

# EXHIBITOR MANUAL



**andina  
pack<sup>®</sup>**



# EXHIBITOR

Dear EXHIBITOR,

Welcome to **Andina Pack 2019**. This is your personal copy of the **Exhibitor Manual**, which has been compiled to assist you in your preparation for the event. Read these instructions carefully, so we can meet your expectations and demands in time and with efficiency.

Please return the order forms on or prior to the stipulated dates stated to ensure that the services required are arranged before the exhibition.

In case of queries, please contact our offices in order to solve any remaining questions regarding your company's participation.

We look forward to welcoming you at Andina Pack 2019 in Bogota.

Best regards,  
Your Andina Pack team



# EXHIBITOR

## ORGANIZATION AND PROMOTION

**Koelnmesse SAS**  
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**CORFERIAS**  
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International Commercial Coordinator  
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[ARandazzo@CORFERIAS.com](mailto:ARandazzo@CORFERIAS.com)

## VENUE

**CORFERIAS**  
Bogota International Business and Exhibitions Center  
CR 37 24 67  
Bogota, Colombia  
Telephone: +571 3810000



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## IMPORTANT NOTICE:

The exhibitor manual will repeatedly make reference to the conditions of participation of CORFERIAS. Therefore, please check the following Link for more details:

<http://corferias.com/pdf/conditions-of-participation.pdf>



# EXHIBITOR

## 1 CHECK LIST

### 1.1 SERVICES

In this document you will find an overview of the additional services such as technical, cleaning and catering services which can be booked via CORFERIAS as well as other important information to make your participation at Andina Pack 2019 as smooth and successful as possible. All relevant forms will be provided to you in the chapter appendices of this document. If you have any further questions do not hesitate to contact the organisers for more information.

### 1.2 PAYMENTS

- Please ensure to meet the payment deadline of your rented stand space according to the payment conditions set forth in the contract (i.e. 30% upon contract signature and 70% before 7 September 2019).
- Please have copies of bank transfer receipts and/or other proofs of payment for services etc. at your booth at all times, as the ORGANISERS may request to verify payment
- The exhibitor is responsible to ensure the payment of eventual copyright taxes for booths sound and music usage

#### 1.2.1 PAYMENT OPTIONS

##### a) Bank transfer: Exhibitors from outside Colombia

30 % upon contract signature  
70 % before 7 September 2019

International bank transfer should be made to the following bank account:

Beneficiary:	Corporación de Ferias y Exposiciones SA
Beneficiary's account number:	80100004343
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:	021000089
Swift:	CITIUS33
Bancolombia Panama´s account number in Citibank N.Y: 36009162	



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Payments in USD must be made using the exchange rate to COP on the day when the transaction is completed. Please note that any fees charged for the international bank transfer need to be covered by the exhibitor.

## **b) Bank transfer: Colombian Exhibitors**

50 % upon contract signature  
50 % before 7 September 2019

National bank transfer should be made to the following bank account:

Beneficiario: Corporación de Ferias y Exposiciones SA  
Número de cuenta: 481800000764  
Cuenta de Ahorros: Banco Davivienda  
Código de la Feria: 73-36

## **c) Online payment via credit card**

It is possible to pay additional services booked with CORFERIAS via credit card. The tool is now online on the English version of the Andina Pack Website and will allow for payments of services above USD 50,-.

## **d) On-site payments**

Any services that have been ordered short-term before the beginning of the trade fair can be paid on-site at CORFERIAS' Service Center (PLUS) via credit card (American Express, MasterCard, Visa and Credencial Diners) or cash payment (COP accepted only, cash payments are only accepted up to an amount of COP 10 million).

Please note that articles/services booked via the Service Center (PLUS) are subject to availability and are provided on a first come first served basis. Please ensure you book additional services as soon as possible and ensure on-time payment.

Services booked in advance will be reserved for a maximum of 7 days within which they need to be paid in full either via bank transfer or via credit card.

## **e) Late Payments**

Any payment due, whether related to the area rental or requested services, should be honored by the exhibitor as soon as possible, so that the start of booth construction can be authorized and badges delivered.



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## 1.3 ADDITIONAL ON-SITE ADVERTISING OPPORTUNITIES

For detailed information regarding on-site advertising opportunities please have a look at chapter 3.4 ON-SITE ADVERTISEMENT OPPORTUNITIES.

## 1.4 BADGES & INVITATIONS

According to the rented space, each exhibitor is entitled to a specific amount of badges and invitations. Exhibitors can acquire additional packages of minimum 20 invitations with an individual cost of COP \$35.000 (each invitation).

**Exhibitors can order the badges for their stand personnel, stand construction staff as well as the invitations for their guests via a special form. Please send an email to [andinapack@koelnmesse.com](mailto:andinapack@koelnmesse.com) to request this form. Please return this form to the above e-mail until 10 October 2019.**

Please note that the ID (passport) number for each person needs to be provided due to legal reasons during that order process. When collecting your badges on-site, please make sure to bring your passport or ID document for verification and a copy of the stand rental contract.

Exhibitor badges can be collected in the Customer Service Center (PLUS) in the First Floor of Hilton Hotel, with the copy of Corferias rental contract. You will be able to access the fairgrounds either via the South-entrance or via the Arco-entrance. A bilingual (Spanish/English) floor manager will be happy to show you the way to the office.

In case of any problems or doubts, please have the receptionist/entrance staff call Mr. Andres Randazzo on extension - 5418.

Assembly and exhibitor badges can be collected from 21 October 2019 from 8:30 am.

### 1.4.1 TYPES OF BADGES

#### a) Exhibitor badges

These credentials are personal and non-transferable and must be carried by the representatives of the exhibiting company. The badges must have the name and identification number of the person who is carrying them.

#### b) Assembly badges

Valid only for the stand set up stage and shall expire on the first day of the trade fair. They 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 exhibiting company. The people that enter the venue must carry a safety helmet, ID cards and ARL and EPS ID (professional risks and health insurance cards) and is mandatory to present these elements at the entrance to CORFERIAS' facilities. The badges will be delivered without quantity limit according to needs of each exhibitor.





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Validity of these badges will be from 14-19 November 2019, assembly hours will be between 8:00 - 20:00.

**c) Dismantling badges**

These credentials must be carried by the personnel responsible for dismantling the stand, in particular persons who neither have exhibitor or 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 hall before 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 only from 23 - 24 November 2019, disassembly hours will be from 8:00 - 20:00.

**1.4.2 NUMBER OF BADGES & INVITATIONS**

a) The number of badges that are provided free of charge is according to the following list:

Stand size	Free of charge exhibitor badges
1 - 18 sqm	7
18,1 - 36 sqm	12
36,1 - 54 sqm	15
54,1- 81 sqm	18
81,1 - 100 sqm	22
> 101	25

**Additional badges:**

These credentials are equal to the exhibitor badges and are used when the previous badges are not enough. Exhibitors may acquire them presenting the lease participation contract. These credentials are personal and non-transferable and must have the name and ID number of the person carrying them. Additional badges have a cost of COP 63.000 each.

b) The number of customer invitations that are provided free of charge is according to the following list:

Stand size	Free of charge customer invitations
1 - 18 sqm	30
18,1 - 36 sqm	50
36,1 - 54 sqm	70
54,1- 81 sqm	90
81,1 - 100 sqm	110
> 101	130

Exhibitors can order the badges for their stand personnel, stand construction staff as well as the invitations for their guests via a special form. Please send an email to [Arandazzo@corferias.com](mailto:Arandazzo@corferias.com) to request this form. Please return this form to the above e-mail until 10 October 2019.



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c) If you are a group organiser for a country pavilion, please contact Koelnmesse at [food\\_sales@koelnmesse.co](mailto:food_sales@koelnmesse.co) to receive the respective form to forward to all your group participants. This form will need to be returned to Koelnmesse at least 4 weeks before the trade fair, latest by Monday, October 21, 2019.

## 1.4.3 RULES FOR BADGE USE

Badges are personal and non-transferable. Exhibitors will take responsibility for any fraud or deception that could be attempted or made by themselves, their employees or third parties using these badges.

The abuse by or allowed by the exhibitor or its employees shall entitle CORFERIAS to expel the exhibitor immediately without compensation or acknowledgment of any kind and apply, as a penalty, the sums paid for their participation in the trade fair due to their non-compliance. Similarly and at CORFERIAS' discretion, the exhibitor may be penalized with the inability to participate in future trade fairs organised by CORFERIAS.

## 1.5 SCHEDULE

### Stand construction from 14 - 18 November 2019:

Assembly hours: 08:00 a.m. - 08:00 p.m.

### Trade fair period / Exhibition dates from 19 - 22 November 2019:

Exhibitor opening hours: 09:00 a.m. - 07:00 p.m.\*

Visitor opening hours: 10:00 a.m. - 07:00 p.m.\*

Ticket office opening hours: 10:00 a.m. - 06:00 p.m.

Please note: The exhibition halls will be sealed off at night and therefore closed for both, exhibitors and visitors, between 07:00 p.m. and 09:00 a.m. during the trade fair period. Exhibitors are not allowed to enter their stands in this time.

Car park opening hours: 08:00 a.m. - 09:00 p.m.

### Stand dismantling from 23-24 November 2019:

Dismantling hours: 08:00 a.m. - 08:00 p.m.



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## 2. GENERAL INFORMATION

### 2.1 ACCESS TO THE EXHIBITION AREA

Access to the exhibition area will only be granted with a valid and non-transferable badge. Please refer to 1.4 BADGES & INVITATIONS of the exhibitor manual for more details.

Visitors can either be directly invited by exhibitors (personal data of each invited visitor must be provided by exhibitor) or they can pre-register on [www.andinapack.com](http://www.andinapack.com) to avoid long queues at the entrance. Please note that the visitor pre-registration is subject to CORFERIAS' internal visitor approval process.

### 2.2 MATERIAL'S TRAFFIC

The exhibitor is responsible to maintain people at the booth to receive incoming and to coordinate outgoing materials.

### 2.3 INSURANCE

Booth, exhibition goods, personal belongings, carriers, work craft and other materials are not subject to insurance at any given time. Personal injuries suffered or caused by the exhibitor's staff are under exhibitor's sole responsibility. The same applies to any harm caused to other materials and objects within the exhibition ground. Exhibitors are responsible to assure their booth visitor's safety and any damage and/or theft caused to third party's objects.

**Exhibitors must hire and keep in force on their own account, all insurances necessary that occur within trade fair or related with the same in accordance with characteristics named in number 7 of "conditions of participation". Especially the exhibitors must constitute the following warranties:**

- a) All risk policy for 100% of the value of merchandise, starting with the first day of assembly until the last day of disassembly in accordance with the table "Term Of"
- b) Civil Responsibility Policy Extra contractual against third parties. For an equivalent value of COP 35.000.000 (Colombian pesos), in force from the first day of assembly and until three months after the trade fair is closed. The circumstance to obtain these policies do not exempt your responsibility and fulfillment of all the obligations set since first day of assembly until finish of disassembly.

If you already have a contracted policy, you should ask your insurer for an extension of coverage, in which the risk is transferred to Corferias so that in case of an accident, you have coverage in your policy; if, on the contrary, they do not have a policy, or the extension of coverage is expensive and delayed, through SUBROKER DE SEGUROS with the Company SEGUROS COMERCIALES BOLIVAR, for the issuance of



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said policies, which is the official one and has been created exclusively for CORFERIAS complying with the coverage described above

Amperes Granted: Fire, lightning strike, explosion, Amit (malicious acts of third parties), assault, water damage, flooding or flooding, Extended Coverage (gale, hail fall, aircraft crash), 100% earthquake, Theft Qualified (theft with violence).

Non-contractual Civil Liability for an insured value of \$ 35,000,000, as a single limit.

Insurance cost: \$ 72,000 VAT included and with insured value up to \$ 35,000,000 million. If your assets (Furniture and Goods) exceed these 35,000,000 million, you must cancel \$ 2,000 for each additional million VAT included.

Term for payment and insurance cost in Colombian pesos. In accordance with the provisions of article 1066 of the commercial code, it is established for the payment of the premium upon delivery of the individual insurance certificate

Requirements for issuing insurance:

1. Photocopy lease.
2. Copy of the RUT. \* In the case of a foreign company, a copy of the foreigner's passport or identity card is requested, a copy of the Chamber of Commerce (TAX ID).
3. Chamber of Commerce. (No more than 30 days)
4. Detailed relationship (according to annex format). DILIGENCE IN A COMPUTER AND THEN PRINT.
5. Serlaft form duly signed and stamped

In the attached file, you can find:

- Format of relation of goods to be insured, according to the items indicated by it; In the heading of the same you will find the assets that are not insured and that are excluded in the Multi-risk policy.
- The insurance limits and deductibles
- The means of payment. (Cash is not received at the SUBROKER office) without the proof of payment the respective policy cannot be issued.

For the issuance of the policy you must approach with the documents mentioned above in physical, since the policy is a security and must have a signature of receipt.

The opening hours for the issuance of the policies are 8:30 a.m. at 1:00 pm. And from 2:00 p.m. at 5:00 p.m. Subroker main office located in Carrera 67<sup>a</sup> # 45-22. Bogota Colombia.

It is a great satisfaction to be able to count on your valuable presence in this event. Our offices are at your disposal to achieve the successful participation of your company in the contest.



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## 2.4 TAXES AND CUSTOMS

Please refer to the conditions of participation point "4.2 Reception of goods to the Duty-Free Zone" for more details.

## 2.5 LIABILITY

Please refer to the conditions of participation "6. General security measures at the trade fair" for more details.

## 3. MARKETING AND PUBLICITY

### 3.1 EXHIBITORS CATALOGUE

Exhibitors may present their companies and products within the printed or online catalogue of Andina Pack 2019.

#### 3.1.1 PRINT CATALOGUE

The printed catalogue for Andina Pack will be provided by the following external service provider:

INNOVAR Soluciones Gráficas Ltda  
Cll 24 C n°. 43A-50  
Bogota, Colombia  
Phone: (+57) 1 368 9718 - 268 6552  
[info@innovar.in](mailto:info@innovar.in)

Please note that from the beginning of July 2019, INNOVAR may contact you in order to offer various advertising options (prices upon request) to present your company in the best possible way within the catalogue. If you are interested in catalogue advertising, you can also contact INNOVAR or send an email to [andinapack@koelnmesse.com](mailto:andinapack@koelnmesse.com).

#### Catalogue entry for exhibitors / due dates for providing the data:

1. Individual exhibitors:

Your company data will be taken as listed in the application forms and booth rental contract. Later revisions are only possible in case of a change in your company's contact. Further details such as product information cannot be revised in the catalogue.

Please inform the organisers via e-mail on [andinapack@koelnmesse.com](mailto:andinapack@koelnmesse.com) until 7 September 2019 in case of any changes in your company's contact details.

2. Group organisers / Group participants:



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Each group organiser will receive a separate e-mail with the information regarding the procedures for group organisers and group participants. The due date for providing your group participants' details will be 22 September 2019.

Please note that exhibitors (individual companies as well as group organisers and group participants) who register after 22 September 2019 or provide their company details after the above mentioned due dates will be listed in the catalogue addendum only, but with limited information (company name, hall and stand number but no further information such as address or contact details).

The due date for providing your company data for the catalogue addendum will be 22 October 2019. Exhibitors who register after that date or provide their company details later than 22 October 2019 will not be listed in the trade fair media anymore - neither in the printed catalogue nor in the catalogue addendum.

## 3.1.2 ONLINE CATALOGUE / VIRTUAL STAND

The Andina Pack website will provide access to the [exhibitor platform](#) where you can enter the virtual stand tool.

Your login details to the exhibitor platform are as follows:

User name: e-mail address of the responsible for the participation at the trade fair  
Password: Passport/ID-number of this person

**Please note:** The correct password for log-on to the virtual stand is always your complete passport/ID-number which in some cases may be listed in the "comments"-field of the contract.

The virtual stand tool will enable exhibitors to provide more details about their products and services for publication within the online exhibitor search of Andina Pack. The online exhibitor search contains an online matchmaking tool so that visitors will be able to contact the exhibitors directly and schedule meetings with them. Via the virtual stand tool exhibitors will quickly get an overview on the number of visitors that request to arrange a meeting with them. Discover the virtual stand tool now and update your company data and contact details, upload logos, pictures and videos or give a detailed description on your company, products and services.

Please note that changes of your company data (like contact person, address, etc.) in the exhibitor platform and virtual stand tool will **not** affect offline trade fair media. If you want to officially change company data in all trade fair media (e.g. exhibitor catalogue, stand cornice, etc.) please contact the organisers directly via e-mail on [arandazzo@corferias.com](mailto:arandazzo@corferias.com). Please regard the due dates mentioned in chapter 3.1.1. PRINT CATALOGUE.

The chapter appendices contains a detailed user guide for the virtual stand tool.



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## 3.2 INVITATIONS

For more details on the invitation exhibitors will receive, please see 1.4 BADGES & INVITATIONS.

If you are a group participant, please ask your group organiser to forward you the respective form which we kindly ask you to fill in and return to your group organiser by 10 October 2019 at the latest.

## 3.3 ADVERTISING

Every trade fair's success depends on its excellent exhibitors, on the great presentation of their products and on the high-quality visitors coming to the fair. To make your participation in Andina Pack most successful we want to support you best possibly in **inviting your customers to come to the fair and visit your booth**. Download our online banners or the Andina Pack email footer that you can attach to all of your business correspondence and **draw your customer's attention to your participation in Andina Pack**: [Download link](#)

## 3.4 ON-SITE ADVERTISEMENT OPPORTUNITIES

Exhibitor's have different opportunities to promote their company and products in order to reach the visitors of Andina Pack during their stay at the exhibition area. Please find the catalogue with various on-site advertisement opportunities in the chapter APPENDICES at the end of this document.

## 3.5 ACTIVITY SPACE

Speaker's Corner: As part of Andina Pack's academic programme, you can book your one-hour time slot to present your company products and/or services in one of the conference rooms to interested customers/visitors. Time slots are allocated on a first come first served basis and are subject to availability.

You can book your slot contacting to Mr. Andres Randazzo [Arandazzo@Corferias.com](mailto:Arandazzo@Corferias.com). Deadline for Registering will be 21 October 2019.

Information and terms of use of the conference rooms:

- The room is equipped with basic sound, video beam, curtain, electric outlets, basic light and furniture according to the capacity of the meeting room
- Exhibitors must bring their respective equipment e.g. computer, microphones, etc. or rent them previously in the Service Center PLUS of Corferias
- Each exhibitor is directly responsible of their conference, topics and contents as well as the announcement, publicity and assistance of their audience
- If you are going to deliver or publish promotional material or invitations with the name or logo of Koelnmesse or Corferias, these must be previously approved by each organizer (It should be clarified that all people invited to the conference must present their visitor badge)



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- The duration of the talks must not exceed 45 Minutes, the space will be reserved for an additional 15 minutes to ensure room suitability for the following conference
- For the duration of the conference, the exhibiting company can set up all required graphic communication and advertising material within the conference room
- The room must be released at the agreed time to allow the next exhibitor to make their respective adjustments to the room
- The room must be delivered in perfect condition, without merchandising material alluding to the company. No modifications may be made to the structure.
- Any damage caused to the room, shall be paid for by the exhibitor

## 3.6 LOUDNESS LIMITS DURING THE EVENT

Please refer to the conditions of participation "8. Coexistence Rules" section h.

## 3.7 INNOVATION CAPSULE

The aim of our innovation capsule is to highlight the most innovative projects/products of the exhibiting companies through a presentation of the company's project/product at a separate workstation during Andina Pack 2019. Only 20 of the exhibiting companies will be selected to participate in this space and have marketing at their booths that allows them to be recognized as innovative companies within the trade fair. Additionally, the company will have a space on the website where a video of the innovative project/product may be shown.

### How do you exhibit your product?

The innovation capsule is made up of workstations that will include the company logo, name of the project/product, information on the project/product and exhibition of the project/product (see example of innovation capsule workstations/display below)



The advantage of participating at the innovation capsule is brand visibility. We invite you to participate at this initiative. Send us your application form which can be found in the Appendix 12 of this manual. Please note that only new developments and solutions that meet the criteria will be exhibited at the innovation capsule.

### Which information do you need to provide?





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- Text in MS Word of around 60 lines (development of the product, process and innovative proposal)
- Summary of the project and the reasons why it fulfills the evaluation criteria
- Photos of the products (high resolution/printing quality)
- Company logo (high resolution)
- Trade fair location: Booth number and contact person



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## 4. SAFETY RULES

Please refer to the conditions of participation "5.1.3. Safety during assembling" and "6. General security measures at the trade fair".

### 4.1 FIRE

Exhibitors or installers should not store or handle flammable and unhealthy substances or appliances running on gas, coal, petrol or any fuel that represents danger or cause discomfort in the pavilions or fairground. In cases where any of these items is necessary, they must have written permission from the Fire Department and the Security office of CORFERIAS and provide the respective security systems.

It is the responsibility of exhibitors to bring fire extinguishers depending on the type of product exhibited in the stand.

For more information please refer to the conditions of participation "5.1.3 Safety during assembling" section c. and d. as well as "8. Coexistence Rules" section g..

**Smoking is not allowed within the exhibition grounds.**

## 5. CONSTRUCTIONS RULES

### 5.1. BOOTH TYPES AND PROCEDURES

Through the registration form for Andina Pack, the exhibitor shall provide information on the type of stand construction chosen for the participation. There are three different types available:

Standard Shell Scheme:

- 1) BASIC Stand Construction (free of charge)
- 2) PREMIUM Stand Construction (silver or gold package, price upon request)

Or

- 3) INDIVIDUAL Stand Construction with own stand constructor

In case the exhibitor is interested in option 2) PREMIUM Stand Construction, please contact the organiser via email under [s.gomez@koelnmesse.co](mailto:s.gomez@koelnmesse.co) to receive further information.

To request additional basic assembly items (furniture and decorative accessories, audio visual equipment, etc.) the exhibitor must fill in the respective additional technical services form (see chapter appendices) and return it to CORFERIAS. Please note that these additional services are subject to availability and to on-time payment by the exhibitor and are awarded on a first come first served basis. For payment please see point 1.2. PAYMENTS.

If you have selected basic booth assembly, this will be provided by the organisers. The items and structure listed under 5.1.1 is included in the basic booth assembly.



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## 5.1.1 BASIC STAND CONSTRUCTION (FREE OF CHARGE)

### 5.1.1.1 BASIC PACKAGE CONTENTS

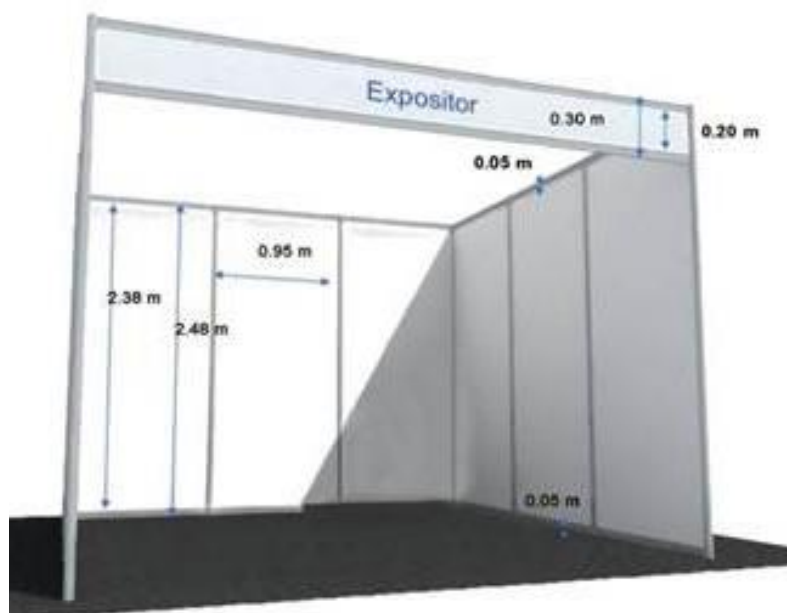
With our free of charge basic stand construction the exhibitor will benefit from a ready to use stand at Andina Pack.

The basic stand construction includes:

- White panels (h=244 cm)
- Pre-installed dark grey carpet
- 2 KW power plug
- 1 table (model “Mesón plegable pino”, article number 3070904)\*
- 3 chairs (model “Silla acrílica k”, article number 3071002)\*
- 1 waste paper basket
- Fascia board with company name

\* You can order additional tables or chairs via the „Order form for technical services (Rental services request form)“ which will be found in the chapter APPENDICES. A fee will be charged then.

Please find a graphic of the basic stand construction as follows:





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## 5.1.1.2 BASIC STAND GRAPHICS

In case exhibitors want to print out and apply any graphics to their stand walls, the graphic design department in Corferias will be happy to assist. Please contact: Mr. John Alain Lopez Rivera [JLopez@corferias.com](mailto:JLopez@corferias.com). The costs for the graphics will be send to you in a quotation

The contact information of the graphic design department in Corferias will be updated soon.

## 5.1.2 PREMIUM SHELL SCHEMES

There are two service providers offering different types of premium shell schemes (SILVER package and GOLD package). If the exhibitor is interested in any of these packages, please contact Koelnmesse at [s.gomez@koelnmesse.co](mailto:s.gomez@koelnmesse.co)

## 5.2 CONSTRUCTION RULES FOR SPECIAL DESIGNED BOOTHS

We recommend exhibitors to use any of the stand construction companies listed under point 10.1 POTENTIAL BOOTH ASSEMBLERS. Please note: Those are all external companies and do not have any binding agreement with Koelnmesse or CORFERIAS.

**Please note that the exhibition halls have dark grey carpets as a fixed, pre-installed floor covering. The organisers highly recommend to provide each stand with an own flooring (e.g. laminate).**

Please inform your stand constructor to make sure that all stand designs are checked and approved by CORFERIAS' Assembly office in good time.

### 5.2.1 CONSTRUCTION COMPANIES ACCESS

Please note that all personnel of the stand constructor must be pre-registered with CORFERIAS for security reasons. Please refer to 1.4. BADGES & INVITATIONS for more information.

### 5.2.2 PROJECT APPROVAL

Please note that **all stand constructors must approve their stand construction designs with the Assembly office of CORFERIAS**. Please ask your stand constructor to contact CORFERIAS' architect Mr. Alejandro Cárdenas who is responsible for stand approval. In order to approve stand designs, plans need to be handed in with the exact measurements and indications. You can find Mr. Cardenas' contact information below. Please ensure your stand constructor approves your stand design with CORFERIAS as



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soon as possible in order to avoid unnecessary stand approval delays. If your stand constructor has a local office, we recommend they make an appointment with Mr. Cardenas for stand approval.

Mr. Alejandro Zamudio, [dzamudio@corferias.com](mailto:dzamudio@corferias.com)  
Phone: +57 1 3810000 ext. 5762.  
Office: Sixth floor Hilton Corferias Hotel

For more information please refer to the conditions of participation 5. Exhibition areas - assembling and dismantling.

## 5.2.3 MAXIMUM CONSTRUCTION HEIGHTS

There will be different construction heights permitted - depending on the hall and stand location. **For each stand that is exceeding a construction height of 2.4 m, the exhibitor or the authorized stand construction company has to obtain the approval by CORFERIAS' ASSEMBLY OFFICE.** For contact details of the Assembly office please refer to 5.2.2. Project Approval.

After the prior agreement with the surrounding neighbours and the approval of the **ASSEMBLY OFFICE**, every stand exceeding 2.4 m height must paint the remaining short head in white colour with no structure in plain sight.

DEPENDING ON THE LOCATION, THE MAXIMUM STAND HEIGHT IS 5.0 m.

### Hall 3, Level 1

The maximum construction height in the **yellow marked area** is **3.00 m**.





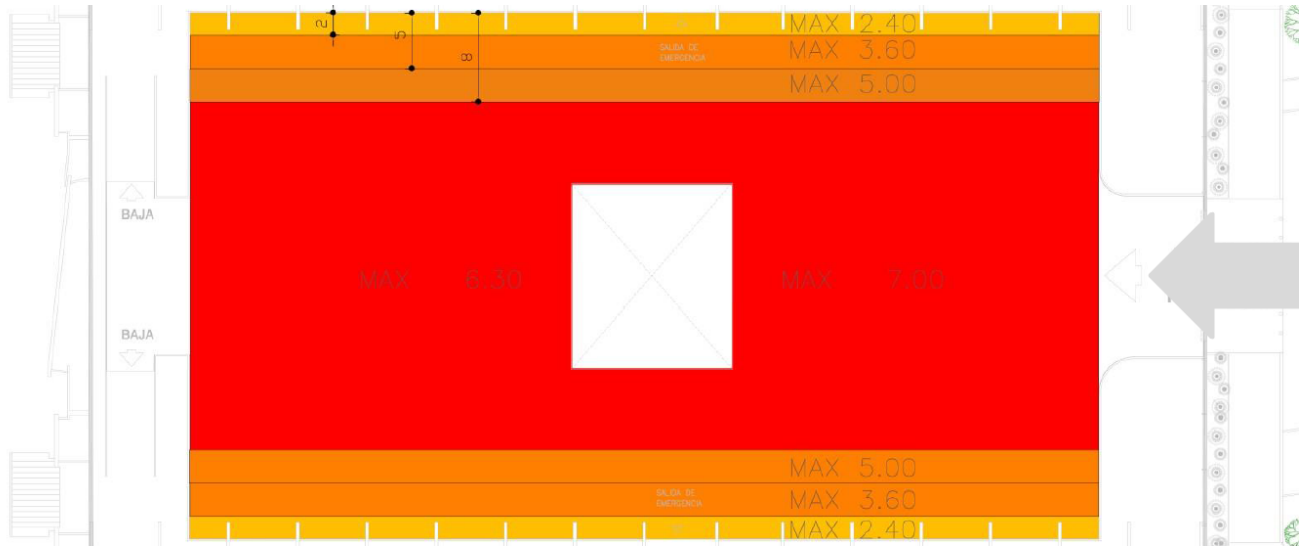
# EXHIBITOR

## Hall 3, Level 2

The maximum construction height in the **yellow marked areas** is **2.40 m**.

The maximum construction height in the **orange marked areas** is **3.60 m - 5.0 m**.

The maximum construction height in the **red marked areas** is **6.30 m - 7.0 m**.

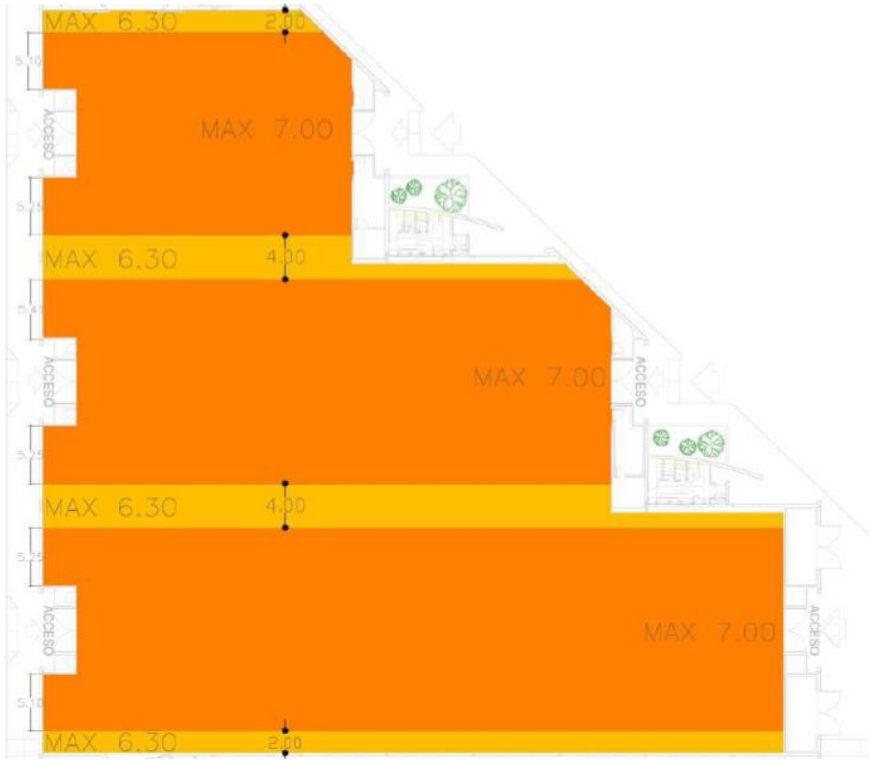




# EXHIBITOR

## Hall 4

The maximum construction height in the **yellow marked areas** is **6.30 m**.  
The maximum construction height in the **orange marked areas** is **7.0 m**.



## Halls 11 - 23

The maximum construction heights in the **yellow marked area** is **5.0 m**.  
The maximum construction heights in the **orange marked area** is **15.0 m**.





# EXHIBITOR

## 5.2.4 CARGO LIMITS

Please note the maximum weight restrictions in the conditions of participation under "5.1.2. Design and Assembling of Rented Space". If you have any further questions regarding the weight restrictions per m<sup>2</sup> please check with CORFERIAS' Assembly office. For contact details of the Assembly office please refer to 5.2.2. Project Approval.

## 5.2.5 PROJECTIONS OVER AISLES

Elements projected horizontally over neighboring stands or the surrounding aisles are not permitted.

## 5.2.6 HALL WAYS AND COMMON TRAFFIC AREAS

Aisles/hallways and any adjoining walkways should remain unblocked for the entire duration of the event (assembly, exhibition, dismantling).

The aisles are closed for assembly equipment (e.g. Crane, forklifts etc.) once the carpets/ crosswalks are installed.

It is forbidden to block equipment and construction materials, any emergency exit, elevators, stairs or service locations of common use.

## 6 SERVICES

Please note that the deadline for the payment of services is October 21, 2019.

### 6.1 CLEANING

Stand constructors usually offer cleaning services for their stand. Please kindly check with your individual stand constructor whether they offer this service. Alternatively, you can book your cleaning service with CORFERIAS or commission an external company for this service at your booth. You can find the stand cleaning service information and prices of CORFERIAS in the chapter appendices. If you wish to book the service with CORFERIAS please contact [serviciosplus@corferias.com](mailto:serviciosplus@corferias.com).

Should you decide to commission an external company, please note that all externally hired personnel needs to be communicated to CORFERIAS for access authorization. In order to avoid access denial or delays of the cleaning company staff to the fairground, please process their access authorisation with CORFERIAS as soon as possible.

### 6.2 TELEPHONE, INTERNET, TV AND AUDIO





# EXHIBITOR

These services can be booked via the „Order form for technical services (Rental services request form)“ of CORFERIAS which can be found in the chapter APPENDICES.

## 6.3. WATER USAGE AND DRAINAGE

Water and drainage can be provided at most stands at additional cost. You can book this service among other services with the help of the „Order form for technical services (Rental services request form)“ in the chapter appendices.

## 6.4 COMPRESSED AIR

In most areas it is possible to get compressed air. In order to request this and ensure this service can be provided to your booth, please contact Mrs. Ana Lima via CORFERIAS' service centre (PLUS) e-mail [rentalservices@corferias.com](mailto:rentalservices@corferias.com) and CC Mr. Andres Randazzo [arandazzo@corferias.com](mailto:arandazzo@corferias.com) in your e-mail. You can book this service via the „Order form for technical services (Rental services request form)“ which can be found in the appendix of this manual.



# EXHIBITOR

## 6.5 ADDITIONAL SERVICES / FURNITURE ORDER

Furniture can be ordered via the „Order form for technical services (Rental services request form)“ in the chapter appendices. In the chapter appendices you will also find some examples/fotos of furniture you can additionally order for your stand. Please note that all services including furniture is subject to availability and reserved on a first come first served basis and on-time payment by the exhibitor.

## 6.6 STAND SECURITY SERVICES

During the day, Corferias offers security service. The cost per person will be send to you in a quotation. The security person will be without firearm.

If you wish to book the service with CORFERIAS please contact [rentalservices@corferias.com](mailto:rentalservices@corferias.com).

Please note that the service will not be offered during the night, as the halls will be sealed off during this time (see chapter 1.5 SCHEDULE).

## 6.7 CATERING

CORFERIAS offers a catering service to your stand. Current prices and menus will be provided upon request.

If you wish to book the catering service, please send a request specifying the date, required service and the number of people to be catered for in order to get a quote and the steps to follow to book this service. Please send your requests to Mrs. Gressy Corredor [gmcattered@corferias.com](mailto:gmcattered@corferias.com) or call the Food and Beverage department of Corferias on + 57 1 3810000 ext. 5507.

Below you will find some catering options as an example. Please note that all prices listed are in Colombian Pesos, include VAT and are subject to change at any time. Please consider that there will be additional costs for service personnel.

### Deadlines for booking catering services:

Events up to 500 persons:	15 working days before the event start
Events between 501 - 2000 persons:	20 working days before the event start
Events of more than 2001 persons:	30 working days before the event start

### Final modification deadline for services already booked:

Events up to 500 persons:	5 working days before the event start
Events between 501 - 2000 persons:	7 working days before the event start



# EXHIBITOR

Events of more than 2001 persons: 10 working days before the event start

Please note that any last minute addition to the number of persons or change of booked food and drinks for the event will have an additional cost of 10% of the total invoice value. The deadline for possible additions or changes to your booking (persons, menu, services) is 3 days before the event start.

An event is only considered as booked if the payment is made in full and in advance. For Payment options please refer to 1.2.1. PAYMENT OPTIONS.

For the complete terms and conditions of the Food and Drinks department at Corferias please contact Mrs. Gressy Corredor [gmcorsedor@corferias.com](mailto:gmcorsedor@corferias.com).

## 6.8 PARKING AREA

The parking area for exhibitors are:

- the parking tower / la Torre de parqueadero.  
Address: Carrera 40 # 22-34  
Opening hours: 8:00 - 21:00
- Parqueadero Verde  
Address: Calle 25 # 33-60  
Opening hours: 8:00 - 21:00

A preferential parking rate is available for exhibitors. A parking voucher may be purchased at the Customer Service Center (PLUS) located at First floor Hilton hotel -Corferias for COP 71.000. These voucher 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)

### Regular prices for parking:

Prices for parking per day:

Cars	COP 25.000
Motorcycles	COP 15.000

Prices for parking per minute:

Cars	COP 95
Motorcycles	COP 50

## 6.9 LEAD TRACKING

You can track your leads with the help of a new app "Corferias Conecta". With the app you will be able to have access to the visitor's information online by scanning the QR codes of the visitor badges. Additionally, Corferias Conecta will allow you to programme 3 personalised questions with which you can survey visitors of your booth according to your needs and objectives. Question options via the app



# EXHIBITOR

are either: true or false, open answer or multiple selection answers. If you need support for this additional app service, you can contact Corferias on [sregistro@corferias.com](mailto:sregistro@corferias.com) for guidance.

The app can be downloaded free of charge on iPhone (IOS 9 or higher) or Android operated mobile phones (Android operating system version 5.1 onwards), 5 GHz network card, camera and Internet. The application can be used on different devices at the same time. If you do not have a suitable device you are able to rent a device at the Service Center PLUS of Corferias.

In order to access the information collected with the help of the app, please buy a data collection package with Corferias' Services Centre PLUS. The different packages offered can be found in the lead retrieval order form which you will find in appendix 12 (Corferias Conecta services request form). Please send the completed order form to [rentalservices@corferias.com](mailto:rentalservices@corferias.com).

In appendix 13 you will find a detailed user guide on how to install Corferias Conecta on your mobile device and how to select your survey options. If you have any questions, please contact the abovementioned e-mail addresses for further guidance.

Please also considering the following when considering the lead retrieval

- ➔ If you have already purchased wifi service for your booth it **will work** for using the app as well
- ➔ The internet service bought with the app **does not work** for navigation at the stand. It is only for the app
- ➔ If your device does not support the app, Corferias offers iPads for rent for this use.

## 6.10. MATCHMAKING / BUSINESS SCHEDULING TOOL

On the Andina Pack Homepage you will find a new button named “business scheduling”. See icon in red box below:



The business scheduling tool enables visitors to request appointments directly with the exhibitor and gives both, the exhibitor and the visitor an overview of all requested, booked, reserved and occupied appointments.



# EXHIBITOR

As an exhibitor you will need to register for this tool separately. You can find a detailed user guide in Appendix 11 of this manual. We strongly advise you to register in order to make the most of your appointments during the fair, to enable visitors to request appointments with you and to give you a holistic overview of your appointments and their status.

## 7. FREIGHT OPERATIONS

There is no official logistics operator for ANDINA PACK 2019. exhibitors have the option of using the forwarder of their preference in order to get support with the carrying out of customs procedures, transport in/throughout Colombia, packing and unpacking, storage and internal operations within the fairgrounds.

Please regard the following timeline to get a general orientation what is needed for logistic operations with the target country Colombia and for ANDINA PACK (19-22 November 2019):

- **Sea freight: Arrival Deadline at Cartagena Port: 12 October 2019\***
- **Air freight: Arrival Deadline at Bogota Airport: 19 October 2019\***

**\* Please note the import conditions to the duty free zone listed under 7.1.3. as additional costs for the storage of your products may apply.**

- Temporary Import is possible with invoice/packing list
- Correct & accurate documentation is the most important item/topic for imports to Colombia
- Import and handling of food and beverage items is only possible with Certificate/License
- Permanent import is only possible for brochures and advertising materials
- All shipments will be inspected by customs in the bonded warehouse prior to delivery and also for the return afterwards
- *Please kindly be aware of the new regulations for shipping of Lithium batteries*
- *Please take note about SOLAS - VGM (verified gross mass) regulations for all sea freight shipments*

In case exhibitors do not have a forwarder of their preference, please find the contact information for Alpopular, as this company is the official forwarder of *CORFERIAS* and *ANDINA PACK*. However is not mandatory to use their services, you can contact any company of your preference.

### **Alpopular**

Jose Joaquin Casas Rodriguez

Email: [acorferias3@corferias.com](mailto:acorferias3@corferias.com) / [jose.casas@alpopular.com.co](mailto:jose.casas@alpopular.com.co)

Phone: +57 1 3810000 Ext. 5634



# EXHIBITOR

## 7.1 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.
- Materials for decoration, maintenance and provision of pavilions, food and beverages.

### 7.1.1 SHIPMENT OF GOODS

#### a) 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 transport document that must be filled with the company responsible for the transport of goods and under the following parameters:

- CONSIGNEE: CORPORACIÓN DE FERIAS Y EXPOSICIONES S.A. USUARIO OPERADOR DE ZONA FRANCA
- Code: 942
- Trade Fair Name (write the name of the show in which it participates)
- Exhibitor Name
- Pavilion and Stand Number
- Bogotá - Colombia

#### Supporting documents

Goods shall be dispatched with the following supporting documents:

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

#### Identification of goods

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

CORPORACIÓN DE FERIAS Y EXPOSICIONES S.A.  
SPECIAL PERMANENT DUTY-FREE ZONE CODE No. 942



# EXHIBITOR

ANDINA PACK 2019  
Exhibitor or Representative Name  
Hall and Stand Number  
Bogotá - Colombia

## **b) Domestic and Nationalized goods**

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



# EXHIBITOR

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

### a) Foreign goods

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

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

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

#### 1) General Considerations

- a) CORFERIAS only allows the reception of goods that are directly related to the trade fair.
- b) In order to facilitate the participation of exhibitors at the trade fair, it is suggested that the merchandise is displayed in its entirety at CORFERIAS; otherwise, it will remain in the Foreign Trade Warehouse of CORFERIAS, which will charge for its storage.
- c) The exhibitor, his representative or hired Customs Broker are responsible for the legality and good management of merchandise.
- d) Any charges for handling goods within the Special Permanent Duty-Free Zone will be borne by the exhibitor or authorized Customs Broker.
- e) It is important to verify tariff item of goods before shipment in order to determine if they require approvals, certificates of origin, permits, restrictions, etc., which must be filled out.
- f) The 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.
- g) Goods can only be nationalized by a natural person or legal entity with identification card or Tax ID of the Republic of Colombia.
- h) Please consider the conditions of transport document endorsement.





# EXHIBITOR

i) According to the current Colombian legislation, the reception of merchandise as accompanied baggage is not considered; therefore, the exhibitor must fill out a regime change form with the DIAN at the airport upon arrival. In view of the above and considering that goods that are not legalized by Customs cannot enter the Special Permanent Duty-Free Zone of CORFERIAS, they can be apprehended by the DIAN. In any case, the exhibitor is responsible towards the DIAN if he chooses to bring his goods this way.

## 2) Goods for Retailing

a) All goods coming from abroad to be sold at the trade fairs where retail is permitted must be previously nationalized. The Foreign Trade division of CORFERIAS will not deliver foreign goods consigned to the Duty-Free Zone of CORFERIAS if they do not comply with this procedure.

b) Exhibitors belonging to the General Tax Regime shall bill for the sale of their goods and collect the respective VAT. The fact of being in the Duty-Free Zone does not free them from this obligation.

### 7.1.3 PERIOD FOR WHICH GOODS REMAIN AT THE DUTY-FREE ZONE

Exhibitor's goods may remain in the warehouses of CORFERIAS with no cost up to (6) six calendar days after the trade fair or event. From day seven (7), exhibitors who still have goods within the warehouse of CORFERIAS must pay the rate per day for the relevant year, which may be consulted in the "Exhibitor's Guide" published on the website of the respective trade fair.

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.

Please also note the following prices that will apply for **goods from abroad that are not nationalized**:  
Merchandise storage rate in the Free Trade Zone from 28 May 2017 will be:

COP 25 per day + VAT\*day\*kilo

Goods entry date is as of 1 month before the beginning of the event, i.e. 19 October 2019

Goods free of charge withdrawal deadline after the show will be 28 November 2019

Please note the following deadlines that will apply for **national and nationalized goods**:

Goods entry date is the first day of assembly in the exhibition areas, i.e. 12 November 2019

Goods free of charge withdrawal deadline will be between 23 and 24 November 2019



# EXHIBITOR

## 7.1.4 RECEPTION OF GOODS FORMS

Important Note: Forms are free and their completion is mandatory.

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

#### **a) For the reception of foreign goods**

This form can only be completed by the Customs Broker and applies to non-nationalized foreign goods, covering all goods that will be exhibited during the event with the option to nationalize, reissue or transfer them to an industrial user of another free-duty zone once the event is over. The documents that are required to support this type of goods are: commercial invoice (in Spanish, with a detailed description of the goods) to the name of the exhibitor or his representative in Colombia, packing list and transport document (AWB, BL, lengthening of journey or DTAI, specifying tariff item).

#### **b) For the transfer of merchandise from one 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 on the national customs territory. It is essential to attach a photocopy of the final customs declaration if an importer, or commercial invoice if a distributor. These supporting documents must be submitted at the foreign trade office in the PLUS before the start of the trade fair.

Nationalized merchandise will go directly to the stand for exhibition on the days set for assembling. The information provided by the exhibitor must be clear and fully supported by import declarations or invoices submitted. The exhibitor is responsible for the information contained in them and will take responsibility for errors in the processing and completion of forms before the DIAN.

### **FORM 3: Reception of Domestic Goods**

This form can be completed by the exhibitor himself and applies to the reception of domestic goods, 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 stand must be clearly and fully listed in the form.

Domestic merchandise will go directly to the stand for exhibition on the days set for assembling. The exhibitor is responsible towards DIAN of all information provided.

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



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

For foreign items to be consumed, distributed, used and which are considered free sample products, the text of the bill is required to describe that they actually are samples of no commercial value, that their distribution or use is free, that for customs purposes it shall not exceed the amount authorized by the DIAN, and that there will be no transfer of foreign currency to the country of origin for that amount. This form must be supported by the following documents: commercial invoice (in Spanish, with a detailed description of the goods and a note for free sample products) to the name of the exhibitor or his representative in Colombia, packing list and transport document (AWB, BL, lengthening of journey or DTAI, specifying tariff item).

To be able to authorize the reception of food and spirits as sample of no commercial value to the Free trade zone, the legal supporting documents of the country of origin shall be submitted (health records, approvals for consumption, permits, etc.)

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

Quotas authorized by the DIAN for free sample products Days of trade fair	Quota
Trade fairs of 1 to 3 days	US\$ 1000
Trade fairs of 3 to 5 days	US\$ 2000
Trade fairs of 6 days or more	US\$ 3000

## 7.1.5 RELEASE OF GOODS

### a) Foreign goods

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

- a. The merchandise may remain on the premises of the zone until two (2) months after the end of her show or event.
- b. Once the event is over, the goods that have not been nationalized should return to the warehouses of the Duty Free Zone of CORFERIAS for its processing, i.e., nationalization, transfer or reissue. When goods are removed after six (6) day of event completion, the exhibitor must pay the value corresponding to their storage, which will be calculated until the day they are taken away. Similarly, the exhibitor shall process the forms required for the release of goods depending on the type of operation to be performed, which can be consulted on the website of the respective trade fair.
- c. 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.



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

## **EQUIVALENCE 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 with the user of the free trade zone receiving your merchandise).

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

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

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

### **FORM 8: For the release of nationalized goods within the 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.

### **b) 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.

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

Please note the following deadlines that will apply for **national and nationalized goods**:

Goods entry date is the first day of assembly in the exhibition areas, i.e. 12 November 2019

Goods free of charge withdrawal deadline will be between 23 and 24 November 2019



# EXHIBITOR

A user guide with step-by-step instructions can be found in Appendix 10 of this manual.

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. You can find the contact persons on the last page of the user guide in Appendix 10 of this manual.

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

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

## 7.2 HEAVY EQUIPMENT ACCESS

For the inbound logistics or installation of heavy equipments (machines), there is no chronological order e.g. per hall or aisle to be considered. Exhibitors can choose any time during the assembly days (see chapter 1.5. SCHEDULE) to finalize these operations.



# EXHIBITOR

## 8. VISA

Please note that some countries need visas to travel to Colombia.

More information on Colombian visa regulations as well as a list of countries that require a visa for to Colombia can be found at: [http://www.cancilleria.gov.co/en/procedures\\_services/visas](http://www.cancilleria.gov.co/en/procedures_services/visas). Please make sure to process your visa application on time.

CORFERIAS will issue a letter of invitation for the company and send it to the respective consulate or embassy in the exhibitor's country. In order for CORFERIAS to do this, the total payment of the booth (as stated in the booth rental contract and according invoice) has to be made and credited to CORFERIAS' bank account.

In order to request the invitation letter for your company, please send (a scan of) the following documents via email to Mr. Andres Randazzo, [arandazzo@corferias.com](mailto:arandazzo@corferias.com).

1. A letter from the company in which they request CORFERIAS to issue the corresponding visa invitation letter in order to obtain the business visa (Please find a sample letter in the chapter "Appendices"). This letter must be printed on the company's letterhead paper and signed by the person who is stated as "legal representative" in the booth rental contract.
2. Passport copies of the persons who will attend the trade fair
3. Airplane tickets and hotel booking confirmations of the persons attending the fair

**Note:** Please inform CORFERIAS if the person attending the trade show already has an American Visa. If so, please also send a copy of this visa to CORFERIAS.

**Please make sure to process your visa application on time.**

Once CORFERIAS received all the above mentioned documents and the full payment of the booth has been credited to their bank account, CORFERIAS will send the invitation letter together with the respective documents to the consulate/embassy in charge. It is important to keep in mind that some visa issuing authorities have special requirements for issuing visas. Exhibitors should therefore contact the entity in time to confirm any special requirements beforehand.



# EXHIBITOR

## 9. HOTELS / TRANSFER SERVICE

### 9.1. HOTELS

In order for you to better plan your stay you will find a list of hotel recommendations in the chapter appendices with an overview of prices per night. Please note that all hotels on this list are merely a recommendation. Koelnmesse does not have any binding contracts with any hotels. The exclusive partner of CORFERIAS is Hilton Hotel Corferias. Please mention the trade fair Andina Pack when making your reservation.

### 9.2 **TRANSPORT** SERVICE

If you wish to book a **transfer** service from your hotel to the fairgrounds please contact Mr. Andres Randazzo [Arandazzo@corferias.com](mailto:Arandazzo@corferias.com) The transport from the hotel to the venue the Exhibitor is entirely responsible, we have a company that provides the service but the negotiation and payment is directly with them, therefore I highly recommend the exhibitors to avoid contact me as I will not be able to provide a real support for these kind of requests.



# EXHIBITOR

## 10. SERVICE PROVIDERS\*

Please find below a list of service providers. Please note that these are merely a recommendation. The organisers are not responsible for these providers nor do they have binding contracts with them.

### 10.1 GENERAL SERVICES\*

Koelnmesse SAS will be happy to assist you with any of the following topics: reservations / recommendations for hotels or restaurants, transfer organisation, store checks, additional exhibition furniture, translators, bilingual event hostesses, etc.

Stephanie Gómez  
Koelnmesse SAS  
Phone: +57 (1) 210 9979

### 10.2 TRANSLATION AND HOSTESS SERVICES\*

The organisers **strongly recommend** to have Spanish speaking staff at your booth in order to enable a successful participation at Andina Pack. In case your company staff needs translation/hostess services for your business talks (English - Spanish) we propose to contact one of the following companies:

#### **Blu Interpreter**

Offers Translation services from Spanish to the following languages: English, Portuguese, French, Italian, German, Polish, Russian, Turkish, Arabic, Mandarin, Korean, Japanese

Mr. Andrew Giraldo  
Phone: (+57) 311 486 4339  
[agiraldo@bluinterpreter.com](mailto:agiraldo@bluinterpreter.com)

#### **Global Voice TN**

Offers Translation services from Spanish to English, Portuguese, Francés

Front Office  
Phone: (+57) 1 - 464 6842 / 747 2447  
[admin@globalvoicetn.com](mailto:admin@globalvoicetn.com)

#### **ALSINTER**

Offers Translation services from Spanish to English

José Domingo Pinzón  
Phone: (+57) 1 - 447 2510 / 310 312 5173  
[alsinter@alsinter.com](mailto:alsinter@alsinter.com)

\* Please note: These are external companies who do not cooperate with Koelnmesse or CORFERIAS as their contractual partner.



## APPENDICES

1. Order form for technical services (“Rental services request form”)
2. Furniture: List of examples + photos
3. Cleaning services order form
4. Speaker’s corner registration form
5. Visa request sample letter
6. List of hotels in Bogota
7. User guide: Virtual stand tool
8. Catalogue: On-site advertising options
9. User guide: national and nationalized goods
10. User guide: business scheduling
11. Registration form: Capsule of innovation
12. Lead retrieval: Corferias Conecta services request form
13. User guide: Corferias Conecta