



ANAFAPYT
ASOCIACIÓN NACIONAL DE
FABRICANTES DE PINTURAS
Y TINTAS

Centro
Banamex
July 21-23

ANAFAPYT

Latin American 20 Coatings Show 26

Technology, sustainability, and innovation for industry



Exhibitor Manual

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OPERATING MANUAL FOR EXHIBITORS
ANAFAPYT LATIN AMERICAN COATINGS SHOW 2026

This Exhibitor Operating Manual establishes the rules, operating guidelines, technical specifications, and safety requirements that all exhibitors participating in the Latin American Coatings Show 2026, organized by the National Association of Paint and Ink Manufacturers, A.C. (ANAFAPYT), must comply with during the setup, exhibition, and dismantling stages of the event.

This document incorporates the guidelines of the Banamex Center Operations Regulations, Mexico City. (Annex A)

Signing this manual implies full acceptance of its provisions.

I. ADMINISTRATION

- The event organizer is ANAFAPYT.
- The event will take place in Rooms A and B of Centro Banamex.
- Only exhibitors who have paid 100% of the cost of their stand in accordance with the contract may participate.

Horarios de exposición

- July 21, 2026, from 2:00 p.m. to 6:00 p.m.
- July 22, 2026, from 11:00 a.m. to 6:00 p.m.
- July 23, 2026, from 11:00 a.m. to 6:00 p.m.

II. EXHIBITOR BADGES

- The number of exhibitor badges that will be given to each exhibiting company is unlimited; however, it will be essential for each company to confirm the number of people who will be attending their booth, as each registered person will have an individual badge, which will allow them access to the exhibition area.
- The registration of personnel who will require an exhibitor badge must be done exclusively through the exhibitor microsite. This microsite is currently under development and will be enabled by ANAFAPYT starting in the first week of March 2026.
- **Staff registration on the microsite must be completed by June 26, 2026.**
- Badges are personal and non-transferable and will be linked directly to the name of the registered person. Any misuse will result in the immediate retention of the badge by security personnel and the removal of the wearer from the premises.

Badge delivery

- **ANAFAPYT Offices**

- **Dates:** July 15 and 16, 2026
- **Hours:** 9:00 a.m. to 1:00 p.m. and 2:30 p.m. to 5:00 p.m.
- **Address:** Homero 1425, 5th Floor, Office 504, Colonia Polanco V Sección, C.P. 11560, Mexico City.

Exhibitors who do not pick up their badges on the dates indicated or who require additional badges after those dates must complete the process at Centro Banamex, as no additional deliveries will be made to the ANAFAPYT offices.

In these cases, Centro Banamex will be open for two days to deliver badges:

- July 20, 2026: 12:00 p.m. to 6:00 p.m.
- July 21, 2026: 11:00 a.m. to 6:00 p.m.

III. BOOTH

Stand sizes and types

Each company must consider the base dimensions of the stand according to the number of stands contracted. Each stand module has an area of 3.00 x 3.00 meters (9 m²).

There are two types of stands available for participation in the exhibition, which are described below:

1. Institutional booth

- The institutional stand is provided by the Organizing Committee and includes assembly.
- Each institutional stand module has an area of 3.00 x 3.00 meters, with the following useful interior dimensions:
 - 2.93 meters front
 - 2.93 meters deep
 - 2.50 meters high
- This type of stand is constructed using the Octanorm aluminum system, with 3 mm thick white foamed PVC panels, and includes:
 - Front apron with the name of the exhibiting company, under the following specifications:
 - Maximum 20 characters.
 - Helvetica font in capital letters.
 - 10 cm high letters; if the space allowed is exceeded, the name will be placed on two lines with 5 cm high letters.
 - Black vinyl lettering.
 - Only typography is allowed on the front apron; logos are not accepted.
 - One 1.00-meter-long LED lamp with a consumption of 9 watts.
 - One 1,000-watt/127-volt electrical outlet for each 3.00 x 3.00-meter module.
 - One table and two chairs.
 - Electrical connections according to square meters rented:

Metraje	Suministro
9,18 and 27 square meters	1 Single Phase Double Contact 1,000W 110V
36,54 and 72 square meters	2 Single-phase double contacts of 1,000W 110V
81,90 and 108 square meters	3 Single-phase double contacts of 1,000W 110V

Please send an email to berenice.ramirez@anafapyt.org.mx (CC: mariajose@anafapyt.org.mx) indicating whether you will be using the complimentary electrical outlets. If you require a higher capacity or a different type of electrical service, you must arrange this directly through Centro Banamex's Additional Services. If the corresponding request is not received, ANAFAPYT cannot guarantee the installation of electrical services. **Application deadline: July 3, 2026**

Graphic printing services, carpeting, and additional furniture are not included and may be contracted with La Negra Brand. Christian Rosascrosas@lanegrabrand.com.mx; Victor Suarezvsuarez@lanegrabrand.com.mx

Additional electricity, stand cleaning, and other complementary services must be contracted directly with Centro Banamex. adicionales-ccb@ocesa.mx

2. Booth with own design (free space)

The custom-designed booth is for exhibitors who opt for a personalized setup. In this case, the Organizing Committee only provides the free space, under the following conditions:

- The surface area of the space will be 3.00 x 3.00 meters or the sum of the modules contracted, according to the number of booths purchased.
- The space does not include institutional assembly or carpet; carpet is only placed in the aisles.
- The space does not include electrical outlets; these must be contracted directly with Centro Banamex through the additional services area.
- The exhibitor will be responsible for the design, production, assembly, and dismantling of their stand, as well as compliance with the technical and safety guidelines and current regulations of Centro Banamex.
- Companies opting for open space must submit their booth design for approval no later than July 3, 2026, to the following email addresses: vsuarez@lanegrabrand.com.mx; berenice.ramirez@anafapyt.org.mx; andrea@lanegrabrand.com.mx; mariajose@anafapyt.org.mx
- Electrical connections based on contracted square meters:

Metraje	Suministro
9,18 and 27 square meters	1 Single Phase Double Contact 1,000W 110V
36,54 and 72 square meters	2 Single-phase double contacts of 1,000W 110V
81,90 and 108 square meters	3 Single-phase double contacts of 1,000W 110V

IV. ADDITIONAL SERVICES / CENTRO BANAMEX

Additional services provided by Centro Banamex at the exhibitor's expense:

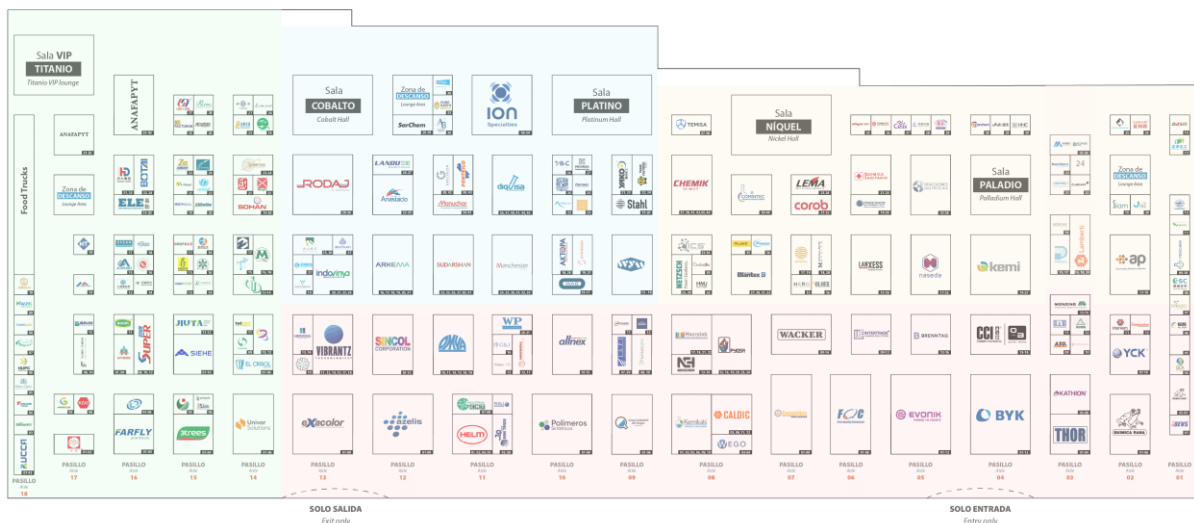
- Electrical installations during setup, the event, and teardown.
- Wired and wireless Internet service.
- Telephone lines.
- Labor for rigging, hanging, and removal of elements, banners, and signage inside and outside the venue.
- Rental of trusses, motors, and rigging systems, as well as their installation for hanging lighting, audio, and video equipment.
- Connection to the water and drainage network.
- Compressed air supply.
- Cleaning service for stands, quoted according to the contracted square footage.
- Food and beverage service.
- Waiter service.
- Rental of power generators.

To contract any of these services, exhibitors must **fill out and send the corresponding forms** directly to Centro Banamex atadicionales-ccb@ocesa.mx and make payment in accordance with the conditions established by the venue.

V. STAND AND EXHIBIT SETUP

1. Schedules

The assembly will be carried out in a staggered manner according to the colour assigned in the plan, with the aim of maintaining adequate circulation in corridors and avoiding saturation. It will begin at the front of the enclosure.



Setup will take place in stages according to the color assigned on the exhibition floor plan, with the goal of maintaining adequate traffic flow in the aisles and preventing overcrowding.

- Pink: Sunday, July 19 – 2:00 p.m.
- Yellow: Sunday, July 19 – 4:00 p.m.
- Blue: Sunday, July 19 – 6:00 p.m.
- Green: Sunday, July 19 – 8:00 p.m.

Setup will conclude on Tuesday, July 21, at 8:00 a.m. This schedule will be continuous, allowing for uninterrupted work throughout the entire designated period.

2. Unloading:

Exhibitors must have sufficient staff to unload stand materials (design), as the time vehicles can remain in the loading bay area is limited.

Access to the loading dock area for halls A and B is via Conscripto Street, gate 4, where security personnel will provide a form to record the time of entry. Any vehicle that exceeds the authorized time in the loading dock area will be subject to the corresponding fees, as established by Centro Banamex.

VI. ASSEMBLY AND DISMANTLING

By signing this agreement, the exhibitor assumes full responsibility for the actions of the company in charge of the design, production, assembly, maintenance, and dismantling of their stand, as well as for any damage that these activities may cause to the Centro Banamex facilities.

During assembly and disassembly, the following guidelines must be strictly adhered to:

- All work must be carried out exclusively within the area assigned to the stand. It is strictly prohibited to work in corridors, platforms, or accesses to Rooms "A and B."
- Drilling, nailing, perforating, screwing, or gluing on floors, walls, columns, carpets, or other facilities at Centro Banamex is prohibited.
- The application of paint using a compressor is not permitted.
- If vinyl paint is used, the exhibitor must protect the perimeter of the contracted area with kraft paper or plastic with a minimum width of 1.00 meter.
- All rear walls of decorations exceeding 2.50 meters in height must be covered with fabric, without exception. In case of non-compliance, this work will be carried out by La Negra Brand, at the exhibitor's expense. If this charge is not covered by July 23 at 6:00 p.m. at the latest, the material will not be allowed to be removed during dismantling.
- Walls, panels, or elements that reach 5.00 meters in height must, at the discretion of Centro Banamex, contract safety hanging points, charged to the exhibitor or the assembly company.
- All personnel working on ladders, scaffolding, or elevated structures must wear safety harnesses and lifelines.

- If the stand design includes a double floor, as well as the installation of walkways, platforms, bleachers, structures, or assemblies that support floor-mounted LED screens with dimensions equal to or greater than 3.00 x 2.00 meters, and/or temporary structures greater than 1.00 meter in height, the exhibitor must submit a letter of structural responsibility issued by a Responsible Construction Manager (DRO), which must be signed, have a valid license in Mexico City, be registered with the Mexico City Institute for Construction Safety, and be accompanied by a copy of their professional license.
- Without the presentation of the physical DRO, the use or installation of such structures will not be permitted.
- All assembly personnel and exhibitors must wear safety helmets during assembly and disassembly work. The use of Personal Protective Equipment is mandatory during assembly and disassembly, as well as wearing appropriate clothing (pants and a shirt or blouse with sleeves). Shorts, skirts, dresses, tank tops, sandals, flip-flops, heels, or sneakers are prohibited.
- Metalwork, electric welding, the use of saws, air guns, spray cans, or products that affect the environment are not permitted. Autogenous welding may only be used with prior authorization from the Operations Management of Centro Banamex.
- Hanging items from the ceiling or structure of the venue is only permitted with authorization from the Operations department and payment of the corresponding service fee. All rigging activities must comply with the procedures and best practices manual (Centro Banamex Regulations).
- During assembly and disassembly, only persons wearing the wristbands provided on the platform of Rooms "A and B" may remain inside the venue.
- Setup must be completed by Tuesday, July 21, at 8:00 a.m.
- Access for promotional material may be gained via the platform of Halls "A and B" on Tuesday, July 21, until 10:00 a.m.
- The door to the platform for Halls A and B will close on Tuesday, July 21 at 10:00 a.m. and will remain closed until dismantling is complete.
- Any special requests must be made in writing vsuarez@lanegrabrand.com.mx with a copy to berenice.ramirez@anafapyt.org.mx
- Smoking or drinking alcoholic beverages during unloading, assembly, and disassembly is strictly prohibited. Failure to comply with this provision will result in a fine of USD \$500.
- Decorations may be dismantled starting on Thursday, July 23, at 6:30 p.m. and must be completed, leaving all materials, samples, and equipment outside the premises no later than 11:59 p.m. on the same day. Failure to comply with this schedule will result in the samples and materials being placed on the platform without liability to the Organizing Committee, and the exhibitor will be required to pay Centro Banamex directly for the corresponding expenses for equipment handling and overtime storage.
- Under no circumstances will the dismantling of the stand be allowed before the closing of the event or outside the established dates and times.

- Any damage caused by the exhibitor or their support staff or decorators to the venue's facilities or to other exhibitors must be remedied between the parties involved, with no liability for the Organizing Committee.

VII. GENERAL GUIDELINES DURING THE EVENT

- During the exhibition days, exhibitors may enter the venue one hour before opening and remain one hour after closing, and must be accredited with their exhibitor badge. Security personnel may request removal from the venue in case of inappropriate behavior.
- Exhibitors agree to maintain a maximum sound level of 60 decibels. Failure to comply will result in the suspension of sound equipment and a fine of USD \$1,000.
- No installation within the exhibition halls may exceed 7.00 meters in height.
- Food and beverages, both for consumption and for sale, are strictly prohibited during setup, the event, and teardown.
- Laboratory tests or tests involving hazardous materials are prohibited within the exhibition area.

IX. SECURITY

- Security within Halls "A and B" will be permanently installed from July 19, 2026, at 10:00 a.m. to July 24 at 5:00 a.m.
- During setup and dismantling, the exhibitor agrees that their support and decoration staff will have their suitcases, briefcases, and boxes checked during these activities.
- ANAFAPYT, La negra Brand, and Centro Banamex are not responsible for damage to equipment or persons during setup, the event, and teardown, so we recommend that exhibitors purchase their own equipment insurance and take precautions.
- It is the exhibitor's responsibility to attend their exhibition space at all times during the dates and times of the event, especially during setup and dismantling. The Organizing Committee warns exhibitors that this type of negligence facilitates opportunities for theft.
- The Organizing Committee disclaims all responsibility if the exhibitor fails to comply with any of the safety regulations.

X. CLEANING

- There will be a permanent cleaning service in the corridors, provided by Centro Banamex from the set-up period onwards.
- It is strictly forbidden to leave trash, waste, or debris in the aisles when cleaning the stands, at any stage of setup, during the exhibition, or during dismantling.

- Each exhibitor is responsible for collecting the trash generated at their stand, placing it in plastic bags, and depositing it in the containers provided by Centro Banamex in the aisles.
- If cleaning service is required inside the stand, it must be contracted directly with Centro Banamex and will be charged to the exhibitor.

XI. CUSTOMS SERVICES

- As there is no customs service provider, exhibitors are free to hire the customs services of their choice, provided they meet the legal requirements.

XII. PACKAGING AND SAMPLE STORAGE

- There is no packaging storage facility, so each exhibitor must remove packaging from the venue or store it inside their stand without affecting the overall appearance of the event in any way.
- The Organizing Committee reserves the right to remove anything that affects the interests of the event.

XIII. GENERAL RESTRICTIONS

- FOOD IS NOT PERMITTED in the exhibition areas. This is an exclusive service provided by Centro Banamex.
- The use of gas within the premises during setup, the event, and teardown is strictly prohibited.
- The Organizing Committee reserves the right to deny access to visitors exhibiting suspicious behavior.
- Exhibitors are not allowed to invade the aisles with samples, furniture, equipment, and decorations; their boundaries are clearly marked by the walls.
- It is not permitted to place logos, symbols, advertisements, or flags on the ledge where the exhibitor's name is displayed.
- Hostesses or exhibitors are not allowed to distribute advertising outside their stands, and the delivery of products for direct sale on site is prohibited.
- The rear of stands located at the edge of the exhibition may not be used to store boxes, solvents, electrical equipment, machinery, packaging, or any other flammable or combustible material.
- It is not permitted to organize related activities such as podcasts, radio stations, interviews, or similar activities unrelated to the main event inside and/or outside the contracted space.

- Raffles and games of chance are prohibited during the event.
- It is strictly prohibited to use or display machinery, equipment, or hazardous substances that are corrosive, reactive, explosive, toxic, harmful to health, or flammable. Likewise, balloons or similar items that require inflation with gas must be inflated with non-flammable and non-toxic gas; only then will they be allowed access to and stay within Centro Banamex. Balloons or similar items must be inflated in the maneuvering yards.
- The use of stoves, grills, etc., as well as the generation of smoke, fumes, or similar substances, is strictly prohibited.
- It is strictly prohibited to give gifts and/or tips to Centro Banamex staff, La Negra Brand, or any of its suppliers. Likewise, Centro Banamex employees are not authorized to rent or sell material or equipment belonging to Centro Banamex or any of its suppliers.
- In the event that a supplier or exhibitor causes damage to the carpet, the corresponding costs must be covered by the responsible company. The Organizing Committee is not responsible for such damage.
- If any company needs to work on its stand outside the established hours, it must arrange the corresponding request and contract in advance directly with Centro Banamex. The Organizing Committee is not responsible for work carried out outside of working hours without such authorization.

XIV. Authorized Supplier

The authorized and recommended supplier for the design and production of stands, carpeting, furniture, and other complementary services is LA NEGRA BRAND, contact Víctor Suárez vsuarez@lanegrabrand.com.mx It is important to mention that this is a recommended but not exclusive supplier, so exhibitors may hire another supplier of their choice if they so require, provided that they comply with the guidelines and regulations established by the Organizing Committee and the venue.

Atentamente

ANAFAPYT LACS COMMITTEE

Lic. Flor de María Gonzalez

LA NEGRA BAND

Victor Manuel Suárez Flores

Full name and signature of acceptance of the regulations