



## PERUMODA & DECO 2022 REGULATIONS

### 1.- DEVELOPMENT OF THE EVENT

PERU MODA & DECO (\*\*\*) , organized by the Commission for the Promotion of Peruvian Exports and Tourism - PROMPERU, in coordination with the private sector, aims to promote the Peruvian exportable offer to the world's main buyers.

Location: Lima Convention Center. Av. Javier Prado Este 2225, San Borja.

The general program of activities for the event is as follows:

#### Assembly of Areas:

- Wednesday November 09, 2022 - from 6:00 p.m. to 8:00 p.m. (to be confirmed)
- Thursday November 10, 2022 - from 07:00 a.m. to 09:00 a.m.

#### Delivery of Credentials:

- Wednesday November 09, 2022 - from 12:00 to 17:00 (to be confirmed)
- Thursday November 10, 2022 - from 7:00 a.m. to 9:00 a.m.

#### Business Roundtable:

- Thursday November 10, 2022 - from 9:30 am to 1:00 pm and from 3:00 pm to 6:00 pm.
- Friday November 11, 2022 - from 9:30 am to 1:00 pm and from 3:00 pm to 6:00 pm.

#### Exhibition:

- Thursday November 10, 2022 - from 3:00 pm to 6:00 pm.
- Friday November 11, 2022 - from 9:30 am to 6:00 pm.

#### Disassembly of Areas:

- Friday November 11, 2022 - from 6:30 pm to 9:00 pm.

#### Security During the event

**PERU MODA & DECO event** will have 24-hour security during the official days of assembly, wheeling, exhibition and dismantling, that is, until November 11 at 9:00 pm.

**However, we remind you that you should pay special attention to the goods within the area, keeping personnel in the area during the hours of the event. PROMPERU is not responsible in any way for any loss or damage during the exhibition hours.**

During the hours of closure to the public, no one will be allowed to remain inside the event's reserved area, except for security or maintenance personnel of PERU MODA & DECO 2022.

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## **OPERATION OF THE BUSINESS ROUNDTABLE**

### **1. Purpose and Character**

The purpose of the Business Roundtable is to bring together in one place exhibitors and buyers who wish to meet for business or strategic alliances.

### **2. Appointment Agenda**

Appointment Assignment will be available from the last week of October.

Each participant will request a business appointment with the international buyer through PROMPERU's MATCH platform.

The International Buyer will accept or not the business appointment through the roundtable system.

The acceptance of the Peruvian company's participation in the business roundtable depends on finding a counterpart to its product offer.

The organization is not responsible in case the international buyer cancels the appointment days prior to the development of the business conference.

### **3. Business Roundtable Development**

A maximum of 25 minutes will have to conduct the negotiation and 5 minutes for the change of appointment. Time control will be monitored by a person in charge of the Organization.

Both the Exhibitor and the International Buyer must be punctual at the time of the appointment at the venue, the waiting time limit will be 5 minutes for both parties otherwise the affected party will have the right to withdraw and not wait for the other counterpart, if he decides to wait and make the business appointment will only have the rest of time left, but not the 25 minutes provided per appointment.

The Exhibitor will remain seated at a table and should bring the necessary items for his business appointment (business cards, price list, catalogs, samples, etc.). The distribution of this printed material, samples and other promotional items by the exhibitor will be limited to the area at their trade table.

The buyer will be accompanied by a member of the organization's staff who will take him/her to the table according to the appointment.

The Organizing Committee will provide each business table according to what is stipulated in point 4 (Assembly and Disassembly of Areas), so each participant must provide all the equipment according to their needs (**Each participating company must have personnel trained to negotiate in English**).

At the end of each of their business appointments both the Exhibitor and the Buyer must answer a survey that will be in each of their business tables, a member of the Business Roundtable Staff will collect these surveys, which will serve to measure the level of success of the event.

## 2.- OPENING OF THE PAVILION DURING THE EVENT

The Pavilion will be open to the personnel of the participating companies as from 7:00 a.m. on the days of the event, so that they may make their arrangements to be present before the opening to visitors, which will take place according to the schedule set forth in item No. 01, as from 9:30 a.m.

PROMPERU is not responsible for any damage and/or loss that may occur to exhibitors' goods due to their non-arrival at the Pavilion's opening time, as well as during exhibition hours.

The area must remain open during the established exhibition hours.

## 3.- MOVEMENT OF PERSONNEL DURING THE EVENT

### **Credentials:**

**Exhibitor's credential:** will have 04 badges per area of 9m<sup>2</sup> for the use of the personnel during the days of the event. The participant's credential should only be used by the company's personnel who will be permanently assigned to the area during the days of the event. Previously, the names and ID of the personnel in charge at the table will be requested.

The credential is the only means of identification of the company, so it must be used within the event venue. ***Without this document, the entrance to the event will not be allowed. In addition, 20 invitations per participating company will be provided.***

These credentials will be in the company's name. The credentials will be delivered at the place and on the days that the organizing committee will communicate in a timely manner.

**Babies and children are not allowed** under any circumstances, nor the use of photographic or video equipment. The only people authorized to carry this equipment are duly accredited press personnel and in activities previously coordinated with PROMPERU. ***In case of detecting unauthorized persons using this equipment will be confiscated by security personnel and any unauthorized recording within the exhibition area will be automatically deleted.***

In case of loss of credential, a duplicate copy can be requested at the registration area upon payment that shall be previously informed at the cash desk generated by the participation in the Peru Moda & Deco 2022 event.

## 4.- ASSEMBLY AND DISASSEMBLY OF AREAS

### Occupancy of the Area

The participant may only occupy the area assigned to him/her according to the signed contract.

### Assignment

The exhibitor may not sublease or assign part or all of the assigned and contracted area.

### Dates for Assembly and Disassembly of the areas

Date and Timetable for the Assembly of Areas:

- Wednesday November 09, 2022 - from 6:00 p.m. to 8:00 p.m. (to be confirmed)
- Thursday November 10, 2022 - from 07:00 a.m. to 09:00 a.m.

Date and Timetable for the Disassembly of Areas:

- Friday November 11, 2022 - from 6:30 pm to 9:00 pm.

### Personnel Entry

Only people who present their participant's credential and personal protective equipment (helmet and boots) will be allowed to enter for the assembly (November 9). The entrance will be forbidden to personnel who do not wear as stated, since it is mandatory according to Law No. 29783. Civil Defense.

### **Entry and Exit of Goods, Materials and/or Equipment to the Event Venue**

The entry and exit of goods, materials and/or equipment to and from the premises shall be made through the accesses that the Organizing Committee shall inform in a timely manner.

The list detailed in the Remittance Advice will be verified and signed by both parties at the time of entry. The entry of any good, material or equipment not consigned in the waybill is the sole responsibility of the participant. The original waybill with signatures must be presented at the time of disassembly and removal of the goods, materials and equipment that have been brought in.

Participating company personnel must wear the credential in a visible place at all times.

Access with vehicles to the inside of the enclosure will be exclusively for unloading and loading of materials. PROMPERU will not be responsible for the surveillance of the same while they remain in the loading and unloading areas. ***In no case PROMPERU will be responsible for the content of the aforementioned vehicles.***

The Participant undertakes to inform the contracted companies to carry out the work of transportation, loading and unloading of goods, about the content of the provisions of these Regulations.

### **Implementation of the Areas**

**The areas in general PERU MODA:** have the following measures and will be implemented with the following:

- Measures 9m<sup>2</sup>

#### **Furniture and equipment:**

- 01 table.
- 02 stacking chairs
- 01 adjustable rack.
- 01 type coat rack
- 01 company name.
- 01 triple outlet.

#### **Footwear and Accessories Area:**

**Area:** It has the following measures and will be implemented with the following:

- Measures 9m<sup>2</sup>

#### **Furniture and equipment:**

- 01 table.
- 02 chairs
- 01 name of the exhibiting company
- Furniture.
- 01 triple outlet.

**DECO general areas:** have the following measures and will be implemented with the following:

- Measures 9m<sup>2</sup>

**Minimum furniture and equipment:**

- 01 table.
- 02 stacking chairs
- 01 articulating furniture
- 01 company name.
- 01 triple outlet.

**Important Note:**

The participant must take into account that it is forbidden to paint, drill, hammer or damage in any way any element of the area, as well as the use of paint, glue, nails, staples, drawing pins or any other material that may damage in any way the integrity of the structures or goods delivered.

No element may detract from the visibility of adjoining areas.

In the event that the components of the area suffer any damage caused by the participant, the participant will be responsible for covering the cost of replacement or repair, which will be calculated by the supplier. Goods and materials brought in by the company will not be allowed to leave the premises until the damage caused is accounted for.

***It is restricted to include additional exhibition elements to those provided by the Organization, in order to keep uniformity with the surrounding areas.***

***It will only be allowed with a mannequin with the following characteristics:***

- ***01 full body white mannequin with head.***

***In the event products cannot be exhibited with the given elements, please send a request via e-mail to be evaluated by the organization.***

**Prohibitions:**

Any type of implementation that distorts the image of the granted space is prohibited.

Live animals are not allowed in the areas.

It is forbidden to project any type of image or light beam outside the allocated space.

It is forbidden to make any kind of assembly in those areas defined as aisles of the event. No furniture or decorative material may invade the aisles or interfere with the visibility of the continuous areas.

**PROMPERU will not provide interpreters to exhibiting companies.**

PROMPERU reserves the right to incorporate other indications related to the event.

It is restricted to include additional exhibition elements to those provided by the Organization, in order to keep uniformity with the surrounding areas.

**Completion of Works of Assembly**

All participants, as well as the companies contracted and/or subcontracted to carry out the assembly and/or disassembly of the areas, are obliged to assemble, disassemble and remove the materials used for the assembly, within the time periods established for this purpose.

The company must comply with the dates and schedules established for the assembly stage.

Once the period established for disassembling the area has elapsed (18:30 hours on November 11), all materials and goods that still remain in the pavilion will be removed by PROMPERU and stored in a warehouse, the exhibitor forfeiting any right to claim on said goods, which will be donated to a recognized public charity.

**5.- AREA MAINTENANCE**

It is the exhibitor's responsibility to clean the area, keeping it clean of debris, boxes and materials that do not belong to the exhibition.

Participants are prohibited from burning, shredding or incinerating materials. All waste must be moved and deposited in the respective waste containers, located in predetermined areas.

**6.- SANITARY MEASURES**

These measures are subject to change by the competent authorities and the fairgrounds. We recommend you to be aware of any announcements that may arise for this event.

-Optional use of masks or face masks.

-Application of antibacterial gel.

**IMPORTANT NOTE:**

Regarding the delivery of information to each exhibitor, such as: credential data, the instructions to be followed will be sent via e-mail to the coordinator of the company participating in the event, whose compliance on the dates indicated will be mandatory.

Information submitted after the deadline will not be accepted by the Organizing Committee, and the company will lose any right to claim.

**It is worth mentioning that PROMPERU may develop subsequent changes to be made in the interests of the event or for reasons of force majeure.**

For any consultation, please write to the organizing team: [expositorperumoda1@promperu.gob.pe](mailto:expositorperumoda1@promperu.gob.pe); [expositorperumoda2@promperu.gob.pe](mailto:expositorperumoda2@promperu.gob.pe)

**ORGANIZING COMMITTEE PERUMODA & DECO 2022**