

Latin Tyre & Auto Parts
Expo2027



Latin America
& Caribbean



LATIN TYRE & AUTO PARTS EXPO

2027 EXHIBITOR & CONTRACTOR MANUAL

STANDARDS • REGULATIONS • SAFETY • OPERATIONS



JULY 14-16, 2027
Wednesday-Friday



**PANAMA CONVENTION
CENTER (PCC)**
Panama City, Panama



PANAMA CITY
Republic of Panama



**THE LARGEST
AUTO PARTS, LUBRICANTS,
AND TIRE EXPO IN
LATIN AMERICA.**



info@latintyreautopartsexpo.com



+1 786-293-5186



www.latintyreautopartsexpo.com

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Show Management

Purpose	Contact
General Exhibitor Questions	info@latintyreautopartsexpo.com
Phone	+1 786-293-5186
Website	www.latintyreautopartsexpo.com
Venue	Panama Convention Center (PCC), Amador Causeway, Panama City, Panama
Onsite shipping/ customs questions	Arturo Araúz help desk – east PCC entrance

Quick Reference & Key Dates

For purposes of this Manual, “the Expo” means the Latin Tyre & Auto Parts Expo. Where legal entities are identified, “Show Management” means Latin Tyre & Auto Parts Expo, LLC. and Latin Auto Parts Expo, LLC. The Panama Convention Center is referred to as “PCC” or the “Panama Convention Center.”

This manual applies to all exhibitors, their employees, representatives, guests, agents, contractors, subcontractors, service providers, and anyone working in or visiting an exhibitor’s booth. Exhibitors are responsible for ensuring that their teams and contractors understand and comply with these rules.

Activity	Date / Time	Important Notes
Rigging - Floor 2	Tuesday, July 6 10:00 AM-10:30 PM	Must be completed before general booth construction where applicable.
Rigging - Floor 1	Wednesday, July 7 1:00 PM-10:30 PM	Only in approved rigging areas
Booth Set-up	July 8-13 8:00 AM - 10:30 PM	All construction must be completed by 11PM July 13. No extensions
Furniture Store	July 11-13 8:30 AM – 5:30 PM	Exhibitors may place onsite furniture orders during the following designated dates and hours located at the furniture store rental areas of the Panama Convention Center
Expo Day 1	Wednesday July 14 10:00 AM – 6:00 PM	Exhibitors may enter from 8AM.
Expo Day 2	Thursday July 15 10:00 AM – 6:00 PM	Conferences 11:00 AM-12:30 PM
Expo Day 3	Friday July 16	Conferences

	10:00 AM-5:00 PM	11:00 AM-12:30 PM
Move-Out	July 16 5:00 PM-10:30 PM	No teardown before 5PM. Early teardown fine: \$250 <i>Exhibitors may not cover, close or substantially dismantle their booth before the official closing time.</i>
Move-Out	July 17 8:00 AM-10:30 PM	All materials must be removed
Badge Pickup	July 11-16	Registration desks at west and east PCC entrances.
On-Site Furniture Orders	July 11-13	No furniture orders accepted after July 13.

Critical Exhibitor Deadlines

Requirement	Deadline
Signed booth contract / initial deposit 25%	Within 14 business days of reserving your booth
50% payment due	December 15, 2026
100% payment due	February 15, 2027
Sponsorships & Advertisements	April 1, 2027
Exhibitor directory / Profile changes	May 1, 2027
Furniture pre-orders	June 14, 2027
Contractor authorization	June 14, 2027

Rigging requests	June 14, 2027
Booth design / Height submission	June 14, 2027
Contractor employee list	July 1, 2027

Move-In, Show Days & Move-Out

Move-In

- Use designated contractor and loading entrances.
- Passenger elevators and escalators may not be used for freight.
- Lobby entry is limited to hand-carried items where permitted.
- All loading docks, fire lanes, exits, and service corridors must remain clear.

Show Days

- Booths must be staffed during show hours.
- Exhibits must remain fully operational until the Expo closes.
- No dismantling, packing, removal of displays, or early teardown is permitted before 5:00 PM on Friday, July 16.

Move-Out

EARLY TEARDOWN

Any exhibitor dismantling before 5:00 PM on July 16 may be assessed a \$250 fine and may affect future participation.

Exhibitor Administration, Contracts & Payments

Participation and Approval

Participation is subject to approval by Show Management. Prior participation does not guarantee acceptance in a future Expo. Show Management may accept, reject, relocate, restrict, modify, or remove an exhibitor, exhibit, product, sign, display, activity, or individual when reasonably necessary for safety, compliance, professional standards, floor operations, or protection of the Expo.

A booth contract applies only to the edition and booth space identified in the contract and does not create rights to future editions or future booth locations.

Directory Profile

Each exhibitor must provide accurate company information for the website, Official Show Guide, and Exhibitor Directory. Updates must be submitted by May 1, 2027. The exhibitor is responsible for reviewing the accuracy of its company name, description, brands, contact information, and other submitted content.

Payments, Non-Payment and Cancellation

Payment deadlines are governed by the signed booth contract and invoice. For 2027, the standard payment milestones are 25% within 14 business days of booth reservation, 50% by December 15, 2026, and 100% by February 15, 2027, unless Show Management confirms different terms in writing.

Booth space is not considered fully secured unless the required contract and payments are received. Show Management may release unpaid space, suspend booth reservations, withhold credentials or services, or deny future participation for outstanding balances, subject to the signed contract.

Cancellation, refund, transfer, agent commission, and outstanding-balance obligations are governed by the signed booth contract. If this manual conflicts with a signed contract on a commercial term, the signed contract controls.

Event Changes & Circumstances Beyond Control

Show Management may make reasonable changes to dates, hours, entrances, floor operations, booth assignments, schedules, services, or event procedures when required by the venue, government authorities, safety conditions, emergencies, force majeure, or circumstances beyond reasonable control. Any cancellation, postponement, relocation, or refund rights are governed by the signed booth contract and applicable law.

Show Management Rights

Show Management may require correction or removal of unsafe, non-compliant, misleading, offensive, disruptive, or inappropriate exhibits or conduct. Costs associated with correcting a non-compliant exhibit are the exhibitor's responsibility.

Registration, Badges & Access

- Exhibitor badges are free and registration is online on our website <https://www.latintyreautopartsexpo.com>
- Each person must register individually. Badges may not be shared or transferred.
- Only employees and authorized personnel of exhibiting companies may use exhibitor badges.
- Customers and buyers must register as visitors; exhibitors may not register customers as exhibitor staff.
- Attendees may also register onsite.
- Badge pickup is available July 11–16 at the registration desks located at the west and east PCC entrances.
- Spouses, children, and employees are welcome when properly registered; however, age and safety restrictions apply during move-in and move-out.

Contractor Badges

Contractors must register for STAFF credentials before entering work areas located at each entrance with security. A list of contractor employees must be submitted to Show Management by **July 1, 2027**. All personnel must display credentials while onsite.

Credential Control

Badges remain the property of the Expo and may be revoked for misuse or rule violations. Lost or stolen badges should be reported immediately. Show Management may request identification and may refuse or revoke access when a badge is shared, altered, duplicated, or used by an unauthorized person.

Exhibitor Personnel and Representatives

Each Exhibitor is solely responsible for selecting, authorizing, registering, and supervising personnel registered under their company name, including its employees, officers, representatives, agents, distributors, consultants, contractors, and other personnel. Show Management's issuance of a badge, credential, registration confirmation, or access authorization is for event-access purposes only and does not constitute verification, certification, endorsement, or confirmation of that person's employment status, agency relationship, authority to represent the Exhibitor, or authority to negotiate, enter into contracts, receive payments, or conduct transactions on behalf of the Exhibitor.

Exhibitor represents and warrants that all persons it registers under its company name are authorized by the Exhibitor to be so registered. Exhibitor shall be responsible for promptly notifying Show Management if any registered person's authorization or relationship with the Exhibitor changes.

Exhibitor assumes responsibility for the acts and omissions of its employees, representatives, agents, personnel, contractors, and other persons registered or admitted to the Expo under or through the Exhibitor.

Exhibitor agrees to defend, indemnify, and hold harmless Show Management and the other Released Parties from claims, demands, losses, damages, liabilities, costs, and reasonable attorneys' fees arising out of or relating to the acts, omissions, representations, transactions, or conduct of the Exhibitor or persons registered, authorized, employed, retained, or represented by the Exhibitor, to the fullest extent permitted by applicable law.

Badges and Credentials

Event badges and credentials are issued solely for identification and access-control purposes. A badge displaying an Exhibitor's company name does not constitute a representation, warranty, certification, or guarantee by Show Management that the badge holder is an employee, authorized sales representative, agent, officer, or legal representative of that company, nor does it establish the scope of that person's authority.

No Verification or Authentication

Show Management does not independently investigate or verify the identity, employment status, corporate affiliation, authority, credentials, financial condition, ownership, agency relationship, or representations of exhibitors, buyers, attendees, representatives, or other participants except as may be required for event administration or applicable law.

Commercial Transactions

Show Management is not a party to any negotiation, quotation, purchase order, sale, distribution agreement, agency agreement, payment, shipment, warranty, financing

arrangement, or other commercial transactions between Exhibitors and attendees or between any participants in the Expo.

All commercial dealings are undertaken solely at the parties' own risk. Each participant is solely responsible for conducting his own due diligence before entering any transaction or transferring funds.

Show Management shall not be responsible for fraud, misrepresentation, unauthorized representations, impersonation, breach of contract, nonpayment, non-delivery, defective products, payment disputes, banking disputes, or other commercial misconduct allegedly committed by one participant against another, except to the extent liability cannot lawfully be excluded.

Any commercial dispute arising between participants must be resolved directly between those parties. Show Management has no obligation to investigate, mediate, arbitrate, collect funds, enforce contracts, determine agency relationships, or resolve commercial disputes between participants.

No Endorsement or Guarantee

Participation in the Expo, inclusion in an exhibitor directory, booth assignment, issuance of credentials, use of company names or logos, or appearance on Expo websites, applications, floor plans, directories, or promotional materials does not constitute an endorsement or guarantee by Show Management of any participant, company, product, service, representation, business practice, financial condition, creditworthiness, authenticity, or commercial performance.

Participants should independently verify directly with the company involved, using independently obtained official corporate contact information, the identity and authority of any representative before entering a transaction or transferring funds. Participants should also independently verify company names, bank account ownership, payment instructions, invoices, contracts, and beneficiary information before making payment.

Show Management does not verify or guarantee payment instructions or banking information exchanged between participants.

Booth Types, Construction & Design Rules

Product Area Assignment

The Expo is organized by product category so buyers can locate products efficiently. Exhibitors must remain in the product area assigned by Show Management. No exceptions will be made solely for booth-location preference.

- Tire companies: Tire Hall, booths 1900–3838.
- Auto Parts – Floor 2 / International: booths 100–1018.
- Auto Parts – Floor 1: booths 1100–1813.

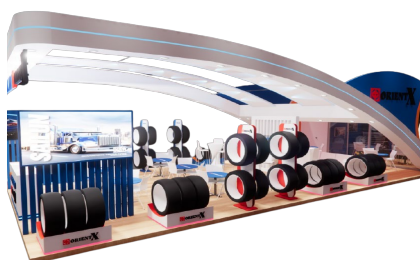
Floor-Space Booths

- Exhibitors using floor space only are responsible for booth design, construction, labor, safety, and removal.
- Contractors must be approved by Show Management – see registration form here <https://www.latintyreautopartsexpo.com/booth-contractors/> and a list of recommended contractors.

- Booth designs and heights must be submitted **by June 14, 2027**, to info@latintyreautopartsexpo.com
- All structures, signs, products, furniture, and displays must remain within the contracted booth footprint.
- For electricity and Wi-Fi charges see the **exhibitor contract** found on our website <https://www.latintyreautopartsexpo.com/reserve-booth/>

Booth Construction & Design Requirements

- **Booths must be structurally self-supporting.** Unsupported linear walls are prohibited.
- No booth structure may be attached to the PCC, another booth, or another contractor's structure without prior written authorization from Show Management.
- **All booth structures, including backs, side walls, partitions, and other surfaces visible from neighboring booths or public areas, must be completely finished.** Exposed framing, unfinished construction, wiring, structural components, raw materials, or uncovered booth backs are not permitted.
- **All floor-space-only exhibitors must use a professional booth design and qualified booth contractor.** Self-built, improvised, or homemade booth structures are not permitted unless the complete booth design, construction method, and materials have been submitted to and approved in writing by Show Management in advance.
- Exhibitors are responsible for ensuring that their booth contractor constructs the booth in accordance with the **design approved by Show Management**. Any material changes to the approved design must receive written approval before installation.



Height Limits

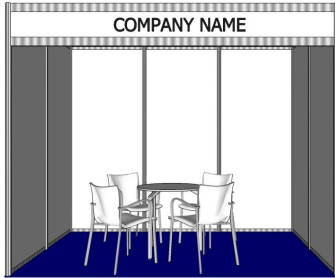
- Island booths and eligible floor-space booths: maximum 4.0 m, subject to location and sightline rules.
- Floor-space booths directly behind pre-fabricated booths: maximum 2.48 m.
- Back-to-back floor-space booths may be required to maintain a uniform 4.0 m height.
- Visible backs and sides of taller walls must be professionally finished.
- Back walls facing lobby windows must be solid white and may not display rear-facing graphics or branding.

No Multi-Level Booths

Two-story, multi-level, mezzanine, double-deck, occupied platform, or accessible upper-level booths are strictly prohibited. Booths must be single-level structures.

Pre-Fabricated Booths

A standard 9 m² pre-fabricated booth includes the basic booth structure, partition walls, fascia with company name and booth number, spotlight, one table, four chairs, one wastebasket, carpet, and one electrical outlet as specified by Show Management.



- Do not paint, drill, screw into, permanently tape, or otherwise damage prefab walls, fascia, furniture, or panels.
- Temporary graphics must be removable without damage to the booth wall panels.
- If total usage of electricity exceeds 2,000 watts, an additional charge of \$30 per 100 watts will be invoiced after the show.
- A \$100 USD Wi-Fi charge will be added to all exhibitor orders for internet access during show days (July 14-16, 2027).
- For addition charges, see the **exhibitor contract** found on our website

<https://www.latintyreautopartsexpo.com/reserve-booth/>

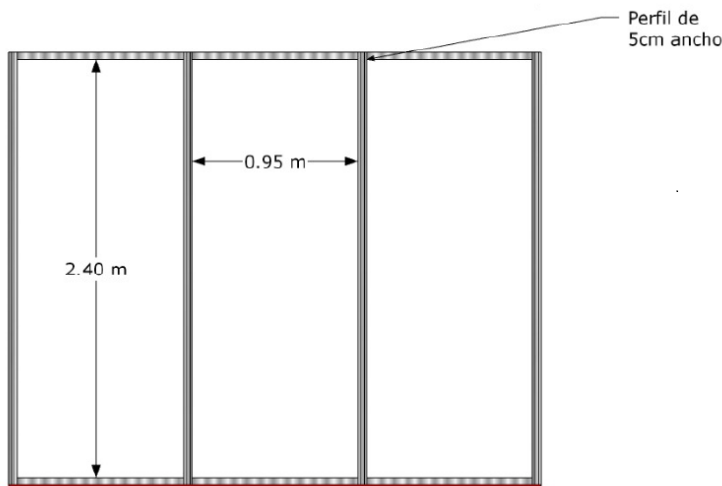
Fascia Board Changes

Exhibitors may not alter, remove, cover, or replace the company name or booth number displayed on the official pre-fabricated booth fascia without prior authorization from Show Management. Unauthorized changes will be corrected by Show Management, and the exhibitor will be charged **\$75 per side**.

Booth Panel Dimensions (for custom graphics):

- Each panel: 0.95 m wide x 2.40 m high
- Metal dividers: 5 cm wide
- To order wall graphics, please visit our website for a list of recommended vendors.
- If **your booth includes a C9 shelf, do not use banner material or fabric for your graphics**. These materials cannot be installed onsite with the C9 structure. Use only rigid or adhesive-backed materials approved by your vendor.
- For recommended vendors to print graphics on your wall, please visit

<https://www.latintyreautopartsexpo.com/booth-contractors/>



Appearance and Neighboring Exhibitors

- Any wall visible from a neighboring booth or aisle must be clean and professionally finished.
- Walls or surfaces facing a neighboring booth may not display logos, company names, branding, advertising, graphics, or promotional messages.
- Island booths may use graphics, images, logos, and branding on all sides of their booth structures, provided all materials remain within the contracted booth footprint and comply with applicable height and construction requirements.
- Lighting may not shine directly into neighboring booths or aisles.
- Nothing may extend into aisles, fire lanes, emergency exits, or neighboring booth space.
- Any unfinished back or side wall visible from a neighboring booth must be completely covered with a clean, neutral white or black finish, at the Exhibitor's expense.
- Exhibitor personnel, models, promoters, and demonstrations must remain within the booth footprint unless authorized by Show Management.

Competitors

Show Management does not guarantee separation from competitors. Competing companies may be assigned booths adjacent to or near one another. Booth location requests are preferences only and are not guaranteed unless expressly confirmed in writing by Show Management.

Venue Protection

Panama Convention Center (PCC) Walls, Columns & Surface Protection

Exhibitors, contractors, and their personnel are strictly prohibited from attaching, adhering, pasting, taping, gluing, painting, drilling, nailing, screwing, hanging, or otherwise affixing any graphics, signage, banners, decorations, promotional materials, equipment, or other items directly to Panama Convention Center (PCC) walls, columns, doors, glass, floors, ceilings, or other venue surfaces without prior written approval from Show Management.

Any proposed use of a PCC wall, column, or other venue surface for graphics, branding, signage, or decoration must be submitted to Show Management in advance for written approval, including the proposed design, materials, installation method, and removal method.

Approval will only be considered when Show Management is satisfied that the proposed installation and removal method will not cause permanent markings, paint removal,

discoloration, adhesive residue, holes, scratches, structural damage, or other damage to PCC property.

Approval of the graphic or design itself does not authorize installation unless the installation method has also been approved in writing.

A \$250 penalty per incident will be charged for any violation, in addition to the full cost of repairing, cleaning, repainting, restoring, or replacing any resulting damage to PCC property.

The Exhibitor is responsible for violations and damage caused by its employees, representatives, booth contractors, subcontractors, installers, or other personnel working on its behalf.

Booth Sharing/Subletting

Exhibitors may not assign, transfer, sublet, share or apportion any portion of their booth to another company without prior written approval from Show Management. Products, personnel, signage, literature or branding belonging to another company may not be displayed or represented from the booth without prior written authorization

Utilities, Furniture, Wi-Fi & Food/Beverage

Electricity

- Electrical installations must comply with PCC requirements and applicable safety codes.
- All wiring must be grounded and rated for commercial use.
- Prohibited wiring includes zip cord, lamp wire, cube taps, and unapproved two-wire cords.
- Power strips must be approved and include internal circuit protection.
- Internal booth wiring is the exhibitor/contractor's responsibility.
- Floor 2 has limited electrical infrastructure; complex booth designs must be reviewed in advance.

Electrical pricing and surcharges are subject to the current 2027 contract available here <https://www.latintyreautopartsexpo.com/reserve-booth/> and invoice. Exhibitors should confirm required voltage and wattage with their contractor before ordering.

Wi-Fi

Internet service is ordered according to the current 2027 exhibitor contract found on this website <https://www.latintyreautopartsexpo.com/reserve-booth/> Where a mandatory Wi-Fi fee applies, it will be reflected on the exhibitor's order/invoice.

Furniture

Furniture may be pre-ordered through the official 2027 Furniture Menu until June 14, 2027. On-site furniture ordering is available July 11–13, 2027, from 8:30 AM–5:30 PM near the north/east entrance registration areas. No orders will be accepted after July 13.

Cleaning Services

Show Management provides **basic booth cleaning before and after each Expo day**, including:

- Vacuuming of the booth floor/carpet.
- Wiping/cleaning of table surfaces.
- Emptying of the booth wastebasket/trash can.

This basic service is performed **each morning before the Expo opens and each evening after the Expo closes**.

During Expo hours, exhibitors are responsible for maintaining the cleanliness and appearance of their own booth. Any cleaning required during the day, including spills, excessive trash, product cleaning, display cleaning, or other detailed/specialized cleaning, is the responsibility of the exhibitor.

Exhibitors requiring cleaning beyond the basic service provided by Show Management must arrange and pay for any additional cleaning services required.

Food & Beverage

- PCC is the exclusive provider of food, beverages, and concessions inside the venue.
- Outside food and beverages are not permitted unless expressly approved by PCC.
- Alcohol may only be served in accordance with PCC rules and by authorized PCC personnel.
- Exhibitors may not independently sell or distribute food or beverages without approval.
- There are several restaurants and food and beverage areas available at the Expo July 14-16, 2027 to all exhibitors and attendees.

Booth Catering

Exhibitors requiring food or beverage service at their booth may review catering options and place orders using the official catering information and order form:

<https://www.latintyreautopartsexpo.com/catering-for-booth>

Shipping, Customs, Storage & Material Handling

Shipping and Customs

Exhibitors may select their own freight forwarder; however, all shipments and customs procedures must comply with Panama import requirements and the official 2027 shipping instructions.

Arturo Araúz, S.A. is the Expo's official customs broker and recommended logistics provider.

Closest seaport: Balboa

Closest airport: Tocumen International Airport (PTY)

All goods entering Panama are subject to applicable customs requirements.

Exhibitors bringing samples in personal luggage should carry the appropriate commercial and customs documentation.

For onsite shipping or customs questions, visit the Arturo Araúz help desk at the east PCC entrance.

IMPORTANT — DO NOT SHIP UNATTENDED PACKAGES DIRECTLY TO THE EXPO

Shipments may not be sent ***unattended*** directly to the Latin Tyre & Auto Parts Expo or Panama Convention Center. The Expo and PCC do not provide a receiving service or warehouse, and there will be no representative available to accept, sign for, store, or assume responsibility for unattended exhibitor shipments.

If an exhibitor arranges its own freight, shipping, or customs clearance, the shipment must first be delivered to the exhibitor's local contact, representative, freight forwarder, hotel, warehouse, or other receiving party in Panama. That party is responsible for receiving the shipment and arranging delivery of the products to the Panama Convention Center during the authorized delivery times.

If the exhibitor does not have a local contact or receiving arrangement in Panama, the exhibitor must contact Arturo Araúz, S.A. to coordinate receipt, customs/logistics services, and delivery to the Expo. Applicable fees are the responsibility of the exhibitor.

EXHIBITORS BRINGING THEIR OWN PRODUCTS TO PCC

If you will be bringing your own tires, wheels, auto parts, lubricants, equipment, or other products directly to the Latin Tyre & Auto Parts Expo, please have all required documentation available when entering the Panama Convention Center.

IMPORTANT: The following documentation requirements apply to exhibitors who did not use Arturo Araúz, S.A. for their shipment. If Arturo Araúz handled your shipment, his team will already have the applicable shipment documentation on file.

Please have the following documents available onsite:

- Complete list of all products being brought into the Expo, including quantities and, for tires, sizes where applicable
- Commercial Invoice / Purchase Invoice
- Bill of Lading, if applicable
- Documentation showing that the products were legally imported into Panama and cleared through Panamanian Customs (nationalized), when applicable
- Proof of Ownership / Title for vehicles or equipment, when applicable
- Copies of bank wire transfers or payment records related to the products, when applicable
- Copy of your Exhibitor Contract

Exhibitors who arrange their own shipping, customs clearance, or transportation are solely responsible for ensuring that all required documents are available if requested by Panama Convention Center personnel, customs authorities, security, or Show Management.

Failure to provide the required documentation may result in delays or denial of entry of the products into the Panama Convention Center. Latin Tyre & Auto Parts Expo, Latin Tyre & Auto Parts Expo, LLC., Latin Auto Parts Expo, LLC., and the Panama Convention Center are not responsible for delays, costs, storage charges,

transportation charges, customs issues, or other expenses resulting from an exhibitor’s failure to properly arrange shipment, customs clearance, receipt, or documentation.

OFFICIAL CUSTOMS & LOGISTICS CONTACT

ARTURO ARAÚZ, S.A.
Vía España, Edificio Orión
Primer Piso, Oficina No. 1-A
Panama, Republic of Panama
Zip Code: 50700
WhatsApp / Phone: +507 6612-1487
Email: latinexpocustoms@arturoarauz.com

Storage Policy — Empty Boxes Only

NO PRODUCT STORAGE AT PCC

The Expo and PCC do NOT provide storage for merchandise, inventory, samples, tires, auto parts, lubricants, equipment, or other products. Only EMPTY boxes/crates may be stored in designated areas when authorized and properly labeled.

- Empty boxes may be stored onsite during the approved July 11–16 period, subject to Show Management instructions.
- Empty packaging will be returned after 5:00 PM on July 16 as operations permit.
- Products and merchandise must remain inside the exhibitor’s booth or be handled through the exhibitor’s own approved logistics/storage arrangements.
- Do not leave products, crates, pallets, or equipment in aisles, lobbies, loading docks, or service corridors.
- Abandoned materials will be removed at the exhibitor’s expense.
- Any booth structure, merchandise, flooring, crates, pallets, equipment, waste or other property remaining after the move-out deadline may be removed, transported, stored or disposed of without further notice. All resulting labor, handling, transportation, storage and disposal charges shall be charged to the Exhibitor. Show Management and PCC shall not be responsible for loss or damage resulting from such removal, handling, storage or disposal except to the extent required by applicable law.

No Organizer Responsibility for Stored or Left Items

Show Management, Latin Tyre & Auto Parts Expo, LLC., Latin Auto Parts Expo, LLC., the Panama Convention Center (PCC), and their respective personnel do not accept custody of exhibitor property and are not responsible for items left in booths, storage areas, loading areas, or elsewhere onsite.

Exhibitor Operations & Conduct

Trade-Only Event / No Retail Sales

The Expo is a professional B2B trade event. Retail sales to the general public are prohibited.

Solicitation

- Flyer distribution, product promotion, lead solicitation, and demonstrations must take place inside the exhibitor's booth.
- Exhibitors may not solicit in aisles, entrances, registration areas, other booths, or common areas.
- Exhibitors may not place products, furniture, signs, or promotional staff outside their booth.

Only contracted exhibitors may solicit business, distribute promotional materials, demonstrate products or actively market products or services within the Expo. Attendees, buyers, visitors and non-exhibiting companies may not solicit business in aisles, common areas, registration areas, restaurants, entrances or other areas of PCC. Violators may have their badges revoked and may be removed from the Expo without refund.

Hazardous Materials

- Flammable, explosive, or otherwise dangerous items are strictly prohibited. Organizers may remove any material considered unsafe or inappropriate.

Noise, Entertainment and Demonstrations

- Noise must remain below 85 dB and may not disrupt neighboring exhibitors.
- Show Management may require immediate reduction or shutdown of disruptive sound.
- Entertainment, performers, fog/smoke effects, special demonstrations, and similar activities require advance approval.

Professional Conduct & Prohibited Behavior

Harassment, threats, intimidation, fighting, abusive behavior, unlawful activity, and conduct that endangers or materially disrupts others are prohibited. Show Management and PCC may remove or deny access to any person whose conduct presents a safety, security, legal, or operational concern.

Weapons are prohibited except where expressly permitted by applicable law and PCC security policy. Exhibitors and their guests are responsible for complying with all applicable laws and venue security requirements.

Photography and Filming

Do not photograph or film another exhibitor's booth, products, documents, displays, or proprietary materials without that exhibitor's permission.

Political, Offensive or Unsafe Content

Show Management may prohibit or remove political, offensive, unsafe, unlawful, misleading, or disruptive signs, displays, audio, products, demonstrations, or materials.

Dress Code

During move-in, show days, and move-out, contractors and exhibitors must comply with PCC safety attire requirements. Shorts and open-toe shoes are prohibited in work areas; long pants and closed-toe shoes are required.

Private Receptions

Booth receptions require advance approval. Exhibitors interested in private reception rooms at PCC should contact Show Management.

Show Management Authority

Show Management shall have final authority regarding interpretation and enforcement of this Manual and all matters concerning Expo operations, exhibitor conduct, booth placement, safety and access. Situations not specifically addressed in this Manual shall be resolved by Show Management in its reasonable discretion, subject to applicable law and PCC requirements.

Booth Activities, Promotions & Crowd Control

All demonstrations, promotions, giveaways, product displays, models, promoters, and related activities must remain within the contracted booth footprint and may not obstruct aisles, neighboring booths, entrances, exits, or sightlines.

Giveaways, contests, raffles, or promotions expected to create lines or crowds require prior written approval from Show Management. Exhibitors are responsible for controlling lines and crowds and may be required to provide and pay for additional security or crowd-control measures.

Exhibitor personnel may not enter another exhibitor's booth without permission. Literature, samples, promotional materials, and solicitation may not be distributed outside the exhibitor's own booth unless expressly authorized by Show Management.

Carts, dollies, and other material-handling devices may not be used during show hours without authorization from Show Management.

Prohibited & Restricted Activities

Weapons, threatening or intimidating conduct, harassment, fighting, and activities presenting a safety or security risk are prohibited. Show Management and PCC may deny access to or remove any person presenting a safety, security, legal, or operational concern.

Unusual, hazardous, or high-risk demonstrations require prior written approval. Show Management may impose additional safety requirements or prohibit an activity when reasonably necessary.

Animals are prohibited except legitimate service animals as required by applicable law and PCC policy.

Drones, hoverboards, scooters, and similar personal mobility devices are prohibited or restricted unless specifically authorized by Show Management and PCC. This restriction does not limit legitimate mobility devices required for disability access.

Use of Expo Name, Logo, Photography & Media

The Latin Tyre & Auto Parts Expo name, logos, trademarks, and official branding may not be used in a manner suggesting sponsorship, endorsement, partnership, or authorization without prior written permission from Show Management.

Commercial photography, filming, recording, livestreaming, or drone use at the Expo requires prior written approval from Show Management. Exhibitors may not photograph or record another exhibitor’s booth, products, documents, displays, or proprietary materials without permission.

Show Management and its authorized photographers and media providers may photograph, film, and record the Expo, including exhibitor booths, displays, activities, and personnel, for event documentation, publicity, marketing, and promotional purposes. Exhibitors are responsible for obtaining any permission required from their own employees, models, contractors, or other personnel appearing in their booth activities.

Safety, Security, Theft & Personal Property

Personal Responsibility for Property

WATCH YOUR PROPERTY

Each exhibitor, attendee, buyer, guest, employee, representative, and contractor is responsible for safeguarding their own property at all times. This includes phones, laptops, purses, wallets, samples, merchandise, tools, displays, documents, equipment, and items left in a booth.

General venue security may be provided for public areas and facility operations, but security does not constitute an assumption of custody or a guarantee against theft, loss, disappearance, or damage.

- Do not leave valuables unattended.
- Use lockable storage when available.
- Remove high-value portable items when the booth is unattended.
- Exhibitors are responsible for monitoring booth property during setup, show hours, overnight periods, and move-out.
- Report suspected theft immediately to onsite security and Show Management.

Injury Prevention

All participants are responsible for exercising reasonable care for their own safety and complying with posted signs, staff instructions, fire rules, access restrictions, and venue safety requirements.

- Keep aisles, exits, fire equipment, electrical panels, and service corridors clear.
- Secure cords, carpet edges, flooring, signs, and displays to prevent trip or fall hazards.
- Do not climb booth structures, rigging, furniture, or displays.
- Immediately report spills, unsafe conditions, injuries, and accidents.

Right to immediately remove objectionable or unsafe exhibits/persons

Show Management may immediately stop, restrict, modify or remove any exhibit, demonstration, product, equipment, signage, activity or person that Show Management reasonably determines presents a safety concern, violates Expo/PCC rules, interferes with neighboring exhibitors or materially disrupts Expo operations. All resulting costs shall be the responsibility of the Exhibitor, and no refund shall be due because of such enforcement.

Liability, Insurance & Indemnification

Assumption of Risk

Exhibitors, buyers, attendees, contractors, employees, representatives, agents, guests, and other participants attend and participate in the Expo at their own risk and are responsible for their own safety, conduct, property, and activities.

Limitation of Liability

To the fullest extent permitted by applicable law, Latin Tyre & Auto Parts Expo, LLC., Latin Auto Parts Expo, LLC., the Panama Convention Center, and their respective owners, officers, employees, agents, contractors, affiliates, and representatives (collectively, the “Released Parties”) shall not be liable for personal injury, illness, death, accident, theft, loss, disappearance, or damage to property arising from or related to attendance at, participation in, setup for, operation of, or move-out from the Expo, except to the extent such liability cannot lawfully be excluded.

Each participant remains responsible for obtaining appropriate personal, travel, property, medical, workers’ compensation, automobile, and liability insurance applicable to that participant’s activities.

Exhibitor Responsibility for Its People and Booth

Each exhibitor is responsible for the acts and omissions of its employees, officers, representatives, agents, models, guests, invitees, contractors, subcontractors, service providers, booth operations, demonstrations, products, displays, equipment, and activities.

Indemnification

To the fullest extent permitted by law, each exhibitor and contractor agrees to defend, indemnify, and hold harmless the Released Parties from claims, demands, damages, liabilities, losses, judgments, costs, and reasonable legal fees arising from or related to the acts or omissions of the exhibitor or contractor, its personnel, representatives, guests, products, displays, equipment, booth operations, contractual relationships, or violation of law or Expo/PCC rules.

Insurance

Contractors must maintain the insurance required by PCC and Show Management. The contractor section of this manual specifies minimum insurance requirements, including applicable general liability, automobile liability, workers’ compensation, and additional-insured requirements.

Each Exhibitor shall maintain commercially reasonable liability insurance covering its participation in the Expo and the acts and omissions of its employees, representatives, agents, contractors and booth personnel.

Intellectual Property, Trademarks & Patents

Exhibitor Responsibility for Intellectual Property

Each exhibitor is solely responsible for ensuring that the products, packaging, logos, trademarks, trade dress, patents, copyrights, designs, photographs, software, promotional materials, and other intellectual property displayed, promoted, distributed, demonstrated, or sold by that exhibitor are lawfully used and do not infringe the rights of any third party.

- Exhibitors must possess any licenses, permissions, registrations, distribution rights, or authorizations required to display or represent third-party brands or products.
- An exhibitor must not knowingly display counterfeit, unauthorized, infringing, or unlawfully copied products or materials.
- Show Management may remove or restrict a disputed product when reasonably necessary to comply with a valid order from a court, customs authority, government agency, PCC or other competent authority.

No Expo Verification or Guarantee

REPLICAS / COPIES / SIMILAR PRODUCTS

Show Management does not inspect, authenticate, certify, compare, or guarantee the intellectual-property status of products displayed by exhibitors. The presence of a product at the Expo does not mean that Show Management has determined that the product is original, authorized, patented, trademark-compliant, or non-infringing.

If another exhibitor displays a product that an exhibitor believes is a replica, copy, counterfeit, patent infringement, trademark infringement, copyright infringement, trade-dress infringement, or other violation of intellectual-property rights, the dispute is between the parties claiming and contesting those rights. Show Management is not responsible for damages, lost sales, lost profits, legal fees, reputational harm, or other losses arising from such a dispute.

Complaints and Enforcement

An exhibitor alleging infringement should provide Show Management with written documentation identifying the protected right and the allegedly infringing material. Show Management may, but is not obligated to, restrict or remove a display when reasonably necessary to comply with law, a court/order from competent authority, venue requirements, or Expo rules.

Show Management does not act as a court, patent office, trademark office, arbitrator, expert witness, or legal decision-maker and is not responsible for determining ownership, validity, infringement, authenticity, or licensing rights.

Indemnity for IP Claims

Each exhibitor agrees to defend, indemnify, and hold harmless the Released Parties (Latin Expo Group, Panama Convention Center, and related parties) from third-party

claims, damages, liabilities, losses, costs, and reasonable legal fees arising from intellectual property displayed, distributed, promoted, represented, or used by that exhibitor or its personnel.

Buyer–Exhibitor Transactions & Business Disputes

Expo Is a Venue and Networking Platform — Not a Party to Transactions

INDEPENDENT TRANSACTIONS

Show Management is not a party to, and does not guarantee, endorse, supervise, verify, insure, or assume responsibility for any negotiation, representation, quotation, order, payment, deposit, contract, shipment, product, service, warranty, financing arrangement, agency relationship, distribution agreement, or other transaction between exhibitors, buyers, attendees, agents, representatives, distributors, contractors, or other third parties.

Participation in the Expo, issuance of a badge, assignment of a booth, inclusion in an exhibitor directory, or presence of a person inside a booth does not constitute verification or endorsement by Show Management of that person’s identity, authority, employment, agency relationship, financial condition, products, business practices, or ability to perform a transaction.

Due Diligence

Each party is solely responsible for conducting its own due diligence before entering a business relationship, including verifying company identity, corporate authority, representatives, banking instructions, payment recipients, product specifications, intellectual-property rights, contracts, warranties, shipping arrangements, customs requirements, and other credentials.

Disputes, Non-Payment and Falling Out Between Parties

Any disagreement, non-payment, chargeback, product complaint, delivery issue, warranty claim, alleged misrepresentation, fraud allegation, agency dispute, commission dispute, breach of contract, or other falling out between exhibitors, buyers, agents, or third parties must be resolved directly between the parties involved. Show Management is not responsible for mediating, collecting, refunding, enforcing, or compensating for private commercial disputes.

No Reliance on Expo Participation

Participants should not rely on a company’s or person’s presence at the Expo as proof of creditworthiness, authority, legitimacy, product authenticity, or commercial reliability.

Vehicles, Special Displays & Restricted Materials

Vehicle Displays

Motorized vehicle displays are permitted only in designated locations approved in advance by Show Management. The fee is **\$1,000 per vehicle**.

Outdoor Vehicle Displays – PCC Exterior

- Vehicles may be displayed outside the PCC only in **designated areas assigned and approved by Show Management and PCC**.
- Vehicles must be delivered during one of the following authorized periods:
 - **Tuesday, July 13, 2027: 8:30 AM–7:00 PM**
 - **Wednesday, July 14, 2027: 7:00 AM–7:30 AM**
- **No vehicle deliveries will be permitted after 7:30 AM on July 14.**
- Depending on the vehicle's ground clearance and assigned display location, **ramps or wedges may be required to access or climb the sidewalk/display area**. Exhibitors are responsible for arriving prepared with all necessary equipment and materials for safe placement of the vehicle.
- **No dedicated security is provided for outdoor vehicle displays.** Vehicles and any property left in or around them remain **entirely at the owner's/exhibitor's own risk and liability**. Show Management and PCC are not responsible for theft, vandalism, weather-related damage, or other loss or damage, except to the extent required by applicable law.

Indoor Vehicle Displays – Tire Hall Only

- Due to PCC regulations, motorized vehicles may be displayed **inside the PCC only within the designated Tire Hall area (and inside the exhibitor's booth)** and only with prior approval from Show Management.
- All indoor display vehicles must enter and be positioned **between Wednesday, July 7 and Friday, July 9, 2027, from 8:30 AM–6:00 PM**.
 - **Friday, July 9 is the final day for vehicle entry. No vehicles will be permitted to enter the PCC after this date.**
- Exhibitors are responsible for coordinating vehicle placement with their booth contractor and Show Management and ensuring the vehicle is positioned in its approved location during the authorized move-in period.

Required Vehicle Documentation – Tire Hall Only

Before any vehicle is permitted **to enter the PCC (inside the convention center)**, the exhibitor must provide the required documentation to Show Management for review. This includes:

- Documentation demonstrating that all applicable **Panamanian import duties and taxes have been paid** for the vehicle.
- A copy of the vehicle's **current registration or other official ownership/vehicle documentation**.
- A copy of the exhibitor's **2027 booth contract**, confirming that the vehicle is being displayed by an officially contracted exhibitor.

All required documents must be complete and available **before the vehicle arrives at the PCC**. Vehicles without the required documentation will **not be permitted to enter the exhibition hall**.

Approval of a vehicle display by Show Management does not waive or replace any customs, tax, registration, PCC, or other governmental requirements applicable to the vehicle.

Hazardous and Restricted Materials

- Flammable, explosive, radioactive, pressurized, pyrotechnic, hazardous, or dangerous materials require written approval and may be prohibited.
- Open flames, welding, cutting, brazing, gas-powered cooking, and similar activities require PCC authorization.
- Helium balloons are prohibited unless specifically approved; removal charges may apply.
- Fog/smoke machines require advanced approval and fire-system coordination.
- Glitter and confetti are prohibited unless approved.

Air Compressors

Compressed-air service is subject to PCC technical requirements and the current service order, and subject to a fee by the Panama Convention Center. Exhibitors must confirm connection specifications before arrival.

Visa Assistance & International Exhibitors

Each exhibitor is solely responsible for determining and satisfying passport, visa, immigration, and entry requirements for Panama. Apply early; processing times are outside the control of Show Management.

- Show Management does not contact embassies or consulates to influence visa decisions.
- Invitation letters may be issued to properly registered exhibitors for legitimate visa applications.
- An invitation letter does not guarantee visa issuance or entry into Panama.
- For current visa requirements, consult the appropriate Panamanian embassy/consulate or official government guidance
<https://www.embassyofpanama.org/visas-1>

Contractor Standards & PCC Regulations

All contractors, booth builders, decorators, freight companies, electricians, AV providers, riggers, cleaning companies, and other service providers must comply with both this manual and PCC rules. Where requirements differ, the more stringent safety or venue requirement applies unless Show Management confirms otherwise in writing.

Contractor Approval & Booth Design Submission

All contractors must be approved by Show Management before they are permitted to perform any work at the Panama Convention Center. Exhibitors may not use an unapproved booth contractor or service provider.

Each exhibitor using a custom-built / floor-space booth is responsible for ensuring that:

- Their selected booth contractor is submitted to and **approved by Show Management**.
- The **complete booth design and layout** is submitted to Show Management for review and approval.
- All required contractor information and booth designs are received **no later than June 14, 2027**.
- The booth design complies with all Expo and PCC requirements, including booth dimensions, maximum heights, structural stability, finished walls, electrical requirements, rigging restrictions, fire and life-safety requirements, and sightline rules.
- **Approval of a booth design does not transfer responsibility for the booth's structural integrity, construction, installation, operation, or safety to Show Management or PCC.** The exhibitor and its contractor remain responsible for compliance and safe construction.



No contractor should begin onsite work, and no custom booth should be constructed without the required approvals. Show Management may require modification or removal of any booth or structure that differs from the approved design or fails to comply with Expo or PCC regulations. Any resulting modification, labor, delay, removal, or reconstruction costs are the responsibility of the exhibitor and/or contractor.

Exhibitors may review the Expo's recommended booth contractors and contractor information here: <https://www.latintyreautopartsexpo.com/booth-contractors>

Booth Contractor Responsibilities

Booth contractors are responsible for the engineering, structural integrity, safe construction, installation, modification, and dismantling of their booths. Approval by Show Management confirms only that the submitted design has been reviewed for Expo planning purposes; it does not transfer responsibility for structural integrity, code compliance, workmanship, or safety to Show Management or PCC.

Construction must materially match the approved design. Show Management may stop work or require correction, modification, or removal of any booth that differs from the approved design or violates Expo or PCC requirements. All resulting labor, delay, reconstruction, removal, cleanup, and related costs are the responsibility of the exhibitor and/or contractor.

All booth components must remain within the contracted footprint. Contractors may not attach to PCC property or neighboring booths, obstruct aisles or emergency routes, or leave tools, materials, pallets, debris, or equipment in unauthorized areas. The exhibitor is responsible for ensuring its contractor and subcontractors comply with this Manual.

Contractor Access and Work Hours

- General setup and dismantling are limited to scheduled move-in/move-out hours.
- Contractors must use designated entrances and loading areas.
- A contractor's employee list is due July 1, 2027.
- Contractor badges are required.
- Parking is prohibited on loading docks, ramps, fire lanes, and facility entrances.

Contractor Insurance

- General contractors: minimum \$1 million general liability per occurrence unless PCC require higher coverage.
- Electrical contractors: higher limits may apply; current PCC requirement must be confirmed.
- Automobile liability and workers' compensation coverage must comply with PCC requirements and applicable law.
- Required additional insured entities must be shown exactly as instructed by PCC.
- Certificates must be submitted before onsite work begins.
- All contractors must maintain and provide the insurance documentation required by Show Management and PCC before beginning work onsite.

Rigging

- Only PCC and approved/certified rigging providers may make roof connections or perform regulated rigging work.
- Rigging requests are due **June 14, 2027**, and exhibitors/contractors must fill the online form found on <https://www.latintyreautopartsexpo.com/booth-contractors/>
- Rigging is permitted only in approved halls/areas, such as the Americas hall (Floor 2) and Canal 1, 2, & 3 (First Floor)
- Permanent rigging points are rated at 1,500-2,500 lbs. Refer to CAD files for exact locations.
- All suspended structures must be engineered, installed, and operated in compliance with PCC requirements.
- No person may be suspended from, climb, or walk on a structure attached to the roof.
- No additional weight may be added after rigging is completed without approval.

Any suspended structure or hanging sign must be approved in advance. Only PCC or authorized/certified rigging providers may perform regulated rigging or make connections to the building structure. Rigging approval is separate from booth-design approval. For heavy overhead signs, you must privately rent a motorized forklift, as PCC forklifts have limited capacity.



Forklifts and Motorized Equipment

- Operators must be properly trained/certified.
- Equipment must meet PCC emission and maintenance requirements.
- Non-marking tires are required where specified.
- Indoor speed limit: 5 mph.
- Scooters are prohibited during set-up, show days, and break down.
- Equipment may not block exits, aisles, loading areas, or fire routes.

Elevators and Escalators

Passenger elevators and escalators are for people, not freight. Cargo, booth materials, tools, pallets, and equipment must use designated service routes and freight lifts.

Tape, Carpet and Surface Protection

- Use only PCC-approved tape on granite, marble, carpet, and finished surfaces.
 - Granite/ Marble: BRON BT100 or equivalent
 - Carpeted Areas: SHURTAPE PC 628 GAFFERS or similar
- Contractors are responsible for removing all tape and adhesive residue.
- Permanently carpeted areas must be fully protected during construction and dismantling.
- Dragging equipment is prohibited.
- Paint, glue, dyes, inks, oil, solvents, or any industrial adhesive liquids are strictly prohibited in all carpeted and finished areas, including ballrooms, lobbies, and meeting rooms.
- Any surface damage will be charged to the responsible exhibitor/contractor.

Painting

- Protect all surrounding surfaces and floors.
- Aerosol sprays, airless sprayers, and similar spraying equipment are prohibited indoors.
- Paints and related products must be safely stored and disposed of.

Waste, Pallets and Abandoned Materials

- All pallets, boxes, construction debris, equipment, and materials must be removed by the final move-out deadline.
- No permanent contractor storage is provided.
- Removal/disposal costs for abandoned material will be billed to the exhibitor/contractor responsible.

Smoking

PCC is a non-smoking facility. Smoking is prohibited in halls, meeting rooms, ballrooms, restrooms, foyers, loading areas, and other public/interior areas except designated smoking locations. Panama's Department of Health conducts random inspections and will fine individuals and their employers for violations of this policy.

Fire and Life Safety

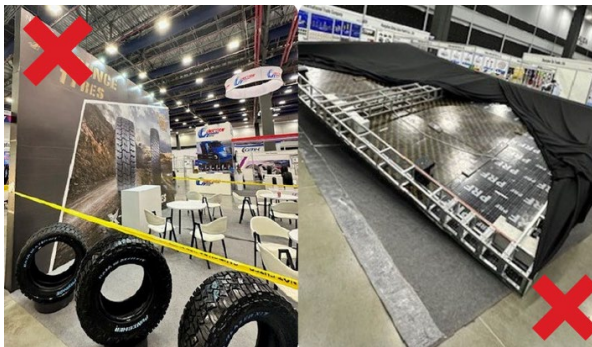
- Exit doors, fire equipment, sprinklers, emergency signage, and electrical panels must remain accessible.
- Structures with roofs may require smoke detection and fire extinguishers.
- Only approved fire-resistant materials may be used where required.
- PCC may stop work or remove personnel for unsafe practices.
- Booths may not obstruct exits, fire extinguishers, sprinklers, emergency signage, electrical panels, fire lanes, or other life-safety equipment. Materials must comply with applicable PCC fire requirements.

Structural Integrity

All booths and temporary structures must be stable, properly braced, and capable of standing independently. A linear wall without adequate side-wall support, base plates, engineering, or other approved stabilization is prohibited.

All booth structures must be self-supporting and safely secured. Unsupported linear walls are prohibited. Appropriate base plates, side walls, bracing, engineering, or other approved structural support must be used.

Example of a poor structure:



Booth Boundaries

All walls, structures, signs, displays, lighting, flooring, furniture, equipment, and products must remain completely within the contracted booth space. Nothing may extend into an aisle, neighboring booth, emergency exit, fire lane, or public area.

Maximum Booth Heights

Contractors must follow the height restrictions applicable to the specific booth location. Approval of a design does not authorize construction above the permitted height.

Maximum booth height is 4m.

No Two-Story Booths

Two-story, double-deck, mezzanine, multi-level, or other occupied elevated booth structures are strictly prohibited.



Finished Back & Side Walls

Any portion of a booth wall visible from an aisle, neighboring booth, lobby, or public area must have a clean and professionally finished appearance. Where required by Show Management, exposed backs must be finished in white or another approved neutral finish.



Protection of PCC Property

Contractors may not drill, nail, screw, staple, paint, glue, permanently tape, or attach booth materials to PCC walls, columns, glass, ceilings, floors, doors, or other venue surfaces. Contractors are also prohibited from using, moving, or borrowing Convention center furniture or equipment without written permission from the Operator. Unauthorized use may result in removal or rental charges.

A \$250 penalty per incident will be assessed for violations involving PCC walls, columns, or other venue surfaces, in addition to the full cost of repairing any resulting damage.

No Attachment to Other Booths

A booth structure may not rely upon, connect to, lean against, or attach to another exhibitor's booth or another contractor's structure without prior written authorization.

Floor Protection

Contractors must protect PCC flooring and carpet during installation and dismantling. Equipment, pallets, booth components, and other heavy materials may not be dragged across venue surfaces.

Electrical Work

All electrical work must comply with PCC requirements. Contractors are responsible for internal booth wiring and must use approved commercial-grade equipment, grounded wiring, and properly rated connections.

Contractor Personnel & Identification

All contractor personnel must be registered and properly credentialed before entering the venue. Contractors are responsible for the conduct and compliance of their employees and subcontractors.

Safety Attire

Long pants and closed-toe shoes are required in work areas. Contractors must use appropriate personal protective equipment for the work being performed.

Work Areas

Construction materials, tools, equipment, crates, pallets, and waste must remain within authorized work areas and may not obstruct aisles, loading docks, entrances, exits, or neighboring booths.

Cleaning & Waste Removal

Each contractor is responsible for keeping its work area clean and removing all construction debris, tape, packaging, pallets, tools, and materials. Nothing may be abandoned at PCC after move-out.

Damage Responsibility

The exhibitor and/or its contractor is responsible for damage caused by its personnel, equipment, booth construction, installation, or dismantling. Damage and cleanup charges may be billed to the exhibitor.

No Unauthorized Changes Onsite

Show Management may stop construction or require modification, correction, or removal of any booth that differs materially from the approved design or violates Expo or PCC regulations. All related costs and delays are the responsibility of the exhibitor and contractor.

Floor Plan Can Be Changed

Show Management reserves the right to modify the floor plan, aisle configuration, entrances, exits, common areas, booth numbering or booth assignments when reasonably necessary for safety, venue requirements or the operation of the Expo.

Compliance & Removal

Failure to comply with these requirements may result in suspension of work, removal of personnel, denial of venue access, required modification or dismantling of the booth, and/or denial of approval for future events.

Recommended booth contractors and contractor information: [2027 Booth Contractors](#)

Contractor Entrances

To reduce traffic and congestion during set-up days, all contractors must use designated entrances only. Please refer to the image showing **Yellow**, **Blue**, and **Red** entrances for proper access points.



Emergency Procedures & Incident Reporting

Emergency Response

- Stop work immediately when directed by PCC or Show Management.
- Follow PA announcements and instructions from Security, Operations, fire/life-safety personnel, and Show Management.
- Do not interfere with emergency response or attempt rescue activities unless qualified and authorized.
- Keep emergency routes always clear.

Injuries and Accidents

All injuries, accidents, property damage, unsafe conditions, and significant incidents must be reported promptly to onsite security and Show Management. Emergency medical services may be available onsite; any medical, transportation, treatment, or related cost remains the responsibility of the person receiving the service or the responsible exhibitor/buyer, except where law provides otherwise.

Theft and Missing Property

Report theft or missing property immediately. Show Management may assist with directing the affected person to security or police but does not guarantee recovery and does not assume financial responsibility for missing property.

Contacts & Final Checklist

Before You Arrive

- Booth contract signed and all required payments completed.
- Company profile and directory information reviewed.
- Exhibitor and staff badges registered.
- Contractor authorization and worker list submitted.

- Booth design/height approved if required.
- Rigging ordered and approved if applicable.
- Electricity, Wi-Fi, furniture, food/beverage, and technical services ordered.
- Shipping/customs arrangements confirmed.
- Appropriate insurance in force.
- Products and branding reviewed for intellectual-property authorization.
- Team briefed on solicitation, safety, theft prevention, conduct, and no-early-teardown rules.
- Plan made for removal of all products and materials after the Expo; only empty boxes may use approved onsite storage.

Acknowledgment

By participating in the Expo or entering the venue under an exhibitor or contractor credential, each exhibitor and contractor acknowledges responsibility for complying with this manual, the signed booth contract, applicable law, and PCC requirements, and for communicating applicable rules to its employees, representatives, agents, guests, and contractors.