

# EXHIBITOR'S MANUAL

## LAS ISLAS OF THE ATLAPA CONVENTION CENTER

PANAMA

REPUBLIC OF PANAMA

September 2-4, 2009

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**Esteemed exhibitors:**

We welcome you cordially, appreciating your participation in WIND EXPO 2009, organized by LAWEA.

Attached to this manual you will find a distribution layout where you can clearly identify the space allocated to your company.

We wish to remind you the following points, which are of great importance towards the success of the Expo:

- Follow the schedules of the fair, both for assembly and disassembly.
- The doors of Las Islas will open for exhibitors an hour before the beginning of the Expo.
- Fill out the attached forms for special services and submit them to ATLAPA via fax (507) -226-9431 by Friday, August 14, to take advantage of special fares offered by the convention center. These services must be paid for no later than the Expo's assembly day.
- The exhibitor agrees not to install or fix objects that will result damaging to the convention center's walls or floors.
- The organization of the event will maintain a security and monitoring service 24 hours a day for the duration of the Expo. However they take no responsibility for any loss or damage the exhibitor's items may suffer, nor of any personal accidents occurred in the fairgrounds.
- Items on display as well as decorations for each booth must remain strictly within the measurements of the space allotted, so as not to obstruct the common passageways.
- The exhibitor undertakes to observe the fire safety regulations established by the ATLAPA Convention Center and Panama City's Fire Department.
- We want to remind you to limit your assembly and disassembly hours to the ones established by the Expo. The ATLAPA Convention Center and the event organizers reserve the right to, after the deadline set by the organizers for the

dismantling of the Expo, remove all the effects that remain and store them at the expense, cost and risk of the exhibitor, without assuming responsibility for having done so.

- The organizers reserve the right to modify the Expo's layout due to technical and/or safety reasons, in which case the exhibitor may be relocated.

## **SCHEDULE**

### **Exhibition's Assembly**

#### **EXHIBITORS WHO INSTALL THEIR OWN PREFABRICATED STANDS**

Day: Monday, August 31, 2009

Time: 4:00 p.m. to 12:00 p.m.

#### **EXHIBITORS WHO INSTALL THEIR OWN PREFABRICATED STANDS PROVIDED BY LAWEA**

Day: Tuesday, September 1, 2009

Time: 9:00 a.m. to 5:00 p.m.

### **Expo's Schedule**

Day: Wednesday, September 2, 2009

Time: 12:00 a.m. to 6:00 p.m.

Day: Thursday, September 3, 2009

Time: 10:00 a.m. to 6:00 p.m.

Day: Friday, September 4, 2009

Time: 10:00 a.m. to 6:00 p.m.

### **Exhibition's Disassembly**

Day: Saturday, September 5, 2009

Time: 9:00 a.m. to 4:00 p.m.

## **ELECTRICAL POWER APPLICATION FORM**

**LAWEA will assume the cost for the consumption of 300 watts per exhibitor.**

**Any consumption of more than 300 watts must be applied and paid for, in accordance to the following form.**

Following are the special rates for electrical power, telephone outlets and furniture made available for exhibitors by ATLAPA. These fees cover the three days of the event.

In order to receive these special fares this form must be submitted no later than Friday, August 14, 2009. Applications received after August 14, 2009 will be considered late and will have a surcharge of 15% over the original price.

<b>ELECTRICAL OUTLETS</b>	<b>RATES</b>	<b>AMOUNT</b>
100-300 watts	\$25.00	
301-500 watts	\$30.00	
501-1000 watts	\$40.00	
<b>Total</b>		<b>\$ _____.</b>

Company: \_\_\_\_\_

Authorized signatory: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please submit this form via fax (507)-226-9431. All checks should be made payable to Festieventos, S.A.**

# TELEPHONE SERVICE AND FURNISHINGS APPLICATION FORM

These fees cover the three days of the event.

In order to receive these special fares this form must be submitted no later than Friday, August 14, 2009.

Applications received after August 14, 2009 will be considered late and will have a surcharge of 15% over the original price.

**TELEPHONE OUTLETS** \$55.00

## **FURNITURE**

Trash Can	\$5.00
36x36" Table	\$15.00
Mesa 30x72"	\$25.00
Tablecloths	\$15.00
Folding chairs	\$6.00
Ornamental plants	\$30.00

**Total** \$ \_\_\_\_\_.

Company: \_\_\_\_\_

Authorized signatory: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please submit this form via fax (507)-226-9431. All checks should be made payable to Festieventos, S.A.**

## **ADITTIONAL CREDENTIALS APPLICATION FORM**

**Each stand will receive two staff credentials per booth as a courtesy of the event organization.**

Each additional credentials will have a cost of \$ 30.00, which must be paid for before the event.

We require # \_\_\_\_\_ additional credentials.

Company: \_\_\_\_\_

Authorized signatory: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please submit this form via fax (507)-226-9431.**



# **SECURITY**

## **Assembly Period:**

During assembly, security and safety of the stand will be the exhibitor's responsibility; however the event organizers will keep continuous surveillance at all entrances and exits of Las Islas of the ATLAPA Convention Center.

During the assembly remember to register all entry of furniture and equipment at the ATLAPA control tables and request a copy of the entry form.

## **During the event:**

The security and safety of the stand during the expo's operating hours, is the exhibitor's responsibility. The organizer will be responsible for security after the expo closes its doors to the public. Exhibitors must be in their booths at least half an hour before the doors open to the public, and should remain there until the end of the event.

## **Disassembly Period:**

The security and safety of the stands during disassembly will be the exhibitor's responsibility. Exhibitors must be in their stands at the beginning of the dismantling starting at 9:00 a.m. on Saturday, September 5, 2009.

When removing furniture and/or equipment, the exhibitor must submit a copy of the admission form of the furniture and/or equipment in question.

The event organizer is not responsible for any loss or damage to the exhibitor's items or property, nor of any personal accident suffered by contractors, employees or guests of the exhibitor during periods of mounting and dismounting of the exhibition.