



**MANUAL OF THE EXHIBITOR
INTERNATIONAL MEDICINAL CANNABIS FAIR
Friday 22 to Sunday 24 November 2019**

INTRODUCTION

EXPOMEDEWEED is the international medical and industrial cannabis fair, organized by Mercoagrícola S.A.S. a high-level event, with the professionalism, positioning and experience that have led to the fourth version for 2019.

Please take the time to read point by point of the regulation, because failure to do so can have commercial consequences, such as fines or disability. This manual has been developed to facilitate and simplify your participation in the Fair and to allow an optimal organization. Here you will find different aspects related to the technical, operational and safety standards that you must take into account both for the attention of your stand during the Fair, and for the assembly and disassembly processes.

You will also find, the different stand formats that are used in each case described in this document. Please take into account the dates established, in order to guarantee the quality of the service, avoid inconveniences and/or additional costs.

1. EVENT OVERVIEW

1.1. The exhibition of the commercial

The exhibition will be held at the **Orquideorama and the Azalea's DECK of the Botanical Garden** from Friday 22 to Sunday 24 November, at the address, Calle 73 # 51D - 14, Medellín.

Date	Fair Schedule
Friday, November 22	10:00 a.m. to 7:00 p.m
Saturday, November 23	10:00 a.m. to 7:00 p.m.
Sunday, November 24	10:00 a.m. to 7:00 p.m.

Note: Exhibitors will be able to enter during the Fair days from 8:00 am to make the timely preparation of their stands and guarantee the best attention to visitors.

The entrance for ALL during the Fair days is exclusively for the goal of Carabobo, NOT for the parking lot.

1.2. Academic programming

the academic programming will be carried out in the Restrepo Salon of the Botanical Garden, with national and international academic talks on "Success cases".

date	date
Friday 22 to Sunday 24 November	9:00 a.m. 5:00 p.m. (Subject to change)

1.3. Round of business

It will be held in **the Mutis room** of the Botanical Garden

Time	Date
Thursday, November 21	9:00 a.m. to 5:00 p.m.

2. ACQUIRED RIGHTS AS EXHIBITOR

The organization will deliver to the participants the following services, elements and basic fittings of their exhibition places, according to the measurements of the stand.

2.1. Stands

PATIO DE LAS AZALEAS

STAND: 2X2 MTS

- Paneling 1mt.X2.40mts.
- Border 14cmsX120cms, with marking.
- 1 120cms profiling table. Cover wengue.
- 2 chairs black.
- 1 double socket 110w.
- 2 LED lamps T5 white light.

STAND 3X2 MTS

- Paneling 1mt.X2.40mts.
- 14cmsX120cms border, with marking.
- 1 120cms profiling table. wengue top.
- 2 black chairs.
- 1 110w double socket.
- 3 LED T5 WHITE LIGHT LAMPS.

ORCHIDEORAMA

STAND 2X2 MTS

- paneling 1mt.X2.40mts.
- 14cmsX120cms Band, with marking.
- 1 120cm profiled table. wengue.

- 2 chairs black.
- 1 double socket 110w.
- 2 LED T5 lamps.

STAND OF 3X2 MTS

- Paneling 1mt.X2.40mts.
- Border 14cmsX120cms, with marking.
- 1 table in profile of 120cms. wengue top.
- 2 chairs black color.
- 1 double socket 110w.
- 3 LED T5 lamps.

3X2 MTS STAND + COVERING

- 3mts.X2mts Deck.
- Paneling 1mt.X2.40mts.
- Border 14cmsX120cms, with marking.
- 1 120cms profiling table. wengue.
- 2 black chairs.
- 1 double socket 110w.
- 3 LED T5 lamps.

4X2 MTS STAND

- 1mt.X2.40mts Paneling.
- 14cmsX120cms Border, with marking.
- 1 120cm profiled table. wengue.
- 2 chairs black.
- 1 double socket 110w.
- 4 LED T5 lamps.

STAND OF 4X2 MTS + COVERING

- Deck of 4mts.X2mts.
- Paneling of 1mt.X2.40mts.
- Border of 14cmsX120cms, with marking.
- 1 120cm profiled table. wengue.
- 2 chairs black.
- 1 double socket 110w.
- 3 LED T5 lamps.

ROOF IN TRUSS 4X4 MTS (BRONZE SPONSOR)

- Roof in truss 5mts.X4mts.

- Floor in black carpet 4mts.X4mts.
- Trim backing of 5mts.X3mts. (Not including tarpaulins).
- 6mts.X1m reinforced frame. (Not including tarpaulin).
- 2 120cms profiling tables. wengue cover.
- 4 black chairs.
- 2 double sockets 110W.
- 3 white light reflectors.

STAND OF 4X4 MTS WITH TENT

- 1 tent of 4mts.X4mts, pagoda type.
- 1 table in profile of 120cms. wengue.
- 2 black chairs.
- 1 double socket of 110W.

ROOF IN TRUSS OF 6X4 MTS (SILVER SPONSOR)

- Roof in 6mts.X5mts truss.
- Floor in black carpet 6mts.X4mts.
- 7mts.X3mts trim backing. (Not including tarpaulins).
- 8mts.X1m reinforced frame. (Not including tarpaulin).
- 2 120cms profiling tables. wengue cover.
- 4 black chairs.
- 2 double sockets 110W.
- 3 T5 LED lamps of 1.20mts. white light.

ROOF IN TRUSS OF 6X6 MTS (GOLD SPONSOR)

- Roof in truss of 7mts.X6mts.
- Floor in black carpet of 6mts.X6mts.
- 7mts.X3mts trim backing. (Not including tarpaulins).
- 8mts.X1m reinforced frame. (Not including tarpaulin).
- 2 120cms profiling tables. wengue cover.
- 4 black chairs.
- 2 double sockets 110W.
- 4 T5 LED lamps of 1.20mts. white light.

ROOF IN TRUSS 9X4 MTS (GOLD SPONSOR)

- Roof in 9mts.X5mts truss.
- Floor in black carpet 9mts.X4mts.
- 10mts.X3mts trim backing. (Not including tarpaulins).
- 11mts.X1m reinforced frame. (Not including tarpaulin).
- 2 120cms profiling tables. wengue cover.

- 4 black chairs. • 3 double sockets 110W.
- 4 T5 LED lamps of 1.20mts. white light.

ROOF IN TRUSS OF 10X6 MTS (SPONSOR GOLD PLUS)

- Roof in truss of 12mts.X6mts.
- Floor in black carpet of 10mts.X6mts.
- 11mts.X3mts trimalla backing. (Not including tarpaulins).
- 12mts.X1m reinforced frame. (Not including tarpaulin).
- 3 120cms profiling tables. wengue cover.
- 6 black chairs.
- 3 double sockets 110W.
- 4 T5 LED lamps of 1.20mts. white light.

2.2.Snails

For admission to the Fair, exhibitors will be entitled to receive a number of snails according to the size of the booth purchased. To access the academic talks, you must register, subject to available places. The fees are PERSONAL AND NON-TRANSFERABLE; to enter the enclosure, it is necessary to present with the fee, the identity document that validates that the fee belongs to you. At all times, the identity card (citizenship card or passport) must be in your possession.

In the days of the Fair, the entrance and the exit to the Garden will be done by the goal of CARABOBO. If you go by car you can park, but you must go out and walk to the official goal of the event.

Location	Category	Area	# insignias for display - attention of the stand
Orquideorama	Sponsorship Gold Plus	6*6	15
Orquideorama	Sponsorship Gold	6*6	10
Orquideorama	Sponsorship Silver	6*4	5
Orquideorama	Sponsorship Bronze	4*4	5
Orquideorama	Commercial Stand - Paneling	2*2	2
Orquideorama	Commercial Stand Paneling	3*2	3
Orquideorama	Commercial Stand - Paneling + Covering	3*2	3
Orquideorama	Commercial Stand - Paneling	4*2	4
Orquideorama	Commercial Stand - Paneling + Covering	4*2	4
Orquideorama	Commercial Stand - Trimalla Ceiling	4*2	4
Orquideorama	Commercial Stand - White Carp	4*4	5
Patio de Las Azaleas	Paneling	2*2	2
Patio de Las Azaleas	Paneling	3*2	3

For matters of the Ministry of Finance we are NOT authorized to deliver more scares than those indicated in this document. In case you require more staff for the attention of your stand, you must buy the ticket for them.

DELIVERY OF INSIGNIAS will be delivered during the assembly of the Fair on Thursday, November 21 between 9:00 a.m. and 6:00 p.m.

Important Notes:

- Before Thursday, October 31, 2019, you must send us the contact details of the leader who will be responsible for submitting the registration link for the rest of the team to Info@expomedweed.com: # de stand; commercial name; manager; corporate e-mail 1; personal e-mail 2; cell phone and location of the stand (Orquideorama or Azaleas).
- Depending on your rights, the organization of the event will send to the manager, a link to be delivered to those who consider your organization for the attention of the stand.
- Each person must register individually by entering in the link, with the category of EXHIBITOR.
- Registration is individual; each person on your team must register by Monday, November 18. If they fail to do so, they will NOT be able to receive identification for your company and will lose their rights.
- Improper or fraudulent use of the scarlet may result in its retention, without right of return.

2.3. Courtesy ballots for sponsors for your clients and allies, the sponsors of the Fair will be entitled to receive a number of courtesy ballots according to the acquired commercial link:

Location	Category	Area	# courtesies for an Expo day
Orquideorama	Sponsorship Gold Plus	6*6	50
Orquideorama	Sponsorship Gold	6*6	25
Orquideorama	Sponsorship Silver	6*4	20
Orquideorama	Sponsorship Bronze	4*4	10

2.4. Toilets / cleaning

The exhibitors are responsible for the toilet within their booth, unless they previously hire it as an additional service. To do this, they must request it directly with the company in charge, according to the indicated in the numeral 6, of REQUIREMENT OF ADDITIONAL SERVICES.

The company that leaves or allows your area to have garbage and waste will have a fine of 1.5% of the value of its stand, since it is image of the brand and it is also the responsibility of each company to take care and good management of the waste.

2.5. Surveillance

The organization is NOT responsible for the care of your belongings. The Expo does not have its own supervision, only that of the Botanical Garden. It is your responsibility as exhibitor to secure the merchandise you are going to display, the computers, televisions and other items you are going to use; In addition, you must watch your exhibition areas where you have materials or items while your company is at the Fair with the public. It shall be prohibited to leave personnel and employees in the exhibition area during the closing hours.

Important Notes:

- It is suggested to take a policy against all risks that insures the merchandise that is exhibited and decoration elements, whether owned by you or by third parties. The policy should have coverage from the day of assembly (Wednesday 20) to the day of disassembly (Monday 25). Otherwise, the recommendation is to extend your company's policy to cover your participation during the event.
- EXPOMEDEWEED 2019 is not responsible for items, equipment and equipment that for any reason are lost or deteriorated before, during or after the event. As exhibitor you must directly assume the insurance of your elements.
- Merchandise insurance is a prerequisite for participating in the Expo. The exhibitors waive any legal action that they may have to obtain compensation or reimbursement for accident, theft, fire, storm, flood, explosion, civil commotion, sabotage, attack or other casualty, whatever the case may be against the Expo and/or its organizers, producers or collaborators.

3. ASSEMBLY AND DISMANTLING OF STAND AND EXHIBITIONS

The assembly and dismantling of stands and exhibitions shall be carried out under strict compliance with the technical, operational and safety standards established by the Administration of the Botanical Garden, To this end, the person who carries out such activities must be fully aware of and comply with this information in order to avoid inconvenience and cost overruns that may be incurred by the exhibitors or participants for the execution of these activities.

All the companies contracted must have their own tools and utensils for the accomplishment of the works. All the people involved in the event (attention of the stand, assembly, disassembly and maintenance) must accredit affiliation and payments of last month, to the Health Promoting Entity (EPS) and the Occupational Hazards Administrator (ARL). These certificates must be sent to the Organization (at: Info@expomedeweed.com) no later than eight (8) working days before the date of assembly (20 November 2019).

For the entry of the assembly personnel, on Wednesday 20 and Thursday 21 November, the company or brand that buys the stand, must present the list of the personnel who take care of

these activities, each with their own identity card in hand, to list the respective data. Personnel requiring work at heights must be accredited with the certificate of work at heights and have the presence of the work coordinator at height when required.

Staff shall at all times carry their identity card, the company's distinguishing mark (T-shirt or ID card), health card and ARL.

3.1. Assembly

In order to proceed with the entrance for the assembly of the stands and exhibitions in the fairground on the designated day, all exhibitors and participants must be at peace and with the organization (Mercoagrícola S.A.S.) and have your prior permission. The logistics personnel will have the list of participants qualified for this purpose.

Dates of assembly

Date	Schedule
Stands with truss ceiling : Thursday, November 21	8:00 a.m. to 9:00 p.m.
Stands with cover: Thursday, November 21	12:00 noon to 9:00 p.m
. Stands with paneling: Thursday, November 21	2:00 p.m. to 9:00 p.m.

Note: the person in charge of the assembly by the exhibitor or participant, must receive to satisfaction the stand (area) and the supplied accessories, in order to be returned in the same conditions to the organization. In case of damages, the exhibiting company of the Fair will have to answer for them, since the initial delivery does not indicate that there were damages in the delivered.

Any damage caused to your corresponding area, the Botanical Garden facilities or the stand materials will be charged to the exhibitor at full price and must be paid to leave the Expo.

3.2 disassembly

Once the Fair is over, each of the exhibitors and participants must deliver the stand and its accessories in the conditions received. The logistic personnel of the organization will issue the PEACE AND EXCEPT EXIT, in order to be able to remove the own furniture and property of the exhibitor or participant.

Any damage or lack to the goods delivered by the organization will be assumed by the exhibitor or participant, and must cancel their value to receive the peace and save the exit.

Date of the disassembly:

Date	Schedule
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Sunday November 24	By the end of the fair between 7:00pm to 9:00 pm
Monday, November 25	8:00 to 12:00 half – day

Important Notes:

- For no reason the organization will allow the dismantling of the stands and exhibitions before the completion of the Fair, on Sunday 24 November at 6:00 p.m.
- The organization is not responsible for the goods, materials or any other element left by the exhibitor after the established schedule for disassembly.

4. ENTRY OF GOODS AND BODEGAJE

The organization of the Fair will have for service of the exhibitors an area destined to hold goods and/or elements strictly required for their participation in the Fair, which can be entered into the fairground from Wednesday, 20 November to 08:00 am, however, you will NOT be able to make assembly of your space from that time.

5. GENERAL RECOMMENDATIONS

- The venue of the event will have parking facilities. The cost will be borne by each exhibitor since the event does not grant discounts or free cells.

PARKING LOT RATES

Vehicle time: \$4,000

Bike time: \$1,000

During the entire vehicle event: \$12,000

During the entire motorcycle event: \$4,000

- If you need to locate heavy items or machinery, this request must be previously approved by the Organizing Committee and the administration of the Botanical Garden.
- Your brand must meet all industrial safety standards, including heights and protective features for operating personnel and contracted suppliers.
- Perform assembly and disassembly only in the specified area, without interfering with schedules and locations. The **LOADING AND UNLOADING ZONE** can be used, but **NOT AS A PARKING LOT**. The maximum time per vehicle is 30 minutes.
- The exhibitor shall be **RESPONSIBLE** for any damage caused by vehicles in the **LOADING AND UNLOADING AREA**.
- The event has a support group for first aid care.
- The assembly and dismantling personnel must be identified with a distinctive (shirt, cap, scarlet, card, etc.) of the company to which they belong. Persons and vehicles coming to load and unload

(trucks or similar) for assembly and/or dismantling, must enter through the access of Carabobo (Carrera 52 # 73 - 298) and leave immediately finish their work. They must have up-to-date documentation.

- To install the tents at a distance of 1 meter from the trees (including the top of the tree), they must be tensioned and anchored to the floor for safety. At the time of dismantling, the holes that have been dug must be filled and the instruments and/or inputs used for this purpose must be removed. You as exhibitor must ensure that this is done as requested.
- The participation contract obliges you as exhibitor to occupy the area that has been delivered to you, where you can have distribution of your advertising material and/or sale of products and services. You are required to keep it properly presented and operate until closure, with trained and responsible personnel who will adequately serve the public. You will NOT be able to leave the box framed by the stand, nor exhibit products or other elements outside.
- It is your obligation as exhibitor to have your stand ready for public attention, at the time stipulated as completion of the assembly and to maintain your staff until the time of completely evicting the visitors, throughout the Fair.
- By signing the reservation form, as exhibitor you are obliged to comply with each and every one of the clauses of this regulation, as well as the instructions given by the organizing committee and Mercoagrícola S.A.S.
- The organizers reserve the right to transfer or close entry and exit access to the venue of the event, as well as to make other structural modifications, if compelled to do so by special circumstances.
- Extend your loss or damage policy with your insurance advisor.
- Foodtrucks, cotton carts, crucipeteros grills, ovens, fryers, must be electric. The use of gas pipettes is not allowed within the Botanical Garden, however you can contract the gas service with the supplier authorized by the Organization of the event. Like campfires, grills for roasting and/or heating food, dishwashing, utensils or the like, flammable elements such as icopor or other synthetics, are also not permitted, as they are non-biodegradable material, high-pollution. We recommend using tools with biodegradable properties made from cellulose.
- Please do **not throw food**, fat and organic waste into the sewers. It is essential to use beige plastic bags and/or containers intended for organic waste; and for fats, to repackage in containers that prevent contact with the outside, the lid must be well secured (hand over separately to the personnel in charge).
- No tents, chairs, tables or other similar equipment may be washed anywhere in the facilities of the Fair.
- For the installation of kitchens and/or stands in the different spaces of the Garden, the floor where they will be located should be covered and one meter away surrounding the area, avoiding staining with oils and other substances that may affect it. In case of not complying with this requirement, the charge for washing and/or damage of the floor will apply.

You must ensure the presence of a type K fire extinguisher on the stand, in case preparations are made.

6. REQUIREMENT OF ADDITIONAL SERVICES

In case of requiring some service or additional of **water; toilet; lodging; internet; gas; furniture; assembly or services of lithography, transport, tours, among others**, you must apply at least eight (8) working days in advance of the Fair. Request the contact directory at info@expomedeweed.com

Remember that the Botanical Garden is a Transitional Free Zone from Monday, October 28 and until Monday, December 30. In the contact directory you will find the information of the advisor of this service. Avoid doing your paperwork with unauthorized personnel for such operations, avoid problems with your merchandise and with the DIAN (National Tax and Customs Administration).

7. REGULATIONS

- All the rules of the Botanical Garden are incorporated in the present regulations of the **Expo**. Any provision or norm emanating from the competent authority that modifies or adds to this regulation, for all kinds of effects, is incorporated in this regulation and shall be binding on all exhibitors.

- The exhibitors must have wireless data recorders, if required at their stand and all the necessary material such as tapes, scissors, nylon, extensions, among others. Likewise, they should have their own wireless internet, because the Botanical Garden does not have open networks and the Organization of the event is NOT responsible for this type of needs.

- Each exhibitor will be responsible for carrying the material and personnel necessary to carry out the assembly and disassembly of its stand; the Organization and the Botanical Garden are NOT responsible for the requirements necessary for the setting, scenery or decoration of your space.

8. WHAT IS ALLOWED: install and uninstall by the exhibitor

- Hang vinyl tarpaulins on stand frames.
- Make vinyl prints to stick to the panels, always using double-sided tape that does not damage the panels.
- Placing fabrics on the panels (without perforating) is suggested that they remain tensioned.
- Hang televisions, screens or furniture, as long as you use an additional structure and it does not damage the paneling.

9. PROHIBITIONS

Exhibitors, under sanctions of closure of the exhibition area, are prohibited from the following acts and behaviors:

- Glue and nail to the panels any type of decoration or element.
- Paint or perforate panels.
- Use highly flammable decorative elements.

- Make extensions to the stand with wood or any other material to display or display merchandise or other items.
- Distribute samples, printed matter, advertisements, among others, in the circulation areas or outside the stand or exhibition site.
- Relinquish or sublet the allocated exhibition area, either partially or fully. **The stand is EXCLUSIVE for those who have bought the space**, otherwise the Organization will be able to remove the exhibits.
- Advertising or advertising inside the premises of products or goods that have not paid for being there.
- Coerce the public in any way to purchase your products.
- Give tastings or sell products that are not supported by the organization of the event; in case of this situation, the product will be withdrawn and will be assumed as a violation of the regulations.
- THE EXHIBITOR WILL NOT BE ALLOWED TO PERFORM MONTAGES DURING NOVEMBER 22, 23, and 24, (event dates).
- Use of the areas for activities other than contracting is PROHIBITED.
- The location of blankets, banners, banners, advertisements and heavy objects is PROHIBITED. Any signs and/or attached decoration must be fitted with fasteners approved by the Organizing Committee. Without exception, it must not exceed 10 kilos. This material must be worn on the day of assembly and collected when disassembling.
 - Within the facilities of the Botanical Garden it is not allowed the use of camping tents and hammocks, nor to use the trees to locate any other element.
- **DECORATION, PANELS AND PARTITIONS:** The interior decoration of the stands is on behalf of each participant and should not interfere with the neighboring stands. **The limit height for the interior design is 2.35m.**
- **STAND SOUND:** individual sound is strictly forbidden by any system whose broadcasting is not strictly limited to the listening area of your stand. Failure to comply with these regulations will result in the automatic cutting off of electricity supply at the Expo.
- It is not permitted to use foundations, chop or damage in any form the floors of the enclosure, walls, ceilings, mats, aluminium profiles, or wood panels may not be painted.
- Wood panels and flora shall not be perforated with nails, screws, glue warnings, cabuyas, handles, nylon, wires or the like that may damage the walls, trees, plants, metal columns, or the general appearance of the Garden. In case of deterioration, damage or misuse of the profile or panelling, the exhibitor must pay to the Organization of the event, the value indicated to him, against inventory previously made.
- Hot and cold gunpowder, confetti, paper rain, hallelujah, bombs/balloons of all kinds (including paper, latex, metallized and/or the like) overflow with drones, weapons of all kinds and narcotics, are not allowed inside the Botanical Garden.
- If the use of candles is indispensable for your stand, you must ensure that they are in non-flammable containers and properly protected to prevent the spilling of sperm (take special care at the time of dismantling when the semen is still liquid).
- The entry of illegal products (even a minimum

dose) established by Colombian law into the facilities of the Botanical Garden will be subject to immediate expulsion without the right to return the rental money for the space.

• **EXPOMEDEWEED 2019 is a business fair on medical and industrial cannabis, therefore cannabis use is BANNED within the facilities of the Botanical Garden, in addition to the characteristics of the living collections and the fauna that inhabits the Garden space. In the event that an exhibitor fails to comply with this rule, he must hand over his scarecrow to the Organization and leave the fairgrounds, without the right of re-entry or any economic return. The Avoid financial penalties for your company!**

- Restrictions for the assembly and adaptation of the stand:
- According to the provisions of Decree 1791 of 1996, for the decoration of events is not allowed the use of wild flora (bejucos, mosses, among others).
- To make improvements or modifications in the structures of the spaces, without prior authorization. To fix mats to the floor with stickers.
- Painting, sanding or polishing in the Fair areas.
- Drilling floors or walls.
- To locate external elements without authorization, to hang decorative articles and in general any element to the structure of the ceilings or other places of the rented space.
- Use power plants, petrol pumps or gas pipettes without authorization.
- Products that generate hazardous waste are banned (waste or waste which, by virtue of its corrosive, reactive, explosive, toxic, flammable, infectious or radioactive characteristics, may cause direct or indirect damage or undesirable effects on human health and the environment, according to Law 1252 of 2008).

REMEMBER: you must deliver the panels as you received them. If you use double-sided tape, vinyl or other materials, you must remove them completely and leave the surface completely clean and in perfect condition.

This manual may be modified according to the needs of the Organization.