



2023

# Exhibitor's manual

**IntegraTEC™**  
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The **Latin American** exhibition &  
conference for **technology systems**  
**integration**

**October 26 & 27, 2023**  
**Colombia**

**CORFERIAS CONVENTION CENTER, BOGOTA**

Cra. 37 #24 - 67, Bogota, Colombia

**WWW.INTEGRATEC.SHOW**



The **Latin American**  
**exhibition & conference** for  
**technology systems**  
**integration**

## October 26 & 27, 2023

**CORFERIAS CONVENTION CENTER, BOGOTA, COLOMBIA**  
**GRAND HALL, PAVILION 17**

The objective of this manual is to guide you to make your participation in the congress and trade show more efficient.

Here you will find key aspects of the organization and development of the events. If you have additional questions you can consult the website:

**WWW.INTEGRATEC.SHOW**

## Organizing **Committee:**

Miami **+1 [305] 285 3133** | México **+52 [55] 4170 8330**

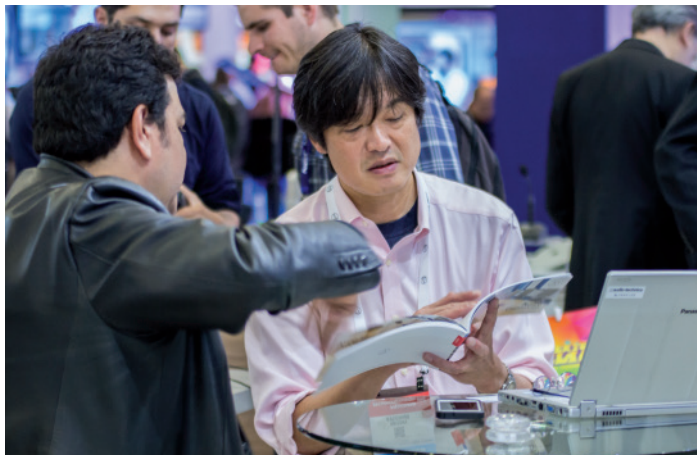
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## Exhibitor's manual

Before, during and after the event, you may access all information through **[www.integratec.show](http://www.integratec.show)**

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### Booth Components

**Cost per sq.m USD 72.**

Including:

- 1 Table
- 2 Chairs
- Valance with company name
- Basic carpeting
- Electrical outlet at 110 v.

All additional electrical services must be contracted with CORFERIAS PLUS, using the RENTAL SERVICES REQUEST AND RESERVATION form at the end of this manual [www.corferias.com](http://www.corferias.com).



In addition you will receive at the end of the event:

- Exhibitor certificate

If you require additional services for your booth, please request them in advance with the responsible suppliers.

**GRAND HALL, PAVILION 17  
 INTERNATIONAL BUSINESS  
 AND EXHIBITION CENTER  
 CORFERIAS  
 BOGOTA, D.C. COLOMBIA.**

## Exhibitor's manual

### Installation hours

#### Tuesday, October 24, 2023

	Start time	End time	Total time
Space marking	06:00	12:00	06:00
27 m² and larger booths	12:00	23:59	11:59
18 m² and larger booths	14:00	23:59	09:59
9 m² and larger booths	16:00	23:59	07:59

#### Wednesday, October 25, 2023

	Start time	End time	Total time
All booth areas	00:00	23:59	23:59

#### Thursday, October 26, 2023

	Start time	End time	Total time
All booth areas	00:00	09:00	09:00

### Exhibition schedule

	Start time	End time	Total time
Thursday, October 26, 2023	11:00	18:00	07:00
Friday, October 27, 2023	11:00	18:00	07:00

### Dismantling hours

#### Friday, October 27, 2023

	Start time	End time	Total time
All sizes	18:00	23:00	05:00

#### Saturday, October 28, 2023

	Start time	End time	Total time
All sizes	00:00	06:00	06:00

Under no circumstances booth disassembly will be allowed or its decoration items withdrawn before the time established.

Please plan ahead your agenda, to ensure you can meet the hours scheduled.



## Exhibitor's manual

### Basic rules: booth assembly, disassembly and decoration

#### Assigning exhibit space

- You may start mounting your booth after the hours indicated.
- You shall find your booth with basic paneling and equipped as aforementioned (if you paid for that).

#### Damages and fines

- Your booth must be returned such as it was received.
- Please check it is in optimal condition at the time you receive it.

Please keep the following recommendations:

- You shall not be allowed to use any sort of glue, double sided tape or plotter on the walls.
- Neither nailing, screwing or drilling any element contained in it.
- Nor moving or disassembling any of its parts.
- If any help is required, please ask the authorized personnel.
- Do not lean, overload or hang on paneling any items over 22 lb.
- Do not paint or draw paneling with any sort of ink or any cutting or piercing object.
- The exhibitor shall be liable to pay for the cost of any damages incurred.

#### Booth decoration

Maximum height allowed for booth decoration is:

- For booths with 9 meters of area - maximum height shall be 3 meters.

- For booths 18 meters or larger, walls limiting or affecting other booths' visibility shall not exceed 3 meters.
- For booths 18 meters or larger, walls not limiting and not affecting visibility to other booths are allowed to be up to 5 meters.
- Booths 18 meters or larger are allowed to install decorative columns up to 5 meters high, as long as they do not affect neighboring booths' visibility, and are not next to walls.
- For booths 36 meters or larger intending to build two-story structures with a balcony on the second level, no wall shall be over 5 meters high. These designs shall be previously approved by the organizing committee.

#### Right to use space

Access to mounting area shall be disallowed to Exhibitors having not paid their booth rental fees in full at the time of mounting.



Therefore, you shall show your payment voucher to be allowed to access to the mounting area. This shall be delivered to you in advance by the executive in charge of your account.



Exhibitors are not allowed to trespass any space not expressly authorized on the floor plan, or not having been agreed through a written agreement duly authorized by the organizing committee. If that were the case, the organizing committee reserves the right to evict or have such areas evicted without incurring any liability.



The dimensions of the spaces appearing on the floor plan were designed on scale, but they are guaranteed only to be approximate. The organizing

## Exhibitor's manual

committee reserves the right to introduce changes as it may be needed to meet the needs of the exhibition and its exhibitors.



No exhibitor shall be allowed to rent, sublet or share whether in full or in part the rented space without previous written consent from the organizing committee. No product, brochure, accessory, souvenir, catalogue or any other object, carrying the name or any other sort of advertising from another company other than the exhibitor's shall be allowed. No company failing to have a booth assigned may advance any negotiations within the area of exhibition.



The exhibitor agrees to abide by the limits both of area on floor and in height, and to use solely and exclusively the space assigned, taking care not to hinder the visibility of neighboring booths with their equipment, furniture or products.



Any demonstration or activity hindering aisles or impeding free access to neighboring exhibitors' booths shall be totally or partially prohibited, according to the organizing committee's criteria.



Any activity the exhibitor intends to carry out for the purpose of exhibition, which could result in damage or risk for visitors and/or exhibitors, shall be submitted for previous approval to the organizing committee before starting the event or the aforementioned activity. In case they are approved, any disposition should be met, in order to avoid accidents or injuries to people, furniture, equipment and even the property. Similarly, they shall be limited to the space granted exclusively, respecting adjacent areas and keeping other spaces free and clear. In case the exhibitor fails to comply with this measure, the organizing committee may rescind the agreement signed.



Any product demonstration resulting in trouble to

other exhibitors or visitors, resulting in smoke & bad odor emissions or explosions, and so on shall be disallowed. In case demonstrations are carried out that result in noise, this shall not be allowed to exceed 80 decibels, so that no nuisance is caused to neighboring exhibitors or visitors.

**Maximum decibel rate per booth is 80 db. Therefore, we kindly ask you to moderate your equipment audio output, and adjust sound levels so that the area of sound coverage does not surpass your booth area, interfering other exhibitors' activities.**

It is prohibited to perform any activity or show that, in the organizing committee estimation, might be deemed illegal or go against moral and good customs.



The use of two-story structures is limited to booth equal or larger than 36 sqm. No wall shall be allowed to exceed the aforementioned dimensions, and they shall be of a balcony-type. In all cases, designs shall be approved by the organizing committee. Under no circumstances, the structure will be allowed to exceed the agreed space, whether in its base or height, including the materials that shall be used for construction and decoration.



Both for one-level booths and for booths above 3 meters high, special care should be given to decorating visible and rear parts. These shall be finished and be aesthetically acceptable in their rear side, always trying not to affect the appearance of adjacent booths.



Both exhibitors and mounting staff, shall show respect for the building facilities, to other booths, equipment and furniture within them. It is strictly

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prohibited to nail, staple, drill or paint booth panels and/or the building's floors, as well as cutting carpets, painting columns or failing to abide by load limits on floor. Failing to comply with any of these measures binds the exhibitor to cover the cost of the damaged good.



During the hours the exhibition is open to the public, any booth should be attended by at least one representative duly accredited with his/her corresponding badge.



Exhibitor company staff shall be allowed to make business, distribute brochures and advertising papers, exclusively within their booth area. Any advertising materials that are found distributed outside the agreed area shall be retired from the event.



Any installation of promotional material, advertorials, banners or any other sort of information shall be submitted for authorization and overseen by the organizing committee.



It is prohibited to place advertising materials in the following areas within the exhibition premises: aisles, parking, sidewalks, fronts, gates.

## Main security & safety guidelines

- Show facilities are surveyed by security personnel at the service of exhibitors and show attendants.
- However, since it is a public event, it is impossible to guarantee each booth's individual security in full. Therefore, every exhibitor is held liable for their decoration items, equipment, furniture, advertising materials and so on.

- Special care is recommended to purses, calculators, briefcases, laptops, video beams, cell phones, etc. of personal use at mounting, exhibition and dismantling hours.
- Any staff member shall be duly registered and carry their own badge within the show premises.
- Please remember that in order to accomplish out your installation, your staff must have appropriate safety equipment (helmets, harnesses, goggles, gloves, etc.)

## Insurance

**It is mandatory that participants in the event insure their stands and what they will exhibit, as well as their physical integrity, since at no time will the organizers be responsible for personal accidents, loss and/or damage of merchandise arising from situations such as fire, explosion, earthquake, riot, civil commotion and terrorist acts, water damage, flooding, internal damage to equipment (computers) due to over-voltage, qualified theft, etc. and those caused by their machinery / equipment / subcontracted on the premises of the event.**

**The Organization formally requires Exhibitors to contract their own specific insurance against fire, explosion and its annexes, theft and civil liability, offering sufficient coverage against claims or damages committed by their employees, machinery and/or equipment exhibited at all stages of assembly, event and/or disassembly. The Exhibitor company, its assembly company and subcontracted companies shall be liable for damages caused by not contracting insurance or by the ineffectiveness of the same, and shall indemnify and restore all damages caused to the Organization of the event, Corferias or third parties, whether such damages are permanent or temporary.**

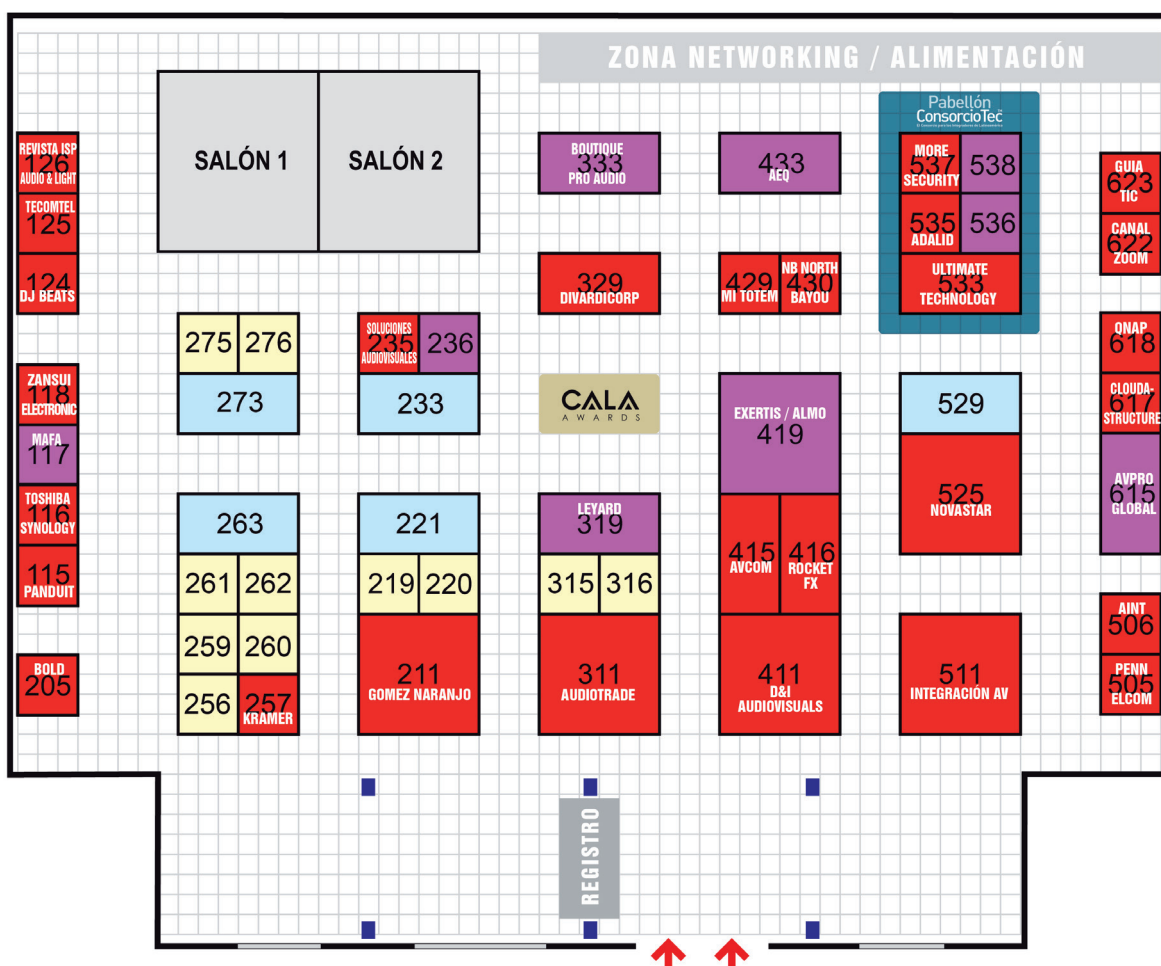
## Complementary activities

- Conference Program

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### Floor plan

Click on the map to open the updated version on the website.



**Please read carefully these event's rules.  
 This will help you have a successful participation.**

For any questions, please write to Milena Castaño at email:  
[mcastano@latinpressinc.com](mailto:mcastano@latinpressinc.com) and/or Bandy Zapata at email:  
[bzapata@latinpressinc.com](mailto:bzapata@latinpressinc.com)

**CUSTOMER SERVICE**  **57 313 716 56 34**

## Exhibitor's manual

### Conditions of participation Duty-Free Zone

#### 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.

#### 1. SHIPMENT OF GOODS

##### 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:

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

#### 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.

#### 2. RECEPTION OF GOODS TO THE DUTY-FREE ZONE

##### 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



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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 Ware house 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 Ware house 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.

### 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 fifteen (15) days after the trade fair or event. From day 16, exhibitors

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who still have goods within the warehouse of CORFERIAS must pay the rate 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.

### 2.3. RECEPTION OF GOODS FORMS.

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

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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 de-scription 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 DTAL, 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

### 3. RELEASE OF GOODS

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

c. CORFERIAS will not deliver foreign goods that have not been previously released by document (i.e., nationalized, authorized for reissue or authorized for transfer to an industrial user of another free trade zone) of the Foreign Trade division and the DIAN at CORFERIAS.

d. If the exhibitor intends to reissue or transfer merchandise from one free trade zone to another, he must hire a transport service that allows to seal merchandise with security seals (trucks) so that Customs in CORFERIAS authorizes the execution of this operation.

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

### EQUIVALENCE OF FORMS FOR THE RELEASE OF NON-NATIONALIZED GOODS

#### FORM 5:

#### TRANSFER OF GOODS FROM AN INDUSTRIAL USER TO ANOTHER DUTY-FREE ZONE

This form covers the goods removed from CORFERIAS to be transferred to an industrial user of a free trade zone, either industrial of goods and services or temporary. Exhibitors must complete this process with the Foreign Trade office of

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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.

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

Exhibitors must visit the website [www.corferias.com](http://www.corferias.com) and go to "Schedule of Events" where the link "Go to Customer Services" 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 Department of Foreign Trade of CORFERIAS (the CORFERIAS Foreign Trade Professional will be the person responsible for providing usernames and passwords for this procedure).

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