



# RENTAL SERVICES REQUEST FORM

www.corferias.com

Address 37 No. 24 - 67 BOGOTA, COLOMBIA  
 PBX: 381 0000 Exts.: 5616/5619 - E-mail: serviciosplus@corferias.com  
 WE ARE SELF-WITHHOLDING AGENTS BY RESOLUTION No. 000006 of January 21, 1993 and MAJOR TAXPAYERS BY RESOLUTION No. 2509 of December 3 de 1993. NIT: 860.002.464-3

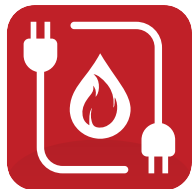
# TRADE FAIRS 2017

Dear customer, this form contains a complete list of services that **Corferias offers during the planning and execution of the trade shows.**  
 Please read **Terms and conditions** before filling out the form.

### This Form Contains



PACKAGES



TECHNICAL SERVICES



TELECOMMUNICATIONS AND NETWORKS



FURNITURE



NURSERY



EQUIPMENT

Please complete the following fields:

EXHIBITOR'S INFORMATION			
Exhibiting Company Name:	Exhibiting Company Tax ID:		
Invoice made out to:	Invoiced Company Tax ID:		
Trade Fair:	Hall:	Level:	Stand:

Please visit: [www.corferias.com](http://www.corferias.com) > Exhibitors > Services for Exhibitors to view rental services images.

Thinking in our exhibitors, **Corferias** invites you to know the **new rental services Combos** to save up **5%** and **30%** according to your needs.

**The values below include VAT of 19%**

### PACKAGES

DESCRIPTION	CODE	QUANTITY	FAIR COST	TOTAL COST
POS terminal connection + Password to access WIFI (one equipment-entire trade fair)	3071423		\$ 320.600	
POS terminal connection + Wired Internet service (one equipment-entire trade fair)	3071424		\$ 285.600	
Wired Internet service + Password to access WIFI (one equipment-entire trade fair)	3071425		\$ 387.600	
Bar code scanner + Wired Internet service (one equipment-entire trade fair)	3071371		\$ 373.600	
1/2" Water supply (consumption included) + 1 1/2" drain from 1 to 5 days	3070307		\$ 585.000	
1/2" Water supply (consumption included) + 1 1/2" drain from 6 days and up	3070308		\$ 697.200	

### DISCOUNTS

From <b>21</b> additional triphasic Kilowatts (cost KW)	3071372		\$ 127.800	
From <b>51</b> additional triphasic Kilowatts (cost KW)	3071373		\$ 112.800	
from <b>100</b> additional triphasic Kilowatts (cost KW)	3071374		\$ 105.200	
Wired Internet service from <b>2</b> equipment (unit cost)	3071427		\$ 217.400	
Wired Internet service from <b>3</b> to <b>5</b> equipment (unit cost)	3071428		\$ 196.600	
Wired Internet service from <b>6</b> equipment and up (unit cost)	3071429		\$ 185.000	

### TECHNICAL SERVICES

	DESCRIPTION	CODE	QUANTITY	UNIT COST (Colombian pesos)		TOTAL COST
ELECTRICAL INSTALLATIONS	Monophasic installation (Up to 2 KW/110 V consumption)	3070101		\$ 324.200		
	Additional monophasic kilowatt installation	3070103		\$ 115.100		
	Triphasic installation (up to 4 KW/208V consumption)	3070102		\$ 612.500		
	Additional triphasic kilowatt installation	3070104		\$ 150.300		
	Adjustable arm with spotlight (150 W/110 V)	3070402		\$ 63.300		
	Led Reflector (50w - mltv)	3070405		\$ 66.700		
	"Extension - double three-pronged outlet (1500 W/110 V). Does not include electricity."	3070403		\$ 32.800		
AIR, WATER & GAS SUPPLY	DESCRIPTION	CODE	QUANTITY	COST FROM 1 to 5 DAYS	COST FROM 6 DAYS AND UP	TOTAL COST
	Sink 90XL 60XH 90 * (Does not include water and drain) *	3071345		\$ 163.100	\$ 163.100	
	1/2" water supply (consumption includes entire trade fair) *	3070301		\$ 335.200	\$ 400.000	
	1 1/2" drain * throughout the fair ( Location assigned by Corferias on your stand) *	3070302		\$ 322.200	\$ 383.400	
	Compressed air for points with max pressure of 100 PSI and max volume of 35 CFM *	3071341		\$ 395.300	\$ 470.400	
	Principal propane gas supply point, capacity for four burner stove (consumption included) *	3071321		\$ 473.200	\$ 761.700	
Additional gas supply point (consumption included). Extension from main point. *	3071368		\$ 252.400	\$ 406.200		
PARTITION SYSTEM	DESCRIPTION	CODE	QUANTITY	UNIT COST (Colombian pesos)		TOTAL COST
	Additional CFE System Panel 25 x 240 cm *	3070603		\$ 18.000		
	Additional CFE System Panel 50 x 240 cm *	3070602		\$ 25.400		
	Additional CFE System Panel 100 x 240 cm *	3070601		\$ 32.600		
	CFE System Door 90 x 240 cm *	3070801		\$ 80.700		
Standard warehouse with door 150 x 150 cm (Corferias system) *	3070803		\$ 128.800			
OTHERS	DESCRIPTION	CODE	QUANTITY	FRACTION COST		TOTAL COST
	Mechanical arm (15 minute fraction cost)	3071319		\$ 59.000		
	Differential (cap. 1 ton.) + Mechanical arm (assembly and disassembly)	3070413		\$ 450.000		
Scissor Lift Platform (fraction value/30 min)	3070414		\$ 75.000			

\*Previously verify in the office PLUS the feasibility of installation of different services.

\*Corferias reserves the right to make modifications to this request form.

## TELECOMMUNICATIONS AND NETWORKS

Corferias **offers Internet** services that have a shared bandwidth and allows unlimited browsing without restrictions. Corferias delivers a PIN (password) as a valid authentication system for each computer. This PIN can only be transferred to other computers or devices after a timeout of 12 hours and does not allow simultaneous connections. When this service is requested, the amount of devices that will be connected must be specified in the **"AMOUNT OF DEVICES"** field. The **"NUMBER OF DAYS"** section must only be filled out if the **"DAILY VALUE BY EQUIPMENT"** option is selected.

### OPTIONS

- **Wired:** Applies to desktops and devices with a RJ45 network card. This service allows for billing, remote desktop connection, video conference, VPN and streaming.
- **WiFi:** Applies to tablets and laptops (\*read Wi-Fi Terms of Use). This service allows for browsing, checking emails and all services applicable to these devices

**Does not include:** public IP address (see code 3071422/3071421), switches (see code 3071407), additional connections to those described in this form, configuration of routers or access points.

### WIFI TERMS OF USE

Due to its wireless nature, the **WIFI** service may have intermittent connection caused by the multiple frequencies irradiated and the radio electric spectrum saturation generated by the interference of devices of the different participants in the event or trade fair. Thus, if Exhibitors require WIFI as a **Corporate and Specialized Solution**, the Technology Department must be informed in order to conduct the respective studies and validations of the service and make any adaptations or tuning.

	DESCRIPTION	CODE	QUANTITY OF EQUIPMENTS	COST (Colombian pesos)	NUMBER OF DAYS	TOTAL COST
INTERNET	Wired Internet service <b>"ONE EQUIPMENT-ONE DAY"</b>	3071418		\$ 73.300		
	Password to access WIFI network <b>"ONE EQUIPMENT-ONE DAY"</b> (Includes basic navigation internet service to query emails and social networks)	3071419		\$ 71.300		
	Wired Internet service <b>"ONE EQUIPMENT - ENTIRE TRADE FAIR"</b>	3071417		\$ 231.300		
	Password to access WI FI network <b>"ONE EQUIPMENT-ENTIRE TRADE FAIR"</b> (Allows navigation around the fairgrounds, basic internet to query emails and social networks)	3071420		\$ 224.700		
<b>DEAR CUSTOMER:</b> If an internet connection is required for different services or local nets, please contact the Corferias PLUS so that they can provide further information or a quote with the aid of the Technical Support Engineers.						

	DESCRIPTION	CODE	QUANTITY	COST (Colombian pesos)	NUMBER OF DAYS	TOTAL COST
NETWORKS	Public IP, includes internet 1 to 3 equipment (free use) <b>"ENTIRE TRADE FAIR"</b>	3071421		\$ 775.600		
	<b>Network Access Point Installation:</b> Includes UTP cable per point, communication equipment required for network connection (if they should be necessary as a loan), network design assistance. Does not include Internet service " (PRICE PER TRADE FAIR).	3071406		\$ 82.000		
	<b>Switch:</b> Equipment to support data networks. Includes power cable (is necessary an electrical outlet), supported speed of 100/1000 BASE – T and capacity of 12, 26 or 48 ports. Does not include Internet service " (PRICE PER TRADE FAIR)	3071407		\$ 82.000		
	<b>VLAN Service (wired or wireless):</b> Virtual service to connect different points and extend a network to other pavilions or stands. Allows to take the required service to another destination or location within the exhibition center. Does not include network access points (if wired) or Internet service " (PRICE PER TRADE FAIR)	3071402		\$ 254.000		
	<b>LAN Extension:</b> Virtual service for extension of external network to the interior of fairgrounds. Allows taking the service to another destination or location within fairgrounds. Internet service it is not included. <b>ENTIRE TRADE FAIR (Network access point included and apply to extend the internet service hired by third-parties)</b>	3071430		\$ 512.900		
	<b>Permanent technical support:</b> Permanent service (up to 8 hours) from a technician. Must be requested 24 hours in advance. <b>(PRICE PER DAY).</b>	3120103		\$ 232.900		

	DESCRIPTION	CODE	QUANTITY	COST (Colombian pesos)	NUMBER OF DAYS	TOTAL COST
TELECOMMUNICATIONS	Land line service, includes telephone (unlimited local calls)	3070202		\$ 69.000		
	<b>Long Distance call Service:</b> Includes telephone, unlimited local calls. The cost does not include national long-distance consumption, local/wide-area, international or cell phone (this consumption will be charged at the end of the event).	3070203		\$ 69.000		
	<b>Non-switched external line</b> (previous request must be made to ETB, Claro, EPM, Colomsat and/or any other operator). Service to bring lines from an external company, includes transfer of the telephone strip from operator to the exhibitor stand.	3070201		\$ 112.800		
	<b>POS terminal connection</b> - (wired) previous enrollment with: -REDEBAN, contact: datafonos@rbm.com.co or Call Center +57 1 332 3200 -Credibanco (Visa) call center +57 1 3278690 must be made in order to provide this service.	3070207		\$ 112.800		

## FURNITURE AND DECORATIVE ITEMS

	DESCRIPTION	CODE	QUANTITY	COST (Colombian pesos)	TOTAL COST
CHAIRS	Acrylic chair (Black)	3071001		\$ 22.600	
	K black acrylic chair (Black)	3071002		\$ 38.400	
	Satellite High Chair	3071011		\$ 65.500	
	Chair with backrest Arles	3071078		\$ 59.500	
	Executive chair	3071081		\$ 67.900	
	Standard chair Roma	3071079		\$ 47.600	
	Standard chair Suiza	3071061		\$ 59.500	
	Standard chair egg type	3071008		\$ 59.500	
	Interactive chair (Black)	3071006		\$ 44.700	
	Pneumatic High chair Marsella	3071077		\$ 71.400	
SHELVES	Pneumatic High chair Niza	3071012		\$ 71.400	
	Pneumatic High chair POP	3071092		\$ 71.400	
	Shelving Adjustable - 6 shelves	3070520		\$142.400	
	Shelving Dawer - 3 shelves	3070503		\$164.200	
FURNITURE	Shelving Deko - 4 shelves	3070521		\$150.000	
	Shelving Shelf- 4 shelves	3071108		\$130.900	
	Barrie file cabinet	3071106		\$166.600	
COUNTERS	Regina file cabinet	3071107		\$142.800	
	Platform 120x120x60 (previous verification with Assembly area)	3070505		\$ 38.400	
	Lyon Counter (Lock - White)	3071109		\$142.800	
SHOWCASES	Monaco Counter (Lock - White)	3070954		\$142.800	
	Island Exhibitor show case 2E	3070535		\$214.200	
	Counter Exhibitor show case 1E	3070517		\$178.500	
TABLES	Rectangular Exhibitor showcase 2E	3071111		\$249.900	
	High table Daysa (Melaminic)	3071115		\$ 95.200	
	High table Daysa (Chromed)		\$ 95.200		
	High table Daysa glass	3071093		\$107.100	
Cube Table center	3071066		\$ 61.900		

\*Previously verify in the office PLUS the feasibility of installation of diferent services.  
\*Corferias reserves the right to make modifications to this request form.

	DESCRIPTION	CODE	QUANTITY	COST (Colombian pesos)	TOTAL COST
TABLES	M table center	3071064		\$ 83.300	
	Standard table Daysa	3071097		\$ 95.200	
	Standard table Lotus	3071116		\$142.800	
	Standard table Shia	3071098		\$ 95.200	
	Folding plastic table	3070936		\$ 83.300	
	Pine folding table	3070904		\$ 94.400	
KIT	Basic pine kit 1 (1 Pine folding table, 3 K black acrylic chairs)	3070942		\$174.200	
	Basic Office Kit 2	3071105		\$214.200	
LIVING ROOMS	Osaka Living Room	3071113		\$416.500	
	Tokio Living Room	3070961		\$160.700	
	VIP Living Room	3071095		\$690.200	
PUF	Puf Trunk 2 bodies	3071091		\$ 95.200	
	Puf Conic	3071057		\$ 59.500	
	Puf Donna	3071056		\$ 59.500	
	Puf Square Standard	3071090		\$ 47.600	
	Puf Infinite 2 bodies	3071055		\$ 95.200	
	Puf Love 1 body	3071058		\$ 83.300	
	Puf Real 1 body	3071032		\$ 47.600	
	Puf Trunk 3 bodies	3071114		\$ 95.200	
COUCHES	Otawa couch 2 bodies	3071085		\$190.400	
	Texas couch 2 bodies	3071084		\$164.300	
	Toronto couch 3 bodies	3071083		\$249.900	
	Right Victoria couch	3071013		\$164.300	
	Left Victoria couch	3071023		\$164.300	
ARM CHAIRS	Levis Armchair	3071059		\$178.500	
ACCESORIES	Metal Waste Basket	3071302		\$ 22.500	
	Standoff post 120 cm high	3071325		\$ 44.500	
	Exhibition cube	3070714		\$ 32.200	
	Square Pedestal	3070957		\$ 31.000	
	Rectangular Pedestal 60cm	3070956		\$ 35.700	
	Rectangular Pedestal 90cm	3070955		\$ 40.500	
	Folding Magazine rack	3071370		\$ 65.500	

## NURSERY

	DESCRIPTION	CODE	QUANTITY	COST (Colombian pesos)	TOTAL COST
	Small garden plant	3071317		\$ 12.650	
	Medium garden plant	3071301		\$ 28.550	
	Large garden plant	3071314		\$ 36.250	
	Big floral arrangement	3071352		\$ 107.450	
	Medium floral arrangement	3071353		\$ 62.600	
	Small floral arrangement	3071354		\$ 27.400	
	Clay planter	3071355		\$ 12.100	
	Cement Planter	3071356		\$ 27.400	
	Big plastic pot	3071357		\$ 35.100	
	Medium plastic pot	3071358		\$ 27.400	
	Small plastic pot	3071359		\$ 12.100	
	Wood window box	3071360		\$ 12.100	
	Gravel (bag)	3071361		\$ 12.100	
	Gravel Cristal White (M2)	3071362		\$ 27.400	
	Black pebble cove (M2)	3071363		\$ 27.400	
	Ball pebble (M2)	3071364		\$ 27.400	
	Decorative pebble	3071365		\$ 12.100	
	Bagged mulch	3071366		\$ 12.100	
	Patula pine	3071367		\$ 12.100	

## EQUIPMENT (RATE PER DAY)

	DESCRIPTION	CODE	QUANT.	QUANTITY OF DAYS	FROM 3 DAYS	FROM 7 DAYS	FROM 12 DAYS	TOTAL COST	
VIDEO	LED or LCD pedestal stand base (does not include screws or TV mounting)	3071346			\$ 35.200	\$ 33.300	\$ 31.300		
	40" LED or LCD TV (includes pedestal stand and wiring) INPUT: USB, HDMI, RCA	3071204			\$ 114.800	\$ 108.400	\$ 102.000		
	50" LED or LCD TV (includes pedestal stand and wiring) INPUT: USB, HDMI, RCA	3071206			\$ 214.200	\$ 202.300	\$ 190.400		
	70" LED or LCD TV (includes pedestal stand and wiring) INPUT: USB, HDMI, RCA	3071279			\$ 535.500	\$ 505.800	\$ 476.000		
	84" LED or LCD TV (includes pedestal stand and wiring) INPUT: USB, HDMI, RCA	3071222			\$ 948.700	\$ 895.900	\$ 843.200		
	Edgeless 46" LCD monitor (includes pedestal stand and wiring) INPUT: HDMI, RCA /Add. Video wall	3071276			\$ 306.100	\$ 289.000	\$ 272.000		
	video wall screen 2x2 / 4 edgeless 46" LCD monitors / 206 cm x 117 cm / INPUT: HDMI, RCA	3071277			\$ 1.224.000	\$ 1.156.100	\$ 1.088.100		
	40" touch screen (includes pedestal stand, wiring, laptop) INPUT: HDMI.	3071261			\$ 443.700	\$ 419.100	\$ 394.500		
	IPAD - Tablet for content presentation	3071284			\$ 114.800	\$ 108.400	\$ 102.000		
	Region - free DVD player	3071210			\$ 23.000	\$ 21.700	\$ 20.500		
	BLU - RAY	3071286			\$ 24.500	\$ 23.200	\$ 21.800		
	2500 ANSI lumens Video Projector - The place of projection should be as dark as possible	3071243			\$ 137.700	\$ 130.100	\$ 122.400		
	4500 ANSI lumens Video Projector - The place of projection should be as dark as possible	3071234			\$ 382.600	\$ 361.300	\$ 340.000		
	Projection screen (180 cm x 135 cm) - 4:3 - Front (tripod or free-hanging) - space should be dark	3071232			\$ 38.300	\$ 36.200	\$ 34.000		
	Projection screen (305 cm x 229 cm) - 4:3 - Front & Retro (3x2) - space should be dark	3071231			\$ 183.700	\$ 173.400	\$ 163.300		
	SOUND	Compact environmental audio system for stand (does not apply for microphone use)	3071236			\$ 91.900	\$ 86.700	\$ 81.600	
		Wireless handheld microphone (without operator)	3071348			\$ 76.600	\$ 72.300	\$ 68.100	
		Wireless handset microphone (without operator)	3071349			\$ 76.600	\$ 72.300	\$ 68.100	
8-channel mixing board - canon (without operator)		3071293			\$ 137.700	\$ 130.100	\$ 122.400		
Sound system for 1 to 100 people - 1 wireless mic - Active sound booth		3070411			\$ 145.400	\$ 137.300	\$ 129.200		
Sound system for 100 to 200 people - 2 wireless mics - Active sound booth		3071347			\$ 237.200	\$ 224.000	\$ 210.900		
Sound system for 200 to 300 people - 3 wireless mics - Active sound booth	3071294			\$ 428.400	\$ 404.600	\$ 380.800			

\*Previously verify in the office PLUS the feasibility of installation of diferent services.  
\*Corferias reserves the right to make modifications to this request form.

## EQUIPMENT (RATE PER DAY)

COMPLEMENTARY SERVICES

DESCRIPTION	CODE	QUANT.	QUANTITY OF DAYS	FROM 3 DAYS	FROM 7 DAYS	FROM 12 DAYS	TOTAL COST
DMX console	3071280			\$ 145.400	\$ 137.300	\$ 129.200	
Multicolor LED light for room/show decoration - LED PAR (according to the number required for DMX)	3071275			\$ 38.300	\$ 36.200	\$ 34.000	
Wireless RF presentation laser pointer and mouse.	3071285			\$ 23.000	\$ 21.700	\$ 20.500	
Audiovisual technical operator for an 8-hour shift. Basic sound management, logistical support.	3070534			\$ 137.700	\$ 130.100	\$ 122.400	
Technical assistance in event production and/or audiovisual technical assistance (one hour per session)	3071300			\$ 91.900	\$ 86.700	\$ 81.600	
Laptop.	3071256-12			\$ 84.200	\$ 79.500	\$ 74.800	
Desktop.	3071237			\$ 79.600	\$ 75.200	\$ 70.800	

Notes:

TOTAL

\*Please verify the availability and inventory of the Rented Services, before making the payment.

## PAYMENT OPTIONS

### National Customers

1. Please Present the Services Request Form, duly filled out, at the Corferias PLUS offices.
2. Payment Methods at Davivienda Offices: Bank Deposit (company affiliates form) or national transfer which must be made to the following Saving **Account at the Davivienda Bank: 481 800 000 756.**

**Reference 1:** Tax ID of the Company that leased the stand + TWO VERIFICATION DIGITS THAT ARE PROVIDED BY THE CORFERIAS COMMERCIAL DEPARTMENT.

**Reference 2:** Trade Show or Event Code + TWO VERIFICATION DIGITS THAT THE CORFERIAS COMMERCIAL DEPARTMENT SHALL PROVIDE THE EXHIBITOR.

### International Customers

International Transfer: Should be made to the following Bancolombia Panamá S.A. account, City: Panama, Country: Republic of Panama, SWIFT CODE: COLOPAPA, account number n°: 80100004590 Beneficiary: **CORPORACION DE FERIAS Y EXPOSICIONES S.A.** USUARIO OPERADOR DE ZONA FRANCA. Intermediary Bank: Citibank N.A. New York, USA (ABA 021000089) (SWIFT: CITIUS33) account number n°: 36009162.

Services Payments in USD must be made using the exchange rate to COP on the day when the transaction is completed.

### PLUS payment options

**Cash:**

Colombian pesos (payments less than ten millions).

**Check:**

Made out to CORPORACION DE FERIAS Y EXPOSICIONES S.A. USUARIO OPERADOR DE ZONA FRANCA.

**Debit or credit card:**

American Express, Credencial, Diners, MasterCard and Visa.

**\*Information on payment options are available at the PLUS offices and apply to both national and international clients.**

### IMPORTANT:

Please verify the availability and inventory of the Rented Services, before making the payment. If the payment is made either by deposit or wire transfer, please send the payment support to the following email: **serviciosplus@corferias.com** or a copy must be given at the PLUS offices at Corferias, in order to issue the respective invoice. For more information please contact +57 1 **3810000 Ext: 5616**

PLUS Office Hours: **Monday to Friday 8:30 a.m. to 5:30 p.m.**

## TERMS AND CONDITIONS:

### 1 Dear customer, before submitting your requisition you should verify:

- **Size** of your booth
- Feasibility of technical services installation (water, drain, gas, compressed air and electricity). Remember that these installations are made under technical specifications of Corferias.
- **Availability** of rental services is subject to existing inventory at moment when the payment is generated.
- Unpaid services will not be provided.

### 2 Once the payment is made, Corferias reserves a reasonable time for the installation of services as follows:

- For payments made **one day before** that trade fair or event opens, the installation will be done **before its opening.**
- For payments made on the **start date** of the trade fair or event, services will be installed **six hours** after the payment.
- For payments made for furniture **after 5:00 p.m.**, these will be delivered during next day.
- The service will be delivered on the stand when there is a **responsible person** to receive conformity.
- For your convenience, we recommend that you pay at least five **(5) days before** the start date of the trade fair.

**3** **Loss or damage** of rented items will be the responsibility of exhibitors; therefore, you should pay all repair or replacement expenses.

**4** **Check the condition and operation of rented items.**

- Once they are installed, you have one **(1) day** to make any guarantee **claims** in this regard.
- If rented service has any **problems** during the trade fair, you should **inform the Logistics Supervisor or PLUS** so that they can evaluate the request and provide the appropriate solution.

**5** We do not make cash refunds.

**6** **Electric equipment** should be protected by a voltage stabilizer or surge protector provided by the exhibitor.

**7** The **rates** herein include **installation, technical support** and 19% VAT.

I AGREE

Full Name:

Mobile number:

Date:

Sign