

RE+

MEXICO

MARCH 5th - 7th | 2025

EXPO GUADALAJARA, JALISCO

EXHIBITOR'S MANUAL

Organized by:

ITALIAN
EXHIBITION
GROUP
Providing the future



Deutsche Messe

RE+
EVENTS

SNEC

Welcome

Dear exhibitor:

At Italian German Exhibition Company Mexico (IGECO) we are pleased to welcome you to RE+ MEXICO, which will be held from March 5th to 7th, 2025 at Expo Guadalajara, in the city of Guadalajara, Jalisco. We know that your participation will be a successful experience for your company, which is why we are sharing with you the following operating manual so that you can share it with everyone involved.

In this manual you will find important information for planning your participation. It is important to read it carefully and become familiar with its content. It includes aspects such as policies and restrictions of the organizing committee, list of official suppliers, contracting services with the venue, as well as special lodging rates and recommended security measures in the host city.

This document, after being carefully read, must be signed by the legal representative of the exhibiting company and sent to the IGECO operations area. It is of vital importance that you take into consideration the deadlines included in some service formats to ensure the contracting and, above all, the delivery of the service on time, in addition to preventing extraordinary expenses due to last-minute requests.

We are available to support you in achieving your objectives of participation in RE+ MEXICO, please do not hesitate to contact us in case of any doubt.

Sincerely,

RE+ MEXICO Organizing Committee.

Samuel Ramírez
Project Manager RE+ MEXICO
Tel. +52 (55) 7028 3335 ext. 806
samuel.ramirez@igeco.mx

Damian Arias
Attention to Exhibitors
Tel. +52 (55) 1952 0314
damian.arias@igeco.mx

Marissa Franco
Sales Executive
Tel. +52 (55) 7028 3335 ext. 815
marissa.franco@igeco.mx

Yanelly Zúñiga
Sales Executive
Tel. +52 (55) 7028 3335 ext. 827
yanelly.zuniga@igeco.mx

Table of contents

- 04 Venue, set up, exhibit & dismantling hours.
- 05 Exhibitor badges and directory listings, types of contracted space and authorization requirements
- 06 Stand construction guidelines
- 07 Hanging, carpeting, and set up
- 08 Stand Equipment Form
- 09 Stand approval form
- 10 Scanner request form
- 11 Cleaning, electrical services, internet access, parking, commercial and promotional activities
- 12 Office hours for the committee, carrier and security
- 13 Recommendations for exhibitors
- 14 Exhibition of heavy machinery and/or equipment
- 15 Machinery and heavy equipment format
- 16 On-site booth activity / activation request form
- 17 List of official suppliers
- 18 Floor plan of the premises and contact details for the services and accommodation / hotel and special rates
- 19 General rules and conditions

Venue

Expo Guadalajara - Jalisco Hall

Address: Av. Mariano Otero 1499, Col. Verde Valle, C.P. 44550, Guadalajara, Jalisco.

<https://www.expoguadalajara.mx>

Set up hours

- Monday, March 3rd from 8:00 a.m. to 10:00 p.m. Exhibitors with areas larger than 70 m².
- Monday, March 3rd from 10:00 a.m. to 10:00 p.m. Exhibitors with areas larger than 50 m².
- Monday, March 3rd from 1:00 p.m. to 10:00 p.m. Exhibitors with areas larger than 30 m².
- Monday, March 3rd from 4:00 p.m. to 10:00 p.m. All exhibitors.
- Tuesday, March 4th from 8:00 a.m. to 10:00 p.m. All exhibitors.

The set up will be completed on Tuesday, March 4th at 10:00 p.m.

Access to materials and/or equipment will not be permitted after this time; all stands, without exception, must close at this time, otherwise the exhibitor will be subject to a penalty.

Exhibition hours

- Wednesday, March 5th from 11:00 a.m. to 6:00 p.m.
- Thursday, March 6th from 11:00 a.m. to 6:00 p.m.
- Friday, March 7th from 11:00 a.m. to 5:00 p.m.

Exhibitors will be able to enter the exhibition floor from 9:00 a.m. onwards to clean and tidy their stands.

All exhibitors must assign a person from their team to be responsible for their materials at all times, as the organizing committee is not responsible for theft, loss or misplacement. The safety of the exhibitor is the responsibility of the exhibitor. **The event's security is only perimeter and risk control, not inventory.**

Dismantling

- Friday, March 7th, from 6:00 p.m. to 10:00 p.m.
- Saturday, March 8th, 08:00 a.m to 01:00 p.m.

All exhibitors are responsible for their own equipment during dismantling. We recommend assigning a person who can remain at the stand until the company that will be dismantling arrives. The organizing committee is NOT responsible for safeguarding any equipment, materials, etc.

VERY IMPORTANT on Saturday, March 8th, starting at 1:00 p.m., the organizing committee will remove the security device and hand over the facilities to Expo Guadalajara, so all exhibitors must remove all their materials, as well as the waste from the construction of the stand.

In the event of non-compliance with any of these rules, the exhibitor must cover all expenses in accordance with the rules established by Expo Guadalajara. Access for set-up and dismantling for exhibitors will always be through the loading and unloading platforms on Av. del Faro.

IMPORTANT TO CONSIDER FOR SETTING UP AND DISMANTLING: The city of Guadalajara has restrictions for the transportation of heavy cargo within the city, it is important to let your supplier know the Traffic regulations, below you will find the link to the agency for more information or questions on the matter:

<https://jalisco.gob.mx/es/prensa/noticias/99889>

Exhibitor badges and directory listings:

Each exhibitor is entitled to 3 badges free of charge for every 9 m² of space booked; their badges will be available in the registration area on March 4th starting at 12:00 pm.

The cost of the additional badge or its replacement has an extra charge of \$300 pesos + VAT. Always remember that your badge is UNIQUE AND NON-TRANSFERABLE.

Personnel involved during the set-up and dismantling process, such as carpenters, electricians, decorators, drivers, administrative staff, etc., will not require a badge during this period; they will be registered separately for the days and times of the set-up.

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

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

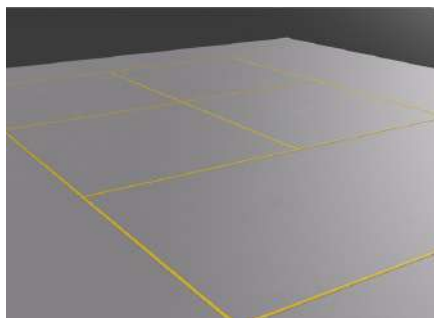
<https://re-plus-mexico.com.mx/doc/GAFETES-DE-EXPOSITORES-EMPRESA.xlsx>

to damian.arias@igeco.mx by February 7th, 2025.

Types of contracted space and authorization requirements:

Raw Space

(from 18 sqm)



Includes: Exhibitor badges (three for every 9 sqm), listing in the directory.

Does not include: Construction of the stand or equipment.

Authorization Requirements

Please submit the following information by February 7th, 2025:

Dimensioned rendering with front, back, and height measurements (or, if unavailable, the design plans)

- Acceptance of the regulations and contractor enrollment
- Exhibitor badge inventory
- Activity registration from 36 sqm

to the email: damian.arias@igeco.mx

Shell Scheme

(9 sqm)



*Reference image

Includes: Exhibitor badges (3 for every 9m²), listing in the directory, one 110V outlet, construction of partitions, institutional carpeting, signage (matching the directory listing), marquee, standard furniture:

- 1 Counter
- 1 table with 2 chairs
- 1 Waste bin

Authorization Requirements

Please submit the following information by February 7th, 2025:

- Stand equipment form
- Exhibitor badge inventory

to the email: damian.arias@igeco.mx

By submitting the documentation, you will receive the authorization to enter set up letter, which will serve as your supplier's entry pass to the showroom floor.

Stand construction guidelines:

The following rules and guidelines are applicable to all exhibitors at RE+ MEXICO 2025. The purpose of these guidelines is to furnish exhibitors with the essential information required to design and construct their stands, as well as to plan the configuration and content of their displays.

Please be advised that wearing a helmet is compulsory during the set up and disassembly phases.

The exhibition area is arranged, except when space constraints dictate otherwise, in increments of 9m² (minimum exhibition area).

- Stands with a single open side are referred to as a "box stand."
- Stands with two open sides are referred to as a "corner stand."
- Spaces with three open sides will be referred to as "peninsulas."
- The stands that are open on all four sides will be referred to as "islands."

Height restrictions

- Surfaces of up to 18 sqm may be constructed to a maximum height of 3 m.
- Surfaces ranging from 19 sqm to 53 sqm may be constructed to a height of 4 m.
- Spaces measuring 54 sqm or larger may be constructed to a maximum height of 5.5 m.

Any stand that surpasses the permitted height limits on site may incur a penalty and/or require modification on site.

Limit of contracted area

All decorative, lighting, or display elements must remain within the designated space. The organizing committee reserves the right to remove or modify any element that encroaches upon the aisles or fails to comply with this regulation, at the exhibitor's expense. No items may intrude into the aisles.

Aesthetic refinement

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

Two-story construction

Elements may be constructed or positioned at the allowable height in accordance with the perimeter within the designated area.

Please be advised that all stand designs must receive approval from the organizing committee. A minimum area of 54sqm is necessary for the construction of double-deck stands. Under no circumstances will double-deck designs that do not meet this minimum area be approved.

The double-deck stand must be constructed in accordance with the following guidelines:

1. The maximum permitted height will be 5 m.
2. Ensure the safety of perimeter containment with railings appropriate for the corresponding number of visitors.
3. Display sign indicating load capacity and visitor flow on the second floor.
4. The construction plan and the final dimensioned render must be endorsed by a responsible director of works (DRO), who is a certified expert from the State of Jalisco (not from other states).
5. Analysis of live and dead loads.
6. Letter of information, review, and completion of the work (stand set up) that includes the name and number of the stand, event, date and location of the stand set up, along with a description of the stand set up, including details regarding the double floor.
7. Copy of the registration as a valid and updated DRO, featuring a current seal.
8. Comprehensive third-party liability insurance, encompassing construction activities from March 3 to March 10, 2025, for a minimum coverage amount of \$1,000,000.00 MXN.

Even if the documentation is complete, access to the second floor requires authorization from the Organizing Committee.

ALL THIS DOCUMENTATION WILL NEED TO BE PRESENTED FROM THE FIRST DAY OF SET UP.

Hanging

Hanging decorative elements or canvas will not be allowed on stands with a surface area of 18 m² or less. The hanging must have a minimum separation of 1 m from the top limit of the stand. The height of any hanging supported by the ceiling of the venue must be STRICTLY 5.5 m from the floor to the highest part of the hanging. The specifications of the hanging must be sent, within the stand approval form, including: measurements, weight and material for approval before February 7th, 2024. To hire the security points, hanging (not exceeding 80 kg.) and rigging service, you must request it from the venue before February 14th.

Summary of guidelines for stand construction.			
Surface	Maximum building height	Double floor	Hanging
Up to 9 sqm to 18 sqm	3 m	No	No
Of 19 sqm a 53 sqm	4 m	No	Yes
54 sqm or greater	5.5 m	Yes	Yes

Carpeting

The Committee will install carpet in the Jalisco Hall; therefore, during set up and disassembly, utmost caution and care must be exercised to prevent any damage to the carpet. It is important to note that any damage inflicted on the carpet will be the responsibility of the exhibitor, who must address the damages directly with the Committee.

Mounting

Remember that it is necessary to obtain the AUTHORIZATION LETTER FOR ENTRY TO SETTING UP so that the supplier can be registered and authorized to enter your set up.

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 to receive your merchandise and displays during the setting up dates and times; neither the organizing committee nor the venue are authorized to receive merchandise on behalf of the exhibitor, and therefore are not responsible for this.

Please inform your suppliers of the location of your stand and the name under which you have registered to participate in the event for access control.

Remember that to enter the premises it is necessary to confirm that the company has no debts of any kind with the organizing committee.

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





Transport vehicles may only remain on the loading dock for a certain time to unload their goods, and must leave within the permitted time, otherwise the facility will charge a fee for the time exceeded.

The venue will charge a fee for any time exceeded. Please adhere to the directives of the venue's floor staff and vehicle control to facilitate 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 SET UP AND DISASSEMBLY OF THE EVENT.

FREE OF CHARGE TIME LIMIT

	30 minutes
	60 minutes
	90 minutes
	120 minutes

Stand Equipment Form

Indicate how you would like the company name to appear on the stand's marquee. If no marquee is required, write: NO MARQUEE.

In case of any changes to the signage or removal of the marquee during setup or the event, additional charges will apply.

Specify the elements you do NOT wish to include/use:

Dividing screens	
carpeting	
Marquee	
1 counter	
1 table with 2 chairs	
Outlet 110v	



Comments:

Please be advised that verbal approvals will not be accepted; all approvals must be documented in writing.

This format will streamline your on-site set up; the design of the physical stand must adhere to the approved specifications.

Stand approval document

Please complete this form and submit it via email to damian.arias@igeco.mx by February 7th, 2025.

Register the personnel who will be servicing your exhibit space.

Mandatory for all exhibitors who possess or construct their own booth.

All stands must comply with the guidelines outlined in this manual. Exhibitors who choose not to use the standard package stand are required to submit their stand design to the organizing committee for approval.

Companies without approved stand designs will not be permitted to participate in the set up process. Please complete this form and attach a drawing or diagram of your stand design, including detailed measurements. Submit your request using the contact information provided in this form by the specified deadline.

INFORMATION OF THE EXHIBITING COMPANY

Contact person/Coordinator: _____

Company name: _____

Booth number: _____

Tel.: _____

Email: _____

Dimensions (width x depth x height): _____

Structural information

Please provide the height, width, and length of all structures, towers, graphics, trusses, etc., along with a diagram or rendering of the booth layout. Design approval cannot be granted without this information.

For internal purposes only.

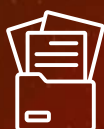
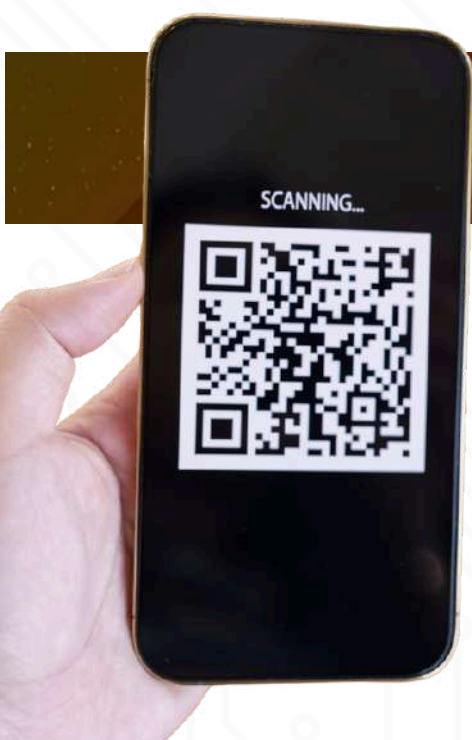
Comments:

Please be advised that verbal approvals will not be accepted; all approvals must be documented in writing.

This format will streamline your on-site set up; the design of the physical stand must adhere to the approved specifications.

SCANNER RENTAL FORM

Available package



Generate a **customised event database**.

2 scanners for \$300 USD + VAT

- Each additional access for **\$100 USD + VAT**

Get all the vital information about your trade visitors by **scanning the QR code on their badges**.



SCANNER CONTRACTING FORMAT

☐ I would like to rent a 2-pack of scanners

☐ I wish to contract ☐ additional scanners.

(Subtotal)

+ 16% VAT

Commercial name:		Stand:	
Company name:			
R.F.C.:			
Telephone:		Mobile and/or Cellular:	
Name of the person accepting the service:			
Position and/or Area:		Email:	
Signature:			

To order scanners, please send this completed form to the following email address: damian.arias@igeco.mx

Cleaning

The Organizing Committee will ensure the cleaning of hallways and common areas. If you require daily cleaning service within your stand, please send an email to damian.arias@igeco.mx.

Electricity

Shell scheme booths will be supplied with a 110V double-polarized electrical outlet; however, the free space does NOT include an outlet. Should you require additional outlets or lighting, please reach out to the operations department at damian.arias@igeco.mx before February 7th, 2025.

The power schedule is from 08:00 a.m. to 10:00 p.m. Should you require power outside of these hours, please arrange for additional power through the service module at: modulo@expoguadalajara.mx

Blocking electrical panels, contact boxes, or hydrants is prohibited; these must remain visible and accessible.

Internet

Expo Guadalajara serves as the sole provider of this service. For further details and pricing, please consult the official Expo Guadalajara contact included in this manual. modulo@expoguadalajara.mx

Parking facility

Expo Guadalajara provides indoor parking facilities and can accommodate vehicles across the entire complex. The parking fee is \$195.00 MXN for the duration from 8:00 a.m to 11:59 p.m.



Parking Fees
Hours: Monday to Friday, 8:00 AM - 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 and Regulations

The cost for a lost ticket is \$195.00 MXN.

15 minutes of leeway

- Concerns regarding the parking service at Expo Guadalajara
Tel: +52 (33) 3343 3000 Ext. 3200 and 3220
Email: calidad@expoguadalajara.mx
- Complaints concerning rates, department of mobility and transportation of the municipality of Guadalajara.
Tel: +52 (33) 3668 2968 Calle Ghilardi - Miraflores Colonia Mezquitán Country C.P. 44101 Guadalajara, Jalisco

Commercial and promotional endeavors

All exhibitor activities must be confined to their designated exhibition space. Any direct sales activities, merchandise, or sample products require approval from the organizing committee. The exhibitor may conduct promotions and events within their exhibition space, contingent upon prior approval from the organizing committee.

The use/flight of drones within the fairgrounds facilities is strictly prohibited.

Office hours of the organizing committee.

RE+ Mexico 2025 personnel will be present on-site during the setup, event, and dismantling phases, stationed at the service desks and within the organizing committee office. Operating hours will be as follows: Monday, March 3rd, and Tuesday, March 4th, from 8:00 a.m. to 10:00 p.m.; March 5th to 7th, from 8:00 a.m. to 6:00 p.m.; and Saturday, March 8th, from 8:00 a.m. to 1:00 p.m.

Transport/maneuvers/national and international shipments

The organizing committee provides access to the supplier NAIB GROUP, the exclusive provider of maneuvering and transportation services within the exhibition area. The use of skids, forklifts, cranes, or any transport equipment not supplied by the official provider is strictly prohibited.

Please examine the attached documents for further details regarding the shipping and delivery of goods, as neither the organizing committee nor the venue will accept any shipments and they disclaim all responsibility.

Security

The organizing committee's security team is exclusively responsible for risk and accident prevention, access control, and crowd management. Security personnel will be deployed starting Monday, March 3rd, at 8:00 a.m., working in 12-hour shifts. Security services provided by the organizing committee will conclude on Saturday, March 8th, at 3:00 p.m.

Exhibitors are responsible for their materials, equipment, and personal belongings throughout the setup, event, and dismantling phases. Exhibitors must arrive 30 minutes prior to the event each day and leave promptly at its conclusion.

All property belonging to exhibitors must remain under their custody and control during transit and while on the exhibition premises.

Exhibitors are responsible for the safekeeping of all decorative materials, tools, furniture, documents, products, computer equipment, and telephones. It is strongly recommended to assign a team member to oversee these items during the setup, event, and disassembly periods.

The organizing committee and the security team do not track or monitor each item brought onto the premises. As such, no refunds or compensation will be provided in the event of the loss of any item brought in by exhibitors or decorators.

To minimize risks:

- Do not leave personal items such as bags, briefcases, backpacks, or documents on the floor, under tables, or in visible areas. Secure these items in a locked location that is not easily accessible to others.
- Report any suspicious individuals or activities near your stand or elsewhere within the exhibition to security personnel stationed at access points.

The removal of merchandise or display items requires prior authorization from the organizing committee. Coordinate this process with security personnel.

Security personnel are authorized to inspect materials entering or exiting the premises as necessary. Your cooperation in these procedures is essential to mitigate theft and loss risks.

For exhibitors requiring enhanced security for their stands, we recommend hiring specialized services to protect your designated area. This may include inventory management for electronic exhibition equipment, which can serve as documentation for insurance claims if necessary. Contact the recommended providers listed for further assistance.

Finally, exercise caution to protect your valuables, such as laptops, mobile phones, and briefcases, as these items are particularly vulnerable to theft.

Important Prohibitions:

- Do not obstruct emergency exits, fire extinguishers, fire hoses, or corridors under any circumstances. Familiarize yourself with their locations upon arrival.
- Animals and firearms are strictly prohibited within the event premises.

Recommendations for exhibitors at RE+ Mexico

- During the set up and disassembly days, it is advised that you refrain from bringing laptops or electronic equipment. If it is absolutely necessary to bring such items, please ensure they are monitored at all times, as the organizing committee, security company, and venue will not be liable for any theft or loss.

Exhibitors are encouraged to securely close their stands with fabric (mesh) when exiting the room during set up.

- It is advisable that phones, tablets, personal computers, valuables, backpacks, and briefcases not be left unattended during the event, as we have observed that they are often inadvertently left on tables and can be stolen within moments.

If you observe any suspicious individuals near your stand, please report them promptly to security personnel.

- We must recognize the necessity of collaboration among exhibitors, the organizing committee, and the security company to effectively combat theft. It is important to note that, regrettably, there are well-organized gangs operating within the venues, composed of professionals who meticulously observe exhibitors and visitors who neglect to safeguard their belongings.

If you require security personnel to oversee your stand and/or equipment, including audio and video devices, please reach out to:

CORPORATIVO EN RESGUARDOS S.A. DE C.V.

SERVICE: PRIVATE SECURITY PROTECTION AND SURVEILLANCE

SECURITY STUDIES AND PROJECTS

REG. CESP/SPSMD/022/2004

Av. Tepeyac 6000-9, Col. Guadalupe Sur, Zapopan, Jal.

Tel: 33 3642 7566 - 33 3642 7295

Email: epraa@hotmail.com

Exhibition of machinery and heavy equipment:

Please note that all types of machinery or exhibition equipment must always be within the contracted space, under no circumstances may it invade the aisles, and in the event that the machinery may be dangerous for any type of audience, it will be necessary to fence it with single-row posts or other objects that prevent passage. Likewise, machinery that is in operation that may spread any type of particle must 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, using the machinery exhibition form with all the information on the specimens to be exhibited (make, model, dimensions, weights, type of base or grip); type of transport (low-boy, platform, box, etc.); electrical consumption requirement; compressed air requirement; request for special maneuvers; number of pieces that each machine consists of; type of packaging and whether it requires forklift or crane equipment for its maneuver; scale plan with the location of the equipment within its stand(s), etc.

If the technical information is not available by Friday, February 7th, 2025, the organizing committee will not be able to include the maneuver within the normal set up and disassembly itinerary.

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

IMPORTANT: If for any technical reason special maneuvers for late exhibitors were to affect other exhibitors already installed and the latter did not agree to move their equipment, the organizing committee will not be responsible, under any circumstances, for the inability to place the exhibitors' samples who have not submitted their technical information on time.

With the complete technical information, the organizing committee will analyze and determine the set up and disassembly schedule, indicating to each exhibitor the day, time and duration of each maneuver.

The scheduled time for each exhibitor is determined based on the "preliminary" technical information that each exhibitor will fill out on 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 he requires equipment to unpack and/or repack, the exhibitor will be obligated to cover the cost for the extra time that results.

The cost of extraordinary maneuvers will be paid directly to the supplier / Expo Guadalajara.

Machinery exhibition framework

Please complete this form and submit it via email to damian.arias@igeco.mx by February 7 th, 2025.
Register the personnel who will be servicing your exhibit space.

INFORMATION OF THE EXHIBITING COMPANY

Contact person/Coordinator: _____

Company name: _____

Booth number: _____

Email: _____

Signature of authorized representative: _____

Date: _____

Required for all exhibitors bringing machinery; please specify the details of your machinery. A separate form must be completed for each machine.

	Features	Provide a detailed description.
1	Dimensions (length, width, height, weight, and specify resting points)	
2	Type of energy utilized by your machine (if three-phase, please specify the details)	
3	Utilizes compressed air and water.	
4	What equipment will you use to transport your machinery? Please specify.	
5	Please provide a photograph of your machine.	

Activity registration format

For stands measuring 36 sqm or larger, you may register any type of activity you intend to conduct during your participation in the event for approval by the organizing committee, such as:

Attention or interaction dynamics, such as performances, activations, musicals, and similar events.

Product introduction

Cocktails or tastings

Gift or award presentation

INFORMATION OF THE EXHIBITING COMPANY

Contact person/Coordinator: _____

Company name: _____

Booth number: _____

Landline: _____ Mobile: _____

ACTIVITY OVERVIEW

Name of the activity: _____ Duration: _____

Date of the event: _____ Time: _____

Activity specifics:

Please be advised that the operations department will evaluate the activity, and the response time is between 24 to 48 hours.

SIGNATURE OF THE RESPONSIBLE
INDIVIDUAL

AUTHORIZATION SIGNATURE

All activities must occur within the designated space, maintaining a minimum distance of 1 meter from the aisles, and under no circumstances should they obstruct neighboring stands or aisles, particularly with the resulting concentrations of people.

All activities must receive authorization from the organizing committee, which reserves the right to modify or cancel any activity deemed dangerous or inappropriate for the event's progression. A professional atmosphere must be maintained at all times.

Suppliers

List of authorized suppliers

Below is a list of providers who can assist you with the various services needed for your participation in RE+ MEXICO 2025.

Structure



Company specializing in the creation, set up, and design of exhibition stands and furniture rental.

Contact

Selene Lamadrid
Tel: +52 33 38 29 584
lamadrid_selene@hotmail.com

Naib Group Fair Division Mexico



Agent for Customs and Logistics Services, specializing in international shipments.

services: Forklifts, cranes, dollies.

Contact

Alan Guerrero Tel. +52 (55) 5769 7415
+52 (55) 5769 7416 Ext. 109 Email:
alan.guerrero@naibgroup.com.mx WhatsApp: +52 55
5331 0323

MOEXPO



Company specializing in the creation, set up, and design of exhibition stands and furniture rental.

Contact

Salvador Reynaga Flores
Telephone: +52 (33) 3180 9595
exposer_salvador@live.com.mx

Stands Maxima de Occidente



Comprehensive provider delivering a range of services, including 3D designs, stand set up, promotional items, furniture rental, and institutional stand set up..

Contact

Lilia Rodriguez Gonzalez
blanca@maximadeoccidente.com Tel: +52 33 1966
0894

Bruchure: https://www.canva.com/design/DAE7vd6jp_U/Xps5DiN1rFEuiYumn7k2HA/view?utm_content=DAE7vd6jp_U&utm_campaign=designshare&utm_medium=link&utm_source=publishsharelink

Corporativo en resguardos S.A. de C.V.



PRIVATE SECURITY PROTECTION AND SURVEILLANCE
SECURITY ANALYSES AND PROJECTS
REG. CESP/SPSMD/022/2004

Service: Security Firm

Contact

Av. Tepeyac 6000-9, Colonia
Guadalupe Sur, Zapopan, Jalisco.
Tel: 33c364c27566 - 33 3642 7295
Email: epraa@hotmail.com

Expo Guadalajara

Exhibitor services:

For the procurement of additional services for exhibitors, we provide you with the direct contact information at Expo Guadalajara for the management of your requests.

Contact email: **modulo@expoguadalajara.mx**

*Response within a maximum of 48 hours.

WhatsApp only: (+52 1) 333-199-3312

Web: Contact (**expoguadalajara.mx**)



Hoteles

To examine the hotel options, please refer to the following link: <https://re-plus-mexico.com.mx/hoteles>

I. GENERAL

1. This contract is established between the Italian German Exhibition Company México, hereinafter referred to as the "Organizing Committee," for the exhibition and all associated events known as RE+ México 2025, scheduled to take place at Expo Guadalajara from March 5th to 7th, 2025, and the contracting company as detailed on the first page of this document, hereinafter referred to as the "exhibitor," in accordance with the following clauses. The signatory of this contract on behalf of the Exhibitor affirms that he possesses the authority to assume, on his own behalf, the obligations arising from this contract, in accordance with the information provided on page 1.

The Organizing Committee will allocate to the Exhibitor a designated area within the exhibition floor (hereinafter referred to as the "stand"), which will be identified and outlined on the exhibition plan, in accordance with the space request specified on page 1 of this contract. The Exhibitor acknowledges that the procurement of space is not contingent upon securing a specific location or layout, and that the ultimate assignment of spaces is determined at the organizer's discretion.

II PAYMENT TERMS

The Exhibitor shall remit to the Committee the amount corresponding to the square meter area designated in the exhibition plan, in accordance with the rates and conditions outlined on the first page of this contract, as compensation for the right to utilize the contracted spaces solely during the days specified by the Committee for set up, exhibition, and disassembly. The total amount agreed upon must be paid in full by the Exhibitor prior to the exhibition, adhering to the following schedule: upon presentation of the contract, 20% of the total; 50% of the total must be paid 90 days before the exhibition; and 100% of the participation fee must be settled 60 days prior to the exhibition. Payments must be made in the currency specified in the invoice, whether in Mexican pesos or American dollars, applying an exchange rate previously established with the Committee, and following the payment instructions provided with the respective invoice(s). Payments should be executed via electronic transfer or certified check made payable to Italian German Exhibition Company Mexico. The Exhibitor shall bear any costs and fees incurred from the transfer of funds through alternative payment methods.

In the exceptional circumstance of payments made via uncertified check, such payments will be accepted unless properly collected. In the event of a return, the Committee reserves the right to enforce the payment of the document, along with the charges established as a minimum by the General Law of Securities and Credit Operations, or at its discretion, to terminate the obligations arising from this contract without the necessity of legal proceedings.

By signing and submitting this contract, the Exhibitor consents to participate and remit the agreed-upon amount. The cancellation fees outlined on page 1 of this contract will be applicable even in the absence of an advance payment. Should the Exhibitor fail to occupy the contracted space on the designated set up dates, they will be required to pay the full amount for the space, and the Committee may utilize it at their discretion to uphold the event's positive image.

In the event that the EXHIBITOR fails to utilize the contracted STAND(s), he/she will forfeit the amounts paid to the Committee, with no entitlement to claims or bonuses, and cancellation fees will be enforced. Should the products intended for exhibition not be installed by 10:00 p.m. on the day preceding the event, the Organizing Committee reserves the right to utilize the space without incurring any liability.

7. Termination by the Exhibitor. Early termination by the Exhibitor must be submitted in writing and will take effect upon receipt by the Committee via email directed to the Italian German Exhibition Company Mexico at samuel.ramirez@igeco.mx. To terminate this Contract in writing as outlined above, the total amount paid by the Exhibitor will be allocated to the Organizing Committee, without relieving the Exhibitor from the obligation to pay the subsequent cancellation fees:

After executing the contract: 20%

- From 120 to 90 days prior to exposure: 50%
- 89 days or fewer prior to exposure: 100%

III UTILIZATION OF THE EXHIBITION SPACE

The Exhibitor agrees that the contracted space will be utilized exclusively for the display of the products outlined on pages 1 and/or 2 of this contract. The Organizing Committee retains the right to relocate a company at its discretion.

9. Space Limitations: The exhibitor is restricted to utilizing the designated area as outlined in the plan, without surpassing the specified boundaries. Any commercial or promotional activities conducted by the exhibitor beyond the confines of their exhibition space will necessitate written approval from the Organizing Committee.

10. The exhibitor is not authorized to assign, transfer, or alienate the rights specified in this contract, nor to lend or lease any portion of the contracted goods, and is committed to exclusively showcasing products manufactured by or associated with the exhibitor.

11. The Exhibitor agrees to return the space in its original condition, without modifying the structures, partitions, furniture, or equipment provided as part of the service. Accordingly, it is prohibited to nail, screw, apply adhesives, paint, or drill holes in the partitions, columns, floors, carpets, and furniture. The use of drywall, adhesives, and permanent paints, as well as nailing or screwing objects of any kind into the floors or columns of the building, creating other types of perforations, utilizing magnifying glasses and sound equipment that disrupt the exhibitions of other companies, igniting fires in the exhibition area, employing flammable or toxic substances, and encroaching upon corridors and rest areas is strictly prohibited, as the materials to be exhibited must be installed in the areas designated for such purposes.

The exhibitor is required to have personnel present at its exhibition space throughout the event hours. For installation, set up, and disassembly activities, the exhibitor shall comply with the regulations outlined in the Exhibitor Manual, which is published and updated electronically on the Organizing Committee's website.

The exhibitor agrees to adhere to the regulations of the event and the fairgrounds. Consequently, the exhibitor commits to disseminating the content of these regulations among its staff or any individuals it designates or hires to fulfill its requirements or obligations during the event.

14. At the conclusion of the event, the exhibitor is required to remove all materials and products within the timeframe specified in the Exhibitor's Manual. The exhibitor also agrees to return the stand referenced in this contract completely vacated and in the condition in which it was received, as outlined in the regulations. The Organizing Committee will not accept any responsibility for materials or products left on the exhibition floor after the dismantling deadlines established in the Exhibitor's Manual have passed. Should the STAND(s) not be vacated within the designated timeframe, the costs incurred for overtime related to the rental of the premises, storage fees, and transportation for the removal conducted by the Organizing Committee will be charged. These expenses must be settled in order to reclaim the merchandise, with no liability assumed by the Committee.

The exhibitor conveys his intention to participate in the aforementioned event and acknowledges his understanding and acceptance of the terms and conditions outlined in the Exhibition Regulations, which are published and updated electronically on the event's website and shall be regarded as an integral component of this contract.

IV RESPONSIBILITY OF THE EXHIBITOR

16. The Committee possesses all requisite permits for the event. However, the exhibitor, whether an individual or a legal entity, domestic or foreign, is accountable for any specific procedures, permits, or authorizations mandated by any Federal, State, or Municipal authority regarding their individual presentation at the event. This includes matters related to personnel, supplier relationships, brand usage, importation, and the exhibition and demonstration of products, equipment, or services, among others.

17. Termination by Organizer. The Committee retains the right to terminate this Agreement immediately upon providing written notice to the Exhibitor in the event of any breach or anticipated breach by the Exhibitor of any terms and conditions outlined herein, in any amending agreement, or in the Exhibitor Handbook. The Committee may, at its discretion (though it is not obligated to), occupy or allocate any space vacated or made available as a result of actions taken under this paragraph in a manner it deems appropriate, without absolving the Exhibitor of any liability for amounts owed.

V SAFETY AND PREVENTION

The Exhibitor indemnifies the Committee and accepts full responsibility for any damage to third parties that may arise from its activities at the exhibition, including set up and disassembly. The Exhibitor agrees to obtain the appropriate insurance in accordance with the risks associated with its participation in the event.

19. From the commencement of the exhibition and throughout its duration, no exhibitor may remove exhibited items without prior written authorization from the Committee. While the Committee will provide security and surveillance services, it will not accept any liability for damage to the Exhibitor's property.

VI EXCLUSION OF LIABILITY

20. In light of the nature of the use and enjoyment of the stands outlined in this contract, both parties affirm that the Committee and the Exhibitor operate as entirely independent contracting entities. Consequently, there exists no employer-employee relationship between them. The Exhibitor acknowledges sole responsibility for all personnel engaged in the exhibition of their products or merchandise, including the payment of salaries, legal benefits, taxes, rights, social security, Infonavit, AFORE, and any other obligations that may arise. Therefore, the Exhibitor agrees to indemnify the Committee against any issues or disputes that may occur in this context, covering all expenses that such circumstances may incur for the Committee.

21. In the event that the Exhibition is rescheduled, relocated, or shortened prior to the commencement date, the signed contract agreement shall remain in effect for the new date, time, location, or duration, unless the Exhibitor submits a written objection within two weeks of receiving the Committee's written notice. If an objection notice is received, the Exhibitor may apply their investment to the subsequent event. Should the Committee conclude that the exhibition cannot be postponed and conducted within a suitable future timeframe, it reserves the right to cancel the exhibition. In such a case, the Committee will allocate the investment to the next edition of the event.

If the exhibition is ultimately cancelled, the Committee will reimburse the Exhibitor the total amount paid for the space within 30 (thirty) calendar days of receiving the notice.

22. Should the event not proceed as planned due to circumstances beyond the reasonable control of the Committee, including damage inflicted by event visitors, other exhibitors, individuals acting independently, or natural disasters, the Exhibitor hereby releases the Committee from all liability for any damages and from claims for any form of compensation, including reimbursement of the participation fee. Furthermore, the Committee shall not be held responsible for attendance levels or sales generated by the exhibitor during the event.

The Organizing Committee disclaims any responsibility or liability concerning the activities, information, products, and services provided by exhibitors and visitors at the event. The exhibitor acknowledges that it understands all negotiations conducted between companies participating in the event are private in nature and independent of any contractual relationship that may exist with the Committee and its business partners.

24. Force Majeure: The Organizing Committee shall not be liable to the Exhibitor for any losses incurred, nor shall it be considered in default under this Exhibition Contract for any delays, failures, or interruptions arising directly or indirectly from industrial action, blackouts, fires, wars, SARS, pandemics, civil, popular, or military unrest, earthquakes, labor disputes, the construction and/or modification of venues including the Event Site, government regulations, strikes, closures, court orders, acts of war, natural disasters, terrorist acts, violence, facility malfunctions, contingencies, floods, epidemics, explosions, accidents, blockades, embargoes, inclement weather, governmental limitations, climatic events, actions by public enemies, riots or civil disturbances, disruptions or inadequacies in transportation, inability to secure sufficient labor, laws pertaining to technical matters or other personnel-related provisions, municipal ordinances, state or federal regulations, governmental emergencies, or any other event or cause beyond the control of the organizer, or if attendance at the exhibition is prohibited. In such instances, the Organizing Committee shall cancel the Event without liability, providing written notice to the Exhibitor. Upon issuance of such notice, the Committee shall have no further obligations to the Exhibitor. A change in the name of the Event does not constitute a cancellation by the Organizer. In all such circumstances, the total amount paid by the Exhibitor shall benefit the Organizing Committee.

VII JURISDICTION

25. In all matters concerning the interpretation and compliance of this contract, the parties explicitly agree to submit to the judges and courts of Mexico City, along with the legal provisions outlined in the current Civil Code pertaining to obligations in general and in kind, thereby waiving the jurisdiction of any other present or future domicile.

I have reviewed the exhibitor manual provided by Italian German Exhibition Company México S.A. de C.V. and I consent to the terms and conditions outlined herein to participate as an exhibitor at this fair.

Signature of the individual accountable

Organized by:



Deutsche Messe

