

Exhibition Booth Contract

**44 ACCCSA International Convention and Exhibition
Hotel The Westin Camino Real, Ciudad de Guatemala - Guatemala · August 25-27, 2026**

1 EXHIBITOR INFORMATION

Exhibiting Company

Street Address line 1

Street Address line 2

City, State/Province, Zip Code, Country

Phone number

Email

2 EXHIBITOR AUTHORIZED CONTACT

Contact person

3 COST OF EXHIBIT
US\$ _____
Services: Booth rental and registration fees.

4 The exhibitor agrees to abide by all exhibit terms, conditions, and regulations set forth in this contract.

Authorized signature

Print name and title

Date

LOCATION OF EXHIBITS

Hotel The Westin Camino Real – Ciudad de Guatemala, Guatemala.

INSTALLATION AND REMOVAL TIME

It is mutually agreed that it is the duty and responsibility of each exhibitor to install the exhibit before the opening of the exhibition and to dismantle the exhibit immediately after the closing of the exhibition.

Exhibit Setup

Date to be advised on the Exhibitor Show Book.

The access of all materials and equipment must be done by the loading area of the Event Venue within work hours. The Event Venue reserves the right of entry of any person, product, or material.

The Exhibitor is responsible for bringing support staff for decoration, as well as everything necessary to install it.

The Exhibitor is responsible for hiring adult staff members, assuring their appropriate personal presentation (bare torsos/feet, short pants and sandals are not permitted) and proper public decency manners. Smoking is not permitted.

The service aisles are for exclusive use of the venue staff and cannot be used for work and as warehouses.

The installation of heavy equipment must be authorized by ACCCSA and the Event Venue, as well as placed on a rubber carpet to protect the Event Venue's carpet. Additional charges might apply for electricity.

Exhibit Move Out

Date to be advised on the Exhibitor Show Book.

All exhibits must be staffed and must remain intact until the official closing hour. Early dismantling is disruptive to the Exhibit Show, therefore, exhibitors may not pack, tear down, or remove any portion of the exhibit prior to the official closing at Date to be advised on the Exhibitor Show Book. Requests for early breakdown will not be granted. Exhibits must be removed from the exhibit area no later than 10:00pm. Materials not removed by this time will be removed and put in storage at the exhibitor's expense. The Organizers are exempt of any responsibility if forced to act in such a way.

EXHIBIT HOURS

All booths must be open and staffed during the Event hours (see agenda).

USE OF SPACE

All demonstrations, interviews, literature distributions, or other promotional activities must be confined within the space rented by the exhibitor. Sufficient space must be provided within the booth to hold people watching demonstrations and other promotional activities. Each exhibitor is responsible for keeping the aisle or aisles near the booth free of congestion from demonstrations or other promotions. No exhibitor will assign, sublet, or share the space allotted without management's knowledge and consent. Exhibitors must show only goods manufactured or dealt in by them in the normal course of business. Exhibitors wishing to dispense sample foods or beverages must obtain approval of exhibit management and must conform to the Exhibit Hall's regulations. Packed candy and chocolate are allowed.

Interference with other exhibitors' light and space is prohibited.

LIABILITY

Neither ACCCSA nor ACCCSA International S.A., its representatives and its staff, nor the event venue, nor the official vendors, or their employees, are liable for any damages or loss that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever. Insurance and liability are the full and sole responsibility of the exhibitor. The exhibitor agrees to indemnify and hold forever harmless the aforementioned from any and all liability and expense for personal injury, accident, or property damage from fire, theft, destructive causes, or loss arising out of, in, at, or in connection with the exhibitor's display.

SECURITY AND SAFETY

Exhibit management will provide necessary security during the hours the exhibit area is closed. Exhibitors, however, are solely responsible for their own exhibit materials and should insure the exhibit against loss or damage from theft, accident, vandalism, fire, or other causes. All property of an exhibitor is understood to remain in the exhibitor's care, custody, and control in transit to, from, or within the confines of the Exhibit Hall. The exhibitor will provide the Organizers with a list containing information about all valuable items placed in the booth and the name (s) of the person (s) authorized to remove those articles.

The exhibitor is obliged to follow the fire safety rules established by the venue where the show takes place.

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CARE OF BUILDING AND EQUIPMENT

Exhibitors, or their agents, must not injure or deface the walls or floors of the building, the booths, or the booth equipment. Nothing will be posted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. When such damage appears, the exhibitor is liable to the owner of the damaged property. All materials used in decoration must be flameproof. Electrical wiring must conform with National Electrical Code Safety Rules. Combustible materials or explosives are not permitted in the Exhibit Hall. During exhibition days, only the items with an individual permit previously requested by written notice to the Organizers will be allowed to enter or leave the exhibition hall. The Organizers reserve the right to oppose or prohibit the presence, use, or functioning of any type of substances or devices they suspect may pose a potential safety risk or affect the exhibitor and visitors' welfare such as annoying noises, bad-smelling substances, etc.

THE EXHIBITORS

Participation as an exhibitor is open to companies involved in activities related to the corrugating industry and corrugated box manufacturing from any country. The organizers reserve the right to accept or refuse the application.

The exhibitor, its contractors, staff, or appointed representatives in charge of the stand must always wear the official identification badges to have free access to the exhibition hall.

Exhibitors and Sponsors agree not to extend invitations, call meetings, hospitality events or otherwise encourage the absence of industry professionals from the Show and meeting rooms during the hours of all Show activities. All requests for meeting rooms, hotel suites and special function rooms must be approved by Show Management. If Exhibitor and/or cancels their exhibit space or sponsorship, Exhibitor will automatically lose the opportunity to use any approved meeting rooms, hotel suites or special function rooms.

RENTING AN EXHIBITION SPACE

The applicant can request the space it desires according to the floor plan. The Organizers will confirm the allocation of the space or provide another option in the event the requested space has already been taken. In doing so, the Organizers will make every effort to match the characteristics of the space originally requested to come up with a suitable alternative. Your company may reserve a maximum of booths unless the Organizers grant special permission. The Organizers reserve the right to modify the space layout for technical reasons. In such a case, the exhibitor will be relocated on an equal basis.

The area does not include any structures or furniture. Exhibitors may add the turnkey option or hire their own

personalized décor through our suggested vendor or the one of their choices.

The contract includes a double 110V outlet, basic electricity consumption, general lighting, air conditioning (during exhibition hours) and general cleaning. The contract also entitles the exhibitor to be listed in the Convention Directory. Exhibitors who require other items or structures different from those included in the contract, such as electric power supply, telephone lines, dedicated Internet, audio – visual equipment and furniture, must request them in advance by using the official forms provided by the Organizers, within the terms, prices and conditions established therein. The Organizers will make every effort to supply the items or services requested and the exhibitor will cover the cost of each.

The contract includes the registration fee of one (1) person per stand. Every other participant in the stand must pay the Additional Exhibitor fee.

The Event Venue will not be responsible for guarding any equipment or material sent prior to the event date. All merchandise must be personally received by the Exhibitor.

All participants must register.

Inquiries for special requests must be made in writing to convencion@acccsa.org.

TERMS OF PAYMENT

You will receive an invoice with payment instructions by wire transfer (credit cards are not accepted).

Booths will be confirmed upon receipt of full payment, which must be made by bank transfer (please email us a copy of the receipt).

ACCCSA reserves the right to reallocate your stand to another company if the payment is not received within 21 business days of your request.

CANCELLATION POLICIES

All cancellations must be notified in writing to the event coordinator by email to convencion@acccsa.org. If the event coordinator receives notification 61+ days before the event date, it will withhold 25% to cover administrative costs of the contract. Failure to occupy booth space does not release the exhibitor from the obligation to pay for the full cost of the rental. No refunds will be made with less than a 60-calendar day notice. If booth space is not occupied by 12:00 p.m. on the first day of the event, ACCCSA's exhibit coordinator will have the right to use such space as it sees fit to eliminate empty spaces in the Exhibit Hall.

All payments will be reimbursed, minus bank commissions, in the event of flood, fire, strikes, riots, civil commotion, or other uncontrollable circumstances caused by nature, political matters or infrastructure of the venue that render the exhibit area unfit or unavailable for use within 10 days prior to the opening date of the exhibit.

The contract signed between the Event Venue and the Organizer is part of this document. The Organizers are in

control of the show and will execute any measure they judge necessary regarding the application of these regulations.



Authorized signature

Adriana Bermúdez
Print Name

Date: February 17, 2026