



RE+

CENTROAMÉRICA

SEPTEMBER 30 - OCTOBER 1, 2025
PANAMA CITY, PANAMA

**EXHIBITOR
RESOURCE
MANUAL**

ORGANIZED BY

RE+ EVENTS

Table of Contents

- Event Information 1
- Move-in and Move-out..... 1
- Logistics and Show Requirements..... 2
 - Registration..... 2
 - Certificate of Insurance (COI)..... 2
 - Security..... 2
 - Shipping/Freight..... 2
- Vendors and Booth Orders..... 3
 - Recommended General Service Contractor: Innova Design 3
 - Catering/Beverages at your booth 3
 - Exhibitor Floor Plan and Search Tool 3
- Appendix A – Deadlines Checklist 4
- Appendix B – Sustainability Tips..... 5
- Appendix C – Exhibitor Rules and Regulations..... 6

Event Information

Location

Megapolis Convention Center
Level 9, Sala 6 - 9
Multicentro, Panamá, Provincia de Panamá,
Panama

*Specific questions regarding the exhibition room, freight docks, and freight doors should be directed to Jelena Hartmann at jhartmann@re-plus.com.

Exhibit Hall Hours

Exhibit staff may enter the hall from 9:00 am on Wednesday, September 30 to set up their booth. All other attendee types will not be permitted to enter the hall until it officially opens. Show Management approval is required for access into the exhibit hall outside the below hall hours. **All exhibition booths must be staffed during the following times.**

- Tuesday, September 30, 01:00 pm – 7:00 pm (exhibitor only access starts at 9:00 am)
- Wednesday, October 01, 01:00 pm – 6:00 pm (exhibitor only access starts at 12:00 pm)

Move-in and Move-out

Move-in

Tuesday, September 30 – 9:00 am – 12:00 pm

All booths must be completely set by 12:00 pm on Tuesday, September 30

After this time, show management reserves the right to use any empty space in a way that will complement the overall appearance of the show. Exhibitors may lose their right to exhibit if they do not adhere to this schedule. If you foresee any difficulty in meeting this deadline, please contact Jelena Hartmann at jhartmann@re-plus.com to request a variance.

Only booths with a valid Certificate of Insurance (COI) and full payment will be permitted to move in.

Only official contractors, exhibitor appointed contractors (EACs), and exhibiting company personnel are permitted in the Exhibit Hall during move-in and move-out. No one under the age of 18 is permitted on the show floor at any point during the show.

Move-out

Wednesday, October 01 – 6:00 pm – 9:00 pm

Exhibitors may not dismantle any portion of their booth before 06:00 pm on Wednesday, October 01.

All boxes/cartons are to remain out of sight until the Exhibit Hall is closed. Exhibitors may lose their right to exhibit at RE+ Centroamérica if they do not adhere to this schedule. This policy is in place as a courtesy to other exhibitors and attendees who will be conducting business in the exhibit hall until the close of the show. All exhibitor materials must be removed by 09:00 pm. Exhibitors will be charged for the removal and disposal of any material left in the booth at the close of the dismantling period.

To avoid any damage to, or loss of, your equipment, please remain with your exhibit until crates are returned, materials are packed, and your shipment has been picked up. **You, as the exhibitor, assume all risk and damage due to loss of equipment and items left unattended.**

If you have questions or are unable to schedule your pickup for the last day of the show, please contact Jelena Hartmann at jhartmann@re-plus.com.

Loading and Unloading

During move-in and move-out you can load and unload from regular vehicles and transporters accessing the location via the parking lot of the Megapolis Outlet Center (parking is free of charge). For Trucks with a height exceeding 2.10 meters please contact jhartmann@re-plus.com for specific loading & unloading instructions.

[Location of the Megápolis Outlets Panamá – Google Maps](#)

Logistics and Show Requirements

Registration

Badge Pick-up Hours:

- Tuesday, September 30 at 9:00 am – 7:00 pm
- Wednesday, October 01 at 12:00 pm – 6:00 pm

Depending on your booth package, you receive a limited number of complimentary expo hall passes, networking tickets and customer invitations (expo only pass). In order to redeem your passes, you need to enter the unique promo code. You will receive your code shortly after payment for your booth is confirmed. If you cannot remember your promo code, please contact Jelena Hartmann at jhartmann@re-plus.com.

[REGISTRATION PAGE](#)

Onsite Badge Reprinting Policy: Lost or damaged badges can be reprinted onsite at the Registration Desk. A replacement fee of \$50 will be charged. Reprints will only be issued for the same individual and company as the original badge.

Certificate of Insurance (COI)

The **Megapolis** Convention Center and **RE+ Centroamérica** requires exhibitors to be fully responsible to cover accidents related to their booth. Show Organizers cannot endorse insurance providers or assume responsibility for exhibitor-related incidents or losses.

Security

The exhibition area will be locked approximately 30 minutes after show-close on the evening of Tuesday, September 30 with security onsite until the morning of Wednesday, October 01. At their discretion, Show Management may have security guards on duty during exhibitor installation, dismantle and show hours to make reasonable effort to safeguard the property of all exhibitors. All reasonable precautions will be taken to protect your equipment and displays during installation, show hours, and dismantling. Show Management, Innova Design, and Megapolis Convention Center are not responsible for the safety of property from theft, damage by fire, accident, or other causes. All property of the exhibitor is understood to be under exhibitor control in transit to, from, and/or within the exhibit hall.

Shipping/Freight

Small packages for brochures or marketing material can be stored at the event location until your arrival. Shipments that do not require a signature should not arrive at the event location before Monday, September 29 and arrive latest by Tuesday, September 30. Please note that Show Management, Megapolis Convention Center and Innova Design are not responsible for any lost or stolen items.

Please note that the venue does not receive, customs clear or store incoming shipments. If you intend to ship goods directly to your stand, you need to be there in order to sign off the delivery note of your transport company.

Make sure to have tracking numbers for all your shipments and equip your staff with copies of shipment info. When filling out your shipping labels, use the address below and remember to put your company

name + booth number to avoid any miss-delivered freight.

Delivery Address:

Megapolis Convention Center
Level 9, Sala 6 – 9
COMPANY NAME / BOOTH NUMBER
Multicentro, Panamá, Provincia de Panamá

Vendors and Booth Orders

Recommended General Service Contractor: Innova Design

- Booth setup
- Booth furnishings
- Custom booth design
- Additional signage
- Audio/Visual
- Electrical

For questions and additional orders please use the [Exhibitor Catalogue](#) or contact Fernando Yang, fernando@grupoyang.com / WhatsApp: +507 67511824.

Catering/Beverages at your booth

To order individual catering for your booth, please contact Jelena Hartmann at jhartmann@re-plus.com.

Exhibitor Floor Plan and Search Tool

Map Your Show (MYS) is the official provider for the event floor plan and exhibitor search tool. **Please log in and update your company profile**, as this information will be public to attendees.

For details, visit the [Exhibitor Dashboard](#).

If you have questions, please contact Pamela Velazco at pvelazco@re-plus.com.

Appendix A – Deadlines Checklist

- ❖ **Immediately – Log in and update your exhibitor profile.** This information is public-facing via the Exhibitor Search tool and Floorplan on the event website. Your company name will be used, as you enter it. Please pay special attention to grammar, spelling, punctuation, etc. [Update profile](#).
- ❖ **Register booth staff.** You receive limited Exhibitor Staff Passes with your booth package. Once your booth payment is confirmed and registration for the event is open, you will receive your registration code. If you need help with the registration of your booth staff, please contact Jelena Hartmann at jhartmann@re-plus.com.
- [Register here](#)
- ❖ **Book housing.** Make sure to book your housing early.
- ❖ **Invite customers.** You receive limited customer invitations (expo hall only passes). In order for customers to redeem their passes, you need to send them their unique promo code and they must enter it during the registration process. You will receive your code once your booth payment is confirmed and registration for the event is open. If you cannot remember your registration promo code, please contact Jelena Hartmann at jhartmann@re-plus.com.
- ❖ **Plan your advance outreach early!** The [Marketing Toolkit](#) includes various sizes of pre-designed banners, pre-written social media posts and more.
- ❖ **Increase your visibility by adding a sponsorship to drive traffic to your booth onsite!**

[View Sponsorship Opportunities](#)

- ❖ **Order additional items for your booth (if necessary).**

- Booth design and furniture
- Signs and graphics
- Audio/Visual/Electrical

- ❖ **Important Dates**

Monday, September 01 – Deadline for orders of the booth structure

Friday, September 12 – Deadline for orders of additional booth equipment

Monday, September 29 – Shipments should arrive

Tuesday, September 30 – Move-in from 9:00 am – 12:00 pm

Wednesday, October 01 – Move-out from 6:00 pm – 9:00 pm

Appendix B – Sustainability Tips

RE+ Centroamérica is committed to environmental stewardship in all facets of our event planning. Our commitment to waste reduction, recycling, and the use of environmentally friendly products and renewable resources is at the forefront of thought when planning and executing projects related to our event.

Exhibitors are encouraged to proactively participate and support our commitment by following these best practices suggestions.

Exhibitor Display/On-site

- Develop reusable rather than disposable booth displays or rent a modular display from the General Service Contractor.
- Design booths with environmentally responsible materials and incorporate indoor air quality principles.
- Use energy efficient lighting.
- Turn off lights and electronic equipment when not in use.
- Make use of recycling facilities provided by at the convention center.

Promotional Materials

- Minimize paper handouts and use double-sided printing.
- Choose certified chlorine-free paper (PCF coded) which meets the EPA standards for post-consumer waste recycled content and comes from Forest Stewardship Council (FSC) certified forests.
- Use vegetable or soy-based inks.
- Avoid printing dates on materials so reuse them.
- Bring only what you need. Either ship or recycle leftover collateral or print copies only “as needed” on-site.
- Give attendees the option of receiving exhibitor information electronically by offering USB flash drives or provide online downloads.
- Use electronic card scans for capturing attendees’ profiles.

Giveaways

- Consider reusable items or items made from recycled or biodegradable materials.
- Try and use recycled products that are not a threat to endangered species.
- Avoid over-packaging. Bring only what you need.
- Order items in bulk to reduce packaging and shipping. Either ship or recycle leftovers.

Packing and Freight

- Use reusable packaging materials (wood or recycled plastic crates) for transporting your booth structure and supplies.
- Use recyclable, biodegradable shipping and packing materials.
- Participate in recycling cardboard, freight boxes, and plastic wrappings during set-up and teardown.
- Minimize packaging materials.
- Reduce the environmental impact of transportation costs by having collateral printed locally in the event area or have your printer contact carbonfund.org to offset carbon emissions from shipping.

Appendix C – Exhibitor Rules and Regulations

Table of Contents

Types of Booths..... 7

Linear / In-line (yellow) 7

End-cap (pink) 7

Hanging Signs & Graphics / Balloons (Static and Controlled)..... 8

Sound/Music 8

Machinery (subject to approval) 8

Storage 8

Human Safety 8

Structural Integrity 8

Flammable and Toxic Materials 9

Catering / Food 9

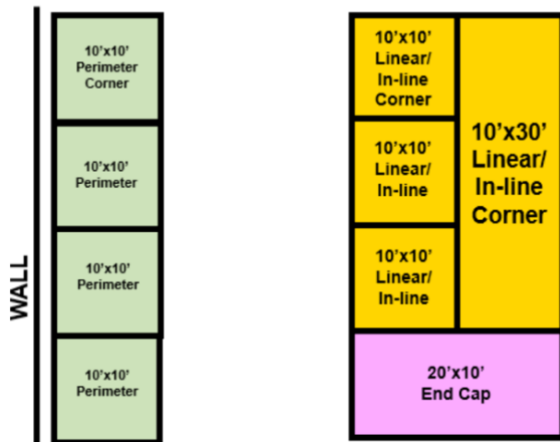
Use of Space and Secondary Exhibitor Restrictions 9

Booth Personnel 9

Suitcasing/Outboarding 10

RE+ Centroamérica has adapted the following guidelines from the International Association of Exhibitions and Events (IAEE) Guidelines for Display Rules and Regulations, your display products must fit within the confines of your booth area and must be arranged in such a manner to not obstruct neighboring exhibits. Anything that does not comply with the RE+ Centroamérica Exhibitor Rules and Regulations will be removed. As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. Show Management keeps the right to apply further limitations in addition to what is stated in the Exhibitor Rules and Regulations.

Types of Booths



Linear / In-line (yellow): Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle. Linear Booths are most commonly 3m wide and 3m deep, please check the floorplan for your exact configuration.

Perimeter (green): A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. See “Linear / In-line” for guidelines.

End-cap (pink): An End-cap configuration is essentially an In-line (Linear) Booth placed in the position of a Peninsula or Split Island and is exposed to aisles on three sides.

Linear / In-line (yellow)

Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle. Linear Booths are most commonly 3m wide and 3m deep, with a maximum back-wall height limitation of 2,50m.

A **Corner Booth** is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All guidelines for Linear Booths apply.

A **Perimeter Booth** is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibitor. All guidelines for Linear Booths apply to Perimeter Booths.

Use of Space:

- **Maximum height of display in the booth is 2,5m.**
- Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.
- **No company logos, branding, or signage may face into an adjoining booth, including booths on either side or behind.**

End-cap (pink)

An End-cap configuration is essentially a Linear Booth placed in the position of a Peninsula or Split Island. End-cap Booths are generally 3m deep by 6m wide and back up to Linear Booths

Use of Space:

- **Maximum height of display in the booth is 2,5m.**
- The backsides of all back-wall must be finished (no exposed framing or structure) in a neutral color and may not have any graphics or logos.
- **No company logos, branding, or signage may face into an adjoining booth.**

Hanging Signs & Graphics / Balloons (Static and Controlled)

- Hanging signs and/or graphics / Balloons (Static and Controlled) are not permitted.

Sound/Music

- Sound must be contained within, and directed into, the footprint of the contracted booth space.
- Sound must not be at a level does not disrupt the activities of neighboring exhibitors. Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. Show management reserves the right to request you to change the volume of the sound in your booth.
- Music played in your booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions.

Machinery (subject to approval)

- Please contact Jelena Hartmann at jhartmann@re-plus.com, if you plan to display any machinery.

Storage

- Exhibitors may store a limited supply of brochures or products appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.

Human Safety

- Ropes or other items are prohibited from being hung from the facility's ceiling for the purpose of any form of demonstration.
- If a booth has a raised floor, yellow and black-striped hazard tape, or an edging of a different color, must be used to increase visibility and minimize a tripping hazard.
- Exhibitors should be aware of local regulations regarding fire/safety and environment, to which they must adhere. Special caution should be taken when demonstrating machinery or equipment that has moving parts or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3 ft. (.91m) and/or install hazard barriers as necessary to prevent accidental injury to attendees. Additionally, demonstrations should only be conducted by qualified personnel.
- Hoverboards, Segways, and other electric vehicles are prohibited at all times. For handicap purposes, electric vehicles with a handicap-approved label are allowed; however, handicap plaques or hanging signs that you would use in a car are not acceptable.

Structural Integrity

- All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts.
- Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.
- Exhibitors should ensure that any display fixtures such as tables, chairs, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

Flammable and Toxic Materials

- Exhibitors should be aware of local regulations regarding fire/safety and environment, to which they must adhere.
- All materials used in display construction or decorating should be made of fire-retardant materials and be certified as flame retardant.
- Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environment Protection Agency and the facility.

Catering / Food

Per facility guidelines, food items not manufactured by the exhibitor must be purchased from and supplied by the event catering provider. If you would like to equip your booth with food or beverage items, not provided by the event catering provides please contact Jelena Hartmann at jhartmann@re-plus.com for further information.

Use of Space and Secondary Exhibitor Restrictions

Per the terms and conditions of the booth reservation contract signed at the time of reservation, booth shares, sublets, and/or re-sells are not permitted at RE+ Centroamérica. See below for language in contract.

Exhibiting company may not assign, sublet or re-sell, in whole or in part, contracted exhibit space. Exhibiting companies are allowed one exhibit space on the show floor. No exhibitor shall permit any other corporation or firm or its representatives to use the space allotted to this exhibitor of record, nor shall the exhibiting company display articles not manufactured or normally sold directly to them.

Booth Personnel

- Booth personnel must maintain a professional appearance. All staff hired for the event (defined as any booth personnel who are not full-time employees of the exhibiting company) must wear business professional attire. This includes, and is not limited to, ANY gender used by exhibitors to promote their products at RE+ Centroamérica by using overtly sexual or suggestive methods. Partial nudity, the aggressive display of cleavage and the navel, and shorts/skirts higher than 4" above the knee are not allowed. If for any reason an exhibit and/or its contents are deemed objectionable to RE+ Centroamérica show management, the exhibitor will be asked to alter the attire of its staff.
- RE+ Centroamérica further recommends that you encourage your booth personnel to:
 - abstain from overt statements or offensive humor, which would disparage the dignity of any individual or group;
 - substitute asexual words (e.g. sales representative or sales person instead of salesman);
 - refrain from using labels (e.g., referring to women as "girls"); and
 - eliminate from all marketing collateral sexist language (i.e., replace masculine pronouns with he or she, or reword sentences or phrases) and discriminatory jokes or visual aids that show people in stereotypical roles by presenting individuals without bias regardless of sex, race, age, groups, etc.
- All Booth Personnel must wear a event badge at all times.

Suitcasing/Outboarding

- RE+ Centroamérica restricts exhibitors from hosting or participating in competing or conflicting events or activities that occur during official show hours. Exhibitors violating this policy will be subject to cancellation of their booth without refund and may not be invited to participate in future RE+ Events exhibitions.
- Booth Personnel are not permitted to promote the exhibiting company outside the contracted exhibit space. All marketing must remain within the contracted exhibit space. Marketing materials may not be placed on conference tables or other areas that are not within the boundaries of the booth, both inside and outside of the exhibit hall. Show management reserves the right to remove individuals or discard display materials that do not comply with these guidelines.
- RE+ Centroamérica has a zero-tolerance policy regarding suitcasing. Please note that while all meeting attendees are invited to the exhibit floor, any attendee who is observed to be soliciting business in the aisles or other public spaces, or in another company's booth, will be asked to leave immediately.
- **What is suitcasing?** Suitcasing is a business practice in which unethical companies will gain access to an event by obtaining some type of event credential (attendee badge, expo-only badge, etc.) and then solicit business in the aisles or other public spaces used for the conference. This practice skirts the support of the organizer and the industry.
- **What can you do?** Please report any violations you observe to the exhibit manager, other RE+ Centroamérica staff or conference security. The exhibit manager will investigate all complaints of suitcasing.
- RE+ Centroamérica recognizes that suitcasing may also take the form of commercial activity conducted from a hotel guest room or hospitality suite, a restaurant, or any other public place in proximity to our event. For the purposes of this policy, suitcasing violations may occur at venues other than the exhibition floor and at other events. It is for this reason Show Management must be informed of any hospitality suites, and expressed consent must be given prior to the event.