

# **EXHIBITOR MANUAL**

**“Colombia Open to the World”**

**Floor plans**  
**General Information**  
**Procedures**  
**Rules**  
**Contract of Participation**  
**Regulation**

**FEBRUARY 27<sup>th</sup>, 28<sup>th</sup> and MARCH 1<sup>st</sup>, 2019**  
**CORFERIAS, BOGOTÁ D.C. – COLOMBIA**

## INDEX

1. Organizing Team	5
2. Floor plans	5
2.1 General Map of Corferias	6
3. Exhibitors Agenda	11
4. Schedule of Vitrina Turística	12
5. Website	12
6. Booking Procedures and Contract fulfillment	12
7. Stand Rates	14
7.1 Special Rates Deadlines	15
8. Payment	15
8.1. National Currency	15
8.2. Foreign Currency	15
9. Good Standing Certificate	16
10. Badges	16
10.1. Exhibitor badge	16
10.2. Service badge	16
10.3. Badges for Assembly	16
10.4. Dismantling badge	17
11. Assembling, Decoration and Dismantling of Stands	17
11.1 Delivery Areas	17
11.2 Assembly process	18
11.3 Safety during the Assembling procedure	20
11.4 Fire Prevention and use of Fire extinguisher	20
11.5 Dismantling	21
11.6 Damages and Penalties	22
11.7 Stands Decoration	22
12. General Services	23
12.1. Rental Services in Corferias	23
12.2. Connectivity	23
12.3. Corferias Additional Services	25
12.3.1 Banking Service	25
12.3.2 Food & Beverage Court	25
12.3.3 WC Units	25
12.3.4 Hardware store	25
12.3.5 Public Transportation	25
12.3.6 Parking and bond sales for exhibitors	25
12.4 Baggage room	25
12.5 Exhibitors warehouse	25

12.6 Carts Service	26
13. Customs Regulations	26
13.1. Delivery of merchandise	26
13.1.1. Foreign merchandise	26
13.1.2. Domestic and nationalized merchandise	27
13.2. Reception of Merchandise to the Free Trade Zone	27
13.2.1. Foreign and nationalized merchandise	28
13.2.2. Time of Permanence in the Free Trade Zone	28
13.2.3. Forms for Reception of Merchandise	28
13.3. Release of Goods	30
13.3.1. Equivalence of forms for the release of non-nationalized goods	30
13.3.2. Release of Domestic and nationalized goods	30
13.4. Where can you find the forms	31
13.4.1. Steps to fill out the forms	31
14. Security Measures	32
15. Insurance Policy	34
16. Opening Ceremony	35
17. Additional Activities	36
17.1. Academic and Cultural Programming	36
17.2. Social Events	36
17.3. Sweepstakes & Contests	36
17.4. Exhibitor Promotion through Media	36
18. Hotel Rates	36
19. Flight Rates	37
20. Local Transportation	37
21. Additional Rules	37
22. Appendix	37

## WHY IS IMPORTANT TO READ THIS MANUAL?

This Manual has been prepared to guide exhibitors to make a success of their participation in the **38 VITRINA TURÍSTICA – ANATO 2019**, the most important tourism event in Colombia.

Hereby there are all aspects of the organization and progress of the event. You will find the best way to optimize your participation by obtaining the best business results for your Company.

With a careful reading of this Manual, you will find answers to all your concerns. However, if you want to clear additional questions, please check with our website: [www.vitrinaturisticanaato.org](http://www.vitrinaturisticanaato.org), or contact Event Management Department at **telephone** (57 1) 4322040, **E-mail:** [eventos@anato.org](mailto:eventos@anato.org), [subdireccioneventos@anato.org](mailto:subdireccioneventos@anato.org).

Also be sure to attend the...

### Exhibitor Meeting

That will take place on

Wednesday 13<sup>th</sup>, 2019 at 14:30.  
Corferias, Carrera 37 No. 24 – 67.  
Bogotá D.C. - Colombia

This meeting will deal with all aspects of exhibitor's participation in the **38 VITRINA TURÍSTICA** and will solve any doubt of the audience.

**Good Standing Certificate** will also be given to representatives of companies that have fully paid their stands. With "Good Standing Certificate" the **Exhibitor** badges will be also provided, if they have been properly requested until the 31<sup>st</sup> of January, 2019. Additionally the organization will award one (1) invitation per exhibiting company to the Opening Ceremony, due to the limited seating in the Auditorium.

## 1. ORGANIZING TEAM

The following is the team that will be available to support you, both in our offices and from 15<sup>th</sup> of January, 2019 in the venue:

<b>PAULA CORTES CALLE</b>	President of ANATO
<b>JULIAN TORRES SARRIA</b>	ANATO Executive Director
<b>RAFAEL EDUARDO AVELLA</b>	Director of the Vitrina
<b>CARLOS ANDRES ARIAS</b>	Chief Operating Officer
<b>DANIELA VALDERRAMA PRADO</b>	Event Coordinator
<b>HECTOR DELGADO</b>	Event Coordinator

Cra. 19 B No. 83 – 63 Floor 8, Edificio ANATO  
Phone: (57-1) 4322040  
E-mail: [eventos@anato.org](mailto:eventos@anato.org)  
Bogotá D.C. – Colombia  
[www.anato.org](http://www.anato.org)

## 2. FLOOR PLANS

*Great Hall “Oscar Pérez Gutiérrez” (Pavilions 11 – 14)*  
**Colombia (Part 1)**

Pavilion 4:  
**Valle del Cauca – National Guest Destination, Colombia (Part 2)**

*Great Hall “Oscar Pérez Gutiérrez” (Pavilions 15 – 16)*  
**International (South Side)**

*Great Hall “Oscar Pérez Gutiérrez” (Pavilion 17)*  
**Guest Country, Wholesalers, Institutional ANATO.**

*Great Hall “Oscar Pérez Gutiérrez” (Pavilions 18 – 23)*  
**International (North Side)**

Pavilion 3 level 2:  
**ProColombia Travel Mart**

## 2.1. CORFERIAS GENERAL MAP

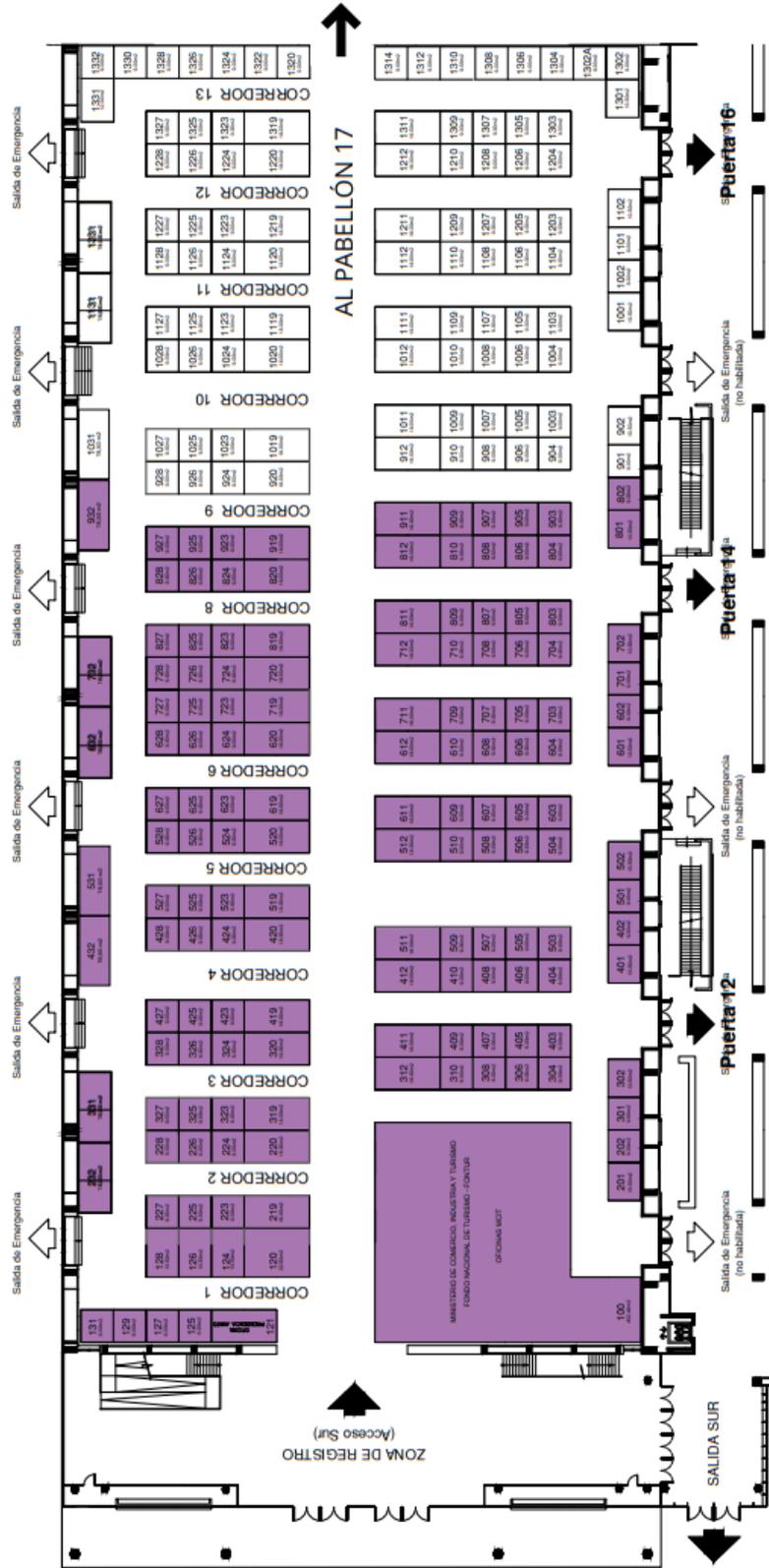
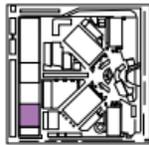


- Gran Salón "Oscar Pérez Gutiérrez" (Pabellones 11 al 14) – Colombia (Parte 1).
- Pabellón 4 – Valle del Cauca: Destino Nacional Invitado, Colombia (Parte 2).
- Gran Salón "Oscar Pérez Gutiérrez" (Pabellones 15 al 16) – Internacional (Costado Sur).
- Gran Salón "Oscar Pérez Gutiérrez" (Pabellón 17) – País Invitado de Honor, Mayoristas, institucional ANATO.
- Gran Salón "Oscar Pérez Gutiérrez" (Pabellones 18 al 23) – Internacional (Costado Norte).
- Pabellón 3 Nivel 2 – Colombia Travel Mart, ProColombia.

- Grand Hall "Oscar Pérez Gutiérrez" (Pavilions 11 to 14) – Colombia (Part 1).
- Pavilion 4 – Valle del Cauca: National Guest Destination, Colombia (Part 2).
- Grand Hall (Pavilions 15 to 16) - International (South side).
- Grand Hall "Oscar Pérez Gutiérrez" (Pavilion 17) - International Guest Destination, Wholesalers, institutional ANATO.
- Grand Hall (Pavilions 18 to 23) – International (North side).
- Pavilion 3 Level 2 – Colombia Travel Mart, ProColombia.

**Pavilions 15 to 16:  
International (South side)**

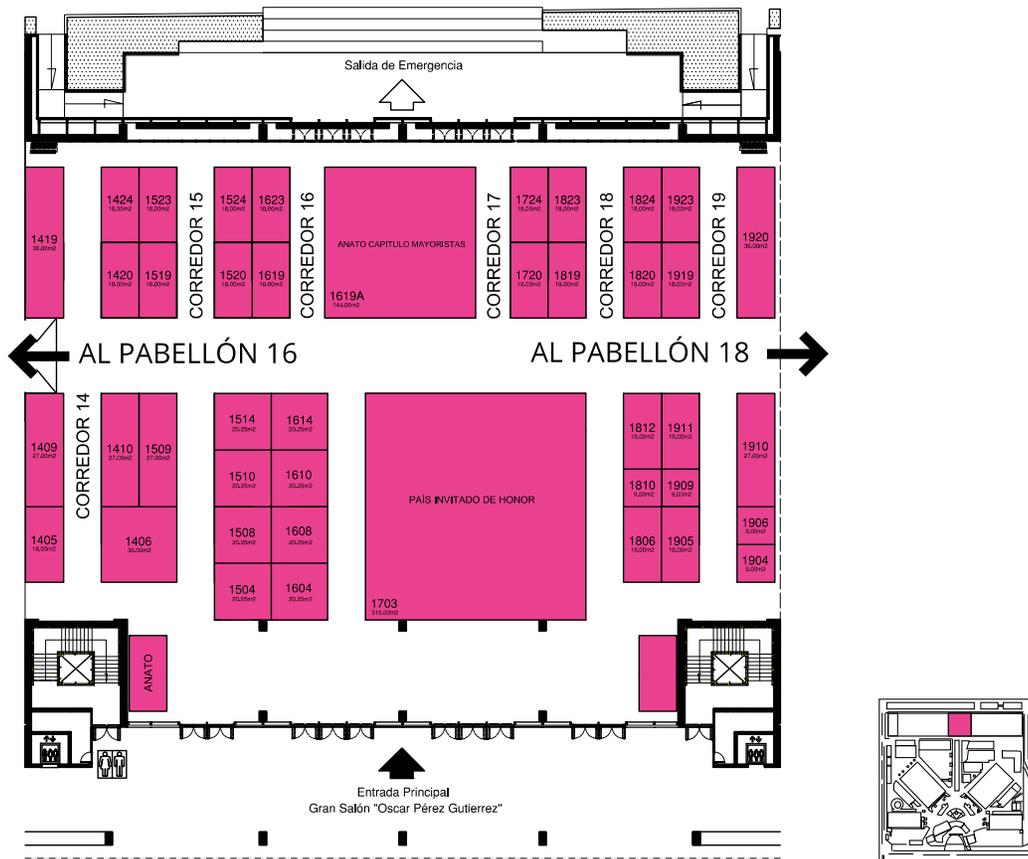
**Pavilions 11 to 14:  
Colombia (Part 1)**







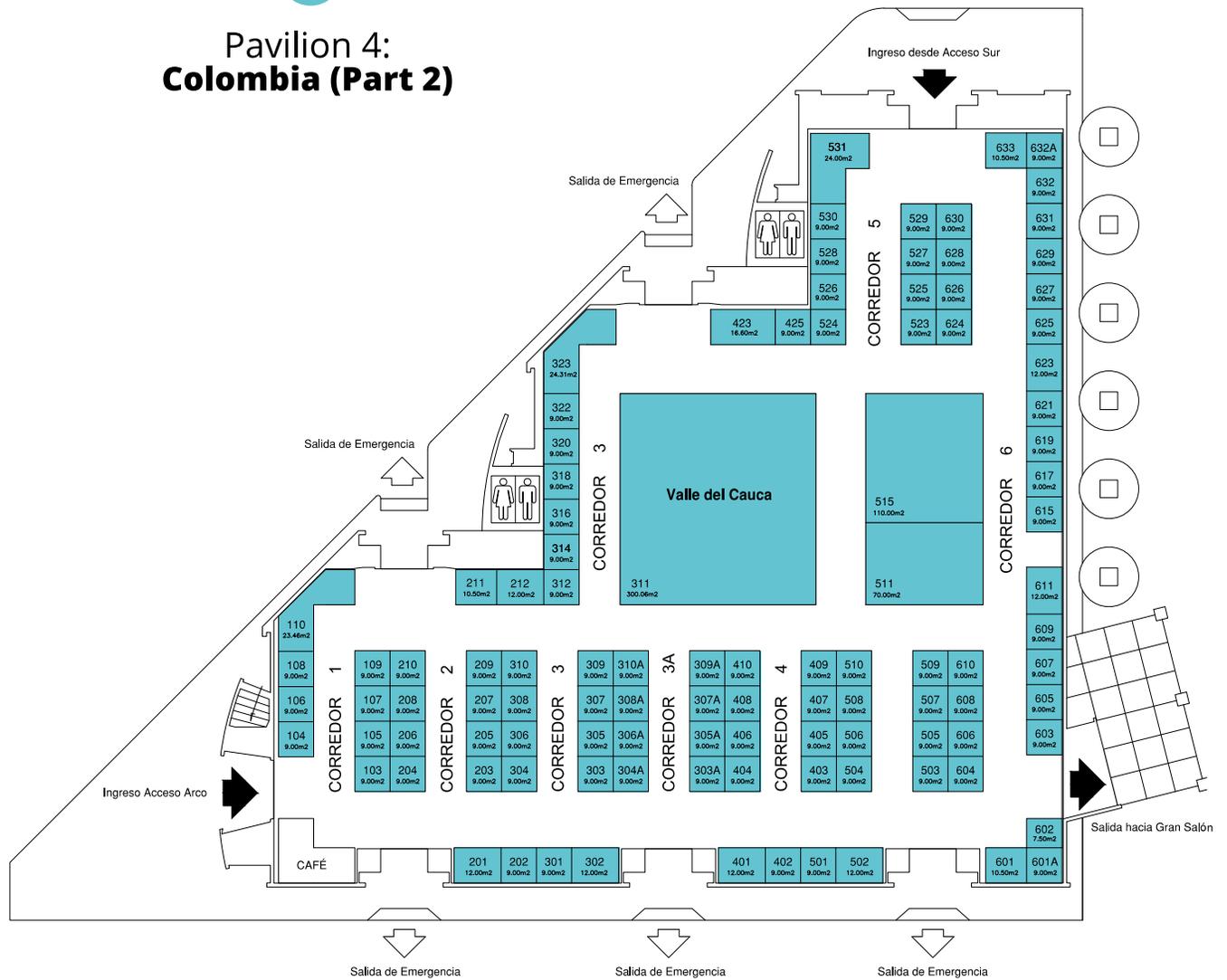
## Pavilion 17: International Guest Destination, Wholesalers, institutional ANATO



\*People interested in participating in this Pavilion must contact Mrs. Isabel Cristina Daza, Director of Wholesalers Chapter; phone (571) 6107099, E-mail: [mayoristas@anato.org](mailto:mayoristas@anato.org)



Pavilion 4:  
**Colombia (Part 2)**



### 3. EXHIBITOR AGENDA

ACTIVITY	DATE
Booking deadline and full payment of total amount of traditional exhibitors	31/08/2018
Booking deadline and full payment of total amount of space enquired with <b>10%</b> off rate.	31/10/2018
Deadline to legalize Contracts and to send the Certificate of budget availability) by Official Entities.	31/10/2018
Booking deadline and full payment of total amount of space requires without increasing rate.	31/12/2018
Deadline for Exhibitors info to be included in the Exhibition catalogue.	15/01/2019
Booking deadline and full payment of total amount of space requires with <b>10%</b> of increased rate.	31/01/2019
Deadline for Exhibitor badges requests to be distributed at the meeting of exhibitors. Only for those exhibitors with stands fully paid.	31/01/2019
Exhibitor Meeting to be held in Corferias Protocol Lounge at 14:30. Release of stand holders, assembling badges. (parking available)	13/02/2019
Deadline to pick up badges requested prior February 9th, in the ANATO office at Corferias.	22/02/2019
Official date of stand construction: Release of exhibition areas on February 19th and 20th, 2018 from 8:00 to 18:00. EXCLUSIVELY FOR EXHIBITORS WITH GOOD STANDING CERTIFICATE *	24/02/2019
Deadline for the suitability of the areas of exhibition at 18:00	26/02/2019
Opening Ceremony in the Auditorium at 10:00**	27/02/2019
Professional visitors attendance from 12:00 to 18:30.	27/02/2019
Professional visitors attendance from 09:00 to 18:30.	28/02/2019
Professional visitors attendance from 09:00 to 17:00.	01/03/2019
Students preregistered attendance from 09:00 to 17:00.	01/03/2019
Event ends at 19:30	01/03/2019
Dismantling of stands from 08:00 until 18:00.***	02/03/2019

\* Your collaboration is important to fulfill the commitment that your stand should be ready before the Scheduled time.

\*\* The entrance to the Auditorium will be at 09:00 a.m., reserved exclusively for those who submit the invitation card.

\*\*\* The stand should always be attended by the stand holders and they are responsible for their own safety. CORFERIAS and the Organization of the Event are not responsible for robberies or thefts that may occur when exhibitors abandoned or have neglected their stand areas during the visitors' service hours, or in the assembly and dismantling of stands. The breach of the agreement could mean the loss of the preferential space renewal.

#### 4. SCHEDULE OF THE VITRINA

##### PRE-EVENT

Construction of Stands (February 24<sup>th</sup>, 25<sup>th</sup> and 26<sup>th</sup>): 08:00 a 18:00

**GOOD STANDING CERTIFICATE GIVEN BY ANATO IS MANDATORY. THERE WILL NOT BE EXCEPTIONS.**

Exhibitor Service (Pavilion 10): 08:30 to 18:30

##### PLUS – Customer Service Center:

Monday to Friday 08:30 to 17:30 Full time  
Weekends 09:00 to 16:00

##### EVENT

Opening Ceremony (February 27<sup>th</sup>) 10:00 – Entry of guests to the Auditorium  
9:00  
Exhibitors (February 27<sup>th</sup>, 28<sup>th</sup> and March 1<sup>st</sup>) 08:30 to 19:30  
Professional Visitors Attendance (February 27<sup>th</sup>) 12:00 to 18:30  
Professional Visitors Attendance (February 28<sup>th</sup>) 09:00 to 18:30  
Professional Visitors Attendance (March 1<sup>st</sup>) 09:00 to 17:00  
Students Attendance (March 1<sup>st</sup>) 10:00 to 17:00

##### POST-EVENT

Dismantling of Stands (March 2<sup>nd</sup>) 08:00 to 18:00

#### 5. WEBSITE

Permanently you have the most complete information about the event, recent news, plans of the Halls, registration forms, among others. We have enabled the following website: [www.vitrinaturistica.anato.org](http://www.vitrinaturistica.anato.org)

Please, check it out constantly. It will be very useful.

#### 6. BOOKING PROCEDURE AND CONTRACT FULFILLMENT

**TO IMPLEMENT PROPERLY THE SUBJECT OF YOUR STAND AND CONCLUDING THE CONTRACT, WE REQUEST THE FOLLOWING PROCEDURE:**

1. Check with the "organization staff", the availability in the "Exhibition Area" ([subdireccioneventos@anato.org](mailto:subdireccioneventos@anato.org)). It will be offered the booth that better suit to the needs of the Exhibitors, according to the availability of stands. Each one will be identify by a number and an area. For availability of Wholesalers please contact:

**1.1 Wholesale Section:** Contact Mrs. Isabel Cristina Daza, Director of Wholesalers Chapter; phone (57 1) 6161314, E-mail: [mayoristas@anato.org](mailto:mayoristas@anato.org).

2. Traditional exhibitors will have priority in their reservation (same area last version) until **September 15<sup>th</sup>, 2018** only if the Participation Agreement was completed in full and the **payment was made**. From that date on, reservations will not have any restriction.

**IN ORDER TO ASSIGNATE AND FILL OUT THE PARTICIPATION AGREEMENT, IT IS INDISPENSABLE TO FOLLOW THE INSTRUCTIONS:**

1. Once received and accepted the **Application Form**, the organization of the event will assign the area, reporting via email the stand characteristics (location, number of stands, area and price):

2. **FORMALIZE THE PARTICIPATION**

- 2.1. **Private Companies**

In order to formalize the participation, the **PARTICIPATION AGREEMENT** should be completed in full, which can be accessed by clicking on the link given in the same confirmation email. Additionally you must sign the Commitment letter attached.

Once the agreement is filled out, it must be printed and signed by the company's legal representative. Priority in the award of space will be given to exhibitors of the preceding Vitrina Turística (2018), within a deadline set for **September 15<sup>th</sup>, 2018**, attended by strict receipt order of the PARTICIPATION AGREEMENT and the corresponding **payment, the latter being a prerequisite** in order to determine the registration date and allocation of required space.

In case the exhibitor needs to change the location of the stand, the organization of the event will give, if it is possible, an offer with the required area. The exhibitor must confirm in writing the acceptance of the new area within the limits set.

New applications will be addressed from **September 16<sup>th</sup>, 2018**.

Required documents:

- Participation Agreement duly completed, signed by the Company's legal representative.
- Copy of Deposit or Transfer receipt.
- Copy of legal representative's ID card.
- Updated Chamber of Commerce Certificate.
- Copy of RUT (only Colombian companies).
- Copy of RNT (National Registry of Tourism) if applicable.

**NOTE 1:** All these documents should be sent to the ANATO Event Management (Cra. 19 B No. 83 - 63 8th Floor, Phone (57 1) 4322040, Bogotá DC - Colombia), or should be sent scanned to e-mail: [eventos@anato.org](mailto:eventos@anato.org).

- 2.2. **Official Entities:**

In order to formalize the participation, the **PARTICIPATION AGREEMENT** should be completed in full, which can be accessed by clicking on the link given in the same confirmation email. Additionally you must sign the Commitment letter attached

In case there is an Official Participation Agreement, it should make the arrangement to get all the documents (the Certificate of budget availability) before the **31<sup>st</sup> of October, 2018**.

**IN ORDER TO PROCESS THE AGREEMENT, IT IS MANDATORY TO ATTACH COPY OF THE BANK DEPOSIT OR TRANSACTION, OTHERWISE, TH STAND WILL BE CONSIDERED AS NOT PAID.**

## 7. STAND RATES

The prices of the stands are set according to the number of square meters (m2), depending on participant exhibitor listed in the following table:

AREA M <sup>2</sup>	ASSOCIATED EXHIBITOR	NON ASSOCIATED EXHIBITOR	FOREIGN EXHIBITORS	
9,00	\$ 3.492.000	\$ 5.562.000	USD	\$ 3.276
10,50	\$ 4.074.000	\$ 6.489.000	USD	\$ 3.822
12,00	\$ 4.656.000	\$ 7.416.000	USD	\$ 4.368
18,00	\$ 6.984.000	\$ 10.416.000	USD	\$ 6.552
19,50	\$ 7.566.000	\$ 11.124.000	USD	\$ 7.098
20,25	\$ 7.857.000	\$ 12.515.000	USD	\$ 7.371
36,00	\$ 13.968.000	\$ 22.248.000	USD	\$ 13.104

**NOTE: In the rates indicated must add 19% VAT.**

If you require different space areas, you should calculate the fee as follows:

<b>Associated Exhibitor</b>	COP\$ 388.000/ m <sup>2</sup>
<b>Non Associated Exhibitor</b>	COP\$ 618.000/ m <sup>2</sup>
<b>Foreign Exhibitors</b>	USD\$ 364/ m <sup>2</sup>

**Booth's fee includes:**

- Triplex paneling covered in White Malamine
- Name of exhibitor on the ledge
- 1 DC outlet 110 V
- 1 rectangular table
- 3 standard chairs
- 5 Exhibitor Badges
- 1 Invitation to the Opening Ceremony

## 7.1 SPECIAL RATES DEADLINES

If you pay the entire reserved space before **October 31<sup>st</sup>, 2018**, 10% discount will be granted on the published fare value. Between **November 1<sup>st</sup> 2018** and **December 31<sup>st</sup> 2018**, the published fares will be increased by 10%. After **January 1<sup>st</sup>, 2019**, published fares will be increased by 10%.

## 8. PAYMENT

1. It is essential to make **full payment** of reserved space within ten (10) working days following the confirmation sending by the organization; otherwise, the space will be considered free and will be available to be awarded to another exhibitor.
2. For the agreement to be duly registered in the system, it is essential to attach a copy of the bank deposit or transaction, otherwise, the reserved space will not be deemed as formalized. In case there is an Official Entity, they should make the arrangement to get the Certificate of budget availability.
3. In the case of non-fulfilling of payments, at the established deadlines, Exhibitor will forfeit all rights to the reserved space, leaving these stands free and available to offer them to other companies. In this case, Exhibitor must apply for a new reservation.

**IN ANY CASE, THE OCCUPATION OF EXHIBITION SPACE, AND THE STAND MOUNTING SHALL NOT BE AUTHORIZED WHILE THE FULL PRICE OF IS NOT PAID.**

To pay for the rental of the space areas, ANATO establishes the following types of payment:

### 8.1. NATIONAL CURRENCY

Exhibitors may make wire transfers or check or cash deposits in our checking account **ANATO–Davivienda No. 004469997367** for which, the reference digit should be requested early at the ANATO Treasury (Telephone 57 1 4322040).

### 8.2. FOREIGN CURRENCY

For payment in foreign currency, a wire transfer should be made to the following accounts:

- Intermediary Bank: **CITIBANK N.A. NEW YORK USA.** ABA Code: **021000089** CHIPS ABA Code: **0008** Swift Code: **CITIUS33.**
- Beneficiary Bank: **Banco Davivienda SA** Account No.: **36240428.** Swift Code: **CAFECOBB.** Final Recipient: **004469997367 ANATO.**

**Note:** Please, to the total stand value add the transfer fee cost (about USD\$ 35). Transfers must clearly indicate who is the originator of such payment. FOR INTERNATIONAL PAYMENTS WE WILL NOT ACCEPT CHECKS. BANK TRANSFER ONLY.

**WITHOUT EXCEPTIONS, STANDS REQUESTED WILL NOT BE KEPT AND ASSEMBLY WILL NOT BE ALLOWED WITHOUT FULL PAYMENT.**

## 9. GOOD STANDING CERTIFICATE

The Good Standing certificate is essential to claim the "Exhibitor Badges" and for the assembly of the stands. Therefore, it is very important to keep it carefully, and if you have hired a company to mount, please give the person a copy of your "**good standing certificate**", which shall be requested by the Supervisor in charge of the Hall in CORFERIAS.

You can claim the good standing certificate at the Meeting of Exhibitors or at the offices of the Organization of the **38 VITRINA TURÍSTICA** in CORFERIAS (Room 10, Floor 2 North Conector Great Hall) from January 15<sup>th</sup>, 2019.

**WITH NO GOOD STANDING CERTIFICATE THE ASSEMBLY OF STAND IS NOT ALLOWED**

## 10. BADGES

According to the rented area, the exhibitor is entitled to a specific number of badges as it is described below. These must be requested before **January 31<sup>st</sup>, 2019** through an online form that will be sent to the contracting authority. The badges will be given in the Meeting of Exhibitors which will be held on **February 13<sup>th</sup>, 2019** in Corferias. After that date, exhibitor can get their badges showing the "good standing certificate" or the receipt in ANATO's offices.

### 10.1. EXHIBITOR BADGE

These are personal and not transferable and must be used permanently during the event days. For every 9.00 M<sup>2</sup> rented space area five (5) exhibitor badges will be entitled. Exhibitors could also ask for the following badges:

**Badges Assignment**

Assigned Area	Exhibitor Badges	Service Badges
<b>9 - 12 m<sup>2</sup></b>	Until 5	Until 3
<b>13 - 18 m<sup>2</sup></b>	Until 8	Until 5
<b>19 - 27 m<sup>2</sup></b>	Until 12	Until 8
<b>28 - 36 m<sup>2</sup></b>	Until 15	Until 10
<b>37 - 54 m<sup>2</sup></b>	Until 18	Until 12
<b>55 - 72 m<sup>2</sup></b>	Until 22	Until 15
<b>73 - 108 m<sup>2</sup></b>	Until 25	Until 18
<b>More of 109 m<sup>2</sup></b>	Until 30	Until 20

**NOTE:** For the staff of the same exhibitor company that will attend the event as a visitor, they could ask for PROFESSIONAL TOURISM badge without restriction, through the link informed for this purpose.

## 10.2. SERVICE BADGE

These are personal and not transferable and are to be used to identify service personnel attending the booth. (E.g. support staff, catering, models, among others). These will be provided by written letter that relates names, and company ID.

## 10.3. BADGES FOR ASSEMBLY

These are valid for the assembly stage and will expire on **February 26<sup>th</sup>, 2019**. Constructors and Operators working in the construction and decoration of the stands must carry their badges, and they will be under the responsibility of the exhibiting company. In accordance with the requirements no quantity limits shall be submitted only by the main stand holder.

## 10.4. DISMANTLING BADGE

The staff or employees involved in the dismantling of the stand that has no service or exhibitor badge must carry it. According to the needs of the exhibitor, presenting the clearance certificate and approval of the exhibitor, no quantity limits shall be submitted. These will be valid up from **Saturday, 2<sup>nd</sup> of March, 2019**.

### Comments:

- Be noticed that you can apply for EXHIBITOR badges through the online form requesting personal access links previously in the Operations Division of ANATO.
- You can claim them previously at ANATO offices to avoid congestion in Corferias (Room 10, Floor 2 North Conector, Great Hall). You must submit the relevant "good standing certificate ", otherwise badges will not be provided.
- The badge is personal and not transferable. Whoever is identified with an ID that does not belong to, the carrier will be removed from CORFERIAS and the badge will also be retained. In case of losing the card or forget it, the carrier shall pay the sum of **COP\$ 50.000** for an additional one.

## **BADGES SHALL BE ALWAYS CARRIED ON!**

## **11. ASSEMBLING, DECORATION AND DISMANTLING OF STANDS**

### **11.1. DELIVERY OF AREAS (ONLY FOR EXHIBITORS WITH GOOD STANDING CERTIFICATE)**

- To enter CORFERIAS to perform the assembly of the stands you should present the **Exhibitor's badge**. If the assembly is done by staff of a company specialized in this service, you must claim the badges of "**Assembling**" in the offices of the Organization or the day of the Meeting of Exhibitors. These will only be given to the person authorized by the main stand holder of the exhibiting company, by written letter and including a copy of the corresponding good standing certificate.
- CORFERIAS operational staff will present the areas under the conditions that are established in the contract signed with ANATO.
- The exhibitor must present the form of goods that can fill out though [www.corferias.com](http://www.corferias.com) and the **Good Standing Certificate**; otherwise release of the exhibition areas will not be done. **NO EXCEPTIONS**.
- The Exhibitor must have or require the Assembly contractor, a civil liability policy on the construction of the stand, which must be submitted previously to start the assembly, since in any situation where the safety of the stand is compromised, it is responsibility of the Exhibition Company.

- For admission to CORFERIAS, exhibitors or assembling companies must produce exhibition contract, movement of goods form (including assembly items), assembling badges and social security documents (occupational hazard insurer -ARL- and healthcare system -EPS-) of people involved in installation. If complete documentation is not submitted, CORFERIAS will not deliver the exhibition areas.
- No areas for the assembly will be given before the scheduled date. However, if strictly necessary and justified, CORFERIAS Technical Branch may authorize use of space in advance and charged at existing rates for the occupation of the area and the consumption of services. The use of space is not approved as a construction workshop; it should only be used for the built up and assembly of 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 us by written letter in order to prevent its distribution. **Not using them, does not imply a stand price diminution.**
- If you rent a decorative element additional or different to those supplied with the stand, please check out the **Application Form and Reservation Services Rentals** with rates established by CORFERIAS and published on the websites: [www.vitrinaturisticanaato.org](http://www.vitrinaturisticanaato.org), [www.corferias.com](http://www.corferias.com). This is only a guide price. To request the service you need please go and submit directly in Original Form to CORFERIAS Customer Service Center PLUS located in Pavilion 10. You must do well in advance for your application to be considered. This is a special service offered by CORFERIAS. The Organization of the **38 VITRINA TURÍSTICA** has no commitment at any time to bring any such factors or additional service.

## 11.2. ASSEMBLING PROCESS

- Previously, the Organization will provide a master plan with the specifications of the area, where there are support columns. It is very important to study the floor plans for avoiding design mishaps.
- Before installation, the exhibitor must verify the physical conditions and size of the spaces to be used, so that the design of the stand fits the conditions of the plans.
- The decoration companies that are responsible for pavilions or separate areas (for the same exhibitor) must receive and deliver those areas from/to the person appointed by CORFERIAS. **Under no circumstances, installation of exhibit areas can start without the proper official delivery by CORFERIAS.**
- The exhibitor or the operator of the assembly must respect the perimeter delimiting the exhibit area floor plan. The maximum height allowed in the pavilions is **2.40 meters** and the **maximum permitted height** of construction is **5.00 meters**. If you need more height, it should be requested for approval to the Assembling Office, which reserves the right to approve the request.
- The elements of assembly cannot protrude the perimeter.
- The blind walls may not exceed 50% of the facade.
- All installations shall plan the use of optimum finishes for all facades that can be seen from any point of the exhibition (back walls).
- The exhibitor and assembling enterprises must not affect CORFERIAS physical facilities (floors, walls, ceilings, structures, etc.) with temples, anchors, chase, nails, among others, as well as dividers and decoration. Otherwise, CORFERIAS Assembling Office will proceed with the corresponding bill.
- The exhibitor or the operator of the assembly should not use paint or glue on the divisive system, as this does not recover its initial state after being subjected to these products.
- Exhibitor and/or installers shall not use spray or compression painting systems in the pavilions. If required, they must install the necessary protection in the exhibition area and enclose or isolate the stand space not to affect adjacent areas. Failure to comply with this requirement CORFERIAS Assembling Office may apply a penalty to the responsible company or the assembly.

- No hook elements that are lightweight structures, ceilings or roofs of buildings. Companies should provide flexible designs, easy to assemble and self-supporting, not involving modifications or alterations to the structure of the fair ground.
- If the exhibitor or assembling company requires taking down anything from roofs or structures of other pavilions, they must request authorization to the Assembling Office at least 15 days before the start date of installation.
- CORFERIAS reserves the right to dismantle or remove any item it deems is against the rules established, without acknowledging any value.
- All assembly should include the use of best finishes for all walls that can be seen from anywhere on the display (butts). The plans that limit with another exhibitor must not exceed the maximum permitted height of **2.40 meters**. In that case, it must be separate 1 meter and the exhibitor should ask the CORFERIAS Assembling Office for the authorization. It is very important to make sure the pavilion height.
- For installation of sound emitters that may disturb or bother exhibitors or visitors, exhibitors or installers must provide adequate sound insulation systems or moderate volumes previously approved by by the Organization. (Máx. 40 Decibels)
- All assembly company should have the tools and equipment needed to carry out the work CORFERIAS does not lend or rent tools or equipment.
- Exhibitors and installers should not manipulate the carpet and it shall not be removed in any case. They shall take the necessary measures to prevent paint stains, punctures, cuts or burns on the carpet. In case of damage, CORFERIAS will charge for the replacement and/or impose fines for damage considering the ranges for the application of fines.
- Carpet cleaning or repair can only be performed by personnel authorized by CORFERIAS.
- Exhibitors must take responsibility for cleaning the stands during assembly, dismantling and trade fair. If any specialized company or natural person handles these tasks, the exhibitor must notify the Operational Coordination.
- Materials abandoned in common areas or outside the area assigned to the exhibitor area considered trash or debris. CORFERIAS can remove materials, objects or merchandise abandoned in public or circulation areas without taking responsibility for their condition or whereabouts, and charge the expenses generated by this operation.
- Exhibitor and installers must provide installation systems and use platforms or dais in case of applying finishes to the floor in order to avoid damage to the carpet of the pavilions.
- The maximum load capacity of concrete mezzanines is 400 kg /m<sup>2</sup>
- The CORFERIAS partition system serves a bounding rather than structural function; therefore, only items such as paintings, posters, etc. weighing no more than 5 kg can be hung per meter of white panel.
- For two (2) floors stands, exhibitor must present the complete project with plans and structural certifications written by a qualified professional. You must specify dimensions, capacity, and the
- All stands must comply with Earthquake Resistance Regulations 2010 NSR -10. CORFERIAS will not review or approve structural design or construction system of the stand as this is responsibility of the exhibitor or assembling company.
- The voltage of the electricity service supplied by CORFERIAS is 110 volts for monophasic and 208 volts for triphasic, both with a frequency of 60 Hz and variations of about 10%. We recommend using stabilizers and/or voltage regulators, UPS, regulated boards, fuses, step-up transformers, etc. to strengthen the protection of computers, electronic equipment and machinery with electronic control.
- Exhibitors and stand electrical installation and/or ephemeral architecture companies shall assign qualified personnel for the execution of electrical wiring, ensuring that they are properly certified and registered in the

CONTE (National Council for Electrical Technicians) and comply with the Technical Regulations for Electrical Installations (RETIE).

- CORFERIAS reserves the right to dismantle or remove any item it deems is against the rules established, without acknowledging any value. For any queries or clarification, please contact CORFERIAS Assembling Office.

### 11.3. SAFETY DURING ASSEMBLING PROCEDURE

Remember that CORFERIAS will charge for damages to its facilities and equipment in accordance with the values shown in the list of replacement or those identified in specific cases applying the penalties. CORFERIAS reserves the right to stop assembling works that do not fulfill the above mentioned rules and those of industrial safety and prevent access to assembling companies that are plaintiffs in violation of the rules and processes or hinder the operation of the site.

- Exhibitors and installers must comply with the rules and regulations imposed by the Security office.
- For your safety, Exhibitors or Assembly companies cannot block electrical boxes, fire extinguishers, fire cabinets or emergency doors either during the assembly or the event.
- Not allowed under any circumstances excepting CORFERIAS staff, to operate on the decks of the blocks or halls. If it is necessary, the exhibitor or the operator of the assembly should first check with the Building Division of Technical and Infrastructure Branch.
- It is not allowed that anyone other than CORFERIAS operates on the roofs of pavilions under any circumstances.
- To carry out work after time schedule provided for mounting, the stand holders or the staff responsible for the assembly must fill the record of commitment with the Supervisor of the hall and address the charges established for using the light.

### 11.4. FIRE PREVENTION AND USE OF FIRE EXTINGUISHER

- Exhibitors or installers should not store or handle flammable and unhealthy substances or appliances running on gas, coal, petrol or any fuel that represents danger or cause discomfort in the pavilions or fairground. In cases where any of these items is necessary, they must have written permission from the Fire Department and the Security office of CORFERIAS and provide the respective security systems.
- It is the responsibility of exhibitors to bring fire extinguishers depending on the type of product exhibited in the stand. These are the considerations that determine the need, type and use of fire extinguishers:

**Class A:** extinguishers put out fires in ordinary combustible materials such as cloth, wood, rubber, paper, and many plastics.

**Class B:** extinguishers are used on fires involving flammable liquids, such as grease, gasoline, oil, and oil-based paints.

**Class C:** extinguishers are suitable for use on fires involving appliances, tools, or other equipment that is electrically energized or plugged in.

Some of these activities could generate fire hazards:

Things that could cause fire hazards	Type of Extinguisher to use
<ul style="list-style-type: none"> <li>- Using chandeliers</li> <li>- Fire Show</li> </ul>	(ABC) MULTIPURPOSE (B) DRY CHEMICAL
Promotional Items	Type of Extinguisher to use
<ul style="list-style-type: none"> <li>- Samovar and other items to prepare or heat food.</li> <li>- Oxidizing Agent</li> <li>- Disinfectants containing peroxides</li> </ul>	(ABC) MULTIPURPOSE (ABC) MULTIPURPOSE
-	
Using Energy sources	Tipo de Extintor a utilizar
<ul style="list-style-type: none"> <li>- Gas</li> <li>- Liquid Fuels</li> <li>- More than two electrical devices that generate overload.</li> </ul>	(BC) Co2 (B) SOLKAFLAN (C) CARBON DIOXIDE

#### 11.5. DISMANTLING

- It will take place on Saturday **2<sup>nd</sup> of March** from 8:00 to 18:00

**UNDER NO CIRCUMSTANCES THE DISASSEMBLY OF STANDS OR THE REMOVAL OF DECORATIVE ITEMS AND SIMILAR WILL BE ALLOWED PRIOR TO THIS DATE.**

- Please plan your schedule so that it can fulfill this commitment.
- It is imperative that at the time of the opening of the halls on the day of dismantling: 8:00 am, the person in charge of the stand has to be there, as it is the most critical time for loss of items, and it is impossible to guarantee control over the ownership of what is coming upon the hall. Neither the Organization staff nor CORFERIAS will assume any liability for these losses.
- The exhibitor must provide the space allocated and leased items to carry out their activities under the same conditions of preservation and cleanliness in which it was given by CORFERIAS otherwise penalties and required replacement values will be applied. These costs are borne by the exhibitor and the removal of goods shall not be allowed until they have canceled the corresponding value. This value will be assigned by the Operational Coordinator or an identified representative of CORFERIAS Assembling Office.
- Once the time established for the disassembly is completed, CORFERIAS will remove and arrange decorative material or elements remaining in the exhibition area without meaning any responsibility of CORFERIAS on them. CORFERIAS will charge transport and removal whether it shall be debris material, decoration or merchandise.
- For disassembling, different badges as those for the assembly are needed. These will be given at CORFERIAS office directly from **March 1<sup>st</sup>, 2019**. The stand holders must have **due Good Standing Certificate** with CORFERIAS and the Organization of the Vitrina Turística.

- Each copy of the “Good Standing certificate” must be signed by the Hall Supervisor and they are proof of compliance in the release of the stands and rented items, so you must make the necessary copies according to the number of exits you will make from CORFERIAS.

#### 11.6. DAMAGES AND PENALTIES

- The exhibitor or the assemblers are responsible for costs for repairs and fines, so these will be billed to their companies' office and charged in accordance with the values established by CORFERIAS. Additionally, no withdrawal of goods or artwork will be authorized until these values have been canceled.
- The stands must be completely set by **Tuesday 26<sup>th</sup> February, 2019 at 18:00**. There won't be allowed the access of personnel for the assembly the **February 27<sup>th</sup>, 2019**.

#### 11.7. STAND DECORATION

- The assembly companies should consider in their designs agile assembly systems with modules and all the elements finished and painted. Also, they should be self-supporting ready for assembling. The exhibition area should not be used as a workshop production of the stands.
- The exhibitor must be raised off the floor surfaces within the exhibition area to store the goods or artwork that are susceptible to deterioration due to spills of water, dust or other factors.
- Stand holder must fill out the form on time and cancel additional services, if required (telephone, furniture, energy, water supply etc.) at Customer Service Center (PLUS– Mezanine Pavilion 10)
- Exhibitors with the Assistant of the Technical and Infrastructure Director should check on the need for additional services such as water and sewer service, since in all parts of the Venue is not possible to install these services.
- Exhibitors and electrical installation companies will be responsible for ensuring that the wiring complies with: documentation of staff in charge of the installation (electrician certificate); controlling the type and quality of electrical materials used (original Centelsa or Procables electrical wiring); good condition of electrical appliances they wish to install such as lighting, plugs, power strips, connection terminals, etc.; elements that pose no risk of short circuit.
- Providing in advance to the Network Coordination division of CORFERIAS the wiring diagram to be implemented in a special assembly, detailing charges and equipment to be used, endorsed by an electrical engineer.
- Using caution when installing, avoiding warehousing and storage of items or goods which may have contact with power distribution strips or other elements that may cause faults or short circuits.
- CORFERIAS will deliver an electrical point of connection in the internal column of the stand with verifiable electrical parameters (voltage level, kilowatts to be used), and from there the exhibitor will directly make the electrical distribution for equipment installed, controlling the current to be used and taking responsibility for the operation of his equipment or machines.
- For security and logistics, exhibitors and installers should not block for any reason Electrical Box, Fire Extinguishers, Fire Cabinets or Doors during assembly, event or dismantling.
- The exhibitor and / or assembly companies shall be obliged to know, understand and disseminate these rules to all personnel directly or indirectly involved in the design, assembly, development and dismantling of the exhibition, being responsible for any situation or accident that occurs or derives from the non-compliance of these norms during any stage of the process.

## **12. GENERAL SERVICES**

### **12.1. RENTAL SERVICES IN CORFERIAS**

If the exhibitor requires additional services (such as telephone, furniture, electricity, water), he may request them at the offices of the Customer Service Center (PLUS) through the "Application and Booking of Rental Services," which can be downloaded from the website.

These are some of the services provided to exhibitors by CORFERIAS:

- Energy services (single-phase installations, three phase, etc.).
- Electrical devices (Adjustable arm extensions, halogen projectors, etc.).
- Telecommunications (phone service, lone pair, etc.).
- Internet (basic, dedicated access, installation network point, etc.).
- Water (undertaken in 1 ½ "outlet 1 ½", etc.).
- Furniture (chairs, desks and tables, counters and cabinets, shelving and furniture.)
- Accessories (metal stationery, decorative plants, buckets, etc.).
- Paneling division System
- Devices and appliances (TVs, VCR, DVD, Video Beam, etc.).

All these services are available on the form "Application and Service Book for rent" in CORFERIAS Customer Service Center (PLUS- Mezanine Pavilion 10) or request information via the website: [www.corferias.com](http://www.corferias.com)

### **12.2. CONNECTIVITY:**

CORFERIAS, with a commitment of providing the best service and having the best conditions for the use of the wireless spectrum in the Venue, inform to the exhibitors that the particular installation of multiple mobile devices wireless access (WiFi - Access Point) at the Venue could generate saturation and interference in wireless channels of the WiFi service. For this reason and to avoid problems in service provision, who manage the airwaves at the Venue is the Department of Technology and they are the in charge of let everyone know about the points described below.

To guarantee an excellent service in the connectivity of the exhibitors, visitors must follow rules to use Wireless Network:

**12.2.1.** Corferias' Technology Department, as responsible for the management of radio spectrum in the facilities of the Corporation, may carry out the necessary actions to suspend unauthorized points of access; as well as to inform the tuning and configuration parameters for those communications equipments that do not meet the required conditions for the proper performance of the wireless service.

**12.2.2.** Internet services provided by CORFERIAS to exhibitors will be delivered as a wired solution. The use of wireless technologies is restricted, except in cases with the presence of a prior authorization from Corferias' Technology Department, where exist problems of access to network services or by special circumstances where this could be demanded. In these cases

exhibitors may install their own wireless access equipment and wifi access point, under the following conditions: (i) These equipments cannot handle electric power higher than normal standards through walls broker systems or that generate interference to the other network systems around; (ii) wireless

equipment setups must match to regular power standards, according to the agreed space, which corresponds to 3 dBm.

- 12.2.3.** If exhibitors consider the area assigned to them is not covered by the CORFERIAS' network service, must inform to PLUS office or to Corferias' Technology Department (Tel. 381 00 00 Ext. 5854-5855-5866) who will find the fastest and most appropriate way to provide proper coverage to that area.
- 12.2.4.** In order to ensure the wireless service, exhibitors or visitors must have the following features in their devices and / or computer equipment:
- Network card to handle 802.11 g/n on the band 2.4 GHz and 802.11 a/n on the band of 5 GHz.
  - The 802.11b protocol service is not guaranteed due to technological obsolescence.
  - Operating System not less than 4 years ( Windows 7 or higher recommended).
  - Smartphones and tablets shall fulfill with 802.11 a/g/n 2.4 y 5 Ghz.
- 12.2.5.** In order to ensure the wireless service, exhibitors implement solutions with wireless devices (WiFi-Access Point) must have the following features in their devices:
- In 802.11 b / g / n at 2.4 GHz band, may use channel 9, 10, 11, 12, 13 and 14 (2452-2484 MHz).
  - In 802.11 a / n at 5 GHz band may use the channel 36-136 (5180 to 5680).
  - Use a maximum frequency of 3dbm AP (Access Point WiFi-).
- 12.2.6.** We recommend the use of equipment operating in the 5 GHz frequency, which let comply with the standard of 802.11n.
- 12.2.7.** We recommend not to use (WiFi- Access Point) including its hardware and software can not be modified or managed, as can generate interference frequencies. Such devices, if need be required, CORFERIAS may restrict their use.
- 12.2.8.** To USE free Access of WiFi it is necessary to identify the spots that warrant the Service. Information will be sent timely.
- 12.2.9.** The wireless system should be taken as a rapid access solution for consultation and should not be viewed as a corporate solution for products with high demanding of data. CORFERIAS does not ensure a 100% connectivity for each individual electronic devices in the fairground. The wireless service provided could not meet the specific connectivity requirements to users in

areas in which the features of personal computers are unknown and where market specifications of these devices work with dissimilar protocols and frequencies.

**It is important to get advice on features and Internet connectivity requested, so it will not saturate the bandwidth with so many connected devices.**

### **12.3. CORFERIAS ADDITIONAL SERVICES**

#### **12.3.1. Banking Service:**

- ATH y DAVIVIENDA ATMs located in the food court.
- ATM DAVIVIENDA and BANCOLOMBIA located at the main entrance of Pavilion 3-Level 1.

#### **12.3.2. Food & Beverage court:**

- Alpina Foods
- Crepes & Waffles
- Corferias Coffee Shop
- Fast Food, "Gud Fud"
- Arco Restaurant.
- 12 areas of fast food in the food court
- 4 snacks areas in the food court

#### **12.3.3. WC Units:**

- Basement Gran Salón "Oscar Pérez Gutiérrez" (Pavilion 10)
- Basement Gran Salón "Oscar Pérez Gutiérrez" (Pavilion 17)
- Pavilion 3 (Side)
- Pavilion 4 (Side)
- Unit Food Mall

#### **12.3.4. Hardware Store:**

- On the rear side of Pavilion 3

#### **12.3.5. Public Transportation**

- White Taxis: Special transportation located in front of the Main Auditorium of Corferias (Free Area 5).
- Taxis: Service located in front of Pavilion 1.
- Customer Service - Easy Taxi South Access (personalized service).

#### **12.3.6. Parking and bond sales for exhibitors**

- 2700 places for exhibitors and visitors. On the south side of the Venue.
- Sale of parking bonds: The bond sale will be held in the parking Customer Service Center (PLUS - Mezzanine Pavilion 10) CORFERIAS. Define value. The parking will be available to exhibitors from February 25<sup>th</sup> 2019, including for purposes of assembly and disassembly. The bond includes entry of one vehicle per day but may enter two badge numbers.

### **12.4. BAGGAGE ROOM**

Service will be provided in South access. Also provide items such as wheelchairs (as stock) and parasols.

### **12.5. EXHIBITORS WAREHOUSE**

CORFERIAS enable special cellar for exhibitors of the **38 VITRINA TURÍSTICA**, where you can save properly packed in sealed boxes that require advertising materials.

### **12.6. CARTS SERVICE**

Carts rental for professionals visiting the event can comfortably transport the promotional material collected at the stands. Point located in the South Connector - Gate 11.

## **13. CUSTOMS REGULATIONS**

In the **Customs Regulations** you will find all the information necessary for the entry of goods into the fairgrounds. Please read them carefully and note all directions.

CORFERIAS is a Special Permanent Duty-Free Zone, i.e., foreign goods entering the premises do so under a custom duty suspension system. This benefit applies to the following goods:

- Goods intended for display.
- Free samples products.
- Print ads, brochures and other advertising material.
- Materials for decoration, maintenance and provision of pavilions, food and beverages.

### **13.1. DELIVERY OF MERCHANDISE**

#### **13.1.1. Foreign Merchandise**

Exhibitors can send goods to the trade fair one (1) month before the Vitrina Turística starts. In these cases, the exhibitor must enter the goods in his transport document that must be filled with the company responsible for the transport of goods and under the following parameters:

**CONSIGNEE:**

**CORPORACIÓN DE FERIAS Y EXPOSICIONES S.A. USUARIO OPERADOR DE ZONA FRANCA**

**Code: 942**

**38 VITRINA TURÍSTICA DE ANATO**

**Exhibitor Name**

**Pavilion and Stand Number**

**Bogotá – Colombia**

#### **Support Documents**

Goods shall be dispatched with the following supporting documents:

- Commercial invoice in Spanish, with a detailed description of the goods, to the name of the exhibitor or representative in Colombia, currency and negotiation terms.
- Packing list.
- Transport document: AWB, BL, lengthening of journey, DTA or DTAI, duly consigned to the Special Permanent Duty-Free Zone of Corferias. Tariff item must also be detailed.
- Special documents, if required (such as certificate of origin -date subsequent to invoice issuance, registrations, approvals, permits, regulations and requirements, etc. depending on tariff item).

#### **Packing Identification**

Boxes, crates, etc. must be identified as follows:

**CONSIGNEE:**

**CORPORACIÓN DE FERIAS Y EXPOSICIONES S.A. USUARIO OPERADOR DE ZONA FRANCA**

**Code: 942**

**38 VITRINA TURÍSTICA DE ANATO**

**Exhibitor Name**  
**Pavilion and Stand Number**  
**Bogotá – Colombia**

**13.1.2. Domestic and nationalized merchandise**

Exhibitors can send goods to the trade fair in the days allotted to assembling, which are prior to the start of the event. In these cases, goods go directly to the pavilion or exhibitors' warehouse. Once the trade fair is over, goods to be removed must be controlled in accordance with the provisions of the dismantling circular, which is delivered by the Pavilion Supervisor before the trade fair finishes.

**13.2. RECEPTION OF MERCHANDISE TO THE FREE TRADE ZONE**

**13.2.1. FOREIGN AND NATIONALIZED MERCHANDISE**

Only a customs broker can make the process of transfer and reception of goods. Once goods are transferred to the Free Trade Zone of CORFERIAS, they will remain in the warehouses until the following procedure is performed for their exhibition:

1. Release of transport documents.
2. Pre-inspection of goods.
3. Advance the process of reception through the Movement of Goods in the Foreign Trade Warehouse form. For this procedure, CORFERIAS provides user and password to access the Customs Agency chosen by the exhibitor so that he can sign in the system.
4. Verification of goods by Customs.
5. Delivery of exhibition goods to the exhibitor or his Customs Broker.

**Foreign and Nationalized merchandise**

For reception of goods into the warehouse, the exhibitor must take into account the following considerations:

**GENERAL CONSIDERATIONS**

- a) CORFERIAS only allows the reception of goods that are directly related to the trade fair.
- b) In order to facilitate the participation of exhibitors at the trade fair, it is suggested that the merchandise is displayed in its entirety at CORFERIAS; otherwise, it will remain in the Foreign Trade Warehouse of CORFERIAS, which will charge for its storage.
- c) The exhibitor, his representative or hired Customs Broker are responsible for the legality and good management of merchandise.
- d) Any charges for handling goods within the Special Permanent Duty-Free Zone will be borne by the exhibitor or authorized Customs Broker.
- e) It is important to verify tariff item of goods before shipment in order to determine if they require approvals, certificates of origin, permits, restrictions, etc., which must be filled out.
- f) The reception of merchandise can arrive until the last day of the Vitrina, **March 1<sup>st</sup>, 2019**.
- g) The purpose of this is to meet the requirements of the Colombian Customs. Goods from abroad can be received until the last day of the trade fair. Goods from abroad may enter through ports authorized by the DIAN (Barranquilla, Cartagena, Santa Marta and Buenaventura) having as support the DTA (Customs Transit Declaration) or Lengthening of Journey. Moreover, if merchandise enters through the border with Venezuela and/or Ecuador, it should be supported by the DTAC (Inland Customs Transit Declaration). Those goods arriving by air can enter by authorized airports.

- h) Goods can only be nationalized by a natural person or legal entity with identification card or Tax ID of the Republic of Colombia.
- i) Please consider the conditions of transport document endorsement.
- j) According to the current Colombian legislation, the reception of merchandise as accompanied baggage is not considered; therefore, the exhibitor must fill out a regime change form with the DIAN at the airport upon arrival. In view of the above and considering that goods that are not legalized by Customs cannot enter the Special Permanent Duty-Free Zone of Corferias, they can be apprehended by the DIAN. In any case, the exhibitor is responsible towards the DIAN if he chooses to bring his goods this way.

**Goods for retail sale:**

- (a) All goods coming from abroad to be sold at the trade fairs where retail is permitted must be previously nationalized. The Foreign Trade division of CORFERIAS will not deliver foreign goods consigned to the Duty-Free Zone of CORFERIAS if they do not comply with this procedure.
- (b) Exhibitors belonging to the General Tax Regime shall bill for the sale of their goods and collect the respective VAT. The fact of being in the Duty-Free Zone does not free them from this obligation.

**13.2.2. Time of Permanence in the Free Trade Zone**

Exhibitor's goods may remain in the warehouses of CORFERIAS with no cost up to (6) six calendar days after the trade fair or event. From day seven (7), exhibitors who still have goods within the warehouse of CORFERIAS must pay the rate per day for the relevant year. If the goods are nationalized and moved away before the event, it will be billed up from the time it was delivered to the Free Trade Zone and the fee agreed for that year will be charged.

**13.2.3. Forms for Reception of Merchandise**

**\*Note: Forms are free and their completion is mandatory**

**FORM 1: Reception of Foreign Goods and/or Goods Transferred from Free Trade Zones**

**a. For the reception of foreign goods**

This form can only be completed by the Customs Broker and applies to non-nationalized foreign goods, covering all goods that will be exhibited during the event with the option to nationalize, reissue or transfer them to an industrial user of another free-duty zone once the event is over.

The documents that are required to support this type of goods are: commercial invoice (in Spanish, with a detailed description of the goods) to the name of the exhibitor or his representative in Colombia, packing list and transport document (AWB, BL, lengthening of journey or DTAI, specifying tariff item).

**b. For the transfer of merchandise from one Free Trade Zone to another**

This form can only be completed by the Customs Broker and covers the goods transferred from one free trade zone to another, either industrial of goods and services or temporary. The following supporting documents should be attached: commercial invoice (in Spanish) to the name of the exhibitor or his representative in Colombia, packing list and transport document (AWB, BL, lengthening of journey or DTAI) and transfer authorization issued by the DIAN if the same jurisdiction, or DTA if other jurisdiction.

**FORM 2: Reception of Nationalized Goods**

This form can be completed by the exhibitor himself and is used for reception of nationalized goods, i.e., merchandise that is readily available on the national customs territory. It is essential to attach a photocopy of the

final customs declaration if an importer, or commercial invoice if a distributor. These supporting documents must be submitted at the foreign trade office in the PLUS before the start of the trade fair. Nationalized merchandise will go directly to the stand for exhibition on the days set for assembling.

The information provided by the exhibitor must be clear and fully supported by import **declarations or invoices submitted**. The exhibitor is responsible for the information contained in them and will take responsibility for errors in the processing and completion of forms before the DIAN.

**FORM 3: Reception of Domestic Goods**

This form can be completed by the exhibitor himself and applies to the reception of domestic goods, those manufactured, produced or made in Colombia. It does not require attachments. All goods entering for exhibition and items used for installing the stand must be clearly and fully listed in the form. Domestic merchandise will go directly to the stand for exhibition on the days set for assembling. The exhibitor is responsible towards DIAN of all information provided.

\*\*For further information, check the instructive of Domestic and Nationalized merchandise in the website \*\*

**FORM 4: Reception of Free Sample Products**

This form can only be completed by the Customs Broker and applied to free sample products coming from abroad and consigned to the trade fair. It covers material to be distributed, consumed or tasted during the exhibition days.

For foreign items to be consumed, distributed, used and which are considered free sample products, the text of the bill is required to describe that they actually are samples of no commercial value, that their distribution or use is free, that for customs purposes it shall not exceed the amount authorized by the DIAN, and that there will be no transfer of foreign currency to the country of origin for that amount.

This form must be supported by the following documents: commercial invoice (in Spanish, with a detailed description of the goods and a note for free sample products) to the name of the exhibitor or his representative in Colombia, packing list and transport document (AWB, BL, lengthening of journey or DTAI, specifying tariff item). To be able to authorize the reception of food and spirits as sample of no commercial value to the Free trade zone, the legal supporting documents of the country of origin shall be submitted (health records, approvals for consumption, permits, etc.)

Similarly, it is important for the exhibitor to consider that these items should be labeled as FREE SAMPLE and consumed in its entirety within the Free trade zone.

**Quotas authorized by the DIAN for free sample products:**

<b>Days of trade fair</b>	<b>Quota</b>
Trade fairs of 1 to 3 days	US\$1000
Trade fairs pf 1 to 5 days	US\$2000
Trade fairs of 6 days or more	US\$3000

**13.3. RELEASE OF GOODS**

For the release of merchandise from the Foreign Trade Warehouse of CORFERIAS, exhibitors should take into account the following considerations:

- a) The merchandise may remain on the premises of the zone until two (2) months after the end of her show or event.
- b) Once the event is over, the goods that have not been nationalized should return to the warehouses of the Free Trade Zone of CORFERIAS for its processing, it means, nationalization, transfer or reissue. They will not be received if they are not properly packaged, in guacales or plastified.
- c) When goods are removed after six (6) days of event completion, the exhibitor must pay the value corresponding to their storage, which will be calculated until the day they are taken away. Similarly, the exhibitor shall process the forms required for the release of goods depending on the type of operation to be performed, which can be consulted on the website of the respective trade fair.
- d) CORFERIAS will not deliver foreign goods that have not been previously released by document (i.e., nationalized, authorized for reissue or authorized for transfer to an industrial user of another free trade zone) of the Foreign Trade division and the DIAN at CORFERIAS.
- e) If the exhibitor intends to reissue or transfer merchandise from one free trade zone to another, he must hire a transport service that allows to seal merchandise with security seals (trucks) so that Customs in CORFERIAS authorizes the execution of this operation.
- f) The process for the release of foreign goods can only be conducted by a Customs Broker.

### **13.3.1. Equivalence of forms for the release of non-nationalized goods**

If exhibitors want to remove their merchandise from the warehouse of CORFERIAS, they must use the following forms:

#### **FORM 5: Transfer of goods from an industrial user to another free trade zone**

This form covers the goods removed from CORFERIAS to be transferred to an industrial user of a free trade zone, either industrial of goods and services or temporary. Exhibitors must complete this process with the Foreign Trade office of CORFERIAS and the DIAN through a Customs Broker (remember to submit a copy of the agreement with the user of the free trade zone receiving your merchandise).

#### **FORM 7: Reissue of goods from CORFERIAS to the country of origin or some other country**

Exhibitors must complete this process with the Foreign Trade office of CORFERIAS and the DIAN through a Customs Broker.

Pre-cut bill (air transport) supplied by the airline transporting the goods must be attached. If by DTA (maritime transport) or DTAC (land transport), a document duly completed by the freight forwarder and authorized by the DIAN (supplied by the carrier through which it is delivered) should be attached.

#### **FORM 8: For the release of nationalized goods within the free trade zone**

This form covers goods that were nationalized within the Special Permanent Duty-Free Zone. The processing of this form must be performed by a natural person or legal entity with Colombian identification card or Tax ID. The exhibitor must conduct this process with the DIAN, while documentary and physical removal of the goods must be made with the Foreign Trade office of CORFERIAS through a Customs Agent.

This form has an annex called **STATEMENT OF KNOWING THE PERSON NATIONALIZING THE GOODS**, which should be fully completed and supported by a photocopy of Certificate of Chamber of Commerce and Identification Card of Legal Representative.

### **13.3.2. Release of domestic and nationalized goods**

Goods entered with form No. 2 "Reception of nationalized goods" and form No. 3 "Reception of domestic goods" **do not need to fill out the release form.**

These goods are removed from the fairground after the event is over, with copies of Clearance Statement or Authorizations for Provisional Release of Goods signed and stamped by the Foreign Trade office of CORFERIAS and each Operational Supervisor.

### 13.4. WHERE CAN YOU FIND THE FORMS

The exhibitor must go to the website [www.corferias.com](http://www.corferias.com). Click on the bottom "Fairs and Event Schedule". Under the description of the event you find a link: [Customers Service](#). In other window, the exhibitor must enter the Username and the password.

For more information, the ANATO Events Coordination will provide you with an e-mail, the instructions for filling out the national and nationalized merchandise forms.

Foreign goods have a different procedure, which must be done through a Customs Broker in coordination with the Foreign Trade Department of CORFERIAS (Foreign Trade Department of CORFERIAS will be providing usernames and passwords for this procedure).

#### 13.4.1. Steps to fill out the forms

There are 3 important steps:

##### **STEP 1: Fill out the forms of "REGISTRATION AND CUSTOMER SERVICES"**

- The exhibitor must go to the website [www.corferias.com](http://www.corferias.com). Click on the bottom "Fairs and Event Schedule". Under the description of the event, you find a link: [Customers Service](#).
- Once you enter all the information (personal or from the company) the username is going to be the e-mail registered and the password will be de NIT, CIF or NIF.
- When you enter, you will find the information you need as exhibitor.
- For incoming and outgoing merchandise, click on CAPTURE FORMS.

##### **STEP 2: Once you enter to Capture forms it is important:**

- Specify the kind of operation (ENTRY or DEPARTURE)
- It is important to complete in full the form
- You must add all the merchandise you will enter to the Venue. (For instance 300 chairs, 5 printers, 500 brochures).
- Each exhibitor must create their own form

##### **STEP 3: Print the form and show it in the gates of the Venue when need to enter or deliver merchandise.**

We recommend to print more than one copy Every time enter merchandise to Corferias, and thus avoid setbacks. Whenever I enter merchandise to Corferias, and thus avoid setbacks.

**\*Note: the register information on the forms is under oath, so it must be true and correct.**

## 14. 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 8:00 A.M. UNTIL THE TIME OF CLOSING AT 19:30. THE DAYS OF ASSEMBLY AND DISMANTLING THE PAVILIONS WILL OPEN AT 8:00 A.M.

Neither CORFERIAS, nor the Organization of the **38 VITRINA TURISTICA**, 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.

## **15. 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.

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.**

## **16. OPENING CEREMONY**

The Opening Ceremony will be held on **February 27<sup>th</sup>, 2019** at **10:00 a.m.** in the **CORFERIAS Auditorium**. Due to the limited capacity of the auditorium, it will be asked to show the respective invitation card from 09:00 am. there shall be one (1) invitation per exhibiting company.

If the President of the Republic attends the ceremony, it is required to enter the auditorium at least one hour before and attend all security measures imposed by the Military House of the Presidency shall be met. We ask for your understanding.

## **17. ADDITIONAL ACTIVITIES**

### **17.1. ACADEMIC AND CULTURAL PROGRAMMING**

The Organization of the **38 VITRINA TURISTICA** scheduled academic activities, launches, lunches and cocktails at the request of the exhibitors willing. The Organization shall be well informed in advance of the activities by specifying tentative date, time, type of presentation and approximate number of attendees in order to verify the availability of time and room to make reservations and addition in the official programming. After confirming the event, you must define the issues of media requirements, catering, lounge and levy payment directly with CORFERIAS Convention Center, telephone (57 1) 3810000/30

Also a stage will be available for exhibitors who wishing to participate or perform folkloric presentations. The use of this **space will cost COP \$350.000 (colombian pesos) per each 20 minutes**. There will be included an appropriate sound amplification and handled only by authorized personnel. If any further technical devices as Video Beam, screens, additional or lapel microphones, TV, etc, are needed; this is the sole responsibility of the exhibitor to arrange its rental and management. The Organization is not liable at any time for presentations that might arise from the lack or malfunction of these elements.

It is important to clarify that the success of the event depends largely on the disclosure that this made the company concerned.

### **17.2 SOCIAL EVENTS**

It is strictly forbidden musical performances or folklore groups (mariachis, jazz, drums, etc.) or celebrate cocktails or social events inside the exhibition areas during the celebration of the Vitrina Turistica before 17:00 hours. For any activity after this time, authorization must be requested, indicating all the characteristics which will be approved or rejected by the Event Committee and communicated to the Pavilion Supervisor. The execution of activities that are not previously authorized and included in the official program of the Vitrina will not be allowed. These musical performances can be realized on the stage destined for this purpose, located in the free area of Pavilion 4.

In case of non-compliance, the exhibitor undertakes to pay to the organization, as a penalty, a sum corresponding to five (5) SMLMV (minimum legal salaries in force) in Colombian pesos or its equivalent in dollars and loss the possibility of apply a space in the next Vitrina.

**THE EXHIBITOR MUST SIGN A "COMMITMENT LETTER" ACCEPTING TO COMPLY THIS REQUIREMENT.**

### **17.3 SWEEPSTAKES & CONTESTS**

The Organization is not responsible for prizes offered by exhibitors and that are not delivered.

#### **17.4 EXHIBITOR PROMOTION THROUGH MEDIA**

The success of your participation as an exhibitor in the Vitrina Turística, depends on a jointly work in promoting the event and to let you know the potential buyers that you are there offering your products. You can also send a sample with the basic information: pamphlets, brochures, flyers, etc, on the products or services exposed to through our Press Office, the spreading through different media and newsletters.

### **IS STRICTLY PROHIBITED TO DISTRIBUTE OR MAKE PROMOTION LEAFLETS OUTSIDE THE ALLOCATED SPACE**

#### **18. HOTEL RATES**

On our web site [www.vitrinaturistica.anato.org](http://www.vitrinaturistica.anato.org) there will be available the list of hotels that have offered special discounts for participants outside of Bogotá. Reservations must be made by the concerned person directly with the hotel.

#### **19. AIR FARES**

The airlines traditionally have offered special rates for participants of the **38 VITRINA TURÍSTICA**. En [www.vitrinaturistica.anato.org](http://www.vitrinaturistica.anato.org) those rates will be published. We ask them to contact the related regional Office in order to book your flights.

#### **20. LOCAL TRANSPORTATION**

Inside the Venue you will have these available and safe services:

- White Taxis: Special transportation located in front of the Main Auditorium of Corferias (Free Area 5).
- Taxis: Service located in front of Pavilion 1.
- Customer Service - Easy Taxi South Access (personalized service).

#### **21. ADDITIONAL RULES**

It is not allowed:

- The visit of people underage
- The presence of live animals in the stands.
- Loud music interfering activities of other exhibitors.
- The setting of objects out of the exhibition area without prior contract and payment of the space.
- The distribution of any advertising or media out of your stand.
- Models in swimsuit, lingerie and / or inappropriate clothing, passing by along the corridors or in the stands.

**READ CAREFULLY THE RULES OF THE EVENT: IT WILL CONTRIBUTE TO THE SUCCESS OF YOUR PARTICIPATION**

For further information or any concern, please contact Architect Carlos Andres Arias, on email: [subdireccioneventos@anato.org](mailto:subdireccioneventos@anato.org), direct responsible for all matters related to exhibitors' services.

## **22. APPENDIX**

APPENDIX 1 – Participation Agreement / Contract

APPENDIX 2 – Rules of Participation



PRINT, SIGN AND SEND TO MAIL:  
eventos@anato.org

CONTRACT No. \_\_\_\_\_  
BILL No. \_\_\_\_\_

**PARTICIPATION CONTRACT / XXXVIII VITRINA TURÍSTICA - ANATO 2019**

To make part of the **Vitrina Turística - Anato 2019** on its 38th version, which will take place from **February 27th to March 1st, 2019** in Bogotá D.C - Colombia, we ask for our registration, committing to accept the Exhibitor Regulation, as well as the rest of the conditions that the Vitrina Main Committee agree to apply.

CONTRACTOR'S COMPANY INFORMATION (for billing execution)			
COMPANY NAME OR LEGAL NAME:		CIF or NIF (Mandatory):	
MANAGER'S NAME OR LEGAL REPRESENTATIVE'S NAME:		ID NUMBER:	
ADDRESS:		CITY:	COUNTRY:
TELEPHONE NUMBER (1):	TELEPHONE NUMBER (2):	E-MAIL:	
PERSON IN CHARGE OF THE CONTRACT WITH ANATO:		POSITION IN THE COMPANY:	
E-MAIL:		TELEPHONE NUMBER:	MOBILE NUMBER:
EXHIBITOR'S INFORMATION (for the cornice's name and exhibitor's data book)			
COMPANY'S NAME:			
NAME OF THE COMMERCIAL REPRESENTATIVE:		ADDRESS:	
TELEPHONE NUMBER (1):	TELEPHONE NUMBER (2):	CITY:	COUNTRY:
E-MAIL:		WEB-SITE:	
WOULD YOU LIKE A CORNICE FOR YOUR STAND? <input type="checkbox"/> YES <input type="checkbox"/> NO			
FOR PRODUCTS AND SERVICES EXHIBITION WE WILL TAKE ON ACCOUNT THE FOLLOWING EXHIBITION AREAS			
PAVILION / LEVEL	STAND(S)	TOTAL AREA (m2)	TOTAL VALUE
BOOTH FEES: <input type="checkbox"/> ASSOCIATE EXHIBITOR <input type="checkbox"/> NON ASSOCIATE <input type="checkbox"/> FOREIGN COMPANY			
ACTIVITY AREA (mark with an X the main activity with which you will be identified as company)			
Travel Agency	Car Rental	Trade Association	Allowance Fund
Airline	Terrestrial Transportation company	Cruise company	Tourism Training Schools
Credit Card and Financial Service company	Hotel or Hotel Chain company	Tourism Marketing	Wholesale travel agency
Communication Media and/or publication media	Tourism Operator	International Official Tourism Organization	Official Tourism Organization
Professional Events Organizer	Tourism Supplier	Attraction and Entertainment	Tourism Representation company
Insurance and Travel Assistance company	Specialized software company	Others (please specify):	
PRODUCTS AND SERVICES THAT WILL BE INCLUDED IN THE EXHIBITOR'S DATA BOOK:			
<p><b>IMPORTANT:</b> To include the company in the Exhibitor's Data Book, this contract has to be send before <b>January 15th 2019</b> to Anato's Event Office (Cra. 19 B # 83 - 63, 8th floor) or to the e-mail: <a href="mailto:eventos@anato.org">eventos@anato.org</a>. <b>PAYMENT INSTRUCTIONS:</b> Please make your deposit in COP (Colombian Pesos) to Checking Account ANATO - DAVIVIENDA No. 0004469997367. <b>Before</b> making deposit, please call ANATO's Accountant Office (571-4322040) and ask for "Reference Digit" or DIGITO DE REFERENCIA. For payment in USD, please transfer total value to Banco Davivienda through CITIBANK N.A. NEW YORK USA, Aba Code: 021000089. Chips ABA: 0008. Swift Code: CITIUS33. For Credit to: BANCO DAVIVIENDA S.A, Intermediary Bank Account Number: 36240428, Swift code: CAFECOBB. For Final Credit to: ANATO - Asociación Colombiana de Agencias de Viajes, Account No. 004469997367 (NOTE: Transfers may clearly highlight which company made the deposit. For payment in foreign currency, you should make the bank transfer saying "no charges for the beneficiary"). Please add to this contract a copy of the deposit o transaction, with proper bank's validation, send it to the e-mail <a href="mailto:eventos@anato.org">eventos@anato.org</a>. <b>TO PROCESS DEMAND IS OBLIGATORY TO ADD COPY OF THE MADE DEPOSIT OTHERWISE STAND WOULD NOT BE CONSIDERED AS PAYED.</b></p>			

This contract is signed from both parts, the \_\_\_\_\_ of \_\_\_\_\_, 2.0 \_\_\_\_.

LEGAL REPRESENTATIVE - MANAGER  
Contracting Company

DIRECTOR  
XXXVIII VITRINA TURÍSTICA - ANATO 2019

LEGAL REPRESENTATIVE  
ANATO FOEV02



## 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 27th, 28th, February and 1<sup>st</sup> March, 2019.

**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](http://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 31<sup>st</sup> October 2018 a 10% discount on the published value will be granted. From 1<sup>st</sup> November 2018 until 31<sup>st</sup> December 2018, the published fare shall be paid. From 1<sup>st</sup> January 2019, a surcharge of 10% of that rate will be paid. Payments after 1<sup>st</sup> February 2019 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 property, 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. 8.6. 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 31<sup>st</sup> December 2018, the 70% of the paid amount will be refunded. If cancellation is made after 1<sup>st</sup> January 2019 until 31<sup>st</sup> January 2019, 50% of the paid amount shall be returned. After this date no refund shall be recognized. 8.8. 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.

**8. FROM THE STANDS:** 8.1. 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. 8.2. 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](http://www.corferias.com), [www.vitrinaturisticanaato.org](http://www.vitrinaturisticanaato.org). 8.3. 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. 8.4. The exhibitor will be the responsible for the design, assembly and disassembly of the booths, according to the Corferias Technical Branch. 8.5. 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 8.8. 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. 8.7. 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. 8.8 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". 8.7. 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 bill 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 emit 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. 11.6. 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. 11.8. 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 m<sup>2</sup> 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](http://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.

**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.

**18. 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 2019 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:** 25<sup>th</sup> and 26<sup>th</sup> February, 2019 from 08:00 to 18:00. 18.2. **OPENING:** 27<sup>th</sup> February at 10:00 hours. 18.3. **EXHIBITION:** 27<sup>th</sup> February from 14:00 to 19:30, 28<sup>th</sup> February from 09:00 to 19:30 hours. 1<sup>st</sup> March from 09:00 to 19:30 hours. 18.4. **DISMANTLING:** 2<sup>nd</sup> March from 08:00 to 18:00 hours. 18.6. 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](http://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.