

# EXHIBITOR MANUAL

AMERICA'S  
PAPER  
WORLD   
Expo Santa Fe CDMX

2024  31  
Oct  
1  
Nov



270 Santa Fe Avenue, Santa Fe, Alvaro Obregon, 01210, Mexico City.

[America's Paper World \(apw.enterprises\)](http://apw.enterprises)

**AMERICA'S PAPER WORLD** warmly welcomes you to this 1st. Edition where we are sure that your participation will be a success.

This Exhibitor Manual is a guide that will help you optimize the operation and logistics processes. It will also provide you with several alternatives on recommended supply to implement additional services for your stand.

We also put at your disposal certain formats detailing the characteristics and conditions as well as prices of the services provided and the venue.

We suggest reading it carefully and sharing it with everyone involved in the exhibition to clarify the most frequent concerns that will allow you to save time thus avoiding unnecessary expense.

Should you have any concerns or require personalized advice, we are at your disposal to support you in achieving your objectives; so please do not hesitate to contact us:

**Alan Antonio Estrada**

Trade Show Director

Mobile: +52-55-5939-4209

E-mail: a.estrada@apw.enterprises

**Antonio Zapata**

Operations Coordinator

Phone: +52-55-5292-5350 Ext. 118

Mobile: +52-55-4332-0271

E-mail: azapata@expomexico.com.mx

**Jaime Ivan Urtuzuastegu**

Public Relations Director

Mobile: +52-55-2514-3901

E-mail: j.urtuzuastegui@apw.enterprises

**Myrna Martinez**

Exhibitors Services Coordinator

Phone: +52-55-5292-5350 Ext. 126

Mobile: +52-56-4633-3232

E-mail: mmartinez@expomexico.com.mx

Best regards,

**THE ORGANIZING COMMITTEE**

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# GENERAL INFORMATION

## SCHEDULE



### OCTOBER – NOVEMBER

Activities	Wednesday 30 <sup>th</sup>	Thursday 31 <sup>st</sup>	Friday 01 <sup>st</sup>	Saturday 02 <sup>nd</sup>
<b>Perimeter Security</b>	24:00 hrs.			Until noon
<b>O.C. Office</b>	08:30 – 19:00 hrs.	08:00 – 19:30 hrs.	08:00 – 19:00 hrs.	
<b>Venue Additional Services Office</b>	08:00 – 20:00 hrs.	08:00 – 20:00 hrs.	08:00 – 20:00 hrs.	
<b>Move-in</b>	From 08:00 hrs. non-stop until 08:00 hrs. on Thursday			
<b>Registration</b>		08:00 – 19:00 hrs.	08:00 – 19:00 hrs.	
<b>Exhibit Hall Hours</b>		11:00 – 19:00 hrs.	11:00 – 19:00 hrs.	
<b>Conferences</b>		08:30 – 12:30 hrs.	08:30 – 12:30 hrs.	
<b>A representative must be present at your booth</b>		10:30 – 19:30 hrs.	10:30 – 19:30 hrs.	
<b>Move-out</b>				From 20:00 hrs. non-stop until the last 14:00 hrs. on Saturday

# GENERAL INFORMATION

## FORMATS SUBMISSION

## DEADLINES

### MANDATORY FORMATS ON THE EXHIBITOR

**C-3** Booth builder's registration form

**October 11<sup>th</sup>**

### VENUE SERVICES EXPO SANTA FE

**F-1** Order service form

**October 16<sup>th</sup>**

**F-2** Purchase of prepaid parking tickets

**October 25<sup>th</sup>**

**F-3** Food & beverage service

**October<sup>st</sup>**

### SERVICES PROVIDED BY OTHER SUPPLIERS

**G-1** Booth equipment request form

**October 11<sup>th</sup>**

**G-2** Furniture service request form

**October 11<sup>th</sup>**

**G-3** Audio, video and lighting equipment form

**October 11<sup>th</sup>**

**G-4** Security form

**October 25<sup>th</sup>**

**G-5** International shipping instructions

**October 9<sup>th</sup>**

**G-6** Lodging information

**Hotel accommodation is  
subject to availability**

# MOVE-IN & MOVE-OUT

## GUIDELINES

These guidelines will help you plan your participation as well as to streamline your set-up & tear down times, and to anticipate additional services hiring as needed.

## MOVE IN

Depending on the location, size in meters and design complexity of your booth; you will be given one day as well specific timetable to start with set-up activities.

## DATES & TIMES

**ALL BOOTHS  
(9 m<sup>2</sup> and 18 m<sup>2</sup>)**

**Wednesday, October 30<sup>th</sup>, 08:00 hrs. to  
Thursday, October 31<sup>st</sup>, 9:00 hrs.**

## LOADING DOCKS

- At the loading access, security personnel will take your data and provide you with a slip with the license plate number, vehicle model and time of entry.
- There will be a specific time for unloading maneuvers, according to the following table. If the time allowed is exceeded, there will be an extra cost to be paid at the Additional Services Module of EXPO SANTA FE MEXICO.

### Cost x additional hour or fraction

Vehicle type	Courtesy time	Cost x additional hour or fraction
Car	30 minutes	\$ 100.00 MX pesos
Van or light truck	01:00 hour	\$ 125.00 MX pesos
Step deck truck	01:30 hour	\$ 150.00 MX pesos
Dry van or trailers	02:00 hours	\$ 175.00 MX pesos

- Overnight parking lot for cargo vehicles will be provided in the platform area at a cost of \$200 Mexican pesos (VAT included),** per night. Please request this service, subject to availability, at the Expo Santa Fe Service Module.

**NOTE:** Not applicable for private cars.

# MOVE-IN & MOVE-OUT

## ASSEMBLY START UP LOGISTICS

- **AMERICA'S PAPER WORLD** will be in halls A1 and A2, located on the 1<sup>st</sup> floor of the venue, so you will find a staff member who will be able to identify the location of your booth as well as the Organizing Committee office and the Additional Services Module of EXPO SANTA FE.
- It will use the freight elevator, located on the platforms in front of door 13, to load and unload merchandise and/or equipment to be exhibited.
- The venue staff will be responsible for the operation of this freight elevator so we suggest you coordinate the maneuvers efficiently and avoid waiting for use.
- The assembly maneuvers will end, without exception, for all stands at **09:00 hrs. on Thursday, October 31<sup>st</sup>**, proceeding to the withdrawal of all NON-accredited personnel.

## TECHNICAL SPECIFICATIONS FOR SET-UP

The following information should be considered for modular shell scheme of your booth:

<b>Booths</b> 9 m <sup>2</sup> and 18 m <sup>2</sup>	<b>Maximum construction</b> Height 3 m	<b>Maximum floor load</b> 250 kg/m <sup>2</sup>
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**AMERICA'S PAPER WORLD** will not provide the EXHIBITOR with any type of storage for products and/or promotional materials outside its contracted space and it will be the EXHIBITOR'S responsibility to safeguard and take custody of its equipment, merchandise, packaging, and valuables.

## ADDITIONAL SERVICES

Remember that all the stands are RAW SPACES and do not have any type of floor services such as partitioning, electricity or any other that is not considered or indicated in your contract.

- Please note that additional services are subject to availability and contract deadlines.
- If you require partitions, electricity, internet, cleaning, hanging, among others, for your booth; consult additional forms such as **F-1 Order service form (electrical service, internet, hanging banners, cleaning, etc.)** **G-1 Booth equipment request form (institutional stands, displays, vinyl & canvas printing, etc.)**.
- Consider that the cleaning staff will only be responsible for cleaning common areas and main corridors.

# MOVE-IN & MOVE-OUT

## VERY IMPORTANT

- Exhibitors with RAW SPACE are responsible for installing the back and/or dividing walls of their space adjoining another booth, which must be finished and aesthetically acceptable on the backside.
- Booths larger than 18 m<sup>2</sup> for construction work must have a 4.5 kg fire extinguisher in PQS as a safety measure during assembly and disassembly work.
- Persons working on scaffolding and/or ladders shall carry the necessary safety equipment such as lifelines, harness, hard helmet, and gloves.
- Nailing, drilling, gluing, or painting of the exhibit floor is prohibited; consider protecting the exhibit floor, as damage will incur in a repair fee.
- All electrical wiring in your booth must be branched with proper gauge heavy-duty wire. Duplex cable is not permitted.
- Any object that dresses up your space (banners, mannequins, racks, etc.) must always be placed within the limits of the contracted area.
- It is not allowed to block the circulation corridors with any material or structure to ensure free circulation, in case of any emergency.
- The exhibitor shall be responsible for the safekeeping and custody of its products and/or promotional products, equipment, merchandise, packaging, and valuables within its contracted space.
- If you have laptops, we suggest that you request a lock from the security staff, which will be provided free of charge.
- We suggest that at the end of the day's work, you do not leave small items of value or easily stolen items in your booth.
- Close your booth with tape or netting to better protect your goods.
- For security reasons, you may enter the facilities one hour before the opening of the event through the exhibitors' access with your badge and leave half an hour after the closing of the event once the visitors have left.
- If you have any special request to enter the facilities, please inform the Organizing Committee.



# MOVE-IN & MOVE-OUT

## NOISE LEVELS

The use of sound equipment, mechanical or electrical instruments or any product that produces noise and/or sound must operate at a maximum of **50 decibels** and be directed to the center of your booth so as not to affect the activities of exhibitors and visitors.

## PARKING LOT

Car parking will be available **from Wednesday, October 30<sup>th</sup> to Friday, November 1<sup>st</sup> from 07:00 to 22:00 hrs.**

Private cars will not be allowed to enter the loading dock area during the assembly, event, and disassembly work, except when entering with merchandise.

**AMERICA'S PAPER WORLD** and **EXPO SANTA FE MEXICO** are not responsible for any theft or damage to vehicles, materials or equipment of any kind.

## RESTOCKING SCHEDULE

The freight elevator in the exhibition rooms will be used at these times:

Dates	Schedule
Thursday, October 30 <sup>th</sup>	10:00 – 11:00 hrs.
Friday, November 1 <sup>st</sup>	10:00 – 11:00 hrs.

## MOVE OUT DETAILS

- The entrance for cars and trucks to the loading docks will be from Thursday, January 18<sup>th</sup>, 8:00 hrs.
- You must have personnel guarding your belongings at all times.
- Ensure complete removal of materials used in the construction of the stand.
- No abandoned material of any kind may be left inside the premises.

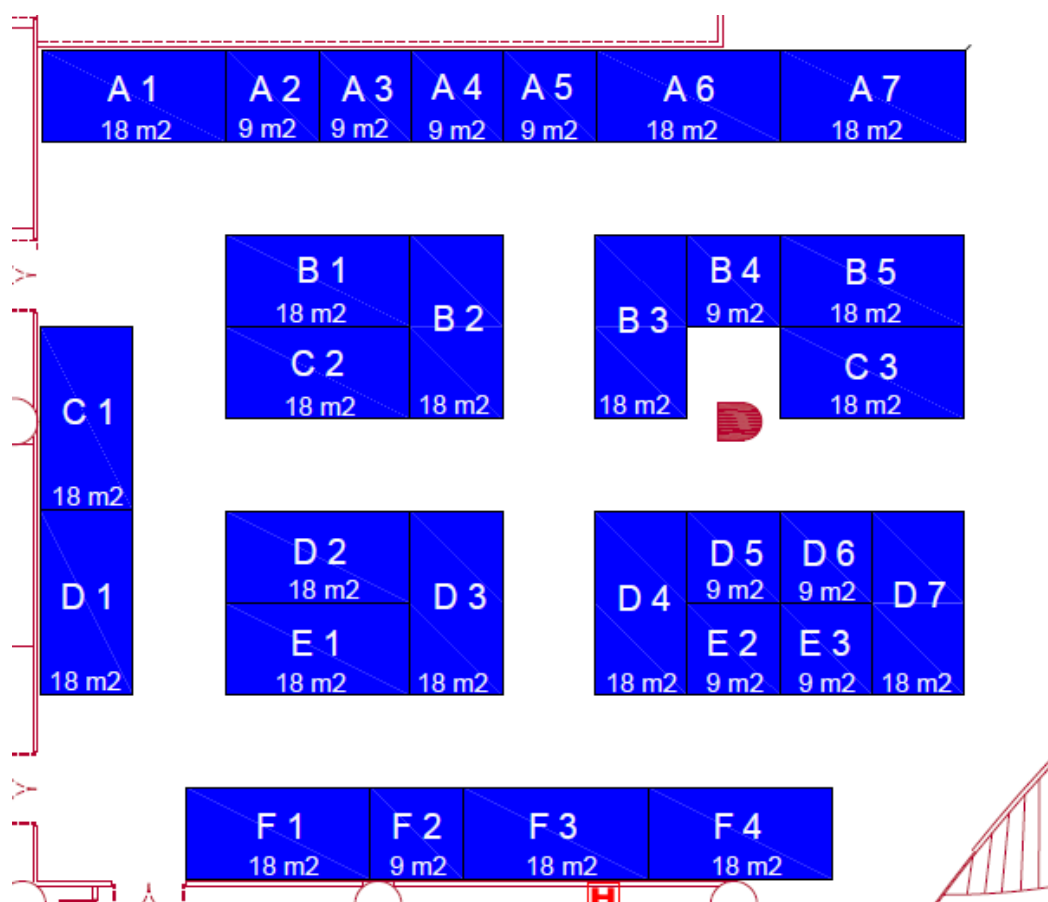
**AMERICA'S PAPER WORLD** reserves the right, without any liability, to ship, remove or dispose of the exhibitor's materials and equipment, at the exhibitor's expense and for any penalties incurred.

# MOVE-IN & MOVE-OUT

## DATES AND TIMES

**TEAR-DOWN FOR ALL BOOTHS**  
**Friday, November 1<sup>st</sup>, 8:00 hrs.**  
**to Saturday, November 2<sup>nd</sup> at 12:00 hrs.**

## FLOOR PLAN & SCHEDULE



### MOVE-IN

**Wednesday, October 30<sup>th</sup>, 08:00 hrs. to**  
**Thursday, October 31<sup>st</sup> at 9:00 hrs.**

### MOVE-OUT

**Thursday, October 31<sup>st</sup>, 8:00 hrs.**  
**to Friday, November 2<sup>nd</sup> at 12:00 hrs.**

# MOVE-IN AND MOVE-OUT

## EVENT RULES & REGULATIONS

- 1.** Areas and uses
- 2.** Admission to exhibitors and attendees
- 3.** Loading and unloading platform control
- 4.** Booth project approval
- 5.** Rules for move-in and move-out
  - Booth Limits
  - Surrounding objects
  - Heights
  - Banners
  - Move-in and move-out logistics
  - Floor resistance
  - Storage
  - Practical and safe move-in
  - Damages
  - Move-out
- 6.** Move-in and decoration contractors
- 7.** Electric power and electric installation
- 8.** Food and beverages
- 9.** Service providers
- 10.** Safety guidelines and recommendations
- 11.** Civil protection and medical service
- 12.** Insurance
- 13.** Licenses, permits and taxes
- 14.** Cleaning
- 15.** Sound volume
- 16.** General

# MOVE-IN AND MOVE-OUT

These rules are designed to provide you with security and facilitate your participation during **AMERICA'S PAPER WORLD 2024**.

Please read it carefully to avoid unforeseen events during your stay at the exhibition and in case of any doubt of interpretation or lack of information, please contact the Operations Coordination of the event.

## 1. AREAS AND USES

- 1.1. Only the assigned physical space within the premises and to be used by the EXHIBITOR will be considered a BOOTH. This includes: the decoration and displayed products installed or showcased by the EXHIBITOR inside this area.
- 1.2. **IMPORTANT: "The EXHIBITOR" is not allowed to sub-lease, transfer or lend the assigned space, partially or in full, to another company, and may not be able to showcase, distribute or promote brands, products or services other than those described in the Contract or are not part of the theme of THE EVENT". Therefore, the EXHIBITOR is not allowed to have representatives of other companies not included in their contract at their BOOTH.**
- 1.3. **IMPORTANT: "In case any of the EXHIBITORS utilizes areas deemed as unauthorized per the floor plan or that were not established through written agreements, AMERICA'S PAPER WORLD reserves the right to clear out such areas without any liability thereof.**
- 1.4. The use of the area by the EXHIBITOR during THE EVENT will be limited to their authorized employees and representatives. These representatives or employees may identify themselves as the EXHIBITOR's authorized personnel.
- 1.5. All the EXHIBITOR's authorized personnel must conduct their business, give out their brochures and offer promotions **inside their booth**. Every other advertising or promotion to be made outside such space including hallways, restrooms, parking lots, restaurants or any other area will be removed from THE EVENT without compensation to the EXHIBITOR.
- 1.6. The EXHIBITOR undertakes to coordinate the good performance of their BOOTH; meaning, supervising design-related issues, use and enjoyment inside the expo in order to not interfere, bother and/or affect the rights of other EXHIBITORS, ASSOCIATE and/or VISITORS. In case of having any issue with the performance of their BOOTH, the EXHIBITOR may follow the provisions shared by **AMERICA'S PAPER WORLD** to alleviate any damage caused to others.
- 1.7. In the event that the area assigned to the EXHIBITOR is not occupied at the corresponding time and date for finishing the move-in works, even if the occupancy non-compliance cause is that the display material is not at the premises on time, **AMERICA'S PAPER WORLD** will regain ownership over it, who may therefore use it as deemed appropriate, always looking for the benefit of THE EVENT. This fact does not excuse THE EXHIBITOR to pay the amount set forth at the Contract.

# MOVE-IN AND MOVE-OUT

- 1.8. The EXHIBITOR may not display, offer for sale, give away or promote items that have not been manufactured or sold by their company, except for promotional materials necessary for the correct operations or showcase of the EXHIBITOR, in which case the identification should be limited to the regular printed manufacturer's brand or any other identification used as a common practice.

## 2. ADMISSION TO EXHIBITORS AND ATTENDEES

- 2.1. The admission policies for THE EXHIBITOR and/or ATTENDEES will be, at all times, prerogatives of **AMERICA'S PAPER WORLD** and may be reviewed or modified to be adjusted to the circumstances at all times.
- 2.2. THE EVENT is limited to those companies or any other organization offering materials, products or services specifically targeted to the registered guests. EXPO MEXICO reserves the right to determine the eligibility of any showcased product.
- 2.3. EXPO MEXICO may limit the number of representatives of the EXHIBITOR at any point during the EVENT. **AMERICA'S PAPER WORLD** is responsible to keep the quality level and to oversee for the interests of the EVENT, therefore reserves the right to give an official warning to the EXHIBITOR when the behavior, characteristics or outfit of their staff is not adequate
- 2.4. **IMPORTANT: "All the EXHIBITORS must get in and out the premises through the door exclusive for this, as well as having their badges to access the event at all times".**
- 2.5. **IMPORTANT: AMERICA'S PAPER WORLD** has exclusivity and control over the admission policies for VISITORS and therefore reserves the right of admission".
- 2.6. **IMPORTANT: Pursuant to the Mexican laws, particularly to the Population Lay, all foreigners (aides, translators, etc) visiting Mexico to carry out any activity other than tourism must have the previous documentation and authorization from the NATIONAL IMMIGRATION INSTITUTE as well as all the permits to conduct business or any other work-related activity. The Organizing Committee will request all foreign nationals participating in AMERICA'S PAPER WORLD to comply with the corresponding regulations. If the aforementioned requirements are not met, the staff in question may be asked to LEAVE the event, causing legal fines for infringing the Mexican laws or even facing deportation to their country of origin, having the Organizing Committee no liability thereof.**
- 2.7. **Failure to comply with the procedures indicated above will run the risk of being evicted from THE EVENT, incurring high fines for violating Mexican laws and even being deported to their country of origin, and the Organizing Committee disclaims all responsibility.**

# MOVE-IN AND MOVE-OUT

- 2.8. IMPORTANT:** "If you require access before or after the exhibition hours, you must request it in writing, one day in advance, to the Operations Coordination of **AMERICA'S PAPER WORLD**, at the office of the Organizing Committee".

## 3. LOADING AND UNLOADING PLATFORM CONTROL

- 3.1.** The loading and unloading lots and platforms must be exclusively used for carrying out these activities.
- 3.2. IMPORTANT:** "The platform area is NOT a parking lot or storage area; it is an exclusive area for loading and unloading vehicles with exhibition or decoration materials".
- 3.3.** The access to the platform area will be at the entrance indicated as "LOADING ENTRANCE", located over Av. Santa Fe, while the exit platform will be at the door indicated as "CARGO EXIT" located at the corner between Av. Santa Fe and Calle 3.
- 3.4.** Double or triple parking will not be allowed in the streets, and the vehicles may not block entrances to neighboring constructions or the expo center, otherwise the vehicles will be towed without causing any liability towards EXPO SANTA FE MEXICO.
- 3.5. IMPORTANT:** "Private vehicles may only access the loading area if they are about to unload cargo. After 30 minutes, they must leave and go to the parking area".
- 3.6. IMPORTANT:** "The maximum maneuvering time must be as indicated in the following chart:

Vehicle Type	Courtesy Time	Cost x additional hour or fraction
Car	30 minutes	\$ 100.00 MX
Van or light truck	01:00 hour	\$ 125.00 MX
Step deck truck	01:30 hour	\$ 150.00 MX
Dry van or trailers	02:00 hour	\$ 175.00 MX

**After this time, a fine will be applied. If the vehicle is not being loaded/unloaded and is left alone at the premises, it will be towed without representing any liability towards **AMERICA'S PAPER WORLD** and/or EXPO SANTA FE MEXICO".**

- 3.7. IMPORTANT:** "**AMERICA'S PAPER WORLD** and EXPO SANTA FE MEXICO are not responsible in any case for any theft or damage to vehicles, materials or equipment of any kind".

# MOVE-IN AND MOVE-OUT

## 4. BOOTH PROJECT APPROVAL

- 4.1. IMPORTANT:** "In order to prevent unsafe structures or possible damages to neighboring exhibitors, every EXHIBITOR who hires RAW SPACE undertakes to meet with the operations manager of **AMERICA'S PAPER WORLD** and the designing company in charge of your BOOTH to submit a PDF or JPG document of the project and to analyze its construction and assembly logistics no later than 30 calendar days before THE EVENT. This document must include: drawing, scaled or delimited ground plan, scaled or delimited front plane and the scaled design perspective. If your company wishes to install a double floor booth, it is necessary to present documentation explaining and sustaining the safety measures necessary to operate, which must be backed up by the Project Director.
- 4.2.** The Operations manager of **AMERICA 'S PAPER WORLD** will issue a ruling and will share his recommendations about the project no later than five business days after the project's submission, keeping it confidential.
- 4.3.** If the project is not approved, **AMERICA'S PAPER WORLD** reserves the right to ask the EXHIBITOR to modify the characteristics of the BOOTH when installing it. In the case that the EXHIBITOR is not willing to do so, EXPO MEXICO will be authorized to carry out the required modifications under EXPO MEXICO judgment and under the EXHIBITOR's expenses.
- 4.4.** If during the move-in or the exhibition **AMERICA'S PAPER WORLD** determines that the characteristics of the BOOTH do not match with those contained at the authorized project; THE EXHIBITOR will be forced to modify it so it complies with the authorized project or, if there is any, with the characteristics that **AMERICA'S PAPER WORLD** deems convenient for the development of the EVENT.

## 5. RULES FOR MOVE-IN AND MOVE-OUT

- 5.1.** In order to prevent any unsafe construction or situation that may affect others and/or put the physical integrity of the participants and their property in danger, and to look at all times for the benefit and image of THE EVENT, THE EXHIBITOR must design their BOOTH following the move-in rules specified in this EXHIBITORS MANUAL, being therefore obliged to respect the rights of the others EXHIBITORS, particularly their neighbors.

### BOOTH LIMITS

- 5.2. IMPORTANT:** "The EXHIBITOR may not build its BOOTH if this exceeds the rules of space and height". In case the EXHIBITOR installs their BOOTH out of the previously established limits without authorization, **AMERICA'S PAPER WORLD** may adjust such space at the EXHIBITOR's expenses.

# MOVE-IN AND MOVE-OUT

- 5.3. IMPORTANT:** "Any logo, image or other distinctive/promotional element may be placed always within the limits of the hired space, therefore being strictly forbidden to project any image, light or sound directed outside the BOOTH".
- 5.4. IMPORTANT:** "Exhibitors with RAW SPACE are fully responsible to install the front walls and/or partitions neighboring with other booths, being this already finished and aesthetically acceptable on their external face". It will be the decision of the Organizing Committee if, in case of not being aesthetically acceptable, the Committee will provide the necessary arrangements to comply with this requirement, all at the EXHIBITOR's expenses.

## SURROUNDING OBJECTS

- 5.5. IMPORTANT:** "To avoid blocking the visibility of other neighboring EXHIBITORS, to have a clear guest passing area and to guarantee the existence of an evacuation route if there is an emergency, it is strictly forbidden to place elements of more than one meter high at the surrounding areas of the booth, nor to construct in such a way that the sides of such booth are fenced or "walled", therefore all the large items must be always rationally distributed at the center of it. This rule applies for all the areas with a surface of 27 sq meters or more".

## HEIGHTS

- 5.6. IMPORTANT:** "All booths are RAW SPACES and therefore will NOT have dividing walls, and their decoration may not exceed the allowed height of 2.5 m for those of 3 m<sup>2</sup>".
- 5.7. IMPORTANT:** "RAW SPACES of 27 or 36 m<sup>2</sup> shall have a maximum allowed height of 4 m, so please refer to the attached table of technical specifications to determine this measurement. For this purpose, it is essential to submit the booth construction project to **AMERICA'S PAPER WORLD** Operations Coordination no later than 30 days prior to THE EVENT, who will analyze the design, materials, weights, structures, installations, and height for approval.
- 5.8.** It is understood that the EXHIBITOR'S booth that requires any additional installation and/or adaptation must be contracted separately with the official supplier or company designated by THE EXHIBITOR, with the exception of: electrical, hydraulic, pneumatic, telecommunication and/or any other installation specified in the EXHIBITOR'S MANUAL, which shall be provided exclusively by the general contractor or the supplier officially designated by **AMERICA'S PAPER WORLD**.

## BANNERS

- 5.9.** Any advertisements placed as a banner hanging from the authorized structures for such purpose, will be exclusively over the hired booth area, being therefore subject to payment and authorization of **EXPO SANTA FE MEXICO**. The hanging banners must be requested through the "Services Application Form". Request for additional services.



# MOVE-IN AND MOVE-OUT

- 5.10.** It is strictly forbidden to climb or walk around the ceiling structure for any staff member not belonging to **EXPO SANTA FE MEXICO**, otherwise the offender will be sanctioned.

## MOVE-IN AND MOVE-OUT LOGISTICS

- 5.11.** The EXHIBITOR's access for move-in within the premises of the **AMERICA'S PAPER WORLD** will be according to the move-in and move-out guidelines. The EXHIBITOR is forced to comply with this plan and to share it with their employees, contractors and providers.
- 5.12.** **AMERICA'S PAPER WORLD** and **EXPO SANTA FE MEXICO** will not be responsible of receiving any cargo or material on behalf of THE EXHIBITOR, since the EXHIBITOR's staff members must follow up when their cargo or material arrives in the venue. All the items and products of the EXHIBITOR entered to THE EVENT at the sites and times indicated by **AMERICA'S PAPER WORLD** must be correctly identified (by tags, logos, plates or other similar prompts) and without shipping dues to cover.

## FLOOR RESISTANCE

- 5.13.** The floor resistance limits at the **EXPO SANTA FE MEXICO** exhibition halls is of 4 ton/m<sup>2</sup>, therefore any heavy-duty cargo or vehicles exceeding this limit is not allowed to access the premises.

## STORAGE

- 5.14.** **IMPORTANT: "It is strictly forbidden to store items in boxes or any other containers outside of your booth. AMERICA'S PAPER WORLD does not provide THE EXHIBITOR any kind of warehouses to store items and/or promotional materials outside the space assigned and hired, and it will be the EXHIBITOR's responsibility to keep and store their own equipment, merchandise, packages and values".**

## PRACTICAL AND SAFE MOVE-IN

- 5.15.** The move-in times are not destined to the integral construction of the booths and/or decoration elements at the venue; therefore, all the move-in arrangements will be limited to assembly and construction adjustments, and no masonry, ironworks or other activities will be allowed.
- 5.16.** The use of hazardous substances such as solvents, gas, explosives, corrosion agents, sprays or any other flammable materials is strictly prohibited. The use of saws, sanders, blowtorches, welders, compressors or any other similar equipment is also prohibited.
- 5.17.** **IMPORTANT: "The use of balloons filled with any kind of gas is prohibited".** If the use of balloons is required, the type of gas must be informed in writing so **AMERICA'S PAPER WORLD** may authorize its usage and indicates the place where these may be inflated, as well as the regulations and cost.

# MOVE-IN AND MOVE-OUT

- 5.18.** The EXHIBITOR may not hang or fix any objects over the ceiling structure, and may not tie, nail, screw, drill or paste anything over the columns, floors, walls, ceiling panels or any other installations that are part of **EXPO SANTA FE MEXICO** nor the official contractor. If applicable, the
- 5.19.** damages will be at the EXHIBITOR's expense. Hanging advertising is subject to the set forth in point 5.9-5.10 contained herein.
- 5.20.** For safety reasons, it is strictly forbidden to smoke or drink alcoholic beverages within any part of the premises during the show move-in and move-out hours.
- 5.21.** The internal combustion equipment that remains within the Expo may not be turned on and can only have the minimum necessary fuel to come in and out the premises.
- 5.22.** For safety reasons, it is not allowed to physically and visually block the security signaling, hydrants, fire extinguishers, evacuation routes, emergency exit and any other security move-in, as well as to place merchandise, billboards, decoration, packaging or other items at the aisles.

## DAMAGES

- 5.23.** THE EXHIBITOR must return the area to use and its installations in the same exact conditions when received. In case of causing any damages inside or outside this area during the move-in/move-out operations or during THE EVENT itself, either by their own or outsourced staff, these damages will be assessed by **AMERICA'S PAPER WORLD** and/or their providers, and these costs will be covered by THE EXHIBITOR immediately, plus the damages and site-rent days used to carry out these repair works.

## MOVE-OUT

- 5.24. IMPORTANT:** "All the booths (elements that compose it, goods, and merchandise) must be removed from **EXPO SANTA FE MEXICO** facilities at the time and date indicated in the "Logistics plan for set-up and dismantling". **EXPO SANTA FE MEXICO** reserves the right, without any liability, to embark, vacate or dispose of the materials and equipment of THE EXHIBITOR, at the EXHIBITOR'S expense and penalties incurred."

## 6. MOVE-IN AND DECORATION CONTRACTORS

- 6.1.** It is the EXHIBITOR'S responsibility to notify **AMERICA'S PAPER WORLD**, the details of the company that will decorate and build its booth, as well as to make an appointment with the Operations Coordination to obtain the approval of the project to be built.
- 6.2.** It is the EXHIBITOR'S responsibility to communicate the guidelines and specifications of this MANUAL to all suppliers involved in its participation in THE EVENT, especially to the company that will design and decorate its booth.

# MOVE-IN AND MOVE-OUT

- 6.3. IMPORTANT: "The EXHIBITOR is at all times responsible for damages or problems caused by its suppliers".**

## 7. ELECTRIC POWER AND MOVE-IN

- 7.1.** The electric power provided by **EXPO SANTA FE MEXICO** shall be supplied to each booth by the venue's own personnel; therefore, no EXHIBITOR is allowed to open the load centers or contact boxes, much less connect to the building's electric installations. Otherwise, THE EXHIBITOR shall be subject to a financial penalty, disconnection of the service used and shall not have the right to contract it for reconnection throughout THE EVENT.
- 7.2. RAW SPACES DO NOT include any electrical service.** THE EXHIBITOR must request this service using the **F-1 "Service order form"**.
- 7.3. IMPORTANT: "After the power service is provided by EXPO SANTA FE MEXICO at the space hired by the exhibitor; the power distribution or arrangements within the booth may be carried out by THE EXHIBITOR and/or their decorator. In case of electrical charges of 50 amperes or more per booth, an electrical move-in plane and project must be submitted to the operations manager of AMERICA'S PAPER WORLD for its approval with at least 30 days in advance".**
- 7.4. IMPORTANT:** "The cables used for power distribution must necessarily be heavy duty and of the appropriate gauge for the connected load, in accordance with current official standards. The use of duplex cable for branching within the booth is prohibited".
- 7.5.** Under no circumstances may the cabling inside the stand be hung from the structure and/or columns, and it must be concealed in suitable conduits and/or be duly protected.
- 7.6. AMERICA'S PAPER WORLD** reserves the right of unplugging and remove devices, bulbs, lamps, spots or any other similar items from the modules where they are not supposed to be. The only purpose of this is to protect the facilities of THE EVENT against unnecessary heat caused by unforeseen loads and to guarantee the corresponding electrical supply to each EXHIBITOR.
- 7.7.** Neither **EXPO SANTA FE MEXICO, AMERICA'S PAPER WORLD** nor their suppliers are responsible for voltage variation; therefore, it is highly recommended that THE EXHIBITOR protect its equipment with regulators.
- 7.8.** The Operations Department of **EXPO SANTA FE MEXICO** shall at all times monitor compliance with these provisions in order to be able to supply electric power.
- 7.9.** The voltage available at **AMERICA'S PAPER WORLD** is 110, 220 volts 60 hz.

# MOVE-IN AND MOVE-OUT

## 8. FOOD AND BEVERAGES

- 8.1. The food and beverage service that THE EXHIBITOR may require within its booth during THE EVENT must be contracted exclusively with KIU BANQUETES, for further information please review **form F-3 "Food & beverage Service"** or contact Ms. Yazmin Marín at 55 5292-5350 ext. 422 or by e-mail at Yazmin Marín, tel. +52-55 5292-5350 ext. 422 or email: ymarin@exposantafe.com.mx
- 8.2. Alcoholic beverages offered inside the booth must always be rationalized to avoid excessive consumption that may cause discomfort among EXHIBITORS and VISITORS, **AMERICA'S PAPER WORLD** reserves the right to authorize and/or suspend this activity. The sale of alcoholic beverages is strictly prohibited.
- 8.3. There are several areas and services inside the premises of EXPO SANTA FE MEXICO, such as fast food stands, cafeterias and a restaurant for the exclusive use of exhibitors and guests of **AMERICA'S PAPER WORLD** and the general public, which are in charge of **KIU BANQUETES, the exclusive food and beverage supplier of EXPO SANTA FE MEXICO.**
- 8.4. Smoking or drinking alcoholic beverages is prohibited within the expo area, except for the designated zones to do so, such as cafeterias, bars or restaurants.
- 8.5. **The use of L.P. gas or any other type of fuel is not allowed,** as well as the integral preparation of food within the commercialized area, any special requirement must have the written permission of **AMERICA'S PAPER WORLD AND EXPO SANTA FE MEXICO.**

## 9. SERVICE PROVIDERS

- 9.1. **AMERICA'S PAPER WORLD** has selected a team of qualified companies to provide the most important services at THE EVENT based on their experience, professionalism and quality of materials and customer service. Any anomaly or non-conformity, please report it immediately to the Operations Coordination for its timely solution.
- 9.2. It is important to consider the services deemed as exclusive to consider their procurement with the correct supplier, such as electricity, telephone and internet, hydraulic and pneumatic services, item placement in structures, food and beverages.
- 9.3. **ALL OFFICIAL SUPPLIERS AND SUPPLIERS NOT INCLUDED IN THIS MANUAL** shall abide by the general rules of the exhibition, avoiding hindering the smooth running of THE EVENT at the request of the Organizing Committee.
- 9.4. **IMPORTANT: "It is strictly forbidden for all suppliers to use the common areas to engage in hawking or handing out postcards, leaflets, invitation cards, commercial advertising, during set-up, days of THE EVENT or dismantling, which is not authorized by the Organizing Committee.** Once the person who engages in such activity has been identified, he/she shall be invited to leave the premises and shall be consigned to the security personnel for removal".

# MOVE-IN AND MOVE-OUT

## SAFETY GUIDELINES AND RECOMMENDATIONS

- 9.5.** In accordance with the Law for the Celebration of Public Shows in Mexico City, the Organizing Committee contracts security services ONLY for the purpose of guaranteeing order, physical integrity and safety of PARTICIPANTS, VISITORS, EXHIBITORS, CONTRACTORS, SUPPLIERS, ORGANIZERS and OTHER ATTENDANTS to **AMERICA'S PAPER WORLD**, during set-up, during the days of THE EVENT and dismantling. The security service shall be provided from the first minute of set-up, during the days of THE EVENT until the last day of dismantling.
- 9.6.** THE EXHIBITOR may contract, on its own behalf, with the official supplier, additional security; such expenses shall be borne by the EXHIBITOR. Furthermore, it shall be necessary for EXHIBITORS to contract or extend coverage for theft of their equipment during their transportation and stay at THE EVENT.
- 9.7. IMPORTANT:** "The function of security personnel during set-up, exhibition and dismantling shall be solely and exclusively in general areas, with the purpose of avoiding disturbances, disturbances of order and irregular conduct within the exhibition. **In case you require special security at your booth, you may hire it through form G-4 "Security form" in the section "Services from other suppliers".**
- 9.8.** Aisles, emergency exits, fire hydrants, fire extinguishers, signage and safety systems may NOT be physically or visually blocked by THE EXHIBITOR, its VISITORS and/or materials.
- 9.9.** Any demonstration or activity that results in the obstruction of the aforementioned areas or impedes the free circulation of adjacent VISITORS and/or EXHIBITORS may be suspended by **AMERICA'S PAPER WORLD**. These measures will be supervised at all times by the Fire Department and Civil Protection of Mexico City, having the authority to enforce the provisions required in security matters.
- 9.10. IMPORTANT:** "**AMERICA'S PAPER WORLD and/or EXPO SANTA FE MÉXICO, shall NOT be responsible before, during or after "THE EVENT" for: loss or theft of personal items such as computers, laptops, cell phones, PDA, wallets, briefcases and any other personal items.** Damage or loss of objects, equipment, furniture, samples or exhibition materials. Items lost inside your booth during the hours the exhibition is open. The loss of objects left inside the vehicles using the parking lot, nor for damages caused to them by natural phenomena and fires. Neither for mechanical failures or any type of partial or total theft of parts and accessories".
- 9.11.** If it is not possible to store merchandise that is on display, it must be secured with protection mechanisms and, if it has removable parts, they must be removed.

# MOVE-IN AND MOVE-OUT

- 9.12. The introduction and carrying of any kind of firearms or sharp weapons is strictly prohibited, except for those persons who are legally authorized to do so. In any case, they must report this situation to the Organizing Committee.
- 9.13. It is strictly forbidden to use or exhibit machinery, equipment or substances that are dangerous, toxic, harmful to health, flammable or harmful to the environment.
- 9.14. It is strictly forbidden to bring pets or live animals to the EVENT, unless the nature of the event so requires. In any case, written authorization from **AMERICA'S PAPER WORLD** must be obtained.
- 9.15. The removal of any equipment or material from the exhibition requires the written authorization of the Organizing Committee and the signature of the EXHIBITOR. This procedure will be coordinated by the security personnel. Equipment that has been temporarily imported may under no circumstances be removed from the exhibition area before the end of the exhibition.
- 9.16. **During the evenings after THE EVENT, the doors of the premises shall be closed, and entry shall be forbidden to any person not related to the Organizing Committee.** During these periods, all merchandise shall be packed, sealed, and concentrated at the stand.
- 9.17. During any stage of THE EVENT, smoking and the consumption of alcoholic beverages is prohibited outside the areas designated for such purpose by **EXPO SANTA FE MEXICO**.
- 9.18. Failure to comply with the above procedures may result in the risk of being evicted from THE EVENT, incurring high fines for violating Mexican laws and even being deported to their country of origin, and the Organizing Committee shall not be held responsible for any such violations.

## 10. CIVIL PROTECTION AND MEDICAL SERVICE

- 10.1. **AMERICA'S PAPER WORLD** will be permanently supervised by the Civil Protection Department and the Fire Department of Mexico City, who will oversee compliance with safety and assembly rules in order to prevent and reduce risks.
- 10.2. It is the obligation of THE EXHIBITOR and all its personnel to identify the evacuation route and the emergency exits in order to be always prepared for a contingency.
- 10.3. In case of any contingency, do not lose your calm and follow the instructions of the security personnel or the general announcement of the site, your cooperation is essential.
- 10.4. **IMPORTANT: "AMERICA'S PAPER WORLD, will have a medical service and an ambulance for first aid, pre-hospital care (first contact), which will be available to EXHIBITORS AND ATENDEES, free of charge, from the first day of operations until the end of these.** Any patient requiring medical attention, emergency care or who is in an alcoholic state must be accompanied by a companion (only one person) who is responsible for him/her and can provide personal information. Under no circumstances may a patient be left unaccompanied.

# MOVE-IN AND MOVE-OUT

- 10.5.** In the event that the patient requires transfer to a hospital, this decision shall be made by the doctor on duty in the infirmary, who shall also suggest the hospital to which the patient should be transferred. The injured person and/or the person in charge will be informed so that he/she may give his/her consent or instruct the personnel where he/she should be taken. **See on site conditions and regulations of the medical service.**

## 11. INSURANCE

- 11.1.** It is highly recommended that all EXHIBITORS take out insurance against risks relating to all their material and equipment and provide that it has extraterritorial transit and on-site coverage in addition to insurance against theft, civil liability, and damage to property or third parties.
- 11.2.** The **AMERICA'S PAPER WORLD** event is covered by liability insurance. This insurance does NOT protect your equipment against damage or theft; therefore, each **EXHIBITOR is responsible for insuring its own equipment.** **AMERICA'S PAPER WORLD** will not, for any reason or under any circumstances, indemnify for theft, loss, or damage to EXHIBITOR'S merchandise and/or equipment.
- 11.3.** **AMERICA'S PAPER WORLD is NOT responsible for any damage to the materials and elements of the exhibition,** products and equipment, goods, or personnel of THE EXHIBITOR, regardless of whether such damage is the result of fire, storm or any act of nature, air conditioning or heating failure, theft, looting, bomb threat or any other cause. All goods entering THE EVENT are at the risk of THE EXHIBITOR, who is responsible for their safekeeping at all times, as well as for taking out insurance to protect them against theft, civil liability and damage to third parties.

## 12. LICENSES, PERMITS AND TAXES

- 12.1.** **AMERICA'S PAPER WORLD** shall be responsible for obtaining the general permits required by the authorities for holding THE EVENT.
- 12.2.** THE EXHIBITOR undertakes to obtain from the corresponding authorities, the necessary licenses and/or permits, which are applicable for the operation of its booth, of which it shall deliver a copy to **AMERICA'S PAPER WORLD**, fifteen working days before the date of occupation of its space.
- 12.3.** The carrying out of games of chance, raffles, or drawings, requires a permit from the Ministry of the Interior, therefore it shall only be allowed to the extent that the applicable laws in force in this matter are observed and that **AMERICA'S PAPER WORLD** has approved it in writing. THE EXHIBITOR shall deliver to **AMERICA'S PAPER WORLD**, a copy of the permits and/or authorizations issued by the corresponding authority as well as the document delivered to the authority as a guarantee of the compliance of the fiscal interest; accepting to release **AMERICA'S PAPER WORLD** from any liability of any nature for this concept.



# MOVE-IN AND MOVE-OUT

- 12.4.** The Organizing Committee reserves the use and image rights of The EVENT, and therefore is the only party authorized within the premises to authorize in writing the taking of images of any kind for internal use or publication.
- 12.5.** THE EXHIBITOR is responsible for all taxes generated by temporary or definitive imports. In the event of non-compliance with the regime under which the goods have been imported into the country and for which a fine or sanction is imposed by the corresponding governmental authorities, THE EXHIBITOR shall cover the payment thereof, releasing **AMERICA'S PAPER WORLD** from any liability or sanction it may intend to impose.
- 12.6.** THE EXHIBITOR is responsible for all tax obligations arising from its participation in THE EVENT, as well as for maintaining the legality of the products and goods to be exhibited (industrial property rights, official standards, approvals, etc.).

## 13.CLEANING

- 13.1.** The cleaning staff is solely and exclusively responsible for the cleaning and removal of garbage from all common areas, aisles, and each restroom unit. The cleaning personnel shall not clean the inside of the booths once the areas have been delivered to each EXHIBITOR. For this purpose, THE EXHIBITOR may contract with **EXPO SANTA FE MEXICO** this service through **F-1 "Service order form"**

## 14. SOUND VOLUME

- 14.1.** The speaker equipment may only operate for **EXPO SANTA FE MEXICO** personnel and it shall only be used in an emergency.
- 14.2.** The use of sound equipment, mechanical or electrical instruments or any product that produces noise and/or sound shall be operated in such a way as not to affect the activities of other EXHIBITORS, VISITORS and/or THE EVENT itself. Such equipment shall always direct or direct the sound towards the inside of the booth.
- 14.3. IMPORTANT: "AMERICA'S PAPER WORLD** reserves the right, according to the characteristics and activities of THE EVENT, to establish the acceptable sound level, which in no case may exceed 50 decibels".
- 14.4. IMPORTANT: "The participation of live musical groups or singers must be previously approved by **AMERICA'S PAPER WORLD**, and, in any case, they must always be located in the center of the booth and any loudspeaker must be oriented towards the center of the booth".**
- 14.5.** The administration of the parking lot does not depend on **AMERICA'S PAPER WORLD** but on an exclusive authorized supplier; therefore, it must adhere to the guidelines and policies of the same.



# MOVE-IN AND MOVE-OUT

- 14.6.** THE EXHIBITOR is responsible for ensuring that all the rules of these REGULATIONS are respected and enforced by all persons who directly or indirectly intervene in any activity in its exhibition premises.
- 14.7.** All EXHIBITORS must enter and exit through the door designated for this purpose and have their accreditation, so that at all times they may transit within the exhibition, under their own free will and assume the risks that this entails due to the characteristics of the exhibition.
- 14.8.** Any non-compliance with these REGULATIONS shall be cause for termination of the contract without any liability whatsoever for **AMERICA'S PAPER WORLD**.
- 14.9.** **AMERICA'S PAPER WORLD** reserves the right to take any additional measures, including those of a legal nature, for the enforcement of these REGULATIONS.

**AMERICA'S PAPER WORLD** may add any non-established in these REGULATIONS, which shall be mandatory for THE EXHIBITOR, personnel, agents, employees, or representatives, who must comply with the provisions set forth herein and those contained in the EXHIBITORS' MANUAL.

# EXHIBITOR FORM



## C -3 Booth builder's registration form

**Deadline: October 11<sup>th</sup>, 2024.**

### EXHIBITOR INFORMATION

Company Name: \_\_\_\_\_ Booth No: \_\_\_\_\_

Responsible: \_\_\_\_\_

Position: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

In order to provide you with a better service, it is necessary that you let us know if you will work on the design or assembly of your booth or if you will hire a specialized company. This, in order to provide you with any information related to the logistics of the event.

Ourselves ☐ Assembly company ☐

### STAND ASSEMBLER DATA

Company Name: \_\_\_\_\_

Responsible: \_\_\_\_\_

Position: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### Send this form to:

**Antonio Zapata**, Operations Coordinator

azapata@expomexico.com.mx

Phone: +52-55-5292-5350 Ext. 118

Mobile: + 52-55-4332-0271

Whatsapp



# SERVICES PROVIDED BY OTHER SUPPLIERS

## G-1 Booth equipment request form

**Deadline: October 11<sup>th</sup>, 2024.**



**Booth No.:** \_\_\_\_\_

Fill out and send this form with the corresponding payment, otherwise it will not be taken into account.

### COST PER EVENT:

**\$4,640.00 MXN PESOS (VAT INCLUDED)**

#### The package includes:

- Aluminum structural system with perimetral white walls.
- A header sign with the name of the company.
- One table (1.20 x 0.60 m)
- Two chairs
- A waste basket



### COST PER EVENT:

**\$6.960.00 MXN PESOS (VAT INCLUDED)**

#### The package includes:

- Aluminum structural system with perimetral white walls.
- A header sign with the name of the company.
- One table (1.20 x 0.60 m)
- Two chairs
- A waste basket



Send this form to EXPRO to Customer Service Department  
Via e-mail: [servicios@expro.com.mx](mailto:servicios@expro.com.mx)  
PLEASE CONFIRM THIS DELIVERY AT: +52-55-2614-7160

# SERVICES PROVIDED BY OTHER SUPPLIERS

## G-2 Furniture service request form

**Deadline: October 11<sup>th</sup>, 2024.**



<b>COMPANY:</b>		<b>BOOTH NUMBER:</b>				
<b>NAME:</b>		<b>TITLE:</b>				
<b>PHONE:</b>		<b>EMAIL:</b>				
<b>FURNITURE RENTAL SERVICES</b>	<b>QUANTITY</b>	<b>DISCOUNT PRICE USD</b>	<b>REGULAR PRICE USD</b>	<b>16% VAT</b>	<b>TOTAL AMOUNT</b>	
CONVENTIONAL CHAIR		\$ 22.00	\$ 27.00			
WHITE CHAIR		\$ 30.00	\$ 34.00			
BLACK BAR STOOL		\$ 23.00	\$ 27.00			
WHITE BAR STOOL		\$ 34.00	\$ 39.00			
BLACK/WHITE COUCH		\$ 54.00	\$ 63.00			
WHITE PUFF		\$ 36.00	\$ 44.00			
DRAPED TABLE 3.9L, 2.0 W FT (NAVY BLUE TABLECLOTH)		\$ 48.00	\$ 58.00			
DRAPED TABLE 5.9L, 2.0 W FT (NAVY BLUE TABLECLOTH)		\$ 60.00	\$ 70.00			
GLASS TABLE 4.00 L, 1.5 W, 3.00 H FT		\$ 66.00	\$ 80.00			
WHITE/BLACK BAR TABLE		\$ 45.00	\$ 55.00			
WOODEN/ACRYLIC TABLE .70X.40X.45 MTS		\$ 54.00	\$ 60.00			
LOCKABLE COUNTER		\$ 82.00	\$ 100.00			
LOCKABLE COUNTER WITH SHOWCASE ON TOP		\$ 110.00	\$ 135.00			
SHOWCASE 1.6 L, 1.6 W, 6.5 H FT		\$ 183.00	\$ 220.00			
SHOWCASE 1.6 L, 3.3 W, 6.5 H FT		\$ 215.00	\$ 260.00			

PAIR OF SHELVES FOR PANELS		\$ 34.00	\$ 39.00		
WASTEBASKET		\$ 9.00	\$ 10.00		
MINIBAR		\$ 120.00	\$ 140.00		
WOODEN HANGER		\$ 36.00	\$ 42.00		
BLACK BROCHURE HOLDER		\$ 66.00	\$ 78.00		
ALUMINUM BROCHURE HOLDER		\$ 76.00	\$ 58.00		
STANCHION (COST PER DAY)		\$ 18.00	\$ 21.00		
50" SCREEN		\$ 270.00	\$ 340.00		
METALIC SCREEN BASE		\$ 76.00	\$ 90.00		
CARPETING (sqm)		\$ 18.00	\$ 23.00		
WALLS		\$ 33.00	\$ 39.00		
DOOR		\$ 140.00	\$ 165.00		
GRAPHIC OF 96.5X239.5 MTS		\$ 110.00	\$ 135.00		
GRAPHIC OF 96.5X86.5 MTS		\$ 58.00	\$ 66.00		
GRAPHIC OF 96.5X22.5 MTS		\$ 50.00	\$ 60.00		

Payment policy: PAYMENT IN FULL MUST BE RECEIVED BEFORE ALL ORDERS CAN BE PROCESSED!

Mexican Value Added Tax (I.V.A.) of 16% will apply to all services rendered in Mexico.

Invoice: You only have 15 business days after the show to request your invoice. There is no exception. Once the payment has been done there are no refunds, the balance can only be applied to the rental of another service.

### Wire transfers

Payee's name on bank account: **EXPOSICIONES PROFESIONALES EXPRO S.A DE C.V**

Bank name: Santander

Bank account number: 65508994812

Bank code: 014180655089948127

SWIFT code: BMSXMM

Send this form to EXPRO to Customer Service Department

e-mail: [servicios@expro.com.mx](mailto:servicios@expro.com.mx)

PLEASE CONFIRM IT AT +52-55-2614-7160

# SERVICES PROVIDED BY OTHER SUPPLIERS

**G-3 Audio, video and lighting equipment**

**Deadline: October 11<sup>th</sup>, 2024**

**matatena<sup>®</sup>**

ARE YOU LOOKING TO **STAND OUT** IN THE  
**AMERICA'S PAPER  
WORLD**

**WE HELP YOU ACHIEVE IT!**

WE ARE THE IN-HOUSE PRODUCER OF  
**EXPO SANTA FE**

AND JUST FOR BEING AN EXHIBITOR, RECEIVE SPECIAL  
PRICES WHEN HIRING YOUR SERVICES WITH US

**31<sup>th</sup> October 1<sup>st</sup> November**

## SERVICES

- Rigging
- Drape
- Audio
- Video
- Lightning
- Furniture
- Display
- DJ
- Hostess

## CONTACT

**Brisa Muñoz**  
(+52) 55 44 90 95 02  
brisa@matatena.com

**Ivan Castillo**  
(+52) 55 4294 7809  
ivan@matatena.com

# SERVICES PROVIDED BY OTHER SUPPLIERS

## G-4 Form



## Security form

Deadline: October 25<sup>th</sup>, 2024.

EXHIBITOR INFORMATION			
COMPANY NAME:		BOOTH:	
ADDRESS:			
CONTACT NAME:			
E-MAIL:		PHONE:	

REQUEST DATE	STARTING TIME	ENDING TIME	NO. OF ELEMENTS	TOTAL HOURS

ELEMENT	UP TO 5 DAYS BEFORE THE EVENT	AT THE EVENT
ELEMENT PER 12-HOUR SHIFT	\$ 950.00	\$ 1,250.00
ELEMENT PER 24-HOUR SHIFT.	\$ 1,450.00	\$ 1,850.00

Prices in Mexican pesos plus VAT

Would you like the guard to wait until the company representative arrives at the booth to release the guard from his shift?	YES	NO
Persons authorized to release the guard at the end of the contracted shift.		

TERMS AND CONDITIONS	
1. Payment must be paid in full before the start of the event.	
2. If the hiring is done at the event, it must be paid in full before the start of the shift (cash payment).	
3. Send billing information to syhme.seguridad@gmail.com maximum 3 days after the event.	
4. In case of cancellation of the service, 4 days' notice must be given in order to reimburse the amount paid, otherwise a penalty of 50% of the contracted amount will be charged.	
BANK TRANSFER PAYMENTS	
PAYEE'S NAME ON BANK ACCOUNT:	SYHME, Seguridad Privada S.A. de C.V.
BANK NAME:	BBVA
ACCOUNT BANK NUMBER:	0120889059
SWIFT CODE:	BCMRMXMMPYM
E-MAIL:	syhme.seguridad@gmail.com
CONTAC	
Enrique Islas Carcaño, Operations Manager	Phone: +52-55-1345-8471
enrique13islas72@gmail.com & direccion.administrativa@syhme.com	



# SERVICE PROVIDED BY OTHER SUPPLIERS

## G-6 Form

### International Shipping instructions

**Deadline: October 9<sup>th</sup>, 2024.**



#### Estimado expositor

Confiamos en que su participación **AMERICA'S PAPER WORLD 2024** será exitosa. Estas instrucciones de embarque le darán información sobre los procesos aduanales para este evento.

Todos los embarques internacionales, deberán ser notificados antes de su envío a:

#### Rock it Global – Trade Shows

Oficina: [tradeshowsmx@rockit.global](mailto:tradeshowsmx@rockit.global)

Maniobras en sitio: [onsitemx@rockit.global](mailto:onsitemx@rockit.global)

Tel.: +52 55 5280 1279

#### Dear Exhibitor

We trust your participation in **AMERICA'S PAPER WORLD 2024** is a successful one. These instructions are intended to give you information on the customs process and formalities for the event.

Prior to shipping, all international freight must be pre-advised to:

#### Rock it Global – Trade Shows

Office: [tradeshowsmx@rockit.global](mailto:tradeshowsmx@rockit.global)

On-Site handling: [onsitemx@rockit.global](mailto:onsitemx@rockit.global)

Ph. +52 55 5280 1279

## FECHAS LÍMITE DE ARRIBO DE MERCANCÍA

### EMBARQUES AÉREOS:

Deberán arribar al Aeropuerto Internacional de la Ciudad de México a más tardar el:

**21 de Octubre**

### EMBARQUES TERRESTRES:

Deberán arribar a **Laredo Tx.** A más tardar el:

**9 de Octubre**

### EMBARQUES MARÍTIMOS:

Deberán arribar al puerto de **Veracruz/ Manzanillo** a más tardar el:

Para embarques FCL **9 de Octubre**

Para embarques LCL **5 de Octubre**

## CARGO ARRIVAL DEADLINES

### AIR FREIGHT:

Should arrive to **Mexico City** Intl Airport no later than:

**October, 21<sup>th</sup>.**

### TRUCK FREIGHT:

Should arrive at our **Laredo Tx.** No later than:

**October, 9<sup>th</sup>**

### OCEAN FREIGHT:

Should arrive to **Manzanillo/ Veracruz port** no later

For FCL shipment **October, 9<sup>th</sup>**

For LCL shipment **October, 5<sup>th</sup>.**

## DOCUMENTACIÓN

Los documentos que requerimos, sin excepción, para liberar aduanalmente su embarque son:

- **Factura Comercial y Lista de Empaque:**

Todas las facturas deben contener una descripción detallada de la mercancía, indicando cantidades, peso/medidas, valor unitario y moneda. Todos los productos deberán indicar un valor, no se acepta la leyenda "producto sin valor comercial"

- **AWB o BL o BOL.**

Emita guía aérea Máster directa o un BL marítimo directo a:

**Consignar a:**

CargoLive, S de RL de CV  
Platón 409, Polanco  
11560 México, CDMX  
RFC: CAR091028R36

**Notificar:**

Nombre de la Expo/ Nombre del Expositor/ No. de stand.  
Lourdes Martin  
E mail. tradeshowsmx@rockit.global  
Tel: +52 55 5280 1279

*\*Nota: Para embarques marítimos, se requiere BL EXPRESS RELEASE.*

## DOCUMENTATION

We need the following documentation, without exceptions, to process customs formalities:

- **Commercial Invoice and Packing List:**

All invoices must contain a full description of goods, including quantity, size/ weight, value of each item shipped & currency. Mexican customs will not accept the term "No Commercial Value" for any item.

- **AWB or BL or BOL.**

Issue a Direct Master Airway Bill or Direct Seaway Bill to:

**Consignee to:**

CargoLive, S de RL de CV  
Platón 409, Polanco  
11560 Mexico, City.  
TAX ID: CAR091028R36

**Notify:**

EXPO NAME/ Exhibitor Name/ Booth #  
Lourdes Martin  
E mail. tradeshowsmx@rockit.global  
Ph. +52 55 5280 1279

*\*Note: For Sea freights EXPRESS RELEASE BL is needed.*

## EMPAQUES Y MARCAS

<b>NOMBRE DEL EVENTO</b>	
Expositor: _____	Stand: _____
Case #: _____ de _____	AWB or B/L: _____
Dimensiones(cm): __ x __ x __ Peso neto (kg): _____	
Consignar: CargoLive, S. de R.L. de C.V.	

## CASE MARKING

<b>NAME OF THE EVENT</b>	
Exhibitor: _____	Stand: _____
Case #: _____ of _____	AWB or B/L: _____
Dimensions (cm): __ x __ x __ Gross Weight (kg): _____	
Consignee: CargoLive, S. de R.L. de C.V.	

Todos los productos deberán venir correctamente empacados o embalados con las cajas o protecciones adecuadas para la transportación y manejo de la carga.

Todas sus cajas en la aduana obligatoriamente se hace una inspección y estas deben ser abiertas por las autoridades. **Le pedimos que NO embarque nada que no venga declarado en sus Facturas Comerciales/ Listas de empaque**, ya que esto causará retrasos y posibles costos adicionales.

En caso de ocupar embalajes de madera, como cajas, pallets o cualquier otro, **deberán haber sido tratados mediante proceso de fumigación y traer Certificado y sello de Fumigación.**

### ALIMENTOS, BEBIDAS Y TEXTILES

Si usted piensa traer alguno de estos productos, le pedimos enviar sus documentos para revisión con 60 días de anticipación, **ya que estos productos están sujetos a permisos de las autoridades mexicanas**, que toman de 30 a 45 días hábiles para obtenerse. **Por favor no embarque ninguno de estos productos sin antes consultar con nuestra oficina en México.**

### PRODUCTOS PELIGROSOS

Los envíos que contengan mercancías peligrosas requieren un tratamiento especial ya que las líneas aéreas, terrestres y navieras cuentan con regulaciones especiales para el manejo de este tipo de carga. Por lo que le pedimos embarcar estos productos de forma separada y enviarlos con la documentación de acuerdo con las legislaciones y reglamentos establecidos. Si está

All products must to come properly packaged or packed in boxes or pallets with the appropriate protection for transportation and multiple cargo handling.

All cargo will be opened, inspected, and compared to the details listed on your commercial invoice. **Discrepancies will cause delays and possible additional cost and fines. Please do not ship anything that does not declare on the Commercial Invoice/ Packing List.**

Wooden Packaging such as skids, crates, pallets etc. **must have Certificate of Fumigation or authorize fumigation stamp on the wood.**

### FOOD, BEVERAGE & TEXTILES

Certain Products **(foodstuffs, seeds, grains, beverage, chemicals, textiles, and leather) require permits and certificates issued by an appropriate Mexican Government. Do not ship without pre-advising above products.** This can delay customs clearance. CargoLive can assist in obtaining these permits, but we must be advised of these products at least 2 months in advance before the product is shipped.

### HAZARDOUS GOODS

Shipments containing hazardous goods require special handling and documentation. Many steamship lines, airlines and trucking companies have strict regulations which dictate that such shipments be moved separately, properly documented and packed in strict accordance with current laws and regulations. If you plan to ship hazardous materials, please notify Cargo Live

planeando embarcar algún material peligroso, le pedimos contactarnos previo a su envío.

prior to the delivery of the goods to our consolidation points.

## **VENTA DE MERCANCÍA**

Si usted desea vender algún material de su exhibición, lo podrá hacer siempre y cuando su comprador sea una compañía mexicana o persona que cuente con Padrón de Importadores.

CargoLive es responsable solidario de la mercancía ante las autoridades mexicanas, por lo tanto, es obligatorio hacer un proceso de cambio de régimen de importación temporal a definitiva, para lo cual se requerirá del pago correspondiente a los impuestos por Importación Definitiva, de acuerdo con las tasas y regulaciones vigentes. Este servicio tiene un costo adicional, el cual puede ser cubierto por el comprador o por el expositor.

No se permitirá que el comprador se lleve la mercancía sin haber realizado el pago de impuestos, por lo que la mercancía quedará bajo nuestra custodia durante el trámite de nacionalización o regularización y una vez que se obtenga la importación definitiva se coordinará la entrega de mercancía.

Los gastos que este procedimiento genere deberán ser cubiertos en su totalidad antes de la entrega de la mercancía al comprador final.

Todo servicio se cobrará con el 16% de IVA, así mismo cualquier producto que se desee importar en México, de forma definitiva estará sujeto al pago de I.V.A. y a los impuestos determinados por la aduana

## **SALE OF GOODS**

If you want to sell any material, this can only be done if the buyer is a Mexican company or a person who has an import license.

CargoLive is jointly liable with Mexican Authorities, therefore it is mandatory to make a change of regime changing from a temporal to a permanent import and it is necessarily making the payment of duties and taxes according to current rates and regulations. This service is an additional fee, which can be covered by the buyer or by the exhibitor.

We are unable allow the buyer to take the goods without having paid the taxes, so that the goods shall be under our custody during the process of nationalization or regularization and once you get the final import, we will coordinate the delivery of goods.

All expenses for this additional service must be paid in total before the delivery of goods.

Mexican Value Added Tax (I.V.A.) of 16% will apply to all services rendered in Mexico. Items for permanent importation into Mexico will be subject to payment of Customs Duty and I.V.A.

## RETORNO DE EMBARQUES

Todo el material que se regrese al país de origen deberá ser sujeto al proceso de exportación y éste puede tomar hasta 15 días hábiles. Deberá considerar este tiempo en caso de que el material vaya a ser enviado a otro evento. El tiempo de retorno dependerá del medio de transportación y saturación en aduanas.

## OUTBOUND/RETURN SHIPMENTS

All materials returning to their country of origin will be subject to Mexican export clearance that can take up to 15 working days to complete. This should be considered when planning for the use of your material after the completion of this show. Return transit times are affected by mode of transport, customs status, security, and congestion at the border.

## REGULACIONES Y RESTRICCIONES

Le pedimos empacar y facturar por separado el material a importar de forma temporal (lo que se vaya a retornar al término del evento) y lo definitivo que es lo que se quedará en México (material a vender, folletos, regalos, etc.)

La **descripción de los artículos que envíe a México debe ser simple y de fácil comprensión.** Se debe incluir el modelo y números de serie y deben coincidir con lo que se embarca físicamente. Cualquier discrepancia entre el material físico y lo declarado en los documentos, se correrá el riesgo de la confiscación de la mercancía en Aduanas. CargoLive ni los agentes de carga serán responsable del contenido en los documentos elaborados por el expositor, por lo que no seremos responsables de cualquier inconveniente a causa de discrepancias y las cuales podrán generar gastos adicionales.

Le recomendamos no **llevar con usted material de exhibición** ya que, en la aduana del aeropuerto, o embarcar a través de empresas de mensajería. Podrían hacerle una revisión y corre el riesgo de que le detengan sus productos al no considerarlos como de uso personal y en este

## REGULATIONS/ RESTRICTIONS

Items for temporary import into Mexico (any item which will be re-exported from Mexico at the end of the show) must be packed and invoiced separately from those items that will remain in Mexico (sold, distributed, or given away).

**Descriptions** for all items being sent to Mexico should be **simple and easily understood.** The description must also indicate model and serial numbers and they must match the actual items being shipped. Any discrepancies discovered by Mexican Customs will result in the confiscation of the entire shipment. Neither CargoLive nor our agent is responsible for the accuracy of the documents prepared by the exhibitor; therefore, we cannot accept any responsibility for the result of inaccurate invoices or certificates of origin.

We do not recommend exhibitors **hand carry** exhibit materials to the show, or ship through courier companies. Mexican customs operate on a random RED LIGHT/GREEN LIGHT system. If you receive a red light your packages will be searched, and any items deemed not to be personal effects may be detained. If this happens you will need to

caso, deberá contratar a un agente aduanal para poder liberar sus mercancías. Esto podría resultar

un proceso costoso y tomar muchos días hábiles para su liberación.

La aduana en México no acepta el término "Producto sin valor comercial" para ningún tipo de producto declarado en las facturas. Para folletos o productos promocionales, le sugerimos dar un valor muy bajo. Para productos que pudieran venderse en el evento, la factura deberá indicar el precio al que se pretende vender en México. La Aduana México, se reserve el derecho de determinar cualquier valor comercial.

Cargo Live no se hace responsable por objetos rotos, artículos perecederos, ni por algún daño en el material de exhibición antes de la entrega del material, causados por no contar con el empaque y precauciones correspondientes.

## SEGURO

Le recomendamos contratar un seguro que cobre su mercancía desde el país de origen y hasta su retorno al mismo. **CargoLive no asegurará ningún producto.**

## TÉRMINOS Y CONDICIONES DE PAGO

Todos los servicios deberán ser cubiertos antes de la entrega de la mercancía en el evento. Para los gastos de retorno, éstos se cubrirán antes del embarque al país de origen. En caso de que la mercancía se quede en México, el pago de impuestos y cuota de regularización deberán cubrirse antes de la entrega de la mercancía al comprador. Nuestros servicios están sujetos a

enlist the assistance of a Mexican Customs Broker to lodge a formal clearance to obtain release of your goods. This process will prove to be

expensive and may take several days to complete.

Mexican customs will not accept the term "No Commercial Value" for any item. For giveaway items, we suggest you use the lowest possible realistic value. For saleable material, your commercial invoice must reflect the price at which you plan to sell the item. Once a value is stated on an official document it cannot be changed. Mexican Customs reserves the right to determine commercial value, should they consider the value provided to be false.

Cargo Live, our agents and carriers are not responsible for broken glass, the condition of any perishable goods upon delivery to the show site or any other freight deemed insufficiently packed.

## INSURANCE

All exhibitors are encouraged to arrange transit insurance for their properties from point of origin to the show site and back to destination. **CargoLive does not insure your exhibit properties.**

## PAYMENT TERMS

All inbound charges are due prior to the opening of the show. Outbound handling charges are due in full prior to any goods being released for destination. CargoLive offers our services subject to our terms, conditions and limits of liability as indicated in our shipping instructions and written statement of terms and conditions which are available upon request. We recommend that you

términos y condiciones previamente establecidas, publicadas en nuestro sitio web.

contact us for a firm cost estimate of your anticipated charges.

### **LÍMITES DE RESPONSABILIDAD**

CargoLive se limita a la responsabilidad por pérdida o daño de los materiales. Todo trabajo se realiza bajo riesgo y responsabilidad del cliente, de acuerdo con nuestros términos y condiciones

### **LIMITS OF LIABILITY**

CargoLive liability for loss or damage of materials entrusted to them for shipment is limited to that of the carriers and/or agents employed to provide such services. All work is undertaken at the owner's risk and otherwise in accordance with our terms and conditions, a copy of which is available upon request.

**Sincerely,**

**ROCK-IT GLOBAL**

**Trade Shows Division**

Trade Shows Division  
tradeshowsmx@rockit.global  
Ph. +52-55-5280-1279