserves the right to remove such installations and/or disconnect any equipment connected without authorization and this situation will represent an additional charge to "THE CLIENT" of the event. The latter shall be responsible of paying and covering the liabilities caused by any damage to equipment, infrastructure, etc.

3.- For external electric installations, "THE CLIENT" shall ask to a technical maintenance staff, appointed by CANCUN CENTER, so that he determines the minimum requirements to guarantee security and reduce risks.

4.- Switches to be used must be thermomagnetic, according to the electric charge capacity to be managed, which shall be previously authorized by technical maintenance staff assigned by CANCUN CENTER.

5.- It is forbidden to block electric supply boards, or the switch boxes installed.

6.- If CANCUN CENTER has in its inventory plug connectors for 220 and 480 volts, it shall provide them to organizers and/or assemblers, prior delivery of the electrical distribution blueprints, and filling out the borrowing form. Consumption derived from

all installations in the exhibition floor shall be charged to "THE CLIENT", without exception.

7.- In the case that the equipment installed exceeds 1,500 watts or requires a higher amount of amperage, "THE CLIENT" must communicate it in writing to the Customer Service Coordinator in charge of the event, at least 6 working days before the event, in order to dedicate the necessary equipment for CANCUN CENTER's correct energy operation. "THE CLIENT" shall pay an additional cost.

8.- It is "THE CLIENT" responsibility to protect its equipment with voltage regulators, no-breaks, or power plants, because CANCUN CENTER shall not be liable of any damages in machinery or equipment due to voltage variations.

9.- Additional electrical material supply for stands, registration and other exhibition or event facilities, such as, wires, switches, contacts, extension cords, lamps, etc., shall be invariably provided by "THE CLIENT". Their installation shall be done by staff hired by "THE CLIENT", thus, the latter shall be responsible of handling any eventuality that may happen during the event development.

10.- If the event requires power supply for 24 hours, "THE CLIENT" shall request in writing this extraordinary service to CANCUN CENTER Operations Management, at least 10 days before the event starts. An additional charge for night-time consumption will be applied to "THE CLIENT".



**USE OF NAME AND LOGO OF
CANCUN CENTER**

1.- "THE CLIENT" shall exhibit previously, for its inspection and approval, all materials related to marketing and advertisement of the event where CANCUN CENTER logo appears, either imprinted, engraved and/or recorded, to preserve brands, names, designs and any other copyrights. CANCUN CENTER reserves the right to authorize or not the materials and designs to be used for marketing and publicity of the event.

All signage and banners to be put in CANCUN CENTER shall be approved by the venue Marketing Management.

2.- "THE CLIENT" shall allow the venue to produce marketing material to promote the event, when the material was not delivered previously by "THE CLIENT".

3.- "THE CLIENT" shall stick to CANCUN CENTER Identity Manual to properly use its logo.

4.- CANCUN CENTER shall make available to "THE CLIENT" the electronic media to promote the event, with previous authorization.

5.- Every promotional item, sponsorship or advertising material (banners, signage, carpets, stickers, or similar) which are located outside the area leased by "THE CLIENT" (common areas) shall have an additional cost under the service concept of advertising space rental.

6.- If ticket selling to enter the event is necessary, "THE CLIENT" shall manage before the competent authority the corresponding seal and authorization. It is recommended to include the admission cost in the marketing and advertisement materials.



STORAGE ROOMS

1.- CANCUN CENTER has storage rooms, which are subject to availability. We suggest the rental of a storage room if "THE CLIENT" needs to keep material. The company/person leasing the storage room shall hire surveillance staff to secure its merchandise and control access.

Any kind of explosive, fuels or any combustion or corrosion chemical product is excluded and shall not be kept in these storage rooms.

CANCUN CENTER reserves the right to allow the entrance of any item into the storage rooms.



BANNER FITTING

1.- To fit the banners and signage of the event, these shall be delivered preferably one day before the event. Once the event starts, they shall not be fitted, until activities of the first day of the event finish.

2.- Fitting signage banners either inside or outside CANCUN CENTER will depend on the weight, authorized CANCUN CENTER staff shall approve it, and the cost is applied per hours or fractionated hour of use of the required crane for such activity. This service is provided exclusively by the venue and only its staff shall perform such activity. Thus, it is forbidden that "THE CLIENT" enters with their own cranes or scaffold to hang banners or any other hanging advertising material.

NOTE: Please see number 10 of the subtitle "CIVIL PROTECTION AND CONTROL".

LOST & FOUND

1.- If there are any vehicles, machinery, stands or any other equipment used within the event that has not been removed from the leased area, "THE CLIENT" has the obligation of paying the total cost of the use of such area, according to the current list price established by CANCUN CENTER.

FOOD AND BEVERAGE

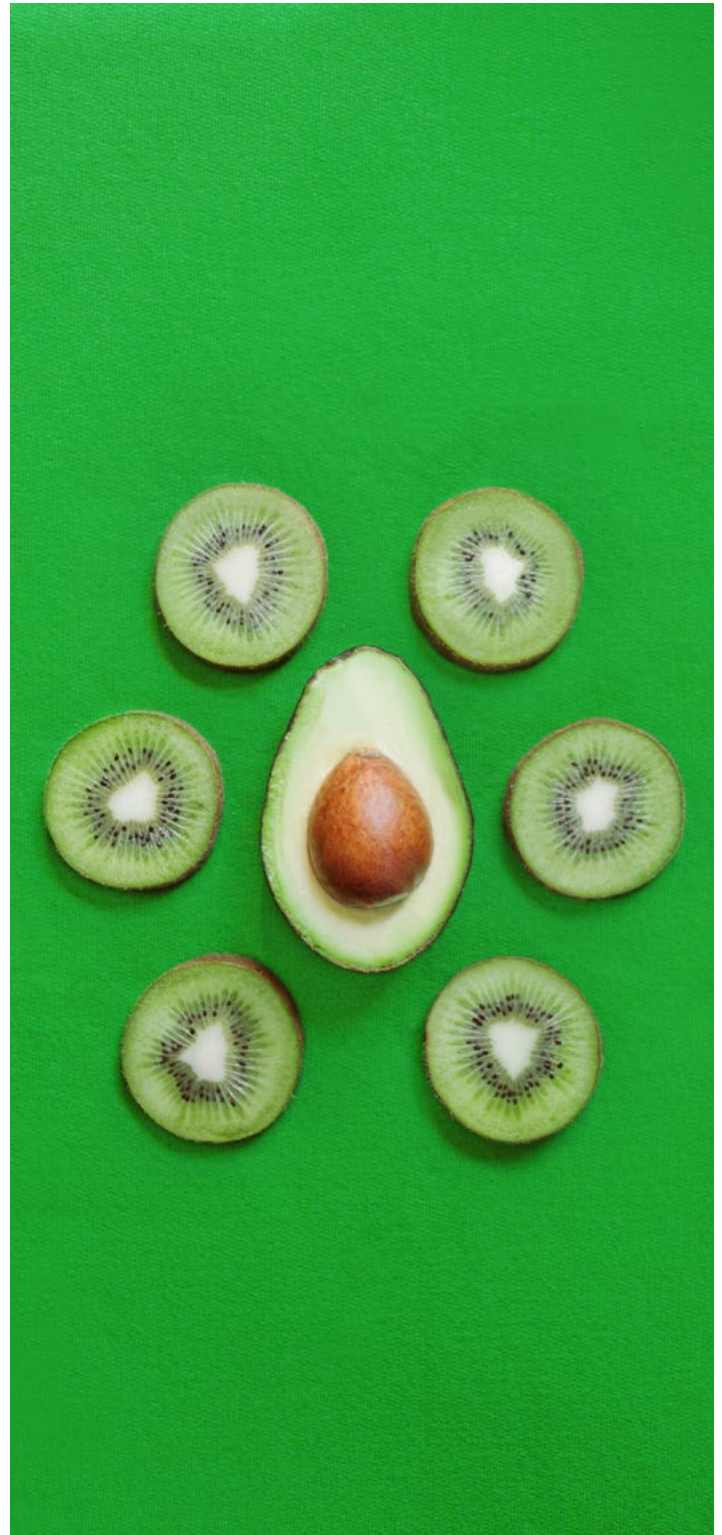
1.- The Food and Beverages service is an exclusive service of the venue and it may be offered by event sponsors. CANCUN CENTER reserves the right to authorize or not such service.

2.- In the case that you are participating in the event as Exhibitor, Sale or Supplier of food and beverage service, or you need this service, it will be necessary to address authorized CANCUN CENTER staff, assigned to the event, at least twenty days before the event, in order to receive and sign internal applicable guidelines.

3.- To increase the number of bottles from "THE CLIENT", regarding the corkage fee, the product shall be delivered to CANCUN CENTER F&B assistant with a detailed list of it, at least 48 hours before the event, during the following reception time: Monday to Friday from 11 to 17 hrs. If the bottles are delivered the same day of the event, each bottle shall have a cost of \$250.00 (two hundred and fifty pesos) + VAT, without exceptions.

4.- Bottles shall be marked by CANCUN CENTER with a label for internal control of the venue. Such label is made of plastic-coated vinyl and is 5x5 cm. For the specific case of bottles on consignment, 25% of the total shall be labeled previously, and after that, as they are required by "THE CLIENT".

5.- Once the event finishes, "THE CLIENT" shall pick up its product the next working day, so that a storage cost is not generated.



EVENT SET - UP

1.- CANCUN CENTER grants “THE CLIENT” the freedom to rent event partitions for the booths; thus, “THE CLIENT” shall only hire or rent with an external supplier those partitions that comply with the features and specifications technically established. The latter, as long as CANCUN CENTER confirms that it does not have the number of partitions required.

2.- “THE CLIENT” shall have the layout authorization from CANCUN CENTER General Management, in which the security of visitors, exhibitors, and staff will be the priority. The layout must be signed by both parties at least one week before the event; otherwise, the booths set-up shall not proceed, without any liability for CANCUN CENTER.

3.- Sound-proof partitions. “THE CLIENT” shall consider that the time required to put and remove the sound-proof partitions, once the last person exits the meeting room, is the following:

ESTIMATED TIME	MEETING ROOM	LOCATION
60 MIN	GRAN CANCÚN	LEVEL 3
45 MIN	COZUMEL	LEVEL 2
45 MIN	COSTA MAYA	LEVEL 1

4.- It is not allowed to stick, nail, lean or hang any object on any part of the sound-proof partitions, such as walls, rails, or guides.

5.- All machinery and/or heavy equipment shall be leaned over rubber bearings or any other similar material that cushion and protect the floor/carpet, distributing the load with pallets, in order to avoid concentrations that exceed the floor load capacity.

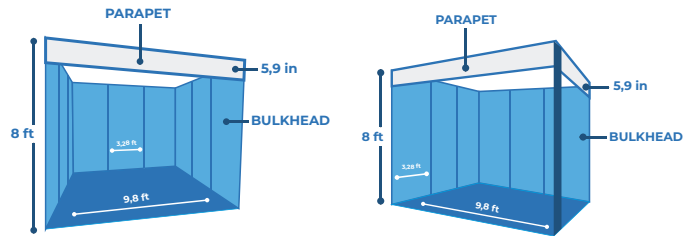
6.- Features for basic booths are the following:

9,8 x 9,8 ft (96.8 ft²)

Features

Partitions required:

- Box: 2 side walls and 1 back wall
- Corner: 1 side wall and 1 back wall
- Stand illumination (slim lamp)
- Parapet with company’s name (no logo)
- Electric switch (double-polarized, with 1,000 watts)
- 1 trestle table of 7,87 ft x 13,12 ft with available tablecloth.
- 2 cushioned chairs with chair cover.

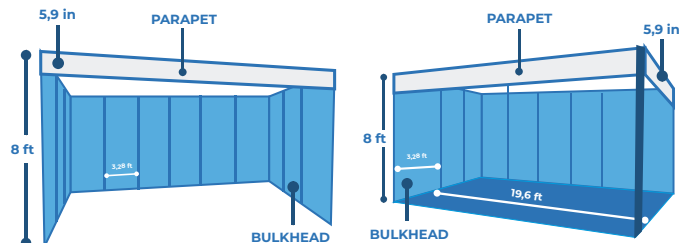


19,6 x 9,8 ft (193,75 ft²)

Features

Partitions required:

- Box: 2 side walls and 1 back wall
- Corner: 1 side wall and 1 back wall
- Stand illumination (slim lamp)
- Parapet with company’s name (no logo)
- Electric switch (double-polarized, with 1,000 watts)
- 1 trestle table of 2.4 x 0.4 m with available tablecloth
- 2 cushioned chairs with chair cover.



If a change in furniture or in the space distribution included in the hired package is required, please contact Mr. Daniel Concha, Operations Manager at dconcha@cancuncenter.com

8.- It is not allowed to move, dismantle, or change any material installed (partitions, illumination, stands, etc.); if it is done, “THE CLIENT” shall cover the corresponding cost, according to the current list price. In case of using adhesives on the partitions, an extra charge of \$250.00 pesos per linear meter shall be applied under the concept of plucking.

SUPPLIERS DIRECTORY

1.- CANCUN CENTER shall make available to “THE CLIENT” a Supplier Directory as support to make easier the organization of the event. “THE CLIENT” shall be free to hire the supplier that suits best, even if it appears or not in the abovementioned Directory. In both cases, suppliers must stick to the provisions established herein. If “THE CLIENT” needs the Directory, it shall be required to the Customer Service Coordinator assigned to the event.

MISCELANEOUS

1.- CANCUN CENTER has the power to require and agree with “THE CLIENT”, anything unplanned herein, as appropriate for venue interests, and shall form part of the appendixes.

2.- Any breach from “THE CLIENT” to any of the issues or provisions that form part of these guidelines, shall be cause of agreement termination, without “THE CLIENT” being able to claim an indemnity for damages or harms, and being responsible of paying to CANCUN CENTER the expenses that may result from the actions taken to solve them.

3.- For all agreements made with “THE CLIENT” and/or established by provisions not considered herein, which are not respected by “THE CLIENT”, CANCUN CENTER reserves the right to take additional measures considered pertinent.

4.- For any situation not considered herein, “THE CLIENT” has the obligation to request it, previously and in writing, to CANCUN CENTER to get the corresponding authorization.

5.- Leave your original passport and other migration documents inside your hotel room safety box. Carry only and ID and/or copies of the documents that are proof of your legal stay in Mexico.

6.- Be cautious: do not leave at any moment any equipment, nor personal, exhibition, sale, and promotional items, as the event organizer committee, nor the event security company shall be liable for any theft or loss.

PERSONAL DATA

Both parties are obliged not to disclose and to manage as confidential the information contained, related and derived from the Guidelines, including information protected by the Federal Law of Personal Data Protection under Private Individuals Possession (LFPDPPP, as known in Spanish), with the exception of such information that by law are obliged to provide to the competent authority or authorized staff (Confidential Information). In the understanding that only Confidential Information shall be provided to the institution, government entity or person in terms of the applicable legislation and for the accomplishment of the Guidelines objectives, making specific reference and in writing to the confidentiality of it. In all cases, before disclosing or providing any information, the corresponding party shall notify it in writing to the other party, who shall oppose in lawful terms and raise the applicable legal resources at its own cost.

Due to the latter, both parties are obliged: (i) not to disclose such personal data to third parties, and to manage it with complete confidentiality; (ii) to use it only and exclusively to comply with its obligations derived from the Guidelines; (iii) to keep or implement physical, technical, and administrative security measures to protect the personal data, according to what is established in the LFPDPPP; (iv) to inform to its employees and/or co-workers about the confidentiality duties regarding the personal data received; and (v) to give back to the party that provided the information and eliminate personal data that may have received, when the Agreement expires or when the corresponding party requests it.

CANCUN CENTER

SHOW THE EXTRAORDINARY

OPERATIONS GUIDELINES

