



SOLACI CACI`17

ARGENTINA

In partnership with  tct

Exhibitors



Handbook and Regulations for Exhibitors

AUGUST 2ND - 4TH, 2017

HILTON HOTEL - BUENOS AIRES - ARGENTINA



**SOLACI
CACI '17**

ARGENTINA

In partnership with 

Exhibitors

1. ITEMS PROVIDED BY SOLACI Booths:

SOLACI 2017 shall provide exhibitors with the booth area contracted marked on the floor. SOLACI shall also provide electricity equal to 500 W for each booth.

Hospitality suites:

The aforementioned space shall be made available as furnished by the Hotel (which provides chairs, tables, etc.), arranged as previously requested (auditorium, school, etc.). Booths contracted per hour or day range shall be returned, at the end of such a term, free of all elements and equipment, and vacant.

For additional audiovisual equipment, connectivity, catering, etc., see item 7, Additional

2. GENERAL TERMS

The following shall be sent to Architect Evangelina Morello, from the SOLACI 2017 Organization Committee, through an e-mail (e-mail address: cuarello@gmail.com) by July 7th, 2017:

- 1 plan with measurements
- 1 cutaway view with measurements
- 1 perspective drawing of the project for the space. (This aims at comparing project and space dimensions).

The e-mail shall also include the following:

- Name of the company or individual in charge of booth assembly

Sponsors with Hospitality Suites shall indicate the arrangement format required by July 7th, 2017.

3. BOOTH HEIGHT

Booths may reach the maximum height of each room, taking into account that the outer side of boundary boards must be plain black.

UNDERGROUND LEVEL:

The maximum recommended height for all elements, including lighting devices, display structures or cases, and boards, is 6.00 m for the following booths in the **Pacífico room: 1A /1B / 2 / 3 / 4 / 5 / 6 / 7 / 8 /9 / 10 / 11 / 12 / 13 /14 / 15/16/17.**

As regards booths located in **Pacífico and Atlántico foyers, their height can reach up to 2.70 m: 18 / 19 / 21 / 22 / 23 / 24 /25/26/27/28/29/30/31**

For booth 20, the maximum possible height shall be 2.3 m (below stairs)

SECOND FLOOR:

As regards booths located in the **Buen Ayre foyer 2nd floor, the maximum height shall be 3 m: 32/33/34/35/36/37/38/39/40/41.**

4. ADMITTED MATERIALS

-Booth construction shall only use non-flammable materials, materials which are difficult to ignite, and/or materials submitted to fire retardant treatment. The use of highly flammable, flammable, or explosive materials is forbidden. (According to the **Fire classification of construction products and building elements.**)

- The use of all masonry materials, bricks, cement, plaster, etc., or any type of wet construction is strictly forbidden.

-No paint can be brought inside the Hotel and no painting work can be done inside the Hotel; in consequence, all parts must be finished prior to being brought in.

5. ENTRANCE FOR MATERIALS AND PERSONNEL

Entrance and exit for construction materials:

Hilton Hotel: Av. Juana Manso 751. Buenos Aires

Entrance for assembly and disassembly personnel:

All personnel going into Hilton Hotel shall present the following printed documents: personal identification, and valid labor-related compensation insurance certificate including a 'non-recourse' clause (on behalf of South Convention Center S.A., tax ID number CUIT: 30-69218831-0).

In order to facilitate access validation, documents can be sent beforehand to:

LETICIA ROMÁN

Sales Coordinator - Sales & Marketing

Leticia.Roman@hilton.com

HILTON BUENOS AIRES

t: +5411 4891 0044 | f: +5411 4891-0050

Av. Macacha Güemes 351 | Puerto Madero, Buenos Aires C1106BKG | ARGENTINA



In partnership with 

Exhibitors

For assemblies in the second underground level (Pacífico and Atlántico rooms), materials shall be brought inside through the vehicle elevator located at the -1 parking level (with a vehicle of up to 2-m tall). Hilton Buenos Aires Hotel personnel shall coordinate the efforts, control the materials, and operate the elevator, to ensure easy access.

Measurements and load rates for elevators:

Service elevator: (4 elevators)

Max. weight: 1800Kgs

Door: 1,20m x 2,10m (height)

Cabin: 1,50m x 2,40m x 3,00m (height) (there are handrails at 1 m, which stand out 8 cm)

Freight elevator: (1 elevator) Accessible from the entrance for goods on Juana Manso road

Max. weight: 2500Kgs

Door: 2.10 m x 1.40 m (height)

Cabin: 2.70 m x 3.50m x 3.00m (height)

Vehicle elevator: (1 elevator) Accessible from the parking area

Max. weight: 2500 kg

Door: 2.20m x 2.10m (height)

Cabin: 2.70m x 4.50m x 2.30m (height)

6. DATES AND TIMES FOR ASSEMBLY AND DISASSEMBLY

Exhibitors shall be allowed in the Hotel for booth construction the following dates and times:

MONDAY July 31st: 8-23 h

TUESDAY August 1st: 7-24 h

WEDNESDAY August 2nd: 0-6 h

Assembly at the Pacífico foyer shall be overnight on Wednesday, from 0 h to 6 h.

From August 2nd, at 6 h, no one will be allowed to carry out further work on booths.

That will be the starting time for all general cleaning and tidying activities for the exhibition. No exceptions will be made to the aforementioned dates.

Booth disassembly:

No booth element will be disassembled or removed until the Congress ends.

Disassembly activities shall be carried out on FRIDAY August 4th, 17-24 h

Exhibitors shall return the space assigned in the same conditions it was received.

All damage to the pavement or utility installations shall be repaired at the expense of the Exhibitor. Exhibitors are not authorized to carry out repairs of any kind.

7. ADDITIONAL SERVICES

ASSEMBLY

For the design and assembly of booths, exhibitors are free to hire any company meeting the safety requirements established by Hilton Hotel.

The company providing these services to the SOLACI CACI 2017 Organization Committee is:

EXPOBAIRES S.A.

Architect Patricia Galliverti

Tel + 54 (11) 4312-5115

www.expobaires.com

ELECTRICITY

SOLACI shall provide each exhibitor with electrical power to the extent established in section 1 (500 watts).

Electricity services foreseeably exceeding the amount provided by SOLACI 2017 shall be informed to Expobaires by July 7th and will be at the expense of the exhibitor.

If you wish to purchase additional power for your booth, please fill in Form no. 1 and send such an application to **galliverti.patricia@expobaires.com**

CATERING SERVICES

Hilton Hotel does not allow food and beverages from external vendors, with the exception of packed candy. In consequence, exhibitors who want to offer catering services in their booths shall purchase such a service from Hilton Buenos Aires Hotel.

In order to contract a food and beverage service for your booth, contact:

Leticia Román

Leticia.Roman@hilton.com

Tel: +54 11 4891 0044



**SOLACI
CACI '17**

ARGENTINA

In partnership with  tct

Exhibitors

INTERNET

In order to contract Internet services for your booth, contact: Leticia Román
Leticia.Roman@hilton.com
Tel: +54 11 4891 0044

INTERNET SERVICE OPTIONS

1: Purchasing passwords for the broadband hotel service. Each passwords can be used in a single device (per day) and costs USD 15 + VAT.

2: Purchasing a hotel broadband (exclusive) upgrade: Packages of 10, 20, 30, and 40 MB (USD 300 + VAT every 10 MB). These can be used through both a cable connection and a wireless network, using the same password.

3: Dedicated Internet (best quality connection): For a USD 400 + VAT fee, the Hotel lets a service provider of your choosing set up all necessary connections within the premises. Hotel connectivity is provided by Fibercorp, but you can hire whatever company you prefer, since these connections are not dependent on Hilton connectivity.

In order to contract dedicated Internet, you can contact Lucas Piccolo:
lpiccolo@cv.fibercorp.com.ar / Tel.: 5530-4607

SECURITY

Exhibitors requiring this service for their booths shall contract it at their own expense. Hilton Hotel recommends Brújula S.A.

Armando Parini
4662-9911/ 15-5767-0055
aparini@brujula-sa.com

CLEANING SERVICES

The Organizational Committee shall be in charge of cleanliness in hallways and common areas. For booth cleaning, exhibitors may hire additional services. You can do so by contacting Los Soles administracion@lossolesint.com.ar
Tel. 54 11 4326 3935

AUDIOVISUAL EQUIPMENT:

Sponsors may hire audiovisuales services for their Hospitality Suites at:
Congress Rental - Alicia Parisotto
aparisotto@congressrental.com

8. HILTON HOTEL REGULATIONS

- 1.** NO PAINTING and/or CARPENTRY works within the facilities
- 2.** NO LAYING structures directly on carpets, marble, or walls.
- 3.** NO SMOKING.
- 4.** NO EATING outside pre-established areas.
- 5.** NO BLOCKING emergency exits and/or safety equipment (hydrants, switches, signage).
- 6.** NO PUTTING UP and/or HANGING objects on walls, doors, glasses, etc.
- 7.** NO HANGING elements and/or equipment from rails in the dividing boards.
- 8.** NO NEGLIGENT USING of equipment and/or tools.
- 9.** NO WALKING AROUND and/or USING PUBLIC AREAS; service areas only.

While carrying out event assembly/disassembly activities:

- 1.** All work must be carried out in order, safely, and neatly.
- 2.** All technical and/or operative installations must have been previously authorized
- 3.** The Hotel does not provide work tools or materials (lifting platforms, wheelbarrows, extension cables, adapters, ladders, etc.).
- 4.** Personnel must always be mindful of the weight of the equipment to be used.
- 5.** The company shall not be liable for any material damage or loss within its facilities. Furthermore, all material brought in shall be verified by security personnel upon being brought out of the Hotel.

9-USEFUL INFORMATION:

SESSIONS AND COMMERCIAL EXHIBITIONS

Wednesday August 2nd, 8-18 h

Thursday August 3rd, 8-18 h

Friday August 4th, 8-16:30 h

OPENING CEREMONY:

Wednesday August 2nd, 18 h

CLOSING CEREMONY:

Friday August 4th, 16:30 h