

CONDITIONS OF PARTICIPATION & EXHIBITOR HANDBOOK



JULY 11th – 14th, 2017

CORFERIAS

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INTRODUCTION

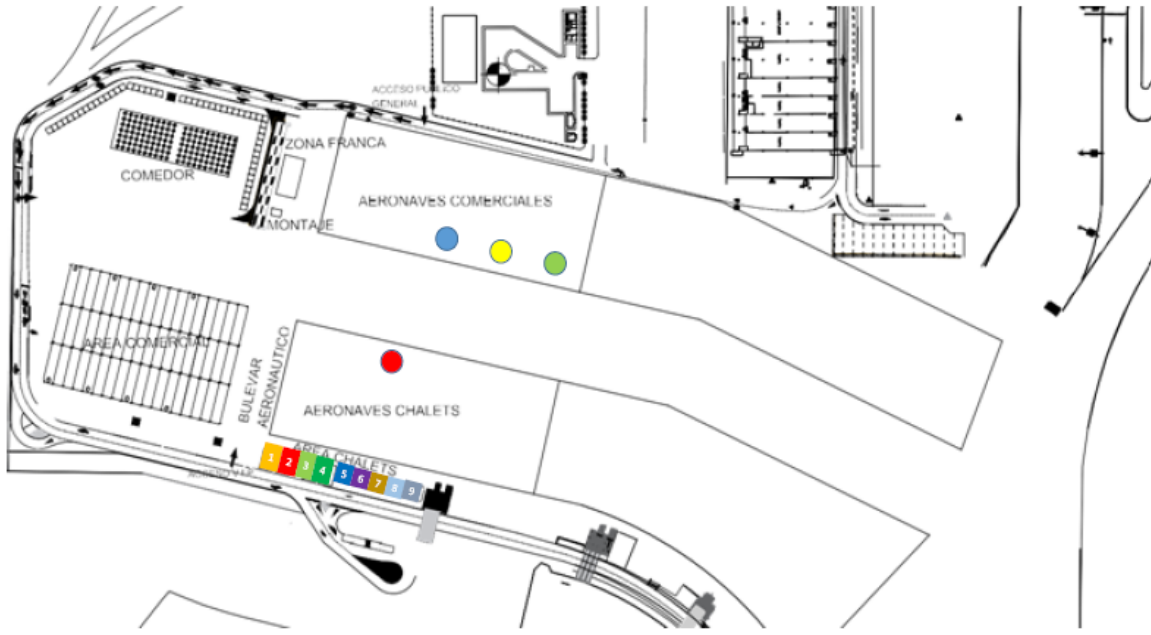
This document contains relevant information of compulsory compliance for the exhibitor and makes integral part of the exhibition contract entered into between the exhibitor (the Lessee) and CORFERIAS (the Lessor).

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 is not satisfactory. In these cases, CORFERIAS will refund the exhibitor the money paid.

If you require additional information about the trade fair, you may consult the following web pages:

www.f-aircolombia.com.co or www.corferias.com

1. GENERAL FLOOR PLAN, DATES OF INTEREST AND TRADE SHOW SCHEDULE



** Floor plans subject to change*

ACTIVITY	DATE
Deadline for Payment of the Contracted Area	June 11 th , 2019
Badges and Invitations Request (PLUS Corferias-Bogota)	June 17 th – July 4 th , 2019
Badges and Invitations Request (Fairgrounds - Jose Maria Cordova International Airport)	July 9 th , 2019
Sale of Parking Permits (PLUS Corferias-Bogota)	June 25 th – July 4 th , 2019
Sale of Parking Permits (Fairgrounds - Jose Maria Cordova International Airport)	July 6 th , 2019

Deadline for payment of Additional Services (PLUS Corferias-Bogota and Jose Maria Cordova International Airport)	July 4 th , 2019
Deadline for the assembly of the exhibition areas (Fairgrounds - Jose Maria Cordova)	July 9 th , 2019

	Opening Time	Inauguration	Closing Time
Date	July 11 th , 2019	July 10 th , 2019	July 14 th , 2019
Time	09:00 a.m.	02:00 p.m.	05:30 p.m.

ASSEMBLY AND DISMANTLING DATES

	Assembly	Dismantling
Date	July 8 th – 9 th , 2019	July 15 th – 16 th , 2019
Time	08:00 a.m. – 06:00 p.m.	08:00 a.m. – 06:00 p.m.

TRADE SHOW SCHEDULE

EXHIBITORS	
July 11 th – 12 th	08:30 a.m. – 5:00 p.m.
July 13 th – 14 th	08:30 a.m. – 05:30 p.m.
General Public	
July 11 th – 12 th	09:00 a.m. – 04:30 p.m.
July 13 th – 14 th	09:00 a.m. – 05:00 p.m.
Tickets	

July 11 th – 12 th	08:00 a.m. – 04:00 p.m.
July 13 th – 14 th	08:00 a.m. – 04:30 p.m.
Parking	
July 11 th – 14 th	07:00 a.m. – 07:00 p.m.
Centro Único de Atención al Cliente PLUS	
July 6 – 16 th	08:00 a.m. – 05:00 p.m.

The Organizing Committee reserves the following rights: (i) To modify the schedule of the trade show or event when deemed appropriate or necessary, or due to health or safety reasons; (ii) To cancel the trade show or event when deemed appropriate or necessary, or due to health or safety reasons.

2. BOOKING PROCESS AND PAYMENT OF LEASED EXHIBITION SPACE

The process for booking of the space begins with the completion of the “Stand Reservation Form” by the exhibitor, which shall be delivered to the Commercial Coordinator in charge of the trade fair, attaching a copy of the Tax ID Record or Certificate of Incorporation, and Photocopy of the identity card of the legal representative. Once the space is booked, the sales department will proceed to prepare the exhibition contract that should be signed by the legal representative of the exhibiting company and CORFERIAS

Payment of space rental cost will be made in accordance with the provisions of the respective exhibition contract.

The accounting code for F-AIR COLOMBIA 2019 is: 162

2.1 TERMS OF PAYMENT

In order to make the payment for the leased areas and services, Corferias established the following types of payment:

- **Payments in National Currency (COP)**

Cash

This payment can only be made in Colombian Pesos, through direct deposit and/or directly at the Unified Customer Service Center (PLUS) or at the Pavilion at the Jose Maria Cordova International Airport.

Bank Transfer

The exhibitor may make electronic transfers to the following account:

Beneficiary: Corporación de Ferias y Exposiciones S.A.

Nit.860.002.464-3

Address: Carrera 37 No.24-67 Tel.3810000

Checking account: No. . 481869999385

Davivienda

Check

It must be made out to the “Corporación de Ferias y Exposiciones S.A. Usuario Operador de Zona Franca” and deposited at the Corferias’ cash registers which can be found at the Customer Service Center (PLUS) or at Pavilion of the Jose Maria Cordova International Airport.

Credit and or Debit Card

This payment can be made at the Customer Service Center (PLUS) or at the Pavilion of the Jose Maria Cordova International Airport; only the following cards are accepted: Visa, MasterCard, Credencial, Diners. It is important to note that the presence of the card owner is mandatory, along with his/her identification document (original Colombian Citizenship ID card or equivalent).

National Bank Collection

Payment through bank deposit must be done at Banco Davivienda to the Account No.481869999385, where you must specify the NIT of the company which is making the payment.

- **Payments in Foreign Currency (USD)**

These payments must be made by a wire transfer, to the following account:

DATA REQUIRED

Fecha (Date)	
Moneda y Valor (Currency and Amount)	

ORDENANTE (APPLICANT)

Nombre (Name)	
Teléfono (Telephone)	
Dirección (Address)	
Ciudad (City)	
País (Country)	

INFORMACION PARA EL BANCO (BANK INFORMATION)

Moneda (Currency)	USD
Banco Intermediario (Intermediary Bank)	Standard Chartered Bank
Dirección (Address)	One Madison Avenue, New York, NY 10010
Ciudad (City)	New York
Cuenta No. (Account Number)	3544030971001
ABA/FED	026002561
SWIFT	SCBLUS33
Banco Beneficiario (Beneficiary Bank)	Banco Davivienda
Dirección (Address)	Calle 28 No 13 A 15 Piso 26

SWIFT	CAFECOB
Titular Cuenta (Account Holder)	Corporación de Ferias y Exposiciones S.A.
Cuenta No. (Account Number)	4818-6999-9385

3. EXHIBITION BADGES AND INVITATIONS ACCORDING TO LEASED SPACE

Depending on the rented space, each exhibitor is entitled to specific amount of badges and invitations. These badges must be requested at the Customer Service Center- PLUS or at the Pavilion at the Jose Maria Cordova International Airport and can be claimed in advance for the exhibitor to be able to process the credentials and send invitations to clients. Please refer to the “Dates of Interest” table to verify the dates and places in which you can claim the invitations and badges.

- **Badges – Terms of 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 organized by CORFERIAS.

- **Exhibitor Badges**

These are personal and non-transferable and must be carried by the executives of the exhibiting company. Badges must have the correct and complete information of the people who carry them.

To claim the exhibitor badges to which you are entitled depending on the contracted area (see “Badges Without Cost per Square Meter”), a representative of the exhibiting company should approach the Customer Service Center - PLUS located at Corferias, in Bogota between June 30th and July 3rd or the PLUS offices located at the Fairgrounds at the Jose Maria Cordova International

Airport in Rionegro. In order to claim the badges the exhibitor must have a copy of the signed contract and proof of payment of 100% of the value of the stand. Additionally, prior to the event the Commercial Department will send an Excel documents that the companies must fill out with the personal information of those who will have exhibitor badges. The company representative must then approach the PLUS with this information in a USB, CD, etc. in order to be given personalized badges.

Should you require additional credentials, you must submit a letter from the company requesting the additional number required and pay the corresponding cost at PLUS offices (Corferias or Jose Maria Cordova International Airport in Rionegro).

- **Assembling Badges**

They are valid during the assembly stage and expire on the first day of the trade fair. They must be worn by the people involved in the assembling, who work in the construction and decoration of stands and are under the supervision and full responsibility of the exhibiting company. An unlimited amount is delivered according to the needs of each exhibitor.

- **Dismantling Badges**

They must be worn by the personnel in charge of stand dismantling that do not have exhibitor 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 finished, 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.

- **Badges without Cost per Square Meter**

IN DOOR EXHIBITION AREA	EXHIBITOR BADGES	EXHIBITOR INVITATIONS
1 - 20 m ²	6	10
21 - 30 m ²	8	15
31 - 40 m ²	8	20
41 - 50 m ²	10	25

51 - 60 m ²	10	30
61 - 70 m ²	12	35
71 - 80 m ²	12	40
81 m ² or more	14	45
AIRCRAFT	6	10

* **Note:** For every additional aircraft, the exhibitor will be given an additional 2 badges, and 5 invitations.

- **Ticketing**

Ticket prices are detailed below:

TICKETS	UNIT PRICE (COP) *
Ticket Professional Visitor: July 11th and 12th	\$ 60.000
Ticket General Public: Julio 13th and 14th	\$ 28.000
Child Ticket	\$ 14.000

- Additional Badge Cost COP: \$.* 55.000
- Additional Invitation Cost COP: \$.* 28.000

* **Values Subject to Change**

**4. THE RECEPTION AND RELEASE OF GOODS AT THE TRANSITIONAL DUTY-FREE ZONE
INTERNATIONAL AIRSHOW. F-AIR COLOMBIA 2015.
RESOLUTION No. 0593 OF APRIL 12, 2019.**

FOREIGN GOODS

- **Shipment of Goods**

Exhibitors will be able to dispatch merchandise to the Jose Maria Cordova International Airport as of June 10th, 2019. It will be possible to receive merchandise for F-AIR Colombia 2019 until July 14th, 2019.

Important: For retail sale, merchandise coming from abroad must be nationalized before the development of the trade fair.

- **Domestic and Nationalized Goods**

Exhibitors can send goods to the Jose Maria Cordova International Airport during the days allotted for assembling before the start of the trade fair. Once the trade fair is over, goods to be removed must be controlled in accordance with the requirements set in the dismantling notice.

- **Instructions for the Shipment of Foreign Goods**

Exhibitors must LIST their merchandise in a transport document which must be filled out and submitted to the transportation company in charge, addressed as follows:

- AERONAUTICA CIVIL- F-AIR COLOMBIA 2019, ZONA FRANCA TRANSITORIA - AEROPUERTO INTERNACIONAL JOSE MARIA CORDOVA – RIO NEGRO - ANTIOQUIA.
- Exhibitor Name
- Pavilion and Stand Number
- RIO NEGRO - ANTIOQUIA,
- **NOTIFY**
AERONAUTICA CIVIL

- **Supporting Documents**

All merchandise must be dispatched with the following support documents:

- Commercial Invoice with a detailed description of the goods, addressed to the exhibitor or the representative in Colombia.
- Packing List
- Transportation documents (Air waybill, BL. Lengthening of Journey or D.T.A.C.
- Permits or clearances, from the competent authority, that are required in order to exhibit the goods at the show.

- **External Identification of Packages**

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

- a) Transitional Duty-Free Zone
 - b) F- AIR COLOMBIA 2019
 - c) Exhibitor Name or Representative
 - d) Pavilion/Hall and Stand Number
 - e) Rionegro – Antioquia
- **Period for which goods remain at the Transitional Duty-Free Zone**
 - a) Exhibitor's goods may remain in the warehouses that have been designated for this purpose, with no cost, up to seven (7) days after the end of the trade fair.
 - b) Beginning on June 10th until August 14th, 2019, the storage cost will be COP \$23.000 per day, per kilo, plus VAT.
 - c) Starting on August 6th, any merchandise that is still in the warehouse will be officially declared "abandoned."

RECEPTION OF FOREIGN GOODS

Reception Forms

The forms are free of charge and it is mandatory to fill them out.

Foreign goods can be received with forms 1 and 4.

FORM No. 1

Reception of Foreign Goods and/or Goods Transferred from Duty-Free Zones

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.

For the transfer of Merchandise from one duty-free zone to another

Covers the goods transferred from on free trade zone to another, either Industrial Goods and Services or Transitional. This form must be accompanied by the supporting documents previously stated, and must also include the Transfer Permits issued by the DIAN, if it is from the same jurisdiction or the D.T.A. if it is from another jurisdiction.

FORM No. 4

Applies to free simple products coming from abroad and consigned to the trade fair. It covers material to be distributed, consumed or tasted during the exhibition days; the amount assigned by the DIAN is of USD \$2,000.

This form must be accompanied by the supporting documents previously stated, clarifying that the invoice must specify that the material has no commercial value and for Customs' purposed it cannot surpass the amount authorized by the DIAN.

RECEPTION OF DOMESTIC AND NATIONALIZED GOODS

FORM No. 2

Applies to merchandise that is readily available within the national customs territory. It is essential to attach a photocopy of the Customs Declaration if an importer, or Commercial Invoice if a Distributor.

FORM No. 3

Applies to the reception of domestic goods, i.e. those manufactured, produced or made in Colombia; it does not require attachments.

RELEASE OF GOODS FROM THE TRANSITIONAL DUTY-FREE ZONE

Forms for the Release of Goods

FORM No. 5

This form covers the goods removed from the Transitional Duty-Free Zone to be transferred to an industrial user of a free trade zone, either industrial of goods and services or transitory. Exhibitors must complete this process with the Foreign Trade Office and the DIAN.

FORM No. 7

Applies to merchandise that will return to Country of origin or to another Country. Exhibitors must complete this process with the Foreign Trade Office and the DIAN

FORM No. 8

This form covers goods that were nationalized within the Transitional 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 complete this process with the DIAN and the withdrawal must be documented and

Goods that entered with Forms No. 2 or 3 may be released once the event is over with copies filed by the Foreign Trade Office and that were given to the exhibitor at the moment the goods were received.

BEAR IN MIND THE FOLLOWING INFORMATION

- Foreign merchandise may enter the country through the enabled ports of Barranquilla, Cartagena, Buenaventura and Santa Marta. The merchandise must be transferred to Rionegro Antioquia with the DTA (Customs Transit Declaration) or the Continuation of Journey. In addition, the border areas of Venezuela and Ecuador have also been enabled and the merchandise must be transferred with DTAC (Customs Transit Declaration by Highway), documents filled out by a customs intermediary society authorized by the DIAN.
- Merchandise that is directly related with the event will be received and must have all clearances or permits from the competent authorities in our country.
- All merchandise entering must be exposed.
- Merchandise will be received at the Special Transitional Free Trade Zone until the fair's last day July 14th, 2019.
- Once the trade fair is over, merchandise which has not been nationalized must return to the storage (those listed in Form No. 1).
- It is important to check the tariff position of the merchandise before shipment in order to know if clearances, certificate of origin, permits, restrictions etc. are required due to the fact that they must be filled out at a specific moment. The objective is to know the requirements demanded by the Colombian Customs.
- The Foreign Trade Office requires that the exhibitor, his representative or the contracted Customs Agency, be responsible of the legality and the good management of the merchandise.

- The Foreign Trade Office will not deliver any merchandise that has not been previously nationalized or authorized to re-issue or to transfer.
- Any charges for handling merchandise within the Transitional Duty-Free Zone will be assumed by the exhibitor or by the authorized Customs Agency.
- Merchandise may remain until July 14th, 2019 in the Transitional Duty-Free Zone.
- Merchandise that has not been removed from the Transitional Duty-Free Zone by August 6th, 2017 will be considered abandoned in favor of the Nation.
- The elements needed for installation, decoration and for the development of fair's participation must be listed in the Form 3.
- You will be informed of any change or adjustment to this document at the appropriate moment, so that you can take account when dispatching merchandise to the fair.

Quotas authorized by the DIAN for free sample products

Trade Fair Duration	Quotas
Trade fairs of 1 to 3 days	US\$ 1000
Trade fairs of 3 to 5 days	US\$ 2000
Trade fair of 6 days or more	US\$ 3000

RECEPTION AND RELEASE GATES FOR GOODS

The reception and release gates that have been authorized for incoming and outgoing merchandise and elements mentioned above are:

Entrada	Salida
Vehicular entrance/ Loading Door	Vehicular exit/ Loading Door

5. EXHIBITION AREAS – ASSEMBLING AND DISMANTLING

The location of exhibitors is carried out according to the general layout of the trade fair, and in the allotted zone and area that has been defined by the coordination of the event and specified on the stand booking application and other documents governing participation.

However, the Organizing Committee reserves the right to relocate the exhibitor in any other space if deemed necessary, respecting the dimensions 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 pull and complete fulfillment of the obligations undertaken by the exhibitor.

5.1 NORMAS BÁSICAS PARA MONTAJE, DECORACIÓN Y DESMONTAJE DE STANDS

- a. The exhibitor and/ or assembling companies will be obligated 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 Organizing Committee 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 right to receive any amount for any damage or deterioration this may cause.

• HANDING OVER OF THE EXHIBITION AREA

- a) The Organizing Committee will deliver the rented spaces to the exhibitor, in accordance with the conditions set in the exhibition contract or that which was agreed upon with the exhibitor.
- b) For admission to the trade show, exhibitors or assembling companies must produce exhibition contract, movement of goods form (including assembly items), assembling badges and social security documents (occupational hazard insurer – ARP- and healthcare system –EPS-) of people involved in installation. If complete documentation is not submitted, the Organizing Committee will not deliver the exhibition areas.

c) Spaces will not be delivered for assembling before the date scheduled.

- **DEVELOPMENT OF ASSEMBLY**

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; the Organizing Committee will not modify its facilities to suit the design of the stand.

b) 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.** Additionally, any **DIVIDING OR DECORATIVE ELEMENTS SHOULD NOT BE TAMPERED WITH, WHAT'S SO EVER.**

c) All stands must comply with **Earthquake Resistance Regulations 2010 NSR-10.** The Organizing Committee will not review or approve structural design or construction system of the stand as this is responsibility of the exhibitor or assembling company.

d) The exhibitor or person in charge of assembling shall respect the perimeter that defines the exhibition area on the floor plan.

e) 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.

f) Exhibitors 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.

g) All installations shall plan the use of optimum finishes for all facades that can be seen from any point of the exhibition (black walls).

- h) 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 the Organizing Committee.
- i) Every installation company must have the necessary tools and equipment needed to carry out their work. The Organizing Committee will not lend or rent tools or equipment for assemblies.
- j) Presentations in the exhibition areas (shows, parades, cocktails, etc.) require prior authorization from the Organizing Committee. The designs for these presentations should consider visitor circulation areas surrounding the stand, without interfering or using pavilion circulation areas.
- k) Exhibitors and installers shall take the necessary measures to prevent paint stains, punctures, cuts, or burns on the carpet. In case of damage, the Organizing Committee will charge for the replacement and/or impose fines for damage considering the ranges for the application of fines indicated in this document.
- l) Materials abandoned in common areas or outside the area assigned to the exhibitor are considered trash or debris. The Organizing Committee can remove materials, objects or merchandise abandoned in public or circulation areas without taking responsibility for their condition or whereabouts, and charge expenses generated by this operation.
- m) Exhibitors 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 and/or floor of the pavilions.
- n) The partition system serves a bounding rather than structural function; therefore only items such as paintings, posters, etc. weighing no more than 5kg. can be hung per meter of white panel.

The exhibitor and/or electrical installation company will be responsible for ensuring that wiring complies with:

- Documentation of staff in charge of the installation – electrician certificate.
- Controlling the type and quality of the electrical equipment used:
Only original Centelsa or Procables, brands.
Good condition of electrical appliances they wish to install such as lighting, plugs, power strips, connection terminals, etc.
- Elements that are deteriorated (electrical material) or those that pose risk of short circuiting, **cannot** be used
- Providing in advance the wiring diagram to be implemented in a special assembly, detailing charges and equipment to be used, endorsed by an electrical engineer.
- For charges that exceed 2 KW, you must install an electrical protection (taco/breaker undamaged) within the stand.
- Using caution when installing, avoiding warehousing and storage items or goods which may have contact with power distribution strips or other elements that may cause faults or short circuits.

It is important to indicate that the Organizing Committee will deliver an electrical point of connection in the stand with verifiable electrical parameters (voltage level, kilowatts to be used), and from there on 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/her equipment.

- o) For security and logistic reasons, exhibitors and installers should not block for any reason Electrical Boxes, Fire Extinguishers, Fire Cabinets, or Doors during assembly, event or dismantling.
- p) 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.

- q) If the exhibitor requires additional services (such as telephone, furniture, electricity, water) he/she must fill out the “Application and Booking of Rental Services,” and must be paid in the allotted time if so required by the customer. The exhibitor must consult the Customer Service Center – PLUS at Corferias, or at the Pavilion at the Jose Maria Cordova International Airport for specifics about the available services.
- r) Corferias reserves the right to withdraw any item that is not approved by the Organizing Committee of the trade fair
- s) The tents for aircraft (service desk) (3x3m) include basic furniture and the tent structure cannot be modified what’s so ever.

- **Height**

- a) The maximum height allowed in the pavilions is 2.40 meters. If for reasons of design the stand must be higher, it shall be separated one meter from adjoining stands and will require prior authorization from the Assembling Office, which reserved the right to approve the request. It is important to confirm the height of pavilions before assembly.

Andrea Sarnari Kuehle	Assembling Manager	Tel. 3810000 Ext. 5760	asarnari@corferias.com
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- **Hanging elements**

- It is forbidden to hang elements; authorization to hang even the lightest object is strictly banned.

- **Electrical Networks**

- a. The voltage of the electricity service is 110 volts for monophasic and 208 volts for triphasic, both with a frequency of 60 Hz and variations of about 10%. We recommend using stabilizers

and/or voltage regulators, UPS, regulated boards, fuses, step-up transformers, etc. to strengthen the protection of computers, electronic equipment and machinery with electronic control.

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 Electronic Technicians) and comply with the Technical Regulations for Electrical Installations (RETIE). Otherwise the Organizing Committee will not allow the installation of any elements and/or equipment.

c. The exhibitor and/or electrical installation company will be responsible for ensuring that wiring complies with:

Documentation of staff in charge of the installation (electrician certificate.); controlling the type and quality of the electrical equipment used; only original Centelsa or Procables, brands; 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 the wiring diagram to the CORFERIAS Coordination of Electrical Network, 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 items or goods which may have contact with power distribution strips or other elements that may cause faults or short circuits.

f. The Organizing Committee will deliver an electrical point of connection in the stand with verifiable electrical parameters (voltage level, kilowatts to be used), and from there on 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/her equipment.

g. For safety and logistic reasons, exhibitors and installers should not block for any reason Electrical Boxes, Fire Extinguishers, Fire Cabinets, or Doors during assembly, event r dismantling.

- **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 the Organizing Committee operated on the roofs of the pavilions under any circumstances.

- **FIRE PREVENTION AND USE OF FIRE EXTINGUISHERS**

- The exhibitor 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 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. These are the considerations that determine the need, type and use of fire extinguishers:

Examples of elements that Create Fire Hazards	Type of Fire Extinguisher to be Used
- Using candelabra - Fire shows	(ABC) MULTI-PURPOSE (B) DRY CHEMICAL
Elementos Promocionales	Tipo de Extintor a utilizar
- Samovars and other items to prepare or heat food - Comburent agents (disinfectants containing peroxides)	(ABC) MULTI-PURPOSE (ABC) MULTI-PURPOSE
Using Sources of Energy	Type of Fire Extinguisher to be Used
- Gas - Combustible liquids - More than two electrical appliances that may generate overload.	(BC) Co2 (B) (C) SOLKAFLAM CARBON DIOXIDE

5.2 BASIC RULES FOR STAND DISMANTLING

- 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) El personal encargado del desmontaje debe portar las credenciales para tal fin (credenciales de desmontaje), y documentos de seguridad social (ARL y EPS). En caso de no presentar la documentación completa, el organizador de la feria no permitirá el desmontaje de las áreas de exhibición.
- c) The exhibitor must deliver the allocated space and the rented items to the Organizing Committee under the same conditions of preservation and cleanliness in which they were delivered.
- d) Once the term for removal has been finished, the Organizing Committee 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.

- **EXPENSES AND FINES**

- a. CORFERIAS will charge the exhibitor for repairs required as a result of damage to its facilities, buildings, carpets/floor, equipment and elements of partition system or decoration, according to the categories that appear in the following table:

Description	ELEMENT	FINES AND EXPENSES
Partition System	- Panel	- Up to 4 CLMDW
	- Profile	- Up to 3 CLMDW
	- Metal Support Structures	- Up to 2 CLMDW
	- Doors –Panel System	- Up to 10 CLMDW
	- Door lock	- Up to 3 CLMDW
Carpet	- Carpet perM2	- Up to 1 CLMDW
	- Carpet Cleaning per M2	- Up to 0.5 CLMDW
Others	- Vinyl M2	- Up to 0.5 CLMDW
		- Up to 4 CLMDW

	<ul style="list-style-type: none"> - 5mm polished glass for desk - Enamel paint M2 	<ul style="list-style-type: none"> - Up to 1 CLMDW
Electrical Installations	<ul style="list-style-type: none"> - Fluorescent tube - Fluorescent lamp 52W - Simple Porta spot - Spot Bulb - Double Porta spot - Halogen Reflector 300W - THS lamp 400 - Lamp Screen THS - THS lamp bulb - Outlet 	<ul style="list-style-type: none"> - Up to 0.5 CLMDW - Up to 4 CLMDW - Up to 2 CLMDW - Up to 0.5 CLMDW - Up to 3 CLMDW - Up to 3 CLMDW - Up to 24 CLMDW - Up to 8 CLMDW - Up to 3 CLMDW - Up to 1 CLMDW
Mobiliario	<ul style="list-style-type: none"> - Telephone set - Dismond desk - Ardeca desk - Bima desk - Acrylic chair - Spanish chair - Cube - Round Table - Key for desk - elborate - Key for desk – duplicate - Desk Lock 	<ul style="list-style-type: none"> - Up to 3 CLMDW - Up to 8 CLMDW - Up to 7 CLMDW - Up to 6 CLMDW - Up to 3 CLMDW - Up to 6 CLMDW - Up to 4 CLMDW - Up to 7 CLMDW - Up to 0.5 CLMDW - Up to 0.5 CLMDW - Up to 1 CLMDW

* C.L.M.D.W.: CURRENT LEGAL MINIMUM DAILY WAGES.

b. The costs of repairs and/or replacements owed by the exhibitor or installers will be determined by the CORFERIAS Assembling Manager, taking into account the limits established in the previous table. In the event that there is damage to CORFERIAS' facilities, buildings or installations it is agreed

upon with the exhibitor that the Assembling Manager will determine the appropriate value for the damage caused.

c. The costs of repairs and/or replacements owed by the exhibitor or installers will be billed to their name and charged according to the values set by CORFERIAS, previously informing the exhibitor. Additionally, removal of goods or decorations will not be permitted until those amounts have been settled.

6. GENERAL SECURITY MEASURES AT THE TRADE FAIR

Safety recommendations that should be taken into account by the exhibitor in order to avoid any Security issues during the trade fair.

- a) Each exhibitor is responsible for the goods and belongings from the moment they enter the Jose Maria Cordova International Airport, until their final release, hence the exhibitor must hire enough staff to take care of it and comply strictly with the opening and closing hours during assembling, exhibition and dismantling stages.
- b) The Organizing Committee 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 of the exhibitor, who must have the authorization from the Assembling Manager in order for it to be allowed to enter the pavilion.
- c) The pavilion opening and closing hours are binding, so no one may enter or stay in the pavilions outside of these times.
- d) In the event that the exhibitor contracts cleaning staff for the rented areas, he must request authorization for their admission to the Security Office. The Organizing Committee reserves the right of admission of such people.
- e) Exhibitors must not allow the stand to remain unattended during exhibition hours as any event that happens is their responsibility.

- f) The exhibitor is recommended to monitor with special care their belongings, such as wallets, calculators, briefcases, microcomputers, video beam, cell phones, jewelry, etc., during the assembly, exhibition and dismantling.
- g) Everyone without exception will be registered by the security personnel at the closing of the pavilion.
- h) It is recommended that all personnel that work with the exhibitor during assembly, exhibition, or dismantling, are trustworthy.
- i) 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 at the stand.
- j) In case of security difficulties, the exhibitor can go to the Security or Pavilion Supervisor who will be more than willing to help.
- k) Exhibitors must give immediate notice to supervisors if they see suspicious people at the opening and closing of pavilions during the trade show.
- l) The exhibitor and his employees or contractors must carry their badges at all times during their stay at the fairgrounds, during the assembly, exhibition and dismantling stages.
- m) For assembling and dismantling, personnel should have the elements of industrial and personal safety (helmets, harness, goggles, gloves, etc.) and their current ARP and EPS cards.
- n) When exhibitors hire equipment with third party companies, they should demand safety of equipment hired (steel cables and permanent staff).
- o) To enter the premises for assembling and/or dismantling purposes, security guards will ask for the various documents evidencing participation in the event (badges, DIAN form dully filled and clearance statement).

- p) Corferias does not have vehicles for transporting goods during assembly, exhibition and dismantling. Exhibitors shall be responsible for vehicles or people they hire to perform such work.
- q) It is strictly forbidden to smoke within the fairgrounds and enclosed spaces under the Agreement 79, 2003.
- r) Should an emergency occur, exhibitors or their employees shall inform the Security and/or Monitoring Supervisor.
- s) As stated in section seven of this document, as well as in the exhibitor contract (Clause Eight-Insurance), all items and/r goods that exhibitors have in the stand must be properly insured against all risk and theft with or without violence.
- t) The exhibitor may extend their policy with their trusted insurance during the time of participation in the exhibition.

Each company is responsible for ensuring the proper security measures are taken within the exhibition areas (Safes, coffer with adequate locking mechanisms, display cabinets, storeroom, locks, door-lock, etc.)

7. INSURANCE

Exhibitors must have a policy that protects their goods against all risks resulting from fire and/or lighting, explosion, disturbance, riot, malicious acts of third parties and terrorism, damage by water, damage 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.

7.1 All Risk Policy.

In the event that exhibitors have policies that cover these risks, they should ask the insurance company for a certificate which states the extent of the coverage. Exhibitors should keep with them said certificate during the trade fair and should be presented at CORFERIAS' request.

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. CORFERIAS may request the exhibitor to present these policies at any time during the event.

If the exhibitor signs the contract the day before the start date of assembling as it is specified in the exhibition contract, they must request the issuance of the policies and must sign it immediately.

Policies are issued under the following parameters:

All Risk Policy:

PRIVACY HOLDER:	Exhibitor name.
INSURED PARTY:	Exhibitor name.
COVERAGE:	Fire and/or lighting, 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, electrical equipment, mechanical machinery, etc. entering the premises of the trade fair.
VALIDITY:	From the first day of installation until the last day of dismantling.

8. COEXISTENCE RULES

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

- a) Distributing or displaying propaganda and/or print ads that the Organizing Committee deems inappropriate or inconvenient is prohibited.
- b) Actions that could be classified by the Organizing Committee as political or religious intervention, participation or proselytism, either domestic or foreign, are prohibited.
- c) Exhibitors are not allowed to distribute samples, print ads, propaganda, etc., outside the place assigned for its exhibition.
- d) Loud or rowdy demonstrations, advertising with speakers or using any system to attract public that disturbs other exhibitors or visitors at the trade fair is prohibited.
- e) Placing notices or objects beyond the boundaries of the rented exhibition area is prohibited.
- f) Posting, gluing, painting, etc. ads on sites other than the exhibition area is also prohibited.
- g) The exhibitor must refrain from requesting, installing or using electrical connections and/or telephone lines in the rented area or space, or in any other area of the fairground, without the prior written consent of the Organizing Committee.
- h) Refraining from storing or handling flammable liquids and/o materials, comburant agents, fuels explosives, toxic agents (gasoline, diesel, coal, alcohol, pesticides, ethers, industrial detergents, butane, oils, etc.) and cylinders with compressed substances or fluids (gas, oxygen, nitrogen, helium, air, etc.) inside the fairground. For entry, storage, handling and/or use of any of these items, it will be necessary to process the respective technical assessment with the Risk Prevention Office of the Fire Department Management Unit and submit it to the Security Office for validation.

- i) The maximum noise levels allowed in accordance with the standards outlined in the Ministry of Environment Resolution 0627 of 2006 (National regulations on noise emission and ambient noise), which correspond to:

**National Regulations on Noise Emission and Ambient Noise
DB(A)**

Sector	Sub-Sector	Maximum levels of noise emission allowed in dB(A)	
		Día	Noche
Sector A. Quietness	Hospitals, libraries, kindergartens, psychiatric clinics, nursing homes.	55	50
Sector B. Quietness and moderate noise	Residential areas or areas exclusively intended for housing, hotel and lodging development.	65	55
	Universities, schools, centers of study and research.		
	Parks in urban areas different to outdoor theme parks.		
Sector C. Restricted Intermediate Noise	Areas for industrial purposes such as industries in general, port areas, industrial parks, free trade zones.	75	75
	Areas for commercial purposes, such as shopping malls, stores, business establishments, automotive and industrial shops, sports and recreation centers, gyms, restaurants, bars, pubs, nightclubs, bingo halls, casinos.	70	60
	Areas for office purposes.	65	55
	Areas for institutional purposes.		
	Areas with other related purposes such as outdoor theme parks, areas for outdoor public shows.	80	75
Sector D. Suburban or rural area with	Suburban residential area.	55	50
	Rural inhabited area intended for agricultural use.		

quietness and moderate noise

Recreation and rest areas such as national parks and nature reserves.

- j) In accordance with the Ministry of Social Protection Resolution 01956 of 2008, smoking in enclosed spaces is prohibited.
- k) The sale of liquor to minors, according to Law 124 of 1994, is prohibited.

9. INTELLECTUAL PROPERTY

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

10. COMPLEMENTARY ACTIVITIES

- **Business Scheduling Activity**

F-AIR COLOMBIA 2019 will offer this complementary activity in order to ensure that those present generate new and effective business and commercial contacts. This platform will allow for the companies present at the trade fair to do business and introduce their developments and updates in the civil and defense industries to their potential clients. The purpose of this Business Scheduling Activity is to promote business integration in the Andean Region, Central America and the Caribbean by providing excellent business opportunities to companies and institution in general. For more information please consult our websites: www.f-aircolombia.com.co and www.corferias.com.

- **National and International Press Management**

Corferias carries out a press campaign which includes reviews, news, and reports about the exhibitors' innovations, products and services.

In order to carry out the press campaign, Corferias provides exhibitors with a press office, to be used at their discretion, in charge of advertising and supporting, by means of Free Press, the activities and/or launching of new products to be done within the framework of the event. Those who wish to make use of this service must send the following information to the assigned Press Office:

- Name and specialty of the exhibitor's company.
- Description of the samples that will be shown in the trade show or event.
- Dates y Times of the special activities that will be carried out during the event.

*Note: Within the framework of certain fairs and events, some massive communication media) national, regional and/or local (press, radio, and television), duly accredited by Corferias, will carry out the activity or cover the event to be divulged by said media. The exhibitor may not charge any amount to such media or to Corferias, due to the fact that this coverage done at the fairgrounds makes part of the right of freedom of the press.

- **Obtaining Infrastructure and Logistics Assistance**

The Organizing Committee offers a complete range of services that will facilitate your participation in the trade fairs' activities and its related events.

- **Merchandise Management**

The Organizing Committee offers an integral Foreign Commerce Logistic Operation service (Freight Forwarding) through the alliance that has been established with ALPOPULAR.

- **Assembly and Adaptation of the Stands**

Corferias offers assistance in the design, production, assembly, and signposting for the stands. There is also rental service and installation assistance for decorative, telecommunications and sound elements, and internet.

- **Services Rental**

The Organizing Committee provides exhibitors with general services that must be requested by filling out the “Application and Booking of Rental Services,” and paying for the requested services, at the Customer Service Center (PLUS) either at Corferias or the Pavilion at the Jose Maria Cordova International Airport.

- **Parking Coupons**

The parking areas run from 7:00a.m. Until 7:00p.m. and exhibitors will be able to purchase parking coupons in order to use this service.

- The purchase of parking coupons can be made at the PLUS located at Corferias or at the Pavilion at the Jose Maria Cordova International Airport in Rionegro. Parking areas will be available for exhibitors from the beginning of the assembly dates until the last day of dismantling
- The coupon only permits the entrance of one vehicle per day; however, two different license plate numbers may be registered. The coupon is only valid during trade show days and the system does not allow for any changes to be made.
-

11. CONTACTS IN BOGOTA

COMMERCIAL AND MARKETING DEPARTMENT		
Name	Position	Ext.
Andrés González Medina	Project Manager	Ext. 5160
Alejandro Redondo	Commercial Coordinator	Ext. 5198
Carlos Nicolas Díaz	Commercial Coordinator	Ext. 5165
Cesar Leonardo Vanegas	International Commercial Coordinator	Ext. 5421
Oscar Ramirez	Logistical Coordinator	Ext. 5139
Carlos Cujar	Secretary	Ext. 5107

CUSTOMER SERVICE CENTER – PLUS		
Laura Figueroa	Customer Service Center Coordinator	5600
July Andrea Alarcón	Operations Coordinator	5606
Wilson Rodriguez Medina	Supervisor Logístico	5632
Leidy Martinez	Information and Service Analyst	5612
Ana Lima	Customer Service Assistant (Acknowledgements, Suggestions and Claims)	8304

ASSEMBLY		
Gloria Urdaneta de Drufovka	Public Relations Manager	5065
Johana Vázquez	Public Relations Assistant	5061
Andrea Sarnari Kuehle	Assembly Manager	5760
Tatiana Avendaño	Assembly Coordinator	5761

SECURITY		
Jaime Enrique Bonilla Cardozo	Head of Security	5540

FOREIGN TRADE		
María Piedad Ramírez Fontecha	Foreign Trade Manager	5560
Hernando Gómez Higuera	Foreign Trade Professional	5562

NATIONAL AND INTERNATIONAL PRESS		
Sala de Prensa - Corferias	Paula Pimiento Communications (National Press)	5072,
	(International Press)	5084

**** This manual/handbook is subject to change ****