

EXHIBITOR MANUAL

Upon signing this participation form, the exhibitors accept the regulations of the convention, which will be mandatory.

1. Expo Forum reserves the right to modify the lay out of the exposition for a better operation and/or general display, if some of the modifications affect the spacing previously acquired, the exhibitor will be notified ahead of time in order to make the necessary arrangements.
2. The maximum height allowed for the construction of the stand is 4.00 meters, measured from the flooring in the area of the stands and towards its center at 45° until where such projections are found.
3. If your booth exceeds the permitted height of 4.00 m, you must have your Structural Opinion issued by a Director Responsible for Works (D.R.O.) who is currently registered with the Infrastructure, Urban Development and Ecology Coordination (CIDUE) of the H City Hall of Hermosillo.
4. The elements corresponding to the booths (next stand) that surpasses the height limit of 4.00 meters must be flat, without joints or relays of any kind, and must disengage at 45° measured from that height over the booths towards the center of the stand.
5. If the design of the stand has a ramp on the perimeter, it must be a different color or have a sign to make its identification easy and the presence of the ramps on one of the access points. All of the ramps cannot surpass 15 cm.
6. It is mandatory to use at all times during the event the credentials/badges that certifies you as: supplier, coordinator, visitor or exhibitor.
7. Keeping the space clean and organized, solid waste that will be generated must be put in containers design specifically for such use.
8. Everyone must bring what is needed for the installation of the stand (double-sided tape, scissors, etc.), Expo Forum will have a service area during the event to offer the rent of: double-sided tape, table cloth, tables, chairs, lounge rooms, bar type tables, trash cans, internet service, cleaning service, etc.
9. Being Careful with the money, personal belongings, equipment (laptops, cell phones, PC, microphones, lights, banners, etc.) and merchandise is the responsibility of each individual going to the event, as well as the exhibitors.

10. Food Area: It is requested not to sell the products outside the designated area to do so, meaning, that the selling is only allowed on the located stands provided for this purpose within the convention area.
11. The illumination must be centered inside the stand limits and not dazzle the visitors, projections of any type must be done inside the stand and not interfere with the pedestrian traffic.
12. The structures placed inside the stands should be auto-portable and light.
13. The advertising or promotional articles can only be given to the participants inside the stand area, it is forbidden to walk around the corridor and/or the common area giving out publicity.
14. The stand will be given with a 110v double contact. If using a 220v energy source, it is needed that you please request it from the service area at Expo Forum with an additional service cost.
15. Closing time, the exhibitor must unplug: 1) the switch of every machine, 2) general switch, 3) light switch. Any damage or accidents resulting of the use of the electric assets are full responsibility of the exhibitor.
16. It is forbidden to use a higher voltage than the one allowed and/or to make inappropriate hook ups. Failure to abide to any of the presents norms will be punished with the partial interruption of the electrical supply or even the fixing of the deficiency, or the stoppage of the supply, or the closing of the stand, in case if the deficiency is not resolved in a satisfactory manner.
17. The cleaning provided by Expo Forum will be only in the corridors and common areas pertaining to the cleaning of the containers. If you need cleaning services in your stand, it will have an additional cost. The cleaning of the stands is the responsibility of the exhibitors who are obligated to:
 - a. Maintain them in impeccable conditions at all times;
 - b. Do the general cleaning of the stand at closing time.

18. General custodial staff will be provided closing time to the general public, no one will be allowed inside the exposition compound, only the custodial staff requested and the staff of the exhibitors that possess the proper authorization issued by the organizer of the event. No se podrán instalar equipos amplificadores de sonido fuera del Stand y los instalados en su interior mantendrán sus volúmenes menores a 90 decibeles.
19. It is forbidden to use any type of heaters and/or device that runs on gas or liquid fuel or any type of flammable element.
20. The installation of sound amplifiers outside the stand is forbidden and the ones installed on the interior must maintain the volume below 90 decibels.
21. It is not allowed to nail, paint, use any masonry material or any other type of humid construction or loosen materials (pellets, sand, sawdust, etc. On the screens that limit the stand area, it will be allowed to paste only using double-sided tape available at the service table at Expo Forum. The damaged screens will be charged to the owner of the stand.
22. It is forbidden to use of drugs throughout the entire event, whomever is captured on inappropriate condition because of the use of such substances will be dispatched to the competent authority.
23. It is not allowed to smoke in closed spacing.
24. It is requested to return the material and furniture on the exact same conditions that was delivered, any partial or total damage will imply the substitution or total payment in cash of the repair.
25. In closed areas: It is request it to have special care with the heavy materials, machinery and/or any equipment that can damage the installation and furniture of the compound, convention center and Venetto Salon. Such as: floor shine, marble floor, marble columns, ceiling, wood, granite, couch, etc.
26. In open areas (Concert and shows forum): it is forbidden to drill on the pavement, paint with permanent materials, etc.

27. The exhibitors are obligated to remove their belongings, disarm and remove the constructive elements of the stand the last day of the exposition.

ADVISER EVENTS

NAME AND SIGNATURE

ORGANIZER/EXHIBITOR

NAME AND SIGNATURE

DATES BOOTH ASSEMBLY AND REMOVAL

ASSEMBLY

Saturday 19 of October

Sunday 20 of October

Monday 21 of October

Schedule: 9:00 am – 7:00 pm

Tuesday 22 of October

Schedule: 8:00 am – 1:00 pm

REMOVAL

Saturday 26 of October

Schedule: 9:00 am – 6:00 pm

