

THE LEADING RENEWABLE  
ENERGY TRADE SHOW



MEXICO

APRIL 14-16, 2026  
EXPO GUADALAJARA

EXHIBITOR'S HANDBOOK 2026

# WELCOME

Dear Exhibitor,

At Italian German Exhibition Company Mexico (IGECO), we are pleased to warmly welcome you to RE+ MEXICO 2026, which will take place from **April 14th to 16th, 2026, at Expo Guadalajara in Guadalajara, Jalisco.**

We are committed to making your participation a successful and rewarding experience for your company, so we are providing the following **Exhibitors' Handbook**, which **we encourage you to share with all team members involved in the event.**

**Once reviewed, this document must be signed by your company's legal representative and submitted to the IGECO operations team.** Please pay close attention to the deadlines indicated in forms to ensure timely contracting and delivery of services, and to avoid last-minute surcharges.

We are at your disposal to support you in achieving your goals and to ensure that your participation in **RE+ MEXICO 2026** is a complete success.

Sincerely,

**Organizing Committee of RE+ MEXICO.**

## COMMERCIAL CONTACT:

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# EVENT VENUE

## Location

### **Expo Guadalajara - Salón Hall “D y C”**

Address: Av. Mariano Otero no. 1499.

Verde Valle Neighborhood, Postal Code. 44550, Guadalajara, Jalisco

Location: <https://maps.app.goo.gl/JfPMtE2gDrNBS3626>

## Parking service

Expo Guadalajara provides covered parking facilities with capacity for vehicles across the entire complex. Parking is available at a rate of \$240.00 MXN from 8:00 a.m. to 12:00 a.m.

<b>PARKING RATES</b>		Hours: Mon – Fri 8:00 AM – 11:59 PM
<b>Time</b>	<b>Rate</b>	
00:00 - 00:15	\$0.00 MXN	<p><b>Policies and Restrictions</b></p> <p><b>Lost ticket will incur a fee of \$240.00 MXN</b></p> <p><b>15-minute grace period</b></p> <ul style="list-style-type: none"><li>• Parking service complaints for Expo Guadalajara <b>Phone:</b> +52 (33) 3343 3000 Ext. 3200 and 3230 <b>Email:</b> <a href="mailto:calidad@expoguadalajara.mx">calidad@expoguadalajara.mx</a></li><li>• Complaints regarding parking fees, mobility, and transportation for the municipality of Guadalajara <b>Phone:</b> +52 (33) 3668 2968 <b>Street:</b> Ghilardi, corner with Miraflores, Mezquitan Country neighborhood ZIP Code 44101, Guadalajara, Jalisco</li></ul>
00:16 - 01:00	\$35.00 MXN	
01:01 - 01:30	\$55.00 MXN	
01:31 - 02:00	\$75.00 MXN	
02:01 - 04:30	\$90.00 MXN	
04:31 - 05:00	\$110.00 MXN	
05:01 - 08:30	\$130.00 MXN	
08:31 - 09:00	\$145.00 MXN	
09:01 - 12:30	\$165.00 MXN	
12:31 - 13:00	\$185.00 MXN	
13:01 - 17:30	\$200.00 MXN	
17:31 - 18:00	\$220.00 MXN	
18:01 - 24:00	\$240.00 MXN	

**NOTE:** The parking fee is subject to change without prior notice.

## Recommended hotels with special rates

To explore accommodation options offering special rates for RE+ MEXICO 2026, we kindly ask you to access the following link and ensure that you provide the corresponding code:

[RE+ MEXICO | Hoteles](#)

# GENERAL SCHEDULE OF ACTIVITIES

## Organizing committee office hours

The RE+ MEXICO team will be available on-site during setup, the event, and dismantling, at the Organizing Committee office located at: **Calzado I del Centro de Negocios I.**

The service hours will be as follows:

- April 12<sup>th</sup>–13<sup>th</sup>: 08:00 a.m. to 06:00 p.m.
- April 14<sup>th</sup>–16<sup>th</sup>: 08:00 a.m. to 06:00 p.m.
- April 17<sup>th</sup>: 08:00 a.m. to 01:00 p.m.

## Exhibitor badges

Each exhibitor is entitled to 3 badges for every 9 sqm of contracted space. To register your exhibitor badges, it is necessary to complete the form "["RE+ MEXICO 2026 Exhibitor Badges"](#)".



### **IMPORTANT!**

For proper registration and to avoid delivery issues on site, please send the completed form "**RE+ MEXICO 2026 Exhibitor Badges**" to [damian.arias@igeco.mx](mailto:damian.arias@igeco.mx) and [daniela.torres@igeco.mx](mailto:daniela.torres@igeco.mx), with a copy to your sales executive.

### **SUBMISSION DEADLINE: MARCH 27, 2026**

Badge Pickup: **Exhibitor Module at the lobby 3 “Registration Area”**:

- Monday, April 13 from 10:00 a.m. to 6:00 p.m.
- Tuesday, April 14 and Wednesday, April 15 from 11:00 a.m. to 6:00 p.m.
- Thursday, April 16 from 11:00 a.m. to 5:00 p.m.

To request additional badges, please contact the operations team at: [damian.arias@igeco.mx](mailto:damian.arias@igeco.mx) and [daniela.torres@igeco.mx](mailto:daniela.torres@igeco.mx).

**The cost for an additional badge or for reprinting a lost or forgotten badge is \$300.00 MXN (+ VAT). Please remember that your badge is UNIQUE AND NON-TRANSFERABLE.**

**NOTE:** Badges will be delivered only to a member of the exhibitor's team, who must present an official ID at the time of delivery and sign upon receipt. Individual deliveries will not be made, nor will reprints be allowed without justified cause.

## **Set up entry schedule**

Vehicle access for setup activities will be carried out exclusively through the “Patio de Maniobras”, via the loading and unloading docks on Av. del Faro. Upon arrival at the entrance control booth, security personnel will provide the necessary instructions to proceed to the assigned unloading area. It is important to present the “**setup authorization letter**” sent by the operations team and to follow the instructions of the on-site staff to ensure an orderly and safe entry, as well as to avoid delays in the setup process.

DEADLINE WITHOUT SURCHARGE			
			
30 MINUTES	60 MINUTES	90 MINUTES	120 MINUTES

### **SUNDAY APRIL 12 from 08:00 a.m to 10:00 p.m.:**

- Exhibitors with spaces equal to or greater than 72 sqm starting at 8:00 a.m.
- Exhibitors with spaces equal to or greater than 54 sqm starting at 10:00 a.m.
- Exhibitors with spaces equal to or greater than 36 sqm starting at 12:00 p.m.
- All exhibitors starting at 3:00 p.m.

### **MONDAY APRIL 13 from 08:00 a.m to 10:00 p.m.:**

- All exhibitors at 08:00 a.m.

*\*All exhibitors who have contracted a Equipped Booth may enter for setup starting Monday, April 13<sup>th</sup>from 14:00 hrs for booth supervision.*



**NOTE: Setup will end on Monday, April 13 at 10:00 p.m.** No materials and/or equipment will be allowed to enter after that time; all booths, without exception, must be completed by this deadline. Otherwise, exhibitors will be subject to a penalty applied directly to the exhibitor.

## **Exhibition hours**

- Tuesday, April 14<sup>th</sup> from 11:00 a.m. to 6:00 p.m.
- Wednesday, April 15<sup>th</sup> from 11:00 a.m. to 6:00 p.m.
- Thursday, April 16<sup>th</sup> from 11:00 a.m. to 5:00 p.m.

Exhibitors may access the exhibition floor exclusively with their exhibitor badge starting at **09:00 a.m.** for booth cleaning and setup.

## Dismantling schedule

- Thursday, April 16 from **6:00 p.m. to 10:00 p.m.**
- Friday, April 17 from **8:00 a.m. to 1:00 p.m.**

Before entering with your vehicle, you must first move your equipment to the loading dock area, where the vehicle control staff will grant you access authorization.

Dismantling access for exhibitors will always be through the loading and unloading docks on Av. del Faro. No additional time beyond the scheduled dismantling hours will be allowed.



**NOTE:** Any exhibitor or set up company that does not remove all materials and waste generated will be penalized with a fine, the amount of which will depend on the maneuvers required for collection. **The charge will be made directly to the exhibiting company.**

## IMPORTANT NOTES

1. During setup and dismantling, **all personnel working on the exhibition floor must wear safety helmets and protective footwear.** It is also recommended to use additional safety gear such as vests, goggles, masks, and harnesses (the latter only when working at height).
2. The city of Guadalajara has restrictions on heavy cargo transportation within the city. It is important to inform your provider about the Traffic and Road Regulations. Below you will find the official link to the authority for more information or questions: <https://jalisco.gob.mx/es/prensa/noticias/99889>
3. Within the facilities of Expo Guadalajara, it is not permitted to carry out ironwork and/or electric welding, use saws, air guns, spray paint, etc., nor to use products that may harm the environment.
4. All exhibitors are responsible for their own setup and dismantling. Therefore, they must assign a person in charge at all times to oversee their materials (machinery, booths, graphics, audio and video equipment, computer equipment, suitcases, bags, etc.). **The Organizing Committee will not be held responsible for theft or loss.**
5. The organizing committee will **not** safeguard or be held responsible for any equipment, materials, tools or belongings.
6. Booths must be prefabricated by the supplier. Only on-site set up and finishing will be allowed.
7. It is the supplier's responsibility to collect and remove any waste generated during setup and dismantling.
8. For shipping and delivery of goods: Do not consign shipments to the venue or the organizing committee. Neither the venue nor the organizer will sign for or receive any shipments on behalf of exhibitors.

*Failure to comply with any of these rules will result in penalties for the exhibitor, builder, or decorator.*

## **Carpet installation**

The installation of the carpet in the aisles will begin on **April 13<sup>th</sup> at 4:00 p.m.** For this reason, we kindly ask for your support in clearing and keeping the aisles free starting at that time. Any materials that may obstruct access to the aisles must be removed. This includes boxes, furniture, exhibition materials, or any other objects that could interfere with the carpet installation.

*\*The use of overtime after the setup closing on Monday, April 13<sup>th</sup> is strictly prohibited in order to avoid damage to the carpet.*

## **Recommendations for RE+MEXICO exhibitors**

- During setup and dismantling days, we strongly advise **not to bring luggage, computers, projectors, or other electronic equipment**. If absolutely necessary, please ensure they are always supervised. The organizing committee, security personnel, and venue management **will not be held responsible** for any loss or damage.
- When leaving the exhibition hall during setup, we recommend **covering your booth with mesh fabric** and notifying security staff. This ensures that no one is allowed inside your booth under any circumstances.
- During the event, please **do not leave valuables unattended**, including cell phones, tablets, laptops, backpacks, or briefcases. In case of loss or damage, the organizing committee, security company, and venue **assume no liability**.
- If you notice any **suspicious individuals** near your booth, report them immediately to security or event staff. Let's work together—exhibitors, organizers, and security—to maintain a safe environment for everyone.

# **PARTICIPATION GUIDELINES AND BOOTH REGULATIONS**

## **Booth types**

- **Raw Space**

Includes: 3 exhibitor badges (per 9 sqm), mention in the digital exhibitor directory, and 1 double single-phase outlet of 110V up to 1000W. **Does not include:** carpet, construction, or furniture.

- **Equipped Booth**

Includes: 3 exhibitor badges (per 9 sqm) and mention in the digital exhibitor directory, standard carpet, partition panels, fascia with signage, 1 electrical outlet of 110V up to 1000W, standard furniture: 1 counter, 1 table with 3 chairs (per 9 sqm), and 1 trash bin.

## **Booth construction guidelines**

The following rules and guidelines apply to all exhibitors at RE+ MEXICO. Our goal is to provide exhibitors with all the necessary information to design and build their booth, as well as to plan the layout and content of their space.

### **Basic Equipped**

You must submit the "[\*\*Equipped booth form\*\*](#)" to confirm the included elements (carpet, furniture, partitions, fascia, and marquee).

### **Raw Space**

You must submit the "[\*\*Raw space booth approval form\*\*](#)" as well as the scaled render for approval by the organizing committee.

\* Deadline to submit your formats: Friday, March 13, 2026. If they are not received and registered on time, you will incur a penalty of \$400 USD + VAT.

Once your format is approved, you will receive the "[\*\*Set up Authorization Letter\*\*](#)."

All decorative, lighting, or display elements must remain within the contracted space. The organizing committee reserves the right to remove or modify any element that encroaches on the aisles or does not comply with these rules, with the cost charged directly to the exhibitor. No elements may extend into the aisles.



#### **\* Space Usage Conditions for Exhibitors**

The exhibitor agrees to return the assigned space in the same condition in which it was received, without altering any structures, panels, furniture, or equipment provided. It is strictly prohibited to nail, screw, paint, drill, or apply adhesives to panels, columns, floors, carpet, or furniture. The use of drywall, permanent adhesives or paints, as well as fastening objects to floors or columns or making additional perforations, is not allowed. The use of megaphones or sound equipment that interferes with other exhibitors is also prohibited, as is lighting fires, using flammable or toxic substances, and occupying hallways or rest areas. All exhibited materials must remain within the designated area.

### **Breaches and Penalties**

In the event of non-compliance with any of these instructions, a financial penalty will be applied, the amount of which will depend on the severity and extent of the damage caused.

### **Floor managers**

To oversee the setup, event, and dismantling phases, the organizing committee will have professional Floor Managers available. They can be found on the service module located on the exhibition floor. Their main responsibility is to ensure compliance with the regulations outlined in this manual and to provide support throughout the entire process.

## **Aesthetic finish**

In any construction, the rear side of your decoration must be covered with stretched black fabric. Unfinished surfaces are not allowed to remain uncovered.

## **Height limits**

Booth Area	Max Construction Height	Double-Decker Allowed	Hanging Elements Allowed
Up to <b>18 sqm</b>	3 m	No	No
From <b>36 sqm to 53 sqm</b>	5.5 m	No	Yes
<b>54 sqm</b> and above	5.5 m	Yes	Yes

\*If a hanging element is included, it must be considered within the maximum construction height.

## **Double - decker booths**

It is permitted to build or place elements up to the allowed height within the perimeter of the contracted area. Please note that **all custom booth designs require prior approval** from the organizing committee. A **minimum area of 54 sqm** is required to build a double-decker booth. Under no circumstances will double-decker designs be approved if they do not meet this minimum area requirement.

The following documents must be submitted **before March 13<sup>rd</sup>** to the email addresses: [damian.arias@igeco.mx](mailto:damian.arias@igeco.mx) and [daniela.torres@igeco.mx](mailto:daniela.torres@igeco.mx):

1. The construction plan, analysis of live and dead loads, and the final scaled render must be signed by a Director Responsible for Construction (DRO), who is a certified expert from the State of Jalisco (not from other states). Include a copy of their valid registration.
2. An information, review, and conclusion letter for the project (stand set up) that includes the name, number, event, date, description, and location where the stand will be assembled, with details regarding the double-deck structure.
3. The maximum permitted height is 5.5 m.
4. Ensure the safety of the perimeter containment with adequate railings for the corresponding number of visitors.
5. Display a sign indicating the load capacity/visitor flow on the second floor.
6. Civil liability insurance policy to third parties with broad coverage, covering construction activities from April 10 to April 18, 2026, for a minimum amount of \$1,000,000.00 MXN.

**NOTE:** All original documentation must be available on-site from the first day of setup through the end of dismantling.

*All this documentation must be submitted starting from the first day of setup.*

## **Handling elements**

The hanging and rigging service is exclusive to Expo Guadalajara. We recommend taking the necessary precautions and considering this information in your planning. Please submit your request to ensure proper management and avoid setbacks by contacting Expo Guadalajara at: [modulo@expoguadalajara.mx](mailto:modulo@expoguadalajara.mx)

Hanging or supporting decorative objects is only permitted for exhibitors with a **minimum of 36 sqm**, provided that the ceiling height allows for such installations.

**For any type of hanging installation, the following guidelines must be followed:**

- All objects to be hung must be submitted to the organizing committee within the [\*\*“Raw space booth approval form”\*\*](#) including the hanging specifications and a render with measurements, material, and weight details, for approval before the submission deadline: **March 13, 2026**.
- All hanging installations will be subject to the same surface restrictions; no logo or graphic may extend beyond the contracted area.
- The maximum height of any hanging element must be strictly 5.5 m from the floor to the highest point of the element.
- To contract the service for safety points, hanging (not exceeding 80 kg), and rigging (exceeding 80 kg), requests must be submitted to Expo Guadalajara **before March 23, 2026**, to ensure service availability.
- The organizing committee reserves the right to dismantle, lower, or remove any decorative element, sign, banner, or other material that has been hung or placed and that, in its judgment, distorts the overall image of the event, represents a safety risk, or does not comply with the previously authorized elements.

## **Installation of machinery and/or heavy equipment**

The [\*\*“Machinery Exhibition Form”\*\*](#) must be completed with all information regarding the machinery to be exhibited (brand, model, dimensions, weight, type of base or support), type of transport (low-boy, platform, box, etc.), electrical consumption requirements, compressed air requirements, request for special maneuvers, number of parts that make up each machine, type of packaging, and whether forklift or crane equipment is required for handling, as well as a scaled plan showing the location of the equipment within the booth.

Please consider the following guidelines:

1. All machinery and/or heavy equipment must be supported on rubber bearings or other similar material that cushions and protects the exhibition floor and **must have authorization from the Organizing Committee**.
2. All machinery or exhibition equipment must always remain within the contracted space; under no circumstances may it invade the aisles. If the machinery poses

any danger to the audience, it must be fenced off with stanchions or other objects to prevent passage. This also applies to machinery in operation.

3. Neither the Organizing Committee nor the venue will receive any shipments and disclaim all responsibility. If the technical information is not provided by **March 13, 2026**, the **Organizing Committee will not be able to include the maneuver within the normal setup and dismantling schedule.**

The Organizing Committee makes available the recommended provider **NAIB GROUP** for maneuvers and hauling within the exhibition floor.

**IMPORTANT:** The organizing committee will not be responsible for the set up of machinery due to any technical reason or special maneuvers for exhibitors that may cause delays affecting other exhibitors already installed and unwilling to move their equipment.

### **Commercial and promotional activities**

All exhibitor activities must be registered for approval through the "[\*\*Activity Registration Form\*\*](#)". Exhibitors may carry out promotions and activations within their exhibition space with prior approval from the organizing committee.

## **FORMATS FOR SET UP AUTHORIZATION LETTERS**

### **Vendor Access considerations for set up**

Dear exhibitor and/or set up company, please remember that you must present the "[\*\*Set up Authorization Letter\*\*](#)" for proper registration and access to the facilities. This letter will be sent by the operations team once all your participation formats have been approved.

*\* It is important that you verify the entry schedules according to the contracted square meters so you can manage your logistics. No early access will be granted under any circumstances.*

Please inform your suppliers about the location, number, and the name under which your stand has been registered for access control.



**Remember that in order to enter the venue, it is necessary to confirm that the company has no outstanding debts of any kind with the Organizing Committee. In case of any debt, access to set up will be withheld until payment is settled. We kindly ask you to prevent this situation by keeping your payments up to date.**

**NOTE:** If the technical information is not provided, the Organizing Committee will not be able to include the exhibitor within the regular set up and dismantling schedule. In such case, once the delayed information is received, the set up and dismantling service will be considered special, requiring the exhibitor to cover in advance all expenses generated for the removal and reinstallation of carpet, partitions, electrical installations, signage, or any other setbacks that may occur.

REQUIREMENTS FOR OBTAINING THE SET UP AUTHORIZATION LETTER		
FORMS	RAW SPACE	EQUIPPED BOOTH
<b>Exhibitor manual signed by the legal representative</b>	✓	✓
<b>Exhibitor badge format</b>	✓	✓
<b>Raw space booth approval form</b>	✓	✗
<b>Render with dimensions (height, width, and depth)</b>	✓	✗
<b>Equipped booth form</b>	✗	✓
OPTIONAL, IF REQUIRED		
<b>Machinery exhibition form</b>	✓	✓
<b>Activity registration form</b>	✓	✗
<b>Project signed by DRO for double-deck construction (minimum surface area of 54sqm)</b>	✓	✗



All this information must be sent to [damian.arias@igeco.mx](mailto:damian.arias@igeco.mx) and [daniela.torres@igeco.mx](mailto:daniela.torres@igeco.mx), with a copy to your sales executive. **With March 13 as the deadline for submission;** otherwise, you will incur a **penalty of \$400 USD + VAT.**

# RAW SPACE BOOTH APPROVAL FORM

Complete this form and send it to [damian.arias@igeco.mx](mailto:damian.arias@igeco.mx) and [daniela.torres@igeco.mx](mailto:daniela.torres@igeco.mx), with a copy to your sales executive before March 13, 2026.

If you fail to meet the established deadline, **you will incur a penalty of \$400 USD + VAT**, which must be paid in order to proceed with the registration of your information.

## EXHIBITING COMPANY INFORMATION

### REQUIRED FOR ALL EXHIBITORS WITH RAW SPACE BOOTHS

Contact person/ Responsible:

Company name:

Booth name:

Phone:

Email:

Mobile:

## BOOTH CONSTRUCTION COMPANY INFORMATION

Company name:

Construction coordinator:

Email:

Mobile:

Booth dimensions (width x depth x height):

## BOOTH INFORMATION

Include a RENDER of the booth showing the height, width, and length of all structures, towers, graphics, frames, etc. Provide front and right/left side views with elevations and dimensions. Add three-dimensional visualizations that visually describe the project and highlight the most important elements.

***Booth setup will not be permitted for companies without approved stand designs.***

Comments:

**IMPORTANT:** Verbal approvals will not be granted. All approvals must be issued in writing.

***This form will facilitate your access to the setup area. The physical booth design must match the approved render.***

# EQUIPPED BOOTH FORM

Complete this form and send it to [damian.arias@igeco.mx](mailto:damian.arias@igeco.mx) and [daniela.torres@igeco.mx](mailto:daniela.torres@igeco.mx), with a copy to your sales executive before March 13, 2026.

If you fail to meet the established deadline, **you will incur a penalty of \$400 USD + VAT**, which must be paid in order to proceed with the registration of your information.

## REQUIRED FOR ALL EXHIBITORS WHO CONTRACTED A EQUIPPED BOOTH

**Booth header name:** (If not required, write: NO HEADER).

**NOTE:** Any modification to the booth header or removal of the fascia during setup or the event will incur an additional charge.

Your booth includes the following equipment for every 9m<sup>2</sup>. If you do NOT require any of the following items, please check the box:

<b>Partition panels</b>	<input type="checkbox"/>
<b>Standard carpet</b>	<input type="checkbox"/>
<b>Header with company name</b>	<input type="checkbox"/>
<b>1 counter</b>	<input type="checkbox"/>
<b>1 table</b>	<input type="checkbox"/>
<b>3 chairs</b>	<input type="checkbox"/>
<b>One 110v 1000w double electrical outlet</b>	<input type="checkbox"/>



## EXHIBITING COMPANY INFORMATION

**Contact person / Responsible:**

**Company name:**

**Booth number:**

**Booth área (sqm):**

**Phone:**

**Mobile:**

**Email:**

**Comments:**

**IMPORTANT:** Exhibitors must maintain the original condition of their assigned space. Modifying structures, using harmful materials, or occupying common areas is strictly prohibited. Non-compliance will result in a financial penalty based on the severity of the damage caused.

# MACHINERY EXHIBITION FORM

Complete this form and send it to [damian.arias@igeco.mx](mailto:damian.arias@igeco.mx) and [daniela.torres@igeco.mx](mailto:daniela.torres@igeco.mx), with a copy to your sales executive before March 13, 2026.

If you fail to meet the established deadline, **you will incur a penalty of \$400 USD + VAT**, which must be paid in order to proceed with the registration of your information.

## EXHIBITING COMPANY INFORMATION

Company name:

Booth number:

Machinery name:		
Machine details		Please be as descriptive as possible
1	<b>Dimensions</b> (length, width, height, weight, and resting points).	
2	<b>Type of energy used</b> (if three-phase, specify details).	
3	<b>Does it require compressed air, water, etc.</b>	
4	<b>What equipment will be used to move the machine?</b> Please specify.	
5	Include a photo of your machine.	

Required for all exhibitors displaying machinery. **A separate form must be completed for each machine.**

## ACTIVITY / ACTIVATION REGISTRATION FORM

Complete this form and send it to [damian.arias@igeco.mx](mailto:damian.arias@igeco.mx) and [daniela.torres@igeco.mx](mailto:daniela.torres@igeco.mx), with a copy to your sales executive before March 13, 2026.

If you fail to meet the established deadline, **you will incur a penalty of \$400 USD + VAT**, which must be paid in order to proceed with the registration of your information.

**Register in this form any type of activity you plan to carry out during your participation in the event for authorization by the Organizing Committee, for example:**

- Engagement or interaction activities
- Product launches
- Cocktail receptions or tastings
- Giveaways or price ceremonies, etc.

### ACTIVITY DETAILS

**Activity name:**

**Responsible person:**

**Responsible phone number:**

**Booth number:**

**Date:**

**Time:**

**Duration:**

**Detailed description of the activity:**

*The activity will be reviewed by the operations department. Response time is 24 to 48 hours.*

**NOTE:** All activities must take place within the contracted space; under no circumstances should neighboring booths or aisles be blocked.

*All activities must be **authorized by the organizing committee**, which reserves the right to modify or cancel any activity deemed unsafe or inappropriate for the event. Please always maintain a professional business environment.*

# ADDITIONAL SERVICES

## Rental of badge readers

The badge reader rental service must be requested through the operations team.

## Cleaning

The Organizing Committee will provide cleaning of aisles and common areas. If you require daily cleaning service inside your booth, we kindly ask you to request it through the operations team to ensure proper management and avoid setbacks.

## Electricity

All booths include one polarized double electrical outlet of 110 V / 1000 W. If additional outlets are required, the request must be submitted through the operations team before April 3, 2026. After this date, any request will be subject to availability and may involve an adjustment in cost.

SERVICE	PRICE \$ USD + IVA
Polarized double electrical outlet, 100 V / 1000 W	\$100

If a special electrical outlet is required, the request must be made directly with Expo Guadalajara at the Services Module or via the contact: [modulo@expoguadalajara.mx](mailto:modulo@expoguadalajara.mx)



**NOTE:** The power supply schedule is from 08:00 a.m. to 10:00 p.m. If power is required before or after these hours, additional energy must be contracted at the Services Module: [modulo@expoguadalajara.mx](mailto:modulo@expoguadalajara.mx)

It is not permitted to block electrical panels, outlet boxes, or hydrants; these must remain visible and accessible at all times.

## Security

The security contracted by the Organizing Committee is for general areas and access control starting on Sunday, April 12 at 8:00 a.m., operating in 24-hour shifts. The Organizing Committee will conclude the security deployment on Friday, April 17 at 1:00 p.m.

The function of the security personnel is strictly perimeter-based: supervising, controlling access, and preventing thefts, accidents, and disturbances within the exhibition area. The venue will provide security in the exterior areas of the premises. Security personnel are authorized to inspect all materials entering or leaving the venue at any time, and we kindly ask for your cooperation with these controls to reduce the risk of theft and losses.

Take precautions on site to safeguard your valuables, such as computers, cell phones, tablets, briefcases, backpacks, suitcases, etc., as these items are highly susceptible to theft.

**If you require security personnel for your booth, machinery, or audiovisual equipment, we recommend consulting the list of suggested providers for additional surveillance services.**

It is strictly prohibited to block emergency exits, fire extinguishers, fire hoses, or aisles at any time. Please locate these points upon arrival.

**Animals and firearms are not allowed inside the event.**

### **Food and beverages**

Food and beverages at the event are exclusive to the Expo Guadalajara venue. If you require any service, please request it through the following contact: [modulo@expoguadalajara.mx](mailto:modulo@expoguadalajara.mx)

### **Internet**

The internet service is exclusive to the Expo Guadalajara venue. If you wish to contract this service, please request it through the following contact: [modulo@expoguadalajara.mx](mailto:modulo@expoguadalajara.mx)

### **Additional Furniture**

In case additional furniture is required, please request it through the operations team **no later than March 13, 2026** to ensure availability.

TYPE	PRICE MXN (+16%IVA)	PRICE DLLS (+16% IVA)
<b>43" TV</b>	\$6,400.00	\$320.00
<b>Chair</b>	\$800.00	\$40.00
<b>Table</b>	\$1,400.00	\$70.00
<b>Table with 3 chairs</b>	\$2,400.00	\$120.00
<b>Counter with security key</b>	\$2,400.00	\$120.00
<b>Printed vinyl per screen (235x96cm)</b>	\$800.00	\$40.00
<b>Printed vinyl per counter (87x96cm)</b>	\$400.00	\$20.00
<b>Double electric outlet 110v/500w</b>	\$2,000.00	\$100.00

# LIST OF RECOMMENDED SUPPLIERS

The following list is provided solely as a reference for service and solution providers to facilitate operations for our exhibitors. You are not required to use their services. Please note that Italian German Exhibition Company Mexico is not responsible for any malpractice.

- **Naib Group Fairs Division Mexico**

Customs and logistics services agent for international shipments.

Contact: Alan Guerrero

Phones: +52 (55) 5769 7415 / +52 (55) 5769 7416 Ext. 109

WhatsApp: +52 55 53310323

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

- **STRUCTURA**

Company specialized in booth creation, set up, and design; furniture rental.

Contact: Selene Lamadrid

Phones: + 52 333 829 9584

Email: [lamadrid\\_selene@hotmail.com](mailto:lamadrid_selene@hotmail.com)

- **SAKUM**

Company specialized in booth creation, set up, and design; furniture rental.

Contact: Javier Morales

Phones: +52 55 8608 6527

Email: [sakum.mx@gmail.com](mailto:sakum.mx@gmail.com)

- **MOEXPO**

Company specialized in booth creation, set up, and design; furniture rental.

Contact: Salvador Reynaga

Phones: +52 331 602 3361

Email: [exposer\\_salvador@live.com.mx](mailto:exposer_salvador@live.com.mx)

- **SISTEXPO**

Company with experience in booth design and construction, offering innovative, functional, and sustainable solutions.

Contact: Francisco Collazo

Phone/WhatsApp: +52 56 6232 3663

Email: [fcollazo@sistexpo.com.mx](mailto:fcollazo@sistexpo.com.mx)

# EVENT TERMS AND CONDITIONS

## Excerpt from the exhibition space contract

### I GENERALES

#### I GENERAL

1. The Committee declares itself to be the organizer of the exhibition entitled RE+ MEXICO 2026, which will take place at Expo Guadalajara, Jalisco, Mexico, from April 14<sup>th</sup> to 16<sup>th</sup>, 2026.
2. The signatory of this contract on behalf of the Exhibitor affirms they are authorized to enter into binding agreements on behalf of the company, as stated on page 1 of this contract.
3. The Organizing Committee will assign the Exhibitor a space on the exhibition floor (hereinafter referred to as the “booth”), which will be located and defined on the exhibition floor plan, based on the space request detailed on page 1 of this contract. The Exhibitor understands that space rental is not contingent upon receiving a specific location or configuration, and that final space assignments are made at the sole discretion of the organizer.

#### II PAYMENT TERMS

4. The Exhibitor agrees to pay the Committee the amount corresponding to the square meters assigned, as per the rates and terms described on page 1 of this contract. This payment grants the right to use the contracted space during the designated setup, exhibition, and teardown days. The total amount must be paid in full before the event, according to the following schedule: upon signing the contract: 20%, 90 days before the event: 50% and 60 days before the event: 100%. Payments must be made in the currency stated on the invoice (Mexican pesos or US dollars), using the agreed exchange rate, and following the payment instructions provided. Payments must be made via wire transfer or certified check payable to *Italian German Exhibition Company México S.A. de C.V.* The Exhibitor is responsible for any fees or charges related to the payment method.
5. In exceptional cases where payment is made by uncertified check, it will be accepted subject to clearance. If the check is returned, the Committee reserves the right to enforce payment or cancel the contract without legal proceedings.
6. Upon signing this contract, the Exhibitor commits to participating and paying the agreed amount. Cancellation fees listed on page 1 will apply even if no deposit has been made. If the Exhibitor fails to occupy the booth during setup, they are still obligated to pay the full amount, and the Committee may reassign the space to maintain the event’s image.
7. If the Exhibitor does not use the contracted booth(s), any payments made will be forfeited to the Committee, and cancellation fees will apply. If the booth is not fully installed by 22:00 hrs on the day before the event, the Committee may reassign the space without liability.

8. Termination by the Exhibitor. Early termination by the Exhibitor must be made in writing and will be effective upon receipt by the Committee of an email addressed to Samuel Ramírez, RE+ MEXICO; Italian German Exhibition Company México S.A. de C.V., at the following email address: samuel.ramirez@igeco.mx. Upon termination of this Contract in writing as stated above, the total amount paid by the Exhibitor shall remain with the Organizing Committee, without exempting the Exhibitor from payment of the following cancellation fees:
  - After signing the contract: 20%
  - From 120 to 90 days before the exhibition: 50%
  - 89 days or fewer before the exhibition: 100%

### **III USE OF EXHIBITION SPACE**

9. The Exhibitor agrees to use the contracted space solely for displaying the products described on pages 1 and/or 2 of this contract. The Organizing Committee reserves the right to reassign booth locations at its discretion.
10. Space Limitations: The Exhibitor must use the space strictly as outlined in the floor plan, without exceeding the designated boundaries. Any commercial or promotional activity outside the assigned booth area requires prior written approval from the Organizing Committee.
11. The Exhibitor may not assign, transfer, or sublease the contracted booth(s), either in whole or in part. Only products manufactured or directly related to the Exhibitor may be displayed. The Exhibitor agrees to return the booth in the same condition in which it was received, without altering any structures, partitions, furniture, or equipment provided. It is strictly prohibited to nail, screw, glue, paint, or drill into partitions, columns, floors, carpets, or furniture. The use of drywall, permanent adhesives or paints, and any structural modifications to the venue are not allowed. Loudspeakers or sound systems that interfere with neighboring exhibitors are also prohibited, as are open flames, flammable or toxic materials, and the use of aisles or rest areas for display purposes.
12. The Exhibitor is required to have staff present at their booth during all exhibition hours. For setup and teardown, the Exhibitor must comply with the regulations outlined in the Exhibitor Manual, which is published and updated electronically on the Organizing Committee's website.
13. The Exhibitor agrees to comply with all event and venue regulations and is responsible for ensuring that their staff and contractors are also informed and compliant.
14. At the end of the event, the Exhibitor must remove all materials and products within the timeframe specified in the Exhibitor Manual and return the booth space in its original condition. The Organizing Committee is not responsible for any materials left behind after the teardown deadline. If the booth is not vacated on time, the Exhibitor will be charged for overtime venue rental, storage, and handling fees, which must be paid before retrieving any remaining items.
15. The Exhibitor confirms their intent to participate in the event and agrees to abide by the terms and conditions outlined in the Exhibition Regulations, which are considered an integral part of this contract and are available on the event website.

#### **IV EXHIBITOR RESPONSIBILITY**

16. The Committee holds all necessary permits for the execution of the event. However, the Exhibitor—whether an individual or legal entity, domestic or foreign—is solely responsible for obtaining any specific permits, licenses, or authorizations required by federal, state, or municipal authorities related to their individual participation. This includes, but is not limited to, personnel management, supplier relations, trademark usage, importation, exhibition, and demonstration of products, equipment, or services.
17. Termination by the Organizer: The Committee reserves the right to immediately terminate this contract by written notice to the Exhibitor in the event of any breach or anticipated breach of the terms and conditions outlined in this document, any amendments thereto, or the Exhibitor Manual. The Committee may reassign or repurpose any vacated or forfeited space at its discretion, without releasing the Exhibitor from their financial obligations.

#### **V SAFETY AND PREVENTION**

18. The Exhibitor releases the Committee from any liability and assumes full responsibility for any damage caused to third parties because of their activities during the exhibition, including setup and teardown. The Exhibitor is required to obtain appropriate insurance coverage based on the risks associated with their participation in the event.
19. From the opening hour and throughout the duration of the exhibition, for security reasons, no exhibitor may remove displayed items without prior written authorization approved by the Committee. The Committee will provide general security and surveillance services but will not be held responsible for any damage to the Exhibitor's property.

#### **VI EXCLUSION OF LIABILITY**

20. Due to the nature of the booth usage under this contract, both parties acknowledge that the Committee and the Exhibitor are entirely independent entities. Therefore, no employer-employee relationship exists between them. The Exhibitor is solely responsible for all obligations related to their personnel, including payment of wages, legal benefits, taxes, social security, housing fund (Infonavit), retirement savings (AFORE), and any other applicable obligations. The Exhibitor agrees to hold the Committee harmless from any disputes or claims arising from these responsibilities and to cover any related expenses.
21. If the exhibition is rescheduled, relocated, or shortened before its scheduled start date, the signed contract will remain valid for the new date, time, location, or duration—unless the Exhibitor objects in writing within two weeks of receiving written notice from the Committee. If an objection is submitted, the Exhibitor may apply their investment to the next edition of the event. If the Committee determines that the exhibition cannot be postponed and held within a reasonable future timeframe, it reserves the right to cancel the event. In such a case, the Exhibitor's investment will be transferred to the next edition. If the event is permanently canceled, the Committee will refund the total amount paid by the Exhibitor within 30 calendar days of the cancellation notice.
22. If the event cannot be held as scheduled due to circumstances beyond the Committee's reasonable control—including but not limited to damage caused by attendees, other exhibitors, or third parties; natural disasters; or force majeure—the Exhibitor waives any

claim for damages or compensation, including reimbursement of participation fees. The Committee is not responsible for attendance levels or sales generated by the Exhibitor during the event. The Committee also disclaims any responsibility for the activities, information, products, or services offered by exhibitors or visitors. All business dealings between participants are considered private and independent of any contractual relationship with the Committee or its partners.

23. The Committee disclaims any responsibility or liability related to the activities, information, products, or services offered by exhibitors and visitors during the event. The Exhibitor acknowledges that all business interactions between participating companies are private and unrelated to any contractual relationship with the Committee or its business partners.
24. Force Majeure: The Organizing Committee shall not be held liable for any loss or breach of this contract resulting from delays, failures, or interruptions caused by industrial actions, power outages, fires, wars, pandemics, civil unrest, earthquakes, labor disputes, venue construction or modifications, government regulations, strikes, court orders, acts of war, natural disasters, terrorism, equipment failures, flooding, epidemics, explosions, embargoes, extreme weather, transportation issues, or any other event beyond the Committee's control. In such cases, the Committee may cancel the event without liability by notifying the Exhibitor in writing. Once such notice is issued, the Committee shall have no further obligations. A change in the event's name does not constitute a cancellation.

## VII JURISDICTION

For all matters related to the interpretation and enforcement of this contract, both parties expressly agree to submit to the jurisdiction of the courts and tribunals of Mexico City, as well as to the applicable provisions of the Civil Code in force regarding general and specific obligations. Both parties waive any other jurisdiction that may correspond to them by reason of their present or future domicile.

I have read the Exhibitor Manual provided by Italian German Exhibition Company México S.A de C.V. and I agree to the terms and conditions contained herein to participate as an exhibitor in this trade fair.

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**Signature of the legal representative.**

# RE+<sup>®</sup>

MEXICO

[re-plus-mexico.com.mx](http://re-plus-mexico.com.mx)

ITALIAN  
EXHIBITION  
GROUP  
Progetto Esposizioni



Deutsche Messe

RE+  
EVENTS

SNEC