

**INTERNATIONAL CONGRESS OF RADIOLOGY 2016
BUENOS AIRES, SEPTEMBER 21st TO 24th, 2016.
HOTEL SHERATON HOTEL & CONVENTION CENTER**

GENERAL REGULATIONS FOR THE COMMERCIAL EXHIBITION

BASES

The Exhibition organized by the International Society of Radiology, from now on Executive Committee, which will take place between September 21st and 24th, 2016 at the Sheraton Hotel & Convention Center Buenos Aires located at San Martin 1225, it is destined to all specialties and areas of Radiology.

To this end it has been established the present General Regulations, whose application guarantees absolute equality of treatment and opportunity for all exhibitors.

These General Regulations as well as any information or Technical Communications in due course issued by the Executive Committee are based exclusively on the limitations imposed by the authorities of the Sheraton Hotel and are enforceable by the exhibitors, who automatically accept by signing the Application Form.

AUTHORITIES

The Executive Committee, hereinafter EC, is the highest authority of the Exhibition and its decisions are therefore final.

The EC may delegate authority to any other Organism or Person in its dependence, and it is in the exclusive power of the application and interpretation of the Rules of unforeseen situations. The EC may, in exceptional cases and when deemed appropriate for better performance and greater success of the exhibition, depart from the rules laid down in this Regulation, being its decisions compulsory for all participants.

PROVIDED ELEMENTS

- Power supply: It will be provided with 100 watts per square meter of booth; exceeded this consumption, additional energy should be ordered.

EXISTING FACILITIES

It is forbidden to chip, drill, weld, cut, paint, hang, support and / or damage the walls, floors, columns, ceilings, cords or any existing installation.

The electricity main switchboards, water stopcock and fire hydrants service located in positions that are included within the lots shall maintain permanent easy access. **The elements of fire prevention must also be visible. (See Fire Safety Directives).**

It is not allowed to drill or attach any object to the walls, columns, ceilings or floors of the building.

If you place attached carpet to the Exhibition floor or elsewhere, it should be placed only with double sided tape, wide choice and removed once dismantled the stand. The application of any type of glue over existing flooring is prohibited.

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DIVIDING WALLS

Verify the maximum height and exact measurements of your booth with the Office of the Technical Direction.

HEIGHT OF THE BUILDINGS

The maximum height of any construction, including lighting appliances, is up to 2.40 m high from the floor.

The dividing walls should be treated in such a way it does not prejudice its neighbors.

In order to allow greater architectural development of booths, those located in the Libertador Room and its Foyer, may reach 3.50 m high in a defined area bounded by a retreat of 1.00 m from each side of surface that limits with the neighbor lot dividing wall. For lots located in the corridor between rooms Retiro and Libertador, the maximum height in this case is 2.80 m, always with the same restrictions to respect the withdrawal detailed above.

- **Verify the maximum height and exact measurements of your stand with the Office of the Technical Department.**

FLOORING

The booths may not have platforms, it is only allowed to place carpet glued to the floor with double contact tape. The carpet must be fire-proofed and its application certificate, or else, technical specifications of manufacturing techniques with the referred treatment.

Exhibitors must leave the floor in the same condition as received, removing the used tapes.

NOTE: For any questions in general and in particular for this point, contact the Office of the Technical Direction of the Congress, Pallissó Diseño S.A

ISLAND BOOTH DESIGN

Island booth projects will not be approved if the visual obstruction of the neighbor lot is over 40% approximately.

CEILINGS

In all cases and even though not exceeding 2.40 m must be self-supporting, meaning they cannot hang from existing structures.

COUNTERS

The fronts of the counters must be at a minimum distance of 0.60 m with respect to the front of the booth.

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ELECTRIC POWER

Power supply: The power will be supplied from strategically placed boards. The laying of lines, not the connection, to these boards will be done by Exhibitor with copper conductors not smaller than 2.5 mm. Single phase connections are allowed only up to 3 kW, for superior powers the line will be three-phase, load balancing.

Access to electricity main switchboards will be forbidden to the Exhibitor.

In no case devices for diagnostic and/or treatment may be connected to the provided outlet. You must perform the installation in accordance with the described standards.

Connection: To receive current, Exhibitors must have the approval of installation by the Technical Direction.

IMPORTANT NOTE: Order in advance and with accuracy your power consumption, remember that this will be provided free of charge, but no requests will be attended during the set up of the exhibition.

Facilities that require special electrical wiring shall be charged to the Exhibitor.

LIGHTING

For the installation of devices, disturbance to the public or the surrounding booths must be avoided.

Placing appliances on the floor without any element of protection to avoid contact with the public is not allowed. Illuminated signs and/or decorations with neon tubes, which are located within reach of the public, should be placed behind glass or acrylic panels or any other element that effectively prevents contact with the public.

SOUND

Exhibitors wishing to install sound emitters (sound film, audiovisual, video recorders, TVs) in permanent or intermittent operation, must install them in conditions that do not cause discomfort and must operate acoustically isolated and not exceed 20 dB sound pressure level measured at one (1) meter from the both perimeter.

Exhibitors may not play any music or video without first demonstrating compliance with the relevant provisions before SADAIC and AADI-CAPIF.

PENALTIES

Facilities not approved by the Technical Direction will be closed, and will not be enabled others to replace it.

ASSIGNMENT OF SPACE

The Exhibitor shall not assign, donate, sell, lease, sublease, transfer or share the lot awarded or any part thereof without the prior written consent of the EC

ADVERTISING

Exhibitors may not advertise outside their booths, within the exhibition.

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At each Exhibitor booth products and/or services of third parties not involved in the exhibition or suppliers of products with that Exhibitors parts may not be advertised. (Manufacturers may announce its exclusive distributors).

GASTRONOMY

The offering of food or beverages in the trade show, with a charge or not, is prohibited. Exhibitor may offer only those services contracted with the hotel.

RESPONSIBILITIES

The exhibitor shall be solely responsible for damages caused in their staff, third party personnel hired by the exhibitor for any reason, visitors from the exhibition within their booth and / or things or assets of any kind for theft, theft, fire, explosion, water penetration, humidity, flooding and leaks, accident, civil commotion, sabotage or other causes whatever their origin and source, and will be also responsible for damages or personal damages caused inside and outside the booth for your personal and / or things that they use or have in their care. Consequently the Exhibitor must insure against all risks, maintaining intact ARGENTINA SOCIETY OF RADIOLOGY for any contingency.

The authorities of the exhibition will translate to the Exhibitors the amount of damages caused by their booth builders, trucks and / or transports of its companies and those whose account or on behalf of the builders of booths, caused to both fixed installations and / or interim Hotel or by the Exhibition.

The Executive Committee is not liable for damages that may occur to the Exhibitor deficiencies light fixtures, power, sewage, etc., as it is required to put safety devices and safety for exposed equipment. Nor is it responsible for any fact and / or event that is outside the interruption of these services occurred.

The Executive Committee is not responsible for the cancellation and / or deficiencies in deliveries made by third parties; they still Edenor, Edesur, Metrogas, Aguas Argentinas, Telecom, Telefonica and others.

All personnel in charge of assembly and disassembly of the booth, themselves or others, as well as hired personnel for the attention of the booth during in course of the exhibition must have certificate of coverage of ART with a No Repetition clause in favor of whom will be duly designated.

EXTINGUISHERS AND FIRE PREVENTION MEASURES

It is mandatory, according to current provisions of the Fire Department of the Federal Police, to have in each booth a fire extinguisher 1 kg. minimum load and ABC type. It must be located in an accessible location and view.

By new rules established in fire prevention it is fully prohibited collecting boxes or paper or other flammable material or not, behind the booth spaces or any other space not authorized. Failure to comply with this measure will lead to the immediate closure of the booth.

The existing layout is subject to any changes arising from new rules or fire safety measures to be implemented by the Hotel such as new emergency exits, hydrants or fire extinguishers spaces, without prejudice to the International Society of Radiology .

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FIRE SAFETY DIRECTIVES

DESIGN AND CONSTRUCTION OF BOOTHS.

1) Distribution.

The distribution of tables, chairs, podiums, displays or other items, installed or operational, fixed or mobile, on the booth, must meet the following requirements:

- a) They should not interfere with access, nor the visibility, or the signpost of the emergency exit, nor to block access to fire extinguisher equipment.
- b) They should not reduce the width of any means of exit, such as doors, corridors of access doors, interior corridors of the event and the natural path from exits to the street.

2) Decoration.

a) The use of the following materials for the construction or decoration of stands is recommended:

1. Materials noncombustible or limited combustibility

- I. It is considered that a material is **noncombustible** when, in the way it is used and under the provided assembling and operating conditions, it does not light, burn, maintains combustion or release flammable vapors when subjected to fire or heat. The materials that exceed the ASTM E 136 test at 750 °C, are considered noncombustible.
- II. It is considered that a material *is limited combustibility* if not, not complying with the definition of *noncombustible*, in the way it is used and under the provided assembling and operating conditions, has a potential heat release of 8,000 kJ / kg.

These materials include: 1) materials that have a non-combustible structural basis, with a surface coating with a thickness not exceeding 3 mm and having a flame spread rating of not more than 50; and 2) the materials that differ of the described materials, in the shape and thickness that are used, in 1), do not have a higher rate of propagation of flame than 25, no evidence of a continuous combustion progressive and have a composition such that the surfaces that can be exposed by cutting through the material in any plane, do not have a rate of propagation of flame greater than 25 m, or present evidence of a progressive continuous combustion.

- III. Wood over 6.3 mm (½ ") thick or less than 6.3mm (½") thick that had been treated for fireproofing by immersion under pressure.

2. The following requirements are of mandatory compliance for the materials listed below:

- a. Coating materials and coating walls and ceilings and for screens projecting images that have a classification RE2 (Very Low Flame Propagation) tested in accordance with the IRAM 11910/1 and 11910/3 and an index of optical density specific maximum smoke for testing with or without flame less than or equal to 265 according to IRAM 11912.

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- b. Coating materials and floor coverings that have a FRC (Critical Radiant Flux) greater than $0,50W / cm^2$ tested according to IRAM-INTI -CIT G 77014.
- c. No suspended textile materials are allowed. If it is indispensable to use, these materials must pass the test described in NFPA 701 standard or other equivalent test specifically for hanging textiles.
- d. The acoustic or decorative material including, but not limited to, cotton, paper, straw, reeds, moss, wood chips and similar, must have a treatment of retarding flame propagation acceptable to the Safety Management of the Hotel. If a material cannot be treated with the retarding flame spread treatment, it cannot be used.
- e. The scenarios and platforms must be executed with noncombustible or limited combustibility materials.

3. Materials within the booths:

- a. Combustible materials (e.g brochures) within a booth should be limited to those required for a day of exhibition. Storage of combustible materials inside or outside the same is prohibited.
- b. The following items inside the booths are not permitted:
 - 1) Flammable compressed gases.
 - 2) Flammable or combustible liquids.
 - 3) Hazardous chemicals materials or products
 - 4) Power lasers (Class II or higher).

4. Elements and firefighting facilities:

The Sheraton Hotel has a network of hydrants located throughout the venue. These should at sight at all times. Therefore exhibitors are recommended to check their location to prevent them from being covered with paneling or other items. In all cases where the hose from the hydrant to be extended in its 25 meters of length, find an obstruction that prevents normal coverage area should complement the burden of fire extinguishers at 1 ABC fire extinguishers of 5 kg every 50 m² and it is necessary to place at least 2 extra in sight with your call sign and support corresponding to 1.20 m above the aisles units.

In the halls they are installed the required number of fire extinguishers according to the type of use and the fire load of the place, at 1 team of ABC type 5 kg every 200 m².

Any booth larger than 30m² of surface must be installed in a place visible and fixed a multipurpose dry chemical extinguisher 2.5 kg of capacity, and by every 50m² of surface, multipurpose dry chemical extinguisher 5 kg of capacity. If more is required of a portable fire extinguisher, they must be distributed on the surface of the booth.

Hotel own fire extinguishers can not be transferred to another location as part of fixed installations anti documented in the respective evacuation plan fire.

In all cases the Hotel own fire extinguishers should not be covered by buildings or other scenarios to prevent free access to them, they must remain in their respective support and sight.

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The pipes of the fire water systems can not be used as a support and for fixing posters or the like.

5. Prohibition of smoking in assembling and dismantling periods:

Smoking inside the Hotel during the period of armed and disarmament is prohibited.

Those who want to smoke during the period mentioned should do it outdoor outside the parking area.

Exhibitors are suggested to encourage the smoking prohibition during the event.

6. Assembly and disassembly work:

The work of cutting ceramics, tiles, bricks or other materials that produce fine powder in amounts, should be performed outside the Hotel, in a specific area to be determined, to be defined in a technical meeting prior to the event.

Cutting and welding ferrous metals must be carried out with due protection being forbidden to carry out these tasks within the halls. It will be mandatory to wear protectors, gloves or others according to regulations.

Circular saws for cutting decks should have all the protections in conditions or these may not be used within the facility.

Extenders or portable tools must be in all cases of type 3 TPR and earth conductors must be properly connected to the devices in use. They should be of one piece and being assembled in a way that presents no single wires at sight.

If any of the requirements of this regulation cannot be accomplished during the assembly and disassembly jobs, additional measures should be taken in preventing fires.

SURVEILLANCE

The Executive Committee shall establish general security staff responsible for order and care of contingencies, not being responsible for robberies and thefts occurred inside the booths.

Security staff depending on the Exhibitor must have special credentials to be delivered by the authorities of the Exhibition and authorized by the Security Department of the Sheraton Hotel.

PRESENTATION OF PLANS

Exhibitors shall submit before September 1st, 2016 at the offices of the Technical Direction, two copies of plans in 1:50, each copy with an elevation and a plant stand. It shall clearly indicate the name of the Exhibiting Company, stand number and the name, address and telephone booth builder. Approved or observed plans may be withdrawn seven (7) days after its submission.

Alternatively, technical plan by mail with detailed measures for its verification.

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ELECTRICAL CONSUMPTION REQUEST

Exhibitors must submit by September 6th, 2016 the request for additional power consumption.

It is reported that additional orders will not be received during assembly or development of the Exhibition.

SCHEDULE OF SET UP AND DISMANTLING.

Set-up and Dismantling Schedule of the Exhibition of the International Congress of Radiology 2016 and complementary rules governing the same will be sent in due time.

It is anticipated, however, that if the Exhibitor does not withdraw the material deposited on its booth within established terms, dismantling and withdrawal thereof shall be performed by personnel designated by the EC, without liability of any kind on any damage, and running costs of this removal by the Exhibitor.

ACCREDITATION OF STAFF DURING THE EVENT

There will be extended at most two (2) credentials maximum per module 4 square meters acquired by the exhibitor for the duration of the Congress. The credentials are out in the name of the contracting company name.

ADVICE

The exhibition EC is available to advise Exhibitor in all matters relating to their participation, regulatory aspects, etc.

The consultations must take place in:

Commercial Information:

ICR2016

Arenales 1985 – Planta Baja – (C1124AAC)

Capital Federal.

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info@icr2016.org

Technical Information:

Pallissó Diseño Arquitectura Express

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A R Q U I T E C T U R A E X P R E S S



**IRAM-ISO
9001:2008
14001:2004**



NOTE: This regulation is registered in the Argentina Association of Organizers and Suppliers of Exhibitions and Conferences (AOCA) with Registration number: 104.

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