



16 TO 18 OCTOBER  
AT CORFERIAS MAIN HALL



# EXHIBITOR HANDBOOK

we are part of :



Organizers :





## Key Dates

Activity	Date
Deadline to pay the trade show participation fee	September 16, 2025
*Opening date to request exhibitor badges and invitations	September 18, 2025
Suggested deadline for service payments	September 16, 2025
Deadline to complete exhibition area setup	October 15, 2025
Parking pass valid from	October 14, 2025

Note: 100% of the participation fee must be paid in order to receive badges and invitations.  
Please contact [tgomez@corferias.com](mailto:tgomez@corferias.com)  
Tel: + 57 301 787 5052



## Key Dates

Activity	Date	Time
Booth setup	October 14–15, 2025	7:00 am a 8:00 p.m.
Opening ceremony	October 16, 2025	10:00 a.m.
Exhibit hall opens to attendees	October 16, 2025	10:00 am.
Show closes	October 18, 2025	8:00 p.m.
Booth dismantling	October 19, 2025	7:00 a.m. a 6:00 p.m.

**Please note: Hard hats are mandatory during setup and dismantling.**

\*Dates and times are subject to change based on Corferias' logistics plan and specific pavilion requirements during the show's commercial phase.





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## Trade Show Schedule

Activity	Time
Exhibitor access – October 16, 2025	8:00 a.m. a 8:00 p.m.
Exhibitor access – October 17 & 18, 2025	9:00 a.m. a 8:00 p.m.
Visitor hours (Trade show floor)	10:00 a.m. a 8:00 p.m.
Ticket office hours	9:00 a.m. a 7:00 p.m.
Parking hours for exhibitors and visitors	7:00 a.m. a 9:00 p.m.

## Badges, Invitations, and Ticketing

### Badges and Invitations According to Contracted Area

Depending on the contracted participation area, each exhibitor is entitled to a specific number of badges and invitations. Invitations will be available starting from the date indicated (see schedule in this document). Both badges and invitations must be requested through PLUS by Corferias and picked up in advance so the exhibitor can arrange for delivery. Exhibitors may purchase additional VIP invitations at a cost of \$38,000 COP each (minimum purchase of 5 invitations), by presenting the signed participation contract.

### Badge Usage Policy

Corferias will provide exhibitors and their employees with special badges or credentials that are personal and non-transferable. These serve to identify the holder and authorize access to the trade show and the benefits to which they are entitled. Exhibitors are responsible for any fraud or misuse involving their badges, whether by their employees or third parties. Any misuse by the exhibitor or their staff, or any use authorized by them, will result in immediate expulsion from the event without compensation or reimbursement of any kind. In addition, Corferias reserves the right to prohibit future participation in any of its trade shows.





## Badges, Invitations, and Ticketing

### Badges for Exhibitor Use

**Badges are personal and non-transferable, and must be worn by the staff of the exhibiting company as an identification document during the Fair.** Each badge must include the company name, the full name of the person, and their identification document number.

Please download and submit the following completed Excel file by **August 30** in order to print your exhibitor badges: [EXHIBITOR BADGE TEMPLATE](#)

### Additional Badges

These are the same as regular exhibitor badges and are used in case the number originally assigned to the company is insufficient. Exhibitors may purchase additional badges by presenting the signed participation contract. They are personal and non-transferable and must include the company name, full name, and ID number of each holder. The cost for additional badges is **\$50,000 COP each**.

### Setup Badges

Valid only during the setup period and expire on the first day of the trade show. These must be worn by those involved in booth construction and decoration, who work under the supervision and full responsibility of the exhibiting company. **All individuals involved in setup must present their ARL and EPS affiliation certificate upon entry or they will not be allowed to participate in the setup.** There is no limit to the number of setup badges, which will be issued according to the exhibitor's needs.

### Dismantling Badges

Required for anyone involved in booth dismantling who does not already have an exhibitor badge. These badges will be issued in unlimited quantities based on the exhibitor's needs, but only once the booth has received clearance from the pavilion supervisor, confirming there are no outstanding external structures or unpaid balances. Teardown badges are valid starting the day after the event ends and are only valid for this activity.



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## Services

Service	Cost (COP)
On-site ticket (1 day)	\$ 50.000
On-site ticket – 3-day pass	\$ 130.000
Student ticket (with valid student ID)	\$ 25.000
Additional badge	\$ 50.000
Invitation	\$ 38.000
Parking pass	\$ 89.000
Parking rate – per minute (car)	\$ 115
Parking rate – 12 continuous hours (car)	\$ 30.000

\*Motorcycle parking is available at a daily rate of \$20,000 COP. After 12 hours, the rate is \$80 COP per minute.



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## Badge and Invitation Allocation by Booth Size

Cantidad en M2	Exhibitor Badges	Invitations
Between 9 m <sup>2</sup> and 18 m <sup>2</sup>	4	15
Between 18,1 and 27 m2	6	20
Between 27,1 and 36 m2	8	25
Between 36,1 and 54 m2	12	35
Between 54,1 m2 and 72 m2	14	45
More tan 72,1 m2	16	55



## General Services

Corferias offers exhibitors complementary services to strengthen their participation, such as:



- |  |   |
|--|---|
|  Furniture                    |  Structures        |
|  Audiovisual (AV) equipment   |  Stand cleaning    |
|  Nursery                      |  Corferias Conecta |
|  Telecommunication & networks |  Compressed air    |
|  Height Safety Equipment      |  Water and sewage  |
|  Electricity                  |  Propane Gas       |

If you wish to hire these services, please:

Click Here



To know the catalog of services for rent.

Click Here



To download the service request form.

Click Here



To download the parking voucher application form.

**\*Remember to hire these services at least one month before the beginning of the fair.\*Rates subject to change without previous notice.**



## Services Portfolio

Receive personalized assistance through:

- **Virtual:** Email: [serviciosplus@corferias.com](mailto:serviciosplus@corferias.com) - [rentalservices@corferias.com](mailto:rentalservices@corferias.com)
- **Phone:** PBX: +57 601 381 0000 **Ext.** 1900 WhatsApp: +57 333 233 7618
- **In-Person:** We provide assistance at PLUS Office at Corferias, Carrera 37 #24-67, Bogotá

If you have any questions, please do not hesitate to contact us. We are here to help.

Remember to hire these services at least one month before the start of the trade show setup.



**16**  
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## PARKING

- The designated parking area for ExpoSolar Colombia exhibitors will be **the TORRE Corferias Parking Lot**, located at Carrera 40 #22-34. It will be available **from 7:00 a.m. to 9:00 p.m.**, starting on the first day of setup, throughout the event, and on the dismantling day.
  - **Merchandise entry during setup days must be done through GATE 3.**
- Parking passes can be purchased through EL PLUS at Corferias' main offices for a cost of \$89,000 COP per vehicle (car or motorcycle).
  - Passes will be valid for exhibitors starting October 14, 2025.
- The parking pass will be managed with a smart card that guarantees access to a reserved space. In case of loss, a replacement fee equivalent to ½ of the minimum monthly wage will apply.





## Free Trade Zone – Foreign Trade

### Goods Imported from Abroad (Not Nationalized)

Storage fee in Free Trade Zone (as of October 25)	\$ 27,000 COP (per kg/day)
Goods entry date (up to one month before the event)	September 16, 2025
Free goods withdrawal deadline (up to 6 days after the event ends)	October 24, 2025
Final goods withdrawal deadline (up to 2 months after the event ends)	December 18, 2025

## Free Trade Zone – Foreign Trade

### National and Nationalized Goods

Goods entry date (starting from the first setup day to the exhibition area)	October 14, 2025
Goods withdrawal date (on the dismantling day)	October 19, 2025

For more information, click the following link  
GOODS ENTRY to the Trade Show Venue

[Click Here](#)





## Shipment of Goods

### Goods Arriving from Abroad

**Exhibitors may ship goods to the fair up to one (1) month before the event starts. In these cases, the exhibitor must indicate the following information on the transport document, which must be completed with the logistics company responsible for transporting the goods:**

- ✓ Consigned to: CORPORACIÓN DE FERIAS Y EXPOSICIONES S.A. ZONA FRANCA USER
- ✓ Code: 942
- ✓ Name of the event
- ✓ Name of the exhibitor
- ✓ Pavilion and stand number
- ✓ Bogotá – Colombia

**Labeling Instructions** All goods (boxes, crates, etc.) must be clearly labeled with the following information:

- ✓ Consigned to: CORPORACIÓN DE FERIAS Y EXPOSICIONES S.A. ZONA FRANCA USER
- ✓ Code: 942
- ✓ Name of the even
- ✓ tName of the exhibitor
- ✓ Pavilion and stand number
- ✓ Bogotá – Colombia

For more details, please refer to the Participation Terms and Conditions, section 4: REQUIREMENTS FOR THE ENTRY AND EXIT OF GOODS FROM THE CORFERIAS PERMANENT SPECIAL FREE TRADE ZONE.

[CLICK HERE](#)





## National and International Payments

### ACCOUNT FOR NATIONAL PAYMENTS

Banco	Número de cuenta	Tipo de cuenta	Beneficiario
Davivienda	481800024988	Ahorros	Corporación de Ferias y Exposiciones S.A.

### ACCOUNT FOR INTERNATIONAL PAYMENTS

BANK	BANCOLOMBIA PANAMÁ
CITY	PANAMÁ
COUNTRY	PANAMÁ
BENEFICIARY ACCOUNT NUMBER	80100004590
BENEFICIARY	CORPORACIÓN DE FERIAS Y EXPOSICIONES SA



## Hilton Bogota Corferias -Reservations

- Strategically located within the Corferias International Business and Exhibition Center.
- Amenities: Wi-Fi, Fitness Center, Indoor Heated Pool, Buffet Breakfast, 24-Hour Room Service
- Colombian-Inspired Gastronomic Experience: OKA Bar + Grill and Bon Market & Bar.

### Contact Information

**Address:** Carrera 37 #24-29, Corferias

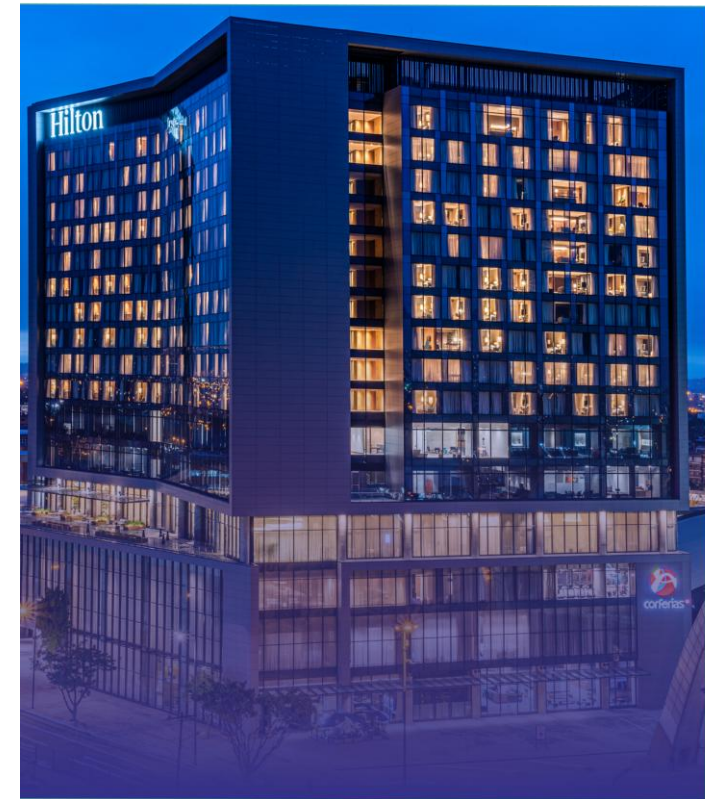
**Contact:** Ana María Rodríguez Torres – Sales Manager

**Phone:** (+57-1) 443 4400 | ID: (+57) 1443 4417

**Mobile:** (+57) 311 824 0443

**Email:** ana.rodriguez2@hilton.com

[Book Here](#)







## Security Measures

**All exhibitors must be present at their stand starting from the opening of the halls at 8:00 a.m.** on the first day of the fair, and from 9:00 a.m. on the second and third days, until the halls close at 8:00 p.m. On setup and dismantling days, the halls open at 7:00 a.m. Corferias is not responsible for the loss of decorations, equipment, promotional material, or any other items that are stolen or misplaced due to the absence of exhibitors at their stands during visitor hours, setup, or dismantling.

**Please consider the following important safety recommendations to avoid incidents involving your stand or Corferias:**

- ✓ Corferias provides general security for fairs and events; however, **each exhibitor is responsible** for their goods and personal belongings from the time they enter the venue until their final exit. Exhibitors should hire sufficient personnel to monitor their stand throughout setup, the event, and dismantling.
- ✓ If your stand is located in an area that remains open at night, it is advisable to hire **private security services** directly for your stand.
- ✓ **All commercial exhibits must be secured.** If your stand includes technology for display or demonstration, it must be properly anchored. Please also note that **the informal sale or distribution** of goods or flyers outside the assigned areas is prohibited.
- ✓ During peak visitor hours and high foot traffic, it is especially important to **reinforce security measures** at your stand.
- ✓ We encourage you to **follow the recommendations** provided by the Security Department, which will be delivered at your stand.





## Important

In accordance with the Participation Terms & Conditions—**an integral part of the trade show participation contract**—it is essential to review the provisions outlined in Section 5.3.1: Safety during Setup (page 22) and Section B: Rules of Conduct, item G (page 29), which are summarized below:

**C.** Exhibitors or setup personnel must not store or handle flammable, hazardous, or gas-powered items (e.g., gas tanks, charcoal, gasoline, or other fuels) that pose a risk or nuisance to the pavilions or venue. If the use of such elements is strictly necessary, prior written authorization from the Bogotá Fire Department and the Corferias Security Office is required, along with appropriate safety measures.

**G. It is strictly prohibited to store or handle the following within the venue:** Flammable liquids and materials, fuels, combustibles, explosives, toxic substances (e.g., gasoline, diesel, coal, alcohols, pesticides, detergents, industrial lubricants, butane, oils, etc.), or compressed gas cylinders (e.g., oxygen, nitrogen, helium, air, etc.). To bring, store, handle, or use any of these substances, the exhibitor must request technical clearance from the Risk Prevention Office of the Bogotá Fire Department and submit it to the Corferias Security Office for validation.

With regard to **machinery operation** within the exhibition area, exhibitors must comply with the **REQUIREMENTS LIST FOR TRADE FAIRS INVOLVING MACHINERY AND/OR CHEMICAL SUBSTANCES**. This list ensures proper adherence to all applicable safety regulations concerning machinery demonstrations, equipment operation, and the use/storage/display/sale of chemical substances.

Refer to the following documents:

### Participation Terms & Conditions

Requirements List for Trade Fairs Involving Machinery and the Use of Chemical Substances



## Key Points to Keep in Mind for Your Participation

- The promotion of products or services is only allowed within the contracted stand space. **Any promotional activity conducted outside of this area will be considered a brand activation and will incur additional costs.**
- Exhibitors must keep all required documentation up to date. Please note that Corferias is subject to inspections by public entities such as DIAN, INVIMA, and the Health Department, and is not responsible for any visits or inspections these authorities may carry out during the event.
- Exhibitors must **inform Corferias of any planned activities or shows that could generate large gatherings, at least one month in advance.**
- Please remember that one of the requirements for maintaining a respectful environment in indoor venues is to control sound levels. **Noise must not exceed 45 decibels.** Failure to comply with this regulation may result in disciplinary action.

**Note: Remember to complete the goods entry form and keep copies to avoid any issues.**



## Important Considerations for Your Participation

**Please keep the following conditions in mind to ensure a successful and smooth participation:**

**For structures exceeding 2.40 meters in height or involving any special technical requirement**, prior approval from the Setup Management Office is required. You must complete the Render Approval Request Form, which can be accessed through the following link:



**Render Approval**  
**Request Form**

**Once completed, the form must be submitted no later than 15 days before the start of setup for ExpoSolar Colombia 2025 and sent via email to:**

**JUAN DIEGO CORTEZ**

[jcortes@corferias.com](mailto:jcortes@corferias.com)

**Teléfono: 601 3810000 ext. 5763**

- Exhibitors agree to complete setup within the designated dates, whether the setup is done directly by them or by a third party. Failure to meet these deadlines may result in sanctions as outlined in the rental agreement.
- For dismantling, only the day after the event ends is available. No exhibitor may begin teardown early. If, after the dismantling deadline, the stand remains partially or fully assembled in the designated area, Corferias will remove and store the materials without assuming responsibility for their care or condition.

**Note:** Be sure to complete the goods entry form and keep copies to avoid any issues.





**16**  
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## Mandatory Insurance

- According to the trade show participation contract, **all items and/or merchandise at the exhibitor's stand must be properly insured** against any risk or incident, whether or not it involves violence. This is a **mandatory requirement** for successful participation in any fair or event.
- Exhibitors may extend their existing insurance policy to cover the **entire duration of their participation in the event**. If the exhibitor does not currently have coverage and needs to insure their goods, they may do so through a trusted insurance provider.
- Exhibitors **must present a copy of the insurance policy** to the pavilion supervisor **upon entering the venue on the first day of setup**. Only after verifying the policy will the supervisor authorize access to the stand so that setup and decoration can begin.





## Catering Services at Corferias

To ensure the successful execution of your corporate activities and social events during ExpoSolar Colombia 2025, Corferias offers a wide range of food and beverage services through its in-house catering unit.

To request our catering services, please contact:

Name	E-mail	PBX	Ext
Gustavo Casasbuenas	gcasasbuenas@corferias.com	601 381 0000 Móvil: +57 350 503 7540	5011
Angela Cardozo	acardozo@corferias.com	601 381 0000 Móvil: +57 320 859 3776	5310

[Policies for Hosting Social Events](#)

## External Catering Services

To bring in external catering, the following requirements must be met:

[🔗 \[Food Entry Checklist\]](#)



## Contacts

### Centro de Ciencia y Sensibilización Ambiental

NAME	POSITION	E-MAIL	PHONE
SANDRA ELENA RENDÓN	Administrative and Financial Director	sandra.rendon@feriaexposolar.com	+57 3005707850
VANESA ORTIZ	Administrative Assistant	feriaexposolar@feriaexposolar.com	+57 3016751719



## Contacts

### CORFERIAS

#### Commercial Team

PBX Corferias: 381 0000

NAME	POSITION	E-mail	Ext.
TERESA GÓMEZ	International Commercial Coordinator	tgomez@corferias.com	Ext. 5418
ESTEBAN RODRIGUEZ	Commercial Coordinator	wrodriguez@corferias.com	Ext. 5168
EDWIN YARA	Logistics Coordinator	eyara@corferias.com	Ext. 5168
ELIANA BERNAL	Commercial Secretary	ebernal@corferias.com	Ext. 5214
LILIAN CONDE	Project Manager	lconde@corferias.com	Ext. 5126



## Contacts

PBX Corferias: 381 0000

AREA	NAME	POSITION	Ext.
ASSEMBLY	Andrea Sarnarí Kuehle	Head of Setup	Ext. 5760
	Juan Diego Cortes Rodriguez	Setup Coordinator	Ext. 5126
SECURITY	Jaime Enrique Bonilla	Head of Security	Ext. 5540
	Javier Malagón	Security Coordinator	Ext. 5544
FOREIGN TRADE	Dary Sofía Sánchez Parra	Head of Foreign Trade	Ext. 5560
	Hernando Gómez Higuera	Foreign Trade Specialist	Ext. 5562
PRESS	Ruben Dario Ocampo Camargo	External Communications and Press Specialist	Ext. 5971
PUBLIC RELATIONS	Camila Andrea Delgado Burgos	Advisor to the Executive Office for Public and Media Relations	Ext. 5812





16 TO 18 OCTOBER  
AT CORFERIAS MAIN HALL



## Thank you

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