



NOV 4-7 2025

Bogota, Colombia

EXHIBITOR MANUAL

THE EXPRESSION OF AN **INTELLIGENT INDUSTRY**

► andinapack.com

@AndinaPack

Institutional support:



PROCOLOMBIA
CORPORACIÓN TURISMO, EMPLEO Y NEGOCIOS

COLOMBIA
EL PAÍS DE LA BELLEZA



Organized by:



NOV 4-7 2025
Bogota, Colombia

Dear EXHIBITOR,

Welcome to **ANDINA PACK 2025**. This is your personal copy of the **Exhibitor Manual**, which has been compiled to assist you in your preparation for the event. Read these instructions carefully, so we can meet your expectations and demands in time and with efficiency.

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

Please contact our offices for additional information regarding your company's participation.

We look forward to welcoming you at **ANDINA PACK 2025** in Bogotá.

Best regards,

Your ANDINA PACK team

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Institutional support:



PROCOLOMBIA
CORPORACIÓN TURISMO EMPRESAS INDUSTRIAS

COLOMBIA
EL PAÍS DE LA BELLEZA



Organized by:



NOV 4-7 2025

Bogota, Colombia

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CORPORACIÓN TURISMO PROMOCIÓN INDUSTRIAS

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Institutional support:

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VENUE**CORFERIAS**

Bogotá International Business and Exhibitions Center
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IMPORTANT NOTICE:

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

<https://andinapack.com/pdf/CONDITIONS-OF-PARTICIPATION.pdf>

1 CHECK LIST

1.1 SERVICES

In this document you will find an overview of the additional services such as technical, cleaning and catering services that can be booked through CORFERIAS, as well as other important information to make your participation in ANDINAPACK 2025 as smooth and successful as possible.

We offer a wide range of services including:

- Technical services: Electricity, lighting gas, compressed air, water.
- Lifting equipment
- Telecommunications and networks
- Corferias Conecta: visitor information scanning
- Furniture and decoration
- Cleaning services

For more information on additional services, please visit [Corferias - Generadores de Oportunidades y Progreso](#)

Our Exhibitor Service Center (Corferias Plus) is at your disposal to answer all your questions and help you book your services.

- Contact details for Exhibitor Services: Chat: though the Microsoft Teams platform you can contact our exhibitor service team lsalcedos@corferias.com
- Email: serviciosplus@corferias.com o rentalservices@corferias.com.
- Phone number: PBX +57 6013810000
- Whatsapp: +57 333 233 7618

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1.2 PAYMENTS

Please make sure to pay for your rented booth space in accordance with the payment terms specified in the contract (i.e. 30% upon signing the contract and 70% by **October 13, 2025**).

Please make sure that the name of the account (in case of payment by bank transfer) is the same as the name of the company or natural person who signed the Exhibitor Contract.

Please send a copy of the bank transfer to: Linda de Oro l.deoro@koelnmesse.co and Hasan Yildiz h.yildiz@koelnmesse.co Please keep copies of bank transfer receipts and/or other proof of payment for services, etc. at your booth at all times, as the ORGANIZERS may request to verify payment.

The exhibitor is responsible for the payment of any copyright taxes for the use of sound and music in the booth.

1.2.1 PAYMENT OPTIONS

a) Bank transfer: Exhibitors from outside Colombia

30 % upon contract signature

70 % before **October 13, 2025**

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

Beneficiary:	Corporación de Ferias y Exposiciones SA
Account Number	80100004343
Beneficiary Bank:	Bancolombia Panamá S. A
Swift	COLOPAPA
Address:	Calle 47 y Aquilino de la Guardia. Plaza Marbella Edificio Bancolombia Apartado 0816-03320 - Panamá
Phone:	(507) 2636955 - 2089700
Intermediary Bank	Citibank N.A, New York, USA
Aba:	21000089
Swift:	CITIUS33
Account number	Bancolombia 36009162
Panamá in Citibank N.Y	

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b) Bank transfer: Colombian Exhibitors

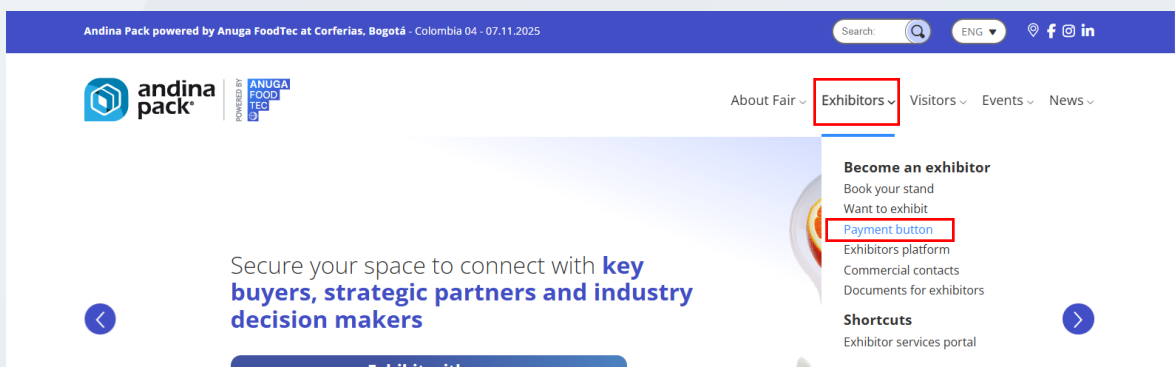
50 % upon contract signature

50 % before **October 13, 2025**

c) Online payment via credit card

It is possible to pay additional services booked with CORFERIAS via credit card. The tool is now online on the English version of the [Andina Pack Website](#) and will allow for payments of services until 20.000 USD.

In the image below is an image of where to find the payment button in our website:



d) On-site payments

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

Please note that items/services booked through the Service Center (PLUS) are subject to availability and are provided on a first-come, first-served basis. Please be sure to book additional services as soon as possible and ensure timely payment.

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

e) Late Payments

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

1.3 ADDITIONAL ON-SITE ADVERTISING OPPORTUNITIES

For detailed information regarding on-site advertising opportunities please have a look at chapter

3.3 ON-SITE ADVERTISEMENT OPPORTUNITIES

1.4 BADGES & INVITATIONS

For exhibitor credentials, please complete the **excel** form and send it by e-mail to, h.yildiz@koelnmesse.co and l.deoro@koelnmesse.co before visiting the Corferias facilities. From **October 6, 2025** with the payment of 100% of your participation, a digital or printed copy of the first page of your participation contract for the fair, you can go to the PLUS facilities located on the first floor of the Corferias offices (cra 37 # 24 - 67) to collect your badges.

According to the rented space, each exhibitor is entitled to a specific number of badges and invitations. Exhibitors can acquire additional packages of minimum 20 invitations with an individual cost of COP \$43.500 (each invitation).

Please note that the ID (passport) number for each person needs to be provided due to legal reasons during that order process.

1.4.1 TYPES OF BADGES

a) Exhibitor badges

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

b) Assembly badges

Valid only for the booth set up stage and shall expire on the first day of the trade fair. They must be carried by the personnel involved in the assembly process and are currently working on the

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decoration of the booth and who will be under supervision and total responsibility of the exhibiting company. The people that enter the venue must carry a safety helmet, ID cards and ARL (a copy of the last payment) and EPS ID (professional risks and health insurance cards) and it is mandatory to present these elements at the entrance to CORFERIAS' facilities. The badges will be delivered without quantity limit according to needs of each exhibitor. Validity of these badges will be from **October 29 – 03 November, 2025**, assembly hours will be between 8:00 a.m. – 20:00 p.m.

c) Dismantling badges

These badges must be carried by the personnel responsible for dismantling the booth, in particular by persons who do not have exhibitor or service passes. These passes will be issued without limit in amount, according to the needs of the exhibitor, upon presentation of the good bothing form provided by the hall supervisor before the end of the fair, as long as the exhibitor has no outbothing foreign trade documents or outbothing payments. Persons entering the premises must carry a hard hat, identity card and ARL (copy of the last payment) and EPS ID (Professional Risks and Health Insurance Card) and it is mandatory to present these elements at the entrance of the CORFERIAS facilities. These cards are valid only from **November 8 y 9, 2025**, disassembly hours will be from 8:00 a.m. – 20:00 p.m.

1.4.2 NUMBER OF BADGES & INVITATIONS

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

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

Additional badges:

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These credentials are personal and non-transferable and must have the name and ID number of the person carrying them. Additional badges have a cost of COP 50.000 each.

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

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

- c) If it is a group organizer for a country pavilion, each exhibitor within the Delegation will manage the credentials and invitations according to the area contracted in the Platform. In case the staff of the group organizers wish to attend the Fair, they must request the credentials for their staff by sending an email to Hasan Yildiz h.yildiz@koelnmesse.co

1.4.3 RULES FOR BADGE USE

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

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

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1.5 SCHEDULE

Booth construction: October 29 – 03 November, 2025

Assembly hours: 08:00 – 20:00

Trade fair period: November 4 -7, 2025

Exhibitor's hours: 09:00 - 19:00

Visitor hours: 10:00 - 18:00

Please note: The exhibition halls will be sealed off at night and therefore closed for both, exhibitors and visitors, between 08:00 and 09:00 during the trade fair period.

Exhibitors are not allowed to enter their booths during this time.

2. GENERAL INFORMATION

2.1 ACCESS TO THE EXHIBITION AREA

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

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

2.2 MATERIAL'S TRAFFIC AND CROWDING

The exhibitor is responsible for managing the capacity and traffic of people inside the booth, including the exhibitor's staff and visitors. Crowding will be monitored and controlled by Corferias.

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2.3 INSURANCE

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

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

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

If you already have a contracted policy, you should ask your insurer for an extension of coverage, in which the risk is transferred to Corferias so that in case of an accident, you have coverage in your policy; if, on the contrary, you can hire your trusted broker.

2.4 TAXES AND CUSTOMS

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

2.5 LIABILITY

Please refer to the [conditions of participation](#) "6. General security measures at the trade fair" for more details.

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3. MARKETING AND PUBLICITY

3.1 EXHIBITORS CATALOGUE

Exhibitors may present their companies and products within the online catalogue of ANDINA PACK 2025.

3.1.1 PRINT CATALOGUE

Exhibitors may present their companies and products within the printed or online catalogue of ANDINA PACK 2025.

3.2 INVITATIONS

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

The success of any fair depends on its exhibitors, the great presentation of its products and the quality of the visitors who come to the fair. In order for your participation in ANDINA PACK to be as successful as possible, you can self-manage the emailing of invitations through the Exhibitor Platform <https://extranet.corferias.com/login.cfm?lang=en> You will be able to send 300 invitations.

3.3 ON-SITE ADVERTISEMENT OPPORTUNITIES

Exhibitors will have various opportunities to present their company and products in order to reach ANDINA PACK visitors during their stay at the fair. For more information, please Linda de Oro l.deoro@koelnmesse.co and Hasan Yildiz h.yildiz@koelnmesse.co

3.4 ACTIVITY SPACE

Speaker's Corner - Complementary Academic Program (Connecting Rooms): As part of the Andina Pack ANDINA PACK academic program, you can book your one-hour time slot to present your company's products and/or services to interested customers/visitors in one of the conference rooms (located on the second floor of the "Great Hall"). Time slots will be allocated on a first-come, first-served basis, subject to availability.

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Information and terms of use of the conference rooms:

- The room is equipped with basic sound, video beam, curtain, electric outlets, basic light and furniture according to the capacity of the meeting room.
- Exhibitors must bring their own equipment e.g., computer, microphones, etc. or rent them previously in the Service Center PLUS of CORFERIAS.
- Each exhibitor is directly responsible for their conference, topics and contents as well as for the announcing, advertising and the participation of their audience.
- If you are going to deliver or publish promotional material or invitations with the name or logo of Koelnmesse or Corferias, these must be previously approved by each organizer (Please note that all persons invited to the conference must present their visitor's badge).
- The duration of the presentations must not exceed 45 minutes, the room will be reserved for a further 15 minutes to ensure the suitability of the room for the following conference.
- For the duration of the conference, the exhibiting company can set up all required graphic communication and advertising material within the conference room.
- The room must be released at the agreed time to allow the next exhibitor to adjust the room and set their presentation.
- The room must be delivered in perfect condition, without merchandising material of the company. No modifications may be made to the structure.
- Any damage caused to the room, shall be paid for by the exhibitor.

3.5 LOUDNESS LIMITS DURING THE EVENT

Please refer to the [conditions of participation](#) "8. Coexistence Rules" section **h**.

4. SAFETY

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

4.1 FIRE

Exhibitors or installers should not store or handle flammable and unhealthy substances or appliances running on gas, coal, 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.

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

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

Smoking is not allowed within the exhibition grounds.

4.2. FOOD HANDLING

Handling of food and beverages is authorized only in specific areas of the trade show.

Only authorized exhibitors will be able to have food handling in their booth. For authorized exhibitors please check the following guide to learn what requirements are needed:

Requirements for food handling in the trade show.

5. BOOTH CONSTRUCTIONS RULES

5.1. BOOTH TYPES AND PROCEDURES

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

Types of Shell Scheme:

1. BASIC Booth Construction (free of charge)
 2. PREMIUM Booth Construction (silver or gold package, price upon request)
- Or
3. INDIVIDUAL Booth Construction with own booth constructor

In case the exhibitor is interested in option 2) PREMIUM Booth Construction, please contact the organizer via email under : Linda de Oro l.deoro@koelnmesse.co and Hasan Yildiz h.yildiz@koelnmesse.co to receive further information.

To request additional basic assembly items (furniture and decorative accessories, audio visual equipment, etc.) the exhibitor must select the services in the [catalog](#) and send to rentalservices@corferias.com Please note that these additional services are subject to availability

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and to on-time payment by the exhibitor and are awarded on a first come first served basis. For payment, please see point 1.2. PAYMENTS.

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

5.1.1 BASIC BOOTH CONSTRUCTION (FREE OF CHARGE)

5.1.1.1 BASIC PACKAGE CONTENTS

With our free of charge basic booth construction, the exhibitor will benefit from a ready to use booth at ANDINA PACK.

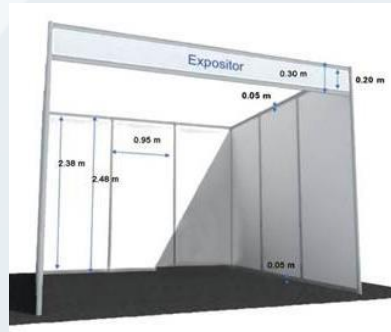
The basic booth construction includes:

- White panels (h=244 cm)
- Pre-installed dark grey carpet
- 2 KW – 110 V power plug
- 1 table “Mesón plegable pino”
- 3 chairs “Silla acrílica k”
- 1 waste paper basket
- Fascia board with company name

* You can request additional tables or chairs through the rentalservice@corferias.com and you can see images of the services in the [catalog](#). These additional items have an additional cost.

Please find na image of the basic booth construction as follows:

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5.1.2 PREMIUM SHELL SCHEMES

There are two service providers offering different types of premium shell schemes (SILVER package and GOLD package). If the exhibitor is interested in any of these packages, please contact Koelnmesse at Linda de Oro l.deoro@koelnmesse.co and Hasan Yildiz h.yildiz@koelnmesse.co

5.2 CONSTRUCTION RULES FOR SPECIAL DESIGNED BOOTHS

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

Please inform your booth constructor to make sure that all booth designs are checked and approved by CORFERIAS' Assembly office in good time. Please send the render for approval to: Dayro Alejandro Zamudio Cordoba DZamudio@corferias.com with a copy to Linda de Oro l.deoro@koelnmesse.co and Hasan Yildiz h.yildiz@koelnmesse.co

5.2.1 CONSTRUCTION COMPANIES ACCESS

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

5.2.2 PROJECT APPROVAL

Please note that **all booth constructors must approve their booth construction designs with the Assembly office of CORFERIAS**. Please ask your booth constructor to contact CORFERIAS' architect

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Mr. Alejandro Zamudio who is responsible for booth approval. To approve booth designs, plans need to be handed in with the exact measurements and indications. You can find Mr. Zamudio contact information below. Please ensure your booth constructor approves your booth design with CORFERIAS as soon as possible to avoid unnecessary booth approval delays. If your booth constructor has a local office, we recommend they make an appointment with Mr. Zamudio for booth approval.

Mr. Alejandro Zamudio, dzamudio@corferias.com

Phone: +57 1 3810000 ext. 5762.

Office: Sixth floor Hilton Corferias Hotel

For more information, please refer to the [conditions of participation](#) 5. Exhibition areas – assembling and dismantling.

5.2.3 MAXIMUM CONSTRUCTION HEIGHTS

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

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

Hall 1, Level 1

The maximum construction height in the **yellow marked area** is **3.80 m**.



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Hall 3, Level 1

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

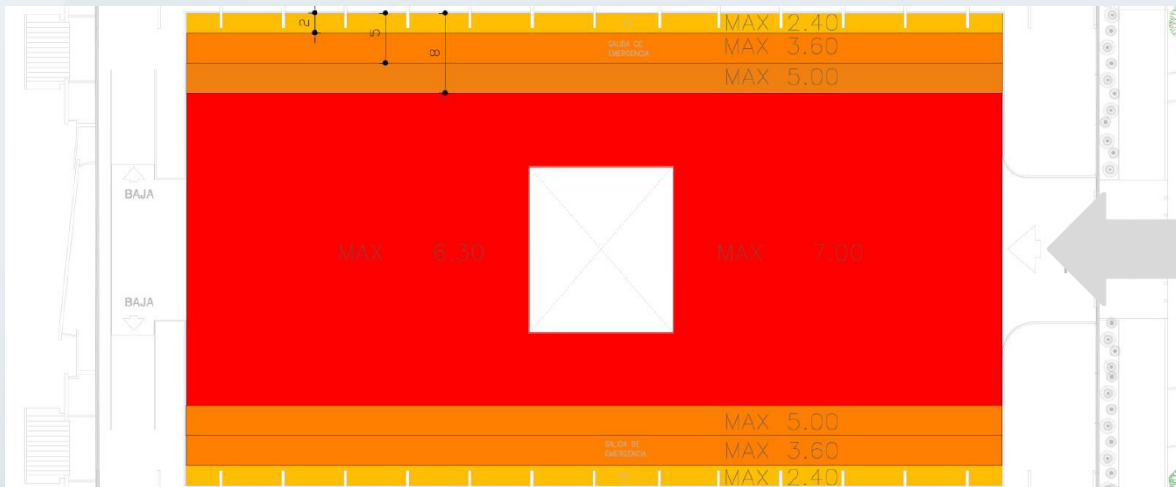


Hall 3, Level 2

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

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

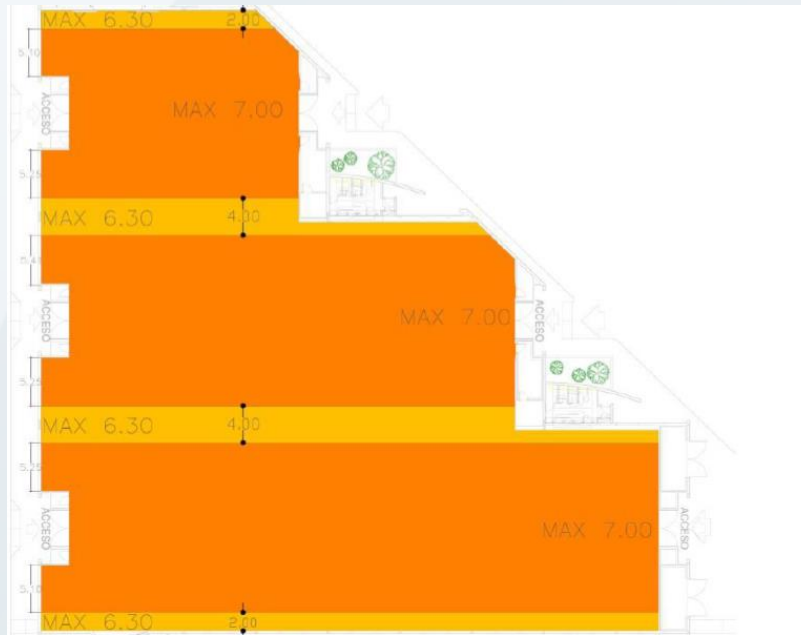
The maximum construction height in the **red marked areas** is **5.0 m**.



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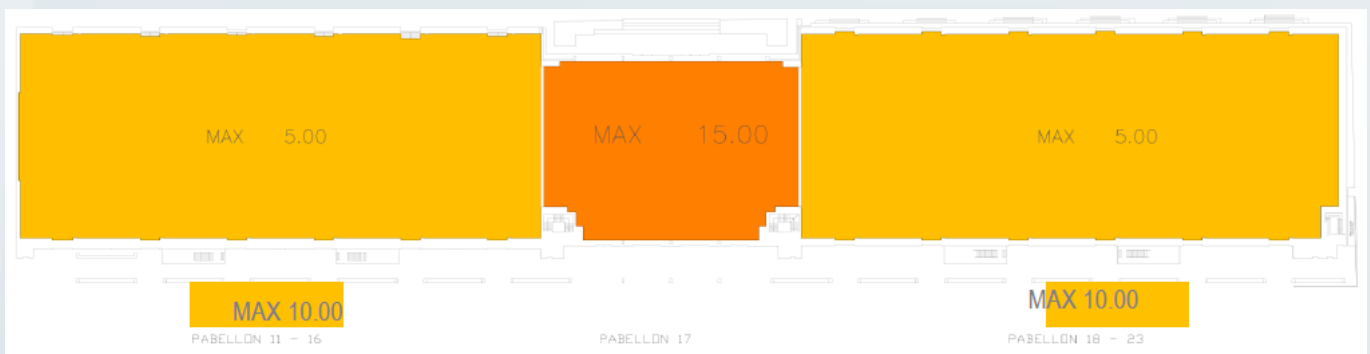
Hall 4

The maximum construction height is 5 meters, if the location in the hall allows it. Please find next the hall plan.



Halls 11 - 23

The maximum construction height is 5 meters, if the location in the hall allows it. Please find next the hall plan.



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5.2.4 CARGO LIMITS

Please note the maximum weight restrictions in the [conditions of participation](#) under "5.1.2. Design and Assembling of Rented Space". If you have any further questions regarding the weight restrictions per m² please check with CORFERIAS' Assembly office. For contact details of the Assembly office please refer to 5.2.2. Project Approval.

In hall 3 level 2 it is not possible to unhook items from the roof straps. Any element must be authorized by the assembly department.

5.2.5 PROJECTIONS OVER AISLES

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

5.2.6 HALLWAYS AND COMMON TRAFFIC AREAS

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

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

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

6 SERVICES

Please note that the deadline for the payment of services is **October 13, 2025**.

6.1 CLEANING

Booth constructors usually offer cleaning services for their booth. Please kindly check with your individual booth constructor whether they offer this service. Alternatively, you can book your cleaning service with CORFERIAS or commission an external company for this service at your booth. You can find information on the booth cleaning service and CORFERIAS prices in the [service rates](#). If you wish to reserve the service with CORFERIAS, please contact rentalservices@corferias.com

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In case you decide to commission an external company, keep in mind that all externally hired personnel must be duly identified with an Accreditation.

6.2 TELEPHONE, INTERNET, TV AND AUDIO

These services can be booked through the email rentalservices@corferias.com and copy Linda de Oro l.deoro@koelnmesse.co and Hasan Yildiz h.yildiz@koelnmesse.co

6.3. WATER USAGE AND DRAINAGE

Water and drainage can be provided at most booths at additional cost. You can book this service among other services by rentalservices@corferias.com and copy Linda de Oro l.deoro@koelnmesse.co and Hasan Yildiz h.yildiz@koelnmesse.co

6.4 COMPRESSED AIR

In most areas it is possible to obtain compressed air. To request this and ensure that this service can be provided at your booth, please contact the CORFERIAS (PLUS) service center at rentalservices@corferias.com and copy Linda de Oro l.deoro@koelnmesse.co and Hasan Yildiz h.yildiz@koelnmesse.co

6.5 ADDITIONAL SERVICES / FURNITURE ORDER

Furniture can be ordered via email rentalservices@corferias.com and copy Linda de Oro l.deoro@koelnmesse.co and Hasan Yildiz h.yildiz@koelnmesse.co In the [catalog](#) you will also find the reference images of the furniture that you can order additionally for your booth. Please note that all services, including furniture, are subject to availability and reserved on a first-come, first-served basis and payment on time by the exhibitor.

6.6 CATERING

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

If you wish to book the catering service, please send a request specifying the date, required service and the number of people to be catered for in order to get a quote and the steps to follow to book this service. Please send your requests to Andrey Drufovka ADrufovka@corferias.com, or Gustavo

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Casasbuenas gcasasbuenas@corferias.com, Angela Cardozo acardozo@corferias.com and Diana Ríos drios@corferias.com Food and Beverage department of Corferias on + 57 1 3810000 ext. 5011.

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

Deadlines for booking catering services:

Events up to 500 persons: 15 working days before the event start

Events between 501 – 2000 persons: 20 working days before the event start

Events of more than 2001 persons: 30 working days before the event start

Final modification deadline for services already booked:

Events up to 500 persons: 5 working days before the event start.

Events between 501 – 2000 persons: 7 working days before the event start

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

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

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

For the complete terms and conditions of the Food and Drinks department at Corferias please contact Gustavo Casasbuenas gcasasbuenas@corferias.com, Angela Cardozo acardozo@corferias.com and Diana Ríos drios@corferias.com.

6.7 PARKING AREA

The parking area for exhibitors are:

“Parqueadero Torre”

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Address: Carrera 40 # 22-34

Schedule: 7:00 - 21:00

*Parking Certificate Will be valid for 4 Assembling days, 4 days of fair and 2 dismantling day. Price: COP \$90.000.

A preferential parking rate is available for exhibitors. A parking voucher may be purchased at the Customer Service Center (PLUS) located at First floor Hilton Hotel - Corferias. *The parking ticket will be managed with an intelligent card that will allow 1 parking spot; the fee to be paid for losing the bill or mean of entrance (card) will be COP\$21.000, without exceptions)

6.8 LEAD TRACKING

You can track your leads with the help of a new app “Corferias Conecta”. With the app you will be able to have access to the visitor’s information online by scanning the QR codes of the visitor badges. Additionally, Corferias Conecta will allow you to program 3 personalized questions with which you can survey visitors of your booth according to your needs and objectives. Question options via the app are either: true or false, open answer or multiple selection answers. If you need support for this additional app service, you can contact Corferias on rentalservices@corferias.com for guidance.

The app can be downloaded free of charge on iPhone (IOS 9 or higher), or Android operated mobile phones (Android operating system version 7.0 onwards), 5 GHz network card, camera and internet. The application can be used on different devices at the same time. If you do not have a suitable device, you are able to rent a device at the Service Center PLUS of Corferias.

In order to access the information collected with the help of the app, please buy a data collection package with Corferias’ Services Centre PLUS. The different packages offered can be found in the CORFERIAS (Corferias Conecta) through rentalservices@corferias.com

You can request the detailed user guide on how to install Corferias Conecta on your mobile device and how to select your survey options. If you have any questions, please contact the email addresses listed above for further guidance.

Please also consider the following when considering the lead retrieval

- ➔ If you have already purchased Wi-Fi service for your booth it **will work** for using the app as well

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- The internet service bought with the app **does not** work for navigation at the booth. It is only for the app.
- If your device does not support the app, Corferias offers iPads for rent for this use.

6.9. MATCHMAKING / BUSINESS SCHEDULING TOOL

On the ANDINA PACK Homepage you will find a new button named “business scheduling”.

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

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

7. FREIGHT OPERATIONS

There is no official logistics operator for ANDINA PACK 2025. Exhibitors have the option of using the forwarder of their preference in order to get support with the carrying out of customs procedures, transport in/throughout Colombia, packing and unpacking, storage and internal operations within the fairgrounds.

Please regard the following timeline to get a general orientation what is needed for logistic operations with the target country Colombia and for ANDINA PACK:

Corferias will be able to receive merchandise one month before the fair and until the last day of the fair, that is, from [October 4 to November 7, 2025](#)

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

- Temporary Import is possible with invoice/packing list.
- Correct & accurate documentation is the most important item/topic for imports to Colombia.
- Import and handling of food and beverage items is only possible with Certificate/License.
- Permanent import is only possible for brochures and advertising materials.

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- All shipments will be inspected by customs in the bonded warehouse prior to delivery and also for the return afterwards.
- Please kindly be aware of the new regulations for shipping of Lithium batteries.
- Please take note about SOLAS – VGM (verified gross mass) regulations for all sea freight shipments.

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

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

- Goods for display.
- Free sample products.
- Print ads, brochures and other advertising material.
- Materials for decoration, maintenance and provision of pavilions, food and beverages.

7.1.1 SHIPMENT OF GOODS

a) foreign goods

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

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

- CONSIGNEE: CORPORACIÓN DE FERIAS Y EXPOSICIONES S.A. USUARIO OPERADOR DE ZONA FRANCA
- Code: 942
- ANDINAPACK 2025
- Exhibitor Name
- Hall and Booth Number
- Bogotá – Colombia

Supporting documents

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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

ANDINA PACK 2025

Exhibitor or Representative Name

Hall and Booth Number

Bogotá – Colombia

b) Domestic and Nationalized goods

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

7.1.2 RECEPTION OF GOODS TO THE DUTY-FREE ZONE

a) foreign goods

Only a customs broker can make the process of transfer and reception of goods. Once goods are transferred to the Duty-Free Zone of CORFERIAS, they will remain in the warehouses until the following procedure is performed for their exhibition:

- Release of transport documents

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

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

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

1) General Considerations

- a) CORFERIAS only allows the reception of goods that are directly related to the trade fair.
- b) In order to facilitate the participation of exhibitors at the trade fair, it is suggested that the merchandise is displayed in its totality 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 be received from abroad until the last day of the fair.
- h) Goods can only be nationalized by a natural person or legal entity with identification card or Tax ID of the Republic of Colombia.
- i) Please consider the conditions of transport document endorsement.

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

2) Goods for Retailing

- a) All goods coming from abroad to be sold at the trade fairs where retail is permitted must be previously nationalized. The Foreign Trade division of CORFERIAS will not deliver foreign goods consigned to the Duty-Free Zone of CORFERIAS if they do not comply with this procedure.
- b) Exhibitors belonging to the General Tax Regime shall bill for the sale of their goods and collect the respective VAT. The fact of being in the Duty-Free Zone does not free them from this obligation.

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

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

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

Please also note the following prices that will apply for **goods from abroad that are not nationalized**:

- Merchandise storage rate in the Free Trade Zone from **November 14, 2025** will be: COP 27 per day + VAT*day*kilo.
- Goods entry date is as of 1 month before the beginning of the event, **October 4, 2025**.

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- Goods free of charge withdrawal deadline after the show will be **November 13, 2025**.

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

- Goods entry date is the first day of assembly in the exhibition areas, **October 29, 2025**.
- Goods free of charge withdrawal deadline will be between **November 14, 2025**.

7.1.4 FORMS FOR THE RECEPTION OF GOODS

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

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

a) For the reception of foreign goods

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

b) For the transfer of merchandise from one duty-free zone to another

This form can only be completed by the Customs Broker and covers the goods transferred from one free trade zone to another, either industrial of goods and services or temporary. The following supporting documents should be attached: commercial invoice (in Spanish) to the name of the exhibitor or his representative in Colombia, packing list and transport document (AWB, BL, lengthening of journey or DTAI) and transfer authorization issued by the DIAN if the same jurisdiction, or DTA if another 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.

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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 booth 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 booth must be clearly and fully listed in the form.

Domestic merchandise will go directly to the booth for exhibition on the days set for assembling. The exhibitor is responsible towards DIAN for 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.)

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

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

7.1.5 RELEASE OF GOODS

a) Foreign goods

For the release of merchandise from the Foreign Trade Warehouse of CORFERIAS, exhibitors should consider 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.

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

EQUIVALENCE OF FORMS FOR THE RELEASE OF NON-NATIONALIZED GOODS

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

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

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

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

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

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

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

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

b) Domestic and nationalized goods

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

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

7.2 HEAVY EQUIPMENT ACCESS

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

8. VISA

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

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

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

In order to request the invitation letter for your company, please send a **one pdf** the following documents via email Linda de Oro l.deoro@koelnmesse.co and Hasan Yildiz h.yildiz@koelnmesse.co.

1. A letter or email from the company in which they request CORFERIAS to issue the corresponding visa invitation letter in order to obtain the business visa. The letter must be printed on the company's letterhead paper and signed by the person who is stated as "legal representative" in the booth rental contract.
2. Passport copies of each person who will attend the trade fair.
3. Airplane tickets confirmations of each person attending the fair.
4. hotel booking confirmations of each person attending the fair.

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

Please make sure to process your visa application on time.

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

9. HOTELS / TRANSFER SERVICE

9.1. HOTELS

The exclusive partner of CORFERIAS is [Hilton Bogotá Corferias](#). Please mention the trade fair ANDINA PACK when making your reservation. For any other Hotel recommendations please contact Fabian Ruiz

financie_asistant@koelnmesse.co.

9.2 TRANSPORT SERVICE

If you wish to book a transfer service from your hotel to the fairgrounds, please contact Fabian Ruiz financie_asistant@koelnmesse.co or serviciocliente@corferias.com

The transport from the hotel to the venue the Exhibitor is entirely responsible, we have a company that provides the service but the negotiation and payment is directly with them.

10. SERVICE PROVIDERS*

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

10.1 GENERAL SERVICES*

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

Fabian Ruiz

financie_asistant@koelnmesse.co

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Koelnmesse SAS

Phone: +57 (1) 12109979

10.2 TRANSLATION AND HOSTESS SERVICES*

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

Blu Interpreter

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

Phone: (+57) 3134783605

comercial@bluinterpreter.com

CongressColombia

Angie Orozco

Offers Translation services from Spanish to English, Portuguese, French

Phone: (+57) 3163231399

compras@congresscolombia.com

ALSINTER

Offers Translation services from Spanish to English.

Richard Ulloa Ruiz

Phone: (+57) 57 3102620437

alsinter@alsinter.com

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

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