

# Technical Information

## General Information:

<b>Date and Hours:</b>	9 - 11 March, 2021 - 13:00 to 20:00 hours
<b>Venue:</b>	Centro Citibanamex, Mexico City
<b>Halls:</b>	C-D

## Logistics:

<b>Move-In:</b>	<p>A specific move-in and move-out schedule will be assigned based on each exhibitor special needs, booth location, and any other information gathered from <b>Form of Machinery Registration</b>.</p> <p>Without exception, booth construction and machine maneuvers must conclude by 21:00 h., Monday, March 8, 2021.</p>
<b>Move-Out:</b>	<ul style="list-style-type: none"><li>Thursday 14: 20:30 to Friday 12 at 16:00 hours.</li></ul> <p>Exhibitors will be notified the specific date and time by which their exhibit materials must be removed from Centro Citibanamex. Machinery, heavy equipment and large decoration material can be removed on Friday, March 12 from 8:00 h. to 16:00 h. based on each specific exhibitor's assigned move-out time.</p> <p>Exhibitors may not remove any equipment or supplies from their booths until Show Management announces the official closing.</p>
<b>Important:</b>	<p>The exhibitor must inform his staff that during move-in and move-out times the use of HELMET is mandatory without exceptions.</p> <p>Show Management reserves the right to prohibit entry to those who do not comply with this indication.</p>

## Building Guidelines:

<b>Exhibit Construction:</b>	<ul style="list-style-type: none"><li>A. The exhibitor must complete <b>Form: Contractor Registration</b> and send the booth plan for the Show Management's revision and authorization if he is using a company other than the official Stand Contractor to decorate and install his exhibit display space; Show Management must also receive a copy of the Stand Contractor's Civil Liability Insurance policy. If this form, the booth plan and proof of insurance is not submitted, then the company will not be allowed access to the exhibit hall.</li><li>B. Welding, carpentry, using saws, air guns, spray, etc. as well as using products harmful to the environment within <b>Centro Citibanamex</b> facilities is forbidden.</li><li>C. Set-up times are not intended for complete booth construction. Therefore, work during this time should be limited to small adjustments.</li><li>D. Construction and installations that leave permanent damage to <b>Centro Citibanamex</b> are forbidden.</li></ul>
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<p><b>Arrangement of Exhibits:</b></p>	<p>A. All exhibitors shall arrange their displays so they utilize only the booth area contracted for, and in such a manner as to recognize the rights of other exhibitors and show visitors, and to conform to the overall pattern developed by Show Management.</p> <p>B. Exhibitors are required to provide carpet and/or alternative floor covering in their booth. (This floor covering can only be fastened to the floor using double-sided self-adhesive tape).</p> <p>C. Show Management will not be responsible for carpet damage in any case. It is advised that each exhibitor cover their carpet/flooring during the move in days with thick plastic, carpet cover or used carpet backwards to avoid carpet damage.</p>
<p><b>Maximum Height:</b></p>	<p><b>Maximum height allowed</b> for booth construction for all display material <b>including logos and graphics</b>, and according to the limitations of <b>Centro Citibanamex</b>.</p> <p>A. Booths from 9 sq.m. or under, are allowed a maximum height of 3.5 meters.</p> <p>B. Booths over 9.01 sq.m. and under 18 sq.m are allowed a maximum height of 5 meters.</p> <p>C. Booths over 18.01 sq.m are allowed a maximum height of 7 meters.</p> <p><b>Note:</b> In these halls will be allowed the hanging of structures for the stands that have 72.00 meters contracted or more.</p> <p><b>NOTE:</b> Any back wall/dividers/fixtures facing adjoining displays shall be finished or draped at the exhibitor's expense and shall not carry any lettering, logo, or promotional material that would obviously detract from a neighbor's display.</p>
<p><b>Hanging:</b></p>	<p>Suspending or supporting structures or decorative items from the ceiling of Centro Citibanamex is only permitted to those exhibits which are <b>72 square meters</b> or over in total rented space and provided ceiling height allows sufficient clearance in any given area. All hanging signs will be governed by the same height restrictions as display material and the size of the booth.</p>
<p><b>Double-deck booth:</b></p>	<p>Any Exhibitor wishing to build a double-deck booth must present the DRO certified with its current Mexico City card for the approval by Centro Citibanamex and a detailed decoration plan of your booth to <b>Show Management 60 days prior to move-in of the show and receive written approval from Show Management</b>.</p> <p>Permission for the double deck can be granted by Show Management only those exhibits that have <b>54 sq.m.</b> or more in the total rented space and the ceiling height provided allows enough free space in any given area.</p>
<p><b>Weight:</b></p>	<p>The Exhibitor will not be allowed to exceed the weight limit of the load per square meter with any equipment or material in the exhibition.</p> <p>Weight: the maximum weight supported is 2,500 Kg. per m2.</p>