



EXHIBITION, CONFERENCES, CERTIFIED COURSES

**NATURAL GAS, NGVs, LNG, CNG, BIOGAS/BIOMETHANE, BI-FUEL and DUAL-FUEL,
HYDROGEN, HYBRIDS, EVs**

***EXHIBITION APRIL 6 & 7, 2017
ROOMS MAYA 1+2
WTC***

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1 Bases

Altfuels Mexico 2017 will take place from April 5 to 7, 2017, at WTC, CDMX, Mexico. The exhibition will be open on April 6 and 7, to participants from all specializations and areas of the industry, trade, production and services related to the NATURAL GAS, NGVs, LNG, CNG, BIOGAS/BIOMETHANE, BI-FUEL and DUAL-FUEL, HYDROGEN, HYBRIDS, EVs industry. These General Rules of the Exhibition have been established with that purpose. The enforcement thereof ensures that every exhibitor be treated on absolutely equal bases and have identical access to all opportunities. These General Rules, as well as the regulations published in the Reports and Technical Communications to be eventually issued by the Exhibition Organizing Committee, are compulsory for the exhibitors, who accept so upon signing the participation Application Form.

2 Objectives

- 2.1.** To show the official, corporate and diplomatic authorities and the public in general the high standard achieved by the Mexican and foreign industry of the area.
- 2.2.** To favor direct contact between exhibitors and users.
- 2.3.** To promote the sale of products on exhibition, both in the domestic and foreign market.
- 2.4.** To increase the high level of professionalism of the area, including conferences.

3 Authorities

- 3.1.** The Organizing Commission - hereinafter O.C.- is the maximum authority of the **Altfuels Mexico 2017** and consequently its decisions will not be subject to appeal.
- 3.2.** The O.C. of the **Altfuels Mexico 2017** may delegate its power to any other depending organism while the interpretation and application of Rules in unforeseen circumstances remains within its exclusive right.
- 3.3.** The O.C. of the **Altfuels Mexico 2017** may, in exceptional cases and when such a course is considered necessary for a better operation and greater success of the show, divert from the rules established in the present set of rules. These decisions shall be compulsory for every participant.

4 Participants and areas to be shown

- 4.1.** The show will be open to all local and foreign companies related to the alternative fuels industry market such as: car and engine manufacturers; oil companies; gas distributing and transporting companies; producers of natural gas; passengers and load transportation; storing cylinders; compressors and station pumps; building of refueling stations; consultants; refueling stations; CNG lubricants and additives, producers of conversion equipment; suppliers for conversion equipment; refueling station suppliers; centers of double testing of cylinders; electronic systems; conversion shop and dealerships; transportation of pressurized or bulk natural gas; valves and electrical valves; computers and systems; firm associations; governmental entities; environmental protection; specialized media; certification institutes and all those related.

4.1.1. International organisms which improve the economic, technological or financial development of the industry.

4.1.2. National and foreign companies that offer technology from abroad to be applied in our industry, settling down of capital, national manufacturing licenses, "know how", joint venture, etc.

4.2. The products to be shown must be brand-new, not used.

4.3. The authorities of **Altfuels Mexico 2017** are empowered to forbid the exhibition of articles considered inappropriate to the purpose and/or hierarchy of the exhibition.

5 Participation conditions fees and ways of payment

5.1. Companies interested in taking part of **Altfuels Mexico 2017** must fill in the Application Form supplying all the information requested therein. The O.C. may reject those applications which in its view do not agree with the spirit of the show, thus reserving the right of admission.

5.2. The prices of each square meter of stand are those which are shown in the price list established by the show authorities. The price depends on the measures of each stand. These prices do not include taxes.

5.3. These fees include:

- a) Use of rented space during the period of preparation, exhibition and disassembly of the exhibition.
- b) Temporary supply of parting elements between stands, **if the stand includes basic assembly**.
- c) Uniform color carpet, **if the stand includes basic assembly**.
- d) Exhibitors sign, standardized both in size and in letter type, **if the stand includes basic assembly**.
- e) Security in common areas.
- f) General cleaning of common areas.
- g) General lighting in common areas.
- h) Counseling and general administration
- i) Badges and invitations.
- j) Entry in the official catalogue of the exhibition.

5.4. The price of the stands will be fully paid before **March 5th 2017**.

5.5. Non compliance by the exhibitor of any of the obligations established in the current rules and especially those concerning the above mentioned payment terms shall lead to the following actions by the O.C.

5.5.1. It may request the compliance of the signed agreement.

5.5.2. It may rescind the agreement as a matter of law. In this last case, the consequences for the exhibitor will be the following:

5.5.2.1. Complete loss of the amounts paid up to that moment by the exhibitor.

5.5.2.2. Exhibitor must pay within ten (10) days after communicating the rescission the remaining amount to complete the total price as damages and as tabulated compensation. Default will be automatic as a matter of law, by the mere passage of time, without the need of any communication whatsoever.

5.6. Exhibitor cannot resign compliance of the whole agreement. Without prejudice to what has been established, should exhibitor inform he/she will not take part in the event for any given reason, 5.5 will be enforced.

5.7. The O.C. is empowered to cancel and convey to third parties the stands of those exhibitors who, having paid the full amounts have not occupied the rented areas within 16 hours before the term determined for the completion of the building of the stand, prior to the exhibition opening. The O.C. may make use of it and/or convey it to third parties; as a consequence the exhibitor loses all rights to the paid amounts.

5.8. In order to preserve the global image of the show and the personal interests of every exhibitor, **Altfuels Mexico 2017** establishes that those exhibitors who have not finished the construction of the stands within the term above specified may be penalized with a fine, amount which shall be established and informed by the **Altfuels Mexico 2017** authorities, regarded as damages (exhibitors are advised to transfer this penalty to the agreement made with the corresponding stand constructors).

5.9. The stand must have assisting staff while the show is opened to the public; this schedule is informed in these rules. The staff must be at the stand 15 minutes before the opening. The O.C. will check the Exhibitor's obligation, if it is not fulfilled the following penalty will be enforced: it may be a fine for the amount of USD 50 per m² of stand or even its definite cancellation.

5.10. If on the date scheduled for the opening of the Exhibition, amounts are owned on account of additional services and/or any other reason, the authorities of **Altfuels Mexico 2017** may decide the closure of the stand without any compensation nor reimbursement whatsoever, until those amounts have been paid.

5.11. Every payment that is not paid on maturity will receive a punitive surcharge due to administrative expenses established by the O.C.

6 Conveyance of space

Exhibitor cannot convey, donate, sell, rent, transfer nor share the acquired stand or part of it without previous authorization in writing by the O.C.

7 Counseling

Exhibitors may refer to **Altfuels Mexico 2017** for counseling on all matters regarding participation, rules, etc.

All questions must be made via E-mail: info@altfuelscg.com. All the information about the event is available at the official web site: www.altfuelsmexico.com

8 Modifications, postponement, termination

The O.C. has the right to modify, when necessary, the dates and schedule of the Exhibition, as well as the original or intended plans for the distribution of the stands for a better development of the event without implying any remuneration to the exhibitor. Furthermore, in case of fortuitous event or unforeseen circumstance, which may cause the cancellation of the event all amounts paid by exhibitors shall be returned, prior pro rata deduction of all the expenses incurred, without any compensation whatsoever. An unforeseen event implies all events beyond any reasonable control from the O.C., thus it is unable to be avoided although proceeding with reasonable diligence. Furthermore, an unforeseen event also implies that despite having hired the area corresponding to the development of the event, the defendant (WTC, CDMX) does not allow or postpones its use to a date that the O.C. does not consider convenient.

9 Exceptions, modifications

The Fair authorities have the right to make, in exceptional cases, updates and changes to the present rules, as well as authorizations not foreseen herein, which according to their judgment are considered convenient for a greater success of the Exhibition.

10 Obligations

10.1 All stipulations established in the general rules, newsletters, technical communications, application forms, schedules, plans, areas and prices are of a compulsory nature; if by any means the exhibitor incurs in partial or total non compliance, **Altfuels Mexico 2017** will be empowered to terminate, without the need of any special communication, the contractual relationship, **Altfuels Mexico 2017** will have the right to keep the amounts received up to that moment and it may also demand payment of the balance owed without prejudice to the lien over the materials and elements within the occupied stand, until the claimed amounts have been fully paid. The competent court and place of performance is in CDMX, Mexico.

10.2 Considering the Exhibition does not have special franchising, the trading of any products must be subject to all regulations concerning public health, identification of good, trade, taxes, etc. that are currently in force.

10.3 Exhibitors are required to hire services only from providers authorized by WTC, CDMX, which are detailed in the Exhibitor Manual.

11 Publicity

11.1 Exhibitors may not carry out any publicity outside their stands, in the Exhibition. Advertising material may only be distributed at your own stand.

11.2 Products and/or services from third parties not taking part in the exhibition may not be promoted in the exhibitor's stands, nor from suppliers of components of the exhibitor's products. (Manufacturers will be able to announce their exclusive and/or official distributors, according to the O.C.'s instructions).

11.3 Sound equipment (radios, television sets, audiovisual equipment, etc.) to be installed for permanent operation or used for demonstrations shall operate with acoustic insulation, and shall not exceed 20 dB (A) decibels, the sound pressure level, measured from 1 meter from the stand perimeter. Exhibitors may not broadcast music by any means without accomplishing the local regulations. Exhibitors assume total liability on payments due to those institutions for broadcasting music at their respective stands. Voice amplifiers or speakers may not be used in a way that disturbs visitors or exhibitors. Speakers must be directed inwards to the stand.

11.4 Publicity of any kind inside the stand is free, as long as the content does not infringe the regulations currently in force and it is in accordance with what is established in the General Rules of the Exhibition.

11.5 Wireless microphones may not be used without permission. Contact the Technical Coordinator for permission.

12.A Insurance – General Terms

12.A.1 The Exhibitor shall benefit from the following insurance policies taken out by the Organizer: Civil Liability insurance coverage and against fire and for damages to people and their goods, located in WTC. Exhibitors are the only ones responsible in case of damage caused to their staff, visitors of the exhibition who happen to be in their stand and or their belongings or goods, in case of theft, robbery, fire, lightning, storm, explosion, hail, water entrance, dampness, floods and leaks, accidents, civil disturbance, sabotage and other causes whatever their origin and source. They will also be liable for damages and/or personal damage caused inside and outside their stands, by their staff and/or property which they use or have under care. Consequently, exhibitors are obliged to hire insurance against all the above mentioned risks.

12.A.2 The authorities of **Altfuels Mexico 2017** will charge exhibitors the amount due to damages caused by their stand constructors, trucks and/or freight units firms, whether hired by them or by the stand constructors to the facilities, whether permanent or temporary, belonging to WTC, CDMX or provided by the Exhibition.

12.A.3 **Altfuels Mexico 2017** will not be responsible for the damages that deficiencies in light and power installation, drainage, etc. may cause the Exhibitor. The Exhibitor is obliged to install protection and security devices to the equipment on exhibition. **Altfuels Mexico 2017** will not be responsible if for any reason and/or event, out of the authorities' reach, these services are interrupted.

12.A.4 **Altfuels Mexico 2017** will provide general security staff, responsible for the order and dealing with unexpected events, not responsible for theft that may take place in the stands. Only the aforementioned security staff may remain in the exhibition area during hours when it is closed to the public and the exhibitor's staff with written authorization from the O.C.

12.A.5 The Exhibition will not be responsible for the interruptions and or deficiencies in the supplies provided by third parties through WTC, CDMX.

12.A.6 The Exhibitor shall take out such supplementary cover as he deems appropriate. In any case, the Exhibitor undertakes to include in the supplementary insurance cover a clause in which the Insurance Company waives all recourse to action against the Exhibition Center and the Organizer, and in default he shall indemnify them from any action that may be brought against them. Having taken note of the above, the Exhibitor (on his own account and that of his agents, employees or assistants) in any case expressly relieves the Organizer from any liability for loss or damage which for any reason should occur in the exhibition area assigned to him, and during the installation or dismantling of the area assigned to him, and in respect of anything located therein, and accepts liability for any damage caused to third parties by the management of the exhibition space or by anything introduced therein. The Organizer will accept no liability for consequential damages, damage to image, loss of revenues, etc.

12.B Exhibitor Compulsory Insurance Policy

12.B.1 The exhibitor must have a Civil Liability policy to cover any damages that may arise from their activities and omissions (including activities and omissions of the staff depending on them and the staff who don't, consultants, managers, guests, etc.) throughout the duration of the event including the period of build up and disassembly, and any other period when they remain on the Fairgrounds.

12.B.2 Exhibitors, their staff and suppliers **must all also have Mandatory Accident Insurance or Workers Compensation Insurance** (ARL) as a condition to enter the fair site. For this purpose, 96 hours before entering the fairgrounds all employees should have certificates of Workers Compensation Insurance coverage or Mandatory Accident Insurance coverage together with the list of staff, from which the non-recovery clause arises in favor of the organizing committee.

12.B.3 This insurance policy is obligatory for everyone who exhibits at WTC, CDMX. The exhibitor will be responsible for verifying the effective hiring and validity of the above mentioned insurances.

12.B.4 For the fulfillment of the provisions and requirement of WTC, CDMX to enter the premises, please contact the event official Insurance Company Supplier:

GMX - Grupo Mexicano de Seguros S.A. de C.V.

Tecoyotitla 412, Edificio GMX,
Col. Ex Hacienda de Guadalupe Chimalistac,
Delga. Álvaro Obregón, México D.F. 01050
Tel. (55) 5480.4000 y 01.800.718.8946
informacion@gmx.com.mx

13 Cleaning

13.1. Altfuels Mexico 2017 will have cleaning staff at its disposal in the general area of the exhibition.

The exhibitors will be in charge of cleaning of their stand, and they must also:

- a) Keep stands in perfect conditions during visiting hours.
- b) Have stands cleaned every day an hour before opening the exhibition to the public.
- c) Dispose of garbage in the general warehouses and under no circumstances in the halls. The authorities of **Altfuels Mexico 2017** withhold the right to shut down the stand which in their view does not comply with these conditions.

13.2. The schedule for cleaning and replacing products meant for the exhibition and those necessary for the maintenance or operation of the stand to arrive at the exhibition will be only provided in due time by the O.C. For any exception, the authorities of **Altfuels Mexico 2017** must give written authorization.

13.3. WTC, CDMX will be in charge of cleaning and removing the trash from all the perimeter of the event (lobbies, reception areas, committee offices, etc.) and each unit of bathrooms.

13.4. The general cleaning services for the event (hallways and common areas inside the event) are included.

13.5. The exhibitor is responsible for and has to take the necessary actions to have packages, boxes, tools, etc. removed from inside the rooms of WTC, CDMX at least 3 hours before the start of the event to allow the personnel to clean the area.

13.6. Once the event is finished, it is the exhibitor's responsibility to remove trash and any waste material and deposit it in the area designated for him. If this is not done, the personnel from WTC, CDMX will carry out this service and the exhibitor will be charged for its cost.

13.7 The personalized cleaning Service for stand must be requested through corresponding service form.

14 Schedule

On Thursday 6th and on Friday 7th of April the exhibition will open to the public at 09:00 and it will close at 20:00.

15 Badges

15.1. The O.C. will give the exhibitors one “Exhibitor” badge. Each badge will only be valid per person, without entering restrictions. The “Exhibitor” badges per stand are unlimited under the exhibitor company’s consideration. Exhibitors and visitors can pre-register online on the official web site of the event (www.altfuelsmexico.com) to speed up the entry or on site in the registration area.

The Exhibitor Badges will be at your disposal at the Registration Area of the event located at the Main Entrance of the Convention Centre: Filadelfia, S/N, piso 1, Col. Nápoles, Del. Benito Juárez, Ciudad de México, C.P. 03810

15.2. The Exhibition will give the exhibitors “**Assembly and Disassembly**” badges. Each badge will only be valid for one person without entering restrictions during the days and time for assembly and disassembly of the stand.

The exhibitor will receive the pass by email, this has to be printed and employees must have it at sight during all the period of build up, exhibition hours and disassembly. The stand builder will have to present this badge at the entrance, they have to show an id and inform which stand they will build.

15.3. The aforementioned badges will be delivered to the exhibitor once all conditions established in the present rules have been complied with, and all amounts have been paid.

15.4. Exhibitors and their staff must allow inspection of parcels and/or vehicles.

15.5. During assembly and disassembly periods, vehicles may remain inside the Exhibition area, for the time needed to load and unload, and where the authorities of **Altfuels Mexico 2017** determine for that purpose.

15.6. Badges are personal, their improper use empowers **Altfuels Mexico 2017** to remove them and forbid the entrance to the show to the people who do not comply with it.

16 Car Parking

The areas specified for parking are limited only to vehicles and are not permitted to be used as living space, for exhibition or sale of products. WTC, CDMX will not be responsible for the loss of objects left inside the vehicles, for mechanical failure or partial theft.

If exhibitors or organizers invade areas that are not authorized in the distribution plans or have not been established in written agreements, WTC, CDMX is entitled to clear out or have the space cleared out without taking any responsibility for this.

17 Internet Service

Wireless and wired Internet access is available through corresponding additional services form at the end of this Manual. Service exclusively provided by WTC.

18 General Security

18.1 During the hall opening times the Exhibitor shall watch over his own stand either directly or by means of his personnel. The exhibitor is required to supervise its stand and exhibition space with its own personnel during the entire exhibition period. The exhibitor is the only custodian of all of the materials, goods, and furniture at the stand and exhibition space during the entire exhibition period (including set-up and knock-down). As custodian of its stand and exhibition space, the exhibitor is required to indemnify Altfuels Communications Group and WTC, CDMX - substantively and legally - against all losses, damage, liability, cost or expense, including legal fees, deriving from the exhibitor’s use of its stand and assigned exhibition space.

Although WTC, CDMX provides a general day and night surveillance service inside the Exhibition Centre for the entire duration of the Exhibition, the said Altfuels Communications Group and WTC, CDMX are released from any and all responsibility for theft and/or damage that may be sustained by the Exhibitor. The Exhibitor shall also be responsible to WTC, CDMX and Altfuels Communications Group for all damage, be it direct or indirect, which for any reason is attributable to him or to the staff working for him (including damage caused by furnishings or by the systems set up either by the Exhibitor or by third parties hired to do so, even if they have been inspected by WTC, CDMX).

18.2 WTC, CDMX has fire equipment which consists of fire extinguishers, water hydrants and sprinklers in all the areas. Access to this equipment as well as emergency exists cannot in any way be obstructed by material or equipment.

18.3 It is strictly forbidden to introduce and carry any kind of firearms, electrical weapons, aerosols or sharp cutting instruments except those worn by the security guards who are authorized to do so, having previously informed WTC, CDMX and having the corresponding authorization.

18.4 Publicity which is spoken has music or loudspeakers will be supervised by the personnel of WTC, CDMX to avoid bothering the Exhibitors or Visitors. In the case where an event requires the use of a sound system, the Operations Management will verify that the sound does not exceed 50 decibels.

18.5 Games of chance are not permitted in the rooms. Any type of game to be held inside the premises of WTC, CDMX has to be approved of previously, if not, WTC, CDMX has the right to cancel the games (and even the event) for trying to carry out activities which are not authorized by WTC, CDMX.

18.6 It is strictly forbidden to use or exhibit machinery, equipment or dangerous substances that can be: corrosive, reactive, explosive, toxic, and bad for your health or flammable. This includes balloons or similar objects which have to be filled with gas unless they are filled with non-flammable, non-toxic gas which is the only way they will be permitted access inside WTC, CDMX. Balloons or similar objects must be inflated outside the rooms.

18.7 It is strictly forbidden to use stoves, grills, etc. as well as to generate smoke, steam or others, unless the type of event requires it. In this case, the Integral Security personnel will have to supervise the activity and the necessary authorization must be obtained in writing from the Operation Services Management.

18.8 Live animals or pets will not be permitted access at any moment (mounting, exhibition or dismounting).

18.9 The exhibitor agrees that all the activities carried on in WTC, CDMX will be subject to the norms and corporate policies of WTC, CDMX.

Note: When the authorities of WTC, CDMX determine that there is risk of danger inside the premises or event, the organizer will be informed of this so that the risk can be avoided, eliminated or mitigated. The exhibition cannot be inaugurated or allowed to continue if the risk persists.

In case you consider hiring Additional **Security Service** must be requested with 10 days prior the event to WTC, CDMX through corresponding service form at the end of this Manual. Service provided exclusively by WTC.

19 Invitations

19.1 The Organization will provide electronic invitations to the exhibitor. So exhibitors can forward them to whom they wish.

19.2 The only invitations accepted at the entrance doors controls to allow access to the Exhibition will be the official ones issued by **Altfuels Mexico 2017**. No other invitation or badge printed by exhibitors or third parties will have any validity whatsoever.

20 Access to WTC, CDMX

Address: Filadelfia, S/N, piso 1, Col. Nápoles, Del. Benito Juárez, Ciudad de México, C.P. 03810.

Access for stand builders: The access for stand builders is only through Dakota street. It is strictly forbidden the access by main doors of Filadelfia and Dakota streets (crystal doors), escalators or lobby elevators.

21 Control

21.1. The regulations of the present rules are compulsory. The authorities of **Altfuels Mexico 2017** may observe, correct on behalf of exhibitor, forbid and close down the stands that do not adjust to these regulations.

21.2. The term "stand" refers to the area indicated in the plans with its corresponding number.

21.3 The exhibitor shall be given for all identification purposes (signs, exhibitors catalogs, etc) the number of the rented stand. **Altfuels Mexico 2017** will issue Technical Communications supplementary

to these regulations, which will be duly published in the Information Bulletins. Exhibitors are therefore advised to communicate such information to their respective stand designers and constructors. Those communications are to be compulsory complied with, in the same way as the present stand rules.

22 Submission of plans / Info for stand design

22.1 All layouts must be approved by the Technical Coordinator. **Deadline: March 15**

Exhibitors must submit two copies of plans in 1:20 or 1:50 scale, each copy with an elevation and a floor plan for stands (not in perspective), with the exhibitor's name, stand number and the constructor's name, address and telephone number.

22.2 Limits: No element may exceed the limits of the stand at any height.

22.3 Tall structures: The standard height of stands is 2.5 metres. The same applies to signs and decorations. An exhibitor may be exempted from this standard but only if contact the Technical Coordinator for further information. No construction work should be started until written authorization has been received. WTC, CDMX has the right to demand the dismantling of the structure if permission has not been granted. **Main access: maximum high 4m.**

22.4 Placing of machinery: Standing machinery of any type must be placed at least 1 meter from the other without exceptions. Machinery in operation, or large ones, must be separated proportionally to their sizes in order to allow free action of mobile parts, operators' and the public's safety, and the better observation of its parts. This separation is subject to O.C. approval. Machinery in operation shall be placed at least 0.80 meters away from the front side of the stand.

22.5 Counters: The front side of reception counters must be placed at a minimum distance of 0.80 meters with regard to the front side of the stand.

Technical Coordinators:

Technical Coordinator - Basic assembly stands – Personalized stands

Mrs. Luz Ma. Rico B.

GRUPO SCH Exposiciones

José María Castorena 91 Nivel 2 - Col. Cuajimalpa, México, D.F. 05000

Tel: + (52-55) 2163- 5940

Fax: + (52-55) 2163- 5938

lrizo@gposch.com

www.gposch.com

23 Assembly and Disassembly

23.1. During the moving-in and moving-out periods, the exhibition halls are to be considered a building site. You (the stand builder/exhibitor) are responsible for the work environment and fire protection within your stand area. This means that you must take the necessary steps to protect yourself and other stand builders/exhibitors from the risk of accidents.

23.2. The use of a longer period of time for moving in or out requires the approval of the venue and will be charged at a fixed hourly rate.

If you wish to move in earlier than the official time, please apply to our Technical Coordinator.

23.3. Access will be permitted only on the dates and schedules indicated in the contract. Before the start of the event, the Technical Coordinator will assign a specific time to each of the vehicles belonging to the exhibitors participating in the event for loading and unloading maneuvers.

23.4. No one under the age of eighteen is permitted in the halls during the moving-in period. No smoking is permitted in any of the venue's halls.

23.5. Access will not be permitted to any type of load (boxes, packages, furniture, equipment, etc.) through any other door which is not the one assigned for this purpose nor during the schedule for the exhibition.

23.6. During mounting and dismounting, all personnel should have their assembly ID, the badge in a visible place plus the necessary safety equipment and also their insurance cover certificate.

23.7. Unloading procedures: Immediately after placing the vehicle in the maneuvering zone, the personnel in charge of mounting will proceed with the unloading, placing the material on the indicated place so that after the vehicle leaves, they can transport the material inside WTC, CDMX. Under no circumstances will the vehicles be permitted to stay in the maneuvering zone if there are no personnel unloading or the security personnel assigned to the event. If this happens, a customary fine will be applied according to the time the vehicles remain parked in the zone.

23.8. WTC, CDMX nor C.O. will not be responsible for loss of objects left inside or outside the vehicles parked in the maneuvering zone, nor for damages to the vehicles caused by collisions, fire, natural phenomenon, earthquakes, hurricanes or any other kind of cause, natural disaster or similar events.

23.9. Vehicles will not be permitted access to the exhibition areas for loading and unloading unless previously authorized by WTC, CDMX. Vehicles will not be permitted to remain parked in the exhibition areas under any circumstance. The only vehicles which are permitted to remain are those which form an integral part of the exhibition and in this case the tanks must be empty except for the reserve fuel and the engine cannot be turned on inside the premises. Internal combustion systems which form a part of the exhibition cannot be turned on.

23.10. Vehicles for hoisting cargos or power plants destined to be used in maneuvers or operations inside the premises must be authorized by WTC, CDMX and must observe the following: that they use pneumatic tires, that their engines are in good working order and that they do not have oil leaks or of any other type of liquid. In case they need to be filled up with fuel, this must be done in the maneuvering zone.

23.11. During mounting and dismounting maneuvers, smoking is forbidden inside the premises, consumption of alcoholic beverages of any kind and access to minors in the maneuvering areas, except in the rest areas designated by the organizer inside the allotted space.

23.12. When materials, merchandise and any other product or equipment is moved, maximum care must be taken to protect the flooring of WTC, CDMX and avoid dragging or pulling articles that might affect or cause damage to the floor.

23.13. During loading and unloading maneuvers, it is forbidden to block in any way the loading gates, as well as all the emergency exits, this includes boxes, merchandise, material or any other product or equipment.

23.14. Motor vehicles: Vehicles must not be driven into the halls. All internal transport - lifting work and fork lift work - within the exhibition area is dealt with by our own transport department, WTC, CDMX Transport.

It is forbidden to allow engines to idle inside and outside the halls

23.15. IMPORTANT: We remind you that you must get in touch with the Technical Coordinator to be assigned with an specific mounting hour and about the access of vehicles and machinery.

23.16. Disassembly: Exhibitors are obliged to take away their products, to disassemble and remove their stands and to return the place, in the same conditions it was received, established between Friday 7 at 20 hs and Saturday April 8 at 12 hs. The stands cannot be disassembled before the end of the time stotted for the exhibition, otherwise penalties will be enforced by the O.C. Exhibitors are not allowed to make any type of repair.

24 Stands Construction

24.1. Exhibitors are responsible for all rented equipment during the exhibition period.

24.2. Exhibitors/stand builders must have valid liability insurance.

24.3. Children under 18 years are not allowed on the exhibition premises during the moving-in and moving-out periods, even when accompanied by an adult.

24.4. The law states that smoking is not allowed on the premises.

24.5. The floor resistance in the exhibition areas is 1.5 tons/square meter. Heavy machinery or equipment must be supported by rubber cushions or any other similar material that can absorb the weight and protect the floors. **This must be authorized by the Technical Coordinator of WTC, CDMX by sending the information regarding weight, dimensions, center of support, etc.**

24.6. It is strictly forbidden to place cables, electrical wiring or others which can be considered a source of danger in hallways and common areas, both on the floor and above.

24.7. Inside the premises of WTC, CDMX, it is not permitted to do blacksmith jobs, use saws, air guns, sprays, etc. as well as any other products than can damage the environment. The time designated for mounting and dismounting is not to be used to construct stands or decorations completely inside the premises. Therefore, this time must be used and limited to making the appropriate adjustments to the parts that have already been constructed and assembled.

24.8. The exhibitor and his/her supplier are responsible for removing any marks or residue left on the floor because of the materials used for mounting the exhibition or for any other reason. If the use of special liquids is required, these must not leave traces.

24.9. Rugs and carpeting can only be fixed to the floor by using tape that is self-adhesive on both sides. It is forbidden to use glue or any other material directly on the floors, painted surfaces, signs or glass forming part of the buildings. Any material placed and not removed by the exhibitor or supplier will be

charged to the exhibitor to cover the cost of manual labor and any material required to remove it. The amount will be calculated depending on each particular case.

24.10. It is not permitted for exhibitors to attach or hang objects from the structure of the ceiling or columns. It is forbidden to use nails, screws, glue or perforate floors, walls, columns or any other structures that form part of WTC, CDMX. In order to comply with evacuation requirements, the carpet in the aisle must be marked with a different colour along the side/s next to the edge of the stand.

24.11. The floors must not be painted or otherwise subjected to damage. **Rooms Maya 1+2 are permanently carpeted. Any damaged incurred to the carpet will be invoiced to the exhibitor.**

24.12. It is the exhibitor's responsibility to clear out the area completely. Any material, equipment or object left behind, forgotten or abandoned inside WTC, CDMX during the time periods used for mounting, event and dismantling will be retrieved from the premises. The exhibitor will have to pay for the cost of transportation and storage.

24.13. Any damages caused to the premises, as well as theft or damages to any equipment inside the exhibitor's designated area, will be the responsibility of the exhibitor who will have to cover the cost or comply with any measures that might be taken as a result of these actions.

24.14. It is solely the exhibitor's responsibility to comply strictly with these regulations. The non-fulfillment of these obligations will cause all the loading and unloading maneuvers for the event to be forbidden.

24.15. It is forbidden to use the back of the stands to store boxes, solvents, electrical material, machinery, packing materials or any other kind of flammable materials or fuel.

24.16. The stands must be placed in such a way as not to obstruct emergency exits, loading gates and fire hydrants.

24.17. If bleachers, templates or temporary structures are used, there must be a signed document issued by the director in charge of the construction taking full responsibility for the structure.

25 Fire Protection

25.1 Naked flame: Naked flame, such as with lighted candles or similar, is not allowed on WTC, CDMX's premises.

25.2 Hot work: Hot work means any procedure that involves the use of naked flame, or gives rise to sparks, or involves soldering, welding, cutting, grinding or any other work with tools that causes heating. Hot work is not permitted at WTC, CDMX even during the stand construction period without the properly completed authorization from the person in charge of permits, who determines whether hot work is feasible.

25.3 Pyrotechnics and smoke: All use of fireworks or smoke-generating machines/objects is strictly regulated at WTC, CDMX and is not allowed under any circumstances without the written permission of the Safety Manager.

Pyrotechnic goods must not be used at a public meeting or public event held indoors, without Police permission.

26 Electrical regulations and electrical connections

26.1 The electrical consumption and the connection to **110 V** are included. Additional installations of energy have an extra cost, calculated on installed capacity and not on consumption. This has to be requested and paid to WTC, CDMX. **Connection to the main supply system in the exhibition halls must be carried out by WTC, CDMX's authorized electrical contractors.**

The electrical installations required during the event will be carried out by WTC, CDMX exclusively. The installations will be from the panels in the room up to the stands or booths including electricity, manual labor and material.

IT MUST BE REQUESTED THROUGH CORRESPONDING FORM AT THE END OF THIS MANUAL IN ADVANCE. Any additional or special request for power or lighting has to be authorized by WTC, CDMX.

Please supply a drawing indicating where in the stand you wish the item to be placed. Don't forget to note down the number of your stand.

The exhibitor will be responsible for informing WTC, CDMX of their electrical requirements.

26.2 WTC, CDMX's mains electricity supply is **110 V**. All electrical power points are safety earthed. The mains electricity supply will be turned on no later than the day before an exhibition opens until one hour after closing time on the last day. If you require a supply of electricity at other times, please submit an order.

26.3 Leave a clear space of at least 1 metre in front of each junction box/distribution cabinet.

26.4 No installation work may be carried out on live equipment. In the event of damage to the electricity distribution system or any connected appliances through unauthorized connection, a claim for damages will be made against the exhibitor in question.

26.5 Lighting rails must be firmly fixed no lower than 2.2 metres above the floor and must be fitted with end covers.

26.6 Fittings and other appliances/equipment made of conductive material must always be earthed. All electrical installation work in stands must be carried out by authorized contractors exclusively of WTC.

26.7 In order to prevent excessive noise levels when installing lighting girders, rubber mallets or similar tools must be used.

26.8 In the event of a damaged or faulty electrical installation, immediately inform our Service Centre or the Hall Manager.

26.9 Please switch off all stand lights at the end of the day.

26.10 Appliances should be installed taking great care not to disturb the public nor stands nearby.

26.11 Lighting devices should not be installed on floors, or at the public's reach without protection to avoid contact with them.

26.12 Neon signs or decorations located at the public's reach should be placed behind glass or acrylic panels or any other element in order to avoid contact with the public.

26.13 Cables or wires from the stands cannot hang from the structure or columns under any circumstance. The cables must be hidden and channeled through the appropriate ductwork or adequately marked and protected under the carpeting. The wiring must be in one piece without being joined together and distribution boxes must be used. It is strictly forbidden for unauthorized personnel to climb or move about the structure. Anyone caught doing this will be sanctioned by closing down the stand.

The exhibitor should be aware that the electrical, sanitary, compressed air, voice and data supplies are delivered to the stand from the closest available registry, with the possibility of invading aisles or other stands.

26.14 WTC, CDMX reserves the right to disconnect and remove those appliances, lights, lamps, spots or other of any kind, of the stands that have not previously made its request to expand capacity. That is, with no other object than to protect facilities against unnecessary heating event for unanticipated charges and to ensure power supply to each exhibitor.

26.15 Failure to comply with the above, WTC, CDMX reserves the right to power the stand.

27 Elements supplied for Basic Assembly Stands

27.1 Basic assembly stand consist of 2,50 m high panels, carpet, exhibitors sign with exhibitor name, 1 desk, 3 chairs, 1 dustbin, 1 spotlight per 3 sqm (connection included), 1 electric socket (**110W**).

27.2 Drilling, screwing, nailing with elements of any size are forbidden. Damaged panels shall be charged to the exhibitor

27.3 The measures of the stands are always taken from axis to axis of parting walls. Although the stands are divided by panels with fixed measurements, exhibitors are advised to work in the design of the stands with safe margins as to the size of the elements and verify at work site the exact measures of the stand used.

27.4 Exhibitor's sign: uniform in size and letter type, with the exhibitor's name. Exhibitor must confirm O.C. the exact company name to be displayed.

27.5 There is a division in the aluminum panels. Each internal wall is 1 m but to paste graphics in the panels the images should be on the measurements of W 0.96 mt and H 2.41mt.



28 Time Schedule

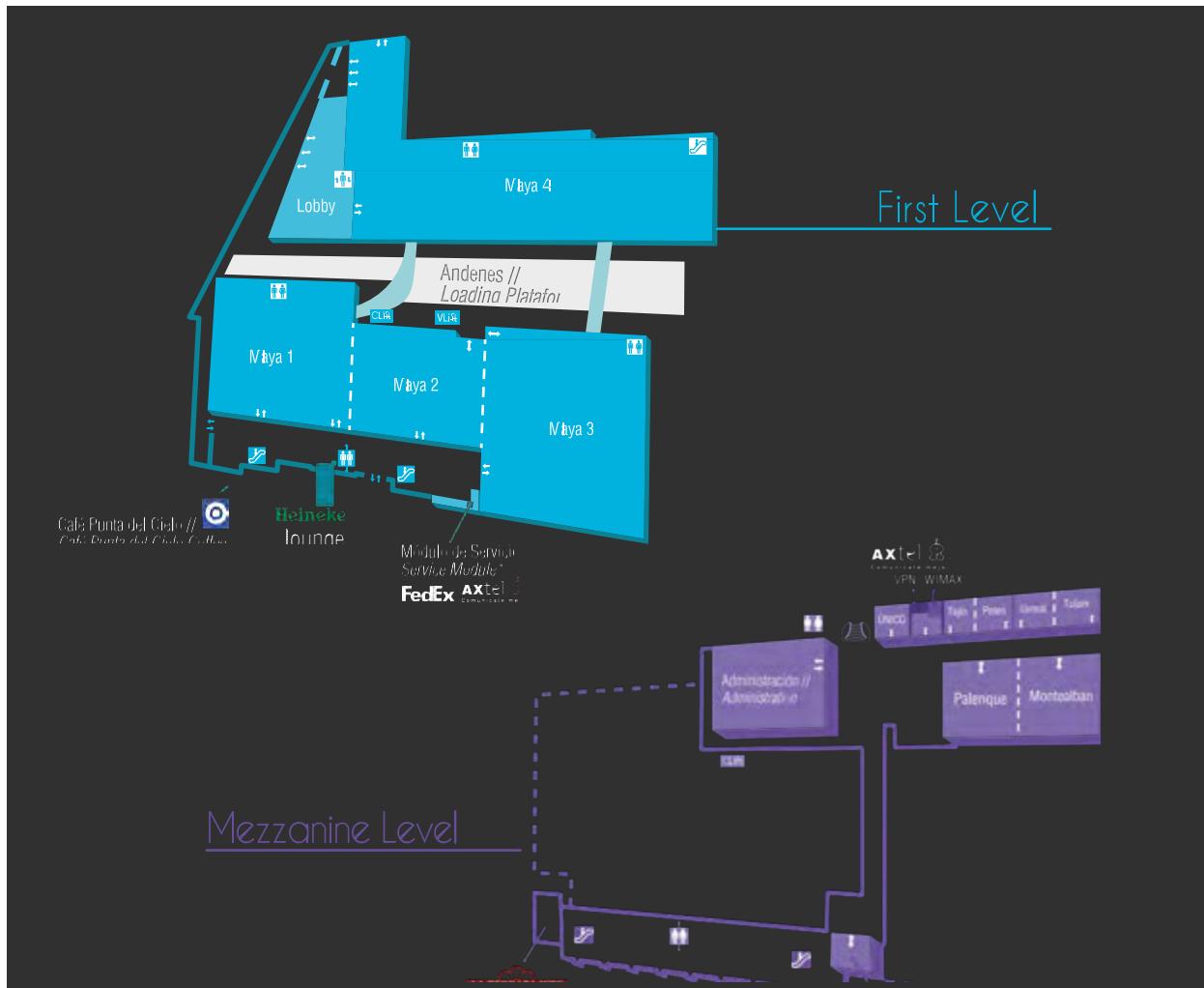
Date	Time	Description
5 of april	from 00:00 to 24:00	
6 of april	from 00:00 to 07:00	Stand Assembly
6 of april	from 09:00 to 20:00	
7 of april	from 09:00 to 20:00	Public Opening
7 of april	from 20:01 to 24:00	
8 of april	from 00:01 to 12:00	Disassembly of Stand

Web site: www.altfuelsmexico.com

The Organizing Committee of the Altfuels Mexico 2017
E-mail: info@altfuelscg.com Web: www.altfuelsmexico.com

29 WTC, CDMX

GENERAL PLAN





**FORM 13
DEADLINE:
MARCH 23, 2017
ALTFUELS 2017**



BOOTH ID SIGN

(FULL PACKAGE BOOTHS ONLY)

BOOTH No. : _____

Please input your company name as you want it to be printed on the booth ID Sign in the grid below. Please enter one letter per space. The characters used on the ID sign are in black color, Helvetica type and they will be 10 or 6 cm high, depending on the text length. Each full package booth includes the company name at no extra charge.

If this form is not received by the deadline, the ID Sign will have the company name that appears on the exhibiting company's space contract.

Any changes will result in additional charges.

BOOTH ID SIGN

Service	Price Before Deadline	Price After Deadline	Quantity	Total
Logo in one color	US\$ 40.00	US\$ 48.00		US\$
Logo in two colors	US\$ 50.00	US\$ 60.00		US\$
Logo in three colors	US\$ 60.00	US\$ 72.00		US\$

- 1.- The size will be 20 x 20 cms. approx. and it will be placed next to the company name.
- 2.- The logos will be made in vinyl. The colors will be the ones available in Mexico; therefore, the colors may not be the same as those specified. Shadows will not be available.
- 3.-Please send by fax or e-mail a clear copy of your logo, specifying the colors.
- 4.- No requests will be accepted without payment and after the deadline.

SPECIAL SERVICES :

IF YOU NEED SPECIAL TEXT, VINYL GRAPHICS, DECALS, LOGOS OR VINYL BANNERS, PLEASE SEND YOUR CD WITH FILES IN EPS FORMAT AND EXPORT ALL TEXT AS CURVES. PRICE TO BE QUOTED SEPARATELY.

ALL PAYMENTS BY WIRE TRANSFER MUST ADD UD\$40.00 (U.S. DOLLARS) FOR TOTAL AMOUNT IF YOU WANT TO AVOID THIS, PLEASE USE THE CREDIT CARD PAYMENT FORM.

COMPANY : CODIEXPO, S.A. DE C.V.

BANK : BBVA BANCOMER

ACCOUNT NUMBER : 01 21 80 00 17 20 52 08 32

SWIFT NUMBER : BCMRMXMM

ABA : 12 20 35 487

IMPORTANT : PLEASE SEND A COPY OF YOUR PAYMENT BY E-MAIL OR FAX.

AUTHORIZED BY :

AUTHORIZED BY: _____
COMPANY: _____

COMPANY : _____
ADDRESS : _____

ADDRESS : _____

CITY/STATE: _____ ZIP CODE: _____ COUNTRY: _____

ZIP CODE: _____ COUNTRY: _____
PHONE: _____ E-MAIL: _____

Mexico's Office Address: Isidro Fabela 91, 2^o, Coyoacán, México, D.F. 14000

MAIL TO:
GRUPO SCH EXPOSICIONES
AP # 383 P.O. BOX 60326
HOUSTON, TX. 77205 USA
Phone: (52-55) 2163-5940
Fax: (52-55) 2163-5938
Irico@gposch.com
www.gposch.com

**exposiciones**

FORM 14
DEADLINE:
MARCH 23, 2017
ALTFUELS 2017

**FURNITURE RENTAL**

THIS FORM MUST BE ACCOMPANIED WITH FULL PAYMENT, OTHERWISE THE ORDER WILL NOT BE ACKNOWLEDGED

BOOTH No: _____

FORMS RECEIVED DURING BUILD-UP WILL BE PROVIDED UPON AVAILABILITY	BEFORE DEADLINE	AFTER DEADLINE	QUANTITY	TOTAL
CARPET: PER SQUARE METER RED () BLUE () GREY ()	US\$ 6.00	US\$ 8.00		US\$
MODULAR WHITE WALL (40" LINEAL X 99" H.)	US\$ 25.00	US\$ 30.00		US\$
MODULAR WHITE WALL (40" LINEAL X 40" H.)	US\$ 20.00	US\$ 25.00		US\$
MODULAR WHITE WALL (40" LINEAL X 140" H.)	US\$ 60.00	US\$ 70.00		US\$
HALF WALL & HALF GLASS (40" LINEAL X 99" H.)	US\$ 70.00	US\$ 85.00		US\$
FULL PLEXIGLASS WALL (40" LINEAL X 99" H.)	US\$ 115.00	US\$ 140.00		US\$
LOCKING MODULAR DOOR	US\$ 115.00	US\$ 140.00		US\$
FASCIA BOARD: EACH LINEAL METER (12" H.)	US\$ 15.00	US\$ 20.00		US\$
EXHIBITOR'S NAME GLUED TO FASCIA BOARD	US\$ 30.00	US\$ 35.00		US\$
2. BAR STOOL WHITE 29" H	US\$ 10.00	US\$ 15.00		US\$
6. BLACK CHAIR	US\$ 15.00	US\$ 20.00		US\$
10. VERSALLES HONEY EASYCHAIR 21" W x 22" D x 32" H	US\$ 50.00	US\$ 60.00		US\$
15. BLACK BAR STOOL	US\$ 55.00	US\$ 65.00		US\$
18. FOOTSTOOL 16" W x 16" D x 17" H CHOCOLATE () WHITE ()	US\$ 35.00	US\$ 45.00		US\$
20. LOUNGE CHAIR 21" W x 25" D x 28" H BLACK () WHITE ()	US\$ 55.00	US\$ 65.00		US\$
26. DESK WHITE ENAMEL 24" W x 47" L x 30" H	US\$ 40.00	US\$ 50.00		US\$
27. "C" SHAPE LARGE TABLE WHITE ENAMEL 24" W x 40" L x 30" H	US\$ 55.00	US\$ 65.00		US\$
28. "C" SHAPE SMALL TABLE WHITE ENAMEL 24" W x 26" L x 16" H	US\$ 30.00	US\$ 35.00		US\$
29. SCH ROUND TABLE BLACK MELAMINE DIAMETER 36" x 30" H	US\$ 75.00	US\$ 90.00		US\$
30. SCH ROUND TABLE WHITE MELAMINE DIAMETER 36" x 30" H	US\$ 65.00	US\$ 80.00		US\$
32. BANQUET TYPE TABLE NO / CLOTH 24" W x 72" L x 30" H	US\$ 30.00	US\$ 35.00		US\$
33. BANQUET TYPE TABLE WITH CLOTH 24" W x 72" L x 30" H	US\$ 60.00	US\$ 70.00		US\$
35. BLACK BAR TABLE 40" H	US\$ 70.00	US\$ 85.00		US\$
37. COUNTER WHITE ENAMEL 20" W x 40" L x 40" H	US\$ 70.00	US\$ 85.00		US\$
38. COUNTER WHITE ENAMEL WITH DOOR 20" W x 40" L x 40" H	US\$ 85.00	US\$ 100.00		US\$
39. SMALL LOCKING CABINET WHITE ENAMEL 16" W x 47" L x 21" H	US\$ 20.00	US\$ 25.00		US\$
40. LARGE LOCKING CABINET WHITE ENAMEL 24" W x 47" L x 30" H	US\$ 45.00	US\$ 55.00		US\$
46. MINIBAR REFRIGERATOR 19" W x 20" L x 35" H	US\$ 100.00	US\$ 120.00		US\$
50. WASTEBASKET WHITE 12" W x 12" L x 12" H.	US\$ 5.00	US\$ 6.00		US\$
52. SMALL CUBE WHITE MELAMINE 24" W x 24" L x 12" H	US\$ 20.00	US\$ 25.00		US\$
53. LARGE CUBE WHITE MELAMINE 24" W x 24" L x 24" H	US\$ 30.00	US\$ 35.00		US\$
57. PEDESTAL WHITE MELAMINE 16" W x 16" L x 16" H	US\$ 35.00	US\$ 40.00		US\$
59. METAL BOOK RACK 36" W x 83" H. 5 SHELVES	US\$ 50.00	US\$ 60.00		US\$
61. PEGBOARD WITH 32" W x 71" H	US\$ 30.00	US\$ 35.00		US\$
62. WIRE GRID 32" W x 71" H	US\$ 10.00	US\$ 15.00		US\$
63. SHELVES SET OF 3 SCH 10" W x 40" L FOR SCH WALLS ONLY	US\$ 30.00	US\$ 35.00		US\$
64. CHROME METAL RACK WITH 5 SHELVES 16" W x 36" x 72" H.	US\$ 65.00	US\$ 78.00		US\$
65. SLOT PANEL 47" H.	US\$ 65.00	US\$ 78.00		US\$
67. STANDING COAT HANGER WHITE ENAMEL 73" H.	US\$ 35.00	US\$ 40.00		US\$
70. METAL STANCHION WITH BELT 80" L x 42" H	US\$ 15.00	US\$ 20.00		US\$
71. METAL STANCHION WITH WHITE CHAIN 42" H	US\$ 10.00	US\$ 15.00		US\$
74. POT WITH GREEN PLANT	US\$ 30.00	US\$ 35.00		US\$
A. HIGH SHOWCASE 20" W x 40" L x 99" H	US\$ 540.00	US\$ 650.00		US\$
B. LOW SHOWCASE 20" W x 40" L x 40" H	US\$ 350.00	US\$ 420.00		US\$
			TOTAL	US\$

COMPANY: CODIEXPO, S.A. DE C.V. / BANK: BBVA BANCOMER

ACCOUNT NUMBER: 01 21 80 00 17 20 52 08 32 / SWIFT NUMBER: BCMRMXMM / ABA: 12 20 35 487

PLEASE SEND A COPY OF YOUR PAYMENT BY E-MAIL.

AUTHORIZED BY: _____

COMPANY: _____

ADRESS: _____

CITY/STATE: _____

ZIP CODE: _____ COUNTRY: _____

PHONE: _____ E-MAIL: _____

Mexico's Office Address: José Ma. Castorena 91 – 2°–Cuajimalpa-México, D.F. 05000

MAIL TO:

GRUPO SCH EXPOSICIONES

AP # 383 P.O. Box 60326

Houston, TX. 77205-0326 USA

Phone: (52-55) 2163-5940

Fax: (52-55) 2163-5938

Irico@gposch.com

www.gposch.com

SET UP AND DISMANTLING LABOR SERVICE

THIS FORM MUST BE ACCOMPANIED WITH FULL PAYMENT; OTHERWISE, THE ORDER WILL NOT BE ACKNOWLEDGED

BOOTH No. : _____

NO FORMS WILL BE RECEIVED DURING BUILD-UP.

THE SERVICE IS FOR EXHIBITORS WHO NEED LABOR DURING THE SHOW TO SET UP, DECORATE OR DISMANTLE THEIR BOOTH

CONDITIONS :

- EACH EXHIBITOR HAS TO BE IN THE BOOTH DURING WORKING HOURS AND IS RESPONSIBLE FOR GIVING INSTRUCTIONS TO THE WORKER, AND IF SPECIAL TOOLS ARE REQUIRED, EXHIBITOR HAS TO PROVIDE THEM.
- THE PERSONNEL DO NOT SPEAK ENGLISH.
- SCHEDULE: MONDAY TO SUNDAY FROM 8:00 A.M. TO 5:00 P.M. ANY OTHER SCHEDULE WILL BE CONSIDERED AS OVER-TIME. NO WORK WILL BE DONE AFTER 9:00 P.M.

RATE "A" STRAIGHT TIME	RATE "B" OVER TIME
US\$ 25.00 PER HOUR / PER PERSON BEFORE DEADLINE	US\$ 50.00 PER HOUR / PER PERSON BEFORE DEADLINE
US\$ 30.00 PER HOUR / PER PERSON AFTER DEADLINE	US\$ 60.00 PER HOUR / PER PERSON AFTER DEADLINE

ONE-HOUR MINIMUM PER PERSON.

BUILD - UP	DATE(S)_____					
ESTIMATED HOURS	X No. WORKERS	=	TOTAL HOURS	X RATE A or B	=	TOTAL AMOUNT
DISMANTLING DATE(S)_____						
ESTIMATED HOURS	X No. WORKERS	=	TOTAL HOURS	X RATE A or B	=	TOTAL AMOUNT

- EXHIBITOR MUST CHECK IN AT GRUPO SCH EXPOSICIONES SERVICE DESK TO OPEN A VOUCHER AND AGREE ON A TIME TO START LABOR, DEPENDING ON AVAILABLE PERSONNEL.
- ONCE THE SERVICE IS DONE, THE EXHIBITOR WILL RETURN TO THE SERVICE DESK TO ARRANGE FINAL SETTLEMENT. IF DISMANTLING IS NEEDED, YOU WILL BE CHARGED THE SAME PRICE AS INSTALLATION.

IMPORTANT: GRUPO SCH EXPOSICIONES WILL ESTIMATE TIME & PERSONNEL REQUIRED FOR EACH WORK ORDER.

**ALL PAYMENTS BY WIRE TRANSFER MUST ADD UD\$40.00 (U.S. DOLLARS) FOR TOTAL AMOUNT
IF YOU WANT TO AVOID THIS, PLEASE USE THE CREDIT CARD PAYMENT FORM.**

COMPANY : CODIEXPO, S.A. DE C.V.

BANK TRANSFER : PLEASE CONTACT US.

AUTHORIZED BY : _____

COMPANY : _____

ADDRESS : _____

CITY/STATE : _____

ZIP CODE : _____ COUNTRY : _____

PHONE : _____ FAX : _____

Mexico's Office Address: José Ma. Castorena 91 – Cuajimalpa-México, D.F. 05000

MAIL TO:
GRUPO SCH EXPOSICIONES
AP # 383 P.O. BOX 60326
HOUSTON, TX. 77205-0326 USA
Phone: (52-55) 2163-5940
Fax: (52-55) 2163-5938
Irico@gposch.com
www.gposch.com

CREDIT CARD PAYMENT FORM

BOOTH No. : _____

YOU MUST SUBMIT THE ORIGINAL OF THIS FORM SIGNED TO GRUPO SCH EXPOSICIONES SERVICE DESK DURING THE SHOW.

AMERICAN EXPRESS

VISA

MASTER CARD

CREDIT CARD NUMBER.: _____

CARDHOLDER'S NAME : _____

AMERICAN EXPRESS CODE NUMBER (4 DIGIT) : _____

VISA O MASTERCARD CODE NUMBER (3 DIGIT) : _____

VALID THRU : _____ MEMBER SINCE : _____

ADDRESS : _____ CITY : _____

STATE : _____ COUNTRY : _____ PHONE: _____ FAX : _____

PLACE AND DATE : _____

CARDHOLDER'S SIGNATURE

"BY MEANS OF THIS PROMISSORY NOTE, I PROMISE TO PAY UNCONDITIONALLY TO THE ORDER OF THE ISSUED BANK OF THE CREDIT CARD DESCRIBED HEREIN, THE AMOUNT OF THIS DOCUMENT, THIS PROMISSORY NOTE DERIVES FROM THE CREDIT AGREEMENT EXECUTED BY THE ISSUER BANK AND THE CARDHOLDER AND REPRESENTS THE WITHDRAWN OF THE CREDIT GRANTED THAT THE UNDERSIGNED MAKES. THE PAYMENT OF THE AMOUNT WITHDRAWN, AS WELL AS THE RELEVANT ACCRUED INTEREST SHALL BE DETERMINED AND COMPUTED IN THE TERMS AND CONDITIONS OF SAID AGREEMENT". THIS PROMISSORY NOTE IS MADE AND DELIVERED IN MEXICO CITY _____ THIS PROMISSORY NOTE IS NEGOTIABLE ONLY WITH CREDIT INSTITUTIONS.

PLEASE INDICATE THE TOTAL AMOUNT FOR EACH SERVICES REQUIRED. ALL SERVICES WILL BE CHARGED TO THE CREDIT CARD SPECIFIED ABOVE.

BOOTH LOGO US\$ _____

AUDIOVISUAL US\$ _____

FURNITURE US\$ _____

LABOR US\$ _____

PRE-DESIGN US\$ _____

T O T A L US\$ _____

FOR PAYMENT USE FORM 12 "CREDIT CARD PAYMENT FORM" OR WIRE TRANSFER TO :

COMPANY : CODIEXPO, SA DE CV

BANK : BBVA BANCOMER

ACCOUNT NUMBER : 01 21 80 00 17 20 52 08 32

SWIFT NUMBER : BCMRMXMM

ABA : 12 20 35 487

**ALL PAYMENTS BY WIRE TRANSFER MUST ADD UD\$40.00 (U.S. DOLLARS) FOR TOTAL AMOUNT
IF YOU WANT TO AVOID THIS, PLEASE USE THE CREDIT CARD PAYMENT FORM.**

IMPORTANT: PLEASE SEND A COPY OF YOUR PAYMENT BY E-MAIL OR FAX

AUTHORIZED BY : _____

COMPANY : _____

ADDRESS : _____

CITY/STATE : _____

ZIP CODE : _____ COUNTRY : _____

PHONE : _____ E-MAIL : _____

Mexico's Office Address: José Ma. Castorena 91 – 2º–Cuajimalpa-México, D.F. 05000

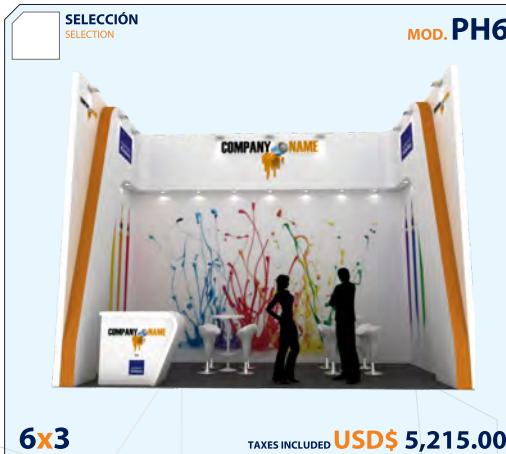
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lrico@gposch.com
www.gposch.com

[STANDS A MONTAR EN LOS PRINCIPALES RECINTOS DEL DISTRITO FEDERAL]
[ASSEMBLY OF STANDS IN THE MAIN CONVENTION CENTERS IN MEXICO CITY]

EMPRESA:
COMPANY
CONTACTO:
CONTACT NAME
DIRECCIÓN:
ADDRESS
ESTADO:
STATE
C.P.:
Z.P.

STAND:
BOOTH
TELÉFONO:
TELEPHONE
PAÍS:
COUNTRY

CIUDAD:
CITY
R.F.C.:
TIN



No procederá ninguna solicitud, sin el comprobante del 100% del pago.
Orders will not be accepted, without an 100% payment.

Para más información y pagos, favor de comunicarse al Tel.: [55] 21 63 59 40.
For more information & payments, please contact Tel.: +52 (55) 2163 5940.

*PH: Stands prediseñados, híbridos entre carpintería y sistema con lona impresa.

*PH: Pre-designed booths, hybrid design, using Wood, aluminium system and printed canvas.

La fecha límite para contratación de cualquier stand, será en el mes de septiembre de 2016.
Hiring deadline, will be september 2016.

Favor de solicitar opciones de mobiliario y accesorios: Mostradores, mesas, escritorios, sillas, sillones, bancos, vitrinas, fregaderos con tarja y accesorios.

Please, request choice of furniture and accessories: Counters, tables, desktops, chairs, armchairs, bar chairs, showcases, sinks and accessories.

Para impresión de gráficos, se requieren archivos en formatos: .EPS o PDF al tamaño y 150 DPI de resolución mínima.
For graphics printing: real size .EPS or .PDF files with 150 DPI's minimum resolution are required.

No se incluye diseño gráfico.

Graphic design is not included.

[STANDS A MONTAR EN LOS PRINCIPALES RECINTOS DEL DISTRITO FEDERAL]
[ASSEMBLY OF STANDS IN THE MAIN CONVENTION CENTERS IN MEXICO CITY]

EMPRESA:
COMPANY

CONTACTO:
CONTACT NAME

DIRECCIÓN:
ADDRESS

ESTADO:
STATE

C.P.:
Z.P.

CIUDAD:
CITY

R.F.C.:
TIN

STAND:
BOOTH

TELÉFONO:
TELEPHONE

PAÍS:
COUNTRY



No procederá ninguna solicitud, sin el comprobante del 100% del pago.
Orders will not be accepted, without an 100% payment.

Para más información y pagos, favor de comunicarse al Tel.: [55] 21 63 59 40.
For more information & payments, please contact Tel.: +52 (55) 2163 5940.

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For graphics printing, real size .EPS or .PDF les with 150 DPI's minimum resolution are required.

No se incluye diseño gráfico.
Graphic design is not included.

SOLICITUD DE SERVICIOS ELÉCTRICOS

ELECTRICAL SERVICE ORDER FORM

Mayas • Mexicas



Servicio adicional exclusivo Exclusive additional Service • La fecha límite "Precio Anticipado" Deadline for advance price: 20 días antes del primer día del montaje del evento 20 days before the first day of the event set up • Favor de enviar esta forma completa junto con el pago correspondiente a: Please complete this form and mail it with the corresponding payment to: **Karina Valle**, kvalle@exposwtc.com, Tel. 9000-9189.

HIR EXPO INTERNACIONAL, S.A. DE C.V. Filadelfia s/n esq. Dakota Col. Nápoles México, D.F. 03810

LA FACTURA ES ELECTRÓNICA Y SE ENVIARÁ AL CORREO INDICADO EN ESTA SOLICITUD

EVENTO • SHOW:	STAND • BOOTH:	SALÓN • HALL:
COMPAÑIA • COMPANY:	RFC:	
DIRECCIÓN • ADDRESS:	FECHA • DATE:	
COLONIA • COLONY:	CIUDAD • CITY:	
ESTADO • STATE:	CP • ZIP:	PAÍS • COUNTRY:
NOMBRE • NAME:	PUESTO • TITLE:	
FIRMA • SIGNATURE:	TEL:	E MAIL:

CANTIDAD QTY	SERVICIO SERVICE	PRECIO ANTICIPADO IN ADVANCED PRICE	PRECIO EN SITIO ON SITE PRICE	DERECHO DE CONEXIÓN ELECTRICAL CONNECTION RIGHT	SUBTOTAL (PRECIOS EN PESOS) SUBTOTAL (PRICES ON PESOS)
	Contacto Doble 1000W, 127+/- V 15 amp Doble Outlet	\$380.00	\$438.00		
	Contacto Doble 2000W, 127+/- V 30 amp Doble Outlet	\$760.00	\$876.00		
	Contacto Doble 220V • Doble Outlet 220V	\$496.00	\$566.00		
	Lámpara Slimline • Slimline Lamp	\$380.00	\$438.00		
	Lámpara Spot • Spot Lamp	\$380.00	\$438.00		
	Lámpara HQI • HQI Lamp	\$2,117.00	\$2,117.10		
	Toma de Energía 10kw 3x30 • Breaker	\$2,513.00	\$2,900.00		
	Toma de Energía 20kw 3x60 • Breaker	\$3,487.00	\$4,008.00		
	Toma de Energía 30kw 3x100 • Breaker	\$5,231.00	\$6,004.00	+\$2,084.00	
	Toma de Energía 40kw 3x200 • Breaker	\$11,023.00	\$12,677.00	+\$2,543.00	
NO APlica NOT APPLICABLE					
Subtotal					
+16% I.V.A					
Total					

FECHA LIMITE PRECIO ANTICIPADO • DEADLINE FOR ADVANCE PRICE:

20 DÍAS ANTES DEL PRIMER DÍA MONTAJE DEL EVENTO • 20 DAYS BEFORE THE FIRST DAY OF THE EVENT SET UP

*EN EL CASO DE NO CONTAR CON SU RFC 5 DÍAS MÁXIMO POSTERIOR AL PAGO, SU MONTO SE FACTURARÁ A PÚBLICO EN GENERAL SIN OPCIÓN A SER RE FACTURADO.

REGLAS Y CONDICIONES

- Los servicios eléctricos incluyen materiales, instalación y desmontaje.
- No incluyen ningún tipo de conexión a otros equipos.
- Para estos servicios se proveerá la energía eléctrica una vez que el Comité Organizador de la instrucción al WTC.
- El equipo que HIR Expo instala se proporciona en renta exclusivamente y es propiedad de sus contratistas.
- Cualquier cancelación deberá realizarse por escrito y por lo menos 30 días antes del primer día de evento.
- HIR Expo no se hace responsable por fluctuaciones de voltaje o fallas de poder ajenas a sus instalaciones.
- Se recomienda el uso de reguladores de voltaje en equipos eléctricos, HIR Expo no será responsable por ningún daño ocasionado a los equipos, información almacenada en computadoras y / o lesiones causadas a personal no autorizado.
- Los expositores que utilicen estos equipos sin haberlos contratado, pagarán 2.5 veces su precio en sitio y serán responsables por los daños ocasionados.
- El expositor es responsable por daños y pérdidas ocasionados al equipo, durante el uso en el evento.
- Si los servicios requieren de una ubicación especial, indíquela en un croquis y envíelo junto con esta solicitud.
- Una vez instalado el servicio, cualquier cambio de ubicación tendrá un cargo extra del 50%.
- Las formas pago ya sea vía transferencia o depósito son tomadas en cuenta siempre y cuando sea realizado máximo 4 días antes del montaje, de lo contrario se hará en sitio ya sea en efectivo, tarjeta de débito, tarjeta de crédito y/o tarjeta de servicios.
- PRECIOS VIGENTES AL 2017. SUJETOS A CAMBIO SIN PREVIO AVISO.**

RULES AND CONDITIONS

- The electrical services include materials, installation and dismantle.
- It does not include machine hook up.
- For these services, electrical energy is provided once approved by the Organizing Committee.
- The rented equipment is exclusive property of HIR Expo Suppliers.
- Cancellations must be received, in writing at least 30 days before the opening days.
- HIR Expo is not liable for voltage fluctuation or power failure due to temporary conditions.
- You should install no-break equipment for your computers; HIR Expo will not be liable for any damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by persons other than HIR Expo electricians.
- The exhibitors, who use these services without a contract, will pay 2.5 times the corresponding on site prices and will be responsible for any damage on the installation.
- Exhibitor is responsible for any damage or stolen equipment during the show.
- If a special location for the contracted services is required, you should indicate it on a grid and send it together with this order form.
- Services paid through a deposit or transfer has to be 4 days before the event otherwise you have to make the payment on site.
- Once the services have been installed, any location change will cost an extra 50%.
- PRICES VALID ONLY FOR 2017. SUBJECT TO CHANGE NO PREVIOUS NOTICE

*SE COBRARÁ 3% DE COMISIÓN (MÁS IVA) A TODO PAGO CON TARJETA DE CRÉDITO, ESTE IMPORTE SE FACTURARÁ CON EL CONCEPTO DE COMISIÓN FINANCIERA.

DATOS BANCARIOS PARA PAGO (PESOS) • BANK DETAILS (MEXICAN PESOS)

TRANSFERENCIA: 002180650266665670
SUCURSAL: 6502
DÉPÓSITO: 6502-6666567
BANCO: BANAMEX

HIR EXPO INTERNACIONAL SA DE CV

BANK DETAILS (US DOLLAR)

CUENTA: 00107198965
CLABE: 044180001071989653
ABA: 021000021
SWIFT: MBCOMMXX
MONEDA: DOLARES

SOLICITUD DE SERVICIOS ELÉCTRICOS

ELECTRICAL SERVICE ORDER FORM

Mayas • Mexicas



PLANO DE UBICACIÓN FLOOR PLAN

EVENTO • SHOW:	FECHA DEL EVENTO • SHOW DATES:
NOMBRE DEL STAND • BOOTH NAME:	NO. STAND:
NOMBRE DE LA EMPRESA • COMPANY NAME:	

Favor de indicar claramente la localización del servicio a instalar
Please indicate clearly the location for installing the service inside your booth

PARTE TRASERA
REAR STAND

LADO IZQUIERDO
LEFT STAND

STAND
BOOTH

LADO DERECHO
RIGHT STAND

PARTE DELANTERA
FRONT STAND

COMENTARIOS • COMMENTS

SERVICIO • SERVICE ABRV

Contacto 1000 watts • Doble Outlet

D1

Contacto 2000 watts • Doble Outlet

D2

Contacto 220V • Double Outlet 220V

220

Slimline • Slimline Lamp

SL

Spot • Spot Lamp

SP

Lámpara HQI • HQI Lamp

HQI

Toma de Energía 10kw 3x30 amp. • Breaker

T10

Toma de Energía 10kw 3x60 amp. • Breaker

T20

Toma de Energía 10kw 3x100 amp. • Breaker

T30

Toma de Energía 10kw 3x200 amp. • Breaker

T40

MARQUE EN EL "PLANO DEL STAND" CON LA ABBREVIATURA
INDICATE THE SERVICE YOU ARE HIRING WITH ABBREVIATION

SOLICITUD DE SERVICIO DE LIMPIEZA DE STANDS

BOOTH CLEANING SERVICE ORDER FORM



Servicio adicional exclusivo Exclusive additional Service • La fecha límite (DESCUENTO) 20 días antes del evento • Favor de enviar esta forma completa junto con el pago correspondiente a: Please complete this form and mail it with the corresponding payment to: **HIR EXPO INTERNACIONAL, S.A. DE C.V.** Filadelfia s/n esq. Dakota Col. Nápoles México, D.F. 03810 Tel: 9000 9131 modulodeservicios@exposwfc.com

LA FACTURA ES ELECTRÓNICA Y SE ENVIARÁ AL CORREO INDICADO EN ESTA SOLICITUD

EVENTO • SHOW:	STAND • STAND:	SALÓN • HALL:
COMPANY • COMPANY:		RFC:
DIRECCIÓN • ADDRESS:		FECHA • DATE:
COLONIA • COLONY:	CIUDAD • CITY:	
ESTADO • STATE:	CP • ZIP:	PAÍS • COUNTRY:
NOMBRE • NAME:	PUESTO • TITLE:	
FIRMA • SIGNATURE:	TEL:	E MAIL:

PRECIO LIMPIEZA M ² POR DÍA CLEANING PRICE PER M ² PER DAY	ÁREA TOTAL EN M ² TOTAL AREA M ²	TOTAL DE DÍAS TOTAL DAYS	SUBTOTAL (PRECIOS EN PESOS) SUBTOTAL (PRICES ON PESOS)
\$34.00 pesos			
-20% DESCUENTO SOLO SI SU PAGO SE RECIBE ANTES DE LA FECHA LÍMITE SOLO APlica 20 DÍAS ANTES DEL PRIMER DÍA DE MONTAJE -20% DISCOUNT IF THE PAYMENT IS RECEIVED BEFORE THE DEADLINE ONLY IF YOU PAY 20 DAYS BEFORE 1ST DAY START THE SHOW		Subtotal +16% I.V.A Total	
FECHA DE INICIO • STARTING ON:			
FECHA DE CORTE • FINISHING ON:			

*EN EL CASO DE NO CONTAR CON SU RFC 5 DÍAS MÁXIMO POSTERIOR AL PAGO, SU MONTO SE FACTURARÁ A PÚBLICO EN GENERAL SIN OPCIÓN A SER RE FACTURADO.

REGLAS Y CONDICIONES

- El servicio de limpieza individual incluye suministros y mano de obra de aspirado del stand y limpieza de botes de basura.
- El servicio no incluye limpieza de equipos, maquinaria, muebles o displays.
- HIR no es responsable por pérdidas de objetos en los stands.
- Las solicitudes deben ser acompañadas del pago correspondiente sin excepción.
- SI PAGA CON CHEQUE DEBERÁ SER A NOMBRE DE: "HIR EXPO INTERNACIONAL, S.A. DE C.V." tomando en cuenta que se recibirán máximo 3 días antes de que inicie el montaje de su evento.
- Si requiere facturación, sólo se facturará si el cliente nos comparte una copia de su CÉDULA DE RFC CON DOMICILIO FISCAL ACTUALIZADO.
- El cliente es responsable por daños y pérdidas ocasionadas al equipo durante su uso en el evento.
- Una vez pagada esta forma no se permiten cambios ni cancelaciones.
- ESTA FORMA NO SERÁ TOMADA EN CUENTA SI NO ES RECIBIDA CON EL PAGO TOTAL. ENTRES AL 2017. SUJETOS A CAMBIO SIN PREVIO AVISO.

RULES AND CONDITIONS

- Individual booth cleaning service includes cleaning supplies and labor for vacuuming and emptying of trash cans.
- The service does not include equipment, machinery, furniture or displays cleaning.
- HIR is not liable for exhibit losses.
- The service form has to be accompanied with the full payment.
- CHECKS MUST BE PAYABLE TO: "HIR INTERNACIONAL, S.A. DE C.V."
- If you require an invoice, please, share us your information in digital form via e-mail.
- The customer is responsible for any damage or stolen equipment during the show.
- Upon payment this form is not subject to changes or cancellations.
- FORMS RECEIVED WITHOUT THE TOTAL PAYMENT WILL NOT BE ACKNOWLEDGED.
- PRICES VALID ONLY FOR 2017. SUBJECT TO CHANGE NO PREVIOUS NOTICE.

*SE COBRARÁ 3% DE COMISIÓN (MÁS IVA) A TODO PAGO CON TARJETA DE CRÉDITO, ESTE IMPORTE SE FACTURARÁ CON EL CONCEPTO DE COMISIÓN FINANCIERA.

DATOS BANCARIOS PARA PAGO (PESOS) • BANK DETAILS (MEXICAN PESOS)

TRANSFERENCIA: 002180650266665670
 SUCURSAL: 6502
 DEPÓSITO: 6502-66666567
 BANCO: BANAMEX

HIR EXPO INTERNACIONAL SA DE CV

BANK DETAILS (US DOLLAR)

CLIENTE: HIR EXPO INTERNACIONAL, S.A. DE C.V.
 BANCO: SCOTIABANK INVERLAT, S.A.
 PLAZA: 001 MÉXICO, D.F.
 SUCURSAL: 59 UNIVERSIDAD

Cuenta: 00107198965
 Clabe: 044180001071989653
 ABA: 021000021
 Swift: MBCOMXXMM
 Moneda: DOLARES

SOLICITUD DE SERVICIO PARA ACCESO A INTERNET

INTERNET SERVICE ORDER FORM



Servicio adicional exclusivo Exclusive additional Service • La fecha límite "Precio Anticipado" Deadline for advance price: 20 días antes del primer día del montaje del evento 20 days before the first day of the event set up • Favor de enviar esta forma completa junto con el pago correspondiente a: Please complete this form and mail it with the corresponding payment to: **Karina Valle**, kvalle@exposwtc.com, Tel. 9000-9189.

HIR EXPO INTERNACIONAL, S.A. DE C.V. Filadelfia s/n esq. Dakota Col. Nápoles México, D.F. 03810

EVENTO • SHOW:	STAND • BOOTH:	SALÓN • HALL:
RAZÓN SOCIAL PARA FACTURAR • TRADE NAME COMPANY:	RFC:	
DIRECCIÓN • ADDRESS:	FECHA • DATE:	
COLONIA • COLONY:	DELEGACIÓN • MUNICIO:	
ESTADO • STATE:	CP • ZIP:	PAÍS • COUNTRY:
NOMBRE • NAME:	PUESTO • TITLE:	
FIRMA • SIGNATURE:	TEL:	E MAIL:

INTERNET BROAD BAND

CANTIDAD QTY	SERVICIO SERVICE	DÍAS DAYS	PRECIO ANTICIPADO IN ADVANCE PRICE	PRECIO EN SITIO ON SITE PRICE	SUBTOTAL SUBTOTAL
Internet Broad Band 2MBPS Asimétrico/Asymmetric		1	\$853.00	\$1,004.00	
		2	\$1,656.00	\$1,808.00	
		3	\$2,512.00	\$2,713.00	
		4	\$3,216.00	\$3,517.00	
		5	\$3,316.00	\$3,618.00	
Internet Broad Band 5MBPS Asimétrico/Asymmetric		1	\$1,507.00	\$1,808.00	
		2	\$3,110.00	\$3,316.00	
		3	\$4,522.00	\$4,975.00	
		4	\$5,930.00	\$6,533.00	
		5	\$6,030.00	\$6,633.00	
Internet Broad Band 10MBPS Asimétrico/Asymmetric		1	\$2,466.00	\$2,923.00	
		2	\$4,385.00	\$5,299.00	
		3	\$7,903.00	\$9,411.00	
		4	\$14,254.00	\$16,904.00	
		5	\$14,346.00	\$16,996.00	

WI - FI 1MB		3 Horas	\$200.00	
		6 Horas	\$301.00	
		1 Día	\$361.00	\$401.00
		2 Días	\$632.00	\$703.00
		3 Días	\$904.00	\$1,004.00
		4 Días	\$1,175.00	\$1,306.00
		5 Días	\$1,356.00	\$1,507.00
		10 Días	\$2,351.00	\$2,612.00

INTERNET DEDICADO

Internet Dedicado 2MB Simétrico/Symmetric		1	\$5,156.00	\$5,728.00	
		2	\$10,002.00	\$11,113.00	
		3	\$14,848.00	\$16,498.00	
		4	\$19,591.00	\$21,768.00	
		5	\$24,489.00	\$27,210.00	
Internet Dedicado 4MB Simétrico/Symmetric		1	\$7,417.00	\$8,241.00	
		2	\$14,389.00	\$15,988.00	
		3	\$21,361.00	\$23,735.00	

SOLICITUD DE SERVICIO PARA ACCESO A INTERNET

INTERNET SERVICE ORDER FORM



CANTIDAD QTY	SERVICIO SERVICE	DÍAS DAYS	PRECIO ANTICIPADO IN ADVANCE PRICE	PRECIO EN SITIO ON SITE PRICE	SUBTOTAL SUBTOTAL
	Internet Dedicado 4MB Simétrico/Symmetric	4	\$28,185.00	\$31,317.00	
		5	\$35,232.00	\$39,147.00	
	Internet Dedicado 6MB Simétrico/Symmetric	1	\$11,760.00	\$13,066.00	
		2	\$22,813.00	\$25,349.00	
		3	\$33,867.00	\$37,631.00	
		4	\$44,686.00	\$49,652.00	
		5	\$55,858.00	\$62,065.00	
	Internet Dedicado 10MB Simétrico/Symmetric	1	\$19,901.00	\$22,113.00	
		2	\$35,733.00	\$39,703.00	
		3	\$53,374.00	\$59,304.00	
		4	\$67,848.00	\$75,387.00	
		5	\$72,371.00	\$80,413.00	

SERVICIOS ADICIONALES EN INTERNET

Venta Router Netis Mod. WF2411 • Capacidad para 4 dispositivos		\$602.00	
Venta Router TP-LINK Mod. Archer C8		\$2,968.00	
Configuración de Router		\$502.00	
Interconexión		\$904.00	
Dirección de IP adicional	1 Día	\$193.00	
	2 Días	\$387.00	
	3 Días	\$580.00	
	4 Días	\$774.00	
	5 Días	\$968.00	
FECHA LÍMITE DE PAGO: 20 DÍAS ANTES DEL PRIMER MONTAJE DEL EVENTO DEADLINE PAYMENT: 20 DAYS BEFORE THE FIRST DAY OF THE EVENT SET UP		Subtotal	
Cantidad total con letra:		+16% I.V.A	
		Total	

*EN EL CASO DE NO CONTAR CON SU RFC 5 DÍAS MÁXIMO POSTERIOR AL PAGO, SU MONTO SE FACTURARÁ A PÚBLICO EN GENERAL SIN OPCIÓN A SER RE FACTURADO.

REGLAS Y CONDICIONES

- LOS PRECIOS SON POR EVENTO Y NO INCLUYEN EL IEPS.
- PRECIOS VÁLIDOS DURANTE 2017 Y SUJETOS A CAMBIO SIN PREVIO AVISO.
- Las solicitudes deben ser acompañadas del pago correspondiente sin excepción.
- En la contratación de su servicio, no incluye ningún armado de red interna.
- Por cada servicio de acceso a Internet se requiere tarjeta de red ETHERNET con contacto RJ45 y BROWSER.
- Es responsabilidad del expositor hacer pruebas de configuración 2 HRS antes del inicio del evento.
- La activación de la (s) línea (s) de internet se entregará (n) al expositor 2 horas antes de la inauguración del evento y sólo al responsable del stand. Cuando las necesidades del expositor sean que la (s) línea (s) de internet se instalen y activen durante el montaje de su evento tendrá un costo adicional del 50% sobre el precio por día de cada línea.
- Tratándose de servicios para Comités Organizadores, no aplica dicho cargo.
- Una vez instalado el servicio, cualquier cambio de ubicación tendrá un cargo extra del 50% sobre el precio por día de cada línea.
- Una vez pagada esta forma e instalado el servicio, no se permiten cambios, cancelaciones ni saldos a favor.
- Cada clave de Internet Wi-Fi es sólo por equipo y no se podrá registrar o cambiar a otro equipo por lo que es responsabilidad del cliente en qué equipo la instalará.
- Esta cotización deberá ser pagada cuando mínimo 4 días antes del primer día del montaje, posterior, se deberá realizar el pago en Módulo de Servicios.
- El cliente y/o Comité Organizador es responsable por daños y pérdidas ocasionadas al equipo que propaga el internet durante su uso en el evento.
- Una vez pagada esta forma no se permiten cambios ni cancelaciones.
- El tiempo de respuesta para la instalación y activación de línea (s) de internet durante el evento, será de entre 30 y 120 minutos después de haber proporcionado a Axtel el formato y pago.
- Para eventos de un solo día solicitados el mismo día del evento, la instalación y activación será de entre 30 y 60 minutos después de haber proporcionado a Axtel el formato y pago.
- Las claves de internet Wi-Fi son sólo por un equipo.

RULES AND CONDITIONS

- PRICES PER EVENT. IEPS TAX NOT INCLUDING.
- VALID ONLY FOR 2017. SUBJECT TO CHANGE WITHOUT NOTICE.
- The service form has to be accompanied with the full payment.
- When hiring services does not include any armed internal network.
- For connection to internet your computer requires an ETHERNET adapter, with RJ45 connector and INTERNET BROWSER
- Exhibitor is responsible for the configuration tests, 2 HOURS before the opening show.
- Activation internet services will be provided to the exhibitor's booth responsible 2 hours before the opening day of the show. Any request during the build up days of the show will have an extra charge of 50% over daily rate per line.
- Services for Organizing Committees do not generate additional payment.
- Once the service has been installed, any relocation will have an extra charge of 50% rates per day over each line.
- When you pay, this form, you cannot cancel this service.
- The Wi-Fi password is only for one equipment.
- This quote is valid if you paid before 4 days before your mounting of your show.
- The customer or Organizing Committees is responsible for any damage or stolen equipment during the show.
- Upon payment this form is not subject to changes or cancellations.
- Internet service requested by the exhibitor during the show day will be provided among 30 and 120 minutes after to have provided to Axtel the format and payment.
- For events of a single day asked for same day of event, installation and activation will be among 30 and 60 minutes after to have provided to Axtel the full payment and format.
- The Wi-Fi password is only for one equipment.

DATOS BANCARIOS PARA PAGO (PESOS) • BANK DETAILS (MEXICAN PESOS)

CUENTA: 0127041865
SUCURSAL: 0120 SAN AGUSTÍN
PLAZA: 9850 PLAZA NUEVO LEÓN
CABLE: 072 580 001270418652
BANCO: SERVICIO PAGADO Y NÚMERO DE STAND

AXTEL S.A.B. DE C.V.

SOLICITUD DE SERVICIO DE SEGURIDAD

SECURITY SERVICE ORDER FORM



Servicio adicional exclusivo Exclusive additional Service • La fecha límite para contrataciones es de 5 días antes del montaje del evento • Favor de enviar esta forma completa junto con el pago correspondiente a: Please complete this form and mail it with the corresponding payment to:
Rodrigo Cárdenas rcardenas@exposwtc.com, Tel: 9000-9704, **Karina Valle**, kvalle@exposwtc.com, Tel. 9000-9189,
Leslie Paniagua, lpaniagua@exposwtc.com, Tel. 9000-9722.
HIR EXPO INTERNACIONAL, S.A. DE C.V. Filadelfia s/n esq. Dakota Col. Nápoles México, D.F. 03810

LA FACTURA ES ELECTRÓNICA Y SE ENVIARÁ AL CORREO INDICADO EN ESTA SOLICITUD

EVENTO • SHOW:	LOCAL • BOOTH:	SALÓN • HALL:
COMPAÑIA • COMPANY:		RFC:
DIRECCIÓN • ADDRESS:	FECHA • DATE:	
COLONIA • COLONY:	CIUDAD • CITY:	
ESTADO • STATE:	CP • ZIP:	PAÍS • COUNTRY:
NOMBRE • NAME:	PUESTO • TITLE:	
FIRMA • SIGNATURE:	TEL:	E MAIL:

CANTIDAD QTY	SERVICIO SERVICE	PRECIO PRICE	SUBTOTAL SUBTOTAL
	Elemento de Seguridad Turno 12 Hrs • Security Element Turn 12 Hrs	\$561.00	
	Coordinador Seguridad • Security Coordinator	\$695.00	
FECHA LÍMITE DE CONTRATACIÓN: 5 DÍAS PREVIOS AL PRIMER DÍA DE MONTAJE O ANTES <small>*ESTA FORMA NO SERÁ TOMADA EN CUENTA SI NO ES RECIBIDA CON EL PAGO TOTAL FORMS RECEIVED WITHOUT THE TOTAL PAYMENT WILL NOT BE ACKNOWLEDGED</small>			Subtotal
			+16% I.V.A
			Total

*EN EL CASO DE NO CONTAR CON SU RFC 5 DÍAS MÁXIMO POSTERIOR AL PAGO, SU MONTO SE FACTURARÁ A PÚBLICO EN GENERAL SIN OPCIÓN A SER RE FACTURADO.

REGLAS Y CONDICIONES

- El Servicio de seguridad es un servicio exclusivo que provee HIR Expo a sus clientes organizadores de eventos y expositores.
- Los elementos de Seguridad no elaboran ningún tipo de Inventarios.
- Los elementos de Seguridad no funcionan como escoltas para los expositores; sus funciones son específicamente las siguientes:
 - Presencia en el stand.
 - Resguardo de equipos sin manejo de inventarios.
- No se permite pernocta de los elementos dentro de los salones contratados.
- Los turnos de seguridad son de 12 hrs.
- En cada turno del elemento de seguridad debe considerarse 1 hora de almuerzo, durante la cual el personal se ausentará del lugar asignado.
- En caso de existir algún riesgo para las personas de la empresa, éstas deberán acercarse directamente a su comité o a los guardias de seguridad que se encontrarán en accesos al evento para que ellos a su vez tomen las acciones necesarias.
- En caso de requerir la cancelación de este servicio, es necesario hacerlo por escrito por lo menos 2 días antes del evento.
- PRECIOS VIGENTES AL 2017. SUJETOS A CAMBIO SIN PREVIO AVISO.

RULES AND CONDITIONS

- Security Service is an exclusive service that provides HIR Expo to their customers and exhibitors.
- Security elements do not make any kind of Inventories.
- Security elements do not work as escorts for exhibitors, their functions are specifically the following:
 - Presence in the stand.
 - Rescue of equipment without inventory management.
- Security Elements are not allowed to overnight inside the room.
- The security shifts are 12 hrs.
- On each turn of the security element should be considered 1 hour for lunch time, during which the staff will miss the place assigned.
- If there is any risk to people in the booth, they should directly approach the committee or security guards to be found in access for them to take the necessary actions.
- If you need to cancel this service, you must do so in writing at least two days before the show.
- PRICES VALID ONLY FOR 2017. SUBJECT TO CHANGE NO PREVIOUS NOTICE.

*SE COBRARÁ 3% DE COMISIÓN (MÁS IVA) A TODO PAGO CON TARJETA DE CRÉDITO, ESTE IMPORTE SE FACTURARÁ CON EL CONCEPTO DE COMISIÓN FINANCIERA.

DATOS BANCARIOS PARA PAGO (PESOS) • BANK DETAILS (MEXICAN PESOS)

TRANSFERENCIA: 002180650266665670
 SUCURSAL: 6502
 DÉPÓSITO: 6502-6666567
 BANCO: BANAMEX

HIR EXPO INTERNACIONAL SA DE CV

BANK DETAILS (US DOLLAR)

CUENTA: 00107198965
 CLABE: 044180001071989653
 ABA: 021000021
 SWIFT: MBCOMXXM
 MONEDA: DOLARES

FOOD AND DRINKS SERVICE ORDER FORM



Exclusive additional service • 10 days before the event deadline to order services • Please complete this form and mail it with the corresponding deposit in bank to: **Karina Valle**, kvalle@exposwtc.com, Tel. 9000-9189.

HIR EXPO INTERNACIONAL, S.A. DE C.V. Filadelfia s/n esq. Dakota Col. Nápoles México, D.F. 03810

*** THE INVOICE IS ELECTRONIC AND WE WILL SEND IT TO THE EMAIL YOU INDICATE ON THIS FORM ***

SHOW	BOOTH	HALL
TRADE NAME COMPANY		RFC
ADDRESS		
CITY	DATE	
STATE	ZIP CODE	COUNTRY
NAME	TITLE	
SIGNATURE	TEL	E MAIL

COFFEE BREAK

QUANTITY	DAY	SERVICE	PAX	PRICE	SUBTOTAL
		COFFEE BREAK BASIC Coffee or tea Cookies Water, soda or juice	1 5 10 15 20	\$85.00 \$424.00 \$795.00 \$1,166.00 \$1,484.00	
		COFFEE BREAK PREMIUM Coffee or tea Cookies Water, soda or juice Whole fruit Finger sandwich	1 5 10 15 20	\$101.00 \$477.00 \$848.00 \$1,378.00 \$1,802.00	
		COFFEE BREAK PLATINUM Coffee or tea Cookies Water, soda or juice Cup of fruit Baguette or croissant Sweet breads	1 5 10 15 20	\$117.00 \$541.00 \$1,050.00 \$1,537.00 \$2,110.00	
		BOX LUNCH Includes (Soda, fruit and chips) To choose: 1. Turkey wrap 2. Chicken salad sandwich 3. Cold cut Baguette 4. Crab salad Sandwich 5. Duo Pizza 6. Meatball sub 7. BLT Sandwich	1 5 10 15 20	\$85.00 \$424.00 \$795.00 \$1,166.00 \$1,484.00	
				Subtotal	
				+16% I.V.A	
				Total	

FOOD AND DRINKS SERVICE ORDER FORM



PER UNIT

QUANTITY	DAY	SERVICE	PRICE	SUBTOTAL
		Turkey wrap	\$75.00	
		Chicken salad sandwich	\$75.00	
		Cold cut baguette	\$75.00	
		Crab salad sandwich	\$75.00	
		Duo Pizza	\$75.00	
		Meatball Sub	\$75.00	
		BLT Sandwich	\$75.00	
		Ham and cheese Croissant	\$75.00	
		Coffee	\$30.00	
		Tea	\$28.00	
		Bottled water	\$32.00	
		Soda	\$32.00	
		Cookies	\$23.00	
		Finger sandwich	\$64.00	
		Sweet breads	\$11.00	
		Homemade Chips	\$16.00	
		Waiter service (8 hours)	\$636.00	
		Waiter service (12 hours)	\$1,060.00	
Subtotal				
+16% I.V.A				
Total				

*IN CASE THAT WE DONT HAVE YOUR RFC 5 DAYS MAXIMUM AFTER THE PAYMENT, THE AMOUNT WILL BE INVOICED TO THE GENERAL PUBLIC WITHOUT OPTION TO RE-INVOICED.

RULES AND CONDITIONS

- VALID ONLY FOR 2017. SUBJECT TO CHANGE WITHOUT NOTICE.
- PRICE DO NOT INCLUDE TAX AND TIPS.
- The service form has to be accompanied with the full payment.
- This quote is valid if you paid before 15 days before your mounting of your show, otherwise you must order directly with the people of food and beverage.
- Cancellation must be in writing and at least 10 days before the opening days, otherwise we don't do refunds.

*A CHARGE OF 3% SHOULD BE CONSIDERED WITH CREDIT CARD PAYMENT, AND THIS WILL BE INVOICED WITH THE CONCEPT OF FINANCIAL COMMISSION

DATOS BANCARIOS PARA PAGO (PESOS) • BANK DETAILS (MEXICAN PESOS)

TRANSFERENCIA: 002180650350645962

DÉPOSITO: 6503-5064596

BANCO: BANAMEX

MONEDA: PESOS

CLIENTE: ALIMENTOS Y BEBIDAS

HIR EXPO INTERNACIONAL SA DE CV

SOLICITUD DE SERVICIO PARA TELEFONÍA

TELEPHONE SERVICE ORDER FORM



Servicio adicional exclusivo Exclusive additional Service • Fecha límite "Precio Anticipado" Deadline for advance price: 20 días antes del primer día del montaje del evento 20 days before the first day of the event set up • Favor de enviar esta forma completa junto con ficha de deposito correspondiente a: Please complete this form and mail it with the corresponding deposit in bank to: **Karina Valle**, kvalle@exposwtc.com, Tel. 9000-9189.

HIR EXPO INTERNACIONAL, S.A. DE C.V. Filadelfia s/n esq. Dakota Col. Nápoles México, D.F. 03810

EVENTO • SHOW:	LOCAL • BOOTH:	SALÓN • HALL:
RAZÓN SOCIAL PARA FACTURAR • TRADE NAME COMPANY:	RFC:	
DIRECCIÓN • ADDRESS:	FECHA • DATE:	
COLONIA • COLONY:	DELEGACIÓN • MUNICIO:	
ESTADO • STATE:	CP • ZIP:	PAÍS • COUNTRY:
NOMBRE • NAME:	PUESTO • TITLE:	
FIRMA • SIGNATURE:	TEL:	E MAIL:

TELEFONÍA AXTEL

CANTIDAD QTY	SERVICIO SERVICE	DÍAS DAYS	PRECIO ANTICIPADO IN ADVANCE PRICE	PRECIO EN SITIO ON SITE PRICE	SUBTOTAL SUBTOTAL
	AXTEL BÁSICO • Llamadas Locales Ilimitadas Unlimited Local Phone Calls • Llamadas Nacionales Ilimitadas Unlimited National Phone Calls	1 2 3 4 5	\$ 502.00 \$904.00 \$1,406.00 \$1,808.00 \$1,909.00	\$602.00 \$1,004.00 \$1,507.00 \$1,909.00 \$2,009.00	
	AXTEL LOCAL • Llamadas Locales Ilimitadas Unlimited Local Phone Calls • Llamadas Nacionales Ilimitadas Unlimited National Phone Calls • 50 Minutos a Celular 50 Cellular Minutes	1 2 3 4 5	\$703.00 \$1,306.00 \$2,009.00 \$2,512.00 \$2,612.00	\$803.00 \$1,406.00 \$2,210.00 \$2,813.00 \$2,914.00	
	AXTEL PLUS • Llamadas Locales Ilimitadas Unlimited Local Phone Calls • Llamadas Nacionales Ilimitadas Unlimited National Phone Calls • Llamadas L.D. Internacional Ilimitadas Unlimited Long Distance Phone Calls • 50 Minutos a Celular 50 Cellular Minutes	1 2 3 4 5	\$853.00 \$ 1,708.00 \$ 2,512.00 \$ 3,216.00 \$ 3,316.00	\$1,004.00 \$1,808.00 \$2,713.00 \$3,517.00 \$3,618.00	
Cantidad total con letra				Subtotal	
				+16% I.V.A	
				Total	

FECHA LÍMITE DE PAGO • DEADLINE PAYMENT: 20 DÍAS ANTES DEL PRIMER MONTAJE DEL EVENTO • 20 DAYS BEFORE THE FIRST DAY OF THE EVENT SET UP

SOLICITUD DE SERVICIO PARA TELEFONÍA

TELEPHONE SERVICE ORDER FORM



*EN EL CASO DE NO CONTAR CON SU RFC 5 DÍAS MÁXIMO POSTERIOR AL PAGO, SU MONTO SE FACTURARÁ A PÚBLICO EN GENERAL SIN OPCIÓN A SER RE FACTURADO.

REGLAS Y CONDICIONES

- LOS PRECIOS SON POR EVENTO Y NO INCLUYEN EL IEPS.
- PRECIOS VALIDOS DURANTE 2017 Y SUJETOS A CAMBIO SIN PREVIO AVISO.
- Las solicitudes deben ser acompañadas del pago correspondiente sin excepción.
- Por cada servicio de acceso a Internet se requiere tarjeta de red ETHERNET con contacto RJ45 y BROWNSER.
- Es responsabilidad del expositor hacer pruebas de configuración 2 HRS antes del inicio del evento.
- La activación de la (s) línea (s) de internet se entregará (n) al expositor 2 horas antes de la inauguración del evento y sólo al responsable del stand. Cuando las necesidades del expositor sean que la (s) línea (s) de internet se instalen y activen durante el montaje de su evento tendrá un costo adicional del 50% sobre el precio por día de cada línea.
- Tratándose de servicios para Comités Organizadores, no aplica dicho cargo.
- Una vez instalado el servicio, cualquier cambio de ubicación tendrá un cargo extra del 50% sobre el precio por día de cada línea
- El cliente y/o Comité Organizador es responsable por daños y pérdidas ocasionadas al equipo que propaga el internet durante su uso en el evento.
- Una vez pagada esta forma no se permiten cambios ni cancelaciones.
- El tiempo de respuesta para la instalación y activación de línea (s) de internet durante el evento, será de entre 30 y 120 minutos después de haber proporcionado a Axtel el formato y pago.
- Para eventos de un solo día solicitados el mismo día del evento, la instalación y activación será de entre 30 y 60 minutos después de haber proporcionado a Axtel el formato y pago.

RULES AND CONDITIONS

- PRICES PER EVENT. IEPS TAX NOT INCLUDING.
- VALID ONLY FOR 2017. SUBJECT TO CHANGE WITHOUT NOTICE.
- The service form has to be accompanied with the full payment.
- For connection to internet your computer requires an ETHERNET adapter, with RJ45 connector and INTERNET BROWNSER
- Exhibitor is responsible for the configuration tests, 2 HOURS before the opening show.
- Activation internet services will be provided to the exhibitor's booth responsible 2 hours before the opening day of the show. Any request during the build up days of the show will have an extra charge of 50% over daily rate per line.
- Services for Organizing Committees do not generate additional payment.
- Once the service has been installed, any relocation will have an extra charge of 50% rates per day over each line.
- The customer or Organizing Committees is responsible for any damage or stolen equipment during the show.
- Upon payment this form is not subject to changes or cancellations.
- Internet service requested by the exhibitor during the show day will be provided among 30 and 120 minutes after to have provided to Axtel the format and payment.
- For events of a single day asked for same day of event, installation and activation will be among 30 and 60 minutes after to have provided to Axtel the full payment and format.

DATOS BANCARIOS PARA PAGO (PESOS) • BANK DETAILS (MEXICAN PESOS)

CUENTA: 0127041865
SUCURSAL: 0120 SAN AGUSTÍN
PLAZA: 9850 PLAZA NUEVO LEÓN
CABLE: 072.580.001270418652
BANCO: SERVICIO PAGADO Y NÚMERO DE STAND

AXTEL S.A.B. DE C.V.

SOLICITUD DE SERVICIO DE AGUA Y DRENAJE

WATER & DRAIN SERVICE ORDER FORM



Servicio adicional exclusivo Exclusive additional Service • La fecha límite para "Precio Anticipado" es 20 días antes del montaje del evento • Favor de enviar esta forma completa junto con el pago correspondiente a: Please complete this form and mail it with the corresponding payment to: Módulo de servicios, modulodeservicios@exposwtc.com, Tel: 9000-9131. HIR EXPO INTERNACIONAL, S.A. DE C.V. Filadelfia s/n esq. Dakota Col. Nápoles México, D.F. 03810 Tel: 9000 9102

LA FACTURA ES ELECTRÓNICA Y SE ENVIARÁ AL CORREO INDICADO EN ESTA SOLICITUD

EVENTO • SHOW:	STAND • STAND:	SALÓN • HALL:
COMPAÑIA • COMPANY:		RFC:
DIRECCIÓN • ADDRESS:		FECHA • DATE:
COLONIA • COLONY:	CIUDAD • CITY:	
ESTADO • STATE:	CP • ZIP:	PAÍS • COUNTRY:
NOMBRE • NAME:	PUESTO • TITLE:	
FIRMA • SIGNATURE:	TEL:	E MAIL:

CANTIDAD QTY	SERVICIO SERVICE	PRECIO POR SALIDA PRICE PER OUTLET	TOTAL A PAGAR TOTAL PAYMENT
	Suministro de agua • Water line 40-50 lb/plg2 - 1/2"Line	\$3,501.00 pesos	
	Drenaje • Drainage Diámetro 1" • Maximun Flow 1"	\$2,302.00 pesos	
-20% DESCUENTO SOLO SI SU PAGO SE RECIBE ANTES DE LA FECHA LÍMITE SOLO APlica 20 DIAS ANTES DEL PRIMER DÍA DE MONTAJE -20% DISCOUNT IF THE PAYMENT IS RECEIVED BEFORE THE DEADLINE ONLY IF YOU PAY 20 DAYS BEFORE 1ST DAY START THE SHOW		Subtotal/Subtotal	
		+16% I.V.A/ +16% TAX	
		Total/Total MXN	

* ESTA FORMA NO SERÁ TOMADA EN CUENTA SI NO ES RECIBIDA CON EL PAGO TOTAL FORMS RECEIVED WITHOUT THE TOTAL PAYMENT WILL NOT BE ACKNOWLEDGED.

* EN EL CASO DE NO CONTAR CON SU RFC 5 DÍAS MÁXIMO POSTERIOR AL PAGO, SU MONTO SE FACTURARÁ A PÚBLICO EN GENERAL SIN OPCIÓN A SER RE FACTURADO.

REGLAS Y CONDICIONES

- Los precios son en base de 1 a 5 días como máximo de evento.
- Los precios incluyen tubería al stand y consumo, no incluyen instalación de equipo, acoplamiento, materiales ni mobiliario.
- El agua es potable pero no se recomienda para beber.
- El drenaje es exclusivo para agua contaminada, no se permite arrojar desechos sólidos, químicos, grasas, ni líquidos calientes.
- Las solicitudes deben ser acompañadas del pago correspondiente si excepción.
- SI PAGA CON CHEQUE DEBERÁ SER A NOMBRE DE: "HIR EXPO INTERNACIONAL, S.A. DE C.V." tomando en cuenta que se recibirán máximo 3 días antes de que inicie el montaje de su evento.
- El cliente es responsable por daños y pérdidas ocasionadas al equipo durante su uso en el evento.
- Una vez pagada esta forma no se permiten cambios ni cancelaciones.
- ESTA FORMA NO SERÁ TOMADA EN CUENTA SI NO ES RECIBIDA CON EL PAGO TOTAL.
- PRECIOS VIGENTES AL 2017. SUJETOS A CAMBIO SIN PREVIO AVISO.

* SE COBRARÁ 3% DE COMISIÓN (MÁS IVA) A TODO PAGO CON TARJETA DE CRÉDITO, ESTE IMPORTE SE FACTURARÁ CON EL CONCEPTO DE COMISIÓN FINANCIERA.

DATOS BANCARIOS PARA PAGO (PESOS) • BANK DETAILS (MEXICAN PESOS)

TRANSFERENCIA: 00218065026665670
 SUCURSAL: 6502
 DEPÓSITO: 6502-6666567
 BANCO: BANAMEX

HIR EXPO INTERNACIONAL SA DE CV

PARA INICIAR LA INSTALACIÓN ES NECESARIO DIBUJAR EN EL BOSQUEJO LA UBICACIÓN DONDE SE REQUIERA LOS SERVICIOS CONTRATADOS, DE LO CONTRARIO SERÁN INSTALADOS A DISCRECIÓN DEL CIEC-WTC Y CUALQUIER REUBICACIÓN TENDRÁ UN CARGO ADICIONAL DEL 50%.

DRAW GENERAL LOCATIONS OF OUTLETS IN BOOTH, OTHERWISE CIEC-WTC WILL PLACE THEM IN A CONVENIENT LOCATION. A 50% EXTRA CHARGE WILL BE APPLIED TO.

BANK DETAILS (US DOLLAR)

CUENTA: 00107198965
 CLABE: 044180001071989653
 ABA: 021000021
 BANCO: SCOTIABANK INVERLAT, S.A.
 PLAZA: 001 MÉXICO, D.F.
 SUCURSAL: 59 UNIVERSIDAD

CUENTA: 00107198965
 CLABE: 044180001071989653
 ABA: 021000021
 SWIFT: MBCONMM
 MONEDA: DOLARES



SOLICITUD DE SERVICIO DE AIRE COMPRIMIDO

COMPRESSED AIR SERVICE ORDER FORM



Servicio adicional exclusivo Exclusive additional Service • La fecha límite (DESCUENTO) 20 días antes del evento • Favor de enviar esta forma completa junto con el pago correspondiente a: Please complete this form and mail it with the corresponding payment to: **HIR EXPO INTERNACIONAL, S.A. DE C.V.** Filadelfia s/n esq. Dakota Col. Nápoles México, D.F. 03810 Tel: 9000 9131 Fax: 9000 9103 modulodeservicios@exposwic.com

LA FACTURA ES ELECTRÓNICA Y SE ENVIARÁ AL CORREO INDICADO EN ESTA SOLICITUD

EVENTO • SHOW:	STAND • STAND:	SALÓN • HALL:
COMPAÑIA • COMPANY:		RFC:
DIRECCIÓN • ADDRESS:		FECHA • DATE:
COLONIA • COLONY:	CIUDAD • CITY:	
ESTADO • STATE:	CP • ZIP:	PAÍS • COUNTRY:
NOMBRE • NAME:	PUESTO • TITLE:	
FIRMA • SIGNATURE:	TEL:	E MAIL:

CANTIDAD QTY	SERVICIO SERVICE	PRECIO POR SALIDA PRICE PER OUTLET	TOTAL A PAGAR TOTAL PAYMENT
	Aire comprimido • Compressed air 90-100 lbs./15 C.F.M. 1/2"	\$8,719.00 pesos	
-20% DESCUENTO SOLO SI SU PAGO SE RECIBE 20 DÍAS ANTES DEL MONTAJE -20% DISCOUNT IF THE PAYMENT IS RECEIVED BEFORE THE DEADLINE (20 DAYS BEFORE)		Subtotal/Sub total	
		+16% I.V.A./+16% TAX	
		Total/Total MXN	

* SERVICIO SUJETO A DISPONIBILIDAD • SERVICE SUBJECT TO THE AVAILABILITY.

*EN EL CASO DE NO CONTAR CON SU RFC 5 DÍAS MÁXIMO POSTERIOR AL PAGO, SU MONTO SE FACTURARÁ A PÚBLICO EN GENERAL SIN OPCIÓN A SER RE FACTURADO.

REGLAS Y CONDICIONES

- Los precios son en base de 1 a 5 días como máximo de evento
- Los precios incluyen tubería al stand y consumo, no incluyen instalación de equipo, acoplamiento, materiales ni mobiliario.
- El expositor es responsable de la instalación de filtros para control de humedad.
- Las solicitudes deben ser acompañadas del pago correspondiente sin excepción.
- SI PAGA CON CHEQUE DEBERÁ SER A NOMBRE DE: "HIR EXPO INTERNACIONAL, S.A. DE C.V." tomando en cuenta que se recibirán máximo 3 días antes de que inicie el montaje de su evento.
- El cliente es responsable por daños y pérdidas ocasionadas al equipo durante su uso en el evento.
- Una vez pagada esta forma no se permiten cambios ni cancelaciones.
- ESTA FORMA NO SERÁ TOMADA EN CUENTA SI NO ES RECIBIDA CON EL PAGO TOTAL.
- PRECIOS VIGENTES AL 2017. SUJETOS A CAMBIO SIN PREVIO AVISO.

*SE COBRARÁ 3% DE COMISIÓN (MÁS IVA) A TODO PAGO CON TARJETA DE CRÉDITO, ESTE IMPORTE SE FACTURARÁ CON EL CONCEPTO DE COMISIÓN FINANCIERA.



DATOS BANCARIOS PARA PAGO (PESOS) • BANK DETAILS (MEXICAN PESOS)

TRANSFERENCIA: 002180650266665670
SUCURSAL: 6502
DÉPÓSTO: 6502-6666567
BANCO: BANAMEX

HIR EXPO INTERNACIONAL SA DE CV

BANK DETAILS (US DOLLAR)

CUENTE: HIR EXPO INTERNACIONAL, S.A. DE C.V.
BANCO: SCOTIABANK INVERLAT, S.A.
PLAZA: 001 MÉXICO, D.F.
SUCURSAL: 59 UNIVERSIDAD

CUENTA: 00107198965
CLABE: 044180001071989653
ABA: 021000021
SWIFT: MBCOMMWM
MONEDA: DOLARES



LEDI

Audiovisual Equipment

Número de Stand _____

Please fill out the form and send it to aldonieto@ledi.com.mx

Service Description	Cost per Event	Quantity	Amount
32" Flat screen TV Compatible with DVD player & Lap Top, Includes pedestal base	\$256.00 USD	_____	_____
42" Flat screen TV Compatible with DVD player & Lap Top, Includes pedestal base	\$300.00 USD	_____	_____
50" LED Full HD screen TV Compatible with DVD player & Lap Top, Includes pedestal base	\$400.00 USD	_____	_____
DVD player american system (NTSC)	\$ 50.00 USD	_____	_____
DVD European system (PAL)	\$ 50.00 USD	_____	_____
Small refrigerator	\$ 80.00 USD	_____	_____
Cable HDMI or VGA	\$ 15.00 USD	_____	_____
Laptop	\$ 75.00 USD	_____	_____
Laserjet printer The toner is charged separately	\$ 80.00 USD	_____	_____

For Information Bill :

Booth Name	Name	Contact Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
E mail	Event Days	
<input type="text"/>	<input type="text"/>	
Method of payment	Company	ID TAX
Bank Transfer	<input type="text"/>	<input type="text"/>
Visa / MasterCard Pay on Site.	Address	
American Express Request the details in this form	<input type="text"/>	
Card Number (15)	Expiration Date	Security Code (4)
<input type="text"/>	<input type="text"/>	<input type="text"/>

PAYMENTS & CANCELLATIONS:
No Service will be supplied without payment..

- No Charges for cancelations made 15 days prior to the event.
- From 14 to 5 days prior to the event 50% charge will be applied of service contracted.
- 4 days prior to the event 100% charge will apply

*All prices are in US Dollars (USD) and are subject to VAT tax. Prices may change without previous notice.

I authorized to Logistic Event Design International to charge my card as advanced payment.

Please provide to LEDI with a copy of identification

BANK DATA

LOGISTIC EVENT DESIGN INTERNATIONAL SC

BANK: BBVA BANCOMER

ACCOUNT NUMBER: 0106840485

No. CLAB NUMBER: 012180001068404856

SWIFT BBVA BANCOMER: BCMRMXMMPYM

Firma _____



+ (52-55) 5682-7242

Subtotal \$ _____



aldonieto@ledi.com.mx

16% TAX \$ _____

Total Amount \$ _____

Official Supplier:





LEDI

Hostesses & Interpreters

Booth Number _____

Please fill out the form and send it to aldonieto@ledi.com.mx

Service Description	Cost 8 per Hours	Quantity	Days	Amount
AAA Host (Bilingual Spanish – English)	\$ 235.00 USD	_____	_____	_____
AA Host	\$ 200.00 USD	_____	_____	_____
A Host	\$ 160.00 USD	_____	_____	_____
Profesional interpreter (English – Spanish)	\$ 345.00 USD	_____	_____	_____
Support Staff	\$ 60.00 USD	_____	_____	_____

Note: Every Service contract include one hour break to the host.

For Information Bill :

Booth Name	Name	Contact Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
E mail	Event Days	
<input type="text"/>	<input type="text"/>	
Method of payment	Company	ID TAX
Bank Transfer	<input type="text"/>	<input type="text"/>
Visa / Masterd Card	Address	
Pay on site	<input type="text"/>	
American Express	Expiration Date	Security Code (4)
Request the details in this form	<input type="text"/>	<input type="text"/>
Card Number (15)	<input type="text"/>	<input type="text"/>

PAYMENTS & CANCELLATIONS:

No Service will be supplied without payment..

- No Charges for cancellations made 15 days prior to the event.
- From 14 to 5 days prior to the event 50% charge will be applied of service contracted.
- 4 days prior to teh event 100% charge will apply

*All prices are in US Dollars (USD) and are subject to VAT tax. Prices may change without previous notice.

I authorized to Logistic Event Design International to charge my card as advanced payment.

Please provided to LEDI with a copy of identification

BANK DATA

LOGISTIC EVENT DESIGN INTERNATIONAL SC

BANK: BBVA BANCOMER

ACCOUNTR NUMBER: 0106840485

No. CLAB NUMBER: 012180001068404856

SWIFT BBVA BANCOMER: BCMRMXMMPYM

Signature _____

Subtotal \$ _____

16% TAX \$ _____

Total Amount \$ _____

Official Supplier:





ALT FUELS MEXICO 2017



Booth Number _____

LEDI

Floral & Plants rental

Please fill out the form and send it to aldonieto@ledi.com.mx

Service Description	Cost per Show	Quantity	Amount
Large Floral Arrangement	\$ 97.00 USD	_____	_____
Medium Floral Arrangement	\$ 60.00 USD	_____	_____
Small Floral Arrangement	\$ 45.00 USD	_____	_____
Natural Plant	\$ 16.00 USD	_____	_____

For Information Bill :

Booth Name	Name	Contact Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
E mail	Event Days	
<input type="text"/>	<input type="text"/>	
Method of payment	Company	ID TAX
Bank Transfer	<input type="text"/>	<input type="text"/>
Visa / Masterd Card	Address	
Pay on site	<input type="text"/>	
American Express	Expiration Date	Security Code (4)
Request the details in this form	<input type="text"/>	<input type="text"/>
Card Number (15)	<input type="text"/>	<input type="text"/>

PAYMENTS & CANCELLATIONS:

No Service will be supplied without payment..

- No Charges for cancellations made 15 days prior to the event.
- From 14 to 5 days prior to the event 50% charge will be applied of service contracted.
- 4 days prior to teh event 100% charge will apply

*All prices are in US Dollars (USD) and are subject to VAT tax. Prices may change without previous notice.

I authorized to Logistic Event Design International to charge my card as advanced payment.

Please provided to LEDI with a copy of identification

BANK DATA

LOGISTIC EVENT DESIGN INTERNATIONAL SC

BANK: BBVA BANCOMER

ACCOUNTR NUMBER: 0106840485

No. CLAB NUMBER: 012180001068404856

SWIFT BBVA BANCOMER: BCMRMXMMPYM

Signature _____

Subtotal \$ _____

16% TAX \$ _____

Total Amount \$ _____

Official Supplier:



+ (52-55) 5682-7242



aldonieto@ledi.com.mx



LEDI

Ground Transportation

Please fill out the form and send it to aldonieto@ledi.com.mx

Car for 3 passengers



Units with air conditioning and accident insurance.

Sprinter for 17 passengers



Transportation for comfortable transfers of your guests, units with air conditioning, AM & FM radio, gasoline and accident insurance.

Service Description	Cost per service	Quantity	Dates required	Amount
Sprinter 17 pax	\$ 300.00 USD			
Airport- Hotel- Airport	\$ 270.00 USD			
Hotel- Venue- Hotel	\$ 340.00 USD			
Per 12 hours				
Van per 12 hours	\$ 280.00 USD			
Suburban 6 pax	\$ 180.00 USD			
Airport – Hotel - Airport	\$ 160.00 USD			
Hotel - Venue - Hotel				
Automóvil 3 pax	\$ 138.00 USD			
Airport- Hotel- Airport	\$ 128.00 USD			
Hotel- Venue - Hotel				
Per 12 hours	\$ 232.00 USD			

All the services includes a driver, if you require bilingual driver, please let us know, it has an extra cost.

For Information Bill :

Booth Name	Name	Contact Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
E mail	Event Days	
<input type="text"/>	<input type="text"/>	
Method of payment	Company	ID TAX
Bank Transfer	<input type="text"/>	<input type="text"/>
Visa / MasterCard	Address	
Pay on Site.	<input type="text"/>	
American Express	Expiration Date	Security Code (4)
Request the details in this form	<input type="text"/>	<input type="text"/>
Card Number (15)	<input type="text"/>	<input type="text"/>

PAYMENTS & CANCELLATIONS:
No Service will be supplied without payment..

- No Charges for cancelations made 15 days prior to the event.
- From 14 to 5 days prior to the event 50% charge will be applied of service contracted.
- 4 days prior to the event 100% charge will apply

*All prices are in US Dollars (USD) and are subject to VAT tax. Prices may change without previous notice.

I authorized to Logistic Event Design International to charge my card as advanced payment. Please provide to LEDI with a copy of identification

BANK DATA

LOGISTIC EVENT DESIGN INTERNATIONAL SC

BANK: BBVA BANCOMER

ACCOUNT NUMBER: 0106840485

No. CLAB NUMBER: 012180001068404856

SWIFT BBVA BANCOMER: BCMRMMXPYMX

Firma _____



+ (52-55) 5682-7242

Subtotal \$ _____



aldonieto@ledi.com.mx

16% TAX \$ _____

Official Supplier:

