

## ALEH 2026 Congress – Exhibitor Setup Manual

Please find below the general information regarding the **installation and dismantling of booths for ALEH 2026**, which will take place from **August 31 to September 2, 2026**, at the **Hilton Mexico City Reforma Hotel**.

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### 1. Setup Date and Schedule

#### August 29, 2026

The loading and unloading of large or heavy materials must be carried out exclusively during nighttime hours, between **00:00 and 06:00**, in the designated loading area.

General booth setup may take place between **09:00 and 17:00**. It is essential to strictly adhere to these time windows, as the venue operates under controlled logistical conditions.

Please note that the **freight elevator** is located on Revillagigedo Street, with a load capacity of **500 kg** and dimensions of **2.30 m (height) x 1.60 m (width) x 1.14 m (depth)**. This will be available during the day, but only for **light and small items**. A **loading platform** is also available at the corner of Av. Juárez and Revillagigedo, with dimensions of **5.00 x 3.00 m**, a height of **2.40 m**, and a load capacity of **2,000 kg**.

Please note that the platform operates between **00:00 and 06:00** (last service at **05:30 sharp – no exceptions**).

Hilton Mexico City Reforma does **not provide personnel for loading or unloading**. Each exhibitor must arrange transportation and handling of materials from the loading area to the exhibition hall.

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### 2. Venue

**Hilton Reforma Hotel – Revillagigedo Street (Loading Dock)**  
**Exhibition Hall:** Don Alberto 4

- All personnel must present **official identification** and proof of **liability insurance**
  - All staff must register using their ID and wear the identification badge provided by the hotel during their stay
  - Any damage to the hotel facilities caused by the installation team must be covered by the exhibitor or contractor
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### 3. Required Information

Please send the following information as soon as possible to:

 **coordinacion.cientifica@alehlatam.org**

- Name of the booth contractor company
- Name, email, and phone number of the installation manager
- List of staff members (names and IDs)
- Vehicle license plates
- **Booth render/design**
- List of materials and equipment to be brought in

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### 4. Electricity

Regarding power supply, the venue includes a **basic electrical provision within the booth package**:

- **Standard booths:** one double 110V outlet
  - **Islands:** two double 110V outlets
- If additional power is required, it must be approved by the hotel's Engineering Department and will be at the exhibitor's expense.
- Industrial-grade cables are required for all external wiring
  - All floor cabling must be properly secured and covered to prevent accidents
  - Exhibitors must provide their own extensions, power strips, and adapters
- Detailed electrical requirements and technical plans must be submitted by **August 17, 2026** to [coordinacion.cientifica@alehlatam.org](mailto:coordinacion.cientifica@alehlatam.org).
- If additional power is needed, a formal request must be submitted before **August 3, 2026** for quotation.

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### 5. Setup Requirements

- Floor protection (carpet, rubber, cable covers) is mandatory
  - It is not permitted to attach structures to walls, ceilings, floors, or furniture
  - No carpentry or painting work is allowed inside the exhibition hall
  - Maximum structure height: **2.50 m**
  - All materials must be pre-cleaned and properly inventoried
  - Staff must have appropriate PPE, an emergency plan, and insurance coverage
  - Adhesive tape cannot be used as the sole method of floor protection
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## 6. Dismantling

**September 2, 2026**

From **20:00** (or once the Congress concludes), with prior authorization from the organizing team, until **23:00**.

👉 All materials must be removed immediately, as the venue does not provide storage space. Any storage request will be subject to prior availability.

Please note that materials must be removed via the **freight elevator**.

The **loading platform** (for large/heavy materials), located at Av. Juárez and Revillagigedo (5.00 x 3.00 m, height 2.40 m, capacity 2,000 kg), will be available from **23:00 to 00:00**.

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### Attachments

- Exhibition floor plan
- Hilton Reforma supplier policies (liability letter)  
→ Please review carefully and return signed by **August 17, 2026**
- Rigging points and anchoring manual

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We greatly appreciate your cooperation and kindly ask you to send the requested information as soon as possible.

Please do not hesitate to contact us should you have any questions.