

Auto motive

MANUFACTURING MEETINGS

Bogota - Colombia | May 24-25, 2016

PARTICIPANTS GUIDE

May 24th – 25th, 2016

Centro Internacional de Negocios y Exposiciones de Bogotá
Corferias

Carrera 37 #24-67 – Bogotá, Colombia.

www.corferias.com

EVENT PROGRAM & AGENDA

RECEPTION DESK

BOOTH SET-UP

BOOTH DETAILS

MOVE OUT

INTERNET ACCESS & CATERING

BUSINESS LUNCH

COFFEE BREAK

SHIPPING & DELIVERIES

GALA COCKTAIL

HOTELS & ACCOMMODATION

AIRLINE AGREEMENT

For further questions please contact:

Dalia Andrade: dandrade@advbe.com

Soni García: sgarcia@advbe.com

Event Program & Agenda

This program is only informative. You will be able to find the final version within your personal schedule.

Monday, May 23rd:

03:00 pm – 06:00 pm > Booth Set Up (If applicable)

Tuesday, May 24th:

07:30 am > Registration (Hall #4)
09:00 am – 12:30 pm > BtoB meetings & Conferences.
12:30 pm – 02:00 pm > Lunch.
02:00 pm – 06:00 pm > BtoB meetings & Conferences.
06:00 pm > Networking Cocktail. (Pavilion 17-4th floor)

Wednesday, May 25th:

09:00 am – 12:30 pm > BtoB meetings & Conferences.
12:30 pm – 02:00 pm > Lunch.
02:00 pm – 06:00 pm > BtoB meetings & Conferences.
06:00 pm – 07:30 pm > End of convention and materials removed from Booth.

***The convention is taking place in HALL 4 of CORFERIAS**

Reception Desk


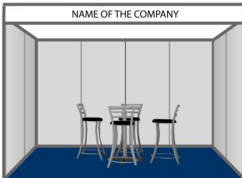
Upon arrival at CORFERIAS, all participants must go to the reception desk (Hall #4) and collect their participant folders. Each participant folder contains the following items:

- ≈ Welcome Letter
- ≈ Schedule of Meetings
- ≈ Name tags
- ≈ Event program
- ≈ Layout of the event
- ≈ Lunch Coupons (if purchased)

Booth Set-Up

AMM Bogotá 2016 offers hard walled booths. **We strongly recommend you to bring graphics to customize your booth, or order custom-printed walls and fascia panels for a more professional appearance.** Noisy machines or sound systems are not allowed. Also make sure that all equipment and graphics you'll bring can actually fit inside your booth.

Set up time will be running from **03:00 pm to 06:00 pm on Monday, May 23rd, 2016.** For exhibitors unable to make it on Monday: We recommend you to arrive at CORFERIAS at **07:30 am on Tuesday, May 24th** to complete the set up and personalization of your booth.

Basic Package 4sqm (2x2 mts)	Executive Package 8sqm (4x2 mts)
	
Lights, 1 Table, 3 Chairs, Carpet and Fascia Board with the name of the company	Lights, 2 Tables, 6 Chairs, Carpet and Fascia Board with the name of the company

For **BOOTH DETAILS** please, [click here](#)

Move Out

Exhibitors must have all their materials and equipment cleared from their booths by 06:00 pm on Wednesday, May 25th, 2016. **Your materials and equipment must be picked up at CORFERIAS by your outbound carrier between the hours of 06:00 pm and 07:30 pm on May 25th.**

Internet Access & Catering at your Booth

Internet service is not included, however, CORFERIAS can provide you with this and other services during the event for an extra cost. If you require any of these services, you must request them on site, or please contact:

Contact: Laura Torres
Email: ltorres@corferias.com
Office: +57 (1) 381 0000 ext 5612
Mobile: +57 (3) 208 593750

CORFERIAS is able to respond to any comments or doubts you may have. For this purpose, you may also contact:

Contact: Andrey Drufovka
Email: adrufovka@corferias.com
Office: +57 (1) 381 0000 ext 5170

Contact: Gina Licet Medna López
Email: gmedina@corferias.com
Office: +57 (1) 381 0000 ext 5201

Be aware that ABE is not responsible for these services.

Business Lunch

A seated business lunch will be provided by ABE during the two business meetings days: Tuesday 24th and Wednesday 25th inside the venue in **Pavilion 17-4th floor**, from 12:30 pm to 02:00 pm.

Lunch is optional at an additional fee of 30 USD per person per day. If you wish to take it, you must confirm it with your booking form to your contact at ABE.

We invite you to use this lunch as an extended opportunity to network with other companies.

Coffee Break

You will be able to enjoy coffee and other beverages, free of charge, from 08:00 am to 12:00 pm and from 02:00 pm to 06:00 pm on May 24th and 25th.

Shipping & Deliveries

If you wish to ship equipment or material supplies for your booth, be sure to use the following address:

Centro Internacional de Negocios y Exposiciones
Corferias
Carrera 37 #24-67
Bogotá, Colombia.
Tel.: +57 (1) 381 0000
www.corferias.com

Also, indicate the **event's name** and your **company's name** on the label.

Shipments must be delivered on May 23rd

IMPORTANT NOTE: International companies must have a **Customs agent** for releasing shipments from customs.

ABE is not a custom broker and will not be responsible for packages stopped at customs.

Gala Cocktail

ABE and ACOLFA will host a cocktail reception for all participants. You will find the address below:



Gala Cocktail in Corferias

Pavilion 17-4th floor

May 24th, at 6:00 pm.

Carrera 37 #24-67
Bogotá, Colombia
Tel: +57 (1) 381 0000

Hotels & Accommodation

ABE has granted **COBA EVENTS** full exclusivity for all accommodation needs during the AMM Bogotá 2016. We strongly recommend you make all your bookings through our partner as this is the best way to find better rates and accommodation options.

Use the following link for a full list of hotels (and preferential rates) and to proceed with your booking:

<http://www.cobaevents.com/blog.html>

Airline Agreement

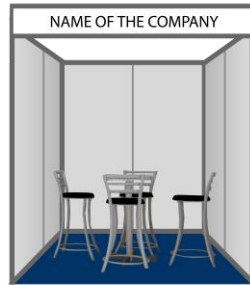
AMM Bogotá 2016 in partnership with Skyteam is offering discounts to fly to Bogotá, Colombia. To apply for these discounts, please read the following terms and conditions:



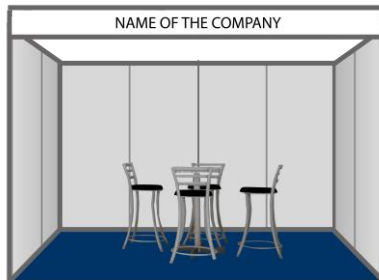
Reservation Code:
3178S

- 5% to 15% discount on round trip (Departing from International Routes)
 - It applies if departing from International destinations to Bogotá, Colombia.
 - Travel from May 18th to May 30th
 - Applies exclusively when purchasing directly on the web site
- <http://www.skyteam.com/es/Supporting-your-business/Global-meetings/Attend-an-event/>

Booth Details



Basic Package 4sqm (2x2 mts)		
Panels	Length:	Height:
6	1.00 mts	2.50 mts
Fascia Board	Length:	Height:
1	2.0 mts	0.24 mts



Basic Package Plus 8sqm (4x2 mts)		
Panels	Length:	Height:
8	1.00 mts	2.50 mts
Fascia Board	Length:	Height:
2	2.0 mts	0.24 mts

IMPORTANT NOTE: In the case of the booth of 8 sqm, each fascia board will have the name of the company.
No additional cost.