



2017  
ALA-ICA  
CONFERENCE  
MEXICO CITY

## Exhibitor Form

Complete the following form and send it by email.

### 1. Information of the exhibitor

Name of the institution			Website	
Country			Address	
Contact	Name			
	Phone	(Office)	Position	
		(Mobile)	Email	
Exhibition Theme	<input type="checkbox"/> Digital files		<input type="checkbox"/> File Supplies	<input type="checkbox"/> Digitizing equipment and devices
	<input type="checkbox"/> Physical installations and safety		<input type="checkbox"/> Schools and publishers	<input type="checkbox"/> Other

	Cost	Total	Remarks
<input type="checkbox"/> <b>Stand</b> <input checked="" type="checkbox"/> 3 x 3 x 3 m. <input checked="" type="checkbox"/> Plank with cloth and 2 chairs. <input checked="" type="checkbox"/> Table path printed in sublimated fabric of 35 x 70 cms. <input checked="" type="checkbox"/> Marquee with the institution logo. <input checked="" type="checkbox"/> Access to an electrical outlet. <input checked="" type="checkbox"/> Accreditation of admission for 1 person per stand request.	\$25,000 MXP ( )		
<b>Reservation deposit</b>	<b>50% of the total rate</b>		

### ■ Payment (Deposit or bank transfer only)

Name of Beneficiary:

Bank:

Address:

Account number:

CLABE:

Badge:

City:

Country:

Reference:

**ASOC LATINOAMERICANA DE ARCH/ICA 2017**

BBVA Bancomer

U. Montes No. 620 P.B. Colonia Lomas de Chapultepec,  
C.P. 11000, Mexico City.

**0109437185**

**012180001094371856**

**MXP\_ (PESOS)**

Mexico City

Mexico

**Name of Member or institution making payment**

\* To reserve your place a deposit of 50% of the total fee is required, it must be transferred at the latest one week after the date of request.

\* Full payment must be made before September 30, 2017.

\* You must send the payment receipt to the email [tesoreria@alaarchivos.org](mailto:tesoreria@alaarchivos.org)

\* For international bank transfers request information at the email [tesoreria@alaarchivos.org](mailto:tesoreria@alaarchivos.org)

We agree to comply with the exhibit conditions for the ALA-ICA 2017 Conference.

Name of the company:

Name and signature of the representative of the institution

Date:

2017

# Regulations for exhibitors at the ALA-ICA Conference 2017

## Article 1. (Definition of terms)

1. The "event" refers to the ALA-ICA 2017 Conference.
2. The "exhibitor" refers to individuals, companies, organizations and / or institutions that, through the presentation of the established participation contract, participate in the exhibition area.
3. The "Host" refers to the Mexican Organizing Committee of the ALA-ICA Conference 2017.

## Article 2. (Application for booth and contract)

1. The person who wishes to reserve stands must complete the participation form and send it to the host. The participation will be confirmed once the total of the deposit has been made.

## Article 3. (Assignment of event stands)

1. The location of the stand will be chosen by the exhibitor.
2. The location of the stand will be determined in the order of receipt of the payments. If there are several exhibitors interested in the same location, the exhibitor who makes the total payment first or 50% will get the location.
3. The exhibition spaces assigned to the exhibitor may change if the host considers it necessary to operate the event, taking into account the harmony of the spaces in the room, the efficiency of the display, the effects of the exhibition, and so on. In such cases, the changes will be at the discretion of the host and the exhibitor may not request compensation in relation to the result of the changes.

## Article 4. (Management of the event stands)

1. The exhibitor must exhibit the articles related to the subject set forth in the exhibition request form and designate a person to ensure that the stand is adequately attended to.
2. In case the exhibitor exhibits an article that is different from the one indicated on the form - or an article that does not coincide with the purpose of the event -, the host can immediately order the article to be removed.
3. The exhibitor may not transfer the whole or parts of the assigned booth to another person, without the prior written consent of the host.
4. The exhibitor can not change the original state of the floor, ceiling, pillars of the showroom, as well as the color of the paint on the wall surface, and so on. In cases where damage occurs in the exhibition hall, the exhibitor must compensate for damages caused, including recovery to the original state.

## Article 5. (Payment)

1. The exhibitor must submit the exhibition request form to the host in charge of the exhibitor area.
2. The exhibitor must pay the reservation deposit amount, which amounts to 50% of the application fee, within 7 days after submission of the form, while the remaining balance will be paid no later than September 30, 2017.  
In case the exhibitor does not pay within the established period, the host can cancel its participation. In such cases, the exhibitor can not request the return of the application fee paid to the host.

## Article 6. (Cancellation)

1. In case the exhibitor refuses to use all or part of the assigned exhibition stand or does not pay the application fee within the deadline, the host may unilaterally cancel its participation. In such cases, the reservation fee paid is non-refundable. In cases where the exhibitor cancels his participation, the reservation fee paid will not be refundable.
2. The exhibitor must make the full payment before September 30, 2017. Otherwise, his participation will be canceled automatically. The deposit paid is non-refundable. The host is entitled not to return the paid application fee and to relocate the stand in case of any cancellation.

## Article 7. (Cancellation or change of exposure)

In cases in which the host cancels the event, the total amount of the fee paid by the exhibitor will be returned to the exhibitor. However, in the event that the date of the event has changed due to particular situations or major force, not attributable to the host, the application fee will not be refunded. In such cases, the exhibitor can not claim compensation from the host.

## Article 8. (Visualization of the installations)

The exhibitor must carry out its assembly within the established period and can not exceed the designated exhibition area.

## Article 9. (Exposure installations)

The exhibitor must clean the exhibition area within the designated period.

## Article 10. (Security, risks and insurance of the exhibition hall)

1. The host shall take all necessary measures to ensure the safety of exhibitors and visitors.
2. The exhibitor shall assume full responsibility for damage and theft of exhibition facilities and articles occurring within the assigned area while exhibiting exhibits are installed, displayed and removed.
3. In cases where the exhibitor causes damage to the host or other persons, such as fire, theft or other accidents, the total responsibility for compensation does not cover the exhibitor.

## Article 11. (Regulation of Fire Prevention)

1. All materials used in the facility and in the exhibition room shall be non-flammable and shall be in accordance with fire protection laws and regulations.

## Article 12. (Supplementary Provisions)

1. If necessary, the host may establish complementary regulations that are not established in this regulation.
2. The supplementary regulations shall form part of the participation regulations and the exhibitor shall comply with them.

## Article 13. (Resolution of disputes)

Disputes between the host and the exhibitor regarding the interpretation of the participation regulations and other disputes over the rights and obligations of both parties shall follow mediation and low-level arbitration in accordance with the Mediation Regulation and the Regulations for Small Claims Arbitration or Accelerated Arbitration, both of the Mexican Chamber of Commerce of Mexico City, and the award can not be sued before the Courts. Likewise, the decision will be subject to a single arbitrator, the place of arbitration will be In Mexico City, Mexico, the language to be used in the proceeding shall be Spanish and the law applicable to the dispute shall be in accordance with Mexican law.

Name of the institution:

Name and signature of the representative of the institution

Date: 2017

