



**November 20-21, 2024**  
**Sheraton Mexico City**  
**Maria Isabela Hotel**  
**Mexico City, Mexico**

## **SHOW SCHEDULE**

### **EXHIBITOR MOVE-IN**

Tuesday	November 19, 2024	12:00 PM - 8:00 PM
Wednesday	November 20, 2024	7:00 AM - 10:00 AM

### **EXHIBIT HOURS**

Wednesday	November 20, 2024	11:00 AM - 6:00 PM
Thursday	November 21, 2024	11:00 AM - 6:00 PM

### **EXHIBITOR MOVE-OUT**

Thursday	November 21, 2021	6:00 PM - 10:00 PM
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### **INDEX**

- 1 Show Schedule
- 2 General information
- 3 Service Contractor Contact/Information
- 4 Shipping label
- 5 Safety tips
- 6 Location
- 7 Floorplan
- 8 On-site contact

**[Book your room at the Sheraton Mexico City Maria Isabela Hotel](#)**

*The special room rate is valid until **August 31<sup>st</sup>, 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, October 28, 2024**.

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 Sarah Bradley [s.bradley@kci-world.com](mailto:s.bradley@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 will 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, November 21, 2024 at 10:00 PM.

## SERVICE CONTRACTOR CONTACTS / INFORMATION



For more information on Valve World Mexico, please contact:

### **Gabriela Evangelista**

+1-647-980-4221

[g.evangelista@kci-world.com](mailto:g.evangelista@kci-world.com)

### **KCI WORLD**

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

### **Sarah Bradley**

+1-416-937-4796

[s.bradley@kci-world.com](mailto:s.bradley@kci-world.com)

### **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 address below on to ensure your deliveries arrive on time to the correct location. Include Company name, Onsite contact and phone number on the address label.

<b>HOTEL</b>	<b>SHERATON</b>	<b>MEXICO</b>	<b>CITY</b>	<b>MARIA</b>	<b>ISABEL</b>
<b>CONTACT:</b>			Estefania		Lopez
<b>Tel:</b>	+(52)		55	5242	5648
<b>ADDRESS:</b>	Paseo de la Reforma	325. Col. Cuauhtemoc.	Mexico	City, C.P.	06500.
<b>EVENT:</b>	Valve World	Mexico	<b>DATE:</b>	November 20-21,	2024



### **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.

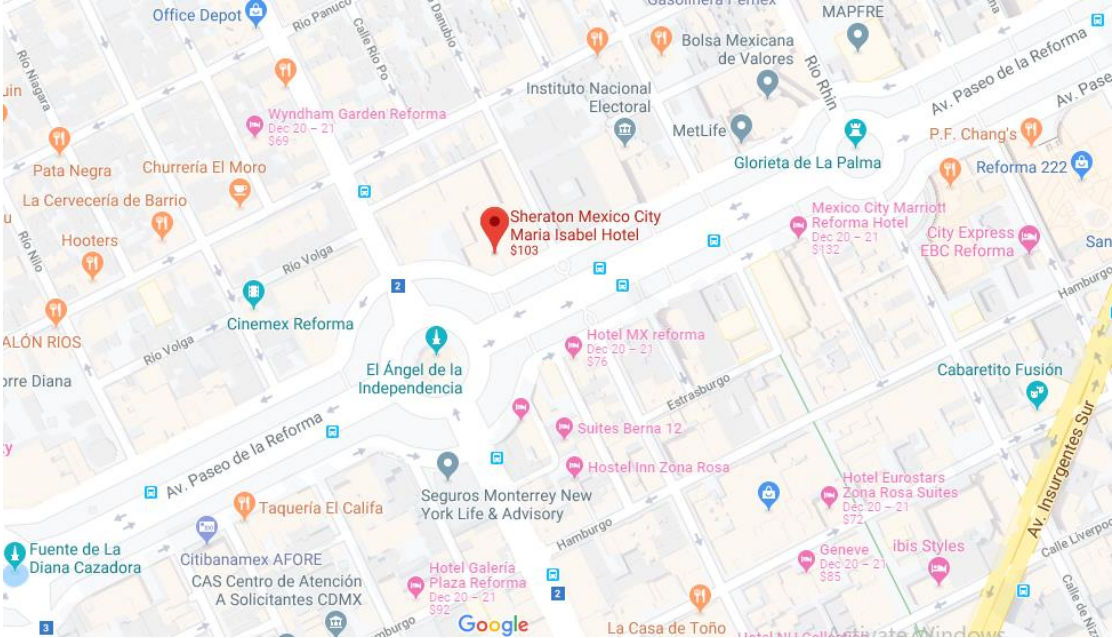
Prevent electrical shocks, falling items, and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

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.

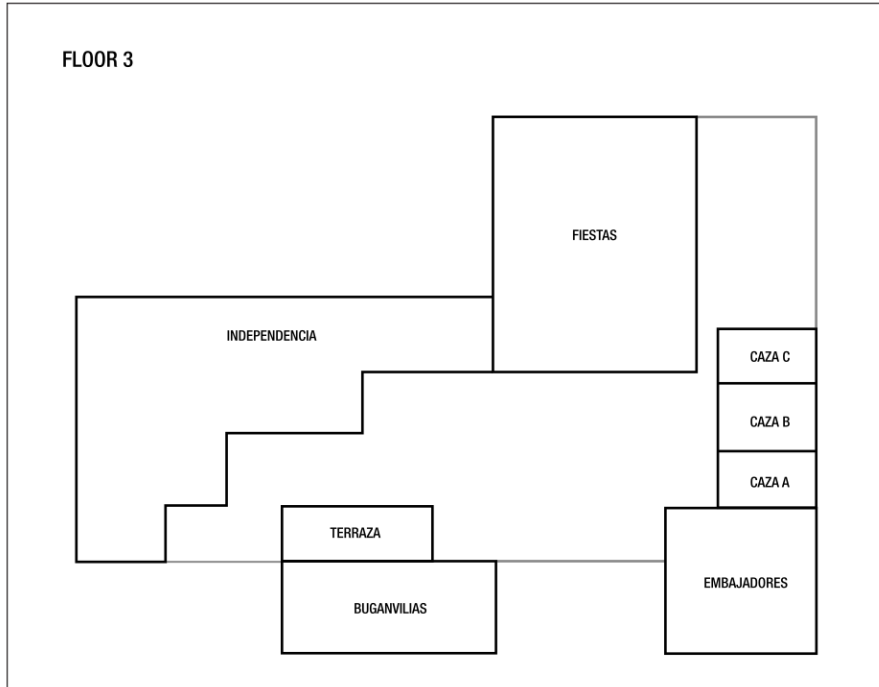


# LOCATION



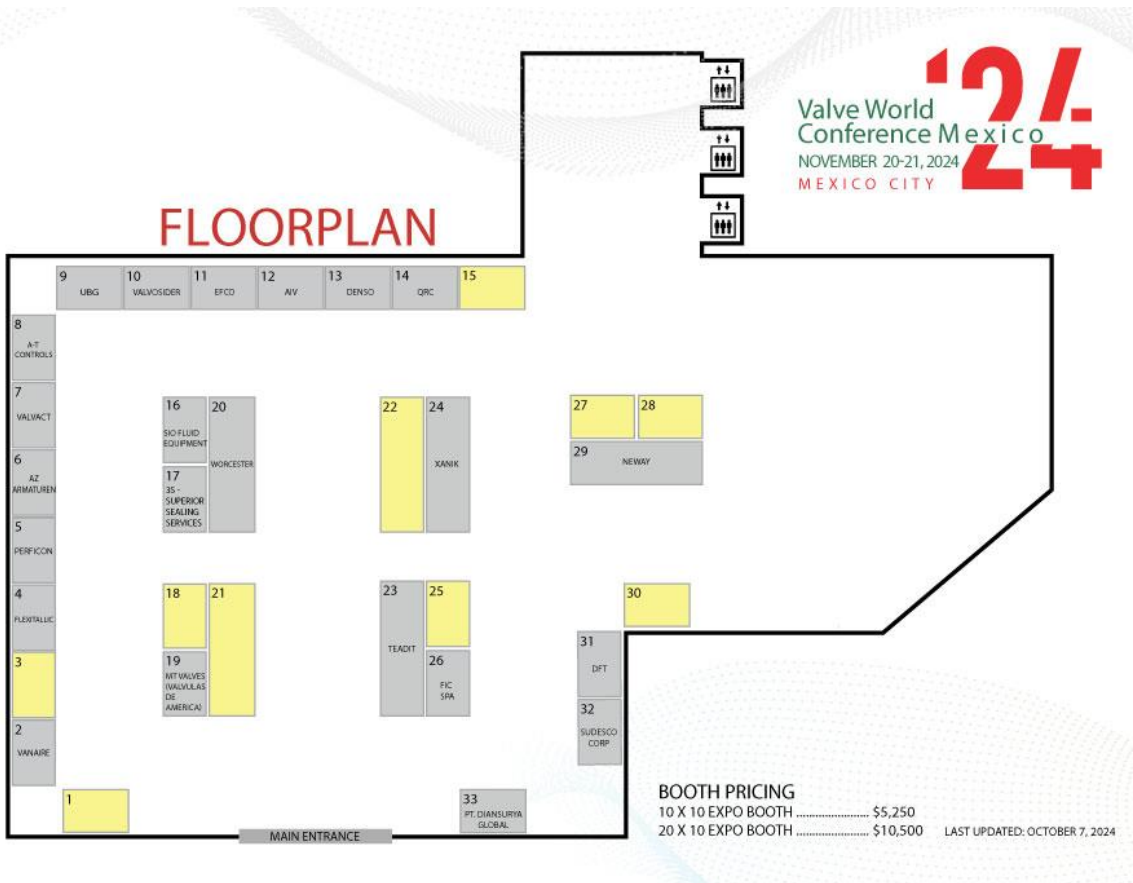


## FLOORPLAN



## FLOORPLAN

SPONSORED BY:



**BOOTH PRICING**  
 10 X 10 EXPO BOOTH ..... \$5,250  
 20 X 10 EXPO BOOTH ..... \$10,500  
 LAST UPDATED: OCTOBER 7, 2024





## **Sheraton Mexico City Maria Isabel Hotel Exhibitor Catering Information**

**Estefania Lopez** is the catering coordinator for the **Sheraton Mexico City Maria Isabel Hotel**.

**Estefania Lopez** +(52) 55 5242 5648  
**Estefania.lopez@sheraton.com**

Please contact Estefania 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.