



## General Information:

<b>Date:</b>	22 - 24, October, 2020
<b>Hours:</b>	11:00 to 20:00 hours
<b>Venue:</b>	World Trade Center, Mexico City

## Logistics:

<b>Move-In:</b>	<p><b>Raw Space</b> - Tuesday 20 at 11:00 to 22:00 hours; Wednesday 21 at 8:00 hours until Thursday 22 at 6:00 hours.</p> <p><b>Package</b> - From Wednesday 21 at 8:00 hours until Thursday 22 at 6:00 hours.</p> <p>To install the carpet, all aisles must be cleared at <b>12:00 hours Wednesday, October 21</b>.</p> <p>Exhibits must be completely installed and finished by <b>6:00 hours Wednesday, October 21</b> for Show Management inspection.</p>
<b>Move-Out:</b>	<p>The move-out schedule will be <b>from 20:30 hours on Saturday 24 until Sunday 25 at 6:00 hours</b>.</p> <p>Exhibitors may not remove any equipment or supplies from their booths until Show Management announces the official closing.</p>
<b>Important:</b>	<p>The exhibitor must inform his staff that during move-in and move-out times the use of HELMET is mandatory without exceptions.</p> <p>Show Management reserves the right to prohibit entry to those who do not comply with this indication.</p>

## Building Guidelines:

<b>Exhibit Construction:</b>	<p>A. The exhibitor must complete the <b>FORM 10: Contractor Registration</b> and send the booth plan for the Show Management's revision and authorization if he is using a different company than the official Stand Contractor to decorate and install his exhibit display space; Show Management must also receive a copy of the Stand Contractor's Civil Liability Insurance policy. If this form, the booth plan and proof of insurance is not submitted, then the company will not be allowed to access the exhibit hall.</p> <p>B. Welding, carpentry, using saws, air guns, spray, etc. as well as using products harmful to the environment within <b>World Trade Center</b> facilities is forbidden.</p> <p>C. Set-up times are <b>NOT intended for complete booth construction</b>. Therefore, work during this time should be limited to small adjustments.</p> <p>D. Construction and installations that leave permanent damage to World Trade Center or any element included at the booth package are forbidden. These include, but are not limited to, damaged construction, columns, or walls, holes in the ceiling or floor, or any stains on the carpeting or floor, if this occurs, the exhibitor must pay for damages.</p>
<b>Arrangement of Exhibits:</b>	<p>A. All exhibitors shall arrange their displays so they utilize only the booth area contracted for, and in such a manner as to recognize the rights of other exhibitors and show visitors, and to conform to the overall pattern developed by Show Management.</p> <p>B. Exhibitors are required to provide carpet and/or alternative floor covering in their booth. (This floor covering can only be fastened to the floor using double-sided self-adhesive tape).</p>

	<p>C. Show Management will not be responsible for carpet damage in any case. It is advised that each exhibitor cover their carpet/flooring during the move in days with thick plastic, carpet cover or used carpet backwards to avoid carpet damage.</p>
<b>Maximum Height:</b>	<p>The maximum height allowed for booth construction for all display material including logos and graphics, and according to the limitations of World Trade Center:</p> <p>A. Booths of <b>9.00 sqm.</b> are allowed a maximum height of <b>3.5 meters</b></p> <p>B. Booths <b>over 9.00 sqm. until 18.00 sqm.</b> are allowed a maximum height of <b>5 meters</b></p> <p>C. Booths <b>over 18.00 sq. meters</b> are allowed a maximum height of <b>7 meters</b></p> <p>D. Maximum height for construction <b>under the Maya 2 bridge is 4 meters.</b></p> <p><b>Note:</b> Any back wall/dividers/fixtures facing adjoining displays shall be finished or draped at the exhibitor's expense and shall not carry any lettering, logo, or promotional material that would obviously detract from a neighbor's display. It is not allowed to completely build a wall on an open side, especially to build a front stand at an island booth.</p>
<b>Hanging:</b>	<p>Suspending or supporting structures or decorative items from the ceiling of Centro Citibanamex is only permitted to those exhibits which are <b>36 square meters</b> or over in total rented space and provided ceiling height allows sufficient clearance in any given area. All hanging signs will be governed by the same height restrictions as display material and the size of the booth.</p> <p>This service is exclusive to the <b>World Trade Center.</b></p>
<b>Double-deck booth:</b>	<p>All exhibitors are required to submit their booth plans in advance for revision and approval by the World Trade Center and Show Management; mainly, if such plans include the use of unusual effects or methods of presentations of the product.</p> <p>Any exhibitor wishing to construct a double-deck booth must submit a detailed exhibit plan of their booth to Show Management 60 days prior to move-in of the show and receive written approval from Show Management.</p> <p>Only those exhibits which are <b>54 square meters</b> over in total rented space and provided ceiling height allows sufficient clearance in any given area.</p>
<b>Weight:</b>	<p>Under no circumstance shall the exhibitor be permitted to exceed the load weight limit per square meter with any exhibition equipment or material.</p> <p><b>Weight:</b> The maximum weight supported is 1,200 Kg per m2.</p>