

LASA2024 – Exhibitor Kit for on-site Exhibitors

The **LASA2024 Book Exhibit** will take place in **Bogota, Colombia, June 12–15, 2024**.

The Exhibit will be held in the **Gerardo Arango Puerta building** of the [Pontificia Universidad Javeriana](https://www.pontificiauniversidadjaveriana.edu.co/).

Exhibit Table/Space includes:

1. Based on the final number of exhibitors, we have requested that the University arrange the exhibit hall to maximize space for each exhibitor. Four tables will be arranged per booth purchase in a U shape with an *approximate* measurement of 2.80 meters (9.2 feet) x 1.825 meters (6 feet) for each exhibitor. Therefore, it's likely that your assigned table(s) may be slightly different from your original selection.
2. Each table is 1.40m (4.6 feet) long x 45cm (1.5 feet) wide and 73cm (2.4 feet) high.
3. Two (2) chairs will be included.
4. Blue tablecloths will be provided. Or you are free to bring your own.
5. Three (3) exhibitors' badges/complimentary registration to access and attend all Congress activities on-site and virtually. It does not cover participation in the Congress. Participants must purchase a full registration. Instructions for obtaining complimentary registrations have been sent directly to exhibitors. Reply to exhibits@MaestroMeetings.org by **May 10** with your attendee names and ID#'s.
6. Please make use of the space behind your table to display any larger items or signage to not interfere with the visibility of other exhibitors' tables. Avoid any setups that would restrict passage in the attendee walking area.
7. Complimentary Wi-Fi is included in the exhibit area and throughout campus.
8. Complimentary access to electricity will be available, although it may not be available at every space. Colombia uses the same electrical system as North America.
9. Your booth will be in front of glass window, or in front of a wall. Please avoid taping or pasting items to the windows and walls. You may be asked to remove them.

Schedule

June 11 or 12 – pick up lanyard or reprint your badges in Ed. #12, Engineering Building

June 12 – 8:30 a.m. – 12:00 p.m. – Exhibitors Move-in

Show Hours

Wednesday, June 12

2:00 p.m. – 7:30 p.m.

Thursday, June 13

10:00 a.m. – 7:30 p.m.

Friday, June 14

10:00 a.m. – 7:30 p.m.

Saturday, June 15

10:00 a.m. – 2:00 p.m.

*As a courtesy to the Congress attendees and other exhibitors, we ask that you do not leave the Congress prior to the hours scheduled by LASA.

Tear Down

Saturday, June 15

2:00 p.m. – 6:00 p.m.

Shipping and Consolidation of Book Shipments*

May 20th – Siglo will begin receiving shipments to their warehouse.

June 7th – Last day for shipments to be received at the Siglo warehouse.

June 12th – Siglo will deliver boxes to the exhibitor tables by 8:00 am

[Shipping and Consolidating instructions](#) – English – includes mailing label.

[Shipping and Consolidating instructions](#) – Spanish – includes mailing label.

***Only books are eligible for shipments to Colombia. Items such as catalogs and giveaways must be transported with the exhibitor who is attending the congress.**

Return Shipments & Security

Security will require that exhibitors and general attendees' show their badges to enter the building. If you schedule any shipments to be picked up, they will need to be authorized and communicated with the security service ahead of the Congress. Email Margaret at exhibits@maestomeetings.org by **June 1** with the name of your organization, your table number(s) and the date and time of the shipping service that will be picking up your packages. LASA cannot be held accountable for the pickup of packages for those who are not present at the time of their scheduled pickup. Pick ups will only be permitted on Saturday, June 15 between 12 and 6 PM.

Colombia – Customs Regulations

LASA is not responsible for customs rules and regulations for merchandise sent to or carried into Colombia. Please familiarize yourself with the requirements.

<https://www.trade.gov/country-commercial-guides/colombia-customs-regulations>

Of note: Wear Comfortable Shoes

The Campus of the Pontificia Universidad Javeriana in Bogotá borders the scenic mountains Cerro Montserrat, Cerro de Guadalupe, and Cerros Orientales. Whilst this location provides the University with a beautiful greenery landscape, some buildings are located on uneven terrain. Therefore, appropriate comfortable shoes for **uphill** and **downhill** walking are highly recommended.