

Exhibitor's Handbook



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Deadline Dates

ACTIVITY	DATE
Deadline for the Contract Leasing Payment	September 7 - 2019
Deadline to claim badges and invitations	Starting October 21 - 2019
Deadline for Payment of services	Until October 21 - 2019
Deadline for adaptation of the exhibition areas	November 18 - 2019 at 8:00 p.m.
Dates for the usage of Parking Ticket	Valid from November 16 to 23 - 2019

Dates of Interest

ACTIVITY	DATE	TIME
Stands Assembly	November 14 - 2019	08:00 a.m. to 08:00 p.m.
Inauguration	November 19 - 2019	TBD
Fair Opening	November 19 - 2019	10:00 a.m.
Fair Ending	November 22 - 2019	07:00 p.m.
Stands Disassembly	November 23 - 2019	08:00 a.m. to 08:00 p.m.
	November 24 - 2019	08:00 a.m. to 02:00 p.m.

Fair Schedule

ACTIVITY	TIME
For Exhibitors	09:00 a.m. to 07:00 p.m.
For Visitors	10:00 a.m. to 07:00 p.m.
Box Office	10:00 a.m. to 06:00 p.m.
Parking Lot (for exhibitors and visitors)	08:00 a.m. to 09:00 p.m.

* **Corferias** reserves the right to: (I) modify the trade show or event's schedule when deemed appropriate or necessary, or for safety or health reasons; (II) terminate the trade show or event when deemed appropriate or necessary, or for safety or health reasons, or when the economic performance of the corresponding trade show is not satisfactory.

Credentials and Box Office

CREDENTIALS, ACCORDING TO THE LEASED AREA

Depending on the leased area, the exhibitor is entitled to a specific amount of credentials. These badges will be delivered at the date indicated. These badges and invitations can be claimed in advance by the Exhibitor at the Customer Service Center – PLUS.

TERMS OF USE OF CREDENTIALS

Corferias supply to exhibitors and their employees, badges or special insignia, personal and nontransferable, which allow them to identify themselves as such and authorizes the entrance to the trade fair and other privileges to which they are entitled. Exhibitors will respond for fraud or dishonesty that could try or make themselves, their employees or third parties using such insignia or badges.

Any misuse by the exhibitors or their employees, or consent by them, shall entitle Corferias to expel involved exhibitors immediately, without compensation or acknowledgment of any kind and the collection, as a penalty by the mere fact breach, of the sums paid for their participation in the trade fair; in the same way and by the discretion of Corferias they may be punished by the inability to participate in future events organized by Corferias.

Credentials and Box Office

EXHIBITOR BADGES

These credentials are personal and non-transferable and must be carried by everyone who belongs to the exhibiting company in the stand. Badges must have the company name and identification number of people who carry them.

ADDITIONAL BADGES

These credentials are equal to the exhibitor badges: they are used when the exhibitor delivered according to the contract are not enough. Exhibitor may acquire them by presenting the participation contract. These credentials are personal and non-transferable and must be carried by the executives of the exhibition company. Badges must have name and identification number of people who carry them.

Additional credentials cost COP \$63.000 each.

ASSEMBLY BADGES

Valid only for the stand set up days and shall expire on the first day of the trade fair. Must be carried by the personnel involved in the assembly process and are currently working on the decoration of the booth and who will be under supervision and total responsibility of the exhibition company. **The people that enter the venue must carry safety helmet, ID cards and ARL and EPS ID** and is mandatory to present these elements in the entrance of Corferias facilities. The badges will be delivered without quantity limits according to needs of each exhibitor.

Credentials and Box Office

DISASSEMBLY BADGES

They must be carried by the personnel responsible of tearing Down the stand, who has not exhibitor nor service badges. These credentials will be delivered without restrictions of amount according to the exhibitor's needs by presenting the good standing form provided by the supervisor of the pavilion when the Fair comes to its end, as long as the exhibitor has no outstanding foreign trade documents or pending payments. These badges shall be valid from the day after the trade fair is over and for the time allowed for this activity.

CREDENTIALS CHART – ACCORDING TO THE LEASED AREA

LEASED AREA (In SqM)	EXHIBITORS CREDENTIALS	INVITATIONS
1 to 18	7	30
18,1 to 36	12	50
36,1 to 54	15	70
54,1 to 81	18	90
81,1 to 100	22	110
100,1 and over	25	130

Credentials and Box Office

BOX OFFICE

DESCRIPTION	COST
Ticket cost at Box Office	COP\$58.000
Cost for Additional Badge	COP\$63.000
Invitations cost	COP\$35.000 each, (Sold by packs - Minimum 20 Invitations)
Parking Ticket	\$71.000
*Parking fee - cost per minute	COP\$95 cars - COP\$50 motorcycles
*Parking fee - cost per day (Subject to change)	COP\$25.000 cars - COP\$15.000 motorcycles

*After 12:00 hours of parking for vehicles the cost will be COP \$95 per minute.

The calculation of the final value of the service will be rounded to the nearest multiple of COP \$50

*After 12:00 hours of parking for motorcycles with an additional rate of COP \$50 per minute.

The calculation of the final value of the service will be rounded to the nearest multiple of COP \$50

*The main parking lot that can be used by exhibitors is "Parqueadero Torre" Corferias - Av. Cra 40 No. 22-34.

*Exhibitors' Parking Ticket apply for 2 days prior to the fair and one day after

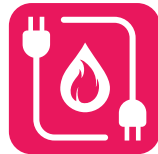
*"Parqueadero Verde" only offers service to vehicles and bicycles

General Services

Corferias offers additional services to Exhibitors (subject to availability) to strengthen their participation, such as:



COMBOS



TECHNICAL
SERVICES



TELECOMMUNICATIONS
AND NETWORKS



FURNITURES



NURSERY



EQUIPMENT

- Services Catalog:
<http://corferias.com/pdf/corferias-catalogo-de-servicios-2019.pdf>
- Rental Services request form:
<http://corferias.com/pdf/formulario-solicitud-servicios-en-alquiler-2019.pdf>

Get assistance for services by:

- **Virtual:** Email: serviciosplus@corferias.com
- **Phone:** (+57-1) 381 0000 **Ext:** 5616 – 5619
- **Onsite:** Oficinas Hotel Hilton - Corferias first floor

Find all Corferias Services at your disposal by visiting our website:

www.corferias.com > **Exhibitors** > **Services for exhibitors**

Remember to rent these services at least three (3) days before the assembly dates of the fair

Compulsory Insurance

According to the terms established in the leased agreement, all items and/or goods that exhibitors have in their stand should be adequately insured against all risks and act with or without violence. This is an essential requirement for your successful participation in any trade fair or event.

The exhibitor may extend their current insurance policy with their insurance company while their participation in the trade show. If the exhibitor does not have a valid insurance policy and requires this service, you may contact your trustworthy Insurance Company.

The exhibitor must present a copy of the insurance policy to the Floor Supervisor during the first day of the trade show build up; this allows the supervisor to deliver the leased area to the exhibitor in order to start the booth construction and decoration of the space.

Parking Lot

The parking lot that will be available to the exhibitors of XV FERIA INTERNACIONAL ANDINA PACK 2019 will be **"Parqueadero Torre"** located at Carrera 40 # 22-34, and **"Parqueadero Verde"** located at Calle 25 # 33 – 60 Working hours **08:00 a.m. to 09:00 p.m.**

Parking tickets with preferential cost, only for exhibitors.

Parking tickets may be purchased in the Customer Service Center – PLUS located at 1st Floor of Hilton Corferias, for **COP\$71.000**. Parking ticket for exhibitors will be valid from **November 16 to 23 - 2019**.

*The parking ticket will be managed with an intelligent card that will allow 1 parking spot; the fee to be paid for losing the bill or mean of entrance (card) will be **COP\$21.000, without exceptions**

National and International Payments

NATIONAL PAYMENTS INFORMATION

Bank	Number of Account	Account Type	Beneficiary
Davivienda	481800000764	Ahorros	Corporación de ferias y exposiciones S.A

INTERNATIONAL PAYMENTS INFORMATION

Bank	Bancolombia Panama S.A
City	Panama
Country	Republic of Panama
Phone	(507) 2636955 - 2089700
Beneficiary's account number	80100004343
Beneficiary	Corporación de Ferias y Exposiciones SA
Intermediary Bank	Citibank N.A, New York , USA
Aba / Swift	021000089 / CITIUS33
Bancolombia Panama's account number in Citibank N.Y:	36009162

Free Trade Zone, Foreign Trade

MERCHANDISE FROM ABROAD WITHOUT CUSTOMS CLEARANCE

Value of goods remaining at the Free Trade zone	\$25 COP per Kilo + 19% IVA, per day
Deadline for the entry of goods (one month before the fair begins)	October 19 - 2019
Deadline for removal of merchandise without additional fees (six days after the end of the fair)	November 28 - 2019
Deadline for removal of merchandise (two months after the end of the fair)	January 22 - 2020

Contacts

PBX CORFERIAS: 381 - 0000

Name	Job Position	E-mail	Ext
Doris Chingate Vega	Project Manager	dchingate@corferias.com	5166
Alejandra Preciado	Commercial Coordinator	apreciado@corferias.com	5138
Fernando Montoya	Commercial Coordinator	fmontoya@corferias.com	5179
Andrés Randazzo	International Coordinator	arandazzo@corferias.com	5418
Harold Perilla	International Advisor	jperilla@corferias.com	8507
Angelica Avendaño	Commercial Assistant	aavendano@corferias.com	5171
Oscar Ramírez	Logistics Coordinator	oramirez@corferias.com	5139

PUBLIC RELATIONS		
Name	Job Position	Ext
Gloria Urdaneta de Drufovka	Head of Public Relations	5065
Adriana Burgos	Public Relations Assistant	5061

Contacts

Name	ACTIVIDAD Job Position	Ext
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Andrea Sarnari Kuehle	Head of Assembly	5760
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Alejandro Cárdenas	Assembly Coordinator	5763
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Name	ACTIVIDAD Job Position	Ext
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Jaime Bonilla	Head of Security	5540
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Raúl Arteaga	Mobility Coordinator	5550
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Oscar Castro	Security Coordinator	5542
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Contacts

Name	FOREIGN TRADE Job Position	Ext
María Piedad Ramírez Fontecha	Head of Foreign Trade	5560
Hernando Gómez Higuera	Foreign Trade Professional	5561

Name	NATIONAL AND INTERNATIONAL PRESS Job Position	Ext
Fabiola Morera Comunicaciones	National and International Press	5082
Claudia Viviana Torres	Food and Beverage Coordinator	5507