



GUIDELINES #3
SPONSOR SIDE EVENT
As of 10/18/2016

Sponsors who have the opportunity to host private side events, according to Sponsor benefits, will be able to use the room upon request and availability. The Host Committee must previously authorize side events.

Sponsors will be able to host one side event during the following dates.

Dates: November 18 and 19, 2016

Room: Paracas Room (second floor, access through the rear stairs of the theater)

ROOM SET UP

The Host Committee will cover the following set up in the Paracas room:

- Stage:
 - 7.00 m x 3.60 m x 10 centimeters tall with charcoal carpet
 - Furniture for stage (optional): 5 chairs and 4 coffee tables maximum
- AV:
 - Wireless lavalier microphones: 5 maximum
 - Wireless microphones for Q&A (if needed): 2 maximum
 - Soundboard for microphones and music
 - Speakers
- Room:
 - A false ceiling will be implemented, formed by pieces of ivory/off white woven fabric to cover the area as much as possible.
 - Wall to wall carpet
- General Set Up:
 - 10 round tables with white tablecloths and 10 chairs each
 - 10 basic flower centerpieces (one on each table)

Food and beverage, additional or different furniture, backdrops and additional requests is on Sponsor's own expense.

SUPPLIERS

The Host Committee recommends the following CEO Summit duly registered and badged suppliers:

- Catering (F&B, silverware, china, place settings):
 - Company: Aramburú Catering
 - Contact: Gisella Rondon
 - Email: grondon@aramburucatering.pe

- Furniture and Ornamentals (tables, chairs, plants):
 - Company: R&T Arquitectos
 - Contact: Yael Korembli
 - Email: yael@rytarquitectos.com



- AV:
 - Company: Multivisión
 - Contact: Carlos Cabrera
 - Email: carlos.cabrera@multivision.com.pe

- Printing of graphics/banners/backdrops:
 - Company: Exposistemas
 - Contact: Jorge Hidalgo
 - Email: jhidalgo@exposistemas.com.pe

Sponsors must coordinate additional requests with the above suppliers by October 31, 2016.

Suppliers will not receive side event requests. All requests for hosting side events must be previously approved by the Host Committee.

Sponsors who wish to hire suppliers not mentioned above must provide the information requested on the Supplier and Vehicle/Driver Authorization Registration Forms by October 28, 2016, in order to proceed with the corresponding screening process and receive access into the venue.

SET UP HOURS

Sponsors who wish to hire suppliers who are not listed above, must consider the following information and communicate to their suppliers.

- Entry, loading and unloading of materials will be during nighttime:
07:00pm – 06:00am on the next day

Important notice:

Thursday, November 17th and Friday, November 18th have been declared holidays in Lima.

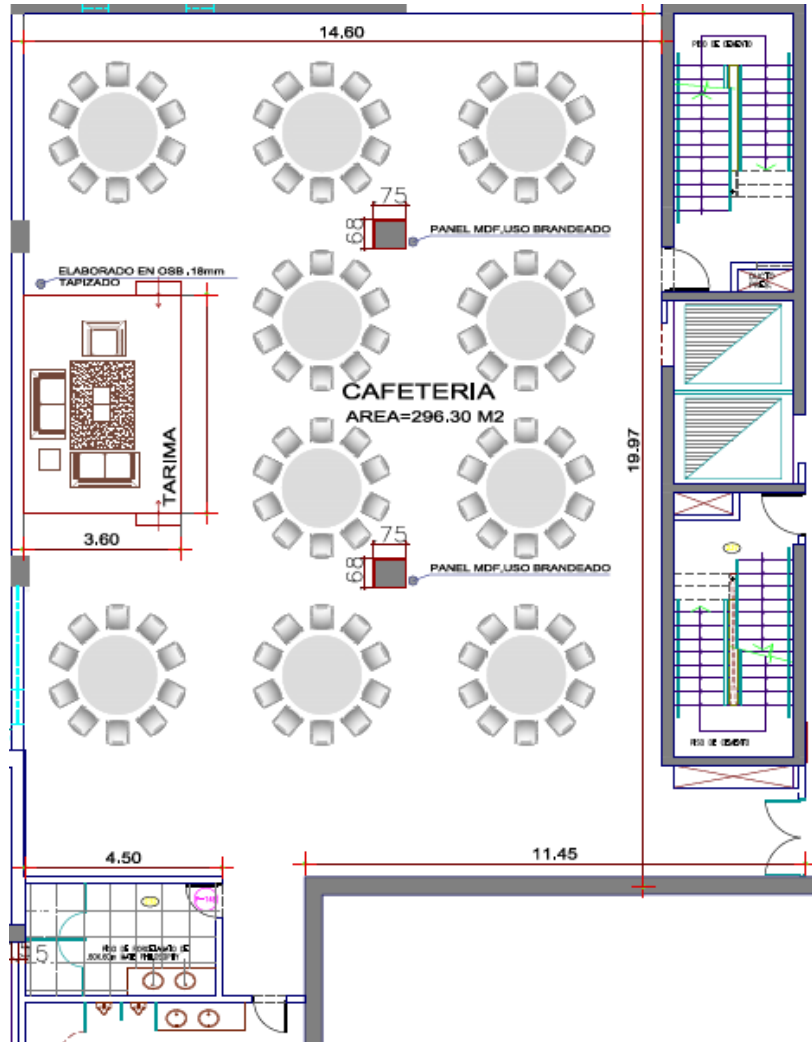
No parking is available inside the security perimeter. Supplier vehicles will be available to stop for loading/unloading of materials.

OTHER

- The Host Committee will provide Wi-Fi service for all CEO Summit participants; however, this is limited to domestic purposes.
- The room has pillars, which can be branded on Sponsor's own expense.
- The Sponsor must provide a summary of the side event, indicating services hired and additional furniture requested to suppliers in order for the logistics team to coordinate and supervise.

REFERENTIAL IMAGES

- Basic Set up - Paracas Room



- Referential View

