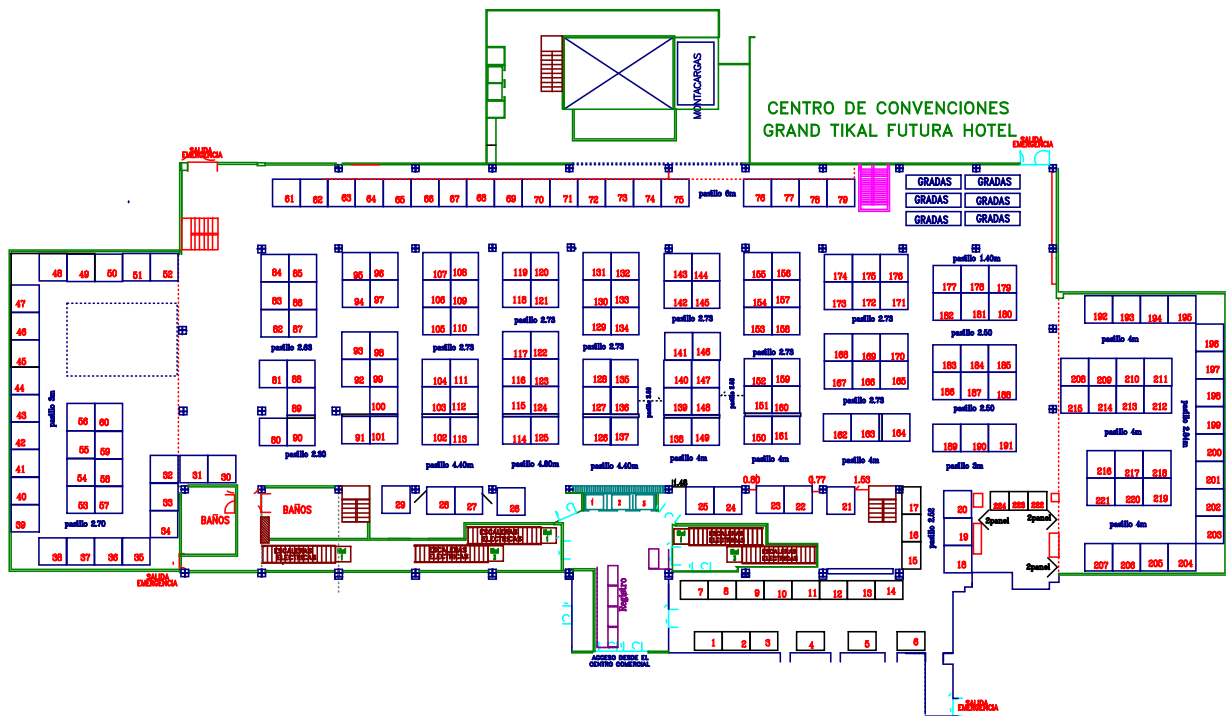




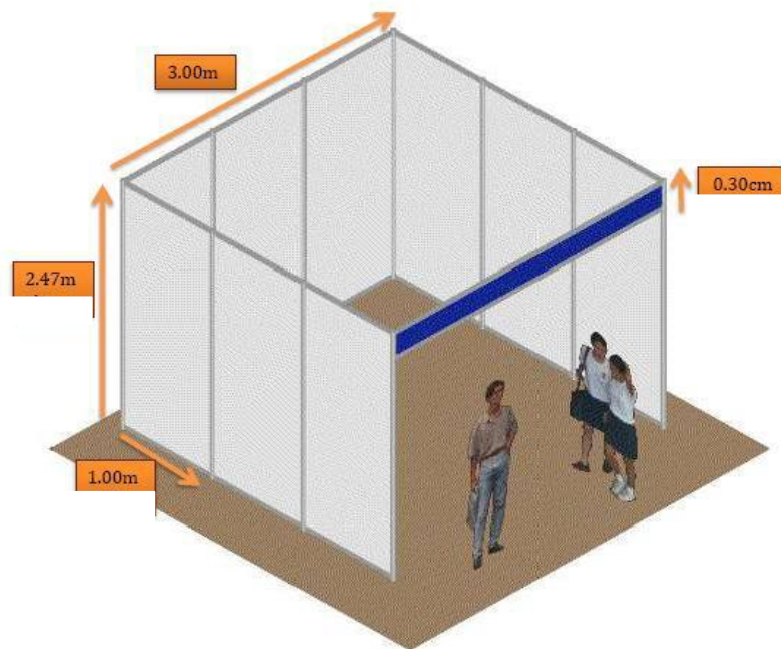
**APPAREL**  
SOURCING SHOW  
*28th edition | Guatemala*

**Apparel Sourcing  
Show 2019  
Exhibitor's Manual  
May 14<sup>th</sup> -16<sup>th</sup>**

# EXHIBITION FLOOR



## BOOTH INFORMATION



Services included with your booth:

<ol style="list-style-type: none"> <li>1. One rectangular table</li> <li>2. Two chair (covered)</li> <li>3. One trash bin</li> <li>4. Electricity (400 Watts)</li> <li>5. Company sign (Maximum of 16 characters)</li> </ol>	<ol style="list-style-type: none"> <li>6. Daily cleaning service</li> <li>7. White paneling structure</li> <li>8. One badge with access to all the events, workshops, social events</li> <li>9. Five exhibitor's badge (floor use only)</li> </ol>
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\*If you need additional electricity, you must request it through the “additional electricity” section of this manual.

It is prohibited to:

- Place thumb racks, needles, nails, clips, etc.
- Use permanent glue, or any other adhesive of this type.
- Color or paint (permanent markers, spray paints, etc.)

It is permitted to:

- Use aluminum clips, masking tape, Velcro, etc.

**Any damages done to private property will be charged to the exhibiting company.**

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## APPAREL SOURCING SHOW /GRAND TIKAL FUTURA CONVENTION CENTER MAY 14<sup>TH</sup> -16<sup>TH</sup>, 2019

1. The 28th edition of the Apparel Sourcing Show will be held in Guatemala City, on May 14-16, 2019 at the Grand Tikal Futura Convention Center.
2. Registration for the APPAREL SOURCING SHOW 2019 will be open to national members, non-members and international companies.
3. Exhibitors must assign a company representative, who will send and receive information about the event.
4. Only visitors holding the authorized badge will be allowed inside the exposition area and/or workshops rooms.
5. No reservation is considered confirmed until VESTEX receives a prepayment of US\$500.00 per booth; this should be paid up to five days after receiving this signed contract. Otherwise, your booth/s will be freed and available for any other interested company.
6. **CANCELATION POLICY:** 1) The prepayment of US\$500.00 is **NON REFUNDABLE**. 2) If an application of cancelation is made after April 15th, 2019, the amount already paid up to this date will be **NON REFUNDABLE**.
7. Before setting up your booth/s, the total amount has to be fully paid at the latest May 1st, 2019. Otherwise, your booth/s will not be set up.
8. Booths will include one rectangular table (measurements XXX), two covered chairs, electricity (400 watts), one sign with a maximum of 16 letters and one trash bin. The hotel is not obligated to provide more furniture than that previously indicated if you need different or more furniture you have to contact any company that provides this service.
9. Prohibited without previous authorization: electrical installations, plugging of coffeemakers, irons, hair dryers or any other electrical device that consumes more electricity than what is allowed for your booth. In case you need extra electricity, you will have to fill up a form and pay a fee for the additional service directly to the hotel.
10. For security reasons, there must be an open space of at least 60 cm, between walls and booths.
11. Lamps and electrical sockets will be connected only after a total inspection of your booth is made. If you connect anything prior to inspection, **THE EXHIBITOR WILL BE HELD RESPONSIBLE FOR ANY DAMAGE CAUSED AND WILL BE OBLIGATED TO PAY PARTIAL OR TOTAL EXPENSES DIRECTLY TO THE GRAND TIKAL FUTURA HOTEL.**
12. Authorization to use electrical systems, speakers, loudspeakers, lighting signs, animals or any other special distracters such as tasting demonstrations, fashion shows, cocktails, or others, must be requested to VESTEX and the APPAREL SOURCING SHOW, who will then authorize or deny the admission of such distracters. Catering services must be quoted and provided directly with the Hotel Grand Tikal Futura. **Failure to comply with these terms will be sanctioned with a monetary penalty, the quantity will be evaluated by VESTEX's board of directors.**
13. The APPAREL SOURCING SHOW will not be held responsible for any loss, robbery, or damage that may occur in the exhibitor's booth, for death or physical injury of employees, agents, guests, visitors or any other member of the personnel. The exhibitor, by signing this contract, relieves the Guatemalan Exporter's Association, VESTEX, the Apparel Sourcing Show or the organizer of any responsibility.
14. No type of exhibition, show, structure, special distracters or other, which compromises exhibitors/ staff/ visitors safety will be allowed. **Failure to comply with these terms will be sanctioned with legal actions or a monetary penalty; the quantity will be evaluated by VESTEX's board of directors.**

15. The APPAREL SOURCING SHOW will hire a security service for general surveillance during set up, dismantling and all three exhibition days. The APPAREL SOURCING SHOW will not be held responsible for the robbery, loss (do not leave valuable personal objects like cell phones, laptops, or others, under no supervision), injury at the booth, in public areas and rooms of the Grand Tikal Futura Hotel.
16. Dismantling and/or taking out any type of furniture, machinery or oversized objects before the scheduled time of the last day of the show is NOT ALLOWED.
17. If you require any special attention for incidents, complaints or suggestions, please direct your written petition to the APPAREL SOURCING SHOW's director.
18. The APPAREL SOURCING SHOW will not be responsible if the event is not held at the Grand Tikal Futura Convention Center or within the stipulated date (May 14-16th, 2019) due to any major eventuality or unforeseen reason. APPAREL SOURCING SHOW will seek for other similar venue and/or date and will previously inform exhibitors.
19. Each company has to organize its own lunch schedule OUTSIDE the hotel's convention center. Hotel regulations do not allow the entrance of food and drinks from other establishments to the convention center.
20. The exhibiting company either in linear, double view, and corner booths must comply with the following set up rules: 1) The height of the booth is 2.47 mt., any booth modification, higher than 2.50 mt., MUST BE SUBMITTED for approval to APPAREL SOURCING SHOW. Decoration or displays should not block the visibility for other exhibitors, corner and double view booths are meant to have more visibility than linear booths, and therefore setting up extra walls is prohibited.
21. Every international company has to add US\$25.00 to its booth's payment. This extra payment is only because of local bank expenses and goes directly to the Guatemalan bank. Along with this, you also have to contemplate and add the expenses of YOUR bank. The APPAREL SOURCING SHOW can don't issue a receipt for this extra expenses.
22. Entry of children under the age of 16 is prohibited. If in spite of this, children under the specified age wish to enter the show, they will have to be accompanied by an adult and this person will have to sign a letter of commitment. By signing this letter, the GUATEMALAN EXPORTERS ASSOCIATION (AGEXPORT), VESTEX, APPAREL SOURCING SHOW and its organizing committee shall be exonerated from any liability whatsoever, caused by any accident or death that may occur.

**We understand and accept the terms and conditions of participation in the APPAREL SOURCING SHOW 2019.**

**EXHIBITORS SIGNATURE:** \_\_\_\_\_

**Please send signed to [solopez@apparel.com.gt](mailto:solopez@apparel.com.gt)**

## EXHIBITOR'S BADGE REGISTRATION

In order to be able to register your badges, you have to use the Apparel Sourcing Show's new platform.

1. All exhibitors will receive an e-mail with a user name and password.
2. Once you have these, go to the following link and type in this same information (<http://www.iestrategicagt.com/ExpositoresRegistro>).
3. Go to the UPDATE button every single time you finish typing each participant's information.
4. Once you finish filling out everyone's information, press the SEND button and you will receive an e-mail with everyone's active badges.

\*\* If you need more detailed information or help to follow the registration process please send an e-mail to [solopez@apparel.com.gt](mailto:solopez@apparel.com.gt) asking for the detailed instructions

## UPDATES/ CORRECTIONS AND LOGOS IN EXHIBITOR'S DIRECTORY

**This form must be sent to Sofia Lopez [solopez@apparel.com.gt](mailto:solopez@apparel.com.gt)**

Company: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_ www: \_\_\_\_\_

Products and/or services that you offer: (be as detailed as possible in two-three lines)

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Your Company information included in the contract will appear in the directory of the show but **if you want to have the company's name in bold or your logo please fill out this form:**

WHAT DO YOU WANT TO ADD	PRICE US\$	DO YOU WANT TO ADD THIS?
INCLUDE LOGO OF MY COMPANY IN FULL COLOR (The company has to send the final art by April 20, 2019)	\$50.00	
COMPANY'S NAME IN BOLD	\$20.00	
INCLUDE OTHER NAMES/ BRANDS OR REPRESENTATION ALONG WITH YOUR INFORMATION (Enclose the name of the company, address, phone, e-mails, web page, contact, and description of the products/ services offered)	\$50.00	
<b>TOTAL IN US\$</b>		

**\*\*MAKE CHECKS PAYABLE TO VESTEX**

**DEADLINE APRIL 20, 2019**

## SIGN REMOVAL REQUEST

Send this form to: **CORPOEVENTOS**  
14 Avenida "A" 14-53, Zona 10 Oakland II  
[info@corpoeventos.net](mailto:info@corpoeventos.net)

If you want the upper sign to be removed, please fill out the following form.

Company: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

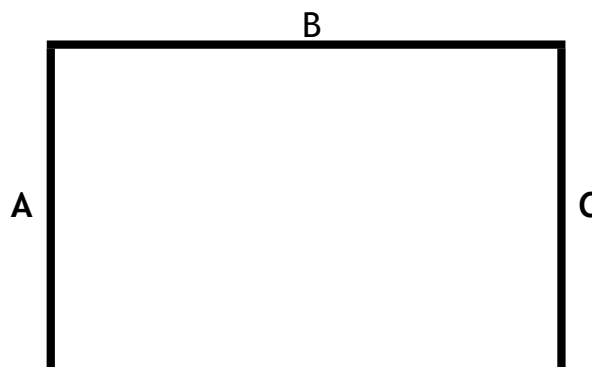
E-mail: \_\_\_\_\_

If a company occupies more than one booth, located laterally or horizontally, it is not necessary to fill out this form to have the walls removed between booths.

YES I want to have the upper sign removed from my booth.

YES I want to have the wall removed from my booth.

Please indicate the panel walls you wish to have removed:



Front

NOTE: If this form is sent after the deadline below, any change will cost the exhibiting company US\$15.00

**DEADLINE: APRIL 30, 2019**



## ADDITIONAL ELECTRICAL SERVICE

**Send this form to: CORPOEVENTOS**  
 14 Avenida "A" 14-53, Zona 10 Oakland II  
[info@corpoeventos.net](mailto:info@corpoeventos.net)

Company: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Your booth will be provided, without additional cost, with an 110V socket with a 400 watts capacity. The use of any equipment or devices that use more electricity than that provided is not allowed. **If you require more electricity for your equipment, or need a special connection, CORPOEVENTOS will be able to provide the following additional services upon receipt of a written request:**

DESCRIPTION	UNITARY PRICE
LED	US\$30.00
Gooseneck Lamp	US\$30.00
Spotlight	US\$30.00
100v outlet with capacity of 20 amps max.	US\$30.00
Single phase 220v outlet with 50 amps max.	US\$45.00
200V three-phase outlet with a capacity of 50 amps max.	US\$55.00

\*Subject to availability and prices of the provider.

This form must be received before the deadline in order to distribute and prepare the electric system of the event. Otherwise, there is no guarantee of any additional services in your booth. Services not included in this list may be requested.

**Method of payment:** Cash or check to the name of CORPOEVENTOS, before installation. Prior payment of the service is required. It is totally prohibited to make electrical connections or installations without authorization, and all equipment should be ready and prepared only to be installed in the proper places.

**DEADLINE: APRIL 30, 2019**

## AUDIOVISUAL EQUIPMENT FORM

**Send this form to: PUBLIUP GT**

PBX (502) 2460-5028 Cel. (502) 4206-9620

[publiupgt@gmail.com](mailto:publiupgt@gmail.com)

Company: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

DESCRIPTION	UNITARY PRICE PER DAY	QUANTITY	NO. OF DAYS	TOTAL COST AND TOTAL OF DAYS
DVD	\$10.00			
Micrófono Inalámbrico	\$10.00			
Proyector de 3,000 lúmenes	\$45.00			
Pantalla para Proyección Portátil	\$15.00			
Monitor LCD 17"	\$15.00			
Pantallas Planas 32" (Incluye Audio y DVD)	\$ 45.00			
Pantallas Planas de 40" o 42" (Incluye Audio y DVD)	\$55.00			
Pantallas Planas Smart TV 46"	\$ 80.00			
Pantallas Planas de 55" (Incluye Audio y DVD)	\$90.00			
Computadoras de Escritorio	\$25.00			
Laptop	\$35.00			
Extensiones(En venta) 5 mts.	\$6.00			
Cables de Supervideo (En venta)	\$20.00			
Cables HDMI (En venta)	\$ 35.00			
Distribuidor de señal para computadora y video	\$20.00			
ApoyoTécnico	\$15.00			
Mobiliario y Varios (Sillas, mesas, counters, impresión digital)	Solicitar Información			
Instalación de tomacorriente adicional	\$20.00			
Alquiler de mesa coctelera con spandex	\$20.00			
Alquiler de banco alto	\$20.00			
Counter para dos personas color blanco	\$ 50.00			
Impresión Digital Vinil Mate Back 3 x 2.48 incluye instalación No incluye arte	\$ 65.00			
Impresión en PVC con vinil adhesivo 2.40 x 1 metro Incluye instalación, no incluye elaboración de arte.	\$ 45.00			

PAYMENT: Before the installation. We accept VISA, MASTERCARD AND AMERICAN EXPRESS.

**DEADLINE: APRIL 30, 2019**

## ADDITIONAL FURNITURE

Send this form to: **CORPOEVENTOS**  
14 Avenida "A" 14-53, Zona 10 Oakland II  
[info@corpoeventos.net](mailto:info@corpoeventos.net)

Company: \_\_\_\_\_ Booth No.: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

# ART.	DESCRIPCION	US\$	QUANTITY
1	Large cubes with aluminum frame	\$55.00	
2	Medium and small cubes with aluminum frame	\$45.00	
3	Black chairs	\$5.00	
4	High chairs (dark Wood)	\$45.00	
5	Square White tall table w/ 2 white stools	\$95.00	
6	High White round table (0.60cm) with two white stools	\$95.00	
7	Wooden desk with key	\$75.00	
8	Module size 1 x 0.50cm x 1.00	\$80.00	
9	Module size 2 x 0.50 cm x 1.00	\$90.00	
10	Shelves	\$20.00	
11	Roll up banner (0.80x2m), with printed art	\$90.00	
12	Rack with chrome metal straight arm	\$110.00	
13	Auto adhesive vinyl stuck to panel wall (0.97x2.39)	\$40.00	
15	Printed vinyl 3mx2.44	\$140.00	
16	Glass display cabinet of 2x0.50 with a shelf	\$210.00	
17	Black or White lounge room	\$350.00	
18	Medium / large green plant (with prior notice)	\$80.00	
19	Flower arrangements (with prior notice)	\$90.00	
20	Mounting tape Roll 1 1/2	\$15.00	
21	Masking tape Roll	\$8.00	
22	See through packing tape	\$5.00	
23	Tape roll	\$5.00	
24	Fishing line roll x 1 meter	\$25.00	
25	Velcro	\$15.00	
26	Unit of knives	\$15.00	
27	Electricity strips	\$15.00	

Any other item may be requested separately.

**Method of payment:** Cash or check during the event to the name of CORPOEVENTOS. Prior payment is required.

**DEADLINE: APRIL 30, 2019**

## ORNAMENTAL PLANTS RENTAL

Send this form to: **MAYAN GARDEN**

Edgar Ramirez/ Lorena Viau  
Phones (502) 23675957/ 47191010/ 40627028  
lorenaviu@gmail.com

Company: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

	SIZE AND PRICE	QUANTITY	TOTAL US\$
Areca Palm	1.00 - 2.00 mts. US\$ 20.00		
Schefflera	1.00 - 2.00 mts. US\$ 20.00		
Ficus (variety)	1.00 - 2.00 mts. US\$ 20.00		

**METHOD OF PAYMENT:** Cash during the event

**DEADLINE: APRIL 30, 2018**

## OTHER SERVICES

### OUTSOURCING INTEGRATED SERVICES

Marlon Gaytan  
Tel.: (502) 5918 9591  
Address: 4ta Calle 3-14 Z.9  
E-mail: [marlongaytan@yahoo.com](mailto:marlongaytan@yahoo.com) / Web: [www.oisguatemala.com](http://www.oisguatemala.com)

### JB PRODUCCIONES

Julio Balcárcel  
Tel. (502) 2365 7171/ 72 , 2369 0073-3014  
E-mail: [juliob@jbproducciones.com](mailto:juliob@jbproducciones.com) / Web: [www.jbproducciones.com](http://www.jbproducciones.com)

### IMAGINE GRUPO CREATIVO

Gustavo Castillo Montúfar  
Tel. (502) 2441 4442 / Cel. (502) 5208 6933  
Address: Manzana "S" Lote 6, Villas de San José II, Condominio Las Arecas Z.4 de Mixco  
E-mail: [gustavocastillo@imaginestands.com](mailto:gustavocastillo@imaginestands.com) [www.imaginestands.com](http://www.imaginestands.com)

### DECORATION MERCADEO VISUAL

Yolanda Sagastume  
Tel. (502) 2334 6080 / 2332 5847/ Cel. 5510 8693  
E-mail: [decoraciones@standguatemala.gt](mailto:decoraciones@standguatemala.gt)

### AMBIENTES AUDIOVISUALES

Orlando Falla  
Tel. (502) 2367 2673 / Cel. 5203 0325  
Address: 19 Av. 20-77 Zona 10  
E-mail: [ofalla@ambientesaudiovisuales.com](mailto:ofalla@ambientesaudiovisuales.com); [ventas@ambientesaudiovisuales.com](mailto:ventas@ambientesaudiovisuales.com)  
Web: [www.ambientesaudiovisuales.com](http://www.ambientesaudiovisuales.com)

### EXPO-DISEÑO

Karla Pappa / Arq. César Sajché  
Tel/fax: (502) 2331 3310 / 2331 0498  
Address: 6 calle 0-91 Zona 9  
E-mail: [karla@expo-designs.com](mailto:karla@expo-designs.com); [crsajche@gmail.com](mailto:crsajche@gmail.com)

### FURNITURE RENTAL EXPODISEÑO

Karla Pappa / Arq. César Sajché  
Tel/fax: (502) 2331 3310 / 2331 0498  
E-mail: [karla@expo-designs.com](mailto:karla@expo-designs.com)

### DISPLAY RENTAL CORPOEVENTOS

Arely Vásquez  
Tel/Fax: 2367 5055 / 56, 2367 5053  
E-mail: [info@corpoeventos.net](mailto:info@corpoeventos.net) / Web: [www.corpoeventos.net](http://www.corpoeventos.net)

## PARTICIPATION RATES

Activity	Rate
Admission to the exhibition floor as visitor	<b>Free entrance</b> People under 16 years old not allowed.
Participation in workshops	US\$10.00

## SET UP INSTRUCTIONS

SET UP	DISMANTLING	BADGES
<b>All exhibitors</b> Saturday, May 11 from 12:00 to 18:00 hrs.	<b>Friday, May 17</b> 8:00 to 13:00	You can pick up your exhibitor's badges along with the exhibitor's kit at REGISTRATION on Monday, May 13 from 9:00 to 17:00 hrs. (EXHIBITORS BADGES ONLY, DO NOT request any visitors badge)
<b>All exhibitors</b> Monday, May 13 8:00 to 18:00 hrs		

## EXHIBITION HOURS

Tuesday, May 14	Wednesday, May 15	Thursday, May 16
Exhibitors: 09:30 to 18:00 hrs. Public: 10:00 to 18:00 hrs.	Exhibitors: 09:30 to 18:00 hrs. Public: 10:00 to 18:00 hrs.	Exhibitors: 09:30 to 18:00 hrs. Public: 10:00 to 16:00 hrs.

## ORGANIZERS

Apparel and Textile Association -VESTEX-

Guatemalan Exporter's Association  
-AGEXPORT-

Tel: (502) 2410 8323

Lucia Palacios	<a href="mailto:lpalacios@apparel.com.gt">lpalacios@apparel.com.gt</a>	(502) 24108323
Sofía López	<a href="mailto:solopez@apparel.com.gt">solopez@apparel.com.gt</a>	(502) 24108323
Rossana Osorio	<a href="mailto:rosorio@apparel.com.gt">rosorio@apparel.com.gt</a>	(502) 41194998 / 23636175

15<sup>a</sup>. Avenida 14-72, zona 13 2do. Nivel, Ciudad de Guatemala  
[apparelexpo@apparel.com.gt](mailto:apparelexpo@apparel.com.gt)  
[www.apparelexpo.com](http://www.apparelexpo.com)

**APPAREL**  
SOURCING SHOW  
28th edition | Guatemala