

EVENT REGULATION

The **Vitrina Turística** will be governed by this **"Exhibitors Regulation"** and makes an integral and inseparable part of the **Contract** between the Exhibitor and ANATO as the event organizer.

1. ORGANIZATION: The **Vitrina Turística** is the greatest International Tourism event in Colombia, organized and coordinated by **COLOMBIAN TRAVEL AGENCIES & TOURISM ASSOCIATION – ANATO**.

2. VENUE AND DATE: The Vitrina will be held in Bogotá D.C. - Colombia, at the International Business and Exhibition Center - CORFERIAS (Calle 24 No. 39 - 81), on February 26th, 27th and 28th, 2025.

3. PARTICIPANTS: Can participate all national and foreign companies of touristic products and services, industry suppliers, airlines, hotels, wholesalers, tourist national and international operators, among others, described in the promotional brochure.

4. CONDITIONS OF PARTICIPATION 4.1. Request must be made exclusively through the **"Participation Agreement"**. **4.2.** The **"Participation Agreement"** is not transferable. **4.3.** The participant status is acquired when the **Contract** has been approved and signed by the ANATO Legal Representative and paid the assigned booth total amount. ANATO reserves the right to accept or reject the **"Participation Contract"**, even after approval, for breaking the agreed conditions, and it is not compelled to justify its decision. **4.4.** Participants may submit their company programs and products, or from third parties as long as they respect and abide Colombia national legislation, ethical standards generally accepted in the activity, the laws and the provisions of this **"Exhibitors Regulation"**.

5. APPLICATION FORM: The application of space areas will be by means of a written and signed form previously to the delivery of the **Participation Agreement** and it will be confirmed only with the payment according to the Payment Instructions. If within the **fifteen (15) calendar days** from sending the confirmation, we have not received the payment support, the **Contract** will lose any effect and the stand(s) will be considered as available and the Organization shall be free to reassign them. **FOR NO REASON STAND CONFIRMATION WILL BE MAINTAINED WITHOUT PAYMENT OF TOTAL AMOUNT.**

6. RATES: Rates of stands are those published in the promotional brochure and website: www.vitrinaturisticanaato.org, and their total cost will depend on the number of square meters requested. Fees are divided into three groups: **ANATO Associated, Non-Associated and International Exhibitors**, and will be assigned according to the exhibitor conditions.

It is worth clarifying that the rate for ANATO Members will only apply to exhibitors who are currently active and exhibit their own products and programs at their stands. Likewise, foreign exhibitors will not be allowed to exhibit if they decide to pay non ANATO Member rates at the exhibition.

7. SPECIAL RATES DEADLINES: 7.1. From **September 20th, 2024** up to **November 15th, 2024** will be considered a **10%** discount over the published cost, if you proceed with the total payment of the requested area (traditional exhibitors or new companies), from **November 16th, 2024** to **January 15th, 2025**, it shall be paid the published cost without any discount. From **January 16th, 2025**, there will be an extra charge of **10%** over the base rate. **UNDER NO CIRCUMSTANCES STAND ASSEMBLY IS AUTHORIZED WITHOUT GOOD STANDING CERTIFICATE.**

8. DUTIES: 8.1. By signing the **"Participation Agreement"**, requires the exhibitor to fulfill each and every one of the provisions of this **"Exhibitors Regulation"** and the instructions issued by the Organizing Committee. **8.2.** The **"Participation Agreement"** requires the exhibitor to respect the assigned area as the unique place where stand holders are allowed to distribute advertising material. **8.3.** The exhibitor is obliged to respect the spaces provided in number of square meters contracted, and height, which cannot exceed 2,40 meters, except in special cases, duly considered and approved by both Corferias Technical Branch and the Organizing Committee which cannot exceed 5,00 meters. The Vitrina reserves the right to remove those stands that do not meet these standards and penalties will be applied by Corferias. **8.4.** The exhibitor is obliged to maintain the area properly, with well trained and responsible personnel that serve the public in a proper way by providing information and explanations since the opening of the pavilions, until the closing, during all the official Vitrina's schedule.

9. CANCELLATION POLICIES: 9.1. If the exhibitor, once having signed the contract and paid the corresponding fee, decides to retire and cancel its participation, written notice shall be given. By doing so before December 31st, 2024, the 70% of the paid amount will be refunded. If cancellation is made after January 1st, 2025 until January 31st, 2025, 50% of the paid amount shall be returned. After this date, no refund shall be recognized. **9.2.** ANATO may cancel the event without payment of any sanction or compensation in favor of the exhibitor and at the expense of ANATO in the case that any of the following situations occurs: **9.2.1.** Declaration of Pandemic by the World Health Organization. **9.2.2.** Establishment of mandatory preventive isolation or quarantine measures by the competent Colombian authorities that limit the performance and participation in the event. **9.2.3.** Suspension of national or international passenger air transport. **9.2.4.** Issuance of legal norms and / or order of competent authority that restricts or prohibits the holding of massive events or limits their capacity to a level that in the opinion of the Organizers does not allow the event to be held. Paragraph: In any of the events indicated in paragraph 9.2. or in the event that legal or sanitary measures are imposed in the exhibitor's country of origin that restrict movement and that due to this situation they cannot participate in the Vitrina Turística, exhibitors will be reimbursed 100% of the amount paid, in a term no longer than thirty (30) business days. For this purpose, the exhibitor must send a communication accompanied by the legal or health standard on which their decision is based. **9.3.** In case of **force majeure or fortuitous event** (not included in numeral 9.2. Above), the organizers are forced to suspend the Vitrina Turística before the start of it, exhibitors will be reimbursed 40% of the amount paid, reserving a 60% for expenses incurred. If after the event has started, due to force majeure or unforeseeable circumstances, the Organization is forced to suspend it, the exhibitors, under no circumstances, will be entitled to receive any amount as compensation or refund.

10. STANDS. 10.1. The value of the 9.00 sqm base stand includes: triplex paneling covered with white melamine, the name of the exhibitor on the cornice, an electrical outlet (110V) and a rectangular desk with three chairs. **10.2.** For the assembly and decoration of the stands, the Technical Standards determined by Corferias must be fully complied with, which are in strict compliance and will be published on the websites: www.corferias.com, www.vitrinaturisticanaato.org. **10.3.** Decoration that deteriorates the paneling, floors, profiles, walls or ceilings will not be allowed in any way. Nailing, painting, drilling or chipping directly on them is not allowed. In the event of deterioration, damage or misuse of any of these elements, the exhibitor must pay the Organization the value that it sets. **10.4.** The exhibitor will be solely responsible for the design, assembly and disassembly, security and stability of its stand, in accordance with the Technical Standards determined by Corferias and therefore ANATO will not have any responsibility in case of any inconvenience. **10.5.** The exhibitor must be advised on the characteristics and connection capacity of the internet requested, to avoid saturation in bandwidth due to the amount of connected equipment, which leads to a malfunction. **10.6.** The Stands will be identified with the name that the exhibiting company determines in the **"Participation Agreement"**. The same name will appear in the Exhibitors Directory. The numbering will be that of the

respective plane. It is not allowed to place more than one name per stand. **10.7.** Any change or modification to the exhibitor's name for the cornice must be approved by the Organization and the cost of the change will be borne by the exhibitor and must be paid to Corferias according to the established cost. The Organization is not responsible for changes. **10.8.** The stand may not be dismantled for any reason before the closing of the event, or outside the date established for dismantling. **For the fulfillment of this condition, the Exhibitor will expressly sign a "Commitment Letter" in this regard.** **10.9.** At no time will there be a labor relationship between ANATO and the personnel hired by the Exhibitor.

11. GOOD STANDING CERTIFICATE. **11.1.** In order to have the authorization for the staff to enter Corferias to set up the stands, each Exhibitor, without exception, will have to present a GOOD STANDING CERTIFICATE that will be granted by ANATO's Events Management, when they have paid the participation rights and which will be required by Corferias Staff for the delivery of the corresponding areas. This GOOD STANDING CERTIFICATE must be requested at the time with the respective cash receipt. **11.2.** For the disassembly, you must present this same GOOD STANDING CERTIFICATE, together with the one delivered by Corferias for services and containing the Foreign Trade seal which is established once the Merchandise Entry Form is registered.

12. PROHIBITIONS: Exhibitors, under penalties of closing the exhibition area, are prohibited from the following acts and behaviors: **12.1.** Assign or sublease the awarded exhibition area, either partially or totally or include co-exhibitors who are non ANATO Members at the stands paying the "ANATO Member" rate; or include foreign companies at stands paying the "Non-Member" rate. **12.2.** The sale of any type of product, especially food, beverages or liquors. **12.3. Attract general attention through the use of loudspeakers or sound equipment or of any other type above 40 decibels, which annoys visitors or other exhibitors. The Exhibitor will sign a "Commitment Letter" accepting to comply with this requirement.** **12.4.** The presentation of musical groups, celebration of cocktails or social events inside the pavilions during the celebration of the Vitrina within the exhibition areas, are totally prohibited, therefore, their entry will not be allowed. **12.5.** It is strictly forbidden to distribute brochures or to promote (troupes, advertising mascots, skaters, etc.) that the Organization deems inappropriate and that take place outside the exhibition area. Anyone who does not comply with this rule will be removed from the fairgrounds. **12.6.** Refrain from performing any act that may affect visitors, and comply with the agreements that are held within the framework of the event or as a consequence of it. **12.7.** Refrain from misleading advertising and giving wrong, false or confusing information to visitors to the event. The organization has no responsibility or control over the products and / or services offered. **12.8.** In general, any activity contrary to sound commercial practices, morals and good customs. In the event of non-compliance with any of the foreseen obligations, the exhibitor is obliged to pay the organization, as a penalty, a sum corresponding to five (5) SMLMV (current legal minimum wages) in Colombian pesos or its equivalent in dollars and the loss of the right to assign space in future Vitrinás.

13. IDENTIFICATION BADGE: **13.1.** The exhibitor will have the right to request badges at no cost, taking into account the required capacity and the allocated footage of the stand. This information will be sent at the time of enabling online registration. **13.2.** The participants who will attend as exhibitor and co-exhibitor must be registered on the website: www.vitrinaturistica.anato.org. **13.3.** If the badge is lost, damaged or forgotten, the reissue of it will have a value of COP\$ 50.000. **13.4.** The badges are personal and non-transferable.

14. CUSTOMS: The samples and display materials brought by foreign exhibitors will be covered by special permission of Customs and will have special deposit within Corferias fairground areas to keep them.

15. FREE TRADE ZONE: The Vitrina will feature a free trade zone for all exhibitors. The formalities to be met to legalize the process of Customs must be conducted directly with Corferias department of Foreign Trade through the fulfillment of the Merchandise Access Form that mandatory must accomplish and leave a copy of it in the entrance in the moment you access the assembly and / or promotional material to the venue.

16. SURVEILLANCE: **16.1.** The Vitrina features the general monitoring service that offers Corferias. **16.2.** The booth must remain managed by the exhibitor and exhibitor's personnel are responsible for their own safety. Neither the Organization nor Corferias are responsible for robberies or thefts that may occur because the exhibitors / stand holders abandoned or have neglected the stand areas during the visitors' service hours, or in the assembly and dismantling of the stands.

17. INSURANCE POLICY: Exhibitors must be insured against fire, explosion and related issues. However, it is the exhibitor's decision with whom to take the insurance policy to insure the goods and decoration items. The Organization is not responsible for loss, theft or damage of these elements in the booths or pavilions. Injury or death of persons caused by accidental, sudden and unexpected events during the Vitrina Turística are not responsibility of the Organization. The exhibitor will be the only responsible for any accident his contractors or subcontractors may have while they work as well as any damage caused by their machinery or equipment. Exhibitors must show a printed copy of the Insurance to the Corferias Supervisor which is required to start the assembly.

18. EXHIBITORS OFFICIAL DIRECTORY / CATALOGUE: **18.1.** The Vitrina will prepare an "*Exhibitors Directory*" where all exhibitors and their products will be included. The information will be taken directly from the corresponding "*Participation Agreement*" received within the indicated dates and any changes must be requested in writing sufficiently in advance. **18.2.** The directory will be posted on the event website.

19. DATES AND TIMES: The exhibitor is responsible for complying with the following schedules. **18.1. ASSEMBLY:** February 23th, 24th and 25th, 2024 from 08:00 to 18:00. **18.2. EVENT:** February 26th from 08:00 to 19:30. February 27th from 08:00 to 19:30. February 28th from 08:00 to 19:30. **18.3. DISMANTLING:** March 1st from 08:00 to 18:00. **18.4.** Both the Organization of the Vitrina, as Corferias, are not responsible for losses or theft arising from the breach of these hours by the exhibitor.

20. RULES: All the rules contained in the *Exhibitor's Manual*, are included to the current *Participation Agreement* and the *General Regulations of Corferias* as well, that can be consulted on the website: www.corferias.com. Any provision or standard issued by the competent authority that modifies or adds to this Regulation for all kinds of purposes, is incorporated into it and will be mandatory for all exhibitors.

21. BIOSECURITY MEASURES: Exhibitors are obliged to comply with the biosecurity protocols in case they are established by the competent authorities, especially those applicable to holding and participating in massive events.

The term of this contract will be from the moment of purchase of the space, until the moment of the definitive closure of the Vitrina.

COMPETENCIES OF THE ORGANIZERS OF VITRINA TURÍSTICA

The Organizers of the event, led by the Colombian Association of Travel Agencies and Tourism (Asociación Colombiana de Agencias de Viajes y Turismo - ANATO), are authorized - in the event of non-compliance with the provisions in this regulation - to take any necessary measures to safeguard the areas designated to the exhibitors and participants at **Vitrina Turística** and guarantee that they are suitable.

1. Upon registering, exhibitors must report the trademark(s) that they will be exhibiting at the acquired stands to the organizers, with the understanding that it is essential to make known any co-exhibitors participating at each stand. Should the exhibitor overlook this request, the organization reserves the right to charge an alternative rate, established on a case-by-case basis.
2. The exhibition of products or services belonging to exhibitors that are non-associates of ANATO will not be permitted at stands paying the ANATO associate fee. Should the opposite be true, the exhibitor must pay the NON-ASSOCIATE fee.
3. Likewise, products and services belonging to foreign exhibitors must not be displayed at stands paying the NON-ASSOCIATE of ANATO fee. Should the opposite be true, the exhibitor is obliged to pay the FOREIGN EXHIBITOR fee.
4. Any exhibitors that decide to set up speakers, sound equipment or equipment of any kind, that exceeds the established sound level of 40 decibels, will receive a warning requesting the volume to be turned down immediately.

Should any violations at the stands persist, measures will be taken to interrupt the stand's power supply. To this end, it is compulsory to fulfill the requirement of a switchboard dedicated exclusively to controlling audiovisual equipment. Similarly, the penalty considered in paragraph 12.8 of these regulations will be applied.