
Exhibit A

CENTRO CITIBANAMEX OPERATING REGULATIONS

PURPOSE

Centro Citibanamex sends you these Regulations, a document containing the operational rules that must be fulfilled for the provision of services and the use of the spaces of this venue. These rules will be the primary basis to ensure the safe development of your event, as well as to establish the correct use of the facilities for their proper conservation.

For Centro Citibanamex the success of your event is very important, therefore we ask you to provide your Account Executive with all the information requested regarding your event within the times established by the venue for the correct preparation of your event.

Centro Citibanamex Customer Service will be pleased to help you during your event (assembly, event, disassembly) supervising that the services are timely hired and according to your specifications.

It is really important to avoid last minute changes as much as possible, so we ask you to carefully check the logistics of your event before confirming such information in order to have greater control of everything, and thus reduce risks during your event.

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I. HIRING GUIDELINES

A. REQUESTS

1. All requests must be submitted through your Account Executive with a copy to the corresponding Commercial Management of Centro Citibanamex, who will check it and if there is no problem, will submit it for approval to the Commercial Management and General Management of Centro Citibanamex. If there is any doubt or conflict with a similar event, it will be analyzed and/or authorized by the Commercial Committee of Centro Citibanamex.
2. To process an application, it must be submitted in writing in the existing formats for this purpose, specifically indicating the required dates and the most accurate characteristics of the event.

B. ACCESS TO FACILITIES

1. Access to the facilities of Centro Citibanamex will be subject to the prior execution of the corresponding Service Contract, and consequently to the conditions stipulated therein. Centro Citibanamex reserves the right to allow or not the entrance of the event if any of the conditions was not fulfilled.

C. HOURS

1. The hours for the operational areas and general offices are as follows:
 - a) Operating hours of the venue from 8:00 a.m. to 10:00 p.m.
 - b) General Office hours from Monday to Friday, from 9:00 a.m. to 2:00 p.m. and from 3:30 p.m. to 6:30 p.m.
 - c) Reception hours from Monday to Friday, from 8:30 a.m. to 6:30 p.m.

A. FLAT RATE AND RESERVATIONS

1. Centro Citibanamex has established a Single Rate per m²/day, which will apply both for maneuver days (assembly and disassembly) and event days.
2. Date reservations are only considered formalized by executing the Contract and making the corresponding advance payment.
3. To consider that a reservation is confirmed, the organizer must make the corresponding advance payment, as well as the subsequent payments until completing the total amount of the agreed services, according to the minimum Contract Conditions.:
 - a) Advance contracts between 12 and more months before the requested date:
 - First payment: 10% upon executing the corresponding agreement.
 - Second payment: 15% 12 months before the date of entrance of the event.
 - Third payment: 25% 9 months before the date of entrance of the event.
 - Fourth payment: 25% 6 months before the date of entrance of the event.
 - Quinto payment: 25% 45 calendar days before the date of entrance of the event.
 - b) Contracts between 9 and 12 months before the requested date:
 - First payment: 25% upon executing the corresponding agreement.
 - Second payment: 25% 9 months before the date of entrance of the event.
 - Third payment: 25% 6 months before the date of entrance of the event.
 - Fourth payment: 25% 45 calendar days before the date of entrance of the event.
 - c) Contracts between 7 and 9 months before the requested date:
 - First payment: 25% upon executing the corresponding agreement.
 - Second payment: 25% 6 months before the date of entrance of the event.
 - Third payment: 25% 3 months before the date of entrance of the event.
 - Fourth payment: 25% 45 calendar days before the date of entrance of the event.
 - d) Contracts between 3 and 6 months before the requested date:
 - First payment: 50% upon executing the corresponding agreement.
 - Second payment: 25% 3 months before the date of entrance of the event.
 - Third payment: 25% 45 calendar days before the date of entrance of the event.

- e) Contracts between 1 and 2 months before the requested date:
 - Single payment: 100% upon executing the corresponding agreement.

Regardless of the time in advance an agreement is made, the organizer will make a deposit of 10% (ten percent) of the total amount of the Contract, to guarantee the payment of the extra services (additional services and food and drinks) requested during the assembly, event and disassembly.

Note: If the terms in the payment schedule are not met, Centro Citibanamex may terminate the Contract without any liability, so that Centro Citibanamex may use the space during the agreed period to schedule another event if it is in its interests, independently of the application of default interest for failing to make timely payments as specified in the agreement.

B. PARTIAL COMMERCIALIZATION OF EXHIBITION HALLS

1. The option to partially market rooms is possible, however, there are certain conditions that must be checked at the time of doing so and they are as follows:
 - a) Provided that a client/Organizing Committee decides to partially hire a hall, it will be obligation of the Account Executive to notify both verbally and written to the client/Organizing Committee the possibility that the remaining space could be hired by someone else.
 - b) In this situation, it will be the responsibility of both clients to split the hall in the way they both decide, either with the wall of the stands themselves, or to place a double-height partition.
 - c) The side of the partial hall to be assigned will depend on the events taking place in the rest of the halls, in order to anticipate any possible growth of the exhibitions that could be in the adjoining hall.
 - d) It is important to consider that all the facilities of the halls will be shared; or, they will be chosen for each of the parties according to the side assigned to them, and it must be as equitable as possible.
 - e) Regarding the spaces to place advertising or signage in public areas will be divided by 2, considering what corresponds to the hall contracted with the authorization of the Marketing Management and Operations Management.
 - f) When a client/Organizing Committee makes a partial contract with the possibility of some growth, they will have to decide/solve about this growth within 3 months maximum after executing the agreement for the first square meters agreed.
 - g) When there is a prospectus with possibilities to settle, and even before the execution of the agreement, the Client/Organizing Committee must be requested to present the plan they are considering to use to market so it can be approved by Centro Citibanamex Operational Area; if the Client/Organizing Committee markets without a plan authorized by Centro Citibanamex, it will not be valid.
 - h) In the event that the Client makes a partial contract of any of the halls, the Client is obliged to create a vertical design of the plan for its event within the hired hall, considering the access to the hall as the base contracted area, otherwise the Client is obliged to pay the total surface of the contracted hall.
 - i) In case of using hall D, the entrance will be shared.

C. CENTRO CITIBANAMEX: USE OF NAME AND IMAGE

1. The name of the venue should not be omitted, it will always be used as Centro Citibanamex.
2. The organizer must submit 15 days before the event, for review and approval, if applicable, all the material related to the promotion of the event, whether printed, recorded and/or spoken to preserve the brands, names and other property of Centro Citibanamex. Centro Citibanamex will provide the guidelines and specifications required upon execution the corresponding agreement.
3. In all the advertising or brochures of the event, the logo of the venue must be present, as indicated in the manual of advertising applications of Centro Citibanamex, which must be provided to the client/Organizing Committee by the Account Executive.
4. In order for the organizer to carry out any type of publicity, propaganda, announcements, surveys, recordings of any advertising, as well as any other activity for advertising purposes within the facilities of Centro Citibanamex, the organizer will be obliged to obtain in advance a written authorization from the Commercial and Marketing area of Centro Citibanamex.
5. Centro Citibanamex reserves the right to commercialize all its common areas. Therefore, the organizer must respect the exclusivity or sponsorship rights that Centro Citibanamex has agreed with third parties.

D. SERVICES PROVIDED BY CENTRO CITIBANAMEX

1. Access to the agreed space. The delimitation may be made according to the alternatives offered by the venue itself.
2. General lighting of the total exhibition area.
3. Air conditioning during exhibition and/or event hours for halls A, B, C, D and lounges.
4. Access to a registration area in the access lobby for halls A, B, C and D. (Furniture and equipment are responsibility of the organizer).
5. In halls A, B, C and D; access to an area with offices for the Organizing Committee, including a telephone extension with local service and electricity service for such area. (It does not include office equipment or machines).
6. General switchboard operator service during operating hours from 9:00 a.m. to 6:30 p.m.
7. Emergency loudspeaker service during the event's operating hours.
8. Cleaning service in the public areas of the venue and toilets located therein.
9. Surveillance service in common areas and entrances to the venue.
10. Security and/or specific surveillance service outside the areas of the exhibition halls/lounges, as well as their facilities. The organizer will be responsible for contracting the additional security for the event, as well as in the surrounding area of the event. The organizer shall release Centro Citibanamex from any liability, whether civil, criminal, commercial, labor, environmental or administrative, and they shall hold Centro Citibanamex harmless from any situation that could be derived from the foregoing.
11. Access to the maneuvering yard for exclusive LOADING and UNLOADING tasks, only during the contracted time. In the case of simultaneous events within the same work area, Centro Citibanamex reserves the right to assign the corresponding areas and maneuver doors, leaving the organizer in charge of controlling access of vehicles belonging to their exhibition.

E. ADDITIONAL SERVICES INSTALLED BY CENTRO CITIBANAMEX WITH ADDITIONAL CHARGE

1. All electrical installations required during the event, including lamps, fluorescent tubes, biphasic contact, single-phase double contact, switches, etc., must be contracted at Centro Citibanamex, when the client requires a connection service to machinery, whether water, drainage, or air, Centro Citibanamex will provide the workforce. All material required for these connections must be provided by the customer. The services provided by Centro Citibanamex (electricity, hydraulic network and drainage, telephone lines, data network) are located in access chambers on the floor, their availability will be subject depending on the access chambers and their capacity.
2. Any client (national/foreign) must provide the following information for billing services:
 - a) Tax ID or RFC
 - b) Full company name
 - c) Country of residence
 - d) Use of the digital voucher
 - e) Last four digits of the paying account.
3. Telephones: It is not allowed to install any device other than those that Centro Citibanamex has for its use. Likewise, changes or modifications to Centro Citibanamex's telephone installations are not allowed. Centro Citibanamex is able to install telephone extensions for local and long-distance calls. Exclusive service of Centro Citibanamex. In case that the Organizing Committee/client and/or exhibitor requests an IP line, a digital telephone will be provided. This device must be returned in optimal operating and physical conditions at the end of the event. In case of loss or damage, the assigned equipment will be charged in full.
4. Wired and wireless Internet service. Exclusive service of Centro Citibanamex.
5. Labor for rigging, hanging and removal of elements, blankets and signs inside and outside the venue. Exclusive service of Centro Citibanamex.
6. Connection to the water and drainage network. Exclusive service of Centro Citibanamex.
7. Compressed air supply. Exclusive service of Centro Citibanamex.
8. Medical service including ambulance, doctor and paramedic during assembly, event and disassembly.
9. Committee cleaning service during assembly, event and disassembly, only includes public areas of halls (corridors, bathrooms, platform area). Exclusive service of Centro Citibanamex.
10. Cleaning service for Stands (it is quoted depending on the footage).

11. Food and beverage service. Exclusive service of Centro Citibanamex.
12. Waiter Service. Exclusive service of Centro Citibanamex.
13. Power Plants rental service (Electric power generators). Exclusive service of Centro Citibanamex.
14. Trusses, motors and installation service rental, for hanging elements and lighting, audio and video equipment known as "Rigging". Rent and labor for the assembly and disassembly of the carpet required by the organizer for the event, must be provided by the provider established by the venue. Exclusive service of Centro Citibanamex.
15. The organizer must submit 30 calendar days before the general coordination meeting, the list of all the additional or complementary services, and they also must pay the corresponding charge. If it's not done as indicated, those services will be subject to the availability of Centro Citibanamex to supply them at the time they are requested. The service will only be provided when the full charge of the requested service has been paid.
16. All additional services contracted by the stands must be paid before the event begins, services cannot be installed if they are not paid by the client. In the case of the Organizing Committee, anything requested during assembly, event and disassembly will be counted and registered by the Customer Service area and the Operations area.
17. In the absence of prior written authorization from Centro Citibanamex, all services provided by Centro Citibanamex, both those included in the base rate and those provided at an additional cost, are not subject to marketing by the organizer; therefore, the user of such services is obliged to transfer the corresponding fees and costs to the end user, in the same proportion as they are granted and/or quoted. In order to protect its image and prestige, Centro Citibanamex may inform the exhibitors and/or users about the rates and costs of these services and/or clarify those situations as Centro Citibanamex may deem necessary, without responsibility for the evidence of the facts.
18. It should be noted that regardless of the time in advance an agreement is made, the organizer will make a deposit of 10% (ten percent) of the total amount of the Contract, to guarantee the payment of the extra services (additional services and food and drinks) requested during the assembly, event and disassembly.

Note: Centro Citibanamex has an Additional Services office located next to the Palacio hall on Channel 5, where these additional services can be contracted.

I. SERVICE AREAS

1. The load resistance of the halls are as follows:
 - a) Palacio de Valparaíso y Palacio de Iturbide: 380 kg/m².
 - b) Casa del Diezmo, Casa Montejo and Lobby of the Casas: 2000 kg/m².
 - c) Exhibition Halls: 2500 kg/m².
2. Centro Citibanamex has an exhibition area of 34,283 square meters distributed in four halls:
 - a) Sala A – 5,103 m²
 - b) Sala B – 7,128 m²
 - c) Sala C – 8,856 m²
 - d) Sala D – 13,196 m²

Note: Any area of the aforementioned exhibition halls, which is partially contracted, is likely to be shared with another organizer interested in the remaining area, so it will be the obligation of both to divide their respective areas with double-height partitions.

J. INSURANCE FOR EXHIBITIONS

1. The organizer is obliged to take out civil liability insurance in favor of Representaciones de Exposiciones México, S.A. de C.V. that protects everything inherent to the event and the damages that may be caused to the property and/or personnel of Centro Citibanamex, as well as damages to third parties. The insurance must indicate that third parties are considered to be all those who for any reason are in the place of the event, including people who are not attending the event and are in the property for some other reason, including the employees of Representaciones de Exposiciones México, S.A. de C.V. and Corporación Interamericana de Entretenimiento, S.A.B. de C.V. and/or their affiliates and/or subsidiaries. Employees of the organizer are not considered third parties.
2. The insured amount must be at least one million US dollars, and the organizer must provide:
 - a) Policy front page,

- b) Copy of the receipt of paid premiums, with a stamp evidencing the payment, from the insurance company,
 - c) Copy of the general conditions and their endorsements and specially, an endorsement where it is established that Representaciones de Exposiciones México, S.A. de C.V. and Corporación Interamericana de Entretenimiento, S.A.B. de C.V. and/or their affiliates and/or subsidiaries and/or associates, are additional insured parties and beneficiaries of the policy.
3. The validity of the policy(s) must cover the period in which the client/Organizing Committee and/or its suppliers and/or its contractors start the assembly activities and until the date in which the disassembly activities have been completed.
 4. In the same way, the suppliers and independent contractors who, by decision of the organizer, participate in the development of the event must be included as additional insured parties in the policy, and each of these suppliers and independent contractors (whether individuals or legal persons), must be indicated in the endorsement that the organizer must also deliver to Centro Citibanamex.
 5. The minimum coverages that the insurance must include are:
 - a) Civil Liability, Activities and real estate,
 - b) Civil Liability, Contractual or assumed,
 - c) Civil Liability, Lease,
 - d) Civil Liability, Independent Contractors,
 - e) Civil Liability, Products,
 - f) Civil Liability, Loading and Unloading,
 - g) Civil Liability for assembly or disassembly,
 - h) Cross Civil Liability,

And any other coverage determined by the Risk Management area of Centro Citibanamex based on the type of activities that will be performed during the event or exhibition to be carried out.

6. The delivery of the aforementioned documents must be made at least 30 calendar days before the date of entrance of the event.
7. Centro Citibanamex is not responsible for damage, theft or loss of the materials used or acquired in any of the exhibitions or events, therefore it does not assume any responsibility in this regard, forcing itself to state in its contracts this NO responsibility of Centro Citibanamex.
8. Any damage caused to the property in its facilities, as well as theft and/or damage to any equipment within the area assigned to the organizer, will be responsibility of the organizer, who will cover the charges and/or abide by the measures resulting from these actions.
9. To avoid that the client/Organizing Committee and Centro Citibanamex do not abide by the provisions regarding the insurance obligations, such insurance must be agreed with companies and, if appropriate, with an insurance agent or broker legally constituted and authorized by the National Insurance and Bonding Commission.
10. For those clients who have insurance policies contracted outside of Mexico, they must be companies that have a branch or subsidiary authorized to operate in Mexico, an authorization that must be issued by the National Insurance and Bonding Commission. The policy required by Centro Citibanamex shall be issued by the subsidiary of the insurance company in Mexico.
11. The insurance companies in Mexico that operate the Civil Liability insurance and that, because of their financial strength and seriousness, should be considered for contracting the policy are:
 - a) ACE Seguros.
 - b) AIG México.
 - c) Allianz.
 - d) AXA.
 - e) Chubb de México.
 - f) Grupo Nacional Provincial.
 - g) Seguros Inbursa.
 - h) Seguros Interamericana (Chartis).

K. LICENSES

1. The organizer undertakes to obtain from the corresponding authorities the licenses, authorizations, permits and rights, as well as the fiscal requirements that are required for the operation of the event.

The organizer must submit copy of those documents to Centro Citibanamex, 15 working days before the date of the entrance to the facilities. Likewise, in the event that the organizer or any of its exhibitors carry out raffles or sweepstakes, they must present the permit issued by the Ministry of the Interior prior to the event/exhibition.

2. Any hiring made by the Client/Organizing Committee of musical groups, artists and performers, must be notified to the Account Executive responsible for the event, with a minimum of 15 working days prior to the event. Also, in the day of the event, the musical group, artist or performer will have to make the corresponding payment for not using syndicated members (*cuota de desplazamiento*) to the corresponding union. This point is extremely important, because if it is not covered properly, the performance in the event shall not be allowed.
3. In the same way, in the event that the client/Organizing Committee hires musical groups, artists and performers, the Organizer must inform about such hiring to the Society of Authors and Composers of Mexico (SACM), for the payment of the fee required by such society, as appropriate.
4. Under no circumstances the contracted services include the necessary licenses and/or permits from the competent authorities to carry on exhibitions and/or any other event that could be subject to the application of such regulations. It is the obligation of the Event/Exhibition Organizer to obtain all of them in advance, at their own risk and expense.

L. EVENTS THAT WILL USE BOX-OFFICE

1. The client/Organizing Committee will notify Centro Citibanamex 15 working days in advance of the event, specifying if the event is free, private, or if it has ticket sales, as well as the cost. Also, approximate capacity, event profile, date of celebration of the event and a program of the event must be attached. Everything must be sent immediately to the Legal Department of Centro Citibanamex.
2. In exhibitions and/or events that will generate an income due to the sale of ticket, the existence of an entry fee, donation, cooperation or any other concept, either directly or through a third party, the organizer shall guarantee in favor of Centro Citibanamex 8% of the value of the for the services agreement, to guarantee the payment of the Tax on Public Show that must be done to the competent authority. This guarantee must be presented 15 working days before the entrance of the event to the facilities.
3. The Legal Department of Centro Citibanamex will present a Public Show Notice to the Miguel Hidalgo Delegation at least 15 working days prior to the event. Once the above is done, the Legal Area will provide the client/Organizing Committee with a simple copy of the reference notice, and in case the event is not free or private, they must go to the Mexico City Treasury office (*Tesorería de la Ciudad de México*) to submit a Statement of Ticketing (*Manifestación de Boletaje*) in which it will be indicated the number of tickets, approximate capacity and their cost.
4. Once the client/Organizing Committee submits the above-mentioned statement of ticketing, they must deliver a copy of such statement to the Legal Department of Centro Citibanamex.
5. At the end of the event, the CLIENT/ORGANIZING COMMITTEE will submit to the Treasury Office the number of tickets sold and the income obtained from the sale, that is, they will submit the final ticket sale cutoff information. After that, the client/Organizer Committee will pay the corresponding Public Show Tax to the Treasury Office.
6. The client/Organizing Committee will provide a copy of the ticket sales cutoff and proof of payment of the Public Show Tax to the Legal Department of Centro Citibanamex.

M. RAFFLES AND SWEEPSTAKES

1. The client/Organizing Committee must inform if the event will have raffles or sweepstakes. If the answer is YES, the client/Organizing Committee must obtain a permit issued by the General Directorate of Games and Raffles of the Ministry of the Interior (*Dirección General de Juegos y Sorteos de las Secretarías de Gobernación*), pursuant to the established in the Federal Law of Games and Raffles and its regulations, in which it is specified the mechanics of the raffle or draw. For purposes of the foregoing, the client/Organizing Committee is obliged to provide the Legal Department of Centro Citibanamex:
 - a) Copy of the permit issued by the Ministry of the Interior.
 - b) Copy of the prize invoice.
 - c) Copy of the Act of Delivery that is made before the controller of the Ministry of the Interior.
 - d) Copy of the winning ticket.

- e) Copy of the official identification of the winner.
 - f) Copy of the bond policy delivered to the Ministry of the Interior.
2. GAMES OF CHANCE are strictly PROHIBITED in Centro Citibanamex facilities. Any type of game that is intended to be performed within the facilities of Centro Citibanamex, must have prior authorization from the Operations Management and the Legal area of Centro Citibanamex, otherwise, Centro Citibanamex reserves the right to cancel the game (and even the event itself) that is trying to carry out activities not authorized by Centro Citibanamex, without any responsibility for Centro Citibanamex.

II. OPERATION GUIDELINES

A. APPROVAL OF PLANS

1. The Organizing Committee may market the stands distributed in its plan, once it has written authorization from both the Operational and Commercial areas of Centro Citibanamex for the plan of their event, which must be submitted to such areas of Centro Citibanamex in "AutoCAD".

2. The organizer must submit 15 calendar days prior to the date of entrance into the facilities the definitive plan in "AutoCAD" of the distribution of stands and areas to be used, including areas outside the occupied exhibition hall(s).

Note: Centro Citibanamex disclaims any responsibility and/or commitment to the client/Organizing Committee and/or exhibitor, in the event that this information is not submitted within the aforementioned times.

B. SPACES

1. In the event that it is required to exhibit, give away, place or sell products, materials, publicity or propaganda in common areas, or outside the space occupied by the organizer, such as: corridors, restrooms, parking lots, restaurants, floors, walls, columns, columns, doors, glass, or in any other area, as furniture and equipment of Centro Citibanamex, the client/Organizing Committee must obtain the authorization of the Marketing Management and the Operations Management, prior corresponding payment.
2. It is necessary to consider at least 0.50 meters of separation between the walls of Centro Citibanamex and any element installed within it.
3. In the case of hydrants, curtains and emergency doors, at least 3.00 meters of free diameter must be left.
4. In case of placing two-level stands in exhibition halls, catwalks, platforms, and structures that support floor-mounted LED screens in dimensions equal to or greater than 3 meters x 2 meters (Note: In the case of dimensions less than that above-mentioned, they must only have the approval of the Operations Management) or platforms greater than 1 meter height, there must be a letter of structural responsibility issued by a responsible Director of Works (DW / DRO, *Director Responsable de Obra*), with the following requirements:
 - a) Signature of the Director of Works (DW / DRO, *Director Responsable de Obra*) in Mexico City.
 - b) Valid license of the Director of Works (DW / DRO, *Director Responsable de Obra*) in Mexico City.

Note: The Director of Works must be registered in the Register of the Institute for the Safety of Constructions of Mexico City.
5. No installation within Centro Citibanamex exhibition halls may exceed 7 meters in height.
6. In no case the width of the corridors within the exhibition area will be less than 3 meters, on the understanding that, once these corridors have been established and authorized in the corresponding plan, they must be kept free of obstacles and/or additional installations all along them. In the case of special events, the distribution of space, facilities and furniture must be previously authorized in writing by Centro Citibanamex. The requirements for the approval of plans may vary depending on the type of event.

7. In the case of additional spaces, the organizer who wishes to expand the contracted space may do so, if there is an available hall adjacent to the contracted hall, charging the full price of the hall requested for the contracted days.
8. The space designated for registration will be prepared by the organizer within the area assigned by Centro Citibanamex.
9. The organizer may use an office area that will be assigned by Centro Citibanamex for that purpose, when contracting the entire exhibition hall.
10. Parking areas are limited to vehicles only and are not allowed to be used as places of residence, or exhibition or sale of any product. Likewise, Centro Citibanamex is not responsible for the loss of objects left or forgotten inside the vehicles, nor for mechanical failures, nor for partial theft. In case of total theft, compensation will be made according to the indications that appear on the parking ticket at the time of the loss.
11. Any invasion of area by the exhibitors and/or the organizer of unauthorized spaces in the corresponding distribution plan or those established through written agreements, Centro Citibanamex reserves the right to clear or have said areas cleared, without any liability.
12. Since the beginning, the client/Organizing Committee must consider in the plan for the event, the spaces for storage or protection of materials, so that they do not obstruct service corridors, emergency exits or any other space not provided for this purpose.
13. If a remotely piloted aircraft system "RPAS" (Drone) is going to be used within the facilities of Centro Citibanamex, it's necessary to obtain a prior authorization by the Operations Management via email with the conditions established for the event. For this purpose, the Client/Organizer must present the document that proves the registration of the drone before the AFAC (Federal Civil Aviation Agency) as well as a signed Letter of acceptance of responsibility. The use of the drone in Centro Citibanamex facilities will be limited to the contracted hall or lounge.

C. ASSEMBLY AND DISASSEMBLY

1. Exhibition
 - a) Entrance will only be allowed on the date and time indicated in the agreement and once the compliance with payments and submission of plans has been verified, as described herein.
 - b) Prior to the start of the event, Centro Citibanamex will assign the platforms that may be used for maneuvers. The organizer must assign a specific time to each of the vehicles of the participating exhibitors in their event to carry out loading and unloading maneuvers.
 - c) Unloading procedure: Immediately after locating the vehicle in the maneuvering area, the assembly personnel must proceed to unload, putting the materials on the platform and then, once the vehicle has been removed, carrying the materials inside Centro Citibanamex. For no reason will a vehicle be allowed to stay in the maneuvering area if there are no personnel doing the unloading by the Organizing Committee, exhibitors and event security. Otherwise, the corresponding platform use fee must be paid.
 - d) The organizer and its service contractor are responsible for removing all marks and debris left on the floor of exhibition halls, due to materials used for the assembly of exhibition spaces or for any other purpose. If the use of special liquids is necessary, these must not leave any mark.
 - e) It is only allowed to set up carpets to the floor of exhibition halls by using double-sided self-adhesive tapes. It is prohibited to apply or put glue or any other material directly on the floor, painted surfaces, signs or glasses that are part of the venue. If the organizer and/or its contractor do not remove any material they have placed, the organizer will be charged to cover the cost of labor and materials required to remove it. This charge will be assessed depending on the particular case.
 - f) The stands must be placed in such a way that they do not obstruct the emergency exits, loading curtains to the platforms and hydrants.
 - g) Centro Citibanamex has fire-fighting equipment only in the perimeter of the exhibition halls, so the organizer will provide the necessary additional fire extinguishers during assembly, event and disassembly, considering a maximum distance between each fire-extinguishing equipment of 15 meters.
2. Convention Halls

- a) The hall will be assigned only for the time necessary to carry out the event plus the time that the client's staff/Organizing Committee needs for its assembly and disassembly. If the client/Organizing Committee wishes additional time, they must notify the Account Executive responsible for the event of this request, in order to ensure the blocking of the corresponding space, which will have an additional charge based on the time and area requested.
 - b) Centro Citibanamex will allow the client/Organizing Committee to hire third parties to decorate the hall, place flowers, audiovisual equipment, etc., at their own risk and cost. For these activities, they need to adhere to the guidelines set forth for this purpose in the following subsections and they shall be performed by personnel previously authorized by Centro Citibanamex, which must wear a badge all the time they stay inside the facilities to provide the service for which they were contracted.
 - c) Forklift access to the halls is not allowed.
 - d) Moving materials, merchandise, machinery or any other product or equipment must be done with the utmost care to protect the floor of Centro Citibanamex, avoiding dragging or pulling items that may affect or damage the floor.
 - e) In the case of setting up walkways, platforms, stands, and structures that support floor-mounted LED screens in dimensions equal to or greater than 3 meters x 2 meters (Note: In the case of dimensions less than that above-mentioned, they must only have the approval of the Operations Management) and/or temporary structures greater than 1 meter height, there must be a letter of structural responsibility issued by a responsible Director of Works (DW / DRO, *Director Responsable de Obra*), with the following requirements:
 - Signature of the Director of Works (DW / DRO, *Director Responsable de Obra*) in Mexico City.
 - Valid license of the Director of Works (DW / DRO, *Director Responsable de Obra*) in Mexico City.Note: The Director of Works must be registered in the Register of the Institute for the Safety of Constructions of Mexico City.
 - f) Two-story stands may not be built in the convention halls.
 - g) The use of visitor elevators and escalators is not allowed for loading and unloading equipment and/or materials; for this purpose, it will only be allowed the use of freight elevators (forklifts).
 - h) In the Palacio de Iturbide, Casa Montejo, Casa del Diezmo and Lobby de Casas, the assembly of stands with a maximum height of 3.50 meters will be allowed, and in the Palacio de Valparaíso halls with a maximum height of 4.00 meters.
 - i) The assembly times for the convention halls are not intended for the integral construction of elements of scenery, decoration or stands, therefore, the adaptations in the assembly will be limited to details of adjustments in the assembly and/or installation of such elements.
 - j) If it is required to transport any material and/or heavy equipment, it must come with rubber tires and these tires must be shrink wrapped.
3. Exhibitions and Conventions Halls
- a) Access to the facilities: Prior to the entrance of the event, Centro Citibanamex must tour the facilities together with the organizer/client, to check the state of the facilities. In the same way when leaving, the organizer is obliged to deliver the facilities and equipment provided in the same state as they received them. Any damage caused will be assessed by Centro Citibanamex so that the amount for its repair is covered by the client as soon as possible.
 - b) The entrance of any type of cargo (boxes, packages, furniture, equipment, etc.) will not be allowed through escalators, glass doors A1, B1, C1, D1, and on level 2 B2, C2, D2, main doors facing the marble lobby; access is not allowed for loading and unloading through visitor elevators, elevator body A, body C, and exhibition hall body D. Likewise, it is not allowed to remove doors or door frames to introduce materials or equipment even during exhibition hours. Access will only be allowed through the platforms and/or accesses that the Operations Management considers pertinent according to the event.
 - c) During assembly and disassembly, the organizer will be responsible for ensuring that all personnel visibly wear their identification badge and the necessary safety equipment.

- d) It will only be allowed to locate vehicles in the maneuvering area when the materials of the Organizing Committee, Client and/or Exhibitor and their personnel are on the platform. Vehicles waiting their turn for loading and unloading maneuvers must be located in the areas assigned by Centro Citibanamex for parking and must not be parked for any reason in the areas surrounding the venue.
- e) Always, when the client/Organizing Committee is placing stands and/or assembling institutional modules (press, registration, cloakroom), over Centro Citibanamex carpet, these stands or modules must have an additional carpet protecting the carpet of the venue; this additional carpet should not have any type of glue and/or adhesive tape that could damage the venue carpet.
- f) Any marking placed by the Organizing Committee to indicate the location of the stands in exhibition halls must be removed by the Organizing Committee at the end of the event. In the convention halls, marking is only allowed on the additional carpet placed for the assembly of stands. The use of paper decals to signal or mark the stands is prohibited, either on the exhibition floor or on the carpet of Centro Citibanamex Convention Halls, and common areas.
- g) Within the facilities of Centro Citibanamex, it is not allowed to do blacksmithing and/or electric welding, nor to use saws, air guns, spray, etc. It's not allowed the use of products that affect the environment. For cases where the use of autogenous welding is required, it may only be used with the prior authorization of the Operations Management of Centro Citibanamex.
- h) It is not allowed to nail, screw, drill or glue on the columns, floors, carpet or other facilities of Centro Citibanamex, likewise nothing should be glued on walls, ceilings, and/or furniture or equipment such as platforms, tables, etc., or any other structure that is part of Centro Citibanamex.
- i) Hanging elements from the ceiling or structure of Centro Citibanamex is only allowed, with prior authorization from the Operations area and payment of the corresponding service.
- j) The articulated platforms, and genies intended for maneuvers and/or operation within the facilities of the exhibition halls and/or lounges, must be authorized by the Operations Management of Centro Citibanamex, and in the case of the halls, the Tires must come shrink wrapped.
- k) In no case the entrance of flammable materials will be authorized in the exhibition halls and convention halls. The same, as it will not be allowed to use the back of the stands to store boxes, solvents, electrical material, machinery, packaging, or any other flammable or combustible material.
- l) During the assembly and disassembly maneuvers, it is prohibited to drink any type of alcoholic beverages. It is also prohibited the access of minors to the halls and maneuvers during assembly and disassembly.
- m) All the activities carried out inside the exhibition halls and lounges, whether during the assembly, disassembly and/or execution of the event will be supervised by personnel from the Operations Management of Centro Citibanamex, at their own consideration, for the care and protection of the facilities.
- n) All suppliers must adhere to the areas, and assembly and disassembly times that have been assigned to them to perform their activities, as well as they must have their own equipment and tools, which will be under their care and responsibility.
- o) When, due to assembly reasons, the areas that have already been cleaned require a new cleaning service, it must request, and it will be needed to wait the necessary time.
- p) In the case of assembly and disassembly, the supplier must work without affecting the other events, avoiding making a lot of noise, to respect for customers who are in other exhibition halls and/or convention halls.
- q) It is the organizer's obligation to clear the whole area. The materials, equipment and/or any object left, forgotten and/or abandoned in Centro Citibanamex during the assembly, event and disassembly periods, will be removed from the venue, with the organizer covering the expenses resulting from their movement and storage.

D. MANEUVER YARD AND PLATFORMS

1. During assembly and disassembly, Centro Citibanamex provides as a courtesy the following times in the Maneuver Yard depending on the type of vehicle:
 - a) Car and truck less than 3.50 tons: 30 minutes of courtesy
 - b) Truck of 3.50 tons up to a truck smaller than bobtail truck: 1 courtesy hour.
 - c) Bobtail and Torton Truck: 1 hour and a half courtesy.
 - d) Trailer or trailer box: 2 courtesy hours.

- Any vehicle that exceeds these times must pay the hour or fraction according to the applicable rate, which is described in the entry ticket and different announcements on platforms.
2. No person from Service and Control of Centro Citibanamex may collect a payment for any reason. If you want to make a payment, authorized personnel will be called, who must invariably provide a simplified tax receipt or, at the request of the interested party, an invoice, for which it is necessary to present a copy of the respective tax ID.
 3. No person may authorize a longer stay, so any notice contrary to this provision will not be recognized. Only the eventual breakdown of a vehicle will be considered as a cause of force majeure, prior notification to the Service and Control staff of the venue that is located at the exit of the maneuvering yard, (as long as it is notified within the authorized courtesy time) who will validate such situation.
 4. In order to have access to the maneuvering yard area and platforms, the Service and Control staff will provide you with the "pass for platforms" (ballot), where they will indicate the time of entry and courtesy time that the vehicles will have to load and unload.
 5. Drivers must not leave the vehicle at any time.
 6. If the vehicle exceeds the authorized courtesy time, it is necessary to make the corresponding payment, however, this does not give the right to stay in the maneuvering yard, and the vehicle must be removed from that area.
 7. The maneuvering yard area and platforms is not a parking lot.
 8. The authorized time is exclusive for loading and unloading maneuvers, not for transporting materials to the stands or for assembly, so it is recommended to unload the vehicle on the platform, leave someone responsible for the materials or merchandise, while the driver takes the vehicle to the corresponding parking area.
 9. Centro Citibanamex is not responsible for the loss of objects inside or outside the vehicles parked in the maneuvering yard, or for any damage caused to them due to collision, fire, natural phenomena, earthquake, hurricanes or any other cause or event of a similar nature.
 10. The control of downloading and the cargo sent will be the direct responsibility of the organizer, who will be in charge of coordinating the arrival of the carriers, both to download at the entrance of the event, and the loading at the exit of the event. Centro Citibanamex is not responsible nor accepts shipments of boxes or any other product in advance, whether for an exhibitor or even for the organizer itself. The cargo must be received by the organizer only during the period stipulated in the corresponding agreement.
 11. The internal roads, Avenida Conscripto, Bulevar Pípila, or the streets surrounding Centro Citibanamex should not be used to park vehicles or to carry out maneuvers.
 12. Vehicle access to the exhibition areas of the organizer's contractors will only be allowed, with prior authorization from Centro Citibanamex, for the purpose of loading or unloading. Exhibitor vehicle access is not allowed. Under no circumstances may any vehicle remain parked in the exhibition area and such vehicles may only remain in the event that they form an integral part of the exhibition and in this case, they must have only the reserve fuel in the tank and for no reason they will start the engine inside the facility. Internal combustion equipment that is part of the exhibition may not be put into operation.
 13. Forklift-type vehicles destined for maneuvers and/or operation within the facilities must be authorized by Centro Citibanamex, taking care that they use pneumatic tires, that their engine is in good operating condition and that they do not leak oil or any other liquid. If fuel supply is required, this must be done in the maneuvering yard, before or after the event.
 14. The movement of materials, merchandise, machinery or any other product or equipment must be done with the utmost care to protect the floor of Centro Citibanamex, avoiding dragging or pulling items that may affect or damage the floor.
 15. All machinery and/or heavy equipment must be supported on rubber bearings or some other similar material that cushions and protects the floor and must have authorization from the Operations Management of Centro Citibanamex. For this authorization, it's necessary to inform about the weight, dimensions, support points, etc.
 16. During the assembly and disassembly maneuvers, it is prohibited to block with boxes, merchandise, materials, or any other product or equipment the curtain of the loading platform, as well as the emergency exits to the platforms.
 17. It is the exclusive responsibility of the organizer, the strict compliance with these regulations. In case of failing, this non-compliance will cause the total prohibition of the loading and unloading maneuvers of the event.

E. ELECTRICAL INSTALLATION, LIGHT, AUDIO AND VIDEO PLANTS

1. For no reason it is allowed the access to the access chambers (in the floor) of Centro Citibanamex to personnel other than Centro Citibanamex staff, including the organizer, its contractors and exhibitors. This faculty is unique for the specialized staff of Centro Citibanamex.
2. In accordance with our energy saving policy, only 30% lighting will be used during assembly and disassembly maneuvers at Centro Citibanamex between the hours of 8:00 a.m. and 10:00 p.m. If more lighting is required, it must be requested to the Customer Service area and/or the Operations area of Centro Citibanamex through the Organizing Committee.
3. Regarding the air conditioning service, this will only be provided during the exhibition/event period. If this service is required during times of maneuvers (assembly and disassembly), it must be requested to the Customer Service area and/or the Operations area of Centro Citibanamex and it is necessary cover the additional charge for this supply.
4. Centro Citibanamex will exclusively carry out all the electrical installations required during the event. Said facilities will include, from the boards of the venue to the base of the stand, including electrical energy, labor and material. Any additional, special load or energy request is subject to approval by Centro Citibanamex.
5. The wiring of the stand in any case can be hanging from the structure and/or columns. The wiring must be placed in a hidden manner through suitable channels of the partition system itself and/or be duly marked and protected under the carpet. The wires shall not have joints or ties, using distribution boxes for this purpose. It is strictly prohibited for personnel not belonging to Centro Citibanamex to climb or walk through the structure of the venue, without the authorization of the Operations Management and without the necessary security equipment.
6. In case of requiring the use of Power Plants (electric power generators), the service is exclusive to Centro Citibanamex and must be contracted in advance. This security equipment must be placed outside the convention halls or exhibition halls, without obstructing the emergency exits, delimited with a barricade or caution tape, be grounded, not have a leak in the fuel tank and have a valid and operable CO2 or PQS fire extinguisher, in addition to having electrical risk signs. It is prohibited to supply fuel when the machinery is in operation.
7. The electrical installations of the stand must comply with the following regulations:
 - a) The organizer and its exhibitors will be responsible for providing Centro Citibanamex with the electrical requirements or, as applicable, the plans of electrical loads, electrical distribution, load chart, single-line diagram and material description, authorized and including the professional license number of a responsible engineer.
 - b) The switches used must be thermomagnetic and/or blade switches, depending on the capacities of the electrical loads to be handled.
 - c) The wires used for powering contacts must necessarily be of rough use and the wire joints must be insulated with specialized tape for this purpose and with a corresponding plug.
 - d) Wires for powering the lamps may be of rough use or duplex, preferably and/or special connections.
 - e) Wire junctions should always be through distribution boxes.
 - f) Centro Citibanamex reserves the right to disconnect and remove those devices, spotlights, lamps, spots or other of any kind, from the modules that have not previously made their request to increase the installed capacity. This, with no other purpose than to protect the event facilities against unnecessary heating due to unforeseen loads and to ensure the electricity supply to each exhibitor.
 - g) If the foregoing is not met, Centro Citibanamex reserves the right to energize the stand.
 - h) Electrical power, audio and video wires must be covered, without obstructing the passage of the public. If they are under the carpet, the edges must be marked with precautionary tape. In convention halls, a yellow jacket must be used or, alternatively, place a mat without any type of glue or adhesive tape under the wires in order to cover them. Centro Citibanamex reserves the right to remove such installations and/or disconnect the equipment that has been connected without authorization and with an additional charge

to the client/Organizing Committee for the activities that have been carried out as a result of such installation and/or connection.

- i) The connections of devices, spotlights, lamps, spots or others of any kind must be made through connection boxes or sockets, duly insulated.
8. The organizer and exhibitor must be aware that the electrical, plumbing, compressed air, voice and data installations are delivered inside the stand, taking them out of the available access chamber closest to the requested location, with the possibility of invading corridors or other stands.

F. SECURITY

1. Centro Citibanamex will provide institutional security in the common and perimeter areas, such as in corridors, lobbies of halls, main access, parking, maneuvering yards and administrative offices; however, the security inside the halls will be the responsibility of the client/Organizing Committee both for assembly and disassembly of the event and during the realization of the event. In case of leaving equipment inside the convention halls and exhibition halls outside of activity hours, the client/Organizing Committee must hire a security service for the custody of such property, since Centro Citibanamex under no circumstances is responsible for damage or loss of property. If required, it must be notified 72 hours in advance so that the Account Executive in charge of the event can make the necessary arrangements to hire this service according with current rates, prior authorization from the Event Control area.
2. In order to have uniform criteria regarding access and policies to be followed during the event, it will be necessary to hold a meeting between the Manager, Shift Leader, Event Control Supervisor of Centro Citibanamex and the person in charge of the event. This is done within the general coordination meeting.
3. Centro Citibanamex is solely responsible for safeguarding the venue and the activities carried out within any of its areas and for this it has permits, insurance, devices and procedures to guarantee the safety of people attending any event. For this reason, the control of external accesses and movements of the venue are under the control of the Service and Control elements of Centro Citibanamex. However, Centro Citibanamex is not responsible for the inventory of equipment and materials contained in the event.
4. It is responsibility of the security of the Client/Organizing Committee to check the garbage carts, containers, or garbage bags to avoid any theft or lost objects.
5. In case of loss of any object, product on display, personal items, the Client/Organizing Committee must immediately notify (the same day) their Client Service Coordinator and/or security staff of Centro Citibanamex.
6. Pursuant to article 12, Section XVII bis of the Law for Public Shows in Mexico City, all visitors and/or spectators must be informed in writing, visually and/or by sound before the start of each public show or whatever is going to be performed, about the security measures in terms of Civil Protection that the establishment has, as well as warning about the signage of emergency exits, the security zones and the procedures to follow in the event of an emergency, accident or disaster.
7. Pursuant to the Law for the Protection of the Health of Non-Smokers in Mexico City, it is prohibited to smoke inside closed areas such as facilities, parking lots, bathrooms, exhibition halls, lounges, offices, warehouses, etc. of the venue. The person or persons who do not comply with the foregoing will be subject to the sanctions established by the applicable legislation, as well as in the event that the competent authorities impose any sanction on Centro Citibanamex, the client/Organizing Committee will be obliged to reimburse the economic sanction imposed on Centro Citibanamex, and furthermore undertakes to release Centro Citibanamex in peace and safe for any other type of sanction for non-compliance with the provisions of the legislation on the matter.
8. The hiring of security personnel at Centro Citibanamex is subject to the logistics of each of the events, according to the number of people, type of event, event schedule and quantity of alcoholic beverages offered at the event. According to the aforementioned, the number of elements and Event Control device necessary for said event will be determined.
9. The organizer of the event has the obligation to immediately report if someone is lost (child, adult or elderly) to the Service and Control staff of Centro Citibanamex, so that they can initiate the Action Procedure in Case of Missing Persons.
10. The Client/Organizing Committee of the event will have the option of contracting the company and insurance that guarantee the security of the inventory of equipment and materials contained in the

- event. The contracted private security company must submit the following documentation to the Service and Control Management of Centro Citibanamex:
- a) Articles of Incorporation of the security company,
 - b) Copy of the official ID of the legal representative,
 - c) RFC /Tax ID of the security company,
 - d) Current registration of operation as a private security company before the General Directorate of Private Security of the Ministry of the Interior or of Mexico City, as appropriate.
 - e) Current registration of the security elements before the General Directorate of Private Security of the Ministry of the Interior.
 - f) Contingency plans.
 - g) Registration with the IMSS (Social Security National Institute)
 - h) Letter of acceptance of responsibility signed by the Representative of the security company in charge of the event.
11. The Client/Organizing Committee accepts that all activities carried out at Centro Citibanamex will be subject to current regulations and the security policies of Centro Citibanamex.
 12. The introduction and carrying of all kinds of firearms, blunt, electric, aerosol or sharp, is strictly prohibited, except those that corresponding to the security personnel, who is authorized to do so, and having informed in advance to the Account Executive or to the Coordinator of Customer Service and the Service and Control Management of Centro Citibanamex and having their authorization.
 13. Pursuant to the provisions of the Law for Public Shows in Mexico City and the Regulations, it is indicated that the organizer of the event is obliged to establish, in order to preserve the order and safety of the spectators and participants of the event, the measures, devices, mechanisms and/or security elements, as well as the number of private security elements inside the event will be determined based on the attendance levels of the spectators and the type of event.
Note: When the competent authorities or Centro Citibanamex determine that there is any danger within the facilities or event, they will notify the organizer so that said risk is eliminated or mitigated. The exhibition or event may not be inaugurated and/or continue as long as that risk persists.
 14. Pursuant to the LAW OF THE CIVIL PROTECTION SYSTEM OF MEXICO CITY in its CHAPTER VI ON ALERTS, NOTICES AND COMPLAINTS REGARDING CIVIL PROTECTION, Article 166, the Secretariat will install by itself or through individuals or legal entities authorized for such purposes, audible and visible alarm systems connected to the Seismic Alert System in geographically strategic points of the city and of massive attendance, in order to prevent the population in the event of an earthquake, in the terms established by the Regulation. Therefore, in the event that the seismic alarm is activated within the facilities of Centro Citibanamex, the Client/Organizing Committee is obliged to follow the evacuation instructions, making use of the emergency exits for the event that is taking place.
 15. External security providers may offer their services in the facilities, only under the guidelines of Centro Citibanamex and in coordination with the Service and Control Area of Centro Citibanamex. In the event that the external security providers contracted by the Organizer do not comply with the guidelines of Centro Citibanamex and/or the Service and Control Area of Centro Citibanamex, the Organizer releases Centro Citibanamex from any civil, criminal, mercantile, labor, environmental or administrative liability, and the Organizer is obliged to hold Centro Citibanamex harmless from any situation arising from the foregoing.
 16. Events that, given their nature, include high-risk activities or extreme and/or similar games, such as a climbing wall, zip-line or similar, that may alter the order and/or security of the event, must have adequate protection to the assigned area and for such activity, the "letter of acceptance of responsibility" signed by the visitor as a release to the exhibitor for the use of the attraction, as well as the exhibitor's letter of acceptance of responsibility to Centro Citibanamex releasing the venue from any liability, whether civil, criminal, commercial, labor, environmental or administrative, and forcing themselves to hold Centro Citibanamex harmless from any situation that derives from the foregoing, such as damages to people, furniture and equipment, as well as to Centro Citibanamex itself. These activities must be approved in advance and in writing by Centro Citibanamex Operations Management before opening the exhibition to the public, and if applicable, they must be solely and exclusively in the spaces assigned for that purpose. In the event that this type of event takes place without authorization, Centro Citibanamex has the right to close the stand or the event if necessary, without any responsibility for Centro Citibanamex. The letter of acceptance of responsibility must contain the following points:

- a) Full name of the responsible company, that is, if it is a legal person, or if it is a natural person, full name or full company name must be indicated. In the event that the responsible company is a legal person, the person signing the document must have the powers of representation of the company they represent, that is, it is necessary to have the power of attorney of the signing person.
 - b) Description of the risk activity to be carried out.
 - c) The following paragraph should be added: "Consequently, Name of the Company or individual (please write the full name) releases Representaciones de Exposiciones México, S.A. de C.V. and Centro Citibanamex from any claim, complaint, responsibility or action that is attempted against them, and that was originated from the foregoing".
17. It is strictly prohibited to use or display machinery, equipment or dangerous substances that are: corrosive, reactive, explosive, toxic, harmful to health or flammable. Likewise, balloons or alike that are required to be inflated with gas must be inflated with non-flammable and non-toxic gas, only in this way balloons will be allowed to access and stay in Centro Citibanamex. Balloon or alike inflation maneuvers will be done in the maneuver yards.
18. Helium gas (including balloons) may only be used inside halls with prior authorization from Centro Citibanamex Operations Management.
19. In the case of smoke and fog, it is required that the Customer Service area be informed of the times, so that the fire system can be taken offline, on the understanding that it should not exceed 30 minutes, after this time the automatic system can be triggered causing the system to activate. When the use of candles is planned in the event, it must be notified during the assembly, so that the air conditioning is programmed to maintain the temperature and prevent it from rising and activating the fire system. The above described is to prevent the fire equipment from being disconnected and leaving the installation without adequate protection.
20. In the event that the client/Organizing Committee requires the use of L.P. and/or Butane gas for stoves, grills, etc., as well as the generation of smoke, vapors or alike: if it is necessary due to its line of business, authorization must be requested from the Operations Management of Centro Citibanamex, and the supervision of the Service and Control staff is needed, considering the following prevention measures:
- a) Use flexible steel mesh pipe.
 - b) One-way low-pressure regulator.
 - c) Non-reverse stopcock.
 - d) Nipple connections and conical nuts.
 - e) Gas installation expert.
 - f) Portable L.P. and/or Butane gas containers, should not be greater than 10 Kg. capacity, if they are used in stands, temporary structures or heaters.
 - g) Portable L.P. and/or Butane gas containers must be placed in a ventilated place and away from contact with the public, with physical boundaries, barriers or screens.
 - h) From the L.P. and/or Butane gas containers to consumer appliances, flexible steel mesh hose must be used, with an extension of no less than 1.50 meters, with conical connections, pressure regulator and quick-cut key.
 - i) The minimum distances from the tangent of the portable L.P. and/or Butane gas container must be respected. to any of the elements mentioned below according to the following table:

Element	Distance
Ignition Source	1.50 m
Air conditioning suction and fans	3.00 m
Electric or internal combustion motors that are not explosion proof	3.00 m
Light Box Advertisements	1.50 m
Switches, electrical contacts and non-cased energized wires	2.50 m

- j) The exchange and supply of L.P. and/or Butane gas cylinders must be carried out outside the hours open to the public. Therefore, it will not be allowed to change or transport the portable of L.P. and/or Butane gas containers during the celebration of the event or during the entrance or exit of the public.
- k) In the tents, stands, warehouses, and other temporary structures of the event, L.P. and/or Butane gas containers should not be stored, saved or kept as reserve. (EMPTY OR FULL).

- l) The facilities and or devices that will be temporary using L.P. and/or Butane gas, at stands or kitchens, must be checked prior to opening to the public for their operating authorization and have the corresponding installation letter of acceptance of responsibility by a qualified technician. The client/Organizing Committee and exhibitor will be responsible at all times for the proper functioning of their devices and uses.
- m) In all cases, for each stand using L.P. and/or Butane gas, it must have at least one 4.5 kg CO2 fire extinguisher, or at a rate of 1 for every 6 heating grills and for every bar of 10 solid alcohol burners, whichever is applicable, with signage in accordance with the following features:

EXTINGUISHERS: Figure in white contrasting red, with photoluminescent paint application of 0.30 x 0.30 m., in trovicel or vinyl.



- n) In order to be able to operate, each and every one of the elements using L.P. and/or Butane gas, as well as its distribution lines must comply with the previously established requirements and must not present leaks or accessories in poor condition. L.P. and/or Butane gas and its conduction and distribution lines, must be, prior to the operation to the public, checked and approved by the Operations Management and Service and Control Management, once the installation is completed.
21. At no time (assembly, event or disassembly) may any kind of live animals or pets be introduced, unless the even because of its nature, and/or the visitor, due to some disability, so requires.
 22. In the event of filming in common areas, the corresponding authorization from the Commercial area must be obtained; additionally, Marketing, Operations and Public Relations Management must be notified.

G. EVENTS WITH PYROTECHNICS

1. The supplier and/or operator of the pyrotechnic effects is responsible for the use and burning, as well as for carrying out the procedures, paperwork, and permits that may apply. They are obliged to inform Service and Control of Centro Citibanamex prior to the use of the pyrotechnic effects.
2. Pyrotechnic effects and/or fire performances in the building must be authorized by the Service and Control Area of Centro Citibanamex, and will be subject to the following documentation:
 - a) Copy of the current general permit, issued in favor of the pyrotechnics service provider by the Secretary of National Defense (SEDENA).
 - b) Security certificate issued by the Miguel Hidalgo Delegation. Document Name: Safety and Location Compliance (*Conformidad respecto de la seguridad y ubicación*).
 - c) Letter of acceptance of responsibility and waiver, that fully defines the venue or any third party regarding this activity. The letter of acceptance of responsibility must contain the following points:
 - Full name of the responsible company, that is, if it is a legal person, or if it is an individual, his/her full name or corporate name must be indicated. In the event that the responsible company is a legal person, the person signing the document must have the powers of representation of the company they represent, that is, it is necessary to have the power of attorney of the signing person.
 - Description of the activity to be carried out, as well as the material to be used (fuel) and quantities.
 - The following paragraph should be added: "Consequently, Name of the Company (please write the full name) releases Representaciones de Exposiciones México, S.A. de C.V. and Centro Citibanamex from any claim, complaint, responsibility or action that is attempted against them, and that was originated from the foregoing.

3. In all cases of pyrotechnic or performance shows, the aforementioned requirements must be met prior to the event or show, at least 72 hours in advance and submitted to the Operations Management, the Service and Control Management and the organizer.
4. The pyrotechnics service provider will be responsible for placing the necessary fire prevention equipment, according to the amount of explosive material to be detonated and in accordance with the prevention and contingency plan, as well as for marking off or limiting the area where the material to burn in the event or pyrotechnic show is located. The supplier must place current CO2 or pressurized water fire extinguishers of 6 kilograms.
5. When the pyrotechnics service provider is an individual, they must be present during the event or pyrotechnic show.
6. When the provider of the pyrotechnic service is a legal person, a simple power of attorney must be attached, authorizing the individuals responsible to carry out the installation and burning of pyrotechnic devices.
7. Due to the physical characteristics of the halls of Palacio de Iturbide, Casa Montejo, Casa del Diezmo and Palacios de la Canal, performances or activities with fire are not allowed.

H. SIGNALING

1. The institutional signage and/or decoration of the organizer must have the approval of Centro Citibanamex (Marketing Management and Operations Management), and will be limited to designated areas, taking care not to invade common areas and not block the visibility of signs property of Centro Citibanamex. In case of using advertising of brands or sponsors in common areas, it will be quoted and authorized by the Marketing Management and Operations Management. The brand of sponsors must have a maximum of 25% of the size of the image.
2. The organizer, suppliers or sponsors are not allowed to hang or hold any object from the ceiling or structure of Centro Citibanamex, since such hanging is an exclusive use of Centro Citibanamex. Likewise, nothing may be tied, nailed, screwed, drilled or glued to the floor, carpets, walls, ceilings, columns or other facilities that are part of Centro Citibanamex.

I. ROUTE SIGNAGE TO THE EVENT

1. The Dimensions of the signage must be consulted with the Commercial area, and the Operations and Marketing Managements as well.
2. Only date, place and an arrow indicating the route to follow may be placed on the route signage.
3. All signage without branding or sponsorship may be placed at no additional cost. Otherwise, a quote must be made with the Marketing Management, Operations Management and/or Commercial area, to define the cost and authorize it.
4. In case of using advertising of brands or sponsors of the event in the signage, module or stand of common areas, the quote and authorization of the Marketing, Commercial and Operations Managements must be requested, as applicable. The brand of sponsors must have a maximum of 25% of the size of the area of the space used per each side, in case of exceeding this percentage it will have a higher cost than normal.
5. It has to be self-supporting and if it is outdoors it has to be solidly built and secured (so it doesn't get blown away).
6. It has to be placed and removed without affecting other events that are happening at the same time.
7. They can be located in the following points depending on the space contracted:
 - a) Marble lobby next to the triple stairs.
 - b) Union between the marble floor and the exhibition level carpet, leaving a distance of 0.50 meters from the window and without covering the hydrant.
 - c) Parking access level E-1 body A, 1.60 meters from the second block of the window structure or 0.50 meters from the beginning of the wall that leads to the marble lobby.
 - d) Parking access Level E-1 body B, 1.60 meters from the window structure next to the Centro Citibanamex signage.
 - e) Parking access level E-1 body C, 1.60 meters from the first block of the window structure.
 - f) Parking access level E-2 body B, next to the columns.
 - g) Parking access level E2 body C, 0.50 meters from the railing.
 - h) Escalators, body A, exhibition level, next to the signage of Centro Citibanamex.
 - i) Escalators, body B, exhibition level, next to the signage for Centro Citibanamex.

- j) Escalators, body C, exhibition level, next to the signage for Centro Citibanamex.
 - k) Glass doors of the Lobby de Casa, next to the glass wall.
 - l) Escalators that go down to the Lobby of Casa del Diezmo and Casa Montejo, between the plasma and the escalator with a separation of 0.50 meters from the railing.
 - m) Lobby of Casa, lateral to the escalators with a separation of 0.50 meters from the escalator.
 - n) Next to the elevator of body A Basement 2 level (-650), with a minimum separation of 0.50 meters from the wall.
 - o) Next to the elevators of body C Basement 2 level (-650), with a minimum separation of 0.50 meters from the wall.
 - p) Next to the elevators of body D Basement 2 level (-650), with a minimum distance of 0.50 meters from the wall.
 - q) At the beginning of ramp of body A Basement 2 level (-650), with a minimum separation of 0.50 meters from the wall.
 - r) At the beginning of ramp of body C Basement 2 level (-650), with a minimum separation of 0.50 meters from the wall.
 - s) Tram Bay, with a minimum separation of 0.50 meters from the wall.
8. Any signage or information outside these measures that has not been informed by the Client/Organizing Committee will have to be removed without any responsibility for Centro Citibanamex.
9. All this signage will share simultaneous event spaces.

J. MEDICAL SERVICE

1. Pursuant to Art. 10, Section A, Fraction X, of the Law of Commercial Establishments of Mexico City, it is essential to hire a medical service to protect and safeguard the well-being of those attending the event.
2. The medical service is exclusive to Centro Citibanamex.
3. The medical service must be considered to fully cover the assembly, event and disassembly schedule. If there is no medical service in the hall or halls, the access to the hall will not be allowed to carry out activities of re-supply of merchandise, arrangement of the same, detailing of stands, cleaning of stands or any other that at the consideration of Centro Citibanamex poses a risk to the Organizing Committee, exhibitors or visitors.
4. There must be a pre-hospital care service during the assembly, event and disassembly of the event, considering the number of technicians in medical emergencies according to the following:
 - a) Exhibition
 - An occupied hall: full medical service will be hired during event, assembly and disassembly
 - Two occupied halls: ambulance, doctor, and paramedic service bundle, and an emergency medical technician (extra paramedic) will be hired
 - Three halls occupied: two ambulance, doctor, and paramedic service bundles, and two extra emergency medical technicians (paramedics) will be hired.
 - Four occupied halls: two ambulance, doctor, and paramedic service bundles, and two extra emergency medical technicians (paramedics) will be hired.

Note: In the case of exhibitions that have seminars in the halls, they must have an extra paramedic to take care for their visitors, since due to response times and distances it is not possible to use the same medical operation as the exhibition halls.

b) Conventions

- Additionally, per each zone of lounges an additional emergency medical technician will be hired (Palacio de Valparaíso, Casa Montejo and Casa del Diezmo, Iturbide and Palacios de la Canal).

With alcohol	Without alcohol	Number of People
1 ambulance, doctor and paramedic service bundle.	Medical Service of the Venue	1 to 500 people
1 ambulance, doctor and paramedic service bundle.	1 ambulance, doctor and paramedic service bundle.	From 501 to 1000 people

1 ambulance, doctor and paramedic service bundle plus 1 additional paramedic	1 ambulance, doctor and paramedic service bundle plus 1 additional paramedic	Up to 1001 people
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Note: The foregoing may be appropriate depending on the complexity of the event and/or the number of attendees, such as boxing matches, wrestling, high-risk contact sports, concerts, special events, etc. This accommodation will be determined by the Customer Service Department.

5. In the case of the exhibitions that have seminars in the area of the lounges, they must have an extra paramedic to attend their visitors, since due to response times and distance it is not possible to use the same medical operation as the exhibition halls.
6. For events of less than 500 people and of low risk, the client/Organizing Committee is obliged to hire their corresponding medical service.
7. For every 2,500 people, in addition to the complete medical service, an extra paramedic must be requested, who will be located according to the needs of the event.
8. The cost corresponding to the medical service must be covered by the Client/Organizing Committee of the event or client.
9. In the case that the client/Organizing Committee is using the medical service of the venue, and a patient is transferred by ambulance, this service will be charged as an extra.

K. CLEANING

1. Centro Citibanamex will be in charge of cleaning and removing garbage from all areas surrounding the event (lobbies, receptions, committee offices, etc.) and in the restrooms located in public areas.
2. In exhibition halls, two elements per shift per hall should be considered, which will have the specific function of toilets cleaning. In no case these two people can be waived, since the toilets represent a critical cleaning point, both for the image of the event and to prevent the transmission of infectious diseases.
3. As part of the services to prevent the transmission of infectious diseases, Centro Citibanamex will perform a thermal fogging disinfection service at no cost to the client before delivering the contracted space, with the intention that the client receives a disinfected space.
4. The Organizing Committee must cover the price of an additional thermal fogging disinfection service, which will be carried out before the opening of the event to the public, in order for visitors to enter a completely disinfected space.
5. The general cleaning services within the event (corridors and common areas within it) and the thermal fogging disinfection of the contracted spaces (halls, lounges, corridors, bathrooms, fish tanks, etc.) are provided exclusively by Centro Citibanamex and must be contracted by the organizer directly with the Account Executive considering the dates and times from the beginning of the assembly, during the event and until the disassembly is concluded. Any change in the times and dates provided, including the extension of assembly, event or disassembly times, will cause an additional charge.
6. Centro Citibanamex will make a proposal to the client with the size of the staff recommended for cleaning during the different stages of the event. The client may request, at his/her discretion, a bigger staff to reinforce the cleaning in certain areas, at an additional cost.
7. The organizer is responsible and will take the necessary measures to remove packages, boxes, tools, etc. inside the hall or lounge of Centro Citibanamex at least 3 hours before the start of the event to allow cleaning these areas.

Halls

Type of Event	Assembly	Event	Disassembly
Normal	1 operator per 1000m ²	1 operator per 1000m ²	1 operator per 1000m ²
Massive	Operators will be assigned according to the type of event	Operators will be assigned according to the type of event	Operators will be assigned according to the type of event

Note: In massive events, the cleaning of bathrooms of both the building and those of the exhibition hall will be reinforced, at the customer's expense.

8. Because of the declaration of a health emergency issued by the federal authorities as well as Mexico City authorities, due to the force majeure regarding the disease generated by the Covid-19 virus, such authorities have published in the corresponding official information media, various guidelines and sanitary measures in order to mitigate the effects of said disease.
 For this reason, the Organizer undertakes to comply with the guidelines and sanitary measures applicable and issued by the competent authorities, as well as the guidelines and sanitary measures published by Centro Citibanamex at <https://www.centrocitibanamex.com/es/lineamientosr3s/>.
 In the event that for any reason the Organizer does not comply with the guidelines and sanitary measures described, Centro Citibanamex may request the immediate suspension of the event, and consequently, the Organizer, in this act, releases and undertakes to hold Centro Citibanamex, Representaciones de Exposiciones México, SA de CV, its controlling companies, subsidiaries, affiliates or affiliates, harmless from any claim, complaint, penalty, fines or compensation required by any third party or authority, as well as from any liability, whether civil, criminal, administrative, health, medical or any other resulting from such activities.
 In such conditions, the Organizer will not exercise any claim, legal action or any right that in the future may be promoted against the companies or persons mentioned in the previous paragraph.

L. FOOD AND BEVERAGES

1. Centro Citibanamex reserves all rights to exploit or concession food and beverage services within the facilities of Centro Citibanamex, offering it in the areas of exhibitions, conventions, restaurants, cafeterias, platforms, concourse, marble lobby, lobby of the casas, yard of maneuvers, foyer, service corridors, parking lots and all those points of sale designated for this service. Therefore, it is strictly prohibited the entry of food and beverages whether for consumption and/or sale during assembly, event and disassembly.
2. All Food and Beverages must be prepared and served by Centro Citibanamex, including for assembly personnel.
3. If there is a Food and Beverage sponsorship during the event, the Exhibition Account Executive must be notified in writing about it to request authorization from the corresponding area.
4. For the tasting of food and beverages in the exhibition halls and convention halls, the regulatory measures are:
 - a) Beverages: in units or cups of a maximum of 3 ounces.
 - b) Food: portions no larger than 3 cm. x 3cm
 Food and/or beverage tastings at the stand will only apply when the line of business is related to food and beverage and in accordance with the above-mentioned measures.
5. The access of external service personnel (Captains, Waiters, Bartender, etc.) to any of the areas within the facilities of the venue to carry out service activities and/or attention to the event is strictly prohibited.
6. Centro Citibanamex reserves an area within the exhibition hall located in front of the counter of the fast food area, intended for the exclusive use of its consumers; area that will be equipped with tables and chairs.
7. In order to provide this service to exhibitors at stands, Centro Citibanamex has a department that will provide this service, which must be requested at least 24 hours in advance from Additional Services and subject to kitchen capacity. There is a list of the products and services available for this, that can be included by the organizer in his Exhibitor Manual.
8. Food for the assemblers will be served in an area designated for this purpose, according to the logistics and schedule of the assembly of the event.

M. SPONSORSHIPS

1. They are sponsors of Centro Citibanamex:
 - a) "CITIBANAMEX" Financial Services: In case that the sponsor of the event is Citibanamex's competition, the client must comply with the following points:
 - The logo of the venue must be respected and included in all advertising material that is produced.
 - The presence of a brand of any direct or indirect competition of CITIBANAMEX is not allowed in common areas.
 - There is no restriction for the installation of ATMs from other banks as long as they are installed inside the contracted halls and lounges.

- b) "TELCEL" cellular telephony: The presence of a brand and the sale of products and/or services that compete with TELCEL is not allowed in the common areas of Centro Citibanamex, while TELCEL carries out an event within the facilities of the venue.
- c) "COCA COLA" beverages (soft drink): Centro Citibanamex has exclusive brand presence and the sale of carbonated and non-carbonated soft drinks and bottled water of the Coca-Cola brand; therefore, it is not allowed:
 - Selling other brands of beverages other than Coca-Cola in the venue, including private events.
 - Brand presence of any non-Coca-Cola beverage in common areas.
 - Sampling or tasting of non-Coca-Cola beverages in common areas.
 - This restriction does not include juices, nectars and isotonic drinks.

Note: Non-COCA-COLA brands may be sampled or tasted inside halls and/or contracted lounges in unbranded disposable cups up to 3 ounces.
- d) External advertising: The use of any sponsoring brand is permitted in all mass media contracted to publicize the event, as long as Centro Citibanamex logo is not omitted or modified, in accordance with the aforementioned brand use guidelines.

N. VIDEOWALL USE

1. For the use of the video wall, the following points must be considered:
 - a) The screen resolution is 1920 x 1080 px.
 - b) The video must be in MPEG or MPG format, at a ratio of 16:9.
 - c) The operating hours of the video wall are from 8:00 a.m. to 8:00 p.m. For events that start or end outside these hours, the operating hours will be extended with the prior authorization of the Marketing Manager.
 - d) The projection of the event on the video wall will start 30 min. before its start and will end 30 min. after closing doors.
 - e) The material must be delivered to the Marketing area 5 working days before the start of the event. If the material is delivered later, there is no responsibility by Centro Citibanamex if the video is not projected on time.
 - f) The production of the audiovisual material will be at the client's expense.
 - g) The spots must have a maximum duration of 5 min.
 - h) The client/Organizing Committee may upload the number of spots they want, provided that the sum of all of them does not exceed 2 GB in weight.
 - i) The audiovisual material cannot be of any direct or indirect competition brand of our sponsors and their affiliated brands: Citibanamex, Coca-Cola and Telcel.
 - j) The use of the video wall is exclusively for clients with events in halls "A" or "D"
 - k) The use of the video wall without having an event in hall A or D, is subject to availability and authorization from the Commercial and Marketing areas.
 - l) If the client/Organizing Committee does not have the 4 exhibition halls and wants to occupy the 2 videowalls, the Marketing Management and the Commercial Management will evaluate the feasibility and costs.
 - m) Prices are in national currency plus value added tax.
 - n) These prices are not subject to negotiation.
2. For the use of the closed circuit with 38 screens, the following points must be considered:
 - a) The formats accepted by the video system are the following: GIF, JPG, BMP with a resolution of 1024 X 768.
 - b) Images or videos can be transmitted with the MP4 and MPG format with a resolution of 720 X 480 with format of 16:9. 46".
3. For the use of the screens outside the lounges (Palacios de Iturbide, Palacios de la Canal, Casas del Diezmo and Casas Montejo), the following points must be considered:
 - a) The formats accepted by the system for uploading images are: JPG or JPEG with a size of 4:3 or 16:9, with a width of 25.4 cm and a height of 19.05 cm.
 - b) The formats accepted by the system for uploading videos are: MPG or MPEG format with a size of 4:3 or 16:9, with a width of 25.4 cm and a height of 19.05 cm.

III. GENERAL AREAS GUIDELINES

A. GENERAL CONDITIONS

1. In order to have access to the general areas, it is necessary to request authorization from Centro Citibanamex Commercial Area.
2. No structure, module, element and/or signage shall obstruct the image, signaling, services, fire extinguishers, hydrants or emergency exits of Centro Citibanamex.
3. Nothing can be glued, drilled, nailed or fastened to the columns and/or general facilities of Centro Citibanamex.
4. The Client/Organizing Committee must guarantee the care of the carpet, marble and general facilities of Centro Citibanamex, placing carpet at the junction of the posts, stands, platforms, etc. The authorization of double-sided tape, marked tape, or any type of adhesive tape will not be allowed in any of these areas.
5. The presence of brands that are direct competitors of the sponsors of Centro Citibanamex cannot be placed.
6. The Client/Organizing Committee must request the required electrical installations at least 5 working days before the event.
7. It is allowed to place the program or information of the event on the screens that are located outside the lounges Palacio de Iturbide, Casa Montejo, Casa del Diezmo and Palacios de la Canal, according to the hall contracted.
8. It is not allowed to carry out any type of construction activity (such as painting, carpentry, any type of cutting, etc.) in the general areas of Centro Citibanamex. Everything must arrive pre-assembled.
9. In case of using advertising of brands or sponsors of the event in the signage, module or stand of common areas, the quote and authorization of the Marketing, Commercial and Operations Managements must be requested, as applicable. The brand of the sponsors must have a maximum of 25% of the size of the area of the space used per each side, in case of exceeding this percentage it will have a cost.
10. In case that the Client has an object and/or activity that he would like to place and/or carry out in general areas, an authorization must be requested in advance from the Account Executive or Administrative Sales Executive who will handle this with the corresponding areas and it will have a cost.
11. The Client/Organizing Committee must request authorization at least 5 working days before the event to enter any vehicle and/or machinery to the corresponding areas and verify its cost. If authorized, the client must comply with the following:
 - a) The vehicle's engine may not be started at any time during the event.
 - b) No vehicle can be washed in this area.
 - c) All protection and safety are the responsibility of the Organizing Committee or Client.
12. Advertising spoken or made through music or loudspeakers will be regulated by Centro Citibanamex staff to prevent Exhibitors or Visitors from being disturbed. In the event that, due to the nature of the event, it is necessary to use sound, the Operations Department will verify that it does not exceed 60 decibels.
13. In the halls of Centro Citibanamex that due to the nature of the event are generating sound emissions (sound and/or music) and those sounds are not perceived outside of such facilities, the maximum limit allowed will be 62 decibels with no time restriction, provided that the excess of sound is generated in a brief, interrupted, and fluctuating manner, in accordance with the Law of Commercial Establishments Article 30. Such generation will be regulated by the personnel of the Operations Management so that said limit is not exceeded.

B. EXHIBITIONS AT THE CONCOURSE LEVEL

1. For institutional modules, the following points should be considered:
 - a) It is only allowed to place institutional modules in the area assigned by Centro Citibanamex for the event according to the contracted exhibition halls. The Client/Organizing Committee can use this area for the following services: information, registration, cloakroom and press.

- b) In the event that two simultaneous events are held in a hall, the general areas assigned for the hall will be divided.
 - c) These modules cannot be marketed by the Client/Organizing Committee.
 - d) The assembly and/or installation of the stand is authorized from the axis of the columns towards the window with a maximum height of 3.50 meters.
 - e) The care of the carpet mentioned in chapter II Operation Guidelines, Item C. Assembly and Disassembly - Exhibitions and Convention Halls should be considered.
2. For hallways, the following points should be considered:
 - a) There must be a free space from the column to the wall of at least 5.00 meters for visitors' transit.
 - b) The single-lines (*unifilas*) for registration may not be separated from the counter more than 3.00 meters.
3. For the arches and entrance structures to the exhibition halls, the following points should be considered:
 - a) The location and dimensions for halls "A", "B" and "C" in the main doors of the exhibition hall, must be at a distance from the column panel of 2.50 meters deep, 14.00 meters long and 4.00 meters high as a maximum, having prior authorization on the plan by the Operations Management.
 - b) The location and dimensions for hall D is the main access to the exhibition hall with a distance from the wall panel of 0.50 meters deep, 8.00 meters long and 4.00 meters high as a maximum, having prior authorization on the plan by the area of Operations.
4. For informative signage, the following points should be considered:
 - a) It can be located in the additional area assigned, respecting the corridor limitations.
 - b) Any signage without branding or sponsorship may be placed at no additional cost. Otherwise, a quote must be made with the Marketing Management, Operations Management and/or Commercial area, to define the cost and authorize it.
 - c) In case of using advertising of brands or sponsors of the event in the signage, module or stand of common areas, the quote and authorization of the Marketing, Commercial and Operations Managements must be requested, as applicable. The brand of the sponsors must have a maximum of 25% of the size of the area of the space used per each side, in case of exceeding this percentage it will have a cost.
 - d) The conference program, list of exhibitors and/or plan of the event can be located at the height of the columns or next to the access doors of the exhibition hall at a distance of 0.50 meters from the wall panel.
 - e) It must be self-supporting with maximum dimensions of 1 meter deep, 5.00 meters wide and 2.50 meters high.
5. For the opening of the event, the following points should be considered:
 - a) The ribbon cutting ceremony is carried out in the access arches to the event, allowing access from the concourse to the exhibition halls at all times.
 - b) The location of the presidium and/or auditorium will be limited to its common area and respecting the corridor (from the columns to the window).
 - c) The stage with a podium can be located at the entrance to the exhibition hall or next to its arch.
 - d) Centro Citibanamex can provide the furniture for the inauguration, if the Client/Organizing Committee of the event so wishes, limited to chairs, stage, podium and presidium. (subject to availability).
 - e) All the material that Centro Citibanamex provides is loaned just for the moment of the inauguration, in case the Client/Organizing Committee wishes to keep it for a longer time, a rent fee for the furniture will be charged.
 - f) It is possible to assemble on the stage back of the scenery and the Client/Organizing Committee is obliged to protect the entire stage with carpet cutouts.
 - g) All audio, video or projection equipment is the responsibility of the Client/Organizing Committee. Centro Citibanamex can provide it at the customer's expense.

- h) In order to place stages, lights or inflatables, prior authorization must be requested from the Operations Management of Centro Citibanamex.
6. In the event that combustion vehicles are authorized for exhibition, they must comply with the following:
- a) When vehicles enter through the access doors of halls "A", "B" and "C", they must be considered to be 2.00 meters wide and 2.80 meters high.
 - b) The vehicle must be on a platform and also on a carpet, where the vehicle must be placed.
 - c) The vehicle must be placed leaving the greatest weight on the axis of the columns.
 - d) The maximum weight of the vehicle supported by a tire is 400 kilograms.
 - e) The fuel tank of the vehicle must be just with the gasoline reserve, prior authorization from the Operations Management.
 - f) The tires must be shrink wrapped.
 - g) The car must be entered pushing and with the engine off.
7. For automobiles weighing more than 1,600 kilograms, authorization must be requested from the Operations Management.

C. PALACIOS DE LA CANAL CONCOURSE LEVEL

1. For Stands or information modules the following points should be considered:
- a) Stands may only be located in front of the contracted halls, considering the care of the carpet mentioned in chapter II Operation Guidelines, Item C. Assembly and Disassembly - Exhibitions and Convention Halls.
 - b) It is only allowed to place modules in the area assigned by Centro Citibanamex for the event according to the contracted halls, considering 3.00 meters from the window and a maximum height of 3.50 meters. The Client/Organizing Committee can use this area for the following activities: information, registration, wardrobe and press attention.
 - c) Arches and entrance structures do not apply in this area.
 - d) There must be a free space from the entrance column of the Palacios de la Canal halls towards the 4.00-meter window for the visitors' transit.
2. In the event that combustion vehicles are authorized for exhibition, they must comply with the following:
- a) Only vehicles that pass through the width of 2.00 meters and height of 2.40 meters of the access gates from the parking lot to the Palacios de la Canal Concourse level can be exhibited.
 - b) The maximum weight of the vehicle supported by a tire is 400 kilograms.
 - c) The fuel tank of the vehicle must be just with the gasoline reserve, prior authorization from the Operations Management.
 - d) The tires must come shrink wrapped.
The car must be entered pushing and with the engine off.
 - e) The maximum weight supported per square meter is 400 kilograms.
3. For automobiles weighing more than 1,600 kilograms, authorization must be requested from the Operations Management.

D. VALPARAÍSO FOYER

1. For Stands, the following points should be considered:
- a) Stands may only be located in front of the contracted Palacio de Valparaíso halls; considering the care of the carpet mentioned in chapter II Operation Guidelines, Section C. Assembly and Disassembly - Exhibitions and Convention Halls
 - b) The stand must leave a separation from the window of 0.50 meters and will have a maximum depth of 2.00 meters and a maximum height of 3.50 meters.
 - c) It is only allowed to place modules within the area assigned for the event with a depth of 2.00 meters from the window, leaving a separation of 0.50 meters. The Client/Organizing Committee can use this area for the following activities: information, registration, cloakroom, press attention, exhibition and coffee service.

- d) Arches and entrance structure to the hall with a distance from the wall panel of 1.00 meters, 4.00 meters high and the maximum length is 9.00 meters, this will not be able to block the doors; having prior authorization on the plan by the Operations area of Centro Citibanamex.
 - e) Arches and entrance structure to the Foyer of Valparaíso with a depth of 1.00 meters, a length of 6.00 meters and a maximum height of 4.00 meters, having prior authorization on the plan by the Operations area. (Only when the 3 halls of the Palacio de Valparaíso are occupied).
 - f) There must be a free space from the Valparaíso wall towards the window of 4 meters for the visitors' transit.
 - g) The maximum weight supported per square meter is 350 kilograms.
 - h) For the hanging of canvases in the Valparaíso foyer, the following points must be considered:
 - The hanging of canvases will be allowed in the foyer of the Valparaíso halls only in the second and third quadrant of the window (from floor to ceiling).
 - The costs for hanging these elements will be stipulated according to the current prices of Centro Citibanamex.
 - The measurements, location and quantity of the canvases must be previously authorized by the Operations area.
2. In the event that combustion vehicles are authorized for exhibition, they must comply with the following:
 - a) Only vehicles that pass through the width of 2.00 meters and height of 2.90 meters of the access doors of Valparaíso can be exhibited.
 - b) The maximum weight of the vehicle supported by a tire is 400 kilograms.
 - c) The fuel tank of the vehicle must be just with the gasoline reserve, prior authorization from the Operations Management.
 - d) The tires must come shrink wrapped.
 - e) The car must be entered pushing and with the engine off.
 3. For automobiles weighing more than 1,600 kilograms, authorization must be requested from Centro Citibanamex Operations Management.

E. MARBLE LOBBY

1. It is not allowed to place stands in the whole marble lobby area.
2. Exhibition vehicles may not be placed.
3. It must be free of any brand presence.
4. If carpeting is required, no type of glue or tape can be used (it will have to be fastened with weight).

F. LOBBY OF THE "CASAS"

1. Stands can be set up only if the four lounges of Casa Montejo and/or Casa del Diezmo have been contracted (if there are only four lounges, it corresponds half of the lobby of the "Casas"), with a maximum height of the stands of 3.50 meters; considering the care of the carpet mentioned in chapter II Operation Guidelines, Section C. Assembly and Disassembly - Exhibitions and Convention Halls.
2. In the event that combustion vehicles are authorized for exhibition, they must comply with the following:
 - a) Only vehicles that pass through the width of 2.00 meters and height of 2.50 meters of the access doors of Lobby of the "Casas".
 - b) The maximum weight of the vehicle supported by a tire is 600 kilograms
 - c) The fuel tank of the vehicle must be just with the gasoline reserve, prior authorization from the Operations Management.
 - d) The tires must come shrink wrapped.
 - e) The car must be entered pushing and with the engine off.
3. For automobiles weighing more than 1,600 kilograms, authorization must be requested from Centro Citibanamex Operations Management.

G. MOTOR LOBBY

1. To place a box office, it is necessary to request authorization from the corresponding areas of Centro Citibanamex.
2. Power plants (electric power generators) are not allowed in this area.

3. In order to have pick-up and drop-off for the staff, it is necessary to request authorization from the Operations areas and the Service and Control area.

IV. GENERAL GUIDELINES

A. OTHERS

1. Other required services, such as decoration, video equipment, hostesses, carriers, etc. are strictly responsibility of the organizer. Centro Citibanamex has a catalog of suppliers, which have previously registered showing their products, services, capabilities and professionalism, by virtue of which they are suppliers authorized by Centro Citibanamex to provide services. However, under any circumstances this could be a cause for Centro Citibanamex acquiring and/or having any responsibility on any service contracted from such catalog.
2. Centro Citibanamex is not responsible for the maintenance or operation of the equipment or materials of the organizer or the exhibitor, for example: carpets, electrical, audiovisual and office equipment, profiles, furniture, machinery, etc.
3. The organizer and the exhibitor are responsible for respecting and enforcing all the rules of this Regulations, among all those people who directly or indirectly enter Centro Citibanamex for the assembly, disassembly and celebration of the event.
4. It is strictly prohibited to give gifts and/or tips to Centro Citibanamex staff or any of its suppliers. Likewise, Centro Citibanamex employees are not authorized to rent or sell material or equipment belonging to Centro Citibanamex or any of its suppliers.
5. Centro Citibanamex has the faculty to establish with the organizer everything not provided for in these Regulations as appropriate to the interests of Centro Citibanamex itself and those issues will be part of the exhibits to the Regulations.
6. Any breach by the organizer of any of the points and provisions that are an integral part of these Regulations, will be cause for termination of the agreement without the organizer being able to claim any compensation for damages, and the organizer must pay to Centro Citibanamex for all the expenses that may arise because of the actions taken to solve such breach.
7. For all those agreements made with the organizer and/or established by provisions not included in the Regulations and/or normative documents of Centro Citibanamex that were not respected by the organizer, Centro Citibanamex reserves the right to take all those additional measures that it may consider appropriate.
8. For any situation that is not contemplated by these Regulations, the organizer is obliged to request it previously and in writing to Centro Citibanamex for its corresponding authorization through the Exhibition Sales Management of Centro Citibanamex for its resolution.
9. These regulations are subject to changes that will be timely notified to the Client/Organizing Committee.

I received and read Regulations:

Name and Signature of the Organizer and/or
Event Name Legal Representative

Date: _____

Event Date: _____