



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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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, February 20 | Wednesday, February 21 | Thursday February 22 |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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

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) | Executive Package 8 sqm (4x2) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p>1 Table, 3 Chairs, Carpet and Fascia Board with the name of the company and power supply.</p> |  <p>2 Tables, 6 Chairs, Carpet and Fascia Board with the name of the company and power supply.</p> |
| Premium Package 12 sqm (4x3) | |
|  <p>Fully equipped with 1 table with 3 chairs, 1 counter, 02 lounge armchairs, 1 storage room, carpet and printed graphics.</p> | |

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, February 20, 2024.** For exhibitors unable to make it on Tuesday: we recommend you to arrive at the Convention Center at **07:30 on Wednesday, February 21** 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:

INTEGRA

Francisco Flores - francisco@integrape.mx

M. +521 33 1530 3955

DEADLINE FOR SUBMITTING YOUR ORDER IS JANUARY 15, 2023

BUSINESS LUNCH

A seated business lunch will be provided by abe during the two business meetings days: Wednesday 21 and Thursday 22, 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 DIGITAL CATALOGUE

A two sided digital advertising 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 at an additional cost of **1.000 USD.**

Deadline to confirm & send graphics: January 19.

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 February 21 and 22.

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 February 19.

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, February 22, 2024. **Your materials and equipment must be picked up from the convention center by your outbound carrier between 18:00 and 19:00 on February 22.**

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, February 21. Access is included for all the participants of the Convention presenting their badges.

HOTELS & ACCOMMODATION

abe has granted **REVOLUGO** full exclusivity for all accommodation needs during the Aerospace Meetings Queretaro 2024. 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:
https://mexico.bciaerospace.com/en-us/useful-info#hotel_booking

AIRLINE AGREEMENT

Aerospace Meetings Queretaro 2024 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: 4733S

- 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 February 14 and 29, 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=4733S>

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.



TECHNICAL INFORMATION

Booth Features



| Basic Package 4 sqm (2x2) | | |
|---------------------------|--------------------------------------------|----------------|
| Panels: | Length: | Height: |
| 1 | 197.2 cm | 21.5 cm |
| 6 | 97.2 cm | 233.5 cm |
| BOOTH FURNITURE | MEASUREMENTS | |
| CHAIR | 83 cm Height X 43 cm Length | |
| TABLE | 75 cm Height X 120 cm Length X 60 cm Width | |



| Executive Package 8 sqm (4x2) | | |
|-------------------------------|--------------------------------------------|----------------|
| Panels: | Length: | Height: |
| 2 | 197.2 cm | 21.5 cm |
| 8 | 97.2cm | 233.5 cm |
| 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) | 315 cm | 101.1 cm |
| B (1) | 104 cm | 101.1 cm |
| C (2) | 104 cm | 250 cm |
| D (1) | 300 cm | 250 cm |
| E (1) | 50 cm | 50 cm |
| BOOTH FURNITURE | MEASUREMENTS | |
| 3 CHAIR | 1 m Height X 40 cm Length | |
| 1 TABLE | 1.12 m Height X 52 cm Diameter | |
| 1 COUNTER | 100 cm Height X 100 cm Length | |
| 2 LOUNGE ARMCHAIRS | 82 cm Height X 1 m Length X 60 cm Wide | |

*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: January 15, 2023. Only applies for stands of 12sqm.

Please **be aware of deadlines**, and send all the files to your abe Commercial and CC to Dulce Robles drobles@advbe.com. For further assistance, please contact us.

MEDIDAS 14.5 X 21.5CM



UPCOMING EVENTS / AUTOMOTIVE - MOBILITY - TRANSPORT



AUTOMOTIVE MEETINGS QUERETARO
 June 21 - 23, 2022 / Queretaro, Mexico
 International Manufacturing Forum for the automotive industry and supply chain
www.mexico.automotivemeetings.com



RAIL INDUSTRY MEETINGS FRANCE
 June 22 - 23, 2022 / Valenciennes, France
 Business Convention for the railway industry
www.railindustrymeetings.com



AUTOMOTIVE MANUFACTURING MEETINGS BURSA
 November 8 - 10, 2022 / Bursa, Turkey
 International Manufacturing Forum for the automotive industry, supply chain & after market
www.turkey.automotivemeetings.com



INTERIOR MANUFACTURING MEETINGS PUEBLA
 February 15 - 16, 2023 / Puebla, Mexico
 International Business Convention for vehicle interior manufacturing
www.mexico.interiormanufacturing.com



AUTOMOTIVE MEETINGS QUERETARO
 June 27 - 29, 2023 / Queretaro, Mexico
 International Manufacturing Forum for the automotive industry and supply chain
www.mexico.automotivemeetings.com



AUTOMOTIVE MANUFACTURING MEETINGS MADRID
 October 10 - 11, 2023 / Madrid, Spain
 International Manufacturing Forum for the automotive industry and supply chain
www.spain.automotivemeetings.com



MARITIME TECH SUMMIT CADIZ
 October 2023 / Cadiz, Spain
 International B2B event dedicated to maritime sustainability with a focus on manufacturing 4.0, renewable energies, and port infrastructure
www.advbe.com



VEHICLE & TRANSPORTATION TECHNOLOGY INNOVATION MEETINGS
 March 27 - 28, 2024 / Torino, Italy
 Matchmaking Forum for automotive, vehicle and mobility technology innovation
www.italy.vehiclemeetings.com



www.advbe.com - www.automotivemeetings.com
 advanced business events
 35/37 rue des Abondances -
 92531 Boulogne-Billancourt Cedex - France - T: +33 1 41 88 49 00 - Email: info@advbe.com
 advbe - SAS capital 50 000 € - Siret 98 103 506 00024 - NAF 8230Z

CONSULT
 OUR EVENT
 CALENDAR



ADDITIONAL SERVICES

| Type of service | Specifications | Amount UMA | Duration | Value of UMA 2023 | Rate 2023 |
|----------------------------------------|--------------------------------------|------------|-----------|-------------------|-----------|
| FURNITURE | | | | | |
| Podium | Wood and black color | 6 | Per day | 103.74 | \$622.44 |
| Posts Unifila/Liston red | 5 cm. long x 2.7 mts. long | 1 | Per day | 103.74 | \$103.74 |
| Valencian Chair / Parma | 60 x 60 cm. | 0.22 | Per day | 103.74 | \$22.82 |
| Rectangular Table 1/2 (includes cloth) | 244 x 40 cm. | 1 | Per day | 103.74 | \$103.74 |
| Round Table (includes cloth) | 1.5 m diameter | 1 | Per day | 103.74 | \$103.74 |
| Single armchair | 70 x 60 cm. | 4 | Per day | 103.74 | \$414.96 |
| double armchair | 140 x 120 cm. | 8 | Per day | 103.74 | \$829.92 |
| Modular Dance Floor | Laminated panel / 1m2 | 1 | Per day | 103.74 | \$103.74 |
| Carpet modules | 60 x 60 cm. | 8 | Per piece | 103.74 | \$829.92 |
| SOUND | | | | | |
| Sound System A | For 200 people (2 microphones) | 30 | Per day | 103.74 | \$3112.20 |
| Sound System B | For 500 people (2 wireless wireless) | 54 | Per day | 103.74 | \$5601.96 |
| Hand Held corded microphone | Shure SM-18 | 3 | Per day | 103.74 | \$311.22 |
| Hand Held wireless | Shure Beta 58A | 9 | Per day | 103.74 | \$933.66 |
| VIDEO | | | | | |
| Led Smart TV 40" | 55" | 7 | Per day | 103.74 | \$726.18 |
| OTHER SERVICES | | | | | |
| Crane | Genie or JLG crane rentals | 13 | Per hour | 103.74 | \$1348.62 |
| Wireless internet | 2 MB (1 day) | 3 | Per day | 103.74 | \$311.22 |
| Fiber optic wireless internet | 50 MB (3 days) | 93 | 3 days | 103.74 | \$9647.82 |
| Electric Energy | 220V/30A/2F | 16 | 3 days | 103.74 | \$1659.84 |
| Electric Energy | 220V/60A/2F | 28 | 3 days | 103.74 | \$2904.72 |
| Electric Energy | 220V/100A/2F | 35 | 3 days | 103.74 | \$3630.90 |
| Electric Energy | 220V/30A/3F | 23 | 3 days | 103.74 | \$2386.02 |
| Electric Energy | 220V/60A/3F | 24 | 3 days | 103.74 | \$2489.76 |
| Electric Energy | 220V/100A/3F | 50 | 3 days | 103.74 | \$5187.00 |
| Electric Energy | 480V/30A/3F | 29 | 3 days | 103.74 | \$3008.46 |
| Electric Energy | 480V/60A/3F | 40 | 3 days | 103.74 | \$4149.60 |
| Electric Energy | 480V/100A/3F | 58 | 3 days | 103.74 | \$6016.92 |
| Three phase Plug | 480 VCA,100A, 3PH, 4P | 6 | 3 days | 103.74 | \$622.44 |
| Three phase Plug | 250 VCA,100A, 3PH, 3P | 6 | 3 days | 103.74 | \$622.44 |
| Exhibition space rental | 3x3 m | 24 | Per day | 103.74 | \$2489.76 |
| Rental of vehicle exhibition space | 1 vehicle | 24 | Per day | 103.74 | \$2489.76 |

*Prices available until January 30, 2024

* Net price in pesos and subject to change without prior notice.

* All services are subject to availability and installation time.

* For the hiring of fiber optic internet, at least 8 working days prior to the event are required.

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



abe - advanced business events

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