

Quick General Information Guide

June 13-15
EXPO GUADALAJARA
www.expopack.com.mx



Homero 418 Piso 3 Col. Chapultepec Morales, 11570, Ciudad de México
Tel. (5255) 5545-4254 Fax (5255) 5545-4302 E-mail: operaciones@expopack.com.mx

VENUE



Expo Guadalajara

Av. Mariano Otero #1499
CP.44550 Guadalajara, Jalisco
Tel: +52(33)3343-3000

Website:

<http://www.expoguadalajara.mx>

MOVE IN SCHEDULE

Booth move in activities will be on a staggered schedule. After you receive your company's assigned move in time, all parties involved including booth designers and suppliers, must be informed to avoid delays. **The hall must be vacated by 10:00 pm each night; except Monday June 12 (ALL EXHIBITITS MUST BE COMPLETE BY 7:00 PM) exhibitors will not be permitted to work overnight. Please notify your decorating company about this rule.**

MOVE-IN HOURS:

JUNE 2017	HOURS
Friday, Jun 9	10:00 am to 10:00 pm
Saturday, Jun 10	8:00 am to 10:00 pm
Sunday, Jun 11	8:00 am to 10:00 pm
Monday, Jun 12	8:00 am to 7:00 pm

EACH EXHIBITOR WILL BE ASSIGNED A SPECIFIC TIME FOR MOVE-IN.

After 7:00 pm on Monday June 12, no material or equipment entry will be allowed since the hall will be closed for general cleaning and carpeting. Show Management reserves the right to remove any staff or materials from the exposition floor, without responsibility for losses or damages to the material removed, which, in its judgment, interferes or alters the development of the exposition.

Exhibitors must have their booths **COMPLETELY SET UP** and ready for Show Management Inspection by **7:00 pm, June 12th.**

Failure to comply with this rule will result in a fine of up to \$1,000 USD and a deduction of priority points for the exhibitor.

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Form

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SHOW SCHEDULE

The exhibition will be open from June 13 through June 15. Exhibitors are responsible for their booth and must arrive half an hour before the exhibition is opened to the attendees each day. Exhibitors are allowed access to the hall according to the schedule below in order to supply materials or make arrangements in their booth.

June 2017	Show Schedule	Exhibitors allowed entry into the hall
Tuesday June 13	11:00 to 7:00pm	09:00am
Wednesday June 14	11:00 to 7:00pm	09:00am
Thursday June 15	11:00 to 6:00pm	09:00am

MOVE OUT SCHEDULE

IMPORTANT: PLEASE PAY ATTENTION TO THE FOLLOWING INFORMATION.

You can check the specific date and time that your freight is scheduled to be removed from the exhibit hall in Section E of the manual.

- OUTBOUND MACHINERY SCHEDULE -

Your assigned target is the date and time your freight is to be removed from the exhibit hall. **It is not the time you should start to dismantle your booth.**

The outbound machinery schedule is:

- Friday, June 16 from 8:00am. to 8:00pm. **Please review your assigned schedule in the exhibitor manual.**
- Saturday, June 17 from 8:00 am. to 12:00 pm. **Please review your assigned schedule in the exhibitor manual.**

- DISPLAY OUTBOUND SCHEDULE -

The Display material and AV equipment outbound schedule is:

- Thursday, June 15 after show close, exhibitors can start dismantling their booths from **8:00 pm to 10:00p small items and AV Equipment. Only vehicles of 3 ½ tons or smaller.**
- Friday, June 16 you can continue dismantling your booth from 08:00 am. to 10:00 pm
- Saturday, June 17 from 08:00 am. to 12:00 pm. You will be targeted for your move out.

Returning of crates & empties will start at 8:30 pm on Thursday, June 15, and then the machinery can be removed according your specific date and time.

Exhibitors, who need to pack their machinery in crates, may work until 12:00 am (midnight) while the empties arrive to the booth.

Only vehicles of 3 ½ tons and smaller will be given access to the marshaling area/loading dock from 7:00 p.m. to 10:00 p.m.

The exhibitors can continue moving out until Friday June 16th, from 08:00 a.m. through 10:00 p.m. and on Saturday, June 17th from 08:00 a.m. to 12:00 p.m.

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After 2:00pm on June 17, EXPO PACK Guadalajara Staff will withdraw the security team and return the facilities to Expo Guadalajara Management. Show Management is not responsible for any items or machinery that remains within the hall.

BADGES

Your company will receive one (1) free badge for every three (3) square meters contracted. Request badges for all personnel working in your booth by **COMPLETING FORM C2** online (hostess, maintenance, technicians, etc.)

Badges **WON'T** be mailed. They can be picked up at:

- EXPO PACK / PMMI Mexico City office:
 - ✓ Monday June 5 to Thursday June 8, from 9:00 AM to 1:00 PM
At Homero 418, 3RD floor, colonia Chapultepec Morales, Mexico City.
- Expo Guadalajara at Exhibitors Registration:
 - ✓ Saturday, June 10 and Sunday, June 11 from 10:00 AM to 2:00 PM
 - ✓ Monday, June 12, from 9:00 AM to 7:00 PM
 - ✓ Tuesday, June 13 from 8:00 AM to 8:00 PM

All personnel must wear badges at all times. Without a badge, access to the exhibition hall will be denied.

- ✓ **Additional badges** can be ordered:
\$5.00 USD (\$100 pesos) taxes included and can be paid for when you pick them up.
- ✓ Orders placed on site (Wednesday-Friday) can be ordered:
\$10.00 USD (\$200 pesos) taxes included.

For payment information please contact Guillermina Millán guillermina.millan@expopack.com.mx Tel. (52-55) 55454254 ext. 104

No one under 18 years of age (including infants) will be permitted onto the exhibit floor at any time during move-in, show days or move-out.

SECURITY

Show Management and Expo Guadalajara may take precautions to safeguard exhibitor's property **by means of regular perimeter guard service**. However, **they will not be liable for the damage or loss of exhibitor's property.** (See point 29 of the Rules and Regulations).

If you require any additional or special security for your booth, it will need to be reserved through the official security supplier. Please submit form **H-7 Booth Security to order this service**.

Exhibitors should insure their own exhibit and display materials and make every effort to secure their small and/or easily removable items in their booth. This includes, but is not limited to, laptop computers, DVD players, VCRs, cell phones and video projectors.

FREE SERVICE – SECURITY STORAGE

EXPO PACK Guadalajara 2017 is providing a limited security storage area for Exhibitor's small items only. It will be open from Sunday June 11 to Friday June 16 from 11:00 am to 8:00 pm. Saturday June 17 from 8:00am to 10:00 am **NOTE:** Storage will open at 9:00 am on Tuesday June 13.

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Form

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LOADING AND UNLOADING

The loading area is for loading and unloading vehicles only. This area is not intended for parking and/or storage.

This loading and unloading area IS NOT A PARKING LOT and you must only use during your assigned time.

All vehicles are given a specific amount of time to use the loading area. Exceeding the allotted time will result in fines imposed by Expo Guadalajara.

Vehicles Size	Included time	Fee for exceeding hour / fraction
Automobile or small Van up to 3 ½ tons	30 min.	\$ 100 pesos*
Medium: Flat Bed, Large Tow Truck, Stake Truck	1 hour	\$ 100 pesos*
Light-Heavy: Single Unit Truck (30')	1 ½ hours	\$ 100 pesos*
Heavy: Tractor/Trailer (40'), Moving Truck, Tractor/Trailer (50'), Freight Truck	2 hours	\$ 100 pesos*

*Note these fees are only for exhibitors exceeding the allotted time for their vehicle.

PARKING

The areas designated for parking are limited and reserved for cars and vehicles not exceeding a one ton capacity. Parking rate is \$60 pesos daily for visitors.

Sleeping, exhibiting, or other sales activities are not allowed in any part of the parking lot.

SERVICE VENDORS

EXPO PACK has selected a group of **qualified vendors** to provide services for the show. See form B-1 for a complete list of vendors. It is important to take into consideration the services marked EXCLUSIVE for Expo Guadalajara.

CLEANING

EXPO PACK Guadalajara 2017 will not provide cleaning service within the booths. Cleaning will only occur in the aisles and common areas.

Exhibitors will be responsible for cleaning within their booths and can order this service by completing **FORM F-7 Booth Cleaning**.

Exhibitors are responsible for ordering trash removal and placing their trash in the proper receptacle. If the exhibitor or display company damages or soils the aisle carpet, the exhibitor is responsible for cleaning this area.

NON SMOKING VENUE

According to the city government's laws and regulations, Expo Guadalajara is a venue where smoking is not allowed except in specified areas, such as the patio in front of the main lobby.

FIRST AID

First aid will be located at the front of the Hall A and B. Please inform the organizing committee or the security personnel if you require assistance.

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MARSHALLING YARD

Marshalling logistics will be as follows:

1. All exhibitors will have a scheduled Move-in according to their booth's location.
2. Quote your transport **2 hours before your scheduled Move-in** to avoid delays.
3. Arrive at "Open Expo" by the door located on Mariano Otero Avenue near the corner of De las Rosas Avenue.
4. The driver will present the "Move-in Pass" at the marshaling office.
5. After delivering the "Move-in Pass", the driver will wait until he is notified to proceed to the designated area.
6. When your scheduled move-in is nearing, the operator will be notified and will be allowed to go to De Las Rosas Avenue next to Rincon de las Praderas Avenue.
7. When the vehicle arrives at the entrance of Expo Guadalajara, the operator will be directed to a specified area to unload.



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RESTAURANTS / FOOD & BEVERAGES

SNACK

Snack service will be available within the exhibition hall and in the Lobby of Expo Guadalajara. The service is as follows:

- Move-In Days 09:00 am to 7:00 pm
- Show Days 11:00 am to 7:00 pm
- Move-Out Days 09:00 am to 7:00 pm

BUFFET RESTAURANT

A restaurant located within the exhibiting floor will be available during show days offering buffet service for Exhibitors and Visitors.

Exhibitors must comply with Expo Guadalajara Catering food & beverage distribution and sampling regulations. Expo Guadalajara is the ONLY AUTHORIZED VENDOR TO PROVIDE food & beverage services during the show.

FACILITIES FOR DISABLED

Expo Guadalajara has facilities adapted for those with disabilities (Lifts, ramps, wheelchairs rent, etc). If you need assistance, please contact Expo Guadalajara Services in lobby A.

TAXIS

At the main entrance of the lobby of Expo Guadalajara, there is a SAFE Taxi Base with regulated fees.

For your own safety, we strongly recommend that you use this service and DO NOT USE TAXIS IN THE STREETS.

UBER is available in Guadalajara.

EXHIBITOR SERVICE

EXPO PACK Guadalajara 2017 staff will be available before and during the exhibition to help you with any questions you may have about your booth and exhibition area. During the exhibition, staff will be located in the Show Management Office and around the Exhibition floor.

ATM

ATMs are located in the main lobby.

COST REDUCTION TIPS - SAVE TIME & MONEY

To avoid problems on site you must plan in advance, as it can be the key to a successful show. Shipping, drayage, electrical, compressed air, displays and booth decorations also offer many opportunities for exhibitors to save thousands of dollars in exhibit costs.

- ✓ **Identify the Discount Deadlines for your Services**
 - It is essential order and pay for your services prior to the published deadlines. These deadlines can be easily seen on the main menu of the Exhibitor Manual or on the side of each form.
- ✓ **Use a reliable Exhibitor Appointed Contractor**
 - Take your time and carefully hire an experienced EAC to avoid problems with the move in/move out. EXPO PACK has provided a list of EAC who have a history of completing booths on-time during previous shows in **FORM D6**.

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- Replace costly pre-built displays with modular rental displays. In addition to the original cost of building elaborate displays, you will save money on the maintenance costs, storage, crating, material handling, shipping and set-up.
- ✓ **Utilize EXPO PACK's Official Vendors**
 - EXPO PACK's official vendors have negotiated special rates for exhibitor services See form B-1 for a complete list of providers.
- ✓ **Review your inbound/outbound schedule**
 - To avoid any kind of delay in your move-in, install your carpet before dropping the machine in the booth. To help with the machinery spotting, mark the final location of the machine in your booth by placing tape on the carpet.
 - Installation/Dismantling days are vulnerable times -make sure your property is secure before you leave.
- ✓ **Secure your valuables**
 - Although Show Management provides guard service, it is virtually impossible to achieve total protection in a building like Expo Guadalajara, with hundreds of exhibiting companies and thousands of people. Every workman carries a toolbox; when one disappears from a booth, it will rarely be recovered. Tools and valuables cannot be left unattended at any time.
 - Show Management provides 24-hour perimeter exposition security, uniformed guards and plain-clothes police, during installation, show days and dismantling periods. However, exposition facilities such as Expo Guadalajara, large and expansive with many doors, stairwells and service entrances, cannot be made totally secure.
 - Cabinets with light locks do not provide security. Think ahead and arrange a very really secure place for what you value. Keep your valuable items with you at all times or leave them at your hotel.
- ✓ **Protecting Your Property**
 - If you need to store small electronic or A&V overnight, please store them in the Security Storage Room.
 - Don't bring your airline tickets, large amounts of cash or credit cards with you to the hall. Take only what you may need that day. Put the rest in a safe at your hotel.
 - Report any suspicious actions at or around your booth to floor managers or security personnel immediately.
 - Do not leave your booth unattended at any time during show hours.
 - Do not hide things under a table or in the back of your display. Thieves know where to look.
- ✓ **Shipment**
 - If you ship your items in locked trunks or crates, send the combination numbers or keys with your freight forwarder for the customs revision. If they can't open the boxes, the customs authorities will destroy the padlocks and the merchandise could be damaged. Make sure your goods in cartons are security taped or banded; under no circumstances should you mark the name or type of articles contained in the cartons on the outside of the box.
 - Ship with a qualified trucker or forwarder. Do not hire your shipper solely on price. Make sure they have adequate insurance/are bonded, adequate equipment and reliable references.
 - Be sure to provide your shipping company with an accurate bill of lading.
 - Do not leave merchandise in containers to be stored with "empties."

If you have questions, or need further information, please do not hesitate to contact us.

SHOW MANAGEMENT

