

INFO AVIACION® *Presents:*



EXHIBITOR'S MANUAL

With the support of:



AFAC
AGENCIA FEDERAL
DE AVIACIÓN CIVIL



MARINA
GRUPO AEROPORTUARIO
DE LA CIUDAD DE MÉXICO



**AEROPUERTO
INTERNACIONAL
DE TOLUCA**

CONTENT:

| | |
|------------|--|
| Pg. | |
| 2 | Introduction |
| 3 | 1. Payments |
| 3 | 2. Render |
| 4 | 3. Assembly rules for booths, Isles and Chalets |
| 8 | 4. Requirements and access routes for suppliers and equipment |
| 10 | 5. Booth, Isles and Chalet design |
| 14 | 6. Aircraft Static Display |
| 16 | 7. Transport units entry |
| 16 | 8. Exhibition duration |
| 17 | 9. Dismantling |
| 18 | Annex A: Setup supplier´s contact |

Introduction:

Dear Exhibitor:

We warmly welcome you to the Aero Expo International Aviation Exhibition and Convention, which will take place from March 4th to 6th at Toluca International Airport, Estado de México.

This Manual has been developed in order to provide you with important information on the setup guidelines to successfully carry out your participation.

It is important that you read this Manual very carefully as it includes, among others, information about the event regulations, service providers, setup and dismantling instructions.

For any questions, comments and service requirements, please contact:

Angel Quiroz Morales

Mobile 55 8558 8551

angel.quiroz@infoaviación.com.mx

Teresa Reyes Rodríguez

Mobile 55 5105 5910

tere.reyes@infoaviación.com.mx

1. Payments

For no reason will the installation of any Stand, Island or Chalet (Tent) be authorized if the corresponding payment has not been paid in full.

2. Render

To prevent unsafe constructions, situations that may affect third parties and/or endanger the physical integrity of the participants and their property, the Exhibitor must design their Stand, Island or Chalet in accordance with the rules specified in this Manual, looking after security at all times for the benefit and image of the event.

NOTE: It is necessary to send the Organizing Committee the rendering of your Stand, Island or Chalet, indicating measurements and materials, in order not to invade spaces and comply with the specifications indicated by the exhibition venue (Toluca International Airport).



3. Assembly rules for booths and Isles

Review the setup schedule as appropriate to the contracted space.

3.1 Office hours and attention to exhibitors:

From 10:00 a.m. to 6:00 p.m., from Saturday, March 1st to Friday, March 7th, 2025.

3.2 Islands and platforms setup schedule:

From 10:00 a.m. to 10:00 p.m., from Saturday, March 1st to Monday, March 3rd, 2025.

3.3 Stand setup schedule:

From 10:00 a.m. to 10:00 p.m., only Monday, March 3rd, 2025.



3. Assembly rules for booths and Isles

3.4 All setup employees must be over 18 years of age and have an identification as it is a necessary requirement for entry to the Toluca International Airport (AIT).

3.5 All equipment and materials brought into the exhibition area must be inventoried and must be completely removed from the area at the end of the event. This information must be sent to your account executive.

3.6 Any equipment intended to be introduced or removed from the AIT, outside of these designated times, will be subject to authorization.

3.7 The AIT does not provide or rent tools, ladders or work materials. The airport does not have equipment for unloading material, so each company must bring the necessary equipment to carry out these tasks, such as ramps, charging devils, etc.

3.8 If a special electrical installation is required, it is necessary to notify the setup supplier (STANDEX) 15 days before the event to make provisions. In the case of Islands and Chalets, the power outlet will have an extra charge.

3. Assembly rules for booths and Isles

3.9 It is strictly prohibited to work (sawing, painting, gluing, etc.) directly on the floor of the exhibition area. If the aforementioned work is required, a work table must be placed in a service area near the site and placed on a resistant protector, plastic or blanket that protects and covers the floor during transportation, setup or dismantling.

3.10 The use of paints, solvents, fire or any other chemical product that could accidentally stain or damage the floor of the exhibition area is not permitted. Any damage will be charged according to the washing or replacement price, as quote by the airport maintenance department.

3.11 All surfaces (floors, carpets, stairs, walls and ceilings) that are at risk of suffering any damage must be protected with covers during the transport of equipment so that they are not damaged.

3.12 In the event that the Exhibitor causes any damage to the facilities, material or equipment of the airport and common areas, it must pay for the corresponding repair or replacement.

3. Assembly rules for booths and Isles

3.13 For safety reasons, during the setup and dismantling periods of the event, all material must remain within the space assigned to the exhibiting company, leaving hallways and other areas completely free.

3.14 The tape authorized to be used when placing carpets in the enclosure must be masking tape and/or double-sided cellophane tape; It is also possible to place gray tape, tan tape or black tape.

3.15 It is the Exhibitor's responsibility to remove all marks and/or residue (adhesive tape, carpet, paint, wood, garbage, vegetation, nails, etc.). Failure to do so will result in a cleaning fee of \$300.00 Mexican pesos per square meter.

3.16 It will be the Exhibitor's responsibility that his employees and/or setup managers refrain from consuming alcoholic beverages during the event in the exhibition area.

3.17 Smoking is prohibited inside the exhibition area.

3.18 The use of service areas, as well as sitting and/or sleeping on airport benches, is strictly prohibited.

4. Requirements and access routes for suppliers and equipment

4.1 Exhibitors must send in writing the data of the transport vehicle for control and access to the setup area. To enter the airport, official identification with a photograph, name of the Exhibitor and the hall to which they are going will be required.

4.2 Access and exit of the equipment, exhibition material and tools must be done through the entrance assigned by the air terminal administration. Aero Expo and the Toluca Airport are not responsible for loss of equipment not properly registered.

4.3 For the proper use of the maneuvering area on the platform, the next rules must be followed:

4.3.1 The maneuvering platform will only be used to load and unload goods. For safety and space reasons, it is recommended to stay there for as little time as possible.

4.3.2 There must always be a responsible driver for each vehicle that remains on the platforms or parking lot to mobilize its unit in case of emergency or need situations, otherwise its tow removal is authorized.

4. Requirements and access routes for suppliers and equipment

4.3.3 Every company hired for the commercial area by exhibitors must have their own insurance, so any accident to their personnel due to their setup operation or negligence will be 100% the responsibility of the Exhibitor.

4.3.4 Exhibitors are recommended to establish adequate control of their belongings, since neither the organizers nor the airport are responsible for damage or loss of equipment, merchandise, packaging or values.

5. Booth, Isles and Chalet design

5.1 Assembly of 3x3 meter booths

The basic booth contracted with AeroExpo include:

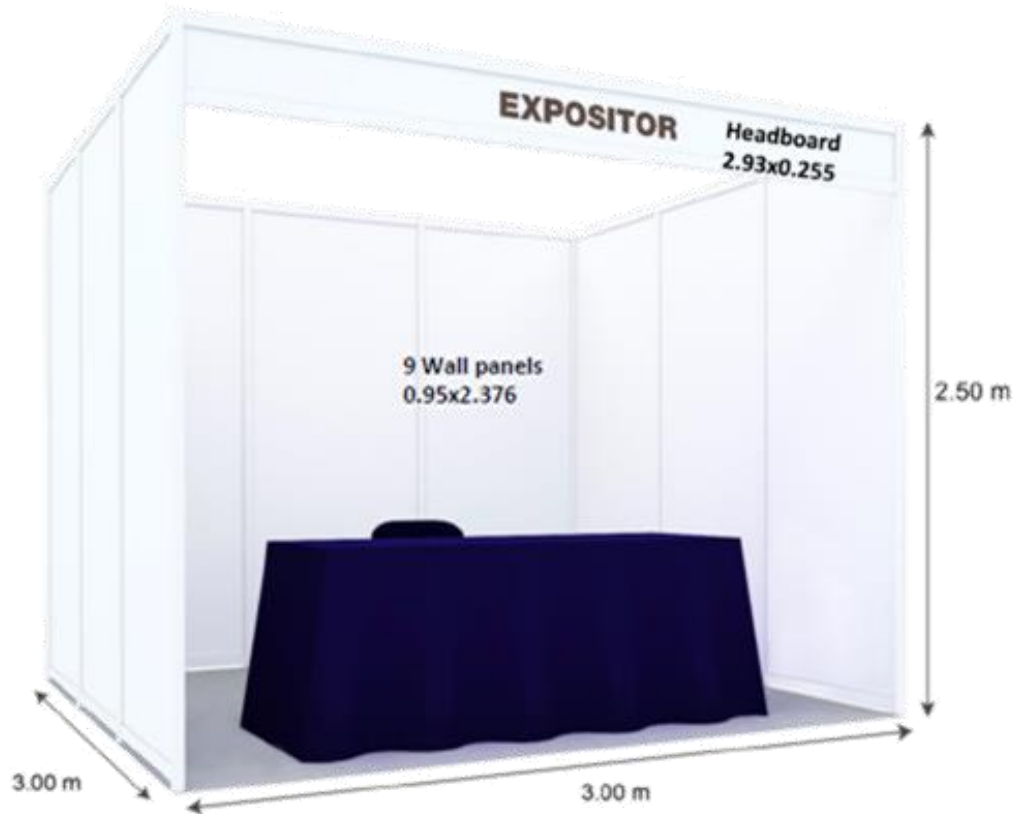
- Perimeter screens
- Monophasic outlet
- A ledge (headboard) with the company's name
- 1 table
- 2 chairs
- 1 garbage bin



For quotations for other kind of designs we recommend contact with STANDEX (see Annex A).

5. Booth, Isles and Chalet design

Exhibitor has the freedom to design his booth to his best convenience, as long as the following rules are respected:



REGULATIONS

- It is prohibited to drill, nail, paint, stick vinyl or move the structures or stands.
- It will be the Exhibitor's responsibility to safeguard the merchandise that will be used and displayed and their booths.
- Consider transfer and maneuvering equipment for the movement of your materials.

GRAPHICS DIMENTIONS

- Headboard : 2.93 W x0.255 H m. ea.
- 9 Wall panels 0.95 W x2.376 H m. ea.

5. Booth, Isles and Chalet design

5.1.1 All materials, labor and setup are the responsibility of the Exhibitor, who must consider a design that adheres to the stipulated schedule.

5.1.2 The Exhibitor will not use materials that cause damage to the venue facilities nor will it alter the physical conditions of the exhibition area, including walls, floors and doors, electrical connections and lamps.

5.1.3 According to the payment made, the Stands may not exceed 3x3 meters, in accordance with the measurements indicated in the Brochure delivered by the Organizing Committee, in order not to affect other exhibitors.

5.1.4 The partitions placed are for a booth measuring 3x3 meters, according to contract.

5.1.5 If the partitions installed by Aero Expo are not required, exhibitors will be responsible for installing the rear and/or dividing walls of their own Stand adjacent to another, which must be finished and strictly acceptable in white on their side, based on the judgment of the Organizing Committee, respecting the indicated heights and limits.

5. Booth, Isles and Chalet design

5.2 Setup of Isles and Chalets (Tents).

5.2.1 All materials, labor and setup are the responsibility of the Exhibitor or the company he hired, who must consider a design that adheres to the stipulated schedule.

5.2.2 The Exhibitor will not use materials that cause damage to the venue facilities nor will it alter the physical conditions of the exhibition area, including walls, floors and doors, electrical connections and lamps.

5.2.3 According to the payment made, the Islands and Chalets may not exceed the dimensions of the contract in order not to affect other exhibitors.

5.2.4 In the case of Chalets or Tents that are installed on the aircraft exhibition platform, the use of drums, sandbags, etc., must be considered, since the gusts of wind can compromise the structural integrity of the them, as that of visitors, aircraft and other property.

5.2.5 If you want your Island or Chalet to have an electricity supply, please quote the service with STANDEX.

6. Aircraft Static Display

6.1 Aircraft entry

Aircraft to be displayed at the Aero Expo Static Display will be able to enter the exhibition platform on March 2nd and 3rd, 2025 from 9:00hrs to 18:00 hrs. The displayed aircrafts will be allowed to remain on the platform until April 26th. If the aircraft should exceed this limit date on the platform, all generated costs will be borne by the exhibitor.

6.2 Platform services

The official platform services provider for Aero Expo is Universal Aviation exclusively. This company will only be in charge of the movements within the static display area; if your aircraft requires any other kind of movement, please notify to the Static Platform Operations Coordinator (**Alfonso Flores** Tel.: +52 55 1501 0442).

NOTE: The movements and services provided by Universal Aviation generate a cost additional to the cost indicated in the Exhibit Application Contract.

Universal Aviation Contacts:

| | | |
|-------------------|--|-----------------------|
| Benjamín Martínez | Correo: bmartinez@universalaviation.aero | Tel: +52 56 1058 5913 |
| Esteban Orozco | Correo: eogonzalez@universalaviation.aero | Tel: +52 55 4360 9143 |

6. Aircraft Static Display

6.3 Remove aircraft from static display

In order to preserve the image of your company and the event itself, all the aircraft displayed on the static exhibition must remain in place until the closing of the event on **Thursday, March 6th, 18:00 hrs.** You are free to close and delimit your aircraft with soft lines if you don't want to people to visit it.

6.4 Security Staff

Specific security staff employment will be possible for an exhibitor's aircraft as long as it is coordinated with the Aero Expo Staff.



7. Transport units entry

7.1 The entry of the exhibition vehicle units, tractor-trailers or delivery vehicles, must correspond to the setup schedule according to the contracted space. See page 5.

7.2 The “Booth Decorator Form” sent to your account executive must be duly filled out in order to manage the delivery of the setup badges to the personnel of the company hired by the Exhibitor.

7.3 It is necessary to send the vehicle data of the setup provider to coordinate the delivery of the access card to the unloading platform.

8. Exhibition duration

8.1 It is important to take care of the image of your brand and the event, so the Exhibitor will keep its Stand, Island or Chalet installed during the entire event, which will be from Tuesday, March 4th to Thursday, March 6th, 2025, and may remove it from then on March 6th from 5:00 p.m. Early departures from the event venue are not permitted.

8.2 The Exhibitor will be responsible for delivering the facilities in the state in which they were received, including its cleaning.

9. Dismantling

9.1 It will take place once the event is over at the following times:

- Thursday, March 6th, from 5:00 p.m. to 10:00 p.m.
- Friday, March 7th, from 10:00 a.m. to 10:00 p.m.

9.2 The Exhibitor must leave his contracted space completely clean, without any type of waste. If this point is not complied with, the exhibiting company will be subject to a fine.



Annex A: Setup supplier's contact

GRUPO Standex
EXPOSICIONES • CONGRESOS • CONVENCIONES

Cancún
Acapulco
León
CDMX Puerto Vallarta
Madrid

Tu EVENTO con los EXPERTOS

Síguenos como Grupo Standex

in f t i+ You Tube

Lic. Erika Bravo
Gerente General

(744) 484.72.72
ebravo@standex.com.mx
www.grupostandex.com.mx

GRUPO Standex
EXPOSICIONES • CONGRESOS • CONVENCIONES

Tu EVENTO con los EXPERTOS

Stands • Displays • Escenarios

Contactanos:
744 484 72 72
grupostandex.com.mx

in f t i+ Grupo Standex ventas@standex.com.mx

19