

EXHIBITOR MANUAL

Dear exhibitors, we welcome you to the "20 International Conference of Oil Palm and their trade show". It will be held at the Cartagena de Indias Convention Center.

The following provisions are intended to provide you with the necessary information to enable you to participate successfully. This material is essential for the smooth running and development of the conference, please read it carefully. If you have any doubts or questions, do not hesitate to contact us at
Jairo Almonacid Guerrero Cel: +57 317 5731521
Email:jalmonacid@fedepalma.org

The confirmation of the reservation of the selected space will be made with the purchase order and will be confirmed with the total payment of the booth or with a minimum payment of 30% of the assigned value 20 calendar days after the issuance of the invoice.

Full payment must be made no later than September 1.

METHOD OF PAYMENT

Payment must be made by deposit or electronic transfer to the checking account:
BANCOLOMBIA Checking account number 241-25018006
Please send a copy of the proof of payment by e-mail to:
jalmonacid@fedepalma.org

BOOTH SET UP AND DISMANTLE

Move-in Date:

Saturday, September 24, at 8:00 a.m.

Set-up times:

Saturday, September 24 from 8:00 a.m. to 8:00 p.m.

Sunday, September 25 from 8:00 a.m. to 8:00 a.m.

Dismantling:

Thursday, September 29 from 4:00 p.m. to 10:00 p.m.

Ten (10) days prior to move-in date, you must submit the list of people who will be entering the Convention Center for set-up.

Email: jalmonacid@fedepalma.org



What's Included

For an indoor booth of 3 m x 2 m -Aluminum structure with a height of 2.40 m

- 1 printed banner with the company name and booth number
- 1 table
- 2 chairs
- 1 power socket
- 1 lighting fixture

Note: Please inform us by September 1 if you do not need the aluminum structure.

For outdoor booths, from 16 m² - tent included:

- Panels to close the perimeter
- 1 printed banner with company name and booth number
- 1 table
- 2 chairs
- 1 electrical outlet
- 2 floor fans

CREDENTIALS

Each sponsoring company is entitled to:

Two (2) "Exhibitor Badges" per booth. These badges are personal and non-transferable and must be worn by the personnel in charge of the booth during the event.

Exhibitors shall be liable for any fraud or deceit attempted or committed by their personnel or third parties using these passes.

Persons receiving these passes must register in advance by sending all their data to Jairo Almonacid Guerrero no later than September 1.

The two participants will receive the material provided by the organization of the event and will have access to lunch and refreshments.

ADDITIONAL BADGE

If you need additional badges, you can purchase them in the "Participants" category by paying for the event registration.

This process can be done through the website

<https://web.fedepalma.org/conferenciainternacional/>.

ADDITIONAL ELEMENTS

If the exhibitor requires a screen, they will be required to pay an additional fee as determined by the Convention Center.

SECURITY

The person responsible for set-up shall not store or handle flammable materials or gas, coal, gasoline or other hazardous fuels. In cases where this is required, written approval must be obtained from the Fire Department and the Expo Coordinator to establish the safety protocol.

The booth must remain open while the exhibit hall is open.

The opening and closing times of the trade show are mandatory, therefore no one is allowed to enter or stay in the booth outside these times.

RULES

If the exhibitor wishes to distribute advertising material of any kind outside the booth must purchase the sponsorship provided for this purpose.

It is not allowed to place notices or objects that go beyond the limits of the rented exhibition space. Likewise, it is forbidden to place, paste or paint advertising of any

kind outside the exhibition area.

It is not allowed to make propaganda with speakers or to use any kind of audio system to attract the attention of the public.

PENALTY

Cancellation of participation in the event will incur the following penalties:

1. if the company has paid for the booth reservation and notifies the Marketing Department of the cancellation before August 15, 2022, the penalty will be a full refund
2. if the company has paid for the booth in full and notifies the Marketing Department of the cancellation before August 15, 2022, the penalty will be 50% of the booth price.
3. if the company has paid for the booth in full and notifies the cancellation after August 16, 2022, the penalty will be 80% of the value of the booth.