



VITRINA[®]
TURÍSTICA
ANATO 2025

'COLOMBIA OPEN TO THE WORLD'

BASIC STANDARDS FOR ASSEMBLY, STAND DECORATION AND DISASSEMBLY

**FEBRUARY 26TH TO 28TH
CORFERIAS, BOGOTA**

Organiza:

 **anato**
Asociación Colombiana de Agencias de Viajes y Turismo

1. BASIC STANDARDS FOR ASSEMBLY, STAND DECORATION AND DISASSEMBLY

1.1. DELIVERY OF SPACE (ONLY FOR EXHIBITORS WITH CERTIFICATE OF GOOD STANDING)

- You must wear the "Exhibitor" badge to enter CORFERIAS and assemble the stands. If the assembly is carried out by staff from a company specializing in this service, they must claim the "Assembly" badges at the Organization's offices. The badges will only be delivered to the person authorized by the person in charge of the exhibiting company, in writing, accompanied by a copy of the applicable certificate of good standing.
- Operating staff at CORFERIAS will hand over the area according to the conditions established in the Contract signed with ANATO.
- All designs must be approved by the Head of Assembly at CORFERIAS by signing the original floor plans. **The area will not be delivered if you do not meet this requirement.**
- The exhibitor must submit the **Goods Receipt Form**, which can be filled in at the following website: www.corferias.com as well as the respective **Certificate of Good Standing**. If they fail to do so, the exhibition areas will not be delivered. **WITHOUT EXCEPTIONS.**
- The Exhibitor must have civil liability policies in place for the construction of the stand or require the Assembly contractor to have them. They must be presented prior to the delivery of the exhibition area, given that any incidents that may arise in which safety is compromised, will be the sole responsibility of the Exhibiting company.
- The Exhibitor and Assembly Contractor must fully comply with the Standards established by Corferias and the Event Organizers.
- To enter CORFERIAS, the exhibitor or the assembly company must present the goods movement form (including assembly items), the assembly credentials and social security documents (Worker's compensation known as ARL and Health Insurance i.e., EPS) for the people in charge of the assembly. If this documentation is not submitted in full, CORFERIAS will not deliver the exhibition area.
- No areas will be delivered for assembly before the scheduled date, except for strictly necessary and justified cases. The Technical Sub-Directorate of CORFERIAS will authorize early use of the area and charge the occupation of the space and the consumption of services in line with existing rates.
- The use of this space as an assembly workshop will not be approved, it must only be used for assembly and set up of the parts or modules manufactured in advance.
- If you do not need the items supplied by CORFERIAS with each stand (paneling, table and three chairs), please inform the Events Organizers in writing to cancel the set up. **Non-use of these items does not amount to discounts on the price of the stand.**
- If you need to rent out different/additional decorative pieces to those delivered with the stand, please use the **Form for Service Rental Requests and Bookings** which contains the rates established by CORFERIAS, published on the following websites: www.vitrinaturistica.anato.org and www.corferias.com. These serve as pricing guidelines only. To request this service, it is necessary to process the form with the staff from the Unified Services Platform - PLUS (first floor of the Hilton Hotel). You must do so well in advance so that your request can be considered. This is a special service offered by CORFERIAS. The Organizers of the **44th VITRINA TURÍSTICA**, do not undertake at any time to deliver any type of element or additional service.

1.2. ASSEMBLY PROCESS

- The exhibitor must request a master plan from the Organization containing the specifications of the surface. It is very important to study the floor plans to avoid any setbacks in the layout, given that the

event organizers may modify the basic floor plans in the marketing process, for reasons linked to maximizing the use of an area or logistical needs.

- Before starting the assembly process, both the Exhibitor and the person in charge of assembly must check the physical conditions and square meters of the areas to be occupied on site. The designs must adhere to existing conditions given that CORFERIAS will not modify its facilities to fit the design of the stand. If you have any queries, please consult the Events Sub-Directorate in advance.
- Decoration companies with independent pavilions or areas (for the same exhibitor) must receive and deliver the relevant areas to the person in charge, as assigned by CORFERIAS’ Operational Coordination Office. **Under no circumstances may the assembly of the exhibition areas start without the respective approval of ANATO and official delivery by CORFERIAS.**
- The exhibitor or the person in charge of assembly must remain within the perimeters that mark the exhibition area on the floor. The **basic** height for construction is **2.40 mts.** and the **maximum height permitted** is **5.00 mts.**, from floor level to the highest object. Should you require a greater height, ANATO’s Events Sub-Directorate and the Assembly Division of the Technical Sub-Directorate at CORFERIAS must be consulted for analysis and authorization.
- Assembled items must not stick out beyond the perimeter.
- **Wall enclosures may not exceed 50% of the distance from the façade** (each side of the stand facing a corridor is considered a façade). This standard is equally applicable to the stands located across from the glass façade of the Great Hall facing Carrera 40.
- Exhibitor and assembly companies must not damage CORFERIAS’ physical fixtures (floors, walls, ceilings, structures, etc.) with wedges, wall plugs, fixings, nails, etc., as well as any objects used to create partitions or decorate. Should this occur, the Technical Sub-Directorate of CORFERIAS will proceed to issue any charges that may apply.
- The exhibitor or the person in charge of assembly must not use paint or glue on the partition system, since it cannot be reverted to its original state after applying these products.
- The exhibitor and assembly companies must not paint using spraying or compression systems inside the pavilions. In the event that painting is required, they must set up the necessary protective elements around the exhibition area and enclose or isolate the stand area to avoid affecting adjacent areas. If this requirement is not fulfilled, the Technical Sub-Directorate of CORFERIAS may issue a penalty to the company or the person in charge of assembly.
- Objects cannot be hung from the structures, ceilings or roofing of the building, no matter how light they may be. Companies must provide flexible, easy to assemble, self-supporting designs that do not require modifications or alterations to the built environment inside the enclosure.
- If the exhibitor or the assembly company needs an element to be removed from the ceilings or structures of the pavilions, they must request authorization from the Head of Assembly for this activity. Authorizations must be requested at least 15 days before the assembly start date.
- CORFERIAS reserves the right to disassemble any element that is not approved by the Corporation’s Head of Assembly.
- Any floor plans that share boundaries with another exhibitor’s area should not exceed the maximum permitted height of **2.40 mts.** In the event that a greater height is required, you must consult Assembly Headquarters at Corferias for their authorization. It is important to check the height of the pavilions before starting assembly.
- All set ups must provide for the use of optimal finishes on every facade that can be seen from any point within the exhibition (mounting frames) **and will be obliged to make any improvements necessary to avoid affecting the aesthetics of the neighboring stand. Event organizers may proceed to fix of affected frames, these charges will be transferred to any exhibitors that fail to comply with this rule, in the form of a fine.**
- If you wish to install any sound emitters that may cause discomfort or upset the exhibitors or visitors, the exhibitor or the person in charge of the assembly must provide adequate sound insulation systems

and employ moderate volume levels, which should be approved by the Organization in advance (40 decibels maximum).

- Every assembly company must have the tools and equipment required to perform their task. CORFERIAS cannot lend its tools or equipment or rent them out.
- The exhibitor and assembly companies must refrain from handling floor mats, they must not be removed under any circumstances. In the event that damages are caused to the mat (paint stains, piercing, scratches or burns), the Technical Sub-Directorate of CORFERIAS will issue charges in line with replacement fees and fines for damages.
- Mat cleaning or repairs must be carried out by authorized and trained CORFERIAS staff.
- The exhibitor will be liable for the cleanliness of the stands both at the time of assembly and disassembly and during the fair. If any specialized companies or individuals are in charge of carrying out these tasks, the exhibitor must ask the Organization to provide staff accreditation. Any materials left in common areas or outside the area assigned to the exhibitor will be considered waste or debris. CORFERIAS will carry out the task of lifting any materials, objects or goods that it finds left unattended in common or circulation areas, and will not be liable for their condition or whereabouts. Any expenses incurred whilst performing this task will be charged.
- Exhibitor's and assembly companies must provide assembly systems and use platforms or stages if they wish to apply finishes on the floor. This is to avoid damaging pavilion floor mats.
- The maximum load capacity for concrete flooring is 400 Kg/m².
- The CORFERIAS paneling and profiling partition system performs a non-structural, dividing function, therefore, only elements such as frames, posters, etc., with a weight of no more than 5 kg per 1.00 mt panel may be hung.
- For two-storey stands, a comprehensive project must be submitted containing floor plans and structural certification issued by a competent professional. Prior approval by Corferias is required. Sizes, load and capacity must be specified, and it is the sole responsibility of the Exhibitor to comply with the established capacity.
- All stands must comply with the 2010 NSR-10 Earthquake Resistance Standard, CORFERIAS will not review or approve structural designs or the stand's construction system, this is the responsibility of the exhibitor or the assembly company.
- The voltage supplied by CORFERIAS is 110 volts in single-phase circuits and 208 volts in three-phase circuits, both with a frequency of 60 Hz with maximum variations of 3%. We recommend the use of voltage stabilizers and/or regulators, UPS, regulated circuit boards, fuses, step-up transformers, etc., to reinforce the protection of computers, electronic equipment and electronically-controlled machinery.
- CORFERIAS reserves the right to disassemble or remove any element that it considers contrary to the rules established herein, and will not cover losses. Please contact the Head of the Assembly Department of CORFERIAS' Technical Sub-Directorate located in the main offices of Corferias (Hilton Hotel) if you have any queries or require clarification.

1.3. SAFETY DURING ASSEMBLY

- Please be reminded that CORFERIAS will charge any damages caused to its facilities and equipment in accordance with the amounts specified in the replacement list or those determined for specific cases, including the issuance of any fines that may apply.
- CORFERIAS reserves the right to interrupt any assembly work that does not comply with the standards described above and industrial safety standards, as well as to prevent access to assembly companies that repeatedly violate rules and procedures or hinder operations on site.
- Exhibitors and assembly companies must comply with the rules and provisions issued by the Safety Department.

- For reasons related to safety and logistics, Exhibitor or assembly companies must not, under any circumstances block access to electrical boxes, fire extinguishers, fire cabinets or emergency exits, during assembly or during the event.
- Staff external to CORFERIAS is not permitted under any circumstances to operate on the roofing of the pavilions. Where absolutely necessary, the exhibitor or the person in charge of the assembly must first consult the Construction Division of the Technical and Infrastructure Sub-Directorate.
- To carry out work after the time stipulated for the assembly, the exhibitors or the personnel in charge of said assembly must complete, together with the Pavilion Supervisor, the certificate of commitment and cover the fees established for electricity bills.

1.4. FIRE PREVENTION & EXTINGUISHER USE

- Neither the exhibitor nor the assembler can store or handle flammable or unhealthy substances, gas, coal, gasoline or any fuel that poses a risk or causes malaise inside the pavilions or the enclosure. Should the use of any of these elements be necessary, written authorization must be obtained from the Fire Department and Corfu Security Office located in the entrance hall of Pavilion 3 – Level 1 and safety features should be put in place for this scenario.
- It is the duty of exhibitors to bring their own fire extinguishers depending on the type of product displayed on the stands. The following considerations can be consulted to determine the number, type and use of fire extinguishers that exhibitors should employ for fire prevention:

Class A: for fires involving normal solid flammable materials such as wood, chip, paper, rubber and a series of plastics) that require the thermal effects of water (cooling), water solutions, or thermal boundaries created by certain dry chemical elements that delay combustion.

Class B: Fires under normal heptane with a depth of 2 inches (5.1 cm. In square buckets). Fires involving combustible or flammable liquids, flammable gases, oils or similar materials in which extinction is guaranteed more rapidly by eliminating air (oxygen), limiting the evolution of combustible vapors or interrupting chain reactions during combustion.

Class C: Fires involving active electrical equipment that require the use non-conductive agents for the safety of the operator, i.e., electrical insulation.

Solkafam 123 Liquid Gas: Applicable to fires containing standard material or special material (Electrical Equipment).

- Some of these activities can lead to fire hazards:

Common activities among Exhibitors that create fire hazards	Type of Extinguisher to be used.
<ul style="list-style-type: none"> - Use of Candlesticks - Shows containing fire 	<p>(ABC) MULTIPURPOSE (B) DRY CHEMICAL POWDER</p>
Promotional items	Type of Extinguisher to be used.
<ul style="list-style-type: none"> - Samovars and other elements for cooking or heating food - Fuels (Disinfectants containing different types of peroxide) 	<p>(ABC) MULTIPURPOSE (ABC) MULTIPURPOSE</p>

Use of Energy Sources	Type of Extinguisher to be used.
<ul style="list-style-type: none"> - Gas - Liquid fuels - More than two electrical appliances that can generate power surges. 	(BC) Co2 (B) SOLKAFLAN (C) Carbon gas

1.5. DISASSEMBLY

- Disassembly will take place on **Saturday, March 1st, 2025**, from 08:00 to 18:00 hrs.

UNDER NO CIRCUMSTANCES WILL THE DISASSEMBLY OF ANY STANDS, OR REMOVAL OF DECORATIVE ITEMS, OR SIMILAR BE PERMITTED PRIOR TO THIS DATE.

- Please plan your agenda in a way that allows you to commit to this date.
- It is essential to ensure that as soon as the pavilions open on the day of disassembly - 08:00 hrs., the person in charge of the stand is present, as it is the most critical moment for items to go missing, this is due to the fact that it is impossible to confirm ownership of all the property leaving the pavilion in that moment. The Organizers of VITRINA TURÍSTICA and CORFERIAS will not be held liable in the event that losses are incurred.
- The exhibitor must deliver the allocated space and any elements leased for the performance of its activities in the same condition delivered by CORFERIAS with regards to its upkeep and cleanliness, failure to do so will result in the issuance of necessary fines and replacement fees. These expenses will be covered by the exhibitor. The withdrawal of goods will not be authorized until the respective amount has been paid. This amount will be assigned by the Operational Coordinator or by an authorized representative from the Technical Sub-Directorate at CORFERIAS.
- Once the term established for disassembly is over, CORFERIAS will remove and dispose of any decoration material or objects left behind in the exhibition area. This does not imply that CORFERIAS will be liable for it, the transportation and removal of the material will be charged, whether it is made up of debris, decorations or merchandise.
- To carry out the disassembly, the respective event badge must be filled in. Badges will be delivered straight to CORFERIAS **from February 28th, 2025** to the personnel for which it has not yet been issued. The exhibitor and the assembly company must **be in good standing** with both CORFERIAS and the Organizers of VITRINA TURÍSTICA.
- Every copy of the Good Standing Certificate, must be signed by the Pavilion Supervisor and will serve as proof of compliance throughout the delivery of the stands and rented items, meaning that you must make the necessary number of copies required for the number of times you will exit CORFERIAS.

1.6. DAMAGES AND PENALTIES

- The repair costs and fines under which the exhibitor or the assembly companies become creditors, will always be invoiced at their expense and will be charged in line with the fees established by CORFERIAS. Additionally, the removal of goods or decorative items will not be authorized until said value has been paid.
- Stands must be set up by **18:00 hrs.** on Tuesday, **February 25th, 2025, without exceptions.** Under no circumstances will assembly staff be allowed to enter the premises **on Wednesday, February 26th, 2025.**

1.7. STAND DECORATION

- Decorating companies must consider the use of flexible assembly systems in their layouts with finished and painted modules or elements that are self-supporting and ready to assemble on site. The exhibition area must not be used as a workshop for each assembly.
- It is important to use designs that allow for natural ventilation, avoiding stands containing enclosed areas during assembly.
- The display must contain elevated floor surfaces within the display area to house merchandise or decorative items that are prone to impairment due to leakages, dust accumulation or other factors.
- Please fill in the **Request for Service Rentals and Bookings** sufficiently in advance and pay for additional services, should they be required (telephones, furniture, electricity, water, etc.) via the Unified Services Platform – PLUS directly, which belongs to CORFERIAS (first floor, of the Hilton Hotel).
- Exhibitors should consult the Technical and Infrastructure Sub-Directorate regarding any additional services needed such as water and drainage services, since it is not possible to install these services at every location within the venue.
- Exhibitors must ensure that staff members performing electrical installations are registered before the CONTE (National Council of Electrical Technicians) and comply with the Technical Regulations for Electrical Installations (RETIE), should the opposite be true, CORFERIAS will refrain from authorizing the installation of electrical elements and/or equipment.
- The exhibitor and/or the electrical assembly company will be in charge of ensuring that the assembly complies with: documentation of the personnel in charge of the installation (technical electrician certificate); checks linked to the type and quality of electrical materials employed: only electrical wiring from the brand Centelsa or original Procables wiring will be allowed; any electrical appliances to be assembled such as lighting equipment, plugs, multi-socket power strips, terminal block connectors, etc. should be in good condition; accessories should not pose short circuit risks.
- The electrical scheme to be implemented in specialized set ups must be provided in advance to the Network Coordination Department at CORFERIAS, containing details of the loads and equipment to be used, which should be approved by an electrical engineer.
- Please exercise caution during assembly, avoiding the storage and stocking of items or goods that may come into contact with power distribution strips or any other elements that may cause malfunctions or short circuits.
- CORFERIAS will deliver the electrical connection point for the stand along with the electrical parameters that can be verified there and then (voltage levels, load in kilowatts to be used), The exhibitor will distribute the electricity required in that moment, taking control of the electrical current required, and assume any and all responsibility for the operation of their equipment or machines.
- The exhibitor and/or assembly companies are obliged to learn, understand and disseminate these rules to any and all staff members that are directly or indirectly involved in the design, assembly, development and disassembly of the exhibition, and are liable for any incidents or accidents that take place or arise from breaching these rules during any stage of the process.

2. GENERAL SERVICES

2.1. SERVICE RENTALS AT CORFERIAS

List of services provided by CORFERIAS to exhibitors:

- Power supply (single-phase, three-phase installations, etc.).
- Electrical installations (adjustable arm, extension chords, halogen projectors, etc.).

- Telecommunications (telephone service, insulated pair, etc.).
- Internet (basic internet, dedicated internet access, network point installation, etc.).
- Water (1½ " supply, 1 ½" drain, etc.).
- Furniture (chairs, desks and tables, counters and display cabinets, shelving units and furniture).
- Accessories (metallic stationery, decorative plants, buckets, etc.).
- Partition system.
- Equipment (TVs, DVDs, Projectors, etc.).

Each of these services can be consulted using the Request Form for Service Rentals and Bookings, at the counter of the Unified Services Platform – PLUS at CORFERIAS (first floor of the Hilton Hotel), alternatively, you may request information via the website: www.corferias.com

2.1.1. Connectivity:

As a result of CORFERIAS' commitment to providing adequate conditions and optimal services for the use of wireless spectrum at the CORFERIAS exhibition grounds, it hereby informs exhibitors that it has specifically installed multiple mobile pieces of wireless access equipment (WiFi - Access Points) in the premises of this venue, which can lead to high levels of traffic and interference in wireless wifi channels. Therefore, in view of the above, and to avoid any issues linked to the provision of the service, it has been decided that the management of radio frequencies in the exhibition grounds, is the responsibility of the authorities that apply to the same, led by the Head of the Information and Technology Department. This has been communicated to all the parties involved, to regulate the points set out below.

In a bid to provide an excellent service that guarantees the connectivity of the exhibitors, the following criteria will be regulated and analyzed throughout the use of the wireless network:

1. The Technology Department at CORFERIAS is in charge of managing the radio spectrum in the facilities of the Corporation and may carry out all necessary actions to suspend unauthorized access points, and disseminate the tuning parameters and settings of communications equipment that does not comply with the conditions required to achieve the adequate performance of this wireless service.
2. To guarantee access to this wireless service, the exhibitors or visitors' devices and/or computer equipment must contain the following features:
 - Network card that supports the 802.11g/n protocol within the 2.4 Ghz band and the 802.11 a/n protocol within the 5 Ghz band. Service for the 802.11b protocol is not guaranteed due to technological obsolescence.
 - Operating system should not be less than 4 years old (Windows 7 or higher recommended).
 - Smartphones and tablets must comply with 802.11 a/g/n 2.4 and 5 Ghz protocol.
3. In order to guarantee this wireless service, the devices of the exhibitors that implement solutions with devices containing wireless access (WiFi-Access Point) must contain the following features:
 - Those with 802.11 b/g/n protocol within the 2.4 Ghz band, can make use of channels 9, 10, 11, 12, 13 and 14 (2452 to 2484 Mhz).
 - Those with 802.11 a/n protocol within the 5 Ghz band, can use channels 36 – 136 (5180 to 5680).
 - Please use a maximum frequency of 3dbm per AP (WiFi- Access point).
4. We recommend the use of equipment operating on the 5Ghz frequency, which is in compliance with the 802.11n standard.

5. We recommend not using any WiFi- Access Points containing hardware and software that cannot be modified or managed, as they may cause frequency interference. CORFERIAS may restrict the use of these devices where required.
6. Specific areas will be designated to the USE of free WiFi services and will be duly signposted to guarantee use. * More information will be provided in due course.

It is important to consult the characteristics and capacity of the requested internet connection, to avoid generating high bandwidth traffic with an excessive number of connected devices.

2.2. ADDITIONAL SERVICES AT CORFERIAS

2.2.1. ATM Services:

- BANCOLOMBIA located in the food court.
- DAVIVIENDA located at the main entrance to Pavilion 3 – Level 1.
- SERVIBANCA located at the main entrance to Pavilion 6 – Level 1.
- DAVIVIENDA located at the Entrance with the arch.

2.2.2. Food Court:

- Corferias coffee shop
- Gud Fud Fast food
- Arco Restaurant.
- 12 fast food outlets in Food Court.
- 4 confectionary goods counters in the Food Court.
- Restaurants at the Esperanza Food Court

2.2.3. Restrooms:

- Basement of the Great Hall (Pavilion 10)
- Basement of the Great Hall (Pavilion 17)
- Pavilion 4 (sides)
- Food court station

2.2.4. Hardware store:

- Rear access to Pavilion 3.

2.2.5. Urban transport:

- Information point for special transport services, located by the Southside Access at CORFERIAS.

2.2.6. Parking lots and sale of vouchers for exhibitors:

- 2700 parking spaces for exhibitors and visitors. South side of the exhibition grounds.
- Sale of parking vouchers: parking vouchers will be sold via the Unified Services Platform (PLUS) of CORFERIAS (first floor of the Hilton Hotel). Prices are yet to be defined. Parking lots will be made available to Exhibitors as of February 23, 2025. This includes parking for assembly and disassembly purposes. These vouchers include the registration of two (2) license plates, but only one vehicle is permitted to enter per day.

2.3. BAGGAGE SERVICES

The baggage service will be provided on the public-facing promenade “Borde Activo”, on the right of the South side Access. Additionally, wheelchair services (depending on stock availability) and umbrellas will be provided.

2.4. EXHIBITOR WAREHOUSE

CORFERIAS will set up a special warehouse for the exhibitors of the **44th edition of VITRINA TURÍSTICA**, where they will be able to store any advertising material they may require, duly packaged in sealed boxes.