

ADDITIONAL SERVICES REQUEST

Dear customer, in this document you can find the complete list that Centro Citibanamex makes available to you for the mounting, event and dismounting of your event.



No outside food or drinks is allowed for own or third party consumption during the mounting phase, event and dismounting phase.

Event Name:	WORLD GLASSTECH, WORLD DOORS & WINDOWS MEXICO 2022	Event Dates:	Nov 30 - Dic 02, 2022
Deadline to send service form with payment receipt by email: November 14, 2022			

Booth Name		#Booth
Company Name		
Address 1		
Address 2		
City	Z.C.	
State	TAX id/ VAT number	
Phone number	Country	
On site contact	E-mail:	

Payment Method

Bank: Citibank NA	Note: Please send order form & payment transaction to adicionales-CCB@ocesa.mx
Swift Code: CITIUS33	
ACCOUNT: 36314909	
Beneficiary: Representaciones de Exposiciones México SA de CV	
ABA: 21000089	
AMEX	Credit Card Number
VISA	
MASTERCARD	
BANAMEX	

I hereby authorize charging any unpaid balance to my credit card

Printed Name of Card Holder _____

Card Holder's Signature / I hereby authorize used of my financial data _____

SERVICE INFORMATION

Days the service is required: _____ No. Of people to attend: _____

Please indicate the time service must be delivered: _____

NOTICE OF PRIVACY

"Representaciones de Exposiciones México, SA de CV, at Avenida Conscripto numero 311, Colonia Lomas de Sotelo, C.P. 11200, Delegacion Miguel Hidalgo in Mexico City, will use your personal data collected here to provide the services required by you and To comply with obligations contracted by our clients For more information about the treatment and rights that can be enforced, you can access the full Privacy Notice at www.centrocitibanamex.com/es/aviso-de-privacidad." "

Please be sure to include the complete information on your credit card. The charge will be done in Mexican Currency, and your bank statement will reflect the exchange rate applied at the time of the transaction; therefore prices may vary at the end.

TO MAINTAIN FOOD QUALITY PLEASE DO NOT EXPOSE THEM MORE THAN 4 HRS IN YOUR BOOTH

A FRESH START

30	1	2	Total Q.	ITEM DESCRIPTION	PORTION or SERVING SIZE	Item Price without taxes	Total Price without taxes
				Sliced fresh fruit tray (Pineapple, 2 types of melons and papaya)	10 pieces	USD\$ 45.79	
				Seasonal whole fruit basket (apples, pears, plums, bananas, grapes)	20 pieces	USD\$ 45.79	
				Orange Juice Unico	200 ml	USD\$ 1.95	
				Assorted Homemade Danish Pastries Basket	20 pieces	USD\$ 37.47	
				Assorted Homemade Cookies	80 pieces	USD\$ 42.00	
				Gourmet Cookies Seleccion	40 pieces	USD\$ 36.05	
				Regular or decaffeinated Coffee Thermo	15 cups	USD\$ 34.68	
				Regular or decaffeinated Coffee Thermo	56 cups	USD\$ 108.95	
				Regular or decaffeinated Coffee Thermo	100 cups	USD\$ 181.95	
				Dolce Gusto with 30 pieces	30 pieces	USD\$ 69.74	
				Nespresso with 30 pieces	30 pieces	USD\$ 78.32	
				Paq with 20 pieces of Nespresso	20 pieces	USD\$ 44.79	
30	1	2	Total Q.				

SPECIAL PACKAGES

				Packages No. 1: Mineral Water (5), Soft Drinks (5), 1 Regular Coffee Thermo (15 cups), 1 Gourmet Cookies Seleccion (40 pcs), 1 Fresh Juice Pitcher	USD\$ 103.21	
				Packages No. 2: Mineral Water (5), Soft Drinks (5), 1 Regular Coffee Thermo (15 cups), Donuts (5)	USD\$ 53.37	

				Packages No. 3: Mineral Water (10), Soft Drinks (10), 1 Mexican Dry Snack mix (peanuts, Nugget seeds, spicy Chickpeas) (1Kg), 1 Wine Corkage service (includes ice and wine glasses), 1 Assorted Candies Bowl (700 grs)	USD\$ 114.21	
				Packages No. 4: 1 Regular Coffee Thermo (15 cups), Mineral Water (10), Soft Drinks (10), 1 Vegetables sticks Bowl (Cucumber, Carrot and jicama with dip) for 8 pax, 1 Peanuts Bowl 1 KG (japanese, salted and spacy), 1 Mini french Pastry Tray (40 grs per piece)	USD\$ 165.58	
				Packages No. 5: 1 Regular Coffee Thermo (15 cups), Mineral Water (15), Soft Drinks (15), 1 Goat Cheese with Oregano Mini Ciabatta Tray (20 pieces), 1 Mexican Dry Snack mix (peanuts, Nugget seeds, spicy Chickpeas) (1Kg), 1 Assorted Candies Bowl (700 grs)	USD\$ 173.21	
				Packages No. 6: Mineral Water (10), Soft Drinks (10), 1 American style Cold Cuts Tray (includes 5 varieties: York Ham, Turkey Breast, Turkey Ham, Salami, Pastrami with sliced bread) 2.450 kgs, 1 Liquor corkage service (includes per bottle 8 soft drinks, ice and glassware), 1 Vegetables sticks Bowl (Cucumber, Carrot and jicama with dip) for 8 pax	USD\$ 165.47	
				Packages No. 7: Mineral Water (20), Soft Drinks (20), 1 Goat Cheese with Oregano Mini Ciabatta Tray (20 pieces), 1 Liquor corkage service (includes per bottle 8 soft drinks, ice and glassware), 1 Assorted Mini sandwiches Tray (3 chef's choices) 21 pieces, 1 Vegetables sticks Bowl (Cucumber, Carrot and jicama with dip) for 8 pax, 1 Wine Corkage service (includes ice and wine glasses), 1 Assorted Candies Bowl (700 grs)	USD\$ 310.74	
				Packages No. 8: 1 Regular Coffee Thermo (15 cups), Mineral Water (15), Soft Drinks (15), 1 Assorted Finger Sandwiches Tray (28 pieces), 1 Mexican Dry Snack mix (peanuts, Nugget seeds, spicy Chickpeas) (1Kg), 1 Wine Corkage service (includes ice and wine glasses), 1 Ham and Turkey breast in cubes (500 grs)	USD\$ 209.00	

SANDWICH PLATTERS

30	1	2	Total Q.	ITEM DESCRIPTION	PORTION or SERVING SIZE	Item Price without taxes	Total Price without taxes
				Ham and Cheese Finger Sandwiches Tray	28 pieces	USD\$ 60.95	
				Tuna Fish salad Finger Sandwiches Tray	28 pieces	USD\$ 60.95	
				Surimi salad Finger Sandwiches Tray	28 pieces	USD\$ 60.95	
				Turkey Breast and Cheese Finger Sandwiches Tray	28 pieces	USD\$ 60.95	
				Assorted Finger Sandwiches Tray	28 pieces	USD\$ 60.95	
				Goat Cheese with Oregano Mini Ciabatta Tray	20 pieces	USD\$ 65.79	
				Serrano ham Mini Focaccia Tray	20 pieces	USD\$ 81.11	
				Tuna salad with Diced olives in bread roll Tray	20 pieces	USD\$ 65.79	
				Mustard Chicken Salad in Telera bread Tray	20 pieces	USD\$ 65.79	
				Assorted Mini sandwiches Tray (3 chef's choices: goat cheese with oregano mini ciabatta, mostar chicken salad in telera bread, tuna salad with diced olivs in bread)	21 pieces	USD\$ 67.89	

SNACKS

30	1	2	Total Q.	ITEM DESCRIPTION	PORTION or SERVING SIZE	Item Price without taxes	Total Price without taxes
				Vegetables sticks (Cucumber, Carrot and jicama with dip)	8 Individual pieces	USD\$ 36.58	
				Homemade Popcorns Bowl, lime and Picante valentina's sauce	6 individual pieces	USD\$ 9.63	
				Potatoes chips Tray, Lemon and Picante Valentina's sauce	10 individual pieces	USD\$ 30.16	
				Mexican Dry Snack mix (peanuts, Nugget seeds, spicy Chickpeas)	10 individual pieces	USD\$ 25.95	
				Pop Corn Machine with 500 orders	500 pcs	USD\$ 473.32	
				Refill 500 orders Pop Corn	500 pcs	USD\$ 360.79	
				Premium Dry Snacks (Mix of almonds, pistachio, Cashew nuts and pecans)	10 individual pieces	USD\$ 77.05	
				Ham and Turkey breast in cubes	10 orders	USD\$ 14.79	
				Cheese and cold cuts in cubes	10 orders	USD\$ 14.79	
				Cheese in cubes (Manchego type and Panela)	10 orders	USD\$ 14.79	

COLD HORS D'OEUVRES AND MORE

30	1	2	Total Q.	ITEM DESCRIPTION	PORTION or SERVING SIZE	Item Price without taxes	Total Price without taxes
				Regular Cold Hors d'oeuvres (see in third page the selection included)	Total 100 pieces	USD\$ 154.89	
				Premium Cold Hors d'oeuvres (see in third page the selection included)	Total 50 pieces	USD\$ 131.68	
				Oriental Cold Hors d'oeuvres (see in third page the selection included)	Total 50 pieces	USD\$ 131.68	
				Italian Cold Hors d'oeuvres (see in third page the selection included)	Total 50 pieces	USD\$ 82.32	
				Spanish Cold Hors d'oeuvres (see in third page the selection included)	Total 50 pieces	USD\$ 131.68	

SWEETS

30	1	2	Total Q.	ITEM DESCRIPTION	PORTION or SERVING SIZE	Item Price without taxes	Total Price without taxes
				Assorted candies bowl	14 pieces	USD\$ 36.68	
				Mini french Pastry Tray (40 grs per piece)	20 pieces	USD\$ 40.26	

BEVERAGES

Services and Food & Beverages Items received during Event Setup, are subject to availability

30	1	2	Total Q.	ITEM DESCRIPTION	PORTION or SERVING SIZE	Item Price without taxes	Total Price without taxes	
				WHITE WINE				
				Blanc de Blancs (Pedro Domecq)	Bottle	USD\$ 17.68		
				Chenin Blanc (LA Cetto)	Bottle	USD\$ 20.21		
				Concha y Toro	Bottle	USD\$ 28.42		
				RED WINE				
				Cabernet Sauvignon (LA Cetto)	Bottle	USD\$ 21.05		
				Concha y Toro	Bottle	USD\$ 26.21		
				Cabernet Sauvignon Monte Xanic	Bottle	USD\$ 41.84		

Note: If you need another wine choice please ask us to send a special Proposal

30	1	2	Total Q.	Spirits (each bottle includes 8 soft drinks)				
				Whisky				
				William Lawson's 5 años	3/4 Lt Bottle	USD\$ 85.26		
				Johnnie Walker etiqueta roja	3/4 Lt Bottle	USD\$ 108.32		
				Johnnie Walker etiqueta negra	3/4 Lt Bottle	USD\$ 134.26		
				J&B	3/4 Lt Bottle	USD\$ 108.32		
				Rum and Brandy				
				Rum Bacardi Blanco	3/4 Lt Bottle	USD\$ 48.95		
				Rum Bacardi Añejo	3/4 Lt Bottle	USD\$ 58.16		
				Rum Appleton Oro	3/4 Lt Bottle	USD\$ 65.05		
				Brandy Torres 10	3/4 Lt Bottle	USD\$ 90.16		
				Cognac				
				Martell Medallon V.S.O.P.	3/4 Lt Bottle	USD\$ 136.95		
				Vodka				
				Smirnoff	3/4 Lt Bottle	USD\$ 57.89		
				Wyborowa	3/4 Lt Bottle	USD\$ 82.37		
				Absolut Azul	3/4 Lt Bottle	USD\$ 82.37		
				Tequila				
				Jimador	3/4 Lt Bottle	USD\$ 77.74		
				Herradura Reposado	3/4 Lt Bottle	USD\$ 121.42		
				Don Julio Blanco	3/4 Lt Bottle	USD\$ 122.74		
				Domestic Beers Package (Corona or Modelo)	12 cans	USD\$ 42.00		
30	1	2	Total Q.	NON ALCOHOLIC BEVERAGES				
				Soft Drinks Package (coke, diet coke ,Apple,	12 cans	USD\$ 27.42		
				Mineral water Package	12 bottles of 600 ml.	USD\$ 27.42		
30	1	2	Total Q.	SERVICE STAFF				
				Waiter (service in your booth during 8 hrs)		USD\$ 64.53		
				Waiter (service in your booth during 7 hrs)		USD\$ 56.89		
				Waiter (service in your booth during 4 hrs)		USD\$ 38.16		

30	1	2	Total Q.	CORKAGE FEES				
				Liquor corkage service (includes per bottle 8 soft drinks, ice and glassware)				USD\$ 16.95
				Wine Corkage service (includes ice and wine glasses)				USD\$ 9.16

Prices subject to 15% service charges & 16% Vat

If the exchange rate rises to \$ 21.00 pesos, prices are subject to change

NOTE: Orders received the same day of service will be subject to availability.

Food Subtotal	USD\$ 0.00
Beverages Subtotal	USD\$ 0.00
Others Subtotal	USD\$ 0.00
General Subtotal	USD\$ 0.00
15% Service Charge	USD\$ 0.00
16% VAT	USD\$ 0.00
GRAND TOTAL	USD\$ 0.00

Regular	Premium	Italian	Spanish	Oriental
Pistachio crust topped w/Feta Cheese an Onion Marinated	Fresh Salmon Tartar	crispy Bruscetta topped with Olive Tapenade	Bread with Tomato Spread Tapa	Surimi Maki Roll
Coliflower Croquette in Almond Crust	Little Bun Filled Roquefort, Pear and Pecan	Italian Style Vegetables in Crispy Tart	Toast w/ Serrano ham & Pear	Shrimp an Avocado Maki Roll
Toasted Tuna Fish Panini	Costrini Bread w/ Muchroom and Smoked Tuna	Prosciutto w/ Melon Pearl	Tomato and Anchovies Tapa	Smoked Salmon Temaki Sushi
Pastrami and Spinach Wrapp	Fried Camembert Breaded with Almond	Spinach and Cream Cheese Crispy Ravioli	Spanish Potato Tortilla Omelette	Tuna Temaki Sushi
Corn Shell filled w/ Chicken Salad & Avocado Hummus	Grissini Stick w/ Parmesan Cheese	Tarte filled w/ Ricotta Cheese and Sundried Tomato	Sauteed Oystermushroom Tapa	Japanes Sushi Omelette w/ Wakame Seaweed
Roast beef and Caper Toast	Toast w/ Shrimp w/ Chilli Garlic Butter	Cherry Tomato Seasoned w/Basil Rapped in Mozzarella Cheese	Sour Boqueron Anchovies over Tomato Tapa	Crispy Surimi Ravioli
Pnstry Shell filled w/ Turkey, Old Style Mustard Salad	Baguette Bread topped w/ Country Style Pate and Fig Marmelade	Seared Bell Pepper Bruscetta	Agged Manchego Cheese Montadito Tapa	Roast beef roll filled w/Wasabi Cream Cheese
Tortilla Chip topped w/Spicy Achiole Pork	Tapa of Serrano Ham en Tomato	Marinated Salmon Carpaccio	Little Bun Filled Piquillo Pepper Mousse	Dim Sum Ravioli filled w/ ginger Chicken
Fried Wonton Skin Filled Japaeño pepper Cheese	Baguette loaf topped w/ Smoked Salmon and Chive Cream Cheese	Sundry Tomato Paste over Golden Cracker	Turkey Breast Roll Filled w/ Paprika Cheese	Crispy Gyosa stuffed w/ Veggie & Meat

Note: The Hors d'Oeuvre Order Include the 10 variety described per Theme

Please send this form and payment to:

Servicios Adicionales
adicionales-CCB@ocesa.mx

Tel: (55) 5268 2054

No outside food or drinks is allowed for own or third party consumption during the mounting phase, event and dismantling phase.

Event Name: WORLD GLASSTECH, WORLD DOORS & WINDOWS MEXICO 2022 **Event Dates:** Nov 30 - Dic 02, 2022
Deadline to send service form with payment receipt by email: November 14, 2022

Booth Name _____
 Company Name _____
 Address 1 _____
 Address 2 _____ Z.C. _____
 City _____ TAX id/ VAT number _____
 State _____ Country _____
 Phone number _____
 On site contact _____ E-mail: _____

#Booth

FORMA DE PAGO

Bank: Citibank NA
Swift Code: CITIUS33
ACCOUNT: 36314909
Beneficiary: Representaciones de Exposiciones México SA de CV
ABA: 21000089

Note: Please send order form & payment transaction to adicionales-CCB@ocesa.mx

Credit Card Number

I hereby authorize charging any unpaid balance to my credit card

AMEX Code _____
 VISA *Important _____
 MASTERCARD Expire Date _____
 BANAMEX

Printed Name of Card Holder

Card Holder's Signature / I hereby authorize used of my financial data

NOTICE OF PRIVACY

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30	1	2	Total	FAST FOOD TICKETS FOR SELFSERVICE	Order	Item Price without taxes	Total Price
			0	Fast Food: Cheeseburger or 4 cheese torta or baguette club, potato chips and 1 soft drink	1 person	USD\$ 8.71	\$ -
			0	Delis Café : Ham and Cheese Croissant or Tuna Sandwich or Turkey Ham Sandwich or Ciabatta Cold Cuts, Potato Chips and 1 soft drink	1 person	USD\$ 8.71	\$ -

It will be necessary to collect the coupons the at the In House Services Office, If you do not pick them up, there is no refund.

If the exchange rises to \$ 21.00 pesos, prices are subject to change

Prices subject to 16% Vat

Sub Total	\$ -
16% VAT Tax	\$ -
Total Amount	\$ -

COMENTARIOS

Please send this form and payment to:

Servicios Adicionales
adicionales-CCB@ocesa.mx

Tel: (55) 5268 2054

PRE SALE ONLY - Services and Food & Beverages Items received during Event Setup, are subject to availability

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Event Name: **WORLD GLASSTECH, WORLD DOORS & WINDOWS MEXICO 2022** | Event Dates: **Nov 30 - Dic 02, 2022**
 Deadline to send service form with payment receipt by email: **November 14, 2022**

Booth Name		#Booth
Company Name		
Address 1		
Address 2		
City	Z.C.	
State	TAX id/ VAT number	
Phone number	Country	
On site contact	E-mail:	

FORMA DE PAGO

Bank:	Citibank NA	Note: Please send order form & payment transaction to adicionales-CCB@ocesa.mx
Swift Code:	CITIUS33	
ACCOUNT:	36314909	
Beneficiary:	Representaciones de Exposiciones México SA de CV	
ABA:	21000089	
	Credit Card Number	
	I hereby authorize charging any unpaid balance to my credit card	
AMEX	<input type="checkbox"/> Code	
VISA	<input type="checkbox"/> *Important	Printed Name of Card Holder
MASTERCARD	<input type="checkbox"/> Expire Date	
BANAMEX	<input type="checkbox"/>	Card Holder's Signature / I hereby authorize used of my financial data

* FAVOR DE INCLUIR LOS DATOS COMPLETOS DE SU TARJETA DE CRÉDITO.

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30	1	2	Total	EXPOSITOR FOOD AT YOUR STANDS	Order	Item Price without taxes	Total Price
			0	Soup, main Course with rice and beans, tortillas and glass of water	1 persona	USD\$ 5.02	\$ -

Check availability with Additional Services before making your Payment	Sub Total	\$ -
Prices subject to 15% service charges & 16% Vat	15% Service Fee	\$ -
If the exchange rises to \$ 21.00 pesos, prices are subject to change	16% VAT Tax	\$ -
	Total Amount	\$ -

COMENTS

Servicios Adicionales
adicionales-CCB@ocesa.mx

Tel: (55) 5268 2054

Pre sale - Services and Food & Beverages Items received during Event Setup, are subject to availability

No outside food or drinks is allowed for own or third party consumption during the mounting phase, event and dismantling phase.

Show Name: WORLD GLASSTECH, WORLD DOORS & WINDOWS MEXICO 2022 Show dates: Nov 30 - Dic 02, 2022
Deadline of payment for additional services and formats via email (wire transfers): November 14, 2022

If you wish to place an order after deadline you will need to do so by visiting Centro Citibanamex Services Office located in site.

BILLING INFORMATION

Company Name: _____ #Booth _____

Address 1: _____

Address 2: _____ Zip Code: _____

City: _____ Tax ID/ VAT number: _____

State: _____ Country: _____

Phone number: _____

On-site contact: _____ E-mail: _____

QTY	Days	Telephone	Advanced Rate	Rate after deadline	AMOUNT	
		IP telephone line. Includes telephone unit and 20 local calls. Price per day.	USD 55	USD 66	\$ -	
		POS Connection, Ethernet (POS machine not included). Price per day.	USD 68	USD 81	\$ -	
QTY	Days	Internet	Advanced Rate	Rate after deadline	AMOUNT	
		1MB (1024 kbps) // Dedicated Internet // A single cable is delivered. Price per day.	USD 325	USD 390	\$ -	
		2MB (2048 kbps) // Dedicated Internet // A single cable is delivered. Price per day.	USD 441	USD 529	\$ -	
		Homologized IP Direction (Public) subject to availability Requires an Internet service. Maximum 5 days.	USD 271	USD 325	\$ -	
		Network node (No internet access). Maximum 5 days.	USD 107	USD 128	\$ -	
		Code access to the Centro Citibanamex network WI-FI zone per device (each) * cost per day * Speed up to 512 kbps. No streaming.	USD 17	USD 17	\$ -	
		Code access to the Centro Banamex network WI-FI zone per device (each)* cost per day * Speed up to 1024 kbps. No streaming.	USD 26	USD 26	\$ -	
					Subtotal	\$ -
					TAX (16%)	-
					TOTAL	\$ -

In case you need an internet service over 2MB please contact In House Services directly.

WIFI SPEED CAPABILITIES CHART

ACTIVITY	512 kbps	1024 kbps
Sending and receiving e-mail with small attachments	✓	✓
Sending and receiving e-mail with low resolution images	X	✓
WhatsApp and other text based platforms	✓	✓
Sending mid resolution images using WhatsApp	X	✓
Use of Facebook Messenger	✓	✓
Sending mid resolution images using Facebook Messenger	X	✓
Access and browsing social networks	✓	✓
Web browsing	X	✓
Video based web pages (mid resolution)	X	✓
Use of bank terminal for collections or other paying methods	X	X

PAYMENT FORM

BANK: Citibank, NA Account number: 36314909
ABA Number: 021 000 089
Swift: CITIUS33
Street: 10043 New York, USA
Beneficiary: REPRESENTACIONES DE EXPOSICIONES MEXICO SA DE CV

Bank Transfer: _____ 111 Wall Note: Please send order form & payment transaction to adicionales-CCB@ocesa.mx

Credit Card Number: _____
I hereby authorize charging any unpaid balance to my credit card

AMEX Code* _____
VISA *IMPORTANT _____ Printed Name of Card Holder
MASTERCARD Expiration Date _____
Card Holder's Signature / I hereby authorize used of my financial data.

Please be sure to include the complete information on your credit card. The charge will be done in Mexican Currency, and your bank statement will reflect the exchange rate applied at the time of the transaction; therefore prices may vary at the end.

Charges for this service on your credit card will appear under "CENTRO CITIBANAMEX"

NOTICE OF PRIVACY

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TERMS AND CONDITIONS

A- The price of the service covers the event no longer than 5 days. The charge will be done in Mexican Pesos.
B- The price includes: up to 100 local calls, one phone line, telephone device and materials, installation and dismantling labour.
C- In case of any damage to the equipment will be charged a penalty.
D- In case to contract a POS Package, the client must be ask to the bank for configuring an ETHERNET (All our lines are switched lines).
E- Full payment is required to install any service requested to Centro Citibanamex.
Services requested during set-up & show will be accepted and installed upon availability.
F- All the devices and material used for installation and service purposes are property of the Centro Citibanamex, therefore all the prices are on a rental basis.
G- The contractor will be the sole responsible for the correct usage and care of the installations requested. Any damage or loss will be charged to the beholder of the service contract.
H- All cancellations must be sent in writing to adicionales-CCB@ocesa.mx 72 hours prior to the start of the show's assembly (move-in). Any request to relocate or cancel a services less than 72 hours prior to the show's first move-in day or after services have been installed will not be refunded.
I- The cost of the internet includes a cable with RJ 45 plug.
J- If you require open ports, please contact adicionales-CCB@ocesa.mx before ordering to confirm the correct service that need to be ordered.
K- For wifi codes it will be necessary to collect the at the In House Services Office. If you do not pick them up, there is no refund.
L- Refunds can be made only by authorization and during the next 30 days.
IMPORTANT NOTICE: The Wi-Fi service will be provided in one device exclusively, regardless the amount of days paid. The device in which the service is provided can't be changed once it's set up. Centro Citibanamex network is optimized for those devices using the 5 Ghz. frequency, although devices in the 2.4 Ghz. frequency (devices released before 2017) may connect to the network, they might present connection errors, limited connection, or low speed while browsing, downloading or uploading files. Centro Citibanamex can't be held responsible for this errors.
NO REFUNDS NOR CHANGES APPLY FOR THIS SERVICE.

Thank you for your recruitment of internet wifi we thank you collect your password in the area of services located on two floors below the Exhibition Room. B, in case you have any problem please contact us at 52.68.20.54 or directly at office where we give you the user/password to help you.

BVC

Comments: _____

Services Adicionales

REPRESENTACIONES DE EXPOSICIONES MEXICO SA DE CV
adicionales-CCB@ocesa.mx
Phone Number: (+52+55) 5268 2000 Ext. 2054
Toll Free No. 1-866-406-1628 ext. 2054 USA & CANADA

Services requested during set-up & show will be accepted and installed upon availability.

No outside food or drinks is allowed for own or third party consumption during the mounting phase, event and dismantling phase.

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BILLING INFORMATION

#Booth

Company Name: _____
 Address 1: _____
 Address 2: _____ Zip Code: _____
 City: _____ Tax ID/ VAT number: _____
 State: _____ Country: _____
 Phone number: _____ Fax Number: _____
 On-site contact: _____ E-mail: _____

QTY	SERVICE	Before deadline	After deadline	AMOUNT
	Lamp type lightolier	USD 45	USD 54	
	Fluorescent tubes 2 x 38 W Slim Line	USD 80	USD 95	
	Lumitor of iodine quartz 300 W	USD 61	USD 74	
	Double outlet Monophasic 1,000 W 110V 10 A.	USD 85	USD 102	
	Double outlet Biphasic 2,000 W 220V 8 A.	USD 171	USD 205	
	Switch 3 x 30 to 220 V without contacts	USD 171	USD 205	
	Switch 3 x 60 to 220 V without contacts	USD 337	USD 405	
	Switch 3 x 100 to 220 V without contacts	USD 554	USD 665	
	Switch 3 x 200 to 220 V without contacts	USD 1,107	USD 1,329	
	Connection to electrical machinery (this is for labor only, materials are not included)	USD 62	USD 74	

All lamps are install one day before show opening after 5 pm.		Sub Total	USD
ALL CONECTIONS FROM SWITCH TO MACHINES ARE RESPONSABILITY OF EXHIBITORS.		TAX (16%)	USD
		Total	USD

PAYMENT FORM

BANK: Citibank, NA Account number: **36314909**
 ABA Number: **021 000 089**
 Bank Transference: Swift: **CITIUS33**
 Street, 10043 New York,USA
 Beneficiary: **REPRESENTACIONES DE EXPOSICIONES MEXICO SA DE CV**
 Credit Card Number: _____

111 Wall

Important: Please send order form & payment transaction to adicionales-CCB@ocesa.mx

I hereby authorize charging any unpaid balance to my credit card

AMEX Code* _____
 VISA *IMPORTANT _____ Printed Name of Card Holder
 MASTERCARD Expiration Date _____
 BANAMEX Card Holder's Signature / I hereby authorize used of my financial data.

Please be sure to include the complete information on your credit card. The charge will be done in Mexican Currency, and your bank statement will reflect the exchange rate applied at the time of the transaction; therefore prices may vary at the end.

Charges for this service on your credit card will appear under "CENTRO CITIBANAMEX"

NOTICE OF PRIVACY

"Representaciones de Exposiciones México, SA de CV, at Avenida Conscripto numero 311, Colonia Lomas de Sotelo, C.P. 11200, Delegacion Miguel Hidalgo in Mexico City, will use your personal data collected here to provide the services required by you and To comply with obligations contracted by our clients For more information about the treatment and rights that can be enforced, you can access the full Privacy Notice at www.centrocitibanamex.com/es/aviso-de-privacidad <<http://www.centrocitibanamex.com/es/aviso-de-privacidad>>."

TERMS AND CONDITIONS

- A-The price of the service covers the event no longer than 5 days. The charge will be done in mexican pesos.
- B-The price of the service includes installation, electrical power and dismantling.
- C- Electrical service will be provided only by the personnel of Centro Citibanamex and only from the floor.
- D- Installation requested will be installed according to location of the service floor plan.
- E- The electrical service will be only installed on the exhibition floor and inside the exhibition area.
- F- Exhibitor will be responsible for providing UPS regulator if the equipment required it and making necessary tests to the equipment installed. Centro Citibanamex is not responsible for damages due to voltage variations.
- G-Centro Citibanamex is not responsible for energy cuts caused by Comision Federal de Electricidad.
- H- Exhibitor is allowed to install all lighting equipment necessary as long as it does not exceed the capacity of the electricity connection requested. Centro Citibanamex will not be responsible for damages to equipment and/or material caused by excessive load of circuits / bad connection. The power supply will be interrupted until failure is corrected and / or exhibitors upgrades to correct power level.
- I- Full payment is required to process any order placed to Centro Citibanamex.
- Services requested during set-up & show will be accepted and installed upon availability.**
- K- Orders placed on-site will be subject to availability.100% of the cost will be charged for relocation.
- L- Equipment and / or material used for installation are property of Centro Citibanamex. Exhibitor is liable for any damage or theft.
- M- The contractor will be the sole responsible for the correct usage and care of the installations requested. All the wiring gauge must be in accordance to the electrical load requested.
- I. All cancellations must be sent in writing to adicionales-CCB@ocesa.mx 72 hours prior to the start of the show's assembly (move-in). Any requests to relocate or cancel a service less than 72 hours prior to the show's first move-in day or after services have been installed will not be refunded.

Please refer to the floor plan attached in the forms and indicate clearly the location for installing the service inside your booth.



REPRESENTACIONES DE EXPOSICIONES MEXICO SA
adicionales-CCB@ocesa.mx
 InHouse Services
 Av. Conscripto No. 311, Col. Lomas de Sotelo
 11200 Mexico, D.F. MEXICO
 Phone Number: (52+55) 5268 2000
 Ext 2054
Toll Free No. 1-866-406-1626 ext. 2054 from USA & CANADA

Services requested during set-up & show will be installed upon availability. Minimum 12 hours

No outside food or drinks is allowed for own or third party consumption during the mounting phase, event and dismounting phase.

Show Name: **WORLD GLASSTECH, WORLD DOORS & WINDOWS MEXICO 2022** Show dates: **Nov 30 - Dic 02, 2022**

Deadline of payment for additional services and formats via email (wire transfers): November 14, 2022

If you wish to place an order after deadline you will need to do so by visiting Centro Citibanamex Services Office located in site.

BILLING INFORMATION

#Booth

Company Name: _____
Address 1: _____
Address 2: _____ Zip Code: _____
City: _____ Tax ID/ VAT number: _____
State: _____ Country: _____

Phone number: _____

On-site contact: _____

E-mail: _____

SERVICE	Rate	Total Sq. M.	Total of Days	TOTAL
Service, per square meter, per day.	USD 2.00			

We do not remove plastic from carpets or provide cleaning service the night before the show opens. All cleaning is done each morning before the show starts. Please indicate below the days and the hour you would like to receive the cleaning service.

Days	30	1	2	TOTAL	Sub Total	USD
Select the days needed.					TAX (16%)	USD
					Total	USD

PAYMENT FORM

BANK: Citibank, NA Account number: **36314909**
ABA Number: **021 000 089**
Bank Transfer Swift: **CITIUS33**; 111 Wall **Important: Please send order form & payment transaction adicionales-CCB@ocesa.mx**
Street, 10043 New York, USA
Beneficiary: **REPRESENTACIONES DE EXPOSICIONES MEXICO SA DE CV**

Credit Card Number: _____

I hereby authorize charging any unpaid balance to my credit card

AMEX Code* _____
VISA ***IMPORTANT** _____
MASTERCARD Expiration Date _____
BANAMEX

Printed Name of Card Holder _____

Card Holder's Signature / I hereby authorize used of my financial data. _____

Please be sure to include the complete information on your credit card. The charge will be done in mexican currency, and your bank statement will reflect the exchange rate applied at the time of the transaction; therefore prices may vary at the end.

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TERMS AND CONDITIONS

- a.-The price of the service is per day according the square meters. The charge will be done in mexican pesos.
 - b- The cleaning service includes specialized cleaning personnel and the necessary items and equipment for this purpose.
 - c- The cleaning personnel cannot be employed in tasks different from cleaning process.
 - d.- The cleaning service will be performed out of the event's schedule to not interfere with the exhibiting.
 - e-The special cleaning service will be performed once a day and includes vacuum cleaning, garbage removal, cleaning of working furniture, i.e. chairs, desks, tables, etc. It does not include display cleaning.
 - f- Full payment is required in order to install any service requested to Centro Citibanamex.
- Services requested during set-up & show will be accepted and installed upon availability.**
- h- All the devices and material used for service purposes are property of the Centro Citibanamex, therefore all the prices are on a rental basis.

REPRESENTACIONES DE EXPOSICIONES MEXICO SA DE CV adicionales-CCB@ocesa.mx
Av. Conscripto No. 311, Col. Lomas de Sotelo 11200 Mexico, D.F. MEXICO
Phone Number: (52+55) 5268 2000 Ext. 2054

Servicios
Adicionales
Centro
citibanamex

Toll Free No. 1-866-406-1626 ext. 2054 from USA & CANADA

Services requested during set-up & show will be installed upon availability.

RIGGING SERVICE FORM

Payment in full must accompany order form



RIGGING

No outside food or drinks is allowed for own or third party consumption during the mounting phase, event and dismantling phase.

Show name:	WORLD GLASSTECH, WORLD DOORS & WINDOWS MEXICO 2022	Show dates:	Nov 30 - Dic 02, 2022
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Deadline: November 14, 2022

After the deadline you will have to hire the services in the in house office at Centro CitiBanamex

Number & Booth Name			
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INVOICE INFORMATION

Company Name:			
Address 1			
Address 2			
City		Z.P.	
State		TAX ID/ VAT NUMBER	
Phone	Fax Number	Country	Mobile Phone
On-site contact:		E-mail:	

ALL HANGING MUST BE AUTHORIZED FIRST BY ORGANIZING COMMITTEE AND CENTRO CITIBANAMEX PLEASE SEND RENDER OF YOUR HANGING (IMAGE,) WITH WEIGHT, DIMENSIONS AND MATERIALS USED TO MAKE IT BEFORE PAYING

Please share with us the following information to receive a quotation:
 Event name
 Name and booth number
 Render (image) with weight, dimensions and materials

Sub Total	\$	-
TAX (16%)	\$	-
<u>Total</u>	\$	-

PAYMENT FORM

BANK: CITIBANK, NA
 Account number: 36341616
 ABA Number: 021000089
 Swift Code: CITIUS33
 Beneficiary name: Logística Organizacional para la Integración de Eventos SA de CV
 Company Address: AVENIDA DEL CONSCRIPTO 311 ACC 4 CABALLERIZAS 6 D-103 COL. LOMAS DE SOTELO CP 11200 MEXICO CITY

TERMS AND CONDITIONS

The cost of the service is per day. All prices are subject to change without previous notice. In order to get the advance rate it will be necessary to make the full payment of the order before deadline.
 Centro CitiBanamex reserves the right to deny the services in case that it is a risk to exhibitor, visitors or intallatons. If so, Centro CitiBanamex will make the refund.
 Full payment is required in order to install any service requested to Centro CitiBanamex.
 Services requested during the set-up and show will be accepted upon availability and the response time will be 72 hrs min.

Please send order form & pay to:

adicionales-CCB@ocesa.mx

Phone:
 (5 5) 5268 2000
 Ext. 2054

No outside food or drinks is allowed for own or third party consumption during the mounting phase, event and dismantling phase.

Show Name:	WORLD GLASSTECH, WORLD DOORS & WINDOWS MEXICO 2022		Show dates:	Nov 30 - Dic 02, 2022																																																																					
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On-site contact:			E-mail:																																																																						
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a- The price of the service covers the event no longer than 5 days. The charge will be done in Mexican pesos.																																																																									
b- The price of water supply includes: high pressure hose (maximum 5 mts.), water consumption, installation and dismantling labour. Special connections to any equipment and/or furniture are not included.																																																																									
c- Drain is for non contaminated water only. It is not permitted to put chemicals, greases, hot liquids or solids down the drain.																																																																									
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f- Once the installation is completed, any modification or re-location will be subject to an additional 100% charge of the initial price.																																																																									
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k- The exhibitor is responsible for the installation of filters for humidity control. Centro Citibanamex will not be responsible for any damage to equipment and/or machinery due to the lack of these filters.																																																																									
Please refer to the floor plan attached in the forms and indicate clearly the location for installing the service inside your booth.				adicionales-CCB@ocesa.mx Av. Conscripto No. 311, Col. Lomas de Sotelo 11200 Mexico, D.F. MEXICO Phone Number: (+52+55) 5268 2000 Ext . 2054 Toll Free No. 1-866-406-1626 ext. 2050 from USA & CANADA																																																																					
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No outside food or drinks is allowed for own or third party consumption during the mounting phase, event and dismantling phase.

Show Name: **WORLD GLASSTECH, WORLD DOORS & WINDOWS MEXICO 2022** Show dates: **Nov 30 - Dic 02, 2022**

Deadline of payment for additional services and formats via email (wire transfers): November 14, 2022

If you wish to place an order after deadline you will need to do so by visiting Centro Citibanamex Services Office located in site.

BILLING INFORMATION

#Booth

Company Name:			
Address 1:			
Address 2:		Zip Code	
City:		Tax ID/VAT number:	
State:		Country	
Phone number:			

SERVICE QUOTE

QUOTE

Please send the following information to the email of adicionales-CCB@ocesa.mx of Booth Number, Responsible for the booth, Size of booth, Dates and times you require the service, Inventory and value of equipment, items, etc.

Please hand in an inventory of the equipment to safeguard

Sub Total	USD
TAX	USD
Total	USD

PAYMENT FORM

<p>Bank Transfer</p> <p>BANK: Citibank, NA Account number: 36314909 ABA Number: 021 000 089 Swift: CITIUS33; Street, 10043 New York, USA Beneficiary: REPRESENTACIONES DE EXPOSICIONES MEXICO SA DE CV</p>	111 Wall	<p>Important: Please send order form & payment transaction to adicionales-CCB@ocesa.mx</p>
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Credit Card Number:

I hereby authorize charging any unpaid balance to my credit card

<p>AMEX <input type="checkbox"/></p> <p>VISA <input type="checkbox"/></p> <p>MASTERCARD <input type="checkbox"/></p> <p>BANAMEX <input type="checkbox"/></p>	<p>Code* _____</p> <p>*IMPORTANT</p> <p>Expiration Date _____</p>	<p>Printed Name of Card Holder _____</p> <p>Card Holder's Signature _____</p>
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TERMS AND CONDITIONS

- a- The price of the service is according od previous quotation. The charge will be done in mexican pesos.
- b- This service consist of specialized security personnel.
- c- The security cannot be employed in services difference from security.
- d- The personnel employed for this service, is exclusively qualified to perform it and can not carry out any other work that does not comply with the specifications.
- e- The security service will only be carried out inside the hired area.
- f- Please send this form and make the corresponding payment before the deadline, if not we cannot guarantee the availability of this service.
- Services requested during set-up & show will be accepted and installed upon availability.**
- h- When soliciting a specific estimate, an inventory of the assent in the stand must be handed in.

<p>Servicios Adicionales citibanamex</p>		<p>Send this form and payment to</p> <p>adicionales-CCB@ocesa.mx InHouse Services Av. Conscripto No. 311, Col. 11200 Mexico, D.F. MEXICO Phone Number: (52+55) 5268 2000 Ext. 2054</p>	
<p>TOTAL VALUE OF BOOTH AND EQUIPMENT _____</p> <p>Time in which the service will be required: _____</p>	<p>Dates in which the service will be required: _____</p> <p>_____</p> <p>_____</p> <p>Sq Mtrs of Booth _____</p>		

Toll Free No. 1-866-406-1626 ext. 2050 from USA & CANADA

Services requested during set-up & show will be installed upon availability.

In House Services: FLOOR PLAN
Payment in full must accompany order form

*** Send least 8 days before mounting ***

Show Name **WORLD GLASSTECH, WORLD DOORS & WINDOWS MEXICO 2022** Show dates: **Nov 30 - Dic 02, 2022**

No outside food or drinks is allowed for own or third party consumption during the mounting phase, event and dismounting phase.

Booth Name: _____

Company Name: _____

Stand

Rear Stand _____

Left Stand

Right Stand

Indicate the Service you are Hiring

-  Compressed Air
-  Hanging
-  Internet
-  Telephone
-  Water
-  Drain
-  Electricity

Front Stand

**Please indicate clearly the location for installing the service inside your booth.*

Comments: _____