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# EXHIBITOR'S SHEET

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ORGANIZA:  
EXPO DETALLES  
PERÚ SAC

PROMUEVE  
DETALLE  
*Empresarial*

APOYO  
CITE CCAL  
Lima



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## DELIVERY CHARGE

Lima, July 2017.

### ESTIMATED EXHIBITOR.

Given the proximity of our Expo Details Peru 2018 event to be held on 01, 02 and 03 August this year, we turn to you to deliver the next material of our fair.

- PERMANENT CREDENTIALS:** Their use is obligatory, non-transferable and in visible places.
- INVITATIONS:** To be distributed to your business units, the presentation of the invitations are cost zero.
- MOUNTING AND DISASSEMBLY CREDENTIALS:** Their use is mandatory, non-transferable and in visible places. Do not enter personnel who do not carry their credentials, without exception.
- FORM - MERCHANT ENTRY AND DELIVERY:** This form must be presented in the fairground at the entrance of the merchandise with all the details of the same, as well as leave a copy for the control during the removal of the merchandise.
- FORM - ADDITIONAL ENERGY:** The request for additional energy must be made for the operation of machinery, equipment and equipment until July 5, 2017, without exception.

Any questions and / or queries, please call (511) 485-1119 or via our email [expodetallesperu@gmail.com](mailto:expodetallesperu@gmail.com)



## RECOMMENDATIONS AND OBLIGATIONS

### IMPORTANT ANNOUNCEMENT

It is mandatory to use SAFETY HELMET during the days of assembly and dismantling of the fair, as well as the use of harness and protective shoes is necessary if required. The exhibition center will not allow entry to people who do not meet the requirements set out in previous lines.

1. **INCOME ONLY FOR ASSEMBLING MACHINERY AND ARMING OF DECORATED STANDS** on Monday, July 30 and Tuesday, August 31 from 8 a.m. M. Until 8 p.m. M., Through the door n. ° 1 of Av. Javier Prado Este and Panamericana Sur (the plan is attached)
2. **It is FORBIDDEN** to build workshops in the Exhibition Center, the companies that construct stands must carry all the elements ready to assemble, **NOT ALLOWED**, painted, welded or cut in the enclosure.
3. **It is FORBIDDEN** to carry out works of assembly, finishing and decoration of booth in opening hours to the public (3 p.m. to 9 p.m.).
4. **IT IS PROHIBITED** to use **MELTING CABLES**, only **VULCANIZED CABLES** will be allowed.
5. **IT IS FORBIDDEN** to introduce materials, equipment, objects and elements in general, which may represent a danger to the attendees and / or a risk of damages to the premises and its facilities.
6. **IT IS NECESSARY** that companies that exhibit machinery in operation during the event **HAVE THE GOOD OPERATING LETTER** provided by Civil Defense, **SPECIFYING CODE AND MACHINERY SIGNED** by the technician responsible for the company and the general manager, who will be held responsible for any eventuality that May arise during the fair.
7. **IT IS NECESSARY** that the companies that hire armor of shelves **HAVE THE ARMED CHARTER OF STRUCTURE**, arranged by Civil Defense. In case the stands exceed 2.50 m. Standard, must present a letter signed by a civil engineer, being responsible for the structure and for any inconvenience that will happen during the assembly, exhibition and disassembly.
8. **IT IS MANDATORY THE DELIVERY OF THE LETTERS** before the event, dated until 18.07.2018, since without them Civil Defense will not authorize the operation of the fair.
9. **IT IS OBLIGATION OF ALL EXHIBITORS**, to return the stands and areas in perfect conditions on Saturday, August 05 without exception, before 12 m.
10. **INCORPORATION UNDER 15 YEARS OF AGE TO THE FERIAL FIELD**, during the assembly, days of exhibition and disassembly, arranged by Civil Defense, in order to avoid inconveniences with the machinery and equipment in operation during the days of fair, DOES NOT COMMIT TO PERSONAL.
11. **THE BLIND WALLS**, which obstruct the view of other stands in the islands (areas from 36 m3), are completely forbidden. Users must submit their design for approval before July 2, 2018.

**THE ORGANIZATION.**





**INCOME AND**

**GOODS**

**EXIT OF**

<b>BUSINESS</b>	
<b>CONTACT</b>	
<b>PHONES</b>	

This form will be requested to the **INCOME OF THE FURNITURE, PRODUCTS AND VARIOUS GOODS TO BE PRESENTED IN EXPO DETAILS PERU 2018**. To avoid agglomerations, write with clear letter all the goods that will enter the Exhibition Center Jockey Plaza and present it to the entrance of the fairground.

<b>ITEM</b>	<b>QUANTITY</b>	<b>DESCRIPTION</b>	<b>ENTRY</b>	<b>EXCESS</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

\_\_\_\_\_  
Responsible for the entrance of the merchandise

\_\_\_\_\_  
Responsible for the discharge of the merchandise



**ADDITIONAL**

**ENERGY -**

**ELECTRICAL GROUP**

Through this document we inform you that EXPO DETALLES PERÚ 2017 is managing a series of agreements with companies supplying electric energy, to provide them with a good service in case they require additional energy for the operation of machinery or extra lighting at the time of their participation. Which is delivered at no cost. In addition, we would like to remind you that all the participating companies have the freedom to hire their reliable suppliers and to carry their own generator sets, as the additional service we offer is not part of the participation contract, nor is it compulsory on the part of the organizers.

**IMPORTANT!**

- The additional energy service is only available to companies that confirm their need for KW before July 2, 2018. After the date, the availability of energy is not guaranteed.
- The service schedule at the fair will be from Wednesday 01 to Friday August 03, from 3 p. M. To 9 p. M. The invoice must be canceled 15 days before the event, until July 15, 2018.

<b>Electric power</b>	<b>Prices in US\$</b>
<b>0 kw a 2 kw</b>	100.00
<b>2 kw a 5 kw</b>	120.00
<b>5 kw a 10 kw</b>	370.00
<b>10 kw a 15 kw</b>	470.00
<b>15 kw a 20 kw</b>	720.00
<b>20 kw a 30 kw</b>	890.00
<b>30 kw a 40 kw</b>	1,260.00
<b>40 kw a 50 kw</b>	1,450.00
<b>50 kw a 70 kw</b>	1,900.00
<b>70 kw a 100 kw</b>	2,100.00
<b>100 kw a 140 kw</b>	2,740.00

**NOTE:** Prices **DO NOT INCLUDE IGV** and the billing tenor will be made by printing your advertising notice in the official exhibitors catalog.

**AMOUNT OF ENERGY TO BE CONTRACTED:** KW \_\_\_\_\_

**Please send via email:** expodetallesperu@gmail.com or info@expodetallesperu.pe

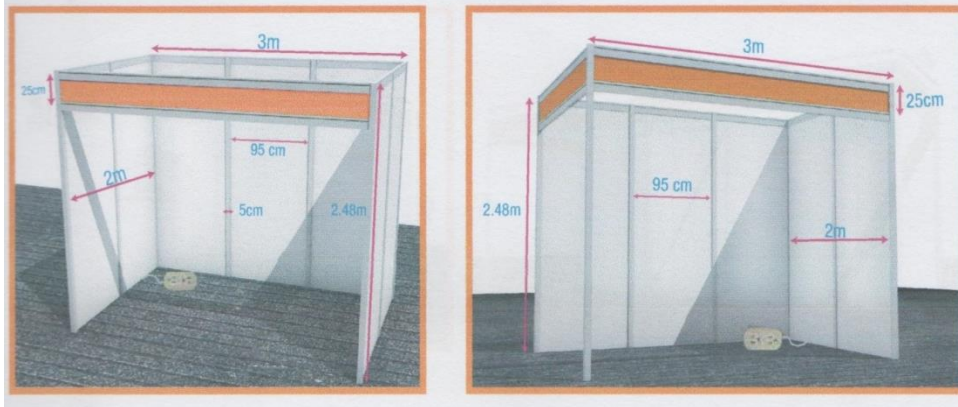
**BUSINESS:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_

\_\_\_\_\_  
Signature - Stamp - Date

**PRESENTATION OF STAND**

**6m<sup>2</sup>** (3m x 2m) / **9m<sup>2</sup>** (3m x 3m)



**It includes:**

- 01 table.
- 02 chairs.
- Basic energy.
- Lighting brackets.
- Name of exhibitor in valance.
- 05 exhibitor cards.
- 05 mounting cards.
- 50 invitations.
- Mention in the catalog Expo Details 2018.

**Should:**

- Decorate the stand with vinyl and / or paste banners.
- Maximum decoration height 3 mtrs.

**Should not:**

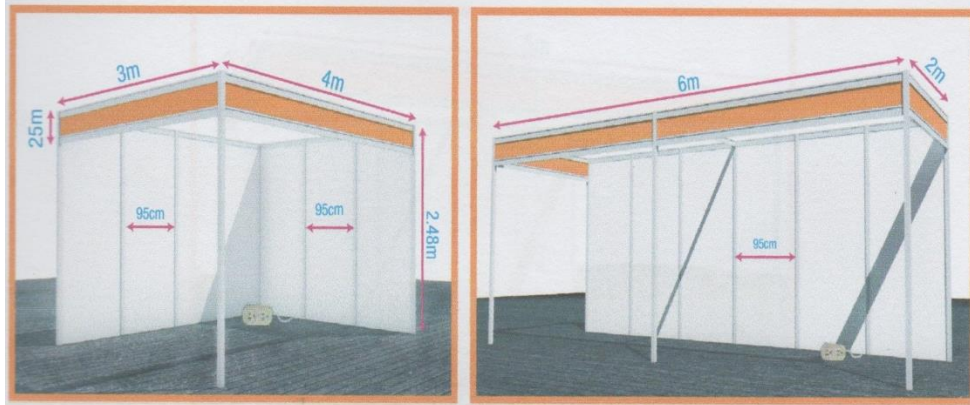
- Nailing and / or drilling into melamine walls.

**Important**

They must decorate the internal and external veneers so as not to damage the adjacent exhibitor, otherwise they will be sanctioned by the organizing committee.

## PRESENTATION OF STAND

**12m<sup>2</sup>** (3m x 4m / 6m x 2m)



### It includes:

- 02 tables.
- 04 chairs.
- Basic energy.
- Lighting brackets.
- Name of exhibitor in valance.
- 10 exhibitor cards.
- 10 mounting cards.
- 100 invitations.
- Mention in the catalog Expo Details 2018.

### Should:

- Decorate the stand with vinyl and / or paste banners.
- Maximum decoration height 3 mtrs.

### Should not:

- Nailing and / or drilling on melamine walls.

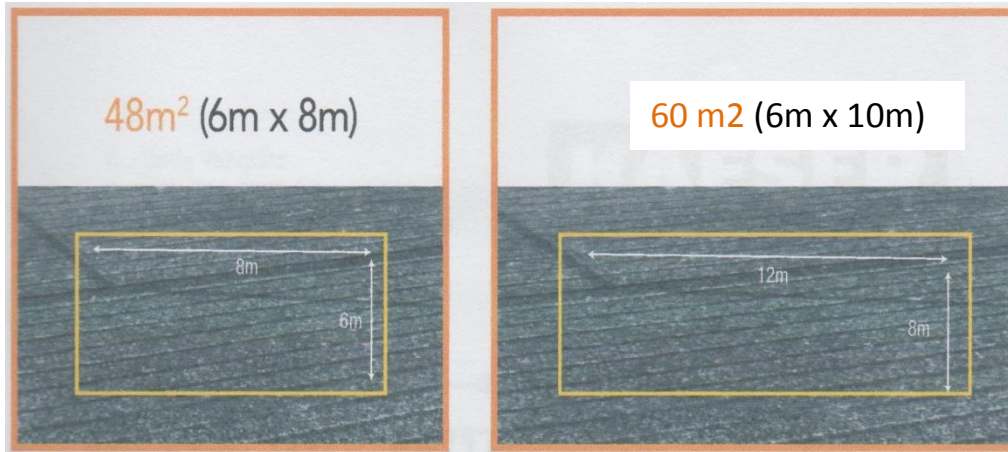
### Important:

The stands whose height exceeds the standard measurement of 2.50 mtrs. They must decorate the internal and external veneers so as not to damage the adjacent exhibitor, otherwise they will be sanctioned by the organizing committee.



**PRESENTATION OF STAND**

**48m<sup>2</sup>** (6m x 8m) – **60m<sup>2</sup>** (10m x 6m)



**It includes:**

- Basic energy.
- 15 exhibitor cards (48m<sup>2</sup>) - 20 exhibitor cards (96 m<sup>2</sup>).
- 15 mounting boards (48m<sup>2</sup>) - 20 mounting boards (96 m<sup>2</sup>).
- 300 invitations (48m<sup>2</sup>) - 500 invitations (96 m<sup>2</sup>).
- Mention in the catalog Expo Details 2017.
- OTHER STANDS MEASURES CONSULT WITH YOUR SALES EXECUTIVE.

**Should:**

- Decorate the stand with vinyl and / or paste banners.
- Maximum decoration height 3 mtrs.

**Should not:**

- Nailing and / or drilling on the walls of melamine, or on the floor.

**Important:**

It is **PROHIBITED TO CONSTRUCT BLIND WALLS** on either side over the areas designated as islands (36 m<sup>2</sup> - 48 m<sup>2</sup> - 96 m<sup>2</sup> - 120 m<sup>2</sup> - 144 m<sup>2</sup>).



## EXHIBITOR'S MANUAL

### CHECK-LIST FOR BETTER GUIDANCE

- ✓ Did you read all the instructions?
- ✓ Did you read the exhibitor's duties and obligations?
- ✓ Do you remember the times and days of entry and exit of goods?
- ✓ Do you have security equipment for admission to the exhibition center?
- ✓ Do you have the name of the person to contact at the exhibition center?
- ✓ Did you pass the instructions to employees and other contractors?
- ✓ Did you hire the electricity service - generator?
- ✓ Did you hire the stand decoration service?
- ✓ Did you hire the compressed air service?
- ✓ Did you hire hostess service?
- ✓ Did you hire the furniture service?
- ✓ Did you get fire extinguishers?
- ✓ Did you purchase insurance?
- ✓ Did you buy samples?
- ✓ Did you buy printed matter to distribute?
- ✓ Did you purchase merchandising?
- ✓ Did you withdraw material?
- ✓ Withdraw permanent exhibitor credentials?
- ✓ Did you remove assembly and disassembly credentials?
- ✓ Did you withdraw invitations to your customers?
- ✓ Did you send all the forms?
- ✓ Did you distribute the invitations?
- ✓ Did you designate the technical staff and / or responsible for the stand?
- ✓ Did you choose the products that will be on display?

## **IMPORTANT ANNOUNCEMENT**

According to the provisions of Civil Defense, it is **MANDATORY** to use the **SAFETY HELM** for all persons: exhibitors, booth owners, carriers, suppliers, etc., without exception, during the days of assembly and dismantling of the fair, As well as the use of harness and protective footwear is mandatory if this is the case.

The exhibition center **WILL NOT ALLOW THE INCOME TO PERSONS** who do not possess the implements required according to their functions.



**THE ORGANIZATION.**