

Technical and Structural Approval

ITB Americas 2026

Submit to: operations@itb-americas.com within the deadlines established in the Exhibitor Manual, based on stand size: September 11 for stands larger than 52 m²; September 30 for stands between 18 and 51 m².

This form must be completed by the construction company and endorsed by the exhibitor. Technical and structural approval of the stand is a preliminary requirement and an indispensable condition for the commencement of assembly. No free-design stand may begin work on the venue without a favorable ruling issued by the ITB Americas Operations Committee. Any modification to the approved design made on-site that compromises the safety or aesthetics of the event will be removed at the exhibitor's expense.

1. Exhibitor and Project Information

Exhibitor Company:

Stand Number:

Stand Dimensions (m x m):

Total Surface Area (m²):

Stand Type — check one: Peninsula Island / Pavilion Head Row

Construction Company Name:

2. Design Specifications

Maximum stand wall height (regulatory limit: 5.50 m):

Does the stand include rigging? Sí No

If yes, height to the bottom edge of the element (regulatory limit: 6.00 m):

Does the stand have a second level or double deck? Yes No

**** Note:** Stands with a second level or double deck are required to have the signature of a certified expert and a structural calculation report. Approval will not be granted without these documents.

Does any wall adjoin a neighboring exhibitor and exceed 2.50 m in height? Yes No

If yes, confirm that the finish toward the adjoining stand is smooth, white, and free of logos:
 Confirmed

3. Descriptive Memorandum of Materials

Please indicate the predominant materials and confirm the corresponding fire-retardant treatment.

Main structure: Wood Aluminum Steel Other:

Coverings and textiles used:

Do all textile, wood, and plastic materials have a fire-retardant treatment certificate? Yes, I have the certificate (please attach) Not applicable

Stand floor type: Carpet Laminate flooring Other:

Confirm that no direct contact adhesive will be used on the venue floor:
 Confirmed

4. Checklist of Attached Documentation

To be reviewed by the Committee, the following files must be attached in PDF format. Incomplete applications will not be processed.

- Floor plan with precise dimensions, location of electrical services, and entrances/exits.
- Elevations and sections: side and front views with exact heights.
- 3D Renders: perspectives allowing the total volume of the stand to be visualized from all angles.
- Rigging load diagram (if applicable): detail weight per hanging point and load distribution.
- Structural calculation report (mandatory for double-deck stands or heavy roofing): must include the signature of a certified expert.
- Valid civil liability insurance policy: with coverage including the assembly, event, and disassembly days, and covering damages to third parties and the venue.

5. Declaration of Responsibility

The constructor and the exhibitor jointly agree that:

1. Any modification to the approved design made on-site that compromises the safety or aesthetics of the event will be removed at the exhibitor's expense, without the right to compensation.
2. The constructor is responsible for providing Personal Protective Equipment (PPE) to all its personnel during the assembly and disassembly phases.
3. The assigned dimensions will be respected at all times without encroaching upon aisles, common areas, or the space of adjoining stands.
4. Failure to comply with any of the provisions of this form or the Technical and Stand Construction Guide authorizes the Organizing Committee to suspend assembly work immediately.

The following page must be signed by both the Technical Representative of the Construction Company and the Authorised Representative of the Exhibitor, and returned to the ITB Americas Operations Committee at operations@itb-americas.com as part of the mandatory documentation package. The stand approval process will not be considered complete until the Committee has received the signed page within the established deadlines.

Name of the Technical Manager of the Construction Company:

Signature:

Date:

Name of the Design and Assembly Coordinator:

Signature:

Date:

Committee Resolution – for internal use

The Operations Committee will respond within 10 business days of receiving the form.

Approved

Approved with conditions:

Rejected:

Date of decision:

Signature of operations:

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