



**Dear Exhibitor:**

Welcome to the fourth **GREEN SOLUTIONS 2013** expo to be held on October 25 and 26, 2013 in the Congress and Convention Center of the World Trade Center Morelos. Thank you for participating in this event.

We are pleased to present Green Solutions 2013, an outstanding event based on awareness-raising, consistency and the zero expo concept (recycled and recyclable materials; reduced energy consumption; recommendations for sustainable displays; event information mostly in electronic form; separation and reuse of materials; post-event waste collection for new product creation). Events like this are a great opportunity for both the companies and the industry, in order to understand and compare progress in the fields of services, solutions, technology and equipment necessary to maintain a competitive level internationally in their establishments in the area of sustainable development.

This purpose of this Handbook and Rules is to set out the regulations for the contracting and operational mechanics of participants before, during and after the expo. Compliance with these will ensure greater security and comfort for participants at the Congress and Convention Center. It will also help to maintain the building in optimal conditions and to make efficient use of the facilities, in order to ensure the successful completion of "Green Solutions 2013".

Throughout this Handbook and Rules the following definitions appear: the Organizing Committee (OC), the Congress and Convention Center of the World Trade Center Morelos (Venue), the Exhibitor.

Do not forget that we will be available at all times to help you with any questions or problems, and are always pleased to serve you and make sure your participation is fruitful. Thank you again and we wish you a successful event.

Sincerely,

ORGANIZING COMMITTEE  
GREEN SOLUTIONS 2013  
[greensolutions2013@promexico.gob.mx](mailto:greensolutions2013@promexico.gob.mx)





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## **1. RECOMMENDATIONS ON BEING A SUSTAINABLE EXHIBITOR**

There is a global trend that every day becomes stronger due to the scarcity of resources. It is for this reason that sustainable practices are becoming more common and those working under this model have seen the financial savings, increased profitability, social and environmental benefits that this trend generates.

For this 4<sup>th</sup> year of Green Solutions an innovative and lively campaign will be created to raise awareness of the importance of sustainable development, but above all to demonstrate the benefits related to making changes to lifestyle and patterns of consumption.

This is the origin of the Sustainable Exhibitor Manual, which contains a series of recommendations for exhibitors to make savings in assembling your stands and increasing sales, taking care of the environment at all times.

Below is a series of actions divided into 4 sections, designed to minimize the impact of being an exhibitor during your participation in the event. Companies that meet most of the recommendations will qualify for an award.

### **Evaluation process**

The team to assess exhibitors' compliance with the suggestions is comprised of industrial designers, ITESM academics and ProMéxico partners, as well as the Government of Morelos.

The process is the following:

- 1) The first day of the event the evaluation team will visit each stand to fill out the evaluation form.
- 2) The next day the firm(s) that have met with most of the suggestions will receive an award.





- 3) The winning companies will be publicly awarded on the second day of the event with a prize from ProMéxico and the Government of Morelos for their commitment to sustainability.

## **Actions**

### **1.1 STAND OR DISPLAY**

Before commissioning the design or construction of a stand for Green Solutions 2013, we recommend the following be taken into account:

- If you are an exhibitor based outside the city of Cuernavaca, hire a local company to produce your stand.
- Consider the useful life of the stand; if it is suitably designed it can be reused at future events.
- Ask your provider to construct your stand using recycled or reused materials and use natural (non-plastic) materials.
- Avoid using balloons, inflatable promotional materials, carpet, plastic bags, polystyrene, straws or plastic cutlery for your stand.
- Request LED-based lighting.
- Separate your waste from your stand.

You can promote your efforts to help the environment by using the image of your booth to communicate it. Consider using energy-efficient projections or screens.

**Savings above 5% will be taken into account\***

### **1.2 PROMOTIONAL OR GIFT MATERIALS**

Supply promotional materials that can be used for various purposes, such as:

- USB Sticks – Your publicity information can be provided using this medium, avoiding the use of paper or printed materials.
- Cloth bags.
- Eco pens.
- Boxes or containers made from recycled materials.

If you need to supply printed materials, consider:

- Use recycled paper and print on both sides.
- Use unbleached papers.
- Look for printers that use eco-friendly inks and sell certified origin paper.

### **1.3 WORKING SESSIONS**

- Reduce the number of journeys taken by your staff: organize buses or groups for traveling to the event.





#### 1.4 TRANSPORT

- Use the car-sharing service offered by Green Solutions 2013 via the platform [www.rides.com.mx/promo/green-solutions-2013](http://www.rides.com.mx/promo/green-solutions-2013)
- Be organized and avoid unnecessary journeys.

**Savings above 10% will be taken into account\***

**\* The estimated savings are based on averages and organizers are not responsible for their scope.**

#### Conclusion

At the end of the second day of the event and based on the information gathered by the evaluation form, the impact metrics and indicators will be obtained, which are essential to validate and justify the economic, social and environmental benefits offered by sustainability. In this way Green Solutions will set the standard and validate the actions proposed in this manual as a mode of boosting awareness-raising by companies to encourage adoption of sustainable practices.





## 1.5 DIRECTORY

The following directory offers a list of suppliers who can help you to be a sustainable exhibitor:

Stands and displays			
Location	Company	Website	Telephone
Cuernavaca	Omicrón	<a href="http://omicroncomunicacion.com">http://omicroncomunicacion.com</a>	(777) 313 8934
México D.F.	Grupo Green Market	<a href="http://www.grupogreenmarket.com">www.grupogreenmarket.com</a>	5590 8163
	Grupo Escato	<a href="http://www.escato.com.mx">www.escato.com.mx</a>	5661 1222
	Grupo Art Display	<a href="http://www.art-display.com.mx">www.art-display.com.mx</a>	5656 4343
	Expo Quarzo	<a href="http://www.expoquarzo.com.mx">www.expoquarzo.com.mx</a>	5278 4930
	3 Image Solutions	<a href="http://3imagesolutions.com">http://3imagesolutions.com</a>	5611 6468
	Iguana 4 Studio	<a href="http://www.iguana4studio.com">www.iguana4studio.com</a>	5688 6102
Promotional materials			
Location	Company	Website	Telephone
México D.F.	Grupo Green Market	<a href="http://www.grupogreenmarket.com">www.grupogreenmarket.com</a>	5590 8163
	Corteza Nuestra	<a href="http://www.cortezanuestra.mx">www.cortezanuestra.mx</a>	2614 2598
	Suhab	<a href="http://www.suhab.com.mx">www.suhab.com.mx</a>	5514 5471
	Eco Brand	<a href="http://www.brandin.com.mx">www.brandin.com.mx</a>	5361 3562
Cuernavaca	Personálíka	<a href="http://www.designs.personalika.com">www.designs.personalika.com</a>	(777) 563 4512
Paper and printing			
Location	Company	Website	Telephone
México D.F.	Ekilibria	<a href="http://www.ekilibria.com.mx">www.ekilibria.com.mx</a>	5208 0957
	4Press	<a href="http://www.4press.com.mx">www.4press.com.mx</a>	5353 9959
	Papelería Ecológica	<a href="http://www.papeleriaecologica.com.mx">www.papeleriaecologica.com.mx</a>	5788 1476
	Biopappel	<a href="http://www.biopappel.com">www.biopappel.com</a>	9126 6238
	Alamo Print	<a href="http://www.alamoprint.com.mx">www.alamoprint.com.mx</a>	5913 6038
Cuernavaca	Impresos	<a href="http://www.impresoscuernavaca.com">www.impresoscuernavaca.com</a>	(777) 315 9541





México D.F. Mineral Paper Corp

[www.papeldepiedra.com](http://www.papeldepiedra.com)  
[maap@papeldepiedra.com](mailto:maap@papeldepiedra.com)

## 2. GENERAL INFORMATION

### 2.1 ADDRESS WTC MORELOS

#### CONGRESS AND CONVENTION CENTER WORLD TRADE CENTER MORELOS

Autopista del Sol Km. 112  
Xochitepec, Morelos



Mexico  
Tel: 01 (777) 391-63-21 al 23

### 2.2 EXHIBITION OPENING HOURS

Friday October 25 from 11:00 –19:00.  
Saturday October 26 from 9:00 –19:00.

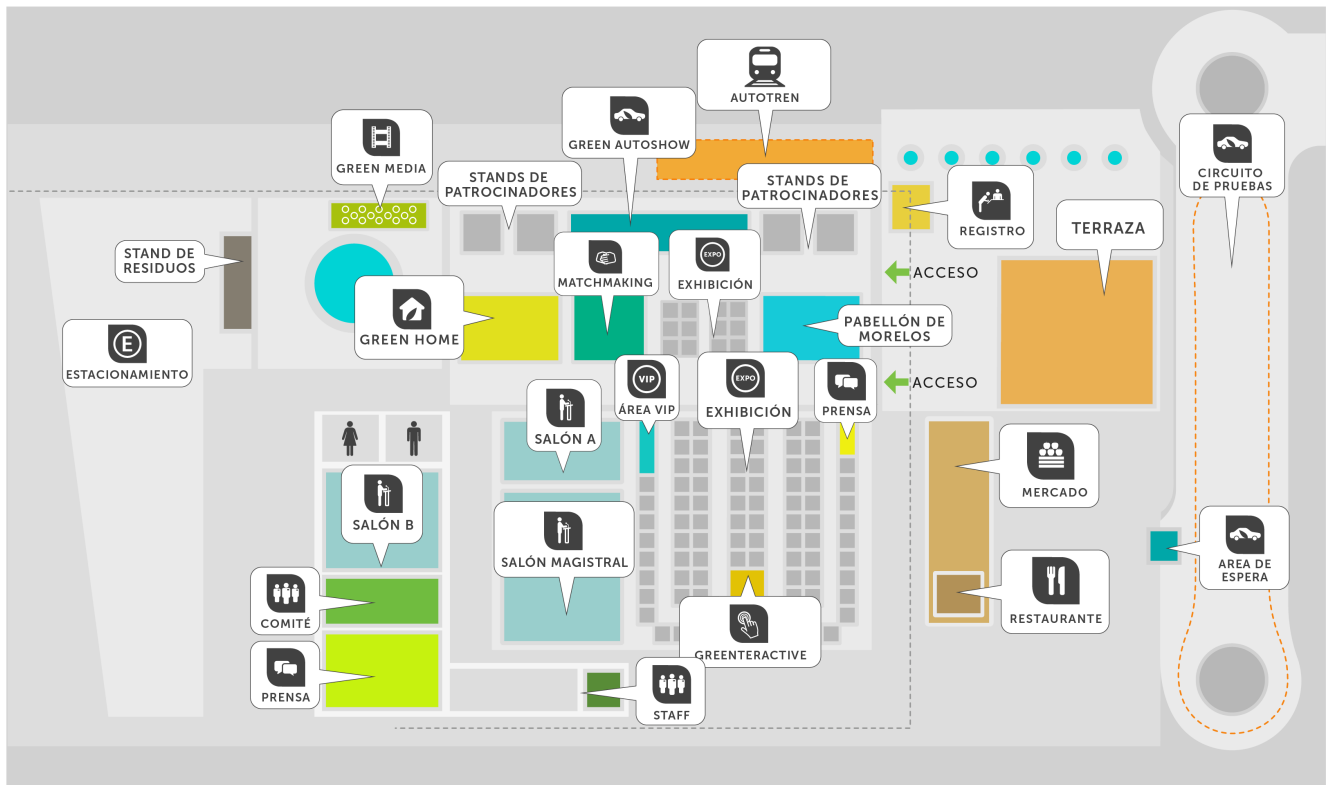
### 2.3 WEBSITE

[www.greensolutions2013.com](http://www.greensolutions2013.com)





## 2.4 EVENT LAYOUT



## 2.5 NAME BADGES

You have the right to 4 badges per exhibitor for the first 9m<sup>2</sup> hired and a further 3 for each additional 9m<sup>2</sup>.

Requests for exhibitors badges will be made once you receive the email from Green Solutions to register as an exhibitor. This registration must be carried out using the link sent to your email before September 20, 2013.

***The deadline for registering exhibitor badges is Friday October 4.***

Exhibitor badges may be collected in the registration area on October 24 between 12:00 and 18:00 and 25 between 09:00 and 19:00.

Badges will only be supplied to persons accredited by the institution; if you require further badges these must be paid for by the exhibitor.

Only personnel with Staff and Exhibitor badges may access the venue an hour before the expo opens. Badges are NON-TRANSFERRABLE. Anyone else must register to obtain their visitor's badge.

For reasons of security, anyone in the exhibition area must wear their badge at all times in order to be identified (before, during and after the event).





Exhibitor badges may not be used by minors, who are not permitted access during the event, its installation or dismantling.

## 2.6 CALENDAR FOR DELIVERY OF FORMS

FORM	SEND TO	DEADLINE
Form 1 Obligatory – Letter of Commitment	Online	Friday August 30
Form 2 Obligatory – Stand Furniture	Online	Friday September 6
Form 3 Obligatory – Exhibitor Directory	Online	
Documents to be sent for approval of stands with design.	Designated executive	
Additional Services	<a href="mailto:eventoswtc@gmail.com">eventoswtc@gmail.com</a> <a href="mailto:mario.espinosa@wtcmorelos.org">mario.espinosa@wtcmorelos.org</a>	
Registration of ID badges	Online	Friday October 4

## 2.7 CALENDAR OF IMPORTANT DATES

ACTIVITY	DAY	TIME
Delivery of ID badges to exhibitors	Thursday October 24	11:00 – 18:00
<b>Set up of stands larger than 27m<sup>2</sup></b> <b>(Decoration of exhibitor stands, with written approval from the Organizing Committee)</b>	Wednesday October 23 Thursday October 24	08:00 – 19:00
<b>Set up of Basic Stand</b> <b>(Decoration of 3x33x3exhibitor stand)</b>	Thursday October 24	08:00 – 19:00
<b>Opening</b>	<b>Friday October 25</b>	To be confirmed
<b>Expo opening hours</b>	<b>Friday October 25</b>	<b>11:00 – 19:00</b>
	<b>Saturday October 26</b>	<b>9:00 – 19:00</b>
Stand Supplies	<b>Saturday October 26.</b>	08:00 – 08:45
Dismantling	<b>Saturday October 26</b>	19:00 – 12:00 on October 27.





### 3. GENERAL RULES

The obligations and general rules to be followed by the EXHIBITOR are set out below. These must be implemented and respected for your successful participation. We request you revise the whole document and read it with care.

Please take into account and respect the provisions of your registration contract (Letter of Commitment) and this handbook.

We thank you for your cooperation in working in line with the procedures of Green Solutions 2013.

#### 3.1 OBLIGATORY FORMS

- **FORM 1 OBLIGATORY - LETTER OF COMMITMENT – Deadline Friday August 2.**
- **FORM 2 OBLIGATORY - STAND FURNITURE – Deadline Friday September 6.**
- **FORM 3 OBLIGATORY - DIRECTORY OF EXHIBITORS – Deadline Friday September 6.**

You are reminded that in order to comply with Form 1 Obligatory - Letter of Commitment you must download the form available on line, complete it, sign it and attach it for approval, in order to proceed to complete the subsequent obligatory forms.

***In the event that registration of the three obligatory forms is not completed using the system by the stipulated deadlines, your company will not be considered to have registered for the event.***

#### 3.2 EXHIBITOR HOURS

We request the presence of exhibitors at stands one hour before the exhibition opens to the public. If you require access beforehand or wish to stay after opening hours you must obtain permission in writing from the Organizing Committee.

#### 3.3 PROMOTION

Brochures, advertising, promotional, or tasting samples may not be distributed outside the area of your stand. Likewise, the circulation of promoters or mascots of any kind area exposure is prohibited. Repeat offenses will lead to your exhibitor badge being removed, and you will be denied entry.





### 3.4 GENERAL REGULATIONS

- During the event, all exhibitors must display appropriate behavior. Failure to do so will lead the Organizing Committee will take any action it deems appropriate.
- Raffles or draws are not allowed without appropriate permission from the Interior Ministry, in writing and upon prior approval of the Organizing Committee.
- Aisles must be kept clear of obstructions and/or additional installations throughout their length. Rented areas will be marked out with care not to invade common areas or to block the visibility of the venue signage.
- The placement of sheets, tarpaulins, banners, pendants, advertisements and all exhibitor signage and/or decoration that is affixed to or supported by the ceiling, columns, walls and other structures intended for this purpose must be attached with fasteners authorized by the venue.
- No warehouse space to store exhibitor equipment and/or furniture will be provided.
- Access to minors is restricted during installation and dismantling for safety reasons.
- During installation and dismantling of the event consumption of any type of alcoholic beverages, or smoking, is prohibited in the venue.
- Noise must be kept to a reasonable level so as not to affect the presentation of neighboring exhibitors. Noise should be kept at less than 80 decibels.
- Repeat offenses will lead to disconnection of electrical power to the stand, without any liability to the Organizing Committee for damage to goods or equipment.
- The food and beverage concession is exclusive to the Congress and Convention Center of the World Trade Center Morelos. It is prohibited to introduce food and/or beverages of another company during installation, the event and dismantling. It is prohibited to hold drinks receptions or coffee services in the lobby.
- Pets and/or live animals may not enter the venue, except animals trained to support people with disabilities.
- It is prohibited to work (sawing, nailing, gluing, etc.) directly on the carpet. When necessary protection should be used to cover it. The use of paint, solvents or other products that could spill accidentally and permanently stain or damage the carpet and/or tiles is prohibited within the halls.
- It is prohibited to hand tarpaulins or sheets from pole to pole or from tree to tree outside the exhibition venue.
- No electrical cables or any kind of wiring or sanitary installation may cross the floor or above the facilities.
- It is prohibited to affix tubes or materials or place any kind of heavy materials directly on the carpet in the halls during installation, the event and dismantling.
- Dance shows and other entertainment activities are prohibited without a stage.
- The use of any gas or flammable or toxic substance is forbidden.





- It is strictly forbidden to allow street vendors to enter any interior or exterior area of the venue.
- No firearms or weapons may be carried within the venue facilities. The consumption or sale of drugs within or around the venue is prohibited.
- No materials, equipment or furniture may be introduced, nor may any changes to these be made during the opening hours of the exhibition. Where necessary this made done one hour before the opening of the exhibition.
- During installation, exhibition hours and dismantling the exhibitor is responsible for all types of anomalies affecting their stands (disturbances of the peace, fire, theft, damage to equipment, etc.). It is recommended that you never leave your stand alone.
- Every day before retiring, you must close your stand with several strips of masking tape, which you should bring yourselves, and lock away valuable items or place them in safe storage.
- At night after the close of the event, the venue doors will be shut, prohibiting entry to anyone outside the Organizing Committee. Should you require Special Security for your stand, you must request it from the official supplier of the event before the deadline at an extra charge.
- When bringing laptops, video or still cameras into the venue you should advise the security guards who are at the entrances. We suggest you do not leave your personal equipment and items unsupervised at any time. In the event of any loss during installation, the event and dismantling, PROMÉXICO, the Congress and Convention Center of the World Trade Center Morelos, CREA, and the security company will not be held responsible.
- During dismantling an exit sheet should be completed with the inventory of items removed from the exhibition, which must be signed by the person responsible for the stand and handed to the security staff upon departure.

Please circulate these regulations to all personnel in your company involved in the event.

### **3.5 NON-COMPLIANCE**

The parties agree that in the event that the EXHIBITOR fails to comply with any of the obligations stipulated pursuant to these regulations or handbook, the ORGANIZER will prohibit and immediately suspend his participation, and the EXHIBITOR must correct or remedy the omission. Failure do so will be cause for the ORGANIZER to evict the EXHIBITOR, without liability on its part, and possession of the stand shall revert to the ORGANIZER, who can make use of it as it sees fit, to the benefit of Green Solutions 2013, forcing the EXHIBITOR to pay the ORGANIZER, as a penalty clause, an amount equal to the cost of the space. The venue by way of a penalty may further charge damages to the responsible party for up to 3 times the value of the damage. Repairs due to damage caused will also be charged.





## INSTALLATION AND REMOVAL

The stands provided by courtesy of the Organizing Committee will measure 9m<sup>2</sup> (3x3m).

The Organizing Committee may rescind the right to use of the stand assigned to the exhibitor in the event the latter fails to turn up to install their exhibition space by **3 p.m. on Thursday October 24**. In such a case they will not be entitled to reassignment of space and/or participation in the event.

### **4.1 HEIGHT**

The maximum height permitted in the interior of the exhibition floor is **3.60 meters**. On the exterior the maximum permitted height is **4.80 meters**, both for stand design and promotional elements. No publicity may exceed the boundaries of the stand. The design of stands must respect the maximum permitted height.

Free stand designs will be subject to approval by the Organizing Committee; please send construction plans with specific measures for evaluation. Within the exhibition venue stands two-story stands may be built, provided they do not exceed the maximum height indicated and the restrictions stipulated.

### **4.2 BASIC STANDS**

In the event the exhibitor does not have a design for their stand, the Organizing Committee offers to construct and install, at no charge, a basic exhibition stand with the following characteristics:

Basic features of the stand (FORM 2 OBLIGATORY – STAND FURNITURE):

1. Cardboard perimeter walls (100% recycled and recyclable materials made from Kraft paper - Ecostands)
2. Carpet for floor
3. Lighting for stand
4. Sign for front of stand
5. Double electrical socket (1000w/100V) For each 9m<sup>2</sup> stand, exhibitors have a right to a double 1,000 watt/110V socket.
6. In the event higher voltage or wattage is required, the exhibitor must hire and pay for the service from the venue. (See the section "Forms" WTC list of prices and Additional Services)
7. 1 table
8. 2 chairs
9. 1 trash can
10. 4 ID badged per 9m<sup>2</sup> stand

NOTE: The stand is assembled based on 1m modular cardboard panels.





#### 4.2.1 SPECIFICATIONS FOR USE OF THE STAND

Given that the material used in the Ecostands is based on recycled fibers without coating, certain considerations should be taken into account in order to preserve the material so it can be used again.

- **DO NOT** perforate the Ecostand boards
- **DO NOT** cut the board coating
- **DO NOT** paint/mark the Ecostand boards
- **DO NOT** wet or use a damp cloth to clean the Ecostand screens

You may make use of the following for mounting your materials:

- If you need to mount graphics on the screens, you can do so with double-sided tape or tape mounting, which can be removed from the screen at the end of the event.
- If you need to hang something on the screens, we suggest you do so from the angular profile at the top of the screen, which is very strong.
- Vinyl cutouts can be stuck directly onto the screen, provided they show text and are no larger than 1 m.
- We suggest you place large format self-adhesive vinyls on a non-Ecostand board, which can be provided by the stand supplier (contact details in the directory of this Handbook). In this way you can take your vinyls with you after the event.

Construction materials and auxiliary elements are the property of the provider (cardboard screens) and may only be assembled and disassembled by authorized and qualified personnel. It is prohibited to nail, paint, weld, drill, wet, dampen or use adhesives that leave residue on the modular system (chipboard). Any damage will be quantified and charged to the person responsible for the stand. If you need to affix posters to the walls, we suggest you bring Velcro or double sided tape with you.

#### 4.3 DESIGNED STANDS

The design of your stand should be presented for authorization to the Organizing Committee (the Executive who will follow up your participation in the event) by **Friday September 6** at the latest, with the following documents:

- A structural plan with measurements in meters.
- Renders with aerial and side views.
- Details of the person in charge of the stand (full name, title, address, phone, and email).

Note: All plans must give general and specific dimensions in meters.

The design and construction of stands larger than 18 m<sup>2</sup> and/or of more than a single floor must be entrusted to a professional (architect or engineer), whose details must be





provided to the Executive who will follow up your participation in the event, and who must authorize this type of design in writing.

Once the design of the stand has been approved by the Organizing Committee, it must present a Structural Responsibility Letter issued by a Master of Works where required, with the following requirements:

- Signature of the Master of Works
- Authorization
- Current license of the Master of Works
- Obligatory registration in the Register of Works

Within the exhibition venue two-story stands may be built, provided they do not exceed the maximum height indicated and the restrictions stipulated in this Handbook.

Exhibitors who design their own stands are responsible for installing the rear and/or partitions walls of their own stand, the rear face of which must be completed and aesthetically acceptable by the installation deadline on Thursday, October 24.

All electrical connections within the stand must be made using heavy-duty cable, in accordance with the load capacity.

The use of POT or DUPLEX cable is prohibited; all lighting must be suitably installed with bases or lampshades.

Also please note that neither the Organizing Committee nor the official supplier are responsible for damage to equipment due to overloading of power cables. For safe operation of your equipment, we recommend the use of voltage regulators.

***We remind you that the Convention Center of the World Trade Center Morelos does not possess anchor points (hangers), so supporting their weight on the stand must be taken into account, without exceeding the allocated space.***

The Organizing Committee will decide whether the stands are compliant with acceptable aesthetic standards.

#### **4.4 UNLOADING PROCEDURE**

Site the vehicle in the unloading bay. Deposit the materials on the platform so that once the vehicle has been removed they may be carried inside the Congress and Convention Center of the World Trade Center Morelos.

During installation and dismantling at the venue it is only permitted to use the cargo bay for unloading materials to the exhibition hall. Vehicles may not use the Fountain or Grand Lobby areas of the venue.

For security reasons, private cars may not enter or remain on platforms and loading areas, and must make use of the general parking lot.

To access the unloading bay and platforms the following rules must be followed:





- Drivers must NOT leave their vehicle at any moment.
- It is recommended that transport providers bring sufficient personnel since the vehicle must leave the venue once unloading is complete. Tying down or tarping operations must be carried out outside the unloading bay, without affecting the surrounding roads.
- The time allowed is only for loading and unloading maneuvers, NOT for carrying materials to the stands or mounting, so it is recommended to unload the vehicle on the platform, and leave someone in charge of the materials or merchandise while the driver parks the vehicle in a public parking lot.
- Forming a human chain to unload materials is strictly prohibited. Each supplier must group their materials where the Organizing Committee indicates.
- Neither the Congress and Convention Center of the World Trade Center Morelos nor CREA may be held responsible for the loss of objects within the venue or outside of vehicles parked in the loading bays, or for damage caused by collision, fire, natural phenomena, earthquake, hurricane or any other cause or natural event.
- The CONGRESS AND CONVENTION CENTER OF THE WORLD TRADE CENTER MORELOS and CREA do not take responsibility for or accept deliveries of boxes or any other product in advance. Deliveries must be received by company representatives at the agreed time.
- During loading and unloading maneuvers the loading platforms and emergency exits must not be obstructed with boxes, merchandise, materials or any other product or equipment.

*We remind you that the loading bay and platforms ARE NOT A PARKING LOT*

#### **4.5 INSTALLATION**

***The installation of stands must be fully completed by Thursday October 24 at 7 p.m.***

Access to the exhibition hall will only be permitted to the organizer, suppliers, contractors and/or exhibitors, at the dates and times indicated for the installation and dismantling of the event; they must be accredited by completing **access forms and the sticker** provided by the venue.

Venue staff will be in charge of access doors to the venue at all times during installation, the event and dismantling.

The use of fork lift trucks within the venue and rented areas must be supervised by venue staff.

The carrying of materials, goods, machinery or any other products or equipment in excess of 2 tons per square meter to and from the stands using vehicles or requiring special transportation must be supervised and coordinated by the venue staff.





Goods may only be transported to the stands using small trolleys with rubber tires (aisles must also be kept free of equipment and packaging).

Any modification or damage to the facilities or equipment must be paid for by the exhibitor: the cost of repair or replacement at current value, plus a fee for the costs incurred, which is determined according to the spaces.

The use of dangerous materials (solvents, sprays, substances, inflammable or hazardous materials, etc.) are not permitted. Where they are a necessary part of your exhibition authorization must be requested from the Organizing Committee 30 days before the event, i.e. before **September 24, 2013**.

When bringing laptops, video or still cameras into the venue you should advise the security guards who are at the entrances. Please attach an anti-theft device to these articles (steel cable) for greater security.

We suggest you do not leave your personal equipment and items unsupervised at any time. In the event of any loss during installation, the event and dismantling, PROMÉXICO, the Congress and Convention Center of the World Trade Center Morelos, CREA, and the security company will not be held responsible.

For safety reasons and to maintain the image of the event, installation must cease once it has opened. This means that no more materials or equipment may be brought into the venue, and may only be removed once the event has officially finished.

It is strictly forbidden for suppliers or decorators to leave packaging, strapping, boxes, etc. in aisles and common areas

When an event involves the display of cars the Venue and Organizing Committee will determine the appropriate areas with permission. Display vehicles may only enter the venue using the purpose-built access points.

In order to avoid problems, we kindly request you **DO NOT BRING OBJECTS OF VALUE TO THE INSTALLATION**.

If you need to bring objects of value, remember that the Organizing Committee **CANNOT BE HELD RESPONSIBLE** at any time for loss or thefts within the Exhibition Center, and for this reason we advise you to take great care of objects of value at all times.

#### **4.6 DISMANTLING**

Dismantling of stands may begin at 5.30 p.m. on October 26. Removal of material is totally **PROHIBITED** before this time.

Dismantling will take place continuously from 5.30 p.m. on Saturday October 26 until 11:59 p.m. the same day. After this time any rights to claim for loss or damage to materials not removed in the period indicated are annulled.

**EXHIBITORS** are obliged to remove their products, dismantle and remove their stands and return the premises in the same conditions as they were received (free of debris and/or equipment used in the assembly). To this end a post-event monitoring tour will be





conducted with venue staff to ensure that the areas are handed over in accordance with this requirement.

Likewise, exhibitors are required to return the equipment and/or furniture they were given in the same condition it was received to the contracted supplier.

In order to remove samples and equipment an exit sheet should be completed with the inventory of items removed from the exhibition, which must be signed by the person responsible for the stand and handed to the security staff upon departure.

It is not permitted to partially or completely leave stands, or leave leftovers, or waste, within the premises. Exhibitors who fail to do so will be penalized.

The venue, CREA and the organizer cannot be held responsible for any equipment, material and/or furniture that is not removed from the exhibition area by the day and time indicated.

In the event the exhibitor or constructor leaves waste or components of the stand which must be removed by the venue cleaning staff, the exhibitor shall be liable for a fine established per cubic meter by the Organizing Committee.

Damage to facilities will be repaired at the cost of the exhibitor or decorator. EXHIBITORS are not authorized to carry out repairs of any kind.

The EXHIBITOR frees PROMÉXICO, CREA and the CONGRESS AND CONVENTION CENTER OF THE WORLD TRADE CENTER MORELOS from all responsibility for damages to their property, person or employees that may be caused by third parties.

## **5 ADDITIONAL SERVICES**

### **Services offered exclusively by the Congress and Convention Center of the World Trade Center Morelos**

- Food and drink
- Hiring of cleaning and security staff
- Service Desk (chairs, tables, screens, boards)
- GENIE access platform
- Internet and telephone service

#### **Food and drink**

The food and beverage concession is exclusive to the Congress and Convention Center of the World Trade Center Morelos. It is prohibited to introduce food and/or beverages of another company during installation, the event and dismantling.

Please circulate these regulations to all personnel in your company involved in the event.

#### **Banqueting**

The banqueting service is exclusive to the venue and no other service may be hired. The preparation of dishes and drinks will be carried out in the venue's kitchen facilities, with a high standard of hygiene and quality in foods and beverages prepared by the venue staff, in order to provide a good service to guests.





If you need buffet tables and/or work tables for food and drinks, these must be provided and arranged by the venue. The tables provided by the venue do not support heavy loads, and the venue cannot be held responsible for any damage caused to the furniture, which must be covered by the user.

### **Electricity/lighting**

Your stand includes an electrical socket. You can request additional electrical sources at the 1000w/110V rating. Please use the appropriate form provided in the Additional Services Appendix.

### **IT/internet**

The venue provides a wireless broadband internet service available in all internal and external areas. This service is not included in the rent of the stand and will be available during the event for participants. Please use the appropriate form provided in the Additional Services Appendix if you wish to hire this service.

### **Telephones**

The exhibitor and/or suppliers may rent the phone lines they need for their participation in the event, which must be requested in advance from the venue in order to receive the authorized rates. Calls will only be transferred if you have leased a telephone line.

### **Parking**

The venue has dedicated parking for clients and event participants. Neither the venue nor CREA are responsible for partial or total damage caused to vehicles, or for theft of vehicles, parts, accessories or objects left inside vehicles.

**For further information on costs and services please consult the WTC Price List and Additional Services Form.**

**Remember that any additional service contracted by the exhibitor must be authorized by the Organizing Committee (the Executive who will follow up your participation in the event).**

**To hire any of these services please contact:**

**Mario Alberto Espinosa**  
**Operations Director WTC Morelos**  
**Tel. 777-3916321 al 23**  
[eventoswtc@gmail.com](mailto:eventoswtc@gmail.com)  
[mario.espinosa@wtcmorelos.org](mailto:mario.espinosa@wtcmorelos.org)





## 6 DIRECTORY

- **ORGANIZING COMMITTEE:**

Form 1 and 2 Obligatory – Letter of Commitment and Stand Furniture:

Yunuen Mena González  
Tel. (55) 54477000 ext. 1325  
[yunuen.mena@promexico.gob.mx](mailto:yunuen.mena@promexico.gob.mx)

Form 3 Obligatory – Directory of Exhibitors

Claudia Ortega Cajigas  
Tel. (55) 54477000 ext. 1347  
[Claudia.ortega@promexico.gob.mx](mailto:Claudia.ortega@promexico.gob.mx)

Other Executives:

Diego Mora Azcárraga  
Tel. (55) 54477000 ext. 1372  
[diego.mora@promexico.gob.mx](mailto:diego.mora@promexico.gob.mx)

Regina Ortiz Díaz de León  
Tel. (55) 5447000 ext.1375  
[regina.ortiz@promexico.gob.mx](mailto:regina.ortiz@promexico.gob.mx)

- **CREA (INSTALLATION SUPPLIER):**

Daphne Téllez Almanza  
Tel. (55) 11050300 Ext. 188  
[dtellez@cie.com.mx](mailto:dtellez@cie.com.mx)

Mónica Cureses  
Tel. (55) 11050321  
[mcureses@cie.com.mx](mailto:mcureses@cie.com.mx)

- **WTC CONVENTION CENTER:**

Mario Alberto Espinoza  
Tel. (777) 3916321 al 23  
[mario.espinosa@wtcmorelos.org](mailto:mario.espinosa@wtcmorelos.org)  
[eventoswtc@gmail.com](mailto:eventoswtc@gmail.com)

- **ECO STANDS – IGUANA 4 STUDIO**

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[aldojimenez@iguana4studio.com](mailto:aldojimenez@iguana4studio.com)