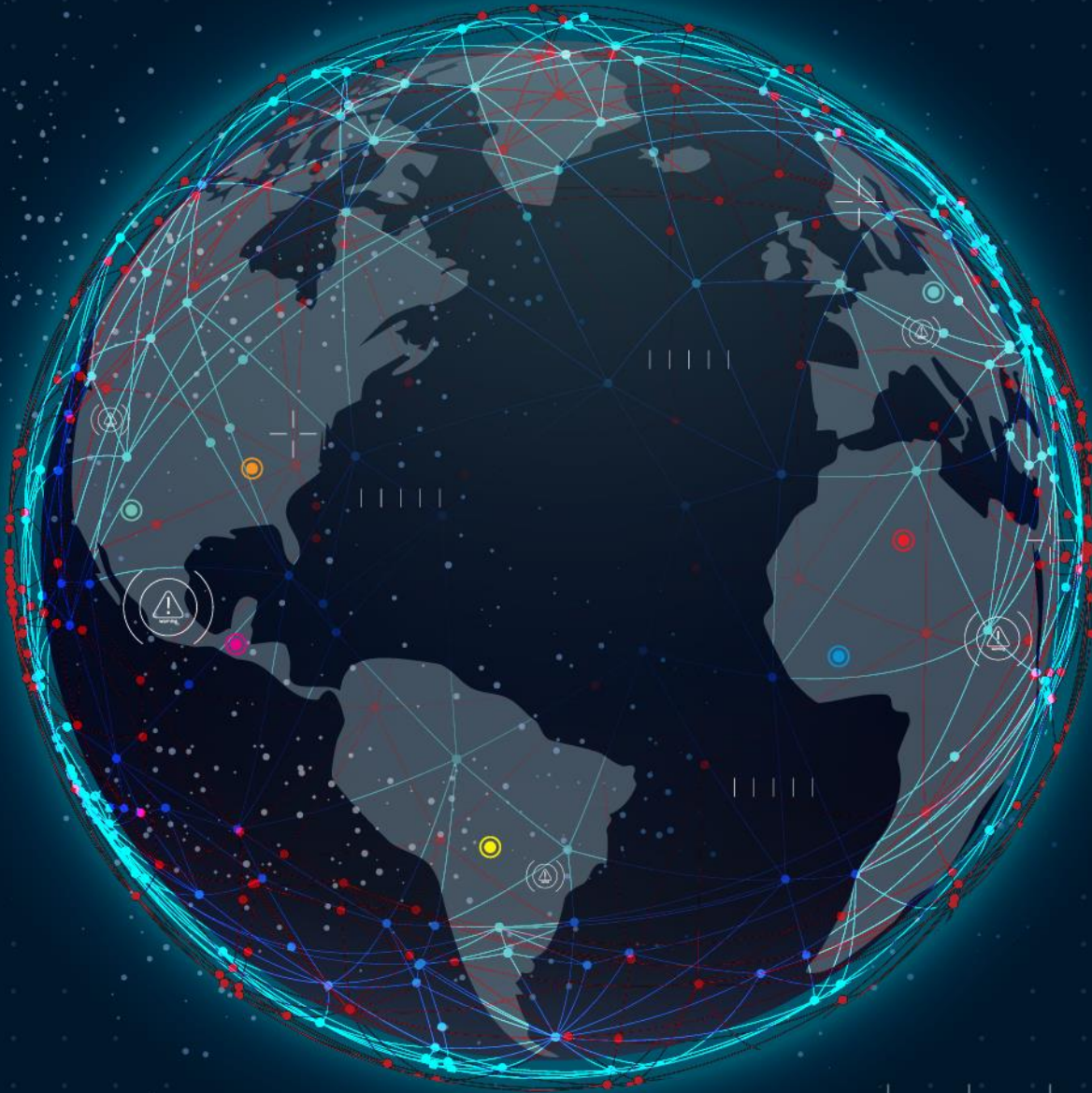


infosecurity[®]
MEXICO

Presenting
servicenow[™]



20 - 21
MAY 2020

CDMX/CENTRO CITIBANAMEX

**Exhibitor
Manual**

WELCOME TO INFOSECURITY MEXICO 2020

We invite you to read this manual carefully; here you will find important information to make your participation successful.

We, as the Organizing Committee, will be accompanying and supporting you during your participation:

- **Customer Experience**

BETZABEE DIAZ

E: bdiaz@reedexpo.com
T: +52 55 8852 6131

- **Billing and Accounts**

PERLA VAZQUEZ

E: nreza@reedexpo.com
T: +52 55 8852 6052

- **Event Content and Public Relations**

SERGIO GUTIERREZ

E: sgutierrez@reedexpo.com
T: +52 55 8852 6101

DIANA MAGOS

E: dmagos@reedexpo.com
T: +52 55 8852 6119

- **Operations**

JAVIER PANES

E: fpanes@reedexpo.com
T: + 52 55 8852 6137

- **Sales**

CESAR CALLEJO

E: ccallejo@reedexpo.com
T: +52 55 8852 6218

PAOLA RODRIGUEZ

parodriguez@reedexpo.com
+52 55 8852 6221

- **Show Director**

JUAN MANUEL RODRIGUEZ

jmrodriguez@reedexpo.com
+52 55 8852 6158

EVENT OVERVIEW

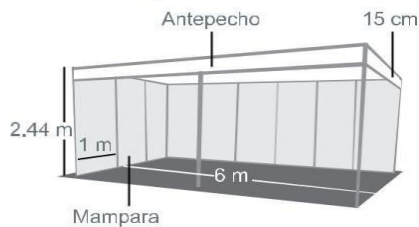
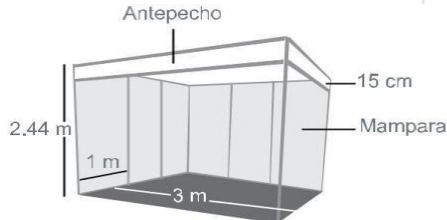
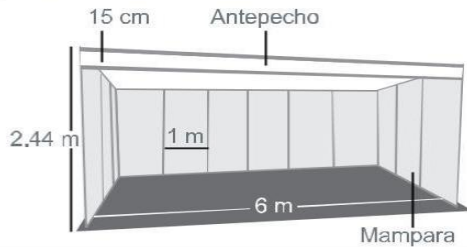
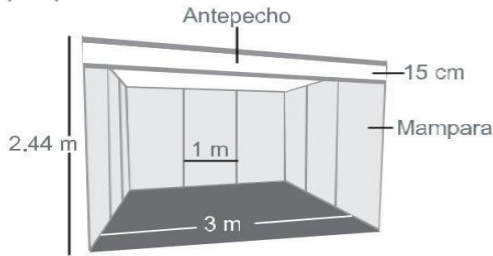
• **Infosecurity Mexico 2020** will take place on May 20th and 21st, 2020 at the following times.

- Wednesday 20th from 10:00 to 20:00 h
- Thursday 21st from 10:00 to 20:00 h

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



BASIC BOOTH SET UP



3 x 3 m (9 m²)

Includes:

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

6 x 3 m (18 m²)

Includes:

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

6 x 9 m (54 m²)

Includes:

- Exhibition space
- Diploma
- 12 badges
- Power supply (1,000 W)
- 8 exhibitors maximum

6 x 12 m (72 m²)

Includes:

- Exhibition Space
- Diploma
- 16 badges
- Power supply (1,000 W)
- 8 exhibitors maximum

All furniture included in the basic booths is **subject to confirmation**, so you must inform us that you will use it no later than **May 4th**.

After that date, the furniture will have an additional cost:



- \$ 3,000 MXN + 16% TAX for 3 x 3 m booth
- \$ 5,500 MXN + IVA por booth space 6 x 3 m

Please request basic furniture with your customer experience executive

Betzabee Diaz

T: +52 55 8852 6131 | E: bdiaz@reedexpo.com



SET UP



Tuesday **May 19th** From 1:00 am to 10:00 pm.

All workers must wear **SAFETY HELMET** and **RESISTANT FOOTWEAR**, without exception.



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

Make sure your assembly contractor **finishes the stand on May 19th before 10:00 pm.** After this time, **all** assembly staff must leave the room without exception,



All exhibitors must **arrive at least at 9:00 am on Wednesday May 20th** to prepare their booth.

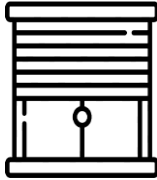
Otherwise, and by company image policies, all stands will be opened, even if they are not attended.

The MATERIAL SUPPLY for the booth will be held on May 20th and 21st, from 08:00 am to 09:30 am.



During the exhibition hours, heavy materials, devils, carts or decoration will not be allowed.

LOADING AND UNLOADING



The access to set up **will take place at Gate 4, hall "D"** Conscripto Ave. Please mention to the guard at the door that you will be attending the set up for **Infosecurity Mexico 2020.**



The given time to load/unload transports will be **30 minutes**. If exceeded, **the venue will charge a fee directly to the transporter.**



Access is limited to one vehicle per company



The entry is subject to the platforms capacity and the place they occupy in the row – please take precautions.



Access to heavy materials will be exclusively by the platform of room D

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 \$300.00 MXN per line meter will be made for cleaning.



The maximum permissible height for all booths is 16ft. 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.

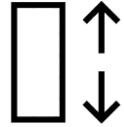


The use of remotely piloted aircraft systems "RPAS" (Dron) within the facilities of **Centro Citibanamex** must be previously authorized by the Operations Management via email, with the conditions that mark for the event; for the above, the Customer / Organizer must present the document proving the registration of the drone with the AFAC (Federal Aviation Agency) as well as deliver a signed Responsive Letter.

Use of the RPAS at the **Centro Citibanamex** facilities will be limited to the contracted room or lounge.

REQUIRED INFORMATION

The maximum height allowed for all booths is
5 meters.



All custom booths must be pre-approved by the organizing committee, Centro Citibanamex **and** civil protection by May 4th.



For approval, please send the following information to your customer experience executive (bdiaz@reedexpo.com):

- Set up format filled up and signed by the contractor **renderings**
- Stand render with detailed measurements; base, height and depth.
- Copy of the Authorized Supplier and/or Exhibitor's Liability Insurance Policy for a minimum amount of \$500,000 MXN effective from the start of assembly until the last minute of disassembly.
- Send signed C3 format. Contractor Registration

For double-deed stands is required, in addition to the above:

CMD AUTHORIZED STRUCTURAL ACCOUNT LETTER

The CMD is the Construction Management Director, who shall issue a structural liability letter in case your booth has two levels, runways, stages or platforms, armed that support LED screens to floor in equal dimensions, greater than 3 meters x 2 meters or platforms with a height of 1 meter.

Note: In the case of smaller dimensions, you should only have the approval of the Operations Management).

Only straight stairs and not snail stairs will be allowed, each step must have an unobstructed length of more than 1.2 m.

The structural letter of responsibility should include:

- Signature of a Construction Management Director of Mexico City with current license.
- Attached the construction plans wherein it is evidenced that the second floor can take the extra weight, and which shall observe the following requirements:
- Live loads and dead loads analysis signed by the CMD
- Copy of the CMD's professional expert license certifying that the latter can certify the live loads and dead loads analysis

The analysis must be delivered in original to the Operations Manager of Centro Citibanamex, otherwise the assembly may be suspended at any time.



No double floor booth may be assembled until approved by the Organizing Committee.

POWER SUPPLY



Each booth will have a 1,000 W power outlet. 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 prohibited placing platforms on the power supply boxes. The organizers reserve the right to suspend the electrical supply to any exhibitor whose installation does not fulfill the regulations stated and / or it can be a danger.

Download the D2 file. Electricity to hire a special or additional electrical supply.

This service is provided exclusively with Centro Citibanamex Additional Services.

CENTRO CITIBANAMEX REGULATIONS



The exhibitor will also abide by the venue's policies and be liable for any damage caused to its facilities and/or to the exhibitors that are affected.

VEHICLE EXHIBITION

To exhibit a vehicle, you must send the Unit Data Sheet to Betzabee (bdiaz@reedexpo.com)

Once access is authorized by Centro Citibanamex and Civil Protection, the unit will enter on May 19th at 1:00 am, with slob-red tires and minimum gasoline.



Failure to comply with specifications and schedules will not allow the unit access to the exhibition floor. It is forbidden to turn on the vehicle or move it during the event

BOOTH CLEANING



The cleaning of the booth is the responsibility of each exhibitor. Download the D5 file. Cleaning to hire cleaning for your booth. ***This service is provided exclusively with Centro Citibanamex.***

CENTRO CITIBANAMEX ADDITIONAL SERVICES



Cleaning of corridors and common areas will be provided by the organizers. Exhibitors must take out leftover materials, as well as the waste resulting from unpacking the products during assembly (boxes, cartons, building materials, etc.).

FIREWORKS ACTIVATIONS, GAMES FOR CHARITY AND RAFFLES

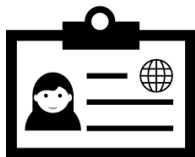
The use of fireworks of any kind at all times is strictly prohibited.

In the case of charitable games, raffles and lottery, they may be held within the event providing the corresponding permits issued by the Ministry of the Interior, and that any of its regulations are not violated.

We reserve the right to request and review these permits at any time during the event.

RECOMMENDATION: If it is a dynamic to give a promotional, we ask you to mention it in that way in all your communication, since these dynamics do not require the aforementioned permission.

BADGES



The **delivery of badges for exhibitors** will be on May 20, from **12:00 pm to 8:00 pm**, and on **May 21 from 9:00 am to 11:00 am**, at the registration area located in **Room D**.

SCANNERS

They will be delivered on May 20th from 9:00 am in the registration module at Room D.



IMPORTANT: Visitor scanning is restricted to the area of your own booth. If the exhibitor ignores this point, scanner will be removed.

SECURITY

The security service is limited to public areas.



It is important to consider that both the organizing committee, as well as the venue, are **NOT responsible for theft or loss of any personal belongings, as well as the exhibition materials and facilities of the booth.**

It is recommended to insure them against damage, theft or loss.

Security personnel can place locks for laptops, projectors, displays and DVDs at no cost.

This does not disclaim exhibitor responsibility from taking over his/her belongings. We suggest you insure all your equipment against loss or theft.

FIRST AID



In case of any accident or medical emergency during the assembly, the event or disassembly, our Organizing Committee may provide you with assistance.

The medical service is located at the end of Hall D, bearing a red cross in the upper part.

DISASSEMBLY

The disassembly will begin on Thursday, **May 21st, as follows:**

From **6:30 pm to 7:30 pm** – **Stationery output and objects loaded in arms.**

From **8:00 pm to 12:00 am** – Entrance of scaffolding and stairs for disassembly of stand and exit of structures.

IMPORTANT

For the **safety of the visitor and yours**, you shall not disassemble any element before these hours; this includes the removal of materials such as banners, structures, posters, promotional, etc., by main doors and/or by walks.

Reed Exhibitions Mexico is not responsible for booths abandoned after the disassembly schedule has ended, so the client must cover the expenses that this generates, according to the policies of the venue.

Below, we list a series of services that can be contracted with both venue and qualified suppliers. It is important to remember that the venue has the exclusivity of a number of services and in no case will it be allowed to contract them with another provider.

IN HOUSE SERVICES

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

Any of these services, you can hire them in the Additional Services Module that is located on the ground floor of Centro Citibanamex, or through the following communication channels:

T: +52 55 5268-2000 Ext. 2054 y 2051 | E: serviciosadicionales@remex-cie.com.mx

ADDITIONAL NON-EXCLUSIVE SERVICES OF THE VENUE

For the operation of your booth and, you can contract various non-exclusive services with suppliers other than the venue, or with any of the selected for you:

- **Booth rent and design through Reed Exhibitions**

If you want to hire the rental and/or the design of your booth through us, please contact:

ALEJANDRO PEREZ YARZA

T: +52 55 8852 6142 | M: +52 55 3332 9461

E: aperez@reedexpo.com

- **Decoration and other services:**



LEDI

Armando Castañeda

T: +52 55 5682 7242 Ext. 110

E: operaciones@ledi.com.mx

- **Wall Panels Print**



FAST PRINTING

Claudia Castillo | T: +52 55 55 4531 4616

Belisario Estrada Yoe | T: +52 55 1764 4683

E: klauzcas@gmail.com

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