

AUDIO VIDEO ILUMINACIÓN BACKLINE DJ ESCENARIOS

sound:check

La Industria de la Música y el Espectáculo


2025

MAR - 30 - 31 - ABR - 1
DOMINGO LUNES MARTES

soundcheckexpo.com.mx

Cuota de recuperación:
 Registro previo y pago en línea: \$ 200 pesos
 Registro y pago en sitio: \$ 400 pesos

Informes y ventas:
 55 5240 1202 · conecta@soundcheckexpo.com.mx
 SoundcheckXpo




EXHIBITOR MANUAL



DEAR EXHIBITOR:

We warmly welcome you to the 21st edition of Sound:Check Xpo 2025, where the worlds of audio technology, music, and entertainment converge. This manual provides essential information to consider when designing, producing, and installing your booth, as well as guidelines for your team's participation during exhibition, installation, and dismantling days.

Please carefully review this document and pay special attention to the highlights sent via email, including important notices, reminders, and deadlines. Share this information with your installation company and other areas involved in the production and management of your booth.

Detailed planning and preventive measures are crucial to avoid undesirable incidents, such as equipment theft or loss. We kindly ask you to respect the timelines and dates outlined here, as punctual compliance ensures efficient service and the success of the event.

Feel free to contact us for any questions, either by phone or email. We appreciate your participation and wish you all the success in this edition of Sound:Check Xpo 2025.

Greetings

Akinori Tago
PRODUCTION DIRECTOR



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DIRECTORY

AREA	CONTACT PERSON:	PHONE / E-MAIL
General Managment	Jorge Urbano	T. (55) 52401202 / 1203 ext.100 jorge@musitech.com.mx
Production Management	Akinori Tago	T. (55) 56723995 produccion@soundcheckexpo.com.mx
Marketing, Commercialization & Registration	Claudia Pérez	T. (55) 52401202 ext.140 claudia@musitech.com.mx
Design and image	Héctor Barrera	T. (55) 52401202 ext.300 hector@musitech.com.mx



GENERAL INFORMATION

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:

• Glass Lobby	REGISTRATION, CASHIER, MEDIA, INFORMATION, PACKAGING
• Palenque Hall	EDUCATIONAL PROGRAM
• Montealbán Hall	EDUCATIONAL PROGRAM
• Tajín, Petén, Uxmal, Tulum Rooms	EDUCATIONAL PROGRAM
• Press Room	DEMO ROOM

Second Level:

• Mexica Hall, Olmeca IV Hall:	EXHIBITION
• Sky Dome Corridor, Olmeca Corridors:	EXHIBITION (MUSIC:BUSINESS PAVILION)
• Olmeca I, II, III Halls:	DEMO ROOMS
• Tolteca I & II, Mixteca I & II Rooms:	DEMO ROOMS
• Huichol, Yaqui, Tarasco, Zapoteca Rooms:	DEMO ROOMS

Exhibition dates and times: Sunday, March 30, Monday, March 31, and Tuesday, April 1, 2025
12:00 PM to 8:00 PM

Installation and Dismantling Dates and Hours:

AREA	INSTALLATION	DISMANTLING
Mexica Hall	Friday 28, 12:00 PM – Sunday 30, 07:00 AM	Tuesday 1, 20:30 PM – Wednesday 2, 12:00 PM
Olmeca I, II, III Halls	Friday 28, 12:01 AM – Sunday 30, 07:00 AM	Tuesday 1, 20:30 PM – Tuesday 1, 11:59 PM
Olmeca IV Hall	Friday 28, 12:01 AM – Sunday 30, 07:00 AM	Tuesday 1, 20:30 PM – Tuesday 1, 11:59 PM
Music:Business Pavilion	Friday 28, 12:01 AM – Sunday 30, 07:00 AM	Tuesday 1, 20:30 PM – Tuesday 1, 11:59 PM
Toltecas & Mixtecas	Friday 28, 12:01 AM – Sunday 30, 07:00 AM	Tuesday 1, 20:30 PM – Tuesday 1, 11:59 PM
Huichol, Yaqui, Tarasco, Zapoteca,	Saturday 29, 12:01 AM – Sunday 30, 07:00 AM	Tuesday 1, 20:30 PM – Tuesday 1, 11:59 PM
Press Room	Friday 28, 12:00 PM – Sunday 30, 07:00 AM	Tuesday 1, 20:30 PM – Tuesday 1, 11:59 PM
Palenque & Monte Albán	Saturday 29, 12:00 PM – Sunday 30, 07:00 AM	Tuesday 1, 20:30 PM – Tuesday 1, 11:59 PM
HIR Auditorium	Saturday 29, 12:00 PM – Sunday 30, 07:00 AM	Tuesday 1, 20:30 PM – Tuesday 1, 11:59 PM

Important Note: Refer to the INSTALLATION AND DISMANTLING SCHEDULE FOR EXHIBITORS (Page 14).



IDENTIFICATION

INSTALLATION/DISMANTLING TAGS

All personnel involved in the installation (loaders, booth assembly personnel) must visibly wear their identification tags.

Tags will be distributed by security staff on installation/dismantling days in the loading dock area, service corridor, and hall access points.



EXHIBITION BADGES

During the exhibition days, all staff must identify themselves with their exhibitor badge. Badges must be requested in advance through the marketing department. During installation and exhibition days, you can visit the EXHIBITOR SERVICE MODULE, located on the second floor, to address any related issues.

Important Note: TAGS are for INSTALLATION/DISMANTLING use only, and BADGES are for EXHIBITION use only.

INSTALLATION AND DISMANTLING

INSTALLATION

- **Entry schedules for installation depend on the contracted area. Refer to the previous page or the INSTALLATION AND DISMANTLING SCHEDULE FOR EXHIBITORS on page 14.**
- All materials must enter the WTC through the loading dock area, located on Dakota Street, near the corner of Filadelfia. The entry order will be based on the arrival time of each exhibitor.
- All loading and unloading operations are the responsibility of the exhibitor.
- The loading dock area is not a parking or storage space.
- Only one vehicle per company is allowed in the loading dock area at a time.
- The maximum maneuvering time is 30 minutes. After this period, a penalty fee will be applied based on the current price list +16% VAT for every 15 minutes or fraction thereof. These fees must be paid immediately to the WTC.
- Forklifts, pallet jacks, and platforms are not allowed in carpeted areas.
- Merchandise and decorative materials must be placed exclusively within each exhibitor's booth area, without obstructing aisles or neighboring booths. It is recommended to assign someone to receive and safeguard materials in the hall or exhibition area.
- Using escalators or public elevators to transport any type of material or merchandise is strictly prohibited.
- Material and merchandise access to the mezzanine and second floor is exclusively through the following:

1.- Cargo Van Elevator (Mexica Hall)

Maximum load capacity: 3,000 kilograms

Dimensions: Height 3.00 m / Width 2.80 m / Length 6.20 m

2.- Car Elevator (Demo Rooms / Music:Business Pavilion / Training Rooms)

Maximum load capacity: 3,000 kilograms

Dimensions: Height 3.00 m / Width 2.50 m / Depth 6.00 m

3.- Freight Elevator (Demo Rooms / Music:Business Pavilion / Training Rooms)

Maximum load capacity: 1,000 kilograms each

Dimensions: Height 2.50 m / Width 1.70 m / Depth 2.30 m

- Remaining inside the car or van elevators during their operation is strictly prohibited.
- Operation of these elevators is exclusively handled by WTC personnel.
- There will be no storage space available for equipment, furniture, or exhibitor boxes. It is the exhibitor's responsibility to promptly remove these items from the exhibition area.



DISMANTLING

- Mexica Hall dismantling begins on Tuesday, April 1, at 8:30 PM and ends on Wednesday, April 2, at 12:00 PM. For all other areas, dismantling concludes on Tuesday, April 1, at 11:59 PM. Refer to the **INSTALLATION AND DISMANTLING SCHEDULE FOR EXHIBITORS** on page 14.
- Any dismantling activity before the official closure of the exhibition is strictly prohibited.
- **Security personnel are solely responsible for coordinating the order and schedule of exhibitors' departures, based on the disassembly of their booths and complete storage of their equipment.**
- Departure during the dismantling phase will follow the order in which exhibitors complete their packing and booth disassembly tasks.
- Entry to the loading docks for vans, trucks, and dismantling personnel will begin at 8:30 PM, once all exhibition visitors have exited.
- Any material or equipment remaining in the exhibition area after the dismantling schedule will incur an additional maneuver fee, payable directly to the WTC, with no liability on the part of the organizing committee.
- To expedite dismantling, we recommend having sufficient personnel for loading/unloading maneuvers.
- The contracted area must be handed over clean and free of materials. Otherwise, a cleaning and removal fee will be applied.

PROHIBITIONS DURING INSTALLATION/DISMANTLING

- Access for individuals under 18 years old.
- Wearing bermuda shorts, shorts, sweatpants, sandals, flip-flops, high heels, or sneakers.
- Obstructing aisles reserved for evacuation and emergencies.
- Performing work (sawing, painting, gluing, etc.) directly on the carpet.
- Nailing, screwing, drilling, painting, or gluing on walls, beams, ceilings, or any structural installations.
- Running cables of any type through common areas or booths.
- Full construction of booths.
- Masonry, painting, or metalwork activities.
- Using gases or any flammable substances.

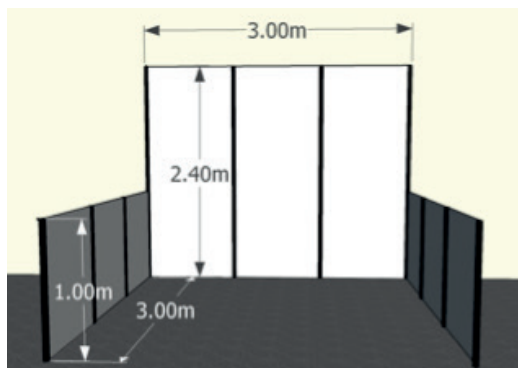
Important Notice: During installation and dismantling, all personnel must wear long pants, an E-type safety helmet, safety boots or closed-toe shoes, protective gloves, and safety goggles for tasks involving particles or liquids.

Maximum permitted height for ladder use is 3 meters to the highest point. If this height is exceeded, an electric or mechanical Gennie lift or scaffolding must be used.

The use of a full-body harness and lifeline is mandatory for work at heights greater than 3 meters.

INSTALLATION GUIDELINES

- The final location of the booth(s) will depend on the date and spaces contracted. The organizing committee reserves the right to modify this location for the optimal development of the event.
- Each booth area measures 3m x 3m (9m²).
- Booths are delimited by Octanorm-type partitions, made of aluminum metal posts and white laminated panels. Side partitions are 1.00 m high, and the back partition is 2.40 m high. Hanging or attaching any items to these panels is not allowed.





- **Exhibitors are required to cover and/or arrange the side and rear views of their booth to maintain an aesthetic appearance for neighboring booths.** Sound:Check Xpo ensures that rented areas are delivered clean and must be returned in the same condition. Failure to do so will result in a material removal and cleaning fee, payable directly to the WTC.
- **Use of suspended structures that extend beyond the booth's allocated area is not permitted.**
- Construction and/or assembly of the booth, as well as the furniture used, is the responsibility of the exhibitor.
- Installation of any structure, platform, stage, scaffold, grandstand, or two-level booth (over 1.80 m in height or weighing more than 500 kg) must include renderings, a dynamic load technical sheet, and a responsibility letter from the booth construction company, authorized by a Certified Structural Safety Expert (including license). These documents must be submitted to obtain approval from the CIEC WTC's Director of Works or Structural Safety Expert. Installation will not be allowed without this approval.
- Exhibitor signage and/or institutional decoration must be limited to rented areas and must not invade common areas or block building signage.
- For exhibitors who have rented contiguous booths, partitions will only be installed around the total perimeter (not within individual booths).
- For exhibitors who have rented full islands, no partitions will be installed.
- A prior visit to the WTC is recommended to review the contracted spaces. Please contact the Production department to schedule an appointment.

Maximum Permitted Height for Installation	Mexica Hall	6.00 m
	Music:Business Pavilion	4.50 m
	Olmeca IV Hall	4.00 m

DEMO ROOMS / TRAINING ROOMS

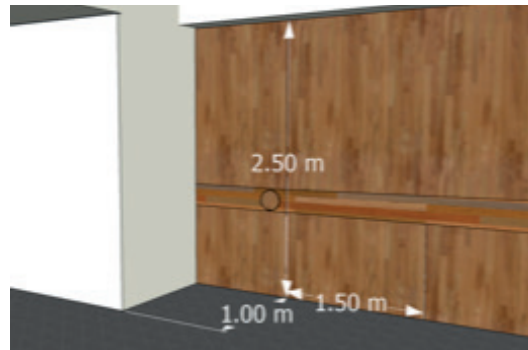
- Demo Rooms are located on the 2nd floor and correspond to the following halls and rooms:
* *Except Press Room (located on the mezzanine)*
Olmecas I, II, III, Toltecas I y II, Mixtecas I y II, Huichol , Yaqui, Tarasco, Zapoteca
* **Press Room**

- **The Training Rooms** are located on the mezzanine and correspond to the following rooms:
Tajín, Petén, Uxmal, Tulum, Palenque y Monte Albán

Maximum Permitted Height for Installation	Olmecas I, II, III Halls	4.00 m
	Toltecas & Mixtecas Halls	3.50 m
	Tajín, Petén, Uxmal, Tulum, Press Room, Palenque and Monte Albán Rooms Press Room	2.50 m

- Demo Rooms are delivered clean, without carpeting or any type of setup.
- Training Rooms will be delivered with auditorium-style seating and support tables. Please contact the Production department to coordinate details.
- **Areas do not include any electrical installations, so exhibitors are required to contract an electrical supply. The minimum requirement for these rooms is 3 x 30 10 kW, 127/220 V. (See the "Electricity" section).**
- Exhibitors who need to place promotional materials (banners, logos, etc.) at the entrance of their Demo Room must strictly comply with the following specifications:

- Under no circumstances should the dimensions exceed: 1.50 m (width) x 2.50 m (height) x 1.00 m (depth).
- Materials must be self-supporting.
- Hanging or attaching any materials to the walls or doors of the WTC is not permitted.
- No audio equipment of any kind is allowed in the exterior hallways.
- Materials must not visually or physically obstruct the adjacent Demo Room.
- The use of stanchions in the hallway is not permitted.
- Lighting or projecting onto the hallway, walls, or adjacent rooms is not allowed.



Área para imagen corporativa

- Installation of any structure, platform, stage, scaffold, grandstand, or two-level booth (exceeding 1.80 m in height or weighing more than 500 kg) must include renderings, a dynamic load technical sheet, and a responsibility letter from the booth construction company authorized by a Responsible Construction Director (D.R.O.) or a Structural Safety Co-Responsible (including license). These documents are required to obtain approval from the CIEC WTC's Director of Works or Structural Safety Co-Responsible. Installation will not be allowed without this approval.

Important Notice:

All Demo Rooms must be carpeted.

Evacuation and emergency pathways must remain unobstructed at all times.

A prior visit to the WTC is recommended to review the contracted spaces. Please contact the Production department to schedule an appointment.

The Organizing Committee reserves the right to dim common areas to enhance the event's development.

Deadline to submit structural documentation is Friday, February 28.

RIGGING AND HANGING

- Rigging and hanging are only permitted in the Mexica and Olmeca Halls. There are hanging restrictions in Mexica Hall 2 (booths located on the perimeter). Please consult the Production department for details.
- Hanging points incur an additional cost, which must be paid directly to the WTC.
- Maximum load per hanging node is 150 kg.
- Exhibitors must notify the Production department in advance regarding any rigging or hanging maneuvers, specifying the load to be hung, which will be assessed for authorization by the WTC.
- All rigging or hanging maneuvers must be supervised and authorized by the WTC.
- The WTC and Civil Protection reserve the right to deny authorization for any hanging or rigging if safety measures are not met.
- Anyone performing rigging or hanging maneuvers must sign a responsibility letter provided by the organizing committee, documenting their capability, experience, and full responsibility on behalf of the exhibitor.
- All personnel performing rigging or hanging maneuvers must use protective equipment. Under no circumstances will maneuvers be allowed without compliance with safety standards.
- All riggers are required to undergo a physical evaluation at the medical service station before performing any rigging or hanging maneuvers.
- Exhibitors may rent the hydraulic platform (condor) for rigging or hanging maneuvers. This service must be contracted directly through the WTC and is subject to availability. It does not include material preparation or supply for installation (e.g., steel cables, frames, securing elements). All rigging or hanging materials and equipment must be provided entirely by the exhibitor.
- The hydraulic platform (condor) has a maximum height of 8m and does not reach the highest point of the Mexica Hall ceiling.
- In the Olmeca Halls, the modular ceiling must be removed to perform 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. Exhibitors must verify the voltage supplied and, if necessary, equip themselves with voltage regulators.
- It is strictly prohibited to connect any device to electrical outlets in hallways, rooms, and common areas.
- All wiring used for powering outlets and lamps must be heavy-duty and of the appropriate gauge based on the electrical load.
- Cable connections and splices must be insulated with plastic insulating tape and protected with a junction box.
- All lamps and bulbs must be properly connected using appropriate sockets, bases, and terminals.
- All cables used above ground level must be heavy-duty, with a minimum gauge of 12.
- It is prohibited to combine two 127 Volt outlets to create a 220 Volt outlet.
- Exposing cables with uninsulated splices or exposed live wire ends in any electrical installation for the event is strictly prohibited.
- For safety, all metallic parts of the booth must be properly grounded (metallic booths).
- The CIEC-WTC Electrical Department Supervisory Area has the authority to inspect, provide instructions, and prohibit any electrical installation that does not comply with regulations.
- For events held outside exhibition hours, the exhibitor must cover the additional cost of the corresponding electrical consumption.
- During installation days, general lighting in the exhibition area will be at 50%.
- Electrical supply during exhibition days will be from 11:00 AM to 8:30 PM.

EXHIBITION AREA (MEXICAS HALLS / OLMECA IV HALL / MUSIC:BUSINESS PAVILION)

- Each booth is equipped with a polarized duplex outlet with a load capacity of **500 watts (3.9 Amperes)**. The power supply is 127 Volts, 60 Hz, **UNREGULATED**.
- If additional electrical supply is required, it must be requested by completing the Electrical Form and making the corresponding payment.

DEMO ROOMS / TRAINING ROOMS

- The Olmeca Demo Rooms (I, II, and III), Tolteca and Mixteca Rooms (I and II), Huichol, Yaqui, Tarasco, Zapoteca Rooms, and the Press Room, as well as the Training Rooms (Tajín, Petén, Uxmal, and Tulum), **DO NOT include any electrical supply. Therefore, ALL exhibitors are required to contract electrical supply. The MINIMUM additional electrical supply is 10 kW.**

Important Notice:

Requests must be sent to: claudia@musitech.com.mx and mercadotecnia@musitech.com.mx. They must include the Electrical Form with the Location Plan for the electrical outlet(s) and proof of payment.

Deadline is Friday, February 28.

Electricity Generator service is exclusive to CIEC-WTC. Exhibitors who wish to request a quote must do so through the Production department.

Deadline is Friday, February 28.



SECURITY

- Sound:check Xpo will provide security through a specialized company during installation, dismantling, and exhibition days.
- It is recommended to secure all equipment, as the security company, WTC, and the organizing committee are not responsible for replacement or payment in case of theft, loss, or accidents.
- All equipment susceptible to loss, such as laptops, projectors, or electronic devices, must be secured with security cables, which will be provided and installed by the security company at no extra cost. Please request them from the area manager during installation.
- Sound:check Xpo is not responsible for items such as cell phones, tablets, laptops, cameras, or any other items prone to loss, whether within the exhibition area or common areas.
- Equipment on display will be under surveillance overnight; however, the organizing committee is not responsible for any item, device, or equipment, as its handling and control are entirely the exhibitor's responsibility.
- If an exhibitor hires security from a company not authorized by the organizing committee, it must be previously reported to the area supervisor for approval.
- No security personnel hired by the exhibitor may carry weapons inside the WTC.
- During the exhibition days, no entry or exit of exhibition equipment will be allowed.
- At the close of the exhibition, all promotional materials and portable equipment must be stored in a drawer or locker with a lock, within the exhibitor's booth.
- Once the exhibition has opened, no cleaning or restocking of materials in the booth will be allowed.

Important Notice:

Security company will provide security cables for laptops at no cost.

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

The organizing committee, WTC, and the security company are NOT responsible for any theft, loss, or damage to your exhibition materials and/or equipment. It is strongly recommended to monitor and secure these items at all times.

CIVIL PROTECTION

It is recommended to internally organize your Emergency Response Plan with active participation from your staff, including the designation of Civil Protection brigadiers.

- In the event of an emergency, evacuation routes, emergency exits, and meeting points near your location should be identified in advance.
- Keep hallways free of obstacles and ensure evacuation routes remain accessible. Do not block emergency exits or firefighting equipment. Obstruction of evacuation and emergency-assigned hallways is strictly prohibited at all times.
- Avoid placing objects that obstruct normal entry and exit points of the event.
- The seismic alert systems are:
 - Seismic Alert System, National Seismological Service (SASMEX)
 - Seismic alert speaker located at the intersection of Filadelfia and Dakota Streets
 - CDMX 911 Seismic Alert App

IN CASE THE OFFICIAL SEISMIC ALERT IS ACTIVATED:

1. Remain calm.
2. Activate the Response Plan.
3. Follow the instructions of WTC security and Civil Protection brigadiers.
4. Evacuate using the evacuation route and emergency exit closest to your location.
5. Proceed to the nearest meeting point, which will be the closest to your location.
6. At the meeting point, stay with your staff to conduct a headcount or roll call and ensure no one is missing.



IN CASE OF PERCEIVING TELLURIC MOVEMENT WITHOUT PRIOR SEISMIC ALERT:

1. Remain calm.
2. Activate the Response Plan.
3. Follow the instructions of WTC security and Civil Protection brigadiers.
4. Evacuate using the evacuation route and emergency exit closest to your location.
5. Proceed to the nearest meeting point, which will be the closest to your location.
6. Stay at the meeting point with your staff and conduct a headcount or roll call and ensure no one is missing.

MEETING POINTS	1	Dakota esplanade
	2	Esplanade Philadelphia
	3	Plaza de las Naciones, corner of Dakota Street

- After the contingency, the corresponding area supervisor will inform you of the status for returning to the facilities and the possibility of re-entering the venue.

NOISE, LIGHTING, AND SMOKE (HAZE)

- Booths with audio systems must comply with the permitted noise level.
- Maximum sound pressure level allowed in the Exhibition Area (Mexica Hall, Olmeca IV Hall, and Music:Business Pavilion) and Demo Rooms is 90dB SPL (A-scale) at the perimeter. Random measurements will be conducted during the event, and if the specified level is exceeded, the following actions will be taken:

- 1st warning: Verbal notice
- 2nd warning: Temporary power supply cut-off
- 3rd warning: Permanent power supply cut-off

- Warnings and notices are cumulative throughout the three days of the event.
- All speakers must be directed toward the interior of the booth.
- It is strictly prohibited to illuminate or project outside of the contracted spaces, including common areas and other booths. Use of smoke machines (haze) must not affect neighboring exhibitors; it must be directed toward the interior of your booth and limited to short periods of time. If its use obstructs clear visibility for visitors and exhibitors, the same penalties applied for noise control may be enforced.

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

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

GUIDELINES DURING THE EXHIBITION

- Commercial transactions involving the delivery of merchandise to clients or visitors are not allowed.
- Cleaning and maintaining order within the booth is solely the exhibitor's responsibility.
- Exhibition, demonstrations, giveaways, and publicity must be conducted exclusively within the booth area. Promotional activities with hostesses in common areas such as hallways, restrooms, parking lots, building entrances, or placing printed materials on columns, ceilings, walls, floors, and glass are strictly prohibited.
- Signage and/or decorations are limited to the contracted areas and must not invade common areas or block building signage.
- Exhibitor personnel must be present at their booth at least 30 minutes before the event starts to make necessary preparations. Likewise, they must vacate the premises no later than 30 minutes after the event closes each day.
- Booth must be attended at all times during the exhibition.
- Organizing committee reserves the right to remove ribbons, banners, and materials that block access to the booth. A monetary penalty will be imposed for every 15 minutes of delay on exhibitors who fail to open on time during the exhibition.



- Use of DRONES is prohibited during installation, the event, and dismantling.
- If activities are conducted outside exhibition hours, the exhibitor is required to contract the CIEC WTC medical service 48 hours in advance. Additionally, the following guidelines must be followed:

1. Notify the production department and area supervisor of the event date, time, type of presentation, and expected capacity.
2. Identify your guests with a sticker, wristband, or badge, which they must wear at all times. Provide a sample in advance to the area coordinator and security staff for instructions.
3. For events taking place after 8:00 PM, we recommend keeping your guests in your exhibition room, as access to the venue will not be allowed after that time.
4. Guests must remain within your room and avoid circulating in other areas or booths.
5. Once the event concludes, guests must exit directly through the route indicated by security personnel.

Important Notice: Organizing committee reserves the right to remove or relocate any exhibitor's space if no installation has been carried out by 7:00 AM on Sunday, March 30.

ADDITIONAL SERVICES

Hiring of additional services must be done through the corresponding forms, which can be downloaded via a link sent by email. Please take note of the deadlines and prices listed on each form when requesting and paying for services.

Additional service formats:

- Additional electrical consumption
- Telephony
- Internet
- Booth cleaning
- Security personnel
- Food and beverages
- Badge scanners
- Furniture and booths
- Customs services

GENERAL SERVICES

Sound:check Xpo, through the WTC, will provide the following services during installation, dismantling, and exhibition:

- 24-hour security in common areas and the exhibition hall.
- Escalators and elevators (available only during the exhibition).
- Cleaning of common areas, including hallways, restrooms, and indoor/outdoor spaces within the WTC.
- Restroom facilities for men and women.
- Parking for cars (managed by the WTC and subject to change without prior notice):
 - Regular hourly rate: \$35.00 pesos
 - 4 hours 31 minutes to 12 hours: \$150.00 pesos
 - 12 hours 1 minute to 24 hours: \$250.00 pesos
 - Lost ticket: \$400.00 pesos
- Café Punta del Cielo (8:00 AM – 8:00 PM).

GENERAL PROHIBITIONS

- Entering sound:check Xpo without an identification badge.
- Carrying weapons of any kind inside the WTC premises.
- Smoking or consuming alcoholic beverages in common areas or within the exhibition.

MISCELLANEOUS

- Sound:check Xpo is not responsible for strikes, closures, labor stoppages, or demonstrations that directly or indirectly affect the event's development.
- Any issues not covered in the general provisions of this manual will be resolved by the organizing committee.
- Organizing committee will neither receive nor be responsible for any materials or equipment belonging to the exhibitor that are sent before or during the event.

For any questions or clarifications regarding this manual, please contact the Production department at produccion@soundcheckexpo.com.mx.



INSTALLATION AND DISMANTLING SCHEDULE FOR EXHIBITORS

ÁREA WTC	ÁREA S:CH XPO	MONTAJE						S:CH XPO 2025						DESMONTAJE	
		JUEVES 27		VIERNES 28		SÁBADO 29		DOMINGO 31		LUNES 31		MARTES 1		MIÉRCOLES 2	
		0:01	12:00	0:01	12:00	0:01	12:00	12:00	20:00	12:00	20:00	12:00	20:00	0:01	12:00
MEXICA	SALA EXHIBICIÓN														
OLMECA 1	SALA DEMO														
OLMECA 2	SALA DEMO														
OLMECA 3	SALA DEMO														
OLMECA 4	SALA EXHIBICIÓN														
SKY DOME	PABELLÓN MUSIC:BUSINESS														
PASILLO OMECAS	PABELLÓN MUSIC:BUSINESS														
TOLTECA 1	SALA DEMO														
TOLTECA 2	SALA DEMO														
MIXTECA 1	SALA DEMO														
MIXTECA 2	SALA DEMO														
HUICHOL	SALA DEMO														
YAQUI	SALA DEMO														
TARASCO	SALA DEMO														
ZAPOTECA	SALA DEMO														
AUDITORIO HIR	MASTER CLASSES														
TAJIN	JORNADA EDUCATIVA														
PETÉN	JORNADA EDUCATIVA														
UXMAL	JORNADA EDUCATIVA														
TULUM	JORNADA EDUCATIVA														
PALENQUE	JORNADA EDUCATIVA														
MONTE ALBÁN	JORNADA EDUCATIVA														
SALA DE PRENSA	SALA DEMO														