

ARLIS/NA 51st Annual Conference Exhibitor Kit

Exhibit Hall Schedule:

Set Up

Wednesday, April 19, 2023:
8:00 AM – 12:00 PM

Exhibit Hours and Events

Wednesday, April 19, 2023:
Hours: 2:00 PM - 5:00 PM
Scheduled Break: 12:00 PM - 2:00 PM
Exhibits Reception: 5:00 PM - 6:00 PM

Thursday, April 20, 2023:

Hours: 8:45 AM - 5:00 PM
Scheduled Break: 12:00 PM - 2:00 PM

Friday, April 21, 2023:

Hours: 8:45 AM - 12:00 PM

Move Out

Friday, April 21, 2023:
2:00 PM – 5:00 PM

Full Conference Agenda:

<https://arlisna51stconference.sched.com/>

Receptions:

Exhibitor personnel can attend the Welcome Party, being held on Tuesday night on the Pool Terrace at 6:00 PM, as a part of their exhibitor registration.

The convocation reception, being held at the Museo Franz Mayer, is \$75.00 per person.

If you would like to purchase a ticket to the convocation reception, please contact

m.sawicki@arlisna.org.

Additional representatives can be added at \$250 for each person beyond those included in the exhibit package purchased. If you would like to purchase additional passes, please contact m.sawicki@arlisna.org.

Booth Numbers/Floor Plan

A floor plan of the exhibit hall and booth numbers will be distributed to all confirmed exhibitors 2 weeks prior to conference.

Security

The exhibit hall will be closed and attended by a security guard during the evening hours. During the lunch break, the exhibit hall doors will be closed and attended to by staff.

Hotel Information

Hilton Mexico City Reforma

Av. Juarez 70. Colonia Centro
Mexico City, DIF, 06010, Mexico
[Hotel website](#)

A block of rooms is being held at the hotel at the following rates per night:

\$145.00 – Standard (single or double)

**Rates do not include applicable sales and local taxes or other hotel specific fees. Currently the VAT rate is 16% and Mexico City tax 3.5%.*

To make your reservations, please [click here](#). Be sure to make your reservation by **Sunday, March 27, 2023** to secure these rates. These rates are available 3 days prior and 3 days after the conference dates, subject to availability.

Additional Booth Personal

ARLIS/NA

ART LIBRARIES SOCIETY OF NORTH AMERICA



Electricity

If you require electricity in your exhibit booth(s), please contact Michaela Sawicki at m.sawicki@arlisna.org by **Friday, March 17, 2023.**

Audio Visual

If you would like to rent audio-visual equipment for your booth, please contact:

Damaris Cruz

Audio Visual Sales Manager at the Hilton México City Reforma

damaris.cruz@encoreglobal.com

Please identify yourself as an exhibitor at the ARLIS/NA conference.

Printing

If you have printing needs and want to use a Mexican City based company, we recommend contacting:

Francisco Zubillaga - Iconia Eventos

paco@iconiamx.com

Please identify yourself as an exhibitor at the ARLIS/NA conference.

Shipping and Customs

We are excited to work Rokit Global to assist with your shipping and customs needs.

See their order forms and deadlines located on pages 3-4 of the service kit.

Contact:

tradeshowsmx@rokit.global

Ph. +5255 5280 1279

Please reach out if you have any questions!

Sincerely,

Michaela Sawicki, ARLIS/NA Logistics Manager & Coordinator

m.sawicki@arlisna.org

Beverly Mitchell, Exhibits Coordinator

bmitchel@mail.smu.edu

K. Sarah Ostrach, Exhibits Coordinator

ko21@rice.edu



ADVANCE WAREHOUSE

It is very important to mention that courier companies such as DHL, FEDEX, TNT, etc. are not able to complete temporary import Customs procedures, thus we encourage you not to use such courier services for your exhibit materials as this can jeopardize your delivery of freight to show site – should CargoLive have to become involved to finalize Customs clearance procedures, additional charges will be applied as per the official international freight.

If you decide to send your shipments this way, then we suggest sticking to following recommendations:

1. Pre advise a detailed Commercial Invoice/ packing List before ship.
2. Let us have Tracking number so our staff can track the shipment and make sure that we receive parcel on time.
3. Do not ship food, beverage, textile, or chemical products.
4. Total Commercial Value declare on the invoice should be less than **\$1,000.00 USD**
5. Deadline to receive shipments in Advance warehouse: **7 Labor days before Move in dates.**

ADVANCE WAREHOUSE ADDRESS:

CargoLive S de RL de CV
Norte 194 # 670 Col. Pensador Mexicano
C.P. 15510, México CDMX
TAX ID: CAR091028R36
EXPO NAME/ Exhibitor Name

Cto. Fidel Luna /Johanna Romero
Office: +52 (55) 1560 2976
Cel: +52 1 55 4609 5623
tradeshowsmx@rockit.global

CASE MARKING

NAME OF THE EVENT

Exhibitor: _____ Stand: _____

Case #: ____ of ____ AWB or B/L: _____

Dimensions (cm): __ x __ x __ Gross Weight (kg): _____

Consignee: CargoLive, S. de R.L. de C.V.

COST FOR ADVANCE WAREHOUSE SHIPPING

This cost includes Reception and unloading at the warehouse, loading and inland freight from the warehouse (Mexico City) to the show site.

Warehouse - Showsite	
Trucking 100kg - 500 kgs	150 USD + VAT 16% (-100 KG 120 USD)
Coordination and Supervision Fee	85 USD + VAT 16% (-100 KG 65 USD)
On site handling	135 USD + VAT 16% (-100 KG 120 USD)
501kgs -1000 kgs	Will quote based on shipment details.
	TOTAL (-100 KG): \$350.00 USD
	TOTAL (+100 KG): \$430.00 USD

Customs Clearance (In case of requirement)	
Customs Clearance	240 USD + VAT 16%
Airport handling:	80 USD + VAT 16%
*** Extra charges from courier	at cost
	TOTAL: \$370.00 USD

For the cargo that we should pick up after the event:	
Trucking 0kg - 500 kgs	80 USD + VAT 16%
Coordination and Supervision Fee	65 USD + VAT 16%
On site handling	45 USD + VAT 16%
Customs Clearance (**if applicable)	**150 USD + VAT 16%
Freight to final destination (**if required)	Will quote based on shipment details.
	TOTAL: \$220.00 USD

Estimated costs, these costs may change based on the characteristics of each shipment.

Sincerely,
ROCK-IT GLOBAL
 Trade Shows Division

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Trade Shows Division
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