

FIHAV 2017

Date: **October 30th to November 3rd, 2017**

Opening hours: **10:00 – 17:00 hrs.**

Venue: **Expocuba fairground (Carretera del Rocío Km 3½, Arroyo Naranjo)**

Organizing Committee

- Ministry of Foreign Trade and Investment
- Chamber of Commerce of the Republic of Cuba
- PALCO Business Group

Exhibitor's profile:

FIHAV is a multi-sector trade fair with raw materials, foodstuffs, textiles, consumer goods, machinery and equipment, technology and services as its main areas.

General Program

October 18 - 29 9:00 a.m. – 5:00 p.m.	Mounting of free design stands (accredited personnel with previous coordination with the Organizing Committee)
October 25 - 29 9:00 a.m. – 5:00 p.m.	Accreditation of exhibitors Mounting of modular stands
Monday, October 30 11:00 am. 12:00-5:00 p.m.	Opening ceremony, Plaza de las Banderas Professional visits
Tuesday, October 31 10:00 a.m. – 5:00 p.m.	Second Foreign Investment Forum Professional visits
Wednesday, November 1 10:00 a.m. – 5:00 p.m.	Second Foreign Investment Forum Professional visits
Thursday, November 2 10:00 a.m. – 5:00 p.m.	Professional visits
November 3 10:00 a.m. – 5:00 p.m. 11:00 a.m. – 5:00 p.m. 7:00 p.m.	Professional visits Admission of general public Awarding ceremony, Palacio de Convenciones
November 4 9:00 a.m. – 5:00 p.m.	Withdrawal of samples
November 6-11 9:00 a.m. – 5:00 p.m.	Withdrawal of samples and dismounting of stands

The Expocuba fairground is Cuba's largest exhibition center. It is located on the highway Carretera del Rocío, Km 3 ½, in the municipality of Arroyo Naranjo. It lies some 25 Km southeast of downtown Havana. It has an area of 600,000 m², 25,000 m² of net exhibition area and 25 pavilions for exhibitions.

The participating enterprises are grouped by countries. Depending on the area required, they may have part of a pavilion, an entire pavilion or several pavilions.

Engagement of Exhibition Area

The participation will be made official using the form **Contract Request of Participation** form, to be requested by addressing pabexpo1@palco.cu y luisgutierrez@palco.cu or directly at Pabexpo with deadline September 15.

The form **Contract Request of Participation** will be delivered with the complete information, including the design of the stand, otherwise the Organizing Committee will not be responsible for the non-fulfillment of any of the requirements made by the applicant. It is indispensable that this **Contract Request of Participation** is approved and signed by the Fair Organizer.

To confirm your reservation and receive your location, the exhibitor must pay 50% of the cost of the area contracted at the time of formalizing the request. The deadline for payment of the remaining 50% of space and contracted services will be 20 days before the start of the Fair.

In the case that the samples to be exhibited in the Interior Area have large dimensions, weight or other special characteristics, the exhibitor must notify the Organizer not less than 20 days before the opening of the Fair, in order to obtain his or her evaluation and approval, in attention to the specifications of assembly, coordination for its access to the pavilions and requirements of the fairground.

All changes in the distribution of panels or any other element related to the assembly of the stands will be charged additionally, according to their complexity and proximity to the opening date of the Fair. The Organizing Committee reserves the right when it deems it appropriate for the interests of a competition to make changes in the location of the stands and to communicate it to the exhibitor together with the proposal of the new location.

A surcharge of 20% will apply for all services required after processing the original application that are already invoiced.

Waiver or reduction of participation

The waivers or reductions of the original contracted space entail penalties, even when the space may be occupied for another exhibitor.

- a) Up to 30 days prior to the Fair - 50% of contracted space
- b) Up to 7 days or less prior the beginning of the Fair - 100% of contracted space.

Tariffs

- **Indoor stand, mounted**

Tariff: CUC 110.00/m² (from 9 m² on, minimum to contract)

Includes: space, aluminum structure, white modular panels (2.42 x 0.95 m), carpet, sign with exhibitor's name, power consumption up to 500W, cleaning, protection of samples, credentials (according to the rented area) and entry in the official catalogue (up to 10 lines).

- **Indoor stand, mounted (Mezzanine)**

Tariff: CUC 100.00/m² (from 9 m² on, minimum to contract)

Includes: space, aluminum structure, white modular panels (2.42 x 0.95 m), carpet, sign with exhibitor's name, power consumption up to 500W, cleaning, protection of samples, credentials (according to the rented area) and entry in the official catalogue (up to 10 lines).

- **Indoor stand, not mounted**
 Tariff: CUC 100.00/m² (from 21 m² on)
 Includes: space, carpet, power consumption up to 500W, cleaning, protection of samples, credentials (according to the rented area) and entry in the official catalogue (up to 10 lines)
- **Indoor stand, not mounted (Mezzanine)**
 Tariff: CUC 90.00/m² (from 21 m² on)
 Includes: space, carpet, power consumption up to 500W, cleaning, protection of samples, credentials (according to the rented area) and entry in the official catalogue (up to 10 lines)
- **Indoor stand, not mounted (with special assembly)**
 Tariff: CUC 150.00/m² (from 21 m² on)
 Includes: space, carpet, power consumption up to 500W, cleaning, protection of samples, credentials (according to the rented area) and entry in the official catalogue (up to 10 lines)
- **Outdoor space**
 Tariff: CUC 60.00/m² (from 9 m² on)
 Includes: space, power consumption up to 500W, cleaning, protection of samples, credentials (according to the rented area) and entry in the official catalogue (up to 10 lines).

How to Pay

All tariffs are expressed in Cuban convertible pesos (CUC); therefore, the exhibitor must obtain information about the rate exchanges in force in Cuba. Payments in U.S. dollars will not be accepted.

- Address your bank transfers to:
 - Holder: Empresa Organizadora de Congresos, Ferias y Exposiciones
 - Account number: 0300000004714029
 - Name of bank: Banco Financiero Internacional BFI
 - Bank address: Ave. 5ta. Esq. a 92, Playa
 - Code: SWIFT: BFICCUHH
- Payments in cash or with travel checks, in Cuban convertible pesos (CUC) or with credit cards (VISA International, MASTERCARD, CABAL or BFI)
- Directly at PABEXPO's Department of Finances. Once the mounting stage has begun you may address Pavilion 8-A in EXPOCUBA.

Registration

The number of name badges per exhibiting firm is subject to the size of exhibition space requested as follows. The exhibitor can register additional personnel at a cost of \$40.00 CUC each.

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|---|----------------|
| • 9 m ² to 16 m ² : | 3 Name Badges |
| • 18 m ² to 30 m ² : | 4 Name Badges |
| • 32 m ² to 50 m ² : | 5 Name Badges |
| • 51 m ² to 80 m ² : | 6 Name Badges |
| • 81 m ² to 100 m ² : | 8 Name Badges |
| • More than 100 m ² : | 10 Name Badges |

The name badge is for personal use only and not transferable to any other person. FIHAV authorities have the right to withdraw a name badge as a result of improper use; therefore if the exhibitor wants to remain in the Fair will have to pay \$40.00 CUC for a new name badge.

Professional Visitor

Businessmen, entrepreneurs, buyers, professionals and interested in visiting the Fair can be accredited as professional visitors at a cost of 100.00 CUC; This accreditation includes: the right to visit the Fair every day, an official catalog, participation in official activities such as the opening and awards ceremonies and to establish commercial contacts.

They can register and pay online at www.feriahavana.com; directly with the Finance Department of PABEXPO or at the time of arriving at Expocuba Fairground in the VIP Room located in the Central Pavilion.

Mounting Rights

Companies and individual persons who work in the decoration and / or assembly must pay a fee of 50.00 CUC per credential and in the case of special assemblies 120.00 CUC. The credentials for the assembly and disassembly will only give access to the pavilion indicated and during these stages. The improper use of them entitles the authorities of the Fair to withdraw them and prohibit the entry of the persons involved.

The schedules and days of the assembly stage are those set by the Organizing Committee and when it is required, in an exceptional manner, they will be extended for the exhibitors' needs and the additional time will be invoiced in accordance with the established tariffs. At any time the request for additional time will be communicated to the Organizer with not less than 24 hours before the date you want to work out of the established time.

Official Catalogue

The Fair publishes an official catalogue of its exhibitors that includes all the exhibiting companies in alphabetical order by country and by classification of the products that are exposed, as the case may be. The exhibitor has the right to include up to 10 lines of text in the products and / or services of his company.

Attention should be paid to the information to be published, because the information used will be the one that comes exclusively from the data provided by the exhibitors, it must be delivered in digital or printed format and clearly drafted. The Organizing Committee is not responsible for errors or omissions and it will make the necessary arrangements in those cases that do not correspond with the form and style of the Catalogue.

Also the exhibitor will have the possibility of including advertising in this catalog, according to the established tariffs. The originals must be sent to the Organizer ready for printing (final art), in PDF format and dimensions of 16 x 22 cm.

The deadline to send information for the official catalog as well as for advertising is 24 days before the start of the Fair.

Samples for Exhibition at FIHAV

Agencia Transitaria PALCO is the official FIHAV forwarding and customs dispatch agency. All the information concerning arrival terms of goods, and documents required for customs dispatch may be obtained from:

Agencia Transitaria Palco

Apartado Postal 16046, La Habana, Cuba

Telephones: (53) 72713669

E-mail: lianetfernandez@palco.cu

Visas

The exhibitors and participants of the Fair should travel to Cuba with a tourist card acquired in their own countries consulate.

Awards Jury

FIHAV has an award system

- Design award of the Organizing Committee of FIHAV for modular stand and free design
- Special awards from the Organizing Committee of FIHAV
- Gold Medal of the National Office of Normalization for the quality of the product
- Award from the National Design Office for product design
- Communication award of the Cuban Association of Social Communicators
- Gastronomy Award

Services to Exhibitors at Expocuba

The Organizing Committee offers the following services to the exhibitors:

- Organization of a business round
- Trade information bureau
- Programs of conferences, seminars
- Design, decoration and mounting of stands
- Lettering and graphic design
- Power supply
- Customs dispatch, local transport and handling of samples
- Surveillance and security
- Meeting rooms
- Currency exchange (bank branch)
- Medical care
- Stand cleaning
- Parking
- Taxis

Some prohibitions extracted from the General Regulation of Fairs that the exhibitor must know

- Use of spaces out of the hired area for any purpose including advertising, frontages and outside or inside areas, through posters, advertising or any other printed mean except those previously arranged with the Fair organizer. In the case the permission is given it will be in base to the presented design and only once the tariff will be paid for that purpose.
- Use of equipment and/or the creation of conditions interfering with other exhibitors, live performance of music bands in the stand, common areas or in the halls of circulation, noisy demonstrations or advertising with loudspeakers or other means.
- Loud volume of the emissions in the case of exhibitors presenting music hi-fi systems or other audio visual means, so that do not disturb the other participants.
- Hold tasting sessions, raffles or contests that might obstruct the circulation of visitors or might cause disturbances in the exhibition hall.
- Unauthorized use of name badges in any stage of the Fair.
- Access or parking of vehicles inside the exhibition halls.

- Dismantling or exhibit samples removal before the official end of the Fair. The samples removal out of the established schedule can be done once the Fair is concluded.
- Access to the fairground of people younger 16 age in the stages of mounting, exhibition and dismantling.
- Smoking in the pavilions of the fairground.

Most Important Dates for the Exhibitor

Deadline September 15

- Presentation of the **Contract Request of Participation** form.
- Payment of 50 percent of the engaged space.
- Presentation of the free design stand project.

Deadline September 30

- Penalty of 50 % of the total area contracted for waiver or reduction in participation

Deadline October 6

- Presentation of the Data for the Official Catalogue
- Reception of the artwork for advertising in the Official Catalogue
- (PDF format, 16 x 22 cm).

Deadline October 11

- Payment of the remaining 50 per cent of space and engaged services.
- Information on samples to exhibit of big dimensions, weight or other special characteristics.
- Arrival of goods by sea.

Deadline October 20

- Arrival of goods by air.

Deadline October 23

- Penalty of 100 % of the total area contracted for waiver or reduction in participation

Deadline October 30

- Application for participation in the prizes to the quality of products, design and advertising.

For more information on participation conditions, please consult the General Regulations of Fairs at <http://www.feriahavana.com> or request it at pabexpo1@palco.cu / luigutierrez@palco.cu.