



Trade Show General Information and Rules

17th International Symposium on Fireworks
Puerto Vallarta, Jalisco, Mexico. Sheraton Baganvillas,
May 6-10, 2019

Introduction

The International Symposium on Fireworks Society, Ltd. (ISFS), as the owner and governing entity of the International Symposium on Fireworks (ISF), organizes and conducts a trade show during the week of the symposia.

The 17th ISF Trade Show, the largest to date, will be conducted in two large, adjacent rooms within the Sheraton Baganvillas' convention center and in a climate controlled exterior tent which is accessed from the interior of the convention center. The larger of the two rooms is the Expo Baganvillas and the smaller room is actually two rooms, the Violeta and the Tulipan, combined by the removal of a partition. The tent is an extension of the Expo Baganvillas, with its entrance located on the east wall of the Expo Baganvillas. Although the tent will be erected on an east portion of the convention center's parking lot, it will have wooden floors and the same type of booths as in the other two rooms. The trade show area is readily accessible from the lobby of the hotel or from an outside foyer entrance.

To ensure the success of the trade show and convenience of all the exhibitors and visitors, the ISFS Ltd together with the host hotel has prepared this guidance document. It contains important information and rules for the exhibitors concerning the setup, conduct, breakdown and cleanup of tradeshow exhibits.

Description of the Trade Show Booths

All of the booths will be constructed of Octanorm brand frames and panels. Each panel is made of solid, white Melamine (Formica) or similar, attractive, white rigid material. The Melamine panels are 1 m wide and 2.5 m high. Booths 1-45 will have 9 panels and frames to provide a floor area of 3m x 3m. Booths 46-63 will have frames and panels to provide a floor area of 2.5 m x 2.0 m. All of the framing is extruded aluminum. Across the top of the front of the booth is a framed Melamine panel or "header" which is a structural member and also serves as the mounting surface for a banner which identifies the occupant of the booth. Materials of equivalent quality and appearance may be substituted, if necessary.

The International Symposium on Fireworks Society, Ltd (ISFS) Officers/ Directors

Ettore Contestabile, President, econtest@ISFireworks.com

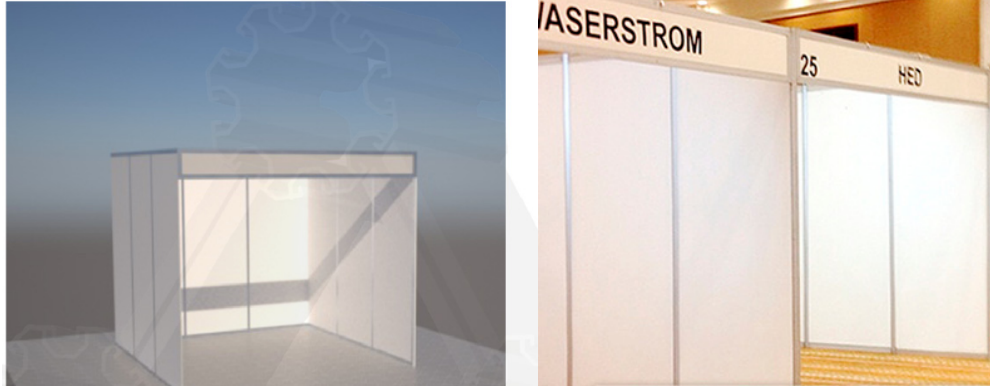
Roger L. Schneider, VP and Secretary, rschneider@ISFireworks.com

Andrew Tang, VP, Treasurer and Director, Asian Section-China, atang@ISFireworks.com

Mitsuru Arai, VP and Director, Asian Section-Japan, marai@ISFireworks.com

Jorge Márquez, VP and Director, Mexico and South American Section, jorge@ISFireworks.com

www.ISFireworks.com



Included in the rental of each booth:

- The right to purchase 2 full registrations for the ISF at a discounted price of \$550.00 USD each (no deadline).
- 1 Power supply (500 watts, 127 V, 60 Hz), Note: American Standard power outlet is used in Mexico.
- 1 White light lamp.
- 1 Skirted table with two chairs will be supplied by the Sheraton conference center.
- A printed company banner of 30 characters maximum, 12 cm high. See instructions at the end of this guidance document.
- Layout design, set-up, maintenance, and take-down of the booth, and area clean up.
- 2 Work Staff badges for the week. The holders of these Work Staff badges are NOT symposium attendees, and will not have access to the daily symposium activities and meals, nor receive an attendee bag and contents. The Work staff badges are offered, at the behest of the Mexican Local Host Committee, to provide an opportunity for local individuals to be hired by an exhibitor to serve as an English/Spanish translator, assist in the exhibitor's display set up, and if necessary, to "man" the booth during a short absence of the exhibitor(s).

Important Dates

Set-up date/time: Sunday, May 05, 2019, 10:00 to 17:00.

Takedown date/time: Friday, May 10, 2019, to commence at 12:00.

Promotional materials

Posters, photos and light weight objects can be affixed to the Melamine panels with removable tape or putty. Other objects of modest weight can be hung on the panels using hooks affixed to the top framing, with the approval of the booth provider. Writing on the panels directly, even with erasable markers, is discouraged.

The International Symposium on Fireworks Society, Ltd (ISFS) Officers/ Directors

Ettore Contestabile, President, econtest@ISFireworks.com

Roger L. Schneider, VP and Secretary, rschneider@ISFireworks.com

Andrew Tang, VP, Treasurer and Director, Asian Section-China, atang@ISFireworks.com

Mitsuru Arai, VP and Director, Asian Section-Japan, marai@ISFireworks.com

Jorge Márquez, VP and Director, Mexico and South American Section, jorge@ISFireworks.com

www.ISFireworks.com

All trade show exhibitors and affiliated staff that provide any type of service within the meeting rooms or exhibition areas, or the people who will be in charge of any type of configuration, decoration, installation of stands, etc. must comply at all times with the regulations and security measures, maintenance and conservation of the Sheraton Hotel's (HOTEL) premises and convention center areas.

The following points will be observed as security measures while assembling and disassembling of stands.

- a) Any damage caused to the HOTEL facilities during the assembly or disassembly is at the exhibitor's own risk.
- b) The exhibitor's will be responsible for the discipline of any affiliates and/or contractors to comply with the standards established by the HOTEL.
- c) When contracting for any additional electrical service, this service and specifications of electricity supply will be subject to the approval of the maintenance management of the HOTEL.
- d) It is strictly prohibited to use any adhesive tape on rugs or walls of the property.

Installation and Materials

1. Electric Installations

- a) The HOTEL will supply the electricity and lighting as listed under the terms of the Booth rentals (see page 2). If an additional installation is required, it must be approved by the Maintenance Management of the HOTEL
- b) For external wiring, cables compliant with local electrical codes are mandatory.
- c) All types of wiring in the floor must be properly affixed to avoid trip hazard accidents.
- d) Any cable that is used for connections or extensions must be in good condition, without breakage or damage of insulating material and, together with plugs must comply with the standards established in force.

2. Carpentry

- a) All types of wooden structures used in a booth must be prefabricated to eliminate any carpentry work (e.g., cutting, drilling) inside of the trade show areas.
- b) During assembly of any prefabricated structures, it is essential to protect the carpets with protective coverings to prevent damage of any kind.
- c) Any type of wood material used should be treated with a fire retardant.

3. Fabrics or Rugs

- a) Any type of fabric or carpet used in the booth(s) should be treated with a fire retardant.

The International Symposium on Fireworks Society, Ltd (ISFS) Officers/ Directors

Ettore Contestabile, President, econtest@ISFireworks.com

Roger L. Schneider, VP and Secretary, rschneider@ISFireworks.com

Andrew Tang, VP, Treasurer and Director, Asian Section-China, atang@ISFireworks.com

Mitsuru Arai, VP and Director, Asian Section-Japan, marai@ISFireworks.com

Jorge Márquez, VP and Director, Mexico and South American Section, jorge@ISFireworks.com

www.ISFireworks.com

4. Painting

- b) The use of flammable paints is strictly prohibited.
- c) If a non-flammable paint is used, all carpets in the area shall be protected with plastic coverings to prevent stains and damage.
- d) Non-water based varnishes are not allowed inside the hotel or convention center.

5. Liquid and gaseous fuels.

- a) The use of flammable and combustible liquids is strictly prohibited.
- b) If a vehicle with an internal combustion engine or any engine which uses a liquid or gaseous fuel is displayed in a booth, the fuel tank must be empty.
- c) It is forbidden to use compressed gas cylinders or tanks within the trade show areas. This includes helium or helium filled balloons.
- d) Dangerous goods, such as explosive materials are prohibited.

6. Heavy equipment.

- a) The introduction of any kind of heavy equipment is subject to authorization by the Maintenance Management of the HOTEL
- b) The carpets of the meeting room must be properly protected when introducing heavy equipment. Any damage caused to carpets, doors or walls is at the exhibitor's own risk.
- c) The hanging of any decoration on the Booth panels or trade show area walls is subject to the authorization and indication of the Maintenance Management of the HOTEL.
- d) The use of nails or drills is not allowed for the placement of any decoration on the walls.

7. Generals.

- a) It is strictly prohibited to obstruct access to hydrants, fire extinguishers and emergency exits.
- b) Smoking is prohibited in the trade show areas at all times.
- c) Smoking inside the other convention center areas is also prohibited at all times.
- d) The HOTEL reserves the right to hire the Fire Service in a preventive manner with charge and prior notice to the symposium.
- e) The HOTEL does not provide storage areas. If necessary and according to availability, parking spaces for storage vehicles will be provided at current prices.
- f) All kinds of equipment and facilities that remain in convention center rooms outside of activities, both assembly and events, require protection by the owners, as the HOTEL is not responsible for damages or loss.
- g) The HOTEL is not responsible for any kind of materials introduced by the trade show exhibitors.
- h) Upon request and 24 hours in advance, the HOTEL can provide security elements at prices of force.

The International Symposium on Fireworks Society, Ltd (ISFS) Officers/ Directors

Ettore Contestabile, President, econtest@ISFireworks.com

Roger L. Schneider, VP and Secretary, rschneider@ISFireworks.com

Andrew Tang, VP, Treasurer and Director, Asian Section-China, atang@ISFireworks.com

Mitsuru Arai, VP and Director, Asian Section-Japan, marai@ISFireworks.com

Jorge Márquez, VP and Director, Mexico and South American Section, jorge@ISFireworks.com

www.ISFireworks.com

- i) The dismantling and removal of materials, including waste, must be done on the takedown day and during the previously established time period. An extension of the schedule will be subject to space availability and the rent stipulated in the contract.
- j) At the end of the dismantling, the trade show spaces must be free of any materials introduced by the exhibitors.
- k) The HOTEL will provide the cleaning of the areas during the event, without touching decorations, exhibitions or audiovisuals, as a security measure.
- l) The entry of materials must be coordinated with the hotel representative, in order to organize the download schedules and in the same way the removal of these materials.
- m) Sound level; out of respect for the other exhibitors or participants in other conference center activities, the level of sound in each booth will be limited.

Conclusions

These policies are established for the benefit of our client, the 17th ISF and the HOTEL itself.

Complete supervision of all activities during the setup and teardown time by the assigned supervisor of the trade show is indispensable and will be required.

It is understood that the HOTEL will provide all kinds of help to our 17th ISF client, so that the symposium is carried out successfully and without setbacks.

We need from you

Contact information of the person responsible for the trade show Booth(s):	
Booth number(s):	
Name of the company or brand you'd like to have printed on the headboard of the Booth(s) (30 characters maximum):	
Name of any external service provider and contact information (if applicable):	

Shipping of goods

We encourage you to consider the following shipping instructions and considerations.

VERY IMPORTANT NOTE: THE SHERATON BUGANVILIAS HOTEL DOES NOT IMPORT, EXPORT, RECEIVE OR STORE ANY GOODS RELATED TO THIS TRADE SHOW. IF YOU SEND ANY GOODS/MATERIALS, ETC. TO THE HOTEL, IT WILL BE SEND BACK TO THE SENDER OR WON'T GO THRU CUSTOMS IN MEXICO.

The International Symposium on Fireworks Society, Ltd (ISFS) Officers/ Directors

Ettore Contestabile, President, econtest@ISFireworks.com

Roger L. Schneider, VP and Secretary, rschneider@ISFireworks.com

Andrew Tang, VP, Treasurer and Director, Asian Section-China, atang@ISFireworks.com

Mitsuru Arai, VP and Director, Asian Section-Japan, marai@ISFireworks.com

Jorge Márquez, VP and Director, Mexico and South American Section, jorge@ISFireworks.com

www.ISFireworks.com

Export Import of Goods and Materials

All import and re-export of goods will be handled by the Local Host Committee (unless you have other means already contracted), thru an Import/Export entity authorized by the Mexican government. If you need information on export, and procedures with customs please contact:

MRS. COLLEEN S. PATTON

Chairman of the Local Host Committee

17th International Symposium on Fireworks

www.isfireworks.com

cpattonpromedsa@gmail.com

comitelocalisf@gmail.com

TEL: + 52 1 (55) 3791-0285

The Import/Export of goods are subject to duty, rights, expenses and/or transport charges. These will be determined on individual basis and must be covered by the owner of the goods. No goods can be transported to the host hotel until all payments are completed.

We encourage you to use an ATA Carnet for temporary import/export of your goods.

Packing instructions

- a) All boxes need to be marked with the number of your of booth(s), e.g., Booth No. 23.
- b) All boxes must be numbered as, for example, Box 1 of 3, or Box 4 of 5, etc.
- c) No pending payments on shipping or customs.

Setting-up of your stand

If you hire a third party company to configure your booth space, please send us its contact information.

Also, please provide the name of any external service provider and contact information in the table above.

The International Symposium on Fireworks Society, Ltd (ISFS) Officers/ Directors

Ettore Contestabile, President, econtest@ISFireworks.com

Roger L. Schneider, VP and Secretary, rschneider@ISFireworks.com

Andrew Tang, VP, Treasurer and Director, Asian Section-China, atang@ISFireworks.com

Mitsuru Arai, VP and Director, Asian Section-Japan, marai@ISFireworks.com

Jorge Márquez, VP and Director, Mexico and South American Section, jorge@ISFireworks.com

www.ISFireworks.com

Special needs

In case you need to hire or contract with additional services or equipment supplier for a TV set, DVD player, Laptop computer, local printing, etc, we have a company working to satisfy your additional needs. Please contact:

Vibiana Curiel Guzmán

DMC VALLARTA

vibianacuriel@gmail.com

vibiana@dmcvallarta.com

+ 52 (322) 22 12164 Office

+ 52 1 (322) 11-65255 Cellphone

If you have questions or need more information, please contact,

Jorge Márquez

International Symposium on Fireworks Society, Ltd.

Mexico and South America Section Director

www.ISFireworks.com

jorge@isfireworks.com

+ 52 (55) 5766-2418 Office

+ 52 1 (55) 1021-9166 Cellphone

Acknowledgement.

I have fully read and understand this guidance and rules document (you may sign this document after you have occupied your Booth(s) on May 05, 2019.

Name: _____

Company: _____

Booth No(s): _____

Signature: _____

The International Symposium on Fireworks Society, Ltd (ISFS) Officers/ Directors

Ettore Contestabile, President, econtest@ISFireworks.com

Roger L. Schneider, VP and Secretary, rschneider@ISFireworks.com

Andrew Tang, VP, Treasurer and Director, Asian Section-China, atang@ISFireworks.com

Mitsuru Arai, VP and Director, Asian Section-Japan, marai@ISFireworks.com

Jorge Márquez, VP and Director, Mexico and South American Section, jorge@ISFireworks.com

www.ISFireworks.com