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**Exhibitor's
manual**

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EXPO & CONGRESS FOR THE HVAC/R INDUSTRIES
OF THE CARIBBEAN AND LATIN AMERICA

JULY 24TH & 25TH, 2024
MIAMI, USA

MIAMI AIRPORT CONVENTION CENTER
711 NW 72nd Ave, Miami, FL 33126 | Tel. (305) 261-3800

WWW.REFRIAMERICAS.COM



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This manual was designed to make your participation more effective in our congress and trade fair.

Enclosed you will find key information about the event organization and development. Should you have additional questions, please refer to our website:

WWW.REFRIAMERICAS.COM

Organizing **committee:**

Miami **+1 [305] 285 3133** | Mexico **+52 [55] 4170 8330**

Bogota **+57 [601] 381 9215** | São Paulo **+55 [11] 3042 2103**

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Exhibitor's manual

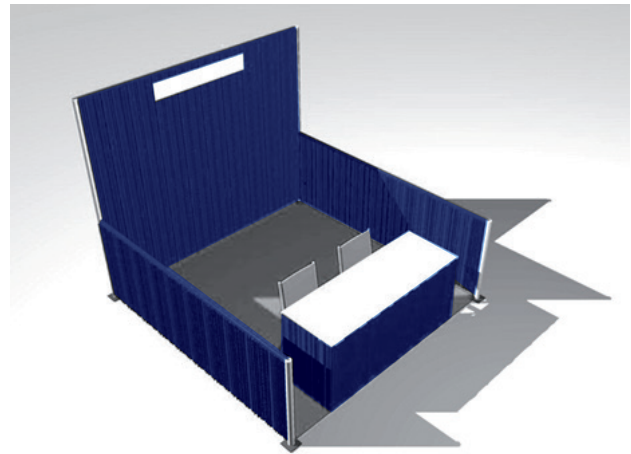
Before, during and after the event, you can access the information at our website www.refriamericas.com

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Basic booth components

- Pipe and drape exhibit booth
- Table
- Two chairs
- One double plug
- Fascia board with company name



Venue

- **Miami Airport Convention Center**
- 711 NW 72nd Ave, Miami, FL 33126
- Contact: **Gabriela Jimenez-Devis**
Executive Meeting Manager
- gabriela.jimenez-devis@hilton.com
- Direct: (305) 260-8935
- Fax: (305) 260-8954
- www.macc.com

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Installation hours

Monday, July 22, 2024

Installation - Day 1	Start time	End time	Total time
27 m ² and larger booths	12:00	22:00	10:00
18 m ² and larger booths	14:00	22:00	08:00

Tuesday, July 23, 2024

Installation - Day 2	Start time	End time	Total time
All booth areas	08:00	22:00	14:00

Dismantling hours

Thursday, July 25, 2024

	Start time	End time	Total time
All booth areas	18:00	22:00	04:00

Friday, July 26, 2024

	Start time	End time	Total time
All booth areas	08:00	12:00	04:00

Exhibition schedule

Wednesday, July 24, 2024

Schedule day 1	Hrs.
Start time	11:00
End time	18:30
Total time	07:30

Thursday, July 25, 2024

Schedule day 2	Hrs.
Start time	11:00
End time	17:00
Total time	06:00

Under no circumstances booth disassembly will be allowed or its decoration items withdrawn before the time established.

Please plan ahead your agenda, to ensure you can meet the hours scheduled.

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Clearance **certificate**

A clearance certificate is compulsory in order to get your exhibitor badge and for booth installation. It is therefore very important that you keep it in a safe place. In case you hired an installation company, please be sure to provide a photocopy of the clearance certificate to the person in charge of the installation. You can request the clearance in PDF format via email: cartera@latinpressinc.com.

Without the clearance certificate, you will not be allowed to install your booth

With this clearance certificate you will be able to first enter the exhibition site and get the wristbands for your installation staff. Exhibitors will only be granted access when full payment of the cost of their stand has been received by the organiser.

Badges

The number of badges issued is determined by the total area of exhibit space rented. These badges are described below.

Exhibitor's **badges**

They are personal, non-transferable and must be carried at all times for the duration of the event. For every 9 m² of leased area, you shall be entitled to three (3) exhibitor badges. Badges can be collected at the registration desk, located in the main entrance of the convention center (exhibitor's module). Don't lose them, no additional badges will be issued.

Submit the exhibitors' names before **June 24th** via email:
bzapata@latinpressinc.com

Installation, dismantling and **service wristbands**

These are non-transferable wristbands issued to identify the service personnel working in the booths, including but not limited to installation personnel, assistants, catering personnel and models. They are supplied upon arrival to the exhibition venue to install the booths, before the pavilion entrance and upon receipt of your clearance certificate. Don't lose them, no additional badges will be issued.



Exhibitor's manual

Exhibitor's parking

The convention center provides parking service:

- At day: \$7.00
- At night: \$10.00
- In & Out per day: \$10.00
- All values are subject to change

Storage

The storage service will be only available for packing materials, it is not intended for safeguarding valuable items.

Hanging services

Hanging services are provided exclusively by the convention center. If you wish to contract these services, submit a request specifying measurements, weight, and if possible attach a photograph:

CLICK HERE to make an application.

If you have any questions, please contact us:
305-503-3621

Contact: **Kathya Escobar**
Email: **kescobar@doubletreemacc.com**

Electrical services

The basic booth package includes a double plug, 120 V 500 WATTS (5 AMPS) power outlet.

If you require special connections, please refer to the venue form on the event website:
expo / exhibitor services.

CLICK HERE to make an application.

Internet services

A complimentary internet connection will **NOT** be made available to exhibitors. If you require an internet connection for you or your staff, you must contract on-site with the exhibition venue.

Please, refer to the event website:
expo / exhibitor services.

CLICK HERE to make an application.

Booth catering service

The convention center is the exclusive provider of food and beverage.

Please, refer to the event website: **expo / exhibitor's services.**

CLICK HERE to make an application.

Internal cleaning services for booths

During the exhibition days, the event organiser guarantees overall cleaning in common areas of the exhibition hall. However, if you require cleaning services, you must contract directly to the company you hired to install and accessorize your stand.

Additional Services

For all other services or additional to basic electricity, telephones, internet:

CLICK HERE to visit the MACC website.

Exhibitor's manual

Basic guidelines:

Booth installation, dismantling and accessorizing

Exhibition area assignment

- You will be able to start the set-up process according to the specified schedule.
- If you paid for the basic package, you will find your stand mounted with the specified materials.

Booth installation

The accessorizing companies must consider in their designs agile mounting systems with finished and pre-painted modules or elements, ready to assemble onsite. The exhibition area should not be used as a construction workshop.

The exhibitor/installation companies are obliged to be aware, understand and disseminate these rules to all personnel directly or indirectly involved in the design, mounting, development and dismantling of the exhibition, and therefore will be responsible for any incident or accident resulting from non-compliance of the aforementioned rules during any stage of the process.

THE MAXIMUM HEIGHT ALLOWED FOR YOUR CUSTOMIZED BOOTH DECORATION:

- For 9 sq mt booths: 3 mt maximum.
- For 18 sq mt or larger booths: the walls that limit the visibility of adjacent booth may not exceed 3 meters in height.
- For 18 sq mt or larger booths: the walls that do not limit or otherwise affect the visibility of neighboring booths may not exceed 5 meters in height. This scheme must be previously approved by the Organizing Committee.

- For exhibitors with 36 sq mt or larger booths wishing to install a two-level structure with a terrace on the second floor, no wall shall exceed 3 meters in height. This design must be previously approved by the Organizing Committee.

Please note the following:

Exhibitors shall not occupy any space unauthorized on the floorplan, or which has not been previously established by written agreement and approved by the Organizing Committee. Where appropriate, the Organizing Committee retains the absolute right to clear or have those areas cleared and shall not be held liable in any way whatsoever.

While the floorplan drawings are scale dimensions, we state values are approximate. The Organizing Committee retains the absolute right to introduce changes, if necessary, in order to adjust to any need from both the exhibition and the exhibitors.

No exhibitor shall rent, sublease or share the whole or any portion of the rented space without approval of the Organizing Committee.

No product, brochure, accessory, souvenir, catalogue or any other object holding the name or other types of advertising from another company other than the exhibitor company will be permitted. ►

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No company without an exhibition space allocated may make business within the exhibition area.



The exhibitor agrees to respect both the bounds and height regulations in floor area, and to use only the space rented, refraining from obstructing visibility from neighboring exhibition spaces with their equipment, furniture and products.



Any demonstration or activity obstructing corridors or impeding free access to the neighboring exhibitors' booths remains at the discretion of the Organizing Committee members, who will decide on its total or partial prohibition.



Any exhibition pertaining activity intended to be carried out by the exhibitor, which might pose a danger to visitors and exhibitors, shall be previously approved by the Organizing Committee. Should this activity be approved, the exhibitor must respect the provisions enacted to appropriately protect and to prevent accidents and damage to people, furniture, equipment and the property itself. Additionally, those approved activities will be confined exclusively to the space allocated, respecting neighboring areas and refraining from obstructing other spaces. Should the exhibitor fail to abide by these provisions, the Organizing Committee may rescind the contract signed with the former.



No product demonstration causing any nuisance to other exhibitors or visitors, derived from smoke emission, odors and explosions among others will be permitted.

Should demonstrations producing noise be carried out, the noise level shall not exceed 60 dB, to avoid bothering neighboring exhibitors or visitors. Thus, we respectfully request you to moderate your equipment audio outputs. Likewise, we request you to set levels so that the sound coverage area does not exceed your exhibition area, thus interfering with other exhibitors.



Carrying out shows or activities deemed to be illegal or against moral decency by the Organizing Committee is not permitted.



The use of two-level structures is limited to stands equal to or larger than 36 sq mt. No wall shall exceed the aforementioned measures and they shall be of a balcony-type. In all cases, designs shall be pre-approved by the Organizing Committee. Under no circumstances will the structure be allowed to exceed the agreed space, whether in its base or height, including the materials used for construction and accessorizing. Please, send your designs for approval by mail to **bzapata@latinpressinc.com** and **mcastano@latinpressinc.com** ▶



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Both for single-level booths and for stands exceeding 3 meters in height, special care should be taken when decorating both visible and rear parts. These shall be finished and aesthetically acceptable in their rear side so as not to affect the appearance of adjacent stands.

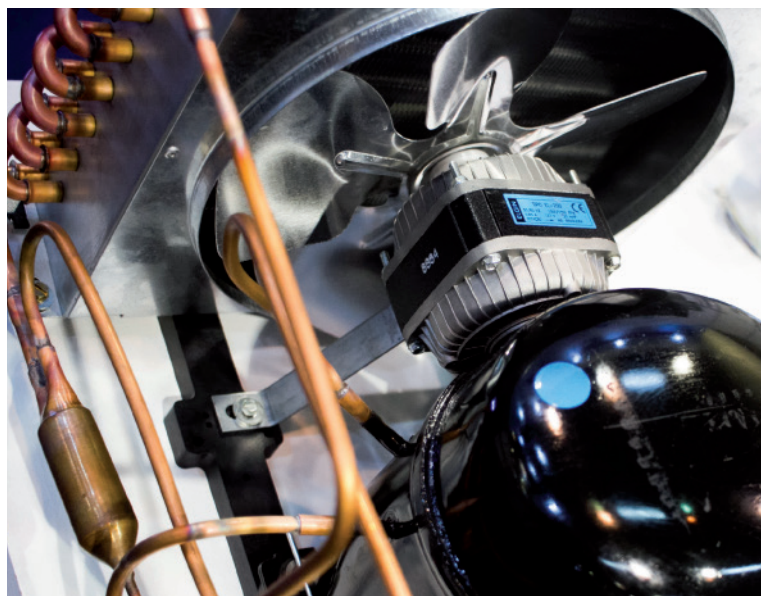
Both exhibitors and mounting staff shall show respect for the venue facilities, other exhibitors' spaces and their equipment and furniture.

It is strictly prohibited to nail, clamp, drill and/or paint both the booth panels and the facilities floors. It is also prohibited to cut the carpet, to paint columns or to fail to comply with floor load regulations. Failure to comply with any of these provisions will make the exhibitor liable to pay the cost of the damaged property.

During the hours the show is open to the public, every booth should be served by at least one delegate duly accredited with his/her badge.

The exhibiting companies' staff shall only make business and distribute brochures and promotional items inside their assigned exhibition space area. Any advertising materials being distributed outside the rented area shall be removed from the event.

Any installation of promotional and advertising materials or banners or any other sort of information shall be subject to approval and supervision by the Organizing Committee.



Advertisement placement for the following areas of the exhibition center is not permitted: corridors, parking lot, sidewalks, facades, gates.

House lighting, ventilation, heat or air conditioning will be provided as required during exhibition opening times.

City Ordinance #92-12 prohibits smoking in all city owned buildings, which includes MACC

All food and beverage service will be handled through the Doubletree Miami Mart Airport Hotel.
NO OUTSIDE FOOD OR BEVERAGES ARE PERMITTED.

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Damages and fines

- Once the event is finished, the booth must be returned to its original condition.
- When you receive the space, please make sure it is in optimum condition for use.

Keep in mind the following recommendations:

- No adhesives, double-sided tape or adhesive backed decals may be used on the panels.
- No nails or screws may be used to hang anything up. Holes may not be made in any of the booth components..
- Do not move or disassemble any of the booth parts.
- If you need to do so, please contact authorized staff.
- Do not overload, hang or lean objects against the panels /drapes or any other component.
- Paneling may not be painted, stained with ink or scratched with any sharp-pointed tools.
- Any of the above mentioned damages will be charged to the exhibitor.

General security guideline

- The Convention Center provides exhibitors and visitors with general security services. However, being a public event, it is impossible to ensure individual security at each booth. Every exhibitor is responsible for their accessorizing elements, equipment, advertising and other items.

- Personal objects such as wallets, briefcases, laptops, video beam, cell phones, etc. used during set-up, showroom and dismantling period must not be left unattended.
- Any exhibition staff must be duly registered and carry their corresponding badges while in the exhibition venue.

Please remember, when setting up the booth, your staff should wear all personal and industrial safety equipment (helmets, harnesses, goggles, gloves, etc.)

The organization does not assume any responsibility and liability for the loss of objects left unattended inside the booths, damage caused to them by fire, natural phenomena, earthquakes, hurricanes or similar, mechanical failures, or total or partial theft. You must hire security personnel and take out an insurance policy that covers all exhibit material.

Insurance

The exhibitor should take out an insurance policy covering their booths, the exhibits, as well as their personnel, since organizers are not responsible for personal injury, loss or damage to goods arising from situations such as fire, explosions, earthquakes, riots, civil commotion and terrorist acts, water damage, flooding, internal damage to equipment (computers) due to overvoltage, aggravated theft, etc. and those caused by their machinery /equipment / subcontracted in the event venue.

The organiser formally requests exhibitors to take out insurance policies to cover themselves and their exhibits against loss or damage by fire, explosion, ►

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theft and civil liability, and which offer sufficient coverage against accidents or damages caused by their employees, machinery and/or equipment used at all stages of installation, exhibition and/or dismantling.

The exhibiting company, its installation company and its subcontracted companies will be held responsible for the damages caused by failure to contract insurance or in the event that an insurance policy is not adequate, and therefore they will have to indemnify and repair all the damages (whether temporary or permanent) caused to the organiser of the event, the convention center or third parties.

Miscellaneous prohibitions:

- Minors will not be admitted.
- Animals are not permitted inside the booth.
- Playing loud music is not allowed which may interfere with the neighboring exhibitors' activities.
- Exhibitors shall not install objects outside the booth area without prior contract and payment of area.
- The distribution of any type of advertising or material outside your booth..
- Models in swimwear, lingerie or inappropriate clothing shall not pass along the corridors or inside the booths.

Complementary activities

- Cocktail

For more information about logistics and services, contact:

Bandy Zapata | Ext. 46
Customer Service Manager
bzapata@latinpressinc.com

Milena Castaño | Ext. 42
Operations Chief
mcastano@latinpressinc.com

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Floor plans

See the updated version on the website:

www.refriamericas.com



Please read carefully these event's rules. This will help you have a successful participation.

Should you have any concern, please contact Milena Castaño by email: mcastano@latinpressinc.com and Bandy Zapata by email: bzapata@latinpressinc.com

CUSTOMER SERVICE  **57 313 716 56 34**