

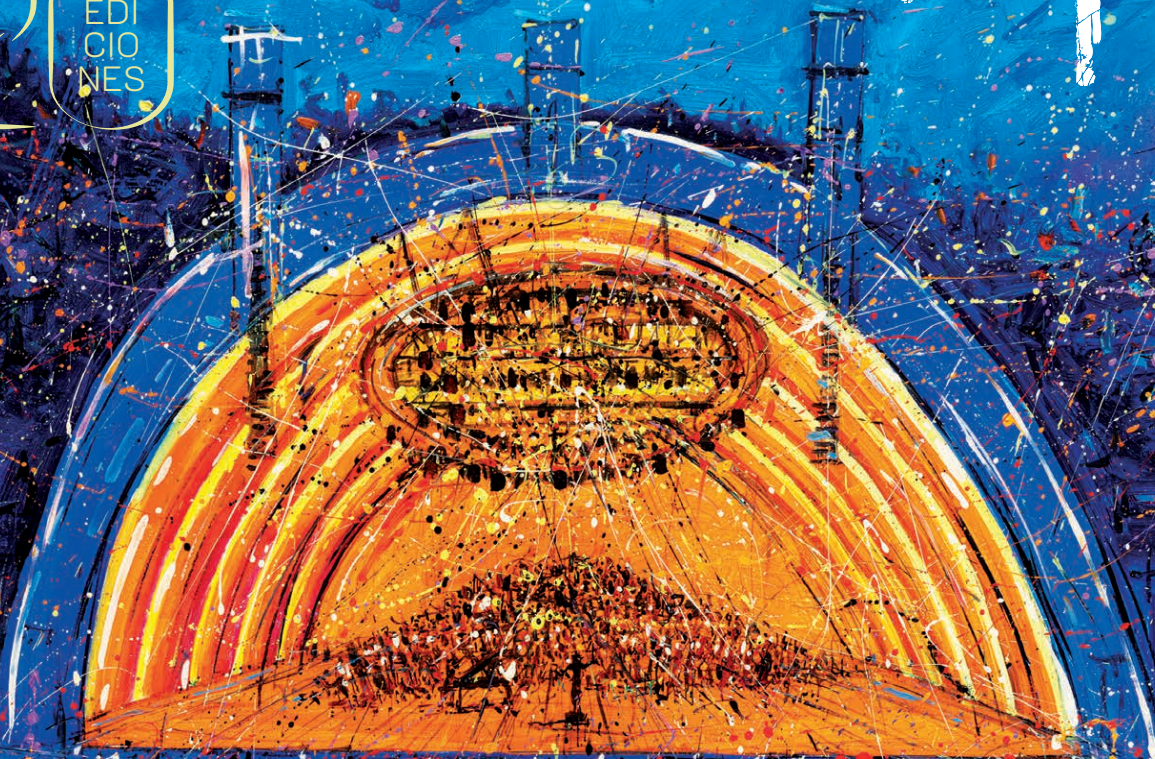
AUDIO • VIDEO • ILUMINACION • BACKLINE • DJ • ESCENARIOS

sound:check

La Industria de la Música y el Espectáculo

XPO

20
EDICIONES



April 2024

21 | 22 | 23

SUNDAY

MONDAY

TUESDAY

CIEC-WTC, Ciudad de México, 12:00 a 20:00 h.

soundcheckexpo.com.mx

J. Zamora

www.jazzamorat.com

EXHIBITOR MANUAL

DEAR EXHIBITOR:

It is a pleasure to extend a warm welcome to the twentieth edition of Sound:Check Xpo 2024, where the audio, music and entertainment technology industries converge once again. This manual will provide you with the essential information for the planning and production of your stand, along with the general guidelines that you must take into account during the assembly, disassembly and exhibition days.

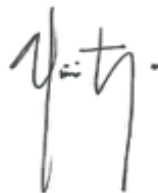
We encourage you to carefully review this document, paying special attention to the highlights that will be sent to you via email, where you will find important notices and deadlines. Don't forget to share all this information with your assembly company and the areas involved in the production and care of your stand.

Careful planning and prevention are crucial to avoid undesirable incidents such as theft or misplacement of equipment. We ask that you respect the times and dates established here, since your punctual compliance will contribute to providing an efficient service and will ensure the successful development of the event.

Remember that you can contact us by phone or email to resolve any questions that may arise. Both our organizing committee and our production team are eager to welcome you again and continue together this exciting adventure that we celebrate year after year.

We sincerely appreciate your participation, we wish you every success in your presentation and we remain attentive to any situation related to your participation.

Greetings



Akinori Tago

PRODUCTION DIRECTOR

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DIRECTORY

AREA	CONTACT:	PHONE / E-MAIL
Managing Director	Jorge Urbano	T. (55) 52401202 / 1203 ext.26 jorge@musitech.com.mx
Production Management	Akinori Tago	T. (55) 56723995 produccion@soundcheckexpo.com.mx
Marketing, Merchandising and Registration	Claudia Pérez	T. (55) 52401202 ext.26 claudia@musitech.com.mx
Design and image	Héctor Barrera	T. (55) 52401202 ext.30 hector@musitech.com.mx

GENERAL

Campus:

Centro Internacional de Exposiciones y Convenciones
World Trade Center, Ciudad de México (WTC-CDMX)

Address:

Filadelfia S/N between Insurgentes and Dakota, Col. Nápoles, 03810, México

Contact:

+52 (55) 52401202, www.soundcheckexpo.com.mx, info@soundcheckexpo.com.mx

AREAS:

Mezzanine:

Lobby	REGISTRATION AREA, CASH REGISTER, MEDIA, INFORMATION, PACKAGE
• Palenque Room	TRAINING / JORNADA EDUCATIVA
• Montealbán Room	TRAINING / JORNADA EDUCATIVA
• Tajín, Petén, Uxmal, Tulum Rooms	TRAINING / JORNADA EDUCATIVA
• Press Room	DEMO ROOM

Second Level:

• Mexica Hall, Olmeca IV Room	EXHIBITION
• Sky Dome Corridor, Olmecas Corridor	EXHIBITION (PABELLÓN MUSIC:BUSINESS)
• Olmeca I, II, III Rooms	DEMO ROOM
• Tolteca I y II, Mixteca I y II Rooms	DEMO ROOM
• Huichol, Yaqui, Tarasco, Zapoteca Rooms	DEMO ROOM

Exhibition dates and times:

Sunday 21, Monday 22 and Tuesday 23 April 2023, 12:00 a.m. to 8:00 p.m.

Assembly and disassembly dates and times:

AREA	ASSEMBLY	DISASSEMBLY
Mexica Hall	Friday 19, 12:00 h – Sunday 21, 07:00 h	Tuesday 23, 20:30 h – Wednesday 24, 12:00 h
Olmeca I, II, III Rooms	Friday 19, 12:00 h – Sunday 21, 07:00 h	Tuesday 23, 20:30 h – Tuesday 23, 23:59 h
Olmeca IV Room	Friday 19, 12:00 h – Sunday 21, 07:00 h	Tuesday 23, 20:30 h – Tuesday 23, 23:59 h
Music:Business Pavilion	Friday 19, 12:00 h – Sunday 21, 07:00 h	Tuesday 23, 20:30 h – Tuesday 23, 23:59 h
Toltecas y Mixtecas Huichol, Yaqui, Tarasco, Zapoteca,	Friday 19, 12:00 h – Sunday 21, 07:00 h Saturday 20, 00:01 h – Sunday 21, 07:00 h	Tuesday 23, 20:30 h – Tuesday 23, 23:59 h Tuesday 23, 20:30 h – Tuesday 23, 23:59 h
Tajín, Petén, Uxmal y Tulum	Sunday 21, 01:00 h – Sunday 21, 07:00 h	Tuesday 23, 20:30 h – Tuesday 23, 23:59 h
Press Room	Sunday 21, 01:00 h – Sunday 21, 07:00 h	Tuesday 23, 20:30 h – Tuesday 23, 23:59 h
Palenque, Montealbán	Saturday 20, 12:00 h – Sunday 21, 07:00 h	Tuesday 23, 20:30 h – Tuesday 23, 23:59 h
HIR Auditorium	Saturday 20, 00:01 h – Sunday 21, 07:00 h	Tuesday 23, 20:30 h – Tuesday 23, 23:59 h

Important Notice: Consult ASSEMBLY AND DISASSEMBLY SCHEDULE BY AREA (page 13)

ID

During assembly/disassembly everyone should be properly identified by a label and badge, respectively.

Assembly/disassembly labels

Every person involved on assembly (personnel for loading or assembling stands) should have their identification label on a visible spot.

Labels will be given by the security personnel on assembly/disassembly days in the platforms area, service corridor and Mexica room access.



Important Notice: LABELS are for exclusive use during ASSEMBLY/DISASSEMBLY and BADGES are for exclusive use during the EXHIBITION.

ASSEMBLY AND DISASSEMBLY

ASSEMBLY

- **Assembly entry times depend on the area. See ASSEMBLY AND DISASSEMBLY SCHEDULE BY AREA on page 14.**
- **Materials entry to the WTC is through the platform area, located on Dakota street s/n, almost on the corner with Filadelfia. The order of entry will be according to the arrival time of each exhibitor.**
- Loading and unloading maneuver is exhibitor responsibility.
- Platform area is not a parking lot or storage area.
- Only one vehicle per company is allowed at a time in the platform area.
- Maximum maneuver time is 30 minutes. After this time, the driver will be entitled to pay a penalty based on the current price list +16% I.V.A. for every 15 minutes or fraction, which must be paid at the moment directly to the WTC.
- Forklifts, skids and dollies are not allowed on all carpeted areas.
- Merchandise and decoration materials must be placed only within the stand area of each exhibitor, without affecting aisles or adjoining stands. It is recommended to assign a person in charge of receiving and guarding the materials within the room or exhibition area.
- It is strictly prohibited to use escalators and public elevators to transport any type of material or merchandise.
- The access of materials and merchandise to the mezzanine and second floor will only be through the following routes:

1.- **Van lift** (Mexica Hall)

Maximum load capacity: 3000 kilograms

Dimensions: height 3.00 m / width 2.80 m / length 6.20 m

2.- **Car lift** (Demo rooms / Music:Business Pavilion / Training Rooms)

Maximum load capacity of 3,000 kilograms

Dimensions: height: 3.00 m x width: 2.50 m x depth: 6.00 m

3.- **Forklift** (Demo rooms / Music:Business Pavilion / Training Rooms)

Maximum load capacity of 1,000 kilograms each

Dimensions: height 2.50 m x width 1.70 m x depth 2.30 m

- It is strictly prohibited to remain inside the car lift and truck lift during its operation.
- The operation of the car lift and truck lift is exclusive to WTC personnel.
- There will be no warehouse space to store the exhibitor's equipment, furniture and boxes. It is the exhibitor's responsibility to remove them promptly from the exhibition area.

DISASSEMBLY

• **Mexica Hall disassembly begins on Tuesday the 23rd at 8:30 p.m. and concludes on Wednesday the 24th at 12:00 p.m. For all other areas, disassembly concludes on Tuesday the 23rd at 11:59 p.m. See ASSEMBLY AND DISASSEMBLY SCHEDULE BY AREA on page 14.**

- Disassembly maneuver prior to the closing of the exhibition is strictly prohibited.
- **Security personnel is solely responsible for coordinating the order and departure times of the exhibitors, based on the disassembly of their stand and total storage of equipment.**
- Exit during the disassembly will be based on the order in which the exhibitors complete their tasks of storing and disassembling the stands.
- Vans, trucks and disassembly personnel will enter the platforms at 8:30 p.m., once all the visitors have left the exhibition.
- Any material or equipment that remains in the exhibition area once the disassembly time has concluded will generate an extra charge for maneuvering that must be covered by the WTC without any responsibility on the part of the organizing committee.
- In order to expedite the disassembly, we suggest having enough personnel for the loading / unloading maneuvers.
- Contracted area must be delivered clean and without materials, otherwise a charge will be made for cleaning and removal.

PROHIBITIONS DURING ASSEMBLY/DISASSEMBLY

- Access to minors under 18 years of age.
- Use of Bermuda shorts, shorts, pants, sandals, slippers and tennis shoes.
- Obstruct the corridors reserved for evacuation and emergency.
- Work (saw, paint, glue, etc.) directly on the carpet.
- Nail, screw, drill, paint and paste on walls, beams, ceilings and installation in general.
- Cross cables of any kind in common areas and stands.
- Comprehensive construction of stands.
- Masonry, painting and blacksmith work.
- Use gases or any flammable substance.

Important Notice: During assembly and disassembly, it is mandatory that everyone wear long pants, a type E safety helmet, safety boots or closed shoes, protective gloves for hands, and safety glasses for work that projects particles or liquids.

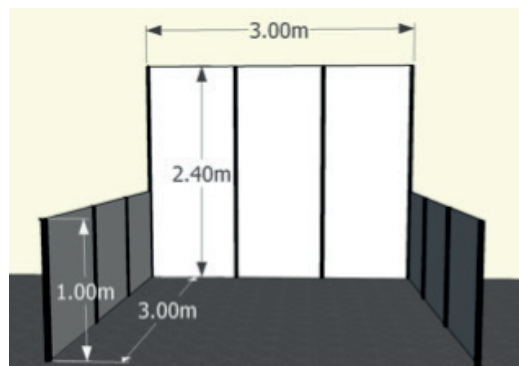
Maximum height allowed for the use of stairs is 3 meters to the highest point, if this height is exceeded, electric, mechanical or scaffolding Gennie must be used.

Use of a full body harness and lifeline is mandatory to carry out work at heights greater than 3 meters.

ASSEMBLY GUIDELINES

EXHIBITION AREA (MEXICA HALL / OLMECA IV ROOM / MUSIC:BUSINESS PAVILION)

- Final location of the stand(s) will depend on the date and spaces contracted. The organizing committee reserves the right to modify said location for a better development of the event.
- Area of each stand is 3 m x 3 m (9 m²).
- Stands delimitation is by Octanorm type partitions, with aluminum metal posts and white laminated panel. The lateral separations are 1.00 m high and the rear 2.40 m high. It is not allowed to hang or paste any item on these panels.



- **Exhibitor is obligated to cover and/or fix the side and rear views of his stand to achieve an aesthetic appearance in the adjoining stands.** sound:check Xpo undertakes to deliver the rented areas clean, so they must be returned in the same way. If this is not the case, a charge will be made for the removal of materials and cleaning that must be paid directly to the WTC.
- Construction and/or assembly of the stand, as well as the furniture used, is the responsibility of the exhibitor.
- Installation of any structure, platform, stage, scaffolding, stands and/or stand at two floor levels (height greater than 1.80 m.) and with weights greater than 500 kg. must submit a rendering, a dynamic load technical sheet, a responsive letter from the stand construction company with the authorization of a Responsible Works Director (D.R.O.) or Structural Safety Co-Responsible (Include ID) to request the Approval of the Responsible Works Director and / or the Co-responsible for Structural Safety of the CIEC WTC; Assembly will not be allowed without this approval.
- Exhibitor's institutional signage and/or decoration will be limited to rented areas and may not invade common areas or block the building's signage.
- Exhibitors who have contracted adjacent stands, partitions will only be placed in the total periphery (not in each one of the stands).
- Exhibitors who have contracted complete islands will not be fitted with partitions.
- It is recommended to make a prior visit to the WTC to review the contracted spaces, please contact Production to schedule the appointment.

Maximum height allowed for mounting

Mexica Hall	6.00 m
Music:Business Pavilion	4.50 m
Olmeca IV Room	4.00 m

- Use of hanging structures that protrude from the area corresponding to your stand is not allowed.

DEMO ROOMS / TRAINING ROOMS

- Demo Rooms are located on the 2nd level of the WTC and correspond to the rooms:

* Except Press Room (located on the mezzanine)

Olmecas I, II, III, Toltecas I y II, Mixtecas I y II, Huichol, Yaqui, Tarasco, Zapoteca y Mezzanine/Press Room

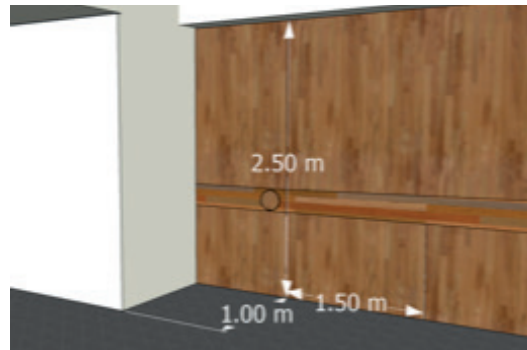
- Training Rooms are located in the mezzanine and correspond to the rooms:

Tajín, Petén, Uxmal, Tulum, Palenque y Montealban

Maximum height allowed for mounting

Olmecas I, II, III Rooms	4.00 m
Toltecas and Mixtecas	3.50 m
Yaqui, Huichol, Tarasco, Zapoteca, Tajín, Petén Uxmal, Tulum, Press Room, Palenque and Montealbán	2.50 m

- Demo Rooms are delivered clean, without carpeting, or any type of assembly.
- Training Rooms will be delivered with assembly of auditorium type chairs and support tables, please contact Production to coordinate details.
- Areas do not include any electrical installation, so the exhibitor is obliged to contract an electrical supply. **The minimum intake for these rooms is 3 x 30 10 kW. 127 /220 V. (See section "Electricity").**
- Exhibitors who need to place some promotional material (canvas, logo, etc.) at the entrance of their Demo Room, must strictly comply with the following characteristics:
 - For no reason should it exceed thisd measurements: 1.50 m (width) x 2.50 m (height) x 1.00 m (depth).
 - It must be self-sustaining.
 - It is not allowed to hang or paste any material on the walls or doors of the WTC.
 - No type of audio equipment is allowed in the exterior corridors.
 - It must not visually or physically obstruct the adjacent Demo Room.
 - It is not allowed to place single lines in the corridor.
 - It is not allowed to illuminate or project into the corridor, walls or adjoining rooms.



Área para imagen corporativa

- Installation of any structure, platform, stage, scaffolding, stands and/or stand at two floor levels (height greater than 1.80 m.) and with weights greater than 500 kg. You must submit a rendering, a dynamic load technical sheet, a responsive letter from the stand construction company with the authorization of a Responsible Works Director (D.R.O.) or Structural Safety Co-Responsible (Include ID) to request the Approval of the Responsible Works Director and / or the Co-responsible for Structural Safety of the CIEC WTC; Assembly will not be allowed without this approval.

Important Notice:

All Demo Rooms must be carpeted.

At no time can the corridors assigned for evacuation and emergency be obstructed.

It is recommended to make a prior visit to the WTC to review the contracted spaces, please contact Production to schedule the appointment.

The Organizing Committee reserves the right to darken common areas for a better development of the event.

The deadline to submit structural documentation is Friday, March 15.

RIGGING AND HANGING

- Rigging and hanging can only be done in the **MEXICA HALL and OLMECA ROOMS.**
- Hanging points have an additional cost that must be paid directly to the WTC.
- **The maximum load per hanging node is 150 kg.**
- The exhibitor must promptly notify the production area of any hanging or rigging maneuver, specifying the load to be raised, which will be evaluated for authorization by the WTC.
- All hanging or rigging maneuvers must be supervised and authorized by the WTC.
- **WTC and Civil Protection reserve the right to deny the authorization of any hanging or rigging if the necessary security measures are not complied with.**
- **Any person who performs any hanging or rigging maneuver must sign a responsive letter that will be provided by the organizing committee, stating their ability and experience, as well as full responsibility on the part of the exhibitor.**
- Any person performing rigging or hanging maneuvers must use protective equipment. For no reason will it be allowed to do so without complying with safety regulations.
- It is mandatory that all riggers report to the medical service for a physical evaluation prior to any hanging or rigging maneuver.
- The exhibitor may rent the hydraulic platform (condor) for hanging or rigging maneuvers, said service must be contracted directly from the WTC and will be subject to availability. Does not include fitting out or supply of materials for its installation (steel cable, frames, fastening elements), all hanging or rigging material and equipment will be fully provided by the exhibitor.
- The hydraulic platform (condor) has a maximum height of 8m and does not reach the highest part of the roof of the Salón Mexica.
- In the case of Olmec halls, it is necessary to remove the modular ceiling for rigging and hanging maneuvers.

Prices and services to the WTC please contact the Services Module:

Telephone: (55) 9000-9131

Email: modulodeservicios@exposwtc.com

ELECTRICITY

- **Sound:check Xpo is not responsible for voltage fluctuations and/or power interruptions, so the exhibitor must verify the supplied voltage and at a certain time be equipped with voltage regulators.**
- **It is strictly prohibited to connect any device to the electrical contacts in corridors, lounges and common areas.**
- Power contacts and lamps wiring must be heavy-duty and of the caliber required based on the electrical load.
- The joints and splices of cables must be insulated with insulating plastic tape and protected with a register box.
- All lamps and bulbs must be properly connected by means of suitable sockets, bases and terminals.
- All cables used above ground level must be heavy-duty cables, 12 gauge minimum.
- It is forbidden to join two 127 Volts outlets to obtain one of 220 Volts.
- It is strictly prohibited to expose cables with bare joints or exposed cable tips with live current in any electrical installation for the event.
- For safety, all the metal parts of the stand must be properly grounded (metal stands).
- The Supervision area of the Electrical Department of the CIEC-WTC has the authority to inspect, give indications and prohibit any electrical installation that does not comply with the regulations.
- In case of holding any event outside of the exhibition hours, the exhibitor must cover the additional cost of electricity consumption corresponding to his event.
- During assembly days, the general lighting of the exhibition area will be at 50%.
- The electricity supply during the exhibition days is from 11:00 am to 8:30 pm.

EXHIBITION AREA (MEXICA HALL / OLMECA IV ROOM / MUSIC:BUSINESS PAVILION)

- Each stand has a polarized duplex contact with a load capacity of 500 watts (3.9 Amps). The supply current is 127 Volts, 60 Hz., NOT REGULATED.
- In case of requiring more electricity supply, you must request it by filling out the Electricity Form and paying it accordingly.

DEMO ROOMS / TRAINING ROOMS

- Olmecas, Toltecas, Mixtecas, Huichol, Yaqui, Tarasco, Zapoteca rooms. Tajín, Petén, Uxmal, Tulum and Press Room rooms.
- They do NOT include any electrical supply, so ALL exhibitors are required to contract an electrical supply. The MINIMUM additional power supply is 10 kW.**

Important Notice:

Applications must be sent to: edith@musitech.com.mx and must include: Electricity Form with Location Plan of electrical outlet(s) and proof of payment.
Deadline is Friday, March 15.

The Electricity Generator service is exclusive to the CIEC-WTC. The exhibitor who requires a quote must request it from the production area.
Deadline is Friday, March 15.

SECURITY

- Sound:check Xpo will provide security through a specialized company during assembly/disassembly and exhibition days.
- **It is recommended to insure all your equipment, since the security company, the WTC and the organizing committee are not responsible for replacement or payment in case of theft, loss or accident.**
- All equipment susceptible to loss such as laptops, projectors or electronic devices must be secured with wire ropes that the security company will provide and install at no extra cost. Please request it from the area manager during assembly.
- Sound:check Xpo is not responsible for objects such as cell phones, tablets, laptops, photography and video cameras and/or any other object that may be lost, either within the exhibition area or in common areas.
- The equipment on display will be kept under surveillance during the night; however, the organizing committee is not responsible for any object, device or equipment, since management and control is the full responsibility of the exhibitor.
- Exhibitor that hires security outside the company authorized by the organizing committee, must previously inform the area manager for his authorization.
- No security element hired by the exhibitor may carry weapons inside the WTC.
- During exhibition days, the entry or exit of any exhibition product will not be allowed.
- At the end of the show day, all promotional materials and portable equipment must be stored in a locked drawer or locker inside your stand.
- Once the exhibition is open, cleaning work or replenishment of materials to the stand may not be allowed.

Important Notice:

The security company will provide free security straps for laptops.

Exhibitors who wish to hire private security for their stand must fill out the Security Form and send it to the CIEC WTC Services Module.

The organizing committee, the WTC and the security company are NOT responsible for any theft, loss or damage suffered in their exhibition material and/or equipment, so it is recommended to monitor and safeguard it permanently.

CIVIL PROTECTION

- It is recommended that you organize your Emergency Response Plan internally in which your staff actively participate, including determining Civil Protection brigade members.
- In the case of an emergency, evacuation routes, emergency exits and meeting points close to your location must be previously identified.
- Keep corridors free of obstacles and evacuation routes available, do not block emergency exits or fire fighting equipment. The obstruction of the corridors assigned for evacuation and emergency is prohibited at all times.
- Avoid placing objects that obstruct the normal entrances and exits of the event.
- The forms of seismic warning are:
 - Seismic alert system, National Seismological Service (SASMEX)
 - Seismic warning horn located at the intersection of Filadelfia and Dakota streets
 - Seismic alert App CDMX 911

NOTE: There are other applications on the market that can alert about earthquakes, although the WTC does not consider them an official part of response protocols

IN CASE THE OFFICIAL SEISMIC ALERT IS ACTIVATED:

1. Keep calm.
2. Activate Response plan.
3. Follow the instructions of the WTC security and Civil Protection brigades.
4. Evacuate following the evacuation route and emergency exit closest to your location.
5. Go to the nearest meeting point, the point will be the closest to your location.
6. At the meeting point we ask you to remain with your staff to carry out a count or roll call and verify that there is no lack of personnel.

IN CASE OF PERCEIVING TELLURIC MOVEMENT WITHOUT PRIOR SEISMIC ALERT:

1. Keep calm.
2. We recommend that you withdraw to the lower risk areas closest to your location.
3. Activate your Response Plan.
4. Follow the instructions of the WTC security and Civil Protection brigades.
5. When the seismic movement ends, evacuate the facilities in order, following the evacuation route and emergency exit signs.
6. Go to the nearest meeting point.
7. At the meeting point, you must remain with your staff to carry out a count or roll call and verify that there is no lack of personnel.

MEETING POINTS

- | | |
|---|--------------------------------------|
| 1 | Dakota esplanade |
| 2 | Esplanade Philadelphia |
| 3 | Plaza de las Naciones, Corner Dakota |

- After the contingency, the head of the corresponding area will communicate the status of return to the facilities and the possibility of returning to the premises.

NOISE CONTROL

- Stands that have audio systems must respect the permitted level.
- Maximum sound pressure level allowed in the Exhibition Area (Mexica Hall, Olmeca IV and Music:Business Pavilion) and Demo Rooms is 90dB SPL (A scale) in the periphery. To verify the above, random measurements will be made during the event and in case of exceeding the specified level, the following measures will be taken:

- | | |
|-------------|---------------------|
| 1st warning | Warning call |
| 2nd warning | Temporary power cut |
| 3rd warning | Final power cut |

- Notices and attention calls are cumulative throughout the 3 days of the event.
- All loudspeakers must be directed towards the interior of the stand.

Important Notice: It is strictly prohibited in the Exhibition Area (Mexica Hall, Olmeca IV and Music:Business Pavilion):

- Power demonstration of Line Array systems
- Musical ensembles of any kind
- Continuous music playback
- Demonstration of DJ equipment without headphones and without isolated rooms
- Audio systems with announcements and paging

GUIDELINES DURING THE EXHIBITION

- No commercial transaction is allowed that involves the delivery of merchandise to the client or visitor.
- Cleanliness and order within the stand depends solely and exclusively on the exhibitor.
- Exhibition, demonstration, distribution, gift and publicity can only take place within the stand area. It is strictly prohibited to carry out any promotional activity with hostesses in common areas such as: hallways, restrooms, parking lot, building entrance, and placing print on columns, ceilings, walls, floors, and glass.
- Signage and/or decoration is limited to the contracted areas and it is not allowed to invade common areas or block the signage of the building.
- It is strictly prohibited to illuminate or project outside the contracted spaces and in common areas.
- Exhibiting personnel must appear at their stand at least 30 minutes before the start of the event to make the relevant preparations. In the same way, at the end of the day, you must vacate the facilities no later than 30 minutes after closing.
- During the exhibition, the stand must be attended at all times.

- Organizing committee reserves the right to remove tapes, blankets and materials that prevent access to the stand. It will generate an economic sanction for every 15 minutes of delay to those who do not exhibit in a timely manner during the exhibition.
- Use of DRONES during assembly, event and disassembly is prohibited.
- In case of activities outside of exhibition hours, the exhibitor is forced to hire the CIEC WTC medical service 48 hours in advance, likewise the following guidelines must be respected:

1. Inform to production and area manager the day and time of the event, type of presentation and expected capacity.
2. Identify your guests with a sticker, bracelet and badge that they will wear at all times. Send a sample in advance to give instructions to the area coordinator and security personnel.
3. For events that take place after closing hours, we recommend concentrating your guests in your showroom, since after 8:00 p.m. they will not be allowed to enter the venue.
4. Guests must remain inside their room and avoid moving through other areas and stands.
5. Once the event is over, the guests must go directly to the exit where the security personnel indicate them.

Important Notice:

Organizing committee reserves the right to cancel or relocate the space of any exhibitor, if it has not carried out any assembly before 7:00 a.m. on Sunday, April 21.

ADDITIONAL SERVICES

Contracting additional services will be through the corresponding formats that can be downloaded through a link that will be sent by email. Take into account the deadlines and prices in each format when requesting and paying for services.

Additional service formats:

- Additional electricity consumption
- Telephony
- Internet
- Booth cleaning
- Security elements
- Food and drinks

GENERAL SERVICES

Sound:check Xpo, through the WTC, will provide the following services during assembly, disassembly and exhibition:

- Surveillance 24 hours a day in common areas and exhibition hall.
- Electric stairs and elevators (only during the exhibition).
- Cleaning of common areas, such as: corridors, restrooms, common areas inside and outside the WTC.
- Public telephones for the use of the exhibitor and visitors within the WTC facilities.
- Sanitary services for men and women.
- Parking for cars (conceded by the WTC and subject to change without prior notice):
 - Normal hourly rate: \$35.00
 - Rate of 4 hours 31 minutes up to 12 hours: \$150.00
 - Rate of 12 hours 1 minute up to 24 hours: \$ 250.00
 - Lost Ticket: \$ 400.00
- Café Punta del Cielo (8:00 a.m. – 8:00 p.m.).

GENERAL PROHIBITIONS

- Enter sound:check Xpo without a badge that identifies you.
- Carrying weapons of any kind within the WTC facilities.
- Smoking or drinking alcoholic beverages in common areas and within the exhibition.

MISCELLANEOUS

- Sound:check Xpo is not responsible for strikes, closures, work stoppages and demonstrations that directly or indirectly affect the development of the event.
- Any matter not provided for in the general provisions of this manual will be resolved by the organizing committee.
- The organizing committee will not receive nor will it be responsible for any material or equipment owned by the exhibitor that was sent before or during the event.

Any questions or clarification regarding this manual, we ask you to contact the Production area via e-mail at produccion@soundcheckxpo.com.mx

