

TRANSLATION

THE WESTIN

Rules for the Use of the Convention Center

Dear Sirs,

For the purpose of facilitating your work in the Convention Center area and to avoid misunderstandings, we beg you to read this document carefully in which we make recommendations and establish guidelines for preserving our convention center in optimum conditions to be able to serve you on this and future occasions.

We ask you to kindly familiarize the staff involved in the mounting and arrangement of your convention with these rules.

Our main recommendation is that all the works of decoration, installation of equipment, etc., and all the mounting should be coordinated with the office for groups and conventions and likewise with the maintenance and safety departments, so that we may be able to help you to the best of our ability. The only working areas are those of the maintenance zone and the entrance to the convention center (next to the cascade). If the installations in the center suffer any damage for any reason, the appropriate charge will be made.

If you have any doubt please contact us at the following extensions: **4206, 4207, or 4211.**

Carpets

- It is forbidden to work (saw, paint, hammer, etc.) directly on the carpet.
- When you need to do this, you should use a cover to protect the carpet.
- Products such as paint, solvents, or any others which could accidentally stain or damage the carpet should not be used directly,
- When using stands, ladders, or platforms, care must be taken to avoid marking.

The cost of cleaning is \$25,500.00 pesos plus tax (cleaning of the entire carpet, not just sections)

Value per square meter for replacing damaged parts: US \$896.00 plus VAT subject to supplier's quotation. (Replacement is by strips or complete pieces). This is special imported wool carpeting.

Walls

- It is forbidden to nail, make holes, use glue, paint, place nails and/or paper on the walls of the rooms and in the passage-ways of the Convention Center.
- When placing decorations a space should be left to separate these from the wall.
- Avoid hitting the walls, and likewise the works of art.
- The works of art (original oil paintings) including the separation of the same must be duly respected; damages and rough handling will be charged at the price which the artist may charge for restoration.
- The pictures and furniture and corresponding protections must not be removed without authorization.

Cost of re-painting per square meter \$500.00; the complete wall will be painted.

Note: The above prices can change without previous advice. They are subject to quotation.

Banners

- The placing of banners is only permitted in certain places designated for this purpose. The hanging of banners in the main terrace of the Hotel, the Motor Lobby and the main Lobby is strictly prohibited.
- Advice must be given to the convention mounting department to coordinate the location and placing of the banners, and likewise, the removal of these once the event is over. If they are not reclaimed after 48 hours, they will be thrown away.
- The banners and the information signs must be produced by specialized people; hand-written notices will not be allowed.
- The placing of banners causes a service charge. This charge depends on the number of banners to be mounted and dismantled.
- If notices are required for indicating the places of meetings, we have portable notice boards which we can make available to you.

Audiovisual Equipment

- "Presentation Services" is the company which assists the Hotel in this aspect. Their personnel and Equipment will be at your disposition during the service requested. If you need support, please contact us. Acting independently with respect to this equipment will be your own responsibility.

Electrical Installations

- Work should always be performed under the coordination and supervision of the maintenance department.
- Only the Maintenance personnel can authorize from where the electrical supply may be taken.
- The load must not exceed 3 Amps, 125 volts, three-phase, 220 volts.
- Extra wires must be protected with tape to avoid accidents. Signing must be used.
- Do not overload wires, or use those which may be found to be bare.
- The electricity used is charged according to the power consumed. The charge is made at the discretion of the hotel depending on the power load required.
- The charge for special and/or additional installations will be made subject to quotation.

Fire Extinguishing Equipment

- Before commencing any work this fire-prevention equipment must be located.
- When placing or moving articles of decoration or audiovisual equipment, or of any other type, the sprinkler valves must not be touched as these can be activated.
- The sprinklers are activated by heat. Please avoid using flames or generating heat close to these.
- In case of fire our system operates automatically and is computer detected.
- Do not hang, tie or rest any object on the sprinklers.

Bathrooms

- Do not use these installations for working.
- Do not use them as a water supply.
- Do not wash any work implement in the bathrooms. You should request the use of a special area for these cases.

Presentation and Behavior

- Use your company's uniform at all times.
- Have your identification label supplied by the hotel or your company visible at all times.

- When uniforms are not available, use appropriate clothing.
- It is necessary to wear shoes and shirt or T-shirt. Workers who are not fully dressed will not be admitted.
- Access should be made through the previously-indicated entrances.
- When moving around, please keep to the areas indicated.
- The consumption of food or alcoholic drinks is not allowed; smoking is not permitted.
- Please coordinate with the Manager for Groups and Conventions regarding a place for eating.
- Bad or rude language is not allowed.
- The hotel guests and collaborators must be respected.
- Avoid whistling, shouting or disturbing the peace and order within our installations. Other people who may be in meetings or events or in their rooms must always be taken into consideration.
- The use of radios, recorders, etc. which have nothing to do with the work being carried out is not allowed.
- In the same way, in the case of accidents, we will provide first aid on the spot. The hotel does not have a medical service.

Receiving and Dispatching Material and Equipment for the Convention

- You may contact our Security Department at any time to compile an inventory of all the equipment entering and leaving the hotel. Extensions 4321 and 4322.
- Apply previously for a quotation for the service of Loading and Unloading material.
- If possible, we ask you to indicate the date when we will receive your convention material, so that we can establish the area for storing this with anticipation.
- We wish to advise you that the hotel will not be responsible for Convention material. We Receive and Deliver duly sealed Boxes.
- It is important to coordinate with the Groups and Conventions Department for the contracting of fixed inside security for the safe-keeping of your equipment for which an inventory must be previously made, in order for the hotel to be able to assume the entire responsibility.

During the Congress

- The placing of written signs on walls is not permitted. The signs must be elaborated in printed form and put in the places previously authorized by the Banquet Manager, Groups and Conventions and/or the Executive in Charge.
- Cars, buses and any other form of transport must use the car-park for parking. Parking opposite the Motor Lobby or the main entrance to the Convention Center is not allowed.
- The stands must be kept clean during use. Boxes and/or congress material for distribution to the participants must be previously organized and in order in the area assigned.
- No food or personal drinks must be taken into the installations.
- We ask you to contact the Groups and Conventions Department in cases where you wish to promote Food and Beverages not established with the hotel on the assigned stand. There is a transfer charge, which varies according to specific requirements.
- Each participant is responsible for the care and safe-keeping of their objects of value; the Hotel will not be responsible if these are forgotten or lost.

We thank you in advance for all your support and team-work towards the success of the Convention!