

EXHIBITOR'S MANUAL
ANDICOM 2025
LAS AMERICAS CONVENTION CENTER
SEPTEMBER 3 TO 5, 2025

www.andicom.co

Commercial blog link: <https://bitacora.andicom.co/>

1. WHAT IS ANDICOM?.....	1
2. GENERAL INFORMATION OF THE CONGRESS	2
3. COMMERCIAL LOGGING	2
4. ANDICOM CONGRESS EXHIBITION BLUEPRINT – LAS AMÉRICAS HOTEL COMPLEX	3
5. GENERAL INFORMATION	4
5.1 ASSEMBLY AND DISASSEMBLY	4
5.2 PRE-DECORATED SPACES AND STANDS	6
5.3 SPACES FOR FREE ASSEMBLY	7
5.4 BRAND PRESENCE – BRANDING.....	9
6. GENERAL RECOMMENDATIONS FOR ANDICOM 2025 EXHIBITORS	9
7. REQUIREMENTS FOR ASSEMBLY AUTHORIZATION	11
7.1 ACCESS AUTHORIZATION PROCEDURE FOR STAFF ASSEMBLY OF FREELY ASSEMBLED AND SERVICED STANDS.....	11
7.2 PROCEDURE FOR ENTRY TO THE CYCLE OF ASSEMBLY COMPANIES.....	12
7.3 GENERAL ASSEMBLY RULES	12
7.4 SAFETY STANDARDS FOR ASSEMBLY, DISASSEMBLY AND COMMERCIAL DISPLAY.....	14
8. FREE ZONE.....	15
9. LOADING AND UNLOADING GOODS.	15
10. CONTACTS FOR ADDITIONAL REQUIREMENTS.....	16
11. CONSIDERATIONS ABOUT SERVICES IN THE COMMERCIAL SAMPLE	18

1. WHAT IS ANDICOM?

ANDICOM 2025 is the main innovation stage in the Region. An event with unique characteristics that will allow you to be at the forefront with the latest trends and technological tools, develop digital skills to empower and transform society, turning technology into the main ally of participating companies and organizations.

The central theme of ANDICOM 2025 will revolve around innovation and technology in their consolidation as powerful agents of change that transform the global economy, to create new business opportunities and eliminate barriers to inclusive growth. Additionally, we will have Japan as a guest country, which will participate through a commercial, academic, and diplomatic presence in this edition of our Congress.

In this 40th version of the Congress, we expect the presence of more than 6,000 attendees, the most important public and private authorities of the country and the Region, generating the ideal meeting

between the large providers of ICT solutions and the large consumers of digital tools, in addition to know the latest technological, sectoral policy and market trends.

The ANDICOM Congress is organized by CINTEL (ICT Research & Development Center of Colombia), and is the most important Business, Technological and Innovation Congress in Colombia and one of the most relevant in the Latin American region, which in an academic and business environment, it promotes the dynamism and growth of the sector in a way that projects the country as a regional leader in the effective use of ICT.

2. GENERAL INFORMATION OF THE CONGRESS

NAME OF THE EVENT: ANDICOM

CITY: CARTAGENA

DATES: September 3, 4 and 5, 2025

LOCATION: Las Américas Complex - International Convention Center – CICLA

ADDRESS: Anillo Vial, Cielo Mar Sector, Cartagena de Indias, Colombia



3. COMMERCIAL LOGGING

To centralize information of interest to ANDICOM exhibitors, a landing page has been created in which all information documents and information requests related to the ANDICOM congress will be hosted. In this space you can find:

Commercial log link: <https://bitacora.andicom.co/>

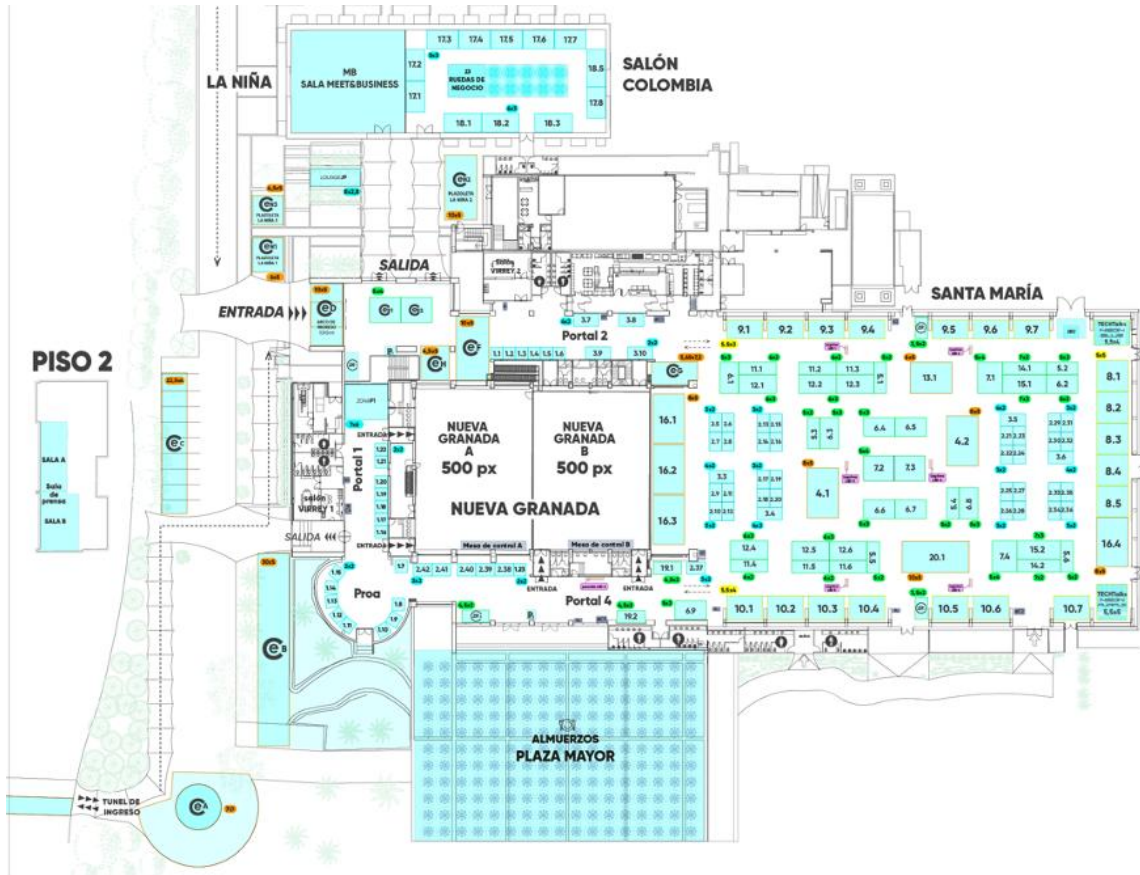
- Exhibitor's manual
- Free zone instructions and forms for the entry and exit of merchandise
- Instructions for each of the contracted pre-decorated and brand presence spaces
- Requested art upload forms, deadline for art submission: July 18
- Access to the setup staff registration platform – Hotel Las Américas



- Instructions for registering setup staff on the Hotel Las Américas platform

4. ANDICOM CONGRESS EXHIBITION BLUEPRINT – LAS AMÉRICAS HOTEL COMPLEX

In the following image we present the conference blueprint where you can see the location of the contracted commercial space.



Note: The blueprint may have updates, you can view in the latest version published on the ANDICOM website. You can view and download the blueprint in the commercial log.

The following manual presents the details of each of the types of spaces that are located on the congress floor blueprint.

- Pre-decorated spaces and stands
- Free assembly spaces
- Experience centers
- Business spaces located in the hotel
- Spaces in outdoor areas of CICLA
- Brand presence – branding options

5. GENERAL INFORMATION

For the delivery of spaces for assembly, stands or elements contracted with ANDICOM, you must be safe and sound with the payment of 100% of the value of the commercial relationship. The delivery of each space must be coordinated with the commercial executive who has been accompanying the company's commercial connection to the congress.

The different spaces, pre-decorated stands, spaces for free assembly, business suites, business rooms acquired with ANDICOM both in the International Convention Center of the Americas -CICLA- and in the hotel zone will be delivered under the following conditions:

- Find peace and security with the payment of 100% of the value of the commercial relationship.
- Presentation of approval of assembly renders by the organizing committee, presented through the Design Verification Form; this applies to free assembly spaces.

5.1 ASSEMBLY AND DISASSEMBLY

Below are the dates and times defined for the assembly and disassembly of the different spaces.

The setup for the year 2025 will be divided into three groups. If companies are found setting up outside authorized hours, the work will be stopped, and access will only be allowed at the designated time according to the information provided in this manual. To find out which group you belong to, please review the list and the map included in this document

GROUP A – Outdoor setup

MOUNTING Starting Saturday, August 30 (from 8:00 a.m. to 6:00 p.m.), Sunday, August 31 (starting at 8:00 a.m. to 20:00 hrs), Monday, September 1 (starting at 8:00 hrs), until Tuesday, September 2, 2025 (ending at 23:59 hrs)

TYPE SETUP TYPE

CeA	EXPERIENCE CENTER A (outdoor)
CeB	EXPERIENCE CENTER B (outdoor)
CeC	EXPERIENCE CENTER C (outdoor)
CeD	EXPERIENCE CENTER D (entrance arch)
CeT	EXPERIENCE CENTER T (entrance tunnel)
CeN1	EXPERIENCE CENTER LA NIÑA 1
CeN2	EXPERIENCE CENTER LA NIÑA 2
CeN3	EXPERIENCE CENTER LA NIÑA 3

GROUP B – Outdoor setup

MOUNTING Starting Saturday, August 31 (from 12:00 p.m. to 8:00 p.m.), Saturday, August 31 (starting at 8:00 a.m. until 8:00 p.m.), Monday, September 1 (starting at 8:00 a.m.) until Tuesday, September 2, 2025 (ending at 11:59 p.m.)



TYPE	SETUP TYPE
CeE	EXPERIENCE CENTER E (E1 and E2)
CeF	EXPERIENCE CENTER F
CeG	EXPERIENCE CENTER G
CeH	EXPERIENCE CENTER H
4	FREE SETUP
8	FREE SETUP
9	FREE SETUP
10	FREE SETUP
13	FREE SETUP
16	FREE SETUP
20	FREE SETUP

GROUP C – Outdoor setup

MOUNTING Starting Sunday, August 31 (from 8:00 a.m. to 8:00 p.m.), Monday, September 1 (starting at 8:00 a.m.) until Tuesday, September 2, 2025 (ending at 11:59 p.m.)

TYPE	SETUP TYPE
5	FREE SETUP
6	FREE SETUP
7	FREE SETUP
11	FREE SETUP
12	FREE SETUP
14	FREE SETUP
15	FREE SETUP
19	FREE SETUP
ZR	REFRESHMENT AREAS 1 and 4
ZRmi	REFRESHMENT MINI AREAS 2 and 3

NOTE: Without exception, all stands must be set up by Tuesday, September 2, 2025, at 11:59 p.m. **Otherwise, the exhibiting company will be fined an amount equivalent to 10% of the total value of its commercial relationship and the possibility of continuing with its assembly will be evaluated by the organizing committee.**

DISASSEMBLY Friday, September 5, 2025, from 3:00 p.m. to 11:59 p.m.

NOTE: Without exception, all stands must be completely dismantled on Friday, September 5 at 11:59 p.m. **Otherwise, the exhibiting company will be fined an amount equivalent to 10% of the total value of its commercial relationship and the possibility of continuing with its dismantling will be evaluated by the organizing committee.**

5.2 PRE-DECORATED SPACES AND STANDS

Below is information related to pre-decorated spaces.

Table 1. Dimensions of pre-decorated spaces and stands

TYPE	STAND TYPE	DIMENSIONS			
		Broad	Deep	High	m ²
REG	REGISTRATION	12	7	3	84
3	PRE DECORATED 4X3	4	2	3	8
2	PRE DECORATED 3X2	3	2	3	6
1	PRE DECORATED 2X2	2	2	2.5	4
17	BUSINESS SUITE	6	3	3	18
PR	PRESS ROOM (2ND FLOOR – ROOM A & B)	21	5	2.7	119
CDP	BUSINESS ROOMS Casa de Playa B6–B7	9.4	3.6		33.84

Important: The artwork for each of the contracted pre-decorated spaces must be submitted through the commercial logbook, where you will find the guidelines detailing the designs and artwork required for the production of each space. This logbook will be available starting July 2 for file and artwork uploads, with a submission deadline of July 18, 2025.

Regarding the pre-decorated spaces listed in the previous section:

- They will be delivered on **Tuesday, September 2, 2025, starting at 2:00 p.m.**
- The delivery of these spaces must be coordinated with the **commercial executive** who has been managing the company's commercial involvement in the congress for the signing of the delivery certificate.
- **No space may be used** without formal delivery by the commercial, design, and logistics teams for each stand.
- Electrical outlets will be provided according to the space:
 - For spaces up to **18 square meters**, one (1) **110v single-phase double outlet** will be provided, with a maximum capacity of **1.5 Amps**.
 - For spaces larger than **18 square meters**, two (2) **110v single-phase double outlets** will be provided, with a **total maximum capacity of 3 Amps**.
- **Additional electrical outlets** will only be provided if they have been **contracted and fully paid**. In section 10, you will find the contact details of the **electrical requirements coordinator for ANDICOM 2025**. This service must be contracted **no later than August 15, 2025**.

Note: the business rooms located in Casa de Playa must be used during the hours established by the ANDICOM congress, Wednesday, September 3 and Thursday, September 4 between 8:00 am and 7:00 pm, on Friday, September 5, 8 am to 2:00 pm. The rooms must be delivered to the Casa de Playa lobby reception to close the A&B accounts before 3:00 pm on Friday, September 6, and sign the formal delivery document for the delivered items.



5.3 SPACES FOR FREE ASSEMBLY

Below is the information related to free assembly spaces:

Table 2. Dimensions of free mounting spaces

TYPE	STAND TYPE	DIMENSIONS				Off hook
		Broad	Deep	High	m ²	BUT
EC	EXPERIENCE CENTER A (exterior)	7	7	4	70	N/A
EB	EXPERIENCE CENTER B (exterior)	30	5	4	150	N/A
EC	EXPERIENCE CENTER C (exterior)	22.5	4	4	90	N/A
ED	EXPERIENCE CENTER D (entry arch)	10	5	6,6	50	N/A
EE	EXPERIENCE CENTER E (E1 & E2)	5	4	3	20	N/A
C.T.	T EXPERIENCE CENTER (Tunnel)	41.7	2.7	2	112.6	N/A
CeF	EXPERIENCE CENTER F	10	5	3.5	50	N/A
CeG	EXPERIENCE CENTER G	3.65	7.2	3	25	N/A
CeH	EXPERIENCE CENTER H	4.5	5.5	3.5	24.7	N/A
C N1	EXPERIENCE CENTER LA NIÑA 1	6	5	3	30	N/A
C N2	EXPERIENCE CENTER LA NIÑA 2	10	5	3	50	N/A
C N3	EXPERIENCE CENTER LA NIÑA 3	4.5	5	3	22.5	N/A
4	FREE ASSEMBLY	8	5	3	40	NO
5	FREE ASSEMBLY	5	2	3	10	NO
6	FREE ASSEMBLY	5	3	3	15	NO
7	FREE ASSEMBLY	5	4	3	20	NO
8	FREE ASSEMBLY	5	5	5	25	SI
9	FREE ASSEMBLY	5.5	3	5	16.5	SI
10	FREE ASSEMBLY	5.5	4	5	22	SI
11	FREE ASSEMBLY	6	2	3	12	NO
12	FREE ASSEMBLY	6	3	3	18	NO
13	FREE ASSEMBLY	6	5	3	30	NO
14	FREE ASSEMBLY	7	2	3	14	NO
15	FREE ASSEMBLY	7	3	3	21	NO
16	FREE ASSEMBLY	8	5	5	40	SI
19	FREE ASSEMBLY	4.5	2	3	9	NO
20	FREE ASSEMBLY	10	5	3	50	NO
ZR	REFRESHING AREAS 1 & 4	4.5	2	3	9	N/A
ZRmi	MINI REFRESHING AREAS 2 & 3	3.5	2	3	7	N/A

The free-design booth spaces listed in the previous table will be delivered according to the assigned setup group. For more details, refer to section 5.1.

- **Group A:** Saturday, August 30 – 8:00 a.m.
- **Group B:** Saturday, August 30 – 12:00 p.m.
- **Group C:** Sunday, August 31 – 8:00 a.m.

The delivery of these spaces must be coordinated with the commercial executive who has been managing the company's commercial participation in the congress. **No space may be used without formal handover by the commercial, design, and logistics teams for each stand.**

Spaces located **INSIDE CICLA** for free-design booths will be delivered clearly marked and equipped with the electrical outlets specified in this manual. Additional outlets will only be provided if they were previously contracted and fully paid. Section 10 of this document includes the contact information of the **Electrical Requirements Coordinator for ANDICOM 2025**. This service must be contracted no later than **August 15, 2025**.

- For spaces **up to 18 square meters**, one (1) **110V single-phase double outlet** will be provided, with a maximum capacity of **1.5 Amps**.
- For spaces **larger than 18 square meters**, two (2) **110V single-phase double outlets** will be provided, with a **total maximum capacity of 3 Amps**.

Spaces located in the **OUTDOOR AREAS OF CICLA** for free-design booths will be delivered with boundaries marked. Each company in this zone must **use power generators** to support the total energy demand of their booth setup (**EXPERIENCE CENTERS A, B, C, D, N1, N2, N3**).

Spaces in **PLAZOLETA LA NIÑA 1** and **PLAZOLETA LA NIÑA 2** will be delivered with one double outlet. If additional outlets are needed, they must be contracted through the electrical distribution coordinator by **August 15, 2025** (see section 10).

For free-design booths, each exhibiting company must upload their stand renders and layout plans via the event logbook for review and approval by the ANDICOM Organizing Committee. For booth design, please consider the following ANDICOM 40 design rules:

1. All free-design areas have specific, clearly defined dimensions (WIDTH x LENGTH x HEIGHT) assigned by your commercial agent and shown in the floor plan. **These may not be exceeded.**
2. Only booth types **8, 9, 10, and 16.4** are allowed to include a **suspended fascia**.
3. **Suspended Fascia:** Must hang from the ceiling, leaving a **50 cm gap** from the top limit of your booth (5m), followed by a **maximum 1m high fascia**, for a **total height limit of 6.5m**.
4. All other booth types (**4, 5, 6, 7, 11–16, 19, 20**) are **not permitted to include any suspended elements**.
5. Booth types **9 and 10** are **recommended to have open designs**. If they include side walls, the **back side MUST** be covered with a full-color print or black-backed banner — **no visible structures allowed**.



6. **REFRESHMENT ZONES (ZR1–ZR4):** These must have completely **open designs**. Only one backing wall is allowed **if it borders an existing wall**. Otherwise, no walls or enclosures are permitted.
7. For **REFRESHMENT ZONES ZR2–ZR3**, since they are adjacent to other booths, **they may not be enclosed** and must be built **within the marked area** on the day of delivery, without exceeding the specified dimensions.

When submitting your renders:

- Include **renders from multiple perspectives**
- Attach **dimensioned layout plans with all necessary views**
- Once your designs are reviewed, you will receive an **approval or rejection email**, which will allow you to proceed with booth setup.

NOTE: The ANDICOM 2025 Organizing Committee reserves the right to inspect on-site and approve or reject any setups that were not previously validated or approved, especially regarding dimensions, materials, and structure type.

5.4 BRAND PRESENCE – BRANDING

Below is the information related to the elements related to branding:

Table 3. Brand presence elements

ELEMENT TYPE	CHARACTERISTICS
CICLA indoor LED screens	Measurements: 3.5 X 0.5 X 2h Content format 1920 X 1080 Video: Mp4 without audio
Hydration point	Measurements: 1 X 1 X 2h
Charging point + screen	Measurements: 2 X 0.5 X 2h Screen: 1080 X 1920 Video: Mp4 without audio

Notes: The audiovisual content to be projected on each of the contracted elements must be submitted through the commercial logbook before August 15th for the corresponding tests and validations.

6 GENERAL RECOMMENDATIONS FOR ANDICOM 2025 EXHIBITORS

To comply with all CICLA security guidelines and contribute together to the organization of the congress, below, we list some aspects that must be considered in all spaces of the commercial exhibition. Let us remember that the success of the congress also depends on the fulfillment of these aspects.

- a) Promptly manage any power, equipment rental, or food and beverage service requirements with the designated contacts listed in this manual. See section 10.
- b) ANDICOM will provide wireless internet access throughout the commercial exhibition. If you require dedicated internet channels, these must be requested from the Exhibitor Service Office at the Centro Internacional de Convenciones Hotel Las Américas - CICLA. See section 10.

- c) For free assembly spaces, it is recommended not to exceed the maximum permitted height. Depending on your booth location, check the maximum height allowed. Refer to section 5.3 for validation.
- d) Additional food and beverage services or general audiovisual equipment rentals must be requested from the Exhibitor Service Office at the Centro Internacional de Convenciones Hotel Las Américas - CICLA. See section 10.
- e) In case of bringing materials, audiovisual equipment, technological elements to the convention center, each company must fill out the form R-GSEG-003 ENTRY AND EXIT CONTROL OF CONTRACTORS TOOLS AND EQUIPMENT found in the Commercial Log. This file must be sent before August 26 at 5:00 p.m., to the following emails:
controldeacceso@hotellasamericas.com.co; s2@hotellasamericas.com.co;
katherine.uribe@hotellasamericas.com.co; rosmy.moreno@hotellasamericas.com.co;
ana.castellon@hotellasamericas.com.co; edwin.torres@hotellasamericas.com.co;
jcortes@cintel.org.co, jlopez@cintel.org.co.

Regarding the electrical capacity of the booths, please note:

- It is recommended to assess the use of the electrical outlets provided at the booth or contracted space. If you need to connect equipment that exceeds the allowed capacity, you should manage and contract the necessary additional outlets.
- The use of power strips is not allowed in the exhibition areas or booths.
- Each exhibitor must not exceed the electrical load in amperes as defined by CICLA regulations. If exceeded, the Convention Center will charge the exhibitor for the excess amperes.
- If the exhibitor requires additional electrical load beyond what is provided, it must be indicated and contracted through the electrical requirements coordinator **by August 15, 2025**.
- After setup, the technical and electrical team of the congress will verify the electrical load of each booth and space. If the load exceeds the permitted and contracted limits (supplied by the congress + those hired), adjustments will need to be made on-site by the exhibitor to comply with the allowed load and prevent accidents or interference with the congress's electrical network.
- If additional power outlets are needed, they must be requested through the contact in charge of ANDICOM's electrical distribution. See section 10.
- No electrical or general network installations are allowed beyond what the ANDICOM Event Organization provides.
- Booth construction companies and/or exhibitors must bring their own power extensions to connect electronic devices within their booth.
- Exhibitors/Sponsors are not allowed to connect thermal devices such as irons, coffee makers, or heaters without prior authorization from the ANDICOM Organizing Committee and the Centro Internacional de Convenciones Hotel Las Américas - CICLA. Electrical overloads can cause serious injuries and damage to the venue. Any repairs or compensations required will be charged to the Exhibitor/Sponsor.

Exhibition Security

- For safety and presentation reasons, do not leave your booth unattended at any time. Please note that the security service contracted by the ANDICOM 2025 Organizing Committee with the Centro Internacional de Convenciones Hotel Las Américas - CICLA is general, and therefore they cannot be held responsible for any individual damages or losses during any phase of the event.
- Exhibitors may hire additional security directly through the Exhibitor Service Office at CICLA. See section 10.



- Before leaving, make sure your booth is closed and secured. Do not forget personal belongings.
- Items such as purses, cameras, backpacks, laptops, cell phones, and personal jewelry should not be left visible and must be stored securely.
- Animals of any kind are not allowed inside the exhibition venue. Any special requests must be discussed with CICLA.
- If you experience any issues or concerns regarding event security, contact the security supervisor for assistance.
- If you notice any suspicious individuals or emergency situations, immediately inform the supervisor or go directly to the CICLA Security Department.
- Children are not allowed in any of the hotel complex areas designated for the congress. Any minor present must always be accompanied by an adult.

7 REQUIREMENTS FOR ASSEMBLY AUTHORIZATION

For exhibiting companies that have free assembly spaces, it is requested that the following assembly authorization requirements be kept in mind.

- a) Find peace and security with the payment of 100% of the value of the commercial relationship.
- b) Have the design approval email issued by the ANDICOM congress design team.
- c) Prior submission of the documents requested for authorization of entry of assembly personnel, see section 7.1.
- d) Each company must approach the vehicle entrance of the Convention Center and present the following documentation, it will be validated if the information was sent within the indicated times and will authorize entry, each authorized person will be given a handle that will identify them as an authorized person for the assembly of ANDICOM 2025, this handle must be worn during all the days of assembly of the congress.

NOTE: If the approved assembly includes structures that involve lifting from the ceiling, the assembly company must present the certificate of work at heights of the personnel who will carry out said work; In the same way, if the company requires to enter and use a hydraulic crane, it must present the quality and pre-operational certificate of the machine upon entering the CICLA.

7.1 ACCESS AUTHORIZATION PROCEDURE FOR STAFF ASSEMBLY OF FREELY ASSEMBLED AND SERVICED STANDS

For all workers who will carry out work inside the Hotel and the International Convention Center of the Hotel las Américas, it is important that they consider the access authorization process for assembly and service personnel to comply with current regulations. The required documentation such as a list of personnel, Social Security (ARL, EPS and AFP), certificate of work at heights must be sent to the current Occupational Health and Safety area 48 hours before entering the assembly, that is, must be sent no later than Tuesday, August 22:

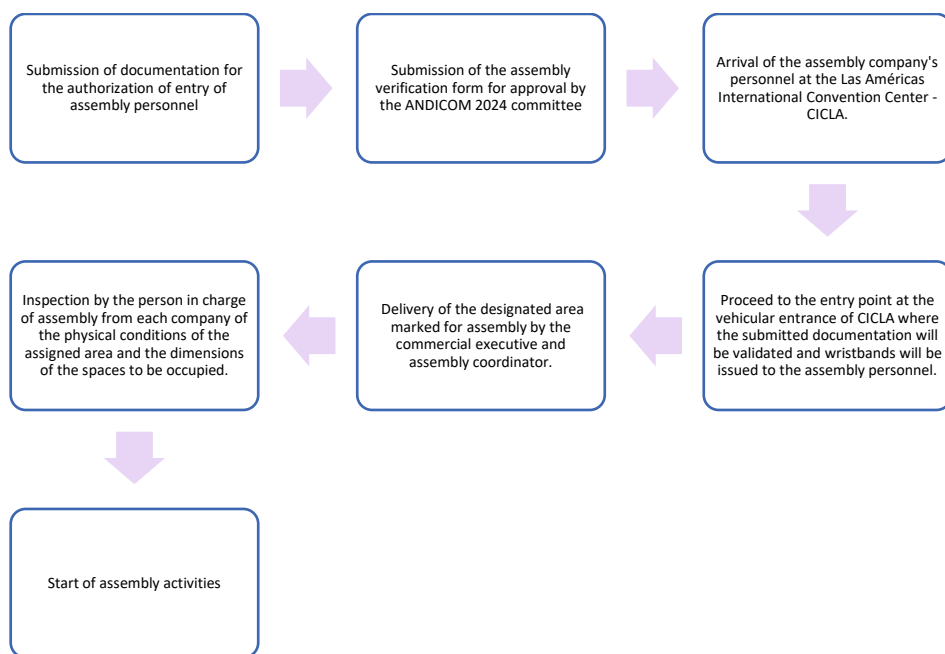
The process for sending the documents is being reviewed and adjusted by the hotel staff, so once the defined step by step is available, each of the exhibiting companies will be informed. To take into consideration the requested documentation will be:



- a) The contracting firm must upload all the required documentation for carrying out setup activities through the corresponding link, including:
 - A current social security payment slip (ARL, EPS, and AFP), indicating start and end dates for access control, which must reflect valid social security affiliation.
 - All personnel performing work at heights must present a valid certificate of authorized worker or retraining in accordance with Resolution 4272 of 2021. This certificate will be validated and approved by the heights coordinator of the congress during the setup days.
- b) If the contractor is going to carry out work at height, they must send forms of:
 - Current social security payment form with risk level.
 - Authorized worker certificate or current retraining in accordance with resolution 4272 of 2021
 - Current Height Coordinator Certificate.
 - Pre-operational fall protection equipment and access systems
 - To use scaffolding, a quality and pre-operational certificate of the machine upon entry to CICLA and an operator certificate are required.

NOTE: If the approved assembly includes structures that involve hanging from the ceiling, the assembly company must present the certificate of work at heights of the personnel who will carry out said work in force in accordance with resolution 4272; In the same way, if the company requires to enter and use a hydraulic crane, it must present the quality and pre-operational certificate of the machine upon entry to the CICLA and the machine operator's certificate, the operator's work permit at heights.

7.2 PROCEDURE FOR ENTRY TO THE CYCLE OF ASSEMBLY COMPANIES



7.3 GENERAL ASSEMBLY RULES

- a) It is recommended to review the Exhibitor's Manual of the International Convention Center of the hotel las Américas – CICLA with all the information related to the rules and conditions of the

convention venue where the 40th version of the ANDICOM 2025 International ICT Congress will be held. This document is hosted in the commercial log.

- b) For your participation to be successful, we recommend that you read all the instructions of the International Convention Center of the hotel las Américas – CICLA.
- c) All assembly personnel must be duly identified with the handle approved and issued by the ANDICOM 2025 Organizing Committee. For this purpose, the assembly company must request the handles following the instructions mentioned in the section 7.2
- d) Access doors, evacuation exits, fire extinguishers and other areas designed for the safety of attendees must always be left free; That is, stands, tables, chairs, signage, dummies, or any element that obstructs circulation cannot be located. The hose cabinets and fire extinguishers will always remain visible and free of impediments to their use. It is prohibited to remove fire extinguishers from their fixed point to be located in a different location.
- e) The responsibility for the transfer, handling and disposal of materials and equipment owned by the Exhibitor / Sponsor or the assembly company will be the responsibility of each and will be carried out at their own expense and risk.
- f) The International Convention Center of the Las Américas Hotel – CICLA has a vehicular access for loading and unloading, which cannot be used as parking. Assembly companies will be responsible for any damage caused by vehicles entering and leaving this area.
- g) Production processes supported by machinery in the area selected for assembly and in the corridors are prohibited activities. Within these areas, only assembly or assembly tasks of prefabricated parts or elements may be carried out.
- h) No use may be made of any area other than that selected by the Exhibitor / Sponsor to carry out the assembly work of the modules that make up its stand. These must always be carried out within the given perimeter.
- i) It is strictly prohibited to affect the stand dividing system with nails, perforations, deformations, scratches or damage with any type of paint, glue or high-adhesion tapes, among others. Any damage repairs that need to be made to these structures will be charged to the Exhibitor/Sponsor's account.
- j) If the assembly includes paneling, the stand dividing system of panels and profiles must fulfill the sole function of delimiting the spaces, therefore, it is not permitted to support or lie down elements that may cause damage to the structures of the fairgrounds. . With prior authorization from the Congress organization, assembly may be carried out hanging from the ceiling, which must not exceed the measurements and dimensions approved with the approved STAND VERIFICATION FORMAT, see measurements and dimensions of the stands in the section 5.3.
- k) Off-hook assembly:
 - o Companies that require the use of a hydraulic crane to assemble the lifts must be rented directly by the exhibitor, and at the time of presenting the documentation, the quality and pre-operational certificate of proper functioning of the machine must be attached.
- l) It is not allowed to affect or remove the floors, which in this case will have different characteristics depending on the space of their location. Only the placement of a mat with adhesive tape on platforms or platforms that do not affect the floor will be permitted. The dragging of heavy modules within the rooms is also not permitted, unless support elements such as special carts equipped with rubber wheels are used to facilitate their work and avoid possible damage. You cannot fix mats or floors with glue.
- m) The general facilities of the fairgrounds such as floors, ceilings, walls, structures and others must remain unchanged, therefore, all structures must be self-supporting, understanding that it is not permitted to anchor, fix, or lay down elements that are part of the assembly. Carrying out any of these activities without due authorization from the International Convention Center of the hotel las Américas - CICLA will result in the imposition of fines for the assembly company or the Exhibitor / Sponsor.



- n) All assembly must have optimal finishes on all fronts or facades of the stand; The above also includes the backs of the stands that are visible so as not to affect the aesthetics of the design of the neighboring exhibitors and the commercial exhibition in general. Any area that does not have said finish must be adjusted in order to comply with what is stipulated above. Failure to do so will result in the Exhibitor/Sponsor putting their participation in the event at risk in the event of a possible sanction imposed by the organizers.
- o) Painting work with spraying or compression systems will not be permitted within the portals and halls of the fairgrounds. These activities can only be done manually, taking appropriate protection and isolation precautions for the fairground facilities and neighboring exhibitors. Failure to comply with this requirement will result in a fine for the company in charge of assembly equivalent to 10% of the total value of the commercial relationship made by the Exhibitor / Sponsor.
- p) **The ANDICOM 2025 Organizing Committee will reserve the right to interrupt assembly work that does not comply with the safety standards described above, nor with what is reported in the stand verification format. Likewise, the right of admission and permanence of assembly personnel in the fairgrounds will be reserved if they do not maintain adequate behavior during the development of their activities.**
- q) Each Exhibitor / Sponsor must return the assigned space and the items requested for rent in perfect working order, order, integrity and cleanliness in which they were received; Otherwise, fines and replacement values will be applied.
- r) Each Exhibitor / Sponsor and assembly company must comply with the rules and regulations imposed by the Security Department of the International Convention Center of the hotel Las Américas - CICLA.
- s) Once the commercial exhibition begins, the transport of heavy material through the halls of the fairgrounds will not be permitted; Any required movement must be done during recess hours and following all health and safety regulations.
- t) The ANDICOM 2025 Organizing Committee will define the opening and closing hours for the commercial exhibition. Each Exhibitor/Sponsor is requested to be at their selected space half an hour before opening time.
- u) In order to maintain an appropriate environment for the exhibition, the Exhibitor / Sponsor is not allowed to produce sounds or noises at their stand that may affect or disturb the peace of other participants in the commercial exhibition or the event in general.
- v) Communicate and inform all personnel involved in the design, assembly, development of the event and dismantling of the exhibition of these regulations.

7.4 SAFETY STANDARDS FOR ASSEMBLY, DISASSEMBLY AND COMMERCIAL DISPLAY

- a) Personnel entering the assembly must wear company identification, uniform, personal protection elements and a handcuff provided by the ANDICOM 2025 Organizing Committee. For no reason will personnel be allowed to enter in shorts, sleeveless shirts and open shoes.
- b) To work at heights, you must have the mandatory safety equipment, such as: helmet with chin strap, steel-toed boots, protective gloves, harness, safety glasses, positioning sling, trolley or arrester and shock absorber.
- c) During your stay at the International Convention Center of the Las Américas - CICLA hotel, smoking, drinking alcoholic beverages or hallucinogenic substances will not be permitted; Any person caught violating this rule will be expelled from the fairgrounds.
- d) The handling of toxic, flammable or combustible substances will not be permitted without proper authorization from the Security Department of the International Convention Center of the Las Américas Hotel - CICLA.
- e) The work tools are the responsibility of each assembly company and the person delegated for this purpose.

- f) The International Convention Center of the Las Américas Hotel - CICLA provides a general security service contracted by the ANDICOM 2025 Organizing Committee, for this reason no one is responsible for any losses that may occur during the assembly, exhibition and disassembly activities of the event.
- g) Please note that the repairs and fines to which each Exhibitor / Sponsor or assembly company is entitled will always be at their expense and will be charged in accordance with the values established by the ANDICOM 2025 Organizing Committee and by the International Convention Center of the hotel las Américas - CICLA. The withdrawal of merchandise will not be authorized until the respective payment is made and the PAZ Y SALVO form is presented.

8 FREE ZONE

For the year 2025, the ANDICOM congress will not have a Temporary Free Trade Zone. Therefore, any exhibition company that needs to import machinery or equipment for display during the congress must hire the services of a customs agency to carry out the temporary nationalization procedures.

9 LOADING AND UNLOADING GOODS.

The Regulations of the International Convention Center of the hotel las Américas – CICLA, establish recommendations for the loading and unloading of merchandise, which must be taken into account if you are going to carry out a set-up at the ANDICOM 2025 International ICT Congress.

The warehouse of the International Convention Center of the hotel las Américas - CICLA, is enabled to store small merchandise in the warehouse starting Saturday, August 30 from 8:00 a.m.

For this purpose and without exception, the merchandise sent must be marked with the event label:

LABEL THE MERCHANDISE THIS WAY:

<p>NAME OF THE EVENT:</p> <p>ANDICOMNAME OF THE EXHIBITOR:</p> <p>STAND NUMBER:</p> <p>NUMBER OF BOXES OR PACKAGES:</p> <p>LAS AMERICAS CONVENTION CENTER, ROAD RING, CIELO MAR SECTOR, CARTAGENA DE INDIAS, COLOMBIACARTAGENA, BOLÍVAR</p>
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- LOCATION: Las Américas Hotel International Convention Center - CICLA
 - ADDRESS: Ring Road, Cielo Mar Sector, Cartagena de Indias, Colombia
 - Contact information for shipping merchandise:
 - o Edwin Torres
 - o COO
 - o edwin.torres@hotellasamericas.com.co
 - o Tel 3184153796
- a) Payment for any shipment made must be made from its starting point. Shipments with payment on delivery will not be accepted.
 - b) The International Convention Center of the Las Américas hotel - CICLA has a warehouse area of 250 square meters.



- c) If clients leave merchandise or objects in it, they will be kept for a period of 3 days from the end of the event and the hotel will be exonerated for the loss and damage or deterioration of the goods. Once this period has expired, Las Américas and the Convention Center will have the power to dispose of them.
- d) The receipt in the warehouse of any shipment that is made before the indicated date will be subject to availability of spaces and, its subsequent removal, to the maximum period established, causing the corresponding storage charge.
- e) Materials for large structures or that must be transported in containers must arrive on the day of assembly, Sunday, September 1, to be unloaded directly at the exhibition stand.
- f) The unloading and loading of stage structures and commercial displays will be done through the rear doors of the Santa María pavilion.
- g) If support personnel are required for loading or unloading merchandise in the warehouse, it can be done through the Exhibitor Service Office with a period of 24 hours in advance.

10 CONTACTS FOR ADDITIONAL REQUIREMENTS

- a) Exhibitor Service Office Contact: Food and beverage requirements, audiovisual aids, furniture, internet requirements, cleaning or additional support staff, among others.

Name	Area	Contact information
Cindy Rocha Duran	Event accommodation manager	cindy.rocha@hotellasamericas.com.co Cell: 57 3228229015
Katherin Uribe Muñoz	In charge of Casa de Playa meeting rooms/Torre del Mar executive rooms and networking activities	Katherine.uribe@hotellasamericas.com.co Cell: 57 3107781283
Ana Milena Castellón	Attention to exhibitor requirements commercial exhibition Convention Center	Ana.castellon@hotellasamericas.com.co Cell: 57 3104415583
Laura Puello		laura.puello@hotellasamericas.com.co Cell: 57 310 2247397
Kellen Hellen Varela		Kellen.varela@hotellasamericas.com.co Cell: 57 3228158546

- b) Contact information point for Assembly Convention Center:

Name	Post	Contact information
July Cortes Bernal	ANDICOM Congress Logistics Coordinator	jcortes@cintel.org.co Cell: 57 3014013497
Fernando Sánchez	ANDICOM Congress Infrastructure Coordinator	fsanchez@cintel.org.co Cell: 57 3202353016
Paula Fajardo	ANDICOM Congress Designer	pfajardo@cintel.org.co Cell: 57 3102663989



- c) Contact to request additional electrical distribution requirements: for additional requests corresponding to electrical assemblies, please make the request to the following emails, please include the two indicated emails

Name	Post	Contact information
Stefany Ramirez	Electrical assembly coordinator	gamaeyccaribe@gmail.com jlopez@cintel.org.co Cel:57 3142922503



Table of additional electrical distribution values:

RENTAL AND INSTALLATION OF SINGLE PHASE OUTLETS INCLUDES (15 amp double grounded outlet with 3x14 Centelsa rubberized cable or approved and certified cables with cable gland and 15 amp Levinton industrial plug)	\$72,000
RENTAL AND INSTALLATION OF 15 AMP TWO-PHASE OUTLETS: (Outputs with 2F+1N O1T With 3x14 centelsa rubberized cable or procables WITH 15 AMP PROTECTION (3000W)	\$96,000
RENTAL AND INSTALLATION OF 16 AMP THREE-PHASE OUTLETS: (Outputs with 3F+1N+1T With 4x12 centelsa rubberized cable or procables with 20 amp protection	\$144,000
RENTAL AND INSTALLATION OF 32 AMP THREE-PHASE OUTLETS: (Outlets with 3F+1N+1T With 4x10 centelsa rubberized cable or 32 amp protected cables	\$180,000
RENTAL AND INSTALLATION OF 50 AMP THREE-PHASE OUTLETS: (Outputs with 3F+1N+1T With 4x8 Centelsa rubberized cable or cables with 50 amp protection	\$210,000
RENTAL AND INSTALLATION OF 63 AMP THREE-PHASE OUTLETS: (Outputs with 3F+1N+1T With 4x6 Centelsa rubberized cable or cables with 63 amp protection	\$240,000

Note: pre-tax values

11 CONSIDERATIONS ABOUT SERVICES IN THE COMMERCIAL SAMPLE

Below are some considerations to consider about the different services provided at the International Convention Center of the hotel las Américas – CICLA. If you require any additional service that is not contemplated within your participation in ANDICOM 2025, please process it with the contacts informed in section 10.

a) Cleaning

The International Convention Center of the hotel las Américas – CICLA, DOES NOT provide cleaning service inside the stands, only in the general exhibition area, so every exhibitor is responsible for cleaning inside their stand. Once assembly is completed, it is important to place trash, empty boxes or any other material in the hallways so that it can be removed by the facility's cleaning staff.

If the Client requires assistance or reinforcement with additional personnel, they must request it at least 48 hours in advance for coordination and respective quote to the Exhibitor Service Office Coordinator.

b) Food drinks

The International Convention Center of the hotel las Américas - CICLA reserves all rights to exploit or concession food and beverage services within the facilities of the venue, providing it in the exhibition areas, conventions, restaurants, cafeterias and all those points of sale. designated for this service, only processed foods and beverages that are ready for consumption may be entered.

If liquor is brought for the exhibition, it must be registered in the winery and the client must pay for its corkage, as long as it is duly stamped, in accordance with the prices established by the hotel and the Convention Center.

To request food and beverages and verify the entry of food products into the commercial exhibition, contact the Exhibitor Service Office directly.

c) Audiovisual aids and technological requirements

The International Convention Center of the Las Américas hotel - CICLA offers state-of-the-art equipment and solutions at the service of your company; We recommend that you check its availability and make the necessary arrangements for your rental. Remember that the entry of some equipment could generate a charge imposed by the administrator of the fairgrounds.



If you have any technical requirements that must be attended to in a special way, notify the International Convention Center of the hotel las Américas - CICLA through the Exhibitor Service Office

d) Parking lot

The parking lot has not cost for conference participants, it will be available from 8 am to 8 pm. until the available capacity is complete.