



## EXHIBITOR'S GUIDE

Following you will find the guide of the IX Latin American Congress of Aerosol FLADA 2017, which will happen in the Exhibition and Convention Center (C.I.E.C.) World Trade Center (WTC) Mexico City from September 20<sup>th</sup> to the 22<sup>nd</sup> 2017.

### INTRODUCTION

Display setup:

Wednesday September 20<sup>th</sup> 00:00 hours until 10:00 hours for stands 51, 52, and 11-19

Tuesday September 19<sup>th</sup> from 00:00 hours until 10:00 September 20 – all other stands

Display dismantling: Friday September 22<sup>nd</sup> from 16:00 to 23:59 hours

Please respect the schedule according to this set of rules. The organizing committee is not responsible if you don't present yourself in the designated schedule.

It is obligatory to respect all the guidelines indicated in this operations manual.

Your display setup must be finished on Wednesday 20<sup>th</sup> at 10:00 hours. There are no exceptions.

The additional charge in the case that you don't finish setting up your display within this schedule will be covered by the exhibitor or the company that gives the services to setup the display, you have to pay directly to the C.I.E.C. WTC.

Everything that is unexpected in the present Manual will be delegated to the consideration of the organizing committee of the IX Latin American Congress of Aerosol, FLADA 2017.

### DISPLAY SETUP RULES

Important points:

Any food and beverages consumption inside the EXPO will be contracted exclusively with the CIEC WTC in attention to: Lic. Blanca Esquivel, writing an e-mail to: [besquivel@exposwtc.com](mailto:besquivel@exposwtc.com), phone number: +52 55 9000-9120

- **It is obligatory to respect the measures given for the space of your stand, according to the attached map of the commercial exhibition for the IX Latin American Congress of Aerosol (FLADA 2017), otherwise you will have to pay for this situation and even require to dismantling your stand in the case you exceed your space limit inside the commercial Exhibition.**



- If you want to organize raffles inside the Expo, they must take place in the recess time according to the program.
- If you have any sound, please have a moderated volume (no more than 25 decibel)
- The organizing committee won't be responsible for the voltage variation that could affect your equipment, (we suggest you indicate this to the person setting up the display to take the necessary precautions).
- If you need electricity superior to 110 volts. Please contract the service from C.I.E.C. WTC. Contact: Rodrigo Cárdenas; email: [rcardenas@expowtc.com](mailto:rcardenas@expowtc.com); phone number: +52 55 90009704 who is responsible for the electrical installation in the commercial exhibition area.
- The organizing committee won't be responsible if your fuses get interrupted for not having the precaution which we have signalized above.
- Map of the commercial exhibition in the webpage: <http://aerosolmexico2017/stands/en/>
- C.I.E.C. WTC ARE NOT responsible for objects forgotten on floor, after dismantling displays, you will then deserve to pay a penalty for the concept of storage.
  1. The SUBLESSEE and/or exhibitor will limit to install and decorate only the designated space measures that are contracted for exhibition.
  2. Nothing can be stucked on, hammered, nailed, stapled, screwed or hanged to columns, walls, floors, ceilings, furniture, crystals, display cabinets or any structure property of C.I.E.C. WTC and/or screens or walls the create the space limit for the exhibition of the SUBLESSEE and/ or exhibitor. The SUBLESSEE and/or exhibitor accepts to cover the costs for repairing any damage that he, his contractor or workers cause.
  3. The decoration, equipment and products to exhibit must enhance the circulation over the walkways, without obstructing other units of exhibition, or common areas.
  4. The elements of decoration and components that exceed 2.5 mts. height and up to 5.00 mts. need to have structural plan, authorized and signed by the SUBLESSEE and/or exhibitor, as well as the contractor, and where it is indicated that the construction and setup will be according to the details and specifications in the plan, and that they guarantee the security of the event and its participants.
  5. The space for exhibition needs to have the necessary security elements, being the SUBLESSEE and/or exhibitor are responsible for any damage caused for the lack or fail of any of this, or that they don't fulfill the specifications signalized in the structural plans submitted in point 4.
  6. **The setup deadline for all spaces for exhibition is Wednesday September 20<sup>th</sup> 10:00 hrs.**



7. Bridges and unions between walkways can only be constructed under previous authorization.
8. The setup display times are destined for the integral construction of the stands and/or the proper decoration, so it is essential that the setup be limited to details that adjust the assembly time allowed.
9. The SUBLESSEE and/or exhibitor are obligated to remove any kind of material, marks or residue left on the floor by materials used for the setup of exhibition spaces or with any other purpose. If necessary, the use of liquids shouldn't leave any type of print, otherwise there will be a related charge, according to the damage. Any material useful for recycling needs to be taken to the recycling area of C.I.E.C. WTC.
10. The exhibition units can only have fake roof and/or parapet, they need to have all of the necessary elements for security and support, they can't be bigger than 7.50 cms diameter.
11. Wood or metal constructions need to arrive the C.I.E.C. prefabricated, to eliminate any welding or carpentry work.
12. The use of gypsum, gypsum board or any other construction material that requires heavy work is excluded.
13. The maximum height for any decoration element inside the exhibition space is 5 meters.
14. The SUBLESSOR has the right to request the SUBLESSEE and/or exhibitor to modify the design of space for exhibition if it doesn't fulfill the guidelines of this set of rules for installation and decoration.
15. The SUBLESSEE and/or exhibitor needs to deliver according to the deadlines, the information of general requirements (additional or not) requested in the format of setup, so the SUBLESSOR will be liberated of any reclamation about requirements that were not requested in the questionnaires.
16. The organizing committee, the C.I.E.C. WTC and the SUBLESSOR, are not responsible for total or partial robbery of units, objects in the inside or outside the vehicles parked in the parking lot or the maneuver patio, any damage caused to this for motive of coalition, fire, earthquake, hurricanes or any other cause or fact of nature.
17. It is prohibited to board elevator and electrical stairs for passengers with any type of heavy weight management equipment (platforms, carts, etc.)
18. Aerosol spray and other products that contain combustible or substances that are flammable are not permitted.
19. Its prohibited to manage any type of combustible and corrosive liquids inside the facility.



20. It's not permitted to exhibit, give, distribute, put or sell any product, material, publicity or propaganda outside of the leased space, places like: walkways, W.C., parking lot, restaurants, bars, floors, walls, columns, posts, doors and crystals.
21. The contracting of any equipment, furniture, carpets, plants and services in general need to be done directly by the SUBLESSEE and/or exhibitor with the C.I.E.C. WTC. To facilitate the location of this provider, the SUBLESSOR includes the contact of the service provider inside the Exhibitors Manual, Contact: Lic. Karina Valle to the e-mail: [kvalle@exposwtc.com](mailto:kvalle@exposwtc.com).
22. It is prohibited to have a direct access to the source of electrical supply of the C.I.E.C. WTC unless there is a previous direct contracting with the facility.
23. The SUBLESSOR provides one single phase contact of 110 volts, included inside the exhibition space package, this is for each stand of 3x3 mts contracted. Any additional installation carries an extra charge that has to be covered by the SUBLESSEE and/or exhibitor with anticipated time for its execution.
24. The contractor of the SUBLESSEE and/or exhibitor and his staff need to present the order of work to the security staff who verifies the respective authorization of the SUBLESSOR, to immediately give them the corresponding passwords to initiate they're tasks. They will only give access to the material, equipment and products at the time of access and they won't be able to do it during recess time.
25. It is prohibited that organizers and exhibitor have inside their staff, people who are under age, as well as people that are not appropriately secured and qualified.
26. Any damage caused during setup of display, dismantling or celebration of the event, will be penalized and quantified by the SUBLESSOR and/or the facility and the amount of this, should be covered by the SUBLESSEE and/or exhibitor at the end of the event, based on prices established by the facility.
27. The movement of materials, merchandise, machinery or any other product needs to be done with the appropriate precautions to prevent damage to the floor by the use of rollers, tubes, etc.
28. Any material, equipment or product that arrives before time, will be responsibility of the EXHIBITOR OR SUBLESSEE to the date mentioned in the last point, it won't be received, THE ORGANIZING COMMITTEE, THE SUBLESSOR and C.I.E.C. WTC will be liberated from any reclaim for robbery, loss or damage that the things delivered could suffer.
29. The spaces for exhibition, as well as the inventory handed in by the SUBLESSEE and-or exhibitor will be under protection from the company contracted by the SUBLESSOR for security, since the closing of activities, ACCORDING TO EXHIBITION SCHEDULE.



30. Exhibition dismantling can be done since September 22<sup>nd</sup>, from 16:00 hrs to 23:59 hrs, the SUBLESSE is obligated to remove all material, equipment and merchandise inside this time table, and cost occasioned by the eliminating this, will be charged to the SUBLESSE and/or exhibitor.
31. THE SUBLESSOR is liberated from any responsibility about any element that stays on the C.I.E.C. WTC exhibition floor after this date.
32. It is prohibited to smoke and drink alcoholic beverages during the period of setup display, event and dismantling display, as well as the use of radios and audio equipment with really high volume.
33. It is prohibited to use or exhibit machinery, equipment or dangerous, toxic, harmful or flammable substances, as well as balloons that inflate with gas need to be inflated with no flammable gas with previous authorization.
34. It is prohibited to use stoves, grills, etc., as well as the generation of smoke, vapours or similar and the introduction of any type of pets and animals.
35. The SUBLESSEE and/or exhibitor is compromised to use only and exclusively the platform area for all setup and dismantling display work. Therefore it is strictly prohibited to use other areas and access for this purpose, places like electrical stairs, elevators, lobby area and principal access.
36. It is prohibited to do blacksmiths work, use saw or air guns, etc. as well as using products that affect the location's environment.

The commercial exhibition of the congress will be open from Wednesday September 20<sup>th</sup> to Friday September 22<sup>nd</sup> 2017 in the Olmecas III and IV salons, in this schedule:

Wednesday	from	10:45 hrs.	to	18:00 hrs.
Thursday	from	10:00 hrs.	to	18:00 hrs.
Friday	from	10:00 hrs	to	16:00 hrs.

Any special situation please refer to Ms. Claudia Lince, writing to this e-mail: [claudia.lince@imaacmexico.org](mailto:claudia.lince@imaacmexico.org)

All exhibitors need to carry their badge, it is obligatory for the access to the commercial expo and they will be delivered at the hospitality table located at the entrance of the commercial exhibition salon (Olmeca), since Tuesday September 19<sup>th</sup> from 6:00 hrs to 22:00 hrs.



Please complete the attached format to let the Organizing Committee of the IX Latin American Congress of Aerosol (FLADA 2017) know your necessities for display setup, please prevent any delay to yourself and other exhibitors. Read the format content with close attention and send it back before August 25<sup>th</sup> of the present year, on the contrary we will think you accepted this set of rules without your signature. In the case that the information is not received before the expiration date, the organizing committee of the IX LATIN AMERICAN CONGRESS OF AEROSOL (FLADA 2017) will understand that your company doesn't have any special requirements for setup display.

\*If your contract the services of a company for setup display and decoration of your exhibition space, we suggest you that this company answers the questionnaire.

\*Labels with the logo of the IX LATINAMERICAN CONGRESS OF AEROSOL (FLADA 2017) for setup staff will be delivered in the hospitality table, it is obligatory for the staff to wear it always.

#### IMPORTANT!!!!

Please inform the staff in charge of setup, decoration and dismantling display all for the contents of this Set of Rules for installation and decoration, with the purpose of preventing you from having delay in your installations and unnecessary costs.

To solve any problem related to the setup of your exhibition space or during the days of the event, you will have at your disposition a Service Table where qualified personnel will attend your necessities.

#### EXHIBITORS ATTENTION CENTER

Located in the area of the commercial expo, with who you can obtain in rent products or services for your stand setup display. This area will be open even during the exhibition days. The services provided in rent are: furniture and screens.

Mexico City August, 2017

Organizing Committee of the Latin American Congress of Aerosol (FLADA 2017)

