

DELEGATES GUIDE

XIII SUMMIT



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TABLE OF CONTENTS

1.	Dates and Venue	8
2.	Air Transportation	9
3.	Dignitary Arrivals	10
4.	Immigration Procedures	11
5.	Transportation	14
5.1	Delegations led by Heads of State	14
5.1.1.	Basic motorcade configuration for Heads of State	15
5.2	Delegations led by Ministers, Heads of International Organizations, and other levels of representation	16
5.3	Car Rentals	17
6.	Accommodations	18
6.1	Lodging for Heads of State.	18
6.2	Lodging for delegations led by Ministers, Heads of International Organizations, and other levels of representation	20
7.	Organization of the Working Sessions	24
7.1	General Program	24
7.2	Interpretation Services	26
7.3	Rooms for Bilateral Meetings	26
7.4	Working Spaces for Delegates	26

XIII
SUMMIT



**Alianza del
Pacífico**

MÉXICO
GOBIERNO DE LA REPÚBLICA



SRE
SECRETARÍA DE
RELACIONES EXTERIORES

SE
SECRETARÍA DE ECONOMÍA

SHCP
SECRETARÍA DE HACIENDA
Y CRÉDITO PÚBLICO



TABLE OF CONTENTS

8.	Participants Accreditation and Registration	27
8.1	Delegates Accreditation	27
8.2	Types of Accreditation	27
8.3	Accreditation Procedure	30
8.4	Accreditation Confirmation	30
8.5	Accreditation Delivery	30
8.6	Theft or Loss	30
9.	Press	31
9.1	Press Accreditations	31
9.2	Press Room	31
10.	Vehicle Accreditation	32
11.	Security and Permits	33
11.1	Temporary License to Import and Carry Firearms	33
11.2	Permits to Import Radio Communications Equipment and Use of Frequencies	34
11.3	Overflight and Landing Permits for Official Aircraft	34
12.	Social Events	35
12.1	National Coordinators and Vice Ministers	35
12.2	Council of Ministers Dinner and Luncheon	35
12.3	Heads of State Dinner and Luncheon	35
13.	Dress Code	36
14.	Useful Information	37
14.1	Currency and Exchange Rate	37
14.2	Weather	37
14.3	Medical Services	37
14.4	Time Zone and Telephone Area Codes	37
14.5	Electrical System	38
	Exhibit 1	39
	Directory	45

XIII SUMMIT



**Alianza del
Pacífico**

MÉXICO
GOBIERNO DE LA REPÚBLICA



SRE
SECRETARÍA DE
RELACIONES EXTERIORES

SE
SECRETARÍA DE ECONOMÍA

SHCP
SECRETARÍA DE HACIENDA
Y CRÉDITO PÚBLICO

XIII SUMMIT



**Alianza del
Pacífico**

MÉXICO
GOBIERNO DE LA REPÚBLICA



SRE
SECRETARÍA DE
RELACIONES EXTERIORES

SE
SECRETARÍA DE ECONOMÍA

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Y CRÉDITO PÚBLICO

DELEGATES GUIDE

This guide contains useful and general information on operations and logistics for the 13th Pacific Alliance Summit. Delegations will be informed of any changes or updates made to the information contained in this document.

XIII
SUMMIT



**Alianza del
Pacífico**

MÉXICO
GOBIERNO DE LA REPÚBLICA



SRE
SECRETARÍA DE
RELACIONES EXTERIORES

SE
SECRETARÍA DE ECONOMÍA

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SECRETARÍA DE HACIENDA
Y CRÉDITO PÚBLICO

XIII SUMMIT



**Alianza del
Pacífico**

MÉXICO
GOBIERNO DE LA REPÚBLICA



SRE
SECRETARÍA DE
RELACIONES EXTERIORES

SE
SECRETARÍA DE ECONOMÍA

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Y CRÉDITO PÚBLICO

1. DATES AND VENUE

The 13th Pacific Alliance Summit will be held July 20-24, 2018, at the Puerto Vallarta International Convention Center in Jalisco, Mexico. The Ministries of Foreign Relations (Spanish acronym: SRE), Economy, and Finance and Public Credit are responsible for planning and organizing the Summit activities.

Ministry of Foreign Affairs' Office of Protocol (*Dirección General de Protocolo*, Spanish acronym: DGP) is responsible for the ceremonial aspects during the Summit and is the main contact for the diplomatic delegations accredited in Mexico.

The DGP will be responsible for appointing diplomatic liaison officers who will serve as the direct channel to and from the different authorities to ensure the flow of information, in addition to meeting official requirements and responding to your delegation's inquiries.

The Puerto Vallarta International Convention Center is located at Av. Paseo de las Flores # 505, Colonia Villa las Flores in Puerto Vallarta, Jalisco, Mexico.



2. AIR TRANSPORTATION

The Licenciado Gustavo Díaz Ordaz International Airport in Puerto Vallarta will be the Airport designated to welcome the participants attending the 13th Pacific Alliance Summit. The Airport is two kilometers (1.2 miles) from the Puerto Vallarta Marina, which is the area where the venue hotels are located, and three kilometers (1.86 miles) from the Puerto Vallarta International Convention Center.

Carretera a Tepic Km 7.5, Área Militar de Vallarta, 48311 Puerto Vallarta, Jalisco, México

IATA Code: PVR - OACI Code: MPR

The following airlines offer flights to the Puerto Vallarta International Airport:

AIRLINE	WEBSITE
Interjet	http://www.interjet.com.mx/Home.aspx
Aeroméxico	http://www.aeromexico.com.mx
Volaris	http://volaris.com
Air Canada	https://www.aircanada.com
Calafia Airlines	https://www.calafiaairlines.com/
Magnicharters	http://www.magnicharters.com/
Delta Air Lines	https://es.delta.com/
USA 3000 Airlines	http://www.usa3000.com/
Sun Country Airlines	https://www.suncountry.com
Frontier	https://www.flyfrontier.com/
American Airlines	http://www.aa.com/
Air Transat	https://www.airtransat.com
United Airlines	https://www.united.com
Virgin America	https://www.virginamerica.com/
WestJet	https://www.westjet.com

The Benito Juárez International Airport in Mexico City will also provide support for customs and immigration procedures for the delegates traveling through that airport on a connecting flight.

XIII
SUMMIT



**Alianza del
Pacífico**

MÉXICO
GOBIERNO DE LA REPÚBLICA



SRE
SECRETARÍA DE
RELACIONES EXTERIORES

SE
SECRETARÍA DE ECONOMÍA

SHCP
SECRETARÍA DE HACIENDA
Y CRÉDITO PÚBLICO



3. DIGNITARY ARRIVALS

The arrival of Dignitaries traveling on official flights must be reported to the DGP with a *note verbale* listing the individuals who will receive the dignitaries at the airport, indicating their names and positions, as well as information on the vehicles they will use.

Any delegation requiring the presence of the media at the Head of State's arrival at the Puerto Vallarta Airport must request this in advance, to inform the airport and security authorities responsible during the Summit (the Ministry of National Defense; the Office of the Chief of Staff and Presidential Guard (*Estado Mayor Presidencial*, Spanish acronym: EMP), and the Federal Police.

The General Customs Administration and the National Migration Institute will provide support to facilitate the delegations' entry and departure procedures.

Each delegation is responsible for contracting ground transportation services for all supplies required by the aircraft.

The accreditations page contains the forms required to register the crew and general services on land. These forms must be duly completed and emailed to dgprotocolo@sre.gob.mx. It is essential to mention the name of the official in charge of coordinating aircraft services and who will require access to the airport at all times.

In the event of arrivals on commercial flights, a *note verbale* must be sent listing at least the officials who will need access to the commercial terminal so that the corresponding access card(s) can be processed, both in Mexico City and in Puerto Vallarta.

4. IMMIGRATION PROCEDURES

Participants who require a visa to enter Mexico must apply at the Mexican Embassies or Consulates in their country of origin or place of residence. Exhibit 1 shows the visa requirements.

Nationals of Pacific Alliance member countries holding ordinary, diplomatic or official passports are exempt from visa requirements, provided that their stay does not exceed 90 days.

A list of the 56 countries invited, with the visa requirements based on the type of passport, appears below.

COUNTRY INVITED	VISA REQUIREMENT		
	ORDINARY PASSPORT	OFFICIAL PASSPORT	DIPLOMATIC PASSPORT
Argentina	Exempt	90 days without a visa	90 days without a visa
Australia	Exempt	Visa is required	Visa is required
Austria	Exempt	90 days without a visa	90 days without a visa
Belarus	Visa is required	Visa is required	Visa is required
Belgium	Exempt	90 days without a visa	90 days without a visa
Brazil	Exempt	90 days without a visa	90 days without a visa
Canada	Exempt	Visa is required	Visa is required
China	Visa is required	90 days without a visa	90 days without a visa
Costa Rica	Exempt	90 days without a visa	90 days without a visa
Croatia	Exempt	90 days without a visa	90 days without a visa
Czech Republic	Exempt	90 days without a visa	90 days without a visa
Denmark	Exempt	90 days without a visa	90 days without a visa
Dominican Republic	Visa is required	Visa is required	90 days without a visa
Ecuador	Visa is required	Visa is required	90 days without a visa
Egypt	Visa is required	Visa is required	Visa is required
El Salvador	Visa is required	90 days without a visa	90 days without a visa
Germany	Exempt	90 days without a visa	90 days without a visa
Finland	Exempt	90 days without a visa	90 days without a visa
France	Exempt	90 days without a visa	90 days without a visa
Georgia	Visa is required	Visa is required	Visa is required
Greece	Exempt	90 days without a visa	90 days without a visa
Guatemala	Visa is required	90 days without a visa	90 days without a visa
Haiti	Visa is required	Visa is required	Visa is required
Honduras	Visa is required	Visa is required	90 days without a visa



XIII SUMMIT



**Alianza del
Pacífico**

MÉXICO
GOBIERNO DE LA REPÚBLICA



SRE

SECRETARÍA DE
RELACIONES EXTERIORES

SE

SECRETARÍA DE ECONOMÍA

SHCP

SECRETARÍA DE HACIENDA
Y CRÉDITO PÚBLICO

COUNTRY INVITED	VISA REQUIREMENT		
	ORDINARY PASSPORT	OFFICIAL PASSPORT	DIPLOMATIC PASSPORT
Hungary	Exempt	90 days without a visa	90 days without a visa
India	Visa is required	90 days without a visa	90 days without a visa
Indonesia	Visa is required	30 days without a visa	30 days without a visa
Israel	Exempt	90 days without a visa	90 days without a visa
Italy	Exempt	90 days without a visa	90 days without a visa
Japan	Exempt	180 days without a visa	180 days without a visa
Lithuania	Exempt	90 days without a visa	90 days without a visa
Morocco	Visa is required	90 days without a visa	90 days without a visa
Norway	Exempt	90 days without a visa	90 days without a visa
New Zealand	Exempt	90 days without a visa	90 days without a visa
Netherlands	Exempt	90 days without a visa	90 days without a visa
Panama	Exempt	90 days without a visa	90 days without a visa
Paraguay	Exempt	90 days without a visa	90 days without a visa
Poland	Exempt	90 days without a visa	90 days without a visa
Portugal	Exempt	90 days without a visa	90 days without a visa
Romania	Exempt	90 days without a visa	90 days without a visa
Serbia	Visa is required	90 days without a visa	90 days without a visa
Slovakia	Exempt	90 days without a visa	90 days without a visa
Slovenia	Exempt	90 days without a visa	90 days without a visa
Spain	Exempt	90 days without a visa	90 days without a visa
Singapore	Exempt	90 days without a visa	90 days without a visa
South Korea	Exempt	90 days without a visa	90 days without a visa
Sweden	Exempt	90 days without a visa	90 days without a visa
Switzerland	Exempt	90 days without a visa	90 days without a visa
Thailand	Visa is required	90 days without a visa	90 days without a visa
Trinidad and Tobago	Exempt	90 days without a visa	90 days without a visa
Turkey	Visa is required	Visa is required	90 days without a visa
Ukraine	Visa is required	Visa is required	90 days without a visa
United Arab Emirates	Visa is required	90 days without a visa	90 days without a visa
United Kingdom	Exempt	90 days without a visa	90 days without a visa
United States of America	Exempt	180 days without a visa	180 days without a visa
Uruguay	Exempt	90 days without a visa	90 days without a visa

*Free of charge. The waiver or lack of fee for ordinary passports applies to visitor visas that do not provide permission to perform remunerated activities.

Ordinary passport holders traveling to Mexico as visitors without permission to engage in remunerated activities have a streamlined process to enter the country without a visa. Persons not holding a valid visa may enter the country presenting one of the following documents:

- a) Document certifying permanent residency in Canada, the United States, Japan, the United Kingdom, or any country in the Schengen Area, as well as Pacific Alliance member countries (Chile, Colombia, and Peru).
- b) Current valid visa from Canada, the United States, Japan, the United Kingdom or any of the Schengen Area countries.
- c) APEC Business Travel Card (ABTC) approved by Mexico.

XIII
SUMMIT



**Alianza del
Pacífico**

MÉXICO
GOBIERNO DE LA REPÚBLICA



SRE
SECRETARÍA DE
RELACIONES EXTERIORES

SE
SECRETARÍA DE ECONOMÍA

SHCP
SECRETARÍA DE HACIENDA
Y CRÉDITO PÚBLICO



5. TRANSPORTATION

5.1 DELEGATIONS LED BY HEADS OF STATE.

The Mexican government will provide complimentary transportation to Pacific Alliance member countries during their stay:

- 1 armored vehicle for the Head of State
- 1 vehicle for the Minister of Foreign Affairs
- 1 vehicle for the Minister of Foreign Trade or equivalent
- 1 vehicle for the Minister of Finance

















Note: In the event that a Minister holds multiple portfolios, only one complimentary vehicle will be provided. By the same token, if a Minister does not attend, the vehicle may not be reassigned to the next level of representation.

The Mexican government will provide complimentary transportation to MERCOSUR member country delegations during their stay:

- 1 armored vehicle for the Head of State
- 3 vehicles for the Ministers

Note: Complimentary vehicles are not transferable. In the event that fewer than three Ministers attend, vehicles may not be reassigned to the next level of representation.

5.1.1. BASIC MOTORCADE CONFIGURATION FOR HEADS OF STATE.

1		LEAD MOTORCYCLE Provided by the Mexican government
2		PILOT VEHICLE Provided by the Mexican government
3		PROTOCOL Provided by the Mexican government
4		SECURITY VEHICLE No. 1. Provided by the Mexican government
5		PRIMARY VEHICLE (ARMORED) Provided by the Mexican government
6		SECURITY VEHICLE No. 2. Provided by the Mexican government
7		TACTICAL VEHICLE Provided by the Mexican government
8		SECURITY VEHICLE No. 3. Optional, provided by the visiting delegation
9		VEHICLE FOR THE MINISTER OF FOREIGN AFFAIRS Provided by the Mexican government
10		VEHICLE FOR THE MINISTER OF ECONOMY OR TRADE Provided by the Mexican government
11		VEHICLE FOR THE MINISTER OF FINANCE Provided by the Mexican government
12		ENTOURAGE 1 Optional, provided by the visiting delegation
13		ENTOURAGE 2 Optional, provided by the visiting delegation
14		ENTOURAGE 3 Optional, provided by the visiting delegation
15		AMBULANCE Provided by the Mexican government
16		REAR GUARD MOTORCYCLE Provided by the Mexican government

Should delegations require additional vehicles, each delegation will be required to pay for their cost, including vehicles to transport their entourage and luggage. We recommend contracting minivans to ensure efficient mobility.

Delegations led by Heads of State may obtain accreditation for up to three (3) vehicles to be included in the main motorcade, and up to three (3) vehicles more for transportation outside the motorcade (see section 10. Accreditation of Vehicles).

XIII SUMMIT



Alianza del Pacífico

MÉXICO
GOBIERNO DE LA REPÚBLICA



SRE

SECRETARÍA DE
RELACIONES EXTERIORES

SE

SECRETARÍA DE ECONOMÍA

SHCP

SECRETARÍA DE HACIENDA
Y CRÉDITO PÚBLICO

XIII SUMMIT



**Alianza del
Pacífico**

MÉXICO
GOBIERNO DE LA REPÚBLICA



SRE
SECRETARÍA DE
RELACIONES EXTERIORES

SE
SECRETARÍA DE ECONOMÍA

SHCP
SECRETARÍA DE HACIENDA
Y CRÉDITO PÚBLICO

5.2 DELEGATIONS LED BY MINISTERS, HEADS OF INTERNATIONAL ORGANIZATIONS AND OTHER LEVELS OF REPRESENTATION

Delegations led by **Ministers** will be provided with one complimentary vehicle.

Heads of International Organizations will be provided with one complimentary vehicle.

Note: In the event that a Minister or Head of an International Organization does not attend, the vehicle may not be reassigned to the next level of representation.

Delegations from observer countries invited with another level of representation will be provided with complimentary ground transportation to and from the airport to the hotel in shared-use vehicles.

The Mexican government will also arrange a periodic shuttle service for delegations serving the different Summit venues on the following routes:

1. Airport –Venue Hotels - Airport
2. Venue Hotels– Convention Center – Venue Hotels

5.3 CAR RENTALS

There are several car rental companies in Puerto Vallarta, most with offices at the Puerto Vallarta International Airport Terminal 1, as listed below:

COMPANY	TELEPHONE	ADDRESS
Alamo	Tel: +52 (322) 221-3030	Coral Plaza, Av. Francisco Medina Ascencio 4690 B, Guadalupe Victoria, 48317 Puerto Vallarta, Jalisco
Avis	Tel: +52 (322) 224-4859 +52 (322) 226-2800 Ext. 8005	David Alfaro Siqueiros 164 Zona Hotelera Norte (Playas Vallarta) 48333 Puerto Vallarta, Jalisco
Budget	Tel: +52 (322) 221-1730	Blvd. Francisco Medina Ascencio 141, Villa Las Flores, 48335 Puerto Vallarta, Jalisco
Dollar	Tel: +52 (322) 221-1985	Blvd. Francisco Medina Ascencio 7924, Villa las Flores, 48335 Puerto Vallarta, Jalisco
Europcar	Tel: 01 (800) 201-2084 Cell + 52 1 (998) 246-5459	Carretera Vallarta-Tepic Km 7.5 Col. Villa Flores 48311 Puerto Vallarta, Jalisco
Fox Rent a Car	Tel: +52 (322) 209-0390	Avenida Francisco Medina Ascencio 7968, 48335 Puerto Vallarta, Jalisco
Hertz	Tel: + 52 (322) 221-3640	Blvd. Francisco Medina Ascencio 3987, Marina Vallarta, 48311 Puerto Vallarta, Jalisco
National	Tel: +52 (322) 209-0390	Av. Francisco Medina Ascencio 4172, Col. Villa Las Flores, 48335 Puerto Vallarta, Jalisco
Thrifty	Tel: +52 (322) 221-2984	Francisco Medina Ascencio 7926, Villa Las Flores, 48335 Puerto Vallarta, Jalisco
U-Save	Tel: + 52 (322) 223-1354	Av. Fco. Medina Ascencio 1728, Col. Olímpica, 48330 Puerto Vallarta, Jalisco





6. ACCOMMODATIONS

6.1 LODGING FOR HEADS OF STATE

Lodging for Pacific Alliance Heads of State

The Mexican government will cover the lodging expenses for Heads of State and the Ministers of Foreign Affairs, Foreign Trade or equivalent, and Ministers of Finance or equivalent of Pacific Alliance member countries.

Six additional rooms have been reserved for each delegation at the venue hotel for Dignitaries from the Pacific Alliance member countries. The delegations must cover the cost of these rooms themselves.

	LODGING VENUE	ROOM TYPE	DATES
Head of State	Casa Velas Hotel	Wellness Suite	July 23 and 24
Minister of Foreign Affairs	Casa Velas Hotel	Grand Class Plus	July 22 to 24
Minister of Economy or Trade	Casa Velas Hotel	Grand Class Plus	July 22 to 24
Minister of Finance	Casa Velas Hotel	Grand Class Plus	July 22 to 24
Six rooms per delegation	Casa Velas Hotel	Master Suite	To be paid by the delegation in attendance

Note: In the event that a Minister holds multiple portfolios, only one complimentary room will be provided. Similarly, in the event a Minister does not attend, the complimentary room may not be reassigned to the next level of representation.

XIII SUMMIT

Lodging for Heads of State from MERCOSUR member countries

The Mexican government will also cover the lodging expenses for invited MERCOSUR member countries: One (1) room for the Head of State and one (1) room for each Minister accompanying the Dignitary, with a maximum of three (3) rooms per country.

Six additional rooms have been reserved for each delegation at the venue hotel for Dignitaries from MERCOSUR member countries. The cost of these rooms must be covered by the delegations themselves.

	LODGING VENUE	ROOM TYPE	DATES
Head of State	Hotel Velas Vallarta	3-room suite	July 23 and 24
Minister	Hotel Velas Vallarta	2-room suite	July 23 and 24
Minister	Hotel Velas Vallarta	2-room suite	July 23 and 24
Minister	Hotel Velas Vallarta	2-room suite	July 23 and 24
6 rooms per delegation (TBC)	Hotel Velas Vallarta		To be paid by the delegation in attendance

Note: In the event that a Minister holds multiple portfolios, only one complimentary room will be provided. In like manner, in the event a Minister does not attend, the complimentary room may not be reassigned to the next level of representation.

Complimentary lodging must be confirmed by providing a general list including the name of each guest and the date(s) of their stay e-mailed to alojamientoxiicap@sre.gob.mx.

For the six rooms to be paid for by each of the delegations at the Heads of State hotels, a list must be sent including the names, dates of stay and credit card data to the aforementioned e-mail. Once these are confirmed, a reservation confirmation code will be sent.



**Alianza del
Pacífico**

MÉXICO
GOBIERNO DE LA REPÚBLICA



SRE
SECRETARÍA DE
RELACIONES EXTERIORES

SE
SECRETARÍA DE ECONOMÍA

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SECRETARÍA DE HACIENDA
Y CRÉDITO PÚBLICO

XIII SUMMIT



**Alianza del
Pacífico**

MÉXICO
GOBIERNO DE LA REPÚBLICA



SRE
SECRETARÍA DE
RELACIONES EXTERIORES

SE
SECRETARÍA DE ECONOMÍA

SHCP
SECRETARÍA DE HACIENDA
Y CRÉDITO PÚBLICO

6.2 ACCOMMODATIONS FOR DELEGATIONS LED BY MINISTERS, HEADS OF INTERNATIONAL ORGANIZATIONS AND OTHER LEVELS OF REPRESENTATION.

Lodging for the Observer States at the Minister level

Delegations led by Ministers will each have a complimentary Run of House deluxe room at the Marriott Hotel from July 22 to 24.

Lodging for Heads of International Organizations

Heads of International Organizations will have a complimentary standard room at the Hotel Velas Vallarta from July 22 to 24.

Note: In the event that a Minister or Head of an International Organization does not attend, the complimentary room may not be reassigned to the next level of representation.

A list of hotels in Puerto Vallarta, offering preferred rates for Summit participants appear below:

Name	Address	Contact	Rate
Casa Velas (Pacific Alliance Delegations 1 + 3 + 6*)	Pelicanos 311, Marina Vallarta, Puerto Vallarta, Jalisco (Marina Area, included in the Summit shuttle route)	Jessica Ivette García Mendez Tel +52 (55) 9198-0072 jessicag@sre.gob.mx	Single room per night MXN 7,595.00 p/p
<p>Note: At Casa Velas, all reservations will be handled by the Mexican Ministry of Foreign Affairs. *1 + 3 complimentary rooms + 6 rooms reserved for Pacific Alliance delegations.</p>			
Velas Vallarta (Pacific Alliance Delegations MERCOSUR delegations and International Organizations)	Paseo de la Marina Norte # 585 Col. Marina Vallarta, Puerto Vallarta, Jalisco (Marina Area, included in the Summit shuttle route)	Stephanie Becerril sbecerril@velasresorts.com Tel +52 (322) 226-9513 https://www.velasvallarta.com.mx/	<p>Rate in USD All-inclusive plan</p> <p>Single room per night USD 368.90</p> <p>Double occupancy USD 249.90 p/p</p> <p>Triple occupancy USD 208.25 p/p</p> <p>Taxes included</p>

Name	Address	Contact	Rate
Marriott (Observer States)	Av. Paseo de la Marina Norte 435, Marina Vallarta, Puerto Vallarta, Jalisco (Marina Area, included in the Summit shuttle route)	*Ubaldo Mendoza ubaldo.mendoza@marriotthotels.com Tel +52 (322) 226-0071 Ext. 6305 Tel +52 (322) 226-0063 https://www.espanol.marriott.com/hotels/travel/pvrmx-marriott-puerto-vallarta-resort-and-spa/ * Preferred rate valid until June 25, 2018 with the contact.	Breakfast included single room rate per night MXN 3,449.00 Double room MXN 1,952.00 p/p Taxes included All-inclusive single room rate per night MXN 4,722.00 Double room MXN 3,449.00 p/p Taxes included
Hilton (Staff)	Av. De las Garzas 136-1 Zona Hotelera Norte, Puerto Vallarta, Jalisco (North Hotel Zone 7.6 km. [4.7 mi] from International Convention Center)	Gabriela Jaime G gabriela.jaime@hilton.com T +52 (322) 176-1176 T +52 (322) 176-11 98 http://www.hiltonhotels.com/es_XM/mexico/hilton-puerto-vallarta-resort/	All-inclusive single room rate per night MXN 4,220.00 Double room MXN 2,910.00 p/p Taxes included
The Westin Resort & Spa Puerto Vallarta (Business Executives)	Paseo de la Marina Sur 205, 48354 Puerto Vallarta, Jalisco (Marina Area, included in the Summit shuttle route)	Héctor Bautista hector.bautista@westin.com T +52 (322) 226-1130 http://www.westinpuertovallarta.com/es	Breakfast included single room rate per night MXN 3,486.00 Double room MXN 3,838.00 per night Taxes included
Hotels for the Press			
Holiday Inn Express	Blvd. Francisco Medina Ascencio, 3974. Col Villa de las Flores Puerto Vallarta, Jalisco (Marina Area, 1.5 km. [.9 mi] from the Marriott Hotel)	Sofía González ventas1@hiepvr.com T +52 (322) 226-7760 https://www.ihg.com/holidayinnexpress/hotels/us/es/puerto-vallarta/pvrfl/hoteldetail	American buffet breakfast included, single or double room MXN 1,800.00 Additional person MXN 350.00, plus taxes
Comfort Inn	Blvd. Francisco Medina Ascencio 3965, Marina Vallarta, 48335 Puerto Vallarta, Jalisco (Marina Area, 1.3 km. [.8 mi] from the Marriott Hotel)	Nallely Gómez Vázquez ventas@cicvllarta.com.mx T +52 (322) 226-7979 http://www.civallarta.com	Continental breakfast included single or double room MXN 1,461.13 Taxes included
Other hotels			

XIII SUMMIT



Alianza del Pacífico

MÉXICO
GOBIERNO DE LA REPÚBLICA



SRE
SECRETARÍA DE
RELACIONES EXTERIORES

SE
SECRETARÍA DE ECONOMÍA

SHCP
SECRETARÍA DE HACIENDA
Y CRÉDITO PÚBLICO

XIII SUMMIT



**Alianza del
Pacífico**

MÉXICO
GOBIERNO DE LA REPÚBLICA



SRE

SECRETARÍA DE
RELACIONES EXTERIORES

SE

SECRETARÍA DE ECONOMÍA

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SECRETARÍA DE HACIENDA
Y CRÉDITO PÚBLICO

Name	Address	Contact	Rate
Fiesta Americana	Av. Francisco Medina Ascencio Km 2.5, Las Glorias, 48333 Puerto Vallarta, Jalisco (North Hotel Zone, 8.4 km [5.2 mi] from the International Convention Center)	Astrid Fraga astrid.fraga@posadas.com T +52 (322) 226-2100 ext. 340 http://www.fiestamericana.com/es/web/fiesta-americana-puerto-vallarta-all-inclusive-&-spa/overview	All-inclusive single room rate per person MXN 4,230.00 Double room MXN 2,490.00 p/p Triple room MXN 2,110.00 p/p Taxes included
Sheraton Baganvillas	Bld. Francisco Medina Ascencio 999, Las Glorias, Puerto Vallarta, Jalisco, 48333	http://www.sheratonvallarta.com/ T +52 (322) 226-0404 Number for reservations in the U.S. and Canada: 1 877 743 7282	All-inclusive single room rate per night MXN 3,999.00 Double room MXN 5,020.00 per night Triple room MXN 6,837.00 per night
Fiesta Inn	Bld. Francisco Medina Ascencio 2479, Zona Hotelera Norte, 48333 Puerto Vallarta, Jalisco	Hazzel Contreras hazzel.contreras@posadas.com T +52 (322) 688-1550	Breakfast included Single room per night MXN 2,377.80 Double room per night MXN 2,613.60 Triple room per night MXN 2,968.40 Quadruple room per night MXN 3,323.20 A la carte meal plan Single room per night MXN 3,163.80 Double room per night MXN 4,185.60 Triple room per night MXN 5,326.40 Quadruple room per night MXN 6,467.20 Taxes included Does not include gratuities

XIII SUMMIT

Name	Address	Contact	Rate
Secrets Vallarta Bay/ Now Amber	David Alfaro Siqueiros 164 Col. Zona Hotelera Las Glorias Puerto Vallarta, Jalisco	Fernando A. Tremari T +52 (322) 226-2906	All-inclusive single room MXN 3,120.00 Double room MXN 2,419.00 p/p Taxes included
Crown Paradise Golden	Av. De las Garzas #1 Zona Hotelera Norte Puerto Vallarta, Jalisco	Gabriela Quiles gquiles@crownparadi se. com T +52 (322) 226-8446	All-inclusive single room MXN 2,531.00 Double room MXN 1,687.00 p/p Taxes included

* The fixed rate must be converted to Mexican pesos at the current exchange rate on the payment date to obtain the rate in U.S. Dollars.



Alianza del Pacífico



MÉXICO
GOBIERNO DE LA REPÚBLICA



SRE

SECRETARÍA DE
RELACIONES EXTERIORES

SE

SECRETARÍA DE ECONOMÍA

SHCP

SECRETARÍA DE HACIENDA
Y CRÉDITO PÚBLICO



7. ORGANIZATION OF THE WORKING SESSIONS

7.1 GENERAL PROGRAM

DAY	EVENT
July 20	National Coordinators' Meeting and Luncheon Format 4 + 4 Venue: Casa Velas Hotel
July 21	National Coordinators' Meeting and Luncheon Format 4 + 4 Venue: Casa Velas Hotel
July 22	High-Level Group (HLG) Meeting of Pacific Alliance member countries Format: 4 + 8 Venue: Casa Velas Hotel
	High-level Group (HLG) Meeting with Pacific Alliance Ministries of Finance Representatives Format: 4 + 8 HLG 1+1 Finance Venue: Casa Velas Hotel
	High-Level Group (HLG) Meeting with Pacific Alliance Business Council (PABC) Format: 4 + 8 HLG 1+1 PABC per country Venue: Casa Velas Hotel
	Vice-Ministers for Foreign Affairs and Trade Luncheon Format 8 per country Venue: Casa Velas Hotel
	Inter-Parliamentary Commission Meeting and Luncheon Venue: Hotel Fiesta Americana
	Governors Reception and Luncheon Venue: Hotel Fiesta Americana
	Council of Ministers Meeting with Candidates for the Associated States (CAS) Format 4+8 for PA 1+2 CAS Venue: International Convention Center
	Pacific Alliance Ministers (Foreign Affairs and Trade) and International Organizations (IO) Dinner Format: Ministers and Vice-Ministers from PA Heads of IO Venue: Hotel Velas Beach Club
July 23	Fifth Pacific Alliance Business Encounter Venue: Westin Hotel

XIII SUMMIT



Alianza del Pacífico

MÉXICO
GOBIERNO DE LA REPÚBLICA



SRE
SECRETARÍA DE
RELACIONES EXTERIORES

SE
SECRETARÍA DE ECONOMÍA

SHCP
SECRETARÍA DE HACIENDA
Y CRÉDITO PÚBLICO

DAY	EVENT
July 23	Ministers Meeting (Foreign Affairs, Trade, and Finance) with Minister of Foreign Trade and Investment of Ecuador Format 6 + 12 Venue: International Convention Center
	Ministers Meeting (Foreign Affairs, Trade, and Finance) Format 6 + 12 Photograph of the Ministers Venue: International Convention Center
	Ministers (Foreign Affairs, Trade and Finance) Roundtables with Observer States (OS) and International Organizations (IO) Format 3 + 6 for PA 1 + 1 for OS and IO Venue: Marriott Hotel
	Photograph of the Ministers with Heads of OS and IO Delegations
	Ministers (Foreign Affairs, Trade and Finance) Conclusions Luncheon with Observer States (OS) and International Organizations (IO) Format 3 + 6 for PA 1 + 1 for OS and IO Venue: Marriott Hotel
	Closing Panel for the 5 th Pacific Alliance Business Encounter Format: Head of State + 3 + 6 per PA country 1 OS at the Minister level Heads of IO Venue: Westin Hotel
	13th Pacific Alliance Summit Official Dinner Venue: Beach at Hotel Velas Vallarta
July 24	<p>13th Pacific Alliance Presidential Summit</p> <ol style="list-style-type: none"> 1. Official Photograph of Pacific Alliance Heads of State 2. Official Reception 3. Gathering of PA and MERCOSUR Heads of State and Official Photograph 4. PA-MERCOSUR joint communiqué to the press 5. Opening Ceremony of the 13th Pacific Alliance Summit 6. 13th Pacific Alliance Summit Plenary Session 7. Pacific Alliance Heads of State Luncheon 8. Meeting of PA Heads of State with PABC 9. Signing of Declaration and Joint Communiqué to the press

XIII SUMMIT



**Alianza del
Pacífico**

MÉXICO
GOBIERNO DE LA REPÚBLICA



SRE
SECRETARÍA DE
RELACIONES EXTERIORES

SE
SECRETARÍA DE ECONOMÍA

SHCP
SECRETARÍA DE HACIENDA
Y CRÉDITO PÚBLICO

7.2 INTERPRETATION SERVICES

Meetings will be conducted in Spanish. Spanish-English-Spanish interpretation services will be available for sessions that involve observer countries. Spanish-Portuguese-Spanish interpretation services will be available for sessions that involve MERCOSUR countries.

7.3 ROOMS FOR BILATERAL MEETINGS

Rooms will be set up for bilateral meetings at the Puerto Vallarta International Convention Center. Delegations must reserve a space by completing the Bilateral Meetings Application Form that will be available on the website <https://13SUMMITap.sre.gob.mx/>. These forms must be sent to the following email: bilateralesxiiicap@sre.gob.mx. Interpretation services for these meetings must be provided by each delegation as needed.

7.4 WORKING SPACES FOR DELEGATES

Delegations will be provided with a workspace equipped with computers, Internet access, and printing services at the Puerto Vallarta International Conference Center.

8. PARTICIPANT ACCREDITATION AND REGISTRATION

8.1 DELEGATE ACCREDITATION

All participants in the 13th Pacific Alliance Summit must be duly accredited. Each delegate will be issued a personal and non-transferable identity badge which must be worn at all times.

Each participating delegation will assign an individual responsible for accreditation of the members of his or her delegation, who will act as the point of contact with the designated diplomatic liaison and the DGP to resolve any doubts related to the process.

The DGP must be informed via e-mail to acreditacionxiicap@sre.gob.mx of the first and last name of the individual responsible for accreditation, which must include the name of the Delegation to which he or she belongs, e-mail address and contact telephone number.

The user name and access code to the online system will be sent electronically to the individual responsible for accreditation of each delegation.

8.2 ACCREDITATION TYPES

Different types of accreditation will be available to ensure access to Summit activities in accordance with the following categories:

PINS

Gold Pin. Heads of State of Pacific Alliance and MERCOSUR member countries.

Silver Pin. Ministers of Foreign Affairs, Foreign Trade and Finance or equivalent, as well as Ministers from the MERCOSUR member countries.

Bronze Pin. Ministers from the Observer States and Heads of International Organizations.

Red Pin. Delegations from Pacific Alliance and MERCOSUR member countries may have up to three (3) red pins to be used by the Chief of Protocol, Military Escort and a security guard (unarmed).

XIII
SUMMIT



**Alianza del
Pacífico**

MÉXICO
GOBIERNO DE LA REPÚBLICA



SRE
SECRETARÍA DE
RELACIONES EXTERIORES

SE
SECRETARÍA DE ECONOMÍA

SHCP
SECRETARÍA DE HACIENDA
Y CRÉDITO PÚBLICO

XIII SUMMIT



**Alianza del
Pacífico**

MÉXICO
GOBIERNO DE LA REPÚBLICA



SRE
SECRETARÍA DE
RELACIONES EXTERIORES

SE
SECRETARÍA DE ECONOMÍA

SHCP
SECRETARÍA DE HACIENDA
Y CRÉDITO PÚBLICO

These pins will allow immediate access to meeting rooms and restricted areas. They are personal and non-transferable, and their bearers must use them with their corresponding identification badge.

White Pin. Armed security personnel will be identified with a white pin that must be worn together with a black identification badge and will provide the bearer access to secure areas determined by the EMP (Office of the Chief of Staff and Presidential Guard).

IDENTIFICATION BADGES

Green Badge. Official delegations of Pacific Alliance and MERCOSUR member countries will be credentialed with a green badge that will allow access to the Summit venues.

Blue Badge. Members of the delegations of the Observer States, Parliamentarians, Local Governors and Pacific Alliance Business Council members, as well as persons accompanying Heads of International Organizations will receive a blue badge.

Orange Badge. Official photographers and camera crews (official pool) of the Heads of State will be identified with an orange badge.

Yellow Badge. Accredited members of the media will receive a yellow badge.

Black Badge. Security personnel of the delegations led by the Heads of State will be identified with a black badge.

Gray Badge. Delegation support staff and drivers will be identified with a gray badge that will be granted solely for the purposes of identification since it will not provide access to Summit venues.

Organizer Badge. Organizers will be identified with a green badge marked Organizer.

COMPLIMENTARY PASSES

Pacific Alliance Summit. Pacific Alliance member country delegates will require this type of pass to participate in the following activities:

- Pacific Alliance Summit – MERCOSUR Meeting
- Pacific Alliance Summit Opening Ceremony
- Summit Plenary Meeting
- Signing of the declaration and message to the media.

MERCOSUR. MERCOSUR member country delegates will require this type of pass to participate in the Pacific Alliance-MERCOSUR meeting.

Opening Ceremony. This pass will be necessary for access to the 13th Pacific Alliance Summit Opening Ceremony, with the exception of member country delegates.

Heads of State Dinner. This pass will grant access to those invited to the Dinner in honor of the Heads of State of the Pacific Alliance and MERCOSUR member countries, with the exception of those wearing the pin.

Business Council. This pass will be provided to five (5) members of the Business Council from each country and will allow them to participate in the private meeting with the Pacific Alliance Heads of State.

Access to meetings of the Ministers, Vice-Ministers, and National Coordinators will not require complementary passes. However, the delegates are kindly requested to abide by the established formats.

Category	Identification	Quantity
Head of State	Gold Pin	1
Minister of Foreign Affairs	Silver Pin	1
Minister of Foreign Trade or equivalent	Silver Pin	1
Minister of Finance or equivalent	Silver Pin	1
Ministers from MERCOSUR member countries	Silver Pin	Up to 3
Minister from Observer State Head of International Organization	Bronze Pin	1
Chief of Protocol	Red Pin	1
Security Agent (unarmed)	Red Pin	1
Military Escort	Red Pin	1
Armed security personnel	White Pin	5
Pacific Alliance Delegate	Green Badge	Up to 30
MERCOSUR Delegate	Green Badge	Up to 15
Observer State Delegation	Blue Badge	Up to 2
International Organizations	Blue Badge	1
Pacific Alliance Parliamentarians	Blue Badge	2
Pacific Alliance Local Governor Members	Blue Badge	2
Pacific Alliance Business Council	Blue Badge	5
Official Press Pool	Orange Badge	Up to 3
Press (Communications Media)	Yellow Badge	Unlimited
Security	Black Badge	Unlimited
Support Staff (without access to International Convention Center)	Gray Badge	Unlimited
Organizer	Green Badge	-

XIII SUMMIT



**Alianza del
Pacífico**

MÉXICO
GOBIERNO DE LA REPÚBLICA



SRE

SECRETARÍA DE
RELACIONES EXTERIORES

SE

SECRETARÍA DE ECONOMÍA

SHCP

SECRETARÍA DE HACIENDA
Y CRÉDITO PÚBLICO

XIII SUMMIT



**Alianza del
Pacífico**

MÉXICO
GOBIERNO DE LA REPÚBLICA



SRE
SECRETARÍA DE
RELACIONES EXTERIORES

SE
SECRETARÍA DE ECONOMÍA

SHCP
SECRETARÍA DE HACIENDA
Y CRÉDITO PÚBLICO

8.3 ACCREDITATION PROCEDURE

The online accreditation process for the 13th Pacific Alliance Summit will be available beginning Thursday, June 21 and will be closed on Saturday, July 14, at the following link:

<https://acreditacionap.sre.gob.mx>

To access the system registrants must enter the user name and password provided to the person responsible for accreditation of each delegation.

Once registration has been completed, click on "Save" ("Guardar"). The system will permit access to each registration form to make changes as needed. Once the process has been completed, click on "send to validate" ("enviar a validar"). At that point, the delegate's validation process will begin. Registration status may be viewed in the left-hand column of the registered delegation list.

The registration process requires applicants to attach a 72 ppi resolution photo in JPG format with a size of no less than 500 kb and no more than 2 mb, as well as a scanned copy in PDF format of the passport, which must be valid for at least six months at the time of entering Mexico.

Once the registration has been validated, the individual responsible for accreditation will receive confirmation by e-mail.

8.4 ACCREDITATION CONFIRMATION

In addition to registration made online, each Delegation must send a **Diplomatic Note** to the DGP indicating the members of the entourage in the corresponding order of precedence, before July 15, 2018, with a copy sent to the e-mail address acreditacionxiiicap@sre.gob.mx.

8.5 ACCREDITATION DELIVERY

Badges will be delivered to the delegations upon arrival in Puerto Vallarta by their diplomatic liaison.

8.6 THEFT OR LOSS

The diplomatic liaison must immediately inform the accreditation center of the theft or loss of any badge. To request its replacement, the holder must submit a theft or loss report explaining the circumstances in which it occurred.

9. PRESS

9.1 PRESS ACCREDITATIONS

Representatives of the national and international media covering the 13th Pacific Alliance Summit must be accredited and wear their identification badges at all times.

Media access to each part of the program will be determined by the Office of the Press Secretary of the Presidency of Mexico.

Each delegation's official press corps (camera crews, photographers, etc.) must be accredited as members of the delegation under the "official pool" category, and their accreditations will be delivered by the diplomatic liaison assigned to each country.

Online registration for the press will begin on Thursday, June 14 and end on Monday, July 9, through the Press Registration link found on the 13th Pacific Alliance Summit accreditation system: <https://acreditacionap.sre.gob.mx>.

In addition to general information, the registration process requires media applicants to attach a 72 ppi resolution photo in JPG format with a size of no less than 500 kb and no more than 2mb, a scanned copy of the passport in PDF format, which must be valid for at least six months at the time of entering Mexico, and a letter from the media outlet to which they belong.

Once registration has been completed, click on "Save" ("Guardar").

The email for press-related matters is prensaxiicap@sre.gob.mx

9.2 PRESS ROOM

The Puerto Vallarta International Convention Center will have a Press Room equipped with computers with internet access and space available for press conferences.

XIII
SUMMIT



**Alianza del
Pacífico**

MÉXICO
GOBIERNO DE LA REPÚBLICA



SRE
SECRETARÍA DE
RELACIONES EXTERIORES

SE
SECRETARÍA DE ECONOMÍA

SHCP
SECRETARÍA DE HACIENDA
Y CRÉDITO PÚBLICO



10. VEHICLE ACCREDITATION

No vehicle may enter the airport, International Convention Center facilities, or venues related to Summit activities, without the corresponding identification card. Moreover, no vehicles that are not part of the Heads of States motorcade may remain inside the International Convention Center property. Access will be granted solely for the purpose of dropping off or picking up participants, and vehicles must leave the Convention Center area immediately afterward.

Each vehicle accreditation card will be linked to specific information provided by the delegation.

Applications for additional vehicle accreditations other than those granted on a complimentary basis or for security vehicles must be processed through the "Vehicles" section of the online accreditation system: <https://acreditacionap.sre.gob.mx>

Once registered, the full list must be e-mailed to: avehiculosxiicap@sre.gob.mx, attaching a copy of the vehicle registration card or rental contract, as well as a valid license for the driver, who must be identified in the "driver" category in the accreditation system.

11. SECURITY AND PERMITS

The Office of the Chief of Staff (Spanish acronym: EMP) and Presidential Guard, in coordination with the Federal and State Police forces, are the institutions responsible for security at all conference facilities hosting the Summit, and also provide security at the airport, all lodging venues and directly to the participating Heads of State.

The EMP is also the institution responsible for controlling access to the various venues hosting Summit activities, in order to safeguard the order and personal safety of the attendees as well as of the facilities.

The security detail will also include the permanent application of explosive detection measures.

Delegations led by Heads of State may process the following permits:

- Temporary permit to import and carry firearms*
- Permit to import radiocommunication equipment and use of frequencies
- Overflight and landing permits for official aircraft
- Crew registration and general ground handling services

Please download and fill out the corresponding forms from the online accreditation system: <https://acreditacionap.sre.gob.mx> and send them with a *note verbale* to DGP at dgprotocolo@sre.gob.mx.

The Mexican Government allows the temporary importation of a maximum of five (5) firearms for the personal protection of each Head of State. The Government prohibits the use of long, automatic, and semi-automatic weapons.

11.1 TEMPORARY LICENSE TO IMPORT AND CARRY FIREARMS

The permit for the temporary importation of firearms to Mexico is issued by the Ministry of Defense and managed by the DGP. The application must be submitted by filling out the form found on the Summit website **at least ten (10) business days before the weapons are brought into Mexico.**

XIII
SUMMIT



**Alianza del
Pacífico**

MÉXICO
GOBIERNO DE LA REPÚBLICA



SRE
SECRETARÍA DE
RELACIONES EXTERIORES

SE
SECRETARÍA DE ECONOMÍA

SHCP
SECRETARÍA DE HACIENDA
Y CRÉDITO PÚBLICO



The application must include copies of the passports of the security personnel who will carry the firearms, as well as a copy of the identification document authorizing them to carry and use the weapons in their country of origin.

Each respective Embassy will be notified once the permit has been issued so they can pick it up at the DGP. The original **permit must be presented upon the arrival of the weapons** to national territory; otherwise, the weapons will be retained by the Customs Department until the original document is presented.

11.2 PERMIT TO IMPORT RADIOCOMMUNICATION EQUIPMENT AND USE OF FREQUENCIES

If security personnel use radio communication devices, the permit for the use of radio frequencies must be processed by filling out and sending the form found on the Summit accreditation page to the DGP **ten (10) business days before the equipment is brought into Mexico**. Once the permit is granted, a copy will be emailed to the corresponding Embassy.

11.3 OVERFLIGHT AND LANDING PERMITS FOR OFFICIAL AIRCRAFT

Overflight and landing permits must be requested from the DGP if a Head of State travels on official aircraft by filling out and sending the form corresponding to the type of aircraft (civil or military) found at <https://acreditacionap.sre.gob.mx> by means of a *note verbale* to dgprotocolo@sre.gob.mx **ten (10) business days before the aircraft lands in Mexico**.

The International Lic. Gustavo Díaz Ordaz Airport has limited capacity, so overnight stays of aircraft at this airport will be permitted on a first-come-first-served basis using the date requests for overflight and landing permits are received.

12. SOCIAL EVENTS

12.1 NATIONAL COORDINATORS AND VICE MINISTERS

Social events during the National Coordinators, Vice Ministers, and Minister meetings will be held in accordance with the schedules established in the July 20, 21, and 22 Activities Program.

12.2 COUNCIL OF MINISTERS DINNER AND LUNCHEON

The dinner for the Ministers of Foreign Affairs and Trade with the Heads of International Organizations will be held at the Casa Velas Hotel Beach Club on Sunday, July 22, at 8:30 p.m., limited to the following guest list:

- Pacific Alliance Ministers and Vice Ministers only, and
- Heads of International Organizations

The luncheon for the ministerial concluding session with the Observer States will be held in the garden of the Marriott Hotel on Monday, July 23 at 2:10 p.m., with the following format:

- 3 + 6 for Pacific Alliance members
- 1 + 1 for Observer States and International Organizations

12.3 HEADS OF STATE DINNER AND LUNCHEON

The dinner hosted by the President of Mexico will be held on the Hotel Velas Vallarta beach on Monday, July 23 at 8:30 p.m. with complimentary passes delivered according to the following formats:

- 1 + 12 for the Pacific Alliance countries.
- 1 + 6 for MERCOSUR countries.
- 1 + 1 for Observer States, if the Delegation is led by a Minister. If the Minister does not attend, the format will be 1.
- 1 + 1 for candidates to Associated States if the Delegation is led by a Minister. If the Minister does not attend, the format will be 1.
- 1 + 1 for International Organizations.

The luncheon for the Heads of State will be held on Tuesday, July 24 at 3:40 p.m. in the Majahuítas Room at the International Convention Center, with the Head of State + 3 Ministers format.

XIII
SUMMIT



**Alianza del
Pacífico**

MÉXICO
GOBIERNO DE LA REPÚBLICA



SRE
SECRETARÍA DE
RELACIONES EXTERIORES

SE
SECRETARÍA DE ECONOMÍA

SHCP
SECRETARÍA DE HACIENDA
Y CRÉDITO PÚBLICO



**Alianza del
Pacífico**



13. DRESS CODE

FRIDAY, JULY 20, 2018	
Men	White long-sleeved Guayabera and light-colored trousers
Women	Lightweight tailored dress or suit

SATURDAY, JULY 21, 2018	
Men	White long-sleeved Guayabera and light-colored trousers
Women	Lightweight tailored dress or suit

SUNDAY, JULY 22, 2018	
Men	White long-sleeved Guayabera and light-colored trousers
Women	Lightweight tailored dress or suit

MONDAY, JULY 23, 2018	
Men	White long-sleeved Guayabera and dark trousers
Women	Lightweight tailored dress or suit

TUESDAY, JULY 24, 2018	
Men	White long-sleeved Guayabera and light-colored trousers
Women	Lightweight tailored dress or suit

14. USEFUL INFORMATION

14.1 CURRENCY AND EXCHANGE RATE

The Mexican peso is the currency of Mexico. The exchange rate is MXN 20.00 pesos per U.S. Dollar on average. The exchange rate may vary.

We recommend exchanging currency at the point of entry into Mexico.

14.2 WEATHER

Average temperatures in Puerto Vallarta during the month of July range between 25°-32°C (77°-89.6°F).

14.3 MEDICAL SERVICES

The Government of Mexico will provide emergency medical services for the Heads of Delegation and their entourages 24 hours a day, including, if necessary, transportation in ambulance to a designated local hospital. All Summit venue hotels also provide medical services.

Delegations are asked to complete the medical form for the Head of Delegation, which is enabled in the online accreditation system. This also includes a section for dietary restrictions.

We recommend that delegates purchase international medical insurance covering major medical expenses. No type of vaccination certificate is required to enter Mexico.

14.4 TIME ZONE AND TELEPHONE AREA CODES

The time zone in Mexico is UTC/GMT -6 hours (central time).

The telephone country code is 52, and the Puerto Vallarta city code is 322. To dial a landline to Puerto Vallarta from outside of the country you must dial +52 (322) and the 7 digits of the corresponding phone number. In the case of cell phones, dial +52 1 (322) and the 7 digits.

To call a landline within Puerto Vallarta, dial the 7-digit number directly. To call a cell phone from a landline, dial the prefix (322) and all digits of the number. When calling from another cell phone, dial the prefix (322) and the 7 digits of the desired number.

XIII
SUMMIT



**Alianza del
Pacífico**

MÉXICO
GOBIERNO DE LA REPÚBLICA



SRE
SECRETARÍA DE
RELACIONES EXTERIORES

SE
SECRETARÍA DE ECONOMÍA

SHCP
SECRETARÍA DE HACIENDA
Y CRÉDITO PÚBLICO



**Alianza del
Pacífico**

MÉXICO
GOBIERNO DE LA REPÚBLICA



SRE
SECRETARÍA DE
RELACIONES EXTERIORES

SE
SECRETARÍA DE ECONOMÍA

SHCP
SECRETARÍA DE HACIENDA
Y CRÉDITO PÚBLICO

14.5 ELECTRICAL SYSTEM

The standard electric current in Mexico is 110 volts, with the following type of electrical outlets:



A



B

Appliances with a different voltage require an adapter for use.

EXHIBIT 1

VISAS AND REQUIREMENTS TO VISIT MEXICO

The participants must complete all immigration procedures to enter Mexico. All foreign citizens must have a valid passport.

Mexico does not issue visas at the ports of entry into the country under any circumstances.

IMMIGRATION PROCEDURES

Foreign citizens who have a passport and have any of the following documents do not require a Mexican visa:

- A) Valid multiple entry visa from Canada, the United States of America, Japan, the United Kingdom of Great Britain and Northern Ireland, or any Schengen Area country.
- B) Permanent resident card in Canada, the United States of America, Japan, the United Kingdom of Great Britain and Northern Ireland, any country in the Schengen area or Pacific Alliance member countries.
- C) APEC Business Travel Card (ABTC) approved by Mexico.

Entry requirements to Mexico for foreign visitors that could be requested by immigration officers upon entering the country:

- I. Valid and current passport or identity document.
- II. Personal information requested by the immigration authorities.
- III. Reason for travel. This information must be in line with the visa issued, if necessary. When traveling as a tourist, you will be asked to present proof of economic solvency, as well as the hotel reservation (preferably prepaid). Accreditation of the place of residence and origin.
- IV. Address and the time you plan to stay in Mexico. It is important to present the round-trip ticket to the country of origin and show that the hotel reservation is consistent with the dates of stay in the country.
- V. Information related to the activities to be carried out in Mexico, as well as those carried out in the place of origin.

XIII SUMMIT



**Alianza del
Pacífico**

MÉXICO
GOBIERNO DE LA REPÚBLICA



SRE
SECRETARÍA DE
RELACIONES EXTERIORES

SE
SECRETARÍA DE ECONOMÍA

SHCP
SECRETARÍA DE HACIENDA
Y CRÉDITO PÚBLICO



- VI. Economic solvency for the period of stay in Mexico. It is highly recommended to have an international credit card.

The immigration office at your entry into Mexico will stamp an immigration form. This document must be provided to the immigration officer upon your departure from the country.

DIPLOMATIC, OFFICIAL, AND SERVICE PASSPORT HOLDERS

Please verify your visa requirements, if any, at:

https://www.gob.mx/cms/uploads/attachment/file/261902/regnoordinarios_220817.pdf

If you require a visa, contact the Mexican consular office where you plan to process your visa.

ORDINARY PASSPORT HOLDERS

Please verify your visa requirements, if any, at:

<http://www.gob.mx/cms/uploads/attachment/file/8932/visasordinarios.pdf>

Visa requirements for visitors without permission to conduct remunerated activities.

You must present the following items to obtain a Mexican visa for your ordinary passport:

- I. Original and copy of your valid passport or identity document.
- II. A color passport-sized photograph facing forward ensuring that your face is clearly visible (with no glasses), against a white background. The measurements must be at least 32.0 mm x 26 mm, with a maximum of 39.0 mm x 31.0 mm.
- III. Original and copy of the document certifying your legal stay, if the foreigner is not a national of the country where she or he applied for the visa.
- IV. Submit the following documents, as appropriate, to certify that the foreign visitor will not conduct remunerated activities in Mexico:

A. Real property

1. Original and copy of the deed of personal property duly registered in the applicant's or interested party's name and proof of stable employment with at least one year's tenure, or
2. Original and copy of the deed of personal property duly registered in the name of the interested party and document proving ownership or participation in business issued by the competent authorities of each country. The business must be at least two years old.

B. Economic solvency

1. Original and a copy of bank accounts or investment slips with an average monthly balance equal to 500 days of the general minimum wages in force in Mexico City (approximately USD 2,500.00), during the last six months, or
2. Original and a copy of documents proving that you have a job or pension with monthly income free of encumbrances greater than the equivalent of 500 days of the general minimum wages in force in Mexico City (approximately USD 2,500.00) during the last six months.

C. Invitation letter

1. Original of the letter issued by a public or private organization or institution inviting the person to participate in an unpaid activity in Mexico. The letter must contain the following information:
 - I. Full name of the applicant or interested party and nationality;
 - II. Official or corporate name of the organization;
 - III. Registration number and corporate purpose of the private organization or institution;
 - IV. Full address and contact information of the organization or institution;
 - V. Information about the activity that will be carried out or the project in which the foreign person will participate. The activity of the foreign person must be related to the corporate purpose of the organization or institution issuing the invitation;
 - VI. The estimated duration or approximate date of completion of the activity that will be carried out;



**Alianza del
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SRE
SECRETARÍA DE
RELACIONES EXTERIORES

SE
SECRETARÍA DE ECONOMÍA

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SECRETARÍA DE HACIENDA
Y CRÉDITO PÚBLICO

XIII SUMMIT



**Alianza del
Pacífico**

MÉXICO
GOBIERNO DE LA REPÚBLICA



SRE
SECRETARÍA DE
RELACIONES EXTERIORES

SE
SECRETARÍA DE ECONOMÍA

SHCP
SECRETARÍA DE HACIENDA
Y CRÉDITO PÚBLICO

VII. The commitment to cover the foreigner's expenses while in Mexico and their return to their country of origin or residence, and

VIII. Copy of an official identification document with the signature of the person who signed the invitation letter.

2. Original and a copy of the documents with which the foreigner demonstrates that he has the experience, capacity, skills or knowledge necessary to carry out the activity that is the object of the invitation.

3. Delegates who are being funded can submit a letter stating that an organization will cover all their travel expenses. When presenting this letter, it will not be necessary to show other information related to economic solvency.

D. Participation in an event sponsored by the Federal Government as well as by the autonomous constitutional bodies.

1. Original letter of the agency or autonomous constitutional body inviting the foreigner to participate in an event derived from international commitments made by the Mexican State for the celebration of events. The letter must contain the following information:

- I. Full name of the applicant;
- II. Nationality;
- III. Name of the agency of the Federal Government or autonomous constitutional body;
- IV. Information about the event in which the foreigner will participate;
- V. Duration and date of the event; and
- VI. Signature and position of the official of the Federal Government or autonomous constitutional body responsible for coordinating the event.
- VII. Original of the letter or note of the institution of the country sending the participant.

Please visit the following links for additional information about the Mexican consular offices closest to your place of residence:

List of Mexican Embassies abroad: <https://directorio.sre.gob.mx/index.php/embajadas-de-mexico-en-el-exterior>

List of Mexican Consulates abroad: <https://directorio.sre.gob.mx/index.php/consulados-de-mexico-en-el-exterior>

List of Embassies and Consulates in Mexico: <http://directorio.sre.gob.mx/index.php/representaciones/misiones-extranjeras-acreditadas-en-mexico>

XIII SUMMIT



**Alianza del
Pacífico**

MÉXICO
GOBIERNO DE LA REPÚBLICA



SRE
SECRETARÍA DE
RELACIONES EXTERIORES

SE
SECRETARÍA DE ECONOMÍA

SHCP
SECRETARÍA DE HACIENDA
Y CRÉDITO PÚBLICO

XIII SUMMIT



**Alianza del
Pacífico**

MÉXICO
GOBIERNO DE LA REPÚBLICA



SRE
SECRETARÍA DE
RELACIONES EXTERIORES

SE
SECRETARÍA DE ECONOMÍA

SHCP
SECRETARÍA DE HACIENDA
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XIII
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SRE
SECRETARÍA DE
RELACIONES EXTERIORES

SE
SECRETARÍA DE ECONOMÍA

SHCP
SECRETARÍA DE HACIENDA
Y CRÉDITO PÚBLICO



**Alianza del
Pacífico**

MÉXICO
GOBIERNO DE LA REPÚBLICA



SRE
SECRETARÍA DE
RELACIONES EXTERIORES

SE
SECRETARÍA DE ECONOMÍA

SHCP
SECRETARÍA DE HACIENDA
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XIII
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**Alianza del
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SE

SECRETARÍA DE ECONOMÍA

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SECRETARÍA DE HACIENDA
Y CRÉDITO PÚBLICO

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