

1. SECURITY MEASURES

CORFERIAS provides exhibitors and visitors a security service, however, because it is a public event, it is impossible to guarantee the personal safety of each of the booths. This means that each exhibitor is responsible for all elements of decoration, equipment, advertising materials, and other objects that are in their stand. Therefore:

ALL EXHIBITORS MUST BE AT THEIR BOOTHS FROM THE TIME OF OPENING OF THE PAVILIONS AT 08:30 A.M. UNTIL THE TIME OF CLOSING AT 19:30. THE DAYS OF ASSEMBLY AND DISMANTLING THE PAVILIONS OPEN AT 8:00 A.M.

Neither CORFERIAS, nor the Organization of the **XXXVII VITRINA TURÍSTICA**, are responsible for the loss of decorative items, equipment, advertising materials, or any other object that may be stolen or lost because of the non-presence of the exhibitors on their stand during the hours of visitors attendance, assembly and disassembly.

Below, there are important safety recommendations, which if taken into account, avoiding anomalies against you and the Corporation itself:

- a) CORFERIAS Bogotá, International Exhibition Center, has a global security at fairs and events. Each exhibitor is responsible for its goods from the time they enter the Venue until their final departure. Therefore, the Exhibitor must employ enough staff to the care and comply strictly with the opening and closing during times of assembly and disassembly.
- b) CORFERIAS is not responsible for the goods entering the hall during the assembling time. It is strictly necessary that the goods have the approval of the exhibitor or of the assembly for admission to the hall.
- c) Exhibitors must be in their stands for the opening of the halls to avoid any anomalies. Neither CORFERIAS nor the Event Organizers will be responsible for any inconvenient. If for any reason the exhibitor arrives before the time of the opening of the halls, they cannot enter because the opening hours and closing are strictly enforced.
- d) If you hire cleaning staff for the contracted areas, you must request authorization from the Security Department. CORFERIAS Bogotá, International Exhibition Center, reserves the right to refuse admission of such persons.
- e) Under no circumstances, exhibitors must leave the stand alone during the period for public attendance, as any eventuality in this regard will be solely your responsibility.
- f) It is particularly recommended to take care of monitor portfolios, calculators, briefcases, laptops, video beam, cell phones and jewelry, among others, that are for personal use during assembly, exhibition and dismantling.
- g) Everyone without exception must be registered with the Security staff at the end of each pavilion.
- h) It is recommended that you trust personnel working for you in the assembly or disassembly.
- i) Before the hall closing, you must verify that your stand has been duly sealed and should not forget to leave your personal belongings. It should also be expected the stand with all their security measures.
- j) When you experience troubles in security, look for the security or pavilion supervisor, who will be willing to cooperate.

- k) You must give immediate notice to the Security Department or inform the hall supervisor, if you see suspicious people in the hall openings and closings, or during the fair.
- l) All exhibitors must wear the badge at all times during their stay at the venue, during periods of assembly and disassembly.
- m) Remember that for your assembling and dismantling, your staff must wear the elements of industrial and personal safety (helmets, harnesses, masks, and gloves, among others); also submit their corresponding identification of EPS and ARP force.
- n) When teams from other companies aside from CORFERIAS are hired, you must claim for the security of the leased equipment (devices and permanent staff).
- o) During the assembly and / or disassembly, at the entrance of the venue there will be asking for badges, DIAN form duly completed and clearance certificate issued by ANATO. Staff must cooperate on requests such as badges and requisitions done by the Security Department.
- p) CORFERIAS Bogotá, International Exhibition Center, has NO vehicles for freight service during assembly, exhibition and dismantling. You must know the vehicles or persons who will perform that work.
- q) The service times for load trucks and internal transport of goods is provided by uniformed personnel and identified. Corferias is not responsible for the goods transported by this means, so that the exhibitor must accompany their goods.
- r) Any officer hired by exhibitors to do electric work must show certification as Electrical Technician issued by CONTE – (Consejo Nacional de Técnicos Electricistas)
- s) Remember that you are completely banned smoking in indoor enclosures or under the Agreement 79 of 2003.
- t) All waste (organic, plastics, glass) should be deposited in a controlled manner at the sites determined to do so, according to their characteristics.
- u) In case of any emergency the exhibitor or their employees must inform to the Security Supervisor , Ext: 5545 – 5546
- v) During Assembly and dismantling there must be enough people to watch over the stand.

2. INSURANCE POLICY

It is important that the participants ensure their stands and other items to be displayed, as well as their physical integrity at any time since the organizers are responsible for personal injury and / or loss or damage to goods arising from situations such as fire, explosion, earthquake, riot, civil commotion and terrorist acts, water damage, flooding, internal damage to devices (computers) for over-voltage, qualified theft, etc.

The Exhibitor company, its assembly company and the subcontracted companies, will be responsible for the damages caused by not contracting insurance or for the inefficiency of the same, having to indemnify and restore all damages caused to the Organization of the event, Corferias or third parties, such as permanent or temporary damage.

Corferias will facilitate the purchase of compulsory insurance to ensure against all risks the merchandise that is exposed and the decorative elements of its property or third parties. In case the exhibitor does not have an insurance in force, you can contact:

Subroker Seguros

3810000 ext. 5631

Cellphone: (57-1) 313-8566840

seguros@corferias.com

In case the exhibitor has the policies that cover the risks, he will have to present his extension of coverage at the moment of delivery of the stand for the beginning the assembly.

When the exhibitor does not have the required policies, is obliged to constitute them in favor of CORFERIAS, in accordance with the characteristics indicated in this document. Once it is constituted, it must be presented to CORFERIAS at the moment of delivery of the stand for the beginning the assembly.

Important: If the exhibitor does not have the required policies, neither the Organization nor CORFERIAS will be responsible for the deterioration or loss of goods that the exhibitor enters the fairground during the assembly and disassembly days, nor during the development of the event: Therefore, the care of such goods will be the exclusive responsibility of the exhibitor.

**IT IS ESSENTIAL TO SHOW A PRINTED COPY OF INSURANCE TO THE SUPERVISOR OF
CORFERIAS AT THE TIME OF THE DELIVERY OF THE SPACE,
REQUIREMENT TO START ASSEMBLY.**