

Puerto Vallarta, January 6, 2023

**Dear Exhibitor:**

We are excited to meet you soon and welcome you to our beautiful city Nuevo Nayarit and enjoy the incredible Hard Rock Vallarta Hotel. Below we inform you of the assembly, exhibition and disassembly hours, as well as the Regulation of the exhibition.

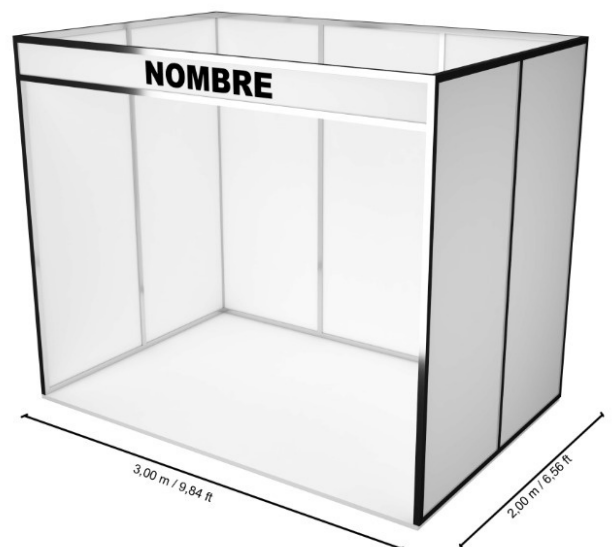
We appreciate your attention to these instructions.

**Schedule:**

- Assembly Tuesday May 30 from 12:00 to **22:00**.
- Event Wednesday May 31 and Thursday June 1 from **10:00** at 17:00.
- Disassembly Thursday, June 1 from **12:00 to 17:00**.
- Under no circumstances will it be allowed to ride after **17:00 on Thursday, June 1**.
- **Wednesday May 31, 10:00 a.m. RICE MARKET & TECHNOLOGY CONVENTION 2023 opening**

**Stand:**

- 1 Single booth
- • Hard Booth Walls ( 3m x 2m / 9.84ft x 6.56ft )
- One Wastebasket
- One 120-Volt Outlet
- One Complimentary Convention Registration
- Company Name in Black and White on Booth Header
  
- 1 Double Booth
- Hard Booth Walls ( Two - 3m x 2m / 9.84ft x 6.56ft )
- One Wastebasket
- One 120-Volt Outlet
- Two Complimentary Convention Registrations
- Company Name in Black and White on Booth Header



**If you require any extra product, for example a partition, carpet, etc., it will have an extra cost.  
In case you require any extra product or service please contact**

**Maria Moreno**

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experiencias@vectorstands.com

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## Considerations

Note 1: VectorStands will only print and install customer-supplied graphics.

Note 1.1 : The designs are the intellectual property of VectorStands . If for any reason the designs become plagiarized, the respective cost of the designs must be paid to our company. for being the creators.

Note 2: In the case of loss of materials (damage or loss) the client must refund the partial or complete piece, as the case may be.

Note 3: In case of requiring graphic design, this will be at an additional cost.

Note 4: The graphics must be delivered 3 weeks in advance, with the following characteristics:

- 100% actual size
- 72 dpi
- With outputs to JPG.

Note 5: VectorStands , will handle all the assembly, transportation of materials, graphics, lighting. Furniture (what is necessary without extras), decorations, maintenance, freight, disassembly.

Note 6: All services are for rent.

Note 7: Assembly: this will be completely managed by VectorStands , this quote includes project cost, equipment rental, assembly, maintenance during the event, disassembly and transportation of all materials owned by us. VectorStands is not responsible for security during the event.

Note 8: All services must be contracted with the organizing committee such as telephone line, internet, water line. (Electrical energy in case the contracted space does not have this)

Note 9: In the event that there is a situation outside of VectorStands , in which the stand structure is partially or totally damaged, the client must cover the damage in its entirety.

Note 10: Customer must provide god's eyes for installation. The colors and furniture are illustrative, please confirm your decision 10 days before assembly.

Note 11: The prices expressed in this quotation are in dollar currency (US\$).

## ***Important announcement***

**The event will be on the second floor, take precautions with the furniture due to the dimensions of the elevator**

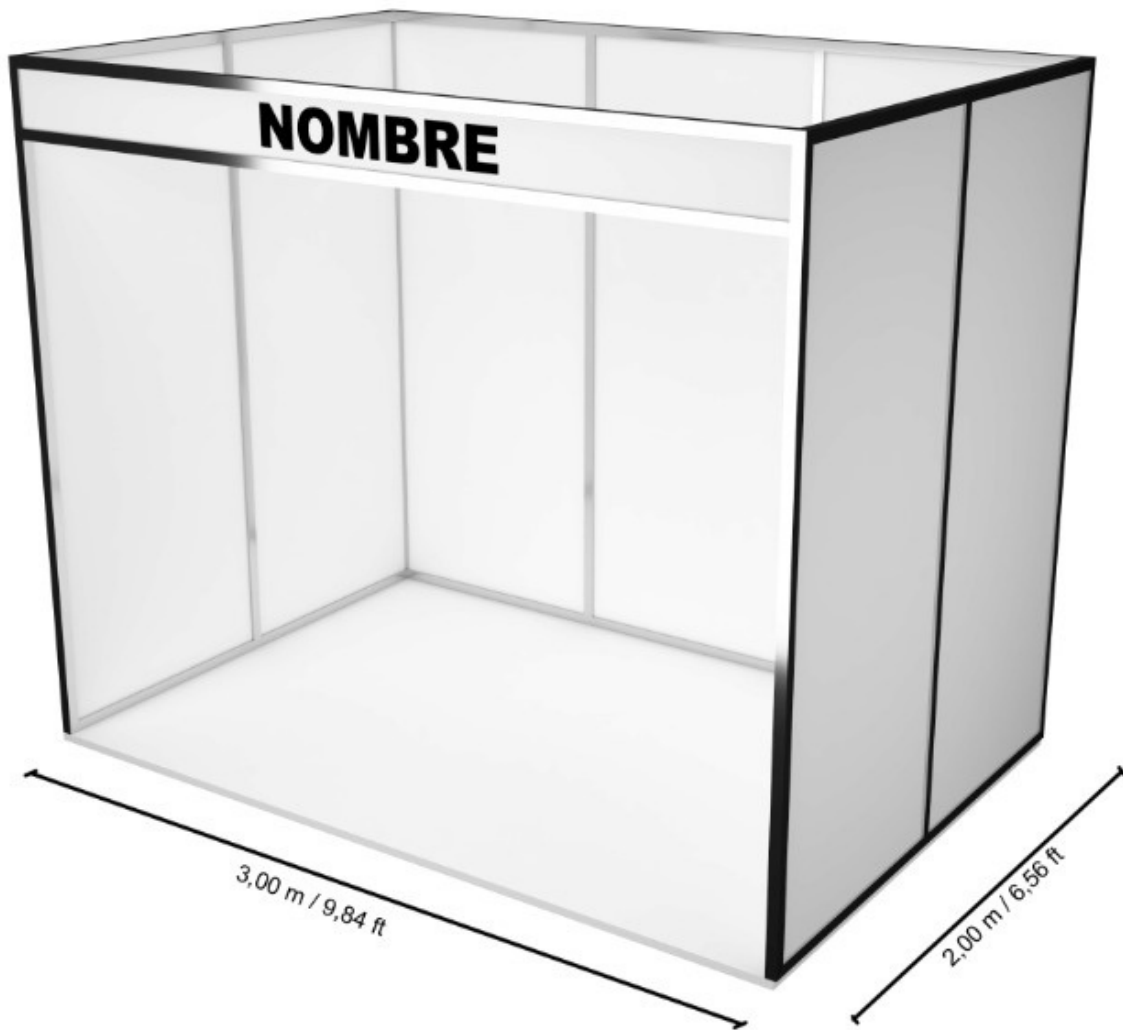
### **The measurements of the forklift are**

Maximum Load Weight: 2 Tons

Cabin Measurements: Height: 6.88 ft

Front: 5.41 ft

Depth : 6.56ft



**Company name**



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# General Regulations by the Hard Rock Vallarta Hotel

## 1.1 External Provider Policy

For the use of any external provider of assemblies, stands, audiovisuals, decoration, entertainment, fireworks, etc. shall take into account that the following conditions apply to any assembly or work to be carried out within our property:

- Payment of daily supervision fee
- Reading and signing of this manual
- Reading and signing of the document: "Release of Responsibility"
- You must present a security policy for the value of USD500,000.00, which must be submitted to the hotel for validity approval.
- In the case of Suppliers that must use pyrotechnics, they must exhibit together with the security and civil liability policy, permit in force before the Secretary of National Defense (SEDENA).

The Hotel reserves the right to suspend any assembly or practice that it does not consider aligned with our security standards (example: structure assemblies, where the provider does not wear a helmet, safety harness, security, girdle, etc.).

Please refer to detailed information contained in this document.

## 1.2 Accesses

Before any entry of the provider to the property, it is mandatory inform the Groups & Conventions Manager or Coordinator in writing of Weddings assigned to operate your program, regarding what will be the work to be carried out, as well as the schedule conditions, agreements of meals or consumption, declaration of additional equipment or tools and any other relevant information. It should be noted that all equipment, tools and products brought into the hotel must be inventoried, and said information must be delivered in writing in the same way.

All the documentation sent by the supplier will be sent to the Management Operations, Security Management and Banquets.

It is necessary to send 48 hours prior to entering the hotel, the list of the staff that will be on the property representing your company.

This list must contain name, ID, time of arrival, time of exit, identify the driver of the vehicles, license plate number and the cell phone of the leader of the group.

It is necessary for the entrance to the property that the suppliers know the name of the Group and/or Wedding for which your guests were hired services, in order to expedite the identification process.

The Hotel reserves the right to deny access to the equipment supplier's work if it does not comply with the indicated requirements, without any liability for the Hotel or its staff.

All supplier entry must be through the security booth.

Before entering, security will be informed of the reason for the visit,

You must leave your identification and in exchange you will receive a supplier badge which must be delivered upon departure and carried at all times while they are on the property. Person who does not leave identification document, person who will not be allowed access to the property.

### **1.3 Process of loading and unloading**

materials

Cargo is understood to be any type of audiovisual material, decoration, customer shipments and packages in general that are sent to hotel.

During the event planning process, prior to your arrival at the property must coordinate with the Group Manager or Wedding Coordinator the availability of spaces, in case you need to store any equipment or stuff.

The access schedule to the Convention Center to download or load trucks is from 9:00 a.m. – 7:00 p.m., if for any reason they must carry out Work outside these hours must request authorization from the Manager of Groups or Wedding Coordinator, which must be stated in writing, explaining the reason for said request and must be approved written by the Group Manager or Wedding Coordinator.

The Convention Center cannot and will not accept the download of materials for an event without having obtained prior information and notice. Limited quantities of materials may be accepted in advance if you make arrangements with your Group Manager or Wedding Coordinator, previously confirming the availability of storage space thereof. The maximum storage time prior to the start of a program, is 2 days, as long as there is space availability for this purpose. Outside this time range, costs will be generated additional for rent of warehouses.

The sender is responsible for providing the material and personnel necessary to perform uploads and downloads. The hotel will not provide staff or equipment for loading / unloading or transport for said load. In the same way, the hotel will not be responsible for the bad performance or quality that the services could present in the event that the provider does not comply with the number of material or personnel necessary for the correct execution of these.

### **1.4 Cleaning**

Rooms and event areas will be provided to the user, as specified in blocking spaces. The floor will be clean and clear previously. It is the responsibility of the user to return the area in its state original. If excessive cleaning is necessary after your event to return the area to its normal state, the customer may incur a additional cost for cleaning services.

The cleaning service will be maintained during the event.

Does not include cleaning inside stands, contact points or any type of commercial sample.

If assistance is required at different times, or reinforcement with personnel additional, the Group Manager or Coordinator of Weddings at least 7 days in advance. additional staff involves additional costs, which will be informed to the user.

Painting, construction, assembly, cutting and/or modifications to decorative elements and/or mounting structures on the carpets in the classrooms or on the floors of the common areas of the Center for conventions. All the equipment that is going to be assembled for stages, stands and/or decorations must arrive cut and painted. will only be allowed final assembly inside our salons.

### **1.5 Behavior**

All personnel from external providers must be identified through uniform and always wear a badge.

Mandatory to maintain respectful conduct and attitude of service towards guests and other collaborators within our facilities.

Spaces and services for guests must be respected such as coffee breaks, private buffet stations, bars, restaurants, bathrooms, common areas and coffee machines. In case any provider is found consuming food and/or drinks in guest areas, You will be charged for the Day Pass at the current rate.

In the Convention Center there are bathrooms for collaborators and suppliers, the use of guest bathrooms by of the providers.

The entry of food and drinks into the interior of the halls, as well as smoking inside the entire Convention Center or any closed area of the Hotel.

Non-work related cell phone use is prohibited in areas, and they must be inventoried with our staff of Security prior to entering the Hotel. In case of carrying cell phones without having been reported, they will be withdrawn.

The Hotel will not tolerate any type of offensive behavior towards the staff or hotel guests. We reserve the right to withdraw of the property to any person who does not conform to the rules of behavior and professional ethics expected, without this implying a direct responsibility for the Hotel in the event that said expulsion affect the development of activities.

### **1.6 Parking**

The Hotel offers private parking service within its facilities, in any case it is worth mentioning that the Hotel is not made responsible for damages or theft that may occur during the use of this ease.

Limits and restrictions in the loading and unloading area, as well as other internal roads due to the constant movement of heavy vehicles,

If you require the use of this area, please request reports with the Group Manager or Wedding Coordinator in charge of your program.

The parking of any type of unloading vehicle is not allowed, more than in the period of time in which it is intended to load or to download