



# EXHIBITOR'S MANUAL

## Welcome

to the Twenty-first edition of EXINTEX 2018, trade show, which will be celebrated from October 2nd, 3rd, 4th and 5th , 2018 at “Centro Expositor de Puebla” (Puebla Exhibition Center) located at “ Avenida Ejército de Oriente 100, Unidad Cívica Cinco de Mayo, Zona histórica de Los Fuertes de Loreto y Guadalupe, in the city of Puebla, México.

This manual will guide and support your participation at the Exhibition.

Therefore, we request you to read it carefully each and every form and document enclosed, which you will have to send us, in purpose of accomplishing the dates we stipulate.

Sincerely

Organizing Committee

EXINTEX 2018

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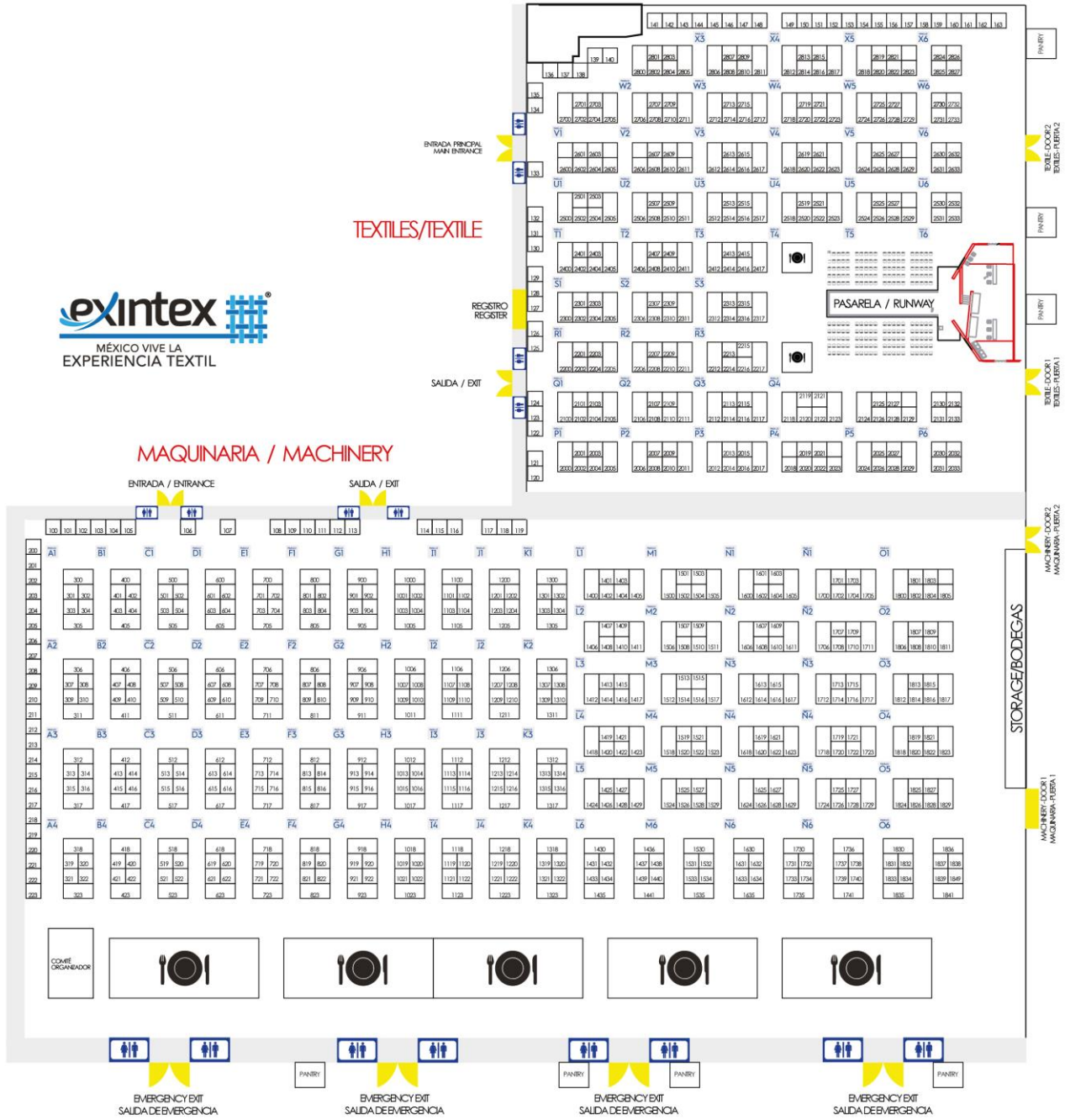
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**exintex** #  
 MÉXICO VIVE LA EXPERIENCIA TEXTIL

8 AM. TO 2 PM.  
 SETTING UP 4 PM. TO 6 PM.

**MACHINERY**

- SEPTEMBER 26th
- SEPTEMBER 27th
- SEPTEMBER 28th
- SEPTEMBER 29th

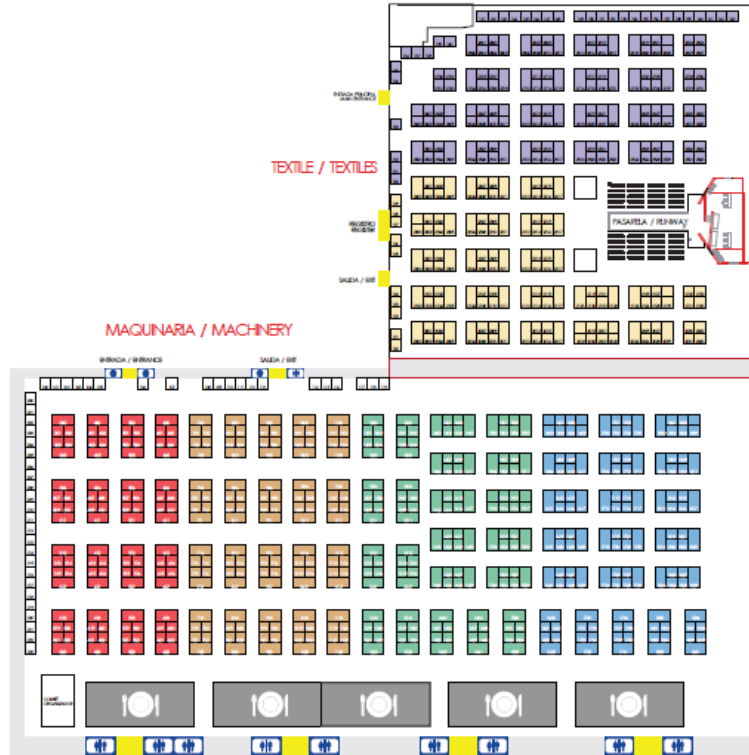
\*For machinery of 3 or more tons, or in case of crane assembly it will be on September 25th.

**TEXTILE**

- SEPTEMBER 28th, 29th.
- SEPTEMBER 30th AND OCTOBER 1ST.

**RESTAURANTS**

- SEPTEMBER 30th.



**DISMANTLING**

**MACHINERY**

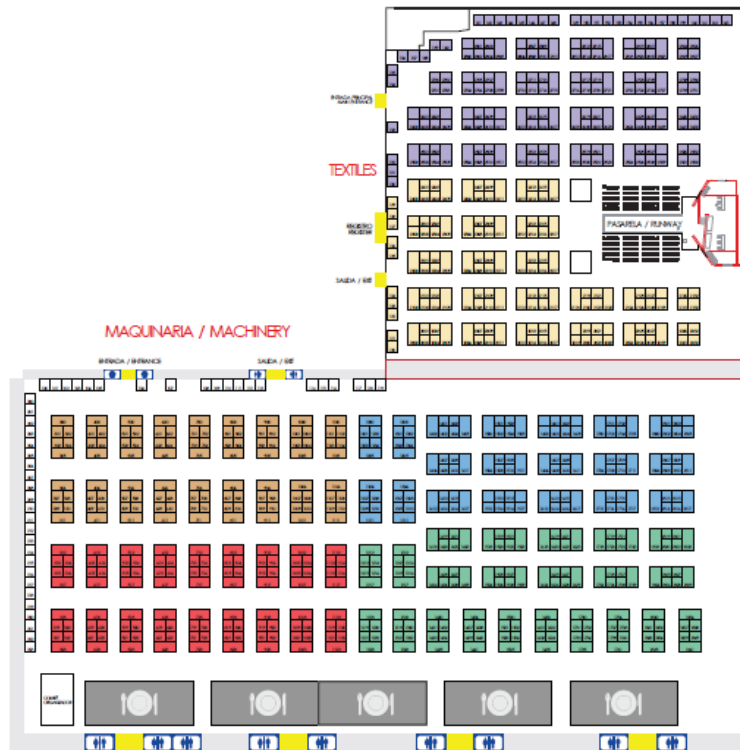
- OCTOBER 6th 8 AM. TO 2 PM.
- OCTOBER 6th 4 PM. TO 8 PM.
- OCTOBER 7th 8 AM. TO 2 PM.
- OCTOBER 7th 4 PM. TO 8 PM.

**TEXTILE**

- OCTOBER 5th, 6th & 7th 8 AM. TO 8 PM.  
 On October 5th, only screens and furniture can be dismantled under inventory.

**RESTAURANTS**

- OCTOBER 5th 3 PM. TO 7 PM.



## EXHIBITOR'S MANUAL

Content:

1. General provisions
2. Rules of the exhibition
3. Set up date
4. Dismantling date
5. Services

Official dates:

October 2nd-5th, 2018

Program:

10:00 am to 5:00 pm (For buyers and visitors)  
9:00 am to 6:00 pm (For EXHIBITORS)  
October 5<sup>th</sup> access to the universities.

### **Overall dispositions**

For EXINTEX 2018, The norms and participation rules are established by the ORGANIZING COMMITTEE, and those dispositions are established for each manifestation like: booth installation and dismantling norms, visitor control, etc.

The EXHIBITOR who desires to enter the exhibition area before the official entrance hours, will have to do it by the set up and dismantling gate, showing at all times his/her EXHIBITOR BADGE.

For restocking merchandise, it can be done by the set up and dismantling gates from 9am to 4pm.

The exhibition will open its doors at 10am for visitors therefore we recommend that at that time, at least one person of the sales area of your company be at your booth by that time, to avoid problems of merchandise lost.

## **Exhibition rules**

The involvement as an EXHIBITOR can only be credited by the total payment of the booth, besides the commitment agreement and contract signed by a legal representative, with these requirements, the EXHIBITOR accepts the norms and regulations of venue.

### **Exhibitors:**

The exhibition will be limited by those companies or entities who offer materials, products, or services of special interest for the visitors. The ORGANIZING COMMITTEE reserves the right to decide the products that the EXHIBITOR will showcase; rejecting whichever type of products that are not within the means of the exhibition and type of company.

## **Responsibility limitation**

The ORGANIZING COMMITTEE will not be responsible for loss or damage of the booth, or personal belongings, in case of fire, storms, earthquakes, air conditioning- heating failures, robbery, bombs, and other sources. All belongings taken and exhibited are fully responsible of the EXHIBITOR, and will be guarded by them.

The EXHIBITOR accepts to indemnify, and maintain innocuous of any complaint of damages, costs, expense, including without limits a lawyer's quote, rates payed for anything related to complaints from the EXHIBITOR negligence's, and/ or from agents and employees to "ASOCIACIÓN NACIONAL DE EMPRESARIOS TEXTILES A.C." The EXHIBITOR accepts to indemnify and maintain without damages to "ASOCIACIÓN NACIONAL DE EMPRESARIOS TEXTILES A.C.", the Exhibition Center of Puebla, to sponsors and the city where the exhibition takes place. Correspondingly to its directors, agents, and employees, against any claim, loss, dispute, damages, lawsuits expenses, and fees of any type, whereby the use of the leased area, in case of personal damages, death, property damages or any other reason presented by any person.

## **Force majeure:**

Earthquakes, fire, flooding, or any other source that preclude to accomplish the exhibition, may be postponed or cancelled, in which in that case you will be refunded by the amount payed by the EXHIBITOR, except the deduction of incurred expenses, proportionally divided by the amount payed by each EXHIBITOR. There cannot be any claim or compensation in any court of law, against the “ASOCIACIÓN NACIONAL DE EMPRESARIOS TEXTILES A.C.” independently of the type of motive.

## **Booth Installation:**

The booth construction process will have to agree and accomplish in the following dates:

Booths construction (exclusively for machinery, spare parts, chemicals and services)

September 25th for machinery of 3 tons or more that requires the use of crane.

September 26th-30th, from 8 am to 8 pm and October 1, 8 am to 2 pm

Booth construction for EXHIBITORS located in the textile area

September 29th and 30th from 8 am to 8 pm and on October 1st from 8 am to 2 pm.

For the EXHIBITORS located at the machinery area; will be assigned a date and time of entrance, by his/her sales executive.

## **Uses of the LIFT TRUCK for machinery EXHIBITORS**

All the heavy equipment, must be moved by our official provider “ROGERS WORLD WIDE”. The basic maneuvers service, is included, without additional cost, 3 TONS (MAXIMUM) for each EXHIBITOR, and under the following conditions:

The EXHIBITOR must fill out the application of maneuvers, to let us know the requirements. If the form is incomplete, this service will be charged by its full amount.

Unloading of equipment at the platform zone.

1 maneuver of adjustment, and no more than 30 minutes for each delivery of machinery at the booth.

Removal, handling and delivery of empty packages.

Take the merchandise back to the loading area at the end of the event.

Note: all additional services will be charged.



In case that the machinery exceeds the weight that the lift truck can carry, the EXHIBITOR is enforced to hire a professional crane service, to make the maneuvers.

### **Failure to comply by occupation**

If the area, at the exhibition, hasn't been occupied by the date, which it corresponds for booth installation; this may be used by the "ASOCIACIÓN NACIONAL DE EMPRESARIOS TEXTILES A.C." for the purposes it desires.

### **Subleasing:**

The EXHIBITOR cannot sub-lease his area, or any part of it. He cannot exhibit anything not related with his business scheme in accordance to the contract.

The EXHIBITOR cannot sale his items, the guidelines of EXINTEX 2018 must always prevail referent to the use of area at the exhibition.

### **Damages or deficiencies to property:**

The EXHIBITOR is responsible for damages caused to the flooring, walls, columns, of the building, booth panels, rugs, lamps, structures or installations made for his use or any property of other EXHIBITORS. The EXHIBITOR cannot apply paint, lacquer, adhesives or any coatings, to the columns, booth panels or floors.

After the closing ceremony of the exhibition, the flooring and the walls of the pavilions, must be in the same conditions as delivered.

### **Protection against industrial property rights**

Its correspondent to the EXHIBITOR to guarantee the industrial rights of the materials exhibited in his property, to comply with the current laws. Necessary measures must be taken in place, before exhibiting his products.

### **Complaints**

In case of any type of complaint, we ask to forward to the ORGANIZING COMMITTEE of EXINTEX 2018, and or your assigned sales executive.

## **Assigned court of law**

In case of any complaint, the Mexican laws, estipulate Puebla city, as the authority for jurisdiction and execution, resigning the jurisdiction of his domicile.

The staff that attends the booth, must always carry his/her badge assigned, in accordance with the application requisition.

The booth must always be attended by the staff of the EXHIBITOR, during the hours of the exhibition. The booth cannot be left unattended at anytime by the EXHIBITOR.

## **Especial services:**

Electricity, compressed air, furniture, and other services, required by the EXHIBITOR, must be given only when the EXHIBITOR solicits them, within the date due and by providing the correct application. Moreover it has to be signed by the authorized individuals that provides the services, in case you require any particular adaptation.

## **Decoration:**

In the basic stand, booth panels have a height of 2.50m by 1 meter width. If you wish to make a custom design, you must notice with anticipation to the ORGANIZING COMMITTEE to program the entrance. Structures cannot be more than 5.5m height, and/or affect the visibility of the contiguous booths.

In case of using a grandstand, platform, or other temporal structures you must have a letter of structure responsibility, emitted by a construction manager.

The letter must contain the following requirements:

1. Signature of the construction manager.
2. Approval of the official authorities.
3. Valid license of the construction manager.
4. Be registered at the construction registrars.

The floor resistance, at the machinery area is 5 tons per m<sup>2</sup>. All heavy machinery and or equipment must be supported by rubber bearings, or any other similar material that deadens and protects the floor.

EXINTEX 2018 will have the entire authority, in the adjustment of the exhibited items and can require the reposition, readjustment or change of any item or booth, and will be not responsible for the costs and charges that generates, in case of affecting others.

The EXHIBITORS that constructs a custom designed booth, that has special separations must ensure that the surfaces of those divisions, including the lateral and rear areas of the

booth, must be finished in a way, that are not undesirable to other exhibitors of contiguous booths.

The EXHIBITOR agrees, to have ready the booth, a day before the inauguration ceremony, whereby he cannot make any changes after this event.

All booths must be ready by the time of opening of the exhibition. The ORGANIZING COMMITTEE will not allow any noise or change of places after this event.

It will be responsibility of the EXHIBITOR to provide his respective stand, of furniture or equipment that he/she considers necessary for the exhibition of his products, also providing the decoration that he requires.

All expenses produced by the EXHIBITOR to arrange his booth must be taken to account to the EXHIBITOR, with previous authorization of the ORGANIZING COMMITTEE. It is not allowed to paint, nail, or paste anything to the booth panels, drill or wet the carpet, use construction material like solder, plaster, or Tyrol, etc.

The EXHIBITOR must manage and operate his stand and not disturb others, any activity that causes complaints of any kind, that affects other EXHIBITORS, and/or to the ORGANIZING COMMITTEE, interferes with the rights of others, or to expose damages or danger, could be prohibited by the ORGANIZING COMMITTEE.

Advertising will only be permitted if the promotional material has to do with the business scheme of the brand of the EXHIBITOR.

### **Maintenance:**

The ORGANIZING COMMITTEE will be in charge of cleaning of common areas only. The EXHIBITOR must always maintain his booth clean and in good conditions.

### **Insurance: fire and social responsibility:**

The insurance of social responsibility, and fire, is OBLIGATORY, and each EXHIBITOR is responsible of it, and the documents that credit it must be showed to EXINTEX 2018 Organizing Committee.

The insurance of social responsibility covers the risk of accidents caused by third parties and that compromises the responsibility of the EXHIBITORS during the participation at the exhibition venue.

## **Commitment and rules:**

Any enquires that is not sufficiently covered by this regulations will be subject to EXINTEX 2018 decision and or the ORGANIZING COMMITTEE.

EXINTEX 2018 will have the authority in question of interpretation, commitment and reinforcement of all procedures and any other amendments that emerges, incorporating them within the rules, subject to each and every one of the terms and conditions established.

## **Nullification of EXINTEX 2018 contract:**

If the EXHIBITOR incurs in unfair competition, law infringements of intellectual property rights, misleading conduct, or failure in any obligations within this contract, violating a disposition including the general rules; the ORGANIZING COMMITTEE without previous warning can void this agreement, and retain the payment received

The ORGANIZING COMMITTEE can solicit immediately the EXHIBITOR to remove and leave the venue.

## **Rules agreement**

The EXHIBITOR, employees and representatives, accepts to attain the rules mentioned before and any amendment proposed by EXINTEX 2018, all included in the conditions rules, and regulations written in the contract given.

## **Parking:**

There will be a indicated area for parking operated by the Exhibition Center, which will have a cost for EXHIBITORS, EXINTEX 2018 is not responsible for partial or total damages of the vehicles.

## **Booth construction and Dismantling processes:**

The drivers cannot leave at any time their vehicle, in any case this happens, they will lose their turn in line and will have to wait again outside de exhibition center.

The personnel of the vehicle will have to wait the authorization of the person in charge of the gates, to park at the assigned platform. The maximum time of machinery maneuvers will have to be congruent to the amount of machines that the EXHIBITOR will showcase. Taking into account that he cannot exceed the necessary time, in which he will be charged an economic penalty fee.

For TEXTILE EXHIBITORS there will be a maximum of 45 minutes, after this time, without exception, they will be charged a penalty fee of \$100.00 MXN for every 15 minutes.

## **Booth Dismantling**

All booth shall remain intact until the exhibition ends.

## **Dismantling**

Dismantling a booth before the official closure of the exhibition, can cause that the ORGANIZING COMMITTEE, does not approve their lease in posterior events.

The merchandise and equipment of all exhibitors must be removed from the exhibition center, no later than October 7th 2018.

The Dismantling and departure will have to be followed as mentioned below:

Friday ,October 5th 2018

Express departure is only for textile exhibitors that have been presented with catalogs and samples from 3:00 pm to 7:00 pm (with express output format signed by their sales executive)

Saturday the 6th and on Sunday, October 7th 2018

Textiles and Machinery from 8 am to 7pm.

Doors and schedules will be assigned to avoid setbacks, so we ask that you comply with the instructions

## **Security before and after the exhibition**

The exhibition will have institutional security to preserve order within the venue. The guards will not be responsible of the security of the interior of the booths, not even by stolen items caused by the absence of the EXHIBITOR in his booth.

The overall security will be responsibility of official service provider. The ORGANIZING COMMITTEE is the intermediary between both parts to solve any problems that shall occur.

During the exhibition days the exhibition center staff will evict the area after 8pm to ensure the security of the exhibition.

The area will be reopened until the next day by the security personnel of the exhibition center in presence of the ORGANIZING COMMITTEE.

Except authorized personnel, nobody can remain inside the area of exhibition after 7pm. The security personnel will go through every booth from 6pm and on, soliciting your exit. At all times the EXHIBITOR must attend this request with immediate and positive action.

### **Access:**

The access areas and entries for the Booth Installation and Dismantling processes, will be located at the loading and unloading platforms of the exhibition center, where only products, materials and equipment for dismantling can be introduced.

Every person that participates at the booth construction, exhibition, and Dismantling at EXINTEX 2018 will have to carry at all times the ID tag visible at eyesight.

At the end of the Dismantling process, the person in charge must be presented at the ORGANIZING COMMITTEE to verify the physical state that he delivers the installations. In any inadequacies of booth panels, electricity outlets, lamps, roofs, floors and carpets. There will be an evaluation from the exhibition center and the service provider to set a quote fee.

And the EXHIBITOR must pay the imperfection caused, or send them to repair, before abandoning the venue. Failure to do so, the authorized exit will be voided.

## **SERVICES DIRECTORY**

### **FOWARDING AND FISCAL SERVICES:**

Commerce Agent

- Mr. Arturo Salazar Robles (Director).
- Email: [arturo@zellbor.com](mailto:arturo@zellbor.com)
- Phone: +52 222 4518243

### **ADVERTISING IN THE PRINTED DIRECTORY**

Contact your sales executive

### **FURNITURE, BOOTH CONSTRUCTION, ACESSORIES, SERVICES**

#### **EXPRO Organización y proyecto de exposiciones S.A. de C.V.**

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**Tab Muebles**

Alejandro Bravo

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**CargoLive**

Platón 409, Col. Polanco - Del. Miguel Hidalgo

C.P. 11560, México CDMX

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

Mobile: +52 (55) 5330 7124

Kim Valdés: [kim.valdes@cargolivelog.com](mailto:kim.valdes@cargolivelog.com)

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Mr.Gustavo Alegria

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Mrs. Beatriz Soto Delgado

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