



VIRTUAL EDUCA EXHIBITION 2016



Exhibitor's Guide



- 1** Introduction
- 2** Basic Information
- 3** Agenda for exhibitors
- 4** Booths and equipment
- 5** General policies
- 6** Specific policies
- 7** Assembly and disassembly
- 8** Access and floor plans
- 9** Contact us



The twelve first Virtual Educa Annual International Symposiums [2000-2011] were associated with an exhibition area, attended by many important exhibitors. Given the importance of the meeting the 1st International Exhibition "Education, Innovation and ICT 'in Latin America and the Caribbean was organized in the framework of Virtual Educa Panama 2012 with the aim of presenting products, services, initiatives and good practices models for the region.

The success of both Colombia 2013, Perú 2014 and México 2015, reaffirmed the idea that it is necessary to have an annual exhibition in Latin America and the Caribbean, so the 5th International Exhibition "Education, Innovation and ICT 'is called, to be held in conjunction with the XVII International Virtual Educa Symposium 2016 Puerto Rico, which is organized by The Government of the State of Puerto Rico and the General Secretariat of the OAS and Virtual Educa.

Looking forward to seeing you in San Juan of Puerto Rico!
Best Regards

José María Antón
General Secretary of Virtual Educa

2 Basic Information

NAME:

**5th
INTERNATIONAL EXHIBITION 'EDUCATION, INNOVATION
AND ICT' OF LATIN AMERICA AND THE CARIBBEAN**

THE EXHIBITION IS HELD WITHIN:

THE XVII INTERNATIONAL VIRTUAL EDUCA SYMPOSIUM

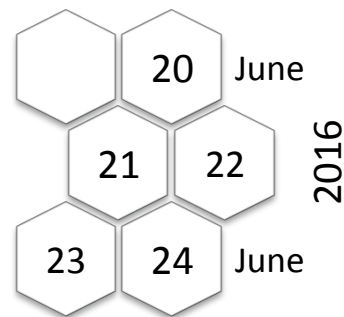
ORGANIZED BY:

Commonwealth of Puerto Rico,
OAS Organization of American States/
Virtual Educa

WEB: <http://www.virtualeduca.org/exposicion>

LOCATION: Convention Center, San Juan of Puerto Rico

DATES: June 20th – 24th 2016



18°27'10" N, 66°05'33" W



**XVII ENCUENTRO
INTERNACIONAL
VIRTUAL EDUCA**

SAN JUAN, 20 - 24 de junio, 2016
www.virtualeduca.org/puertorico2016



3 Agenda for exhibitors

○ Exhibition schedule

	<i>Inauguration</i>
Monday, 20th June	9:00 pm - 4:00 pm
Tuesday, 21th June	9:00 am - 6:00 pm
Wednesday, 22th June	9:00 am - 6:00 pm
Thursday, 23th June	9:00 am - 6:00 pm
Friday, 24th June	9:00 am - 1:00 pm
	<i>Closure</i>

○ Schedule of assembly and disassembly

1 Delivery of spaces [for assembly] from the Organization to the exhibitors:

→ Saturday 18th June 12:00 am

2 Assembly of booths by exhibitors:

↓ Saturday 18th June 8:00 am - 8:00 pm
Sunday 19th June 8:00 am - 8:00 pm

3 Delivery of booths [ready made] from the Organization to the exhibitors:

Sunday 19th June 4:00 pm
→ Sunday 19th June 8:00 pm

4 Disassembly of booths:

↓ Friday 24th June 2:00 pm - 8:00 pm

○ Access to the Exhibition

Access to the exhibition will be open to the public.

3 Agenda for exhibitors

○ Important dates for exhibitors

➔ Before May 30th 2016

Complete the Exhibition Catalogue information on the Extranet's Digital box:

- Information regarding of the Institution.
- Upload files with logotype, prototype and page.

Before June 15th 2016





➔ On the Extranet's Digital box must upload:

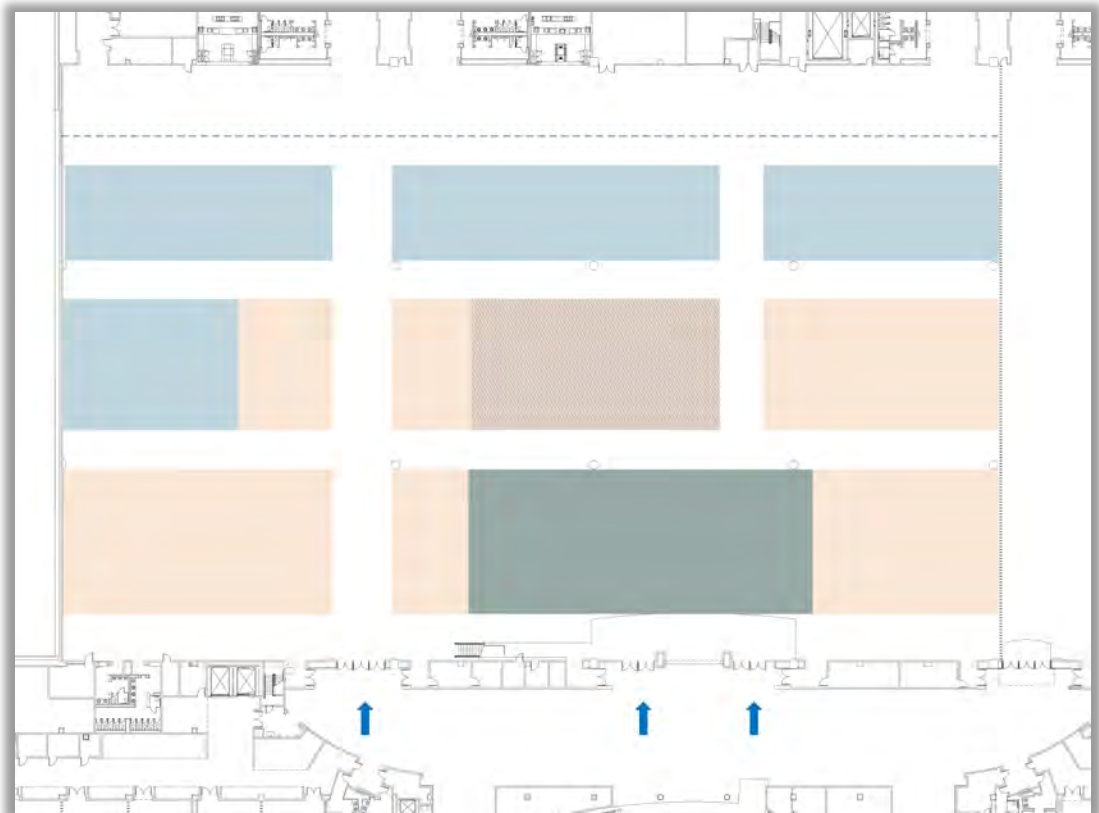
- Report exhibitors information regarding staff managing the booths, or the construction company person in charge.
- Data of all staff in charge of booth assembly and disassembly.
- All employees certificate of Insurance .
- Legal liability insurance.

JUNE 2016						
L	M	M	J	V	S	D
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Positioning and areas of the exhibition at Puerto Rico Convention Center – Exhibit Hall

EXHIBITION'S AREA:

-  Puerto Rico Institutional
-  Partners and Benefactors Virtual Educa
-  Interactive space
-  Corporate sector



Types of booths / spaces

The layout of the booths can have different shapes ; island, corner or box.

The types of booths or spaces for assembly provided by the Organization are:

- **Type 1:** 3.05 m x 3.05 m [9 m²] 10'x10' [100 ft²]
- **Type 2:** 6.10 m x 3.05 m [18 m²] 20'x10' [200 ft²]
- **Types 3 to 6:** Other booths/spaces with bigger specific dimensions, x9 measurements that fit in the space available [27 m², 36 m², 54 m², 63 m²]

The average height of the booths is 2.50 m [8.2 ft]

Clearance height of the Exhibition Hall is 9.15 m [30 ft]



Standard booth:



BOOTHS

Structure:

- Octagonal aluminium structure
- Fiber or melamine panels
- A front strip with the exhibitor's name and booth number, standardized font of 12.7 cm [5"] high – 20 characters maximum
- Lighting with 2/4 halogen adjustable lamps

Furniture:

- 1 or 2 Counters [9 m²/18 m²]
- 1 or Highchairs [9 m²/18 m²]
- 1 Desk for meetings
- 2 or 4 Chairs [9 m²/18 m²]

Facilities:

- Single phase electrical switchboard of 120 v (60 Hz) with 100w
- Internet Access

SPACES

- Single phase electrical switchboard of 120 v (60 Hz) with 100w
- Internet Access

5.1 Coordination

- The exhibition is coordinated and supervised by the Technical Coordination of Virtual Educa.
- Any exhibitor will be authorized to occupy his space or will be provided with his corresponding booth if he has not previously made the suitable payments for the costs asked by the Technical Coordination.
- Repair or replacement costs and fines incurred by exhibitors or assembly companies will always be charged to exhibitors, being paid according to the values set by the Organization.
- Full payment of those expenses incurred during the exhibition will be a prerequisite to remove material from the exhibition spaces.
- For further information please contact the Technical Coordination of Virtual Educa.

5.2 Accreditations

- Exhibitors and staff from assembly and disassembly companies should carry their identification badges in order to be able to get into the exhibition. Also, all of them have to be actively registered in the Social Security System and up to dated.
- Accreditations are given for the whole event wholly exclusive.
- 5 ID tags will be given to each exhibitor for staff managing his booth. Furthermore, assembly and disassembly companies will be provided with the accreditations needed.
- The exhibitor must submit, prior to the exhibition, by the deadline, a complete list of his staff. A specific form will be delivered by the Organization to be used for this purpose.

5.3 Services

The general services available in the exhibition area will be:

- First aids.
- Common toilet facilities.
- Firefighting System.
- VE Technical Coordination Office.

5.4 Security

- The Puerto Rico Convention Center [PRCC], venue for the event, will offer a 24 hours daily security service for surveillance of common and perimetral facilities. However, this security does not include surveillance of booth equipment.
- The Organization will not be responsible for booth equipment safekeeping, nor will it be for equipment lost or damage.
- Exhibitors must insure their equipment and any other items they mind whether being of his property or a third person's.
- Also It is recommended to use security cables for anchoring the fixed elements of all electronic devices.

5.5 Forbiddances

- Any demonstration or activity will be allowed to take place in the corridors or halls of exhibition area. All activities carried out by exhibitors should be held under the perimeter of each one's contracted space.
- Distribution and promotion activities must take place within the contracted space. Encroachment on common areas of the exhibition [walls, hallways, toilets, empty areas, other booths...]and billboard placement on them are not allowed.
- Sound equipment that may cause annoyance or disturb other exhibitors or visitors must be properly used. Exhibitors should forecast acoustic insulation systems or keep a moderate volume setting.
- Retail sales are not allowed inside the exhibition ground.
- Smoking and eating is prohibited within the enclosure.

5.6 Recommendations

- It is compulsory to always carry the identification badge and personal ID.
- It is important to follow the schedule.
- It is advisable for exhibitors to appoint a booth manager who monitors the opening and closing of their booths in order to avoid lost or theft of equipment that focus on those moments. For this end, it is recommended for booth managers to be on the booth around 1 hour or a half before the opening and after the closing.
- It is advisable to consider using voltage stabilizers to protect electronic devices.

5.7 Spaces

Booths and Spaces:

- The Organization will deliver the booths and spaces by the date agreed. From that moment on exhibitors will be able to proceed to their booths assembly. Contact the Organization for exceptional cases.

Storage space

- There's no specific area for storage. Consequently, to avoid excess of products and materials buildup they must be transferred on the day of assembly.
- The Organization is not responsible for any item left in the warehouse after the completion of the exhibition.

Duty free zone / Temporary imports.

- Goods, equipment and merchandising used in the exhibition will be registered in the country as temporary imports.
- Exhibitors should contact custom officials or the Organization to know about the steps to be followed in this regard.
- Exhibitors have to hand in to the Organization a signed document together with a complete list of products and equipment items [packing list] for checking in and checking out.

5.8 Intellectual and Industrial property

- Exhibitors are committed to not showing a logo, multimedia or graphic element that could damage other's intellectual property rights. Exhibitors will be able to show only their own logos or those they have been authorized to.
- Exhibitors are committed to not displaying on the booths a product or a service that imitates the ones of another exhibitor or that may damage their exclusive intellectual property rights, whether being registered or not. Also they are committed to not perform unfair practices through the exhibition period.
- It is absolutely forbidden to place in the booth any catalogue, brochure or kind of advertising material that infringes the current laws or a third person's rights in any way.
- The Organization will be able to exercise inspection functions within the exhibition ground, with the aim of being able to verify any breach of the practices previously stated.
- Non compliance with those statements to fight against plagiarism, infringement of intellectual property rights or any other kind of unfair practice could be a reason for exclusion in the current and future exhibitions.

Specific complementary policies of Puerto Rico Convention Center

6.1 Spaces

The regular schedule of PRCC is from 8:00 am to 10:00 pm everyday and it is managed by its Operator [SMG].

Parking

All service contractors' employees can park on the street at their own risk or pay regular day fee at the PRCC exclusive parking. Please contact your Event Manager if you would like to arrange for pre-paid parking for employees.

Loading dock

- Loading dock operating hours are from 7 am until 11 pm. Move-ins and Move-outs must be done within these hours. Any variances needed must be approved by the Operator and may include additional fees.
- Exhibitors and staff for assembly can use it whilst the loading/unloading operations, but it is not a storage or parking area. If maximum time allowed is exceeded fines will be imposed.
- Each exhibitor is responsible for reception of his own products, materials and merchandising.
- Access for loading and unloading vehicles should be previously authorized by the Operator.

6.2 Systems and equipment

Supplies for booths

- Supply of different services for booths is made through manholes set on the floor of the Exhibit Hall.
- It is forbidden to block these manholes.



Services provided through manholes on the floor:
Electrical Switchboard of 120 v
Single phase 60 Hz
Water supply
Wastewater service
Air Compressed Service
Internet service
Phone Service

Firefighting system

- It is absolutely prohibited to block firefighting equipment and emergency exits.
- It is absolutely prohibited also to remove or hide signals of the evacuation itinerary, extinguishers and information signs placed at the exhibition ground.

Electric power

- Guaranteed supply:
 - 120 v, 60 cycles, single phase.
 - 100 w/m² for the total area.
 - 30 amp per floor box.
- If more electric supply required exhibitor should contact the Operator.
- Electric supply is just provided during the general exhibition schedule. If more hours needed exhibitor must contact the Operator to contract night-time service.
- Booths connections are made from the closest electric manhole and all electrical cords should be taped down immediately after placement.
- It is compulsory to have an electrical panel inside the booth and a loading centre with magneto- thermal protection units for the protection of the whole electrical system.
- Electronic devices must have voltage regulators and be protected against surges and power cuts. Staff for installation must be certified in electrical installations.
- All electrical contractors must comply with the Contractors Requirements.

6.3 Rules and prohibitions

- All decorations, drapes, signs, banners, acoustical materials, moss, split bamboo, plastic cloth and similar decorative materials shall be flame retardant or treated with an approved flame retardant solution.
- The use of pyrotechny is strictly prohibited inside of building.
- Open flame devices [candles, etc.] are prohibited. Please, consult your Event Manager for exceptions and more details.
- Flyer distribution is not permitted in public areas. Adhesive backed decals and stickers may not be distributed in the Center.
- Exterior banners are prohibited outside the Facility.
- Floor, columns or structures within the enclosure cannot be drilled.
- All tape used within the Facility must be approved. Service Contractors must provide and use **BRON BT100** tape for all granite and terrazzo surfaces and **SHURTAPE PC 628 GAFFERS** tape on Facility carpet when laying decorator carpet or other materials over these surfaces.
- The use of "Glitter" is not permitted. Helium balloons may not be given away or utilized without the express permission of the Operator.
- During the booths disassembly adhesive tapes, marks and remains must be removed and the area occupied must be cleaned. Remains and residues should not be left anywhere. The use of the own trash cans of PRCC is not allowed.

7.1 Coordination

- The Technical Coordination of Virtual Educa, organizer of the meeting, coordinates and supervises the assembly and dismantlement of the exhibition.
- Booth assembly cannot start before the corresponding official delivery of booths by the Organization.
- All exhibitors and staff for the assembly should be actively registered in the Social Security System and up to dated with their payments at the moment of the exhibition.

7.2 Rules for assembling

Design

- The project must fit in the space and adapt the characteristics of the exhibition area. Design and assembly must be done in a way that respects emergency exits, fire fighting system equipment and signals.
- Exhibitor must respect the perimeter planned for the display area.
- Standard height of the booths is 2'50 m [8.2 ft], however, booths can be higher as the clearance height of the Exhibit Hall is 9'15 m [30 ft].
- Finishes must be excellent in all visible walls. In addition, hidden walls must be in good shape without any cable, wood and fabric leftover.
- Booth designs must be light, easy to assemble, self-supporting and appropriate for the atmosphere of the exhibition. They should not involve modification of the facilities and rooms. Booth construction works are not allowed within the enclosure.

Special booths :

- Double height booths [with an attic or superior level accessible for the visitors] or those ones with specific construction features are considered as special booths.
- Before starting the assembly floor plan and elevation plans of these booths must be submitted to the Technical Coordination for approval.
- For these booths exhibitors will be asked to present the following documents :

Floor plan, structural detailing plans, workshop drawings and explanatory documentation.

- Structural calculations of the booth [with a maximum validity 6 months] and a signed declaration of the person who made them stating he/she has enough technical knowledge to carry them [engineer , architect..].
- Declaration of work completion as a guarantee that booth construction has been finished properly.
- A copy of the social responsibility insurance policy of the company.

Not allowed works

- It is not allowed to perform masonry works straight on the floor.
- Floor, columns or structures within the enclosure cannot be drilled.
- Any sound, lighting or video item supported on the building structure must be ensured with appropriate fastening elements.
- Exhibitors and assembly companies contracted by them should assure low impact in the building [floor, walls, ceilings,...] and its facilities. Therefore, the use of nails, clamps or any similar element is forbidden.
- If damages occur exhibitors will be responsible for repairing them or paying for them to be fixed.
- Exhibitors and assembly companies can not use paintings or glues on divisional panels.
- If it is absolutely essential to do so, they must install corresponding protective items on the exhibition area and lock or aisle booth space not to affect adjacent areas.
- It is not allowed to modify, unhang or operate on the existing items in the showroom. To anchor something is neither allowed. All the items assembled must be self-supporting.

Precautions

- In case of applying finishes on the floor exhibitors and assembly companies must use platforms to prevent damaging it.
- To prevent alterations in the floor due to the use of adhesive tapes it is recommended to use specific tapes that provide clean removal. [see 6.3]
- In case of executing drilling, nailing or sawing works on the floor protective items must be used on the walls and floor.
- Exhibition space can not be used as a workshop. Only assembly and packing of ready made booths is allowed.

Responsibilities

- Every company working on booth assembly must have its own tools and equipment required to perform works properly. The venue will not provide or rent any tool or equipment.
- The exhibitor will be responsible for cleaning the stands during assembly and disassembly, and during the exhibition.
- All items left in public areas or areas not assigned to the exhibitor will be removed by the cleaning services.

Supervision

- The Organization reserves the right to dismantle or remove any item it considers to go against the established rules of the exhibition.
- The Organization reserves the right to stop assembly works that do not conform with those described and with industrial security rules.
- Also it reserves the right to prevent access to the exhibition of those assembly companies having infringed the rules in the past.

Booths must be fully assembled by the opening of the exhibition.

7.3 Rules for disassembly

Starting of the disassembly

- Disassembly will be done after the closure of the exhibition.
- Since all booth removal is done at the same time lot of people is circulating around the exhibition area so the Organization wont be responsible for items lost during this process.
- It is very important to carry personal badges at this stage.

Return of the spaces

- Exhibitor must return his corresponding space and equipment under the same conditions of storage and cleanliness they were delivered to him.
- Exhibitors can not leave heavy materials on their corresponding spaces. Spaces must be clean and ready to be used when they leave.
- In case of damages found exhibitors or assembly companies will be asked to repair them.

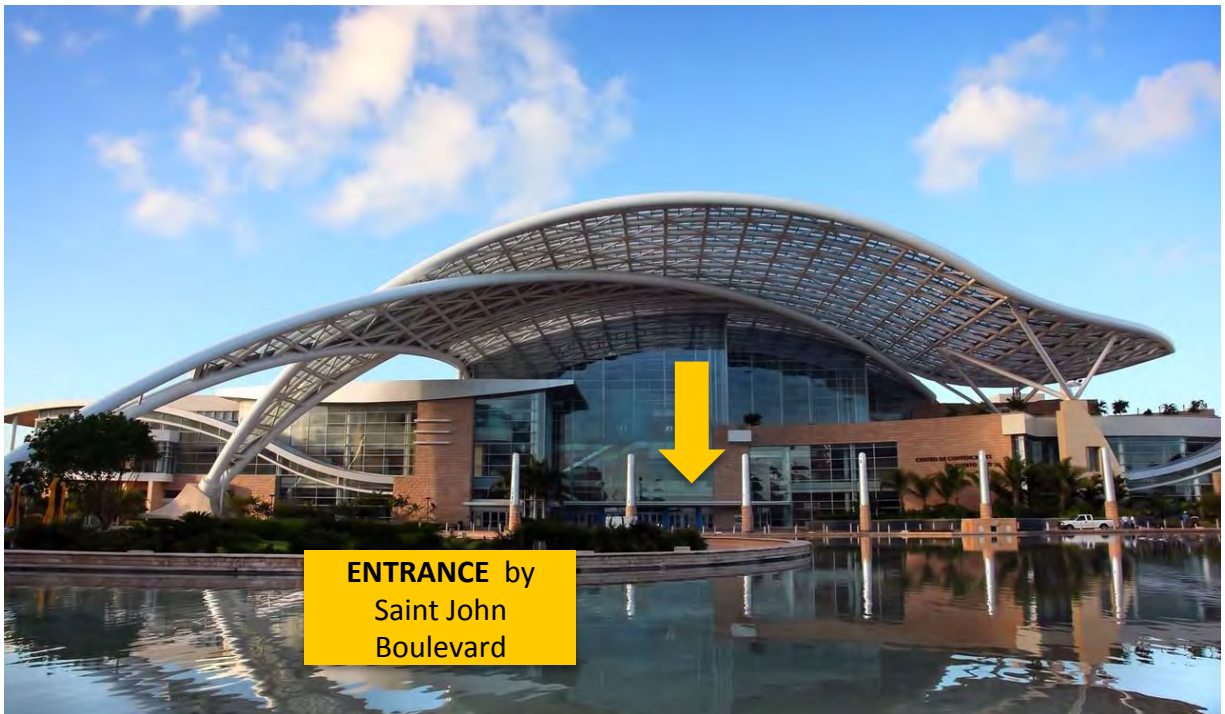
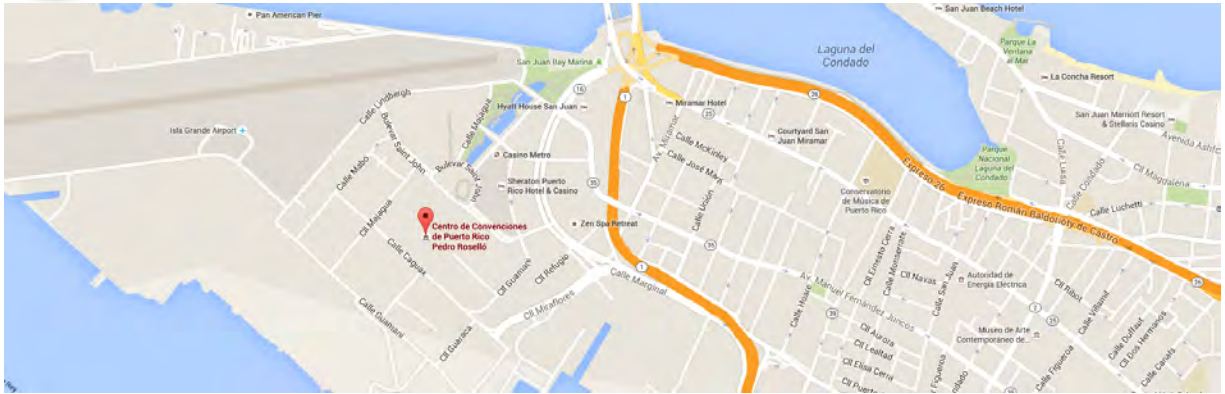
Withdrawal of stock

- Once the period of time established for disassembly is over, the withdrawal and disposal of all materials that remain in the exhibition area is done by the cleaning services [boards, material, equipment...]. Those materials will be considered worthless for exhibitors so the Organization will not incur any responsibility for them.
- In order to access the exhibition area to proceed with the disassembly and removal of materials or items exhibitors must have prior permission of the Technical Coordination.

Booths must be completely disassembled on time.

8

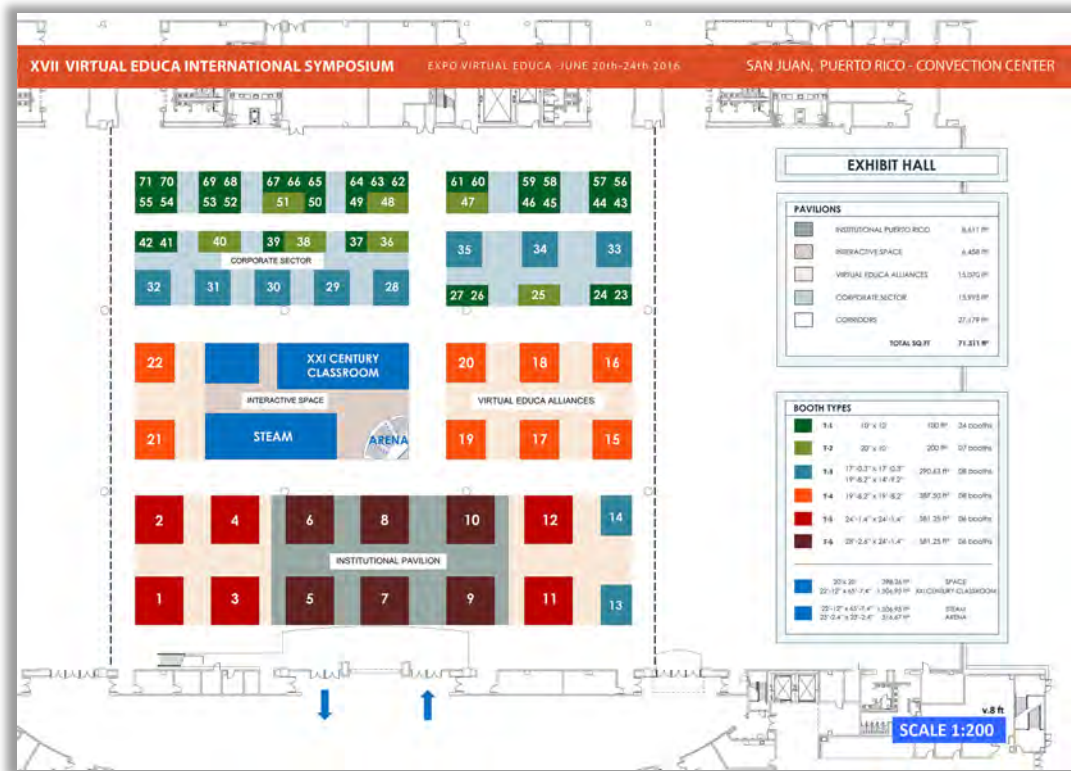
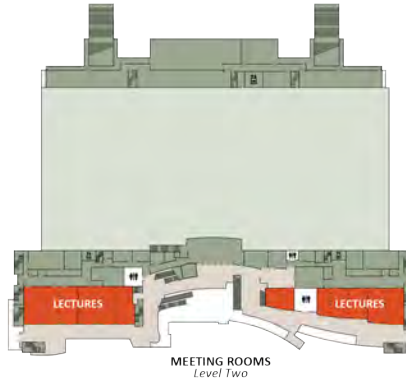
Access and floor plans



ACCESS TO PUERTO RICO CONVENTION CENTER

100 Convention Boulevard
SAN JUAN, PR00907

8 Access and floor plans



[http://virtualeduca.org/exposicion/pdf/2016/vepr-2016\(plano-expo\)-fts.pdf](http://virtualeduca.org/exposicion/pdf/2016/vepr-2016(plano-expo)-fts.pdf)

OPERATIONAL COORDINATION

Rocío Cruz

e-mail: rocio@virtualeduca.org

Skype: chioska

VIRTUAL EDUCA MANAGEMENT

Jorge A. Jornet

e-mail: gerencia@virtualeduca.org

Skype: jorgeajornet



Additional services

The Operator is available to contract additional services such as cable TV, cleaning inside the booths, food and drink, phone line, installation of cables or structure items, additional electric supply...

Please, contact your Event Manager for details.

VIRTUAL EDUCA EXHIBITION

VIRTUAL EDUCA PUERTO RICO 2016

