



July 24-26, 2019
Amador Convention Center
Panama, Rep. of Panama

CONTRACT

COMPANY INFORMATION:

(Please fill out the following information exactly as you would like it to appear in the expo's Official Show Guide)

Company Name: _____

Phone Number: _____ Fax: _____

Address: _____

City

State

Zip Code

Country

Company Website: _____

Primary Contact: _____

Title: _____

Email: _____

TYPE OF COMPANY (select all that apply):

Manufacturer

Tools/Equipment

Distributor

Original Equipment

Accessories

Aftermarket

Other, please specify: _____

Your booth reservation is not complete until you submit your contract to Show Management. Please submit the contract via email to alexandra@latinpartsexpo.com

Initials

BOOTH PREFERENCES

Please select your top (3) three booth choices and desired size. Show management will try to assign you one of the (3) three spaces.

Booth no. 1 _____

Booth no. 2 _____

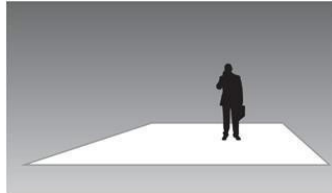
Booth no. 3 _____

Please list any competing companies you would prefer not to be located near your booth. We cannot guarantee these requests can be made but will try to accommodate them. _____

BOOTH STYLES

OPTION 1: FLOOR SPACE ONLY

\$386.00/m²



- The exhibitor is responsible for the construction of the booth. You may choose to hire one of the booth contractors recommended on our website or a contractor of your choice. For a list of contractors, please visit our website www.latinpartsexpo.com → Exhibitors → Booth Contractors.
- Your contractor must be approved by show management in order to enter the convention center during set-up days. Please send the “Contractor Authorization Form” which you can find on our website www.latinpartsexpo.com → Exhibitors → Booth Contractors → Contractor Authorization Form before June 1, 2019.

Additional Charges

- **Electricity:** \$600 USD will automatically be added to your order for the use of electricity up to 2,000 watts. The Expo will have the electrical connections available for the exhibitor during set-up days and the booth contractor shall be responsible for all internal connections. Should you exceed the 2,000 watts, you will receive an invoice at the end of the show charging any additional usage (\$30 per every 100 watts).
- **Mandatory Wi-Fi Charge:** \$100 USD will automatically be added to your order for Wi-Fi Internet use during show days (July 24-26, 2019).

Available Sizes:

- 36 m2 USD \$13,896
- 54 m2 USD \$20,844
- 72 m2 USD \$27,792
- 90 m2 USD \$34,740



Booth Space:	\$ _____
+ Electricity:	\$ <u>600</u>
+ Wi-Fi (Internet):	\$ <u>100</u>
TOTAL PRICE:	\$ _____

Please submit your booth design to alexandra@latinpartsexpo.com for approval no later than June 1, 2019.

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OPTION 2: PRE-FABRICATED

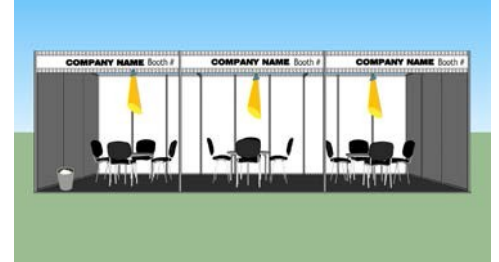
\$421.00/m²



9 sqm (3 x 3)



18 sqm (6 x 3)



27 sqm (9 x 3)

INCLUDED IN A PRE-FABRICATED BOOTH:

- Floor Space and basic construction of the booth.
- (Per every 9 m²) – Basic Partitions/panels, fascia board with the company name, (3) spot lights, (1) meeting table, (4) chairs, waste basket and one electrical socket with 300 watts of electricity. Should you exceed the 2,000 watts, you will receive an invoice at the end of the show charging any additional usage (\$30 per every 100 watts).

Additional Charges

- **Mandatory Wi-Fi Charge:** \$100 USD will automatically be added to your order for Wi-Fi Internet use during show days (July 24-26, 2019).

Available Sizes:

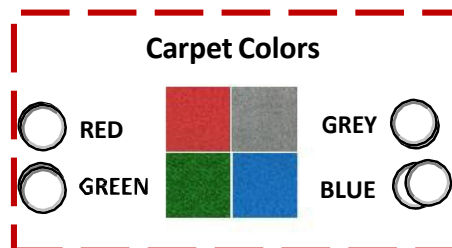
- 6 m² USD \$2,526
- 9 m² USD \$3,789
- 18 m² USD \$7,578
- 27 m² USD \$11,367



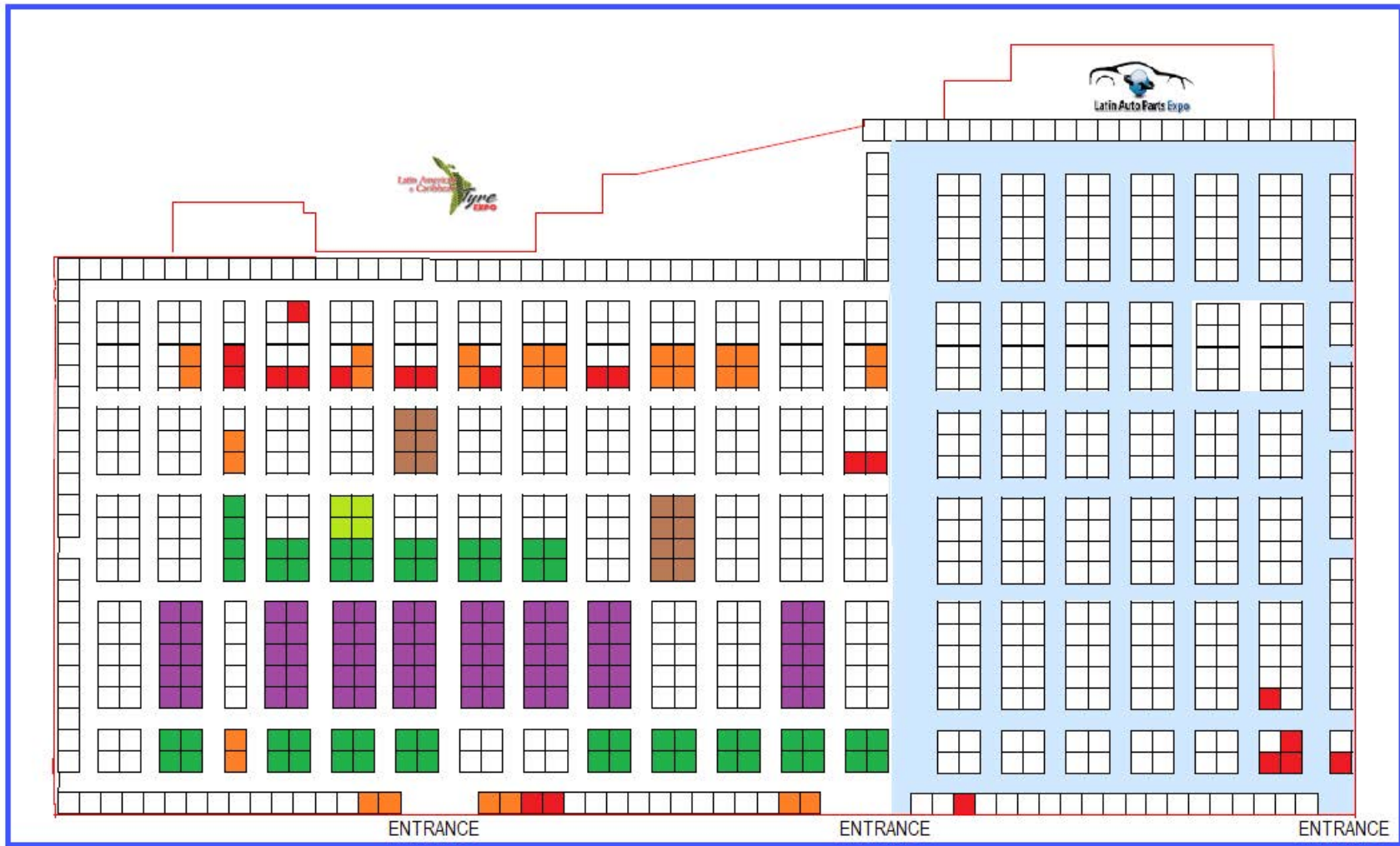
Booth Space: \$ _____

+ Wi-Fi (Internet): \$ 100 _____

TOTAL PRICE: \$ _____



Note: Exhibitors with PRE-FABRICATED booths are not allowed to alter their company name on the fascia board in any way. This includes the inside and outside of the fascia board. Any fascia board not in compliance will be repaired/replaced and the exhibitor will be subject to a fine.



REGISTRATION
SHOW LOBBY →



Once your booth reservation is confirmed, you will receive an email with the instructions on how to access your **account** and revise your **Company Profile** (this profile will appear on our website www.latinpartsexpo.com as well as on the Expo's Official Show Guide/Exhibitor Directory). Each company is responsible for submitting any changes to the Company Profile and/or contact information to Show Management via email to alexandra@latinpartsexpo.com no later than April 1, 2019.

No Company Profiles may be added/modified after April 1, 2019. Latin Expo Group, LLC. is not responsible for any errors and/or omission in the Expo's Official Show Guide.

BADGES

Only (4) badges per every 9m² of booth space will be provided.

- Any additional badge will be provided at a charge of \$25 per badge.
- Please do not register any clients or guests as "Exhibitors". ONLY company employees can be registered as exhibitors.

RIGGING

If your company requires "Rigging" for the booth design, **LATIN EXPO GROUP, LLC.** will charge a mandatory fee of \$10/m² (of the sign) and must be installed by your booth contractor.

SIGNATURE

By signing this document, I (the exhibitor) confirm that I have read and understood the **Exhibitor Manual** of the Latin Auto Parts Expo (which can be found on our website www.latinpartsexpo.com under the **EXHIBITOR** section) which includes the Expo's Rules and Regulations, and that I accept all electrical charges, Wi-Fi (Internet) charges, and all reservation prices and terms.

Exhibitor Representative Name Printed

Date

Signature

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Initials

VENUE & ORGANIZER DETAILS

ORGANIZER

LATIN EXPO GROUP, LLC.
Alexandra Gonzalez – Show Manager
Phone: +1-786-293-5186
E-mail: alexandra@latinpartsexpo.com
Website: www.latinpartsexpo.com

DATE OF THE EVENT

July 24-26, 2019

VENUE

Amador Convention
Center
Panama, Rep. Of Panama

PAYMENT DUE DATES

Once your reservation is confirmed, your Company Profile will appear on our website www.latinpartsexpo.com and you will be receiving an invoice to the email provided on Page 1.

Payment due dates are as follows:

o All contracts and deposits (20% of booth balance) are due within 20 business days of the booth reservation and contract receipt.

- Any booths missing a deposit will be cancelled if not received within 20 business days of the booth confirmation.

- o 50% of the balance is due no later than December 31, 2018.
- o 75% of the balance is due no later than February 20, 2019.
- o Remaining balance 100% is due before March 15, 2019.

Any exhibitors with unpaid balances are subject to cancellation and penalties.

CANCELLATIONS AND REFUNDS

- o **50% of the total balance** will be withheld for cancellation of all or part of the contracted booth space as an administrative fee **up to December 31, 2018.**
- o Effective **Jan 1, 2019 - March 19, 2019**, show management will retain **75% of the total balance** of each space cancelled due to liquidated damages.
- o Effective **March 20, 2019 – July 24, 2019**, show management will retain **100% of the total balance** of each space cancelled due to liquidated damages.

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PAYMENT METHODS

WIRETRANSFER

Beneficiary: LATIN AUTO PARTS EXPO, LLC.
Bank: Wells Fargo Bank
City/State/Country: MIAMI, FL. USA
ABA: 121000248
Swift Code: WFBUS6S
Chips Code: 0407
Account #: 8172787965

Beneficiary Bank Address:

Wells Fargo Bank
420 Montgomery
San Francisco, CA 94104

CHECKS

Please send checks to:

Latin Auto Parts Expo, LLC.
9840 SW 77 Avenue
PH # 301
Miami, FL 33156

When sending a check, please include:

- Reference: Latin Auto Parts Expo
- Company Name
- Primary Contact Person's Name
- Booth Number
- Address
- Phone Number
- Email Address

CREDIT CARD

Select One: Visa MasterCard AMEX

I authorize all payments to be automatically charged to the Credit Card on file

Amount USD \$ _____

Yes **No**

Credit Card Number: _____

Exp. Date _____ / _____

Name that appears on the card (print): _____ **CSV:** _____

Signature: x _____

By signing this form, I authorize my credit card to be charged in the amount listed above.

EXPOPARTICIPATION/BOOTH CANCELLATIONS/SELECTION

Show Management reserves the right to accept or deny any exhibitors application to exhibit at the expo. You hereby acknowledge that a request to participate in the event or previous participation do not guarantee future participation in the event. If Show Management deems a display or exhibitor objectionable to show interest, the exhibit shall be subject to removal or cancellation at the Exhibitor's sole expense. This includes persons, things, conduct, printed matter, signs, or anything or anyone item which is in the sole judgment of Show Management is detrimental to the Expo. This action may be enacted at any time regardless of whether it is before or during the operational show times. In the event of such an action being enforced during the Show, Show Management shall not be liable for refund of exhibit space rental fees or exhibit equipment rental fees, except at its sole discretion. Exhibitor hereby expressly waives any right and all claims, actions or demands for damages, costs and expenses, including without limitation, legal fees, lost profits, and costs of goods sold, against the facility, show management, their directors, officers, agents, employees and/or servants for such restriction or removal. Notwithstanding the foregoing, Show Management reserves the right to prohibit the sale and/or display of any products it considers unsuitable for the show or jeopardizes the show's safe operations.

INTELLECTUAL PROPERTY RIGHTS POLICY

The term "Intellectual property" or "IP" is used to describe various types of intangible property, including patents, trademarks, service marks, trade dress, design marks, trade secrets and copyrights. Exhibitor's Agreement to Release, Indemnify and Assume Risk: Pursuant to the Agreement signed by Exhibitor, Exhibitor releases, waives, discharges and covenants not to sue, file or maintain any action in law or equity against LATIN EXPO GROUP, LLC., Show Management, the Amador Convention Center, the Panama Authority of Tourism, or their directors, officers, employees, agents, representatives, servants, licensees, invitees, patrons, guests or contractors (herein referred to as "Releases"), from all liability for any and all loss or damage and any claim or demands therefore on account of injury to person or property, including intellectual property, of Exhibitor arising out of or relating to a LATIN EXPO GROUP, LLC. -sponsored show, whether caused by the negligence of the Releases or otherwise. Exhibitor further agrees to indemnify Releases against any loss, liability, damage or cost Releases incur from any and all claims, demands, actions, causes of action, penalties, judgments and liabilities of every kind and description (including court costs and reasonable attorneys' fees) for any and all loss arising out of the acts or omissions of Exhibitor incident to a LATIN EXPO GROUP, LLC. - sponsored show. Exhibitor hereby assumes full risk and responsibility for any injury to person or property, including intellectual property, arising out of or related to a LATIN EXPO GROUP LLC.-sponsored show, whether caused by the negligence of Releases or otherwise.

LICENSES & USE OF TRADE NAMES

The Exhibitor should have the necessary documentation to demonstrate that they have the legal right to represent the manufacturer, distributor, and the products, trademarks and corporate brand signage that are on display or are mentioned on the banners, script writing and other communications in the booth.

_____ **Initials**