



corferias 

Generadores de
Oportunidades y Progreso

CONDITIONS OF PARTICIPATION

CORFERIAS

Miembro de:



Filial de:



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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.

1. BOOKING PROCESS AND PAYMENT OF EXHIBITION CONTRACT

The process for booking space begins with the completion of the "Stand Booking Request" by the exhibitor, which shall be delivered to the Sales Coordinator in charge of the trade fair, attaching a copy of the Tax ID Record, Certificate of Incorporation and Legal Representation updated, if is a Legal Entity, or photocopy of the Identity Card of the Exhibitor, if is a Natural Person. Once the space is booked, the sales division will proceed to prepare the exhibition contract that should be signed by the legal representative of the exhibiting company or by the Exhibitor, if is Natural Person, and CORFERIAS.

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

2. TERMS OF PAYMENT

The payment method with which the exhibitor can pay rented spaces and/or services include online payment, bank transfer, cash only for amounts under \$ 10 million, check, credit card or debit card; national collection deposit. If the payment is made abroad, it must be in accordance with the conditions specified in the "Exhibitor's Guide" located on the website of the respective trade fair.

3. BADGES AND INVITATIONS FOR THE EXHIBITOR

According to the rented space, each exhibitor is entitled to a specific amount of badges and invitations, which are defined in the "Exhibitor's Guide" published on the website of the respective trade fair. The badges and invitations should be requested at the Customer Service Center (PLUS) and removed before the start date of the trade fair or event.

3.1. Types of badges:

- **Exhibitor badges**

They are personal and non-transferable and must be carried by the directors of the exhibiting company. They must have photo and identification number of the bearer.

- **Service badges**

They are personal and non-transferable and help identify service personnel working at the stand. They must have photo and identification number of the bearer.

- **Assembling badges**

They are valid during the assembly stage and expire on the first day of the trade fair. They must be carried 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 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.

Exhibitors may request additional badges which cost can be consulted in the "Exhibitor's Guide" published on the website of the respective event. To purchase additional badges, exhibitor must submit the exhibition contract and provide the identification number and photo of the bearers.

3.2. Rules for badge use

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

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

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

CORFERIAS is a Special Permanent Duty-Free Zone, i.e., foreign goods entering the premises do so under a custom duty suspension system. This benefit applies to the following goods:

- Goods for display.
- Free sample products.

- Print ads, brochures and other advertising material.
- Materials for decoration, maintenance and provision of pavilions, food and beverages.

4.1. SHIPMENT OF GOODS

4.1.1. Foreign Goods

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

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

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

• Supporting documents

Goods shall be dispatched with the following supporting documents:

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

• Identification of goods

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

- a. CORPORACIÓN DE FERIAS Y EXPOSICIONES S.A.
SPECIAL PERMANENT DUTY-FREE ZONE CODE No. 942
- b. Trade Fair Name (write the name of the show in which it participates)
- c. Exhibitor or Representative Name
- d. Pavilion Number and Stand Number
- e. Bogotá – Colombia

4.1.2.Domestic and Nationalized Goods

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

4.2. RECEPTION OF GOODS TO THE DUTY-FREE ZONE

4.2.1.Foreign goods

Only a customs broker can make the process of transfer and reception of goods.

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

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

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:

GENERAL CONSIDERATIONS

- a) CORFERIAS only allows the reception of goods that are directly related to the trade fair.
- b) In order to facilitate the participation of exhibitors at the trade fair, it is suggested that the merchandise is displayed in its entirety at CORFERIAS; otherwise, it will remain in the Foreign Trade Warehouse of CORFERIAS, which will charge for its storage.
- c) The exhibitor, his representative or hired Customs Broker are responsible for the legality and good management of merchandise.
- d) Any charges for handling goods within the Special Permanent Duty-Free Zone will be borne by the exhibitor or authorized Customs Broker.
- e) It is important to verify tariff item of goods before shipment in order to determine if they require approvals, certificates of origin, permits, restrictions, etc., which must be filled out.
- f) The purpose of this is to meet the requirements of the Colombian Customs. Goods from abroad can be received until the last day of the trade fair. Goods from abroad may enter through ports authorized by the DIAN (Barranquilla, Cartagena, Santa Marta and Buenaventura) having as support the DTA (Customs Transit Declaration) or Lengthening of Journey. Moreover, if merchandise enters through the border with Venezuela and/or Ecuador, it should be supported by the DTAC (Inland Customs Transit Declaration). Those goods arriving by air can enter by authorized airports.
- g) Goods can only be nationalized by a natural person or legal entity with identification card or Tax ID of the Republic of Colombia.
- h) Please consider the conditions of transport document endorsement.
- 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.

GOODS FOR RETAILING

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

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

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

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

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

4.2.3.Reception of goods forms.

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

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

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 applied to free sample products coming from abroad and consigned to the trade fair. It covers material to be distributed, consumed or tasted during the exhibition days.

For foreign items to be consumed, distributed, used and which are considered free sample products, the text of the bill is required to describe that they actually are samples of no commercial value, that their distribution or use is free, that for customs purposes it shall not exceed the amount authorized by the DIAN, and that there will be no transfer of foreign currency to the country of origin for that amount.

This form must be supported by the following documents: commercial invoice (in Spanish, with a detailed description of the goods and a note for free sample products) to the name of the exhibitor or his representative in Colombia, packing list and transport document (AWB, BL, lengthening of journey or DTAI, specifying tariff item).

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

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

Quotas authorized by the DIAN for free sample products

Days of trade fair	Quota
Trade fairs of 1 to 3 days	US\$ 1000
Trade fairs of 3 to 5 days	US\$ 2000
Trade fairs of 6 days or more	US\$ 3000

4.3. RELEASE OF GOODS

4.3.1. Release of foreign goods

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

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

When goods are removed after six (6) day of event completion, the exhibitor must pay the value corresponding to their storage, which will be calculated until the day they are taken away. Similarly, the exhibitor shall process the forms required for the release of goods depending on the type of operation to be performed, which can be consulted on the website of the respective trade fair.

- c. CORFERIAS will not deliver foreign goods that have not been previously released by document (i.e., nationalized, authorized for reissue or authorized for transfer to an industrial user of another free trade zone) of the Foreign Trade division and the DIAN at CORFERIAS.
- d. If the exhibitor intends to reissue or transfer merchandise from one free trade zone to another, he must hire a transport service that allows to seal merchandise with security seals (trucks) so that Customs in CORFERIAS authorizes the execution of this operation.

e. The process for the release of foreign goods can only be conducted by a Customs Broker.

EQUIVALENCE OF FORMS FOR THE RELEASE OF NON-NATIONALIZED GOODS

FORM 5: Transfer of goods from an industrial user to another duty-free zone

This form covers the goods removed from CORFERIAS to be transferred to an industrial user of a free trade zone, either industrial of goods and services or temporary. Exhibitors must complete this process with the Foreign Trade office of CORFERIAS and the DIAN through a Customs Broker (remember to submit a copy of the agreement with the user of the free trade zone receiving your merchandise).

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

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

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

FORM 8: For the release of nationalized goods within the duty-free zone

This form covers goods that were nationalized within the Special Permanent Duty-Free Zone. The processing of this form must be performed by a natural person or legal entity with Colombian identification card or Tax ID. The exhibitor must conduct this process with the DIAN, while documentary and physical removal of the goods must be made with the Foreign Trade office of CORFERIAS through a Customs Agent.

This form has an annex called **STATEMENT OF KNOWING THE PERSON NATIONALIZING THE GOODS**, which should be fully completed and supported by a photocopy of Certificate of Chamber of Commerce and Identification Card of Legal Representative.

4.3.2. Release of domestic and nationalized goods

Goods entered with form No. 2 "Reception of nationalized goods" and form No. 3 "Reception of domestic goods" **do not need to fill out the release form.**

These goods are removed from the fairground after the event is over, with copies of Clearance Statement or Authorizations for Provisional Release of Goods signed and stamped by the Foreign Trade office of CORFERIAS and each Operational Supervisor.

4.4. LOCATION OF FORMS - DOMESTIC AND NATIONALIZED GOODS

Exhibitors must visit the website www.corferias.com and go to "Fairs and Events" where the link "Go to the Exhibitor area" 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.

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 Leadership of the Foreign Trade Department of CORFERIAS (the CORFERIAS Foreign Trade Coordinator will be the person responsible for providing usernames and passwords for this procedure).

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

5. EXHIBITION AREAS - ASSEMBLING AND DISMANTLING

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.

5.1. 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. CORFERIAS 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 Assembling office of CORFERIAS.
- 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 Assembling office of CORFERIAS.

5.1.1.Delivery of areas

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

- For admission to CORFERIAS, exhibitors or assembling companies must produce exhibition contract, movement of goods form (including assembly items), assembling badges and social security documents (occupational hazard insurer -ARL- and healthcare system -EPS-) of people involved in installation. If complete documentation is not submitted, CORFERIAS will not deliver the exhibition areas.
- Outdoor areas will be delivered by CORFERIAS in their current conditions at the time of the respective contract. The exhibitor or applicant for such areas shall provide for the adaptation of the same and make special facilities such as gravel and platforms.
- Exhibitors located in outdoor areas, especially in the Plaza de Banderas area, should request approval for the design and construction of the exhibit to the Assembling office of CORFERIAS at least 15 days before assembling date. CORFERIAS will reserve the right to request modifications to the design and the costs incurred because of this will be borne by the exhibitor.

- Spaces will not be delivered for assembling before the date scheduled for purpose, which can be found in the "Exhibitor's Guide" published on the website of the respective trade fair. However, in exceptional cases and if weather conditions allows it, the Assembling Office may authorize advance use of space and collect existing fees for area occupation and consumption of services. The space delivered cannot be used as a production workshop as it should only be used for the assembly and assembling of parts or modules manufactured in advance.
- For safety reasons, no AUTOCAD-format plans will be delivered. Only PPT/JPG files or hard copies are accepted.

5.1.2. 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 wells 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 rrecover 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 /m²
- 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.

5.1.2.1. Assembling - 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 reserves the right to approve the request. It is important to confirm the height of pavilions before assembly.
- b. For outdoor areas in front of Pavilions 3 and 6, the maximum height is 3 meters. For the remaining outdoors areas, the maximum height is 5 meters. Heights greater than these will not be allowed in order not to ruin the visibility of neighboring stands. If for reasons of design the stand must be higher, authorization must be requested 15 days before the assembly to the Assembling Office, which reserves the right to grant it without any obligation to pay the Exhibitor any compensation if design is rejected or modified.

5.1.2.2. Assembling - Hanging Items

- a. Hanging items on wood trusses of Pavilions 3 and 6 is prohibited. Taking down any part of these structures, no matter how light it is, is not allowed.
- b. If the exhibitor or assembling company requires taking down anything from roofs or structures of other pavilions, they must request authorization to the Assembling Office at least 15 days before the start date of installation.

5.1.2.3. Assembling - Electrical Networks

- a. The voltage of the electricity service supplied by CORFERIAS is 110 volts for monophasic and 208 volts for triphasic, both with a frequency of 60 Hz and variations of about 10%. We recommend using stabilizers and/or voltage regulators, UPS, regulated boards, fuses, step-up transformers, etc. to strengthen the protection of computers, electronic equipment and machinery with electronic control.
- 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.

5.1.2.4. 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

<http://corferias.com/pdf/rental-services-request-form-2016.pdf>

These additional services have a cost defined in the form.

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

5.1.3. 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:

Examples of elements that create fire hazards	Type of fire extinguisher to be used
<ul style="list-style-type: none"> • Using candelabra • Fire shows 	<ul style="list-style-type: none"> • (ABC) MULTI-PURPOSE • (B) DRY CHEMICAL
Promotional items	
<ul style="list-style-type: none"> • Samovars and other items to prepare or heat food • Comburant agents (disinfectants containing peroxides) 	<ul style="list-style-type: none"> • (ABC) MULTI-PURPOSE • (ABC) MULTI-PURPOSE
Using sources of energy	
<ul style="list-style-type: none"> • Gas • combustible liquids • More than two electrical appliances that may generate overload. 	<ul style="list-style-type: none"> • (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.
- The personnel in charge of disassembly must carry dismantling badges and social security documents (occupational hazard insurer -ARL- and healthcare system -EPS-). If complete documentation is not submitted, CORFERIAS will not allow dismantling of exhibition areas.
- 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.
- 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.

5.3. REPAIR AND DAMAGE

- a. Stands must be fully assembled before the opening hour of the show; otherwise, CORFERIAS may impose fines to the exhibitor to the value of 1 SMMLV. There will be no place to imposing mentioned fines when CORFERIAS does not deliver the space to the exhibitor within the times set out in the exhibition contract.
- 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:

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	<ul style="list-style-type: none"> • Telephone • Dismond desk • Ardeca desk • Bima desk • Acrylic chair • Spanish chair • Cube • Round table • Desk key - making • Desk key - duplication • Desk handle 	<ul style="list-style-type: none"> • Up to 3 SMDLV • Up to 8 SMDLV • Up to 7 SMDLV • Up to 6 SMDLV • Up to 3 SMDLV • Up to 6 SMDLV • Up to 4 SMDLV • Up to 7 SMDLV • Up to 0.5 SMDLV • Up to 0.5 SMDLV • Up to 1 SMDLV
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* **S.M.D.L.V: Current Legal Daily Minimum Wage.**

The exact value of the repair and/or replacement will be determined by the Assembling Office of CORFERIAS, considering the limits indicated in the table above. In the event of CORFERIAS damage to facilities, buildings or infrastructure, both parties will jointly determine the appropriate value of damage.

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. The storage of items that remain within the fairground will be charged according to the rates established by CORFERIAS, which may be consulted in the "Exhibitor's Guide" published on the website of the respective trade fair.

6. GENERAL SECURITY MEASURES AT THE TRADE FAIR

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

- a. CORFERIAS has general security measures in trade fairs and events, but each exhibitor is responsible for their goods and belongings from the moment they enter the fairgrounds until their final release, hence the exhibitor must hire enough staff to take care of it and comply strictly with the opening and closing hours during assembling, exhibition and dismantling stages.
- b. CORFERIAS is not responsible for the goods entering the pavilion at assembly, disassemble or during the trade fair. In cases where it becomes necessary to bring in goods at assembly, disassemble or during the trade fair, their security depends on the exhibitor.

- c. The pavilion opening and closing hours are binding, so no one may enter or stay in the pavilions outside of these times.
- d. 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.
- e. Exhibitors must not allow the stand to remain unattended during exhibition hours as any event that happens is your responsibility.
- f. Exhibitor is recommended to monitor his belongings and/or valuables with special care.
- g. Everyone without exception will be searched by the security personnel at the closing of each pavilion.
- h. Upon closing the pavilion, the stand must be closed with all the security measures that the exhibitor deems necessary. It is recommended that personal items are not left in the stand.
- i. In case of security difficulties, the exhibitor can go to the Security or Pavilion Supervisor who will be willing to help you.
- j. Exhibitors must give immediate notice to supervisors if they see suspicious people at the opening and closing of pavilions during the trade show.
- k. The exhibitor and his employees or contractors must carry their badges at all times during their stay at the fairgrounds in the stages of assembling, exhibition and dismantling.
- l. For assembly and disassemble, personnel should have the elements of industrial and personal safety (helmets, harness, goggles, gloves, etc.) and their current ARP and EPS cards (occupational hazard insurer -ARL- and healthcare system -EPS-).
- m. When exhibitors hire equipment with third party companies, they should demand safety of equipment hired (steel cables and permanent staff).
- n. To enter CORFERIAS for assembling and/or dismantling purposes, security guards will ask for the various documents evidencing participation in the event (badges, DIAN form duly filled and clearance statement).
- o. CORFERIAS does not have vehicles for transporting goods during assembling, exhibition and dismantling. Exhibitors shall be responsible for vehicles or people they hire to perform such work.
- p. Cartage service for internal transport of goods is provided by personnel duly uniformed and identified. This service is provided independently and CORFERIAS is not responsible for the goods transported by this means, so exhibitors must take care of their merchandise.
- q. All waste (organic, plastic, glass) shall be disposed of in a controlled manner in places established for this purpose, according to its characteristics.

- r. Should an emergency occur, exhibitors or their employees shall inform the Security and/or Monitoring Supervisor to Ext. 5542-5544.
- s. As provided in section seven of this document, as well as in the exhibitor contract (Clause Eight-Insurance), all items and/or goods that exhibitors have in the stand must be properly insured against all risks and theft with or without violence.
- t. The exhibitor may not install or setup any type of elements, structures or displays that block the surveillance cameras that are installed in the venue. Should the exhibitor fail to comply, CORFERIAS will remove such elements, and will charge all removal expenses that may take place to the exhibitor.

7. INSURANCE

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

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

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

7.1. Procedure for Acquiring and Submitting the Policy.

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

PARAGRAPH: In case that Exhibitor does not present to CORFERIAS the insurances required in the exhibition contract, CORFERIAS will not be responsible for damage or losses on the Exhibitor's goods at assembly, disassemble or during the trade show event. Therefore, the care of those goods is sole responsibility of the Exhibitor.

8. COEXISTENCE RULES

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

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

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

Sector	Sub-sector	Maximum levels of noise emission allowed in dB(A)	
		Day	Night
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 quietness and moderate noise	Suburban residential area.	55	50
	Rural inhabited area intended for agricultural use.		
	Recreation and rest areas such as national parks and nature reserves.		

The breach of this provision will allow CORFERIAS to sanction the exhibitor, which will range from two (2) requirements to fit the permitted noise levels or the closure of the stand, if the exhibitor does not attend the two (2) previously requirements made by CORFERIAS.

- i. In accordance with the Ministry of Social Protection Resolution 01956 of 2008 or any rule that modify, regulate, add or repeal, smoking in enclosed spaces is prohibited.
- j. The sale of liquor to minors is prohibited, according to Law 124 of 1994 or any rule that modify, regulate, add or repeal.

9. INTELLECTUAL PROPERTY

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

10. ATTACHED

CIRCULAR:

TERMS AND CONDITIONS FOR USE OF WIRELESS ACCESS EQUIPMENT & WIFI ACCESPOINT INSIDE THE FAIRGROUND OF THE INTERNATIONAL BUSINESS AND EXHIBITION CENTER CORFERIAS S.A.

APRIL 30th, 2014

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

1. Corferias' Technology Department, as responsible for the management of radio spectrum in the facilities of the Corporation, may carry out the necessary actions to suspend unauthorized points of access; as well as to inform the tuning and configuration parameters for those communications equipments that do not meet the required conditions for the proper performance of the wireless service.

2. Internet services provided by CORFERIAS to exhibitors will be delivered as a wired solution. The use of wireless technologies is restricted, except in cases with the presence of a prior authorization from Corferias' Technology Department, where exist problems of access to network services or by special circumstances where this could be demanded. In these cases exhibitors may install their own wireless access equipment and wifi access point, under the following conditions: (i) These equipments cannot handle electric power higher than normal standards through walls broker systems or that generate interference to the other network systems around; (ii) wireless equipment setups must match to regular power standards, according to the agreed space, which corresponds to 3 dBm.

3. If exhibitors consider the area assigned to them is not covered by the CORFERIAS' network service, must inform to PLUS office or to Corferias' Technology Department (Tel. 381 00 00 Ext. 5854-5855-5866) who will find the fastest and most appropriate way to provide proper coverage to that area.

4. In order to ensure the wireless service, exhibitors or visitors, must have the following features in their devices and/or computer equipment:

A. Wireless network card with protocol 802.11g /n in the band 2.4 Ghz and/or protocol 802.11 a/n in 5 GHz band. Service not guaranteed in Protocol 802.11b due to technological obsolescence.



B. Operating System not less than 4 years (Windows 7 or higher recommended)

C. Smartphones and tablets shall comply with Protocol 802.11 a/g/n 2.4 and 5 Ghz.

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

6. The wireless system should be taken as a rapid access solution for consultation and should not be viewed as a corporate solution for products with high demanding of data. CORFERIAS does not ensure a 100% connectivity for each individual electronic devices in the fairground. The wireless service provided could not meet the specific connectivity requirements to users in areas in which the features of personal computers are unknown and where market specifications of these devices work with dissimilar protocols and frequencies.

11. Virtual Stand

The opportunity to use our Virtual Stand Tool is a benefit that Corferias offers to our exhibitors, which you can access by the link “Exhibitors Platform” on the web site of the tradeshow.

If you have any doubt, please contact the trade show commercial secretary or our Technical support area on the email aballen@corferias.com or call + 571 381 00 00 Ext.: 5854

Note: This benefit does not apply on rent tradeshows.