

Organized by:



Expo Eléctrica INTERNACIONAL®

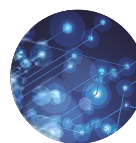
THE BEST BUSINESS PLATFORM

In lighting, automation, control, material,
electrical equipment and green energy.



**Expo2021
Eléctrica
Solar**

TOGETHER WITH
CEEEL
CONGRESO
EFICIENCIA ENERGÉTICA
Y ENERGÍAS LIMPIAS 2021
ALTERNATIVAS QUE PROMUEVEN EL DESARROLLO



**Expo2021
Eléctrica
Automatización
y Control**

INVITES
Endress+Hauser **EH**
People for Process Automation



EXHIBITOR'S MANUAL

INTRODUCTION

This Exhibitors Guide contains all the information required to know the exhibition development as well as the rules you have to follow in the set-up and tear down process, freight arriving, visitor attention, etc. Please take time to carefully review these materials, as they can save you time and money and help you make your EXPO ELÉCTRICA INTERNACIONAL experience more profitable and enjoyable.

2021 TIMELINE

July 5th, 2021

Fill in the formats directly in our web page:
www.expoelectrica.com.mx
1. Exhibition Directory
2. Move-in and Set-up 3. Exhibitor’s Badge

August 7nd - 9th 2021
Move-in and Set-up

Saturday, August 7nd
18:00 a 22:00 hrs.
(Exclusive for booths of 54 m2 and above)

Sunday, August 8rd
8:00 a 22:00 hrs.
Access all expositors

August 10th, 11th
Show Dates and Exhibit Hours

August 12th, 2021
11:00 a 19:00 hrs.

Tuesday August 10th
11:00 hrs.
Opening Ceremony

August 10th, 11th and 12th
11:00 a 18:00 hrs.
Conference and Congress

Move-out
and tear down

Thursday, August 12th
8:00 PM to 12:00 AM
(Overnight tear down)

Vehicles will be allowed to enter to remove equipment and other stuff according to the following schedule:

- Up to 3.5 to 9:00 pm to 23:59 pm Thursday, August 12th
- Above 3.5 to 00:00 am to 05:00 am Friday, August 13th

Overnight tear down
Note: Any items remaining in the exhibition hall after tear down will be removed; neither the organizers Vanexpo nor the Venue Expo Santa Fe will be held responsible for any loss.

EXPO SANTA FE MEXICO



Av. Santa Fe 270
Col. Santa fe
CP.01170
CDMX

Tel: (55) 5292 5350

EXHIBITION DIRECTORY

Fill this form and submit - deadline July 19th, 2021.

COMMERCIAL NAME

BOOTH NUMBER

LINE OF BUSINESS (See next page)

MR. / MRS.

NAME OF THE RESPONSIBLE EXECUTIVE

TITLE

COMPLETE ADDRESS

ADDRESS

ZIP CODE

CITY

STATE

AREA CODE

COUNTRY CODE

PHONE NUMBER

FAX

E-MAIL 1

E-MAIL 2

WEB PAGE

BUSINESS DESCRIPTION (IN SPANISH)

ENGLISH

PLEASE PRINT THE NAME OF YOUR COMPANY AS YOU WISH IT TO APPEAR IN THE PARTICIPATION DIPLOMA

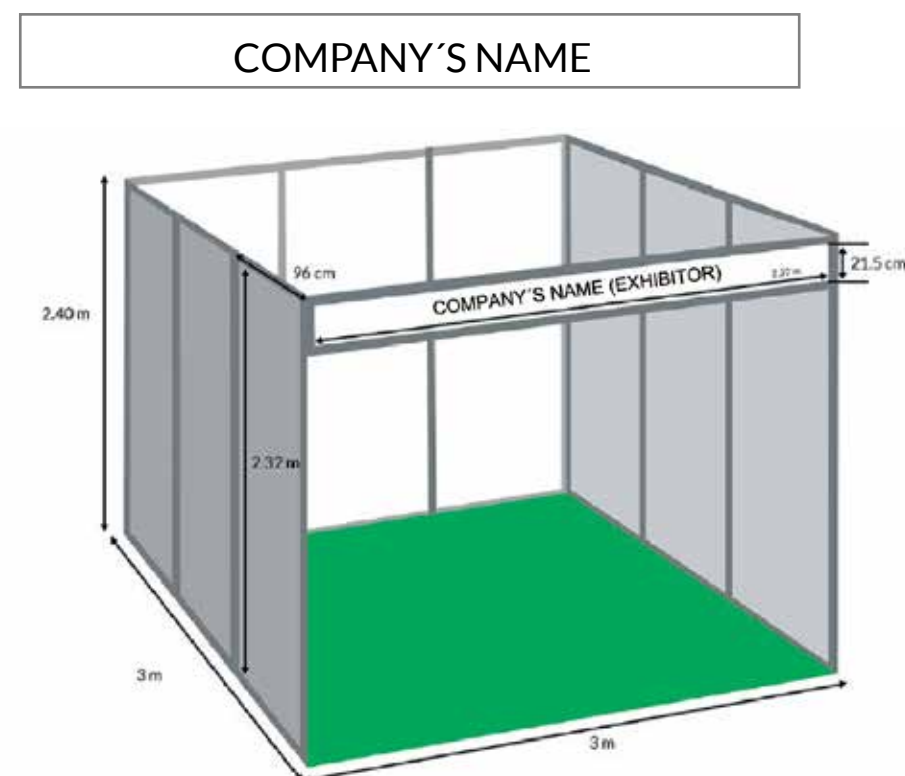
SET UP

Expo Eléctrica International is an excellent business platform to showcase your products and solutions. You will meet thousands of attendees: create a cozy place for them.

We would like to remind you that hired shell scheme exhibition booth includes:

- Modular standard walls (white panel).
- Fascia company's name and stand number (no logos)
- Electrical installation (double polarized electrical outlet of 110 V).
- Slimline lamp.
- Carpet (covering the whole exhibition hall)

Please note Furniture is not included



- Additional or different lighting and electrical power, decoration, special installations and other services can be hired, please refer to “Additional service” section.

SHELL SCHEME EXHIBITION BOOTH

Fill this form and submit - deadline July 7th, 2021

Company name: _____

Person in Charge: _____

Position: _____ Signature: _____

Phone No: _____

Booth Number (according to the contract):_____

Shell scheme booth – standard elements supplied.

In case you got two or more adjacent booths, or it happens to be a corner booth, please advise which wall(s) you do not require to be assembled.

Slimline lamp required (please mark as appropriate)

YES

☐ NO

Power Socket Outlet, 110 V

YES

☐ NO

Company name in the booth header

YES

NO

(In case you required it, Company name you want to appear on the header (maximum 30 characters please print)

[illegible]

EXHIBITION RULES & REGULATIONS

1. **The Exhibitor** is limited to install and decorate only the exhibition space in the hired space.
2. The exhibitor cannot stick, nail, cramp or screw any object to the columns, walls, floors, ceilings, furniture, glasses, or any other structure property of **Expo Santa Fe**, as well as any other wall or screen delimiting the space for the Exhibitor exposition. **The exhibitor** agrees to pay the reparation cost that either his/her contractor, personnel cause.
3. **The decoration, equipment and other products exhibited will permit the free access without interfere corridors or any other exhibition spaces or common areas.**
4. The decorative elements and components exceeding 2.40 meters high or booth equipped with a double floor must have structural plans, approved and signed by the Exhibitor and its contractor and an expert DRO (Site Manager) who will have to be present on the first day of assembly and where indicated that they are built or assembled based the details and specifications of the plans, which guarantee the security of the event and its participants, and which will have to send via email to Marugenia Vargas, servicios@exposantafe.com.mx for approval Any facility within the **Expo Santa Fe Center may exceed 7.00 meters high.**
5. The exhibition space should have the necessary security elements, and the exhibitor will be responsible for the lack or fail of any of these, as well as the unfulfillment of the specifications mentioned in the structural plans requested in the paragraph 4.
6. **The exhibition spaces** must be occupied in **August 9, 2021 at 12:00 hrs.** At least. The SUBLEASER will be able to dispose of any of those which are still empty after this hour.
7. The exhibition spaces must be decorated in the same date at 22:00 hrs.
8. The construction of bridges or other unions are prohibited.
9. The exhibition stands can have fake ceilings or rails as long as the elements are secured. These cannot exceed the 7.50m of diameter.
10. The constructions made in wood or metal will have to arrive to the Center already assembled in order to eliminate welding, carpentry and paint works.
11. **The utilization of paint, plaster, or any other construction material that requires heavy labors are prohibited**
12. **The maximum height** of any decoration element inside the exhibition space is **2.40 meters.** This is the measure of the dividing walls in your stand. **(If you require more height please notify in writing to the VAN-EXPO office).**
13. **The SUBLEASER** has the right to request the Exhibitor to modify the design of his space for exhibition if this does not fulfill with the Regulation features.
14. The use of "Body-Painting" is not allowed on male or female models.
15. **The Exhibitor must deliver the information for general requirements (additional or not), according with the schedule program requested in the Exhibitor Guide, in such a way that the SUBLEASER will be free of any claim about requirements not requested in the questionnaires and formats, or those that did not do it during the proper period.**
16. **We will attend the additional job applications and/or special services received out of time or during the assembling activities at the Exhibitor Services Desk with the previous payment of these.**
17. 17. The hiring of equipment, furniture, carpets, plants and services in general, should be directly performed by the Exhibitor. To expedite the location of these providers, the SUBLEASER includes a list of the Service Suppliers inside the Exhibitors Guide. However the Exhibitor is

- free to hire anyone he prefers even if this is not in the list submitted by the SUBLEASER. The Exhibitor or his/her contractor will not have direct access to the energy sources supply of the Center.
18. The SUBLEASER provides the exposition space with one double polarized electrical outlet of 450 watts. Any installation or additional electrical charge will have an extra cost and this must be paid in advanced in order to use it.
19. The Exhibitor's contractor and its personnel must show the job order to the security personnel who verifies the SUBLEASER authorization and delivers immediately the corresponding passwords to initiate the assembly works. **The access to the material, equipment and products will be on August 8rd, 2021 at 08:00 hrs. In case your stand contains elements with a wide bigger than 3.0 meters which is the size of the aisles please call our offices to come in before.**
20. Any material, equipment or product that arrives before the above mentioned date will not be received. The SUBLEASER and Expo Santa Fe will be free of any claim for robbery, lost, or damage.
21. The spaces for exhibition as well as the inventory delivered by the Exhibitor will remain under protection of the hired company by the SUBLEASER for security from 20:00 hrs to 8:00 hrs from the next day.
22. The disassembly will be **from August 12th from 8:00 pm, and until 5:00 a.m. on August 13th, 2021 all night.** The SUBLEASEE and/or Exhibitor have the obligation to remove all the material, equipment and merchandise from his company within that schedule. Any cost caused by the removal of this material will be paid by the Exhibitor.
23. The SUBLEASER if free of any responsibility for any element left in the exhibition floor at the Expo Santa Fe after this schedule.
24. **The portable computers such as Lap Tops or any other with the same characteristics, as well as the cellular phones, promotional products and/or for demonstration will be considered as personal objects and the responsibility is exclusively from the owner. For this reason the Security Company as well as Vanexpo de Mexico, S.A. de C.V. (VANEXPO) area free of any responsibility.**


INVENTORY

During your participation at Expo Electrica Internacional, Expo Eléctrica Solar and Feria de la Automatización, some items could be required such as TV set, video and CD player, computers, etc. All these equipment must be reported to be inventoried by the security company located at each entrance of the exhibition Hall from the first exhibition day, including move-in and set up time. In the same way at tear down this inventory must be presented to the Security Company.

It is very important for all exhibitors to present its inventory form; otherwise the Security Company will not be responsible of any missing item. As an important recommendation we suggest to make your inventory before you arrive at the Venue, you will save time.

Notice: Laptops, tablets, cellphones, and any other kind of electronic devise will be considered as personal objects and therefore neither the hired security company nor the organizer will be responsible for any loss and/or robbery during the move-in and set up, open exhibition and tear down and move-out time of Expo Eléctrica Internacional, Expo Eléctrica Solar and Feria de la Automatización 2019. We strongly recommend to keep this kind of equipment, as well as promotional products and samples, safe and under control at all times.

INVENTORY FORM (Example):
Expo Eléctrica Internacional, Expo Eléctrica Solar, Expo Automatización 2021



Company Name: _____

Person in charge: _____

Entrance date: _____

TO GAIN ACCESS TO EXPOELÉCTRICA INTERNACIONAL I PRESENT IN WRITING FORM THE MATERIAL FOR UTILIZATION

ITEM	QUANTITY	DESCRIPTION	SERIAL
Laptop	1	Toshiba, black, 14"	MXTO4569825
T.V. Screen	1	24" Black Flat-screen	SNMX23598-9871
Photo Frame	4	Wood frame 10"	
Ornamental Plants	4		

SINCERELY

REVISION:

RESPONSIBLE STAND NAME

SECURITY PERSON NAME

INVENTORY / Fill in mandatory

As soon as you arrive to the Venue look up for a Security Company guard, to check along with him this form.



Company: _____

Person in charge: _____

Date of entry: _____

Title: _____ Signature:_____

Phone No:_____

Report your stand number, according to the contract _____

ITEM	QUANTITY	DESCRIPTION	SERIAL No.

CHECKED BY:

NAME AND SIGNATURE OF
THE BOOTH
RESPONSIBLE

NAME AND SIGNATURE OF
THE BOOTH
RESPONSIBLE

ADDITIONAL EVENTS

THE OPENING CEREMONY

The opening ceremony of Expo Electrica Internacional, Expo Eléctrica Solar and Expo Automatización will be held on August 10th, at 11:00 AM, at the main concourse of Expo Santa Fe

The opening ceremony will be presided over by the Energy Secretary, as well as several Chairmen of the Board of Mexican Organizations and Associations.

CONFERENCE & CONGRESS

August 10th to 12th, 2021

Expo Eléctrica Internacional, Expo Eléctrica Solar and Expo Automatización 2021, recognize the important role that the training represents to obtain knowledge, attitudes and skills, for this reason we have scheduled scheduled and extensive conference program along with the exhibitors where they have the opportunity to present potential uses and benefits of their new technologies.

Conferences program will be from 11:00 AM to 6:45 PM from August 10th to 12th.