EXHIBITOR HANDBOOK

1. BADGES
   1.1. Only have access to the exhibition area, persons previously registered and having the appropriate badge, for
   which the Exhibitor shall submit no later than May 20 the list of people who attend your booth.
   1.2. Within the cost of the booth is included two exhibitor badges, if the exhibitor needs more this cost will be $1,000.-
   MX per pax.

2. STAND INSTALLATION
   2.1. The assembly of the stand will be made only on the date indicated by the Organizing Committee and only the
   site of the Exhibition Coordinator will be appointed to which they must observe the following provisions:
   Hours:
   Mounting: June 13, 7:00 am to 08:00 pm and June 14, 7:00 am to 20:00 pm
   Inauguration / Opening: June 15 at 10:00 am
   Disassembly: June 18, 3:00 pm to 6:00 pm
   2.2. All equipment and materials are introduced to the exhibition area should be accompanied by an inventory list,
   which must be revised with the security personnel before entering in the exhibition area.

3. EXHIBITION AREA
   The exhibition area must correspond strictly to the contract and in any case the exhibitor may invade a foreign area.
   There is no ground personnel for loading and unloading of material
   3.3. Upon receiving their proper area, the Exhibitor shall review the state if there is any damage so talk with the
   Exhibition Coordinator and Representative of the AMFEM.
   3.4. Dimensions of stand: 3 x 2 m and a height of: 3.8 meters (Please review sketch) is provided with a table 2 chairs
   and an electrical contact.
   3.5. ELECTRICAL SYSTEM: Maintenance personnel are the only one who can authorize where you can have electricity. The load must not exceed 3 x 125 amps three phase220 volts. The extra cables should be protected
   with tape to prevent accidents. Do not overload cords, or use those that are bare.
   3.7. Stands must be kept clean during use. Boxes and / or materials for distribution to conference participants must
   be pre-arranged and Order in the assigned area.
   3.8. CARPET
   It is strictly prohibited to work, (saw, paint, hammer, etc.) directly on the Convention Center carpets. When such work
   is necessary the supplier should place a work table in a service area. In the event that a work table is needed in a
   carpeted area, a plastic or cloth protector should used to protect the carpet during the transportation, installation and
   dismantling of equipment.
   The use of paint, flammable solvents or any other chemical product that could accidentally stain or damage the
   carpets is not permitted.
   Any damage will be charged to the supplier at the cost of cleaning or, if necessary, the total replacement cost, subject
   to an estimate determined by our Maintenance Department.
   3.9. WALLS AND SURFACES
   By no means, walls, floors, columns, screens, lighting, decorative ornaments or any part of the building or furniture,
   should be hammered, painted, perforated, stapled or screwed.
   The original placement of the mirrors in the rooms, chairs and moldings in the foyer area of the Convention Center
   should remain intact; any relocation must be authorized and negotiated in writing with the hotel’s Sales Department.
   The use of stickers, tape, or masking tape on any surface is strictly prohibited. Any materials used to protect the
   building, equipment and furniture of the hotel must be at the expense of the supplier and not the hotel.
   In the event of robbery or loss of unattended equipment inside the hotel facility, suppliers will assume total
   responsibility. The hotel will not be responsible for loss or theft. Arrangements to store equipment will incur an
   additional charge for security guards. Please contact your Event Manager for further details.

AMFEM
Av. Manuel López Cotilla 754 Col. Del Valle CP 03100 Del. Benito Juárez, México DF amfem2016@hotmail.com
Event Planning Consultancy México
Logistic and Coordination of the congress: congresos2@eventpcmexico.com
3.10 DECORATIVE FURNITURE OF THE CONVENTION CENTER FOYER
Furniture and accessories that are found in the Convention Center foyer, (chairs, center tables, flowerpots, plants, pictures, mirrors, etc.) may not be moved to any other place without authorization of the Events Department. Authorized relocation will incur an additional charge. Relocation without the consent and authorization of the Events Department will incur charges for damages and mismanagement, and will be charged directly to the guarantee, the supplier's room or the master account established previously by the supplier.

3.11 STORAGE AND STORAGE AREAS

MATERIAL DELIVERY
Earliest date to receive material: 10th June
Please label all your packages with the next information:
AMFEM
BOOTH NUMBER

Please send it to:
Karina Cruz Mendez
Gerente de Eventos / Events Manager
Iberostar Cancún Golf & Spa Resort
Boulevard Kukulkán 17, Zona Hotelera
Cancún, Quintana Roo, 77500, México
Tel: (998) 88180 00

Storage of promotional articles, containers, equipment or assembly tools, before, during or subsequent to the event, in the hallways of the Convention Center foyer, back of the house walkways or the Event offices is not permitted. After dismantling of the event, all boxes, unused promotional material and all equipment should be removed from the property immediately. Storage on subsequent days will be subject to availability and cause an additional charge. The use of the hotel's check room is exclusively for the storage of hotel guest luggage, and may not be used to store equipment before, during or after any event. Loading and unloading at our facility should be done between 7:00 AM and 6:00 PM daily. The hotel should be notified of any change in the schedule of delivery.

Delivery and removal of equipment, exhibition material and tools, should be done at the employees’ entrance or loading area of the Convention Center, located at the end of the service hallway near the banquet kitchen. All equipment brought into the hotel should be registered by our security staff. The hotel will not be responsible for losses of equipment that is not properly registered upon entry to the hotel. The external supplier will be responsible for leaving the hotel premises in the same condition as found. This includes the cleaning of the areas or rooms that were occupied. Trash must be removed by the supplier. The hotel will not be responsible for equipment that has been left behind after an event without notice to our Events or Banquets staff or Security personnel and reserves the right to remove the equipment from the area without prior notification to the supplier.

3.12 We beg contact the Department of Groups and Conventions in case you need to promote food and beverage not contracted with the hotel at the assigned stand. There is a charge for travel and use of place that varies according to specific requirement.

4. PRESENTATION AND BEHAVIOR
4.1. Use at any time your company's uniforms.
4.2. Wear badge at all times provided by the hotel or the company.
4.3. If you do not have uniforms, wear proper full.
4.4. It requires the use of shoes and shirt or shirt. Workers are not allowed without full clothing.
4.5. Access should be in the sites previously listed.
4.6. The circulation is made by the demarcated for this purpose.
4.7. Do not allow the consumption of food or alcoholic beverages, no smoking.
4.8. Not allowed to use rude or vulgar vocabulary.
4.9. They must have respect for guests and hotel staff.
4.10. Avoid whistling, shouting or disturbing the peace within our facilities. We must be considerate of others who are in meetings or events, or in their rooms.
4.11. Do not allow the use of radios, tape recorders and other having to do with their work.
4.12. In case of accidents give first aid in the same area. The hotel does not offer medical service, so any accident on his staff for their assembly operation or will be 100% responsibility of the exhibitor.

5. **DURATION OF THE EXHIBITION** The exhibitor will keep its booth installed during the time of the event will be from 15 to 18 June and withdraw it on the date and time as follows:

6. **SAFETY FEATURES (OUTSIDE SUPPLIERS)**
   6.1 Submit a list of the employees who will enter the property, together with a Certificate of Workmen’s Compensation or an Insurance of Accidents or Medical Expenses in order to protect the property, if any of its workers were injured while working at the facilities.
   6.2 Assume full responsibility for the theft or loss of its equipment; the hotel will not accept any liability for any of the situations mentioned in this paragraph.
   6.3 The Security Department of the hotel operates 24 hours a day and is responsible for the security of the hotel in general, however, they do not monitor the events or meetings spaces. It is the supplier’s responsibility to watch over his own equipment and property. The Iberostar Cancun will not be held responsible for the security of equipment, (supplies, tools, written material or any article of value), left in the meeting rooms by the supplier.

7. **FIRE REGULATIONS AND EMERGENCY EXITS** Fire regulations must be followed without exception. All special staging plans must be approved by the Events Office in coordination with the Security and Maintenance Departments. For the staging of smoke, artificial fireworks, laser shows or similar devices, the approval of the Security and Maintenance Departments will be required before installation. For your own safety, audiovisual equipment and exhibition stands must not block access doors to emergency fire exits.

8. **CODE OF CONDUCT** All personnel of suppliers who carry out assembly and dismantling of scenery, setup of audiovisual equipment and sound systems inside our facility should comply with the dress code established by the hotel. Guest service areas remain strictly off-limits. Loitering or sleeping in the meeting rooms or on chairs of the Convention Center foyer at any time is strictly prohibited. We have exclusive restrooms for suppliers in the service hallways near the meeting rooms. Smoking is prohibited in the rooms and Convention Center areas. Food and drinks for an event which has been set out for participants’ coffee breaks and Buffets must remain off limits to personnel, unless the client or firm authorized by the group offers verbal or written consent. Food and beverages may not be brought into the hotel from outside.

9. **LODGING** It’s necessary that all the exhibitors and staff should be hosted in the Hotel Venue.
MEDICAL EDUCATION IN THE AMERICAS
20th Panamerican Conference of Medical Education
5th International Congress of Medical Education
4th International Congress of Simulation in Medical Education

Note: This signed document must be provided to staff AMFEM 5 days before installation.

I, the undersigned, I have received a copy of the production standards. I confirm that I have read and understood the information of their contained. I recognize that I will follow these standards, accepting that the mentioned charges on these guidelines will be applied to my deposit or voucher as a guarantee in case of any damage to the furniture and/or hotel facilities of Iberostar Cancun.

Date: ____________________
Stand: ____________________
Company: ____________________
Name: ____________________
Contact Mobile Phone: ____________________
Signature of Acceptance

CONTACT
LOGISTIC AND COORDINATION OF CONGRESS
Lic. Daniela Acosta Muriedas
congresos2@eventpcmexico.com

Lic. Mariajosé Moreno Bravo
direcciongeneral@eventpcmexico.com

VENUE
Hotel Iberostar, Cancún
Boulevard Kukulkan 17, Zona Hoteleria
Cancún, Quintana Roo, 77500, México
Tel: (998) 88180 00
Pag. Web: http://www.iberostar.com

MATERIAL DELIVERY
Earliest date to receive material: 10th June
Please label all your packages with the next information:
AMFEM
BOOTH NUMBER

Please send it to:
Karina Cruz Mendez
Gerente de Eventos / Events Manager
Iberostar Cancún Golf & Spa Resort
Boulevard Kukulkan 17, Zona Hotelera
Cancún, Quintana Roo, 77500, México
Tel: (998) 88180 00