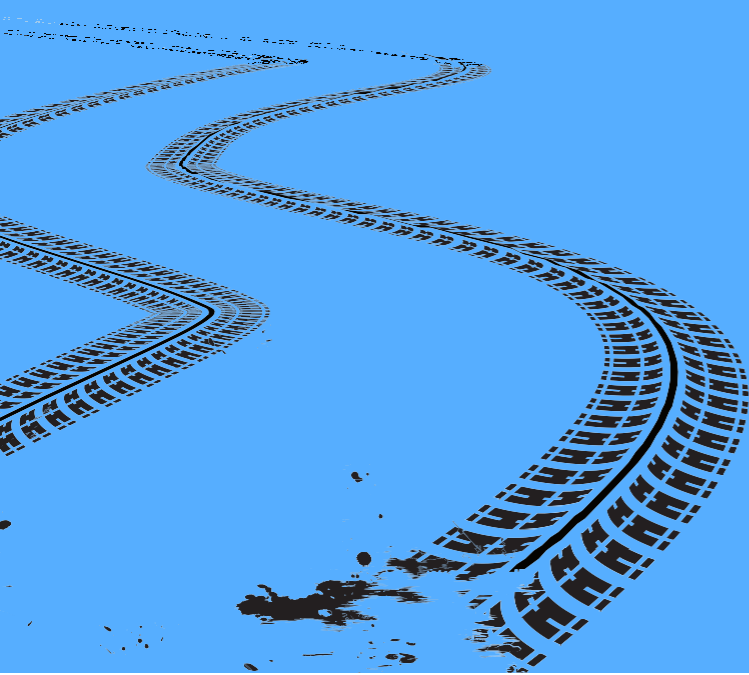


# Standards & Regulations Exhibitors & Contractors

Panama Convention Center  
**2024**

info@latinexpogroup.com  
+1 786-293-5186



## **OUR MISSION**

The Latin Tyre & Auto Parts Expo provide international tire and auto parts and related products manufactured a Latin American venue to present their products to Latin American and Caribbean tire and auto parts dealers in their “backyard”.

## **LOCATION**

Panama Convention Center  
Av Amador  
Panama City, Rep. of Panama

## **SET-UP DATES**

Please note that all exhibitors and contractors **MUST** complete booth construction no later than **11 PM on July 30, 2024 Tuesday.**

## **NO TIME EXTENSIONS WILL BE GIVEN.**

|          |               |              |           |
|----------|---------------|--------------|-----------|
| Thursday | July 25, 2024 | 7 AM – 11 PM | All areas |
| Friday   | July 26, 2024 | 7 AM – 11 PM | All areas |
| Saturday | July 27, 2024 | 7 AM – 11 PM | All areas |
| Sunday   | July 28, 2024 | 7 AM – 11 PM | All areas |
| Monday   | July 29, 2024 | 7 AM – 11 PM | All areas |
| Tuesday  | July 30, 2024 | 7 AM – 11 PM | All areas |

## **EXPO DATES**

Exhibitors may enter the convention center from 7:00 AM on each day

|                         |              |               |
|-------------------------|--------------|---------------|
| Wednesday July 31, 2024 | 10 AM – 6 PM |               |
| Thursday August 1, 2024 | 10 AM – 6 PM |               |
| Conferences             | 10 AM – 2 PM | Room Pacifico |
| Friday August 2, 2024   | 10 AM – 5 PM |               |

## **TEAR DOWN DATES**

|                         |              |
|-------------------------|--------------|
| Friday August 2, 2024   | 5 PM – 11 PM |
| Saturday August 3, 2024 | 7 AM – 11 PM |

**\*EXHIBITORS:** Note, NO TEAR DOWN OF BOOTHS is permitted prior to 5 PM on August 2, 2024. Any exhibitor who tears down before this date/time will be subject to a \$250 fine.

## **MAX HEIGHT FOR BOOTHS**

4 m = 13.12 ft

## **RESERVATIONS & BOOTH ASSIGNMENT**

1. You may reserve your booth online by visiting our website [www.latintyreexpo.com](http://www.latintyreexpo.com) and reviewing the **FLOOR PLAN** for available booth locations (noted in color: grey).  
☐
2. **Booth Assignment.** You will be asked to select (3) three desired booth locations and sizes (in SQM). Show management will assign (1) one of the booth spaces requested and will send a confirmation email to the email on file.
3. **Contract.** Once you have selected your booth location online, please complete the CONTRACT located on our website [www.latintyreexpo.com](http://www.latintyreexpo.com) **EXHIBITOR BUY A BOOTH “Fill out the Contract”** and submit it to show management via email to [Info@latinexpogroup.com](mailto:Info@latinexpogroup.com).  
☐ ☐ ☐
4. **Deposit and Balance.** You will receive an invoice within 48 hours of your online reservation along with the deposit and balance payment details and instructions. The deposit along with the contract is due within 10 business days of your reservation. Any booth missing the contract and/or deposit after the due date is subject to cancellation.

| <b>TO DO LIST</b>                                       |                             |             |
|---|-----------------------------|-------------|
| <b>CONCEPT</b>  | <b>DUE DATE</b>             | <b>DONE</b> |
| Signed Booth Contracts % 25% deposits                   | 10 days after booking booth |             |
| 50% of the balance is due                               | November 10, 2023           |             |
| 100% of the balance is due                              | February 2, 2024            |             |
|   |                             |             |
| Order Sponsorship & Advertisements                      | May 15, 2024                |             |
| Modify Exhibitor Profile                                | May 15, 2024                |             |
| Order Furniture & Accessories                           | June 30, 2024               |             |
| Booth Height & Design and Contractor Authorization Form | June 30, 2024               |             |
|   |                             |             |

### **CONTRACT DURATION AND APPROVAL:**

Each contract is ONLY valid during the expo period. This does not give any exhibitor the right to the rented space for future use. Latin Expo Group, LLC retains the right to approve or deny any and all both reservations and exhibitors at the show's sole discretion.

### **DIRECTORY PROFILE:**

Each company is responsible for providing Show Management with a company profile and description within 10 days of the booth reservation. Should this not be provided, a company profile and description will be assigned to the company by Show Management.

The exhibitor is responsible for communicating any changes/modifications to Show Management no later than May 15, 2024. No company profiles/descriptions will be added and/or modified after May 15, 2024.

Please note: This is the company information that will appear on both the Latin Tyre Expo & Latin Auto Parts Expo website as well as the printed Official Show Guide and Exhibitor Directory. Latin Expo Group, LLC. is not responsible for any errors and/or omissions.



## **PAYMENT DUE DATES**

Once your reservation is confirmed, your Company Profile will appear on our website [www.latintyreexpo.com](http://www.latintyreexpo.com) and [www.latinpartsexpo.com](http://www.latinpartsexpo.com) and you will be receiving an invoice to the email provided.

### **Payment due dates are as follows:**

- ☐ All contracts and 25% deposits are due within 10 business days of the booth reservation. Any booths missing a signed contract and/or deposit will be CANCELLED if not received.
- ☐ 50% of the balance is due by November 10, 2023
- ☐ 100% of the balance is due by February 2, 2024

**Any exhibitors with unpaid balances are subject to cancellation and penalties.**

## **CANCELLATIONS & REFUNDS**

- Effective to November 10, 2023 show management will retain 50% of the total balance of each space canceled due to liquidated damages.
- Effective November 11, 2024 – July 30, 2024 show management will retain 100% of the total balance of each space canceled due to liquidated damages.

*Show Management reserves the right to prohibit and/or accept or deny any exhibitors application. If Show Management deems a display or exhibitor objectionable to show interest, the exhibit shall be subject to removal or cancellation at the Exhibitor's sole expense. This reservation includes persons, things, conduct, printed matter, signs, or any item of poor character, which is in the sole judgment of Show Management, is detrimental to the Expo. This reservation may be enacted at any time, regardless of whether it is before or during the Show.*

*In the event of such a restriction is enforced during the Show, Show Management shall not be liable for refund of exhibit space rental fees or exhibit equipment rental fees, except at its sole discretion. Exhibitor hereby expressly waives any right and all claims, actions or demands for damages, costs and expenses, including without limitation, legal fees, lost profits, and costs of goods sold, against the facility, show management, their directors, officers, agents, employees and/or servants for such restriction or removal. Notwithstanding the foregoing, Show Management reserves the right to prohibit the sale and/or display of any products it considers unsuitable for the show or jeopardizes the show's safe operations.*

## **BOOTH OPTIONS**

### **FLOOR SPACE**



The exhibitor is responsible for the construction of the booth. We advise you hire one of the booth contractors recommended on our website. For a list of contractors, please visit our website [www.latintyreexpo.com](http://www.latintyreexpo.com) --> Exhibitors --> Booth Contractors.

o Your contractor must be approved by show management in order to enter the convention center during set-up days. Please send the “Contractor Authorization Form” which you can find on our website [www.latintyreexpo.com](http://www.latintyreexpo.com) --> Exhibitors --> Booth Contractors --> Contractor Authorization Form before June 30, 2024.

### **Additional Charges**

o Electricity: \$600 USD will automatically be added to your order for the use of electricity up to 2,000 watts. The expo will have the electrical connections available for the exhibitor during set-up days and the booth contractor shall be responsible for all internal connections. Should you exceed the 2,000 watts, you will receive an invoice at the end of the show charging any additional usage (\$30 per every 100 watts).

o Wi-Fi: \$100 USD will automatically be added to your order for Wi-Fi Internet use during show days (June 14-16, 2024). **This fee is mandatory for ALL exhibitors.**

o **ALL EXHIBITORS WILL HAVE A \$250 REFUNDABLE DEPOSIT charged at the time of the booth reservation to account for an early tear down, if applicable. Any exhibitor who tears down their booth before 5 PM on August 2, 2024 will not have this deposit refunded after the show.**

### **BOOTH DESIGN AND APPROVAL**

If your company selected a FLOOR SPACE booth then note your booth height and design MUST be submitted to Show Management [Info@latinexpogroup.com](mailto:Info@latinexpogroup.com) no later than June 30, 2024 for approval.

**Any exhibitor who fails to submit their booth design by this date will not be allowed to exhibit or construct at the show.**

Also note your contractor MUST be registered with the show and submit a “**Contractor Authorization Form**” found on our website

[www.latintyreexpo.com](http://www.latintyreexpo.com) --> EXHIBITOR --> BOOTH CONTRACTORS  
to show management at email [info@latinexpogroup.com](mailto:info@latinexpogroup.com)

## PRE-FABRICATED



### **INCLUDED IN A PRE-FABRICATED BOOTH:**

oFloor Space and basic construction of the booth.

o(Per every 9 m<sup>2</sup>) – Basic Partitions/Panels, fascia board with the company name, (3) spot lights, (1)business table, (4) chairs, trash can, and one electrical socket with 300 watts of electricity. Should you exceed the 2,000 watts, you will receive an invoice at the end of the show charging any additional usage (\$30 per every 100 watts).

- Carpet is included in the choice of colors grey, red, green or blue.

### **Additional Charges**

oWi-Fi: \$100 USD will automatically be added to your order for Wi-Fi Internet use during show days (June 14-16, 2024). **This fee is mandatory for ALL exhibitors.**

**o ALL EXHIBITORS WILL HAVE A \$250 REFUNDABLE DEPOSIT charged at the time of the booth reservation to account for an early teardown, if applicable. Any exhibitor who tears down their booth before 5 PM on August 2, 2024 will not have this deposit refunded after the show**

### **BOOTH PANEL DIMENSIONS (in case you wish to have graphics installed)**

Each melanin panel is 1 M wide x 2.48 M in height (each metal divider is 5 CM's wide).

For Pre-Fabricated: The size of the company name on the Fascia Board is 22 cm. high x 2.90 m long.

Visit our website [www.latinpartsexpo.com](http://www.latinpartsexpo.com) --> EXHIBITOR --> BOOTH CONTRACTOR section for recommended companies you can create the wall graphics for you.

#### **6 SQM**

2 x 3 pre-fabricated.

7 panels total: 2 Lateral and 3 deep.

#### **9 SQM**

3 x 3 pre-fabricated.

9 panels total: 3 Lateral and 3 deep.

#### **12 SQM**

3 x 4 pre-fabricated. 3 Lateral and 4

10 panels total: deep.

#### **12 SQM**

2 x 6 pre-fabricated.

10 panels total: 2 Lateral and 6 deep.

#### **18 SQM**

3 x 6 pre-fabricated.

12 panels total: 3 Lateral and 6 deep.

#### **27 SQM**

3 x 9 pre-fabricated.

15 panels total: 3 Lateral and 9 deep.

**\*NOTE:** If your booth is a corner, then the wall #'s would be different. Any questions contact management for help [info@latinexpogroup.com](mailto:info@latinexpogroup.com)

## **PRE-FABRICATED BOOTH WALLS**

The area or rented space, furniture and panels shall be returned by the exhibitor in its original condition. Painting, using adhesive tape on the walls and making holes in the fascia board is prohibited. Exhibitors are responsible for all damages.

Exhibitors are allowed to have non-permanent posters made and placed on the booth walls for decorative purposes, so long as the posters are removable and non-damaging to the walls of the booth.

## **FASCIA BOARD – COMPANY NAME**

Exhibitors with Pre-Fabricated booths will NOT be allowed to alter their company name on the fascia board in any way. This includes INSIDE and OUTSIDE of fascia board. Any fascia board not in compliance will be subject to the fine of \$250 due and payable within 24 hours. Show Management will repair/replace the fascia board to be in compliance with show regulations.

## **NO ITEMS OR FURNITURE ALLOWED OUTSIDE THE CONFINES OF YOUR BOOTH SPACE**

All packaging materials, company items, merchandise, signage, posters, products, and boxes shall be removed from the booth area and all articles are to be contained within the booth at all times.

Furniture NOT PROVIDED by show management is NOT allowed in your booth

Any items, tables, chairs, shelves, etc. not provided by the organizer MUST be approved and is subject to a \$150 fee. Any items seen in the booth or brought into convention will be removed unless approved.

## **BOOTH MAINTENANCE**

The exhibitor is responsible for always maintaining the booth and its contents in good condition. No exhibitor shall present an empty stand at any time during the exhibition. Excess of materials or materials not pertaining to the exhibition are not permitted in the booths. Exhibitors are asked to please turn off all booth lights at the end of each day to avoid excess electrical charges.

## **OPTIONAL FURNITURE & ACCESSORIES FOR BOOTH**

Exhibitors may place furniture orders by email to [Info@latinexpogroup.com](mailto:Info@latinexpogroup.com) or during set-up days. Please note: A 20% surcharge will be applied to all furniture/accessories ordered on site and orders placed after June 30 2024.

## **RULES AND REGULATIONS**

This document reflects the policies and regulations developed and enforced at the Panama Convention Center for subcontractors working on the property. Any rules and regulations imposed by the administration for specific events shall be added to those indicated herein. Facility rules and regulations are applicable, but not limited to, all General Service Contractors and Service Providers as defined below. Panama Convention Center has the right to change, modify or add to these rules and regulations without notice.

## **REGISTRATION & BADGES**

Please do not register any clients or guests as “Exhibitors”. ONLY company employees can be registered as exhibitors. There is no due date for registration or fee for badges.

Exhibitors must register for badges online on our website  
www.latintyreexpo.com --> EXHIBITOR --> BADGE REGISTRATION

## **BADGE REGISTRATION**

☐ Your badge confirmation email (received after you register) includes a bar code which you MUST print and bring with you to the expo as it assists with finding your registration.  
You pick up your badges onsite at the Panama Convention Center in person.

## **BADGE RULES**

- Exhibitors cannot register customers. Customers must register online at the website directly www.latintyreexpo.com - Exhibitors - Badge Registration
- Each employees and guest must have a separate registration.
- Exhibitors are also able to register on site on show days, but are urged to pre-register to avoid long lines.

## **WHERE TO PICK UP BADGES/REGISTRATION AREA**

Badges will have to be picked up in person at the expo during the following days and times.

|                         |                   |
|-------------------------|-------------------|
| Friday July 26, 2024    |                   |
| Saturday July 27, 2024  |                   |
| Sunday July 28, 2024    |                   |
| Monday July 29, 2024    | 8:30 AM – 5:30 PM |
| Tuesday July 30, 2024   |                   |
| Wednesday July 31, 2024 | on all days       |
| Thursday August 1, 2024 |                   |
| Friday August 2, 2024   |                   |

## **SHIPPING TO PANAMA**

Exhibitors are allowed to use the shipping company of their choice to ship merchandise and goods into Panama.

If by sea, closest port to Panama Convention Center is Balboa.

If by air, closest airport to PANAMA would be Tocumen International.

SHIPPING CANNOT BE DIRECT TO THE PANAMA CONVENTION CENTER. You must ship to our customs broker Arturo Arauz first, who will then deliver your merchandise to the convention center.

## **SHIPPING TO PANAMA BY AIR**

- ☐ All merchandise will go through Customs of Panama. Please use a professional company to ship your product to Panama.
- ☐ If you bring samples as attached luggage, you **MUST** bring a commercial invoice to present to customs in the Tocumen International Airport.
- ☐ For shipping labels and consignee instructions, visit our website [www.latintyreexpo.com](http://www.latintyreexpo.com) ☐ EXHIBITOR
- ☐ SHIPPING and click on the instructions provided by the customs broker.

## **CUSTOMS BROKER IN PANAMA**

The expo's official customs broker is ARTURO ARAUZ S.A. and is available to assist you in bringing in your products and merchandise into Panama. All fees are paid by the exhibitors directly to the customs broker. Please see contact details below.

Your shipment **MUST ARRIVE IN PANAMA** at least two (2) weeks before the expo start date to have enough time for all **customs procedures**.

ARTURO ARAÚZ, S.A.

Agente: Lic. Rosa María Ortega

Dirección: Vía España, Edificio Orión, Primer Piso, Oficina N ° 1-A Panamá, Rep. De Panamá

Email: [rortega@arturoarauz.com](mailto:rortega@arturoarauz.com) (CC to): [arturob@arturoarauz.com](mailto:arturob@arturoarauz.com)

Teléfono: +507-264-2210

Fax: +507-263-5989

## **RECEIVING MERCHANDISE IN PANAMA CONVENTION CENTER**

All merchandise is received in the Shipment Receiving area of the Panamá Convention Center, see our floor plan on our website [www.latintyreexpo.com](http://www.latintyreexpo.com) for location.

Your customs broker will store your merchandise upon arrival in Panama and will then deliver it directly to your booth.

**RE-EXPORT OF YOUR MERCHANDISE:** Please contact the same customs broker used to import your merchandise to arrange the re-exportation of the same.

## **OPERATION & CONDUCT**

### **PROHIBITED**

#### **MORALLY OFFENSIVE MATERIALS**

The placing of signs, objects, banners, artifacts or propaganda (visual or audio) that are political in nature, morally offensive or go against basic good manners, or that LATIN EXPO GROUP LLC considers detrimental to the relationship between the exhibitors and the visitors to the exhibition shall not be permitted in the pavilions, stands or hallways of the convention center.

#### **FLAMMABLE, EXPLOSIVE, OR DANGEROUS MATERIALS**

Flammable or explosive materials are also prohibited as well as any other product or materials

that the organizers of the event consider to be dangerous, inappropriate, or offensive to the participants and location of the event. In any of these cases the organizers of the event reserve the right to remove any object that falls into any of the above-mentioned categories.

### **ENTERTAINMENT, MUSIC, NOISE LEVELS**

No exhibitor will be permitted to hire artistic performers or groups for the purpose of entertainment. The use of loudspeakers, sound equipment, radios, etc. is prohibited in the stand. Loud music or noises that are disruptive to other exhibitors or the exhibition in general will not be permitted. The use of audio-visual equipment must be approved by LATIN EXPO GROUP.

### **EXHIBIT PERSONNEL**

Attendants, models, and other employees must confine their activities to the contracted exhibit space. Wandering around distributing advertising promotional material is prohibited.

Booths must be staffed during all show hours. Booths not staffed could be subject to loss of credentials for future shows and loss of other show privileges as determined by the Latin Expo Group. No area of the Convention center shall be used for any improper, immoral, illegal or objectionable purpose.

### **EXPO PARTICIPATION / BOOTH CANCELLATIONS / SELECTION**

Show Management reserves the right to accept or deny any exhibitors application to exhibit at the expo. You hereby acknowledge that a request to participate in the event or previous participation do not guarantee future participation in the event.

If Show Management deems a display or exhibitor objectionable to show interest, the exhibit shall be subject to removal or cancellation at the Exhibitor's sole expense. This includes persons, things, conduct, printed matter, signs, or anything or anyone item which is in the sole judgment of Show Management is detrimental to the Expo. This action may be enacted at any time regardless of whether it is before or during the operational show times.

In the event of such an action being enforced during the Show, Show Management shall not be liable for refund of exhibit space rental fees or exhibit equipment rental fees, except at its sole discretion. Exhibitor hereby expressly waives any right and all claims, actions or demands for damages, costs and expenses, including without limitation, legal fees, lost profits, and costs of goods sold, against the facility, show management, their directors, officers, agents, employees and/or servants for such restriction or removal. Notwithstanding the foregoing, Show Management reserves the right to prohibit the sale and/or display of any products it considers unsuitable for the show or jeopardizes the show's safe operations.

### **INTELLECTUAL PROPERTY RIGHTS POLICY**

The term "Intellectual property" or "IP" is used to describe various types of intangible property, including patents, trademarks, service marks, trade dress, design marks, trade secrets and copyrights.

### **Exhibitor's Agreement to Release, Indemnify and Assume Risk**

Pursuant to the Agreement signed by Exhibitor, Exhibitor releases, waives, discharges and covenants not to sue, file or maintain any action in law or equity against LATIN EXPO GROUP, LLC., Show Management, the PANAMA Convention Center, the Panama Authority of Tourism, or their directors, officers, employees, agents, representatives, servants, licensees, invitees, patrons, guests or contractors (herein referred to as "Releases"), from all liability for any and all loss or damage and any claim or demands therefore on account of injury to person or property, including intellectual property, of Exhibitor arising out of or relating to a LATIN EXPO GROUP, LLC. -sponsored show, whether caused by the negligence of the Releases or otherwise.

Exhibitor further agrees to indemnify Releases against any loss, liability, damage or cost Releases incur from any and all claims, demands, actions, causes of action, penalties, judgments and liabilities of every kind and description (including court costs and reasonable attorneys' fees) for any and all loss arising out of the acts or omissions of Exhibitor incident to a LATIN EXPO GROUP, LLC. -sponsored show.

Exhibitor hereby assumes full risk and responsibility for any injury to person or property, including intellectual property, arising out of or related to a LATIN EXPO GROUP LLC.-sponsored show, whether caused by the negligence of Releases or otherwise.

### **LICENSES & USE OF TRADE NAMES**

The Exhibitor should have the necessary documentation to demonstrate that they have the legal right to represent the manufacturer, distributor, and the products, trademarks and corporate brand signage that are on display or are mentioned on the banners, script writing and other communications in the booth.

### **SECURITY**

LATIN EXPO GROUP, LLC. will provide daytime and nighttime security for the exhibition. LATIN EXPO GROUP, LLC. does not assume responsibility for any theft, damage, acts of vandalism to exhibitor's merchandise or any other property that remains in the building, booths, modules, exhibition site or parking areas. LATIN EXPO GROUP, LLC. is not liable for any personal injuries that may occur to the exhibitor, exhibitor's personnel or show visitors. The Exhibitor shall be the sole liable party to Exhibitor's merchandise, products, personnel or third parties working directly or indirectly for the exhibitor.

### **INSURANCE RESPONSIBILITY**

It is recommended that the Exhibitor take out a third-party insurance and an all-risk insurance from first date of set-up to the last day of dismantling.

ACCIDENTS MUST BE REPORTED IMMEDIATELY TO SHOW MANAGEMENT. THERE IS EMERGENCY RESPONSE PERSONNEL AVAILABLE AT THE PANAMA CONVENTION CENTER. PLEASE NOTE ALL FEES AND CHARGES FOR USE OF ANY SERVICES PROVIDED ARE AT THE EXHIBITOR EXPENSE AND RESPONSIBILITY.

Exhibitors and all their related parties hereby release Latin Expo Group S. de RL. Latin Expo Group LLC. and any sub-contractor, PANAMA Convention Center (herein referred to as the

“releases”) and any of their representatives from all liability to exhibitor for any and all loss or damage or any claim or demands on account of injury to the person or property or resulting death of Exhibitor arising out of or relating to Latin Tyre Expo & Latin Auto Parts Expo whether caused by negligence of the Releases or otherwise. Exhibitor hereby agrees to indemnify, save and hold harmless the Releases from any loss, liability, damage or costs incurred by the Releases from any action by the Exhibitor.

Any damage or loss should be reported in writing immediately to the police and to the organizer of the event.

### **DIRECT SALES TO THE PUBLIC**

Direct sales to the public ARE NOT allowed at the Latin American & Caribbean Tyre Expo, as this is an INDUSTRY only show.

### **DISTRIBUTION OF FLYERS/SOLICITING**

Any exhibitor or exhibiting company staff member seen distributing flyers or promotional materials off site from the confines of their booth space will be ejected from the show immediately.

### **PRIVATE RECEPTIONS**

Any exhibitor wishing to hold a reception in his booth must obtain prior authorization from Show Management.

Private reception halls are available in the convention center for a set fee for all exhibitors.

Please contact the Show Management to obtain pricing and details [info@latinexpogroup.com](mailto:info@latinexpogroup.com)

### **GENERAL RULES**

The operating hours of the loading platforms are from 7 a.m. to 11 p.m. Assemblies and disassemblies must be done within these hours.

Panama Convention Center is a non-smoking facility.

No member of the Panama Convention Center is responsible for any equipment, material, etc. stored on the premises.

Dragging or moving any equipment on or through the floor is Prohibited. Any damages will be billed to exhibitor / contractor.

Exterior banners outside the building are Prohibited.

## **ABANDONMENT OF MATERIAL OR EQUIPMENT ON THE PROPERTY**

The Service Provider or exhibitors, at the close of the fair, must remove all materials from the contracted space. Panama Convention Center will NOT provide storage or send any abandoned material. Contractor/exhibitor shall be responsible for the cost incurred in removing any abandoned materials, including those that were not removed in a timely manner by the closing of the fair.

## **FOOD & BEVERAGE**

1. All food, beverage and concessions are operated and controlled exclusively by the Food and Beverage Department of the Panama Convention Center, **bringing food and beverages from the outside is not allowed in any of the facilities of the facility.**
  - a) Serving alcohol at the stands must be performed exclusively by food and beverage staff of the Convention Center (waiter). Exhibitors may not sell any food and beverage products at any time during the event.

**\*To order food & beverage please visit our website**

**www.latinpartsexpo.com --> EXHIBITORS --> FOOD & BEVERAGE**

## **STORAGE**

Limited storage of equipment or supply will be available (with prior written authorization) within specifically marked areas on the loading platforms. Stored items may not block doors, exits, or fire equipment. All service providers should consult with the general services contractor for available storage within specifically marked areas. All equipment and materials, including stairs, tools and building materials, shall be limited to the specific areas of the showroom or exhibition area for which the customer has been contracted. If the Operator designates additional areas for the temporary storage of such equipment or materials, this will be communicated to the Contractor's representative at the time of entry by the General Services Contractor, Fire Department or the Event Manager. Unless otherwise notified, all equipment not placed in approved storage areas must be removed from the Facility prior to the opening of the event. Storage in service aisles is strictly prohibited. **Empty boxes cannot be stored inside the property during event days WITHOUT a STORAGE label.**

Label is found on our website [www.latinpartsexpo.com](http://www.latinpartsexpo.com) -->EXHIBITORS --> SHIPPING INSTRUCTIONS. **Please proceed to the storage/customs/shipping loading dock area to turn in the empty boxes for storage.**

Nor can the following areas be used for storage under any circumstances:

1. Emergency exits, elevators and stairs
2. Storage facilities and storage areas, mechanical spaces
3. Traffic lanes
4. Bathrooms
5. Food and beverage venues and celebratory kitchens
6. Lobby areas and public corridors
7. Loading aisles and compactors
8. Office of Administration

## **CONTRACTOR AREAS**

Contractor personnel, regardless of jurisdiction, affiliation, or employer, may not take breaks or have lunch in public areas of the Facility. Contractor staff cannot use the employee cafeteria.

**DAMAGES:** If the Operator determines that the General Service Contractor, or Service Provider is responsible for causing damage of any kind, the party undertakes to reimburse the Operator for the cost of repair or replacement at the time of invoice submission. This includes any residual items left in the Facility, including but not limited to tape adhesives, paints or other materials. Failure to pay immediate damages and damages will result in the suspension or cancellation of the Contractor's permit and will result in the withdrawal of the permit to enter or work on the Premises until all outstanding balances have been paid.

## **ELEVATORS AND ESCALATORS**

Elevators and escalators should be used by the public and should not be used for any movement of cargo or equipment. All deliveries must be made using the service lifts.

All forklifts, scissor lifts, cranes, etc. used within the Facility must meet the emission standards set by the appropriate government agencies and the Facility's Air Quality Program. This should be achieved by observing proper maintenance practices and installing catalytic converters or diesel scrubbers in all lifts or cranes. The following regulations apply to all persons and vehicles operating within the Mechanism:

1. All forklifts used in the installation must have "unmarked" tires.
2. The Operator must grant written and advance permission for all gasoline-operated forklifts. Notification to all employees must be made prior to operating these motor vehicles within the facility.
3. Forklifts deliveries must be arranged with the event manager.
4. All forklifts and motor vehicles must obey the maximum speed limit of 5 mph within the facility.
5. Vehicles cannot be left at emergency exits, warehouses, traffic corridors or on carpets.
6. The general services contractor must record insurance-related signage at all high-traffic intersections.
7. Forklifts are not allowed on granite surfaces, except in the suggested aisle.
8. Forklifts, elevators, or motor vehicles are not allowed on unprotected carpeted surfaces-see "**Carpet Protection**".
9. Forklifts cannot use the doors or emergency exits; all transport must pass through the service aisles assigned for this access.
10. Forklifts operating in the center must have proper safety equipment, including head and taillights.
11. Forklifts must exceed all emission and safety standards required by OSHA and the Facility, including reverse indicators and seat belts.
12. Forklifts are allowed in the pavilions if they are equipped with unmarked tires. They can be used in permanently carpeted areas with prior authorization from the Operator. The authorization shall be subject to the use of carpet protection machinery. This also applies to the use of electric or standard pallet sockets, electric vehicles, elevators.

## **WASTE CONTAINERS**

Open waste containers are available for use by the general service contractor for the disposal of non-compatible materials. The Operator will schedule the delivery and disposal of these boxes as needed. The general service contractor is advised to inspect the waste boxes daily, as the cost of removal and disposal will be billed directly. Contractors are encouraged to remove all recyclable materials for proper recycling efforts.

## **TAPE**

All tape used within the Facility must be approved. Service contractors must provide and use **BRON BT100 or similar** tape for granite and marble surfaces and **SHURTAPE PC 628 GAFFERS tape or similar** on the facility carpet when placing decorator carpets or other materials on these surfaces. The use of transfer tape is not advisable and is subject to prior written approval by the Operator.

Carpets installed by contractors must be etched or secured with specific attention to safety factors and must be made in such a way as to minimize the potential hazards of tripping, bubbling and waves.

Exhibitor/Service Contractor are responsible for the disposal of all tape and waste from the exhibition halls, lobbies, and meeting rooms. The cost of repairing any damage caused to a surface using inappropriate chemicals or cleaning tools shall be invoiced to Exhibitor.

## **HANGING SIGNS - NOTE ONLY ALLOWED IN EXHIBITION HALLS 1-2-3**

Safety is the main concern of the Operator related to the rigging in the Installation. The hanging sign carries a significant responsibility for the responsible party. Our goal is to eliminate any potential problems beforehand. In this sense, the Panama Convention Center and authorized suppliers are the only ones who handle. It is the responsibility of the Contractors to inform all personnel of the policies of hanging signs. These rules and regulations are applicable, without exception, to all who use the facility for hanging and mooring. Failure to comply with these rules and regulations will result in the immediate requirement to correct or remove all items that do not comply with the Facility's rigging policies. The time required by the Center's installer to review the banner or complaint will be billed to the Contractor. The Operator does not assume any responsibility made in the Installation.

### **Definitions:**

1. Hanging: Straight down from any approved and validated suspension point (eye of eye) or signal cable in the installation limited to 100 lbs. The hanging sign can be made by certified employees or subcontractors of the Panama Convention Center operating area who are fully informed of the anchorage points of the enclosure and the rules and regulations in this regard.
2. Rigging: Hanging from loads such as flange, side loads, trusses and/or exceeds 100 pounds. Qualified and trained installers must perform all the rigging. The rigging must comply with the regulations of OSHA, A.N.S.I. and local Republic of Panama and comply with the manufacturer's specifications. All rigging is subject to inspection by the Operator.

3. Anchor point: Classified and approved points designated by the Operator to withstand loads.
4. Flanges: They will be between 45 and 90 degrees with the use of a 3/4" hook-type eye that cannot exceed 1,500lbs or 2,500 lbs.

### **General Regulations of Hanging Signs:**

1. Only contractors specifically approved to assemble this operation can perform this operation within the facility.
2. Each contractor must designate a single person who's responsible for all hanging signs and provide the name of the designated to the operator.
3. Plans and locations for any hanging or rigged item weighing 100 pounds or more must be submitted to the Operator for review at least thirty (30) days prior to assembly. The revision of the plan does not guarantee the safety of the item in the maneuvers. Failure to provide the plans may result in the denial or on-site removal of such rigging.
4. All fasteners and equipment of hanging and rigging hardware must be approved by local regulations.
5. All specific protective equipment must be mandatory (not optional). Personnel who do not comply with the prior detection equipment can be subject to warnings and even expelled from the premises. If the specific valid equipment required is not available, the equipment cannot be used on-premises.
6. All custom installers must have an owner ID
7. All Requests for Hanging Signs outside of our approved suspension locations must be made in writing to the Chief Operating Officer with no less than thirty (30) days in advance.
8. The showrooms are regulated with fire code for fireproof material. It is recommended to use the pre-wired or grid system for all rigging in showrooms. Damage to fireproof material on the beams is the responsibility of Exhibitor and Exhibitor's Service Contractor and will be billed accordingly.
9. The Hanging Sign in the exhibition halls of any item exceed of 100 pounds must be made by staff of the Panama Convention Center or certified installers The Hanging Sign of any item in the banquet or dance hall is the exclusive right of the Panama Convention Center.
10. All operators of scissor vantage, boom lift, genie lift, forklift, or any elevator, it is mandatory that they have all the appropriate certifications.
11. Before bringing any equipment to the roof, the service contractor must sign a waiver at the Central Security Office. With a signed waiver, Panama Convention Center will be authorized to disable the fire detectors. Exhibitor will incur a cost of \$250.00 when a false alarm is triggered without a signed waiver.
12. The center will not provide forklifts or equipment for the hanging sign in the exhibition hall. Any expenses incurred will be charged to the company who installed the hanging sign. The elevator for use in the banquet hall will be included in the cost of hanging sign provided by the authorized supplier.
13. The application hanging sign services form must be submitted with a scale rigging chart 20 days before charging (31 days before charging to avoid penalty fees). If the form is received less than 20 days prior to upload, double time fees will be charged.
14. Hanging Sign plots must contain all the equipment flown, in addition to a reflective roof plane with suspension points.

15. All drawings must be received electronically. Hard copies will be accepted on a scale not less than 1/8"-1".
16. Ballrooms or banquets and exhibitions are equipped with permanent anchor points rated for 1500 and 2500 pounds. Refer to the CAD files for the exact locations of the Hanging points. There are no other points remaining before Hanging Sign than those installed.
17. The signs are not allowed in the modules of the dividing wall of movable rooms.
18. Panama Convention Center personnel or certified installers must make all connections to the roof or roof structure of the facility.
19. Only Panama Convention Center staff or certified installers can move the equipment.
20. No additional weight can be applied to equipment placed after installers leave the rooms.
21. Under no circumstances can a person be suspended, walk, or climb on any point or support structure attached to the roof.

### **GENERAL CONTRACTOR DESIGNATION**

Exhibitor is responsible for registering, identifying, and administering the GTC on the site. Showrooms serve as designated entry and operation points for general contractors. The Operator reserves the right to reserve or revoke this space for the entry, storage, and operations of general contractors.

**EXHIBITORS** - Please email [info@latinexpogroup.com](mailto:info@latinexpogroup.com) your [Contractor Authorization Form](#) no later than June 30, 2024.

**CONTRACTORS** - A list of contractor employees assigned to work at the convention center no later than June 30, 2024. is required and must be approved by the Event Manager of the Expo. We need full names and company names. Please email list to [info@latinexpogroup.com](mailto:info@latinexpogroup.com).

### **BADGE REGISTRATION FOR CONTRACTORS**

All contractors are required to have registered for their badges prior to entering the convention center. Badge registration may be done on our website [www.latintyreexpo.com](http://www.latintyreexpo.com) --> VISITOR REGISTRATION--> select Registration Type: STAFF. Badges for contractors are FREE of charge and may be picked up in the registration area during booth set-up days and times.

### **ATTIRE**

The convention center prohibits contractors, exhibitors, and visitors to wear shorts or open toes shoes during set up and expo days. Please bring pants and closed toe shoes to the show site.

### **CLEANING SERVICES PROVISIONS**

1. The convention center shall provide general cleaning services for public spaces and meeting rooms; however, it is the responsibility of Exhibitor and the Service Contractor to clean the exhibition areas and loading platforms. The operator is responsible for cleaning the areas where the Food and Beverage service is provided, including the stands 20 feet from the concessions.
2. The subcontractors of the cleaning company have the responsibility to provide their own equipment and supplies (garbage containers, cleaning supplies and vacuum cleaners, etc.).

3. All outsourced cleaning personnel must have proper identification while on the premises and properly uniformed as well. In addition, subcontracted personnel must comply with all rules and regulations established by the Operator.
4. If you are interested in Housekeeping by the Panama Convention Center, please contact your Event Manager for more information.

## **EMERGENCY**

In the event of an emergency, all work must cease until further notice. Please listen to the instructions through the public address system or if it is safe, wait for the instructions of the Security and Operations directorate of the enclosure.

All available materials, equipment and personnel can be incorporated into the disaster relief operation. Do not co-operate for rescue or continue event-related work until ordered to do so by the operations directorate or competent authority. Contact the event manager for more information on emergency procedures.

## **CONSTRUCTION EQUIPMENT**

Contractors may not use, move, or rearrange Panama Convention Center equipment including, but not limited to tables, chairs, brooms, elevators, staging, ladders, podium, trash receptacles, and tilting trucks without the express written permission of the Operator. All equipment from the facility used without permission will be removed or rental charges may apply.

Lighting, ventilation, and internal air conditioning will be provided as needed during event hours. The conservation of energy is of first concern and the minimum levels of light and comfort will be maintained during them on installation and dismantling of the event.

1. No alteration or activity that could leave lasting effects or damage to the Center is allowed.
2. Exhibitors and service providers will conduct a passing inspection with the construction engineer (or his designee) on the first day of assembly and the last day of dismantling to check for damage. The exhibitor will be billed for any damages incurred during the days of assembly, event and disassembly.
3. All of the Center's equipment (i.e., forklift, scissor lift, pallet trucks, or any type of trolley) is not for loan or use by subcontractors.
4. All operators of forklifts, scissor lifts, articulated elevators or any type of lifting equipment must have all appropriate valid certifications. Please contact the event manager for more information.
5. All electrical wires must be identified immediately after placement. Refer to the "Tape/Tape" section for the approved tape product.
6. Equipment and materials should not be tilted or placed against walls or painted surfaces. A reasonable distance and care must be always maintained.

7. The use of nails, staples, studs, ribbons, etc. is prohibited on walls, air walls, columns, and ceilings. It is not allowed to make holes in any surface of the center. Exhibitor will be charged for all repair costs.
8. Escalators and elevators are provided for use by the public and may not be blocked or used for the transportation of equipment or cargo.
9. The space where the event will take place must be returned in the same conditioning which it was received.
10. Verification of the operation of the fire detection system is mandatory when using smoke or fog machines (water-based locations must be approved) within the Facility. Coordinate with your Event Manager.
11. Helium balloons are PROHIBITED inside the Facility. A \$100 fee will be charged for each balloon that has to be removed from the roof.
12. Exterior banners are PROHIBITED outside the property without written request.
13. The input unit and/or placement of the log counter is limited to the actual input of the event space. No other location may be used without the prior written approval of the Operator.
14. Unless prior written approval is given by the Operator, no one under the age of sixteen (16) is permitted on the exhibition floor and/or on the loading dock any time, especially during assembly and disassembly.
15. Service contractors should protect carpeted areas with a six (6) millimeter polyethylene cover (preferably reinforced) during assembly and disassembly. For heavy objects, a temporary carpet or cross-plated wood should be used on top of the reinforced polyethylene cover to protect the carpet from the center.
16. Dragging or moving any equipment across the floor is PROHIBITED. Any damage will be invoiced to the organizing committee.
17. Any equipment or structure with a roof such as tents will require a smoke detector and a fire extinguisher.
18. The use of glitter and/or confetti is not permitted in the convention center without the prior written approval of the operator. Costs associated with cleaning glitter, confetti and related materials are the responsibility of the organizing committee.
19. All soil load capacities must be strictly followed. Any variation must be approved in writing by the Operator. The load capacity of the soil is 280 kg/cm<sup>2</sup>.

## **PARKING**

Parking in the area of the cargo platforms or on their ramps is prohibited and violators will be removed at the expense of the owner and without prior notice. All employees of service

contractors may park on the street at their own risk or pay a regular daily fee in the exclusive parking lot of the Panama Convention Center. Put yourself in contact with your Event Manager if you would like to arrange prepaid parking for employees.

Parking is not allowed at entrances, ramps, or any other area of the facility. Any unauthorized vehicles parked at the Facility will be removed immediately at the owner's expense and without notice. It is the Operator's responsibility to enforce parking regulations and restrict violations from working at the Facility, if necessary.

### **GARBAGE REMOVAL AND FLOOR CLEANING IN EXHIBITION AREA**

The General Services Contractor is responsible for removing trash and recyclable materials from the exhibition floor at the end of each event, returning the surface (s) to the operator in the same condition as they received, except for normal wear and tear. This applies to any tape residue, paint or other soil damage or discoloration and any debris that is left on the ground or on the loading platforms. Cleaning of exhibition floor and carpeted areas by contractors (such as lobbies) during assembly and disassembly is the responsibility of the general service contractor at the discretion of an approved stand cleaning company. Upon request, the operator will be provided with proof of a stands cleaning agreement. While the costs of compactor shooters are billed directly to exhibitor, the Operator will bill General Service contractors for the removal of the debris box.

The Operator maintains a comprehensive recycling program in compliance with government law and city ordinance. All general contractors and service providers agree to cooperate in the implementation of this program to make all reasonable efforts to dispose of the waste in the best manner.

The operator reserves the right to determine the cleanliness of the display plant. If the operator determines that the installation site has been returned in an unacceptable condition, the operator will clean the areas, including the disposal of any remaining waste or materials, tape residues, or any material that requires special handling (such as toxic or hazardous substances), and all costs will be billed directly to Exhibitor.

### **SMOKING**

Panama Convention Center is a non-smoking facility and smoking is prohibited in all facilities, including exhibition halls, ballrooms, meeting rooms, restrooms, pre-function areas, rear of the enclosure, and the loading dock area. Smoking is not allowed in any public area. Panama's Department of Health conducts random inspections and will fine individuals and their employer for violations of this policy. All contractors must advise their employees and enforce "no smoking" regulations at the center. If necessary, the operator will assign safety personnel to control smoking at the expense of the respective employer. The operator reserves the right to remove any person who does not comply with this policy. The authorized zones for operators are located across the street at the back of the loading dock areas of the Panama Convention Center.

### **TAXES, LICENSES, CERTIFICATES AND PERMITS**

Contractors must obtain and keep up to date all business licenses, certificates, and permits as required by federal and local laws or regulations and will pay for all

taxes required, including tax on taxes. All service providers working on site are required to submit proof of a permit issued by the Operator showing compliance with the Facility's permit requirements. Upon arrival, holders must present this permit to enter at the request of any official of the Panama Convention Center.

Before contractors may provide services at the Panama Convention Center, each Contractor must return to the Event Manager a signed copy of the Panama Convention Center Service Providers and Contractors Rules and Regulations indicating acceptance of these rules and regulations plus the following:

- Commercial Register
- Certificate of Insurance: and an Additional Insured Approval form
- Contractor License

If proof of a valid permit is not provided, all site Service Provider personnel will be fired until such proof is provided and accepted. Please contact your Event Manager for more information.

### **INCIDENTS**

All Qualified Security Companies are responsible for dealing with any incidents during the assembly of events and disassembly days. A copy of the report must be delivered to the Operator's security office daily.

### **INDEMNIZACION OF INCIDENTS**

Exhibitors and Contractors agree to indemnify, hold harmless and defend SMG Latin America, LLC, the Panama Convention Center District Authority, the Latin Expo Group, LLC., Latin American Expo S. de RL., the Trusts, and the directors, members, officers, agents, employees, affiliates, and subsidiaries of each of the foregoing ("Indemnities"). and against any and all liabilities, damages, actions, costs, losses, claims and expenses (including reasonable attorneys' fees) due to personal injury, death or damage or loss of property or profits arising out of or resulting, in whole or in part, from any act, omission, negligence, fault or violation of the law or ordinance of the Supplier of its employees, agents, subcontractors, exhibitors or any other person to enter the Facility with the implicit or express permission of the Supplier. Such compensation by the Supplier shall apply unless such damage or injury is the result of the gross negligence or intentional misconduct of the Operator, its employees, or subcontractors.

### **LAWS TO BE OBSERVED**

All contractors shall always comply with local and national laws, OSHA ordinances, rules, and regulations of the Panama Convention Center. Failure to comply with the above-mentioned items will result in the suspension or cancellation of the Contractors' permit and will result in the withdrawal of the permit to enter or work on the premises.

### **ASSEMBLY AND DISASSEMBLY**

General service contractors, and service providers may operate within the Facility only during the assembly and disassembly times indicated in the License agreement issued to the customer. Any exception must be requested in writing at least two (2) weeks before an event. Exhibitors enter and exit through the lobby of the Panama Convention Center are limited to hand-held items.

Electric trolleys or other vehicles are NOT allowed through the lobby areas or in the elevators or customer escalators. Parking is not allowed at the main entrances. It is the responsibility of the General Services Contractor to monitor the exhibitor's manual transport traffic.

### **PALLETS**

All pallets and boxes must be pulled from the facility when leaving. Failure to do so shall result in disposal of the items at the Contractor's expense.

### **FIRE MANAGEMENT PLAN**

All employees of the Contractors shall always comply with the rules and regulations set forth in the Panama Convention Center Fire Management Plan for Installation and the recommendations of the Facility's Fire Department. Failure to comply with these rules will result in the suspension or cancellation of the Contractor's permission to operate within the Facility.

Candles are only allowed electric battery-based or on a base with water.

The following materials are prohibited without the written consent of the Operator: electric cooking equipment, open flame devices, welding, cutting or brazing equipment, ammunition, radioactive devices, pressure vessels, displays involving processing and hazardous materials, fireworks or pyrotechnics, explosives agents, flammable cryogenic gases, aerosol cans with flammable propellants, gas-operated cooking equipment and portable heating equipment

Any equipment or structure with a roof requires a smoke detector and a fire extinguisher.

Fire prevention surveillance is mandatory when using smoke or fog machines inside the Convention Center.

### **PAINTING**

Contractors must provide complete paint protection of products for product preparation in all areas of the Facility, including the floor of the exhibition area. Under no circumstances can aerosol paints, airless sprayers, airbrushes, or similar tools be used within the Facility. All products related to painting and painting are considered hazardous materials and must be properly stored and disposed of. See "Hazardous Materials" for more information.

### **PROTECTION OF CARPETS AND INSTALLATIONS**

The following policies, regulations and limitations apply to all permanently carpeted areas of the Facility. These include lobbies, censors, stairs, ballrooms, hallways, and meeting rooms.

1. All permanently carpeted areas must be protected from damage caused by material handling equipment, elevators, installation or disassembly activities or similar actions by the contractor or service providers. The means of protection must be agreed before assembly by the Operator. Forklifts are not permitted without the prior written approval of the Operator.

2. The responsibility for protecting all carpeted areas lies exclusively with the Service Provider Contractor responsible for performing the work on carpeted locations. This applies to areas that receive boxes, pallets, freight, road boxes, or other large/heavy material that may cause damage to carpets.
3. Cutting of carpets, foam cores or other materials in unprotected carpeted areas is not allowed.
4. Tape can only be used without being approved by the operations management in carpeted areas.
5. Scissor lifts, articulated arms and all other types of lifts require 100% protection to avoid damaging the carpet, including tire wrapping.
6. The use of paint, glue, inks, dyes, oil, solvents, or other industrial adhesive liquids is not allowed. This applies to the ballroom or banquet, meeting rooms, lobby, and every place of the Panama Convention Center.
7. Electric vehicles cannot be parked on carpeted surfaces for charging. The loading location must be approved by the Operator.
8. Motor vehicles used for the display must be pushed to their designated locations. During viewing, a cloth should be used to cover the entire undercarriage of the vehicle. Vehicles may not be started or moved for any reason while on carpeted surfaces.
9. Any item that is likely to snag carpet fibers or leave a residue cannot be used in carpeted areas without 100% protection. This includes paint, adhesives, soil, grass, flowers, chalk, water, not allowed tape, screws, nails, Velcro, rough wood, metal glass or other similar items.
10. Sticky wraps, or (self-adhesive) cannot be used on any surface of the building at any time. It is not allowed to cover the mat with any plastic film, as it can potentially damage the surface pile of the carpet,
11. Exceptions to any of these policies must be granted in writing in advance by the Operator. No exceptions will be granted after the fact, and the immediate disposal of the materials will be required.
12. The cost to repair the damage to the carpeted areas will be billed to the Exhibitor. Failure to pay immediately for damages will result in the suspension or cancellation of the contractors' permit and will result in the withdrawal of the permit to enter or work in the Mechanism until the outstanding balances have been paid.
13. The initial application will be provided through SMG staff. If satisfactory compliance is not evident immediately upon receipt of these policies, additional staff will be scheduled to monitor activities in these areas at the contractor's expense.
14. The installation of the carpet is subject to the approval of the Operator. Only approved or similar Gaffers tape can be used. Panama Convention Center Staff. Conduct a tour with the supplier to approve the installation of the carpet. Any delays in configuration will be charged to the Exhibitor.

## **VEHICLE SAFETY AND SPEED (MOTORIZED, ELECTRIC CARS)**

General service contractors and service providers must enforce safe speed limits for all vehicles operating at the facility, including but not limited to trucks, forklifts, bicycles, electric cars, delivery vehicles, etc.

On the perimeters of the Panama Convention Center, the use of bicycles, electric trolleys and Segway's is limited to the exhibition halls and service areas and can only be used during assembly and disassembly days. Bicycles, electric trolleys, and Segway's cannot be used in any public area. General service contractors must always keep all electric cars out of carpeted areas, including cars assigned to event management.

The general service contractor must post safety-related signage at all high-traffic intersections. The Operator reserves the right to remove all equipment or personnel that does not comply with these regulations.

It is the responsibility of all Contractors to convey this policy to their employees and subcontractors.

The Operator reserves the right to revoke all privileges related to, electric cars and Segway's without prior notice.

## **SAFETY AND PREVENTION**

1. The Center maintains a twenty-four (24) hour security force in charge of monitoring the perimeter of the Facility, the public and the flow of traffic in these areas and the security system of the Center. The activities of security personnel may not be restricted by the activities of Exhibitor or any person acting on behalf of Exhibitor.
2. The contractor is responsible for the labor charges of the event staff in all areas with specific license to Exhibitor's exhibition halls, meeting rooms, public areas used, including lobbies, loading platforms, service corridors, etc.
3. The Center may require Exhibitor to provide minimum levels of coverage of event staff in any leased space and other areas (i.e., platforms, service corridors, public access areas, registration areas, etc.). Such coverage shall be borne by the Exhibitor.
4. Any changes or removals of door locks must be approved in writing by the Center and the work done by the Center's staff. Exhibitor shall be responsible for the related charges.
5. No door may be chained or blocked without the written approval of the Center. Doors cannot be locked when the area is occupied. All approved chains must be coated in plastic and the internal security of the center must be presented with keys to all locks.

## **AIR COMPRESSOR**

It is possible to bring compressed air to the stand. The connection will be made using a  $\frac{3}{4}$ " reinforced hose with  $\frac{3}{4}$ " metal clamps, you must bring a  $\frac{1}{2}$ " ball valve with thread and a  $\frac{1}{2}$ " x 4" nipple. **The cost is \$175 per day.**

It is important to note that the connection to the equipment must be verified on site, or if possible, to send technical information regarding the type of connection that will be used with the hose.

The connection will be made as follows: the nozzle of the  $\frac{1}{2}$ " valve will be inserted into the  $\frac{3}{4}$ " hose (whose internal diameter is  $\frac{1}{2}$ ") and then secured by using metal clamps.

## **SAFETY AND PREVENTION (continued)**

6. All proposed event staff arrangements are subject to the Center's approval and must be submitted to the Center at least twenty-one days (21) prior to the event.
7. All service contractors and other event-related work must enter/exit the Center through the entrance of designated employees and must be properly identified.
8. The security of the Center is reserved to the final rights to admit the access of any event personnel to any space of the Center.
9. Exhibitor and/or the subcontracted security company is responsible for supervising any equipment, material, etc. during the hours of installation, event, and disassembly (including during the night). This includes all meeting rooms, ballroom, exhibition halls, public, and pre-function (foyer) areas as well.
10. Panama Convention Center **does not allow armed security or personnel in the facilities**
11. At no time can the exit doors be blocked or obstructed with equipment, display material, garbage.
12. Glass containers are not allowed on the show floor, meeting rooms or ballrooms without the prior written approval of the Operator.

**NOTE:** Event security contractors must follow and enforce all rules and regulations.

## **INSURANCE**

A valid certificate of insurance and an Additional Insured Approval Form must be on file at the Operator's office for all Contractors operating within the Facility. General Service Contractors and Service Providers must obtain and maintain up to date a comprehensive public liability policy with combined one-time limits of \$1 million (\$5M for Electrical Contractors), appointing SMG Latin America LLC, the Trustees of the Panama Convention Center Project, and the directors, members, officers, agent employees, affiliates, and subsidiaries of each of the above.

Please email to [info@latinexpogroup.com](mailto:info@latinexpogroup.com) no later than 20 days before the expo.

Such insurance will provide coverage for general liability, product and operation liability, personal injury liability, workers' compensation, and used, property, and non-property auto liability. All policies will apply with companies whose ratings are acceptable to the Operator. Insurance certificates may not be cancelled or materially altered without thirty (30) days of prior written communication to the Operator.

Each Certificate of Insurance must demonstrate the following coverage:

1. Comprehensive General Insurance and Auto Insurance with limits not less than \$1 million per occurrence, combined single limit, for bodily injury and property damage, including coverage for personal injury, contract, and mobile equipment operation. Auto Liability Insurance with limits not less than \$500,000 each occurrence, combined unique limit, for bodily injury and property damage, including coverage for owned, non-owned, and rented vehicles, including loading and unloading operations.

2. Workers' insurance covering the General Contractor and employees of the Service Providers.

### **EQUIPMENT CARE REQUESTS**

The Facility does not provide or reserve permanent storage areas for contractors. All storage or equipment requests must be made by the General Service Contractor in writing at least two (2) weeks prior to an event.

### **TREATMENT OF INTERIOR GLASS**

The application of any material to interior glass surfaces (e.g. escalator side panels, etc.) it must receive written approval from the Operator prior to its application. Adhesives of any kind cannot be used to fix anything to the glass. The material must be completely removed by the contractor during the movement of the event. Any costs incurred by the Operator because of such application shall be the responsibility of the Contractor.

### **VEHICLES IN THE EXPO HALL**

Privately Owned Vehicles pre-approved by Panama Convention Center may be authorized to enter the Facility through designated areas. The operator must approve the entry of private vehicles in advance. Private vehicles may not park in unapproved areas of the facility. All illegally parked vehicles will be refurbished at the owner's expense, immediately and without notice.

### **Any vehicle used within an event must:**

- Present a Certificate of Insurance. See the form sections for an example (if you are not covered by the insurance submitted for the event.)
- The unit must have a tank of 1/4 or less gas or diesel to enter to the facility.
- Once the car is in place, the contractor must disconnect the cables from the battery.
- Place a cloth/plastic/carpet under the car to cover any possible leaks. Any damage to our floor or carpet will be at the expense of the contractor.
- Cars placed on the carpet of the Panama Convention Center need to have the tires covered in plastic.
- At no time during event hours do vehicles move.
- Any vehicle, material, equipment, etc. in the lanes of fire or blocking of exits, etc. will be removed at the expense of the Exhibitor and without prior notice.
- Refueling of vehicles within fifty is not allowed (50) feet of the Panamá Convention Center.
- A fire extinguisher is required next to the vehicle while it is on display.