

## RULES FOR THE USE OF THE PREMISES METROPOLITAN SANTIAGO

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## INTRODUCTION

GL events welcomes you to our **Metropolitan Santiago** venue. We are prepared to provide all the necessary assistance to help you produce a successful and memorable event.

The purpose of these Regulations is to establish the rights and obligations for all those persons and/or companies that have signed a service contract with **Metropolitan Santiago**, as well as for those users and visitors, in general, who attend the different activities, events or fairs that take place at the site.

Our staff will always provide professional, efficient and friendly service. In particular, the assigned sales executive and event coordinator will be the main contacts before, during and after an event program. They will be responsible for gathering all pertinent information and providing that information to all departments through the event orders and the signed contract.

In general, the event coordinator will be in charge of the supervision and correct execution of the programmed events, as well as ensuring compliance with the rules established in this manual. It is very important that you clarify any doubts you may have in this regard.

These Regulations shall be understood to form part of any contract entered into with clients and suppliers who provide their services in or for our premises, binding in turn the natural and legal persons associated with such companies. The signature of this document will be required prior to the realization of the event, and a copy of the Regulations will be given to the clients and suppliers.

**Metropolitan Santiago** reserves the right to decide on aspects not contemplated in this guide, always prioritizing the correct 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 the development of your event.

Sincerely, Metropolitan

Santiago.

## I. DEFINITIONS

This Regulation shall be applied and enforced in its entirety, using generic and specific terms in this document, for which the following non-exhaustive definitions are provided below:

**1.1. Contracting Party:** The lessee, who makes use of Metropolitan Santiago's facilities by virtue of a lease agreement.

**1.2. Valid Interlocutor:** Person designated by the Contracting Party to coordinate, acting on its behalf, the technical and commercial aspects with the different areas of **Metropolitan Santiago** involved in the development of its event.

**1.3. Commercial Executive:** This is the person who will assist you in the whole process of quotation, contractual documentation and assistance in the value of contracted services.

**1.4. Event Coordinator:** Is the venue's in-house event supervisor, assigned as the person in charge in front of the Contracting Party to deliver all services committed for your event.

**1.5. Operations Department:** Area responsible for the assembly and supervision of the execution of the entire event.

**1.6. Supplier or Service Provider:** It is a natural or legal person that meets the specific needs (tangible or intangible) of **Metropolitan Santiago**, after sending the supplier form and its respective documents duly signed, as well as the subscription of a contract or respective purchase order. The Supplier or Provider agrees to provide its services under the following rules:

- Metropolitan Santiago does not make payments to third party accounts and/or natural persons.
- Metropolitan Santiago does not contract services or acquire products without a prior purchase order or duly signed contract.
- It is a requirement for the payment of the price that the invoices issued by the supplier indicate the corresponding purchase order or contract number. Otherwise, they will be rejected and will not be taken into account for the calculation of the date of receipt and subsequent payment.
- The price established in the contract or purchase order is the total consideration agreed upon for the acquisition of materials and/or the provision of services, and includes everything necessary for the exact execution of the contracted services or materials acquired.

## II. SPACES

**Metropolitan Santiago** is composed of the following areas:

	General Area	Internal Areas	M2 (approximate)
2.1.1.	Ground Floor	Great Hall	
		Sculpture Hall	
		Farellones Room	
		Andes Room	
		Sculpture Courtyard	
		Foyeres	
2.1.2.	Upstairs	Manquehue Room	
		Park Room	
		Polo Salon	
		Foyeres	
2.1.3.	Terraces	Terrace of Columns	
		Manquehue Terrace	
		Terrace Park	
2.1.4.	Outdoor or Tent Exhibit Areas	Uncovered area (Manquehue Park)	4.000
2.1.5.	Gardens	Green Areas	60.000

### III. INTERLOCUTOR AND DELIVERY OF THE SPACE

3.1. The Contracting Party shall designate, upon signing the respective lease agreement, a valid interlocutor who, as representative of the contracting company, shall coordinate with **Metropolitan Santiago**, through the Events Department or with the assigned event coordinator, the commercial and operational aspects of the event. Likewise, the valid interlocutor will organize with the Operations Department of **Metropolitan Santiago** the activities of: Catering, Assembly, Disassembly, Cleaning and Security of the event.

3.2. It will be the responsibility of the valid interlocutor to submit to the Operations Department the modulation and/or *layout* plans of the hall at least 10 working days in advance, and the electrical plans at least 15 working days prior to the event. Once the aforementioned plans have been received, **Metropolitan Santiago's** Operations Department will authorize or reject what has been delivered, sending its observations in case of rejection. Once the plans have been approved, their execution will begin.

3.3. As long as there is no approval from the Operations Department regarding emergency exits and safety regulations, no entry will be authorized for the assembly of the event.

3.4. In all those events in which construction, modulation, structural interventions and/or similar works are carried out, or massive parties or fairs with high influx and public rotation are developed, the Operations Department of **Metropolitan Santiago** will deliver the rented spaces to the contractor on the first day of assembly of the event, preparing for this

purpose a "**Delivery Act**", which must be signed by both parties.

parties, as a sign of conformity, and which shall be understood, for any problem or damage derived from the event, as an integral part of the respective lease contract.

**3.5.** At the end of the event, after the expiration date and time of the lease contract, the contractor, through its valid interlocutor, shall formally hand over the facilities in accordance with the inventory indicated in the Delivery Deed.

**3.6.** A "**Minutes of Return**" shall be completed in which a written record shall be made of the damages, losses and/or deterioration of the rented spaces and/or their furniture during the development of the event.

**3.7.** If the valid interlocutor is not present at the time of proceeding with this protocol, the Act of Return shall be considered approved and shall be sent to the Contracting Party together with the invoice and its pertinent documents, proceeding to its collection. The contracting party hereby undertakes to pay within a maximum period of 30 days from the date of issuance of the invoice, the amounts corresponding to damages, losses and/or deterioration, as indicated in the previous point.

**3.8.** Those external companies subcontracted by the contractor to provide services at the event or within the facilities of **Metropolitan Santiago**, must respect all the rules described in these Rules of Use, otherwise their work inside will be prohibited and they will hold the contractor jointly and severally liable in case of any problem.

**3.9.** If the Contracting Party or its external service companies do not vacate the room and deliver the space to the Event Coordinator within the contractually agreed deadlines, a fine equivalent to the sum of **UF 5.0 + VAT shall be** charged for each hour of delay, which amount shall be invoiced and shall be paid by the Contracting Party under the same rules indicated in item 3.7 above.

#### **IV. IDENTIFICATION OF EXTERNAL PERSONNEL AND ENTRY**

**4.1.** Prior to the entry of external personnel and suppliers hired for the contractor's event, the latter must send a list including the full name, position and identity card number of all external personnel that will work for the event at least seven (7) calendar days in advance.

**4.2.** Only the transportation of suppliers or production participating in the event may enter, with prior identification and within the previously established schedules, always through the service area and the loading-unloading platform of the venue.

**4.3.** Any employee of the premises is empowered to demand identification from any person carrying out any activity within the premises and to request their removal if they do not comply with these provisions.

**4.4.** The Valid Partner of the event must coordinate in a meeting with the Event Coordinator of **Metropolitan Santiago** the assembly and disassembly schedules for the event,

The Valid Partner is directly responsible for its suppliers, for the information provided and for the compliance with the rules of use and schedules informed by **Metropolitan Santiago**.

## **V. CLEANING**

**5.1.** The cleaning of the rooms and areas occupied during the event shall be provided by the contractor, who must return them with a clean and clear floor. It is the contractor's responsibility to return the rented area in its original state and in the same form in which it was delivered. If additional cleaning is necessary after the event to return the area to its original state, the contractor may hire additional cleaning services to deliver the space in proper condition. If they are not received in conformity, the venue reserves the right to charge an extra cleaning shift of 5 UF.

**5.2.** A constant cleaning service will be provided during the development of the event for common areas and restrooms. Cleaning inside stands, points of contact or any type of commercial display is not included.

**5.3.** If assistance is required at different times, or reinforcement with additional personnel, the service must be requested to the commercial executive or coordinator at least seven (7) calendar days in advance. Additional personnel implies additional costs, which will be duly informed to the contracting party.

## **VI. INWARD AND OUTWARD MOVEMENT OF RAW MATERIALS AND MERCHANDISE**

**6.1.** Cargo is understood as any type of material, whether audiovisual, decorative, merchandise, household goods, household goods and/or packages, in general, that are brought by the contracting party to **Metropolitan Santiago**.

**6.2.** During the event planning process, prior to the arrival of the cargo at the property, the contractor must coordinate with the event coordinator the availability of space at the venue, in case any material needs to be stored.

**6.3.** Access to the site for loading or unloading trucks is from 8:00 a.m. to 7:00 p.m., and exclusively through the site's platform. If for any reason the contractor must carry out work outside these hours or perform assemblies or disassemblies that require a different configuration, he must request authorization from **Metropolitan Santiago's** Operations Department.

**6.4.** 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 transportation of third party cargo.

**6.5.** The service corridors of the premises cannot be used as storage rooms; these corridors are used as evacuation routes in case of any eventuality and must be kept clear.

**6.6.** If the Contracting Party or its external service companies do not remove the elements used in the assembly of its events within the terms agreed by contract, they shall be removed by **Metropolitan Santiago's** personnel, without liability for the latter, and may be disposed of or stored, and the Contracting Party shall be responsible for the expenses incurred for storage or removal. The storage of materials has an additional cost of **UF 0.50 + VAT per m2 used per day**, and must be paid by the contractor under the same rules indicated in section 3.7 of these Regulations.

## **VII. RESPONSIBILITIES**

**7.1.** All personnel rendering services to the contracting party or to any supplier of **Metropolitan Santiago**, as well as the personnel under its responsibility who work inside the premises, must be temporarily or permanently affiliated to the **INP** or to any **MUTUAL** where they can be referred in case of any accident.

**7.2.** Likewise, the Contracting Party shall assume and shall be responsible for all damages, losses, thefts, robberies and accidents suffered by the persons (employees and guests) and the property located in the spaces leased to **Metropolitan Santiago**, whether caused by its employees or third parties having any relationship or connection with the Contracting Party.

**7.3.** METROPOLITAN shall in no case assume any responsibility whatsoever for theft, robbery, damage, harm, damages and losses suffered or that may be suffered by the Contracting Parties as well as by persons, guests and the public in general, merchandise or goods found in the halls, lounges, bathrooms, common areas, warehouses, parking lots or in the park and garden sector, due to fortuitous, natural or accidental causes, or that are not directly related to METROPOLITAN.

**7.4.** In the event of any problem of interpretation of these Rules, the parties shall submit to arbitration, for which purpose the parties hereby grant a special and irrevocable mandate to the Santiago Chamber of Commerce to designate, within its arbitration body, the Mixed Arbitrator who shall hear and resolve any conflict, in accordance with the current procedure of said body, with the Arbitrator having the broadest powers to hear and resolve any matter that may arise regarding its competence and/or jurisdiction.

**7.5.** Any Production Company that contemplates the installation of screens or placement of structural halls must submit a certification prepared by a competent professional. This must be approved by the METROPOLITAN risk prevention department prior to assembly.

**7.6.** Any location that obstructs or is presented near evacuation routes must be compatible with METROPOLITAN's emergency plan.

## **VIII. PROHIBITIONS AND RESTRICTIONS**

**8.1.** It is forbidden to intervene in the walls, inside and/or outside of the enclosure, as well as to drill, nail or place other materials that could affect the



surface or structure. Construction work, such as welding, carpentry, painting, etc., is prohibited. METROPOLITAN does not have workshop areas, and the client must bring all the elements previously prefabricated, authorizing only assembly work, touch-ups and minor details. The installation of wires or other fastening elements from the ceiling of the halls, or any other area of the building, is not allowed. Any damage resulting from failure to comply with the above may result in additional charges for repairs.

**8.2.** In addition, it is not allowed to drill or adhere elements to any type of floor in the enclosure; nor is it allowed to install floor coverings, carpets or others. If necessary, they must have the authorization of the Operations area and must be installed with easily removable double contact tape. If there is any damage to the floors, they must be cleaned or repaired by the contractor or **Metropolitan Santiago** will do so at the client's expense.

**8.3.** It is strictly forbidden to manipulate and/or intervene in the existing piping of weak or strong currents in any interior or exterior dependence of **Metropolitan Santiago**. Any of these works must be carried out only by Metropolitan's plant personnel or otherwise by qualified personnel of the client and supervised by the Maintenance and Services area of the Event Center.

**8.4.** Neither the contractor nor the suppliers are authorized to install: **Signs, posters, propaganda and/or diffusion of either** visual or sound character, of political connotation or that offend morals and good customs or that **Metropolitan Santiago** defines as inconvenient for the good relations between users and/or Clients, or the safety of its visitors. If the above is not complied with, **Metropolitan Santiago** will demand the immediate removal or shutdown of such broadcasts; and if the offender does not comply with the above, **Metropolitan Santiago** will have the right to not allow the development of the Event in question without the right to any compensation for the contractor or supplier.

**8.5.** The use and storage of flammable or explosive items and elements or any product that represents a chemical, radioactive, poisonous or combustible risk is not allowed inside **Metropolitan Santiago**.

**8.6.** When all machinery, whether vehicles, combustion equipment or similar, are not being used by the contractor, its suppliers or **Metropolitan Santiago's** suppliers, they must remain disconnected and stopped, preferably without their battery cables and empty fuel tank.

**8.7.** Any vehicle that as a result of the assembly, development or disassembly of the event enters any facility of the premises (green areas, sidewalks, paved floors, pedestrian access stairs, etc.) without prior authorization of **Metropolitan Santiago's** personnel and that causes any damage, will be valued by the Operations area and billed and charged to the client contracting the event.

**8.8.** The hanging of any element is subject to be installed in our authorized rigging points, and it is only allowed to be installed by our internal suppliers, in this case, the company **RLA**. In case you need this service, please request the corresponding quotation.

## **IX. ELECTRICITY**

**9.1.** Any client that must set up its event in the premises of the venue, must submit at least 10 working days prior to the event, the electrical plan made by an authorized professional installer **with a current license**, granted by the Superintendence of Electricity and Fuels (SEC), in accordance with current regulations and set by it. In the case of a fair or event with a larger and more complex assembly and electrical loads, the plan must be submitted 15 working days in advance.

**9.2.** In the installations of the premises, of strong and weak currents (audio, computer, Internet, television, telephones, sound, etc.), no intervention of any kind may be made without first requesting written authorization from **Metropolitan Santiago**, let alone causing damage to the walls, wallpaper, wood, stucco, plaster, ornaments, paintings and ducts.

**9.3.** All panels, generators, electrical systems and other related equipment are for the exclusive use of **Metropolitan Santiago** personnel, therefore, if access to any of the aforementioned equipment is required, authorization must be requested in writing to the personnel of the technical area of the premises.

**9.4.** The suppliers, the contractor and all its dependents (contractors, suppliers, as well as guests) must comply with the regulations and safety standards of the premises. In case of omission or non-compliance with the above, **Metropolitan Santiago** will not assume any responsibility for accidents occurring to personnel or their guests during the time they remain inside the facilities (assembly, development and disassembly), and the contractor or the supplier, as appropriate, must hold **Metropolitan Santiago** harmless from any possible action or compensation that the suppliers and/or guests may exercise or request against the latter.

## **X. SECURITY**

**10.1.** Metropolitan maintains a basic security staff (guards) permanently at the accesses (public and assembly). Therefore, this service is available to the contractor at no additional cost to the price of the contract.

**10.2.** If it is necessary and additional guards are required to guard elements of your property, either during the assembly, development or disassembly of the event, you must formally request it through your commercial executive. He/she will quote the additional service and its availability. If you do not do so and suffer any damage, **Metropolitan Santiago** will not be held responsible.

**10.3.** Any type of assembly (event, fair, show or other) on a larger scale and in accordance with current legislation, must have the presence and permanent supervision of a Risk Prevention Engineer on behalf of the contractor.

## **XI. RISK PREVENTION**

**11.1.** It is the obligation of all companies, customers and/or persons performing work inside **Metropolitan Santiago** to have all the personal protection elements, such as helmet, shoes and safety glasses. In addition to the above, when appropriate, they must use safety belts or harnesses, ladders and scaffolding that comply with current regulations. The use of scissor-type ladders is strictly prohibited and scaffolding that is not in good condition is not permitted, and must comply with the NCh998 Of1999 standard.

**11.2.** Likewise, all persons who come to work at **Metropolitan Santiago** must be registered with a Mutual Security Company where they can be referred in case of an accident.

**11.3.** Smoking is not allowed inside **Metropolitan Santiago**, only in the unloading yard and outdoor parks.

**11.4.** **Metropolitan Santiago**, in case of non-compliance with the above points, will stop any activity or work that does not comply with all the necessary safety measures, and may request the removal of personnel who violate the prevention measures and/or the rules that regulate the matter.

## **XII. AIR CONDITIONING AND COMMON AREAS**

**12.1.** **Metropolitan Santiago** maintains a policy of environmental care and efficiency of energy resources. In this line, the use of air conditioning is contemplated for its operation at established times during the day of attendance of the guests. The air conditioning is programmed for the contracted day 1 hour before the start of the activity (time contemplated for the equipment to reach the established temperature) and is turned off at the end of the event. The temperature considered for the services is 22 degrees Celsius. Maintenance personnel have laser temperature meters to constantly monitor compliance with the standard. It is strictly forbidden to manipulate the air controls by external personnel.

**12.2.** In the event that the contractor requests air conditioning outside the agreed hours, the additional hourly rate for air conditioning services shall be 2.5 UF per hour. Air conditioning is not considered for pre-assembly or disassembly work.

**12.3.** The common areas of the venue (accesses, parks, corridors, lobby, stairways and foyers) are not included in the room for the contracted event and are understood to be for common use. However, subject to availability, the venue may provide them and/or allow their shared or exclusive use, subject to coordination with the commercial team and authorization from the operations area.

## **XIII. PARKING LOTS**

**13.1.** **Metropolitan Santiago** has 650 free public parking lots around its facilities. There is a team of ushers who will assist in the proper use and circulation of these areas. However, it is worth mentioning that

**Metropolitan Santiago** is not responsible for any damage or theft that may occur during use.

**13.2.** Limits and restrictions apply to the loading and unloading area, as well as other internal roads due to the constant movement of heavy vehicles; in case of requiring the use of this area, authorization must be requested from the Operations area.

**13.3.** The parking of any type of unloading vehicle is not allowed, except for the time period in which it is destined to load or unload.

#### **XIV. FLAMMABLE ARTICLES, PYROTECHNICS AND OTHERS**

**14.1.** Explosive merchandise or flammable substances, pyrotechnic games, which the Operations and Risk Prevention area deems inappropriate, inconvenient and/or dangerous for the premises and people, may not be introduced or exhibited in any event.

**14.2.** The use of candles (tealights) is allowed. The flame must be surrounded by glass one inch above the flame.

**14.3.** Frost and confetti may be used with prior authorization from **Metropolitan Santiago**. Confetti loads must not exceed 250 g with a maximum of 6 points, in biodegradable paper and soft dye that does not cause stains to carpets or walls of the venue. Additional charges for cleaning are subject to the use of these elements.

**14.4.** Only **Metropolitan Santiago** personnel may move planters, furniture, and other equipment in common areas. This furniture is intended for use in existing areas only.

**14.5.** Only the use of cold pyrotechnics within the enclosure is authorized, any other type of pyrotechnics or use of flammable elements for shows or presentations must be communicated in advance to evaluate the feasibility and safety by the operations department and the risk prevention area. Their authorization must always be prior to the event and in writing.

#### **XV. FOOD AND BEVERAGES**

**15.1.** The site has an exclusive supplier for all food and beverage services provided on the site. This condition is exclusive in terms of food safety and the quality of the services offered. The entry of any food or beverage outside the enclosure must be expressly authorized by the Operations area and fully comply with the corresponding certifications by the Ministry of Health, have a sanitary resolution and be audited in its cold chain by our concessionaire. If these conditions are not met, the entrance will not be allowed.

**15.2.** In the event that *samples* or samples are available, they may be distributed as long as such items maintain a sanitary resolution and are distributed in an authorized area. These samples shall not be complementary to or the responsibility of any food service and shall not be

beverages that may be provided by **Metropolitan Santiago** through its concessionaire, unless otherwise authorized in writing by the venue.

## **XVI. ROOM CAPACITIES**

**16.1.** All meeting rooms and event areas have a maximum occupancy, which cannot be exceeded due to safety regulations. We reserve the right to deny the entrance of people after exceeding the authorized capacity in these spaces, in order to protect the safety of our attendees and maintain the quality of the contracted services.

## **XVII. METROPOLITAN MANAGEMENT**

**17.1.** It is strictly forbidden to use for any purpose or justification the names, trademarks, logos, corporate colors or others that belong to **Metropolitan Santiago**, without the prior written authorization of its General Manager.

**17.2.** These regulations bind the principal, external service companies hired by the latter, employees and visitors, as well as **Metropolitan Santiago's** suppliers, who must faithfully comply with them. The principal shall assume the obligation to ensure and enforce compliance with the rules contained in this instrument by its contractors, suppliers, employees and visitors.

**17.3.** The General Management of **Metropolitan Santiago** shall have the right to modify, at any time, the present Regulations for the Use of the Premises, sending a copy of the modified regulations to contractors and internal suppliers.

**17.4.** These regulations received in conformity by the contracting party or supplier shall become an integral part of the contract entered into for all legal purposes.

## **XVIII. REGULATIONS FOR THE USE OF THE FAIR PAVILION**

**18.1. Loading and Unloading Process of Materials.** Loading is understood as any type of audiovisual material, decoration, client shipments and packages in general that are brought to Metropolitan.

During the event planning process, prior to the arrival of any cargo at the venue, you must first confirm space availability with the assigned event coordinator in case you need to store any equipment or material.

Metropolitan's access hours for unloading or loading trucks is from 8:00 am - 7:00 pm, if for any reason work must be done outside of these hours you must request authorization through the assigned event coordinator.

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

The customer is responsible for providing the material and personnel necessary for loading and unloading. Metropolitan will not provide staff or equipment for loading/unloading and transportation of such cargo.

The event's valid Interlocutor shall coordinate in a meeting with Metropolitan's Event Coordinator the assembly and disassembly schedules, being the Interlocutor directly responsible for the information and compliance with the schedules provided by Metropolitan with the companies that provide its control.

If the Contracting Party or its external service companies do not remove the elements used in the assembly of its events within the terms agreed upon in the contract, this shall be done by Metropolitan's personnel, with no civil liability for the latter, and the Contracting Party shall be responsible for the expenses incurred for this storage and shall be obliged to pay Metropolitan the sum of UF 0.80 + VAT per day per m2 used.

## **18.2. Characteristics of the Esplanade Tent.**

### 19.2.1. Characteristics of the tent.

- Temporary pavilion: Metal structure, roof and side cladding.
- Condition of supply: Condition of supplied material is suitable for activities. Modular structure of the Meccano type.
- Structure design: Built in duraluminium profiles with hot-dip galvanized steel connectors. Fastening by bolts.
- Roof coating: PVC blackout membrane, high mechanical and chemical resistance, 100% waterproof, UV protection, self-extinguishing, white color.
- Front gable cladding: Glass paneling. Consider 60 m.l. (30 m.l. per structure).
- Rear gable covering: BLACKOUT PVC membrane, high mechanical and chemical resistance, waterproof, UV protection, self-extinguishing, WHITE color.
- Lateral coatings: PVC membrane (BLACKOUT), high mechanical and chemical resistance, waterproof, UV protection, self-extinguishing, WHITE color.
- Wind resistance: 100 km/hour 0 kg/m2.
- Pedestrian access: 6 units

19.2.2. Floor characteristics. Blue carpet floor, installed on asphalt layer with primer, withstands 500 kg mt2.

19.2.3. Power conditions. The pavilion will deliver electricity with a 250 KVA generator with a 4-output 63rd power box. There is limited possibility to supply electricity 24/7 for specific cases.

19.2.4. Climate control characteristics. Equipment with power of 300TR air conditioning supplied by sleeves at 6 meters high.

19.2.5. Restroom Characteristics. Depending on the number of attendees in daily rotation per event, the average estimate is 2 restroom trailers with 6 toilets and sinks with permanent cleaning.

19.2.6. Lighting Features. 40 Ufo type spotlights 150w cold light + carabiner anchor. + 10A male plug. Latest generation Epistar chip providing up to 100Lm/watt. Provides up to 20-30% more brightness than traditional LED chips.

**18.3. Electricity**. Any client that must set up its event in the premises of the venue, must submit at least 10 working days in advance the electrical plan made by an authorized professional installer with a current license granted by the Superintendencia of Electricity and Fuels (SEC), in accordance with current regulations and those set by it. In the case of a fair or event with a larger and more complex assembly and electrical loads, the plan must be submitted 15 working days in advance.

All panels, generators, electrical systems and other related equipment are for the exclusive use of Metropolitan's personnel; therefore, if access to any of the aforementioned equipment is required, authorization must be requested from the personnel of the technical area of the Precinct.

**18.4. Receptions and Catering**. For all purposes, the official and exclusive supplier of receptions and catering is Metropolitan Santiago, not allowing the entry of external suppliers, nor the distribution of food and beverages that are part of any general activity within the venue. For any special request requiring catering services, these should be requested through the email [info@metropolitansantiago.cl](mailto:info@metropolitansantiago.cl).

**18.5. Sound and Lighting Equipment**. Sound equipment may not exceed 60 decibels measured outside the fairgrounds and must comply with the respective municipal regulations regarding levels and hours of operation.

Lighting must be directed only towards the interior of the respective Stands, and it will be forbidden to make the lights illuminate directly the public areas and adjacent spaces. The use of low consumption and energy saving fixtures, lamps, bulbs and bulbs is suggested. The above, considering that this type of lighting requires less energy power installed according to the projected and developed light intensity for each project, which will reduce the additional costs for the Exhibitor in the implementation.

**18.6. Exhibitor Storage**. Metropolitan does not have general storage for exhibitors. Exhibitors who need storage for their merchandising must rent a booth with storage.

**18.7. Height Limits for Interiors**. The maximum height for constructed Stands and any internal installation is 2.5 meters, any construction or stand that exceeds this measure must be validated by the operations area and the maximum limit will be 5 meters.

Exceeding the stated maximum heights of 2.5 meters indoors will require a written request from the contractor and prior written authorization from Metropolitan's operations area.

**18.8. Producing Companies.** The producer undertakes and shall fully comply with Metropolitan's Regulations.

All projects must have the following documentation:

- a) Duly dimensioned plans respecting the spacing regulations and maximum heights described in this document.
- b) Certificate of Structures, for simple structures up to 2.50 meters high (architect, civil constructor or engineer);
- c) Calculation Memory, for complex structures and over 2.50 meters high (architect, civil constructor or engineer);
- d) Electrical plan with the TE1 Certificate of entry to the Superintendence of Electricity and Fuels (Installer Class A or B: Type of Installation C2);
- e) Special Documentation for Special Projects with elevated structures: Special Projects that contemplate elevated structures over 5 meters or a second story must have the following additional documentation:
  - Structural plans of the two-story project that will have access to Exhibitors and visitors. This project must be designed by an architect;
  - Structural calculations report, signed by an architect, engineer or civil engineer (all professionals with a structural engineering degree);
  - Technical specifications of all components on display; and,
  - Copy of titles and identity cards of licensed professionals involved in the design and construction of the stand. The licenses must be in force.
- f) Special documentation for Special Projects with promotional elements inflated with gases: Special Projects that contemplate promotional elements inflated with gases shall have the following additional documentation:
  - Certificate from the Employers' or Security Mutual Insurance Company to which the Exhibitor is affiliated or the natural persons who come to perform work at the Fairgrounds.
  - Civil Liability Insurance, with a coverage of 1,000 UF (or 2,000 UF, if the Special Project includes elevated structures or second floors);
  - Description of the materials, the technical data sheets of the gases to be used (only inert or non-combustible gases are authorized) and the safety measures implemented for their installation at the Fairgrounds. In accordance with the Advertising Balloons Annex.
  - It should consider a professional person in the field, who is in charge of emergencies related to the element inflated with gases.

**18.9. Review of Special Projects.** The Operations area will receive all Special Project submissions via email duly acknowledging receipt.



During its review, the Operations area together with its risk prevention area may communicate with the exhibitor and/or the producing company to ask for clarifications, make observations and/or request changes.

Likewise, having received no responses to queries regarding errors in the plans or documents of the Special Project, it reserves the right to interpret said plans or documents.

At the end of the review of the Special Project, it may be approved, rejected or remain with observations, the latter requiring the non-registered producer company to take care of the observations before obtaining the approval of the Special Project.

**18.10. Approval of the Special Project.** Approval of the Special Project will be granted provided that all the technical requirements set forth in these Regulations are fully complied with. The Exhibitor and/or the production company undertake to construct each Special Project solely and exclusively under the terms approved by Metropolitan's Operations area.

**18.11. Special Project Construction.** The construction of Special Projects must be supervised at all times by the producer during its assembly, verifying whether the structures and installations correspond to the approved project. If the assembly of the project presents undeclared differences that are not indicated in the submitted plans, or if there are technical deficiencies in the execution, construction defects or defects in the materials used, deficient assembly of parts, etc., the work will be stopped until the situation is corrected.

**18.12. Rules for the assembly and disassembly of the stands.** The Exhibitors and the production companies are obliged to comply with the rules for the assembly of the Stands when building the Special Project, in the terms based on the present regulations.

Likewise, during the Fair and once it has ended, Exhibitors and production companies are obliged to comply with the common rules of safety and security as well as the rules for dismantling the Stands.

To enter the Fairgrounds and begin construction of the Special Project, the Exhibitor and its production company must submit the following to Metropolitan:

- a) Certificate of Approval of Special Project issued by Metropolitan's Operations Area
- b) A copy of the Exhibitor's and/or production company's liability insurance policy.
- c) Complete the entry and exit of merchandise form provided by the organization and present it at the entrance to the fairgrounds. This same form must be presented for the withdrawal of merchandise at the end of the event.

**18.13. Set-up Rules.** Exhibitors and production companies are obliged to comply with the rules for set-up in the terms approved by Metropolitan's operations area based on the following regulations. Likewise, during the activity and after the

Once the exhibition is over, exhibitors and production companies are obliged to comply with the common rules of the Venue Use Manual.

**18.14. Credentials for Set-up and Dismantling Personnel.** The Exhibitor or its production company must accredit and generate green credentials for the personnel that will assemble its booth, before the beginning of the assembly. The assembly credentials for the personnel hired by the Exhibitor will be personal and non-transferable, necessary for the entrance to the Fairgrounds during the set-up and dismantling of the Event (it does not entitle the entrance during the development of the fair).

To enter assembly and disassembly, it is mandatory to have the credential. The credentials do not entitle to parking.

**18.15. Delivery of Spaces and Working Hours.** If the exhibitor or his production company requires an extension of working hours (or, indeed, night work), they must request it to the Contracting Party in order to have this request processed and authorized by Metropolitan operations. Such request must be reported to Metropolitan operations at least 24 hours in advance and will generate an additional charge of 5.5 UF for a maximum extension of 8 hours.

The amounts indicated are per night and must be paid prior to the start of the extension of working hours and/or night work.

**18.16. Hanging of Signs, Lighting and Others.** All display elements that are attached to the tent, such as hanging lighting grills, promotional balloons, banners, hanging signs, etc., must have been reported in the Exhibitor's Special Project detail drawings and approved by Metropolitan's Operations Area in the context of the approval procedure or modification of the Special Project, as the case may be.

**18.17. Trash Removal.** Exhibitors are obliged to remove or have removed at their own cost the material, waste and residues resulting from the construction and assembly of their respective booths. The work area must always remain clean and clear.

All booths must have a small garbage container during the days of the fair.

Metropolitan may impose fines of 2 UF for each hour in which it does not proceed with the removal of any material stockpile in neighboring Stands, circulation corridors, common areas or any place that is not destined for this purpose.

**18.18. Access of Loaded Vehicles.** The entry of heavy machinery and equipment of greater weight and volume to the Fairgrounds must be previously authorized, which must be coordinated with Metropolitan's Operations area. Interested parties must send the technical specifications of the equipment (tracks, weight, dimensions, range of movement, wheels, etc.) to be installed on display. In order to avoid setbacks in the installation of such elements or machinery at your booth, the

Exhibitors should send the indicated technical specifications 48 hours in advance.

Cargo vehicles with equipment, merchandise and assembly materials must enter through the access point at Avenida San Josemaría Escrivá de Balaguer No. 5,600, Vitacura, Santiago.

All vehicles will be inspected, and all items being transported must be declared in the internal control guide. Passengers will also be checked and must carry the corresponding identification and credentials.

**18.19. Special Rules of Assembly.**

- a) All work involving the release of splinters and airborne dust -such as cutting of metal sheets or wood, welding, spray painting and electric brushing- is prohibited within the exhibition spaces inside the Fairgrounds. In this regard, all parts and components of the Special Project shall be prefabricated and may only be assembled, reworked and furnished.
- b) Exhibits may not be hung from the pavilion structure (including its pillars). No wires (or other types of fastenings) are allowed on the panels of the exhibition facilities. It is forbidden to drill holes and apply glue to the floors and walls of the Stands and permanent constructions.
- c) Drilling or anchoring to walls and floors inside the pavilion is strictly prohibited. Each decorative or display element must have an independent support or be self-supporting.
- d) The installation of carpets, platforms or other elements over the carpeting provided by the Fairgrounds will require the prior approval of Metropolitan's Operations area.

**18.20. Rules for the Dismantling of the Stands.** At the end of the fair or exhibition, the intervened areas must be delivered in correct conditions to Metropolitan's operations area, through a "return report", the fair spaces must be returned in the same conditions as they were delivered, otherwise or unsatisfactory reception by the organization, will entitle Metropolitan to make valid immediately, the guarantee delivered, by way of compensation, not proceeding to its return.

All equipment, constructions, signs and other elements that are not removed before the end of the dismantling period of the Fair will remain at the disposal of Metropolitan, who may dispose of them as it deems appropriate and without obligation to reimburse the contractor.

In addition, Metropolitan shall be entitled to be reimbursed by the Employer for costs incurred for dismantling, demolition, removal, transportation, freight, etc.

**18.21. Common Safety and Security Rules.** The Exhibitor must take all precautions to protect the elements inside the Stand during the assembly periods,

fair and dismantling. Metropolitan shall not be responsible for loss, theft, fire damage, accident, vandalism or other causes of damage to Exhibitors or their property.

If Exhibitors have valuable items, it is recommended that they hire additional security for the protection of their booths. Exhibitors who hire additional security may do so with Metropolitan's official security provider, or they may hire an outside company. In the latter case, the Exhibitor must coordinate with Metropolitan's Operations Area before the beginning of the Fair.

**18.22. No Smoking.** Smoking is strictly prohibited in indoor display areas or in areas where combustible and flammable materials are present.

**18.23. Availability of Fire Extinguishers.** Each booth shall have an ABC type fire extinguisher of at least 2 kilograms per 9 square meters, or depending on the combustible load of the booth. These extinguishers must be placed in a visible and properly marked area, both during the period of assembly, exhibition and disassembly of the booth.

**18.24. Protection requirements.** During assembly and disassembly work, all construction material and furniture must remain within the limits of the respective stands, keeping the aisles of the pavilion free and unobstructed. It is forbidden to use foreign elements, furniture and spaces.

For the safety of personnel involved in assembling and disassembling, the use of personal protective equipment (such as safety footwear, helmets, goggles, gloves, etc.) is mandatory. Work at heights must comply with the standards for working and hanging at heights, using the necessary elements for this type of work (such as harnesses, lifelines, etc.).

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

In addition, the following rules shall apply:

- a) First, a warning will be issued to the worker and a written notice will be sent to the site manager or the person in charge of the assembly of the Special Project (Exhibitor's representative);
- b) Secondly, a fine of 1 UF will be applied for each worker who has repeated the fault or non-compliance with the provisions of these Regulations; and,
- c) Thirdly, the credentials of the workers involved who have repeated the offense or offenses will be withdrawn, and they will be prevented from continuing to perform their duties inside the Fairgrounds and must leave immediately.
- d) During the assembly and disassembly periods, the Organizer may restrict entry to those who do not comply with the security rules.

**18.25. Use of Electrical Energy.** Any alteration to the electrical installations provided by the Organizer must be previously approved by Metropolitan's operations area.

It is recommended to consider the use of elements (bulbs, lamps, etc.) of low power consumption for its lighting systems, in order to save energy and costs. In the electrical plan, each Special Project should indicate the type of lighting to be used.

Any alteration to the electrical equipment delivered must be supported by an electrical project endorsed and executed by a competent professional in electricity (Class A or B) and submitted to the Superintendence of Electricity and Fuels as a provisional installation type C1 or C2 for massive events.

**18.26. Use of Helium Inflated Promotional Items.** The use of helium-inflated promotional items (e.g., balloons) must be approved by Metropolitan's Operations Area.

**18.27. Use of Incandescent Tools.** The use of incandescent tools (welding equipment, welding torch, grinders, etc.) is strictly prohibited at the Fairgrounds. Failure to comply with the above will be sanctioned with a fine.

**18.28. Pedestrian Walkways and Emergency Exits.** Partial or permanent blocking of pedestrian walkways or emergency exit doors is strictly prohibited.

**18.29. Civil Liability.** The Contracting Party shall be liable for any damage or harm caused to persons and property of others due to its 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 on the Fairgrounds from the time the space is delivered to them until the time it is returned to Metropolitan.

**18.30. Damages for Theft or Robbery.** Metropolitan shall not be liable for damages or losses due to theft or robbery suffered by exhibitors and their dependents, visitors to the Fair, the general public, suppliers, contractors or subcontractors, merchandise and any thing or property found or remaining in the pavilions, booths or on the Fairgrounds, or in its parking lots for vehicles.

If Metropolitan should be sued and judicially condemned for the indemnification of damages or losses suffered for this concept, by the application of any regulation, the Employer undertakes to indemnify Metropolitan for the facts that motivated the respective legal action.

**17.5. Damages to Persons.** The Contracting Party shall be liable to third parties for any damage or injury of a personal nature occurring to them within the premises, whether it be

due to an event attributable to the Employer itself or due to an event attributable to its production company, including in both cases the personnel dependent on or hired by one or the other.

The Employer and/or its production companies - as the case may be - shall, under its responsibility, take out civil liability policies or take out insurance covering the risks inherent to the assembly of its project, its permanence therein and its disassembly of the project structures, of all equipment, machinery, merchandise and goods in general, whether due to theft, accidents or losses.

Companies that lease LCD and LED screens, notebooks, machinery or other types of equipment should require their suppliers to have insurance policies for all their equipment, components and parts. It is also recommended that, at the time of mounting the aforementioned equipment, they must have support elements, padlocks or other elements of fixation and security, both physical and electrical protection. A copy of this policy must be attached to the corresponding Special Project.

**XIX. DISPUTE RESOLUTION**

**19.1.** The Employer, exhibitors and the producing companies undertake to make their best efforts to resolve amicably any difficulty or controversy arising with respect to the application, interpretation, duration, validity or execution of these Regulations or any other reason, for which purpose they establish a reasonable period of 10 working days from the date of the communication sent by one party to the other for such purpose.

**19.2.** If the controversy persists, the Organizer, the Exhibitors and/or the production companies establish domicile in the city and commune of Santiago de Chile for all legal and contractual effects arising from these Regulations, and submit to the jurisdiction of its ordinary courts of justice.

**XX. KNOWLEDGE AND MANAGEMENT POWER**

**20.1.** In accordance with the foregoing, this Regulation is delivered to the person who signs its reception, who has the power of administration and representation of the contracting party or supplier, as the case may be, in accordance with the legislation in force.

.....  
**Signed and Accepted these Rules and Regulations for the Use of Premises:**

Name:.....

Cargo:.....

Company:.....

In Santiago, .....from

2024