

**In House Services: CONTROL STAFF ORDER FORM**  
**Payment in full must accompany order form**



Show Name: **IBTM** Show dates: **August 24-25, 2022**

**Deadline of payment for additional services and formats via email (wire transfers): August 08, 2022**

**If you wish to place an order after deadline you will need to do so by visiting Centro Citibanamex Services Office located in site.**

**BILLING INFORMATION**

|               |  |                    |                |
|---------------|--|--------------------|----------------|
| Company Name: |  |                    | <b>Booth #</b> |
| Address 1:    |  |                    |                |
| Address 2:    |  | Zip Code           |                |
| City:         |  | Tax ID/VAT number: |                |
| State:        |  | Country            |                |
| Phone number: |  |                    |                |

|                      |              |
|----------------------|--------------|
| <b>SERVICE QUOTE</b> | <b>QUOTE</b> |
|----------------------|--------------|

Please send the following information to the email of [serviciosadicionales@remex-cie.com.mx](mailto:serviciosadicionales@remex-cie.com.mx) of Booth Number, Responsible for the booth, Size of booth, Dates and times you require the service, Inventory and value of equipment, items, etc.

|                                                                  |                  |     |
|------------------------------------------------------------------|------------------|-----|
| <b>Please hand in an inventory of the equipment to safeguard</b> | <b>Sub Total</b> | USD |
|                                                                  | <b>TAX</b>       | USD |
|                                                                  | <b>Total</b>     | USD |

**PAYMENT FORM**

**Bank Transfer** BANK: Citibank, NA Account number: **36314909**  
 ABA Number: **021 000 089**  
 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@remex-cie.com.mx](mailto:serviciosadicionales@remex-cie.com.mx)**

**Credit Card** Number:

I hereby authorize charging any unpaid balance to my credit card

|                                     |                          |                   |  |                             |
|-------------------------------------|--------------------------|-------------------|--|-----------------------------|
| <input type="checkbox"/> AMEX       | <input type="checkbox"/> | Code*             |  | Printed Name of Card Holder |
| <input type="checkbox"/> VISA       | <input type="checkbox"/> | <b>*IMPORTANT</b> |  |                             |
| <input type="checkbox"/> MASTERCARD | <input type="checkbox"/> | Expiration Date   |  | Card Holder's Signature     |
| <input type="checkbox"/> BANAMEX    | <input type="checkbox"/> |                   |  |                             |

**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 numero 311, Colonia Lomas de Sotelo, C.P. 11200, Delegacion 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) <<http://www.centrocitibanamex.com/es/aviso-de-privacidad>> .

**TERMS AND CONDITIONS**

- a- The price of the service is according od previous quotation. The charge will be done in mexican pesos.
  - b- This service consist of specialized security personnel.
  - c- The security cannot be employed in services difference from security.
  - d- The personnel employed for this service, is exclusively qualified to perform it and can not carry out any other work that does not comply with the specifications.
  - e- The security service will only be carried out inside the hired area.
  - f- Please send this form and make the corresponding payment before the deadline, if not we cannot guarantee the availability of this service.
- Services requested during set-up & show will be accepted and installed upon availability.**
- h- When soliciting a specific estimate, an inventory of the assent in the stand must be handed in.

|                                                                                   |                                              |                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TOTAL VALUE OF BOOTH AND EQUIPMENT<br>Time in which the service will be required: | Dates in which the service will be required: | <div style="border: 1px solid black; padding: 5px; width: 100%;"> <p><b>Send this form and payment to</b></p> <p><a href="mailto:serviciosadicionales@remex-cie.com.mx">serviciosadicionales@remex-cie.com.mx</a></p> <p>InHouse Services<br/>         Av. Conscripto No. 311,<br/>         11200 Mexico, D.F. MEXICO<br/>         Phone Number:<br/>         (52+55) 5268 2000 Ext. 2054</p> </div> |
|                                                                                   |                                              | Sq Mtrs of Booth                                                                                                                                                                                                                                                                                                                                                                                     |

**Toll Free No. 1-866-406-1626 ext. 2050 from USA & CANADA**

**Services requested during set-up & show will be installed upon availability.**