

APPAREL

SOURCING SHOW

29th edition | Guatemala

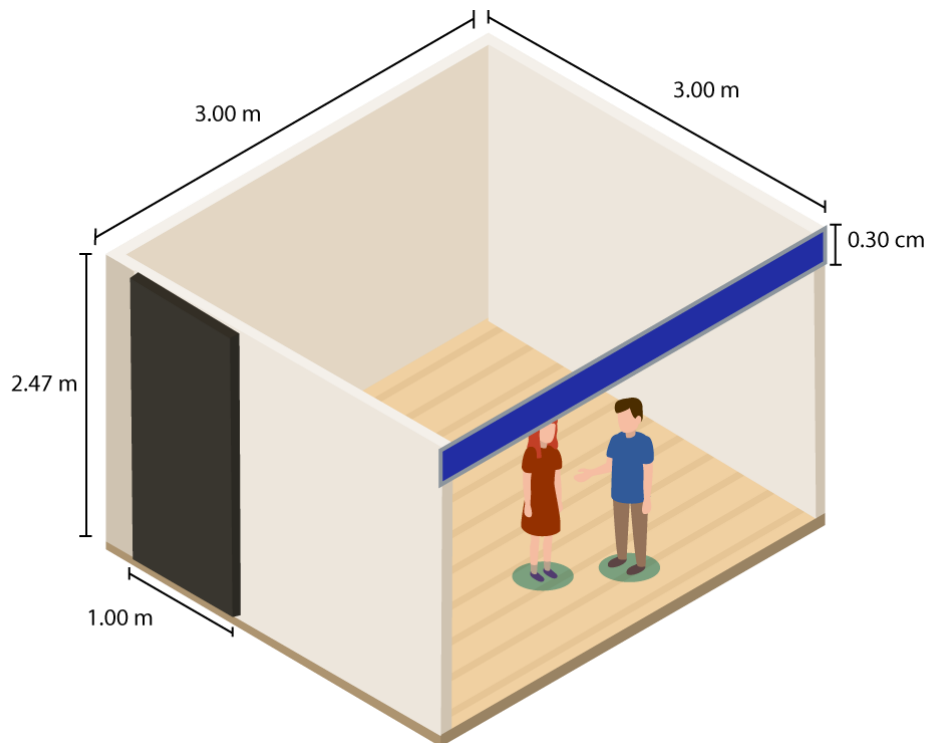
Apparel Sourcing Show

May 12th – 14th

Guatemala City,

Guatemala

BOOTH INFORMATION



Services included per exhibiting company:

<ol style="list-style-type: none"> 1. One rectangular table (per exhibiting company) 2. Two chairs (per exhibiting company) 3. One trash can (per exhibiting company) 4. Electricity (400 Watts) 	<ol style="list-style-type: none"> 5. Company sign (Maximum of 16 characters) 6. Daily cleaning service 7. White paneling structure (side and back white walls) 8. Five exhibitor badges (floor use only)
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*If you need additional electricity, you must request it following the steps on the “additional electricity” section of this manual.

It is **prohibited** to:

- Place thumb tacks, needles, nails, clips, etc.
- Use permanent glue or any other adhesive of this type.
- Paint, permanent markers, spray paints, etc.

It is **permitted** to:

- Use aluminum clips, masking tape, Velcro, etc.

Any damages done to the hotel's structure or to the booth's structures will be charged directly to the exhibiting company.

APPAREL SOURCING SHOW /GRAND TIKAL FUTURA CONVENTION CENTER CONTRACT FORM

1. The 29th edition of the Apparel Sourcing Show will be held in Guatemala City, on May 12-14, 2020 at the Grand Tikal Futura Convention Center.
2. Only visitors holding the authorized badge will be allowed inside the exhibition area and/or workshops rooms.
3. No booth reservation will be confirmed until VESTEX receives a deposit of US\$500.00 per booth; this should be paid five days after receiving this signed contract. Otherwise, your booth/s will be freed and made available for any other interested company.
4. **CANCELTATION POLICY:** 1) The US\$500.00 deposit per booth is **NON REFUNDABLE**. 2) If you decide to cancel your participation as an exhibitor **after** April 15th, 2020, the total amount already paid up to this date, along with the deposit, will be **NON REFUNDABLE**.
5. Your booth/s total renting price has to be fully paid, at the latest, by May 1st, 2020. Otherwise, your booth/s will not be set up.
6. You will receive one rectangular table per exhibiting COMPANY, two chairs per exhibiting COMPANY, one trash can per exhibiting COMPANY, electricity (400 watts), and signage with a maximum of 16 letters. The hotel can provide you with additional furniture with an additional cost and with previous confirmation and payment. If you need different or additional furniture you have to contact a third party company before the show. Fill out the forms in this exhibitor's manual to request additional furniture.
7. Prohibited without previous authorization: electrical installations, plugging of coffeemakers, irons, hair dryers or any other electrical device that consumes more electricity than what is allowed for your booth. In case you need extra electricity, you will have to fill up a form and pay a fee for the additional service directly to the hotel.
8. For security reasons, there must be an open space of at least 60 cm, between the hotel walls and your booth's walls.
9. Lamps and electrical sockets will be connected only after a total inspection of all booths is made. **THE EXHIBITOR WILL BE HELD RESPONSIBLE FOR ANY DAMAGE CAUSED AND WILL BE OBLIGATED TO PAY PARTIAL OR TOTAL DAMAGE EXPENSES DIRECTLY TO THE GRAND TIKAL FUTURA HOTEL** if you connect anything before the inspection.
10. Authorization to use electrical systems, speakers, lighting signs, or any other special distracters such as tasting demonstrations, fashion shows, cocktails, or others, must be authorized by VESTEX and the APPAREL SOURCING SHOW prior to the show. Catering services must be quoted and provided directly and exclusively with the Grand Tikal Futura Hotel. **Failure to comply with these terms will be sanctioned with a monetary penalty; the quantity will be evaluated by VESTEX's board of directors.**
11. The APPAREL SOURCING SHOW will not be held responsible for any loss, robbery, or damage that may occur in the exhibitor's booth or common areas, for death or physical injury of employees, agents, guests, visitors or any other member of the personnel. The exhibitor, by signing this contract, exempts the Guatemalan Exporter's Association, VESTEX, the Apparel Sourcing Show or the organizer of any responsibility.
12. No type of exhibition, show, structure, special distracters or other, which compromises exhibitors, staff and/or visitors safety, will be allowed. **Failure to comply with these terms will be sanctioned with legal actions or a monetary penalty. The quantity will be evaluated by VESTEX's board of directors.**

13. The APPAREL SOURCING SHOW will hire a security service for general surveillance during set up, dismantling and all three exhibition days. The APPAREL SOURCING SHOW will not be held responsible for the robbery/ loss of any personal items, decorations, furniture, samples, etc. at your booth, public areas and/ or hotel rooms.
14. Dismantling and/or taking out any type of furniture, machinery or oversized objects before the scheduled time of the last day of the show is **NOT ALLOWED**.
15. If you require any special attention for incidents, complaints or suggestions, please direct your written petition to the APPAREL SOURCING SHOW's director.
16. The APPAREL SOURCING SHOW will not be responsible if the event is not held at the Grand Tikal Futura Convention Center or within the stipulated date (May 12-14th, 2020) due to any major eventuality or unforeseen reason. The APPAREL SOURCING SHOW will look for a similar venue and/or date and will inform exhibitors about the changes.
17. Each company has to organize its own lunch schedule **OUTSIDE** the hotel's convention center. Hotel regulations do not allow the entrance of food and drinks from other establishments to the convention center.
18. The exhibiting company in either, linear, double view, and corner booths must comply with the following set up rules: 1) **any booth modification, higher than 2.50 mts., MUST BE SUBMITTED for approval to APPAREL SOURCING SHOW committee.** Decoration or displays should not block the visibility for other exhibitors, corner and double view booths are meant to have more visibility than linear booths, and therefore setting up extra walls is **prohibited**.
19. All companies with any type of special decoration in their booths are obligated to attend in a special meeting with VESTEX, the APSS organizing committee, the hotel, and the company in charge the booth's set up. * Date TBA.
20. Every international company has to add US\$25.00 to its booth's payment. This extra payment represents local bank expenses and goes directly to the Guatemalan bank. Along with this, you also have to contemplate and add the expenses of YOUR bank to the final payment amount. The APPAREL SOURCING SHOW can't issue an invoice for these extra expenses.
21. Entry of children under the age of 16 is prohibited. If children under the specified age wish to enter the show, they will have to be accompanied by an adult and this person will have to sign a letter of commitment. By signing this letter, the GUATEMALAN EXPORTERS ASSOCIATION (AGEXPORT), VESTEX, APPAREL SOURCING SHOW and its organizing committee shall be exonerated from any liability whatsoever, caused by any accident or death that may occur.

We understand and accept the terms and conditions of participation in the APPAREL SOURCING SHOW 2020.

EXHIBITORS SIGNATURE: _____

Please send signed to solopez@apparel.com.gt

EXHIBITOR'S BADGE REGISTRATION/ INFORMATION IN EXHIBITOR'S DIRECTORY

Once VESTEX has received your signed contract, you will be receiving an e-mail (allow 5-10 business days) with your username and password to log in to your exhibitor's web portal. Here you will be able to:

- Register your exhibitor's badges,
- Add your company's information to be shown in the printed exhibitor's directory.

This will be the only way for you to request and add this information, the Apparel Sourcing Show will NOT accept this information via phone call, e-mail, printed information, etc.

** If you need more detailed information or help to follow the registration process please send an e-mail to amansilla@apparel.com.gt.

EXHIBITOR'S DIRECTORY ADD ONS/ EXTRAS This form must be sent to Sofia Lopez solopez@apparel.com.gt

Company: _____ Booth No.: _____

If you wish to have your company's information on the EXHIBITOR'S DIRECTORY, or make any changes, you have to do it directly in you exhibitors portal. If you haven't received your username and password please contact amansilla@apparel.com.gt.

If you want to add your company's name in bold letters, your logo in your company's information area, or if you represent other brands/ companies and want their information added next to yours, please fill out the following form:

Exhibitor's Directory ADD ONS	PRICE US\$	Quantity
INCLUDE COMPANY'S LOGO IN FULL COLOR (The company has to send the final art by April 20, 2020)	\$50.00	
COMPANY'S NAME IN BOLD LETTERS	\$20.00	
INCLUDE OTHER NAMES/ BRANDS OR REPRESENTATION ALONG WITH YOUR INFORMATION (Enclose the name of the company, address, phone, e-mails, web page, contact, and description of the products/ services offered)	\$50.00	
TOTAL IN US\$		

****MAKE CHECKS PAYABLE TO VESTEX**

DEADLINE APRIL 20, 2020

SIGN REMOVAL REQUEST

Send this form to: CORPOEVENTOS, Tel: (502) 23675055/56, 23675053, info@corpoeventos.net,
mercadeo@corpoeventos.net

If you want the upper sign to be removed, please fill out the following form.

Company: _____ Booth No.: _____

Contact: _____

Address: _____

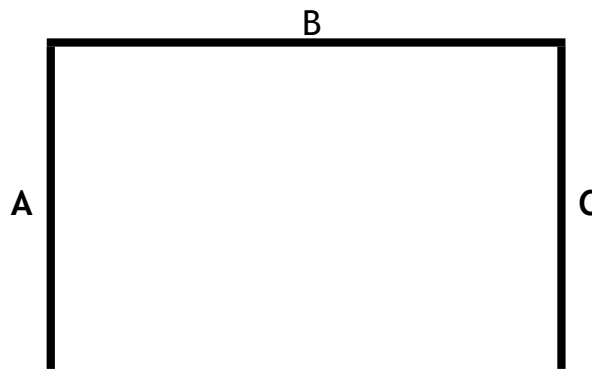
Telephone: _____

E-mail: _____

If your company occupies more than one booth, located laterally or horizontally, your side wall will be automatically removed. It is **not** necessary to fill out this form to have this done.

- YES I want to have the upper sign removed from my booth.
- YES I want to have back or side walls removed from my booth.

Please indicate which walls you wish to have removed:



Front

NOTE: If this form is sent after the deadline below, any change will cost the exhibiting company US\$15.00.

DEADLINE: APRIL 30, 2020

ADDITIONAL PRINTED FULL COLOR WALLS TO YOUR BOOTH

Send this form to: CORPOEVENTOS, Tel: (502) 23675055/56, 23675053, info@corpoeventos.net,
mercadeo@corpoeventos.net

If you requested to upgrade the white walls from your booth to full color printed booths in your initial contract or if you wish to add this service please fill out the following form:

Company: _____ Booth No.: _____

Contact: _____

Telephone: _____

E-mail: _____

Your booth will have white walls with no artwork on them, if you wish to have printed artwork on said walls, please indicate how many and which walls you want to have printed.

Amount of walls per booth:

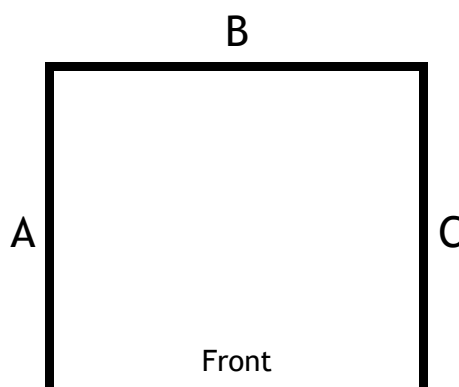
- Corner booth has 6 walls
- Double view booth has 6 walls
- Double view/ corner booth has 3 walls
- Line booth has 9 walls

I will not need to have my artwork printed.

**** Donation per printed wall: us\$25.00**

Amount of walls I want to have artwork on: _____

Total donation amount: US\$ _____



Artwork specifications: 0.97m wide x 2.39 high per panel, send in JPG or PDF in 200dpi and via We Transfer.

ARTWORK AND PAYMENT DEADLINE: APRIL 27TH 2020

ADDITIONAL ELECTRICAL SERVICE

Send this form to: CORPOEVENTOS, Tel: (502) 23675055/56, 23675053, info@corpoeventos.net,
mercadeo@corpoeventos.net

Company: _____ Booth No.: _____

Contact: _____

Address: _____

Telephone: _____

E-mail: _____

Your booth includes, without any additional cost, an 110V outlet with a 400 watts capacity. The use of any equipment or devices that uses more electricity than that provided is not allowed. If you require more electricity for your equipment, or need a special connection, CORPOEVENTOS will be able to provide the following additional services upon receipt of a written request:

DESCRIPTION	UNITARY PRICE
110V outlet with a 20 amps max capacity	US\$30.00
220 single phase outlet with a 50 amps capacity	US\$45.00
220 three phase outlet with a 50 amps capacity	US\$55.00
LED lamp	US\$30.00
White light goose neck lamp	US\$30.00
White light reflectors	US\$30.00

*Subject to availability and the provider's prices.

This form must be sent before the deadline in order to distribute and prepare the event's electric system. If the form is sent after the established deadline, there is no guarantee that you will find the additional services in your booth. Services not included in this list may be requested.

Method of payment: Cash or check to the name of CORPOEVENTOS, before installation. Prior payment of the service is required. It is totally prohibited to make electrical connections or installations without authorization.

DEADLINE: APRIL 30, 2020

AUDIOVISUAL EQUIPMENT FORM

Send this form to: Publiupgt, Tel (502) 24605028/ 4206-9620, publiupgt@gmail.com

Company: _____ Booth No.: _____

Contact: _____

Address: _____

Telephone: _____

E-mail: _____

DESCRIPTION	UNITARY PRICE PER DAY	QUANTITY	NO. OF DAYS	TOTAL COST
DVD	\$.10			
Wireless microphone	\$.15			
Headset microphone	\$.25			
3,000 lumens projector	\$.50			
Screen for portable projector	\$.18			
Screen LCD 17"	\$.16			
Flat screen 32"	\$.45			
Flat screen 40" or 42"	\$.55			
Flat screen Smart TV 55"	\$.62			
Flat screen Smart TV 4k de 65"	\$.95			
TV base with Rack	\$.12			
Base for TV truss 2mts with patina and Rack	\$.22			
Splitter HDMI	\$.35			
Portable audio, Bluetooth, powerful	\$.85			
Lightening set Wash powerful, unit	\$.20			
Desktop Computer	\$.25			
Laptop	\$.38			
Pointer	\$.8			
Extension cords 5 mts. (for sale)	\$.6			
Super video cables (for sale)	\$.20			
Cables HDMI (for sale)	\$.35			
Signal distributor for computers	\$.20			
Technical support	\$.15			
Additional furniture	Request Info.			
Additional outlet installation	\$.20			
Cocktail high table rental	\$.20			
High chair rental	\$.20			
Two people Counter for rental	\$.50			
Digital printing Vinyl Mate Back 3 x 2.48 m	\$.56			
PVC printing with adhesive vinyl 2.40 x 1 m l	\$.25			

*Complete payment is necessary before May 13th 2020. Payments must be done in cash or check, please contact PUBLI UP directly to see details.

DEADLINE: APRIL 30, 2020

ADDITIONAL HOTEL FURNITURE

Send this form to: Grand Tikal Futura Hotel, (+502) 24100800, sflores@grandtikalfutura.com.gt

The Grand Tikal Futura Hotel will provide one rectangular table, two chairs (no cover) and one trashcan per company, not per booth. If you need more than what is provided, with an additional cost, please send this form before May 1st 2020.

Description	Price
Table	Q40.00
Table cover	Q20.00
Chairs with no cover	Q15.00

DEADLINE: APRIL 30, 2020

ADDITIONAL FURNITURE

Send this form to: CORPOEVENTOS, Tel: (502) 23675055/56, 23675053, info@corpoeventos.net, mercadeo@corpoeventos.net

Company: _____ Booth No.: _____

Contact: _____

Address: _____

Telephone: _____

E-mail: _____

# ART.	DESCRIPCION	US\$	QUANTITY
1	Large cubes with aluminum frame	\$55.00	
2	Medium and small cubes with aluminum frame	\$45.00	
3	Black chairs	\$5.00	
4	High chairs (white wood)	\$45.00	
5	Silver high chairs with no back	\$50.00	
6	High White round table (0.60cm) with two white stools	\$95.00	
7	Wooden desk with key	\$75.00	
8	Module size 1 x 0.50cm x 1.00	\$80.00	
9	Module size 2 x 0.50 cm x 1.00	\$90.00	
10	0.50x 0.50 x 0.50 x 2.47m White towers w/ 4 shelves	\$110.00	
11	Printed vinyl 3mx2.44	\$140.00	
12	Glass display cabinet of 2x0.50 with a shelf	\$290.00	
13	Black or White lounge room	\$310.00	
14	Medium / large green plant (with prior notice)	\$80.00	
15	Flower arrangements (with prior notice)	\$90.00	
16	Mounting tape Roll 1 1/2	\$15.00	
17	Masking tape Roll	\$8.00	
18	See through packing tape	\$5.00	
19	Tape roll	\$5.00	
20	Fishing line roll x 1 meter	\$25.00	
21	Velcro	\$15.00	
22	Unit of knives	\$15.00	
23	Electricity strips	\$15.00	

*Any other item may be requested separately.

Method of payment: Cash or check payable to CORPOEVENTOS. Prior payment of the full amount is required. No services or furniture will be delivered until the full payment is received.

DEADLINE: APRIL 30, 2020

ORNAMENTAL PLANTS RENTAL

Send this form to: Edgar Ramírez/ Lorena de Ramírez, MAYAN GARDEN Tel. (502) 23675957/ 47191010/ 40627028
lorenaviu@gmail.com

Company: _____ Booth No.: _____

Contact: _____

Address: _____

Telephone: _____

E-mail: _____

	SIZE AND PRICE	QUANTITY	TOTAL US\$
Areca Palm	1.00 - 2.00 mts. US\$ 20.00		
Schefflera	1.00 - 2.00 mts. US\$ 20.00		
Ficus (variety)	1.00 - 2.00 mts. US\$ 20.00		

METHOD OF PAYMENT: Cash during the event

DEADLINE: APRIL 30, 2020

OTHER SERVICES

JB PRODUCCIONES

Event organization, booth decoration, etc.
Julio Balcárcel

Tel. (502) 2365 7171 / 72, 2369 0073-3014

E-mail: juliob@jbproducciones.com / Web: www.jbproducciones.com

IMAGINE GRUPO CREATIVO

Booth decoration

Gustavo Castillo Montúfar

Tel. (502) 2441 4442 / Cel. (502) 5208 6933

Address: Manzana "S" Lote 6, Villas de San José II, Condominio Las Arecas Z.4 de Mixco

E-mail: gustavocastillo@imaginestands.com www.imaginestands.com

DECORATION MERCADEO VISUAL

Booth decoration, furniture rental, AV rental, printed material, etc.

Yolanda Sagastume

Tel. (502) 2334 6080 / 2332 5847 / Cel. 5510 8693

E-mail: decoraciones@standguatemala.gt

AMBIENTES AUDIOVISUALES

AV rental

Orlando Falla

Tel. (502) 2367 2673 / Cel. 5203 0325

Address: 19 Av. 20-77 Zona 10

E-mail: ofalla@ambientesaudiovisuales.com; ventas@ambientesaudiovisuales.com

Web: www.ambientesaudiovisuales.com

EXPO-DISEÑO

Booth decoration

Karla Pappa / Arq. César Sajché

Tel/fax: (502) 2331 3310 / 2331 0498

Address: 6 calle 0-91 Zona 9

E-mail: karla@expo-designs.com; crsajche@gmail.com

FURNITURE RENTAL EXPODISEÑO

Karla Pappa / Arq. César Sajché

Tel/fax: (502) 2331 3310 / 2331 0498

E-mail: karla@expo-designs.com

DISPLAY RENTAL CORPOEVENTOS

Arely Vásquez

Tel/Fax: 2367 5055 / 56, 2367 5053

E-mail: info@corpoeventos.net / Web: www.corpoeventos.net

PARTICIPATION RATES

Activity	Rate
Admission to the exhibition floor as a visitor	Free entrance People under 16 years old not allowed.
Participation in workshops	US\$10.00
Exhibition floor (you may exhibit your product or services during the three days of the event)	Refer to the exhibitor contract for booth prices.

SET UP INSTRUCTIONS

SET UP	DISMANTLING	BADGES
MACHINERY exhibitors Sunday, May 10 from 08:00 to 18:00 hrs.	Friday, May 15 8:00 to 13:00	You can pick up your exhibitor's badges along with the exhibitor's kit at REGISTRATION on Monday, May 11 from 9:00 to 17:00 hrs. (EXHIBITORS BADGES ONLY, DO NOT request any visitors badge)
All exhibitors Monday, May 11 8:00 to 18:00 hrs		

EXHIBITION HOURS

Tuesday, May 12	Wednesday, May 13	Thursday, May 14
Exhibitors: 09:30 to 18:00 hrs. Public: 10:00 to 18:00 hrs.	Exhibitors: 09:30 to 18:00 hrs. Public: 10:00 to 18:00 hrs.	Exhibitors: 09:30 to 18:00 hrs. Public: 10:00 to 16:00 hrs.

ORGANIZERS

Apparel and Textile Association -VESTEX-
Guatemalan Exporter's Association
-AGEXPORT-

Lucia Palacios	lpalacios@apparel.com.gt	(502) 24108323
Sofía López	solopez@apparel.com.gt	(502) 24108323
Rossana Osorio	rosorio@apparel.com.gt	(502) 47613092 / 23636175

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SOURCING SHOW

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