



EXHIBITOR'S MANUAL 2014

Dear Exhibitor:

Please be welcome to the 5TH GLOBAL ENVIRONMENT FACILITY 2014. This Manual has been created to provide you with critical information for a successful complication-free exhibition, and to serve as a tool that will help you prevent any unforeseen circumstances. This material also points out some deadlines, so we recommend that you read it promptly and thoroughly. Meeting the standards set out in this Manual will ensure that you do not incur in unnecessary expenses.

We cordially welcome you on behalf of the Organizing Committee of the 5TH GLOBAL ENVIRONMENT FACILITY 2014, and we reassure you that we remain at your avail should you require any support or advice.

Truly yours,

The Organizing Committee



GENERAL RULES

PURPOSE

These rules contain the procedures for the good operation and development of ARENA MOON PALACE, in Cancun Q. Roo. and is to be applied for the temporary use of the facility by the OPERATOR of the GEF 2014. It is also intended to establish the conditions for the good use and preservation of the facilities where the event will be held. The following definitions describe the parties referred to in these rules are:

EXHIBITOR: (USER of a Business Suite)

SHCP: (Mexican Ministry of Finance)

COMMITTEE: (the GEF Organizing Committee).

CENTER: (ARENA MOON PALACE).

OPERATOR (the company CREATIVIDAD Y ESPECTÁCULOS, S.A. DE C.V.).

SUITE(S): (a surface area of 3x3 meters, to be used by the Exhibitor).

PARTICIPATION CONDITIONS AND FEES

HOUSEKEEPING

The COMMITTEE will only be in charge of cleaning services for general and/or common areas in the exhibition hall, so each exhibitor is responsible for maintaining his SUITE clean. Beware of this.

It will be the EXHIBITOR's responsibility to maintain his SUITE neat during the event and to dispose of the garbage in the general deposits and not in the aisles or hallways.

SECURITY

The COMMITTEE, the CENTER and the OPERATOR will provide security personnel who will be in charge of maintaining order and attending to any unforeseen circumstances. However, they will not be liable for any thefts from, losses or forgotten items in your suite and elsewhere in the ARENA MOON PALACE. After the working day is over, nobody other than the security staff can remain in the exhibition hall.

All valuables must be chained or affixed to or in safe boxes, displayers or furniture that can be locked when you leave your suite, because the exhibitor's property is deemed to be in custody but remains under the responsibility and control of the exhibitor in transit and, within the limits of the exhibition center, subject to the exhibition rules.

AUDIO AND SOUND

The EXHIBITOR must maintain a moderate volume of his audio equipment. The maximum permitted sound intensity will be 50 decibels SPL two meters away from the source. The COMMITTEE will see that this rule is observed and will have the undisputable authority to order a

power cut to the suite of an EXHIBITOR that violates this provision without liability for the ORGANIZING COMMITTEE, the TRADING COMPANY and the CENTER.

ADVERTISING

It is strictly forbidden that EXHIBITORS carry out any advertising or promotional activities outside their SUITE. Such activities will only be permitted if included in the selected sponsorship scheme.

It is forbidden to advertise or promote the products and/or services of third parties that are not part of the exhibition, or those of providers of components of the Exhibitor's products.

EXHIBITORS may not demonstrate products that cause discomfort or upset the other participants or attendees, that disrupt the essence of the Event (like loud music, outfits that are offensive, smoke, gases or toxic substances, bad odors, draws or raffles, crowds, sweepstakes, etc.)

MATERIALS

EXHIBITORS are forbidden to introduce to the venue any equipment, vehicle or material that is considered hazardous, except for usual cleaning materials.

The same is the case with substances that are considered toxic by the CICOPAFEST or that need authorization from the Ministry of Defense. They will not be allowed in the CENTER.

It is forbidden to use LP gas to cook or prepare product tastings (check food guidelines in this manual). Building materials, such as masonry, bricks, mixtures, dry walls or any other type of wet construction materials are also forbidden.

ASSEMBLY

EXHIBITORS have to assemble their suite(s) on the dates and times herein stated and must adhere to the assembly rules and standards. The EXHIBITOR will be directly liable for any failure to comply by the contractors and/or subcontractors.

IMPORTANT NOTE:

EACH EXHIBITOR IS RESPONSIBLE FROM REMOVING THE GARBAGE AND/OR WASTE GENERATED BY THE ASSEMBLY, OPERATION AND DISMANTLING OF HIS SUITE AND TO LEAVE THE VENUE IN THE SAME CONDITION AS WHEN RECEIVED FROM THE COMMITTEE. OTHERWISE, THE EXHIBITOR WILL PAY A FINE FOR THE COST OF CLEANING AND REMOVAL OF WASTE FROM HIS SUITE.

DISMANTLING

The support staff will be allowed in through the platform doors, and must wear the pertinent badge that will be provided on that same day. If your staff does not receive the badge, please ask the organizer's office to provide one.

Access for dismantling will be from 19:00 hours on 29 May. This is also applicable to freight units.

EXHIBITORS have to remove their products and stands and return the facilities in the same conditions as received (free of waste and/or assembly items 30 May 2014 before 20:00 hrs. Dismantling will be allowed throughout the day and after this time no claims for losses or damages for objects not removed within that term.

ARENA MOON PALACE will provide with space to dispose of such materials, but the exhibitor shall be solely responsible for removing them.

Any damage caused to the facilities will be repaired at the expense of the exhibitor or decorator. EXHIBITORS are not allowed to make repairs of any kind.

The EXHIBITOR releases the COMMITTEE, the OPERATOR and the CENTER of any liability for actual or consequential damages on its property, person or his employees, caused by third parties or incidents, the forces of nature or acts of God, such as fire, hurricane, earthquake, flood, government orders, riots or other unwilling acts of man.

NO EXHIBITOR MAY DISMANTLE OR REMOVE ANYTHING OR START DISMANTLING THE SUITE BEFORE 19:00 hrs. OF MAY 28 (SEE ACTIVITY CALENDAR BELOW).

GENERAL INFORMATION

ACTIVITY CALENDAR

ACTIVITY	DATE	LOCATION
Exhibition Booth Assembly ALL	22 May 08:00 - 20:00 hrs.	ARENA MOON PALACE
End of Assembly	23 May 20:00 hrs.	ARENA MOON PALACE
EXHIBITION	25 - 29 May From 09:00 to 18:00 hrs.	ARENA MOON PALACE
Dismantling	29 May From 19:00 hrs.	ARENA MOON PALACE
End of Dismantling ** (See note).	30 May at 20:00 hrs.	ARENA MOON PALACE

Notes:

**No dismantling of any element will be allowed before 29 May.
Only personal equipment can be removed on May 29 after 18:00 hours, and only by
personnel wearing their Exhibitor's badge.**

**** 30 May until 20:00 hours:**

The COMPANY reserves the right to dispose of any materials that are not removed on time. Neither the COMPANY nor the CENTER will be liable for any such unremoved material.

MODEL STAND



BUSINESS SUITE (09 mts²)

Surface area: 3.00x3.00 mts.

Includes: Panels

Ledge (Only the logo and name provided by exhibitor)

Carpet

(01) Double polarized power outlet (1000 Watts)

1 Table

3 Chairs

1 Garbage bin

DESCRIPTION:

- **Poles:** octagonal extruded aluminum, 40 mm diameter, 2480 mm high, plus wedge. Black.
- **Horizontal edge covers:** flat extruded aluminum, 16 x 50 x 950 mm long.
- **Panel:** 3 mm white PVC (trovicel-like)

All the people working in a Booth must at all times wear their badge. The COMMITTEE reserves the right to remove at any time any person who cannot be clearly identified.

The EXHIBITOR may have as many people as required to assemble its booth, and shall be solely liable for any tax and labor obligations, and the COMMITTEE, the TRADING COMPANY and the CENTER are hereby released of any such liabilities.

The CENTER is not liable for any items left inside parked vehicles or for any damage caused thereto by bumps, crashes, full or partial theft, mechanical failures or natural disasters.

DESIGN, LOGISTICS, ASSEMBLY AND DISMANTLING STANDARDS AND REGULATIONS.

LOADING AND UNLOADING

Vehicle drivers have to register at the Moon Palace entrance checkpoint. They will be given a time of access to the platforms.

Access will only be granted to the relevant team (See Activity Calendar in preceding section).

Access times will be granted on a first-come, first-serve basis. The driver may not leave the vehicle at any time, as he would miss his turn and would have to register again. The person in charge from the COMMITTEE will assign an estimated time for unloading.

If this time is ignored, the COMMITTEE reserves the right to have the vehicle towed away at the driver's expense.

The EXHIBITOR and/or the assembly company are responsible for contracting services, including maneuvering personnel, to meet the allotted times.

The driver must provide full name and company name and his driver's license will be withheld in exchange for entry access.

The CENTER does not have storage facilities, so no packaging or similar materials can be kept in the venue at any time. The COMMITTEE, the OPERATOR and the CENTER will not be liable for these materials.

Loading vehicles cannot be kept inside the CENTER's facilities.

RECOMMENDATION: In order to avoid complications, familiarize yourself with the applicable local freight vehicle transit regulations in Cancun Q.Roo.

ENTRANCE

Entrance will be from MOON PALACE GOLF & SPA, Carretera Cancún – Chetumal Km 340 Cancún Q. Roo, México, C.P 77500. Check www.palaceresorts.com

The Organizing Committee will have staff that will guide you to the different loading and unloading platforms.

PROHIBITIONS

It is prohibited to nail, punch, weld to, cut, paint, varnish, paint with air brush, hang on, lean against and/or damage the walls, pavement, columns, ceilings, soffits, cords and any other existing installation, and a double sided layer adhesive sticky tape.

Repair expenses incurred for any damage caused by exhibitors and assemblers will be borne by the exhibitor.

It is strictly forbidden to completely or partly block the fire extinguishers (located in the positions marked in the suites), and they must remain readily accessible at all times.

Fire extinguishers must be visible at all times.

All construction materials must be low deflagration materials and no materials with solvents can be used.

None of the following will be allowed inside the facilities:

- Paint with air brush.
- Use solvent-based glues, for example Resistol 5000, to glue together plastic sheets, etc.
- Welding
- Dry rock
- Painting (only retouching is allowed). The EXHIBITOR is responsible for covering the carpet to avoid staining it.

All masonry materials, bricks, cement, mixes, clay or any other type of wet materials.

It is strictly forbidden to paint and fix items with glue on the booth panels provided by the Organizing Committee.

The structure must not be used to support glass displayers or other similar items, and only posters, pictures or sample displays that do not weigh more than 3 kg may be placed on each panel, and must be hung from the top beam. No punching, screws or nails of any size are allowed. Any damaged panels will be paid by the Exhibitor.

LIGHTING AND ELECTRICITY

When installing devices, care must be taken that such devices do not interfere with the public or the surrounding suites.

No devices can be placed directly on the floor without a protection item that will prevent contact with the public.

Neon lights, posters or decorations that are within the reach of the public have to be placed behind glass or acrylic panels or similar materials that effectively prevent contact with the public.

All electric lighting must be connected with heavy duty cables for the corresponding workload.

No installations with double cable or wires will be accepted. **All connections in the suite must meet the official standards that provide for the usage of heavy duty cables. Any joints or splices have to be covered with insulation tape and all direct cable-socket connections have to use the adequate pins.**

You must have an electrician in standby to repair any failure during the time of the exhibition.

The Exhibitor is responsible for calculating the loads and must know the specifications of any machines and devices used to equip his stand. If the Exhibitor fails to have this, the ORGANIZING COMMITTEE will have the authority at any time to stop the assembly or operation of the stand. The ORGANIZING COMMITTEE reserves the right to remove or disconnect the installations that are considered unsafe or cause an overload.

HEIGHT

The maximum height of the panels is up to 2.50 meters, N.P.T.

The maximum permitted height for construction varies according to the location of the suite and varies from 2.50 meters to 5.00 meters.

In any case there will be constructions that exceed 5.00 meters. All expenses caused by modifying the design and construction of the suites will be borne by the customer.

All double height constructions must have its DRO and must be sent in advance to the COMMITTEE for assessment and authorization.

LOAD CAPACITY OF EXHIBITION FLOOR

The exhibition floor has a maximum load capacity of 800 kg/m², and is strictly forbidden to build elements that exceed this capacity.

VISIBILITY AND ADJACENT STANDS

The facets of any elements that exceed 2.50 meters high must be equal in order not to alter the aesthetics of the stands.

At all times the exhibitor must present a nice view to adjacent stands, for example, not having unfinished rear panels. If this request is not complied with, the exhibitor will be ordered to fix it or to remove such element. Each exhibitor is responsible for maintaining standard finishing and provide a nice view from the aisles and hallways and/or adjacent stands

Logotypes and/or company brands cannot be placed pointing to the neighbor but inside the stand. This will only be allowed if the logo or brand is facing one of the aisles or hallways.

REQUEST FOR STAND AND LAYOUT

The "Stand Layout Form" will be available as of March 18, 2014 (furniture, panels, signs), and has to be filed out and sent no later than 09 **May**.

If the form is not submitted, the stand will be delivered with panels, without furniture and with the sign according to the registered information. Any further changes will be at an additional cost.

Note:

It is each exhibitor's responsibility to fill out the suite layout form in the manner set out by the COMMITTEE, whether the material will be required or not. Otherwise, we cannot guarantee that your suite will be equipped.

CATERING AND MENU SAMPLING SERVICES

The VENUE will at all times be in charge of preparing and providing catering services throughout the conference, including coffee breaks, cocktail parties, hors d'oeuvres, menu samplers, etc.

The exhibitor must directly request any of the aforementioned services directly to ARENA MOON PALACE.

Below is the name of the contact person should you need any special advisory or have an important question or need additional information:

TOPIC	CONTACT NAME	TELEPHONE NUMBER	E-MAIL
General assembly and operations AND Booth layout	ALEXANDER CABRERA GRAFIAS	+52 1 55 11050325	acabrera@cie.com.mx

RECOMMENDATIONS FROM THE ORGANIZING COMMITTEE

We are sure that you will be very successful during this event, and the Organizing Committee and the Operator offer you all their support to assist you before and during the event.

In order to avoid any mishaps during the assembly, we kindly ask you to ensure the following:

- 1.- Keep ongoing communication with the OPERATOR.
- 2.- Submit all your questions or concerns regarding your participation in the GEF 2014 in writing, at least 30 days before the event. This will allow us to provide you with a better service and to present you with timely solutions to your needs.
- 3.- Strictly adhere to the assembly and dismantling schedule, as you could otherwise incur in unnecessary expenses.
4. You must be completely familiar with the contents of this Manual before contracting the assembly company.

ANNEXES

Basic Stand



Upgrade 1 \$18,500.00



Upgrade 2 \$29,500.00

