

6-8 NOVEMBER 2018  
MEXICO CITY



**LATIN AMERICA**<sup>TM</sup>  
GEOSPATIAL  
FORUM

Celebrating  
**50**  
Years

Of **Geospatial**  
Information in Mexico

**THEME: GEOSPATIAL  
INFORMATION:  
MAKING A DIFFERENCE  
FOR BILLIONS**

**EXHIBITOR'S MANUAL**

[www.lagf.org](http://www.lagf.org)

**THEME: GEOSPATIAL INFORMATION: MAKING A DIFFERENCE FOR BILLIONS**

Dear Exhibitor,

At the outset, we thank you for your valuable participation in Latin America Geospatial Forum being held on November 6 -- 8, 2018 at Sheraton Maria Isabel Hotel, Mexico City, Mexico.

Enclosed with this exhibitor manual is a valuable resource for preparing your participation at the conference-cum-exhibition. It is an easy-to-use guide aimed at smoothening out your exhibition experience and ensuring a successful show.

The manual includes all of the forms and relevant information you need for shipping your exhibition items, set-up and dismantling of your booth.

Please pay particular attention to the Build-up schedule and technical specification list to prepare for the show, be sure to note the deadlines and keep in mind that advanced ordering will save you money and ensure a hassle free exhibition.

All order forms as provided on the website should be mailed as directed. Please retain a photocopy of each form for your records, so that queries, if any, can be addressed quickly and invoices can be checked easily and accurately.

The entire Geospatial Media and Communications team is available to help you, so please feel free to contact us anytime should the need arise. We look forward to working with you during the next few months. We remain confident that you will have a successful and profitable show.

Sincerely,



**Anamika Das**

**Vice President- Outreach & Business Development**

**THEME: GEOSPATIAL INFORMATION: MAKING A DIFFERENCE FOR BILLIONS**

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**THEME: GEOSPATIAL INFORMATION: MAKING A DIFFERENCE FOR BILLIONS****General Information ..... Section 1****Organizer**

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A-145, Sector 63, Noida, Uttar Pradesh  
India. Pin: 201301

Phone : +91 120 4612500

Fax : +91 120 4612555

Contact Person : Tarun Kumar (Logistics)

E-mail : [tarun@geospatialmedia.net](mailto:tarun@geospatialmedia.net)

Mobile : +91 99 5872 7957

**Exhibition Venue**

Venue : Sheraton Maria Isabel Hotel, Mexico City

Exhibition Area : Independencia

Address : Paseo de la Reforma 325 Col. Cuauhtemoc  
Mexico City, 06500, Mexico

Phone : + 52 55 5242 5555

Fax : + 52 55 5207 0684

**THEME: GEOSPATIAL INFORMATION: MAKING A DIFFERENCE FOR BILLIONS**
**Exhibition Dates & Opening Hours**

Day	Date	Timing
Wednesday	7 November 2018	1030 hrs 1800 hrs
Thursday	8 November 2018	1030 hrs 1630 hrs

- Stands must be staffed at all times during opening hours of the exhibition.
- If a booth is not staffed when the exhibition opens, the organisers will remove protective covers and will turn on the stand lights.
- For Buildup and Breakdown Schedule see page number 6.

**\* Any change in timing will be communicated to all the exhibitors accordingly**

**Opening Ceremony and Exhibition Visit**

Exhibitors are invited to the Opening Ceremony of exhibition on Wednesday 7 November 2018 from 1030 hrs at Independencia, Sheraton Maria Isabel Hotel, Mexico City.

**Currency**

The currency in Mexico is Mexican Peso (MXN). For up-to-date exchange rates, please refer to a currency exchange site on the Internet, e.g. [www.xe.com/ucc](http://www.xe.com/ucc)

**Tourist Information**

For tourist information on Mexico, please refer to the following website:  
<http://www.visitmexico.com/en/>

**Visa**

Don't forget to check with your travel agency, or with the Mexican Embassy in your country, if you need a visa to enter the country.

**THEME: GEOSPATIAL INFORMATION: MAKING A DIFFERENCE FOR BILLIONS**
**Technical Information ..... Section 2**
**Build-up Schedule**

Schedule for exhibitors using the standard Shell scheme

Day	Date	Timing	Information
Wednesday	7 November 2018	0600 hrs	Bringing in the Machines and poster for the booth setup
Wednesday	7 November 2018	0800 hrs	Aisles must be clear and empties & packing materials taken for storage. Installation of exhibits inside the stands only, no more movements in the aisles, in view of cleaning & carpeting of aisles

Schedule for exhibitors **building their own stand (Raw Booth/Customised Booth)**

Day	Date	Timing	Information
Tuesday	6 November 2018	2000 hrs	Booth setup and installation
Wednesday	7 November 2018	0800 hrs	Aisles must be clear and empties & packing materials taken for storage. Installation of exhibits inside the stands only, no more movements in the aisles, in view of cleaning & carpeting of aisles

**❖ IMPORTANT**

As an exhibitor, we require the following from you latest by October 15, 2018 for the inclusion of the same in our Exhibitor's Profile:

- 100 words company profile in MS Word Format
- High resolution company logo in JPEG
- Contact person name and email id
- Fascia name in MS Word Format

**Possession of Exhibit Space**

*Exhibitors using any contractor other than the official stand construction contractor for their stalls will get possession, only if drawings / designs for their stands have been approved by the organizer and the performance bond/security deposit is in place.*



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Possession of space will be given to those **exhibitors who have made FULL PAYMENT**, and have provided performance bonds/ security deposits of Peso 8000 in the name of Congrexpo to Mr. Julio by **5<sup>th</sup> November 2018**. The cheque will be returned to the exhibitor just after the exhibition gets over and no damage in the property is made. This cheque need to be given by the contractor of raw booth, if the contractor is other then official contractor.

***Contractual working hours agreed with the Hotel Sheraton Maria Isabel does not allow any delay in leaving the exhibition area after contractual hours.*** If an exhibitor, his staff, his contractor or his supplier does not leave the premises at, or before, the times specified, the exhibitor will be held responsible for additional rental fees incurred.

**Plan approval**

Exhibitors who have reserved 'raw space' and using a contractor other than the official stand construction contractor, must submit the layout design of their stands, for approval by the organiser. This is to prevent costly alterations on site being required by the venue and the organizer. **Deadline to submit the booth design for approval is 1<sup>st</sup> October 2018.**

These plans shall include elevation drawings. One set of drawings duly approved or with suggested modifications, if necessary, will be returned to the exhibitor. Actual construction and display in the stand must strictly conform to the drawings approved by the organiser.

**Carpentry**

Contractors and exhibitors are requested to strictly observe that carpentry inside the halls during build-up is not permitted. Only assembly of the display and minor finishing/touching up is allowed. Contractors violating this guideline will be prevented from continuing work on the exhibitors stand inside the hall. **It's mandatory to use an old carpet on the ground before starting the installation of your raw booth.**

**Completion**

Installation of stands /booths should be **completed by 0700 hrs on 7 November 2018**. General cleaning of the exhibition hall will be carried out immediately thereafter for the Hall, to be **ready by 0900 hours on 7 November 2018**, for inauguration of the exhibition.

**Please Note:**

- Exhibitors must order for **furniture and power supply** if required through additional furniture order form and electricity order form, which will be on paid basis. You can download the form from the website of Latin America Geospatial Forum 2018.

**Booth Inspection**

Inspection of the booths will be carried out continuously during build-up procedures to make sure that exhibitors have received the services ordered, and to see if the instructions of and on behalf of the organizers and the **Sheraton Maria Isabel Hotel** have been taken into account.

**Technical Specification**



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Below are important technical specifications related to the use of your exhibit space, the standard stand construction package, and the exhibition area in general.

**Building Height**

- ❖ The building height is **2.50 m** for all shell scheme stand walls and objects inside the stand (height measured from the floor of the hall, not from a technical/raised floor).
- ❖ For higher raw booth more than 3 m, permission is required from organiser by submitting the design of the stand before 1<sup>st</sup> October 2018.

**Floor Material in Exhibition Area**

Objects in a shell scheme stand which are higher than 2.40 m should be placed at a minimum distance of 0.75 m inward from the stand front, side and back lines. For objects higher than 2.20 m permission is required from Organiser.

If you wish to bring a display system (e.g. pop-up display) to put up in your stand, please inform organiser with exact measurements (height x width in meter) so we can check if it fits in view of possible height restrictions.

**Electricity**

For raw space, power connection from the main distribution box (DB) inside the exhibitors' area will be provided by the organizer commencing 7<sup>th</sup> November 2018. ***All the raw booth exhibitors are requested to fill the electricity form available on the website for their electricity requirement.***

Connection to the exhibitor's equipment from the distribution box (DB) inside the exhibitor's area will be operated by the exhibitors. A work completion-cum-listing report must be provided to the official electrical contractor after the exhibitors have completed their work on **7th November 2018 by 0800 hrs.**

Each stand will be provided with electric power at one or more main points depending on the requirement on additional charges. Please log on to the website of **Latin America Geospatial Forum 2018** to order the additional electricity for your booth. Exhibitors should use distribution boards, individual isolation switches for exhibits, and insulated cables or metal conduits for connecting power supply to the exhibits.

Exhibitors who use power for general lighting and running of equipment/exhibits in excess of their specified load will attract penalties and/or disconnection.

Exhibitors must install separate and independent switch connections for each exhibit. Alternate connections or throw-over switches are not allowed. Power load is not allowed to be taken from the wall sockets.

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All the main electrical supply points must be kept easily accessible for operation and repairs in the event of emergency. Main electrical supply points should not be concealed or covered.

Exhibitors are advised to install equipments voltage stabilizers/UPS for their sophisticated equipments.

Exhibitors are advised to exercise the highest level of safety precautions and engage the services of only qualified professionals for electrical wiring and installations.

**Audio Visual**

All audio visual enquiries for exhibition stands can be requested directly from the preferred partner for Audio Visual services Order Form; this will be subject to an additional cost based upon requirements. All ordering, payment and logistics should be coordinated directly with the preferred partner.

**Delivery and Removal of Exhibits**

The delivery and removal of exhibition goods, with the exception of hand-carried materials, should take place via the loading Area of **"Sheraton Maria Isabel Hotel"** the following instructions apply for the delivery and loading of goods.

- ❖ Exhibits will NOT be allowed to take out of the exhibition halls during the exhibition period.
- ❖ Removal or delivery of exhibition stores in or out of the exhibition hall is not permitted during the open hours of the exhibition.
- ❖ Such removal, delivery or replenishment of stock may only be carried out before opening hours in the morning or after closing time in the evening. If you wish to remove any item, a "GOODS REMOVAL PASS" must be obtained from the venue duly signed and stamped by the organizer.
- ❖ **Goods removal pass:** At the close of the exhibition, in order to remove your goods smoothly, safely and easily, the following paperwork must be carried out. Make 4 copies of an itemized list showing equipment and material required to be exited from **Sheraton Maria Isabel Hotel**. These copies must be on the exhibitor company's letterhead, duly stamped with the company's official seal and signed by an authorized person. Get all copies attested and stamped by **Latin America Geospatial Forum 2018** organizer.

**WASTE**

Exhibitors are advised not to throw waste material from their stands on the aisles. Empty cases /crates should not be left in the aisles to ensure the safety of all SHOW participants.

**Booth Cleaning**

We recommend exhibitors must book the booth cleaning service through the official contractor of Latin America Geospatial Forum 2018.

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The organizer is unable to provide storage facilities in the hall for packing cases, surplus materials or other property of the exhibitors. Arrangements for safekeeping of such items must be made with the freight forwarder.

During move-in, construction of stands and removal of exhibits, the passageways in the exhibition halls must not be obstructed with packing materials, construction materials or debris. Contractors are responsible for removing their own cuts-offs and waste on each day of build-up and breakdown. Use of passageways behind stalls for storage of empty, waste or surplus material is strictly prohibited.

**Dismantle Of Exhibits**

**The halls have to be handed over to the Hotel Sheraton Maria Isabel promptly on the final day of break-down. Shell Scheme Exhibitors must ensure that their exhibits and stand materials are removed by 1800 hrs on 8 November 2018. The entire raw space contractor must remove the stand material latest by 2200 hrs on 8 November 2018.** The organizer will dispose off any items remaining in the hall beyond this time, and the management will not accept responsibility for any loss or damage. Costs involved will be borne by the defaulting exhibitor.

**Stand Number and Final Allocation**

Stand locations and stand numbers will be (re-)confirmed by Geospatial Media and Communications in case it is necessary to change an exhibitor's stand number or stand location, the exhibitor will be notified immediately.

**Personal Belongings**

All exhibitors / participants must take care of their personal belongings at all times. The organizer will not be held responsible for any damage / loss etc.

***As it is impossible to provide complete protection against theft, exhibitors should ensure that their exhibits are properly insured. We do remind you that you are responsible for your exhibits at all times and that they will be at greatest risk during buildup and breakdown. Do not take chances with your valuables- once they are lost, it will be very difficult or impossible to recover them. The organizer will accept no responsibility for losses or damages of any kind. Keep your passport, exhibit goods and laptop etc. under your strict supervision at all times.***

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**Rules, Instructions and Regulations..... Section 3**

**Rules, Instructions and Regulations**

- ❖ Raw space exhibitors / contractor will also be responsible for the proper behavior of the contractor, if the contractor appointed is other than the 'Official Contractor'.
- ❖ The exhibitors/ contractor will also have to bear any charges levied by the venue Sheraton Maria Isabel Hotel for damages caused to property, walls, flooring, etc.
- ❖ Exhibitors' contractors are requested to avoid designs blocking or boxing-in other exhibitors' stands. The back wall shall never be left unsightly.
- ❖ Exhibitors / contractors are not permitted to fabricate or build from scratch, stands inside the halls. They should prefabricate and fit sub-sections of the stand inside the hall. **Only finishing and touching up of paint (not complete painting) is permitted inside the hall.**
- ❖ Exhibitors/contractors must ensure that finishing/ painting of the stand does not result in spillage.
- ❖ Exhibitors / contractors must remove cut-offs and debris from inside their stand, and ensure that the stand is completed by **0700 hrs on 7 November 2018**.
- ❖ Exhibitors' contractors are not allowed to block the aisles inside the hall. Packing cases and crates belonging to contractors and exhibitors and material lying on the aisle will be removed under the instruction of the organizer at the exhibitor's cost.
- ❖ No part of any structures may extend beyond the boundaries of the stand allocated to the exhibitor by the organizer.
- ❖ A finished back wall, except in the case of an island or peninsula stand, must be provided.
- ❖ Where 'raw space only' stands rest on a shell scheme package stand, the walls of the shell scheme package may not be utilized by the 'raw space' exhibitor.
- ❖ Nailing or puncturing the shell scheme panels is strictly prohibited. Any such damage will be made good at the expense of the exhibitor.
- ❖ Exhibitors are requested to take approval from the organiser for exceeding the height of their booth more than 3 meters.
- ❖ We would highly recommend that you practice cautious with regard to the move in / build up and tear down / move out phase of your exhibitions. We would recommend the following additional precaution actions to be taken and enforced to contractors and exhibitors to minimize the damage to the venue.

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- Protection of the carpet by old carpet or plywood for the movement of heavy duty trolley during move in and move out.
- Protection of the carpet particular on the aisle with plastic sheet, plywood or used carpet during build up
- No sanding, sawing, metal cutting, major painting and major construction allowed.

**Force majeure**

If due to force Majeure or other unavoidable circumstances, the organisers are forced to cancel the exhibition, the exhibitor will not be entitled to claim damages or compensation of any kind. The organisers reserve the right to reschedule the event in the interest of the exhibition.

**Insurance for contractors & service men**

Exhibitors are liable to cover their own staff and the contractors they hire for booth set up and dismantle for any physical damage on site. In case of any mishap, the organisers will not be liable to bear any such damages.

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**Exhibitor Registration..... Section 4**
**Exhibitor Registration**

Each booth comes with a certain number of complimentary facilities like Registrations as per booth size. The following chart shows the general guidelines:

Exhibition Area SQM	9-17	18-26	27-35	36-above
Complimentary Delegates	2	3	4	As per package

**Registration Guidelines:**

- Exhibitors will receive a password that will entitle them to register the offered complimentary registrations online at  
<https://lagf.org/en/registration-fee.html>
- Exhibitors are requested to register the names of representatives from their organization availing this complimentary registration not later than 15 October 2018
- Please note that it is compulsory for each exhibitor to wear their exhibitor registration badge for the duration of the Trade Show
- Identification badges can be collected from Latin America Geospatial Forum 2018 conference registration desk at the conference venue on any of the registration days starting from 6 November 2018 onwards

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**Vender Contact Details for Services**

<b>Service</b>	<b>Official Vendor</b>	<b>Order Due Date</b>
Furniture Order Furniture Catalogue AV and Electronics Print Format Booth Signage Printing Raw Space Build Up	<b>Julio Segovia</b> Congreexpo Montecito 38 piso 15, WTC oficina 6 Colonia Nápoles C.P. 03810 México, D.F. Nextel. 36197561 I.D 72*603868*2 Office: (55) 65483562 <a href="mailto:j.segovia@congreexpo.com">j.segovia@congreexpo.com</a> <a href="http://www.congreexpo.com">www.congreexpo.com</a>	15 October 2018
Fascia Name Company Information Security Deposit Electricity Order	Tarun Kumar Geospatial Media and Communications Pvt. Ltd. Tel : +91 120 461 2500 Mobile : +91 9958 727 957 Fax : +91 120 461 2555 <a href="mailto:tarun@geospatialmedia.net">tarun@geospatialmedia.net</a>	15 October 2018
Shipping Manual	Coming soon	Please Refer to Shipping Manual