

**AUGUST
28 - 31
2025**



MANUAL | COMMERCIAL EXHIBITION

ORGANIZAN:



**SOCIEDAD DE
GASTROENTEROLOGÍA
DEL PERÚ**



**Organización Panamericana
de Gastroenterología**

PRODUCE:

**Eventual
Latam**



This document contains important information about your participation in **Pan American Digestive Disease Week.**

By receiving this document, **you are accepting all the Terms and Conditions** detailed below:

Reference

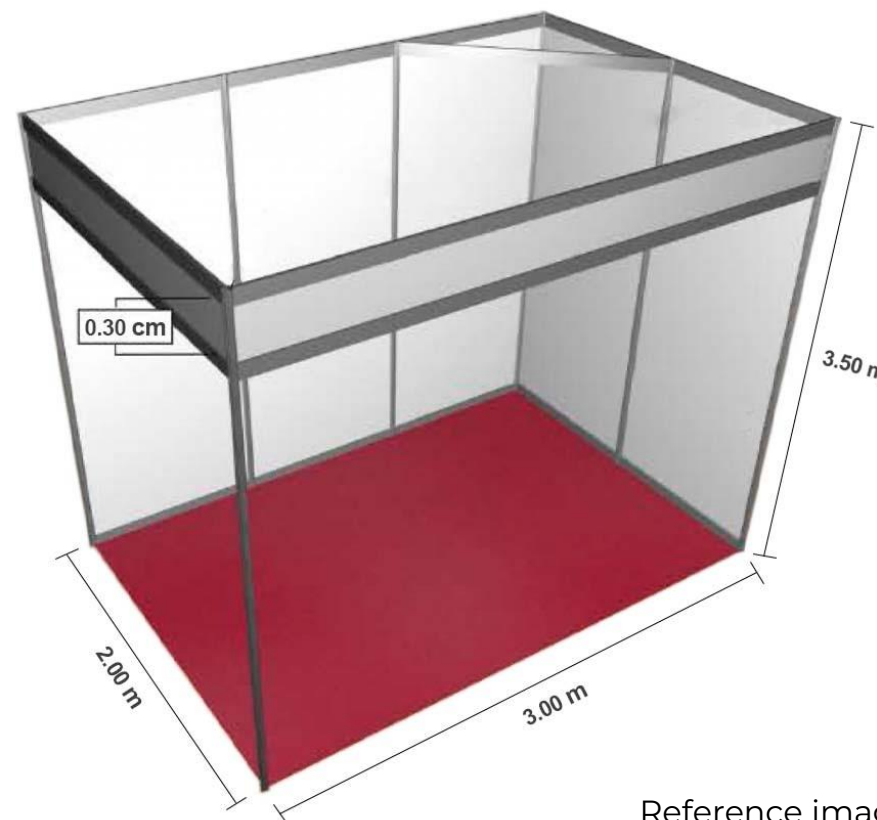


Maximum height: 3.50 m (10 ft.)

The maximum height of the structure **includes** the frieze or overhead sign.

The **maximum height** requirement applies to all sponsor categories:

- Platinum : 6.00 x 6.00 x **3.50** m
- Gold: 6.00 x 4.00 x **3.50** m
- Silver: 6.00 x 2.00 x **3.50** m
- Bronze: 3.00 x 2.00 x **3.50** m



Reference image

Incoming/outgoing of suppliers/materials



Address:
Zero gate/supplier gate
De la Arqueología Ave. 172, San Borja



- Vehicles unload at gate zero. They do NOT enter the Lima Convention Center (LCC) parking lot.
- A physical identification document must be presented.
- Equipment and materials will be entered and/or withdrawn through a simple list or guide in duplicate and in physical form.

Incoming/outgoing of suppliers/materials



Address:
Zero gate/supplier gate
De la Arqueología Ave. 172, San Borja



- Installation and/or assembly personnel must have Complementary Risk Work Insurance (SCTR), health and pension. It must be provided in physical form.
- Installation and/or assembly personnel must have the appropriate Personal Protective Equipment (PPE).
- Each sponsor and/or its installation and/or assembly supplier is responsible for transporting materials and/or equipment.

Requirements



The organizers will provide the assigned space and one 10-amp, single-phase electrical outlet for the sponsor and its supplier to install and/or assemble.

The sponsor is required to submit the following information via email:

1. Stand supplier details: company name and contact telephone number.
2. A list of all assembly/disassembly personnel, including their full names and DNI/CE numbers. Personnel not included on this list may not enter the stand.
3. Proof of SCTR, health, and pension insurance for assembly and disassembly personnel.
4. A plan or 3D view of the stand design with measurements and the project manager's signature or stamp.
5. Descriptive report. A brief description of the activities to be carried out.
6. A list of the equipment to be brought in, along with the respective electrical load.
7. A list of materials, such as merchandising and/or stationery, that will be brought in.

Deadline for submission of information:
Thursday, July 10, 2025

Participation in **the in-person** technical meeting at the Lima Convention Center (LCC) is **mandatory**.

The date and time will be communicated soon.
(Peru time).

Who should participate?
One representative from each supplier in charge of booth installation.

Safety talk



Address:
Main entrance
De la Arqueología Ave. 206, San Borja



Anyone who will be performing operational, installation, or assembly work at the Lima Convention Center (LCC) must pass the venue's safety induction.

Date

We will communicate the available dates in July and August soon.

Time:

9:00 a.m.
(Peru time).

Address

Av. de la Arqueología 206, San Borja

Note: Please present your physical ID at the LCC reception desk on the second floor.

Safety talk



After selecting the available dates for the safety talk, please email the names and DNI/CE of the inductees to projects4@stato.pe

The deadline for sending the data is the **day prior to the safety talk.**
The deadline is **11:00 a.m. Peru time.**

Personal Protective Equipment (PPE).



All individuals performing operational, installation, and/or assembly work must wear the appropriate **Personal Protective Equipment (PPE)**. At a minimum, the following items are required:

- ✓ Uniform (long sleeves).
- ✓ Helmet, gloves, and glasses.
- ✓ Safety boots.
- ✓ A harness with a lifeline is required for work over 1.2 m high.
- ✓ Optional: KN95 mask or double surgical mask.

The following is strictly **FORBIDDEN**:

- ✗ Wearing slippers, sandals, shorts, overalls, short-sleeved or sleeveless polo shirts, or similar attire.
- ✗ Eating, smoking, or sleeping in work areas.
- ✗ Sounding horns, shouting, whistling, or making other annoying noises.
- ✗ Consuming alcoholic beverages, illegal drugs, or entering the convention center under the influence of these substances.
- ✗ Minors are not permitted to enter.



Electric power



Power Source: Will be provided by a **GENERATOR (GE)**

Available power per stand: **10 amperes (A)** – single-phase

If additional power is required, please send an email to proyectos4@stato.pe by June 20, including the power required and the list of equipment.

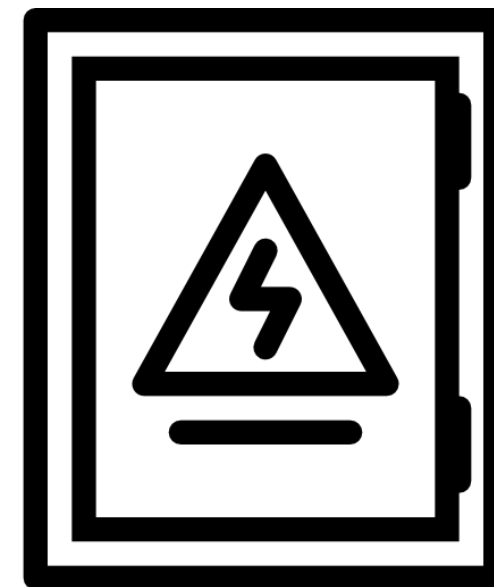
Testing Schedule: Lighting, screens, and/or electrical equipment tests will be carried out according to the following schedule:

Group 1	Tuesday, August 26, 2025, from 6:00 p.m. to 8:00 p.m.
Group 2	Wednesday, August 27, 2025, from 2:00 p.m. to 3:00 p.m.

Note: A detailed work schedule will be sent shortly.

After this period, **the generator will be turned off**, and no further electrical tests will be allowed.

It is **STRICTLY PROHIBITED** to use the venue's electrical outlets. Each stand and/or operating company **must use the electrical outlet assigned to their stand**. The use of twin cables is not allowed. Only **vulcanized cables** are permitted.



Assembly Schedule



Structure Installation

Date and time according to the schedule:
Tuesday, August 26, 2025, or
Wednesday, August 27, 2025
(Peru local time)

Delivery of Medical Equipment, Products, and/or Stationery

Date: Wednesday, August 27, 2025
Start Time: 3:00 p.m.
End Time: 5:00 p.m.
(Peru local time)

IMPORTANT

All sponsors and/or suppliers must comply with the established schedule.

Installation



The sponsor will be responsible for the installation of their booth: carpet (floor protection), walls, lighting, decoration, furniture, service personnel, promotional material, etc.

Important Considerations:

- Respect the area assigned by the organization. Exceeding the assigned area is not allowed.
- It is **mandatory** to install gray carpeting that covers the entire surface of the assigned area, underneath the structure (booth).
- Direct contact of metallic materials with the floor, walls, columns and/or railings of the Lima Convention Center (LCC) is **prohibited**. It is recommended to place carpeting to avoid damage.
- The booth must be self-supporting; it is not permitted to lean, hang, or attach it to the walls and/or columns of the Lima Convention Center (LCC).
- All booth walls, including side and rear panels, must be decorated and/or painted, both interior and exterior.
- It is **prohibited** to leave dirty walls, or exposed structures.
- The booth's finish must not affect the presentation of adjacent booths or obstruct their visibility.



PLATINO 36m²
6 x 6 metros



ORO 24m²
6 x 4 metros



PLATA 12m²
6 x 2 metros



BRONCE 6m²
3 x 2 metros

General Guidelines



Attention

- The sponsor must have their stand set up, clean, operational, and staffed from August 28 to 30, between 8:00 a.m. and 6:00 p.m., and on August 31 from 8:00 a.m. to 2:00 p.m.
- The sponsor is responsible for storing their promotional materials within their stand, out of sight of attendees.
- The sponsor is also responsible for the fees, meals, clothing, and training of their stand personnel.
- Identification badges will be provided to the representatives of each stand to ensure proper identification.



Safety

- All equipment and/or materials **must enter through Gate Zero**, accompanied by a simple list or inventory guide.
- The organization, the production company, and the Lima Convention Center (LCC) **shall not be held responsible** for the loss of materials and/or equipment during setup, the event, or dismantling.
- The sponsor **is responsible for properly safeguarding** their materials and/or equipment. The security team will oversee declared equipment **only during the night shift**.
- Any damage caused to the Lima Convention Center (LCC) by the sponsor or their supplier shall be **the sole responsibility of the sponsor**, who must cover any resulting costs.

General Guidelines



Order and Cleanliness

- Maintaining order and cleanliness within the booth is **the responsibility of each exhibiting company**.
- Storing boxes or materials outside the booth area is not permitted.
- Each exhibiting company is responsible for the waste generated at their booth during all stages of the event (set-up, conference, and dismantling) and must remove it from the Lima Convention Center (LCC).

Dismantling Schedule



Removal of Medical Equipment, Products, and/or Printed Materials

Date: Sunday, August 31, 2025

Start Time: 3:00 PM

End Time: 6:00 PM

(Peru local time)

Removal of Structures

Date: Monday, September 1, 2025

Start Time: 7:00 AM

End Time: 12:00 PM

(Peru local time)

IMPORTANT

All sponsors and/or vendors must adhere to the established schedule.

Logistics Support



Contact for Inquiries Regarding Logistical Matters

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