

Setup and Dismantling

Event: May 26 – 28

Setup:

Plataforma will begin setup on Monday, May 25, and will complete it on Tuesday, May 26 at 3:00 p.m. Exhibitors will be allowed to access their booths on Tuesday, May 26 starting at 3:00 p.m., once Plataforma has finalized the setup. All booths must be fully completed by 4:00 p.m.

Dismantling:

Dismantling will take place on Thursday, May 28 starting at 5:00 p.m., and all materials must be removed by 10:00 p.m.

Machinery Arrival:

Machinery may arrive on May 25 for storage entry and must be removed on Thursday, May 28 after 5:00 p.m. and before 10:00 p.m. Storage retrieval will be available until Saturday, May 30.

Additional Information:

1. The hotel has 49 meters of storage space located in the underground parking area, where equipment may be stored up to 48 hours before and 48 hours after the event. These are temporary storage spaces and must be managed by authorized personnel from your organization. Prior to shipment arrival, an inventory list must be sent via email to the designated hotel coordinator. (*Paneling materials are not accepted for storage*).
2. All materials for exhibition, decoration, setup, or paneling must enter and exit through Gate No. 5, accompanied by an inventory list and subject to inspection by the Security and Banquets Departments.
3. During setup and dismantling, an authorized representative from the exhibiting company must be present at all times to avoid any confusion regarding materials.
4. All logistics and setup personnel must have valid documentation: ARL and EPS (monthly certification). A copy must be submitted to the Security Department.

Personnel without this documentation will not be allowed to work. Appropriate work attire is required (no sandals, sleeveless shirts, or shorts).

5. All shipments must be clearly labeled with the hotel address, event name, recipient, and sender.

Instructions:

- Label all boxes with the event name.
- Include the name and contact number of the person responsible for collecting the materials.
- Receiving hours: Monday to Friday, 8:00 a.m. – 4:00 p.m.; Saturday, 8:00 a.m. – 12:00 p.m.
- Any shipment requiring customs clearance or tax payments must be handled at origin.

Hotel Address:

Cra 1 #4-00, Ave. Almirante Brion, El Laguito
Cartagena, Bolívar – Postal Code 130001

6. All packages must be properly labeled, packed, and sealed. No materials will be received directly at the exhibition booths.
7. **Dismantling:** Clients must remove all materials properly packed and labeled with shipping documentation. The hotel will not store any materials after the event.

Recommendation:

It is recommended to coordinate the direct entry of heavy equipment into the venue starting Monday, May 25. This will allow forklifts to place machinery directly in its designated area, avoiding interference with general setup on Tuesday.

Direct delivery will also help avoid additional operational costs, as the use of underground storage may require multiple forklift services.



Produced by:



For logistics inquiries, please contact:

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Deadline to approve booth designs with Plataforma: March 23.