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# IAC 2016 EXHIBITOR TECHNICAL MANUAL

# 67<sup>th</sup> IAC

International Astronautical Congress

September **26th-30th** 2016  
Guadalajara, México



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# EXHIBITOR TECHNICAL MANUAL

This Manual has been designed so that the 67th International Astronautical Congress – 67th IAC might be held with order and respect, ensuring success for all the participants and guests at this grand event.

## 1. SET-UP AND DISMANTLING

Congress Name: The 67th International Astronautical Congress

Congress Dates: September 26th – 30th, 2016

Web Site: [www.iac2016.org](http://www.iac2016.org)

Congress Venue: Expo Guadalajara, 1499 Mariano Otero Av., 44550

Phone: 52 (33) 33 43-30 00

DATE	HOUR	SETUP
<b>SETUP</b>		
September 24 (Saturday)	08:00 - 18:00	Setup
September 25 (Sunday)	08:00 - 18:00	Setup
<b>EXHIBITION HOURS</b>		
September 26 (Monday)	11:30 - 18:30	11:30: Opening exhibition 12:30 - 19:30: Exhibition
September 27 (Tuesday)	09:00 - 18:00	Exhibition
September 28 (Wednesday)	09:00 - 18:00	Exhibition
September 29 (Thursday)	09:00 - 18:00	Exhibition
September 30 (Friday)	09:00 - 12:00	Exhibition
<b>BREAKDOWN</b>		
September 30 (Friday)	12:00 - 22:00	Dismantling

After 18:00 hrs on September 25, THERE MUST BE NO HEAVY OR NOISY LOADING OR UNLOADING OF MATERIALS, DRILLING, OR ANY TYPE OF SET UP EQUIPMENT, and there will be no access to the docks. Entry will only be given to boxes and materials of small dimensions during the schedules and according to the rules established below in the section on ENTRY/EXIT OF MATERIALS and all set-up operations will be completely suspended in order to leave way for cleaning of the area.

Any maneuver after 18:00 hrs. of September 25, GENERATES OVER TIME which may be contracted in the services module of the venue and should be covered by the vendors that have not finished set-up. The percentage for medical services should be covered according to the times contracted. It is the set-up company's responsibility to watch all the equipment and tools used for the job.

\*\* It is strictly forbidden to carry on any set-up activity or decoration of your stand on September 26.

\*\*\* During the exhibit schedule, entry or exit of any type of merchandise, furniture, or any other object is forbidden. ENTRY THROUGH THE LOADING AND UNLOADING AREA WILL REQUIRE THE PRESENTATION OF THIS MANUAL, DULY SIGNED. OTHERWISE, ACCESS WILL BE DENIED WITHOUT EXCEPTION.



## 2. GENERAL INFORMATION

### ESSENTIAL DATES

In order to provide an efficient and qualified service to all exhibitors, all forms and proper arrangements must be fully completed in a timely manner before the dates mentioned below. All rates are subject to a GRI without warning.

Deadline for requesting rates for returning cargo from Guadalajara: Wednesday, August 31st, 2016.

All shipments to arrive at Exhibit Site: Sunday, September 24rd, 2016 – last date for carrier deliveries to arrive at Exhibit Site – by 12:00.

### ARRIVING DEADLINES

Seafreight to Manzanillo or Altamira Port - 15 working days prior to the requested delivery date to stand.

Airfreight to Guadalajara Airport\* - 10 working days prior to the requested delivery date to stand.

### SHIPMENTS UNDER TEMPORARY IMPORTATION

Accompanied with a Proforma Invoice – 20 working days prior to the request delivery date to stand. Late arrival surcharges of 50% will occur for cargo arriving after the deadline. FMS cannot guarantee delivery on time for late shipments and additional charges may apply.

### EXHIBITION DOCUMENTS

It is mandatory using ATA Carnet for all goods under Temporary Importation, this will be used under a Proforma Invoice – duties and taxes will be confirmed once invoices and packing list are sent to FMS. Issue temporary importation – Shipments under temporary importation – Proforma Invoice must be sent minimum of 15 working days in advance of cargo arrival. Do not send goods prior to FMS confirmation. All communication equipment, medical equipment, computers or all other electronic devices/hardware and textiles require an import license. Paperwork for import license request to Mexican authorities have to be done directly by the importer.

### IMPORTS

All shipments will be invoiced on the sailing date and payment must be done within next days, if cargo arrives and fees have not been made yet cargo will not be released.

### EXPORTS

Cargo will be invoiced by the sailing date and payment must be done within next days, BL will not be send for cargo release if payment fees have not been made yet.

\*\* FMS Logistics Mexico will not take any responsibility to unpack and accommodate the booth and also for disassembly and repacking the goods.

\*\*\* Agreements, shipments, deliveries and deadlines are responsibility of the exhibitor and carrier company.

\*\*\*\* The venue will not be responsible of accepting shipments of boxes or any other product for any exhibitor.

All the material for the booth must be received by the exhibitor during the rental period and time stipulated in the contract.

## 3. EXHIBIT HALLS

Exhibit area: Jalisco Hall



## 4. SERVICE PROVIDERS

IAC 2016 Organizers - Registration and Exhibitor Staff Badges - Electrical Services - Food and Beverage - Cleaning Services - Floral - Audio Visual - Internet connections - Safety

BTC- Business Travel consulting

Phone: +52 (55) 5200 - 5100

Mail: aperez@btcamericas.com

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Customs Brokers- Shipment and material handling

Jorge Ramirez Angeles

Director

G Group Servicios Logísticos y Aduanales

jramirez@ggroup.com.mx

www.ggroup.com.mx

Phone. +52(33) 1812-0869

Phone. +52(33) 1657-0988

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Set up and Dismantling

Mexhibit Group

Januen Macías

sales@mexhibit.mx

Phone: +52 (33) 3793 - 0023

Displayart

Diego Bermúdez Galindo

cuentas.especiales@displayart.com.mx

Phone: +52 (33) 3811 - 3777 ext. 1004

## 5. SITE AND LAYOUT OF EXHIBITION

The Exhibit area should correspond strictly to that which was contracted, and in no case shall the exhibitor invade any other area.

- The sale or distribution of novel merchandise is prohibited without prior written authorization from the Organizing Committee.
- Alcoholic beverages and food must not be introduced into the enclosure without prior written authorization. The venue may forbid the consumption of alcoholic beverages.
- Articles for distribution are limited to products manufactured, processed, or distributed by the brand on exhibit, and must be directly related to its participation in the event.
- The vendor will present all his equipment and audio-visual materials only in the area officially designated for the Commercial Exhibit. It is expressly prohibited to hold any propaganda or commercialization activity outside of the stand or the areas used by the coordinator.
- The vendor may install a hospitality suite for dealing with his clients in the area he has contracted, as long as he abides by the previously mentioned rules.
- The vendor may use and distribute brochures, and advertising articles in his stand, as long as they have been presented beforehand to the Coordinator and approved by him. To this end, a list of these should be sent to the Coordinator a week earlier. The logo of the IAC, of the official agency, or of the event may not be used on any printed material without prior written authorization by the Organizing Committee.

## 6. BOOTH DISTRIBUTION AREA

The exhibitor should respect the areas established by each booth, otherwise a fee will be charged. Any unauthorized use of spaces in the commercial area will entitle the Organizing Committee and / the right to evict these areas or spaces without liability reserves.



## 7. BOOTH DESIGN

We kindly recommend to work with suppliers approved by the committee, however independent providers must present copy of your liability insurance which is mandatory to present before the set up starting on September 24th, 2016.

The exhibitor is free to design his stand however it suits him best, abiding by the following rules:

- **Maximum height permitted Jalisco Hall 5.5 m.**

- The construction and/or fabrication of stands within the enclosure's facilities is not allowed, these shall be prefabricated, for which only assembling maneuvers may be executed. All kinds of wooden modules should be mostly prefabricated, in order to avoid, as much as possible, any carpentry work within the exhibit hall. Only the assembly of modules, runways, podiums, and platforms is allowed, but not under any circumstances is sawing, cutting or spray painting allowed inside the halls, as neither the use of drywall, plaster or durock inside the enclosure to assembly stands is not allowed.

\*\*\*Any waste not removed will cause a fine to the exhibitor.

- All types of work requiring welding, use of flammable paints, varnish or painting within the hall and the use of flammable fluids within the facilities of the venue are prohibited. The appliance of paint by sprinkling is not allowed, only by brush and / or roller.

- The exhibit halls are not carpeted. The IAC Congress strongly recommends that each booth space has appropriate floor covering. Carpet is available for rent; please contact the official Set Up Companies.

- Exhibition floor has a resistance of 45 tons per sqm.

- The exhibitor shall not use materials that might cause damage to the installations of the venue, nor alter the physical conditions of the area, including walls, floors, and doors, electrical connections and general lighting.

- Any damage caused to the venue's facility by the vendor will be the exclusive responsibility of the latter, who shall proceed to make the arrangements to pay the corresponding compensation for damages.

- Upon receiving the area assigned to him, the exhibitor must verify the condition of the area; in the event of finding any damage he should make it known at that moment to the Coordinator of the Exhibit and the Representative of the venue.

- There is no forklift, truck, nor wheelbarrows to move equipment or material within the exhibit area; therefore, each exhibitor must bring whatever he needs for loading and unloading his materials, including his personnel.

- It is not permitted to hang anything from the roof, nor to block the emergency exits or main entrances, and the extinguisher areas must be respected.

## 8. SAFETY MEASURES DURING MONTAGE AND DISASSEMBLING

The activities considered of risk will be subject to approval by venue according to the relevant requirements of Civil Protection.

The execution of montage and removal under the effect of alcohol or drugs is prohibited. It is strictly prohibited to consume, hold, carry, store and sell any kind of drug within the enclosure.

Any person caught will be taken to the authority. The entry of knives, firearms or explosive materials into the enclosure is not allowed. The only people authorized to carry firearms shall be the official agencies and companies with existing permit from the Mexican Ministry of Defense.



It is forbidden to introduce dangerous materials or substances.

Any audio, lighting and video equipment supported in the structure of the enclosure must have suitable subject lines.

Scaffolds and ladders must be used correctly, must be in perfect condition, in addition to remaining adequately supported to the floor. Bore floors, columns or structures within the enclosure are not allowed. As well as the use of hydraulic jacks or mobile platforms in bad condition.

Water and power supply along with other services at ground level shall have their own protective ramp and/or caution tape. All heavy machinery or equipment shall be supported on bearings of rubber or similar materials to protect the floor and absorb vibrations and movements of materials, goods or any other product shall be done with the utmost care to protect the floor of The venue, avoiding to drag or to pull objects that could damage it.

## 9. INCLUDED SERVICES

The general lightning of the contracted area in the montage and disassembling periods will be of a 50% percent of the illumination. Air-conditioned exclusively during the days of the event.

The Exhibitor might, if required, to hire at the Service Module the electric power during the night for its equipment or devices, since the supply is suspended at the closing of the event. The venue is not responsible for any damages caused to equipment or products derived from the non-hiring of the night time electrical power service.

## 10. LOADING AND UNLOADING MANEUVERS

The loading and unloading maneuvers are carried on exclusively through the previously assigned docks, limiting the stairs and elevators only to the use of personnel.





No person under 18 years of age should be in the exhibit area or on the loading docks during maneuvers without prior authorization granted. It is strictly forbidden to smoke or drink alcoholic beverages within the facilities during setup or teardown maneuvers.

The maximum time for loading and unloading maneuvers within the designated area will be determined and assigned based on the size of the stand.

The penalty posted in the switchyard must be paid if the user leaves their parked vehicle.

The penalty is generated at the exit checkpoint and then directed to the service module for its payment. After downloading the vehicle it must be removed from the maneuver patio, freeing the platform for maneuvers. For removal, the equipment and/or materials must be moved first to the platform area; then staff will provide vehicular control access authorization to enter your vehicle.

The dock area is NOT parking space, nor storage space. It may only be used for loading and unloading maneuvers.

	30 MINUTES
	60 MINUTES
	90 MINUTES
	120 MINUTES



## 11. ENTRY/EXIT OF MATERIALS DURING THE EVENT

No access to the docks will be granted on September 26, 2016, and boxes and materials of small dimensions may only be brought in through the maneuvers yard, from 7:00 to 9:00 hrs. For your own safety, it is necessary that the guards require an exit pass for materials from persons leaving the exhibit area with manual equipment (laptops, printers, cameras, or other objects).

The exit passes may be requested in the office of the Organizing Committee, with the prior authorization of the person responsible for your stand. It is not permitted to use the passenger elevator, electric stairs or common areas to bring in boxes, equipment, furniture, trucks, platforms, hydraulic skids, or other objects.

## 12. WAREHOUSE

The venue has warehouses for material storage or exhibition products that could be rented for the exhibitors upon previous solicitude and hire, subject to availability and to the correspondent tariff application.

A 24 hours period after the end of the contracted period must not be exceeded, otherwise The venue reserves the right to dispose the materials stored. The safety of the goods stored is the leaseholder responsibility.

It will be necessary to contact the commercial area coordinator to request it.

## 13. BOOTH & WASTE DISPOSAL

Due to recycling, The venue don't have large waste containers. There will be a regular waste disposal during the exhibition.

Please do not leave any iron parts or other waste/scrap at your booth to avoid supplementary charging of waste disposal fees.

## 14. ADDITIONAL AREAS

ASCENT AND DESCENT AREAS: ON MARIANO OTERO AV. AND LAS ROSAS AV.

\*\*\*These are exclusive areas for people's ascend and descend. It is prohibited to use them as a parking spot or to place any other type of advertisement on them.

### LOBBIES

Destined for transit and distribution of general public, so that they must remain free from any kind of obstacles; besides, it is prohibited to place decorative elements and/or advertisement.

### HALLS

Halls must be obstacle free from (decorative elements, advertisement, merchandise or any other type) and/or additional facilities. In cases where the modulation type or special assemblies not apply to this provision, the enclosure reserves the right to authorize or determine what is more convenient, for security reasons.

## 15. PARKING LOT

The enclosure along with all the users must comply to the Internal Parking Regulation of The venue and the Parking Regulation from the Guadalajara City Hall.





The enclosure along with all the users must comply to the Internal Parking Regulation of The venue and the Parking Regulation from the Guadalajara City Hall.

Parking times go from 7:00 until 21:00 hours; this time is extended according to the operation and event requests. A pension charge will be applicable when the vehicle stays overnight. In case of ticket loss, the user is obliged to cover the additional current fare, published on the parking, as we all to meet the established requests by Operadora.

Speed limit within the parking lot is 10 km/h. Vehicle entrance permitted meeting the height limits established. Parking areas used for display, sales, product promotion, distribution of blurb, facility decoration or advertising is prohibited.

The venue is not responsible for object losses left in the vehicles, for damages caused by natural phenomena, fires or by third parties, nor mechanical failures or accessories theft.

## 16. ELECTRIC POWER

The venue has the electrical capacity installed to supply electric power at ranges from 110, 220 and 440 volts at 60 cycles per second.

The venue will supply electric power during the assembling, event and disassembling at a 110-volt range. The electrical supply must not exceed the 20 amperes per outlet; the non-additional charge energy is at 100 watts per square meter in the net exhibition area within the official schedule of the event, out of this schedule the service will represent an additional fee.

All increase on the power demand and/or supply time schedule, shall be requested under the procurement regime at the service module.

For safety and operability reasons exhibitors or assembling companies cannot block the electric supply boards or contact boxes, it is not allowed to intervene and/or manipulate the charge centers of the enclosure. All electrical facility must work with a heavy-duty cable in perfect condition without splices and according to the amperage requested. The provisional power centers used on the events must have thermomagnetic protection units, the use of blade switches fuse based is not allowed..

The electrical extensions of the stands as well as the electrical bridges to supply the islands must work with a heavy-duty cable according to the ampere consumption; the contacts must be polarized type F5.

All electronic equipment installed during the event such as screens, projectors, sound equipment, computer equipment, etc. shall have a voltage regulator and No-break equipment protection to prevent electrical overcharges and service interruptions. The venue is not responsible for any damage to this equipment.

Any lamp to be installed on the Jalisco Hall structure must have a fastening system with metal chain 3/16 with a hook hearth 1 x 3/16 metal with opening 3 1/4 in addition to Heavy-duty cable with 14 AWG 20 meters minimum.

For the visitors safety it is prohibited to cross electric cables down the hallways or walking areas of the event.

All electric or electronic devices that generate heat must not be installed in direct contact with flammable products such as fabric, wood, plastic, rug, etc. These devices shall be covered with thermal insulating material to prevent fire starters.



## EXHIBITORS AND ASSEMBLY WORKERS' RESPONSIBILITY

To make sure that the electrical facilities of the stands or event area, are installed by the specialized staff in order to guarantee efficiency and safety on the labor.

For safety reasons, the assembler or decorator must have in mind the setup of a charge center equipped with thermomagnetic protection units according to its electric charge in order to protect its electrical system within the stand.

### 17. CIVIL PROTECTION RESTRICTIONS

The maximum capacity authorized by Civil Protection shall not be exceeded; failure to comply this regulation may be cause temporary or partial closure of the event by the authorities.

It's prohibited to enter the enclosure with containers or pressure vessels containing substances classified as hazardous. See the National Fire Protection Association and NOM-020-STPS-2012 for pressure vessels, cryogenic vessels, and steam generators.

The use of fireworks of any kind within the enclosure is prohibited, as well as the use of fire elements part of the decoration (candles, oil lamps, etc.) O activities within the stand or general areas of the event.

Any gas installation required by the exhibitor and validated by the organizer, shall be subject to The venue authorization, whom shall establish the guidelines regarding the characteristics of the used materials, the tanks location and the security measures to be complied. Consult NOM\_018 STPS 2000 System for the identification and communication of dangers and hazard derived from dangerous chemical substances on the field works; NOM-011-STPS-2001. Security measures and hygiene measures in places with noise generation.

### 18. SECURITY IN THE EXHIBITION AREA

General Institutional Security personnel will be available at the exhibit 24 hours a day from the beginning of set-up through tear-down. There is no permanent security at each stand; therefore, it is recommended that the vendor establish an adequate control of his belongings.

The venue and/or Organizing Committee of the Societies and/or BTC does not accept responsibility in the event of damages or losses. If you desire permanent security at your stand, you must please request it directly from the commercial area coordinator and it will be added to the cost of services quoted.

The enclosure supports firefighting equipment based hydrants and portable extinguishers (of P.Q.S and CO2) that are distributed in all areas of risk.

### 19. POLICY ON FOOD AND BEVERAGES

The food and beverages offered should be contracted through Business Travel Consulting, which may only request them from The venue, which is the official supplier of the same according to the regulations of the The venue.

It is strictly forbidden to offer food within the stand or in the walkways of the area; in the event of requiring this, please contact Business Travel Consulting to request authorization and the cost of the corkage fee.

The entry of food and drinks from outside the premises of The venue suppliers is prohibited. Exhibitors are not permitted to promote or advertise any brand of food and beverages without the written consent of the enclosure.



Any case other than those referred to in this paragraph Food & Beverage, must be reviewed and approved in writing by the enclosure.

## TASTINGS

If the exhibitor requires tastings in the booth, it must apply in writing to Business Travel Consulting specifying in detail and requesting at least one week business before the congress, the authorization must be reviewed and approved in writing by the enclosure.

The Food tasting (Solid) cannot exceed 5-centimeter portions maximum.

The Beverages tasting (Liquid) must be served in containers with a maximum capacity of 3Oz per container

## 20. GENERAL REGULATIONS ON OPERATIONS OF THE FACILITY

ONCE YOU ENTER THE VENUE, THE EXHIBIT MANUAL BECOMES APPLICABLE. For any inquiry or requisition of equipment from Business Travel Consulting, they will be available to you in the attention module.

## 21. CLEANING OF STANDS AND COMMON AREAS

The venue personnel is responsible for the cleaning service and garbage disposal within the common areas and hallways of the event, therefore, it is not responsible for the interior cleaning of the stands. The exhibitor will be responsible for all trash generated in its set-up/event/tear-down (such as boxes, large bags, styrofoam, etc.) to be deposited in the waste chamber which is on the side of the maneuvering yard.

\*\*\*Cleaning service for the interior of the booths may be hired with an additional charge, If you require please contact Business Travel Consulting.

The entry to The venue is not permitted with material or product considered to be a dangerous biological infectious or radioactive residue. Any organic residue, its storage, transport and removal from the enclosure are the organizer's responsibility.

Once the event is over will be responsibility of the Exhibitor to deliver the booth area in optimum cleaning conditions. It is forbidden to leave in the premises all materials used in construction. All material abandoned inside the commercial space or maneuvering yard will cause an economic penalty applicable to the Exhibitor.

## 22. BOOTH MAINTENANCE

Exhibit booths must be maintained in a neat and tidy condition at all times. Empty coffee cups, dirty plates, and other unsightly garbage detract from the exhibit area in general and individual booths in particular.

## 23. CANCELLATION

FMS Logistics: Adjustments to your invoice will not be made after the close of the Congress. Some items and services are subject to cancellation fees. Refer to each order form for full details.

## 24. COMPETITIVE EVENTS

Events that distract from the IAC 67th Congress are strictly prohibited.

## 25. INTERNET ACCESS

Further informtion at the end of the manual.

## 26. RELEASE OF THE PHYSICAL AREA OF THE STAND

3x3 and 6x3 stands will include the following in the event of being required:

- Vinyl, self-adhesive signage with the name of the Company, in Helvetica Medium Font, with a maximum of 20 characters, placed on the front beam.
- Double polarized 120 watt electrical outlet. 440 voltage outlet available with a prior analysis of requirements of the vendor and quote.



## 27. PUBLICITY

- As far as publicity is concerned, it will only be permitted to put up what the vendor provides within his contracted stand(s).
- The use of any type of printed, optical, or visual media is prohibited outside the booth, as well as visual effects projected on areas or surfaces other than those contracted and authorized.
- We remind you that it is strictly forbidden to distribute or hand deliver brochures, invitations or any promotional material or article outside the area of the Commercial Exhibit.
- During the Exhibit Schedule, the use of music and speakers will be allowed, however, IT IS STRICTLY FORBIDDEN TO KEEP THESE PIECES OF EQUIPMENT RUNNING DURING THE SCHEDULED ACADEMIC SESSIONS. The maximum volume permitted during the breaks is 65 decibels.

## 28. AMENDMENTS AND ADDITIONAL REGULATIONS

Any booth design or requirements other than those specified in this service manual, must be presented in writing in advance to Congress Management for approval and can be overruled by Business Travel Consulting. All displays and exhibits must be finished on all sides and surfaces. If such surfaces remain unfinished at the start of the Congress, Congress Management may authorize the setup company to effect the necessary finishing, and the Exhibitor will be required to pay all costs involved. Displays and exhibits shall not be placed in such a manner as to interfere with other exhibits. Always refer to your Exhibitor Agreement for details, rules and regulations.

## 29. PENALTIES

The lack of adherence to all of the regulations mentioned above and/or the violation of the rules contained in this document, will be sufficient cause for blocking the installation of your stand(s).

Upon concluding the event, the vendor must surrender the space occupied in the same conditions as he received it, (floor, electrical installations, rented materials from the services table). If this is not done, the vendor will be billed for the costs of repair or cleaning.

## 30. OTHER SITUATIONS

Any situation not considered in this regulation will be analyzed by the Organizing Committee, who in each case will offer solutions to the problems that may arise. This regulation may be modified at any moment by the Organizing Committee without prior notice.

## 31. REGISTRATION OF VENDORS

Only the persons previously registered and that are wearing the proper name tag will have access to the exhibit area, therefore, the vendor must present the list of persons that will be operating his stand, no later than August 26.

- Exhibit spaces will be sold as 3 Meters x 3 Meters areas and multiples thereof.
- Larger island and peninsula booths will be outlined in the exhibit hall with floor tape only.

Exhibitors Receive:

- Organization listing in the Exhibitor Guide
- Four Exhibitor passes for the first 9 square meters of space rented and one pass for each additional 9 sqm.
- Organization link on the IAC 2016 website in the sponsorship area and other electronic media.
- Additional Exhibitor passes cost \$150 each.
- All amounts are shown in USD (US Dollars), VAT is not included (16%)



\*\*Name tags will only be issued to persons accrediting their employee relationship to the exhibiting Company, or by a letter of request signed by the representative of the Company. The name tag is personal and non-transferable.

\*\*\*The improper use of the name tag or lending it to other non-authorized persons will be cause for its cancellation.

\*\*\*\*The setup support staff must be identified throughout the event by using a badge that will be delivered in the registration area.

Congress Exposure and activities:

- Exhibitor Guide – company profile
  - Hyperlink on the IAC 2016 Congress app and in other electronic media Access to the Opening Ceremony
  - Access to the Welcome Reception
  - Access to the Exhibit Area and all General Congress Areas
- 
- Exhibitors will NOT receive: Access to the technical, plenary and highlight lectures
  - Exhibitors will not be allowed to hold events during the plenary program. Please see below further details related to the plenaries hours:
    - 08:30 - 09:30 - Morning plenary
    - 13:30 - 15:00 - Noon plenary
    - 8:45 - 19:45 - Afternoon plenary

## 32. DEADLINES FOR RECEPTION OF INFORMATION

### BEFORE THE EVENT

Please send your application, duly completed, to: [aperez@btcamericas.com](mailto:aperez@btcamericas.com) before July 29, 2016.

### DURING THE EVENT

Once the stand is set up, any change will cause a fee that will be established by the set up company.

If no notification is received prior to the event, you will not be installed on site.

In the event that you request services on site, these will be subject to availability at the moment and time of installation that the supplier determines.

## 33. ACCOMMODATION

Your Hotel Reservation is not included in your Exhibitor Registration. All reservations can be made online via IAC 2016 website, which allows you to make your hotel booking easily and efficiently. We strongly encourage you to book your accommodations through the official hotels. To book your rooms please visit the following link: <https://www.iac2016.org/#accommodation>



## 34. VISITING MEXICO AND VISA APPLICATION

The tourist activities considered are: recreational tourism or health, artistic, cultural or sports activities, attending conferences, conventions, fairs or exhibitions where participation is cultural, educational, informative, athletic or artistic character whose presence in Mexico is not more than 180 days.

Do you need a visa?

No visa required of foreigners from countries with which the Government of Mexico has signed agreements abolition of visas. Please review the following list:

Alemania, Argentina, Andorra, Aruba, Anguila, Australia, Antillas Holandesas, Austria  
Bahamas (Comonwealth), Belice, Barbados, Brasil, Bélgica, Bulgaria  
Canadá, Corea del Sur, Chile, Costa Rica, Chipre, Croacia, Colombia  
Dinamarca  
Eslovaquia, Estados Unidos de América, Eslovenia, Estonia, España  
Finlandia, Francia  
Gibraltar, Guadalupe, Grecia, Guayana Francesa, Groenlandia  
Hong Kong, Hungría  
Irlanda, Islas Marshall, Islandia, Islas Navidad, Islas Azores, Islas Niue, Islas Bermudas, Islas Norfolk, Islas Caimán, Islas Pitcairn, Islas Cocos, Islas Reunión, Islas Cook, Islas Vírgenes de los EUA, Islas Faroe, Islas Wallis y Futura, Islas Guam, Islas Vírgenes Británicas, Islas Malvinas, Israel, Islas Marianas, Italia  
Jamaica, Japón  
Letonia, Lituania, Liechtenstein, Luxemburgo  
Macao, Martinica, Mahore, Micronesia, Malasia, Mónaco, Malta, Montserrat  
Noruega, Nueva Caledonia, Nueva Zelanda  
Omán  
Países Bajos (Holanda), Polinesia Francesa, Palau, Polonia, Panamá, Portugal, Paraguay, Puerto Rico, Perú  
Reino Unido de la Gran Bretaña, Rumania, República Checa  
Samoa Americana, Singapur, San Marino, Suecia, Santa Helena, Suiza  
Territorio Británico del Océano Índico, Trinidad y Tobago, Tokelau, Turcos y Caicos  
Uruguay  
Venezuela

You should provide to the immigration officers the following documents:

1. Passport or valid identification that is valid under international law.
2. FMM duly completed.
3. The immigration authorities may request some documents to the foreign person to check the reason for your trip.

In addition Mexico has the following migration facilities which you could be exempt from the visa requirement:

- 1) Be holder of a valid visa in the United States.
- 2) Having a permanent residence in the following countries: Canada, United States, Schengen countries, Japan or the United Kingdom space.

If you require more information please visit:

<http://serviciosconsulares.sre.gob.mx/index.php/es/visas/184>



### 35. SOCIAL EVENTS

Exhibitors receive access to the Opening Ceremony and Welcome Reception. All other events will need to be purchased through registration. To see all social events and tours please visit the web site:

<https://www.iac2016.org/>

Children do not have access to the exhibition area from Monday through Thursday. Friday will have access during the morning,

Dress code: Business

### 36. WAIVER OF RESPONSIBILITY

This document must be signed and presented to Business Travel Consulting, attaching accreditations, inventory and lists of materials, at the latest by July 29, 2016 in order to be able to enter the facility on setup day.

DATE: \_\_\_\_\_

STAND: \_\_\_\_\_

COMPANY: \_\_\_\_\_

PERSON RESPONSIBLE: \_\_\_\_\_

CONTACT'S MOBILE PHONE: \_\_\_\_\_

SIGNATURE OF ACCEPTANCE \_\_\_\_\_



## CATERING ORDER FORM (part 1)

Please return to: Business Travel Consulting

Email: [aperez@btcamericas.com](mailto:aperez@btcamericas.com)

Order should be sent up to 15 days prior to the date of delivery. Please check the Banquet Kit to select your items in: [www.iac2016.org](http://www.iac2016.org)

Company Name \_\_\_\_\_  
Contact Person Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Country \_\_\_\_\_  
Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Mobile # \_\_\_\_\_  
Email \_\_\_\_\_  
Date and Time of Supply \_\_\_\_\_  
Contact on Site \_\_\_\_\_ Mobile \_\_\_\_\_  
Exhibitor Booth # \_\_\_\_\_  
Symposium time and location \_\_\_\_\_

I hereby wish to order the following:

DATE	PRODUCT	QUANTITY

16% VAT + 15% service should be added to the prices





## CATERING ORDER FORM (part 2)

### Payment Details:

- Wire transfer to USD Bank Account. Details are –

Bank Name: BBVA Bancomer  
ABA code: BCMRMXMM XXX  
Clabe: 012180001585206317  
Bank clearing: JP Morgan NYC  
Account Number: 0158520631  
Swift Code: BCMRMCMM PYM

- Wire transfer to EUR Bank Account. Details are –

Bank Name: BBVA Bancomer, SA  
Bank Address: Av. Paseo de la Reforma # 510 Colonia Juárez CP 06600 Delegación Cuauhtémoc, Ciudad de México  
Clabe: 012180001041570956  
Account Name: Business Travel Consulting, SA de CV  
Account Number: 0104157362  
Swift Code: BCMRMXMM

- Please charge my credit card, specify:

VISA

MASTERCARD

AMERICAN EXPRESS

Card N°: \_\_\_\_\_ Expiry date \_\_\_\_\_

CVV at the Back of the card \_\_\_\_\_ Amount \_\_\_\_\_

Name of cardholder \_\_\_\_\_

Signature & Company stamp \_\_\_\_\_ Date \_\_\_\_\_

### TERMS OF CANCELLATION

Cancellations made 15 days or less before the date of delivery will be subject of 100% charge of the total amount.



## CLEANING ORDER FORM (part 1)

Please return to: Business Travel Consulting

Email: [aperez@btcamericas.com](mailto:aperez@btcamericas.com)

Company Name \_\_\_\_\_

Contact Person Name \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Mobile # \_\_\_\_\_

Email \_\_\_\_\_

Date and Time of Supply \_\_\_\_\_

Contact on Site \_\_\_\_\_ Mobile \_\_\_\_\_

Exhibitor Booth # \_\_\_\_\_

Symposium time and location \_\_\_\_\_

Rate - The rate for 1 cleaning person (Booth 9 sqm), one turn (4 hrs.) 100 UDS per day.

AM/PM	TOTAL DAYS	DATES	TOTAL

Please note that On-Site Orders will be subject to +25% for the cleaning service  
16% VAT should be added to the prices

SUB TOTAL \_\_\_\_\_

TOTAL \_\_\_\_\_



## CLEANING ORDER FORM (part 2)

### Payment Details:

#### Payment Details:

- Wire transfer to USD Bank Account. Details are –

Bank Name: BBVA Bancomer  
ABA code: BCMRMXMM XXX  
Clabe: 012180001585206317  
Bank clearing: JP Morgan NYC  
Account Number: 0158520631  
Swift Code: BCMRMCMM PYM

- Wire transfer to EUR Bank Account. Details are –

Bank Name: BBVA Bancomer, SA  
Bank Address: Av. Paseo de la Reforma # 510 Colonia Juárez CP 06600 Delegación Cuauhtémoc, Ciudad de México  
Clabe: 012180001041570956  
Account Name: Business Travel Consulting, SA de CV  
Account Number: 0104157362  
Swift Code: BCMRMXMM

- Please charge my credit card, specify:

VISA

MASTERCARD

AMERICAN EXPRESS

Card N°: \_\_\_\_\_ Expiry date \_\_\_\_\_

CVV at the Back of the card \_\_\_\_\_ Amount \_\_\_\_\_

Name of cardholder \_\_\_\_\_

Signature & Company stamp \_\_\_\_\_ Date \_\_\_\_\_

### TERMS OF CANCELLATION

Cancellations made 15 days or less before the date of delivery will be subject of 100% charge of the total amount.



## INTERNET ACCESS FORM (part 1)

Please return to: Business Travel Consulting

Email: [aperez@btcamericas.com](mailto:aperez@btcamericas.com)

Exhibitor can purchase a daily / weekly internet connection for their booth. Please see below additional information:

1. LAN Kit (Wired connection is per device per 5 days plan) at a cost of 170 UDS. This service provides Internet access at a bandwidth of 2 MB per connection.

2. WIFI user (Per device - per 5 days plan) at a cost of 85 UDS. This service provides Internet access at a bandwidth of 1 MB per connection.

TYPE	PRICE	COMPANY NAME	BOOTH AREA	TOTAL DAYS	TOTAL COST
LAN KIT					
Wi-Fi					

16% VAT should be added to the prices

SUB TOTAL \_\_\_\_\_

TOTAL \_\_\_\_\_



## INTERNET ACCESS FORM (part 2)

### Payment Details:

#### Payment Details:

- Wire transfer to USD Bank Account. Details are –

Bank Name: BBVA Bancomer

ABA code: BCMRMXMM XXX

Clabe: 012180001585206317

Bank clearing: JP Morgan NYC

Account Number: 0158520631

Swift Code: BCMRMCMM PYM

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Clabe: 012180001041570956

Account Name: Business Travel Consulting, SA de CV

Account Number: 0104157362

Swift Code: BCMRMXMM

- Please charge my credit card, specify:

 VISA MASTERCARD AMERICAN EXPRESS

Card N°: \_\_\_\_\_ Expiry date \_\_\_\_\_

CVV at the Back of the card \_\_\_\_\_ Amount \_\_\_\_\_

Name of cardholder \_\_\_\_\_

Signature & Company stamp \_\_\_\_\_ Date \_\_\_\_\_

### TERMS OF CANCELLATION

Cancellations made 15 days or less before the date of delivery will be subject of 100% charge of the total amount.

