

EXHIBITOR'S MANUAL

ANDINA LINK CARTAGENA 2019 February 26th, 27th y 28th

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INTRODUCTION

This manual will serve as a GUIDE to all the exhibitors and sponsors of ANDINA LINK CARTAGENA 2019 and it will help you organize your participation to avoid setbacks before, during and after the event.

Each of the topics mentioned in the manual will help you plan your participation, from the shipping of goods and construction of your booth, to the social events taking place during your stay in Cartagena.

Therefore, we recommend you to read this manual carefully which, in a practical and concise way, will help you to be aware of some recommendations that facilitate your participation in the event.

Responsibilities of ANDINA LINK / CCC (Convention Center of Cartagena de Indias)

- Neither Andina Link, nor its agents or representatives will be responsible for any injury, loss or damage that may occur to the exhibitors or to their property, their guests, employees, or agents from any cause whatever it may be, including cancellation or impediment to attend the event. The present document is in the website of the event. It is the responsibility of the exhibitor to read all the information included in this document. Therefore, the organization (Andina Link), assumes that the information was read, understood and accepted by the exhibitor, if we don't receive any kind of note or comment discussing a specific part of this manual. **By receiving this document by e-mail and if no objection is done before the show, the organization assumes that the exhibitor accepts and takes this document as a contract. The exhibitors, by reading and accepting this contract with no written objection to any of the clauses, expressly holds harmless and releases the organization from any and all CLAIMS from any loss, damage or injury.**The exhibitor agrees to pay promptly for any and all damages caused to the building where the exhibition takes place or to any equipment, caused due to carelessness or else by the exhibitor. The exhibitor is responsible for the rented space.
- The Convention Center and the Andina Link / TDC Events organization will offer a security service in the exhibition area and conference rooms 24 hours a day. The exhibitor's staff must always carry their visible accreditation. For the registration and claim area of identification badges a document will be requested. All exhibitors who losses the identification badge will be charged \$ 30 USD. All exhibitors must take measures to keep under lock or under the supervision of the stand staff the objects that may be stolen during the event.

- Companies that contract assembly companies external to ARQA Studio, must send a list of the persons with the ID number of which they will carry out the assembly, the persons must register with identification document in hand and always wear the rosette. The list must be sent to your sales representative, otherwise they will not be able to enter the Convention Center of Cartagena.
- Exhibitors assume the entire responsibility and agrees to indemnify and hold harmless Andina Link (TDC Events International) organizers and their officers, directors and employees against all claims, losses and damages to persons or property; including attorney's fees arising out of or caused by the installation of the booth, its removal, maintenance, occupancy, or use of the exhibitors' premises. The exhibitor acknowledges that Andina Link, its organizers and the Centro de Convenciones Cartagena de Indias do not have any insurance covering exhibitor's property and that it is the sole responsibility of the exhibitor to obtain business interruption, personal and property damage insurance(s).

GENERAL INFORMATION

Date:	February 26th, 27th y 28th, 2019
Place:	Centro de Convenciones Cartagena, Colombia Getsemani Cr. 8 Cartagena, Colombia

Exhibitons hours

Booth Installation:

Monday, 25 de February de 07:30 a 7 PM
 Tuesday, 26 de February de 07:30 a 7 PM
 Wednesday, 27 de February de 07:30 a 10:00 AM

Exhibition days:

Wednesday, 27 de February de 11:30 hrs. a las 18:00 hrs.
 Thursday, 28 de February de 11:30 hrs. a las 18:00 hrs.

Booth Dismantling

Thursday, 28 February after the closing ceremony of the event that initiates at 17:30 inside the commercial exhibition area, until 24hrs.

GENERAL AGENDA

Tuesday, February 26 de 2019

7:30 am – 6:00 pm	General Inscriptions	Centro de Convenciones de Cartagena
9:00 am – 10:30 am	Inauguration ANDINA LINK CARTAGENA 2019	Salón Pegasus
10:30 am – 6:00 pm	Inauguration Academic Seminar of actualization technology: THE FUTURE OF THE INTERNET AND THE TIC SERVICES	Salón Secretaria
10:30 am – 5:00 pm	FORO FICA 2019 Foro Iberoamerican of the content: CONTENT IN THE TRANSMEDIA ERA	Salon Pegasus

Wednesday, February 27 de 2019

8:00 am – 6:00 pm	General Inscriptions	Centro de Convenciones de Cartagena
8:30 am – 12:00 pm	Academic Seminar of actualization technology: THE FUTURE OF THE INTERNET AND THE TIC SERVICES	Salón Secretaria
9:00 am – 12:30 pm	FORO FICA 2019 Foro Iberoamerican of the content: CONTENT IN THE TRANSMEDIA ERA	Salón Pegasus
11:30 am	Aperture to the exhibition ANDINA LINK CARTAGENA 2019	Gran Salón Barahona y Hall de Exposiciones
6:00 pm	Closure of the exhibition	Centro de Convenciones de Cartagena
8:00 pm	Welcome party cocktail	Baluartes San Francisco Javier

Thursday, February 28 de 2019

8:00 am – 6:00 pm	General Inscriptions	Centro de Convenciones de Cartagena
8:30 am – 12:00 pm	Academic Seminar of actualization technology: THE FUTURE OF THE INTERNET AND THE TIC SERVICES	Salón Secretaria
9:00 am – 12:30 pm	FORO FICA 2019 Foro Iberoamerican of the content: CONTENT IN THE TRANSMEDIA ERA	Salón Pegasus
11:30 am	Aperture to the exhibition ANDINA LINK CARTAGENA 2019	Gran Salón Barahona y Hall de Exposiciones
5:00 pm	Event closure - Certificate event	Gran Salón Barahona
6:00 pm	Closure of the exhibition	Centro de Convenciones de Cartagena

You can find the topics of the seminars and conferences in our website: [FICA 2019](#)

[TECHNOLOGY UPDATE SEMINAR](#)

NORMS AND CHARACTERISTICS OF THE COMMERCIAL SHOW

Exhibition Floor Characteristics:

Areas used at the CCC for the commercial show:

AREA A:

Exhibition Hall Area: 2556 Square Feet

Sealing Height: 7.5 Feet

AREA B

Gran Barahona Room Area: 4367 Square Feet

Sealing Height: 23 Feet

Exhibition floor rules and regulations

Rules and regulation for construction and dismantling inside the exhibition floor:

- All exhibitors must report to the organization (Andina Link) at the information boot in the convention center, Tuesday, February 26 at 09:00 for construction purposes.
- All merchandise, boxes, construction materials, etc. must be entered through the doors intended specifically for merchandise, on schedule.
- All booths must be ready for exhibition on WEDNESDAY, February 27 at 10:00hrs.
- Dismantling of the booth is prohibited before the closing of the show at the specified time.

Rules and conditions for the design and construction of stands

- The maximum construction height for the Exhibition Hall area is **2.20 mt.**
- In the Barahona Great Hall and Barahona Hall, the stands cannot exceed a height of: **5 Meters. (The following booths cannot exceed 3.00 meters 44,48 and 49)**
- All construction must be within the reserved booth area, based on the size of the booth and the location within the floor plan.
- The booth's construction companies must provide a list to ANDINA LINK and to the Convention Center of the staff authorized to enter to the exhibition area, indicating the booth number and the name of the exhibitor company they are working with.

Common areas rules and regulations of the exhibition floor

- Signs, placards or other forms of advertising shall NOT be displayed in corridors or in exhibit aisles, nor can they be affixed to walls or columns in the exhibit hall.
- All publications must be distributed within the confines of your booth. Distribution of brochures, publications and other publicity materials is forbidden outside the booth without previous consent of ANDINA LINK

Crowd control within the exhibition areas

- Delegates, visitors, members of the press and other guests will NOT be allowed in the exhibit hall during construction hours.
- The exhibition floor will be open to visitors and press only at the exhibition hours.
- Please do NOT schedule meetings with clients in your booth during construction hours.

CARACTERISTICS OF STANDS GIVEN BY ANDINA LINK

If you or your staff will not be setting up your own tabletop display (booth) or you will need complex electrical wiring, you should lay your exhibit to scale on a grid. Send a copy of your layout to Andina Link/ TDC Events with your order to the e-mail address larena@andinalink.com

Be sure to include your company name and booth number on the form

Furniture provided: The organization ANDINA LINK / TDC EVENTS will install and remove the following equipment for you in each contracted booth space:

- Lateral and rear curtain white footage which depends on the size of the stand.
Maximum Heights
Exhibition hall 2.20mts height
Barahona Hall 2.40mts height
Barahona Salon 2.40 mts height
- 1 identification sign
- Table of 1.20 meters by 60 centimeters
- A 110v spot light
- 2 chairs

If you require additional furniture you may reserve, it upon availability to the structures supplier suggested by ANDINA LINK (see Services Directory):



- OMAR ENRIQUE PUERTO H.
 - Director

- **Móvil:** (57) 318 516 3596 – 310 858 6428
 - **Phone:** (57) 1 744 9363
 - **Web:** <http://www.arqa.co/>
 - **E-mail:** omarpuerto@arqa.co
 - Bogotá - Colombia

Audiovisual and Sound Equipment: You will have the possibility to rent audiovisual equipment for your booth. All equipment must be contracted with the Convention Center or with the company contracted to build your booth because they are not included in the cost of the booth. No outside equipment will be allowed within the convention center except for personal Laptops.

For respect to the other booths please keep a prudent volume in your booth.

Non-Official Contractors: If you are planning to use a different contractor to build you booth or to rent any additional furniture, make sure you ask them for a certificate of insurance showing adequate general liability and coverage

LOGISTICS: INFORMATION RELATED TO THE SHIPMENT OF MERCHANDISING

General: Information

From February 26 to February 6 of 2019 the Centro de Convenciones de Cartagena will be declared Temporal Free Zone. During this time, the Convention Center will be under the control of Colombian Customs Authorities, which control the entry and exit of all kinds of goods.

This also applies to OFFICES OF ALL TYPES OF COURIER SERVICES.

International Courier companies may offer you door-to-door services, and possibly ensure you that your goods will be delivered to your booth at the Fair Andinalink. In fact, once the shipment loads up in Cartagena, an official entry should be made by a customs agent may be the provider suggested Transport and Freight Forwarder of the organization or another company of your choice, which must submit all documents, along with the Customs Declaration.

SUNRISE CARGO, representative of SCHENKER and BAX Global in Colombia has been named Suggested Provider of Transport and Cargo Agent for event ANDINA LINK CARTAGENA 2019, to coordinate the International Transport and Customs Processes for ANDINA LINK.

SUNRISE CARGO/DB SCHENKER

We have the pleasure to introduce you SUNRISE CARGO S.A., part of the DB SCHENKER global Network. We can pick up your cargo from anywhere around the World and put it in your Stand in the ANDINA LINK fair.

Our Services are:

IMPORT

- Air Operation: Consolidation and Direct according to IATA.
- Ocean Operations: Consolidation LCL and Full Container FCL as well as Heavy Lift.
- Combined Services: Air/Sea/Land
- Customs Broker
- Bonded Warehousing.
- Transportation Insurance.

EXPORT

- Air Operation: Consolidation and Direct according to IATA.
- Ocean Operations: Consolidation LCL and Full Container FCL as well as Heavy Lift.
- Combined Services: Air/Sea/Land
- Customs Broker
- Transportation Insurance.

INFORMATION OF RELEVANCE TO THE EXPOSITOR

SUNRISE CARGO wants to clarify the following point that are of importance in order to avoid any inconveniences with the entry of your goods to the Fairground.

1. Legal entry to the Fairground

According to the customs regulations in Cartagena: ALL SHIPMENTS COMING FROM ABROAD that are received in the TRANSITORY FREE ZONE of the Convention Center have to be submitted to an official customs entry to the Fairground which is done by an Customs Broker in order to avoid PAYMENT OF DUTIES AND TAXES. This year ANDINA LINK 2019 has designated SUNRISE CARGO/DB SCHENKER as the official Broker for issuing the legal entry of your goods.

THIS APPLIES ALSO FOR ALL COURIER DISPATCHES THAT COME FROM ABROAD.

Noncompliance of this requisite can bring you serious problems that can involve fines as well as the lost of your freight. A Customs Agent is going to verify the cargo and give the approval of entry or exit of the freight

In order to enter your freight for exhibition it's necessary that the expositors **PAY IN ADVANCE** the cost for the local operation. You can pay by electronic transference to our account

PRICES:

CUSTOMS ENTRY FAIRGROUND: 220 USD per transport Document (HAWB, BL)

CUSTOMS EXIT FAIRGROUND: 220 USD per transport Document (HAWB, BL)

IMPORTANT: All charges generated by liberation or movement of goods that wasn't transport by SUNRISE CARGO-DB SCHENKER, will be charged in advance and then will be legalized with the respective support.

ACCOUNG INFORMATION (For advance electronic payment):

International

	USD	USD	EUR
BANK NAME	HELM BANK	UBS	UBS
CITY	MIAMI	STANS	STANS
ACCOUNT NUMBER	1040127065	248-472759.61B	248-00472759.60Y
SWIFT		UBSWCHZH80A	UBSWCHZH80A
ABA	067011456		
IBAN		CH96 0024 8248 4727 5961 B	CH41 0024 8248 4727 5960 Y
ADRESS	999 BRICKELL AVENUE	6370 STANS	6370 STANS

Nacional

SUNRISE CARGO S.A. –SCHENKER

NIT: 860.040.585-8

HELM BANK

ACCOUNT		NÚMERO
CHECKING ACCOUNT	Recorte rectangular	01135168-1

SUNRISE CARGO S.A. -SCHENKER
NIT: 860.040.585-8
BANCOLOMBIA

ACCOUNT		NÚMERO
CHECKING ACCOUNT		55225175801

2. Reception of your freight

Exhibitors will be able to send their charges to the Transit Free Zone from February 06, 2019 and will have to withdraw them before March 15, 2019 in order to benefit from the tax exemption (dates are to be confirmed).

3. Documents required for the customs process

Air Way Bill or Transport Document: With the specifications explained later. Commercial Invoice: Has to be consigned as the Transport Document and divided in to

- o Commercial Invoice with the advertising products and give away that are going to be used during the fair, indicating the value, weight and dimensions of each item. It must also show the currency and the INCOTERM
- o Commercial Invoice with exhibition goods which are going to be re-exported to their origin or another land indicating the value, weight and dimensions of each item. It must also show the currency and the INCOTERM.

All documents no matter if you are doing the international transport with us or not must be sent prior to shipping to us for final check to avoid any customs inconveniences.

4. Shipping instructions

The expositors have to inform the freight forwarder how to consignee the Transport Document that has to be as follows:

GRUPO HEROICA S.A.S.

NIT: 900360261 - 4

EXHIBITOR NAME XXXX - STAND NO. XXX

MERCHANDISE IN MOVING TO TRANSITIONAL ZONE GRUPO HEROICA S.A.S.

COD. 2852 FAIR OF COD. 2852 FERIA DE TELECOMMUNICATIONS ANDINALINK

2019

**CONVENTION CENTER JULIO CESAR TURBAY AYALA NEIGHBORHOOD
GETSEMANÍ
CARTAGENA, BOLIVAR.**

5. Box or merchandise identification

ALL Boxes, Carts etc., have to be identified as above.

6. Airfreight shipments

Please take note there are NO cargo Aircraft connections directly to Cartagena, therefore all freight must be dispatched via Bogotá airport. Destination on the Air Way Bill must show: CARTAGENA via BOGOTA.

To assure the final delivery process of your good starting from Bogotá airport up to the fair in CARTAGENA, the maximum arrival date in Bogotá is February 22, 2019.

This precaution is taken because the transit in Bogotá can take up to 4 days plus one additional day for transfer from The Cartagena Airport to the Fairground.

The connections from Bogotá to Cartagena are in passenger's flights and therefore their MAXIMUM DIMENSIONS OF YOUR FREIGHT MUST BE:

- **Maximum Dimensions per piece: 1,20 cm X 1,00 CM X 1,00 c (L* W * H)**
- **Maximum weight per piece: 150 Kilogramos**

If your pieces are bigger or heavier than the mentioned and cannot be divided, the transport from Bogotá to Cartagena is going to be made by Land. (Please request special quotation)

7. Sea freight shipments

Please take note that in order to avoid any delays of your shipment if sent by Sea is going to need enough days to complete successfully the operation. Please note the Port operation in Colombia can take up to 5 days after arrival of the Vessel at port in order to be transferred to the fair ground.

We recommend that all shipments sent via Sea freight arrive in Cartagena the latest by February 22 nd of 2019 to avoid any delivery delays. The Warehousing at the Convention Center is Free of Charge.

8. SUNRISE CARGO DB SCHENKER MAKE YOUR IMPORT, CUSTOMS AND EXPORT

SUNRISE CARGO through their global DB SCHENKER network can pick up your cargo from anywhere in the World and deliver it in your Stand. We will be contacting you and sending you the details of our origin office and program the transportation of your goods as well as to inform you about the local requirements.

For further information about the event please don't hesitate to contact us:

Sales executive

Sunrise Cargo S.A. - Schenker/BAX Global Calle 46A No. 82-54 Int. 8

Bogotá - Colombia

Phone: 57 1 7426262 Ext.1251

AIR TRANSPORT

Special rates are available for ANDINA LINK CARTAGENA 2019 thru AVIANCA/TACA. For more information please visit our web site:[Go to site](#)

For more information about prices and please go to[Go to site](#)

The discount code to have access to special prices for Andina Link Cartagena 2019 is: **PENDING**

<http://www.avianca.com/es-co/>

HOTELS:

There are special hotel rates available for ANDINA LINK CARTAGENA 2019. Reservations may be made through the official website, by visiting the following links

[Go to site](#)

When you make the reservation, don't forget to mention the event in order to accede to special rates and discounts. You may contact directly the travel agency:

E-mail: tellylopez@gematours.com, reservashoteleras@gematours.com

Web site: www.gematours.com

PBX: 57 - 5-6602499 ext 143 FAX: 57 - 5 - 6601624

El Cabrero, Cra 1 No. 41-202

Cartagena - Colombia

INFORMATION REGARDING AUDIOVISUAL EQUIPMENT IN THE CONVENTIONS CENTER

The Conventions Center in Cartagena offers a broad range of audiovisual equipment, including projection, multimedia, lighting equipment, sound, video production, cameras, simultaneous translation, among others.

External providers may obtain a permit at the Salon, with previous authorization from the CCC. However, the sound system at the Salon Barahona is of exclusive use for authorized personnel for the CC or a designated contractor under predetermined circumstances.

It is completely forbidden the entrance of audiovisual equipment from clients, organizers, representatives and exhibitors, unless previous cancellation of the entrance rights. Consult with the Commercial Coordinator, for more information.

Monitor LED-LCD 42" /full HD 1080/Parlantes internos/Soporte a piso 1,80mts/Entrada USB/Conexión HDMI-VGA

Monitor LED-LCD 47" /full HD 1080/Parlantes internos/Soporte a piso 1,80mts/Entrada USB/Conexión HDMI-VGA

Monitor LED-LCD 60" /full HD 1080/Parlantes internos/Soporte a piso 1,80mts/Entrada USB/Conexión HDMI-VGA

Monitor LED-LCD 80" /full HD 1080/Parlantes internos/Soporte a piso 1,80mts/Entrada USB/Conexión HDMI-VGA

JUAN M. PEREIRA RIVEROS

expositores@cccartagena.com

Coordinador Oficina del Expositor

Centro de Convenciones Cartagena de Indias

Getsemaní, Calle 24 #8^a-344, Cartagena de Indias, Colombia

Tel: +57 (5) 654 4000 Ext: 4436

PRICES FOR GENERAL EQUIPMENT

All services are provided by the Cartagena de Indias Convention Center. At the prices of AV equipment. They apply day of installation and apply to the stands only. They will not

grant credits on installed services, as well as ordered even if they are not used. Please fill out the service you want and send it to Juan M.Pereira expositores@cccartagena.com

The the rental is during the three days of the event, includes taxes and may be requested through Andina Link.

FORMS TO BE FILLOUT AND SENT VIA E-MAIL

You will find a list with the forms that must be completely filled out and sent by the dateline to: lorena@andinalink.com

CHECKLIST

This checklist is design to help you meet important deadlines for services that you will require at ANDINA LINK CARTAGENA 2019. Please check each form carefully: forms should be filled out completely and legibly. Please use the checklist below and make copies of all forms for your own records.

Form	DEADLINE to ANDINA LINK
Form 1 Frontal sign	February 12, 2019
Form 2 Personal Registration	February 12, 2019
Form 3 Audiovisual Equipment	February 12, 2019
Form 4 Electric connections	February 12, 2019
Form 5 Internet, Phone and Fax	February 12, 2019

FORM No. 1

FROM NAME

The front label (standard) is the name of your company in black letter type, without logo, which will be placed in front of your stand as identification. It has no cost. In case that you decide to take to the fair a sign different from the standard, his company will have to assume the cost of the same one.

Complete and send this form to lorena@andinalink.com

FRONT NAME (without charge)

Yes, i need _____ No, i do not needed _____

Please indicate the exact name you wish to appear on the front name of your booth. The name must not be longer that 13 letters. Please print.

Name of the company as you want it to appear on the booth

Front name will be given together with the booth at the Centro de Conventions Cartagena de Indias.

* Keep a copy for your records

FORM No. 2

PERSONNEL REGISTRATION

PTo make sure all your personnel is registered with in advance, complete the following form

1. 3 x 3 MTS2 = 3 Passes
2. 3 x 4 MTS2 = 4 Passes
3. 6 x 3 MTS2 = 5 Passes
4. 6 x 6 MTS2 = 10 Passes

Companies that wish to share stands, must inform the manager of Andina Link, and fill out the form with the information of the second company at the time of booking for approval, bear in mind that only one representative name goes on the stand . If you fail to inform at the the time of the reservation you will not be able to share a booth. (The name of the stand alone will be with the representative company name as well as the registration passes.

Each additional pass: \$ 30.00 each and it is for company members only. This price is only for employees of the same company. In some case that the number of assisting people from your company exceeds the designated number placed above, ask for an additional from to the following addresses:lorena@andinalink.com

Only company personnel can be register without any additional cost. Any other people that do not belong to your company must pay the total entrance fee.

To register, please complete all the information asked in the following link

[Registration Form](#)

FORM No. 3

AUDIOVISUAL SERVICES

All services offered on this form must be contracted directly wit the CONVENTION CENTER through us. ANDINA LINK does not provide the services mention on this form

In case you are requesting the services of this form, the payment must be done directly with the CONVENTION CENTER before the show starts to be able to have them ready for the show. ANDINA LINK will not receive any payment for these services.

The following table contains some options of the services that offered. Please indicate what you need in the following table. If you can't find what you need on this table, please send us a written request.

Monitor LED-LCD 42" /full HD 1080/Parlantes internos/Soporte a piso 1,80mts/Entrada USB/Conexión HDMI-VGA
Monitor LED-LCD 47" /full HD 1080/Parlantes internos/Soporte a piso 1,80mts/Entrada USB/Conexión HDMI-VGA
Monitor LED-LCD 60" /full HD 1080/Parlantes internos/Soporte a piso 1,80mts/Entrada USB/Conexión HDMI-VGA
Monitor LED-LCD 80" /full HD 1080/Parlantes internos/Soporte a piso 1,80mts/Entrada USB/Conexión HDMI-VGA

Complete and send this form to lorena@andinalink.com

NAME OF THE COMPANY	
CONTACT	
BOOTH #	

Cancellation of these products is made directly with the convention center. Prices are subject to change.

***Keep a copy for your records**

FORM No. 4

ELECTRIC INSTALLATION

Each stand has its own electrical installation of 110v. If you require an extra one please send us a written request. All services offered on this form must be contracted directly with the CONVENTION CENTER through us. ANDINA LINK does not provide the services mentioned on this form.

In case you are requesting the services of this form, the payment must be done directly with the CONVENTION CENTER before the show starts to be able to have them ready for the show. ANDINA LINK will not receive any payment for these services.

The following table contains some options of the services that are offered. Please indicate what you need in the following table. If you can't find what you need on this table, please send us a written request.

ITEM	Quantity	No. Of days	Total
220v - Monofásico			
220v - Trifásico	● Rectángulo rectangular		
440v - Monofásico			
440v - Trifásico			

Complete and send this form to lorena@andinalink.com

NAME OF THE COMPANY	
CONTACT	
BOOTH #	

*Cancellation of these products is made directly with the convention center. Prices are subject to change.

* Keep a copy for your records

FORM No. 5

SERVICES FOR INTERNET

All services offered on this form must be contracted directly with the CONVENTION CENTER through us. ANDINA LINK does not provide the services mention on this form.

In case you are requesting the services of this form, the payment must be done directly with the CONVENTION CENTER before the show starts to be able to have them ready for the show. ANDINA LINK will not receive any payment for these services.

The following table contains some options of the services that offered. Please indicate what you need in the following table. If you can't find what you need on this table, please send us a written request.

ITEM	Quantity	No. of days	Total
Phone line			
Fax line			
Internet (dedicated channel) 2MB	Recorte rectangular		

The price of the internet includes tax and requests for this service can only be done prior February 12 2019

Complete and send this form to: lorena@andinalink.com

NAME OF THE COMPANY	
CONTACT	
BOOTH #	

*Cancellation of these products is made directly with the convention center. Prices are subject to change. The service is only done after payment.

*Keep a copy for your records

SERVICES DIRECTORY

AUDIOVISUAL CONTACTS

CENTRO DE CONVENCIONES CARTAGENA DE INDIAS

Juan M. Pereira

expositores@cccartagena.com auxexpositores@cccartagena.com

Coordinador Oficina del Expositor

Centro de Convenciones Cartagena de Indias

Getsemaní, Calle 24 # 8ª - 344, Cartagena de Indias, Colombia

Tel: +57 (5) 654 4000 Ext: 4436

www.cccartagena.com

BOOTHS AND DECORATION

Arqa Studio

Omar Enrique Puerto

Director

Móvil: (57)318 516 3596 – (57)310 858 6428

Fijo: (57)1 744 9363

www.arqa.co

omarpuerto@arqa.co

Bogotá - Colombia

MERCHANDISING POP AND BOOTHS

X-Pro

Johanna Vargas D.
Directora de proyectos
Móvil:(+57) 316 7443140
Teléfono:(+57 1) 5106990
Skype:johavargas15
jvargas@xpro-design.com
www.xpro-design.com

MODELS

PORTADA MODELS

Edwin Prado
booker1@portadacartagena.com
Tel: 57 5 6436697
Cel. 57 301 3582130
www.portadacartagena.com

Nasly Martinez
info@portadacartagena.com
Cel. 57 312 6814613
www.portadacartagena.com

MERCHANDISE TRANSPORT

Sunrise Cargo S.A.

Partner of the DB Schenker Network
Teléfono +57 (1) 7 42 62 62 Ext 1251
E-Mail anyela.menjura@sunrisecargo.com
Bogotá / Colombia
www.sunrisecargo.com

ATRAVEL AGENCY

GEMA TOURS S.A. American Express Travel Services

Telly Lopez
Asesora Congresos, convenciones, Incentivos, Ferias & Festivales
E-mail: sabinaschot@gematours.com
Web site: www.gematours.com

PBX: 57 - 5-6602499 ext 143 FAX: 57 - 5 - 6601624
Cartagena, Colombia

ANDINA LINK DIRECT CONTACT

Colombia

Lorena Zapata

Event Manager

Tel Colombia: (57) 1 635-6898 / 635-6887

Fax Colombia: (57) 1 256-8387

Cel Colombia: (57) 317 879 2475

Tel USA: +1 (305) 767-1477

Skype: tdcevents03

lorena@andinalink.com

USA

Maria F. Gómez

Vice president

Tel: 305-436-5751

Fax: (786) 953 - 4689

maria@andinalink.com