

MANUAL



**COSTA RICA
2015**

***TYRES, WHEELS & ACCESSORIES
EXPOSITION OF THE AMERICAS***

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I. OUR GOALS.

Offer by "Tyres, Wheels & Accessories Exposition of The Americas", the possibility for industry to showcase their products and most importantly conduct business on a platform of exposure for Latin America and the Caribbean. And present to the industry annually, an innovative concept in terms of how to present their companies, brands and services for the Latin American markets, where the main objective is to achieve together one of the best exhibitions in the world.

II. LOCATION OF EVENT.

Pedregal Events Center, San Antonio de Belen, Heredia, Republic of Costa Rica

III. DATES FOR THE EVENT.

ASSEMBLY			
Sunday	26 de abril del 2015	6:00 a.m. a 9:00 p.m.	
Monday	27 de abril del 2015	6:00 a.m. a 9:00 p.m.	
Tuesday	28 de abril del 2015	6:00 a.m. a 9:00 p.m.	

EXPO			
Wednesday	29 de abril del 2015	8:00 a.m. a 6:00 p.m.	
Thursday	30 de abril del 2015	8:00 a.m. a 6:00 p.m.	
Friday	01 de mayo del 2015	8:00 a.m. a 6:00 p.m.	

REMOVAL			
Friday	01 de mayo del 2015	6:00 p.m. a 9:00 p.m.	
Saturday	02 de mayo del 2015	6:00 a.m. a 9:00 p.m.	
Sunday	03 de mayo del 2015	6:00 a.m. a 9:00 p.m.	



IV. PERSONAL IN CHARGE

Tyrexpo Group 2015. Coordination and Logistic Official Team

Project Manager: Maybelin Reyes.
Telephone: (506) 2253 -0360
Email: may@tyrexpo2015.com

Registration registration@tyrexpo2015.com
Information: info@tyrexpo2015.com
Logistics: logistics@tyrexpo2015.com
Customs: shipping@tyrexpo2015.com
Contractors: contractor1@tyrexpo2015.com / contractor2@tyrexpo2015.com
Sponsorship/Publicity sponsors@tyrexpo2015.com
Tickets/ Hotels reservations@tyrexpo2015.com
Venue: eventsite@tyrexpo2015.com
Security: security@tyrexpo2015.com

V. EXHIBITOR REGISTRATION.

To purchase a booth.

1. Select the drop down window "EXHIBITORS" select "FLOOR PLAN".
2. Select and review booth options available. Place cursor over booth size and click over the booth option desired.
3. Please fill in e-mail address (You can also sign in using Facebook or Linked In).
4. Complete form provided with business/personal information and continue process (required).
5. Verify information provided is correct.
6. Select method of payment.
7. Once payment is complete, print your confirmation and/or invoice.
8. Download contract, include signature page and copy of personal identification (passport, license or approved government identification) of person authorized to sign on behalf of company registering. Submit contract via e-mail to: registration@tyrexpo2015.com. You should receive an e-mail notification that contract has been received by management of Tyrexpo 2015.



EXHIBITOR BADGE IDENTIFICATIONS

Your guests are not exhibitors, so you must register them as guest's atTYREXPO2015. The stand of your choice gives you the benefit of having the identification badges needed for your team, as long as they are properly registered before January 31st, 2015 at: www.tyrexpo2015.com in paragraph the Exhibitor Section / Registration Badge.

Badges will be delivered in the area of pre-registration, which shall be properly identified in the Events Center Pedregal. If your company must enroll or make a change of name badge after date January 31st, 2015, you must send an email to: logistics@tyrexpo2015.com in order to resolve the situation and shall submit the unique code in the registration area to pick up your badge.

VI. SELECTION AND CONSTRUCTION OF YOUR STAND

In our web www.tyrexpo2015.com page, you can select an exhibitor booth space your company wishes once booked online, your purchase will be confirmed by email.

Reserving your booth includes the duration of Tyrexpo 2015, including the days of assembly and disassembly.

So the contract signed between the parties, will only effect Tyrexpo 2015, and not for the Tyrexpos subsequent years.

The contract for Tyrexpo 2015 does not grant any right or expectation of rights for other Tyrexpos in later years to make the 2015 Expo Eventions CR SA reserves the right to accept reservations for exhibitors and Tyrexpo 2015.



BOOTH SPACE AVAILABLE FOR PURCHASE.

PREFABRIC



- Stand 9 m²
- Stand 18 m²
- Stand 27 m²

FREE SPACE



- Stand 36 m²
- Stand 54 m²
- Stand 90 m²

DETAILS OF PREFABRICATED STANDS.

(9 sqm2 18 sqm2 and 27sqm2)

Stand 9 sqm² (Price \$ 2,925)

Stand 18 sqm² (Price \$ 5,850)

Stand 27 sqm² (Price \$ 8,775)

This includes:

Floor space, prefabricated stand.

sealed labeled with full color printing , lighting , TCJ Electricity and a two output wall sockets, white polycarbonate paneling or Eco panel , natural aluminum structure finish, mounting and dismounting.

Carpeted floor, two lamps, a metal table, four metal chairs, and a wastebasket.

Palm tree about 60 cms high.



Electrical connector.

Wi-Fi.

Carpet color:

Blue

Gray

Red

Green

DETAILS OF FREE SPACE STANDS.

(36sqm2, 54 sqm2, 90 sqm2) Price \$295 sqm2

Stand 36 sqm² (Price \$ 10,620)

Stand 54 sqm² (Price \$ 15,930)

Stand 90 sqm² (Price \$ 26,550)

This includes:

Open space and rental area.

TCJ Electricity and a two output wall sockets, paneling.

Wi-Fi.

The Organizer shall make the stands readily available in its website, www.tyrexpo2015.com on a first-come first-serve basis, as long as these have not been previously reserved. Notwithstanding anything to the contrary contained herein, the Organizer reserves the right to relocate any Exhibitor, and shall use its best efforts to accommodate same. If the Organizer chooses to relocate an Exhibitor, same shall be notified through the company information provided via the online registration process. In the event the Exhibitor is not in agreement with its newly assigned space and/or booth, same may request a refund of any and all deposits paid to the Organizer. At which time, this Agreement shall be rescinded and the parties agree to hold each other harmless.



CONTRATORS

- Each exhibitor will have a choice of contractors offered by Tyrexpo 2015 to build their stand, which will be pre-registered and approved by show management.
- Exhibitors should select one of the contractors offered by Tyrexpo 2015, found on our website www.tyrexpo2015.com NO later than January 15th, 2015.
- Notwithstanding the foregoing, the exhibitor may choose a contractor outside of the list, and by doing so, assumes all risk responsibility associated with any acts or omissions caused directly or indirectly by the contractor of his/ her choosing. The contractor must be pre-approved by the show organizer. Prior to the event.
- If the exhibitor has not designated a contractor by the above mentioned date, assumes (he/she) the Risk of delay assembly.

VII. PUBLICITY AND SPONSORSHIP

Our Tyrexpo 2015, offers you a great variety of sponsorships so you can business and brand can be exposed in a strategic manner so all visitors, can recognize your participation.

Go to our web page: www.tyrexpo2015.com and choose the best for your own interest, which are: Platinum, Gold, and Silver: These sponsorship options will give you.

We reserve the right to select to choose the exclusive models, so any Exhibitor will hire any extra model, because the Management want to give the event a respectful and ethical profile that would not attempt to morality and decency.



SPONSORSHIP BENEFITS	
Type	
Logo in add, complete page	Tire Business
Logo in add Mid Page	Unit Tire Business
Logo in Leaderboard	TireBusiness.com
Logo in the eblast	TireBusiness.com
Logo in the principal banner	webpage Tyrexpo2015.com
Logo in Facebook page	look Tyrexpo2015.com
Logo in electronic fliers	Base data Tyrexpo2015.com
Logo in facade of the event	(arch)
Logo in inside banners	of the halls
Logo in the badge	straps
Logo in aerial sign board	at the register area for visitors
Logo in pens	at the register area
Logo in advertising bags	for visitors
Full page advertisement	in the official magazine
Logo in the electronic newsletter	post event
Logo in team shirts	Tyrexpo
Logo in banner	at entrance of Tyrexpo
Logo in banners inside	columns Tyrexpo
Logo at food court area	and coffee break
Logo at lounge	áreas
Logo on floor	stickers
Logo conference rooms	and cocktails
Models	for stands



ADVERTISING ALLOWED TO EXHIBITORS

Exhibitors may have a car on display at the authorized parking lot; as long as you previous notice the management of the expo. Exhibitors must inform the management of the expo by email logistics@tyrexpo2015.com no later than April 1st, 2015. So we can make the necessary arrangements for the vehicle entry.

The maximum amount of fuel (the) vehicle tank on display is 2 liters.

If you do not inform the management in the minimum time established, Exhibitor would not present the vehicle.

STAFF FOR THE IMAGE OF THE ORGANIZATION (Applies to all types of Stands)

The assistants and models of your brand will be able to walk around the convention center distributing advertising and promotional materials **PURCHASED AND APPROVED BY** www.tyrexpo2015.com, models will be provided by the management of the Tyrexpo, with an extra cost for the Exhibitors that has not purchased the Platinum or Gold Sponsorship.

VIII. PROHIBITION

Tyrexpo 2015 prohibits the display, sale, promotion and marketing of used tires, rims and/ or Accessories.

IX. PAYMENTS AND CANCELLATIONS.

A partial or a total cancellation of a booth must be done by email.

A percentage of any deposits made stand payment will be withheld according to the date of cancellation of the space, which is as follows:

- **25% of the total balance will be retained as an administrative fee for the total or partial cancellation of a reserved space until December 15, 2014.**



- **50% of the total balance will be retained as an administrative and liquidated damages,**
- **For the cancellation of any booth after December 15th, and until 2014 until January 31st 2015.**
- **100% of the total balance will be retained but prior to as liquidates damages, if the booth is canceled any time after February 1st 2015 and up to the event.**

Tyrexpo 2015 reserves the right of admission to the exhibitors of the fair, if the management considers the exhibition, the material used in it, the realization of negative propaganda, or exhibitor, is harmful or objectionable to its interests, you will be informed of such situation and the management and will proceed to the withdrawal of the conduct in question immediately if this situation is not corrected or changed. This reservation of the right of admission includes people, objects, conduct, printed materials, advertisements, or any other offensive article in the opinion of management. This restriction can be applied at any time before or during the event.

The Exhibitor expressly waves any rights to claims, actions or demands for damages, costs and expenses, including without limitation, legal fees, lost profits and costs of goods against Tyrexpo2015, Expo CR Eventions S. A, and EVENTIONS INTERNATIONAL, LLC, Center of Events Pedregal, Tyrexpo 2015 management, representatives, directors, officers, agents, employees and / or officers of the aforementioned companies, such restriction or suspension. Tyrexpo2015 reserves the right to prohibit the sale or exhibition of any product that the management considers as inappropriate for the show or according to the account management endangers the safe operation of the expo.

PAYMENTS MAY BE MADE:

Wire transfer.

Check.



Bank transfer instructions:

WIRE TRANFER

Beneficiary Bank	JP Morgan Chase Bank, N. A.
Beneficiary	Eventions International, LLC
Aba	267084131
Swift code	chasus33
Account Number	661530068
City/ State/ Country	Miami, FL USA

CHEK/ Mail to:

Eventions International, LLC
9200 S. Dadeland Blvd.
Suite 508
Miami, FL USA

Note: When sending a check please be sure to include, Reference: Tyrexpo 2015, Company name, Contact person, booth # reserved, return address, telephone #, email address.

FORMAT OF CANCELLATION / REFUND OF MONEY INVESTED:

The partial or total cancellation of a space must be made by email to registration@tyrexpo2015.com

A percentage of the deposit of each stand payment will be withheld according to the date of cancellation of the space, detailed below:

- If you cancel your participation until December 15th, 2014 a 25% of the total balance will be retained as an administrative fee for the total or partial cancellation of a reserved space.



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- If you cancel your participation after December 15th, 2014 until January 31st, 2015 a 50% of the total balance will be retained as an administrative fee and liquidated damages for the partial or total cancellation of a reserved space.
- If you cancel your participation at a later date to January 31st, 2015 and until the realization of the event, 100% of the total balance will be retained as an administrative fee for the total or partial cancellation of a reserved space.

X. LIABILITY AND COMPLIANCE

- Exhibitors assume responsibility for delays caused by contractors when they do not send the required information to the time required for their assembly and excludes all liability Expo CR Events S. A, its officers and agents, EVENTIONS INTERNATIONAL, LLC, its officials and representatives Pedregal Convention Center and its agents from all losses, damages, injuries, claims, demands and expenses. The Exhibitor whose stand has not finished due to willful misconduct by April 29th, 2015 at 8:00 a.m., will be subject to penalization pointed out in important observations.
- All construction must conform to the standards established in this handbook. The buildings that are not finished at 8:00 am on April 29, 2015, will be subject to the fines referred to in important observations.
- Maximum height (Exclusive free space stands). It is 4 meters high.
- Exhibitors must indicate before January 31st, 2015 if they need more electricity than each stand would provide.
- Exhibitor must return the area or space rented, furniture and panels in their original state. Painting, using masking tape, or making holes in any wall is prohibited. (Exhibitors are responsible for damages).
- Exhibitors are allowed to have posters (not permanent) placed on walls of their stands, for decoration, if they are removable, and that would not damage walls of the stand.
- Exhibitors with pre-fabricated stands (sizes 9 sqm², 18 sqm² and 27sqm²) are not allowed to alter the name of the company in the nameplate of their stand (inside or



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outside). Any stand that will not fulfill with this requirement by April 29 the, 2015 at 8:00 a.m., will be subject to a penalization that must be paid within 24 hours.

- No furniture or object is allowed out of the stand area.
- All packaging materials, merchandise, signs, or products must be inside the stand area.

XI. LIABILITY AND INSURANCE

Being a completely private event, Tyrexpo 2015 reserves the right of admission to the exhibitors of the fair, if Tyrexpo considers the exhibition, the material used in it, the realization of negative propaganda, or exhibitor behavior is harmful or objectionable to their interests, Exhibitor will be informed and the conduct mentioned will be immediately removed if the situation persists or if Exhibitors don't change such situation. This reservation of the right of admission includes people, objects, conduct, printed materials, advertisements, or any other offensive article in the opinion of management Tyrexpo harmful to the 2015 event. This restriction can be applied at any time before or during the event.

If the behavior is not tolerable for Tyrexpo 2015, Management will not be responsible for returning the values of renting space or equipment exhibition, but a compensations for damages will be considered.

The Exhibitor expressly waive any rights to claims, actions or demands for damages, costs and expenses, including without limitation, legal fees, lost profits and costs of goods against Tyrexpo 2015, Expo CREventions SA ,, EVENTIONS INTERNATIONAL, LLC, Centro Events Pedregal, Tyrexpo 2015 management, representatives, directors, officers, agents, employees and / or officers of the aforementioned companies, such restriction or suspension. Tyrexpo2015 reserves the right to prohibit the sale or exhibition of any product considered as inappropriate for the show or for the account management. If it endangers the safe operation of the expo this product will be removed immediately from the Expo.

Expo Management reserves the right to prohibit the sale of any product that it considers as inappropriate for the expo or endangers the safety of the operations of the expo.



XII. SHIPPING AND CUSTOMS.

Exhibitors may use any shipping company or airline of their choice for their shipments of goods and materials to Costa Rica, for use in the expo.

The costume agency that Tyrexpo 2015 recommends is HARBOUR INTERNATIONAL DE COSTA RICA

- For ocean shipments, the closest to the convention center of Pedregal is CALDERA which is located in the province of Puntarenas.
- For air shipments, the nearest airport is JUAN SANTA MARIA, in the province of Alajuela.

Merchandise unreported (sea and air) in Costa Rica

All merchandise will pass by the Costume Office of Costa Rica. If you bring samples in your luggage when moving by air, you must submit commercial invoice for customs at the airport.

Similarly, if your company sends additional merchandise (of any kind) not reported on bills, it could compromise your merchandise and it would be held by Costa Rican authorities, causing a delay when exposing your product at the Fair.

Official customs agent TYREXPO Costa Rica 2015.

HARBOUR INTERNATIONAL DE COSTA RICA, is the official customs agency TYREXPO2015 and company will have this information by visiting www.tyrexpo2015.com

Important Notes to the Customs Procedures.

All expenses will be paid by the exhibitors directly to the customs agent.

The shipment should arrive in Costa Rica at least two (2) weeks before the start date of the Expo, to allow time for Customs formalities.

Please use a professional shipping company to send your products to Costa Rica.



TIMES

The transit times over those shipments, will be the usual market and depending on the origin and mode of transport (air, sea or consolidated full container).

Customs clearance times should be considered, all shipments come with review / inspection by customs, which should be considered at least a week to complete this action.

PRICES

For the prices it is important to distinguish and emphasize that depending on variables such as mode of transport, number of lines in import bill, international carrier, etc.; Costs and prices may vary.

Scenarios and customary charges on all imports will be:

A - Air Shipments

International transport.....	According weight / volume, origin
Airline handling destination	\$ 55.00 + \$ 0.12 p / kg (about the weight or volume, whichever is greater)
Bonded warehouse ... Storage.....	Paid bonded warehouse to a third party who the airline chooses. No free time.
The value of the load definitely influences particularly in the cost.	
Local Delivery Box	Internal freight
Nationalization	1.25% of customs / Minimum value \$ 125.00 usd
VAT.....	13% nationalization papers and temporary import
After examination, fixed expenses	\$ 45.00 per shipment
Temporary importation	\$ 75.00 per shipment
Bank guarantee compliance	5% per month / \$ 20.00 Minimum



B- Sea Freight Consolidated

According to international transport	Weight / volume, origin
Handling destination.....	Approx. consolidator from \$ 95.00 to \$ 175.00 including
Storage.....	Paid bonded warehouse to a third party who the airline chooses. No free time.
The value of the load influences particularly in the cost.	
Local delivery.....	Internal freight
Nationalization	1.25% on customs Minimum value \$ 125.00 usd
VAT.....	13% nationalization papers and temporary import
After examination, fixed expenses.....	\$ 45.00 per shipment
Paper work.....	Temporary importation. \$ 75.00 for shipping
Bank guarantee compliance	5% per month / \$ 20.00 Minimum

C- Sea Freight Full Container

International transport	According to the origin, type of load
Shipping destination handling.....	Net cost. It ranges from \$ 300.00 to \$ 650.00 usd approx.
State warehouse storage	Paid to a third party .I t is billed at net cost
Mobilization of the container to the State warehouse...	\$ 175.00
Nationalization	1.25% of customs officer Minimum value \$ 175.00 usd
VAT.....	13% nationalization papers and temporary import
After examination, fixed expenses	\$ 45.00 per shipment
Temporary importation	\$ 75.00 per shipment
Bank guarantee compliance	5% per month / \$ 20.00 Minimum



D- Detail inland freight

Minimum to 500 kilograms.....	\$ 70.00
Up to 1000 kilograms	\$ 90.00
Up to 3000 kilograms	\$ 115.00
Up to 5000 kilograms	\$ 155.00
Full Box	\$ 365.00

C- Group of laborers

In case of staff needed to downloads, uploads, or similar accommodations, apply	
Crew with 2 workers	Minimum \$ 100.00 per 3 hours. Additional \$ 25.00 per additional hour per staff
Crew with 4 workers	Minimum \$ 200.00 per 3 hours. Additional \$ 25.00 per additional hour per staff

RECEPTION OF GOODS IN THE CONVENTION CENTER PEDREGAL

All merchandise is received in the reception area and storage Pedregal convention center. See the map on our web page for your convenience www.tyrexpo2015.com

Your customs broker will store your merchandise upon arrival in Costa Rica, and will be delivered to you directly to your booth at the Convention Center Pedregal, as long as it has been agreed as well.

To re-export of the goods please contact the same customs agent who imported your goods for re-export arrangements thereof.



STORAGE OF MATERIALS

Tyrexpo 2015, offers exhibitors FREE storage on merchandise packed in boxes in the reception area of shipments at Convention Center Pedregal; from April 26th, 2015 to May 2nd, 2015.

Directions to store your goods:

- Goods must be in boxes, pallets or crates and they must have the appropriate labeling, which can be applied on our website logistics@tyrexpo2015.com

BOXES TO BE RETURNED AT THE END OF THE EXHIBITION.

Boxes must be placed in the shipment reception area at The Convention Center Pedregal, from April 26th, 2015 to April 28th, 2015.

Personal Expo will return empty boxes to exhibitors at the end of the show (April 31st from 6:00 pm until May 2nd, 2015).

XIII. INTERNAL POLICIES TYREXPO COSTA RICA 2015.

Operation and prohibited conduct:

- It is not allowed in the convention center, putting up posters, banners, objects, artefacts or advertising (visual or audio) that are political, religious, morally offensive, or those that Expo CrEvents SA, considers as harmful for exhibitors and visitors.
- Direct sales are not allowed to the public in the "Tyrexpo 2015".
- Exhibitors could not hire musicians or art groups for entertainment purposes without written permission.
- It is not allowed the use of loudspeakers or the application of very loud sounds in the stand; that is permitted only if the sound level does not bother your neighbor.



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- It is prohibited to use flammable products, guns, and highly dangerous explosives than can damage
- Exhibitors and guests.
- Smoking is not allowed inside the convention center under Costa Rican law.
- It is not allowed any kind of misconduct, immoral, unlawful or objectionable purpose towards the other exhibitors or visitors.
- It is not allowed to bring food or alcoholic beverages to the convention center Pedregal. Food is permitted only in the cafeteria area designated exposure.
- We reserve the right to select to choose the exclusive models, so any Exhibitor will hire any extra model, because the Management want to give the event a respectful and ethical profile that would not attempt to morality and decency.
- Tyrexpo objective is the expositions of new products, therefore the exhibitions, sale, promotion and marketing of second hand tires, rims and accessories are prohibited.
- Tyrexpo 2015 prohibits the display, sale, promotion and marketing of second hand tires, rims or accessories. Under penalty to exclude the exhibitor event once observed the commission of the ban, with the result that you will not receive any amount that has been canceled on account of the above damages.

XIV. RESTRICTIONS IN PRIZES AND RAFFLES TYREXPO 2015

- If the Management of Tyrexpo 2015 have sold more than 50 % of the stands that were put on sale for the start date Tyrexpo 2015 event, the Management will held to a total of fifteen (15) raffle of \$ 5,000 (five thousand dollars) each, throughout the event for a total of \$ 75,000 (seventy five thousand dollars) , it is reiterated that the above will be coming with the explicit constraint that if not sold 50 % of the stands available for sale , raffles will not be made.



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- Where appropriate conducting raffles , these are subject to the following conditions and restrictions:
- Raffles are exclusively for buyers of the exhibitors at Tyrexpo 2015.
- Management Expo is going to held until five (5) raffle on the first day of the event (April 29th, 2015). The timing of them should be at the discretion of management.
- Management Expo is going to held until five (5) raffle the second day of the event (April 30th, 2015). The timing of them should be at the discretion of management.
- Management Expo is going to held until five (5) raffle on the third day of the event (May 1st, 2015). The timing of them should be at the discretion of management.
- Each buyer can only be raffle winner on one occasion, so if a buyer is the winner of a raffle is automatically excluded from other raffles.
- The buyer who has won in the raffle, the prize must necessarily apply to a purchase of a display Tyrexpo duly registered for 2015.
- The raffle winner must contact the exhibitor Tyrexpo 2015 which he or she would like to buy from, so the Exhibitor will confirm to the management of the expo by email (sent to may@tyrexpo2015.com) the purchase he or she has just made.
- After the confirmation of the purchase by exhibitor Tyrexpo 2015, management of the expo will give the winner a purchase order (Credit) for the winner to make the purchase.
- After confirming the purchase, the exhibitor must send a copy of the invoice and mail to may@tyrexpo2015.com with the official count number of your company and the prize will be deposited in winner's name directly on the account specified by the exhibitor Tyrexpo 2015, referring to the invoice properly validated and issued no later than 48 hours after receiving the email with the invoice.



XV. SECURITY AND MAINTENANCE.

- CReventions Expo SA, compromises to provide security during the day and night for the exhibition, exhibitors and guests.
- Expo CReventions S. A, and EVENTIONS INTERNATIONAL, LLC, does not assume any responsibility for theft, damage, vandalism to goods exhibitor or any other property on the premises, stands, modules, enclosure or parking areas.
- Expo CReventions SA and EVENTIONS INTERNATIONAL, LLC, are not responsible for personal injury that may occur to the exhibitor's staff, exhibitors or visitors to the expo. The exhibitor assumes full responsibility for accidents and health of its employees or third parties working directly or indirectly for the exhibitor.
- Expo CReventions SA and EVENTIONS INTERNATIONAL, LLC, are not responsible for claims because of injury, damage, death, the (s) of person (s) or property of the exhibitor, its employees, visitors and / or guests relation to "Tyrexpo Costa Rica 2015" whether caused by negligence (Exhibitors) or any other cause.
- The exhibitor must have the necessary documentation to prove they have the legal right to represent the manufacturer of the products physically or exposed in literature, posters or catalogs in the Expo.
- The booths must have staff during all hours of the expo. The stands without staff in them will be subject to the loss of credentials for future exhibits and loss of privileges as determined by Tyrexpo Costa Rica 2015.

LIABILITY INSURANCE.

The exhibitor is responsible for taking out a liability insurance and fully comprehensive insurance from the first installation date until the last day of dismantling; For information you may need Costa Rican insurance, request information to logistics@tyrexpo2015.com

Any accident must be reported immediately to the management of the expo. There are emergency response personnel available on the convention center Pedregal.



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Please note that all costs for the use of the services provided are at the expense and responsibility of the exhibitor.

The Exhibitor agrees to indemnify, save and hold immune Expo SA and CR Events EVENTS INTERNATIONAL, LLC, from any loss, damage or expense caused by direct or indirect action to exhibitors, their property, employees, contractors and guests during Expo dates including dates of installation, operation and dismantling.

Any damage or loss must be reported in writing immediately to the police and the organizer of the Expo.

CLEANING THE STAND

During the three days of the event, between the hours of 7:00 pm to 9:00 pm; Staff will be properly identified and assigned to clean your stand; Vacuuming carpets, cleaning tables and trash cans.

No cost to the exhibitor.

The halls and the back of the stands cannot be used to throw garbage or storage areas.

Properly identified large areas outside the convention center for dumping garbage containers are placed.

XVI. IMPORTANT REMARKS.

- Exhibitors are allowed to enter the convention center an hour before the opening each day of the Expo.
- Tyrexpo 2015, will display in the food court, the top six restaurants in the country.
- If the trademark owner does not agree with the letter and / or design provided on your prefabricated name stand, Tyrexpo Costa Rica 2015, will support the brand owner if a prior notice is sent to logistics@tyrexpo2015.com
- Before March 31st, 2015. In the center of Pedregal event, NO changes are allowed.
- Fines established for delays in assembling your booth is \$ 200 an hour. Which must be canceled within 24 hours after notification.
- Any exhibitor who wishes to carry out a private reception should contact to logistics@tyrexpo2015.com for pricing details and reception rooms.