



**PANAMA MARITIME XIV**  
WORLD CONFERENCE & EXHIBITION  
PANAMA CITY 17<sup>th</sup> - 20<sup>th</sup> MARCH 2019

# **EXHIBITOR'S MANUAL**

**TO BE ABLE TO SET UP THE BOOTH WE THANK THAT THE COMPANY  
CANCEL THE TOTAL AMOUNT OF THE BOOTH TO PANAMA  
MARITIME XIV**



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## **EXHIBITOR'S MANUAL PANAMA MARITIME 2019**

### **REQUEST FOR BADGES FOR STAFF OF THE BOOTH**

**9 Square Meters:** 1 badges to attend the booth and 1 badge of delegate.

**18 Square Meters:** 2 badges to attend the booth and 2 badges to attend the conferences.

**27 square Meters:** 4 badges to attend the booth and 4 badges to attend the conferences.

**36 square Meters:** 6 badges to attend the booth and 6 badges to attend the conferences.

Exhibitor badges to attend the stand must be requested with the attached form and send it scanned to the email. [produccion4@wowproductionspty.com](mailto:produccion4@wowproductionspty.com) no later than march 5, 2019.

If you want additional badges to which you are entitled, to attend the booth, the cost for each one will be \$ 150.00 and you must also request it in writing, upon payment of the same.

To obtain the badges to attend the conferences you must visit the website [www.panamamaritimeworld.com](http://www.panamamaritimeworld.com) open the registration window and make your registration online.

**ONLY BADGES WITH NAME AND SURNAME WILL BE MADE WITH YOUR RESPECTIVE ID NUMBER.**

**EVERY PERSON SHOULD CARRY A BADGE TO CIRCULATE BY THE EXHIBITION AND CONFERENCES AREA. IF A PERSON LOST THE BADGE, SHOULD PAY THE SUM OF \$ 60.00 TO MAKE A NEW BADGE.**

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**COMPANY:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **STAND N°:** \_\_\_\_\_

**ELECTRICAL REQUESTS**

We need \_\_\_\_\_ outputs of \_\_\_\_\_ watts for the following electrical equipment that we will connect in the stand.

\_\_\_\_\_  
\_\_\_\_\_

**PANAMA MARITIME XIV COVERS WITH A BASIC OUTPUT OF 300 WATS THE REST OF THE REQUIRED DEPARTURES MUST BE PAID BY THE EXHIBITOR COMPANY.**



## **IMPORTANT DATES AND HOURS**

### **BOOTH SET UP:**

Sunday, March 17, 2019  
8:00 a.m. to 4:00 p.m.

### **EVENT DEVELOPMENT**

Sunday, March 17, 2019  
Welcome Cocktail and opening of the exhibition: 6:00 pm

Monday 18 and Tuesday March 19, 2019  
Congress and visit to the exhibition: 8:00 a.m. to 7:30 p.m.

### **DISASSEMBLY:**

Wednesday, March 20, 2019  
9:00 a.m. to 5:00 p.m.



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**SECURITY**

- A. During assembly and disassembly we are not responsible for the safety of any item.
- B. The event has security during the development of the Congress, however we suggest you not leave your stand at any time without staff while the event is in development.
- C. We ask that mobile items such as laptop or any other item of value easy to transport, do not remain at the stands at night, as we will not be responsible for i

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**COMPANY:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_

**PHONE AND CELLPHONE:** \_\_\_\_\_ **STAND (S) N°** \_\_\_\_\_



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**If you are going with the Cubex type Stand - Exact name you want in the fascia of the stand (only includes printing letter, does not include logo, extra signs have an additional cost)**

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**COMPANY:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_

**PHONE AND CELLPHONE:** \_\_\_\_\_ **STAND (S) N°** \_\_\_\_\_

**NAME TO PLACE IN THE FASCIA OF YOUR STAND (print):**

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**THE STAND INCLUDES A COCKTAIL TABLE AND TWO COCKTAIL CHAIRS.**

**Do you want the cockatail table and chair: Yes \_\_\_\_ No \_\_\_\_**

**SPECIAL OBSERVATIONS:** \_\_\_\_\_

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## **Megapolis Convention Center Exhibitors Manual**

### **I. Introductions**

For the Megapolis Convention Center it is a pleasure to have you as an exhibitor in our facilities. We hope that this event will generate great business opportunities and that our services will facilitate your commercial work.

We have prepared this manual where you will find important information for the assembly and disassembly of your commercial stand. You will find plans of our areas, table of capacities, formats for service requests, instructions for customs procedures and general regulations.

We suggest that you review your operational needs in detail and send the requests to the General Services office with the anticipation established in this manual. Additional services have a cost and are subject to availability and schedules.

It is very important that all the personnel that participate directly or indirectly in the design, assembly and disassembly of their commercial area, as well as the support staff, know this manual and the established standards.

We want to support you for the success of your commercial sample, with adequate planning we will be able to provide you with all the services you require in a timely manner, as well as the necessary security to carry out an event with great success. We invite you to contact our General Services office, we will be waiting for you at the Megapolis Convention Center.

Admission to the Megapolis Convention Center of materials, merchandise and support person will be made through the entrance of the Warehouse, in the plans of Annex 1 you will be able to identify the entrance to the MCC.



## **II. MCC EXHIBITORS REGULATIONS**

### **Assembly and Disassembly Schedules**

The opening hours for assemblies and disassemblies at the MCC are from Monday to Sunday from 07:30 am to 6:30 pm. The organizers of the event may establish modifications to the schedule, please consult in advance with the organizer of the event or directly at the General Services office of the MCC the dates or times established for the assembly and disassembly of the event. It is important to remember that this schedule is strictly compliant.

During the assembly schedule you can occupy the areas contracted by the organization of the event for the assembly. Thirty minutes after the end of the assembly, event or dismantling schedule, a cut will be made in the electric current of the commercial area. If the machinery or equipment of your commercial sample requires constant power supply, please contact the General Services office and / or your Sales executive.

**Important:** The assembly of commercial areas outside the contractually established time by the organizer of the event is not allowed. Keep this in mind when planning design and support personnel for disassembly assembly of your commercial area.

Entry and exit of support staff, materials and merchandise.

The entry of support personnel, materials and merchandise is done through the parking area of the Multicentro (loading and unloading dock of the 8th floor). Upon arrival, our security department will verify your accreditation as an exhibitor by the organizers of the event.

The MCC has several accesses that can facilitate the entry and exit of personnel or materials to various areas. These accesses can only be enabled by the organizers / operators of the event, as long as the security conditions stipulated by the MCC are fully met. If your commercial sample considers the use of accesses different from those of the 8th floor convenient, please contact your commercial sample organizer so that he can make the request to the MCC.

**Support Staff:** Please make sure that your staff has at all times the badge that accredits you as a mounting, support or disassembly personnel.

## **Disassembly**

The exhibitor must deliver the space and the elements leased to the MCC to carry out their activities in the same conditions of conservation and cleanliness in which it was delivered. Once this has been verified, the event coordinator will give the exhibitor a Peace and Safety that will allow him to withdraw his merchandise materials from the MCC. In the event that damages are reported to the areas or elements in lease, charges will be charged to the exhibitor. It is important to bear in mind that until the value has been canceled, the Peace and Safe will not be issued for the exit of goods and materials from the MCC.

After the period of time established for the dismantling, the elements that still remain in the exhibition area of the MCC will be considered as voluntary abandonment. The MCC will be responsible for the removal of the same (without implying responsibility of the MCC on them) and will charge the transportation and removal of the material, whether debris, decoration or merchandise to the exhibitor.

## **Security and liability for loss or theft.**

The MCC offers institutional security only in common and perimeter areas. If you wish to have security for your commercial area please request the additional service to the General service office.

The MCC is not responsible for loss or theft of items such as: laptops, cell phones. Video cameras, digital calendars, pens, camera, videos, voice recorders, personal effects, among others. The commercial samples must have staff during the development of the event and be attentive to their equipment and items.

In case of loss of any item within our facilities, please report the situation to the security office where it accumulates objects that are abandoned (lost & found); if the object is not found in this office, through our system of security cameras it will be verified if it is possible to collaborate to resolve the eventuality, and if necessary, guidance will be provided for the corresponding report to the authorities.

It is the obligation of the client and the participants of the events to contract the insurance policies against damages and of theft of the elements that enter the MCC.

Smoking is not allowed in meeting rooms or closed public areas, the MCC is a smoke free facility and smoking is prohibited in the conference rooms, fair, exhibition, restrooms and assembly area (Decree - Law 13 issued on 24 January 2008 for the control of tobacco and its harmful effects on health, Republic of Panama).

The MCC has a terrace area for outdoor smokers located on the right side of the Lobby Bar.

## **DEGUSTATIONS**

In the event that the commercial sample requires the entry of food and beverages in tasting because it is a sponsor or social object of the exhibiting company, it must be reported to the general services office at least thirty (30) days in advance for analysis. To authorize the entry of food and beverages these must be packed and have a legible expiration date, and attach a corresponding sanitary registry. In addition, the organizer of the event must sign a disclaimer of responsibility, in which it is indicated that the MCC is not responsible for any type of problems that they may cause to the health of the consumer.

It is suggested that any type of food and drinks used as a promotion to visitors and customers must be provided by MCC.



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**CONTACT:** \_\_\_\_\_

**PHONE AND CELLPHONE:** \_\_\_\_\_ **STAND (S) N°** \_\_\_\_\_

**REQUEST FOR FOOD AND BEVERAGES FOR THE STAND**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ALL FOOD AND BEVERAGES THAT ARE CONSUMED IN THE STAND SHALL BE REQUESTED THROUGH THIS FORM TO PANAMA MARITIME XIV AND WILL BE SUPPLIED BY THE MEGAPOLIS CONVENTION CENTER. NO EXHIBITOR MAY BRING FOOD AND DRINK FROM AN EXTERNAL PROVIDER NOR APPLY, DIRECTLY, TO THE MEGAPOLIS CONVENTION CENTER**



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**FORM TO REQUEST  
EXHIBITOR BADGES**

**FULL NAME**

**ID**

1.- \_\_\_\_\_

\_\_\_\_\_

2.- \_\_\_\_\_

\_\_\_\_\_

3.- \_\_\_\_\_

\_\_\_\_\_

4.- \_\_\_\_\_

\_\_\_\_\_