

OPERATIONS MANUAL EXPONOR 2024

I. ASSEMBLY, EXHIBITION AND DISASSEMBLY

The Assembly, Exhibition and Disassembly program for EXPONOR 2024 indicated in article nine of the Official Regulations considers the following dates:

A) Assembly:

The period for handing over the areas for construction, setting up, fitting out and decorating will be from **Monday, May 20, 2024, to June 01, 2024**, and will be programmed by area. The exhibitors must carry out and complete their work during those dates, in accordance with the following programme:

Item	Handing over areas	Date
1)	Copper, Silver, Lithium, and Iodine Pavilions	From Monday, May 27 to Saturday, June 1, 2024.
2)	Exterior Zones D	The companies located in this sector may bring cargo and machinery in to the area they have rented between Monday, May 20 and Thursday, May 23, 2024.
3)	Exterior Zones C	The companies located in this sector may bring cargo and machinery in to the area they have rented between Thursday, May 23 and Sunday, May 26, 2024,
4)	Exterior Zones A, B and E	From Monday, May 20 to Saturday, May 25, 2024

On **Sunday, June 02**, material may only be entered manually; no vehicles will be permitted to enter the exhibition grounds.

The assembly times established by the Organizing Committee are:

	Dates	Times
➤	Monday, May 20, to Sunday, May 26	08:00 hrs. to 18:30 hrs.
➤	Monday, May 27, to Friday, May 30	08:00 hrs. to 19:30 hrs.
➤	Saturday, June 01	08:00 hrs. to 21:30 hrs.
➤	Sunday, June 02	08:00 hrs. Closing time 19:00 hrs.

Assembly Procedures and Regulations:

Special Projects	
1)	<p>Special projects must have prior approval from the Organizer before assembly work at site is begun. For this purpose, the drawings and specifications must be sent for approval through the Accreditation System.</p> <p>➤ Before May 03, 2024.</p>
Procedure for Projects	
2)	We request that care be taken to not damage rugs or other items that damage the image of the exhibition.
3)	For safety and operational reasons and in compliance with current legal regulations, Law 16.744, assembly companies must have all their safety implements (hard hat, safety footwear, safety glasses, certified harnesses, and scaffolding, etc.) during the assembly and disassembly periods. The organization is authorized to prohibit entry to all those who do not comply with the above-mentioned safety standards.
4)	Exhibitors and their contractors and subcontractors must comply with the labour, social security and occupational health and safety regulations in effect. Non-compliance with any of these obligations could lead to stoppage of the work until they are complied with.
5)	It is the responsibility of each company to remove surplus materials, debris, and trash from the construction and assembly of the stands, considering that the work area must always remain clear and clean.
6)	<p>A file will be requested containing the assembly done by contractor and subcontractor companies, and must include the following:</p> <ul style="list-style-type: none"> ➤ Safe work procedure. Obligation to Inform risks (ODI) and correct working methods, Supreme Decree 40, Law 16.744. ➤ Must perform a prior induction for the various contractors and subcontractors that will do assembly and disassembly work, setting out the expected safety guidelines. ➤ Accreditation of affiliation with an administrating entity of the ACHS Law: Mutual Insurance Company, Occupational Safety Institute (ISL), Work Safety Institute (IST). ➤ Provide a copy of the Company's Internal Regulations (prohibition on alcohol and drugs). ➤ Risks Matrix (in compliance with the special regulation policy for contractor companies).
8)	<p>Assembly companies and service providers:</p> <p>The Organizing Committee reserves the right to deny entry to contractors/subcontractors who have not complied with the regulations, have not met their commitments with exhibitors or have not behaved in accordance with the Exponor Regulations.</p>

B) Timetable Show:

Activity	Schedules
Visiting Exhibition hours	10:00 - 18:00 hrs
Official Opening 03 de June, 2024	11:00 - 13:00 hrs.
Entry of technical visits to the exhibition	10:00 - 14:00 hrs .
Sites visits	08:00 - 17:00 hrs.
Entry general public	14:00 - 17:00 hrs.

C) Disassembly:

Removal of goods and disassembly of the stands (inside as well as outside) **must** be done from Friday, June 7 to Wednesday, June 12, 2024.

On Thursday, June 6, material may only be removed manually; no vehicles will be permitted to enter the exhibition grounds.

The times for Disassembly are:

Thursday, June 6	18.00 to 19.00 hrs.
Friday 7 to Wednesday 12 June	08:30 to 19:00 hrs.

Criteria for Disassembly:

1)	All types of belongings of the exhibitor, referring to machinery, leaflets, equipment exhibited, among others, must necessarily be collected with the Bill of Lading and/or internal delivery receipt of each exhibitor.
2)	At the end of the exhibition, all facilities, constructions, signs, and others that the exhibitor has not removed within the timeframe established for the disassembly process will be placed at the disposal of the Organizing Committee, and it may freely dispose of these without the exhibitor being entitled to any reimbursement or payment, and it will lose all its rights over them. Furthermore, the Organizing Committee will invoice the exhibitor for the expenses it incurs in the case of demolition, removal, transport, and others, as well as the administrative expenses incurred.
3)	The Organizing Committee reserves the right to deny entry to contractors/subcontractors who have not complied with the regulations, have not met their commitments with exhibitors or have not behaved in accordance with the Exponor Regulations.

II. ACCREDITATION OF PERSONNEL

Item	Accreditation procedure
1)	The accreditation of the Assembly personnel indicated in article 9, point III of the Official Regulation must be done at the latest on May 17, 2024 . The accreditation must be done through the Accreditation System.
2)	The module companies must pick up the credentials for the assembly personnel who will participate on site, directly from the assembly accreditation offices at the same premises, after the accreditation indicated in the previous point.
3)	All assembly or provider personnel that enter the premises to carry out construction work, must without exception register in the assembly accreditation offices.
4)	The credential provided will be personal and non-transferable. Anyone who does not meet this requirement may be asked to leave the premises and will be denied entry.
5)	All the assembly companies must comply with the labour, and occupational health and safety regulations in effect (Law 16.744), with no liability for the EXPONOR 2024 organizing committee.

III. ENTRY AND REMOVAL OF GOODS:

Item	Procedure
1)	All materials to be used for the event that are brought in by the exhibitor, its contractors, and the assembly staff, whether these are elements for exhibition, decoration, lighting, sound, or others, must be brought in and accompanied by the corresponding Bill of Lading (detailed). This will be checked upon entry, leaving a copy in the security booth at the entrance. Goods may not be brought in without this Bill of Lading.
2)	The Bill of Lading must indicate the name, mobile phone number and national I.D. number of the person responsible for bringing in and collecting the goods.
3)	There will be an Internal Bill of Lading at each stand, which must list all the elements on exhibition, and it must be filled in and delivered before the end of the first day of the exhibition (June 3) to each pavilion manager, who will be duly identified.
4)	Collection of exhibition products may only be done with the Internal Bill of Lading with which the items were brought in.
5)	If you do not have this document, you can request and fill in a new outgoing internal bill of lading, which will be authorized by the pavilion manager. This bill of lading must be supported by a copy of photocopy of the corresponding bill of lading.
6)	If dealing with equipment or goods that are temporarily brought into the country, they must be supported with a copy or photocopy of the entry document, plus the letter of the customs agency authorizing the change of domicile.

IV. **WAREHOUSE OPERATIONS:** EXPONOR will have a warehouse available for the exhibitor, which is governed in accordance with the following procedure:

Item	Procedure
a)	The company will be responsible for filling in the unique Warehouse Entry Form, indicating all the information: date, information on the provider or client, taxpayer number, stand number, quantity, content, etc.
b)	If the package is damaged, open or items are missing, the warehouse clerk must note this anomaly in writing on the delivery receipt, which must be signed by the person delivering the package to the warehouse (photograph the damage if at all possible), and he will issue a damages report that will be sent to the Supervisor for later claim from the Provider.
c)	The package or material must be identified in a visible place with the name of the exhibitor or an acronym that identifies it, plus the correlative number from the entry form.
d)	The distribution of copies must be the following: <ul style="list-style-type: none"> ➤ Original: Remains in the warehouse stub book. ➤ Copy 1: Delivered to the Exhibitor or to the transporter with a stamp and signature of the warehouse clerk who received it.

NOTE: The above points are extracts from the EXPONOR Official Regulations, which are an integral part of the agreement.

ORGANIZING COMMITTEE