

10th – 12th July, 2024
Centro Citibanamex
Mexico City



PAACE
automechanika
MEXICO

2024

EXHIBITOR'S MANUAL

ESPAÑOL

ENGLISH



Industria Nacional
de Autopartes, A.C.

mema.
Aftermarket Suppliers



messe frankfurt



March 2024

Dear Exhibitor:

We are pleased to welcome you to **INA PAACE Automechanika**, which will be held on **July 10 - 12 , 2024 at Centro Citi-banamex, Mexico City**. We hope your experience at the event is successful.

This manual is designed for your benefit, containing the most important information for your participation in the event. We recommend that you carefully read this manual and familiarize yourself with its content. A list of official suppliers and their service request forms are included. Be sure to make your requests as far in advance as possible to guarantee the availability of the desired products and to avoid additional costs due to extemporaneous hires.

It is very important that this **Exhibitor Manual** be given to the person responsible for your company's participation in the exhibition. Please take note of the deadline on each service format to ensure timely delivery and to prevent additional costs of last minute requests.

We want your participation at **INA PAACE Automechanika** to be both successful and enjoyable. If you require any additional information or have any questions or comments, please contact us.

Sincerely,

The **INA PAACE Automechanika Mexico Team**

¿Questions?

INA PAACE automechanika México

Teléfono: +52 (55) 5682-5862 Ext. 122

Cel: (55) 553523-7022

Email: operacionesexpo@ina.com.mx

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GENERAL INFORMATION

ASSEMBLY

Saturday July 6th
20:00 to 22:00 hrs
Admission of Pavilions and booths of 90 sqm or larger

Sunday July 7th
08:00 to 22:00 hrs
Admission of booths of 36 sqm or larger

Sunday July 7th
18:00 to 22:00 hrs
Admission of booths of 18 sqm

Monday July 8th
08:00 to 22:00 hrs
Admission of booths of 9 sqm

Tuesday July 9th
08:00 to 22:00 hrs
Cleaning and final details

The access to assembly and disassembly for exhibitors will be through the loading and unloading platforms of Halls B, C and D, which can be accessed by Avenida Conscripto N° 311, Colonia Lomas de Sotelo, 11200, Mexico City.

Assembly must be concluded by Tuesday July 9th at 20:00 hrs. No materials and/or equipment will be allowed after that time.

NOTICE: By official regulation, during assembly and disassembly days all personnel on the exhibition floor must wear safety helmets and comply with the protocols established by the venue and the Organizing Committee.

EXHIBITION HOURS

Wednesday July 10th
13:00 to 20:00 hrs

Thursday July 11th
13:00 to 20:00 hrs

Friday July 12th
13:00 to 20:00 hrs

DISSASSEMBLY

Friday July 12th
20:30 to 22:00 hrs

Saturday July 13th
08:00 to 22:00 hrs



MEXICAN EXHIBITORS

Industria Nacional de Autopartes - INA

Blvd. Adolfo Ruiz Cortines N° 3720
Jardines del Pedregal , Álvaro Obregón, CP. 01900, CDMX
Tel. +52 (55) 5682 5862

operacionesexpo@ina.com.mx

www.ina.com.mx

Viridiana Rivera, Sales Coordinator

Tel.: +52 (55) 5682 5862 ext. 122

ventasexpoina@ina.com.mx

www.ina.com.mx

Laura Moreno, Operations Manager

Tel.: +52 (55) 5682 5862 ext. 122

operacionesexpo@ina.com.mx

www.ina.com.mx

INTERNATIONAL EXHIBITORS

Messe Frankfurt, Inc.

3200 Windy Hill Road, Suite 500

Atlanta, GA 30339

Tel: 770-984-8016

pamsales@USA.MesseFrankfurt.com

www.INAPAAACEAutomechanika.com

Jeffery Johnson, Sales Manager USA & Intl

Tel: +1 678 404 1438

johnsonjc@usa.messefrankfurt.com

EXHIBITOR BADGES AND DIRECTORY LISTING

Each exhibitor is entitled to **3** badges free of charge for every 9 m² of rented space. Their badges will be available at the registration area during assembly days. Any badge request after the deadline date will incur a charge of \$200.00 pesos plus 16% VAT per piece.

- Additional badges for exhibitors: \$650.00 + VAT
- Badge requested after deadline date (July 9th): \$200.00 + VAT
- Badge reprint: \$200.00 + VAT

Always remember that your badge is **UNIQUE AND UNTRANSFERABLE**. The replacement of a lost or forgotten badge will incur a fee upon request. Temporary personnel present during assembly and disassembly days such as carpenters, electricians, decorators, drivers, administrative personnel, etc., will not require a badge during this period. They will be provided with a temporary sticker valid during assembly hours. Once the exhibition has started, no one will be allowed to enter without a badge.

No one under the age of 18 will be allowed to enter at any time.

Badge and exhibitor directory registration can be completed online. Click here to go to the Exhibitor registration page. Update your information by **May 31st** to ensure your inclusion in the directory.

EQUIPPED BOOTH



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Each 9 m2 equipped booth rented as a package, will include standard structure (dividing bulkheads), parapet with company name, carpet (in institutional color), a table with two chairs, exhibitor's manual, a 110 V double polarized electrical contact, fluorescent lamp and two badges for booth staff.

[VIEW PHOTO](#)

CLEANING & SANITIZING

The Organizing Committee will provide the cleaning and sanitization of corridors and common areas. If you need the daily cleaning service inside your booth, please refer to the service requests of Centro Citibanamex.

ELECTRICITY

Only the booths rented under the package rate will be equipped with a 110 V double polarized electrical outlet and a fluorescent lamp for every 9m². If you need to order additional contacts or lighting, please use the Centro Citibanamex request for additional electricity.

LODGING

INA PAACE Automechanika Mexico has negotiated special rates with several hotels in Mexico City. Take into account that the host hotels will have a free transportation service from the hotels to the venue during the days of the exhibition. Make your reservations in advance to get special rates!

GCI

<https://www.reservesuhabitacion.com/EVENTOS/PAACE2024>

E-mail: reservaciones@gci-mexico.com

Phone: +52 8120106299

Please refer to the Centro Banamex internet request form included in this manual for details and prices.

OFFICIAL SERVICE PROVIDER

For additional furniture requirements, accesories, shelves, signage, graphics, AV equipment, etc, please refer to the corresponding request forms and send it to:

Eliud Herrera

eliudh@ormex.com

+ 52 (81)8369 6961 ext 103

PARKING

TIME	FRACTION	RATE
Up to 30 minutes	From 0 to 30 minutes	Free
Up to 2 hours	From 31 to 120 minutes	\$ 80.00
Up to 4 hours	From 121 to 240 minutes	\$ 160.00
Maximum 6 hours	From 241 to 360 minutes.	\$ 240.00
Up to 24 hours	From 241 to 24 hours	\$ 240.00
EXHIBITOR AND PLATFORMS		
Exhibitor pass per day	Up to 24 hours	\$ 120.00
Cars and vehicles smaller than a box truck	Maximum 45 minutes	\$ 200.00
Box truck or larger	Maximum 2 hours	\$ 260.00
Overnight stay on the platform		\$ 420.00

PRICES EXPRESSED IN PESOS, VAT INCLUDED

For billing purposes, you can request it at the module located in the additional services office or alternatively online through the following link:

<https://centrocitibanamex.com/facturacion/>

phone: 55-5268 2000 Ext. 5864



Security service provided by the organizing committee will protect the general areas and access starting on Saturday, July 6th at 2:00 p.m. in 24 hour shifts. The organizing committee will conclude the security device on Saturday, July 13th at 6:00 p.m. If you require additional security for your booth, please [fill out and send your request to our official supplier SYHME SEGURIDAD](#). It is very important to consider and follow the indications of this manual.

Take precautions on site to take care of your valuables items, such as personal computers, cell phones, briefcases, etc. because these objects are very susceptible to being stolen.

CARRIER AND FLOOR MANEUVERS

Our official carrier is **Millenium Cargo**. For more information or shipment of goods, please review the documents on [page 34](#). **Please, do not make shipments in the name of the venue or the organizing committee; they will not receive any shipments on site.**

With the aim of speeding up assembly and disassembly activities, as well as avoiding situations that put the safety of people and their belongings at risk, maneuvers on the floor that require the use of hydraulic skids and forklifts will be carried out exclusively by the company Millenium Cargo. . If you require this service, please request it in advance through the corresponding formats.

TRAVEL

Airport Transportation: upon arrival you can purchase prepaid tickets for the taxi service at the Authorized Taxi booth located in the baggage claim area. It is recommended that all travelers arriving at the Mexico City airport only use this authorized taxi service and take care to secure the doors of the vehicle once you board it.



FOOD AND DRINKS

Centro Citibanamex

Additional Services

Phone (55) 5268 2054

(800) 202 2050

adicionales-CCB@ocesa.mx

ADDITIONAL VENUE SERVICES, CITIBANAMEX

Telephone, internet, water and drainage, stand cleaning, compressed air, hanging, Security and electricity.

Additional services

Phone (55) 5268 2054

(800) 202 2050

adicionales-CCB@ocesa.mx

OFFICIAL SUPPLIER OF CONSTRUCTION AND DECORATION

Eliud Herrera

Phone (81) 8000-2222 Ext 103

eliudh@ormex.com

INTERPRETERS & HOSTESSES - SEGROVE EVENTS

Griselda de los Reyes

Phone +52 (55) 5453 9968

grisdelosreyes@gmail.com

LODGING

GCI

Reservaciones:

<https://www.reservesuhabitacion.com/EVENTOS/PAACE2024>

Phone + 52 8120106299

reservaciones@gci-mexico.com

BADGE READERS

ACOB

Verónica Osorno

Phone +52 (55) 1078-5593

veronica_osorno@acob.com.mx

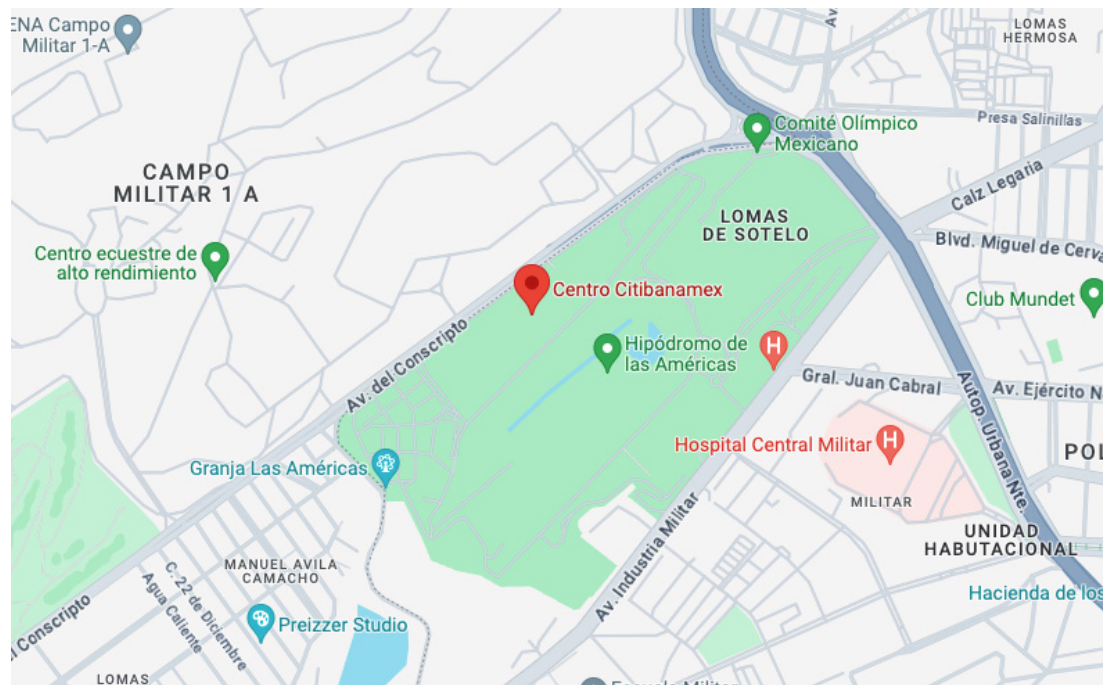
CUSTOMS AGENT/ FREIGHT TRANSPORT MILLENIUM CARGO

Jorge Vizcarra/Jorge Salinas

jorgevizcarra@milleniumcargo.com.mx

mariosalinas@milleniumcargo.com.mx

Phone +52 (55) 5362 7899



Av. Conscripto No. 311, Col.
Lomas de Sotelo, C.P. 11200,
Ciudad de México

GUIDELINES FOR BOOTH CONSTRUCTION - HEIGHT LIMITS

The following rules and guidelines are of general compliance for all exhibitors at INA PAACE Automechanika Mexico City. The purpose of these guidelines is to provide the exhibitor with all the information necessary to design and build their booths, as well as to plan their booth configuration and content.

IMPORTANT: All exhibitors who do NOT use the booth package, must send a copy of their design for approval by the organizing committee, using the Booth Approval Form. Companies that do not have the respective approval will not be allowed to set up their booths.

- The exhibition area is configured in units of 9sqm (minimum exhibition area), except when space prevents it.
- Spaces with only one open side are defined as drawers.
- Spaces with two open sides are defined as corners.
- Spaces with three open sides are defined as headers.
- Spaces open on all four sides are defined as islands (minimum 36 sqm).



SPACES	HEIGHT LIMITS
Spaces of up to 9 sqm may be built at a maximum height	4 mts
Spaces from 10 sqm up to 35 sqm may be built at a height	5 mts
Spaces of 36 sqm and larger may be built up to a height limit of	6 mts

USE OF SPACE AND CONSTRUCTION OF DOUBLE STOREY

It is possible to build or place elements at the allowed height over the entire rented area. Please note that all booth designs require the approval of the Organizing Committee. A minimum area of 36 sqm is required to build double storey booths. Double-storey designs that do not comply with this minimum surface and the corresponding RCD, will not be approved.

* **NOTICE:** For designs with Double Storey, a letter of structural responsibility issued by a Responsible Construction Director (RCD) containing the following requirements must be provided:

- Signature of the Responsible Construction Director
- Current license of the Director Responsible Director accredited in Mexico City
- To be registered in the Construction Registry of Mexico City

The hanging of decorative elements or canvases will not be allowed on surfaces smaller than 36 sqm due to regulations of the venue, it is not possible to hang decorative elements or canvases at a height greater than 6 mts.

SPACES	POSSIBLE CONFIGURATIONS	HEIGHT LIMIT	DOUBLE STOREY	PENDANT
Up 9sqm	Line/Corner	4 mts	NO	NO
From 18sqm to 35sqm	Line/Corner	5 mts	NO	NO
36sqm or more	Free	6 mts	YES	YES*

* * INCLUDES THE HANGING ELEMENT

BOOTH APPROVAL FORM

Required for all exhibitors bringing or building their own booth.
Complete this form and email it to:

operacioneseexpo@ina.com.mx

Deadline: May 31st, 2024

All booths must comply with the guidelines described in this manual. **All exhibitors not using the Booth Package must submit their booth design to the Organizing Committee for approval. Companies that do not have their booth design approved, will not be allowed to set up. Please complete this form and attach a drawing or diagram of your booth design.**

By official regulation, during assembly and disassembly days, all personnel on the exhibition floor must wear safety helmets.



Contact person:_____

Exhibitor name:_____

Phone:_____

E-mail:_____

Dimensions (width x depth x height):_____

Structure information:

Please include: height, width, length of all structures, weights and characteristics of towers, graphics, trusses, etc. and a diagram or drawing of the booth design. Design approval cannot be granted without this information. USE ONL

FOR INTERNAL USE ONLY

Booth approved by the organizing committee: YES___ NO___

Comments:_____

Please note that verbal approvals will not be granted. All approvals must be in writing. This form will facilitate your access to the assembly. The physical booth design may not differ from the approved design.

Operations Manager's signature:_____ Date:_____

DEADLINE: May 31st, 2024

E-mail: operacionesexpo@ina.com.mx

BOOTH EQUIPMENT FORM



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Required for all exhibitors using the Booth Package.

The Booth Package includes the items listed below. Please indicate which ones you will NOT be using:

- ☐ Rigid dividing bulkhead
- ☐ Carpet (show color)
- ☐ 1 Table (1.2 mts)
- ☐ 2 Chairs
- ☐ 1 Rubbish bin
- ☐ Electrical Outlet
- ☐ Fluorescent lamp
- ☐ Parapet (indicate company name as required on the parapet label):

Comments: _____

INFORMATION OF THE EXHIBITING COMPANY

Contact person: _____

Exhibitor name: _____

Phone: _____

E-mail: _____

Dimensions (width x depth x height): _____

Operations Manager's signature: _____ Date: _____

DEADLINE: May 31st, 2024

E-mail: operacionesexpo@ina.com.mx

ADVERTISING AND SPONSORSHIP OPPORTUNITIES



[DOWNLOAD](#)



TERMS AND CONDITIONS



The Event will be conducted under the direction of PAACE Automechanika Mexico, LLC, 3200 Parkwood Circle, Suite 500 West, Atlanta, Georgia; designated as “Management” in this document. An “Exhibitor” is an applicant that has been accepted for participation in the Event by Management. Acceptance of an Exhibitor shall be in written confirmation. The issuance of a Booth confirmation notice, in response to a submitted Exhibitor Contract, shall conclude the contact of participation between Management and the Exhibitor. The Exhibitor and Management acknowledge these Event Terms and Conditions as the elements of the contract of participation. Violations of any of the Event Terms and Conditions of the contract shall entitle Management to exclude an Exhibitor from the Event and seek remedies for damages caused by such violations. The Exhibitor must comply with the Event Terms and Conditions relating to the officially designated show contractors.

PAYMENT CONDITIONS

Any dispute by Exhibitor with any exhibition event services provided by Management or any affiliate, or the amount charged for the same shall be reported to Management in writing within 15 days from the date of invoice relating to same, time being of the essence (but such dispute shall not affect Exhibitors obligation to make payment within 15 days as set forth below). Failure to report any such dispute within such time shall constitute a waiver of any claim by Exhibitor with respect to such dispute. Whether sums are due under contract or open account, it is understood that all invoices are due upon receipt and are considered delinquent if not paid within 15 days from the date of invoice or the date as indicated on the invoice. Should timely payments not be made as stated, Exhibitor agrees to pay all collection agency fees and expenses, and other costs of collection, including reasonable attorney fees and court costs which may be incurred by Management or any affiliate in pursuing and collecting payment. The liability of Exhibitor shall be joint and several with Third Parties. The party executing this agreement on behalf of Exhibitor acknowledges that it has the authority to do so and that by its execution it has caused Exhibitor and Third Parties to be jointly and severally bound by the terms hereof. Exhibitor represents that Third Parties will immediately be notified of the terms hereof. Notwithstanding to whom bills are rendered, Exhibitor and Third Parties shall remain jointly and severally obligated to pay to Management the amount of any bills rendered by Management within the time specified and until payment in full is received by Management. Payment by Exhibitor to Third Parties or by Third Parties to Exhibitor shall not constitute payment to Management.



The Exhibitor contracts to use the booth for the duration of the Event in conformity with Management's guidelines. Management has the right to relocate a booth at its discretion. The Exhibitor and its representatives shall conduct themselves in a businesslike manner. In cases of disruptive and unprofessional behavior, exhibitor has the right to ask disruptive individuals to leave its booth. Show management reserves the right to revoke trade show participation privileges from such individuals. Exhibits may not obstruct overall view or hide the exhibits of others. Unusual or specially built booths must have Management approval. Management reserves the right to restrict or remove exhibits that are distracting or distract from the character of the Event. Booths must be set up prior to the opening of the Event. Management has the right to re-allocate a booth at its discretion if the Exhibitor has not appeared or begun to set up the booth 3 hours prior to the opening of the Event. The Exhibitor will assume the cost of any additional services/equipment required for their respective exhibit space. Exhibitor shall not assign, sublet, share or apportion the whole or any part of the space allotted, or have representatives, products, equipment, signs or printed materials from other than its own firm contracted in the assigned exhibit space without the prior written consent of Show Management.

BOOTH PACKAGE RATE

Includes booth construction, company signage, carpet (show color), table, (2) chairs, 1 electrical outlet, lighting, exhibitor manual, booth staff badges (3).

EXHIBITOR'S RESPONSIBILITY

It will be the responsibility of the company who contracts the space to maintain personnel in the booth at all times during the show hours. Any Exhibitor who starts to pack or dismantle their booth prior to the show closing will be charged a fee of \$1,000 and may forfeit any seniority to future shows.

EVENT SCHEDULE

The duration of the event, set-up times and hours of operation shall be published in the Exhibitor Manual. Construction and dismantling hours must be adhered to unless written approval is received from Management.

All retail sales activities must have written approval by Management; royalties or commissions resulting from sales activity must conform with the Event Terms and Conditions.

PHOTOGRAPHY

Management has permission to use the likeness of any person and/or products exhibited in photographs and in any and all other media, whether now known or hereafter existing. The exhibitor waives the right to inspect or approve the finished product, including written or electronic copy. Additionally, all rights to royalty. The use of unmanned drones, even if they are intended for photo or video, is strictly prohibited with based on the Official Mexican Standard NOM-107-SCT3-2016

ADVERTISING AND PUBLICITY

All exhibitor promotional material and goods are limited to the designated display area. Exhibitors may not carry out publicity activities outside the boundary of the booth or in front of the Event without written permission from Management. Acoustic presentations are permitted only if they are arranged in a way that other Exhibitors are not disturbed by them and visitors are not disturbed or hampered by them. Management reserves the right to cease any publicity/presentations that have not been approved and do not meet the standards of the Event. In the case of raffles, the Exhibitor will be responsible for obtaining the respective permission from the Ministry of the Interior to carry them out. The exhibitor excludes the Event Organizer and the venue from all liability.

MEDIA & PRESS

Any activities conducted by the media whether arranged by Exhibitor or separately shall be conducted through the Management Press Office.

LIABILITY

PAACE Automechanika Mexico LLC, Messe Frankfurt, Inc., Automotive Parts Remanufacturers Association, Motor & Equipment Manufacturers Association, and Specialty Equipment Market Association cannot and do not assume any responsibility or liability for the actions, information, products and services offered by exhibiting companies. Exhibitors and visitors acknowledge that all negotiations held among them are private in nature and independent of their contractual relationship, if any, with PAACE Automechanika Mexico and the other aforesaid entities." Show Management cannot and will not assume any responsibility or liability for the actions, information, products and services offered by exhibiting companies. Exhibitors and visitors acknowledge that all negotiations held among them are private in nature and independent of their relationship with Messe Frankfurt, its partners and sponsors in the organization of PAACE Automechanika Mexico City

In the event of fire, disaster, terrorism, threat of terrorism, civil disturbance, government or travel advisories, lockdowns, shutdowns, or other restrictions, hazardous weather, act of God, infectious disease, strike, war, acts of war, venue unavailability, or any other unforeseen occurrence that, in the sole opinion and discretion of PAACE Automechanika Mexico LLC renders the fulfillment of this contract commercially unreasonable, including commercially unreasonable financial impact to Management, PAACE Automechanika Mexico LLC will have the following options exercisable in its sole discretion upon notice to the Exhibitor ("PAACE Automechanika Mexico LLC Notice of Election of Option"): (1) postpone the show to a future date(s) in which case the Exhibitor's contract will be automatically amended to be applicable to those dates, including use of assigned space under the contract's rules, regulations, terms, and conditions, without any right of cancellation or refund by or to the exhibitor; (2) cancel the currently scheduled show, but hold a future edition of the show at a later time in which case the Exhibitor's contract will be automatically amended to be applicable to the next future edition of the show on that show edition's show dates including use of assigned space under the contract's same rules, regulations, terms, and conditions without any right of cancellation or refund by or to the exhibitor; or (3) cancel the currently scheduled show, and not hold a future edition of the show. If Management elects option 3. Exhibitor's contract will be automatically cancelled as of the date of the PAACE Automechanika Mexico LLC Notice of Election of Option and Management, as its sole obligation to Exhibitor and the Exhibitor's sole remedy, shall within thirty days of the date of the PAACE Automechanika Mexico LLC Notice of Election of Option refund to Exhibitor the money paid by Exhibitor as exhibit booth rental only, less a proportionate share of all expenses incurred by Management as related to the exhibits, including, but not limited to: facility rental fees, packaged utility fees, and general contractor services (if applicable). For the avoidance of doubt, if Exhibitor's share of such expenses exceeds the money paid by Exhibitor as booth rental, Exhibitor will not be obligated to pay that difference to Management. In the unlikely event a show must be closed for force majeure during the actual event dates, Management will prorate an amount of exhibit booth rental fee based on the duration of the show. Those funds will be transferred to the next edition of the show in accordance with item 2 above if Management intends to hold a next edition or refunded to Exhibitor less prorated expenses in accordance with item 3 above if Management elects not to hold a future edition of the show. Except for the aforesaid rights and remedies, Exhibitor shall have no other claims or rights to damages against Management arising out of a force majeure event, including, but not limited to, claims and damages for additional, unplanned or other expenses of the Exhibitor, Exhibitor waives all such claims. The information contained in Management's marketing materials is preliminary and is subject to change.

SECURITY AND LIABILITY

All local, state and federal laws shall be observed during the Event in the exhibition area. The Exhibitor shall observe all safety regulations of the facility, directives by security personnel and Management personnel. The Exhibitor shall be liable for all damage to persons or property, economic losses which have been caused by booth construction, booth equipment, exhibits and any employees acting on its behalf. The Exhibitor shall obtain all required permits prior to the commencement of the Event and have them available for inspection by Management. Management will provide Security during the construction of and dismantling times as well as throughout the duration of the Event, but will not be liable for the loss or damage of any exhibitor property. No one under the age of 18 will be permitted on the show floor at any time.

The Exhibitor is responsible to provide sufficient insurance protection. It is the Exhibitor's responsibility to insure their products against damage or loss with the company of their choice. Likewise, he must contract civil liability policies to protect people and property of third parties.

PREVENTION

The Exhibitor shall not use any flammable decorations or coverings for display purpose. All fabrics or other material used for decoration purposes shall be flameproof. The Exhibitor shall comply with all applicable fire regulations.

BOOTH DISMANTLE

The exhibition area is to be returned by the Exhibitor in the same condition as it was handed over. In the case of any damage to the exhibition area or the halls (structure, floor, cables, ducts, etc.), it shall be repaired at the Exhibitor's expense. If the clearance of the booth has not been undertaken in good time, Management may have it cleared and the goods put in storage at the expense of the Exhibitor. Management shall assume no liability for exhibits left behind.

COMMERCIAL TRADEMARK AND OTHER COMMERCIAL RIGHTS

Management expects exhibitors to honor commercial trademarks and other commercial rights. In case of documented trademark or other commercial right infringements, Management reserves the right to exclude an exhibitor from the current and future events. This stipulation does not create an obligation for Management to take such action. Management does not accept any liability for commercial rights infringements that may be committed by an exhibitor.

Any amendments to this contract shall only be accepted in writing and must be approved in writing by Management.

ETHICS CLAUSE

The list of suppliers included in this manual is solely for the purpose of making it easier for our exhibitors to request additional services when required. The service contract will be between the exhibitor and the service provider and not **INA PAACE Automechanika**, excluding it from any responsibility. Any anomalous situation that goes against the letter or the content of this clause, must be reported to: operacionesexpo@ina.com.mx

**VENUE -
CENTRO CITIBANAMEX**

FOOD & BEVERAGES FORM



[DOWNLOAD](#)

FAST FOOD COUPONS FORM

[DOWNLOAD](#)

INTERNET REQUEST (IT SERVICES)

[DOWNLOAD](#)

ELECTRICITY ORDER FORM

[DOWNLOAD](#)

HANGING OF BANNERS AND PROMOTIONAL

[DOWNLOAD](#)

BOOTH CLEANING ORDER FORM

[DOWNLOAD](#)

AIR, WATER & DRAIN SERVICES ORDER FORM

[DOWNLOAD](#)

ADDITIONAL SERVICES

REQUEST FOR SHELL SCHEME FASCIA NAME



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[DOWNLOAD](#)

CARPET AND PADDING REQUEST

[DOWNLOAD](#)

REQUEST FOR BOOTH MODIFICATION

[DOWNLOAD](#)

FURNITURE RENTAL

[DOWNLOAD](#)

ESPECIAL DESIGNS

[DOWNLOAD](#)

AUDIOVISUAL EQUIPMENT RENTALS

[DOWNLOAD](#)

HOSTESSES AND INTERPRETERS REQUEST FORM



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DOWNLOAD

BADGE SCANNER REQUEST FORM

DOWNLOAD

ACCOMMODATION REQUEST

°<https://www.reservesuhabitacion.com/EVENTOS/PAACE2024>

E-mail: reservaciones@gci-mexico.com

Phone: 8120106299

SECURITY REQUEST FORM

DOWNLOAD

**OFFICIAL CARRIER -
MILLENNIUM CARGO**



DOWNLOAD

DRAYAGE AND ADDITIONAL SERVICES

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Below is the maximum number of personnel inside the booth according with the sqm.

SQM	BADGES	SQM	BADGES	SQM	BADGES
9	3	54	18	108	36
18	6	72	24	162	54
24	8	81	27	216	72
36	12	90	30		

INNOVATION FOR MOBILITY

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