



EXHIBITOR'S MANUAL FADJA 2010

Dear Exhibitor:

3 A PRODUCCIONES thanks you for your participation and is pleased to confirm the **XII Andean Gaming Trade Show, FADJA 2010**, which will take place on **April, Wednesday 21 and Thursday 22**, from **14:00 until 21:00 hours** in the Great Room of the International Business and Exhibition Center, **CORFERIAS**, in **Bogotá, Colombia**.

We request you to consider the following observations and suggestions, for to conserve and to improve the standard qualities in the organization of the trade show and achieve higher efficiency and speed in assembly, setting up, disassembly and result of the event:

I. ASSEMBLY AND DISMANTLING

Assembly will take place on **Monday 19 and Tuesday of April 2010**, from **08:00 to 20:00 hours**, and on Wednesday **April 21** until **12:00 hours**. The morning will be for cleaning the room and preparing for **the opening which will be from 14: 00 hours**.

The exhibiting companies wishing to count with more time for assembly, on **Saturday 17 or Sunday, April 18**, will have to request it directly at **Corferias Technical Department** and pay the amount that they stipulate for this additional service. The Colombian stand decoration and design agencies in Colombia know this procedure and they must keep it in mind and inform them when contracting with them. The contact in **Corferias** for requests and liquidation of costs is **Mrs. Andrea Sarnari**; her office phone number is (+57) (1) 381 0030, email: asarnari@corferias.com.

Dismantling must be done on **Friday, April 23, 2010**, from **08:00 through 20:00 hours**. In case additional time is needed, please contact **Mrs. Andrea Sarnari**, in charge of billing for this concept. (**See the Internal Regulations for Exhibitors FADJA 2010.**)

II. PRODUCTION, SECURITY AND LOGISTICS

Mr. Luis Guillemos Potes is the person in charge of **Production, Security and Logistics** of the **Great Room** of **Corferias**. So that your equipment, products and stands are protected at all times and have timely technical and electrical assistance, you must contact him at his mobile phone (57) 315- 571-0222, email: eventosyproducciones@gmail.com .

III. GENERAL SERVICES

The rental of equipment and decoration for the stands (videos, chairs, plasma TVs, tables, closets, coolers, broad band internet points, etc.), will be offered again by **Corferias**, and you can find the forms in www.fadja.com, 'exhibit plan section'. Then

you must contact Mrs **Maria Cruz** at telefax (+57) (1) 381 0030, email: mcruz@corferias.com

To have access to **Corferias** services and the exhibit areas, your company must present the ID number it uses regularly to pay taxes in each country, which must appear on the contract signed with the organizer. We request you send it as soon as possible. (Tax ID, Tax Office Registration Number CUIT, ID, VAT...)

IV. FREE TRADE ZONE AND FOREIGN TRADE

During the term of the event, the exhibitors must strictly comply with the customs regulations for the **Permanent Free-Trade Zone**, regulated for **Corferias** by the **National Tax and Customs Office, DIAN**. To answer any questions about these regulations, please contact Mrs. **Maria Piedad Ramirez, Director of Foreign Trade in Corferias**. Office telephone number: (+57) (1) 381-0030, email: mramirez@corferias.com.

The Argentinean Company **ASAP** is in charge of the delivery service of **merchandise, equipment and the exhibitors' services** in the **Free Trade Zone** for **FADJA 2010**. The director is Mr. **Cristian Galarza**, Office telephone number: (+54-11) 4301- 5990, email: cristian@asapce.com.ar

Direct sales inside the pavilion are **strictly forbidden** and the non-compliance with this regulation may give rise to a sanction from **DIAN** that could even cancel your participation.

Because this is a trade show which is not open to the public in general, the **entry of minors is forbidden** by special dispositions of **Corferias** and the event organizers. We advise you to notify your guests.

V. PRESENCE AND ADVERTISING IN THE EXHIBITORS' CATALOG

For a correct presentation of your logo, location of your stand and the most relevant business information in the **Exhibitors' Guide** and **Stands** of the **Official Exhibitors' Catalog 2010** which **3A PRODUCCIONES** offers at no cost, we request that you contact with **Diana Marcela Roldán**. In case you wish special advertising of your company in this catalog, please communicate it in due time. Email businessmanager@fadja.com
Mobile phone: (+57) 301 290 1256

VI. OFFICIAL HOTEL

Excellent executive rooms with corporate trade show fees can be found at **Hotel SHERATON** in the Colombian capital city, only five minutes away from El Dorado International Airport and five minutes away from **Corferias**. Contacts and reservations may be made with Mrs. **Natalia Guayara**, dialing (+57) (1) 210-5000, and mentioning that you are making the reservation for the **Andean Gaming Trade Show, FADJA**. E-

mail: natalia.guayara@ghlhoteles.com (There are 40 rooms available with preferential fee)

VII. ALL RISKS POLICIES

We request that you extend your general insurance policies against all risks until the dates of the **Corferias** event, including dismantling and departure of the merchandise from Colombia, or purchasing a policy during the assembly days. These will be issued by **Subroker Seguros**, the official insurance company authorized by **Corferias**, to issue documents to assure your merchandise against all risk. (This clause is contemplated in the contract.) The contact must be made with Mr. **Alirio Alarcon**, Mobile phone (+57) 310 807 8880, email: subrokeralirio@yahoo.es

VIII. INAUGURAL EVENT, BAR LOUNGE

The organizing company will send to the exhibitor the invitation cards for their clients.

The contact for this activity is Jenny Ofir Cordoba. Mobile phone: (+57) 320 699 2646, email: administracion@fadja.com

IX. INVITATION FOR TOURIST VISAS

People who need a tourist visa in order to travel from your country of origin to Colombia for the **Latin American Gaming Trade Show, FADJA**, may request the corresponding letters to **3A Producciones** at least 60 days in advance before the trade show, specifying the information requested by the authorities for these cases. On their arrival, the international guests who requested these letters must accredit their presence in **FADJA 2010**, through their registration and inscription or, send **a report** if they are **not traveling** to Colombia and are **not using** the visas awarded. These reports may be requested by the Colombian authorities, the **Security Administrative Department, DAS**, whenever they request it. For more information in this topic, contact to **Diana Marcela Roldán**, mobile phone: (+57) 301 290 1256, email: businessmanager@fadja.com.

X. ADMINISTRATIVE CERTIFICATE OF GOOD STANDING

The Administrative Assistance of **3A PRODUCCIONES** is the office in charge of requiring and issuing the **certificates of good standing** of the **Latin American Gaming Trade Show**, for **rental of exhibition spaces and all risk insurance policies** to the participating companies, who must present them in order to be able to enter Corferias on **Monday, April 20 at 08:00 hours**. Institutional courtesy passes and exchange with communication media. Contact Mrs. **Jenny Ofir Cordoba**, office telephone number (+57) (2) 5537681 and mobile phone (+57) 320 699 2646, email: administración@fadja.com

XI. MODELING AGENCY

XII. STAND DESIGNING COMPANY

The design and decoration of stands is offered through an alliance with the company **DIPER EXHIBITIONS**. You may contact Mr. **Walter Daza Sarria, Commercial Manager**, mobile phone (+57) 310-2560196, email: wdaza@diper.com and **Fernando Cardona, Director Marketing Trade Show**, mobile telephone number (+57) 3112965476, office phone: (57)(1)2010311, email: fcardona@diper.com

Important notice: The Internal Regulations for FADJA Exhibitors 2010 is an integral part of this document.

XIII. BUSINESS MANAGER AND EXHIBITORS' LINK

Mrs. Lourdes De Zubiría, the official translator and interpreter for **FADJA 2010**, will be ready to answer any questions or doubts, mobile telephone number (+57) 300-741-2292, email: lourdesdezubiria@costa.net.co. Contracts and bills for national and international exhibitors will be delivered to the contractors in the office of **3A PRODUCCIONES**.

XII. OFFICIAL AIRLINES

The official airlines is **AVIANCA**, the Colombian airlines and its national and international trade show discounts are available in the web page www.fadja.com or in the **AVIANCA** offices of worldwide, quoting **Code GN 018**.

XIV. GENERAL RECOMMENDATIONS

1. Use the free wireless Internet connection in **Corferias**.
2. Request a special entrance and registration tag for exhibitors.
3. Read the Assembly Internal Regulation for Exhibitors, which is found at www.fadja.com.
4. Find the location and number of the stand on the map.
5. Take care of personal objects such as laptops and video cameras, photographs, etc.
6. Inform of any irregularity to the Production Director, Mr. Luis Guillermo Potes or **Corferias** supervisors.
7. Entrance of equipment and products to **Corferias** pavilion is only allowed beginning **Monday, April 19** at 08:00 hours.
8. Present a detailed written relation of equipment to be brought in and deliver it to the Production Director.

XV. PROHIBITION

Orchestras, live music, DG or any loud music is strictly forbidden.

Welcome! We wish you a good trade show, lots of businesses and a great stay in the first entertainment trade show of the Andean Region.

Cordially,

José Anibal Aguirre

FADJA Director

+ 57 315 331 3433

Email: info@fadja.com