

**EXHIBITOR'S MANUAL****STAFF and ATTENTION HOURS**

The offices of the **ORGANIZING COMMITTEE OF THE EXPO - URTeC Buenos Aires 2023**, will be operational at the Hilton Hotel Buenos Aires according to the following schedule.

**Attention schedule****Set Up:**

Saturday, December 2<sup>nd</sup>: 12:00 - 22:00 hs

Sunday, December 3<sup>rd</sup>: 08:00 - 22:00 hs

**Congress**

Monday, December 4<sup>th</sup>: 10:00 - 18:30 hs

Tuesday, December 5<sup>th</sup>: 09:00 - 18:30 hs

Wednesday, December 6<sup>th</sup>: 09:00 - 15:30 hs

**Dismantling**

Wednesday, December 6<sup>th</sup>: 16:30 - 20:00 hs

Thursday, December 7<sup>th</sup>: 08:00 - 20:00 hs

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**GEXPO – Exhibitor Management System**

Florencia Coletto

Mail: [fcoletto@uniline.com.ar](mailto:fcoletto@uniline.com.ar)

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**SET UP****1. SET UP DATES AND TIMES**

**1 A. SET UP SCHEDULE** - Exhibitors may begin the set-up of their stands, according to the following scheme:

**Saturday, December 2<sup>nd</sup>:** 12:00 - 22:00 hs

**1 B. WORK SCHEDULES** - The official schedule for setting up stands will be:

**Saturday, December 2<sup>nd</sup>:** 12:00 - 22:00 hs

**Sunday, December 3<sup>rd</sup>:** 08:00 - 22:00 hs

The construction, installation and complete decoration of the stands must be completed without fail on **Sunday, December 3<sup>rd</sup> at 22:00 hs.**

## 2. ACCESS FOR SET UP AND DISMANTLING ONLY

**Entry to URTeC 23 de for constructors, suppliers, exhibitors, during the assembly period.** Through the entrance located at [Av. Juana Manso 751](#).

To enter the Hotel, identification will be given and the ID and required insurance will be requested from each person who enters. Important: Insurance must be managed prior to the day of admission since it CANNOT be managed there.

**IMPORTANT:** Exhibitors will be fully responsible for the delivery and removal of products from their stand; therefore, it is essential that there is a responsible person in charge, who represents the company and is at the stand. After unloading the products, the vehicles must leave and clear the unloading area.

## 3. ENTRY OF THE PRODUCTS TO BE EXHIBITED

The materials to be exhibited must enter the exhibition on the same dates and times established in **Point 1**. Light items may be removed once the Exhibition ends on Wednesday, December 6<sup>th</sup> until 20:00 hs. of the same day. Dismantling may continue on Thursday, December 7<sup>th</sup> from 08:00 - 20.00 hs. without exception.

Merchandise: on Congress days, merchandise may be brought in 2 hours before the start of the event. Please, for any special request, email [dian\\_arq@uolsinectis.com.ar](mailto:dian_arq@uolsinectis.com.ar) in advance.

## 4. OPERATING INSTRUCTIONS

HILTON BUENOS AIRES has strict requirements regarding regulatory and safety standards. Respect for these rules is the responsibility of the exhibitor, who becomes responsible for all damages that may occur in the area of his stand or in the Hotel due to his staff during set-up, exhibition and dismantling.

[Entry will only be allowed on the dates and times indicated in this manual.](#)

Staff must wear the necessary safety equipment, regulated by Law 19,587 on Safety and Hygiene at Work, Decree 351/79. Helmet, safety belt, gloves, visual and/or hearing protectors, safety shoes, etc.

The entry of any type of cargo (boxes, packages, furniture, equipment, etc.) will not be allowed through another door or access other than those assigned for this purpose, nor during the established exhibition hours.

Each exhibitor or their delegate will be responsible for the transportation, reception and dispatch of their materials, goods and/or products, as well as for recognizing their content. **If exhibitors or their agents are not present to receive their materials at the Hotel, the Executive Committee will NOT receive or accept any items and will have the obligation to reject them.** Any introduction of materials destined for the facilities is subject to the authorization of the Executive Committee.

It is strictly prohibited to cross hallways or common areas with electrical cables or installations that offer danger, both on the floor and above.

Fire Service hydrants, electrical panels, signage and/or existing institutional decoration may not be obstructed.

The materials, equipment and/or any object left, forgotten and/or abandoned in the Pavilion during the set-up, exhibition and dismantling periods will be removed from the venue, with the exhibitor covering the expenses resulting from their transfer and storage.

It is prohibited to block the loading and unloading area, as well as emergency exits with boxes, merchandise, materials, or any other product or equipment.

It is not permitted to use the back of the stands to store boxes, tools, material, machinery nor packaging of any kind.

In the case that the stand assembly work is not completed by Sunday, December 3<sup>rd</sup> at 22:00 hs., all construction and decoration materials for the stand will be removed from the site, at the expense and risk of the exhibitor. The amounts paid will remain the property of the Organizing Committee without the need for any legal formality.

## EXPO

### 1. OPENING DAYS AND HOURS

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**1A. OPENING TO THE PUBLIC** – Monday 4<sup>th</sup> to Wednesday 6<sup>th</sup> of December from 08:00 - 18:30 hs.

### 2. MANTENIMIENTO Y LIMPIEZA DURANTE LA EXPO

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The authorized times for these activities are the following:

From Monday December 4<sup>th</sup> to Wednesday December 6<sup>th</sup>, 2023, from 06:00 - 08.00 hs.

In the case that an exhibitor must replace or change any element of their stand, they must do so during the aforementioned hours.

During the Expo, no element may enter, leave or be removed from the stand on which it is located, without prior authorization from the Organizing Committee.

## DISMANTLING

### 1. DISMANTLING DATES AND TIMES

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#### REMOVAL OF THE LIGHTWEIGHT ITEMS (HAND-CARRIED)

Light items can be removed **once the Congress is over until 22:00 hs.** on the same day.

#### GENERAL DISMANTLING

Wednesday, December 6<sup>th</sup> from 18.00 - 22:00 hs.

Thursday, December 7<sup>th</sup> from 02:00 - 20:00 hs.

Exhibitors must remove the elements that make up the stand and dismantle them, restoring the space and the elements supplied by the Organizing Committee, in the same conditions in which they were at the time of delivery.

The Organizing Committee at the expense of the exhibitor will remove products and installations that remain on the stand beyond the dismantling date (Thursday, December 7<sup>th</sup> at 20:00 hs.)

**IMPORTANT:** During the dismantling period, the presence of a person in charge is required, in order to avoid misplacements, losses and theft of items.

### 2. ACCESS – PARKING

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The same assembly rules will be respected.

### 3. OPERATING INSTRUCTIONS

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The same assembly rules will be respected.

## EXHIBITOR SERVICE

### 1. INSTRUCTIVE SELF- MANAGEMENT SYSTEM FOR EXHIBITORS- GExpo

#### **OBJECT**

This instruction manual aims to facilitate the use of an organizing tool for operational tasks necessary to achieve an Exhibition of excellence.

The correct use and strict compliance with your time plan avoids unnecessary disruptions at the time of the Congress Exhibition, both for the Exhibitor and the Event Organizer.

Un equipo de profesionales respalda la organización del mismo, pero necesitan de la información en tiempo y forma para planificar y ordenar la Exposición Comercial del Congreso.

### **SELF-MANAGEMENT SYSTEM ON THE WEB**

Our sales executive has registered your company in our Intranet <http://uniline.intranetempresarial.com.ar> by sending to your e-mail address a username and password, for exclusive use by the exhibitor, which in its absence, must also be transmitted to the contracted builder to enter our website and access the Self-Management System. This username and password will be required every time you want to access all information regarding the assembly of your stand as an exhibitor, update information necessary for the exhibition, consult the status of your current account and everything inherent to the tasks that the exhibitor must complete. Before and for the exhibition.

To be able to participate in the Commercial Exhibition of **URTeC 2023**, you must complete the requirements on our Intranet, from which the data necessary for setting up your stand, requesting the necessary infrastructure and ordering additional services will emerge.

### **INSTRUCTIONS FOR THE SELF-MANAGEMENT SYSTEM**

Our Self-Management System is an online system, where the exhibitor can access from any place with connectivity, entering the website <http://uniline.intranetempresarial.com.ar> indicating their username and password. It will be the support tool for all the data, so that **Uniline** can cover the needs of exhibitors.

Only those exhibitors authorized for this purpose may enter this Self-Management System.

This Self-Management System has the instruction to enforce the Time Plan of the Congress Commercial Exhibition; therefore, the exhibitor must comply with the requested data upload, in a timely manner; according to the needs of the Exhibition.

The exhibitor will designate (at the time of signing the Stand Participation Request) a responsible person, who will be sent via email the username and password that will enable him or her to enter the Self-Management System, being the person in charge, to be the link between the Self-Management System and **baUniline**

The Self-Management System must be completed exclusively by the Exhibitor and, as appropriate, by the Builder. Remember that these uploads must be made well in advance of the day of the Congress, always respecting the deadlines.

The Exhibitor/Builder must “**Confirm**” the data that requires so, giving the **OK** to our Organizer, indicating that their orders will not be modified. Once each requirement is confirmed, no changes can be made to them.

**COMPLIANCE WITH THE TIME PLAN:** The Exhibitor/Constructor must have completed all the mandatory items in a timely manner; any delay and/or non-compliance at this point **baUniline** will be oblivious to any damages that may be caused to them.

The Exhibitor/Builder will always have the **baUniline** contact available for any questions:

Florencia Coletto

Email: [fcoletto@uniline.com.ar](mailto:fcoletto@uniline.com.ar)

WhatsApp: +54 9 11 5319 7585

### **CONTROL BY SELF-MANAGEMENT SYSTEM**

The Self-Management System will be constantly monitoring the compliance that the Exhibitor has with respect to the Time Plan detailed in the General Regulations of the Congress, which is why it will issue notices via email, to the responsible persons that the Exhibitor has designated, about the dates. soon to expire for each requested form. **baUniline** will strictly enforce the Time Plan. It is useful to clarify that, if the scheduled time limit has been met before, sending the email will be skipped. The number of emails to be received by the Exhibitor will depend directly on compliance with the Time Plan.

Every time you enter the [website](#) , the Self-Management System will notify you about developments, notifications and news regarding the Exhibition. These updates to Exhibitors/Builders can be massive or individual, depending on each case..

### **MENU AVAILABLE IN THE SELF-MANAGEMENT SYSTEM– Exhibitors**

You must enter [www.uniline.intranetempresarial.com.ar](http://www.uniline.intranetempresarial.com.ar) and log in with your username and password.

At the top of the screen you can see 3 menus:

**Form Request:** In this menu the user must select the services needed for the exhibition and complete the data required for each of them. When you enter each form, the system will provide you with the necessary information for its correct use. At the bottom of each form you will find the information of the person in charge with whom you can communicate and clarify all types of doubts.

**My Data:** You will be able to see the data that **baUniline** has regarding the Exhibitor's Company.

**Useful documents:** The documents that the organizer considers necessary for the display of the Exhibitors will be displayed, such as: Exhibition Regulations, Suppliers, Time Plan, Updated Plans, etc.



## 2. INSURANCE, DOCUMENTATION TO PRESENT.

**2.1. ART COVERAGE / PERSONAL ACCIDENT INSURANCE** - This required Insurance is intended to cover coverage for accidents that occur on the premises and that may occur to persons listed as excluded from Civil Liability coverage. This is the case of personnel hired for assembly, disassembly and other tasks carried out within the property.

HILTON BUENOS AIRES ART Instructions / Personal Accident Insurance

Constructors must present insurance when entering the property.

The insurance to be presented by exhibitors must be sent prior to the day of entry to: Martina Cozzi - [mcl@uniline.com.ar](mailto:mcl@uniline.com.ar)

It is an essential requirement to access the property to provide any service related to them to have the following ART or Personal Accident coverage, as the case may be:

### 2.1.1 Personnel in a dependency relationship:

Proof of coverage for:

(1) Mandatory Life Insurance (SVO) (Decree Law 1,567/74) and (2) Work Risk Coverage (ART).

ART Coverage Certificates must be presented with the list of affected personnel for each employer, which must include a Non-Repetition Clause against::

Uniline Exhibitions S.A. 30-70750002-2

South Convention Center S.A. (Hotel Hilton Buenos Aires) 30-69218831-0

And the SVO Coverage Certificate (mandatory life insurance) with its corresponding personnel list.

### 2.1.2 Personnel without a dependency relationship:

It will be an essential condition for entry to the Property of personnel who are not in a dependency relationship (such as agents, directors, advisors, contractors, promoters, etc.) that said people have Personal Accident insurance for death or disability due to a minimum insured amount of \$2,000,000 (Two million pesos) and for medical expenses of \$100,000 (A hundred thousand pesos).

Additionally, said policy **must include a Non-Repetition Clause** against:

Uniline Exhibitions S.A. 30-70750002-2

South Convention Center S.A. (Hotel Hilton Buenos Aires) 30-69218831-0

The lack of accreditation of the existence, validity or extension of the aforementioned insurance will cause the denial of entry of the personnel who are affected by such conditions, as well as their stay at the Hilton Buenos Aires Hotel, without being held responsible **Uniline Exhibitions SA and Hotel HILTON BUENOS AIRES** for any inconveniences or damages that such lack may cause to the organizers, suppliers or exhibitors.

Important: Stand Builders: It is **an essential condition** to deliver **Life Insurance and ART certificates or Personal Accident Insurance**, as appropriate.

**2.1.3 CIVIL LIABILITY INSURANCE** - We remind you that it is the obligation of the Exhibitors of URTeC 2023 to present Civil Liability Insurance as an exhibiting company for their stand, according to Art. 9 of the General Regulations of the Congress.

Consequently, the exhibitor is obliged to insure against all the risks foreseen above, taking out a Civil Liability Policy whose amount is not less than USD 500,000.- (five hundred thousand US dollars).

If you have your own insurance company from the Company, please send a copy of it. Said certificate must have a non-repetition clause for the **URTeC 2023** event, which will take place on December 4 to 6, 2023, in favor of:

Uniline Exhibitions S.A. 30-70750002-2  
South Convention Center S.A. (Hotel Hilton Buenos Aires) 30-69218831-0

**Submission deadline:** November 20th., 2023

### 3. REQUESTS AND SERVICES FOR THE EXHIBITOR

**3.1. PRINTED CATALOG:** The exhibitor catalog will be published in the Program Book. It has a separate form and will be sent separately.

**3.2. CREDENTIALS** - All credentials are nominated and non-transferable.

To request credentials, the corresponding ART and/or personal accident insurance must be presented for those people who are not under a dependency relationship with the non-repetition clauses as indicated in point 2 of this manual.

### 3.3. REQUEST FOR CREDENTIALS

**TYPE OF CREDENTIALS.** There will be 3 types of Credentials:

#### - EXHIBITOR CREDENTIAL

These credentials are non-transferable. Persons accredited as Exhibitors may also enter the premises during the assembly of the Exhibition and its disassembly. These credentials will be intended for the directors and executives of the exhibiting company.

#### - PERSONAL STAND CREDENTIAL

The uploading of the data will be carried out only by the Exhibitor through the contact assigned by the exhibiting company to **URTeC 2023**.

These credentials are non-transferable and allow access during the hours of **URTeC**.

#### - CONSTRUCTOR IDENTIFICATION

Allows entry only during the set up and dismantle times and days of the expo. It is managed by the Exhibitor or Constructor through the Gexpo system.

These credentials must be requested by system before November 20<sup>th</sup>, 2023, and can be collected at the Hilton Buenos Aires Hotel starting Saturday, December 2nd, from 2:00 p.m. at the access on **Av. Juana Manso 751**.

**3.4. ELECTRICAL ENERGY REQUEST FORM** - All service installations must be carried out before carpeting, and the location information must be available in advance, sending the electrical plan and additional services with the corresponding location and service specifications to the Committee

**ATTENTION:** The electrical installation plans must be signed by a Licensed Electrician. We remember that the price of the service DOES NOT include its installation.

**URTeC 2023** provides each exhibiting company with 50 watts per 9m2. Free of charge.

The turnkey stands already have general lighting installed, every 9m2 there are 4 8W spots. This implies that 418 watts are left free, available at no cost.

Additional consumption has a cost of \$ Arg. 15,000. - + VAT per KW.

Each exhibitor must request, at a charge, electric current services in 220V and 380V for general lighting of the Stand and/or operation of machines or motors. To request Electricity Consumption, the Exhibitor must calculate the consumption of all the components that will need electrical energy, from lighting to the equipment installed in the stand, basing their order on the calculation of simultaneous use powers.

The exhibitor must request their consumption and be responsible for installing their own panel with circuit breaker and socket so that the personnel hired by **baUniline** will then verify the installation and supply each stand or group of stands with single-phase or three-phase current, according to the plans presented by the Exhibitor.

See description in the form (<http://www.uniline.intranetempresarial.com.ar/> username / password / applications / electric energy request form)

For more information: Matias Arce – [matias.arce.uniline@gmail.com](mailto:matias.arce.uniline@gmail.com)

**Hiring deadline:** November 20th, 2023

**3.5. SECURITY** - The Organization has a general surveillance system for common areas, so it is recommended that each company has security measures in place at their stands, to avoid possible losses during assembly periods, non-activity hours, operation, and dismantling of stands.

The specific security of each stand is the responsibility of each exhibiting company and must be hired individually.

The Organization is not responsible for possible losses occurring during the periods indicated above.

In case the exhibiting company requires the surveillance service, it must request it through the GEXPO Self-Management System; It has an additional cost of \$5,000 + VAT per hour for the guard.

For more information: Georgina Diluise – [georginadiluisse@gmail.com](mailto:georginadiluisse@gmail.com)

**Hiring deadline:** November 20th, 2023

**3.6. CLEANING** - The cleaning of the circulation corridors and the exteriors of the hall pavilions will be the responsibility of the Organizing Committee

Exhibitors must take care of the maintenance service for their stand throughout the duration of the event, and may hire the official cleaning company.

Cleaning must be carried out outside of public opening hours.

To do this, each exhibiting company that requires it must request the service through the GEXPO Self-Management System at an additional cost.

For more information: Georgina Diluise – [georginadiluise@gmail.com](mailto:georginadiluise@gmail.com)

**Hiring deadline:** November 20th, 2023.

**3.7. FURNITURE RENTAL** - Those exhibitors who wish to rent furniture for their stand may do so through the GEXPO Self-Management System.

For more information contact: Georgina Diluise - [georginadiluise@gmail.com](mailto:georginadiluise@gmail.com)

**Hiring deadline:** November 20th, 2023.

## 4. TECHNICAL INFORMATION

**4.1. SET-UP INITIATION PERMIT** - Exhibitors/builders are informed of the mandatory requirements to be met for the delivery of the Assembly Initiation Permit for **URTeC 2023**, which will allow them to enter the premises to assemble the stand.

**ATTENTION:** Any exhibitor who does not have permission to start assembly will **NOT** be able to enter the assembly under any exception.

### Requirements:

- 100% of the paid stand rental value.
- Request all services, whether additional or mandatory, for your stand within the indicated times.
- Have 100% paid for all contracted services.
- Present the Stand's Civil Liability Insurance.

Permissions to begin assembly must be requested by email to Verónica González Alonso – [vgonzalez@uniline.com.ar](mailto:vgonzalez@uniline.com.ar)

**4.2. FLOOR PLAN PRESENTATION**- Each exhibitor must inform its constructor of the corresponding username and password for sending the planimetry through the GExpo System.

The floor plans must be sent in two copies of plans at a scale of 1:20 or 1:50, both at the corresponding heights of the stand.

Perspectives, photos or digital presentations will not be valid as presentations of plans.

**IMPORTANT:** The planimetry must be published with the data of the Construction Company.

See description in the form ([www.uniline.intranetempresarial.com.ar](http://www.uniline.intranetempresarial.com.ar) / username / password / applications / application form Presentation of Plans)

For more information contact: Florencia Coletto

Mail: [fcoletto@uniline.com.ar](mailto:fcoletto@uniline.com.ar)

WhatsApp: +54 9 11 5319 7585

**Submission deadline:** November 20th, 2023

## 5. MISCELLANEOUS

### 5.1. WIFI SERVICE

The HILTON BUENOS AIRES property has complimentary Wi-Fi service.

**Regular Individual Internet** connection is included for both guests and attendees to the event. They can connect with the regular **HiltonHonors** or **Hilton2023** Password.

They may also consider the following special connections:

-Contract the hotel for a bandwidth upgrade (**Exclusive Internet**): **To manage this service, a minimum of 72 hours must be planned.**

We offer packages of 10, 20, 30 and up to 100 MB (**USD 160 + VAT** for every 10 MB of data, per day). This connection can be Wi-Fi or Wired. We must generate a special Password for this Connection (to be agreed with the Stand) which will be used in the Convention network that is advertised as 'Hilton Meetings'

### **IMPORTANT**

**Hiring deadline:** Friday, November 24th, without exception.

The payment methods are Credit Card, Bank Transfer (credited before November 24) or Cash (approaching the hotel before November 24).