



Supplier Expo Nogales, Sonora, 2019: Friday, September 20<sup>th</sup>

**Supplier Expo 2019: September 20th, Nogales. Sonora, Mex.**  
**Circuito Industrial Street, Colonia Obrera S/N. C.P. 84048**

**Supplier Expo Nogales 2019**  
**REGULATIONS:**

[www.exponogales.org.mx](http://www.exponogales.org.mx)

These Rules are applicable to the person(s) that are going to design and/or mount the booths previously acquired by your registration of the event **Index Nogales Supplier Expo 2019**, also for whom is participating as an exhibitor of each of the enterprises registered.

**1.-VENUE**

Circuito Industrial Street, Colonia Obrera S/N. C.P. 84048

**2.- NAME OF THE EXPO:**

INDEX NOGALES SUPPLIER EXPO 2019

**3.- INSTALLATION & DISMANTEL DATES:**

MOUNTING		
ENTRANCE DATE	SCHEDULE	ACCESS
Wednesday, September 18th	8:00 - 17:00 hrs	Guard Station
Thursday, September 19th	8:00 - 17:00 hrs	Guard Station
EVENT		
Friday September 20th	7:30 - 18:00 hrs	Main Floor
DISMANTEL		
Friday September 20th	18:00 - 22:00 hrs	Main Floor
Saturday September 21th	8:00 - 16:00 hrs	Main Gate

**4.- DEADLINE FOR MOUNTING AND DISMANTEL BOOTHS:**

The booths must be occupied and dismantled within the range of dates and times allocated and shown above.

**5.- DATE & SCHEDULE FOR THE EXPO:**

Friday September 20<sup>th</sup> from 7:30am to 6:00pm



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## 6.- BOOTHS SPECIFICATIONS:

3 X 3 m and 2.5 m height, aluminum framed acrylic walls.

The booths include:

- Power Outlet 110v & 220v
- Table and 2 chairs
- Table Cloth
- Booth I/D Sign

## 7.- FEES

3X3 m= \$ 500 usd plus tax

3x3 m Corner Booth= \$ 550 usd plus tax

## 8.- BOOTH INSTALL:

- Booth fee must be covered 72 hrs prior the installation, if necessary present your deposit voucher to the registration personnel.
- Additional services or last minutes changes will require approval of the staff members at the event.
- If by any circumstance the exhibitor is not in the booth by 1 hour after the event begins, it will be removed or potentially occupied by another participant.

## 9.- BOOTH DESIGN:

- Booth size provided must be respected all times; No construction or additions should exceed or protrude beyond 2 lateral inches of the booth dimensions.
- Posters, pictures or similar items can be installed with tape, drilling is not allowed in any way, event staff reserves the right to refuse use of windows; adding walls stand is prohibited.
- Drilling into floors or building walls is not allowed. The building must not be altered in any way.
- Hanging or mounting of any publicity materials from the building is prohibited.
- Audio and video is allowed for your booth, however it is not allowed to increase the volume and interfere with the other booths. Event staff reserves the right to ask that volume be reduced.
- Flyers and samples can be given from your booth.
- Any type of Motor Gas / Diesel operated device is not allowed in the building.
- Any metal or wooden structures that require painting or adjustments needs to get in the venue already pre worked to eliminate solder or any type of crafting details on the halls or space allotted.

## 10.- ID 's:

- Two Ids' will be given per booth free of charge, for Visitors a sticker will be given on Friday the 20<sup>th</sup> starting 7:30 am at the main registration area.

## 11.- LUNCH:

- Two tickets will be given for 2 plates for each company registered for a booth that it's paid.
- Additional servings for visitors or exhibitors will have a cost of \$15 dollars / person.



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#### 12.- SECURITY:

- The staff committee will bring this Service,
- Armed personnel and/or individuals under the influence of drugs or alcohol will not have access to the building.
- Alcoholic beverages are prohibited for this event

#### 13.- INVENTORY:

- The equipment and products that belong to the exhibitor for the booth decorations must be inventoried, a list must be shown to the security guards and the same list will be given back to the exhibitor, **You need to present this list the day of the event ( entering and leaving the building )**
- The exhibitor is liable for any lost or theft of any material, product, machine or artifact used for the booth purchased. The building owner not event staff are in no way responsible for any theft or damage of exhibitor material.
- **Please record all your items, equipment, and things to exhibit at the expo in the following electronic link:**

<http://www.exponogales.org.mx/inventory.html>

#### 14.- BOOTH DISMANTEL:

- Starting at 18:00 hrs. Friday, September 20th, the space purchased must be available for removal under the same conditions that it was delivered, additional charges may be applied in case of cleaning or damage services needed.

#### 15.- PERSONNEL:

- Every Enterprise accepts the labor responsibility for the personnel hired by themselves, the staff committee has no participation in any way for any type of reclaim of associated costs.
- Dress Code is at least Casual Dress but formal office wear or business casual is encouraged.

#### 16.- BUSSINES:

- This event is a commercial expo organized without direct sales on site, and any transactional sales activities must be approved by the staff committee.

#### 17.- OTHERS: Phone 631 314 0111, 631 314 0112

Any other subject not formally viewed on these regulations will be analyzed by the staff committee as needed.