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INTRODUCTION

This manual has been designed to simplify and facilitate your participation at the Surface Finishing Mexico 2018, access to the venue will be conducted with order and respect ensuring success for all participants and guests to this event.

VENUE

Queretaro Congress Center address:
Paseo de las Artes #1531-B Colonia Centro Sur. Querétaro, México 06600
Phone: +52 (442) 238-6400 www.qcc.mx

Mexico City
San Luis Potosí
Bernardo Quintana
STAFF REGISTRATION

Each booth includes a different number of Full Access passes (Access to the Expo + Access to the conferences + Meal for 2 days).

To register your staff please send the following information:
Name and last name:
Job title:
Company:

for each participant to
info@surfacefinishingmexico.com

* BEFORE MARCH 7th 2018 or the passes will have a cost.

Register your staff as soon as possible.

<table>
<thead>
<tr>
<th>BOOTH TYPE</th>
<th>NUMBER OF PASSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth 3x2 Basic</td>
<td>2</td>
</tr>
<tr>
<td>Booth 3x3 Clasic</td>
<td>3</td>
</tr>
<tr>
<td>Booth 6x2 Executive</td>
<td>6</td>
</tr>
<tr>
<td>Booth 6x2 Deluxe</td>
<td>9</td>
</tr>
</tbody>
</table>

MY BADGE

Badges delivery will be directly on the event at the Lobby Access.

REGISTRATION

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 19</td>
<td>12:30 - 17:00 hrs.</td>
</tr>
<tr>
<td>Tuesday 20</td>
<td>08:30 - 10:00 hrs.</td>
</tr>
<tr>
<td>Wednesday 21</td>
<td>09:00 - 10:00 hrs.</td>
</tr>
</tbody>
</table>

EXHIBITION

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 20</td>
<td>08:30 - 18:00 hrs.</td>
</tr>
<tr>
<td>Wednesday 21</td>
<td>09:00 - 18:00 hrs.</td>
</tr>
</tbody>
</table>

TRAINING COURSES

3rd. Floor QCC

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 19</td>
<td>10:00 - 19:00 hrs.</td>
</tr>
<tr>
<td>Tuesday 20</td>
<td>09:00 - 18:00 hrs.</td>
</tr>
</tbody>
</table>

SOCIAL EVENTS

<table>
<thead>
<tr>
<th>Event</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Golf tournament</td>
<td>Monday 19</td>
<td>09:00 - 13:00 hrs.</td>
</tr>
<tr>
<td>Noche mexicana</td>
<td>Tuesday 20</td>
<td>19:00 - 01:00 hrs.</td>
</tr>
</tbody>
</table>
INSTALLATION & REMOVAL OF EXHIBITS

INSTALLATION  Monday 19 / 12:00 - 22:00 hrs.

Installation must be completed on Monday March 19th 2018 at 22:00 hrs. In the event that the installation process exceeds this official schedule, the organizers are entitled to charge the exhibitor or exhibitors representatives $9,500.00 MXN + tax per hour until the installation is completed.

REMOVAL OF EXHIBITS  Wednesday 21 / 19:00 - 22:00 hrs.

Removal of Exhibits must be completed on Wednesday, March 21th 2018 at 22:00 hrs. In the event that the removal process exceeds this official schedule, the organizers are entitled to charge the exhibitor or exhibitors representatives $9,500.00 MXN + tax per hour until the removal is completed.

EXHIBITORS EXIT WITH PORTABLE MATERIALS

Wednesday 21 / 18:30 hrs.
BOOTH SIZES
- Basic booth: 3 x 2 m (10 x 7 ft)
- Classic booth: 3 x 3 m (10 x 10 ft)
- Executive & Deluxe booth: 6 x 2 m. (20 x 7 ft)

Height Restriction for Booth: 5.00 m (16.4 ft) for every Booth.

EACH BOOTH INCLUDES:

STRUCTURE
- 3 Complete hard pvc panels.
- 1 Upper Header with the Exhibitor’s Company name in black font (max 20 characters)

ELECTRICITY
- 1 double grounded electrical contact (500 watt – 110 volts)
- 1 Slim-line lamp (2 X 39 watts)

FURNITURE
- 1 Table with blue tablecloth
- 2 Chairs

* For additional benefits please consult the document Prices & Benefits.
IMPORTANT NOTES

In the event that you don’t need the booth structure, or need any extra furniture please notify to

info@surfacefinishingmexico.com

BEFORE March 6th, 2018 or any change will have at extra cost depending on the situation.

For any customization / optional booth decoration, please contact Carlos Beltrán or SFM 2018 Organizers to ask for the products catalogue and quote.

FURNITURES AND AUDIOVISUAL EQUIPMENT

OPTIONAL STAND DECORATION

CUSTOMIZED WALLS

BANNERS CUSTOMIZED

Remember that ONCE YOUR BOOTH IS INSTALLED, ANY CHANGE WILL GENERATE A COST OF $900.00 MXN PER PANNEL.

In the event of not contacting any of the organizers before the date (March 6th, 2018) or the person responsible for the booths (Carlos Beltrán capublicity@hotmail.com) the ORGANIZERS WILL NOT BE RESPONSIBLE OF ANY CHANGE that may occur withing the Booth Installation, Commercial related topics and/or Printed Badges. ANY CHANGE RELATED WITH ANY OF THESE TOPICS, WILL GENERATE AN EXTRA COST OF $800.00 MXN per item.
SECURITY AND NOT TO DO

- It is forbidden to cut wood in the showroom. Please bring your precut pieces to the event.
- When using forklifts, you must protect forklift tires with plastic to avoid damaging the carpet.
- To paint your booth or Island, please protect the carpet with plastic to avoid staining the carpet of paint.
- In case of damaging the carpet, it will be charged to the exhibitor.

Each exhibitor is responsible of their own area during Installation and Exhibition hours, after exhibition hours ORGANIZERS COMMITTEE will be responsible for the security.

NOTE: Please pay special attention to laptops and electronic equipment, so that we can prevent any situation.

SH I M PE N T A N D C U S T O M S E R V I C E S

WHEN AND WHERE DO I SHIP MY SHOW MATERIALS?
For any Shipment related topic, please contact Raul Espinosa r.sales@rvdlogistic.com / raulrvd@live.com and / or José Farfán j.operative@rvdlogistic.com farfan_rvdlogistic@hotmail.com.

INTERNATIONAL SHIPMENT AND CUSTOM SERVICES
SEA, LAND & AIR TRANSPORTATION SERVICES
STORAGE, PACKAGING, HOUSEHOLD GOODS & DISTRIBUTION
INBOND SERVICES AND WAREHOUSE
SATELLITE TRACKING SERVICES

EXTRAS

ELECTRICITY AND COMPRESSED AIR SERVICES:
If you have a special request for electricity or compressed air, please contact Mr. Edgar Villaseñor edgar@amas.org.
The Mexican Association for Surface Finishing (AMAS) represents all specialties in the Surface Coatings Industry of México. Linking organic and inorganic finishers with academic institutions and technical experts through its events, committees and services.

Our Mission is to promote business, education and innovation for the Surface Finishing Industrial Community of Mexico.

Why become an International Member:

• Expand your business network and your market.
• Be part of this industrial community that is growing by double digits year after year.
• Collaborate with Mexico’s surface finishing professionals who are eager to enhance their supply chain.