



VITRINA[®]
TURÍSTICA
ANATO 2025

'COLOMBIA OPEN TO THE WORLD'

SECURITY MEASURES

FEBRUARY 26TH TO 28TH
CORFERIAS, BOGOTA

Organiza:

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

1. 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.

2. 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.