



IMPORTANT INFORMATION – UNIFIED CROWD MANAGEMENT SYSTEM (SUGA)

Dear Exhibitors:

We would like to inform you that **the Mayor's Office of Bogotá has recently issued Decree 642 of December 22, 2025, and Decree 607 of December 5, 2025**, which establish new provisions related to the Unified Crowd Management System (**SUGA**).

These regulations apply to all fairs and events held in the city, including those taking place at the Corferias exhibition center.

In order to ensure regulatory compliance and the proper operation of the fair or event organized by Corferias, it is of utmost importance that if your company's setup includes any of the following elements, you must inform Corferias within the established timelines and submit the documentation described below:

1. Who must submit the required documentation

All exhibitors and contractors whose stands or setups include elements that may pose risks to attendee safety or involve special technical conditions must comply with the following requirements, including but not limited to:

- Structures at risk of losing stability or vertical alignment
- Scaffolding, truss systems, or similar structures requiring technical certification
- Self-supporting structures involving loads, anchors, counterweights, or significant structural stress
- Raised platforms or flooring (indicating load capacity)
- Structures for lighting, sound, or screens
- Tents or modular roofing systems (especially those larger than 6x6 meters)
- Suspended fascia elements, mezzanines, or elevated components
- Any element transmitting loads to the floor or supporting significant weight
- Installations using gas or chemical substances or involving their handling
- Demonstrations involving machinery, tools, food, or supplies that may present operational risks



2. Requirements related to special activities

1. Use of substances or special equipment

- If the stand or setup will include demonstrations involving machinery that requires gas or chemical substances, or demonstrations involving chemical substances alone
- If the stand or setup will include demonstrations or tastings involving food, machinery, tools, or supplies, and whether these activities can be carried out using electrical equipment

3. Entertainment devices (Law 1225 of 2008)

If your activity involves operations regulated under Law 1225 of 2008, such as:

- Virtual reality experiences
- Inflatable games
- Simulators
- Elevated structures
- Screens
- Totems
- Any activity or device involving interaction with the public

You must obtain the required permits from the competent authorities at least 60 business days prior to the start of the fair or event.

You must also send, via email to gestionsuga@corferias.com (with copy to the Commercial Coordinator), the approval resolution of the entertainment device issued by the Government Secretariat, indicating in the subject line: Event name – Exhibitor name – Location

4. Required documentation

1. Submission method

Documentation must be sent in a folder labeled with the name of the fair or event via email to: gestionsuga@corferias.com, with copy to the Commercial Coordinator.

Subject line: Event name – Exhibitor name – Location within the event

Note: If the stand does not include the elements described above, structural certifications will not be required, and only the standard Corferias assembly requirements will apply.



4.2 Required documents

- Floor plans of the stand in DWG format
- Structural certificates signed by a civil engineer, preferably a structural specialist or with at least 5 years of experience
- Guidelines for structural and functional certification
- Information indicating whether gas or other chemical substances are required or if the operation can be carried out using electrical equipment
- PDF file including authorization from the relevant authorities (IDIGER, Government Secretariat, and Fire Department – UAECOB), when applicable under Law 1225 of 2008.3 Submission deadline

Each exhibitor and its contractor must ensure that all documentation is submitted no later than 7 weeks prior to the start of the fair or event.

Standard Corferias assembly requirements must also be complied with in all cases.

At Corferias, we reaffirm our commitment to safety, regulatory compliance, and supporting all participants throughout the planning and setup process.

We appreciate your attention and cooperation in ensuring compliance with current regulations.