

EXHIBITOR SERVICES MANUAL

Wednesday, July 10 – Friday, July 12, 2019
Centro Citibanamex
Mexico City, Mexico



MEXICO CITY

July 10 – 12, 2019

Centro Citibanamex, Mexico City, Mexico

January 2019

Dear INA PAACE Automechanika Mexico City Exhibitor:

We are pleased to welcome you to INA PAACE Automechanika Mexico City, July 10 – 12, 2019 at the Centro Citibanamex in Mexico City, Mexico. We look forward to making this trade show and conference a successful experience for you and your company.

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

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

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

Sincerely,

The INA PAACE Automechanika Mexico City Team

Questions?

Messe Frankfurt, Inc.

Tel: 770-984-8016

Fax: 770-984-8023

Email: pamsales@usa.messefrankfurt.com



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Deadline Checklist

Form / Deadline	Date	✓
Sponsorship Opportunities	ASAP	
Official Housing Request Forms	ASAP	
Booth Space Balance Due	March 2, 2019	
Grupo Ormex Order Forms	May 24, 2019	
Centro Citibanamex Order Forms (for advance rate)	June 26, 2019	
Millenium Cargo – Sea Shipments	June 20, 2019	
Millenium Cargo – Truck Shipments to Laredo, TX	June 20, 2019	
Millenium Cargo – Air Shipments to Mexico City International Airport	June 27, 2019	
Millenium Cargo - Drayage	June 20, 2019	
Booth Approval Form	June 10, 2019	
Booth Package Form	June 10, 2019	
Product Innovation Showcase Form	May 9, 2019	
Lead Retrieval Order Form	June 14, 2019	
Security Order Form	June 15, 2019	
Hostess Service Order Form	June 19, 2019	

General Information

Exhibitor Move-In

Sunday, July 7	10:00 a.m. – 10:00 p.m.	Pavillions and booths larger than 90 sqm
Sunday, July 7	2:00 p.m. – 10:00 p.m.	Booths larger than 36 sqm
Monday, July 8	2:00 p.m. – 10:00 p.m.	Booths larger than 18 sqm
Tuesday, July 9	8:00 a.m. – 10:00 p.m.	Booths larger than 9 sqm

Show Hours

Wednesday, July 10	1:00 p.m. – 8:00 p.m.
Thursday, July 11	1:00 p.m. – 8:00 p.m.
Friday, July 12	1:00 p.m. – 8:00 p.m.

Exhibitor Move-Out

Friday, July 12	8:01 p.m. – 11:59 p.m.
Saturday, July 13	12:00 a.m. – 6:00 p.m.

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

Exhibitor move-in must be completed by 10:00 p.m. on Tuesday, July 9th. No exhibitors will be allowed to move in material or equipment after that time.

Show Location

Centro Citibanamex, Halls B, C & D
Av. Conscripto 311,
Col. Lomas de Sotelo
Deleg. Miguel Hidalgo
C.P. 11200
México D.F.

info@centrobanamex.com

Show Management Contact Information

Messe Frankfurt, Inc.

3200 Windy Hill Road, Ste. 500 West
Atlanta, GA 30339
Tel: 770-984-8016
Fax: 770-984-8023
E-mail: pamsales@USA.MesseFrankfurt.com
Website: www.ExpoINAPAACEAutomechanika.com

Bridget Ferris, Show Director

Bridget.Ferris@USA.MesseFrankfurt.com

Kim Porter, Marketing Manager

Kim.Porter@USA.MesseFrankfurt.com

Courtney Baker, Senior Show Coordinator

Courtney.Baker@USA.MesseFrankfurt.com



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General Information Cont.

Exhibitor Badges and Show Directory Listing

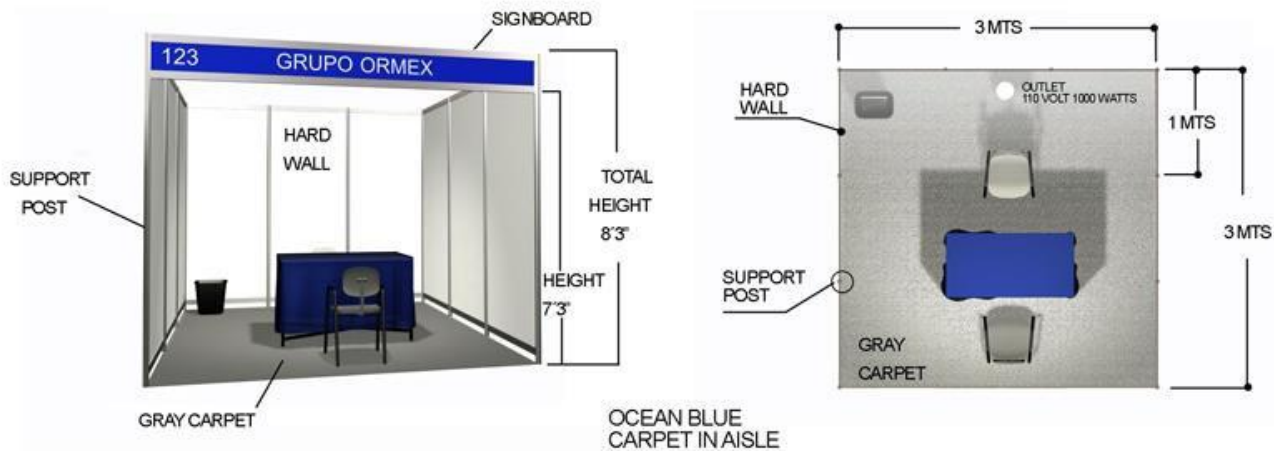
Each exhibitor is allowed three free badges for each 9 m² of rented space. Badges will be available in the registration area for pickup during move-in days. Any badge requested after the deadline and/or at the site of the event will cost \$100.00 pesos plus 16% IVA tax. In the event that you request an invoice, it will be sent to you two weeks after the event.

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

Online exhibitor registration and show directory listing can be completed online and will be available in March 2019. Be sure to update your information before May 26, 2019 to ensure that you are included in the directory.

Booth Package

Each 9 square meter booth rented **under the booth package rate** will include booth construction, company signage, gray carpet, (1) table, (2) chairs, (1) electrical outlet, lighting and (3) booth personnel badges.



Cleaning

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

General Information Cont.

Electrical

Only booths rented under the booth package space rate come with (1) electrical outlet per 9 sqm space. Booths rented under the raw space rate do not come with electricity. If you need to order electricity, please use the electrical order forms from Centro Citibanamex in this manual.

Housing

INA PAACE Automechanika Mexico City has negotiated discounted rates with several hotels in Mexico City. Please note that Hotel Sheraton Maria Isabel is the only hotel that will provide complimentary shuttle service to and from the Centro Citibanamex on show days. Please make your reservations as early as possible to take advantage of these discounted rates!

Three easy ways to reserve your rooms through our housing agency, Ole:

- [Click here](#) to book online.
- MEX +(52 55) 8880-1636 / USA + (217) 208-4272 x 101.
- Fax in the Official Housing Request Form included in this manual (additional services section).

Internet

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

Official Service Contractor

Grupo Ormex is the official service contractor for INA PAACE Automechanika Mexico City. Grupo Ormex is able to provide you with the following services and products:

- Additional Furnishings & Accessories
- Shelves
- Signage & Graphics
- Labor
- Audiovisual
- Floral

Parking

Centro Citibanamex offers 3,000 covered parking spaces in Centro Citibanamex with a capacity for up to 10,000 cars in the entire complex. Valet service and prepay machines are available.

Exhibitor/Staff Rates (1 per badge)

1-day Parking Ticket:	\$128 pesos
3-day Parking Ticket (Event or Move-In):	\$336 pesos

Visitor Rates

Hourly Rate:	\$ 32 pesos
Maximum Daily Rate (+5 hours):	\$160 pesos

Security

Show management security will cover general areas and entrances, beginning at 2:00 p.m. on Saturday, July 6th, on a 24-hour basis. Show management security will cease on Saturday 13th, at 6:00 p.m. If you require additional security for your booth, please contact "CARE," on our list of official suppliers. It is very important to follow the security provisions in the show regulations. Please take precautions onsite to protect valuable items such as laptops, cellular phones, briefcases, etc. during show hours as these items are easily stolen.

General Information Cont.

Shipping

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

Movement on floor area

In order to streamline the activities of assembly and disassembly, and avoid situations that could damage the safety of people and their belongings, movements at floor area that require the use of pallet jack and forklift shall be made exclusively by the company Millenium Cargo . If you require this service, please request in advance with the corresponding formats.

Travel

Airport Taxis: Pre-paid taxi tickets are available from *Taxi Autorizado* in the Transportacion Terrestre (Ground Transportation) booth in baggage reclaim. Travellers are strongly advised to take an authorized (white and mustard with an aeroplane logo), pre-paid taxi and always lock taxi doors when inside.

Centro Citibanamex is located in North-West Mexico City. For detailed directions on how to get to Centro Citibanamex, please [click here](#).

List of Official Suppliers

Official Show Decorator

Furnishings, Signs, Labor, Material Handling

Grupo Ormex

Eliud Herrera

Tel. +52 (55) 8000 2222 ext. 103

eliudh@ormex.com

Additional Building Services

Telephone, internet, water and drains, cleaning of stands, compressed air, rigging and electrical

Centro Citibanamex

María Del Carmen León Hernández

Tel.+52 (55) 5268 2154

and+52 (55) 5268 2052

mleon@centrobanamex.com

Audio Visual

Grupo Ormex

Eliud Herrera

Tel. +52 (55) 8000 2222 ext. 103

eliudh@ormex.com

Catering

Centro Citibanamex

Cecilia Rosiles

Tel.+52 (55) 5268 2008

rosiles@centrobanamex.com

Custom Booths / Stands

Grupo Ormex

Eliud Herrera

Tel. +52 (55) 8000 2222 ext. 103

eliudh@ormex.com

Customs / International Shipping

Millenium Cargo

Mario Salinas

Tel. +52 (55) 53627899

+52 (55) 43252043

mariosalinas@milleniumcargo.com.mx

Floral

Grupo Ormex

Eliud Herrera

Tel. +52 (55) 8000 2222 ext. 103

eliudh@ormex.com

Hotel Reservations

Ole

Rafael Fernández

MEX +(52 55) 8880-1636 / USA + (217)

208-4272 x 101

rfernandez@olemex.com

Interpreters. Booth Staff. Models

Ole

Lorenzo Ruíz

Tel. +52 (55) 8880-1636 ext 102

atencion-cientes@olemex.com

Security

CARE

Mr. Rosenthal Salazar

Tel. +52 (55) 57410281

Rosenthal_direcciongeneral@hotmail.com.mx

Grounds Location Map

