



IX Congreso de Exploración y Desarrollo de Hidrocarburos

INSTITUTO ARGENTINO
DEL PETROLEO Y DEL GAS

Hotel InterContinental- Mendoza, Argentina
3 al 7 de noviembre 2014

9th Hydrocarbon Exploration and Development Congress

IAPG (ARGENTINE INSTITUTE OF OIL AND GAS)

InterContinental Hotel – Province of Mendoza, Argentina
November 3rd to 7th 2014

TRADE SHOW REGULATIONS

1. ORGANIZER

Under the heading of "**Breaking Paradigms**", the Exploration and Development Commission of the Argentine Institute of Oil and Gas (IAPG) will organize the **9th Hydrocarbon Exploration and Development Congress**, which will be held in the city of Mendoza, from November 3rd to 7th 2014, at the InterContinental Hotel.

2. INTERPRETING THE REGULATIONS

The trade show is ruled by these regulations and by the instructions set forth by the Institute, which the exhibitor commits to comply with in all cases. The Institute shall have full authority to interpret or adjust the regulations, and its decision will be irrevocable. All cases not contemplated by these regulations will be subject to the Institute's approval and/or decision. These rules have been established for the best interest of both participants and exhibitors. Cooperating with them as much as possible will ensure a successful experience both for exhibitors and participants.

3. DATE AND TIME

The trade show will be opened from November 5th to 7th 2014, from 9 to 19hs.

4. OPENING CEREMONY AND TIMETABLES

The trade show's official opening ceremony will be held on November 4th 2014 at 18hs, and it will be restricted to participants and other special guests. Entrance to the trade show for cleaning purposes and for the replenishment of stand materials will be allowed every day from 7 to 8:30hs.

5. STAND AREA

The hired stand area shall be **exclusively used** by the contracting party and in no case can they be totally or partially transferred to any third party, not used for third party advertising and/or promotion, without being duly authorized by the Institute.

6. SERVICES AND BENEFITS

- a) Octanorm stand with beige anodized aluminum profile, and white high-resistance plastic multi-laminated plates.
- b) Front borders.
- c) 220 V basic lighting facilities, 1 power strip.
- d) Surveillance of common areas. (Not of stands)
- e) General cleaning of common areas. (Not of stands)
- f) General management and counseling

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- g) Two exhibitor accreditation badges per stand, allowing entrance to the conference rooms (not to the Congress material)
- h) Invitation to the Opening Cocktail to those people accredited as Exhibitors (Tuesday, November 4th)
- i) Invitation to the *Explofiesta* to those people accredited as Exhibitors (Friday, November 7th)
- j) Invitation to the Closure Barbecue to those people accredited as Exhibitors (Saturday, November 8th)

If you decide to create your own stand and you DO NOT need the Octanorm panels, please let the Technical Department know, by contacting Margarita Perkins:
margarita.perkins@mci-group.com

7. SUBMITTAL OF DRAWINGS

The exhibitor must submit the drawings by electronic means, and they must include the plant drawings and a dimensioned drawing. It shall be accompanied by images that contribute to understanding the drawings. All submittals must be made **before October 1st 2014 to the Technical Department, Att. Margarita Perkins, margarita.perkins@mci-group.com**. Within 2 days of receiving them, either the relevant observations will be notified or the drawings will be approved.

8. INSURANCE POLICIES

The exhibitor will be the only one accountable for any damage to employees, to trade show visitors while they are inside their stands, and/or to all kinds of property or belongings, caused by theft, fire, lightning, storms, gusts of wind, hail, water leaks, dampness, flooding, accidents, social turmoil, sabotage, and any other cause, regardless of their origin and source. He/she will also be accountable for any personal damage caused by their employees either inside or outside their stand, and/or for any damage caused to any element used by the exhibitor or under its care. Therefore, the exhibitor will have to take an insurance policy to cover all the above-mentioned risks, and to send this document to the Technical Department, **Att. Margarita Perkins, margarita.perkins@mci-group.com, before October 20th 2014**.

The Institute will not be accountable for any damage caused to the Exhibitor as a result of possible deficiencies in the electrical system, drainage system, etc. The exhibitor shall install protection and security devices for the exhibited equipment. The Institute will not be accountable for any event and/or circumstance leading to the interruption of public services supply for reasons beyond its reach.

Insurance policy or ART (Occupational Risk Insurance Policy) for those people assembling the stand and for all those who will be working at the stand during the Congress.

Each exhibitor is entitled to have some Contractor Admission Cards, so as to allow his stand designers and/or assembly workers and others to have access to his stand while it is being assembled or disassembled. The exhibitor must send a payroll including name, last name and national ID number of the assembly personnel, as well as their respective Occupational Risk Insurance certificates and/or a copy of their Civil Liability insurance. Based on this information, the necessary accreditation badges will be issued, without which the assembly people will not be allowed to enter the Hotel. This payroll must be sent to the Technical Department, **Att. Margarita Perkins, margarita.perkins@mci-group.com, before October 20th 2014**.

Issues to take into account when making the Insurance Policy:

Those people employed by a company:

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Updated Occupational Risk Insurance (ART) Payroll
Form No. 931 from the AFIP (Argentine Public Revenue Agency)
Life insurance policy
Non-recourse clause against *KLP Emprendimientos SA* amounting to \$250,000
Those people without their corresponding insurance policies will not be allowed to enter the Hotel.

Those who are self-employed:

Personal accidents insurance policy covering \$250,000, plus \$40,000 for hospitalization and pharmacy.

Non-recourse clause

It is compulsory to include the following non-recourse clause in all Occupational Risk Insurance Policies of the people assembling and working at the stand:

The Insurance Company expressly renounces to pursue any legal action or recourse against: **KLP Emprendimientos SA / MCI Buenos Aires – Congresos Internacionales S.A., CUIT: 30-56824658-2, Instituto Argentino del Petróleo y del Gas**, in view of the services it shall provide to the employees working for the company which has requested the insurance policy, and who are covered by this policy which contemplates any accident suffered while performing their tasks or work for this company during their work shift.

9. EXECUTION TIMEFRAMES

ASSEMBLING

Nov 3rd:

08:00 to 16:00hs. Access granted to Expomar people to assemble all the panels
16:00 to 21:00hs. Access granted to Exhibitors

Nov 4th:

08:00 to 14:00hs. Access granted to Exhibitors

**STANDS MUST BE COMPLETELY ASSEMBLED AND FINISHED
BY NOVEMBER 4TH, 15.00HS.**

DISASSEMBLING

Nov 7th:

19:00 to 00:00hs. Disassembling of exhibition stands and panels. The room must be empty by midnight.

This schedule can be modified. If that's the case, you will be duly notified.

Access through the Suppliers Entrance Gate, located at 3292 Pérez Cuesta Boulevard.

10. SECURITY

The Institute will hire security personnel, who will be in charge of keeping order and dealing with contingencies, **but it will not be accountable for any theft or robbery**. If they wish, exhibitors can hire private surveillance services for their spaces, previously notifying the Institute about it. Regardless of whether they hire security personnel for their stands or not, exhibitors are recommended not to leave any valuable items at their stands while the trade show is closed. During those hours, only the company's accredited personnel will be allowed to enter the area. The general surveillance personnel will be entitled to search cars and bags coming in or out of the trade show area.

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We wish to provide you with as much security as possible for the protection of your exhibited materials. Nevertheless, neither the Institute nor the security personnel are financially accountable for any kind of loss or if anything goes mysteriously missing.

The possibilities of theft and inconveniences will be reduced if the following precautions are taken into account:

- *Avoid leaving valuable materials at the stand while the trade show is closed.*
- *Inside your stand, use containers or boxes to store materials, keep valuable materials in a room, or hire private security. Those containers or boxes must be clearly labeled.*
- *Never leave the stand unattended during the trade show hours.*
- *Pack all the exhibited products and materials as soon as the trade show starts being disassembled. This is the period of higher risk.*
- *Don't leave personal objects (such as handbags, briefcases, laptops, cameras, calculators, etc.) under the tables, behind the curtains, etc. KEEP THEM AT A SAFE PLACE.*
- *Tell the security personnel if you consider there are suspicious people loitering around in the trade show area.*
- *Immediately tell the security personnel if you have been robbed and/or if you have witnessed any theft.*

11. GUIDELINES FOR STANDS CONSTRUCTION

It is forbidden to drill, cut, break, nail, screw, glue, weld, or damage the existing facilities (walls, floors, columns, pipes, ventilations, carpets, etc.) The stands can only be built by dry construction methods. It is forbidden to use bricks, sand, lime, plaster, soil, water, etc.

The existing structures and facilities cannot be used as a support for stands and/or equipment. The exhibitor shall face the cost of repairing any potential damage he may cause to the existing structure or to the building as a result of violating this clause. It is not compulsory to use carpets at the stands. **The exposed parts or unfinished sides and/or the back of the stand must be covered or painted to give an attractive appearance.** Stands will be checked during their construction.

12. TRANSFERRING THE STAND AREA

The exhibitor shall not transfer, donate, sell, rent, assign or share the allocated stand area, nor part of it, without a previous written authorization granted by the Institute.

13. ADVERTISING

Exhibitors are not allowed to make any advertising in the trade show outside their stands.

No third party products and/or services can be advertised at any exhibitor's stand, if they do not participate in the trade show or if they are not the suppliers of that specific exhibitor's product components. (Manufacturers will be allowed to advertise their exclusive and/or official distributors, following what the Institute will duly indicate).

Audiovisual and sound services, television sets and music equipments must be acoustically insulated and must not be greater than 40 DB (decibels) – sound pressure level measured one meter away from the room perimeter.

Exhibitors will not be allowed to play any kind of music without previously accrediting that they've complied with the corresponding provisions established by SADAIC and AADI – CAPIF. The exhibiting companies take full responsibility for duly paying those entities in exchange for playing music in their stands.

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All kinds of advertising inside the stand are free, as long as their content does not violate any regulation in force, and as long as it adjusts to the General Regulations established for the trade show.

14. CLEANING

The Institute will hire personnel to clean the trade show's general area. Exhibitors are in charge of cleaning their own stands, and they must:

- Keep the stands in impeccable conditions the whole time that the trade show is opened.
- Make the general cleaning of their stands every day, one hour before the trade show is opened to visitors.
- Dispose of the waste in the common waste areas and not in the hallways in any case.

The Institute keeps the right to shut down any stand which, in their opinion, is not complying with these conditions.

The cleaning personnel must be hired through the Technical Department.

15. ACCREDITATION BADGES

Two exhibitor accreditation badges per stand, allowing access to the Conference rooms (not to the Congress material). The accreditation badges will be given to the exhibitor once all the conditions established by these regulations have been complied with, and all kinds of payments have been done.

The exhibitors and their personnel are obliged to allow the security members to check their bags and/or cars coming in and/or out of the trade show area. During the stands assembling and disassembling period, cars are allowed to stay in the Hotel parking lot area for as long as may be necessary to load and/or unload the materials in the specific places determined by the Institute for such purpose.

Accreditation badges are personal. Their inadequate use authorizes the Institute to withdraw them and to deny the people involved access to the trade show.

16. MODIFICATIONS, POSTPONEMENT, CANCELATION

Whenever it is considered necessary, the Institute keeps the right to modify the Congress and Trade Show dates and timetables, as well as the original or foreseen stand distribution drawings for a better organization of the event, without having to compensate the exhibitor. Likewise, in case of unforeseeable circumstances or force majeure, resulting in the cancellation of the event, the amounts paid by the exhibitors will be reimbursed, after making the deductible proportion of the expenses incurred, and with no compensation contemplated.

Force majeure shall include all events beyond any reasonable control of the Institute, which are therefore impossible to prevent, even having acted with reasonable diligence. Likewise, force majeure also includes the fact that after hiring the corresponding space to hold the event, the Hotel may not allow its use due to a cause attributable to its own decision on the agreed date, or postponing the event for a date that the Institute does not consider to be adequate.

17. EXCEPTIONS - MODIFICATIONS

In case of exceptional circumstances, the Institute keeps the right to modify these regulations and any authorization not included hereby, if it considers it convenient –to the best of its knowledge– for a more successful development of the trade show.

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18. OBLIGATIONS

The exhibitor is obliged to raise awareness among its stand personnel and contractors about what is established in these General Regulations.

It is compulsory to comply with all provisions set forth in the General Regulations, as well as technical communiqués, requests, time schedules, drawings, surface data and prices. If due to any reason, the exhibitor should totally or partially violate those regulations, the Institute will be entitled to terminate the contractual relationship, with no need for further questioning, and the amounts received shall be granted to the IAPG as well as the right to demand the rest of the total due amount, without prejudice to the retention right that might reach the materials and elements left on the module until the total claimed amount is paid. The competent venue and enforcement jurisdiction is the City of Buenos Aires, Republic of Argentina.

It is not allowed to sell any kind of merchandise in the trade show stands.

19. GUIDELINES FOR STANDS CONSTRUCTION – SERVICE REQUEST

The projects documentation, stands construction and disassembling, and service requests must comply with the criteria established in these regulations.

The Institute shall issue technical communiqués to add to these regulations, which will be duly published on the Website and duly spread. Exhibitors are recommended to convey this information to their respective stand developers and constructors. Like the rest of the stand regulations, these communiqués must also be fully complied with.

20. CONSTRUCTIONS' HEIGHT

According to its location, your stand shall not surpass the following height:

Stand Number	–	Maximum Height
1 to 25		4.00 meters
26 to 29		2.50 meters
30 to 40		3.00 meters
41 to 56		2.70 meters

21. MATERIALS

All construction materials must have as low flammability as possible.

All building materials, bricks, cement, mixtures, plaster or any other kind of wet masonry construction, are limited in their use and subject to obligatory consultation to the Institute.

22. DIVIDING WALLS

They are made with 2.49m-high panels, a modular system with white panels and aluminum profiles. It is only allowed to apply self-adhesive materials on these panels, but not to paint or fix any elements with any kind of glue. The structure must not be used as a support for showcases or other elements, only for murals or display cases of less than 5kg in each panel, which will hang from the upper rod. It is not allowed to drill, screw or nail with any kind of elements. The exhibitor will be charged for any damaged panel.

In all cases, the modules' size is calculated from axis to axis of the dividing walls. Even though the stands are divided by fixed-size panels, the exhibitors are recommended to work on their stands design leaving safety margins and check the stand's accurate size once they are already there.

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23. LIMITS

No element can surpass the stand limits or the height established in the previous item.

Companies leasing one or more stand areas separated by one or more hallways will not be allowed to integrate those hallways to their stands' surface in any way.

24. MACHINE LOCATION

Any kind of standing machines must be located at least 1mt away from each other, with no exception.

Working machines, or bulky machines, must be approved by the Institute. In case they are allowed to be exhibited, the distance between them must be proportional to their size, thus allowing free movement of their moving elements, ensuring the safety of both operators and the general public, and allowing its pieces to be appreciated. Such distance is subject to the Institute's and to the Hotel's approval.

All working machines must be located at least 0.80mt away from the front part of the stand.

25. COUNTERS

The front part of the counters for customer service must be located at least 0.80mt away from the front part of the stand.

26. LIGHTING

When installing the appliances, the exhibitor must make sure that they don't cause any inconvenience to the visitors or to the neighboring stands.

It is not allowed to put lighting appliances on the floor or at visitors reach without the adequate protection elements avoiding people's contact with it.

Illuminated signs or neon decorations located at visitors reach must be behind glass or acrylic panels, or behind any other element that may efficiently prevent people's contact with it.

27. ELECTRICITY

Every exhibitor must request and pay for the 220 V and 380 V electricity supply services for the stand's general lighting system and/or to make his machines/engines work. Before sending the request, the exhibitor must make his calculation based on his simultaneous usage power needs. There will be no money reimbursements for electricity paid and not used.

Power need calculation: the measurement unit for electricity will be Kw (amounting to 1000 watts). Likewise, the MAXIMUM power that each exhibitor is allowed to use is 1 Kw (ONE). If once the trade show has started, it is proved that the exhibitor is using more power than he requested, the Institute and/or the Hotel might halt the electricity supply or continue providing it, in which case the exhibitor shall have to pay for the additional Kw (based on the Hotel's criteria).

28. ACCOUNTABILITY

The exhibitor will be accountable for any kind of damage or accident that his electrical elements may cause to himself, his personnel, his products or any third parties.

29. PENALTIES

The facilities not previously requested or not approved by the Institute and the Hotel will be shut down, and no other replacements will be authorized.

30. MATERIALS COMING IN OR OUT OF THE HOTEL

All materials that the lessee may bring to the InterContinental Hotel must be labeled, including the name of the event and the company who owns it.

The only access to the Convention Centre to bring and take materials away is the Suppliers Entrance Gate, located at 3292 Pérez Cuesta Boulevard, where the required documentation (packing slip, documents, etc.) must be presented. Take into account that the height of our parking lot ramp allows vehicles of no more than 2.10mt to come in, and that it is a downward ramp.

Vehicles must leave the suppliers entrance parking lot once they have unloaded the materials, as they are not allowed to stay and park there. The lessee will be responsible for the costs resulting from the assembling and disassembling time in the corresponding rooms, in case the day for assembling and/or disassembling is not complied with. There will be 30-minute shifts to come in and unload the materials.

The Hotel WILL NOT PROVIDE PERSONNEL OR CARTS to move the materials. The lessee shall be exclusively in charge of that. The security personnel keeps the right to review / control all the elements and vehicles coming in or out of the Hotel.

31. SERVICE ELEVATORS

Materials located on the underground floor shall be taken to the room where the event is held exclusively using the service elevators.

Once the cars have unloaded the materials, they shall have to leave the parking lot area, not being able to stay and park there. It is strictly forbidden to park vans at the docks in front of the Hotel's entrance door.

The customer will be responsible for the costs resulting from the assembling and disassembling time of the corresponding rooms. There will be 15-minute shifts for each customer to come in and unload the materials. The driver will have to identify himself at the control gate.

The hotel will not provide personnel or carts to take the materials from the entrance to the exhibition stand.

By means of its security personnel, the Hotel keeps the right to review and control all elements coming in or out of the Hotel.

The hotel has 2 entrance gates for freight vehicles. The first one is the North-East Lateral Access, which will be used for large and heavy objects (there is a forklift), the maximum height allowed for the parking lot entrance is 2.30mt, and no vehicles with loads of more than 4000kg will be allowed. The second one is located at 3292 Pérez Cuesta Boulevard and it will be used for light objects (there is an elevator). The maximum height allowed is 2.10mt, and **no vehicles with loads of more than 3000kg** will be allowed.

Access will be controlled by the Hotel's Security Department, which will ask every person coming in to show their Driving License and National ID Card or any other document to prove their identity, whether they are to enter the Hotel by car or on foot.

32. FOOD AND BEVERAGES

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Suppliers and/or other people participating in the event are not allowed to enter the Hotel rooms and foyer with any kind of food and/or beverages.

In case the exhibitor wishes to offer food and beverage services to his visitors, he shall hire such service from the InterContinental Hotel itself. This request must be made through the **Technical Department, Margarita Perkins**: margarita.perkins@mci-group.com, before October 15th 2014.

33. CONTACT INFORMATION

Trade Show's Technical Department – MCI Buenos Aires

- a. Design and assembling of stands
- b. Expansion of the electrical supply
- c. Furniture rentals
- d. Technical equipment
- e. Human Resources to help at the stand

MCI Buenos Aires

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