corferias

Generadores de
Oportunidades y Progreso

CONDITIONS OF PARTICIPATION

Generado por Leonardo Henriquez Escandon el 27/11/2025 12:18:14 pm - COPIA NO CONTROLADA

1. INTRODUCTION 4
2. BOOKING PROCESS AND PAYMENT OF EXHIBITION CONTRACT 4
3. TERMS OF PAYMENT 4
4. BADGES AND INVITATIONS FOR THE EXHIBITOR 4
4.1 Types of badges: 5
4.2 Rules for badge use 5
5. REQUIREMENTS FOR RECEPTION AND RELEASE OF GOODS AT THE SPECIAL PERMANENT DUTY-FREE ZONE OF CORFERIAS. 6
5.1 Operations for the entry of merchandise from the Free Trade Zone 6
5.1.1 Entry Of Merchandise From The National Customs Territory (In Free Disposal) 6
5.1.2 Entry Of Merchandise Of The International Exhibitor Traveler (Accompanied Baggage In Air Transport) 7
5.1.3 Entry Of Goods Into The Free Trade Zone (Unnationalized) 7
5.1.4 Entry Of Merchandise From Another Free Zone 8
5.2 Merchandise Exit Operations from the Free Trade Zone 10
5.2.1 Exit of goods to the national customs territory (in free disposal): 10
5.2.2 Departure of goods of foreign origin (not nationalized) to the national customs territory: 11
5.2.3 Departure of goods (without nationalization) to the rest of the world (re-shipment): . 11
5.2.4 Goods Exit To Another Free Trade Zone (Transfer) 12
5.3 Goods of Foreign Origin, for Free Use, Consumption or Distribution. 13
5.4 Dispatch and Entry of Merchandise 15
5.4.1 National And Nationalized Merchandise (Free Disposal) 15
5.4.2 Goods From Abroad (Not Nationalized) 15
5.5 Permanence Period Of Goods From Abroad And Exit From The Free Zone 15
5.6 Completing Forms 16
6. EXHIBITION AREAS - ASSEMBLING AND DISMANTLING 16
6.1 Basic Rules For Stand Assembling And Decoration 17
6.1.1 Delivery of areas 18
6.1.2 Design and Assembling of Rented Space. 18
6.1.3 Assembling - Height 20
6.1.4 Assembling - Hanging Items 20

Generado por Leonardo Henriquez Escandon el 27/11/2025 12:18:14 pm - COPIA NO CONTROLADA

6.1.5 Assembling - Electrical Networks 20
6.1.6 Assembling - Additional Services 21
6.1.7 Safety During Assembling 21
6.2 Basic Rules For Stand Dismantling 22
6.3 Repair And Damage 22
7. GENERAL SECURITY MEASURES AT THE TRADE FAIR 23
8. INSURANCE 25
8.1 Procedure for acquiring and submitting the policy. 25
9. COEXISTENCE RULES 26
10. INTELLECTUAL PROPERTY 27
11. VIRTUAL STAND 28
12. REQUIREMENTS FOR THE ADMISSION OF FOOD POINT INSTALLATIONS AT FAIRS AND EVENTS 28
12.1 Documentation 28
12.2 Installation Requirements 28
13. ATTACHED 30
14. ANNEXED 31

Generado por Leonardo Henriquez Escandon el 27/11/2025 12:18:14 pm - COPIA NO CONTROLADA

1. 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.

2. 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.

3. 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.

4. BADGES AND INVITATIONS FOR THE EXHIBITOR

According to the rented space, ach 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. Invitations should be managed through the Exhibitors Platform (http://extranet.corferias.com).

Generado por Leonardo Henriquez Escandon el 27/11/2025 12:18:14 pm - COPIA NO CONTROLADA

4.1 TYPES OF BADGES:

- **Exhibitor badges**

They are personal and non-transferable and must be carried by the directors of the exhibiting Company, they apply from the beginning of the assembly of the fair to the disassembly.

- **Service badges**

They are personal and non-transferable and help identify service personnel working at the stand, they apply from the beginning of the assembly of the fair to the disassembly.

- **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 do not have exhibitor or service invitation, 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. Badges purchased (as extra) are managed through the exhibitor platform (http://extranet.corferias.com).

4.2 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

Generado por Leonardo Henriquez Escandon el 27/11/2025 12:18:14 pm - COPIA NO CONTROLADA

CORFERIAS' discretion, the exhibitor may be penalized with the inability to participate in future trade gfairs organized by CORFERIAS.

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

CORFERIAS is a Permanent Free Trade Zone. This requirement requires that all merchandise entry and exit operations to and from the free trade zone be covered by the respective merchandise movement form authorized by the Corferias Operator User (Foreign Trade).

The entry form is completed by the EXHIBITOR, through the Free Trade Zone operations platform "COMEX360" and will remain ACTIVE throughout the fair or event (setup days, development of the fair and last day) in order to allow the registration of new merchandise (items) without the need to create a new one.

It is important to complete the form before transporting and entering the merchandise into the fairgrounds (including the "assembly elements" required by the assembly company hired by the exhibitor). Upon entry, the exhibitor must present himself to the security guard at the entrance gate, who will verify its authenticity and registered information by scanning the QR code on the form.

Please verify that all merchandise must be directly related to the fair and/or event and be listed on the corresponding entry form. Therefore, no vehicle may enter with merchandise not intended for that purpose.

The Exhibitor or the logistics operator and/or Customs agent contracted by it for operations in the rest of the world or with another free zone, must complete the respective “Formulario de Movimiento de Mercancía” according to the type of customs operation to be carried out and with the corresponding supporting documents

5.1 OPERATIONS FOR THE ENTRY OF MERCHANDISE FROM THE FREE TRADE ZONE

5.1.1 Entry Of Merchandise From The National Customs Territory (In Free Disposal)

This operation allows temporary entry into the free zone of goods of national origin or production, or nationalized in the rest of the country, for the purpose of being exhibited at the fair and/or event. This procedure requires the submission of the form “Ingreso de mercancías en libre disposición necesarias para la celebración del evento en el recinto ferial- Expositores”, which must be completed by the exhibitor and authorized by the User Operator.

When completing and registration the form, no supporting documents are required. However, the DIAN, in exercising its oversight powers, may request import declarations or commercial invoices at the trade fair event, as the law grants it the authority to require them when required to verify compliance with customs and tax obligations.

Generado por Leonardo Henriquez Escandon el 27/11/2025 12:18:14 pm - COPIA NO CONTROLADA

5.1.2 Entry Of Merchandise Of The International Exhibitor Traveler (Accompanied Baggage In Air Transport)

This applies to merchandise without commercial value that international exhibiting travelers bring with them as accompanied baggage on air transport to be exhibited at the fair and/or event. To do so, they must: i) Be identified as an exhibitor in the report submitted by the Free Trade Zone Operator to the Customs Administration of the jurisdiction of the arrival airport; ii) Indicate the characteristics and quantities of the merchandise entering the fairgrounds in the baggage declaration upon arrival in the country and to the Customs Administration of the jurisdiction of the arrival airport.

It is important to note that the free trade regime does not include the entry of merchandise as accompanied baggage. Therefore, the exhibitor must complete the change of regime with the DIAN at the airport upon arrival in the country. The exhibitor is solely responsible before the competent authority if he or she decides to bring his or her merchandise via this means.

This operation is only applicable to goods that do not constitute commercial shipments, which is why they do not require an import process for consumption and, for their entry into the free zone, the completion of the form “Ingreso de mercancías nacionales o en libre disposición necesarias para la celebración del evento en el recinto ferial- Expositores” is required.

5.1.3 Entry Of Goods Into The Free Trade Zone (Unnationalized)

This operation allows the temporary entry of merchandise from abroad into the Free Trade Zone for exhibition at the fair, under a duty and VAT suspension regime, while within the area declared as a Free Trade Zone. Its introduction must be managed through a logistics operator and/or Customs Agency, and its control is exercised by the Foreign Trade Department, which must make the merchandise available to the customs authority at any time.

This operation requires authorization from the Operator user through the respective form: i) “Ingreso temporal de mercancías proveniente del exterior necesarias para la celebración del evento en el recinto ferial”and/or ii) “Ingreso de mercancías para ser consumidos o distribuidos gratuitamente en zona franca-eventos feriales”, which the customs authority can access through the DIAN's electronic information services.

These goods must be delivered by the transporter or customs agency to the COMEX Free Trade Zone Operator user within the timeframes established in customs regulations, along with a copy of the transport documents covering the goods destined for the temporary free trade zone, before unloading them at the fairgrounds.

In addition to complying with customs requirements, the transport document covering the goods entering for the fair and/or event must be consigned or endorsed as follows:

CONSIGNEE OR RECIPIENT:

- In the name of: CORPORACIÓN DE FERIAS Y EXPOSICIONES S.A. FREE ZONE OPERATOR USER
- Code: 942

Generado por Leonardo Henriquez Escandon el 27/11/2025 12:18:14 pm - COPIA NO CONTROLADA

- Name of the Fair:
- Bogotá - Colombia

NOTIFY/NOTIFICATION:

- Notify: Name of the Exhibitor, pavilion and stand number.

- Notify: Name and telephone number or email address of the logistics operator, customs agent, freight forwarder, or carrier who will be responsible for the cargo during its stay in the Free Trade Zone.

* If the Notify box is not included in the body of the transport document, provide all the information requested in the Consigné* box.

For the transfer of goods from the place of arrival to the free trade zone located in the same customs jurisdiction, a shipping form is required, and for a different customs jurisdiction, a customs transit declaration (DUTA) is required.

External Identification of the Packaging Unit: Boxes, crates, etc. must be identified with the following information:

- "Name of the event" - Corferias Free Trade Zone
- Name of the exhibitor or their representative in Colombia
- Pavilion number and stand number
- Carrera 37 #24 - 67 Entrance 6 "Comercio Exterior", Bogotá

5.1.4 Entry Of Merchandise From Another Free Zone

This operation allows the temporary entry of merchandise from other Free Trade Zones for display in the Corferias Free Trade Zone. These merchandises require customs authorization in the Free Trade Zone of departure, the intermediation of a customs agency, and authorization from the Operator user on the respective movement form “Ingreso temporal de mercancías provenientes de otra zona franca para la realización de eventos feriales”, which the customs authority can access through the DIAN's electronic information services.

The transfer of merchandise for exhibition purposes from other Permanent Free Trade Zones or Special Permanent Free Trade Zones to the Corferias Free Trade Zone must have security devices and require authorization from the user operator of these free trade zones, as well as from the Customs Section of the relevant free trade zone jurisdiction, after verification of the submission of the shipping form (if the free trade zone is located in the same customs jurisdiction as the temporary free trade zone) or the DUTA (if the other free trade zone is located in a different customs jurisdiction than the temporary one).

Supporting Documents:

To receive merchandise from abroad, from another free trade zone, the exhibitor, the transporter, the international freight forwarder, and/or the customs agent, as applicable, must submit the following supporting documents for the transaction:

Generado por Leonardo Henriquez Escandon el 27/11/2025 12:18:14 pm - COPIA NO CONTROLADA

ENTRY OPERATIONS	REQUIRED DOCUMENTATION
Entry from the Rest of the World – Air Travel	- Manifested Air Waybill (Transportation Document) - Shipping Form - Commercial Invoice - Packing List (more than one unit) - Sanitary Registration of Origin - Permits or Approvals from the competent authority (as required by the merchandise to be exhibited at the fair and/or event) - Form for “Ingreso temporal de mercancías proveniente del exterior necesarias para la celebración del evento en el recinto ferial” and/or Form for Formulario de “Ingreso de mercancías para ser consumidas o distribuidos gratuitamente en zona franca”.
Entry from the Rest of the World - Sea Travel	- BL (Transport Document) - DUTA (Customs Transit Document) - Single Customs Transit Document (DTA, OTM, DTAI, or CV) - Commercial Invoice - Packing List (more than one unit) - Land Transport Consignment of cargo - Weighing Scale Ticket (optional) - Cataporte (applies to DTAI) - Sanitary Registration of Origin - Permits or Approvals from the competent authority (as required by the merchandise to be exhibited at the fair and/or event) - Form for “Ingreso temporal de mercancías proveniente del exterior necesarias para la celebración del evento en el recinto ferial” and/or Form for Formulario de “Ingreso de mercancías para ser consumidas o distribuidos gratuitamente en zona franca”.
Entry from another Free Trade Zone	- Free Trade Zone Shipping Form, if the free trade zones are located in the same jurisdiction. - DUTA (DTA, OTM, DTAI, or CV), if the free trade zones are located in different jurisdictions. - Movement of Goods Form – Departure (from the Free Trade Zone of origin) - Transport Document (BL, area guide, integration certificate (if applicable) - Commercial Invoice - Authorization from the owner of the goods. - Copy of the lease or sales contract, as applicable. - “Ingreso temporal de mercancías provenientes de otra zona franca para la realización de eventos feriales” Form
Entry into the National Territory of National or nationalized Merchandise (free disposal)	- Form for the Entry of freely available merchandise necessary for holding the event at the fairgrounds”

The commercial invoice must reflect the price actually paid or payable (regardless of whether the payment method is direct or indirect) and must be issued by the seller of the merchandise to the exhibitor or their representative in Colombia. It must be free of any erasures, amendments, or alterations and must contain at least the following information: a) Issue number and date. b) Place of issue of the invoice. c) Name and address of the seller. d) Name and address of the buyer. e) Description of the merchandise in such a way that the items being shipped can be clearly identified and individualized. f) Quantity. g) Unit and total price. h) Currency of the

Generado por Leonardo Henriquez Escandon el 27/11/2025 12:18:14 pm - COPIA NO CONTROLADA

commercial transaction. i) Place and conditions of delivery of the merchandise, according to the international trade terms "INCOTERMS".

In the case of merchandise that will be consumed or distributed free of charge in the free trade zone (samples with no commercial value), the invoice must indicate that it is a sample with no commercial value and that its distribution or use is free of charge. For customs purposes, the authorized quotas must not be exceeded (see section 5.3. GOODS OF FOREIGN ORIGIN FOR FREE USE, CONSUMPTION, OR DISTRIBUTION).

Those Responsible for the Cargo (Goods) and Procedures Before the DIAN and the Free Trade Zone Operator User

All merchandise imported from abroad or from another free trade zone, as well as all expenses incurred for services related to logistics, customs procedures, and transportation to the free trade zone, must be borne directly by the exhibitor. Therefore, the exhibitor must contract, at his own expense and risk, the logistics operator, transporter, freight forwarder, and customs agent who, according to their responsibilities, will carry out the following activities:

Monitor the logistics chain for shipping goods, ensuring payment for the release of shipping documents and other expenses incurred upon arrival of goods in the country or the free trade zone.

- Register the shipment of goods for the fair and/or event on the Free Trade Zone operations platform (confirmation by the exhibitor or their delegate).
- Deliver the goods to the Free Trade Zone Operator User, following the formalities, documents, and processes of the Free Trade Zone operations platform.
- Perform inspection or pre-inspection of the physical units contained in packages or packaging units to confirm invoiced quantities, in the presence of the Operator User.
- Weigh the goods in the presence of the Operator User.
- Submit final documents supporting the transaction.
- Complete the form for the entry and exit of goods into the Free Trade Zone, depending on the transaction involved, following the formalities and processes of the Free Trade Zone's operations platform.
- Once the fair or event is over and in the presence of the Operator User: i) Return the goods to the Free Trade Zone warehouse, ii) Inspect the physical units, iii) Weigh and pack them, and iv) Place them in the area assigned by the Operator User for storage and safekeeping.
- Carry out the following procedures: i) Nationalization, ii) Reshipment, or iii) Transfer to another Free Trade Zone for a maximum period of two (2) months after the end of the fair or event, without exception.

5.2 MERCHANDISE EXIT OPERATIONS FROM THE FREE TRADE ZONE

5.2.1 Exit of goods to the national customs territory (in free disposal):

It is the operation that allows the definitive exit of nationally produced or nationalized goods to the rest of the national territory (free disposal) that previously entered the free zone in such conditions to be exhibited, it only requires the authorization of the administrator user through the form " Salida definitiva de mercancías en libre disposición necesarias para la celebración del evento en el recinto ferial - Expositores".

Generado por Leonardo Henriquez Escandon el 27/11/2025 12:18:14 pm - COPIA NO CONTROLADA

5.2.2 Departure of goods of foreign origin (not nationalized) to the national customs territory:

This operation allows the definitive exit, in the same condition, into the national customs territory of the goods listed in the transport document of the Administrator User or exhibitor of the temporary free zone, and which entered under a suspension regime for payment of customs duties (tariffs and VAT). It requires authorization by the administrator user of the " Salida al resto del territorio nacional de mercancías por importación ordinaria con el pago de tributos y/o derechos aduaneros" form, which can be accessed by the customs authority through the DIAN's electronic information services. It will be subject to the customs regimes and formalities of an IMPORT.

The import declaration of goods entering the country must be made in advance and is mandatory in all cases.

Under no circumstances may goods introduced into a Temporary Free Zone be transferred to the rest of the National Customs Territory without prior compliance with customs procedures.

5.2.3 Departure of goods (without nationalization) to the rest of the world (re-shipment):

This operation allows the final release, in the same condition, to the rest of the world of the goods listed in the transport document by the Administrator User or the exhibitor of the temporary free trade zone and which entered under a suspension regime for payment of customs duties (tariffs and VAT). Therefore, it requires authorization on the " Salida definitiva de mercancías que ingresaron para un evento ferial autorizado" form and/or " Salida definitiva de mercancías que no fueron consumidos, distribuidos o utilizados en zona franca -evento ferial" form, which the customs authority can access through the DIAN's electronic computer services.

These operations require a request for shipping authorization and an export declaration. This procedure is authorized by the Administrator User, who must incorporate, at a minimum, the following information from the goods movement form into the electronic computer services provided by the DIAN:

- Merchandise movement form number and date.
- Identification of the free trade zone user.
- Type of operation.
- Description of the goods.
- Number of packages.
- Weight in kg.
- Mode of transport.
- FOB value in USD.
- Tariff subheading.

In all cases, the Operating User must authorize the form, which states the export of the goods to foreign markets, and requires the declarant to attach the SAE and the DEX as supporting documents required to proceed with the authorization of the respective FMM for the export of goods from the free trade zone to foreign markets.

Merchandise may be inspected at the facilities of the temporary free zone upon request from the Free Zone Administrator User or the customs agency through electronic computer services. In this event, whether the departure is made through the same jurisdiction or a different one, the merchandise must be sealed at the facilities of the temporary free zone for its release to the place of shipment.

Generado por Leonardo Henriquez Escandon el 27/11/2025 12:18:14 pm - COPIA NO CONTROLADA

When goods are shipped from the temporary free zone to the rest of the world and require border crossings, the corresponding International Customs Transit Declaration must be presented at the free zone of the customs office of departure, in addition to the above.

The export of goods from the free trade zone to the rest of the world through a shipping point located in the same or different jurisdiction of the free trade zone can be carried out through the postal traffic and express shipment export modality. For this purpose, the intermediary, as the declarant of this modality, will receive the goods from the user in the free trade zone and will indicate the outgoing goods movement form number on the waybill, which will be the supporting document for this operation. For the purposes of the transfer, the goods will be covered by the goods movement form and the corresponding postal traffic transport document or specialized courier company waybill.

5.2.4 Goods Exit To Another Free Trade Zone (Transfer)

This operation allows the exit of goods to other Free Trade Zones. It requires customs authorization in the Free Trade Zone of departure and the intermediation of a customs agency, as well as authorization from the Operator user of the respective " Salida de mercancías con destino a otra zona franca" movement form, which the customs authority can access through the DIAN's electronic computer services.

For the exit of goods to other Permanent, Special Permanent or Temporary Free Trade Zones, the exit authorization granted by the User Operator of the free trade zone and the Customs Sectional Directorate of the jurisdiction of the free trade zone in question will be required, after verification of the presentation of the transfer form if it is a free trade zone located in the same customs jurisdiction as the temporary free trade zone, or of the DUTA if the other free trade zone is located in a different customs jurisdiction than the free trade zone.

Transport companies will provide the operator user with a copy of the transport documents that cover the departure of goods destined for another free zone, prior to authorization to leave the free zone.

SUPPORTING DOCUMENTS:

For the delivery of merchandise for nationalization, reshipment, or transfer to another free trade zone, the transporter, international freight forwarder, and/or customs agent must present the following supporting documents, as applicable:

OUTBOUND OPERATIONS	REQUIRED DOCUMENTS
Exit of Merchandise from Abroad to the National Territory by ordinary import (Nationalization).	- Import Declaration with release authorization and supporting documents. - Value Declaration (if applicable). - Policies (if applicable). - Supporting documents for entry (Goods Movement Form, Transport Document, and Invoice). - Customs Order. - " Salida definitiva de mercancías nacionales y/o en libre disposición" Form.

Generado por Leonardo Henriquez Escandon el 27/11/2025 12:18:14 pm - COPIA NO CONTROLADA

Exit of goods (without nationalization) to the rest of the world (re-shipment)	- Pre-cut guide). - SAE (FORMS 1172 / 1313 / 1416 / 602 / 1162) - Export Declaration. - Letter from the Exhibitor justifying the Reshipment and authorizing the Customs agent with the respective customs mandate. - Documents of the vehicle and the driver responsible for the transport. - Entry support documents (Form, Transport Document, and Commercial Invoice). - Shipping form (Applicable to merchandise transported by air). - Form for the final exit of merchandise entered for the authorized trade fair event and/or Form for the final exit of merchandise that was not consumed, distributed, or used in the Free Trade Zone.
Exit to another Free Trade Zone	- Letter from the Transitional Free Trade Zone certifying that the goods will be received. - Letter from the Exhibitor justifying the transfer and authorizing the Customs agent with the respective customs mandate. - Documents for the vehicle and the driver responsible for the transport and delivery of the goods. - Supporting documents for entry (Goods Movement Form, Transport Document, and Invoice). - Shipping Form (same jurisdiction) or DUTA. - Single Customs Transit Document (DTA, OTM, DTAI, or CV) from a different jurisdiction. - " Salida de mercancías con destino a otra zona franca" form.
Exit to the National Territory of National or nationalized Merchandise (free disposal)	- “Ingreso de mercancías nacionales y/o en libre disposición” form. - “Salida definitiva de mercancías nacionales y/o en libre disposición” form.

5.3 GOODS OF FOREIGN ORIGIN, FOR FREE USE, CONSUMPTION OR DISTRIBUTION.

In addition to the goods intended for display at the event, exhibiting users may bring the following amounts and types of foreign merchandise into the Temporary Free Trade Zone for free use, consumption, or distribution within the area authorized as a Temporary Free Trade Zone.

Types of merchandise	Quotas by duration of fair/event
Samples without commercial value.	1. USD$1,000 United States dollars when the event lasts less than or equal to three (3) days. 2. USD$2,000 United States dollars when the event lasts more than three (3) days and less than or equal to five (5) days. 3. USD$3,000 United States dollars when the event lasts more than five (5) days.
Printed matter, catalogues and other advertising material.	
Materials intended for the decoration, maintenance and equipment of the pavilions.	
Articles intended exclusively for experimental demonstration purposes within the premises, which will be destroyed or consumed during said demonstration.	
Food and beverages.	

- The entry of these goods requires authorization from the Operator User on the ""Ingreso de mercancías para ser consumidos o distribuidos gratuitamente en zona franca- eventos feriales" form.

- These goods must be marked as SAMPLE WITHOUT COMMERCIAL VALUE and must be consumed in their entirety or distributed free of charge during the event and within the free trade zone.

- If these goods are not sold, consumed, or distributed free of charge in the free trade zone, they must be shipped abroad, transferred to another Free Trade Zone, or imported into the rest of the National Customs Territory, with authorization from the respective exit form, as applicable.

- To authorize the entry of food, cosmetics, and liquor as samples without commercial value into the Free Trade Zone, supporting legal documents from the country of origin must be presented (health registrations, consumer approvals, permits, etc.).

- Retail sales within the framework of the trade fair event will proceed with freely available merchandise (national or nationalized) or merchandise that was introduced into the Free Trade Zone and previously nationalized, to be delivered to the respective stand. No merchandise that is not freely available (un-nationalized) may be sold or delivered without the authorization of the User Operator.

Samples without Commercial Value

Advertising material imported occasionally to participate in fairs, exhibitions, and/or to promote merchandise is considered a sample without commercial value, provided that its presentation disqualifies it from sale, its quantity does not reflect any commercial intent, and its FOB value does not exceed the quotas for the duration of the fair event described above.

If nationalization is required, the respective ordinary import procedure must be completed, subject to payment of applicable customs duties and any other obligations related to the commercial transaction.

No import registration or license will be required for the introduction into the free trade zone or for the importation of these goods, unless their status or nature requires compliance with approvals or requirements that entail obtaining import licenses or registrations issued by the competent entities, in accordance with the provisions established by the National Government.

These goods must present the respective certificate of origin, which in Colombia acts as the National Institute for Food and Drug Surveillance (INVIMA) or the Colombian Agricultural Institute (ICA), and the entry authorization from these entities prior to their arrival in the country.

Merchandise for retail sale

- All merchandise coming from abroad and brought into the Free Trade Zone to be exhibited and sold at the fair or event—when retail sales are permitted, as is the case with Corferias—must be nationalized beforehand. The Operating User (Foreign Trade) will not deliver merchandise to exhibitors who do not comply with this requirement.

- Exhibitors must issue the corresponding invoice for the sale of their merchandise and charge the corresponding VAT, unless they are expressly required to do so by law. Being located within the Free Trade Zone does not exempt them from this tax obligation.

Generado por Leonardo Henriquez Escandon el 27/11/2025 12:18:14 pm - COPIA NO CONTROLADA

5.4 DISPATCH AND ENTRY OF MERCHANDISE

5.4.1 National And Nationalized Merchandise (Free Disposal)

Exhibitors may dispatch freely available merchandise (national or nationalized) to the fair or event during the designated set-up days, which take place before the start of the event. In these cases, the merchandise will be brought directly into the pavilion or the exhibitor's designated warehouse.

At the end of the fair, merchandise must be removed in accordance with the dismantling notice, which will be delivered by the Pavilion Supervisor before the event closes.

5.4.2 Goods From Abroad (Not Nationalized)

Exhibitors, through their logistics operator, may dispatch merchandise from abroad to the Free Trade Zone for display at the fair or event up to one (1) month prior to the start of the event. This process must comply with the guidelines established in section 4.1.3: Entry of merchandise from abroad (not nationalized).

This merchandise will be received at the Corferias COMEX Warehouse. For entry, exhibitors must take the following considerations into account:

• CORFERIAS only allows the entry of merchandise directly related to the respective fair or event for the purpose of exhibition and must have all the necessary approvals or permits from the competent authorities in Colombia.

• The exhibitor, their representative, logistics operator, and/or the Customs Agent hired by the exhibitor are responsible for the legality and proper handling of the merchandise.

• All expenses incurred for handling merchandise (forklifts, stevedoring, among others) within the Free Trade Zone will be borne by the exhibitor or the person they authorize.

• It is important to verify the tariff status of goods before they are cleared from origin to determine whether they require approvals, certificates of origin, permits, restrictions, etc., and thus comply with the requirements of the Colombian customs authorities.

• Merchandise from abroad may enter under the OTM modality, that is, through ports authorized by the DIAN (Barranquilla, Cartagena, Buenaventura, or Santa Marta), supported by the DUTA (Customs Transit Declaration).

To this end, it is important that the exhibitor, through their freight forwarder, logistics operator, or customs agency, send a copy of the transportation document (BL) to the Foreign Trade Office (OIOS) to issue a certification (verification of the contract signed with Corferias) to the respective port and DIAN authority, stating that the merchandise is consigned to the Corferias Free Trade Zone to be exhibited at a fair and/or event. Furthermore, if the merchandise enters through the borders of Venezuela and/or Ecuador, the supporting document will be the DTAI (International Customs Transit Declaration). Merchandise arriving by air may also enter through authorized airports.

5.5 Permanence Period Of Goods From Abroad And Exit From The Free Zone

Generado por Leonardo Henriquez Escandon el 27/11/2025 12:18:14 pm - COPIA NO CONTROLADA

- After the fair or event, merchandise that has not been previously nationalized must be returned to the COMEX Warehouse during the dismantling period for the corresponding nationalization process, transfer to another free trade zone, or reshipment abroad.

- Exhibitors' merchandise may remain in the COMEX Free Trade Zone warehouse free of charge for up to six (6) calendar days after the end of the fair and/or event. Starting on the seventh (7th) day, exhibitors who keep merchandise in the warehouse must pay the corresponding storage fee for the duration of the stay, which will be charged until the time of removal. The fee for this item can be found in the " Guía del Expositor" available on the fair's official website.

- In any case, merchandise may remain in the COMEX Free Trade Zone warehouse for a maximum period of two (2) months after the end of the fair or event.

- CORFERIAS will not deliver merchandise from abroad that has not been previously released with documentation. This means that the merchandise must be nationalized, authorized for reshipment or transfer to a user in another free trade zone, and must have the corresponding exit form authorized by the User Operator.

- The process of exporting merchandise from abroad can only be carried out through a Customs Agency contracted by the exhibitor.

- For reshipment abroad or transfer of merchandise from one free zone to another, the exhibitor must contract a means of transport that allows the merchandise to be secured with seals.

5.6 Completing Forms

For more information, the Commercial Coordination of the respective fair will provide exhibitors via email with instructions for completing the "*Ingreso de mercancías en libre disposición necesarias para la celebración del evento en el recinto ferial- Expositores*.

Merchandise from abroad is subject to a different procedure, which must be managed by a logistics operator and/or Customs Agent, in coordination with the CORFERIAS User Operator.

All information provided and recorded on the forms is sworn under oath and must therefore be true and accurate, thereby compromising the exhibitor's liability to Corferias and the competent authority for any inconsistencies stated therein.

6. 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

Generado por Leonardo Henriquez Escandon el 27/11/2025 12:18:14 pm - COPIA NO CONTROLADA

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.

6.1 Basic Rules For Stand Assembling And Decoration

- 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.
- 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.
- 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.
- CORFERIAS will not allow access to assembling companies that violate rules and processes repeatedly or impede the operation of the fairgrounds.
- Any worker who enters Corferias to perform assembly or disassembly of fairs or events must carry and use the Personal Protection elements at all times during their stay in the pavilion.
- All workers who perform work at heights should use their fall protection equipment as well as ensure that the access systems are adequate and comply with the certifications and quality standards, it is the responsibility of the contractor to review the validity and suitability of training in heights of his staff.
- Corferias will verify compliance with these guidelines and may stop the activities at any time until the breaches observed are rectified.
- Any company that performs work for or on behalf of Corferias must have implementing a management system in occupational safety and health which can be required at any time according to current regulations.

*For any further information, please contact the Assembling office of CORFERIAS.

Generado por Leonardo Henriquez Escandon el 27/11/2025 12:18:14 pm - COPIA NO CONTROLADA

6.1.1 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 designand 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.

6.1.2 Design and Assembling of Rented Space.

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

- The 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.

- 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.

- 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.

Generado por Leonardo Henriquez Escandon el 27/11/2025 12:18:14 pm - COPIA NO CONTROLADA

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

- 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.

- 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.

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

- 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.

- CORFERIAS will not lend or rent tools or equipment for assemblies.

- 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.

- 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.

- 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.

- Carpet cleaning or repair can only be performed by personnel authorized by CORFERIAS.

- 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.

- 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.

- The maximum load capacity of concrete mezzanines is 400 kg /m²

- 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.

Generado por Leonardo Henriquez Escandon el 27/11/2025 12:18:14 pm - COPIA NO CONTROLADA

- 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.

6.1.3 Assembling - Height

- 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.

- 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 that 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.
- All assembly at heights must comply with the parameters established in the Colombian regulations on work at heights and ensure that access systems such as ladders, scaffolding, mechanical arms among others meet the technical, maintenance and are applicable to the work to be developed.
- All workers who perform work at heights must have current certification that allows them to develop this activity.

6.1.4 Assembling - Hanging Items

- aHanging 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.

- 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.

6.1.5 Assembling - Electrical Networks

- 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.

- 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).

Generado por Leonardo Henriquez Escandon el 27/11/2025 12:18:14 pm - COPIA NO CONTROLADA

- 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.

- 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.

- 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.

- 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.

- 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.

6.1.6 Assembling - Additional Services

If the exhibitor requires additional services such as (electricity, internet, furniture wáter, and others), he may request them through the form "Rental Services Request Form" which can be downloaded from the website www.corferias.com Exhibitors - Services for Exhibitors, and send the request to the email serviciosplus@corferias.com to validate the availability of inventory and viability of the installation of the requested services.

6.1.7 Safety During Assembling

- Exhibitors and installers must comply with the rules and regulations imposed by the Security office.

- It is not allowed that anyone other than CORFERIAS operates on the roofs of pavilions under any circumstances.

- 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.

- 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:

Generado por Leonardo Henriquez Escandon el 27/11/2025 12:18:14 pm - COPIA NO CONTROLADA

Examples of elements that create fire hazards	Type of fire extinguisher to be used
- Using candelabra - Fire shows	- (Abc) multi-purpose - (b) dry chemical
Promotional items	
- Samovars and other items to prepare or heat food - Comburant agents (disinfectants containing peroxides)	Samovars and other items to prepare or heat food Comburant agents (disinfectants containing peroxides)
Using sources of energy	
- Gas - combustible liquids - More than two electrical appliances that may generate overload.	- (BC) Co2 - (B) - (C) SOLKAFLAM CARBON DIOXIDE

6.2 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.

6.3 Repair And Damage

- 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.

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

* 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.

- 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.

7. GENERAL SECURITY MEASURES AT THE TRADE FAIR

Generado por Leonardo Henriquez Escandon el 27/11/2025 12:18:14 pm - COPIA NO CONTROLADA

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

- CORFERIAS has general security measures in trade fairs and events, but each exhibitor is responsible for their goods and belongings from the moment they enter the fairgrounds until their final release, hence the exhibitor must hire enough staff to take care of it and comply strictly with the opening and closing hours during assembling, exhibition and dismantling stages.

- CORFERIAS is not responsible for the goods entering the pavilion 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.

- The pavilion opening and closing hours are binding, so no one may enter or stay in the pavilions outside of these times.

- In the event that the exhibitor contracts cleaning staff for the rented areas, he must request authorization for their admission to the Security Office. CORFERIAS reserves the right of admission of such people.

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

- Exhibitor is recommended to monitor his belongings and/or valuables with special care.

- Everyone without exception will be searched by the security personnel at the closing of each pavilion.

- Upon closing the pavilion, the stand must be closed with all the security measures that the exhibitor deems necessary. It is recommended that personal items are not left in the stand.

- In case of security difficulties, the exhibitor can go to the Security or Pavilion Supervisor who will be willing to help you.

- Exhibitors must give immediate notice to supervisors if they see suspicious people at the opening and closing of pavilions during the trade show.

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

- 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-).

- When exhibitors hire equipment with third party companies, they should demand safety of equipment hired (steel cables and permanent staff).

- 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).

- 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.

Generado por Leonardo Henriquez Escandon el 27/11/2025 12:18:14 pm - COPIA NO CONTROLADA

- Cartage service for internal transport of goods is provided by personnel duly uniformed and identified. This service is provided independently and CORFERIAS is not responsible for the goods transported by this means, so exhibitors must take care of their merchandise.

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

- Should an emergency occur, exhibitors or their employees shall inform the Security and/or Monitoring Supervisor to Ext. 5542-5544.

- 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.

- 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.

- Every Contractor must comply with the regulatory guidelines established in Decree 1072 of 2015 and the regulations that modify it, in the same way must implement a management system in Occupational Health and Safety under the guidelines given in said regulations

8. 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.

8.1 Procedure for acquiring and submitting the policy.

- 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.

- 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.

- 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.

Generado por Leonardo Henriquez Escandon el 27/11/2025 12:18:14 pm - COPIA NO CONTROLADA

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.

9. COEXISTENCE RULES

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

- Distributing or displaying propaganda and/or print ads that CORFERIAS deems inappropriate or inconvenient is prohibited.
- Actions that could be classified by CORFERIAS as political or religious intervention, participation or proselytism, either domestic or foreign, is prohibited.
- Exhibitor are not allowed to distribute samples, print ads, propaganda, etc., outside the place assigned for its exhibition.
- 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.
- 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.
- 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.
- 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.
- 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 nursing homes.	55	50
	Residential areas or areas exclusively intended for housing, hotel and lodging development.		

Generado por Leonardo Henriquez Escandon el 27/11/2025 12:18:14 pm - COPIA NO CONTROLADA

Sector B. Quietness	Universities, schools, centers of study and research	65	55
	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.		
Sector D. Suburban or rural area with quietness and moderate noise	Suburban residential area.	55	50
	Suburban residential area.		
	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.

- 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.
- The sale of liquor to minors is prohibited, according to Law 124 of 1994 or any rule that modify, regulate, add or repeal.
- In case of presenting a fact or situation that causes controversy or conflict between the exhibitors, they must came up in first stance to the direct, respectful and peaceful resolution of these; In case they don't come to an agreement the exhibitors must turn to the alternative mechanisms for conflict resolution, guaranteeing the normal development of the fair or event.
- Failure to comply with this provision results in the immediate closure of the stand and the possibility to not be able to attend to nest shows or events

Corferias reserves the right to decide about the aspects contemplated in this numeral.

10. 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.

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.

12. REQUIREMENTS FOR THE ADMISSION OF FOOD POINT INSTALLATIONS AT FAIRS AND EVENTS

In the light of current regulations on food (Decree 3075/1997 and resolution 2674/2013) and health authority requirements (the City Health Department) related to supervision and control, and in order to comply with them in all CORFERIAS activities associated with food manipulation during fairs and events, we here explain of requirements for setting up stands.

12.1 Documentation

- Health Report: Support for the origin of foods for exhibition or sale, through a Health Report on the establishment from which food, raw materials or products for sale or services are acquired.
- Notice to the commercial area on food which will be brought into the fairground; listing types of food which will be for exhibition or sale.
- The exhibitor is responsible for guaranteeing that vehicles carrying food meet requirements (heat, refrigeration and cooling) and meet legal requirements.
- A list of personnel in the service or at the stand, and a copy of the current health documentation (Manipulation Certificate and/or Training Plan, and Medical Certificate of suitability for manipulating food.
- Procedures/instructions for cleaning and disinfection specific, to the stand or operating point in the fairground, and a record of the activity.
- Technical and safety specifications for products used in cleaning and disinfection.
- Record of temperature control of refrigerators or freezers for the storage of food, where applicable
- Record of temperature control for food distribution where applicable (food which will be stored for distribution for longer periods in samovars, food conservation vessels, bain marie, salad bars, cold bars etc)

12.2 Installation Requirements

Generado por Leonardo Henriquez Escandon el 27/11/2025 12:18:14 pm - COPIA NO CONTROLADA

Food exhibitors´ installations must comply with the following characteristics:

- Guarantee that the floor is free of standing water, with a smooth non-porous surface, for easy cleaning.
- Installations in pavilions must at least be a plastic mat to cover all the surface of the working area and guarantee full adhesion to the surface.
- For installations in open areas, there must be a plastic pallet or water-proof surfaced floor for easy cleaning, to cover the whole of the working área.
- In the area where food is prepared, dressed, assembled, distributed, exhibited and/or sold, must be a roof to protect it against during the activities mentioned (i.e. the installation may not be in the open air).
- Ensure that there is a water point with drain which will allow hygiene to be maintained on hands and utensils.
- Safe electrical installations, avoiding bare wiring, installed so that there is no risk of tripping over them or being tangled up in them.
- Safe gas installations, with no pipes or hoses are unprotected, they must be installed so that there is no risk of tripping over them all being tangled up in them, and at all events, notice must be given prior to the service, if this type of installation is to be implemented.
- Food must be stored in clean equipment, so that appropriate temperatures (cold or hot) are guaranteed (refrigerators, refrigerating bars, warming tanks/trays, bain marie , samovars, etc).
- Pallets to be used to lay out food and accessories, Food must never come into direct contact with the floor.
- Utensils and other services which come into contact with food must be of sanitary material and clean, and may not present any type of deterioration.
- Thermometer in good condition to guarantee temperature controls.
- Guaranteed separation of waste into organic and inorganic matter, and if any waste oil is produced, it must be disposed of in closed drums or jars, and marked (“frying oil”),; and the supervisor of the area must be informed so that the CORFERIAS service staff will dispose of the waste in order to comply with the CORFERIAS
- Sanitation Plan. If no waste is left for disposal by CORFERIAS the exhibitor must certify that it has an authorized Waste Manager to dispose of this material, for which must provide the most recent Disposal Certificate.
- Guaranteed conditions of hygiene for personnel: short fingernails, no enamel, no jewelry, no perfume, hair tied back and adequate equipment for food manipulation (mask, light- colored uniform, no open shoes).

Generado por Leonardo Henriquez Escandon el 27/11/2025 12:18:14 pm - COPIA NO CONTROLADA

- There must be soap and disinfectant gel and disposal towels to keep hands hygienic, and the procedure for washing hands must be published.

- Multipurpose extinguishers properly signposted, and placed on metallic bases avoiding contact directly with floor.

- Guarantee that food on exhibition or for sale is properly labelled with the following information: production batch, expiry dates, health registration information, health permit and/or health notification, address of manufacturer, and storage conditions.

13. 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

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:

- 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.

- 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.

- 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

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

    - 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.

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

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

Generado por Leonardo Henriquez Escandon el 27/11/2025 12:18:14 pm - COPIA NO CONTROLADA

- 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.

- 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.

14. ANNEXED

BIOSAFETY PROTOCOL

With the signature of the physical space lease, THE LESSEE undertakes to comply with the Biosafety protocol adopted by THE LESSOR, protocol that is published in www.corferias.com, as well as the document “Biosecurity Guide for Exhibitors”, which is annexed to the contract signed between the Parties.

The Biosafety Protocol is mandatory in accordance with the provisions of the authorities of the national and district order. In case that THE LESSEE, any official, worker, subordinate or subcontractor appointed by THE LESSEE for the development of any of the activity (-ies) subject to the contract, does not comply with the biosafety protocols established by THE LESSOR for the entry and stay within the fairgrounds, will not be able to enter the premises or will be removed from the premises of the fairgrounds. The restriction of access to the fairgrounds or the withdrawal of THE LESSEE or any of its officials, workers, subordinates or subcontractors of the facilities because of the non-compliance of the biosafety protocols, will be understood as a cause of non-compliance with this contract by THE LESSEE, and therefore may result in the termination of the contract by THE LESSOR, without any compensation being generated in favor of THE LESSEE.

PARAGRAPH: THE LESSOR will inform THE LESSEE by the different means of communication which THE LESSOR has, any update and/or additional measures to the biosafety protocols ordered by the national and district authorities, for which THE LESSOR as well as its officials, workers, subordinates or subcontractors must immediately adopt all the indications that THE LESSOR informs about the matter.

Generado por Leonardo Henriquez Escandon el 27/11/2025 12:18:14 pm - COPIA NO CONTROLADA