



Dear Exhibitor

Please take a moment to read through this letter before you arrive on-site for build, it contains important information that will assist in your preparations. Please ensure to forward this information to your stand contractor and other suppliers.

BUILD UP		
Monday, 17 October 2022	14.00 – 20.00	Exhibitor Access
Stand Dressing and exhibit set up should be completed by 20.00 on Monday, 17 October 2022 including removable of all materials out of the halls and loading bay.		
SHOW OPEN DAYS		
	EXHIBITOR ACCESS	SHOW TIMINGS
Tuesday, 18 October 2022	8.30 – 18.30	10.00 – 18.00
Wednesday, 19 October 2022	9.00 – 18.30	10.00 – 18.00
Thursday, 20 October 2022	9.00 – 17.00	10.00 – 15.00
BREAKDOWN – SHELL SCHEME STANDS		
Thursday, 20 October 2022	15.30 – 17.00	<p>Exhibits cannot be removed or dismantled before 15.30, or once the halls are clear of ALL visitors.</p> <p>Anyone found dismantling or packing their stand before the show closes at 15.00, may incur a fine.</p> <p>Exhibits & portable items in stands must be cleared from the by 17.00.</p> <p>Exhibitors are advised not to leave their stand unattended at any time during breakdown.</p> <p>The Organisers and Venue cannot be held responsible for any items left on your stand, in the aisle or in the loading bays after 17.00 on Thursday 20 October. The items left behind will be considered as trash and removed from the space after 17.00</p>

Car Parking

Westin Lima Hotel has a car park which will be available for exhibitors, sponsors and visitors and operate on a first-come, first-served basis, except for disabled parking

Deliveries

Deliveries can only be made during the official build-up time and one hour before the show opens. No deliveries can be made during the show opening hours. All deliveries must go through the loading bay doors at Calle Amador Merino Reyna, 551

Exhibitor Badges

No one is permitted into the exhibition hall during the stand build-up, open period or breakdown without the appropriate pass. Contractors should refer to the venue protocol for obtaining the relevant passes for entry.

Exhibitor Badges:

For security reasons, all exhibitors are required to wear exhibitor badges during the exhibition open days.

Please request your badges using the online form.

Police checks: Please be aware that our events are subjected to random checks by the local police to ensure that all persons working on-site are legally eligible to work. Please also be aware that contractor badges could be subject to random checks and proof of identity may be required.

Electrical Requirements

For safety and liability reasons, the installation of electrical power onto stands may only be undertaken by Aluborg who will ensure that all connections are verified as safe before use.

Exhibitors/Contractors are required to provide their own extension leads, adaptors and power tools. All electrical equipment must be tested by a qualified electrician, including insulation and earth bonding tests, and clearly labelled with inspection labels.

The organisers reserve the right to inspect, test and remove any electrical equipment which appears defective or has inadequate evidence of electrical inspection.

Stand power will be switched on 1 hour before the exhibition opens and off 30 minutes after it closes. If power is required outside these periods, including 24-hour power, please contact Aluborg. Please note, additional charges will apply. Exhibitors/Contractors must order a sufficient number of sockets to prevent overloading.

Informa Sustainability

Informa Markets encourages all exhibitors to consider their environmental impact and we encourage the re-use and responsible disposal of stand materials where possible.

Please refer to the Exhibitor Sustainability Checklist within the Customer Centre for further information.

Below are some key points for your reference:

- Make sure to choose the most sustainable option for travel and transport to and from the event
- Select energy efficient LED lighting and other equipment for your stand
- Minimise the waste your stand creates and recycle where possible
- Ensure you and your staff are aware of and compliant with all health, safety and security requirements.

Security Warning

Please ensure that your stands are manned at all times, do not leave small items or valuables such as mobiles, laptops or similar unattended. The Organisers will not be held responsible for any lost items. In case of any security breach, please inform the organisers of any incidents immediately.

We look forward to welcoming you to a very enjoyable and successful **TOC Americas 2022**.

**Kind regards,
The TOC Americas Operations Team**