



VITRINA[®]
TURÍSTICA
ANATO 2025

'COLOMBIA OPEN TO THE WORLD'

EXHIBITOR'S GUIDE

- **General information**
- **Floor plans**
- **Procedures**
- **Regulations**

FEBRUARY 26TH TO 28TH
CORFERIAS, BOGOTA

Organiza:

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

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WHY IS IT IMPORTANT FOR YOU TO READ THIS GUIDE?

The aim of this handbook is to guide exhibitors to ensure that their participation at the next most important tourism event in Colombia – **44th VITRINA TURÍSTICA 2025** – is a complete success.

All matters related to the organization and development of the event have been outlined below. This will help you find answers to your queries and therefore optimize your participation.

It is important to take note of the provisions established for the request, allocation and payment of stands, as well any measures that may apply.

If you wish to clarify any other queries, please consult our website: www.vitrinaturisticanaato.org, or get in touch with the Events Department via telephone numbers: +57 (601) 4322040 or +57 (601) 9143131, or **E-mail:** eventos@anato.org, subdireccioneventos@anato.org.

Furthermore, it is essential for the Exhibiting Company to participate by way of its representative or delegate at the:

Exhibitors' Meeting

to be held virtually on

Wednesday, February 12th, 2025
at 14:30 hrs.

This meeting will address all issues related to the logistics and participation conditions for exhibitors participating at the **44th VITRINA TURÍSTICA**, and any queries or questions that may arise from the attendees.

1. ORGANIZING TEAM

The following team will be available to support you in any area required, during your participation as an Exhibitor at VITRINA TURÍSTICA:

PAULA CORTÉS CALLE
JÉSSICA ARÉVALO
CARLOS ANDRES ARIAS
DANIELA RODRÍGUEZ
ANGIE RODRÍGUEZ
HÉCTOR DELGADO

Executive President of ANATO
Executive Director of ANATO
Director of Vitrina Turística
Events Coordinator
Events Coordinator
Events Coordinator

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E-mail: eventos@anato.org
Bogota - Colombia
www.anato.org

2. FLOOR PLANS

2.1. GENERAL FLOOR PLAN OF VITRINA TURÍSTICA – CORFERIAS VENUE



- [Pavilions 11 to 14 - Great Hall for National Exhibitions](#)
Colombia.
- [Pavilions 15 to 16 - Great hall for International Exhibitions](#)
(south side)
- [Pavilion 17](#)
International Guest Destination, Wholesalers, ANATO *institutional*.
- [Pavilions 18 to 23 - Great Hall for International Exhibitions](#)
(north side).
- [Pavilion 4 - National Exhibitions](#)
National Guest Destination, Colombia.
- [Pavilion 3, Level 2](#)
Colombia, ANATO Capacita.
- [Pavilion 6, Level 2](#)
Colombia Travel Mart, ProColombia.

3. EXHIBITOR'S AGENDA

ACTIVITY	DATE
Deadline to obtain a 10% discount (payment in full), booking traditional exhibitors and new companies.	15-nov-2024
Deadline to legalize contracts and send the Budget Registration Certificate (for official entities only).	30-nov-2024
Deadline to obtain base rate (payment in full), booking traditional exhibitors and new companies.	15-jan-2025
10% increase on the cost, applies over all received requests.	16-jan-2025
Deadline to submit Exhibitor's information for the Exhibitors Directory .	31-jan-2025
Exhibitor badge request deadline, only for fully paid stands.	31-jan-2025
Exhibitor's meeting at 14:30 hrs.	12-feb-2025
Deadline to pick up badges and good standing certificates requested before February 7 th , at ANATO's office.	14-feb-2025
Official stand set-up date: during February 23 rd , 24 th and 25 th , 2025 from 08:00 hrs. to 18:00 hrs. EXCLUSIVELY FOR EXHIBITORS WITH GOOD STANDING CERTIFICATE. *	23-feb-2025
Deadline to finish installation of exhibitions at 18:00 hrs.	25-feb-2025
Opening act at 10:00 hrs. **	26-feb-2025
Admission for professional visitors from 09:00 hrs. to 18:30 hrs.	26-feb-2025
Admission for professional visitors from 09:00 hrs. to 18:30 hrs.	27-feb-2025
Admission for professional visitors from 09:00 hrs. to 17:00 hrs.	28-feb-2025
Admission for students registering in advance from 10:00 hrs. to 17:00 hrs.	28-feb-2025
Event ends at 19:30 hrs.	28-feb-2025
Stand disassembly from 08:00 hrs. to 18:00 hrs. ***	01-mar-2025

(Schedule, subject to modifications)

* Your cooperation is important as it will allow us to meet our commitment to ensuring your booth is ready before the allocated time.

** Entry into the auditorium begins at 09:00 hours, this is exclusively reserved for anyone displaying an invitation card at the **entrance with the arch**. This is the only entrance to the venue for this activity.

*** The stand shall be the responsibility of the exhibitor at all times. Neither CORFERIAS nor the Event Organizers are responsible for any theft or robberies that occur whilst exhibitors leave their stand unattended or neglect it during visiting hours, as well as during stand assembly or disassembly. Failure to comply with this standard may lead to losing the right to preferential reallocation of the area assigned.

4. SCHEDULE

Pre-event

Stand Assembly (February 23th, 24th y 25th): 08:00 hrs. to 18:00 hrs.
SOLELY AND EXCLUSIVELY AFTER PRESENTING THE CERTIFICATE OF GOOD STANDING ISSUED BY ANATO. Without exceptions.

Exhibitor Service Point (Mezzanine - Pavilion 10) 08:30 hrs. to 18:30 hrs.

Unified Services Platform [PLUS] (first floor of the Hilton Hotel):
 Monday to Friday: 08:30 hrs. to 17:30 hrs.
 Full working day
 Weekends prior to the event: 09:00 hrs. to 16:00 hrs.

EVENT

Opening Ceremony (February 26th): 10:00 hrs.
 (Auditorium entry 09:00 hrs.)

Exhibitors (February 26th, 27th y 28th): 08:30 hrs. to 19:30 hrs.

Admission for professional visitors (February 26th): 09:00 hrs. to 18:30 hrs.

Admission for professional visitors (February 27th): 09:00 hrs. to 18:30 hrs.

Admission for professional visitors (February 28th): 09:00 hrs. to 17:00 hrs.

Admission for students registering in advance (February 28th): 10:00 hrs. to 17:00 hrs.

Post-event

Stand disassembly (March 1st): 08:00 hrs. to 18:00 hrs.

5. WEBSITE

The following website has been provided to guarantee that you have access to the latest information on this event at all times - maps of the pavilions, registration forms, etc.: <https://vitrinaturistica.anato.org/>.

6. PROCEDURE FOR CONTRACT ALLOCATION, COMPLETION AND PAYMENT PROCESS

PLEASE FOLLOW THE PROCEDURE OUTLINED BELOW TO ENSURE THAT YOUR STAND ALLOCATION REQUEST IS DULY PROCESSED:

- To check whether any spaces are available, please email the ANATO Events Sub-Directorate beforehand (e-mail: subdireccioneventos@anato.org and copy eventos@anato.org). A range of stand options will be offered based on existing maps of the event and the latest version upon submission of the request. Each stand will be marked with its respective number and area.
 - ANATO Wholesalers Committee Area:** to consult the availability of spaces in the specific area marketed by the Wholesalers Chapter, information must be requested directly via email: mayoristas@anato.org

The general distribution of spaces in the national and international exhibitions may undergo modifications, which is why it is not possible to guarantee the same location employed in the 2024 version.

2. Due to the above, stands will be allocated according to the order in which applications are received, once the "Participation Contract" has been completed and submitted; and the **respective payment** has been received ([See Current Rates, Conditions and Payment Terms](#)).
3. Once the “**participation request**” has been received and accepted, the Events Sub-Directorate will proceed to assign the area, informing via email, the characteristics of the stand(s), location according to the current floor plan, stand numbers, area and the amount to be charged.

4. FORMALIZING YOUR PARTICIPATION

4.1. Private Enterprise

The **PARTICIPATION CONTRACT** must be completed in full for your participation to be formalized. It can be accessed by clicking on the link provided in the confirmation email. Additionally, it is compulsory to sign the "**Commitment Letter**" attached in that communication.

Once the contract has been completed, it must be printed and signed by the legal representative of the company.

Requests will be strictly addressed in the order of receipt of the **PARTICIPATION CONTRACT** and its **respective payment, the latter is an indispensable requirement** that determines the registration and allocation date of the required space.

NOTE 1: Please specify the email address that the invoice should be sent to. If you require the Purchase Order number to be included, you must inform us in advance.

In the event that a change of location or surface area is requested, the Event Organizers will, **where possible**, offers spaces that adapt to the requested area. The exhibitor must confirm in writing the acceptance of the new area within the established deadlines.

IMPORTANT: Event organizers will have full autonomy to make adjustments to the initial event floor plans as a result of marketing dynamics, for reasons linked to the use of area, logistical needs or provisions arising from current regulations.

Documents required:

- Participation Contract duly completed, signed by the Legal Representative.
- Copy of the Legal Representative's identity document.
- The company's Certificate of Incorporation and Legal Representation not exceeding 3 months (Chamber of Commerce).
- Tax Identification Document issued in the country of origin.
- Counterparty Information form completed and signed.
- Commitment Letter completed and signed.
- Copy of the proof of payment or transfer.

NOTE 2: All of these documents should be sent to the following email address: eventos@anato.org

4.2. OFFICIAL ENTITIES

To formalize your request, you should fill in the **PARTICIPATION FORM in full**, which you can access by clicking on the link specified in the confirmation email. Additionally, you must sign the attached Commitment Letter.

In the event that an Official Contract needs to be drafted, necessary steps must be taken so that it is duly signed and backed up with the required supporting documents (**Certificate of Budget Registration**, legal documents and/or policies where applicable), before **November 29th, 2024**.

IT IS ESSENTIAL TO ATTACH A COPY OF THE DEPOSIT OR BANK TRANSFER FOR THE CONTRACT TO BE PROCESSED, OTHERWISE, THE STAND WILL BE CONSIDERED UNPAID.

7. FEES

Stand prices are established according to the square meters (M2) and type of participating exhibitor, as listed in the following table:

AREA (m2)	ASSOCIATE EXHIBITOR	NON ASSOCIATE EXHIBITOR	FOREIGN EXHIBITOR
9,00	COP\$ 4.302.000	COP\$ 7.452.000	USD 3.276
10,50	COP\$ 5.019.000	COP\$ 8.694.000	USD 3.822
12,00	COP\$ 5.736.000	COP\$ 9.936.000	USD 4.368
18,00	COP\$ 8.604.000	COP\$ 14.904.000	USD 6.552
19,50	COP\$ 9.321.000	COP\$ 16.146.000	USD 7.098
36,00	COP\$ 17.208.000	COP\$ 29.808.000	USD 13.104
54,00	COP\$ 25.812.000	COP\$ 44.712.000	USD 19.656
72,00	COP\$ 34.416.000	COP\$ 59.616.000	USD 26.208
90,00	COP\$ 43.020.000	COP\$ 74.520.000	USD 32.760
108,00	COP\$ 51.624.000	COP\$ 89.424.000	USD 39.312

NOTE: You must add 19% VAT to the rates specified above.

If you require a different area, you must calculate the fee using the following rate: **COP\$ 478.000/m2** for associates; **COP\$ 828.000/m2** for non-associates and **USD\$364/m2** for foreign exhibitors.

The basic stand (9.00 m2) value includes:

- Plywood paneling with white melamine casing.
- Exhibitor's name on the ledge.
- 1 electrical outlet (110 v DC).

- 1 rectangular desk.
- 3 standard chairs.

7.1. PAYMENT DEADLINES

Payment for the selected stand must be made, without exceptions, within **fifteen (15) calendar days**, starting on the date that the email is sent by the organization **confirming the allocation of the stand(s)**.

In view of the deadline mentioned above, the following discount or extra charges will be applied. The defined payment periods will be taken into account for discounts, as long as the stand has been paid in full:

REQUIREMENT:	TERM	%
Stand confirmation and 100% payment for the requested area (regular exhibitors and new exhibitors)	From September 20th to November 15th, 2024	10% Discount
Stand confirmation and 100% payment for the requested area (regular exhibitors and new exhibitors)	From November 16th, 2024 to January 15th, 2025	Basic published rate
Payment covering 100% of the requested area (all exhibitors).	January 16th, 2025	10% Increase

Important:

- In order to apply the discount, **total payment for the stand** requested must be made within the established term.
- The dates listed above are **not the deadline for payment**.
- The organization will not save the stand beyond the **fifteen (15) calendar day period** mentioned above.
- Terms and conditions apply.

7.2. PAYMENT TERMS AND CONDITIONS.

Once the space you are interested in has been confirmed and the stand information has been sent, [you must pay the total area fee to formalize your participation.](#)

- Payment for the chosen area must be made within **fifteen (15) calendar days** as of the date on which the e-mail confirming the allocation of one or more stands is sent by the organization.
- For the contract to be adequately registered in the system, it is necessary to send proof of payment; otherwise, **the requested stand will not be understood as formalized.**
- Government entities must send the Budget Registration Certificate.
- Failure to make the payment within the deadlines established in the confirmation email, will result in the Exhibitor losing their rights over the requested space, which will be released and offered to other companies. Should this occur, please send a new request to consult availability.
- Cancellation policies can be found in the [Event Regulations](#).

THE OCCUPATION OF EXHIBITION SPACE, OR STAND ASSEMBLY, WILL NOT BE AUTHORIZED UNDER ANY CIRCUMSTANCES, UNTIL THE FULL PRICE OF THE SAME HAS BEEN PAID.

8. PAYMENT METHODS

ANATO has defined the following payment methods for the leasing of spaces:

8.1. NATIONAL CURRENCY

- The exhibitor may send electronic transfers to ANATO: Davivienda Bank **Current Account No. 004469997367**.
- If you wish to deposit via check or make a cash payment directly at the bank, this must be requested in advance by contacting the ANATO Treasury Office (Tel: +57 601-9143131) and citing the Reference Number.

8.2. FOREIGN CURRENCY

For payments in foreign currency, a transfer must be made to the following account:

Intermediary bank: **CITIBANK N.A. NEW YORK USA.**

Intermediary Bank Account No.: **36240428.**

ABA Code: **021000089.**

ABA CHIPS code: **0008.**

Swift Code: **CITIUS33.**

Receiving bank: **Banco Davivienda S.A.**

Swift Code: **CAFECOB**

Final Recipient's current account: **00446999 7367 ANATO.**

Note: Transfers must clearly state who the author of the payment is. All shipping costs must be **OUR (free of charge to the Beneficiary)**, since the final beneficiary, i.e. ANATO, must receive the full amount stated on the invoice.

CHECKS OR CREDIT CARD PAYMENTS ARE NOT ACCEPTED FOR PAYMENTS MADE IN FOREIGN CURRENCY, ONLY BANK TRANSFERS.

REQUESTS FOR STANDS SHALL NOT BE MAINTAINED, NOR WILL ASSEMBLY BE PERMITTED, WITHOUT PAYMENT OF THE AMOUNT IN FULL, WITHOUT EXCEPTIONS.

9. CERTIFICATE OF GOOD STANDING

It is important to be in good standing upon claiming the Exhibitor's Badge, as well as to assemble the stands. This document will be handed to you at the offices of the Organization as of **February 14th, 2025**.

Please avoid misplacing your badge. If you have hired a company for the assembly, you must deliver a photocopy of your "Certificate of Good Standing" (Paz y Salvo in Spanish) to the person in charge. This document will be requested by the Supervisor in charge of your Pavilion at CORFERIAS.

**YOU WILL NOT BE ALLOWED TO
ASSEMBLE YOUR STAND WITHOUT THE CERTIFICATE OF GOOD STANDING.**

10. BADGES

Depending on the area leased, the exhibitor will be entitled to a specific number of event badges that must be requested before **January 31st, 2025** via the online form that will be sent to the contracting company / entity. The requested event badge will be delivered in a timely manner to the Organization’s offices, together with the certificate of good standing. Subsequently, an informative procedure will be forwarded to you, which you should complete to claim your event badges.

10.1. EXHIBITOR 'S BADGES

In order to uphold the professional nature of the event, all exhibitors and co-exhibitors’ badges will be customized, and will contain the badge holder’s name and the company name.

These badges are for personal use only and are non-transferable. They must be worn at all times during the event.

The number of badged will be granted according to the square meters hired (see table [here](#)), taking capacity into account when providing assistance at the stand. Please refrain from requesting a higher number of badges than those assigned.

Should you require more badges, please send an application to the Organization for analysis and approval, which has an additional issuance cost, established at COP\$ 50.000 per badge. These may not exceed half of the initially awarded badges.

NOTE: No refunds will be made on additional invitations purchased.

Any staff members from the same exhibiting company that decide to attend the event as visitors may request PROFESSIONAL VISITOR badges, via the link provided to this end.

10.2. SERVICE STAFF BADGES

Service Staff badges are personal and non-transferable and help identify staff working at the stand. (for example, support staff, catering, models, etc.). These badges are supplied according to the number of square meters allocated, as well as the organization’s assessment of the activity to be carried out by the required personnel.

10.3. ASSEMBLY BADGES

These credentials are valid during the assembly stage and will expire on **February 25th, 2025**. All operators building or decorating the stands must carry their credentials, which will be entirely the responsibility of the exhibiting company. Credentials will be delivered to the stand manager only, in line with their needs, taking into account the surface area hired and the operator limit, according to the established capacity.

10.4. DISASSEMBLY BADGES

Disassembly credentials must be worn by any staff members in charge of dismantling the stand who do not have exhibitor or service staff credentials. Credentials will be delivered according to the needs of the exhibitor, who should present the CERTIFICATE OF GOOD STANDING and the exhibitor’s authorization. These credentials will be valid as of **Saturday, March 1st, 2025** only.

Observations:

- We wish to remind you that you can submit your requests for EXHIBITOR and SERVICE STAFF badges by way of the online form that can be accessed by requesting the respective link in advance.

- You can claim your event badges a few days before the event at the Organization's offices, to avoid traffic. It is important to be in good standing, otherwise it will not be possible to hand them to you.
- **The exhibitor is obliged to attend their stand during the entire term** of operation of VITRINA TURÍSTICA, i.e., from Wednesday 26 to Friday 28 February during the official opening hours of the event. Failure to comply with these regulations could mean that you lose the right to preferential renewal of the allocated space.
- Checks will be conducted upon entry, to uphold the professional nature of the event.
- Badges are non-transferable. If a person is caught with an ID document that is not their own, the bearer will be removed from CORFERIAS and their credentials will be retained. In the event of misplacing or forgetting to bring it with you, you will be required to pay a sum of **COP\$ 50.000** for an additional badge.

ALWAYS WEAR YOUR EVENT BADGE

11. BASIC STANDARDS FOR ASSEMBLY, STAND DECORATION AND DISASSEMBLY

11.1. 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.vitrinaturisticica.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.

11.2. 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.

11.3. 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.

11.4. 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 	(ABC) MULTIPURPOSE (B) DRY CHEMICAL POWDER
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) 	(ABC) MULTIPURPOSE (ABC) MULTIPURPOSE
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

11.5. 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.

11.6. 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.**

11.7. 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.

12. GENERAL SERVICES

12.1. 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, 1½" 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

12.1.1. 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.

12.2. ADDITIONAL SERVICES AT CORFERIAS

12.2.1. 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.

12.2.2. 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

12.2.3. Restrooms:

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

12.2.4. Hardware store:

- Rear access to Pavilion 3.

12.2.5. Urban transport:

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

12.2.6. 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.

12.3. 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.

12.4. 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.

13. CUSTOMS REGULATIONS

You will find all the information necessary for the handling of goods within the exhibition grounds in the **Customs Regulations**. Please read them carefully and take note of all the instructions.

CORFERIAS is a Special Permanent Free Trade Zone, meaning that any goods of foreign origin that enter the enclosure do so under suspension arrangements for the payment of customs taxes. Goods to which this benefit applies to:

- Goods intended for display.
- Samples of no commercial value.
- Prints, catalogues and other advertising material.
- Materials for the decoration, maintenance and equipment of the pavilions, food and beverages.

13.1. RELEASE OF GOODS

13.1.1. Nationalized goods and goods from abroad

Exhibitors may dispatch goods to the fair one (1) month before the start of the event. In such cases, the exhibitor must record the goods in his transport document which must be completed and submitted to the carrier in charge of transporting the goods according to the following parameters:

CONSIGNEE: CORPORACIÓN DE FERIAS Y EXPOSICIONES S.A. USER AND OPERATOR OF THE FREE TRADE ZONE

Code: 942

44 VITRINA TURÍSTICA de ANATO

Name of the Exhibitor

Pavilion and Stand Number

Bogota - Colombia

- **Supporting Documents:**

Goods must be dispatched along with the following supporting documents:

- Commercial invoice in Spanish, containing a detailed description of the goods, in the name of the exhibitor or representative in Colombia, currency and terms of negotiation.
- Packing list

- Transport document: air waybill, BL, journey continuation (customs transit) document, Customs Transit Declaration (DTA) or International Customs Transit Declaration (DTAI), duly submitted to the Corferias Special Permanent Free Zone. The tariff position must also be specified.
- Special documents, if required (such as certificate of origin – with a later date to the date of issuance of the invoice, records, clearance certificates, regulations and requirements depending on the tariff position, among others).

- **Identification of goods**

Boxes, crates or loading units, etc., must be identified as follows:

CONSIGNEE: CORPORACIÓN DE FERIAS Y EXPOSICIONES S.A. USUARIO OPERADOR DE ZONA FRANCA
Code: 942
44 VITRINA TURÍSTICA de ANATO
Name of the Exhibitor
Pavilion and Stand Number
Bogota D.C. – Colombia

13.1.2. National and Nationalized Goods

Exhibitors may dispatch goods to the fair on the days destined to the assembly before starting the event and goods may be taken to the pavilion directly or the Exhibitors' Warehouse. Once the event is over, any goods that need to be removed must be supervised pursuant to the provisions of the disassembly circular letter, which will be delivered by the Pavilion Supervisor before the end of the event.

13.2. GOODS ENTRY INTO THE FREE TRADE ZONE

13.2.1. Goods from abroad

Only a Customs Agent may carry out the procedure for the transfer and receipt of goods. Once the goods are transferred to our CORFERIAS Free Trade Zone, they will remain in the warehouses until the following procedure is carried out for their display:

1. Release of transport documentation.
2. Pre-inspection of goods.
3. Performance of the receipt process through the goods receipt form in the Foreign Trade Warehouse. For this procedure, CORFERIAS will enable a username and access code for the Customs Agency chosen by the exhibitor so that he/she can enter the system.
4. Goods checked by customs.
5. Delivery of goods to be displayed, to the exhibitor or his Customs Agent.

- **Conditions for the receipt of goods from abroad**

For the receipt of goods in the foreign trade warehouse at Corferias, exhibitors must take the following considerations into account:

GENERAL CONSIDERATIONS:

- a) CORFERIAS only allows the entry of goods that are linked directly to the event.

- b) In order to facilitate the participation of exhibitors in the event, it is suggested that the goods be exhibited in their entirety, otherwise they will remain in the Foreign Trade warehouse of CORFERIAS and will be charged for the duration of their storage.
- c) The exhibitor, his representative or hired Customs Agent, are responsible for the legality and proper handling of the goods and must be held accountable for customs requirements by Corferias as Operator and User, or the tax authority (DIAN).
- d) Any and all expenses incurred by the handling of goods within the Special Permanent Free Zone shall be covered by the exhibitor or its authorized Customs Agent.
- e) It is important to verify the tariff position of the goods before their dispatch so it can be determined whether they require clearance, certificates of origin, permits, restrictions, etc., which must be completed, in order to prepare for the requirements needed by Customs in Colombia.
- f) Goods may be received from abroad until the last day of the event, i.e., **February 28th, 2025**.
- g) Merchandise from abroad may enter via the ports authorized by the DIAN (Barranquilla, Cartagena, Buenaventura, Santa Marta) with the DTA (Customs Transit Declaration) or the Journey Continuation Document as supporting documents. On the other hand, if the goods enter via the border with Venezuela and/or Ecuador, they must be accompanied by the DTAC (Declaration of Customs Transit by Road) as support. Goods arriving by air may also enter through authorised airports.
- h) The exhibitor must take into account that goods may only be nationalized by a physical person or legal entity with a citizenship card or Tax ID Number issued by the Republic of Colombia to support the due importation process.
- i) Please take note of the endorsement conditions for the transportation document.
- j) In accordance with existing Colombian legislation, the entry of goods as baggage is not permitted, therefore, the exhibitor must change the classification in the declaration form and submit it to the Tax Authority (DIAN) at the airport upon arrival in the country. This is due to the fact that the Corferias Special Permanent Free Trade Zone cannot receive goods that are not legalized by customs, and they may be apprehended by the Tax Authority (DIAN). The exhibitor may be held accountable by the DIAN if he/she decides to bring in his goods using this method, under any circumstances.

GOODS FOR SALE IN RETAIL:

- a) Any goods that enter from abroad to be sold at fairs where retail purchases are allowed, must be nationalized beforehand. The Foreign Trade Office will not deliver any goods that have entered the CORFERIAS Free Trade Zone if they do not comply with this procedure.
- b) Exhibitors under the Standard Regime (Régimen Común) must provide invoices for the sale of their goods and collect the applicable VAT. Being in the Special Permanent Free Trade Zone of CORFERIAS does not mean they are exempt from this duty.

13.2.2. Dwell time of goods in the Free Trade Zone

At the end of the event, the exhibitor's goods may remain in warehouses of CORFERIAS at no cost up to six (6) days after the event has finished. As of the 7th, exhibitors that still have goods inside CORFERIAS' warehouse

must pay the rate established for the current year in Colombian pesos/ per kilo/ per day. In the event that the merchandise is nationalized and withdrawn before the start date of the showcase, it will be charged from the moment the merchandise enters the Free Trade Zone according to the rate established for this purpose, which may be consulted at the CORFERIAS Foreign Trade office.

13.2.3. Goods Receipt Forms

***Note: The forms are free of charge and their completion is mandatory for each exhibiting company.**

FORM No. 1: Receipt of goods from abroad and/or goods transferred from Free Trade Zones.

a. For the receipt of goods from abroad:

This form can only be completed by the Customs Agent and applies to goods from abroad that have not been nationalized. It protects all the goods that are going to be exhibited during the event with the option of nationalizing, re-shipping or transferring the goods to an industrial user in another free zone once the event ends.

Supporting documents required for these types of goods are: a sales invoice (in Spanish, containing a detailed description of the goods) in the name of the exhibitor or his representative in Colombia; a packing list and transport document (air waybill, BL, journey continuation document or a DTAI) - the tariff position must be specified.

b. Transferring goods from one free trade zone to another.

This form can only be completed by the Customs Agent and covers goods transferred from one free zone to another, whether they are industrial goods and services FTZs or transit FTZs. The following supporting documents must be attached: sales invoice (in Spanish) in the name of the exhibitor or their representative in Colombia, packing list and transport document (air waybill, BL, journey continuation document or DTAI), as well as the transfer authorization issued by the DIAN if it is from the same jurisdiction, or DTA if it is from another jurisdiction.

FORM No. 2: Receipt of nationalized merchandise

This form may be completed directly by the exhibitor and is used for the receipt of nationalized goods, i.e., goods that are freely available in the national customs territory. It is essential to attach a photocopy of the final customs declaration if you are an importer, or a sales invoice if you are a distributor. These supporting documents must be delivered to the Foreign Trade office of the PLUS platform before the start of the event.

Any nationalized goods will enter the stand directly for exhibition on authorized assembly days.

The information provided by the exhibitor must be clear and fully supported by the import declarations or invoices submitted as supporting documents. The exhibitor is responsible for the information contained therein and will be liable before the DIAN tax authority for any errors in the processing and completion of the forms.

FORM No. 3: Receipt of domestic goods

This form can be completed directly by the exhibitor and applies to the receipt of national merchandise, i.e., goods that are prepared, produced or made in Colombia. Annexes are not required. Any goods entering for exhibition or goods used for the assembly of the stand must be listed in the form clearly and in full.



Domestic goods will enter the stand directly for exhibition on the days authorized for assembly. The exhibitor will be liable to the DIAN for all the information provided.

** For more information see instructions for the receipt of national and nationalized goods on the website**

FORM No. 4: Receipt of samples with no commercial value.

This form can only be completed by the Customs Agent and applies to goods with no commercial value, **from abroad consigned to the fair**. It safeguards the material that is going to be distributed, consumed or tasted throughout the exhibition.

For items from abroad that are imported for consumption, distribution or use considered samples of no commercial value, the text in the invoices must effectively state that they are samples of no commercial value, for free distribution and use. For customs-related purposes they should not exceed the amount authorized by the DIAN. Furthermore, no currency transfers shall be made to the country of origin in the amount at hand.

This form must be accompanied by the following supporting documents: sales invoice (in Spanish, containing a detailed description of the merchandise and a note stating that it is a sample of no commercial value) in the name of the exhibitor or their representative in Colombia, the packing list and transport document (air waybill, BL, journey continuation or DTAI, the tariff position must also be specified).

In order to authorize the entry of food and liquor as samples of no commercial value to the Free Trade Zone, the supporting legal documents from the country of origin must be submitted (health records, approval certificates for consumption, permits, etc.).

Likewise, it is very important for the exhibitor take into account that this material must be marked as a **SAMPLE OF NO COMMERCIAL VALUE** and must be consumed in its entirety within the Free Trade Zone.

Quotas authorized by the DIAN for samples of no commercial value:

Days at the fair	Quota
1 to 3 days	US\$ 1.000
3 to 5 days	US\$ 2.000
Fairs lasting 6 or more days	US\$ 3.000

13.3. GOODS DEPARTURE

For the departure of goods of foreign origin from the Foreign Trade Office at CORFERIAS, exhibitors must take the following into consideration:

- a. The merchandise may remain in the facilities of the Free Trade Zone up to two (2) months after the event has ended.
- b. Once the event is over, any goods that have not been nationalized must return to the warehouses of the Free Trade Zone at CORFERIAS for the applicable procedure, i.e., their nationalization, transfer or reshipment. They will not be received if they are not adequately packaged, wrapped or covered in plastic.
- c. Once the goods are removed six (6) days after the end of the event, the exhibitor must cover any charges that apply for the storage of the same, paid up until their withdrawal. Likewise, the exhibitor must process the forms required for the departure of goods depending on the type of operation to be carried out.

- d. CORFERIAS will not deliver any goods from abroad that have not previously been released via documentation, i.e., nationalized, authorized for reshipment or to be transferred to an industrial user in a different Free Trade Zone. This procedure is carried out by the Foreign Trade Department and the DIAN at CORFERIAS.
- e. If they intend to reship or transfer goods from one free trade zone to another, the exhibitor must hire a mode of transport that allows the goods to be sealed (put in vans), so that the Customs office at CORFERIAS authorizes the execution of this operation.
- f. The procedure for the departure of goods of foreign origin can only be conducted by a Customs Agent.

13.3.1. Equivalence of Departure Forms for non-nationalized Goods

The exhibitor must fill in the following Goods Movement Forms to remove goods from the warehouse at CORFERIAS, as applies:

FORM No. 5: For the transfer of goods to an industrial user in another free trade zone

This form covers any goods that are removed from CORFERIAS to be transferred to an industrial user from another industrial goods and services FTZ or a transit FTZ. The exhibitor must carry out this procedure before the Head of Foreign Trade at CORFERIAS and the DIAN by way of a Customs Agent (remember to submit a copy of the contract entered into with the user in the free trade zone that will receive your goods).

FORM No. 7: Reshipment of goods from CORFERIAS to the country of origin or a different country

The exhibitor must carry out this procedure before the Head of Foreign Trade at Corferias and the DIAN by way of a Customs Agent.

The pre-cut guide (air transport - supplied by the airline that will dispatch the goods) must be attached. If you will be using a DTA (maritime transport) or DTAC (land transport), the document should be duly completed by the loading agency and authorized by the DIAN and attached (supplied by the transport company processing your shipment).

FORM No. 8: For the issuance of nationalized goods in the Free Trade Zone

This form covers the goods that were nationalized via the Special Permanent Free Trade Zone. This form must be processed by a physical person or legal entity with a Colombian government citizenship card or Tax ID number. The exhibitor must carry out this procedure before the DIAN and the document-based and physical removal of the goods must be carried out before the Department of Foreign Trade at Corferias through a Customs Agent.

This form contains an annex titled **KNOWLEDGE OF THE PERSON NATIONALIZING THE GOODS**, which must be completed in full. A photocopy of the Chamber of Commerce Certificate and Identity Card of the Legal Representative should be attached.

13.3.2. Departure of National and Nationalized Goods

For goods received by way of form No. 2 "Entry of nationalized goods" and form No. 3 "Entry of national goods", **the issue form should not be filled in.**

These goods will be removed from the exhibition grounds once the event is over, with a copy of the certificate of good standing or Provisional Authorizations for goods issue signed and sealed by the Head of Foreign Trade at CORFERIAS and each Operational Supervisor.

13.3.3. Instructions to fill out the forms:

WHERE TO FIND THE NATIONAL AND NATIONALISED GOODS FORMS

The exhibitor must visit the foreign trade platform via the following URL: extranet.corferias.com where they can start the procedure that best applies using the username and password assigned to them.

For more information, ANATO Events Coordinators will provide the instructions for completing the national and nationalised goods forms via email.

The procedure for foreign goods is different. It must be carried out by way of a Customs Agent in coordination with the Corferias Foreign Trade Department (the CORFERIAS Foreign Trade professional will be the person in charge of providing usernames and passwords for this procedure).

STEP 1: Fill in the "USER REGISTRATION AND SERVICES" form:

- Once you enter the platform, you must fill in your company details, entering the email address of the contact person specified in the leasing agreement for the physical space.
- Click on enter to display the services that you may require as an exhibitor.
- For goods **receipt and issue**, click on FORM CAPTURE.

STEP 2: Once you have identified the FORM CAPTURE link, you should take the following into account:

- Specify the type of operation, whether it is a RECEIPT or ISSUANCE.
- It is important that all requested fields are processed.
- Upon listing the goods, it is important to do so per item instead of reference details (e.g. 300 chairs, 5 printers, 500 brochures, etc.).
- Each exhibitor must create one form per good and per assembly. This form is uploaded to the platform and you can add items if required.

STEP 3: Print the form (duly completed) and present it at the Front Desk at Corferias upon entering the goods and/or elements for assembly. It is advisable to print as many copies as you may need so that you can present a copy every time you bring goods into Corferias (either by vehicle or on foot) to avoid setbacks.

***Note: the information recorded on the forms is sworn under oath, therefore it must be true and correct.**

LEGISLATION IS UP TO DATE. ANY MODIFICATIONS TO THE REGULATIONS FOR THE RECEIPT OF GOODS IN THE EXHIBITION GROUNDS WILL BE INFORMED IN DUE TIME.

14. SAFETY MEASURES

CORFERIAS provides exhibitors and attendees with a general security service, however, as it is a public event, it is impossible to guarantee the individual security of each stand. This means that each exhibitor is responsible for any decorative items, equipment, advertising material, or other objects at their stand. Therefore:

ALL EXHIBITORS MUST BE AT THEIR STAND FROM THE MOMENT PAVILIONS OPEN AT 08:00 UNTIL THE CLOSING TIME AT 19:30. PAVILIONS OPEN AT 8:00 A.M. ON ASSEMBLY AND DISASSEMBLY DAYS

Neither CORFERIAS, nor the Organizers of **44th VITRINA TURÍSTICA**, are responsible for the loss of decorative items, equipment, advertising material, or any other object that is stolen or lost as a result of the exhibitors leaving their stands during visiting hours, assembly and disassembly.

A list of important safety recommendations has been included below. Any safety issues that may affect you or Corferias can be avoided by following these recommendations.

- a) The International Business and Exhibition Center, CORFERIAS Bogotá, employs global security at fairs and events. Each Exhibitor is responsible for their goods and belongings from the moment they enter the exhibition grounds, until their departure on the last day. Therefore, the Exhibitor must hire sufficient personnel for supervision, and strictly comply with opening and closing times during assembly, exhibition and disassembly stages.
- b) Corferias is not responsible for any goods that enter the pavilion at the time of assembly. In exceptional cases where it is necessary to enter goods during assembly, the exhibitor will be in charge of guaranteeing that the process is safe, he/she must obtain the assembly manager’s approval, to enter the pavilion.
- c) You must arrive at the opening times established for the pavilions, to avoid irregularities at the stand, for which neither CORFERIAS, nor the Events Organizers, will be responsible, in any way. Should you arrive before the designated pavilion opening times for any reason, you will not be allowed to enter, given that opening and closing hours must be strictly complied with.
- d) In the event that the exhibitor hires cleaning staff for the areas leased, you must request authorization to enter the CORFERIAS Security Department. Corferias reserves the right to admit people or not.
- e) The exhibitor must not leave the stand unattended whilst the exhibition grounds are open to the public, as any eventuality arising from this event will be entirely their responsibility.
- f) It is recommended that you carefully monitor your belongings, including wallets, calculators, briefcases, laptops, tablets, projectors, cell phones, jewelry, etc., during the assembly, exhibition and disassembly hours.
- g) All persons, without exception, will be searched by security personnel at the closure of each pavilion.
- h) It is advisable that any staff working with the exhibitor during the assembly, exhibition or disassembly be trusted fully by the exhibitor.
- i) Before the pavilion closes, the exhibitor must make sure that their stand has been closed securely. They must not forget their personal belongings upon departure and they must also ensure that all the safety measures are in place for the stand.

- j) If the exhibitor experiences any safety-related difficulties, they may approach the safety supervisor or pavilion supervisor, who will be happy to help.
- k) Exhibitors must inform the supervisors immediately, if they see any suspicious persons during pavilion opening or closing times, or during the exhibition.
- l) Exhibitors must carry their credentials at all times during their visit at the exhibition grounds - assembly; exhibition and disassembly.
- m) Please be reminded that staff must wear the necessary safety gear whilst carrying out the assembly and disassembly (helmets, harnesses, safety goggles, gloves, etc.), in addition to showing valid social security card (E.P.S. and A.R.L.).
- n) If an exhibitor decides to hire equipment from companies external to CORFERIAS they must ensure that the hired gear is safe (harnesses and dedicated staff at all times).
- o) Documents certifying your participation at the event (credentials, duly completed DIAN forms and the certificate of good standing issued by ANATO) will be requested at each entrance upon entering to perform the assembly and disassembly at CORFERIAS. Staff must fulfil the requirements formulated by the Security Department, including those related to credentials and searches.
- p) CORFERIAS does not provide vehicles for the transportation of goods during assembly, exhibition and disassembly, the exhibitor must know who will perform this task and the vehicles used.
- q) The haulage service for the internal transportation of goods is provided by staff that will be duly identified and in uniform. CORFERIAS is not responsible for any goods transported using this service, meaning that the Exhibitor must accompany his/her goods.
- r) Any official workers hired by the exhibitors to conduct electrical work must present their Electrical Technician accreditation, issued by the National Council of Electrical Technicians (CONTE in Spanish).
- s) Smoking is totally prohibited inside venues or enclosed areas according to Agreement 79 of 2003.
- t) All waste (organic, plastic, glass) must be disposed of in an orderly manner in the places designated for this purpose, according to their characteristics.
- u) Should any emergencies arise, they must be reported by the exhibitor or his/her employees to the Safety Supervisor and the Monitor by calling extensions 5545 - 5546.
- v) During the Assembly and Disassembly stages, each stand must have enough staff for the supervision of the stand.

15. INSURANCE

It is necessary for all participants at the event to insure their stands and the items they are going to exhibit, as well as their physical integrity, since organizers will at no point in time, be liable for personal accidents, loss of and/or damages to goods arising from incidents such as fires, explosions, earthquakes, storms, riots, civil unrest or terrorist attacks, water damage, flooding, internal damage to equipment (computers) due to power surges, aggravated theft, etc. and any damages caused by their machinery / equipment / subcontractors on the premises of the event.

The Organization requires Exhibitors to take out their own specific insurance against fire, explosion and similar, theft and civil liability, offering sufficient coverage against claims or damages caused by their employees, machinery and/or equipment, exposed at any stage: assembly, event and/or disassembly.

The exhibiting company, its chosen assembly company and subcontracted companies will be liable for damages that arise from not taking out insurance or due to its ineffectiveness, and must reimburse and restore any damages caused to Events Organizers, Corferias or third parties, whether they are of a permanent or temporary nature.

In the event that the exhibitor has the policies in place to cover the risks mentioned above, he/she will have to present the totality of his/her coverage upon the delivery of the stand by CORFERIAS for assembly to begin.

If the exhibitor does not have the required policies in place, it undertakes to incorporate them in favor of CORFERIAS, before a legally constituted insurance company, in accordance with the characteristics specified in this document. Once they have been incorporated, they must be presented to CORFERIAS at the time of delivery of the stand on the first day of assembly.

Important: In the event that the exhibitor does not present the policies required in the physical lease contract, neither the Organization nor CORFERIAS will be held liable for the impairment or loss of goods that the exhibitor brings into the exhibitions grounds during assembly and disassembly or during the development of the event, therefore, the maintenance of these goods will be the sole responsibility of the exhibitor.

IT IS ESSENTIAL TO PRESENT A PRINTED COPY OF THE INSURANCE TO THE SUPERVISOR AT CORFERIAS AT THE TIME OF DELIVERY OF THE SPACE, WHICH IS AN ADDITIONAL REQUIREMENT FOR ASSEMBLY TO BEGIN.

16. OPENING CEREMONY

The Opening Ceremony will be held on Wednesday, **February 26th, 2025** at **10:00 hrs.** at **Corferias**. It is **ESSENTIAL** to present your invitation card at 09:00 hours, at the Arch entrance and in the Auditorium, since spaces are limited.

In the event that the President of the Republic attends, it is necessary to enter the Auditorium at least one hour before and follow all the security measures enforced by the Military Headquarters of the President's Office.

Admission may be limited depending on existing standards during the event. Thank you for your understanding.

17. COMPLEMENTARY ACTIVITIES

17.1. **ACADEMIC AND CULTURAL AGENDA**

The Organization of the **44th VITRINA TURÍSTICA** will schedule academic and cultural activities at the request of the Exhibitors taking into account existing regulations, which are subject to the Organizer's validation and approval.

These activities must be informed in advance, specifying the estimated date, time, type of performance and the estimated number of attendees, in order to check available time slots in the agenda and a room with sufficient

capacity, according to the minimum distancing established, to reserve the space accordingly and include it in the official agenda. Once the event is confirmed, matters related to audiovisual media requirements, room quotations and payments must be defined, for which the Organization will provide the guidance required.

Moreover, a stage will be made available to any exhibitors who wish to carry out traditional performances. The use of the **stage will cost COP\$ 700.000 per 20-minute slot**. Basic sound amplifiers will be installed, which may only be handled by authorized personnel. If any other technological accessories are required such as projectors, screens, additional/ lapel microphones, televisions, etc., their rental and use will be the exclusive responsibility of the exhibitor. The Organization will not be responsible at any time for shows that cannot take place due to the malfunction or lack of accessories.

It is important to note that the success of the performance depends - to a large extent - on the promotional efforts of the company in question.

17.2. PROHIBITIONS

Musical performances or traditional bands (mariachis, jazz bands, drums, marching bands/parades, etc.), and hosting cocktail receptions or social events inside the exhibition areas throughout the exhibition are strictly prohibited, given the biosecurity measures in place. For this reason, musical instruments may not be brought into the venue during the event.

In the event of non-compliance, the exhibitor undertakes to pay the organization, in the form of a penalty, the equivalent of five (5) SMLMV (current minimum monthly legal wages) in Colombian pesos or the equivalent in dollars and they will lose the right to reserve a space in future exhibitions.

THE EXHIBITOR MUST SIGN A COMMITMENT LETTER, AGREEING TO COMPLY WITH THIS REQUIREMENT.

17.3. FOOD AND BEVERAGE SERVICE

All catering services for exhibitors at Corferias grounds will be exclusive to Corferias, nevertheless the Corporation reserves the right to authorize the entry of food and beverage services via the Food and Beverage Management Office and in the event that entry is authorized, the provisions in numeral 4 of the Corferias Food and Beverage policy will apply:

Paragraph 4: For catering services to be provided, the service provider must pay a minimum of 10% of the total value of the service before tax, to cover the permit for entering the venue; to this end, the service provider must report the food that will be brought in, including liquor, to the Food and Beverage Management Office, so that the department can calculate the value to be paid according to the Pricing Portfolio for F&B Events (if the menu is not in the portfolio, it will be calculated according to the most similar menu).

It is important to consider current provisions on the handling of food and beverages. For more information, you can consult the established admissions policy and requirements on the event website.

17.4. SWEEPSTAKES AND CONTESTS

The Organization will not be responsible for any prizes offered by exhibitors that are not awarded.

THE DISTRIBUTION OF FLYERS OR ADVERTISING OUTSIDE OF THE ALLOCATED SPACES IS STRICTLY FORBIDDEN

18. HOTEL RATES

You can consult the list of hotels that offer special discounts for participants from locations other than Bogotá at www.vitrinaturistica.anato.org. Reservations must be made by the interested party directly at the hotel.

19. AIRFARE RATES

Airlines traditionally offer special prices for participants of the **44th VITRINA TURÍSTICA**. Prices will be published in a timely manner on www.vitrinaturistica.anato.org. We kindly ask that you contact the respective regional office to make a reservation.

20. LOCAL TRANSPORTATION

A special transport service will be available that you can request at the point of care located at the South Access of Corferias.

21. ADDITIONAL RULES

The following is not permitted:

- The admission of minors.
- The presence of live animals at the stands.
- Loud music that interferes with the activities of other exhibitors.
- The installation of objects outside the exhibition area without a contract and without paying for that area first.
- The distribution of any type of advertising or material beyond the stand. Anyone that fails to comply with this rule may be escorted from the premises.
- Models in unsuitable swimwear, underwear and/or clothing, circulating around the corridors or inside the stands.

**PLEASE READ EVENT RULES CAREFULLY,
THIS WILL CONTRIBUTE TO THE SUCCESS OF YOUR PARTICIPATION.**

If you have any questions, please contact: eventos@anato.org and subdireccioneventos@anato.org.

22. APPENDIX

Please click on the link provided to go to each annex:

APPENDIX 1 – [Floor plans](#)

APPENDIX 2 – [Event Regulations](#)

APPENDIX 3 – [Commitment Letter](#)