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INTRODUCTION

For all purposes this manual will guide so that exhibitors and sponsors of ANDINA LINK Central AMERICA 2018 can organize their participation and reduce the occurrence of unforeseen events before, during and after the event.

Each of the points listed in the manual will help you to plan your participation, from the shipment of goods, build your stand, to social events that you would assist during your stay in Costa Rica.

Therefore, please be sure to read each one of the chapters that in a practical manner make it makes recommendations for facilitating your participation in the event.

Responsibilities of Andina Link / Hotel Barceló - San José Palacio

- Neither Andina Link nor the Hotel San José Palace, its agents, or any of its representatives will be liable for any damage or loss that may occur to the exhibitors, the property of these, guests, employees or agents, regardless of the cause, including the cancellation or the impossibility of attending the exhibition. This communication is in the web page of the event. Is the obligation of the same to read all the information here contained. Accordingly the Organization assumes, that if there is any kind of communication after received objecting to some of the points here mentioned, that this document has been read, studied and accepted by the Exhibitor which frees the Organization Andina Link / TDC Events of any liability. The Exhibitor undertakes to pay for any damage caused by it, its employees or agents to the building which is celebrated exposure damage to your computer, either by lack of care or any other cause.
- The Hotel Barcelo - San José Palacio and Andina Link organization/ TDC Events will provide a security service in the exhibition area and conference rooms 24 hours a day. The exhibitor personnel must always wear visible accreditation. All exhibitors must take measures to keep under lock and key, or under the supervision of the stand personnel objects that can be stolen during the event.
- The Exhibitor assumes all responsibility and agree to indemnify and keep out of any responsibility Andina Link organizers, as well as their managers and employees for any loss or damage to persons or property, including the payment of lawyers, which can cause or be caused by the installation of its stand, dismantling, maintenance or use of the exhibition area. The Exhibitor knows that Andina Link, their organizers, as well as the center of conventions not maintains any type of safe on the property of the exhibitor and that is responsibility only of the Exhibitor the get them corresponding safe by damage to people and materials, as well as by interruption of business.

GENERAL INFORMATION

Dates: 4, 5 , 6 September 2018

Place: Hotel Barceló – San José Palacio
Residencial El Robledal,
La Uruca, 4581150
10107 San José of Costa Rica

Schedules of the trade shows

Stand Assembly:

04, september 2018 Hours 07:00 - 19:00 hrs.

05, september 2018 Hours 07:00 - 10:00 hrs.

Exhibit days:

05, september 2018 Hours 11:00 – 18:00 hrs.

06, september 2018 Hours 18:00 hrs.

Dismantling of stands:

Thursday, September 06, after the closure of the event which starts at 18:00 hrs. inside the trade show until 22:00 hrs. If some mounting companies need additional hours, remember that you must be incurring of a cost of \$508 USD at the time, and this cost will be cancelled directly to the hotel by the installation company.

GENERAL CALENDAR: ANDINA LINK COSTA RICA 2018

Tuesdat, September 4 2018

7:00 am – 6:00 pm	General Incriptions	Hotel Barceló San José Palacio (Registration Area)
9:00 am – 10:30 am	Openning ANDINA LINK Costa Rica 2018	Rivera Velásquez Room
10:30 am – 5:00 pm	FICA 2018 Ibero-American Forum on Convergence,	Rivera Room
10:30 am – 5:00 pm	Academic Seminar of Technological Update	Agua Marina Room

Wednesday, September 5 2018

8:00 am – 6:00 pm	General Inscriptions	Hotel Barceló San José Palacio (Registration Area)
8:30 am – 11:30 pm	FICA 2018 Ibero-American Forum on Convergence.	Rivera Velázquez Room
8:30 am – 12:30 pm	Academic Seminar of Technological Update I	Agua Marina Room
11:00 am - 6:00 pm	Opening of the Commercial Show ANDINA LINK Costa Rica 2018	El Greco Rom
8:00 pm	Welcome Cocktail	El Bosque

Thursday, September 6 2018

8:00 am – 6:00 pm	General Inscriptions	Hotel Barceló San José Palacio (Registration Area)
9:00 am – 11:30 pm	FICA 2018 Ibero-American Forum on Convergence, Content and New Business	Rivera Velázquez Room
8:30 am – 12:30 pm	Academic Seminar of Technological Update I	Agua Marina Room
11:00 am - 6:00 pm	Exhibition opening Show ANDINA LINK Costa Rica 2018	El Greco Room
5:00 pm	Event closer – Diplomas will be handed out to attendees	El Greco Room

6:00 pm	Exhibition Closer	El Greco Room
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The agenda of the conferences you can consult in:

<http://centroamerica.andinalink.com/en/education/fica>

The agenda of the academic seminar you can consult in:

<http://centroamerica.andinalink.com/en/education/technological-update-seminar>

RULES AND CHARACTERISTICS OF COMMERCIAL DISPLAY

The exhibit area features

Areas used for trade within the Hotel San José Palace:

Área: 800 mt²

Height of roof: 5 m.

Maximum height of floor stands: 3.00 m.

The pallet height: 1.05 m.

Maximum height of pallet stands: 3.50 m.

Rules of the exhibition area

Rules for the Assembly and disassembly of the stand within the exhibition area:

- Exhibitors should be reported to the Organization Andina Link in the registration zone located in the lobby of the Grecco the lounge in the Hotel San José Palace day Tuesday, September 04, 2018 at 07:00 for the purposes of the Assembly of their respective stands.
- All merchandise destined to the display must be entered by them doors intended for receipt of load, during them schedules allowed.
- All the booths or stands must be completely finished **Wednesday, September 05, 2018 by 10:00 AM**
- You are not allowed to unsemble stands before the last day of exhibition at the appointed time.

Rules and conditions for the design and construction of stands

- At the Grecco room, floor stands must not exceed a height of 3.00 m. And the stage stands must not exceed the height of 3.50 m.
- Constructions shall be limited to the space acquired by footage and location on the map.

- Construction companies of the stands shall provide a list to ANDINA LINK and the San José Palace of authorized personnel to enter the exhibition area, indicating the number of the stand and the name of the exhibitor.

Rules on areas common in the area of display

- Any kind of sign, plaque or other form of advertising can be used in the exhibition halls or attached to the walls or columns of this.
- Any publication can be distributed throughout the Hall of Conference, registration or exhibition without the consent of the Organization Andina Link.

Rules for the entry of people to the exhibit area

- Delegates, visitors and members of the press are not allowed the entrance during the time of assembly of the tradeshow.
- The showroom will open the doors to visitors and members of the press only during exhibition hours.
- Please do not create any meetings inside the room Greco, during the time of Assembly

CHARACTERISTICS OF THE STANDS WHICH ARE DELIVERED BY ANDINA LINK TO EXHIBITORS

Description of the Stand: If the personnel of your company will not be responsible for the Assembly of your stand or if you need a complex electrical system, must be a scheme of your stand scale, in a grid.

Send a copy of this schema to Andina Link / TDC Events e-mail lorena@andinalink.com or maria@andinalink.com

Don't forget to include your company name and stand number

STANDS: Andina Link organization will be responsible for installing and uninstalling the following equipment in each rental space.

1. Panels of melamin from 6mm thick, white on both sides. Without polycarbonate.
2. Profiles of anodized aluminium with silver finish shine.
3. Label or valance in cutting plotter with the name of the exhibitor at the front of the Stand, in standard capital letter, Arial Bold, to no more than 23 cm high.
4. Basic electricity items for the Stand (fluorescent lamp of 40w placed behind the Balance or label, and double 110 volt outlet.)
5. A table of the following measures: 1.83 long and width 0.76 0.72 high. Do not include linen.
6. 2 chairs.

If you want additional furniture can book it according to availability that the suggested structures topic has: CUBEX (refer to page 20 for the full directory of services).

Non-official contractors: If you want to make a building different from which ANDINA LINK provides or renting additional furniture should require a certificate of insurance showing that the contractor you are using has insured by civil liability and occupational policy.

INFORMATION LOGISTICS, AIR TRANSPORT AND HOTELS

INFORMATION RELATING TO THE SHIPMENT OF PRODUCTS

For assistance in sending goods please contact the following company, Andina Link disclaims any liability with regard to consignments which are made to Costa Rica.



Marcos Pérez - Manager
Logistics, Forwarding & Customs
**Professional Advisory: Logistics, Customs,
Strategy, Marketing, Tax, Audit & Projects**
Address: Residencial La Giralda, Ofic. 48J
Desamparados Alajuela, Costa Rica. 20101
Tels.Ofic.(506)2430-5958-5950/5971.
Tel.Cel.CRC(506)8837-1466
Tel.Cel.USA(305)440-8046
Email: mperez@solusacr.com
Skype: mapesocr@gmail.com (SOLUSA-MAPESO)
Web: www.solusacr.com

TRANSPORTATION AIR:

There are special rates for Andina Link Central America 2018 with the airline AVIANCA-TACA. For more information please visit the following link:
<http://centroamerica.andinalink.com/en/participate/official-airline>

HOTELS:

There are special for Andina Link Costa Rica 2018 hotel rates. Go to the following link where there are agreements with the suggested hotels:
<http://centroamerica.andinalink.com/en/participate/suggested-hotels>

Forms that must be completed and submitted VIA E-MAIL

Below you will find a list of forms that must be submitted before the deadline. Send them completely filled out at: lorena@andinalink.com and/or maria@andinalink.com

CHECKLIST

This checklist is designed to help you meet deadlines of request for services needed in Andina Link Central America 2018. The forms must be legible and fully finished.

Form	Deadline for Andinalink	Envoy
Form No. 1 Products description	August 18 in 2018	
Form No. 2 Label front	August 18 in 2018	
Form No. 3 Staff registration	August 18 in 2018	
Form No. 4 Additional tables and chairs	August 18 in 2018	
Form No. 5 Information for emergencies	August 18 in 2018	
Form No. 6 Electrical installations	August 18 in 2018	
Form No. 7 Internet	August 18 in 2018	
Form No. 8 Form No. 8 Support personnel Stand	August 18 in 2018	

FORMULARIO No. 1

DESCRIPTION OF PRODUCTS

The description of your company and its products is very important, since it will be the information that will appear in the official guide of the exhibition which will be delivered free of charge to each visitor, and will be shown in the yellow pages of Andean VIRTUAL LINK www.andinalink.com

send a detail description in Spanish with the following information

- Contact Name

- Type of company: manufacturer / distributor /International programer for television / company of services etc.
- Your company logo
- Names and Logos of the brands that you represent

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

NAME OF THE COMPANY	
NAME OF CONTACT PERSON	
BOOTH #	
ADDRESS	
CITY, STATE, POSTAL CODE	
COUNTRY	
PHONE	
EMAIL	
WEBSITE	

Description of products and services of your company

Please include the logos and names of all brands which represents

* Keep a copy for your record

FORM No.2

FRONT LABEL

The front sign (standard) is the name of your company in letter type in black, no logo, to be put in front of your booth as identification. It has no cost.

If you choose to bring to the trade show a different from the standard label, your company shall assume the aditional cost.

Complete and send this form to lorena@andinalink.com and/or maria@andinalink.com

I need to _____

I don't need _____

Please indicate the exact name that you want to appear on the front label of your stand. The name should not extend 13 letters.

The company name as you wish it to appear on the front label:

The front label will be delivered together with your stand on the Greco room of the hotel Barceló San José Palace, the day of the Assembly.

FORM No. 3

STAFF REGISTRATION

To ensure that your staff is registered before the ANDINA LINK COSTA RICA 2018, complete the information on this form. Each exhibitor is entitled to different number of passes to employees depending on the length of your booth:

1. 2 x 2 MTS2 = 3 staff members
2. 2 x 3 MTS2 = 4 staff members
3. Each additional pass has a cost of \$30.00 USD, this rate is only for employees of the same company, only. In the event that the number of attendees from your company exceeds the number designated above, let us know.

Only personnel belonging to the exhibiting company may be registered without any additional cost. Any other person who is not employed by the Exhibitor must pay the total cost of the entry to visitors suppliers.

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

Please complete all the information requested:

Name:	Position:
Email:	
Name:	Position:
Email:	
Name:	Position:
Email:	
Name:	Position:
Email:	

* Keep a copy for your record

FORM No. 4

ADDITIONAL TABLES AND CHAIRS INSIDE YOUR STAND

All the stands, regardless of size are delivered with a table and two chairs. If required additional furniture fill out the information below. There is no cost to these additional furniture pieces:

:

FURNITURE	QUANTITY
CHAIRS	
TABLES	
NAME OF THE COMPANY	
NAME OF CONTACT PERSON	
BOOTH #	

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

The number of additional tables and chairs will depend on the availability of these in the place of the trade show and Andina Link is not committed to additional furniture to the one included in all contracts for the purchase of the space.

* Keep a copy for your record

FORM No. 5

INFORMATION FOR EMERGENCIES

Andina Link needs to have a local contact name and a number for each of the exhibiting companies for:

- In cases of emergency
- Request information on stands or goods
- Safety cases

* In case we fail to contact any of companies exhibiting to define a theme relative to the participation in the commercial floor that involves aspects logistics and of construction of stands, Andina Link reserves the right of take decisions in its place.

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

NAME OF THE COMPANY	
NAME OF CONTACT PERSON	
BOOTH #	

INFORMATION FOR EMERGENCIES

Hotel: _____
Room #: _____
Name contact: _____
Phone where you can locate: _____

* Keep a copy for your record

FORM No. 6

ELECTRICAL INSTALLATIONS

ANDINA LINK delivers the booth within the trade show with a 110v wiring. If you require, or request additional installation and hire with the booth provider: CUBEX, through Andina Link.

If you hire these services with vendor booths, the payment thereof shall do so until you start the fair so that they are enabled. ANDINA LINK does not make any payment on these services.

The following table contains some options of services that can be requested. Please indicate what are your requirements. If what you need is not in this list, please let us know

ITEM	Quantity	Days No.	Total
220V-1ph			
220V - three-phase			
440v - single phase			
440v - three-phase			

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

NAME OF THE COMPANY	
NAME OF CONTACT PERSON	
BOOTH #	

Note: The values may vary according to conditions of the supplier

* Keep a copy for your record

FORM No. 7

INTERNET

It service of internet not it provides directly Andean LINK but them can contract directly with the HOTEL SAN JOSÉ Palace or with any other provider authorized by such entity through Andean LINK

If you hire these services with the San José Palacio Hotel, the request for these services should be performed before on August 28, 2018. The payment thereof shall do so until you start the fair so that they are enabled.

The following table contains some options of services that can be requested. By Please indicate what are their requirements. If what you need is not in this list, please let us know

ITEM	Price	Amount MB	Days No.	Total
Internet (dedicated channel)	\$ 150 USD	2	3	

Once you send this form, I will send to you the account of payment with the payment instructions.

Complete and send this form to: lorena@andinalink.com y/o maria@andinalink.com

NAME OF THE COMPANY	
NAME OF CONTACT PERSON	
BOOTH #	
ADDRESS	
CITY, STATE, POSTAL CODE	
COUNTRY	
PHONE	
EMAIL	
CANCELLATION	Credit card Transfer

Note: The values may vary according to conditions of the supplier

* Keep a copy for your record

FORM No. 8

PERSONNEL SUPPORT WITHIN YOUR BOOTH

The services of support for your stand are not provided by ANDINA LINK directly, but you can hire them directly with CUBEX or other authorized provider

In case you hire these services with CUBEX, payment shall be paid in full do before the event. ANDINA LINK does not make any payment on these services

The following table contains some options of services that can be requested. Please indicate what are your requirements.

ITEM	Quantity	Days No.	Total
School Liaison			
Models			

These models are supplied by a modeling agency professionals.

Please send the physical characteristics with which you require them.

Características: _____

It is forbidden to hire personnel not authorized by this Agency for safety, since the staff we supply is properly investigated.

Complete and send this form to:



Structures, design of stands and audiovisual rentals:

CUBEX

Vivian Araya

comercial@cubexcr.com

Tel: (506)4001 66 99 ext 1003

Cel: (506)7208-3703

Note. Values may vary according to conditions of the supplier

* Keep a copy for your record.

FORM No. 9

CAR TV SCREENS

You can install audiovisual and sound equipment who can hire the same company's Mount, then:



COSTA RICA

Structures, design of stands and audiovisual rentals

CUBEX

Vivian Araya

comercial@cubexcr.com

Tel: (506)4001 66 99 ext 1003

Cel: (506)7208-3703

The displays, the cost per day rental varies depending on the size of the screen, then the details:

Complete and send this form to: susana@andinalink.com and/or maria@andinalink.com

DISPLAY TYPE	DAILY COST	NUMBER OF DAYS	TOTAL
Screen 32 "		3	
42 ' screen		3	

** Screens include metal structure, DVD and wiring.

NAME OF THE COMPANY	
NAME OF CONTACT PERSON	
BOOTH #	

Note: To respect the stand display that has to its around ask the favor of keeping sound at a safe volume level.

* Keep a copy for your record

DIRECTORY SERVICES

SERVICES AUDIOVISUAL **TEMPORARY BUILDINGS** **SUPPORT STAFF**

Structures, design of stands and audiovisual rentals:



COSTA RICA

Structures, design of stands and audiovisual rentals:

CUBEX

Vivian Araya

comercial@cubexcr.com

Tel: (506)4001 66 99 ext 1003

Cel: (506)7208-3703

MERCHANDISE TRANSPORT



Marcos Pérez - Manager

Logistics, Forwarding & Customs

**Professional Advisory: Logistics, Customs,
Strategy, Marketing, Tax, Audit & Projects**

Address: Residencial La Giralda, Ofic. 48J
Desamparados Alajuela, Costa Rica. 20101

Tels.Ofic.(506)2430-5958-5950/5971.

Tel.Cel.CRC(506)8837-1466

Tel.Cel.USA(305)440-8046
Email: mperez@solusacr.com
Skype: mapesocr@gmail.com (SOLUSA-MAPESO)
Web: www.solusacr.com

ANDINA LINK DIRECTORY

Colombia

Lorena Zapata

TDC EVENTS INTERNATIONAL
Tel Colombia: (57) 1 635-6898 / 635-6887
Fax Colombia: (57) 1 256-8387
Fax USA: 1-888-315-4241
Colombia Cell: +57-317 879-2475
Tel USA: +1 (305) 767-1477
Skype: tdcevents03
lorena@andinalink.com

Marketing P.R Executive
ANDINA LINK – TDC EVENTS INTERNATIONAL
Tel Colombia: (57) 1 635-6898 / 635-6887
Fax Colombia: (57) 1 256-8387
Fax USA: 1-888-315-4241
Colombia Cell y Whatsapp: +57-310-214-8115
Tel USA: +1 (305)767 1616
Skype: tdcevents01
lucia@andinalink.com

USA

Maria F. Gómez
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Tel: 305-436-5751
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maria@andinalink.com

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info@andinalink.com