

EVENTS RULES & *Regulations*



LAS AMÉRICAS
EXHIBITION & CONVENTION CENTER
CARTAGENA DE INDIAS



► General information



These Event Regulations define and regulate the duties, rights, and obligations of the Clients towards Hotel Las Américas and Las Américas Convention Center.

► Information

► Las Américas Convention Center is located **3 minutes from the Rafael Núñez International Airport**, in the northern part of the city, **10 minutes from the historic center**.

It has an area of more than **7,500 square meters** for the development of events, composed of halls, rooms, portals and plazas.

Its infrastructure includes the following facilities:



Meeting rooms



Simultaneous translation booths



Kitchen for food finishing



Warehouse with direct access to the trade show areas.



400 parking spaces for vehicles.



Conference sound system installed on the ceiling.



Large green areas.



Gardens



Plazas for outdoor events.



► The administrative staff is open from Monday to Friday from 8:00 a.m. to 5:00 p.m. and on Saturdays from 8:00 a.m. to 12:00 p.m. (except holidays).

Assembly hours are from Monday to Sunday from 08:00 a.m. to 06:00 p.m. If the Client requires an extension, it must be requested to the Sales and Banquet Coordinator for coordination and quotation with a minimum of 48 hours.

► Advisory during the event

► During the assembly, realization and disassembly of the event, the Client will have staff in the areas of the Convention Center for any questions during the event.

Upon requesting the quotation, a sales and banquet coordinator will be assigned to the Client, who will advise him/her on the services and spaces requested.

To confirm a reservation of dates and areas, fifty percent (50%) of the total value of the approved quotation must be deposited. If there is no confirmation of the reservation, Las Américas Convention Center will dispose of the areas.

The parties shall enter into a lease agreement containing the conditions specified in the quotation approved by the Client. These regulations are an integral part of the contract.

The Client must send the following documents:

- Certificate of Chamber of Commerce, less than 30 days.
- Photocopy of the RUT.
- Photocopy of the legal representative's document.
- Consignment receipt of the payment.

► Advisory during the event

- For quotations lower than 10 SMMLV (minimum legal monthly salary in force), the quotation formalizes the contracting.

Before starting the assembly and/or event, the Client is obliged to comply with the payment dates stipulated in the quotation and contract. Las Américas Convention Center **reserves the right not to deliver the contracted areas and services if the Client is not in good standing.**

For events quoted for the following year, confirmed, and contracted for the following year, it is hereby informed that as of January 1st of the following calendar year, the agreed prices shall be updated with the IPC of the immediately preceding year certified by the Administrative Department of Statistics of Colombia DANE. For this purpose, **THE HOTEL** shall send in writing the updated value to the **CONTRACTOR.**

The taxes, rates and contributions that affect the hotel and convention center rates may be subject to variation by governmental entities. Such changes shall be notified in writing and in advance. ***The prices reported will be in effect until December 31 of the current year. As of January 1st, of the following year the value will be updated with the Consumer Price Index, CPI accumulated from the immediately preceding year certified by the Administrative Department of Statistics of Colombia.**

► Permits from authorities for events on the beach

► It is the Client's responsibility to send to the assistant manager of the hotel the letters addressed to the secretary of the interior, the Dimar and other entities, requesting the realization of the event on the beaches of the hotel, this must be carried out at least TWO MONTHS in advance (in case the event requires permits by the secretary of the interior) in addition to this the client must send all the information of the event (plan, assembly, capacity, number of people and renders) this in the time mentioned above.

The management assistant will attach other necessary documentation for the permit application and will be in contact with the client to let him know the costs of this.



► *Note: Payment of the permit application fee does not guarantee confirmation of the permit. Likewise, the client will have to hire ecological toilets, security personnel, among others.*

▶ Deposit of additional services

- ▶ It is used to guarantee the payment of unforeseen services in the quotation and contract, which may occur during the event.

The value corresponds to 10% of the total value of the quotation and contract. **The Client** must make a deposit before the start of the event.

The excess of the deposit for additional services will be reimbursed to **the Client** within **15 working days** after the event is settled. If the additional services are not covered, **the Client** must pay the remaining amount upon presentation of the corresponding invoice.

▶ Affections to the structure

- ▶ The cost of repairing any damage caused during assembly, installation and dismantling will be charged to **the Client** (subject to prior quotation from the contractor supplier) and will be charged to the general liquidation with a surcharge of **10% on the value for Administrative Management**.

The Client is obliged to return the property and the goods it contains **in the same condition in which it receives them and will be responsible for any damage or loss caused to the property or the goods contained therein.**

The image shows a trade show booth for Winsys. In the foreground, there's a large, illuminated roulette wheel with a digital display showing the number 27. The wheel is surrounded by several gaming machines with touchscreens. In the background, there are more gaming machines and a large banner for Winsys. The text "DESCRIPTION AND INDICATIONS FOR THE USE OF THE CONVENTION CENTER AREAS" is overlaid on the image.

DESCRIPTION AND INDICATIONS FOR THE USE OF THE CONVENTION CENTER AREAS

► General specifications

► The value of the areas does not include special furniture, audiovisual aids, logistical support, security, and additional cleaning for exhibitions. These may be provided **by Las Américas Convention Center**, according to the Client's request, and will have an additional cost.

The conference rooms consist of seating, 5 kilowatts power, internal toilet, podium, six (6) square meters (three modules of 120cm X 2.40cm x 2.40cm x 60 cm high) of stage, considering that it is per event, but not per room.

Las Americas Convention Center staff is authorized to enter the premises to perform functions related to the work previously identified, at any assigned time.

Access doors and exits, evacuation exits, fire extinguishers and other areas designed for the safety of attendees must always be kept clear; that is, no stands, tables, chairs, signage, dummies, or any element that obstructs circulation may be placed there.

The Operations Manager of **Las Americas Convention Center** will send the plans of the convention center in Autocad and Pdf format for the construction of the event.

► General specifications

► **The Client** must submit a distribution plan of the commercial and academic exhibition to the Operations Manager of Las Americas Convention Center for review (no blocking of emergency exits, no blocking of fire cabinets and security cameras) and approval before starting the marketing process of the event, to ensure safety standards. The client must make the demarcation of the spaces of the exhibition, to avoid inconveniences with the exhibitors at the moment of setting up the stands.

The Sales and Banquet Coordinator will recommend the use of specific days for set-up and dismantling, according to the characteristics of the event.

The Client must have the necessary logistics staff trained to exercise and control the entry, exit and registration of people and merchandise.

The basic rental of spaces for commercial sample includes 1 kilowatt single-phase power per booth (3x2 meters), this at 110 volts with 15 amps of energy for consumption. The customer must bring a power plant for production assemblies of the academic plenary sessions of the event when it has LED screens.

In reference to commercial sample, when the voltage exceeds what is included, the client will be informed of the cost of this additional energy per day for contracting or they can bring power plant if they wish..

► General specifications

► **The exhibitors must have their electrical extensions** for the assembly of their stands, the company that assembles the commercial exhibition panels must bring the connections for connection (consider cable number 12 brand **Centelsa, Procable, Nexans** to avoid a short or accident at the event) and the technical staff of **Las Américas Convention Center**, will inform them of the location of the power sources.

It is the **Client's** responsibility to ensure that exhibitors respect the rules contained in the Regulations.

The furniture located in the gates, such as halls, rooms, materials, and others are for their exclusive use, in case of having a commercial sample there, they will be removed by the convention center staff.

The value of the trade show areas does not include special furniture or audiovisual aids.

Additional logistical, security and cleaning support (for stands and exclusive areas) and other furniture and equipment requirements may be provided by **Las Américas Las Américas Convention Center** at an additional cost if requested by the Client.

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► General specifications

► Elements may be hung from the ceiling structure of the new Granada Hall of the **Las Américas convention center**, once the weight and characteristics of what is to be hung have been analyzed by the center's operations management.

Banners, banners, mini boards, or other promotional and information elements must be self-supported to the floor or on structures. No element should be hung or fixed on walls, windows, doors, or columns.

Las Americas Convention Center has a crane and hydraulic arm which have a totally additional value for any need of the event, which is requested with the commercial executive in charge of the event by the hotel.



PLANNING AND EXECUTION OF THE EVENT



► Operational meeting

► To program and coordinate logistical details, an operational meeting must be held with the participation of the sales and banquet coordinator in charge of the event, the Convention Center Operations Manager, the supervisors of the areas involved and the Client; at least four days prior to the event set-up.



► Instructions for set-up and dismantling

The Client is responsible for:

- Compliance with all regulations regarding industrial safety and personal protection elements for its operating personnel and its contracted suppliers.
- People who wish to work at heights must be certified with the recent certification of work at heights and have a harness for the same, if they do not have it, they will not be able to perform any work.
- The event must have an OSH supervisor for the above-mentioned topic and work at heights
- It is suggested that a security guard be hired for the main entrance during the event to control access and prevent outsiders from entering the event..
- Compliance with all safety and security regulations to ensure the welfare of the attendees.
- Respect the maximum capacity of each of the internal and external areas of the Convention Center.
- To set up and dismantle only in the areas specified in the contract without interfering with other events or activities, or using spaces not contracted.
- Ensure that all companies and people involved in assembly and disassembly (agencies, btls, operators) and verify that they bring the necessary tools and equipment to perform the related activities.
- Ensure that the people involved in the assembly, activities and disassembly have the respective affiliation to ARL and identity document, parafiscal documentation, as well as certifications of work at height and work at height coordinator.

► Instructions for set-up and dismantling

► It should be noted that those who do not have the aforementioned documents may not **enter the Convention Center.**

In accordance with the provisions of the Regulations of Resolution 9332 of December 31 - 2015 through which the procedure for authorizing the presentation of events and public shows is adopted as follows:

Certification of the provision of the service of portable toilet cabins when the show is held in places that do not have this service and when the capacity of the show exceeds the capacity of the existing toilets.

Proof of medical emergency care service, when the performance of the show and ambulance service at the site of the event.

The following scale must be considered to determine the service to be hired. This applies both for events at the convention center and at the hotel's beaches.

► Instructions for set-up and dismantling

- **For events with attendance of up to 300 people:** there must be an APH (Prehospital Care) nursing professional with training in emergency care, an efficient, modern communications network, operated with radio and telephone equipment to guarantee immediate support in special situations, equipment and first aid kits with basic medicines in the primary phase.
- **For events with more than 300 and up to 1000 assistants:** an ambulance equipped with all the elements, a specialist physician trained in emergency management, an efficient, modern communications network operated with radio and telephone equipment guaranteeing immediate support in special situations, and equipment and first-aid kits with basic and advanced medicines to attend any type of emergency. On-site ambulance equipped with all the necessary equipment and oxygen supplies.
- **For events with more than 1000 assistants:** ambulance with a complete professional team composed of two physicians specialized in emergency and trauma management, nurses trained in emergency care, complete teams in advanced life support (cardiocereberopulmonary resuscitation), ventilatory support, trauma care, mobile intensive care unit.

► Access of staff during set-up and dismantling

► Access will be allowed to staff authorized by the Client, according to the prior provision of a list with identification numbers. They must use company identification and their respective uniform. **These personnel must be accredited to be identified before and during the event, so they will enter through the main entrance to be able to identify them.**

Personnel wearing shorts, shorts, flip-flops, or sandals are not allowed.

The management of the **Convention Center**, through its security department, will remove from the facilities any personnel who are working outside normal conditions (under the influence of alcoholic or psychotropic substances, among others) or for immoral practices that may harm people or the assets of the company and / or the **Client**.

► Loading and unloading of merchandise

► **The Convention Center** has vehicular access for loading and unloading, which may not be used as a parking area. The Client shall be responsible for any damage caused by vehicles entering and leaving this area.

The unloading and loading of scenery structures and commercial samples will be done through the warehouse.

Normal business hours are as follows:

Monday to Sunday from 08:00 a.m. to 06:00 p.m.

► Access of particulars to the event

► Participants and support staff must be properly identified and must be guided by the Client.

If there are people not staying at the hotel, a list of these participants must be presented for admission to the convention center.



The image shows a busy exhibition hall with several prominent booths. On the left, a large curved booth for Boehringer Ingelheim features a blue and white color scheme and displays 'ENTERISOL Salmonella T/C'. In the center, a smaller booth also displays 'ENTERISOL Salmonella T/C'. To the right, a large booth for Alphex is visible, featuring a white and blue design and a large white funnel-shaped structure. People are seen walking through the aisles and interacting at the booths. The floor is covered with a colorful geometric pattern. The text 'SPECIAL ARRANGEMENTS' is overlaid in the center of the image.

SPECIAL ARRANGEMENTS

► General safety rules

► The safety talk must be held in the meeting room minutes before the start of the event and will be led by the director of this department, who will briefly explain how the emergency and evacuation plan works in case of an emergency.

The machines, equipment and safety devices destined for the event will be installed according to the general safety standards established by the competent authorities.

When high-risk demonstrations are required during an event, the Client and its exhibitors shall take the necessary precautions to guarantee the integrity of people and facilities.

Explosive products, flammable substances, pyrotechnic games, or any other material that is inappropriate, inconvenient, or dangerous for people and facilities may not be introduced or exhibited.

► Restrictions

The Client must not:

- Introduce improvements to or affect the facilities.
- Fix rugs or floors with glue.
- Paint, sand, polish, drill in classrooms and hallways
- Execute any type of perforation on floors, walls, and ceilings
- Place elements in exterior and interior structures.
- Use elements that require gasoline, diesel, fuels, or oils
- Do not bring in food or beverages that have been prepared and manufactured outside the hotel.
- Enter animals of any kind, unless the purpose of the event so requires, for which authorization from the Center Management is required.
- Intervene in the bathrooms, hallways, lounges, and outdoor areas without authorization.
- Blocking, closing, or obstructing emergency exits, fire cabinets, access halls to classrooms, bathrooms, infirmary, food and beverage areas and common areas.
- Leaving garbage in the surroundings and back of the Convention Center, leftovers of commercial samples, such as wooden structures, cardboard, remnants of fabrics with digital printing, etc. This would be a threat to the environment.

► General arrangements

► We suggest the rental of equipment, audiovisual aids, decoration, table linen, tables, luxury chairs, music, through Las Américas Convention Center.

In case of contracting equipment, audiovisual aids, decoration, music, tables, chairs, among others with third parties, the Event Organizer will be responsible for tasks such as

- The payment of an Administrative Fee (audiovisuals) according to the list sent by the Client to the sales and banquet coordinator in charge of the event. This value will be settled for each day of use.
- Hiring of your personnel.
- Transportation, installation, and handling of the rented material, exempting the hotel from any damage or fortuitous event that may occur with the same.

We kindly ask you to provide the hotel, prior to the event, with the information of any external supplier you have hired (full name, identification document and photocopy of ARL and parafiscal documentation); without this information, the hotel may reserve the right to restrict access to the property.

Third party subcontractors corresponding to lights, stage, music, decoration must have their own staff for the operation of these functions; for this purpose, **they must have up to date tax and ARL documentation.**

► Food and beverages

► **Las Américas Convention Center** reserves the right to decide on aspects not contemplated in these Rules and Regulations.

Food and beverage services must be exclusively contracted with **Las Américas Convention Center**.

The Client will be able to choose from a wide range of offers under high standards of quality, opportunity, and price. Through the sales and banquet coordinators, **the Client** will be able to obtain information, support, and advice to select the alternatives according to the characteristics of your event.

It is the **Client's** responsibility to avoid the entrance of food and beverages inside the halls and exhibition areas.

In case of bringing liquor for the development of the exhibition, this must be registered in the warehouse and the client must pay the corkage of this, if it is properly stamped, this according to the prices established by the hotel and **Las Américas convention center**.

► Cleaning

► **Las Américas convention center** will provide the space in perfect conditions of cleanliness and will maintain it during the event.

If the **Client** requires assistance or additional staff, it must be requested **at least 48 hours** in advance for coordination and quotation.

Cleaning inside the stands, information points or contacts are not included.



► Technology and internet

► Rooms

The hotel has free WiFi internet service in the rooms and common areas in both Torre del Mar and Casa de Playa.

Hotel lounges

The use of the internet in the hotel lounges has a cost, according to the requirements of the event, however, a complimentary connection is provided for 10 people during the event (event managers).

International Convention Center

The International Convention Center has WIFI or CABLE Internet service according to the client's request; the coverage is 100% of the halls and corridors. This service has a cost, according to the client's request, however, a courtesy connection is provided for 10 people during the event (event managers).

Data network service with or without Internet for the different events has an additional cost.

► Technology and internet

Terms and Conditions of Service:

- Cable and dedicated Internet service must be confirmed 5 days in advance.
- In the commercial exhibition areas of congresses, the location of these must be coordinated to allow the entry of cabling; leave at least 30 cm between the booth and the partition or walls, if necessary.
- Internet cable orders requested on the same day of the event will be evaluated according to the feasibility of their installation to guarantee the quality of the service.
- Network configuration and installation services on computers will be charged as an additional service
- All Internet services by cable and Dedicated Channel are delivered (01) a point with the requested Internet.
- For Internet access the PC or laptop must be configured to receive dynamic address (DHCP).

► Fire protection services

► **The Las Américas Convention Center** has different stations and fire extinguishers strategically located in the different spaces, gates, and pavilions.

The hose cabinets and fire extinguishers shall always remain visible and free of impediments to their use.

It is prohibited to remove the extinguishers from their fixed point to be in a different place.

► Electrical Energy

► **Las Americas and Convention Center** have a backup power plant and regulated energy sources (UPS); all the connections of the audiovisual equipment of the convention center are protected from the general distribution board. In case of having audiovisual equipment not contracted with the hotel, the UPS will not work for this equipment (academic projection in the halls), so it will take minutes to restore the projection since it would be with the energy of the general plant. For this case, when bringing audiovisual equipment for academic events (meetings) it is suggested to consider the above-mentioned **(Power Plant - UPS)**

► Security

► **Las Américas Convention Center** has closed television circuit, which operates 24 hours a day before, during and after each event.

Las Américas Convention Center is not responsible for elements, furniture, equipment, and belongings, which for any reason are lost or damaged before, during or after the event, so we recommend the Client and/or Exhibitor to take the necessary insurance or directly assume the responsibility of these goods.

The Americas Convention Center will provide security in the external areas. The Client will be responsible for hiring the security service to provide security for the merchandise, machinery, and equipment of the trade shows.



▶ Warehouse Transitory Free Trade

THE ADMINISTRATOR OF THE ZFT LAS AMERICAS CONVENTION CENTER PROTUCARIBE

- ▶ Once the client's request has been received, which **must be 4 months in advance, it is sent to MINCIT..**
- ▶ The MINCIT (Ministry of Commerce, Industry and Tourism) is expected to issue the resolution to declare the area as a Temporary Free Trade Zone.
- ▶ **A specific guarantee in favour of the Nation** must be constituted by the Administrator of the Free Trade Zone (in this case Hotel Las Americas-PROTUCARIBE), which is filed with the DIAN.
- ▶ **Customs code clearance is requested from the DIAN**, for the handling of goods that are to enter the FTZ.
- ▶ The administrator sends **instructions and forms for the entry and exit of goods**, for the client to share with exhibitors.

THE CLIENT AND EXHIBITOR

- ▶ Sends a list of exhibitors to be sent to the Head of the Free Trade Zone of the DIAN.
- ▶ Socialises with the exhibitors the instructions and the forms for the entry and exit of goods, previously sent by the administrator of the FTZ (PROTUCARIBE).
- ▶ These entry and exit forms must be sent by the exhibitors before sending **the goods to the FTZ of the Hotel las Americas Convention Centre.**
- ▶ All merchandise must enter and exit through the ZFT warehouse.
- ▶ The coordination for the arrival or departure of materials to the Temporary Free Trade Zone of the Hotel **Las Americas Convention Centre is the responsibility of the client (Exhibitor) or the customs agency of their choice.**

► Noise restrictions

► **Las Americas and the Convention Center**, in conjunction with the competent authorities, may carry out noise inspections during the event. The maximum permissible sound pressure level is:

DAYTIME (7:00 AM - 21:00 PM) 80 DBA

NIGHTTIME (21:00 PM - 7:00 AM) 75 DBA

LAS AMÉRICAS

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**We protect
children from
sex tourism.**

**LA MURALLA
¡SOY YO!**

site

Incentive travel.
Business results.

