



**GUIDELINES #2**  
**SPONSOR BOOTH/ DISPLAY SET UP**  
As of 10/18/2016

**DATE AND VENUE**

The APEC CEO Summit sponsor booths and displays will be located on the second floor of the venue, the Grand National Theater, on November 18 and 19, 2016.

Sponsors granted the benefit of space for a booth or display must follow the guidelines described in this document.

**REPRESENTATIVE**

The sponsor shall appoint one person responsible for coordinating with the Host Committee the design, assembly and dismantling of the exhibition area.

**SERVICES**

The Host Committee will provide the following services during the event days:

- 24-hour security service
- Daily cleaning service (around the displays or booths)

Although security will be provided by the Host Committee, it is strongly recommended any valuables be taken with you at all times.

**FEATURES AND DIMENSIONS**

Media Partners:

- Measurements of space provided: 6.00 m x 5.00 m x 2.5 m height
- Carpeted floor
- Electric power: 2 kwh maximum consumption will be provided.

Invest in Canada / DHL:

- Measurements of space provided: 3.00 m x 2.00 m x 2.5 m height
- Carpeted floor
- Electric power: 1 kwh maximum consumption will be provided.

If additional energy is required, the sponsor must send the request to the Host Committee who will be able to provide a supplier contact. Additional energy will be at sponsor's own expense.

**ACCESS TO VENUE**

The sponsor must provide the required information for accreditation purposes by October 28, 2016.

- Personnel managing display/booth during the days of the event (Exhibitor).
- Providers hired for set up of the display/booth (Supplier).



Suppliers and personnel will only be granted access if duly registered by October 28, 2016 and authorized by the Government.

## **FURNITURE AND DECORATION**

The display/booth design must be previously approved by the Host Committee, will be on sponsor's own expense, and is limited to the specific measurements of the space, without surpassing the limits.

## **SET UP AND DISMANTLING**

Entry, loading and unloading of materials is limited to nighttime.

Schedule:

### Tuesday, November 15, 2016

Entry, loading and unloading of all materials needed for assembly.

Hours: 07:00pm – 06:00am on the next day (Wednesday, November 16, 2016).

### Wednesday, November 16, 2016

Display / booth set up and assembly (no material will enter the venue after 06:00am).

### Thursday, November 17, 2016

General rehearsal (no set up or assembly permitted during the day).

### Friday, November 18, 2016

Event hours: 07:30am – 06:00pm

Social Activity (in venue): 07:00pm – 09:00pm

### Saturday, November 19, 2016

Event hours: 08:00am – 05:45pm

### Sunday, November 20, 2016

Dismantling of displays/booths (removal of materials from the venue will not be permitted until the next day)

### Monday, November 21, 2016

Removal of materials

Hours: 07:00am – 5:00pm

Important notice: Thursday, November 17<sup>th</sup> and Friday, November 18<sup>th</sup> have been declared holidays in Lima.

No parking will be permitted outside the venue, only for loading and unloading of materials.

## **ENTRY OF MATERIALS**

Sponsor's material will be admitted only if accompanied by a Delivery Note; the sponsor will need three (3) copies of the Delivery Note (one copy shall be handed to Security and another copy to the floor supervisor).



## **SECURITY**

The Host Committee will provide a 24-hour security service during the set up, event and dismantling dates.

Sponsors must keep valuables with them at all times. The Host Committee will not be held responsible for any missing items.

For security reasons, the exposure of items that could prejudice the event performance such as fireworks, noxious substances, flammable materials or explosives, among others, is forbidden.

## **TEMPORARY CUSTODY**

If you want to enter to the country any material, please contact your Customs agent. The Host Committee recommends the use of DHL services.

## **SHIPPING**

Sponsors who need to ship materials to Peru for their displays or booths should consider these items must be received by October 31, 2016 at the offices of the Host Committee, COMEXPERU, where packages will be stored until taken to the venue, the Grand National Theater, for set up and assembly.

COMEXPERU will only receive shipment; tax, duties and other related shipping charges must be paid in advance. The Host Committee will not accept merchandise should those charges not be paid.

Please check with your local forwarder or courier agent regarding customs clearance procedures in Peru, as COMEXPERU will only be able to receive packages in the address provided below and store packages but not process any customs clearance or pickups.

Shipping address:       COMEXPERU  
                                  Calle Bartolomé Herrera 254, Lima 18  
                                  Lima, Perú  
                                  Phone: 511-625-7700  
                                  Att: Luciano Paredes

Please liaise with appointed forwarder or courier services for correct mailing address.

Packages:

- Each box/package must be duly labeled on the outside "Exhibition Material" and include a detailed packing list inside each box.

The Host Committee recommends the use of DHL services for shipping.

## **SHIPPING WITH DHL**

Please consider the important information below, provided by DHL:

- Hotels do not accept shipments in their name and will not do a clearance process. Do not use their names in commercial invoices or airway bills.



- Incoterms (International Commercial Terms): DDP (Delivered duty paid) recommended when shipping. Peru has not granted the benefit of tax release for imported goods, so DDP shipping is recommended in order to avoid any inconvenience to customers.
- The most common restricted goods: printed materials containing a silhouette map of Peru and communications equipment.
- Please consider the time it takes ministries to issue permits, these procedures cannot be performed by DHL.
- Individual/Natural persons may not receive shipments with FOB value greater than US \$ 2000, they require a formal procedure with customs.

## **ANNEX**

- Shipping Forms/Labels (Exhibition Material)