

DELIVERY OF MATERIALS

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

DELIVERY OF MATERIALS

All shipments to Expo Guadalajara will occur in three parts.



The first is the movement of cargo from its point of origin to the Marshalling Yard of Expo Guadalajara, which is located at the Expo Abierta at Av. Mariano Otero #1499 CP.44550 Guadalajara, Jalisco.



The second is the unloading of the truck and delivery to your booth.



The third is the dismantling and move-out.

Expo Guadalajara Marshalling area hours:

Move-In:

- Friday 09 10:00 a.m. to 8:00 p.m.
- Saturday 10 9:00 a.m. to 8:00 p.m.
- Sunday 11 9:00 a.m. to 8:00 p.m.
- Monday 12 9:00 a.m. to 7:00 p.m.

Move-Out:

- Thursday 15 7:00 p.m. to 10:00 p.m.
- Friday 16 8:00 a.m. to 8:00 p.m.
- Saturday 17 8:00 a.m. to 12:00 p.m.

I. NATIONAL & INTERNATIONAL TRANSPORTATION SERVICE PROVIDED EXCLUSIVELY BY:



All exhibitors shipping merchandise into Mexico with Millenium Cargo or Schenker will have their crates delivered to their booths if this service has been arranged in advance. **For security purposes, an authorized representative from your company must be at the booth to sign for your delivery.** Both freight forwarders will have counters at the Exhibitor Service Desk.

Please review the exhibition plan, and become familiar with the location of the entrances, the Marshalling area and platforms. The information below is to be used as general guidelines; more specific instructions will be sent with your Move-in and Move-out schedule.

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Form

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II. DELIVERY OF MATERIALS

1. All exhibitors will be assigned a move-in date and time according to their booth location (Please review the exhibitor manual to check your specific move-in/out dates.)
2. Freight must be delivered on your assigned target date.
3. All deliveries and trucks will need to enter through the entrance located at the corner of Ave. de las Rosas and Mariano Otero.
4. When vehicles arrive at the entrance at Ave. de las Rosas and Mariano Otero, the driver will receive a "Marshaling pass" and the vehicle will be directed to the marshalling area.
The marshalling area will not accept any vehicles that arrive 2 HOURS PRIOR TO THEIR SCHEDULED MOVE-IN.
5. At the Marshalling Area trailer, the driver of the vehicle will present the "Marshaling pass" noting piece count, exact item(s) description and weight of material to be unloaded. Separate weight for display material and machinery equipment is required.

- | |
|---|
| <ol style="list-style-type: none">6. All exhibitors/vehicles bringing machines are required to contract drayage service to unload the freight. Exhibitors will not be permitted to unload any machinery exceeding 250 kgs. |
|---|

7. An unloading document will be issued at the Marshalling yard Trailer by EXPO PACK personnel. The receiving report will be:
 - a) Based on the information on bill of lading or delivery report.
 - b) Date and time stamped.
 - c) The assigned loading area
8. If the driver does not have a document with sufficient information describing the shipment(s), they will be delayed until we obtain the proper information.
9. After you are given a Receiving Report, a numbered card will be given to you for placement in the window of your vehicle.
10. The numbered card identifies the building and area in which you will be unloaded.
11. When an unloading area is available, the driver will be notified to proceed to that designated area.
12. The marshalling area card must be displayed in the vehicles at all times
13. Once unloading and shipping documents have been authorized, they may leave or return to the marshalling area.
14. The personnel in charge of the gate will note the time of your entrance to the freight doors as well as the time you start unloading. Workers will be given temporary badges at that time.
15. All trucks must clear the freight doors once merchandise is unloaded. No vehicles may remain in the operation areas if no staff is unloading the freight. Unbinding and removing canvas from vehicles cannot be done within operation areas.
16. **Be punctual**, otherwise you will have to wait for a new turn in the marshalling area. Please note: the marshalling area will not accept any vehicles that arrive **2 HOURS PRIOR THEIR SCHEDULED MOVE IN.**

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17. If you need to change your assigned scheduled move in date/time and will not show any machinery that requires a forklift or crane, please email operaciones@expopack.com.mx for approval.
18. Parking in the unloading area is prohibited.
19. Expo Guadalajara manages the loading patio and will charge the following fines to vehicles exceeding their designated timeframe at the loading patio:

| Vehicle Size | Time included | Fee for exceeding hour / fraction* |
|--|---------------|------------------------------------|
| Automobile or small Van up to 3 ½ tons | 30 min. | \$ 116.00 pesos* |
| Medium: Flat Bed, Large Tow Truck, Stake Truck | 1 hour | \$ 116.00 pesos* |
| Light-Heavy: Single Unit Truck (30') | 1 ½ hours | \$ 116.00 pesos* |
| Heavy: Tractor/Trailer (40'), Moving Truck, Tractor/Trailer (50'), Freight Truck | 2 hours | \$ 116.00 pesos* |

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

20. Empty crates must be stored with your freight forwarder, or you may contact MILLENIUM CARGO or SCHENKER to arrange for storage.
21. Please request "empty" stickers from your freight forwarder, complete all of the information requested on the sticker and place them on your empty crates. It is important to complete all information to ensure prompt return of your empties at the end of the show. All empties must be placed in the aisles in front of your booth (avoiding the freight free aisles). **Do not leave any tools or items of value in your empty crates.** Show Management assumes no liability for any missing items left in exhibitor's crates/cartons.
22. **On the assigned target date for the arrival of your equipment, the exhibitor must have a representative present at showsite who will:**
 - a. *Mark the floor to show the exact location of each machine prior to arrival.*
 - b. *Be present when the machines are being spotted.*
 - c. *Advise the rigging crew on the use of exhibitor's pre-rigging methods and accessories.*
 - d. *One time spotting does not include any unbolting, unskidding or assembly.*
23. ADDITIONAL CHARGES MAY APPLY:
 - a) If machines arrive in containers, if blocking, unstuffing, removing tarp or re-tarping is involved and if it is necessary to unskid the machines before removing from container, labor times and equipment will be added to the stated rates.
 - b) If sides and/or top of truck have to be removed by a contractor, if machines are crated or skids require removal, if spotting of machines or handling of empty skid or machinery crates to and from storage area is required, labor time and equipment charges will be added to stated rates.
 - c) If Exhibitor's representative does not comply with shipping instructions, machines will be placed in the booth without spotting. For spotting at a later time, charges will be based on labor time and equipment will be added to stated rates.
 - d) Material Handling Contractors will charge exhibitors on a time and material basis for the cost involved in cutting up and dismantling crates, skids and large pieces of lumber left in the storage area. If you do not need to save your crates and skids, have your labor crew cut them up during the installation period.
24. After arriving to the Exhibition on your assigned date and time, you will be allowed to work from 8:00 am to 10:00 pm until June 11. All exhibit work must be complete by 7:00 pm on June 12.

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25. **NOBODY WILL BE PERMITTED IN THE HALL AFTER 7:00 p.m. June 12 (PLEASE NOTIFY YOUR DISPLAY HOUSE).**

III. MOVE-OUT

Thursday, June 15 from 7:00 pm to 10:00 pm. **Display material, small items and AV Equipment only.**

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

Outbound **machinery** schedule is:

- Friday, June 16: from 09:00 am. to 8:00 pm.
- Saturday, June 17 from 09:00 am. to 12:00 pm.

Display and AV Equipment and Furniture move-out instructions, Thursday, June 15

1. When vehicles arrive at the entrance of Av. de las Rosas and Mariano Otero corner, the driver will receive a "Marshalling pass" and the vehicle will be directed to the marshalling area.
2. Only vehicles of 3 ½ tons and smaller will be given access to the marshaling area/loading dock from 7:00 pm to 10:00 pm.
3. When the exhibitor has all their material ready to take to the assigned door, the Floor Manager will allow the vehicle to move from the marshalling area to the loading patio.
4. Each vehicle must comply with the allowed time of the building to load the vehicle.
5. If loading time exceeds the assigned time, Expo Guadalajara will charge a fine based on the amount of extra time the vehicle remains in the loading patio.
6. When the exhibitor finishes loading their vehicle, it must be removed from the loading patio.

Machinery move-out instructions, Friday, June 16 and Saturday, June 17

1. **Exhibitors by June 16 designed schedules will be permitted to remove their machinery from 8:00 a.m. to 8:00 p.m. on Friday, June 16 OR Exhibitors by June 17 designed schedules will be permitted to remove from 8:00 a.m. to 12:00 p.m.**
2. When the exhibitor has all their material ready to take to the assigned door, the Floor Manager will allow the vehicle to move from the marshalling area to the loading patio.
3. **The Marshalling area will not accept any vehicles that arrive 2 HOURS PRIOR TO THEIR SCHEDULED MOVE OUT.**
4. When each vehicle enters the loading patio, traffic control personnel will write down the arrival time and the vehicle size.
5. Each vehicle will be assigned a certain amount of time to load the vehicle. The time is determined based on the size of the truck as follows:

| Vehicle Size | Time included | Fee for exceeding hour / fraction* |
|--|---------------|------------------------------------|
| Automobile or small Van up to 3 ½ tons | 30 min. | \$ 116.00 pesos* |
| Medium: Flat Bed, Large Tow Truck, Stake Truck | 1 hour | \$ 116.00 pesos* |
| Light-Heavy: Single Unit Truck (30') | 1 ½ hours | \$ 116.00 pesos* |

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| Heavy: Tractor/Trailer (40'), Moving Truck, Tractor/Trailer (50'), Freight Truck | 2 hours | \$ 116.00 pesos* |
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*Note these fees are only for exhibitors exceeding the allotted time for their vehicle.

6. Expo Guadalajara manages the loading patio and will charge the fines indicated above to vehicles exceeding their designated timeframe at the loading patio. Expo Guadalajara will charge the fine based on the amount of extra time the vehicle remains in the loading patio.
7. When the exhibitor finishes loading their vehicle, it must be removed from the loading patio.

Remember: The move-out time of your machinery and equipment is the time which you have been scheduled to remove it from your booth and IS NOT THE TIME YOU SHOULD START TO DISMANTLE YOUR BOOTH.

IMPORTANT: please inform your display house of this information in order to facilitate the move out of your booth.

You will be assigned a specific target date & time for both move-in and move-out of your shipment.
This information will also be available in the exhibitor manual.

IMPORTANT: Violations to these procedures will result in suspension of your move-in or move-out operations and a fine for delaying the unloading/loading process. The fine will be based on time wasted by blocking loading patio, the marshalling area, or any other areas that have an effect on the entire Move in or Move Out process.

For more information, please contact:

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