



**EXHIBITOR INFORMATION**

Company Name:		Member #:	Lottery #:
Mailing Address:			
City:	State:	Zip:	Country:
Primary Contact:		Title:	
Phone:		Email:	
Alternate Contact:		Title:	
Phone:		Email:	

**SPACE REQUIREMENTS**

Participation in the Guadalajara Expo & Tech Forum includes:  
 Table 44x75cm | Tablecloth | 2 chairs | 3x3 meter booth | Conference Access | Lunch

**BEFORE APRIL 30, 2020**

SMTA Corporate Members	<input type="checkbox"/> \$20,000 (MXN)	<input type="checkbox"/> \$1,000 (USD)
Non-SMTA Corporate Members	<input type="checkbox"/> \$24,000 (MXN)	<input type="checkbox"/> \$1,200 (USD)

**AFTER APRIL 30, 2020**

<input type="checkbox"/> SMTA Corporate Members	<input type="checkbox"/> \$27,000 (MXN)	<input type="checkbox"/> \$1,350 (USD)
<input type="checkbox"/> Non-SMTA Corporate Members	<input type="checkbox"/> \$30,000 (MXN)	<input type="checkbox"/> \$1,500 (USD)

**BOOTH SIZE**

<input type="checkbox"/> 3x3 Meters	<input type="checkbox"/> 3x6 Meters	<input type="checkbox"/> 3x9 Meters
<input type="checkbox"/> 6x6 Meters	<input type="checkbox"/> 6x9 Meters	<input type="checkbox"/> 6x12 Meters
<input type="checkbox"/> 6x15 Meters		

**BOOTH PREFERENCES**

- Place Booth Next to the Following Companies:
- Avoid Placing Booth Next to the Following Companies:

**PAYMENT INFORMATION**

Your credit card information is due at the return of this application. Your 50% payment will be due after your designated lottery call. The full balance must be paid no later than May 1, 2020. Refunds for any payments beyond this deposit, minus a \$100 processing fee, will be made for cancellations made on or before July 1, 2020. Any fees that cannot be refunded may be applied to SMTA International 2021 exhibit space. Written notice must be provided on use of funds from cancellation.

Charge: \$ \_\_\_\_\_ to my credit card after designated lottery call       AmEx     Visa     MasterCard  
 Card #: \_\_\_\_\_      Exp Date: \_\_\_\_/\_\_\_\_      CVV: \_\_\_\_\_  
 Cardholder Name: \_\_\_\_\_      Signature: \_\_\_\_\_

- Please Contact Me for Sponsorship Opportunities
  1. **If your registration is not paid in full by July 1<sup>st</sup>, 2020 the reservation will be released (even with advance notice given, this will not be returned).**
  2. In the case of bank transfers, the dollar exchange rate must be calculated based on the interbank purchase price and not the selling price. All transfers require an additional \$50 USD.

SMTA wire transfer information:  
 US Bank System  
 PO Box 64799 | St. Paul, MN 55264  
 SMTA Account #: 104 778 024 620  
 Bank Wire Transfer Phone #: 1 888 799 4737 | ABA Number or Routing #: 091 00 0022 | Swift Code: USBKUS44IMT

**Please Return Completed Application & Payment To:**  
 SMTA | 6600 City W. Parkway, #300 | Eden Prairie, MN 55344 USA  
 P: +1 952-920-7682 | F: +1 952-926-1819 | W: [www.smta.org](http://www.smta.org)  
 For additional information, please contact  
 Courtney Kalb | [courtney@smta.org](mailto:courtney@smta.org)



AGREEMENT

I have reviewed and agree to the Application to Exhibit Rules and Regulations regarding my exhibit space at this event.

Signature (required) \_\_\_\_\_

For SMTA Use Only:

Date Received: \_\_\_/\_\_\_/\_\_\_ Booth Number Assigned: \_\_\_ Deposit: \_\_\_ Balance Due: \_\_\_

APPLICATION TO EXHIBIT: RULES AND REGULATIONS

GUADALAJARA EXPO AND TECH FORUM OCTOBER 21ST & 22ND, 2020

General Considerations:

To sign the following agreement, you and your company agree and accept the following terms and Conditions.

- 1. Electric and compressed air installation must be organized directly through the convention center.
2. Carpet is NOT provided.
3. Equipment installed inside the main exhibition area:
a. Maximum weight per area of 700 Kg/m2
b. Maximum weight of 2000Kg
c. Maximum wall height 5 meters or approx. 16 feet.
d. Recommended not to turn on equipment
e. It is not permitted to turn on heating/heated equipment (furnaces, soldering, etc.)
f. Must provide a detailed list of weight, measurements and specific requirements of each piece of equipment before September 1, 2020.
4. Set-Up and Tear-Down - Set up will be allowed the day before the expo, October 20th all day, and the morning before the expo starts. Tear down will be immediately following the end of the expo on Thursday, October 22, 2019.
5. Use of banners, stands, etc.
a. It is recommended that careful coexistence between exhibitors be observed. Avoid obstructing the view to other tables.
b. Banners, stands, equipment, etc. must stay within the designated space for each booth/exhibitor.
c. Banners, stands, signage, equipment, etc. must not exceed 5 meters (16ft) tall.
d. Hanging or pasting any object on walls is prohibited. "Rigging" is available through the convention center at an extra cost. If you need to use rigging, please request it from the convention center by September 25, 2020.
6. Physical damage - You will be asked to inspect your booth area prior to setup. If you find any damage on the carpet, walls, etc., report it immediately. The space will be inspected by the staff of the convention center at the end of the event and they reserve the right to charge exhibitors for the repair of damage caused during the event or not previously reported.
7. Booth Placement - Booth space has been assigned according to the lottery system. If you would like to reassign or change your table location, please contact SMTA Headquarters.
8. Cancellation Policy - Per our policy, written notice of cancellation must be received 45 days before the event to receive a refund minus a \$100 USD processing fee.
9. Food - A coupon for food will be delivered to attendees. Each exhibitor is entitled to a meal coupon per booth space (each day). Extra coupons cost \$54.00 USD (\$1,000 MXN) per person.
10. Food and Beverage - Per the venue's policy, the entry of outside food and alcoholic or non-alcoholic beverages is prohibited. If you want to have something to drink or snack in the booth, it must be purchased directly from the Convention Center.



11. **Exhibitors and Vendors** – All exhibitors must pre-register online prior to the event in order to facilitate the use of registration desks for attendees. For exhibitors and suppliers, online registration closes 24 hours prior to the event. No unregistered suppliers/exhibitors allowed during the event.
12. **Attendee List** - At the end of the event an attendee list will be sent to the exhibitors, which will include the name, title, and company of each attendee. Other data is considered "reserved", in accordance with laws protecting personal data.

**Responsibilities:**

1. The SMTA is a civil association non-profit, whose objective is to promote the professional development of the electronic assembly industry personnel through conferences and technology exhibitions, also to create a healthy coexistence between users, exhibitors, suppliers and other visitors. We ask that all participants respect the rules of the Convention Center and the event, and show respect to staff and volunteers who support the SMTA.
2. The SMTA and its Board are not responsible for damage, lost materials, equipment damaged during transportation, assembly, execution of the event or teardown, or accidents that may occur to exhibitors and other visitors to the event.
3. Exhibitors and visitors agree that they will participate in this event at their own will.
4. The SMTA will promote the event on social networks and through email campaigns. Exhibitors can promote their participation in the event and use the SMTA Mexico logo before and during the event only.
5. Photographs and/or videos will be taken during this event, which may or may not include your recognizable image. Please be advised, by participating in this event, you agree to allow SMTA to use the images in print, digital or web-based formats for promotional and archival purposes. If you do not wish to have us use your image, please notify Show Management.

I UNDERSTAND AND ACCEPT THE TERMS AND CONDITIONS