

Industrial Transformation MEXICO

LET'S CREATE THE INDUSTRY OF TOMORROW

October 4th - 6th, 2023

Poliforum León ■ Guanajuato

industrialtransformation.mx #ITM2023



EXHIBITOR'S HANDBOOK ITM 2023



Dear Exhibitor,

We are pleased to welcome you to Industrial Transformation MEXICO 2023, which will be held from October 4th to 6th at the Poliforum León in the city of León, Guanajuato, Mexico. We hope that your company's participation in this event will be a highly successful and rewarding experience and one that enables you to maximize your returns on this exceptional business networking platform.

This handbook contains the most important information for planning your participation in the event. We recommend reading it carefully and familiarizing yourself with its contents. Within the handbook, you will find a comprehensive list of authorized suppliers and the necessary forms to request additional services. Be sure to understand your requirements in advance to ensure the availability of the desired products and to prevent any supplementary expenses incurred due to last-minute arrangements.

Please distribute the Exhibitor's handbook among all team members participating in the event, including exhibitors and suppliers. Pay close attention to the specified deadline dates mentioned in certain service forms to ensure prompt delivery and avoid any additional costs associated with last-minute requests.

We are here to assist you in accomplishing your goals for participating in Industrial Transformation MEXICO. Please do not hesitate to reach out to us if you have any questions or require assistance. We are available and ready to help.

Sincerely,
The Industrial Transformation MEXICO Team

Azul Ogazón
Project Director
+52 (55) 70 28 33 35
azul.ogazon@hfmexico.mx

Ximena Quesada
Exhibitor Services
+52 (55) 49 15 49 54
atcexpositores@hfmexico.mx

Eder Rangel Déziga
Innovation & Content Development
+52 (55) 70 28 33 35
eder.rangel@hfmexico.mx



Industrial Transformation

MEXICO

Table of Contents

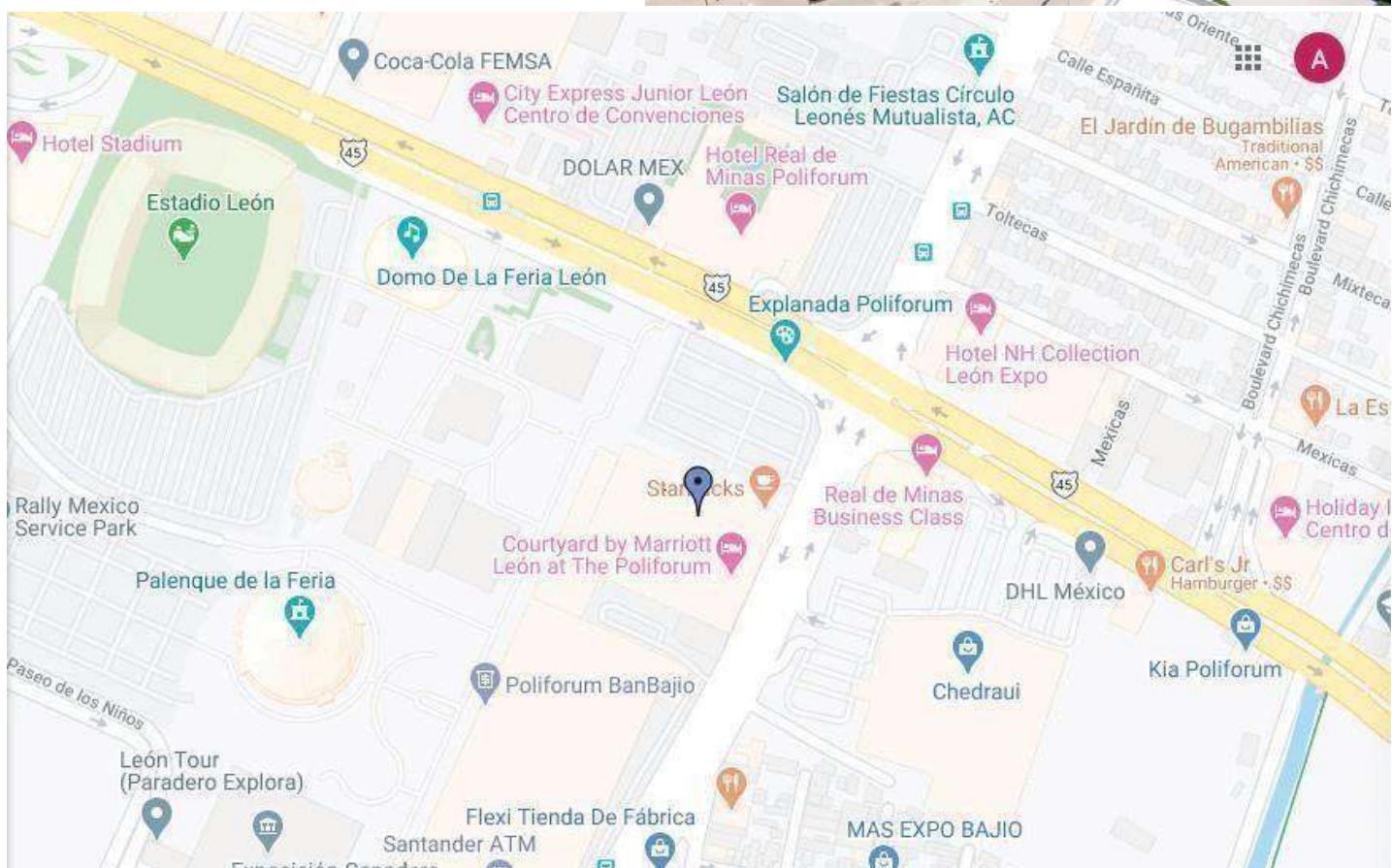
1. General Information.....	5
Event Venue	5
2. Assembly Entry Schedule	6
Exhibition Hours	6
Dismantling Schedule.....	6
Exhibitor Badges and Directory Listings.....	7
Type of Booths.....	7
Cleaning Services	8
Electricity	8
Internet	8
Parking	8
Business and Promotional Activities.....	8
Organizing Committee Office Hours	9
Transportation.....	9
Security	9
Recommendations for Industrial Transformation México Exhibitors	10

3. Stand Construction Guidelines	11
Height Limits	11
Space Utilization and Double Deck Construction	11
Hanging Structures.....	12
Summary of Stand Construction Guidelines.....	12
Assembly of Heavy Machinery and Equipment	13
Machinery Exhibition Form.....	14
Record of Activities Form.....	15
Stand Authorization Forms.....	16
4. Terms and Conditions	19
I General Dispositions.....	19
II Conditions of Payment	19
III Use of Exhibit Space	20
IV Exhibitor's Liability.....	20
V Security, Safety & Prevention	20
VI Exclusion of Responsibility	21
VII Jurisdiction	21
5. Additional Services by Poliforum	22
Electricity Rental.....	22
Signage.....	22
Food and Beverages.....	22
Internet Services	22
Poliforum Service Desk	22
6. List of Suppliers	23
Stand Design, Production, Audio and Video.....	23
Registration and Scanners	23
Customs Agents / Logistics	24
Furniture	24
Scanner Form / Exhibitor Badges Form.....	25
International Shipping Instructions (attached document).....	26
Additional Services by Poliforum.....	33
Hotel Rates.....	34

1. General Information

Event Venue

Poliforum León
Blvd. Adolfo López Mateos S/N,
Oriental, 37500 León, Gto., Mexico
<https://www.poliforumleon.com.mx/como-llegar>



Assembly Entry Schedule

- Sunday, October 1st, from 09:00 to 22:00 for exhibitors with areas larger than 90 m².
 - Sunday, October 1st, from 11:00 to 22:00 for exhibitors with areas larger than 72 m².
 - Sunday, October 1st, from 16:00 to 22:00 for exhibitors with areas ranging from 54 m² to 72 m².
 - Monday, October 2nd, from 08:00 to 22:00 for all exhibitors with areas larger than 18 m².
 - Tuesday, October 3rd, from 08:00 to 22:00 for all exhibitors.
- ✓ **The transportation and movement schedules for machinery on the exhibition floor will be coordinated and managed by the designated company, NAIB. For detailed information on this matter, please consult the suppliers' annex, which provides additional details regarding NAIB and their logistics services.**

Carpet installation will begin on October 3rd at 14:00. Therefore, ALL stands must have the aisles cleared starting from that time. You may however continue working within your stand until 22:00. Please ensure that your stand is ready for carpet installation and that the aisles are clear as per the specified schedule.

Non-compliance with any of these regulations may lead to penalties imposed on the exhibitor or decorator as a consequence of the violation.

Assembly must be completed by Tuesday, October 3rd, at 22:00. Access will not be permitted for materials and/or equipment beyond this specified time. Activities outside of these designated hours require authorization from the Organizing Committee and may result in additional costs for the exhibitor.

Exhibition Hours

- Wednesday, October 4th, from 09:00 to 18:00.
- Thursday, October 5th, from 09:00 to 18:00.
- Friday, October 6th, from 09:00 to 18:00.

Exhibitors may access the exhibition floor from 08:00 onwards for cleaning and arranging of their stands.

Dismantling Schedule

Dismantling will begin on Friday, October 6th, from 19:00 to 22:00 (no extra time), and will continue on Saturday, October 7th, from 08:00 to 18:00 (no extra time).

VERY IMPORTANT!

**All exhibitors are required to take responsibility for their own dismantling process and must designate someone to oversee their various materials, including machinery, stands, graphics, audio and video equipment, computer equipment, suitcases, bags, etc. at all times. Please be aware that the Organizing Committee cannot be held responsible for any theft or loss that may occur.

** The Organizing Committee does not assume responsibility for any exhibitors' equipment, materials or other belongings. It is the sole responsibility of the exhibitors to ensure the security and safekeeping of their own equipment and materials throughout the event.**

Exhibitor Badges and Directory Listings

Each exhibitor is entitled to 3 complimentary badges per every 9 sq m of rented space. Your badges will be available for pick-up at the registration area during the assembly days.

It is important to note that your badge is UNIQUE and NON-TRANSFERABLE. In the event of a lost or forgotten badge, a replacement can be obtained for a fee of \$300.00 MXN pesos. However, please be aware that personnel involved in the assembly and dismantling process, such as carpenters, electricians, decorators, drivers, administrative staff, etc., will not be required to have a badge during this period. Instead, they will be provided with temporary adhesive labels that are valid only during the assembly hours. Once the exhibition begins, entry without a proper badge will not be permitted.

To request your badges, please submit the form provided in the following link:

https://industrialtransformation.mx/en/wp-content/uploads/2023/07/GAFETES-DE-EXPOSITORES_EMPRESA_INGLES.xlsx to atcexpositores@hfmexico.mx before September 1st.

Types of Booths

As per the terms of your exhibition contract, your booth is accompanied by specific services. However, companies with an Equipped Stand Package or Comfort Package who wish to decline some of the included services must complete and submit the Stand Equipment Form by September 1st.

- **Raw Space (starting from 18m²)**

Includes exhibitor badges (3 for each 9 sqm), unlimited free visitor preregistration company codes and directory listing. Does NOT include carpet, construction, furnishings, or utilities.

- **Shell Scheme (Basic Option) (starting from 9m²)**

Includes carpet (show color), hard wall booth construction, signboard and lettering, standard furnishing, 1 electrical outlet (110V), exhibitor badges (3 for each 9 sqm), unlimited free visitor pre-registration company codes and exhibitor directory listing.

- **Service package with comfort setup(starting from 18 m²)**

Includes carpet (show color), hard wall booth construction, signboard and lettering, comfort furnishing (higher quality than the basic shell scheme), 1 electrical outlet (110V), exhibitor badges, unlimited free visitor pre-registration company codes and exhibitor directory listing.

- **Comfort Plus (starting from 18 m²)**

Includes carpet (show color), hard wall booth construction, signboard and lettering, lighting, comfort furnishing (higher quality than the basic shell scheme), 1 electrical outlet (110V), 40" screen, exhibitor badges, unlimited free visitor preregistration company codes and exhibitor directory listing.

- **Startup (Counter inside the Startup Pavilion)**

Includes carpet (show color), 1 counter within the Startup Pavilion, 1 electrical outlet (110V), 2 exhibitor badges, unlimited free visitor pre-registration company codes and exhibitor directory listing.



Cleaning

The Organizing Committee will provide cleaning services for corridors and common areas. If you require daily cleaning services for your stand, please refer to the service requests provided by Poliforum León.

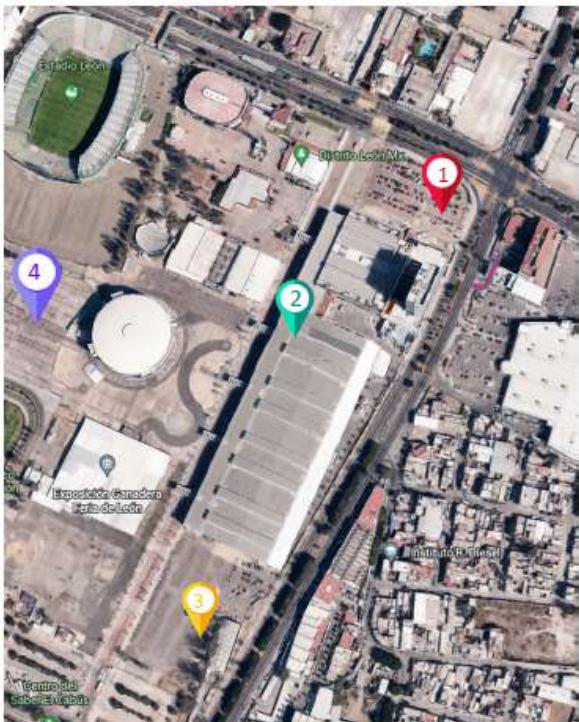
Electricity

Booths rented under the basic and comfort package rates will be equipped with a double-polarized 110V electrical outlet. If your package does not include electrical outlets or if you need to order additional outlets or lighting, please contact directly to Poliforum.

Internet Services

Please refer to the IT Request Form from Poliforum León included in this manual for details, pricing, and deadlines for contracting internet services.

Parking Facilities



E. 16-1	1 hr.	\$ 15	5 hrs.	\$ 75
	2 hrs.	\$ 30	6 hrs.	\$ 90
	3 hrs.	\$ 45	7 hrs.	\$ 105
	4 hrs.	\$ 60	8 a 17 hrs.	\$ 120



Calzada	unic	\$ 70
---------	------	-------



E. 16-2	1 hr.	\$ 15	5 hrs.	\$ 75
	2 hrs.	\$ 30	6 hrs.	\$ 90
	3 hrs.	\$ 45	7 hrs.	\$ 105
	4 hrs.	\$ 60	8 a 17 hrs.	\$ 120



PARKING FOR EXHIBITORS	\$ 70
------------------------	-------

Big Unit	única	\$ 150
Lost		
Ticket	única	\$ 200

Poliforum will have a parking lot for exhibitors at a cost of \$70.00 pesos per day with multiple entrances and exits, located on the esplanade that is next to the palenque, which is entered through Olimpo street (4).

Commercial and Promotional Activities

All exhibitor activities must be limited to their assigned exhibition space. Prior approval from the Organizing Committee is required for any direct sales, merchandise and product sampling or promotional activities. Exhibitors may organize promotions and events within their designated exhibition space, but only with the prior approval from the Organizing Committee.

For exhibitors who have acquired activation sponsorships on the exhibition floor, which may involve the use of robots, mascots, or other similar elements, please get in touch with Ximena Quesada at atcexpositores@hfmexico.mx. Obtaining this approval for your activation is essential to ensure that it adheres to the necessary safety regulations and protocols.

The use or flying of drones within the fairground premises is strictly prohibited.

Organizing Committee Office Hours

The staff of Industrial Transformation Mexico will be present on-site throughout the assembly, event, and dismantling periods at the service desks and the Organizing Committee Office. Office hours will be in effect from October 1st to October 3rd, running from 08:00 to 20:00 hrs. From October 4th to October 7th, office hours will be from 08:00 to 18:00 hrs.

Transportation services

Please take a moment to review the attached documents for detailed information regarding the shipment of goods. It is important to note that shipments should not be addressed to the venue or the Organizing Committee. Neither Poliforum León nor the Organizing Committee will be responsible for signing and receiving shipments on-site.

Security

Starting from Sunday, October 1st at 8:00 AM, the Organizing Committee's security team will assume responsibility for safeguarding the general areas and entrances in 24-hour shifts. The security operation will continue until Saturday, October 7th at 6:00 PM.

The primary duty of the security personnel is to regulate access and ensure the prevention of accidents and disturbances within the exhibition area. Furthermore, Poliforum will supply security coverage for the exterior areas of the venue.

NOTE:

- Exhibitors are required to maintain custody and control of all their owned property during transportation and throughout the entire exhibition period within the exhibition venue.
- In the absence of the exhibitor from the booth, it is essential to ensure the security and protection of their belongings. It is advised to store small equipment in drawers and securely lock them with reliable locks whenever the booth is unattended, be it during the exhibition, assembly, or dismantling. The removal of exhibited goods is only permitted with authorization from the Organizing Committee. For coordination of these procedures, please approach the security staff.

The security personnel are authorized to conduct inspections of all materials entering or exiting the premises at any time. We kindly request your cooperation with these controls to reduce the risk of theft and losses.

If you believe that your booth requires additional security, we recommend hiring a special security service for your exhibition area. This may include the inventory service for electronic exhibition equipment, which can serve as evidence for potential insurance claims.

It is important to take necessary precautions on-site to ensure the safety of valuable items, including personal computers, cellphones, tablets, portfolios, backpacks, suitcases and similar objects, as these are highly vulnerable to theft. Poliforum's security team offers locks that can be used to secure laptops to the furniture in your booth.

Under no circumstances should emergency exits, fire extinguishers, fire hoses, and aisles be obstructed. It is essential to familiarize yourself with the locations of these points upon your arrival.

Please note that entry to the event with animals and firearms is strictly prohibited.

Recommendations for Industrial Transformation México Exhibitors

- During days of assembly and dismantling, it is advised to avoid bringing laptops, projectors, or other electronic equipment if possible. However, if this cannot be avoided, it is recommended to keep them under constant supervision and take the utmost care. Please be aware that neither the Organizing Committee, the security company, nor the venue itself can be held responsible for any theft, damage or loss that may occur to such belongings.
- During the event days, we will offer security cables for laptops, TVs, and projectors at no extra charge. Nevertheless, it is crucial to note that it remains your responsibility to diligently take care of everything within your booth at all times and in any situation. Please make sure to properly safeguard your belongings and equipment throughout the event.
- It is advised to securely close stands, preferably using fabric or mesh, when leaving the booth during the assembly. Additionally, please inform the security personnel to ensure that no one enters the booth under any circumstances.
- It is highly recommended not to leave cellphones, tablets, personal computers, valuable objects, backpacks and portfolios unattended during the event. We have observed that, due to negligence, these items can be quickly and easily taken. Please exercise caution and ensure the safety of your belongings at all times.
- It is strongly advised to maintain control of money generated from sales at all times. There have been instances where money was stolen due to negligence in selecting an adequate storage location. Therefore, it is crucial to remain vigilant and ensure the secure management of your funds, as they represent the hard-earned results of your efforts.
- If you notice any suspicious individuals or activity near your booth, please report this promptly to the security personnel. They are present to guarantee the safety and security of all exhibitors and attendees. Remaining vigilant and proactive in reporting any potential security concerns is crucial to maintaining a secure environment for everyone participating in the event.
- The exhibitors, the organizing committee and the security company must collaborate to combat theft. It is important to acknowledge that there are, unfortunately, organized groups within venues who specialize in theft. These individuals are professionals who meticulously observe exhibitors and visitors who are not attentive to the security of their belongings. By staying vigilant and taking necessary precautions, we can effectively minimize the risk of theft and establish a safer environment for everyone involved.

If you are in need security guards to protect or safeguard your booth, machinery, audio/video equipment and other valuable assets, please contact the following:

Service Desk of Poliforum León
Antonio Guevara
477 558 2265
atencion.eventos7@poliforumleon.com

3. Stand Construction Guidelines

The following rules and guidelines apply to all exhibitors at Industrial Transformation MÉXICO. These guidelines aim to provide exhibitors with essential information regarding stand design, construction, booth layout and content planning.

IMPORTANT:

Raw spaces: All exhibitors who are not using a package stand (basic or equipped) must submit a copy of their design for approval by the Organizing Committee before **September 1st**, using the [Stand Approval Form](#). The approval of design stands is a requirement for entry during the assembly process.

All exhibitors who have reserved a package stand of either 9m² or 18m² should submit the Stand Equipment Form if they do not wish to include certain elements in their package, such as carpets, furniture, partitions, signage or lettering. Please submit the form if you do not want these items included in your reserved stand.

If you have reserved a Comfort Plus stand, we kindly ask that you submit artwork for the design and printing of your booth on time, adhering to the specifications provided by your sales advisor. (see specifications).

The exhibition space is organized in units of 9m², with this being the minimum exhibition area unless space limitations apply.

- Stands with one open side are referred to as “line stands”
- Stands with two open sides are called “corner stands”
- Stands with three open sides are known as “peninsulas”
- Stands open on all four sides are “islands”

Height Limits

- Stands with a surface area of up to 18m² may build up to a maximum height of 3m
- Stands between 19m² and 53m² can build up to a height of 5m
- Stands with an area of 54 m² or more can build up to 6m

Use of the Exhibition Space and Building of Second Floors

Items may be hung or built at the approved height inside your stand. Please remember that stand designs must be approved by the Organizing Committee. Second floors may only be built on stands with an area of 54m² or more and must be approved by a construction project manager (DRO) licensed to operate in the state of Guanajuato. Under no circumstances will double-height designs that do not meet this requirement be approved.

Please confirm all the information needed with Exhibitor services.

Hanging Structures

On stands with an area of 18m² or smaller, the hanging of decorative elements or banners is prohibited. If a hanging structure is permitted, it must have a minimum clearance of 1m above the upper limit of the stand. Furthermore, any hanging structure supported from the venue's ceiling must adhere STRICTLY to a height of 7m from the floor to the lowest part of the hanging structure.

They must send, within the stand approval form, the hanging specifications including: measures, weight and material for approval before September 1, 2023.

To contract the service of security points, hanging (not greater than 80kg.) and rigging must request it to the venue before September 15.

Summary

Stand Surface Area	Possible Configurations	Maximum Height	Second Floor	Hanging Items Permitted
Up to 18 m ²	Line / corner	3 m	No	No
19 - 53 m ²	Line / corner/ peninsula /open island	5 m	No	Yes
54 m ² or more	Open island	6 m	Yes	Yes

Please confirm your arrival time for the assembly with the Organizing Committee's operations area at atcexpositores@hfmexico.mx. A representative from the exhibiting company must be present to receive your merchandise and display during the assembly dates and times. Please note that neither the Organizing Committee nor the Venue are authorized to receive goods on behalf of the exhibitor.

For access control purposes, inform your suppliers about the location of your stand and the name under which you have registered to participate in the event. It is important to note that entry into the venue is contingent upon confirming that the company has no outstanding debts of any nature with the Organizing Committee.

During setup, the security company will register and identify your staff and suppliers with an adhesive pass. Access for setup processes must be done through the loading docks.

Transportation vehicles are allowed to remain in the loading dock area for a maximum of 30 minutes for unloading purposes, and they must depart immediately thereafter. The venue will impose an additional fee for surpassing the permitted 30-minute time limit.

Please adhere to the instructions provided by the floor personnel and vehicle control staff at the venue. Note that rollers or hand trucks are not permitted on carpeted surfaces. If needed, you can hire forklifts, labor, and hauling services through the designated provider at the service desk.

Please restrict your assembly maneuvers to the contracted area.

The use of helmet is MANDATORY during assembly and dismantling of the event!



Industrial Transformation

MEXICO



Assembly of Heavy Machinery and Equipment

Please ensure that [the machinery exhibition form](#) is completed with comprehensive information about the machines intended for display. This includes details such as the brand, model, dimensions, weights, type of base or attachment, required mode of transportation (e.g., low-boy, flatbed, box), electrical consumption requirements, compressed air requirements, any special handling requests, number of components for each machine, packaging type and whether it necessitates the use of a forklift or crane for handling. Additionally, it is essential to provide a scaled drawing indicating the precise location of the equipment within your stand(s).

If the necessary technical information is not provided by Friday, September 1, 2023, the Organizing Committee will not be able to include the exhibitor in the regular schedule for assembly and dismantling. If the necessary technical information is received late, the assembly and dismantling services will be treated as special cases. In such situations, the exhibitor will be required to bear the full cost of associated expenses in advance. These expenses may encompass the removal and reinstallation of carpeting, partitions, electrical installations, signage, and other pertinent elements.

IMPORTANT: In the event that technical difficulties or special arrangements for delayed exhibitors cause an impact on already installed exhibitors who refuse to relocate their equipment, the Organizing Committee cannot assume any responsibility, under any circumstances, for the inability to set up the exhibits of the exhibitor who failed to provide their technical information on time.

Upon receiving completed technical information, the Organizing Committee will carefully review and evaluate it. Based on this analysis, they will establish a schedule for the setup and dismantling process for each exhibitor. The committee will inform each exhibitor about their assigned day, time and duration of these activities.

The scheduled time for each exhibitor is determined based on the "preliminary" technical information provided by each exhibitor on the form. If, on the day of the event, the exhibitor brings a different machine in terms of weight, quantity, type of grip, or if the exhibitor does not indicate in advance that they require equipment for unpacking and/or repacking, the exhibitor will be responsible for covering the cost of any additional time required.

The additional costs for special arrangements or exceptional services must be paid directly to the supplier by the exhibitor.

Machinery Exhibition Form

Please fill out this form and e-mail it to atcexpositores@hfmexico.mx before September 01, 2023

To be filled out by all exhibitors displaying machinery.

Please note the features of your machinery. A separate form should be filled out for each piece of machinery.

Features	Please be as specific as possible
Size (length, width and weight, please specify points of contact)	
Type of power your machinery uses (if three-phase, please provide specifications)	
Indicate whether your machinery uses compressed air, water or if it has some other specific requirement	
Please specify the type of equipment you need to move your machinery	
Attach a photograph of your machinery	

Exhibitor Information

Contact: _____
Company name: _____
Stand number: _____
Tel.: _____
E-mail: _____
Signature of authorized representative: _____
Date: _____

RECORD OF ACTIVITIES

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,(only for 36m² booths or more) for example:

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

EXHIBITOR'S COMPANY DATA

Exhibitor Company: _____ Booth: _____
Person in charge: _____
Telephone: _____ Cell phone: _____

DESCRIPTION OF THE ACTIVITY

Name of the activity: _____ Hour: _____
Date: _____ Time frame: _____

Description of the activity:

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

SIGNATURE OF PERSON RESPONSIBLE

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

SIGNATURE OF AUTHORIZATION



COMPANY NAME:		STAND NO.:	
CONTACT:		PHONE:	

AUTHORIZATION REQUIREMENTS

Complete this form and send it by email to a tcexpositores@hfmexico.mx before September 1, 2023.

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

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.

A. SHELL SCHEME

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

ITEM	
WALL BOOTH COSTRUCITION	
CARPET	
SIGNBOARD & LETTERING	
1 COUNTER WITH ONE BENCH	
1 TRASH CAN	
1 TABLE WITH 2 CHAIRS	
ELECTRICAL OUTLET (110v)	



B. CONFORT SETUP

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

ITEM	
WALL BOOTH COSTRUCITION	
CARPET	
SIGNBOARD & LETTERING	
1 COUNTER WITH ONE BENCH	
1 TRASH CAN	
2 BENCH TABLES WITH 4 BENCHES	
ELECTRICAL OUTLET (110v)	



COMPANY NAME:		STAND NO.:	
CONTACT:		PHONE:	

C. CONFORT PLUS

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

ITEM	
PLATE WITH LAMINATE FLOOR	
LIGHTING	
40" SCREEN	
1 COUNTER	
1 BENCH TABLE WITH 3 BENCHES	
ELECTRICAL OUTLET (110v)	



For the graphics of the stand, you must send your executive with the following specifications:

- JPG or TIFF format
- Resolution of 75dpi at actual size or 300dpi at 25% of its original size
- All logos in "vectors" or "Curves"

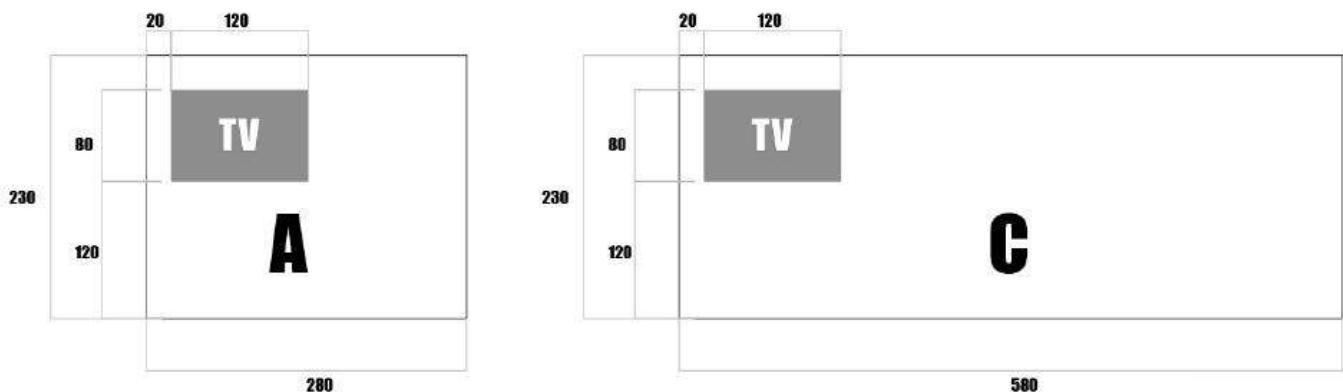


A: 280 x 230

B: 95x 95

C: 580 x 230

CONSIDER 2 CM OF PASSAGE



COMPANY NAME:		STAND NO.:	
CONTACT:		PHONE:	

D. RAW SPACE

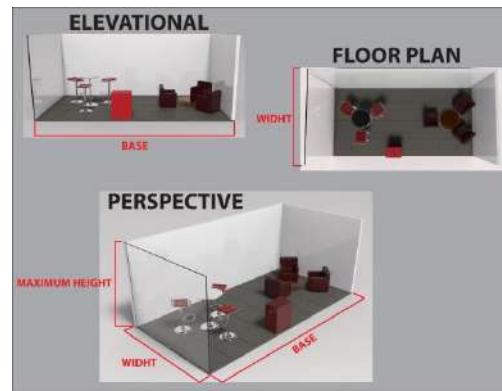
IT IS NECESSARY TO SEND US THE COPY OF YOUR PROJECT BOOTH WITH THE NEXT DOCUMENTS: FLOORPLAN, ELEVATIONAL VIEW AND PERSPECTIVE VIEW ALL OF THEM WITH DIMENSIONS TO atcexpositores@hfmexico.mx BEFORE SEPTEMBER 1, 2023.

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

If you hire a House display to build your booth you must register them filling this form:

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

ALLOWED HIGHS	
CONTRACTED SPACE	MAXIMUM HIGHS
UP TO 18 MTS ²	3 mts
19 MTS ² - 53 MTS ²	5 mts
54 MTS ² OR MORE	6 mts



SENDING ALL THE INFORMATION REQUIRED, I CONFIRM THAT I HAVE READ THE RULES AND REGULATIONS AND AGREE TO ALL TERMS SPECIFIED IN THE RULES AND REGULATIONS. I OBLIGATE MYSELF, ALL THE EMPLOYEES, REPRESENTATIVES AND PROVIDERS RECRUITED TO WORK ON THE COMPANY EXHIBITION BOOTH MUST FOLLOW AND COMPLY THIS RULES AND REGULATIONS AS WELL.

ONCE THE BOOTH IS AUTHORIZED, YOU WILL RECEIVED YOUR BOOTH AUTHORIZATION LETTER TO GET IN TO THE VENUE

4.Terms and Conditions

Excerpt from the Exhibition Space Lease Agreement.

I General Dispositions

1. The Committee declares to be the organizer of the exhibition named Industrial Transformation MEXICO to be held at: Poliforum Leon in León, Guanajuato, Mexico, from October 4 to 6, 2023.
2. 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.
3. 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

4. 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 S.A. de C.V. 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.
5. 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.
6. By signing this agreement, the Exhibitor is committed to payment and participation in the exhibition. Cancelation 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.
7. 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 said space without liability on its part.
8. 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 the following email address Azul Ogazón Gómez, Industrial Transformation MEXICO; Italian German Exhibition Company México S.A. de C.V., to your email address azul.ogazon@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:
 - 120 days or more prior to the exhibition: 30%
 - Between 119 and 90 days: 50%
 - 89 days or less: 100%

III Use of the Exhibit Space

9. 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.
10. 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.
11. 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. 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 load 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 Exhibitor has 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 and services, etc.
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 setup 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. Force majeure. 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.

5. Additional Poliforum Services

Electricity Services

Written requests should be sent to Poliforum. Requests received during set-up will be subject to availability, so we urge you to determine your electricity requirements before September 15.

Hanging Services

Only Poliforum León staff members are authorized to hang signs and/or publicity inside the venue. In the event your sign or structure does not meet the height and/or weight requirements stipulated in this rules & regulations the approval of the Poliforum Operations Department must be obtained.

The Poliforum Services Center will inform you of procedures for the reception and return of publicity materials on making your request for the hanging of banners, signs, etc.

The venue's crane has a maximum capacity of 40 kg. In the event the structure or object to be hung is heavier, please consider renting the necessary equipment or two cranes (maximum 80 kg), in which case the service charge will be double.

You may also consider hiring the services of a rigger to secure and/or anchor your structure using motors, pulleys, turnbuckles, steel cables, etc. For safety reasons, the rigger must first pass a general medical checkup of vitals like blood pressure, heart rate and oxygen saturation. In the event the rigger does not pass the checkup, a replacement must be hired.

NOTE: Hanging structures with several sections should be welded or secured using nuts and bolts to ensure they do not come apart. for safety reasons, aluminum profile structures that employ oppressor system may not be hung.

IMPORTANT:

AUTHORIZATION DEADLINE: SEPTEMBER 1st (send render, measures, weight and materials of the element to the e-mail atcexpositores@hfmexico.mx)

HIRING SEADLINE WITH THE VENUE: SEPTEMBER 15th

Food & Beverages

Poliforum León will be handling food and beverage services for the event. For further information, please contact:

A&B Poliforum
Barbara Villegas
eventos.especiales1@poliforumleon.com , c.c. atencion.eventos7@poliforumleon.com

Internet

Poliforum León will be handling Internet services for the event. For further information, please e-mail the Poliforum Service Module.

Poliforum Sevice Module
[Antonio Guevara atencion.eventos7@poliforumleon.com](mailto:Antonio.Guevara.atencion.eventos7@poliforumleon.com)
+52 (477) 710 7000 ext. 7025

6. List of Suppliers

The following is a list of suggested suppliers of services and solutions that is intended to facilitate your participation in the event. Exhibitors are by no means obligated to use these services. Italian German Exhibition Company México assumes no liability whatsoever for services rendered.

Design and Construction of Stands and Rental of Audiovisual Equipment

Requests received during set-up will be subject to availability.

Stand Construction		
	Selene Lamadrid 333-829-95-84 33-36-36-17-53 lamadrid_selene@hotmail.com	
	Jorge Encinas gerenciapoliforum@produce.mx Mobile +52 47 724 0781	
	Eduardo Portugal portugal@percepto.mx Tel. 477 840 0087	
	Omar González Guzman omar@arrcaexposiciones.com Tel. +52 477 1224 866	

Scanners



Edna V. Corvera
edna@scanpro.mx
Tel. +52 55 4917 8032

International shipping and drayage



Alan Guerrero
alan.guerrero@naibgroup.com.mx
Tel. +52 55 5769 7415 / 7416 ext. 109

Furnishings



Salvador Reynaga Flores
www.moexpo.com.mx

Tel. + 52 33 3180 9595 / 3180 9501

Hiring before September 29, 2023

Trade Mark:			Booth Number:	
Company:				
Taxpayer ID Number:				
Address:				
City:			State:	
Zip Code:			Country:	
Telephone:		Cellphone:		
Name of the person accepting the service:				
Job Position:		Email:		



Amount of Equipment		Service Description	Price per Event and One Equipment
	Barcode QR 	EQUIPMENT SEWOO NBP60 Equipment that stores the contact information of the scanned attendee. The operator generates a personalized leads database of the event that is sent 5 business day after. During the week of October 09 to 13, 2023. Captured Information: Company, Name, Telephone, Email. Extra Features: Space for notes and comments on each lead. Format: Excel (XLS) Subject to availability	\$240.00 USD Total Cost

BANK DATA

ACCOUNT NAME: SCAN PRO, S.A. DE C.V.

RFC: SPR-020111-R59

BANK: SANTANDER, S.A.

CUENTA: 6550-9359-165

CLABE: 014-180-6550-9359-1654

Contact: Edna V. Corvera

CREDIT CARD PAYMENT AVAILABLE AT VENUE.

CASH PAYMENT AT VENUE.

BILLING

INVOICES SENT 3 BUSINESS DAYS AFTER SENDING PROOF OF PAYMENT.

Tel. 55 4917-8032 y 55 9056-2932 edna@scanpro.mx

TERMS Y CONDITIONS

Payment must be made prior to service delivery.

The equipment must be collected prior to the start of the evento.

Training will be provided to the person responsable for the company on the proper use and handling of the equipment.

It is recommended that the equipment is delivered back at the end of the day to back up the information.

At the time of collecting the equipment, you will sign a responsive, incase of damage you must cover the repair expenses, in case of loss the total cost should be covered \$18,000.00 ten and eight thousand pesos 00/100 MXN).

Scan Pro, S.A. de C.V. is not responsible for the loss of information due to misuse of the equipment and or program.

I ACCEPT THE RENTAL FEE, TERMS AND CONDITIONS.



NAME AND ASIGNATURE

2023

INTERNATIONAL SHIPPING INSTRUCTIONS





NAIB Group Fair Division México S. A. de C. V.
Tiene el agrado de ofrecerle nuestros servicios de manejo y despacho aduanal.

NAIB incluye en su paquete de servicios lo siguiente:

- Coordinación de transporte internacional desde cualquier punto de origen.
- Despacho aduanal bajo régimen de importación temporal o definitivo.
- Entrega de carga en stand del expositor.
- Especialistas en sitio para apoyo a expositores.
- Envío de carga a destino final (re-exportación o entrega nacional).

FECHA LÍMITE DE ENTREGA DE DOCUMENTOS.

- 5 días antes del arribo de la carga.
- 1 mes antes para los alimentos y bebidas.
- 2 meses para equipo médico.

1 FLETE AÉREO VÍA MEX, CUN O GDL.

- 7 días antes de la entrega
- 4 días cuaderno ATA

2 FLETE MARITIMO VÍA MANZANILLO O VERACRUZ.

- **LCL** 15 días antes de la entrega
- **FCL** 10 días hábiles antes de la entrega

Consignar a / Consign to:

NAIB Group Fair Division México S. A. de C. V.
Benito Juárez #41, Col. Urbana Ixhuatépec C.P.
55349. Ecatepec de Morelos, Estado de México.
Tel. (52) 55 57 69 74 15 / 16
Atención: fairs@naibgroup.com.mx

3 VÍA TERRESTRE LAREDO TX.

- 13 días antes de la entrega
- 10 días cuaderno ATA

Consignar a / Consign to:

NAIB Group Fair Division México S. A. de C. V.
c/o Canpa Global Logistics sc / 8510 Tejas loop
Laredo Texas 78045 tel. 956791559
Atención: Edgar González / Hector Diaz

NAIB Group Fair Division Mexico S. A. de C. V.
Is pleased to announce our services in Customs Brokerage, Transport and Handling.

NAIB offers an outstanding package of services:

- Coordination of pick-up of shipments from exhibitors's door.
- Temporary or Permanent importation formalities.
- Delivery of shipment to exhibitors's booth.
- Transportation specialists on site to assist exhibitors.
- Shipment to ultimate destination.

DOCUMENT DELIVERY DEADLINE .

- 5 days before arrival of goods.
- 1 month before for food & beverages.
- 2 months for medical goods.

1 AIR FREIGHT SHIPMENTS MEX, CUN, GDL.

- 7 days before delivery
- 4 days for ATA carnet

2 SEA FREIGHT MANZANILLO / VERACRUZ.

- **LCL** 15 days before show delivery
- **FCL** 10 working days before delivery

3 TRUCK FREIGHT LAREDO TX.

- 13 days before delivery
- 10 days for ATA Carnet

DOCUMENTACIÓN PARA DESPACHO ADUANAL:

- Factura comercial / lista de empaque detallada.
- Certificado de Origen.
- Catálogo del producto.
- Guía aérea o BL.
- Certificado de tratamiento en origen ORIGINAL para madera.
- Certificado de fumigación de embalaje de madera.

Su representante le informará con tiempo la documentación adicional que podría ser requerida dependiendo las características y necesidades de su embarque.

Ejemplo:

Certificados de origen, Certificado de libre venta, Certificado de Salud.

DURANTE EL EVENTO:

Un representante de NAIB le visitará en su Stand para tomar instrucciones en caso de que decida dejar la mercancía en México, enviar a otra exposición o cualquier otra instrucción especial que su material requiera.

CONSIDERACIONES IMPORTANTES:

Si no puede tener la documentación o mercancía antes de las fechas indicadas, por favor comuníquese con su agente para proporcionarle otras opciones.

EMBALAJES

Por requerimiento aduanal en México, todas las mercancías son examinadas en el despacho previo, favor de enviar la carga con embalaje resistente.

De ser el caso enviar llave o combinación del candado.

En el caso de tener embalajes o pallets de madera deberá haber sido tratada mediante fumigación con **Methyl Bromide (MB)** o sometida a un tratamiento específico de calor (**HT**).

Anexar el certificado de fumigación a la documentación.

Estas deberán llevar el siguiente marcado.



CUSTOMS DOCUMENTATION:

- Detailed Commercial invoice / packing List.
- Certificate of Origin.
- Catalogue of the product.
- Airway bill or BL.
- ORIGINAL certificate of treatment for wood products.
- Fumigation certificate for wooden packing.

Additional Documentation may be needed according to your shipment.

Requirements like:

Certificate of Origin, Free Sales, Authorization, Health Certificate.

DURING THE SHOW:

A NAIB representative will visit you on your Stand in order to attend all your needs. Even if the return is arranged our policy is to double check in case goods need to stay in Mexico, send to another exhibition, or any other special instruction.

IMPORTANT CONSIDERATION:

If you cannot have either documentation of goods with the mentioned deadlines, pls. contact your NAIB agent in order to propose different options.

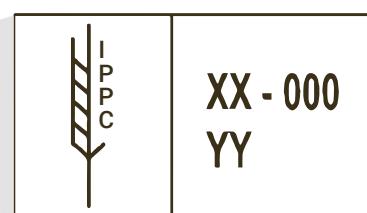
PACKING

For all the merchandise sent to Mexico as per rule this needs to have the revision at Mexico Customs area, we suggest packing your goods on plastic or wooden pallets or crates not carton.

Please send the key / combination of the lock along with the goods.

In case that you have crates or wooden pallets the wood must be fumigated with **Methyl Bromide (MB)** or a heat specific treatment(**HT**).

If this is the case that you have crates or wooden pallets, you need to send the fumigation certificate and these must be stamped as below:



IMPORTANTES NUEVAS REGULACIONES EN MÉXICO PARA IMPORTACIONES PERMANENTES

Nuevo esquema de validación de NOMs de seguridad (Normas Oficiales Mexicanas) en aduanas

A partir de junio de 2019, algunas mercancías no pueden ser importadas en régimen definitivo sin prueba del cumplimiento de las NOMs de seguridad en el punto de entrada al país.

Principalmente dispositivos electrónicos como computadoras, televisores, lámparas, impresoras, tabletas y otros accesorios de red; no tienen problema en importación temporal, pero para régimen permanente debemos cumplir con las certificaciones de importación por producto, marca y modelo.

NAIB no tiene ninguno de estos permisos o certificaciones, ya que no somos vendedores ni distribuidores.

Es importante identificar los códigos HS. Por lo tanto, solicitamos un CIPL con la siguiente información, para aprobar una importación permanente:

- Descripción del Producto
- Códigos HS sugeridos
- Precio por ítem

IMPORTANT NEW REGULATIONS IN MEXICO FOR PERMANENT IMPORTATIONS

New validation scheme of security NOMs (Official Mexican Standards) in customs

Beggining of June 2019, some goods cannot be imported under a definitive regime without proof of compliance with security NOMs at the point of entry into the country.

Mainly electronic devices like computers, TV's, lamps, printers, tablets and other network accessories, don't have problem doing temporary import but for permanent status we need to comply with import certifications per product, brand and model.

NAIB doesn't have any of these permits or certifications, since we are neither sellers or distributors.

It is important to identify HS Codes. Therefore, we request a CIPL with the following information, in order to approve a permanent importation:

- Product description
- Suggested HS Codes
- Price per item



CONDICIONES DE ENVÍOS:

Todos los envíos marítimos, aéreos y terrestres deberán ser enviados pre pagados de origen. A los envíos que lleguen por cobrar se les cargará un costo sobre el flete del 15 %. EXPRESS RELEASE para BL.

SEGURO DE MERCANCÍAS:

Toda la carga debe ser enviada asegurada desde origen, favor de enviar copia del seguro, NAIB no es responsable por pérdida / daño hasta que la carga es revalidada.

CONDICIONES DE PAGO:

Todos los gastos derivados de los trámites aduaneros, la manipulación y el transporte deben ser pagados antes de que **NAIB Group Fair Division México S. A. de C. V.** realice el retorno de mercancías a su país de origen. Excepto en los casos en que un acuerdo de pago anterior se ha organizado.

CONDICIONES DE PAGO:

Todos los envíos que llegan a alguna aduana en territorio mexicano deben de pasar por una inspección detallada de la mercancía en la que se abre la mercancía y corrobora que lo enlistado coincide con lo enviado y en ocasiones la mercancía no es re empacada o se re empaca de manera distinta; esto en caso de asignársele "luz roja" al envío; de lo contrario si se le asigna "luz verde", solo se revisan números de serie u otros detalles para lo cual la mercancía no es desempacada. La elección de los envíos en luz verde o roja es al azar y **NAIB Group Fair Division México S. A. de C. V.** no está involucrada ni es responsable de dicha elección.

De conformidad con el artículo 138, fracción II del reglamento, no se requerirá comprobar su retorno al extranjero, siempre que su valor unitario no exceda al equivalente en moneda nacional o extranjera de 45 dólares, cuando ostenten marcas, etiquetas o leyendas que las identifiquen como destinadas al evento de que se trate; o de 20 dólares cuando las mercancías sean identificadas con el logotipo, marca o leyenda del importador siempre que se trate de mercancías distintas de las que estos en su caso enajenen.

Toda la mercancía que entre al país de manera temporal debe ser despachada al retorno por nosotros para cancelar el pedimento temporal de importación; si la mercancía se queda en el país o se las lleva en su avión, deberá pagar los impuestos y aranceles correspondientes.

SHIPPING TERMS:

All Air, Sea and Land shipments have to be shipped on terms under "Prepaid" All shipments arriving on terms "freight collect"; a 15% will be charged on the amount paid out BL must be issued EXPRESS RELEASE.

GOODS INSURANCE:

All goods must be sent with insurance, NAIB is not responsible of damage / lost items caused by airlines or sea / land shipping lines, please send a copy of the insurance.

PAYMENT TERMS:

All expenses resulting from customs formalities, handling and transportation must be paid to **NAIB Group Fair Division México S. A. de C. V.** before goods are shipped back to their country of origin. Except in cases where a previous payment agreement has been arranged.

CUSTOMS CONSIDERATIONS:

Every shipment arriving in Mexican customs must go through a detailed inspection of the goods in which crates are opened and what is within is compared to the packing list, in this procedure some goods are repacked in a different way or not even repacked at all; this inspection happens when shipments go through "red light" at customs, otherwise goods with "green light" are just slightly checked specially serial numbers only. The selection of shipments to be checked or not depends on Mexican customs authorities, **NAIB Group Fair Division México S. A. de C. V.** is not involved or responsible in this selection.

According to the 138 article, section II of the Mexican Customs Law Regulations, there will be no need to prove the returning to origin, when the unit price is up to 45USD, only when goods show a label of the show to which was aimed; and up to 20 USD when the goods show a label of the importer, exhibitor or sponsor, always that the goods are different to the ones that are to be sold at show.

All Temporary goods need to be returned to origin through us in order to cancel the documentation at customs, if goods remain in the country or you take your goods along in your flight, duties and taxes will have to be paid.



ALIMENTOS Y BEBIDAS:

Para mercancía proveniente del extranjero que sea cualquier tipo de alimento o bebida, NAIB Group Fair Division México, S.A. de C.V. Debe recibir la descripción y la confirmación de servicio de su producto por lo menos 40 días antes de la entrega de la mercancía para hacerle saber los certificados y documentos necesarios para el despacho aduanal.

Algunos ejemplos:

Certificados de origen, Certificado de análisis, Certificado de salubridad.

ENVÍO DEL PRODUCTO:

Todo el producto / empaque de madera requiere tramitación especial en aduana; favor de indicar a su representante en NAIB, si se trata de madera nueva o usada y si está pintada o tiene algún recubrimiento.

Favor de empacar caja por producto, por ejemplo: las plumas en una caja, los cuadernos en otra, etc. Para ahorrar tiempo en el despacho de la mercancía.

CUADERNO ATA:

Favor de emitir el Cuaderno ATA original en la sección B de "REPRESENTADO POR" a nombre de: NAIB GROUP FAIR DIVISION MEXICO S.A. DE C.V. y enviar vía mensajería el cuaderno original a: NAIB GROUP FAIR DIVISION MEXICO S.A. DE C.V. Benito Juárez No. 41 Col. Urbana Ixhuatépec, Ecatepec de Morelos, Edo de México CP 55349. Una copia del cuaderno original debe ser enviada a su representante NAIB para aprobación antes de enviar la carga / cuaderno original.

DOCUMENTOS PARA CUADERNO ATA:

- Copia del cuaderno ATA previo al envío.
- Cuaderno **ATA original** a nuestras oficinas.
- Guía **aérea / BL** consignado como se menciona en la sección **FECHAS LIMITE**.

CONTACTOS EN SU PAÍS DE ORIGEN:

Si desea que uno de nuestros agentes le ayude a hacer su envío desde origen, favor de enviar su país y ciudad al correo: fairs@naibgroup.com.mx quien le proporcionará el nombre de la empresa a contactar.

FOOD AND BEVERAGES:

For all kind of foods & beverages coming from abroad, NAIB Group Fair Division México, S.A. de C.V. will have to receive the description of the goods and confirmation of service at least 40 days prior shipping, so we can advise of the documents & certificates needed to make customs clearance of your merchandise.

Some examples:

Certificate of origin, Certificate of analysis, Health (free sale) certificate

PRODUCTS SHIPPING:

Every wooden item (either product or crate) needs special certification at customs, please mention to your NAIB Representative if the wood is new or used and/or painted/varnished. Please pack each product on a package; for instance: pens in a single box, etc. this is in order to save time at customs clearance.

ATA CARNET:

Please issue the original carnet to NAIB GROUP FAIR DIVISION MEXICO S.A. DE C.V. on the "REPRESENTED BY" section (B) of the carnet and send via courier the original carnet to NAIB GROUP FAIR DIVISION MEXICO S.A. DE C.V. Benito Juárez No. 41 Col. Urbana Ixhuatépec, Ecatepec de Morelos, Edo de México CP 55349. Also, a copy of the carnet must be e-mailed to your NAIB representative prior shipping of goods / from the original carnet.

ATA CARNET DOCUMENTATION:

- Copy of the ATA Carnet prior shipping of goods.
- **Original carnet** sent via courier to our offices.
- **AWB / BL** consigned to us as mentioned on the **DEADLINE DATE** section.

A CONTACT IN YOUR COUNTRY OF ORIGIN:

If you need help to ship your goods directly from a company in origin, please send your country and city on an e-mail to: fairs@naibgroup.com.mx who will give you detailed information of the company to reach.



CONTACTO / CONTACT

Arturo Ortiz Rios

Email: arturo.ortiz@naibgroup.com.mx

WhatsApp. +52 55 6581 0141 (Arturo Ortiz)

Tels. +52 (55) 5769 7415 / +52 (55) 5769 7416 Ext. 105



Furniture and Equipment Price List for Exhibitors 2023

ITEM	UNIT	RATE UP TO 6 DAYS PRIOR TO EVENT	RATE BETWEEN 1 AND 5 DAYS PRIOR TO EVENT			
WIRELESS INTERNET SERVICE (THE SERVICE INCLUDES ONLY ONE ACCESS CODE PER CONNECTED COMPUTER, SO, IT MAY BE USED ON MORE THAN ONE COMPUTER, AS LONG AS IT IS NOT DONE SIMULTANEOUSLY)						
INTERNET ACCESS CODE (1 DAY)	DAY	\$29.44	\$32.39			
INFINITUM LINE						
INFINITUM LINE UP TO 4 MBPS DOWNSTREAM AND 750 KBPS UPSTREAM	EVENT	\$347.88	\$382.66			
INFINITUM FIBER OPTIC LINE UP TO 70 MEGABYTES	EVENT	\$425.18	\$467.70			
NOTE:	It is necessary to check with the Maintenance and Technical Services Management the installation feasibility in the area where the Fiber Optic service is required (minimum 15 days in advance)					
SYMMETRICAL DEDICATED CONNECTION						
4 MBPS SYMMETRICAL CONNECTION	EVENT (1-4) DAYS	\$531.37	\$584.50			
6 MBPS SYMMETRICAL CONNECTION	EVENT (1-4) DAYS	\$664.21	\$730.63			
8 MBPS SYMMETRICAL CONNECTION	EVENT (1-4) DAYS	\$797.05	\$876.76			
10 MBPS SYMMETRICAL CONNECTION	EVENT (1-4) DAYS	\$929.89	\$1,022.88			
20 MBPS SYMMETRICAL CONNECTION	EVENT (1-4) DAYS	\$1,594.10	\$1,753.51			
30 MBPS SYMMETRICAL CONNECTION	EVENT (1-4) DAYS	\$2,258.31	\$2,484.14			
50 MBPS SYMMETRICAL CONNECTION	EVENT (1-4) DAYS	\$3,586.73	\$3,945.40			
100 MBPS SYMMETRICAL CONNECTION	EVENT (1-4) DAYS	\$6,907.78	\$7,598.55			
ADDITIONAL 1 MBPS SYMMETRICAL CONNECTION	DAY	\$16.61	\$18.27			
WIRING						
UTP CABLE	METER	\$12.48	\$13.73			
ROUTER SWITCH CABLE FOR 7 NODES	EVENT	\$393.02	\$432.32			
ROUTER	EVENT	\$74.83	\$82.31			
NOTE:	Access codes are valid for a period of 24 hours from the time they are first entered via the logon screen. Access codes may only be used on one computer at a time. All Infinitum lines and dedicated connections requests must be submitted to MST and SIS at least 20 days in advance in order to be authorized.					
ELECTRICITY AND DRAINAGE						
ADDITIONAL POWER SERVICE 1 HP or 750 W	EVENT	\$41.40	\$45.54			
NIGHTTIME ELECTRICITY SUPPLY 1 HP or 750 W	DAY	\$41.40	\$45.54			
ELECTRICAL OUTLET FOR INFLATABLES 110 VOLTS	EVENT	\$64.54	\$71.00			
FLOURESCENT LAMP 2 x 38 W (Includes installation)	EVENT	\$57.98	\$63.78			
SINGLE-PHASE OUTLET 110 VOLTS	EVENT	\$33.44	\$36.79			
TWO-PHASE OUTLET 220 VOLTS	EVENT	\$66.88	\$73.57			
THREE-PHASE OUTLET 3 x 30 110-220 VOLTS	EVENT	\$175.20	\$192.72			
THREE-PHASE OUTLET 3 x 60 110-220 VOLTS	EVENT	\$347.21	\$381.93			
THREE-PHASE OUTLET 3 x 100 110-220 VOLTS	EVENT	\$541.56	\$595.72			
WATER OUTLET AND DRAINAGE Halls C1, C2, C3, C4 (Installation materials not included)	DAY	\$58.59	\$64.44			
COMPRESSED AIR OUTLET Halls C1, C2, C3, C4 (Installation materials not included)	EVENT	\$502.49	\$552.73			
NOTE:	Requests for additional power supply must be submitted at least 24 hours before the setting up activities on the part of the venue begin.					
PUBLICITY AND ADVERTISING						
USE OF GENIE LIFT (15 minutes minimum; installation materials NOT included)	MINUTE	\$4.02	\$4.42			
Rental of Genie cranes for installing canvas banners is for a minimum period of 15 minutes; each additional minute is charged at the rate indicated in the prices column. The total cost of the service is based on the total time involved calculated up to the moment installation is completed. Those using this service are required to leave a deposit of \$1,000.00 pesos for each piece of equipment rented.						
The installation of overhead canvas banners requested above company booths is conditional upon the final location of the structure of the enclosure.						
Canvas banners must be submitted during the setting up procedures by venue staff; banners submitted after this time will only be installed when the space available for the equipment required for such a service allows it.						
Canvas signs and tarpaulins are removed during the dismantling process and exhibitors must collect their materials from the security area. Poliforum León is not responsible for the safekeeping of such objects.						
Please consult Maintenance and Technical Services Management for the installation of canvas banners and tarpaulin signs (see regulations).						
BOOTH DEMARCTION	BOOTH	\$8.76	\$9.64			
SECURITY STAFF (OVERTIME)	HOUR/PERSON	\$11.91	\$13.10			
SECURITY GUARD SERVICE (PER SHIFT)	SHIFT	\$71.43	\$78.57			
PARKIN SPACE FOR BUS/LARGE VEHICLES	DAY	\$8.26	\$9.08			
PARKING LOT PENSION FOR CARS	NIGHT	\$11.02	\$12.12			
PARKING LOT PENSION FOR BUSES	NIGHT	\$22.03	\$24.23			
PARKING LOT PENSION FOR LARGE UNITS	NIGHT	\$27.54	\$30.29			
WHEELCHAIR RENTAL	EVENT	\$65.36	\$71.90			
AMBULANCE SERVICE (10 HOURS)	10 HOURS	\$309.22	\$340.14			
SET-UP OVERTIME						
EXTRA HOUR AT NIGHT (22:00 to 7:00 hrs.)	m ²	\$5.61	\$6.18			
ADDITIONAL TIME FOR SETTING UP AT NIGHT - ORGANIZING COMMITTEE m ²	HOUR	\$0.40	\$0.44			
ADDITIONAL TIME FOR SETTING UP - BOOTHS (08:00 to 20:00 hrs)	TIME	EXTRA HOUR	EXTRA DAY	EXTRA HOUR	EXTRA DAY	
Booth from 1 to 60 m ² (10.8 to 645.8 sq. ft.)	m ²	\$1.21	\$14.03	\$1.34	\$15.43	
Booth from 61 to 120 m ² (656.6 to 1,291.6 sq. ft.)	m ²	\$0.91	\$10.55	\$1.00	\$11.60	
Booth from 121 m ² (656.6 to 1,291.6 sq. ft.) and over	m ²	\$0.76	\$8.49	\$0.84	\$9.33	
COST FOR DAMAGES CAUSED						
POST-EVENT CLEANING (When booth is left: dirty, with tape stuck to the floor, etc.)	m ²	\$3.87	\$4.25			
STORAGE OF MATERIALS LEFT BEHIND AFTER THE EVENT	DAY	\$57.98	\$63.78			
SPARE KEY	PIECE	\$11.60	\$12.76			
NOTE:	The Operations and Maintenance Department shall determine such other costs of damages not included in this list.					
The cost per EVENT only applies to events lasting up to a maximum of 5 days (Opening - Exhibition - Closure); for information regarding events lasting longer, contact the Services Center. The total cost of the service must be paid in full advance, either in cash or by credit card.						
All services are subject to equipment availability.						
All damage or loss caused to rented equipment or furniture must be paid for by the client.						
This list is subject to change without notice.						
Prices plus VAT						
REVISION REQUIRED AT LEAST ONCE EVERY YEAR						

Where to Stay in Leon, Gto., MX

Special rates 2023

Reservation code: HANNOVER



★★★★★ 2 min

Courtyard by Marriott León en Poliforum

Bvd. Francisco Villa 102 Col. Oriental, León, Gto.

Price from \$1,540.00 + tax in single or double room, excluding breakfast.

Tel. International: 844-683-8959

Tel. México: 477 29594 00

lesly.deavila@courtyard.com



★★★★★ 20 min

Hotel Hotsson León

Bvd. Adolfo López Mateos 1102, Los Gavilanes, 37266 León, Gto.

Price starting at \$2,432 MXN at standard single occupancy with breakfast

Tel : 52 (477) 719 8004

fromero@hotsson.com



★★★★★ 4 min

Metria Hotel

Bvd. Adolfo López Mateos No. 2303, Colonia Las Bugambilias, 37270 León, Gto.

Price starting at \$1,500.00 MXN + tax in single room occupancy without breakfast.

Tel : 52 (477) 689 1856

Correo electrónico:

reservaciones@metriahotel.com

www.metriahotel.com



★★★★★ 5 min

City Express Plus

Bvd. Adolfo López Mateos 2003, Las Bugambilias, 37270, León, Gto.

Price from \$ 1,440.00 MXN + tax in single room occupancy with breakfast.

Tel: +52 (477) 645 0179

cpleo.ventas@cityexpress.com.mx



★★★★★ 5 min

City Express Junior

Bvd. Adolfo López Mateos 2003, Las Bugambilias, 37270, León, Gto.

Price from \$1,030.00 MXN + tax in single room occupancy with breakfast.

Tel: +52 (477) 530 5101

cjleo.ventas@cityexpress.com.mx



★★★★★ 7 min

Holiday Inn León Centro de Convenciones

Bvd. Adolfo López Mateos 2501, Las Bugambilias, 37270 León, Gto.

Price from \$1,100.00 MXN + tax in single room occupancy or double occupancy without breakfast

Tel: +52 (477) 710 0040

ventas.ap@hotelesbjx.com

Where to Stay in Leon, Gto., MX

Special rates 2023

Reservation code: HANNOVER



★★★★★ 12 min

Hampton Inn by Hilton León

Bvd. Adolfo López Mateos 1717, Los Gavilanes, 37270 León, Gto.
Price from \$1,180.00 MXN + tax in single or double occupancy with breakfast.
Tel: +52 (477) 740-3219
Correo : yadhira.estrada@hilton.com
CC: da.hernandez@hilton.com



★★★★★ 13 min

Plaza Hotel Radisson Poliforum

Bvd. Adolfo López Mateos 2611 Ote, Barrio de Guadalupe, 37280 León, Gto.
Price starting at \$1,250.00 MXN + tax in standard occupancy without breakfast.
Tel: +52 (477) 710 0022
<https://www.radissonhotelsamericas.com/en-us/hotels/radisson-leon-poliforum-plaza>



★★★★★ 14 min

Holiday Inn Plaza del Zapato

Bvd. Adolfo López Mateos 1308, Los Gavilanes, 37270 León, Gto.
Price from \$1,220.00 MXN + tax in single room occupancy or double occupancy without breakfast
Tel: +52 (477) 710 0040
ventas.7@hotelesbjx.com



★★★★★ 18 min

Garden Inn by Hilton León

Bvd. Adolfo Lopez Mateos 2126
Col. San Isidro Jerez, 37530 León, Gto.
Prices starting at \$1,240.00 MXN + tax in single room occupancy with breakfast.
Tel: +52 (477) 711 7106
ventas2@hotelesots.com



★★★★★ 31 min

Hotel Antares León

Bvd. Adolfo López Mateos 2500 Interior 3,
Col. San Isidro de Jerez, 37530, León, Gto.
Price starting at \$ 803.00 MXN + tax in single room occupancy with breakfast.
Tel: 52 (477) 101 69 00
gerencia.ventas@sleepinnleonantares.com



★★★★★ 32 min

Hotel Hotsson Smart León

Bvd Adolfo Lopez Mateos 2510, León, Centro Max, 37530, León, Gto.
Price starting at \$1,813.00 MXN + tax in single room occupancy with breakfast.
Tel: 52 (477) 719 8010
lfrodriguez@hotssonsmart.com