



# Exhibitor Services Kit

**CANCUN CENTER**  
Cancun, Mexico

## **INTRODUCTION**

The exhibitor services kit has been designed to assist exhibitors at the American Geophysical Union (AGU) 2013 Meeting of the Americas to participate in an orderly and respectful way in order to guarantee the success of all participants.

## **EVENT VENUE**

The venue for the conference and exhibit hall is the [Cancun Center](#), located at Km. 9 of the Cancun Hotel Zone in Quintana Roo, Mexico. The Cancun Center is located 20 minutes from the Cancun International Airport (CUN). The exhibit hall will be located in the Gran Cancún Hall located on Level Three of the Cancun Center.

## **AGU EXHIBITION MANAGER**

Please contact AGU with any questions related to exhibit hall operations.

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American Geophysical Union  
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Fax: +1 202-777-7385  
E-mail: [jtomb@agu.org](mailto:jtomb@agu.org)

## **OFFICIAL EXHIBIT CONTRACTOR**

Cancun Exhibitions, Producers & Suppliers is the official services contractor for the 2013 Meeting of the Americas.

Marco Galbiati  
Cancun Exhibitions, Producers & Suppliers  
Cancun Center  
Km. 9 of the Cancun Hotel Zone in Quintana Roo, Mexico  
Phone: +52 998 8 8104 00  
Fax: +52 998 8 81 04 02  
E-mail: [mgalbiati@cancuncenter.com](mailto:mgalbiati@cancuncenter.com)

## **EXHIBIT MOVE-IN SCHEDULE**

The basic structure for all booths will be set-up by Cancun Exhibitions, Producers & Suppliers on 12 May 2013. Exhibitors will have access to the exhibit hall on 13 May 2013 between 8:00 A.M. – 5:00 P.M. to set-up their displays. Exhibits must be completely set-up by 5:00 P.M. on 13 May 2013.

## **EXHIBIT HALL SCHEDULE**

The exhibit hall will be open during the following hours.

Tuesday, 14 May 2013	10:00 A.M. – 6:00 P.M.
Wednesday, 15 May 2013	10:00 A.M. – 6:00 P.M.
Thursday, 16 May 2013	10:00 A.M. – 6:00 P.M.

## EXHIBIT MOVE-OUT SCHEDULES

Exhibitors may begin dismantling their displays at 6:00 P.M. on Thursday, 16 May 2013. In agreement with the space contract and the Terms and Conditions, exhibitors **may not** dismantle or remove any portion of their exhibit prior to closing time at 6:00 P.M. on Thursday, 16 May 2013. **This rule will be strictly enforced.** All exhibit material must be removed from the exhibit hall by 12:00 P.M. on Friday, 17 May 2013. Exhibitors are required to meet this deadline or AGU will have any remaining displays dismantled and removed at the exhibitor's expense. Exhibitors may move-out during the following hours.

Thursday, 16 May 2013	6:00 P.M. – 8:00 P.M.
Friday, 17 May 2013	8:00 A.M. – 12:00 P.M.

## BASIC BOOTH

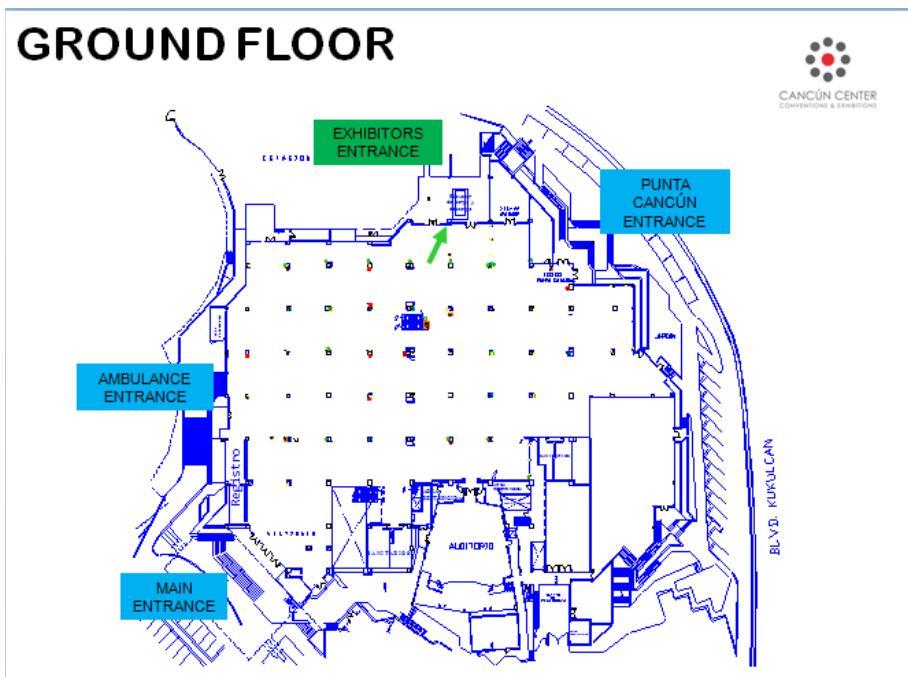
The 3 m x 3m booth package includes:

- Dual polarized electrical contact with a capacity of 220V/ 1-5 amp/ 1100 watts.
- Exhibitor sign: one per booth placed in front of the fascia board, with a maximum of 18 characters.
- Slim Line lamp installed on the parapet of each exposure module.
- Assembly and disassembly in the venue.

Booth furnishings, audio-visual and other exhibitor services may be ordered through Cancun Exhibitions, Producers & Suppliers. **SEE ATTACHED ORDER FORM.**

## ACCESS TO THE CANCUN CENTER

Below is a map for trailers or trucks access to the loading dock at the Cancun Center. It is important to note the traffic restrictions mentioned below in order to avoid delays in setting up your booth.



Cancun Exhibitions, Producers & Suppliers will have personnel in the delivery yard, on the docks, coordinating the cargo elevator and in the exhibit area on Monday, 13 May 2013 during exhibit set-up hours.

1. Vehicles requiring access to the loading dock must arrive at the Cancun Center before 6:00 A.M. or after 10:00 P.M.
2. Exhibitors must obtain a special traffic permit DIRECTLY at the Cancun Municipal Traffic Department at a cost of \$550.00 Pesos (THIS MIGHT VARY YEARLY OR EVERY SIX MONTHS, AS PER THE TERMS OF STATE TRAFFIC LAWS APPLICABLE IN BENITO JUAREZ COUNTY, Q. ROO).
3. Trailers or trucks are not allowed to circulate freely within the city and the permit only authorizes the vehicle to enter and exit the city. Please take due note of the information we are providing you.
4. Please note that if the trailer arrives after 6:00 A.M., you may do the paperwork to obtain this permit at the Municipal Traffic Department, but you will NOT be allowed to enter the Hotel Zone until after 10:00 P.M.

The paperwork required to drive in the city may be done beforehand by calling the Municipal Traffic Department at: 01(or your country's international access code)-998-884-1919, extension 114.

Municipal Traffic Department: Av. Xcaret casi esq. con of Av. Cobá, Cancun, Q. Roo

***IMPORTANT NOTE: THE CANCUN CENTER DOES NOT COMPLETE THIS PAPERWORK FOR EXHIBITORS.***

#### **MANEUVERING AND UNLOADING**

Because of space limitations, loading and unloading maneuvers must be fast. Therefore, please abide by these instructions:

1. – Upon arrival at the Cancun Center loading dock, report to Security to receive your turn and dock assignment and for indications on where to temporarily park your trailer or truck.
2. – Go to your assigned unloading dock.
3. – Start unloading. You must have sufficient staff for these maneuvers; otherwise you will not be allowed to start unloading. You will only be allowed to stay at the dock for the time needed to unload. Please respect the dates you have been assigned for set-up in order to avoid unnecessary delays.
4. – Once you have finished unloading, please vacate the delivery yard.
5. – You must give two lists to the Security Department:
  - a) An inventory (original and two copies) of all materials and equipment.
  - b) A list of the names of the people intervening in your exhibit's set-up.
6. – The American Geophysical Union will control all entries to and exits from the exhibit hall during set-up/event/break-down and the days of the event. In addition, upon arrival you will receive an ID badge corresponding to your exhibit, which you must use to enter the Cancun Center.
7. – You must wear your badge during set-up, break-down and the event itself in order to move freely about or remain in the assigned areas. Inventories provided by exhibitors do not create any obligation or liability for the Cancun Center due to partial or total theft of the product or materials that are brought into the venue.

The Cancun Center has one parking lot in front of the building for the delegates.

Trailers must immediately leave the building after unloading.

## **CLEANING OF BOOTHS AND COMMON AREAS**

Exhibitors are responsible for all rubbish created by set-up/event/break-down, such as boxes, large bags, Styrofoam or other materials, which must be thrown away in the garbage deposit located to one side of the delivery yard. Cancun Center will only do general cleaning in hallways, bathrooms and common areas. Cancun Center reserves the right to penalize any exhibitor who does not abide by the foregoing or who leaves rubbish in his booth, the common areas or hallways. If a cleaning service in the booth is necessary it has to be contracted with Customer Service. **SEE ATTACHED ORDER FORM.**

## **SHIPMENTS**

Exhibitors shipping materials directly to the Cancun Center must contact Cancun Exhibitions, Producers & Suppliers in advance. The Cancun Center may receive advance shipments of packages, as long as the exhibitor e-mails complete information on the shipment to the Customer Service Department at [mgalbiati@cancuncenter.com](mailto:mgalbiati@cancuncenter.com) in advance and the shipment itself is properly labeled. **There will be a storage fee charged as of the date the packages arrive.** The Cancun Center assumes no liability nor will it accept shipments of boxes or any other product that does not fulfill the aforementioned specifications, nor will it open shipping packages or be liable for the contents of said shipments.

## **STORAGE SPACE**

If an exhibitor wants to rent storage space, he may request it at the Customer Service office, subject to space availability. The Cancun Center will designate the area to be used and collect the corresponding fee. There is limited space available for storage. **SEE ATTACHED ORDER FORM.**

Once break-down has finished at 12:00 P.M. on 17 May 2013, Cancun Center will charge a storage fee for any equipment and/or materials that have **NOT** been collected. However, this does not constitute any liability for goods that have been forgotten, mistreated or partially or totally damaged. Storage fees are charged per day or part thereof as follows.

## **ENTRANCES AND EXITS FOR MATERIALS AND/OR EQUIPMENT DURING THE EVENT**

Boxes and/or materials may only be brought in through the delivery yard during the event. For your own security, guards will ask anyone leaving the exhibit area with hand-held equipment (laptops, printers, cameras or other objects) for a materials pass. You may request materials removal passes at the AGU's Meetings Services Desk in the Registration Center, with the prior authorization of the person in charge of your booth. Exhibitors may not use passenger elevators, escalators and common areas for bringing in boxes, equipment, furnishings, dollies, platforms, hydraulic skids or other objects.

## **SECURITY AND LOGISTICS SUPPORT**

The Cancun Center's in-house security guards will be in the exhibit area in general 24-hours a day from set-up to break-down. No permanent guard will be available for individual booths, therefore we recommend exhibitors provide the appropriate control for their belongings. Each exhibitor must make provisions for the safe-guarding of his/her goods, materials, equipment, and display at all times. AGU and the Cancun Center assume no liability for damages or losses. If you want permanent security for your booth, please complete the order form you will find at the end of this manual.

## **ELECTRICAL INSTALLATIONS**

If you wish to rent additional electrical installations, please contact the Customer Service area directly via e-mail at [mgalbiati@cancuncenter.com](mailto:mgalbiati@cancuncenter.com). For security reasons, all electrical installations in the exhibit will be made by the client's authorized electrician, after Cancun Center's review and approval. **SEE ATTACHED ORDER FORM.**

## **EXHIBITORS REGISTRATION**

Exhibitors receive two (2) complimentary badges for each 3m x 3m booth space. Exhibitors must complete and submit the exhibitor registration form by **Wednesday, 10 April 2013** to register exhibitor personnel. Exhibitor badges are non-transferable and may only be utilized by employees of the exhibiting company/organization.

Registrations and/or substitutions received after 10 April 2013 will be processed on-site in Cancun, Mexico and will incur a \$75 processing fee for each exhibitor registrant. Please contact AGU at +1 202-777-7407 or email [exhibits@agu.org](mailto:exhibits@agu.org) for instructions to register additional exhibitor personnel over the complimentary allotment. Additional exhibitor registrations may be purchased at the full conference rate.

All exhibitor personnel who are full-time employees of the exhibiting firm/organization will be required to wear a badge at all times within the exhibit hall and other areas of the Cancun Center, including move-in and move-out. This badge must be presented to gain admittance to the exhibit hall. The Meeting of the Americas registration area will be located in the in the Gran Cancún Hall located on Level Three of the Cancun Center. Exhibitors may pick-up badges during the following dates and hours:

Monday, 13 May 2013	7:00 A.M. – 7:00 P.M.
Tuesday, 14 May 2013	7:00 A.M. – 5:30 P.M.
Wednesday, 15 May 2013	7:00 A.M. – 5:30 P.M.
Thursday, 16 May 2013	7:00 A.M. – 5:30 P.M.

## **HOTEL ACCOMMODATIONS**

AGU has selected INTERMeeting as the official housing agent for the 2013 Meeting of the Americas. The deadline to submit hotel reservations is **Friday, 5 April 2013**. After this date, reservations are subject to availability and possible rate increase. Hotel reservations may be reserved on-line: <http://moa.agu.org/2013/travel-housing/hotels/>

## **HOSPITALITY DESK**

All services exhibitors require before and during the event will be provided by the Customer Service Department, located on the first floor of Cancun Center. You may pay for these services in cash or by VISA, MASTERCARD or AMERICAN EXPRESS credit card.

## **FOOD & BEVERAGES**

Food & Beverage services will be provided exclusively by Cancun Center. You must request these services at the Customer Service Department. You must have Cancun Center's authorization for any food or beverage tasting activities. We would like to remind you that set-up staff must eat their meals outside Cancun Center's meeting rooms and exhibit areas. **You may not use coffee makers on the premises.**

## **"SMOKE FREE" BUILDING**

CANCUN CENTER is a SMOKE FREE building. There will be absolutely no smoking during set-up/event/break-down.

## HEIGHT ALLOWANCES IN EXHIBIT AREAS AND MEETING ROOMS:

TABLE OF HEIGHT ALLOWANCES IN CANCUN CENTER	
LEVELS	HEIGHT ALLOWANCES (IN METERS)
SALON Gran Cancún	6.00 mts.
SECOND LEVEL	2.80 mts.
FIRST LEVEL	2.80 mts.
GROUND FLOOR	2.80 mts.

### REGULATIONS FOR INSTALLING AND DECORATING BOOTHS

Exhibitors will install and decorate their booth only within the space they rented through the AGU and they must abide by the pre-established set-up schedules. Exhibitors may not break-down before the established move-out time beginning on Thursday, 16 May 2013 at 6:00P.M.

Decorations, equipment and products must be kept in the allotted space and may never block free circulation in the hallways or obstruct other booths in the exhibit or common areas.

Movements of materials, merchandise, machinery or any other product or equipment must be done with utmost care in order to protect the floor or carpeting in Cancun Center. Avoid dragging or pulling articles that might mar or damage meeting room floors or carpets.

- 1 – You may not glue, nail, staple, attach with screws, drill or attach anything to columns, walls, floors, furnishings, windows or any other structure belonging to the venue.
- 2 – Carpentry, ironwork, mortar, plumbing, electrical, paint or any other type of work must be done outside Cancun Center. Only pre-fab modules, furnishings or equipment may be put together inside the building. The customer Service Department can provide an area for this type of work, for a fee. This work area must be returned in the same condition in which it was received.
- 3 – Absolutely no carpets or rugs may be glued down with adhesive materials; only double-face adhesive tape may be used.
- 4 – The maximum weight limit in Gran Cancún Exhibit Area is 200 kg./m<sup>2</sup>. (four points support) and 300 kg./m<sup>2</sup> (flat support).
- 5 – Absolutely no smoking, eating or drinking of alcoholic beverages in the installations during set-up and break-down.
- 6 – Exhibitors are liable to Cancun Center for any damage due to work done by their staff during set-up, break-down or the event itself, and Cancun Center reserves the right to collect the corresponding charge for damages incurred.
- 7 – Further, the exhibitors are absolutely liable for labor, tax and Social Security obligations, and for any possible violations of applicable Mexican laws
- 8 – Set-up staff must have dollies or carts in order to facilitate and speed up loading and unloading maneuvers.
- 9 – Cancun Center must give written approval for filling balloons with any kind of gas, which will depend on the dimensions and function of these balloons, because they can interfere with sensors and the fire and smoke detection system.
- 10 – Confetti: You may not use confetti in carpeted areas. Use of confetti in uncarpeted areas is subject to the Customer Service Manager's approval, and a clean-up fee will be added to the client's account.

11 – You must have prior written approval in advance from AGU and the Customer Service Manager in order to use a smoke machine as part of your booth's decoration. Use and installation of smoke machines can set off smoke sensors and the sprinkler system. If exhibitors fail to abide by this provision, Cancun Center will remove this material and penalize the exhibitor for damage incurred by the venue.

#### **PUBLICITY AND PROMOTIONAL MATERIALS**

1. – Exhibitors may only display publicity and promotional materials within their booth.
2. – No printed, optical or visual materials may be placed outside the booth, such as projecting visual effects onto areas outside the rented, approved space.
3. – We would like to remind you that there will be absolutely no distribution or in-hand delivery of brochures, invitations or any other promotional material outside the exhibit hall area.
4. – Promotional banners or canvases may be hung in approved areas, for an additional fee, with the prior authorization of AGU.

#### **PENALTIES**

AGU and the Cancun Center are not liable for any personal injury incurred by an exhibitor or damage to his property. At the end of the event, exhibitors must return the space they rented in the same condition in which they received it (floors, electrical outlets, materials rented from the hospitality desk.) Otherwise, the cost of repairs or cleaning will be charged to the exhibitor's account.





CANCÚN CENTER  
CONVENTIONS & EXHIBITIONS

## SOLICITUD DE MOBILIARIO

### ADDITIONAL EQUIPMENT ORDER FORM

Evento <i>Show</i>	Local <i>Booth</i>	Salón <i>Hall</i>
Compañía <i>Company name</i>	RFC	
Dirección <i>Address</i>	Fecha <i>Date</i>	
Estado <i>State</i>	Ciudad <i>City</i>	
Nombre <i>Name</i>	C.P. <i>Zip</i>	País <i>Country</i>
E-mail	Puesto <i>Title</i>	
	Tel <i>Phone</i>	Fax

Cantidad <i>Qty</i>	Descripción <i>Description</i>	Servicio x <i>Service x</i>	Día (s) <i>Day (s)</i>		TOTAL
	Mesa Rectangular de 2.40x0.80mts / <i>Rectangular Table 2.40x.80 mts</i>	Unidad / unit	Evento / Event	\$ 19.80	\$
	Mesa Rectangular de 2.40x0.40mts / <i>Rectangular Table 2.40x.40 mts</i>	Unidad / unit	Evento / Event	\$ 16.50	\$
	Mesa Rectangular de 0.80x0.80mts / <i>Table .80x.80 mts</i>	Unidad / unit	Evento / Event	\$ 13.20	\$
	Escritorio de 1x0.50x0.75mts / <i>Office desk 1x0.5x0.75 mts</i>	Unidad / unit	Evento / Event	\$ 59.40	\$
	Mesa de Cóctel / <i>Round Tall Table</i>	Unidad / unit	Evento / Event	\$ 24.20	\$
	Silla Ejecutiva color negro / <i>Executive Chair</i>	Unidad / unit	Evento / Event	\$ 215.60	\$
	Silla acojinada color azul o beige / <i>Blue or beige conference chair</i>	Unidad / unit	Evento / Event	\$ 6.60	\$
	Counter (1.00x1.00x0.50mts) / <i>Counter (1.00x1.00x0.50 mts)</i>	Unidad / unit	Evento / Event	\$ 74.80	\$
	Stand de 3x3mts (incluye mamparas, contacto eléctrico, antepecho, rótulo) / <i>10*10 sq ft standard booth (includes schell walls, electric contact, name of the</i>	Unidad / unit	Evento / Event	\$ 133.00	\$
	Mampára de .96 x 2.35 mts / <i>Schell Wall .96 x 2.35 mts</i>	Unidad / unit	Evento / Event	\$ 22.00	\$
	Impresión de antepecho / <i>Name printed on front</i>	Unidad / unit	Evento / Event	\$ 8.80	\$
	Banco Alto tipo Casino / <i>Tall cocktail chair</i>	Unidad / unit	Evento / Event	\$ 28.60	\$
	Frigobar / <i>Minibar</i>	Unidad / unit	Evento / Event	\$ 102.80	\$
	Caballote / <i>Easel</i>	Unidad / unit	Evento / Event	\$ 36.00	\$
	Poste Unifila / <i>Single line</i>	Unidad / unit	Evento / Event	\$ 34.00	\$
	Porta Folletero / <i>Brochure rack</i>	Unidad / unit	Evento / Event	\$ 57.20	\$
	Sillón Color negro de Piel / <i>Black leather armchair</i>	Unidad / unit	Evento / Event	\$ 12.70	\$
	Estrado para presidium de 1 a 4 pax / <i>Stage for presidium up to 4 people</i>	Unidad / unit	Evento / Event	\$ 83.60	\$
	Estrado para presidium de 5 a 8 pax / <i>Stage for presidium up to 8 people</i>	Unidad / unit	Evento / Event	\$ 166.00	\$
	Estrado para presidium de 9 a 12 pax / <i>Stage for presidium up to 12 people</i>	Unidad / unit	Evento / Event	\$ 247.50	\$
	Estrados / <i>Stage</i>	m/2 Evento	Evento / Event	\$ 19.80	\$
	Planta Grande (Areka) / <i>Areca Palm Tree</i>	Unidad / unit	Evento / Event	\$ 25.30	\$
<b>SUBTOTAL</b>				\$0.00	\$0.00
+ 11% IVA / <i>Tax</i>				\$0.00	\$0.00
<b>TOTAL</b>				\$0.00	\$0.00

REGLAS Y CONDICIONES	RULES AND CONDITIONS
Precios en Dólares Americanos	Prices are in US Dollars
FAVOR DE MANDAR ESTA FORMA FIRMADA JUNTO CON EL COMPROBANTE DE PAGO	PLEASE SEND THE SIGNED FORM WITH THE PAYMENT RECEIPT

Realizar el pago correspondiente a: / Address your payment to:

CONGRESOS Y CONVENCIONES DE CANCÚN, S.A. DE C.V.  
Cuenta HSBC Pesos / HSBC Dollars account No.: 04025103839 - Clave de Transferencia / Routing number.: 021691040251038392  
Cuenta HSBC Dólares / HSBC Pesos account No.: 07001882588 - Clave de Transferencia / Routing number: 02169107001882588  
Tel: 01 998 8 8104 00. Fax: 01 998 8 81 04 02

EXPOSITOR / EXHIBITOR

CANCUN CENTER

NOMBRE Y FIRMA / NAME & SIGNATURE

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CANCUN CENTER  
CONVENTIONS & EXHIBITIONS

SOLICITUD DE AUDIOVISUAL

AUDIOVISUAL EQUIPMENT ORDER FORM

Evento Show	Local Booth	Salón Hall
Compañía Company name	RFC	
Dirección Address	Fecha Date	
Estado State	Ciudad City	
Nombre Name	C.P. Zip	País Country
E-mail	Puesto Title	
	Tel Phone	Fax

Cantidad Qty	Descripción Description	Servicio x Service x	Día (s) Day (s)		TOTAL
	Pantalla plasma 42 pulgadas con base 1.80 mts. de alto/Plasma Screen 42 inches with high stand 6 ft	Unidad / Unit	Evento/Event	\$ 726.00	\$ -
	Pantalla plasma 52 pulgadas con base 1.80 mts. de alto/Plasma Screen 52 inches with high stand 6 ft	Unidad / Unit	Evento/Event	\$ 968.00	\$ -
	Computadora laptop / Laptop Computer	Unidad / Unit	Evento/Event	\$ 302.50	\$ -
	Impresora B/N 15 ppm / Printer B/W 15 ppm	Unidad / Unit	Evento/Event	\$ 314.60	\$ -
	Impresora laser B/N 35 ppm / Printer Laser B/W 35 ppm	Unidad / Unit	Evento/Event	\$ 423.50	\$ -
	Impresora Laser color 22 ppm / Printer Laser Color 22 ppm	Unidad / Unit	Evento/Event	\$ 440.00	\$ -
	Multifuncional (imprime, escanea, fotocopia) B/N 35 ppm / Multifuncional (Prints, scans, copy) B/W 35 ppm	Unidad / Unit	Evento/Event	\$ 484.00	\$ -
	Multifuncional (imprime, escanea, fotocopia) B/N 50 ppm / Multifuncional (Prints, scans, copy) B/W 50 ppm	Unidad / Unit	Evento/Event	\$ 726.00	\$ -
	Multifuncional (imprime, escanea, fotocopia) B/N 50 ppm / Multifuncional (Prints, scans, copy) Copy 50 ppm	Unidad / Unit	Evento/Event	\$ 1,089.00	\$ -
	Paquete 500 hojas blancas para impresión y fotocopiada / 500 white paper package	Unidad / Unit	Evento/Event	\$ 9.70	\$ -
	Proyector 1700 lumens / LCD Proyector 1700 lumens	Unidad / Unit	Evento/Event	\$ 605.00	\$ -
	Rotafolio con hojas y marcadores / Flipchart with paper	Unidad / Unit	Evento/Event	\$ 121.00	\$ -
	Caballote de aluminio para carteles rígidos / Easel	Unidad / Unit	Evento/Event	\$ 60.50	\$ -
	Reproductor DVD/ DVD Player	Unidad / Unit	Evento/Event	\$ 60.50	\$ -
	Bocinas 15 pulgadas con trípode y mic. Alámbrico / Loudspeaker 15 inch w/ tripod and wired mic.	Unidad / Unit	Evento/Event	\$ 157.30	\$ -
	Conexión de internet por computadora	Unidad / Unit	Evento/Event	\$ 135.00	\$ -
	Llamada Local / Local Call	Minuto / Minute		\$ 0.60	\$ -
	Llamada Nacional / National Call	Minuto / Minute		\$ 1.20	\$ -
	Llamada a EUA y CANADA / EUA and CANADA call	Minuto / Minute		\$ 6.05	\$ -
	Llamada a Europa y Resto del Mundo / Europe and Worldwide Call	Minuto / Minute		\$ 5.00	\$ -
	Llamada a Celular / Cellular Phone Call	Minuto / Minute		\$ 1.20	\$ -
<b>SUBTOTAL</b>					<b>\$0.00</b>
<b>+ 11% IVA / Tax</b>					<b>\$0.00</b>
<b>TOTAL</b>					<b>\$0.00</b>

REGLAS Y CONDICIONES	RULES AND CONDITIONS
Precios en Dólares Americanos	Prices are in US Dollars
Se incluye el primer toner de las impresiones	Only first toner for printers
FAVOR DE MANDAR ESTA FORMA FIRMADA JUNTO CON EL COMPROBANTE DE PAGO	PLEASE SEND THE SIGNED FORM WITH THE PAYMENT RECEIPT

Realizar el pago correspondiente a: / Address your payment to:

CONGRESOS Y CONVENCIONES DE CANCUN, S.A. DE C.V.  
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EXPOSITOR / EXHIBITOR

CANCUN CENTER

NOMBRE Y FIRMA / NAME & SIGNATURE

NOMBRE Y FIRMA / NAME & SIGNATURE



CANCÚN CENTER  
CONVENTIONS & EXHIBITIONS

SOLICITUD DE EQUIPO DE CARGA

LOADING EQUIPMENT SERVICE ORDER FORM

Evento Show	Local Booth	Salón Hall
Compañía Company name	RFC	
Dirección Address	Fecha Date	
Estado State	Ciudad City	
Nombre Name	C.P. Zip	País Country
E-mail	Puesto Title	
	Tel Phone	Fax

Cantidad Qty	Descripción Description	Servicio x hr Service x hr	Día (s) Day (s)	TOTAL
	Pañin hidráulico (1 ton) / Hydraulic Pallet Truck (1 ton)	Unidad / Unit	hora/hr	\$ 25.30
	Genie (incluye operador) / Extended genie lift (Operator included)	Unidad / Unit	hora/hr	\$ 38.50
	Diablito / Rolling hand truck	Unidad / Unit	hora/hr	\$ 7.70
	Plataforma para carga 300 kg. / Load platform carts (300) kg	Unidad / Unit	hora/hr	\$ 12.70
<b>SUBTOTAL:</b>				<b>\$0.00</b>
<b>+ 11% IVA / Tax</b>				<b>\$0.00</b>
<b>TOTAL:</b>				<b>\$0.00</b>

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EXPOSITOR / EXHIBITOR

NOMBRE Y FIRMA / NAME & SIGNATURE

CANCUN CENTER

NOMBRE Y FIRMA / NAME & SIGNATURE



## SOLICITUD DE ALMACENAMIENTO

## STORAGE SERVICE ORDER FORM

<b>Evento</b> Show	<b>Local</b> Booth	<b>Salón</b> Hall
<b>Compañía</b> Company name	<b>RFC</b>	
<b>Dirección</b> Address	<b>Fecha</b> Date	
<b>Estado</b> State	<b>Ciudad</b> City	
<b>Nombre</b> Name	<b>C.P.</b> Zip	<b>País</b> Country
<b>E-mail</b>	<b>Puesto</b> Title	<b>Fax</b>
	<b>Tel</b> Phone	

Cantidad Qty	Descripción Description	Servicio x Service x	Día (s) Day (s)	TOTAL
	Área de 3x3mts / 10 x 10 ft space	Unidad / unit	Evento/Event	\$ 109.00 \$
<b>SUBTOTAL:</b>				<b>\$0.00</b>
+ 11% IVA / Tax				<b>\$0.00</b>
<b>TOTAL:</b>				<b>\$0.00</b>

REGLAS Y CONDICIONES	RULES AND CONDITIONS
Precios en Dólares Americanos	Prices are in American Dollars
FAVOR DE MANDAR ESTA FORMA FIRMADA JUNTO CON EL COMPROBANTE DE PAGO	PLEASE SEND THI SIGNED FORM WITH THE PAYMENT RECEIPT

Realizar el pago correspondiente a: / Address your payment to:

CONGRESOS Y CONVENCIONES DE CANCÚN, S.A. DE C.V.  
 Cuenta HSBC Pesos / HSBC Dollars account No.: 04025103839 - Clave de Transferencia / Routing number.: 021691040251038392  
 Cuenta HSBC Dólares / HSBC Pesos account No.: 07001882588 - Clave de Transferencia / Routing number: 021691070018825886  
 Tel: 01 998 8 8104 00. Fax: 01 998 8 81 04 02

EXPOSITOR / EXHIBITOR

NOMBRE Y FIRMA / NAME & SIGNATURE

CANCUN CENTER

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CONVENTIONS & EXHIBITIONS

SOLICITUD DE ELECTRICIDAD

ELECTRICITY SERVICE ORDER FORM

<b>Evento</b> Show	<b>Local</b> Booth	<b>Salón</b> Hall
<b>Compañía</b> Company name	<b>RFC</b>	
<b>Dirección</b> Address	<b>Fecha</b> Date	
<b>Estado</b> State	<b>Ciudad</b> City	
<b>Nombre</b> Name	<b>C.P.</b> Zip	<b>País</b> Country
<b>E-mail</b>	<b>Puesto</b> Title	
	<b>Tel</b> Phone	<b>Fax</b>

Cantidad Qty	Descripción Description	Servicio x Service x	Día (s) Day (s)		TOTAL
110 volts / 1-30 Amps	MONOFÁSICO / MONOPHASE	Unitario / Unif	Evento / Event	\$ 108.90	\$
110 volts / 31-60 Amps	MONOFÁSICO / MONOPHASE	Unitario / Unif	Evento / Event	\$ 170.50	\$
110 volts / 61-100 Amps	MONOFÁSICO / MONOPHASE	Unitario / Unif	Evento / Event	\$ 264.00	\$
220 volts / 1-30 Amps	BIFÁSICO / TWO - PHASE	Unitario / Unif	Evento / Event	\$ 140.00	\$
220 volts / 31-60 Amps	BIFÁSICO / TWO - PHASE	Unitario / Unif	Evento / Event	\$ 233.00	\$
220 volts / 61-100 Amps	BIFÁSICO / TWO - PHASE	Unitario / Unif	Evento / Event	\$ 357.50	\$
220 volts / 1-30 Amps	TRIFÁSICO / THREE - PHASE	Unitario / Unif	Evento / Event	\$ 202.40	\$
220 volts / 31-60 Amps	TRIFÁSICO / THREE - PHASE	Unitario / Unif	Evento / Event	\$ 341.00	\$
220 volts / 61-100 Amps	TRIFÁSICO / THREE - PHASE	Unitario / Unif	Evento / Event	\$ 462.00	\$
440 volts / 1-30 Amps	TRIFÁSICO / THREE - PHASE	Unitario / Unif	Evento / Event	\$ 202.40	\$
440 volts / 31-60 Amps	TRIFÁSICO / THREE - PHASE	Unitario / Unif	Evento / Event	\$ 341.00	\$
440 volts / 61-100 Amps	TRIFÁSICO / THREE - PHASE	Unitario / Unif	Evento / Event	\$ 497.20	\$
	EXTENSIÓN / POWER CORD	Unitario / Unif	Evento / Event	\$ 15.40	\$
	CONTACTO ELÉCTRICO / ELECTRIC SOCKET	Unitario / Unif	Evento / Event	\$ 28.60	\$
	MULTICONTACTO / POWER STRIP	Unitario / Unif	Evento / Event	\$ 10.50	\$
				<b>SUBTOTAL</b>	<b>\$0.00</b>
				<b>+ 11% IVA / Tax</b>	<b>\$0.00</b>
				<b>TOTAL</b>	<b>\$0.00</b>

REGLAS Y CONDICIONES	RULES AND CONDITIONS
Precios en Dólares Americanos	Prices are in US Dollars
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**SOLICITUD DE LIMPIEZA**  
**CLEANING SERVICE ORDER FORM**

Evento Show	Local Booth	Salón Hall
Compañía Company name	RFC	
Dirección Address	Fecha Date	
Estado State	Ciudad City	
Nombre Name	C.P. Zip	País Country
E-mail	Puesto Title	
	Tel Phone	Fax

Cantidad Qty	Descripción Description	Servicio x Service x	Día (s) Day (s)		TOTAL
	Servicio de Limpieza de Stand / Booth cleaning service (m2/day)	Día/m2		\$ 3.30	\$
	Personal de Apoyo Limpieza / Cleaning staff service	8 hrs		\$ 55.00	\$
	Bolsa de Plástico para Basura / Plastic trash bag	Unidad / Unit	No Aplica	\$ 3.30	\$
				<b>SUBTOTAL:</b>	\$0.00
				<b>+ 11% IVA / Tax</b>	\$0.00
				<b>TOTAL:</b>	\$0.00

REGLAS Y CONDICIONES	RULES AND CONDITIONS
Precios en Dólares Americanos	Prices are in US Dollars
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CANCÚN CENTER  
CONVENTIONS & EXHIBITIONS

## SOLICITUD PERSONAL DE SEGURIDAD

### SECURITY SERVICE ORDER FORM

<b>Evento</b> Show	<b>Local</b> Booth	<b>Salón</b> Hall
<b>Compañía</b> Company name	<b>RFC</b>	
<b>Dirección</b> Address	<b>Fecha</b> Date	
<b>Estado</b> State	<b>Ciudad</b> City	
<b>Nombre</b> Name	<b>C.P.</b> Zip	<b>País</b> Country
<b>e-mail</b>	<b>Puesto</b> Title	
	<b>Tel</b> Phone	<b>Fax</b>

Cantidad Qty	Descripción Description	Servicio x Service x	Día (s) Day (s)	TOTAL
	Elemento de Seguridad (Turno 8 hrs.) / Security guard (08 hrs. shift)	Turno / Shift	\$ 84.70	\$ -
	Elemento de Seguridad bilingüe (Turno 8 hrs.) / Bilingual Security guard ( 8 hrs Shift.)	Turno / Shift	\$ 113.00	\$ -
<b>SUBTOTAL</b>				<b>\$0.00</b>
+ 11% IVA / Tax				<b>\$0.00</b>
<b>TOTAL</b>				<b>\$0.00</b>

REGLAS Y CONDICIONES	RULES AND CONDITIONS
Precios en Dólares Americanos	Prices are in American Dollars
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## SOLICITUD DE A Y B FOOD AND BEVERAGE SERVICE ORDER FORM

Evento <i>Show</i>	Local <i>Booth</i>	Salón <i>Hall</i>
Compañía <i>Company</i>	RFC	
Dirección <i>Address</i>	Fecha <i>Date</i>	
Estado <i>State</i>	Ciudad <i>City</i>	
Nombre <i>Name</i>	C.P. <i>Zip</i>	País <i>Country</i>
E-mail	Puesto <i>Title</i>	
	Tel <i>Phone</i>	Fax

Cantidad <i>Qty</i>	Descripción <i>Description</i>	Servicio x <i>Service x</i>	Día (s) <i>Day (s)</i>	Precio <i>Price</i>	TOTAL
	MENÚ PARA STAFF. Incluye sopa, ensalada, dos guisados, dos guarniciones y postre/Staff Menu includes soup, salad, two main courses, two side dishes and dessert	Por Persona/Per person		\$ 7.70	\$
	SERVICIO DE COFFE BREAK SENCILLO (Incluye café, galletas, agua, refrescos)/Simple Coffee Break (coffee, pastries, water and soft drinks)	Por Persona/Per person		\$ 9.90	\$
	Canapés gourmet (rosa de camarón, salmón ahumado con queso crema, rollo de pastrami y pepinillo, brocheta de langosta flamé, espárrago con prosciutto, trufa de queso) (6 pzas x persona) / Gourmet canapes (shrimp rose, smoked salmon with cream cheese, pastrami and pickles roll, lobster mini skewer, asparagus with prosciutto, cheese truffle)flamé, espárrago con prosciutto, trufa de queso).	Por Persona/Per person		\$ 19.80	\$
	SERVICIO DE CANAPE GOURMET CALIENTE (Mini quesadilla de camarón, mini quesadilla de huitlacoche, sopecito de pollo, queso relleno, volauvent de pollo, dedito de mozzarella).Hot canapes (mini shrimp quesadilla, mini huitlacoche quesadilla, mini tortilla with chicken, stuffed cheese, chicken vol au vent, mozzarella fingers)	Por Persona/Per person		\$ 16.50	\$
	DESCORCHE POR BOTELLA NACIONAL (Incluye 6 refrescos mezcladores)/Corkage per domestic bottle (includes 6 mixers)	Unidad/Unit		\$ 13.20	\$
	DESCORCHE POR BOTELLA IMPORTADA 3/4 (Incluye 6 refrescos mezcladores)/Corkage per imported bottle 3/4 (includes 6 mixers)	Unidad/Unit		\$ 16.50	\$
	DESCORCHE POR BOTELLA VINO DE MESA 3/4 BLANCO, TINTO, ROSADO (Sin mezcladores)/Corkage per wine bottle 3/4 (white, rose or red)	Unidad/Unit		\$ 9.90	\$
	DESCORCHE BOTELLA 3/4 CHAMPAGNE O ESPUMOSO (Sin mezcladores)/Corkage per champagne or sparkling wine bottle 3/4	Unidad/Unit		\$ 19.80	\$
<b>SUBTOTAL</b>					<b>\$0.00</b>
+ 15% SERVICIO / Service					<b>\$0.00</b>
+ 11% IVA / Tax					<b>\$0.00</b>
<b>TOTAL</b>					<b>\$0.00</b>

REGLAS Y CONDICIONES	RULES AND CONDITIONS
Precios en Dólares Americanos.	Prices are in US Dollars
* El servicio de alimentos y bebidas es EXCLUSIVO DE CANCUN CENTER.	Food and Beverage service is EXCLUSIVE of CANCUN CENTER.
CONTAMOS CON VARIEDAD EN ALIMENTOS Y BEBIDAS PARA MÁS INFORMACIÓN COMUNICARSE A: SERVICIOS AL CLIENTE.	WE HAVE A VARIETY OF F&B SERVICES FOR MORE INFORMATION PLEASE CONTACT DANIEL CONCHA OF CUSTOMER SERVICE
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\_\_\_\_\_  
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CANCÚN CENTER  
CONVENTIONS & EXHIBITIONS

SOLICITUD DE PERNOCTA

PARKING SERVICE ORDER FORM

<b>Evento</b> Show	<b>Local</b> Booth	<b>Salón</b> Hall
<b>Compañía</b> Company name	<b>RFC</b>	
<b>Dirección</b> Address	<b>Fecha</b> Date	
<b>Estado</b> State	<b>Ciudad</b> City	
<b>Nombre</b> Name	<b>C.P.</b> Zip	<b>País</b> Country
<b>E-mail</b>	<b>Puesto</b> Title	<b>Tel</b> Phone
		<b>Fax</b>

Cantidad Qty	Descripción Description	Servicio x Service x	Día (s) Day (s)	TOTAL
	Servicio de Pernocta / Overnight parking fee	Unidad / unit	Evento/Event	\$ 68.20 \$
<b>SUBTOTAL</b>				<b>\$0.00</b>
+ 11% IVA / Tax				<b>\$0.00</b>
<b>TOTAL</b>				<b>\$0.00</b>

REGLAS Y CONDICIONES	RULES AND CONDITIONS
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## SOLICITUD DE EDECANES

### HOSTESS SERVICE ORDER FORM

<b>Evento</b> Show	<b>Local</b> Booth	<b>Salón</b> Hall
<b>Compañía</b> Company name	<b>RFC</b>	
<b>Dirección</b> Address	<b>Fecha</b> Date	
<b>Estado</b> State	<b>Ciudad</b> City	
<b>Nombre</b> Name	<b>C.P.</b> Zip	<b>País</b> Country
<b>E-mail</b>	<b>Puesto</b> Title	
	<b>Tel</b> Phone	<b>Fax</b>

Cantidad Qty	Descripción Description	Servicio x Service x	Turno Turn	Día (s) Day (s)	TOTAL
	Edecán profesional AAA (turno 7 hrs) / +++ Bilingual professional hostess (7 hours shift)	Turno /Shift		\$ 266.00	\$
	Edecán profesional AA(turno 7 hrs) /+++ Professional Hostess (7 hours shift)	Turno /Shift	No Aplica	\$ 202.00	\$
	Hora adicional Edecán Profesional ++ / Additional hour for professional hostess (01 hour)	Turno /Shift		\$ 28.00	\$
	Hora adicional Edecán Bilingüe +++ / Additional hour bilingual hostess (01 hour)	Turno /Shift	No Aplica	\$ 37.00	\$

**SUBTOTAL:** \$0.00  
**+ 11% IVA / Tax:** \$0.00  
**TOTAL:** \$0.00

<b>REGLAS Y CONDICIONES</b> Precios en Dólares Americanos	<b>RULES AND CONDITIONS</b> Prices are in American Dollars
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Cancun, Mexico | 14–17 May 2013

## EXHIBITOR REGISTRATION FORM

**DEADLINE: 10 APRIL 2013**

Exhibitors receive two (2) complimentary badges for each 3m x 3m booth space. Please complete this form and submit by **Wednesday, 10 April 2013** to register exhibitor personnel. Exhibitor badges are non-transferable and may only be utilized by employees of the exhibiting company/organization.

Registrations and/or substitutions received after 10 April 2013 will be processed on-site in Cancun, Mexico and will incur a \$75 processing fee for each exhibitor registrant. Please contact the American Geophysical Union at +1 202-777-7407 or email [exhibits@agu.org](mailto:exhibits@agu.org) for instructions to register additional exhibitor personnel over the complimentary allotment. Additional exhibitor registrations may be purchased at the full conference rate.

### EXHIBITOR REGISTRANTS:

Exhibiting Company/Organization: \_\_\_\_\_

1. First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Badge Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

2. First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Badge Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**SUBMIT REGISTRATION FORM BY WEDNESDAY, 10 APRIL 2013 TO:**

American Geophysical Union - Meetings Department  
2000 Florida Avenue, NW, Washington, DC 20009- 1277 USA  
Email: [exhibits@agu.org](mailto:exhibits@agu.org) Fax: +1 202- 777- 7385



Cancun, Mexico | 14-17 May 2013

EXHIBITOR DISPLAY DESCRIPTION
DEADLINE: 5 APRIL 2013

Please type or print clearly the contact information as you wish it to be published in the Exhibitor Directory in the 2013 Meeting of the Americas Program Book. Exhibitor listings for the Exhibitor Directory must be submitted by Friday, 5 April 2013. Only one listing may be submitted for each exhibitor.

Exhibitor Booth Number

Address

City State Postal Code Country

Phone Fax

Contact Email Website

Display Description: Provide a brief (75 maximum words) description of the products and/or services your company/organization will be exhibiting in the space provided below. Please type or clearly print the information using upper and lower case lettering. The American Geophysical Union reserves the right to edit submissions longer than 75 words.

Three horizontal lines for writing the display description.

Display Category (please select only one):

- Academic University/Institution
Computer Software
Gems and Minerals
General Education
Geophysical Equipment/Instrumentation
Geophysical Services
Government Agency
Professional Society/Association
Publisher
Other

Although every effort will be made to publish reliable data, the American Geophysical Union shall not be held liable for the completeness or accuracy of the information that is published in the directory. To better ensure that your company information is correct, please type or print clearly. The American Geophysical Union does not guarantee that information received after the submission deadline will be published in the 2013 Meeting of the Americas Exhibitor Directory.

SUBMIT EXHIBITOR DISPLAY DESCRIPTION BY FRIDAY, 5 APRIL 2013 TO:

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Email: exhibits@agu.org Fax: +1 202 777 7385