

KEY INFORMATION
 FORM B-1

VENUE



EXHIBIT HALLS: A, B, C y D.

April 28-30, 2015

Avenida del Conscripto No. 311 México, D.F. CP 11200

Tel: (55) 5268-2000, Fax: (55) 5268-2004

www.centrobanamex.com.mx

You can check floor plans in this Manual.

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 evicted by 10:00 pm each night; exhibitors will not be permitted to work overnight. (Please notify your decorating Company about this rule).**

ACTIVITY	April							May
	24	25	26	27	28	29	30	1
Inbound Expo Seguridad Mexico 2015	Booth's 80 m ² or bigger 12:00 a 22:00	Booth's 54 m ² or bigger 08:00 a 22:00 Booth's 36 m ² or bigger 16:00 a 22:00	Booth 18 and 36 m ² 08:00 a 22:00 Booth 9 a 18 m ² 14:00 a 22:00	All Exhibitors 08:00 a 22:00				
Ribbon Cutting and Opening Salon Turbos					13:00			
Event					14:00 a 20:00		11:00 a 20:00	
Outbound							20:00 a 23:59 Material and Display	00:01 a 11:00 Material and Display

From 10:00 pm on Monday April 27th, no material or equipment entry will be allowed since the hall will be closed for general cleaning. Show Management reserves the right to remove any staff or materials from the exposition floor, without responsibility for losses or damages or to the material removed, which, in its judgment, interferes or alters the development of the exposition.

EACH EXHIBITOR WILL BE ASSIGNED A SPECIFIC TIME FOR MOVE-IN WITHIN THEIR TARGET DATE. THIS WILL BE SENT BY THE END OF MARCH 2015.

SERVICES INCLUDED ON BOOTH

Booths from 9 to 18 m ²	Divisor panels of 2.5m Heavy-duty carpet Maximum construction and decoration height 4.50m 1 dual polarized electrical contact 1 fluorescent lamp of 2 x 39 Watts (marquee is a requirement). Marquee and label with Company's name and booth number (optional)
Booths over 18 m ²	Maximum construction and decoration height 7.00m 2 dual polarized electrical contacts Construction and decoration for double floor booths 5.00m You must deliver analysis of live loads and dead loads, signed and certified with the certificate of the DRO expert of the of the Government of Distrito Federal (SURVEYS OF OTHER FEDERAL ENTITIES WILL NOT BE ACCEPTED). Weight (load) of the venue floor limit 2.44 Tons/m ²

VEHICLE DISPLAY

If you are planning to display a vehicle on your booth, you must fill in the B10 form in you online manual before March 27th, 2015. All vehicles without exception will be assigned a movin and out date and time. Vehicle must have plastic packaged tires and only the fuel reserve on the tank.

SHUTTLE SERVICE

During show days, complimentary shuttle buses will be provided between participating hotels. You can check schedules on our website.

BADGES AND SCANNERS

Tab badges per sqm hired.

9 square meter	4 badges
12 square meter	6 badges
18 square meter	8 badges
24 square meter	12 badges
36 square meter	16 badges
54 square meter	24 badges
72 square meter	32 badges

Badges collection Expo Seguridad Mexico

April 26, 27 and 28th 10:00 to 20:00 hrs.

April 29, 13:00 to 20:00 hrs.

April 30, 10:00 to 20:00 hrs.

They will be delivered in the Attention Module Exhibitors that will be located in the registration area outside the exhibition hall, specifically in the concourse of the Centro Banamex.

Scanners

April 27 10:00 a 20:00 hrs.

April 27 10:00 a 16:00 hrs.

If you purchased this service, it will be delivered in the module Scanners to be located in the registration area outside the exhibition hall, specifically in the Centro Banamex concourse. Please bring your ID.

SECURITY

Show Management and Centro Banamex 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 to exhibitor's property.

If you require any additional or special security service for your booth, this will need to be hired from the official security supplier.

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

Security Lock: all exhibiting company is entitled to request service for Laptop security locks **Form B9**

CLEANING

Expo Seguridad Mexico 2015 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 booths. This service can be ordered using **FORM D-7** (Booth Cleaning).

Exhibitors are responsible for ordering trash removal or 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.

PARKING

The areas destined for parking are limited and reserved for cars and vehicles not exceeding a one ton capacity.

Parking rate is **\$32** pesos per hour or **\$160** pesos daily.

There is a special rate of **\$128** pesos per day or **\$336** pesos for 4 days with multiple entrances. This rate is only for exhibitors and per car. You must show your exhibitor badge when buying the pass.

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

LOADING AND UNLOADING

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

All vehicles are given a specific amount of time to use loading dock; exceeding the allotted time will delay the result in fines imposed by Centro Banamex.

THIS AREA IS NOT A PARKING LOT and you must stay the time you are assigned and NEVER LEAVE THE VEHICLE ALONE.

FOOD & BEVERAGES

Exhibitors must comply with Centro Banamex's Catering Department food and beverage distribution and sampling regulations. Centro Banamex is the only authorized vendor to provide food and beverage services during the show.

FIRST AID

The Exhibition will have a medical service for first aid located at the rear of the Hall A, B, C & D. Any necessity or emergency please inform the organizing committee or the security personnel.

TAXIS

In the main entrance of the lobby of Centro Banamex there is a SAFETY Taxi Base with regulated fees. **For your own safety, we strongly recommend that you use this service, DO NOT USE TAXIS IN THE STREETS.**

EXHIBITOR SERVICE

EXPO SEGURIDAD MEXICO 2015 Staff will be available before and during the exhibition to help you resolve any doubt or need about your booth and exhibition area. During the exhibition, the Staff will be located in the Office of the

Show Management and around the Exhibition floor.

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

At your service

Attentively

SHOW MANAGEMENT