

# ECOMONDO®

## MEXICO

2024

Latin America's environmental  
technology fair

**April 17 - 19, 2024**  
**Expo Guadalajara**

Ecological  
Solutions for  
a greener  
World



## EXHIBITOR MANUAL

# Welcome

## Dear Exhibitor:

We at Italian German Exhibition Group Mexico (IGECO) are pleased to welcome you to ECOMONDO MEXICO 2024, which will be held from April 17-19, 2024 at Expo Guadalajara in the city of Guadalajara, Jalisco. We hope that your participation will be a successful experience for your company.

In this manual you will find the most important information for the planning of your participation during the days of the event, we recommend that it is important to read it carefully and familiarize yourself with its content, which includes aspects such as list of official suppliers, contracting services with the venue, as well as special rates for lodging and security measures with the host city.

This document, after being carefully read, must be signed by the person in charge of this event and sent to IGECO's operation area; it is of vital importance that you take into consideration the deadlines included in some service formats to ensure timely delivery, as well as to prevent extraordinary expenses due to last minute requests.

We are at your disposal to support you in achieving your participation objectives in ECOMONDO MEXICO 2024, please do not hesitate to contact us in case of any questions.

*Sincerely yours,*

*Ecomondo Mexico Organizing Committee.*

## Contact:

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## Event Venue

Expo Guadalajara - Salón Guadalajara  
Domicilio Av. Mariano Otero no. 1499. Col. Verde Valle  
C.P. 44550, Guadalajara Jalisco  
<https://www.expoguadalajara.mx/>

## Assembly Schedule

- Monday, April 15th, 08:00 to 22:00hrs. Exhibitors with areas from 70 sqm.
- Monday, April 15th, 10:00 to 22:00 hrs. Exhibitors with areas larger than 50sqm.
- Monday, April 15th, 13:00 to 22:00 hrs. Exhibitors with areas larger than 30sqm.
- Monday, April 15th, 16:00 to 22:00 hrs. All exhibitors.
- Tuesday, April 16th, 08:00 to 22:00 hrs. All exhibitors.

**The assembly must be completed by Tuesday, April 16th at 22:00 hrs.**

Access of materials and/or equipment will not be allowed after that time, after hours activities require authorization from the Organizing Committee and may cause additional costs to the exhibitor.

## Exhibition hours

- Wednesday, April 17, 11:00 am to 6:00 pm.
- Thursday, April 18, 11:00 to 18:00 pm.
- Friday, April 19, 11:00 to 17:00 pm.

*Exhibitors will be able to enter the exhibition floor **from 09:00 hrs.** for cleaning and arrangement of your stand.*

All exhibitors must assign a person from their team to be responsible for their materials at all times since the Organizing Committee is not responsible for losses or misplacements; If required, we suggest hiring a security guard. The security of the event is only perimeter and risk control, not inventories.

## Dismantling schedule

- Friday, April 19th, 18:00 to 22:00 hrs.
- Saturday, April 20th, 08:00 hrs to 13:00 hrs.

All exhibitors are responsible for their dismantling and will have to leave someone responsible for their things at all times. **The organizing committee will NOT be able to store any equipment, material, etc.**

### VERY IMPORTANT

**On Saturday, April 20, starting at 1:00 p.m., the Organizing Committee will remove the security device and hand over the facilities to Expo Guadalajara.**

Therefore, all exhibitors must remove all their materials, as well as waste from the construction of the stand. If any of these rules are not met, the exhibitor or decorator will be subject to a penalty for non-compliance.

Assembly and disassembly access for exhibitors will be through the loading and unloading platforms on Av. del Faro

**IT IS IMPORTANT TO CONSIDER for assembly and disassembly:** Regulations of Roads and Transit of our City of Guadalajara, I share with you the link to the agency with more information, and any special questions you can contact them directly: <https://jalisco.gob.mx/es/prensa/noticias/99889>

## Exhibitor Badges and Directory Listing:

Each exhibitor is entitled to 3 free badges per 9 sqm of rented space. Your badges will be available at the registration area in april 16 from 12:00 hrs.

**The cost of the additional badge or the replacement of a lost or forgotten badge generates an extra charge of \$300 pesos + VAT.** Always remember that your badge is **UNIQUE AND UNTRANSFERABLE**.

Personnel present during assembly and disassembly, such as carpenters, electricians, decorators, drivers, administrative personnel, etc., will not require a badge during this period. They will be provided with a temporary sticker valid during set-up hours.

**Once the exhibition has begun, no one will be allowed to enter without a badge.**

To request your badges, you must send the format included in the following link:  
<https://hfmexico.mx/ecomondo/files/GAFETES-DE-EXPOSITORES-EMPRESA-INGLES-ECO.xlsx> to [atcexpositores@igeco.mx](mailto:atcexpositores@igeco.mx) before **March 10, 2024**.



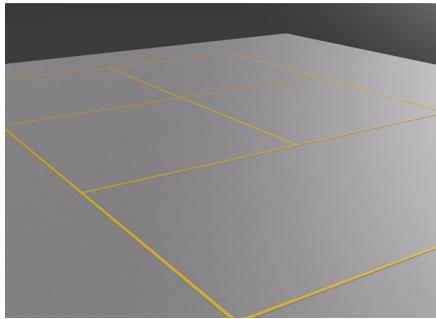
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## Types of contracted space and authorization requirements:

### Raw Space

(from 18 sqm)



Includes: Exhibitor badges (3 per 9sqm), mention in the directory.

**NOT included: Construction of the stand or equipment.**

### Shell Scheme

(from 9 sqm)



Includes: Exhibitor badges (3 per 9m<sup>2</sup>), mention in the directory, 1 110V outlet, Construction of screens, institutional carpet, sign (same name as the directory listing), Marquee, Standard furniture:

- 1 Counter
- 1 high table with 3 parrot chairs
- 1 trash can

### Authorization requirements

Submit the following information before **march 10, 2024:**

- Dimensioned render with front, back and height measurements (or failing that, the design plans)
- Acceptance of the Regulations and Contractor registration
- List of exhibitor badges
- Activity format from 36 sqm

to the mail: [atcexpositores@igeco.mx](mailto:atcexpositores@igeco.mx)

### Authorization requirements

Submit the following information before **march 10, 2024:**

- Stand Equipment Format
- List of exhibitor badges

to the mail: [atcexpositores@igeco.mx](mailto:atcexpositores@igeco.mx)

**When you send the documentation you will obtain the Authorization letter for entry to assembly, which will be the letter of entry from your supplier to the exhibition floor.**



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## Stand Construction Guidelines:

The following rules and guidelines are of general compliance for all exhibitors at Ecomondo Mexico 2024. The purpose of these guidelines is to provide the exhibitor with all the information necessary to design and build their booth, as well as to plan their booth configuration and content.

**Remember that the use of a helmet is mandatory during the assembly and disassembly period.**

The exhibition surface is configured, except when space prevents it, in units of 9sqm (minimum exhibition surface)

Spaces with only one side open are defined as "box stands."

Spaces with two open sides constitute a "corner stand."

Spaces with three open sides will be called "peninsulas".

The stands open on all four sides will be called "islands".

### Height Limits

- Surfaces up to 18 sqm may build at a maximum height of 3 m.
- Surfaces from 19 sqm up to 53 Sq. m. may build to a height of 4m.
- Spaces of 54 sqm and larger may build up to a height limit of 5.5m.

**Any stand that exceeds the height limits allowed on site may be subject to a penalty and/or modification on site.**

### Contracted space limit

Any decorative, lighting or display element must remain within the contracted space. Organizing Committee reserves the right to remove/modify any element that may invade aisles or does not comply with this rule at direct expense to the exhibitor. Nothing can invade the hallways.

### Aesthetic finish

All free spaces must cover the back of the decoration with black fabric, completely taut from 2.5 meters upwards. For system stands, the screens must be completely smooth and white or black, without any logos.

### Double floor construction

Second floors may only be built on stands with an area of 54m<sup>2</sup> or more and must be approved by a construction project manager (DRO) licensed to operate in the state of Jalisco. Under no circumstances will double-height designs that do not meet this requirement be approved.

The double floor stand must be carried out under the following guidelines:

1. Maximum height allowed will be 5 m.
2. Guarantee the security of the perimeter containment with adequate railings for the respective number of visitors.
3. Display a sign indicating the loading capacity/visitor flow on the second floor.
4. The construction plan and the final bounded rendering must be signed by a Responsible Construction Director (DRO), who is a certified expert from the State of Guadalajara (Not from other states).
5. Analysis of live and dead loads.
6. Letter of Information, Review and Conclusion of the Work (Stand assembly) that includes the Name and Number of the Stand, Event, date and place where the Stand will be assembled and description of the assembly of the stand with information on the double floor.
7. Copy of the Registration as a current and updated DRO, with a current seal.
8. Broad coverage third party civil liability policy, covering the construction activities from April 14 to 21, 2024 for a minimum amount of \$1,000,000.00 MXN.

Even if the documentation is complied with, the second floor is subject to authorization from the Organizing Committee.

**ALL THIS DOCUMENTATION WILL BE NECESSARY TO PRESENT IN ORIGINAL FROM THE FIRST DAY OF ASSEMBLY, UNTIL DISASSEMBLY.**



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## Hanging banners

The hanging of decorative elements or canvases on stand surfaces of 18 sqm or less will not be permitted. The pendant must have a minimum separation of 1m above the upper limit of the stand.

The height of any pendant that is supported from the ceiling of the enclosure must be STRICTLY 5.5m from the floor to the highest part of the pendant.

They must send, within the stand approval format, the specifications of the pendant including: measurements, weight and material for approval before March 10, 2024.

To hire the security points, hanging (no more than 80kg.) and rigging service, you must request it from the venue before March 17.

Summary of Stand Construction Guidelines.				
Surface	Possible configurations	Maximum construction height	Double deck	Hanger
From 9sqm to 18 sqm	Line / corner	3 m	No	No
From 19 sqm to 53 sqm	Line / corner / peninsula	4 m	No	Yes
54 sqm or more	Free	5.5 m	Yes	Yes

## Carpeting

The Guadalajara Room is carpeted, which is why, during Assembly and Disassembly, extreme caution and care must be taken to avoid any damage to the carpet; It is worth mentioning that any damage caused to the carpet will be the responsibility of the exhibitor and they must settle the damage directly with the Venue.

## Assembly

Remember that it is necessary to obtain the AUTHORIZATION LETTER FOR ENTRY TO ASSEMBLY so that the supplier can be registered and authorized to enter your assembly. Check the staggered entry times, depending on the contracted footage so that you can manage your internal logistics.

If necessary, send a representative of the exhibiting company so that they can receive your merchandise and display during assembly dates and times; Neither the Organizing Committee nor the Venue are authorized to receive merchandise on behalf of the exhibitor, and therefore disclaim all responsibility.

Please inform your suppliers about the location of your booth and the name under which you have registered to participate in the event for access control. Remember that to enter the venue it is necessary to confirm that the company has no debts of any kind with the Organizing Committee.

During assembly and disassembly, the security company will register and identify its personnel and suppliers, so the use of badges is not necessary. Access for assembly must be via loading docks.

Transport vehicles may only remain on the loading dock for a certain time to unload their merchandise, and must depart within the allowed time, otherwise the Facility will charge for the time exceeded.

The venue will charge you for the time exceeded, please respect the instructions of the floor staff and vehicle control of the venue to expedite the maneuvers.

**Rollerblading or rolling heck on carpeted surfaces is not permitted. Any damage done to the carpet will be the responsibility of the exhibitor, who must cover the amount of the damage caused with the venue.**

**THE USE OF A HELMET IS MANDATORY DURING THE ASSEMBLY AND DISASSEMBLY OF THE EVENT.**

### FREE OF CHARGE TIME LIMIT

	30 minutes
	60 minutes
	90 minutes
	120 minutes

COST FOR EACH HOUR EXCEEDED \$100.00 MXN

COMPANY NAME:		STAND NO.:	
CONTACT:		PHONE:	

## AUTHORIZATION REQUIREMENTS

Complete this form and send it by email to [atcexpositores@igeco.mx](mailto:atcexpositores@igeco.mx) before march 10, 2024.

INSTRUCTIONS: PLEASE FILL ONLY THE CORRESPONDING SECTION BASED ON YOUR CONTRACT.

### A. SHELL SCHEME

**PLEASE COMPLETE THIS FORM, INDICATING YOUR COMPANY NAME AS YOU WANT IT TO APPEAR ON YOUR BOOTH SIGN. IF YOU DON'T WANT ANY SIGN ON YOUR BOOTH JUST WRITE: WITHOUT SIGN.**

In case of NOT requiring the shell scheme of the booth please notify, otherwise moving it out will have an additional charge.

Please mark the items you do **NOT** require:

ITEM	
WALL BOOTH CONSTRUCTION	
SIGNBOARD & LETTERING	
1 COUNTER	
1 TRASH CAN	
1 TABLE WITH 3 CHAIRS	
ELECTRICAL OUTLET (110v)	



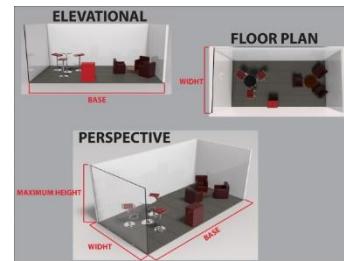
### B. RAW SPACE

**IT IS NECESARY TO SEND US THE COPY OF YOUR PROJECT BOOTH WITH THE NEXT DOCUMENTS: FLOORPLAN, ELEVATIONAL VIEW AND PERSPECTIVE VIEW ALL OF THEM WITH DIMENSIONS TO [atcexpositores@hfmexico.mx](mailto:atcexpositores@hfmexico.mx) BEFORE MARCH 10, 2024.**

All stands must comply with the regulations set forth in this manual. Exhibitors that do NOT have a stand package are required to complete this form and send it to the above address. Please attach a drawing or diagram of your stand design, complete with measurements. Exhibitors whose stand designs have not been approved by the Organizing Committee will not be permitted access to the venue for set-up purposes

NAME OF THE ASSEMBLY COMPANY:		STAND NO.:	
CONTACT:		PHONE:	
EMAIL:			

<u>ALLOWED HEIGHTS</u>	
CONTRACTED SPACE	MAXIMUM HEIGHTS
UP TO 18 SQM	3 m
19 SQM - 53 SQM	5 m
54 SQM OR MORE	5.5 m



## Cleaning:

The Organizing Committee will provide cleaning of hallways and common areas. If you would like daily cleaning service inside your booth, please refer [atcexpositores@igeco.mx](mailto:atcexpositores@igeco.mx)

## Electricity:

**Booths rented under package rate, will be delivered with a 110 V double polarized electrical contact, raw space does not include electrical contact.** If you need to order additional contacts or lighting, please contact the Events Operations area for an appointment consultation with [atcexpositores@igeco.mx](mailto:atcexpositores@igeco.mx)

**Energy hours are from 08:00 pm to 10:00 pm** and in case power is required before or after this time, additional power or extra assembly time must be contracted in the service module: [modulo@expoguadalajara.mx](mailto:modulo@expoguadalajara.mx)

It is not allowed to block electrical panels or contact boxes. It is not allowed to block hydrants, they must be visible and accessible.

## Internet

Please refer to the Expo Guadalajara IT Application included in this manual for details and pricing.

## Parking

Expo Guadalajara offers indoor parking and has the capacity to accommodate vehicles throughout the complex. Parking is **\$195.00 MXN from 1 pm to 12 am.**



### Parking Rates

Hours of operation: Mon - Fri 8:00 - 11:59 pm

- 00:00 - 00:15 \$ 0.00 MXN
- 00:16 - 01:00 \$ 30.00 MXN
- 01:01 - 01:30 \$ 45.00 MXN
- 01:31 - 02:00 \$ 60.00 MXN
- 02:01 - 04:30 \$ 75.00 MXN
- 04:31 - 05:00 \$ 90.00 MXN
- 05:01 - 08:30 \$ 105.00 MXN
- 08:31 - 09:00 \$ 120.00 MXN
- 09:01 - 12:30 \$ 135.00 MXN
- 12:31 - 13:00 \$ 150.00 MXN
- 13:01 - 17:30 \$ 165.00 MXN
- 17:31 - 18:00 \$ 180.00 MXN
- 18:01 - 24:00 \$ 195.00 MXN

### Policies & Restrictions

**Lost Ticket will have a cost of \$195.00 MXN**

### 15 minutes of Tolerance

- Complaints about Expo Guadalajara's parking lot service  
Tel: +52 (33) 3343 3000 Ext. 3200 y 3220  
Email: [calidad@expoguadalajara.mx](mailto:calidad@expoguadalajara.mx)
- Complaints regarding tariffs, Directorate of Mobility and Transportation of the Municipality of Guadalajara.  
Tel: +52 (33) 3668 2968  
Calle Ghilardi Esq. Miraflores Col. Mezquitan Country  
C.P.44101 Guadalajara Jalisco

## Commercial and Promotional Activities:

All exhibitor activities must be restricted to the exhibition space. Any direct sales activity, sale of merchandise or sample products must be approved by the Organizing Committee.

The exhibitor may carry out promotions and events within its exhibition space with the prior approval of the Organizing Committee.

**The use/flight of drones is forbidden.**



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## Office Hours of the Organizing Committee

Ecomondo Mexico 2024 staff will be available on site during set-up, event and dismantling, at the service desks and at the Organizing Committee Office. **The opening hours will be the following: april 15 - 16 from 8:00 hrs. until 22:00 hrs., 17-19 from 8:00 hrs. to 18:00 hrs. and 20 from 8:00 hrs. to 13:00 hrs.**

## Carrier / National and international shipments

The Organizing Committee puts at your disposal the supplier NAIB GROUP, exclusive provider of maneuvers and hauling within the exhibition floor. The use of skids, forklifts, cranes or hauling equipment other than that of the official supplier is prohibited.

Please review the attached documents for more information on shipment and delivery of merchandise, since neither the Organizing Committee nor the venue will receive any shipment, and they disclaim all responsibility.

## Security

The Organizing Committee's security will protect the general areas and accesses starting **Monday, April 15 at 8:00 hrs. in 24-hour shifts. The Organizing Committee will conclude the security arrangements on Saturday, April 20 at 13:00 hrs.**

The function of the security personnel is to control access and prevent accidents and disturbances within the exhibition area. Expo Guadalajara will provide security in the exterior areas of the building.

Exhibitors are responsible for their materials, equipment and personal effects during set-up, dismantling, and during hours open to the public, so they should arrive 30 minutes before and leave after closing time.

**All goods owned by the exhibitor must remain under his custody and control**, both in transit and during the periods of stay within the exhibition grounds.

All decoration material, tools, furniture, documents, products, computer and telephone equipment are the responsibility of each person; therefore, it is recommended that a responsible person be assigned during assembly, event and dismantling hours.

The organizing committee and the security company do **NOT** keep control of each of the objects that enter the exhibition area, so in case of loss of any property introduced by exhibitors or decorators, there will be no reimbursement or compensation.

**When the exhibitor leaves his stand, as well as the show, he must safeguard and insure his goods.** Small equipment should be kept in drawers and locked with secure locks, provided that the premises are left alone during the exhibition, assembly and disassembly.

**We recommend that you do not leave belongings** such as bags, briefcases, backpacks or documents on the floor, under the table or in visible places; place them in a locked place that is difficult for anyone to access.

In the case of observing any suspicious person or situation in another booth or in any space of the exhibition, please help us to report it to a security element located at the access doors.

The exit of merchandise on display requires the authorization of the Organizing Committee, please contact the security personnel for the coordination of this procedure.

Security personnel are authorized to check all material entering or leaving the premises at any time, we ask for your cooperation in these controls to reduce the risk of theft and loss.

If you consider that your booth requires additional security, we recommend that you contract a special service for your exhibition area, including an inventory service for electronic exhibit equipment, which will serve as proof for possible insurance claims. Please contact the appropriate provider according to the suggested provider list or by using the enclosed service form.

Please take precautions on site to protect your valuables, such as personal computers, cell phones, briefcases, etc., as these items are very susceptible to theft. Our security provider has padlocks available to secure laptops to your booth furniture.

It is prohibited at all times to block emergency doors, fire extinguishers or fire hoses and aisles, please locate these points upon arrival. **Animals and firearms are prohibited from entering the event.**

## **Exhibition of machinery and/or heavy equipment:**

Remember that all types of machinery or exhibition equipment must always be within the contracted space, under no circumstances may they invade the aisles, and in the event that the machinery may be dangerous for any type of audience, it will be necessary to fence with single-line posts or other objects that impede passage. Likewise, machinery that is in operation that could spread any type of particle will need to be covered with acrylic to avoid damage to the audience.

In the case of using machinery as part of the exhibition equipment, it is necessary to notify the Organizing Committee, through the machinery exhibition format with all the information of the specimens to be exhibited (brand, model, dimensions, weights, type of base or grip); type of transport (low-boy, flatbed, box, etc.); electrical consumption requirement; compressed air requirement; request for special maneuvers; number of parts that each machine consists of; type of packaging and whether it requires forklift or crane equipment for maneuvering; scale plan with the location of the equipment within its stand(s), etc.

If the technical information is not available on Friday, March 10, 2024, the Organizing Committee will not be able to include the maneuver within the normal assembly and disassembly itinerary.

In this case, once the late information is received, the assembly and disassembly service will have to be considered as special, with the exhibitor obligated to cover in advance all the expenses that may have to be incurred due to adjustment of requirements. (electrical outlets, screens, or whatever needs to be relocated).

**IMPORTANT:** If, for any technical reason, special maneuvers for late exhibitors affect other exhibitors already installed and the latter do not agree to move their equipment, the organizing committee will not be responsible, under any circumstances, for failure to do so. can place the samples of the exhibitor who has not submitted their technical information on time.

With complete technical information, the Organizing Committee will analyze and determine the assembly program and disassembly, indicating to each exhibitor the day, time and time of each maneuver.

The scheduled time for each exhibitor is determined based on the "preliminary" technical information that each exhibitor will fill out in the form. If on the day of the event, the exhibitor brings another machine that is different in weight, quantity, type of grip, or, if the exhibitor does not indicate in advance that it requires equipment to unpack and/or repack, the exhibitor will be obliged to cover the cost for any extra time that results.

The cost of extraordinary carrier will be paid directly to the supplier.

# Machinery Display Format

Complete this form and email it to [atcexpositores@igeco.mx](mailto:atcexpositores@igeco.mx) by March 10, 2024.  
Register the company personnel who will be manning your exhibit space. No name badges will be issued.

## EXHIBITOR'S COMPANY DETAILS

Contact person/ Coordinator: \_\_\_\_\_  
Company name: \_\_\_\_\_  
Stand number: \_\_\_\_\_  
Surface in sqm: \_\_\_\_\_  
Tel.: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature of the authorized representative: \_\_\_\_\_  
Date: \_\_\_\_\_

Required for all exhibitors carrying machinery; please indicate the characteristics of your machinery. One form must be completed per machine.

	Features	Be as specific as possible
1	Size in dimensions (length, width and weight) specify resting points)	
3	Type of energy used by your machine (if it is three-phase, please indicate)	
4	Uses compressed air, water	
5	With what equipment you will move your machinery, please specify	
6	Provide a picture of your machine	



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# RECORD OF ACTIVITIES

For stands over 36sqm, you will be able to register in this form any type of activity that you plan to develop during your participation in the event for authorization of the organizing committee, for example:

- Attention or interaction dynamics, for example: shows, activations, musicals, etc.
- Product launches
- Cocktails or tastings
- Awards

## EXHIBITOR'S COMPANY DATA

**Person in charge:** \_\_\_\_\_

**Company name:** \_\_\_\_\_

**Stand number:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

## DESCRIPTION OF THE ACTIVITY

**Nombre of the activity:** \_\_\_\_\_ **Time frame:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Hour:** \_\_\_\_\_

Description of the activity:

**IMPORTANT: The activity will be evaluated by the Operations department and the response time is 24 to 48 hrs.**

**RESPONSABILE PERSON  
SIGNATURE**

**AUTHORIZATION  
SIGNATURE**

All activities must take place within the hired area, considering at least 1 m distance from the aisles and under no circumstances should block neighboring booth or aisles with the crowd derived from it.

Any type of activity must be authorized by the Organizing Committee and it reserves the right to modify or cancel if it is considered dangerous or inappropriate for the development of the event. Maintain a business-like atmosphere at all times



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# Providers

## List of official providers:

As a suggestion, below you will find a list of suppliers in Guadalajara that can help you with the different services you may require for your participation in Ecomondo Mexico 2024.

### Structura



Company for the creation, assembly and design of stands, furniture rental.

IGECO institutional assembler

### Contact

**Selene Lamadrid**

Tel: +52 33 38 29 584

lamadrid\_selene@hotmail.com

### Naib Group Fair Division Mexico



Agent for Customs and Logistics Services, international shipments.

Services: Forklifts, cranes, skids.

### Contact

**Alan Guerrero**

Tels. +52 (55) 5769 7415 /

+52 (55) 5769 7416 Ext. 109

Email: [alan.guerrero@naibgroup.com.mx](mailto:alan.guerrero@naibgroup.com.mx)

WhatsApp. +52 55 53310323

### Stands Máxima de Occidente



Integral supplier that offers a variety of services such as: 3D Designs, Stand assembly, promotional items, furniture rental, institutional stand assembly, etc.

### Contact

**Lilia Rodriguez Gonzalez**

[blanca@maximadeoccidente.com](mailto:blanca@maximadeoccidente.com)

Tel: 52 (33) 19 66 08 94

Brchure: [https://www.canva.com/design/DAE7vd6Jp\\_U/Xps5Din1rFeUiYumn7k2H\\_A/view?utm\\_content=DAE7vd6Jp\\_U&utm\\_campaign=designshare&utm\\_medium=link&utm\\_source=publish\\_harelink](https://www.canva.com/design/DAE7vd6Jp_U/Xps5Din1rFeUiYumn7k2H_A/view?utm_content=DAE7vd6Jp_U&utm_campaign=designshare&utm_medium=link&utm_source=publish_harelink)

### MoExpo



Integral Display Provider: Institutional set-up, booth set-up, furniture rental and decoration.

### Contact

**Salvador Reynaga Flores**

REF5860923UG1.

Calle Zafiro No. 2410 Col. Mariano Otero

C.P. 45067 9501. Zapopan, Jalisco

Tel: 33 3180 9595 / 33 3180

Web: [www.moexpo.com.mx](http://www.moexpo.com.mx)

### Corporativo en Resguardos, S.A. DE C.V.



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S.A. DE C.V. PRIVATE SECURITY,  
PROTECTION AND SURVEILLANCE,  
STUDIES AND PROJECTS OF  
SECURITY  
REG. CESP/SPSMD/022/2004

Service: Security Company

### Contact

**Av. Tepeyac 6000-9 Col. Guadalupe**

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# Expo Guadalajara

## Exhibitor Services:

For additional services, we share with you the direct contact of the person responsible at Expo Guadalajara to follow up on your requests.

Email de contacto: [modulo@expoguadalajara.mx](mailto:modulo@expoguadalajara.mx)

Tel: 33 3343 3000

Jocelyne Aguirre: [jaguirre@expoguadalajara.mx](mailto:jaguirre@expoguadalajara.mx)

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## Hotel Rates

Please review hotel options, in the following link: <https://hfmexico.mx/ecomondo/hotels>



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**I GENERAL DISPOSITIONS**

1. The Committee declares to be the organizer of the exhibition and all side events on site named Ecomondo Mexico 2024 to be held at: Expo Guadalajara, from April 17 to 19, 2024. The signer of this agreement declares to have authorization of the Exhibitor to act on his behalf and bind the Exhibitor to the obligations arising out of this agreement, in accordance to the information provided in page 1 of this document.

2. The Organizing Committee grants the Exhibitor a defined space of exhibition, which will be identified and detailed in the corresponding floorplan (such space hereinafter referred to as the "Stand(s)"), based on the space request and information supplied in page 1 of this agreement. The exhibitor acknowledges his participation cannot be conditioned to the assignment of any particular location and that final space assignments are made at the discretion of the organizer.

**II CONDITIONS OF PAYMENT**

3. The Exhibitor will pay the Committee an agreed amount corresponding to the space assigned, as payment for the right to use the Stand(s) solely and exclusively during the days designated by the Committee. The abovementioned amount shall be paid in its entirety before the exhibition takes place in accordance with the following payment schedule: a 20% deposit is required with the presentation of the contract; 50% of the total amount must be paid 90 days prior to the show; full payment is due 60 days prior of the show. Payments must be made in the currency the Exhibitor was invoiced, this being either Mexican pesos or US dollars applying a previously agreed upon exchange rate. The payments shall be made through wire transfer or certified check issued in favor of Italian German Exhibition Company México as per instructions provided with the respective invoice. The exhibitor will assume all costs and fees generated by wire transfer services and other forms of payment.

4. In the exceptional case of payments made with regular checks, these always shall be received subject to collection; in the event of insufficient balance, the Committee reserves the right to enforce the payment of the documents, as well as additional fees foreseen as minimum in the General Law of Credit Instruments and Operations, or to alternatively rescind the obligations derived from this agreement without needing a judicial resolution thereof.

5. By signing this agreement, the Exhibitor is committed to payment and participation in the exhibition. Cancellation fees will apply even in the absence of advance payments, as described in page 1 of this agreement. In case of no-show, the Exhibitor remains obligated to payment of the total amount agreed upon, and the Committee, in order to preserve the good image of the event, reserves the right to use the Exhibitor's space in accordance to its best judgement.

6. In the event that the Exhibitor does not make use of the Stand(s) contracted, the Exhibitor will lose in benefit of the Committee any and all amounts they might have produced, without any further recourse, claim or bonuses, and cancellation fees will still apply. In the event that the products to be displayed are not installed by 10:00 pm on the day before the start of the event, the Organizing Committee may use aid space without liability on its part.

7. Termination by the Exhibitor. The termination of the contract by the exhibitor must be in writing and will be effective from the reception by the Committee to Italian Exhibition Company México the next email address samuel.ramirez@hfmexico.mx. Upon termination of this Contract in writing in accordance with the established mentioned before, the total amount paid by the Exhibitor will be for the benefit of the Organizing Committee, without liberating the Exhibitor from the payment of the cancellation fees established:

- After contract's signing: 20%
- From 120 to 90 days prior to the exhibition: 50%
- 89 days or less prior to the exhibition: 100%

**III USE OF EXHIBIT SPACE**

8. The Exhibitor accepts that the contracted space shall be used solely and exclusively to show the products described on the corresponding sections in pages 1 and 2 of this agreement. The Organizing Committee reserves the right to relocate an Exhibitor stand at its discretion.

9. Limitations of space: Exhibitor agrees to use its space solely as indicated in the exhibition floorplan. Any sales or promotional activities by the Exhibitor outside the boundaries of its stand will require express permission by the Organizing Committee.

10. The Exhibitor has no authority to assign, transfer or dispose of the rights referred to in this agreement, and lend or lease, in whole or in part, the Stand(s) hired, being obligated to only show products ordinarily manufactured or related to the same.

11. The exhibition area is to be returned by the Exhibitor in the same condition as it was handed over, without altering structures, hard walls, furniture, or equipment part of his service package. Likewise, it is prohibited to nail, screw, paint or perforate the screens; the use of drywall, nailing or screwing objects of any type on floors or columns of the building; perform other types of drilling; the use of loud speakers or sound equipment of any kind which might interfere with the participation of other exhibitors; light, fire within the venue; use of flammable or toxic products; invade the halls and places of rest, since exhibit materials must always be installed within the designated areas.

12. The exhibitor shall always be responsible to maintain personnel in the booth during the show hours. The Exhibitor, for purposes of installations, set-up and dismantling of exhibits, will adhere to the regulations included as part of the Exhibitor's Manual, which is published and updated on the Committee's website.

13. The Exhibitor undertakes the responsibility to respect the regulations of the exhibition and of the venue. As a result of the above, the Exhibitor is obligated to share the content of these regulations among their staff, delegates or designees hired to meet its exhibition requirements or fulfill their obligations during the exhibition.

14. After the closing of the exhibition, the Exhibitor must vacate their materials and products within the schedule established in the Exhibitor's Manual, committing to deliver fully vacated the Stand(s) referred to in this contract, in the same condition it was handed over, as established by the exhibition regulations. The Organizing Committee accepts no liability with regards of the Exhibitor's materials or products. If the Stand(s) is(are) not properly vacated on time, the Exhibitor shall be obliged to pay any costs the Organizing Committee might incur such as of overtime charges by the venue, storage and transportation expenses, being necessary to cover these expenses in order to recover their goods, without responsibility to the Organizing Committee.

15. The Exhibitor has expressed its desire to take part in the event and agrees to adhere to all the terms and conditions stipulated in the Exhibition Regulations, which are published and updated in the exhibition web site, and which become an integral part of this agreement, in the understanding that the Exhibitors agreed to be bound by such regulations.

#### **IV EXHIBITOR'S LIABILITY**

16. The Committee declares to have all the necessary permits to hold the event. Nonetheless, the Exhibitor is solely responsible for any and all required permits or authorizations from local, State or Federal authorities pertaining the Exhibitor's individual participation in the exhibition, such as but not limited to stand construction, staff, vendors, exhibits, use of trademarks, product demonstrations, special equipment, services.

17. Termination by the Organizer. The Committee reserves the right to terminate this contract immediately by notifying the Exhibitor in writing in the event of an infringement by the exhibitor of any of the terms and conditions established in this document, or in any additional agreement or in the exhibitor manual. The Committee is authorized (but has no obligation) to dispose of any space which is liberated by any reason under this paragraph. The Exhibitor still has to pay all open amount related to this contract.

#### **V SECURITY, SAFETY & PREVENTION**

18. The Exhibitor exempts the Organizing Committee of any liability pertaining to damages or losses to third parties resulting from the Exhibitor's activities during the exhibition, including set-up and dismantling. The Exhibitor is responsible for providing sufficient insurance protection for any risks related to their presentation in the exhibition.

19. From the opening time and for the duration of the Exhibition, due to security reasons, no Exhibitor will be allowed to withdraw or vacate their items on display without the prior written authorization of the Committee. The Committee will provide security services during the event but cannot assume any responsibility on the Exhibitor's property.

#### **VI EXCLUSION OF RESPONSIBILITY**

20. Given the nature of the use and enjoyment of the Stand(s) under this contract, both parties state and agree that the Committee and the Exhibitor are totally independent contracting parties, therefore there is no link or labor management relations arising from this agreement, in the understanding that the personnel hired for the exhibition of the Exhibitor's products or goods is the sole responsibility of the Exhibitor, including the payment of wages, benefits, taxes, duties, social security, INFONAVIT, AFORE and all other labor obligations. Consequently, the Exhibitor will be obliged to hold the Committee harmless of any problems that may arise, covering all expenses in which the Committee may incur because of disputes derived from such circumstances.



21. If the Exhibition is rescheduled, relocated or shortened before the event start date, the signed contract agreement will apply to the new time, location or duration, unless the Exhibitor objects in writing within two weeks after receiving the written notification from the Committee. Should an objection notice be received the company will be able to utilize their investment towards the next event if the Committee determines that the exhibition cannot be postponed and executed within an appropriate future period, the Committee has the right to cancel the exhibition. In that case the Committee will transfer the investment to the next edition of the event. If the exhibition is permanently canceled, the Committee will reimburse the exhibitor the amount for the total space paid by the exhibitor within the following 30 (thirty) calendar days after the receipt of the notification.

22. In the event that the exhibition does not take place as scheduled for any reason beyond the reasonable control of the Committee, including damage caused by visitors to the event, other exhibitors or persons acting on their own initiative, or natural disasters, the Exhibitor frees the Committee of all responsibility for any damage and the claim of any type of compensation, including reimbursement of the participation fee. Additionally, the Committee cannot assume responsibility for the volume of the audience or the sales generated by the exhibitor during the event.

23. The Organizing Committee cannot and does not assume any responsibility or liability for the actions, information, products, and services offered by exhibiting companies. Exhibitors and visitors acknowledge that all negotiations held among them are private in nature and independent of their contractual relationship, if any, with the Committee, the Committee's sponsors or affiliates.

24. The Organizing Committee will not be responsible to the exhibitor for any loss suffered, nor will it be in breach under this exhibition contract for any delay, failure or interruption that results directly or indirectly from industrial actions, blackouts, fires, wars, SARS, pandemics, civil, popular or military disturbances, earthquakes, labor disputes, the construction and / or modification of venues including the event venue, government regulation, strike, closure, court order, act of war, natural disasters, terrorist acts, violence, facilities malfunction, flood, epidemics, explosion, accident, blockade, embargo, government limitations, weather related catastrophes, actions committed by public enemies, riot or civil disturbance, disorder or lack of adequate transportation, inability to obtain sufficient labor, state or federal regulations, government emergencies, or any other event or cause beyond the organizer's control or if attendance at the exhibition is negatively affected by any of the events or causes named by this clause. In such cases, the Organizing Committee will cancel the event, by a written notification to the exhibitor. Once said notification has been delivered, the Committee will have no other obligation towards the Exhibitor. A change in the name of the event does not constitute a cancellation by the Organizer. In all these circumstances, the total amount paid by the Exhibitor will be for the benefit of the Organizing Committee.

## VII JURISDICTION

25. For all matters concerning the interpretation and performance of this agreement, the parties expressly declare their consent to submit to the judges and courts of Mexico City, as well as to the legal provisions of the current Civil Code in force in Mexico City, waiving the jurisdiction of any other Court corresponding to their present or future addresses.



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