



Catalyst Global
Solutions



CATALYST PAVILION EXHIBITOR'S ZONE

Welcome to the Catalyst Pavilion Exhibitor's Zone at FAMEX – 2019. With this information you will assure a successful show. Here you will be able to find forms, documents, details and all the information you need.

I. VENUE & SHOW ACCESS

[Air Force Base #1 Santa Lucia](#)

Carretera Federal México- Pachuca, Santa Lucía
State of Mexico, Mexico

II. SHOW HOURS

3 Trade Days

Wednesday, April 24 2019 – Friday, April 26 2019

7:00 am - 6:00 pm - Exhibitor Access

08:30 am - 5:00pm - Visitor Access

Open to Public

Saturday, April 27 2019

7:00 am - 5:00 pm - Visitor Access

III. CATALYST PAVILION EVENTS

09:00 am on Wednesday, April 24

Foreign Invest Seminar

10:00 am on Wednesday, April 24

Official Catalyst Pavilion Opening Ceremony

12:00 am on Wednesday, April 24

Opening Ceremony

02:00 pm on Wednesday, April 24

Gala Lunch

07:00 pm on Wednesday, April 24

Cultural Event at Fine Arts Palace

10:00 am on Thursday, April 25

Aerospace Summit

07:00 pm on Thursday, April 25

Networking Cocktail at Anthropology Museum

09:30 am–05:00 pm April 24-26 2019

B2B Meetings

IV. BUILD-UP AND DISMANTLE

Build Up	Dates	Schedule
Raw Space and Turnkey Exhibitors	Saturday, April 20	8:00am – 6:00pm
	Sunday, April 21	8:00am – 6:00pm
	Monday, April 22	8:00am – 6:00pm
	Tuesday, April 23	8:00am – 6:00pm
* Tuesday, April 23 3:00pm - Security Sweep		
Dismantle	Dates	Schedule
All Exhibitors	Sunday, April 28	8:00am – 6:00pm
	Monday, April 29	8:00am – 6:00pm
	Tuesday, April 30	8:00am – 6:00pm

V. SAFETY CLOTHING

High visibility vest, helmet and steel toe footwear are required at all times during build-up and dismantle.



We do recommend taking precaution while onsite during build-up and dismantle with proper attire.

VI. PARKING INFORMATION

Parking spaces will be assigned according to the Package your company purchased.

[Click here to view Site Map and Parking Lot.](#)

The parking labels can be picked up at the Lounge Area of the Catalyst Pavilion at 3:00 pm on Monday, April 22.

VII. BADGE INFORMATION

The exhibitor badge grants access to the Exhibition Centre during the build-up, show days, Air Show Day, and dismantling periods.

Please fill out the [“Badge Information Form”](#) badges will be distributed on Monday, April 22 in the Lounge Area at the Catalyst Pavilion.

The number of badges provided is according to the package your company purchased. Please review in the [“Catalyst Price and Benefits”](#) document page 3.

Additional exhibitor badges are available for purchase at the Exhibitor’s Center for US\$20.00 each

VIII. LISTING AT FAMEX – 2019 GUIDE

All exhibitors are entitled to a free listing in The Exhibitors Guide FAMEX-2019

Deadline: February 27, 2019

Mandatory | All Exhibitors

IX. TURNKEY STAND IDENTIFICATION

With the submission of contract you will signify how your company name will appear on your fascia that is included in your turnkey package.

Deadline: November 1st, 2018

Mandatory | All Exhibitors

X. ADVERTISING SERVICES

Because your company is so important we offer a variety of advertising options to enhance your booth including full panels, and "seamless" graphics.

[Here](#) you will find sizes, pricing and all the information required to submit your designs.

Please review the formats, sizes, file types, and deadlines. If you have any questions, do not hesitate to contact us.

- “Seamless”/ full wall graphics (depending on booth size)
- Full panel graphics (.96m x 2.54m)
- Portable Roll up banner (.96m x 2.54m)
- TV Rack Rental (42”)
- Hang up Advertising Banner at Catalyst Pavilion (2m x 3m & 3m x 4m)
- Full Service includes: Transport, installation, onsite support
- Deadline: February 27, 2019
- After the deadline, Catalyst cannot guarantee that the artwork will be installed for opening day of the show.
- Orders received after the deadline date will be subject to a 15% late fee.

XI. PRESS RELEASE & NEWS FORM

Do you have any news to share with the world?

Send us an email with your information and we will upload it to our “News” section.

This service is provided free of charge to promote news only. Please do not submit marketing or promotion content. If your submission is not about something new, it will not be included.

Optional | All Exhibitors

XII. FAMEX-2019, OFFICIAL FORMS

See Online Exhibitor Manual FAMEX - 2019

Catalyst encourages you to be familiar with the Official Exhibitor Manual, in order to know everything about regulations and other services you may need. Please check for updates as the organizer may change some procedures.

XIII. TURNKEY EXHIBITOR DEADLINES

February 27, 2019 Submit information for VIP & Exhibitor Passes | Mandatory

February 27, 2019 Submit information for Electronic Event Invitations | Optional

February 27, 2019 Listing in the Official FAMEX – 2019 Guide (Complimentary) | Mandatory

February 27, 2019 Apply for “Your Company Represented by Catalyst”

See [Prices & Benefits Section](#) | Optional

February 27, 2019 Submit artwork for “Advertising Services by Catalyst” | Optional

February 27, 2019 Submit Emergency Contact | Mandatory

XIV. PUBLICITY SERVICES FAMEX – 2019:

For the following information consult FAMEX Catalog of Products and contact organizers directly.

February 27, 2019 Advertising in the Official FAMEX – 2019 Guide | Optional

February 27, 2019 Sponsorship Opportunities | Optional

February 27, 2019 Advertising Billboards at FAMEX – 2019 | Optional