

EXHIBITORS REGULATION

The Vitrina Turística will be governed by this "Exhibitors Regulation", and is part of the Contract between the Exhibitor and ANATO.

1. ORGANIZATION: The Vitrina Turística is the Colombian International Tourism event, organized and coordinated by the "Asociación Colombiana de Agencias de Viajes y Turismo – ANATO".

2. VENUE AND DATE: The Vitrina will be held in Bogotá D.C. - Colombia, Corferias International Exhibition Center (Calle 24 No. 39 - 81), on 21st, 22nd, 23rd February, 2018.

3. PARTICIPANTS: Participation of all national and/or foreign companies of tourist products and services, industry suppliers, airlines, hotels, wholesalers, tourist operators at national and international levels described in the promotional leaflet.

4. CONDITIONS OF PARTICIPATION: **4.1.** The request must be made exclusively through the "Participation Agreement", annex (1). **4.2.** The "Participation Agreement" is not transferable. **4.3.** The Participant status and condition is acquired when the contract has been approved and signed by the legal representative of ANATO. ANATO reserves the right to accept or reject the "Agreement of Participation", 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 payment of the total amount. If within **10 working days** from the issuance of the invoice ANATO does not received any proof of the concerned payment, the stand area(s) will be considered as free and the Organization shall be free to reassign it. **FOR NO REASON STAND REGISTRATION WILL BE MAINTAINED WITHOUT PAYMENT OF TOTAL AMOUNT.**

6. RATES: Rates of stands are those published in the promotional brochure (leaflet) 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.

7. SPECIAL RATES DEADLINES: **7.1.** Until 31st October 2017 a **10%** discount on the published value will be granted. From 1st November 2017 until 31st December 2017, the published fare shall be paid. From 1st January 2018, a surcharge of **10%** of that rate will be paid. Payments after 1st February 2018 must be made in cash or cashier's check. **UNDER NO CIRCUMSTANCES BUILT UP OF STANDS ARE AUTHORIZED IF MAIN STAND HOLDERS HAVE NOT DULY FULFILLED ALL REQUIREMENTS AND PROVISIONS ESTABLISHED HEREBY.**

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 or stand holder to use 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, 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. The Vitrina reserves the right to remove those stands that do not meet these standards. **8.4.** The exhibitor is obliged to maintain the area properly, with well trained and responsible stand personnel that serve the public in due form by providing information and explanations during the full time official Vitrina's schedule. **8.5.** If the exhibitor, once having signed the contract and paid the

fee, decides to retire and cancel its participation, written notice shall be given. By doing so before 31st December 2017, the 70% of the paid amount will be refunded. If cancellation is made after 1st January 2018 until 31st January 2018, 50% of the paid amount shall be returned. After this date no refund shall be recognized. **8.6.** If in case of force majeure (emerging matters), the organizers were forced to suspend the Vitrina Turística before its opening, the exhibitors will be refunded 40% of the amount paid, reserving 60% for expenses incurred. If after commencement of the event due to emerging matters, the Organizing Committee was forced to suspend, under no circumstances, exhibitors will be entitled to receive any amount as compensation or refund.

9. FROM THE STANDS: **9.1.** The value of the stand includes triplex paneling covered in white Melamine, the name of the exhibitor on the ledge, an electrical outlet (110V), a rectangular desk with three chairs. **9.2.** For assembly and decoration of stands, the Technical Standards determined by Corferias must be fully met, and will be published on the websites: www.corferias.com, www.vitrinaturisticanaato.org. **9.3.** By no means decoration is allowed, that may deteriorate paneling, flooring, profiles, walls and ceilings. It is not allowed to nail, paint, drill or chop directly on them. In case of deterioration, damage or misuse of any of these items, the exhibitor must pay the Organization, the amounts established. **9.4.** The exhibitor will be the responsible for the design, assembly and disassembly of the booths, according to the Corferias Technical Branch. **9.5.** The exhibitor must get advice on features and internet connectivity requested, to avoid saturation in bandwidth by the number of connected devices, that may lead to malfunction **9.6.** The stands will be identified with the exhibiting company name as determined by the "Participation Agreement". The same name appears in the Exhibitor Directory. The numbering is that of the respective floor plan. It is not allowed to put more than one name per booth. **9.7. Any changes or modifications to the exhibitor's name on the ledge shall be adopted by the Organization and the cost of such change shall be borne by the exhibitor.** The Organization is not responsible for any changes. **9.8.** The stand will not be dismantled for any reason before the closing of the event, nor at any date different as the one set for dismantling. **To fulfill this condition, the Exhibitor expressly will sign a "Deed of Commitment".** **9.7.** At no time employment relationship exists between ANATO and exhibitor personnel hired.

10. CLEARANCE CERTIFICATE: **10.1.** To get authorization for stand contractors and personal to entry Corferias fair ground for the assembly of the stands, each Exhibitor, without exception, must submit a CLEARANCE CERTIFICATE. The certificate will be granted by ANATO Director of Events Department, as for the fees for participation shall already be paid and Corferias Staff shall request for the release of the corresponding areas. The CLEARANCE CERTIFICATE must be applied at the same time with the corresponding till receipt. **10.2.** For dismantling the same CLEARANCE CERTIFICATE must be submitted, along with the other one issued by Corferias for other services and with the stamp of the Foreign Trade.

11. PROHIBITIONS: For the exhibitors, under penalty of closing the exhibition area, the following are prohibited acts and behaviors: **11.1.** To assign or sublet the allotted exhibit area, either partially or completely. **11.2.** The sale of food, beverages or liquor. **11.3. To attract public attention through the use of loudspeakers or sound equipment or any other matters that emits the maximum permissible decibels (40) that disturb visitors or other exhibitors. The exhibitor will sign a "Deed of Commitment" to accept this requirement.** **11.4.** The presentation of musical groups, celebration of cocktails and social events within the pavilions during the Vitrina's celebration inside the exhibition areas, are completely prohibited, therefore, their entry will not be allowed. **11.5.** It is strictly forbidden to distribute brochures or to do promotion (parades, advertising pets, skaters, etc.) the Organization considers as inadequate and which are performed outside the exhibition area. **11.6.** In general, any activity contrary to sound business practices, ethics and principles. Failure to comply with

these regulations could mean the loss of preferential renewal right of and the filing of a fine equivalent to 50% of the stand value.

12. IDENTIFICATION BADGE: **12.1.** Exhibitors are entitled to five (5) Exhibitor badges per each 9.00 m² of contracted area. The Organizing Committee will issue the relevant badge with no charge. **12.2.** The exhibitor must send the organization, in advance, the list of relevant persons or to register it on the website: www.vitrinaturisticanaato.org. **12.3.** If the badges get lost, impaired or forgotten, a new one will cost COP\$50.000 (Colombian pesos). **12.4.** The main stand holders' badges are personal and not transferable.

13. 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.

14. 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. Exhibitors must fill out a form and leave a copy of it in the entrance.

15. SURVEILLANCE: **15.1.** The Vitrina features the general monitoring service that offers Corferias. **15.2.** 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.

16. INSURANCE POLICY: Exhibitors must be insured against fire, explosion and related issues, which may be acquired in Corferias. However, it is the exhibitor's decision with whom to take the insurance policy to make sure 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 events sudden and unexpected during the Vitrina Turística are not responsibility of the Organization. The exhibitor will be the only responsible for any accident his contractors or subcontractors 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.

17. EXHIBITORS OFFICIAL SHOW DIRECTORY / CATALOGUE: **17.1.** The Vitrina organization prepares a directory / catalogue which include all exhibitors and their products. The information is taken directly from the "Participation Agreement" therefore for any change; it has to be requested by a written letter in advance. **17.2.** All exhibitors and buyers to Vitrina Turística 2016 will receive a copy of this year's Official Show Catalogue on entrance to the exhibition.

18. DATES AND TIMES: Exhibitors are responsible for compliance with the following schedule. **18.1. ASSEMBLY:** 19th and 20th February, 2018 from 08:00 to 18:00. **18.2. OPENING:** 21st February at 10:00 hours. **18.3. EXHIBITION:** 21st February from 14:00 to 19:30, 22nd February from 09:00 to 19:30 hours. 23rd February from 09:00 to 19:30 hours. **18.4. DISMANTLING:** 24th February from 08:00 to 18:00 hours. **18.5.** Both the Organization of the Vitrina and Corferias are not responsible for loss or theft arising from a breach of these times by the exhibitor.

19. RULES: All rules contained in Corferias Act of General Rules can be checked on the website: www.corferias.com and become part of this Vitrina Turística Regulation. Any provisions or rules issued by competent authority to amend or add to these rules for all sorts of effects, is incorporated into this and will be mandatory for all exhibitors. This contract will run for the duration term that last from the time of purchasing the space, until the final closing of the Vitrina Turística.