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acoplásticos




SEP 28 – OCT 2 20
BOGOTÁ, COLOMBIA 26
COLOMBIA PLAST

**EXHIBITOR'S
HANDBOOK**

Dates of interest

Activity	Date
Deadline to make the payment for the trade participation contract	August 21,2026
Date to request credentials and invitations	September 02, 2026
Suggested date for requesting and paying for services	August 24, 2026
Deadline for the preparation of the exhibition areas	September 27, 2026
Parking voucher valid from	September 25 – October 3, 2026



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Set up and Dismantling dates

Activity	Date	Time
Setup Date	September 23 - 27, 2026	8:00 a.m.–8:00 p.m.
Opening Ceremony Date	September 28, 2026	6:00 pm
Opening date	October 2, 2026	12:00 m
Closing date	October 2, 2026	8:00 pm
Dismantling date	October 3-4, 2026	8:00 a.m.– 6:00 p.m.

***REMEMBER THAT THE USE OF HELMETS IS MANDATORY.**

*Subject to changes according to Corferias' logistic plan and the to the specific cases that occur in each pavilion during the tradeshow



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Fair Schedule

Activity	Date	Time
Exhibitor Access	September 28, 2026	8:00 a.m.–8:00 p.m.
	September 29 – October 2, 2026	9:00 a.m.–8:00 p.m
Visitor Access	September 28, 2026	12:00 p.m.–8:00 p.m.
	September 29 – October 2, 2026	10:00 a.m.–8:00 p.m.
Ticket Office	September 28, 2026	11:00a.m.–7:00 p.m.
	September 29 – October 2, 2026	9:00 a.m.–7:00 p.m.
Parking (Exhibitors & Visitors)		7:00 a.m.–9:00 p.m.

Corferias reserves the following powers: (I) To modify the schedules of the fair or event whenever it deems it convenient or necessary, or for safety or health reasons; (II) To terminate the fair or event when it considers it appropriate or when the economic results of the respective fair are not satisfactory.



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Ticket cost at the Box Office

Activity	Date
Ticket price at the box office	\$ 75.000
Ticket price for students with ID card	\$ 33.000
Price of additional badge	\$47.000
Cost of invitations	\$ 43.000
Value of the parking voucher	\$140.000
Green parking fee - per minute value	\$150 Car - \$100 Motorcycle
Ticket price at the box office	\$35.000 Car - \$25.000 Motorcycle



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Table of badges according to sqm

Indoor Area	Exhibitor Badges	Invitations at no cost
1-20 Sqm	7	30
21-30 Sqm	9	35
31-40 Sqm	11	40
41-50 Sqm	15	45
51-60 Sqm	17	50
61-70 Sqm	19	55
71-80 Sqm	22	60
81-90 Sqm	23	65

Indoor Area	Exhibitor Badges	Invitations at no cost
91-100 Sqm	27	70
101-120 Sqm	28	80
121-135 Sqm	31	85
136-150 Sqm	38	95
151-200 Sqm	42	120
201 Sqm or more	50	120



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Badges, invitations, and Tickets

Credentials, Invitations According To Leased Area

According to the contracted exhibition area, the exhibitor is entitled to a specific number of badges and invitations. Invitations will be distributed starting from the indicated date. Both badges and invitations must be requested at the Customer Service Center (PLUS) and collected in advance so that the exhibitor can arrange the delivery of such invitation.

The exhibitor may purchase a package of **invitations** at a cost of **\$43,000** each, submitting the trade fair participation contract

Rules for using badges.

- Corferias will provide exhibitors and their employees with special, personal and non-transferable badges or badges that will allow them to be identified as such and authorize them to enter the trade fair and other privileges to which they are entitled.
- Exhibitors shall be liable for any fraud or deception which may be attempted or carried out by them, their employees or third parties using such badges or credentials persons using such passes or badges.
- Any improper use on the part of the exhibitor or his employees or consented by him or them, will entitle Corferias to expel the exhibitor immediately, without compensation or recognition of any kind and to apply, as a penalty, for the sole fact of exhibitor immediately, without compensation or recognition of any kind and to apply, as a penalty, for the sole fact of non-compliance, of the sums paid for participation in the fair, in the same manner and at the discretion of Corferias, the exhibitor may be sanctioned with the impossibility of participating in future fairs organized by Corferias. Likewise, and at the discretion of Corferias, it may be sanctioned with the impossibility of participating in future fairs organized by Corferias.



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Badges, invitations, and Tickets

Assembly badges

They are valid during the assembly phase and expire on the first day of the show. They must be carried by the persons in charge of assembly, who work on the construction and decoration of the stands, under the supervision and full responsibility of the exhibiting company.

Responsibility of the exhibiting company. **The people who come to carry out the assembly must bring a helmet and ARL and EPS cards at the moment of entering the fair,** otherwise they will not be able to assemble. They will be provided in unlimited quantities according to the needs of each exhibitor

Dismantling credentials:

They must be carried by the personnel responsible for tearing Down the stand, who has not exhibitor nor service badges. These credentials will be delivered without restrictions of amount according to the exhibitor's needs by presenting the good standing form provided by the supervisor of the pavilion when the Fair comes to its end, as long as the exhibitor has no outstanding foreign trade documents or pending payments..

Exhibitor badges

They are personal and non-transferable and must be carried by the exhibiting company's personnel as identification at the show. The badges must bear the name of the company, the full name and the identity card number of the persons carrying them.

Additional badges

These credentials are the same as the exhibitor's credentials and are used when the exhibiting company's credentials are not sufficient. The exhibitor may obtain these credentials by presenting the Physical Space Participation Contract. They are personal and non-transferable and must bear the name of the company, the full name and the identity number of the persons carrying them. The cost of additional credentials is **\$47,000.**



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Parking

The parking lot that will be available for exhibitors for **COLOMBIAPLAST 2026** will be located at the parking tower at Cra.40#22-34.. It will be open from **7:00 a.m. to 9:00 p.m.**

The entry of merchandise on the assembly days will take place at Gate 3.

The sale of parking vouchers will be sold at EL PLUS in the Corporation's main offices and will have a cost of **\$140,000 COP.** The parking vouchers will be valid for exhibitors starting from the first assembly day, **September 23, 2026**

*The parking voucher will be managed with a smart card that entitles the exhibitor to a parking space in the parking lot. In case of loss of this card, it will have an equivalent of 1/2MLV daily wage.



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Additional Services (PLUS Office)



- Furniture
- Audiovisuals
- Nursery
- Networks and Internet
- Height equipment
- Electricity
- Structures
- Stand cleaning
- Corferias Conecta
- Compressed air
- Water and drainage
- Propane gas

To download the form request for services.

To download the form parking voucher request

[Click Here](#)



[Click Here](#)



[Click Here](#)



*Remember to hire these services at least one month before the start of the fair.

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General services

Receive personalized advice through:

Virtual channel:

Email: rentalservices@corferias.com - serviciosplus@corferias.com

Telephone channel:

+57-6013810000 Ext. 5613-5657

Onsite channel:

Carrera 37 # 24-67 Bogotá - Offices Hilton Corferias Hotel, first floor.

WhatsApp:

+573332337618

If you have any questions, please do not hesitate to contact us. We are at your service.

*Remember to hire these services at least one month before the start of the fair.



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Catering at Corferias

For the optimal development of the different activities of your company and the realization of social events within the framework of the fair, Corferias offers a range of possibilities and services through its food and beverage unit:

TO PURCHASE OUR SERVICES PLEASE CONTACT:

Gustavo Aníbal Quintero

gquintero@corferias.com

PBX +57 601 3810000 Ext. 5310

Mob: +573208593776

Angela Cardozo

Acardozo@corferias.com

PBX 381 0000 Ext. 5310

[Policies For the Realization of Social Events](#)



External Catering Services

For external catering services, the following requirements must be fulfilled.
Checklist for food intake

[Food entry
checklist](#)



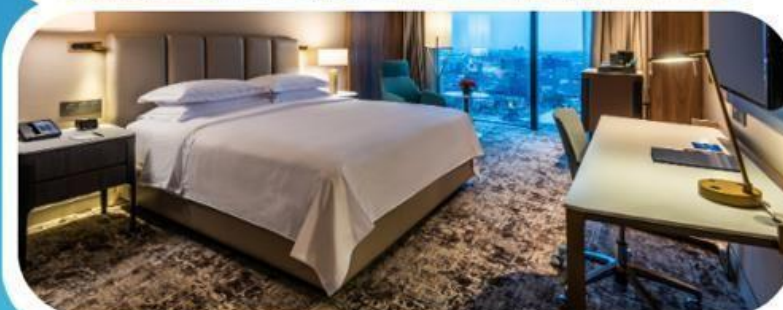
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Hilton
BOGOTA CORFERIAS
El hotel de Corferias



[Click for
Preferential Rates](#)

Hotel Booking

- Preferential rate before, during, and after the fair.
- Hotel located inside Corferias.
- Restaurants and business spaces.
- Access to the executive lounge (Happy Hour and Breakfast).
- Wet areas included.
- High-speed Internet.
- Exclusive parking for guests.

Tel: +57 311 8240443
Email: ana.rodriguez2@hilton.com


Hilton
BOGOTA CORFERIAS



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Security

- **The security offered by Corferias is a global security and not an exclusive security.**

-If your commercial booth is located in an area that remains open at night, you must provide a private security service hired directly by the exhibitor.

- **The commercial samples must be insured, if the booth has technology equipment either** for service or as a commercial sample, you must provide a private security service contracted directly by the exhibiting company for service or as a commercial sample, these must have the respective safety measures and anchorages.

- Likewise, we remind you that the informal sale of merchandise and/or flyers outside the assigned areas is prohibited outside the assigned areas.

- During the days of crowds and mass visits to the fair, it is recommended that they have enough personnel to serve the public sufficient personnel to attend to the public and it is important to increase the security systems at the stand of the stand.

- At the time of hall closing, the stand must be properly closed and secured with all the safety measures deemed appropriate by the exhibitor. It is recommended not to leave personal belongings inside the stand

Finally, we invite you to take into account the recommendations that the Security Department will provide at your booth.



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Compulsory Insurance

According to the provisions established in the trade fair participation contract, all elements and/or merchandise that exhibitors have in their stand must be properly insured against all risks, whether caused with or without violence. This is an essential requirement for their successful participation in any fair or event.

The exhibitor may extend the insurance policy they already have in force with their insurer for the duration of their participation in the fair. In the event that the exhibitor does not have an active insurance policy and needs to insure their merchandise, they may do so with the insurance company of their choice.

The exhibitor must have **an insurance policy covering its merchandise against all risks** arising from fire and/or lightning, explosion, riot, civil disturbance, malicious acts by third parties and terrorism, water damage, damage caused by aircraft, as well as damage caused by land vehicles, earthquake, tremor, volcanic eruption, and qualified theft with or without violence.

PARAGRAPH: In cases where the exhibitor fails to submit to CORFERIAS the insurance policies required under the physical space lease agreement, CORFERIAS shall not be liable for any damage to or loss of the goods that the exhibitor brings into the exhibition venue during the set-up and dismantling periods or during the course of the respective fair or event. Therefore, the care, custody, and safeguarding of such goods shall be the sole and exclusive responsibility of the exhibitor..



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Free Trade Zone Foreign Trade

ENTRY OF MERCHANDISE FOR FREE DISPOSAL EXHIBITORS



Merchandise Storage Fee in the Free Trade Zone

\$27 COP per kg a day +VAT

Date for merchandise entry
(one month before the start of the fair)

August 26, 2026

Date for merchandise withdrawal without charge
(six days after the fair has ended)

October 8, 2026

Date for merchandise withdrawal
(two months after the end of the fair)

December 2, 2026



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National and International Payments

ACCOUNTFOR NATIONALPAYMENTS

Payee: Corporación de ferias y exposiciones s.A.
Account number: 4818 0000 0756
Savings account: Banco Davivienda
Trade fair code: 01-21

ACCOUNTFOR INTERNATIONALPAYMENTS

Account Beneficiary: Corporación de Ferias y Exposiciones S.A
Bank Account Number: 8010000 4590
Bank Name: Bancolombia Panamá S.A
SWIFT Code: COLOPAPA
Bank Address: Calle 47 y Aquilino De La Guardia, Plaza Marbella – Edificio Bancolombia
P.O. Box 0816-03320 Panama City, Republic of Panama
Phone: (+507) 263 69 55 – 208 97 00

If required:

Intermediary Bank: Citibank N.A, New York, USA
ABA / SWIFT: 021000089 / CITIUS33

Bancolombia Account at Citibank New York: 36009162

[Payment Bottom](#)



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Important

According to the Terms and Conditions of Participation, which constitute an integral part of the exhibition participation agreement, it is essential to take into account the provisions set forth in Section 6.1.7 Safety During Set-Up (page 25) and Section 9 Rules of Coexistence (pages 31 to 33), as detailed below:

C. The exhibitor or the person in charge of the set-up shall not store or handle flammable or hazardous substances, nor gas-powered devices, charcoal, gasoline, or any type of fuel that may represent a risk or cause inconvenience within the exhibition halls or the venue premises. In cases where the use of any of these elements is strictly necessary, prior written authorization from the Fire Department and the CORFERIAS Security Management must be obtained, and the corresponding safety systems must be duly implemented.

G. The exhibitor must refrain from storing or handling within the exhibition venue flammable liquids and/or materials, oxidizing agents, fuels, combustibles, explosives, or toxic substances (including, but not limited to gasoline, diesel fuel, coal, alcohols, pesticides, ethers, industrial detergents, butanol, oils, etc.), as well as cylinders containing compressed substances or fluids (such as gas, oxygen, nitrogen, helium, air, among others). For the entry, storage, handling, and/or use of any of these elements, it shall be mandatory to obtain the corresponding technical assessment from the Risk Prevention Office of the Administrative Unit of the Official Fire Department of Bogotá, and to submit said assessment to the CORFERIAS Security Management for validation and approval.

- [List of requirements for fairs and events involving machinery and the use of chemical substances](#)
- [List of requirements for activities involving food handling at fairs and/or events within the fairgrounds](#)
- [Participation conditions](#)
- [Entry of merchandise for free disposal exhibitors](#)



Aspects to consider in your participation

Please take into account the following conditions for a successful and seamless participation:

The exhibitor must submit, at least one (1) month in advance, the booth render or photograph for the purpose of validating the setup to be installed in the allocated areas, using the format designated for this purpose, and must also attach the Structural Certification issued by a Civil Engineer.

The exhibitor commits to carrying out the setup during the stipulated dates, regardless of whether it is executed directly by the exhibitor or by a third party. Failure to comply with the established schedule for this activity will grant Corferias the right to impose the penalties established in the lease agreement.

For dismantling, only the day following the closing of the fair is allowed. No exhibitor may leave earlier. If, after the dismantling date, the booth remains assembled without the rented area having been vacated, Corferias will take ownership of any material found there, without assuming any responsibility for its care or preservation.

Note: Keep in mind the completion of the merchandise entry form and keep copies of it to avoid any issues.

[ENTRY OF MERCHANDISE FOR FREE DISPOSAL EXHIBITORS](#)



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Aspects to consider in your participation

The promotion of products or services is only allowed within the contracted booth. Anything carried out outside this area will be considered a brand activation and will incur an additional cost.

Exhibitors must have all documentation up to date. Remember that Corferias is regulated by public entities such as the **National Customs and Tax Directorate** (DIAN) and the **National Institute for the Surveillance of Medicines and Food** (INVIMA), as well as the Health Secretariat, and is not responsible for inspections these entities may conduct during the fair.

Exhibitors must inform Corferias of any planned activities or shows that may generate crowds, at least one month in advance. Do not forget that one of the requirements for coexistence in enclosed spaces is maintaining optimal sound levels. These may not exceed 45 decibels*.

Failure to comply with this regulation will result in disciplinary sanctions.

Note: The exhibitor must complete the form BEFORE entering the Free Trade Zone premises and PRESENT it to the assigned security guard at the access gates. The guard, through the QR code, will verify its authenticity and the registered information, as well as the identity of the exhibitor presenting it (badge).

Note: Keep in mind the completion of the merchandise entry form and keep copies of it to avoid any issues.

[ENTRY OF MERCHANDISE FOR FREE DISPOSAL EXHIBITORS](#)



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Contacts

PBX Corferias: +57 601 381 0000

Name	Position	E-mail	EXT
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Alexander Duering	Sr. Project Manager MDNA	Aduering@mdna.com	+1(312)621-5808
Paul St. Amour	MDNA LatAm Desk	Pstamour@mdna.com >	+1416-436-0100
Leonardo Henríquez Escandón	International Commercial Coordinator - Corferias	Lescandon@corferias.com	5426
Daniela Moyano	International Commercial Analyst- Corferias	Dmoyano@corferias.com	5341
Karol Yineth Duitama Rincon	Commercial Asistant- Corferias	Kduitamar@corferias.com	5507



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Contacts

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Department	Name	Position	EXT
Assembly	Alejandro Zamudio	Assembly Manager	5762
	Juan Diego Cortéz	Assembly Coordinator	5743
Security	Jaime Enrique Bonilla	Security Manager	5540
	Katherine Leal	Mobility Coordinator	5503
	Javier Malagon	Security Coordinator	5544



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Contacts

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Departament	Name	Position	Ext.
Foreign Trade	Dary Sofía Sánchez Parra	Jefe de Comercio Exterior	5560
	Hernando Gómez Higuera	Profesional de Comercio Exterior	5561
Executive President's Office	Camila Delgado	Relaciones Públicas	5812
Press	Claudia Milena Torres	National press	5971



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Event location: Corferias, Bogotá, Colombia. Type of event: Industrial fair.

ColombiaPlast is organized by Messe Düsseldorf North America, Acoplásticos, and Corferias. Address: Cra. 37 # 24-67, Bogotá, Colombia. Tickets: Tickets may be purchased at the Corferias ticket offices on the event dates or through the website colombiaplast.org.

The organizers are not part of any consumer relationship that may arise between the visitor and the exhibitor at the fair, as they are neither owners nor responsible for the products and/or services exhibited or sold at the event. The organizers of the fair are not responsible for any negotiation.

Contact: serviciocliente@corferias.com. For additional information, to review terms and conditions, or to learn about any changes, modifications, or updates to the event, please visit colombiaplast.org.

COLOMBIAPLAST, from September 28 to October 2, 2026, at Corferias Carrera 37 No. 24-67

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