



infosecurity[®]
MEXICO

22 - 23
05/2019


Mexico City
Centro Citibanamex

EXHIBITOR MANUAL

Part of

infosecurity[™]
GROUP

Organized by

 **Reed Exhibitions**[®]

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Welcome

We have prepared useful information to assist you with your participation in the event.

The content of this Exhibitors Manual specifies dates and formats that will be used throughout the planning process.

It also contains the official contractors that will help you in the process and a section for international exhibitors and new exhibitors.

Specifics

Infosecurity Mexico 2018 will take place on May 22nd and 23rd, 2019 at the following times.

- Wednesday 22nd from 10:00 to 20:00 h
- Thursday 23rd from 10:00 to 20:00 h

The event will be held on Hall "A" at Centro Citibanamex, located at Av. Conscripto 311, Lomas de Sotelo, Miguel Hidalgo, Mexico City.

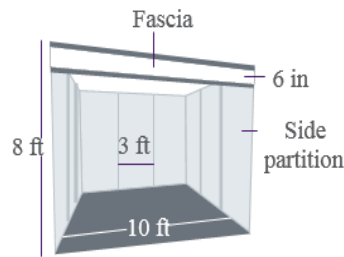


Your stand includes:

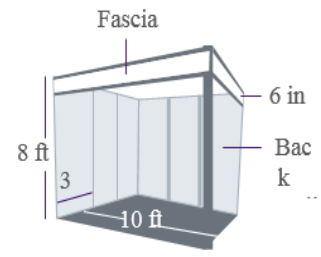
Equipped booths: 3 m x 3m and 6 m x 3 m

Features:

- Wall panels
- Lighting
- Fascia board with company name and booth number (no logo)
- Carpet
- 1 power outlet (1,000 W)
- Diploma
- 4 badges
- 1 table and 2 chairs



Inline booth



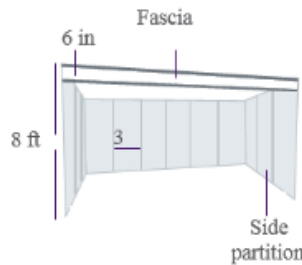
Corner booth

Raw space: Over 36 sqm

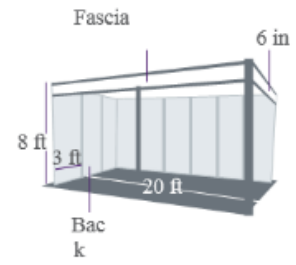
6 x 6 m (36 m²)

Features:

- Exhibitions space
- Diploma
- 8 badges
- 1 power outlet (1,000 W)
- 8 exhibitors max



Inline booth



Corner booth

6 x 9 m (54 m²)

Features:

- Exhibitions space
- Diploma
- 12 badges
- 1 power supply (1,000 W)
- 8 exhibitors max

6 x 12 m (72 m²)

Features:

- Exhibitions space
- Diploma
- 16 badges
- 1 power supply (1,000W)
- 8 exhibitors max

IMPORTANT:

Furniture, wall panel set up and company name for fascia boards must be requested to your customer service executive, to the following email: bdiaz@reedexpo.com

The deadline for these requests is on May 3rd. After this date, all requests will be charged with \$195.00 USD for 3 x 3 m booths and \$278.00 USD for 6 x 3 m booths.

Set up hours

The floor set up will take place from Monday 20th at 23:00 h until Tuesday 21st at 22:00 h. It is the responsibility of contractors and exhibitors to ensure that workers have the appropriate personal protective equipment to perform their tasks.

It is obligatory to use the safety helmet.

It is necessary to wear sturdy footwear in the halls during construction and dismantling to avoid slips and wounds on the feet.

Persons working from a height without safety rail must be anchored by harnesses or use anti-fall equipment.

These are the set up schedules according to the booth size:

Monday 21st

| HALL A | |
|--------------------|---------------|
| Booth size | Access |
| 6 x 9 m / 6 x 12 m | 23:00 hrs. |
| 6 x 6 m | 23:00 hrs. |
| 6 x 3 m | 23:00 hrs. |
| 3 x 3 m | 23:00 hrs. |

On May 21, at 23:00 h every booth must be complete, every construction worker must leave the exhibition floor.

If a space is still empty by that time, it will be considered as abandoned and will be used, as the organizing Committee considers convenient.

Exhibitors must arrive at least an hour before the trade show opens to the attendees in order to assure all booths are complete with their respective owner. For show image issues, all booths will be open at 09:00 h, even if there is not a responsible person inside the booth.

The replenishment of materials for booths will only be allowed on May 23th from 08:00 to 09:30 h. Access to heavy materials, hand trucks, carts or decorations will not be allowed during the exhibition hours.

Load in / load out:

The access to set up will take place at Gate 4, hall "A" Conscripto Ave.

The given time to load/unload transports will depend on its size. If exceeded, the venue will charge a fee directly to the transporter.

PROHIBITIONS

It is not permissible to nail, screw, scrape, weld, paint or use adhesives or glues that leave traces on the walls, floors, rugs, columns, ceilings and locks of the enclosure. In case of damage to the installations or the material provided, the exhibitor must cover the cost of the damage.

It is not allowed to manipulate, dismantle or modify the installed materials (screens, lighting, panels, etc.); to do so, it will be necessary to cover the corresponding cost. In case of using adhesives on the wall panels, an extra charge of \$200.00 pesos per line meter will be made for cleaning.

The maximum permissible height for all booths is 16 ft. In case of exceeding 8 ft. high, the protruding parts, which affect the view of the other booths, must be covered. The backside of the panels that are not being used must be lined and painted in a neutral color, this means black or white. Any invasion of other exhibitors' space or public corridors is unacceptable.

Exhibitors must arrive at least an hour before the trade show open access to the attendees in order to assure all booths have a person in charge. For show image issues, all booths will be open at 09:00 h, even if there is not a responsible person inside the booth.

The replenishment of materials for booths will only be allowed on May 23rd from 08:00 to 09:30 h. Access to heavy materials, hand trucks, carts or decorations will not be allowed during the exhibition hours

Required information

Every booth design must be approved before set up, and it is mandatory to send the following information:

- Set up format filled up and signed by the contractor
- Liability insurance
- Booth layouts signed by a registered SEDUVI's DRO agent
- Renderings

SEDUVI's DRO agent

Due to instructions given directly by the venue, in case of building a double deck booth, catwalks, parquet floors or platforms above 1 m height, a special permission is required.

An agent registered at SEDUVI will issue this.

This information must be send to Betzabee Diaz, Customer Experience, bdiaz@reedexpo.com for its approval. She can also provide guidance.

Without exception, every booth must have liability insurance.

Every person working above a meter height must wear security helmet and harness. In case a company is not Providing the corresponding security gear to their workers they will be taken out the venue until they fulfill the requirements.

Power supply

Each booth will have a 1,000 W power outlet. In case of requiring additional energy, please contact bdiaz@reedexpo.com
Electrical installations in each booth must be set with heavy-duty cable and appropriate wire gauge, cased and properly isolated. Duplex cabling is not permitted.

It is also prohibit placing platforms on the power supply boxes.

The organizers reserve the right to cut off the electrical supply to any exhibitor whose installation does not fulfill the regulations stated and / or can be a hazard.

For special power requirements, please contact Centro Citibanamex Inhouse Services:

- Tel: +52 (55) 5268-2000 Ext. 2054 y 2051
- Email: serviciosadicionales@centrocitibanamex.com

Centro Citibanamex regulations

Every exhibitor agrees to follow the Centro Citibanamex internal regulation as well.

Cleaning

The organizer will be in charge of keeping clean general areas such as aisles and restrooms. The booth cleaning is responsibility of each exhibitor.

Badges

The badge delivery will be done on May 22nd from 12:00 to 20:00 h, and on May 23rd from 09:00 to 11:00 h in the registration area located in the registered module of hall A.

Scanners

Scanners will be delivered on May 23rd starting from 10:00 h in the organizing committee module. The scanning area is restricted to the exhibitor floor, it is not allowed outside the exhibition floor

Security

During the event there will security in the common areas. However, neither the organizing committee not the venue will be responsible for any kind of loss including personal affairs or exhibiting materials. We strongly recommend purchasing an insurance.

Security elements can provide a free safety lock for your laptop, projector and tablets.

Dismantling

Dismantling schedule

Dismantling will take place on May 24th from 20:00 h to 23:59 h. It is not allowed to dismantle your booth before this time. It is important to consider that you cannot withdraw any material (banners, structures, posters, promotional, etc.) through principal doors or platforms before the time mentioned.

The exhibitor also must abide the venue policies and get responsible for the damages they cause in the venue installations and to any other exhibitor who is affect by this action.

Reed Exhibitions Mexico is not responsible for abandoned stands after disassembly hours completed, so the customer must cover the costs that generate, according to the venue policies.

Additional services (What is not included in my booth)

Below you will find a list of services that must be hire with the venue or any other supplier. It is important for you to remember that there are some services that must be hire with the venue.

In house services

- Rigging
- Electrical supply
- Internet
- Food and beverages
- Parking

For hiring, any of the services listed above please call:

In-house services, located in the venues ground level

Tel: +52 (55) 5268-2000 Ext. 2054 y 2051

Email: serviciosadicionales@centrocitibanamex.com

Non exclusive additional services

You can contract non-exclusive services with your supplier or with any of the selected partners, we have chosen for you.



LEDI

Armando Castañeda – Servicios al Expositor

Tel: 01(55) 5682-7242 Ext. 110

operaciones@ledi.com.mx

This contact can print yours graphics



Claudia Castillo Tel: (55) 5545314616
Belisario Estrada Yoe: (55) 1764 4683
klauzcas@gmail.com

Booth design and decoration



Perla Vazquez
pvazquez@expoalon.com
Tel: (55) 5255 5100
Tel: (33) 3645 1873



Antonio Villegas
tono.villegas@vmapublicidad.com.mx
Tel: (55) 5203 4570

Set up and booth design

Exhibitors contact

Company name: _____

Booth number: _____

Contact person: _____

Charge: _____

Suppliers contact

Company name: _____

Person in charge: _____

Phone number: _____

Email: _____

This format must be filled up and sent back to bdiaz@reedexpo.com

The use of the safety helmet is compulsory to enter assembly and dismantling without exception