

GENERAL INFORMATION

XLI HAVANA INTERNATIONAL FAIR - FIHAV 2025

DATE: November 24-29, 2025

SCHEDULE: 10:00 am – 5:00 pm

HEADQUARTERS: EXPOCUBA Fairgrounds (Rocío Road, Km 3.5, Arroyo Naranjo, Havana)

ORGANIZING COMMITTEE:

- Ministry of Foreign Trade and Foreign Investment
- Chamber of Commerce of the Republic of Cuba
- PALCO Business Group

EXHIBITOR PROFILE: FIHAV is an annual multi-sector trade fair focused on raw materials, food and beverages, textiles, consumer goods, equipment and machinery, technology, and services. Participating companies are located by country. Depending on the area required, they may occupy part of a pavilion, an entire pavilion, or several pavilions.

GENERAL PROGRAM

November 12-23 9:00 am – 5:00 pm	Stand assembly free design (accredited personnel after coordination with the Organizing Committee).
November 19-23 9:00 am – 5:00 pm	Exhibitor Accreditation and Assembly of Modular Stands.
Monday, November 24 10:00 am 12:00 – 5:00 pm	Opening Ceremony. Flag Square. Professional Visits
Tuesday, November 25 10:00 am – 5:00 pm	Professional Visits
Wednesday, November 26 10:00 am – 5:00 pm	Professional Visits
Thursday, November 27 10:00 am – 5:00 pm	Professional Visits.
Friday, November 28 10:00 am – 5:00 pm 4:00 pm.	Professional Visits. Awards Ceremony. EXPOCUBA.
Saturday, November 29 10:00 am – 5:00 pm	Public Visit
Monday, December 1st to 10th 9:00 am – 5:00 pm	Removal of samples and dismantling of stands.

The EXPOCUBA exhibition center is Cuba's largest exhibition center. It is located on Rocío Road, Km 3.5, in the municipality of Arroyo Naranjo, approximately 25 km southeast of downtown Havana. It has an area of 600,000 m2, of which 25,000 m2 is net exhibition space and 24 exhibition pavilions.



CONTRACTING OF EXHIBITION AREA: Participation will be formalize through the **Participation Contract**, which must be requested by email at pabexpo1@palco.cu and rafaelalejandra@palco.cu, or directly at PABEXPO

The **Participation Contract** must be submitted with complete information, including the stand design. Otherwise the Organizing Committee will not be held responsible for failure to comply with any of the applicant's requirements. The **Participation Contract** will be valid as long as it is approved and signed by the FIAV Organizers.

To confirm your reservation and receive your location, the exhibitor must pay 100% of the cost of the contracted area, the requested services and the credentials.

If the samples to be displayed in the Indoor Area are, large heavy or have other special characteristics, the exhibitor must notify the Organizer at least 20 days before the start of the Fair, for evaluation and approval, taking into account the assembly specifications, coordination for access to the pavilions, and requirements of the fairgrounds.

Any changes to the layout of panels or any other element related to stand setup will be charged additionally, depending on their complexity and proximity to the Fair's opening date. The Organizing Committee reserves the right, when it deems it appropriate for the fair's interests, to make changes to stand locations and notify exhibitors of this along with the proposed new location.

A 20% surcharge will be applied to all services required once the Fair setup begins, and billing will be done at the Service Desk located in Hall 8-A.

WAIVERS OR REDUCTIONS IN PARTICIPATION: Reductions and/or withdrawals from contracted space carry penalties, even if another exhibitor can occupy the space.

- Up to 30 days before the start of the Fair: 50% of the total area and services.
- Up to 7 days or less before the start of the Fair: 100% of the total area and services.

Exhibitors may cancel their participation by sending a written notice by any means that provides proof of receipt. Upon receipt of the notice, the Organizer will cancel the contract.

RATES:

- **Interior space set up (ground floor)**

Rate: CUP 3300.00/ m² (from 9m² minimum be contracted)

Includes: space, aluminum structure, white modular panels (2.42 x 0.95 m), carpet, sign with the exhibitor's name, electricity consumption up to 500 W, cleaning, sample protection, credentials (depending on the contracted area), inclusion in the official catalog in digital format (up to 15 lines).

- **Mounted interior space (mezzanine)**

Rate: CUP 3000.00/ m² (from 9m² minimum be contracted)

Includes: space, aluminum structure, white modular panels (2.42 x 0.95 m), carpet, sign with the exhibitor's name, electricity consumption up to 500 W, cleaning, sample protection, credentials (depending on the contracted area), inclusion in the official catalog in digital format (up to 15 lines).

- **Unassembled interior space (ground floor) (CARPET NOT INCLUDED)**

Rate: CUP 3100.00/ m² (from 9m² minimum be contracted)

Includes: space, electricity consumption up to 500 W, cleaning, sample protection, credentials (depending on the contracted area), and inclusion in the official catalog in digital format (up to 15 lines).

- **Unassembled interior space (mezzanine) (CARPET NOT INCLUDED)**

Rate: CUP 2880.00/ m² (from 9m² minimum be contracted)

Includes: space, electricity consumption up to 500 W, cleaning, sample protection, credentials (depending on the contracted area), and inclusion in the official catalog in digital format (up to 15 lines).

- **Unassembled interior space (with special mounts) (CARPET NOT INCLUDED)**

Rate: CUP 4512.00/ m² (from 9m² minimum be contracted)

Includes: space, electricity consumption up to 500 W, cleaning, sample protection, credentials (depending on the contracted area), and inclusion in the official catalog in digital format (up to 15 lines).

- **Outdoor space (DOES NOT INCLUDE CARPET OR ELECTRICITY)**

Rate: CUP 1900.00/ m² (from 9m² minimum be contracted)

Includes: space, cleaning, sample protection, credentials (depending on the contracted area), and inclusion in the official catalog in digital format (up to 15 lines).

NOTE: If your space is exterior, but has special construction and/or design, it goes into the CUP 4512.00/m² rate category.

HOW TO PAY?: Participants in trade shows organized by PABEXPO will make payments to the recipient, bank, and bank account number listed on the invoices issued by PABEXPO. These invoices will contain the total amount due and an appendix with a breakdown of the services requested, which is already included in the invoice.

For foreign participants, the invoice issued by PABEXPO will specify the currency and the applicable exchange rate.

Foreign Exhibitors

☐ Bank Transfer from abroad

☐ Transfer or Check from BFI account

☐ Visa, MasterCard, MIR, BANDEC Prepaid, AIS, Classic, UnionPay, CABAL credit cards

☐ Cash USD or EURO

National Exhibitors

☐ Bank transfer or CUP check

☐ Card issued by a Cuban Bank for Business purposes (TAX ACCOUNTS)

ACCREDITATION: The number of free exhibitor credentials will depend on the area contracted. For each additional badge for a stand, the exhibitor must pay 960.00 CUP.

- From 9 m² to 16 m²: 3 credentials
- From 18 m² to 30 m²: 4 credential
- From 32 m² to 50 m²: 5 credentials
- From 51 m² to 80 m²: 6 credentials
- From 81 m² to 100 m²: 8 credentials
- More than 100 m²: 10 credentials

To collect the credentials, the exhibitor must show the receipt issued by the Pabexpo Economics Department, certifying that their invoice, space, services and credentials has been paid All credentials are personal and non-transferable. If misused they will be revoked and will not be returner. Therefore, exhibitors must pay 960.00 CUP for a new credential if they wish to remain at the Fair.

PROFESSIONAL VISITOR: Businesspeople, entrepreneurs, buyers, professionals, and those interested in visiting the Fair may obtain professional visitor accreditation at a cost of 2,400.00 CUP. This accreditation includes the right to visit the Fair daily, participate in official activities such as the opening ceremony and awards ceremony, and make business contacts.

You can register and pay directly at the PABEXPO Economics Department. Either upon arrival at the Fairgrounds in Hall 8-A. **(For information on payment, see HOW TO PAY?)**

ASSEMBLY RIGHTS: Companies and individuals working on decoration and/or assembly must carry a Design Credential (1200.00 CUP each) and, in the case of special assemblies, a Special Assembly Credential (2900.00 CUP each). The credentials for assembly and disassembly will only grant access to the pavilion and the stand designated therein and during these stages. Improper use of these credentials entitles the Fair authorities to withdraw them and prohibit entry to the persons involved. These credentials may only be requested and paid for by the Exhibitor, who is responsible for the personnel they accredit

In the case of unofficial entities or builders, they must pay a fee for the right to set up a stand wherever they build.

The Organizing Committee determines the schedules and days of the assembly phase. When an extension is exceptionally required due to exhibitors' needs, additional time will be billed according to the established rates. Requests for additional time must always be communicated to the Organizer at least 24 hours in advance of the date on which you wish to work outside of the established schedule.

OFFICIAL CATALOG: The Fair publishes an official catalogue of its exhibitors in digital format; this includes all exhibiting companies in alphabetical order by country. Exhibitors are allowed to include up to 15 lines of text about their company's products and/or services. The information must be checked carefully, the information used will be derived exclusively from data provided by exhibitors. It must be submitted in digital format and clearly written. The Organizing Committee is not responsible for errors or omissions and will make the necessary adjustments in cases where they do not correspond to the format and style of the Catalog.

Exhibitors may include advertisements in this Catalogue, subject to the established fee. Originals must be sent to the Organizer, print-ready (final artwork), in PDF format and measuring 16 x 22 cm.

The deadline for submitting information from the official catalog and advertisements is 20 days before the start of the Fair.

SURVEILLANCE AND SECURITY: Exhibitors shall be solely responsible for any damage caused to their stand and/or their property or equipment of any kind due to theft, robbery, or accident during trade show hours, as well as during setup and dismantling. At the end of the day and upon departure, the venue shall be responsible for the protection and integrity of the stand until the following day, upon the exhibitor's entry. Claims for theft, breakage, or other damage to samples or equipment detected within 30 minutes prior to the daily opening of the Trade Show must be made immediately and in writing. Otherwise, no claim will be accepted.

SURE Exhibitors must insure against all risks with Insurance Internationals S.A. ESICUBA, the Official Insurer of the Fair, the merchandise and samples they exhibit, whether they are their own property or that of third parties. The Fair authorities are exempt from all liability for any loss or damage they may suffer.

ESICUBA: Cuba No. 314, Old Havana, Havana, Cuba

Email: esicuba.clientes@esicuba.cu

www.esicuba.cu

The cause of Force Majeure recognized in current legislation will apply to those events that could not be foreseen, or even if foreseen, are unavoidable.

SAMPLES TO DISPLAY: PALCO Freight Agency is official agent of FIHAV for freight forwarding transportation and customs clearance services. All information regarding arrival times for goods and documents necessary documents for clearance can be obtain through:

- **PALCO Forwarding Agency**
180th Street and 15th Street, Siboney, Playa, PO Box 16046, Havana, Cuba
Telephone: (53) 7271 3669. E-mail: lianetfernandez@palco.cu

VISAS: Exhibitors and participants can travel to Cuba with a tourist visa, which they can obtain at Cuban consulates in their respective countries.

AWARD JURIES: FIHAV has an award system.

- Gold Medal from the National Standards Office for Product Quality.
- National Design Office Award for Product Design.
- Communication Award from the Cuban Association of Social Communicators.
- Special Awards from the FIHAV Organizing Committee.

SERVICES TO EXHIBITORS AT THE FAIR: The Organizing Committee offers the following services

- Organization of business roundtables.
- Commercial information bureau.
- Conference and seminar programs.
- Stand assembly.
- Lettering and graphic design.
- Electricity. **(except in Outdoor Area)**
- Customs clearance, local transport and sample handling.
- Surveillance and security.
- Meeting rooms.
- Currency exchange (bank branch).
- Medical attention.
- Parking.

SOME PROHIBITIONS THAT THE EXHIBITOR SHOULD BE AWARE OF

- Aluminum panels and profiles may not be painted, screwed, or drilled. These structures may support up to 5 kg of weight per panel.
- When decorating, the stand glues or adhesive materials may not be used on the surface of the panels or profiles, nor may water be used in quantities that would affect the panel's preservation
- Rented furniture and other equipment may not be scratched cut, or have decals or other adhesive materials attached to them.
- Connecting higher than the requested power or making unauthorized connections. Failure to comply with this instruction will result in a monetary penalty, regardless of the obligation to remove the connection.

- Glue, paint, drill, break or damage in any way: floors, columns or ceilings of the premises.
- The use of spaces outside the contracted area, as well as any type of advertising or commercial promotion on the premises, facades, floors, and external or internal areas, including posters, advertisements, totems, banners, or any other printed or non-printed media, is prohibited without the authorization of the Fair Organizer. Authorization will be based on the submitted design and only after payment of the established fee
- Using equipment and/or creating conditions for its use that cause discomfort to other exhibitors, the performance of musical groups inside their stand, in common areas or in circulation corridors, making noisy demonstrations or advertising with loudspeakers or other means of similar or similar characteristics to attract the public.
- The loud volume of their broadcasts in the case of exhibitors who display stereos or other audiovisual equipment in a way that disturbs other participants.
- Conducting tastings, raffles, or drawings without the Organizer's authorization, and if authorized, they may not impede the free movement of visitors or disrupt public order.
- Misuse of credentials during all stages of the fair.
- Access or parking of vehicles to the interior areas of the fairgrounds.
- The dismantling and/or removal of samples and merchandise from the stands before the day and time of the end of the fair.
- Access for minors under 16 years of age is prohibited during the assembly, exhibition, and dismantling stages, except on the day of public visits.
- Smoking inside the pavilions of the enclosure.

MOST IMPORTANT DATES FOR THE EXHIBITOR:

October 25: (30 days before the start of the Fair)

- Penalty of 50% of the total contracted area for resignation or reduction in participation.

November 4th: (20 days before the start of the Fair)

- Submit the Data information for the Official Catalogue.
- Reception of final artwork for Advertisement in Official Catalog (PDF Format / size 16 x 22 cm).
- Report samples to be exhibited with large dimensions, weight or other special characteristics

November 12: (12 days before the start of the Fair)

- Free stand assembly design (accredited personnel with prior coordination with the Organizing Committee).

November 17: (7 days before the start of the Fair)

- Penalty of 100% of the total contracted area for resignation or reduction in participation.

November 19: (5 days before the start of the Fair)

- Exhibitor entrance and presentation of design assembly credentials.

November 23rd: (1 day before the start of the Fair)

- This is designate for general cleaning of the fairgrounds Therefore, on that day the stands must already be set up and decorated. Otherwise, unless there is a justified reason, the exhibitor will be penalized with a fine of up to 5% of the total cost of the rented space

December 1st-10:

- Removal of samples and dismantling of stands.