

## RATES AND BOOKING FORM - U.S. COMPANIES

Carefully review the below packages and book the most appropriate one for your company. All features included are clearly described here below. We highly recommend you to prepare graphics (posters, roll-ups, pop-up booths, etc.) for your stand.

### MANAGEMENT FEES - \$200 USD

Every company is required to pay a flat fee upon signing up for AMQ. This fee will cover the following items:

- The official online catalog of the event
- Electric outlet
- Wi-Fi access per delegate
- 1 QR code badge per delegate for the entrance

### BASIC PACKAGE - 4 sqm

#### 1 Company - 1 Delegate One 4 sqm booth (2x2)

- A detailed profile of your company in the online catalogue.
- Unrestricted access to the online detailed catalogue.
- One schedule of pre-planned BtoB meetings based on your choices.
- Access to the conferences and workshops Feb. 21 & 22.
- Access to the coffee corner Feb. 21 & 22.

Fully equipped with 1 table, 3 chairs, carpet and fascia board.

*Design subject to change without notice*



• **\$2.950 USD**

#### CUSTOMIZED BASIC PACKAGE - 4 sqm (2x2)

with 2 personalized booth graphics on the back panels

• **\$3.250 USD**

### EXECUTIVE PACKAGE - 8 sqm

#### 1 Company - 2 Delegates One 8 sqm booth (4x2)

- A detailed profile of your company in the online catalogue.
- Unrestricted access to the online detailed catalogue.
- One schedule of pre-planned BtoB meetings based on your choices.
- Access to the conferences and workshops Feb. 21 & 22.
- Access to the coffee corner Feb. 21 & 22.

Fully equipped with 2 tables, 6 chairs, carpet and fascia board

*Design subject to change without notice*



• **\$3.900 USD**

#### CUSTOMIZED EXECUTIVE PACKAGE - 8 sqm (4x2)

with 4 personalized booth graphics on the back panels

• **\$4.500 USD**

### DELUXE PACKAGE - 12 sqm

#### 1 Company - 3 Delegates One 12 sqm booth (4x3)

- A detailed profile of your company in the online catalogue.
- Unrestricted access to the online detailed catalogue.
- One schedule of pre-planned BtoB meetings based on your choices.
- Access to the conferences and workshops Feb. 21 & 22.
- Access to the coffee corner Feb. 21 & 22.

Fully equipped with 2 lounge armchairs, 1 high table with 3 chairs, 1 counter, 1 storage room, carpet and printed graphics.

*Design subject to change without notice*



• **\$5.500 USD**

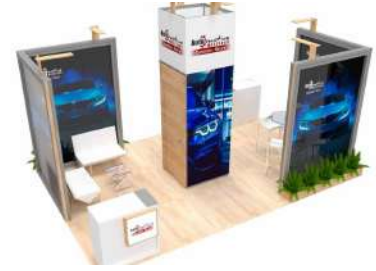
**\*Deadline to confirm this package: January 15.**

## PREMIUM PACKAGE - 24 sqm

### 1 Company - 4 Delegates One 24 sqm booth (6x4)

*Design subject to change without notice*

- A detailed profile of your company in the online catalogue.
- Unrestricted access to the online detailed catalogue.
- One schedule of pre-planned BtoB meetings based on your choices.
- Access to the conferences and workshops Feb. 21 & 22.
- Access to the coffee corner Feb. 21 & 22.



Fully equipped with 2 lounge armchairs, 1 high table with 3 chairs, 2 counters, 1 storage room and printed graphics.

**\*Deadline to confirm this package: January 15.**

• **\$9.000 USD**

## BARE SURFACE PACKAGE

### 1 Company - 3 Delegates

Raw Space

Mini 16 sqm - Maxi 36sqm

- A detailed profile of your company in the online catalogue.
- Unrestricted access to the online detailed catalogue.
- One schedule of pre-planned BtoB meetings based on your choices.
- Access to the conferences and workshops Feb. 21 & 22.
- Access to the coffee corner Feb. 21 & 22.

Build your own stand, carpet is supplied, power upon request.

**\*Deadline to confirm this package: January 15.**

• **\$300 USD/sqm**

## ADDITIONAL OPTIONS

#### Additional Delegate

Access to the conferences, workshops and coffee corner Feb. 21 & 22, 2024.

**\$ 200 USD**

#### Seated business lunch Feb. 21 & 22, 2024

**\$ 30 USD /Person/Day**

#### Access to the Conference of Feb. 20, 2024

A full day session of the Automotive industry in Mexico, includes coffee break and lunch buffet.

**\$ 200 USD /Person**

#### Workshop

Lead a "Solutions Workshop" on a topic in relation with one of your specific competencies or innovations. The workshop shall not last more than 30 minutes and will gather between 15 to 40 delegates willing to attend. Your topic will be advertised through the AUTOMOTIVE MEETINGS 2024 promotional tools (Direct Marketing, media communication, etc. It will also be presented in the online Catalogue, accessible to all the delegates prior to the convention. If you wish to lead a "Solutions Workshop", please provide the following information: topic title, short description (5-10 lines). Workshops are scheduled in parallel to the BtoB Meetings on Feb. 21 & 22, 2024. *Note that we reserve the right to decline all requests without justifications.*

**\$ 1.500 USD**

#### 01 Schedule of pre-planned BtoB Meetings in "Aerospace Meetings Queretaro 2024" (includes the participation of 01 delegate)

**\$ 500 USD**

#### Advertisement in the Official Catalogue (Digital)

A two sided digital advertisement of your company. You should supply the artwork in English and Spanish in JPG or PDF, with size per page of 14.5 x 21.5 cm and a bleed of 0.5 mm on each side (a final size of 15.5 x 22.5 cm) **Deadline to confirm and send graphics, January 19.**

**\$ 1000 USD**

## SPONSORSHIP OPTIONS FEB. 21 & 22, 2024

<p><b>PLATINUM</b> Only 2 companies will be granted this package A 36sqm booth. + A 15mn slot in the Conference Program. + A schedule with pre-arranged approved meetings. + An advert page in the soft copy of the event catalogue (digital). + Your company logo on the event website and on other marketing materials. + Unrestricted access to the convention for up to 5 delegates.</p>	<b>\$20 000 USD</b>
<p><b>GOLD</b> A 24sqm booth. + A schedule with pre-arranged approved meetings. + An advert page in the soft copy of the event catalogue (digital) + Your company logo on the event website and on other marketing materials. + Unrestricted access to the convention for up to 4 delegates.</p>	<b>\$15 000 USD</b>
<p><b>SILVER</b> A 12sqm booth. + A schedule with pre-arranged approved meetings. + An advert page in the soft copy of the event catalogue (digital). + Your company logo on the event website and on other marketing materials. + Unrestricted access to the convention for up to 3 delegates.</p>	<b>\$8 000 USD</b>
<p><b>MOBILE APP EXCLUSIVE</b> Promote your brand through a wide range of all our visibility options: a splash screen with your company logo each time when the app will be launched by the attendees, your company logo on the interactive floor map in the map... <b>Please contact us for more details.</b></p>	<b>\$7 000 USD</b>
<p><b>HOT &amp; COLD BEVERAGE AREA (EXCLUSIVE)</b> Take the opportunity to support a complimentary beverage spot. This area would consist of tables at two different locations where the attendees can have free hot and cold drinks. It is possible for you to have a roll-up banner, supplied by you, as well as your supplied brochures on a shelves rack.</p>	<b>\$6 000 USD</b>
<p><b>OFFICIAL GOODIES (EXCLUSIVE)</b> More than 1600 attendees are expected at this event. Every single attendee will receive a goody. You shall supply and deliver the goodies at the address we'll indicate.</p>	<b>\$5 000 USD</b>
<p><b>NETWORKING COCKTAIL</b> A 5mn speech along with the other sponsors. + Your company logo on the back wall of the cocktail which is placed at the stage. + Access for up to 5 guests (excluding your participants registered for the BtoB Meetings). To be able to purchase this sponsorship opportunity, you must purchase at least the "Basic package".</p>	<b>\$5 000 USD</b>
<p><b>NOTEBOOKS (EXCLUSIVE)</b> Welcome attendees with a quality and nice-printed notebook for them to take notes during the Convention. Sponsor's logo will be printed on the paper notebook. Sponsor fee includes cost of notebooks.</p>	<b>\$3 000 USD</b>
<p><b>LANYARDS (EXCLUSIVE)</b> More than 1600 attendees are expected at this event. Every single attendee will receive a badge with the lanyard. Supply lanyards with your company name and logo and we'll distribute them along with the personal badges.</p>	<b>\$2 000 USD</b>
<p><b>RECEPTION DESK/MAIN ENTRANCE</b> Our front desk is always busy with attendees requesting assistance. Supply graphics and flyers presenting your company. We'll stick the graphics on the desk and lay the flyers on shelves.</p>	<b>\$2 000 USD</b>
<p><b>OFFICIAL EVENT GUIDE</b> A General Guide (digital) of the event that can be downloaded by all participants. It's the forum guide providing such information as the general program, conferences summaries, floor plan, etc. Supply art work and you'll have a two sided advert inside.</p>	<b>\$1 000 USD</b>

## CONFERENCE SPONSORSHIP OPTIONS FEB. 20, 2024

<p><b>CONFERENCE PROGRAM</b> An 8sqm booth. + A 15mn slot in the Plenary Session of Feb. 20, 2024. + A roll-up supplied by you presenting your company will be displayed at the entrance.+ Two sided advert page in the event program booklet. + Company logo posted on the event official website, on the conference day program. + Your company logo on the back wall of the conference. + One banner &amp; one information desk to be placed inside the conference room (the banner is provided by your company). + Access to the conference and lunch buffet on Feb. 20 for up to 8 attendees. + A schedule with pre-arranged and approved meetings.</p>	<b>\$7 000 USD</b>
<p><b>COFFEE BREAK</b> A 4sqm booth. + One advert page in the event program booklet. + Your company logo posted on the event official website, on the conference day program. + Your company logo on the back wall of the conference. + One banner &amp; one information desk to be placed inside the conference room (the banner is provided by your company). + Access to the conference and lunch buffet on Feb. 20 for up to 5 attendees. + A schedule with pre-arranged and approved meetings.</p>	<b>\$6 000 USD</b>



Please return the completed form to the address below:  
 abe - advanced business events - Automotive Meetings Queretaro 2024  
 10 rue de la Rochefoucauld, CS 50300, 92513, Boulogne-Billancourt Cedex - France  
 Tel: +33 1 41 86 49 00 Fax: +33 (0)1 46 03 86 26  
 Website: <https://mexico.automotivemeetings.com>  
 E-Mail: [automotivemeetings@adybe.com](mailto:automotivemeetings@adybe.com)  
 SAS au capital de 50 000 euros  
 RCS Nanterre 515 013 506 – NAF: 8230Z

Your initials: \_\_\_\_\_

<p><b>LUNCH BUFFET</b> A 4sqm booth. + One advert page in the event program booklet. + Your company logo posted on the event official website, on the conference day program. + Your company logo on the back wall of the conference. + Leaflets placed on every table (these leaflets are provided by your company two days before the event). + One banner &amp; one information desk to be placed inside the conference room (the banner is provided by your company). + Access to the conference and lunch buffet on Feb. 20 for up to 4 attendees. + A schedule with pre-arranged and approved meetings.</p>	<b>\$6 000 USD</b>
<p><b>NETWORKING BREAK</b> A 4sqm booth. + One advert page in the event program booklet. + Your company logo posted on the event official website, on the conference day program. + Your company logo on the back wall of the conference. + One banner &amp; one information desk to be placed inside the conference room (the banner is provided by your company). + Access to the conference and lunch buffet on Feb. 20 for up to 5 attendees. + A schedule with pre-arranged and approved meetings.</p>	<b>\$6 000 USD</b>
<p><b>BOOKLETS</b> This booklet will be distributed to each attendee and will contain the conference program as well as the speakers' bios and pictures. We will include a two page advertisement of your company (artwork in high resolution PDF will be provided by you). No other advertisement will be included.</p>	<b>\$3 000 USD</b>
<p><b>NOTEBOOKS</b> You may provide an A5 notebook with as many pages as you'd like for the attendees to take notes during the conference day. We would place one on every seat of the conference room. These shall be provided by your company and be delivered to the organizers seven days before the event.</p>	<b>\$2 000 USD</b>
<p><b>GOODIES</b> You may provide other goodies (such as pens) to be given to the attendees present on the conference day. We would place one in every seat of the conference room. These shall be provided by your company and be delivered to the organizers seven days before the event.</p>	<b>\$2 000 USD</b>
<p><b>LANYARDS</b> You may sponsor the 150 lanyards that will be used on the official conference day by all the attendees. These are provided by your company and must be delivered to the organizers seven days before the event.</p>	<b>\$2 000 USD</b>

Description of your objectives while in Mexico:

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Which kind of industrial visits would you be interested in?

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 SAS au capital de 50 000 euros  
 RCS Nanterre 515 013 506 – NAF: 8230Z

Your initials: \_\_\_\_\_

# PURCHASE ORDER

## CONFIRM YOUR SELECTION:

<input type="checkbox"/> <b>BASIC PACKAGE – 4sqm</b>	\$2.950 USD.....
<input type="checkbox"/> <b>CUSTOMIZED BASIC PACKAGE - 4sqm (2x2)</b>	\$3.250 USD.....
<input type="checkbox"/> <b>EXECUTIVE PACKAGE – 8sqm</b>	\$3.900 USD.....
<input type="checkbox"/> <b>CUSTOMIZED EXECUTIVE PACKAGE - 8sqm (4x2)</b>	\$4.500 USD.....
<input type="checkbox"/> <b>DELUXE PACKAGE – 12sqm</b>	\$5.500 USD.....
<input type="checkbox"/> <b>PREMIUM PACKAGE – 24sqm</b>	\$9.000 USD.....
<input type="checkbox"/> <b>BARE SURFACE PACKAGE (MINI 16sqm - MAXI 36sqm) PER sqm</b>	(____) x \$300 USD /sqm.....
<input type="checkbox"/> <b>ADDITIONAL DELEGATE</b>	(____) x \$200 USD.....
<input type="checkbox"/> <b>WORKSHOP</b>	\$1.500 USD.....
<input type="checkbox"/> <b>ACCESS TO THE CONFERENCE OF FEB. 20, 2024</b>	(____) x \$200 USD.....
<input type="checkbox"/> <b>BUSINESS LUNCH FEB. 21 &amp; 22, 2024 PER DAY, PERSON</b>	(____) Lunch(es) x \$30 USD.....
<input type="checkbox"/> <b>SCHEDULE OF PRE-PLANNED BTOB MEETINGS IN AEROSPACE MEETINGS</b>	\$500 USD.....
<input type="checkbox"/> <b>ADVERTISEMENT IN THE OFFICIAL CATALOGUE (DIGITAL)</b>	\$1.000 USD.....
<input type="checkbox"/> <b>PLATINUM SPONSORSHIP</b>	\$20.000 USD.....
<input type="checkbox"/> <b>GOLD SPONSORSHIP</b>	\$15.000 USD.....
<input type="checkbox"/> <b>SILVER SPONSORSHIP</b>	\$8.000 USD.....
<input type="checkbox"/> <b>MOBILE APP EXCLUSIVE SPONSOR</b>	\$7.000 USD.....
<input type="checkbox"/> <b>HOT &amp; COLD BEVERAGE AREA SPONSORSHIP</b>	\$6.000 USD.....
<input type="checkbox"/> <b>OFFICIAL GOODIES</b>	\$5.000 USD.....
<input type="checkbox"/> <b>NETWORKING COCKTAIL</b>	\$5.000 USD.....
<input type="checkbox"/> <b>NOTEBOOKS (EXCLUSIVE)</b>	\$3.000 USD.....
<input type="checkbox"/> <b>LANYARDS</b>	\$2.000 USD.....
<input type="checkbox"/> <b>RECEPTION DESK/MAIN ENTRANCE</b>	\$2.000 USD.....
<input type="checkbox"/> <b>OFFICIAL EVENT GUIDE</b>	\$1.000 USD.....
<b>CONFERENCE SPONSORSHIP</b>	
<input type="checkbox"/> <b>CONFERENCE PROGRAM</b>	\$7.000 USD.....
<input type="checkbox"/> <b>COFFEE BREAK</b>	\$6.000 USD.....
<input type="checkbox"/> <b>LUNCH BUFFET</b>	\$6.000 USD.....
<input type="checkbox"/> <b>NETWORKING BREAK</b>	\$6.000 USD.....
<input type="checkbox"/> <b>BOOKLETS</b>	\$3.000 USD.....
<input type="checkbox"/> <b>NOTEBOOKS</b>	\$2.000 USD.....
<input type="checkbox"/> <b>GOODIES</b>	\$2.000 USD.....
<input type="checkbox"/> <b>LANYARDS</b>	\$2.000 USD.....
<b>Grand total</b>	
<b>Management fees</b>	
<b>\$200 USD</b>	
<b>Taxes (only if applicable)*</b>	
<b>Net due to advanced business events</b>	

### PAYMENT TERMS

#### \*Additional Information on tax

- a) Your company is registered in France, French tax (VAT) is due
- b) Your company is registered in a European Union country, excluding France, French tax is not applicable (you must report it to your fiscal administration). Please indicate the tax registration number of the billed company.
- c) Your company is based in a non-European country, no taxes are applicable.
- d) Your company is registered in Italy, Italian tax (VAT) is due. Our Rome office will bill you and include the VAT amount.

Full payment at booking is accepted. Your account must be balanced prior to the event.

#### Payment can be made by:

- Credit card (visa, mastercard only) from an online facility
- Wire transfer to our bank account (send us a copy of the receipt by email)

#### Our bank account details:

- IBAN: FR76 3000 4008 0400 0100 7591 014
- BIC Code: BNPAFRPPXXX
- Bank: BNP PARIBAS - 24 avenue de la Grande Armée 75017 Paris

**IMPORTANT NOTE:** sign on next page, scan and return this booking form (5 pages) to **your contact**.

When you're done you'll be requested to fill out the registration form and provide details of your capabilities. Those details will be used for your profile in the online catalogue and are very important for the matchmaking program.



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Your initials: \_\_\_\_\_

Event name: **AUTOMOTIVE MEETINGS QUERETARO 2024** (referred to as the "Event")  
Date: **February 20 - 22, 2024** (referred to as the "Date")  
Location: **Queretaro Convention Center** (referred to as the "Place")  
City: **Queretaro, Mexico**

### 1/ ORGANIZATION

The Event is organized by **abe - advanced business events**, a limited company with a stated capital of 50000 Euros, whose registered head office is located at 10 rue de la Rochefoucauld, CS 50300, 92513, Boulogne-Billancourt Cedex - France, hereafter referred to as the Organizer.

### 2/ PURPOSE

This agreement stipulates the terms and conditions, under which the Organizer sets up and runs the Event. This agreement highlights the rights and obligations of both the Organizer and the signing company, hereafter referred to as the Participant. By signing this agreement, the Participant formally agrees to abide by these terms and conditions.

### 3/ PLACE AND DATE

The Event will be held at the Place and Date indicated here above. The Organizer may cancel the Event or change the Place and Date, should the Place be rendered unavailable, in case of force majeure or act of God. In such an event, no compensation or refund shall be due to the Participant. However, the Organizer shall inform the Participant about the new Date and Place in writing and guarantee the Participant's participation in the rescheduled Event at no additional cost.

### 4/ REGISTRATION, CANCELLATION, PAYMENT

- Any company or organization is allowed to attend the Event provided its delegates have relevant knowledge to enter business discussions with other attendees. The Organizer, nonetheless, reserves the right to approve or reject any registrations at its sole discretion
- The participant may cancel their registration forty-five days (45) or more prior to the Event, and be eligible for a full refund. The Organizer shall, however, retain a 7.5% administrative fee when processing the refund.
- Should cancellation be submitted twenty-one (21) to forty-four days (44) prior to the Event, the Participant shall be liable for a penalty amounting thirty percent (30%) of the amount due or paid.
- Should cancellation be submitted twenty days (20) or less prior to the Event, the Participant shall be liable for the payment of the full amount due, and not be eligible for any refund.
- All invoices issued and sent to the Participant, must be remitted five days (5) prior to the Event at the latest. The Organizer reserves the right to deny the Participant access to the Event, shouldn't their accounts be settled.

### 5/ INCLUDED SERVICES AND OBLIGATION TO PRODUCE RESULTS

The Organizer firmly commits to diligently use their expertise, knowledge, contacts network and all available resources to deliver all the services described in the booking form attached to this agreement. The Participant understands the Organizer's work shall not necessarily produce direct and immediate business results.

### 6/ PREVENTIVE MEASURES

The Organizer commits to implementing preventive measures and supplying equipment, aimed at hampering the spread of some transmissible diseases. The Participant understands that preventive measures and protective equipment do not offer a risk-free event, and that the Organizer cannot be held liable for any contamination occurring during the preparation and running of the Event.

### 7/ INSURANCE

The Organizer is solely responsible for setting up and running the Event. However the Organizer's shall not be legally liable for any harm caused to the Participant by a third party.

The Participant must hold an insurance policy that covers all damages caused by them, their staff or their belongings to a third party or a third party's equipment and installations during the preparation and running of the Event.

The Participant must hold an insurance policy that covers all damages caused by a third party to them, their staff and belongings during the preparation and running of the Event.

### 8/ APPLICABLE AMENDMENTS

The Organizer reserves the right to introduce addendums to this agreement in order to handle any matters not initially mentioned in this agreement. Such amendments shall be notified and diligently sent to the Participant and immediately come into force.

The Organizer reserves the right to terminate this agreement and therefore cancel the Participant's registration, should the latter not comply with the terms and conditions of this agreement. In such an event, the Organizer shall notify the Participant in writing, and no compensation or refund shall be due to the Participant.

### 9/ USE OF PARTICIPANT LOGO

The Organizer reserves the right to retrieve and use the Participant's company logo on marketing materials designed to promote the event by showing a list of registered companies, called participants. If the Participant disagrees and wishes their logo to be removed from such marketing materials, they must explicitly address their request in a written form.

### 10/ SETTLEMENT

In the event of disagreement, the Participant shall submit a written request to the Organizer and seek an amicable settlement. If no amicable settlement is reached, the tribunal of Nanterre, France, shall be the sole competent tribunal to handle the case.

### 11/ PRIVACY AND SECURITY POLICY

The Participant understands that the Organizer will collect detailed information about their business for the sole purpose of conducting the Event and delivering the services described in the attached booking form. More information is available on the Organizer's website: [privacy, confidentiality and management of personal information](#)

**Company name:**

**RFC:**

**Name of authorized officer or representative:**

I agree with advanced business event's general terms and conditions.

**Date, signature and company's seal:**

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