



Deutsche Messe

Exhibitor Service Manual



**MEM
INDUSTRIAL**

**January 22 – 24, 2020
Centro Citibanamex
Mexico City, Mexico**

Global Fairs. Global Business.



Deutsche Messe



Dear Exhibitor:

We are pleased to welcome you to MEM Industrial, which will take place in January 22 – 24, 2020 at the Centro Citibanamex in Mexico City, Mexico. We look forward to making this trade show and conference a successful experience for you and your company.

This manual is designed for your convenience and contains the necessary information for your participation in the show. We strongly recommend that you read this manual carefully and familiarize yourself with all of its contents to help you in preparation for the show. Enclosed is a list of show contractors and their order forms.

It is important that the Exhibitor Services Manual be given to the person directly responsible for participation in the show. Please make note of the deadlines on the forms and place your orders as early as possible to ensure delivery of desired services on time and to maximize your cost savings. Your assistance in meeting deadlines is greatly appreciated.

We would like to make your participation in MEM Industrial both successful and enjoyable. If there is any information that you require, or questions we can answer, please do not hesitate to contact us!

Sincerely,

The MEM Industrial Team

Questions?

Hannover Fairs México

Tel: (+52-55) 7028-3335

www.hfmexico.mx www.MEMIndustrial.mx

Angelica Arredondo, Operations Coordinator

Angelica.Arredondo@hfmexico.mx

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General Information

Exhibition Location

Centro Citibanamex, Halls A; B, C & D
Av. Conscripto 311,
Col. Lomas de Sotelo, Del. Miguel Hidalgo
C.P. 11200, Mexico City, MEXICO
info@centrocitibanamex.com

Exhibitor Move-In Hours

Monday, January 20	8:00 am – 10:00 pm	Pavilions and booths larger than 54 sq.m.
Monday, January 20	2:00 pm - 10:00 pm	Booths under 54 sq.m.
Tuesday, January 21	8:00 am – 10:00 pm	All exhibitors

Exhibitor move-in must be completed by Tuesday, January 21 at 10:00 pm. No exhibitors will be allowed to move in material or equipment after that time. All activities outside the official hours require approval by the Show Management and may cause additional charges to the exhibitor.

Exhibition Hours*

Wednesday, January 22	12:00 pm - 8:00 pm
Thursday, January 23	12:00 pm - 8:00 pm
Friday, January 24	12:00 pm - 8:00 pm

**During exhibition days, exhibitors will have access to the hall starting at 10:00 am.*

Exhibitor Move-Out Hours

Friday; January 24	8:30 pm – 11:59 pm
Saturday, January 25	12:00 am - 12:00 pm (continuous)

The entrance for exhibitor move-in and move-out will be by the loading and unloading zone for Halls A, B, C and D, located at: Avenida Conscripto No. 311, Colonia Lomas de Sotelo, Postal Code 11200, Miguel Hidalgo, Mexico City.

Show Management Contact Information

Hannover Fairs Mexico, S. A de C.V.

Paseo de la Reforma 381, 1er piso, Col Cuauhtémoc
CP.06500, México D.F
Phone +52(55) 7028 3335
Email: info@hfmexico.mx
Website: www.hfmexico.mx

Angelica Arredondo, Operations Coordinator

Phone: +52 (55) 7028 3335 ext. 804
angelica.arredondo@hfmexico.mx

Tania Velasco, Customer Service

Phone: +52 (55) 7028 3335 ext. 800
tania.velasco@hfmexico.mx

Azul Ogazón, Project Director

Phone: +52(55) 7028 3335 ext. 805
azul.ogazon@hfmexico.mx



General Information (Cont.)

Exhibitor Badges and Show Directory Listing

Each exhibitor is allowed up to three free badges for every 9 sq.m. of rented space. Badges will be available in the registration area for pickup during move-in days.

Keep in mind that your exhibitor badge is **UNIQUE AND NON-TRANSFERABLE**. Replacement of a lost or forgotten badge will result in complete payment for a new one. Temporary staff assisting you with move-in and move-out such as carpenters, electricians, decorators, drivers, messengers, administration, etc. will not require a badge during move-in and move-out. They will be provided with a provisional tag for entrance and exit during the established hours. Once the trade show begins, no one may enter without a badge. **No one under the age of 18 will be permitted on the show floor during exhibitor move-in.**

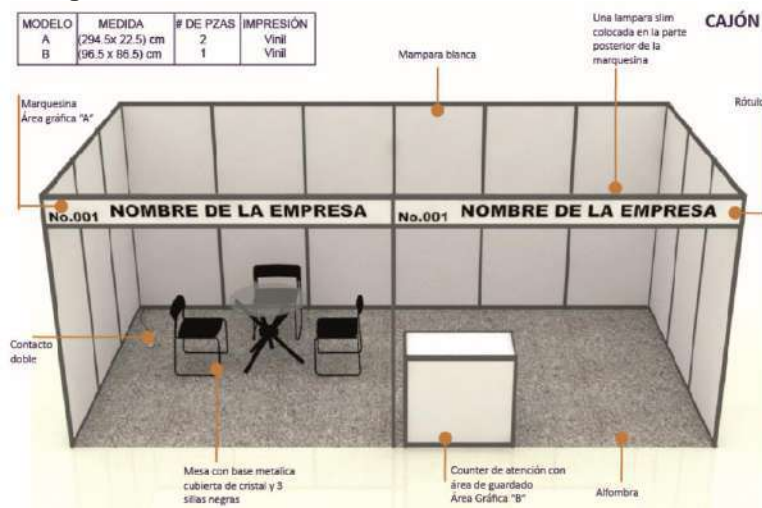
Please send us the badge request and directory listing forms included in this Manual. Update your company information immediately and make sure it is included in the Official Exhibitor Directory.

Booth Packages

As per your Exhibit Space Contract, your space may include certain services. Exhibitors with less than 54 sq.m. and/or those who signed for a booth package may want to leave out some elements; please use the Booth Package Form for this purpose. All companies bringing or building their own display must submit their booth design w/measurements and specifications for approval (see Booth Approval Form).

Raw Space – 54 sq.m. min.	- Includes exhibitor badges and directory listing. Does NOT include carpet, construction, furnishings or utilities.
Basic Booth Package – 18 sq.m. min.	- Includes hard wall booth construction, lettering, carpet (show color), 1 electrical outlet, booth staff badges, exhibitor directory listing.
Premium Package – 18 sq.m. min.	- Includes carpet (show color), hard wall booth construction, signboard and lettering, lighting, standard furnishing, 1 electrical outlet, booth personnel badges, exhibitor directory listing.

Premium Booth Package



Cleaning

Show management provides cleaning in aisles and common areas only. If you would like daily booth cleaning, please refer to the Centro Citibanamex order forms.



General Information (Cont.)

Electrical

Booths rented under the booth package space rate come with (1) 110V electrical outlet; premium package includes standard lighting also. If you need to order electrical, please use the electrical orders forms from Centro Citibanamex in this manual.

Internet

Please see Centro Citibanamex's Internet Order form included in this manual for details and pricing.

Official Service Contractor

EXPRO is the official booth construction and decoration service contractor for MEM Industrial. EXPRO is able to provide you with the following services and products:

- Additional Furnishings and Accessories
- Express Displays and Custom Displays
- Signage and Graphics
- Standard Booth Modifications

Parking

Centro Citibanamex offers 3,000 covered parking spaces in Centro Citibanamex with a capacity for up to 10,000 cars in the entire complex. Valet service and prepay machines are available. Exhibitors have access to multi-day parking tickets; please approach Centro Citibanamex ticket office within the exhibition halls.

Sales and Promotional Activities

All exhibitor activities are limited to their designated exhibit space. All retail sales activities and delivery of products or samples must have written approval by Show Management. Exhibitors are required to inform Show Management of the organization of events and promotions within their exhibit space.

Show Office Hours

MEM Industrial staff will be available during exhibitor move-in, show days and move-out, at the service desk within the exhibition hall, and the Organizing Committee office from Monday through Friday, 10:00 am - 8:00 pm.

Shipping & Logistics

CARGOLIVE is our official freight forwarder. Please see their enclosed documents for international shipping information. Please do not ship anything directly to the convention center or show management. No shipments will be signed for or accepted onsite by Centro Citibanamex.

Travel & Housing

MEM Industrial has negotiated discounted rates with several hotels in Mexico City. Please note that Hotel Sevilla Palace will provide complimentary shuttle service to and from the Centro Citibanamex on show days. Please make your reservations as early as possible to take advantage of these discounted rates.



Security & Safety

Show Management security will cover general areas and entrances starting on Sunday, January 19th at 2:00 pm on a 24-hour basis.

Show management security will cease on Saturday, January 25th at noon.

The purpose of our security is to control access and prevent accidents and disturbances within the exhibition halls. Centro Citibanamex will provide security in common areas and exterior of the facility.

Every exhibitor is responsible for their materials, equipment and personal effects during move-in, exhibition and move-out hours. It is therefore recommended that the exhibitor shows up 30 minutes before opening and leaves 30 minutes after closing.

All exhibitors must control and look after their property during their stay in the exhibition grounds.

When absent, all exhibitors must safeguard their goods. Small items must be stored under lock and key whenever exhibitor staff is not present.

Exit of exhibition products and/or samples during show days require approval by the Show Management. Please approach security personal for the coordination of this procedure.

Revisions by the security personnel are authorized in all products moving in or out at any moment. We kindly ask for your collaboration during these security controls, which are designed to reduce risks and prevent losses.

If you consider your booth requires additional security or you want to have an inventory report on your exhibition goods, please contact "SYHME SEGURIDAD PRIVADA" on our list of suppliers or through the Security Order Form included in this Manual.

Please be careful with your personal belongings on site, specially items such as suitcases, briefcases, laptops and cell phones. SYHME SEGURIDAD PRIVADA can supply you with security lanyards for your laptop at no cost.

Blocking aisles, emergency exits, fire hydrants and extinguishers is forbidden at all times. Please locate these points upon your arrival.

Firearms and pets are not allowed into the premises. No one under the age of 18 will be permitted on the show floor, except for MEM Industrial during show days.

Each exhibitor showing and demonstrating tools, machinery and equipment in operation as well as other exhibits that may represent a risk to the physical integrity of personnel and visitors, either by their nature, handling, power source, emission of powders, dust, fumes, vapors and other potentially harmful substances, etc., will be responsible for taking all necessary safety and protection measures to prevent risks and remedy contingencies, in accordance with Civil Protection and Occupational Safety guidelines, Centro Citibanamex safety guidelines and any other applicable regulations.

These measures may include using adequate protective equipment, installing safety and risk signs, providing support and supervision during demonstrations, provide collection and/or extraction systems for dust, fumes and vapors, having first aid kits at hand, and whatever is deemed necessary in consideration to the nature of exhibits and activities before, during and after the exhibition.



Exhibition Grounds Location Map

Centro Citibanamex

Av. Conscripto 311, Col. Lomas de Sotelo, Del. Miguel Hidalgo

C.P. 11200, Mexico City, MEXICO

Phone: (+52-55)5268-2000

www.centrocitibanamex.com





List of Suppliers

Official Booth Decoration & Furnishings Contractor / Custom Displays & Furniture Rental

Furnishings, Signaling, Displays
EXPRO

Alberto del Valle / Osmara González
Phone: +52 (55) 2614-7160
adelvalle@expro.com.mx
ogonzalez@expro.com.mx

Facility Services

Phone, Internet, air, water and drains, booth cleaning, banner hanging, rigging and electrical

Centro Citibanamex

Angeles Hernandez
Phone: +52 (55) 5268 2054
serviciosadicionales@centrobanamex.com
mahernandez@centrocitibanamex.com

Food & Beverages

Centro Citibanamex

Angeles Hernandez
Phone: +52 (55) 5268 2054
serviciosadicionales@centrobanamex.com
mahernandez@centrocitibanamex.com

Audio & Video

Milbu Producciones

Phone: +52 (55)9000-2583
contacto@milbu.com.mx

Lead Retrieval

AHM REGISTRO

Edna Corvera
Phone: +52 (55) 56696510 / 56696500
edna@scanpro.mx

Shipping & Logistics / Material Handling, Forklift, Storage of Empties



Kim Valdés Salazar
Trade Shows Manager

CargoLive, S. de R.L. de C.V.

Platón 409, Col. Polanco
- Del. Miguel Hidalgo
C.P. 11560, México
CDMX

Phone: +52 (55) 5280
1279 Ext. 264

Mobile: +52 (55) 5330 7124

Security

SYHME SEGURIDAD PRIVADA

Contacto Enrique Carcaño

Tel (55)62-95-00-29

cel 55-13-45-84-71

syhme.seguridad@gmail.com



Guidelines for Display

The following Guidelines for Display Rules and Regulations have been established for MEM Industrial. It is our goal that the display rules and regulations, ultimately, shall provide exhibitors with all the information necessary to properly design and build exhibits, as well as plan their booth's layout and content.

IMPORTANT: All exhibitors not using the standard booth package must submit their booth design to Show Management for approval. Please complete the enclosed Booth Approval form to finalize your booth design and construction.

All exhibitors with Booth Package rate must send the Booth Package form when an element of their package will not be used.



Guidelines for Display

Unless constricted by space or other limitations, exhibit space is drawn in 9 sqm units (3m X 3m).

- Linear booths are spaces with one side open to an aisle.
- Corner booths are those exposed to aisles on two sides.
- Peninsula booths are open on three sides (36 sq.m. minimum).
- Island booths are open on all 4 sides (54 sq.m. minimum).

Height Guidelines

- Contracted space up to 18 sq.m. are allowed 3 m in height.
- Contracted space from 19 sq.m. up to 53 sq.m. are allowed 5 m in height.
- Contracted space 54 sq.m. and larger are allowed height up to 7 m.

Use of Space and Two-Story Displays

It is only possible to build or install elements to the allowed height and within your designated exhibition space. Please remember all custom displays require approval by the Show Management. Back walls must be covered on the back side. Certain special displays and constructions may require a technical opinion by a DRO (director responsible for construction), in compliance to Mexico City’s regulations. **A minimum of 54 sq.m. is required for any two-story display.**

Hanging of Banners

No hanging banners or decoration elements are allowed on areas of 18 sq.m. or smaller. Hanging banners must have at least 1m of separation from the top of their booth or display. Per building regulations, no signs or banners can be hung any higher than 7m in Centro Citibanamex.

Guidelines for Display Summary

Area	Possible Configurations	Maximum Height	Two-Story	Hanging of Banners
Up to 18 sq.m.	Linear / corner	3 m	No	No
From 19 to 53 sq.m.	Linear / Corner / Peninsula	5 m	No	Yes
54 sq.m. or more	All	7 m	Yes	Yes

Exhibitor Move-In

Please make sure to confirm your move-in day and hour. A representative of the exhibiting company must be present to receive your exhibit goods and/or display during move-in days and hours; neither Show Management nor Centro Citibanamex are able to receive shipments on behalf of exhibitors. Please inform your vendors on the location of your booth and the company name under which you have registered to the exhibition for a swift access. Exhibiting companies must have paid in full in order to gain access for set-up. Show security will keep a record of company or contractor personnel entering the facility and will identify them with a sticker. Access for set-up must be done through the loading-unloading decks.

Vehicles are only allowed to remain on the loading-unloading area for a maximum of 30 minutes. The facility will charge the use of the area in excess of 30 minutes. Please follow the indications of the staff in order to facilitate all maneuvers. Hand trucks and pallet jacks shall not be rolled on carpeted surface. **CARGOLIVE** will supply forklift and material handling services (see Drayage Form).

During move-in please limit your materials to your designated exhibit space.



Booth Approval Form

Required for all Exhibitors Bringing or Building their Own Stand

Complete this form and email back to angelica.arredondo@hfmexico.mx
before December 30, 2019

All booths must be in compliance with the enclosed Guidelines for Display as outlined in this exhibitor service manual. **All exhibitors that are not using the standard booth package must submit their booth design to Show Management for approval. Exhibitors will not be allowed to move-in onsite without the pre-approval of their booth design. Please complete this form along with submitting a detailed drawing or schematic of the booth layout with measurements.** Please send all requests to the contact information listed below no later than December 30, 2019.

Contact Person: _____

Company Name: _____

Booth Number: _____

Phone: _____

E-mail: _____

Measurements (width x depth x height): _____

Structure specifications:

Please include measurements of all structures, lightboxes, graphic elements, riggings, etc. and schematics of your booth design. Required for approval.

FOR INTERNAL USE ONLY

Approval by Show Management: YES ____ NO ____

Comments: _____

Approval is required in written form. Actual booth construction must meet approved designed specifications and measurements.

Operations Coordinator Signature: _____ Date: _____

Deadline: December 30, 2019
Email: angelica.arredondo@hfmexico.mx



Booth Package Form

Required for Exhibitors with Package Rate / under 54 sqm

Complete this form and email back to angelica.arredondo@hfmexico.mx before December 30, 2019

- 1) Identify your booth package as per your Exhibit Space Contract (Basic Package / Premium Package).
- 2) Please check the items which you are **NOT** using (if any):

Basic Booth Package	Premium Booth Package
<input type="checkbox"/> Rigid system walls <input type="checkbox"/> Carpet (show color) <input type="checkbox"/> Electrical outlet (110V) <input type="checkbox"/> Vinyl lettering (same name as per the directory listing form)	<input type="checkbox"/> Rigid system walls <input type="checkbox"/> Carpet (show color) <input type="checkbox"/> 1 table <input type="checkbox"/> Counter & bar stool <input type="checkbox"/> 2 Chairs <input type="checkbox"/> 1 Dust bin <input type="checkbox"/> Electrical outlet (110V) <input type="checkbox"/> Slim-line lamp <input type="checkbox"/> Signboard vinyl lettering (same name as per the directory listing form)

On-site dismantling or removal of installations, carpet or hard walls will have a cost and needs to be requested with the respective supplier.

Comments: _____

EXHIBITOR COMPANY INFORMATION

Contact Person: _____

Company Name: _____

Booth Number: _____

Phone: _____

E-mail: _____

Exhibit Space Measurements: _____

Signature: _____ Date: _____



Deadline: December 30, 2019
 Email: angelica.arredondo@hfmexico.mx



Directory Listing Form

Complete this form (Spanish recommended) and email back to angelica.arredondo@hfmexico.mx before December 30, 2019

Datos para el Directorio de Expositores Provea su información de contacto comercial para nuestras distintas publicaciones			Directory Listing Form Please provide the contact information you wish to publish in our various listings		
Nombre comercial Company trade name					
Dirección – Código Postal Address – Postal Code					
Ciudad – Estado – País City – State – Country					
Contacto Comercial – Cargo Sales Contact Person – Position					
Teléfono directo – Celular Office phone number – Mobile					
Correo electrónico - Página web E-mail - Website					
Tipo de empresa Type of company		Fabricante Manufacturer	Importador Importer	Distribuidor Distributor	Otro (describa) Other (describe)
Breve Descripción de la Empresa (Máximo 250 caracteres)			Short description of the company (Maximum 250 characters)		
Productos a Exhibir Provea una lista general de los productos a exhibir			Products to be Exhibited Please list the specific products you plan to exhibit		
1		6		11	
2		7		12	
3		8		13	
4		9		14	
5		10		15	
Marcas a Exhibir Indique la marca o marcas de los productos a exhibir			Brands to be Exhibited Please list the specific brands you will show at the exhibition		
Lanzamientos y Nuevos Productos Provea nombre y descripción del producto o línea que presentará en la exposición			New Products Provide name and short description of new products you plan to launch during the event		
Envíenos su logotipo en alta resolución para uso en material promocional			Please send us your Company logo in hi-res for our use in promotional material		
<p>Para conocer nuestra Política de Privacidad, por favor ingrese a www.hfmexico.mx For details on our Privacy Policy, please check www.hfmexico.mx</p>					



Exhibitor Badge Request Form

Complete this form and email back to angelica.arredondo@hfmexico.mx
before December 30, 2019

Please register members of your staff who will work full-time in the exhibition. Blank badges will not be issued.

EXHIBITOR COMPANY INFORMATION

Contact Person / Booth Coordinator: _____

Company Name: _____

Booth Number: _____ Area in sq.m.: _____

Phone: _____

E-mail: _____

Each exhibiting company is entitled to a maximum of 3 badges per 9sq.m. Use the required forms or attach a digital file with the required information.

	NAME	POSITION	EMAIL
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			



Event Terms & Conditions

[Extract from Exhibit Space Contract]

CLAUSES:

I GENERAL DISPOSITIONS

1. The Committee declares to be the organizer of the exhibition named MEM Industrial to be held at: Centro Citibanamex in Mexico City, from January 22 to 24, 2020.
2. The signer of this agreement declares to have authorization of the Exhibitor to act on his behalf and bind the Exhibitor to the obligations arising out of this agreement, in accordance to the information provided in page 1 of this document.
3. The Organizing Committee grants the Exhibitor a defined space of exhibition, which will be identified and detailed in the corresponding floorplan (such space hereinafter referred to as the "Stand(s)"), based on the space request and information supplied in page 1 of this agreement.

II CONDITIONS OF PAYMENT

4. The Exhibitor will pay the Committee an agreed amount corresponding to the space assigned, as payment for the right to use the Stand(s) solely and exclusively during the days designated by the Committee. The abovementioned amount shall be paid in its entirety before the exhibition takes place in accordance with the following payment schedule: a 20% deposit is required with the presentation of the contract; 50% of the total amount must be paid 90 days prior to the show; full payment is due 60 days prior of the show. Payments must be made in the currency the Exhibitor was invoiced, this being either Mexican pesos or US dollars applying a previously agreed upon exchange rate. The payments shall be made through wire transfer or certified check issued in favor of HANOVER FAIRS MÉXICO, S.A. DE C.V. as per instructions provided with the respective invoice. The exhibitor will assume all costs and fees generated by wire transfer services and other forms of payment.
5. In the exceptional case of payments made with regular checks, these always shall be received subject to collection; in the event of insufficient balance, the Committee reserves the right to enforce the payment of the documents, as well as additional fees foreseen as minimum in the General Law of Credit Instruments and Operations, or to alternatively rescind the obligations derived from this agreement without needing a judicial resolution thereof.
6. By signing this agreement, the Exhibitor is committed to payment and participation in the exhibition. Cancellation fees will apply even in the absence of advance payments, as described in page 1 of this agreement. In case of no-show, the Exhibitor remains obligated to payment of the total amount agreed upon, and the Committee, in order to preserve the good image of the event, reserves the right to use the Exhibitor's space in accordance to its best judgement.
7. In the event that the Exhibitor does not make use of the Stand(s) contracted, the Exhibitor will lose in benefit of the Committee any and all amounts they might have produced, without any further recourse, claim or bonuses, and cancellation fees will still apply. In the event that the products to be displayed are not installed by 10:00 pm on the day before the start of the event, the Organizing Committee may use said space without liability on its part.
8. Cancellation of the contracted Stand(s). In accordance to the Cancellation Policy described in page 1, in case of cancellation the Exhibitor is obligated to the following cancellation fees, referenced to a) the total amount covered by this agreement and b) date of receipt of the Exhibitor's cancellation notice:



- 91 or more days prior to the exhibition: 20%
- From 90 to 61 days prior to the exhibition: 50%
- 60 days or less prior to the exhibition: 100%

III USE OF EXHIBIT SPACE

9. The Exhibitor accepts that the contracted space shall be used solely and exclusively to show the products described on the corresponding sections in pages 1 and 2 of this agreement. The Organizing Committee reserves the right to relocate an Exhibitor stand at its discretion.

10. Limitations of space: Exhibitor agrees to use its space solely as indicated in the exhibition floorplan. Any sales or promotional activities by the Exhibitor outside the boundaries of its stand will require express permission by the Organizing Committee.

11. The Exhibitor has no authority to assign, transfer or dispose of the rights referred to in this agreement, and lend or lease, in whole or in part, the Stand(s) hired, being obligated to only show products ordinarily manufactured or distributed by the same. The exhibition area is to be returned by the Exhibitor in the same condition as it was handed over, without altering structures, hard walls, furniture or equipment part of his service package. Likewise, it is prohibited to nail, screw, paint or perforate the screens; the use of drywall, nailing or screwing objects of any type on floors or columns of the building; perform other types of drilling; the use of loud speakers or sound equipment of any kind which might interfere with the participation of other exhibitors; light fire within the venue; use of flammable or toxic products; invade the halls and places of rest, since exhibit materials must always be installed within the designated areas.

12. The exhibitor shall be responsible to maintain personnel in the booth at all times during the show hours. The Exhibitor, for purposes of installations, set-up and dismantling of exhibits, will adhere to the regulations included as part of the Exhibitor's Manual, which is published and updated on the Committee's website.

13. The Exhibitor undertakes the responsibility to respect the regulations of the exhibition and of the venue. As a result of the above, the Exhibitor is obligated to share the content of these regulations among their staff, delegates or designees hired to meet its exhibition requirements or fulfill their obligations during the exhibition.

14. After the closing of the exhibition, the Exhibitor must vacate their materials and products within the schedule established in the Exhibitor's Manual, committing to deliver fully vacated the Stand(s) referred to in this contract, in the same condition it was handed over, as established by the exhibition regulations. The Organizing Committee accepts no liability with regards of the Exhibitor's materials or products. If the Stand(s) is(are) not properly vacated on time, the Exhibitor shall be obliged to pay any costs the Organizing Committee might incur such as of overtime charges by the venue, storage and transportation expenses, being necessary to cover these expenses in order to recover their goods, without responsibility to the Organizing Committee.

15. The Exhibitor has expressed its desire to take part in the event and agrees to adhere to all the terms and conditions stipulated in the Exhibition Regulations, which are published and updated in the exhibition web site, and which become an integral part of this agreement, in the understanding that the Exhibitor has agreed to be bound by such regulations.

IV EXHIBITOR'S LIABILITY

16. The Committee declares to have all the necessary permits to hold the event. Nonetheless, the Exhibitor is solely responsible for any and all required permits or authorizations from local, State or Federal authorities pertaining the Exhibitor's individual participation in the exhibition, such as but not limited to stand construction, staff, vendors, exhibits, use of trademarks, product demonstrations, special equipment and services, etc.

17. The Committee reserves the right to rescind the contract without any obligation on its part, in the event that, at the Committee's discretion, there is any violation by the Exhibitor of its obligations hereunder or under any other document referred herein and which the Exhibitor has committed to honor and enforce in a proper manner.



V SECURITY, SAFETY & PREVENTION

18. The Exhibitor exempts the Organizing Committee of any liability pertaining to damages or losses to third parties resulting from the Exhibitor's activities during the exhibition, including set-up and dismantling. The Exhibitor is responsible for providing sufficient insurance protection for any risks related to their presentation in the exhibition.

19. From the opening time and for the duration of the Exhibition, due to security reasons, no Exhibitor will be allowed to withdraw or vacate their items on display without the prior written authorization of the Committee. The Committee will provide security services during the event, but cannot assume any responsibility on the Exhibitor's property.

VI EXCLUSION OF RESPONSIBILITY

20. Given the nature of the use and enjoyment of the Stand(s) under this contract, both parties state and agree that the Committee and the Exhibitor are totally independent contracting parties, therefore there is no link or labor management relations arising from this agreement, in the understanding that the personnel hired for the exhibition of the Exhibitor's products or goods is the sole responsibility of the Exhibitor, including the payment of wages, benefits, taxes, duties, social security, INFONAVIT, AFORE and all other labor obligations. Consequently, the Exhibitor will be obliged to hold the Committee harmless of any problems that may arise, covering all expenses in which the Committee may incur as a consequence of disputes derived from such circumstances.

21. The Organizing Committee cannot and does not assume any responsibility or liability for the actions, information, products and services offered by exhibiting companies. Exhibitors and visitors acknowledge that all negotiations held among them are private in nature and independent of their contractual relationship, if any, with the Committee, the Committee's sponsors or affiliates.

22. Force majeure. The organizing Committee, if there are circumstances that justify so, may postpone or anticipate the start of the event, as well as, extend or shorten its duration or vary their program schedules, location, features or activities, the foregoing without incurring in any liability whatsoever on its part.

VII JURISDICTION

23. For all matters concerning the interpretation and performance of this agreement, the parties expressly declare their consent to submit to the judges and courts of Mexico City, as well as to the legal provisions of the current Civil Code in force in Mexico City, waiving the jurisdiction of any other Court corresponding to their present or future addresses.



Accommodation Offers – Special Rates

Book your room online following these easy steps:

1) Access our show website (www.MEMIndustrial.mx) and under “Exhibitor” click the link to “Accommodation Offers”:

<https://reservaciones.ledi.com.mx/events/1/hotels>

2) Browse the options, find the hotel of your choice and click “Reserve”:

In case of doubt or if you require further assistance please contact our reservation agent:

LEDI

Jorge Medinilla

Mobile: +(52)15555051652

Office: +(52) 55 5682-7242

reservaciones@ledi.com.mx



RECOMMENDATIONS FOR EXHIBITORS FOR MEM INDUSTRIAL 2020

- * During the days of assembly and disassembly, it is suggested not to bring LAPTOPS, PROJECTORS, ELECTRONIC EQUIPMENT.
- * In case it is strictly necessary, it is recommended to take care of them at all times, since, in case of damage or loss, neither the organizing committee nor the SYHME security company, nor the premises themselves are responsible for theft or contingency.
- * During the days of the event, we will have at your disposal free of charge, security cables for LAPTOPS, TV, PROJECTORS, However, it will remain your responsibility at ALL TIMES and under any circumstances, taking care of everything that is within your stand.
- * It is recommended to the exhibitor that when leaving the room during assembly, close your stand preferably with cloth (mesh), notify the security personnel that no one is in the stand and that nobody should be inside for any reason.
- * It is recommended that during the event you do not neglect cell phones since we have noticed that by carelessness we leave them on the table and in 1 second people subtract them.
- * It is recommended that during the event we have control of the sale money at all times, we have had cases that neglect the place where money is kept and in seconds they steal what it took so long to achieve.
- * If you see a suspicious person near your stand, report them immediately to the security personnel.
- * Be aware that we must do a joint work, exhibitors, organizing committee and the security company to try to combat theft; be aware that there are perfectly organized gangs in the enclosures that are dedicated to stealing, and that they are professionals who study the exhibitor who does not pay attention to the care of his/her things.



LEAD RETRIEVAL APPLICATION FORM



**Before paying please send your full format
Deadline Receiving Application Form & Payment January 16, 2020**

Company:			
Trade Mark:		Booth Number:	
Address:		Zip Code:	
City:	State:	Country:	
Telephone:		Mobile:	
Contact (Name):			
Job Title:			
E-mail:			

PAYMENT CONDITIONS:

- Beneficiary: SCAN PRO, S.A. DE C.V. CASH: Directly in the show.
- Deposit or Wire Transfer:
- Bank: Santander, S.A.
- Account: 65-50-11-55-13
- Clabe: 01-41-80-65-50-11-55-51-35
- Branch: 5559 Nápoles Correspondent Bank: JPMORGANCHASE Number Aba or Swift: 02100021
- Intermediary Bank: BMSXMXMM BANCO SANTANDER SA

(Please send a copy of the deposit ticket or wire transfer by e-mail before 16 January, 2020)

Quantity	Service	Description	Equipment	Cost for Event	Total
	Barcode QR 	<p>NBP60/80 Portable Lead Retrieval storing attendance data. The device scans saves in the information that visitors provide at the moment of their registration in his internal memory.</p> <p>You create your database yourself, as you scan or read the badges of visitors or participants during the days of the event.</p> <p>The information will be sent by email during the week of January 27 to 31, 2020.</p> <p>Please send a copy of your proof of payment for him to send the information.</p> <p>Company, Name, Phone, Email, Excel format (XLS). Subject to availability</p>		\$245.00 USD Total for a team. Event and Show	

EQUIPMENT DELIVERED:

- The equipment is delivered the first day of the show two hours before the show.
- You are completely responsible of the equipment, any kind of lost or damage you must pay for them.
- In case of canceling the rent after doing the procedure you must do it 5 days before the show opens; if not you must cover 50% of the cost.
- During the day's show we are not responsible of the use you give to the equipment.
- You will get your information one hour after have delivered the equipment.

EDNA VANESSA CORVERA R.
01 52 55 5669-6510 / 55 5669-6511
edna@scanpro.mx / vanessa@scanpro.mx

Scan Pro, S.A. de C.V. Artzona No. 100 Col. Nápoles C.P. 03810 Del. Benito Juárez Ciudad de México, México



INTERNATIONAL SHIPPING INSTRUCTIONS

MEM INDUSTRIAL 2020
CENTRO CITIBANAMEX, MEXICO
January 22-24



Dear Exhibitor;

CargoLive has been designated as *recommended agents for Customs Brokerage & International Logistics services.*

We trust your participation *MEM INDUSTRIAL 2020*, is a successful one. These instructions are intended to give you information on the customs process and formalities for the event.

Prior to shipping, all international freight must be pre-advised to:

CargoLive – Trade Shows
tradeshows@cargolivelog.com
Ph. +5255 5280 1279

CARGO ARRIVAL DEADLINES

AIR FREIGHT:

Should arrive to **Mexico City** Intl Airport no later than: Jan. 15th

TRUCK FREIGHT:

Should arrive to our **Laredo Tx.** No later than: Jan. 10th

OCEAN FREIGHT:

Should arrive to **Manzanillo/ Veracruz port** no later than: For FCL shipment Jan. 08th
For LCL shipment Jan. 02th

Estimado Expositor;

CargoLive, ha sido designado como proveedor **Agente Recomendado para los Servicios Aduanales y Logísticos.**

Confiamos en que su participación *MEM INDUSTRIAL 2020*, será exitosa. Estas instrucciones de embarque le darán información sobre los procesos aduanales para este evento.

Todos los embarques internacionales, deberán ser notificados antes de su envío a:

CargoLive – Trade Shows
tradeshows@cargolivelog.com
Ph. +5255 5280 1279

FECHAS LÍMITE DE ARRIBO DE MERCANCÍA

EMBARQUES AÉREOS:

Deberán arribar al Aeropuerto Internacional de la Ciudad de México a más tardar el: 15 de Enero.

EMBARQUES TERRESTRES:

Deberán arribar a **Laredo Tx.** A más tardar el: 10 de Enero.

EMBARQUES MARITIMOS:

Deberán arribar al **puerto de Veracruz/ Manzanillo** a más tardar el: Para embarques FCL 08 de Enero.
Para embarques LCL 02 de Enero.



DOCUMENTATION

We need the following documentation, without exceptions, to process customs formalities:

- **Commercial Invoice and Packing List:**
All invoices must contain full description of goods, including quantity, size/ weight, value of each item shipped & currency. Mexican customs will not accept the term “No Commercial Value” for any item.
- **AWB or BL or BOL.**
Consignee to:
CargoLive, S de RL de CV
Platón 409, Polanco
11560 Mexico, CDMX
EXPO NAME/ Exhibitor Name/ Booth #
Notify: Johanna Romero / Carolina Díaz
E mail. tradeshows@cargolivelog.com
Ph. +5255 5280 1279

**Note: For Sea freights EXPRESS RELEASE BL is needed.*

CASE MARKING

NAME OF THE EVENT
Exhibitor: _____ Stand: _____
Case #: _____ of _____ AWB or B/L: _____
Dimensions (cm): ___ x ___ x ___ Gross Weight (kg): _____
Consignee: CargoLive, S. de R.L. de C.V.

All products must to come properly packaged or packed in boxes or pallets with the appropriate protection for transportation and multiple cargo handling.

All cargo will be opened, inspected and compared to the details listed on your commercial invoice. **Discrepancies will cause delays and possible additional cost and fines. Please do not ship anything not declare on the Commercial Invoice/ Packing List.**

DOCUMENTACIÓN

Los documentos que requerimos, sin excepción, para liberar aduanalmente su embarque son:

- **Factura Comercial y Lista de Empaque:**
Todas las facturas deben contener una descripción detallada de la mercancía, indicando cantidades, peso/medidas, valor unitario y moneda. Todos los productos deberán indicar un valor, no se acepta la leyenda “producto sin valor comercial”
- **AWB o BL o BOL.**
Consignar a:
CargoLive, S de RL de CV
Platón 409, Polanco
11560 Mexico, CDMX
EXPO NAME/ Exhibitor Name/ Booth #
Notify: Johanna Romero / Carolina Díaz
E mail. tradeshows@cargolivelog.com
Ph. +5255 5280 1279

**Nota: Para embarques marítimos, se requiere BL EXPRESS RELEASE.*

EMPAQUES Y MARCAS

NOMBRE DEL EVENTO
Expositor: _____ Stand: _____
Case #: _____ de _____ AWB or B/L: _____
Dimensiones(cm): ___ x ___ x ___ Peso neto (kg): _____
Consignar: CargoLive, S. de R.L. de C.V.

Todos los productos deberán venir correctamente empacados o embalados con las cajas o protecciones adecuadas para la transportación y manejo de la carga.

Todas sus cajas en la aduana obligatoriamente se hace una inspección y estas deben ser abiertas por las autoridades. **Le pedimos que NO embarque nada que no venga declarado en sus Facturas Comerciales/ Listas de empaque, ya que esto causará retrasos y posibles costos adicionales.**



Wooden Packaging such as skids, crates, pallets etc. **must have Certificate of Fumigation or authorize fumigation stamp on the wood.**

En caso de ocupar embalajes de madera, como cajas, pallets o cualquier otro, **deberán haber sido tratados mediante proceso de fumigación y traer Certificado y sello de Fumigación.**

FOOD, BEVERAGE & TEXTILES

ALIMENTOS, BEBIDAS Y TEXTILES

Certain Products (**foodstuffs, seeds, grains, beverage, chemicals, textiles and leather**) require permits and certificates issued by an appropriate Mexican Government. Do not ship without **pre-advicing above products**. This can delay customs clearance. CargoLive can assist in obtaining these permits but we must be advised of these products at least 2 months in advance before the product is shipped.

Si usted piensa traer alguno de estos productos, le pedimos enviar sus documentos para revisión con 60 días de anticipación, **ya que estos productos están sujetos a permisos de las autoridades mexicanas**, que toman de 30 a 45 días hábiles para obtenerse. **Por favor no embarque ninguno de estos productos sin antes consultar con nuestra oficina en México.**

HAZARDOUS GOODS

PRODUCTOS PELIGROSOS

Shipments containing hazardous goods require special handling and documentation. Many steamship lines, airlines and trucking companies have strict regulations which dictate that such shipments be moved separately, properly documented and packed in strict accordance with current laws and regulations. If you plan to ship hazardous materials, please notify Cargo Live prior to the delivery of the goods to our consolidation points.

Los envíos que contengan mercancías peligrosas requieren un tratamiento especial ya que las líneas aéreas, terrestres y navieras cuentan con regulaciones especiales para el manejo de este tipo de carga. Por lo que le pedimos embarcar estos productos de forma separada y enviarlos con la documentación de acuerdo a las legislaciones y reglamentos establecidos. Si está planeando embarcar algún material peligroso, le pedimos contactarnos previo a su envío.

SALE OF GOODS

VENTA DE MERCANCÍA

If you want to sell any material, this can only be done if the buyer is a Mexican company or a person who has an import license.

Si usted desea vender algún material de su exhibición, lo podrá hacer siempre y cuando su comprador sea una compañía mexicana o persona que cuente con Padrón de Importadores.

CargoLive is jointly liable with Mexican Authorities, therefore it is mandatory to make a change of regime changing from a temporal to a permanent import and it is necessary make the payment of duties and taxes according with current rates and regulations. This service is an additional fee, which can be covered by the buyer or by the exhibitor.

CargoLive es responsable solidario de la mercancía ante las autoridades mexicanas, por lo tanto es obligatorio hacer un proceso de cambio de régimen de importación temporal a definitiva, para lo cual se requerirá del pago correspondiente a los impuestos por Importación Definitiva, de acuerdo a las tasas y regulaciones vigentes. Este servicio tiene un costo adicional, el cual puede ser cubierto por el comprador o por el expositor.



We are unable allow the buyer take the goods without having paid the taxes, so that the goods shall be under our custody during the process of nationalization or regularization and once you get the final import we will coordinate the delivery of goods.

All expenses for this additional service have to be paid in total before the delivery of goods.

Mexican Value Added Tax (I.V.A.) of 16% will apply to all services rendered in Mexico. Items for permanent importation into Mexico will be subject to payment of Customs Duty and I.V.A.

OUTBOUND/RETURN SHIPMENTS

All materials returning to their country of origin will be subject to Mexican export clearance that can take up to 15 working days to complete. This should be taken into account when planning for the use of your material after the completion of this show. Return transit times are affected by mode of transport, customs status, security and congestion at the border.

REGULATIONS/RESTRICTIONS

Items for temporary importation into Mexico (any item which will be re-exported from Mexico at the end of the show) must be packed and invoiced separately from those items that will remain in Mexico (sold, distributed or given away)

Descriptions for all items being sent to Mexico should be simple and easily understood. The description must also indicate model and serial numbers and they must match the actual items being shipped. Any discrepancies discovered by Mexican Customs will result in the seizure of the entire shipment. Neither CargoLive nor our agent is responsible for the accuracy of the documents prepared by the exhibitor; therefore, we cannot accept any responsibility for seizures that are the result of inaccurate invoices or certificates of origin.

No se permitirá que el comprador se lleve la mercancía sin haber realizado el pago de impuestos, por lo que la mercancía quedará bajo nuestra custodia durante el trámite de nacionalización o regularización y una vez que se obtenga la importación definitiva se coordinara la entrega de mercancía.

Los gastos que este procedimiento genere deberán ser cubiertos en su totalidad antes de la entrega de la mercancía al comprador final.

Todo servicio se cobrará con el 16% de IVA, así mismo cualquier producto que se desee importar en México, de forma definitiva estará sujeto al pago de I.V.A. y a los impuestos determinados por la aduana

RETORNO DE EMBARQUES

Todo el material que se regrese al país de origen deberá ser sujeto al proceso de exportación y éste puede tomar hasta 15 días hábiles. Deberá considerar este tiempo en caso de que el material vaya a ser enviado a otro evento. El tiempo de retorno dependerá del medio de transportación y saturación en aduanas.

REGULACIONES Y RESTRICIONES

Le pedimos empacar y facturar por separado el material a importar de forma temporal (lo que se vaya a retornar al término del evento) y lo definitivo que es lo que se quedará en México (material a vender, folletos, regalos, etc.)

La descripción de los artículos que envíe a México debe ser simple y de fácil comprensión. Se debe incluir el modelo y números de serie y deben coincidir con lo que se embarca físicamente. Cualquier discrepancia entre el material físico y lo declarado en los documentos, se correará el riesgo de la confiscación de la mercancía en Aduanas. CargoLive ni los agentes de carga serán responsable del contenido en los documentos elaborados por el expositor, por lo que no seremos responsables de cualquier inconveniente a causa de discrepancias y las cuales podrán generar gastos adicionales.



We do not recommend exhibitors hand carry exhibit materials to the show, or ship through courier companies. Mexican customs operate on a random RED LIGHT/GREEN LIGHT system. If you receive a red light your packages will be searched and any items deemed not to be personal effects may be detained. If this happens you will need to enlist the assistance of a Mexican Customs Broker to lodge a formal clearance to obtain release of your goods. This process will prove to be expensive and may take several days to complete.

Mexican customs will not accept the term "No Commercial Value" for any item. For giveaway items, we suggest you use the lowest possible realistic value. For saleable material, your commercial invoice must reflect the price at which you actually plan to sell the item. Once a value is stated on an official document it cannot be changed. Mexican Customs reserves the right to determine commercial value, should they consider the value provided to be false.

Cargo Live, our agents and carriers are not responsible for broken glass, the condition of any perishable goods upon delivery to the show site or any other freight deemed insufficiently packed.

INSURANCE

All exhibitors are encouraged to arrange transit insurance for their properties from point of origin to the show site and back to final destination. **CargoLive does not insure your exhibit properties.**

PAYMENT TERMS

All inbound charges are due prior to the opening of the show. Outbound handling charges are due in full prior to any goods being released for final destination. CargoLive offers our services subject to our terms, conditions and limits of liability as indicated in our shipping instructions and written statement of terms and conditions which are available upon request. We recommend that you contact us for a firm cost estimate of your anticipated charges.

Le recomendamos no llevar con usted material de exhibición ya que en la aduana del aeropuerto, o embarcar a través de empresas de mensajería. Podrían hacerle una revisión y corre el riesgo de que le detengan sus productos al no considerarlos como de uso personal y en este caso, deberá contratar a un agente aduanal para poder liberar sus mercancías. Esto podría resultar un proceso costoso y tomar muchos días hábiles para su liberación.

La aduana en México no acepta el término "Producto sin valor comercial" para ningún tipo de producto declarado en las facturas. Para folletos o productos promocionales, le sugerimos dar un valor muy bajo. Para productos que pudieran venderse en el evento, la factura deberá indicar el precio al que se pretende vender en México. La Aduana México, se reserve el derecho de determinar cualquier valor comercial.

Cargo Live no se hace responsable por objetos rotos, artículos perecederos, ni por algún daño en el material de exhibición antes de la entrega del material, causados por no contar con el empaque y precauciones correspondientes.

SEGURO

Le recomendamos contratar un seguro que cobra su mercancía desde el país de origen y hasta su retorno al mismo. **CargoLive no asegurará ningún producto.**

TERMINOS Y CONDICIONES DE PAGO

Todos los servicios deberán ser cubiertos antes de la entrega de la mercancía en el evento. Para los gastos de retorno, éstos se cubrirán antes del embarque al país de origen. En caso de que la mercancía se quede en México, el pago de impuestos y cuota de regularización deberán cubrirse antes de la entrega de la mercancía al comprador. Nuestros servicios están sujetos a términos y condiciones previamente establecidas, publicadas en nuestro sitio web.



LIMITS OF LIABILITY

CargoLive liability for loss or damage of materials entrusted to them for shipment is limited to that of the carriers and/or agents employed to provide such services. All work is undertaken at the owner's risk and otherwise in accordance with our terms and conditions, a copy of which is available upon request.

Do you need more information?

For information or questions about documents, permits or special process not contained in this package, please feel free to contact us in our Fairs and Exhibitions area.

tradeshows@cargolive.com

Ph. +5255 5280 1279

LIMITES DE RESPONSABILIDAD

CargoLive se limita a la responsabilidad por pérdida o daño de los materiales. Todo trabajo se realiza bajo riesgo y responsabilidad del cliente, de acuerdo a nuestros términos y condiciones.

¿Necesita más información?

Cualquier duda o pregunta respecto al procedimiento, documentación, permisos y/o gestiones especiales para cualquier tipo de embarque, los invitamos a que se comuniquen a nuestra oficina a nuestro Departamento de Ferias y Exposiciones.

tradeshows@cargolive.com

Ph. +5255 5280 1279

Sincerely,

CargoLive
Trade Shows Division

tradeshows@cargolive.com

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LEAD RETRIEVAL APPLICATION FORM





**Before paying please send your full format
Deadline Receiving Application Form & Payment January 16, 2020**

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- During the day's show we are not responsible of the use you give to the equipment.
- You will got your information one hour after have delivered the equipment.

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edna@scanpro.mx / vanessa@scanpro.mx

Scan Pro, S.A. de C.V. Arizona No. 100 Col. Nápoles C.P. 03810 Del. Benito Juárez Ciudad de México, México

INTERNATIONAL SHIPPING INSTRUCTIONS

MEM INDUSTRIAL 2020
CENTRO CITIBANAMEX, MEXICO
January 22-24



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For LCL shipment Jan, 02th

Estimado Expositor;

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10 de Enero.

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Para embarques LCL 02 de Enero.

DOCUMENTATION

We need the following documentation, without exceptions, to process customs formalities:

- **Commercial Invoice and Packing List:**
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**Note: For Sea freights EXPRESS RELEASE BL is needed.*

CASE MARKING

NAME OF THE EVENT
Exhibitor: _____ Stand: _____
Case #: ____ of ____ AWB or B/L: _____
Dimensions (cm): __ x __ x __ Gross Weight (kg): _____
Consignee: CargoLive, S. de R.L. de C.V.

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DOCUMENTACIÓN

Los documentos que requerimos, sin excepción, para liberar aduanalmente su embarque son:

- **Factura Comercial y Lista de Empaque:**
Todas las facturas deben contener una descripción detallada de la mercancía, indicando cantidades, peso/medidas, valor unitario y moneda. Todos los productos deberán indicar un valor, no se acepta la leyenda “producto sin valor comercial”

- **AWB o BL o BOL.**

Consignar a:
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**Nota: Para embarques marítimos, se requiere BL EXPRESS RELEASE.*

EMPAQUES Y MARCAS

NOMBRE DEL EVENTO
Expositor: _____ Stand: _____
Case #: ____ de ____ AWB or B/L: _____
Dimensiones(cm): __ x __ x __ Peso neto (kg): _____
Consignar: CargoLive, S. de R.L. de C.V.

Todos los productos deberán venir correctamente empacados o embalados con las cajas o protecciones adecuadas para la transportación y manejo de la carga.

Todas sus cajas en la aduana obligatoriamente se hace una inspección y estas deben ser abiertas por las autoridades. **Le pedimos que NO embarque nada que no venga declarado en sus Facturas Comerciales/ Listas de empaque, ya que esto causará retrasos y posibles costos adicionales.**

Wooden Packaging such as skids, crates, pallets etc. **must have Certificate of Fumigation or authorize fumigation stamp on the wood.**

FOOD, BEVERAGE & TEXTILES

Certain Products (**foodstuffs, seeds, grains, beverage, chemicals, textiles and leather**) **require permits and certificates issued by an appropriate Mexican Government. Do not ship without pre-advicing above products.** This can delay customs clearance. CargoLive can assist in obtaining these permits but we must be advised of these products at least 2 months in advance before the product is shipped.

HAZARDOUS GOODS

Shipments containing hazardous goods require special handling and documentation. Many steamship lines, airlines and trucking companies have strict regulations which dictate that such shipments be moved separately, properly documented and packed in strict accordance with current laws and regulations. If you plan to ship hazardous materials, please notify Cargo Live prior to the delivery of the goods to our consolidation points.

SALE OF GOODS

If you want to sell any material, this can only be done if the buyer is a Mexican company or a person who has an import license.

CargoLive is jointly liable with Mexican Authorities, therefore it is mandatory to make a change of regime changing from a temporal to a permanent import and it is necessary make the payment of duties and taxes according with current rates and regulations. This service is an additional fee, which can be covered by the buyer or by the exhibitor.

En caso de ocupar embalajes de madera, como cajas, pallets o cualquier otro, **deberán haber sido tratados mediante proceso de fumigación y traer Certificado y sello de Fumigación.**

ALIMENTOS, BEBIDAS Y TEXTILES

Si usted piensa traer alguno de estos productos, le pedimos enviar sus documentos para revisión con 60 días de anticipación, **ya que estos productos están sujetos a permisos de las autoridades mexicanas**, que toman de 30 a 45 días hábiles para obtenerse. **Por favor no embarque ninguno de estos productos sin antes consultar con nuestra oficina en México.**

PRODUCTOS PELIGROSOS

Los envíos que contengan mercancías peligrosas requieren un tratamiento especial ya que las líneas aéreas, terrestres y navieras cuentan con regulaciones especiales para el manejo de este tipo de carga. Por lo que le pedimos embarcar estos productos de forma separada y enviarlos con la documentación de acuerdo a las legislaciones y reglamentos establecidos. Si está planeando embarcar algún material peligroso, le pedimos contactarnos previo a su envío.

VENTA DE MERCANCÍA

Si usted desea vender algún material de su exhibición, lo podrá hacer siempre y cuando su comprador sea una compañía mexicana o persona que cuente con Padrón de Importadores.

CargoLive es responsable solidario de la mercancía ante las autoridades mexicanas, por lo tanto es obligatorio hacer un proceso de cambio de régimen de importación temporal a definitiva, para lo cual se requerirá del pago correspondiente a los impuestos por Importación Definitiva, de acuerdo a las tasas y regulaciones vigentes. Este servicio tiene un costo adicional, el cual puede ser cubierto por el comprador o por el expositor.

We are unable allow the buyer take the goods without having paid the taxes, so that the goods shall be under our custody during the process of nationalization or regularization and once you get the final import we will coordinate the delivery of goods.

All expenses for this additional service have to be paid in total before the delivery of goods.

Mexican Value Added Tax (I.V.A.) of 16% will apply to all services rendered in Mexico. Items for permanent importation into Mexico will be subject to payment of Customs Duty and I.V.A.

OUTBOUND/RETURN SHIPMENTS

All materials returning to their country of origin will be subject to Mexican export clearance that can take up to 15 working days to complete. This should be taken into account when planning for the use of your material after the completion of this show. Return transit times are affected by mode of transport, customs status, security and congestion at the border.

REGULATIONS/RESTRICTIONS

Items for temporary importation into Mexico (any item which will be re-exported from Mexico at the end of the show) must be packed and invoiced separately from those items that will remain in Mexico (sold, distributed or given away)

Descriptions for all items being sent to Mexico should be simple and easily understood. The description must also indicate model and serial numbers and they must match the actual items being shipped. Any discrepancies discovered by Mexican Customs will result in the seizure of the entire shipment. Neither CargoLive nor our agent is responsible for the accuracy of the documents prepared by the exhibitor; therefore, we cannot accept any responsibility for seizures that are the result of inaccurate invoices or certificates of origin.

No se permitirá que el comprador se lleve la mercancía sin haber realizado el pago de impuestos, por lo que la mercancía quedará bajo nuestra custodia durante el trámite de nacionalización o regularización y una vez que se obtenga la importación definitiva se coordinara la entrega de mercancía.

Los gastos que este procedimiento genere deberán ser cubiertos en su totalidad antes de la entrega de la mercancía al comprador final.

Todo servicio se cobrará con el 16% de IVA, así mismo cualquier producto que se desee importar en México, de forma definitiva estará sujeto al pago de I.V.A. y a los impuestos determinados por la aduana

RETORNO DE EMBARQUES

Todo el material que se regrese al país de origen deberá ser sujeto al proceso de exportación y éste puede tomar hasta 15 días hábiles. Deberá considerar este tiempo en caso de que el material vaya a ser enviado a otro evento. El tiempo de retorno dependerá del medio de transportación y saturación en aduanas.

REGULACIONES Y RESTRICCIONES

Le pedimos empaclar y facturar por separado el material a importar de forma temporal (lo que se vaya a retornar al término del evento) y lo definitivo que es lo que se quedará en México (material a vender, folletos, regalos, etc.)

La descripción de los artículos que envíe a México debe ser simple y de fácil comprensión. Se debe incluir el modelo y números de serie y deben coincidir con lo que se embarca físicamente. Cualquier discrepancia entre el material físico y lo declarado en los documentos, se correrá el riesgo de la confiscación de la mercancía en Aduanas. CargoLive ni los agentes de carga serán responsable del contenido en los documentos elaborados por el expositor, por lo que no seremos responsables de cualquier inconveniente a causa de discrepancias y las cuales podrán generar gastos adicionales.

We do not recommend exhibitors hand carry exhibit materials to the show, or ship through courier companies. Mexican customs operate on a random RED LIGHT/GREEN LIGHT system. If you receive a red light your packages will be searched and any items deemed not to be personal effects may be detained. If this happens you will need to enlist the assistance of a Mexican Customs Broker to lodge a formal clearance to obtain release of your goods. This process will prove to be expensive and may take several days to complete.

Mexican customs will not accept the term "No Commercial Value" for any item. For giveaway items, we suggest you use the lowest possible realistic value. For saleable material, your commercial invoice must reflect the price at which you actually plan to sell the item. Once a value is stated on an official document it cannot be changed. Mexican Customs reserves the right to determine commercial value, should they consider the value provided to be false.

Cargo Live, our agents and carriers are not responsible for broken glass, the condition of any perishable goods upon delivery to the show site or any other freight deemed insufficiently packed.

INSURANCE

All exhibitors are encouraged to arrange transit insurance for their properties from point of origin to the show site and back to final destination. **CargoLive does not insure your exhibit properties.**

PAYMENT TERMS

All inbound charges are due prior to the opening of the show. Outbound handling charges are due in full prior to any goods being released for final destination. CargoLive offers our services subject to our terms, conditions and limits of liability as indicated in our shipping instructions and written statement of terms and conditions which are available upon request. We recommend that you contact us for a firm cost estimate of your anticipated charges.

Le recomendamos no llevar con usted material de exhibición ya que en la aduana del aeropuerto, o embarcar a través de empresas de mensajería. Podrían hacerle una revisión y corre el riesgo de que le detengan sus productos al no considerarlos como de uso personal y en este caso, deberá contratar a un agente aduanal para poder liberar sus mercancías. Esto podría resultar un proceso costoso y tomar muchos días hábiles para su liberación.

La aduana en México no acepta el término "Producto sin valor comercial" para ningún tipo de producto declarado en las facturas. Para folletos o productos promocionales, le sugerimos dar un valor muy bajo. Para productos que pudieran venderse en el evento, la factura deberá indicar el precio al que se pretende vender en México. La Aduana México, se reserve el derecho de determinar cualquier valor comercial.

Cargo Live no se hace responsable por objetos rotos, artículos percederos, ni por algún daño en el material de exhibición antes de la entrega del material, causados por no contar con el empaque y precauciones correspondientes.

SEGURO

Le recomendamos contratar un seguro que cobra su mercancía desde el país de origen y hasta su retorno al mismo. **CargoLive no asegurará ningún producto.**

TERMINOS Y CONDICIONES DE PAGO

Todos los servicios deberán ser cubiertos antes de la entrega de la mercancía en el evento. Para los gastos de retorno, éstos se cubrirán antes del embarque al país de origen. En caso de que la mercancía se quede en México, el pago de impuestos y cuota de regularización deberán cubrirse antes de la entrega de la mercancía al comprador. Nuestros servicios están sujetos a términos y condiciones previamente establecidas, publicadas en nuestro sitio web.

LIMITS OF LIABILITY

CargoLive liability for loss or damage of materials entrusted to them for shipment is limited to that of the carriers and/or agents employed to provide such services. All work is undertaken at the owner's risk and otherwise in accordance with our terms and conditions, a copy of which is available upon request.

Do you need more information?

For information or questions about documents, permits or special process not contained in this package, please feel free to contact us in our Fairs and Exhibitions area.

tradeshows@cargolivelog.com

Ph. +5255 5280 1279

LIMITES DE RESPONSABILIDAD

CargoLive se limita a la responsabilidad por pérdida o daño de los materiales. Todo trabajo se realiza bajo riesgo y responsabilidad del cliente, de acuerdo a nuestros términos y condiciones.

¿Necesita más información?

Cualquier duda o pregunta respecto al procedimiento, documentación, permisos y/o gestiones especiales para cualquier tipo de embarque, los invitamos a que se comuniquen a nuestra oficina a nuestro Departamento de Ferias y Exposiciones.

tradeshows@cargolivelog.com

Ph. +5255 5280 1279

Sincerely,

CargoLive
Trade Shows Division

[**tradeshows@cargolivelog.com**](mailto:tradeshows@cargolivelog.com)

Ph. +5255 5280 1279

DRAYAGE REQUEST FORM



SHOW:	Date:	Billing Information	TAX ID:
Exhibitor:			
Booth No.:			
On site Contact:			
Phone:			
Move in Date:	Schedule:		
Move out Date:	Schedule:	EMAIL:	

Please select kind of truck and how many of them you will receive at show site:

Pick up _____	Sea Container _____	Lowboy _____
3 1/2 Truck _____	Flatbed _____	Other _____
48' Truck _____	53' Truck _____	

Number of packages:	Dimensions CMS			Weight	Total Weight	Volume Weight	Kind of Package- Description of Items	Handling Equipment	Estimate Maneuver Time
	Largo	Ancho	Alto	KGS	KGS				

Point out exhibitor's request:

Total Weight (Kgs):		Chargable Weight:							
TARIFF US/KG			TOTAL	Additional Services:		HORAS	TOTAL		
Minimo				Forklift 2.5T (Per Hour)					
Up to 500 kgs.				Forklift 2.5T (Per Day/8hrs)					
Up to 1000 kgs.				Manpower (per hour)					
Up to 2000 kgs.				Palletjack (per hour)					
Up to 5000 kgs.									
Up to 8000 kgs.									
More than 8,001 kg	Special Quote								
TOTAL: \$				TOTAL: \$					

MATERIAL HANDLING VALUE PACKAGE INCLUDES:

Included services for the build-up period: Unloading from truck, transfer of equipment to stand, one time only positioning on the booth no longer than 30 min, removal of empty packaging from the booth.

Included services for the break-down period: Re-delivery of empty packaging, Re-loading equipment to transport.

Additional labour, relifting or storage is not included and will be quoted and charged separately.

Our service does NOT include insurance coverage. We recommend you insure your cargo for all risks.

No insurance will be provided by the logistics contractor unless specifically instructed and charged for. A quotation for this additional service can be provided on request. Any maneuver is at the customer's risk and account.

SUBTOTAL:	\$
IVA 16%:	\$
TOTAL MXP:	\$

We will appreciate your payment before service date in to the following account:

BENEFICIARIO: CARGOLIVE S. DE R.L. DE C.V
 BANCO: BBVA BANCOMER SA.
 SUCURSAL: 1821 PALMAS CUENTA: 0169298274
 CLABE: 012180001692982744

PLEASE SEND US PROOF OF PAYMENT: imelda.ponce@cargolivelog.com

NAME	DATE	SIGNATURE

Advance Warehouse

It is very important to mention that courier companies such as DHL, FEDEX, TNT, etc are not able to complete temporary import Customs procedures, thus we encourage you not to use such courier services for your exhibit materials as this can jeopardize your delivery of freight to show site – should CargoLive have to become involved to finalize Customs clearance procedures, additional charges will be applied as per the official International freight.

If you decide to send your shipments this way then we suggest to stick to following recommendations:

1. Pre advice us with a detailed Commercial Invoice/ packing List before ship.
2. To let us have Tracking number so our staff can track the shipment and make sure that we receive parcel on time.
3. Do not ship food, beverage, textile or chemical products.
4. Total Commercial Value declare on the invoice should be less than \$1,000.00 USD
5. Deadline to receive shipments in Advance warehouse: **7 Labor days before Move in dates.**

Advance warehouse address:

CargoLive- CDMX
 Norte 194 # 670 Col. Pensador Mexicano
 C.P. 15510, Ciudad de México
 Office: +52 (55) 15602976
 Atn. Cesar Pelcastre
 T. +52 1 55 6352 7903

Cost for Advance Warehouse shipping

This cost includes: Reception and unloading at the warehouse, loading and inland freight from the warehouse (Guadalajara) to the show site.

Warehouse - Showsite	
1,00kg - 500 kgs	US\$150.00 Minimum + VAT
501kgs -1000 kgs	US\$0.30 / Kg-Vol + VAT
+ Coordination and Supervision Fee	50 USD + VAT

If we must do the customs clearance, please note that we will quote based on shipment details.

For the cargo that we pick up after the event:

- Trucking (Venue - door) 80 USD
- Coordination and Supervision fees. 65 USD
- On Site Handling 45 USD
- + the freight to final destination + VAT 16%

Estimate costs, this could change based on any particular shipment.

Sincerely,

CargoLive – Trade Shows Div.
 tradeshows@cargolivelog.com
 Ph. +5255 5280 1279

Event Name: MAGNA EXPOSICIÓN MUEBLERA	Event Dates: 22-24 January, 2020
Deadline: 06 January, 2020	

Booth Name _____	# Stand
Company Name _____	
Address 1 _____	
Address 2 _____	
City _____	
State _____	
Phone number _____	
On site contact _____	

Payment Method	
<u>Bank:</u> Citibank NA Swift Code: CITIUS33 <u>ACCOUNT:</u> 363114909 <u>Beneficiary:</u> Representaciones de Exposiciones México SA de CV <u>ABA:</u> 21000089	Credit Card Number _____ I here by authorize charging any unpaid balance to my credit card Printed Name of Card Holder _____ Card Holder's Signature / I hereby authorize used of my finacial data _____
AMEX _____ VISA _____ MASTERCARD _____ BANAMEX _____	

SERVICE INFORMATION	
Days the service is required: _____	No. Of people to attend: _____
Please indicate the time service must be delivered: _____	

NOTICE OF PRIVACY

"Representaciones de Exposiciones México, SA de CV, at Avenida Conscripto numero 311, Colonia Lomas de Sotelo, C.P. 11200, Delegacion Miguel Hidalgo in Mexico City, will use your personal data collected here to provide the services required by you and To comply with obligations contracted by our clients For more information about the treatment and rights that can be enforced, you can access the full Privacy Notice at www.centrocitibanamex.com/es/aviso-de-privacidad<<http://www.centrocitibanamex.com/es/aviso-de-privacidad>>."

TO MANTAIN FOOD QUALITY PLEASE DO NOT EXPOSE THEM MORE THAN 4 HRS IN YOUR BOOTH

A FRESH START

22	23	24	Total Q.	ITEM DESCRIPTION	PORTION or SERVING SIZE	Item Price without taxes	Total Price
				Sliced fresh fruit tray (Pineapple, 2 types of melons and	4.670 kg	USD\$ 43.89	
				Seasonal whole fruit basket (apples, pears, plums, bananas,	20 pieces	USD\$ 43.89	
				Orange Juice Pitcher	8 glasses of 10oz	USD\$ 22.89	
				Apple Juice Pitcher	8 glasses of 10oz	USD\$ 22.89	
				Grape Juice Pitcher	8 glasses of 10oz	USD\$ 22.89	
				Grapefruit Juice Pitcher	8 glasses of 10oz	USD\$ 22.89	
				Assorted Homemade Danish Pastries Basket	20 pieces	USD\$ 35.89	
				Assorted Homemade Cookies	80 pieces	USD\$ 40.22	
				Gourmet Cookies Seleccion	40 pieces	USD\$ 34.56	
				Regular or decaffeinated Coffee Thermo	15 cups	USD\$ 33.22	
				Regular or decaffeinated Coffee Thermo	56 cups	USD\$ 104.33	
				Regular or decaffeinated Coffee Thermo	100 cups	USD\$ 174.22	
				Nespresso with 30 pieces	30 pieces	USD\$ 75.00	
				Paq with 20 pieces of Nespresso	20 pieces	USD\$ 42.89	
22	23	24	Total Q.	SPECIAL PACKAGES			
				Packages No. 1: Mineral Water (5), Soft Drinks (5), 1 Regular Coffee Thermo (15 cups), 1 Gourmet Cookies Seleccion (40 pcs), 1 Fresh Juice Pitcher		USD\$ 62.17	
				Packages No. 2: Mineral Water (5), Soft Drinks (5), 1 Regular Coffee Thermo (15 cups), Donuts (5)		USD\$ 51.11	
				Packages No. 3: Mineral Water (10), Soft Drinks (10), 1 Mexican Dry Snack mix (peanuts, Nugget seeds, spicy Chickpeas) (1Kg), 1 Wine Corkage service (includes ice and wine glasses), 1 Assorted Candies Bowl (700 grs)		USD\$ 109.33	
				Packages No. 4: 1 Regular Coffee Thermo (15 cups), Mineral Water (10), Soft Drinks (10), 1 Vegetables sticks Bowl (Cucumber, Carrot and jicama with dip) for 8 pax, 1 Peanuts Bowl 1 KG (japanese, salted and spacy), 1 Mini french Pastry Tray (40 grs per piece)		USD\$ 158.56	
				Packages No. 5: 1 Regular Coffee Thermo (15 cups), Mineral Water (15), Soft Drinks (15), 1 Goat Cheese with Oregano Mini Ciabatta Tray (20 pieces), 1 Mexican Dry Snack mix (peanuts, Nugget seeds, spicy Chickpeas) (1Kg), 1 Assorted Candies Bowl (700 grs)		USD\$ 165.83	
				Packages No. 6: Mineral Water (10), Soft Drinks (10), 1 American style Cold Cuts Tray (includes 5 varieties: York Ham, Turkey Breast, Turkey Ham, Salami, Pastrami with sliced bread) 2.450 kgs, 1 Liquor corkage service (includes per bottle 8 soft drinks, ice and glassware), 1 Vegetables sticks Bowl (Cucumber, Carrot and jicama with dip) for 8 pax		USD\$ 158.44	

Services and For

				Packages No. 7: Mineral Water (20), Soft Drinks (20), 1 Goat Cheese with Oregano Mini Ciabatta Tray (20 pieces), 1 Liquor corkage service (includes per bottle 8 soft drinks, ice and glassware), 1 Assorted Mini sandwiches Tray (3 chef's choices) 21 pieces, 1 Vegetables sticks Bowl (Cucumber, Carrot and jicama with dip) for 8 pax, 1 Wine Corkage service (includes ice and wine glasses), 1 Assorted Candies Bowl (700 grs)	USD\$ 297.56	
				Packages No. 8: 1 Regular Coffee Thermo (15 cups), Mineral Water (15), Soft Drinks (15), 1 Assorted Finger Sandwiches Tray (28 pieces), 1 Mexican Dry Snack mix (peanuts, Nugget seeds, spicy Chickpeas) (1Kg), 1 Wine Corkage service (includes ice and wine glasses), 1 Ham and Turkey breast in cubes (500 grs)	USD\$ 200.11	

SANDWICH PLATTERS

22	23	24	Total Q.	ITEM DESCRIPTION	PORTION or SERVING SIZE	Item Price without taxes	Total Price
				Ham and Cheese Finger Sandwiches Tray	28 pieces	USD\$ 58.33	
				Tuna Fish salad Finger Sandwiches Tray	28 pieces	USD\$ 58.33	
				Surimi salad Finger Sandwiches Tray	28 pieces	USD\$ 58.33	
				Turkey Breast and Cheese Finger Sandwiches Tray	28 pieces	USD\$ 58.33	
				Assorted Finger Sandwiches Tray	28 pieces	USD\$ 58.33	
				Goat Cheese with Oregano Mini Ciabatta Tray	20 pieces	USD\$ 63.00	
				Serrano ham Mini Focaccia Tray	20 pieces	USD\$ 77.67	
				Tuna salad with Diced olives in bread roll Tray	20 pieces	USD\$ 63.00	
				Mustard Chicken Salad in Telera bread Tray	20 pieces	USD\$ 63.00	
				Assorted Mini sandwiches Tray (3 chef's choices: goat	21 pieces	USD\$ 65.00	

SNACKS

22	23	24	Total Q.	ITEM DESCRIPTION	PORTION or SERVING SIZE	Item Price without taxes	Total Price
				Vegetables sticks Bowl (Cucumber, Carrot and jicama with dip)	750 grs/ Bowl (para 8 pax aprox)	USD\$ 35.00	
				Homemade Popcorns Bowl, lime and Picante valentina's	Bowl	USD\$ 9.22	
				Potatoes chips Tray, Lemon and Picante Valentina's sauce	810 Grs / Bowl	USD\$ 28.89	
				Mexican Dry Snack mix (peanuts, Nugget seeds, spicy	500 pcs	USD\$ 24.83	
				Pop Corn Machine with 500 orders	1 Kg / Bowl	USD\$ 453.22	
				Premium Dry Snacks (Mix of almonds, pistachio, Cashew	1.080 kgs / Bowl	USD\$ 73.78	
				Guacamole with Tortillas chips	Bowl	USD\$ 10.83	
				Ham and Turkey breast in cubes	500 Grs	USD\$ 14.17	
				Cheese and cold cuts in cubes	500 Grs	USD\$ 14.17	
				Cheese in cubes (Manchego type and Panela)	500 Grs	USD\$ 14.17	

COLD HORS D'OEUVRES AND MORE

22	23	24	Total Q.	ITEM DESCRIPTION	PORTION or SERVING SIZE	Item Price without taxes	Total Price
				Regular Cold Hors d'oeuvres (see in 2nd page the selection	Total 100 pieces	USD\$ 148.33	
				Premium Cold Hors d'oeuvres (see in 2nd page the selection	Total 50 pieces	USD\$ 126.11	
				Oriental Cold Hors d'oeuvres (see in 2nd page the selection	Total 50 pieces	USD\$ 126.11	
				Italian Cold Hors d'oeuvres (see in 2nd page the selection	Total 50 pieces	USD\$ 78.83	
				Spanish Cold Hors d'oeuvres (see in 2nd page the selection	Total 50 pieces	USD\$ 126.11	
				American style Cold Cuts Tray (includes 5 varieties: York	2.450 Kgs	USD\$ 72.67	
				National Cheese Tray (includes 4 varieties: Manchego,	1.890 Kgs	USD\$ 64.11	
				Imported Cheese (includes 4 varieties: Spanish Manchego,	1.12 Kgs	USD\$ 75.00	

SWEETS

22	23	24	Total Q.	ITEM DESCRIPTION	PORTION or SERVING SIZE	Item Price without taxes	Total Price
				Assorted candies bowl	700 grs	USD\$ 30.70	
				Mini french Pastry Tray (40 grs per piece)	20 pieces	USD\$ 33.73	
				Fishbowl large assorted candies individually packed with 7	250 pieces	USD\$ 144.86	

BEVERAGES

22	23	24	Total Q.	ITEM DESCRIPTION	PORTION or SERVING SIZE	Item Price without taxes	Total Price
				WHITE WINE			
				Blanc de Blancs (Pedro Domecq)	Bottle	USD\$ 16.94	
				Chenin Blanc (LA Cetto)	Bottle	USD\$ 19.33	
				Concha y Toro	Bottle	USD\$ 27.22	
				RED WINE			
				Cabernet Sauvignon (LA Cetto)	Bottle	USD\$ 20.11	
				Concha y Toro	Bottle	USD\$ 25.11	
				Cabernet Sauvignon Monte Xanic	Bottle	USD\$ 40.06	

Note: If you need another wine choice please ask us to send a special Proposal

22	23	24	Total Q.	Spirits (each bottle includes 8 soft drinks)			
				Whisky			
				William Lawson's 5 años	3/4 Lt Bottle	USD\$ 81.67	
				Johnnie Walker etiqueta roja	3/4 Lt Bottle	USD\$ 103.72	
				Johnnie Walker etiqueta negra	3/4 Lt Bottle	USD\$ 128.56	
				J&B	3/4 Lt Bottle	USD\$ 103.72	
				Rum and Brandy			
				Rum Bacardi Blanco	3/4 Lt Bottle	USD\$ 46.83	
				Rum Bacardi Añejo	3/4 Lt Bottle	USD\$ 55.67	
				Rum Appleton Oro	3/4 Lt Bottle	USD\$ 62.28	
				Brandy Torres 10	3/4 Lt Bottle	USD\$ 86.33	
				Cognac			
				Martell Medallon V.S.O.P.	3/4 Lt Bottle	USD\$ 131.11	

					Vodka				
					Smirnoff	3/4 Lt Bottle	USD\$ 55.44		
					Wyborowa	3/4 Lt Bottle	USD\$ 78.89		
					Absolut Azul	3/4 Lt Bottle	USD\$ 78.89		
					Tequila				
					Jimador	3/4 Lt Bottle	USD\$ 74.44		
					Herradura Reposado	3/4 Lt Bottle	USD\$ 116.22		
					Don Julio Blanco	3/4 Lt Bottle	USD\$ 117.50		
					Domestic Beers Package (Corona or Modelo)	12 cans	USD\$ 40.22		
22	23	24		Total Q.	NON ALCOHOLIC BEVERAGES				
					Soft Drinks Package (coke, diet coke ,Apple,	12 cans	USD\$ 26.28		
					Mineral water Package	12 bottles of 600 ml.	USD\$ 26.28		
22	23	24		Total Q.	SERVICE STAFF				
					Waiter (service in your booth during 8 hrs)		USD\$ 61.78		
					Waiter (service in your booth during 7 hrs)		USD\$ 54.44		
					Waiter (service in your booth during 4 hrs)		USD\$ 36.56		
22	23	24		Total Q.	CORKAGE FEES				
					Liquor corkage service (includes per bottle 8 soft drinks, ice and glassware)		USD\$ 16.78		
					Wine Corkage service (includes ice and wine glasses)		USD\$ 8.78		

Prices subject to 15% service charges & 16% Vat

If the exchange rate exceeds \$ 19.50 pesos prices are subject to revision

NOTE: Orders received the same day of service will be subject to availability.

Food Subtotal	USD\$ 0.00
Beverages Subtotal	USD\$ 0.00
Others Subtotal	USD\$ 0.00
General Subtotal	USD\$ 0.00
15% Service Charge	USD\$ 0.00
16% VAT	USD\$ 0.00
GRAND TOTAL	USD\$ 0.00

Regular	Premium	Italian	Spanish	Oriental
Puffalcoo crust topped w/Feta Cheese on Onion Marmalade	Fresh Salmon Tartar	crispy Bruschetta topped with Olive Tapenade	Bread with Tomato Spread Tapa	Surimi Maki Roll
Celery/Croquette in Almond Crust	Little Bun Filled Roquefort, Pear and Pecan	Helon Style Vegetables in Crispy Tart	Toast w/ Serrano ham & Pear	Shrimp an Avocado Maki Roll
Toasted Tuna Fish Panini	Costroni Bread w/ Mushroom and Smoked Tuna	Prosciutto w/ Melon Pearl	Tomato and Anchovies Tapa	Smoked Salmon Temaki Sushi
Pastrami and Spinach Wrapp	Fried Camembert breaded with Almond	Spinach and Cream Cheese Crispy Ravioli	Spanish Potato Tortilla Omelette	Tuna Temaki Sushi
Corn Shell filled w/ Chicken Salad & Avocado Hummus	Grisini Stick w/ Parmesan Cheese	Tartie filled w/ Ricotta Cheese and Sundried Tomato	Sautéed Oyster/mushroom Tapa	Japones Sushi Omelete w/ Wakame Seaweed
Roast beef and Caper Toast	Toast w/ Shrimp w/ Chili Garlic Butter	Cherry Tomato Seasoned w/Basil Rapped in Mozzarella Cheese	Sour Boqueron Anchovies over Tomato Tapa	Crispy Surimi Ravioli
Pastry Shell filled w/ Turkey, Old Style Mustard Salad	Baguette Bread topped w/ Country Style Pate and Fig Marmalade	Seared Bell Pepper Bruschetta	Agged Manchego Cheese Montadito Tapa	Roast beef roll filled w/Visubi Cream Cheese
Tortilla Chip topped w/Spicy Achote Pork	Tapa of Serrano Ham on Tomato	Marinated Salmon Carpaccio	Little Bun Filled Picante Pepper Mousse	Don Sum Ravioli filled w/ gunger Chicken
Fried Wonton Skin Filled Japanezo pepper Cheese	Baguette loaf topped w/ Smoked Salmon and Chive Cream Cheese	Sundry Tomato Paste over Golden Crocker	Turkey Bread Roll Filled w/ Paprika Cheese	Crispy Gyazo stuffed w/ Veggie & Mint
Assorted Mini Pastries	Assorted Mini Pastries	Assorted Mini Pastries	Assorted Mini Pastries	Assorted Mini Pastries

Please send this form and payment to:

Servicios Adicionales
serviciosadicionales@remex-cie.com.mx

Tel: (55) 5268 2054



FAST FOOD COUPONS FORM
Esta forma debe de ir acompañada por el pago total



Event Name: MAGNA EXPOSICIÓN MUEBLERA	Event Dates: 22-24 January, 2020
Deadline: 06 January, 2020	

Booth Name _____	# Stand
Company Name _____	
Address 1 _____	
Address 2 _____	Z.C. _____
City _____	TAX id/ VAT number _____
State _____	Country _____
Phone number _____	Fax _____
On site contact _____	E-mail: _____

FORMA DE PAGO

Bank: Citibank NA
Swift Code: CITIUS33
ACCOUNT: 363114909
Beneficiary: Representaciones de Exposiciones México SA de CV
ABA: 21000089 **Credit Card Number**

I hereby authorize charging any unpaid balance to my credit card

AMEX	<input type="checkbox"/>	Code _____		
VISA	<input type="checkbox"/>	*Important _____		Printed Name of Card Holder _____
MASTERCARD	<input type="checkbox"/>	Expire Date _____		
BANAMEX	<input type="checkbox"/>			Card Holder's Signature / I hereby authorize used of my financial data _____

NOTICE OF PRIVACY

"Representaciones de Exposiciones México, SA de CV, at Avenida Conscripto numero 311, Colonia Lomas de Sotelo, C.P. 11200, Delegacion Miguel Hidalgo in Mexico City, will use your personal data collected here to provide the services required by you and To comply with obligations contracted by our clients For more information about the treatment and rights that can be enforced, you can access the full Privacy Notice at www.centrocitibanamex.com/es/aviso-de-privacidad."

22	23	24	Total	FAST FOOD TICKETS FOR SELFSERVICE	Order	Item Price without taxes	Total Price
			0	Fast Food: Cheeseburger or 4 cheese torta or baguette club, potato chips and 1 soft drink	1 person	USD\$ 8.33	\$ -
			0	Delis Café : Ham and Cheese Croissant or Tuna Sandwich or Turkey Ham Sandwich or Ciabatta Cold Cuts, Potato Chips and 1 soft drink	1 person	USD\$ 8.33	\$ -

It will be necessary to collect the coupons the at the In House Services Office, If you do not pick them up, there is no refund.

If the exchange rate exceeds \$ 19.50 pesos pricess are subject to revision

Prices subject to 16% Vat

Sub Total	\$ -
16% VAT Tax	\$ -
Total Amount	\$ -

COMENTARIOS

Please send this form and payment to:

Servicios Adicionales
serviciosadicionales@remex-cie.com.mx

Tel: (55) 5268 2054

PRE SALE ONLY

Event Name: MAGNA EXPOSICIÓN MUEBLERA	Event Dates: 22-24 January, 2020
Deadline: 06 January, 2020	
Booth Name _____	# Stand
Company Name _____	
Address 1 _____	
Address 2 _____	Z.C. _____
City _____	TAX id/ VAT number _____
State _____	Country _____
Phone number _____	Fax _____
On site contact _____	E-mail: _____

FORMA DE PAGO	
Bank: Citibank NA	
Swift Code: CITIUS33	
ACCOUNT: 363114909	
Beneficiary: Representaciones de Exposiciones México SA de CV	
ABA: 21000089	Credit Card Number
I hereby authorize charging any unpaid balance to my credit card	
AMEX <input type="checkbox"/> Code _____ VISA <input type="checkbox"/> *Important _____ MASTERCARD <input type="checkbox"/> Expire Date _____ BANAMEX <input type="checkbox"/> _____	_____ Printed Name of Card Holder _____ Card Holder's Signature / I hereby authorize used of my finacial data
* FAVOR DE INCLUIR LOS DATOS COMPLETOS DE SU TARJETA DE CRÉDITO.	

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22	23	24	Total	EXPOSITOR FOOD AY YOUR STANDS	Order	Item Price without taxes	Total Price
			0	Soup, main Course with rice and beans, tortillas and glass of water	1 persona	USD\$ 4.83	\$ -

Check availability with Additional Services before making your Payment	Sub Total	\$ -
Prices subject to 15% service charges & 16% Vat	15% Service Fee	\$ -
If the exchange rate exceeds \$ 19.50 pesos pricess are subject to revision	16% VAT Tax	\$ -
	Total Amount	\$ -

COMENTS

Pre sale - Services and Food & Beverages Items received during Event Setup, are subject to availability



BUFFET COUPONS
Esta forma debe de ir acompañada por el pago total



Event Name:	MAGNA EXPOSICIÓN MUEBLERA	Event Dates:	22-24 January, 2020
Deadline: 06 January, 2020			
Booth Name			# Stand
Company Name			
Address 1			
Address 2			
City		Z.C.	
State		TAX id/ VAT number	
Phone number		Country	
On site contact		Fax	
		E-mail:	

FORMA DE PAGO

Bank: Citibank NA
 Swift Code: CITIUS33
 ACCOUNT: 363114909
 Beneficiary: Representaciones de Exposiciones México SA de CV
 ABA: 21000089 Credit Card Number

I hereby authorize charging any unpaid balance to my credit card

AMEX Code _____
 VISA *Important _____ Printed Name of Card Holder
 MASTERCARD Expire Date _____
 BANAMEX _____ Card Holder's Signature / I hereby authorize used of my financial data

NOTICE OF PRIVACY

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22	23	24	Total	Buffet Tickets	Order	Item Price without taxes	Total Price
			0	Presale Buffet includes 1 soft drink	1 person	USD\$ 15.42	\$ -

Verify the availability and location of the Buffet with Additional Services before making your Payment	Sub Total	\$ -
If the exchange rate exceeds \$ 19.50 pesos prices are subject to revision	16% VAT Tax	\$ -
Prices subject to 6% VAT	Total Amount	\$ -

It will be necessary to collect the coupons the at the In House Services Office, If you do not pick them up, there is no refund.

COMENTS

Please send this form and payment to:

Servicios Adicionales Tel: (55) 5268 2054
serviciosadicionales@remex-cie.com.mx

Pre sale ONLY

INVOICING INFORMATION



* COMPANY NAME:

* TAX ID:

* FISCAL RESIDENCE (COUNTRY):

* METHOD OF PAYMENT:

WE ASK YOU TO MAKE SURE ABOUT THE SERVICES THAT YOU REQUEST AND PAID, REFUNDS CAN NOT BE MADE.

RIGGING SERVICE FORM



Show name: **MAGNA EXPOSICION MUEBLERA** Show dates: **22-24 January, 2020**

Deadline: 06 January, 2020

After the deadline you will have to hire the services in the in house office at Centro CitiBanamex

Number & Booth Name

INVOICE INFORMATION

Company Name:

Address 1

Address 2 **Z.P.**

City **TAX ID/ VAT NUMBER**

State **Country**

Phone **Fax Number** **Mobile Phone**

On-site contact: **E-mail:**

ALL HANGING MUST BE AUTHORIZED FIRST BY ORGANIZING COMMITTEE AND CENTRO CITIBANAMEX PLEASE SEND RENDER OF YOUR HANGING (IMAGE,) WITH WEIGHT, DIMENSIONS AND MATERIALS USED TO MAKE IT BEFORE PAYING

Please share with us the following information to receive a quotation:

- Event name
- Name and booth number
- Render (image) with weight, dimensions and materials

	Sub Total	\$ -
	TAX ID	\$ -
	<u>Total</u>	\$ -

PAYMENT FORM

BANK: CITIBANK, NA
 Account number: 36341616
 ABA Number: 021000089
 Swift Code: CITIUS33
 Beneficiary name: Logística Organizacional para la Integración de Eventos SA de CV
 Company Address: AVENIDA DEL CONSCRIPTO 311 ACC 4 CABALLERIZAS 6 D-103 COL. LOMAS DE SOTELO CP 11200 MEXICO CITY

TERMS AND CONDITIONS

The cost of the service is per day. All prices are subject to change without previous notice. In order to get the advance rate it will be necessary to make the full payment of the order before deadline. Centro Citibanamex reserves the right to deny the services in case that it is a risk to exhibitor, visitors or intallations. If so, Centro Citibanamex will make the refund. Full payment is required in order to install any service requested to Centro CitiBanamex. Services requested during the set-up and show will be accepted upon availability and the response time will be 72 hrs min.

Please send order form & pay to:

aseoane@remex-cie.com.mx;
 gleal@remex-cie.com.mx;
 aperalta@logra-cie.com.mx

Phone:
 (5 5) 5268 2000
 Ext. 2162, 2056

Note: Services requested during set-up & show will be accepted upon availability.

* COMPANY NAME:

* TAX ID/ VAT number:

* FISCAL RESIDENCE (COUNTRY):

* METHOD OF PAYMENT:

WE ASK YOU TO MAKE SURE ABOUT THE SERVICES THAT YOU REQUEST AND PAID, REFUNDS CAN BE MADE ONLY BY AUTHORIZATION AND DURING THE NEXT 30 DAYS.

"Representaciones de Exposiciones México, SA de CV, at Avenida Conscripto numero 311, Colonia Lomas de Sotelo, C.P. 11200, Delegacion Miguel Hidalgo in Mexico City, will use your personal data collected here to provide the services required by you and To comply with obligations contracted by our clients For more information about the treatment and rights that can be enforced, you can access the full Privacy Notice at www.centrocitibanamex.com/es/aviso-de-privacidad <<http://www.centrocitibanamex.com/es/aviso-de-privacidad>>."

In House Services: IT Services Form
Payment in full must accompany order form



Show Name: MAGNA EXPOSICION MUEBLERA **Show dates:** 22-24 January, 2020
Deadline of payment for additional services and formats via email: 06 January, 2020

If you wish to place an order after deadline you will need to do so by visiting Centro Citibanamex Services Office located in site.

BILLING INFORMATION

Booth #

Company Name:			
Address 1:			
Address 2:	Zip Code		
City:	Tax ID/ VAT number:		
State:	Country		
Phone number:			
On-site contact:	E-mail:		

QTY	Days	Telephone	Advanced Rate	Rate after deadline	AMOUNT	
		IP telephone line. Includes telephone unit and 20 local calls. Price per day.	USD 60	USD 72	\$ -	
		POS Connection, Ethernet (POS machine not included). Price per day.	USD 74	USD 89	\$ -	
QTY	Days	Internet	Advanced Rate	Rate after deadline	AMOUNT	
		1MB (1024 kbps) // Dedicated Internet // A single cable is delivered. Price per day.	USD 355	USD 426	\$ -	
		2MB (2048 kbps) // Dedicated Internet // A single cable is delivered. Price per day.	USD 482	USD 579	\$ -	
		Homologized IP Direction (Public) subject to availability Requires an Internet service. Maximun 5 days.	USD 296	USD 355	\$ -	
		Network node (No internet access). Maximun 5 days.	USD 117	USD 140	\$ -	
		Code access to the Centro CitiBanamex network WI-FI zone per device (each) * cost per day * Speed up to 512 kbps. No streaming.	USD 22	USD 22	\$ -	
		Code access to the Centro Banamex network WI-FI zone per device (each)* cost per day * Speed up to 1024 kbps. No streaming.	USD 35	USD 35	\$ -	
					Subtotal	\$ -
					TAX	-
					TOTAL	\$ -

In case you need an internet service over 2MB please contact In House Services directly.

PAYMENT FORM

Bank Transfer: BANK: Citibank, NA Account number: 36314909
 ABA Number: 021 000 089
 Swift: CITIUS33
 111 Wall Street, 10043 New York,USA
 Beneficiary: REPRESENTACIONES DE EXPOSICIONES MEXICO SA DE CV

Note: Please send order form & payment transaction to serviciosadicionales@remex-cie.com.mx

Credit Card Number: _____
 I hereby authorize charging any unpaid balance to my credit card

AMEX Code* _____
 VISA *IMPORTANT _____ Printed Name of Card Holder
 MASTERCARD Expiration Date _____
 _____ Card Holder's Signature / I hereby authorize used of my financial data.

Please be sure to include the complete information on your credit card. The charge will be done in Mexican Currency, and your bank statement will reflect the exchange rate applied at the time of the transaction; therefore prices may vary at the end.

Charges for this service on your credit card will appear under "CENTRO CITIBANAMEX"

*Representaciones de Exposiciones México, SA de CV, at Avenida Conscripto número 311, Colonia Lomas de Sotelo, C.P. 11200, Delegación Miguel Hidalgo in Mexico City, will use your personal data collected here to provide the services required by you and To comply with obligations contracted by our clients For more information about the treatment and rights that can be enforced, you can access the full Privacy Notice at www.centrocitibanamex.com/es/aviso-de-privacidad <http://www.centrocitibanamex.com/es/aviso-de-privacidad>.

TERMS AND CONDITIONS

- A- The price of the service covers the event no longer than 5 days. The charge will be done in Mexican Pesos.
- B- The price includes: up to 100 local calls, one phone line, telephone device and materials, installation and dismantling labour.
- C- In case of any damage to the equipment will be charged a penalty.
- D- In case to contract a POS Package, the client must be ask to the bank for configuring an ETHERNET.(All our lines are switched lines).
- E- Full payment is required to install any service requested to Centro CitiBanamex.
- F- All the devices and material used for installation and service purposes are property of the Centro CitiBanamex, therefore all the prices are on a rental basis.
- G- The contractor will be the sole responsible for the correct usage and care of the installations requested. Any damage or loss will be charged to the beholder of the service contract.
- H- All cancellations must be sent in writing to serviciosadicionales@remex-cie.com.mx 72 hours prior to the start of the show's assembly (move-in). Any request o relocate or cancel a services less that 72 hours prior to the show's first move-in day or after services have been installed will not be refund.
- I- The cost of the internet includes a cable with RJ 45 plug.
- J- If you require open ports, please contact serviciosadicionales@remex-cie.com.mx before ordering to confirm the correct service that need to be ordered.
- K- For wifi codes it will be necessary to collect the at the In House Services Office, If you do not pick them up, there is no refund.
- L- Refunds can be made only by authorization and during the next 30 days.

Thank you for your recruitment of internet wifi we thank you collect your password in the area of services located on two floors below the Exhibition Room B, in case you have any problem please contact us at 52.68.20.54 or directly at office where we give you the user/password to help you.

BVC

Please submit form & payment to:
REPRESENTACIONES DE EXPOSICIONES MEXICO SA DE CV

COMMENTS:



serviciosadicionales@remex-cie.com.mx
 Av. Conscripto No. 311, Col. Lomas de Sotelo
 11200 Mexico, D.F. MEXICO
 Phone Number:
 (+52+55) 5268 2000 Ext . 2054

Toll Free No. 1-866-406-1626 ext. 2054 USA & CANADA

Services requested during set-up & show will be accepted and installed upon availability.

In House Services: LIGHTING & CONNECTIONS

Payment in full must accompany order form



Show Name: **MAGNA EXPOSICION MUEBLERA** Show dates: **22-24 January, 2020**

Deadline of payment for additional services and formats via email: 06 January, 2020

If you wish to place an order after deadline you will need to do so by visiting Centro Citibanamex Services Office located in site.

BILLING INFORMATION

Booth #

Company Name:			
Address 1:			
Address 2:		Zip Code	
City:		Tax ID/ VAT number:	
State:		Country	
Phone number:		Fax Number:	
On-site contact:		E-mail:	

QTY	SERVICE	Before deadline	After deadline	AMOUNT
	Lamp type lightolier	USD 45	USD 55	
	Fluorescent tubes 2 x 38 W Slim Line	USD 80	USD 96	
	Lumitor of iodine quartz 300 W	USD 62	USD 75	
	Double outlet Monophasic 1,000 W 110V 10 A.	USD 86	USD 103	
	Double outlet Biphasic 2,000 W 220V 8 A.	USD 173	USD 208	
	Switch 3 x 30 to 220 V without contacts	USD 173	USD 208	
	Switch 3 x 60 to 220 V without contacts	USD 342	USD 411	
	Switch 3 x 100 to 220 V without contacts	USD 562	USD 674	
	Switch 3 x 200 to 220 V without contacts	USD 1,124	USD 1,348	
	Connection to electrical machinery (this is for labor only, materials are not included)	USD 62	USD 75	
		Sub Total		USD
		TAX		USD
		Total		USD

**All lamps are install one day before show opening after 5 pm.
ALL CONECCCTIONS FROM SWITCH TO MACHINES ARE RESPONSABILITY OF EXHIBITORS.**

PAYMENT FORM

BANK: Citibank, NA Account number: 36314909
 ABA Number: 021 000 089
 Bank Transference: Swift: CITIUS33;
 Street, 10043 New York,USA
 Beneficiary: REPRESENTACIONES DE EXPOSICIONES MEXICO SA DE CV

111 Wall

Important: Please send order form & payment transaction to serviciosadicionales@remex-cie.com.mx

Credit Card Number: _____

AMEX Code* _____
 VISA *IMPORTANT _____ Printed Name of Card Holder
 MASTERCARD Expiration Date _____
 BANAMEX _____ Card Holder's Signature / I hereby authorize used of my finacial data.

Please be sure to include the complete information on your credit card. The charge will be done in Mexican Currency, and your bank statement will reflect the exchange rate applied at the time of the transaction; therefore prices may vary at the end.

Charges for this service on your credit card will appear under "CENTRO CITIBANAMEX"

*Representaciones de Exposiciones México, SA de CV, at Avenida Conscripto numero 311, Colonia Lomas de Sotelo, C.P. 11200, Delegacion Miguel Hidalgo in Mexico City, will use your personal data collected here to provide the services required by you and To comply with obligations contracted by our clients For more information about the treatment and rights that can be enforced, you can access the full Privacy Notice at www.centrocitibanamex.com/es/aviso-de-privacidad <http://www.centrocitibanamex.com/es/aviso-de-privacidad>.

TERMS AND CONDITIONS

- A-The price of the service covers the event no longer than 5 days. The charge will be done in mexican pesos.
- B-The price of the service includes installation, electrical power and dismantling.
- C- Electrical service will be provided only by the personnel of Centro Citibanamex and only from the floor.
- D- Installation requested will be installed according to location of the service floor plan.
- E- The electrical service will be only installed on the exhibition floor and inside the exhibition area.
- F- Exhibitor will be responsible for providing UPS regulator if the fthe equipment required it and making necessary tests to the equipment installed. Centro Citibanamex is not responsible for damages due to voltage variations.
- G-Centro Citibanamex is not responsible for energy cuts caused by Comision Federal de Electricidad.
- H- Exhibitor is allowed to install all lighting equipment necessary as long as it does not exceed the capacity of the electricity connection requested. Centro Citibanamex will not be responsible for damages to equipment and/or material caused by excessive load of circuits / bad connection. The power supply will be interrupted until failure is corrected and / or exhibitors upgrades to correct power level.
- I- Full payment is required to process any order placed to Centro Citibanamex.
- Services requested during set-up & show will be accepted and installed upon availability.**
- K- Orders placed on-site will be subject to availability.100% of the cost will be charged for relocation.
- L- Equipment and / or material used for installation are property of Centro Citibanamex. Exhibitor is liable for any damage or theft.
- M- The contractor will be the sole responsible for the correct usage and care of the installations requested. All the wiring gauge must be in accordance to the electrical load
- I. All cancellations must be sent in writing to serviciosadicionales@remex-cie.com.mx 72 hours prior to the start of the show's assembly (move-in). Any requests to relocate or cancel a service less that 72 hours prior to the show's first move-in day or after services have been installed will not be refunded.

Please refer to the floor plan attached in the forms and indicate clearly the location for installing the service inside your booth.



REPRESENTACIONES DE EXPOSICIONES MEXICO
serviciosadicionales@remex-cie.com.mx
 InHouse Services
 Av. Conscripto No. 311, Col. Lomas de Sotelo
 11200 Mexico, D.F. MEXICO
 Phone Number: (52+55) 5268 2000
 Ext. 2054
 Toll Free No. 1-866-406-1626 ext. 2054 from USA & CANADA

Services requested during set-up & show will be installed upon availability. Minimum 12 hours

In House Services: BOOTH CLEANING ORDER FORM

Payment in full must accompany order form



Show Name: **MAGNA EXPOSICION MUEBLERA** Show dates: **22-24 January, 2020**

Deadline of payment for additional services and formats via email: 06 January, 2020

If you wish to place an order after deadline you will need to do so by visiting Centro Citibanamex Services Office located in site.

BILLING INFORMATION

Company Name:			Booth #		
Address 1:					
Address 2:		Zip Code			
City:		Tax ID/ VAT number:			
State:		Country			
Phone number:					
On-site contact:				E-mail:	

SERVICE	Rate	Total Sq. M.	Total of Days	TOTAL
Service, per square meter, per day.	USD 2.00			

We do not remove plastic from carpets or provide cleaning service the night before the show opens. All cleaning is done each morning before the show starts. Please indicate below the days and the hour you would like to receive the cleaning service.

Days	22	23	24		TOTAL	Sub Total	USD
Selec the days needed.						TAX	USD
						Total	USD

PAYMENT FORM

BANK: Citibank, NA Account number: 36314909 ABA Number: 021 000 089 Bank Transfer Swift: CITIUS33 ; 111 Wall Street, 10043 New York.USA Beneficiary: REPRESENTACIONES DE EXPOSICIONES MEXICO SA DE CV	Important: Please send order form & payment transaction serviciosadicionales@remex-cie.com.mx
---	--

Credit Card	Number:	<input style="width:100%;" type="text"/>
		I hereby authorize charging any unpaid balance to my credit card
AMEX <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> BANAMEX <input type="checkbox"/>	Code* _____ *IMPORTANT Expiration Date _____	_____ Printed Name of Card Holder _____ Card Holder's Signature / I hereby authorize used of my financial data.

Please be sure to include the complete information on your credit card. The charge will be done in mexican currency, and your bank statement will reflect the exchange rate applied at the time of the transaction; therefore prices may vary at the end.

Charges for this service on your credit card will appear under "CENTRO CITIBANAMEX"

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TERMS AND CONDITIONS

- a.-The price of the service is per day according the square meters. The charge will be done in mexican pesos.
- b- The cleaning service includes specialized cleaning personnel and the necessary items and equipment for this purpose.
- c- The cleaning personnel cannot be employed in tasks different from cleaning process.
- d.- The cleaning service will be performed out of the event's schedule to not interfere with the exhibiting.
- e-The special cleaning service will be performed once a day and includes vacuum cleaning, garbage removal, cleaning of working furniture, i.e. chairs, desks, tables, etc. It does not include display cleaning.
- f- Full payment is required in order to install any service requested to Centro Citibanamex.

Services requested during set-up & show will be accepted and installed upon availability.

h- All the devices and material used for service purposes are property of the Centro Citibanamex, therefore all the prices are on a rental basis.

REPRESENTACIONES DE EXPOSICIONES MEXICO SA DE CV serviciosadicionales@remex-cie.com.mx
Conscripto No. 311, Col. Lomas de Sotelo 11200 Mexico, D.F. MEXICO
(52+55) 5268 2000 Ext. 2054

Toll Free No. 1-866-406-1626 ext. 2054 from USA & CANADA



Services requested during set-up & show will be installed upon availability.

In House Services: HANGING OF BANNERS AND PROMOTIONAL PRODUCTS ORDER FORM



Payment in full must accompany order form

Show Name: MAGNA EXPOSICION MUEBLERA		Show dates: 22-24 January, 2020		
Deadline of payment for additional services and formats via email :		06 January, 2020		
If you wish to place an order after deadline you will need to do so by visiting Centro Citibanamex Services Office located in site.				
Company Name:		Booth #		
Address 1:				
Address 2:				
City:				
State:				
Phone number:				
On-site contact:				
		Zip Code		
		Tax ID/ VAT number:		
		Country		
		Fax Number:		
		E-mail:		
QTY	SERVICE	Advanced Rate	Standard Rate after deadline	AMOUNT
ALL HANGING MUST BE AUTHORIZED FIRST BY ORGANIZING COMMITTEE AND AFTER BY CENTRO CITIBANAMEX PLEASE SEND RENDER OF YOUR HANGING (IMAGE,) WITH WEIGHT, DIMENSIONS AND MATERIALS USED TO MAKE IT. FOR RIGGING SERVICE PLEASE ASK FOR QUOTATION				
	Banners with a maximum size of 9 sq. Mts (96.86 sq. Ft.)	USD 60	USD 63	
	Price per every additional 1 sq.(10.76 Ft)	USD 7	USD 8	
	Other items with a maximum weight of 10 kgs. (22 lbs)	USD 60	USD 63	
	For every 22 additional lbs.	USD 31	USD 33	
	High hanging point (Structure, rigging motors)	USD 60	USD 63	
	Low hanging point (security)	USD 32	USD 33	
			Sub Total	USD
			TAX	USD
			Total	USD
<p>Maximum height for banners/promotional products is 7mts. / 22.96 ft. (From floor to top of banner/promotional product) Unless Show Management has different specifications. We do not hang lights, lamps, electrical or audiovisual equipment etc.. Or elements over 100kgs</p> <p>For objects of more than 10 kgs. (60 lbs) please provide steel wire of 1/8 inch wide and brackets.</p> <p>It is necessary to deliver the object to be hung during the first set up day.</p>				
PAYMENT FORM				
BANK: Citibank, NA Account number: 36314909 ABA Number: 021 000 089 Bank Transference: Swift: CITIUS33 ; 111 Wall Street, 10043 New York,USA Beneficiary: REPRESENTACIONES DE EXPOSICIONES MEXICO SA DE CV		Important: Please send order form & payment transaction to serviciosadicionales@remex-cie.com.mx		
Credit Card	Number:			
I hereby authorize charging any unpaid balance to my credit card				
AMEX	<input type="checkbox"/>	Code*		
VISA	<input type="checkbox"/>	*IMPORTANT	Printed Name of Card Holder	
MASTERCARD	<input type="checkbox"/>	Expiration Date		
BANAMEX	<input type="checkbox"/>	Card Holder's Signature / I hereby authorize used of my financial data.		
<p>Please be sure to include the complete information on your credit card. The charge will be done in Mexican Currency, and your bank statement will reflect the exchange rate applied at the time of the transaction; therefore prices may vary at the end.</p> <p style="text-align: center;">Charges for this service on your credit card will appear under "CENTRO CITIBANAMEX"</p> <p><small>*Representaciones de Exposiciones México, SA de CV, at Avenida Conscripto número 311, Colonia Lomas de Sotelo, C.P. 11200, Delegación Miguel Hidalgo in Mexico City, will use your personal data collected here to provide the services required by you and To comply with obligations contracted by our clients For more information about the treatment and rights that can be enforced, you can access the full Privacy Notice at www.centrocitibanamex.com/es/aviso-de-privacidad <http://www.centrocitibanamex.com/es/aviso-de-privacidad>.</small></p>				
TERMS AND CONDITIONS				
a-The price of the service covers the event no longer than 5 days. The charge will be done in mexican pesos				
b- The price of banner hanging includes: hanging and dismantling labour and strings. All banners must have metallic or wood supports in the upper part to give the banner the necessary strength to be hanged.				
c-This order form does not include production, it only includes hanging of banners and promotional products already produced by exhibitor .				
d.-The hanging of products with more than 22 lbs. weight, that require special installations, will be quoted separately based upon special item characteristics, and previous authorization from the Operations Department.				
e-Centro Citibanamex will not be responsible for banners/objects that are not picked up after dismantling. Additionally, a storage fee will be charged by day.				
f.- All exhibitors must notify the service desk when banners/product are ready in the booth to be hung.				
g- Full payment is required in order to install any service requested to Centro Citibanamex.				
Services requested during set-up & show will be accepted and installed upon availability.				
I- Once the installation is completed, any modification or re-location will be subject to an additional 100% charge of the initial price.				
j- All the devices and material used for installation and service purposes are property of the Centro Citibanamex, therefore all the prices are on a rental basis.				
k- The hanging of banners/products at the Centro Citibanamex cannot be made by personnel other than the Centro Citibanamex Staff, unless some special events require so and with previous written authorization from the Operations Department.				
l. All cancellations must be sent in writing to serviciosadicionales@remex-cie.com.mx 72 hours prior to the start of the show's assembly (move-in). Any requests to relocate or cancel a service less that 72 hours prior to the show's first move-in day or after services have been installed will not be refunded.				
<p>Please refer to the floor plan attached in the forms and indicate clearly the location for installing the service inside your booth.</p>		<p>serviciosadicionales@remex-cie.com.mx InHouse Services Av. Conscripto No. 311, Col. Lomas de Sotelo 11200 Mexico, D.F. MEXICO Phone Number: (52+55) 5268 2054 Fax: (52+55) 5268-2052 Toll Free No. 1-866-406-1626 ext. 2054 from USA & CANADA</p>		

Services requested during set-up & show will be accepted upon availability.



Show Name: **MAGNA EXPOSICION MUEBLERA** Show dates: **22-24 January, 2020**
Deadline of payment for additional services and formats via email : 06 January, 2020

If you wish to place an order after deadline you will need to do so by visiting Centro Citibanamex Services Office located in site.

BILLING INFORMATION

Booth #

Company Name: _____
 Address 1: _____
 Address 2: _____ Zip Code: _____
 City: _____ Tax ID/VAT number: _____
 State: _____ Country: _____
 Phone number: _____
 On-site contact: _____ E-mail: _____

Quantity	SERVICE	Advanced Rate	Standard Rate after deadline	AMOUNT
	1/2" Water outlet (includes valve and up to 5 meters of hose)	USD 184	USD 221	
	2" Drain outlet (includes up to 5 meters of hose)	USD 125	USD 150	
	Additional hose of 5 to 10 meters	USD 70	USD 84	
	Water or drain installation (Man labour) (materials not included).	USD 70	USD 84	
	Water or drain derivation (Man labour) (materials not included).	USD 70	USD 84	
	Air Compress 40 CFM maximum safety valve 1/2" includes up to 5 m. hose	USD 686	USD 823	
	Air Compress 80 CFM maximum safety valve 3/4" includes up to 5 m. hose	USD 704	USD 844	
	Air Compress Additional Hose of 5 to 10 meters	USD 184	USD 221	
	Air Compress Connection to Machine (Man labour), does not include materials	USD 184	USD 221	

More than 90 PCM

QUOTATION MUST BE REQUESTED

Installation labor must be ordered and paid for in order to receive this service and exhibitor must supply the materials for the machinery connection.

Sub Total	USD
TAX	USD
Total	USD

PAYMENT FORM

BANK: Citibank, NA Account number: **36314909**
 ABA Number: **021 000 089**
 Bank Transference: Swift: **CITIUS33** 111
 Wall Street, 10043 New York, USA
 Beneficiary: **REPRESENTACIONES DE EXPOSICIONES MEXICO SA DE CV**
 Important: Please send order form & payment transaction to serviciosadicionales@remex-cie.com.mx

Credit Card Number: _____
 I hereby authorize charging any unpaid balance to my credit card
 AMEX Code* _____
 VISA *IMPORTANT Printed Name of Card Holder _____
 MASTERCARD Expiration Date _____
 BANAMEX Card Holder's Signature / I hereby authorize used of my financial data. _____

Please be sure to include the complete information on your credit card. The charge will be done in Mexican Currency, and your bank statement will reflect the exchange rate applied at the time of the transaction; therefore prices may vary at the end.

Charges for this service on your credit card will appear under "CENTRO CITIBANAMEX"

Representaciones de Exposiciones México, SA de CV, at Avenida Conscripto numero 311, Colonia Lomas de Sotelo, C.P. 11200, Delegación Miguel Hidalgo in Mexico City, will use your personal data collected here to provide the services required by you and To comply with obligations contracted by our clients For more information about the treatment and rights that can be enforced, you can access the full Privacy Notice at www.centrocitibanamex.com/es/aviso-de-privacidad -<http://www.centrocitibanamex.com/es/aviso-de-privacidad>.

TERMS AND CONDITIONS

- a- The price of the service covers the event no longer than 5 days. The charge will be done in mexican pesos.
- b- The price of water supply includes: high pressure hose (maximum 5 mts.), water consumption, installation and dismantling labour. Special connections to any equipment and/or furniture are not included.
- c- Drain is for non contaminated water only. It is not permitted to put chemicals, greases, hot liquids or solids down the drain.
- d- Full payment is required in order to install any service requested to Centro Citibanamex.
- Services requested during set-up & show will be accepted and installed upon availability.**
- f- Once the installation is completed, any modification or re-location will be subject to an additional 100% charge of the initial price.
- g- All the devices and material used for installation and service purposes are property of Centro Citibanamex, therefore all the prices are on a rental basis.
- h- The contractor will be the sole responsible for the correct usage and care of the installations requested. Any damage or loss will be charged to the beholder of the service contract.
- i. All cancellations must be sent in writing to serviciosadicionales@remex-cie.com.mx 72 hours prior to the show's assembly (move-in). Any request to relocate or cancel a service less than 72 hours prior to the show's first move-in in day or after services have been installed will not be refunded.
- j- The price includes: high pressure hose (maximum 5 mts.), installation and dismantling labour. Installation to equipment or machinery, connection, materials and furnishings are not included. The exhibitor must provide all the materials required for the machinery connection.
- k- The exhibitor is responsible for the installation of filters for humidity control. Centro Citibanamex will not be responsible for any damage to equipment and/or machinery due to the lack of these filters.

Please refer to the floor plan attached in the forms and indicate clearly the location for installing the service inside your booth.



serviciosadicionales@remex-cie.com.mx
 Av. Conscripto No. 311, Col. Lomas de Sotelo
 11200 Mexico, D.F. MEXICO
 Phone Number:
 (+52+55) 5268 2000 Ext. 2054

Toll Free No. 1-866-406-1626 ext. 2050 from USA & CANADA

Services requested during set-up & show will be accepted and installed upon availability.

In House Services: SECURITY ORDER FORM
Payment in full must accompany order form



Show Name: **MAGNA EXPOSICION MUEBLERA** Show dates: **22-24 January, 2020**

DEADLINE FOR THE ADVANCED RATE AND RECEPTION OF FORM BY EMAIL: 06 January, 2020

If you wish to place an order after deadline you will need to do so by visiting Centro Citibanamex Services Office located in site.

BILLING INFORMATION

Company Name:			Booth #
Address 1:			
Address 2:		Zip Code	
City:	Tax ID/VAT number:		
State:	Country		
Phone number:			

SERVICE QUOTE	QUOTE
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Please send the following information to the email of serviciosadicionales@centrocitibanamex.com of Booth Number, Responsible for the booth, Size of booth, Dates and times you require the service, Inventory and value of equipment, items, etc.

Please hand in an inventory of the equipment to safeguard	Sub Total	USD
	TAX	USD
	Total	USD

PAYMENT FORM

Bank Transfer BANK: Citibank, NA Account number: **36314909**
 ABA Number: **021 000 089**
 Swift: **CITIUS33** 111
 Wall Street, 10043 New York.USA
 Beneficiary: **REPRESENTACIONES DE EXPOSICIONES MEXICO SA DE CV**

Important: Please send order form & payment transaction to serviciosadicionales@remex-cie.com.mx

Credit Card Number:

I hereby authorize charging any unpaid balance to my credit card

AMEX <input type="checkbox"/>	Code* _____	Printed Name of Card Holder _____
VISA <input type="checkbox"/>	*IMPORTANT	
MASTERCARD <input type="checkbox"/>	Expiration Date _____	Card Holder's Signature _____
BANAMEX <input type="checkbox"/>		

Please be sure to include the complete information on your credit card. The charge will be done in Mexican Currency, and your bank statement will reflect the exchange rate applied at the time of the transaction; therefore prices may vary at the end.

Charges for this service on your credit card will appear under "CENTRO CITIBANAMEX"

Representaciones de Exposiciones México, SA de CV, at Avenida Conscripto numero 311, Colonia Lomas de Sotelo, C.P. 11200, Delegacion Miguel Hidalgo in Mexico City, will use your personal data collected here to provide the services required by you and To comply with obligations contracted by our clients For more information about the treatment and rights that can be enforced, you can access the full Privacy Notice at www.centrocitibanamex.com/es/aviso-de-privacidad <<http://www.centrocitibanamex.com/es/aviso-de-privacidad>> .

TERMS AND CONDITIONS

- a- The price of the service is according od previous quotation. The charge will be done in mexican pesos.
- b- This service consist of specialized security personnel.
- c- The security cannot be employed in services difference from security.
- d- The personnel employed for this service, is exclusively qualified to perform it and can not carry out any other work that does not comply with the specifications.
- e- The security service will only be carried out inside the hired area.
- f- Please send this form and make the corresponding payment before the deadline, if not we cannot guarantee the availability of this service.
- Services requested during set-up & show will be accepted and installed upon availability.**
- h- When soliciting a specific estimate, an inventory of the assent in the stand must be handed in.

<p>TOTAL VALUE OF BOOTH AND EQUIPMENT _____</p> <p>Time in which the service will be required: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p style="text-align: center;">Dates in which the service will be required:</p> <p>_____</p> <p style="text-align: center;">Sq Mtrs of Booth</p> <p>_____</p>	<p>Servicios Adicionales</p> <p>Send this form and payment to</p> <p>serviciosadicionales@remex-cie.com.mx</p> <p>InHouse Services Av. Conscripto No. 311, 11200 Mexico, D.F. MEXICO Phone Number: (52+55) 5268 2000 Ext. 2054</p>
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Toll Free No. 1-866-406-1626 ext. 2050 from USA & CANADA

Services requested during set-up & show will be installed upon availability.

In House Services: FLOOR PLAN



The Floor Plan accompanied by the Order Form and the Payment in full * Send least 8 days before mounting *

Show Name	MAGNA EXPOSICION MUEBLERA	Show dates:	22-24 January, 2020
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Booth Name: _____

Company Name: _____

Stand

Left Stand

Rear Stand

Front Stand

Right Stand

**Please indicate clearly the location for installing the service inside your booth.*

Comments: _____

Indicate the Service you are Hiring

- Compressed Air _____
- Hanging _____
- Internet _____
- Telephone _____
- Water _____
- Drain _____
- Electricity _____

La importancia de contar con un espacio y accesorios adecuados dentro de una exposición harán de su participación un éxito.

The importance of having the right exhibiting space along with accurate accessories are key steps for making your participation a successful one.

EXHIBIDORES / DISPLAYS



- L.** Folletero de 1.60 m alto / literature holders 5.2 h ft
M Mostrador con exhibidor de 0.50 x 1.00 x 1.00 m / Lockable counter with showcase on top 1.6L, 3.3W, 3.3H ft
N. Vitrina con iluminación 0.50 x 0.50 x 2.00 m / Vertical showcase with light 1.6L, 1.6W, 6.5H ft
O Vitrina con iluminación 0.50 x 1.00 x 2.00 m / Vertical showcase with light 1.6L, 3.3W, 6.5 H ft



- P.** Par de repisas a colocar sobre mampara 1.00 x 0.30 m / Pair of shelves to be placed on panels 3.3L, 1W ft.
Q. Base para TV Y DVD de 0.60 x 0.60 x 1.30m / TV and DVD base 2L, 2W, 4.3H ft
R. Mostrador con puertas 1.00 x 0.50 x 1.00 / lockable counter 1.6L, 3.3W, 3.3H ft
S. Panel ranurado / slat wall

VARIOS / OTHERS



- T.** Bote de basura / waste basket
U Refrigerador pequeño 0.50 x 0.85 m alto / minibar 1.6W, 2.8H ft
V. Postes unifila de 1.00 x 1.00m / stanchion 3.3L, 3.3H ft
W Perchero / Coat Rack
X. Ganchos para exhibición / hooks
Y. Cascada / hang bar



A

A. Display 1 / 3x3 mts en Esquina
Display 1 / 10x10 ft Corner

- 2 cajas de luz / 2 light boxes
- 1 logotipo / 1 logo
- 2 nombres de compañía / 2 company name signs
- 1 vitrina con acceso por la parte posterior / 1 rear access showcase with light
- 1 área de guardado / 1 lockable area
- 4 repisas / 4 shelves
- 1 mesa redonda / 1 round table
- 2 sillas convencionales / 2 conventional chairs
- Iluminación general / General illumination
- Alfombra 9 m² / Carpet 100 ft²



B

B. Display 2 / 3x3 mts en Cajón
Display 2 / 10x10 ft In-Line

- 2 logotipos / 2 logos
- 1 nombre de la compañía / 1 company name sign
- 1 vitrina cerrada con iluminación / 1 closed showcase with light
- 2 áreas de guardado / 2 lockable areas
- 2 áreas de repisas / 2 shelves areas
- 1 mesa tipo bar / 1 bar table
- 3 bancos tipo bar / 3 stools bar
- Iluminación general / General illumination
- Alfombra 9 m² / Carpet 100 ft²



C

C. Display 3 / 6x3 mts en Esquina
Display 3 / 20x10 ft Corner

- 2 cajas de luz / 2 light boxes
- 2 logotipos / 2 logos
- 2 nombres de compañía / 2 company name signs
- 1 vitrina / 1 closed showcase
- 1 bodega con puerta / 1 lockable storage room
- 6 repisas / 6 shelves
- 1 panel ranurado / 1 slat wall
- 1 mesa redonda / 1 round table
- 3 sillas convencionales / 3 conventional chairs
- Iluminación general / General illumination
- Alfombra 18 m² / Carpet 200 ft²



D

D. Display 4 / 6x3 mts en Cajón
Display 4 / 20x10 ft In-Line

- 2 cajas de luz / 2 light boxes
- 4 logotipos / 4 logos
- 2 nombres de compañía / 2 company name signs
- 2 vitrinas con iluminación / 2 showcases with light
- 1 área de atención / 1 customer attention areas
- 4 repisas / 4 shelves
- 2 mesas redondas / 2 round table
- 4 sillas convencionales / 4 conventional chairs
- Iluminación general / General illumination
- Alfombra 18 m² / Carpet 200 ft²



E

E. Display 5 / 6x3 mts en Cabecera
Display 5 / 20x10 ft Peninsula

- 4 cajas de luz / 4 light boxes
- 3 nombres de compañía / 3 company name signs
- 2 vitrinas con iluminación / 2 showcases with light
- 2 áreas de guardado / 2 lockable areas
- 2 áreas de atención / 2 customer attention areas
- 4 repisas / 4 shelves
- 4 bancos tipo bar / 4 stools bar
- Iluminación general / General illumination
- Alfombra 18 m² / Carpet 200 ft²

Todos los paquetes incluyen:
All packages include:

Paneles de colores estándar opcionales
(azul, blanco, amarillo, rojo y verde)

Panels in standard optional color
(blue, white, yellow, red and green)



Colores de alfombras disponibles
(verde, azul rey, rojo y gris)

Carpeting in standard optional color
(green, navy blue, red and gray)



Nota: Cualquier otro color de paneles y/o alfombra será cotizado por separado. No incluye alimentación eléctrica.

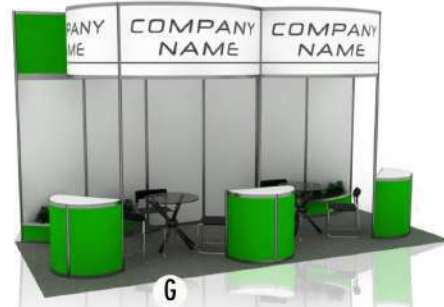
Note: If you should need any special color for either panels or carpeting, it will be quoted separately upon request. Displays don't include electrical supply.

DECORACIONES BASICAS / BACK WALL HARD WALL



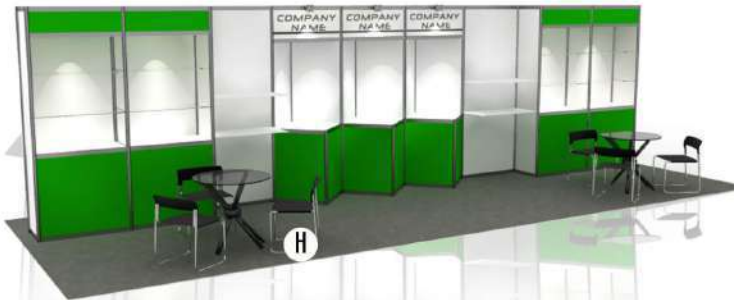
F. Decoración 1 / 3x3 mts en Cajón
Back wall 1 / 10x10 ft In-Line

- 2 cajas de luz / 2 light boxes
- 2 nombres de compañía / 2 company name signs
- 1 mesa redonda / 1 round table
- 3 sillas convencionales / 3 conventional chairs
- 2 revisteros metálicos / 2 black iron holders
- Iluminación general / General Illumination
- Alfombra 9 m2 / Carpet 100 ft2



G. Decoración 2 / 6x3 mts en Cabecera
Back wall 2 / 20x10 ft Peninsula

- 4 nombres de compañía / 4 company name signs
- 2 áreas de guardado / 2 lockable areas
- 2 mesas redondas / 2 round table
- 6 sillas convencionales / 6 conventional chairs
- Iluminación general / General Illumination
- Alfombra 18 m2 / Carpet 200 ft2



H. Decoración 3 / 9x3 mts en Cabecera
Back wall 3 / 30x10 ft Peninsula

- 3 nombres de compañía / 3 company name signs
- 4 vitrinas con iluminación / 4 showcases with light
- 3 áreas de exhibición / 3 exhibition areas
- 4 repisas / 4 shelves
- 2 mesas redondas / 2 round table
- 6 sillas convencionales / 6 conventional chairs
- Iluminación general / General Illumination
- Alfombra 27 m2 / Carpet 300 ft2



I. Decoración 4 / 6x6 mts en Isla
Back wall 4 / 20x20 ft Island

- 16 cajas de luz / 16 light boxes
- 4 nombres de compañía / 4 company name signs
- 2 mesas redondas / 2 round tables
- 8 sillas convencionales / 8 conventional chairs
- Iluminación general / General Illumination
- Alfombra 36 m2 / Carpet 400 ft2

Servicios Especiales:
Special services

Si el display requiere un gráfico extra, EXPRO le ofrece el servicio de DIGITALIZACIÓN E IMPRESIÓN DE GRÁFICOS con calidad fotográfica para hacer que su display luzca.

Notas importantes: El envío de archivos será en formato para imagen, con una resolución mínima de 300 dpi's al 50% del tamaño real en formato JPG, EPS, TIF. Preferentemente en CD, ZIP para plataforma PC y/o MAC y tipografía en trazo de curvas ya sea en formato AI o CDR.

If you need an extra image or graphic for your display, EXPRO can digitalized and print it with photo quality finish.

Important notes: The artwork must be using any JPG, EPS, TIFF with 50% of the real size, on high resolution formt 300 dpi's as minimum. Please mark the name of each file on a CD, ZIP for MAC or PC platform. Convert typography to outline in AI, CDR format.

Miembro / Member :



Socia / Partner :



SILLAS/CHAIRS AND COUCHES



- A. Silla convencional / conventional chair
 B. Silla convencional cromada / Conventional chromed chair
 C. Banco tipo bar / bar stool
 D. Sillón individual / Individual couch

MESAS / TABLES



- E. Mesa con cubierta de cristal de 0.95 x 0.90 x 0.50 mt / Glass desk 4L, 1.5 W, 3H ft
 F. Mesa esquinera de 0.45 x 0.45 x 0.50 mt / Corner table 1.5L, 1.5W, 1.6 H ft
 G. Mesa redonda con cubierta de cristal diámetro 0.80 x 0.80 mt de alt / Round glass table 2.6 diam, 2.6 H ft



- H Mesa con faldón de 1.20 x 0.60 x 0.65 m / draped table 3.9L, 2.1W, 2.1H ft / faldones: rojo, azul rey, azul marino, negro, blanco / Draped table red, royal blue, navy blue, black and white
 I. Mesa con faldón de 1.80 x 0.60 x 0.60 m / draped table 5.9L, 2W, 2H ft / faldones: rojo, azul rey, azul marino, negro, blanco / Draped table red, royal blue, navy blue, black and white
 J. Mesa tipo bar 90 x 90 / bar table 3L, 3W ft
 K. Mesa tipo bar 60 x 90 / bar table 2L, 3W ft



MEM INDUSTRIAL



LED TV AND TOUCH SCREEN

	PRICE PER DAY	MEM INDUSTRIAL
30" LED TV	\$ 850.00	\$ 2,550.00
40" LED TV	\$ 945.00	\$ 2,835.00
50" LED TV	\$ 1,050.00	\$ 3,150.00
55" LED TV	\$ 1,260.00	\$ 3,780.00
60" LED TV	\$ 2,140.00	\$ 6,420.00
70" LED TV	\$ 2,970.00	\$ 8,910.00
80" LED TV	\$ 4,290.00	\$ 12,870.00
TOUCH SCREEN DE 30"	\$ 3,125.00	\$ 9,375.00
TOUCH SCREEN DE 40"	\$ 3,625.00	\$ 10,875.00
TOUCH SCREEN DE 50"	\$ 5,606.25	\$ 16,818.75

* ALL SCREENS INCLUDE BASES PR FLOOR OR DESK

** TOUCH SCREENS INCLUDE MOVABLE TYPE KIOSK AND COMPUTER.

*** DURING THE ASSEMBLY AND THE INAUGURATION WILLHAVE NO COST AND TECHNICAL STAFF.

**** TAXES ARE NOT INCLUDED.

***** THE PRICE IS IN MEXICAN PESOS

AUDIO, VIDEO AND LIGHTING EQUIPMENT.

	PRICE PER DAY	MEM INDUSTRIAL
AUDIO EQUIPMENT	ACCORDING TO SPECIAL FEATURES.	
VIDEO EQUIPMENT	ACCORDING TO SPECIAL FEATURES.	
LIGHTING EQUIPMENT	ACCORDING TO SPECIAL FEATURES.	
WIRELESS MICROPHONE	\$ 300.00	\$ 900.00
LAVALIER MICROPHONE.	\$ 395.00	\$ 1,185.00
HEADSET MICROPHONE	\$ 495.00	\$ 1,485.00
GOOSENECK MICROPHONE.	\$ 330.00	\$ 990.00
PROJECTOR SCREEN (96.06"x72.44")	\$ 450.00	\$ 1,350.00
PROYECTOR SCREEN (147"x108.27")	\$ 550.00	\$ 1,650.00
PROYECTOR SCREEN (163.38x128.74)	\$ 800.00	\$ 2,400.00

* TAXES ARE NOT INCLUDED.

** THE PRICE IS IN MEXICAN PESOS

OTHER SERVICES






	PRICE PER DAY	MEM INDUSTRIAL
BLU-RAY	\$ 160.00	\$ 480.00
LAP TOP	\$ 350.00	\$ 1,050.00
MINI REFRIGERATOR	\$ 600.00	\$ 1,800.00

*TAXES ARE NOT INCLUDED.






** THE PRICE IS IN MEXICAN PESOS








 MEM INDUSTRIAL	 MILBU Producciones S.A. de C.V.	
MILBU FURNITURE CATALOG		
PICTURE	DESCRIPTION	PRICE
	HIGH BAR TABLE GLASS TOP	\$462.00
	HIGH BAR TABLE WHITE, BLACK OR BEECH TOP.	\$400.00
	ALUMINUM HIGH BAR TABLE	\$360.00
	SQUARE HIGH BAR TABLE WHITE TOP.	\$290.00
	"Z" HIGH BAR STOOL, BLACK OR WHITE	\$155.00








PICTURE	DESCRIPTION	PRICE
	POLYPROPYLENE HIGH BAR STOOL	\$290.00
	HIGH BAR STOOL, WITH BACKREST. COLORS: WHITE, CHOCOLATE OR BEECH.	\$235.00
	ALUMINUM HIGH BAR STOOL	\$165.00
	HALF BACKREST HIGH BAR STOOL.	\$115.00
	BLACK FABRIC HIGH BAR STOOL.	\$165.00

PICTURE	DESCRIPTION	PRICE
	BLACK FABRIC CHAIR.	\$80.00
	GENOVA CHAIR	\$95.00
	GENOVA CHAIR WITH ARMS.	\$100.00
	WHITE, BEECH OR CHOCOLATE WOOD CHAIR.	\$135.00
	ALUMINUM CHAIR.	\$155.00

PICTURE	DESCRIPTION	PRICE
	POLYPROPYLENE WHITE CHAIR.	\$165.00
	WHITE CHIAVARI CHAIR.	\$115.00
	BLACK HIGH-BACK CHAIR.	\$225.00
	SECRETARIAL CHAIR.	\$195.00
	GAIA CHAIR	\$225.00

PICTURE	DESCRIPTION	PRICE
	RACCHETTA CHAIR.	\$205.00
	BLACK LEATHER CHAIR.	\$465.00
	RED HIGH BAR STOOL.	\$315.00
	OXFORD GREY OR RAW SUEDE CHAIR WITH ARMS.	\$580.00
	BARCELONA ARMCHAIRS	\$735.00

PICTURE	DESCRIPTION	PRICE
	SINGLE LOUNGE ARMCHAIR. COLORS: WHITE, CHOCOLATE, BLACK OR RED.	\$425.00
	VINYL SINGLE ARMCHAIR.	\$425.00
	VINYL LOVESEAT.	\$600.00
	WHITE ARMCHAIR.	\$580.00
	WHITE, BLACK, CHOCOLATE OR RED STOOL.	\$155.00

PICTURE	DESCRIPTION	PRICE
	LIGHTED COFFEE TABLE.	\$315.00
	FROSTED GLASS TABLE (0.90 DIAMETER).	\$590.00
	SIDE TABLE GLASS TOP.	\$305.00
	COFFEE TABLE GLASS TOP.	\$340.00
	BUFFET TABLE (2.44X.45X.75)	\$175.00
	RETRACTABLE VELVET ROPES	\$348.00
	RETRACTABLE BELT POSTS	\$180.00

NOTES:
Taxes are not included.
Delivery or return before 8:00 a.m. or after 8:00 p.m., have an additional cost.
The price is in Mexican pesos.
Buffet table, doesn't included tablecloth.
Material is subject to availability.



JANUARY 22 – 24
CENTRO CITIBANAMEX



COMPANY NAME			BOOTH NUMBER
STREET:			
CITY:	STATE	ZIP:	COUNTRY
REPRESENTATIVE		PHONE NUMBER:	
E-MAIL ADDRESS:			CONFIRMATION #








DEADLINE JANUARY 10, 2020

CARPET REQUEST

If you want to make your request and payment (through the PAYPAL System) on line; go to our web site www.ormex.com and click on the MEM INDUSTRIAL logo and write the code **MEM20**

The cost of the carpet rental is USD \$8.00 + 16% TAX per square meter. It includes the installation. Please select a color below. In case you need another color , please indicate which one it is and we will tell you the price and availability.

CARPET COLORS

<p>GRAY</p> <input type="text"/> 	<p>ROYAL BLUE</p> <input type="text"/> 	<p>GREEN</p> <input type="text"/> 
<p>OCEAN BLUE</p> <input type="text"/> 	<p>RED</p> <input type="text"/> 	<p>BRIGHT RED</p> <input type="text"/> 
<p>BLACK</p> <input type="text"/> 		

Square meters needed: _____ x USD \$8.00 / sqm (m2) = subtotal \$ _____

SEND THIS FORMAT BEFORE JANUARY 10, 2020 BY EMAIL TO:
llaretzy@ormex.com

SUBTOTAL	\$ _____
Tax 16%	\$ _____
TOTAL	\$ _____

IMPORTANT: Order formats made during the move in will be accepted depending on our availability and will be delivered within 4 hours

NOTE: Any request after JANUARY 10, 2020, will have an additional 25% charge and will be subject to AVAILABILITY

Payment should be made by wire transfer to the next account:

Beneficiary: **SERVICIOS Y MONTAJES DE EXPOSICIONES S.A. DE C.V**

Beneficiary's Bank: **BANCO MERCANTIL DEL NORTE SA (BANORTE)**; Account number **0168438721**;

key number for wire transfer **072580001684387214**, Swift **MENOMXMT**; Location **NUEVO LEON, MEXICO**; branch **2499**

ABA: 026-005092

PAYMENT SHOULD BE MADE BEFORE JANUARY 10, 2020

ONCE YOU HAVE SENT THIS FORM ASK FOR YOUR CONFIRMATION NUMBER PHONE: (5255) 1419-8907

CONTACT: LLARETZY HERNANDEZ/ llaretzy@ormex.com

ORMEX

DISPLAY

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y las soluciones más
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- + Aluminio
- + Vidrio

- + Gran capacidad
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- + Montaje en todo México
- + Diseño y solución
- + Excelente tiempo de entrega

- + PLANTA EN:
- * CD. DE MÉXICO
- * GUADALAJARA
- * MONTERREY

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www.ormex.com

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- + Pisos laminados
- + Alfombras de color
- + Iluminación especial
- + Multimedia
- + Rotulación especial
- + Impresión de gran formato
- + Counters con área de guardado
- + Repisas y vitrinas
- + Colgantes

ORMEX

DISPLAY

Contacto:

Llaretzy Hernández
Llaretzy@ormex.com
(55)1419 8907
(55) 8000-2222





JANUARY 22 – 24
CENTRO CITIBANAMEX



COMPANY NAME			BOOTH NUMBER		
STREET:					
CITY:		STATE		ZIP:	
REPRESENTATIVE			PHONE NUMBER:		
E-MAIL ADDRESS:			CONFIRMATION NUMBER		

DEADLINE JANUARY 15, 2020

If you want to make your request and payment (through the PAYPAL System) on line; go to our web site www.ormex.com and click on the MEM INDUSTRIAL logo and write the code **MEM20**

EQUIPMENT	QUANTITY	PRICE BEFORE THE DEADLINE USD \$	PRICE ON SITE USD \$	TOTAL PRICE USD \$
CHAIRS				
High chair bar style	<input type="text"/>	\$15.00	\$18.00	<input type="text"/>
Chair with arms support	<input type="text"/>	\$14.00	\$17.00	<input type="text"/>
Chair upholstered with cloth	<input type="text"/>	\$12.00	\$15.00	<input type="text"/>
TABLES				
Table 1.20 x 0.60m H=0.75m	<input type="text"/>	\$33.00	\$39.00	<input type="text"/>
Round table , 0.91m diamter H=0.75m	<input type="text"/>	\$43.00	\$52.00	<input type="text"/>
High round table , 0.60m diameter	<input type="text"/>	\$33.00	\$40.00	<input type="text"/>
Glass Round Table 0.91m diameter H=0.75m	<input type="text"/>	\$46.00	\$56.00	<input type="text"/>
SHELVES				
Three corner shelves 0.60 x 0.60 x 0.85m	<input type="text"/>	\$33.00	\$40.00	<input type="text"/>
ACCESORIES				
Artificial Plants	<input type="text"/>	\$24.00	\$29.00	<input type="text"/>
Coat Rack	<input type="text"/>	\$25.00	\$30.00	<input type="text"/>
Plastic wastebasket	<input type="text"/>	\$4.00	\$5.00	<input type="text"/>
OTHERS				
Counter 1.0 x 1.0 x 0.50m	<input type="text"/>	\$43.00	\$52.00	<input type="text"/>
Counter with key 1.0 x 1.0 x 0.50m	<input type="text"/>	\$50.00	\$60.00	<input type="text"/>
Glass cabinet 1.0 x 1.0 x 0.5 with storage area	<input type="text"/>	\$107.00	\$129.00	<input type="text"/>
Glass cabinet 1.0 x 1.0 x 0.5	<input type="text"/>	\$107.00	\$129.00	<input type="text"/>
Servibar (mini fridge)	<input type="text"/>	\$84.00	\$101.00	<input type="text"/>
Living room set with two or three pieces of furniture	<input type="text"/>	\$143.00	\$172.00	<input type="text"/>
Brochure rack	<input type="text"/>	\$46.00	\$55.00	<input type="text"/>

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Sub total
Tax 16%
TOTAL

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ABA: **026-005092**

PAYMENT SHOULD BE MADE BEFORE JANUARY 15 , 2020

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