



# Expodefensa 2017

Feria Internacional de Defensa y Seguridad  
International Defense and Security Trade Fair

EN

4<sup>th</sup> to 6<sup>th</sup> December 2017  
Bogota, Colombia



## EXHIBITOR MANUAL

[www.expodefensa.com.co](http://www.expodefensa.com.co)

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# Exhibitor Manual

*How to Exhibit \*\* (please note: this document will be updated on a regular basis) \*\**

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This document contains relevant information of compulsory compliance for the exhibitor and makes integral part of the exhibition contract entered into between the exhibitor (the Lessee), COGES International and CORFERIAS (the Lessor).

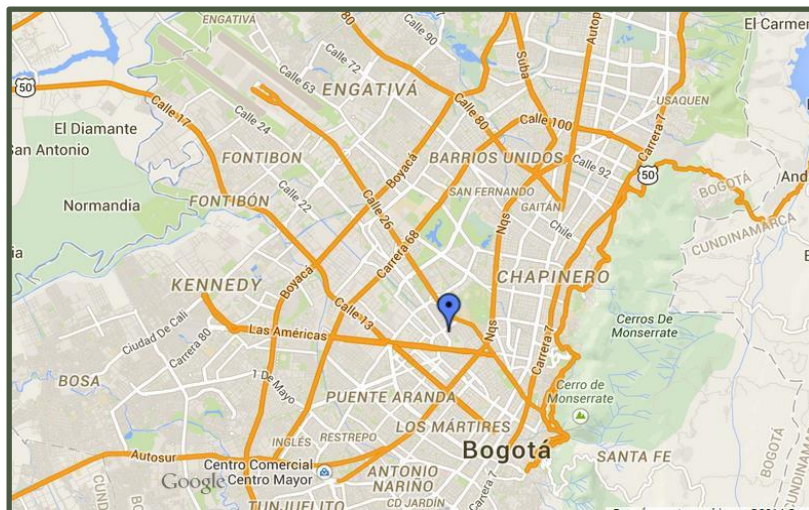
CORFERIAS reserves the right to modify the schedule of the trade fair or event when deemed necessary, or for reasons of safety and health. Similarly, it may terminate the show or event for reasons of safety and health, or when the economic results of the respective trade fair are not satisfactory. In these cases, CORFERIAS will refund the exhibitor the money paid.

## 1. Exhibition 2017 General Layout and Information

### Location of the Venue

Expodefensa will take place in the International Business and Exhibition Center of Bogotá - CORFERIAS.

Address: Avenida La Esperanza - Carrera 42



**Organizers CORFERIAS and COGES provide reception and support services  
at PLUS/ Plataforma Unificada de Servicios  
+ 381 0000 Exts: 5619/ 5626/ 5627/ 5650/ 5612  
[Serviciosgenerales@corferias.com](mailto:Serviciosgenerales@corferias.com)**



**Halls 10 to 23, Outdoor Areas 4 & 5**



## **Exhibition site - Technical data**

The trade show will feature over 20.000 square meters of indoor and outdoor exhibition space in fifteen halls and two outdoor exhibition areas.

## **Area details**

### **GREAT HALL OSCAR PÉREZ GUITÉRREZ (HALLS 10 – 23)**

Eco-friendly multifunctional exhibition hall that counts on acoustic paneling and brick finishes. The building is equipped with a ceiling that has a natural ventilation system and is divided into three sections: two wings with a height of 10 meters and a central hall with a height of 15 meters. The exhibition hall also features a second level on each wing with complementary conference rooms, four lavatories and a great ball room in the fourth level of Hall 17. The general lavatories are located in the basement of halls 10 and 1. The hall counts on 32 entrances/emergency exits and a direct connection with the main entrance and registration area of the trade show. General indoor illumination, fire system, general P.A. system and ground fixtures for utilities (power, gas, water, internet and telephone).

#### **Hall 10 – Main Entrance and Registration Area**

Area: 615.34m

Height: 9.28m

#### **Hall 11-16**

Area: 6240m

Height: 9.32 - 10.12m

#### **Hall 17:**

Area: 2668

Height: 15m

#### **Hall 18-23**

Area: 6514m

Height: 9.32 - 10.12m

## **FLOOR CAPACITIES**

**Halls 11 - 19:** 1 Ton/sqm

**Outdoor Areas 4 & 5:** 1 Ton/sqm

**Halls 20 - 23:** 500kg/m<sup>2</sup>

Virtual tour of the area (click on the image):



## General information

### Build-up Schedule

Dates	Hours
Friday 1 December	08:00 - 22:00
Saturday 2 December	08:00 - 22:00
Sunday 3 December	08:00 - 20:00

Stands must be finished and ready **by 3 December at 20:00.**

**After that time a fine will be imposed to the stand builder.**

Heavy machinery and vehicles must be in place **by 2 December.**

The car parks available for Expodefensa will be (information subject to change):

CAR PARK	ADDRESS	SPACES AVAILABLE	HANDICAPPED SPACES	TOTAL SPACES AVAILABLE
Parqueadero Américas CORFERIAS	Carrera 20 No. 36-28 / Transversal 39 No. 20A-30	504	30	534
Parqueadero Torre CORFERIAS	Carrera 40 No. 22-34	1714	15	1729
Parqueadero Verde CORFERIAS	Calle 25 No. 33-60	545	21	566
<b>TOTAL CAPACITY</b>		1763	66	2829

### Exhibition Schedule

Date	Exhibitors	Visitors
Monday 4 December	07:30 - 18:30	09:00 - 18:00 (1)
Tuesday 5 December	09:00 - 18:30	10:00 - 18:00 (1)
Wednesday 6 December	09:00 - 18:30	10:00 - 18:00 (1)

(1) Exhibition doors closing time

### Dismantling Schedule

Date	Hours
Wednesday 6 December	18:30 - 22:00
Thursday 7 December	08:00 - 22:00
Friday 8 December	08:00 - 20:00

## 2. Exhibition stands location: information

### 2.1. Space allocation

Indoor and outdoor exhibition spaces are located in the areas that have been established by the Organizer in the general floor plans of the trade show. The location of each exhibitor will be specified in the stand booking application form and other documents that govern its participation.

The organizer reserves the right to relocate any Exhibitor in any other space if deemed necessary, respecting the extension of the area requested. In this case, there will be no place to any 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.

### 2.2. Sign for stands

For bare surfaces and shell schemes, no sign will be provided by the Organizer. For Press stands and basic setup, the necessary details for the construction of signs are to be provided by the Direct Exhibitor to the Technical Department before the **31 October 2017**. The text inscribed on the standard sign will reproduce exactly the information on the form submitted by the Exhibitor (**a maximum of 20 characters**), but excludes any logo, special letters or markings.

### 2.3. Schedule for stand spaces, heavy machinery and special authorization

Stands spaces are available for Exhibitors in Halls: **from 1 December 2017**.

Stands must be finished and ready by: **3 December 2017 at 8pm**.

**After that time a fine will be imposed to the stand builder:**

→ **Fine of 600.000 COP + 160.000 COP for services**

Heavy machinery and vehicles must be in place by: **2 December 2017**.

Special authorizations for the entry of heavy materials, equipment and vehicles can be issued on **30 November** with previous authorization from Technical Office.

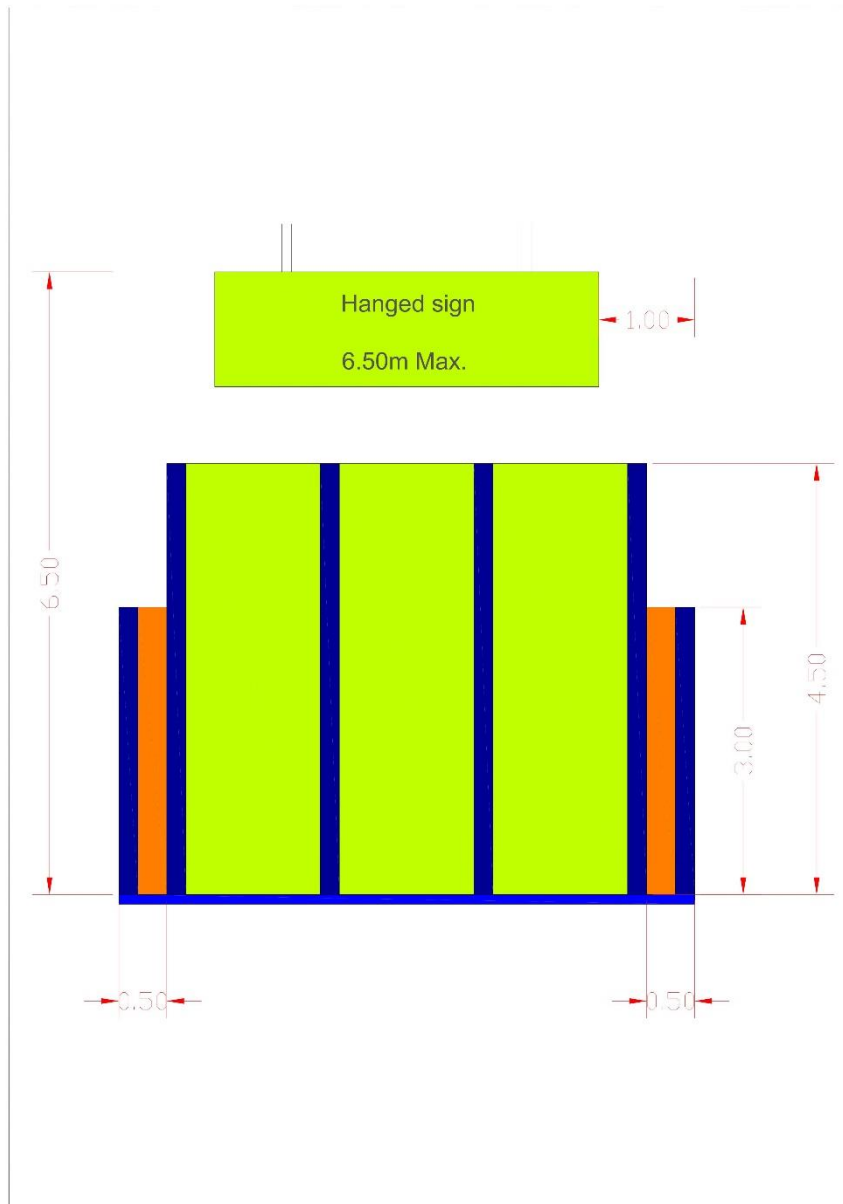
Special authorizations for early build-up can be issued on **30 November** with previous authorization from the Technical Office with a cost of (prices subject to change):

- 1 to 23 sqm: USD \$40,00 (COP \$80.000)
- 24 to 65 sqm: USD \$55,00 (COP \$120.000)
- More than 66 sqm: USD \$70,00 (COP \$160.000)

Special authorizations for night work can be issued on **1 and 2 December 2017** with previous authorization from the Technical Office with a cost of:

- USD \$15,00 (COP \$30.000)

## 2.4. Technical rules for stand construction



### General Design

The Organizer is responsible for the overall design of the Exhibition.

The Exhibitor is responsible for the design of his own stand(s) and structures.

### Stand construction height, hanging

Maximum height of the partition walls including signs adjoining the structure of the stand: **4.5 meters.**

Maximum height of hanged signs: **6.5 meters.**

**The Organizer's authorization must be sought to exceed the height limits.**

## **Setback**

Partition walls above **3 meters** high must be setback **0.5 meters** from the alleys.

## **Dividing partition walls**

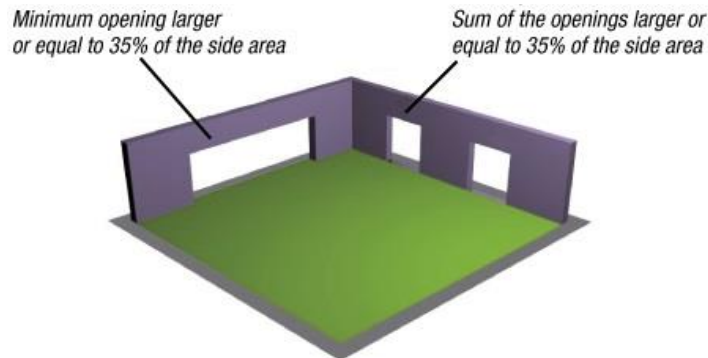
Each stand must have its own dividing walls and it is forbidden to use the neighbouring Exhibitor's dividing walls.

On an exhibition island, the stand with the highest dividing wall must leave clean the side of the wall that faces onto the adjoining stand. The dividing wall must be painted.

## **Opening rate of a stand**

Partition walls, signs and decorations installed along the alleys must respect an opening rate of **35%** minimum of the length of each side of the stand.

If several openings: the sum of the openings must correspond to the minimum of **35%** of the length of each side of the stand (*see picture*).



## **Construction of an additional floor (mezzanine)**

Building an additional floor, in the halls, incurs a specific charge and must have the prior approval from the Organizer COGES / Technical Office (see Registration Contract).

### **Rules:**

- Maximum height with mezzanine: **5 m**
- Setback mandatory for mezzanine from the alleys and the adjoining stands (if there's an adjoining stand): **1 m**
- Maximum mezzanine surface: **30% maximum** of the total surface of the stand,
- A mezzanine within a hall cannot be covered.

### **Important:**

The Organizer will bill the exhibitor additional charges for the construction of an additional floor (mezzanine) if these charges were not included in the initial contract that was signed by the exhibitor at the time of booking the stand.

### **Hanged (rigging) banner and sign**

On an island, a banner or a sign must have a setback of **1 m** from the alleys and adjoining stands.

If the exhibitor or an assembly contractor requires to hang any elements from the roof or structures of the halls, they must request a quotation from the Technical Department of CORFERIAS; this quotation must be requested at least 15 days before the starting date of the Build-up of the exhibition.

The banner or the sign of a stand having neighboring stands cannot have the company's logo, name or brand image on the sides that face the neighboring stands.

### **Flooring and Access Ramp**

**It is mandatory that all flooring must have a disabled access ramp.**

No access ramp must hinder the alleys.

The inclination of the ramp must comply with the text (5% gradient) with a rest platform on each side of the tilted floor.



#### **WITHIN THE HALLS IT IS FORBIDDEN:**

- ➔ **To make holes in the floors of buildings**
- ➔ **To hang on or to damage the covering of peripheral walls of the halls**
- ➔ **To paint the floor**
- ➔ **To leave adhesive on floors after dismantling**
- ➔ **To paint or saw construction material in the Halls**

In case of an infringement, an estimate will be made and will be charged to the Exhibitor

## 2.5. Submission and approval of stand plans

### Submitting stand plans

For all stands built on bare surface whether in the Halls or outdoor, the Exhibitor is required to forward his **“Works Declaration Form” and stand plans** to the Organizer COGES / Technical Department **before 18 October 2017**.

The access to the set-up area depends on the plans being approved by the Organizer’s Technical Office, any delay in submitting the plans may result in a temporary denial of access to the assembly area.

These plans, together with any supporting cross sections or elevations necessary for clarification, must include all key dimensions (in particular partition wall heights). They should also include all technical information on stand construction together with the comments and calculations necessary to understand them.

The plans must include the following

- ✓ Detailed dimensions,
- ✓ Internal layout,
- ✓ Special structures,
- ✓ Special decorations,
- ✓ Heavy machinery on display.

The stand plan must distinguish clearly between material exhibited and construction work.

The Exhibitor must also specify the type of materials being used, which must comply with the fire safety regulations.

Exhibitors must also declare any bulky or specific equipment that needs to be set up at the stand in advance.

The **“Works Declaration Form”** is made for passing the information between the Exhibitor and the Organizer on problems concerning installation and stand inventories at the end of the Exhibition.

**Important** - The Organizer will bill the exhibitor additional charges for the construction of an additional floor (mezzanine) if these charges were not included in the initial contract that was signed by the exhibitor at the time of booking the stand.

### Approval of stand plans

Stand plans, (modified if necessary), are approved by the Organizer’s Technical Office. Each Exhibitor receives an individual notice (favorable or not) and the plan stamped, for his stand project as soon as the Organizer’s Technical Office analyses the stand plans.

Once the stand plans (with any modifications) have been approved, an Exhibitor wishing to make any further changes must apply beforehand in writing to the Organizer.

## 2.6. Installation of heavy machinery, engines, wheeled or tracked vehicles

### **Important:**

these equipments must be pointed out to the Organizer / Technical Office at the time of handing in the plans and the **Works Declaration Form**, which sets the Exhibitor's entry date, possibly granting advance access. The Exhibitor is responsible for the installation, the handling and the taking out of his equipment whatsoever.

### **Heavy machinery to exhibit**

Any equipment needing a special handling device (greater than 5 tons, lift truck, cranes...) to be installed on the stand, and/or any equipment longer or larger than 4 m.

### **Wheeled or tracked vehicle to exhibit**

To smooth the way of the transportation of any vehicle to its location, the Exhibitor must come forward to the Organizer/ Technical Office to determine the set-up terms.

### **Important:**

Tracked vehicles must be equipped with rubber wheels to operate in the exhibition area.

### **Beware: the ground resistance is 1 tons / sqm (500 kg Hall 20-23).**

While handling, the loads are on a reduced surface and provoke stamping which can lead to damaging the ground: the Exhibitors must ensure that these loads must be spread by interposition on plane, rigid and tough surfaces.

### **Conditions of access**

#### **Build up period:**

the arriving date must be set with the Organizer/ Technical Office and the installation must be done with the Technical Office staff.

**Exhibitors may set up exhibition material in the Halls by 2 December 2017 at the earliest (unless a special case is made to the Organizer).**

Heavy machinery and vehicles must be in place by: **2 December 2017**

#### **Dismantling period:**

to move out the engines from the Halls while the dismantling period, you must contact the Technical Office who will set the time, well-knowing that no authorization will be given **before Thursday the 7th of December 2017, 8:00am.**

## 2.7. Requirements for reception and release of goods at the special 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.

### Shipment of goods

**Exhibitors can send goods to the trade fair one month before it starts.** In these cases, the exhibitor must register the goods in his transport document that must be filled by 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
- **NAME OF THE EXHIBITION:** EXPODEFENSA 2017
- **NAME OF THE EXHIBITOR:**
- **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 and **clearly marked** with the following information:

- a) **CORPORACIÓN DE FERIAS Y EXPOSICIONES S.A.**  
**SPECIAL PERMANENT DUTY-FREE ZONE CODE No. 942**
- b) **NAME OF THE TRADE FAIR:** EXPODEFENSA 2017
- c) **NAME OF THE EXHIBITOR OR REPRESENTATIVE:**
- d) **PAVILION NUMBER AND STAND NUMBER:**
- e) **BOGOTÁ – COLOMBIA**

### 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 ends.

## Reception of goods at the duty-free zone

### Foreign goods

**Only a customs broker can perform 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

### **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:

- 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.
- 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.

### **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 fifteen days after the trade fair has ended. From day 16, exhibitors who still have goods in the warehouse of CORFERIAS must pay the current rates (to be confirmed later).

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 trade show.

## **Reception of goods forms**

### **Important Notes:**

**Forms are free of charge and their completion is mandatory.**

**Please share this information with your customs broker and forwarding agency.**

### **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 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).

#### **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**

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, 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 labelled as FREE SAMPLE and consumed in its entirety within the free trade zone.

**Quotas authorized by the DIAN for free sample products (subject to change):**

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

## Release of goods

### Foreign goods

#### **Conditions for release of merchandise from the Foreign Trade Warehouse in CORFERIAS**

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 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 15 days of event completion, the exhibitor must pay the value corresponding to their storage, which will be calculated until the day they are taken away. Similarly, the exhibitor shall process the forms required for the release of goods depending on the type of operation to be performed, which can be consulted on the website of the respective trade fair.
- 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.
- 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 6: does not apply

### ➔ 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.

## Location of forms - domestic and nationalized goods

The forms are located in the Exhibitor Space. Exhibitors can also visit the website [www.corferias.com](http://www.corferias.com) and go to "Trade shows and events" where the link "Exhibitors platform" can be found at the bottom of each event description. In the new window, the exhibitor must enter username and password to initiate the appropriate process.



**Expodefensa 2017**  
Feria Internacional de Defensa y Seguridad  
International Defense and Security Trade Fair

[www.expodefensa.com.co](http://www.expodefensa.com.co)  
Del 04 al 06 de diciembre de 2017 [Ver más](#) ▼

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

## **DELIVERY and REMOVING of material by handling companies**

This information is for Exhibitors who will have contacted a handling company to bring in and out the Show their boxes with material.

**DELIVERY:** Exhibitors will have their material delivered on the stand during the build-up, by his handling company. After 6:00 pm on December 3, no empty packaging will be allowed inside the secure area

**REMOVING:** The exhibitor will receive his empty boxes by the handling company when the dismantling will start, 6 December 2017 after 6:30 pm.

### **2.8. “Entry Inventory” - Stand “Takeover”**

A stand area **in the Halls** is handed over to the Exhibitor in working order.

While arriving on site, Exhibitors having ordered a bare surface stand must sign an Entry Inventory.

Arrangements to obtain this Inventory should be made by the Exhibitor (or his representative) with the staff of the Organizer/ Technical Office.<sup>12</sup>

Failing to sign this Entry Inventory, the location is deemed to comply with the Exhibitor’s request, and any damage noticed when the “Exit Inventory” certificate is issued shall be charged to the Exhibitor.

**The Exhibitor will not be denied of any observation made by the Organizer, if non-present.**

The location of exhibitors 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 on the stand booking application and other documents governing participation.

However, CORFERIAS reserves the right to relocate the Exhibitor in any other space if deemed necessary, respecting the extension of the area requested. In this case, there will be no place to any 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.

### **Delivery of areas**

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

a) For admission to the venue, exhibitors and/or assembling companies must produce exhibition contract, the movement of goods form (including assembly items), assembling badges and social security documents (occupational hazard insurance -ARP- and healthcare system -EPS-) of people involved in installation. If complete documentation is not submitted, CORFERIAS will not deliver the exhibition areas.

b) Outdoor areas will be delivered by CORFERIAS in their current conditions at the time of the respective contract.

c) In exceptional cases and if weather conditions allow it, the Technical Office may authorize advance use of space and collect the fees that apply 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

### **Basic Rules for Stand Assembling and Decoration**

a) 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 of the process.

b) The Organizer reserves the right to interrupt assembling works, as well as to dismantle or remove any element or stand that is contrary to the rules set forth herein, which shall be charged to the exhibitor without the right to receive any amount for any damage or deterioration this may cause.

c) Those assemblies having more than 2.40 meters high 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 Technical Department.

d) 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 Technical Office of the Organizer.*

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

a) Before installation, the exhibitor must verify the physical conditions and size of the spaces to be used, so that the design of the stand fits the conditions of the plans.

b) The decoration companies that are responsible for pavilions or separate areas (for the same exhibitor) must receive and deliver those areas from/to the person appointed by CORFERIAS. Under no circumstances, installation of exhibit areas can start without the proper official delivery by CORFERIAS.

- c) All items used for the assembly shall be self-supporting since affecting the elements of the partition system, buildings and physical facilities of the fairground, as well as using kiosks, anchors, dowels, nails, etc., is prohibited.
- d) All stands must comply with Earthquake Resistance Regulations 2010 NSR -10. CORFERIAS will not review or approve structural design or construction system of the stand as this is responsibility of the exhibitor or assembling company.
- e) The exhibitor or person in charge of assembling shall respect the perimeter that defines the exhibition area on the floor plan.
- f) When installing the rented space, the use of paints or glues on the partition system is prohibited since it does not recover its initial state.
- g) Exhibitor and/or installers shall not use spray or compression painting systems in the pavilions. If required, they must install the necessary protection in the exhibition area and enclose or isolate the stand space not to affect adjacent areas.
- h) 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.
- i) All installations shall plan the use of optimum finishes for all facades that can be seen from any point of the exhibition (back walls).
- j) 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.
- k) CORFERIAS will not lend or rent tools or equipment for assemblies.
- l) 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 stand, without interfering or using pavilion circulations areas.
- m) Exhibitors and installers should not manipulate the carpet and it shall not be removed in any case. They shall take the necessary measures to prevent paint stains, punctures, cuts or burns on the carpet. In case of damage, CORFERIAS will charge for the replacement and/or impose fines for damage considering the ranges for the application of fines indicated in this document.
- n) Exhibitor and installers must provide installation systems and use platforms or dais in case of applying finishes to the floor in order to avoid damage to the carpet of the pavilions.
- o) Carpet cleaning or repair can only be performed by personnel authorized by CORFERIAS.
- p) Exhibitors must take responsibility for cleaning the stands during assembly, dismantling and trade fair. If any specialized company or natural person handles these tasks, the exhibitor must notify the Operational Coordination.

q) 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.

r) The maximum load capacity of concrete mezzanines is 400 kg /m<sup>2</sup>.

s) 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.

t) The exhibitor may not install or setup any type of elements, structures or displays that obstruct emergency exits or aisles of the exhibition halls. Should the exhibitor fail to comply, CORFERIAS will remove such elements and return them to the stand of the exhibitor.

### **Assembling - Electrical Networks**

a) The voltage of the electricity service supplied by CORFERIAS is 110 volts for monophasic and 208 volts for triple-phase, 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.

b) Exhibitors and stand electrical installation and/or ephemeral architecture companies shall assign qualified personnel for the execution of electrical wiring, ensuring that they are properly certified and registered in the CONTE (National Council for Electrical Technicians) and comply with the Technical Regulations for Electrical Installations (RETIE).

c) Exhibitors and electrical installation companies will be responsible for ensuring that the wiring complies with: documentation of staff in charge of the installation (electrician certificate); controlling the type and quality of electrical materials used (original Centelsa or Procables electrical wiring); good condition of electrical appliances they wish to install such as lighting, plugs, power strips, connection terminals, etc.; elements that pose no risk of short circuit.

d) 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.

e) 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.

f) CORFERIAS will deliver an electrical point of connection in the internal column of the stand with verifiable electrical parameters (voltage level, kilowatts to be used), and from there the exhibitor will directly make the electrical distribution for equipment installed, controlling the current to be used and taking responsibility for the operation of his equipment or machines.

g) For security and logistics, exhibitors and installers should not block for any reason Electrical Box, Fire Extinguishers, Fire Cabinets or Doors during assembly, event or dismantling.

## **Assembling - Additional Services**



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

These additional services have a cost established 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 in all spaces of the fairground.

## **Safety during Assembling**

- a) Exhibitors and installers must comply with the rules and regulations imposed by the Security office.
- b) It is not allowed that anyone other than CORFERIAS operates on the roofs of pavilions under any circumstances.
- c) 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.
- d) It is the responsibility of exhibitors to bring fire extinguishers depending on the type of product exhibited in the stand. These are the considerations that determine the need, type and use of fire extinguishers:

<b>Examples of elements that create fire hazards</b>	<b>Type of fire extinguisher to be used</b>
- Using candelabra - Fire shows	- (ABC) MULTI-PURPOSE - (B) DRY CHEMICAL
<b>Promotional items</b>	
- Samovars and other items to prepare or heat food - Carburant agents (disinfectants containing peroxides)	- (ABC) MULTI-PURPOSE - (ABC) MULTIPURPOSE
<b>Using sources of energy</b>	
- Gas - Combustible liquids - More than two electrical appliances that may generate overload	- (BC) Co2 - (B) DRY CHEMICAL - (C) SOLKAFLAM CARBON DIOXIDE

## 2.9. Basic rules for stand dismantling

- a) To enter the premises for disassembly, the exhibitor must produce **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 stands and rented items.
- b) The personnel in charge of disassembly must carry dismantling badges and social security documents (ARP and EPS). **If complete documentation is not submitted, CORFERIAS will not allow dismantling of exhibition areas.**
- c) The exhibitor must deliver the allocated space and the rented items to CORFERIAS under the same conditions of preservation and cleanliness in which they were delivered; otherwise, the respective fines will be applied, according to the ranges set forth herein and the removal of the merchandise will not be authorized until the corresponding amount has been settled.
- d) Once the term for removal has finished, CORFERIAS will remove and dispose of the decoration material or elements that still remain in the exhibition area without incurring any responsibility for this. It will also charge transport and removal of material, either debris, decorations or merchandise.

## 2.10. Repair and damage

- a) Stands must be fully assembled before the opening hour of the show; otherwise, CORFERIAS may impose fines to the exhibitor. 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.
- b) CORFERIAS will charge the exhibitor for repairs required as a result of damage to its facilities, buildings, carpets, equipment and elements of partition system or decoration, according to the ranges shown in the following table (information subject to change):

Description	Item	Maximum range for application of fines
Partition system	Panel	Up to 4 SMDLV
	Profile	Up to 3 SMDLV
	Post	Up to 2 SMDLV
	Doors - Partition system	Up to 10 SMDLV
	Door handle	Up to 3 SMDLV
Carpet	Carpet per M2	Up to 1 SMDLV
	Carpet cleaning per M2	Up to 0.5 SMDLV
Others	Vinyl M2	Up to 0.5 SMDLV
	5 mm polished glass for desk	Up to 4 SMDLV
	Enamel paint M2	Up to 1 SMDLV
Electrical wiring	Fluorescent tube	Up to 0.5 SMDLV
	52W fluorescent lamp	Up to 4 SMDLV
	Single spot holder	Up to 2 SMDLV
	Spot bulb	Up to 0.5 SMDLV
	Double spot holder	Up to 3 SMDLV
	300W halogen lamp	Up to 3 SMDLV
	THS 400 lamp	Up to 24 SMDLV
	THS lamp shade	Up to 8 SMDLV
	THS lamp bulb	Up to 3 SMDLV
Outlet	Up to 1 SMDLV	
Furniture	Telephone	Up to 3 SMDLV
	Dismond desk	Up to 8 SMDLV
	Ardeca desk	Up to 7 SMDLV
	Bima desk	Up to 6 SMDLV
	Acrylic chair	Up to 3 SMDLV
	Spanish chair	Up to 6 SMDLV
	Cube	Up to 4 SMDLV
	Round table	Up to 7 SMDLV
	Desk key - making	Up to 0.5 SMDLV
	Desk key - duplication	Up to 0.5 SMDLV
Desk handle	Up to 1 SMDLV	

**Holes in the floor / Anchorage of structures in the floor: it is strictly forbidden** to install anchorages in the floor for the support of structures; **self-supporting system is mandatory** (Exhibition Centre rule). The repair costs for damage noted and caused by the constructors will be retained from the security deposit.



**Important - From 8 December, 8:00pm**, the Organizer may:

- Remove to a storage warehouse of its choice or a waste reception center any items still in the stands, at the Exhibitor's expense and risk. Should this occur, the Organizer cannot be held responsible for any resulting loss or damage, whether total or partial, from whatever cause.
- Use his own contractor to restore the stand surface to its original condition at the Exhibitor's expense.



## 3. Rules and Regulations

### 3.1. Surveillance and General Security measures

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.

CORFERIAS is not responsible for the goods entering the pavilion during assembling. In cases where it becomes necessary to bring in goods during assembly, their security depends on the exhibitor. The pavilion opening and closing hours are binding, so no one may enter or stay in the pavilions outside of these times.

In the event that 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. Exhibitors must not allow the stand to remain unattended during exhibition hours as any event that happens is your responsibility.

Exhibitor is recommended to monitor his belongings and/or valuables with special care. Everyone without exception will be searched by the security personnel at the closing of each pavilion. 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. In case of security difficulties, the exhibitor can go to the Security or Pavilion Supervisor who will be willing to help you. Exhibitors must give immediate notice to supervisors if they see suspicious people at the opening and closing of pavilions during the trade show.

The exhibitor and his employees or contractors must carry their badges at all times during their stay at the fairgrounds in the stages of assembling, exhibition and dismantling. 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.

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. All waste (organic, plastic, glass) shall be disposed of in a controlled manner in places established for this purpose, according to its characteristics.

Should an emergency occur, exhibitors or their employees shall inform the Security and/or Monitoring Supervisor. As provided 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.

Extract Expodefensa 2017 contract:

**CLAUSE 5 . - Obligations of the LESSOR:** *The security of the goods exhibited, as well as those that are part of the leased physical space will be the responsibility of the LESSEE. Consequently, the LESSOR shall not be liable for loss of theft suffered by the LESSOR or the employees, dependents and/or contractors thereof.*

## 3.2. Security of displayed weapons and vehicles

### Security of weapons

The Exhibitor is responsible day and night for the security of weapons and equipment on his stand. Where weapons are concerned, the following arrangements must be strictly observed:

- only inert ammunition may be exhibited,
- small caliber weapons must be neutralized by the removal of key components which must be kept in a secure place (a locked cupboard, safe or container).

All weapons must be chained to a secure point; when the stand is vacant, weapons must be kept in a secure place (a locked cupboard, safe or container). **During Exhibition opening hours at least one person must be on the stand.**

### Security of exhibited vehicles

For security reasons (in particular concerning fire risk) Exhibitors must be able to move the vehicles or equipment displayed (at any moment).



## Removal of equipment

For occupational safety and security reasons (sensitivity of the exhibited items), equipment may not be removed from the exhibition site until the end of the event. People and vehicles will be regularly searched at the various entrances/exits of the 'secure area'.

It is reminded that stands must be operated with all the material up to the official closing for the last day of the exhibition.

## 3.3. Insurances

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.

*Extract Expodefensa 2017 contract:*

**CLAUSE 8 . - INSURANCE** *The LESSEE will be required to purchase and keep in force, at its own expense, all the insurance necessary to protect it from any risks that may arise during the fair and associated therewith, starting the date upon which this Lease is signed, from the first to the last date indicated in the timetable or calendar of the respective "Participation Manual". In addition, the LESSEE will be required to insure all the goods it brings into the fairgrounds, of its own property and/or of third parties, against all risk for 100% of the value thereof. It shall also take out insurance to cover its non-contractual liability as regards third parties for any type of damages. Having the above policies does not exempt the LESSEE from its responsibility to fulfill the obligations provided herein.*

## Procedure for Acquiring and Submitting the Policy

If exhibitors have policies covering these risks, they can submit their expanded coverage to the Customer Service Center (PLUS) located on the premises of CORFERIAS until the day before the assembling date.

If exhibitors do not have the required policies, 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 to the Customer Service Center (PLUS) no later than the day preceding the assembling date of the respective trade fair.

If the exhibitor signs the contract the day before the start date of assembling, it shall request its issuance and sign the policy immediately.

In cases that, on the start date of assembling, the exhibitor has not submitted the extension or has not requested the issuance of the policy referred to in this section, CORFERIAS will request their issuance in the name and to the expense of the exhibitor, according with the authorization given by the exhibitor in the exhibition contract. The policy will be issued taking into account the information provided by the exhibitor in the document "Application for Insurance" (document to be requested at the Customer Service Center PLUS)

Policies are issued under the following parameters:

<b>All risk policy/</b> policyholder	Exhibitor name
Insured party	Exhibitor name
Coverage	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
Exclusion	Occupation, search, seizure, destruction, loss of profits, loss of earnings and other benefits, use, damage or wear due to normal operation, damage caused by lack of maintenance, damage resulting from faults or defects existing before the insurance, any type of theft different from the one covered.
Insured amount	It should correspond to the amount that the exhibitor determines based on furniture and fixtures, goods, electronic equipment, mechanical machinery, etc. entering the premises of the trade fair
Validity	From the first day of installation until the last day of dismantling

<b>Non-contractual civil liability/</b> policyholder	Exhibitor name
Insured party/ beneficiary	CORFERIAS and third parties affected
Coverage	Premises, tasks, operations and medical expenses
Insured amount	This should correspond to the sum of \$ 35 million COP
Validity	From the first day of installation until the date on trade fair completion plus three (3) additional months

## 4. Access conditions to the secure area (and construction site)

The indoor and outdoor exhibition zones are located in an enclosed and controlled security perimeter which forms an Expodefensa 2017 “**secure area**”. Access to the Exhibition “secure area” is strictly controlled for individuals, vehicles and displayed equipments.

No one will be allowed on the Exhibition site unless in possession of a **named admission badge** issued by the Organizer.

### 4.1. Badges and Invitations

Access to the exhibition is strictly controlled.

No one will be allowed on the Exhibition site unless in possession of a named admission badge issued by the Organizer plus a personal identity document. The Organizer reserves the right to refuse admission to any person, without giving any reason. He may also expel from the Exhibition any person whose behavior is considered to justify such a measure. **Badges are provided free of charge and should have been ordered online through the Exhibitor Space.**

**Exhibitor and Service badges** are personal and not transferable and must be carried by the members of the exhibiting company and must bear the name of the company.

**Assembly badges** are valid for the assembly step and shall expire on the first day of the exhibition. Persons involved in installation, those working in the construction and decoration of the stands, who will be under the supervision and full responsibility of the exhibiting company must carry them. People who come to perform the assembly must present their EPS (Social Security) and ARL (Labor Risk Insurance) cards valid at the entrance or may not be allowed to work in the assembly.

**Disassembly badges** must be carried by the personnel in charge of stand dismantling that do not have exhibitor or service badges. An unlimited amount is delivered according to the needs of each exhibitor, submitting a clearance statement issued by the Pavilion Supervisor before the trade fair finishes, provided that the exhibitor has no foreign trade documents or outstanding payments. They are valid from the day after the fair is over and during the time allotted for this activity.

To invite clients and prospects to the exhibition, exhibitors can use customizable and easy-to-use **electronic invitations** (available in the Exhibitor Space, online form). These personalized invitations (text + logo) can be sent by the exhibiting companies to their clients and prospects lists. Visitors can then preregister online and obtain their final badge immediately at the entrance of the exhibition.



## 4.2. Vehicles

All vehicle parking inside the Expodefensa 2017 secure area **is forbidden**.

Except to unload, heavy goods and utility vehicles are not allowed into the secure area. They may enter and stay in the Exhibition area only for as long as unloading or loading takes them, remaining for a maximum of 2 hours following a request to, and its acceptance by the Organizer/Technical Office.

Vehicles that exceed this time limit will be removed at the offender's expense.

Each vehicle driver must be able to produce an authorization on company paper, signed by the person responsible for the stand. As a minimum, the driver must be able to produce his identity card and vehicle registration document. Failing this, he will be referred to the security staff.

Traffic circulation rules. All vehicles within the secure area are required to comply with the speed limit of 20 km/h, traffic signs, the direction of movement.

## 5. Facilities during build-up and dismantling

### 5.1. Connections to general services

Corferias offers to its exhibitor general services that must be requested through the Unified Customer Care Center - PLUS, while supplies last, previous filling out the form and additional payment:

- Energy (monophasic and triphasic electrical installations, etc.)
- Electrical installations (adjustable arms, extensions, halogen spotlights, etc)
- Telecommunications (telephone service, lone pair, etc.).
- Internet (basic connection, dedicated access, network point setup, etc)
- Water (supply in 1 ½ "drain in 1 ½", etc)
- Furniture (chairs, desks and tables, counters and cabinets, shelving and furniture)
- Accessories (metallic panels, decorative plants, buckets, etc)
- Splitters
- Equipment (TVs, VHS, DVDs, video beam, etc)

To access these services, download the services rental application form (available in the Exhibitor Space and also on the CORFERIAS website) and fill it up. Redeem at the offices of the Unified Customer Care Center - PLUS.

For special requirements please contact [serviciosplus@corferias.com](mailto:serviciosplus@corferias.com), Telephone: (+57-1) 381 - 0000 Extension: 5616.

At PLUS, Exhibitors can also perform the following procedures:

- Pay for services and reservations.
- Pay of stand's areas.
- Obtain a stand area and merchandise insurance.
- Get expert advice about the national or international merchandise, as well the DIAN papers.
- Obtain advice or authorization for stand building architecture.
- Obtain parking vouchers, credentials and invitations.

## 5.2. Freight handling in the secure area

For work safety reasons and access control, bearing in mind the sensitivity of the Exhibition, only handling companies accredited by the Organizer and operating from the appropriate entrance are authorized to operate in the Expodefensa 2017 secure area: see **Recommended Service Providers** (Annex 3).

These companies have all the mechanical handling equipment to deal with Exhibitors' requirements. They act independently and contract directly with exhibiting companies.

Storing transit cases and packing material in the Exhibition area is not allowed.

The Exhibition Centre has certain technical limits (maximum axle weight, hall door sizes, etc.) that are given above (chapter 2).

## 5.3. Cleaning

In order to maintain a high standard of appearance at the Exhibition, and in the interest of site security, a free general cleaning service is provided by the Organizer (up to accessible areas of stands).

To complete it, the Exhibitor may contact the cleaning company approved by the Organizer. Moreover, it is the Exhibitor's responsibility (or that of his stand constructor) to make his own arrangements to dispose of stand construction material.

Environmental impact compensation and reduction measures are adopted on the Exhibition by reducing and managing construction site waste. The Organizer requires that site waste be sorted to permit selective waste collection and transfer, and advises the Exhibitors and stand constructors to keep their packaging.

### **Build up period: 1 - 3 December**

The Exhibitor and/or his stand constructor is/are responsible for the conveyance of all kind of surplus construction material and rubbish to the waste collectors.

A selective waste collection will be ensured during the build- up period.

After 6.00 pm on November 29, no empty packaging or Exhibitor vehicle will be allowed inside the secure area.

The approved cleaning company will ensure:

- the cleaning of common areas: alleys, rest areas, etc.
- the cleaning of accessible areas of stands: vacuum cleaning of floors, desk cleaning and waste paper baskets - with the exception of equipment and objects on display.

**During the Exhibition: 4 - 6 December**

The Organizer insures the general cleaning of the Exhibition before 09.00 am daily. This cleaning covers:

- the cleaning of common areas: alleys, rest areas, etc.
- the cleaning of accessible areas of stands, chalets and pavilions: vacuum cleaning of floors, desk cleaning and waste paper baskets - with the exception of equipment and objects on display.

For non-accessible stands, rubbish must be removed at evening closing time.

Stands must be kept neat and tidy at all times. In order to ensure this, the Exhibitor must always have one representative on his stand during Exhibition opening hours.

Packing material and items which have no part in stand presentation should be kept out of sight of Visitors. Exhibitors who want to make additional cleaning arrangements, in particular inside their stands or chalets, should contact the cleaning company approved by the Organizer, which have a contact at Corferias PLUS.

**Dismantling period: 7 - 8 December**

It is the Exhibitor’s responsibility (or that of his stand constructor) to make his own arrangements to evacuate stand construction material (special fittings/decorations, sand, gravel, flower arrangements, etc.).

For this purpose, the Exhibitor or his stand constructor (depending on their contractual arrangements) may make use of Organizer approved cleaning company (prices to be confirmed later):

- hiring of skips/containers: 1 m<sup>3</sup> (..... excl.VAT), 30 m<sup>3</sup> (..... excl.VAT)
- the waste load by the cleaning company will lead to a 40% increase of the container price. Removal of carpets on request.

Sites should be handed back clean and free from waste by 08:00 pm on December 8, if these arrangements are not respected, the Organizer reserves the right to remove any offending rubbish or rubble at the Exhibitor’s expense and will be deducted from the Exhibitor’s Security Deposit.

**Important :** the sorting area access is strictly reserved to the Organizer. No stand construction material will be dumped by the Exhibitor and/or stand constructor into the sorting area which is under surveillance.



## 5.4. Medical aid

A first aid post will provide first aid cover, emergency treatment and access to an ambulance. The post is located in Pavilion 8.

## 5.5. Catering

The settled on-site restaurants and fast-food will provide a rapid, fixed price self-service meal in each of the restaurants or bars open at « La Plazoleta de Comidas Corferias » food court.

CORFERIAS FOOD COURT	
RESTAURANT	TYPE
WIMPY	FAST FOOD
KOKORIKO	FAST FOOD & ROTISSERIE
EL CORRAL	FAST FOOD
SPOLETO	ITALIAN FOOD
FRISBY	FAST FOOD & ROTISSERIE
HUMERO URBANO	COLOMBIAN CUISINE & GRILL
SANDWICH CUBANO	CUBAN FAST FOOD
PRESTO	FAST FOOD
MISTER LEE	ASIAN FOOD
PPC	FAST FOOD & COLOMBIAN CUISINE
CARBON EXPRESS	COLOMBIAN CUISINE & GRILL
MISS CARNES PARRILLA	COLOMBIAN CUISINE & GRILL
OBLEAS LA CHATA	PASTRIES & DESSERTS
GUD FUD	COLOMBIAN FOOD
JULIO PATACON	COLOMBIAN FOOD
OMA	COFFEE SHOP
EMPANADAS COLOMBIANAS	COLOMBIAN
DONKIN DONUTS	COFFEE & DONUTS
BUDEN & CO.	GERMAN FOOD

## 5.6. Taxis

You can call up a taxi on the phone, or use a mobile app such as UBER, Tappsi, Easy Taxi or Smart Taxi, amongst others. As a simple security precaution, we suggest you do not board a taxi on the street. There will be an easily-visible card in the taxi, identifying the vehicle and the driver; and a sheet of charges in units and equivalent in money (\$, pesos). The taxi-meter displays the units and related charge for your journey.

*They only take cash.*



Transfers to and from the airport, trips outside city limits and services at night and on public holidays are subject to a surcharge.

## **5.7. Business center**

The « Fotocopias Minutos » office provides Exhibitors with secretarial staff, photocopying and fax facilities.

## **5.8. Consumables store**

The « Alquiler de Herramientas » local store provides Exhibitors and Builders with anything which contributes to the smooth running of their stand: items for small electrical or other jobs, computer consumables, paper, hygiene products ...

**Annex 1**

**Access to the Exhibition Centre and the Expodefensa 2017 Secure Area**



## Annex 2

### Expodefensa 2017 key organizational dates

Dates of Interest	
Sending Stands Works description Form	31 October 2017
Deadline for requesting Exhibitor and providers badges	November 25, 2017

Building the Exhibition	Exhibitors & contractors dates & times
Friday 1 December	08:00 - 22:00
Saturday 2 December	08:00 - 22:00
Sunday 3 December	08:00 - 20:00

Stands must be finished and ready by 3 December at 22:00.

Heavy machinery and vehicles must be in place by 2 December.

The Car Park for Exhibitors will be « La Torre de Parquaderos » (Cra 40 #22-34), a parking tower with capacity up to 1,729 vehicles. It will be open from 08:00 am to 6:00 pm.

Exhibition	Exhibitors	Visitors
Monday 4 December	07:30 - 18:30	09:00 - 18:00
Tuesday 5 December	09:00 - 18:30	10:00 - 18:00
Wednesday 6 December	09:00 - 18:30	10:00 - 18:00

Exhibition doors closing time 6.00 pm.

Dismantling the Exhibition	Exhibitors & contractors dates & times
Wednesday 6 December	18.30 - 22.00
Thursday 7 December	08:00 - 22:00
Friday 8 December	08:00 - 20:00

Exhibitors reserving stands must remember to order the necessary technical support and services (electricity, telephone, water supplies and drainage, etc.) consulting the catalogue of PLUS/ Services Unic Platform (description, prices) online (Corferias website).

**servicios@corferias.com or +571 381 0000 Ext.5619**

## Annex 3

### Recommended Service Providers

*(information still to come)*

#### BANK

Company: **DAVIVIENDA**  
Contact: Nohora Caicedo  
Phone: (571) 330 00 00 Ext 87704 - 01-00  
E-Mail: [mordonez@davivienda.com](mailto:mordonez@davivienda.com)



#### CUSTOMS AGENCY / FREIGHT FORWARDER

Company: **ALPOPULAR S.A.**  
Contact: Jorge Romero Pava  
Phone: (571) 3810000 Ext. 5634  
E-Mail: [alpopular@corferias.com](mailto:alpopular@corferias.com)



#### CATERING

Company: CATERING CORFERIAS  
Contact: Carlos Peña / Greesy Corredor  
Phone: (571) 381 00 00 Ext 5507 / 5509  
E-Mail: [alimentosybebidas@corferias.com](mailto:alimentosybebidas@corferias.com)



#### FIVE-STARS HOTELS

Company: **HOTEL ESTELAR LA FONTANA**  
Address: Avenida Calle 127 No.15 A-10  
Contact: Luisa Mariela Rojas  
Phone: (571) 6088080  
E-Mail: [feriasycongresos@hotelesestelar.com](mailto:feriasycongresos@hotelesestelar.com)

Company: **HOTEL ESTELAR PARQUE DE LA 93**  
Address: Calle 93 No. 11 - 19  
Contact: Eduardo Garces  
Phone: (571) 6088080  
E-Mail: [feriasycongresos@hotelesestelar.com](mailto:feriasycongresos@hotelesestelar.com)



## FOUR-STARS HOTELS

Company: **HOTEL ESTELAR WINDSOR HOUSE**

Address: Calle 95 No.9-97

Contact: Jose Alejandro Rodríguez

Phone: (571) 6088080

E- Mail: [feriasycongresos@hotelesestelar.com](mailto:feriasycongresos@hotelesestelar.com)

Company: **HOTEL ESTELAR DE LA FERIA**

Address: AV Calle 24 # 43A-85

Contact: Jose Luis Castro

Phone: (571) 6088080

E- Mail: [feriasycongresos@hotelesestelar.com](mailto:feriasycongresos@hotelesestelar.com)

## STAND BUILDERS

Company: **INTER EXPO S.A.**

Contact: Mariana castro

Phone: (057) 3684971-2444951

E-Mail: [m.castro@interexpocom.com](mailto:m.castro@interexpocom.com)



## Annex 4

### Forms necessary for a good preparation of your exhibition

Available online in your Exhibitor Space

Form	Description	Deadline
<b>PARTICIPANTS</b>	<i>Declare all exhibition participants in your Exhibitor Space.</i>	To be confirmed
<b>DECLARATION OF WORKS</b>	<i>For all stands built on bare surfaces, whether in the Halls or outdoor, the Exhibitor is required to forwards his "Works Declaration" to the Organizer together with the stand project plan.</i>	18 October 2017
<b>SERVICIOS PLUS</b>	<i>To prepare all material assets necessary on your stand and requests various services.</i>	To be confirmed
<b>CATALOGUE (mandatory)</b>	<i>Communicate in the official catalogue to introduce your company's products and activities.</i>	To be confirmed
<b>EXHIBITORS CONFERENCES</b>	<i>To strengthen their visibility, Exhibitors can present their products, an innovation or give a speech about a topic of their choice during 25 minutes.</i>	November 10, 2017
<b>SPONSORSHIP</b>	<i>The Organizer provides a large range of promotional and sponsorship tools adapted to Exhibitors' strategy, communication and budget so as to increase their visibility.</i>	According to sponsorship
<b>E-INVITATIONS</b>	<i>The Organizer can provide you with a customizable E-Invitation to send to your contacts so you can invite them on your stand.</i>	December 3, 2017
<b>REQUEST FOR OFFICIAL DELEGATIONS</b>	<i>To optimize their visibility and business, Exhibitors can request (under certain conditions of surface of stand) visits of one or several Official Delegations on their stand.</i>	November 4, 2017
<b>EXHIBITORS BADGES (mandatory)</b>	<i>Access to the Exhibition site is controlled. No one will be allowed on site unless in possession of a name badge issued by the Organizer, plus a personal identity document.</i>	November 27, 2017
<b>PROVIDERS BADGES</b>	<i>Access to the Exhibition site is controlled. No one will be allowed on site unless in possession of a name badge issued by the Organizer, plus a personal identity document.</i>	November 24, 2017
<b>SETUP/DISMANTLING BADGES</b>	<i>Access to the Exhibition site is controlled. No one will be allowed on site unless in possession of a name badge issued by the Organizer, plus a personal identity document.</i>	Available on-site only

