

**40**  
AÑOS



**VITRINA<sup>®</sup>**  
**TURÍSTICA**  
**ANATO 2021**

**“COLOMBIA OPEN TO THE WORLD”**

# **EXHIBITOR'S MANUAL**

Floor plans

General Information

Procedures

Rules

**June 16<sup>th</sup> to 18<sup>th</sup>**

**CORFERIAS**

**BOGOTÁ D.C. - COLOMBIA**

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## WHY IS IT IMPORTANT FOR YOU TO READ THIS MANUAL?

This Manual has been written to guide exhibitors to succeed during **40 VITRINA TURÍSTICA – ANATO 2021**, the most prominent tourism event in Colombia.

Below, all aspects of the organization and progress of the event are listed and explained, where you will easily find the answers to your questions and obtain the best business results for your Company.

Please take into account the implementation of new disposals for this version according to the requirements, confirmation, and stand payment, also the implementation of biosecurity measures, according to the current situation caused by Covid-19.

For further information or any additional inquiries, please check our website: [www.vitrinaturisticanato.org](http://www.vitrinaturisticanato.org), or please contact the Event Management Department at the phone number: (57 1) 4322040, or E-mail: [eventos@anato.org](mailto:eventos@anato.org), [subdireccioneventos@anato.org](mailto:subdireccioneventos@anato.org).

Also, it is important that the Exhibitor´s Company, attend the meeting through its representative or delegate the...

# Exhibitor´s Virtual Meeting

it will take place on

**Thursday May 27th, 2021 at 9:30**

This meeting will touch on all aspects regarding logistic and terms for the exhibitors participation at **40 VITRINA TURÍSTICA - ANATO** and will address any possible questions from the audience.

## 1. ORGANIZING TEAM

The following staff will be at your disposal to support you in all require aspects, according to your participation in Vitrina Turística:

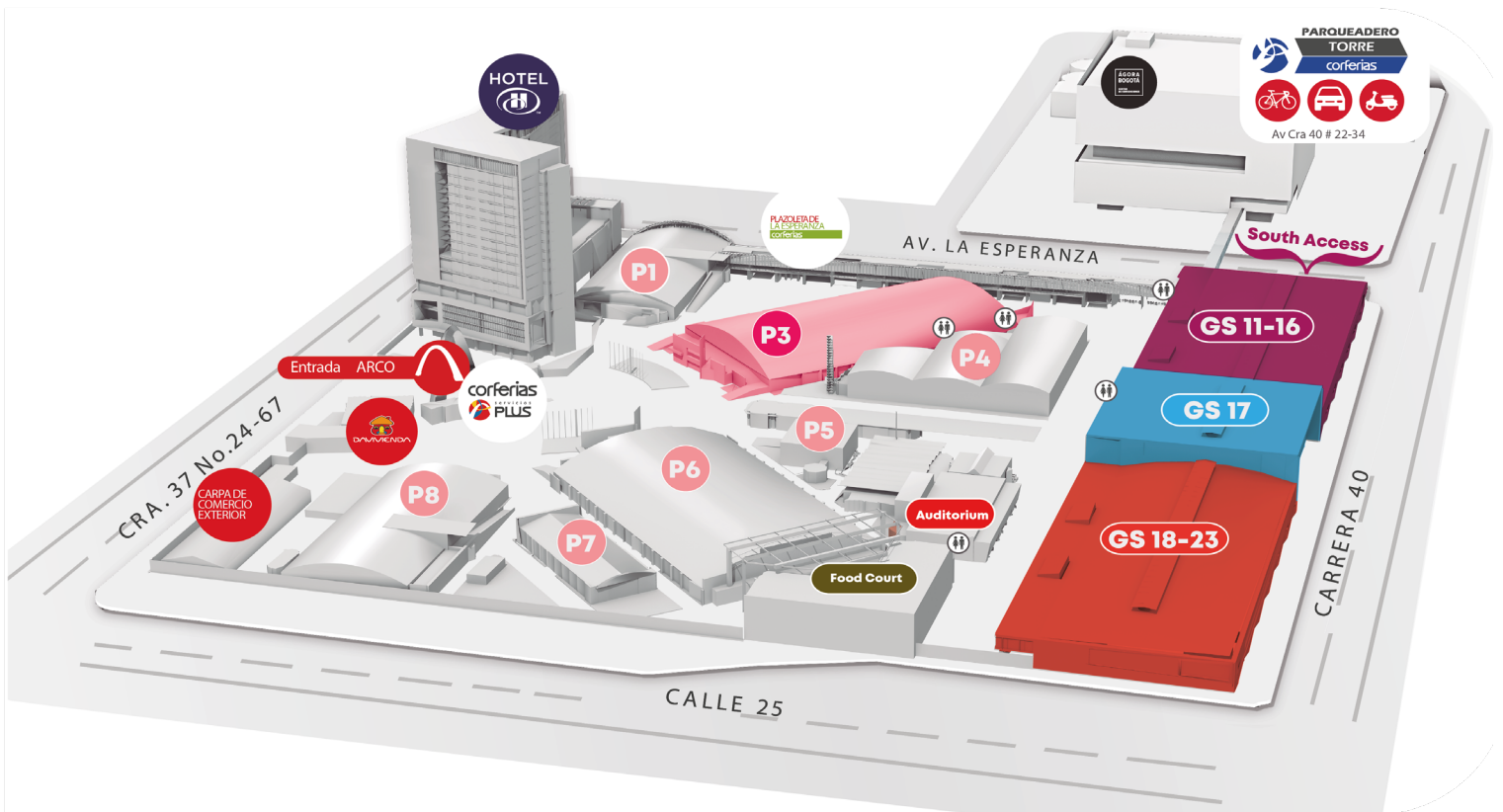
<b>PAULA CORTÉS CALLE</b>	President of ANATO
<b>JULIAN TORRES</b>	ANATO Executive Director
<b>CARLOS ANDRÉS ARIAS</b>	Chief Operating Officer
<b>DANIELA VALDERRAMA</b>	Event Coordinator
<b>HÉCTOR DELGADO</b>	Event Coordinator

Cra. 19 B No. 83 – 63 Floor 8, Building ANATO  
Phone number : (57-1) 4322040  
CORFERIAS – Room 1, Borde Activo

E-mail: [eventos@anato.org](mailto:eventos@anato.org)  
Bogotá D.C. – Colombia  
[www.anato.org](http://www.anato.org)

## 2. MAPS

### 2.1. VITRINA TURISTICA - ANATO GENERAL MAP OF CORFERIAS



**Pavilion 11 to 16**

Colombia. >>

**Pavilion 17**

Guest Country, Wholesalers >>

**Pavilion 18 to 23**

International. >>

**Pavilion 3 Level 2** – Colombia Travel Mart, ProColombia

### 3. EXHIBITOR'S AGENDA

ACTIVITY	DATE	2021
Deadline to legalize Contracts and send the Budget Availability Certificate (For Official Entities)	April 30th	
Start the period of <b>10% increase</b> about the received requests	May 15th	
Deadline to submit Exhibitors' information for the Exhibition Catalogue.	May 19th	
Booking deadline for the request and fully payment of the contracted area.	May 31st	
Exhibitor Badge request Deadline, only for those exhibitors with stands paid in full.	May 31st	
Exhibitors' Meeting from 09:30.	May 27th	
Deadline to pick up badges and good standing certificate requested prior May 31st, at the ANATO office at Corferias.	June 10th	
Official date of stand set-up: open June 13th, 14th and 15th, 2021 from 8:00 to 18:00. EXCLUSIVELY FOR EXHIBITORS WITH GOOD STANDING CERTIFICATE *	June 13th	
Deadline to finish installation of exhibitions at 18:00	June 15th	
Professional visitors attendance from 9:00 to 18:30.	June 16th	
Professional visitors attendance from 09:00 to 18:30.	June 17th	
Professional visitors attendance from 09:00 to 17:00.	June 18th	
Student preregistered attendance from 10:00 to 17:00.	June 18th	
Event ends at 19:30	June 18th	
Dismantling of stands from 08:00 to 18:00.***	June 19th	

(Schedule under modification)

\* *Please have your stand ready before the Scheduled time. Your collaboration is crucial.*

\*\* *The stand should always be staffed by stand holders. Each holder is responsible for their own stand. CORFERIAS and the Event Organizers are not liable for stolen items or theft that may occur when exhibitors leave their stands un-attended or have neglected their stand areas whether during visitors' service hours, or during assembly and dismantling. The breach of this agreement could result in the loss of preferential status for space assignment renewal.*

## 4. SCHEDULE

### PRE-EVENT

**Assembly (June 13th, 14th y 15th):** 08:00 a 18:00 horas.  
**GOOD STANDING CERTIFICATE ISSUED BY ANATO MUST BE PRESENTED. THERE WILL NOT BE ANY EXCEPTIONS.**

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**Exhibitor Assistance Service Counter** (registration area -Pavilion 10): 8:30 to 18:30 horas.

**PLUS – Customer Service Center** (First floor of the Hilton Hotel):

- Monday to Friday: 08:30 to 17:30  
Continuos shift
- Weekend previous to the event: 09:00 to 16:00.

### EVENT

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**Open to Exhibitors (June 16th, 17th and 18th):** 08:00 to 19:30

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**Open to Professional Visitor Attendance (June 16th):** 09:00 to 18:30

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**Open to Professional Visitor Attendance (June 17th):** 09:00 to 18:30

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**Open to Professional Visitor Attendance (June 18th):** 09:00 to 17:00

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**Open to Student Attendance (June 18th):** 10:00 to 17:00

### POST-EVENT

**Stand Dismantling (June 19th):** 08:00 to 18:00

## 5. WEBSITE

In order to permanently provide you with the most complete information about the event, recent news, hall plans, registration forms, and more, we have enabled the following website: [www.vitrinaturisticanato.org](http://www.vitrinaturisticanato.org). Please, check it periodically — It will be very useful.



## 6. BOOKING PROCEDURE, CONTRACT FULFILLMENT AND PAYMENT INSTRUCTIONS

**IN ORDER TO ASSIGN YOU A STAND THAT MEETS YOUR NEEDS, WE ENCOURAGE YOU TO FOLLOW THESE STEPS:**

1. Check for the availability in the "Exhibition Area" with the Organization Staff ([subdireccioneventos@anato.org](mailto:subdireccioneventos@anato.org) with copy to [eventos@anato.org](mailto:eventos@anato.org)), the booth that better suits the needs of each exhibitor will be offered according to availability. Each stand will be identified by a number and its respective measurements.
  - **ANATO Wholesale Section:** For availability of Wholesalers please contact through the E-mail: [mayoristas@anato.org](mailto:mayoristas@anato.org)

According to the current situation, please take into account that the general space distribution in the national and international pavilion will be changed, for that reason is not possible to guarantee the same place that you had in the last version (2020).

2. For that reason, the stand will be assigned in order of arrival of applications, filling out and sending the "Participation Agreement" and **payment of the respective deposit.** ([refer to the validity rates, conditions and payment deadlines](#)).

**IN ORDER TO ASSIGN AND FILL OUT THE PARTICIPATION AGREEMENT, IT IS CRUCIAL TO FOLLOW THESE INSTRUCTIONS:**

3. Once the **Application Form** has been received and accepted, the organizers of the event will assign the area, and report stand characteristics (location, number of stands, area and price) via email.

### 4. FORMALIZING PARTICIPATION :

#### 4.1. Private Companies

In order to formalize your participation, the **PARTICIPATION AGREEMENT** should be fully filled in. The form can be accessed by clicking on the link given in the confirmation email. Additionally, you must sign the "**Letter of Commitment**" attached.

Once the agreement is filled out, it must be printed and signed by the company's legal representative.

Assignment will be considered in order of arrival once the **PARTICIPATION AGREEMENT** and the corresponding initial **payment as an essential requirement** to determine the registration date and the area require assignment.

In case the exhibitor needs to change the location and size of their stand, event organizers will provide another option based on availability. Exhibitors must confirm the acceptance of the new area in writing within the set deadlines.

**IMPORTANT:** The event company will have complete autonomy to make the necessary adjustments to the initial floorplans of the event, as a result of the trading, in order to take advantage of the area, logistic needs or any other requirement based on the sanitary regulations.

Required documents:

- Participation Agreement completely filled in and signed by the Company's legal representative.
- Copy of legal representative's ID card.
- Legal constitution Certification of the company
- Copy of Deposit or Wire-Transfer receipt.
- Updated Chamber of Commerce Certificate.
- Copy of RUT (only Colombian companies) or the tax identification document.
- Copy of RNT (National Registry of Tourism) if applicable.
- Commitment letter fulfilled and signed.
- Payment support

**NOTE 1:** All these documents must be scanned and emailed to:  
[eventos@anato.org](mailto:eventos@anato.org)

#### **4.2. Government Entities:**

In order to formalize your participation, the **PARTICIPATION AGREEMENT** should be filled in **completely**. The form can be accessed by clicking on the link provided in the confirmation email. Additionally, you must sign the Letter of Commitment attached.

In case there is an Official Participation Agreement, all documents (Certificate of budget availability, legal documents and/or insurance forms if they apply) must be submitted no later than **april 30th, 2021**.

**IN ORDER TO PROCESS THE AGREEMENT, IT IS MANDATORY TO ATTACH A COPY OF THE BANK DEPOSIT OR TRANSACTION; OTHERWISE, THE STAND WILL BE CONSIDERED UNPAID.**

**NOTE: IT WILL NOT BE POSSIBLE TO BOOK STANDS**

## 7. STAND RATES

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

AREA M2	ASSOCIATED EXHIBITOR	NON ASSOCIATED EXHIBITOR	FOREING EXHIBITORS	
9,00	\$ 3.492.000	\$ 5.841.000	USD	\$ 3.276
10,50	\$ 4.074.000	\$ 6.814.000	USD	\$ 3.822
12,00	\$ 4.656.000	\$ 7.788.000	USD	\$ 4.368
18,00	\$ 6.984.000	\$ 11.682.000	USD	\$ 6.552
19,50	\$ 7.566.000	\$ 12.655.000	USD	\$ 7.098
20,25	\$ 7.857.000	\$ 13.142.000	USD	\$ 7.371
36,00	\$ 13.968.000	\$ 23.364.000	USD	\$ 13.104

**NOTE: 19% VAT (tax) is not included in the prices listed above.**

If you require different measurements for your space, you may calculate the fee as follows:  
 Associate Exhibitor **COP\$ 388.000/ sqm** - Non-Associate Exhibitor **COP\$ 649.000/ sqm** and  
 Foreign Exhibitors **USD\$ 364/ sqm**

### Stand fee includes (9,00 Sqm):

- Plywood paneling covered in White Melamine
- Name of exhibitor on the ledge
- 1 DC power outlet 110 V
- 1 rectangular table
- 3 standard chairs

### 7.1. TERMS OF RATE DEADLINE AND CONDITIONS

- At the moment you present the participation requirement, you must pay immediately the booking rate space corresponding to the **30% of the value of the requested area.**

#### Important:

- These values will not be refundable.
- It is essential to make the deposit of the requested space within the next

five (5) calendar days after the confirmation of the stands e-mail sent by the Organization; otherwise the space will be considered as free and will be available to be awarded to another exhibitor.

- Due date of the payment to complete the **100%** of the total space value (discounting the initial payment), must be made within the fifteen (15) calendar days followed by sending the confirmation email of the assigned space.
- For the contract to be duly registered in the system, it is essential to attach the copy of the payment support; otherwise, **the requested space will not be considered formalized**. In the case of Official Entities, they have to submit the due Certificate of Budget Availability.
- If the payments are not fulfilled, within the designated period, the Exhibitor will lose all rights over the requested space, leaving stands free and available to be awarded to another exhibitor. In this case, you will need to make a new request over the current availability.
- Cancellation policies can be advised in the Event Regulation.

**EXHIBITORS WILL NOT BE ALLOWED TO OCCUPY OR SET-UP THEIR STANDS, UNLESS FULL PAYMENT HAS BEEN MADE. NO EXEPTIONS.**

## 8. PAYMENT

In order to make the payment of the require areas, ANATO established the following types of payment:

### 8.1. NATIONAL CURRENCY

Exhibitors may make wire transfers; cash deposits to our checking account **ANATO-Davivienda No. 004469997367 in Colombia**. You may request the reference digit from ANATO´s Treasury Department (Phone number 571 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.**  
Account No.: **36240428**  
ABA Code: **021000089**

CHIPS ABA Code: **0008**

Swift Code: **CITIUS33.**

Beneficiary Bank: **Banco Davivienda SA**

Swift Code: **CAFECOB.**

Final Recipient: **004469997367 ANATO.**

**Note: Transfers must clearly highlight which company is making the deposit. For payment in foreign currency, you should make sure the bank transfer clearly states the following: OUR "no charges for the beneficiary". For payment in foreign currency, CHECKS OR PAYMENT WITH CREDIT CARD ARE NOT ACCEPTED, ONLY BANK TRANSFER.**

**EXHIBITORS WILL NOT BE ALLOWED TO OCCUPY OR SET-UP THEIR STANDS, UNLESS FULL PAYMENT HAS BEEN MADE. NO EXEPTIONS.**

## **9. GOOD STANDING CERTIFICATE**

The Good Standing certificate is essential to claim "Exhibitor Badges" as well as for the assembly of the stands. Therefore, do not lose it, and if you have hired a company to assemble for you, please give the person in charge a copy of your "good standing certificate". The certificate will be requested by the pavilion Supervisor in charge at CORFERIAS.

You can claim a good standing certificate requested in advance to the email: [eventos@anato.org](mailto:eventos@anato.org) or you can claim them at the Organization`s offices that will be established in CORFERIAS from June 12th, 2021.

**GOOD STANDING CERTIFICATE IS MANDATORY FOR STAND ASSEMBLY**

## **10. BADGES**

Depending on the rented area, the exhibitor is entitled to a specific number of badges as described below. These must be requested before **May 31st, 2021** by filling out an online form that will be sent to the contracting authority. The badges will be distributed at the offices of the Organizers at Corferias by presenting their "good standing certificate". An informative procedure will be sent later to claim the badges.

### **10.1. EXHIBITOR'S BADGE**

With the purpose to guarantee the professional profile of the event, all Exhibitor and

co-exhibitor badges will be customizable, including the personal and company name. These are personal, nontransferable and must be worn permanently during the event.

The quantity of badges will be assigned according to the social distancing regulations established due to the capacity of attention at the stand. This information will be sent in the moment the online register is available.

Please do not request a higher quantity of badges, for security purposes there must be a strict number of people per square meter.

**NOTE: For the staff from the same exhibiting company who will attend the event as visitors, PROFESSIONAL TOURISM badges can be claimed through the link provided.**

## 10.2. SERVICE BADGE

These are personal and nontransferable and must be worn at all times to identify service personnel attending the booth. (E.g. support staff, catering, models, etc). Will be provided according to the measurement assigned following the current regulation about the maximum capacity allowed inside every stand.

## 10.3. BADGES FOR ASSEMBLY

These are only valid for the assembly stage and will expire on **June 13th, 2021**. Contractors and Operators working in the construction and decoration of the stands must carry their badges at all times, and they must be supervised by the exhibiting company. The number of badges will be provided depending on the exhibitor's needs, taking into account the contracted area and social distancing limitations established for the operators.

## 10.4. DISMANTLING BADGE

Must be worn by the staff or employees involved in the dismantling of the stand who have no service or exhibitor badge according to the needs of the exhibitor. You may claim these badges by presenting a CERTIFICATE OF GOOD STANDING along with the approval from the exhibitor and under approval by the Organization. These will only be valid starting on **Saturday, June 19th, 2021**.

### Comments:

- Be advised that you can apply for EXHIBITOR and SERVICE badges through the online form by previously requesting personalized access links from the Operations Division of ANATO.
- You can claim badges prior to the event at ANATO offices in Corferias (Mezzanine - Floor 2), in order to avoid congestion. You must submit a "Good Standing Certificate", otherwise badges will not be provided.
- **It is mandatory for the Exhibitor to attend his/her stand all the time** during Vitrina Turística; it corresponds from Wednesday 16th to Friday 18th of June in the

official opening shifts of the event. Not accomplishing this regulation leads to the loss of the preferential renewal right of the allocated space.

- Access monitoring will be done constantly in order to guarantee the professional profile of the event.
- Badges are personal and nontransferable. Whoever is found with an ID that does not match their person, will be removed from CORFERIAS and the badge will be confiscated. In case badges are lost or forgotten, the person shall pay the sum of **COP\$ 50.000** for an additional badge.

**¡BADGES MUST BE WORN AT ALL TIMES!**

## **11. BASIC RULES FOR ASSEMBLY, DECORATION AND DISMANTLING OF STANDS**

### **11.1. AREA TURN OVER (ONLY FOR EXHIBITORS WITH GOOD STANDING CERTIFICATE)**

- In order to enter CORFERIAS to assemble stands you should present the **“Exhibitor’s badge”**. If the assembly is done by staff from a company specialized in this service, you must claim **“Assembly”** badges at the Organizers’ offices or during the day of the Exhibitors Meeting. These will only be given to the person authorized by written letter and including a copy of the corresponding Good Standing Certificate of the main stand holder of the exhibiting company.
- CORFERIAS operations staff will grant entry to the exhibit areas under the conditions that are established in the contract signed with ANATO.
- All designs must have the approval of the CORFERIAS Assembly Management who will sign the floorplans. **Spaces will not be turned over to exhibitors if they do not have the approval of designs.**
- Exhibitors must present the **“Form (for the entry) of Goods”** which can be filled out though [www.corferias.com](http://www.corferias.com) and the **Good Standing Certificate**; otherwise entrance to the exhibition areas will not be granted. **NO EXCEPTIONS.**
- Exhibitors must have or demand from the Assembly contractor, a civil liability policy on the construction of the stand, which must be submitted before starting assembly, since, the Exhibiting Company will be solely liable for any situation where the safety of the stand is compromised.
- The Exhibitor and assembling staff must follow the Biosecurity Measures established by Corferias and the Event organization.
- To be granted admission to CORFERIAS, exhibitors or assembling companies must provide: exhibition contract, movement of goods form (including assembly items), assembly badges and social security documents (occupational hazard insurer -ARL- and social security (health service provider) -EPS-) of the people involved with the assembling. If all documentation is not submitted, CORFERIAS will not turn over the exhibition areas.
- No areas for the assembly will be turned over to exhibitors before scheduled dates.



However, if strictly necessary and justified, CORFERIAS Technical Branch may authorize use of space in advance and will charge an amount according to 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 setup 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 writing in order to avoid unnecessary distribution. **Not using them, does not reduce stand rent prices.**
- If you rent additional decoration or different elements to those supplied with the stand, you may check the **Application Form and Services Rental Reservation** for established rates (by CORFERIAS) which is published on the websites: [www.vitrinaturistica.anato.org](http://www.vitrinaturistica.anato.org) and [www.corferias.com](http://www.corferias.com). Be advised that this only acts as a price guideline. To request the service you need, please go and directly submit the Original Form to CORFERIAS' Customer Service Center "PLUS" located on the first floor of the Hilton Hotel. You must do this well in advance for your application to be considered. This is a special service offered by CORFERIAS. The Organization of **40 VITRINA TURÍSTICA** is not obligated to bring any such elements or provide additional services at any time.

## 11.2. ASSEMBLY

- Previous to the event, the Organization will have to provide a master plan with the specifications of the space they will use, including information such as where support columns will be located. It is very important to study the floor plans in order to avoid design mishaps, **because the event organization could modify the basic floorplans during the trading process, due to an adequate use of the space or logistic needs.**
- 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. Designs must fit the current conditions because CORFERIAS will not modify their facilities to suit the stand design. For further inquiries please contact the "Subdirección de Eventos".
- The decoration companies who are in charge of certain pavilions or separate areas (for a single exhibitor) must check in and check out from those areas with the person appointed by CORFERIAS. **Under no circumstances, installation of exhibit areas can start without the proper official green light from CORFERIAS.**
- The exhibitor or the operator of the assembly must respect the boundaries outlined in the floor plan. The **basic** height allowed in the pavilions is **2.40 meters** and the **maximum permitted height** of construction is **5.00 meters high**. If you need more height, it should be requested for approval to ANATO "Subdirección de Eventos" and CORFERIAS Assembly Office, which reserves the right to approve or deny the request.
- The elements for assembly cannot protrude from the allotted perimeter.
- The continuous wall enclosures may not exceed 50% of the façade (each side panel of the booth will be considered as façade). This regulation will be applicable in the same



way for the stands placed in the glass facade at Gran Salon located over Carrera 40.

- The exhibitor and assembling enterprises must not affect CORFERIAS' physical facilities (floors, walls, ceilings, structures, etc.) with temples, anchors, drywall anchors, nails, among others, nor the dividers and decoration. Otherwise, CORFERIAS Assembly Office will issue a bill for each compromised item.
- Exhibitor and/or installers shall not use paint or glue in the division system, because it does not recover its original finishes after being exposed to this kind of products.
- Exhibitors and assembling companies should not use sprays or any kind of compression systems inside the pavilions. If it is strictly required, should install the necessary protection to enclose and isolate the exhibition area or stand in order to avoid affecting close areas. Not accomplishing this requirement, will be cause of a penalty for the exhibitor or the assembling responsible by the Technical Management of CORFERIAS.
- No hanging elements, no matter how lightweight are the structures, ceilings or building covers. Companies should provide flexible designs, easy to assemble and self-supporting, not involving modifications or alterations to the structure of the fair grounds.
- If the exhibitor or assembling company requires hanging anything from roofs or structures of other pavilions, they must request authorization from the Assembly Office at least 15 days before the start date of any installation.
- CORFERIAS reserves the right to dismantle or remove any item it deems to be against the established rules at no compensation for damages.
- All assembly should include the use of best finishes for all walls that can be seen from anywhere on the display (back sides). The plans that neighbor with another exhibitor must not exceed the maximum permitted height of **2.40 meters**. In that case, it must be separated by 1 meter and the exhibitor should ask the CORFERIAS Assembly Office for their authorization. It is very important to double-check the pavilion height prior to assembly.
- Assembly process with no exception, should use optimal finishes for the facades seen from every angles of the exhibition (butt) and will be mandatory to make all the necessary adjustments to avoid affecting the esthetic of the sided booths.
- For installation of sound emitting elements that may disturb or bother exhibitors or visitors, exhibitors or installers must provide adequate sound insulation systems or comply with the moderate volumes previously approved by the Organization. (40 Decibels Max.)
- Every assembly company should have the tools and equipment needed to carry out the work, CORFERIAS does not lend or rent any tools or equipment.
- Exhibitors and installers should not remove or tamper with the carpet under any circumstance. 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 price range of repairs for the application of said fines.

- Carpet cleaning or repair can only be performed by CORFERIAS' authorized personnel.
- Exhibitors must take responsibility for cleaning the stands during assembly, dismantling and the trade fair. If any specialized company or other individual handles these tasks, the exhibitor must notify the Operational Coordination. Materials that are abandoned in common areas or outside the area assigned to the exhibitor area will be 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 could charge exhibitors for the expenses generated by this operation.
- Exhibitors and installers must provide proper installation systems and use platforms (raised flooring/ pallets...etc.) in case they wish to install special 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 /sqm.
- The CORFERIAS partition system serves a segmenting rather than structural function; therefore, only items such as paintings, posters, etc. weighing no more than 5 kg can be hung per each 1 meter of white panel.
- For two (2) story stands, exhibitors must present the complete project with plans and structural certifications written by a qualified professional and it is mandatory to have prior authorization from Corferias. You must specify dimensions, max weight load and visitor capacity, the Exhibitor will be the responsible of accomplishing this established capacity.
- 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 assembly company.
- The voltage of the electricity service supplied by CORFERIAS is of 110 volts for single-phase systems and 208 volts for three-phase systems, both with a frequency of 60 Hz and variations of about 3%. We recommend using stabilizers and/or voltage regulators, UPS (uninterruptible power supply unit), regulated boards, fuses, step-up transformers, etc. in order to strengthen the protection of computers, electronic equipment and machinery with electronic control.
- CORFERIAS reserves the right to dismantle or remove any item it deems to be against the established rules, without acknowledging or paying out any compensation. For any queries or clarification, please contact CORFERIAS Head office or visit them on the first floor of the Hilton Hotel. Assembly Office.

### **11.3. SAFETY DURING ASSEMBLY**

- Remember that CORFERIAS will charge for damages to its facilities and equipment in accordance with the values shown in the list of replacements or those identified in specific cases applying the appropriate penalties. CORFERIAS reserves the right to stop assembly work that does not hold up to the rules mentioned above and those of industrial safety. CORFERIAS could deny access to assembly 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 Safety office.
- For safety reasons, Exhibitors or Assembly companies cannot block electrical boxes, fire extinguishers, fire cabinets or emergency doors either during the assembly or the event.
- It is not allowed, except for CORFERIAS' staff, to work on the decks of the pavilions 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.
- To carry out work after the scheduled times set for mounting, the stand holders or the staff responsible for the assembly must fill the record of commitment in the presence of the Hall Supervisor and incur additional fees established for the use of lights and power after-hours.

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

- Exhibitors or installers should not store or handle flammable, or unhealthy substances or appliances running on gas, coal, petrol or any fuel that represents danger or that might cause discomfort in the pavilions or fairgrounds. In cases where any of these items are necessary, they must have a written permission from the Fire Department and the CORFERIAS Security office located at the hall entrance or Pavilion 3 – Level 1 and provide the respective security measures.
- It is the sole responsibility of exhibitors to bring fire extinguishers depending on the type of product exhibited in their stand. The following are the considerations that determine the need, type and use of fire extinguishers:

**Class A:** extinguishers which put out fires from ordinary solid combustible materials such as cloth, wood, wood-shavings, rubber, paper, and various plastics.

**Class B:** extinguishers which are used on fires involving flammable liquids, such as grease, gasoline, oil, and oil-based paints. These extinguishers will limit the release of combustible fumes or interrupt the combustion's chain reaction.

**Class C:** extinguishers which are suitable for fires involving appliances, tools, or other equipment that is electrically energized or plugged in. In order to ensure the operator's safety, it is necessary to use agents that are non-conducting of electricity, as in, electrically insulating.

**Liquid Gas Solkaflam 123:** extinguishers which are suitable for fires involving ordinary materials and other equipment that is electrically energized.

- 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>- Firework or fire related Shows</li> </ul>	<ul style="list-style-type: none"> <li>(ABC) MULTIPURPOSE</li> <li>(B) DRY CHEMICAL POWDER</li> </ul>
Promotional Items	Tipo de Extintor a utilizar
<ul style="list-style-type: none"> <li>- Samovar and other items to prepare or heat food.</li> <li>- Oxidizing Agents</li> <li>- Disinfectants containing peroxides</li> </ul>	<ul style="list-style-type: none"> <li>(ABC) MULTIPROPÓSITO</li> <li>(ABC) MULTIPROPÓSITO</li> </ul>
Using Energy sources	Type of Extinguisher to us
<ul style="list-style-type: none"> <li>- Gas</li> <li>- Liquid Fuels</li> <li>- More than two electrical devices that might generate electrical overload.</li> </ul>	<ul style="list-style-type: none"> <li>(BC) Co2</li> <li>(B) SOLKAFLAN</li> <li>(C) CARBON DIOXIDE</li> </ul>

## 11.5. DISMANTLING

Dismantling will take place on **Saturday June 19th, 2021** from 8:00 to 18:00.

### **UNDER ANY CIRCUMSTANCE WILL BE ALLOWED THE DISASSEMBLY OF STANDS OR THE REMOVAL OF DECORATIVE ELEMENTS PRIOR TO THIS DATE.**

- Please plan ahead so that you are able to comply by the deadline.
- It is imperative that the person in charge of the stand is physically present at the time dismantling begins: 8:00 am. This is when items are typically lost since it is impossible check ownership of each item that is being removed from the Hall. Neither the Organization staff nor CORFERIAS will assume any liability for any losses.
- The exhibitor must turn in the space and any leased items under the same conditions of preservation and cleanliness in which they were given to them by CORFERIAS; otherwise penalties and required replacement costs will be charged. These costs are billed to the exhibitor; the removal of goods will not be allowed until exhibitors have paid any outstanding bill. Each fee will be decided upon by the Operations Coordinator or a designated representative of CORFERIAS' Assembly Office.
- Once the time established for disassembly is completed, CORFERIAS will remove and arrange decorative material or elements left behind in the exhibition area without bearing any responsibility towards CORFERIAS. CORFERIAS will charge a fee for

transport and removal (disposal) whether it shall be debris material, decoration or merchandise.

- There are specific badges for dismantling, and they are different badges as those for the assembly. Only Dismantling Badges will grant entry. These will be distributed directly at the CORFERIAS office starting **June 18th, 2021**. The stand holders must have a **Good Standing Certificate** with CORFERIAS and the Organizers of Vitrina Turística.
- Each copy of the "Good Standing certificate" must be signed by the Hall Supervisor and they will constitute proof of compliance in the release of the stands and rented items, so you must make the necessary copies according to the number of times you will exit CORFERIAS.

## 11.6. DAMAGES AND PENALTIES

- Repair costs and penalties caused by the exhibitors and assembling companies, will be charged according to the amounts established by CORFERIAS. Also, it will not be allowed to remove any merchandise or decoration element until the total payment is concluded.
- Booths must be completely finished at **18:00 on Tuesday June 15th, 2021**. Will not be allowed the access of assembling staff on the **June 16th, 2021**.

## 11.7. STAND DECORATION

- Assembly companies should consider making their designs so that stands are as easy to assemble as possible as well as ensuring modules and all elements are finished and painted. Stands must be self-supporting. The exhibition area should not be used as a production workshop for stands.
- It is important to design the stands allowing the natural ventilation, avoiding the stands assembly with closed spaces.
- Suggest to the assembling companies that all the booth materials should not absorb the disinfection products by spray, used as a strict protocol on site.
- Stands must have raised surfaces and be off the floor within the exhibition area to protect goods or artwork that might be susceptible to deterioration due to water spills, leaks, dust or other factors.
- To access additional services (telephone, furniture, power, water supply etc.) stand holders must fill out the **"Rental Service request and reservation"** form on time and settle costs of any additional services at the Customer Service Center (PLUS- Hilton Hotel, 1st floor).
- Exhibitors should inquire with the technical and infrastructure Director in order to determine whether additional services such as water supply and sewage service are required, since not all areas of the venue are suited to have such installations.
- Exhibitor must ensure that the staff in charge of the electrical installation, be registered in CONTE (Consejo Nacional de Tecnicos Electricistas) and accomplish the

RETIE (Reglamento Técnico de Instalaciones Eléctricas), otherwise CORFERIAS will not allow the installation any element or electrical equipment.

- Exhibitors and electrical installation companies will be responsible for ensuring that wiring systems comply with: paperwork of staff in charge of the installation (electrical technician certificate); quality control of electrical materials used (the only electrical wiring brands allowed are Centelsa or Procables); optimal condition of electrical appliances they wish to install such as lighting, plugs, power strips, connection terminals, etc.; elements should not pose any risk of short circuit.
- The wiring diagram to be implemented in any special assembly must detail charges and equipment used, and must be endorsed by an electrical engineer. The diagram and endorsement must be provided in advance to the Network Coordination division of CORFERIAS.
- Caution must be exerted at the moment of installation, avoiding warehousing and storage of items or goods which may come into contact with power distribution strips or other elements that may cause failures or short circuits.
- CORFERIAS will assign an electrical connection spot on the internal column of the stand with verifiable electrical parameters (voltage level, kilowatts to be used), and from there on, the exhibitor will directly make the electrical distribution, controlling the current to be used and taking responsibility for the operation of their own equipment or machines.
- The exhibitor and / or assembly companies shall be obliged to know, understand and transmit these rules to all personnel directly or indirectly involved in the design, assembly, development and dismantling of the exhibition, and are liable for any situation or accident which occurs or derives from the non-compliance of these regulations at any stage of the fair.

## 12. GENERAL SERVICES

### 12.1. RENTAL SERVICES AT CORFERIAS

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, two wire, etc.).
- Internet (basic, special access, network installation, etc.).
- Water (Water connection in 1 ½ " and drain in 1 ½", etc.).
- Furniture (chairs, desks and tables, counters and cabinets, shelving and furniture.)
- Accessories (sheet metal, decorative plants, cubes, etc.).
- Paneling division System
- Devices and appliances (TVs, VCR, DVD, projector, etc.).



All these services are available through the "Rental Service request and reservation" form at the CORFERIAS' Customer Service Center (PLUS– Hilton Hotel, 1st floor ) or request information via the following website: [www.corferias.com](http://www.corferias.com)

### 12.1.1. Connectivity:

CORFERIAS, committed to providing the best service and having the best conditions for the use of the wireless spectrum in the Venue, informs the exhibitors that the independent installation of multiple mobile wireless access devices (WiFi - Access Point) at the Venue could generate overcrowding and interference in wireless channels of the WiFi service. For this reason and to avoid problems in service provision, it was determined that the entity in charge of managing the airwaves at the Venue will be the Department of Technology and they will be the ones in charge of informing all interested parties about the aspects described below.

To guarantee excellent service in the exhibitors' connectivity, visitors must adhere to the following rules to use the Wireless Network:

1. CORFERIAS' Technology Department, as the entity in charge 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 communications equipment that do not meet conditions for the proper performance of the wireless service.
2. In order to ensure wireless service, exhibitors or visitors must have the following features on their **devices and / or computer equipment**:
  - Network card capable of handling 802.11 g/n on a 2.4 GHz bandwidth and 802.11 a/n on 5 GHz bandwidth. The 802.11b protocol service is not guaranteed due to technological obsolescence.
  - Operating System must not be older than 4 years (Windows 7 or higher recommended).
  - Smartphones and tablets shall comply with 802.11 a/g/n 2.4 y 5 Ghz.
3. In order to ensure wireless service, wireless devices (WiFi-Access Point) must have the following features:
  - In 802.11 b / g / n at 2.4 GHz bandwidth, channels 9, 10, 11, 12, 13 and 14 (2452-2484 MHz) may be used.
  - In 802.11 a / n at 5 GHz bandwidth, channels 36-136 (5180 to 5680) may be used.
  - Use a maximum frequency of 3dbm AP (WiFi- Access point).
4. We recommend the use of equipment operating on 5 GHz, which ensures compliance with the standard of 802.11n.

5. We recommend not using (Wi-Fi - Access Point) since its hardware and software cannot be modified or managed and could generate interference frequencies. CORFERIAS may restrict their use for such devices if need be.
6. To use free Wi-Fi Access, it is necessary to identify the spots that warrant the Service. Information will be sent in due time.

**IN ORDER TO AVOID CLUTTERED BANDWIDTH, IT IS IMPORTANT TO GET PROPER ADVICE ON FEATURES AND CAPACITY OF REQUESTED INTERNET NETWORKS.**

## **12.2. ADDITIONAL SERVICES AT CORFERIAS:**

### **12.2.1. Banking:**

- ATH, BANCO POPULAR y BANCOLOMBIA located at the food court.
- DAVIVIENDA located at the main entrance of Pavilion 3-Level 1.
- SERVIBANCA located at the main entrance of Pavilion 6-Level 1.

### **12.2.2. Food Court:**

- Café CORFERIAS
- "Gud Fud" Fast Food
- Arco Restaurant.
- 12 fast food areas at the food court
- 4 snack areas at the food court
- Plazoleta de la Esperanza Restaurants

### **12.2.3. WC Facilities:**

- Basement "Oscar Pérez Gutiérrez" Great Hall (Pavilion 10)
- Basement "Oscar Pérez Gutiérrez" Great Hall (Pavilion17)
- Pavilion 4 (Side)
- "Mall" Food Unit

### **12.2.4. Hardware Store:**

- On the rear side of Pavilion 3

### **12.2.5. Public Transportation**

- White cabs: Service of special transportation located in front of the Main Auditorium of CORFERIAS (Free Area 5).

### **12.2.6. Parking for exhibitors and sale of parking vouchers:**

- 2700 parking spots will be available for exhibitors and visitors on the south side of



the Venue.

- Sale of parking vouchers: Parking Vouchers will be sold at CORFERIAS' Customer Service Center (PLUS- Hilton Hotel, 1st floor). The cost is yet to be determined. Parking will be available to exhibitors from **June 13th, 2021**. Vouchers validate one vehicle each per day, including for assembly and disassembly purposes.

### 12.3. BAGGAGE ROOM

Service will be provided at the South access. Items such as wheelchairs and umbrellas will be provided (while supplies last).

### 12.4. EXHIBITOR WAREHOUSE

CORFERIAS has enabled a special cellar for **40 VITRINA TURÍSTICA - ANATO** exhibitors, where the promotion and advertising material that is required during the event can be stored in properly packed sealed boxes.

## 13. CUSTOMS REGULATIONS

In the **Customs Regulations** you will find all information regarding the entry of goods into the fairgrounds. Please read them carefully and keep in mind 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 product samples.
- Printed ads, brochures and other advertising material.
- Materials for decoration, maintenance and supplying stands, food and beverages.

### 13.1. MERCHANDISE DELIVERY

#### 13.1.1. Foreign and Nationalized Merchandise

Exhibitors can send goods to the trade fair one (1) month before the Vitrina Turística starts. In these cases, the exhibitor must outline all goods in their transport document. The document must be filed with the company in charge for transport and must follow these parameters:

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

**Code: 942**

**40 VITRINA TURÍSTICA DE ANATO**

Exhibitor's Name  
Pavilion and Stand Number  
Bogotá – Colombia

### Supporting Documents

Goods shall be dispatched along with the following supporting documents:

1. Commercial invoice in Spanish with a detailed description of goods enclosed directly billed to the exhibitor or representative in Colombia. It must also include currency and negotiation terms.
2. Packing list.
3. Transport document: Airway Bill, BL, Lengthening of Journey, DTA (Customs Transit Declaration) or DTAI (International Customs Transit), duly **consigned to the Special Permanent Duty-Free Zone at CORFERIAS**. Tariff position must be specified.
4. Special documents, as 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  
40 VITRINA TURÍSTICA DE ANATO  
Exhibitor's 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 for assembly, 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 handled in accordance with the established parameters within the dismantling memo, which will be distributed by the Pavilion Supervisor before the trade fair comes to an end.

## 13.2. ENTRY OF MERCHANDISE TO THE FREE TRADE ZONE

### 13.2.1. Foreign Merchandise

Only a customs broker can make the process of transfer and entry 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. Completion of the "Foreign Trade Warehouse Entry of Goods" form. For this procedure, CORFERIAS will provide a username and password to the exhibitor's chosen Customs Agency, which they can use to access and sign into the system.
4. Inspection of goods by Customs officials.
5. Delivery of exhibition goods to the exhibitor or their Customs Broker

- **Foreign and Nationalized merchandise conditions**

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

**GENERAL CONSIDERATIONS:**

- a. CORFERIAS only allows the entry 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 a fee for its storage.
- c. Exhibitors, or their representative or hired Customs Broker must ensure merchandise is handled adequately and legally. They must attend any custom requirement from CORFERIAS as Operator User or from DIAN.
- d. Any charges for handling of 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 position of goods before shipment in order to determine if they require approval, certificates of origin, permits, restrictions, etc., which must be filled out accordingly, with the purpose to accomplish the Aduana Colombiana requirements.
- f. The entry of merchandise can arrive up to **June 18th, 2021**, the last day of Vitrina.
- g. Colombian Customs requirements must be met. Goods from abroad can be received until the last day of the trade fair. Goods from abroad may enter through ports authorized by 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 through authorized airports.

- h. Exhibitor must take into account that goods can only be nationalized by natural persons or legal entities with identification card or Tax ID numbers issued by the Republic of Colombia.
- i. Please mention the endorsement conditions in transport documents.
- j. According to the current Colombian legislation, the entry of merchandise as accompanied baggage is not allowed; therefore, the exhibitor must fill out a regime change form with DIAN at the airport upon arrival. Goods that are not legalized by Customs cannot enter the Special Permanent Duty-Free Zone at Corferias; they may be apprehended by DIAN. In any case, the exhibitor will answer to DIAN if he/she chooses to bring 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 release 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 goods are within the Duty-Free Zone does not exonerate them from this obligation. .

#### **13.2.2. Length of Permanence in the Free Trade Zone**

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

#### **13.2.3. Merchandise Entry Forms**

\*Note: Forms are free; their completion is mandatory.

#### **FORM No 1: Entry of Foreign Goods and/or Goods Transferred from Free Trade Zones.**

##### **a. For the entry 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 duty-free 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) billed to the exhibitors or their representative in Colombia, a packing list and transport document (AWB, BL, lengthening of journey or DTAI) — remember to specify the tariff position

#### **b. Para traslado de la mercancía de zona franca a zona franca.**

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

#### **FORM No 2: Entry of Nationalized Goods**

This form can be completed by the exhibitors themselves and is used for entry of nationalized goods, i.e., merchandise that is readily available on national customs territory. It is essential for importers to attach a photocopy of the final customs declaration, or for distributors to attach a commercial bill. These supporting documents must be submitted at the foreign trade office (at PLUS) before the trade fair starts.

Nationalized merchandise will go directly to the stand for exhibition on the days set for assembly.

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

#### **FORM No 3: Entry of Domestic Goods**

This form can be completed by the exhibitor and applies to the entry of domestic goods, those manufactured, produced or made in Colombia. It does not require any 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 assembly. The exhibitor is accountable for all information provided before DIAN.

**\*\* For further information, check the directions for Domestic and Nationalized merchandise on the website \*\***

## FORM No 4: Entry 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 sampled during the exhibition days.

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

This form must be supported with the following documents: commercial invoice (in Spanish, with a detailed description of the goods, noting free sample products) billed directly to the exhibitors or their representative in Colombia, a packing list and transport document (AWB, BL, lengthening of journey or DTAI, specifying tariff position).

To be able to authorize the entry of food and spirits to the Free trade zone as samples that hold no commercial value, the legal supporting documents of the country of origin shall be submitted (health records, approval for consumption, permits, etc.) taking into account the current regulations.

Similarly, it is important for the exhibitor to consider that each item should be labeled as FREE SAMPLE and fully consumed within the Free trade zone.

Capacity authorized by DIAN for exhibition for free:

Days of trade fair	Quota
Trade fairs from 1 to 3 days	US\$ 1000
Trade fairs from 1 to 5 days	US\$ 2000
Trade fairs from 6 days or more	US\$ 3000

## 13.3 GOODS ISSUES

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 within the zone's premises for up to two (2) months after the end of the 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 nationalization, transfer or reissue. They will not be received if they are not properly packaged, in crated or covered in plastic film.

- c. When goods are removed after six (6) days of event completion, the exhibitor must pay a fee corresponding to their storage, which will be calculated including the day they are removed. 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 to any industrial user of a different Trade Zone if goods have not been released by the Foreign Trade division and DIAN at CORFERIAS via proper documentation (i.e., nationalized, authorized for reissue or authorized for transfer to an industrial user of another free trade zone).
- e. If exhibitors intend to reissue or transfer merchandise from one free trade zone to another, they must hire a transport service which allows merchandise security seals for trucks, so that Customs in CORFERIAS authorizes their transport.
- 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 CORFERIAS warehouse, they must use the following forms:

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

This form covers the goods removed from CORFERIAS to be transferred to an industrial user of a different free trade zone, either industrial zones for goods and services or transitory ones. Exhibitors must complete this process with the Foreign Trade office of CORFERIAS and DIAN through a Customs Broker (remember to submit a copy of the contract agreement between exhibitor and the user from the free trade zone who will be accepting their 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 DIAN through a Customs Broker.

Transportation guide (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 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 that hold Colombian identification card or Tax ID. The exhibitor must conduct this process with DIAN, while document authorization and physical removal of goods must be made with the Foreign Trade office of CORFERIAS through a Customs Agent.

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

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

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

These goods may be removed from the fairground after the event is over by presenting copies of the Certificate of Good Standing or Authorizations for Temporary Release of Goods signed and stamped by the Foreign Trade office of CORFERIAS and each Operational Supervisor.

## **LOCATION OF DOMESTIC AND NATIONALIZED MERCHANDISE FORMS**

The exhibitor must access the website [www.corferias.com](http://www.corferias.com). Click on the "Trade Shows and Events Schedule" button. Under the description of the event you will find the following link: Customers Service.

In the emerging window, the exhibitor must enter the **Username and the password**.

For more information, the ANATO Events Coordination will provide you with the instructions to fill out the national and nationalized merchandise forms via e-mail.

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

### **13.3.3. Steps to fill out the form (There are 3 key steps):**

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

- The exhibitor must visit the website [www.corferias.com](http://www.corferias.com). Click on the "Trade Shows and Events Schedule" button. Under the description of the event, you will find the following link: **Customers Service**.
- Once you enter all the information (personal or company) the username will correspond to 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 an exhibitor.
- For incoming and outgoing merchandise, click on **CAPTURE FORMS**



**STEP 2: Once you enter to the link CAPTURE FORMS section, the following is important:**

- Specify the kind of operation (ENTRY or DEPARTURE).
- It is important to fully complete the form.
- You must outline all the merchandise you plan to bring to the Venue. (For instance, 300 chairs, 5 printers, 500 brochures).
- Each exhibitor must fill out their own form.

**STEP 3: Print the form and present it at the gates of CORFERIAS** when you need to enter or deliver merchandise. We recommend printing more than one copy so that these can be handed every time merchandise enters Corferias and avoid any possible setbacks or delays.

*\*Note: Information registered on the forms is written under oath and must be true and correct.*

**CURRENT REGULATIONS UP TO DATE, ANY MODIFICATION ABOUT THE MERCHANDISE ACCES TO THE FAIR, WILL BE NOTIFY ON TIME.**

## **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 and every one of the booths. This means that each exhibitor is responsible for all elements of decoration, equipment, advertising materials, and other objects that might be in their stand. Therefore:

**ALL EXHIBITORS MUST ATTEND THEIR STANDS FROM THE PAVILION OPENING AT 8:00, UNTIL THE CLOSING AT 19:30 ASSEMBLY AND DISMANTLING DAYS PAVILIONS WILL BE OPEN AT 8:00 A.M.**

Neither CORFERIAS, nor the Organization of **40 VITRINA TURISTICA - ANATO**, are liable for the loss of decorations, equipment, advertising materials, or any other object that may be stolen or lost from leaving stands unattended during the exhibition, assembly or dismantling hours

Below, there are important safety recommendations, which if taken into account, will avoid issues for you and the Corporation:

- a. CORFERIAS Bogotá, International Exhibition Center, has a global security service during fairs and events. Exhibitors are responsible for the safety of their goods from the time they enter the Venue until their final departure. Therefore, the Exhibitors must employ enough staff to care for their property and comply strictly with the

opening and closing schedules during times of assembly and disassembly.

- b. CORFERIAS is not to be made liable for the goods entering the hall during the time allotted for assembly. The sole responsibility of goods entered will lie on the exhibitor and thus, it is required that access of goods is granted admission to the Hall by the person in charge of assembly.
- c. Exhibitors must be at their stands for the opening of the halls to avoid any issues. Neither CORFERIAS nor the Event Organizers will be liable for any problems. If for any reason, the exhibitor arrives before opening hours, they will not be granted entry because the opening and closing hours will be strictly enforced.
- d. If exhibitors hire cleaning staff for the allotted areas, they 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, must exhibitors leave the stand unattended during the period for public attendance, as any incident in this regard will be solely their responsibility.
- f. It is particularly recommended to watch personal belongings such as purses, calculators, briefcases, computers, tablets, projectors, cellphones, jewelry, etc., among any other valuables during assembly, exhibition and dismantling.
- g. Everyone, without exception, must be registered with the Security staff at the closure of each pavilion.
- h. It is recommended that the personnel selected to work for exhibitors during assembly or disassembly are trustworthy.
- i. Before hall closing, exhibitors must verify that their stand has been duly sealed and should make sure not to leave behind personal belongings. It is expected that exhibitors adopt additional security measures to stands.
- j. When exhibitors experience any inconvenience in terms of security, look for the security or pavilion supervisor, who will be present to assist.
- k. Exhibitors must give immediate notice to the Security Department or inform the hall supervisor, if they see any suspicious individuals 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, as well as during periods of assembly and disassembly.
- m. Remember that for assembly and dismantling, staff must wear the elements of industrial and personal safety (helmets, harnesses, masks, and gloves, among others); also submit their corresponding updated EPS (Proof of Health Coverage) and ARL (Occupational Hazard Insurer) I.D cards.
- n. When equipment from other companies aside from CORFERIAS are hired, you must demand proof of reliability and security of the leased equipment (devices and permanent staff).

- o. During the assembly and / or disassembly, badges will be asked for at the entrance of the venue, as well as DIAN forms duly filled out, and the Good standing certificate issued by ANATO. Staff must cooperate with the Security Department.
- p. CORFERIAS Bogotá, International Exhibition Center, has NO vehicles for freight service during assembly, exhibition and dismantling. Exhibitors must know and trust the vehicles or persons who will perform that work for them.
- q. The service of moving trucks for the internal transport of goods must be performed by properly uniformed and identified personnel. Corferias is not responsible for goods transported by these means, which is why the exhibitor is asked to accompany their goods at all times.
- r. Any technician hired by exhibitors to do electric work must show they are certified as an Electrical Technician. These certifications are issued by CONTE – (Consejo Nacional de Técnicos Electricistas).
- s. Remember that exhibitors are completely banned from smoking in indoor facilities, under Regulation # 79 of 2003.
- t. All waste (organic, plastics, glass) should be deposited in a controlled manner at designated areas.
- u. In case of emergency, exhibitors or their employees must inform the Security Supervisor right away at Ext: 5545 – 5546
- v. During Assembly and dismantling there must be enough staff to watch over the stand.

## 15. INSURANCE POLICY

It is **mandatory** that the participants have insurance for their stands and other items to be displayed, as well as their physical safety, given that at NO time are the organizers to be made liable for personal injury and / or loss or damage to goods arising from situations such as fires, explosions, earthquakes, riots, civil commotions and terrorist acts, water damages, flooding, internal damages to devices (computers) due to excessive voltage, theft, burglary etc. occurring at or around the venue.

It is mandatory for the Exhibitors who hire their own fire, explosion and attachments, theft and civil responsibility insurance, that they a wide covering for sinister and damages caused by their staff, machines and/or equipment used during all the assembling, event and disassembling stages.

The Exhibiting company, its assembly company, and subcontracted companies or agents will be responsible for damages caused by not hiring insurance or for the inefficiency of the insurance company, and must pay for all damages caused to the Organization of the event, Corferias or third parties, including permanent or temporary damage.

In case the exhibitor has policies that cover the aforementioned risks, they must present proof of coverage at the moment of their stand is turned over by CORFERIAS to them for assembly.

When exhibitors do not hold sufficient coverage, they will be obligated to ascribe to insurance in favor of CORFERIAS from a duly constituted insurance firm, and in accordance with the characteristics indicated in this document. Exhibitors must present proof of coverage to CORFERIAS at the moment the stand is turned over to them for assembly.

**Important:** Neither the Organization nor CORFERIAS will be liable for the deterioration or loss of goods that the exhibitor introduces to the fairground during the assembly, disassembly, or during exhibition. Therefore, the care of such goods will be under the exclusive responsibility of the exhibitor.

**IT IS ESSENTIAL TO SHOW A PRINTED COPY OF PROOF OF INSURANCE TO THE CORFERIAS HALL SUPERVISOR AT THE TIME STANDS ARE TURNED OVER FOR ASSEMBLY. THIS IS A REQUIREMENT TO START ASSEMBLY**

## 16. ADDITIONAL ACTIVITIES

### 16.1. SCHEDULING OF ACADEMIC AND CULTURAL EVENTS

The Organizers of **40 VITRINA TURÍSTICA - ANATO** will schedule academic and cultural activities for the Exhibitors, in the case the current Sanitary Regulation allows, prior validation from the Organization.

Those activities must be notified previously, specifying tentatively the date, hour, kind of presentation and number of attendees approximately, with the purpose to verify the availability of time and place that fits the number of attendees taking care of the minimal social distancing measures established, in that case proceed booking and including this activity in the official agenda. Once the event is confirmed, the audiovisual media requirements, room quotation and payment must be defined, directly with CORFERIAS.

In the case the option of music performance on stage is allowed, taking into account the security measures for this type of activities, all the necessary information will be notified on time.

### 16.2. RESTRICTIONS

It is strictly forbidden for musical or traditional act performances (mariachis, jazz, drums, etc.) to take place or to celebrate social events such as cocktails inside the exhibition areas during Vitrina Turística taking into account the biosecurity measures. Reason why, musical instruments cannot be accessed during the days of the event.

For cases of non-compliance, the exhibitor agrees to pay the organization a penalty of to five (5) SMLMV (current minimum wage monthly salaries) in Colombian pesos or the equivalent in dollars, in addition to potentially losing eligibility for future Vitrina events.

## **THE EXHIBITOR MUST SIGN A “LETTER OF COMMITMENT” ACCEPTING THE COMPLIANCE OF THIS REQUIREMENT**

### **16.3. FOOD AND BEVERAGE SERVICES**

All catering services for exhibitors at the Corferias site will be exclusive to CORFERIAS, however, the Corporation will reserve the right to authorize the entry of these services. Authorization shall be processed through the Food and Beverage Management Office, and for the case in which it is authorized the provisions of Numeral 4 of the CORFERIAS Food and Beverage policy will apply:

*Numeral 4: For the provision of catering services, the service provider must pay at least 10% of the total value of the service before taxes in order to gain entry permits to the premises; For this purpose, the service provider must submit a list of the food and beverages, including alcohol, to the Food and Beverage Management Office so this area can calculate the fee to be paid by checking the A&B Event Portfolio prices (if the menu is not found included in the portfolio, it is calculated against the menu that represents the greatest similarity).*

**It is essential to have in mind that provisions will be updated according to the current instructions about manipulating food and beverages. For further information, you can check at the established policy and regulations for food admission at the event website.**

### **16.4. SWEEPSTAKES & CONTESTS**

The Organization will not be held accountable for prizes offered by exhibitors which might later not be delivered.

**IT IS NOT ALLOWED TO DISTRIBUTE BROCHURES OR ANY KIND OF PROMOTION.**

## **17. HOTEL RATES**

The list of hotels which have offered special discounts for visiting participants will be posted on our web site [www.vitrinaturisticanato.org](http://www.vitrinaturisticanato.org). Reservations must be made directly with the hotels.

## 18. FLIGHT RATES

Special air fare rates for participants of **40 VITRINA TURÍSTICA** are published a [www.vitrinaturisticanaato.org](http://www.vitrinaturisticanaato.org). We ask you to contact the respective regional Office in order to book your flights.

## 19. LOCAL TRANSPORTATION

Inside the Venue exhibitors will have the following safe options anytime:

- Personalized transportation located in front of the Main Auditorium at Corferias Open (Area 5).

## 20. ADDITIONAL RULES

The following is not allowed:

- The visit of underaged people .
- The presence of live animals at stands. The organization rejects the responsibility.
- Loud music interfering with the activities of other exhibitors.
- The set-up of objects outside the exhibition area without renting and paying for the space beforehand.
- The distribution of any advertising or media outside of exhibitor´s own stand. The ones who do not accomplished those rules will be expel from the place.
- Models strolling around the corridors or at the stands in swimsuits, lingerie and / or clothing deemed inappropriate by organizers

**READING CAREFULLY THE RULES OF THE EVENT, IT WILL LEAD TO A SUCCESSFUL PARTICIPATION.**

For further information or any additional concerns, please contact Carlos Andrés Arias (the person in charge of all matters related to exhibitors' services) at email: [subdireccioneventos@anato.org](mailto:subdireccioneventos@anato.org).

## 21. APPENDIX

**APPENDIX 1 - [Exhibitors Regulation](#)**

**APPENDIX 2 - [Commitment Letter](#)**

**APPENDIX 3 - [Biosecurity Measures](#)**



Organized by:

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

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