

# **GEOLAC 2018**

THE 5<sup>TH</sup> GEOTHERMAL CONGRESS FOR LATIN AMERICA AND THE CARIBBEAN

JULY 17-18, 2018

HILTON MEXICO CITY REFORMA

HOST

 **NEWENERGYEVENTS**



**WORLD BANK GROUP**



## NEW ENERGY EVENTS CONTACTS



**Eden Capuano**  
Operational queries  
Eden@voilameetings.com

## VENUE

**Hilton Reforma Mexico City**  
Av. Juárez 70  
Colonia Centro  
Delegación Cuauhtémoc  
Centro 06010  
CDMX, Mexico  
Phone: +52 55 5130 5300

## TIMETABLE

**LOAD IN**

Monday, July 16	7:00 pm – 9:00 pm	Don Diego 2
Tuesday, July 17	7:30 am – 10 am	Don Diego 2

**MAIN PLENARY SESSIONS**

Tuesday, July 17	8:30 am – 6 pm	Don Diego 1
Wednesday, July 18	8:25 am – 12:30 pm	Don Diego 1

**EXHIBITION ROOM OPENS**

Tuesday, July 17	10:20 am	Don Diego 2
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**NETWORKING COCKTAIL RECEPTION**

Tuesday, July 17	6:00 pm – 7:30 pm	Don Diego 2
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**EXHIBIT BREAKDOWN**

Wednesday, July 18	6:00 pm	Don Diego 2
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## DELIVERY INFORMATION

Please address all packages as follows:

**GEO THERMAL, ATT:**  
**Ingrid Cardenas/Eden Capuano**  
**Hilton Mexico City Reforma**  
**Avenida Juárez #70**  
**Col. Centro**  
**Delegación Cuauhtémoc**  
**Centro 06010**  
**CDMX, México**

The Hilton Mexico City Reforma concierge can assist with FedEx questions. It is the sole responsibility of the sponsor to ascertain that their packages have arrived. New Energy Events accepts no responsibility for items lost, stolen, damaged or delayed in shipping, or onsite during the event.

## EXHIBIT SET-UP/BREAKDOWN

### Exhibit Set-Up

Your exhibition space will be pre-assigned and you will be notified of your location both before the event and on-site. All load in, set up and move out responsibilities are that of the exhibiting organization. Exhibitors should contact Ingrid Cardenas for any loading dock needs you may have.

**Ingrid Cardenas**  
**Ingrid.cardenas@hilton.com**  
**HILTON MEXICO CITY REFORMA**  
**T: + 1 55 5130 5300**

Each exhibiting organization will be provided 2 chairs and a small waste basket with each table-top and/or booth exhibit as contracted with New Energy Events. From the floor, no tabletop exhibit can exceed 10' tall, and no carpet may be laid. No walls, partitions, decorations or other obstructions may be erected that in any way interfere with the view of any other exhibitor. Emergency exits and service entrances must be clear.

### Exhibit Breakdown/Return Shipping

Conference organizers are not responsible for materials not packed and picked up by the end of the designated move-out time. The conference organizers will not assume responsibility for forwarding that freight to the exhibitor. Exhibitors will be responsible for the costs to break down, package and ship that freight. Anything left behind will be disposed of and any clean up or trash fees will be passed along to the exhibitor. All pick-ups post show and labels need to be arranged by exhibitor in advance of shipments.

## AUDIO VISUAL EQUIPMENT

All audio visual, internet and electrical needs will be provided by Hilton Mexico City Reforma. All exhibiting organizations will be required to work directly with:

**Raquel Martinez**  
**Raquel.martinez@PSAV.com**  
**Sales Manager — PSAV®**  
**Hilton Mexico City Reforma**  
**office: +52 (55) 5518. 7056**  
**mobile: +52 1 (55) 6166. 2193**

## MISCELLANEOUS

### **Manning Your Booth**

New Energy Events only requires that all booths be manned during morning coffee, coffee breaks, post-lunch dessert and the networking reception. Please review conference agenda for updated schedule. Materials must be readily available to be picked up by attendees during ALL show hours.

### **Additional Exhibit Guidelines**

If exhibitor displays any material, no part of the display shall obstruct or interfere with other sponsors' displays or exhibits. The organizer reserves the right and has sole discretion to restrict, on a reasonable level, signage, sound systems, lights, noise and other distractions. Food, alcohol and special activities must be approved by the organizer.

### **Care of Exhibit Space at the Venue**

The integrity of the space (glassware, china, waste, etc.) will be the purchasing exhibitor's responsibility. It is expected that each tabletop exhibit be clear of any waste and provide a professional working and showcasing environment. Waste baskets will be cleared each evening and/or morning. Exhibitor shall promptly pay for any and all damages to the venue or booth equipment of the property of others caused by the exhibitor.

### **Airport Transfers**

The hotel does not offer any shuttles to and from the airport. Exhibitors can arrange sedans or vans to go to airport-hotel-airport. The cost is approximately: Sedan (1-3 people) = US\$74 and Van (4-7 people) = US\$112. To arrange a pick up, please contact:

**Jaime Garcia**  
**Chief Concierge / Les Clefs D'Or member**  
**jaime.garcia2@hilton.com**

**MISCELLANEOUS ( continued )****Insurance**

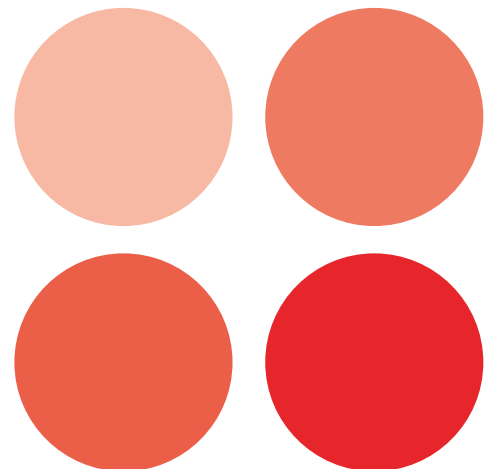
Sponsor/exhibitor understands and acknowledges that neither the organizer nor the owner of the event facilities maintains insurance covering the sponsor's property. If sponsor wishes to insure its goods while at the event facilities, it must do so at its own expense. Sponsor is solely responsible for maintaining proper liability insurance coverage for any loss or injury caused at the GEOLAC (the Event) by sponsor, its employees, or its agents.

**Liability**

Organizer does not assume any responsibility for the protection and safety of sponsor, sponsor's employees, agents, or guests, or for the protection of the property of sponsor, its employees, agents, or guests, from theft or damage or destruction by fire, accident or other cause. Sponsor shall properly secure, place in safekeeping, or remove any small and easily portable articles from its organizer-designated space after event hours. Any security services provided by the organizer shall be deemed purely gratuitous and shall in no way be construed to make organizer liable for any loss or inconvenience suffered by sponsor.

**Registrations**

All exhibitors and sponsors are responsible for registering their staff and executives through the GEOLAC registration system.



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## EXHIBITOR FLOORPLAN DON DIEGO 2



**SENER**  
SECRETARIA DE ENERGIA

