


Checklist for exhibitors

The following checklist covers the most important steps in planning for your participation in the exhibition and will help you to prepare.

STEP/TASK		INFORMATION/LINK	DATE/DEADLINE
1. Deciding to participate in the exhibition			
<input type="checkbox"/>	Consider the exhibition in terms of precise criteria	Exhibitor Brochure: Intersolar Mexico 2025 with ees Mexico Special Exhibition	
2. Exhibitor goals for participation			
<input type="checkbox"/>	Corporate goals		
<input type="checkbox"/>	PR goals		
<input type="checkbox"/>	Marketing goals		
<input type="checkbox"/>	Sales goals		
<input type="checkbox"/>	Lead goals		
3. Registration process			
<input type="checkbox"/>	Submit registration	Application form for main exhibitors	
<input type="checkbox"/>	Confirmation of participation		2 days after registration
<input type="checkbox"/>	Booth allocation		2 – 6 weeks after approval
<input type="checkbox"/>	Invoice		2 weeks after booth allocation
<input type="checkbox"/>	Payment via bank transfer	Until the payment has been settled, the exhibitor will not receive exhibitor tickets and may not set up on site.	
<input type="checkbox"/>	Register co-exhibitors	Application form for co-exhibitors	Available in November 2024
4. Schedule			
<input type="checkbox"/>	Observe important deadlines	You can find this information in the Exhibitor Platform, including the Exhibitor Manual (PDF)	Available in July

5. Membership Program – the bonus program for exhibitors			
<input type="checkbox"/>	Register free of charge and start collecting points	Further information	
6. Plan booth construction			
<input type="checkbox"/>	Determine size and type of booth		
<input type="checkbox"/>	Plan booth construction (system or custom)		
<input type="checkbox"/>	Observe regulations for booth construction	See section 5.6 in the Exhibitor Manual	
<input type="checkbox"/>	Booth design approval	Please check the form and information in the Exhibitor Portal. This form is a compulsory document	The deadline is August 1, 2025
7. Exhibitor service manual (includes order forms for various services)			
<input type="checkbox"/>	Booth construction	<p>Exhibitor tickets and other services as seen on the left can be ordered via our Exhibitor Portal online.</p> <p>Our booth building partner for package deals is Grupo SCH:</p> <div style="display: flex; align-items: center;"> <div> <p>GRUPO SCH Fernando Reyes Phone: +52 55 2163 5940 contacto@gruposch.mx www.gruposch.mx</p> </div> </div> <p>All additional services can be booked directly via the exhibition location Centro Banamex:</p> <div style="display: flex; align-items: center;"> <div> <p>Phone: +52 (55) 5268 2000 Ext.2054 Email: adicionales-CCB@ocesa.mx</p> </div> </div> <p>Please find the forms via the Exhibitor platform</p>	<p>On August 13, 2025, are the first order deadlines. (After this deadline orders of all services depend on the availability as well as a surcharge will be raised for some of them)</p>
<input type="checkbox"/>	Power supply		
<input type="checkbox"/>	Compressed air		
<input type="checkbox"/>	Telephone connection, internet access		
<input type="checkbox"/>	Cleaning and disposal		
<input type="checkbox"/>	Security/surveillance		
<input type="checkbox"/>	Transport services		
<input type="checkbox"/>	Multimedia/video/PC		
<input type="checkbox"/>	Staff		
<input type="checkbox"/>	Insurance		
<input type="checkbox"/>	Exhibitor tickets		
8. Invitation letters for visa approval			
<input type="checkbox"/>	Request your invitation letter	You can request an invitation letter for your visa as soon as the booth space is paid, via our mail address intersolar_mx@fwtm.de	
9. Conference & Visitor Tickets			
<input type="checkbox"/>	Book conference tickets	INTERSOLAR MEXICO 2025	available in June 2025
<input type="checkbox"/>	Exhibition Visitor Tickets		
10. Sponsorship and marketing services			

<input type="checkbox"/>	Book sponsorship packages	Sponsorship Overview	
<input type="checkbox"/>	Book marketing packages		
11. The smarter E AWARD, Intersolar AWARD and ees AWARD – the industry's most important innovation prize			
<input type="checkbox"/>	Presentation slot	Are you a finalist or winner of the award ? Make sure to display it at your booth and apply for a presentation slot at our stage! Your contact is Mrs. Gesche Maass maass@solarpromotion.com	Deadline for submission of a presentation: July 15, 2025
12. Delivery and storage			
<input type="checkbox"/>	Correctly addressed deliveries	Intersolar Mexico Company Name, (VAT number), Booth #. Centro Banamex Av. del Conscripto 311, Lomas de Sotelo, Hipódromo de las Américas, Miguel Hidalgo, 11200 CDMX Mexico	No delivery of materials in advance! Deliveries must be scheduled during the set-up days.
<input type="checkbox"/>	Contact shipping company if necessary	Contact data can also be found in the Manual  MILLENIUM CARGO Mario Salinas Phone: +52 55 5362 7899 mariosalinas@milleniumcargo.com.mx www.milleniumcargo.com.mx	
13. Travel and accommodation			
<input type="checkbox"/>	Book hotel	Further information	
14. Set-up and dismantling			
<input type="checkbox"/>	Note times and communicate them to the parties involved	Section 6 and 7 in the Exhibitor Manual	
15. Contacts			
<input type="checkbox"/>	Note important contact details	See the end of the Exhibitor Manual	
16. Follow-up phase			
<input type="checkbox"/>	Follow up on customer contacts/orders		
<input type="checkbox"/>	Public relations activities		
<input type="checkbox"/>	Evaluate success (cost/benefit)		
<input type="checkbox"/>	Consider participation in the next exhibition		

We wish you every success in planning and organizing your participation in the exhibition!

If you have any questions, please do not hesitate to contact us.

Best wishes,

[Intersolar Mexico Team](#)

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Kiehnlestraße 16
75172
Germany

Freiburg Management and Marketing
International GmbH
Neuer Messplatz 3
79108 Freiburg i. Breisgau
Germany

Informa Markets
Edificio Punto Polanco –
Lago Alberto 319
CDMX
México

Detailed checklist information

1. Deciding to participate in the exhibition

Consider the exhibition in terms of precise criteria

Detailed information why you should participate in the exhibition can be found in the exhibitor brochure of [Intersolar Mexico](#)

2. Exhibitor goals for participation

It is crucial to have a precise idea of what you hope to achieve with your participation ahead of the exhibition. Important goals should be defined in advance and communicated to the people involved.

3. Exhibition Application process

- Please use our Online Application which can be found [here](#).
Please send your completed application file to info@intersolar.mx
- Once your application is received, an acknowledgement of receipt will be sent to the email address of the contact that you specify. Please note that we will send all relevant documents and information to this email address. Therefore, please notify us promptly of any changes to this email address and contact person.
- Several days after your application has been submitted, we will notify you. We will send you a confirmation that your participation has been approved **(at which point the contract is valid and legally binding)**.
- You will receive a notification of your booth allocation 2–6 weeks after your registration is approved.
- The invoice for your booth space will be sent 2 weeks after this allocation.
- Please pay the invoice by the due date, otherwise the booth space you have booked cannot be guaranteed and important documents such as exhibitor tickets will not be distributed.

There is a separate application form for co-exhibitors. The main exhibitor remains as the contracting party. All communications will be directed to the contact specified by the main exhibitor. The [application form for co-exhibitors](#) is already available.

4. Schedule

Permanent	Booth space invoice Distribution
June 2025	Exhibitor Service Manual & Exhibitor Portal available online
June 2025	Exhibitor registration starts. Conference registration starts. Visitor registration for exhibition starts.
August 2025	Several deadlines in the exhibitor manual : <ul style="list-style-type: none"> • Exhibitor Registration • Mandatory appointing of contractors • Submission of Booth Construction Latest Booking of Technical Services
September 2025	Intersolar Mexico, September 2-4, 2025, Centro Banamex, Mexico City

5. Plan booth construction

Determine size and type of booth

The minimum size for exhibitor booths is 9 sqm. You may select between a row booth (one side open), a corner booth (two sides open), a peninsula booth (three sides open) or an island booth (four sides open). Please be aware that we will try our best to fulfill your request but may not be able to.

Plan booth construction (system or custom)

There are many design possibilities for exhibition booths. Depending on your budget, the selection ranges from simple booth systems to custom booths designed to meet your specific needs. Please do not start planning your booth until you have received your booth allocation with final dimensions and the type of booth. **Please note, that the booth construction is not included in the raw booth space.**

Observe regulations for booth construction

The most important regulations at a glance:

- **Maximum Booth Height and Minimum Clearance**

The maximum booth height allowed is 3.5 m for booths with 9 m² and 5 m for booths larger than 9 m² from the exhibition hall floor. Your products must not exceed that height.

Any wall directly adjacent to another booth must have a solid finish in white or black and should not display any typography, logo, or promotional image that affects or distracts from the neighboring booths appearance.

- **Floors and walls**

Elements on the floor or hall walls are forbidden.

If raised flooring is used, a 1m-wide access ramp for wheelchairs is mandatory. The ramp must be located within the boundaries of the leased area. For more information, please look into the exhibitor manual at section 5.6.

- **Islands, island edges or Corners**

Under no circumstances should an island booth be completely walled to the facing lanes. At most 30% of linear length should be walled on each side of the booth.

- **Two-story booths**

Please check the manual carefully for more information regarding two-story booths. You can find more information there at section 5.7.

Please check all RULES & REGULATIONS in the Exhibitor Manual!

The submission deadline for booth constructions requiring approval is on **August 1, 2025**. Please contact intersolar_mx@fwtm.de with any questions in this regard.

6. Exhibitor service manual (includes order forms for various services)

The [service manual](#) which will be available in June 2025, offers the booking of technical services and appointing your service providers. These services are provided by contractual partners of Informa and are arranged directly between you and their service providers. Cancellation of individual services will also be processed by the contractual partners.

Services that can be ordered by the service manual include:

- Electrical installations
- Cleaning and disposal
- Security/surveillance
- Transport services / deliveries

If you have any questions, contact details for the service provider are available on the corresponding order form or in the manual pdf.

7. Exhibitor Manual

The **Exhibitor Manual** is a password-protected booking platform that allows you to order various services and to edit your Company Profile on the website.

Please login or register yourself as a new user and set your own password. Please inform us of any changes to the main contact person or their e-mail address promptly, as only this person can access.

The most important functions of the Exhibitor Cockpit are:

Fast and easy online booking of...

- Customer invitation vouchers
- personalized advertising banners featuring your company name and booth number
- Rigging structures
- Electricity

Your online profile can be customized by inserting images and texts for free, as well as choosing your product categories.

8. Visitor and Conference Registration

The visitor and conference registration will be available in June 2025.

9. Sponsorships and marketing services

Intersolar Mexico offers you numerous opportunities to make promising contacts before, during and after the exhibition. Seize the chance to present yourself as a reliable partner to the solar industry – give your brand exposure with one of many sponsorships and marketing offers:

- Logo and banners on our website and floorplans
- exhibition lanyards
- banners in concourse windows
- and much more!

The offers of Intersolar Mexico are available on our [website](#)!

10. The smarter E AWARD, Intersolar AWARD and ees AWARD – the industry's most important innovation prizes

Are you a finalist or winner of the award 2024? Make sure to display it at your booth and apply for a presentation slot at our Stage! Deadline for submission of a presentation: **July 15, 2025**. For further information, please contact Mrs. Gesche Maass via maass@solarpromotion.com.

Press activities and all events surrounding the AWARD presentations help ensure that companies in the solar and energy storage industries receive the international recognition they deserve for their outstanding efforts in developing first-class products and services.

11. Delivery and storage

All deliveries (pallets, individual packages) to exhibitor's booths must be addressed as follows:

SHOWSITE

Hold For: Intersolar Mexico

Exhibiting Company Name and Booth Number

Centro Banamex

Av. del Conscripto 311, Lomas de Sotelo, Hipódromo de las Américas, Miguel Hidalg

11200 CDMX, Mexico

12. Travel and accommodation

Centro Banamex is easily reachable by air, car or public transport.

Information on arriving by car or with **public transport** as well as **hotel accommodations** is available on our [website](#).

Address Exhibition Centre:

Centro Banamex

Av. del Conscripto 311, Lomas de Sotelo, Hipódromo de las Américas, Miguel Hidalg

11200 CDMX, Mexico

www.centrobanamex.mx/en

13. Set-up and dismantling

Exhibitor tickets are **not** required for set-up and dismantling.

ACTIVITY	SUNDAY 31	MONDAY 1	TUESDAY 2	WEDNESDAY 3	THURSDAY 4	FRIDAY 5
SET-UP	ENTRANCE only to raw space From 12:00 h to 22:00 h	ENTRANCE ALL STANDS from 08:00 h to 19:00 h				
BADGE DELIVERY		from 10:00 to 18:00 h	from 08:00 to 18:00 h			
EVENT OPENING			10:30 h			
EVENT			From 11:00 to 18:00 h			
DISMANTLING					Valuable products and materials from 18:00 h to 20:30h Stand designs from 20:30 to 23:59 h	Stand designs from 00:00 to 12:00 noon

14. Contacts

Exhibitor registration/booth sales:

Solar Promotion International GmbH

Tel.: +49 7231 58598-0

Email: ExhibitorService@TheSmarterE.com.mx

Exhibitor service:

FMMI GmbH

Email: intersolar_mx@fwtm.de

15. Follow-up phase

Detailed follow-up is necessary for the sustainable and long-term success of your presence at the exhibition. Check to see if you met the goals you set in advance. Send updates and cultivate your relationships with potential customers and regular customers, even those who weren't at the exhibition. Report your participation on your website, social networks, etc. Evaluate the overall success of your participation and make a decision about whether or not you will participate in the next exhibition.

Don't forget: Send thank-you-notes to your customers and to all employees involved!

As of June 2025