

# EXHIBITOR REGULATIONS



**EXHIBITOR REGULATIONS IT IS THE DUTY OF EVERY EXHIBITOR TO KNOW THESE REGULATIONS AND THE SCHEDULE OF DATES AND BE OBLIGATED TO THEIR STRICT COMPLIANCE. IN NO CASE MAY ARGUMENT IGNORANCE OR IGNORANCE OF ITS CONTENT. FETDI RESERVES THE RIGHT TO INTRODUCE CHANGES IN THIS MANUAL, IF SPECIAL CONDITIONS SO REQUIRE, IN WHICH CASE THE PARTICIPANTS WILL BE TIMELY NOTIFIED.**

# SANTIAGO DE CUBA

## NOVEMBER 15 TO 17

### GENERAL INFORMATION

**FETDI** is a multisectoral fair that will be held in November 2022 at the Heredia Cultural Complex in the city of Santiago de Cuba. It is conceived as a Fair dedicated to promoting the innovative application of ICTs and technological solutions, to processes and products, based on the economic and social development of the country, as well as the satisfaction of the needs of an Industry 4.0. It is carried out with the aim of promoting trade in ICT goods and services and investments among stakeholders. FETDI is sponsored by the Youth Club and the Government of the city of Santiago de Cuba and takes place at the Complejo Cultural Heredia fairgrounds.

**Its legal address is:**

Terraza s/n E/ 3ra y 5ta. Rpt. Terrace extension.

**Contact person:**

MSc Yamilé González Turcás, President of the Organizing Committee.

MSc. Yoangel Rondon Bolúa, Vice President of the Organizing Committee

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**Mobile:** 52858030

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### 1. APPLICATION FOR PARTICIPATION

1.1. SPACE APPLICATION: Legal entities and natural persons duly interested in participating in FETDI must complete all the data in the participation application form.

1.2. ACCEPTANCE AND REJECTION: The application form will be considered by the Organizing Committee, who will have the power to reject it when, in its opinion, the interested party does not meet the necessary conditions according to the purpose of the event, or when there is no availability of exhibition spaces in the fair.

1.3. SUBMISSION DEADLINE: The period for applications to participate will end on Friday, October 28.

1.4. Each exhibitor has the right to include a maximum of 10 lines of text in the Products and/or Services of their Company for inclusion in the catalog and report of the Fair. The information must be delivered in digital or printed format and written legibly. (Appendix 2).

## **2. BUILDINGS AND FACILITIES**

2.1. The assembly of the stands or exhibition spaces will have furniture with similar characteristics. And the exhibitor of the electrical installation of his stand or exhibition space through strips.

2.2. Within the technological facilities, the exhibitors will have a connection to the national network through a Wi-Fi connection.

2.3. It is proposed to the exhibitors that the musical environment individually will be implemented from 3:00 pm to 5:00 pm.

2.4 In the interior space, stand assemblies with wet mix (cement, and that, mortar, etc.) are not authorized, as well as chipping, drilling, sawing, painting, damaging in any way the walls, ceilings and floors of the fairgrounds, that is, actions that generate solid waste and dust that damage the structure of the fairgrounds and affect the rest of the exhibitors.

2.5. **STAND DECORATION:** The Exhibitor may start the decoration work and entry of resources to the stand as established in the schedule of activities planned for the Fair, declaring the computer means or other resource to be used (ANNEX 1).

2.6. **END OF PRE-FAIR PERIOD:** All stands must be completely conditioned, including the removal of packaging and garbage on November 14.

2.7. **WITHDRAWAL OF THE CLIENT:** the stands may not be abandoned, nor the merchandise removed from the fairgrounds in any case before the official closing of the Fair on November 17 at 5:00 p.m.

2.8. The disassembly and withdrawal of the resources must be carried out within 24 hours from the end of the fair.

## **2. PROTECTION AND HYGIENE**

3.1. The Client is responsible for the custody of the resources and objects of his stand or exhibition space from 8:00 a.m. until 5:00 p.m. as long as you

deliver and receive your stand to the protection agent in charge of the area where it is located. The organizing committee guarantees the protection of the resources and objects of the stands or exhibition space from 5:00 p.m. until 8:00 a.m. the next day, as long as the exhibitor has handed over his stand.

3.2. At the end of each day of the fair, the Client can leave the solid waste in the designated area. The Heredia Cultural Complex guarantees the cleanliness of the common areas.

3.3. The Heredia Cultural Complex will provide general lighting to the exterior area, exhibition and common areas, as well as supply electricity to the stands or exhibition spaces. The type of low-voltage electric current in the city of Santiago de Cuba is: Single-phase: 110 volts, 60 cycles and 2-wire flat-pin plug.

**ANNEX No.1**

<p><b>RECEIVED IN THE PAVILION OR AREA</b></p> <p>DATE: _____ TIME: _____</p> <p>_____</p> <p><b>NAME OF THE PERSON RECEIVING</b></p> <p>Means and/or resources received:</p> <p>_____</p> <p><b>STAMPED AND SIGNED</b></p>	<p><b>RECEIVED IN THE PAVILION OR AREA</b></p> <p>DATE: _____ TIME: _____</p> <p>_____</p> <p><b>NAME OF THE PERSON RECEIVING</b></p> <p>Means and/or resources received:</p> <p>_____</p> <p><b>STAMPED AND SIGNED</b></p>
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## ANNEX No.2

<i>Information for Official Fair Catalogue</i>
<p><b><i>The exhibitor has the right to include a maximum of 10 lines of text in the Products and/or Services of his Company. The information must be delivered in digital or printed format and legibly written.</i></b></p>
<p>Exhibiting Company: Head Office Address: City: Country: Telephone: E-mail: Web site, Facebook, Twitter:</p> <p><b>OFFICIAL REPRESENTED IN CUBA:</b> Address: City: Telephone: E-mail: Web site, Facebook, Twitter:</p>
<p><b>Your Company's Products and Services</b></p>

**Organizing Committee of the Fair  
Santiago de Cuba**