



September 24-26, 2009

Jockey Plaza Convention Center – Lima, Peru

Exhibitor Manual

Organiza
Organized by:



Convoca
Hosted by:



Auspicia
Supported by:





General Agenda

Wednesday 23	
08:00 - 24:00	Stands set-up
12:00 - 18:00	Latin American Association for NGV Meeting
Thursday 24	
12:00 - 19:00	Visits to Stands
13:00	Exhibition, Press Conference and Ribbon Cutting Ceremony
14:00 - 14:30	Conferences Opening Ceremony
14:30 - 18:00	Conferences and Round Tables
Friday 25	
09:00 - 13:00	Technical Tour
12:00 - 19:00	Visits to Stands
14:00 - 18:00	Conferences and Round Tables
Saturday 26	
10:00 - 16:00	Visits to Stands
10:00 - 14:00	Conferences and Round Tables
14:00	Conclusions and Closing Speech
16:00 - 24:00	Disassembly of stands
Sunday 27	
06:00 - 24:00	Disassembly of stands

VENUE:

Jockey Plaza Convention Center

EXECUTION OF WORKS AT THE FAIR:

The exhibitor should leave his stand(s), island(s) and/or open area(s) free of debris, boxes and materials other than the ones related to the exhibition, at 12:00 am on Sunday, 27th of September 2009, at the latest. The building-up materials: packaging and disassembly stuff as well as waste should be removed from the exhibition site (by the exhibiting company) at 12:00 am on Sunday, 27th of September 2009, at the latest.

CHARACTERISTICS OF THE EXHIBITION AREAS

PRE-DECORATED STANDS

Minimum area: 9 sqm

Front: 3 m - Depth: 3 m (Stands 9 sqm)

Height: 2.35 m (frieze included)

Frieze: 0.20 m high

Maximum height of decoration for those companies that will keep the panels and friezes provided by the organization (basic module): 2.50 m

Maximum height of decoration for companies that will install their own structure (removal of basic module): 4.50 m

Basic modules include:

- Frieze with exhibiting company's name
- Interior floor with high-traffic gray carpet
- Three spotlights of 60 watts each
- A socket
- 250 watts available every 6-8m²
- 1 desk
- 2 chairs



RESTRICTIONS ON DESIGN AND INSTALLATION OF EXHIBITION AREAS

It is strictly forbidden the use of nails, paint, glue, thumbtacks and staples on the panels of PRE-DECORATED STANDS (melamine plates) and / or aluminum structures. In addition, it will not be permitted to cut the carpet and, in general, to damage the elements employed to build up the stands. For hanging objects in the panel, it is recommended the use of adhesive hooks.

It is not allowed to drill, break, paint or chip the existing cement slab. If decoration requires a support, it is suggested to put a wooden plank or several plastic carpets with cardboard sheets on the cement slab to create a false cement floor of cement that can serve as base for the installation. Once the event is over, the exhibitor should remove the false floor or the wooden plank.

It is forbidden the use of poly silk, jute, fabric called angel skin and other similar materials for the ceiling and/or delimitation of the exhibit areas.

The Organization will stop the building-up of any exhibiting company that ignores these restrictions.

IMPORTANT

By order of the 2nd Region of Civil Defense and the Civil Defense Office of Santiago de Surco district, it is strictly prohibited the use of twin cables in any electrical installation. Only vulcanized cables may be used in all electrical installations as well as electrical accessories adapted to safety standards (National Electrical Code).

- In case of utilizing TW cables, these must be adequately piped.

- The organization is entitled to stop the building-up of any exhibiting company that ignores this requirement and put other exhibitors and visitors at risk.

Also, exhibitors should keep traffic areas (corridors) free at all times and avoid obstructing escape routes. All welding work must be accompanied by a fire extinguisher and previously authorized by the Organizing Committee.



EXHIBITOR SERVICES

Official Suppliers

- Design and decoration of basic stands and open area

EXPOSISTEMAS

Contact: ARQ. WILLIAM CHAVEZ PERALTA/ CLAUDIA DURAN PALOMINO

Telephone: (00511) 437-2206 / 4372204

Mobile: (00 51 1) 996767804 / 999530440

Nextel: 51*103*0028

wchavez@exposistemas.com.pe / cduranexposis@gmail.com

/www.exposistemas.com.pe

On the Web, you can find the PDF catalog containing furniture for rent.

(www.expognvperu.com/es/services)

- Stands Security and Control Service

GPS PREVENCION Y CONTROL DE RIESGO

Contact: Dr. JOSE MANUEL SOLIS PASTOR

jmsolis@cgpsperu.com

Telephone/fax: (00 51 1) 260-8891

Mobile: (00 51 1) 999-414-608 / 997-492-131

Nextel: 51*817*0849 / 51*101*4068

Address: Calle Segovia 114 - Dpto 401.Higuereta Santiago de Surco Lima - Perú

This service includes:

GPS Personnel- Daytime and/or Night.
01 Chief of Operations responsible for the service.
Constant supervision and surveillance.
Communications equipment (internal and external)

COST FOR THE SERVICE OF PREVENTION AND CONTROL OF RISK. (INC. IGV).

GPS Personnel for Prevention and Stand Control, per event day.: u\$d 40.-

➤ Cleaning Service for Stands

MDN SOLUCIONES PARA EVENTOS E.I.R.L.

Contact: Milton Domínguez Narváez
milton@mdneventos.com / serviciolimpieza@gmail.com
Telephone: (+511) 685 6722
Mobile: (+511) 99407 0227
Nextel: 51*407*0027
Address: Av. Petit Thouars N° 4573 - C Miraflores LIMA 18 PERU

SERVICE DESCRIPTION

Cleaning service of BASIC STANDS, ISLANDS, DECORATED AREAS. Qualified staff and equipment such as vacuum cleaners, air fresheners, plastic wastebaskets, etc.. to keep your exhibit area in perfect conditions.

The prices for STAND cleaning are as follows:

USD 17 X 12M2
USD 27 X 16M2
USD 34 X 24M2
USD 40 X 36M2
USD 50 X 48M2
USD 60 X 60M2
USD 24 X 100M2

➤ Advertising Services

ADM PUBLICIDAD

Contact: ALDO DE SOUZA MERMAU
adesouza@admpublicidad.com

ventas@admpublicidad.com / www.admpublicidad.com
Telephone: (00 51 1) 444-2790
Mobile: (00 51 1) 995926092
Nextel: 51*416*8759 / 51*429*3472
Address: Calle Cantuarias 270 of. 302. Miraflores

Price inquiries about:

High Relief Signs
Advertising Banners
Vinyl and Plotters
Modules
Etc.

➤ **Customs, Logistics and Transport Service:**

AGENCIA DE ADUANA ULTRAMAR S.A.
Contact: Sr. Rodolfo Benites Machuca / Luis Aponte
rbenites@ultramar.com.pe / laponte@ultramar.com.pe
www.grupoultramar.com
Telephone: (0051 1) 433-1543 Fax.: (00 51 1) 433-8136
Address: Av. Arequipa 330 Piso 2, Lima 1, Perú

➤ **Hostesses and Models Services:**

FEMME Agencia de Modelos y Anfitrionas
Contact: FABIOLA LUQUE
femmemodels@gmail.com
Nextel: 51* 105*4390
Mobile: (0051 1) 992771991

➤ **Audio and Video Services**

SHOW MAKERS PERÚ
Contact: Sr. Carlos Yaipén P.
carlos@showmakersperu.com
Telephone/fax: (511) 224 3221 / 225 3596
Mobile: (511) 9816*4213

➤ **Internet Service**

ALIGHIERI EVENTOS

Contact: DAIANA LAZO MEDINA

alighieri@terra.com.pe / www.alighierieventos.net

Telephone: (0051 1) 449-1089 / 448-0275 / Fax: 449-1231

Nextel: 51*411*7986 / 51*401*7621

Mobile: (0051 1) 9904-3853

Address: Jirón Marques de Cañete 231 Urb. Los Morochucos - Surco

Ask for prices for:

WIRELESS INTERNET SERVICE FOR LAPTOP

WIRELESS INTERNET SERVICE FOR PC

➤ **Forklift & Crane Service**

GRUPO ZAPLER

Contact: SR. PERCY ROSAS

operaciones@zapler.com / marketing@zapler.com

Telephone: (0051 1) 254-3476

Nextel: 51*810*5347 / 51*810*5387 / 51*831*2671

www.zapler.com

Prices and services:

FORKLIFT RENT

CAPACITY	PRICE
5 TON	USD 22.00 + IGV/HOUR
6 TON	USD 24.00 + IGV/HOUR
8 TON	USD 30.00 + IGV/HOUR
10 TON	USD 34.00 + IGV/HOUR
15 TON	USD 50.00 + IGV/HOUR
24 TON	USD 80.00 + IGV/HOUR

CRANE RENT

CAPACITY	PRICE
5 TON	USD 34.00 + IGV/HOUR
10 TON	USD 50.00 + IGV/HOUR

16 TON USD 60.00 + IGV/HOUR
30 TON USD 70.00 + IGV/HOUR

OUR RATES INCLUDE:

OPERATOR, FUEL, INSURANCE, LOADING MATERIAL (CRANE) AND MOVING
TO THE FAIR (TAKES 2 HOURS)