

HANGING OF BANNERS AND PROMOTIONAL PRODUCTS ORDER FORM



Payment in full must accompany order form

Show Name: IBTM 2019		Show dates: May 29-30, 2019		
Deadline of payment for additional services and formats via email :			May 15, 2019	
If you wish to place an order after deadline you will need to do so by visiting Centro Citibanamex Services Office located in site.				
Company Name:		Booth #		
Address 1:				
Address 2:				
City:				
State:				
Phone number:				
On-site contact:				
				Zip Code
		Tax ID/ VAT number:		
		Country		
		Fax Number:		
		E-mail:		
QTY	SERVICE	Advanced Rate	Standard Rate after deadline	AMOUNT
ALL HANGING MUST BE AUTHORIZED FIRST BY ORGANIZING COMMITTEE AND AFTER BY CENTRO CITIBANAMEX PLEASE SEND RENDER OF YOUR HANGING (IMAGE,) WITH WEIGHT, DIMENSIONS AND MATERIALS USED TO MAKE IT. FOR RIGGING SERVICE PLEASE ASK FOR QUOTATION				
	Banners with a maximum size of 9 sq. Mts (96.86 sq. Ft.)	USD 57	USD 60	
	Price per every additional 1 sq.(10.76 Ft)	USD 7	USD 7	
	Other items with a maximum weight of 10 kgs. (22 lbs)	USD 57	USD 60	
	For every 22 additional lbs.	USD 30	USD 32	
	High hanging point (Structure, rigging motors)	USD 57	USD 60	
	Low hanging point (security)	USD 30	USD 32	
Maximum height for banners/promotional products is 7mts. / 22.96 ft. (From floor to top of banner/promotional product) Unless Show Management has different specifications. We do not hang lights, lamps, electrical or audiovisual equipment etc.. Or elements over 100kgs For objects of more than 10 kgs. (60 lbs) please provide steel wire of 1/8 inch wide and brackets. It is necessary to deliver the object to be hung during the first set up day.			Sub Total	USD
			TAX	USD
			Total	USD
PAYMENT FORM				
BANK: Citibank, NA Account number: 36314909 ABA Number: 021 000 089 Bank Transference: Swift: CITIUS33 ; 111 Wall Street, 10043 New York,USA Beneficiary: REPRESENTACIONES DE EXPOSICIONES MEXICO SA DE CV		Important: Please send order form & payment transaction to serviciosadicionales@centrocitibanamex.com		
Credit Card	Number:			
I hereby authorize charging any unpaid balance to my credit card				
<input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> BANAMEX	Code* _____ *IMPORTANT Expiration Date _____	Printed Name of Card Holder _____ Card Holder's Signature / I hereby authorize used of my financial data. _____		
Please be sure to include the complete information on your credit card. The charge will be done in Mexican Currency, and your bank statement will reflect the exchange rate applied at the time of the transaction; therefore prices may vary at the end.				
Charges for this service on your credit card will appear under "CENTRO CITIBANAMEX"				
Representaciones de Exposiciones México, SA de CV, at Avenida Conscripto número 311, Colonia Lomas de Sotelo, C.P. 11200, Delegación Miguel Hidalgo in Mexico City, will use your personal data collected here to provide the services required by you and To comply with obligations contracted by our clients For more information about the treatment and rights that can be enforced, you can access the full Privacy Notice at www.centrocitibanamex.com/es/aviso-de-privacidad <http://www.centrocitibanamex.com/es/aviso-de-privacidad>.				
TERMS AND CONDITIONS				
a-The price of the service covers the event no longer than 5 days. The charge will be done in mexican pesos				
b- The price of banner hanging includes: hanging and dismantling labour and strings. All banners must have metallic or wood supports in the upper part to give the banner the necessary strength to be hanged.				
c-This order form does not include production, it only includes hanging of banners and promotional products already produced by exhibitor .				
d.-The hanging of products with more than 22 lbs. weight, that require special installations, will be quoted separately based upon special item characteristics, and previous authorization from the Operations Department.				
e-Centro Citibanamex will not be responsible for banners/objects that are not picked up after dismantling. Additionally, a storage fee will be charged by day.				
f.- All exhibitors must notify the service desk when banners/product are ready in the booth to be hung.				
g- Full payment is required in order to install any service requested to Centro Citibanamex.				
Services requested during set-up & show will be accepted and installed upon availability.				
I- Once the installation is completed, any modification or re-location will be subject to an additional 100% charge of the initial price.				
j- All the devices and material used for installation and service purposes are property of the Centro Citibanamex, therefore all the prices are on a rental basis.				
k- The hanging of banners/products at the Centro Citibanamex cannot be made by personnel other than the Centro Citibanamex Staff, unless some special events require so and with previous written authorization from the Operations Department.				
l. All cancellations must be sent in writing to serviciosadicionales@centrocitibanamex.com 72 hours prior to the start of the show's assembly (move-in). Any requests to relocate or cancel a service less that 72 hours prior to the show's first move-in day or after services have been installed will not be refunded.				
Please refer to the floor plan attached in the forms and indicate clearly the location for installing the service inside your booth.		Contact: Ma. Del Carmen León serviciosadicionales@centrocitibanamex.com InHouse Services Av. Conscripto No. 311, Col. Lomas de Sotelo 11200 Mexico, D.F. MEXICO Phone Number: (52+55) 5268 2054 Fax: (52+55) 5268-2052		
		Servicios Adicionales 		
Toll Free No. 1-866-406-1626 ext. 2054 from USA & CANADA				

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