Exhibit A

OPERATING REGULATIONS OF
CENTRO BANAMEX

OBJECTIVE

Centro Banamex and/or REMEX, jointly or indistinctly, provides the following Regulations; this document contains the operational requirements that must be complied with for the rendering of services and the use of the areas of this venue. These rules will be the basis to ensure the safe development of your event, as well as to specify the correct use of the facilities for its conservation.

The success of your event is of great importance to Centro Banamex, therefore we ask you to provide your Account Manager with all the information requested regarding your event within the timeframe established by the venue for the correct preparation of your event.

Our Customer Service Department in Centro Banamex will be pleased to be at your service during the execution of your event (assembly, event, disassembly) supervising that the services hired are promptly carried out according to your specifications.

It is of the utmost importance to minimize last-minute changes, so we request careful verification of the logistics of your event before confirming this information to have better control of the event and thus reduce risks during the execution of your event.

It is important to mention that each organizer, exhibitor, supplier, assembler, and visitor, among others, must comply not only with these guidelines but also with the current norms, laws, and regulations established by the relevant authorities at the local, state, and federal levels in the different fields. Any situation arising after the signing of the contract and up until the last minute of the event dismantling that was not included in this document, after reviewing and seeking alternative solutions, Centro Banamex reserves the right to definitively authorize any controversy in this regard.

Likewise, it must be considered that any high-risk activity carried out during assembly, the event, and dismantling, which is identified by the venue's Civil Protection personnel and which compromises the integrity of people, must be addressed immediately by the client and users of the rented spaces. If the situations indicated above are not addressed, the applicable clauses of the contract will be revised.

CONTENTS

I. CONTRACTING GUIDELINES

		Page
A.	Applications	3
B.	Access to Facilities	3
C.	Office hours	3
D.	Flat Rate and Reservations	3
E.	Partial commercialization of exhibition halls	3
F.	Name and Image of Centro Banamex	4
G.	Services Provided by Centro Banamex	4
H.	Additional Services Installed / Provided by Centro Banamex with Additional Charge	4
I.	Service areas	5
J.	Event Insurance in the Exhibition Area	6
K.	Licenses	7
L.	Ticketed events	8
M.	Raffles and lotteries	8

II. OPERATION GUIDELINES

		Page
A.	Layout plan approval process	8
B.	Spaces	9
C.	Assembly and disassembly	10
D.	Maneuvering yard and loading docks	14
E.	Electrical installation, audio, video and power plants	15
F.	Security	16
G.	Events with pyrotechnics	22
H.	Signage	22
I.	Signage directing to the event	23
J.	Medical service	23
K.	Cleaning	24
L.	Food and beverages	25
M.	Use of Video wall	25
N.	General areas	26
O.	Concourse at exhibition level	27
P.	Concourse at Palacios de la Canal level	28
Q.	Valparaíso Foyer	29
R.	Marble lobby	30
S.	Lobby of the Casas area	30
T.	Motor lobby	30
U.	Others	30

I. CONTRACTING GUIDELINES

A. APPLICATIONS

1. All requests must be submitted through your Account Manager with a copy to the corresponding Commercial Management of Centro Banamex. They will review the request, and if there are no objections, it will be submitted for approval by the Commercial Management and the Directorate of Centro Banamex, respectively.
2. To proceed with an application, it must be submitted in writing expressly for this purpose, stating the dates required and the characteristics of the event with full precision.

B. ACCESS TO FACILITIES

3. Access to Centro Banamex facilities shall be subject to prior signature in original by the client of the Specialized Services Agreement with REPRESENTACIONES DE EXPOSICIONES MÉXICO, S.A. DE C.V. "REMEX" holds the suitable rights for the use and exploitation of “Centro Banamex” under the provisions set forth therein; REMEX reserves the right to allow or deny access to “Centro Banamex or The Property", as well as the holding or not of the event, if any of the conditions are not complied with by the client.

C. OFFICE HOURS

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

D. FLAT RATE AND RESERVATIONS

5. Centro Banamex establishes a Flat Rate per m2/day, which will apply both for maneuvering days (assembly and disassembly) and event days.
6. Date reservations are only considered formalized with the signing of the Contract and deposit of the corresponding down payment
7. Regardless of the advance notice of the contract, the client and/or Organizer shall provide a deposit of 10% (ten percent) of the total amount of the Contract, to guarantee the payment of the extra services (in-house services and food and beverages) requested during the assembly, event, and disassembly.
   Note: Failure to comply with the payment schedule will allow Centro Banamex to rescind the contract without any liability, therefore, Centro Banamex may use the space for the agreed period to schedule another event if it is in its best interest, regardless of the applicable default interest and payment of the conventional penalty for lack of timely payment as specified in the contract.

E. PARTIAL COMMERCIALIZATION OF EXHIBITION HALLS

8. REMEX has the power to commercialize partially the areas of Centro Banamex (including halls and rooms) under the following conditions:
   a) Centro Banamex may inform the client If the remaining space may be contracted by someone else.
   b) The client will be responsible for dividing either with the same wall of the stands or placing a double-height partition.
   c) The side of the partial hall to be assigned will depend on the events existing in the remaining halls, to foresee any possible growth of the exhibitions in the adjoining hall.
   d) It is important to consider that all hall facilities will be shared, or else, they will be chosen for each of the parties according to the side assigned to them and should be as equitable as possible.
   e) The space for advertising or signaling in public areas will be divided by 2, within the corresponding space for the hall contracted with authorization of the Marketing and Operations Management.
   f) When the client contracts partially with the possibility that there may be some growth, it shall have a maximum of 3 months after the signing of the contract for the first square meters to resolve the problem.
   g) When a prospect is likely to materialize and even before the signing of the contract, the blueprint with which the client will be marketing must be requested for approval by Centro Banamex

operative area; if the client markets without a blueprint authorized by Centro Banamex it will not have validity.

h) If the client partially contracts any of the halls, the client is bound to design the blueprint for the event vertically within the hall in question, taking access to the hall as the base of the contracted area; otherwise, the client is bound to pay for the total area of the contracted hall.

i) When using hall D, the entrance will be shared.

F. NAME AND IMAGE OF CENTRO BANAMEX

9. It is forbidden to skip the name of the venue; it will always be referred to as Centro Banamex.
10. The client shall submit 15 days prior to the event, for review and approval, if applicable, all material related to the promotion of the event, whether printed and/or spoken, to preserve the trademarks, names, and other Centro Banamex property; the latter will provide the guidelines and specifications required at the signing of the relevant contract.
11. The Centro Banamex logo must be displayed on all advertising or brochures for the event, as indicated in the manual for advertising purposes of Centro Banamex, which has been provided to the client by its Account Manager.
12. To enable the organizer to carry out any type of advertising, propaganda, announcements, surveys, recordings of any advertising media, as well as any other activity for advertising purposes within Centro Banamex facilities, must obtain prior written authorization from the Commercial and Marketing department of Centro Banamex.
13. Centro Banamex reserves the right to commercialize all the common areas of the same. Therefore, the organizer must respect the exclusivity or sponsorship rights that Centro Banamex has agreed with third parties.

G. SERVICES PROVIDED BY CENTRO BANAMEX

14. The services are:
    a) Access to the agreed space. The delimitation may be made according to the alternatives considered by the venue itself.
    b) General lighting of the total exhibition area.
    c) Air conditioning during exhibition and/or event hours for halls A, B, C, D and rooms.
    d) Access to a registration area in the lobby for halls A, B, C, and D. (Furniture and equipment are the organizer's responsibility).
    e) In halls A, B, C and D, access to an office area for the Organizing Committee, including a telephone line with local service and electricity service for this area. (Does not include office equipment or machines).
    f) General switchboard operator service during operating hours from 9:00 to 18:30 hrs.
    g) Emergency paging service during the event's hours of operation.
    h) Cleaning service in public areas and restrooms located at the venue.
    i) Surveillance service in common areas and entrances to the venue.
    j) Private security services specifically in common areas outside the exhibition halls and/or rooms where the event is being held shall be contracted exclusively by Centro Banamex. The client shall be responsible for hiring a private security service provider as specified in section F. Security of the Operating Guidelines.
    k) Medical services in rented areas and common areas of the exhibition halls and/or rooms where the event is being held shall be contracted exclusively by Centro Banamex. The client shall be responsible for hiring and paying for medical services during the event, including assembly, the event itself, and disassembly.
    l) Access to the maneuvering yard for exclusive LOADING and UNLOADING work, only during the contracted time. In case of simultaneous events within the same work area, Centro Banamex reserves the right to assign the corresponding areas and maneuvering gates, being the client in charge of the access control to its own exhibition vehicles.

H. IN-HOUSE SERVICES INSTALLED/ PROVIDED BY CENTRO BANAMEX WITH AN ADDITIONAL CHARGE

15. The services are:
    a) All electrical installations required during the event must be contracted through Centro Banamex. When the client requires a connection service for machinery, whether it be water, drainage, or air, Centro Banamex will provide the labor. The services provided by Centro Banamex (electric

power, hydraulic and drainage network, telephone lines, data network) are located in the utility access point on the floor, and their availability will be subject to the location and capacity of these access points.

b) Telephones. Installing any device other than those provided by Centro Banamex for its use is not permitted. Additionally, no changes or modifications to Centro Banamex's own telephone installations are allowed. Centro Banamex can install telephone extensions for local and long-distance calls. This service is exclusive to Centro Banamex.
c) If the client and/or exhibitor request an IP line, a digital phone will be provided, which must be returned in optimal operational and physical condition at the end of the event. In case of loss or damage, the full cost of the assigned equipment will be charged.
d) Wired and wireless Internet Service is an exclusive service of Centro Banamex. It is not permitted to install wireless networks of any kind by the organizing committee, exhibitors and/or their assembly suppliers.
e) Labor for rigging, hanging, and removing items, banners, and signage inside and outside the venue. This service is exclusive to Centro Banamex.
f) Connection to the Water and Drainage Network. This service is exclusive to Centro Banamex.
g) Supply of Compressed Air. This service is exclusive to Centro Banamex.
h) Medical Service. Ambulance, doctor, and paramedic services during assembly, the event, and disassembly.
i) Cleaning Service for the Committee. During assembly, the event, and disassembly, covering only public areas of the halls (hallways, bathrooms, loading dock areas). This service is exclusive to Centro Banamex.
j) Stand Cleaning Service. Quoted based on the area size.
k) Food and Beverage Service. This service is exclusive to Centro Banamex.
l) Waiter service. This service is exclusive to Centro Banamex.
m) Rental of Power Plants (Electric Generators). This service is exclusive to Centro Banamex.
n) Rental of Trusses, Motors, and their placement for the hanging of items and lighting, audio, and video equipment, known as "Rigging", required by the client for their event. These must be provided by the venue's established supplier. This service is exclusive to Centro Banamex.

16. The client must hire and pay for the logistical arrangement of personnel and traffic guides for both interior and exterior roads, as well as for traffic control in parking lots and loading docks, based on the needs of the days, schedules, and the size of the assembly, event, and disassembly.
17. The client must submit a list of all in-house (additional) or complementary services, covering the corresponding charges, 30 calendar days before the general coordination meeting. Failure to do so will subject the request to the availability of Centro Banamex at the time of the request. Services will only be provided when the total amount for the requested service is covered.
18. All in-house services contracted by stands must be paid in full before the event starts. Services cannot be installed if not paid for by the client. For the Organizing Committee, the services requested during assembly, the event, and disassembly will be tracked by the Customer Service and Operations area.
19. Without prior written authorization from Centro Banamex, all services provided by Centro Banamex, both those included in the base rate and those provided at an additional cost, are not subject to commercialization by the client. Therefore, the user of these services is obliged to pass on the corresponding rates and costs to the end user in the same proportion as they were granted and/or quoted. To protect its image and reputation, Centro Banamex may inform exhibitors and/or current users of the rates and costs of these services and/or clarify situations it deems relevant, without liability for the disclosure of facts.
    Note: Centro Banamex has an in-house service office located in the concourse between halls B and C, where these in-house services can be contracted.

I. SERVICE AREAS

20. The load-bearing capacity of the floors in the halls and rooms is as follows:
    a) Palacios de Valparaíso and Palacios de Iturbide: 350 kg/m^2.
    b) Casas del Diezmo, Casas Montejo, and lobby of Casas: 2,000 kg/m^2.
    c) Exhibition halls A, B, C is 2,500 kg/m^2.
    d) Exhibition hall D is 2,000 kg/m^2.
    e) Concourse is 500 kg/m^2.

21. Centro Banamex features an exhibition area of 34,283 square meters distributed across four halls:
    a) Hall A – 5,103 m^2
    b) Hall B – 7,128 m^2
    c) Hall C – 8,856 m^2
    d) Hall D – 13,196 m^2

    Note: Any portion of the mentioned exhibition halls that is contracted partially may be shared with another client interested in the remaining area. Both parties are obliged to divide their respective areas with double-height partitions.

J. EVENT INSURANCE IN THE EXHIBITION AREA

22. The client is required to procure a public liability insurance policy in favor of Representaciones de Exposiciones México, S.A. de C.V., covering all aspects of their event and any damages that may occur to Centro Banamex's property and/or personnel, as well as damages to third parties. The insurance policy must specify that third parties include anyone present at the event venue for any reason, including individuals not attending the event but present in the venue for other reasons, including employees of Representaciones de Exposiciones México, S.A. de C.V. and Live Nation Entertainment, Inc. and/or its subsidiaries and affiliates. Employees of the client are not considered third parties.
23. The insured amount must be at least one million US dollars. The client must provide:
    a) Policy cover page,
    b) Copy of the premium receipt stamped as paid by the insurance company,
    c) Copy of the general policy conditions and endorsements, particularly an endorsement stating that Representaciones de Exposiciones México, S.A. de C.V. and Live Nation Entertainment, Inc. (Live Nation) and/or its subsidiaries, affiliates, and associates are additional insured parties and beneficiaries of the policy.
    d) The deductible shall not exceed 10% for all coverages requested.
    e) Only sub-limits on legal defense coverage will be accepted with a minimum of 50%, all other coverages must have a sum insured of at least one million dollars.
24. The insurance policy or policies must cover the period during which the CLIENT and/or their suppliers and/or contractors begin the assembly activities until the disassembly period concludes.
25. Similarly, independent exhibitors, suppliers and contractors engaged by the client to participate in the event must be listed as additional insured parties on the policy. This must be indicated through endorsements for each independent supplier and contractor (whether individuals or legal entities), and the client must provide these endorsements to Centro Banamex.
26. The insurance policy must include minimum coverage for:
    a) Public Liability (Activities and Premises),
    b) Public Liability (Contractual and Assumed Liability),
    c) Public Liability (Lease Liability),
    d) Public Liability (Independent Contractors),
    e) Public Liability (Products),
    f) Public Liability (Loading and Unloading),
    g) Public Liability (Assembly or Disassembly),
    h) Public Liability (Cross Liability),
    i) Public Liability for Damage to the Counterparty to the contract

    and any other coverage deemed necessary by the Risk Management Department of Centro Banamex based on the type of activities to be conducted during the event or exhibition.
27. The aforementioned documents must be submitted at least 30 calendar days before the event entry date.
28. Centro Banamex is not responsible for damages, theft or losses of materials used or acquired at any exhibitions or events. Centro Banamex will explicitly state its lack of responsibility in its contracts.
29. Any damage caused to the property and its facilities, as well as theft and/or damage to any equipment within the area assigned to the client, will be the responsibility of the client, who will cover the charges and/or comply with any resulting measures. In the event of a claim, where it is proven that the client, exhibitor or contractors are legally responsible, they must assume the damages through their Public Liability policy. In the event that it is null and void, due to any exclusion, the sum

insured is insufficient or does not exceed the deductible, the client must assume the costs of the damages at his own expense.

30. Centro Banamex will deliver the videos (in case the scope is covered with video equipment in the required area) of its video recording system to requests from clients, organizers, exhibitors, suppliers, assemblers and/or visitors to the events derived from any claim or incident that may occur during the assemblies, events and disassemblies only when required by the competent authority.
31. To ensure compliance with insurance regulations by the client and Centro Banamex, the insurance must be procured from companies and, if applicable, with an agent or broker that is legally established and authorized by the National Insurance and Bonding Commission (Comisión Nacional de Seguros y Fianzas).
32. For clients with insurance policies contracted outside Mexico, the insurance company must have a subsidiary or affiliate authorized to operate in Mexico. This authorization must be issued by the National Insurance and Bonding Commission. The Mexican subsidiary of the insurance company must issue the policy required by Centro Banamex. Failure to comply with this point will render the policy invalid and subject to penalties.
33. The insurance companies operating in Mexico in the Public Liability sector that, due to their financial stability and reliability, should be considered for policy procurement are:
    a) AIG México.
    b) AXA.
    c) Chubb de México.
    d) Grupo Nacional Provincial.
    e) Seguros Inbursa.
    f) MAPFRE
    g) Swiss Re Corporation
    h) Zürich

K. LICENSES

34. In the event that the event to be held at Centro Banamex is considered a Public Show in accordance with the applicable legislation on the holding of public shows and operation of commercial establishments, it will be necessary to file a Notice of Holding Public Shows before the administrative authorities of the City Hall, for which Centro Banamex will arrange its filing. Centro Banamex will arrange for the presentation of such notice before the administrative authorities of the City Hall, for which purpose Centro Banamex will arrange for its presentation, and the client must cooperate with such management, delivering the information and documentation required, within 24 hours following Centro Banamex's request.
35. Any other permits necessary for the event, apart from those mentioned in the previous section, will be the client's responsibility. The client must obtain licenses, authorizations, permits, and rights from the corresponding authorities, as well as meet the fiscal requirements necessary for the event's operation and provide copies to Centro Banamex 15 business days before the date of access to the facilities. Additionally, if the client or any of its exhibitors conducts raffles or lotteries, they must present the permit issued by the Ministry of the Interior before the event/exhibition and obtain Centro Banamex's approval prior to their execution.
36. Any engagement of musical groups, artists, and performers by the client must be notified in writing to Centro Banamex at least 20 business days before the event. On the event day, the musical group, artist, performer, and/or client must pay the corresponding union displacement fee. This is crucial, as failure to comply will result in the performance not being allowed at the event.
37. Similarly, if the client engages musical groups, artists, and performers, they must inform the Society of Authors and Composers of Mexico (SACM) and pay the required fee to SACM. The authorization letter from SACM must be provided to Centro Banamex within 24 hours of Centro Banamex's request.
38. In any case and at all times, the client shall continue to be responsible for compensating damages caused to third parties, when the policy delivered is insufficient, has limitations and/or exclusions.
39. In any claim, the deductible, coinsurance or any limit or exclusion of the insurance provided by the client, shall be covered by the client himself, including the damages of the suppliers he has contracted to develop any activity in the assembly, during the event and in the disassembly.

L. TICKETED EVENTS

40. For events considered Public Shows under relevant legislation and any other type of event with an admission fee, ticket sales, entry fee, donation, cooperation or any other concept, whether directly or through a third party, the client acknowledges and agrees to be obligated to pay the Public Show Tax under the applicable legislation.
41. The client must submit to Centro Banamex the detailed information to file the Notice for the Celebration of a Public Event at least 40 working days prior to the celebration of the event.
42. Centro Banamex will provide the client with a non-certified copy of the Notice for the Celebration of a Public Show, which the client must use to submit the Manifestation of Data and Tickets to the electronic system of the Treasury of Mexico City at least 3 business days before the event. A copy of this submission must be provided to Centro Banamex before the event starts; otherwise, the event cannot take place.
43. At the end of the event, and no later than the 10th of the month following the event, the client must submit the Declaration of Data and Tickets to the Treasury of Mexico City system and pay the determined Public Show Tax. The client must provide Centro Banamex with a copy of the Declaration of Data and Tickets and proof of payment for the Public Show Tax within 3 business days after submission.
44. The client must obtain a bond in favor of Centro Banamex to guarantee the payment of the Public Show Tax to the competent authority. This guarantee must be submitted to Centro Banamex 15 business days before the event.
45. The client will provide Centro Banamex with a copy of the ticket sales report prior to the event.

M. RAFFLES AND LOTTERIES

46. The client must inform whether the event will include raffles or lotteries. If affirmative, the client must obtain a permit issued by the Directorate General of Gaming and Lotteries of the Ministry of the Interior, in accordance with the Federal Law of Games and Lotteries and its regulations, specifying the mechanics of the raffle or lottery. For this purpose, the client is required to provide Centro Banamex with:
    a) A copy of the permit issued by the Ministry of the Interior.
    b) A copy of the invoice for the prize.
    c) A copy of the Delivery Certificate issued by the Ministry of the Interior's inspector.
    d) A copy of the winning ticket.
    e) A copy of the official identification of the winner.
    f) A copy of the bond policy submitted to the Ministry of the Interior.
47. ALL FORMS OF GAMBLING are strictly prohibited within Centro Banamex premises. Any type of game intended to be conducted within Centro Banamex must receive prior written authorization from Centro Banamex. Otherwise, Centro Banamex reserves the right to cancel the games (and potentially the entire event) that attempt to engage in unauthorized activities within Centro Banamex premises, without any liability to Centro Banamex.

II. OPERATION GUIDELINES

A. LAYOUT PLAN APPROVAL PROCESS

1. The client may commercialize the stands as per their layout plan, upon receiving written approval from both the Operational and Commercial management of Centro Banamex for the corresponding event plan, which must be submitted to these Centro Banamex departments in "AutoCAD" format.
2. The client must submit the final "AutoCAD" layout plan of the stand distribution and areas to be used, including external areas to the occupied exhibition hall(s) and convention rooms, at least 15 calendar days prior to the date of entry. For corporate, congress and/or social events, the client must submit floor plans and 3D renders of the interior and exterior decorations of the halls and rooms for review and approval by the Centro Banamex's operations area, confirming approval 7 days after receipt. In the case of partial revisions or non-final updates that occur more than 30 days prior to the entry of the event, a response will be given 15 calendar days after receipt of the event.
   Note: Centro Banamex disclaims any responsibility and/or commitment to the client, producer, promoter and/or exhibitor if this information is not submitted within the aforementioned time-frames.
3. In events with production involving audio and video installations in rooms and halls, single-line diagrams of the equipment to be connected, along with load panels, must be provided for electricity

service contracting. In accordance with this, venue staff may, in any incident, inspect their installations.

B. SPACES

4. If there is a need to display, give away, place or sell products, materials, advertisements or propaganda in common areas or outside the space occupied by the client, such as hallways, restrooms, parking lots, restaurants, floors, walls, columns, posts, doors, glass or any other area, part of Centro Banamex's furniture and equipment, the client must obtain authorization from the Marketing Management and Operations Management, upon payment of the corresponding fees.
5. At least 0.50 meters of separation must be maintained between the walls of Centro Banamex and any installed item.
6. For hydrants, curtains, and emergency doors, a minimum clearance of 3.00 meters must be left free in front of such items.
7. For curtain or covering installations in halls and rooms, it is essential to ensure that the line of sight from the floor at any point in the halls and rooms to the emergency exit signs, evacuation routes, medical services, no smoking signs, and restrooms is not completely or partially obstructed. If obstruction is unavoidable, appropriate signage must be placed to keep these indicators visible.
8. In the case of installing two-level stands in exhibition halls, assembly of any type of structure and any equipment whose dimensions are equal to or greater than 3 meters by 2 meters, bleachers, walkways, flooring, or platforms over 1.00 meter in height, a structural liability Letter issued by a Responsible Director of Works (DRO) must be provided. This letter must include the following requirements:

    a) General Event Information Letter, Date and Location.
    b) Structural calculations and reinforcement drawings, renderings or finished design.
    c) Revision and Conclusion of the work, whether for screens, platforms, bleachers or double floor stands.
    d) Valid license of a Responsible Director of Works from Mexico City.
    e) Signature of a Responsible Director of Works from Mexico City.
    f) All the report sheets must be signed in the original by the expert who has been selected by the client as DRO, to be delivered 3 working days prior to the assembly of the event to the Operations Management of Centro Banamex.
    g) The Responsible Director of Works must be registered in the Registry of the Institute for Construction Safety of Mexico City.

    In the case of smaller dimensions than those mentioned in this point, they must only have the approval of the Operations Management.

9. No installation within the exhibition halls of Centro Banamex may exceed 7 meters in height.
10. In no case shall the width of the hallways within the exhibition area be less than 3 meters. Once established and approved in the corresponding plan, they must remain free of obstacles and/or additional installations throughout their length. For special events, the distribution of space, installations, and furniture must be previously authorized in writing by Centro Banamex. Requirements for plan approval may vary depending on the type of event.
11. For additional spaces, the client who wishes to expand the contracted space may do so if there is an available room adjacent to the contracted room, with the full price of the requested room being charged for the contracted days.
12. The space designated for registration will be arranged by the client within the area assigned by Centro Banamex.
13. The client may use an office area assigned by Centro Banamex for this purpose when contracting the entire exhibition hall.
14. Parking areas are limited to vehicles only and may not be used as residences, exhibitions, or sales locations for any product. Centro Banamex is not responsible for lost or forgotten items inside vehicles, mechanical failures or partial theft. In case of total theft, compensation will be made according to the instructions on the parking ticket at the time of the incident.

15. Any invasion of space by exhibitors and/or the client of unauthorized areas in the corresponding distribution plan or established through written agreements will be subject to Centro Banamex's right to evict or have those areas evicted without any responsibility on its part.
16. The client must pre-consider storage spaces or material safekeeping areas in the event plan to ensure they do not obstruct service corridors, emergency exits or any other space not intended for this purpose. Loading docks may not be used for these storage activities.
17. The use of any Remote Piloted Aircraft System (RPAS) (Drone) within the premises of Centro Banamex must be previously authorized by the Operational Deputy Director via email under the conditions specified for the event. For this, the client must present the document accrediting the drone's registration with the AFAC (Federal Civil Aviation Agency) and submit a signed Liability Letter. The use of the drone within the premises of Centro Banamex is limited to the contracted hall or room.
18. Prior to the event, Centro Banamex must be notified of the intent to operate the RPAs (Drone) through the account manager, and authorization will be granted upon compliance with the following requirements:
    a) Valid pilot license
    b) Registration number and technical data sheet of the RPAS
    c) Liability Waiver for Centro Banamex.

    Additionally, please note that the operation of RPAs is strictly prohibited in the venue's common areas as well as in outdoor spaces. It will only be authorized within the contracted halls or rooms. Failure to comply with the above allows Centro Banamex staff to prohibit or suspend the operation of RPAs during the event, releasing Centro Banamex or REMEX from any responsibility in accordance with the specialized services contract between Centro Banamex or REMEX and the Client.

C. ASSEMBLY AND DISASSEMBLY

19. The use of Personal Protective Equipment is mandatory at all times in areas where assembly and disassembly activities are carried out. As well as wearing appropriate clothing for the work area such as pants and shirts or blouses with sleeves. Shorts, skirts, dresses, tank tops, flip-flops, flip-flops, sandals, heels, tennis shoes, among others, are prohibited.

20. The Personal Protective Equipment according to the existing risks in the assembly-disassembly areas will be:
    a) Basic (applicable to all persons entering or passing through assembly-disassembly areas): safety footwear and helmet.
    b) For work at heights: safety footwear, harness, lifeline, helmet with chinstrap.
    c) Use personal hearing protection (earplugs or earmuffs) in work areas where noise above 85 dB(A) or more is generated.
    d) Material handling and load handling: gloves.
    e) Other activities that are performed during assembly-disassembly and that, in accordance with the provisions of NOM-017-STPS-2008 or its update, correspond to the risk to which the worker is exposed.
21. Exhibitions
    a) Entry will only be allowed on the date and time specified in the contract and after verifying compliance with payments and the submission of layout plans, as described herein.
    b) Before the start of the event, Centro Banamex will assign the loading docks to be used for maneuvers. The client must assign a specific time to each of the vehicles of the exhibitors participating in their event for loading and unloading maneuvers.
    c) Unloading procedure: Immediately after positioning the vehicle in the maneuvering area, the assembly staff must proceed with unloading by depositing the materials on the loading dock. Once the vehicle is removed, they will then transport the materials inside Centro Banamex. Under no circumstances will a vehicle be allowed to remain in the maneuvering area without staff performing unloading activities on behalf of the organizing committee, exhibitors, and event security. Otherwise, the corresponding loading dock usage fee must be paid.
    d) The client and their service contractor are responsible for removing all marks and residues left on the exhibition hall floors from materials used for assembling exhibition spaces or for any other purpose. If special liquids are necessary, they must not leave any trace.

e) Carpet installation in exhibition halls is only permitted using double-sided adhesive tapes. It is prohibited to apply or place adhesives or any other materials directly on the floor, painted surfaces, signage or windows that are part of the building. If the client and/or their contractor do not remove any materials they have placed, the client will be charged for the labor and materials required to remove them. This charge will be assessed on a case-by-case basis.
f) Stands must be positioned so they do not obstruct emergency exits, loading dock curtains, and fire hydrants.
g) Centro Banamex has fire-fighting equipment only around the perimeter of the exhibition halls. Therefore, the client must provide the additional fire extinguishers needed during assembly, the event, and disassembly, ensuring a maximum distance of 15 meters between each extinguisher.

22. Convention room
a) The room will be assigned only for the time necessary to hold the event, plus the time required by the client's staff for assembly and disassembly. If the client requires additional time, they must notify the responsible Account Manager to ensure the space is reserved, which will incur an additional charge based on the time and area required.
b) Centro Banamex allows the client to hire third parties to decorate the room, arrange flowers, audiovisual equipment, etc., at their own expense and risk, adhering to the guidelines outlined in the following subsections and using personnel previously authorized by Centro Banamex, who must wear a badge at all times while on the premises to provide the service for which they were hired.
c) Forklifts are not allowed in the rooms.
d) The movement of materials, goods, machinery/office equipment or any other products or equipment must be done with the utmost care to protect the floors of Centro Banamex, avoiding dragging or pulling items that could damage the floor.
e) In the case of installing walkways, platforms, bleachers, temporary structures and structures over 1 meter in height that support LED screens on the floor with dimensions equal to or greater than 3 meters by 2 meters, a structural liability Letter issued by a Responsible Director of Works (DRO) must be provided. This letter must include the following requirements:

I. General Event Information Letter, Date and Location.
II. Structural calculations and reinforcement drawings, renderings or finished design.
III. Revision and Conclusion of the work, whether for screens, platforms, bleachers or double floor stands.
IV. Valid license of a Responsible Director of Works from Mexico City.
V. Signature of a Responsible Director of Works from Mexico City.
VI. All the report sheets must be signed in the original by the expert who has been selected by the client as DRO, to be delivered 3 working days prior to the assembly of the event to the Operations Management of Centro Banamex.
VII. The Responsible Director of Works must be registered in the Registry of the Institute for Construction Safety of Mexico City.

In the case of smaller dimensions than those mentioned in this point, they must only have the approval of the Operations Management.

f) Two-story stands are not allowed in the convention room.
g) The use of visitor elevators and escalators for loading and unloading materials and equipment is not permitted; only freight elevators (forklifts) may be used for this purpose.
h) In the Palacio de Iturbide, Casas Montejo, Casas del Diezmo, and lobby of Casas, the stands with a maximum height of 3.50 meters are allowed, and in the Palacio de Valparaíso, stands with a maximum height of 4.00 meters are allowed.
i) The assembly times for the convention rooms are not intended for the complete construction of scenery, decoration or stands. Therefore, adjustments during assembly will be limited to setup details and/or installation of these items.
j) If heavy materials and/or equipment need to be transported, they must have rubber tires, which must also be wrapped in plastic film.

k) It is strictly forbidden to use forklifts inside carpeted halls such as Palacios de la Canal, Iturbides, Casas del Diezmo and Casas Montejo and Palacios de Valparaíso; they may only be used on the loading dock or maneuvering areas of the applicable halls.

23. Exhibitions and Convention rooms
    a) Access to Facilities: Prior to the event, Centro Banamex and the client must conduct a walkthrough to assess the condition of the facilities. Similarly, upon leaving, the client is obliged to return the facilities and equipment in the same condition they were received. Any damage will be assessed by Centro Banamex, and the cost of repairs must be covered by the client as soon as possible.
    b) No cargo of any kind (boxes, packages, furniture, equipment, etc.) will be allowed to enter and exit through escalators, glass doors on level 1 A1, B1, C1, D1, and on level 2 B2, C2, D2, main doors of the marble lobby. Access for loading and unloading is not allowed by 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 permitted through the loading docks and/or accesses designated by the Operations Management according to the event.
    c) During assembly and disassembly, the client must ensure that all personnel visibly wear their identification badges and the necessary safety equipment.
    d) Vehicles will only be allowed in the maneuvering area when the materials of the Organizing Committee, Client, and/or Exhibitor and their personnel are in the loading dock. Vehicles waiting their turn to load and unload must park in the areas assigned by Centro Banamex and must not park in the areas surrounding the venue.
    e) When placing stands and/or setting up institutional modules (press, registration, cloakroom) by the client on Centro Banamex's carpet, an additional carpet must be used to protect the venue's carpet. This additional carpet must not have any kind of adhesive or tape that could damage the venue's carpet.
    f) Any markings placed by the client to indicate the location of stands in the exhibition halls must be removed by the client at the end of the event. In convention rooms, markings are only allowed on the additional carpet placed for stand assembly. The use of paper stickers to mark or signal stands on the exhibition floor, the carpets of the Convention Halls of Centro Banamex, and common areas is prohibited.
    g) Welding and/or electric welding, the use of saws, air guns, spray paint, etc., as well as the use of products harmful to the environment, are not allowed within Centro Banamex. In cases where autogenous welding is required, it can only be used with prior authorization from the Operations Management of Centro Banamex.
    h) Nailing, screwing, drilling or gluing on columns, floors, carpets or other Centro Banamex structures is not allowed. Additionally, nothing should be glued to walls, suspended ceiling system, and/or furniture or equipment such as platforms, tables, etc. or any other structure that is part of Centro Banamex.
    i) Hanging elements from the ceiling or structure of Centro Banamex is only allowed with prior authorization from the Operations management and payment of the corresponding service fee.
    j) The use of turtle skids and/or mechanical and hydraulic jacks for unloading, hauling or leveling heavy machinery on the floor of the exhibition halls is strictly prohibited .
    k) The use of mechanical or electrical hoists is prohibited in any type of assembly.
    l) All activities related to rigging and hanging of elements and structures shall adhere to the manual of procedures and good practices described in Annex A of these regulations.
    m) The Commercial Executive must be informed at least 15 working days prior to the event if during the development of the event there will be activities such as aerial shows that involve people hanging to perform pirouettes and/or exhibitions using ropes or cables attached to the roof of the venue and/or secondary structures within any stage or stand. This request must be approved by the Operations area in order to be fulfilled.
    n) During the hanging maneuvers of any type of structure or element, the lower area and/or perimeter of the stand must be cordoned off as a preventive measure and it will be forbidden to carry out assembly work in said area; if this indication is not followed, the hanging operation will be suspended without any type of claim for the delay that may occur as a result.

o) Hydraulic platforms with articulated and/or scissor arms intended for maneuvers and/or operations within the exhibition halls and/or convention rooms must be authorized by the Operations Management of Centro Banamex. In the case of rooms, the tires must be wrapped in plastic film.

p) The hydraulic articulated boom lifts and/or scissor lifts owned by Centro Banamex may only be rented with an operator included. In the event that clients decide to bring their own hydraulic lifts, they must undergo a vital signs check and medical assessment at the corresponding medical office prior to the event's assembly, as well as submit a copy of the current certification or training certificate for the operation of this type of machinery, issued by the company or institution accredited by the authority for such purpose.

q) Centro Banamex reserves the right to allow the rigging of elements and/or structures that do not comply with the authorized DRO's or if, in the judgment of the Operations Management of Centro Banamex, it puts at risk its own and other personnel, as well as the property of the premises and/or clients under the premise of poorly assembled structures or materials of low resistance or quality.

r) For any hanging of structures with included lighting, the service may only be carried out using LED lamps. The rigger must guarantee a safe connection and installation, as well as pay for the corresponding electrical installation and for an additional safety point for running the cable down to the floor.

s) Items or structures to be hung from the ceiling weighing less than 75 kilograms and/or with dimensions smaller than 4x4 meters or 4 meters in diameter may be hung directly using hydraulic lifts (subject to prior validation that the materials provided by the client for use in the hanging are approved by Operations Management) without the use of motors and metal trusses. For any assembled structure whose height from the floor to the lowest point exceeds 1.80 meters and exceeds 10 kilograms, a Liability Letter must be submitted by the rigger/exhibitor, releasing Centro Banamex from all liability prior to contracting. (Does not apply to simple vinyl banners, tarps, and/or plastic frames with PVC, wood, and/or steel framing for general expo signage.)

t) When the structures or items to be hung exceed the dimensions and weights previously described in the immediately preceding subsection, they must, without exception, contract motors and metal trusses exclusively as an in-house service from Centro Banamex at the In-house Service Office, having previously submitted the corresponding DRO.

u) The DROs to be submitted for the immediately preceding item shall comply with the following requirements:

I. General Event Information Letter, Date and Location.
II. Structural calculations and reinforcement drawings, renderings or finished design.
III. Revision and Conclusion of the work, whether for screens, platforms, bleachers or double floor stands.
IV. Valid license of a Responsible Director of Works from Mexico City.
V. Signature of a Responsible Director of Works from Mexico City.
VI. All the pages of the Report must be signed in original by the Expert who has been selected by the client as DRO.
VII. The Responsible Director of Works must be registered in the Registry of the Institute for Construction Safety of Mexico City.

v) The entry of flammable materials into the exhibition halls and convention room is not authorized under any circumstances. Additionally, the back of the stands must not be used for storing boxes, solvents, electrical material, machinery, packaging or any other flammable or combustible material.

w) During assembly and disassembly maneuvers, the consumption of alcoholic beverages of any kind is prohibited, as well as access to rooms, halls, maneuvering yards and platforms by minors.

x) All activities carried out within the exhibition halls and convention rooms during assembly, disassembly, and/or the event will be supervised at the discretion of the Operations Management personnel of Centro Banamex to ensure the protection and care of the facilities.

y) All suppliers must adhere to the areas and times assigned to them for assembly and disassembly activities. They must also have their own equipment and tools, which will be under their care and responsibility.
z) If areas that have already been cleaned require additional cleaning services due to assembly activities, these services must be requested, allowing for the necessary wait time.
aa) During assembly and disassembly, suppliers must work without disturbing other events, avoiding excessive noise out of respect for clients in other exhibition halls and/or convention rooms.
bb) It is the client's responsibility to completely vacate the area. Any materials, equipment or objects left, forgotten, and/or abandoned at Centro Banamex during the assembly, event, and disassembly periods will be removed from the venue. The client will cover the costs incurred for their transport and storage.

D. MANEUVERING YARD AND LOADING DOCKS

24. During assembly and disassembly, Centro Banamex grants as a courtesy the following time frames in the Maneuvering Yard depending on the type of vehicle:
    a) Car and vehicles smaller than a two-axle truck: 45 minutes of courtesy parking
    b) Two-axle truck and bigger: 2 hours courtesy

    Any vehicle that exceeds these time periods shall pay the hour or fraction according to the applicable rate at the time which is described in the entry ballot and different announcements on loading docks.
25. No one from the Attention and Control department of Centro Banamex may charge any payment for any reason. For this task, authorized personnel shall be called, who shall invariably have to 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 certificate.
26. No person may authorize a longer stay, so any notification contrary to this provision shall not be recognized. Only the eventual breakdown of the vehicle shall be considered as a cause of force majeure, after notifying the Attention and Control staff of the venue that is located at the exit of the maneuvering yard (provided that it is notified within the authorized time in courtesy), who shall validate said situation.
27. To have access to the maneuvering yard and loading docks area, the Attention and Control staff shall provide them with the “pass for loading docks” (ballot), indicating the time of entry and courtesy time for the vehicles to load and unload.
28. Drivers shall not leave the vehicle at any time.
29. If the vehicle exceeds the time authorized in courtesy, the driver shall pay the corresponding charge, but that does not give them the right to stay in the maneuvering yard, so they shall remove the vehicle from the area.
30. The maneuvering yard and loading dock area are not a parking lot.
31. The authorized time is exclusively 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 loading dock, leave a person responsible for your materials or merchandise, and have the driver remove the vehicle to take it to the corresponding parking area.
32. Centro Banamex is not responsible for the loss of objects inside or outside the vehicles parked in the maneuvering yard or for damage caused to them by collision, fire, natural phenomena, earthquake, hurricanes, or any other cause or event of an analogous nature.
33. The control of disembarkation and the cargo sent shall be the direct responsibility of the client, who shall be in charge of coordinating the arrival of the carriers, both to disembark at the entrance of the event, and the embarkation at the exit of the same. Centro Banamex is not responsible for or accepts shipments of boxes or any other product in advance, which are for any exhibitor or even for the client itself. The cargo shall be received by the client only during the period stipulated in the corresponding contract.
34. The internal roads, Avenida Conscripto and Boulevard Pípila, and the streets surrounding Centro Banamex shall not be used to park vehicles or to perform maneuvers.
35. Vehicles will only be allowed access to the display areas of the client's contractors, with prior authorization from Centro Banamex, for the purpose of loading or unloading. Access to exhibitors' vehicles is not allowed. Under no circumstances may any vehicle remain parked in the exhibition area and such vehicles may remain only if they form an integral part of the exhibition and, in this case, they shall contain only the reserve fuel in the tank, and for no reason shall they operate the

engine inside the premises. Internal combustion equipment that is part of the exhibition may not be put into operation. Centro Banamex reserves the right to place fire extinguishers preventively next to such display vehicles.

36. Forklift-type vehicles intended for maneuvers and/or operation within the premises shall be authorized by Centro Banamex, mainly observing that they use pneumatic tires, that their engine is in good working condition, and that they do not leak oil or any other liquid. If refueling is required, it shall be done at the maneuver yard, before or after the event.
37. The movement of materials, goods, machinery or any other products or equipment must be done with the utmost care to protect the floors of Centro Banamex, avoiding dragging or pulling items that could damage the floor.
38. All machinery and/or heavy equipment shall be supported on rubber bearings or some other similar material that cushions and protects the floor and shall have authorization from the Centro Banamex Operations Management, sending weight, dimensions, support points, etc.
39. During the assembly and disassembly maneuvers, it is forbidden to block the curtain of the loading dock, as well as the emergency exits to the loading docks with boxes, goods, materials or any other product or equipment.
40. For events which, due to their size, nature, visitor origin, equipment and/or materials to be exhibited, imply a volume of cargo and/or passenger transport units that exceeds the capacity of the loading docks of the rented halls and rooms, the client must request a quote for a "marshaling or buffers" device.
41. Strict compliance with these regulations is the sole responsibility of the client, so failure to comply shall result in a total ban on the event's loading and unloading maneuvers.

E. ELECTRICAL INSTALLATION, AUDIO, VIDEO AND POWER PLANTS

42. For no reason shall access to the (floor) utility access point of Centro Banamex be allowed to personnel outside of it, including the client, its contractors, and exhibitors. This is an exclusive faculty of the specialized staff of Centro Banamex.
43. According to our energy saving policy, only up to 30% of lighting shall be maintained during the assembly and disassembly maneuvers at Centro Banamex between 8:00 a.m. and 10:00 p.m. In the event that additional lighting is required, the Organizing Committee must request the required areas and schedules from the Client Service department to obtain a quote for said service. After payment has been guaranteed, the Operations department of Centro Banamex may turn on the areas in question.
44. As for the air conditioning service, this shall only be provided during the exhibition/event period. If this service is required during maneuvers (assembly and disassembly), it shall be requested from the Customer Service area and/or the Operations area of Centro Banamex and cover the additional charge for this supply.
45. Exclusively Centro Banamex shall carry out all the required electrical installations during the event. Said installations shall comprise from the boards of the venue to the stand foot, including electrical energy, labor and material. Any additional/special load/energy request is subject to approval by Centro Banamex.
46. The wiring of the stand may not under any circumstances hang from the structure and/or columns, and shall be conducted in a hidden way by appropriate channels of the partition system itself and/or be properly signaled and protected under the carpet. Cables shall be without joints or ties, using instead distribution boxes. It is strictly forbidden to climb or move through the structure of Centro Banamex third-party personnel, without the authorization of Operations Management and without the necessary safety equipment.
47. In case of requiring the use of Power Plants (electric generators), the service is exclusive to Centro Banamex and shall be contracted 15 days in advance. These safety equipment shall be placed on the outside of the convention rooms or exhibition halls, without obstructing the emergency exits, delimited with barricade or caution tape, be grounded, have no leak in the fuel tank and have an operable CO2 and/or Foam Agent fire extinguisher, in addition to electrical hazard signs. It is forbidden to refuel when the machinery is in operation.
48. The stand's own electrical installations shall comply with the following regulations:
    a) The client and its exhibitors shall be responsible for providing Centro Banamex with the electrical requirements or, where appropriate, the electrical load plans, electrical distribution,

load chart, single-line diagram and material description thereof, authorized with the professional identification number of a responsible Engineer.

b) The switches used shall be thermomagnetic and/or have blades, depending on the electrical load capacities to be handled.
c) The cables used to power outlets must necessarily be heavy-duty, and cable splices must be insulated with tape specialized for this purpose and fitted with the corresponding plug.
d) Cables and/or electrical extensions used to power lamps, appliances, and computer equipment in the stands and/or rooms of Centro Banamex must be heavy-duty, avoiding the use of duplex wire (lamp cord).
e) Cable joints shall always be by means of distribution boxes.
f) Centro Banamex reserves the right to disconnect and remove devices, spotlights, lamps, spots or others of any kind from the modules if they have not previously made their request for expansion of the installed capacity. This is for no other purpose than to protect the premises of the event from unnecessary heating by unforeseen loads and to ensure the electricity supply to each exhibitor.
g) If the above is not met, Centro Banamex reserves the right to energize the stand.
h) Electrical, audio and video conducting cables shall be covered, without obstructing the passage of the public; if they are under the carpet, the edges shall be indicated with precautionary tape. In convention rooms, they shall bear yellow jacket-type cable protectors or, alternatively, a mat without any adhesive tape or glue underneath to ensure they are properly covered. Centro Banamex reserves the right to remove said installations and/or disconnect the equipment that has been connected without authorization and with an additional charge to the client for the activities that have been carried out as a result of said installation and/or connection.
i) The connections of appliances, spotlights, lamps, spots or others of any kind shall be made through connection boxes or sockets, properly insulated.

49. The client and exhibitor shall be aware that the electrical, sanitary, compressed air, voice and data installations are delivered inside the stand by being taken from the available utility access point closest to the requested location, with the possibility of invading corridors or other stands.

F. SECURITY

50. Private security services specifically in common areas outside the exhibition halls and/or rooms where the event is being held shall be contracted exclusively by Centro Banamex. The client shall be responsible for hiring a private security services company with current registration before the Secretariat of Citizen Security of Mexico City to ensure security inside the event, including assembly and disassembly, as well as in its surrounding area, and deliver a copy of the license to Centro Banamex prior to the hosting of the event, releasing Centro Banamex from any liability, whether civil, criminal, commercial, labor, environmental or administrative and agreeing to hold REMEX and Centro Banamex harmless from any situation arising from the foregoing.
51. The required number of safety items must be present inside the hall or room rented by the client, ensuring that at least the following are in place on a daily basis during assembly, event, and disassembly hours:
    a) 1 security item for each pair of doors used as general visitor access to the hall or room.
    b) 1 security item for each access point or curtain connecting to loading docks or service areas.
    c) 1 security item for each emergency exit.
    d) 1 security item at each mezzanine office access point.
    e) 1 security item at each access point to registration areas.
    f) 1 security item for each metal detector arch and/or pat-down area.
    g) 1 security item for patrols throughout the hall or room in the case of exhibitions.
    h) 1 security item for each area where ticket booths with cash handling are located.
    i) 1 patrol security item when common or exterior areas are rented.
    j) 1 security item to supervise or relieve each of the locations described above.
    k) 1 night patrol security item for each hall or room.
    l) The client may add more security items if they deem it necessary, but may not reduce the standards described above.
    m) The client must submit the final security layout to Centro Banamex for final approval.
52. Centro Banamex shall not be held responsible under any circumstances for damage to or loss of objects.

53. In order to have a uniform criterion regarding the accesses and policies to be followed during the event, it shall be necessary to hold a meeting between the Manager, Shift Manager, Centro Banamex Attention and Control Supervisor and the person in charge of the event. This is done within the general coordination meeting.
54. Centro Banamex is the sole responsible for the protection of the property and the activities carried out within any of its areas and for this it has permits, insurances, devices and procedures to guarantee the safety of people attending any event. For this reason, the control of external access and movements in the property are under the control of Centro Banamex Attention and Control area. However, Centro Banamex is not responsible for the inventory of equipment and materials contained in the event.
55. It is the responsibility of the security of the client to check the garbage carts, gondolas, or garbage bags to prevent any theft or loss of objects.
56. In case of loss of any object, product on display, personal items, the customer must immediately notify (on the same day) his/her Customer Service Coordinator and/or Centro Banamex's Customer Service and Control personnel.
57. According to Article 12 Section XVII bis of the Law for the Celebration of Public Shows in Mexico City, in which it is specified that all visitors and / or spectators are informed in a written, visual and / or sound manner before the start of the celebration of each public show or whatever its turn, about the security measures in terms of Civil Protection that the establishment has, as well as warn about the emergency exit signs, the security zones and the procedures to be followed in case an emergency, accident or disaster occurs.
58. In compliance with the General Law for Tobacco Control, and as Centro Banamex is considered a 100% smoke-free space, therefore smoking, consuming, or having any tobacco or nicotine products lit is strictly prohibited in all areas of Centro Banamex. The person or persons who do not comply with the above shall be entitled to the sanctions established by the relevant legislation, and, in the event that the competent authorities impose any sanction on Centro Banamex, the client shall be obliged to reimburse the economic sanction imposed on Centro Banamex, and also undertakes to release Centro Banamex from any other type of sanction for noncompliance with this regulation and applicable legislation.
59. Centro Banamex security personnel hiring is subject to the logistics of each of the events, according to the number of people, type of event, event schedule and amount of alcoholic beverages offered at the event. Based on the aforementioned, the number of items and Attention and Control devices required for the event will be determined. Likewise, for social events concluding no later than 3:00 a. m., enhanced security services provided by both the venue and the client must be arranged. This must be requested in advance by the venue's Commercial Department and authorized by the Attention and Control Department at Centro Banamex.
60. The client of the event has the obligation to immediately report the loss of people (child, adult or elderly) to the Attention and Control staff of Centro Banamex, so they can initiate the Action Procedure in Case of Missing Person.
61. The event client is required to hire a private security company to ensure the safety of the event, as well as the inventory of equipment and materials used during the event. The contracted private security company shall deliver the following documents to the Commercial Executive/Administrative Executive with a minimum of 5 business days prior to the realization of the event:
    a) The Articles of Incorporation of the private security company must be provided, ensuring that the name on the Articles matches the name listed on the permit to provide private security services issued by the General Directorate of Private Security and Interinstitutional Collaboration of the Citizen Security Secretariat of Mexico City.
    b) A copy of the official identification of the legal representative of the private security company;
    c) A valid copy of the Registry of Registry of Specialized Service Providers (REPSE) in the name of the private security company;
    d) A valid Tax Status Certificate of the private security company;
    e) A valid permit issued by the General Directorate of Private Security and Interinstitutional Collaboration of the Citizen Security Secretariat of Mexico City, for the Provision of Private Security Services in Modality II: Surveillance and Protection of Property;
    f) A valid Fidelity Bond in the name of the private security company;
    g) Contingency plans depending on the room or area where the private security services will be provided;

h) Employer Registration with the Mexican Social Security Institute of the private security company;
i) A Liability Letter signed by the legal representative of the security company responsible for the event.
j) A list with photographs of the personnel from the private security company who will be providing services during the event. This personnel must be properly registered and current with the General Directorate of Private Security and Interinstitutional Collaboration of the Citizen Security Secretariat of Mexico City;
k) A valid proof of address of the private security company;
l) A valid Public Liability Insurance in the name of the private security company;
m) Name, email and phone of the supervisor responsible for the Private Security company during the celebration of the event;
n) Description of the private security device of the event (drawing with the distribution of its private security personnel).

62. During the celebration of the event the private security company shall comply with the following items:
    a) The security personnel must wear the uniforms registered with the General Directorate of Private Security and Interinstitutional Collaboration of the Secretariat of Public Security of Mexico City, which must clearly identify them.
    b) Carrying at sight identification that accredits them as employees of the private security company.
    c) Maintaining order and control during the celebration of the event.
    d) Withdrawing or, where appropriate, making available to the competent authorities the persons found disturbing the public order.
    e) Providing support and follow-up to the medical service to people who require it, in due case.
    f) Prohibit the consumption, trafficking and/or distribution of drugs, tobacco products and/or any other psychoactive substance during the celebration of the event. In the event that any of the above products or their consumption is detected by the private security personnel, the persons must be removed from Centro Banamex and the authorities must be notified.
    g) Denying access to the event to people who are drunk or under the influence of narcotics that disturb public order.
    h) Denying access to the event to people who carry weapons–the corresponding search shall be carried out at the access.
    i) Prohibiting the consumption of alcoholic beverages to minors.
    j) Following the instructions of the security staff of Centro Banamex.
    k) Reporting to the security staff of Centro Banamex any incident that occurs during the celebration of the event.
    l) Allowing access to the event areas to Centro Banamex staff and/or Security personnel at any time.
    m) It is forbidden to make any kind of payment to private security personnel inside Centro Banamex premises.
    n) Failure to comply with the above entitles empowers the staff of Centro Banamex to not allow the provision of private security services by the company during the celebration of the event, freeing Centro Banamex from any liability in accordance with the contract executed for the provision of specialized services between Centro Banamex and the client.
63. The client accepts that all activities carried out at Centro Banamex shall be subject to current regulations and the security policies of Centro Banamex.
64. It will be the client's responsibility to manage access control and, if required, track the number of attendees in the halls and rooms using any identification method such as invitations, badges, tickets, wristbands, QR codes, stickers, stamps, digital means on mobile phones, or any other method, ensuring that all are counted. Visitors will be counted from the general entrances of the venue by Centro Banamex Attention and Control staff.
65. Centro Banamex reserves the right to deny access to its facilities to individuals and/or vehicles that pose a risk to the safety of the property and the public attending the events.
66. It will be the client's obligation for all types of events within the halls and rooms of Centro Banamex to disseminate evacuation and emergency notices through visual and auditory means at the

beginning and throughout the assembly, event, and disassembly to comply with current civil protection regulations and provisions.

67. The introduction and carrying of all kinds of firearms, blunt, electric, aerosol or sharp-edged sticks is strictly prohibited, except those that correspond to the security personnel, who are authorized to carry them, and shall inform the Account Manager or Customer Service Coordinator and the Attention and Control Management of Centro Banamex in advance and having their due authorization.
68. Centro Banamex reserves the right to authorize the maximum quantity and volume of alcohol to be served at tables and/or service areas for attendees during the event. It will be the client's responsibility for all types of events within the halls and rooms of Centro Banamex to disseminate responsible drinking notices through visual and auditory means at the beginning and throughout the event.
69. In accordance with the provisions of the Law for the Celebration of Public Shows in Mexico City and the Regulations, the client 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; the number of private security elements inside the event shall also be determined by the levels of attendance of the spectators and the type of event in question.
    Note: When the competent authorities or Centro Banamex determine that there is a danger inside the facilities or event, they shall communicate it to the client 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.
70. According to the LAW ON THE CIVIL PROTECTION SYSTEM OF MEXICO CITY in its CHAPTER VI ON ALERTS, NOTICES AND COMPLAINTS IN THE FIELD OF CIVIL PROTECTION, Article 166, the Secretariat shall install by itself or through individuals or legal entities authorized for the purpose, audible and visible alarm systems connected to the Seismic Alert System in geographically strategic and mass-influx points of the city, in order to prevent the population in the event of an earthquake, in the terms established by the Regulations. Therefore, in case the seismic alarm is activated inside the Centro Banamex premises, the client is obliged to follow the evacuation instructions by using the emergency exits for the event that is taking place.
71. External security providers may offer their services on the premises, only under the guidelines of Centro Banamex and in coordination with the Attention and Control Area of Centro Banamex. In the event that the external security providers contracted by the client do not comply with the guidelines of Centro Banamex and/or the Area of Attention and Control of Centro Banamex, the client releases Centro Banamex from any civil, criminal, commercial, labor, environmental or administrative liability, and is obliged to release Centro Banamex from any situation arising from the above.
72. Events that, given their nature, include high-risk activities or extreme and/or similar games, such as climbing wall, zip-line or the like, that may alter the order and/or security of the event, shall have the appropriate protection for the assigned area and for such activity, the “responsive letter” signed by the visitor as the exhibitor's release for the use of the attraction, as well as the exhibitor's responsive letter to Centro Banamex releasing it from any liability, whether civil, criminal, commercial, labor, environmental or administrative, and obliging to release Centro Banamex from any situation arising from the above, such as damage to people, furniture and equipment, as well as to Centro Banamex itself. These activities shall be previously approved in writing by Centro Banamex Operations Management before opening the exhibition to the public, and, where appropriate, they shall be solely and exclusively in the spaces assigned for this purpose. In case those such events are held without authorization, Centro Banamex has the right to close the stand or the event if necessary, without any liability to Centro Banamex. Such letter shall contain the following information:
    a) Full name of the responsible company if it is a legal entity or, if it is an individual, their full name or business. In case the responsible company is a legal entity, the person signing the document must have powers as representative of the company, i.e., the power of attorney of the person signing must be available.
    b) Description of the risk activity to be carried out.
    c) The following paragraph shall 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 Banamex from any claim, complaint, liability or action that may be attempted against it, arising from the aforementioned."

73. It is strictly forbidden to use or display machinery, equipment or dangerous substances that are corrosive, reactive, explosive, toxic, harmful to health or flammable. Likewise, balloons or similar that are required to be inflated with gas shall be inflated with non-flammable and non-toxic gas; only thus may their access and stay inside Centro Banamex be allowed. Balloon inflation maneuvers or similar shall be carried out in the maneuvering yards, and the number of helium balloons to be used inside the venue must be approved by the Operations department of Centro Banamex. Balloons released inside the enclosure will be subject to a charge to the organizer for cleaning the interior ceiling.
74. Helium gas (including Balloons) may only be used inside lounges with prior authorization from Centro Banamex Operations Management.
75. In case of smoke and fog, it is required that the Customer Service area be informed of the schedules, so that the fire system can be taken off service, on the understanding that it shall not exceed 30 minutes; after this time, the automatic system can be triggered causing the system to activate. The above described is to prevent the fire equipment from being disconnected and the installation from being left without adequate protection.
76. The use of wax candles, church candles, sparkler candles (such as those used for birthdays), and any other means of illumination or decoration generated by fire or a hot flame is prohibited.
77. The use of grills, ovens, rotisseries, or any equipment that consumes firewood or charcoal, which generate polluting smoke inside the halls or rooms and which could activate the venue's fire detection systems, is prohibited. If such charcoal or firewood equipment is required for use at events, it may only be considered for use on the loading docks, subject to prior request and authorization from the Operations Management of Centro Banamex.
78. If the client requires the use liquefied petroleum gas (LPG) for stoves, grills, ovens, kitchens, etc., and if necessary for their activities, it must be contracted through Centro Banamex in compliance of the following:
    a) Installation:
        I. Portable LPG containers shall be in good physical condition. They shall not have dents, bumps, bulges, corrosion, cracks, protrusions or damage on the support base.
        II. They shall have a service valve.
        III. Portable LPG containers shall not exceed 10.0 kg of capacity, when used inside or outside tents, stands, temporary structures or heaters.
        IV. LPG tanks over 10.0 kg shall be outside the exhibition floor (loading docks or basement parking lot) and the specific space or place is authorized by the operations area.
        V. They shall have adequate ventilation.
        VI. They shall not be available to the public.
        VII. Portable LPG containers shall be vertically located at a minimum distance of 1.50 m from consumption devices. For installation, use factory-vulcanized neoprene hoses specifically designed for LP gas, with a pressure rating of 300 to 800 psi. The connections should have tapered fittings, pressure regulators, and quick shut-off valves without clamps.
        VIII. The LPG hoses shall not be accessible to the public, damaged and most be at least 1.50 m long.
        IX. If there is a regulator with a double inlet connected to a LPG container, the unused opening shall be sealed with a screw cap and Teflon tape, in such a way as to ensure its tightness.
        X. At the end of the installation of the system, tightness tests shall be carried out by placing soap foam at each connection or using a gas detector, identifying that there are no traces of gas leakage.
        XI. When a pressure regulator with a single inlet is used in the installation, it shall be connected directly to the service valve of the portable container by means of a POL connection.
        XII. The tools used for all connections shall be appropriate so that operations are secure. A Stillson No. 14 wrench or a 12-inch wrench is recommended.
        XIII. Portable LPG containers shall not be installed under high-voltage power lines or near electric current transformers, or on storm discharge installations, such as sewers or grates.
        XIV. The site for the location of the portable LPG containers shall be chosen so that it is not required to pass with them through kitchens or public areas.
    b) Placement
        I. The portable LPG container should be placed on a dry, hard, and even floor. If the floor is damp, it should be placed on a wooden pallet so that moisture is not transferred to the container.

II. A portable LPG container shall not be placed or stacked on top of any other object, whether full or empty.
III. The location where portable LPG containers are placed must have a minimum free space of 40 cm in front and on each side, so that the exchange operations are performed easily and safely. The cylinder must be removed from the location upon completing the maneuver.
IV. Comply with the minimum distance of 1.50 m from the tangent of the portable LPG container towards any of the items listed in the following table:

Item
1. Ignition source
2. Suction of air conditioners and fans.
3. Electric or internal combustion engines that are not explosion-proof
4. Lighted signs
5. Doors or windows of lift cabins
6. Switches, electrical contacts, and energized wires

V. In order to operate, each and every LPG facility and its distribution lines, the aforementioned requirements must be complied with and there must be no leaks or accessories in bad condition.
VI. Once the installation has been completed, and prior to public operation, LPG facilities and their conduction and distribution lines must be reviewed and approved by the Operations Management and the Civil Protection and Occupational Hygiene Management.

c) Operation
I. The facilities for the use and exploitation of temporary LPG, stands, and kitchens, must be checked and approved for operation prior to public access.
II. The client and exhibitor will be responsible for the proper performance of their equipment and use of LPG at all times.
III. The exchange and supply of LPG must be done outside the opening hours to the public. Changing or transporting portable LPG containers will not be allowed while the event is being held or during public attendance or crowding.
IV. No additional LPG containers (EMPTY OR FULL) shall be stored, kept or backed up in the tents, stands, warehouses, and other temporary structures of the event.
V. The user (exhibitor-organizer) shall notify the Operations and Attention and Control Department upon entering and installing their equipment so that the venue's Attention and Control personnel can assign a sufficient number of fire extinguishers.
VI. All fire extinguishers, whether owned by the venue or brought in by exhibitors and riggers, must be signposted in accordance with current regulations: red background, white figure, with photoluminescent paint application measuring 0.30 x 0.30 m, on trovicel or vinyl.



VII. Do not use the portable LPG container as a structural fastener or place objects on top of it once it is in operation.

d) Documents
I. Prior to public access, the Client must send the following documents to the Operations Management and the Civil Protection and Occupational Hygiene Management for review and operation authorization:
i. Submit sketch or drawing indicating the location of the portable LPG containers.
ii. Hold a liability letter for temporary LPG facilities issued by the LPG Installation Verification Unit, which must be exclusively contracted promptly through the Additional Services Department.

All LPG services, in any capacity, must be contracted from Centro Banamex through the In-house Services Department.

79. Under no circumstances (during setup, the event, or teardown) may animals or pets of any kind be brought in, unless the event requires it due to its nature and/or a disability of the visitor.

80. In case of filming in common areas, you must have the corresponding authorization from the Commercial Department and notify the Marketing, Operations, and Public Relations Management.

G. EVENTS WITH PYROTECHNICS

81. The only type of pyrotechnics that may be used inside the venue is the cold fire type known as 'sparkular.' This must be reported 7 days in advance and will be authorized by the Attention and Control staff, provided the following requirements are met:
    a) Current general liability waiver with a disclaimer in favor of Centro Banamex, properly letterheaded and signed by the legal representative and/or authorized agent of the service provider company, specifying the venue, time, date, and public event where it will operate.
    b) Technical data sheet, design, and descriptive sketches of the equipment to be used.
    c) Prior to the event, in the presence of the operations and civil protection staff, the provider must test the equipment to ensure that the triggers do not fail and that the "sparkular" does not shoot towards the audience or combustible materials in the setup.
82. Pyrotechnic effects involving heat and chemical burning will be authorized only outside the building. The client must handle all arrangements, permits, and necessary procedures and is required to inform Centro Banamex Attention and Control in advance.
83. Pyrotechnic effects and/or performances involving heat and fire to be used outside the building must be authorized by Centro Banamex and are subject to the following documentation:
    a) Copy of the general permit in force, issued in favor of the pyrotechnics service provider by the Secretariat of National Defense (SEDENA).
    b) Safety certificate issued by the Mayor's Office of Miguel Hidalgo. Name of the document: Conformity regarding safety and location.
    c) Liability Letter fully exempting the property or a third party. Such letter must contain the following information:
        I. Full name of the responsible company if it is a legal entity or, if it is an individual, their full name or business. In case the responsible company is a legal entity, the person signing the document must have powers as representative of the company, i.e., the power of attorney of the person signing must be available.
        II. Description of the activity to be carried out, as well as the material to be used (fuel) and quantities.
        III. 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 Banamex from any claim, complaint or action that may be attempted against it, arising from the aforementioned".
84. For all cases of pyrotechnics or performance shows, the aforementioned requirements must be met before holding the event or show, at least 7 days in advance, and submitted to the Operations Management, the Attention and Control Management, and the client.
85. The indoors and outdoors pyrotechnics service provider shall be responsible for placing the necessary fire prevention equipment, according to the amount of explosive material to be detonated and under the prevention and contingency plan, as well as cordoning off or limiting the area where the material to be burned in the event or pyrotechnical show will be located. The supplier must install current CO2 extinguishers and foam agent fire extinguisher.
86. When the pyrotechnics service supplier is an individual, they must be present during the pyrotechnics event or show.
87. When the pyrotechnics service supplier is a legal entity, a power of attorney must be attached, authorizing individuals to install and burn the pyrotechnics.
88. Due to the building characteristics of the rooms of Palacios de Iturbide, Casas Montejo, Casas del Diezmo, and Palacios de la Canal, no performance or activities with fire are allowed.

H. SIGNAGE

89. The client's institutional signage and/or decoration must have the approval of Centro Banamex (Marketing and Operations Managements) and shall be limited to the designated areas, ensuring that it does not invade common areas and does not block the visibility of Centro Banamex's own signage. If brand or sponsor advertising is to be used in common areas, it will be quoted and authorized by the Marketing and Operations Management. The sponsors' brand must have a maximum of 25% of the image size.

90. The client, suppliers or sponsors are not allowed to hang or attach any object from the ceiling or structure of Centro Banamex, being the exclusive use of Centro Banamex. Furthermore, nothing shall be tied, nailed, screwed, drilled or glued to the floor, carpets, walls, suspended ceiling system, columns or other areas that are part of Centro Banamex.

I. SIGNAGE DIRECTING TO THE EVENT

91. The dimensions to be included in the signage must be agreed with the Commercial Department and the Operations and Marketing Managements.
92. Only the date, place and the arrow indicating the route to follow may be placed on the signage.
93. Any signage without branding or sponsorship may be placed at no additional cost; otherwise, a quotation must be made with the Marketing Management, Operations Management and/or Commercial Department for a cost estimate and authorization.
94. In case advertising of brands or sponsors of the event is used in the signage, module, or stand in common areas, a quotation and authorization must be requested from the Marketing, Commercial, and Operations Managements, as the case may be. The sponsors' brand must have a maximum of 25% of the surface area used per side; if this percentage is exceeded, the cost will be higher than normal.
95. It has to stand by itself and, in case it is outdoors, it has to be solidly built and fastened (so that the air does not blow it away).
96. It has to be placed and removed without affecting simultaneous events.
97. They can be located in the following spots depending on the space contracted:
    a) Marble lobby next to the triple stairs
    b) Junction between the marble floor and carpet at the exposition level, leaving a distance of 50 cm from the window and without covering the hydrant.
    c) Parking access, level E-1, section A, 1.60 m from the second block of the window structure or 50 cm from the wall that leads to the marble lobby.
    d) Parking access, level E-1, section B, 1.60 m from the window structure next to the Centro Banamex signage.
    e) Parking access, level E-1, section C, 1.60 m from the first block of the window structure
    f) Parking access, level E-2, section B, next to the columns
    g) Parking access, level E2, section C, with a clearance of 50 cm from the handrail.
    h) Exhibitions level Escalators A, B, and C, next to the Centro Banamex signage.
    i) Lobby of Casas glass doors, next to the glass wall.
    j) Escalators leading down to the lobby of Casas del Diezmo and Casas Montejo, between the plasma and the staircase, with a clearance of 50 cm from the handrail.
    k) Lobby of Casas, next to the escalators, with a clearance of 50 cm from the escalator.
    l) Next to the elevator of Basement 2 (-650), section A, with a minimum clearance of 50 cm from the wall.
    m) Next to the elevators of Basement 2 (-650), section C, with a minimum clearance of 50 cm from the wall.
    n) Next to the elevators of Basement 2 (-650), section D, with a minimum clearance of 50 cm from the wall.
    o) At the beginning of the ramp of Basement 2 (-650), section A and C, with a minimum clearance of 50 cm from the wall.
    p) At the tram bay, with a minimum clearance of 50 cm from the wall.
98. Any signage or information outside these measures not informed by the Client will have to be removed without any responsibility for Centro Banamex.
99. All this signage will share simultaneous event spaces.

J. MEDICAL SERVICE

100. The medical service is exclusive to Centro Banamex and must be contracted at least as described in the attached table, based on its criteria regarding the number of people per day or the space rented in square meters (m^2) by the organizing committee.
101. The corresponding payment for the medical service shall be covered by the Client of the event.
102. Medical services must be arranged to cover the entire duration of assembly, event, and disassembly according to the expected attendance levels or size of rented space for each day. If there is no medical service in the hall or rooms, access thereto will NOT be allowed for restocking and arranging

merchandise, detailing stands, cleaning stands or any other activity that, at the discretion of Centro Banamex, may pose a risk to the Organizing Committee, exhibitors or visitors.

103. For events with fewer than 300 people or spaces up to 300 m² in the educational session format in convention rooms without stand assembly and without alcohol consumption, the client shall contract the business medical service.
104. For the cases described in the aforementioned point in which it becomes necessary to transport by ambulance any person related to the event to a hospital for medical attention, the client must pay for the ambulance transfer service as an additional service.
105. Medical service coverage will be available in 4-hour, 8-hour, and 12-hour shifts, with the option to extend by up to 2 additional hours. A third extra hour will be considered within the 4-hour shift. When overtime applies, the request must be submitted in writing to Centro Banamex 4 hours in advance. If requested with less than this notice, an additional 20% charge will be applied to said overtime hours.
106. Centro Banamex reserves the right to assign a larger operational team in the event that the number of people or square meters rented reported by the client increases, or if the characteristics of the event entail evident risks such as: work at heights, installation of stages, sets, and screens larger than 3x2 meters, stands, handling of heavy machinery, among others. Likewise for events considered high-risk such as: boxing matches, wrestling, high-risk / high-physical-exertion sports, concerts, political or partisan events, among others.
107. For Social events such as Graduations, Year-End Parties, Mexican Posadas, Weddings in which alcohol consumption is clearly identified, the medical deployment must consider an additional 35% of technical and medical personnel as described in the attached table.

Event size Number of people per day or m2 of rented space	Type of Device
Up to 300 people or 300 m2	Medical service located in the Main Lobby
301 - 1,000 people or up to 5,150 m2	1 ambulance, 1 physician, 2 Emergency Medical Technicians
1,001 - 4,000 people or up to 12,500 m2	2 ambulance, 2 physicians, 4 Emergency Medical Technicians
4,001 - 10,000 people or up to 21,500 m2	3 ambulances, 2 physicians, 6 Emergency Medical Technicians
More than 10,001 people or more than 21,500 m2	3 ambulances, 3 physicians, 8 Emergency Medical Technicians

K. CLEANING

108. Centro Banamex will be responsible for cleaning and removing trash from all perimeter areas surrounding the event (lobbies, receptions, committee offices, etc.) as well as restrooms located in public areas.
109. In exhibition halls, two persons should be considered per shift per room to serve as restroom attendants. Under no circumstances may they be dispensed with, since restrooms represent a critical cleaning aspect, both for the event's image and to prevent the transmission of infectious diseases.
110. Centro Banamex will make a proposal to the Client with the number of items per shift recommended for cleaning during the different stages of the event. The client may request, at its discretion, more items to reinforce the areas it considers, at an additional cost.
111. The client is responsible for and will take the necessary measures to have packages, boxes, tools, etc. removed from inside the Centro Banamex hall or room at least 5 hours before the start of the event to allow for the cleaning of these areas.
112. The minimum number of cleaning items in halls and rooms must be in accordance with the following standard based on the number of attendees per event day and respecting the standard of square meters contracted by the organizing committee per day according to the type of activity:

# Attendees / Day	Assembly	Event	Disassembly
Up to 5,000	1 item/ 1,000^{m2}	1.50 item / 1,000 m2	1 item/ 1,000^{m2}
From 5,001 to 10,000	1 item/ 1,000^{m2}	1.30 item/ 1,000 m2	1 item/ 1,000^{m2}
Greater than 10,000	1 item / 1,000^{m2}	1.20 item / 1,000 m2	1.25 item / 1,000^{m2}

The client may hire a larger number of personnel if deemed it necessary.

113. The Client undertakes to comply with the applicable sanitary guidelines and measures issued by the competent authorities, as well as with the sanitary guidelines and measures published by Centro Banamex in case of any sanitary contingency.
114. If, for any reason, the client does not comply with the sanitary guidelines and measures indicated, Centro Banamex may request the immediate suspension of the event; consequently, the client, hereby releases and agrees to hold harmless Centro Banamex, Representaciones de Exposiciones México, S.A. de C.V., its controlling companies, subsidiaries, branches or affiliates, from any claim, complaint, sanction, fine or indemnity demanded by any third party or authority, as well as from any liability, whether public, criminal, administrative, sanitary, medical or any other resulting from such activities.
115. Under such conditions, the client shall not exercise any claim, legal action, or any right that it may promote in the future against the companies or persons mentioned in the preceding paragraph.
116. When the client requires the use of empty waste containers and/or compactors from the start of their assembly in order to maintain accurate measurement of generated waste, this type of service must be quoted separately. For clients requiring the "Zero Waste" service, they must notify their Account Manager. They may request this service from the Centro Banamex supplier at least 25 business days in advance, with a prior quote for complete waste recycling.
117. When waste generated during dismantling includes stand walls, ceilings, and/or floors, as well as gray construction materials and/or solvents, oils, or chemicals that are not removed by the rigger and/or exhibitor, the event organizer shall be responsible for removing them or, failing that, paying Centro Banamex for such work within the contracted hours for the use of the halls and rooms.

L. FOOD AND BEVERAGE

118. Centro Banamex reserves all rights to exploit or grant concessions for food and beverage services within the facilities of Centro Banamex, providing them in the following areas: exhibitions, conventions, restaurants, cafeterias, loading docks, concourse, marble lobby, Casas lobby, maneuvering yard, foyer, service corridors, parking lots and all those points of sale designated for this service; therefore, the entry of food and beverages either for consumption and/or sale during assembly, events and disassembly is strictly forbidden.
119. All food and beverages must be prepared and served by Centro Banamex, including for assembly personnel.
120. In the case of Food and Beverage sponsorships during the event, the Account Manager must be notified in writing in order to request authorization from the corresponding department.
121. For food and beverage tastings in exhibition halls and convention rooms, the event's business line must be food and beverages. The regulatory measures are:
    a) Beverage: in small containers or glasses of no more than 3 ounces.
    b) Food: portions no larger than 3 cm × 3 cm
    Food and/or beverage tastings at stands will only apply when the business line is food and beverage and complying with the above measures.
122. It is strictly forbidden for external service personnel (Captains, Waiters, Bartenders, etc.) to access any of the areas within the venue's facilities to perform service and/or attendance activities for the event.
123. Centro Banamex reserves an area within the exhibition hall located in front of the Fast Food area, for the exclusive use of its customers. This area will be equipped with tables and chairs.
124. Centro Banamex has a department that will provide this service to exhibitors at the stands, which must be requested at least 24 hours in advance to In-house Services and subject to kitchen capacity. There is a list of products and services available for this purpose, which the client may include in its Exhibitors' Manual.
125. Food for assemblers will be served in an area designated for this purpose, according to the logistics and scheduling of the event's assembly.
126. Service personnel are prohibited from asking event attendees for tips. It is at the discretion of the visitor or diner to tip the waitstaff, without this being an obligation or condition imposed by our personnel.

M. VIDEO WALL USAGE

127. The following should be considered for the use of the videowall:
    a) The screen resolution is 1920 x 1080 px.

b) The video must be in MPEG or MPG format, at a 16:9 ratio.
c) The videowall's operating hours are from 8:00 a.m. to 8:00 p.m. For events that begin or end outside these hours, the operating hours will be extended with prior authorization from the Marketing Manager.
d) The projection of the event on the videowall will begin 30 minutes before the event starts and will end 30 minutes after the event has closed its doors.
e) The material must be delivered to the Marketing Department 5 business days before the event starts. If the material is delivered later, Centro Banamex will not be responsible for any failure to project the video on time.
f) The audiovisual material will be developed at the client's expense.
g) The spots must have a maximum length of 5 minutes.
h) The Client may upload as many spots as they wish, as long as the total weight of all of them does not exceed 2 GB.
i) The audiovisual material cannot be of any direct or indirect competitor brand of our sponsors and their affiliated brands: Banamex, and Telcel.
j) The use of the videowall is exclusively for clients with events in halls "A" or "D".
k) The use of the videowall without having an event in hall A or D is subject to availability and the authorization of the Commercial and Marketing Departments.
l) If the Client does not dispose of the 4 exhibition halls and wants to use the 2 video walls, the Marketing and Commercial Managements will evaluate the costs and feasibility.
m) Prices are in local currency plus VAT.
n) These prices are not subject to negotiation.

128. For the use of the 38 screens closed circuit, the following should be considered:
a) The formats accepted by the video system are GIF, JPG, and BMP, with a 1024 × 768 resolution.
b) Images or videos can be broadcasted in MP4 and MPG formats, with a 720 × 480 resolution and 16:9 aspect ratio. 46". 46”.

129. For the use of the closed circuit outside the rooms (Palacios de Iturbide, Palacios de la Canal, Casas del Diezmo, and Casas Montejo) the following should 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 25.4 cm width and a 19.05 cm height.
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 25.4 cm width and a 19.05 cm height.

N. GENERAL AREAS

130. In order to have access to the general areas it is necessary to request authorization from the Commercial department of Centro Banamex.
131. No structure, module, items and/or signage shall obstruct the image, signage, services, fire extinguishers, hydrants or emergency exits of Centro Banamex.
132. Nothing may be glued, drilled, nailed or fastened to the columns and/or general facilities of Centro Banamex.
133. The client must guarantee the care of the carpet, marble and general facilities of Centro Banamex, placing carpet at the junction of poles, stands, platforms, etc. The use of double-sided tape, beaded tape or any type of adhesive tape will not be allowed in any of these areas.
134. The presence of brands that are in direct competition with Centro Banamex's sponsors is not allowed.
135. The client must request the required electrical installations at least 5 business days prior to the event.
136. The program or information of the event may be displayed on the screens located outside the Palacios de Iturbide, Casas Montejo, Casas del Diezmo and Palacios de la Canal rooms, according to the Room contracted.
137. No construction activities (such as painting, carpentry, any type of cutting, etc.) are allowed in the general areas of Centro Banamex. Everything must arrive pre-assembled.
138. The use of speakers during assemblies in common areas such as lobbies and loading docks is not permitted.

139. The client is obliged to delimit the area where they are carrying out their assembly using single-line barriers or caution tape, leaving a safe space (aisle) for the free passage of people.
140. In case advertising of brands or sponsors of the event is used in the signage, module, or stand in common areas, a quotation and authorization must be requested from the Marketing, Commercial, and Operations Managements, as the case may be. The sponsors' brand must have a maximum of 25% of the surface area used per side; if this percentage is exceeded, there will be a cost.
141. Authorization must be requested in advance to place or carry out any object and/or activity in the general areas; your Account Manager or Administrative Sales Executive must be informed in order to obtain authorization from the corresponding areas and there will be a cost.
142. The client must request authorization at least 5 business days prior to the event to enter any vehicle and/or machinery to the corresponding areas and review its cost. If authorized, the following must be met:
    a) The vehicle's engine may not be started at any time during the event.
    b) No vehicles may be washed in this area.
    c) All protection and safeguarding are the responsibility of the client.
143. Spoken advertising or advertising involving music or loudspeakers will be regulated by Centro Banamex personnel to prevent disturbance to Exhibitors or Visitors. If, due to the nature of the event, it is necessary to use sound, the Operations Management will verify that it does not exceed 60 decibels.
144. In the halls and rooms of Centro Banamex that, due to the nature of the event, generate sound emissions (sound and/or music) that are not perceived outside the facilities, the maximum permitted limit will be 62 decibels without time restrictions, provided that the excess is generated in a brief, interrupted and fluctuating manner in accordance with Article 30 of the Law of Commercial Establishments, which will be regulated by the Operations Management personnel so that the limit is not exceeded.
145. Centro Banamex has exclusive and private parking, leased to a third party for visitors. It operates with various self-service payment systems (App, TAG, and automatic pay stations) with defined and authorized hours and rates set by the competent authority.

O. CONCOURSE AT EXHIBITION LEVEL

146. The following should be considered for institutional modules:
    a) Institutional modules may only be placed in the area designated by Centro Banamex for the event in accordance with the exhibition halls contracted. The client may use this area for the following services: information, registration, cloakroom and press.
    b) For all events that use the concourse with any type of assembly, the client must submit the corresponding AutoCAD drawing at least 30 days in advance, detailing the locations, dimensions, and weights of all items, so that Centro Banamex may grant its approval through Operations Management.
    c) If two simultaneous events are held in an exhibition hall, the general areas designated for the exhibition hall will be divided.
    d) These modules cannot be marketed by the client.
    e) The assembly and/or installation of stands is authorized from the axis of the columns towards the window with a maximum height of 3.50 meters.
    f) Consideration should be given to the carpet care mentioned in Chapter II of the Operating Guidelines, Subsection C. Assembly and Disassembly - Exhibition and Convention Rooms.
147. The client is obliged to delimit the area where they are carrying out their assembly using single-line barriers or caution tape, leaving a safe space (aisle) for the free passage of people.
148. For corridors, the following should be considered:
    a) There must be a minimum clear space of 5.00 meters from the column to the wall for circulation of visitors.
    b) The registration queue lines must not extend more than 3.00 meters from the counter.
149. For arches and entrance structures to exhibition halls, the following should be considered:
    a) The location and dimensions for halls "A", "B" and "C" in the main doors of the exhibition hall, shall be at a distance from the column/ wall panel of 1 meters deep, 14.00 meters long, and 4.00 meters high at the most, with prior layout plan authorization 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 1 meter deep, 8.00 meters long and 4.00 meters high at the most, with prior layout plan authorization by the Operations Management.

150. The following should be considered for information signage:
   a) It can be located in the additional area designated, observing the corridor limitations.
   b) Any signage without branding or sponsorship may be placed at no additional cost; otherwise, a quotation must be made with the Marketing Management, Operations Management and/or Commercial Department for a cost estimate and authorization.
   c) In case advertising of brands or sponsors of the event is used in the signage, module, or stand in common areas, a quotation and authorization must be requested from the Marketing, Commercial, and Operations Managements, as the case may be. The sponsors' brand must have a maximum of 25% of the surface area used per side; if this percentage is exceeded, there will be a cost.
   d) The conference program, list of exhibitors and/or floor plan can be placed 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.
151. The following should be considered for the Event Opening:
   a) The ribbon cutting will take place at the access arches to the event, allowing concourse access to the exhibition halls at all times.
   b) The location of the podium and/or auditorium will be limited to the common area, respecting the corridor (from the columns towards the window).
   c) The podium stand may be located at the entrance of the exhibition hall or next to its arch.
   d) If the client of the event so requests, Centro Banamex can provide the furniture for the event opening limited to chairs, platform, podium and presidium (according to availability).
   e) All material provided by Centro Banamex is loaned only for the moment of the event opening, in case the client wishes it to remain for a longer period of time, furniture rental will be charged.
   f) It can be mounted on the stage backing and the client is obliged to protect the entire stage with carpet cutouts.
   g) All audio, video or projection equipment is the responsibility of the client, Centro Banamex can provide it at cost.
   h) To set up stages, lights or inflatable decor, prior authorization must be requested from Centro Banamex Operations Management.
152. 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", these doors must be considered to be 2.00 meters wide and 2.80 meters high.
   b) The vehicle must be placed on a platform with a carpet.
   c) The vehicle must be positioned leaving the major weight at the column axis.
   d) The maximum vehicle weight supported per tire is 400 kilograms.
   e) It must have the tank with the fuel reserve, prior authorization of the Operations Management.
   f) Tires must be wrapped in plastic film.
   g) The car must be pushed in with the engine off.
153. For vehicles weighing more than 1,600 kilograms, authorization must be requested from Operations Management.

P. CONCOURSE AT PALACIOS DE LA CANAL LEVEL

154. The following points should be considered for information modules or stands:
   a) Stands may only be located in front of the contracted rooms, taking into consideration the care of the carpet mentioned in Chapter II of the Operating Guidelines, Subsection C. Assembly and Disassembly - Exhibition and Convention Rooms.
   b) Modules may only be placed in the area designated by Centro Banamex for the event according to the rooms contracted, considering 3.00 meters from the window and a maximum height of 3.50 meters. The client may use this area for the following activities: information, registration, cloakroom and press service.

c) For all events that use the concourse with any type of assembly, the client must submit the corresponding AutoCAD drawing at least 15 days in advance, detailing the locations, dimensions, and weights of all items, so that Centro Banamex may grant its approval through Operations Management.
d) The client is obliged to delimit the area where they are carrying out their assembly using single-line barriers or caution tape, leaving a safe space (aisle) for the free passage of people.
e) Arches and entrance structure do not apply to this area.
f) There should be a free space of 4.00 meters from the entrance column of the Palacios de la Canal rooms towards the window for the circulation of visitors.

155. In the event that combustion vehicles are authorized for exhibition, they must comply with the following:
a) Only vehicles that pass through the 2.00 meters wide and 2.40 meters high access gates of the parking lot to the concourse at Palacios de la Canal Level may be exhibited.
b) The maximum vehicle weight supported per tire is 400 kilograms.
c) It must have the tank with the fuel reserve, prior authorization of the Operations Management.
d) Tires must be wrapped in plastic film.
e) The car must be pushed in with the engine off.

156. For vehicles weighing more than 1,600 kilograms, authorization must be requested from Operations Management.

Q. VALPARAÍSO FOYER

157. For stands, the following points should be considered:
a) Stands may only be located in front of the contracted Palacio de Valparaíso rooms; taking into consideration the care of the carpet mentioned in Chapter II of the Operating Guidelines, Subsection C. Assembly and Disassembly - Exhibition and Convention Rooms.
b) For all events that use the Valparaíso Foyer with any type of assembly, the client must submit the corresponding AutoCAD drawing at least 15 days in advance, detailing the locations, dimensions, and weights of all items, so that Centro Banamex may grant its approval through Operations Management.
c) The stand, from the wall of the window, shall leave 0.50 meters of separation and shall have a maximum depth of 2.00 meters and a maximum height of 3.50 meters.
d) 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 may use this area for the following activities: information, registration, cloakroom, press service, exhibition and coffee service.
e) For the arches and entrance structure to the room there must be a distance from the wall panel of 1.00 meters, 4.00 meters in height and a maximum length of 9.00 meters. Stands may not block the doors, and prior authorization of the layout plan by the Operations Area of Centro Banamex is required.
f) For the arches and entrance structure to the Valparaíso Foyer, there should be 1.00 meters deep, 6.00 meters long and 4.00 meters high at the most, with prior authorization of the layout plan by the Operations Area (only when the 3 rooms of Palacio de Valparaíso are occupied).
g) There should be a free space of 4 meters from the Valparaiso wall to the window for the circulation of visitors.
h) The maximum weight supported per square meter is 350 kilograms.
i) The following should be taken into account when hanging banners in the Valparaíso foyer:
I. The hanging of banners in the Valparaiso foyer rooms will be allowed only in the second and third quadrants of the window (floor to ceiling).
II. The costs for the hanging of these items will be established according to Centro Banamex's current prices.
III. The measurements, location and quantity of the banners must be previously authorized by the Operations Area.

158. In the event that combustion vehicles are authorized for exhibition, they must comply with the following:
a) Only vehicles that pass through the 2.00 meters wide and 2.90 meters high access gates of Valparaíso can be exhibited.

b) The maximum vehicle weight supported per tire is 400 kilograms.
c) It must have the tank with the fuel reserve, prior authorization of the Operations Management.
d) Tires must be wrapped in plastic film.
e) The car must be pushed in with the engine off.

159. For vehicles weighing more than 1,600 kilograms, authorization must be requested from the Centro Banamex Operations Management.

R. MARBLE LOBBY

160. It is not allowed to place stands in the marble lobby area.
161. No display vehicles may be placed.
162. No brand presence is allowed.
163. Access to the automatic door leading to the Balcony Terrace overlooking the Racetrack must not be blocked. This Terrace will be available from 8:00 a.m. to 10:00 p.m. For Graduation events and Year-End Parties, said access to the Balcony Terrace shall remain closed.
164. The location and dimensions for the arches at the base of the Triplex stairs must meet the specifications of 7 meters in width, 5 meters in height, and 1 meter in depth. Sufficient counterweights must be added to ensure stability against air currents.
165. If carpeting is required, no glue or tape may be used (it will have to be held down with weight).
166. For all events that use the Marble lobby with any type of assembly, the client must submit the corresponding AutoCAD drawing at least 15 days in advance, detailing the locations, dimensions, and weights of all items, so that Centro Banamex may grant its approval through Operations Management.

S. LOBBY OF THE CASAS AREA

167. Stands can only be set up if all four rooms of Casas Montejo and/or Casas del Diezmo are booked (if only four rooms are booked, half of the Casas lobby is included), with a maximum stand height of 3.50 meters, and taking into consideration the carpet care mentioned in Chapter II of the Operating Guidelines, Subsection C. Assembly and Disassembly- Exhibition and Convention Room
168. In the event that combustion vehicles are authorized for exhibition, they must comply with the following:
    a) Only vehicles that can pass through the access doors of the Casas lobby, with a width of 2.00 meters and a height of 2.50 meters, can be exhibited.
    b) The maximum vehicle weight supported per tire is 400 kilograms.
    c) It must have the tank with the fuel reserve, prior authorization of the Operations Management.
    d) Tires must be wrapped in plastic film.
    e) The car must be pushed in with the engine off.
169. For vehicles weighing more than 1,600 kilograms, authorization must be requested from the Centro Banamex Operations Management.
170. For all events that use the Casas lobby with any type of assembly, the client must submit the corresponding AutoCAD drawing at least 15 days in advance, detailing the locations, dimensions, and weights of all items, so that Centro Banamex may grant its approval through Operations Management.

T. MOTOR LOBBY

171. To place a ticket booth, authorization must be requested from the corresponding areas of Centro Banamex.
172. It is not allowed to place power stations (electric power generators) in this area.
173. In order for personnel to ascend and descend, authorization must be requested from the Operations Area and the Support and Control Area.
174. All decorations, types of assembly, and/or exhibition vehicles to be placed in the motor lobby must be requested at least 15 days in advance for review and approval by the Commercial and Operations departments of Centro Banamex by sending the corresponding drawing in AutoCAD.

U. OTHERS

175. Other services required, such as decoration, video equipment, hostesses, transportation, among others, are strictly the responsibility of the client. Centro Banamex has a catalog of suppliers, which have been previously registered showing their products, services, capabilities and professionalism, by virtue of which they are suppliers authorized by Centro Banamex to render services, without this

being under any circumstance cause or form to acquire any responsibility on the part of Centro Banamex in the contracting of any service from said catalog.

176. Centro Banamex is not responsible for the maintenance or operation of the client's or exhibitor's equipment or materials, including but not limited to carpets, electrical, audiovisual and office equipment, profiles, furniture, and machinery.
177. The client and the exhibitor are responsible for observing and enforcing compliance with all the rules of these Regulations by all persons who directly or indirectly enter Centro Banamex during the assembly, disassembly and celebration of the event.
178. Giving gifts and/or tips to the Operational staff of Centro Banamex or to any of its suppliers is strictly prohibited (tipping is permitted at the discretion of the diner only in restaurants or Food and Beverage points of sale). Likewise, Centro Banamex employees are not authorized to rent or sell material or equipment belonging to Centro Banamex or any of its suppliers, nor to condition the delivery of any contracted product or service in exchange for any such gifts and/or tips.
179. Centro Banamex has the authority to establish with the client all matters not provided for in these Regulations as it may be convenient to the interests of Centro Banamex itself and shall form part of the annexes to the Regulations.
180. Any breach by the client of any of the sections and provisions that form an integral part of these Regulations shall be cause for termination of the contract without the client being able to claim any indemnity for damages, and the organizer must cover Centro Banamex the expenses that may derive from the actions taken to resolve them.
181. For all those agreements made with the client and/or established by provisions not listed in the Regulations and/or regulatory documents of Centro Banamex and which are not respected by the client, Centro Banamex reserves the right to take any additional measures it deems appropriate.
182. For any situation not covered in these Regulations, the client is obliged to request it in advance and in writing to Centro Banamex for its corresponding authorization through the Exhibitions Sales Management of Centro Banamex for its resolution.
183. These regulations are subject to change and will be notified to the Client in due course.

I received and read the Regulations:

_____
Name and Signature of Client and/or
Name of the Event Legal Representative

Date: _____ Date of the Event: _____