



# **Latin Auto Parts Expo**

**2018 EXHIBITOR MANUAL**

# TABLE OF CONTENTS

<b>EXPO MISSION</b> .....	3
<b>EXPO LOCATION AND DATES</b> .....	3
<b>APPLICATIONS, BOOTH ASSIGNMENTS</b> .....	4
<b>PAYMENTS CANCELLATIONS, REFUNDS</b> .....	5
<b>BOOTH PRICES AND OPTIONS</b> .....	7
<b>EXHIBITOR-APPOINTED CONTRACTORS</b> .....	10
<b>BOOTH CONSTRUCTION, DECORATION AND MAINTENANCE</b> .....	11
<b>STORAGE - MERCHANDISE</b> .....	13
<b>REGISTRATION</b> .....	14
<b>SHIPPING/CUSTOMS</b> .....	15
<b>ADVERTISING &amp; SPONSORSHIP OPPORTUNITIES</b> .....	17
<b>EXHIBITOR SERVICES</b> .....	17
<b>OPERATION &amp; CONDUCT</b> .....	18

## EXPO MISSION

The Expo provides manufacturers and distributors direct access to the Latin American and Caribbean markets in a warm and personal setting that forges longlasting commercial and personal relationships.

## CONTACT INFORMATION

For show questions, contact:

Alexandra Gonzalez, Show Manager  
 Email: [alexandra@latinpartsexpo.com](mailto:alexandra@latinpartsexpo.com)  
 Tel: +1-786-293-5186

## EXPO LOCATION AND DATES

ATLAPA Convention Center, Avenida 5 B Sur, Panama, Republic of Panama

### Exhibitor Booth Installation:

Sunday, July 22, 2018..... 10:00 a.m. - 6:00p.m.  
 Monday, July 23, 2018..... 10:00 a.m. - 6:00p.m.  
 Tuesday, July 24, 2018..... 10:00 a.m. - 6:00 p.m.

### Expo Days:

Wednesday, July 25, 2018..... 11:00 a.m. - 5:00p.m.  
*Inaugural Ceremony*..... 5:00 p.m. - 7:00p.m.  
 Thursday, July 26, 2018..... 11:00 a.m. - 7:00p.m.  
*Conferences*..... 11:30 a.m. - 1:30p.m.  
 Friday, July 27, 2018..... 11:00 a.m. - 6:00p.m.

\*Exhibitors are permitted to enter the convention center at 9:00 a.m. on each Expo days July 25 - 27, 2018.

### Exhibitor Booth Dismantling:

Friday, July 27, 2018..... 6:00 p.m. - 7:00p.m.  
 Saturday, July 28, 2018..... 10:00 a.m. - 6:00p.m.  
 Sunday, July 29, 2018..... 10:00 a.m. - 6:00p.m.

## APPLICATIONS & BOOTH ASSIGNMENTS

1. **RESERVE BOOTH LOCATION ONLINE.** Visit our website [www.latinpartsexpo.com](http://www.latinpartsexpo.com) and on the main homepage, select the “*BUY A BOOTH*” button or under the EXHIBITOR tab → BUY A BOOTH.
2. **BOOTH ASSIGNMENT.** Evaluate the online floorplan and select (3) three desired booth locations & size in SQM. Show Management will try to comply with your request and assign companies one booth and send a confirmation letter by email.
3. **SUBMIT CONTRACT.** Once you select your booth location online, please complete the application located on our website [www.latinpartsexpo.com](http://www.latinpartsexpo.com) under the EXHIBITOR section → BUY A BOOTH → FILL OUT THE CONTRACT, and send it directly to Show Management by email [alexandra@latinpartsexpo.com](mailto:alexandra@latinpartsexpo.com)
4. **PAY DEPOSIT AND BALANCE.** Exhibitors will receive an invoice for their reservation within 48 hours of the confirmation email of the approved booth reservation with deposit and balance payment details and instructions. The contract and deposit are due within 10 business days of the email confirmation of the booth location selection. Booths without contracts or deposits not received within 10 business days are subject to cancellation.

### CONTRACT DURATION AND APPROVAL

The rental contract will be for the expo period. The contract does not give the exhibitor any rights to the rented space for use in any future exhibition. The LATIN EXPO GROUP, LLC. retains the right to approve or disapprove any and all booth reservations and exhibitors at the show.

### DIRECTORY PROFILE

Companies are responsible to provide Show Management with their correct company information. If changes are to be made, the changes need to be emailed to [alexandra@latinpartsexpo.com](mailto:alexandra@latinpartsexpo.com) no later than May 1, 2018. **No company profiles may be edited or changed after May 1, 2018.** Latin Expo Group, LLC. is not responsible for errors and/or omissions in Show Guide. Also please NOTE: if you make your booth reservation two months prior to the show, Show Management cannot guarantee that your company profile will be included in the Show Guide.

## PAYMENTS, CANCELLATIONS AND REFUNDS

All approved booth reservations will receive an invoice by email, which states deposit deadlines and balance due dates.

**Payment Due Dates:** Payments must be made by the below dates (If 10% payment is not received within 10 days of the booth reservation, the booth will be subject to cancellation).

<b>10% of booth balance:</b>	Due within 10 business days of booth reservation
<b>50% of the balance:</b>	December 31, 2017
<b>75% of the balance:</b>	April 20, 2018
<b>100%/Remaining balances:</b>	June 1, 2018

### **CANCELLATIONS AND REFUNDS**

Any exhibitor with balances are subject to cancellation or penalties. Cancellations of all or a portion of any exhibit space must be written and send to Show Management by email or letter.

**10% of the total balance** will be withheld for cancellation of all or part of the contracted booth space as an administrative fee once a booth is reserved up to **December 31, 2017**.

Effective **Jan 1, 2018 through March 19th, 2018**, Show Management retains **50% of the total balance** of each space cancelled as liquidated damages.

Effective **March 20th, 2018 until show date**, Show Management retains **100% of the total balance** of each space cancelled, as liquidated damages.

If Show Management deems a display or Exhibitor objectionable to show interest, the exhibit shall be subject to removal or cancellation at Exhibitor's sole expense. This reservation includes persons, things, conduct, printed matter, signs, or any item of poor character, which in the sole judgment of Show Management, is detrimental to the Show. This reservation may be enacted at any time, regardless of whether it is before the Show or during the Show. In the event such a restriction is enforced during the Show, Show Management shall not be liable for refund of exhibit space rental fees or exhibit equipment rental fees, except at its sole discretion. Exhibitor hereby expressly waives any right and all claims, actions or demands for damages, costs and expenses, including without limitation, legal fees, lost profits, and costs of goods sold, against the Facility, Show Management, their directors, officers, agents, employees and/or servants for such restriction or removal. Notwithstanding the foregoing, Show Management reserves the right to prohibit the sale and/or display of any products it considers unsuitable for the Show or jeopardizes the Show's safe operations.

**Payments can be made by:**

- Creditcard: You may pay online on our website [www.latinpartsexpo.com](http://www.latinpartsexpo.com) under the EXHIBITOR section → ACCOUNT PAYMENT. (Your online password is provided to you via your confirmation letter).
- By returning the credit card authorization form on the invoice.
- By check
- Wire Transfer

**Wire Transfer Instructions**

**AccountName:** LATINAUTOPARTSEXPOLLCC

**Bank:** WELLSFARGO BANK

**ABA:** 121000248

**SwiftCode:** WFBIUS6S

**Account Numer:** 8172787965

**Beneficiary Bank Address:**

Wells Fargo Bank  
420 Montgomery  
San Francisco CA, USA 94104

**Check**

Mail to:  
Latin Auto Parts Expo, LLC.  
9840 SW 77 Avenue Suite  
203 Miami, FL 33156 USA

**NOTE When sending a check please be sure to include:**

Reference: Latin Auto Parts Expo

Company Name

Contact Person Name

Booth Number

Address

Telephone Number

Email

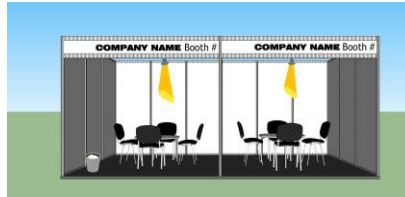


**OPTION 2: BASIC PRE-FABRICATED WITH FLOORSPACE \$421.00/m<sup>2</sup>**

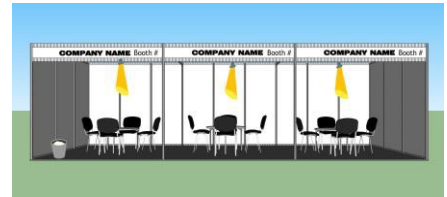
9 m<sup>2</sup> (3 x 3)



18 m<sup>2</sup> (6 x 3)



27 m<sup>2</sup> (9 x 3)



***This includes (PER 9 SQM):***

- Floorspace
- Basic fittings of partitions, carpeted floor, fascia board with company name, one spot light (with three light bulbs), one meeting table, four chairs, one waste basket, one socket with 300 watt of electricity usage.

**ADDITIONAL CHARGES:**

**Wireless Internet:** A charge of US\$ 100.00 will be automatically added for wireless internet usage during show days.

**Note:** Every additional 100 watt of electrical usage will cost \$30/per 100 watts. Wattage is measured by the ATLAPA Convention Center.

**SIZES AVAILABLE**

- 6 m<sup>2</sup> Booth
- 9 m<sup>2</sup> Booth
- 12 m<sup>2</sup> Booth
- 18 m<sup>2</sup> Booth
- 27 m<sup>2</sup> Booth

**Shelf Installation:**

**NOTE:** If you order #C9 (shelf), please specify the exact height and location of every shelf ordered. If not, the shelf will be installed at the standard location of 1.5 meters from the ground.

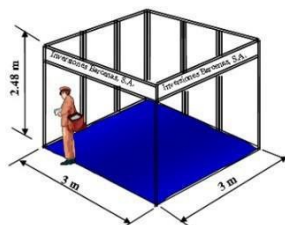
**Choice of (1) one CARPET COLOR (Included with a Pre-Fabricated Booth)**



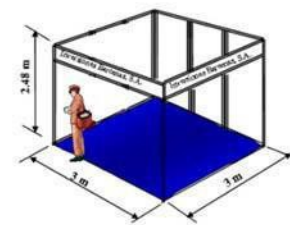
**Booth With (3) walls**



**Corner Booth with (2) Walls**



**Booth with noneighbors- Island, 1 Wall**





## **BOOTH PANEL DIMENSIONS**

Each melanin panel is 1 M **wide**.

Each melanin panel measures 2.48 M in **height**.

### **9 SQM**

The stand is 9m<sup>2</sup>, a 3 x 3 – pre-fabricated. There are 6 panels total. 3 Lateral and 3 deep.

### **12 SQM**

The stand is 12 m<sup>2</sup>, a 3 x 4 – pre-fabricated. There are 7 panels total. 4 Lateral and 3 deep.

### **12 SQM**

The stand is 12 m<sup>2</sup>, a 2 x 6– pre-fabricated. There are 10 panels total. 6 Lateral and 2 deep.

### **18 SQM**

The stand is 18 m<sup>2</sup>, a 3 x 6 – pre-fabricated. There are 12 panels total. 6 Lateral and 3 deep.

### **27 SQM**

The stand is 27 m<sup>2</sup>, a 3 x 9 – pre-fabricated. There are 15 panels total. 9 Lateral and 3 deep.

## EXHIBITOR APPOINTED CONTRACTORS – FOR FLOOR SPACE EXHIBITORS ONLY

### CONTRACTOR REGISTRATION AND AUTHORIZATION FORM

ALL CONTRACTORS MUST BE PRE-REGISTERED AND APPROVED BY SHOW MANAGEMENT.

Exhibitors MUST submit the “*Exhibitor-Appointed Contractor Authorization & Registration Form*” found on our website [www.latinpartsexpo.com](http://www.latinpartsexpo.com) on the section EXHIBITOR → BOOTH CONTRACTOR no later than June 25, 2018.

If the exhibitor fails to supply this form by the date above, the Exhibitor-Appointed Contractor will not be permitted access to the exhibit floor.

### LIABILITY

Exhibitors agree to indemnify and hold harmless Show Management, LATIN EXPO GROUP LLC, ATLAPA Convention Center, it’s agents, and the exhibit facility FOR ALL losses, damages, injuries, claims, demands, and expenses including legal, due to the actions of the exhibitor-appointed contractors.

### BADGE REGISTRATION FOR CONTRACTORS

All contractors are required to have registered for their badges prior to entering the convention floor.

Exhibitors are to ensure contractors are registered. Badge registrations are done on our website [www.latinpartsexpo.com](http://www.latinpartsexpo.com) → VISITOR REGISTRATION button → select Registration Type: STAFF. Badges for contractors are FREE of charge and may be picked up in the registration area during booth installation days and times.

# BOOTH CONSTRUCTION, DECORATION AND MAINTENANCE

**COMPLIANCE**

All exhibits must conform to the regulations set forth in this manual. Exhibits not in compliance by 10:30 a.m. July 25, 2018 will be subject to the fines addressed in the Booth Construction, Decoration and Maintenance subsections.

**MAXIMUM HEIGHT**

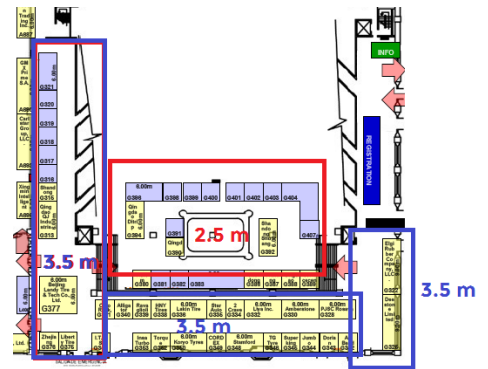
**TAPICES HALL (L & C) MAX CONSTRUCTION HEIGHT:** 12 ft / 3.66 m

**TOTUMAS HALL (D) MAX CONSTRUCTION HEIGHT:** 11 ft / 3.35 m

**ISLAS HALL (A) MAX CONSTRUCTION HEIGHT:** 16 ft / 4.88 m

**FOYER ANAYANSI (G) MAX CONSTRUCTION HEIGHT:** 12 ft / 3.66 m  
8 ft. / 2.5 m

**BAR CAYUCOS (M) MAX CONSTRUCTION HEIGHT:** 12 ft / 3.66 m



**ELECTRICITY FOR ALL NON PRE-FAB RENTED SPACES 36 SQ METERS AND OVER**

**ELECTRICITY CHARGES AUTOMATICALLY BILLED:**

**Required Electric Wattage**

NOTE: On July 26, 2018, there will be an electrical usage inventory performed. If your booth should exceed the usage ordered, you will be invoiced for the additional amount.

**\*\* The prices reflect usage for all days of the expo (July 25-27, 2018) \*\***

If your booth is:	Wattage	Price
<b>Floor Space ONLY -</b>	1,000 – 2,000 watts	\$600

**PREPAID**

**Note:** Every additional 100 watt of electrical usage will cost \$30/per 100 watts. Wattage is measured by the ATLAPA Convention Center.

### **PRE-FABRICATED BOOTH WALLS**

The area or rented space, furniture and panels shall be returned by the exhibitor in its original condition. Painting, using tape on the walls and making holes in the fascia board is prohibited. Exhibitors are responsible for damages.

Exhibitors are allowed to have non-permanent posters made and placed on the booth walls for decorative purposes, so long as the posters are removable and non-damaging to the walls of the booth.

### **FASCIA BOARD – COMPANY NAME**

Exhibitors with Pre-Fabricated stands (sizes 6-27 m<sup>2</sup>) **will NOT be allowed to alter the fascia board company name on their booth in any way.** Any booth fascia board not in compliance by 10:30 a.m. July 25, 2018 will be subject to the fine of \$250 due and payable within 24 hours. Show Management will repair/replace the fascia board to be in compliance with show rules.

### **NO ITEMS OR FURNITURE ALLOWED OUTSIDE THE CONFINES OF THE BOOTH SPACE**

All packaging materials, company items, merchandise, signage, posters, products, and boxes shall be removed from the booth area and all articles are to be contained within the booth.

**No furniture is allowed in your PRE-FABRICATED booth that is NOT PROVIDED by show management.** Any items, tables, chairs, shelves, MUST be approved by show management. Any items seen in booth or brought to convention will be removed unless approved by show management. In some cases, self-brought furniture items, only after approved by show management, can be used at a fee of **\$200 per item (if a similar or like item is not offered or sold by the expo) or 20% of the cost of an equivalent item sold by the expo for pre-fabricated booths.**

### **BOOTH MAINTENANCE**

The exhibitor is responsible for maintaining the booth and its contents in good condition at all times. No exhibitor shall present an empty stand at any time during the exhibition. Excess of materials or materials not pertaining to the exhibition are not permitted in the booths. **Exhibitors are asked to please turn off all booth lights at the end of each day to avoid excess electrical charges.**

### **OPTIONAL FURNITURE & ACCESSORIES FOR BOOTH**

Exhibitors may place furniture orders by sending the order form found in the EXHIBITOR section → FURNITURE RENTAL to [alexandra@latinpartsexpo.com](mailto:alexandra@latinpartsexpo.com).

**Hallways and back of the stands may not be used as waste disposal or storage areas.** Industrial waste receptacles will be placed in areas outside the convention center for the disposal of such waste. All boxes must be crushed before placing in waste receptacles. Any company with waste left outside their booth space at any time after 10:30 a.m. on July 25, 2018 will be subject to a \$250 fine by show Management. Payment of fine will be due within 24 hours of issue and paid to Show Management.

# STORAGE - MERCHANDISE

## STORING ITEMS

We offer exhibitors FREE storage of boxed items in the shipment receiving area of ATLAPA Convention Center (called “Puerta 24”) from July 25-27, 2018. **Latin Expo Group, LLC. is not liable for loss or damage to the property as a result of fire, theft, ordinary or gross negligence, or otherwise.**

**All items MUST:**

- Be in boxes, pallets, crates.
- Have proper STORAGE LABELS, which can be found on our website [www.latinpartsexpo.com](http://www.latinpartsexpo.com) under the EXHIBITOR section →SHIPPING.

## BOXES TO BE RETURNED TO EXHIBITOR AT SHOW END

All empty boxes or products that you wish to be returned after the show MUST BE on pallets and marked with the *Empty Return Label* and attached to the items. The *Empty Return Label* can be found on our website [www.latinpartsexpo.com](http://www.latinpartsexpo.com) under the EXHIBITOR section →SHIPPING.

Items are to be placed in the shipment receiving area of the ATLAPA Convention Center (called “Puerta 24”) from July 25-27, 2018. Note the location on the floor plan found on our website [www.latinpartsexpo.com](http://www.latinpartsexpo.com). Expo staff will return the empty boxes to exhibitors at show end (July 27, 2018 beginning at 6:00 p.m.) for your post-show shipping and packing needs.

## BOOTH DISMANTLING

Exhibited merchandise may only be removed as of 6:00 p.m. July 27, 2018, unless otherwise authorized by Show Management.

Any booths dismantled and/or abandoned prior 6:00 p.m. on July 27, 2018 will be subject to a \$250 fine by Show Management and/or possible loss of seniority and/or prohibited from participating in future Latin Auto Parts Expos.

**Exhibitor Booth Dismantling:**

- Friday, July 27, 2018.....6:00p.m. - 7:00p.m.
- Saturday, July 28, 2017.....10:00a.m. - 6:00p.m.
- Sunday, July 29, 2017.....10:00a.m. - 6:00p.m.

## REMOVAL OF MERCHANDISE

All exhibited merchandise shall be withdrawn from exhibitor’s leased space the first day of dismantling. Latin Expo Group, LLC. is not responsible for any loss or damage to merchandise not removed, and Panama customs may seize in bond products left after July 27, 2017 at 6 p.m.

# REGISTRATION - BADGES

## BADGES

Only (4) Badges per 9 SQM of Booth Space is Permitted.

- Any additional badges will be provided at a charge of \$25 per badge.
- Please do not register your customers as Exhibitors. Only company staff may register as Exhibitors.
- Exhibitors must register for badges ONLINE on our website [www.latinpartsexpo.com](http://www.latinpartsexpo.com) -> EXHIBITOR->BADGE REGISTRATION

## BADGERULES

1. Exhibitors cannot register customers. Customers must register online at the Latin Auto Parts Expo website directly.
2. Multiple employees and guests can be added to the same registration.
3. Exhibitors are also able to register and add more persons to their registrations on site on show days, but are urged to pre-register to avoid long lines.
4. Exhibitors must provide a form of identification (i.e. driver's license, passport) to receive their badge.

## WHERE TO PICK UP BADGES – REGISTRATION AREA LOCATION

Badges will have to be picked up in person at the Expo during the following days and times.

### Pre-Registered & Badge Pick-Up Days:

#### ATLAPA Convention Center, North Side, Shipping Area "Puerta 24"

Sunday July 22, 2018	"?	8:00:00	12:00:00	'?
Monday July 23, 2018	"?	8:00:00	12:00:00	'?
Tuesday July 24, 2018	"8	8:00:00	12:00:00	'?

#### ATLAPA Convention Center, Main Expo Entrance

Wednesday July 25, 2018	from 10:00 a.m - 5:00 p.m.
Thursday July 26, 2018	from 10:00 a.m. - 7:00 p.m.
Friday July 27, 2018	from 10:00 a.m. - 6:00 p.m.

## SHIPPING - CUSTOMS

### SHIPPING TO PANAMA

- Exhibitors can select ANY shipping company to ship their items to Panama.
- If by sea, closest port to ATLAPA Convention Center is Balboa.
- If by air, closest airport to ATLAPA would be Tocumen International.
- You **CANNOT** directly ship items to the convention center. Items must be shipped to our customs broker Arturo Arauz who will then ship to the convention center.

### Receiving Shipments in Panama:

- We recommend you ship your items well in advance.
- Once in Panama, we have a customs broker in Panama that works with our exhibitors. The customs broker will receive your shipment at the Balboa Port or Tocumen International Airport, hold in storage, and deliver directly to your booth in ATLAPA .
- Please have your merchandise arrive at least (2) weeks prior to the start of the show.
- There is a charge for their services.

### See below for contact information and pricing details

#### **ARTURO ARAÚZ, S.A.**

Agent: Lic. Rosa María Ortega  
 Vía España, Edificio Orión, Primer Piso, Oficina N  
 º 1- A Panamá, Rep. de Panamá  
 EMAIL: rortega@arturoarauz.com  
 Also email (CC to): arturob@arturoarauz.com  
 TEL: +507-264-2210  
 FAX: +507-263-5989

*Contact your shipping/customs broker directly with any questions or requirements about shipments.*

### RECEIVING MERCHANDISE IN ATLAPA CONVENTIONCENTER

All merchandise is received in the Shipment Receiving area of the ATLAPA Convention Center ("Puerta 24"), see our floor plan on our website [www.LatinPartsExpo.com](http://www.LatinPartsExpo.com) for location.

Your customs broker will store your merchandise upon arrival in Panama and will then deliver it directly to your booth in ATLAPA Convention Center .

**IMPORTANT SHIPPING INFORMATION:**

Bringing samples with you for the expo as carry-on or checked-in luggage into the airport will create delays at the airport. You may do so, but the process is complicated.

- Customs of Panama and the expo customs agent Arturo Arauz S.A. recommends exhibitors ship their items through DFL, FEDEX, or UPS to avoid delays at the airport when bringing the items with you as carry-on.
- If you bring items with you please be prepared with the following:
  - o Please bring with you a commercial invoice of your items to present to customs upon arrival in the airport in Panama.

**\*\*State on the invoice that the “Items are not for re-sale. For promotional use only / Los productos no son para reventa. Para uso promocional solamente.” \*\***

- o Send your arrival information to Arturo Arauz (customs broker) for airport assistance. Note there is a charge for all their services, contact them directly for details.
- o If your flight arrives after 9:00 PM your merchandise will have to remain in the airport until the next day.
- o If you pay customs duties on your merchandise you will be allowed to take the merchandise where you choose while in Panama.
- o If you do not pay the customs duties/taxes then a customs agent must accompany you the ATLAPA Convention Center. The merchandise is not allowed to leave the Convention Center unless duties are paid at the airport or at the convention center.

**RE EXPORT OF YOUR MERCHANDISE**

PLEASE CONTACT THE SAME CUSTOMS BROKER THAT IMPORTED YOUR MERCHANDISE TO ARRANGE THE RE EXPORTATION OF SAME.



## ADVERTISING & SPONSORSHIP OPPORTUNITIES

Please refer to our website [www.latinpartsexpo.com](http://www.latinpartsexpo.com) → EXHIBITOR → ADVERTISING & SPONSORSHIPS for available options and the order form.

## EXHIBITOR SERVICES

Please refer to our website [www.latinpartsexpo.com](http://www.latinpartsexpo.com) → EXHIBITOR → FURNITURE RENTAL & MSC ORDERS for available options and the order form.

**WIFI** is provided at a charge of \$100 per company. Login and password instructions will be handed out on the first day of the show, July 25, 2018.

**CLEANING OF BOOTH** Each evening your booth will be vacuumed and counters and tables swiped by maintenance staff free of charge to exhibitors. This service is free of charge for the pre-fabricated booths. If your booth is a floor space rental, the cleaning of booth is available for a charge of \$25 dollars (vacuum cleaning) and \$45 (full cleaning).

**SIGNS AND GRAPHICS** Exhibitors are welcome to contact any of the contractors recommended by the LATIN AUTO PARTS EXPO → on our website [www.latinpartsexpo.com](http://www.latinpartsexpo.com) → EXHIBITORS → BOOTH CONTRACTORS for graphics and art for their booth.

## OPERATION & CONDUCT

### PROHIBITED

#### MORALLY OFFENSIVE MATERIALS

The placing of signs, objects, banners, artifacts or propaganda (visual or audio) that are political in nature, morally offensive or go against basic good manners, or that LATIN EXPO GROUP, LLC. considers detrimental to the relationship between the exhibitors and the visitors to the exhibition shall not be permitted in the pavilions, stands or hallways of the convention center.

#### FLAMMABLE, EXPLOSIVE, OR DANGEROUS MATERIALS

Flammable or explosive materials are also prohibited as well as any other product or material that the organizers of the event consider to be dangerous, inappropriate or offensive to the participants and location of the event. In any of these cases the organizers of the event reserve the right to remove any object that falls into any of the above mentioned categories.

#### ENTERTAINMENT, MUSIC, NOISE LEVELS

No exhibitor will be permitted to hire artistic performers or groups for the purpose of entertainment. The use of loudspeakers, sound equipment, radios, etc. is prohibited in the stand. Loud music or noises that are disruptive to other exhibitors or the exhibition in general will not be permitted. The use of audio visual equipment must be approved by LATIN EXPO GROUP, LLC.

#### SMOKING

Smoking is strictly prohibited at the exposition site in accordance with Law 13 effective January 24, 2008.

### INTELLECTUAL PROPERTY RIGHTS POLICY

#### Intellectual Property

The term "Intellectual property" or "IP" is used to describe various types of intangible property, including patents, trademarks, service marks, trade dress, design marks, trade secrets and copyrights.

#### Exhibitor's Agreement to Release, Indemnify and Assume Risk

Pursuant to the Agreement signed by Exhibitor, Exhibitor releases, waives, discharges and covenants not to sue, file or maintain any action in law or equity against LATIN EXPO GROUP, LLC., Show Management, the ATLAPA Convention Center, the Panama Authority of Tourism, or their directors, officers, employees, agents, representatives, servants, licensees, invitees, patrons, guests or contractors (herein referred to as "Releases"), from all liability for any and all loss or damage and any claim or demands therefore on account of injury to person or property, including intellectual property, of Exhibitor arising out of or relating to a LATIN EXPO GROUP, LLC. -sponsored show, whether caused by the negligence of the Releases or otherwise.

Exhibitor further agrees to indemnify Releases against any loss, liability, damage or cost Releases incur from any and all claims, demands, actions, causes of action, penalties, judgments and liabilities of every kind and description (including court costs and reasonable attorneys' fees) for any and all loss arising out of the acts or omissions of Exhibitor incident to a LATIN EXPO GROUP, LLC. -sponsored show.

Exhibitor hereby assumes full risk and responsibility for any injury to person or property, including intellectual property, arising out of or related to a LATIN EXPO GROUP LLC.-sponsored show, whether caused by the negligence of Releases or otherwise.

## **LICENSES & USE OF TRADE NAMES**

The Exhibitor should have the necessary documentation to demonstrate that they have the legal right to represent the manufacturer, distributor, and the products, trademarks and corporate brand signage that are on display or are mentioned on the banners, script writing and other communications in the booth.

## **BOOTH DISPLAY VEHICLES**

Exhibitors may have a vehicle on display on their booth with advanced notice to show management in Hall A, L, and C ONLY. Exhibitors MUST inform Show Management by email to [alexandra@latinpartsexpo.com](mailto:alexandra@latinpartsexpo.com) no later than June 30th, 2018 of their intention to do so for vehicle entry accommodations to be made.

## **EXHIBITPERSONNEL**

Attendants, models, and other employees must confine their activities to the contracted exhibit space. Wandering around distributing advertising promotional material is prohibited. Any exhibitor or exhibiting company staff member seen distributing flyers or promotional materials off site from the confines of their booth space, unless approved by Show Management, will be subject to penalties.

Booths must be staffed during all show hours. Booths not staffed could be subject to loss of credentials for future shows and loss of other show privileges as determined by the LATIN EXPO GROUP, LLC. No area of the convention center shall be used for any improper, immoral, illegal or objectionable purpose.

## **DIRECT SALES TO THE PUBLIC**

Direct sales to the public ARE NOT allowed at the Latin Auto Parts Expo, as it is an INDUSTRY only show.

## **PRIVATE RECEPTIONS**

Any exhibitor wishing to hold a reception in his booth must obtain prior authorization from Show Management. Private reception halls are available in the convention center for a set fee for all exhibitors. Please contact Show Management to obtain pricing and reception hall details.

## **FOOD & BEVERAGE**

It is prohibited to bring any food, non-alcoholic or alcoholic beverages into the ATLAPA Convention Center, unless authorized in writing by the Latin Expo Group, LLC. and Show Management. All food and non-alcoholic or alcoholic beverages in ATLAPA Convention Center must be ordered by the official show catering company or a catering company approved by Latin Expo Group, LLC.

## **SECURITY**

LATIN EXPO GROUP LLC will provide daytime and night time security for the exhibition. LATIN EXPO GROUP, LLC., does not assume responsibility for any theft, damage, acts of vandalism to exhibitor's merchandise or any other property that remains in the building, booths, modules, exhibition site or parking areas. LATIN EXPO GROUP, LLC., is not liable for any personal injuries that may occur to the exhibitor, exhibitor's personnel or show visitors. The Exhibitor shall be the sole liable party to Exhibitor's products, merchandise, personnel or third parties working directly or indirectly for the exhibitor.

## **INSURANCE RESPONSIBILITY**

It is recommended that the Exhibitor take out a third party insurance and an all risk insurance from first date of set-up to the last day of dismantling.

ACCIDENTS MUST BE REPORTED IMMEDIATELY TO SHOW MANAGEMENT. THERE IS EMERGENCY RESPONSE PERSONNEL AVAILABLE AT THE ATLAPA CONVENTION CENTER. PLEASE NOTE ALL FEES AND CHARGES FOR USE OF ANY SERVICES PROVIDED ARE AT THE EXHIBITOR EXPENSE AND RESPONSIBILITY.

1. Exhibitors and all their related parties hereby release Latin Expo Group LLC. and any sub-contractor, ATLAPA Convention Center (herein referred to as the "releases") and any of their representatives from all liability to exhibitor for any and all loss or damage or any claim or demands on account of injury to the person or property or resulting death of Exhibitor arising out of or relating to Latin Auto Parts Expo whether caused by negligence of the Releases or otherwise.
2. Exhibitor hereby agrees to indemnify, save and hold harmless the Releases from any loss, liability, damage or costs incurred by the Releases from any action by the Exhibitor.
3. Any damage or loss should be reported in writing immediately to the police and to the organizer of the event.

## **EXPO PARTICIPATION/BOOTH CANCELLATIONS / SELECTION**

Show Management reserves the right to accept or deny any exhibitors application to exhibit at the expo. You hereby acknowledge that a request to participate in the event or previous participation do not guarantee future participation in the event.

If Show Management deems a display or exhibitor objectionable to show interest, the exhibit shall be subject to removal or cancellation at the Exhibitor's sole expense. This includes persons, things, conduct, printed matter, signs, or anything or anyone item which is in the sole judgment of Show Management is detrimental to the Expo. This action may be enacted at any time regardless of whether it is before or during the operational show times.

In the event of such an action being enforced during the Show, Show Management shall not be liable for refund of exhibit space rental fees or exhibit equipment rental fees, except at its sole discretion. Exhibitor hereby expressly waives any right and all claims, actions or demands for damages, costs and expenses, including without limitation, legal fees, lost profits, and costs of goods sold, against the facility, show management, their directors, officers, agents, employees and/or servants for such restriction or removal. Notwithstanding the foregoing, Show Management reserves the right to prohibit the sale and/or display of any products it considers unsuitable for the show or jeopardizes the show's safe operations.