



CARILEC

An Association Of Electric Utilities

2018 CARILEC Renewable Energy & Smart Grid Conference

September 23rd – 27th 2018

(Sessions/Exhibition end on the 26th, the 27th is a closed session workshop)

Miami

Theme: “Energy Resilience and Independence”

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 seventy-two (72) associate members and eight (8) affiliate member companies involved in some aspect of servicing the electric utility business.

This conference is being strategically aligned with our **CARILEC Renewable Energy Community (CAREC)** platform current initiative to drive more knowledge sharing and collaboration in the region's energy sphere.

The Conference will feature interactive-style workshops, networking opportunities, peer-to-peer learning and practical demonstrations of renewable energy best practice, resiliency planning, CARILEC Renewable Energy Community, and disaster management. It will also serve as a space for women professionals to connect with each other under the CARILEC & Women in Energy (WIRE) Strategic Partnership.

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 and lunches.

This year's event will be held in Miami at the Hilton Downtown Miami Hotel from September 23rd – 27th 2018 (Sessions/Exhibition end on the 26th, the 27th is a closed session workshop)

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

- One 6' x 30" Table
- Two (2) chairs
- One (1) electrical outlet (220 Or 110 volts) * **By Request Only**
- Logo signage (please provide logo in 300 dpi format when submitting registration form).

Exhibition Booth Cost

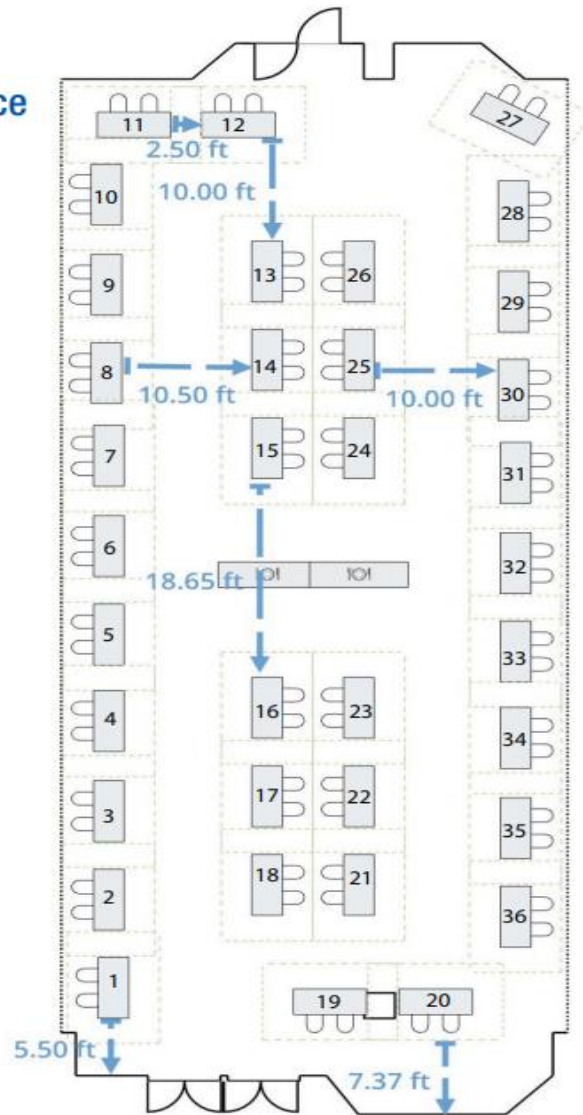
The booths will be placed in two general areas and are priced as follows:-

Category		Members	Non Members
Registration of booth (USD)	Booth fees and 1 Booth attendant	1200	1500
Registration for booths(USD)	Booth Fees & 2 Booth attendants	1750	2400

(Maximum of 2 persons per booth)

Exhibitors Floor Plan

CAREC
Renewable Energy Community
**Renewable Energy
& Smart Grid Conference**
Hilton Miami Downtown



*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
- Farewell Business Mixer
- Opening ceremony, Reception and Exhibition ribbon cutting – 23rd September
- Lead Gen through Event App – Collect, Save & Export Leads - **New**
- Exhibitor Promotions (giveaways / coupons)- **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 Rules

- All booth advertising banners should be no more than 8' X 8'
- Vendors are not allowed to build-in partitions blocking off the tables on either side of your space
- Vendors should keep all their booth furniture and equipment within the confines of the space available to them which is (8x8')

Additional Setup Items

- For furniture rentals there are some options below, furniture rentals should be arranged directly with vendors:

Cort Furniture- www.cort.com

Brelex Party Rental- www.brelexrentals.com

Classic Party Rental - <https://classicpartyrentals.com/>

- For lighting and AV equipment, please contact

Pierre Sasiain
Director, Event Technology - PSAV®
The Hilton Miami Downtown
■ **mobile:** 305.776.6919
■ **e-mail:** psasiain@psav.com

Exhibitor Shipping Information

SHIPPING, CUSTOMS AND INTERNAL HANDLING

All Booth materials and exhibits for shipping should be addressed with your name and the following contact information:

For shipping your materials to The Hilton Miami Downtown, please use the following guidelines.

1. Address the package (s) to yourself & your company.
2. Please also mark on the package the name of the conference you are attending and the date. Also be sure to note the number of boxes in shipment, i.e. Box 1 of 3, Box 2 of 3, Box 3 of 3, etc.
3. C/O The Hilton Miami Downtown
1601 Biscayne Blvd
Miami, FL 33132

N. B. Hotel will not accept packages until 3 days prior to start of conference due to limited storage space.

Packages will be held by the Package desk located in Security. The charges are listed below, payable to the person who delivers your shipment. It is the exhibitor's responsibility to contact the Concierge to arrange for delivery of packages. Be aware that there is no guarantee of security in the display area. It is the responsibility of each company to take liability for its own display.

Return of Material

For return shipment call the Package/ Security desk on the house phone to arrange pick up and shipping when ready to be shipped home. Exhibitors must bring their own shipping forms and they must be completely filled out for return shipment.

PACKAGE HANDLING FEES (per box):

Boxes 25 Pounds and Under are \$10.00 per Box + Taxes & Fees

Boxes 26 Pounds and Up are \$25.00 per Box + Taxes & Fees

Pallets are a Flat Fee of \$250.00 + Taxes + Fees and Must be arranged through your assigned Convention Service Manager.

Due to limited space; the Hotel will receive shipments ONLY on or before 3 business days prior to your event.

Please note that all booth materials and exhibits should be sent/shipped to arrive one week before the actual date of the conference. Any questions or queries please call Alana Raymond or Keitha Isaac at Tel: 1 758 4528604 or 758 4520140 before shipping off booth material and exhibits.

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 the hotel

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.

Date	Registration/ Set up	10:30am – 4:30pm
Sunday, September 23rd ,2018	Opening Of Exhibition	6:00 pm – 9:00pm
Monday, September 24th, 2018	Exhibition hours	9am – 5:00pm Peak 10:00am
Tuesday, September 25th, 2018	Exhibition hours	9am – 4:00 pm
Wednesday, September 26th, 2018	Exhibition hours	9am – 1:00pm
Wednesday, September 26th, 2018	Breakdown	2:30pm

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 will also request a 50 word description of your company for inclusion in the Conference brochure via our event Event App, so please look out for this email. Deadline date for submission of logos and description is on or before **August 31st, 2018** through the app.

VENUE/HOTEL INFORMATION

The Renewable Energy and Smart Grid Conference will be held at the Hilton Downtown Miami Hotel.

Accommodations and Room Rate

The Hilton Miami Downtown Hotel offers a special room rate for all delegates. See below the information to make hotel bookings

ROOM RATES

Single Occupancy – US\$135

Double Occupancy – US\$135

Triple Occupancy - US\$135

Rates are subjected to Sales taxes of 7% and Hotel occupancy rate of 5%.

All Reservations must be made by clicking or copying and pasting the the link below:

https://secure3.hilton.com/en_US/hi/reservation/book.htm?execution=e1s1

Group Code: CAREC

* You will need to enter the group code in other to receive the special CARILEC rate.

Please note if you would like to call in to make reservations you can do so by calling 1-800-Hiltons (445-8667) and providing the group code CAREC. 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