



PARTICIPANT'S GUIDE

Queretaro Congress Center - QCC

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

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For further questions please contact:

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QUERETARO CENTRO DE CONGRESOS

Address: Paseo de las Artes 1531 B, Col. Centro Sur, Queretaro, Queretaro México, C.P. 76090
Please review and take into account the [rules and regulations of the Queretaro Convention Center](#) "QCC".

EVENT PROGRAM AND AGENDA

Tuesday, June 21 st	Wednesday, June 22 nd	Thursday June 23 rd
15:00 - 18:00 Booth set-up	08:00 Registration 09:00 - 12:30 BtoB meetings & Conferences 12:00 Opening ceremony 12:30 - 14:00 Lunch 14:00 - 18:00 BtoB meetings & Conferences 18:30 Networking Cocktail	08:00 Registration 09:00 - 12:30 BtoB meetings & Conferences 12:30 - 14:00 Lunch 14:00 - 18:00 BtoB meetings & Conferences 18:00 End of convention and materials removed from the booth

REGISTRATION

In order to make your registration run smoothly, we kindly ask you to **print your badge from your online profile (BtoB Meetings portal) before the event**. At the welcome desk we will provide you with a pocket and lanyard.

We also encourage you to **print your own schedule of meetings** before attending the event.

You may find these **documents** from the "HOME" space within your [BtoB Meetings online profile](#).

BOOTH DETAILS

Each wall panel is 0.97m (3.3ft) wide and 2.33m (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.

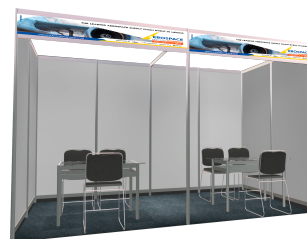
For a detailed description of the features of each booth, [click here](#)

Basic Package 4 sqm (2x2)



1 Table, 3 Chairs, Carpet and Fascia Board with the name of the company and power supply.

Executive Package 8 sqm (4x2)

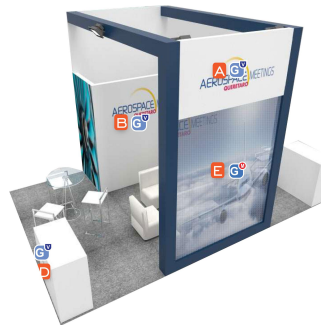


2 Tables, 6 Chairs, Carpet and Fascia Board with the name of the company and power supply.

Premium Package 12 sqm (4x3)



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



Fully equipped with 4 lounge armchairs, 1 high table with chairs, 2 counters, 1 storage room, carpet and printed graphics.

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 **15:00 to 18:00 on Tuesday, June 21st, 2022**. For exhibitors unable to make it on Tuesday: we recommend you to arrive at the Convention Center at **07:30 on Wednesday, June 22nd** to complete the set up and personalization of your booth.

EXTRA FURNITURE & RENTAL

Our official suppliers offer a full range of furniture, equipment and printed material (banners, roll ups, etc.). For quotations or orders, please contact:

ORMEX

Mónica Aguilar - maguilar@ormex.com

M. +52 1 (33) 3362 6914

DEADLINE FOR SUBMITTING YOUR ORDER IS JUNE 10, 2022

ESPACIO PROMOCIONAL

Olivia Zúñiga - espaciopromocional1@gmail.com

M. +52 1 (477) 328 46 58

DEADLINE FOR SUBMITTING YOUR ORDER IS JUNE 10, 2022

BUSINESS LUNCH

A seated business lunch will be provided by ABE during the two business meetings days: Wednesday 22nd and Thursday 23rd, inside the exhibition area, from 12:30 to 14:00, at an additional cost of **30 USD per day per person**.

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

ADVERTISEMENT IN THE OFFICIAL CATALOGUE

A two sided advertisement of your company. You should supply the artwork in English and Spanish in JPG or PDF, with a size per page of 14.5 x 21.5 cm and a bleed of .5 mm on each side (a final size of 15.5 x 22.5 cm) at an additional cost of **1.000 USD**.

Deadline to confirm & send graphics: Friday, June 3.

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

COFFEE BREAK

You will be able to enjoy coffee and other beverages, free of charge from 08:30 to 12:30 and from 14:00 to 18:00 on June 22nd and 23rd.

CATERING AT YOUR BOOTH

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

Pavel Santiago

pavel@lecuisine.mx

M. +52 1 (442) 327 7112

SHIPPING & DELIVERIES

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

Queretaro Centro de Convenciones (QCC)

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

Tel. +52 (442) 238 6400

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

Shipments must be delivered on June 21st.

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

Exhibitors must have all their materials and equipment cleared from their booths on Thursday, June 23rd, 2022. **Your materials and equipment must be picked up from the convention center by your outbound carrier between 18:00 and 19:00 on June 23rd.**

NETWORKING COCKTAIL

ABE will host a cocktail reception for all participants. The cocktail will be held in "QCC Lobby", within QCC at 18:30 on Wednesday, June 22nd. Access is included for all the participants of the Convention presenting their badges.

HOTELS & ACCOMMODATION

ABE has granted **COBA EVENTS** full exclusivity for all accommodation needs during the Aerospace Meetings Queretaro 2022. 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:

cobaevents.com/reservations.html

AIRLINE AGREEMENT

Aerospace Meetings Queretaro 2022 in partnership with Skyteam is offering discounts to fly to Mexico City. To apply for these discounts, please read the following terms and conditions.



Reservation Code: 4458S

- 05% to 15% discount on round trip (Departing from International routes)
- It applies if departing from International destinations to Mexico City Airport.
- If your flight is between June 15th and June 30th, you can use this reservation code
- Applies exclusively when purchasing directly on the web site:

<http://res.skyteam.com/Search/promoDefault.aspx?vendor=sky&promocode=4458S>

BUS TRANSPORTATION

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

www.primeraplus.com.mx

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





Basic Package 4 sqm (2x2)		
Panels:	Length:	Height:
6	0.97 mts	2.33 mts
1	1.97 mts	0.21 mts
BOOTH FURNITURE	MEASUREMENTS	
CHAIR	83 cm Height X 43 cm Length	
TABLE	75 cm Height X 120 cm Length X 60 cm Width	



Basic Package 4 sqm (4x2)		
Panels:	Length:	Height:
8	0.97 mts	2.33 mts
2	1.97 mts	0.21 mts
BOOTH FURNITURE	MEASUREMENTS	
CHAIR	83 cm Height X 43 cm Length	
TABLE	75 cm Height X 120 cm Length X 60 cm Width	



Premium Package 12 sqm (4x3)*		
Graphics:	Length:	Height:
A (1)	4000 mm	1000 mm
B (1)	2800 mm	2600 mm
C (2)	1200 mm	2440 mm
D (1)	900 mm	900 mm
BOOTH FURNITURE	MEASUREMENTS	
LOUNGE SOFA	82 cm Height X 1 m Length X 60 cm Width	
HIGH CHAIR	1 m Height X 40 cm Length	
HIGH TABLE	1.12 m Height X 60 cm Diameter	
COFFEE TABLE	40 cm Height X 40 cm Diameter	

*Please find the graphic sizes for your booth. **Graphics must come in 72 DPIS real size, in PDF or JPG format. Deadline to send your graphics: June 3, 2022. Only applies for stands of 12sqm and 24sqm.**

Please **be aware of deadlines**, and send all the files to your ABE Commercial and CC to Libni Aguirre laguirre@advbe.com. For further assistance, please contact us.



Premium Package 24 sqm (6x4)*		
Graphics:	Length:	Height:
A (1)	2050 mm	1000 mm
B (1)	2440 mm	2440 mm
C (1)	1200 mm	2440 mm
D (2)	.90 cm	.90 cm
E (1)	2050 mm	2460 mm
F (1)	2440 mm	3660 mm
BOOTH FURNITURE		MEASUREMENTS
LOUNGE SOFA		82 cm Height X 1 m Length X 60 cm Width
HIGH CHAIR		1 m Height X 40 cm Length
HIGH TABLE		1.12 m Height X 60 cm Diameter
COFFEE TABLE		40 cm Height X 40 cm Diameter

*Please find the graphic sizes for your booth. **Graphics must come in 72 DPIS real size, in PDF or JPG format. Deadline to send your graphics: June 3, 2022. Only applies for stands of 12sqm and 24sqm.**

Please **be aware of deadlines**, and send all the files to your ABE Commercial and CC to Libni Aguirre laquirre@advbe.com. For further assistance, please contact us.

TEXT IN THE MARGIN 12 CM

TEXT IN THE MARGIN 19 CM

The boost your company needs



The Brazilian Aerospace and Defense Cluster one of the activities of Cecompi, operates in the exchange of knowledge, in the approximation between companies, universities and research institutions, generating new business and strengthening the supply chain. There are more than 110 members that have access to training , to the development and improvement of processes and products , among other support actions that make the companies more competitive.



www.cecompi.org.br
assist.aplaero@cecompi.org.br
+55 (12) 3876-7780



SIZE 14.5 X 21.5CM
BLEED .5MM ON EACH SIDE
FINAL SIZE 15.5 X 22.5CM

ADDITIONAL SERVICES

Type of service	Specifications	Rate 2021	Rate time
FURNITURE			
Podium	Wooden and black finish	\$537.72	Per day
Stage	1.47 x 4 x 8 ft	\$448.10	Per day
Retractable belt stanchions	Red belt, .16 x 8.86 ft.	\$89.62	Per day
Flipchart	27.55 "x 31.49"	\$358.48	Per day
Valenciana / Parma Chair	23.62 "x 15.64"	\$19.72	Per day
Rectangular Table 1/2	96.06 "x 15.74"	\$89.62	Per day
Rectangular Table	96.06 "x 31.49"	\$89.62	Per day
Round Table	4.92 ft diameter	\$89.62	Per day
Individual brown couch	27.55 "x 23.62"	\$358.48	Per day
Double brown couch	55.11 "x 47.24"	\$716.96	Per day
Modular dance floor	Laminated panel 9.84 x 9.84 Ft	\$89.62	Per day
Carpet Modules	23.62 "x 23.62"	\$716.96	Per day
SOUND			
Sound System A	For 200 people	\$2,688.60	Per day
Sound System B	For 500 people	\$4,839.48	Per day
Hand Held corded microphone	Shure SM-18	\$268.86	Per day
Hand Held wireless	Shure Beta 58A	\$806.58	Per day
Wireless Microphone (Lavalier type)	Shure PGX	\$985.82	Per day
VIDEO			
Led Smart TV 40"	40"	\$627.34	Per day
LCD TV	50"	\$806.58	Per day
OTHER SERVICES			
Crane rental	For rigging hanging. Ty pe: Genie or JLG	\$1,165.06	Per hour
Wireless Internet	2 MB	\$268.86	Per day
Fiber optic wireless internet	20 BM downland and 5-7 MB upload for a live transmission	\$8,334.66	3 days
Telephone	Analog line / local calls	\$537.72	Per day
Electric Energy	220V /30A /2F	\$1,433.92	3 days
Electric Energy	220V /60A /2F	\$2,509.36	3 days
Electric Energy	220V /100A /2F	\$3,136.70	3 days
Electric Energy	220V /30A /3F	\$2,061.26	3 days
Electric Energy	220V /60A /3F	\$2,150.88	3 days
Electric Energy	220V /100A /3F	\$4,481.00	3 days
Electric Energy	480V /30A /3F	\$2,598.98	3 days
Electric Energy	480V /60A /3F	\$3,584.80	3 days
Electric Energy	480V /100A /3F	\$5,197.96	3 days
Three phase Plug	480 V C A,100A, 3PH, 4P	\$537.72	3 days
Three phase Plug	250 V C A,100A, 3PH, 4P	\$537.72	3 days
Vehicle exhibition space	1 vehicle	\$2,150.88	Per day

* To contract internet fiber optic it 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.

Procedure to order additional services for exhibitors and suppliers.

1. Applicants must send an email 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 website and download the procedure.

Remarks:

During the setup 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

CONTACT Customer Service

Jorge Matehuala

jalvarezm@queretaro.gob.mx

Tel. +52 442 238 6400 ext. 6409

