

EXHIBITORS' MANUAL

WORLD LOTTERY SUMMIT 2018

Buenos Aires, Argentina

November 18 – 22, 2018

VENUE:

Hilton Buenos Aires Hotel

Macacha Güemes 351, Buenos Aires, Argentina

www.hiltonbuenosaireshotel.com

Phone: +54 (11) 48 91 00 00





WLS2018 CONTACTS

For information about the WLS, please contact the following persons:

**GENERAL ORGANIZATION WLS 2018
RESERVATION OF EXHIBITION SPACE
REGISTRATION**

World Lottery Association

wls2018@world-lotteries.org

**GROUP HOTEL BOOKING
BOOTH NEEDS**

Marketing Events & Travel Group S.A. (MET Group S.A.)

wls2018@metgroup.com.ar

SHIPPING

HOBBIT WORLDWIDE LOGISTICS S.A. Int'l Freight Forwarders & Customs Brokers

Phone: +54 (11) 43 82 81 82

hobbit@hobbit.com.ar



KEY DEADLINES

- JUNE 18th

- ✓ Forwarding preliminary information

- SEPTEMBER 4th

- ✓ Request furniture, food services & extra equipment for booth

- OCTOBER 12th

- ✓ Arrival of materials for booths

(Sea Freight Shipment – Air Freight Shipment – Inland Transport)

- OCTOBER 18th

- ✓ Forwarding insurance information



EXHIBITION RULES

1. INSTRUCTIONS

The commercial exhibition is governed by these rules and instructions issued by the World Lottery Association (WLA), which the exhibitor agrees to comply in all the cases. The World Lottery Association (WLA) has total authority to interpret or adapt rules and its decision is final. All the cases not considered on this regulation are subject to approval and / or decision of World Lottery Association (WLA). These rules have been formulated for the best interest of participants and exhibitors. The maximum cooperation will ensure success for exhibitors and participants.

Preliminary Requirements

The Exhibitor will have to provide Marketing, Events & Travel Group S.A., the following information until June 18th, 2018:

- ◆ Name of all the people that will be involved in the setup of the WLS and name of the responsible
- ◆ A list with all the requirements needed (Materials, quantity of energy that will be used, quantity of data lines, telephones, Internet and audiovisual, etc.).
- ◆ List with two copies of all the material that will be entered to the hotel.
- ◆ Cleaning necessities. If you need this service, please confirm twenty working days before the WLS starts. The hotel will provide the general cleaning of the public areas and corridors.
- ◆ For special set-up previous meeting with MET Group S.A. is necessary. This meeting should be done twenty working days before WLS.
- ◆ External food or beverage will not be allowed without previous authorization of the hotel.
- ◆ Security necessities, each special security service will have to be contracted by the client. None of these people could bring weapons inside Hilton Buenos Aires.



2. SHIPPING INSTRUCTIONS

CONTACT INFO

HOBBIT WORLDWIDE LOGISTICS S.A. Int'l Freight Forwarders & Customs Brokers

Phone: +54 (11) 43 82 81 82

E-mail: hobbit@hobbit.com.ar

Customs regulations

The rules and regulations for importing goods into Argentina are very strict. We strongly suggest you to contact us before shipping any goods.

Deadline and most important Customs Regulations are listed below. Copy of our International Shipping Instructions & Tariff is available upon request.

Shipping documents

Please provide the following documentation required for all customs and delivery process:

- ◆ Commercial Invoice & Packing List issued by the Exhibitor
Packages, weight per package, dimensions of packages, content of packages
- ◆ Transport Document
MAWB for Air Shipments, MB/L for ocean Shipments, CRT Truck waybill
- ◆ Special Certificates (if required)

Consignee and information in each document will be provided as soon as we receive shipment details

Deadline for shipping documents

- ◆ For all shipments: **docs and info** should be sent by: August 10th,2018
 - Temporary entry: September 18th, 2018
 - Permanent entry: September 4th, 2018



Deadline for arrivals

- ◆ Sea Freight Shipments to Buenos Aires Port: October 12th,2018
- ◆ Air Freight Shipments to Ezeiza – Buenos Aires Airport: October 12th,2018
- ◆ Inland Transport – Truck Shipments: October 12th,2018

Temporary entry

The venue in Buenos Aires is not a customs bonded area and temporary imports will require a Bank Guarantee in order to avoid payment of duty. In case you handled your shipment with HOBBIT, we will provide this guarantee upon application.

All products imported under temporary admission in Argentina must be either returned to the origin or any another country. **Goods CAN NOT be sold or given during the show.**

Permanent entry

- ◆ Customs duties & taxes

All trade advertising, giveaways, promotional literature and expendable items must be imported only as PERMANENT and are subject to import duties and taxes. This amount will be administered and assigned by the Customs Administration and will be applicable only for consumable goods.

IMPORTANT

All goods imported by Hobbit® Worldwide Logistics S.A. are only for exhibition and giveaway purposes. The sale of these products is forbidden according to tax regulations in Argentina.

Courier shipments

Exhibition goods shipped through courier services have restricted regulations in Argentina. Courier companies may not deliver shipments weighing more than 49 Kg. and for a value exceeding of USD 999.00 In addition there are other many restrictions based on the nature of goods

Handling and delivery charges will apply for couriers consigned to us. Do not ship goods via courier without our previous advice.



Courier services can be used as international transportation but once the shipment arrives to Buenos Aires Airport customs clearance will be required. Door to door service doesn't apply.

We do not recommend this type of shipment; MET Group S.A. and World Lottery Association (WLA) will not be responsible for delivery failure.

Food & medical equipment

Do not ship Food or Medical Equipment before our previous confirmation.

Special shipping instructions should be following for this type of products as per attached file.

SPECIAL SHIPPING INSTRUCTIONS FOR FOOD OR MEDICAL EQUIPMENTS

Other important information

- ◆ Temporary and Permanent cargo must be sent by separate shipments (documents and packing).
- ◆ Packing in wooden crates and pallets, require fumigation process in origin.
- ◆ Do not ship Electrical Parts, Food & Beverage before our previous confirmation.

Onsite services

If the exhibitor requires handling equipment (forklifts, cranes and manpower) during build-up and tear-down, or warehousing and daily delivery during the show, please contact HOBBIT before September 4th, 2018.

Send your order to : **hobbit@hobbit.com.ar**, in order to quote you for this service and schedule your request. This service will not be available without previous appointment.

- Diego Sita (Congress Coordinator): dsita@hobbit.com.ar
- Silvia Muzzupappa (Importation Manager): silviam@hobbit.com.ar
- Eduardo Gonzalez (Senior Project Executive): egonzalez@hobbit.com.ar



3. TRADE SHOW TIME SCHEDULE

The exhibition area will be held on the Foyer of Pacífico I, Pacífico II and Atlántico halls located on the second underground floor of the Hilton Buenos Aires Hotel.

EXHIBITION	DATE	HOURS
SET UP (Platinum and Gold Contributors only)	Thursday, November 15	08:00 - 24:00
SET UP (Platinum and Gold Contributors only)	Friday, November 16	08:00 - 24:00
SET UP (all exhibitors)	Saturday, November 17	08:00 - 24:00
Trade Show Opening and Cocktails	Sunday, November 18	17:00 - 18:30
Trade Show and Coffee Break	Monday, November 19	10:30 - 11:00
Trade Show and Lunch	Monday, November 19	12:45 - 14:30
Trade Show and Coffee Break	Monday, November 19	15:30 - 16:00
Trade Show and Cocktail	Monday, November 19	17:00 - 18:30
Trade Show and Coffee Break	Tuesday, November 20	10:45 - 11:15
Trade Show Lunch and afternoon	Tuesday, November 20	11:45 - 14:45
Trade Show and Coffee Break	Wednesday, November 21	10:45 - 11:15
Trade show activity, lunch and official closing of Trade Show	Wednesday, November 21	12:30 - 14:00
Dismantle	Wednesday, November 21	17:00 - 19:00



4. SET UP & DISMANTLING

Incoming Material

Every incoming material should be received from Monday to Friday from 07:00am to 10:00pm at the Reception Area, located at 751 Juana Manso Avenue.

Requirements to send Material

TAGLINE: A4 SHEET WITH INDICATION ON EACH BOX:

- ◆ EACH BOX HAS TO FIGURE WITH MET GROUP'S NAME
- ◆ MUST FIGURE THE NUMBER OF THE BOX AND THE QUANTITY OF BOXES IN TOTAL
- ◆ CONGRESS NAME
- ◆ COMPANY'S NAME
- ◆ CONTENT DETAILS

BOX AND SHEET EXAMPLE:



For level –2 set-up (Pacífico and Atlántico Meeting Spaces) the material should be entered through freight-elevator located at the level –1 of our parking (maximum a 2,00 meters – 6,56 feet - height vehicle). A person from Hilton Buenos Aires will control the entrance of material and will operate the freight-elevator to assure a correct and fast access of the material.



The exhibitor will have to provide a detailed letter, which describes all the material entered. Hotel security department will control the entrance of this material and will register it in the incoming and out coming book. The exhibitor will have to provide to the hotel security department the following information:

- ◆ Name of the Event
- ◆ Name of the Meeting Space
- ◆ Quantity, type and special details of the material
- ◆ Name of contact person in charge of the booth space.

Set Up and dismantling rules

Each person responsible for the set-up, must circulate by the service area, and will not be allowed to use the conventions and congresses elevators to transfer materials.

The entrance and exit of material out of the standard timetable must be required with anticipation.

All materials can enter the hotel at the time fixed in the contract and must be removed when the event is finished. The hotel is not responsible for any material left within the facilities.

For a coordinated entrance and exit of all the exhibitors, the organizer should combine with the hotel the different entrance and exit of each one of them. This schedule has to be detailed 10 working days before the starting of the Summit.

For security reasons it is not allowed to enter oil elements (E.I.: carafe, empty gas tanks, etc.).

Every structure (panels, scenarios, illumination, sound or others) that will be set-up at the hired meeting space should not modify or directly touch the carpets, walls, columns and decoration of the hotel. Each structure (panels, scenarios, stands, etc.) must arrive completely finished at the hotel. It is forbidden to paint or make carpenter works at the hotel.

It is the client's responsibility to bring the proper material to protect the installations of the hotel (carpets, woods, etc.). It is not allowed to paste decorative material in the Hotel's facilities (walls, windows, doors, etc.).



Transferring materials inside the hotel (panels, machines, illumination or others) **will be the responsibility of each exhibitor**. The Hotel will not provide any machinery or element for this purpose. Exhibitors will have to provide a list of all the elements that will be used for this purpose.

Emergency exits, hydrants, fire detectors, or sprinklers shall not be blocked out or covered.

Electric installation should be done with previous authorization of the Engineering Department or the banquets technician. If you need to do an electric installation, you should send the requirements to Marketing, Events & Travel Group S.A. (MET Group)

The carpets of the hotel must be covered when working inside the meeting space, also when heavy transportation is done.

Each cable work should be done below the technical floor and must be correctly covered.

Every installation of equipment, scenarios and booths must have a good presentation, as this is part of the hotel's image. The hotel reserves the rights of change or to deny non-acceptable presentations.

In the case of installing elevator platforms, the floor must be prepared with phenolic floor. It is forbidden to smoke or drink alcoholic drinks inside the hotel.

The hotel does not provide working material (elevator platforms, tennis shoes, adapters, stairs, etc.).

5. OPENING SCHEDULES

The official exhibition opening will be held on November 18th, 2018 at 05:00 pm and it will be restricted to participants and special guests, which must show their credential or official invitation for admission.

6. BOOTHS

Booths will be hired for exclusive use of the contractor and under no circumstances shall these be in whole or in part subcontracted, nor used for advertising and / or promotion of third parties, without authorization from the Congress Organizer.



Floor Plans Presentation

The presentation will consist of floor & view bounded plans. The designs of the booths should be easy to understand

The Exhibitor must send the floor plans by e-mail before September 4th, 2018 to the MET Group S.A. Approval or comments submission would be notified 30 days after received the submission.

Benefits & Services

- ◆ Use of the hired space, which will be marked on the floor with the name of each exhibitor.
- ◆ General lighting in the place
- ◆ General security service
- ◆ Cleaning of common areas of the exhibition, not inside the booths

Booths Building Guidelines

It is forbidden to make holes, cut, break, nail, screw, glue, weld, solder or deteriorate installations (walls, floors, columns, pipes, ventilations, carpets, etc.) The stands can be set up only with dry work. It is forbidden to use tricks, sand, lime, plaster, dirt, water, etc. Structures and installations cannot be used as support stands or any equipment. Exhibitor must be responsible for any damage reparation cost as a result of the statement violation. It is a must to wear carpet at stands.

Exposed parts without termination or back parts should be covered or painted to show an attractive appearance. Stands will be checked during construction.

It is mandatory for booth builders to cover the sidewalls with wood in perfect condition also booth in foyer cannot use platforms.



Height

	Height Restriction
Platinum Contributors	No more than 6 meters high*
Gold Contributors	No more than 3.5 meters high* (Inside Pacifico Ballroom) - No more than 2.5 meters high (Pacifico Foyer)
All other Exhibitors	No more than 2.5 meters high

**Only inside Pacifico Ballroom*

Size & Cost

CONTRIBUTORS	Cost per M2
MEMBER	USD 1.200
NON MEMBER	USD 1.500

Sound Restrictions

Use of any sound equipment can not disturb other exhibitors. Sound equipment needs to be approved by MET Group S.A. and if the sound level is an obstruction to other exhibitors it might be rejected.

Electricity

The electrical current is 220-380 volts – 50 cycles, to which the exhibitor will not have access. The exhibitor will be required to perform their own installation, through double-sheathed cable with diameter not less than 2.5mm with three conductors and grounding wire identified with green color. The installation should end on a panel equipped with thermal keys and on-off switch, which connection must be close to the nearest panel from the general network; this will be connected by staff onsite. The exhibitor must require energy for lighting and motive power stand, measured in Kw without fraction.



If you require extra energy, you must submit your request to MET Group S.A. before October 18th, 2018.
 Grounding of all devices and / or equipment is mandatory.

CATALOGUE (Rent Furniture and Others)

The furniture request must be received before September 4th, 2018.

(Price per day – Shipping not included)

		
Z CHAIR: USD 39	WHITE CHAIR TEMPO: USD 38 BLACK CHAIR VIENNA: USD 35	WHITE CHAIR BERTOIA: USD 74
		
TABLE: USD 52	EAMES TABLE (WHITE): USD 102 EAMES TABLE (BLACK): USD 102	BARCELONA TABLE : USD 95
		
ARMCHAIR: USD 121	ARMCHAIR 2: USD 242	ARMCHAIR 1: USD 89
		
PUFF: USD 20	PARIS CHAIR: USD 22	DESK 1,20x0,60x0,73: USD 75



		
<p>COAT RACK: USD 42</p>	<p>CURVED COUNTER: USD 141 0,70x1,00x1,75</p>	<p>CHAIR E1 / E2: USD 51</p>
		
<p>BIN: USD 18</p>	<p>65" CURVED LED SCREEN: USD 650</p>	<p>CARPET M2: USD 21</p>
		
<p>POWER STRIP: USD 19</p>	<p>PAR LED LIGHT : USD 95</p>	<p>SPOT LED: USD 89</p>
		
<p>MATT SELF-ADHESIVE VINYL M2: USD 105 (Includes Installation)</p>	<p>FLOOR ADVERTISING M2: USD 140 (Includes Installation)</p>	<p>LED Wall Washing Arm Light: USD 35</p>

Important: Building Stands Rules Will Be Strictly Controlled



Scheme Booths



(Illustrative image)

	Size	Booth Cost
Exhibitors (Booth Number)	3 x 2,6 mts	USD 3.300 +TAX
Exhibitors (Booth Letter)	2,5 x 2,4 mts	USD 2.800+ TAX

Includes:

- Main poster
- Corporate Logo
- Tapizmel floor direct to gray graphite floor
- Background wall with printed graphics
- Living or high table with stools
- General lightning

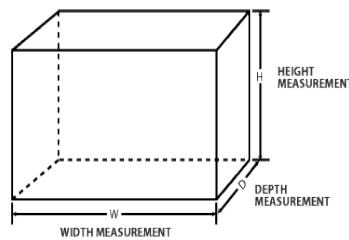
Maximum floor loading: 2500 kgs



7. MATERIALS INCOME - IMPORTANT

All material for the set up may enter to the Hotel from November 5th, 2018 at 8:00 am.

Measurements and Capacities of the elevators



Service Elevators: (4 elevators)

Max. Weight: 1800Kgs
Door: 1,20m (H) x 2,10m (W) large
Cabin: 1,50m (H) x 2,40m (W) x 3,00m (D) large

Freight Elevator: (1 one) Access from the reception of 751 Juana Manso Avenue

Max. Weight: 2500Kgs
Door: 2,10m (H) x 1,40m (W) large
Cabin: 2,70m (H) x 3,50m (W) x 3,00m (D) large

Freight Elevators (for cars): (1 one) Access from the parking

Max. Weight: 2500Kgs
Door: 2,20m (H) x 2,10m (W) large
Cabin: 2,70m (H) x 4,50m (W) x 2,30m (D) large

8. SECURITY

MET Group S.A. will hire security staff, which will be responsible for order and attention contingency but will not be responsible for thefts and robberies. The Exhibitors, who wish so, may hire security for their particular areas previous notification to MET Group S.A. Regardless of hiring security for the booth, we advise to the Exhibitors not to leave any valuable items on the stands during the hours that the Exhibition will be closed. While the Exhibition remains closed, only certified personnel will be able to enter. The general security staff is authorized to check vehicles and packages entering or leaving the expo area. We wish to provide you as much security as possible to protect your materials on display.



However, neither the MET Group S.A. nor the security staff is financially responsible for losses or disappearance of any kind.

Opportunities for theft and disadvantages will be reduced if we consider the following precautions:

- ◆ Avoid leaving valuable materials in the stand while the exhibition is closed.
- ◆ Use containers or boxes for storage of material and the valuable items. We recommend keeping personal & important items under lock or hiring private security for your stand. These containers or boxes must be clearly labeled.
- ◆ Please, never leave your stand without personnel in charge during the exhibition hours.
- ◆ Pack all the products and display materials as soon as the dismantling begins. This is the most risky period.
- ◆ Don't leave personal belongings such as bags, briefcases, notebooks, cameras, calculators, etc. under the tables, behind the curtains, etc.
- ◆ Report security persons whom you considered suspicious, walking around the exhibition area.
- ◆ Report immediately to the security staff if you have' been a victim and / or seen any theft.

9. CLEANING

The inside cleaning of the stands is responsibility of the Exhibitors, who are obliged to keep it in excellent conditions. Please contact MET Group S.A. for cleaning services fees.

The stand's general cleaning must be made between 7:00 am to 8:00 am every day.

The waste must be thrown into the common repository. In no circumstances will you be allowed to throw it on the corridors. The stands should be provided with paper baskets.

Remember that during the Congress, throughout conference area, smoking is forbidden.

During set up and after it has finished, the exhibitor is responsible for leaving the booth in clean and good conditions. It is also responsible for removing all the waste materials generated within the stand, even if those materials have been deposited in the corridors.



The Exhibitor assumes full responsibility for the transfer or disposal for any material deemed dangerous.

Exhibitors must accept and act according to local laws regarding the disposal of dangerous materials. Whatever expenses incurred for removing dangerous materials from the expo will be responsibility of the exhibitor.

10. INSURANCE

MET Group S.A. and World Lottery Association (WLA) shall not recognize any compensation for accidents, fire, short-circuit, store, explosions, floods, civil disturbs, sabotage, attacks or other evils whatever the cause is. It is mandatory to have a fire extinguisher in each booth during the WLS.

Exhibitors must contract insurance to cover all the risks mentioned, and submit all the documentation to MET Group S.A. before October 18th, 2018.

MET Group S.A. and World Lottery Association (WLA) are not liable for damages caused to the Exhibitor by possible electrical, drainpipe faults etc. The Exhibitor must install protection and security devices for the exhibited equipment. MET Group S.A. and the World Lottery Association (WLA) are not liable for any event and / or incidents leading to the interruption in the public services supply for reasons beyond their control.

ART Insurance (Labor Risk Insurance):

Each exhibitor has Contractor badges to provide access to its designers and / or stand owners and other persons during the set up and dismantling. The exhibitor must send a payroll (Name, Last name, and ID) of the set-up staff, as well as the corresponding ART (Labor Risk Insurance) and / or a copy of liability insurance. With this information, the respective badges will be issued, without this information, the staff cannot enter into the Hotel. This payroll must be sent to MET Group S.A. before October 18th, 2018.

Stand Insurance:

This is civil responsibility insurance with third parties including the attending booth payroll staff, thefts and fire contained. Such insurance should cover set up time, exhibition and dismantling.



You must also include the non-repetition clause and endorsements listed below. This insurance must be submitted to the MET Group S.A., before October 18th, 2018.

Non-Repetition Clause:

On the ART Insurance for set up staff, as well as on the booth insurance, the inclusion of the following non-repetition clause is mandatory.

The insurance company expresses its resign to take any legal actions against Hilton Buenos Aires Hotel and MET Group S.A. upon being responsible for any possible accidents occurring to personnel of third parties hired by the insured, during the working day.

11. STAFF

As courtesy to participants and visitors, MET Group S.A. requires to have professional staff in the stand during the exhibition. Each exhibitor should have at least 1 person per booth.

12. OBSTRUCTIONS

The corridors and exits marked on the floor-plans must remain clean, clear and without any obstruction. Structures booths must be fixed in a safe position during the exhibition. No lecterns, posters, etc. can be placed there, nor left on the exhibition corridors.

13. SECURITY

Any kind of volatile or flammable material, etc., that could make combustion as well as any other prohibited substance according to the local laws is prohibited inside the venue. All the package materials, waste wood etc., must be taken away from the exhibition. Decorative stuff must not be inflammable and the material which are inflammable should be kept on security containers. Exhibitors may not use any motor or combustion machines, except by prior written authorization of MET Group S.A.

It is also not allowed to use oils, fluids for power, liquid oxygen, ethylene, propane, kerosene, naphtha, or other flammable gases.



14. FOOD SERVICE

The companies that may need food service in their booth must request it to MET Group S.A. before September 4th, 2018.

15. LEGAL ADDRESS

The legal address is set on **MET Group SA:** Av. Cabildo 642 – 1104 (1426) Buenos Aires, Argentina.

Phone: +54 (11) 52 63 36 38

16. MINORS

Access to people under 18 years of age is forbidden

17. EXTRA EQUIPMENT

Companies wishing to rent extra equipment and personnel should contact MET Group S.A., before September 4th, 2018.