



# Automotive MEETINGS

## Queretaro • Mexico

## PARTICIPANTS GUIDE

February 19<sup>th</sup> – 21<sup>st</sup>, 2019

**Querétaro Centro de Congresos - QCC**

Paseo de las Artes 1531 B,  
Col. Centro Sur, Querétaro, Querétaro  
México, C.P. 76090.

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For further questions please contact:

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----- Dalia Andrade: [dandrade@advbe.com](mailto:dandrade@advbe.com)

# Event Program & Agenda

This program is only informative. You will be able to find the final version within your personal schedule.

## Tuesday, February 19<sup>th</sup>:

08:30 am > Registration.  
09:00 am – 06:00 pm > Keynote Session.

## Wednesday, February 20<sup>th</sup>:

09:00 am – 12:30 pm > BtoB meetings & Workshops.  
**10:00 am – 10:15 am > Opening ceremony.**  
12:30 pm – 02:00 pm > Lunch.  
02:00pm – 06:00 pm > BtoB meetings & Workshops.  
06:30 pm > Networking Cocktail.

## Thursday, February 21<sup>st</sup>:

09:00 am – 12:30 pm > BtoB meetings & Workshops.  
12:30 pm – 02:00 pm > Lunch.  
02:00pm – 06:00 pm > BtoB meetings & Workshops.  
06:00 pm > End of convention and materials Removed from Booth.

## Reception Desk

Upon arrival at the Convention Center, all participants must go to the reception desk and collect their participant folders. Each participant folder contains the following items:

- ≈ Welcome Letter
- ≈ Schedule of Meetings
- ≈ Name tags
- ≈ Event program
- ≈ Additional Meetings Requests
- ≈ Layout of Automotive Meetings Querétaro 2019
- ≈ Lunch Coupons (on your badge if purchased)



## Booth Set-up



AMQ offers hard walled booths. **We strongly recommend you to bring graphics to customize your booth, or order custom-printed walls and fascia panels for a more professional appearance.** Noisy machines or sound systems are not allowed. Also make sure that all equipment and graphics you'll bring can actually fit inside your booth.

Set up time will be running from **03:00 pm to 07:00 pm on Tuesday, February 19<sup>th</sup>, 2018.** For exhibitors unable to make it on Tuesday: We recommend you to arrive at the Convention Center at **07:30 am on Wednesday, February 20<sup>th</sup>** to complete the set up and personalization of your booth.

## Booth Details

Each wall panel is 0.97m (3.3 ft) wide and 2.33 m (8ft) high. Exhibitors are allowed to bring pop-up stands, roll ups and other graphics as long as they fit within the dimensions of the selected booth and do not stick out.

<u>Basic Package</u> 4sqm (2 x 2 mts)	<u>Executive Package</u> 8sqm (4 x 2 mts)
	
1 Table (1.20 x .60 m), 3 Chairs, Carpet and Fascia Board with the name of the company and power supply.	2 Tables (1.20 x .60 m), 6 Chairs, Carpet and Fascia Board with the name of the company and power supply.

<b>Deluxe Package</b> 12 sqm (4 x 3 mts)	<b>Premium Package</b> 24 sqm (6 x 4 mts)
	
1 high table, 3 high chairs, 1 counter, 1 lounge, 4 printed visuals, 1 storage room, and power supply.	2 high tables, 6 high chairs, 2 counters, 1 meeting area, 1 lounge, printed visuals, 1 storage room, and power supply.

For a detailed description of the features of each booth, [click here](#)

## **Extra Furniture & Rental**

Our official supplier, **CEVENTS Services** offers an entire range of *furniture, equipment and printed materials* (banners, roll ups, etc). For quotes or placing orders:

**Contact:** Mr. Luis Ochoa  
**E-mail:** [info@ceventsservices.com](mailto:info@ceventsservices.com)

**Tel:** +52 (55) 8434 9851

**Mob:** + 52 1 (55) 1478 1929

## **Internet Access**

Internet service is not included, however, *Querétaro Centro de Congresos (QCC)* can provide you with this service during the event for an extra cost of: **\$226.00 MXN\*** (Cost per person/ per day, taxes are included).

QCC can also offer other additional services such as: wiring, phones at your booth, etc. For a list of additional services [click here](#).

If you require any of these services, you must follow the instructions at the document [“Process for requesting additional services”](#), or contact the person below:

**Contact:** Mr. Pablo Diez - [pdiez@queretaro.gob.mx](mailto:pdiez@queretaro.gob.mx)  
**Tel.** +52 (44) 2238 64 00 ext. 6424

***Be aware that ABE is not responsible for these services.***

## **Business Lunch**

A seated business lunch will be provided by ABE during the two business meetings days: Wednesday 20<sup>th</sup> and Thursday 21<sup>st</sup>, inside the exhibition area, from 12:30 pm to 02:00 pm, at an additional cost of **30 USD** per person per day.

If you wish to book this option, you must make a request to your contact at ABE

## **Coffe Break**

You will be able to enjoy coffee and other beverages, free of charge, from 08:30 am to 12:30 pm and from 02:00 pm to 06:00 pm on February 20<sup>th</sup> and 21<sup>st</sup>.

## Catering at your Booth

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QCC is able to respond to any catering requests you may have. For this purpose, please contact:

**Contact:** Mr. Marco Rodriguez – [marco.rga22@gmail.com](mailto:marco.rga22@gmail.com)  
Tel. +52 1 (44) 2479 1597

## Shipping and Deliveries

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If you wish to ship equipment or material supplies for your booth, be sure to use the following address:

**Querétaro Centro de Convenciones (QCC)**  
Paseo de las Artes 1531 B,  
Col. Centro Sur, Querétaro, Querétaro  
México, C.P. 76090.  
Tel.: +52 (44) 2238 6400

Also, indicate the **event's name** and your **company's name** on the label.

**Shipments must be delivered on February 19<sup>th</sup>.**

**IMPORTANT NOTE:** International companies must have a **Customs agent** for releasing shipments from customs.

**ABE is not a custom broker and will not be responsible for packages stopped at customs.**

## Move Out

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Exhibitors must have all their materials and equipment cleared from their booths by 06:00 pm on Thursday, February 21<sup>st</sup>, 2019.

**Your materials and equipment must be picked up from the convention center by your outbound carrier between the hours of 06:00 pm and 07:30 pm on February 21<sup>st</sup>.**

## Networking Cocktail

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ABE will host a cocktail reception for all participants. The cocktail will be held in “**QCC Lobby**”, within QCC at 06:30pm on Wednesday, February 20<sup>th</sup>. Access is included for all the participants of the Convention presenting their badges.

## Hotels & Accommodation

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ABE has granted **CEVENTS Services** full exclusivity for all accommodation needs during the Automotive Meetings Querétaro 2019. We strongly recommend you make all your bookings through our partner as this is the best way to find better rates and accommodation options.



Use the following link for a full list of hotels (and preferential rates) and to proceed with your booking:

<http://ceventsservices.com/>

## Airline Agreements

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Automotive Meetings Querétaro 2019 in partnership with several airlines is offering discounts to fly to Mexico City. To apply for these discounts, please read the following terms and conditions:

 <p>SKYTEAM<sup>®</sup> GLOBAL MEETINGS Official Alliance Network</p> <p>Reservation Code : <b>3986S</b></p>	<ul style="list-style-type: none"><li>- 15% to 5% discount on round trip (Departing from International routes)</li><li>- It applies if departing from International destinations to Mexico City Airport.</li><li>- If your flight is between February 12<sup>th</sup> to February 28<sup>th</sup>, you can use this reservation code</li><li>- Applies exclusively when purchasing directly on the web site: <a href="http://res.skyteam.com/Search/promoDefault.aspx?vendor=sky&amp;promocode=3986S">http://res.skyteam.com/Search/promoDefault.aspx?vendor=sky&amp;promocode=3986S</a></li></ul>
 <p>Reservation Code : <b>AUTMEET19</b></p>	<ul style="list-style-type: none"><li>- 10% discount on round trip.</li><li>- It applies if departing from National destinations to Mexico City Airport.</li><li>- It applies in Optima and Priority Fare only.</li><li>- If your flight is between February 18<sup>th</sup> to February 24<sup>th</sup>, you can use this reservation code.</li><li>- Credit Card Payment Only.</li><li>- Applies exclusively when purchasing directly on the web site: <a href="https://www.interjet.com.mx/eventosinterjet.aspx">https://www.interjet.com.mx/eventosinterjet.aspx</a> ⇒ <b><u>This reservation code will be available from January 18<sup>th</sup></u></b></li></ul>

## Bus Transportation

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From Mexico City international Airport Terminal 1 and 2, you may take the bus to Queretaro using PRIMERA PLUS:

[www.primeraplus.com.mx](http://www.primeraplus.com.mx)



You may purchase the tickets at your arrival. Departures are running often.

## Booth Features.



### Basic Package 4sqm (2 x 2 mts)

<u>Panels</u>	<u>Length:</u>	<u>Height:</u>
6	0.97 mts	2.33 mts
1	1.97 mts	0.21 mts



### Executive Package 8sqm (4 x 2 mts)

<u>Panels</u>	<u>Length:</u>	<u>Height:</u>
8	0.97 mts	2.33 mts
2	1.97 mts	0.21 mts

## Deluxe Package 12sqm (4x3)

Please find the graphic sizes for your booth. **Graphics must come in 72 DPIS real size, in PDF or JPG format.**

**Reception deadline: January 30<sup>th</sup>, 2019.**



Please **be aware of deadlines**, and send all the files to your ABE Commercial and CC to Pedro Tapia [ptapia@advbe.com](mailto:ptapia@advbe.com)

For further assistance, please contact us.

## Premium Package 24sqm (6x4)

Please find the graphic sizes for your booth. **Graphics must come in 72 DPIS real size, in PDF or JPG format.**

**Reception deadline: January 30<sup>th</sup>, 2019.**

- (A) 900 x 900 mm (2)
- (B) 1760 x 2520 mm (4)  
medida interior
- (C) 1200 x 3760 mm (3)  
medida exterior
- (D) 1200 x 1260 mm (1)  
medida exterior



### ROTULACIÓN

-  Impresión vinil auto-adherible
-  Impresión en lona
-  Impresión en tela
-  Impresión en lona mesh
-  Recorte en vinil
-  Caja de luz
-  Letras/Logotipo realzado

Please **be aware of deadlines**, and send all the files to your ABE Commercial and CC to Pedro Tapia [ptapia@advbe.com](mailto:ptapia@advbe.com)

For further assistance, please contact us.

**RETURN**



**Advanced Business Events**  
35-37 rue des abondances – 92513 Boulogne Billancourt Cedex  
[www.automotivemeetings.com/mexico](http://www.automotivemeetings.com/mexico)



Type of service	Specifications	Rate 2017	Rate time
<b>MOBILIARIO</b>			
Podium	Wooden and black finish	\$ 452.94	Per day
Stage	1.47 x 4 x 8 ft	\$ 377.45	Per day
Retractable belt stanchions	Red belt, .16 x 8.86 ft.	\$ 75.49	Per day
Flipchart	27.55" x 31.49"	\$ 301.96	Per day
Valenciana Chair	23.62" x 15.64"	\$ 18.56	Per day
Parma Chair	18.50" x 19.68"	\$ 18.56	Per day
Rectangular Table 1/2	96.06" x 15.74"	\$ 75.49	Per day
Rectangular Table	96.06" x 31.49"	\$ 75.49	Per day
Round Table	4.92 ft diameter	\$ 75.49	Per day
Tablecloth	Rectangular or round	\$ 75.49	Per day
Couch	3 pieces	\$ 2,189.21	Per day
Individual brown couch	27.55 " x 23.62"	\$ 301.96	Per day
Double brown couch	55.11" x 47.24"	\$ 603.92	Per day
Modular dance floor	Laminated panel 9.84 x 9.84 Ft	\$ 75.49	Per day
Carpet Modules	23.62" x 23.62"	\$ 603.92	Per day
<b>AUDIO</b>			
Sound System A	2 speakers, 1 console and 2 microphones For 200 people	\$ 2,264.70	Per day
Sound System B	4 speakers, 1 console and 2 microphones For 500 people	\$ 4,076.46	Per day
Sound System C	6 speakers, 1 console and 2 microphones For 1,000 people	\$ 5,737.24	Per day
Hand Held corded microphone	Shure SM-18	\$ 226.47	Per day
Hand Held wireless	Shure Beta 58A	\$ 679.41	Per day
Wireless Microphone (Lavalier type)	Shure PGX	\$ 830.39	Per day
<b>VIDEO</b>			
VideoProjector	4k Lumens	\$ 3,397.05	Per day
Led Smart TV 40"	40"	\$ 528.43	Per day
LCD TV	50"	\$ 679.41	Per day
<b>OTROS SERVICIOS</b>			
Crane rental	For rigging hanging. Type: Genie or JLG	\$ 981.37	Per hour
Wired Internet	2 MB	\$ 905.88	Per hour
Wireless Internet	2 MB	\$ 226.47	Per day
Fiber optic wireless internet	20 BM downland and 5-7 MB upload for alive transmittion	\$ 7,020.57	3 days
Telephone	Analog line / local calls	\$ 452.94	Per day
Electric Energy	220V/30A/2F	\$ 1,207.84	3 days
Electric Energy	220V/60A/2F	\$ 2,113.72	3 days
Electric Energy	220V/100A/2F	\$ 2,642.15	3 days
Electric Energy	220V/30A/3F	\$ 1,736.27	3 days
Electric Energy	220V/60A/3F	\$ 1,811.76	3 days
Electric Energy	220V/100A/3F	\$ 3,774.50	3 days
Electric Energy	480V/30A/3F	\$ 2,189.21	3 days
Electric Energy	480V/60A/3F	\$ 3,019.60	3 days
Electric Energy	480V/100A/3F	\$ 4,378.42	3 days
Three phase Plugg	480 VCA,100A, 3PH, 4P	\$ 452.94	3 days
Three phase Plugg	250 VCA,100A, 3PH, 4P	\$ 452.94	3 days
Vehicle exhibition space	1 vehicle	\$ 1,811.76	Per day

\* To contract internet fiber optic is mandatory to ask for the service 8 days before the event.

\* Prices are in national currency and can be changed without notice and must add the 16% VAT.

\*\* All services are subject to availability and assembly time.

Customer Service: Pablo Diez Alanis

Phone: (52) 442 238-6400 Ext. 6424

e-mail: pdiez@  
 Lista Serv. Adm.  
 www.qcc.mx



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 35-37 rue des abondances – 92513 Boulogne Billancourt Cedex  
[www.automotivemeetings.com/mexico](http://www.automotivemeetings.com/mexico)

## Procedure to order additional services for exhibitors and suppliers.

1. Applicant must send an e-mail to the Customer Service staff with the form in order to hire additional services.
2. The Customer Service staff will deliver the Payment Order form to the applicant.  
For further information about payment, please visit our web site and download the procedure.

### Remarks:

During set up of the event, the Convention Center staff will follow up to deliver the additional services ordered, according to the date on which the documentation was received.

In case to order the service before starting the assembly, the time of response will range from 2 to 6 hours since preference will be given to the people who contracted the service in advance.

All services shown in the price lists are plus VAT

### CONTACTS Costumer Service

Ing. Pablo Diez Alanís

E-mail: [pdiez@queretaro.gob.mx](mailto:pdiez@queretaro.gob.mx)

T. 01 (442) 238 64 24