2018 CARILEC Engineering Conference & Exhibition
July 22nd – 25th 2018

Trinidad & Tobago

Theme: “Creating a Next Gen Utility: Power Infrastructure in the Spotlight”

Exhibition Information
Dear Exhibitor,

The Caribbean Electric Utility Services Corporation (CARILEC) is an association of electric utilities, suppliers, manufacturers and other stakeholders operating in the electricity industry in the Caribbean. The Association is made up of thirty-four (34) electric utilities from Bermuda in the north to Suriname in the south, and sixty-nine (69) associate members and seven (7) affiliate member companies involved in some aspect of servicing the electric utility business.

The Engineers Utilities conference is mainly attended by engineering professionals from the Regional Utilities, North America and Europe. It also attracts interest from manufacturers, suppliers of equipment and materials and other industry service providers. It is a forum which facilitates networking, the exchange of ideas and the exposure to new developments, technologies and products both through presentations and a trade show which is a growing segment of the conference.

The 2018 CARILEC Engineering Conference and Exhibition to date is CARILEC’S largest event. The Four-day event features a trade show, technical presentations, classroom-type sessions, the famous speed-networking sessions, social activities, field trips and a spouse programme.

The greatest benefit of this event is that the supplier has a ready audience of not just the Utility Engineers, to whom they could propose their technical solutions to, but also other vendors with whom they can forge synergetic partnerships.

The Exhibition will take place during the conference and will have most peak activity when the main conference sessions are in recess, during the extended breaks, lunches and cocktail parties. There are cocktail parties and networking activities held within the exhibition hall.

This year’s event will be held in Trinidad at the Hyatt Regency Hotel from July 22nd – 25th 2018.

Please feel free to contact us for any further information at conference@carilec.org

Happy Networking!

Alana Mathurin
Marketing and Member Services Manager
Exhibition Booth Setup

Each booth will be 10ft X10Ft with soft wall (pipe and drape) and equipped with the following.

- One (1) table
- Two (2) chairs
- One (1) electrical outlet (220 or 110 volts)
- Logo signage (please provide logo in 300 dpi format when submitting registration form).

Exhibition Booth Cost

The booths will be placed in two general areas and are priced as follows:-

<table>
<thead>
<tr>
<th>Category</th>
<th>Associate Members</th>
<th>Non Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration of booth (USD)</td>
<td>Premium</td>
<td>1225</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1625</td>
</tr>
<tr>
<td>Registration for booths(USD)</td>
<td>Normal</td>
<td>1050</td>
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<td></td>
<td></td>
<td>1350</td>
</tr>
</tbody>
</table>

(Maximum of 2 persons per booth)

Booth Attendant Fee

<table>
<thead>
<tr>
<th>Category</th>
<th>Associate Members</th>
<th>Non Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth attendant fees (USD)</td>
<td>Booth attendant 1</td>
<td>725</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1075</td>
</tr>
<tr>
<td></td>
<td>Booth attendant 2</td>
<td>650</td>
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<tr>
<td></td>
<td></td>
<td>975</td>
</tr>
</tbody>
</table>
Exhibitors Floor Plan

Hyatt Regency Trinidad

For more information or queries concerning Exhibition options contact events@carilec.org

*Booths will be reserved and assigned on a first pay- first serve basis, with added priority for Members and Sponsors.
Exhibitor Conference Information

The Attendee Package includes the below:

- Full access to three days of conference sessions
- Daily networking breaks and lunches
- Two Cocktail Parties and one Dinner Party
- Opening ceremony, Reception and Exhibition ribbon cutting – 22\textsuperscript{nd} July
- Access to face to face speed networking sessions \textit{(members only)}
- Lead Gen through Event App – Collect, Save & Export Leads \textit{- New}
- Exhibitor Promotions (giveaways / coupons) \textit{- New}
- Extensive networking opportunities with Regional utility companies

Booths will be reserved and assigned on a first pay- first serve basis, with added priority for Members and Sponsors.

Exhibitor Shipping Information

CUSTOMS AND INTERNAL HANDLING

1. AEROMARINE will be responsible for
   - coordinating the preparation of the documents to clear all cargo
   - Receiving, storage and transportation of all the material to the Hyatt Regency

2. Vendors will be responsible for payment of:
   - Relevant and related taxes specific to his/her shipment
   - The entry and departure shipping cost
   - Special equipment if contracted to transport to Exhibition area or exact booth location
3. Shipping Address

*Vendors should ensure that their send/ship items to the attention of*

**Master Air-waybill-**
Consigned to: Aeromarine Trinidad Ltd  
Lot D Sealots, Road, Trinidad  
Contact: Ranelle Dowdy  
CARILEC 2018 - booth no#??  
Tele # 1 868 624 4910, Fax # 1 868 624 4463  
[link to email]

**Commercial Invoices-**
Consigned to: Aeromarine Trinidad Ltd  
Lot D Sealots, Road, Trinidad  
Contact: Ranelle Dowdy  
CARILEC 2018 - booth no#  
Tele # 1 868 624 4910, Fax # 1 868 624 4463  
[link to email]

Please make sure that your company name and both numbers is clearly marked on all boxes. Fax or email your invoice or customs form with description of items, value and total number of boxes or pieces being sent to us.

- Each client’s individual box should have their name and the Commercial Invoice numbers affixed.
- The Supplier and Consignee names and address.
- And exhibitors booth number

*N.B. All items must be shipped to arrive July 11th, 2018.*
4. Internal Handling

Customs Clearance

Aeromarine will be responsible for preparing the documents to clear all cargo.

As such we will need to have the necessary documents to do so:
- Performa invoice

Please note the commercial invoice must state clearly the following:
- Detailed description of the item(s) (equipment/gifts, advertising products etc.)
- Unit Price for each item(s)
- Total Price, currency
- Country of Origin for each item(s)
- Packing List (if applicable)

NOTE: Please send TWO (2) Commercial Invoices

1. Goods being consumed/remaining in Trinidad
2. Temporary import: for goods being returned to destination

Please indicate what goods are non-commercial and not for resale or consumption on island.

Handling
We will receive, store and transport the material to the Hyatt Regency Hotel by July 21st, 2018. Please indicate via email to conference@carilec.org whether your items require additional labour to assist in transfer, or indicated on registration form.

Return of Material

The Conference team & Aeromarine will assist with the transfer and arrangement for shipments of your booth material/equipment on Wednesday July 25th, 2018 (PM).
**Exhibitor Schedule**

**Booth Set-up / Break-down**
Exhibitors will be allowed access to the hall for setting up and dismantling their exhibits at the following tentative dates and times. Please have a representative present at the booth during these exhibition times.

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, July 22nd, 2018</td>
<td>Registration/ Set up</td>
<td>10:30am – 4:30pm</td>
</tr>
<tr>
<td>Sunday, July 22nd, 2018</td>
<td>Opening Of Exhibition</td>
<td>6:00 pm – 9:00pm</td>
</tr>
<tr>
<td>Monday, July 23rd, 2018</td>
<td>Exhibition hours</td>
<td>9am – 7:00pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Peak 10:00am</td>
</tr>
<tr>
<td>Tuesday, July 24th, 2018</td>
<td>Exhibition hours</td>
<td>9am – 4:00 pm</td>
</tr>
<tr>
<td>Wednesday, July 25th, 2018</td>
<td>Exhibition hours</td>
<td>9am – 1:00pm</td>
</tr>
<tr>
<td>Wednesday, July 25th, 2018</td>
<td>Breakdown</td>
<td>2:30pm</td>
</tr>
</tbody>
</table>

**Logos and Company Write ups**
Please be advised that by accepting the exhibition requirements the Conference committee will require your company logo in 300 dpi format. Your company logo will be placed in your booth in order to be easily identified. We also request a 50 word description of your company for inclusion in the Conference brochure and Event App. Deadline date for submission of logos and description is on or before **June 25th, 2018**.
VENUE/HOTEL INFORMATION

The Engineering Conference and Exhibition will be held at the Hyatt Regency Trinidad.

Accommodations and Room Rate

The Hyatt Regency Trinidad offers a special room rate for all delegates. See below the information to make hotel bookings.

ROOM RATES

Single Occupancy/ King bed – US$155

Single Occupancy/ Double Beds – US$160.00

Note that double occupancy will incur an additional US$20 per night.

Rates are subjected to taxes and service fees of US$21.55% and are inclusive of breakfast and guest in-room Wi-Fi.

RESERVATIONS

All Reservations must be made via the link below;

https://book.passkey.com/e/49619022

This room rate and availability is only guaranteed until June 6th, 2018, if any extension is granted you will be notified, otherwise please book early.

All guests must make reservations directly with the Hotel.
Exhibitor Payment Information

PAYMENT & BANKING DETAILS
Payment can be made by Cheque, Bank Draft, Telegraphic Transfer, Cash or Credit Card

Cheques and bank drafts must be made payable to CARILEC and mailed to;

Caribbean Electric Utility Services Corporation (CARILEC)
PO Box CP5907, Castries, Saint Lucia
Desir Avenue, Sans Souci, Castries, Saint Lucia

Banking Details for transfers:
CARILEC
A/C No. 1129402
SWIFT: PNBPUS3NNYC
CIBC FIRST CARIBBEAN INTERNATIONAL BANK LTD
Bridge Street
Castries, Saint Lucia
Swift code: FCIBLCLC

Corresponding Bank Details:
WELLS Fargo
375 Park Avenue, NY 4080
New York 10152
Swift Code: PNBPUS3NNYC
ABA NO.: 026005092

- Payments are due no later than four (4) weeks in advance of the conference date. Cancellations must be received in writing and will carry a US$400 Administrative Fee if cancelled after June 29th 2018.
- Please note that persons paying by credit card will be forwarded an authorization form upon confirmation of registration.
- Please allow five (5) working days for processing of invoices and receipts.
CLICK TO REGISTER

THANK YOU!

For more information visit here or contact us at conference@carilec.org