

January 24-25, 2024

Querétaro Centro de Congresos

Querétaro, MÉXICO



MFG AUTOMATION SUMMIT



WELDING, AUTOMATION & FABRICATION
EXPERIENCE

www.wafemx.com

**EXHIBITOR
MANUAL**

Welcome to the Wafe/Manufacturing Automation Summit

Exhibitor Manual for 2024

This manual is organized into sections to make it easy to locate all information regarding any of the services available for the show, in addition to the rules, regulations and general information for 2024. We have listed those services which are most time sensitive first and ask that you pay particular attention to the deadlines.

- **SHIPPING & FREIGHT** – This section contains a drayage form and a Max Floor Load form. If you are bringing machinery and equipment that will require forklift &/or crane service, please contact Orlando Mendoza, orlando@tradeshowconsult.com to make arrangements to receive and place your equipment and/or materials.
- **HOTEL** – The Casa Inn is the official hotel of WAFE 2024. Special rates have been arranged and rooms have been blocked. Please act soon as these rooms will fill quickly.
- **GENERAL INFORMATION** – Rules, regulations and move-in/ move- out/show hours.
- **CHECKLIST/DEADLINES** – Print this out and keep it close to avoid any penalties or late fees.
- **SHOW CONTRACTOR GENERAL INFORMATION** – contact information for all show contractors and services.
- **DECORATOR ORDER FORMS** – Forms to order A/V, carpet, furniture, custom booth designs, etc.
- **CONGRESOS ORDER FORMS** – Forms to order high reach lift, additional electrical, internet, catering, etc.
- **SHOW DIRECTORY LISTING** – Complete your company description published in the Official Show Directory - form to follow at later date.
- **INVITATIONS** – Please order electronic electronic invitations to distribute to customers. Please contact Susan Donahue susan@tradeshowconsult.com
- **GASSES** - Please contact Orlando Mendoza, orlando@tradeshowconsult.com.

Again, please pay special attention to the deadlines in order to avoid late fees and penalties.

If any of the contractors do not respond to your questions, please call Orlando Mendoza at 442.412.9744 (Mexico) or Susan Donahue at 410-252-1322 (US), and we will assist you immediately.

Thank you for your support and we look forward to making this a successful and profitable event for your company.

Sincerely,

Charles E. Cross
President

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GENERAL INFORMATION

LOCATION:

Querétaro Centro de Congresos (QCC) Paseo de las Artes 1531

Delegación Josefa Vergara

Querétaro, Querétaro, México

C.P. 76090

DATES:

January 24 & January 25, 2024

HOURS:

Wednesday, January 24 11:00 AM – 7 PM

Thursday, January 25 11:00 AM – 7 PM

EXHIBIT MOVE-IN:

*IMPORTANT - This event has a targeted move in / move out. You will receive a separate e-mail with your assigned date and time once available. The below is for reference only.

MONDAY, JANUARY 22 8 am - 10 pm

TUESDAY, JANUARY 23 8 am - 10 pm

EXHIBIT MOVE-OUT:

Thursday, January 25 7 PM – 10 PM

Friday, January 26 8 AM - 5 PM

SHOW OFFICE:

Location:

Personnel: Chuck Cross, Orlando Medoza, Susan Donahue, Gaby Lopez

UNITED STATES

CONTACT INFORMATION:

Trade Show Consulting, LLC

12 Barthel Court

Lutherville, MD 21093

Telephone: 410.252.1322

Fax: 410.252.8108

Susan@tradeshowconsult.com

Chuck@tradeshowconsult.com

MÉXICO CONTACT

INFORMATION:

CS Events S de R.L. de C.V.

Av Batallon de San Patricio

Sur 109 P 17 INTA

Del Valle Oriente

México, CP 66260

Orlando Mendoza, Director Operations

442.412.9744

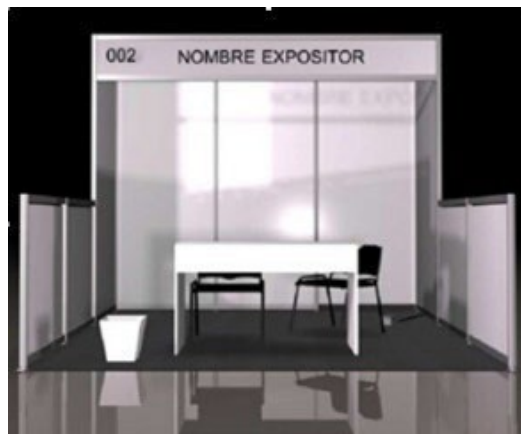
Orlando@tradeshowconsult.com

Gabriela Lopez, Finance & Administrative
Manager, 777.409.4218

Gabriela@tradeshowconsult.com

INCLUDED IN EACH 3 X 3 METER BOOTH

- 1 table with tablecloth
- 2 chairs
- 1 waste basket
- 1 110V AC outlet
- Carpet Color - Sand





BOOTH MODIFICATION REQUEST

DEADLINE JANUARY 07, 2024

CONTACT INFORMATION

COMPANY NAME: _____ BOOTH #: _____

CONTACT: _____

EMAIL: _____

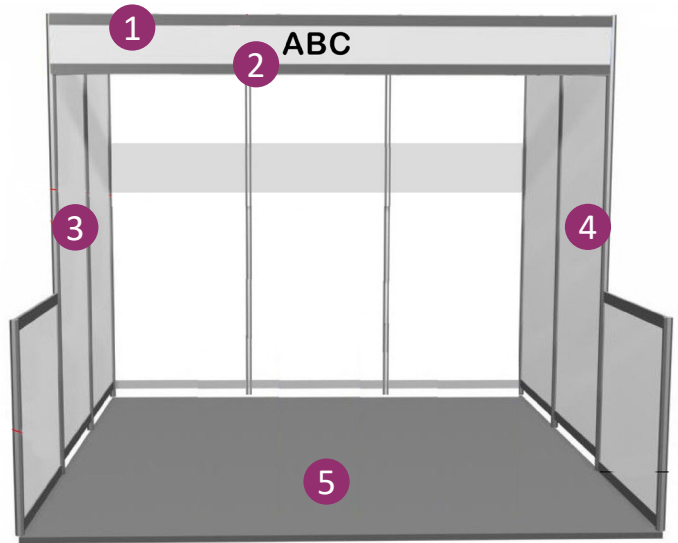
ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

COUNTRY: _____ PHONE NUMBER: _____

Mark with an "X" if you need to remove some of this elements

- 1 SIGN HEADER
- 2 SIGN
- 3 LEFT WALL
- 4 RIGHT WALL
- 5 CARPET



If you require any modification to your booth, please indicate it in the sketch. In case you have more than one booth or need another modification, please explain below or contact us. All corner booths have another header with a sign and no side wall.

OBSERVATIONS: _____

MANUFACTURING SUMMIT / WAFE 2024 AGENDA

DAY 1

- 9:00 AM – 11:00 AM – CONFERENCE PROGRAM
- 11:00 AM – 7:00 PM – EXHIBIT FLOOR OPEN
- 1:00 PM – 1:30 PM – ROUNDTABLES 1
- 1:30 PM – 2:00 PM – ROUNDTABLES 2
- 2:00 PM – 4:00 PM – EXHIBITOR FLOOR NETWORKING
- 3:00 PM – 4:00 PM – PRODUCT INNOVATION THEATER
- 4:00 PM – 4:30 PM – ROUNDTABLES 3
- 4:30 PM – 5:00 PM – ROUNDTABLES 4
- 5:30 PM – 7:00 PM – PRODUCT INNOVATION THEATER, EXHIBIT FLOOR

DAY 2

- 9:00 AM – 11:00 AM – CONFERENCE PROGRAM
- 11:00 AM – 7:00 PM – EXHIBIT FLOOR OPEN
- 1:00 PM – 1:30 PM – ROUNDTABLES 5
- 1:30 PM – 2:00 PM – ROUNDTABLES 6
- 2:00 PM – 4:00 PM – EXHIBITOR FLOOR NETWORKING
- 3:00 PM – 4:00 PM – PRODUCT INNOVATION THEATER
- 4:00 PM – 4:30 PM – ROUNDTABLES 7
- 4:30 PM – 5:00 PM – ROUNDTABLES 8
- 5:30 PM – 7:00 PM – PRODUCT INNOVATION THEATER, EXHIBIT FLOOR
- 7:00 PM – SHOW ENDS

CHECK-LIST / DEADLINES

- Send machinery information for set-up and dismantling operations...January 12
- Send request for hanging of suspended elements*...January 12
- Submit VIP guests names...January 5
- Send Lead retrieval Badge Scanner RequestJanuary 10
- Send request for electricity higher than 110V**January 12
- Send WIFI connection request within QCC***January 12
- Register Staff names for Exhibitor Badges January 23
- Hotel Reservations.....ASAP

*To place banners or banners of the event, these must be delivered preferably one day before the event, once started they can not be placed until the end of the first day of the event.

** Each exhibitor may request additional electrical services, such as high voltage lines or three-phase electrical service, directly with QCC, specifying the electrical load required, either in WATTS or amps.

*Official supplier: QCC
Contact: Jorge Luis Alvarez Matehuala
E-mail: jalvarezm@queretaro.gob.mx
Phone: +52 442-466-2205*

*** The Queretaro Convention Center (QCC) is the exclusive provider of the following services: - Internet - Electricity above 110V - Food and beverages, fast food, and hanging elements. Exhibitors may contract these services directly with the QCC by completing the application forms found in this manual or at the venue website <https://www.qcc.mx/en/links/2/exhibitors>



Event: WAFE 2024
Dates: January 24 to 25, 2024

Thank you for your preference for **CASA INN PREMIUM HOTEL QUERETARO CONVENTION CENTER** and according to your kind request, we present below the preferential rates for those attending your next event.

Standard Room 2 Double Beds:

- ✓ Room 1 or 2 persons without breakfast..... 1,554.00 MN
- ✓ Room w/breakfast buffet (1 person) 1,763.00 MN
- ✓ Room w/breakfast buffet (2 persons) 1,972.00 MN
- ✓ Extra person without breakfast..... \$400.00 MN
- ✓ Extra person with buffet breakfast..... \$550.00 MN

Standard Room 1 King Size Bed (subject to availability):

- ✓ Room 1 or 2 persons without breakfast..... 1,709.00 MN
- ✓ Room w/breakfast buffet (1 person) 1,918.00 MN
- ✓ Room w/Buffer breakfast (2 people) \$2,130.00 MN

- Rates WITH TAXES 16% VAT and 3.5% ISH
- Rates available 2 days before and 2 days after the event.
- Rates in Mexican pesos MXN.
- Check In 3pm / Check Out 1pm

RESERVATIONS

Reservation code ***WAFE2024***.

Tel. (442) 101.41.00 Ext.3009

reservaqro@casainn.com.mx

Whats App (461) 208.46.52

Casa Inn Premium Hotel Querétaro offers the following services: Swimming channel, heated and covered wading pool, steam room, sauna and fitness center. Semi-private Sky Lounge, restaurant & bar and lobby bar and terrace. Our rooms also have 2 telephones, fire detection system, digital safe, wireless high speed internet free of charge throughout the hotel, amenity kit and acoustic noise elimination system.

1) Move-in & Move-out.

1.1. Time Schedule

The entrance, installation, decoration, and general assembly of the booths must comply with the Move-In & Move-Out Schedule sent to every exhibitor. The exhibitor must adhere to the schedule and their designated scheduled times for move-in and move-out. THE ORGANIZER shall be empowered to take any action it deems necessary should the designated time be missed, and the exhibitors shall wait their turn and pay the amount of overtime wages of cranes, forklifts and operators involved in their set-up maneuvers.

1.1.1. Every exhibitor shall be present in the Querétaro Convention Center one hour before their assigned move-in time.

1.1.2. Exhibitors may continue to work on the assembly or decoration within their booths, from the previously assigned time and finishing by 10:00 PM on Tuesday, January 22, 2024. Assembly is prohibited after this time or during Exhibition hours, except for cleaning work.

1.1.3. It is strictly forbidden the entry of heavy machinery or equipment to The Exhibition Hall after the opening.

1.1.4. Work of dismantling of the booth and packing up of displays is prohibited before 7:00PM of Thursday, January 25, 2024. From 7:00 PM through 10:00 PM of Thursday, January 25, 2024, exhibitors will be allowed to remove their products and exhibition materials as long as those are removed through the loading docks. It is strictly prohibited to remove any material or exhibition product through the main entrances of the exhibition halls with the exception of personal items such as briefcases, handbags, laptops, purses, etc. and those will be subject to security revision.

1.2. Valuable Items

THE ORGANIZER recommends not to leave any valued items in booths during moving in and moving out hours, but in case it is needed, we strongly recommend hiring security guard services with the organizer to prevent any accident. THE ORGANIZER will not be responsible for any robbery or loss during moving in, set-up operations, event or moving out.

1.3. Safety

During the time of assembling and dismantling the booths, for safety reasons smoking or drinking alcoholic beverages is forbidden in the platform area, inside or around the congress area.

1.4. Lighting

During assembly and disassembly hours, lighting will be at 30% of the normal levels, and no air conditioning will be provided.

1.5. Boxes and Packing Materials

All boxes and packing materials must be removed, without exception, immediately after the move in. THE ORGANIZER offers a free storage area at the end of the loading dock where the exhibitors can place their boxes and packing materials. The maneuvering supplier will provide plastic tarpaulins to protect the packaging, as the area is not roofed. This area is in a restricted area to which only authorized QCC operations personnel will have access, however, THE ORGANIZER is not responsible for damages or thefts.

1.6. Carpet

The hall's floor is covered with sand-colored carpet. THE ORGANIZER and the Queretaro Convention center have the power to take any measures necessary to remove materials that can damage the carpet. The exhibitor is responsible for any damage that occurred in the carpet over the booth's area during the assembly, the exhibition, and the disassembly. The exhibitor will pay immediately after the end of the show to Querétaro Convention Center for any damaged carpet tile.

2) ACTIVITIES NOT PERMITTED IN THE HALL

- 2.1. The covering or painting of the floors, walls, columns, or ceilings of the building.
- 2.2. The nailing, screwing, drilling, or the performance of any action that involves damaging the facilities or interfering with the venue's ability to provide services.
- 2.3. The use of spray paint, machines for cutting or welding, or any noisy or pollution emitting equipment.
- 2.4. Welding over any metallic structure of the building.
- 2.5. Hanging objects from the support columns, walls, ceiling, railings, or doors.
- 2.6. Use construction materials (plaster, cement, bricks, etc.).
- 2.7. Modify or manipulate the electricity or other facilities services to make connections directly to the central distribution panels from your booth. These tasks are reserved exclusively for authorized QCC personnel.
- 2.8. Place any signs, advertisements, materials or objects on the walls, doors, or windows of the venue.
- 2.9. The cleaning of materials, brushes, containers of paint or any equipment in the bathroom sinks or anywhere within the facility.

Any damage caused by not obeying the above rules shall be paid immediately.

3) RULES ON THE USE OF SPACE

3.1. Extra Space

For cases in which exhibitors invade non authorized space assigned in the distribution of the exhibition floor plan without prior written authorization, the ORGANIZER reserves the right to remove the decoration, articles and/or materials from that area and accepts no liability occurring from such actions.

3.2. Space Dimensions

The dimensions of the spaces shown on the official floor plan were drawn to scale, but still are considered to be approximations. The ORGANIZER reserves the right to make changes as necessary to meet the needs of the Exhibition and the exhibitors. The booth area is drawn according to the layout/plan, which can be consulted on the event's website.

3.3. Sub-Rent

The exhibitor will not rent, sub-lease or share wholly or partially the space contracted without the prior knowledge and written consent of the ORGANIZER. No product, brochure, accessory, souvenir, catalog, or other object, which bears the name or advertises any other company that is not the EXHIBITOR, will be allowed. No firm or company without an actual assigned booth will be allowed to do business within the exhibition area.

3.4. Booth Decoration

The exhibitor commits to respect the limits of the size of the floor area as well as the height of their booth and to use only the contracted space without blocking access with any equipment, furniture and/or products or interfering the visibility of the adjacent booths.

3.5.1. Booth Height

Custom booths cannot exceed 5 meters (16.4 feet) in height.

3.5.2. The exhibitor is required to communicate the guidelines and specifications contained in this document to each of their suppliers and contractors involved with their participation in the event.

3.5.3. Exhibitors and/or the booth decorator are at all times responsible for any damage or problems caused by their personnel or the personnel of their contractors. Any damage caused to the facilities or to another exhibitor must be paid for immediately.

3.6. Safety Standards

It is necessary to have at all times (assembly, event, disassembly) a responsive letter guaranteeing the structural integrity of the booth issued by the booth assembly/construction company.

3.7. Suspended Signs

The minimum height for suspended signs is 5.00 meters, the maximum height is 8.00 meters. The maximum weight for suspended signs is 250kg/m².

3.8. Damages To The Walls

The exhibitor may use double-sided adhesive tape or other tape that does not leave residue by sticking posters or banners on the walls of the basic booths. The exhibitor will be responsible for any damage to the walls of the basic booths and will have to pay the corresponding refund in case of permanent damage.

3.9. Demonstrations

Any product demonstrations or activities that impede free flow in the aisles and walkways or prevent access to the booths of adjacent exhibitors may be interrupted and prohibited immediately at the discretion of the ORGANIZER, whose decision is final.

3.9.1. It's forbidden the demonstration of products that bother the exhibitors or visitors, such as those that emit smoke or high noise, create explosions, etc.

If the demonstration causes noise, the sound cannot exceed 70 decibels, so as not to bother the nearby exhibitors or visitors. In the event that there are any such complaints about an exhibitor, the exhibitor is requested to change the demonstration or reduce the noise as necessary to satisfy the person complaining, and in case of continuing complaints, at the discretion of the ORGANIZER the demonstration may be prohibited.

3.10. Safety Standards

If the exhibitor is going to display machinery, he must have all the elements required to meet safety standards that guarantee that there is no risk to other people and/or nearby objects. THE ORGANIZER is entitled at any time to stop the demonstration and operation of any such machinery or equipment that seems dangerous or harmful to visitors and exhibitors.

3.11. Personnel

During the Exhibit Hall Open Hours when the exhibition is open to the public, each booth must be staffed at those times by at least one duly accredited representative wearing the show badge.

3.12. Business Activities

All personnel of the exhibiting companies must do business and distribute brochures and/or promotional items only within the area of their own booth. Any advertising or brochures that are distributed outside of the contracted area will be removed and discarded without any compensation to the exhibitor.

4) **ADDITIONAL ON-SITE SERVICES**

4.1. **Centro de Congresos de Querétaro (QCC) is the exclusive provider of these services.**

- **INTERNET - . The Queretaro Convention Center (QCC) is the exclusive provider of the following services: - Internet - Electricity above 110V - Food and beverages, and fast food. Exhibitors may contract these services directly with the QCC.**

- *Official Supplier: QCC*
Contact: Jorge Luis Alvarez
Matehuala E-mail:
jalvarezm@queretaro.gob.mx
Phone: +52 442-466-2205

- **ELECTRICITY GREATER THAN 110 VOLT**

- Only official QCC employees have allowed access to the electrical infrastructure of QCC.
- Each exhibitor may request additional electric services, such as high voltage lines or tri-phase service, directly with QCC, specifying the additional electrical load required, either in watts or amps.
- The wiring of the booth in no case may be visible and hanging from structure and/or columns, it should be routed out of sight along the rails of the support system of the booth or appropriately marked and protected under rigid protectors marked with safety tape. Cables shall be continuous without connectors or extensions, for those you need distribution boxes (switches).
- *Official Supplier: QCC*
Contact: Jorge Luis Alvarez Matehuala
E-mail: jalvarezm@queretaro.gob.mx
Phone: +52 442-466-2205

- **CLEANING**

- QCC will be responsible for cleaning and removing trash from the common areas and hallways of the exhibition; therefore, they are not responsible for cleaning within your booth. Please place your trash near the edge of the walkways by your booth for collection.
- The exhibitor may hire the services of the official cleaning company of the QCC, M Clean QRO, through the Online Services Formats.
- *Official Supplier: M Clean QRO*
Contact: Angeles León
E-mail: m.clean.qro@hotmail.com
Phone: +52 442-111-7554

Exhibitors may contract these services directly with QCC by filling out the application forms found in this manual.

5) FOOD AND BEVERAGE - QCC has the exclusive rights as provider of alcohol and food.

5.1. The QCC reserves all food and beverage concession rights to operate or provide food and beverage service within the facilities complex. The authorized supplier to provide food and beverage services is Le Cuisine. It is strictly forbidden to enter any type of food and beverages from abroad, either for consumption by the exhibitor and / or for sale or gift.

5.2. Any request related to the paragraph above, should be directed to the official supplier of the QCC, Le Cuisine, whose contact is in the Online Services Formats.

5.3. Food or beverage tastings (coffee breaks, cocktails, snacks, drinks, etc.) are invariably subject to QCC approval. The QCC and Civil Protection have the right to close the stand where the unauthorized activity is taking place.

- *Official Supplier: Le Cuisine*
Contact: Pavel Santiago
E-mail: pavel@lecuisine.mx
Phone: +52 442-327-7112

6) COMPRESSED AIR

6.1. The QCC does not have a pneumatic network for the distribution of Compressed Air. For this reason, all exhibitors who need compressed air must place a compressor inside their stand. Exhibitors will be able to bring their own compressor or contact their trusted compressor supplier. For assistance, please contact Orlando Mendoza Orlando@tradeshowsconsult.com.

7) SUSPENDED ELEMENTS

7.1. The only supplier authorized to place suspended elements (tarpaulins, signs, screens, lighting, heavy structures, etc.) Jorge Luis Alvarez Matehuala.

7.2. The exhibitor who wants to place suspended elements will have to provide the official supplier with all the required information (typology of pendant, weight, dimensions, hanging points, engine need, etc.) so that the supplier can authorize the service and send the quote. Once the quote has been accepted, the exhibitor will have to settle the service at least 20 days before the start of assembly, so that the supplier can include it in the hanging calendar.

- *Official Supplier: QCC*
Contact: Jorge Luis Alvarez Matehuala
E-mail: jalvarezm@queretaro.gob.mx
Phone: +52 442-466-2205

8) CRATES AND PACKING STORAGE

8.1. The ORGANIZER is not responsible and will not accept shipments of boxes or any other product in advance, the shipment must be received only by the exhibitor during assembly days.

8.2. STORAGE AREA: The ORGANIZER provides a free storage space to exhibitors which consists of an area at the back of the loading docks. Boxes or packages must stay within this area and THE ORGANIZER is not responsible for damage or thefts. In case the packages cannot stay outdoors, the exhibitor shall provide another location.

8.3. The back of your booth may not be used to store boxes, packaging, consumables, electrical materials, machinery, or any other flammable or combustible material.

9) GRAPHICS, BANNERS, AUDIOVISUAL EQUIPMENT AND FURNITURE

9.1. Each exhibitor can customize their space with the supplier or decorator of their choice. The official supplier of WAFE/MANUFACTURING SUMMIT is Expo Display, which will have a permanent stand within the expo throughout the duration of the event (assembly, event, and disassembly).

With Expo Display it will be possible to rent audiovisual equipment, screens, speakers, furniture, chairs, tables, counters, magazine racks, furniture, showcases, armchairs and many more items that are available in the following Services Catalog .

10) VIP GUESTS

10.1. All WAFE/MANUFACTURING SUMMIT exhibitors will have the opportunity to invite 2 VIP clients. The VIP Clients will be given a special VIP badge to enter the exhibition.

The VIP badge includes: Free Entrance and access to round table discussions.

The WAFE/MANUFACTURING SUMMIT Organizing Committee will provide an electronic invitation so that exhibitors can share it with their VIP client.

- Electronic invitation with companies' logo to e-mail to your customers and prospects.

FORMA SOLICITUD DE GAFETE DE EXPOSITOR

Querétaro Centro de Congresos
24-25 DE ENERO DE 2024

Favor de llenar y enviar vía fax (En US): (410)-252-8108

Agradecemos su cooperación. Favor de llenar completamente esta forma y enviarla. Favor de incluir los nombres de todos los representantes de su empresa que asistirán como expositores a MFG. AUTOMATION SUMMIT/WAFE 2024.

Fecha Límite para enviar esta forma: Lunes, 22 Enero, 2024
Lugar y Fecha donde estarán sus gafetes: Martes, 23 Enero, 2024, Durante montaje de registro
Gafetes adicionales o cambios: En caso de ser necesario se atenderá su solicitud en la zona de registro del evento.

Favor de llenar a máquina o con letra de molde

Empresa: _____ Stand #: _____
Dirección: _____
Ciudad, Estado, Cp: _____
Tel: _____ Fax: _____
Email: _____

Nombre: _____	Puesto: _____
Nombre: _____	Puesto: _____
Nombre: _____	Puesto: _____
Nombre: _____	Puesto: _____
Nombre: _____	Puesto: _____
Nombre: _____	Puesto: _____
Nombre: _____	Puesto: _____
Nombre: _____	Puesto: _____
Nombre: _____	Puesto: _____
Nombre: _____	Puesto: _____

En México
Email: gabriela@tradeshowconsult.com

En USA
Email: susan@tradeshowconsult.com
Fax (410) 252-8108



MFG AUTOMATION SUMMIT

Querétaro Centro de Congresos

Paseo de las Artes 1531-B, Delegación Josefa Vergara C. P. 76090, Querétaro, Qro.
Tel. 442 238 6400

recepcion@qc.mx www.qcc.mx



Resistencia de Piso / Max Floor Load

Evento / Event: _____ Fecha / Date: _____

Nombre del Stand / Booth Name: _____ Stand No. / Booth No: _____

Contacto / Contact: _____

Tel.: _____ Email: _____

For Questions, please contact Orlando Mendoza orlando@tradeshowconsult.com Tel: 442 412 9744

Especificaciones Técnicas del Equipo / Equipment Technical Specifications

MARQUE EL TIPO DE EQUIPO / INDICATE THE TYPE OF EQUIPMENT

- | | |
|---|---|
| <input type="checkbox"/> Prensas / Presses | <input type="checkbox"/> Hornos / Ovens |
| <input type="checkbox"/> Tornos / Latches | <input type="checkbox"/> Vehículos / Vehicles |
| <input type="checkbox"/> Maq. de Inyección /
Injection Equipment | <input type="checkbox"/> Compresores / Compressors |
| <input type="checkbox"/> Otros (Especifique) /
Others (Specify) | <input type="checkbox"/> Materiales para Construcción /
Construction Materials |

Modelo / Model: _____

CARACTERÍSTICAS GENERALES / GENERAL CHARACTERISTICS

Peso total de la máquina / Total machinery weight _____ kg

Área total de la máquina / Total machinery area _____ m²

Altura / Height _____ m Ancho / Width _____ m

Largo / Length _____ m

Cantidad de apoyos / No. of supports _____

Área de puntos de apoyo / Support points area _____ m²

Peso de la grúa para maniobra / Weight of hoist for maneuvering
_____ Tons.

¿Trabaja el equipo durante la exposición? / sí/yes no
Will equipment operate during exhibition?

¿Genera vibración? / Does it cause vibration? sí/yes no

Favor de incluir fotografía o dibujo del equipo / Please include a photo or drawing of equipment

Autorización del Cliente / Client's Authorization:

Nombre /Name: _____

Firma / Signature: _____



PLEASE INCLUDE PHOTOS WITH THE SUPPORT POINTS OF YOUR MACHINE

It is the obligation of each exhibitor to send the complete technical information of your machinery to Orlando Mendoza for review and approval. Millenium Cargo/CS Events are not responsible if you are requested to have steel plates before the unloading of your machinery.

This form is required for Millenium Cargo to program all the necessary equipment and personnel for the move in and move out. This form must be received before the deadline otherwise you will be subject to availability and an extra charge will apply. Please give a copy of this form to your trucking company.

SERVICE CONTRACTORS CONTACT INFORMATION

ELECTRICAL SERVICE CONTRACTOR:

Only official QCC employees have allowed access to the electrical infrastructure of QCC.

Each exhibitor may request additional electric services, such as high voltage lines or tri-phase service, directly with QCC, specifying the additional electrical load required, either in watts or amps.

The wiring of the booth in no case may be visible and hanging from structure and/ or columns, it should be routed out of sight along the rails of the support system of the booth or appropriately marked and protected under rigid protectors marked with safety tape. Cables shall be continuous without connectors or extensions, for those you need distribution boxes (switches).

Official Supplier: QCC

Contact: Jorge Luis Alvarez Matehuala

E-mail: jalvarezm@queretaro.gob.mx

Phone: +52 442-466-2205

CLEANING SERVICE CONTRACTOR:

a) QCC will be responsible for cleaning and removing trash from the common areas and hallways of the exhibition; therefore, they are not responsible for cleaning within your booth. Please place your trash near the edge of the walkways by your booth for collection.

b) The exhibitor may hire the services of the official cleaning company of the QCC, M Clean QRO, through the Online Services Formats.

Official Supplier: M Clean QRO

Contact: Angeles León

E-mail: m.clean.qro@hotmail.com

Phone: +52 442-111-7554

COMPRESSED AIR:

The QCC **does not have a pneumatic network for the distribution of Compressed Air**. For this reason, all exhibitors who need compressed air must place a compressor inside their stand. Exhibitors will be able to bring their own compressor or contact their trusted compressor supplier. Please contact Orlando Mendosa, orlando@tradeshowsconsult.com for more information.

FOOD & BEVERAGE:

The QCC reserves all food and beverage concession rights to operate or provide food and beverage service within the facilities complex. The authorized supplier to provide food and beverage services is Le Cuisine. It is strictly forbidden to enter any type of food and beverages from abroad, either for consumption by the exhibitor and / or for sale or gift.

Any request related to the paragraph above, should be directed to the official supplier of the QCC, Le Cuisine, whose contact is in the Online Services Formats.

Food or beverage tastings (coffee breaks, cocktails, snacks, drinks, etc.) are invariably subject to QCC approval. The QCC and Civil Protection have the right to close the stand where the unauthorized activity is taking place.

Official Supplier: Le Cuisine

Contact: Pavel Santiago

E-mail: pavel@lecuisine.mx

Phone: +52 442-327-7112

HANGING BANNERS:

The only supplier authorized to place suspended elements (tarpaulins, signs, screens, lighting, heavy structures, etc.) is Jesus Aguilar Technical Services and will have to be requested and settled at least 30 days before the start of assembly through the Online Services Formats.

Official Supplier: QCC

Contact: Jorge Luis Alvarez Matehuala

E-mail: jalvarezm@queretaro.gob.mx

Phone: +52 442-466-2205

STORAGE:

The ORGANIZER is not responsible and will not accept shipments of boxes or any other product in advance, the shipment must be received only by the exhibitor during assembly days.

STORAGE AREA: The ORGANIZER provides a free storage space to exhibitors which consists of an area at the back of the loading docks. Boxes or packages must stay within this area and THE ORGANIZER is not responsible for damages or thefts. In case the packages cannot stay outdoor, the exhibitor shall provide another location.

The back of your booth may not be used to store boxes, packaging, consumables, electrical materials, machinery, or any other flammable or combustible material.

GRAPHICS, BANNERS, AUDIO VISUAL EQUIPMENT & FURNITURE

Each exhibitor can customize their space with the supplier or decorator of their choice. The official supplier of WAFE is Expo Display, which will have a permanent stand within the expo throughout the duration of the event (assembly, event, and disassembly). Their information is provided in a separate brochure.

Official Supplier: Expo Display

Contact: Irasu Lopez

E-mail: tierralopez@msn.com; direccion@expodisplaydequeretaro.com

Phone: Directo: 442 215 32 54, Movil: 442 380 28 20; Oficina: 442 216 53 46

Querétaro Centro de Congresos

Servicios adicionales



Equipo de Sonido A
200 personas



Equipo de Sonido B
500 personas



Equipo de Sonido C
1000 personas



Micrófono inalámbrico
Shure Beta 58A



Microfono alámbrico
Shure SM - 18



Micrófono Lavalier
Shure PGX



Repreductor DVD-CD



Podium
Madera y negro



Tarima modular
40x122x244cm



Videoprojector
4K Lúmenes



Pantalla 4x3 mts
Back o Front



Pantalla 3x2 mts
Back o Front



Postes unifila/l rojo
Ancho 5cm x 2.7 mts



Rotafolio
70x80 cm



Silla
60x60 cm



Tablón medio
244x40 cm



Tablón completo
244x80 cm



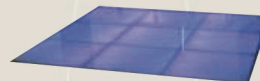
Tablón redondo
150cm / diámetro



Paño- Mantel
Rectangular-redondo



Sillones
Juego de 3 piezas



Pista de baile modular
Panel laminado 1m2



Exhibición de vehículos
1 vehículo



Teléfono
Línea Analógica



WI-FI



Internet Inalámbrico
512KB

Internet Alámbrico
2 MB

Listado de Servicios y Precios 2023

Querétaro Centro de Congresos



Artículo	Especificaciones	Cantidad UMA	Duración	Valor de UMA 2023	TARIFA 2023
MOBILIARIO					
Pódium	Color madera y negro	6	Por día	103.74	\$ 622.44
Postes Unifila/Listón rojo	5 cm. de largo x 2.7 mts. de largo	1	Por día	103.74	\$ 103.74
Silla Valenciana / Parma	60 x 60 cm.	0.22	Por día	103.74	\$ 22.82
Tablón Medio (incluye paño)	244 x 40 cm.	1	Por día	103.74	\$ 103.74
Tablón Redondo (incluye paño)	1.5 mts. de diámetro	1	Por día	103.74	\$ 103.74
Sillón individual	70 x 60 cm.	4	Por día	103.74	\$ 414.96
Sillón doble	140 x 120 cm.	8	Por día	103.74	\$ 829.92
Pista de Baile Modular	Panel laminado / 1m2	1	Por día	103.74	\$ 103.74
Modulos de alfombra	60 x 60 cm.	8	Por Pieza	103.74	\$ 829.92
AUDIO					
Equipo de sonido A	Para 200 personas (2 micrófonos)	30	Por día	103.74	\$ 3,112.20
Equipo de sonido B	Para 500 personas (2 micrófonos inalámbricos)	54	Por día	103.74	\$ 5,601.96
Micrófono Alámbrico	Shure SM-18	3	Por día	103.74	\$ 311.22
Micrófono Inalámbrico	Shure Beta 58A	9	Por día	103.74	\$ 933.66
VIDEO					
Pantalla Led Smart TV 40"	55"	7	Por día	103.74	\$ 726.18
OTROS SERVICIOS					
Grúa	Renta de grúa tipo Genie o JLG	13	Por hora	103.74	\$ 1,348.62
Servicio Internet alámbrico / inalámbrica	2 MB (1 día)	3	Por día	103.74	\$ 311.22
Servicio internet alámbrico / inalámbrico - servicio fibra óptica asimétrico 50 Mbps (módem)	50 MB (3 día)	93	Por 3 días	103.74	\$ 9,647.82
Energía Eléctrica	220V/30A/2F	16	Por 3 días	103.74	\$ 1,659.84
Energía Eléctrica	220V/60A/2F	28	Por 3 días	103.74	\$ 2,904.72
Energía Eléctrica	220V/100A/2F	35	Por 3 días	103.74	\$ 3,630.90
Energía Eléctrica	220V/30A/3F	23	Por 3 días	103.74	\$ 2,386.02
Energía Eléctrica	220V/60A/3F	24	Por 3 días	103.74	\$ 2,489.76
Energía Eléctrica	220V/100A/3F	50	Por 3 días	103.74	\$ 5,187.00
Energía Eléctrica	480V/30A/3F	29	Por 3 días	103.74	\$ 3,008.46
Energía Eléctrica	480V/60A/3F	40	Por 3 días	103.74	\$ 4,149.60
Energía Eléctrica	480V/100A/3F	58	Por 3 días	103.74	\$ 6,016.92
Plugg (Trifásico)	480 VCA,100A, 3PH, 4P	6	Por 3 días	103.74	\$ 622.44
Plugg (Trifásico)	250 VCA,100A, 3PH, 3P	6	Por 3 días	103.74	\$ 622.44
Renta de espacio exhibición	3 x 3 metros	24	Por día	103.74	\$ 2,489.76
Renta de espacio exhibición de vehículos	1 vehículo	24	Por día	103.74	\$ 2,489.76

* Precio neto en pesos y sujetos a cambio sin previo aviso.

* Todos los servicios estan sujetos a disponibilidad y tiempo de instalación

* Para la contratación de internet de fibra óptica se requieren al menos 8 días hábiles previos al evento.

Nota: No comisionables

CONTRATACIÓN DE SERVICIOS

Querétaro Centro de Congresos

Jorge Alvarez
Teléfonos: (442) 466 2205
jorgem@qcc.mx



DATOS DE FACTURACIÓN		
Nombre Evento:	Sala:	
Nombre Stand:	Número Stand:	
Facturar a:	RFC:	
Dirección:		
Ciudad:	Estado :	Código Postal
Teléfono:	E-mail:	
Fecha de solicitud: 4 Octubre 2018		

TIPO DE SERVICIO			
ENERGIA ELECTRICA <input type="checkbox"/>	PLATAFORMA CARGA <input type="checkbox"/>	MOBILIARIO / EQUIPO <input type="checkbox"/>	
GRUA PARA COLGANTEO <input type="checkbox"/>	AGUA Y DRENAJE <input type="checkbox"/>	OTRO _____ <input type="checkbox"/>	
LIMPIEZA / VIGILANCIA <input type="checkbox"/>	TELEFONO / INTERNET <input type="checkbox"/>		

Ctd.	Precio	Descripción del Servicio	Total
			Sub-Total \$
<small>* Ordenar 15 días antes del montaje</small>	Redendeo \$		
			GRAN TOTAL \$

FORMA DE PAGO			
Efectivo <input type="checkbox"/>	Cheque <input type="checkbox"/>	Transferencia <input type="checkbox"/>	Tarjeta Crédito <input type="checkbox"/>

Solicitante	Querétaro Centro de Congresos
Nombre y Firma	Nombre y Firma

Nota: este documento cuenta con un numero de folio el cual será proporcionado por la persona responsable de brindar los Servicios Adicionales, es importante que los datos proporcionados por el cliente sean legibles, y deberá anexar al presente una copia de su RFC. En base a este documento se elaborara una Orden de Pago, la cual podrá ser liquidada por transferencia bancaria, Oxxo, matador y en ventanilla bancaria, una vez realizado el pago deberá ingresar a la pagina <http://www.recaudanet.gob.mx:82/facturacionElectronica/> para obtener su factura. Los servicios solo podrán ser instalados por el personal operativo del Querétaro Centro de Congresos. Los servicios deberán ser pagados en el momento de confirmar su contratación. Si la contratación del servicio se realiza el día del montaje, se tendrán cuando menos 24 horas para la entrega del servicio a partir de que se recibe el pago.