



September 27–September 28, 2023
Sheraton Mexico City
Maria Isabela Hotel
Mexico City, Mexico

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Tuesday	September 26, 2023	12:00 PM - 8:00 PM
Wednesday	September 27, 2023	7:00 AM - 10:00 AM

EXHIBIT HOURS

Wednesday	September 27, 2023	11:00 AM - 6:00 PM
Thursday	September 28, 2023	11:00 AM - 6:00 PM

EXHIBITOR MOVE-OUT

Thursday	September 28, 2023	6:00 PM - 10:00 PM
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[Book your room at the Sheraton Mexico City Maria Isabela Hotel](#)

*The special room rate is valid until **August 31st, 2023.***

GENERAL INFORMATION



BOOTH DESIGN

You have two options for the design of your booth:

1. Submit your own design in the correct specifications by **Friday, September 8, 2023**.

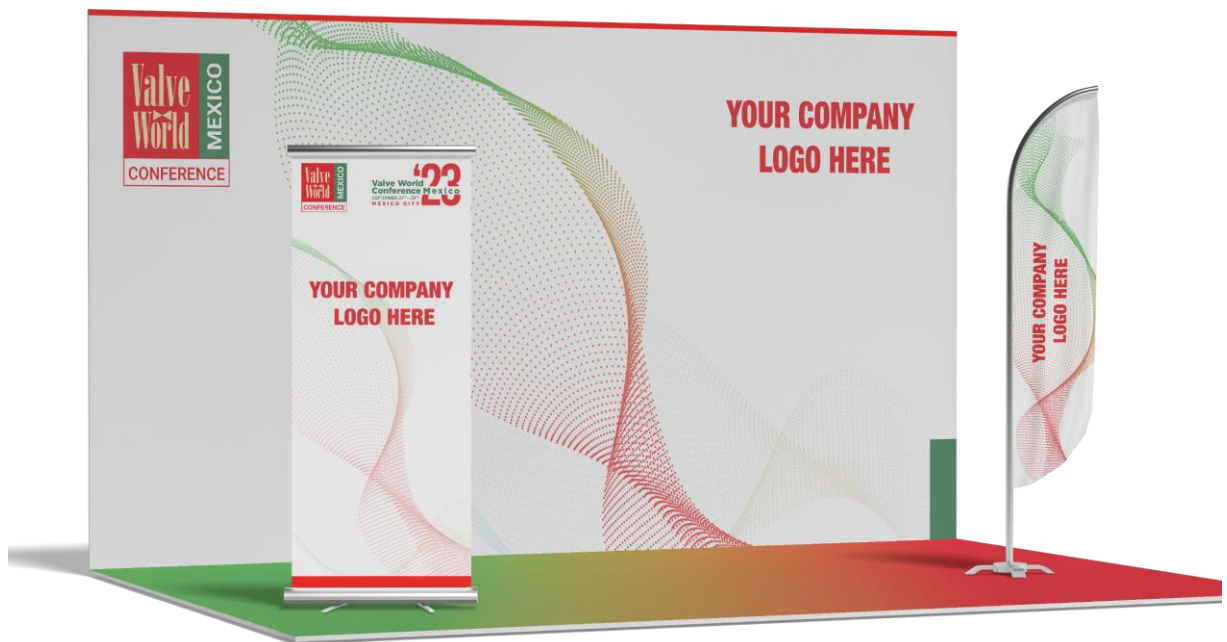
The live area size is:

Single 10 x 8 booth: 232x232cm

Double 20 x 8 booth: 464x232cm

Your file should be submitted in a PDF format to Julia Imenis, j.imenis@kci-world.com

2. You can choose the default design, which you can see in the image below. If we do not receive a custom design by the deadline, you'll receive the default option with your logo on it.



EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of, and the exhibitor will be charged both a handling fee and disposal fee. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor may be charged for the removal and disposal of these items.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Thursday, September 28, 2023 at 10:00 PM.

SERVICE CONTRACTOR CONTACTS / INFORMATION



For more information on Valve World Mexico, please contact:

Roger Caetano

+1-647-291-7030

r.caetano@kci-world.com

Andre Davanzo

+1-647-522-7030

a.davanzo@kci-world.com

KCI WORLD

36 King Street East, Suite 701
Toronto
ON M5C 1E5, Canada

SHIPPING INFORMATION

You are responsible for shipping your materials to the correct location. We strongly suggest using a reputable company who can handle the customs clearance for you, as some exhibitors in the past have found difficulty using freight companies. There is a DHL office in the same building as the hotel, so you might find it easiest to use them for the return shipment.

Please use the shipping label on the next page to ensure your deliveries arrive on time to the correct location.

FROM

COMPANY NAME:

CONTACT ONSITE:

PHONE NUMBER:

EMAIL:

COUNTRY:

HOTEL SHERATON MEXICO CITY MARIA ISABEL

CONTACT: Sara Gonzalez

TEL. +52 55 5242 5661

ADDRESS: Paseo de la Reforma 325 Colonia Cuauhtémoc,

Delegación Cuauhtémoc, C.P. 06500

Ciudad de Mexico

EVENT: Valve World Mexico 2023

DATE: September 27 – September 28, 2023

BOX:

1/1



SAFETY TIPS

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention.

Keep your eyes open for scooters and dollies. The drivers of these vehicles may not be able to see you.

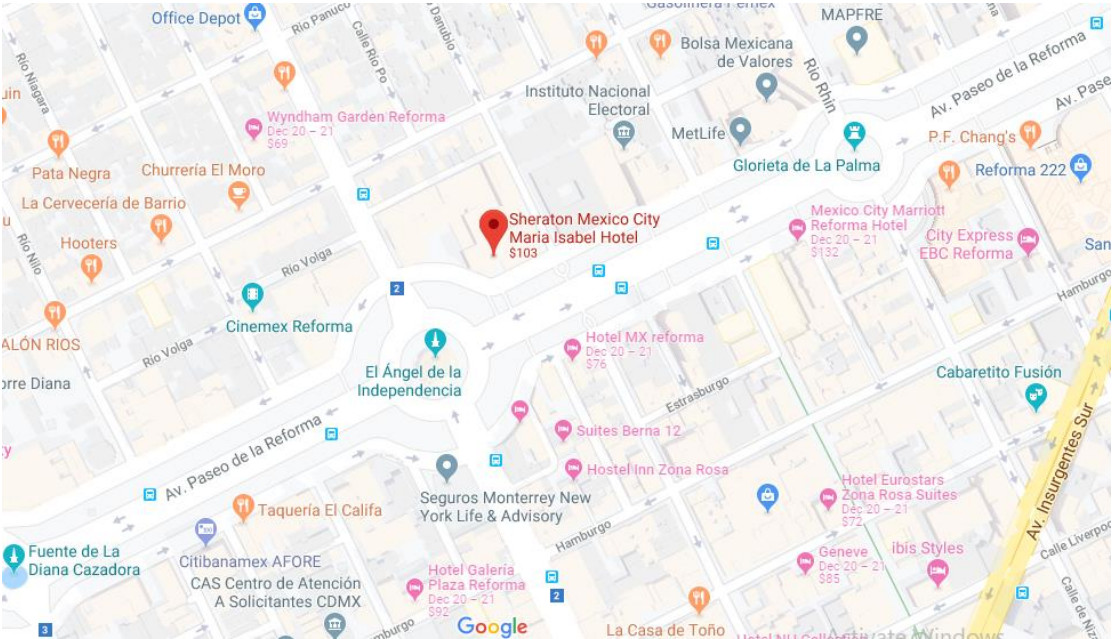
Prevent electrical shocks, falling items, and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation.

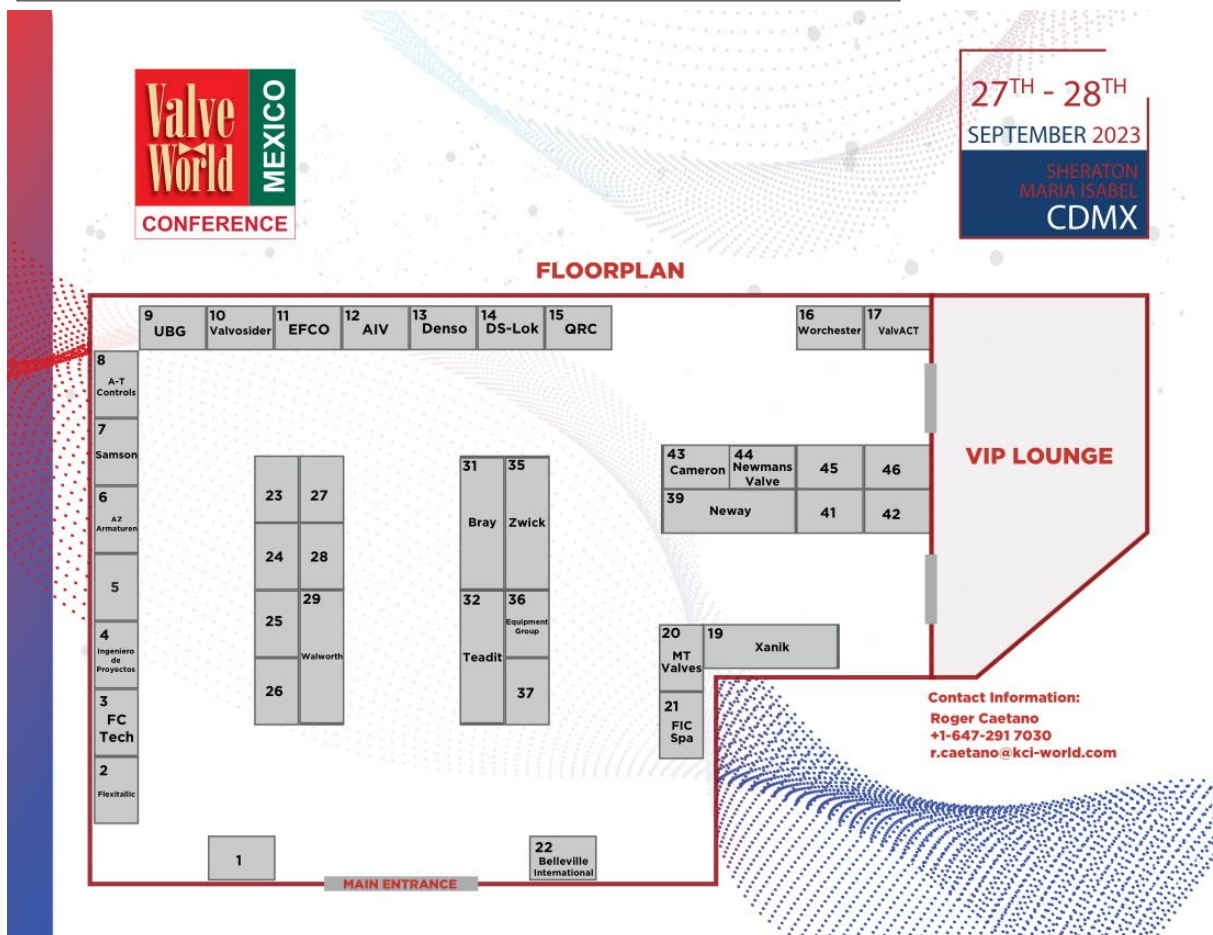
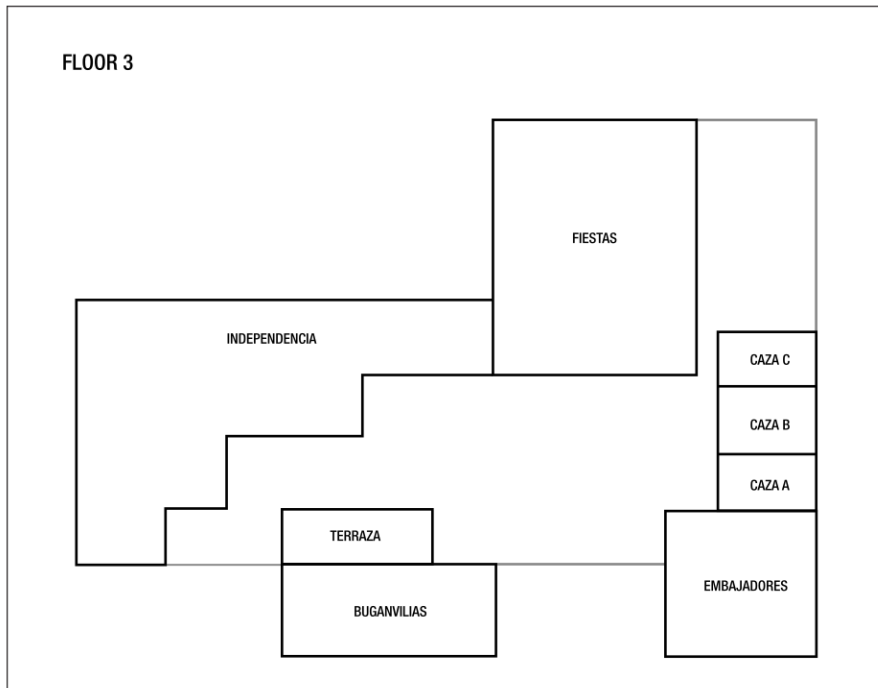


LOCATION





FLOORPLAN





Sheraton Mexico City Maria Isabel Hotel Exhibitor Catering Information

Sara Gonzalez is the catering coordinator for the **Sheraton Mexico City Maria Isabel Hotel**.

Sara Gonzalez +52 55 5242 5661
sara.gonzalez1@sheraton.com

Please contact Sara to book any services provided by the hotel, including the following:

- **Catering**
- **Audio and visual equipment, including TVs for your booth**
- **Electrical**

Please note, the number of TV rentals for the booths is limited. Please make sure to put in a request as soon as possible if you would like one.