

VENUE USE REGULATIONS

METROPOLITAN SANTIAGO

V3-2026

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INTRODUCTION

GL Events welcomes you to our venue Metropolitan Santiago. We are prepared to provide all necessary assistance so that you can produce a successful and memorable event.

This Regulation aims to establish the rights and obligations for all persons and/or companies that have entered into a service contract with Metropolitan Santiago, as well as for users and visitors in general who attend the various activities, events or fairs held at the venue.

Our staff will always offer professional, efficient and friendly service. In particular, the assigned commercial executive and event coordinator will be the main points of contact before, during and after an event program. They will be responsible for gathering all relevant information and distributing it to all departments through event orders and the signed contract.

In general, the event coordinator will be responsible for supervising and ensuring the correct execution of scheduled events, as well as overseeing compliance with the rules established in this manual. It is very important that you clarify any questions you may have.

These Regulations are understood to form part of every contract entered into with clients and providers rendering services at or for our venue, and are binding on the natural and legal persons associated with those companies. A signature on this document will be required prior to the event, and a copy of the Regulations will be provided to clients and providers.

Metropolitan Santiago reserves the right to decide on matters not covered in this guide, always prioritizing the proper execution of the event.

At the end of your event, you will receive an evaluation form. We encourage you to provide us with feedback on how it went.

Sincerely,
Metropolitan Santiago.

I. DEFINITIONS

These Regulations shall be applied and enforced in their entirety, using generic and specific terms throughout. The following non-exhaustive definitions are provided:

- Contracting Party: The lessee who makes use of the Metropolitan Santiago facilities under a lease agreement.
- Designated Representative (Interlocutor Válido): A person appointed by the Contracting Party to act on their behalf and coordinate the technical and commercial aspects with the various areas of Metropolitan Santiago involved in the event.
- Commercial Executive: The person who will assist throughout the entire quotation, contractual documentation and service pricing process.
- Event Coordinator: The venue's internal event supervisor, assigned as the responsible party before the Contracting Party to deliver all services committed for the event.

- Operations Department: The area responsible for setup and supervision of the execution of all events.
- Provider or Service Supplier: A natural or legal person that attends to the specific needs (tangible or intangible) of Metropolitan Santiago, having previously submitted the supplier form and corresponding documents duly signed, as well as a contract or purchase order. The Provider or Supplier agrees to provide services under the following rules:
 - Metropolitan Santiago does not make payments to third-party accounts and/or individuals.
 - Metropolitan Santiago does not engage services or acquire products without a prior duly signed purchase order or contract.
 - It is a requirement for payment that invoices issued by the provider include the corresponding purchase order or contract number. Otherwise, they will be rejected and will not be considered for the calculation of the receipt date and subsequent payment.
 - The price established in the contract or purchase order is the total agreed consideration for the acquisition of materials and/or the provision of services, and includes everything necessary for the exact execution of the contracted services or acquired materials.

II. SPACES

Metropolitan Santiago comprises the following areas:

	General Area	Internal Areas	Sq. Meters (approx.)
2.1.1.	Ground Floor	Gran Salón Salón Esculturas Salón Farellones Salón Andes Sculpture Courtyard Foyers	
2.1.2.	Upper Floor	Salón Manquehue Salón Parque Salón Polo Foyers	
2.1.3.	Terraces	Columns Terrace Manquehue Terrace Park Terrace	
2.1.4.	Outdoor / Tent Exhibition Areas	Open-air area (Parque Manquehue)	4,000
2.1.5.	Gardens	Green Areas	60,000

III. DESIGNATED REPRESENTATIVE AND VENUE HANDOVER

- The Contracting Party shall designate a Designated Representative upon signing the respective lease agreement. As the representative of the contracting company, this person must coordinate with Metropolitan Santiago, through the Events Department or the assigned event coordinator, the commercial and operational aspects of the event. Likewise, the Designated Representative will organize with the Metropolitan Santiago Operations Department activities related to: Catering, Setup, Dismantling, Cleaning and Event Security.
- The Designated Representative shall be responsible for submitting the modular plans and/or Layout of the room to the Operations Department at least 10 business days in advance, and the electrical plans at least 15 business days prior to the event. Once the aforementioned plans have been received, the Metropolitan Santiago Operations Department will approve or reject them, providing observations in case of rejection. Once approved, execution may proceed.
- Until the Operations Department has approved the emergency exits and safety regulations, access for event setup will not be authorized.
- For all events involving construction work, modular assemblies, structural interventions and/or similar activities, or mass parties or fairs with high public traffic and turnover, the Metropolitan Santiago Operations Department shall deliver the leased spaces to the Contracting Party on the first day of setup by means of a "Handover Certificate", which must be signed by both parties as confirmation and will be considered an integral part of the respective lease agreement for any issues or damage arising from the event.
- Once the event has concluded, and upon the end date and expiry time of the lease agreement, the Contracting Party, through their Designated Representative, must formally return the facilities according to the inventory stated in the Handover Certificate.
- A "Return Certificate" will be completed, recording in writing any damage, harm, loss and/or deterioration experienced by the leased spaces and/or furniture during the event.
- If the Designated Representative is not present at the time this protocol is carried out, the Return Certificate will be deemed approved and will be sent to the Contracting Party along with the invoice and relevant documents, and payment will be processed. The Contracting Party hereby agrees to pay, within a maximum of 30 calendar days from the invoice issue date, the amounts corresponding to damage, losses and/or deterioration, as set out in the previous point.
- External companies subcontracted by the Contracting Party to provide services at their event or within Metropolitan Santiago facilities must comply with all rules described in these Regulations; otherwise, their work inside the venue will be prohibited and the Contracting Party will be held jointly and severally liable for any issues.
- If the Contracting Party or their external service companies fail to vacate the room and hand over the space to the Event Coordinator within the deadlines agreed in the contract, a penalty equivalent to UF 5.0 + VAT per hour of delay will be charged. This amount will be invoiced and must be paid by the Contracting Party under the same rules stated in clause 3.7 above.

IV. IDENTIFICATION OF EXTERNAL PERSONNEL AND ACCESS

- Before external personnel and contracted providers for the Contracting Party's event may enter, the Contracting Party must submit at least four (4) calendar days in advance

a list including the full name, position and national ID number of all external personnel who will work at the event.

- Only transport vehicles of providers or production companies participating in the event may enter, upon prior identification and within previously established hours, always through the service area and loading/unloading dock of the venue.
- Any venue employee is authorized to request identification from any person carrying out any activity within the venue and to request their removal if they do not comply with these provisions.
- The event's Designated Representative must coordinate in a meeting with the Metropolitan Santiago Event Coordinator the setup and dismantling schedules. The Designated Representative bears direct responsibility for their providers, the information provided, and compliance with the usage rules and schedules communicated by Metropolitan Santiago.

V. CLEANING

- Cleaning of rooms and areas used during the event shall be provided by the Contracting Party, who must return them with the floor clean and clear. It is the Contracting Party's responsibility to return the leased area in its original state and in the same condition as it was delivered. If additional cleaning is required after the event to restore the area to its original state, the contractor may engage additional cleaning services to hand over the space in proper condition. If not received satisfactorily, the venue reserves the right to charge for an additional cleaning shift of 5 UF.
- A constant cleaning service will be maintained throughout the event for common areas and restrooms. This does not include cleaning inside stands, contact points or any type of commercial display.
- If assistance is required at different hours, or reinforcement with additional staff, the service must be requested from the commercial executive or coordinator at least seven (7) calendar days in advance. Additional staff implies additional costs, which will be duly communicated to the Contracting Party.

VI. INTAKE AND EXIT OF RAW MATERIALS AND GOODS

- Cargo refers to any type of material, whether audiovisual, decorative, merchandise, goods, tableware and/or packages in general, brought by the Contracting Party to Metropolitan Santiago.
- During the event planning process, prior to cargo arriving at the property, the Contracting Party must coordinate with the event coordinator regarding available storage space at the venue, if any material needs to be stored.
- Access hours to the venue for loading or unloading trucks are 8:00 to 19:00, exclusively through the provider dock. If for any reason the contractor must work outside these hours or carry out setup or dismantling that requires a different configuration, authorization must be requested from the Metropolitan Santiago Operations Department.
- The contractor is responsible for providing the material and personnel necessary for loading and unloading. Metropolitan Santiago does not have staff or equipment for loading/unloading and transporting third-party cargo.

- The service corridors of the venue may not be used as storage areas. These corridors are used as evacuation routes in any emergency and must be kept clear at all times.
- If the Contracting Party or their external service companies fail to remove items used in the event setup within the deadlines agreed in the contract, these will be removed by Metropolitan Santiago staff, without liability to the latter, and may be disposed of or placed in storage, with storage and removal costs charged to the Contracting Party. Material storage costs an additional UF 0.50 + VAT per day x m² used, and must be paid by the Contracting Party under the same rules stated in clause 3.7 of these Regulations.

VII. RESPONSIBILITIES

- All personnel providing services to the Contracting Party or to any provider of Metropolitan Santiago, as well as personnel under their responsibility working inside the venue, must be enrolled, on a temporary or permanent basis, with the INP or a MUTUAL insurance scheme where they can be referred in the event of an accident.
- Likewise, the Contracting Party shall assume and take responsibility for all damages, losses, thefts, and incidents suffered by persons (workers and guests) and property located in the spaces leased from Metropolitan Santiago, whether caused by their employees or third parties with any degree of relationship or connection to the Contracting Party.
- METROPOLITAN will under no circumstances assume any liability for thefts, damage, harm and incidents suffered or that may be suffered by Contracting Parties, persons, guests and the general public, merchandise or property located in the rooms, foyers, restrooms, common areas, storage rooms, parking areas, or the park and garden areas, arising from accidental, natural or fortuitous causes, or causes that are not directly related to METROPOLITAN.
- In the event of any dispute regarding the interpretation of these Regulations, the parties shall submit to arbitration. To this end, the parties hereby irrevocably grant a special mandate to the Santiago Chamber of Commerce to designate, from its arbitral body, the Mixed Arbitrator who shall hear and resolve any conflict pursuant to the applicable procedures of said body. The Arbitrator shall have the broadest powers to hear and resolve all matters, including those relating to jurisdiction and/or competence.
- Any production company planning to install screens or structural canopies must provide a certification prepared by a competent professional, which must be endorsed by METROPOLITAN's risk prevention department prior to setup.
- Any installation that obstructs or is placed near evacuation routes must be compatible with METROPOLITAN's emergency plan.

VIII. PROHIBITIONS AND RESTRICTIONS

- Intervention in the interior and/or exterior walls of the venue is prohibited, as is drilling, nailing or placing any materials that could affect their surface or structure. Construction work such as welding, carpentry, painting, etc. is prohibited. METROPOLITAN does not have workshop areas; clients must bring all pre-fabricated elements, with only assembly, touch-ups and minor finishing work permitted. The installation of wires or other fastening elements from the ceilings of rooms or any other area of the building is also not

permitted. Any damage resulting from non-compliance may result in additional repair charges.

- Furthermore, drilling or adhering elements to any type of flooring in the venue is not permitted, nor is installing floor coverings, carpets or similar items. If necessary, written authorization from the Operations area is required, and they must be installed with easy-removal double-sided tape. Any floor damage must be cleaned or repaired by the Contracting Party, or Metropolitan Santiago will do so at the client's expense.
- Manipulation and/or intervention in existing weak or strong current wiring in any interior or exterior area of Metropolitan Santiago is strictly prohibited. Any such work must be carried out only by Metropolitan plant personnel or, failing that, by qualified client personnel supervised by the Event Center's Maintenance and Services area.
- Neither the Contracting Party nor providers are authorized to install: signs, posters, advertising and/or broadcasts, whether visual or audio, of a political nature or that offend morality and decency, or that Metropolitan Santiago deems inappropriate for good relations between users and/or clients, or the safety of visitors. If this is not complied with, Metropolitan Santiago will demand the immediate removal or shut-off of such broadcasts. If the offender fails to comply, Metropolitan Santiago will have the right to halt the event in question without any right to compensation for the Contracting Party or provider.
- The use and storage of flammable or explosive items, or any product that poses a chemical, radioactive, toxic or combustible risk, is not permitted inside Metropolitan Santiago.
- When any machinery, whether vehicles, combustion equipment or similar, is not in use by the Contracting Party, their providers or those of Metropolitan Santiago, it must remain disconnected and stopped, preferably with battery cables removed and fuel tank empty.
- Any vehicle that, as part of setup, event development or dismantling, enters any area of the venue (green areas, walkways, paved surfaces, pedestrian access steps, etc.) without prior authorization from Metropolitan Santiago personnel and causes damage as a result will have such damage assessed by the Operations area and invoiced and charged to the client contracting that event.
- Suspension of any element must use our authorized rigging points, and may only be carried out by our internal providers, in this case the company RLA. If this service is required, please request the corresponding quote.

IX. ELECTRICITY

- Any client setting up an event at the venue must submit, at least 10 business days before the event, an electrical plan prepared by an authorized professional installer with a current license issued by the Superintendency of Electricity and Fuels (SEC), in accordance with applicable regulations. In the case of a fair or event with larger and more complex electrical setup and loads, the plan must be submitted 15 business days in advance.
- In the venue's own installations, involving strong or weak currents (audio, computing, Internet, television, phones, sound, etc.), no intervention of any kind may be made without first requesting written authorization from Metropolitan Santiago, and damage to

walls, wallcoverings, woodwork, stucco, plaster, ornaments, paintwork and conduits must not be caused.

- All panels, generators, electrical systems and related equipment are for the exclusive use of Metropolitan Santiago personnel. Access to any of the aforementioned equipment requires written authorization from the venue's technical area.
- Providers, the Contracting Party and all their dependents (contractors, providers and guests) must comply with the venue's Safety Regulations and Standards. In the event of omission or non-compliance, Metropolitan Santiago will not assume any liability for accidents occurring to their personnel or guests during the time they remain inside the facilities (setup, event and dismantling). The Contracting Party or provider, as applicable, must hold Metropolitan Santiago harmless from any claims or compensation that providers and/or guests may bring or seek against the latter.
- Clients wishing to use electrical extensions (extension cords or power strips) and/or ceiling decorations must engage a maintenance shift with the commercial executive, so that the elements can be certified as correctly and safely installed using SEC-certified materials.

X. SECURITY

- Metropolitan maintains a basic security team (guards) permanently stationed at all access points (public and setup). The Contracting Party therefore has access to this service at no additional cost to their contract price.
- If additional guard services are needed to protect property during setup, the event or dismantling, this must be formally requested through the commercial executive. They will quote the additional service and its availability. If this is not done and damage occurs, Metropolitan Santiago will not be held responsible.
- Any setup (event, fair, show or other) of significant scale (over 1,000 attendees) must have the permanent presence and supervision of a Risk Prevention Engineer, provided by the Contracting Party or engaged through their commercial executive.

XI. RISK PREVENTION

- All companies, clients and/or persons carrying out work inside Metropolitan Santiago are required to have all personal protective equipment, such as helmets, safety shoes and goggles. Where applicable, safety belts or harnesses, ladders and scaffolding meeting current standards must also be used. The use of stepladders is strictly prohibited, and scaffolding not in good condition is not permitted. Scaffolding must comply with standard NCh998 Of1999.
- Likewise, all persons coming to carry out work at Metropolitan Santiago must be registered with a Mutual Insurance scheme where they can be referred in the event of an accident.
- Smoking inside Metropolitan Santiago is not permitted; it is only allowed in the unloading yard and outdoor park areas.
- Metropolitan Santiago reserves the right to halt any activity or work that does not comply with all necessary safety measures, and may request the removal of personnel who violate the prevention measures and/or applicable regulations.

XII. AIR CONDITIONING AND COMMON AREAS

- Metropolitan Santiago maintains an environmental care and energy efficiency policy. In this regard, air conditioning use is scheduled to operate during established hours for the duration of guest attendance. Air conditioning is programmed for the contracted day, 1 hour before the activity starts (the time needed for equipment to reach the set temperature) and turns off at the event's end time. The standard temperature for services is 22 degrees Celsius. Maintenance staff have laser temperature meters to continuously monitor compliance with this standard. External personnel are strictly prohibited from operating the air conditioning controls.
- If the Contracting Party requests air conditioning outside the agreed hours, the additional hourly rate will be 2.5 UF per hour. Air conditioning is not included for pre-setup or dismantling periods.
- The common areas of the venue (access points, parks, corridors, lobby, stairs and foyers) are not included in the room allocated to the contracted event and are understood to be common use areas. However, subject to availability, the venue may make them available and/or permit shared or exclusive use, upon prior coordination with the commercial team and authorization from the operations area.

XIII. PARKING

- Metropolitan Santiago has 650 free public parking spaces available around its facilities. A team of parking attendants will assist with the proper use and flow of these areas. However, it should be noted that Metropolitan Santiago is not responsible for any damage or theft that may occur during their use.
- Limits and restrictions apply in the loading/unloading area and other internal roadways due to the constant movement of heavy vehicles. Use of this area requires prior authorization from the Operations area.
- Parking of any type of cargo vehicle is only permitted during the period specifically designated for loading or unloading.

XIV. FLAMMABLE ITEMS, PYROTECHNICS AND OTHER

- Explosive goods, flammable substances or pyrotechnics deemed inappropriate, inconvenient and/or dangerous for the venue and persons by the Operations and Risk Prevention area may not be brought in or displayed at any event.
- The use of candles (tealight type) is permitted. The flame must be enclosed by glass at least one inch above the flame.
- Regarding additional decorations, glitter is prohibited at events. Confetti may be used with prior written authorization from Metropolitan Santiago's operations area. Confetti loads must not exceed 250g, with a maximum of 6 points, in white or "metallic" paper that does not stain carpets or walls. Additional cleaning charges may apply at Metropolitan Santiago's discretion based on the use of these elements.

- Only Metropolitan Santiago personnel may move planters, furniture and other equipment in common areas. This furniture is intended solely for use in existing areas.
- Only "cold sparklers" are authorized for use inside the venue. Any other type of pyrotechnics or flammable elements for shows or presentations are prohibited and must be communicated in advance for feasibility and safety evaluation by the operations department and risk prevention area. Any eventual authorization must always be given prior to the event and in writing.
- Smoke as decoration, being a sensitive element with fire alarms, may only be used in the venue upon prior engagement with provider RLA. Operation by external technicians is not permitted.

XV. FOOD AND BEVERAGES

- The venue has an exclusive provider for all food and beverage services offered on its premises. This condition is exclusive in view of food safety and the quality of services offered. The entry of any food or beverage from outside the venue must be expressly authorized by the Operations area and must fully comply with the corresponding certifications from the Ministry of Health, possess a sanitary resolution, and have its cold chain audited by our concessionaire. If these conditions are not met, entry will not be permitted.
- In the case of samples, these may be distributed provided such items have a sanitary resolution and are distributed in an authorized area. These samples shall not be a complement to or in competition with any food and beverage service that Metropolitan Santiago may provide through its concessionaire, unless expressly authorized in writing by the venue.

XVI. ROOM CAPACITIES

- All rooms and event areas have a maximum occupancy that cannot be exceeded due to safety regulations. We reserve the right to deny entry to persons once the authorized capacity of these spaces is exceeded, in order to protect the safety of our attendees and maintain the quality of contracted services.

XVII. METROPOLITAN MANAGEMENT

- It is strictly prohibited to use, for any purpose or justification, the names, brands, logos, corporate colors or other elements belonging to Metropolitan Santiago without the prior written authorization of its General Manager.
- These regulations are binding on the Contracting Party, external service companies contracted by the latter, their employees and visitors, as well as on Metropolitan Santiago's providers, who must faithfully comply with them. The Contracting Party assumes the obligation to ensure compliance with the rules contained in this document by their contractors, providers, employees and visitors.

- The General Management of Metropolitan Santiago reserves the right to modify these Venue Use Regulations at any time, and will provide a copy of the modified regulations to contracting parties and internal providers.
- These regulations, once received and accepted by the Contracting Party or provider, will form an integral part of the signed contract, for all legal purposes.

XVIII. EXHIBITION HALL USE REGULATIONS

18.1 Loading and Unloading Process

Cargo refers to any type of audiovisual material, decoration, client shipments and packages in general brought to Metropolitan.

During the event planning process, prior to any cargo arriving at the venue, storage space availability must first be confirmed with the assigned event coordinator if any equipment or material needs to be stored.

Access hours to Metropolitan for unloading or loading trucks are 8:00 am – 7:00 pm. If work must be carried out outside these hours for any reason, authorization must be requested through the assigned event coordinator.

Metropolitan cannot and will not accept the unloading of materials for an event without prior information and notice. Limited quantities of materials may be accepted in advance if authorization is obtained from the assigned event coordinator; the venue does not have storage warehouses.

The client is responsible for providing the material and personnel necessary for loading and unloading. Metropolitan will not provide staff or equipment for loading/unloading and transporting said cargo.

The event's Designated Representative must coordinate in a meeting with the Metropolitan Event Coordinator the setup and dismantling schedules. The Designated Representative bears direct responsibility for the information provided and compliance with the schedules communicated by Metropolitan to the supplier companies under their control.

If the Contracting Party or their external service companies fail to remove elements used in event setup within the deadlines agreed in the contract, this will be carried out by Metropolitan personnel, without civil liability to the latter, and items will be placed in storage at the Contracting Party's expense. The Contracting Party agrees to pay Metropolitan the sum of UF 0.80 + VAT per day x m² used.

18.2 Esplanade Tent Specifications

Tent Characteristics

- Temporary Pavilion: Metal structure with roof cover and lateral cladding.

- Supply conditions: Material supplied is suitable for activities. Modular "Meccano"-type structure.
- Structural design: Built with duralumin profiles and hot-dip galvanized steel connectors. Fixed with bolts.
- Roof covering: Blackout PVC membrane, high mechanical and chemical resistance, 100% waterproof, UV ray protection, self-extinguishing, white color.
- Front gable cladding: Glass paneling. Covers 60 linear meters (30 linear meters per structure).
- Rear gable cladding: BLACKOUT PVC membrane, high mechanical and chemical resistance, waterproof, UV ray protection, self-extinguishing, WHITE color.
- Lateral cladding: BLACKOUT PVC membrane, high mechanical and chemical resistance, waterproof, UV ray protection, self-extinguishing, WHITE color.
- Wind resistance: 100 km/hour, 0 kg/m².
- Pedestrian access: 6 units.

Floor Characteristics

Blue carpet flooring installed over an asphalt layer with primer, supporting 500 kg/m².

Power Conditions

The pavilion will provide electricity via a 250 KVA generator with a 4-outlet 63A power panel. Limited 24/7 power supply is available for specific cases.

Air Conditioning Characteristics

Equipment with 300TR cooling capacity, supplied via ducts at 6 meters height.

Restroom Characteristics

Depending on the number of daily rotating attendees per event, the estimated average is 2 restroom trailers with 6 WC units and washbasins, with permanent cleaning service.

Lighting Characteristics

40 UFO-type 150W cool-light fixtures + carabiner anchors + male 10A plugs. Latest-generation Epistar chips providing up to 100Lm/watt, offering 20-30% more brightness than traditional LED chips.

18.3 Electricity

Any client setting up an event at the venue must submit at least 10 business days in advance an electrical plan prepared by an authorized professional installer with a current license issued by the Superintendency of Electricity and Fuels (SEC), in accordance with applicable regulations. For a fair or event with larger and more complex electrical setup and loads, the plan must be submitted 15 business days in advance.

All panels, generators, electrical systems and related equipment are for the exclusive use of Metropolitan personnel. Access to any of the aforementioned equipment requires authorization from the venue's technical area.

18.4 Catering and Receptions

For all purposes, the official and exclusive catering provider is Metropolitan Santiago. External catering providers are not permitted, nor is the distribution of food and beverages as part of any general activity inside the venue. Any special catering requests must be submitted via email to info@metropolitansantiago.cl.

18.5 Sound and Lighting Equipment

Sound equipment may not exceed 60 decibels measured outside the exhibition hall and must comply with applicable municipal regulations regarding noise levels and operating hours.

Lighting must be directed only toward the interior of the respective stands. It is prohibited for lights to directly illuminate public areas and adjacent spaces. The use of low-energy fixtures, lamps, spotlights and bulbs is recommended, as this type of lighting requires less installed power relative to the luminous intensity projected and developed for each project, which will reduce additional costs for the Exhibitor.

18.6 Storage for Exhibitors

Metropolitan does not have a general storage warehouse for exhibitors. Exhibitors requiring storage for their merchandise must rent a stand with storage space.

18.7 Interior Height Limits

The maximum height for constructed stands and any internal installation is 2.5 meters. Any construction or stand exceeding this height must be validated by the operations area, and the maximum limit is 5 meters.

To exceed the maximum interior height of 2.5 meters, a written request from the Contracting Party and prior written authorization from the Metropolitan Operations area will be required.

18.8 Production Companies

The producer undertakes to and must fully comply with the Metropolitan Regulations.

Every project must include the following documentation:

- Plans with dimensions in compliance with the spacing and maximum height regulations described in this document.
- Structural Certificate, for simple structures up to 2.50 meters in height (architect, civil engineer or structural engineer).
- Structural Calculation Report, for complex structures exceeding 2.50 meters in height (architect, civil engineer or structural engineer).
- Electrical plan with the TE1 Certificate submitted to the Superintendency of Electricity and Fuels (Class A or B Installer: Installation Type C2).
- Special documentation for Special Projects with elevated structures: Special Projects contemplating elevated structures above 5 meters or a second floor must include the following additional documentation:
 - Structural plans for a two-story project accessible to Exhibitors and visitors, to be designed by an architect.
 - Structural calculation report signed by a structural architect, engineer or civil engineer (all professionals with structural specialization).

- Technical specifications of all components on display.
- Copies of degrees and national ID cards of licensed professionals involved in the design and construction of the Stand. Licenses must be current.
- Special documentation for Special Projects with gas-inflated promotional elements: Special Projects contemplating gas-inflated promotional elements must include the following additional documentation:
 - Certificate from the Mutual Insurance scheme or Safety organization to which the Exhibitor or individuals coming to carry out work at the Exhibition Hall are affiliated.
 - Civil Liability Insurance with coverage of 1,000 UF (or 2,000 UF if the Special Project contemplates elevated structures or a second floor).
 - Description of materials, technical data sheets for gases to be used (only inert or non-combustible gases are authorized) and safety measures implemented for installation in the Exhibition Hall, in accordance with the Advertising Balloons Annex.
 - A qualified professional in the field must be present on site to handle any emergencies related to the gas-inflated element.

18.9 Review of Special Projects

The Operations area will receive all Special Project submissions via email, duly acknowledging receipt.

During the review, the Operations area, together with its risk prevention area, may contact the exhibitor and/or production company to request clarifications, make observations and/or require changes.

If no responses are received to queries regarding errors in Special Project plans or documents, the right is reserved to interpret said plans or documents.

Upon completion of the review, the Special Project may be approved, rejected or left with observations. In the latter case, the production company must address the observations before obtaining Special Project approval.

18.10 Special Project Approval

Special Project approval will be granted provided all technical requirements established in these Regulations are fully met. The Exhibitor and/or production company undertake to build each Special Project exclusively in accordance with the terms approved by the Metropolitan Operations area.

18.11 Special Project Construction

Construction of Special Projects must be supervised at all times by the production company during assembly, verifying that the structures and installations correspond to the approved project. If assembly differs from what was declared or shown in the submitted plans, or if there are technical deficiencies, construction defects or material defects, improper assembly of parts, etc., work will be halted until the situation is corrected.

18.12 Stand Assembly and Disassembly Rules

Exhibitors and production companies are obligated to comply with stand assembly rules when constructing the Special Project, in accordance with these regulations.

Likewise, during and after the Fair, Exhibitors and production companies must comply with both general safety rules and stand disassembly rules.

To enter the Exhibition Hall and begin construction of the Special Project, the Exhibitor and their production company must present the following to Metropolitan:

- Special Project Approval Certificate issued by the Metropolitan Operations area.
- A copy of the Exhibitor's and/or production company's civil liability insurance policy.
- Completed merchandise entry and exit form provided by the organizer, to be presented at the Exhibition Hall entrance. This same form must be presented for the removal of merchandise at the end of the event.

18.13 Assembly Rules

Exhibitors and production companies are obligated to comply with assembly rules under the terms approved by the Metropolitan operations area in accordance with these regulations. Likewise, during and after the event, exhibitors and production companies must comply with the common rules of the Venue Use Manual.

18.14 Exhibitor Staff Credentials

Exhibitors must wear a visible identification badge or lanyard at all times during their stay at the venue. This credential does not grant parking rights.

18.15 Setup and Dismantling Staff Credentials

The Exhibitor or their production company must accredit and provide green wristbands to personnel who will assemble their Stand, before setup begins. Setup wristbands for personnel hired by the Exhibitor are personal and non-transferable, and are required for entry to the Exhibition Hall during setup and dismantling. They do not grant entry during the fair's operating hours, nor parking rights.

18.16 Space Handover and Work Hours

If the exhibitor or their production company requires extended working hours (or night work), they must request this from the Contracting Party to manage the request and obtain authorization from Metropolitan operations. The request must be communicated to Metropolitan operations at least 24 hours in advance and generates an additional charge of 5.5 UF for a maximum extension of 8 hours.

The amounts indicated are per night and must be paid before the extended work hours and/or night work begin.

18.17 Hanging Signs, Lighting and Other Elements

Any display element to be attached to the tent structure, such as hanging lighting grids, promotional balloons, flags, hanging signs, etc., must have been included in the Exhibitor's Special Project detail plans and approved by the Metropolitan Operations area as part of the Special Project approval or modification procedure, as applicable.

18.18 Waste Removal

Exhibitors are obligated to remove or arrange for the removal, at their own cost, of materials, waste and debris resulting from the construction and assembly of their respective stands. The work area must always be kept clean and clear.

Every stand must have a small waste bin during the days of the Fair.

Metropolitan may apply fines of 2 UF per hour during which any accumulation of materials is not removed from neighboring stand areas, circulation corridors, common areas or any place not designated for this purpose.

18.19 Vehicle Access with Cargo

The entry of heavy machinery and equipment of greater weight and volume into the Exhibition Hall must be previously authorized, and must be coordinated with the Metropolitan Operations area. Interested parties must send the technical specifications of the equipment (tracks, weight, dimensions, range of motion, wheels, etc.) to be installed on display. To avoid delays in the installation of such elements or machinery in their Stand, Exhibitors must send the indicated technical specifications 48 hours in advance.

Cargo vehicles carrying equipment, merchandise and assembly materials must enter through the appropriate access point (provider access or exhibition hall) at Av. San Josemaria Escriva de Balaguer N° 5,600, Vitacura, Santiago, riverside. Entry or unloading of materials through the main street Av. San Josemaria Escriva de Balaguer N° 5,600 or the main venue entrance is not permitted under any circumstances.

All vehicles will be inspected, and all transported elements must be declared on the internal control guide. Passengers will also be checked and must carry the corresponding identification and/or credential.

18.20 Special Assembly Rules

- All work involving sparks and airborne dust, such as cutting metal sheets or wood, welding, spray painting and electric sanding, is prohibited inside the exhibition spaces within the Exhibition Hall. All parts and components of the Special Project must be pre-fabricated and may only be assembled, touched up and furnished on site.
- Display elements may not be hung from the pavilion structure (including its pillars). Wires (or other types of fastening) in exhibition installation panels are not permitted. Drilling and applying glue to stand floors and walls and permanent constructions is prohibited.
- Drilling or anchoring to walls and floors within the pavilion is strictly prohibited. Each decorative or display element must have an independent support or be self-supporting.
- Installation of carpets, platforms or other elements over the carpeting supplied by the Exhibition Hall requires prior approval from the Metropolitan Operations area.

18.21 Stand Disassembly Rules

At the end of the fair or exhibition, the affected areas must be returned in proper condition to the Metropolitan operations area by means of a "Return Certificate". Exhibition spaces must be

returned in the same condition as they were delivered. Otherwise, or if the return is not received satisfactorily by the organization, Metropolitan reserves the right to immediately enforce the security deposit provided as compensation, with no refund.

All equipment, constructions, signs and other elements not removed before the end of the dismantling period will be at Metropolitan's disposal, who may deal with them as deemed appropriate and without any obligation of reimbursement to the Contracting Party.

Additionally, Metropolitan will have the right to have the Contracting Party reimburse costs incurred in dismantling, demolition, removal, transfers, freight, etc.

18.22 General Safety and Protection Rules

The Exhibitor must take all precautions to protect elements within the Stand during setup, fair and dismantling periods. Metropolitan will not be responsible for losses, thefts, damage from fire, accident, vandalism or other causes that affect Exhibitors or their property.

Exhibitors with valuable items are recommended to engage additional security for the protection of their Stands. Exhibitors engaging additional security may do so through Metropolitan's official provider, or use an external company. In the latter case, the Exhibitor must coordinate with the Metropolitan Operations area before the Fair begins.

18.23 No Smoking

Smoking is strictly prohibited in indoor exhibition areas or in areas where combustible and flammable materials are present.

18.24 Fire Extinguisher Availability

Each stand must have one type ABC fire extinguisher of 2 kilograms per 9 square meters minimum, or depending on the combustible load of the stand. These extinguishers must be placed in a visible and properly signposted area during assembly, exhibition and disassembly periods.

18.25 Protection Requirements

During assembly and disassembly work, all construction materials and furniture must remain within the limits of the respective Stands, keeping the pavilion corridors clear and unobstructed. Use of other parties' elements, furniture and spaces is prohibited.

For the safety of personnel involved in assembly and disassembly, the use of personal protective equipment is mandatory (such as safety footwear, helmets, goggles, gloves, etc.). Work at heights must comply with height work and suspension standards, using the necessary equipment for such work (such as harnesses, lifelines, etc.).

Compliance with these regulations will be monitored by Metropolitan's risk prevention expert, who may order the suspension of activities in the event of non-compliance.

The following rules also apply:

- First, a verbal warning will be issued to the worker and written notice will be given to the site manager or assembly manager of the Special Project (Exhibitor's representative).
- Second, a fine of 1 UF per worker who has repeated the breach or non-compliance will be applied.
- Third, the credentials of the workers involved in repeated breaches will be revoked. Those workers will be prevented from continuing to carry out functions inside the Exhibition Hall and must immediately vacate the premises.

During assembly and disassembly periods, the Organizer may restrict entry to those who do not comply with safety rules.

18.26 Electrical Energy Use

Any alteration to the electrical installations provided by the Organizer must be previously approved by the Metropolitan operations area.

The use of low-energy elements (bulbs, lamps, etc.) for lighting systems is recommended, in order to save energy and costs. In the electrical plan, each Special Project must indicate the type of lighting to be used.

Any alteration to the electrical allocations provided must be backed by an electrical project endorsed and carried out by a qualified electrical professional (Class A or B) and submitted to the Superintendency of Electricity and Fuels as a temporary Type C1 or C2 installation for mass events.

18.27 Use of Helium-Inflated Promotional Elements

The use of helium-inflated promotional elements (e.g., balloons) must be approved by the Metropolitan Operations area.

18.28 Use of Incandescent Tools

The use of incandescent tools (welding equipment, blowtorches, grinders, etc.) is strictly prohibited in the Exhibition Hall. Non-compliance will be subject to fines.

18.29 Pedestrian Walkways and Emergency Exits

Partial or permanent blocking of pedestrian walkways or emergency exit doors is strictly prohibited.

18.30 Civil Liability

The Contracting Party shall be responsible for any damage or harm caused to persons and third-party property through their participation in the activity, in accordance with the general rules of contractual and non-contractual civil liability under Chilean law.

Exhibitors and/or production companies shall take all reasonable measures to prevent or mitigate damage or harm to persons and property in the Exhibition Hall, from the moment the space is handed over to them until the moment it is returned to Metropolitan.

18.31 Damage or Harm from Theft

Metropolitan shall not be responsible for damage or harm from theft suffered by exhibitors and their employees, persons visiting the Fair, the general public, providers, contractors or subcontractors, merchandise and any item located in the pavilions, Stands or the Exhibition Hall, or in the vehicle parking areas.

If Metropolitan were to be sued and ordered by a court to compensate for damage or harm suffered in this regard, the Contracting Party agrees to hold Metropolitan financially harmless with respect to the facts that gave rise to the respective legal action.

18.32 Personal Injury

The Contracting Party shall be liable to third parties for any personal injury occurring within the venue, whether attributable to the Contracting Party itself or to their production company, including in both cases personnel employed or contracted by either party.

The Contracting Party and/or their production companies, as applicable, must, at their own responsibility, take out civil liability policies or insurance covering the risks inherent in the assembly, presence and dismantling of their project structures, all equipment, machinery, merchandise and property in general, whether from theft, accidents or incidents.

Companies renting LCD or LED screens, notebooks, machinery or other types of equipment must require their providers to hold insurance policies for all their equipment, components and parts. It is also recommended that, when mounting the aforementioned equipment, security brackets, locks or other physical and electrical protection elements be used. A copy of this policy must be sent attached to the corresponding Special Project.

XIX. DISPUTE RESOLUTION

- The Contracting Party, exhibitors and production companies undertake to make their best efforts to amicably resolve any difficulty or dispute arising in relation to the application, interpretation, duration, validity or execution of these Regulations or any other matter, for which a reasonable period of 10 business days is established from the date of communication sent by one party to the other for this purpose.
- If the dispute persists, the Organizer, Exhibitors and/or production companies establish their domicile in the city and municipality of Santiago, Chile, for all legal and contractual purposes arising from these Regulations, and submit to the jurisdiction of its ordinary courts of justice.

XX. ACKNOWLEDGMENT AND ADMINISTRATIVE AUTHORITY

- In accordance with the foregoing, these Regulations are delivered to the person signing their receipt, who holds administrative authority and represents the Contracting Party or provider, as the case may be, pursuant to applicable law.

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Signed and Accepted these Venue Use Regulations:

Name:

Position:

Company:

In Santiago, of 2026