

CIRCULAR LETTER FOR EXHIBITORS

Expo Estudios en el exterior 2010

Intercontinental Hotel, Medellín

22nd of April, 2010

1. The fair starts for the public on **the 22nd of April at 01:00 p.m. and will be closing at 07:00 p.m. on the same day.**
2. **Installation of the commercial stands** will be on April **22nd from 11:00 a.m. to 12:00 p.m at Intercontinental Hotel.** Punctuality in the installation is fundamental, as the entrance for attendees will begin at 01:00 p.m on the same day, and no structural installation or stand decoration may be performed on 15th of October once the fair begins.
3. For a well logistic coordination of the event by the 15th of April a list should be sent to TLI Colombia with the names, air itineraries and accommodation place of the agents who will be representing the institutions.
4. Elements and equipment entering the grounds should be registered by the staff entrance, located at the back of the hotel.
5. You may not hammer nails into walls or use glue on the floor, carpets, divisions or walls of the exhibition space. The organization of the fair will not be responsible for damages arising from the installation or use of stands or banners.
6. Stands must be taken down the day the Fair ends.
7. NO food may be consumed during the fair. Only the products distributed by the hotel during the timetables indicated by the organization of the fair.
8. The organization of the event will not provide lunch.
9. No alcoholic beverages of any kind may be brought, distributed or consumed in the fair.
10. The organization of the fair is responsible for supplying extension cords, string, banner stands or elements considered necessary for installing the commercial stands. **Before the 15th of April please inform us which supplies you require.**
11. If photocopies are needed, the institutions should request the service at TLI Colombia before of the 15th of April. The hotel does not have this service. The charge of this service should be paid on the day of the fair.
12. Publicity out of your own booth is prohibited.

RULES FOR THE ADVERTISING

According to the agreement/contract established with each the institution, the organization of the fair offers:

- A defined space for installing your stand (2 m²)
- A table and two chairs
- Interpreter

SCHOLARSHIP

As usual every year in our fair we draw some scholarships from the institutions. We hope that this year won't be an exception. Please let us know before the 22nd of April if you will contribute to this activity.

INAGURATIONA AND WELCOMING COCKATIL

On the 21st of April at 07:00 p.m will be the inauguration of the new TLI Colombia office and the welcoming cocktails to the fair. ALL institutions attending the fair are invited. Please confirm your attendance before of the 15th of April.

ACCOMMODATION ARRANGEMNET

The organization of the event will arrange the booking for the institutions that require it.

Intercontinental Hotel Rates are as follow:

TYPE OF ROOM	RATE p/night (Colombian pesos)	SINGLE ROOM	ADICIONAL PERSON p/night (colombian pesos)
Superior	\$ 199.500		\$ 47.000
Júnior Suite	\$ 260.400		\$ 47.000
Suite	\$ 312.900		\$ 47.000

The price includes

- ✓ BREAKFAST BUFFET
- ✓ Welcome Cocktail
- ✓ Emergency Medical Consultation (E.M.I)
- ✓ Business Center (check prices)
- ✓ Internet access
- ✓ Gym

Rates not included

- ✓ Hotel Insurance (\$ 5,900 + VAT 16%) x PERSON NIGHT
- ✓ VAT (10%), per room, per night (VAT will be applied at the time of check out)

Cll 16 A Sur No 48B – 18 Aguacatala. Medellín - Colombia
Phone: (574) 313 2061 Fax: (574) 313 4361
Mobil: (57-310) 461 9598

info@tlicolombia.com – www.tlicolombia.com

If you want to book in this hotel or get more information about other hotels please send an email to ngiraldo@tlicolombia.com

TRANSPORT ARRANGMENT

If you require transfer airport-hotel-airport please contact Nataly Giraldo at ngiraldo@tlicolombia.com

SMALL CONFERENCES AT TLI COLOMBIA

As you know the day after the fair, 24th April TLI Colombia will be presenting small conferences in its office with the purpose that the institutions have the opportunity to show more detail about their school information such as rates, locations, schedules, methodologies, etc

Please find below the schedule for the conferences. Let us know which time is ok for you.

FRIDAY 23TH OF APRIL	LECTURES	COUNTRY	SPEAKER
PLACE	TLI COLOMBIA OFFICE		
09:00 am - 9:45 am			
10:00 am - 10:45 am			
11:00 am - 11:45 pm			
12:00 pm - 12:45 pm			
01:00 pm - 01:45 pm			
02:00 pm - 02:45 pm	CROWN INSTITUTE	Nueva Zelanda	JULIANA TRUJILLO
03:00 pm - 03:45 pm			
04:00 pm - 04:45 pm			
05:00 pm - 05:40 pm			
06:00 pm - 08:00 pm			

REMISSION OF ADVERTISING MATERIAL, BANNERS AND OTHERS

To send inserts for the materials, gifts for attendees, banners, or any other type of materials, you must send them to TLI Colombia office address Calle 16 A Sur No 48B – 18 Aguacatala. Medellín – Colombia.

If you have any questions or suggestions, please contact TLI COLOMBIA, on the following telephone number: (57) (4) 4440252 in Medellin, or on the following cell phone: (57) 310-4619598.

Best Regards,



Diego Alvarez

General Director

TLI COLOMBIA