

## FACT SHEET

### Booths equals and smaller than 30sq.mts. includes:

- \* Lateral walls
- \* Carpet
- \* Booth identification sign (Company's name and booth number, no logo)
- **The maximum height of booth decoration is 4.50mts.** In the case of having a hanging sign, the top height should not exceed 4.50mts.
- 1 double polarized electrical outlet of 110V per booth (the location may vary).
- \*Should be requested at the Exhibitors Manual online, before the deadline.*

### Booth Equipment for booths of 36 sqm. and larger

- Exhibition space
- 2 double electrical outlets of 110V
- **These spaces do not include lateral walls.**

**Note: Assembly for double decker booths, you must have a structural responsibility letter issued by a DRO.**

### Venues Height

7.20m. Review the maximum height allowed for assembly and decoration, according to space contracted for your space.

### Venue's Floor Weight Limit (Load):

45 tons/sqm. The main (front) hallway of the Jalisco lounge is lighter. Please do not place supports or cranes on it.

## Set Up Dates & Hours

Celina García [celina.garcia@tsfactory.com.mx](mailto:celina.garcia@tsfactory.com.mx), ph.818333.4400 ext. 802, m. 81.8800.4166 or Alexa Rasmusson [alexa.r@meetingsfactory.com](mailto:alexa.r@meetingsfactory.com) ph. 818333.4400 ext. 803 / m. 81.8800.4166

The setup schedule has been assigned according to the location and space contracted, WITHOUT EXCEPTIONS.

Exhibitors with booths equal or less than of 27sq.mts.:

Only: Monday, November 4<sup>th</sup> 08:00 - 20:00 hrs. **\*No extra hours will be allowed.**

**\*\*PLEASE CONSIDER YOUR TARGETED TIME ASSIGNED WHEN REQUESTING YOUR BOOTH DESIGN, AS THERE WILL BE NO EARLY HOURS ALLOWED\*\***

**The setup will be finished by 20:00hrs on Monday, November 4<sup>th</sup>.**

All boxes and packing materials must be removed without exception no later than Monday, November 4<sup>th</sup>, at 18:00 hrs., and the full installation of the booth at the same hour. The Organizing Committee will not allow any type of installation after this time, or during the hours of the Expo.

## Exhibition Dates & Hours

**Inauguration:** Tuesday, November 5<sup>th</sup> 10:30 hrs.

### Exhibition at Salon Jalisco:

- Tuesday, November 5<sup>th</sup> 11:00 – 18:00 hrs.
- Wednesday, November 6<sup>th</sup> 11:00 – 18:00 hrs.
- Thursday, November 7<sup>th</sup> 11:00 – 17:00 hrs.

No one under 18 years of age is allowed in the exhibit hall.

Access to students will limited to Thursday, November 7th, from 15:00 to 17:00 hrs.

## Dismantling Dates & Hours

- Thursday, November 7<sup>th</sup> 17:30 - 22:00 hrs.
- Friday, November 8<sup>th</sup> 08:00 - 12:00 hrs.

**\*Note: Work of dismantling the booth and packing up of displays shall be prohibited before 17:30 hrs. of Thursday, November 7<sup>th</sup>. \***