

Special Activities Request for ITB Americas 2026

This form must be completed and submitted by the Design and Assembly Coordinator before 16 October, to operations@itb-americas.com

Any activity that includes music, high-impact audio, live presentations, shows, raffles, the presence of public figures, or any dynamic that generates crowds requires prior written approval from the Operations Committee. No special activity will be permitted without such approval.

A separate form must be submitted for each activity requested. If the exhibitor plans to conduct more than one activity during the event, a different form must be completed and submitted for each.

IMPORTANT LEGAL AND REGULATORY NOTES

- **Catering Exclusivity:** Expo Guadalajara maintains exclusive agreements with food and beverage providers. The use of external providers may be subject to a corkage fee established directly by the venue. The Organizing Committee does not intervene in the determination or collection of this fee. For activities that include catering or food and beverage tastings, please contact Expo Guadalajara via modulo@expoguadalajara.mx.
- **Raffles and Giveaways:** In Mexico, raffles that involve any type of payment or consideration from the participant require a permit from the Ministry of the Interior (SEGOB). Promotions where participation is completely free do not require such a permit. The exhibitor is responsible for determining the nature of their activity and managing the corresponding permits with due anticipation. The Organizing Committee assumes no responsibility for non-compliance with this obligation.
- **Copyright and Music:** The use of commercial music within the stand—whether live or recorded—may be subject to the payment of royalties to the Society of Authors and Composers of Mexico (SACM). The exhibitor is solely responsible for fulfilling this obligation. It is recommended to verify in advance whether the repertoire to be used requires the corresponding payment.

1. Exhibitor Information

Exhibitor Company:

Stand number:

Name of Design and Assembly Coordinator:

Contact email:

Contact Phone (include WhatsApp):

2. Activity Description

Please mark the activities you plan to perform with an X. Remember: a form must be completed for each activity.

Live presentation or performance: music, dance, show. Briefly describe:

Use of amplified audio, DJ, or Master of Ceremonies. Briefly describe:

Raffles, giveaways, or contests. Indicate if participation is free or requires payment:

Presence of public figures, celebrities, or influencers. Briefly describe:

Other special activity not covered above. Describe:

Name or title of the activity:

Detailed description and objective of the activity:

Estimated number of people the activity will generate in the stand area and adjacent aisles:

**** Note: If your activity includes food, describe it and attach the confirmation from Expo Guadalajara for that service.**

3. Scheduling

Indicate the time blocks during which the activity will take place. Remember that activities with amplified audio are only permitted between 4:30 PM and 6:00 PM.

Day 1 — 10th of november: from _____ to _____ hrs.

Day 2 — 11th of november: from _____ to _____ hrs.

Day 3 — 12th of november: from _____ to _____ hrs.

4. Technical and Logistical Requirements

Estimated sound pressure level at the stand perimeter: _____ dB

Audio equipment to be used (make, model, power in watts):

Additional electrical load required: _____ watts.

Do you require additional security or crowd control personnel? () Yes () No

If yes, number of assigned personnel:

Describe how you will ensure the activity does not obstruct free transit in the aisles adjacent to the stand:

Waste management: describe how waste derived from the activity will be handled:

5. Compliance and Responsibility Statement

By signing this form, the exhibitor acknowledges and accepts the following terms:

1. Respect for the environment: activities may not encroach upon aisles or obstruct the visibility or access to neighboring stands.
2. Audio control: the Organizing Committee reserves the right to suspend any activity that exceeds permitted sound limits or interferes with the negotiations of other exhibitors, without the right to a refund or compensation.
 - General limit permitted at all times: 60 dB.
 - Maximum limit for approved special activities (between 16:30 to 18:00 hrs): 85 dB.
3. Legal permits and obligations: the exhibitor is solely responsible for obtaining the corresponding permits from competent authorities (SEGOB, SACM, or others), as well as complying with current sanitary regulations in Mexico and Expo Guadalajara guidelines.
4. Regulatory binding: this form is an integral part of the ITB Americas 2026 Exhibitor Manual. Any non-compliance will be sanctioned in accordance with the Operational Regulations.

Name of Authorized Representative:

Position:

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:

ITB Americas 2026 | Expo Guadalajara | 10–12 November 2026