



FERIA INTERNACIONAL  
DE SEGURIDAD

# EXHIBITOR'S MANUAL 2022

Organizan:



**PAFYC**  
*Se mueven los negocios*



**corferias**   
Generadores de  
Oportunidades y Progreso

## FREQUENTLY ASKED QUESTIONS

### 1. Dates of the Trade Show?

August 24,25,26. Tuesday through Friday.

### 2. Trade Show hours:

Exhibitors: 09:00 a.m. - 6:00 p.m.

Visitors: 10:00 a.m. – 6:00 p.m. Entry closes one hour before closing time.

### 3. Dates and schedule for Set Up and dismantling:

**Set Up:** 21,22,23 August de 8:00 a.m. – 8:00 p.m.

**Dismantling:** Saturday August 27 de 8:00 a.m. – 6:00 p.m.

### 4. Client Invitations:

In Colombia: The organization shall deliver invitations according with the contracted footage. **From July 18**

For exhibitors from abroad: Can be pick up on the venue.

### 5. Exhibitor and Set Up Badges: When how many shall be delivered?

In Colombia: The organization shall deliver the badges according with the contracted footage. **From August 10**

For exhibitors from abroad: Can be pick up on the venue.

### 6. Where can I purchase the parking voucher?

It is to be purchased at the PLUS at Corferias and the price is de \$ 67.800 . **From august 8.**

### 7. How much does an entry ticket to the trade show cost?

The cost of a ticket is **COP\$40.000**

### 8. Where can I contract additional services from Corferias ( the venue)?

They can be purchased at the PLUS at Corferias **From august 8.**

Don't forget to deliver the form for additional services entirely filled out.

### 9. What important dates do I need to remember?

<b>July 21</b>	Request form for exhibitor badges.
<b>July 21</b>	Deadline to send the information for the Exhibitor's directory
<b>July 21</b>	Deadline to send the booth name information
<b>August 08</b>	Rent additional services (furniture, energy, parking tickets).
<b>August 23</b>	Deadline to pay the additional services.



**Check the Corferias' s conditions of participation which are part of this manual.**

**<https://securityfaircolombia.com/pdf/Condiciones-de-Participacion-INGLES.pdf>**

**THE INFORMATION CONTAINED IN THE MANUAL MAY SUFFER CHANGES WITHOUT  
PRIOR NOTICE**

**TECHNICAL DATA SHEET****Days of the Exhibition:**

<b>August 24-25-26</b>	Wednesday, Thursday, Friday
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**Hours:**

<b>Exhibitors</b>	09:00 a.m.
<b>Attendees</b>	10:00 p.m.
<b>Exhibition close</b>	18:00 p.m.

**Organizers:****Pafyc SAS:**

Calle 127 A No. 71 A – 25 Niza Norte, Bogotá

Teléfono: 57 1 5103494 / 57 1 5100618 / 57 1 5103330

Email: [amarguez@securityfaircolombia.com](mailto:amarguez@securityfaircolombia.com)

**Corferias:**

Cra. 37 No. 24-67 Bogotá, D.C. - Colombia

Teléfono: 57-1-3810000

**Tickets:**

For the people that have not received an invitation from the exhibitors: **Cost COP\$40.000 pesos.**

**Due dates (deadlines):**

**It should be noted that these are deadlines; you can send in the information before these dates.**

<b>July 18</b>	The organization shall deliver invitations according with the contracted footage For exhibitors from abroad: Can be pick up on the venue.
<b>July 21</b>	Send the Request form for exhibitor badges.
<b>July 21</b>	Send in form for the official catalogue.
<b>July 21</b>	Send in form with the name for the banner of your booth.
<b>August 08</b>	Payment of additional Corferias services (Electricity, furnishings, internet, etc.) Purchase parking voucher \$67.800
<b>August 10</b>	La organización enviara las credenciales de expositor por correo certificado Las empresas extranjeras las podrán recoger a su llegada en el recinto.
<b>August 23</b>	Fecha límite para pago de servicios en el PLUS.



## GENERAL INFORMATION

### Lease of exhibition areas

The booth will be delivered with full payment.

### Request for additional services

Electricity, telephone, internet, furnishings, etc.

This request is to be made at the PLUS (Plataforma Unificada de Servicios – acronym in Spanish for Unified Services Platform) at Corferias S.A.



The form and payment shall be received from **August 08**

After the established date, a 40% to 60% surcharge shall be applied to the rates.

**Approval of special technical services: Telephone: 3810000 Ext. 5612**

**Service Catalogue :** <https://securityfaircolombia.com/pdf/Catalogo-de-Servicios.pdf>

**Additional service form :** <https://securityfaircolombia.com/pdf/Formulario-de-Servicios-2022.xlsm>

### Registration in the Exhibitor's Directory



All exhibitors are to register their information in the trade show's Official Catalogue by filling out a registration form. Whenever an exhibitor does not follow this step, the organization of the event will include the information provided within the participation contract in the Official Catalogue.

**Deadline: July 21**

**These forms shall only be received through a special form that you will receive**

### Forms for merchandise entry

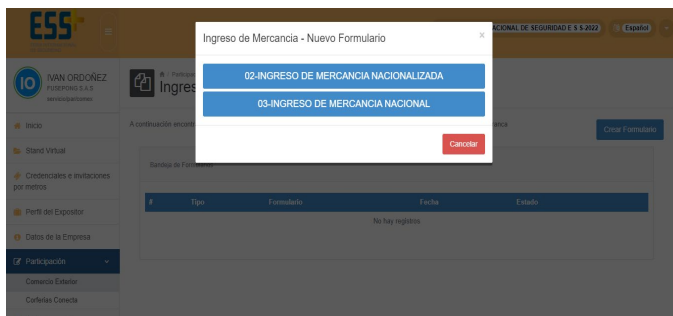
To access this, service, the exhibitor will receive a username and password, which be sent to the person responsible or entrusted with the participation in a timely manner by e-mail.

Filling out the forms for merchandise entry:



<https://extranet.corferias.com/>

1. Login with your user and password
2. Boton "Participación" left hand side line
3. Click on comercio exterior
4. Create forms -Crear formularios
5. Click on the form that you need to fill out
6. Fill out the form when you finish it print it ( 3 copies)



**Foreign goods**

**Only a customs broker can carry out the process of transfer and reception of goods. You will not need password.**

**Parking Lot**

Cost: \$ 67.800

Where to purchase the voucher: at the PLUS

Date of sale: August 08

Two license plates can be registered but only one vehicle can be parked per day.

**Special invitations July 18**

Number of invitations per exhibitor: according with the contracted footage.

The invitations shall be numbered for security reasons.



M2	Quantity
9 – 18 m2	50
27 - 36 m <sup>2</sup>	100
45-54 m2	150
63 – 72 m2	200
81 – 90 m2	250
90 en adelante	300

**Credentials – Badges - IDs**

**Exhibitor:** The credentials for the people in charge of the exhibition area during the days of the trade show.

**Service:** Credentials for personnel who do not belong to the company but who will assist you in some work.

**Set Up:** Personnel entrusted with erection, set-up and decoration.

**Exhibitor credentials table**

M2	Quantity	Numero de Servicio
9 – 18 m2	6	2
27 - 36 m <sup>2</sup>	12	4
45-54 m2	20	6
63 – 72 m2	24	8
81 – 90 m2	30	10
90 en adelante	36	12

**Chart for set-up credentials:**

M2	Number of credentials for erection
9-18 m2	5
27-36 m2	8
45-54 m2	10
63 onwards	15

**Note:** remember if you have an Exhibitor credential **YOU DO NOT** need to have a separate credential for erection and set-up. The credentials for assembly and dismantling are solely for the personnel who will attend exclusively to perform the erection and dismantling of the trade show.

## SETTING UP YOUR BOOTH



### Your Booth includes:

- A modular division system that separates your booth from the other areas of the exhibition, which comprises an aluminum structure and wood chipboard panels, white in color, 2.40 meters high, in accordance with the basic modular design that the Technical Department requires.
- Heavy traffic rib-knit carpeting, gray in color (general throughout the pavilion).
- Lighting system (general throughout the pavilion).
- Single-phase power according to contracted footage :

BASIC ELECTRICITY TABLE			
Área square meters		Outlets	KW
1	17	1	2
18	41	2	4
42	60	3	6
61	90	4	8
91	360	5	10

### Assembling:



**Dates:** August 21,22,23. **On the 20<sup>th</sup>. you could enter with a special permission of Corferias, as you must do the assembly in parallel with Corferias. This special permit will only be granted to companies with areas bigger or equal to 36m2.**

**Hours:** 8:00 a.m. – 8:00 p.m.

### Dismantling

**Dates:** August 27

**Hours:** 8:00 a.m. – 6:00 p.m.

## EXHIBITION AREAS - ASSEMBLING AND DISMANTLING

The exhibitor's localization is carried out in the space and place that, under the general layout of the trade fair, has been defined by the coordination of the event and specified in the booth booking application and other documents governing the participation.

However, CORFERIAS reserves its right to relocate the Exhibitor in any other space if deemed necessary, honoring the extension of the area requested. In such case, there will be no place to compensation or penalty of any kind and it will not be an excuse to avoid full and complete fulfillment of the obligations undertaken by the exhibitor.

## BASIC RULES FOR BOOTH ASSEMBLY AND DECORATION

- The exhibitor and/or assembling companies will be obliged to know, understand and disseminate these rules among all staff that is directly or indirectly involved in the design, installation, development and dismantling of the exhibition. Both the exhibitor and the installers are responsible for any accident or situation that arises or results from a breach of these rules at any stage during the process.



- CORFERIAS reserves the right to interrupt the assemblage process, as well as to dismantle or remove any element or booth that is contrary to the rules set forth herein, which shall be charged to the exhibitor who has no right to receive any amount for any damage or deterioration this may cause.
- Booth designs with more than 2.40 meters or with special technical requirements must be approved by the Assembling office. CORFERIAS reserves the right to dismantle anything that is not approved by the Assembling office of CORFERIAS. **The maximum height permitted for ESS+ is of 5.00 mts. The set-up companies that do not respect the permitted height shall be forced to modify the design during erection and set-up, without prejudice for the organization and for the venue.**
- CORFERIAS will not allow access to assembling companies that violate rules and processes repeatedly or impede the operation of the fairgrounds.

\*For any further information, please contact the Assembling office of CORFERIAS.

### **Area Delivery**

CORFERIAS will deliver the rented spaces to the exhibitor, in accordance with the conditions set in the exhibition contract signed by both parties.

- To enter CORFERIAS, exhibitors or assembling companies must submit the exhibition contract, movement of goods form (including assembly items), assembling badges and social security documents (occupational hazard insurer -ARP- and healthcare system -EPS-) of people involved in the installation. If the complete documentation is not submitted, CORFERIAS will not deliver the exhibition areas.
- Outdoor areas will be delivered by CORFERIAS in their current conditions at the time of the respective contract. The exhibitor or applicant for such areas shall provide for the adaptation of these and make special facilities such as gravel and platforms.
- Spaces will not be delivered for assembling before the date scheduled for this purpose, however, in exceptional cases and if weather conditions allow it, the Assembling Office may authorize advance use of space and collect existing fees for area occupation and consumption of services. The space delivered cannot be used as a production workshop as it should only be used for the assembly and assembling of parts or modules manufactured in advance.
- For safety reasons, no AUTOCAD-format plans will be accepted. Only PPT/JPG files or hard copies will be accepted.

### **Design and Assembling of Rented Space.**

- Before installation, the exhibitor must verify the physical conditions and size of the spaces to be used, so that the design of the booth 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 exhibition areas can start without the proper official delivery by CORFERIAS.
- All items used for the assembly should be self-supporting since damaging the elements of the partition system, buildings, and physical facilities of the fairground, as well as using kiosks, anchors, dowels, nails, etc., is prohibited.

- All booths must comply with Earthquake Resistance Regulations 2010 NSR -10. CORFERIAS will not revise or approve structural design or construction system of the booth as this is responsibility of the exhibitor or assembling company.
- The exhibitor or person in charge of assembling shall respect the perimeter that defines the exhibition area on the floor plan.
- When installing the rented space, the use of paint or glue on the partition system is prohibited since it does not recover its initial state.
- 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 booth space in order to not affect any adjacent areas.
- 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.
- All installations shall plan the use of optimum finishing for all facades that can be seen from any point of the exhibition (back walls).
- 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 CORFERIAS.
- CORFERIAS will not lend or rent tools or equipment for assemblage.
- Presentations in the exhibition areas (shows, parades, cocktails, etc.) require prior authorization from the Commercial Department and should be reported to the Pavilion Supervisor. The designs for these presentations should consider visitor circulation areas surrounding the booth, without interfering or using pavilion circulations areas.
- Exhibitors and installers should not manipulate the carpet and it shall not be removed 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 the damage caused considering the ranges for the application of fines indicated in this document.
- Exhibitor and installers must provide installation systems and use platforms or dais in case of applying finishes to the floor to avoid damage to the carpet of the pavilions. Carpet cleaning or repair can only be performed by personnel authorized by CORFERIAS.
- Exhibitors must take responsibility for cleaning the booths 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 are 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.
- The maximum load capacity of concrete mezzanines is 400 kg /m<sup>2</sup>
- Exhibitors must have high surfaces within their exhibition and storage area to avoid any deterioration of the goods or decorations that are susceptible to damage from water leaks, dust or other factors.



### **Assembling - Height**

a. The maximum height allowed in the pavilions is 2.40 meters. If due to the design the booth must be higher, it shall be separated one meter from adjoining booths and will require prior authorization from the Assembling Office, which reserves the right to approve the request. It is important to confirm the height of pavilions before assembly.



**b. The maximum height permitted for ESS+ is 5.00 mts. The set-up company that does not respect the permitted height shall be forced to modify the design during erection and set-up, without prejudice for the organization and for the venue.**

### **Presentation and approval of the decoration project**

At least twenty days before the trade show begins, the exhibitors are to turn in to the Assembling office of CORFERIAS. a layout plan and a perspective view of the decoration project for the exhibit, indicating the height, materials to be used, and complete data on the decorator (name of the company, telephone, e-mail, tax identification number – NIT) for the identification of special technical requirements.

**This is a compulsory requirement for all companies that hire a set up company.**

### **Assembling - Hanging Items**

- If the exhibitor or assembling company requires taking down anything from roofs or structures of other pavilions, they must request authorization of the Assembling Office at least 15 days before the start date of installation.

### **Assembling - Electrical Networks**

- 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 booth 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).
- 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 a 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 connection point in the internal column of the booth 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.
- Due to security and logistic reasons, to no extent exhibitors and installers should block Electrical Boxes, Fire Extinguishers, Fire Cabinets or Doors during assembly, trade show or dismantling.



### **Assembling - Additional Services**

If the exhibitor requires additional services (such as 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 <https://securityfaircolombia.com/pdf/Formulario-de-Servicios-2022.xlsm>

**These additional services have a cost defined in the form.**

If the additional service is water and drainage, the feasibility of this application should be consulted with the Customer Service Center (PLUS) since it is not possible to install these services

### **Safety during assembling**

- Exhibitors and installers must comply with the rules and regulations imposed by the Security office.
- Under no circumstances, it is allowed that anyone other than CORFERIAS operates on the roofs of pavilions.
- 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 booth.

### **BASIC RULES FOR BOOTH DISMANTLING**

- To enter the premises for disassembly, the exhibitor must present a clearance statement (for all items concerning the exhibitor's participation at the trade fair or event) with the seal of the Foreign Trade Office to remove the goods or elements used during the trade fair, which must be signed by the Pavilion Supervisor as a record of compliance with delivery of booths and rented items.
- The personnel in charge of disassembly must carry dismantling badges and social security documents (ARP and EPS). If the documentation is incomplete, CORFERIAS will not allow dismantling of exhibition areas.
- The exhibitor must return the allocated space and the rented items to CORFERIAS under the same conditions of preservation and cleanliness in which they were

delivered; otherwise, respective fines will be applied, per the ranges set forth herein and the removal of the merchandise will not be authorized until the corresponding amount has been settled.

- Once the term for removal has ended, CORFERIAS will remove and dispose of the decoration material or elements that remain in the exhibition area without incurring any responsibility for this. CORFERIAS will also charge transportation and removal of materials, either debris, decorations or merchandise.

**REPAIR AND DAMAGE**



- Booths must be fully assembled before the opening hour of the show; otherwise, CORFERIAS may impose fines to the exhibitor to the value of 1 SMMLV. There will be no place to imposing mentioned fines when CORFERIAS does not deliver the space to the exhibitor within the times set out in the exhibition contract.
- CORFERIAS will charge the exhibitor for repairs required because of damage to its facilities, buildings, carpets, equipment and elements of the partition system or decoration, per the ranges shown in the following table:

Description	Unit	Maximum range for application of fine
Partition system	• Panel	• Up to 4 SMMLV
	• Profile	• Up to 3 SMMLV
	• Panel	• Up to 2 SMMLV
	• Glass - Partition system	• Up to 10 SMMLV
	• Door handle	• Up to 3 SMMLV

Level	• Carpet per M2 • Carpet cleaning per M2	• Up to 1 SMMLV • Up to 0.5 SMMLV
Others	• Vinyl M2	• Up to 0.5 SMMLV
	• 3 non polished plates for steel • Flannel paint M2	• Up to 4 SMMLV • Up to 1 SMMLV
Electrical wiring	• Fluorescent tube	• Up to 0.5 SMMLV
	• 300W fluorescent lamp	• Up to 4 SMMLV
	• Single spot holder	• Up to 2 SMMLV
	• Spot bulb	• Up to 0.5 SMMLV
	• Double spot holder	• Up to 3 SMMLV
	• 300W halogen lamp	• Up to 3 SMMLV
	• TRH 400 lamp	• Up to 24 SMMLV
	• TRH lamp shade • TRH lamp bulb	• Up to 3 SMMLV • Up to 3 SMMLV
• Outlet	• Up to 1 SMMLV	
Furniture	• Telephone	• Up to 3 SMMLV
	• Diamond desk	• Up to 8 SMMLV
	• Arched desk	• Up to 7 SMMLV
	• Round desk	• Up to 8 SMMLV
	• Acrylic chair	• Up to 3 SMMLV
	• Spanish chair	• Up to 8 SMMLV
	• Cube	• Up to 4 SMMLV
	• Round table	• Up to 7 SMMLV
	• Desk top - coating	• Up to 0.5 SMMLV
	• Desk top - application • Desk handle	• Up to 0.5 SMMLV • Up to 1 SMMLV

\* S.M.M.L.V.: Current Legal Daily Minimum Wage.

- The exact value of the repairs and/or replacement will be determined by the Assembling Office of CORFERIAS. If CORFERIAS damages facilities, buildings or infrastructure, both parties will jointly determine the appropriate value of the damage.
- The costs of repairs and/or replacements owed by the exhibitor or installers will be billed to their name and charged per the values set by CORFERIAS, previously informing the exhibitor. Additionally, removal of goods or decorations will not be permitted until those amounts have been settled.
- The storage of items that remain within the fairground will be charged according to the rates established by CORFERIAS.

### Decoration of booths and facilities

- The decoration companies are to consider, in their systems, designs agile to set up, with finished modules or elements, painted and **self-supporting**, ready to assemble on site. The exhibition area is not to be used as a production workshop for each erection and set-up.
- All the elements used for the design and erection are to be **self-supporting** and easily assembled. The areas in the venue are not to be converted into workshops where the exhibitors paint and carry out carpentry tasks.
- Fill out the form in due time and pay for the additional services that you may require (telephone, furnishings, electricity, water, etc.). Please remember to consult with the Head of Construction and Maintenance regarding your needs for additional services, such as water and sewerage, since it is not possible to install these services at all locations at the trade show.
- All designs that consider the need to perform a structural development are to have the endorsement of an engineer that verifies compliance with the new **2010 NSR-10 Seismic Resistant Standard**, particularly with emphasis on two level booths.
- The exhibitor and/or the erection and set-up companies shall be under the obligation to know, understand and disseminate these standards to all of their personnel that, directly or indirectly, are involved in the design, erection, set-up, undertaking and dismantling of the exhibit, and shall be fully liable for any situation or accident that may occur or be derived from non-compliance with these norms during any stage of the process.



### Recommendations regarding the engagement of set-up companies:

- Make sure that it is a reputable and experienced company.
- Perform an inspection visit to see the workshops where they will prepare your booth.
- Demand good quality materials.
- We remind you that the trade show venue is not a workshop to manufacture booths; these are to be brought ready to assemble and minor touch-ups that may be required can be performed. This will facilitate the erection and set-up tasks and will take up less time.
- The workers at the decorating company are to have their social security coverage (ARP and EPS).
- The maximum height for the booth is 5 mts. **The set-up company that does not respect the permitted height shall be forced to modify the design during erection, without prejudice for the organization and the trade show venue.**
- Remember that the finishings that are adjacent to your neighbors are to have an equal or better quality than your booth. Require that your vendor abide by this point. If this does not happen, we shall apply a 10% fine on the amount of the booth to the exhibiting company.
- Bear in mind that erection and set-up begins on the Friday before the trade show, November 1, since it is a holiday weekend. Make your vendor aware of this and make him keep the scheduled working hours throughout the weekend.
- The last day of erection and set-up is November 4. All the booths are to be finished by that day. Under no circumstances shall carpentry and painting work be allowed during the first day of the trade show.
- The hours for the last day of erection and set up shall be from 8:00 a.m. to 8:00 p.m. **NO EXCEPTIONS WILL BE ALLOWED.** All the erection and set-up companies are to finish their work

that day at the cited time and are to take out absolutely all of their materials, including scaffolding and rubble. The companies that do not abide by this provision shall be fined 30% of the total value of the booth.

- If the erection and set-up companies keep the scheduled times and assemble at the trade show, these will be able to complete their work within the hours assigned.
- Please remember that the trade show will open its doors to the public at 12:00 p.m. on Wednesday, October 9<sup>th</sup> and we need to be ready to cater to our client's needs.

### **ADDITIONAL SERVICES**



#### **Services Request**

To obtain additional services in the exhibition area, such as an increased supply of electricity, telephone, water, sewerage, furniture, etc., the exhibitor has to fill out the form for additional services that is attached and deliver it to the PLUS at Corferias, together with the respective amount for the services requested.

The contracting of additional services without any surcharge has a deadline of October 31st. After this date, these services, in accordance with the policies of the trade show venue, could have a 40% to 60% increase in cost.

**ADDITIONAL SERVICES FORM:** <https://securityfaircolombia.com/pdf/Formulario-de-Servicios-2022.xlsm>



#### **Internet**

To provide adequate conditions for the use of wireless spectrum in the fairground and to avoid saturations and signal interferences in wireless wifi channels, the exhibitor shall comply with the following criteria for the use of the wireless network:

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 equipment's that do not meet the required conditions for the proper performance of the wireless service.
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 31 GC-DR-1235 (Vr.16) 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.
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.

4. To ensure the wireless service, exhibitors or visitors, must have the following features in their devices and/or computer equipment: A. Wireless network card with protocol 802.11g /n in the band 2.4 Ghz and/or protocol 802.11 a/n in 5 GHz band. Service not guaranteed in Protocol 802.11b due to technological obsolescence. B. Operating System not less than 4 years (Windows 7 or higher recommended) C. Smartphones and tablets shall comply with Protocol 802.11 a/g/n 2.4 and 5 Ghz.

5. Access to free wireless zones will be enabled on specific areas separately for each trade fair or event and have a maximum time of 60 minutes per day, accepting the terms and conditions established by CORFERIAS.

6. 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.

**IMPORTANT: \* WIFI TERMS OF USE:** Due to its wireless nature, the WIFI service may have intermittent connection caused by the multiple frequencies irradiated and the radio-electric spectrum saturation generated by the interference of devices of the different participants in the event or trade fair. Thus, if you want to have the Wi-Fi as a Corporate and Specialized solution, you must inform the Department of Technology so that they conduct the respective study and validation of the service for its adaptation and tuning



### Corferias Conecta

Service for professional fairs that allows the capture of data registered by visitors.

CORFERIAS CONECTA			
<b>IMPORTANTE</b>			
Servicio para ferias con contenido profesional que permite la captura de los datos de contacto registrados por los visitantes.			
El internet configurado en la Tablet es para el uso exclusivo de la aplicación (No es de navegación).			
Consulte <b>términos y condiciones</b> del servicio en la página web <a href="http://www.corferias.com">www.corferias.com</a> - Expositores - Servicios para expositores - Corferias Conecta			
COMBOS	CODIGO	DESCRIPCIÓN DEL SERVICIO	VALOR FERIA
	3071433	Corferias Conecta APP (incluye el internet para un equipo)	\$ 336.889
	3071432	Corferias Conecta APP + Tablet con internet	\$ 466.599
	3071431	Tablet adicional con internet	\$ 311.066
	3071326	Internet adicional para la app por equipo	\$ 111.265

*\*Corferias se reserva el derecho de realizar cambios a este documento\**

PIF-2091 (V.6)

## BOOTH CLEANING

Corferias S.A. offers the service of booth cleaning for exhibition areas according to the conditions and rates listed below.

### SERVICE DESCRIPTION

General cleaning of the booth: vacuumed rug, dusting, cleaning bins and removal of waste material. Cleaning material. Uniformed personnel with identification.

SERVICIOS DE ASEO BASICO PARA STANDS				
<b>IMPORTANTE</b>				
Corferias pone a su disposición el servicio de Aseo para su área de exhibición, este servicio consta de las siguientes características (limpieza del polvo y desinfección de superficies en estanterías, mesas y mesones, limpieza de canecas y retiro del material de desecho, aspirada del tapete o trapeado de piso duro); suministro de elementos e insumos para el aseo de las actividades relacionadas; operario uniformado, identificado y con las prestaciones correspondientes de ley.				
<ul style="list-style-type: none"> <li>● Los elementos tales como: gel antibacterial, alcohol glicerinado u otros insumos para desinfección de visitantes o expositores <b>NO</b> están incluidos en el servicio.</li> <li>● Corferias le informa que en el diligenciamiento del "INSTRUCTIVO PROTOCOLO DE BIOSEGURIDAD PARA FERIAS Y EVENTOS", Numeral 5 "Protocolo de limpieza y desinfección" debe solo diligenciar en el espacio de "Responsable(s) de aplicar y supervisar el procedimiento" colocando CORFERIAS.</li> <li>● Los registros propios del proveedor de aseo de las actividades y frecuencias serán diligenciados y de uso exclusivo del operario de aseo, en caso de requerirse, solo serán entregados a entes de control (propiedad intelectual empresarial).</li> </ul>				
Para más información consulte los términos y condiciones del servicio				
ASEO BÁSICO	CODIGO	DESCRIPCIÓN DEL SERVICIO	VALOR DÍA ORDINARIO	VALOR DÍA DOMINICAL O FESTIVO
	3071312	Servicio de Aseo Permanente 8 horas - 1 Operario de aseo	\$ 102.221	\$ 179.571
Nota: Para el cálculo de los metros cuadrados, por favor tener en cuenta el área total del stand, segundos niveles o mezzanines.				

**Inquiries or suggestions please contact: 57 1 3810000 EXT. 5632**

### Prohibited installations inside the pavilions:

Devices that use compressed gas, coal, gasoline or other fuels that produce smoke.

### Electricity service – General information to bear in mind

Corferias has established two types of connections:

- Mono- phasic: 120 Volt power.
- Tri- phasic: 208 Volt power.

With more than 5 kilowatts of power, generally tri-phasic connections are acquired (the implementation of an electrical circuit with 4 conductors: three phases and a neutral line). With this set-up, the exhibitor obtains the power required for the following voltages:

110 Volts between phase and neutral.

208 Volts between two phases.

208/120 between phases and between phases and neutral.

All pieces of equipment that require grounding (computers) are to be installed with a grounding connection and voltage regulators. This set-up can be requested to the Technical Department who shall implement an additional conductor with grounding to the connection.

All connections are protected at the general distribution power panel for the trade show venue, but it is recommended that any electrical installation that the exhibitor makes at his booth be previously protected (electrical panel with proper breakers), before connecting it to the electrical supply provided by Corferias.

**The power that is supplied at the Corferias venue is not regulated; therefore, it is the exhibitor's responsibility to provide the necessary equipment to protect his equipment.**

**Payment for additional services**

- Directly at the PLUS at Corferias
- Wire transfer

Beneficiary:	Corporación de Ferias y Exposiciones SA
Beneficiary's account number	80100004590
Beneficiary Bank:	Bancolombia Panamá S.A
SWIFT Code:	COLOPAPA
Address:	Calle 47 y Aquilino de la Guardia. Plaza Marbella- Edificio Bancolombia Apartado 0816-03320 Panamá- República de Panamá
Tel:	(507) 2 63 69 55- 2 08 97 00
Intermediary Bank:	Citibank N.A, New York , USA
Aba / Swift:	021000089 / CITIUS33
Bancolombia Panama's account number in Citibank N.Y:	36009162

**SOLE CENTER FOR ATTENTION TO THE CLIENT, PLUS CORFERIAS**

<b>Days</b>	<b>Hours</b>
Monday through Friday	8:30 a.m. to 5:30 p.m., uninterrupted shift
Weekends and Holidays	9:00 a.m. to 4:00 p.m., uninterrupted shift

**STORAGE**

In principle, the construction and/or decoration materials, the articles to be exhibited and the empty crates or with unpacked merchandise are to be stored exclusively within the leased area or in warehouses located outside of the trade show grounds, for the account of and risk of the exhibitor. In certain cases, there is a warehouse available for the exhibitors, at no cost.



## REQUIREMENTS FOR RECEPTION AND RELEASE OF GOODS AT THE SPECIAL PERMANENT DUTY-FREE ZONE OF CORFERIAS

**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 for display.
- Free sample products.
- Print ads, brochures and other advertising material.
- Decoration materials, maintenance and provision of pavilions, food and beverages.



### SHIPMENT OF GOODS

#### Foreign Goods

Exhibitors can send goods to the trade fair one (1) month before it starts.

In these cases, the exhibitor must enter the goods in his transportation document that must be filled with the company responsible for the transportation of goods and under the following parameters:

#### **CONSIGNEE:**

**CORPORACIÓN DE FERIAS Y EXPOSICIONES S.A. USUARIO OPERADOR DE ZONA FRANCA**  
**Código: 942**

**Feria Internacional de Seguridad ESS+ 2022**

**Nombre del Expositor**

**Pabellón y Número de Stand**

**Bogotá – Colombia**



#### Supporting documents:

- Goods shall be dispatched with the following supporting documents:
- Commercial invoice in Spanish, with a detailed description of the goods, the name of the exhibitor or representative in Colombia, currency and negotiation terms.
- Packing list.
- Transportation 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).



#### Identification of goods

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

**CORPORACIÓN DE FERIAS Y EXPOSICIONES S.A. USUARIO OPERADOR DE ZONA FRANCA**  
**Código: 942**

**Feria Internacional de Seguridad ESS+ 2022**

**Nombre del Expositor**

**Pabellón y Número de Stand**

**Bogotá – Colombia**

### **Domestic and Nationalized Goods**

Exhibitors can send goods to the trade fair during 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 notification, which is delivered by the Pavilion Supervisor before the trade fair finishes.



### **RECEPTION OF GOODS TO THE DUTY-FREE ZONE**

#### **Foreign goods**

**Only a customs broker can carry out the process of transfer and reception of goods.**

Once goods are transferred to the Duty-Free Zone of CORFERIAS, they will remain in the warehouses until the following procedure is performed for their exhibition:

- Release of transportation documents.
- Pre-inspection of goods.
- Carry out the process of reception through the Movement of Goods in the Foreign Trade Warehouse form. For this procedure, CORFERIAS provides username and password to access the Customs Agency chosen by the exhibitor so that he can sign into the system.
- Verification of goods by Customs.
- Delivery of exhibition goods to the exhibitor or his Customs Broker.

Conditions for Reception of Goods to the Foreign Trade Warehouse in CORFERIAS

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

#### **GENERAL CONSIDERATIONS :**

- CORFERIAS only allows the reception of goods that are directly related to the trade fair.
- 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.
- The exhibitor, his representative or hired Customs Broker are responsible for the legality and goods management of merchandise.
- Any charges for handling goods within the Special Permanent Duty-Free Zone will be borne by the exhibitor or authorized Customs Broker.
- 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.
- 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.
- Goods can only be nationalized by a natural person or legal entity with identification card or Tax ID of the Republic of Colombia.
- Please consider the conditions of transport document endorsement.
- Per the current Colombian legislation, the reception of merchandise as accompanied baggage is not permitted; therefore, the exhibitor must fill out a regime change form with the DIAN at

the airport upon arrival. In agreement to 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 with the DIAN if he chooses to bring his goods in this manner.

### **GOODS FOR RETAILING**

- 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.
- 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.



#### **Period for which goods remain at the Duty-Free Zone.**

Exhibitor's goods may remain in the warehouses of CORFERIAS **with no cost until the day 6 after the trade fair or event ends. From day 7, exhibitors who still have goods within the warehouse of CORFERIAS must pay the rate for the relevant year.**

**If you have any doubts, please contact [hgomez@corferias.com](mailto:hgomez@corferias.com) .**

If merchandise is nationalized and removed before the start date of the fair, storage will be charged from the time goods enter the Duty-Free Zone at the rate established for this purpose, which may be consulted in the "Exhibitor's Guide" published on the website of the respective trade fair.



#### **Reception of goods forms.**

**\*Important Note: Forms are free of charge and their completion is mandatory.**

#### **FORM 1: Reception of Foreign Goods and/or Goods Transferred from Duty-Free Zones**

**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 required documents needed 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).

#### **For the transfer of merchandise from one duty-free 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 in 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 booth for exhibition on the assembly days. The information provided by the exhibitor must be clear and fully supported by importation declarations or invoices submitted. The exhibitor is responsible for the information contained in these 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, i.e., those manufactured, produced or made in Colombia. It does not require attachments. All goods entering for exhibition and items used for installing the booth must be clearly and fully listed in the form.

Domestic merchandise will go directly to the booth for exhibition on the days set for assembling. The exhibitor is responsible before the DIAN concerning all information provided.

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

This form can only be completed by the Customs Broker and applies 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 of charge, 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**

Days of trade fair	Quota
Trade fairs of 1 to 3 days	US\$ 1.000

**RELEASE OF GOODS**

**Release of foreign goods**

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

- The merchandise may remain on the premises of the zone until two (2) months after the end of the respective show or event.
- Once the event is over, the goods that have not been nationalized should return to the warehouses of the Duty-Free Zone of CORFERIAS for its processing, i.e., nationalization, transfer or reissue.

When goods are removed after 15 days of the completion of the event, 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.

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.

- If the exhibitor intends to reissue or transfer merchandise from one free trade zone to another, he must hire a transportation service that allows to seal merchandise with security seals (trucks) so that Customs in CORFERIAS authorizes the execution of this operation.
- The process for the release of foreign goods can only be conducted by a Customs Broker.

#### **EQUIVALENCY OF FORMS FOR THE RELEASE OF NON-NATIONALIZED GOODS**

##### **FORM 5: Transfer of goods from an industrial user to another duty-free 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 to 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 duty-free 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.



#### **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.



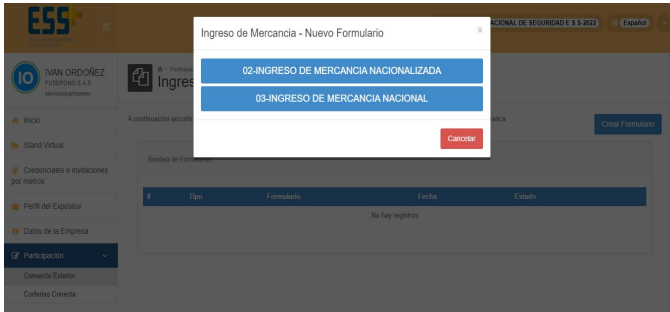
#### **LOCATION OF FORMS - DOMESTIC AND NATIONALIZED GOODS**

To access this, service, the exhibitor will receive a username and password, which be sent to the person responsible or entrusted with the participation in a timely manner by e-mail.

Filling out the forms for merchandise entry:

<https://extranet.corferias.com/>

7. Login with your user and password
8. Boton "Participación" lef hand side line 6
9. Click on comercio exterior
10. Create forms -Crear formularios
11. Click on the form that you need to fill out
12. Fill out the form when you finish it print it ( 3 copies)



For more information, the Sales Coordination of the respective trade fair will provide the exhibitor via email the instructions for filling out the forms for national and nationalized goods.

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

**Important note: All of the information on the forms is provided under penalty of perjury; therefore, it must be true and correct.**

### **INSURANCE**

Exhibitors must have a policy that protects their goods against all risks resulting from fire and/or lightning, explosion, disturbance, riot, malicious acts of third parties and terrorism, damage by water, damage caused by aircraft and vehicles, earthquake, tremor, volcanic eruption, aggravated theft with violence.



Similarly, they should have a civil liability policy, which should cover medical expenses.

These policies must be in place from day one of assembling and throughout the period of the trade fair, including the dismantling dates.

#### **Procedure for Acquiring and Submitting the Policy.**

- a. If exhibitor have insurances which cover those risks, they must submit the expanded coverage when Corferias deliver the booth at the beginning of stand assembly, which will be indicated on the exhibition contract.
  - b. If exhibitors do not have the required insurances, they are bound to acquire them in favor of CORFERIAS with an insurance company legally incorporated in accordance with the characteristics specified herein. Once acquired, they must submit them when Corferias deliver the booth at the beginning of stand assembly of the respective trade fair.
  - c. If the exhibitor signs the contract the day before the start date of assembling specified on the exhibition contract, it shall request its issuance and sign the policy immediately.
- PARAGRAPH: In case that Exhibitor does not present to CORFERIAS the insurances required in the exhibition contract, CORFERIAS will not be responsible for damage or

losses on the Exhibitor's goods at assembly, disassemble or during the trade show event. Therefore, the care of those goods is sole responsibility of the Exhibitor.

**Corferias S.A. and PAFYC SAS will not assume any responsibility for any calamity that may occur within the trade show venue.**



## SECURITY

### GENERAL SECURITY MEASURES AT THE TRADE FAIR

Safety recommendations that should be taken into account by the exhibitor :

- a. CORFERIAS has general security measures in trade fairs and events, but each exhibitor is responsible for their goods and belongings from the moment they enter the fairgrounds until their final release, hence the exhibitor must hire enough staff to take care of it and comply strictly with the opening and closing hours during assembling, exhibition, and dismantling stages.
- b. CORFERIAS is not responsible for the goods entering the pavilion at assembly, disassemble or during the trade fair. In cases where it becomes necessary to bring in goods at assembly, disassemble or during the trade fair, their security depends on the exhibitor.
- c. The pavilion opening and closing hours are binding, so no one may enter or stay in the pavilions outside of these times.
- d. If the exhibitor contracts cleaning staff for the rented areas, he must request authorization for their admission to the Security Office. CORFERIAS reserves the right of admission of such people.
- e. Exhibitors must not allow the stand to remain unattended during exhibition hours as any event that happens is your responsibility.
- f. Exhibitor is recommended to monitor his belongings and/or valuables with special care.
- g. Everyone without exception will be searched by the security personnel at the closing of each pavilion.
- h. Upon closing the pavilion, the stand must be closed with all the security measures that the exhibitor deems necessary. It is recommended that personal items are not left in the stand.
- i. In case of security difficulties, the exhibitor can go to the Security or Pavilion Supervisor who will be willing to help you.
- j. Exhibitors must give immediate notice to supervisors if they see suspicious people at the opening and closing of pavilions during the trade show.
- k. The exhibitor and his employees or contractors must always carry their badges during their stay at the fairgrounds in the stages of assembling, exhibition and dismantling.
- l. For assembly and disassemble, personnel should have the elements of industrial and personal safety (helmets, harness, goggles, gloves, etc.) and their current ARP and EPS cards (occupational hazard insurer -ARL- and healthcare system -EPS-).
- m. When exhibitors hire equipment with third party companies, they should demand safety of equipment hired (steel cables and permanent staff).



- n. To enter CORFERIAS for assembling and/or dismantling purposes, security guards will ask for the various documents evidencing participation in the event (badges, DIAN form duly filled and clearance statement).
- o. CORFERIAS does not have vehicles for transporting goods during assembling, exhibition and dismantling. Exhibitors shall be responsible for vehicles or people they hire to perform such work.
- p. Cartage service for internal transport of goods is provided by personnel duly uniformed and identified. This service is provided independently and CORFERIAS is not responsible for the goods transported by this means, so exhibitors must take care of their merchandise.
- q. All waste (organic, plastic, glass) shall be disposed of in a controlled manner in places established for this purpose, according to its characteristics.
- r. Should an emergency occur, exhibitors or their employees shall inform the Security and/or Monitoring Supervisor to Ext. 5542-5544.
- s. As provided in section seven of this document, as well as in the exhibitor contract (Clause Eight-Insurance), all items and/or goods that exhibitors have in the stand must be properly insured against all risks and theft with or without violence.
- t. The exhibitor may not install or setup any type of elements, structures or displays that block the surveillance cameras that are installed in the venue. Should the exhibitor fail to comply, CORFERIAS will remove such elements, and will charge all removal expenses that may take place to the exhibitor.
- u. Every Contractor must comply with the regulatory guidelines established in Decree 1072 of 2015 and the regulations that modify it, in the same way must implement a management system in Occupational Health and Safety under the guidelines given in said regulations

#### **INTELLECTUAL PROPERTY**

CORFERIAS does not have jurisdiction to resolve disputes related to the violation of intellectual property rights arising between exhibitors due to the products and/or services displayed or marketed at the different trade fairs. Nevertheless, CORFERIAS will act as a conciliator, providing the required spaces to the exhibitors involved in this conflict so that they can reach an agreement.

#### **COEXISTENCE RULES**

To ensure fairness, healthy competition and a level playing field for all exhibitors, the following rules have been set:

- a. Distributing or displaying propaganda and/or print ads that CORFERIAS deems inappropriate or inconvenient is prohibited.
- b. Actions that could be classified by CORFERIAS as political or religious intervention, participation or proselytism, either domestic or foreign, is prohibited.
- c. Exhibitor are not allowed to distribute samples, print ads, propaganda, etc., outside the place assigned for its exhibition. 26 GC-DR-1235 (Vr.16)
- d. Loud or rowdy demonstrations, advertising with speakers or using any system to attract public attention that disturbs other exhibitors or visitors at the trade fair is prohibited.
- e. Placing notices or objects beyond the boundaries of the rented exhibition area is prohibited. Posting, gluing, painting, etc. ads on sites other than the exhibition area is also prohibited.
- f. The exhibitor must refrain from requesting, installing or using electrical connections and/or telephone lines in the rented area or space, or in any other area of the fairground, without the prior written consent of CORFERIAS.



g. Refraining from storing or handling flammable liquids and/or materials, comburant agents, fuels, explosives, toxic agents (gasoline, diesel, coal, alcohol, pesticides, ethers, industrial detergents, butanol, oils, etc.) and cylinders with compressed substances or fluids (gas, oxygen, nitrogen, helium, air, etc.) inside the fairground. For entry, storage, handling and/or use of any of these items, it will be necessary to process the respective technical assessment with the Risk Prevention Office of the Bogota Fire Department Management Unit and submit it to the CORFERIAS Security Office for validation.

h. Observing the maximum noise levels allowed in accordance with the standards outlined in the Ministry of Environment Resolution 0627 of 2006 (National regulations on noise emission and ambient noise), which correspond to: Maximum levels of noise Sector Sub-sector emission allowed in dB(A) Day Night Sector Sector C. Restricted stores, business establishments, automotive and industrial 70 60 intermediate noise shops, sports and recreation centers, gyms, restaurants, bars, pubs, nightclubs, bingo halls, casinos.. The breach of this provision will allow CORFERIAS to sanction the exhibitor, which will range from two (2) requirements to fit the permitted noise levels or the closure of the stand, if the exhibitor does not attend the two (2) previously requirements made by CORFERIAS.

Sector	Sub-sector	Maximum permissible standards for noise emission levels expressed in DB(A)
<b>Sector C. Restricted intermediate noise</b>	Areas with permitted commercial uses, such as shopping malls, stores, premises or facilities of a commercial nature, automotive and industrial mechanical shops, sports centers	DAY: 70 NIGHT: 60

i. In accordance with the Ministry of Social Protection Resolution 01956 of 2008 or any rule that modify, regulate, add or repeal, smoking in enclosed spaces is prohibited.

j. The sale of liquor to minors is prohibited, according to Law 124 of 1994 or any rule that modify, regulate, add, or repeal.

k. In case of presenting a fact or situation that causes controversy or conflict between the exhibitors, they must come up in first stance to the direct, respectful and peaceful resolution of these; In case they don't come to an agreement the exhibitors must turn to the alternative mechanisms for conflict resolution, guaranteeing the normal development of the fair or event. Failure to comply with this provision results in the immediate closure of the stand and the possibility to not be able to attend to nest shows or events Corferias reserves the right to decide about the aspects contemplated in this numeral.



#### **VIRTUAL STAND**

The opportunity to use our Virtual Stand Tool is a benefit that Corferias offers to our exhibitors, which you can access by the link "Exhibitors Platform" on the web site of the tradeshow. If you have any doubt, please contact Adriana Marquez [amarquez@securityfaircolombia.com](mailto:amarquez@securityfaircolombia.com)

## EXHIBITOR BIOSECURITY



Keep these recommendations in mind:

Together, we are an example of the good management of self-care and mutual care tools, which is why it is important to always wear the mask covering the nose and mouth.

- If you need commercial information, remember that you can also access the fair's digital channels, via email, and other means arranged for effective communication.
- Take care and control the capacity of your stand

For more information see the following documents:

<https://securityfaircolombia.com/pdf/biosecurity-standards-considerations-for-trade-shows-and-events-v5.pdf>



## REQUIREMENTS FOR THE ADMISSION OF FOOD POINT INSTALLATIONS AT FAIRS AND EVENTS

Consult the complete document

<https://securityfaircolombia.com/pdf/list-of-requirements-for-activities-involving-food-handling-at-trade-show.pdf>

In the light of current regulations on food (Decree 3075/1997 and resolution 2674/2013) and health authority requirements (the City Health Department) related to supervision and control, and to comply with them in all CORFERIAS activities associated with food manipulation during fairs and events, we here explain of requirements for setting up stands.

Documentation

a. Health Report: Support for the origin of foods for exhibition or sale, through a Health Report on the establishment from which food, raw materials or products for sale or services are acquired.

d. A list of personnel in the service or at the stand, and a copy of the current health documentation (Manipulation Certificate and/or Training Plan, and Medical Certificate of suitability for manipulating food).

e. Procedures/instructions for cleaning and disinfection specific, to the stand or operating point in the fairground, and a record of the activity.

f. Technical and safety specifications for products used in cleaning and disinfection.

11.2. Installation requirements Food exhibitors' installations must comply with the following characteristics:

a. Guarantee that the floor is free of standing water, with a smooth non-porous surface, for easy cleaning.

b. Installations in pavilions must at least be a plastic mat to cover all the surface of the working area and guarantee full adhesion to the surface.

e. Ensure that there is a water point with drain which will allow hygiene to be maintained on hands and utensils.

f. Safe electrical installations, avoiding bare wiring, installed so that there is no risk of tripping over them or being tangled up in them.

h. Food must be stored in clean equipment, so that appropriate temperatures (cold or hot) are guaranteed (refrigerators, refrigerating bars, warming tanks/trays, bain marie, samovars, etc).

i. Pallets to be used to lay out food and accessories, Food must never come into direct contact with the floor.

j. Utensils and other services which come into contact with food must be of sanitary material and clean, and may not present any type of deterioration.

l. Guaranteed separation of waste into organic and inorganic matter, and if any waste oil is produced, it must be disposed of in closed drums or jars, and marked ("frying oil"); and the

supervisor of the area must be informed so that the CORFERIAS service staff will dispose of the waste in order to comply with the CORFERIAS Sanitation Plan. If no waste is left for disposal by CORFERIAS the exhibitor must certify that it has an authorized Waste Manager to dispose of this material, for which must provide the most recent Disposal Certificate.

m. **Guaranteed conditions of hygiene for personnel:** short fingernails, no enamel, no jewelry, no perfume, hair tied back and adequate equipment for food manipulation (mask, light-colored uniform, no open shoes).

n. There must be soap and disinfectant gel and disposal towels to keep hands hygienic, and the procedure for washing hands must be published. o. Multipurpose extinguishers properly signposted and placed on metallic bases avoiding contact directly with floor.

p. **Guarantee that food on exhibition or for sale is properly labelled with the following information:** production batch, expiry dates, health registration information, health permit and/or health notification, address of manufacturer, and storage conditions.

**RESPONSIBLE OFFICIALS**  
**International Security Fair ESS+**

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