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Exhibitor's manual

**Refri
AMERICAS**

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

JULY 29 & 30, 2026
MIAMI - FT. LAUDERDALE

BROWARD COUNTY CONVENTION CENTER
1950 Eisenhower Blvd, Fort Lauderdale, FL 33316, United States

WWW.REFRIAMERICAS.COM



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www.ftlauderdalecc.com

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

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www.latinpressinc.com



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

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Venue

- **Greater Fort Lauderdale / Broward County Convention Center**
1950 Eisenhower Blvd, Fort Lauderdale, FL 33316, Estados Unidos
- www.ftlauderdalecc.com
- Exhibition Area:
Hall A
- Move-in Dates:
July 27–28, 2026
- Event Dates:
July 29–30, 2026

Scope of the Manual:

This document outlines the operational, technical, and logistical guidelines for all exhibitors and vendors, ensuring efficient execution aligned with both the Convention Center's policies and the event organizer's standards.

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Section 2. General Event Schedule

Below are the official move-in, **operational**, and **move-out** schedules for RefriAméricas 2026. All exhibitors are required to strictly adhere to these timeframes to ensure a smooth and efficient operation.

Monday, July 27, 2026 – Move-in Day 1

- Space marking and setup (Vista): 07:00 a.m. – 04:00 p.m.
- Exhibitor move-in – **Booths larger than 36 m²**: 12:00 p.m. – 11:00 p.m.
- Exhibitor move-in – **Booths of 9 m², 18 m², and 27 m²**: 04:00 p.m. – 11:00 p.m.

Tuesday, July 28, 2026 – Move-in Day 2

- General move-in – All booths: 07:00 a.m. – 11:00 p.m.

Wednesday, July 29, 2026 – Event Day 1

- Registration and badge pickup: 09:00 a.m. – 05:45 p.m.
- Exhibition hours 10:00 a.m. – 06:00 p.m.

Thursday, July 30, 2026 – Event Day 2

- Registration and badge pickup: 09:00 a.m. – 05:45 p.m.
- Exhibition hours 10:00 a.m. – 06:00 p.m.

Thursday, July 30, 2026 – Move-out

- Move-out begins: 06:00 p.m.
- Move-out completion: 11:59 p.m.

Operational Note:

Partial or full dismantling of booths will not be permitted before the official close of the exhibition on **July 30 at 06:00 p.m.** Please plan ahead your agenda, to ensure you can meet the hours scheduled.

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Section 3. Payment Certificate (Clearance Certificate)

The Payment Certificate is a mandatory document for all exhibitors and a critical requirement for operating within the event.

Terms of Use:

- The Payment Certificate must be presented in order to:
 - Collect exhibitor badges
 - Access the move-in area
 - Authorize entry for installation personnel
- If the exhibitor is working with an external contractor for booth setup, a copy of the certificate must be provided to the installation supervisor.
- The Payment Certificate may be requested in PDF format via email at:
cartera@latinpressinc.com

Access and Control Policy:

- No booth setup will be permitted without presentation of the Payment Certificate.
- The document will be required for access validation at the Convention Center and for issuance of setup wristbands.
- Exhibitors with outstanding balances (**less than 100% payment of the booth fee**) will not be authorized for move-in or event operations.

Operational Note:

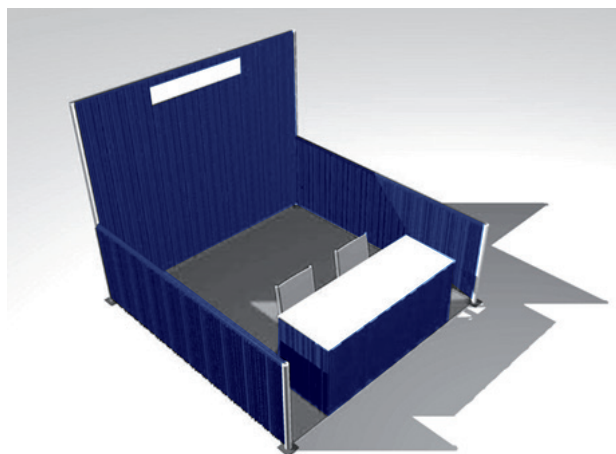
Exhibitors are strongly advised to obtain this document in advance and share it with all parties involved in booth operations to prevent delays during the move-in process.

Section 4. Standard Booth Package Inclusions

If your company has contracted the **standard booth package with RefriAméricas**, your space will be delivered fully installed and ready for operation with the following components:

Included Components:

- Pipe and drape booth structure (blue color)
- Gray carpet
- One (1) table with tablecloth
- Two (2) chairs
- One (1) double electrical outlet
- Fascia with company name displayed



Section 5. Certificate Of Insurance (COI)

This requirement applies only to exhibitors with custom-built booths or those using third-party contractors.

All exhibitors and vendors **performing their own installation or working with third parties** are required to submit a valid **Certificate of Insurance (COI)** prior to the start of any work at the Convention Center.

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Mandatory Requirement

The certificate must be current and comply with the minimum coverage requirements established by the Convention Center and the official contractor.

Minimum Coverage Requirements

Commercial General Liability:

- USD 1,000,000 per occurrence
- USD 2,000,000 general aggregate (per project)
- USD 2,000,000 products and completed operations
- USD 1,000,000 personal and advertising injury

Commercial Automobile Liability:

- USD 1,000,000 per occurrence (including owned, hired, and non-owned vehicles)

Workers' Compensation & Employer's Liability:

- USD 1,000,000 per accident
- USD 1,000,000 disease per employee
- USD 1,000,000 disease aggregate

Umbrella / Excess Liability:

- USD 4,000,000 per occurrence or aggregate

Additional Insureds

The certificate must list the following entities as additional insureds:

- Vista Convention Services Inc.
- Vista Convention Services Inc. South
- ASM Global
- Broward County Convention Center
- Broward County

Additionally, the policy **must be primary and non-contributory**, and include a **waiver of subrogation** in favor of the Convention Center and its contractors.

General Conditions

- Insurance carriers must have a minimum rating of A- (Excellent) by A.M. Best.
- The certificate must be submitted prior to the start of move-in.
- Without this document, access and work within the Convention Center will not be permitted.

Insurance Coordination Contact

For full guidelines and certificate validation, please contact:

Isabou Manrique

Customer Service Representative
Vista South Convention Services

- **+1 305-673-1123**
- **imanrique@vistasouthcs.com**
- **www.vistasouthcs.com**
- **15002 NW 107th Ave., Suite 1, Hialeah Gardens, FL 33018**

Section 6. Badges And Access Control

To ensure proper control and security within the event, all credentials and wristbands are mandatory and subject to the following conditions:

Exhibitor Badges

Exhibitor badges are personal and non-transferable and must be worn visibly at all times during event days.

Allocation:

- Three (3) badges will be issued per each 9 m² of contracted exhibition space.

Distribution:

- Badges can be collected at the Exhibitor Registration Area, located at the main entrance of the Convention Center (exhibitor desk).

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Move-in, Move-out, and Service Wristbands

Wristbands are used to identify operational and support personnel assigned to each booth.

Applicable to:

- Installation crews
- Support staff
- Catering personnel
- Models and promotional staff

Conditions:

- Wristbands are personal and non-transferable.
- They are issued upon arrival during move-in, prior to access to the exhibition hall.
- Presentation of the Payment Certificate is mandatory for issuance.
- No additional wristbands or replacements will be issued in case of loss.

Mandatory Pre-Registration

To ensure proper credential issuance, exhibitors must submit in advance the details of all authorized personnel:

- **Deadline: July 10, 2026**
- amendez@latinpressinc.com

Section 7. Broward County Convention Center – General Rules

To ensure a safe, efficient operation aligned with the Convention Center's policies, all exhibitors and vendors must comply with the following regulations:

- The use of equipment, materials, and supplies belonging to the Convention Center is restricted exclusively to authorized Convention Center personnel.
- The Convention Center does not provide carts, dollies, or material handling equipment.
- These services must be contracted directly through the official provider, VISTA.
- Moving, relocating, or tampering with furniture, structures, or equipment owned by the Convention Center is strictly prohibited.
- Individuals under the age of 16 are not permitted in exhibition areas, loading docks, or during move-in and move-out.
- Lighting, ventilation, and air conditioning systems will be available during event hours.
- During move-in and move-out, they will operate at minimal levels in accordance with energy efficiency policies.
- The use of passenger elevators and escalators for transporting freight is strictly prohibited.
- All cables, extensions, and carpets must be secured with tape immediately after installation, in compliance with safety regulations.
- The use of motorized vehicles, forklifts, scooters, dollies, or pallet jacks is not permitted in lobbies, pre-function areas, meeting rooms, or ballrooms.
- Floor load capacities established by the Convention Center must be strictly observed.
- Oversized vehicles are not permitted to park within the premises.
- Loading and unloading of materials must be carried out exclusively through designated loading docks. The use of the main entrance for this purpose is strictly prohibited.
- During exhibition hours, access to loading docks and any loading/unloading activities will not be allowed.
- Convention Center telephones are for internal operational use only.
- Unauthorized tampering with Convention Center utilities is strictly prohibited without prior written consent.
- All sales, promotional activities, or distribution of marketing materials are subject to prior approval by the organizing committee.
- The Convention Center or the organization reserves the right to immediately suspend any activity that poses a risk to safety or event operations.

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Exclusive Services Policy

The Convention Center operates under an exclusive service provider model for the following services:

- Electricity and utilities
- Internet and telecommunications
- Security and technical personnel
- Rigging
- Food and beverage

Section 8. Prohibited Items

To ensure safety, regulatory compliance, and the proper operation of the event, the following items and activities are not permitted within the Convention Center:

- Helium balloons
- Outside food and beverages, unless expressly authorized by the Convention Center
- Personal hotspots, routers, or internet distribution devices
- Glitter or confetti without prior written approval
- Animals, except for certified service animals
- Sales or promotional activities outside the assigned booth space
- Alcoholic beverages without prior written authorization
- Adhesives, stickers, or decals applied to Convention Center property or infrastructure
- Banners, signage, or promotional materials displayed outside authorized areas without approval.

Section 9. Booth Design, Setup, And Operation Guidelines

This section establishes the technical and operational standards governing booth design, setup, use, and dismantling, ensuring safety, order, and an optimal experience for all participants.

Space Handover

- Exhibitors may begin setup only within the timeframes established in the official schedule.
- Exhibitors who have contracted the standard booth package will receive their booth fully installed according to the specifications defined by the organizer.

General Setup Guidelines

- Booths must be designed using modular, self-supporting, and easy-to-assemble systems.
- The exhibition area may not be used as a production workshop.
- Exhibitors and their contractors are responsible for understanding and complying with all event regulations.
- Non-compliance may result in sanctions or suspension of activities.

Booth Height and Design Regulations

- 9 m² booths: maximum height of 3 meters.
- Booths of 18 m² or more:
 - Walls affecting the visibility of neighboring booths: maximum 3 meters.
 - Walls not affecting visibility: up to 5 meters, subject to prior approval.
- Booths of 36 m² or more (two-level structures):
 - Two-story structures with terrace are permitted.
 - No wall may exceed 3 meters in height.
- All booth designs must be submitted for prior approval by the organizing committee.
- The structure, including decoration, must not exceed the contracted space under any circumstances.

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- Rear-facing surfaces of visible structures must be properly finished and aesthetically acceptable.
- **Design Submission for Approval:**
- amendez@latinpressinc.com

Space Usage and Restrictions

- Exhibitors must strictly remain within their contracted space and may not encroach on aisles or neighboring booths.
- Subleasing, sharing, or transferring booth space is not permitted without prior written authorization.
- Display of products or advertising from companies not registered as exhibitors is prohibited.
- Commercial activities by companies without a booth or sponsorship are strictly prohibited.

Activities and Demonstrations

- Any special activity or demonstration must receive prior approval from the organizing committee.
- The following are not permitted:
 - Activities that obstruct aisles or access points
 - Activities that pose risks to people or infrastructure
 - Activities generating smoke, strong odors, or hazardous conditions
- Noise levels must not exceed 60 decibels or disrupt neighboring booths.

Advertising and Promotion

- Distribution of promotional materials is allowed only within the assigned booth space.
- Advertising is prohibited in aisles, entrances, parking areas, façades, or common areas.
- All advertising installations must be approved in advance by the organizer.

Conditions During the Event

- Each booth must be staffed at all times by accredited personnel.
- Staff must wear their badges visibly at all times.

Infrastructure Protection

- The following actions are strictly prohibited:
 - Nailing, drilling, stapling, or painting Convention Center structures
 - Cutting carpets
 - Altering columns, floors, or walls
- The following are not permitted:
 - Applying adhesives on panels or drapery
 - Hanging items on drapery or structures without authorization
 - Dismantling or modifying the standard booth package

Additional Regulations

- Smoking is strictly prohibited inside the Convention Center in accordance with local regulations.

Damages and Liability

- Booths must be returned in the same condition in which they were received.
- Any damage to infrastructure, furniture, or equipment will be charged to the exhibitor.

Operational Note:

Compliance with these guidelines is mandatory. The organizing committee reserves the right to intervene, restrict, or remove any element that does not comply with the established standards.

Section 10. Official Contractor And Exhibitor Kit

The official contractor for the event is **VISTA South Convention Services**, responsible for the technical, logistical, and service operations related to booth setup.

All exhibitors must manage their requirements through the **Exhibitor Kit**, which includes the official forms and guidelines necessary for contracting services.

Exhibitor's manual

Exhibitor Kit Contents

The Exhibitor Kit includes, but is not limited to, the following documents and forms:

- **Order Forms for:**
 - Carpet and padding
 - Standard booth furniture
 - Booth cleaning (porter service)
 - Modular units
 - Graphics and signage
 - Sign hanging
 - Rigging
 - Labor
- **Guidelines and Regulations:**
 - Labor limits
 - Union jurisdiction
 - Use of external contractors
 - Third-party authorizations
- **Logistics and Transportation:**
 - Material handling
 - Rates and special services
 - Loading and unloading information
 - Shipping instructions (inbound and outbound)
 - Shipping labels
 - POV (privately owned vehicle) unloading forms
 - Vehicle spotting
 - Empty container return

Operational Services Management

For inquiries related to:

- Shipping and logistics
- Storage
- Furniture
- Labor

Please contact:

Customer Service VISTA South Convention Services

- **Isabou Manrique**
- +1 (305) 673-1123
- imanrique@vistasouthcs.com

Booth Design and Technical Operations

For inquiries related to booth design and operational aspects:

Production Manager

- **Eduardo Moreira**
- emoreira@vistasouthcs.com

TECHNICAL AND OPERATIONAL SERVICES

Section 11. Rigging Services (Sign Hanging)

Rigging services and heavy equipment handling are exclusive to the Convention Center and must be managed solely through the official contractor, VISTA.

Key Guidelines

- All rigging requirements (sign hanging, forklift use, equipment movement or positioning) must be coordinated directly with VISTA.
- Exhibitors are required to complete the official form included in the Exhibitor Kit to request this service.
- The use of external providers for these activities is not permitted.
- Any additional movement of equipment within the booth will require prior contracting of the service.

Section 12. Audiovisual Services

Audiovisual services within the Convention Center are provided on an exclusive basis by the Convention Center.

Guidelines

- All audiovisual requirements (screens, sound systems, projection, etc.) must be contracted through the Convention Center's official provider.

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- The use of external audiovisual providers is not permitted.
- Exhibitors must submit their requests using the official audiovisual services form.

Request Form: Please review and complete the form [CLICK HERE](#)

Section 13. Electrical Services

All electrical services within the Convention Center are provided exclusively by the Convention Center's official service provider.

Guidelines

- All electrical requirements (connections, special loads, equipment, additional lighting, etc.) must be contracted through the official provider.
- Direct connections or the use of unauthorized electrical services are strictly prohibited.
- Exhibitors are responsible for requesting in advance the electrical capacity required for their booth.

Request Form: Please review and complete the form [CLICK HERE](#)

Section 14. Internet Services For Exhibitors

The BCCC offers a range of connectivity solutions designed to meet exhibitors' operational and commercial needs during the event.

- **Service Options**
 - Wi-Fi (Per User – 1 Device):
 - 2 Mbps
 - 5 Mbps
 - 10 Mbps
- **Multi-User Wi-Fi Packages:**
 - Capacity for 10, 20, 30, up to 50 users
 - Option to create a customized network (SSID and password)

- **Wired Internet:**

- Shared or dedicated service
- Available speeds ranging from 3 Mbps to 20 Mbps
- Recommended for live streaming, technical demonstrations, and critical applications

Technical Recommendation

To ensure stability and continuity for high-demand or sensitive applications (streaming, live platforms, technical demos), wired internet service is strongly recommended, as Wi-Fi networks may experience interference in high-density environments.

Commercial Terms

- Rates do not include the applicable 7% tax.
- Discounted rates apply only to requests submitted at least 21 days in advance.

Request Form: Please review and complete the form [CLICK HERE](#)

Internet and Telecommunications Service Conditions

- The service is provided exclusively by the Convention Center (ASM Global).
- The use of external routers or sharing a single IP across multiple devices is prohibited.
- Each device requires its own unique IP address.
- All equipment must be returned no later than 2 hours after the event closes.
- Cancellations made after installation are non-refundable.
- The client is responsible for any loss or damage to the equipment.

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Section 15. Food & Beverage Sampling At Booths

To ensure compliance with Convention Center policies and health standards, the following conditions apply to the handling of food and beverages during the event:

General Guidelines

- Outside food and beverages are not permitted without prior authorization.
- The Convention Center is the exclusive provider of food and beverage services.
- Only manufacturers or producers may offer samples of their products within their booth space.

Sampling Parameters

Samples must comply with the following maximum serving sizes:

- Non-alcoholic beverages: up to 3 oz
- Beer: up to 2 oz
- Spirits: up to 0.5 oz
- Food: bite-sized portions (sampling size)

Approvals

- All sampling activities must receive prior approval from the Convention Center's Catering Department.

Request Form: Please review and complete the form [CLICK HERE](#)

Section 16. Security Services

The Convention Center provides general security services during move-in, event days, and move-out. However, as this is a public event, exhibitors are solely responsible for the security of all items within their booth.

General Guidelines

- Convention Center security is general in nature and covers common event areas only.

- Each exhibitor is responsible for safeguarding their equipment, materials, products, and valuables within their booth.
- Exhibitors are strongly advised not to leave valuables unattended at any time.

Security Recommendations

Special care is recommended for the following items during move-in, exhibition hours, and move-out:

- Electronic equipment (computers, screens, mobile devices)
- Briefcases, bags, and personal belongings
- High-value promotional materials

Access Control

- All individuals within the Convention Center must be properly registered.
- Badges or wristbands must be worn visibly at all times.
- Personnel without proper identification will not be allowed to enter or remain in the exhibition area.

Private Security Services

If additional booth security is required, this service must be contracted through the Convention Center's official provider.

Request Form: Please review and complete the form [CLICK HERE](#)

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Section 17.

Parking And Vehicular Access

The Broward County Convention Center offers on-site parking facilities for convenient access for both exhibitors and attendees.

Parking

The Convention Center provides approximately 1,500 parking spaces, including ADA-accessible spots.

Access from the parking facility to the Convention Center is via a covered, climate-controlled elevated walkway located on the second level, allowing for direct and comfortable access to the event areas.

Parking Location:

1950 Eisenhower Blvd, Fort Lauderdale, FL 33316

Terms of Use

- Parking rates are subject to change depending on the event.
- Overnight parking is not permitted.
- The Convention Center operates under a cashless system (no cash accepted).
- Accepted payment methods: MasterCard, Visa, Discover, and American Express.

Strategic Location

The Broward County Convention Center is conveniently located:

- 2 miles from Fort Lauderdale-Hollywood International Airport
- 1.5 miles from Fort Lauderdale Beach
- 2.5 miles from Downtown Fort Lauderdale

Vehicular Access

From Convention Center Connector (alternate route): Take US-1 / Federal Highway or State Road 84 to Convention Center Connector, then continue toward Eisenhower Blvd (south).

From major highways (I-95 or Florida

Turnpike): Take I-595 East to US-1 North (Federal Highway). Continue to SE 17th Street (east) and proceed to Eisenhower Blvd (south).

From Fort Lauderdale-Hollywood International

Airport: Take US-1 North to SE 17th Street (east), then continue to Eisenhower Blvd (south).

From A1A South: Continue until it becomes SE 17th Street, then proceed to Eisenhower Blvd (south).

From US-1 (Federal Highway): Take SE 17th Street (east) and continue to Eisenhower Blvd (south).

From A1A North: Take Dania Beach Boulevard (east) to US-1 North, then continue to SE 17th Street (east) and proceed to Eisenhower Blvd (south).

More information by [CLICKING HERE](#)

View the location map by [CLICKING HERE](#)

SERVICE REQUESTS AND FORMS

To access all service order forms required for your participation in RefriAméricas 2026, **please** [CLICK HERE](#).

Integrated Services Contact

For guidance, support, and service coordination, please contact:

- **Angélica Méndez**
- Customer Service (Spanish & English)
- +57 313 716 5634
- **Contact Me on** [WhatsApp Here](#)

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EXHIBITOR OPERATIONAL CHECKLIST

Before the event, please ensure the following items have been completed:

Documentation and Administrative Requirements

- ☐ Full booth payment has been completed
- ☐ Payment Certificate (Clearance Certificate) has been requested and received
- ☐ (If applicable) Certificate of Insurance (COI) has been processed and submitted
- ☐ All documents have been shared with my team and contractors

Booth Planning

- ☐ Confirmed whether I have a standard booth or a custom build
- ☐ (If applicable) Booth design has been submitted for approval
- ☐ Compliance with height, visibility, and safety regulations has been verified
- ☐ Confirmed that no additional on-site adjustments are required

Registration and Access

- ☐ Staff list has been submitted before the deadline
- ☐ Badge collection has been coordinated
- ☐ My team is aligned with move-in, event, and move-out schedules

Service Contracting

- ☐ Reviewed the full VISTA Exhibitor Kit
- ☐ Requested all required services in advance:
 - ☐ Electricity
 - ☐ Internet
 - ☐ Audiovisual
 - ☐ Rigging (sign hanging)
 - ☐ Additional furniture
 - ☐ Booth cleaning
 - ☐ Security (if applicable)

Logistics and Operations

- ☐ Shipment of materials and equipment has been coordinated
- ☐ Loading and unloading instructions have been reviewed
- ☐ Team is familiar with Convention Center access points
- ☐ Move-in has been planned within the official schedule

Compliance and Regulations

- ☐ Familiar with Convention Center rules and regulations
- ☐ Verified that no prohibited items will be brought onsite
- ☐ Compliant with food and beverage policies

During the Event

- ☐ Booth will be staffed at all times
- ☐ All personnel will wear badges visibly
- ☐ Activities will remain within the contracted booth space

Move-out

- ☐ Team is aware of the official move-out schedule
- ☐ Removal of materials and equipment has been coordinated
- ☐ Booth will be returned in the same condition as received

Operational Recommendation:

It is strongly recommended to complete this checklist at least two (2) weeks in advance to ensure service availability, optimize costs, and guarantee a smooth execution.

Exhibitor's manual

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 Angélica Méndez by email: amendez@latinpressinc.com

CUSTOMER SERVICE  **57 313 716 56 34**