



Jun 17-20, 2025
BOGOTA - COLOMBIA

EXHIBITOR'S HAND BOOK

COME TO BE IMPRESSED

We are part of:
econexia
DIGITAL ECOSYSTEM
FOR BUSINESS
& NETWORKING
operated by **corferias**



Organized by:



ACTIVITY	DATE
Deadline for payment of the trade fair participation contract	May 17, 2025
Date for requesting badges and invitations	May 19, 2025
Suggested date for request and payment of services	May 17, 2025
Deadline for the adequacy of the exhibition areas	June 16, 2025
Date from which the parking voucher can be used	June 14 -21, 2025

COME TO BE **IMPRESSED**

ACTIVITY	DATE	TIME
Assembly Date Hall 11 - 17	June 12 - 16, 2025	8:00 a.m. to 8:00 p.m.
Assembly Date Hall 18 - 23	June 13 - 16, 2025	8:00 a.m. to 8:00 p.m.
Fair opening date	June 17, 2025	to be defined
Event starting date	June 17, 2025	12:00 m.
Fair closing date	June 20, 2025	7:00 p.m.
Dismantling date	June 21, 2025	8:00 a.m. to 6:00 p.m.

REMEMBER THAT THE USE OF HELMETS IS MANDATORY. **Subject to changes according to Corferias' logistic plan and the to the specific cases that occur in each Hall during the trade show*

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ACTIVITY	DATE	TIME
Exhibitor's Schedule	June 17, 2025.	8:00 a.m. - 7:00 p.m.
Exhibitor's schedule	June 18 - 20, 2025	9:00 a.m. - 7:00 p.m.
Visitor's schedule	June 27, 2025	12:00 a.m. - 6:00 p.m.
Visitor's Schedule	June 18 - 20, 2025	10:00 a.m. - 6:00 p.m.
Box office's Schedule	June 17, 2025.	11:00 a.m. - 5:00 p.m.
Box office's schedule	June 18 - 20, 2025	9:00 a.m. - 5:00 p.m.
Parking hours for exhibitors and visitors	June 17 - 20, 2025	7:00 a.m. - 9:00 p.m.

*Corferias reserves the following faculties: (I) To modify the schedules of the fair or event when it considers it convenient or necessary, or for safety or health reasons; (II) To terminate the fair or event when it considers it convenient or necessary, or for safety or health reasons; (III) To modify the schedules of the fair or event when it considers it convenient or necessary, or for safety or health reasons(II) Terminate the fair or event when it deems it convenient or when the economic results of the respective fair are not satisfactory.

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TICKET COST AT THE BOX OFFICE

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ACTIVITY	VALUE
Ticket price at the box office	\$46.000
Ticket price for students with ID card	\$23.000
Price of additional credential	\$44.000
Price of additional invitations	\$39.000
Value of the parking voucher	\$115 cars - \$ 80 Motorcycle
Green parking fee - per minute value	\$105.000
Parking fee - Day value*	\$30.000 cars - \$ 20.000 Motorcycle

(After 04:23 hours and up to 12:00 hours continuously)

COME TO BE IMPRESSED

CREDENTIALS, INVITATIONS ACCORDING TO LEASED AREA

Depending on the area contracted, the exhibitor is entitled to a certain number of badges and invitations, which will be delivered at the PLUS of Corferias - Hotel Hilton 1st presenting the fair participation contract. The exhibitor may purchase a package of Credentials at a value of **\$44,000 COP** each

Rules for using badges.

Corferias will provide exhibitors and their employees with special, personal and non-transferable badges or badges that will allow them to be identified as such and authorize them to enter the trade fair and other privileges to which they are entitled.

Exhibitors shall be liable for any fraud or deception which may be attempted or carried out by them, their employees or third parties using such badges or credentials persons using such passes or badges.

Any improper use on the part of the exhibitor or his employees or consented by him or them, will entitle Corferias to expel the exhibitor immediately, without compensation or recognition of any kind and to apply, as a penalty, for the sole fact of exhibitor immediately, without compensation or recognition of any kind and to apply, as a penalty, for the sole fact of non-compliance, of the sums paid for participation in the fair, in the same manner and at the discretion of Corferias, the exhibitor may be sanctioned with the impossibility of participating in future fairs organized by Corferias.

Likewise, and at the discretion of Corferias, it may be sanctioned with the impossibility of participating in future fairs organized by Corferias.

COME TO BE **IMPRESSED**

CREDENTIALS, INVITATIONS ACCORDING TO LEASED AREA

Exhibitor badges

They are personal and non-transferable and must be carried by the exhibiting company's personnel as identification at the show. The badges must bear the name of the company, the full name and the identity card number of the persons carrying them.

Additional badges

These credentials are the same as the exhibitor's credentials and are used when the exhibiting company's credentials are not sufficient. The exhibitor may obtain these credentials by presenting the Physical Space Participation Contract. They are personal and non-transferable and must bear the name of the company, the full name and the identity number of the persons carrying them. The cost of additional credentials is **\$44.000 COP**

Assembly badges

They are valid during the assembly phase and expire on the first day of the show. They must be carried by the persons in charge of assembly, who work on the construction and decoration of the stands, under the supervision and full responsibility of the exhibiting company.

Responsibility of the exhibiting company. The people who come to carry out the assembly must bring a helmet and ARL and EPS cards at the moment of entering the fair, otherwise they will not be able to assemble. They will be provided in unlimited quantities according to the needs of each exhibitor.

COME TO BE **IMPRESSED**

CREDENTIALS, INVITATIONS ACCORDING TO LEASED AREA

Dismantling credentials:

They must be carried by the personnel responsible for tearing Down the stand, who has not exhibitor nor service badges. These credentials will be delivered without restrictions of amount according to the exhibitor's needs by presenting the good standing form provided by the supervisor of the pavilion when the Fair comes to its end, as long as the exhibitor has no outstanding foreign trade documents or pending payments. These badges shall be valid from the day after the trade fair is over and for the time allowed for this activity.

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BADGES, INVITATIONS, AND BOX OFFICE

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TABLE OF BADGES ACCORDING TO SQM

INDOOR AREAS	EXHIBITOR BADGES	INVITATIONS AT NO COST
1 - 27 SQM	4	30
28 - 36 SQM	4	40
37 - 54 SQM	5	50
55 - 72 SQM	5	100
73 - 108 SQM	6	130
109 - 126 SQM	6	200
127 - 162 SQM	7	250
167 - 189 SQM	7	300
190 - 221 SQM	8	300
222 - 269 SQM	8	350
270 SQM or more	9	500

COME TO BE IMPRESSED

- The parking lot for the exhibitor of **Andigráfica 2025** will be "**La Torre**" located at **Cra. 40 # 22 - 34**. It will be open from 7:00 a.m. to 9:00 p.m.
- The entrance of trucks with goods on the days of assembly will be through "**GATE 3**" located at 25th Street and Carrera 40 (north side of Corferias). Subject to final confirmation.
- Parking vouchers will be sold at EL PLUS in the main offices of the company and will have a value of **\$105,000**. Parking vouchers will be valid for exhibitors on **June 14 -21, 2025**.
- The parking voucher will be managed with a smart card that entitles the exhibitor to a parking space in the parking lot. in the parking lot, in case of loss of this card will have the equivalent of 1/2 MLV daily wage.

COME TO BE IMPRESSED

GENERAL SERVICES

Corferias offers to its exhibitors additional services (subject to availability) to strengthen their participation, such as:



- Furniture
- Audiovisuals
- Nursery
- Networks and Internet
- Height equipment
- Electricity
- Structures
- Stand cleaning
- Corferias Conecta
- Compressed air
- Water and drainage
- Propane gas

View the catalogue of services for rent.

[Click Here](#)

To download the form request for services.

[Click Here](#)

To download the form parking voucher request

[Click Here](#)

***Remember to contract these services at least one month prior to the beginning of the fair.**

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Receive personalized advice through:

-Virtual channel: Email: rentalservices@corferias.com

-Telephone channel: PBX: +57 1 381 0000 Ext. 1900 WhatsApp: +57 333 233 7618

-In situ: we provide advice at the PLUS of Corferias, Carrera 37 # 24-67 Bogotá.

If you have any questions, do not hesitate to contact us, we are here to serve you !!!

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COME TO BE IMPRESSED

CATERING

For the optimal development of the different activities of your company and the realization of social events within the framework of the fair, Corferias offers a range of possibilities and services through its food and beverage unit:

TO PURCHASE OUR SERVICES PLEASE CONTACT:

Gustavo Casasbuenas

gcasasbuenas@corferias.com
PBX 381 0000 Ext. 5011
Mobile: +57 350 503 7540

Diana Rios

drios@corferias.com
PBX 381 0000 Ext. 5570

Angela Cardozo

acardozo@corferias.com
PBX: 381 0000
Ext: 5310

A&B Corporative

Mobile: +57 320 859
3776

POLICIES FOR THE REALIZATION OF SOCIAL EVENTS 2025

[Click Here](#)

External Catering Services

For external catering services, the following requirements must be fulfilled.
Checklist for food intake

[FOOD ENTRY
CHECKLIST](#)

COME TO BE IMPRESSED

Hotel Booking

- Strategically located inside the International Business and Exhibition Center, Corferias.
- Wi-Fi + Fitness Center + Heated indoor pool + Buffet type Breakfast + 24-hour Room Service
- Gastronomic offer with Colombian taste /OKA Bar ± Grill and Bon Market & Bar.

CONTACT

Ana Rodriguez

Sales Manager

Email: ana.rodriguez2@hilton.com

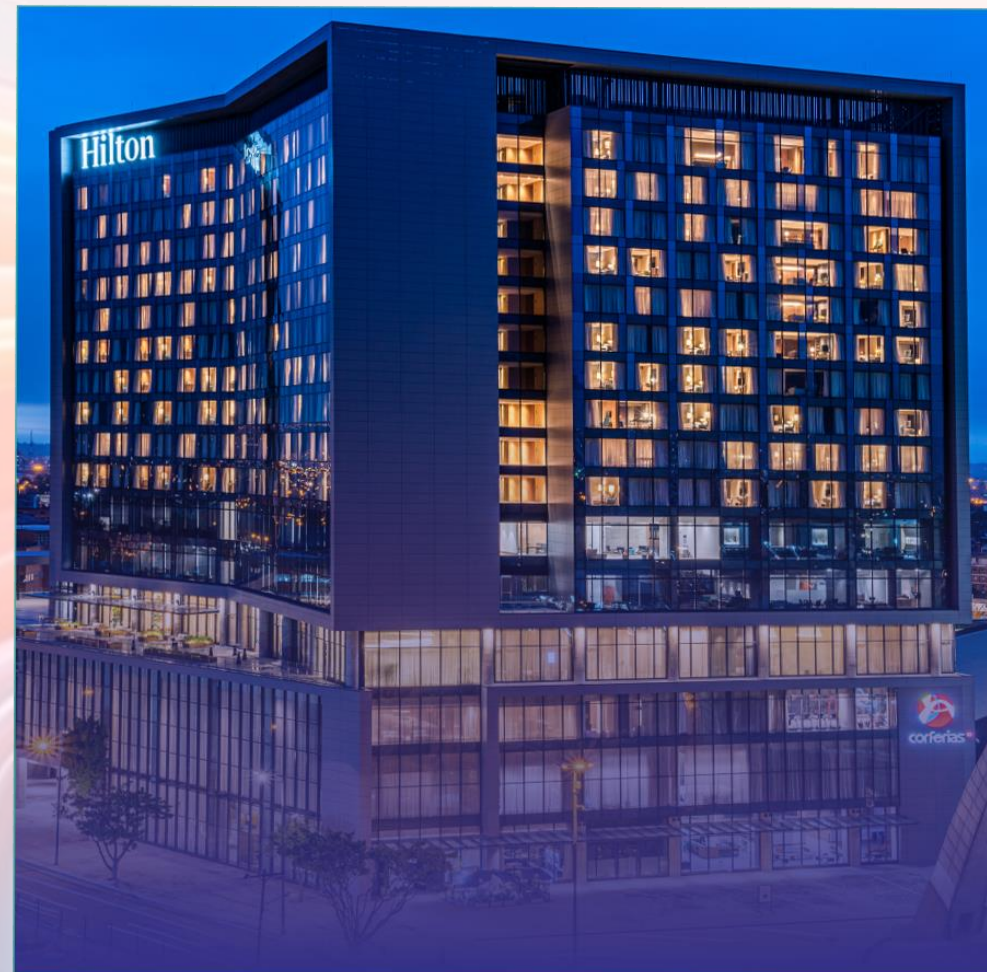
Phone: (+57) 601 443 4400 ID (+57) 601 4434417

Mob: (+57) 311 824 0443

Address: Carrera 37 # 24 - 29 Corferias

www.bogotacorferias.hilton.com

[Book Here](#)



COME TO BE IMPRESSED

- **The security offered by Corferias is a global security and not an exclusive security**, if your commercial booth is located in an area that remains open at night, you must provide a private security service hired directly by the exhibitor.
- **The commercial samples must be insured, if the booth has technology equipment** either for service or as a commercial sample, you must provide a private security service contracted directly by the exhibiting company for service or as a commercial sample, these must have the respective safety measures and anchorages.
- Likewise, we remind you that the informal sale of merchandise and/or flyers outside the assigned areas is prohibited outside the assigned areas.
- During the days of crowds and mass visits to the fair, it is recommended that they have enough personnel to serve the public sufficient personnel to attend to the public and it is important to increase the security systems at the stand of the stand.
- **Finally, we invite you to take into account the recommendations** that the Security Department will provide at your booth.

COME TO BE **IMPRESSED**

In accordance with the provisions of the Contract of Participation, all elements and/or goods that the Exhibitors have in the stand must be properly insured against all risks and must be made with or without violence. This is an indispensable condition for their successful participation in a fair or event.

The exhibitor may extend the policy he/she has with his/her insurance company during the time of participation in the fair. If the exhibitor does not have an insurance policy and needs to insure his goods, he may do so with the insurance company he trusts.

The Exhibitor must present a copy of the insurance policy to the Pavilion Supervisor upon entering the Fairgrounds on the first day of assembly; only then will the Supervisor hand over the corresponding stand so that the Exhibitor may begin the assembly and decoration of his space.

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FREE TRADE ZONE

Merchandise From Abroad Without Customs Clearance

Value for merchandise remaining at the Free Trade Zone the seventh day after the end of the Trade Show

\$27 COP per kg a day + VAT.

Deadline for merchandise entry
(One month before the Trade Show begins)

May 17, 2025

Deadline for merchandise removal without additional fees
(Six days after the end of the Trade Show)

June 26, 2025

Deadline for merchandise removal with additional fees
(Two months after the end of the Trade Show)

September 26, 2025

National Merchandise or Merchandise with Customs Clearance

Date for merchandise entry:
(Since the first assembly day to the exhibition area)

June 12 15, 2025

Date for merchandise removal:
(On the disassembly days)

June 22, 2025

* Subject to final indication.

Merchandise entry on assembly days will be made by Gate Three on Calle 25 with Carrera 40 (North Side of Corferias)*.

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PAYMENTS

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ACCOUNT FOR DOMESTIC PAYMENTS

BANK	ACCOUNT NUMBER	ACCOUNT TYPE	BENEFICIARY
Davivienda	4818-0000-2901	Saving	Corporación de Ferias y Exposiciones S.A.

ACCOUNT FOR INTERNATIONAL PAYMENTS

Bank	Bancolombia Panamá S.A
City	Ciudad de Panamá
Country	República de Panamá
Phone number -Fax	(507) 2 63 69 55 - 2 08 97 00
Beneficiary account number	80100004590
Beneficiary	Corporación de Ferias y Exposiciones S.A.
ABA	21000089

COME TO BE IMPRESSED

According to the Conditions of Participation, integral document of the contract of fair participation, it is important to consider what is described in point 5.3.1 Safety during Assembly letter C on page 22 and point 8. Coexistence Rules letter G of page 29, which are listed below.

c. The exhibitor or assembler shall not store or handle flammable and unhealthy substances or appliances gas, coal, gasoline, or any fuel that poses a danger or nuisance within the halls or in the enclosure. In cases where any of these elements is required, they shall be authorized in writing by the Fire Department and Safety Headquarters of CORFERIAS and provide the security systems of the case.

g. Refrain from storing or handling flammable liquids and/or materials inside the exhibition grounds, oxidizing fuels, fuels, explosives, toxins (petrol, ACPM, coal, alcohols, pesticides, ethers, detergents industrial, butanol, oils etc.); cylinders with substances or compressed fluids (gas, oxygen, nitrogen, helium, air etc.). For the entry, storage, handling and/or use of any of these elements, it will be necessary to process the respective technical concept before the Risk Prevention Office of the Administrative Unit of the Bogota Fire Brigade and present it to the Security Headquarters of CORFERIAS for validation.

Consult the following documents:

[Conditions of participation](#)

[List of requirements for trade shows and events involving machinery and the use of Chemical Substances](#)

[List of requirements for activities involving food handling at trade show](#)

COME TO BE IMPRESSED

For a successful and smooth participation, please consider the following conditions:

The exhibitor must submit, one (1) month in advance, the rendering or photograph of the booth to validate the assembly to be arranged in the areas provided.

The Exhibitor undertakes to carry out the installation within the deadlines set, whether it is carried out directly by the Exhibitor or by a third party. Failure to comply with the deadlines established for this activity will entitle Corferias to impose the penalties established in the Rental Contract.

Dismantling may only be carried out on the day following the end of the fair; no exhibitor may leave before the end of the fair. If, after the dismantling date, the stand is still assembled without the rented area having been dismantled, Corferias will dispose of all the material found there, without Corferias being responsible for its care and conservation.

The promotion of products or services is only allowed within the contracted stand, anything done outside of this area will be considered brand activation and will incur an additional cost.

Note: Be sure to complete the Goods Receipt Form and keep copies to avoid inconvenience.

COME TO BE IMPRESSED

Remember that you may have a space in the academic agenda (1 hour) to hold a private event, according to room availability. Failure to comply with this agenda will be considered an unacceptable commitment on the days of the event.

Exhibitors must have all documentation up to date. Remember that Corferias is regulated by public entities such as the **National Tax and Customs Directorate** (DIAN) and **the National Institute of Drug and Food Surveillance** (INVIMA) as well as the Ministry of Health and is not responsible for the visits that these entities may make during the fair.

Exhibitors must inform Corferias about the planning of activities or shows that may generate crowds, at least one month in advance.

Do not forget that one of the requirements for coexistence in closed places is to maintain optimum sound levels. These may not exceed 45 decibels*. Failure to comply with this rule will result in disciplinary sanctions.

Note: Be sure to complete the Goods Receipt Form and keep copies to avoid inconvenience.

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PBX Corferias: +57 601 381 0000

NAME	POSITION	E-MAIL	EXT.
Ana linda Garibello	Project Manager	agaribello@corferias.com	5429
Carol Peña	Business Development Director – Andigraf	desarrolloempresarial@andigraf.com.co	3175731469
Julieth Molano Peña	Commercial Executive – Andigraf	comercial@andigraf.com.co	3184010735
Susana Suárez	International Alliances Coordinator	ssuarez@corferias.com	5328
Leonardo Henriquez Escandon	International Commercial Coordinator	lescandon@corferias.com	5426
Karen Rodríguez	Commercial Asistant	krodriguez@corferias.com	5217

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Assembly Department

NAME	POSITION	EXT.
Andrea Sarnarí Kuehle	Assembly Manager	5760
Natalia Celeita Martinez	Assembly Coordinator	5762

Security Department

NAME	POSITION	EXT.
Jaime Bonilla	Chief Security Officer	5540
Katherine Leal	Mobility Coordinator	5503
Javier Malagón	Safety Coordinator	5544

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DEPARTAMENT	NAME	POSITION	EXT.
Foreign Trade	Dary Sofía Sánchez Parra	Head of Foreign Trade	5560
	Hernando Gómez Higuera	Foreign Trade Coordinator	5561
Public Relations	Camila Delgado	Public Relations Assistant	5812
Press	Fabiola Morera	National Press Professional	5971

COME TO BE IMPRESSED

Venue: Corferias - Bogotá, Colombia

Type of event: Specialized fair

ANDIGRÁFICA is a fair organized by: Corporación de Ferias y Exposiciones S.A., Usuario Operador de Zona Franca Beneficio e Interés Colectivo- NIT 860.002.464-3 - Address Cra. 37 # 24-67 Bogotá, Colombia and ANDIGRAF.//

Tickets: May be purchased at Corferias box offices on the dates of the event or through the website andigrafica.com //

Corferias is not part of the consumer relationship that arises between the visitor and the exhibitor of the fair, as it is not the owner or responsible for the products and/or services that are exhibited or marketed their products and/or services exhibited or marketed there. **The organizers of the fair are not responsible for any negotiation.**

Contact: serviciocliente@corferias.com - Address: Cra. 37 # 24-67 Bogotá, Colombia

For further information, terms and conditions and any change, modification or update of the event, please visit the website andigrafica.com

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