

Exhibitor Notice

Date: July 19-21, 2023

**Venue: Centro Citibanamex
Mexico City, Mexico**

Hall A

Expo Opening Ceremony:

Time: July 19th, 10:40AM,

Location: Hall A entrance.

Dear Exhibitors:

We are pleased to welcome you to Glasstech Mexico, which will take place in July 19-21, 2023. at the Centro Citibanamex in Mexico City, Mexico. We look forward to making this trade show and conference a successful experience for you and your company.

This manual is designed for your convenience and contains the necessary information for your participation in the show. We strongly recommend that you read this manual carefully and familiarize yourself with all of its contents to help you in preparation for the show.

The exhibitor manual forms must be submitted online, the access portal is:

<https://www.glasstechmexico.com/en/exhibitor-login/>

Or use this link directly to the manual portal: <https://lnkd.in/gyPmbJJ6>

After getting into the exhibitor log in page, you will see all exhibitors manual forms after you logged in.

The login information will be sending to you by email

(from : marketing@glasstechmexico.com)

Sincerely,

The Glasstech Mexico / Doors&Windows Mexico Team

If you have any question, please contact:

Y T International Enterprise Inc.

Email: marketing@glasstechmexico.com

Website: www.glasstechmexico.com

General Information

General Information:

Show name: Glasstech Mexico / Doors&Windows Mexico 2023

Date: July 19-21, 2023

Venue: Centro Citibanamex MEXICO City, MEXICO

Address:

Av. Conscripto 311, Col. Lomas de Sotelo, Del. Miguel Hidalgo

C.P. 11200, Mexico City

Move-in- Hours

Monday, July 17, 8:00 am-14:00pm,

Stand contractor for raw space over 36sqm, and all machinery move in
(Machinery must arrived in the venue before 14:00 PM on July 17th)

Monday, July 17, from 14:00pm-23:59, Tuesday, July 18, 00:01 am- 07:59am

All stand contractors move in and allow to work over night

Tuesday, July 18, 8:00 am- 23:59pm,

For all exhibitors move in.

(All works need to be done before 23:59 PM on July 18th, none stays in the exhibition hall after 23:59 pm.)

Move-out- Hours: July 21: 17:00-23:59 July 22, 00:01-06:00

Expo Opening Hours:

For exhibitors:

July 19-20, 2023: 10:30am-19:30pm, July 21, 2023 : 10:30am-16:30pm.

For visitors:

July 19-20, 2023: 11:00am-19:00pm, July 21, 2023 : 11:00am-16:00pm.

Parking

Parking lot at the venue entrance:

Exhibitor's parking has discounted rate, show the exhibitor's badges. (May small increases)

To pay by cash is more convenient for the venue parking

Tarifa de Estacionamiento

MEX Pesos

Tarifa por hora	\$ 36.00
Máximo 5 horas	\$ 180.00
Pase Expositor por 1 día (20% descuento)	\$ 144.00
Pase Expositor Paquete (30% descuento)	\$ 126.00

Tarifa de Andenes

Automóvil y camioneta menor a 3 1/2 toneladas	\$ 168.00
Camioneta 3 1/2 ton. - menor a camión Rabón	\$ 196.00
Camión Rabón y Torton	\$ 225.00
Tráiler o caja de tráiler	\$ 253.00
Pernocta en Anden	\$ 400.00

Tarifa de Explanada

Automóvil y camioneta sup. A 2.20 m. de altura	\$ 180.00
Autobús/microbús, transporte de pasajeros	\$ 225.00

EXHIBITION PERIOD IMPORTANT INFORMATION

STAND OPERATION:

- Exhibitors shall observe strictly the hours of the exhibition. No booth shall be left unattended at any time during these hours.
- No exhibit shall be allowed to be removed from the booth or the exhibition venue once the exhibition has been officially opened unless special permission has been given by the Organizer. No exhibits shall be packed and no booth shall be dismantled before the official closing time on the last day of the exhibition.

INSURANCE:

- Exhibitors are strongly advised to insure their exhibits or other valuable properties against theft, loss or damage including the risk of fire. They should also provide an insurance coverage for their own staff against injury, and third party liability for visitors at their booths.
- Exhibitors are strongly advised to insure their in case of any damage of the venue.

SECURITY:

- General security services will be provided within the exhibition venue, but it is important for all the Exhibitors to take utmost care of their exhibits and belongings.
- Exhibitors are recommended to incorporate a lockable cupboard in their booth for souvenirs, consumable & important items; or to hire security guard for your own booth.
- The stand-by security guards have the right to check all goods move-in or out of the exhibition hall.
- While the Organizer takes up the necessary security precautions in the interest of the exhibition as a whole, the Organizer shall not be liable for any loss or damage to exhibits or other properties of the exhibitor or any injury to persons in anytime before, during and after the exhibition.
- **All exhibitors must take care of their own stand security and safety of own belongings.**

STAND CLEANING:

- The Organizer will provide general cleaning of the exhibition hall (excluding exhibitor's booth) prior to the opening of the exhibition and daily thereafter. Please dispose of the waste along the area outside the stand at the end of each day during Show period. However, it is the responsibility of the exhibitors to keep their stand tidy at all time.

FIRE & SAFETY

- Smoking is prohibited in the exhibition hall.
- Air compressors: used for construction, required to have Valid Certification for Safety. If the Certification has expired, the air compressors must be inspected for new certification at the Inspection centers. The Organizer doesn't guarantee for the Air compressor.

- No fire is allowed in the exhibition hall.
- Do not keep package paper in your stand.
- Any flammable and explosive materials being brought into the exhibition hall should be applied to and approved by the Fire Protection Department before hand.
- The Organizers may, upon instruction from the fire authority, issue other guidelines.

MOVING IN PERIOD

All contractors must be enter from the loading gate.

- All raw space exhibitors have to send us the information of the contractor.
- A guarantee form (no-damaging of the venue) must be signed by the person in charge from the contractor when they sign up and enter the venue.
- All employees from the contractors, logistics must wearing the stickers all the time is given by the organizer when they sign up at the gate.

DISMANTLING PERIOD

- No dismantling is allowed before 16:30pm on July 21,2023,
- Dismantling must be finished before 6:00 am on July 22,2023,
- All exhibits must be moved out before 6:00 am on July 22,2023,
- Exhibitor may receive invoice if you or you booth contractor left anything at the booth.
- Exhibitor may receive invoice if you or your booth contractor damage the venue.

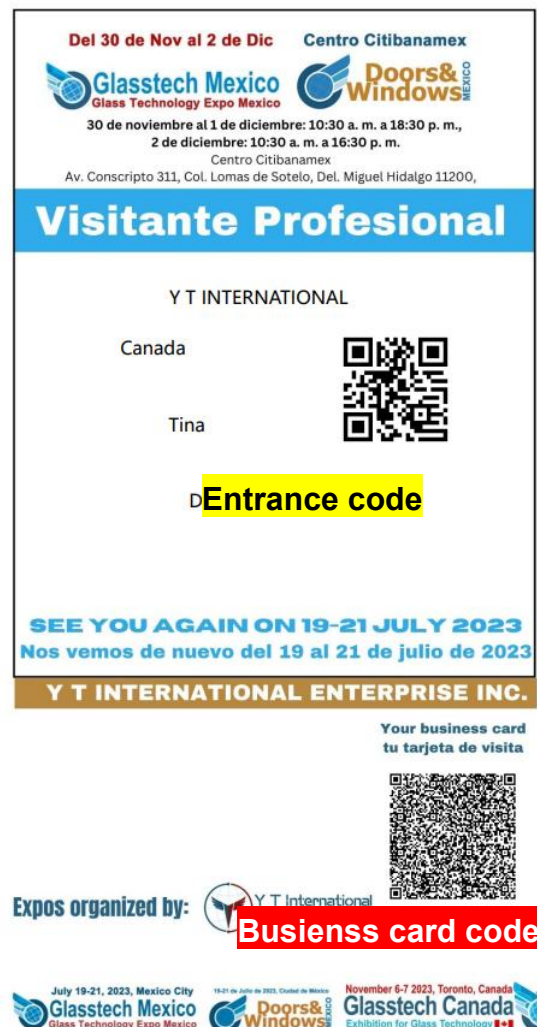
Exhibitor Badges

- All Exhibitors or visitors must wear physical badges during the expo
- No sharing badges is allowed, exhibitors and visitors must scan the code both enter and out of the hall. You can not enter again if you didn't scan when out of the venue.
- Exhibitors do not need to rent scanner, You'll see basic contact information on your device when you scan the business code displayed on your digital visitor pass.

Exhibitor badges sample:



visitor pass sample:



Wish you all the best and successful show at Glasstech, Doors & Windows Mexico 2023!

From:
Y T International Enterprise Inc.
2023-April.-20